



**Assurement**  
LITE EDITION

# User manual

Go screen by screen, in the order you work. Every page shows the real screen with arrows to what you click, and the numbered steps next to it tell you what to do.

**R1**

## Company admin

Sets up the company, creates sites, invites people and pays for reports.

Chapters 1 to 5, 10, 13, 14

**R2**

## Project manager

Runs the site: uploads drawings, creates reports and sets up the tasks.

Chapters 6 to 9

**R5**

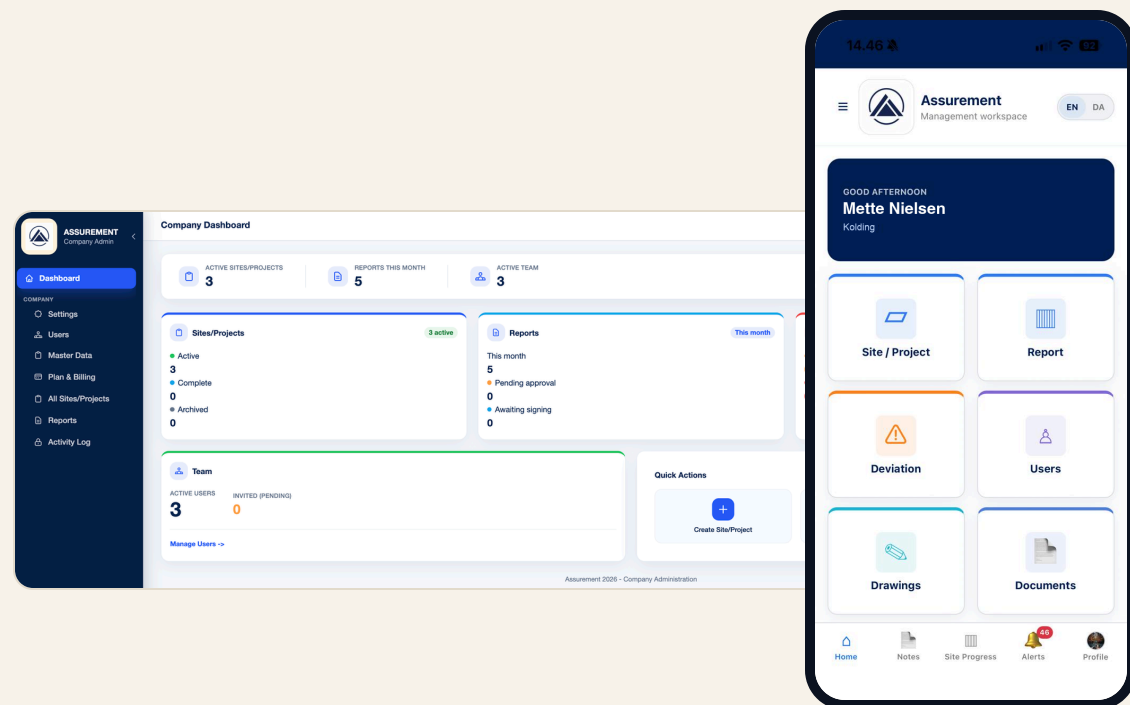
## Field user

Does the tasks on site with the phone app and adds photo evidence.

Chapter 11

Start the manual

Contents



# Contents

Find the task you need, then go straight to its page. The numbers on the right are page numbers; 5.1, 5.2 are the section numbers you see on each page.

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Look up a word and go to the page number.

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# How to read a page

Every page is one screen of Assurance and one thing to do on it.

**Orange ring and arrow**  
Where to click or type. The number matches the numbered step on the left.

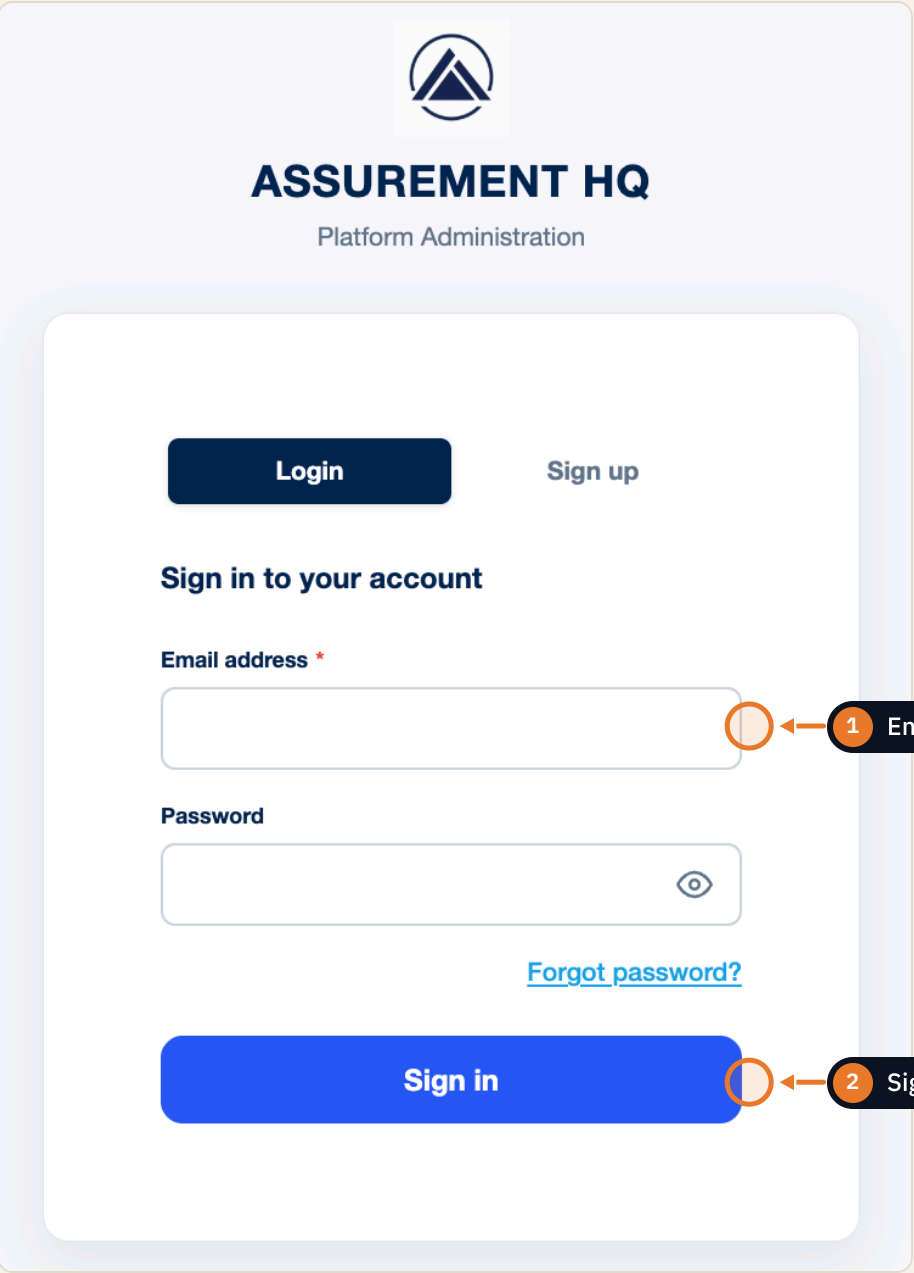
**R1 Company admin Who**  
The role that does this step. R1 company admin, R2 project manager, R5 field user.

**Where Where**  
How to get to the screen.

**NEXT Next**  
What happens after, so you always know the following screen.

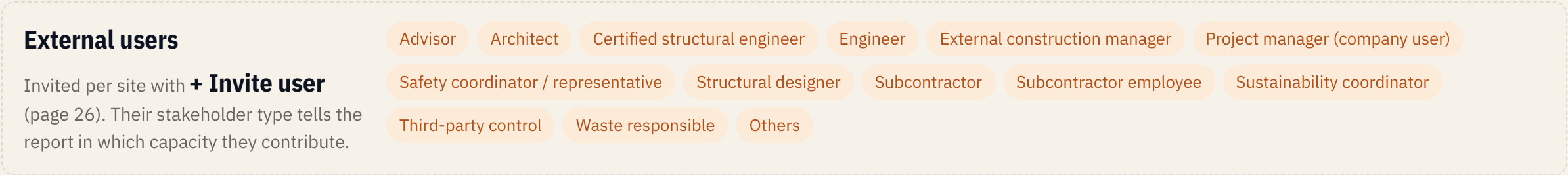
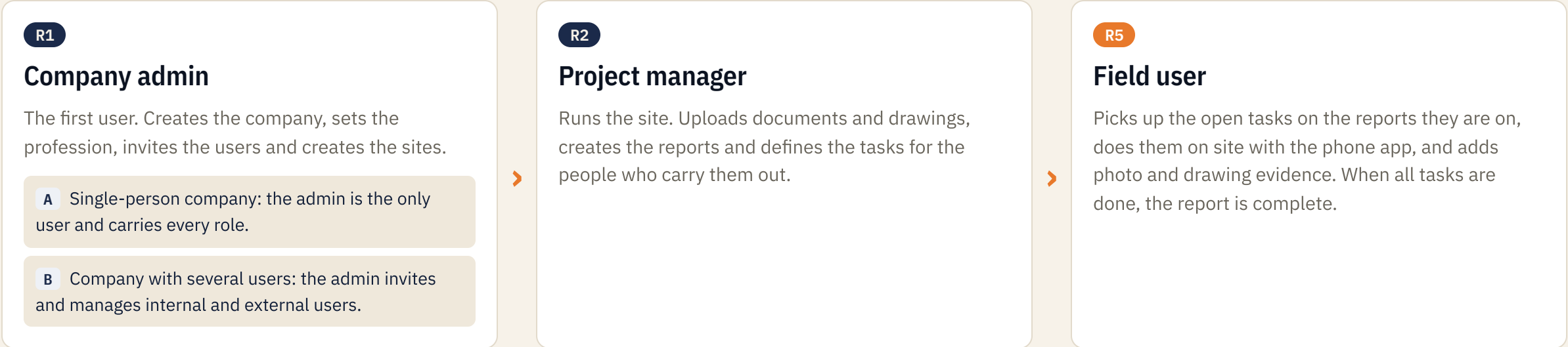
**MOVING AROUND**  
Use the arrow keys or the buttons at the bottom. The numbers at the top jump to a chapter. Point at a step to highlight its arrow.

**NEXT**  
Who does what, the profession type and the setup checklist. →



# Who does what

Three internal roles hand the work on to each other. People outside the company join with a named external role.



# What people can do

Assurement uses three permissions. You set them when you invite someone (pages 22 and 26). They work the same for internal and external users.

ALWAYS ON

## Read

Everyone can view the site, the report and its documents. Read only, nothing can be changed.

OPTIONAL

## Communicate

Write in the communication notes of the report: new notes and answers (chapter 12).

OPTIONAL

## Register

Do tasks in the mobile app: start a task, register the result and add photo and drawing evidence (chapter 11).

### Tasks are open to everyone

A task is not given to one person. When R2 clicks Assign task, every task on the report is open to everyone on it with Register.

### The report completes itself

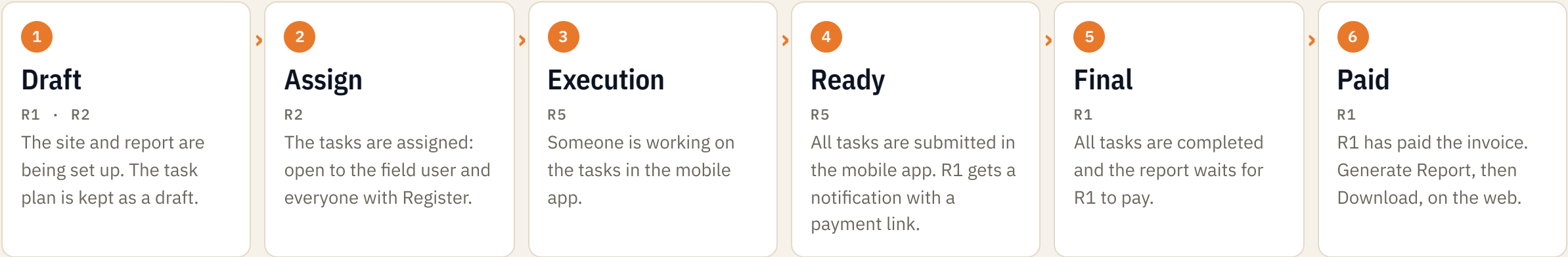
When all tasks are submitted in the app, the report is Ready and R1 gets the payment link. There is no review or signing step.

### Late tasks become deviations

A task that is not done by its completion date moves to the Deviations tab automatically (page 42).

# How a report moves

Every report passes through six statuses. You see them as counters on the site dashboard (page 30) and in the report repository.



**After payment**

Generate Report compiles everything into one PDF, however long it is. Then Download Report is enabled (page 61).

**Lite limits**

5 running sites or projects at the same time, and 2 running reports in each site.

**Making room**

When the 2 reports of a site are paid, you can start a 3rd report in that site, or create another site. Archiving is for sites, not reports: the company admin can archive a site.

# Choose your profession type

The profession type decides which control plans and control points your company gets. Decide before you start, because the default profession is locked once it is saved.

DEFAULT PROFESSION

## Construction companies

Pick your trade from the master data library, for example Blacksmith / Metal Worker.

USE GLOBAL

Control plans and control points maintained in Assurance, ready to use.

OR

USE YOUR OWN

Write custom control points in the report (page 49). Master data cannot be changed.

Set it up on page 19 ›

EXTRA PROFESSION

## Everyone outside construction

Advisor, Realstate, Process engineers, Private or Others. You bring your own control points. The reporting flow and the roles are the same.

Set it up on page 20 ›

# Setup checklist

The order that gets a new company from sign-up to its first finished report. Click a page number to go to the step.

|    |            |                                                                             |         |
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| 03 | <b>R1</b>  | Set the default or extra profession (locked once saved)                     | p. 19 > |
| 05 | <b>New</b> | Invited users accept the invitation and get the app                         | p. 27 > |
| 07 | <b>R1</b>  | Invite external stakeholders with the right permissions                     | p. 26 > |
| 09 | <b>R2</b>  | Give each drawing a floor level                                             | p. 32 > |
| 11 | <b>R2</b>  | Create the report: module, ID, title, description, drawings                 | p. 34 > |
| 13 | <b>R2</b>  | Tick the task types and choose the profession source                        | p. 39 > |
| 15 | <b>R5</b>  | Do the tasks on site and add photo and drawing evidence                     | p. 51 > |
| 02 | <b>R1</b>  | Choose company access: single person or company                             | p. 18 > |
| 04 | <b>R1</b>  | Invite your project managers (R2) and field users (R5)                      | p. 22 > |
| 06 | <b>R1</b>  | Create the site or project and add its participants                         | p. 23 > |
| 08 | <b>R2</b>  | Upload the documents and drawings for the site                              | p. 31 > |
| 10 | <b>R2</b>  | Choose the professions for the site                                         | p. 33 > |
| 12 | <b>R2</b>  | Add the people who will do the tasks to the report                          | p. 36 > |
| 14 | <b>R2</b>  | Fill in the task forms, then click Assign task to release them              | p. 43 > |
| 16 | <b>R1</b>  | Report Ready: pay from the notification link, then generate and download it | p. 56 > |

# Create your company account

**R1** Company admin    Login screen > Sign up

The first person from your company signs up. Everyone else is invited later from inside Assurance, so they never need this form.

- 1

**Open the Sign up tab**  
On the login screen, click Sign up.
- 2

**Choose the account type**  
Private if you work alone. Business if several people in the company will use Assurance.
- 3

**Fill in your details**  
Full name, address, ZIP and city. A profile photo is optional.
- 4

**Finish the form**  
Enter your industry, then scroll down to add email, phone and password and complete the sign-up.

**GOOD TO KNOW**

The person who signs up becomes R1, the company admin.

NEXT  
Log in with the email and password you just chose. →

Login

Sign up

Create company account

Account type

Private

Business

Fullname \*

Profile photo (optional)

Upload photo

PNG, JPEG, or WebP. Large photos are accepted.

Address \*

ZIP \*      City \*

Industry \*

Email address \*

1

Sign up

2

Private or Business

3

Your details

4

Industry

# Log in

All

Every user

Login screen

Use the same screen every day. Your role decides what you see after you log in.

- 1

**Stay on the Login tab**  
It is selected when the screen opens.
- 2

**Enter your email**  
The address you signed up or were invited with.
- 3

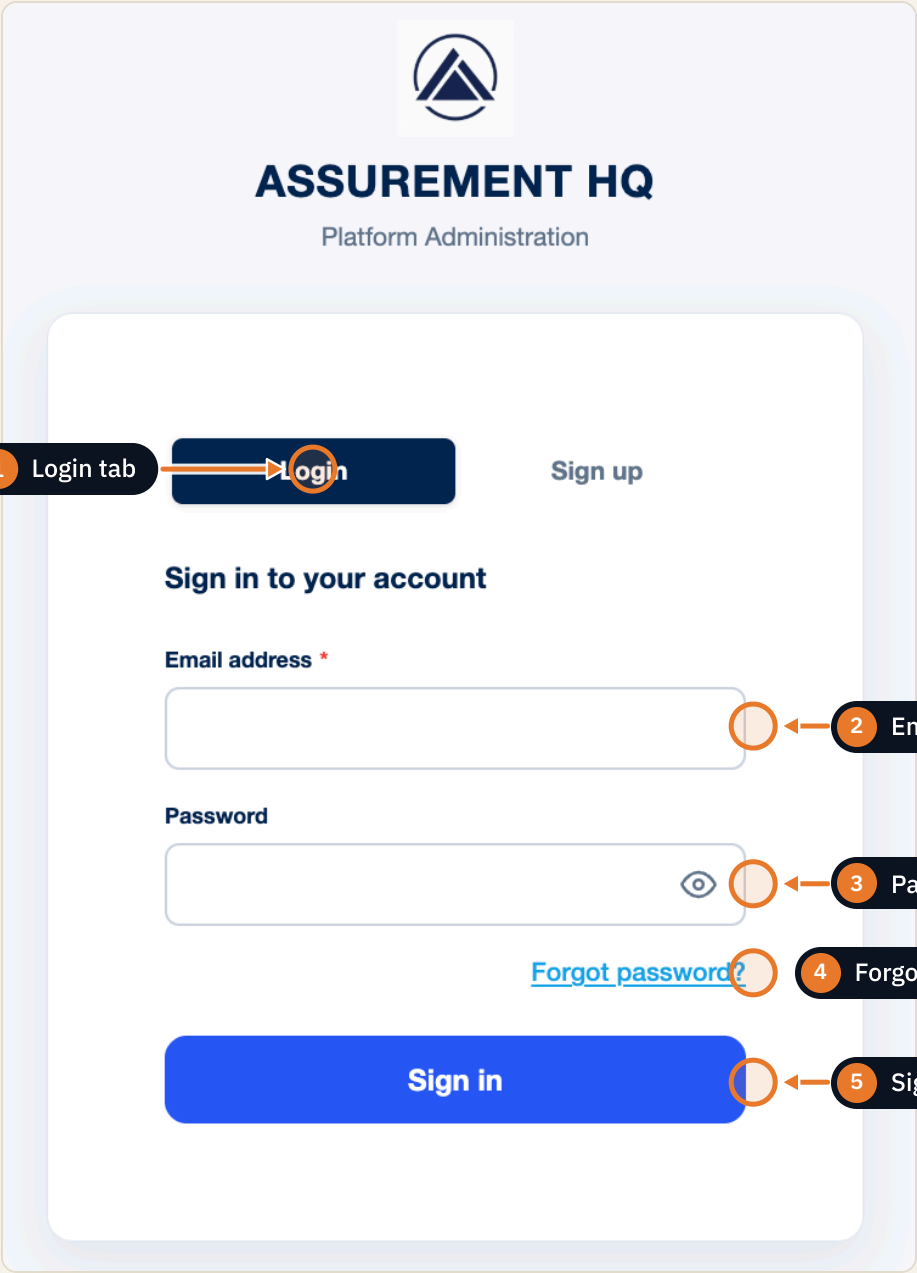
**Enter your password**  
Click the eye icon to show what you typed.
- 4

**Forgot it?**  
Click Forgot password? See page 13.
- 5

**Click Sign in**  
You land on your dashboard.

NEXT

Forgot your password? Next page. Otherwise → go to chapter 2.



# Reset your password

**A11** Every user[Login screen](#) > [Forgot password?](#)

Forgot your password? Ask for a reset link and choose a new one.

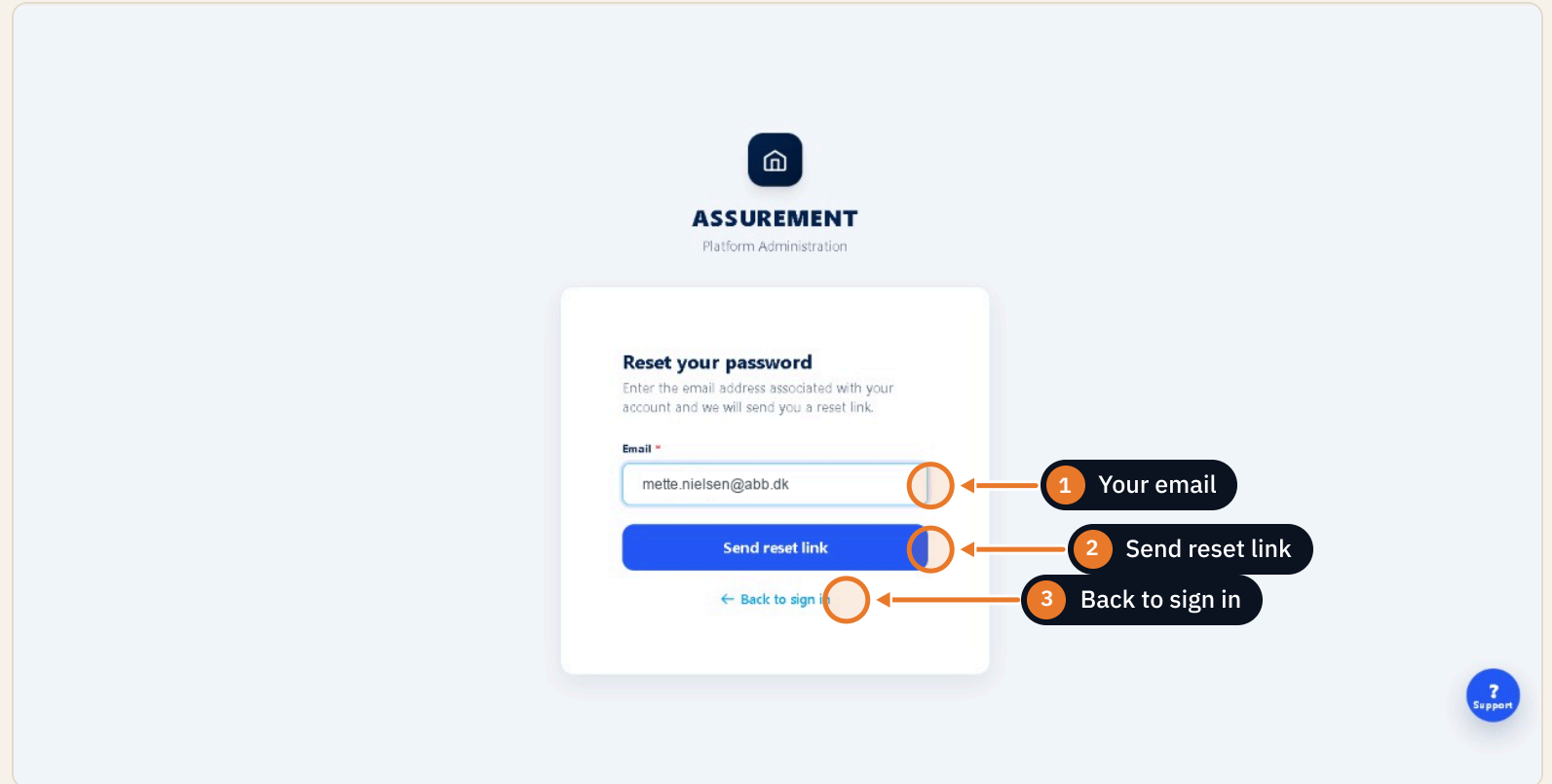
- 1 Enter your email**  
The address you log in with.
- 2 Click Send reset link**  
Open the email and follow the link to set a new password.
- 3 Back to sign in**  
Return to the login screen.

**GOOD TO KNOW**

This works the same for every user, R1, R2 and R5.

**NEXT**

Prefer Danish? Next page. Otherwise go to chapter 2.



# Switch to Danish

**All** Every user

Login screen &gt; Sprog / Language

Assurement works in English and Danish. Choose the language at the top of the login screen.

**1 Choose the language**

Sprog / Language: Dansk or English. The screens switch to the language you choose.

**2 Log ind**

The Login tab. Tilmeld is Sign up.

**3 Glemt adgangskode?**

Forgot password?, as on page 13.

**4 Log ind**

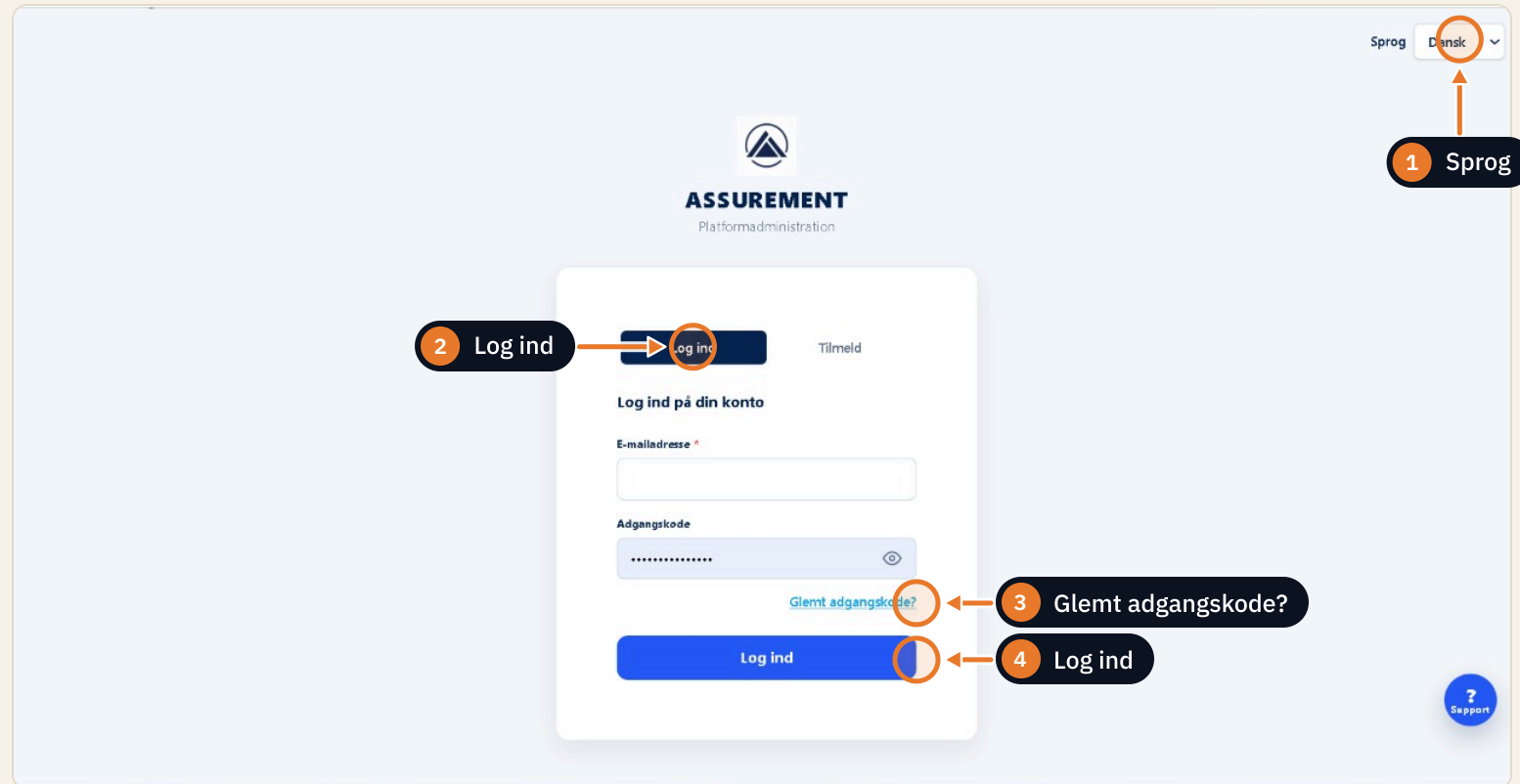
The Sign in button.

**GOOD TO KNOW**

The phone app has the same EN / DA switch on its home screen (page 50).

**NEXT**

Chapter 2: look up the professions and control plans in Master Data. →



# Open Master Data

R1 Company admin

Company menu > Master Data

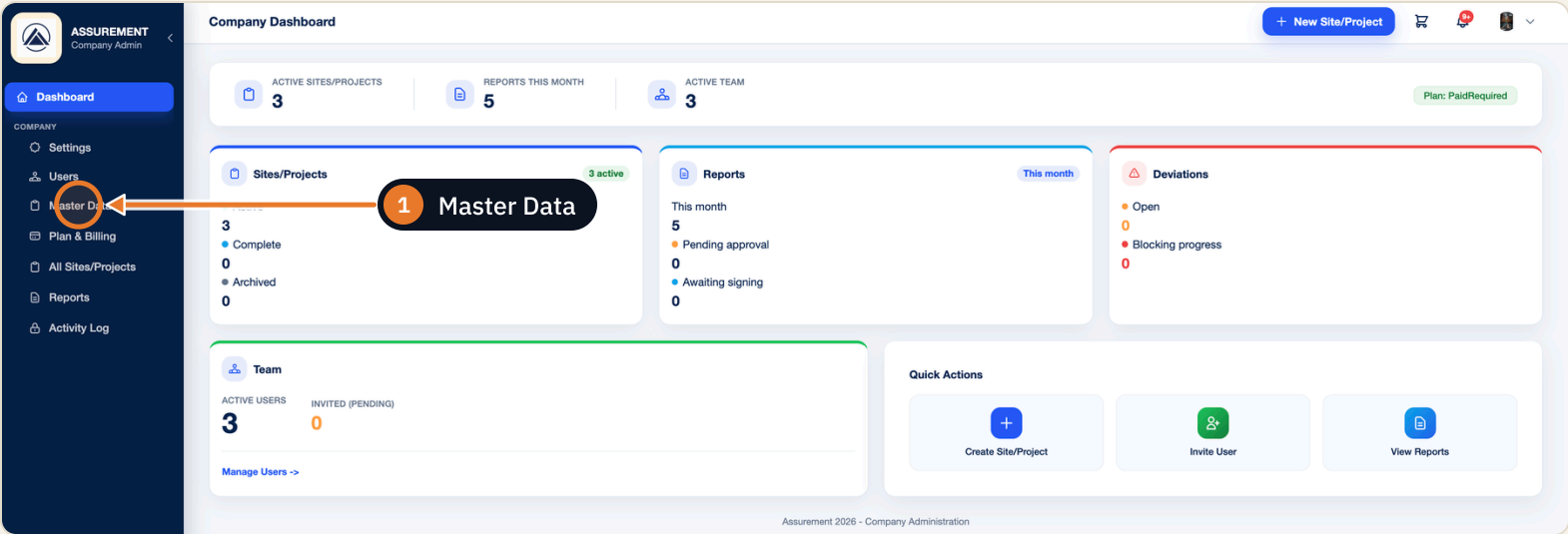
Master Data is the library behind every report: professions, control plans, control points, building parts and stakeholders.

## 1 Click Master Data

It sits in the company menu on the left, under Settings and Users.

### GOOD TO KNOW

You can read the whole library right away. Nothing here needs to be filled in before you start.



NEXT  
The Master Data screen opens. →

# Find your way in Master Data

R1 Company admin Company menu > Master Data

Three layers and five registers. The breadcrumb always tells you which layer you are looking at.

- 1 Choose the layer
- Global (R0) is the library Assurance provides. Company (R1) and Site/Project (R2) follow below it.
- 2 Check the breadcrumb
- Global (R0) > Company (R1) > Site/Project (R2). The highlighted part is where you are.
- 3 Pick a register
- Professions, Control Plan, KP Control Points, Building Parts or Stakeholder.
- 4 Filter by profession
- Show only the plans or points of one trade.

GOOD TO KNOW

Master data is read only. You cannot add or change control points here. Need your own checks? Write a custom control point in the report (page 49).

NEXT  
Read the three registers that matter most. →

Global (R0) Company (R1) Site/Project (R2)

1 Choose the layer

2 You are here

Inherit the global (R0) library and apply tenant-scoped company overrides. Overrides create a scoped copy that affects all company sites - they never mutate the global R0 master.

Global Master Data

Professions Control Plan KP Control Points Building Parts Stakeholder

3 Five registers

Profession

All professions

4 Filter

Global items 30

Total 30

| K_PLAN_CODE | ICON | NAME | DESCRIPTION |
|-------------|------|------|-------------|
|-------------|------|------|-------------|

# Profession, control plan, control point

R1 Company admin

Master Data > Professions / Control Plan / KP  
Control Points

Three linked registers. Choose a profession and its control plans and control points come with it.

1 Profession

The trade, for example PR100 Work with Soil. 12 in the global library.

2 Control plan

What the trade must control, for example PR10 Work with soil. 30 in the global library.

3 Control point

The single check, with acceptance criteria, control class and method, for example KP0.01. 663 in the global library.

NEXT  
Chapter 3: set the company access and profession. →

1 Profession

| CODE   | ICON                                                                                | NAME              |
|--------|-------------------------------------------------------------------------------------|-------------------|
| PR000  |  | Health and Safety |
| PR100  |  | Work with Soil    |
| PR1000 |  | System delivery   |
| PR1200 |  | Electrician       |
| PR200  |  | Concrete Work     |

2 Control plan

| K_PLAN_CODE | ICON                                                                                | NAME              | DESCRIPTION                                                                                             |
|-------------|-------------------------------------------------------------------------------------|-------------------|---------------------------------------------------------------------------------------------------------|
| PR00        |  | Health and Safety | To ensure the safety and health of the construction site. Setting up various safety measures and making |
| PR10        |  | Work with soil    | A ground contractor works with everything that goes on below and on the ground surface. Preparation     |
| PR11        |  | Work with soil    | The soil and sewer contractor prepares the sewer work, drainage work, water drainage                    |
| PR12        |  | Work with soil    | To take care of the outdoor areas. Landscaping, grass and gravel paving. Tiles and construction         |
| PR20        |  | Concrete Work     | Casts foundations for houses and buildings, Ensures correct construction on top of the earthwork        |

3 Control point

| CODE   | NAME                                       | ACCEPTANCE CRITERIA                                  | CONTROL CLASS | METHOD |
|--------|--------------------------------------------|------------------------------------------------------|---------------|--------|
| KP0.01 | Access and Transport Routes                | Free of Materials, Waste, and Machines, etc.         | Process       | Visual |
| KP0.02 | Barriers                                   | Intact barriers                                      | Process       | Visual |
| KP0.03 | Lighting - orientation lights, work lights | Functional, Lux requirements met                     | Process       | Visual |
| KP0.04 | Construction site layout                   | Appropriate site facilities                          | Process       | Visual |
| KP0.05 | Construction power, -panels, cables etc.   | Undamaged, suspended, approved.                      | Process       | Visual |
| KP0.06 | Ergonomics and behavior                    | Suitable technical aids used                         | Process       | Visual |
| KP0.07 | Vehicles                                   | Tidy, materials are protected against weather impact | Process       | Visual |

# Choose company access

R1

Company admin

Company menu > Settings

Decide who can sign in to your company.

- 1

**Single person company**  
Only company admins can sign in. Choose this if you work alone.
- 2

**Company**  
Each user signs in with their own role and permissions. Choose this if you have a team.

Company Settings

Update your company contact details

Company access

Choose how access to this company should be organized.

1

Single person company

Only company admins can sign in while this mode is active. Existing users keep their current status.

2

Company

Access is assigned according to each user's role and permissions.

NEXT

Scroll down to the profession settings.

→

# Set the default profession

R1 Company admin

Company menu > Settings > Profession

For construction companies. The profession brings its control plans, control points and building parts with it.

- 1

**Select Default Profession**  
Use this when your trade is in the master data library.
- 2

**Pick your profession**  
Open the list and choose it, for example Blacksmith / Metal Worker.
- 3

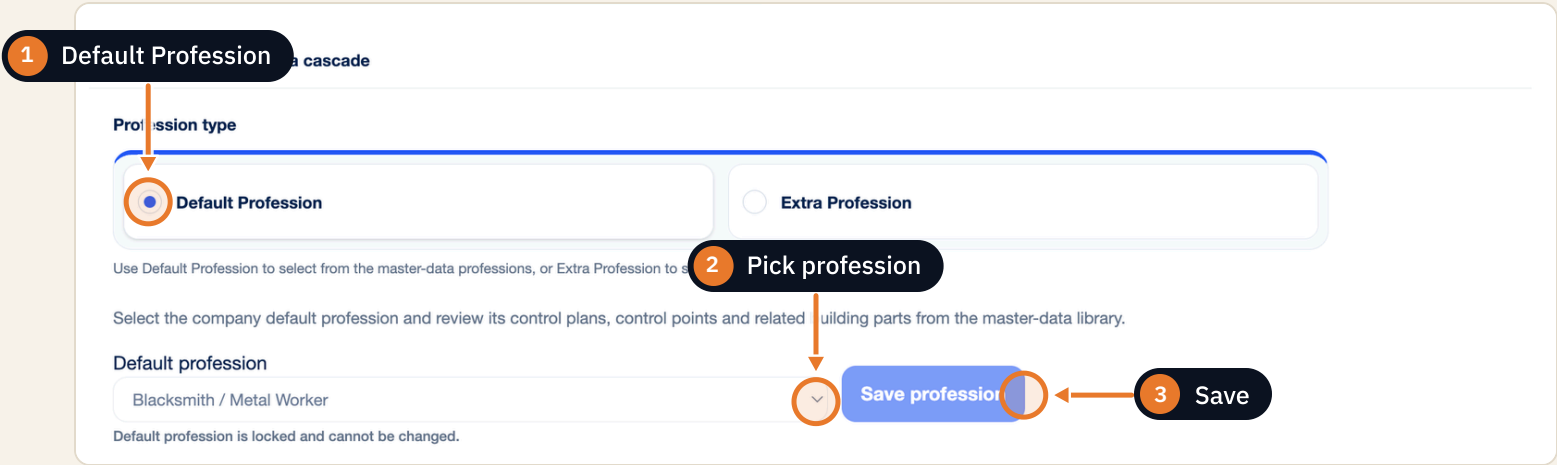
**Click Save profession**  
Check your choice first.

GOOD TO KNOW

Once saved, the default profession is locked and cannot be changed.

NEXT

Not in construction? See the next page. →  
Otherwise go to chapter 4.



# Or choose an extra profession

R1 Company admin

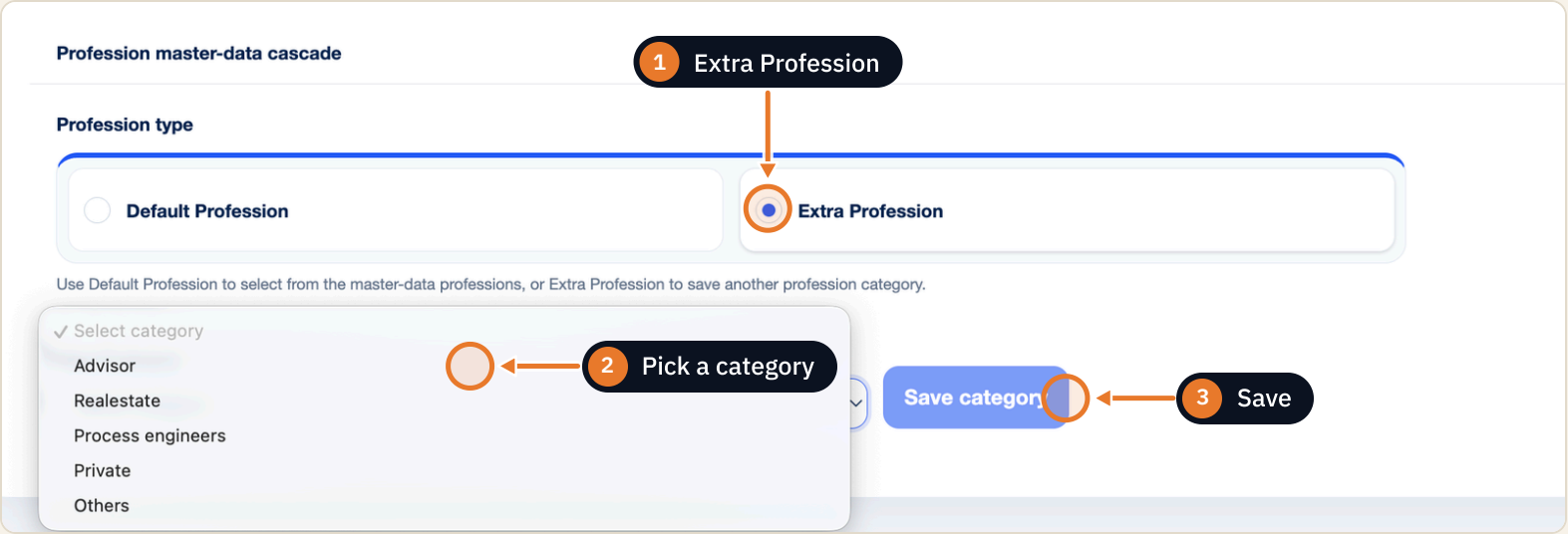
Company menu > Settings > Profession

For companies outside construction, such as advisors or real estate. You then bring your own control points.

1 **Select Extra Profession**  
The category list appears.

2 **Pick a category**  
Advisor, Realestate, Process engineers, Private or Others.

3 **Click Save category**  
Your company is now set up.



NEXT  
Chapter 4: your company dashboard. →

# Know your company dashboard

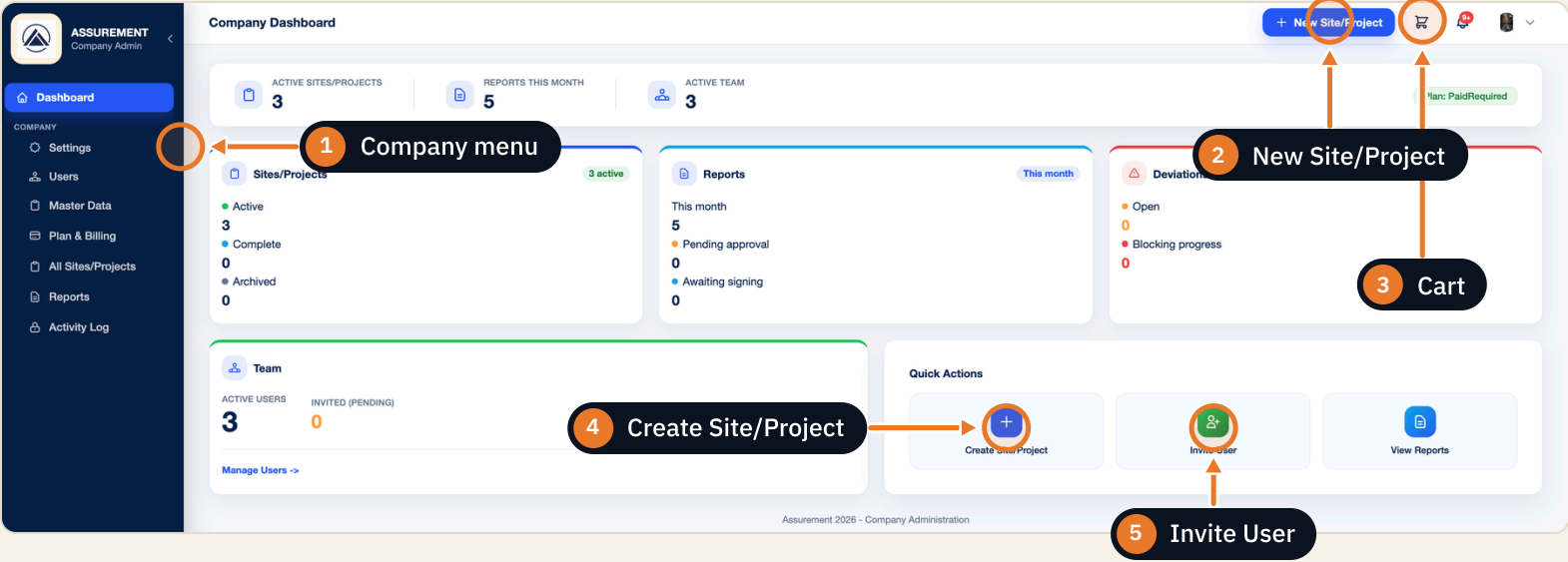
R1 Company admin Dashboard

Your home screen as company admin. Everything you own is one click away from here.

- 1 **Company menu**  
Settings, Users, Master Data, Plan & Billing, All Sites/Projects, Reports and Activity Log.
- 2 **New Site/Project**  
Starts the site wizard in chapter 5. It is always in the top bar.
- 3 **Cart**  
Shows reports waiting to be paid. See chapter 13.
- 4 **Quick actions**  
Create Site/Project does the same as the top button.
- 5 **Invite User**  
Invite your project managers (R2) and field users (R5) now, before you create a site.

**GOOD TO KNOW**  
Colleagues must have an account before you can pick them as participants in step 3 of the site wizard.

NEXT  
Invite your team first. Next page. →



# Invite your team

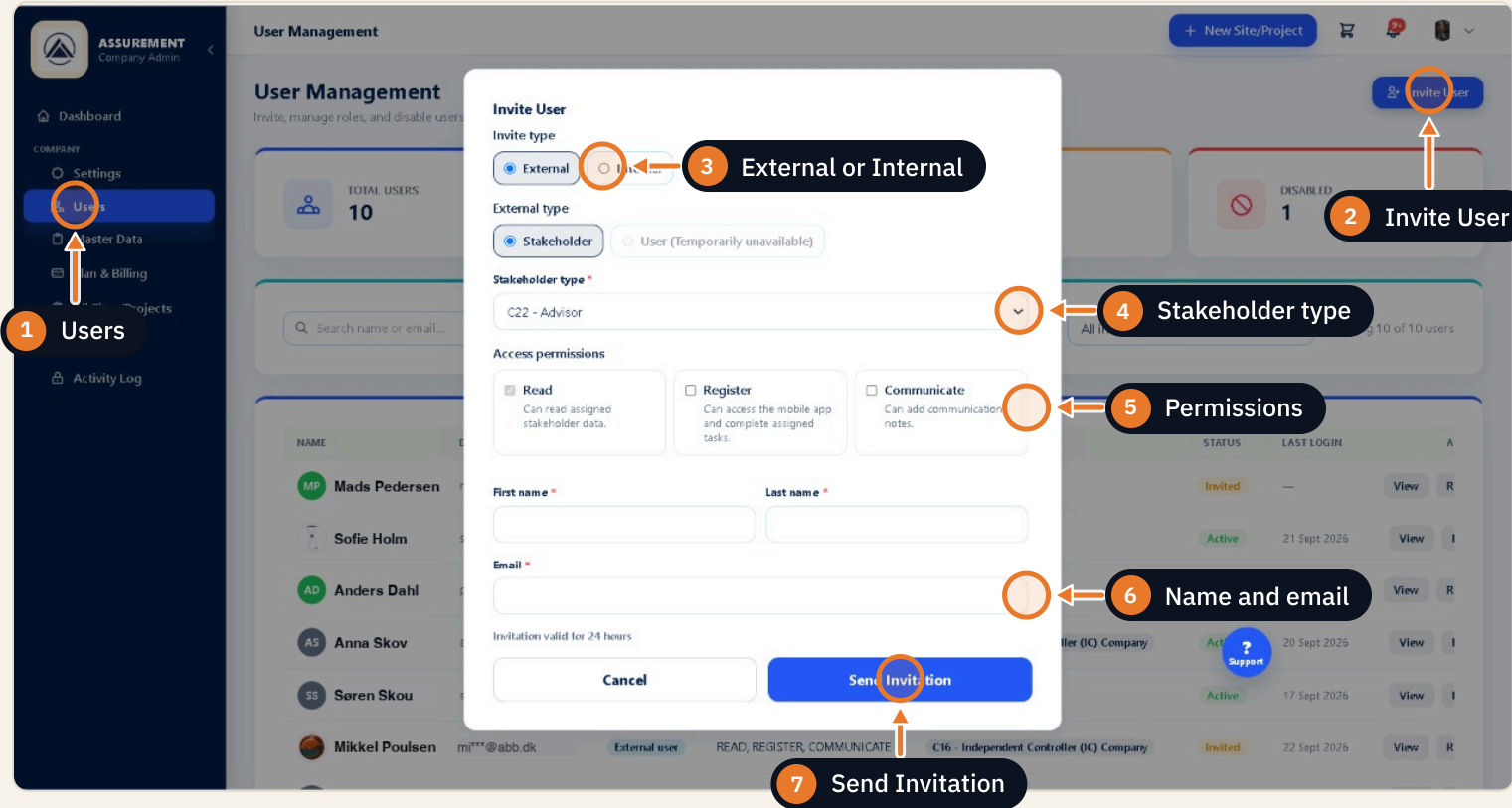
R1 Company admin    Company menu > Users > Invite User

User Management lists everyone in the company. Invite colleagues and stakeholders from here, before you create a site.

- 1 **Open Users**  
In the company menu on the left.
- 2 **Click Invite User**  
The invite window opens.
- 3 **Invite type**  
Internal for colleagues such as project managers (R2) and field users (R5). External for stakeholders outside the company.
- 4 **Stakeholder type**  
For external users only, for example C22 Advisor.
- 5 **Access permissions**  
Read is always on: view only. Communicate: write in the communication notes. Register: do tasks in the mobile app.
- 6 **First name, last name, email**  
The invitation goes to this email.
- 7 **Click Send Invitation**  
The user shows as Invited until they accept.

**GOOD TO KNOW**  
The invitation is valid for 24 hours.

NEXT  
Click New Site/Project to create your first site. Chapter 5. →



# Enter the site details

R1 Company admin

New Site/Project > Step 1 of 3

The first of three short steps. Fields with a red star are required.

- 1 **Site/Project Name**  
For example Harbour Tower.
- 2 **Start date**  
Pick it from the calendar.
- 3 **Code**  
Leave it empty. Assurancement generates the code.
- 4 **Address**  
Street, country, zip code and city.
- 5 **Contact person**  
Name, email and phone of the person on site.
- 6 **Click Continue**  
Go to step 2.

NEXT  
Step 2: confirm the licence. →

The screenshot shows the 'New site/project' form with the following fields and callouts:

- 1 Name:** Points to the 'Site/Project Name' field with a red star, containing the example 'e.g. Harbour Tower'.
- 2 Start date:** Points to the 'Site/Project Start date' field with a red star, containing the placeholder 'DD/MM/YYYY'.
- 3 Leave empty:** Points to the 'Site/Project Code' field, which contains the text 'Site/project code will automatically generate'.
- 4 Address:** Points to the 'Site/Project Address' field with a red star, containing the placeholder 'Street name and number'.
- 5 Contact person:** Points to the 'Site/Project Contact person' field with a red star, containing the example 'e.g. Anna Jensen'.
- 6 Continue:** Points to the blue 'Continue' button at the bottom right of the form.

Other fields visible include 'Country' (set to Denmark), 'Zip code' (placeholder 'e.g. 2100'), and 'City' (placeholder 'e.g. Copenhagen'). At the bottom are 'Back' and 'Continue' buttons.

# Confirm the licence

R1 Company admin

New Site/Project > Step 2 of 3

Lite allows 5 running sites or projects at the same time. Each new site uses one of them.

- 1

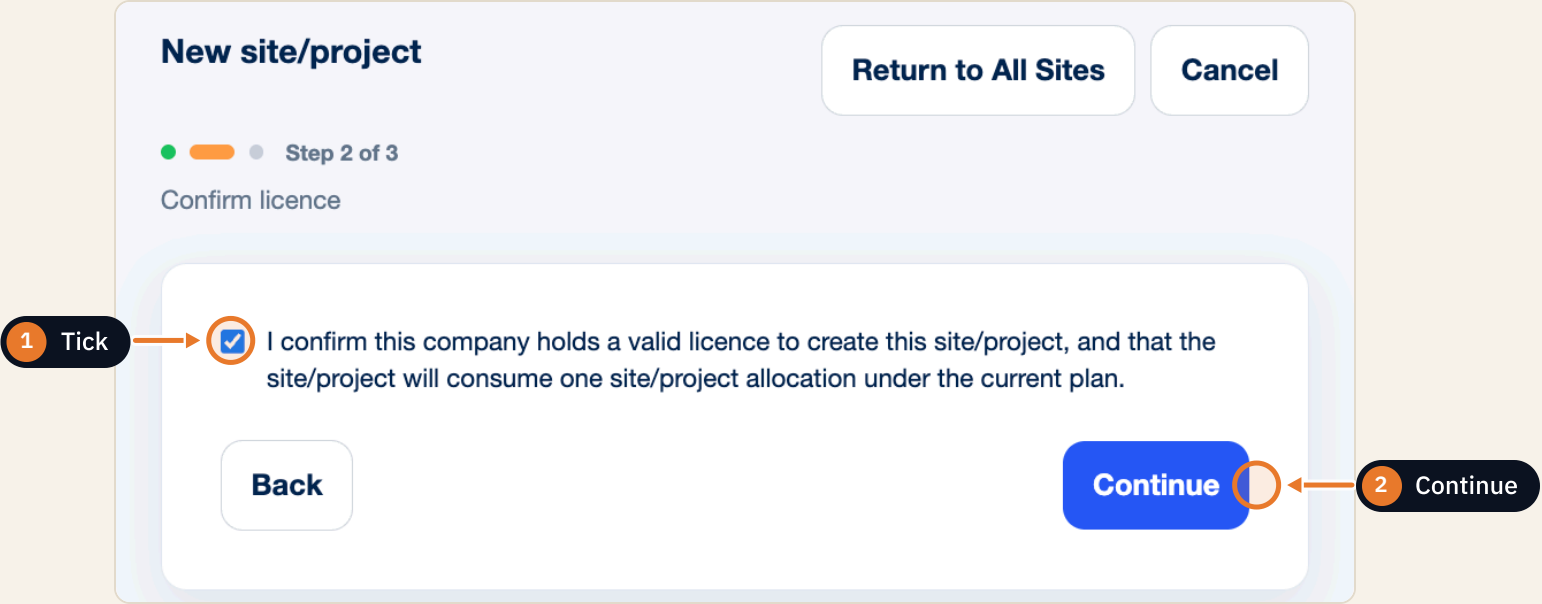
**Tick the confirmation**  
You confirm the company holds a valid licence for this site.
- 2

**Click Continue**  
Go to step 3.

GOOD TO KNOW

Each site can have 2 reports running. When both are paid, you can start a 3rd report in that site, or create another site.

NEXT  
Step 3: add the people. →



# Add the people

R1 Company admin    New Site/Project > Step 3 of 3

Pick colleagues from your company. Their role on the site follows their account.

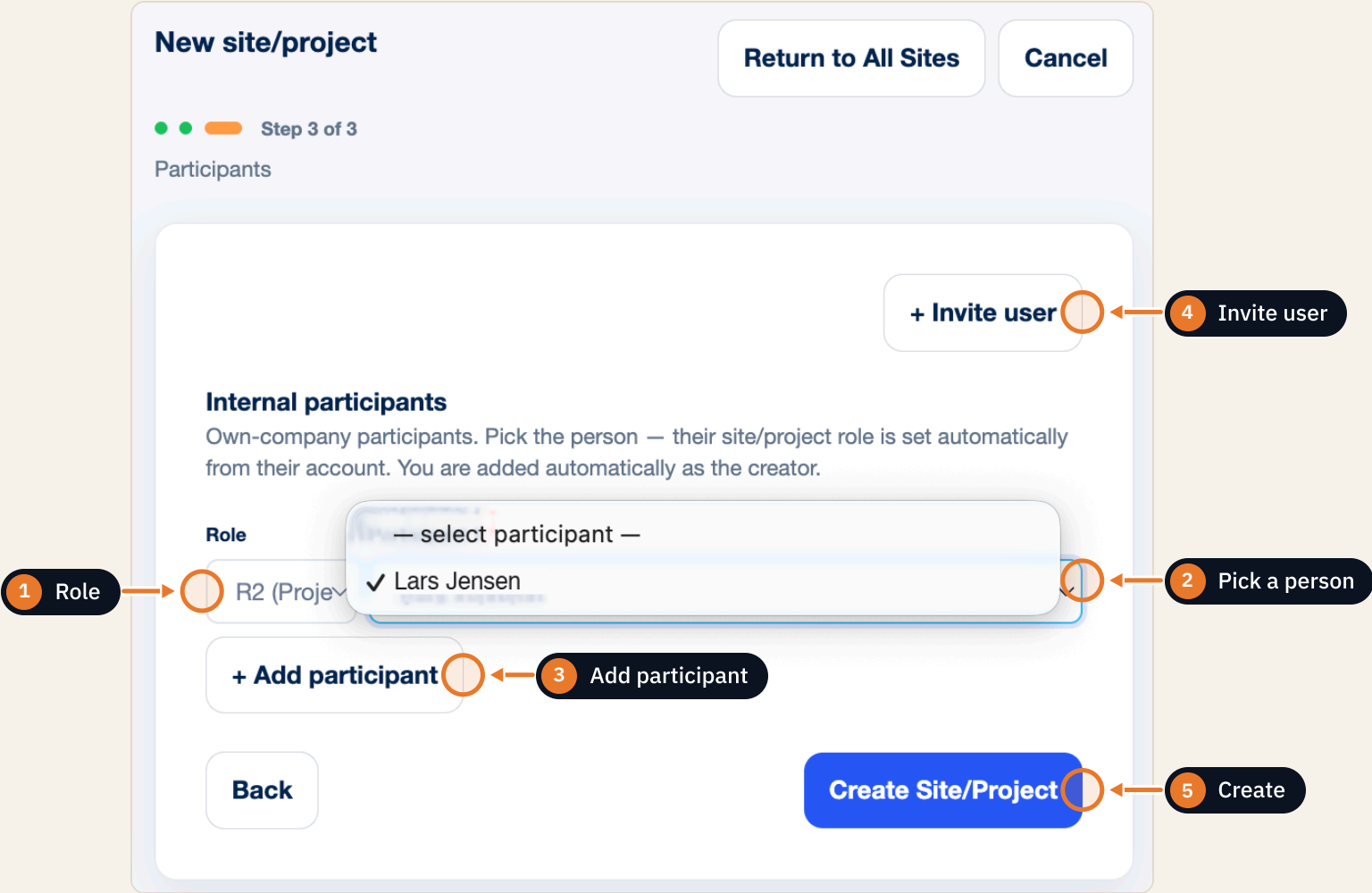
- 1 **Role**  
For example R2, the project manager.
- 2 **Pick the person**  
Choose from the list, for example Lars Jensen.
- 3 **Add participant**  
Add another row for the next person.
- 4 **Invite user**  
Someone not in the list yet? Invite them. See the next page.
- 5 **Click Create Site/Project**  
The site is created.

GOOD TO KNOW

You are added automatically as the creator. Add the project manager (R2) and the field users (R5) who will work on this site.

NEXT

Inviting someone? Next page. Otherwise skip to page 29. →



# Invite a user

R1 Company admin Step 3 > + Invite user

Invite stakeholders from outside the company, or colleagues who have no account yet.

- 1 **Invite type**  
External for people outside the company. Internal for colleagues.
- 2 **Stakeholder type**  
Their named external role, for example C22 Advisor. See the list on the Who does what page.
- 3 **Permissions**  
Read is always on: view only. Communicate: write in the communication notes. Register: do tasks in the mobile app.
- 4 **First name, last name, email**  
The invitation goes to this email.
- 5 **Click Send Invitation**  
The invitation goes to the email address.

GOOD TO KNOW

The invitation is valid for 24 hours.

NEXT  
See what the invited person receives. →

Participants

Invite User

Invite type

☒ External

☐ Internal

1 External or Internal

External type

☒ Stakeholder

☐ User (Temporarily unavailable)

Stakeholder type \*

C22 - Advisor

2 Stakeholder type

Access permissions

☒ Read  
Can read assigned stakeholder data.

☒ Register  
Can access the mobile app and complete assigned tasks.

☒ Communicate  
Can add communication notes.

3 Permissions

First name \*

Last name \*

Email \*

4 Name and email

Invitation valid for 24 hours

Cancel

5 Send Invitation

# The invitation email

New

Invited user

The invited person's inbox

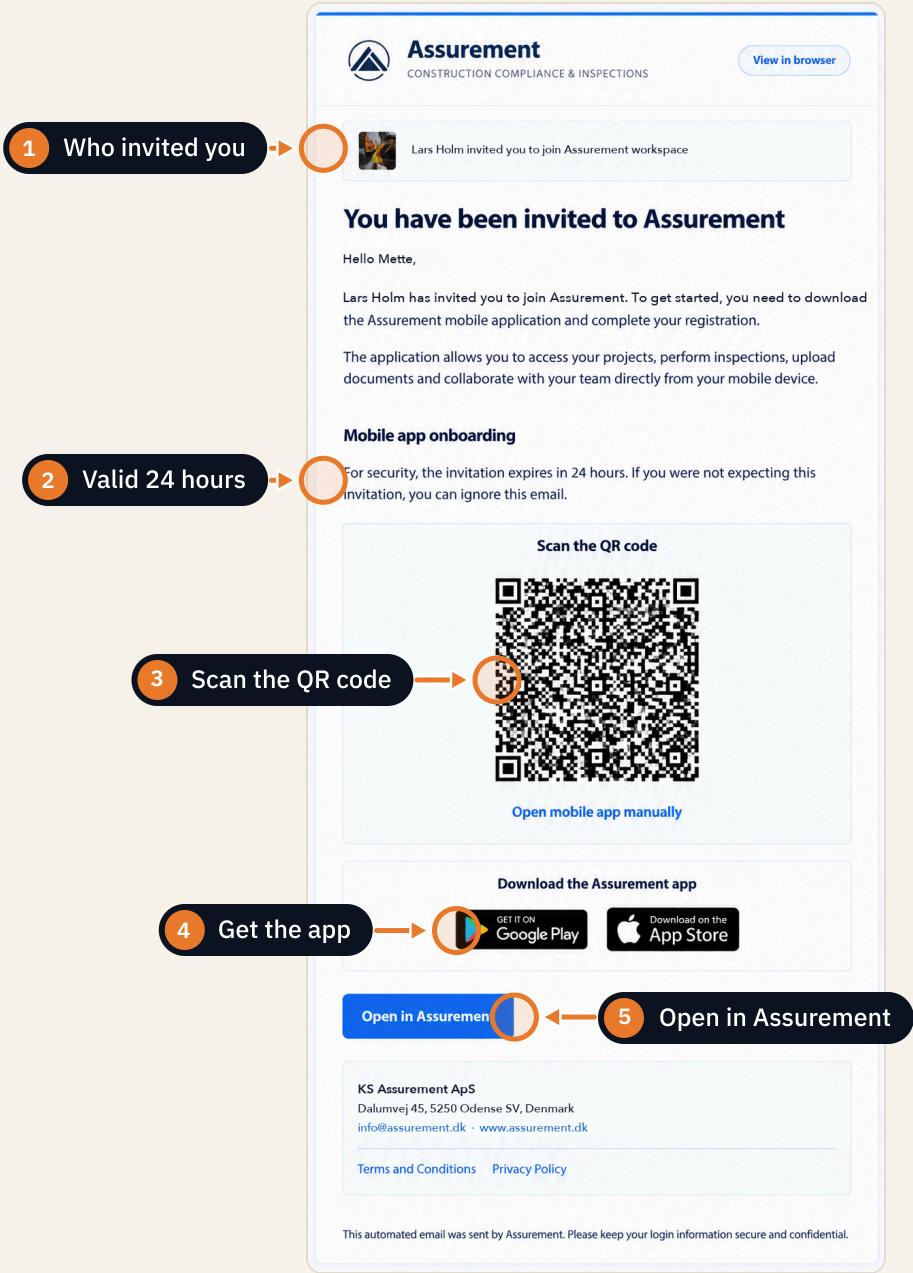
This is what the invited person receives. Share this page with new users so they know what to do.

- 1 Who invited you
- The person and the company workspace you are joining.
- 2 Act within 24 hours
- The invitation expires after that. Ask for a new one if it does.
- 3 Scan the QR code
- With your phone, to open the Assurancement app.
- 4 Download the app
- From Google Play or the App Store.
- 5 Open in Assurancement
- Opens the invitation so you can activate your account.

NEXT

Fill in the Accept your invitation form.

→



# Accept the invitation

New Invited user Invitation > Accept your invitation

The invited person sets a password and completes their profile to activate the account.

- 1 First and last name  
Phone is optional.
- 2 Password  
Type it twice.
- 3 Password requirements  
At least 12 characters, upper and lowercase letters, a number and a special character.
- 4 Education / Certification  
Add a description for each row. Documents are optional.  
Add Row adds another.
- 5 Experience  
Same as education: a description per row, documents optional.
- 6 Click Activate account  
The account is ready. Log in as on page 12. The login in the mobile app looks and works the same.

NEXT

Back to the company admin: find the site. →

### Accept your invitation

Set your password and complete your profile to activate your account. (AEB A/S)

First name \*

Last name \*

Phone (optional) \*

+45

Select a country, then enter the number

Password

Confirm password

PASSWORD REQUIREMENTS

☐ At least 12 characters

☐ Upper and lowercase letters

☐ Contain at least one number

☐ Contain at least one special character (!@#%\$)

☐ Passwords match

Profile photo (optional)

Upload photo

JPG, JPEG, or PNG. Large photos are accepted.

Education / Certification

Description Required · Documents Optional

NO.

EDUCATION / CERTIFICATION \*

DOCUMENTS

ACTION

Required

Choose file

No file chosen

Remove

Experience

Description Required · Documents Optional

NO.

EXPERIENCE \*

DOCUMENTS

ACTION

Required

Choose file

No file chosen

Remove

First name, last name, Phone (optional), Password, Education / Certification description, Experience description

Activate account

# Find your site

R1 Company admin

Company menu > All Sites/Projects

Every site and project of the company, with status, reports and participants.

1 Filter

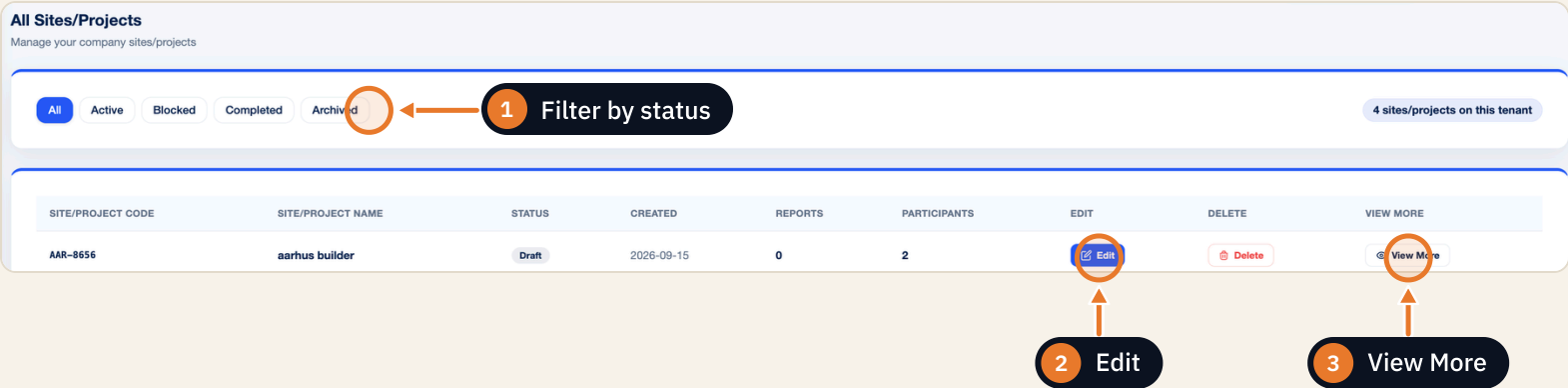
All, Active, Blocked, Completed or Archived.  
Archived sites are sites the company admin has archived.

2 Edit

Change the site details.

3 View More

Opens the site dashboard. This is where the project manager takes over.



NEXT  
Chapter 6: the site dashboard. →

# Know the site dashboard

R2 Project manager

All Sites/Projects > View More

One page for everything about one site: its reports, details, users and contacts.

- 1 Report counters
- How many reports are in each status. See the page How a report moves at the start of the manual.
- 2 Add / Invite user
- Add more people to this site.
- 3 Add Contact
- Keep the site contact list up to date.
- 4 New report
- Starts a report. Do this after pages 31 to 33.

Site/Project Dashboard

Every report for this site/project, across all statuses.

0

Total Reports

0

Draft

0

Assign

0

Execution

0

Ready

0

Paid

0

Ready for Review

0

Final

0

Archived

aarhus builder

1. Basic details of site

Site dates, address, and contact details

Start date

24 Sept 2026

Contact person

Anna Jensen

anna.jensen@aarhusbuilder.dk

Address

Åboulevarden 12, 8000, Aarhus C

Contact phone

+45 40 12 34 56

2. Manage users for this site

Site participants and invitations

Site users (2)

Internal users and invited external stakeholders assigned to this site.

| USER             | ROLE                 | STATUS | MEMBER SINCE |
|------------------|----------------------|--------|--------------|
| MN Mette Nielsen | R1 (Company Admin)   | active | 15 Sept 2026 |
| LJ Lars Jensen   | R2 (Project Manager) | active | 15 Sept 2026 |

3. Contacts

Site/project contact directory

Site contacts (1)

Contacts for this site/project.

| Name        | Role         | Company        | Contact                      |
|-------------|--------------|----------------|------------------------------|
| Anna Jensen | site_contact | aarhus builder | anna.jensen@aarhusbuilder.dk |

4 New report

New report

1 Reports by status

2 Add / Invite user

3 Add Contact

Add Contact

NEXT

Upload the documents and drawings.

→

# Upload documents and drawings

R2 Project manager

Site dashboard > 4. Document upload / 5. Drawings upload

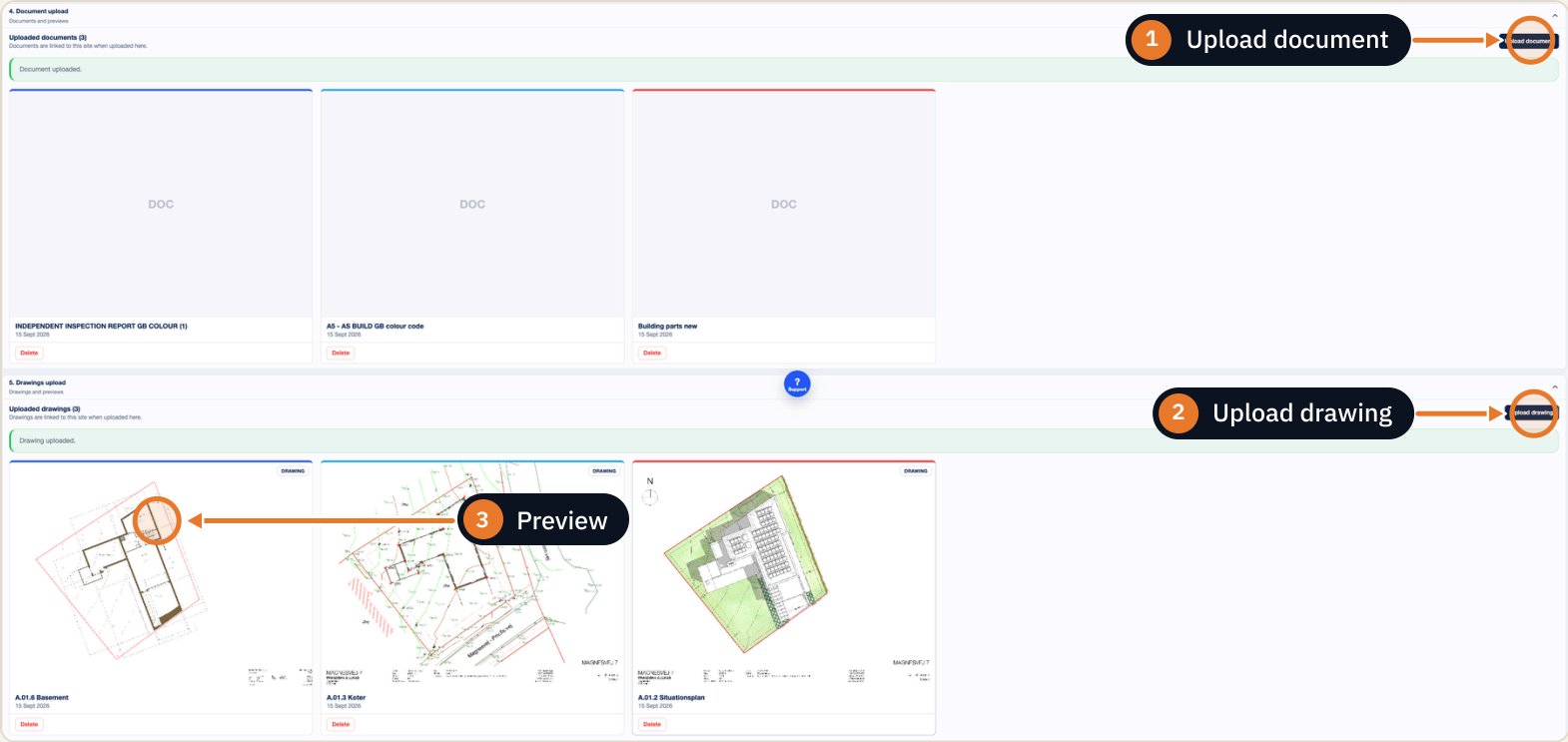
Upload once, and every report on this site can use the files.

- 1 **Upload document**  
Inspection reports, colour codes, building part lists.
- 2 **Upload drawing**  
Plans and sections for the site.
- 3 **Check the preview**  
Each file shows as a card. Delete removes it.

GOOD TO KNOW

Upload drawings here first. The report wizard picks its drawings from this list.

NEXT  
Give each drawing a floor level. →



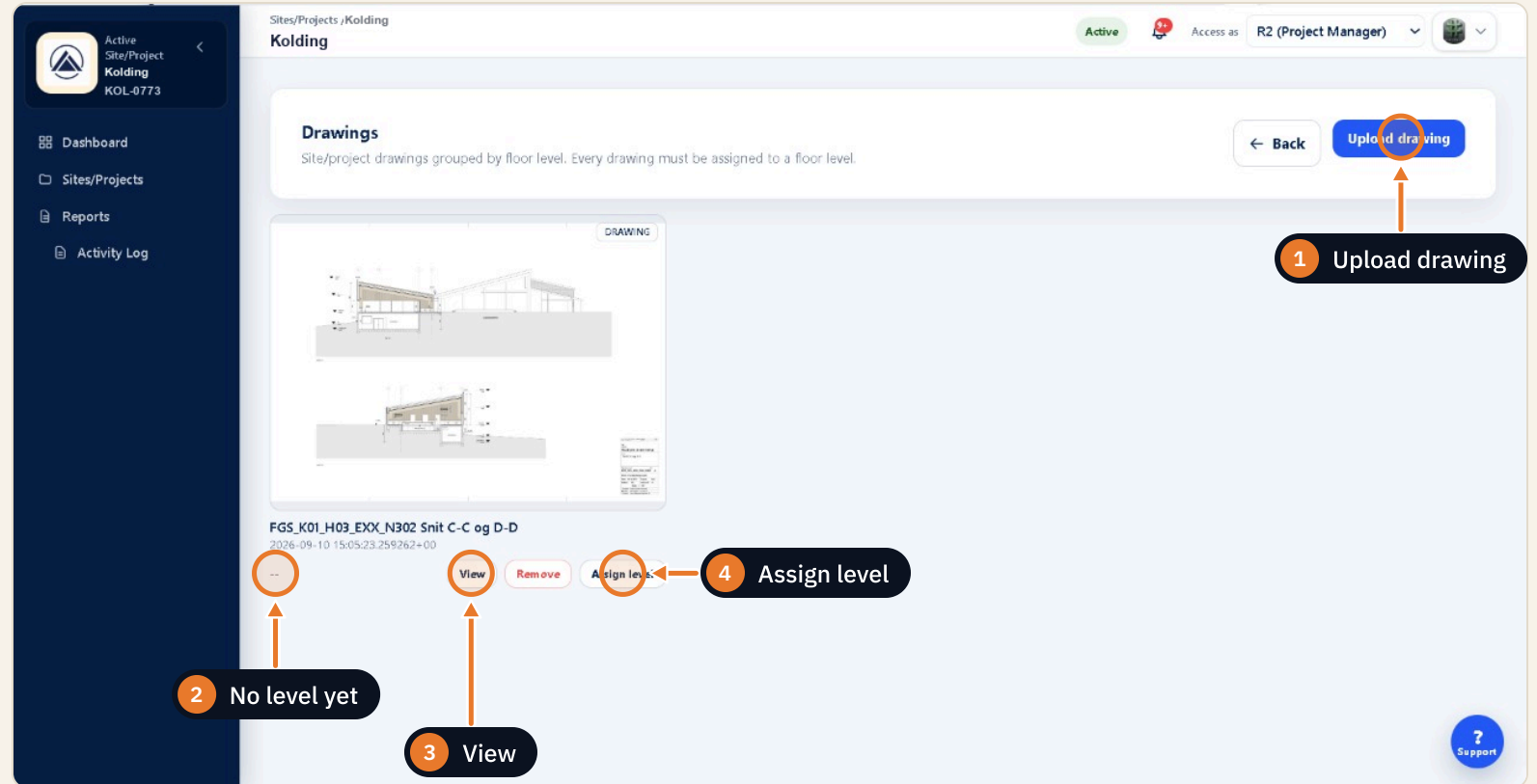
## Give each drawing a floor level

**R2** Project manager

Site &gt; Drawings

Drawings are grouped by floor level. Every drawing must be assigned to a floor level.

- 1 Upload drawing**  
Add a new drawing to the site.
- 2 Level**  
Shows -- until the drawing has a floor level.
- 3 View**  
Open the drawing. Remove deletes it.
- 4 Click Assign level**  
Choose the floor level the drawing belongs to.



NEXT

Choose the professions for the site.



# Choose the professions

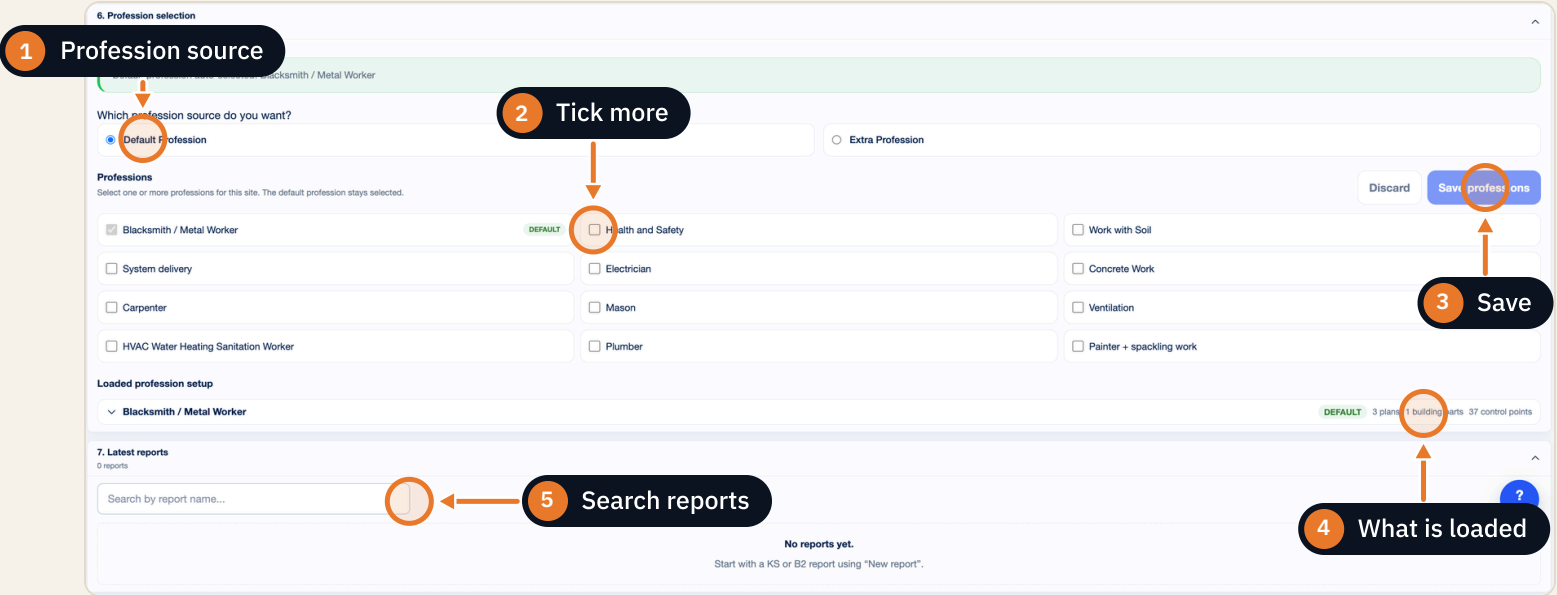
R2 Project manager

Site dashboard > 6. Profession selection

The company default profession is already selected.  
Add more if other trades work on the site.

- 1 **Profession source**  
Default Profession or Extra Profession, as set in Company settings.
- 2 **Tick more professions**  
The default stays selected.
- 3 **Click Save professions**  
Discard undoes your changes.
- 4 **Check what is loaded**  
For example 3 plans, 1 building part and 37 control points.
- 5 **Latest reports**  
Search the reports of this site.

NEXT  
Scroll up and click New report. Chapter 7. →



7.1

# Choose module and report ID

R2 Project manager

Site dashboard > New report > Step 1 of 6

A guided wizard in six steps. The dots at the top show where you are. A site can have 2 reports running at the same time.

1 Choose module  
Select Lite Report.

2 Report ID  
Type an ID that is unique in your company.

3 Click Continue  
Go to step 2.

Create Report

Return to all reports

Step 1 of 6

Choose module \*

Select the module you want to create.

Lite Report

1 Lite Report

Report ID \*

Enter report ID

2 Report ID

Continue

3 Continue

NEXT  
Step 2: the title. →

# Give the report a title

R2

Project manager

New report > Step 2 of 6

The title is what the team sees in lists and on the phone.

- 1

**Report ID**  
It follows along at the top of every step.
- 2

**Report title**  
For example Functional test, basement.
- 3

**Click Continue**  
Go to step 3.

Create Report

Return to all reports

Step 2 of 6

Report ID

AAR-RAP-001

1 Your report ID

Report title \*

Enter the title that should be saved for this report.

Back

Continue

3 Continue

2 Title

NEXT

Step 3: add the people to the report.

→

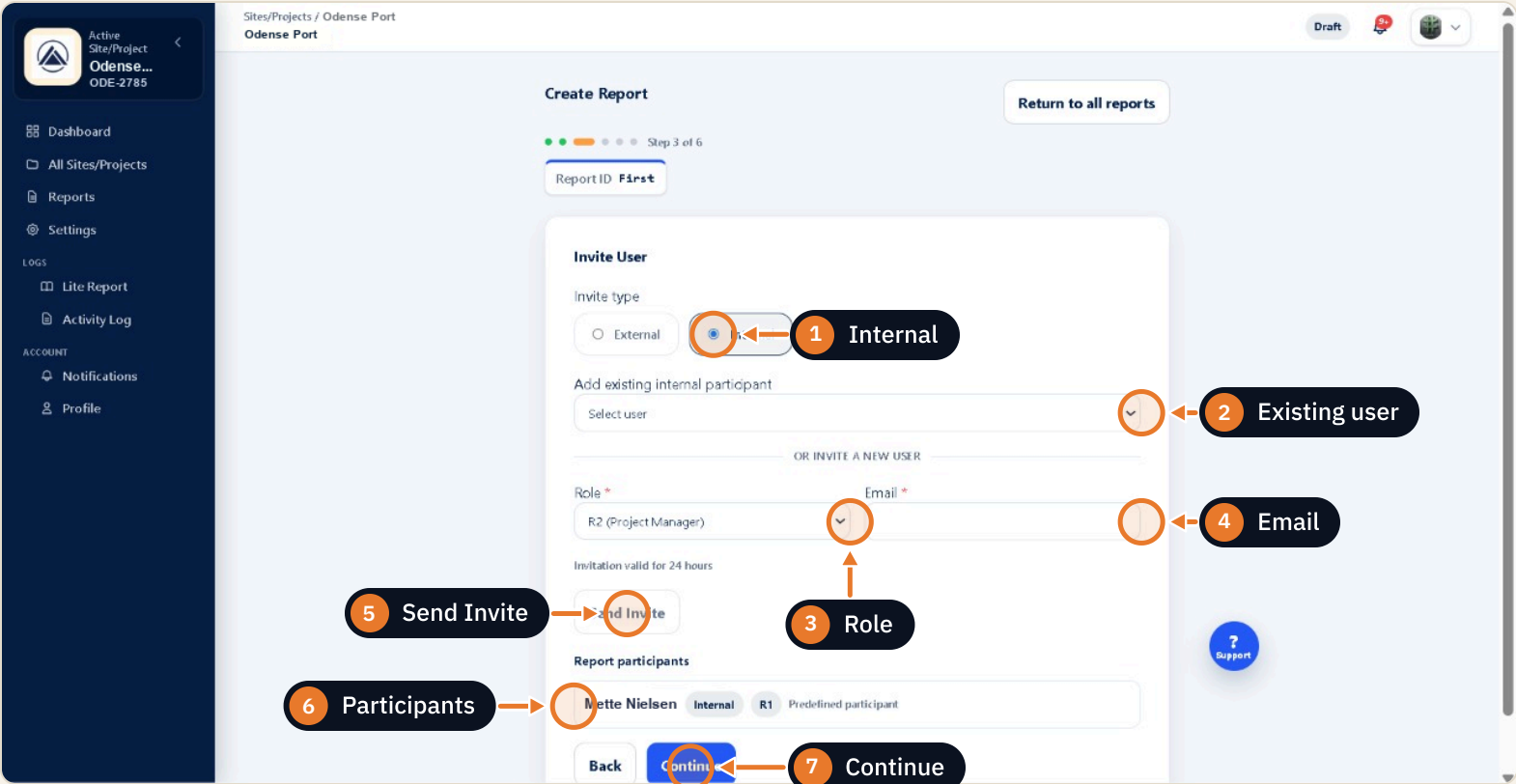
# Add the report participants

R2 Project manager    New report > Step 3 of 6

Choose who works on this report. Tasks are open to everyone on the report with the Register permission, so add all the people who may carry them out.

- 1 **Invite type**  
Internal for colleagues. External for stakeholders.
- 2 **Add an existing participant**  
Pick a colleague who already has an account.
- 3 **Or invite a new user: role**  
For example R2 Project Manager, or the field user role.
- 4 **Email**  
Where the invitation goes.
- 5 **Click Send Invite**  
Valid for 24 hours. The new user follows pages 27 and 28.
- 6 **Report participants**  
Everyone on the report. You are listed as a predefined participant.
- 7 **Click Continue**  
Go to step 4.

NEXT  
Step 4: the description. →



# Describe the report

R2 Project manager

New report > Step 4 of 6

Tell the field team what the report covers before they start.

- 1 Report description  
What is checked, where, and why.
- 2 Watch the word count  
Up to 1000 words.
- 3 Click Continue  
Go to step 5.

Create Report

Return to all reports

Step 4 of 6

Report ID AAR-RAP-001

Report Description \*

Add the report description. The description can be up to 1000 words.

0 / 1000 words

Back

Continue

NEXT

Step 5: pick the drawings.

→

# Pick the drawings

R2 Project manager New report > Step 5 of 6

Choose from the drawings you uploaded on the site dashboard.

- 1 **Tick one or more drawings**  
For example A.01.3 Koter.
- 2 **Missing one?**  
Click + Add drawing, then Refresh.
- 3 **Click Continue**  
Go to the last step.

NEXT  
Step 6: choose the tasks. →

### Create Report

Return to all reports

● ● ● ● ● ● Step 5 of 6

Report ID AAR-RAP-001

#### Select drawings \*

Choose one or more drawings already uploaded to this site. This report will use those drawings without uploading a new document or drawing from the wizard.

2 Add drawing

+ Add drawing Refresh

#### Site drawings

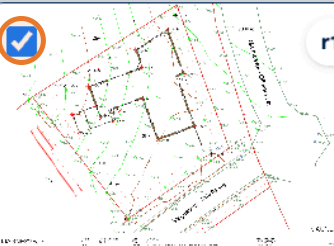
1 Tick

☐



A.01.6 Basement  
Not specified / 2026-09-15

☒



A.01.3 Koter  
Not specified / 2026-09-15

☐



A.01.2 Situationsplan  
Not specified / 2026-09-15

Back

3 Continue

Continue

Assurement Lite · User manual Chapter 7 · Create a report

PAGE 38

# Tick the task types

R2 Project manager New report > Step 6 of 6

Tick the kinds of task this report needs. Each one becomes work for the field user.

- 1

**Tick the task types**  
Checklist type 1 or 2, Registration type 1 or 2.  
All are optional.
- 2

**Create Report**  
Click it after you have chosen the profession  
source on the next page.

NEXT  
Choose where the control points come from. →

Create Report

Return to all reports

● ● ● ● ● ● Step 6 of 6

Report ID AAR-RAP-001

Task creation

Select any tasks you want to create with this report.

1 Tick task types

☒ Checklist type 1 (optional)

☐ Checklist type 2 (optional)

☐ Registration type 1 (optional)

☐ Registration type 2 (optional)

Back

Create Report

2 Create Report

# Choose the profession source

R2 Project manager New report > Step 6 of 6

As soon as you tick a task type, Assurance asks where the control points should come from.

1 Ticked task types

The source question appears below them.

2 Choose the source

Global: the master data library from Assurance. Company: your company's control points. Extra: your extra profession. You can always add custom control points later (page 49).

GOOD TO KNOW

Then scroll down and click Create Report.

NEXT  
Chapter 8: the report overview. →

Create Report

Return to all reports

Step 6 of 6

Report ID

AAR-RAP-002

Task creation

Select any tasks you want to create with this report.

1 Ticked types

☒

Checklist type 1 (optional)

☒

Checklist type 2 (optional)

☒

Registration type 1 (optional)

☒

Registration type 2 (optional)

2 Source

Which profession source do you want? \*

☒

Global

☐

Company

☐

Extra

7

PAGE 40

# Know the report overview

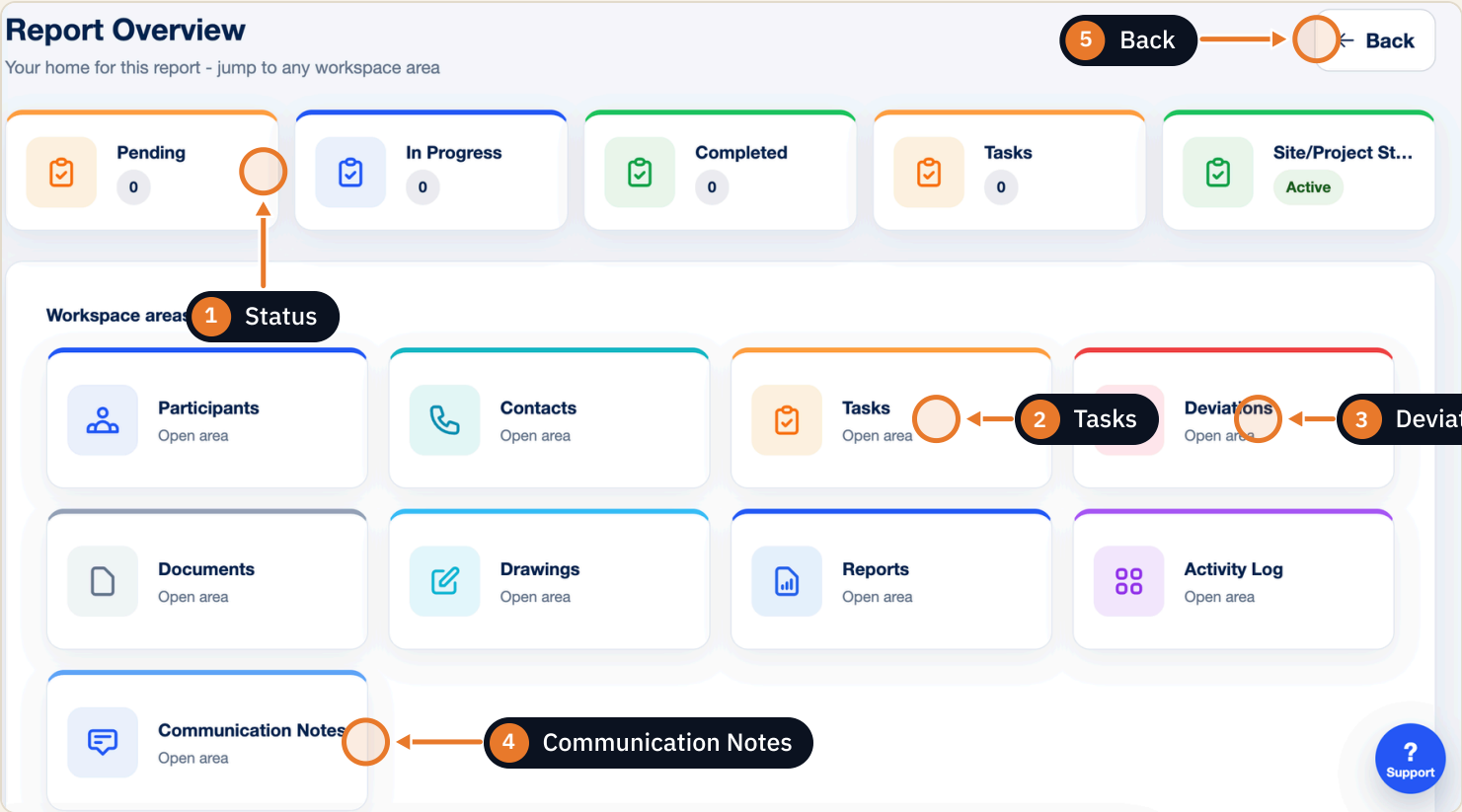
- R2
- Project manager
- Report Overview

The home of one report. Every area of the report opens from here.

- 1
- Status
- Pending, In Progress, Completed and the total number of tasks.
- 2
- Tasks
- Add and follow the tasks. Chapter 9.
- 3
- Deviations
- Tasks that ran past their completion date, or were marked deviated in the app.
- 4
- Communication Notes
- Talk with the team about this report. Chapter 12.
- 5
- Back
- Return to the site.

GOOD TO KNOW

Participants, Contacts, Documents, Drawings, Reports and Activity Log are one click away too.



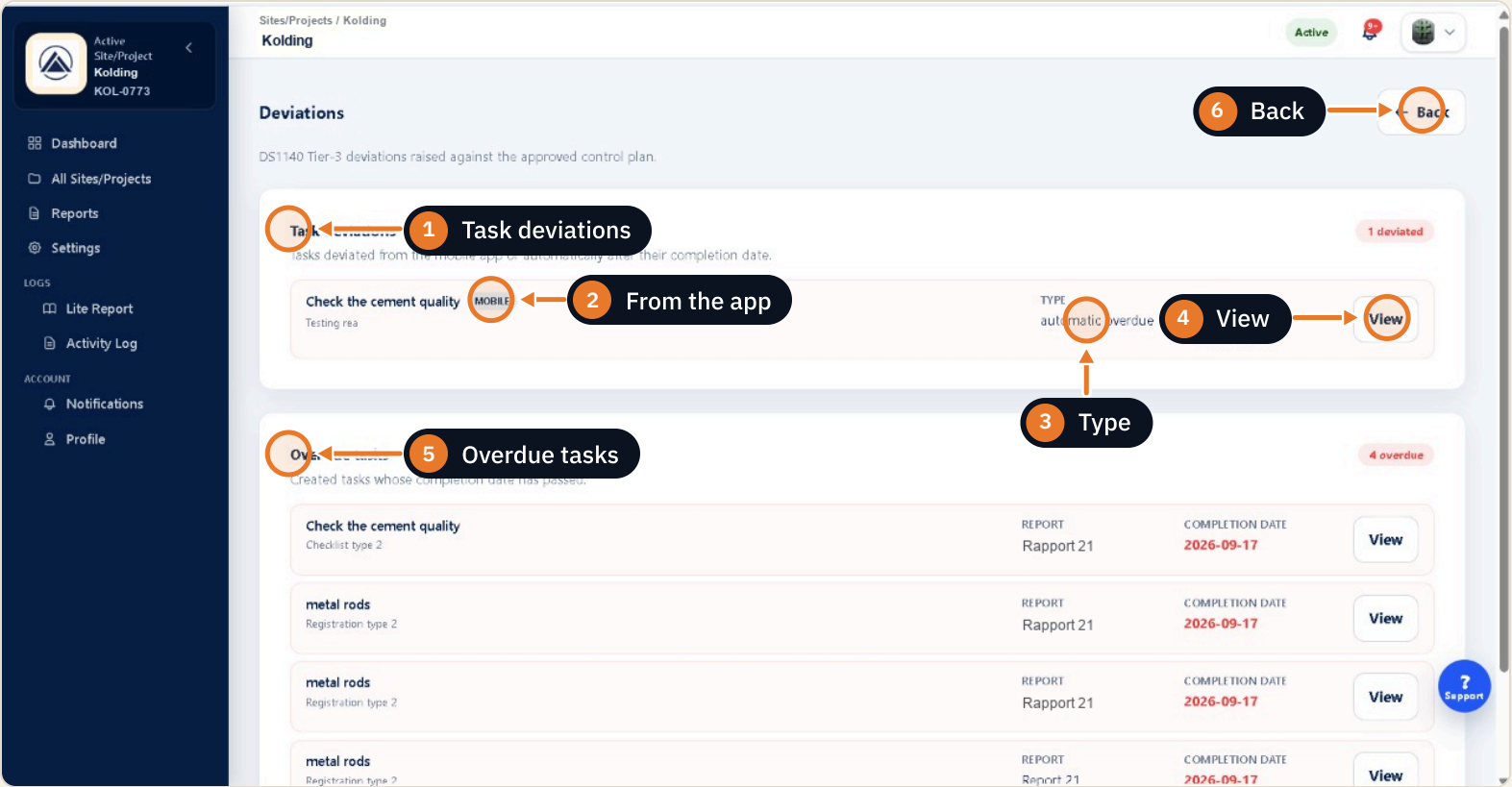
NEXT  
Open Deviations. Next page.

# Follow up on deviations

R2 Project manager Report Overview > Deviations

Everything that did not go as planned, in one place. You do not need to move anything here yourself.

- 1 Task deviations
- A task that is not done by its completion date has a time deviation and moves here automatically. Deviations raised in the mobile app are listed here too.
- 2 MOBILE
- The deviation was raised from the mobile app.
- 3 Type and date
- For example automatic overdue, with the date and the original due date.
- 4 View
- Open the task to see what happened.
- 5 Overdue tasks
- Tasks whose completion date has passed, with the report and the date.
- 6 Back
- Return to the report overview.



NEXT  
Chapter 9: add the tasks. →

# Open the report tasks

R2 Project manager Report Overview > Tasks

Every task type you ticked in the report wizard is listed here. Each one has its own form, and Assign task releases the work to the field.

- 1

**Access as**  
Shows the role you are working as, here R2 (Project Manager).
- 2

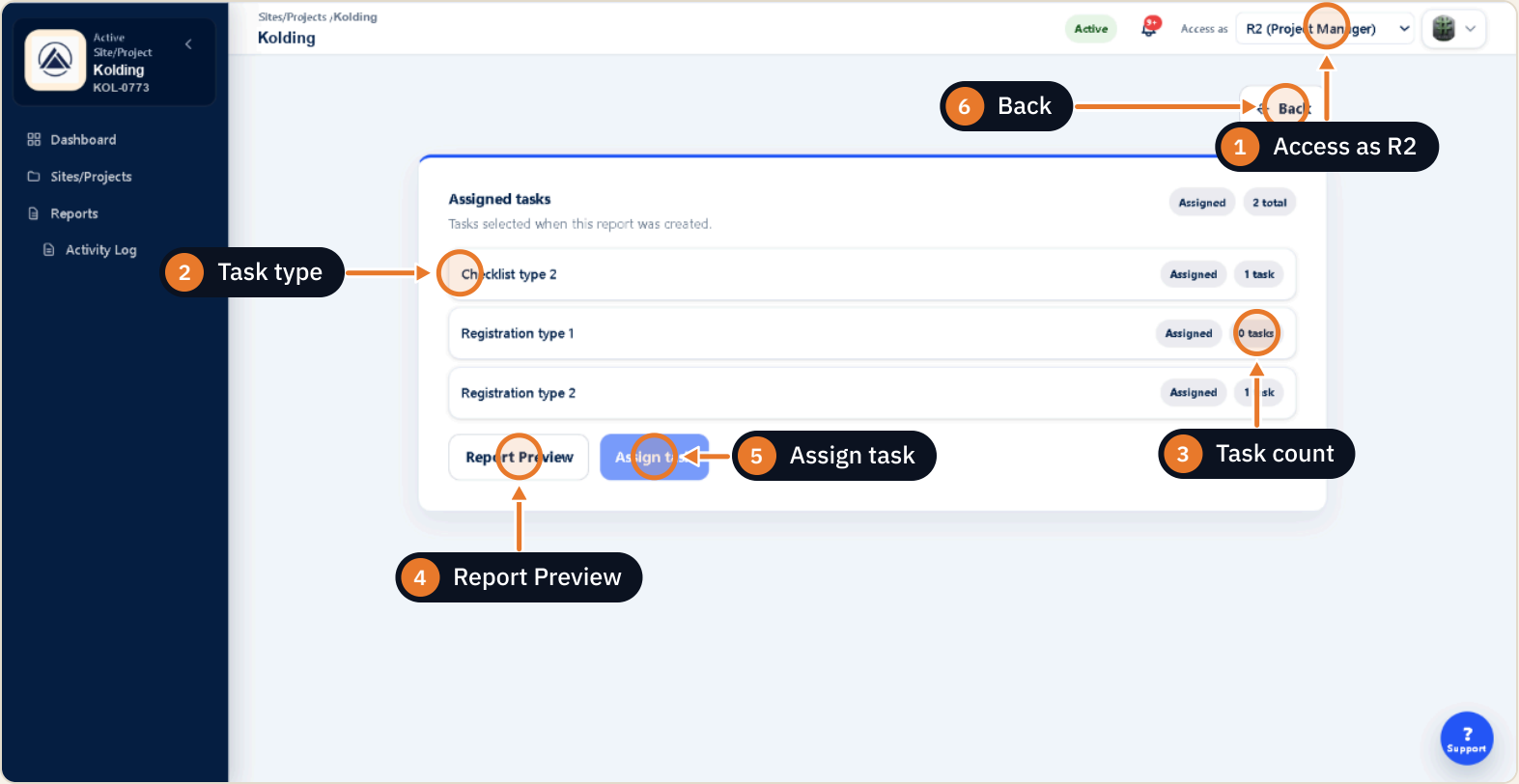
**Task types**  
The types chosen for this report. Each opens its form on the next pages.
- 3

**Task count**  
How many tasks of each type exist. 0 tasks means the form is still empty.
- 4

**Report Preview**  
See how the report will look.
- 5

**Assign task**  
Releases the tasks to the field. Tasks are not given to one person: they are open to everyone on the report with the Register permission. Fill in the task forms first.
- 6

**Back**  
Return to the report overview.



NEXT  
Fill in each task form. Next: Checklist type 1. →

# Checklist type 1

**R2** Project manager

Report tasks > Checklist type 1

The simple checklist needs a title, a date and a description.

- 1 Title**  
What the checklist is about.
- 2 Completion date**  
When the task must be done.
- 3 Checklist description**  
What the field user must check.
- 4 Add task**  
Add another task to the same checklist.
- 5 Click Create task**  
Back to report tasks takes you to the list.

NEXT  
Checklist type 2. →

Checklist type 1

Add the checklist description for this report task.

Back to report tasks

Title \*

Task type

Checklist type 1

Task 1

Creation date

15 Sept 2026

Completion date \*

dd/mm/yyyy

Please fill in this field.

Checklist description \*

Add task

Add task

Create task

Create task

# Checklist type 2

R2 Project manager

Report tasks > Checklist type 2

The structured checklist, with room, scope, time and what counts as accepted.

- 1

Title

What the checklist is about.
- 2

Completion date

The control ID and date are filled in for you.
- 3

Description

What to check.
- 4

Room, scope and time

Where, how much in percent, and at what time.
- 5

Accept

The acceptance criteria the work must meet.
- 6

Click Create task

Or Add task first for another one.

NEXT

Registration type 1.

→

Checklist type 2

Add the checklist description for this report task.

Back to report tasks

1 Title

Title \*

Task type

Checklist type 2

2 Completion date

Task 1

Completion date \*

dd/mm/yyyy

Date

15 Sept 2026

Control ID

1001

Description \*

Room \*

Scope (%) \*

Time \*

Accept \*

3 Description

4 Room, scope, time

5 Accept

Add task

6 Create task

Create task

# Registration type 1

R2 Project manager

Report tasks > Registration type 1

The quickest way to register something on site.

- 1 **Title**  
A short name for the registration.
- 2 **Completion date**  
When it must be done.
- 3 **Control ID**  
Filled in for you.
- 4 **Subject/description**  
What happened or what must be registered.
- 5 **Click Create task**  
Add task first if you need more.

NEXT  
Registration type 2, from a control plan. →

Registration type 1

Add the checklist description for this report task.

Back to report tasks

1 Title

Title \*

Task type

Registration type 1

2 Completion date

Task 1

Completion date \*

dd/mm/yyyy

Date

15 Sept 2026

3 Control ID

Control ID

1001

4 Subject

Subject/description \*

Add task

5 Create task

Create task

# Registration type 2 from a control plan

R2 Project manager

Report tasks > Registration type 2

Build tasks straight from the control plans of the site's profession.

1 Task source  
Global control point uses the library. Custom control point is on page 49. Extra profession control point is for extra professions.

2 Title  
A name for this set of tasks.

3 Selected profession  
Shown for you, for example Work with Soil.

4 Completion date  
When the tasks must be done.

5 Pick a control plan  
For example PR10. Its control points load below.

NEXT  
Pick the control points. →

2 Title

1 Global control point

3 Profession

4 Completion date

5 Pick a plan

Task source

Create tasks from the selected global control points.

Global control point

Custom control point

Extra profession control point

Title \*

Selected profession

SELECTED PROFESSION

Work with Soil

Tasks

Completion date \*

dd/mm/yyyy

Control plans

| Select                           | Icon | K Plan Code | Acceptance Criteria                                                                                                                                                        | Name           |
|----------------------------------|------|-------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|
| <input checked="" type="radio"/> |      | PR10        | A ground contractor works with everything that goes on below and on the ground surface. Preparation of the building site, digging foundations, foundations and compacting. | Work with soil |
| <input type="radio"/>            |      | PR11        | The soil and sewer contractor prepares the sewer work, drainage work, water drainage                                                                                       | Work with soil |
| <input type="radio"/>            |      | PR12        | To take care of the outdoor areas. Landscaping, grass and gravel paving. Tiles and construction work.                                                                      | Work with soil |

# Pick control points and building parts

R2 Project manager

Registration type 2 > Control points

Each ticked control point becomes one task for the field user.

- 1 Tick the control points
- Each shows its number, label, control type, activity and time window.
- 2 Tick building parts
- At least one and at most two.
- 3 Click Save Changes
- The tasks are created.

NEXT  
Need a check that is not in the library? Next page. →

Control points

| Select                              | Control Point Number | Item Label                                                 | Control Type | Activity                                                                                       | Time Window        |
|-------------------------------------|----------------------|------------------------------------------------------------|--------------|------------------------------------------------------------------------------------------------|--------------------|
| <input checked="" type="checkbox"/> | KP01.01              | Recipient control of all materials and products            | Recive       | Inspection of all materials and products that are part of the permanent structure              | On Receipts        |
| <input type="checkbox"/>            | KP01.02              | Checking for errors and damage to items and related items. | Recive       | Faults and damage to items and related goods are documented, returned or discarded.            | Under construction |
| <input type="checkbox"/>            | KP01.03              | Recipient control of areas before export.                  | Recive       | Check whether other suppliers have completed and final inspections have been made on the area. | On Receipts        |
| <input type="checkbox"/>            | KP01.04              | Manholes, pump manholes, grease separators                 | Process      | Manholes, pump manholes, grease separators, others                                             | Under construction |
| <input type="checkbox"/>            | KP01.05              | Fill around manholes                                       | Process      | Control of Fill around manholes                                                                | Under construction |
| <input type="checkbox"/>            | KP01.06              | Wires/drains sewer                                         | Process      | Control ofWires/drains executed in the ground sewer                                            | Under construction |
| <input type="checkbox"/>            | KP01.07              | Filling around wires                                       | Process      | Control that the filling around wires are done with suitable and draining                      | Under construction |

Building parts

You may select a maximum of two building parts.

| Use                                 | Icon                                                                                  | Item Key | Item Label           | Description                                                 |
|-------------------------------------|---------------------------------------------------------------------------------------|----------|----------------------|-------------------------------------------------------------|
| <input checked="" type="checkbox"/> |   | 9        | Other building parts | What is not included in the other mentioned building parts. |
| <input type="checkbox"/>            |  | 8        | Other building parts | What is not included in the other mentioned building parts. |

3 Save Changes

? Support

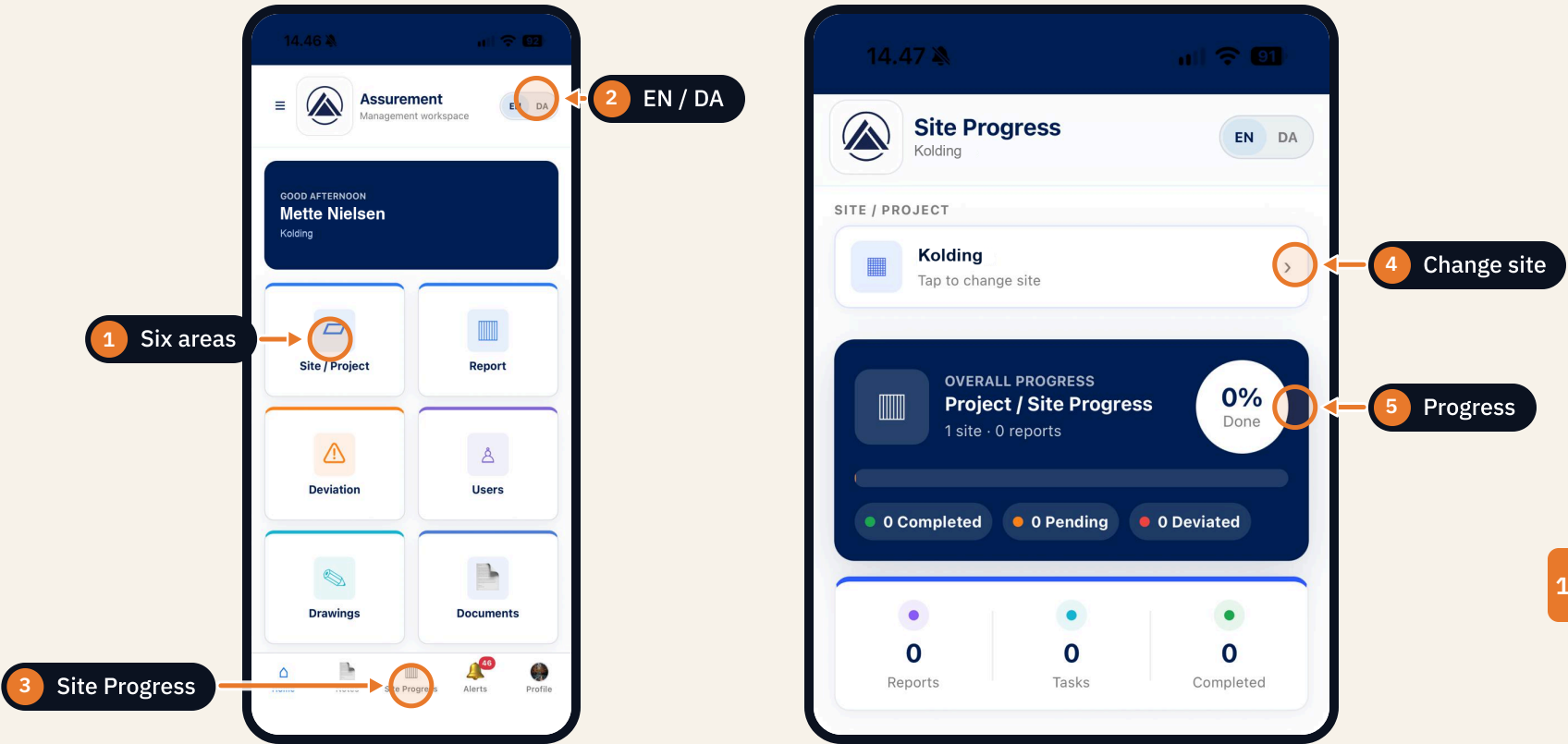


# Use the app as admin

R1 Company admin Assurancement app > Home

The admin workspace on your phone. Follow every site from anywhere.

- 1 **Six areas**  
Site / Project, Report, Deviation, Users, Drawings and Documents.
- 2 **Language**  
Switch between English and Danish.
- 3 **Site Progress**  
Opens the progress screen.
- 4 **Change site**  
Tap to pick another site.
- 5 **Progress**  
Percent done, with completed, pending and deviated items.



NEXT  
Chapter 11: the field user does the work. →

# See your work

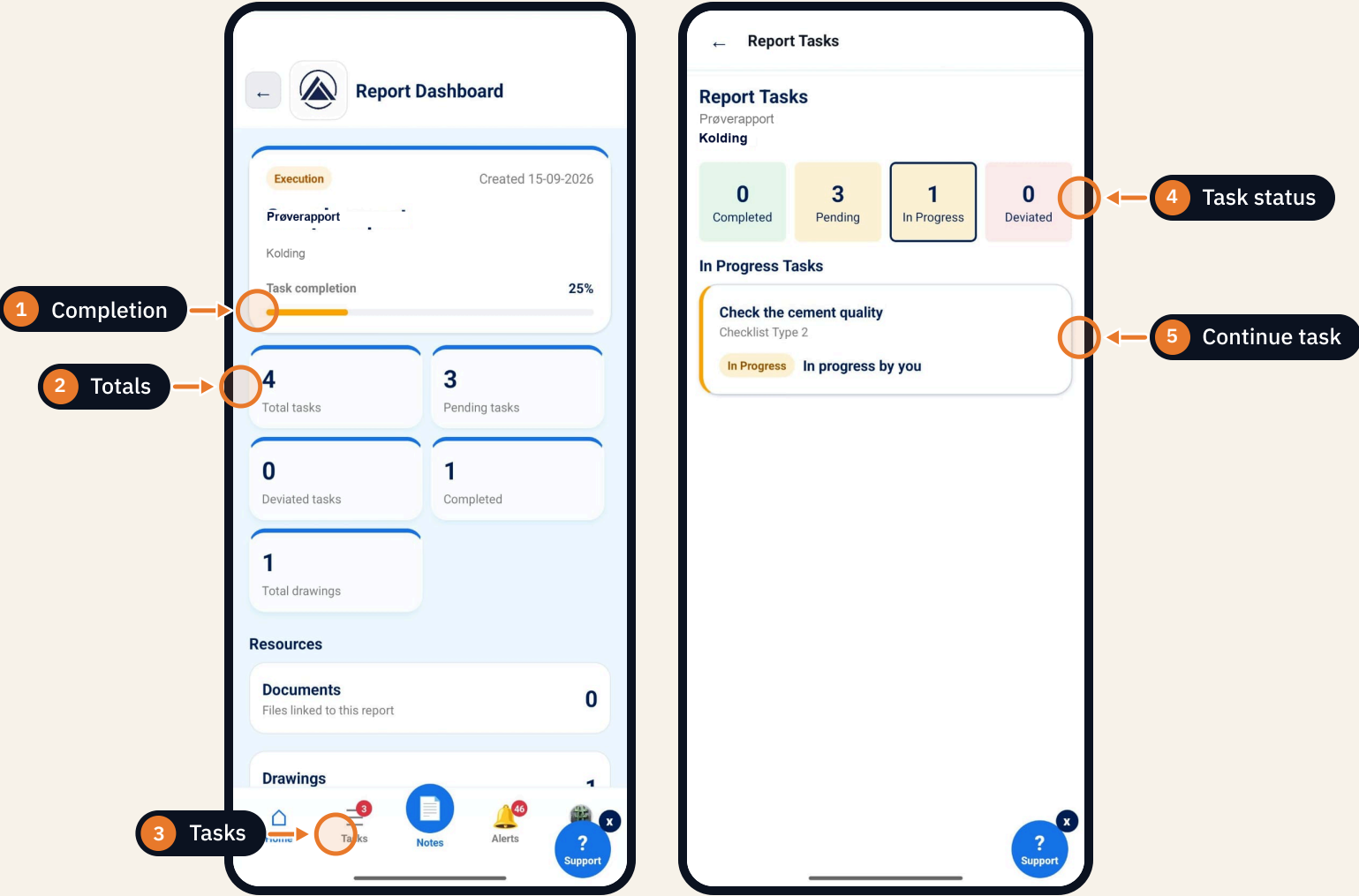
R5 Field user

Assurement app > Report Dashboard

The field user sees the reports they are on. Every task on a report is open to everyone on it with the Register permission.

- 1 Task completion**  
How far the report is, in percent.
- 2 Totals**  
Total, pending, deviated and completed tasks, and drawings.
- 3 Tasks**  
Tap to see your task list.
- 4 Task status**  
Completed, Pending, In Progress and Deviated.
- 5 Continue a task**  
The task you are working on is at the top.

NEXT  
Start a task. →

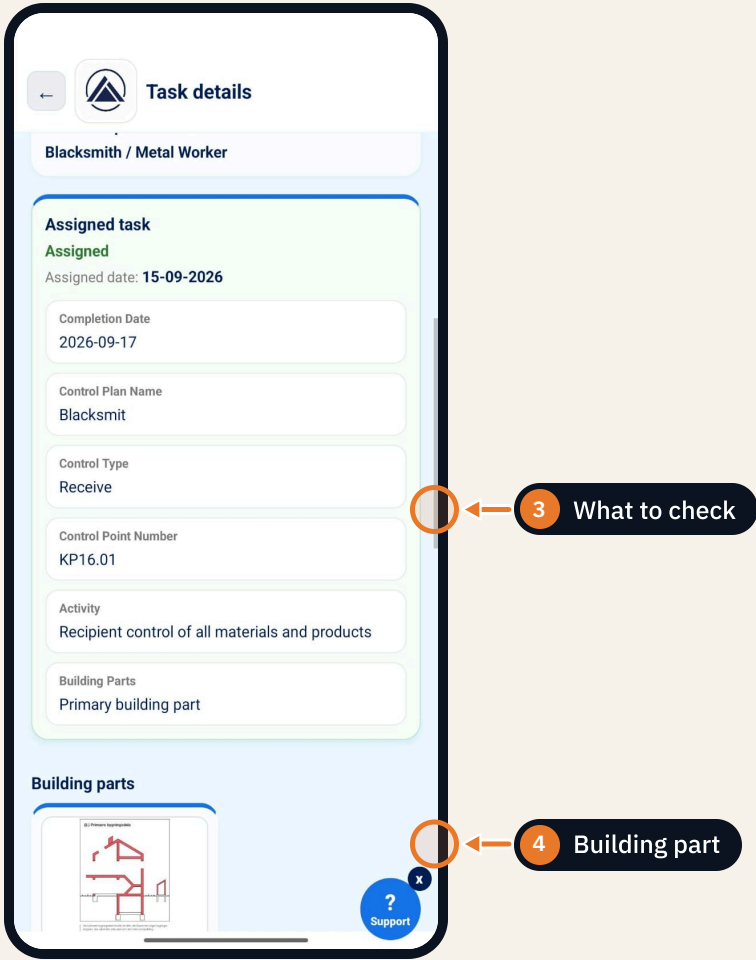


# Start a task

R5 Field user Report Dashboard > Tasks

Open the task to read what must be checked, then start it.

- 1 Status  
Assigned, In Progress or Completed.
- 2 Start task  
Or Open task to read it first.
- 3 Read the details  
Completion date, control plan, control type, control point and activity.
- 4 Building part  
Where on the building the check belongs.



NEXT  
Add photos and marks. →

# Add photo and drawing evidence

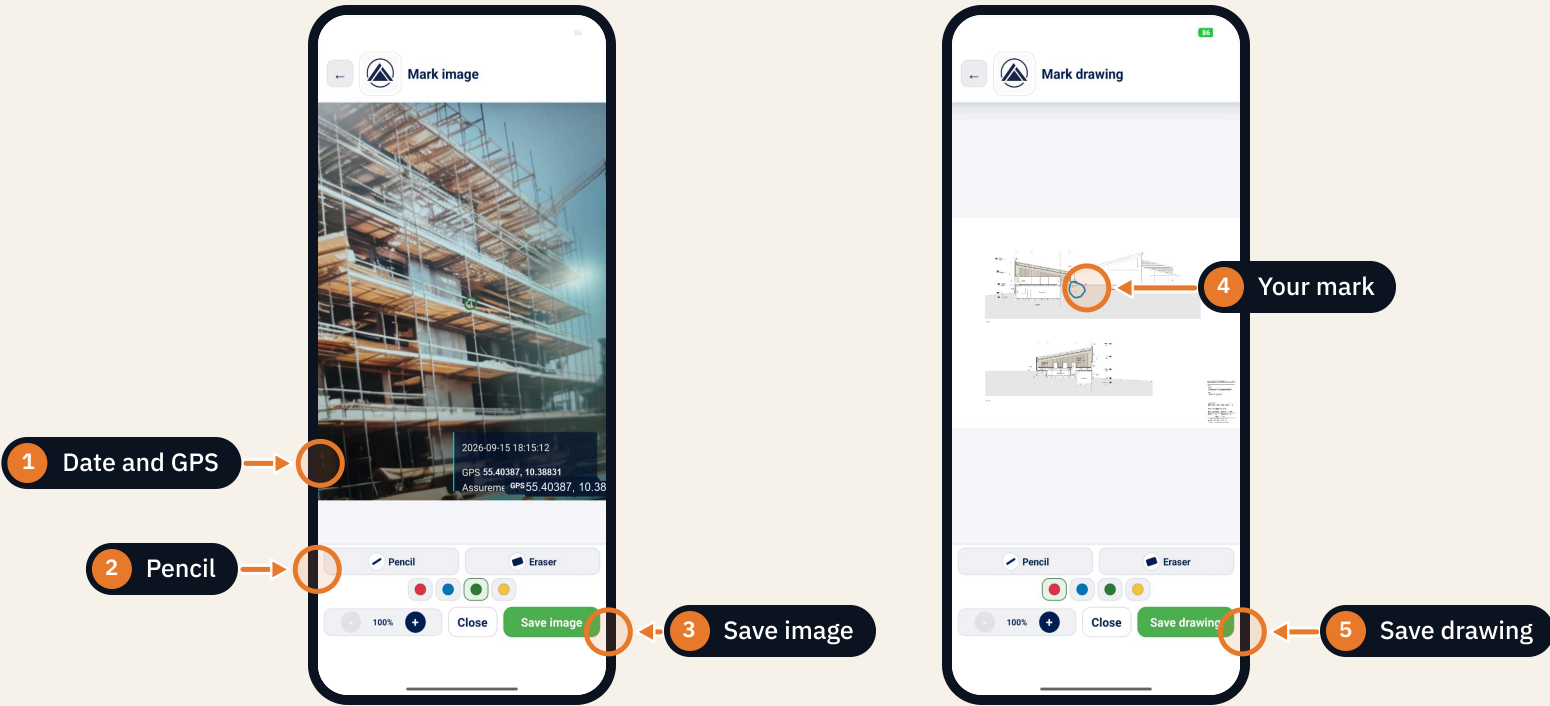
**R5** Field user    Task > Mark image / Mark drawing

Photos are stamped with date, time and GPS. Draw on them to show what you found.

- 1 Date and GPS**  
Added to every photo automatically.
- 2 Pencil**  
Pick a colour and draw. Eraser removes marks.
- 3 Save image**  
The photo is stored with the task.
- 4 Mark the drawing**  
Circle the spot where you did the check.
- 5 Save drawing**  
The marked drawing is stored with the task.
- 6 Tap Submit**  
At the end of the task. The task is then completed. Not shown on the screens above.

**GOOD TO KNOW**  
When all tasks are submitted, the report is Ready. There is no review or signing step. The company admin gets a notification with a payment link (chapter 13).

NEXT  
Chapter 12: talk with the team. →



# Write a note

**A11** Everyone with Communicate

Report > Communication Notes, or Notes in the app

Every report has one conversation. Everyone on the report can read it. Only users with the Communicate permission can write.

- 1

**New general note**  
Tap to open the form.
- 2

**Title**  
What the note is about.
- 3

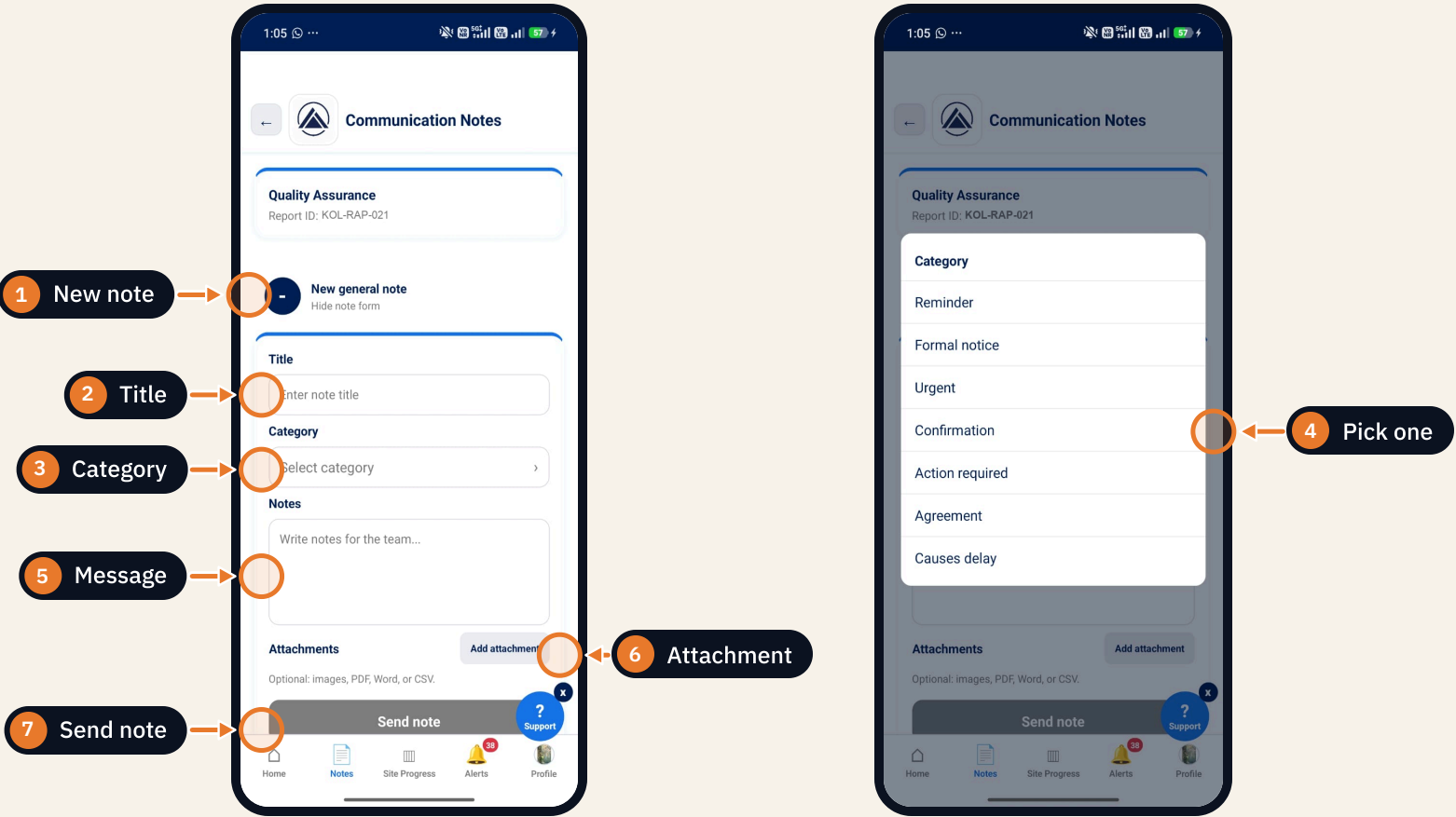
**Category**  
Tap to open the list.
- 4

**Pick a category**  
Reminder, Formal notice, Urgent, Confirmation, Action required, Agreement or Causes delay.
- 5

**Write the message**  
To the team of the report.
- 6

**Add attachment**  
Images, PDF, Word or CSV. Optional.
- 7

**Send note**  
The team receives it.



NEXT  
Read and answer notes. →

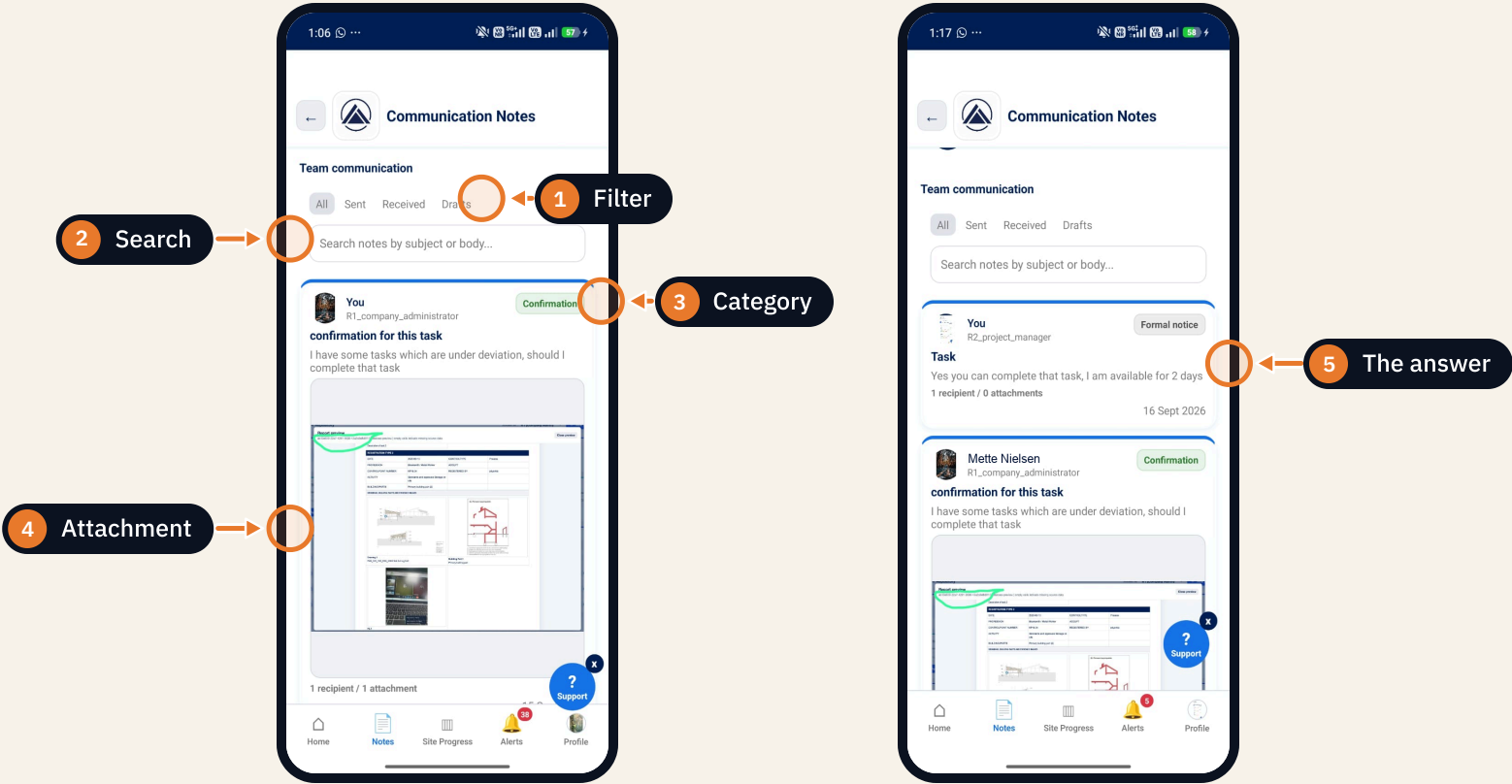
# Read and answer

A11 Everyone with Communicate

Communication Notes > Team communication

Questions and answers stay with the report as part of its record.

- 1 **Filter**  
All, Sent, Received or Drafts.
- 2 **Search**  
By subject or text.
- 3 **Category**  
Shows the tone before you read.
- 4 **Attachment**  
Tap to open it.
- 5 **The answer**  
Replies appear on top, with sender, role and date.



NEXT  
Chapter 13: pay for the report. →

# Find the invoice

R1 Company admin

Notification > payment link, or Company menu > Plan & Billing

When all tasks of a report are submitted, the report is Ready and the company admin gets a notification with a payment link. The link opens the invoice here, on the web. One invoice per report, 149 DKK plus VAT.

- 1

Search

By site or project name, or filter by issued date.
- 2

Status

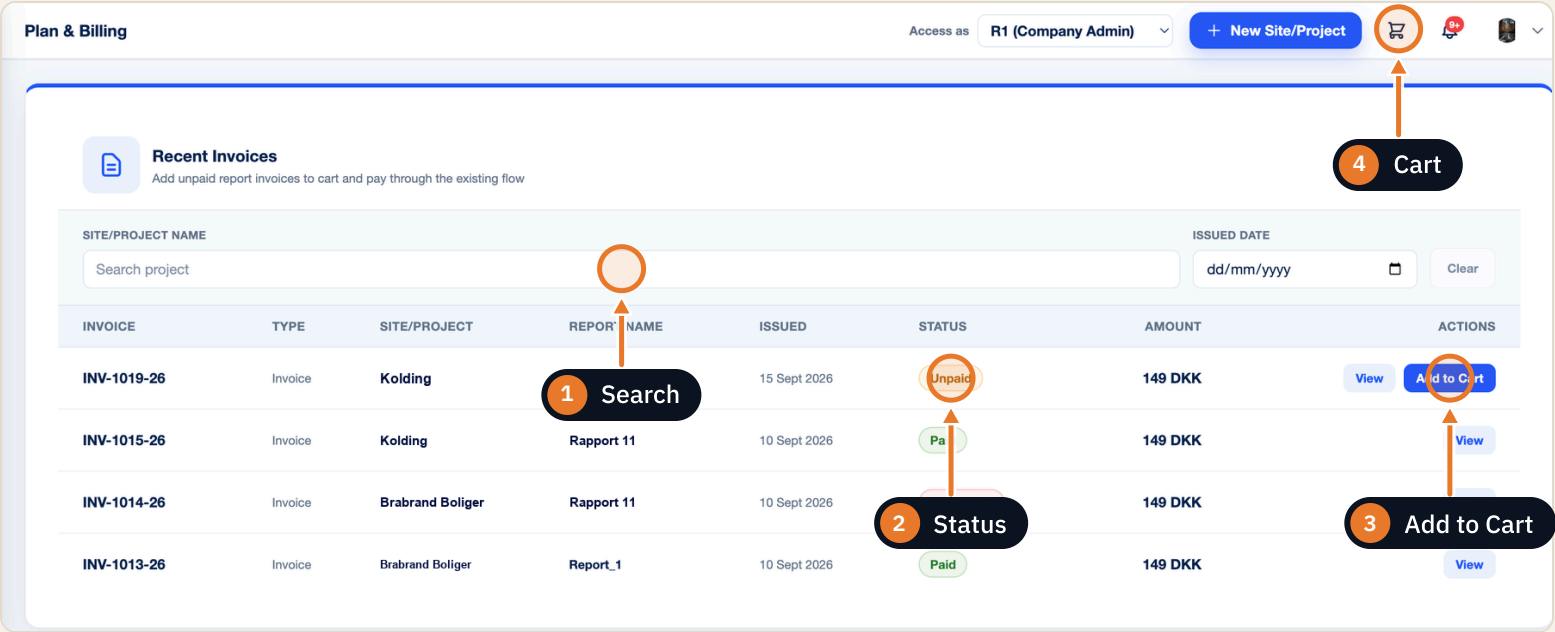
Unpaid, Paid or Written Off.
- 3

Add to Cart

For an unpaid invoice. View opens the invoice.
- 4

Cart

The badge shows how many are waiting.



NEXT  
Open the cart and pay. →

# Pay from the cart

R1 Company admin Top bar > Cart

Pay one or more reports together.

- 1

**Hover the cart**  
The billing cart shows what is in it.
- 2

**Click the cart**  
The invoice cart opens.
- 3

**Select the reports**  
Tick the ones to pay. The bin removes one.
- 4

**Check the total**  
Subtotal, 25% VAT and total. 149 DKK becomes 186.25 DKK.
- 5

**Click Checkout & Pay**  
The card payment page opens.

Access as R1 (Company Admin) + New Site/Project

1 Cart

Billing cart 1

Prøverapport  
Kolding - 149 DKK

2 Open checkout Click the cart to open checkout

3 Select

Invoice Cart  
1 of 1 reports selected

| REPORT                                                          | SITE/PROJECT | ISSUED       | AMOUNT  | REMOVE |
|-----------------------------------------------------------------|--------------|--------------|---------|--------|
| <input checked="" type="checkbox"/> Prøverapport<br>INV-1019-26 | Kolding      | 15 Sept 2026 | 149 DKK |        |

SELECTED PAYMENT AMOUNT

Subtotal 149 DKK  
VAT (25%) 37.25 DKK  
Total 186.25 DKK

4 Total

5 Checkout & Pay

Checkout & Pay

NEXT  
Pay by card. →

# Pay by card

R1

Company admin

Invoice Cart > Checkout & Pay

A secure card payment page from Flatpay. It is in Danish, and the amount includes VAT.

- 1

**I alt**  
The total to pay, 186,25 DKK for one report. Vis detaljer shows the details.
- 2

**Kortnummer**  
Your card number. Visa, Visa Electron, Mastercard and Maestro are accepted.
- 3

**Udløbsdato**  
Expiry date, MM / ÅÅ.
- 4

**Kontrolcifre**  
The 3 digit security code on the back of the card.
- 5

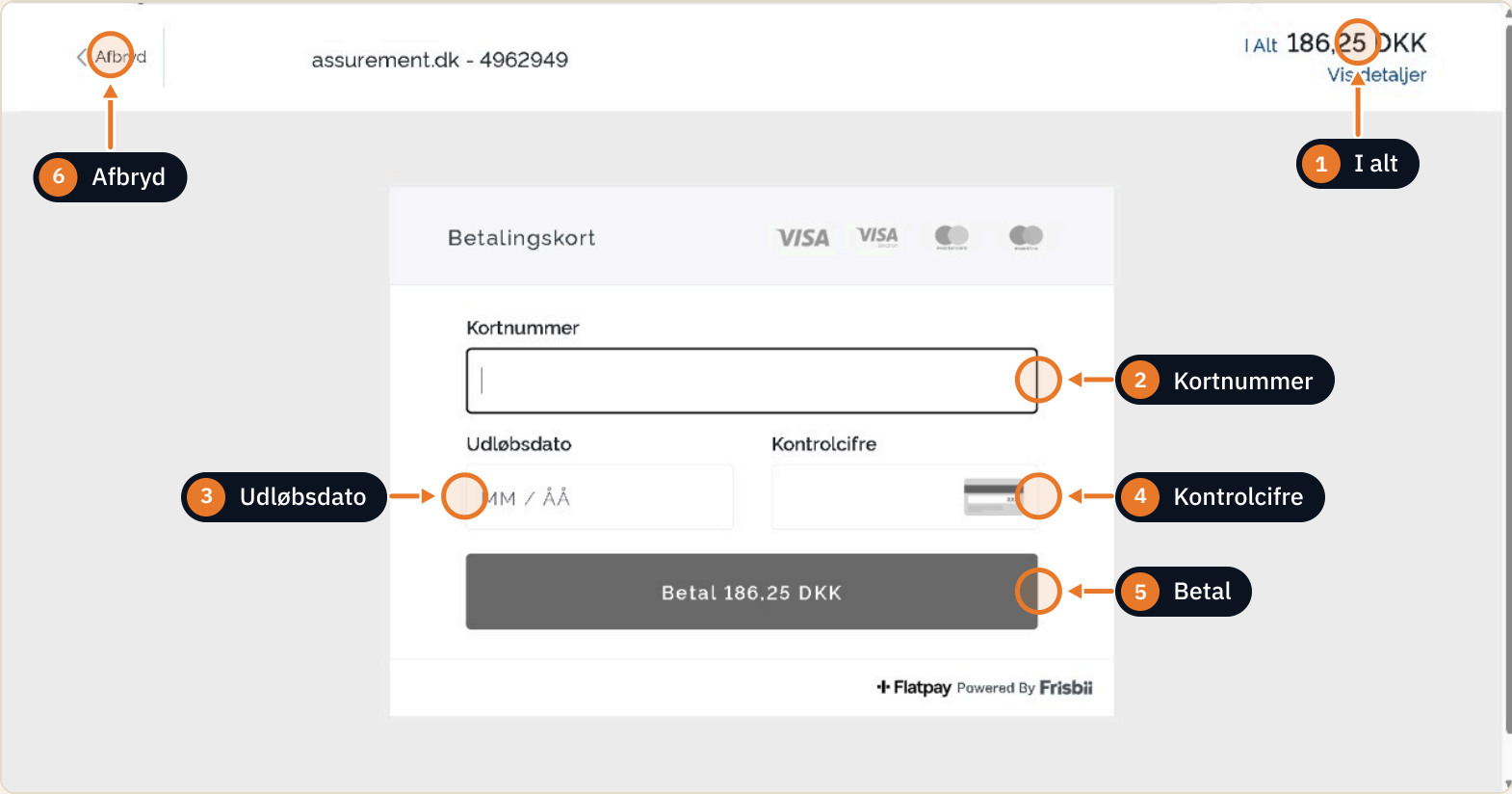
**Click Betal**  
Pay. The report status changes to Paid, and Generate Report becomes available (page 61).
- 6

**Afbryd**  
Cancel and go back without paying.

NEXT

Need the invoice itself? Next page.

→



# View and download the invoice

R1 Company admin Plan & Billing > View

Every invoice can be printed or downloaded as PDF.

- 1 Payment due
- An unpaid invoice has Add to Cart right next to the notice.
- 2 Print or download
- Print, or Download Invoice PDF next to it.
- 3 Total due
- 149.00 DKK, VAT 37.25 DKK, total 186.25 DKK.
- 4 Back to Billing
- Return to the invoice list.

NEXT

Chapter 14: get the final report.

→

2 Print or PDF

Print

Download Invoice PDF

R1-W10

Payment Due

This invoice is unpaid. Please arrange payment to maintain full account access.

Add to Cart

1 Add to Cart

INVOICE

INV-1019-26

Issued 15 Sept 2026

UNPAID

FROM

Assurement

Assurement ApS

Digital quality assurance and construction reporting platform

Email: billing@assurement.dk

Website: assurement.dk

BILLED TO

ABB A/S

CVR: 31371716

Email: mette.nielsen@abb.dk

Address: Barmstedt Alle 9, 5500 Middelfart

Phone: +4544504450

| DESCRIPTION                        | AMOUNT     |
|------------------------------------|------------|
| Service Invoice                    | 149.00 DKK |
| Invoice INV-1019-26 · 15 Sept 2026 |            |

Subtotal

149.00

VAT (25%)

37.25 DKK

Total Due

186.25 DKK

Total includes 25% VAT.

? Support

< Back to Billing

4 Back to Billing

Add to Cart - 186.25 DKK

3 Total due

# Preview the report

R1 Company admin

Reports > Preview

Check the report for free at any time. Names and contact details stay hidden until the report is paid.

1 The notice

Names and contact details are hidden until payment.

2 Masked values

Shown as stars, for example met\*\*\*\*.

3 Close preview

Back to the list.

GOOD TO KNOW

After payment, generate the report in the repository (next page). The full report is then available.

NEXT

Download from the report repository.

→

Report preview

Masked preview | pay to view the full report

3 Close preview

Close preview

Names and contact details are hidden until payment is completed.

1 Hidden until paid

Assurement

REPORT

01. FUNCTIONAL TEST

Preverapport

Sample report

| PROJECT INFORMATION |                  |                 |                  |
|---------------------|------------------|-----------------|------------------|
| CREATED DATE:       | 2026-09-15       | CREATED BY:     | met****          |
| NAME:               | Kol****          | PROJECT ID:     | ****             |
| ADDRESS:            | Åboulevarden 12  | ZIP AND CITY:   | 4110 København V |
| CONTRACTOR:         | ABB****          | ADDRESS:        | Åboulevarden 12  |
| ADDRESS:            | Barmstedt Alle 9 | POSTCODE:       | 4110             |
| POSTCODE:           | 5500             | CITY:           | København V      |
| CITY:               | Middelfart       |                 |                  |
| CVR:                | 31371****        |                 |                  |
| SENDER NAME:        | ABB****          | RECIPIENT NAME: |                  |
| SENDER MAIL:        | met****@abb.dk   | RECIPIENT MAIL: |                  |

DESCRIPTION

this is sample report for testing

PARTICIPANTS

| NAME    | ROLE | EMAIL          | COMPANY |
|---------|------|----------------|---------|
| met**** | R1   | met****@abb.dk |         |

SIGNER

| DATE | SIGNED BY |
|------|-----------|
|      | met****   |

2 Masked

# Download from the repository

R1 Company admin

Company menu > Reports

Every report and every version in one library.  
Generate Report is available on the web only, after the report is paid.

- 1 Filter
- By status, site, report name, date or version, then click Apply Filters.
- 2 Preview
- Available for every report.
- 3 Generate Report
- After payment. The report is compiled into one PDF, however long it is. Generating again creates a new version, v1, v2 and so on.
- 4 Download Report
- Enabled once the PDF is generated.

NEXT

See what the finished report contains.

→

Report Repository

Search across the company report library

Repository view freshness unavailable

FILTER REPORTS

Status

e.g. Final, Draft, Archived

Site/Project Name

e.g. Harbour View

Report Name

e.g. Functional test

Date Field

Created

Date From

DD/MM/YYYY

Date To

DD/MM/YYYY

Version #

e.g. 1

Apply Filters

Clear

Report list 4 reports loaded

|  | SITE/PROJECT | REPORT NAME      | TEMPLATE     | STATUS                 | VERSION     | CREATED       | ACTIONS                                                                                  |
|--|--------------|------------------|--------------|------------------------|-------------|---------------|------------------------------------------------------------------------------------------|
|  | Rapport 21   | Kolding          | Prøverapport | Lite Inspection Report | DRAFT       | v2            | <div>2 Preview</div> <div>Preview</div> <div>Generate Report</div> <div>3 Generate</div> |
|  | KOL-RAP-011  | Kolding          | Rapport 11   | Lite Inspection Report | PAID        | v1 10/09/2026 | <div>Preview</div> <div>Download Report</div> <div>4 Download</div>                      |
|  | BRA-RAP-011  | Brabrand Boliger | Rapport 11   | Lite Inspection Report | WRITTEN OFF | v2 10/09/2026 | <div>Preview</div> <div>Download Report</div>                                            |
|  | BRA-RAP-001  | Brabrand Boliger | Rapport_1    | Lite Inspection Report | PAID        | v1 10/09/2026 | <div>Preview</div> <div>Download Report</div>                                            |

# The finished report

**R1** Company admin      Reports > Download Report

Everything registered in the field is bound into the Lite report template and compiled into one PDF, with names and contact details shown.

- 1

**Project information**  
Site, address, contractor, sender and recipient.
- 2

**Participants**  
Everyone on the report, with role and email.
- 3

**Approved**  
The result of each task.
- 4

**Task results**  
One section per task type: checklists and registrations with their details.

**GOOD TO KNOW**  
Share the PDF with your client or keep it for your records. Every version stays in the report repository.

NEXT  
You have been through the whole flow. See the quick reference. →

1 Project information

2 Participants

4 Task results

 **Assurement**

**REPORT**  
01. FUNCTIONAL TEST

Rapport\_1

1

**PROJECT INFORMATION**

|               |                      |                 |                   |
|---------------|----------------------|-----------------|-------------------|
| CREATED DATE: | 2025-09-10           | CREATED BY:     | Mette Nielsen     |
| NAME:         | Brabrand Bolliger    | PROJECT ID:     | report1           |
| ADDRESS:      | Produktionsvej 42    | ZIP AND CITY:   | 2600 Glostrup     |
| CONTRACTOR:   | ABB A/S              | ADDRESS:        | Produktionsvej 42 |
| ADDRESS:      | Barmstedt Alle 9     | POSTCODE:       | 2600              |
| POSTCODE:     | 5500                 | CITY:           | Glostrup          |
| CITY:         | Middelfart           |                 |                   |
| CVR:          | 31371716             |                 |                   |
| SENDER NAME:  | ABB A/S              | RECIPIENT NAME: |                   |
| SENDER MAIL:  | mette.nielsen@abb.dk | RECIPIENT MAIL: |                   |

**DESCRIPTION**  
description

2

**PARTICIPANTS**

| NAME          | ROLE | EMAIL                | COMPANY |
|---------------|------|----------------------|---------|
| Mette Nielsen | R1   | mette.nielsen@abb.dk |         |
| Lars Jensen   | R2   |                      |         |

3

**CHECKLIST TYPE 1**

| DATE       | DESCRIPTION           | APPROVED |
|------------|-----------------------|----------|
| 2025-09-10 | Description of task 1 | true     |

4

**CHECKLIST TYPE 2**

| DATE       | CONTROL ID | DESCRIPTION                         | ROOM | ACCEPT           | TIME  | SCORE | APPROVED |
|------------|------------|-------------------------------------|------|------------------|-------|-------|----------|
| 2025-09-10 | 1001       | description of the checklist 2 task | 4    | Accept this task | 17:25 | 70    | true     |

**REGISTRATION TYPE 1**

# I want to...

| TASK                             | WHO                                  | WHERE                              | PAGE           |
|----------------------------------|--------------------------------------|------------------------------------|----------------|
| Create the company account       | <b>R1</b> Company admin              | Login screen > Sign up             | <b>11</b> 1.1  |
| Reset a forgotten password       | <b>A11</b> Every user                | Login screen > Forgot password?    | <b>13</b> 1.3  |
| Set the company profession       | <b>R1</b> Company admin              | Company menu > Settings            | <b>19</b> 3.2  |
| Invite a colleague               | <b>R1</b> Company admin              | Company menu > Users > Invite User | <b>22</b> 4.2  |
| Create a site or project         | <b>R1</b> Company admin              | Top bar > New Site/Project         | <b>23</b> 5.1  |
| Invite a user or stakeholder     | <b>R1</b> Company admin              | Step 3 > + Invite user             | <b>26</b> 5.4  |
| Upload drawings for a site       | <b>R2</b> Project manager            | Site dashboard > Upload drawing    | <b>31</b> 6.2  |
| Create a report                  | <b>R2</b> Project manager            | Site dashboard > New report        | <b>34</b> 7.1  |
| Add people to a report           | <b>R2</b> Project manager            | New report > Step 3                | <b>36</b> 7.3  |
| Add tasks to a report            | <b>R2</b> Project manager            | Report Overview > Tasks            | <b>43</b> 9.1  |
| Follow up on deviations          | <b>R2</b> Project manager            | Report Overview > Deviations       | <b>42</b> 8.2  |
| Do a task in the field           | <b>R5</b> Field user                 | App > Report Dashboard > Tasks     | <b>52</b> 11.2 |
| Write a communication note       | <b>A11</b> Everyone with Communicate | Report > Communication Notes       | <b>54</b> 12.1 |
| Pay for a report                 | <b>R1</b> Company admin              | Notification > payment link        | <b>56</b> 13.1 |
| Generate and download the report | <b>R1</b> Company admin              | Company menu > Reports             | <b>61</b> 14.2 |

## Need help?

Click the blue **Support** button at the bottom right of any screen, in the web app and in the phone app.

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