How To: Use Inventory Cleaning Pricing

This tutorial will demonstrate how to price the cost to clean inventory items and boxes after the upload and review of the pack-out inventory list. The priced list can be and sent to adjusters as the cleaning detail to support your invoice.

Detail	Schedule	Financial	Inventory	Work Orders	Tasks	Photos	Attachments

1. Log in to the JobCheck Web Desktop as the Assured Content Manager user.
2. Open the job that you are working on → Click the *Inventory* tab.
3. Filter the inventory list for *Condition* → *Cleanable*.
4. Filter the inventory list for *Boxes* → *Boxed Inventory*.
5. Select all items that you would like to price using the tick-boxes to the left.
6. Click *Price* at the top.
7. Review the boxed items being priced. Consider if the cost to clean is accurate and edit items to reflect the correct price.
8. Click *Save*.
9. Next, filter the inventory list for *Boxes* → *Unboxed Inventory*.
10. Select all items that you would like to price using the tick-boxes to the left.
11. Click *Price* at the top.
12. Review the unboxed items being priced. Consider if the cost to clean is accurate and edit items to reflect the correct price.
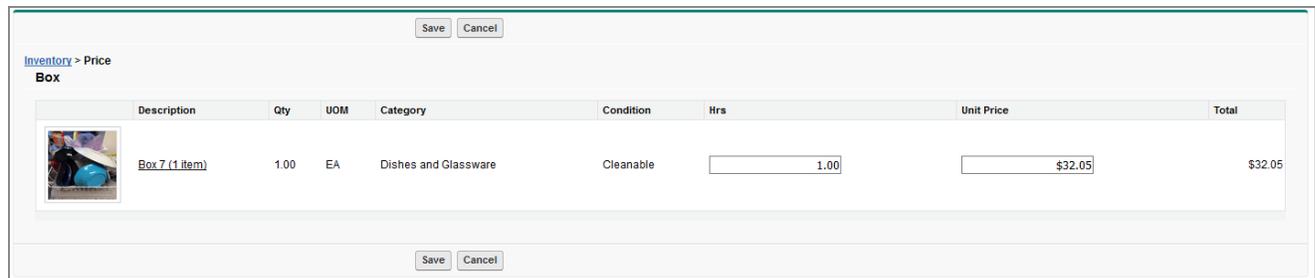
13. Click *Save*.

The priced list has now been saved and is ready to be reported on. To learn how to produce an invoice report for the adjuster, please see tutorial *48 – How to Produce an Inventory Report*.

For additional support or assistance, visit our online support portal, contact our technical support team at 1-877-277-9933 or email us directly at support@assuredsoftware.com.