

How to Make the Most of InventoryQuant

- Properly name the files you want to upload. This might include the client name and the date of loss.
- If there are multiple files to upload for the same client, name them appropriately (ex. Johnson 6/12/25 #1, Johnson 6/12/25 #2, etc.). See the Multiple Files tips sheet for more information.
- After uploading the file(s), be patient while the file is processed. Depending on the size and quantity of the files, it might take up to 30 minutes.
- Once the file(s) has been processed, review it and edit the pricing by clicking on the *See Full Inventory button* on the Dashboard. See the Full Inventory tips sheet for more information.
- We have included color coding to assist in identifying certain items that might need reviewing. This Highlight Legend will also appear on the final spreadsheet download:

Highlight Legend

If Priced in Packs/Sets/Rolls, etc.	If Price over \$1,500
Price over \$1,500 and No Quantity	AV-Audio Visual
If No Quantity or No Price	HF-Hard Furniture, SF-Soft Furniture

- Once you're satisfied with any pricing changes, click the *Spreadsheet button* to download your priced inventory list in a spreadsheet format. You can then manipulate the spreadsheet as you typically would to prepare it to be reviewed by your client or submitted to the insurance company.

You can always return to the See Full Inventory page to make additional pricing selections and then download the final spreadsheet. This will not incur any additional charges.

Note: Each time you upload a file, even if you previously uploaded the same file, you will incur the normal processing charges.