

DWRs - Entering Submittals (DWR Acceptance Records)

BACKGROUND: DWR acceptance records are automatically generated on an Item Posting when you identify what material set was used in its installation. DWR acceptance records are also where submittals and batch data are entered, as well as where contract samples can be created (see Sample Records - Creating a Sample Record from a DWR for more information).

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

NAVIGATION:

Construction > Contract Progress >

1. Use the search and filter fields at the top of the page to find the desired contract and click its **Contract** hyperlink.
2. On the Contract Progress Summary page, select the **Daily Work Reports** tab on the left.
3. Use the *DWRs - Creating and Submitting* QRG add a new DWR and edit fields, or use the search and filter fields at the top of the page to find the desired DWR and click its **Sequence** hyperlink.
4. On the Contract Daily Work Report Summary page, select the **Item Postings** tab on the left.
Reminder: You must have a Contractor On Site prior to adding an item posting.
5. Find the desired item posting and click the arrow on the left to expand its row.
6. Use the dropdowns to select the **Material Set** that was used in the installation of the item and add a comment in the **Location** field (If you are only entering submittals, something like "Submittals" in the location will work. The system generates an acceptance record for each material in the material set.
7. On the **Acceptance Records** tab, find the desired material set's row. Using the arrow on the left, expand the row to reveal acceptance records for each material within the material set.
8. Using the arrow on the left, expand the row for the material you want to create an acceptance record for
9. Create a Submittal by using the acceptance record itself. Use the dropdown to select the correct value in the **Field Inspection Value** and **Comments** field. If this is a Cert, enter the **Approval Level**.

a. To attach a document use the Material's Row Actions Menu

The screenshot displays a software interface for material management. At the top, a header bar contains the following information: Item ID (613.0002.0000), Item Description (Culvert Marker Post), Project ID (NFHWY00494), Category ID (00BB), and Item Posting Num (1). Below this, a table lists material units with columns for Material, Source, Conversion Factor, Reported Matl Qty, and Cont Est Matl Qty. The first row shows Material '730-2.05 - Flexible Delineator Posts' with a Conversion Factor of 1.00000, Reported Matl Qty of 0.00000, and Cont Est Matl Qty of 2.00000. To the right of the table, an 'Actions' menu is open, listing options: Copy, Create New Sample Record, Delete, Views, Attachments (0), Links, Material, and Tracked Issues. Below the table, there are several input fields: 'Field Inspection Value' (set to 'MC - Manufacturer's Cert'), 'Approval Level' (set to 'PE - Project Engineer'), and 'Comments' (containing 'Carsonite'). A note at the bottom states: 'If Field Inspection Value = MC, Enter Manufacturer or QPL Reference Number in Comments'. On the right side of the form, there are additional fields for 'Sample Type', 'Source ID', 'Sample ID', 'Sampler ID', and 'Sample Date'.

b. From here navigate to Attachments or the AV title

10. Repeat step 10 for each material in the material set that has a submittal.

11. Click **Save** in the upper right corner.