



How to Efficiently Use the See Full Inventory Page

We recommend reviewing the information on the See Full Inventory page as soon as possible after finishing your inventory so you can better remember the items which you are pricing.

- **See Full Inventory Page** allows you to review a processed file, scroll through all the line items, make changes to the pricing, and add a reminder note before downloading the final spreadsheet.
- **Price Adjuster Slide:** This is found to the right of the **Price Total**. By moving this left or right, you can increase or decrease the prices for ALL the line items at once. The slide has a range from 1 (low general pricing) to 20 (high general pricing). To select a price adjustment, you must click the Apply All button to confirm your changes.
- **Edit Price:** Each line item has a Price and a Link that corresponds to that Price. To the right of the Link, there is an **Edit Price** column. When you click on the down arrow button next to the Link, you will see a drop-down list of 20 web links with different prices. From this list you can select a different price/link if you want to find a different price and corresponding supporting document for that line item. You can review the different links and then click select for the one you want to use. This will update the item's price and also collapse the dropdown list. This will also automatically update the Link Description and the Price Total at the top of the list of line items.
- **Comment Box:** Use this if you want to leave yourself a note, reminder, or make a comment. Click on the **Comment box** on the left of that item and add your note. Your comment will then show up later when you download the spreadsheet. A comment might include, "Review quantity" or "Get assistance from client".
- **Time Stamp:** This column provides the time stamp from the audio that corresponds to each line item. This will allow you to quickly find that line item on the audio if you need to review it.
- **Link:** When you click on this for each line item, it will bring up the corresponding web link for the supporting documentation.