

# DAILY WORK REPORT

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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

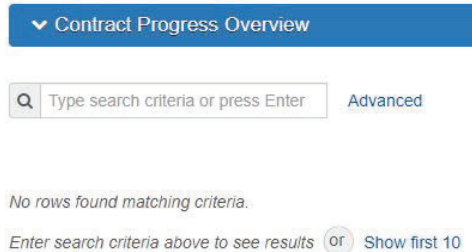
2. From the Home page, click Contract Progress under the Construction component. (Figure 5-2)



**Figure 5-2. Construction Component**

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

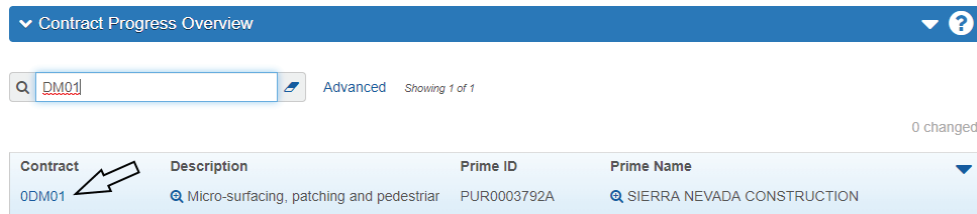
### Contracts Progress Overview



**Figure 5-3. Contract Progress Overview**

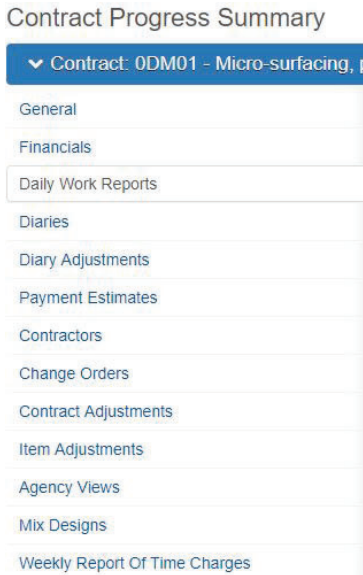
4. Click the Contract number hyperlink. (Figure 5-4)

### Contracts Progress Overview



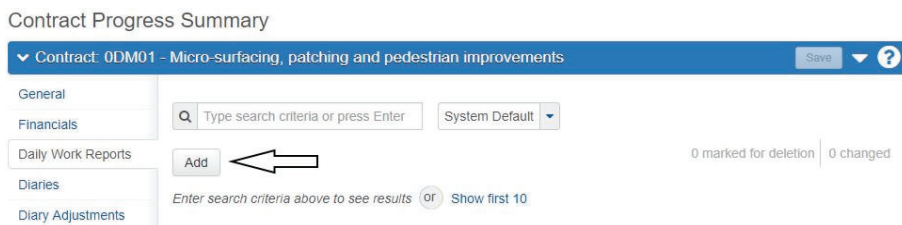
**Figure 5-4. Contract Progress Overview with Results**

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: ODM01 - Micro-surfacing, patching and pedestrian improvements Save ▼ ?

General	<p><b>DWR Date *</b>  <input type="text" value="07/29/2019"/> </p> <p><b>Inspector *</b>  <input type="text" value="bschober@dot.nv.gov"/>  <span style="border: 1px solid #ccc; padding: 2px; display: inline-block; width: 100%;">Schober Benjamin</span></p> <p><b>Weather</b>  <input type="text" value="01 - Clear"/> ▼</p> <p><b>Rainfall Amount</b>  <input type="text" value="0.00"/></p> <p><b>Low Temperature</b>  <input type="text" value="62"/></p> <p><b>High Temperature</b>  <input type="text" value="105"/></p> <p><b>Stormwater Event</b></p> <p><b>Contractors Onsite</b>          No</p> <p><b>Attachments</b>          No</p> <p><b>Stormwater Response Due Date</b></p> <p><b>Has Stormwater Period</b>          No</p> <p><b>Sync ID</b>          1637252951646</p>	<p><b>Number of Remarks</b> 0</p> <p><b>Federal Project Number</b></p> <p><b>State Project Number</b> SPSR-0529(001)</p> <p><b>Entered By</b> -</p> <p><b>Entered Date</b></p> <p><b>Approval Date</b></p> <p><b>Approved By</b></p> <p><b>Estimate Number</b></p> <p><b>Payment Est Status</b></p> <p><b>Agency Views</b> 0</p> <p><b>Work Items Installed</b> 0</p>
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▼ Remarks

<b>Type *</b>	<b>Remarks *</b>
<input type="text" value="01 - GENERAL"/> ▼	<input type="text" value="Enter &lt;u&gt;DWR&lt;/u&gt; Remarks here."/> <span style="float: right;">✕</span>

Figure 5-7. Add DWR Details

Remarks

Type \*                      Remarks \*

01 - GENERAL  
02 - ACCIDENT  
03 - ATTENTION  
04 - CHANGE ORDER WORK  
05 - CONVERSATION - CONSTRUCTION  
08 - PROJECT ISSUES  
09 - SAFETY VIOLATIONS  
10 - TRAFFIC CONTROL  
11 - VISITORS  
12 - WEATHER

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)

General  
Notes  
Contractors On Site  
Contractor Equipment  
Contractor Personnel  
Postings

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)

Contract Daily Work Report **Daily Work Report - Successfully Saved**

Contract: 0DM01 - Micro-surfacing, patching and pedestrian improvements **Save** ?

DWR Date: 07/29/2019 Inspector: bschober@dot.nv.gov Sequence: 1 Status: Draft

General

Notes  **Advanced**

Contractors On Site **New** 0 added | 0 marked for deletion | 0 changed

Contractor Equipment *Enter search criteria above to see results* **OR** Show first 10

Contractor Personnel

Postings

Figure 5-10. DWR Notes

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

Contract Daily Work Report **There are unsaved changes.**

Contract: 0301B - MATERIALS TESTING 0301B **Save** ?

DWR Date: 10/05/2021 Inspector: kmcdaniel2@dot.nv.gov Sequence: 1 Status: Draft

General

Notes  **Advanced**

Contractors On Site **New** 1 added | 0 marked for deletion | 0 changed

Contractor Equipment

Contractor Personnel

Postings

Acceptance Records

DWR Note **+**

ID	Creator	Created Date	Last Modified By
Last Modified Date			

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)

Contract Daily Work Report **Save Complete**

Contract: 0DM01 - Micro-surfacing, patching and pedestrian improvements **Save** ?

DWR Date: 07/29/2019 Inspector: bschober@dot.nv.gov Sequence: 1 Status: Draft

General

Notes  **Advanced**

Contractors On Site **Select Contractors...** 0 marked for deletion | 0 changed

Contractor Equipment *No rows found matching criteria.*

Contractor Personnel

Postings

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.

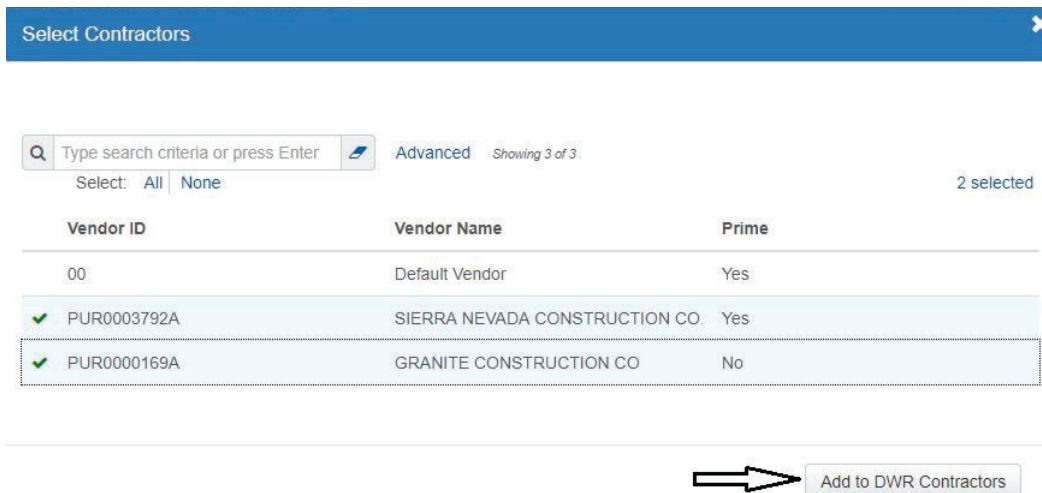


Figure 5-13. DWR Select Contractors

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

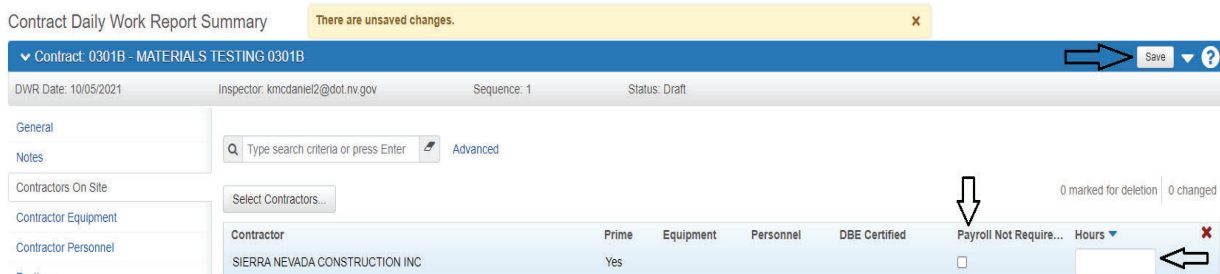


Figure 5-14. Contractor On Site

- 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)

Contract Daily Work Report Su Save Complete x

Contract: 0DM01 - Micro-surfacing, patching and pedestrian improvements Save ?

DWR Date: 07/29/2019 Inspector: bschober@dot.nv.gov Sequence: 1 Status: Draft

General

Notes  Advanced Showing 2 of 2

Contractors On Site

Contractor Equipment 0 changes Expand All

Contractor Personnel

Postings

Contractor	Records
SIERRA NEVADA CONSTRUCTION	<ul style="list-style-type: none"> <li>Actions</li> <li>Exclude from Search Results</li> <li>Select Equipment... <span>←</span></li> <li>Views</li> <li>Attachments</li> <li>Links</li> <li>Tracked Issues</li> </ul>
GRANITE CONSTRUCTION CO	

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)

Select Equipment x

Advanced Showing 40 of 40

Select: All None 5 selected

Contract Vendor Equipment ID	Contract Vendor Equipment Description
<input checked="" type="checkbox"/> GENERAL	AIR COMPRESSOR - PORTABLE
<input type="checkbox"/> GENERAL	ARROWBOARD / CHANGEABLE MESSAGE BOARD
<input checked="" type="checkbox"/> GENERAL	ASPHALT PAVER
<input checked="" type="checkbox"/> GENERAL	ATTENUATOR / CRASH TRUCK
<input type="checkbox"/> GENERAL	BORING MACHINE / DIRECTIONAL DRILL
<input type="checkbox"/> GENERAL	BUCKET TRUCK / MAN LIFT
<input type="checkbox"/> GENERAL	BULLDOZER
<input checked="" type="checkbox"/> GENERAL	BUMP GRINDER / PROFILE GRINDER
<input type="checkbox"/> GENERAL	CHIP SPREADER BOX / SLURRY BOX / MICRO SURFACE BOX
<input type="checkbox"/> GENERAL	COMPACTOR
<input type="checkbox"/> GENERAL	CONCRETE BREAKER
<input type="checkbox"/> GENERAL	CONCRETE PAVER
<input checked="" type="checkbox"/> GENERAL	CONCRETE PUMP TRUCK
<input type="checkbox"/> GENERAL	CONCRETE SAW
<input type="checkbox"/> GENERAL	CONCRETE SLIP FORM - BARRIER RAIL / CURBGUTTER / SIDEWALK

→ Add to DWR Contractor Equipment

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)

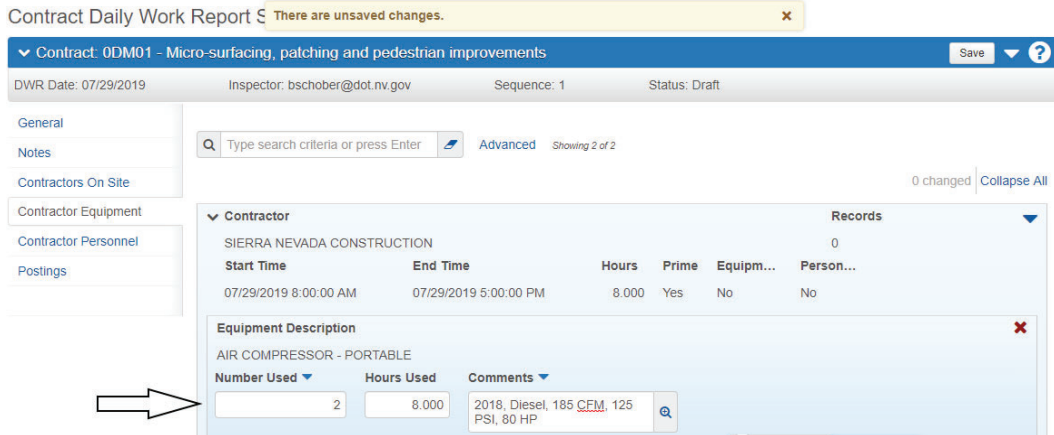


Figure 5-17. DWR Contractor Equipment Expanded

- 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)

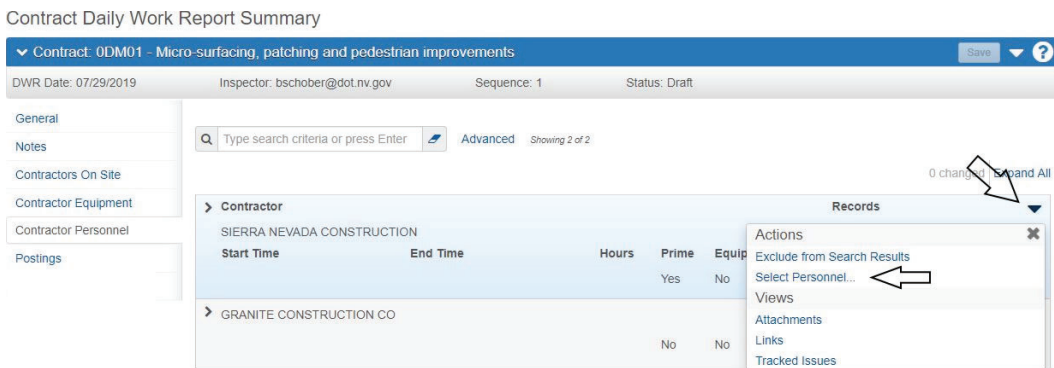


Figure 5-18. DWR Contractor Personnel

- 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)

Select Personnel

Q Type search criteria or press Enter Advanced Showing 31 of 31

Select: All | None 1 selected

Contract Vendor Personnel ID	Contract Vendor Personnel Description
GENERAL	APPRENTICE
GENERAL	BRICKLAYER
GENERAL	CARPENTER
GENERAL	CARPENTER FOREMAN
GENERAL	CEMENT MASON
GENERAL	CEMENT MASON FOREMAN
GENERAL	ELECTRICIAN
GENERAL	ELECTRICIAN FOREMAN
GENERAL	FENCE ERECTOR
GENERAL	FLAGGER
✓ GENERAL	FOREMAN
GENERAL	HIGHWAY STRIPER
GENERAL	HOD CARRIER
GENERAL	IRONWORKER
GENERAL	IRONWORKER FOREMAN

Add to DWR Contractor Personnel

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)

Contract Daily Work Report S There are unsaved changes.

Contract: 0DM01 - Micro-surfacing, patching and pedestrian improvements Save

DWR Date: 07/29/2019 Inspector: bschober@dot.nv.gov Sequence: 1 Status: Draft

General  
Notes  
Contractors On Site  
Contractor Equipment  
Contractor Personnel  
Postings

Q Type search criteria or press Enter Advanced Showing 2 of 2

0 changed Expand All

Contractor Records

Start Time	End Time	Hours	Prime	Equipment	Person...
07/29/2019 8:00:00 AM	07/29/2019 5:00:00 PM	8.000	Yes	No	No

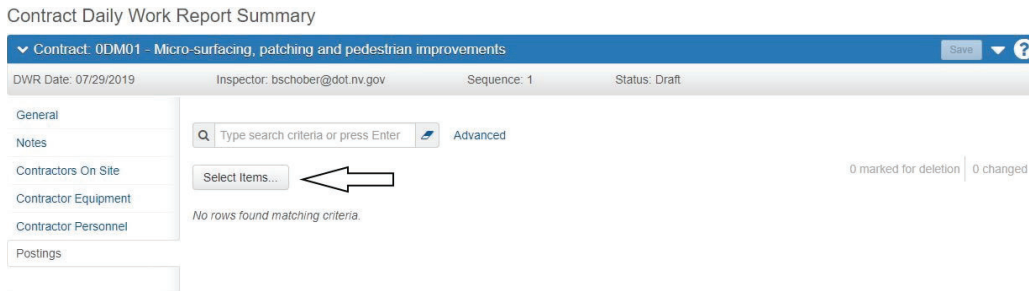
Personnel Personnel Description

Number On Site	Total Hours	Comments
1	8.000	Russell Wilson

Figure 5-20. DWR Contractor Personnel Expanded

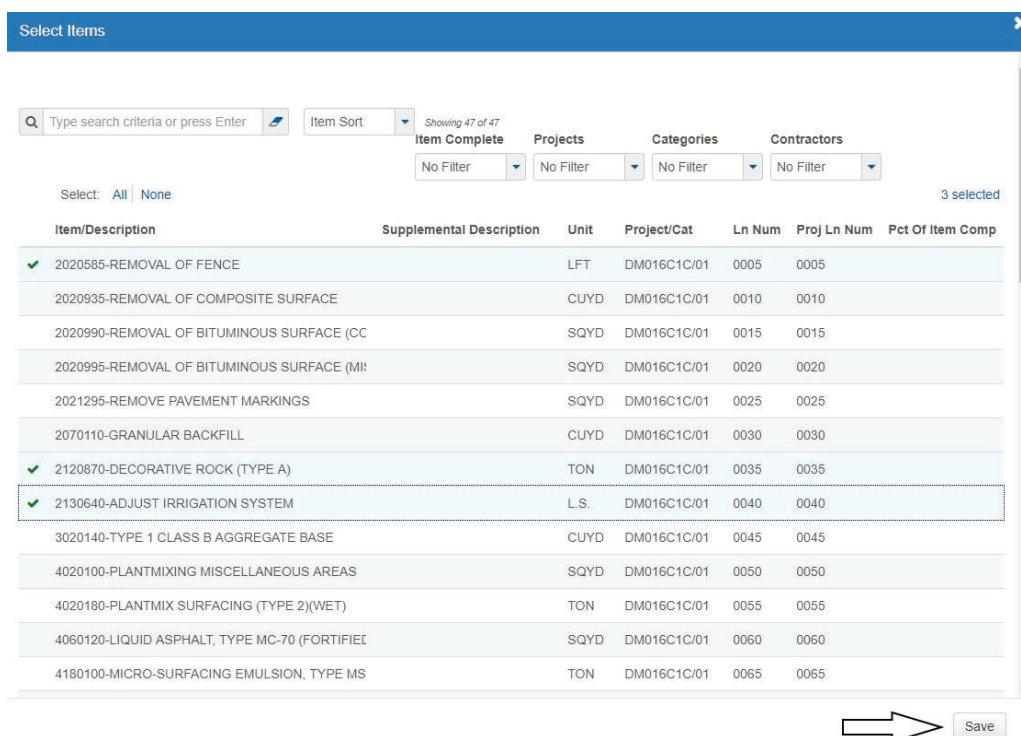
- v. Complete the following for each personnel added (Figure 5-20):
- **Number On Site**
  - **Total Hours**
  - **Comments** - Name is required for FOREMAN & SUPERINTENDENT personnel type.
- vi. Click the Save button. (Figure 5-14)
- vii. Repeat for each personnel.
- e. **Postings Tab:**

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



**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)

Item ID	Item Description	Current Q...	Project	Category
2020585	REMOVAL OF FENCE	96.000	DM016C1C	01
Supplemental Descript...	Attention	Tot Qty Posted	Tot Qty Posted to Dt	Records
	No	0.000	0.000	0

Item Posting ...	Contractor	Station/Location	Quantity Posted
			90.000

<b>Contractor*</b> <input type="text" value="SIERRA NEVADA CONSTRUCTION CO. (Prime)"/>	<b>Attention</b> <input type="text" value="0"/>
<b>Quantity Posted</b> <input type="text" value="96.00"/>	<b>Units</b> <input type="text" value="LFT"/>
<b>Station From</b> <input type="text" value="130"/>	<b>Agency Views</b> <input type="text" value="None"/>
<b>Station From Plus</b> <input type="text" value="21.24"/>	<b>Location</b> <input type="text" value="TW"/>
<b>Offset Type</b> <input type="text" value="RT"/>	<b>Measured</b> <input checked="" type="checkbox"/>
<b>Offset Distance</b> <input type="text" value="76.3'"/>	<b>Material Set</b> <input type="text"/>
<b>Station To</b> <input type="text" value="133"/>	<b>Plan Sheet Page Number</b> <input type="text"/>
<b>Station To Plus</b> <input type="text" value="75.05"/>	<b>Comments</b> <input type="text" value="Actual Length measured. Item Complete."/>
<b>Offset Type</b> <input type="text" value="RT"/>	
<b>Offset Distance</b> <input type="text" value="77.4'"/>	

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)

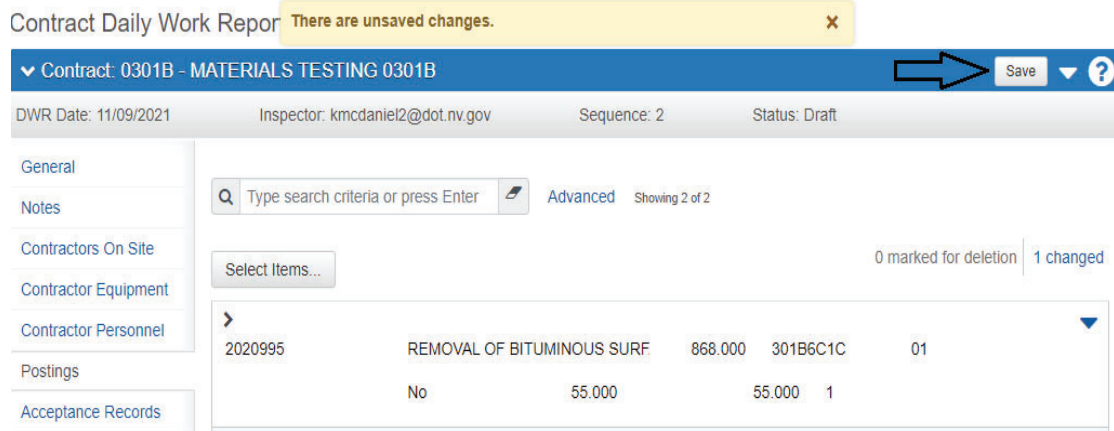


Figure 5-24. DWR Item Posting Save

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)

### Contract Daily Work Report Summary

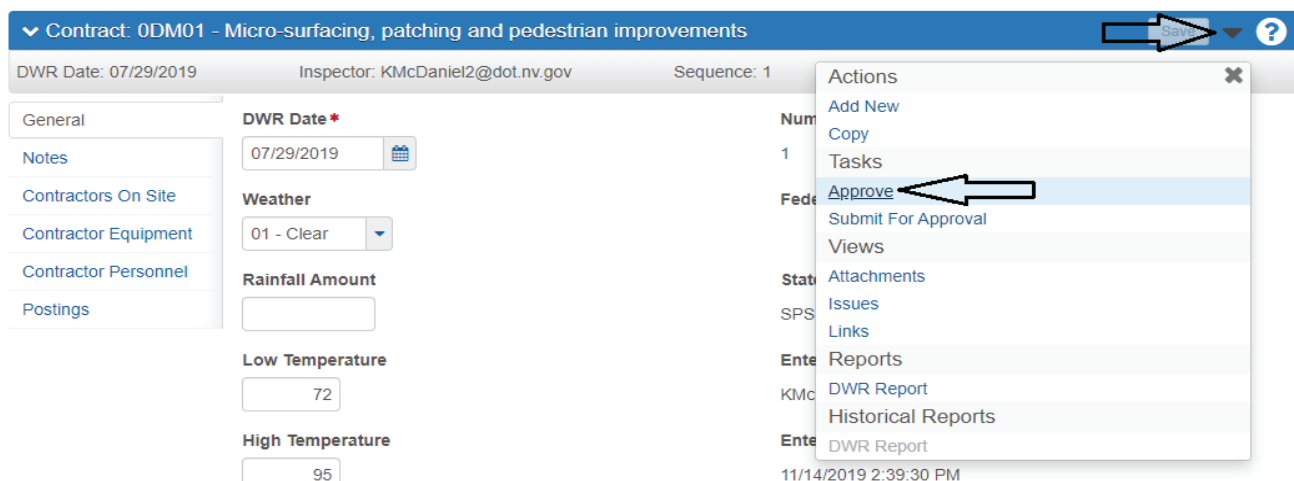


Figure 5-25. DWR Approval

## 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)



Contract Progress Summary

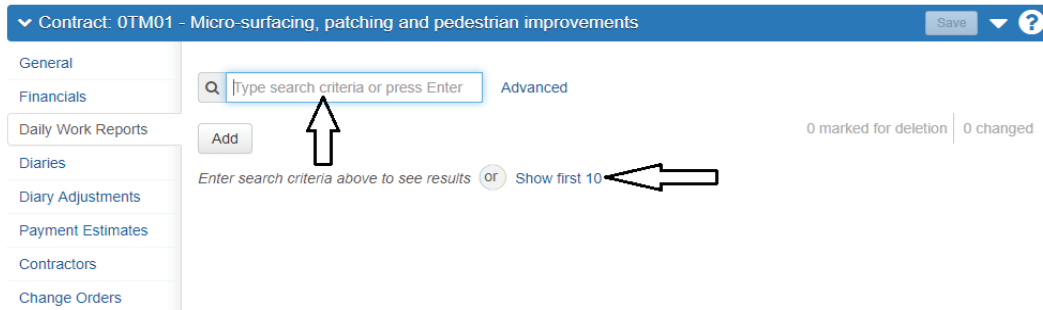


Figure 5-26. Contract Progress Summary: Daily Work Report Search

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

Contract Progress Summary

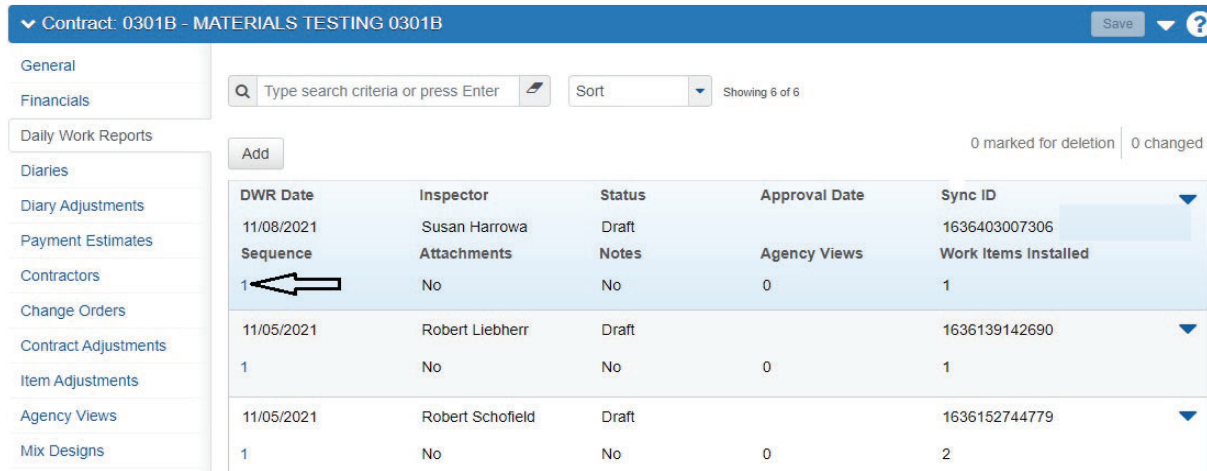


Figure 5-27. DWR List

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

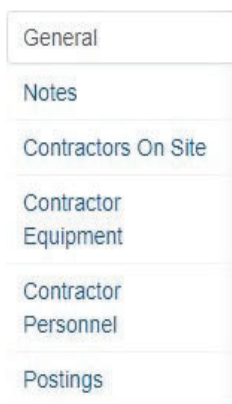


Figure 5-28. DWR Detail Tabs

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)

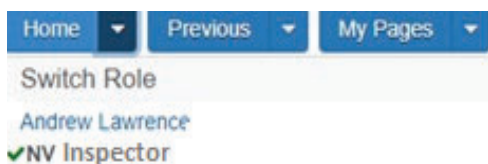


Figure 5-30. Role Selector Drop-down

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

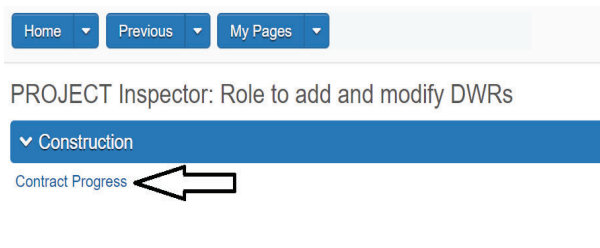


Figure 5-31. Construction Component

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

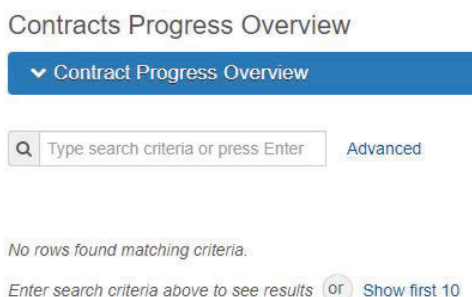


Figure 5-32. Contract Progress Overview

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

## Contracts Progress Overview

Contract Progress Overview

▼ Contract Progress Overview

Q ODM01 Pencil Advanced Showing 1 of 1

0 changed

Contract	Description	Prime ID	Prime Name
ODM01	Micro-surfacing, patching and pedestrian	PUR0003792A	SIERRA NEVADA CONSTRUCTION

Figure 5-33. Contract Progress Overview with Results

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

## Contract Progress Summary

Contract: ODM01 - Micro-surfacing, patching and pedestrian improvements Save

Daily Work Reports

Q Type search criteria or press Enter Pencil Advanced

Add

0 marked for deletion | 0 changed

Enter search criteria above to see results  Show first 10

Figure 5-34. Contract Progress Summary Tabs

- 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)

## Contract Progress Summary

Contract: ODM01 - Micro-surfacing, patching and pedestrian improvements Save

Daily Work Reports

Q Type search criteria or press Enter Pencil Advanced

Add

0 marked for deletion | 0 changed

Enter search criteria above to see results  Show first 10

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

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

## Contract Progress Summary

Contract: 0301B - MATERIALS TESTING 0301B Save ?

Daily Work Reports

Q Type search criteria or press Enter System Default Showing 9 of 9

Add 0 marked for deletion | 0 changed

11/09/2021	Sarah Manley	Draft		
1	No	No	0	2
DWR Date	Inspector	Status	Approval Date	
11/09/2021	Kristen McDaniel	Draft		
Sequence	Attachments	Notes	Agency Views	Work Items Installed
1	No	No	0	2

Figure 5-36. DWR List

- 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.

- General
- Notes
- Contractors On Site
- Contractor Equipment
- Contractor Personnel
- Postings

Figure 5-37. DWR Detail Tabs

- 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)

Contract Daily Work Report Summary

Contract: ODM01 - Micro-surfacing, patching and pedestrian improvements Save ?

DWR Date: 07/29/2019 Inspector: bschober@dot.nv.gov Sequence: 1 Status: ?

General

DWR Date: 07/29/2019

Weather: ?

Rainfall Amount: ?

Low Temperature: ?

Actions

- Add New
- Copy
- Tasks
- Submit For Approval
- Views
- Attachments
- Issues
- Links
- Reports
- DWR Report
- Historical Reports
- DWR Report

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)

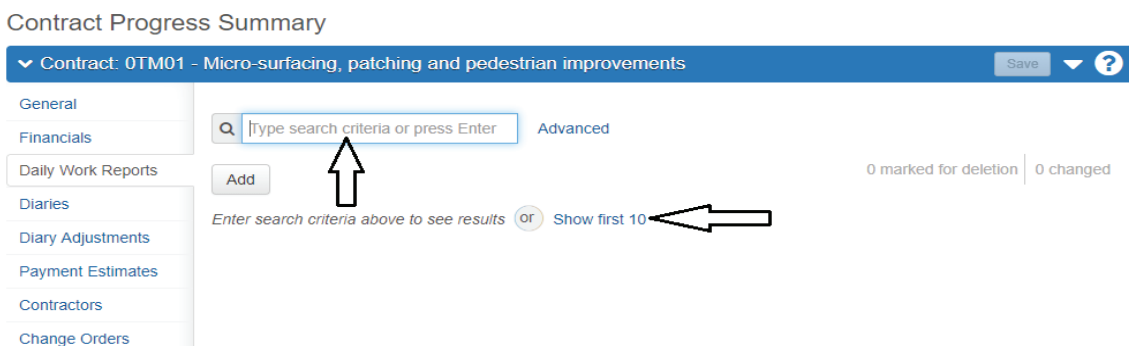


Figure 5-40. Contract Progress Summary: Daily Work Report Search

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

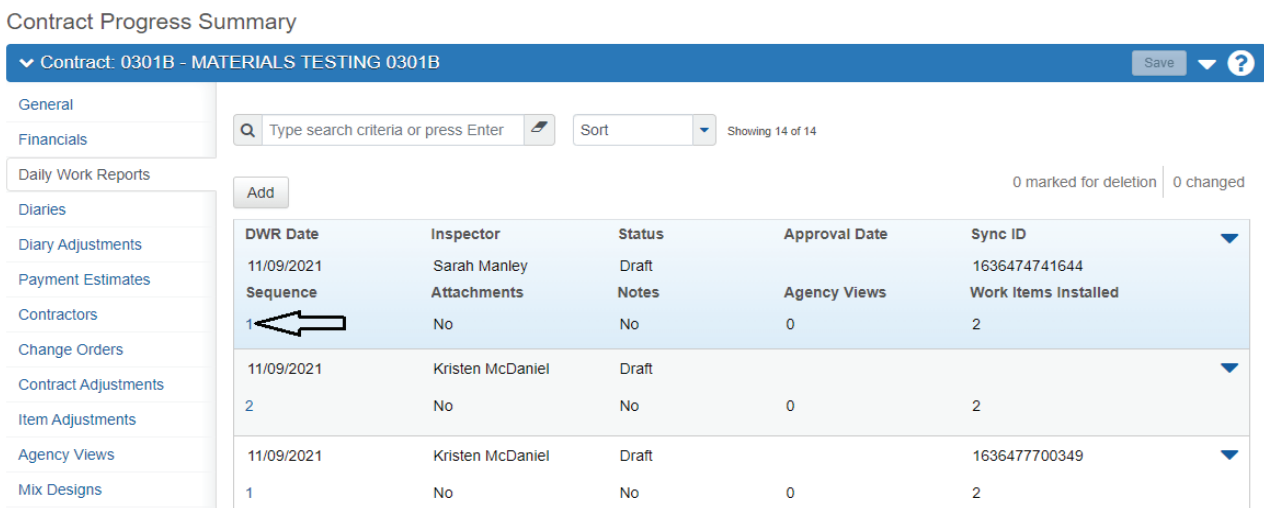


Figure 5-41. DWR List

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

Contract: 0301B - MATERIALS TESTING 0301B

Save ?

General

Financials

Daily Work Reports

Diaries

Diary Adjustments

Payment Estimates

Contractors

Change Orders

Contract Adjustments

Item Adjustments

Agency Views

Mix Designs

Weekly Report Of Time

Q Type search criteria or press Enter Sort Showing 14 of 14

Add 0 marked for deletion | 0 changed

DWR Date	Inspector	Status	Approval Date	Sync ID
11/09/2021	Sarah Manley	Draft		1636474741644
1	No	No	0	2
Sequence	Attachments	Notes	Agency Views	Work Items Installed
2	No	No	0	2
11/09/2021	Kristen McDaniel	Approved	11/09/2021 1:33:52 PM	
1	No	No	0	2
11/09/2021	Kristen McDaniel	Draft		1636477700349
1	No	No	0	2

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

Contract: 0TM01 - Micro-surfacing, patching and pedestrian improvements

Save ?

DWR Date: 06/21/2019 Inspector: KMcDaniel Sequence: 1 Status: Approved

General

Notes

Contractors On Site

Contractor Equipment

Contractor Personnel

Postings

DWR Date \*

06/21/2019

Weather

01 - Clear

Rainfall Amount

Low Temperature

Actions

- Add New
- Copy
- Tasks
- Reject
- Views
- Attachments
- Issues
- Links
- Reports
- DWR Report

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

Contract: 0TM01 - Micro-surfacing, patching and pedestrian improvements

Save ?

DWR Date: 06/21/2019 Inspector: KMcDaniel Sequence: 1 Status: Rejected

General

Notes

Contractors On Site

Contractor Equipment

Contractor Personnel

Postings

DWR Date \*

06/21/2019

Weather

01 - Clear

Rainfall Amount

Low Temperature

Actions

- Add New
- Copy
- Tasks
- Change to Draft
- Views
- Attachments
- Issues
- Links
- Reports
- DWR Report

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)

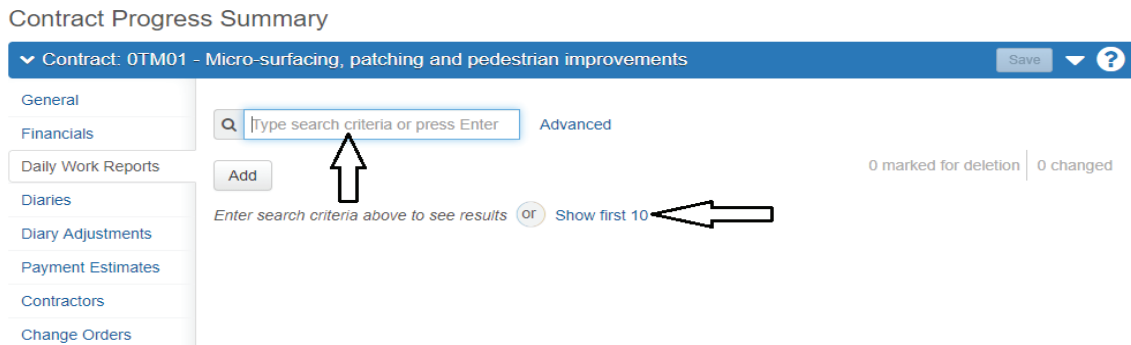


Figure 5-47. Contract Progress Summary: Daily Work Report Search

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

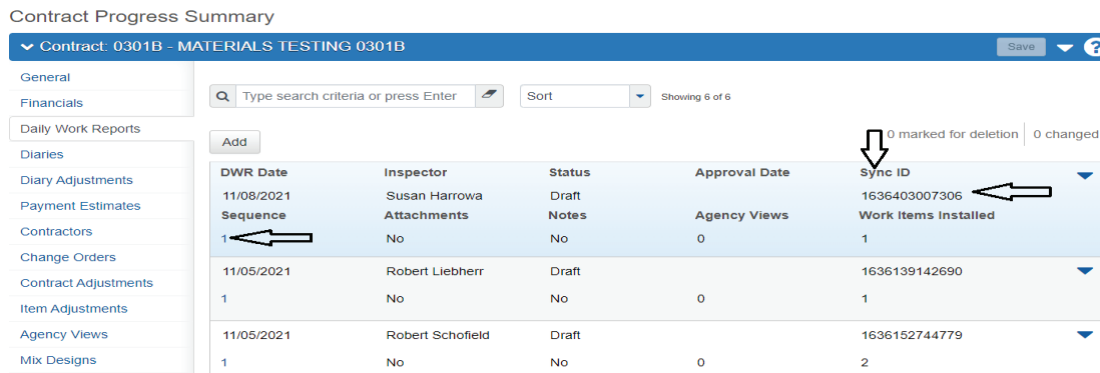


Figure 5-48. DWR List

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

- 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

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



**Nevada Department of Transportation**  
08/24/2019 2:48:50 PM

**Daily Work Report**

**Contract:** 0TM01, Micro-surfacing, patching and pedestrian improvements  
**Resident Engineer:**

**Prime Contractor:** Q&D CONSTRUCTION INC  
**Inspector:** Benjamin Schober

**DWR Date:** 7/29/2019 **Day of Week:** Monday **Weather:** Clear **Low Temp:**  
**Entered By:** Kristen McDaniel

**Seq Num:** 1 **DWR Status:** Draft **Rainfall Amount:** **High Temp:**  
**Last Updated Date:** 8/24/2019

**Work Items:** Yes **Contractors:** Yes **Daily Staff:** No **Attachment(s):** No

**Remarks**  
General Remarks

**Contractor Personnel**

Contractor Name	Personnel Name	Title	Count	Total Hours
-----------------	----------------	-------	-------	-------------

**Contractor Equipment**

Contractor Name	Equipment Description	Number	Number	Hours	Hours
		On Site	Used	Used	Idle

**Item Postings**

Item ID	Item Description	Project	Cat.	Quantity Posted	Unit	From Station - To Station Location
2020585	REMOVAL OF FENCE	TM016C1C	01	5	LFT	kkk

**Materials:**  
**Contractor:** Q&D CONSTRUCTION INC

**Attachments**

File Name	Description	File Size (kb)
-----------	-------------	----------------

Figure 5-51. DWR Report

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

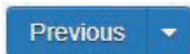


Figure 5-52. Previous Button

## 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)

Contract Progress Summary

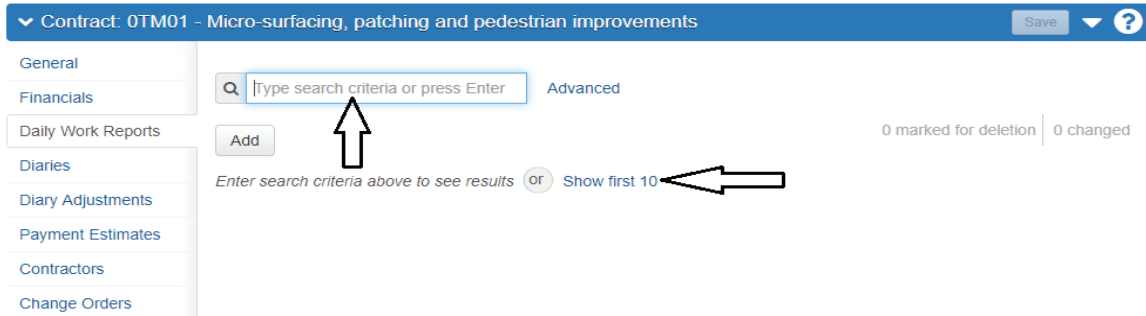


Figure 5-53. Contract Progress Summary: Daily Work Report tab

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

Contract Progress Summary

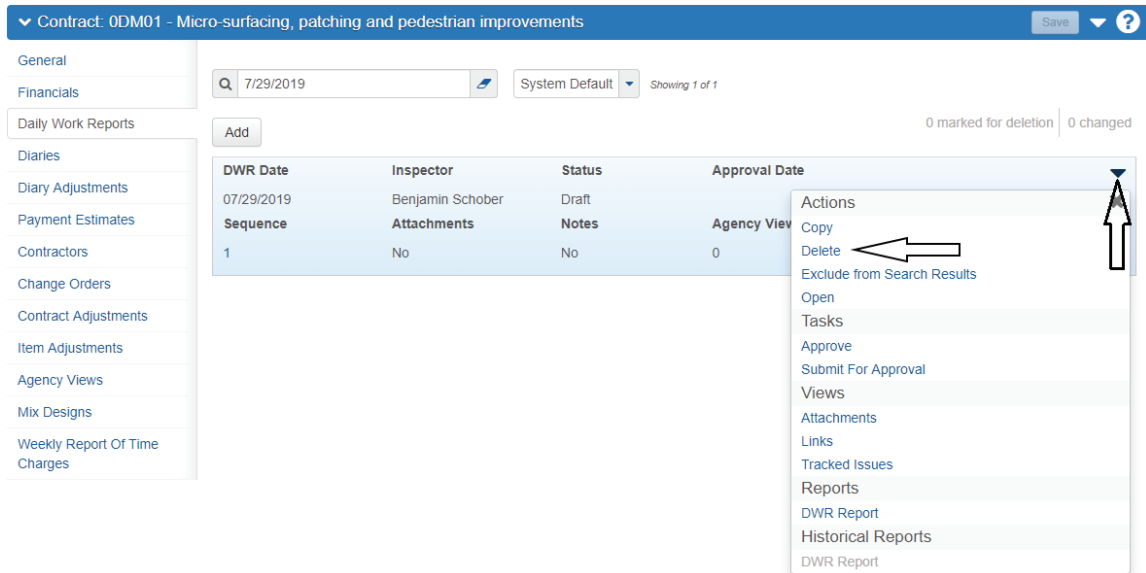


Figure 5-54. DWR Delete

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

Contract Progress Summary

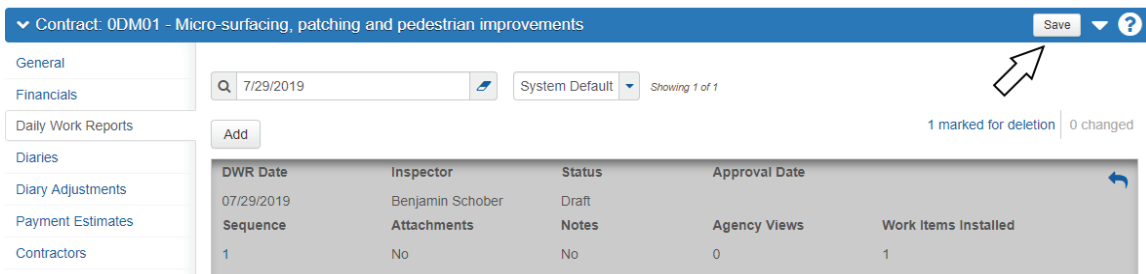


Figure 5-55. DWR Save Deletion

## 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)

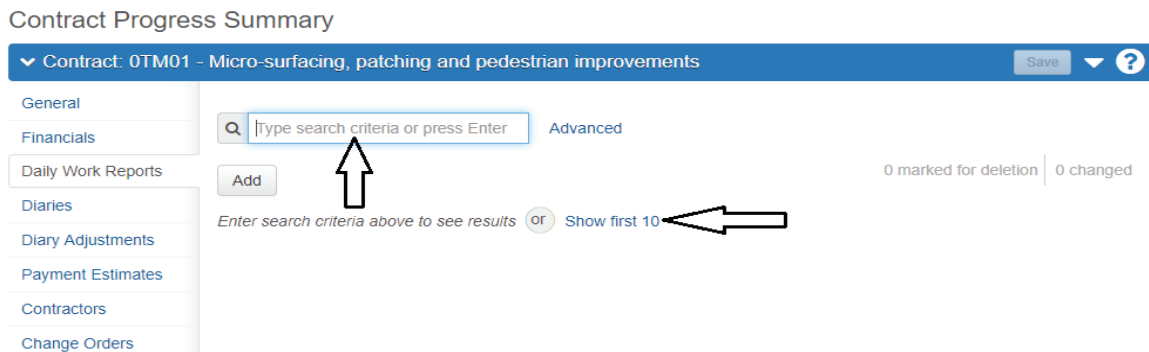


Figure 5-56. Contract Progress Summary: Daily Work Report tab

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

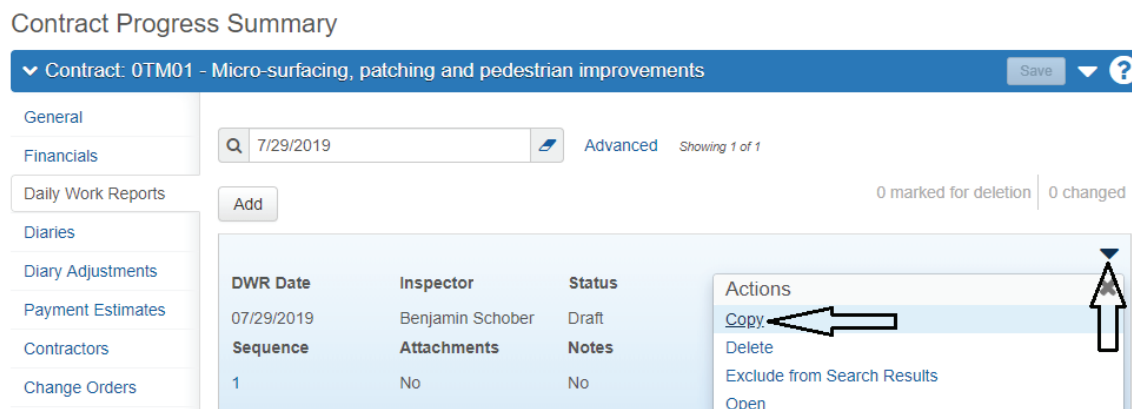


Figure 5-57. DWR Copy

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)

Copy Contract Daily Wo There are unsaved changes. ✕

Contract: 0TM01 - Micro-surfacing, patching and pedestrian improvements Save ▼ ?

DWR Date: 07/29/2019 Inspector: bschober@dot.nv.gov Sequence: 1 Status: Draft

General	DWR Date *	Remarks	
	08/24/2019 <span style="font-size: 0.8em;">📅</span>	0	
	Inspector *	Federal Project Number	
	Q Benjamin bschober@dot.nv.gov Schober	State Project Number	
	Weather	Entered By	
	Rainfall Amount		

Figure 5-58. DWR Copy

- 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)

Contract Daily Work Rep There are unsaved changes. ✕

Contract: 0TM01 - Micro-surfacing, patching and pedestrian improvements Save ▼ ?

DWR Date: 08/24/2019 Inspector: bschober@dot.nv.gov Sequence: 1 Status: Draft

General	DWR Date *	Number of Remarks	
Notes	08/24/2019 <span style="font-size: 0.8em;">📅</span>	0	
Contractors On Site	Weather	Federal Project Number	
Contractor Equipment	<input type="text"/>	State Project Number	
Contractor Personnel	Rainfall Amount	Entered By	
Postings	<input type="text"/>	Entered Date	
	Low Temperature		
	<input type="text" value="61"/>		
	High Temperature		
	<input type="text" value="98"/>		

Figure 5-59. Copied DWR

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