How To: Generate a Tabular Total Loss Report

This tutorial will demonstrate how to generate a total loss report in a tabular format and how to export it to Excel™. The Total Loss report is the most frequently requested report by adjusters; it may or may not include photos, depending on what is required by the specific insurance company or adjuster. The following example will demonstrate a non-photo (*Tabular*) report; however, if you would like the report to include photos, simply choose the *Presentation* report option.
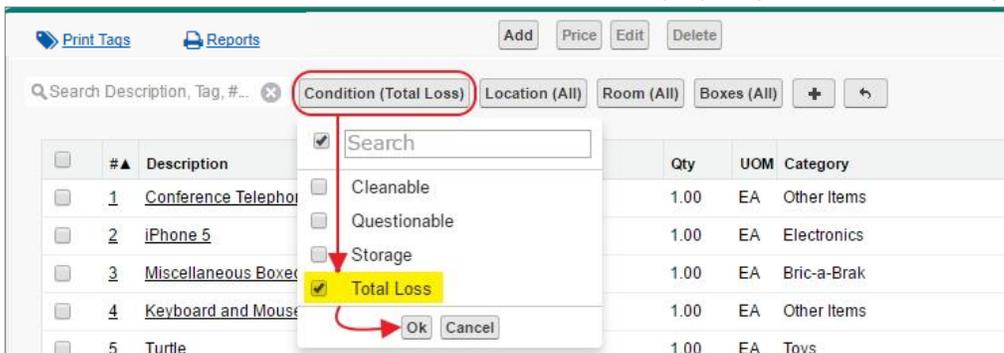
Detail	Activity	Attachments	Inventory

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 would like to create the report for.

Total Loss Report (Without Photos)

1. Set the inventory filters to default so that all inventory appears in the inventory list.

| Condition (All) | Process (All) | Cleaning Status (All) | Location (All) | Room (All) | Boxes (All) | ✚ | ↰ |

1. Choose *Condition* filter → *Total Loss* → *Ok* (this will display only total loss inventory).

	#▲	Description		Qty	UOM	Category
☐	1	Conference Telephor		1.00	EA	Other Items
☐	2	iPhone 5		1.00	EA	Electronics
☐	3	Miscellaneous Boxe		1.00	EA	Bric-a-Brak
☐	4	Keyboard and Mouse		1.00	EA	Other Items
☐	5	Turtle		1.00	EA	Toys

Search: Cleanable, Questionable, Storage, Total Loss — Ok Cancel

2. Select the *Settings* filter ⚙ and choose the columns you want to see.
   (i.e. brand, model, serial number.)
3. Drag the columns into the order you want to see on the report.

	#▲	Photo	Description	Qty	UOM	Category		Room	Condition	Tag	Brand	Model	Serial Number
☐	1		iPhone	2.00	EA	Electronics		Bedroom	Total Loss	Box 1	Apple	MC4424-CA	4565688633111112

4. Click the *Reports* link to open the reporting tools.

🏷 Print Tags   🖨 Reports

Select *Options* → *Tabular.*

5. Rename the report, *Ex. "Total Loss Report"* (this will appear on the report cover page).

6. *Group By* → *Room* (this will have all items/boxes listed in the same room, appear together).

7. Select *Report Format* → *Excel.*

8. Click *Export* (you will see the report generate in the Export Queue on the left).
9. When complete you will see a green check mark next to the report name. Click the link from the export queue; the report will open in another tab.

10. Use the browser tools to print the report, <u>or</u> you can email the report directly from job attachments (*see Tutorial #69*).

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.