

Pay on the web

Find the Quick Reports on the web, check the details and pay.

5.1	Find your Quick Reports	p. 18
5.2	Check the details	p. 19
5.3	Open the report repository	p. 20
5.4	Pay for the report	p. 21
5.5	Payment confirmed	p. 22

05

Find your Quick Reports

R1 Company admin

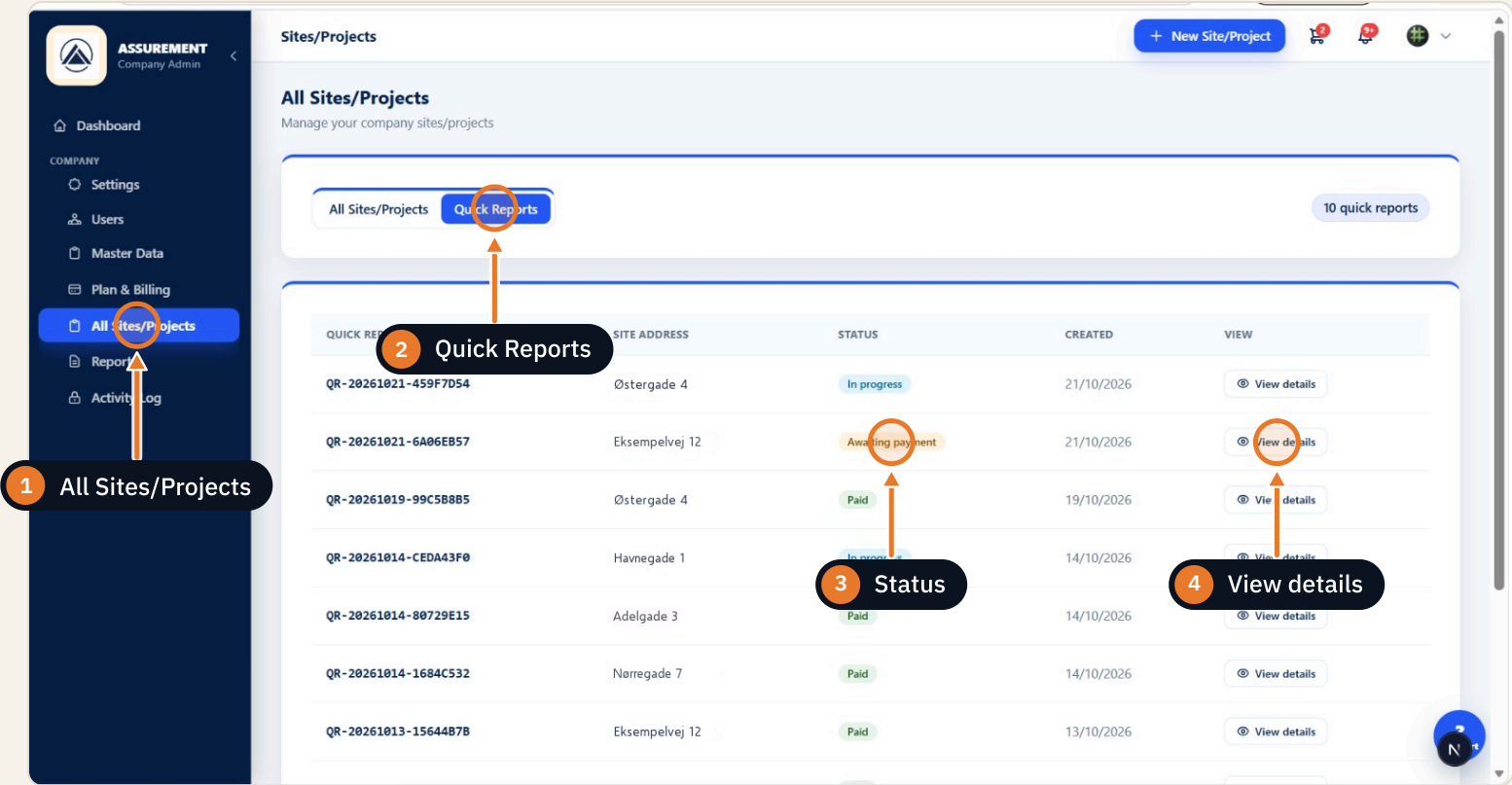
Web > All Sites/Projects > Quick Reports

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.



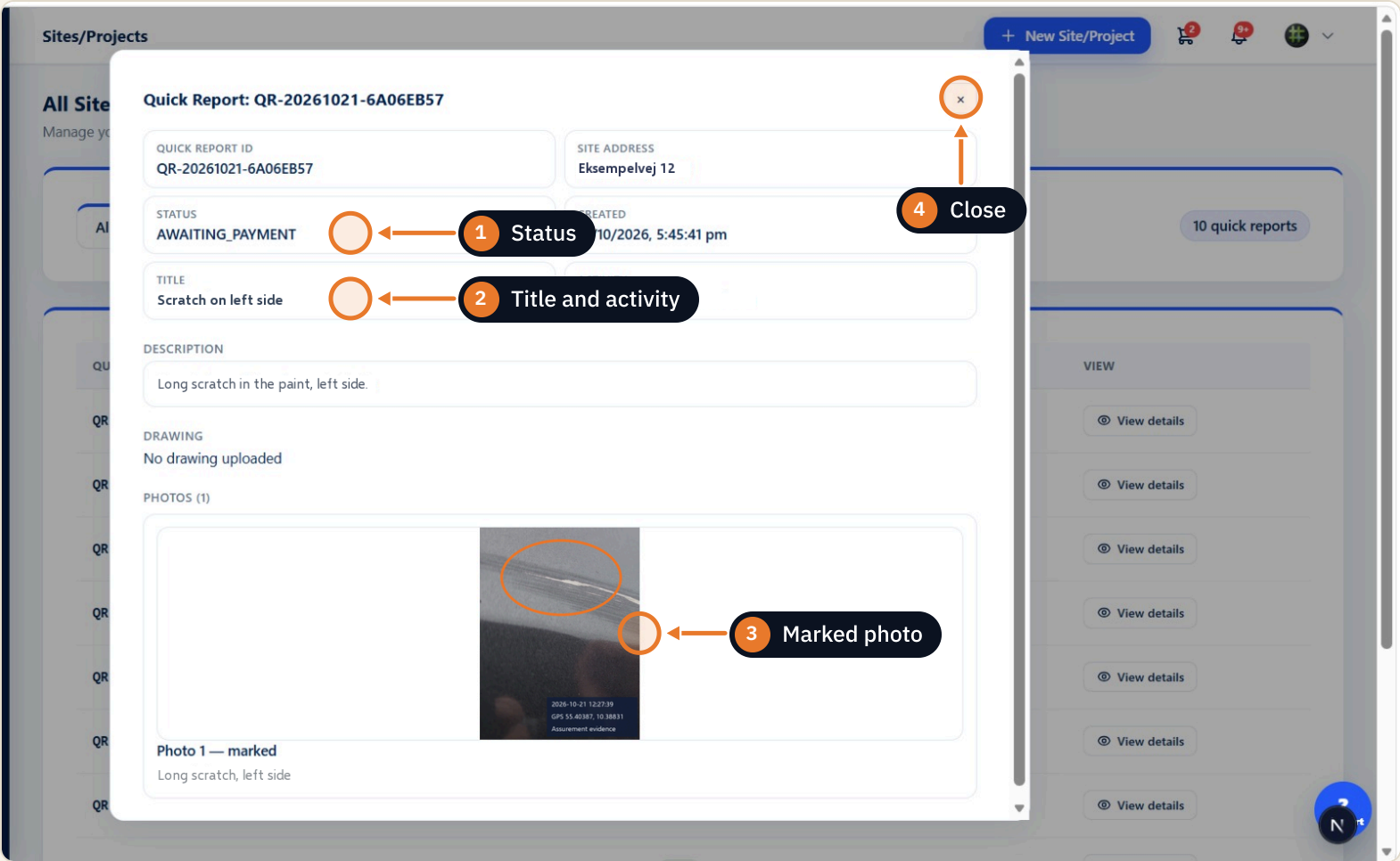
Check the details

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

+ New Site/Project

Lite Report Quick Report

FILTER QUICK REPORT

Status

Report Name

Date Field

Date From

Date To

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.

→

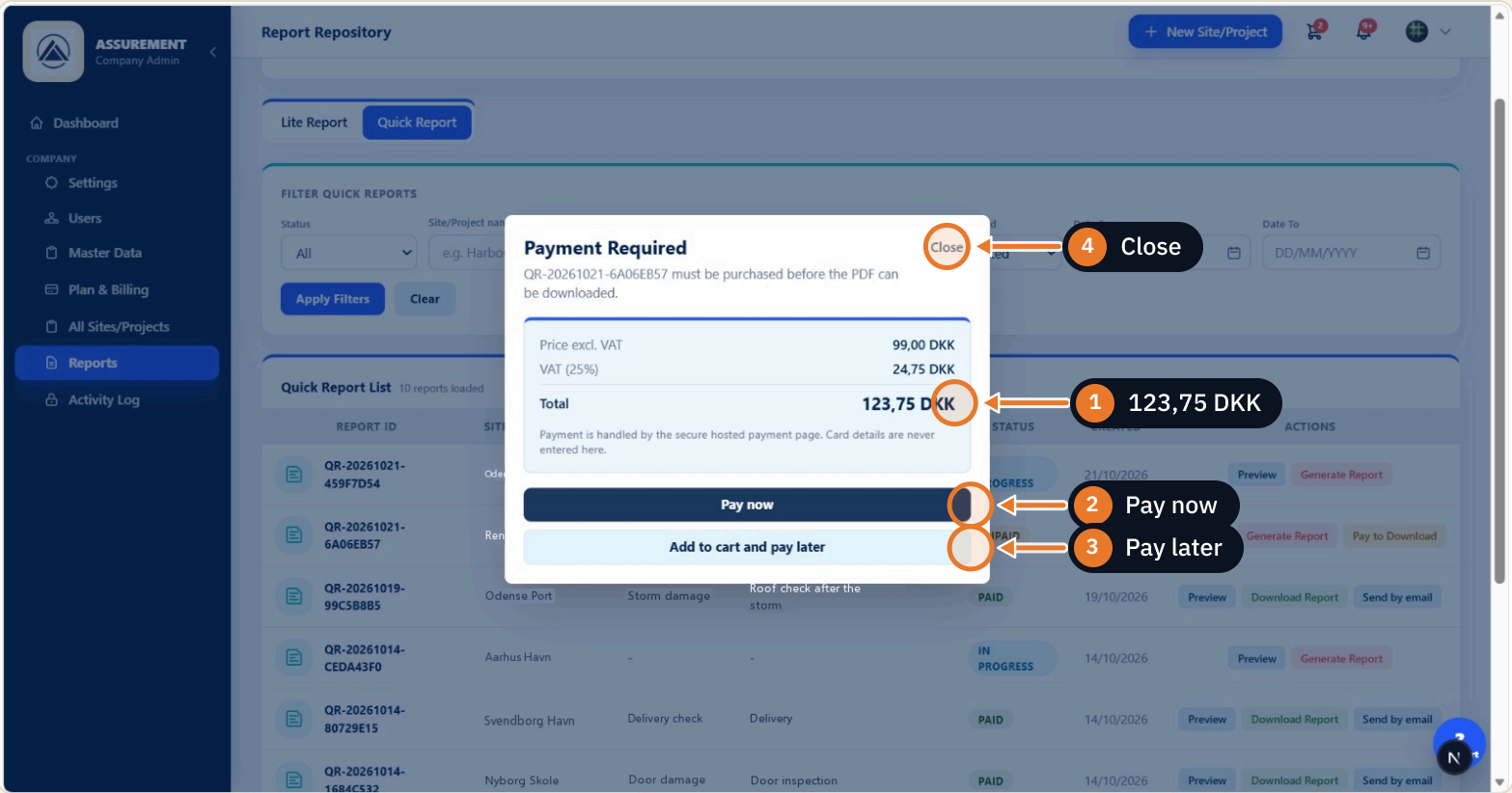
Pay for the report

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 Assurement.
- 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

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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-20261019-00CE888E	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.

→