

Start a Quick Report

Open Quick Report in the app, name it and start fresh or from a template.

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Open Quick Report

All Any company user

Assurement 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.

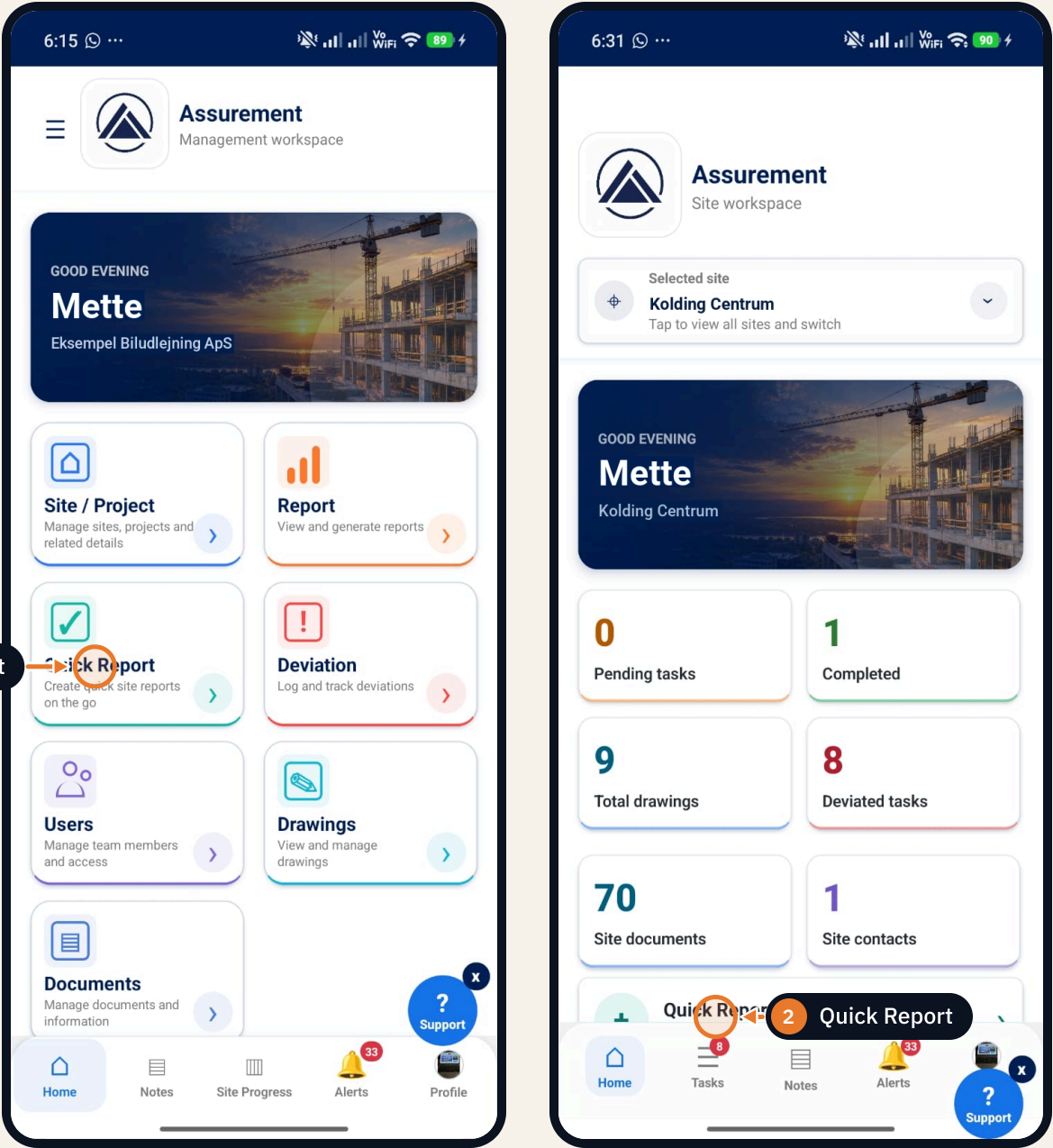
GOOD TO KNOW

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

NEXT

The Quick Reports screen opens.

→



Name it and create it

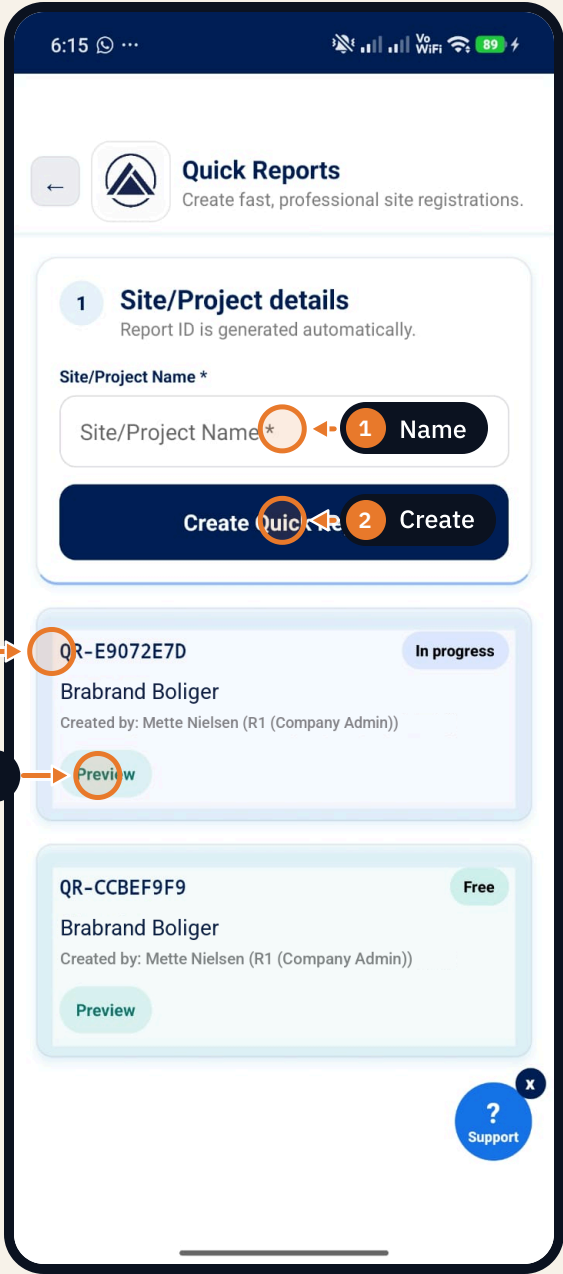
All Any company user App > Quick Reports

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. →

