## **assured**JobCheck™



**Contents Manager Tutorial** 

## How To: Locate Items and Boxes in the Warehouse

This tutorial will demonstrate how to search for and locate an item or box in your warehouse.

| Hom | e Jobs Contacts Accounts Employees Reports Admin  |  |  |  |  |  |  |  |  |  |  |  |
|-----|---|--|--|--|--|--|--|--|--|--|--|--|
| 1.  | 1. Open a web browser (Chrome 🥏, Firefox 🥯 or Internet Explorer 🧟) and navigate to:   |  |  |  |  |  |  |  |  |  |  |  |
|     | https://assuredsoftware.cloudforce.com.   |  |  |  |  |  |  |  |  |  |  |  |
| 2.  | <ol> <li>Log in with your username and password (username is usually your email address).</li> <li>Open the job you are working on.</li> </ol>                            |  |  |  |  |  |  |  |  |  |  |  |
| 3.  |   |  |  |  |  |  |  |  |  |  |  |  |
| 4.  | 4. Click on the <i>'Inventory'</i> tab from the job navigation.   |  |  |  |  |  |  |  |  |  |  |  |
| 5.  | Type in the description or the tag# for the item that you are looking for into the search bar and   |  |  |  |  |  |  |  |  |  |  |  |
|     | press 'enter' on your keyboard.   |  |  |  |  |  |  |  |  |  |  |  |
|     | Q2 Qiphone S  |  |  |  |  |  |  |  |  |  |  |  |
|     |   |  |  |  |  |  |  |  |  |  |  |  |
|     | Note: When searching for item and box numbers, the number is entered the same in both instances (ie. Item 2 and Box 2 would both be searched by entering the number '2'). |  |  |  |  |  |  |  |  |  |  |  |
| 6.  |   |  |  |  |  |  |  |  |  |  |  |  |
| 0.  | Click on the gear box to the right to add a column for location.  |  |  |  |  |  |  |  |  |  |  |  |
|     | 🗄 Summary 🗾 Detail  |  |  |  |  |  |  |  |  |  |  |  |
|     |   |  |  |  |  |  |  |  |  |  |  |  |
|     |   |  |  |  |  |  |  |  |  |  |  |  |
|     | Default Cleaning Pricing  |  |  |  |  |  |  |  |  |  |  |  |
|     | Q Search  |  |  |  |  |  |  |  |  |  |  |  |

The inventory list will be updated to show the location column and your inventory list should only show a short list of items that match the search criteria you specified.

A 1

| 9 | phone 😢 Condition (AII) Process (AII) Cleaning Status (AII) Location (AII) Room (AII) Boxes (AII) 🕇 🦘 |       |           |                 |      |     |             | *         |         |              |          |
|---|---|-------|-----------|-----------------|------|-----|-------------|-----------|---------|--------------|----------|
|   |   | Photo | #▲        | Description     | Qty  | UOM | Category    | Condition | Room    | Tag          | Location |
|   |   |       | <u>44</u> | <u>iPhone 5</u> | 1.00 | EA  | Electronics | Cleanable | Kitchen | <u>Box 1</u> | Vault 1  |

*To learn more about how to track item locations in your warehouse, see tutorial '64 – How to Track Inventory Through the Warehouse'.* 

For additional support or assistance, visit our <u>online support portal</u>, contact our technical support team at 1-877-277-9933 or email us directly at support@assuredsoftware.com.

Location