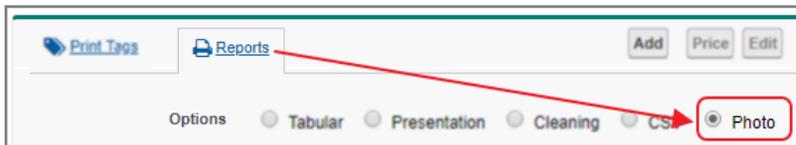


How To: Export Inventory Item Photos to JPEG

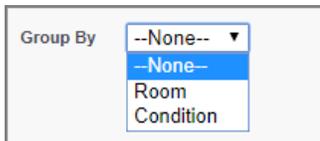
This tutorial will demonstrate how to export all inventory item photos into a zip folder. The photo export tool is a great way to extract your inventory photos when viewing them in the image gallery online (accessible via reports) is not enough.



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 export the photos for → Click on the *Inventory* tab.
4. Click to expand the *Reports* tool → Select the option for 'Photo'.



5. Choose to have item photos export to folders grouped by room or condition.



6. Click 'Create Report'. A zip folder containing all of your item photos will generate in the Export Queue on the left hand side of the screen. A green checkmark indicates it is ready to open/save.



7. Click the link from the export queue to save the zipped folder to your desktop. The folder will contain JPEG photos of the inventory items and boxes listed but will not include general photos or photos of the room.

 When generating reports, always ensure that all filters have been reset to default and are showing 'All' inventory. Click on the backwards facing arrow at the end of the row to reset to default.

Condition (All)
Process (All)
Cleaning Status (All)
Location (All)
Room (All)
Boxes (All)
+


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.