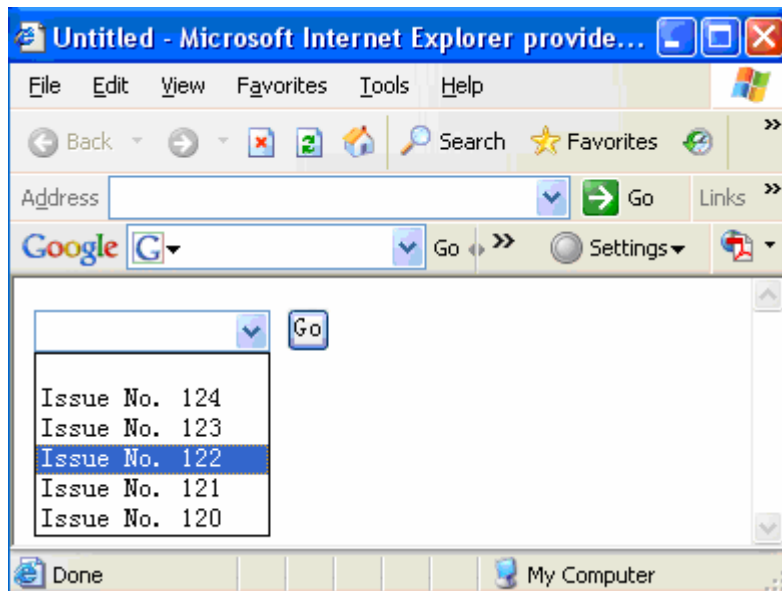


How to Download Reports/Documents from DIGS®

Steps to download a report or documents included in the report are as follows:

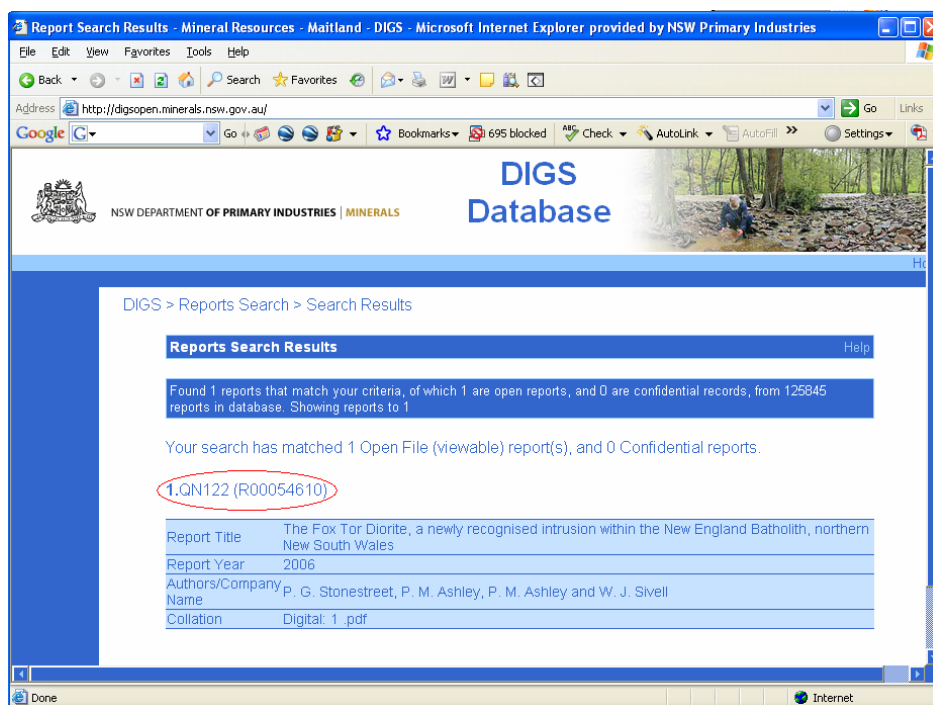
Step 1

Select an item from the dropdown list and then click the “Go” button.



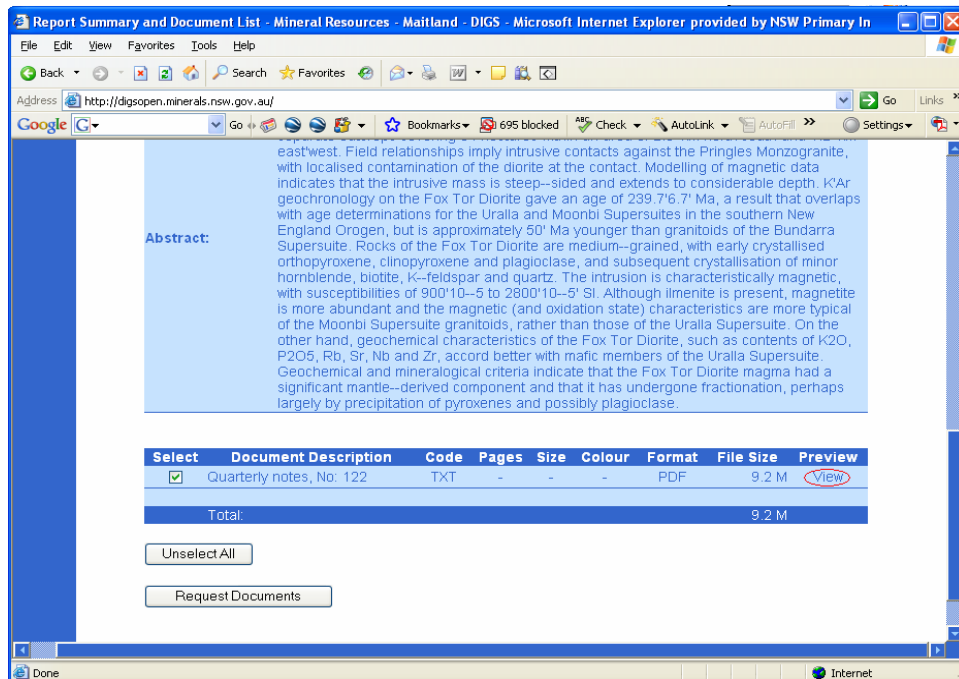
Step 2

Click the Report Number (Report Identification Number) as shown below.



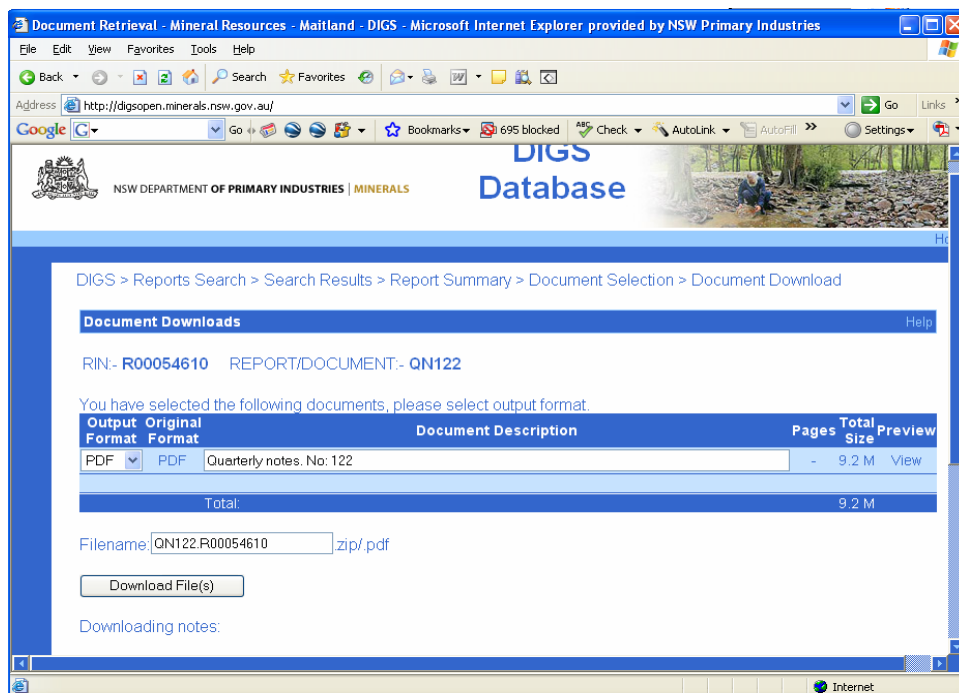
Step 3

View brief description of the report. If you want to view individual document in the report, click the link “View” or “Preview”. If you want to download the documents, tick the documents required under “Select”, and then click the “Request Documents” button.



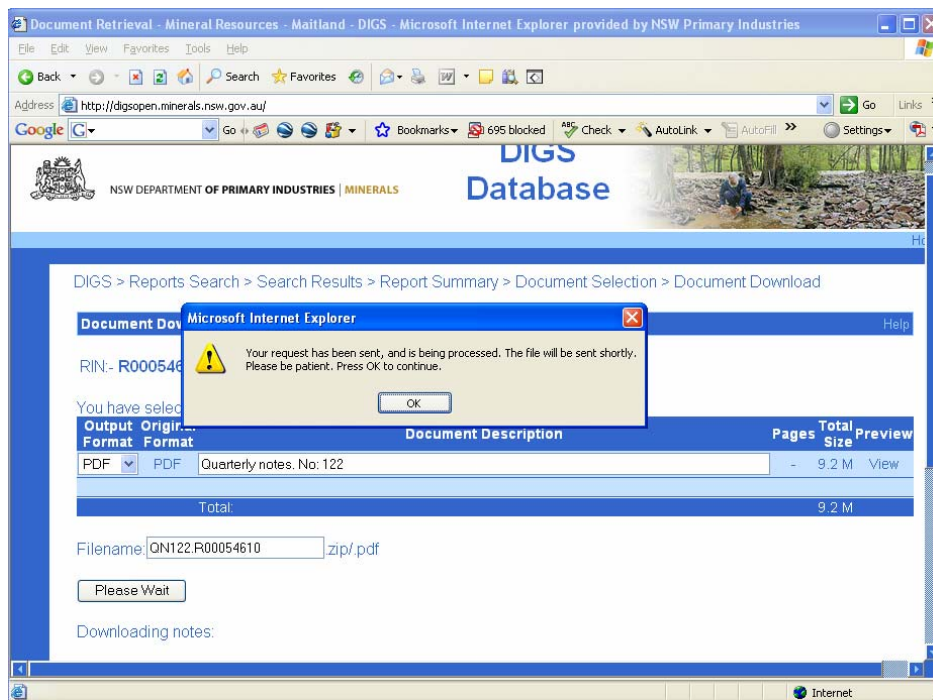
Step 4

Select the “Output Format” you prefer and then click the “Download File(s)” button.



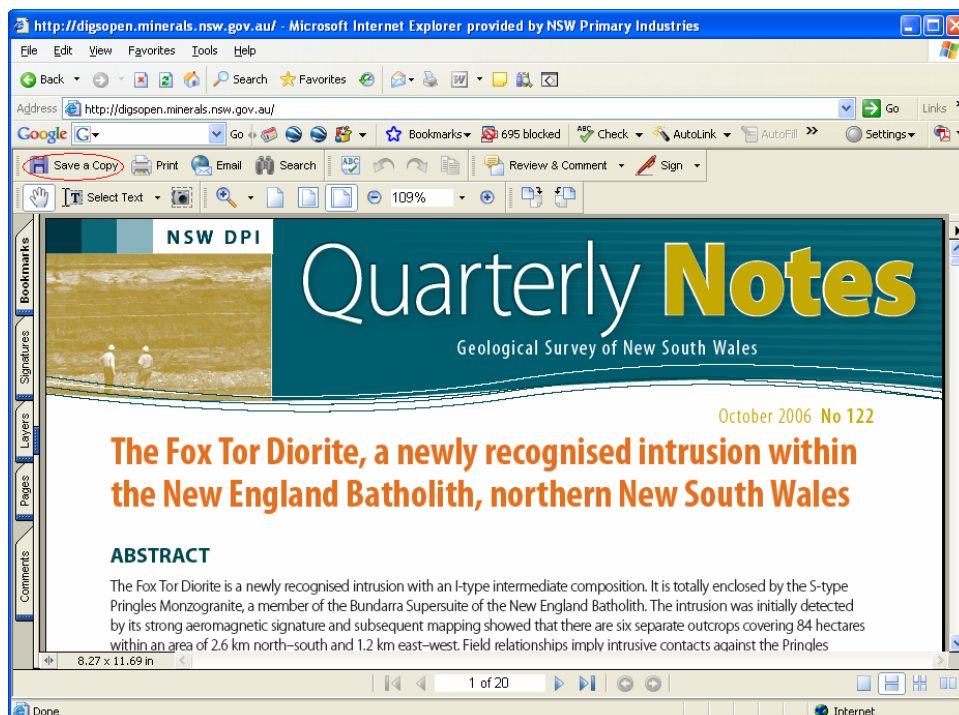
Step 5

Click the “OK” button.



Step 6

Click the “Save a Copy” icon.



Step 7

Specify your preferred file path and filename and then click the “Save” button.

