



## QUICK REFERENCE GUIDE:

# Diaries - Creating

### Background:

After a pay estimate is fully approved, the Project Engineer's diary entries, for dates within the date range of a pay estimate, are no longer able to be edited.

### Roles:

Construction Project Engineer

### Navigation:

Construction > Contract Progress > Contract > Diaries Tab

1. From the Diaries tab, press **Add**.
2. On the Add Daily Diary page, enter the date of the Diary in the **Diary Date** field.
3. Click **Save**.

### *General Tab*

4. Optional: Choose the appropriate **Weather** from the dropdown.
  - a. If additional information regarding the weather is needed, in the Remarks toggle the **Type** to *Weather* and enter the additional information in the **Remark** field.
5. Optional: Enter the **Low Temperature**, and **High Temperature**.
6. In the Remarks collapsible, choose the **Type** and enter information in the **Remark** field. Do not add item specific information to the Diary, create a DWR and add item information to the Item Postings tab.
7. Click **Save**.

### *DWRs tab*

8. Use *DWRs - Reviewing and Approving* QRG to review DWRs.
  - a. From the **Row Actions Menu** for each specific DWR you can run the **DWR Report** to see what is entered on the DWR.
  - b. From specific DWR **Row Actions Menus**, you can Reject the DWR(s) by selecting **Reject**.
9. To approve all Pending DWRs for the date of your Diary, click the **Approve Pending DWRs** button.

### *DWR Remarks Tab*

10. To add Remarks from an approved DWR to the Diary, click the **Select DWR Remarks** button to open a modal window.
11. In the Select DWR Remarks modal, click for each remark from Approved DWRs to add to the Diary.
12. Click the **Add DWR Remarks to Daily Diary** button at the bottom of the modal window.

### Next Steps:

N/A