

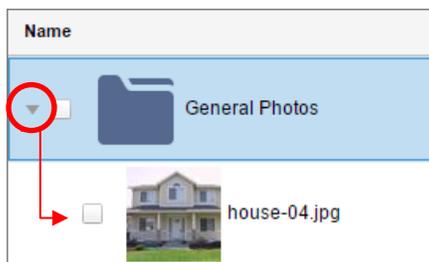
How To: Create a Room Photo Report

This tutorial will demonstrate how to create a PDF report for select room folders and photos that can be shared with adjusters and homeowners.

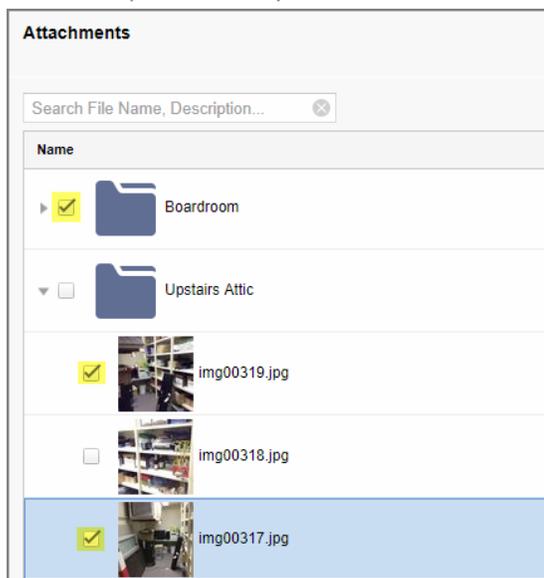


1. | Open a web browser (Chrome , Firefox  or Internet Explorer ) and navigate to: <https://assuredsoftware.cloudforce.com>.
2. | Log in with your username and password (username is usually your email address).
3. Open the job that you would like to create the photo report for.
4. Click on the *Attachments* tab from the secondary navigation bar.

By default, folders are collapsed and you may not see the photos that have been imported to the folder. Click the grey arrow icon (to the left of the check box) to view a folders contents.



5. Select the room folders (to share all photos of a room) that you would like to include or specify individual photos that you would like to include in the room photo report.



6. Click the option 'Photo Report' from the attachment tab action buttons.



The report will generate in the export queue in the left menu pane. When the report is complete and ready to view or send, it will show a green check mark next to the report name.



7. Click the link in the *Export Queue* to view the report online.

For guided instructions on how to email reports out of the JobCheck system, please see tutorial **#59b - How To View, Upload and Email Room Photos, Reports & Files.**

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.