

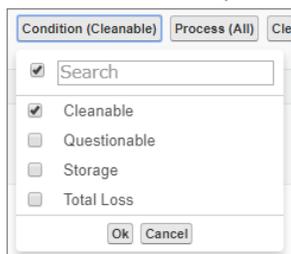


How To: Generate a Cleaning Report

This tutorial will demonstrate how to share a cleaning summary of your content listing with the adjuster; the cleaning report is a detailed pricing breakdown of your inventory list and can be used to supplement the full job invoice you currently provide to the insurance company/adjuster.



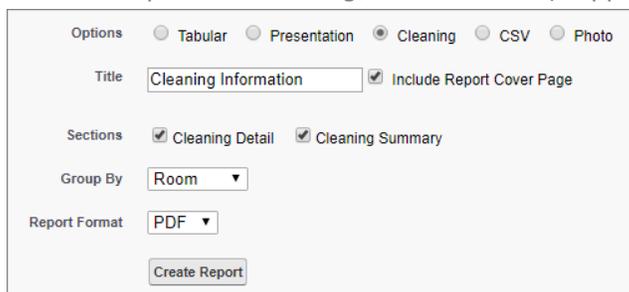
1. | Open a web browser (Chrome , Firefox  or Internet Explorer ) and navigate to: <https://assuredsoftware.cloudforce.com>.
2. | Log in with your username and password (username is usually your email address).
3. Open the job you would like to create the report for and navigate to the *Inventory* tab.
4. Filter the inventory list to show *Condition* → *Cleanable* → *Ok*.



5. Click *Reports* to expand the reporting tool.



6. Select the option for *Cleaning*, edit the name (if applicable) and *Group By* → *Room*.



7. Click *Create Report* (you will see the report generate in the *Export Queue* to the left).
8. Click the link from the export queue; the report will open in another web browser tab or you will be prompted to download the report.
 *Make sure you allow browser pop-ups for <https://assuredsoftware.cloudforce.com>
9. Use the browser tools to print the report, or you can email the report directly from job attachments (see *Tutorial #69*).

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.