

Fill in the report

Site details and contact person, registration fields, your own fields, drawing, photos and Final Submit.

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03

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.



The image shows a mobile application interface for a 'Quick Report' form. The form is titled 'Quick Report' with a QR code 'QR-A762CE32'. It contains several input fields with asterisks indicating they are required. The fields are: 'Report ID' (pre-filled with 'QR-A762CE32'), 'Site/Project Name', 'Site/Project Address', 'Country' (pre-filled with 'Denmark'), 'ZIP Code', 'City', 'Contact person', and 'Email'. There are also buttons for 'Preview report' and 'In progress'. A blue circle with a question mark and the word 'Support' is located near the bottom right. Numbered callouts 1 through 7 point to specific elements: 1 points to the Report ID, 2 points to the Preview report button, 3 points to the Site/Project Address field, 4 points to the Country field, 5 points to the ZIP Code field, 6 points to the Contact person field, and 7 points to the Email field. A small orange circle with the number 3 is also visible on the right side of the page.

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

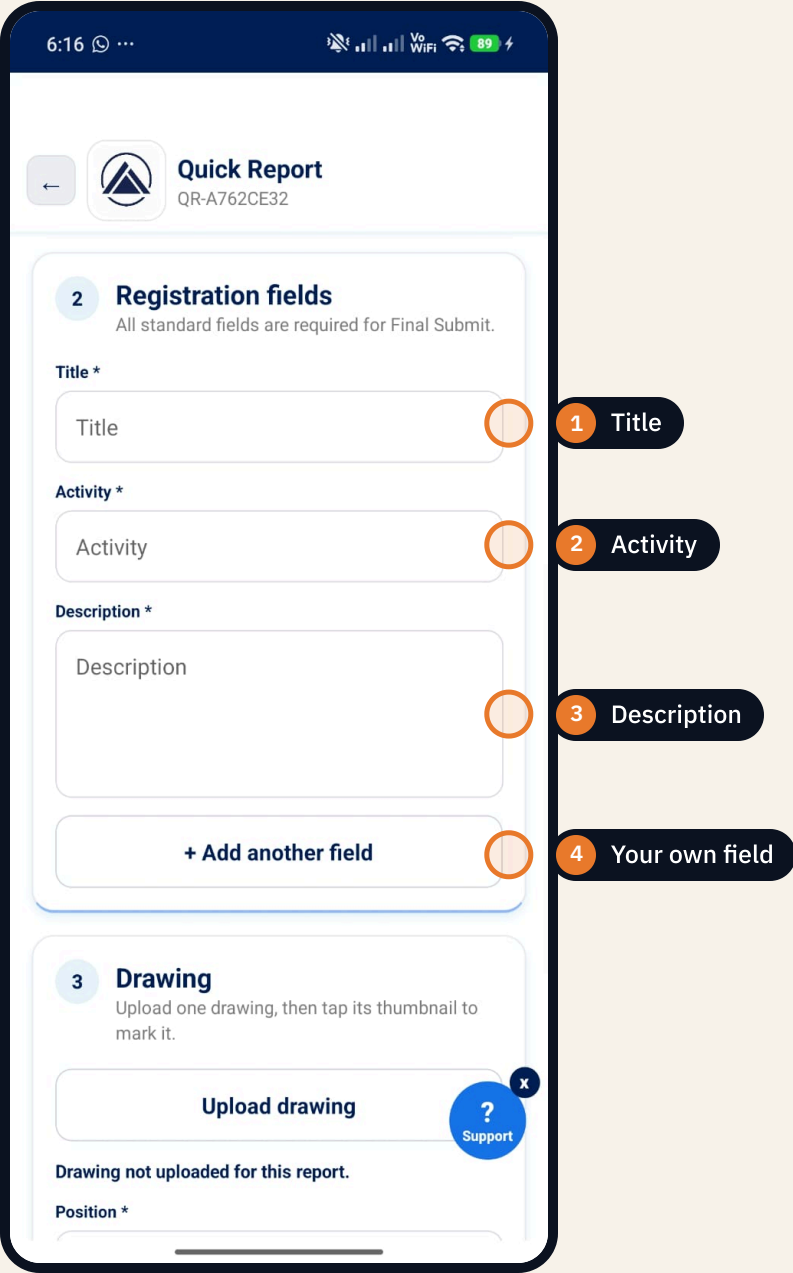
Description
What you found, in your own words.
- 4

+ 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

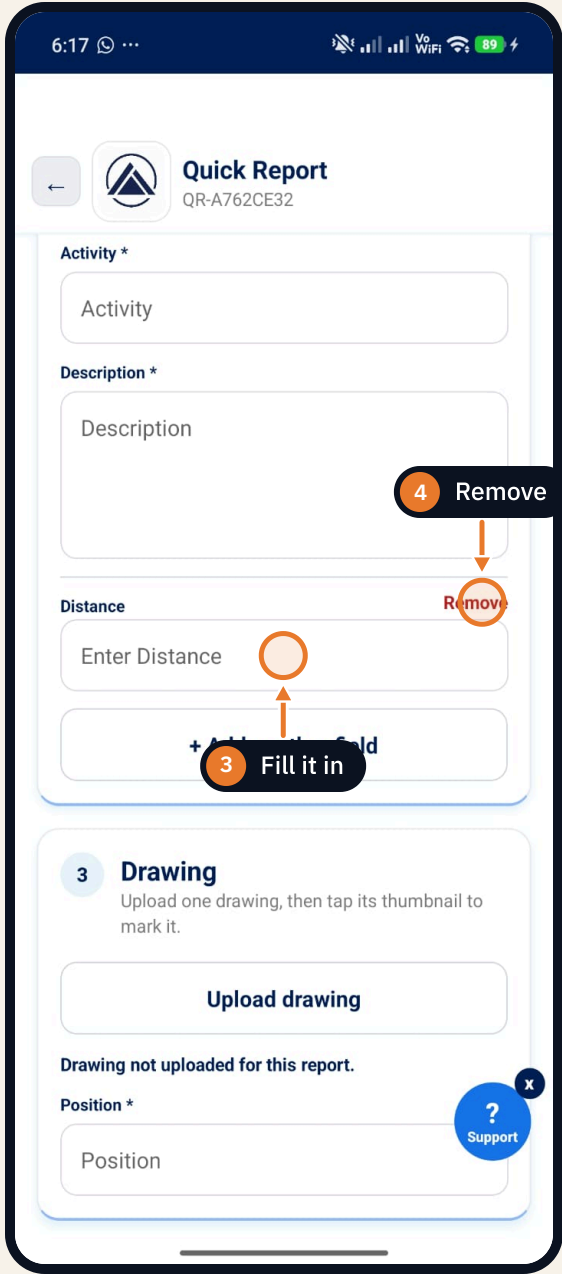
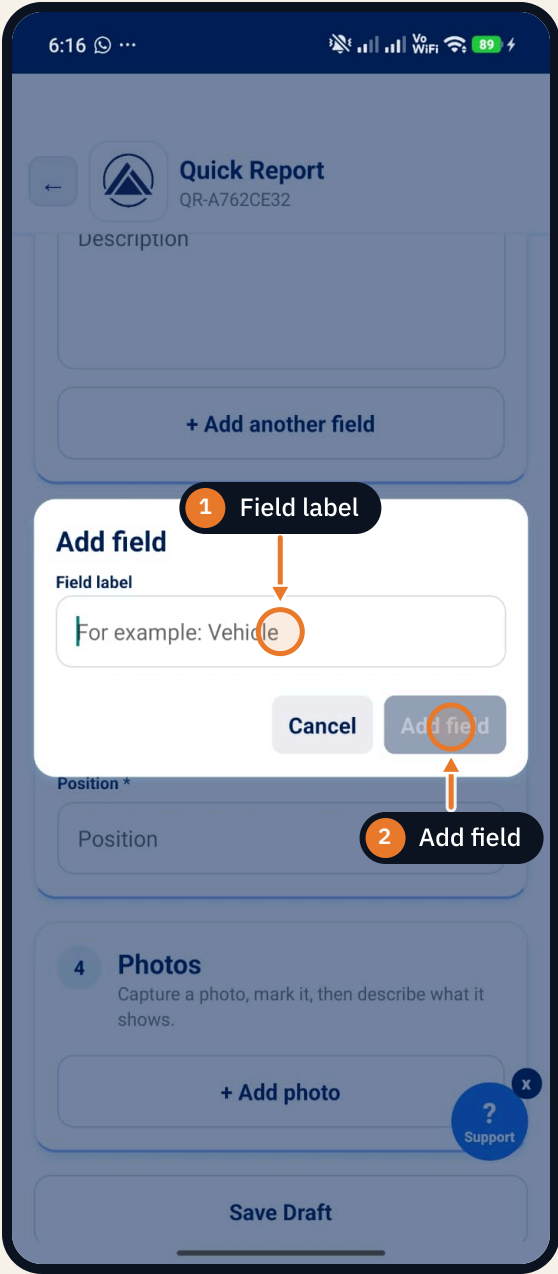
Give the field a name. It appears in the form and in the PDF.

- 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

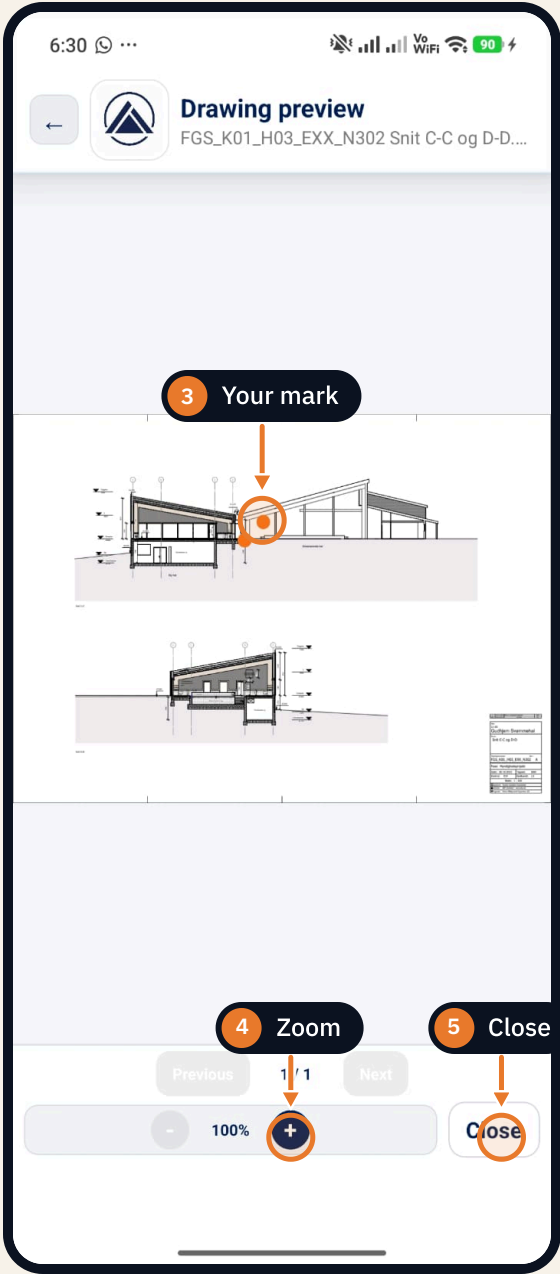
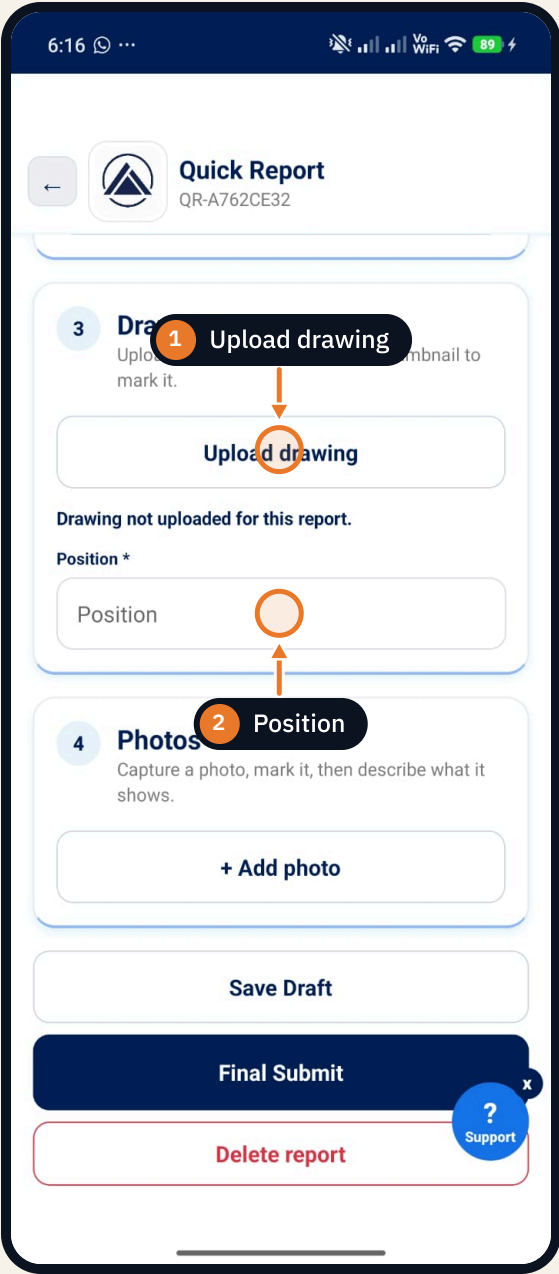
Show where it is. Upload one drawing and mark the spot on it.

- 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. →

