







This Quick Reference Guide (QRG) reviews the workflow to Perform Daily Reports.

Common Buttons & Icons

	Daily Reports icon
	Search icon
	Subsection icon
	Instrument icon
	Bench icon
	Print icon
	Print Preview icon

Run an Exception Report

➤ From the AppBar:

STEP 1: Click the **Daily Reports** icon.

NOTE: You can hover over an icon to view the app name.

STEP 2: Enter the site in the **Test site** field.

STEP 3: Click the **Search** icon.

NOTE: The round circle designates a subsection, the black box indicates an instrument, and the beakers represent a bench.

STEP 4: Click the appropriate site option.

STEP 5: Click OK.

STEP 6: Click **Exception** report.

STEP 7: Select the check box(es) for the exception criteria you wish to view.

NOTE: To view criticals and failed deltas, select the **Critical results check box** and the **Failed delta checks check box**.

STEP 8: Enter the appropriate **Begin Date** and **Time** by either typing in the fields, using the Up and Down Arrow icons, or the drop-down arrow.

STEP 9: Enter the appropriate **End Date** and **Time** by either typing in the fields, using the Up and Down Arrow icons, or the drop-down arrow.

NOTE: To change how the results are to be sorted, click **Service resource hierarchy** or **Person name**.

STEP 10: Click the **Printer** drop-down arrow.

STEP 11: Click the appropriate printer.

STEP 12: Click the **Print Preview** icon to view on screen or click the **Print** icon for a printed version.

Run an Activity Report

➤ **From the Daily Reports App:**

STEP 1: Enter the site in the **Test site** field.

STEP 2: Click the **Search** icon.

NOTE: **The round circle designates a subsection, the black box indicates an instrument, and the beakers represent a bench.**

STEP 3: Click the appropriate site option.

STEP 4: Click **OK**.

STEP 5: Click **Activity report** .

STEP 6: Enter the appropriate **Begin Date** and **Time** by either typing in the fields, using the Up and Down Arrow icons, or the drop-down arrow.

STEP 7: Enter the appropriate **End Date** and **Time** by either typing in the fields, using the Up and Down Arrow icons, or the drop-down arrow.

NOTE: **To change how the results are to be sorted, click Service resource hierarchy or Person name.**

STEP 8: Click the **Printer** drop-down arrow.

STEP 9: Click the appropriate printer.

STEP 10: Click the **Print Preview** icon to view on screen or click the **Print** icon for a printed version.

Run a Correction Report

➤ **From the Daily Reports App:**

STEP 1: Enter the site in the **Test site** field.

STEP 2: Click the **Search** icon.

NOTE: **The round circle designates a subsection, the black box indicates an instrument, and the beakers represent a bench.**

STEP 3: Click the appropriate site option.

STEP 4: Click **OK**.

STEP 5: Click **Correction report** .

STEP 6: Enter the appropriate **Begin Date** and **Time** by either typing in the fields, using the Up and Down Arrow icons, or the drop-down arrow.

STEP 7: Enter the appropriate **End Date** and **Time** by either typing in the fields, using the Up and Down Arrow icons, or the drop-down arrow.

NOTE: To change how the results are to be sorted, click **Service resource hierarchy** or **Person name**.

STEP 8: Click the **Printer** drop-down arrow.

STEP 9: Click the appropriate printer.

STEP 10: Click the **Print Preview** icon to view on screen or click the **Print** icon for a printed version.