



## How To: Return Inventory and Report on what was Returned

This tutorial will demonstrate how to mark inventory items as returned in real-time using the **Assured TrackIt** iPad app and how to report on all items returned in a period.

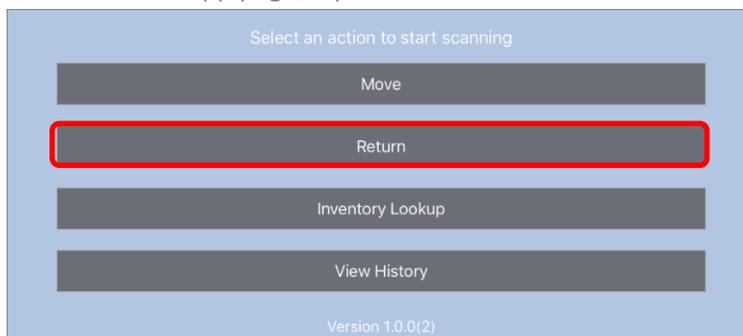
### Mark Items & Boxes as Returned

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

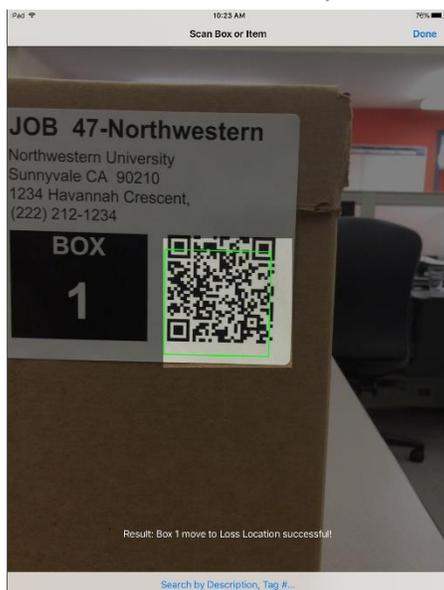


To access inventory lists via the TrackIt app for real-time scanning, you must first ensure that all inventory has been uploaded from the Assured PackOut app into the cloud.

3. From the main app page, tap 'return'.



4. Scan the items/boxes that you are returning to the customer.



*The item/box location will be updated immediately to show it is back at the loss location and a report can be generated to show all items that have been returned.*

## Report on Returned Items & Boxes

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.
4. Click the *Inventory* tab to view all inventory items for this job.
5. Filter for the field 'Returned' and select the dates you want to include in the filter results.
  - a. Click on the plus sign to expand more filtering options.

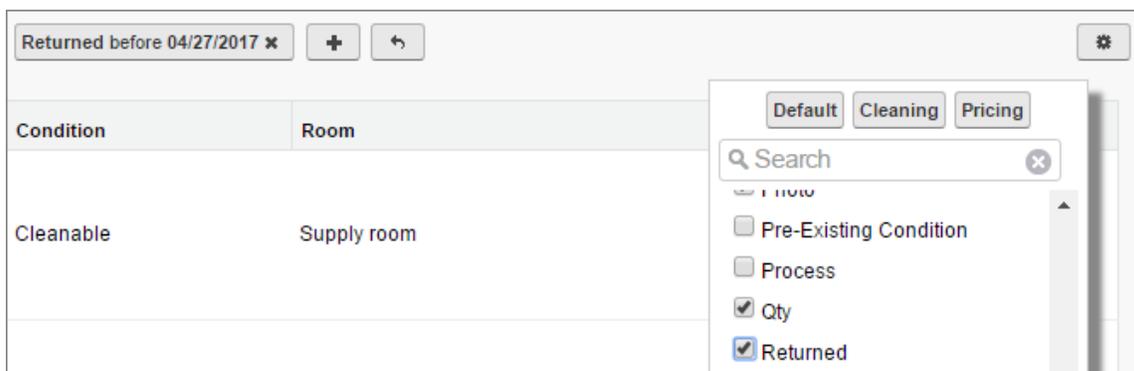


- b. Choose 'Returned' as the filtering criteria, then select the the period you want to filter for (*ie. on, after, before or between certain dates*).
- c. Select the date from the calendar, then click the check mark to apply the filter.



The inventory list will update to show only the items and boxes that match the return date range you entered; the inventory list is now ready to be reported on.

6. Add in a column to show the item/box return date.
  - a. Click the gear box to open the column selection pane → Select 'Returned' from the list.



7. Click *Export* to open the report options and select the report format you want. (ex. Tabular report, grouped by room and sorted by box number.)



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

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](mailto:support@assuredsoftware.com).