**Daily Report**

* **First Page:**

Should be HSE statistics .See attached (Formulas included in the Excel Sheet), see attached form - Soft copy with the formulas available

* **Second Page:**

1. Summery Box to be added before the Work Description
2. Temperature to be added beside the Weather part.
3. Remove Division/Package
4. Activity ID to be added for the main activity
5. Description and % complete should be there for the main activity
6. % Complete will be calculated from the subtasks % Complete – Hakim will provide the formulas
7. Sub tasks under the main activity to be allowed (Multiple)

- The following measurements are mandatory under the subtask button:

1. Quantity to Complete.
2. Commutative Quantity.
3. Quantity At Completion.
4. Budgeted Quantity.
5. This Day Quantity.

- The following Fields are mandatory under the subtask button:

a. Weightage

b. % Complete

c. Description

1. Draft option should be there.
2. Create Next Button.
3. Export to Concerns.
4. CC’d to be added.
5. PDF & Email.

Note: the % complete will be transferred to PMS form

* **Third Page:**

Manpower (Direct & In direct) sheet. See attached form - Soft copy with the formulas available   
Note: (the Avg monthly Total manpower will be transferred to manpower Histogram)

* **Fourth Page:**

Machinery sheet. See attached form – Soft copy with the formulas available