QUICK REFERENCE GUIDE:

DWRs – Creating & Submitting

Background:

You can create a Daily Work Report (DWR – formerly IDR) for any contract for which you have Contract Authority. Only DWRs in a status of Draft can be modified, including adding attachments.

Roles:

Most Construction Roles

Navigation:

Contract Progress > Contract > Daily Work Reports

1. From the Contract Progress Summary, select the **Daily Work Reports** tab on the left.
2. To add a Daily Work Report, click the **Add** button.
3. Enter the date of the DWR in the **DWR Date** field.
4. Click the **Save** button in the upper right corner. The system saves the DWR and takes you to its Contract Daily Work Report Summary page.

General Tab

5. Select the appropriate **Weather** from the dropdown (If additional information regarding the weather is needed, enter Weather Type remarks in the Remarks section on the General tab).
6. Enter the **Rainfall Amount**, if known and the **Low Temperature**, and **High Temperature**.
7. In the Remarks collapsible, choose the **Type** for each Remark you add. Do not add information specific to a pay item in the General tab, use the Item Postings tab. Click **Save**.

Notes Tab - This tab is used by others when checking calculations or reviewing your DWR.

Contractors On Site Tab

8. Click the **Select Contractors** button to open a modal window.
9. In the Select Contractors window, find and select the contractors that worked on the DWR Date. If you don't see a contractor that was on site as an available option, notify your Project or Office Engineer. They will enter subcontractors upon receipt of the subcontractor's self cert.
10. Click the **Add to DWR Contractors** button at the bottom of the modal window.
11. Enter the Start Time and End Time for each contractor. If you are entering this during the work day the Start Time and End Time can be added later to reflect the actual times worked.
    a. If you are only making a payment and there is no contractor onsite, no start time or end time is required. You should also click the **Payroll Not Required** checkbox.
12. Click **Save**.

Contractor Equipment Tab

13. For each contractor, click the **Row Actions Menu** on the far right of the Contractor's row.
14. In the Actions section, click **Select Vendor Equipment** if you or your OE has added specific or specialty equipment or **Select Generic Equipment** if no vendor equipment has been added. This will open a modal window.

DWRs – Creating & Submitting

15. Use the search bar and filters to find the Equipment for this contractor. Click each piece of equipment you want to add.
16. Click the **Add to DWR Contractor Equipment** button at the bottom of the modal window.
17. Enter **Number Used**, **Hours Used**, and **Comments**. It is possible to repeat steps 14-18 to create multiple rows of one equipment type.
18. Click **Save**.

Contractor Personnel Tab

19. For each contractor, open the Row Actions Menu on the far right of the Contractor's row.
20. In the Actions section, click **Select Employee** to add employees recorded on contractor payroll, or click **Select Vendor Personnel** if you or your OE have added specific personnel, or **Select Generic Personnel** if not. This will open a modal window. Use the search bar and filters to find and select the Personnel for this Contractor. Select each personnel you want to add.
21. Click the **Add to DWR Contractor Personnel** button at the bottom of the modal window.
22. Click the upper left arrow to expand the row for each Contractor and enter the **Number On Site**, **Total Hours**, and **Comments**. It is possible to repeat steps 20-22 to add multiple rows of one personnel type in order to delineate between people or to add specific hours on each row.
23. Click Save.

Item Postings Tab (Requires Contractors On Site)

24. Click the **Select Items** button.
25. In the modal window use the search bar and filters to find and select the items to include in your DWR. Click **Save**.
26. Click the arrow to expand the row for the item and enter **Station information** OR **Location** (you must enter at least one). Continue to fill out additional information as necessary: **Contractor, Material Set, Quantity** (skip if using an Agency View to calculate Quantity). Enter all installation information in the **Comments** field.
    a. A Material Set is a group of Materials used for an Item. If your item has one material set, the system will automatically select this for you. If your item does not have a Material Set, you can leave this field blank. If your item has multiple Material Sets, you will need to select the appropriate Material Set.
27. Click Save.
28. You may add **Attention Flags** to your DWR by clicking the **Component Actions Menu** and selecting **DWR Item Attention Flags** to open a modal window. Enter **Comments** for your Attention Flag, then click **Save**.
    a. An Attention Flag will appear on Payment Estimates as an Exception that can be overridden. Attention Flags serve as a reminder on the DWR Item Posting, much as you would use a sticky note on a paper document.
29. At the bottom of your Item Posting's window, you will see a list of all **Materials** for the selected Material Set. If your item posting has Quantity posted, the Installed Qty of each material will auto-populate. REVIEW the materials at the bottom of your item posting. You can speak with the Materials Lead for your Contract or the materials rover in order to determine if you need to update the Installed Qty for an item.

a. Some Concrete/grout materials have a testing frequency of 1/day, these include: D-701-2.3, P-501, P-610, P-560 (aviation), 501-2.02, 701-2.03, 550-2.02 (highway). An inspector (or someone creating a DWR for the contract) should create an item posting with pour information the day of the pour and should leave the concrete Installed Qty as is (to indicate in the system that testing is required). If you are creating an item posting on day when there is no concrete/grout being installed, be sure to 0 out the Installed Qty for the material(s) with a 1/day frequency.
b. Another time when it may be important to modify the materials installed quantities is for LS items. Often LS items need materials tracked individually for testing purposes. For instance, on a LS concrete item posting, it is important to input the quantity of concrete actually poured in the installed Qty field.

30. If using an Agency View (AV) to document information about the item, expand the row for the item and click the item **posting's Row Actions Menu**.
    a. In the Views section, click on the AV to open the Agency View. Fill out the Agency View's information and click **Save**.
    b. Click the **DWR Item Posting** quicklink at the top of the window to return to the Item Postings tab of your DWR.
31. If you have additional source documentation to attach, click the Row Actions Menu for your Item Posting, select **Attachments**, and attach the document(s).
32. If you need to report on additional locations for your Item, click the Row Actions Menu for your Item and select **New Posting**. Repeat steps 29-33 for your new Item Posting.

Acceptance Records Tab (Requires Item Posting, View Only for Construction Inspector)

33. For this process refer to the QRGs: *DWRs - Entering Submittals* and *Batch Data (DWR Acceptance Records)*.

Submitting DWR

34. On the Contract Daily Work Report Summary, click the **Component Actions Menu** in the upper right corner.
35. In the Tasks section, select **Submit For Approval**. The system will change the Status of your DWR from Draft to Pending Approval.
36. If you have submitted this DWR in error or the OE/PE rejected your DWR, click the **Component Actions Menu** and select **Change to Draft**.

Next Steps:

If you are an inspector keep your eye on the Rejected Daily Work Report Overview on your computer. If your DWR is rejected review the Notes tab for any DWR information that may need to be corrected.