

How To: Use Inventory Processes to Determine How Inventory is to be Handled

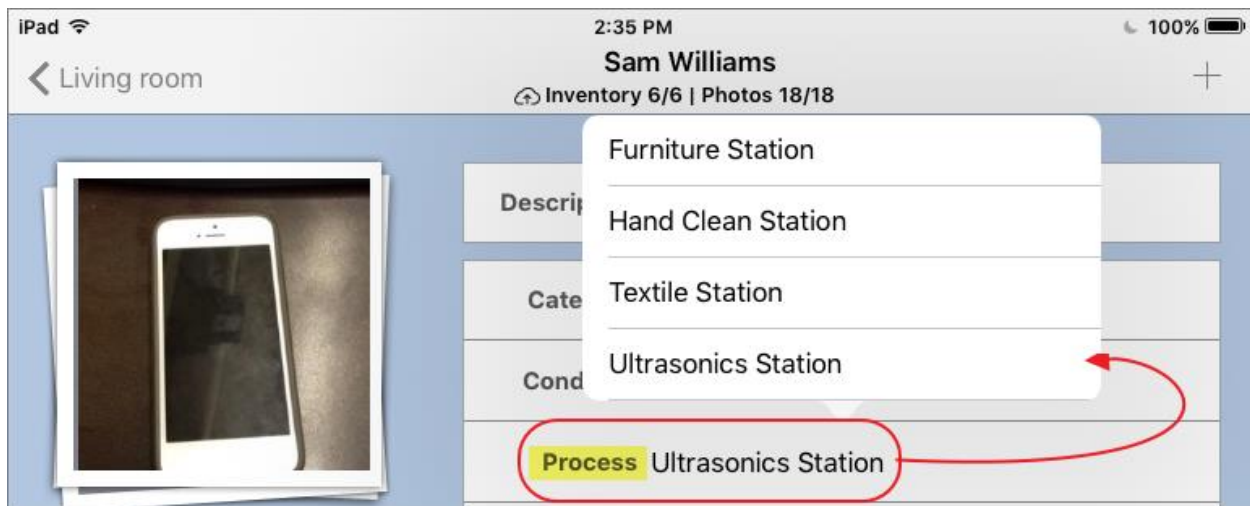
This tutorial will demonstrate how *Processes* can be used to define how inventory should be treated/handled when listing in the field and reviewing/managing inventory back at the office.

Using Processes During a Pack Out

Role: iPad Listing Technicians

When listing an inventory item on the iPad, selecting how the item should be processed at the warehouse allows the team to easily search and filter for those items at the warehouse, saving time spent on evaluation of the contents when receiving and processing.

1. Open the Assured PackOut app on the iPad.
2. Open the job you are working on and navigate to the room you are listing in.
3. Add an item.
4. From the item listing screen, choose the dropdown for 'Process' and select the process that will apply to the item being listed.
5. When the item listing is complete, press the '+' sign to add the next item.

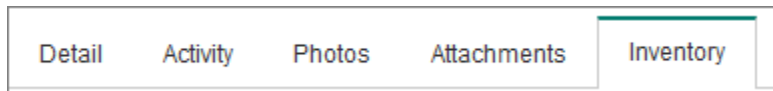


If your custom processes are not appearing in the process dropdown, return to the main app screen and from the arrow menu at the top right, select 'Refresh Settings'.

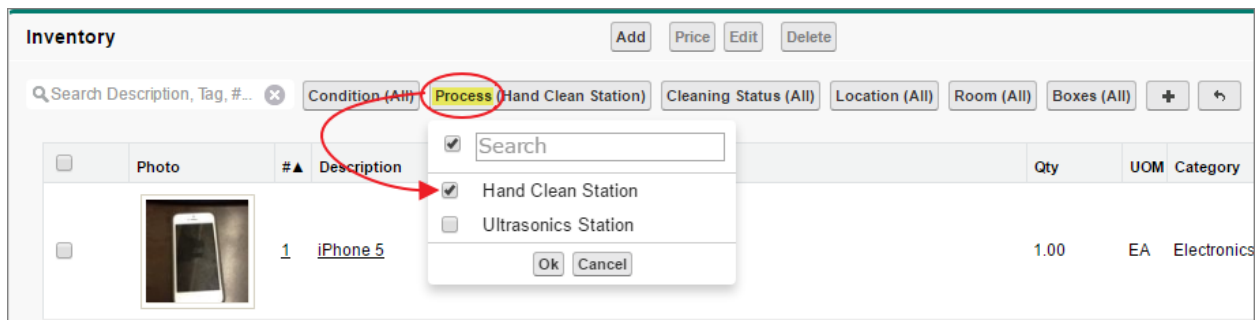
 Organizing Inventory in the Office

Role: Contents Manager


When item processes are defined during the listing on the iPad, reviewing and filtering inventory into process groups for batch updates and handling is streamlined and easy. Using inventory filters, quickly see which inventory items and boxes need special processing and print reports that help your team get organized faster in the warehouse.



1. Log in to Assured JobCheck and open a contents job with inventory.
2. Open the Inventory tab.
3. Click the filter for Process and choose from the dropdown.



Selecting inventory based on a Process enables batch editing for updating Locations and Cleaning Status. Additionally, reports can be prepared for warehouse or cleaning technicians to organize and manage the handling of inventory.



Note that processes are a customizable dropdown menu that can be accessed in the admin tab. For detailed instructions on how to customize processes in your business, see tutorial # 61 – How to Customize Inventory Processes.

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.