

Diaries - Creating

BACKGROUND: You can create Diaries in any Contract for which you have Contract Authority.

ROLES: Construction Project Engineer

NAVIGATION:

Construction > Contract Progress > Contract > Diaries > Add Button

1. On the Add Daily Diary page, enter the date of the Diary in the **Diary Date** field.
2. Click the **Save** button in the upper right corner. The system saves the Diary and takes you to its Contract Daily Diary Summary page.

General Tab

3. Choose the appropriate **Weather** from the dropdown (If additional information regarding the weather is needed, enter Weather Type remarks in the Remarks section on the General tab).
4. Enter the Rainfall Amount, Low Temperature, and High Temperature.
5. In the Remarks collapsible, choose the **Type** for each **Remark** you add. Do not add item specific information to the Diary, create a DWR and add item information to the Item Postings tab.
6. Click **Save**.

DWRs tab

7. Use *DWRs - Reviewing and Approving* QRG to review DWRs.
8. To approve all Pending DWRs for the date of your Diary, click the **Approve Pending DWRs** button.

DWR Remarks Tab

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