

## DWRs - Using Item Posting Agency Views

**BACKGROUND:** For agency personnel to use agency views to record contract item information on a Daily Work Report (DWR), you must first add the agency view to the contract item. Use the *DWRs - Creating and Submitting* QRG to add DWRs. Prior to using Agency Views they must be added to the contract item by your Project or Office Engineer (see *QRGS Agency Views - Adding for Contracts* and *Agency Views - Adding for Contract Items*).

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

**NAVIGATION:**

Construction > Contract Progress > Contract > Daily Work Reports

1. From the Daily Work Report Summary - Item Postings tab, click the arrow in the upper left of the posting to expand the row, then click the Item Posting **Row Actions Menu**.
2. In the Views section, select the **Title** of the DWR Item Posting Agency View.
3. Enter data in the Agency View fields. If the Agency View calculates a total Qty to be placed and you would like to use this Qty for your DWR Item Posting, select the **Use For Qty** checkbox. (Using this checkbox will trigger a warning to notify you that the Item Posting quantity has been overridden by the Agency View)
4. When you are done, click the **DWR Item Posting** quick link at the top of the page to return to your DWR.

**Note:** When the DWR is in a Draft status, the agency view information can be cleared out if needed. To do this, click the **Component Actions Menu**, then click **Clear Usage Data**.

Types of DWR Item Posting Agency Views:

- Area
- Volume
- Watering
- MBM
- Scales Summary
- Culverts
- Lbs/Seeding
- Structures
- Yield Summary
- Pile Driving Log
- Pile Driving Record