

Managing Daily Diaries

Additional Quick Reference Guides, training documents, and the Construction and Materials User Guides are available from ODOT.

Background:

- A Daily Diary is a collection of all the authorized Daily Work Reports (DWRs) submitted on one day by all inspectors working on a contract. The project manager usually submits one daily diary per day per contract.
- In the daily diary, the project manager authorizes the DWRs and records the time charge information for the day.
- The system does not allow more than one diary to be created per day per contract, and a diary may not be created for a future date. Diaries can be created for days when no DWRs are collected.



Role(s): Project Manager

Adding a Daily Diary:

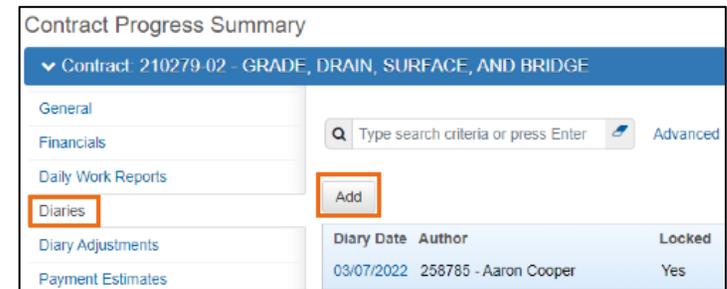
1. From the Construction component, click the **Contract Progress** link.
2. Search for the desired contract.
3. Click the **Contract** link to open the contract.
4. Click on the **Diaries** tab.
 - i. **Note:** If other Diaries were previously entered for this contract, they will be listed here.
 - ii. **Note:** To view all the Diaries for all the contracts you can access, you can navigate to the **Construction** component from the home screen and click the **Daily Diary** link. Then, click the **component Actions** menu and



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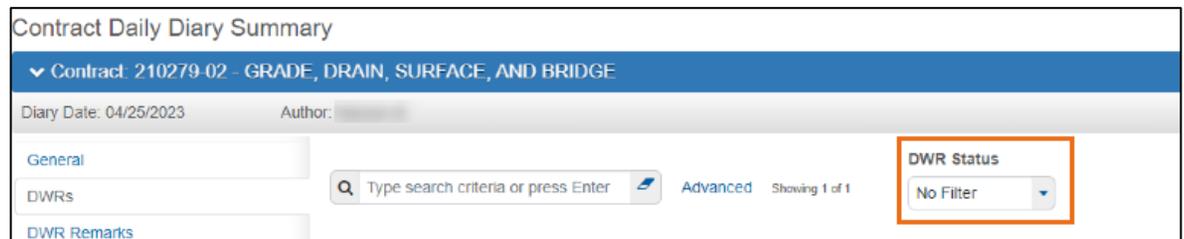
choose the **Select Contract to Add Daily Diary** action. Search for and select the contract ID to which to add a Daily Diary. Then, click the **Create Daily Diary on Contract** button.

5. Click the **Add** button.
6. In the **Diary Date** field, enter the date documented by the diary.
 - i. **Note:** This defaults to the current date.
7. Click the **Save** button.
8. Click on the **component Actions** menu and select the **Populate Related DWR Weather** action.
 - i. **Note:** This will pull the weather in from any DWRs on this contract for this same date.
 - ii. **Note:** If there are multiple DWRs for the same day and the Weather selections were the same on all DWRs, it will be populated on the Diary; if the Weather selections were different, it will remain blank. The system will also bring in the highest of the high temperatures and the lowest of the low temperatures.
9. In the **Comments** field, enter any additional information about the record.
10. Click the **Save** button.



Viewing DWRs in a Daily Diary:

1. Click the **DWRs** tab.
 - i. **Note:** All DWRs for the same date as the Diary will be listed here, no matter the DWR Status. You can use the **DWR Status** filter to view certain types of DWRs.
2. Click the **DWR Status** filter and select *Pending Approval*.
3. To open a DWR, either click on the **Sequence** number link, or click the **row Actions** menu and select the **Open** action.
4. For information on DWRs, please refer to the **Managing Daily Work Reports** guide.





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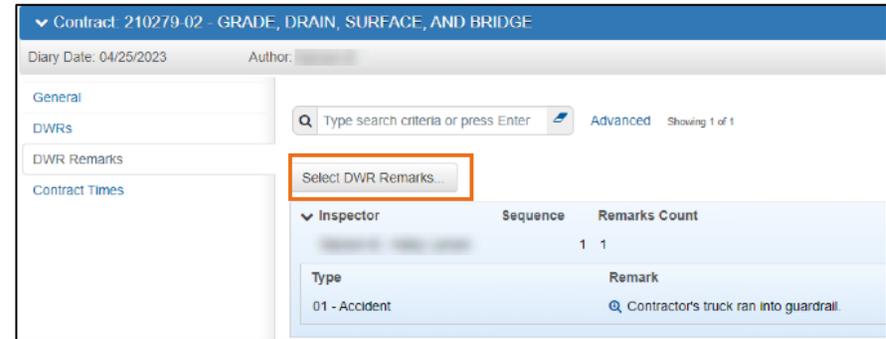
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Approving and Rejecting DWRs in a Daily Diary:

1. Click the **row Actions** menu and select the **Approve** or **Reject** task.
 - i. **Note:** Only DWRs that have been approved will be included on any Payment Estimate.

Adding DWR Remarks to a Daily Diary:

1. Click the **DWR Remarks** tab.
 - i. **Note:** The system will list out all the DWRs for the same date as this Diary Date.
2. Expand a Diary by clicking the **expand** arrow on the desired row.
 - i. **Note:** The system displays the message, “No rows found matching criteria,” because the DWR remarks have not been imported into the Diary yet.
3. Click the **Select DWR Remarks** button.
4. Select the desired DWR remarks.
 - i. **Note:** Remarks selected here will be included in the Monthly Time and Diary report.
5. After all desired DWR remarks have been selected, click the **Add DWR Remarks to Daily Diary** button.
 - i. **Note:** This action will bring in the selected DWR remarks into the Diary.



Recording Time Information in a Daily Diary:

Note: The **Contract Times** tab is the only place where you can charge a day on an Available Time type Contract Time. Please note that charging a day is not necessary on a Fixed Completion or Calendar Days type contract. If nothing is listed on this tab, please refer to the **Managing Contract Times** guide.



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Managing Daily Diaries

1. Click the **Contract Times** tab.
 - i. **Note:** There could be multiple Contract Times listed here. For example, if the contract is an Available Days type contract and it has an Available Days milestone, then both would be listed here, and you would be able to charge time to them independently.
2. Click the **Contractor Working** check box to indicate there were contractors working for that day on this contract.
3. In the **Work Start Time** field, enter the time the contractors began working on the selected Diary Date.
4. In the **Work Stop Time** field, enter the time the contractors stopped working on the selected Diary Date.
5. In the **Time Charged** field, enter the time that should be charged for this day on this Contract Time.
 - i. **Note:** For Day Charges, your options are 0 and 1. For Hourly Time Charges, it can be a maximum of 24 hours, and increments of .25 hours (15 minutes) are supported.
6. In the **Comments** field, enter any additional comments that need to be recorded to this specific contract time for this daily diary date.
7. Click the **Save** button.

Time ID	Time Charged	Adj Time Chrg	Curr Time Units Chrg on Diar...								
00 AT	1.00		22.00								
<table border="1"> <thead> <tr> <th>Time Descr</th> <th>Main</th> <th>Time Unit</th> <th>Time Type</th> </tr> </thead> <tbody> <tr> <td>CONTRACT REQUIREMENTS</td> <td>Yes</td> <td>Days</td> <td>Available Time</td> </tr> </tbody> </table>				Time Descr	Main	Time Unit	Time Type	CONTRACT REQUIREMENTS	Yes	Days	Available Time
Time Descr	Main	Time Unit	Time Type								
CONTRACT REQUIREMENTS	Yes	Days	Available Time								
Time ID		Time Charged									
00 AT		1.00									
Contractor Working		Adjusted Time Charged									
<input checked="" type="checkbox"/>											
Delay Reason		Change in Time Charged									
Work Start Time		Work Stop Time									
04/25/2023 06:00 AM		04/25/2023 07:00 PM									
Comments											