DEPARTMENT OF ENVIRONMENTAL AFFAIRS

PROTECTED AREA REGISTER INTRANET QUICK REPORTS
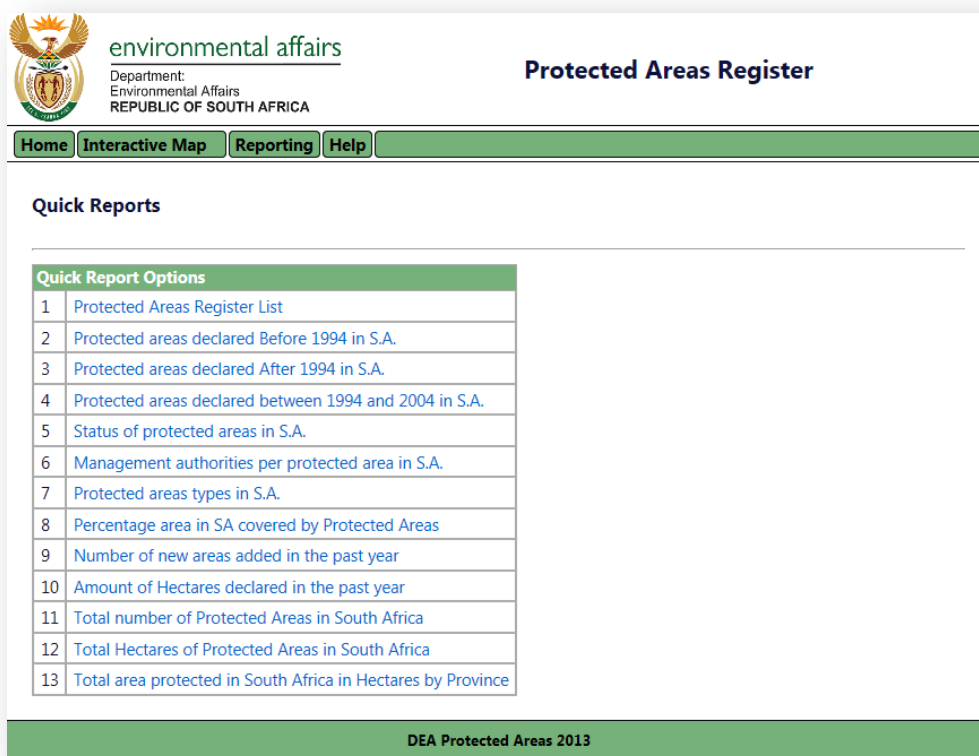
ACCESSING THE PROTECTED AREAS QUICK REPORTS

1. Log on to the DEA network
2. Open a web browser
3. Go to http://10.121.76.171/par
4. Click on the Reporting button
5. Click on the Quick Reports to access a list of available reports
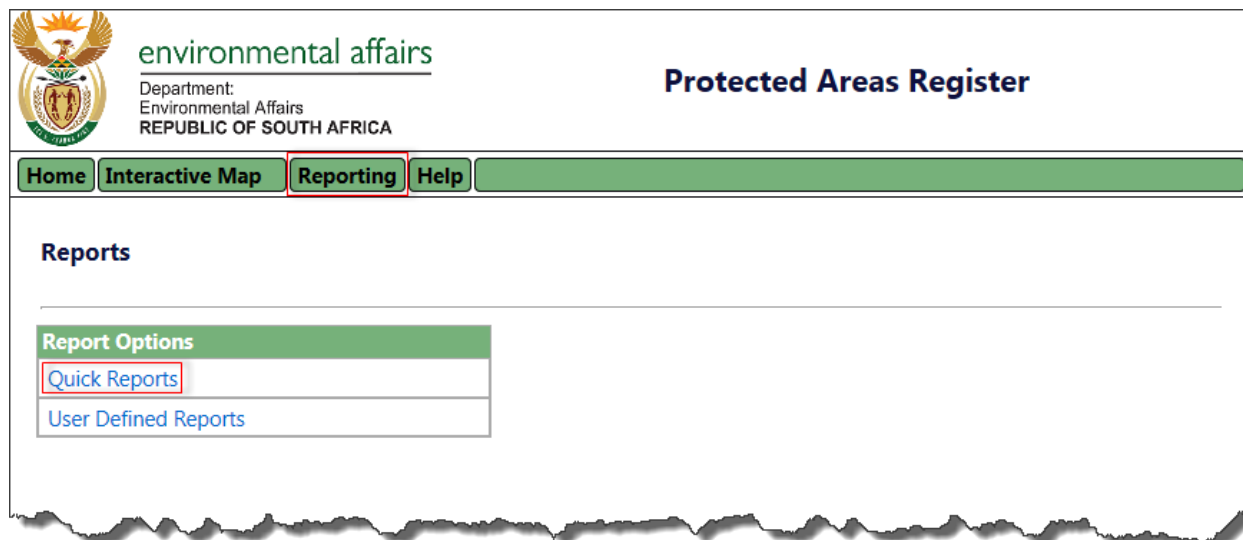
6. To open a report click on the link

7. The report will open in the web browser

QUICK REPORT TOOLS

1. The following tools will assist in manipulating the report:
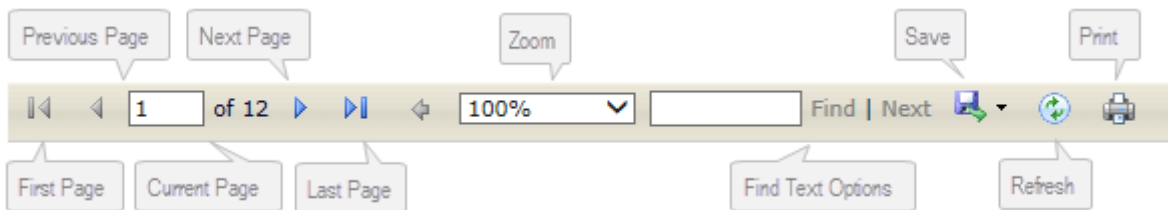
- First Page button will navigate to the first page of the report
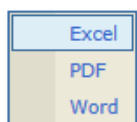- Previous Page button will navigate back to the previous page that has been viewed
- Current Page show the page that are currently viewed
- Next Page button will navigate to the next page in the document
- Last Page button will navigate to the last page of the document
- Zoom dropdown box provide zoom options
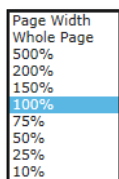
- Find Text Options provide the user with the option to search for text in the document. Text that wants to be found should be typed in the search field e.g. "Cape"

   click on the Find button to find text. The Next button provides the option to find the next occurrence of the search
- Save button provide options to save to:

- Refresh button will refresh the report

- Print button allow the user to print reports
2. The Back to Quick reports link navigate the user back to the Quick report list

Back to Quick reports