



QUICK REFERENCE GUIDE:

DWRs – Review & Approve

Background:

Daily Work Reports (DWRs) with a status of Draft or Pending Approval can be reviewed and approved or rejected. Once a DWR is approved, it will be included in the Pay Estimate (based on the Pay Estimate date range). If the DWR has not been checked yet, refer to the *DWRs - Checking QRG*. Once a DWR is approved, no modifications can be made, including adding attachments. Only DWRs in a status of Draft can be modified. Running the DWR Report is another way to review information entered on a DWR.

Roles:

Construction Project Engineer, Construction Office Engineer

Navigation:

All Daily Work Report Overview

To Review the DWR without the report:

1. Under the All Daily Work Report Overview, click the **Status** dropdown and select **Pending Approval**.
2. Click the **DWR Date** hyperlink to open the DWR you're reviewing.
3. General tab - the **Attachments** field indicates if there are attachments on any record in this DWR. If Yes is populated under attachments this is a reminder to review attachments throughout the DWR.
4. Click through each Tab on the left to see the information entered on this DWR.
5. Attention Flags entered on DWR Item Postings can be reviewed by clicking the **Collapsible** arrow on the Item row and clicking the **flag icon** displayed on the Item Posting row (there will be no

icon if there is no attention flag). This opens a modal window with any information entered for the attention flag.

6. If the attention flag has been resolved or entered in error, click the **Row Actions Menu** and press **Delete**.
7. Click **Save**.
8. Item Postings Tab - To review the information entered on DWR Item Posting Agency Views, click the **Collapsible** arrow for each item to expand the row. Click the Item Posting **Row Actions Menu**.
9. In the Views section, click on any Agency View listed. When finished, the **DWR Item Posting** hyperlink at the top of the window will return you to the Item Postings tab of the DWR.
10. To review the information entered on the DWR Acceptance Record Agency Views, click the **Acceptance Records** tab.
11. For each Item, click the **Collapsible** arrow to expand the row, then click the Material **Row Actions Menu**. In the Views section, click on any Agency View listed.
12. After reviewing the DWR Item Posting Agency View, the **DWR Acceptance Record** hyperlink will return you to the Acceptance Records tab of the DWR.
13. On the Contract Daily Work Report Summary, click the **Component Actions Menu** in the upper right corner.
14. In the Tasks section, click **Approve** or **Reject**. The system will change the Status of the DWR to Approved or Rejected.

Next Steps:

If all DWRs for a Pay Period have been approved, the next step will be generating a pay estimate. See *Pay Estimates – Generating and Submitting*.