



## QUICK REFERENCE GUIDE:

# DWRs – Entering Submittals

## Background:

In order for the system to generate an Acceptance Record, you must create and save an item posting that includes a material set. Only approved submittals should be attached to an acceptance record.

## Roles:

Most Construction roles

## Navigation:

Construction > Contract Progress > Contract > Daily Work Reports

1. Use the *DWRs - Creating and Submitting* QRG to 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.
2. On the Contract Daily Work Report Summary page, select the **Item Postings** tab on the left. Reminder: Before an Item Posting can be entered, a Contractor On Site must be selected.
3. Find the desired item posting and click the **Collapsible** arrow on the left to expand its row.
4. If not already selected, 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.
5. On the **Acceptance Records** tab, find the desired material set’s row. Using the **Collapsible** arrow on the left, expand the row to reveal acceptance records for each material within the material set.

6. Using the **Collapsible** arrow on the left, expand the row for the material you want to create an acceptance record for.
7. 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**.
8. Click **Save**.
9. Expand the Acceptance Record, select the **Row Actions Menu** for the material you are entering, and select **Attachments**.
10. In the Attachments Overview press the **Select File** button, find the approved submittal on your computer, and press **Open**.
11. Enter any necessary **Description** information and press **Save**. You can navigate back to the DWR by pressing **Previous**.

*To copy an existing acceptance record for an item material or create an additional acceptance record:*

1. On the **Acceptance Records** tab, find the desired Item ID. Using the **Collapsible** arrow on the left, expand the row to display the Materials
2. Expand the material to be copied, click the material’s **Row Action Menu**, and select **Copy**.
3. Modify any data necessary on the copy to appropriately capture the additional submittal information.
4. Click **Save**



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*To copy an acceptance record to other bid items containing the same material:*

1. On the **Acceptance Records** tab, find the desired Item ID, and using the **Collapsible** arrow on the left, expand the row to display all the Materials.
2. Locate and expand the row for the material acceptance action to be copied.
3. Click on the materials **Row Action Menu** and select **Copy DWR Acceptance Records To Items**.
4. Select the items you would like the material to copy to.
5. Select **Copy** in the bottom right corner.

Note: The acceptance action and selected values in **Field Inspection Value**, **Approval Level**, and **Comments** will be copied, but the attachment will not.

### Next Steps:

To make sure the approved submittal was attached to the correct row, run the *Contract Materials Acceptance Report* (from the Global Actions Menu in the upper right corner). For more information on generating reports see the QRG: *Reports – Generating*.