

Follow your reports

The statuses in the app and the notification when a report is ready for payment.

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04

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

