



## QUICK REFERENCE GUIDE:

# DWRs - Checking

## Background:

Daily Work Reports (DWRs) can be checked with any Status, but inspectors can indicate a DWR is ready for review by Submitting the DWR for approval, which changes the DWR status to Pending Approval. Running the *DWR Report* from the Contract Daily Work Report Summary **Component Actions Menu** provides another way to review the DWR. If you choose this route, you will still need to review Acceptance Records as those don't populate to the DWR Report.

## Roles:

Construction Project Engineer, Construction Office Engineer

## Navigation:

Construction > Contract Progress > Contract > Daily Work Reports tab

1. Press enter in the search field or **Show first 10** to display all the DWRs entered for this contract.
2. Click the **Sequence** hyperlink to open the DWR you want to review.
3. Click through each Tab on the left to see the information entered on this DWR.
4. Information on the *Item Postings Tab* can be entered directly into the Item Posting or through the use of an Agency View. For each Item, click the **Collapsible** arrow on the upper left of the posting to expand the Item Posting row.
5. Review the various fields for location, station, and comments (including calculations, if applicable).
6. Click the item posting **Row Actions Menu** and select **Attachments** to view any source documentation attached.

7. To review an Agency Views entry on the item posting:
  - a. From the Item Posting **Row Actions Menu** in the Views section, click on the **Agency View** (each Agency View is titled differently to reflect its purpose, but all start with "AV:"). Agency Views are not associated to every item and are not required to be used when they are.
  - b. When you are finished reviewing the DWR Item Posting Agency View, click the **DWR Item Posting** quick link at the top of the window to return to the Item Postings tab of the DWR.
8. To review the information entered on the DWR Acceptance Record Agency Views, click the **Acceptance Records** tab.
  - a. For each Item, click the **Collapsible** arrow on the left to expand the row, then click the Material **Row Actions Menu**.
  - b. In the Views section, click on the **Agency View**. Only concrete materials have agency views.
  - c. When you are finished reviewing the DWR Item Posting Agency View, click the **Dwr Acceptance Record** quick link at the top of the window to return to the Acceptance Records tab of the DWR.
9. In the **Notes tab**, click the **New** button.
10. Select **C-Checked** from the **Note Type** dropdown and indicate what sections of the DWR you checked in the **Note** field or **N-Notes** to leave your inspector comments about possible corrections.
11. Click **Save**.

## Next Steps:

DWRs Review and Approve.

If you need further assistance, please contact your Module Admin

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