

Creating a New Day record

1. Before you start, make sure that you have a **Well Operation** record selected.
2. To create a **Day** record, mouse-over the **DrillNet** tab and select **Daily** from the drop down menu that is displayed. This will load the **Daily Data** page.

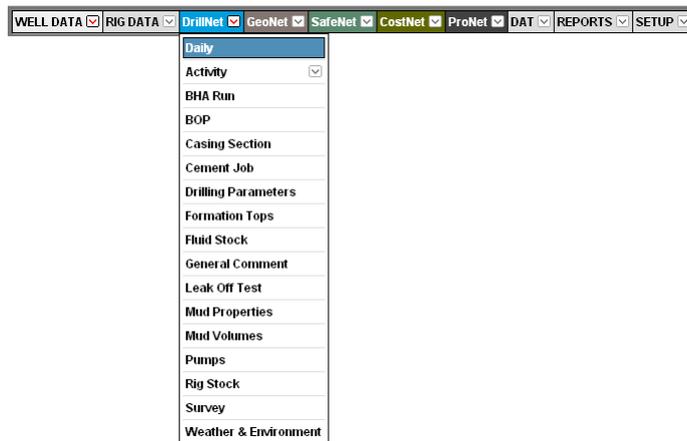


Figure 1.1 Mouse-over the DrillNet tab to display the list of menu

3. Once it has loaded, there are two ways to go about creating a day.

Do either of the following:-

- a. Click the **Add New Day** link available at the bottom of the **Day** drop down list

Or

- b. Click the **Start New Day** button on the Daily screen.



Figure 1.2 Day selector



Figure 1.3 Start New Day button

4. This will load a new **Daily Data** web form.
5. Enter the **Day** and **Date** and any other necessary information.
6. To save, click the [Confirm](#) button.

TIPS

1. To insert additional new **Day** for any **Well Operations**, repeat the process. Do note that, while each **Well Operation** is tied to a **Date** in a calendar year, it is allowed to have unlimited number of **Days**.
 2. To reduce the data entry requirement; data can be carried over from the **Previous Day**. This saves time from having to re-enter data like **BHA Run, Rig Stock** and other information.
 3. At the **Carry Data From** prompt highlighted in blue, select **Previous Day** from the list. This will populate the fields with the previous day's data which you can now edit to reflect the **Current Day's** data.
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