

Generating Daily Geological Report (DGR)

1. To generate a **Daily Geological Report (DGR)** do one of these:-
 - a. Click **Reports** tab on the **Menu Bar**
 - b. Click the **Reports** tab between the **DGR Data** and **File Manager** tabs.

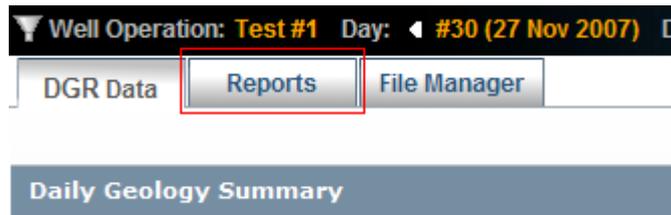


Figure 1.0 Report Menu

In this example, we will use the **Reports** tab on the **Menu Bar**. Mouse-over the **Reports** tab and select **Daily Geological Report** from the drop down menu that is displayed. This will load the **Daily Geological Report** page.

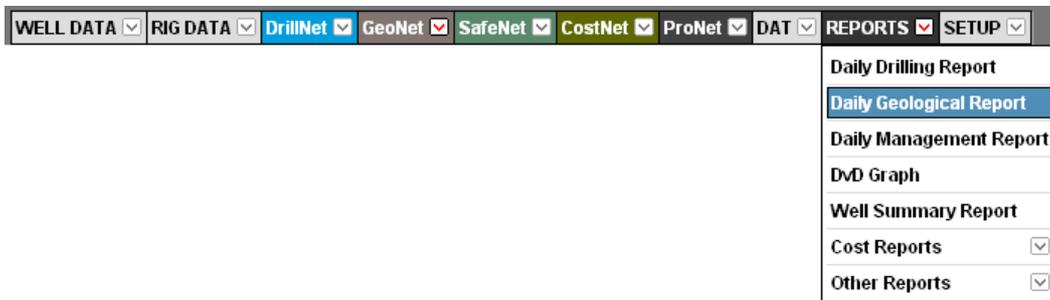


Figure 1.1 Reports Drop down

2. Choose the **Day(s)** for which **Daily Geological Report (s)** will be generated, by ticking the boxes next to it.



Figure 1.2 Select the Day for a report to be generated.

3. To generate, click the **Generate Report** button.
4. **Daily Geological Reports** are generated into **PDF** format, To download a report, first specify the **Date** by ticking a check box in the first column.

DGR Report						
<input type="checkbox"/>	Day #	Public/Private	Report		Time since created	Created by
<input type="checkbox"/>	D 3 (13 Oct 2008)	Private	DGR Test #1 Day 3	New	00:00:01	idsadmin
<input type="checkbox"/>	D 2 (09 Oct 2008)	Private	DGR Test #1 Day 2		3 day(s)	idsadmin
<input type="checkbox"/>	D 1 (07 Oct 2008)	Private	DGR Test #1 Day 1		3 day(s)	idsadmin

Figure 1.3 Download the report

5. To download, click the **[D]** button next to it. The **[D]** button denotes **[Download]**.