



Creating Daily Reports

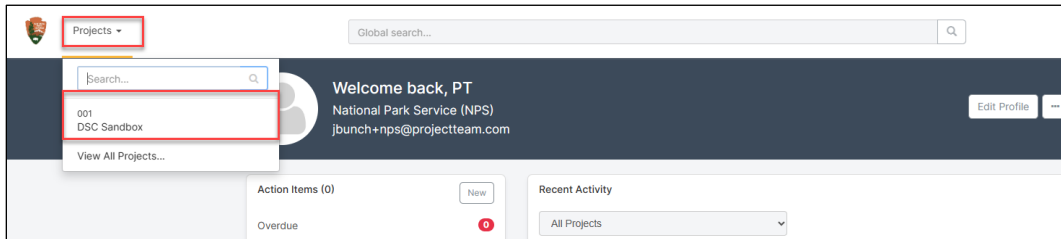
[Creating a Daily Report](#)

[Editing a Daily Report](#)

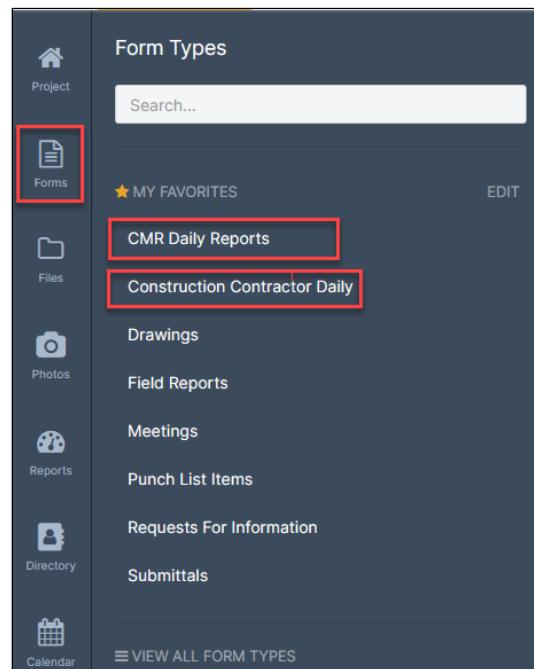
[Related Resources](#)

Creating a Daily Report

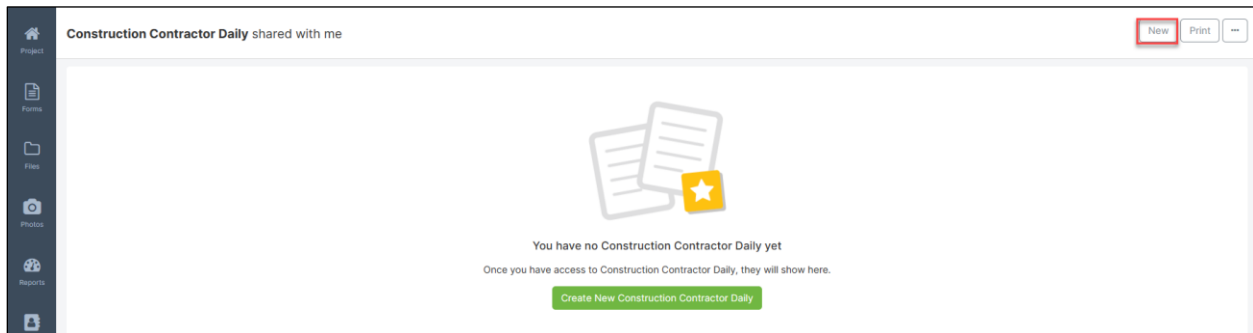
1. Open the project.



2. There are two *Daily Report* forms; you may only have access to one of them. Open either the **CMR Daily Reports** or **Construction Contractor Daily** form from the left navigation pane.



3. Click the **New** button on top of the log.



4. Fill in all required fields and any other additional information you are ready to enter. The required fields are: **Subject**, **Report Number**, **Construction Contractor (or CMR) Reporting**, and **Erosion Sediment Control/SWPPP Inspected**.

5. **Save** the record.

Editing a Daily Report

1. Navigate to the record in the *Daily Report* log and click the **Subject** to open the document.



2. Click the **Edit** button in the *Details* section.



- 3. Update all fields you wish to change.
- 4. When all changes are complete, click the **Save** button.

Related Resources

- **Help Center Links**
 - [Create a Field Report \(projectteam.com\)](https://projectteam.com)
- **Quick Reference Guides (QRGs) and Training Videos**
 - Project Directory
 - Sharing Records
 - Adding Attachments
 - Creating Action Items
 - Making Comments
 - Adding Reference links
 - Running Reports
 - File Management Overview
 - Photo Management