

How To: Track Inventory through the Warehouse

This tutorial will demonstrate how to track inventory throughout your warehouse and storage locations by scanning items and boxes with the TrackIt app for iPad or iPhone. Real-time tracking makes it easy to find a client’s inventory quickly in your warehouse.



1. | Download the Assured Trackit app from the Apple App Store on your iPad or iPhone.
2. | Log in with your username and password (username is usually your email address).



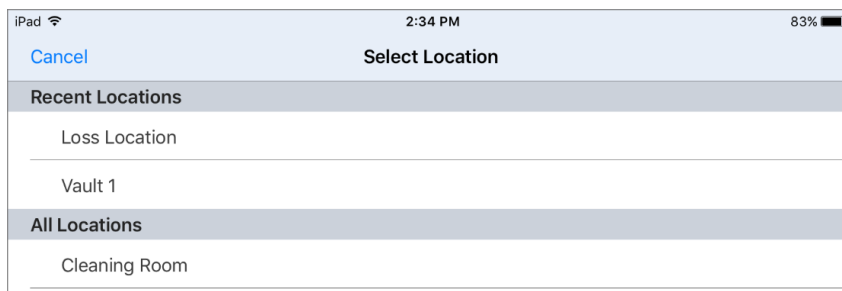
You must be an active Assured JobCheck User and actively using item/box labels on all jobs in your warehouse. printed prior to the release of TrackIt will not be compatible. This app also requires continuous WIFI or data connectivity.

3. From the main app page, tap ‘move’.

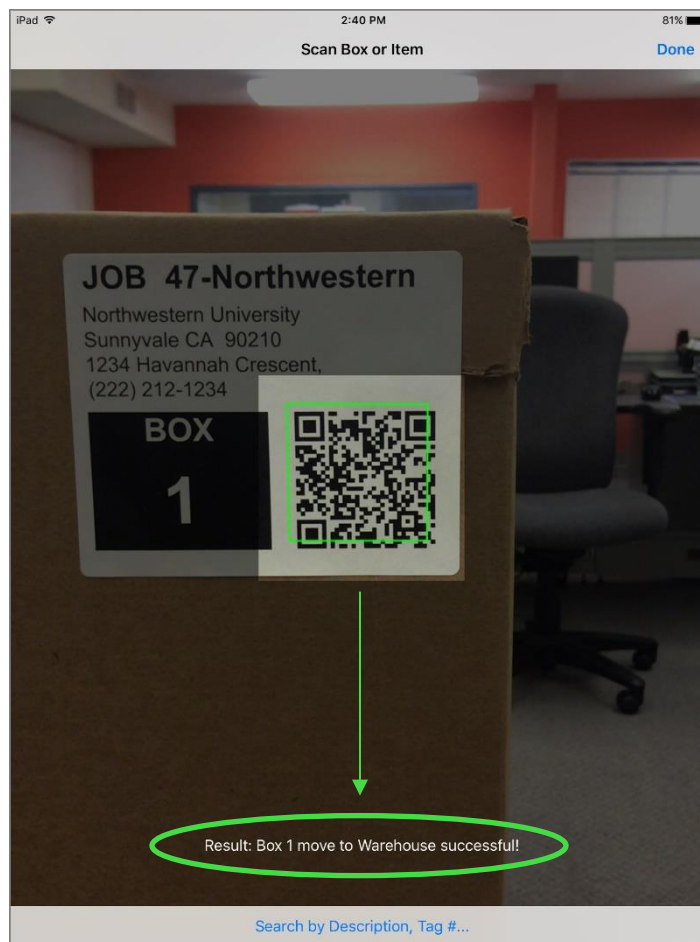


4. Prior to scanning, select the location you would like to move the items or boxes.

Note: You should see a list of locations, if you do not, locations must be configured in the admin tab of the web application first.



- Next, scan all the items or boxes that will be moved to the location you selected.



As Items and boxes are scanned, the location will be updated immediately. The TrackIt app requires a live WIFI or data connection. Each item/box scanned will present a confirmation that indicates the ‘Move’ was successful.



If you need to confirm your recent actions using the TrackIt app. Tap ‘View History’ on the TrackIt home page to see a summary of what was moved. For example you might know there are 100 boxes packed onto a truck you just unloaded in the main warehouse. You want to confirm you scanned all the boxes. The history list will show that 100 Boxes moved to Main Warehouse. If the number is not as expected you can tap the history item in the list to see which box might have been missed.

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.