



Get the final report

Preview, generate and download the report.

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14

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

Site/Project Name

Report Name

Date Field

Date From

Date To

Version #

e.g. Final, Draft, Archived

e.g. Harbour View

e.g. Functional test

Created

DD/MM/YYYY

DD/MM/YYYY

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	Preview Generate Report
	KOL-RAP-011	Kolding	Rapport 11	Lite Inspection Report	PAID	v1 10/09/2026	Preview Download Report
	BRA-RAP-011	Brabrand Boliger	Rapport 11	Lite Inspection Report	WRITTEN OFF	v2 10/09/2026	Preview Download Report
	BRA-RAP-001	Brabrand Boliger	Rapport_1	Lite Inspection Report	PAID	v1 10/09/2026	Preview Download Report

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