How To: Email a Report Out of JobCheck

This tutorial will demonstrate how to email a report as a link to an adjuster or a homeowner, direct out of the job's attachments tab.

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).
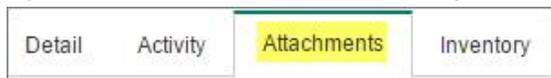3. From the *Home* page, open the job you would like to email a report for.

Email a Report

Every time a report is created, it is automatically saved to the *Attachments* tab in the job. All attachments can be emailed out of the system and do not need to be downloaded first.

1. First, make sure to create the report you want. When the green checkmark appears, the report is ready and is now saved to the job attachments.

    Export Queue

    Total Loss Report - Room   ✔
    22-Jackie Riley   02:36 pm
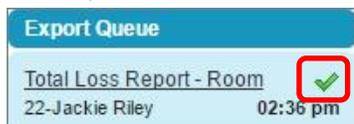
2. Open the *Attachments* tab within the job.

    | Detail | Activity | **Attachments** | Inventory |

3. Scroll down the page until you see the report that you would like to email and select it.

    ☑ PDF   Total Loss Report.pdf

4. Select the *Email* button at the top of the *Attachments* tab.

    Attachments   New Folder Move To Add Forms Delete **Email** Download Print

5. Begin typing the "to" email address/name; if the recipient is an existing account/contact in the system, the email address will appear in a dropdown menu.
6. Ensure that the button '*attach as link*' is selected.
7. Enter in the email text that you would like to accompany your file/report.
8. Click Send.

The recipient will receive an email that includes a link to view their report online in their default browser. Using the browser tools, they can choose to download/save the file or print it.

Note: Above is an example of the email that the recipient will see that includes the links to view reports.

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.