



User manual

Document what you see while you stand in front of it: photos, a marked drawing and the facts, as one professional PDF. Every page shows the real screen with arrows to what you tap or click.

All

Anyone in the company

Creates and fills in the Quick Report in the phone app.

Chapters 2 to 4

R1

Company admin

Pays on the web, generates the PDF and sends it to the customer.

Chapters 1, 5 and 6

Cust.

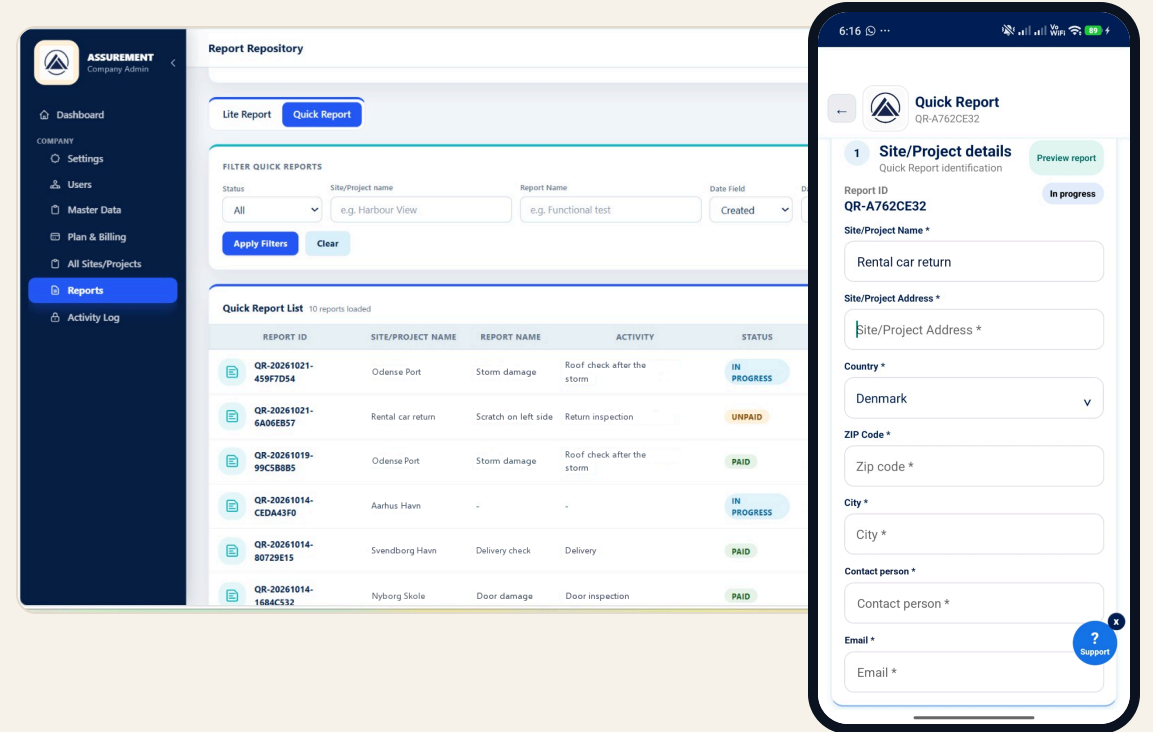
Your customer

Receives the finished report as a PDF by email.

Page 26

Start the manual

Contents



Contents

Find the task you need, then go straight to its page. The numbers on the right are page numbers; 3.1, 3.2 are the section numbers on each page.

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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 tap, click or type. The number matches the numbered step on the left.

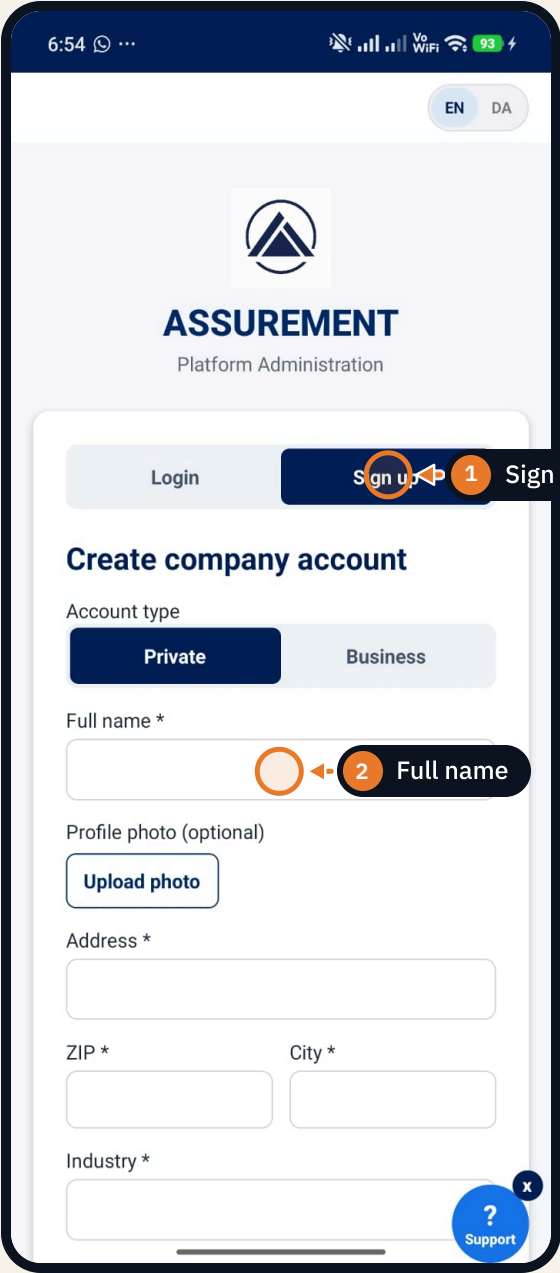
R1 Company admin Who
The role that does this step: anyone in the company, or R1, the company admin.

Where Where
How to get to the screen.

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

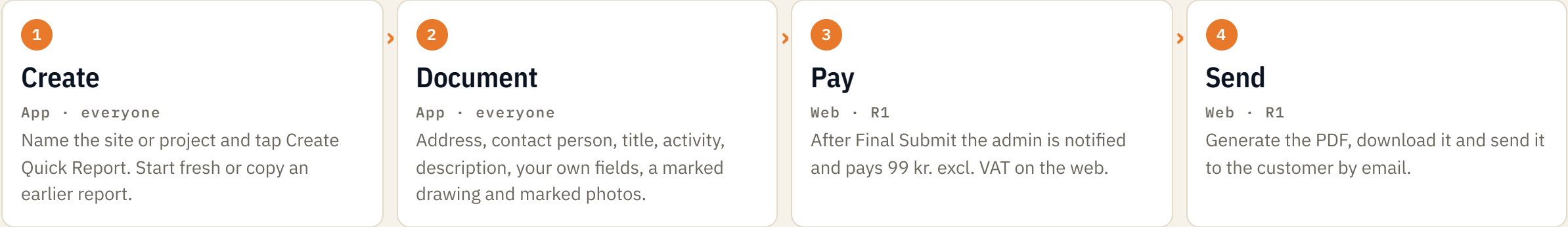
MOVING AROUND
Use the arrow keys or the buttons at the bottom. The numbers at the top jump to a chapter. Point at a step to highlight its arrow.

NEXT Quick Report in four steps. →



Quick Report in four steps

For damage, faults, deliveries, handovers, complaints and anything else that must be documented now. No setup and no signatures.



Any trade

Construction, car rental, service, property, transport. Add the fields your trade needs (page 13).

First report free

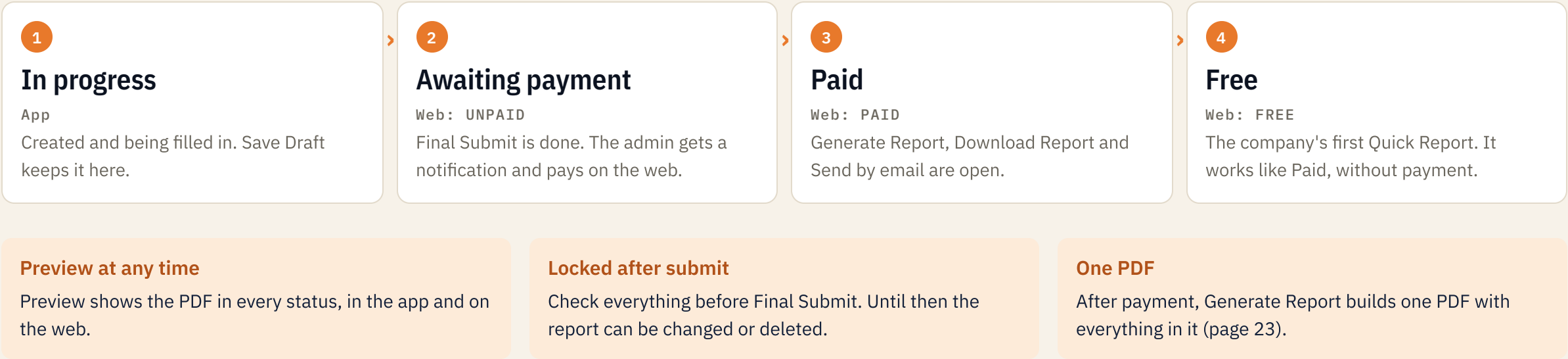
After that 99 kr. per report excl. VAT (123,75 kr. incl. VAT). No subscription.

Evidence that holds

Every photo is stamped with date, time and GPS. The PDF carries your company name, CVR and logo.

How a Quick Report moves

You see the status on every report in the app (page 16) and in the report repository on the web (page 20).



Create your account

New New company App or web > Sign up

The first person from the company signs up. Private is for one person working alone.

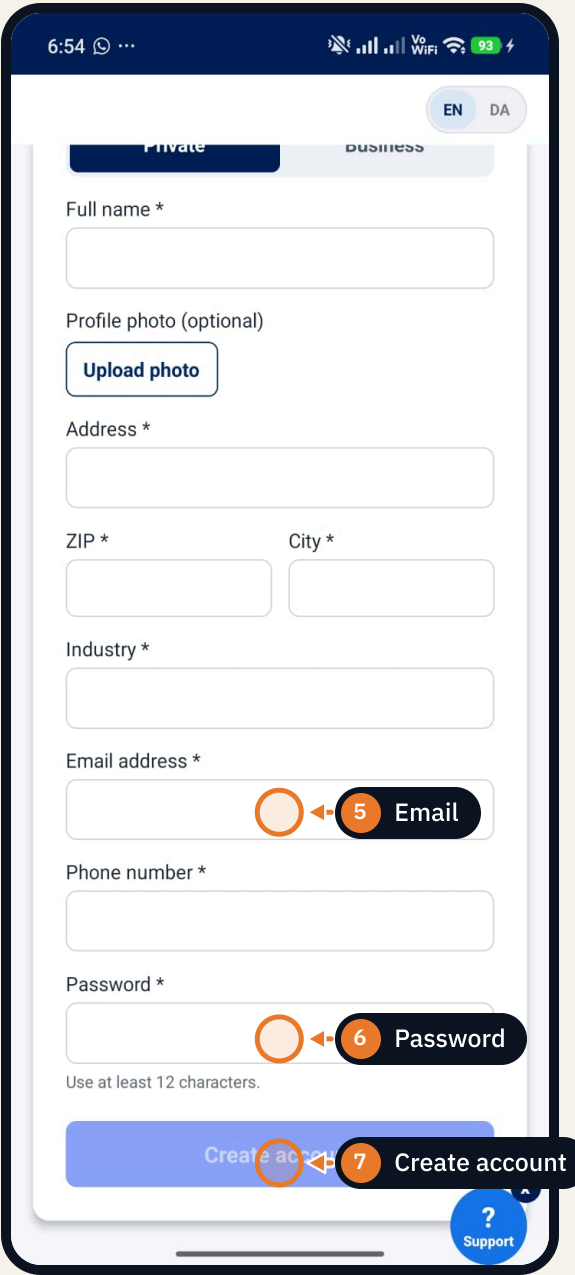
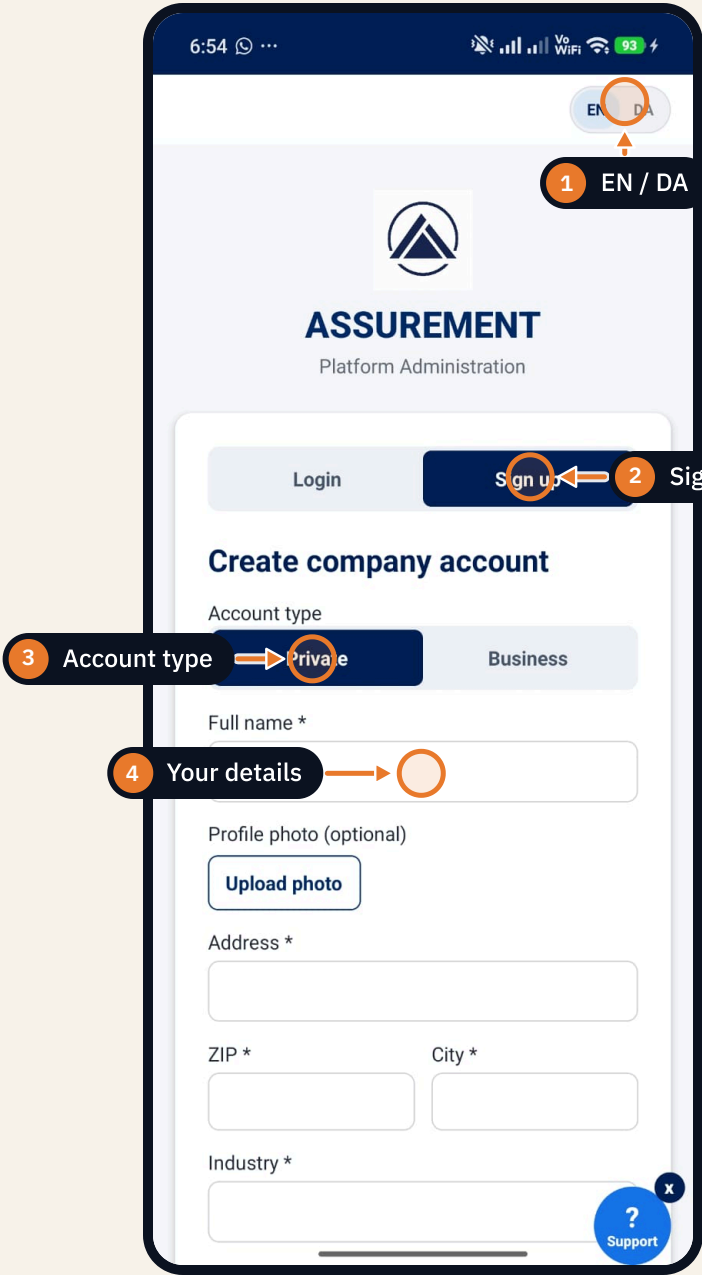
- 1 Choose the language
EN or DA at the top of the screen.
- 2 Open Sign up
Next to the Login tab.
- 3 Choose the account type
Private if you work alone. Business for a company with a CVR number (next page).
- 4 Fill in your details
Full name, address, ZIP, city and industry. A profile photo is optional.
- 5 Email and phone
You log in with this email.
- 6 Choose a password
At least 12 characters.
- 7 Create account
The button turns active when every field is filled in.

GOOD TO KNOW

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

NEXT

A company with a CVR number? Next page. Otherwise go to chapter 2.



Sign up as a business

New New company Sign up > Business

Business adds the company name and CVR number. Assurance checks the number in the company registry.

- 1 Enter the CVR number**
8 digits. Assurance looks the company up.
- 2 Check the company details**
Name, address, ZIP, city, industry and phone come from the registry. Correct them if needed.
- 3 Confirm the details**
Tick I confirm these company details.
- 4 Create account**
Then log in on the phone app or on the web with your email and password.

NEXT

Chapter 2: start your first Quick Report in the app. →

6:54 Vo WiFi 93

EN DA

1 CVR number

Enter 8 digits to check the company registry.

Profile photo (optional)

Upload photo

Address *

2 Filled in for you

ZIP * City *

Industry *

Email address *

Phone number *

Password *

Use at least 12 characters.

3 Confirm

I confirm these company details

4 Create account

Create account

? Support

Open Quick Report

All Any company user Assurance app > Home

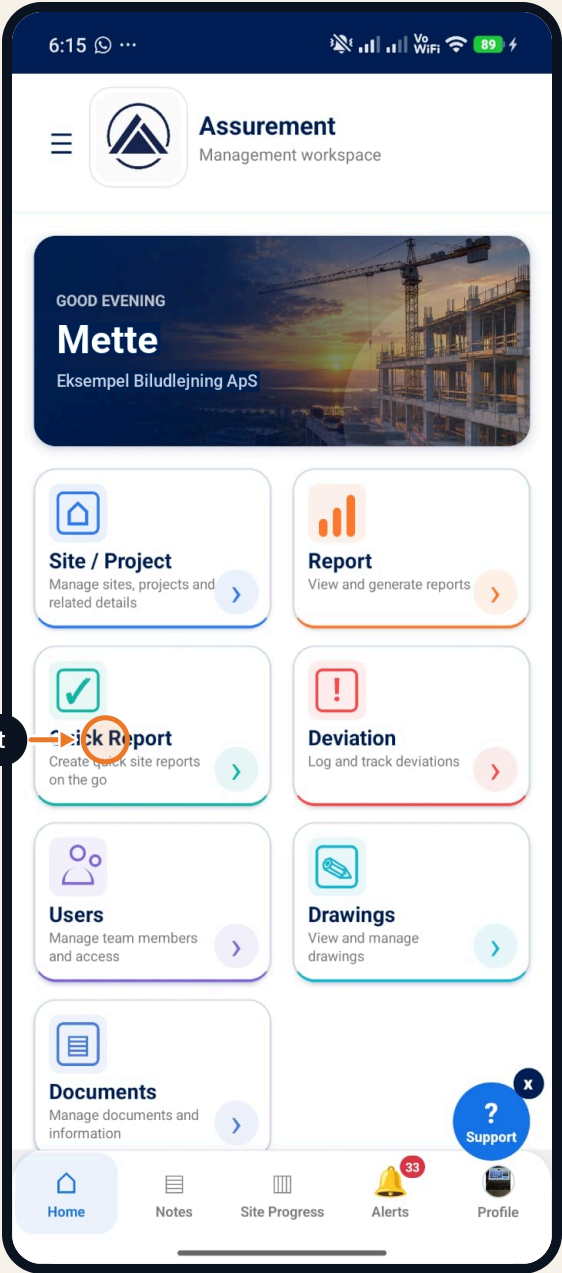
Quick Report lives in the phone app. You find it on both home screens.

- 1 **From the home screen**
Tap Quick Report: create quick site reports on the go.
- 2 **From a site**
In the site workspace, scroll down and tap Quick Report.

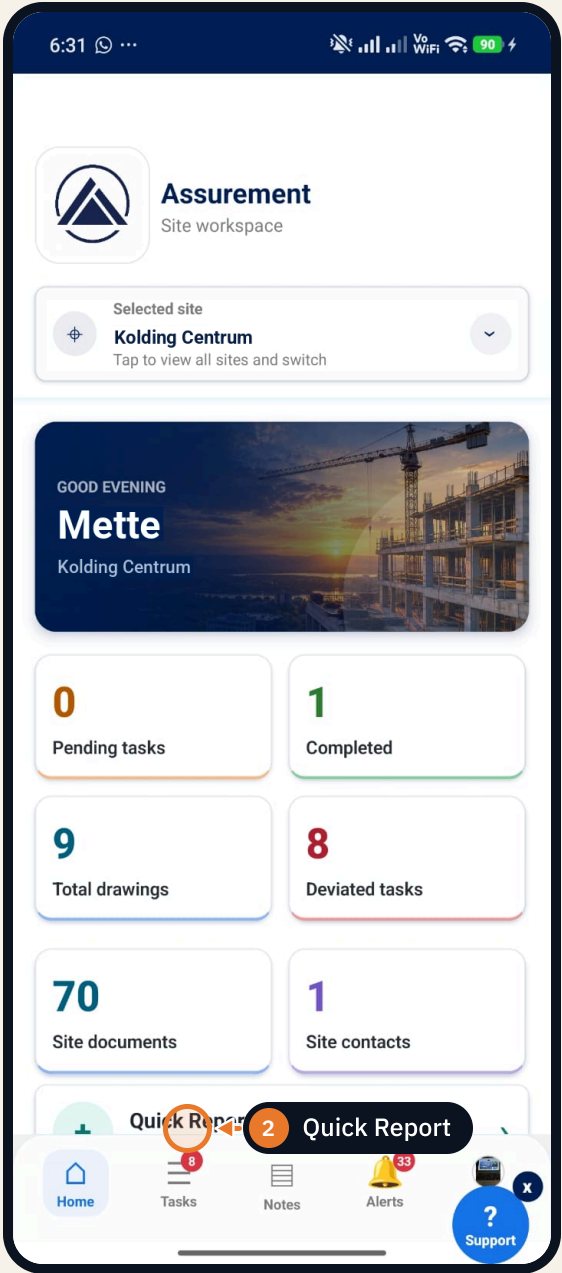
GOOD TO KNOW
Everyone in the company can create a Quick Report: the admin, workers and control authorities alike.

NEXT →
The Quick Reports screen opens.

1 Quick Report



2



Name it and create it

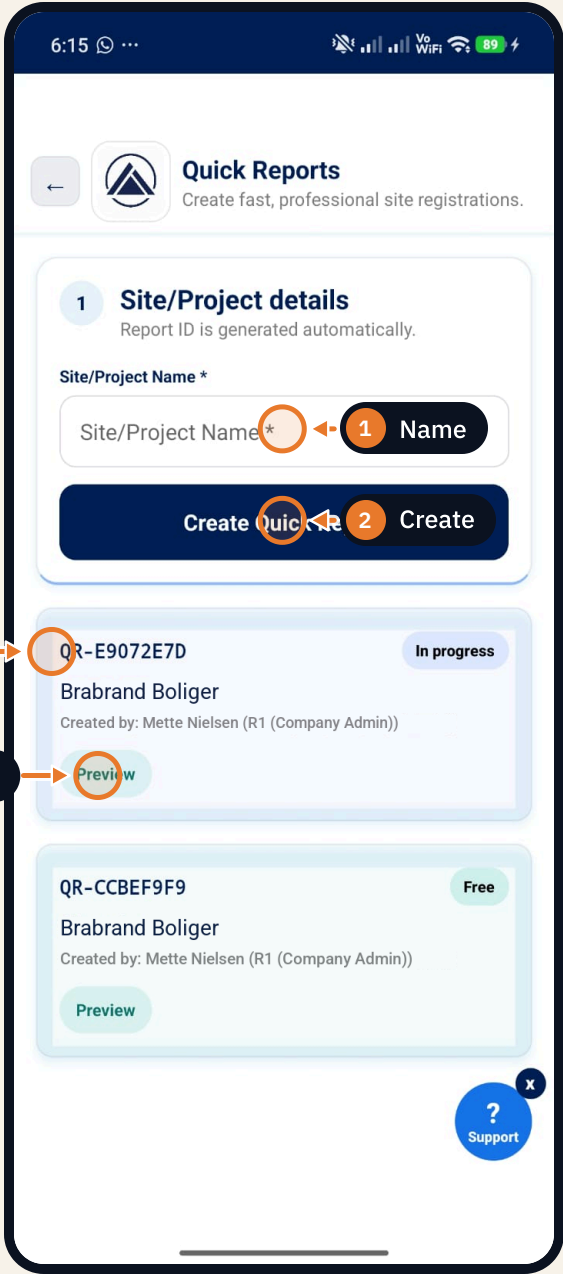
All Any company user App > Quick Reports

One field is all it takes to start. The report ID is made for you.

- 1 Site/Project Name**
Where the report belongs: a site, a project or for example a rental car.
- 2 Create Quick Report**
You choose fresh or template on the next screen.
- 3 Your reports**
Every Quick Report with its ID, site, status and who created it.
- 4 Preview**
See the report as a PDF at any time.

NEXT
Start fresh or from an earlier report. →

- 3 Your reports**
- 4 Preview**



Start fresh or from a template

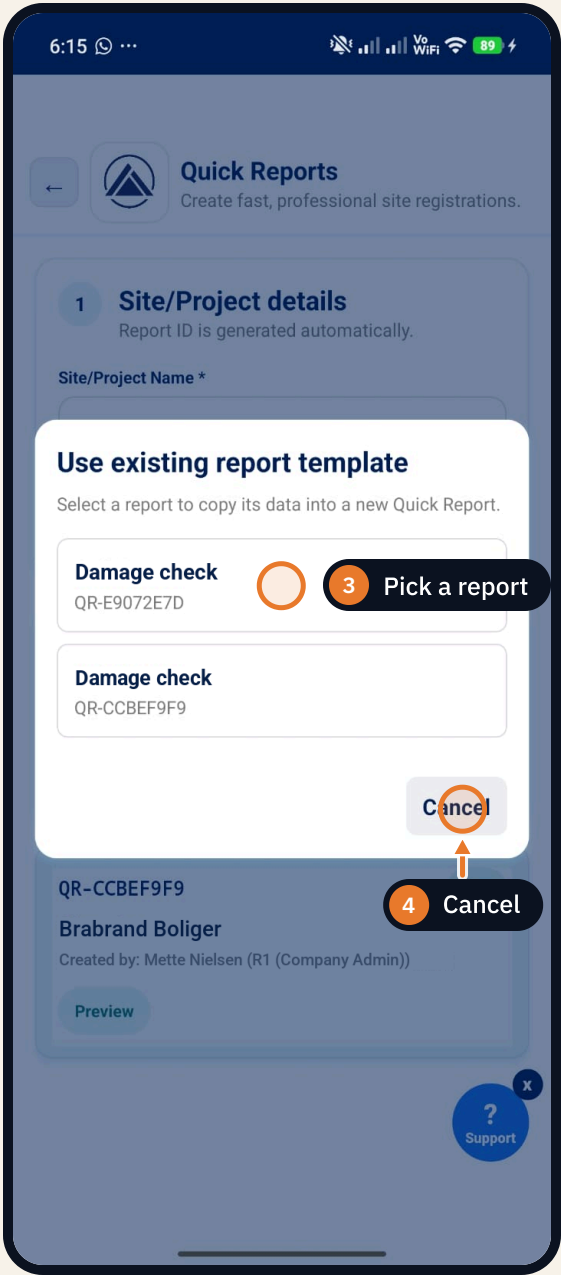
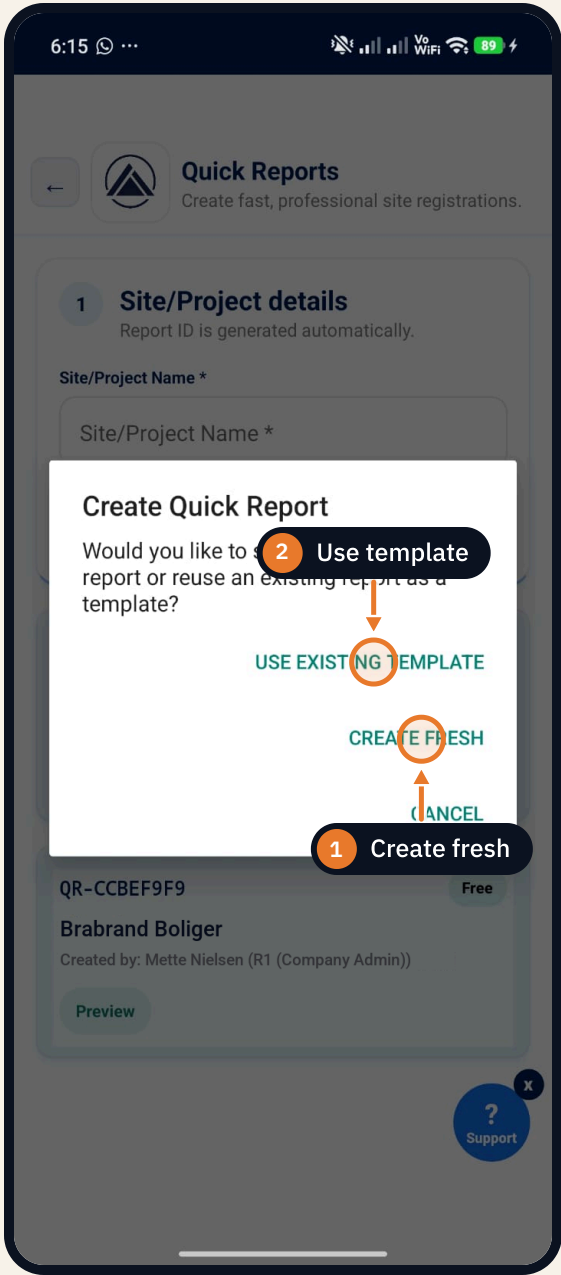
All Any company user

Create Quick Report > dialog

Doing the same kind of check again? Copy an earlier report and change only what is new.

- 1 **Create fresh**
An empty report.
- 2 **Use existing template**
Copies the data of an earlier Quick Report into the new one.
- 3 **Pick the report to copy**
Listed by title and report ID.
- 4 **Cancel**
Back without creating anything.

NEXT
Chapter 3: fill in the report. →



Site/project details

All Any company user Quick Report > 1 Site/Project details

Section 1 says where the report belongs and who the contact person is.

- 1

Report ID
Made automatically, with the status In progress.
- 2

Preview report
See the PDF as it looks right now.
- 3

Site/Project Address
The street address.
- 4

Country
Denmark is selected for you.
- 5

ZIP Code and City
Where the site or project is.
- 6

Contact person
The person the report concerns, for example the customer or the person in charge on site.
- 7

Email
The contact person's email address.

GOOD TO KNOW

All fields marked * must be filled in before Final Submit. Until then you can save a draft at any time.

NEXT
Section 2: registration fields.



1 Report ID

2 Preview

3 Address

4 Country

5 ZIP and city

6 Contact person

7 Email

6:16

Vo WiFi 89

Quick Report

QR-A762CE32

1 Site/Project details

Quick Report identification

Preview report

In progress

Report ID

QR-A762CE32

Site/Project Name *

Rental car return

Site/Project Address *

Site/Project Address *

Country *

Denmark

✓

ZIP Code *

Zip code *

City *

City *

Contact person *

Contact person *

Email *

Email *

?

Support

Registration fields

All Any company user

Quick Report > 2 Registration fields

Section 2 describes what you registered. Three standard fields, and you can add your own.

- 1

Title

A short name, for example Scratch on left side. It is the heading of the PDF.
- 2

Activity

What you were doing, for example Return inspection.
- 3

Description

What you found, in your own words.
- 4

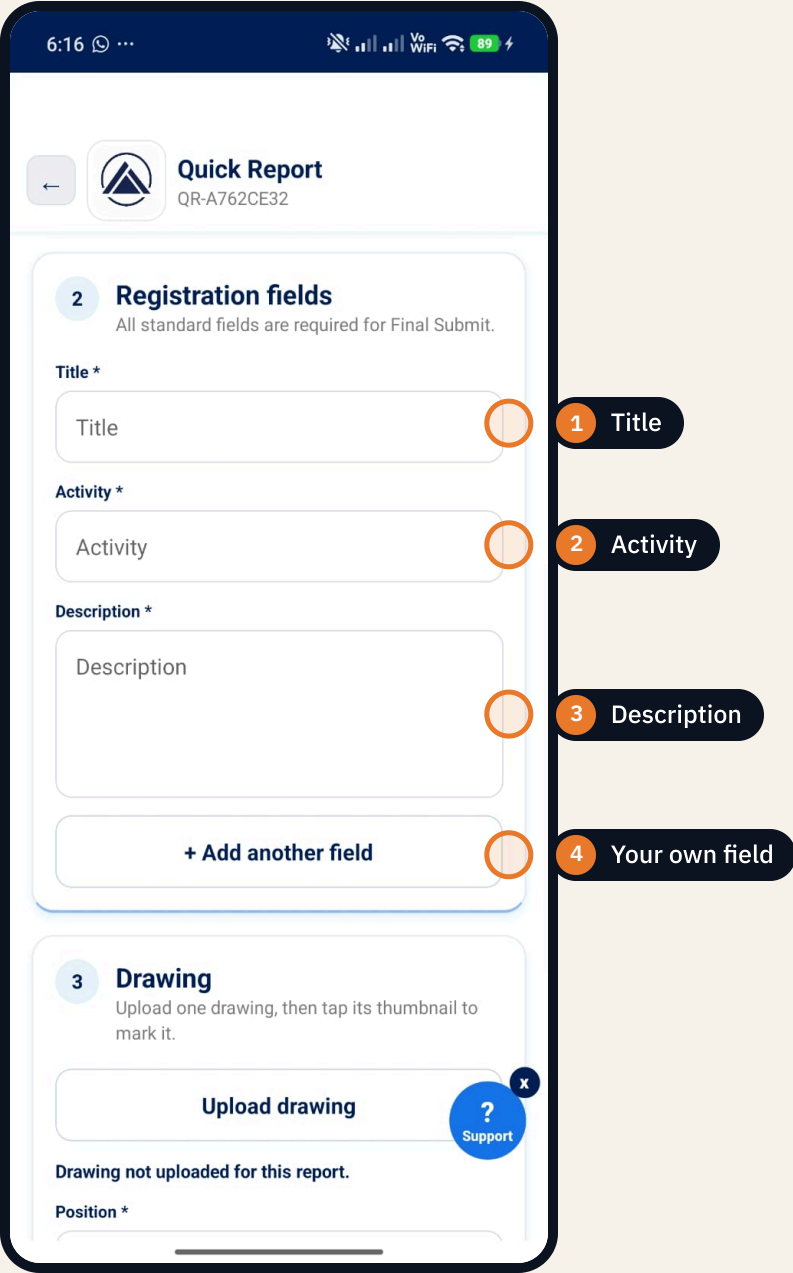
+ Add another field

For facts your trade needs, for example mileage or vehicle. Next page.

NEXT

Add your own field.

→



Add your own field

A11 Any company user

2 Registration fields > + Add another field

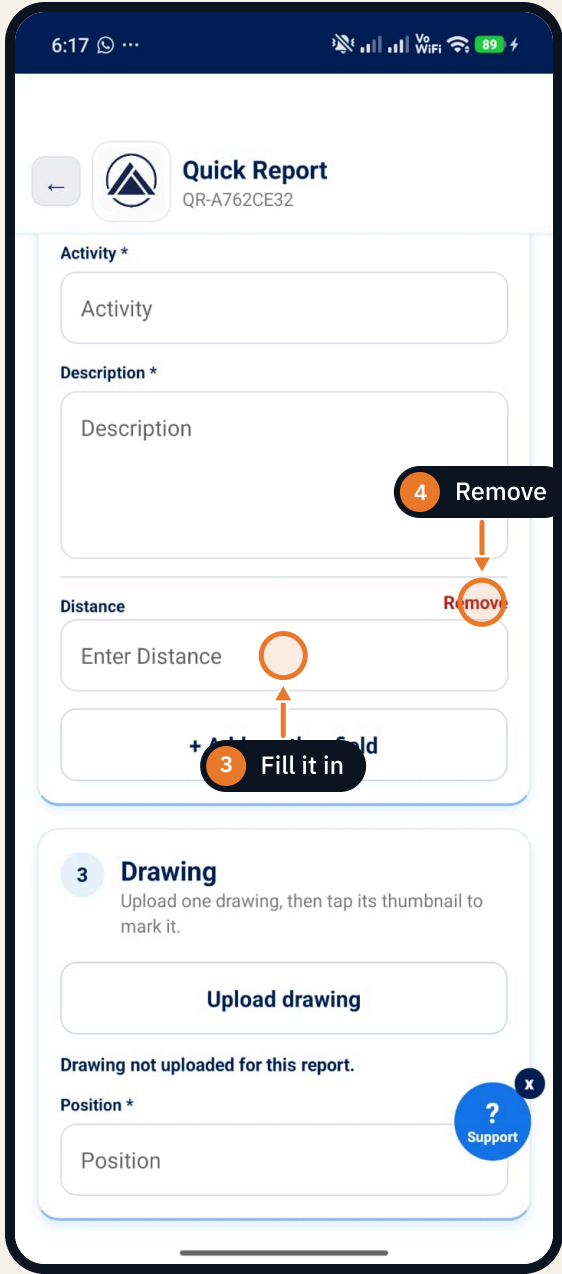
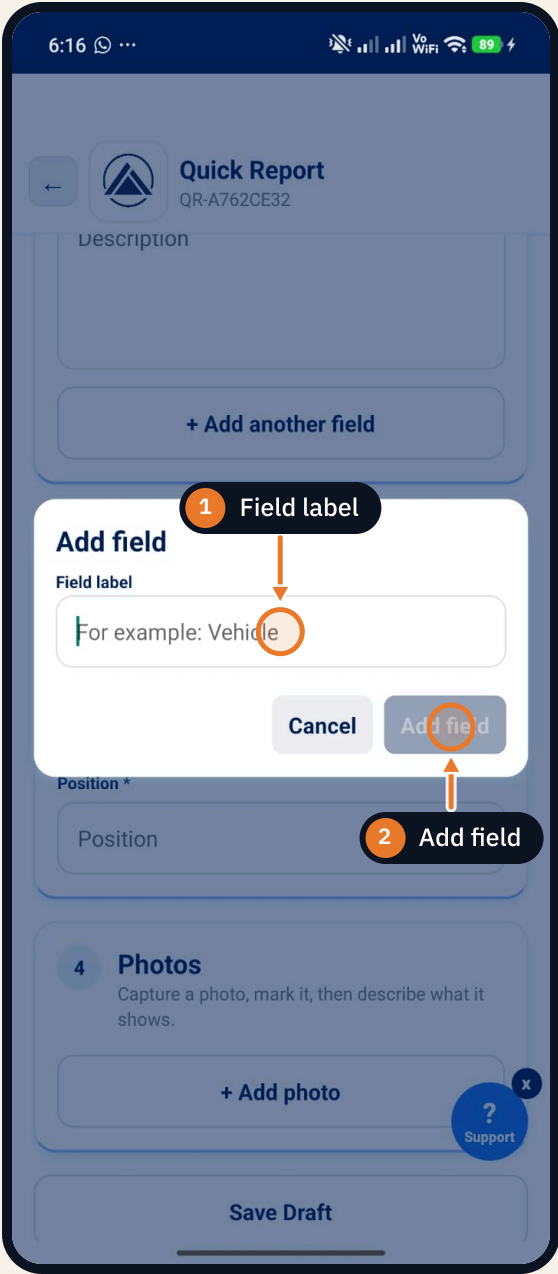
Give the field a name. It appears in the form and in the PDF.

- 1 Field label**
For example Distance or Vehicle.
- 2 Add field**
Active as soon as you type a label. Cancel closes the dialog.
- 3 Fill in the new field**
It sits under Description.
- 4 Remove**
Deletes the field again.

GOOD TO KNOW

Using a template (page 10) copies your own fields too, so a recurring check is set up once.

NEXT
Section 3: the drawing. →



Drawing and position

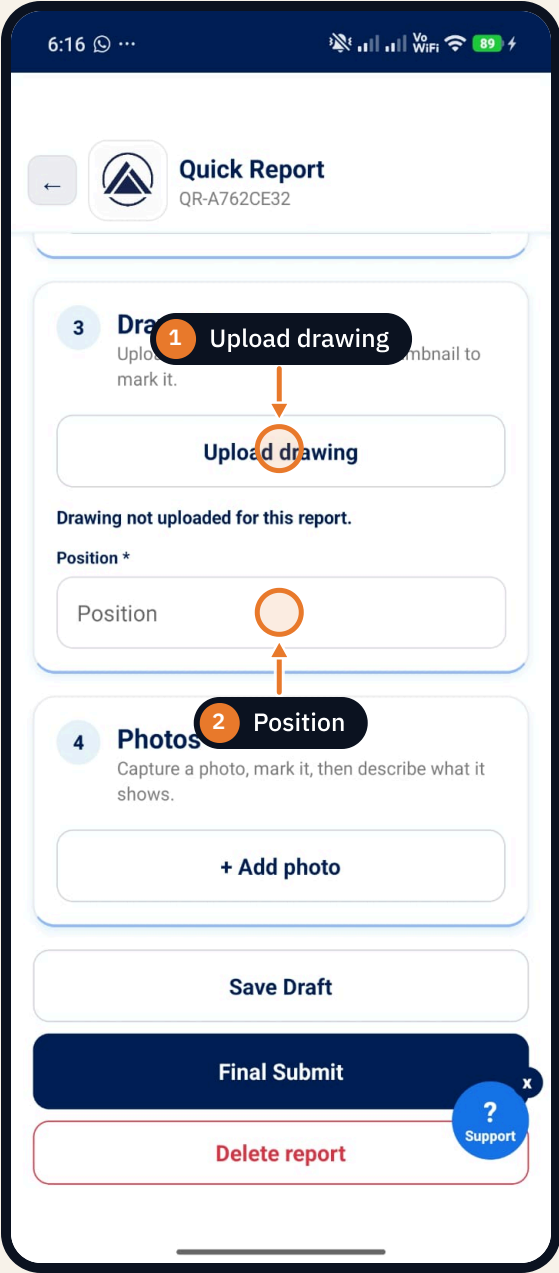
A11 Any company user Quick Report > 3 Drawing

Show where it is. Upload one drawing and mark the spot on it.

- 1 Upload drawing**
One drawing per report, as an image or PDF page.
- 2 Position**
Describe the spot in words, for example Left side or Ground floor, room 12.
- 3 Mark the drawing**
Tap the thumbnail to open the drawing and mark the spot.
- 4 Zoom**
Use - and + for the details.
- 5 Close**
Back to the report.

GOOD TO KNOW
No drawing? Leave it. The PDF then says that no drawing was uploaded. Position is still required.

NEXT
Section 4: photos, then submit. →



Photos and Final Submit

A11 Any company user Quick Report > 4 Photos

Take the photo, mark it and describe it. Then submit the report.

- 1

+ Add photo
Capture a photo, draw on it to mark the damage, then describe what it shows.
- 2

Save Draft
Keeps the report In progress. Come back to it from the list.
- 3

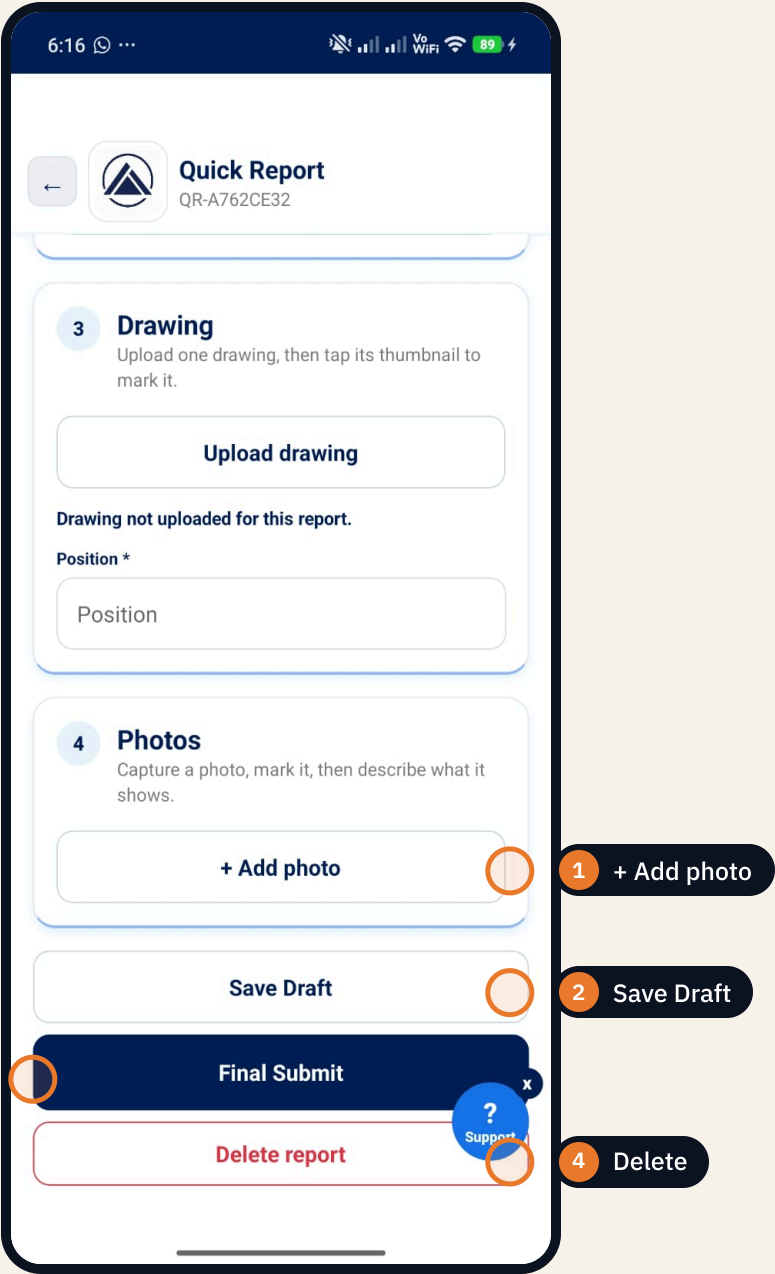
Final Submit
Locks the report and sends it on for payment. All fields with * must be filled in.
- 4

Delete report
Removes a report you do not need.

GOOD TO KNOW

Each photo is stamped with date, time and GPS position, so the evidence holds up later.

NEXT
Chapter 4: follow your reports. →



See the status

All Any company user App > Quick Reports

The list shows every Quick Report in the company and where it is.

- 1

In progress
Being filled in. Tap it to continue.
- 2

Awaiting payment
Submitted. The company admin pays on the web.
- 3

Paid
The PDF can be generated, downloaded and sent.
- 4

Created by
Name and role of the person who made it.

GOOD TO KNOW

Free means the report costs nothing: your company's first Quick Report is free.

NEXT

The admin is told when a report is ready for payment. →



Ready for payment

R1 Company admin App > Alerts

When a Quick Report is submitted, the company admin gets a notification.

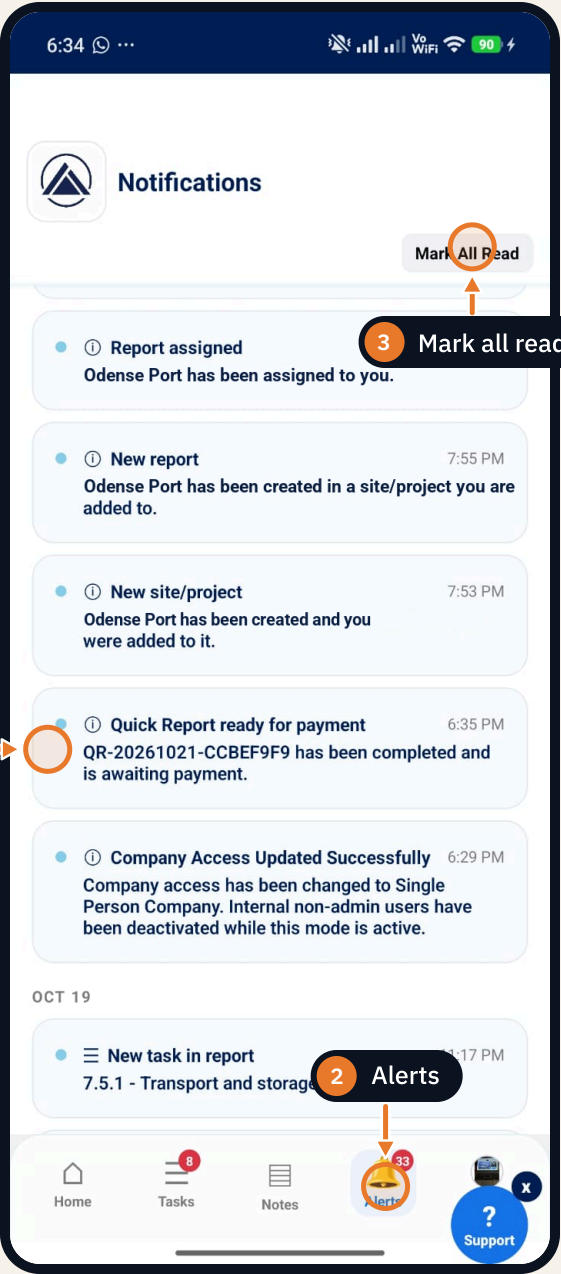
- 1 Quick Report ready for payment
Names the report ID that is completed and awaiting payment.
- 2 Alerts
The red number counts unread notifications.
- 3 Mark All Read
Clears the counter.

NEXT
Chapter 5: pay on the web. →

1 Ready for payment

3 Mark all read

2 Alerts



Find your Quick Reports

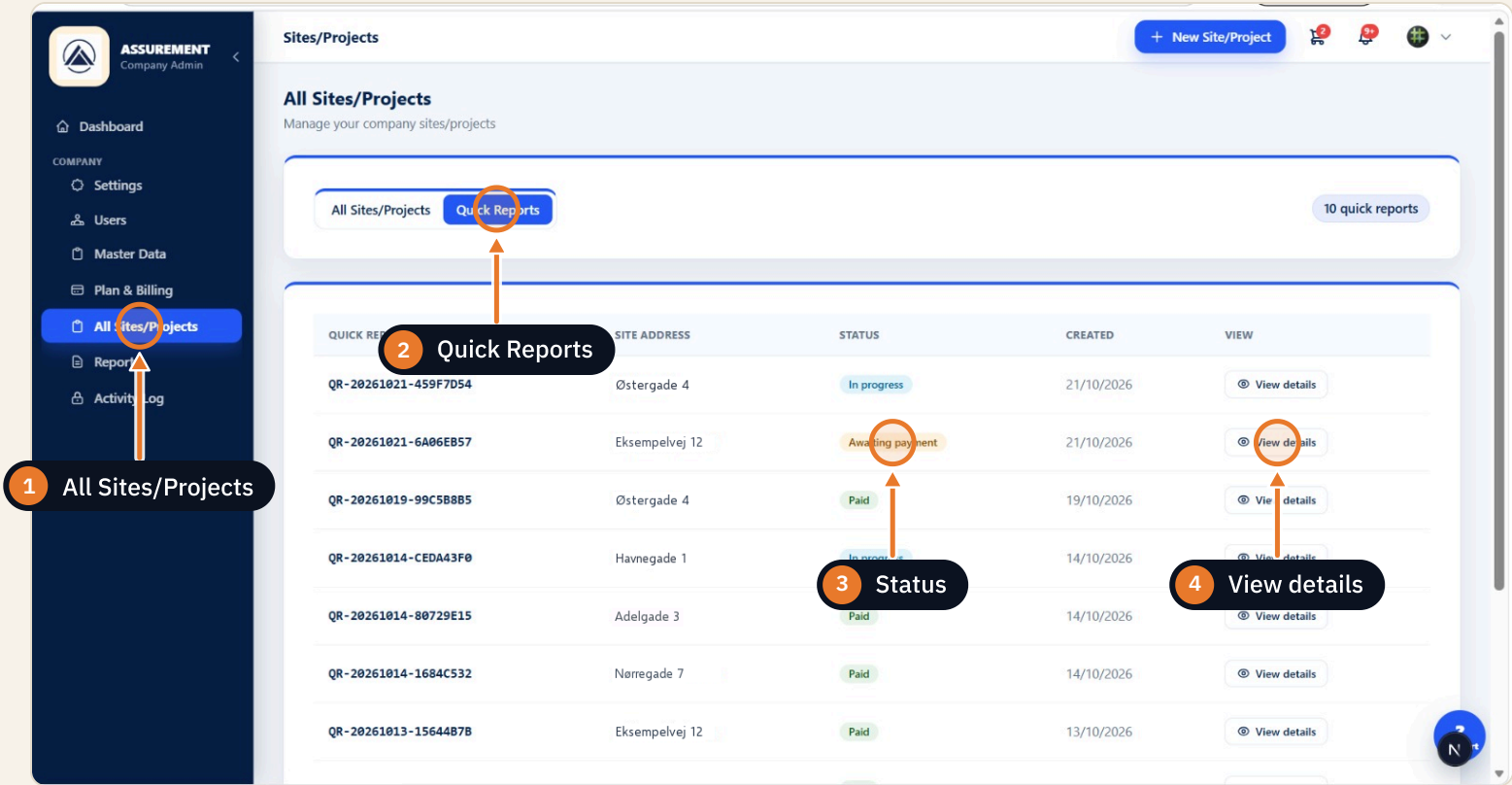
R1 Company admin

Web > All Sites/Projects > Quick Reports

On the web, every Quick Report of the company is listed with its site address and status.

- 1 All Sites/Projects
In the company menu on the left.
- 2 Quick Reports tab
Next to All Sites/Projects. The counter shows how many there are.
- 3 Status
In progress, Awaiting payment or Paid.
- 4 View details
Opens the report's content.

NEXT
Check the content before you pay. →



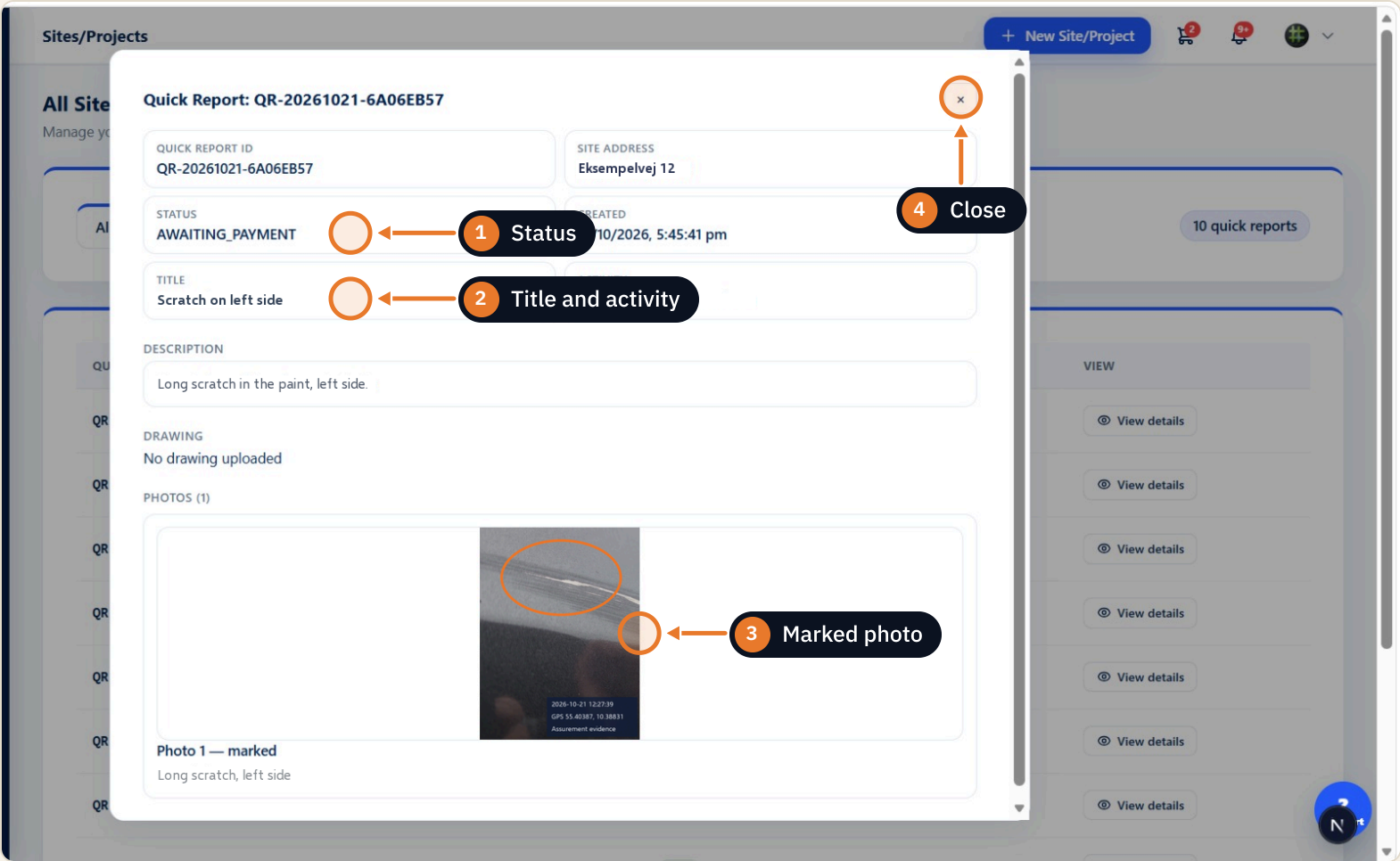
Check the details

R1 Company admin

Quick Reports > View details

Everything the user registered, in one window.

- 1 **Status**
AWAITING_PAYMENT until it is paid.
- 2 **Title, activity and description**
As written in the app.
- 3 **Photos**
With the marking and the date and GPS stamp.
- 4 **Close**
The × at the top right.



NEXT
Pay in the report repository. →

Open the report repository

R1 Company admin Web > Reports > Quick Report

The repository is where you pay, generate, download and send. The buttons follow the status.

- 1

Reports
In the company menu.
- 2

Quick Report tab
Next to Lite Report.
- 3

Filter
By status, site/project, report name or date. Then Apply Filters.
- 4

UNPAID
Submitted and waiting for you.
- 5

Pay to Download
Opens the payment. Next page.
- 6

Paid reports
Download Report and Send by email.

ASSUREMENT
Company Admin

Dashboard

COMPANY

Settings

Users

Master Data

Plan & Billing

All Sites/Projects

Reports

Activity Log

Report Repository

Lite Report

Quick Report

FILTER QUICK REPORT

Status

Report Name

Date Field

Date From

Date To

ew

e.g. Functional test

Created

DD/MM/YYYY

DD/MM/YYYY

Apply Filters

Clear

Quick Report List

10 reports loaded

	SITE/PROJECT NAME	REPORT NAME	ACTIVITY	STATUS	CREATED	ACTIONS
QR-20261021-459F7D54	Odense Port	Storm damage	Roof check after the storm	IN PROGRESS	21/10/2026	Preview Generate Report
QR-20261021-6A06EB57	Rental car return	Scratch on left side	Return inspection	UNPAID	21/10/2026	Preview Generate Report Pay to Download
QR-20261019-99C5B8B5	Odense Port	Storm damage	Roof check after the storm	PAID	19/10/2026	Preview Download Report Send by email
QR-20261014-CEDA43F0	Aarhus Havn	-	-	IN PROGRESS	14/10/2026	Preview Generate Report
QR-20261014-80729E15	Svendborg Havn	Delivery check	Delivery	PAID	14/10/2026	Preview Download Report Send by email
QR-20261014-1684C532	Nyborg Skole	Door damage	Door inspection	PAID	14/10/2026	Preview Download Report

NEXT

Pay for the report.

→

Assurement Quick Report • User manual Chapter 5 • Pay on the web

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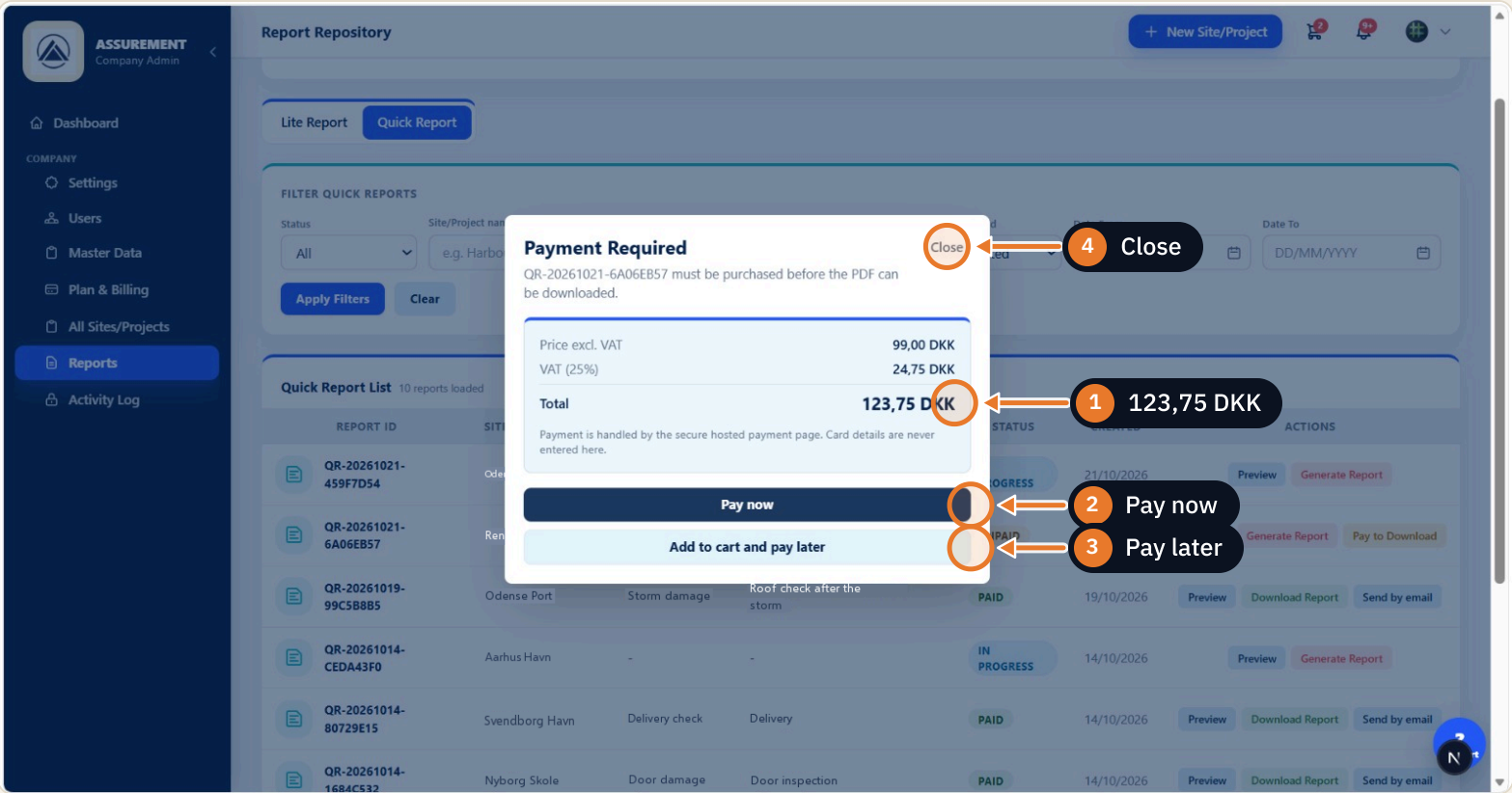
Pay for the report

R1 Company admin

Repository > Pay to Download

A Quick Report costs 99,00 DKK excl. VAT. No subscription.

- 1 Check the price
99,00 DKK plus 25 % VAT: 123,75 DKK in total.
- 2 Pay now
Opens the secure payment page. Card details are never typed into Assurance.
- 3 Add to cart and pay later
Collect several reports and pay them together from the cart.
- 4 Close
Back without paying.



NEXT
After payment you return to the repository. ➔

Payment confirmed

- R1 Company admin
- Report repository

The repository confirms the payment and highlights the report.

- 1

Payment confirmed

The green banner at the top.
- 2

The highlighted row

The report you paid for. The status turns PAID.
- 3

Generate Report

Builds the PDF. Chapter 6.

ASSUREMENT

Company Admin

Dashboard

COMPANY

Settings

Users

Master Data

Plan & Billing

All Sites/Projects

Reports

Activity Log

Report Repository

+ New Site/Project

Quick Report Repository

Search across the company Quick Report library

Lite Report

Quick Report

FILTER QUICK REPORTS

Status

Site/Project name

Report Name

Date Field

Date From

Date To

All

e.g. Harbour View

e.g. Functional test

Created

DD/MM/YYYY

DD/MM/YYYY

Apply Filters

Clear

Payment confirmed. Your paid Quick Report is highlighted below.

Quick Report List

10 reports loaded

REPORT ID	SITE/PROJECT	1 Confirmed	ACTIVITY	STATUS	CREATED	ACTIONS
QR-20261021-459F7D54	Odense Port	Storm damage	Roof check after the storm	IN PROGRESS	21/10/2026	Preview Generate Report
QR-20261021-6A06EB57	Rental car return	Scratch on left side	Return inspection	UNPAID	21/10/2026	Preview Generate Report Pay to Download
QR-20261019-00CE8B8E	Odense Port	Storm damage	Roof check after the	PAID	19/10/2026	Preview Download Report Send by email

2 Your report

3 Generate Report

NEXT

Chapter 6: generate, preview and send.

→

6.1

Generate the PDF

R1 Company admin

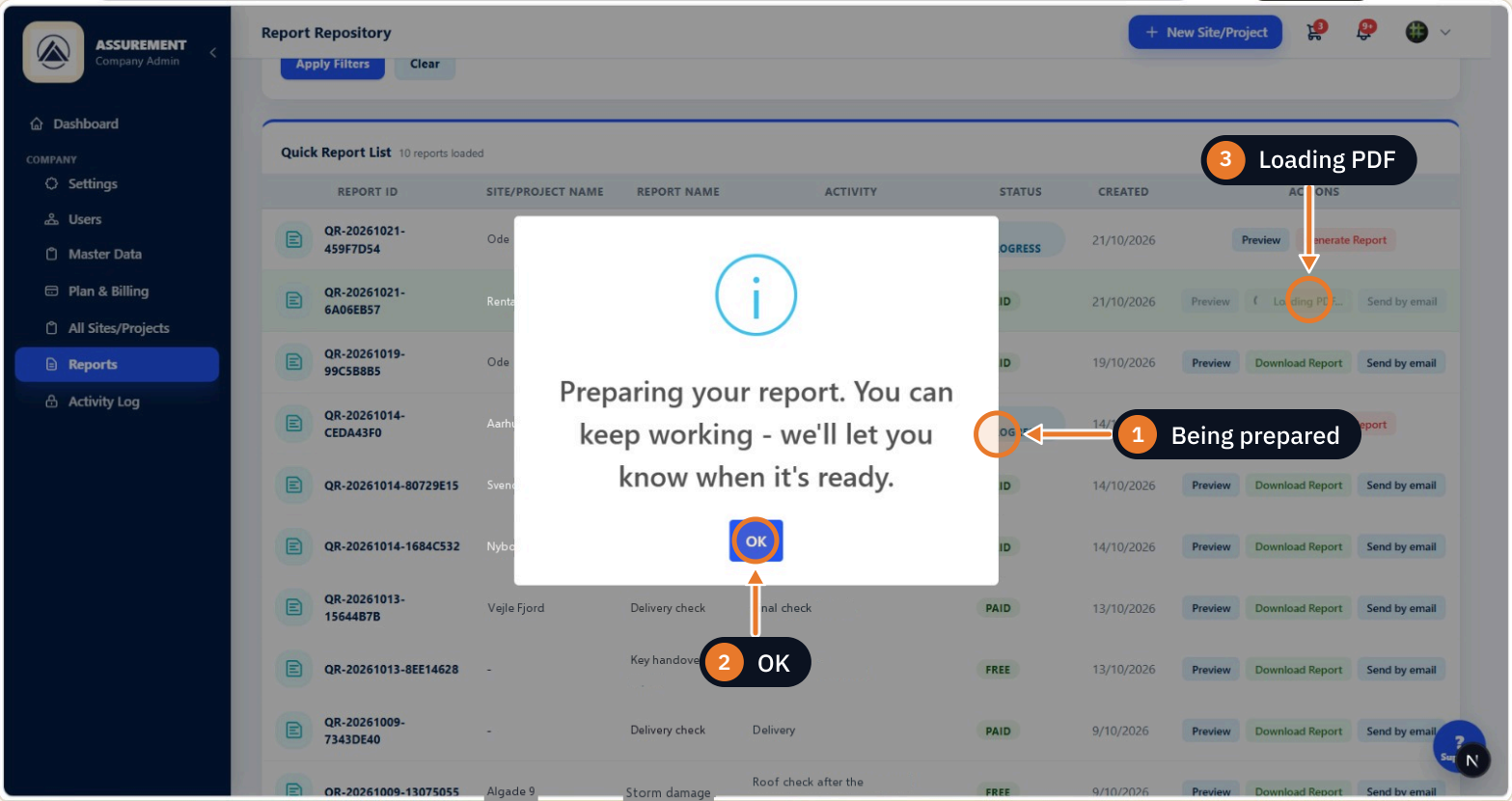
Repository > Generate Report

Assurement compiles the report in the background.
Keep working meanwhile.

1 **Preparing your report**
You are told when it is ready.

2 **OK**
Closes the message.

3 **Loading PDF**
Then Download Report becomes active.



NEXT
Preview the report. →

Preview the report

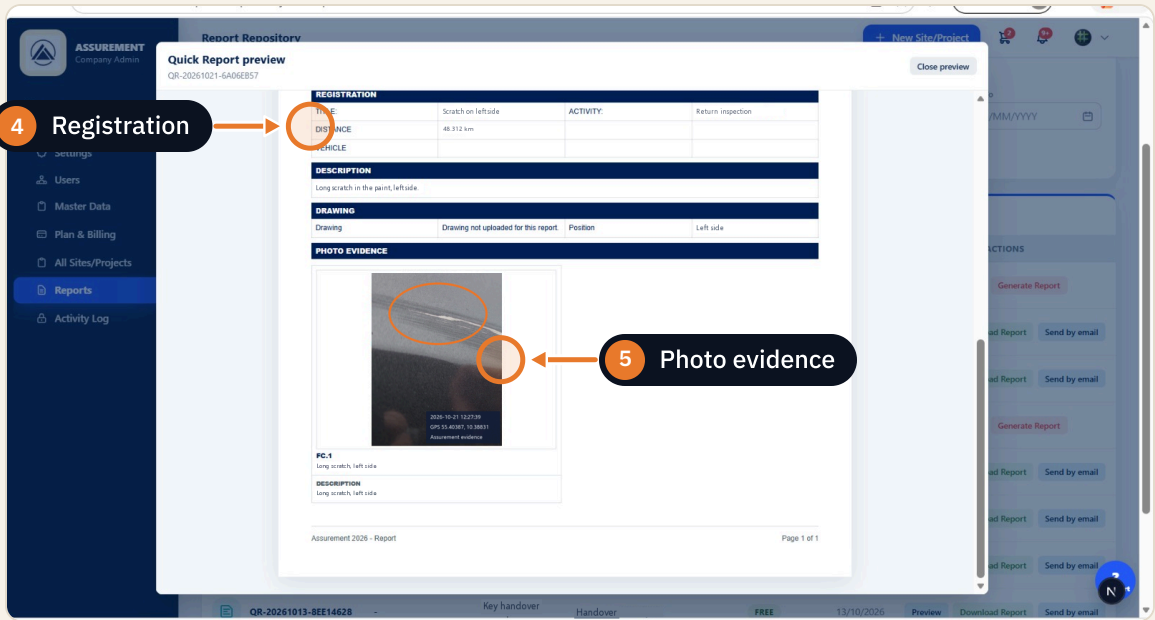
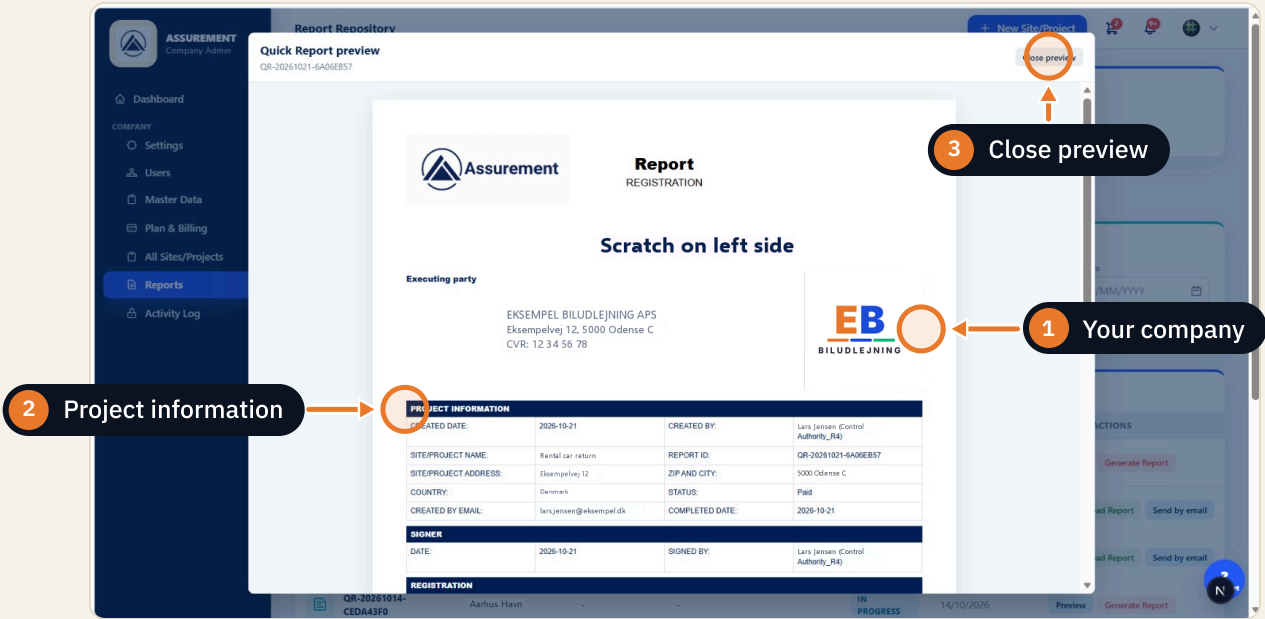
All Any company user

Repository > Preview, or Preview in the app

One PDF with your company, the project information, the registration, the drawing and the photos.

- 1 **Executing party**
Your company name, address, CVR and logo.
- 2 **Project information**
Site, address, report ID, who created it and when it was completed.
- 3 **Close preview**
Back to the repository.
- 4 **Registration**
Title, activity, your own fields and the description.
- 5 **Photo evidence**
Each marked photo with its description.

NEXT
Send it to the customer. ➔



Send it by email

R1 Company admin Repository > Send by email

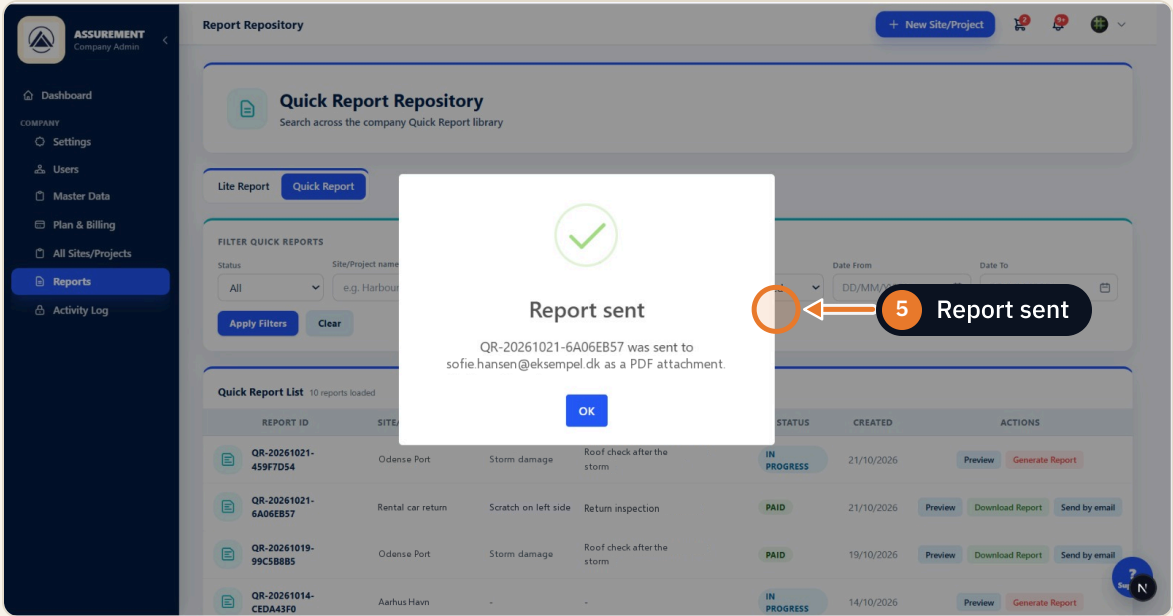
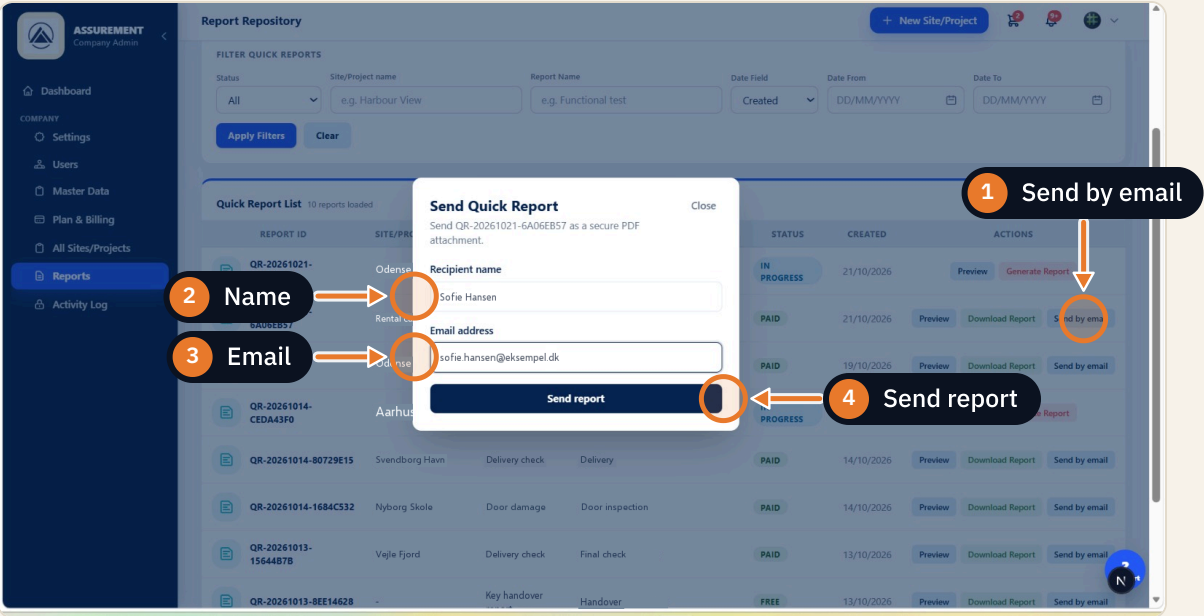
Send the paid report straight to the customer, as a PDF attachment.

- 1 Send by email**
In the row of a paid report.
- 2 Recipient name**
Used in the greeting of the email.
- 3 Email address**
Where the report goes.
- 4 Send report**
The PDF is attached automatically.
- 5 Report sent**
Confirms the address it went to.

GOOD TO KNOW

Download Report saves the same PDF on your computer, for your own records.

NEXT
What the customer receives. →



What the customer receives

R1

Company admin

The customer's inbox

A clear email from Assurance on behalf of your company, with the report attached.

- 1

Report issued by
Your company name and logo.
- 2

Report summary
Report ID, title, activity, site, address and completion date.
- 3

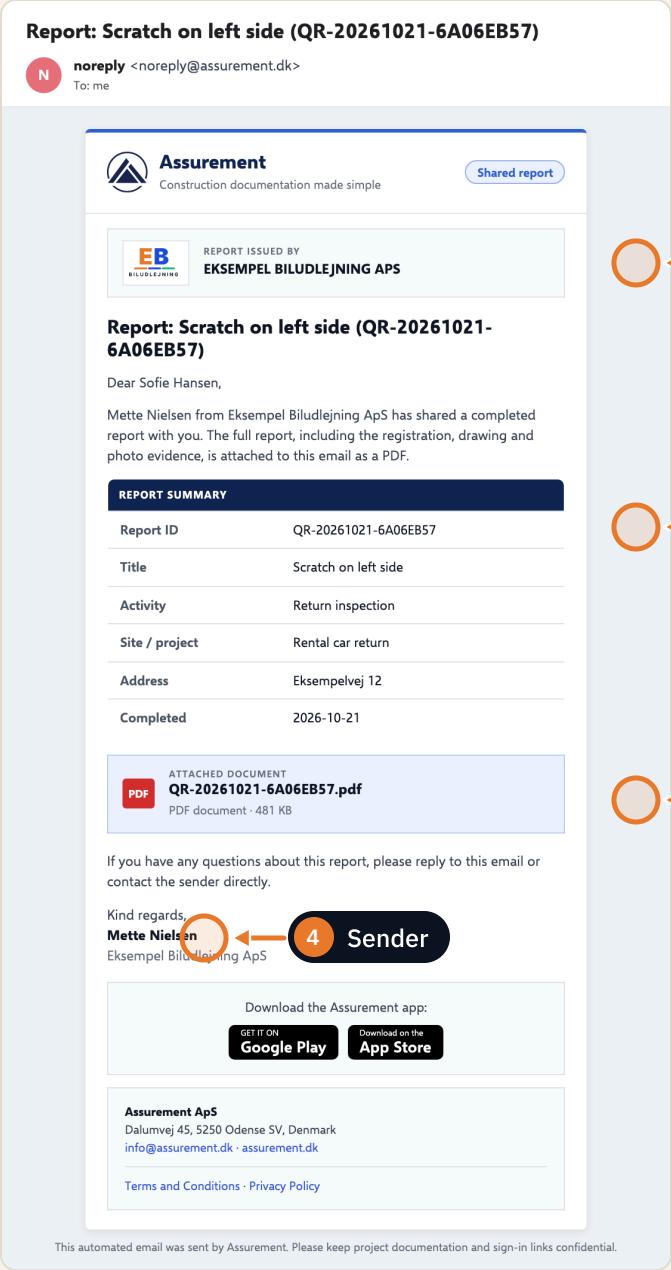
Attached document
The full report as one PDF.
- 4

Sender
Your name and company. The customer can reply to you directly.

NEXT

Quick reference: everything on one page.

→



I want to...

TASK	WHO	WHERE	PAGE
Create the company account	New New company	Login screen > Sign up	6 1.1
Start a Quick Report	All Any company user	App > Home > Quick Report	8 2.1
Copy an earlier report	All Any company user	Create Quick Report > Use existing template	10 2.3
Add the contact person	All Any company user	1 Site/Project details	11 3.1
Add your own field	All Any company user	2 Registration fields > + Add another field	13 3.3
Mark a drawing	All Any company user	3 Drawing > Upload drawing	14 3.4
Add photos and submit	All Any company user	4 Photos > Final Submit	15 3.5
See the status	All Any company user	App > Quick Reports	16 4.1
Pay for a report	R1 Company admin	Web > Reports > Pay to Download	21 5.4
Generate the PDF	R1 Company admin	Reports > Generate Report	23 6.1
Send it to the customer	R1 Company admin	Reports > Send by email	25 6.3

Need help?

Tap or click the blue Support button at the bottom right of any screen, in the app and on the web.

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