

## DWRs - Reviewing and Approving

**BACKGROUND:** You can review and approve Daily Work Reports (DWRs) with a status of Draft or Pending Approval in any Contract for which you have Contract Authority. Once a DWR has been approved it can be included in a Pay Estimate. If you are checking the DWR while reviewing it for Approval, refer to the *DWRs - Checking QRG*. Attention flags can be used to place a temporary reminder or comment on a DWR item posting (much as you would use a sticky note on a paper document). Once a DWR is approved or no modifications, including attachments can be made. Only DWRs in a status of Draft can be modified.

**ROLES:** Construction Office Engineer, Construction Project Engineer

**NAVIGATION:**

All Daily Work Report Overview

1. On the All Daily Work Report Overview component, click the **Status** dropdown and select **Pending Approval**.
2. For the DWR you are reviewing, click the **DWR Date** hyperlink to open the DWR.
3. In the General tab, the **Attachments** field is an indicator of whether there are attachments on any record in this DWR (including Contract Equipment, Acceptance Records, etc.)
4. Click through each **Tab** on the left to see the information entered on this DWR.
5. To review Attention Flags entered on DWR Item Postings, click the arrow to expand the Item row.
  - a. If a flag icon is displayed on the Item Posting row, click the **flag icon** to open a modal window. If no flag icon is displayed, click the expand the Item Posting row, then click the number hyperlink under **Attention** to open a modal window.
  - b. Click **Save**.
6. To review information entered on DWR Item Posting Agency Views, click the **Item Postings** tab.
  - a. For each Item, click the arrow to **expand the row**, then click the Item Posting **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 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. On the Contract Daily Work Report Summary, click the **Component Actions Menu** in the upper right corner.
9. In the Tasks section, click **Approve** or **Reject**. The system will change the Status of the DWR to Approved or Rejected.