

# DAILY DIARIES

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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)



Figure 6-1. Current Role

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



Figure 6-2. Construction Component

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

## Contracts Progress Overview

▼ Contract Progress Overview

🔍 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. (Figure 6-4)

## Contracts Progress Overview

▼ Contract Progress Overview ? ▼

🔍 ODM01 Advanced Showing 1 of 1

0 changed


Contract	Description	Prime ID	Prime Name
<a href="#">ODM01</a> 	<a href="#">Micro-surfacing, patching and pedestriar</a>	PUR0003792A	<a href="#">SIERRA NEVADA CONSTRUCTION</a>

Figure 6-4. Contract Progress Overview with Results

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

## Contract Progress Summary

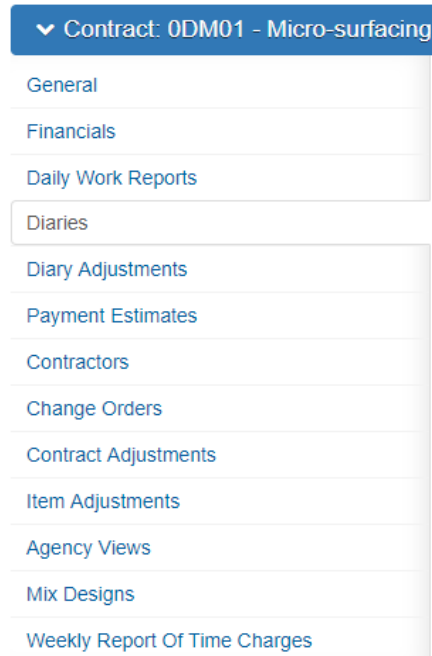


Figure 6-5. Diaries tab

6. Click Add. (Figure 6-6)

## Contract Progress Summary

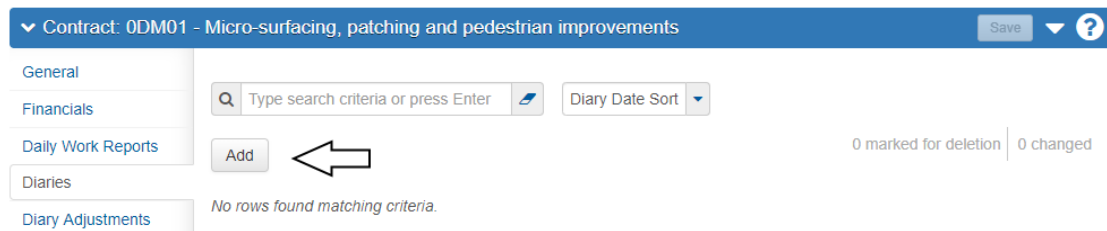


Figure 6-6. Daily Diary Add button

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

Add Daily Diary There are unsaved changes. x

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

General	Diary Date * 07/29/2019	Remarks 0
	Author bschober@dot.nv.gov Schober Benjamin	Federal Project Number
	Weather	State Project Number SPSR-0529(001)
	Low Temperature	Entered By
	High Temperature	Entered Date
	Diary Locked No	Last Updated By
	Estimate Number	Last Updated Date
		Contractor Working No
		Payment Est Status

Comments

Remarks

Type \* Remark \*

Figure 6-7. Add Daily Diaries Details

- Click the Save button. (Figure 6-8)

Add Daily Diary There are unsaved changes. x

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

General	Diary Date * 07/29/2019	Remarks 0
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Figure 6-8. Add Daily Diary Save Button

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

Save ?

- Actions
- Add New
- Populate Related DWR Weather
- Views
- Attachments
- Issues
- Links
- Reports
- Daily Diary Report
- Historical Reports
- Daily Diary Report

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

**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.

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

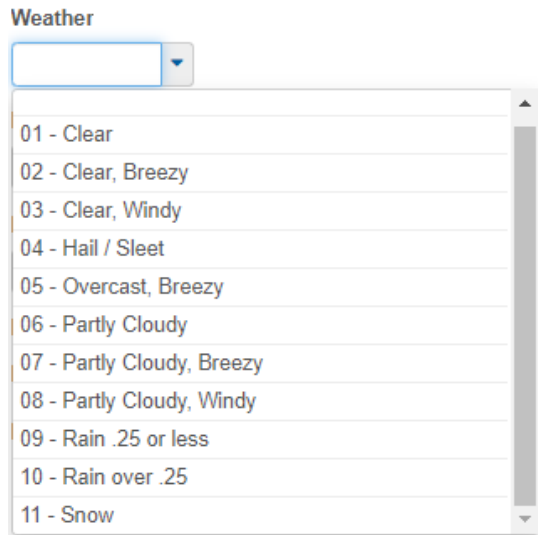


Figure 6-10. Daily Diary Weather Drop-down

- 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)

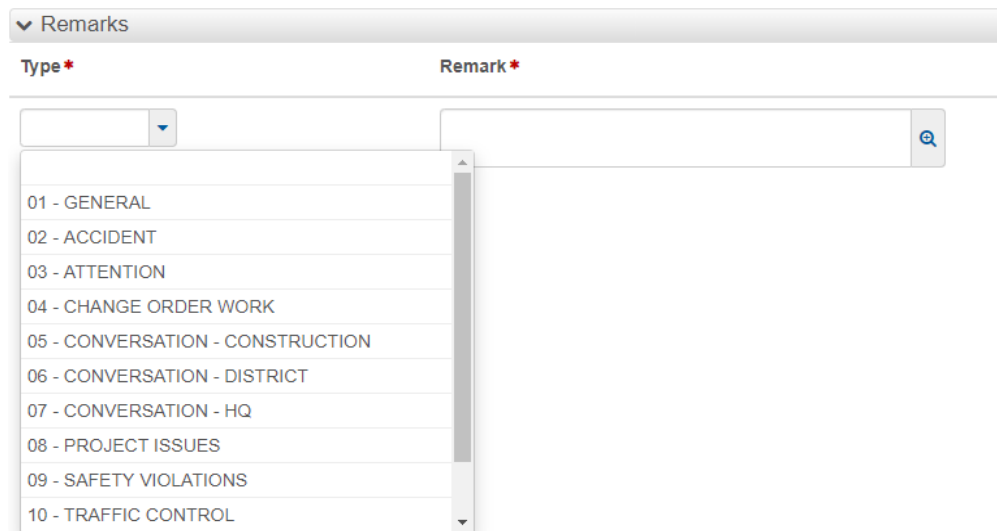


Figure 6-11. Daily Diary Remark Drop-down

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

Add Daily Diary There are unsaved changes. ✕

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

General	Diary Date *	Remarks
	07/29/2019	0




Figure 6-12. Add Daily Diary Save Button

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 Diary Summary

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

Diary Date: 07/29/2019 Author: bschober@dot.nv.gov

General

DWRs  Advanced Showing 2 of 2

DWR Status No Filter ▼

0 marked for deletion | 0 changed

Inspector	Sequence	Estimate Number	DWR Status
bschober@dot.nv.gov - Benj	1		Draft
<b>Weather</b>			
01 - Clear		Low Temp 72 High Temp 95	Rainfall
KMcDaniel2@dot.nv.gov - Ki	1		Approved
01 - Clear		72 95	

Figure 6-14. DWRs Included on Daily Diary

- 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 Diary Summary

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

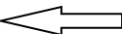
Diary Date: 07/29/2019 Author: bschober@dot.nv.gov

General

DWRs  Advanced Showing 1 of 1

DWR Remarks 0 changed Collapse All

Contract Times

Select DWR Remarks... 

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)



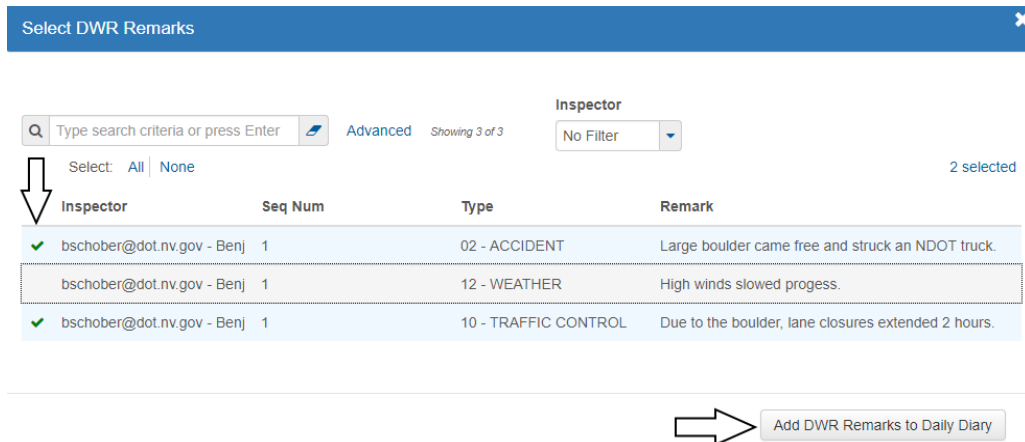


Figure 6-16. Select and Apply DWR Remarks

- iii. Click the chevron to expand the DWR Remarks. (Figure 6-17)

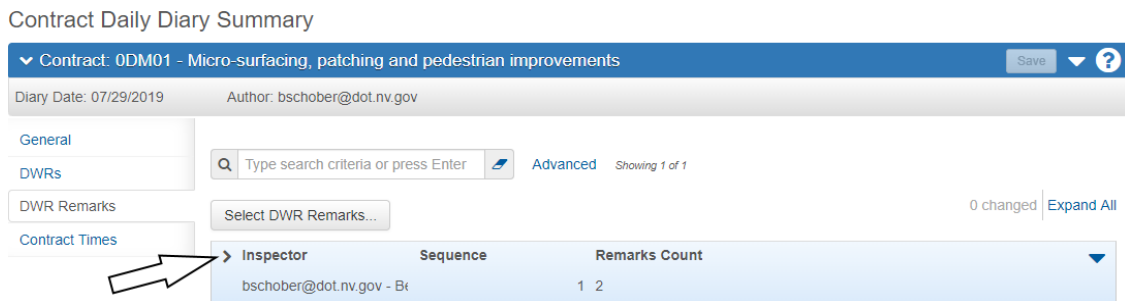


Figure 6-17. Chevron to Expand DWR Remarks

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

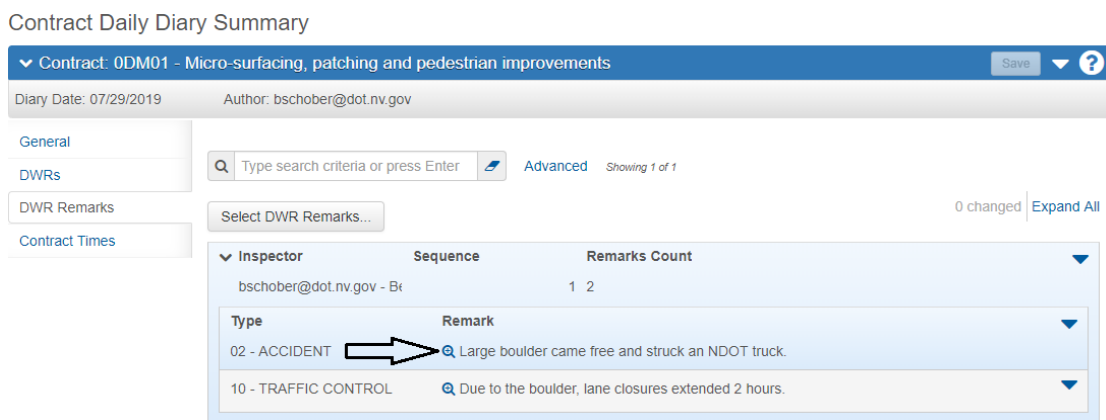


Figure 6-18. Expanded DWR Remarks

- 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.

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

- **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 Daily Diary Summ There are unsaved changes.

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

Diary Date: 07/29/2019 Author: bschober@dot.nv.gov

General  
DWRs  
DWR Remarks  
Contract Times

Q Type search criteria or press Enter Advanced Showing 1 of 1

1 changed

Time ID	Original Time Chrg	Adj Time Chrg	Curr Time Units C...								
00 AT	1.00										
<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>45 Working Days</td> <td>Yes</td> <td>Days</td> <td>Available Time</td> </tr> </tbody> </table>				Time Descr	Main	Time Unit	Time Type	45 Working Days	Yes	Days	Available Time
Time Descr	Main	Time Unit	Time Type								
45 Working Days	Yes	Days	Available Time								
Time ID		Original Time Charged									
00 AT		<input type="text" value="1.00"/>									
Contractor Working		Adjusted Time Charged									
<input checked="" type="checkbox"/>											
Controlling Operation		Change in Time Charged									
<input type="text" value="Removed All Fence."/>											
Delay Reason											
<input type="text"/>											
Comments											
<input type="text" value="Normal working day."/>											

Up to 256 characters

Figure 6-19. Daily Diary Contract Times

14. Click the Save button. (Figure 6-20)

Contract Daily Diary Summ There are unsaved changes.

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

Diary Date: 07/29/2019 Author: bschober@dot.nv.gov




Figure 6-20. Daily Diary 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)

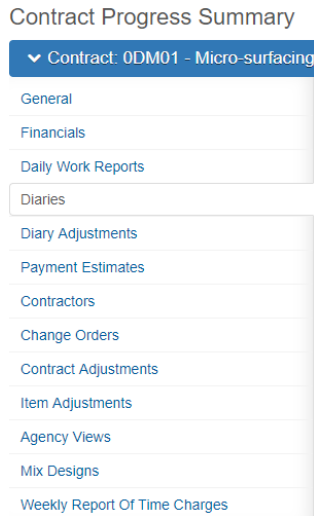


Figure 6-21. Diaries Tab

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

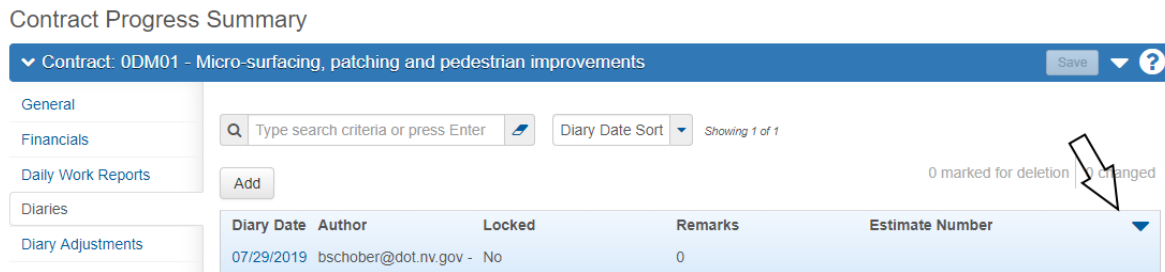


Figure 6-22. Diary Row Actions

3. Click Delete. (Figure 6-23)

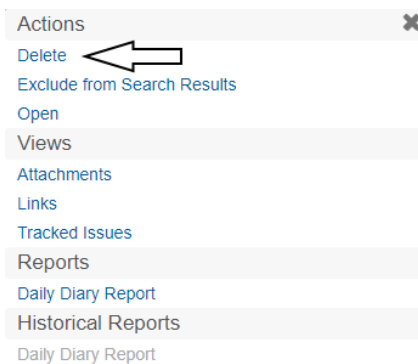


Figure 6-23. Diary Row Actions Drop-down

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

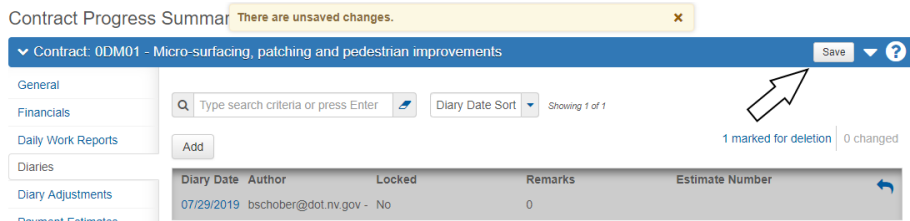


Figure 6-24. Save Button

## 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)

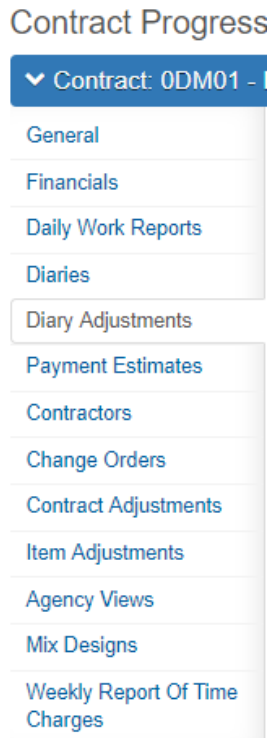


Figure 6-25. Contract Progress Summary, Diary Adjustments tab

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

## Contract Progress Summary

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

- General
- Financials
- Daily Work Reports
- Diaries
- Diary Adjustments
- Payment Estimates

Advanced

0 marked for deletion | 0 changed

No rows found matching criteria.

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 ×

Advanced Showing 1 of 1

Select: [All](#) | [None](#) 1 selected

Diary Date	Time ID	Time Descr	Original Time Chrg
✓ 07/29/2019	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.

Q Type search criteria or press Enter Advanced

Select Diary Contract Time Charges... 0 marked for deletion | 0 changed

Time ID	Time Descr	Diary Date	Comments
00 AT	45 Working Days	07/29/2019	Time charged in error
Previous Time Ch...	Current Time Cha...	Modified Date	Main Pay Est Num
1.00	0.00		Yes

Diary Date: 07/29/2019

Time ID: 00 AT

Current Time Charge \*

Time Description: 45 Working Days

Previous Time Charge: 1.00

Time Unit: Days

Comments \*

Original Number of Time Units: 45.00

Current Number of Time Units: 45.00

Modified By:

Figure 6-28. Daily Diary Adjustment Details

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

Contract Progress Summa There are unsaved changes. x

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

General

Financials

Daily Work Reports

Diaries

Diary Adjustments

Q Type search criteria or press Enter Advanced

Select Diary Contract Time Charges... 0 marked for deletion | 0 changed

Time ID	Time Descr	Diary Date	Comments
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)

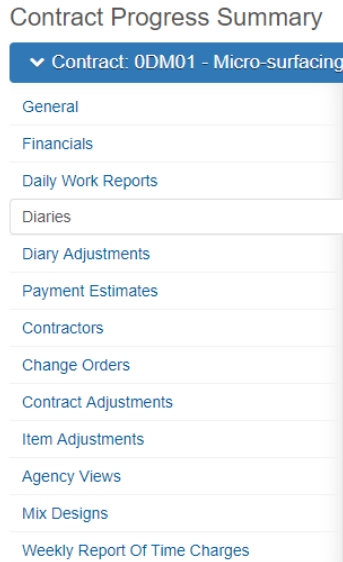


Figure 6-30. Diaries Tab

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

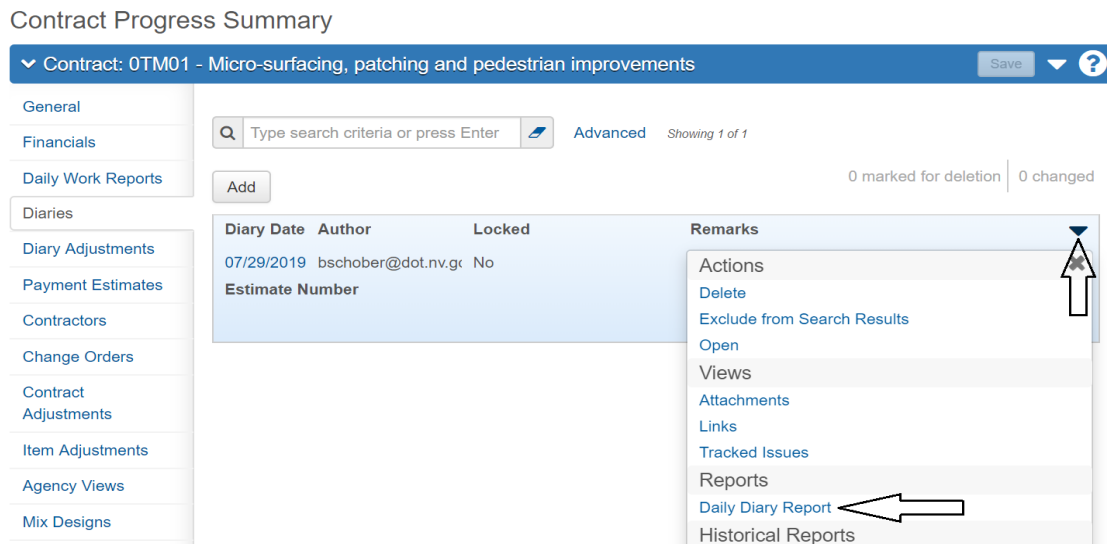


Figure 6-31. Select DWR Report

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

## Generate Report

Generate Report - Daily Diary Report

Settings Output Options

4 of 5

**Output Type**

- Generate as PDF
- Download PDF
- Generate as HTML

**Report Layout Source**

- Base
- Custom
- Test

**Generate Available Data Output**

Figure 6-32. Generate Daily Diary Report

## 4. The Daily Diary Report opens in a new browser window. (Figure 6-33)

Construction Stockpile Summa x | Generate Report | AASHTOWar x | Generate

nevadadot-pr-dev.infotechfl.com/ReportGeneration/Generate?Guid=077e8baf-3...

Apps Bing Google Maps Wells Fargo WCCU DS CL TRT Preview Other bookmarks

**NEVADA DOT** Nevada Department of Transportation

08/25/2019 2:20:56 PM

**Daily Diary Report**

**Contract:** OTM01, Micro-surfacing, patching and pedestrian improvements

**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:** Benjamin Schober **Time Type:** Completion Date

**Diary Lock Ind:** No **Revision Date:** 08/23/2019 **Entered By:** Kristen McDaniel **Original Completion Date:** 10/31/2019

**Estimate Number:** **Revised By:** Kristen McDaniel **Current Completion Date:** 10/31/2019

**Weather:** Clear **Low Temp:** 70 **High Temp:** 99

**Location:**

**Comments:**

**Contract Times**

Contract Time	Contract Time Description	Time Charged	Controlling Operation	Delay Reason	Contractor Working	Hours Worked	Hours Available	Work Start Time	Work Stop Time
00 AT	45 Working Days				No				

Figure 6-33. DWR Report

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



Figure 6-34. Previous Button