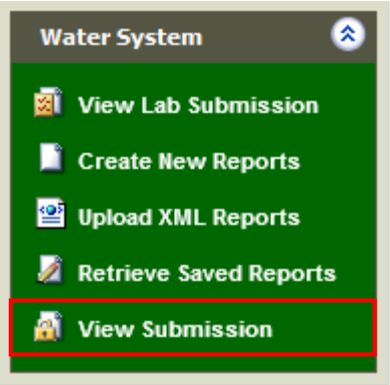
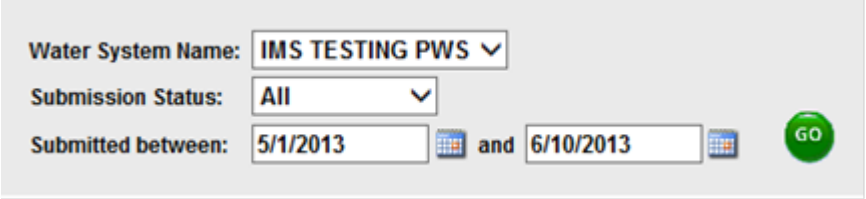
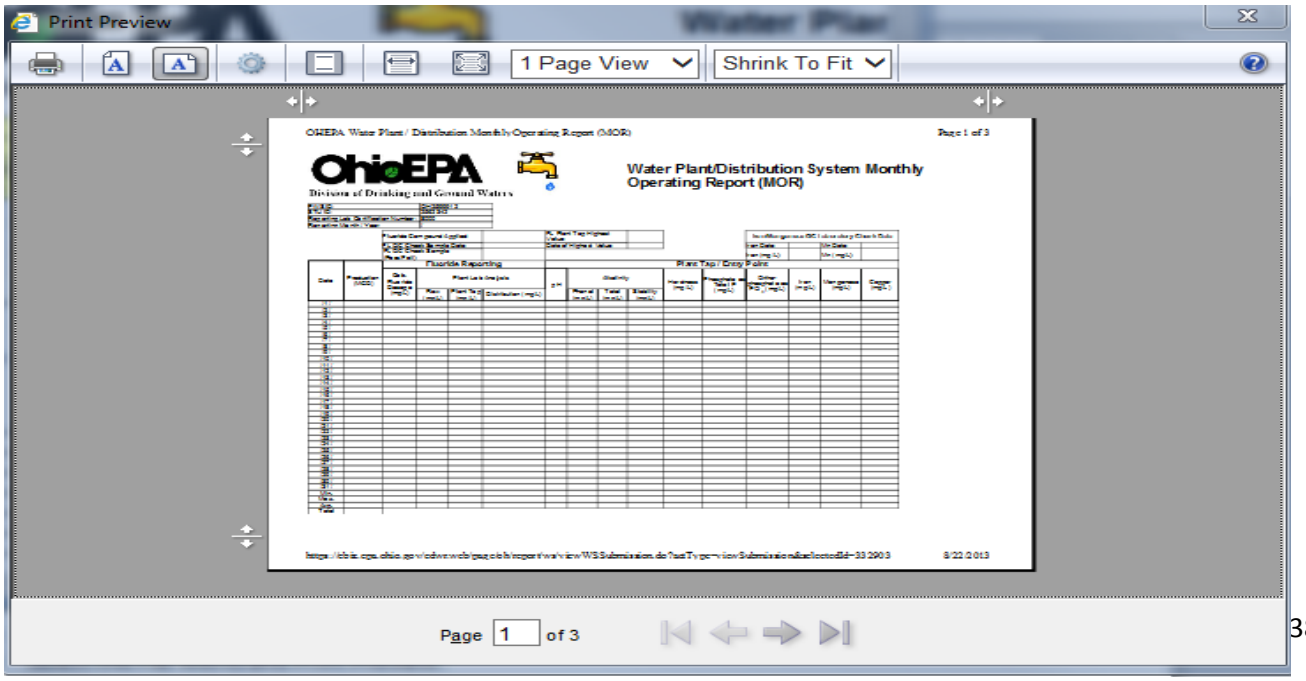
View and Print an MOR report



1. Log into eDWR
2. Go into eDrinking water reports
3. On the left side Menus, select "**View Submission**"



4. Select the water system and date range, if necessary, and click "Go"
5. Select the View icon next to the report you need to view

Edit	View	Download	Chain of Custody	Sub. ID	Previous Sub. ID	Received Date	Status	Status Date	Submit User
		XML		332903		06/10/2013 09:06:35		06/10/2013 09:06:36	Rick Magni
		XML		331273		06/05/2013 10:42:31		06/05/2013 10:42:32	Brian Tarver

6. Report opens in a new window. Drag the corner of the window wider and taller in order to display the entire report.
7. Print this report by either:
   - Right Click over the MOR and select Print Preview or
   - Select the File Menu and Print Preview.
8. Change the paper format from Portrait (vertical) to Landscape (horizontal) view
9. Print