DWRs – Creating & Submitting

Background:

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

To select Vendor Equipment or Vendor Personnel, this information will need to be entered prior to being selected on the DWR. Follow the *Contracts - Vendor Equipment & Personnel* QRG.

Roles:

Most Construction Roles

Navigation:

Construction > Contract Progress > Contract > Daily Work Reports tab

Add a new DWR

1. Click the **Add** button.
2. Enter the date of the DWR in the **DWR Date** field.
3. Click **Save**.

General Tab

4. Select the appropriate **Weather** from the dropdown. If additional information regarding the weather is needed, enter *Weather* in the remarks **Type** field and enter additional information in the **Remark** field.
5. Enter the **Rainfall Amount**, if known, and the **Low Temperature**, and **High Temperature**.

6. In the Remarks collapsible, choose the **Type** for any Remark added. Do not add information specific to a pay item in the General tab, use the Item Postings tab instead. Click **Save**.

Notes Tab

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

Contractors On Site Tab

7. Click the **Select Contractors** button to open a modal window.

8. 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.

9. Click the **Add to DWR Contractors** button at the bottom of the modal window.

10. Enter the **Start Time** and **End Time** for each contractor. If this DWR is being entered before the Start Time and End Time are known, they can be added or updated later to reflect the actual times worked.

    a. Contractors must be entered to report work even if only for payment. If this DWR is only for payment or submittal information and there is no work occurring onsite check the **Payroll Not Required** checkbox for all appropriate contractors.

11. Click **Save**.

Contractor Equipment Tab

12. For each contractor, click the **Row Actions Menu** on the far right of the Contractor's row.

13. In the Actions section, click **Select Vendor Equipment** if specific or specialty equipment has been added or **Select Generic Equipment,** if no vendor equipment has been added. This will open a modal window.

14. Use the search bar and filters to find the Equipment for this contractor. Click as many pieces of equipment as need to be added.

15. Click the **Add to DWR Contractor Equipment** button at the bottom of the modal window.

16. Enter **Number Used**, **Hours Used**, and **Comments**. It is possible to repeat steps 12-17 to create multiple rows of one equipment type.

17. Click **Save**.

Contractor Personnel Tab

18. For each contractor, open the **Row Actions Menu** of the Contractor's row.

19. In the Actions section, click **Select Employee** to add employees from contractor payroll, or click **Select Vendor Personnel** if specific personnel have been added, or **Select Generic Personnel** if not. This will open a modal window. Use the search bar and filters to find and select as many Personnel for this Contractor as need to be added to the DWR. Selected personnel will have a green checkmark.

20. Click the **Add to DWR Contractor Personnel** button at the bottom of the modal window.

21. Enter the **Number On Site**, **Total Hours**, and any applicable **Comments**. It is possible to repeat steps 18-22 to add multiple rows of one personnel type in order to delineate between people or to add specific hours on each row.

22. Click **Save**.

Item Postings Tab (Requires Contractors On-Site)

23. Click the **Select Items** button.

24. In the modal window use the search bar and filters to find and select the items to include in the DWR. Click **Save**.

25. Click the **Collapsible** arrow to expand the row for the item and fill out the **Contractor** and **Material Set** fields. If only one Contractor has been listed on the DWR they will automatically be chosen.

Note: A Material Set is a group of Materials used for an Item. If the item has one material set, the system will automatically select this for you. If the item does not have a Material Set, you can leave this field blank. If the item has multiple Material Sets, you will need to select the appropriate Material Set.

26. Enter the **Quantity** (skip if using an Agency View to calculate Quantity or if you are only reporting inspection information).

27. Enter **Station From** and **Station To** information OR enter the **Location** You must enter at least one to save the item posting. (If you are entering submittals you can put *submittal entry* in the location field.)

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28. Enter all inspection and/or installation information in the **Comments** field.

29. Click **Save**.

30. You may add **Attention Flags** to the DWR by clicking the **Component Actions Menu** and selecting **DWR Item Attention Flags** to open a modal window. Enter **Comments** for the 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 like you would use a sticky note on a paper document.

31. At the bottom of the Item Posting window, you will see a list of all **Materials** for the selected Material Set. If the item posting has Quantity posted, the Installed Qty of each material will auto-populate. REVIEW the materials at the bottom of the item posting. You can speak with the Materials Lead for the Contract or the materials rover in order to determine if there is a need to update the Installed Qty for an item.

   a. Some materials are added to material sets because they are frequently associated and have requirements that need to be tracked but are not always applicable, such as flexible watertight gaskets. Discuss with your Rover about whether the materials should be deleted from the material set. If there is an item in the material set with an incorrect Installed Qty, the Installed Qty should be manually changed to display the correct quantity.

   b. 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 on 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 a 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.

   c. 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.

32. 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 about DWR AVs see *DWRs – Using Item Posting Agency Views*.

   b. Click the **DWR Item Posting** hyperlink at the top of the window to return to the Item Postings tab of the DWR.

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33. If you have additional source documentation to attach, click the **Row Actions Menu** of the Item Posting (only accessible after the posting has been saved), select **Attachments**, click **Select File**, search for and select the source documentation and click **Open**. Enter any additional description information necessary and click **Save**.

34. To return to the DWR press **Previous**. You can tell the document was attached by selecting the item posting row action menu and viewing the number next to Attachments.

35. If you need to report on additional locations for your Item, click the **Row Actions Menu** for the Item and select **New Posting**. Repeat steps 25-33 for the new Item Posting.

Acceptance Records Tab (Requires a saved Item Posting)

36. For this process refer to the QRGs: *DWRs - Entering Submittals*, *DWRs - Batch Data,* or *Sample Record - Creating a Sample from DWR*.

Submitting DWR

37. On the Contract Daily Work Report Summary, click the **Component Actions Menu**.

38. In the Tasks section, select **Submit For Approval**. The system will change the Status of your DWR from Draft to Pending Approval.

39. If you have submitted this DWR in error click the **Component Actions Menu** and select **Change to Draft** to make edits.

Copying a DWR

1. To copy a previously created DWR select the **Row Actions Menu** for the DWR (if you are viewing DWRs on an overview screen), or the **Component Actions Menu** from the DWR Summary page, and select the **Copy** Action.

Note: Copying the DWR will copy all of the contractor equipment and personnel but will zero out the Number and Hours. It will also copy item posting information but will zero out the QTY Posted and null the Material Set unless there is only one material set for the item. If you choose to copy a DWR, make sure to update ALL of the reporting for the DWR you have created.

Next Steps:

If you are an inspector, keep your eye on the Rejected Daily Work Report Overview. If your DWR is rejected, review the Notes tab for any DWR information that may need to be corrected. To make corrections select the **Component Actions Menu** and select **Change to Draft** to edit the DWR.