

DWRs - Checking

BACKGROUND: You can check Daily Work Reports (DWRs) with any Status in any Contract for which you have Contract Authority.

ROLES: Construction Office Engineer, Construction Project Engineer

NAVIGATION:

Construction > Contract Progress > Contract > Daily Work Reports

ROLES: Construction Inspector

NAVIGATION:

Inspector Links > Contract Progress > Contract > Daily Work Reports

1. For the DWR you are reviewing, click the Sequence hyperlink to open the DWR.
2. Click through each Tab on the left to see the information entered on this DWR.
3. Information on the *Item Postings Tab* can be entered directly into the Item Posting or on an Agency View. For each Item, click the arrow on the upper left of the posting to expand the Item Posting row.
4. Review the various fields for location, station, and comments (including calculations if applicable)
5. Click the **Row Actions Menu** and select **Attachments** to view any source documentation attached
6. To review Agency Views entry:
 - a. In the Views section, click on the **Agency View** (each Agency View is titled differently to reflect its purpose, but all start with "AV:").
 - b. When you are finished reviewing the DWR Item Posting Agency View, click the **DWR Item Posting** quicklink at the top of the window to return to the Item Postings tab of the DWR.
7. To review information entered on the DWR Acceptance Record Agency Views, click the **Acceptance Records** tab.
 - a. For each Item, click the arrow to **expand the row**, then click the Material **Row Actions Menu**.
 - b. In the Views section, click on the **Agency View**.
 - c. When you are finished reviewing the DWR Item Posting Agency View, click the **Dwr Acceptance Record** quicklink at the top of the window to return to the Acceptance Records tab of the DWR.
8. In the **Notes tab**, click the **New** button.
9. Select **C-Checked** from the **Note Type** dropdown and indicate what sections of the DWR you checked in the **Note** field (examples: Entire DWR, Proj Ln Num 120, etc.)
10. Click **Save**.