

Get and send the report

Generate, preview, download and email the PDF to the customer.

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6.1

Generate the PDF

R1 Company admin

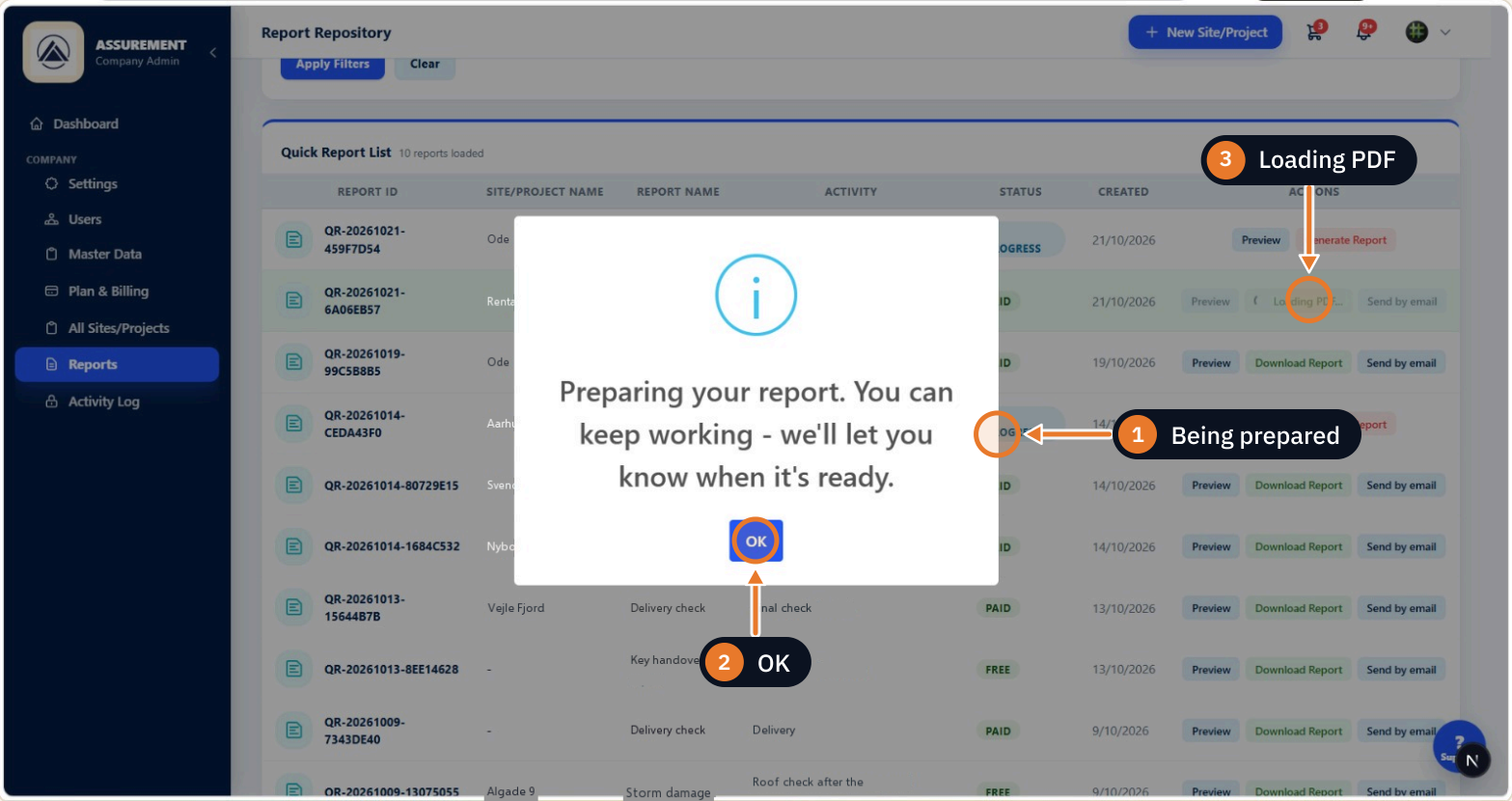
Repository > Generate Report

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

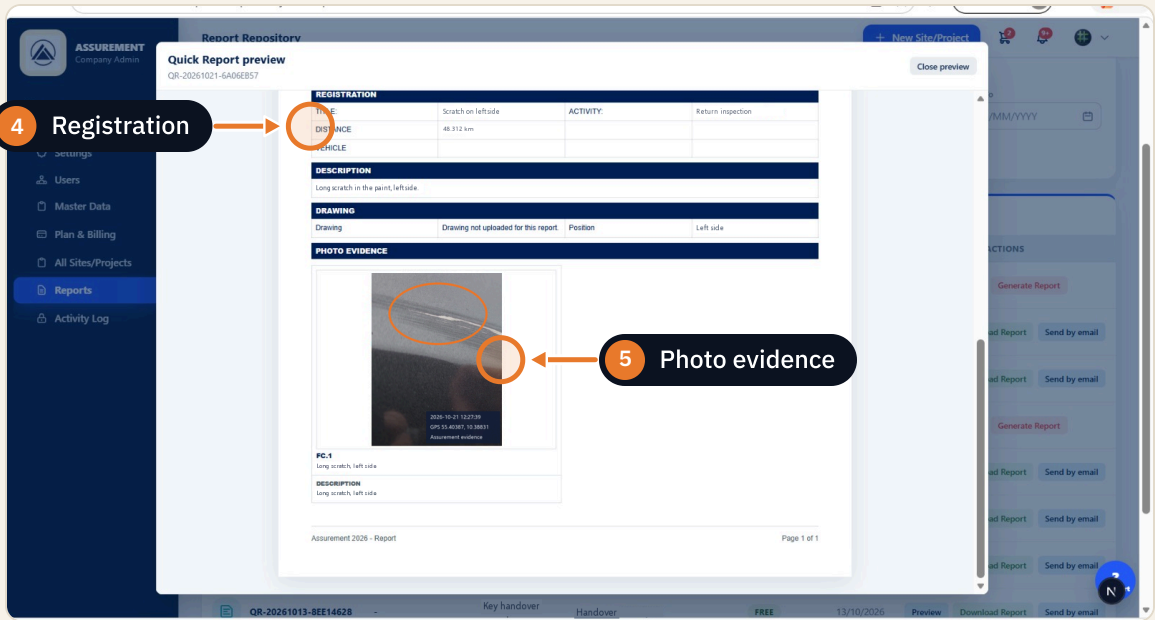
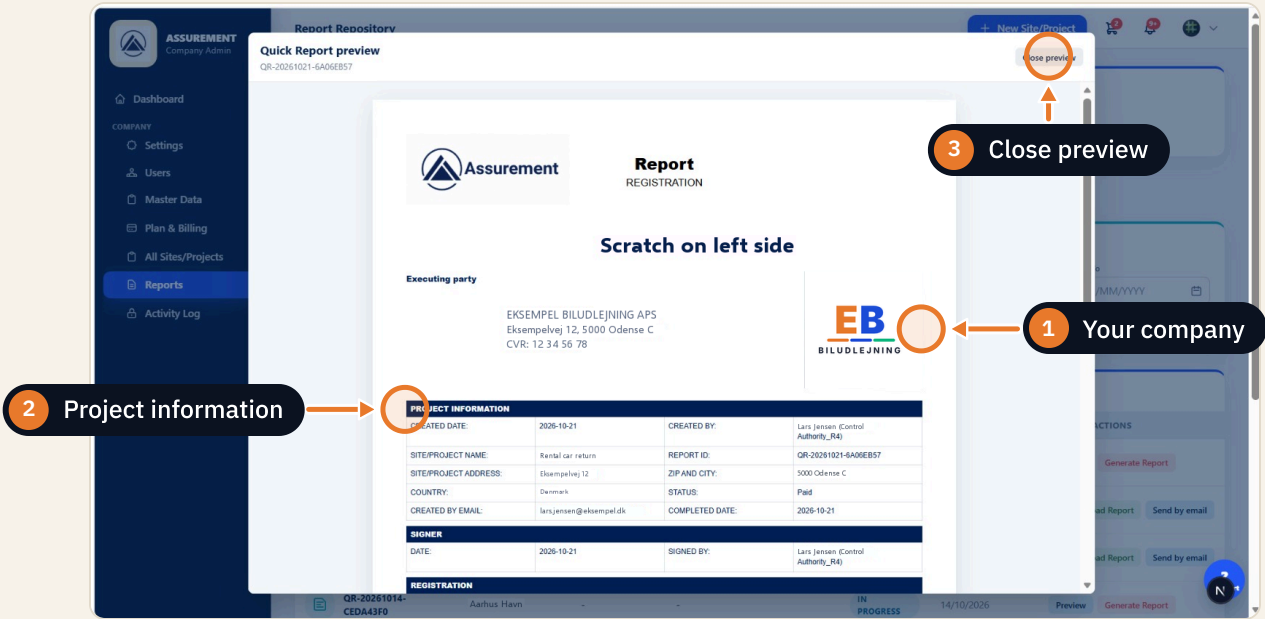
All Any company user

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

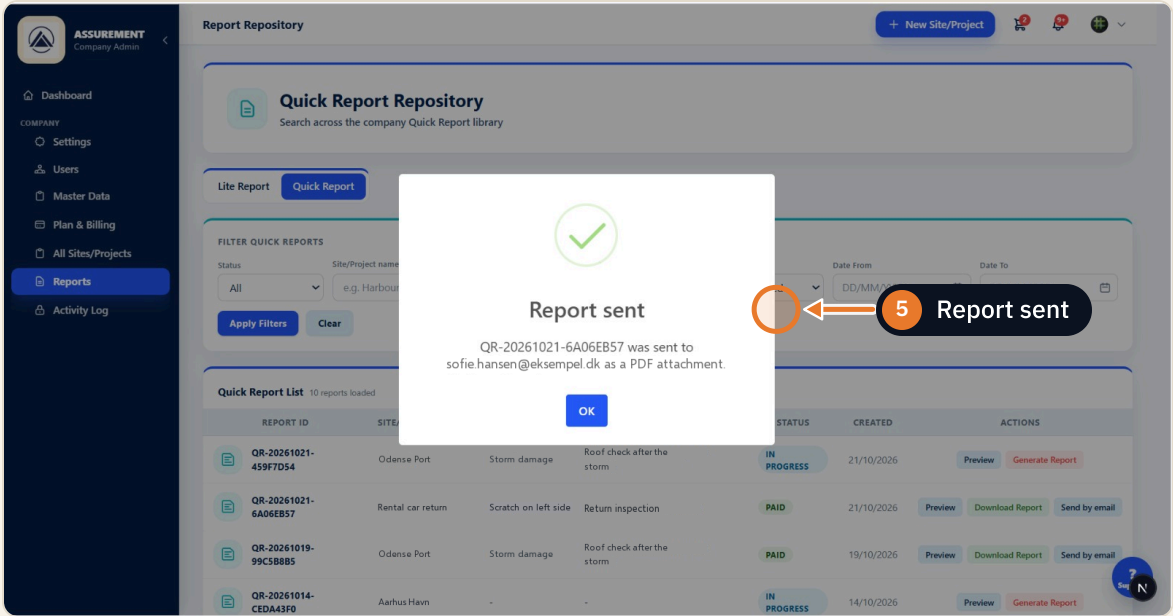
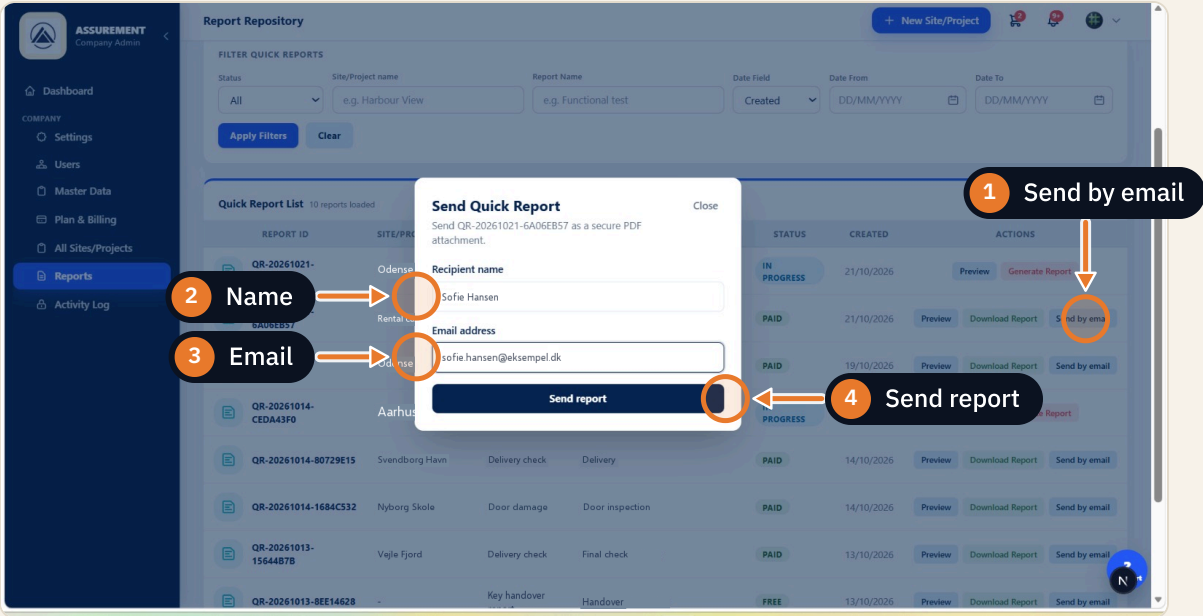
Send the paid report straight to the customer, as a PDF attachment.

- 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.

→

