DWRs - Creating and Submitting

BACKGROUND: You can create Daily Work Reports (DWRs, formerly IDRs in any Contract for which you have Contract Authority. Only DWRs in a status of Draft can be modified, including adding attachments.

ROLES: Materials Technician, Construction Inspector, Construction Office Engineer, Construction Project Engineer

NAVIGATION:

Construction > Contract Progress > Contract > Daily Work Reports > Add Button

1. From the Contract Progress Summary, select the **Daily Work Reports** tab.
2. To add a Daily Work Report, click the **Add** button.
3. On the Add Daily Work Report page, 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. Choose 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, Low Temperature, and High Temperature.
7. In the Remarks collapsible, choose the **Type** for each **Remark** you add. Do not add item specific information in the General tab, use the Item Postings tab.
8. Click **Save**.

Notes Tab (this tab is used by others when checking calculations or reviewing your DWR)
Contractors On Site Tab

9. Click the **Select Contractors** button to open a modal window.
10. In the Select Contractors window, use the search bar and filters to find and select the contractors that worked on your 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.
11. Click the **Add to DWR Contractors** button at the bottom of the modal window.
12. 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.
13. Click **Save**.

Contractor Equipment Tab

14. For each contractor, open the **Row Actions Menu** on the far right of the Contractor’s row.
15. In the Actions section, click on **Select Equipment** to open a modal window.
16. In the Select Equipment window, use the search bar and filters to find and select the Equipment for this Contractor. Click for each piece of equipment you want to add.
17. Click the **Add to DWR Contractor Equipment** button at the bottom of the modal window.
18. Click on the arrow to expand the row for each Contractor and enter **Number Used**, **Hours Used**, and **Comments**. It is possible to repeat steps 15-18 to create multiple rows of one equipment type.
19. Click **Save**.

Contractor Personnel Tab

20. For each contractor, open the **Row Actions Menu** on the far right of the Contractor’s row.

21. In the Actions section, click on **Select Personnel** to open a modal window.
22. In the Select Personnel and Select Employee windows, use the search bar and filters to find and select the Personnel or Employees for this Contractor. Select each piece of equipment you want to add.
23. Click the **Add to DWR Contractor Personnel** button at the bottom of the modal window.
24. Click on the arrow to expand the row for each Contractor and enter **Number On Site**, **Total Hours**, and **Comments**. It is possible to repeat steps 21-24 to add multiple rows of one personnel type in order to delineate between people or to add specific hours on each row.
25. Click **Save**.

Item Postings Tab (Requires Contractors On Site)

26. Click the **Select Items** button to open a modal window.
27. In the Select Items window, use the search bar and filters to find and select the items to include in your DWR. Select each item you want to add.
28. Click **Save**.
29. 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), **Comments**.
    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.
30. Click **Save**.
31. You may add **Attention Flags** to your DWR by clicking the number hyperlink under **Attention** 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.
32. At the bottom of your Item Posting's window, you will see a list of all **Materials** for the selected Material Set. Speak with the Materials Lead for your Contract in order to determine if you need to update any **Installed Quantities** for the item's Materials.
33. 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**. For more information on how to use AV: Watering, see the *Contracts - Watering (Measurement & Payment)* QRG.)
    b. Click the **DWR Item Posting** quicklink at the top of the window to return to the Item Postings tab of your DWR.
34. If you have additional source documentation to attach, click the Row Actions Menu for your Item Posting, select **Attachments,** and attach the document(s).
35. 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)

36. Review the *DWRs - Entering Submittals and Batch Data (DWR Acceptance Records)* QRG for this process.

Force Account Contractors Tab

37. Review the *Contracts - Force Account (Time & Materials) Documentation* QRG for this process

Submitting DWR

38. On the Contract Daily Work Report Summary, click the **Component Actions Menu** in the upper right corner.
39. In the Tasks section, select **Submit For Approval**. The system will change the Status of your DWR from Draft to Pending Approval.
40. 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**