

How To: Create a Complete Inventory Photo Report

This tutorial will demonstrate how to generate a photo presentation report; this report is one of the first reports created following the completion of the pack-out at the job-site. This report is commonly used to show a list of all contents packed-out and includes photos of both the items and any pre-existing damage and is often sent to the homeowner and adjuster to limit company liability for damaged items.



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. From the *Home* page, open the job you would like to create the report for.

Photo Presentation Report

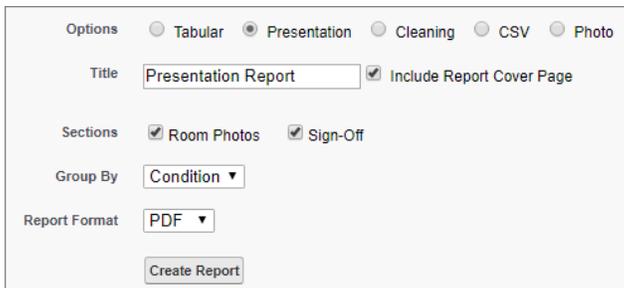
1. Set the inventory filters to default  so that all inventory appears in the inventory list.



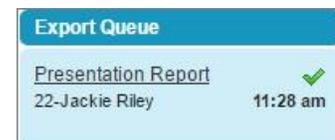
2. From here, click the *Reports* link to open the reporting tools.



3. Select *Options* → *Presentation*.
4. *Group By* → *Condition* (this will have all items/boxes of the same condition appear together).



5. Click *Create Report* (you will see the report generate in the Export Queue on the left).
6. 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>**
7. 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.