This chapter contains the following sections:

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A Daily Diary is used to document pertinent daily contract activities and assess working days. It also incorporates information from Approved Daily Work Report (DWR's) for the corresponding day.

Important: One Daily Diary, per contract, per day shall be completed by the Resident Engineer.

ADDING A DAILY DIARY

1. Confirm current role is set to NV Crew Office. (Figure 6-1)

Home 🝷	Previous	-	My Pages	-
Switch Ro	ole			
Andrew Law	office	r		
NV L2 Estin	nate Review			
NV L3 Estin	nate Approve			
NV ReadOn	ity			
Figure 6-1. Cu	urrent Role			

2. From the Home page, click Contract Progress under the Construction component. (Figure 6-2)

Change Order	
Contract Administration	
Contract Claims	
Contract Permits	
Contract Progress	
Contract Time	
Contract Vendor Assets	
Contractor Evaluation	
Daily Diary	
Daily Work Reports	
Daily Work Reports by Contract	
Meetings	
Payment Estimate Accounting	
Payment Estimate Approval Decision	15
Payment Estimates	

3. In the search box, enter the Contract Number, or click Show first 10. (Figure 6-3)

6

4.

Contracts Progress Overview

✓ Contract Progress Overview	
Q Type search criteria or press Enter	Advanced
No rows found matching criteria.	
Enter search criteria above to see results	or Show first 10
Figure 6-3. Contract Progress Overview	
Click the Contract number hyperlink. (Fig	jure 6-4)
Contracts Progress Overview	
✓ Contract Progress Overview	
Q DM01 / Advance	ed Showing 1 of 1

Prime ID

PUR0003792A

Prime Name

Q SIERRA NEVADA CONSTRUCTION

Figure 6-4. Contract Progress Overview with Results

€ Micro-surfacing, patching and pedestriar

Description

5. Click the Diaries tab. (Figure 6-5)

Contract

- ?

0 changed

Contract Progress Summary

 Contract: 0DM01 - Micro-surfacing
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 Charges
Figure 6-5. Diaries tab

6. Click Add. (Figure 6-6)

Contract Progress Summary

✓ Contract: 0DM01	- Micro-surfacing, patching and pedestrian improvements	Save 🔻 ?
General		
Financials	Q Type search criteria or press Enter Diary Date Sort	
Daily Work Reports	Add	0 marked for deletion 0 changed
Diaries		
Diary Adjustments	No rows found matching criteria.	
Figure 6-6. Daily Di	ary Add button	

7. Enter the Diary Date, if other than today's date. (Figure 6-7)

6

Contract: 0DM01	- Micro-surfacing, patching and pedestrian improv	ements	Save 🔻 ?
eneral	Diary Date *	Remarks	
	07/29/2019	0	
	Author	Federal Project Number	
	Q bschober@dot.nv.gov		
	Schober Benjamin	State Project Number	
	Weather	SPSR-0529(001)	
	-	Entered Py	
	Low Temperature	Linered by	
	•		
	High Tomporature	Entered Date	
		Last Updated By	
	Diary Locked		
	No	Last Updated Date	
	Estimate Number		
		Contractor Working	
		No	
		Doumont Est Status	
		Payment Est Status	
	Comments		
			Q
	✓ Remarks		
	Туре *	Remark*	
	•		Q
gure 6-7. Add	d Daily Diaries Details		
ick the Save	e button. (Figure 6-8)		



Diary Date *

07/29/2019

m

9. In the Component Row Action drop-down, select Populate Related DWR Weather. (Figure 6-9)

Remarks

0

F7



Figure 6-9. Daily Diary Row Actions Drop-down

8.

General

Note: This action will bring in the highest High Temperature and the lowest Low Temperature from all DWRs with the same date as the Daily Diary. It will also bring in Weather unless there is a conflict in weather entries on DWRs with the same date. If there is a conflict, the Weather field will remain blank until it is selected by the Daily Diary Author.

10. If there was a Weather conflict, click the drop-down list for Weather and choose from the list. (Figure 6-10)



Figure 6-10. Daily Diary Weather Drop-down

11. In the Remarks section, select an appropriate Remark Type from the drop-down, There can be multiple remarks as needed. Be sure to select the most appropriate remark type. (Figure 6-11)

 Remarks 		
Type *	Remark *	
•		Q
01 - GENERAL		
02 - ACCIDENT		
03 - ATTENTION		
04 - CHANGE ORDER WORK		
05 - CONVERSATION - CONSTRUCTION		
06 - CONVERSATION - DISTRICT		
07 - CONVERSATION - HQ		
08 - PROJECT ISSUES		
09 - SAFETY VIOLATIONS		
10 - TRAFFIC CONTROL	-	

Figure 6-11. Daily Diary Remark Drop-down

12. Click the Save button. (Figure 6-12)

Add Daily Diary There are unsaved changes			×		
✓ Contract: 0DM	01 - Micro-surfaci	ing, patching and pede	strian improvements		Save 🔽 ?
General	Diary Date *		Remarks		5.
	07/29/2019	m	0		\checkmark

Figure 6-12. Add Daily Diary Save Button

6

13. Complete all tabs as appropriate. (Figure 6-13)

General
DWRs
DWR Remarks
Contract Times

Figure 6-13. Daily Diaries Detail Tabs

a. DWRs: Confirm all DWRs that need to be included for this Diary are Approved. (Figure 6-14)

Contract Daily Diar	y Summary					
✓ Contract: 0DM01 - M	icro-surfacing, patching and p	edestrian impro	vements			Save 🔻 ?
Diary Date: 07/29/2019	Author: bschober@dot.nv.gov					
General				DWR Status		
DWRs	Q Type search criteria or pre	ss Enter 🥭 🕴	Advanced Showing 2 of 2	No Filter	-	
DWR Remarks						0 marked for deletion 0 changed
Contract Times	Inspector	Sequence	Estimate	Number	DWR Status	-
	bschober@dot.nv.gov - Benj	1			Draft	
	Weather	Lo	ow Temp	High Tem	p	Rainfall
	01 - Clear		72		95	
	KMcDaniel2@dot.nv.gov - Ki	1			Approved	•
	01 - Clear		72		95	



- b. **DWR Remarks:** Add and Review DWR Remarks from all Approved Inspector DWRs with the same date as the Daily Diary. (Figure 6-15 through 6-18)
 - i. To add the Inspector's DWR Remarks, click Select DWR Remarks. (Figure 6-15)

Contract Daily Dia	ary Summary	
Contract: 0DM01 -	Micro-surfacing, patching and pedestrian improvements	Save 🤝 🏹
Diary Date: 07/29/2019	Author: bschober@dot.nv.gov	
General		
DWRs	Q Type search criteria or press Enter 🥒 Advanced Showing 1 of 1	
DWR Remarks	Select DWR Remarks	0 changed Collapse All
Contract Times	Inspector Sequence Remarks Count	•
	bschober@dot.nv.gov - B 1 0	

Figure 6-15. Select DWR Remarks button

ii. Select the Remarks and then click Add DWR Remarks to Daily Diary. (Figure 6-16)

iii.

Select DWR Remarks					×
			Inspector		
Q Type search criteria or p	oress Enter 🥒 Advance	ed Showing 3 of 3	No Filter	-	
Select: All None					2 selected
Inspector	Seq Num	Туре		Remark	
✓ bschober@dot.nv.gov -	- Benj 1	02 - ACCIE	DENT	Large boulder came free	and struck an NDOT truck.
bschober@dot.nv.gov - Benj 1 12 - WEATHER		High winds slowed progess.			
 bschober@dot.nv.gov - 	- Benj 1	10 - TRAFFIC CONTROL		Due to the boulder, lane of	closures extended 2 hours.
Figure 6-16. Select ar	nd Apply DWR Rema	r ks Remarks (F	iaure 6-17		
			igaio o Ti	/	
Contract Daily Diary	Summary				
 Contract: 0DM01 - Mic 	cro-surfacing, patching a	nd pedestrian imp	provements		Save
Diary Date: 07/29/2019	Author: bschober@dot.nv.	gov			
General	Q Type search criteria or p	oress Enter 🥒	Advanced Show	ing 1 of 1	

 DWR Remarks
 Select DWR Remarks...
 0 changed
 Expand All

 Contract Times
 Inspector
 Sequence
 Remarks Count

 bschober@dot.nv.gov - Bt
 1
 2

Figure 6-17. Chevron to Expand DWR Remarks

iv. Review attached Remarks. Click the Large Text Field Expand icon to see the entire Remark. (Figure 6-18)

Contract Daily Dia	ry Summary			
✓ Contract: 0DM01 - I	Micro-surfacing, patching	and pedestrian ir	nprovements	
Diary Date: 07/29/2019	Author: bschober@dot.nv	.gov		
General DWRs DWR Remarks	Q Type search criteria or Select DWR Remarks	press Enter 🥒	Advanced Showing 1 of 1	
Contract Times	✓ Inspector bschober@dot.nv.gov -	Sequence	Remarks Count	
	Туре	Remark		

Figure 6-18. Expanded DWR Remarks

02 - ACCIDENT

10 - TRAFFIC CONTROL

c. Contract Times: AWP tracks only Main Site Times for "Working Days". An Original Time Charge of one day is required for each working day, in order to track the amount of time that the Contractor worked on a contract.

Q Large boulder came free and struck an NDOT truck

Q Due to the boulder, lane closures extended 2 hours.

Complete all pertinent information for a Working Day (00 AT) Site Time. (Figure 6-19)

?

0 changed Expand All

6

- Original Time Charged: The only valid entries for this field are 1 or 0. This field is required if you want to charge a day to a Working Day contract.
- Contractor Working: Check if the Prime Contractor worked that day.
- Controlling Operation: Enter the controlling operation for day being charged.
- Delay Reason: Enter the reason for the delay if the contractor is off schedule.
- Comments: Explain why a day was not charged or any other appropriate comments.

Note: Completion Date (00 CD) and the Clean Up (00 Clean) Site Times will not have records in the Contract Times tab. **These Site Times still require a Daily Diary to be completed each day to document the status of the contract.**

Contract: ODMOT-	wicro-surracing, patering	and pedestnaminproverne	anto			Jave
Diary Date: 07/29/2019	Author: bschober@dot.n	iv.gov				
General	(mail)					
DWRs	Q Type search criteria o	r press Enter 🥒 Advance	Showing	1 of 1		
DWR Remarks						1 chang
Contract Times	Time ID	Original Time Chrg	Adj Tir	me Chrg	Curr Time Units C	•
	00 AT	1.00				
	Time Descr		Main	Time Unit	Time Type	
	45 Working Days		Yes	Days	Available Time	
	Time ID			Original Time	Charged 🔻	
	00 AT			1	.00	
	Contractor Working			Adjusted Time	Charged	
					o de la constante 🗮 a forma	
	Controlling Operation			ohaan in Ta	- 01	
	Removed All Fence			Change in Tim	e charged	
	Removed Air Fence.		Q			
	Delay Reason 🔻					
			Q			
	Comments 🔻					
	Normal working day.					Q
	Up to 256 characters					
Figure 6-10 Daily	Diary Contract Time	ю.				
rigule 0-15. Dally	Diary Contract Time					
ick the Save buttor	n. (Figure 6-20)					
ontract Daily Diarv	Summ There are unsav	ed changes.			×	

Contract: UDMU1 -	vicro-surracing, patching and pedestrian improvements	Save
Diary Date: 07/29/2019	Author: bschober@dot.nv.gov	
Figure 6-20. Daily D	iary Save Button	

Note: The Daily Diary can be edited or deleted until it is included in a payment estimate. When it is included in a payment estimate, the Diary becomes Locked.

DELETING A DAILY DIARY

1. Under Contract Progress Summary, click the Diaries tab. (Figure 6-21)

Contract Progress Summary	
✓ Contract: 0DM01 - Micro-surfacin	ıg
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 Charges	

2. Click the Diary row action button. (Figure 6-22)

Contract Progress Summary

✓ Contract: 0DM01 - N	Aicro-surfacing, patching and pe	edestrian improve	ements	s	ave 🔻 ?
General					
Financials	Q Type search criteria or press E	Enter 🥒 Dian	/ Date Sort Showing 1 of 1		\square
Daily Work Reports	Add			0 marked for deletion	changed
Diaries					N
Diss. A divetes ante	Diary Date Author	Locked	Remarks	Estimate Number	•
Diary Adjustments	07/29/2019 bschober@dot.nv.go	v - No	0		



3. Click Delete. (Figure 6-23)



4. Click the Save button. (Figure 6-24)



DIARY ADJUSTMENTS

A Working Days (00 AT) Site Time Daily Diary record can be adjusted AFTER a pay estimate has been approved.

1. Select the Diary Adjustments tab. (Figure 6-25)

Contract Progress

Contract: 0DM01 -
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 Charges

Figure 6-25. Contract Progress Summary, Diary Adjustments tab

2. Click the Select Diary Contract Time Charges button. (Figure 6-26)

Contract Progress Summary

✓ Contract: 0DM01	- Micro-surfacing, patching and pedestrian improvements	Save 🔻 ?
General		
Financials	Q Type search criteria or press Enter Image: Comparison of the press enter in the press e	
Daily Work Reports	Select Diary Contract Time Charges	0 marked for deletion 0 changed
Diaries	No rows found matching criteria	
Diary Adjustments	······································	
Payment Estimates		

Figure 6-26. Select Diary Contract Time Charges button

3. Select the Diary to be adjusted and then click the Add to Diary Adjustments button. (Figure 6-27)

Select Diary Contract Time Charges			\$	
Q Type sea	arch criteria or press Enter : All None	Advanced Showing :	t of f l	1 selected
Diary D	late	Time ID	Time Descr	Original Time Chrg
07/29/2	019	00 AT	45 Working Days	1.00

Figure 6-27. Select Diary Contract Time Charges

4. Update the Current Time Charge field and enter appropriate Comments (Figure 6-28). To decrease the amount of time charged, enter 0.00 in the Current Time Charge field. To increase the time charged, enter 1.00 in the Current Time Charge field.

6

Q Type search crite	ria or press Enter 🧧 🕴	Advanced			~
Select Diary Contrac	t Time Charges			0 marked for dele	tion 0 changed
Time ID	Time Descr	Diary Date	Comm	ents	×
00 AT	45 Working Days	07/29/2019	Time cl	harged in error	
Previous Time C	h Current Time Cha	Modified Date	Main	Pay Est Num	
1.00	0.00		Yes		
Diary Date		т	ime ID		
07/29/2019		0	0 AT		
Current Time Charg	le * 💌	Т	ime Descriptio	on	
0.00		4	5 Working Days	3	
Previous Time Char	ge	Т	ime Unit		
1.00		D	ays		
Comments * 🔻		0	riginal Numbe	er of Time Units	
Enter details of tim	ne adjustment here.	۹ 4	5.00		
Marillord Do		С	urrent Numbe	r of Time Units	
modified By		4	5.00		

Figure 6-28. Daily Diary Adjustment Details

5. Click the Save button. (Figure 6-29)

Contract Progres	ss Summa There	are unsaved changes.		×	
✓ Contract: 0DM01	- Micro-surfacing, p	patching and pedesti	ian improvements		Save 🔻 ?
General					\geq
Financials	Q Type search	criteria or press Enter	Advanced		
Daily Work Reports	Select Diary Cor	ntract Time Charges		0	marked for deletion 0 changed
Diaries	Time ID	Time Descr	Diary Date	Comments	×
Diary Adjustments	🗸 00 AT	45 Working Days	07/29/2019	Time charged in error	

Figure 6-29. Daily Diary Adjustments Save Button.

GENERATING THE DAILY DIARY REPORT

The Daily Report can be generated at any point.

1. Under Contract Progress Summary, click the Diaries tab. (Figure 6-30)

Contract Progress Summary

✓ Contract: 0DM01 - Micro-surfacing
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 Charges

2. Click the Daily Diary Row Actions drop-down on the Daily Diary and click Daily Diary Report. (Figure 6-31)

Contract Progress Summary

✓ Contract: 0TM01	- Micro-surfacing, patching and pedestrian	improvements Save
General		
Financials	Q Type search criteria or press Enter	Advanced Showing 1 of 1
Daily Work Reports	Add	0 marked for deletion 0 changed
Diaries	Diary Date Author Locked	Remarks T
Diary Adjustments	07/29/2019 bschober@dot.nv.gc No	Actions
Payment Estimates	Estimate Number	Delete
Contractors		Exclude from Search Results
Change Orders		Open
		Views
Contract		Attachments
Aujustments		Links
Item Adjustments		Tracked Issues
Agency Views		Reports
Mix Designs		Daily Diary Report
		Historical Reports

Figure 6-31. Select DWR Report

3. Accept all Default values in the Generate Report - Daily Diary Report window and click the Execute button. (Figure 6-32)

Generate Report

6

4.

✓ Generate Report - Daily Diary Report	Execute 🗸 💎 🕐	
Settings Output Options 🔹	∧ + →	
4 of 5		
Output Type	Report Layout Source	
Generate as PDF	O Base	
Download PDF	Custom	
Generate as HTML	Test	
Generate Available Data Output		
Figure 6-32. Generate Daily Diary Report		
The Daily Diary Report opens in a new browser wind	dow. (Figure 6-33)	
🔹 Construction Stockpile Summa 🗙 📴 Generate Report AASHTOV	War × 🔇 Generate ×	×
$\leftarrow \rightarrow \mathcal{O} \land \land$	urtConstration/Constrato/Cuid=077a8baf 2 9 🛧 🔳 0	
🏥 Apps ▶ Bing 🏹 Google Maps 🐱 Wells Fargo 🎶 WCCU	J 💆 DS 🎦 CL 🎦 TRT Preview 🛛 💦 Other bo	okmarks
Nevada Depar	rtment of Transportation	
	08/25/2019 2:20:56 PM	
Dai	ily Diary Report	
Contract: 0TM01, Micro-surfacing, patching and pedestrian improvement	ts Resident Engineer: Control Script failed for control Label152, Source=	
Prime Contractor: Q&D CONSTRUCTION INC	Contractor Working: Yes	
Diary Date: 07/29/2019 Day of Week: Monday Author: Ber	njamin Schober Time Type: Completion Date	
Diary Lock Ind: No Revision Date: 08/23/2019 Entered By: Krist	isten McDaniel Original Completion Date 10/31/2019	
Estimate Number: Revised By: Kris	isten McDaniel Current Completion Date 10/31/2019	
Weather: Clear Low Temp: 70	High Temp: 99	
Location:		
Contract Times	2	
Contract Contract Time Time	Contractor Hours Hours Work Start Work Stop	
Time Description Charged Controlling Operation Del	lay Reason Working Worked Available Time Time	
00 AT 45 Working Days	No	

5. At this point the Daily Diary 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.

6. Click the Previous button to return back to the Daily Diary list. (Figure 6-34)



6-16

Figure 6-33. DWR Report