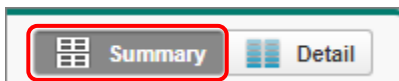# How To: Generate a Box Count

This tutorial will demonstrate how to easily determine the number of boxes assigned (grouped by box size) during the pack-out. A box count can be achieved in one of two ways: via inventory filters or via report.

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 see the box count for.
4. Navigate to the *Inventory Tab* for that job and ensure that the option for 'Summary' view is selected; this will ensure all items listed in a box will only be counted as one box.
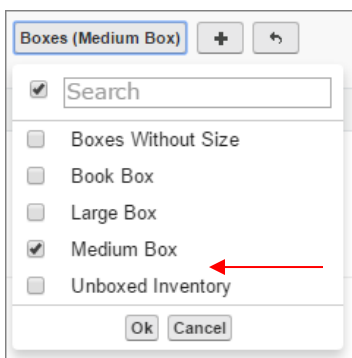

From this point, you can either view an on-screen count or generate a report with the box size count.
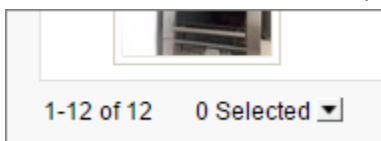
On-Screen Count

This is the fastest access to a summary of box sizes used if the goal is direct input of the count into another system.

1. Use the box size filter to select the box size you want a summary for (ie. medium) → Click *Ok*.

Inventory list will automatically update to show only items listed in Medium boxes.

2. Scroll to the bottom of the inventory page and you will see a count for the number of items listed that match that criteria (Medium box).

This example shows the box summary for Medium boxes is "12".

Inventory Report

If you are required to share the inventory box count with another team member, generating a report with the box count summary may be more effective.

1. Click to expand the *'Reports'* toolbar to access the reporting tools.

2. Select '*Tabular*' report and *group by first level*: **Box Size**.
3. Click '*Create Report'*.

The report will generate in the export queue; each box size heading will include the number of boxes used of that size. Although this report requires some scrolling, it provides a detailed summary of boxes listed/used during the pack-out – in a format that is easy to interpret.

Note: See above, an example of a tabular report grouped by box.

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.