DAILY WORK REPORT

This chapter contains the following sections:

A Daily Work Report (DWR) is used to document daily site conditions and track quantities of contract items. Once a DWR has been approved, the AWP program uses the item postings contained in the DWR to calculate the contractor's payment when creating the estimate.

A DWR can be created utilizing the Mobile Inspector application installed on NDOT iPads. Mobile Inspector is intended for inspectors to document the on-site contractor personnel and equipment, track item usage, and record other pertinent site information. Completed DWRs from Mobile Inspector transfer into AWP (refer to the Mobile_Inspector_User_Guide.pdf for more information), where they are reviewed and approved.

Office Engineers create DWRs in AWP for posting to the following items: Lump Sum, Traffic Control Supervisor, Training Hours, Mobilization, Prorated/Percentage items, Ton items and Force Account. These postings only require completion of the General, Contractors On Site (Prime contractor only), and Postings tabs.

The Assistant RE(s), PE(s) and Supervisor 1(s) will also create a DWR in AWP each day, documenting their daily activity in the General tab.

Warning! *Only the creator of a Daily Work Report (DWR) can edit the DWR.*

Important: *A Daily Work Report (DWR) cannot be added and saved until the Informational CREW-REVIEW date has been entered in the Contract Administration Component (Refer to Chapter 1, Section - Entering Crew Review Date and Construction Start Date) for details. The DWR MUST have a date of on or after the CREW-REVIEW date.*

ADDING A NEW DWR

1. Confirm current role is set to NV Crew Office. (Figure 5-1)
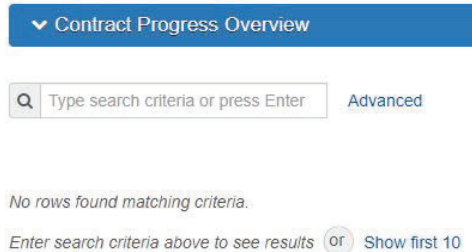

Figure 5-1. Current Role

2. From the Home page, click Contract Progress under the Construction component. (Figure 5-2)

Figure 5-2. Construction Component

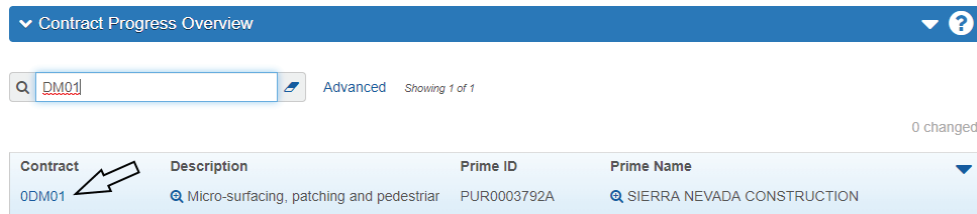3. In the search box, enter your Contract Number, or click Show first 10. (Figure 5-3)

Figure 5-3. Contract Progress Overview

4. Click the Contract number hyperlink. (Figure 5-4)
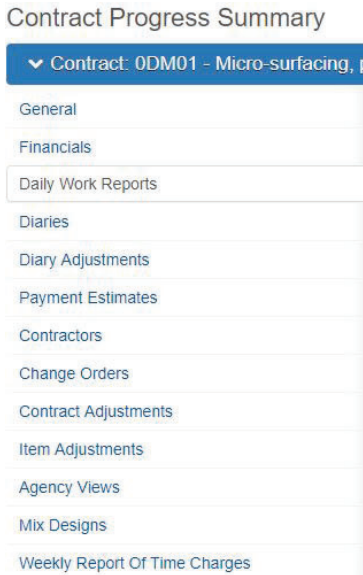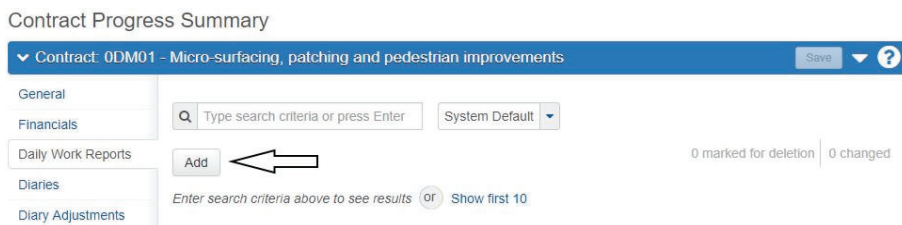

Figure 5-4. Contract Progress Overview with Results

5. Click the Daily Work Reports Tab. (Figure 5-5)

Figure 5-5. Contract Progress Summary Tabs

6. Click the Add button. (Figure 5-6)

Figure 5-6. DWR Add Button

7. The DWR opens the **General Tab**. Enter all pertinent information. (Figure 5-7)
   - **DWR Date** - Defaults to the current date.
   - **Inspector** - Defaults to the user who created the DWR.
   - **Weather** - Optional for Office Engineer postings.
   - **Rainfall** - Optional for Office Engineer postings.
   - **Low Temp** - Optional for Office Engineer postings.
   - **High Temp** - Optional for Office Engineer postings.
   - **Remarks** - There can be multiple remarks as needed. Be sure to use the most appropriate remark type. (Figure 5-8)

Add Daily Work Report | There are unsaved changes. | ✕

∨ Contract: 0DM01 - Micro-surfacing, patching and pedestrian improvements | Save ▼ ❓

General

DWR Date *
07/29/2019 🗓

Inspector *
🔍 bschober@dot.nv.gov
Schober Benjamin

Weather
01 - Clear ▼

Rainfall Amount
0.00

Low Temperature
62

High Temperature
105

Stormwater Event

Contractors Onsite
No

Attachments
No
Stormwater Response Due Date

Has Stormwater Period
No

Sync ID
1637252951646

Number of Remarks
0

Federal Project Number

State Project Number
SPSR-0529(001)

Entered By
-

Entered Date

Approval Date

Approved By

Estimate Number

Payment Est Status

Agency Views
0

Work Items Installed
0

∨ Remarks

Type *	Remarks *
01 - GENERAL ▼	Enter DWR Remarks here. 🔍	✕

Figure 5-7. Add DWR Details

Figure 5-8. Remark Types

8. Click the Save button in the top right corner of the Add Daily Work Report component. (Figure 5-7)
9. Complete all tabs as appropriate. (Figure 5-9 through Figure 5-23)

Figure 5-9. DWR Detail Tabs

a. **Notes Tab:** Can be added (by any AWP user) before or after DWR is Approved and included in a payment estimate.
  i. Click New. (Figure 5-10)

Figure 5-10. DWR Notes

  ii. Enter the Note.
  iii. Click the Save button. (Figure 5-11)

Figure 5-11. DWR Note Save

b. **Contractors on Site Tab:** The Prime Contractor and all appropriate subcontractors must be added here PRIOR to adding Contractor Equipment, Contractor Personnel, and Postings.
  i. Click Select Contractors (5-12)

Figure 5-12. DWR Contractor on Site Tab

ii. Select the contractor(s) that were observed/inspected performing work. (Figure 5-13) Office Engineers completing a DWR will only select the Prime contractor.
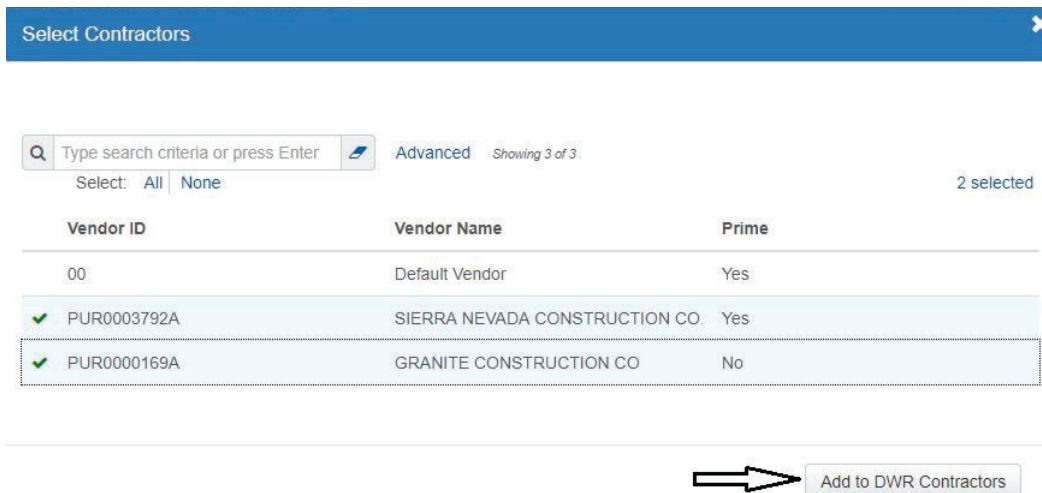
Figure 5-13. DWR Select Contractors

iii. Click the Add to DWR Contractors button. (Figure 5-13)
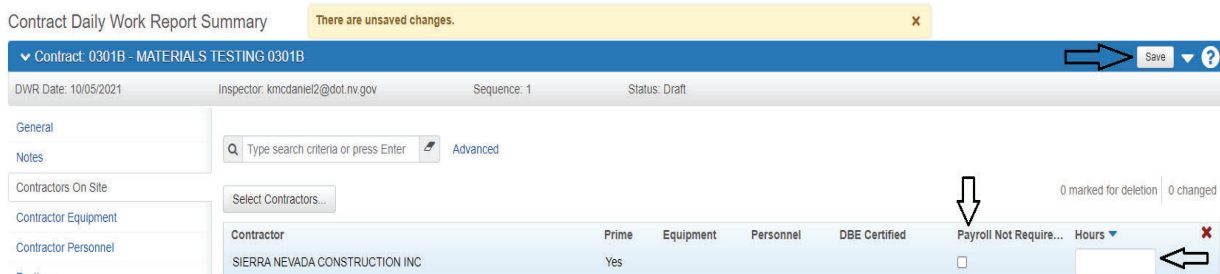iv. Enter the Hours the contractor worked if known. (Figure 5-14)

Figure 5-14. Contractor On Site

v. Click the Save button. (Figure 5-14)

> ***Important:*** *This Save MUST be completed before adding Equipment, Personnel or Postings.*

> ***Note:*** *This version of AWP introduced a **Payroll Not Required** check box. (Figure 1-14) This check box will be used when the AWP Civil Rights & Labor (CRL) module is implemented. It will NOT be used at this time.*

c. **Contractor Equipment Tab**

i. To add equipment, click the Contractor's Row Actions drop-down. (Figure 5-15)

Figure 5-15. DWR Contractor Equipment Drop-down

ii. Under Actions, click Select Equipment. (Figure 5-15)
iii. Select the equipment that was observed/inspected performing work. (Figure 5-16)

Figure 5-16. DWR Select Equipment

iv. Click the Add to DWR Contractor Equipment button. (Figure 5-16)
v. If not already expanded, click the chevron to the left of Contractor to expand the view and see the selected equipment. (Figure 5-17)
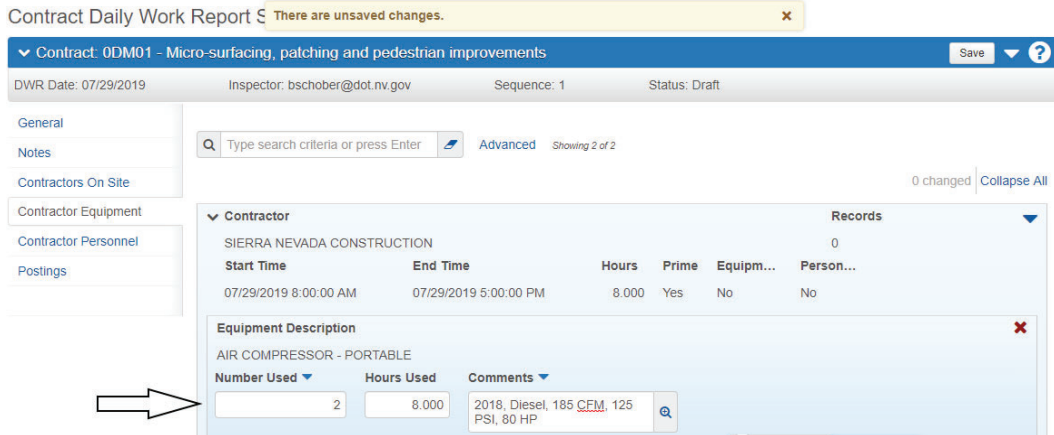
Figure 5-17. DWR Contractor Equipment Expanded

vi. Complete the following for each equipment added (Figure 5-17):
- **Number Used**
- **Hours Used** - Optional
- **Comments** - Use this field to provide specific details on the equipment.

vii. Click the Save button. (Figure 5-14)

viii. Repeat for each equipment.

d. **Contractor Personnel Tab**
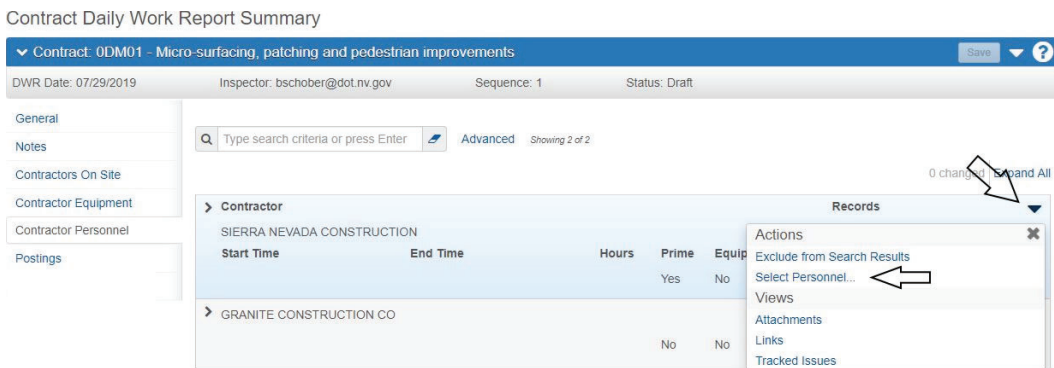   i. To add personnel, click the Contractor's Row Actions drop-down. (Figure 5-18)

Figure 5-18. DWR Contractor Personnel

ii. Under Actions, click Select Personnel. (Figure 5-18)

iii. Select all personnel that were on the job site and click on the Add to DWR Contractor Personnel button. (Figure 5-19)

Figure 5-19. DWR Select Personnel

iv. If not already expanded, click the chevron to the left of Contractor to expand the view and see the selected personnel. (Figure 5-20)


Figure 5-20. DWR Contractor Personnel Expanded

v. Complete the following for each personnel added (Figure 5-20):
- **Number On Site**
- **Total Hours**
- **Comments** - Name is required for FOREMAN & SUPERINTENDENT personnel type.

vi. Click the Save button. (Figure 5-14)

vii. Repeat for each personnel.

e. **Postings Tab:**

i. Click Select Items. (Figure 5-21)

Contract Daily Work Report Summary
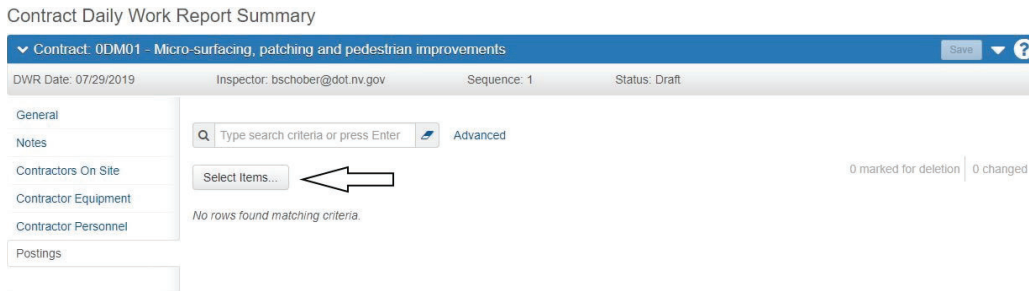
Figure 5-21. DWR Postings

ii. Select the item(s) that were removed/installed for payment that were observed/inspected for that day. (Figure 5-22)
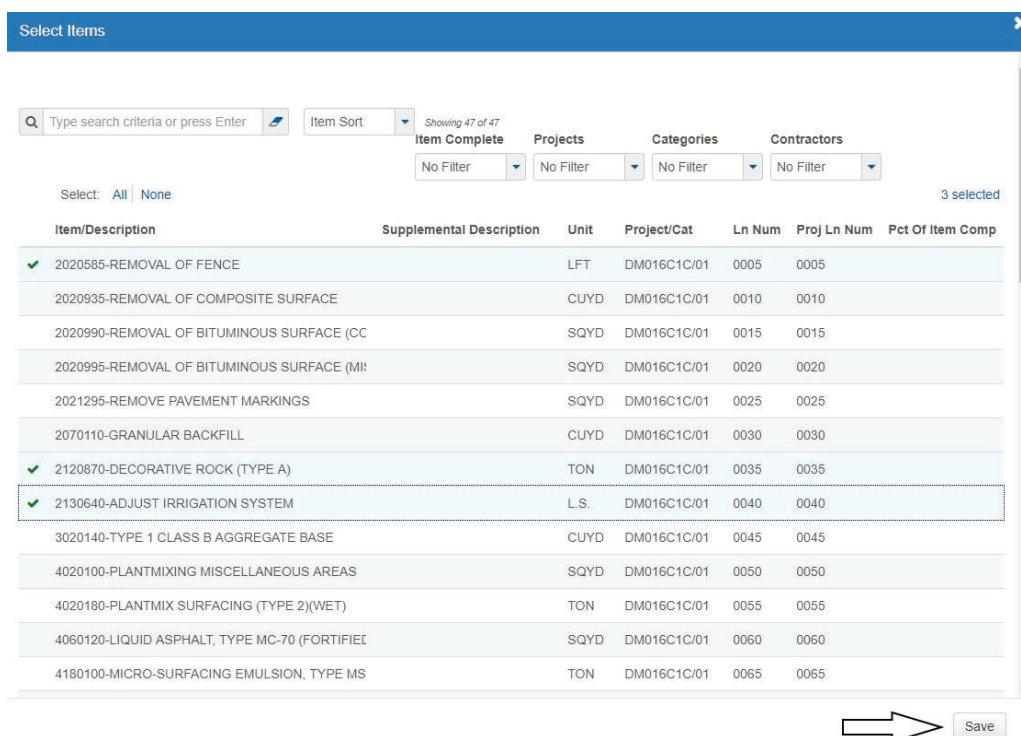
Figure 5-22. DWR Postings Select Items

iii. Click the Save button. (Figure 5-22)
iv. For each item, click the chevron above Item ID to expand the item details. (Figure 5-23)

Figure 5-23. DWR Postings Item Details

  v. For each item, complete all fields as applicable. (Figure 5-23)
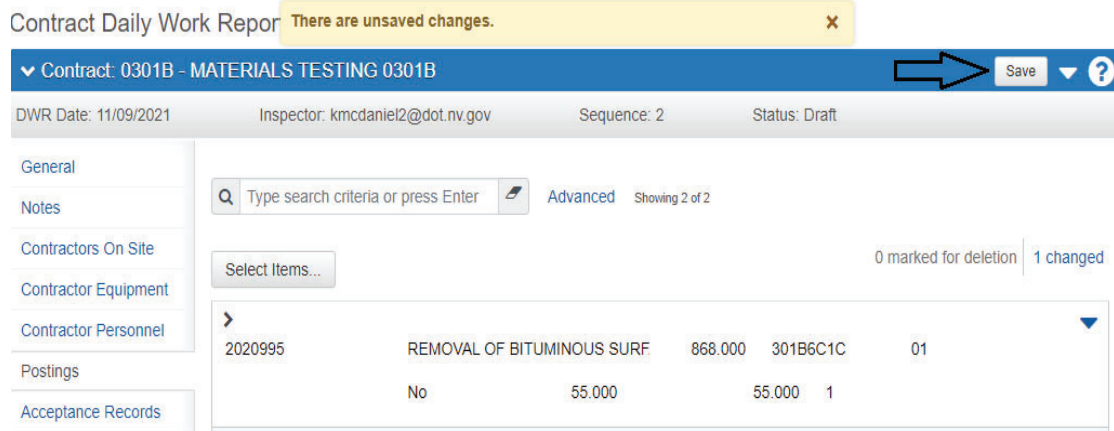 vi. Click the Save button. (Figure 5-24)

Figure 5-24. DWR Item Posting Save

10. If the DWR is complete and is ready to submit for approval, Click the Row Actions drop-down and select Approve. (Figure 5-25)
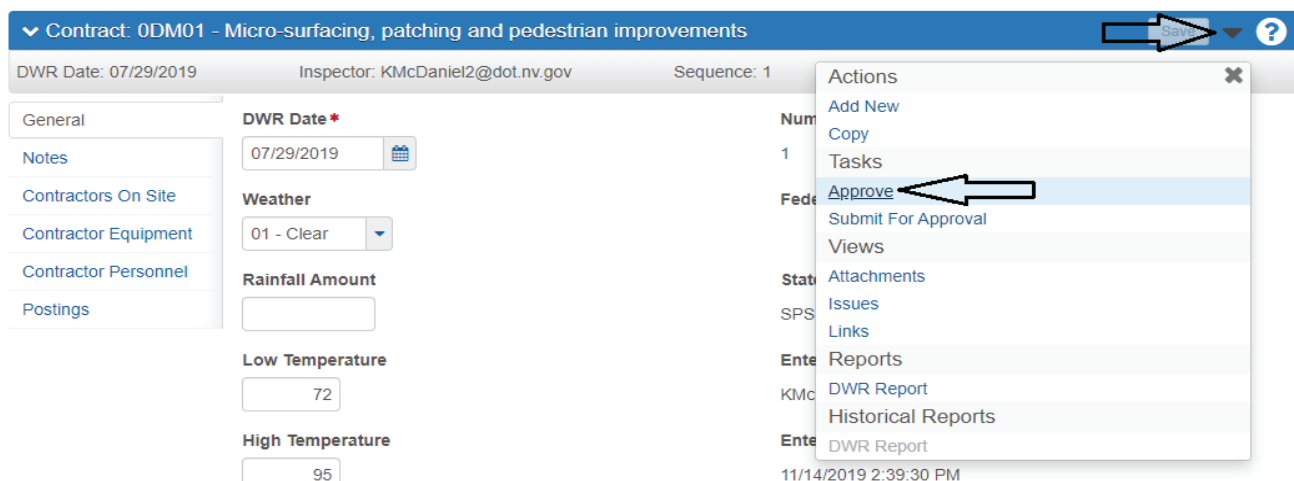

Figure 5-25. DWR Approval

REVIEWING A DWR FROM MOBILE INSPECTOR

DWRs completed by Inspectors in the Mobile Inspector PWA application are uploaded into AWP in a **Draft** status. They will also include a Sync ID to indicate that it is a Mobile Inspector PWA DWR. (Figure 5-27) ALL Inspector DWRs MUST be reviewed by Office Personnel for accuracy. This review must be completed before the DWR can be Approved by Office Personnel.

> *Important: If edits are needed on an Inspector's DWR, the Inspector (Creator) of the DWR will be required to log into the AWP program on a computer (not on an iPAD), make the edits, and submit the DWR for Approval (Submit For Approval). See the next Section, Editing a Mobile Inspector DWR, in this User Guide for details.*

1. From the Daily Work Report tab in Contract Progress, click Show first 10 (if visible) or enter the DWR Date in the Search field. (Figure 5-26)
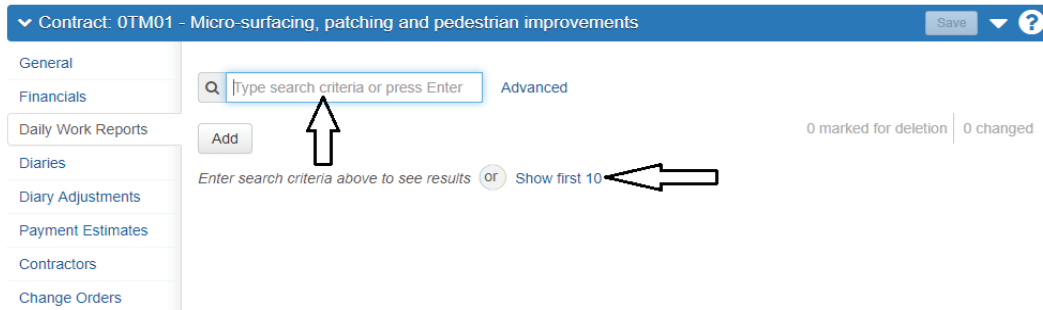
Figure 5-26. Contract Progress Summary: Daily Work Report Search

2. Locate the DWR to be reviewed, then click the number hyperlink under Sequence. (Figure 5-27)
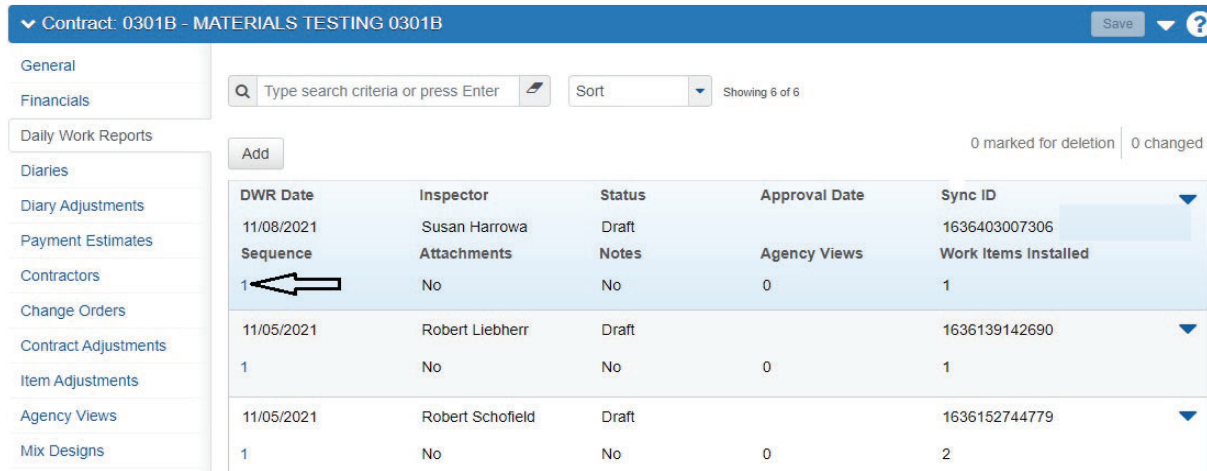

Figure 5-27. DWR List

3. Review the information in all the DWR tabs. (Figure 5-28)
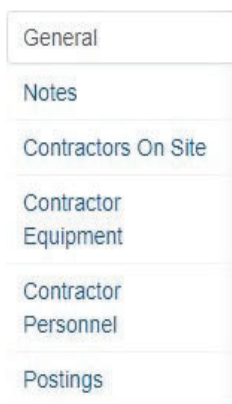

Figure 5-28. DWR Detail Tabs

4. If the Mobile Inspector DWR is complete and accurate it can be Approved. Proceed to *Section, Approving a DWR*, in this User Guide for details.

> ***Important:*** *If a DWR edit is required, contact the Inspector who created the DWR and have them follow the directions in the next Section, Editing Mobile Inspector DWRs, in this User Guide for details.*

EDITING A MOBILE INSPECTOR DWR IN AWP

Editing a Mobile Inspector DWR can only be completed by the Inspector who created it, within the AWP program on a computer (not on an iPAD).

1. To select the appropriate role, click the Role selector drop-down arrow attached to the Home button. (Figure 5-29)

Figure 5-29. Home Button

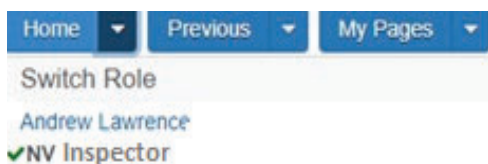2. Select the NV Inspector role from the list. (Figure 5-30)

Figure 5-30. Role Selector Drop-down

3. From the Home page, click Contract Progress under the Construction component. (Figure 5-31)
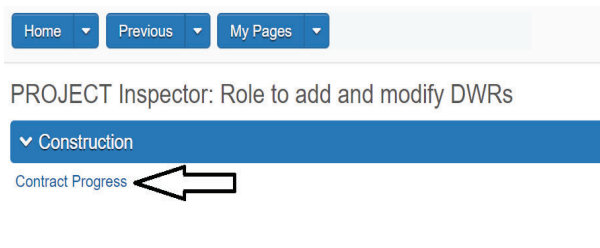

Figure 5-31. Construction Component

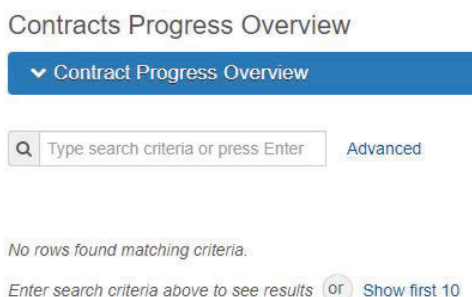4. In the search box, enter your Contract Number, or click Show first 10. (Figure 5-32)

Figure 5-32. Contract Progress Overview

5. Click the Contract number hyperlink. (Figure 5-33)

Contracts Progress Overview

Figure 5-33. Contract Progress Overview with Results

6. Select the **Daily Work Reports** tab. (Figure 5-34)

Figure 5-34. Contract Progress Summary Tabs

7. From the Daily Work Report tab in Contract Progress Summary, click Show first 10 (if visible) or enter the DWR Date in the Search field. (Figure 5-35)

Figure 5-35. Contract Progress Summary: Daily Work Report Search

8. Locate the DWR to be edited and click the number hyperlink under Sequence. (Figure 5-36)

Figure 5-36. DWR List

9. Click on the DWR tab(s) where the editing is required. (Figure 5-37) (Use the *Adding a DWR Section, Steps 7 through 10, in this User Guide)* for guidance on editing the information in the tabs.

Figure 5-37. DWR Detail Tabs

10. When the DWR edits are complete and it has been saved, click the Contract Daily Work Report Component Actions Button and click Submit for Approval. (Figure 5-38)

Figure 5-38. Contract Progress Overview with Results

APPROVING A DWR

DWRs must be Approved so the item postings within them will be included in the next payment estimate. ALL DWRs must be reviewed by Office Personnel PRIOR to them being Approved.

1. Ensure Current Role is set to Crew Office. (Figure 5-39)

Figure 5-39. Current Role

2. From the Daily Work Report tab in Contract Progress, click Show first 10 (if visible) or enter the DWR Date in the Search field. (Figure 5-40)
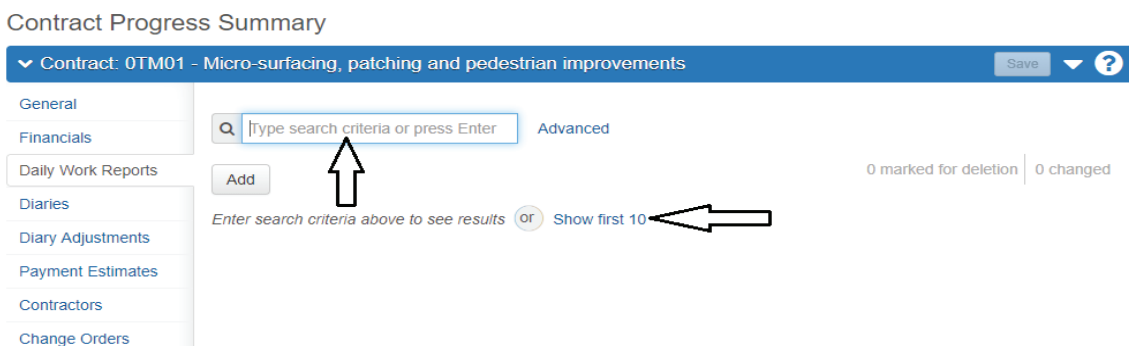

Figure 5-40. Contract Progress Summary: Daily Work Report Search

3. Locate the DWR to be Approved, then click the number hyperlink under Sequence. (Figure 5-41)
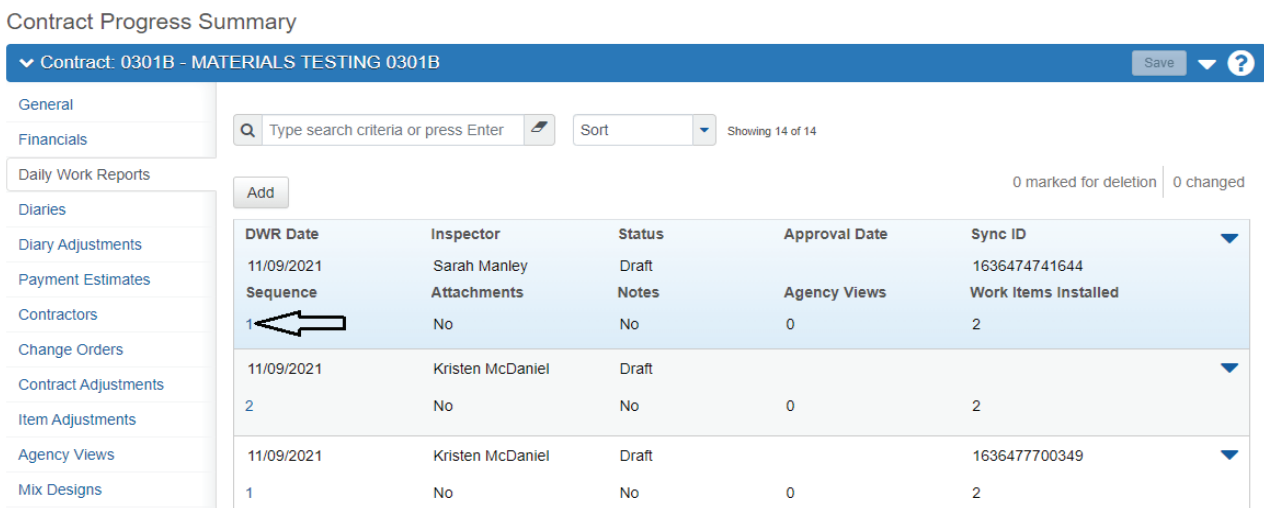

Figure 5-41. DWR List

4. When the DWR is complete and ready to be included in a payment estimate, click the Contract Daily Work Report Component Actions Button and click Approve. (Figure 5-42)

Contract Daily Work Report Summary

Figure 5-42. DWR Component Actions Drop-Down

CHANGING AN APPROVED DWR BACK TO DRAFT

An Approved DWR can be changed back to a Draft status as long as it has NOT been included in a payment estimate. An Approved DWR is set back to a Draft status in order to edit the DWR or so that it is not included in the next payment estimate.

1. From the Daily Work Report tab in Contract Progress, click Show first 10 (if visible) or enter the DWR Date in the Search field. (Figure 5-43)

Contract Progress Summary

Figure 5-43. Contract Progress Summary: Daily Work Report Search

2. Locate the DWR to be set back to Draft, then click the number hyperlink under Sequence. (Figure 5-44)

Contract Progress Summary

Figure 5-44. DWR List

3. Click the Contract Daily Work Report Component Actions Button and click Reject. (Figure 5-45)

Contract Daily Work Report Summary

Figure 5-45. Reject an Approved DWR

4. Click the Contract Daily Work Report Component Actions Button again and click Change to Draft. (Figure 5-46)

Contract Daily Work Report Summary

Figure 5-46. DWR Change to Draft

> *Note:* At this point the DWR can be edited using the Adding a DWR Section, Steps 7 through 10, in this Chapter for guidance. It can also be left in a Draft status and approved at a later date.

CREATING THE DWR REPORT

The DWR Report can be created at any status (Draft, Pending Approval, Rejected or Approved).

1. From the Daily Work Report tab in Contract Progress, click Show first 10 (if visible) or enter the DWR Date in the Search field. (Figure 5-47)
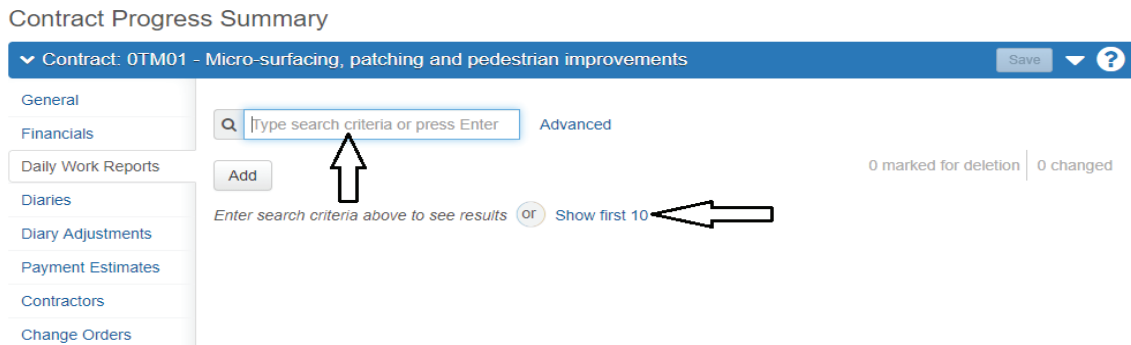
Figure 5-47. Contract Progress Summary: Daily Work Report Search

2. Locate the DWR for which the report is to be created, then click the number hyperlink under Sequence. (Figure 5-48)
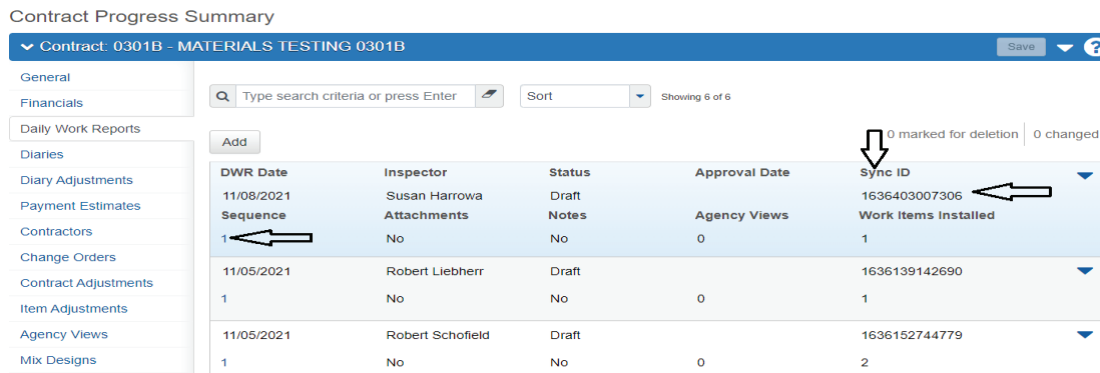
Figure 5-48. DWR List

3. Click the Contract Daily Work Report Component Actions Button and click DWR Report. (Figure 5-49)

Contract Daily Work Report Summary

Figure 5-49. Select DWR Report

4. Accept all Default values in the Generate Report - DWR Report window and click the Execute Button. (Figure 5-50)

Generate Report

Figure 5-50. Generate DWR Report

5. The DWR Report opens in a new browser window. (Figure 5-51)

Figure 5-51. DWR Report

6. At this point the DWR Report can be printed to a PDF file, following the browser print options. If a PDF copy is not needed, close the browser tab to delete the report.

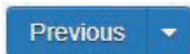7. Click the Previous button to return back to the DWR. (Figure 5-52)

Figure 5-52. Previous Button

DELETING A DWR

DWRs can be deleted only if they are in a Draft status and have NOT been included in a payment estimate.

1. From the Daily Work Report tab in Contract Progress, click Show first 10 or enter the DWR Date in the Search box. (Figure 5-53)
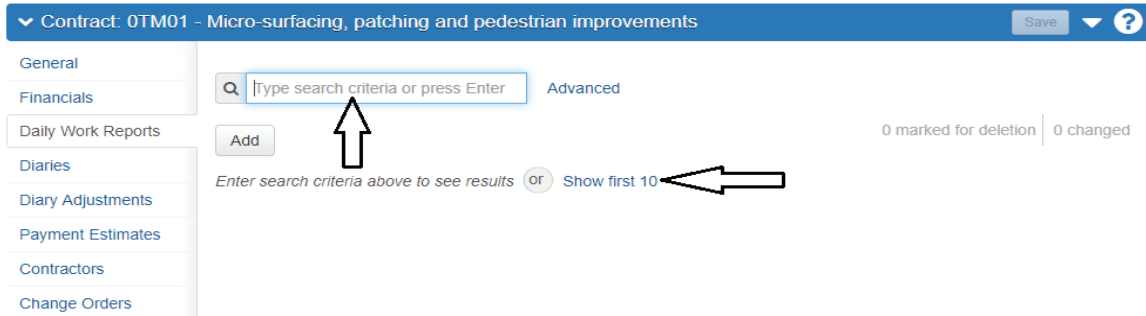

Figure 5-53. Contract Progress Summary: Daily Work Report tab

2. Click the DWR Row Actions drop-down on the DWR to be deleted and select Delete. (Figure 5-54)

Figure 5-54. DWR Delete
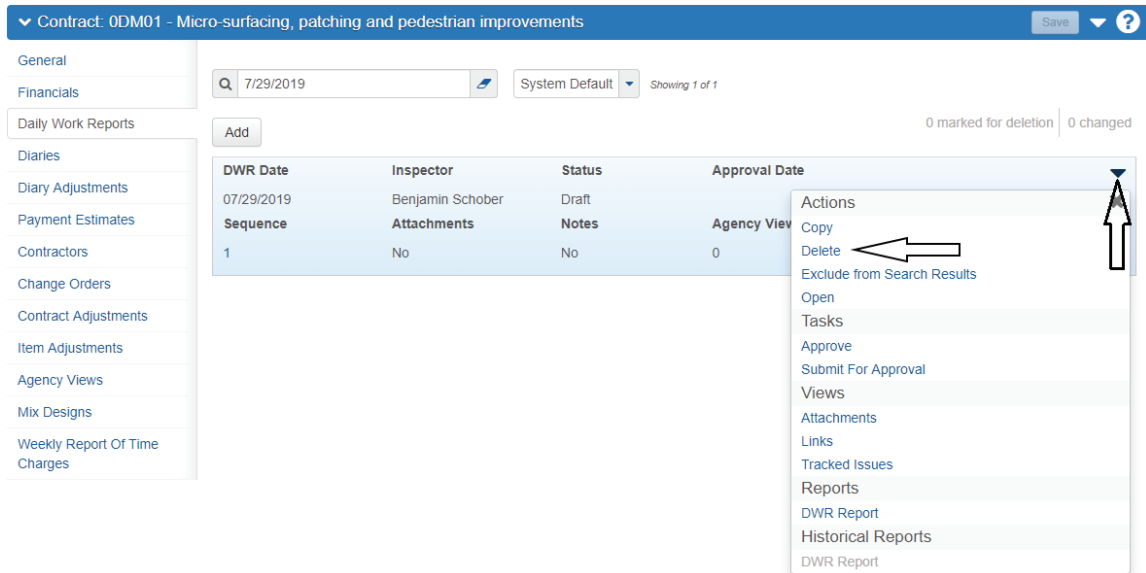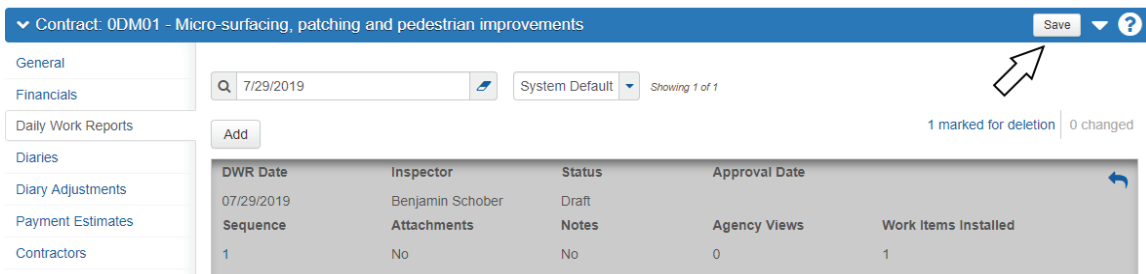
3. Click the Save button. (Figure 5-55)

Figure 5-55. DWR Save Deletion

COPYING DWR INFORMATION TO A NEW DWR

The Copy option in the DWR Row Actions allows a user to copy a DWR that is similar to another DWR, eliminating the need to re-enter data for each new DWR. A new copied DWR includes the following information from the DWR it was copied from:

- All contractor information - Number Used and Hours Used will be blank. Comments are copied.
- Remarks
- Item postings - All posted quantities are set to 0.00. All Station, Offset and Location information is copied.

1. From the Daily Work Report tab in Contract Progress, click Show first 10 or enter the DWR Date in the Search box. (Figure 5-56)
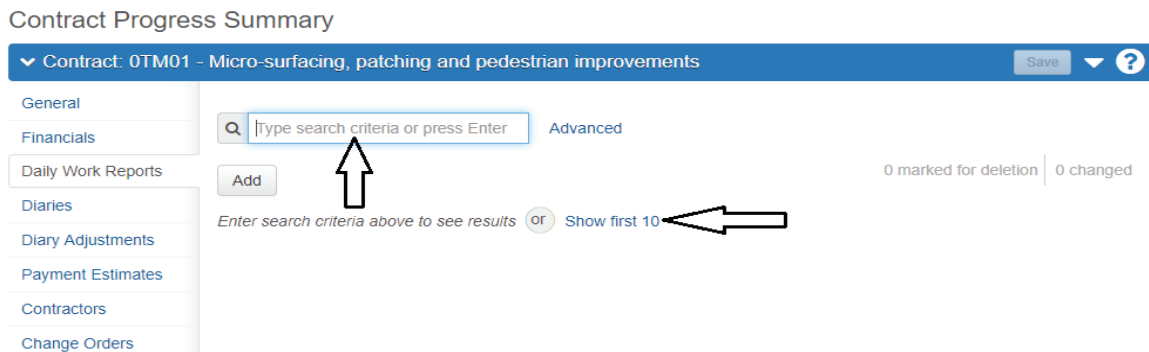

Figure 5-56. Contract Progress Summary: Daily Work Report tab

2. Click the DWR Row Actions drop-down and select Copy. (Figure 5-57)
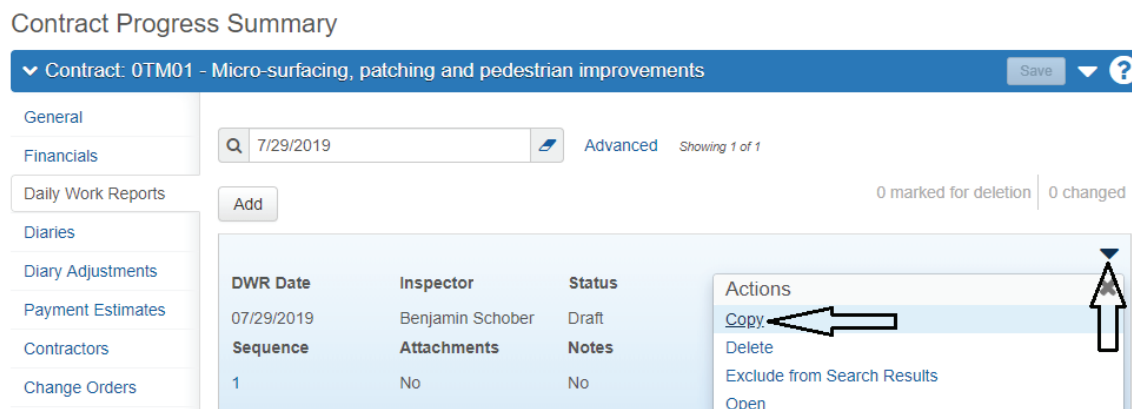

Figure 5-57. DWR Copy

3. A new DWR opens in the **General Tab**. It defaults to the current date. Change the date if appropriate and click the Save button. (Figure 5-58)

Figure 5-58. DWR Copy

4. Finish creating the new DWR by making appropriate changes or additions to the copied information and editing out any information that does not pertain to the new DWR. (Figure 5-59)

Figure 5-59. Copied DWR

5. Click the Save button. (Figure 5-59)