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.

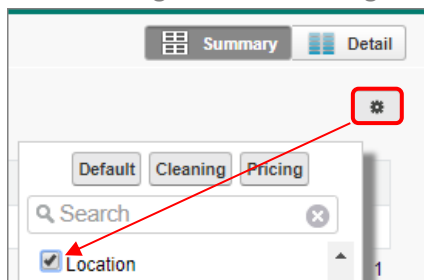1. |Open a web browser (Chrome, Firefox or Internet Explorer) and navigate to: https://assuredsoftware.cloudforce.com.
2. |Log in with your username and password (username is usually your email address).
3. Open the job you are working on.
4. Click on the *'Inventory'* tab from the job navigation.
5. 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.

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. Click on the gear box to the right to add a column for location.

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.
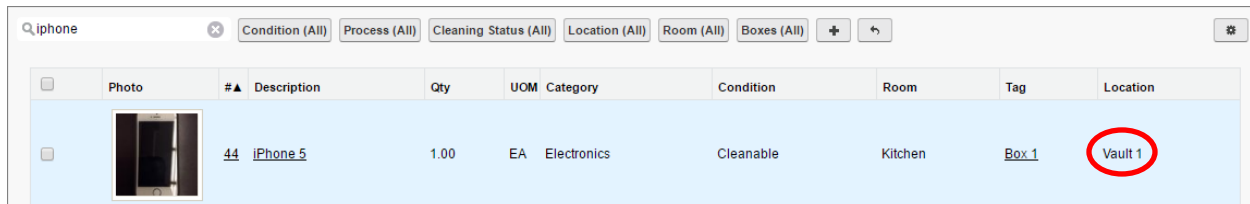

To learn more about how to track item locations in your warehouse, see tutorial '64 – How to Track Inventory Through the Warehouse'.

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