



QUICK REFERENCE GUIDE:

DWRs - Checking

Background:

You can check Daily Work Reports (DWRs) 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. You can also run the *DWR Report* from the Contract Daily Work Report Summary **Component Actions Menu** to review the DWR. If you choose this route you will still need to review Acceptance Records and any use of Agency Views.

Roles:

Construction Office Engineer, Construction Project Engineer

Navigation:

Contract Progress > Contract > Daily Work Reports

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

8. To review Agency Views entry on the item posting:
 - a. From the **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.
 - 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.
9. To review information entered on the DWR Acceptance Record Agency Views, click the **Acceptance Records** tab.
 - a. For each Item, click the arrow on the upper left to **expand the row**, then click the Material **Row Actions Menu**.
 - b. In the Views section, click on the **Agency View**. Every material does not have an 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.
10. In the **Notes tab**, click the **New** button.
11. 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.
12. Click **Save**.

Next Steps:

N/A

If you need further assistance please contact your Module Admin
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