

How To: Merge Reports

This tutorial will demonstrate how to use the *Merge Reports* function under *Attachments* to merge up to three separate PDF documents into one document or report.



1. | Open a web browser (Chrome , Firefox , or Microsoft Edge ) 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 where you have documents to merge.
4. Navigate to the *Attachments* tab.
5. Select the files that you would like to merge.

Name	Description
<input type="checkbox"/>  General Photos	
<input type="checkbox"/>  Living room	
<input checked="" type="checkbox"/>  Job Detail Report.pdf	
<input checked="" type="checkbox"/>  Presentation Report.pdf	

6. Click *Merge Reports* and enter a report name.



7. The system will generate the report in the Export Queue and upload to the Attachments folder when it is complete.



The Merge Reports function will only merge documents with a .PDF file type to a maximum of 3 documents at a time.

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.