




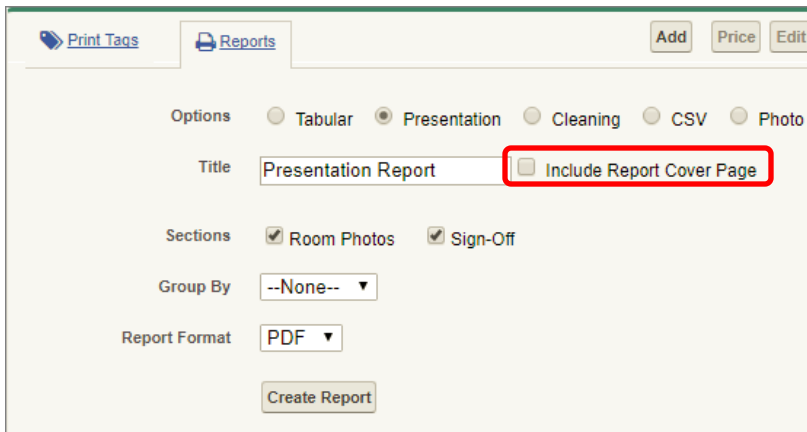
How To: Insert a Custom Report Cover Page

This tutorial will demonstrate how to create a report with a custom cover page. If you are a company that does business under two or more company names, it may be necessary to format a custom cover page with different company name and contact information. Below are instructions on how to insert and attach a custom cover page to a report generated by Assured JobCheck.

Step 1: Generate Report in JobCheck without Cover Page



1. | Open a web browser (Chrome , Firefox  or Internet Explorer ) and navigate to: <https://assuredsoftware.cloudforce.com>.
2. | Log in with your username and password (username is usually your email address).
3. Open the job you will be generating the report for.
4. Open the inventory tab and click on the reporting tools "Reports".
5. Select the report you would like to generate. **De-select** "Include Report Cover Page".



A screenshot of the JobCheck 'Reports' configuration screen. The 'Options' section has radio buttons for 'Tabular', 'Presentation' (selected), 'Cleaning', 'CSV', and 'Photo'. The 'Title' field contains 'Presentation Report'. A red box highlights the 'Include Report Cover Page' checkbox, which is unchecked. The 'Sections' section has checkboxes for 'Room Photos' and 'Sign-Off', both checked. The 'Group By' dropdown is set to '--None--'. The 'Report Format' dropdown is set to 'PDF'. A 'Create Report' button is at the bottom.

6. Create Report and save to your desktop.

Your full report will be generated but will be missing a cover page, see next steps.

Step 2: Create Cover Page Template

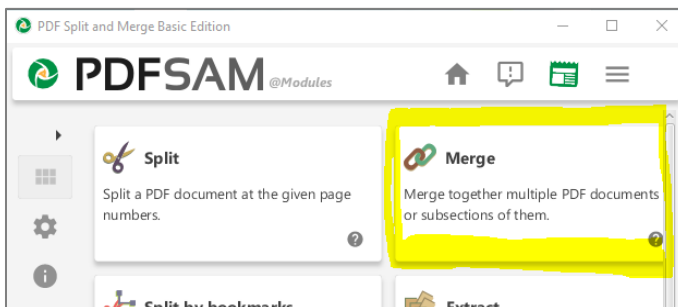
Using a word document of your choice, create a custom report cover page and save as a PDF to your desktop.

Step 3: Combine the Cover Page and Report

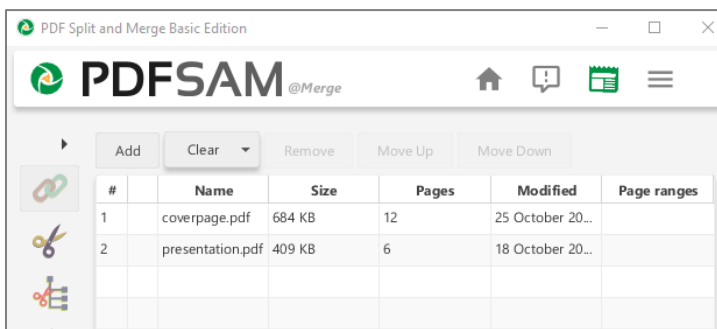
To merge your cover page and report into one PDF document, you will need the help of PDF software. You can use Adobe Acrobat or you can download a free software online that will enable you to complete this task.

Please find below an example of a free online PDF software that will allow you to merge PDF documents:

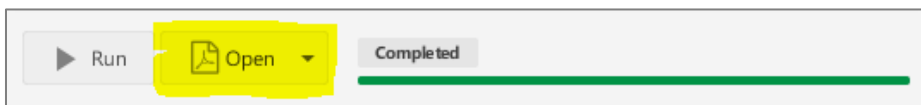
1. Visit: <http://pdfsam.org/pdfsam-basic> and download the free program.
2. Install the program on your computer.
3. Launch PDFSAM and select the 'merge' option:



4. Drag and drop the PDF documents for the cover page and job report into the table.



5. Click 'Run'.
6. Open the merged document and save to the desktop.



Once completed, open the merged .pdf file to ensure that you are comfortable with the way it looks then upload it to the attachments tab in JobCheck to easily share via email with a third party recipient.

For additional support or assistance, visit our [online support portal](#), contact our technical support team at 1-877-277-9933 or email us directly at support@assuredsoftware.com.