

Generating a Daily Drilling Report (DDR)

1. To generate a **Daily Drilling Report (DDR)** report, first select a **Well** record and a **Day** record from the **Well Operations** and **Day** selectors respectively.
2. Next, mouse-over the **Reports** tab and select **Daily Drilling Report** from the drop down menu displayed.
3. This will load the **Reports** page with all the **Days** available for the chosen **Well Operation** record. To view other records, click the **Well Operation** selector and select other **Well** record.



Figure 1.0 Accessing the Daily Drilling Report menu

4. To generate reports, tick the **Day/Dates** required from the **Selected Days** checklist and then click the **Generate Report** button.

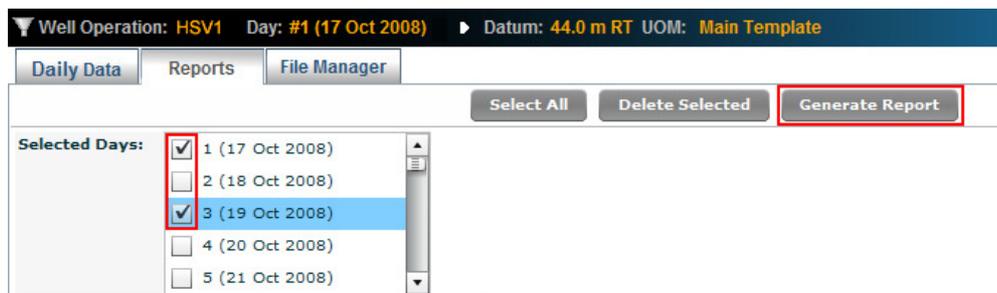


Figure 1.1 Select days before generating Report

5. The report(s) will be generated under the **DDR Report** palette depending on the number of boxes ticked. Once the **DDR Report** list has loaded, click any of the **Report Names** under the **Report** column. This will prompt you to either open up or save the PDF report.

DDR Report					
<input type="checkbox"/>	Day #	Public/Private	Report	Time since created	Created by
<input type="checkbox"/> D	1 (17 Oct 2008)	Public	DDR HSVI Day 1	1 day(s)	idsadmin
<input type="checkbox"/> D	3 (19 Oct 2008)	Private	DDR HSVI Day 3	2 day(s)	idsadmin

Figure 1.2 Generated reports show up under the DDR Table palette

- If necessary, the **Report Status** of any reports can be made **Private** or **Public**. To do so, click the status label under the **Public/Private** column and it will automatically change to a dropdown list. By default, **Report Status** is **Public**.

DDR Report					
<input type="checkbox"/>	Day #	Public/Private	Report	Time since created	Created by
<input type="checkbox"/> D	1 (17 Oct 2008)	Public	DDR HSVI Day 1	1 day(s)	idsadmin
<input type="checkbox"/> D	3 (19 Oct 2008)	Private ▾	DDR HSVI Day 3	2 day(s)	idsadmin

Figure 1.3 Make a report status private by clicking on the status label

- To save the record, click the **Confirm** button.

TIP

- Generating multiple reports may take some time. But don't worry, you can proceed to other screens and other modules without affecting the batch report generation process.