

## Printing Daily Work Reports and Diaries for distribution

Daily Work Reports and Diaries can be printed for distribution to the contractor and other interested parties. This can be done as a part of the DWR review and diary approval process or as a separate procedure.

- On the Daily Work Reports panel, select Diary then from the Services menu select Choose Keys and select the contract you wish to review and double click on it. Then click the Open icon and select the date you want or click into the date field and type the date and tab off the field.
- Click on the DWR preview icon or from the Services menu select Preview DWR, when the DWR appears, click the Print button and the output will be sent to your default printer.
- Once the Diary is approved for that day you can print it by clicking on the Services menu and selecting Preview Diary, when the Diary appears, click the print button.
- Both the DWR and Diary can be printed at the same time if you desire by clicking on the Services menu and selecting Preview Diary and All DWR.