

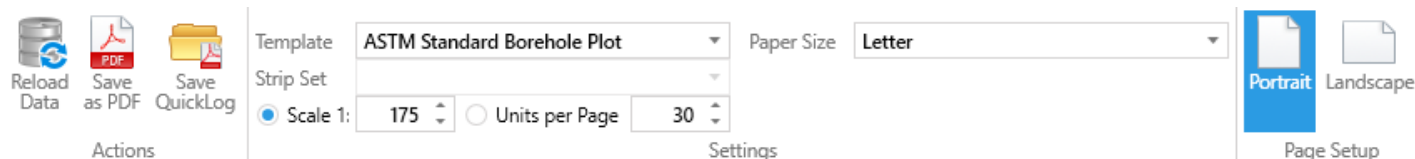
## OpenGround Cloud: Quick Logs & Log Reports

OpenGround has two different options for generating log reports: **Quick Logs** and **Log Reports**. Quick Logs are available in the “Data Entry” and “Professional” apps. Log Reports are only available in the “Professional” app.

- Quick Logs: Single Location output only, however you can change scale, strip sets, template and page size.
- Log Reports: Single or Multiple Locations, however only pre-defined outputs are available. Based on configuration pack.

### Quick Logs

Quick logs are started by clicking the Quick Log Button from the Grid Tools ribbon, or right clicking on any data point in the tables.

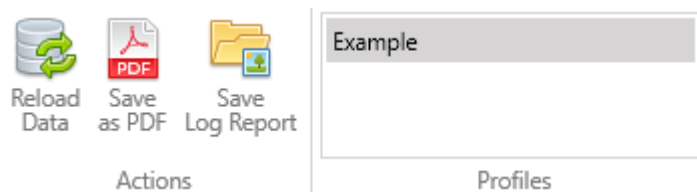


#### Quick Log Ribbon

- Quick Logs are based on a default Template style for each location. These can be changed via the dropdown menu.
- Select the desired paper size and orientation using the options on the ribbon.
- The overall length of the log units can be set using either:
  - Scale, useful for keeping a uniform appearance when changing paper size or orientation.
  - Units per page, keeps the same number of units (feet or meters) regardless of orientation or size.
- The log must be regenerated anytime data is changed, using the “Reload Data” button.
- Logs can either be saved as a PDF outside of OpenGround using the “Save as PDF” option or they can be saved as a document stored within OpenGround using the “Save QuickLog” Button.

### Log Reports

Log reports allow output from multiple selected locations.



#### Log Report Ribbon

- Standard CTRL+Click, SHIFT+Click tools can be used to select multiple locations at a time.
- Reports can only be generated based on pre-defined “Profiles” that are set up within the Configuration Pack.
- The logs must be regenerated anytime data is changed, using the “Reload Data” button.
- Logs can either be saved as a PDF outside of OpenGround using the “Save as PDF” option or they can be saved as a document stored within OpenGround using the “Save Log Report” Button.