assuredJobCheck™



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.	 Log in with your username and password (username is usually your email address). Open the job you are working on. 											
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.

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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