How To: Setup Pricing Templates for Cleaning Contents

This tutorial will demonstrate how to setup the cleaning pricing templates for inventory categories and box sizes on the JobCheck web application. Pre-setting these values will ensure that inventory uploads from the Assured PackOut iPad app will be priced automatically.

Home	Contacts	Accounts	Employees	Admin	+

1. Log in to the JobCheck Web Desktop as the Contents Manager user.
2. Click on the *Admin* tab from the primary navigation bar.

Setup Pricing for Unboxed Items

3. Click *Inventory Categories → Edit Inventory Categories*.

In this screen you can add or remove inventory categories, edit existing categories and most importantly, set up the hourly cleaning pricing that you wish to set as your standard charge template.

4. Enter unit price and hours allocated for each category of work. This will ensure that unboxed items are priced upon upload.
5. Click *Save*.

Setup Pricing for Boxed Items

6. Click *Box Sizes → Edit Box Sizes*.

In this screen you can add or remove box sizes to reflect the types of boxes you frequently use and you can setup the standard hourly cleaning pricing you will charge for cleaning boxes.

7. Enter unit price and hours allocated for each size of box; this will ensure that boxes are priced upon upload.
8. Click *Save*.

Cleaning pricing has now been set and you are ready to do the first upload into Assured JobCheck for contents pricing. See the following tutorials for instructions on how to manage your inventory for pricing after the upload: 47 – How to Review and Edit an Inventory List, 48 – How to Price a Content Listing and 49 – How to Produce an Invoice Report.

⚠️ Note that a content listing upload that happens prior to the setup of inventory categories and box sizes will be exempt from the auto-price feature and will require manual pricing.

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.