Daily Work Reports and Daily Diaries

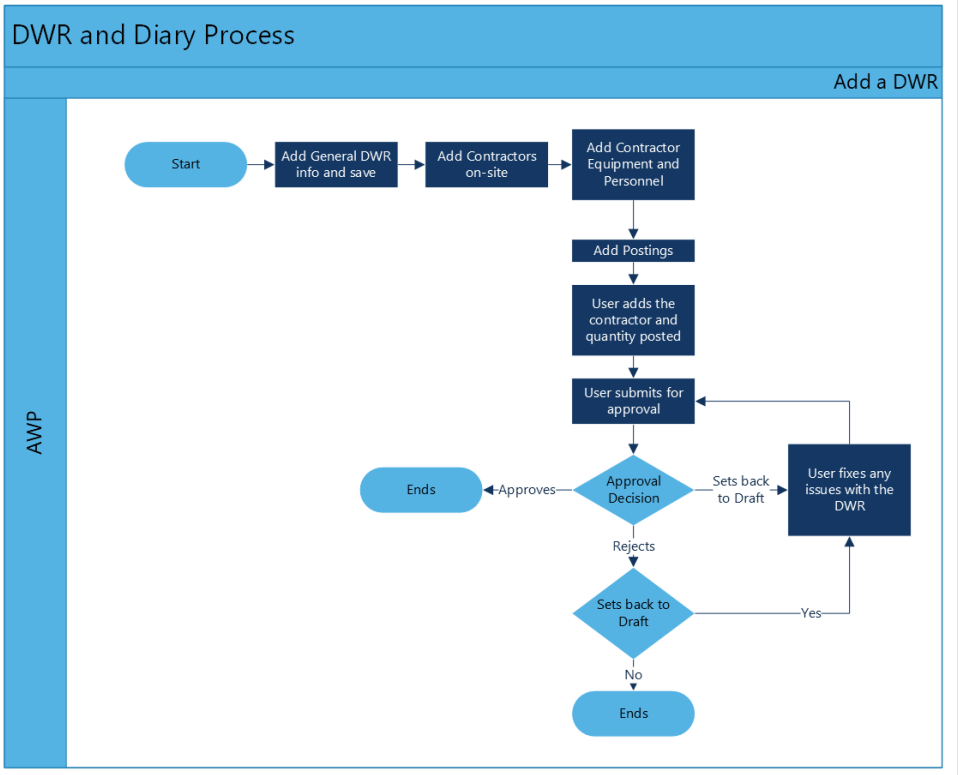
Role(s):

SysWide (Admin)	KYTC_Construction Admin
KYTC_Central Office Construction	KYTC_Final Estimate Section
KYTC_Section Office Supervisor	KYTC_Section Office Manager
KYTC_District Construction Office Manager	KYTC_FHWA
KYTC_Inspector	KYTC_Contract Estimate Section Mars
KYTC_State Highway Engineer	KYTC_Deputy State Highway Engineer
KYTC_Materials Admin	KYTC_District PD&P TEBM

Background:



- **Note:** The steps for how to create a Sample Record or Acceptance Action from a Daily Work Report will be covered in the *Sample Records and Testing* instruction guide.
- Below is a high-level overview of the Daily Work Report (DWR) and Daily Diary process.



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Daily Work Reports and Daily Diaries

Viewing Daily Work Reports

Navigation: AASHTOWare Project Dashboard

1. From the Construction component, click the **Contract Progress** link.
2. In the **Quick Find** search box, search for and select the **Contract ID** link for the contract.
3. From the Contract Progress Summary, click the **Daily Work Reports** tab.
4. Click the **Show first 10** link to view any Daily Work Reports that have already been created for this contract.
5. Click the **Sequence Number** link to open a specific Daily Work Report to view.

Creating a Daily Work Report

- Only the following role(s) can complete this section: SysWide (Admin), KYTC_Construction Admin, KYTC_Central Office Construction, KYTC_Final Estimate Section, KYTC_Section Office Supervisor, KYTC_Section Office Manager, KYTC_District Construction Office Manager, KYTC_Inspector, KYTC_State Highway Engineer (Any), KYTC_Deputy State Highway Engineer (Any), and KYTC_District PD&P TEBM

Navigation: Construction > Contract Progress > Contract ID link > Contract Progress Summary

1. From the Contract Progress Summary, click the **Daily Work Reports** tab.
2. Click the **Add** button.
3. In the **DWR Date** field, enter the date of the Daily Work Report.
   - **Note**: This date will default to the current date and can be modified to a prior date, but not a future date. The DWR date must be after the NTP-DT date on the contract.
4. The **Inspector** field will default to the user adding the DWR. Once the DWR is saved, the user's database ID will be replaced with their name.
5. From the **Weather** drop-down menu, select the weather for the DWR.
6. In the **Rainfall Amount** field, enter the inches of rainfall if applicable.
7. In the **Low Temperature** field, enter the low temperature for the day.

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- **Note**: Use the minus sign (-) when entering a negative temperature.

8. In the **High Temperature** field, enter the high temperature for the day.
9. Enter any remarks, if applicable, by selecting a **Type** from the drop-down menu and adding your comments in the **Remarks** field.

- **Note**: KYTC Policy requires General Remarks (Brief summary of work), Traffic Control Remarks, and Controlling Operation Remarks (If working day contract) on all Daily Work Reports.

10. Click the **Save** button.

- **Note:** Once saved, additional tabs will appear on the Daily Work Report Summary. Time charges can optionally be entered on the **Contract Time** tab.

Adding Contractors on Site to a DWR

- Only the following role(s) can complete this section: Syswide (Admin), KYTC_Constuction Admin, KYTC_Central Office Construction, KYTC_Final Estimate Section, KYTC_Section Office Supervisor, KYTC_Section Office Manager, KYTC_District Construction Office Manager, KYTC_Inspector, KYTC_State Highway Engineer (Any), KYTC_Deputy State Highway Engineer (Any), and KYTC_District PD&P TEBM

Navigation: Construction > Contract Progress > Contract ID link > Contract Progress Summary > Daily Work Report tab > DWR Sequence Number

1. From the Contract Daily Work Report Summary, click the **Contractors on Site** tab.

- **Note**: The DWR must be in Draft status.

2. Click the **Select Contractors** button.
3. From the Select Contractors modal, search for and select one or many Contractors associated to the Contract.

- **Note**: The contract should be active.
- **Note**: The number of contractors selected can be seen in the upper right corner of the modal.

4. Click the **Add to DWR Contractors** button.
5. In the **Start Time** field, enter the start time for the contractor.

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- **Note**: The date and time can be modified after clicking out of the field. Also, the user can enter one digit for the month and day, if applicable.

6. In the **End Time** field, enter the end time for the contractor.

- **Note**: The date and time can be modified after clicking out of the field. Also, the user can enter one digit for the month and day, if applicable.

7. In the **Hours** field, enter the number of hours the contractor was on site.

- **Note**: Start and End times, and Hours worked are required on all Daily Work Reports when contractor was physically present on site. If Daily Work Report is for payment only, user should check the "Payroll Not Required" box.

8. Click the **Save** button.

Adding Contractor Equipment and Personnel to a DWR

- Only the following role(s) can complete this section: Syswide (Admin), KYTC_Constuction Admin, KYTC_Central Office Construction, KYTC_Final Estimate Section, KYTC_Section Office Supervisor, KYTC_Section Office Manager, KYTC_District Construction Office Manager, KYTC_Inspector, KYTC_State Highway Engineer (Conditional), KYTC_Deputy State Highway Engineer (Conditional), and KYTC_District PD&P TEBM
- **Note**: KYTC_State Highway Engineer and KYTC_Deputy State Highway Engineer roles can only add equipment to a DWR. These roles cannot add personnel to a DWR.

Navigation: Construction > Contract Progress > Contract ID link > Contract Progress Summary > Daily Work Report tab > DWR Sequence Number

1. From the Contract Daily Work Report Summary, click the **Contractor Equipment** tab.

- **Note**: The contract should be active and the DWR must be in Draft status.
- **Note**: Contractors must be added as On Site.

2. Click the row **Actions** menu for the contractor and click the **Select Generic Equipment** action.
3. Search for and select one or many pieces of equipment.
4. Click the **Add to DWR Contractor Equipment** button.

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5. In the **Number On Site** field, enter the number of pieces of equipment that were on site.
6. In the **Number Used** field, enter the number of pieces of equipment that were used.
7. In the **Hours Used** field, enter the number of hours the equipment was used.
8. In the **Hours Idle** field, enter the number of hours the equipment was idle.
9. In the **Comments** field, enter comments as necessary.
10. Click the **Save** button.
11. Repeat steps 2 – 10 for each contractor on the DWR.
12. Click the **Contractor Personnel** tab.
13. Click the row **Actions** menu for the contractor and click the **Select Generic Personnel** action.
14. Search for and select one or many personnel types.
15. Click the **Add to DWR Contractor Personnel** button.
16. In the **Number On Site** field, enter the number of personnel on site.
17. In the **Total Hours** field, enter the total hours the personnel were on site.
18. In the **Decision Class** field, search for and select the proper decision class (if applicable)
19. In the **Comments** field, enter comments as necessary.
20. Click the **Save** button.
21. Repeat steps 13 – 20 for each contractor on the DWR.

Adding a Posting to a DWR

- Only the following role(s) can complete this section: Syswide (Admin), KYTC_Constuction Admin, KYTC_Central Office Construction, KYTC_Final Estimate Section, KYTC_Section Office Supervisor, KYTC_Section Office Manager, KYTC_District Construction Office Manager, KYTC_Inspector, KYTC_State Highway Engineer (Any), KYTC_Deputy State Highway Engineer (Any), KYTC_Materials Admin (Any), and KYTC_District PD&P TEBM

Navigation: Construction > Contract Progress > Contract ID link > Contract Progress Summary > Daily Work Report tab > DWR Sequence Number

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Daily Work Reports and Daily Diaries

1. From the Contract Daily Work Report Summary, click the **Postings** tab.
   - **Note**: If the Prime is selected as on site, any items can be added. If another contractor is selected as on site, then only items assigned to them on their subcontract can be associated to the vendor.
   - **Note**: The contract should be active and the DWR must be in Draft status.
2. Click the **Select Items** button.
3. Search for and select the items to be added to the DWR.
4. Click the **Save** button.
5. Click the **Expand** arrow to open the New DWR Item Posting.
6. In the **Contractor** field, select the contractor for the item.
   - **Note:** The Prime contractor will be defaulted.
7. In the **Quantity Posted** field, enter the quantity of the item that was used in the field.
   - **Note**: The user will get a warning if the project item line number quantity posted to date is greater than the current quantity.
   - **Note**: A user can add a posting that was 'zeroed' out in a Change Order (CO).
8. Enter either the **Station From** information or the **Location** information (one or the other is required).
9. The **Material Set** field will pre-populate if there is a material set available for the line item.
10. Click the **Save** button.
    - **Note**: You can add additional item postings for a contract project item by clicking on the Actions menu for the project line number (main posting for the item) and clicking **New Posting**.
    - **Note**: You can add additional item postings by clicking **Duplicate Row** or **Insert Row** on an existing Item Posting. Duplicate Row will create a copy of the row selected, and insert row will create a new posting under the row selected.

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Deleting a Contractor from a DWR

- Only the following role(s) can complete this section: Syswide (Admin), KYTC_Constuction Admin, KYTC_Central Office Construction, KYTC_Final Estimate Section, KYTC_Section Office Supervisor, KYTC_Section Office Manager (Any), KYTC_District Construction Office Manager, KYTC_Inspector, KYTC_State Highway Engineer (Any), KYTC_Deputy State Highway Engineer (Any), and KYTC_District PD&P TEBM
- **Note**: If a contractor was added in error, you can delete them from the draft DWR by taking the following steps:

Navigation: Construction > Contract Progress > Contract ID link > Contract Progress Summary > Daily Work Report tab > DWR Sequence Number

1. From the Contract Daily Work Report Summary, click the **Contractors on Site** tab.
   - **Note**: The Contractor cannot be tied to any postings on the DWR. The postings must be deleted, or contractor information on the posting edited, prior to deleting the contractor.
2. Click the row **Actions** menu for the contractor and select the **Delete** action.
   - **Note**: The system will remove any Contractor Equipment or Personnel previously tied to the Contractor.
3. Click **Save**.

Submitting a DWR for Approval

- Only the following role(s) can complete this section: Syswide (Admin), KYTC_Constuction Admin, KYTC_Central Office Construction, KYTC_Final Estimate Section, KYTC_Section Office Supervisor, KYTC_Section Office Manager, KYTC_District Construction Office Manager, KYTC_FHWA (Any), KYTC_Inspector, KYTC_Contract Estimate Section Mars (Any), KYTC_State Highway Engineer (Any), KYTC_Deputy State Highway Engineer (Any), and KYTC_District PD&P TEBM

Note: The DWR must be in Draft status to be submitted for approval.**Navigation:** Construction > Contract Progress > Contract ID link > Contract Progress Summary > Daily Work Report tab > DWR Sequence Number

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1. From the Contract Daily Work Report Summary, click the component **Actions** menu and select the **Submit for Approval** task.

- **Note**: The DWR Status will update to Pending Approval and the DWR will not be editable.

Setting a DWR Back to Draft Status

- Only the following role(s) can complete this section: Syswide (Admin), KYTC_Constuction Admin, KYTC_Central Office Construction, KYTC_Final Estimate Section, KYTC_Section Office Supervisor, KYTC_Section Office Manager, KYTC_District Construction Office Manager, KYTC_FHWA (Any), KYTC_Inspector, KYTC_State Highway Engineer (Any), KYTC_Deputy State Highway Engineer (Any), and KYTC_District PD&P TEBM
- **Note**: The DWR must be in Pending Approval or Rejected status to be changed back to Draft status.

Navigation: Construction > Contract Progress > Contract ID link > Contract Progress Summary > Daily Work Report tab > DWR Sequence Number

1. From the Contract Daily Work Report Summary, click the component **Actions** menu and select the **Change to Draft** task.

- **Note**: The DWR Status will update to Draft.

Rejecting a DWR

- Only the following role(s) can complete this section: Syswide (Admin), KYTC_Constuction Admin, KYTC_Central Office Construction, KYTC_Final Estimate Section, KYTC_Section Office Supervisor, KYTC_Section Office Manager, KYTC_District Construction Office Manager, KYTC_State Highway Engineer (Any), KYTC_Deputy State Highway Engineer (Any), and KYTC_District PD&P TEBM
- **Note**: The DWR must be in a Pending Approval status to reject.

Navigation: Construction > Contract Progress > Contract ID link > Contract Progress Summary > Daily Work Report tab > DWR Sequence Number

1. From the Contract Daily Work Report Summary, click the component **Actions** menu and select the **Reject** task.

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- **Note:** Once rejected, the DWR Status will update to Rejected. After the user has rejected the DWR, they can set it back to Draft to edit.

Approving a DWR

- Only the following role(s) can complete this section: Syswide (Admin), KYTC_Constuction Admin, KYTC_Central Office Construction, KYTC_Final Estimate Section, KYTC_Section Office Supervisor, KYTC_Section Office Manager, KYTC_District Construction Office Manager, KYTC_State Highway Engineer (Any), KYTC_Deputy State Highway Engineer (Any), and KYTC_District PD&P TEBM
- **Note**: The DWR must be in a Pending Approval or Draft status to approve.

Navigation: Construction > Contract Progress > Contract ID link > Contract Progress Summary > Daily Work Report tab > DWR Sequence Number

2. From the Contract Daily Work Report Summary, click the component **Actions** menu and select the **Approve** task.

- **Note:** Once approved, the DWR Status will update to Approved and the postings on the DWR can be included on Payment Estimates.
- **Note**: The DWR will no longer be editable, and the status can only be set to Rejected from the Approved status. DWR status cannot be changed once the DWR is included on a payment estimate.

Viewing Daily Diaries

Navigation: AASHTOWare Project Dashboard

1. From the Construction component, click the **Contract Progress** link.
2. In the **Quick Find** search box, search for and select the **Contract ID** link for the contract.
3. From the Contract Progress Summary, click the **Diaries** tab.
4. Click the **Show first 10** link to view any Daily Diaries that have already been created for this contract.
5. Click the **Daily Diary Date** to open a specific Diary to view.

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- **Note**: A Daily Diary is a collection of all the authorized Daily Work Reports submitted on one day by all inspectors working on a contract.

Creating a Daily Diary

- Only the following role(s) can complete this section: Syswide (Admin), KYTC_Constuction Admin, KYTC_Central Office Construction, KYTC_Final Estimate Section, KYTC_Section Office Supervisor, KYTC_Section Office Manager, KYTC_District Construction Office Manager, KYTC_State Highway Engineer (Any), KYTC_Deputy State Highway Engineer (Any), and KYTC_District PD&P TEBM

Navigation: Construction > Contract Progress > Contract ID link > Contract Progress Summary

1. From the Contract Progress Summary, click the **Diaries** tab.
2. Click the **Add** button.
3. In the **Diary Date** field, enter the date of the Daily Diary.

- **Note**: This date will default to the current date and can be modified to a future or prior date.

4. The **Author** field will default to the user adding the DWR.
5. In the **Comments** field, enter comments as necessary.
6. Enter any remarks, if applicable, by selecting a **Type** from the drop-down menu and adding your comments in the **Remarks** field.
7. Click the **Save** button.
8. Once the Daily Diary is saved, click the **DWRs** tab to view all DWRs for the Diary Date.

- **Note**: You can perform the same DWR status change tasks for each DWR on this page.

9. Click the **Contract Times** tab to view all contract times for the Diary Date.

- **Note:** Time charges can be entered manually on this tab or applied from a DWR using the **Apply DWR Contract Time** on the row **Actions** menu.

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Daily Work Reports and Daily Diaries

Populating a Daily Diary with Related DWR Weather

- **Note**: A diary becomes locked once included on a Payment Estimate.

Navigation: Construction > Contract Progress > Contract ID link > Contract Progress Summary > Diaries tab > Diary Date

1. From the Contract Daily Diary Summary, click the component **Actions** menu and select the **Populate Related DWR Weather** action.

- **Note:** The system will populate weather information from the DWRs with the same date as the Daily Diary, regardless of whether the DWRs are approved. The Lowest and Highest temperatures from any DWRs on the date will populate, but the **Weather** field will populate only if the DWRs all have the same selection.

Viewing DWRs on a Daily Diary

Navigation: Construction > Contract Progress > Contract ID link > Contract Progress Summary > Diaries tab > Diary Date

1. Click the **DWRs** tab to view all DWRs for the Diary Date.
2. You can approve multiple DWRs from the Diary by clicking the **Approve Pending DWRs** button.

- **Note**: The system will update the DWRs that were pending to the Approved status.
- **CAUTION**: While the system allows the simultaneous update of multiple DWRs in the Pending Approval status, **users should take this action with caution**. The preferred method would be to **review each DWR individually** prior to approving the DWR to ensure they are taking the correct action. In addition, the system does not prompt the user to confirm they are intending to approve all DWRs. Once the button is clicked, the DWR statuses are switched to approved automatically. For these reasons, **it is strongly recommended that each DWR be reviewed before using this function**.

3. You can add DWR Remarks to the Diary for any approved DWR by clicking the **DWR Remarks** tab.
4. Click the **Select DWR Remarks** button to view the list of remarks for any approved DWR. Once a remark has been selected, click the **Add DWR Remarks to Daily Diary** button.

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