

## DWRs - Entering Concrete Batch Data (DWR Acceptance Records)

**BACKGROUND:** DWR acceptance records are automatically generated on an Item Posting when you identify what material set was used in its installation. DWR acceptance records are also where submittals and batch data are entered, as well as where contract samples can be created (see Sample Records - Creating a Sample Record from a DWR for more information).

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

**NAVIGATION:**

Construction > Contract Progress >

1. Use the search and filter fields at the top of the page to find the desired contract and click its **Contract** hyperlink.
2. On the Contract Progress Summary page, select the **Daily Work Reports** tab on the left.
3. Use the *DWRs - Creating and Submitting* QRG 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.
4. On the Contract Daily Work Report Summary page, select the **Item Postings** tab on the left. Reminder: You must have a Contractor On Site prior to adding an item posting.
5. Find the desired item posting and click the arrow on the left to expand its row.
6. 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 adding batch data, something like "Batch Data" in the location will work. The system generates an acceptance record for each material in the material set.
7. On the **Acceptance Records** tab, find the desired material set's row. Using the arrow on the left, expand the row to reveal acceptance records for each material within the material set.
8. Using the arrow on the left, expand the row for the material for which you want to create an acceptance record.
9. Enter Batch Data by using the acceptance record itself.
  - a. To use the DWR Acceptance Record AV for Batch Data, click on **AV: Concrete Batch Data** in the Material's Row Actions Menu

Item ID	Item Description	Project ID	Category ID	Sequence Num
501.0004.0000	Class A Concrete	CMTRAIN_35	00BB	2
n/a	Sequence	Qty Posted	Material Set	Materials
		1	0.000	5

  

Material	Source
501-2.02 - Concrete for Structures	-

  

Material Units	Conversion Factor	Reported Matl Qty	Cont Est Matl Qty
	1.00000	45.00000	0.00000

  

Field Inspection Value: [Dropdown]

Approval Level: [Dropdown]

Comments: [Text Area]

If Field Inspection Value = Cert, Enter Manufacturer or QPL Reference Number in Comments

Sample Type: [Dropdown]

Source ID: [Search Field]

Sample ID: [Text Field]

Sampler ID: [Text Field]

Sample Date: [Text Field]

Actions Menu:

- Copy
- Copy DWR Acceptance Records to Items
- Create New Sample Record
- Delete
- Views
- Attachments (1)
- AV: Concrete Batch Data**
- Links
- Material
- Tracked Issues

Last Modified 05/06/2022

10. Enter the Batch Data information in the Agency View Summary for AV: Concrete Batch Data. Click **Save**.
11. If a sample record is needed, create a sample record from the acceptance record, see *Sample Records - Creating a Sample Record from a DWR QRG* beginning at Step 6.