

Quick reference

I want to... with the page for every common task.

Quick reference

p. 27



I want to...

TASK	WHO	WHERE	PAGE
Create the company account	New New company	Login screen > Sign up	6 1.1
Start a Quick Report	All Any company user	App > Home > Quick Report	8 2.1
Copy an earlier report	All Any company user	Create Quick Report > Use existing template	10 2.3
Add the contact person	All Any company user	1 Site/Project details	11 3.1
Add your own field	All Any company user	2 Registration fields > + Add another field	13 3.3
Mark a drawing	All Any company user	3 Drawing > Upload drawing	14 3.4
Add photos and submit	All Any company user	4 Photos > Final Submit	15 3.5
See the status	All Any company user	App > Quick Reports	16 4.1
Pay for a report	R1 Company admin	Web > Reports > Pay to Download	21 5.4
Generate the PDF	R1 Company admin	Reports > Generate Report	23 6.1
Send it to the customer	R1 Company admin	Reports > Send by email	25 6.3

Need help?

Tap or click the blue Support button at the bottom right of any screen, in the app and on the web.

KS Assurance ApS

Dalumvej 45 · 5250 Odense SV

info@assurance.dk

+45 31 41 81 38 · +45 40 10 57 20

assurance.dk