




## How To: Generate a Photo Total Loss Report

This tutorial will demonstrate how to generate a total loss report in a presentation (photo) report format. 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 photo (*Presentation*) report; however, if you would like the report to exclude photos, simply choose the *Tabular* report option.

Detail    Activity    Attachments    **Inventory**

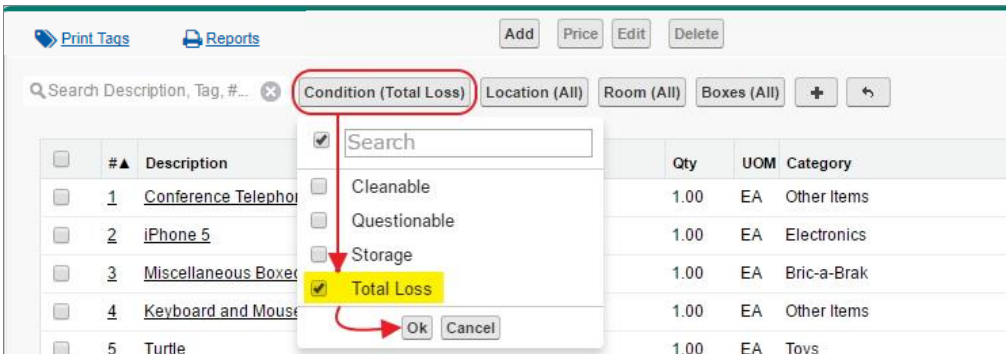
1. | Open a web browser (Chrome , Firefox  or Internet Explorer ) and navigate to: <https://assuredsoftware.cloudforce.com>.
2. | Log in with your username and password (username is usually your email address).
3. Open the job you would like to create the report for.

### Total Loss Report (With 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).



Print Tags    Reports    Add    Price    Edit    Delete

Search Description, Tag, #...    Condition (Total Loss)    Location (All)    Room (All)    Boxes (All)    +    ↶

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

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

Print Tags    **Reports**

3. Select *Options* → *Presentation*.

Options     Tabular     **Presentation**     Cleaning     CSV     Photo

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

Title    Total Loss Report     Include Report Cover Page

## Content Manager Tutorial

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5. Select the report options that will appear on the report.

Sections	<input checked="" type="checkbox"/> Room Photos	<input checked="" type="checkbox"/> Sign-Off
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6. *Group By* → *Room or Condition* (this will have all items/boxes listed in the same room or with the same condition, appear together).

Group By	Room ▼
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7. Select *Report Format* → *PDF*.

Report Format	PDF ▼
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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.

Export Queue	
<a href="#">Total Loss Report - Room</a>	✓
22-Jackie Riley	02:36 pm

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

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).