HOW TO PRINT A COPY OF A SUBMITTED DMR (COR)

- Login to your *Net*DMR account
- From the "All DMRs & Copies of Record" screen
- Choose Permit ID, click update
- Choose any other filters you would like
- Highlight "Signed & Submitted"
- Click Search
- In the "Include in Batch COR Download" column, check the DMRs you want to print
- Click "Download Checked CORs"
- This will bring up a "File Download" box, you can choose to Open or Save
- Another window will appear with a .zip file
- Double click the .zip file to open it
- You will see at least 3 files, more if you have attachments
    - DischargeMonitoringReport.xsl
    - dmrSubmission.xml
    - submissionReceipt.xml
    - attachment name, if you had one
- Double click on "DischargeMonitoringReport.xsl – nothing will happen or screen may blink, this is a style sheet that tells the computer what format to open the DMR in
- Double click on "dmrSubmission.xml, your DMR will appear
- Go to File, Print Preview, you will want to change your layout to landscape so that the DMR prints in a readable manner.
- From here you can print the entire DMR.