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Managing Daily Work Reports

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

Background:

- The Daily Work Reports (DWRs) are created to document the work that is performed daily on a contract. The information recorded in a DWR is based on actual activity, not planned activity, and is essential for the administration of a contract. Daily information is recorded about the weather, the personnel who worked at the construction site, the hours worked, the equipment used, and the actual work that was performed on that day. This data is collected in the field by the project manager, project engineer, and the inspectors working on the contract.
- A user can create multiple DWRs per day. Each DWR must be approved before the information recorded can be submitted on a Daily Diary. When a DWR is submitted for approval, it is either approved or sent back to be modified and resubmitted. The project manager can review or print all the information in one or more DWRs by generating a DWR Report.

Key to Action Buttons



Global Actions menu (top of the screen)



Component Actions menu (on headings)



Row Actions menu (on rows)

Role(s): Project Manager or Project Inspector

Adding a Daily Work Report:

1. Log on to AASHTOWare Project.
2. From the Construction component, click the **Contract Progress** link.
3. Search for and select the contract ID to which to add a DWR.
4. Click the **Contract ID** link.



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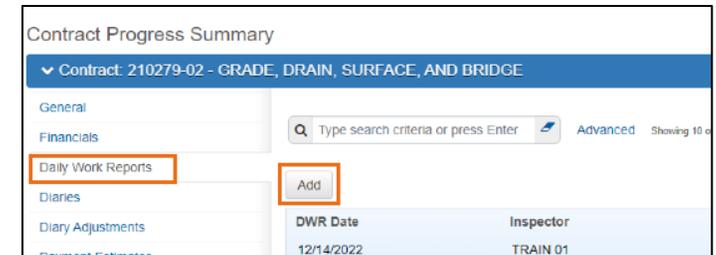
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5. Click the **Daily Work Reports** tab.
 - i. **Note:** To view all the Daily Work Reports on all the contracts you can access, navigate to the Construction component and click the **Daily Work Reports** link. To view all the Daily Work Reports grouped by Contract, you can navigate to the Construction component and click the **Daily Works Reports by Contract** link.
 - ii. **Note:** To add a Daily Work Report from either component, click the component **Actions** menu and choose the **Select Contract to Add DWR** action. Search for and select the contract ID to which to add a DWR. Then, click the **Create DWR on Contract** button.
6. Click **Add**.
7. In the **DWR Date** field, enter the date for the DWR.
8. In the **Inspector** field, search for and select the user ID of the inspector associated with this DWR.
 - i. **Note:** This defaults to the current user logged into the system.
9. In the **Weather** field, click the drop-down arrow and select the appropriate weather condition.
10. In the **Rainfall Amount** field, enter the amount of rainfall recorded for the DWR date, if appropriate.
11. In the **Low Temperature** field, enter the low temperature recorded for the DWR date.
12. In the **High Temperature** field, enter the high temperature recorded for the DWR date.
13. The **Contractors Onsite** field indicates whether a contractor is recorded on the DWR.
14. The **Daily Staff Onsite** field indicates whether any daily staff are recorded on the DWR.
15. The **Attachments** field indicates whether there are attachments associated with this DWR.
16. The **Remarks** field indicates the number of remarks.
17. The **Federal / State / OTA Project Number** field indicates the Federal Project Number / State Project Number / OTA Project Number assigned to the contract this Daily Work Report is on.
18. The **Entered By** field indicates the user ID and name of the person that created the DWR.
19. The **Entered Date** field indicates the date and time the record was added to the system.
20. The **Approval Date** field indicates the date that the DWR was approved.





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21. The **Approved By** field indicates the user who approved the DWR.
22. The **Payment Est Num** field indicates the **Payment Estimate Number** that this DWR was included on.
23. The **Payment Est Status** field indicates the status of the payment estimate.
24. The **Agency Views** field indicates whether agency views are associated with a contract item posted to this DWR.
25. The **Work Items Installed** field indicates whether any work items are recorded on the DWR.
26. In the **Remarks** section, in the **Type** field, click the drop-down arrow and select the appropriate remark type.
 - i. **Note:** Additional lines can be added for more Remark Types.
27. In the **Remarks** field, enter the pertinent remarks for the Remark Type that was selected.
28. Click the **Save** button.
 - i. **Note:** Once a DWR is fully approved and locked, you can enter notes for the DWR on the **Notes (Approved DWR Only)** tab. From that tab, click the **New** button and enter the additional information in the **DWR Note** field.
 - ii. **Note:** Anyone who can access the DWR is able to modify a note entered by another individual. This is commonly used to document what is wrong with a DWR if it is rejected.

Adding Contractors On Site:

1. Click the **Contractors On Site** tab.
2. Click the **Select Contractors** button.
3. Search for and select the contractor(s) for this DWR.
 - i. **Note:** In this list, the system will only display the prime and subcontractors.
4. Click the **Add to DWR Contractors** button.



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5. In the **Start Time** field, enter the time of day this contractor was first observed on site for this DWR.
6. In the **End Time** field, enter the time of day this contractor was last observed on site for this DWR.
7. In the **Hours** field, enter the total time the contractor was observed on the construction site on the DWR date.
8. Click the **Save** button.

Contractor
SAC Services, Inc.

Start Time ▼ End Time ▼

04/25/2023 08:00 AM 🗓 04/25/2023 05:00 PM 🗓

Adding Contractor Equipment on a DWR:

1. Click the **Contractor Equipment** tab.
2. Click the row **Actions** menu for the contractor associated with this DWR, and choose the **Select Generic Equipment** action.
 - i. **Note:** A contractor must be listed as On Site for them to be available on this tab.
3. Search for and select the appropriate contract vendor equipment ID(s).
4. Click the **Add to DWR Contractor Equipment** button.
5. In the **Number On Site** field, enter the number of pieces of the equipment on site on the DWR date.
6. In the **Number Used** field, enter the number of pieces of the equipment used on site on the DWR date.
7. In the **Comments** field, enter any additional information about the record.

Actions ✕

- Exclude from Search Results
- Select Generic Equipment...
- Select Vendor Equipment...

Views

- Attachments (0)
- Links
- Tracked Issues

Adding Contractor Personnel on a DWR:

1. Click the **Contractor Personnel** tab.



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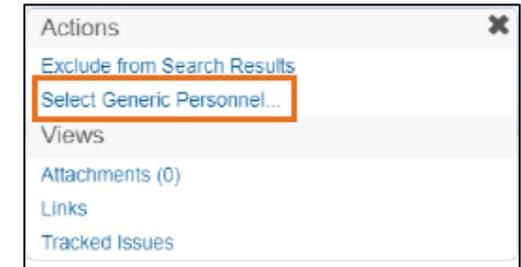
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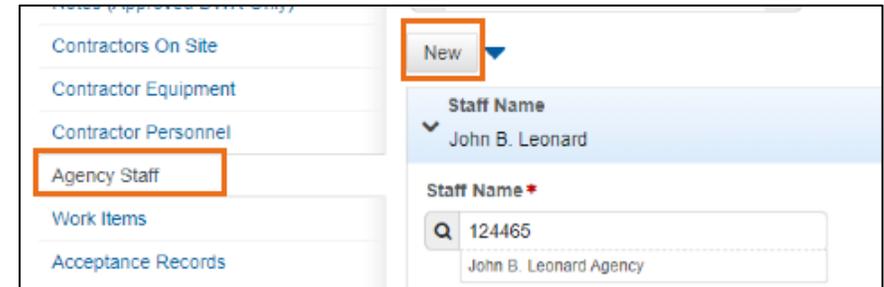
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2. For the appropriate contractor, click the row **Actions** menu and choose the **Select Generic Personnel** action.
 - i. **Note:** A contractor must be listed as On Site for them to be available on this tab.
3. Select the personnel records to associate with the DWR.
4. Click the **Add to DWR Contractor Personnel** button.
5. In the **Number On Site** field, enter the count of how many of this type of personnel to record on this DWR date for this contractor.
6. In the **Decision Class** field, click the drop-down arrow and select the decision class code associated with the person recorded as personnel for this DWR contractor on this date.
7. In the **Comments** field, enter any additional information about the record.
8. Click the **Save** button.



Adding Agency Staff on a DWR:

1. Click the **Agency Staff** tab.
2. Click the **Actions** menu (next to **New** button).
3. Click the **Select Agency Staff** action.
4. Select the staff name(s) associated with the DWR.
5. Click the **Add to DWR Agency Staff** button.
6. In the **Comments** field, enter any additional information about the associated record.
7. Click the **Save** button.





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Posting Items to a DWR:

1. Click the **Work Items** tab.
2. Click the **Select Items** button.
3. Search for and select the contract line number to add to the DWR.
 - i. **Note:** A check mark will display next to each selected item as multiple line numbers can be selected at once.
4. Click the **Save** button.
5. Click the expand arrow for the newly added item posting.
6. In the **Contractor** field, click the drop-down arrow and select the contractor that performed the work for this item posting.
 - i. **Note:** Only subcontractors that have the item added to their subcontract record will show up in this list. If no subcontractors have been added to the contract, this field will default to the prime contractor.
7. In the **Quantity Posted** field, enter the quantity of the item installed by the contractor on this date.
8. In the **Station From** field, enter the beginning station for the item posting.
9. In the **Offset Distance** field, enter the offset distance for the beginning station for the item posting.
10. In the **Station To** field, enter the ending station for the item posting.
11. The **Attention** field indicates the number of attention flags recorded for this entity.
12. The **Attachments** field indicates the number of attachments to the item.
13. In the **Location** field (under the Agency Views read-only field), enter the location where the work was performed for the DWR item posting.
 - i. **Note:** It is required to enter information in the **Station From** or **Location** field.
14. Click the **Measured** check box if the item quantity installed is measured, or leave the box unchecked if the installed quantity is interim.

The screenshot shows a portion of a web form with four input fields. The 'Station From' field is highlighted with an orange box. Below it are 'Station To' and 'Offset Distance' fields. The 'Location' field is also highlighted with an orange box and contains the text 'Route 34 Highway marker 23' with a search icon on the right.



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15. In the **Material Set** field, click the drop-down arrow and select the material set associated with the item, if appropriate.
 - i. **Note:** If there is only one material set for this item, the field will default to that material set.
16. In the **Plan Sheet Page Number** field, enter the number of the plan sheet page on which this work item is found.
 - i. **Note:** This field is optional.
17. In the **Comments** field, enter any additional information about the item posting.
18. Click the **Save** button.

Submitting a DWR for Approval:

1. Log on to AASHTOWare Project.
2. From the Construction component, click the **Daily Work Reports** link.
3. Search for the contract ID of the DWR you are submitting for approval. Then, select the **DWR Date** link for that contract.
4. Click the component **Actions** menu and select the **Submit for Approval** task.
 - i. **Note:** You can also complete this task from the **Contract Progress Summary** by clicking the **Daily Work Reports** tab. Then, click the row **Actions** menu for the DWR and select the **Submit for Approval** task.





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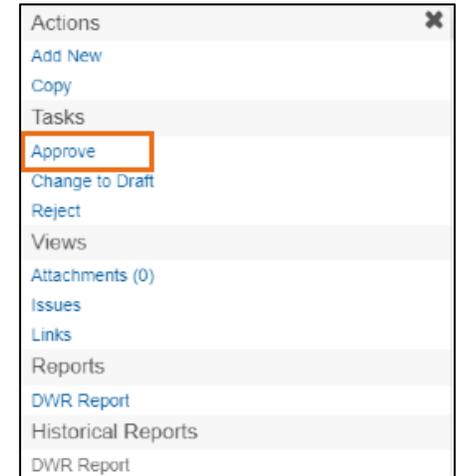
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Approving a DWR:

1. Log on to AASHTOWare Project.
2. From the Construction component, click the **Daily Work Reports** link.
3. Search for the contract ID of the DWR you are approving. Then, select the **DWR Date** link for that contract.
4. Click the component **Actions** menu and select the **Approve** task.
 - i. **Note:** You can also complete this task from the **Contract Progress Summary** by clicking the **Daily Work Reports** tab. Then, click the row **Actions** menu for the DWR and select the **Approve** task.



Rejecting a DWR:

1. Log on to AASHTOWare Project.
2. From the Construction component, click the **Daily Work Reports** link.
3. Search for the contract ID of the DWR you are rejecting. Then, select the **DWR Date** link for that contract.
4. Click the component **Actions** menu and select the **Reject** task.
 - i. **Note:** You can also complete this task from the **Contract Progress Summary** by clicking the **Daily Work Reports** tab. Then, click the row **Actions** menu for the DWR and select the **Reject** task.
 - ii. **Note:** You can use the **Notes** Tab on the DWR to add a note explaining why this DWR has been rejected.



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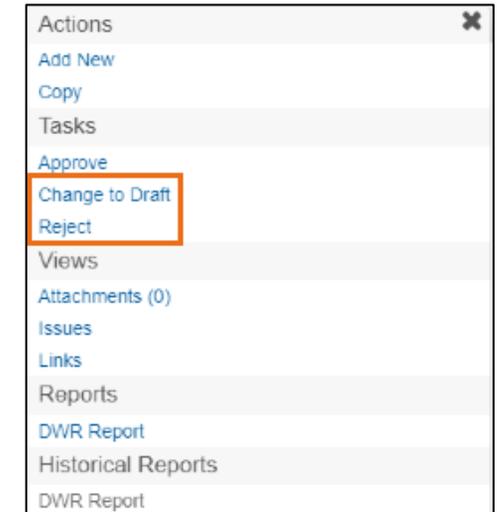
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Returning a Rejected DWR to Draft Status:

1. Log on to AASHTOWare Project.
2. From the Construction component, click the **Daily Work Reports** link.
3. Search for the contract ID of the rejected DWR you are returning to *Draft* status. Then, select the **DWR Date** link for that contract.
4. Click the component **Actions** menu and select the **Change to Draft** task.
 - i. **Note:** You can also complete this task from the **Contract Progress Summary** by clicking the **Daily Work Reports** tab. Then, click the row **Actions** menu for the DWR and select the **Change to Draft** task.



Next Steps:

- This section will house next steps that the user can take once this business process is complete. This could include which QRG would be the next one to review or the different next steps they could take when working in AASHTOWare Project.