

## Quick Overview

# Generating Reports

The **DataNet2** system generates **Daily** and **Summary Reports** using the following format:-

- a. **PDF**
  - b. **Word**
  - c. **Excel**
1. To **Generate** a report, mouse-over the **Reports** tabs on the **Menu Bar** and select a report type from the list. The **Reports** screen will display a list of the reports that have been previously printed. To re-print, click the **Report** name to download.

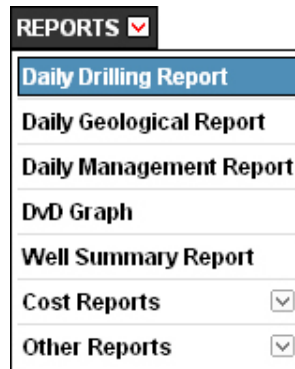
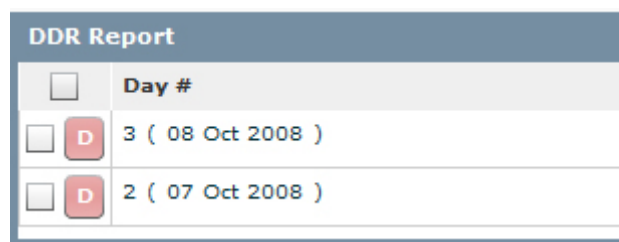


Figure 1.1 Accessing the Reports menu



DDR Report	
<input type="checkbox"/>	Day #
<input type="checkbox"/>	D 3 ( 08 Oct 2008 )
<input type="checkbox"/>	D 2 ( 07 Oct 2008 )

Figure 1.2 List of previously generated reports

2. If the **Report** is not on the list, check the reports you want to generate and click **Generate Fresh Report** button (refer Figure 1.3). The system may take awhile to generate the reports. **Reports** that are generated within the last 24 hours will always have the word **New** appended to the filenames.



Figure 1.3 Select a Day record and click the 'Generate Report' button

3. Newly updated records will not be reflected in previously generated reports. To view the most current records in a report, you will need to re-generate the reports again.