



Creating Daily Work Reports

AASHTOWare Project Construction and Materials™
rev. April 2023

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Table of Contents

Introduction.....	1
Daily Work Reports.....	1
Creating a DWR Record.....	1
General Tab.....	3
Notes Tab.....	4
Add a Note.....	4
Delete a Note.....	5
Contractors Tab.....	5
Add Contractor.....	5
Delete Contractor.....	7
Contractor Equipment Tab.....	7
Add Contractor Equipment.....	7
Delete Contractor Equipment.....	8
Contractor Personnel Tab.....	9
Add Vendor Personnel.....	9
Delete Personnel.....	10
Contractor Staff Tab.....	10
Add Contractor Staff.....	11
Delete Contractor Staff.....	12
Agency Staff Tab.....	12
Add Agency Staff.....	12
Delete Agency Staff.....	13
Postings Tab.....	13
Add Posting.....	14
Delete Posting.....	16
Acceptance Records Tab.....	17
Add Sample Record.....	17
Submitting a DWR for Approval.....	20
Change DWR to Draft.....	20
Copy a DWR.....	21
Deleting a DWR.....	22
DWR Reports.....	22
Need Support.....	24



Introduction

AASHTOWare Project™ (AWP) is a web-based program consisting of several modules designed to electronically allow the SCDOT to manage the entire lifecycle of construction contracts using a standardized format while providing a collaborative environment.

AASHTOWare Project Construction and Materials™ (PrCM) is a module designed to support the complete construction and materials management process.

Daily Work Reports

Daily Work Reports (DWRs) are created to record work that is performed on a contract for a specific day.

Once a DWR is approved, AASHTOWare Project uses the item postings contained within the DWRs to calculate the payment amount when creating the Payment Estimate.

DWR Features:

- DWRs can be created before the NTP-DT.
- A DWR cannot be created for a future date.
- A user can create multiple DWRs per day.
- DWRs can only be edited by the creator.
- DWRs can be copied.
- DWRs can be deleted while in a Draft status.

Creating a DWR Record

1. From the Home Screen, select the Contract Progress link.

The screenshot shows the AASHTOWare Project web interface. At the top, there are navigation tabs: 'Home', 'Previous', and 'My Pages'. On the right, there are 'Actions', 'Help', and 'Log off' buttons. Below the navigation, there are breadcrumb links: 'On this page: Inspector Links > External Links > Rejected Daily Work Report Overview > Daily Work Report Overview'. The main content area is titled 'PROJECT CONSTRUCTION INSPECTOR'. It features several sections: 'Home Page News' with a welcome message and two news items; 'Inspector Links' with a dropdown menu containing 'Contract Permits', 'Contract Progress' (circled in red with a red arrow pointing to it), 'Contract Vendor Assets', 'Daily Work Report', and 'Sample Records'; 'Rejected Daily Work Report Overview' with a search bar and a 'Save' button; and 'External Links' with a list of resources including 'Training Resources', 'Construction Support', 'Construction Support (TEAMS)', and 'Materials Support'. At the bottom of the page, there is a message: 'No rows found matching criteria.'

Figure 1 - Contract Progress

2. Select the contract.

Home Previous My Pages Actions Help Log off

Contracts Progress Overview

Contract Progress Overview

Q 5259160 Advanced Showing 1 of 1 0 changed

Contract	Description	Prime ID	Prime Name
5259160	Reconstruction/Rehabilitation - District 2	1SA015	SATTERFIELD CONSTRUCTION COMPANY, INC.

Figure 2 - Contract Selection

3. Select the Daily Work Reports tab.

Home Previous My Pages Actions Help Log off

Progress Overview Construction Stockpile Contract Administration Contract Documentation Contract Materials and Acceptance Actions Items Payment Estimate Approval Levels
Projects Subcontracts

Contract Progress Summary

Contract: 5259160 - Reconstruction/Rehabilitation - District 2 Save

General	Contract ID	Proposal ID
Financials	5259160	5259160
Daily Work Reports	Contract Alt ID	Federal Project Number
Diaries	18327	P040450
Diary Adjustments	Description*	State Project Number

Figure 3 - Daily Work Report

4. Click the Add Button.

Home Previous My Pages Actions Help Log off

Progress Overview Construction Stockpile Contract Administration Contract Documentation Contract Materials and Acceptance Actions Items Payment Estimate Approval Levels
Projects Subcontracts

Contract Progress Summary

Contract: 5259160 - Reconstruction/Rehabilitation - District 2 Save

General

Financials

Daily Work Reports

Diaries

Diary Adjustments

Payment Estimates

Q Type search criteria or press Enter Advanced

Add 0 marked for deletion 0 changed

Enter search criteria above to see results of Show first 10

Figure 4 - Add Daily Work Report

General Tab

When a DWR is created, AASHTOWare Project will default to the current date. This date can be changed.

The DWR date, Work Performed by Contractor, and a General Remark Type are required fields.

1. Enter the correct DWR date.
2. Using the Work Performed by Contactor field, indicate if work was performed.
3. Enter weather information.
4. Enter a General Remark in the Remarks field. Additional remarks can be later added.

Figure 5 - Add Daily Work Report - General Tab

5. Click **Save**, additional tabs will display.

Figure 6 - Add Daily Work Report - Tab

Notes Tab

- The Notes tab should only be used when a DWR is in an Approved status.
- Notes do not have to be entered by the creator and can be entered by any user with contract authority.
- The Note tab can be used for any reason but also can be used to describe why a DWR was rejected.
- The note can later be deleted once the DWR correction has been made.
- When a DWR is in a Draft status, all notes should be entered in the Remarks section located on the General tab.

Add a Note

1. Select the Notes tab.
2. Click the New Button

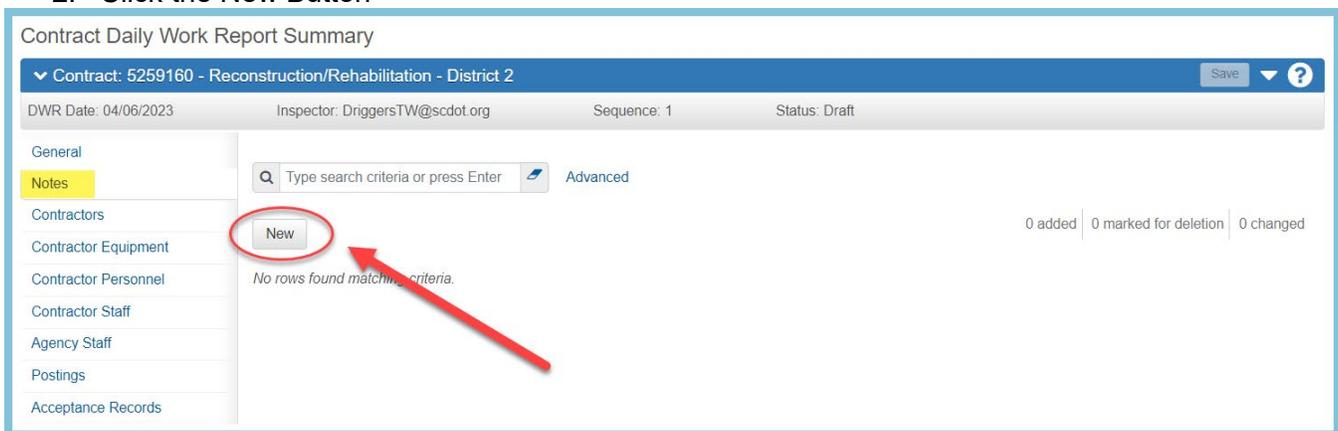


Figure 7 - DWR New Note

3. Enter the Note.
4. Click **Save**.

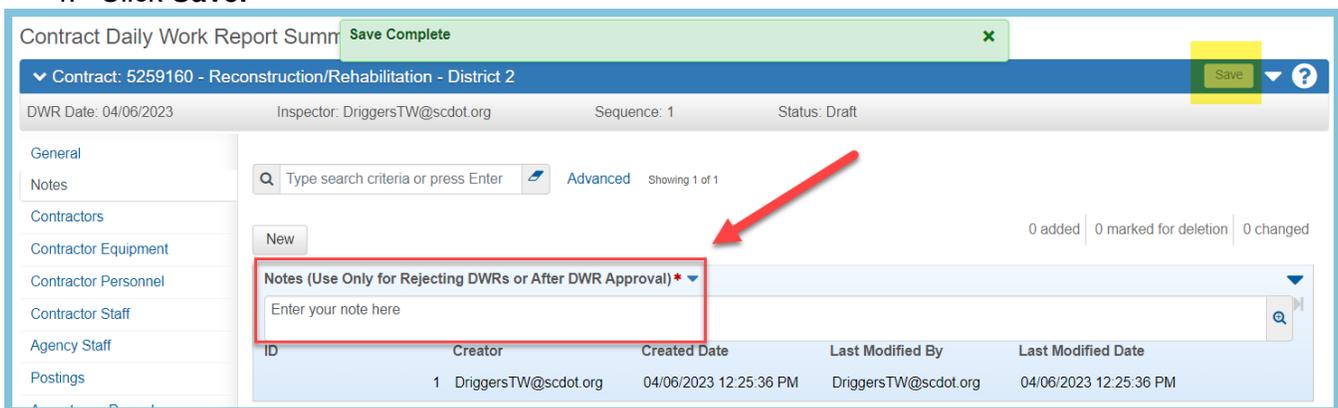


Figure 8 - DWR Enter Note

Delete a Note

1. Select the Row Action Menu.
2. Select Delete.
3. Click **Save**.

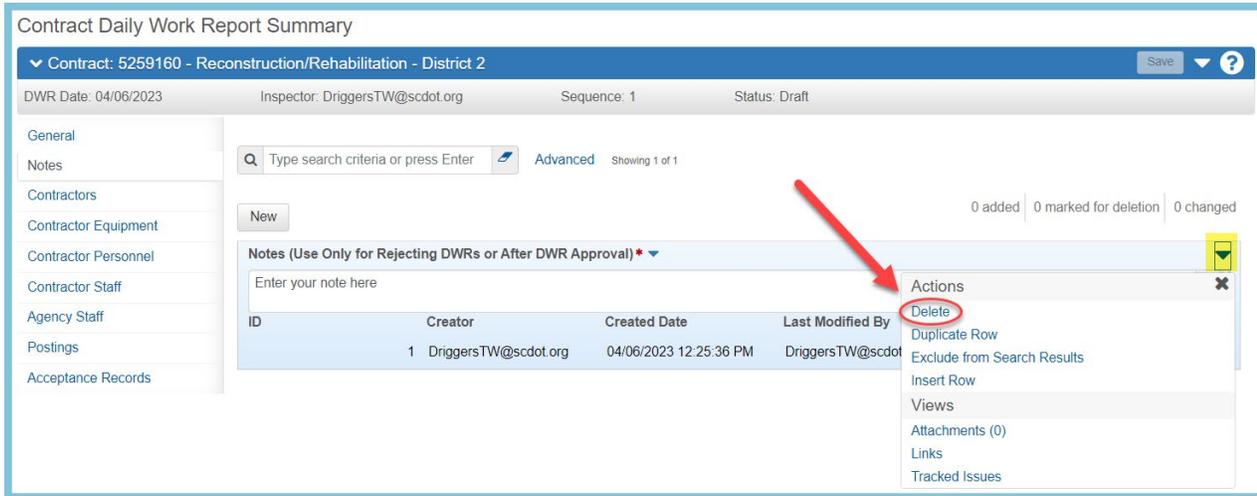


Figure 9 – Delete DWR Note

Contractors Tab

The Contractor tab is used to record if a contractor was onsite. Additionally, entering a contractor is a requirement to enter a DWR Item Posting.

Add Contractor

1. Select the Contractors tab.
2. Click **Select Contractors**.



Figure 10 – DWR Add Contractors

3. Select one or more contractors to add to the DWR.
4. Select the Add to DWR Contractors button.

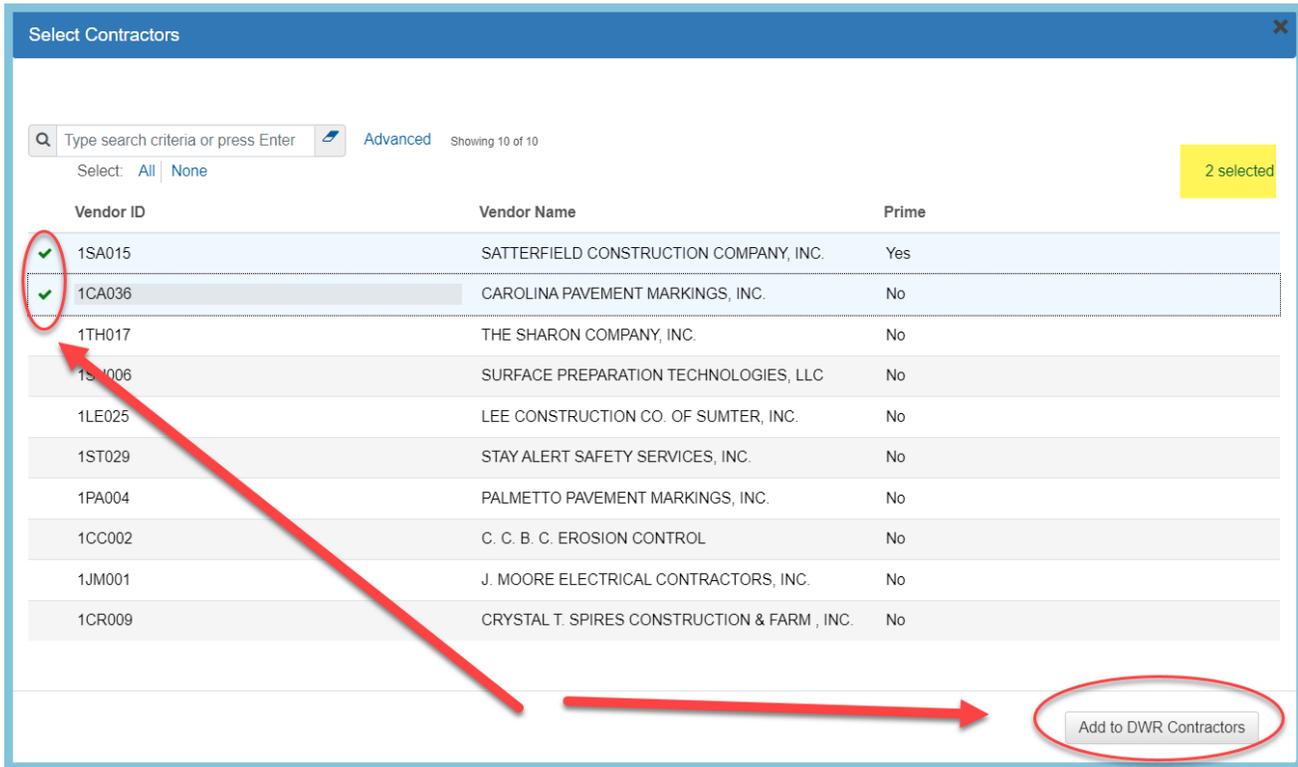


Figure 11 – DWR Select Contractors

5. Using the checkbox Contractor Not Onsite, record whether the contractor is onsite working. Leave the box unchecked if the contractor is not working and the current DWR is being used as an administrative DWR to pay the contractor.

Important Note: On federally funded contracts, leaving the box unchecked will mark the contractor as onsite and notify the system that **payroll is required for the contractor. Alternatively, checking the box will notify the system that payroll for the contractor is not required.*

6. Click **Save**.

**Important Note: Failure to save will prevent future tabs from working correctly.*

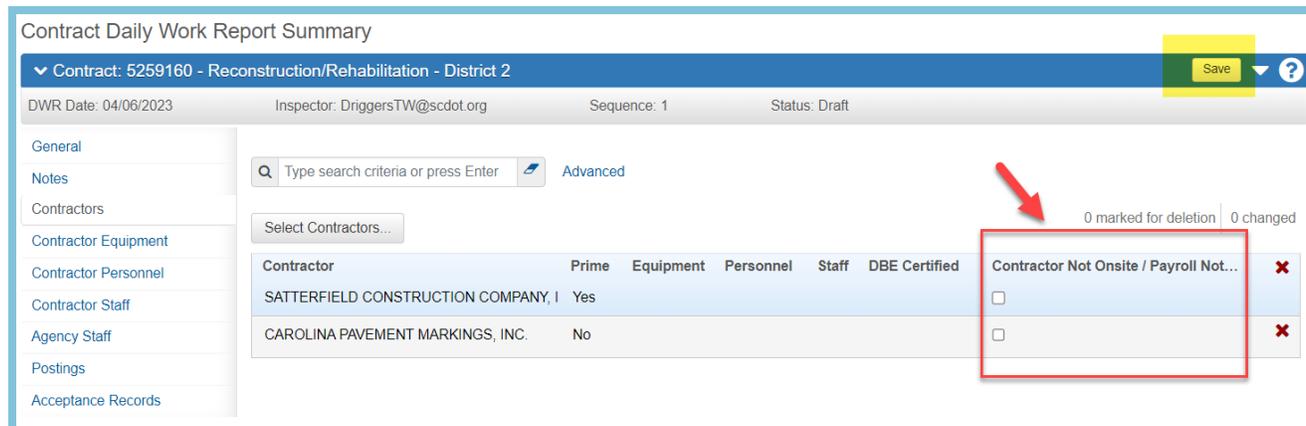


Figure 12 – DWR Contractor OnSite

Delete Contractor

1. Select the Row Action Menu.
2. Select Delete.
3. Click **Save**.

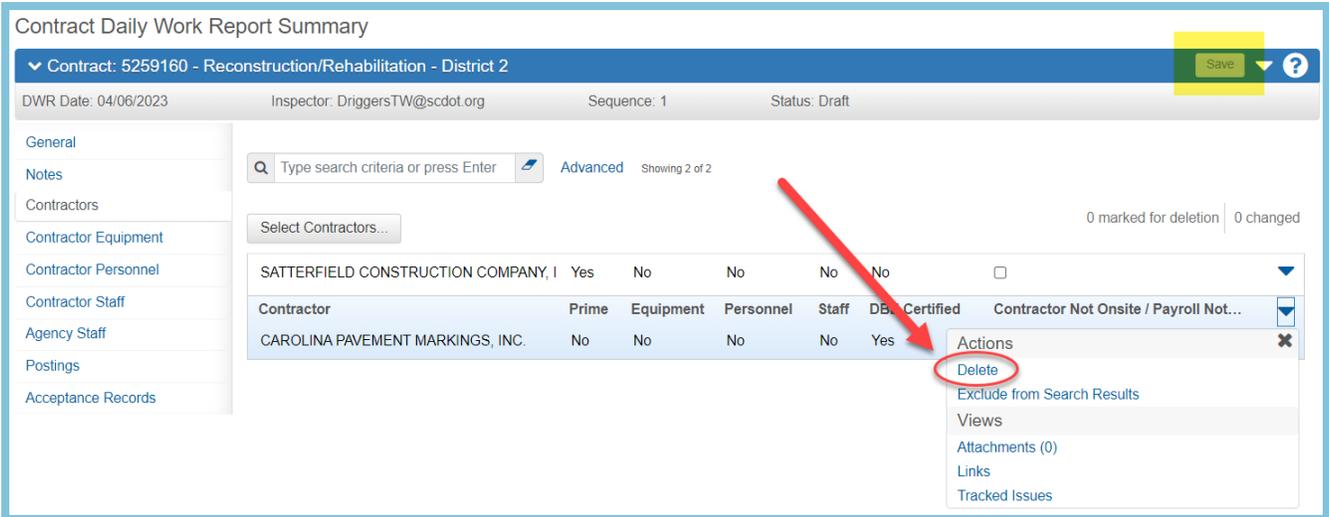


Figure 13 – DWR Delete Contractor

Contractor Equipment Tab

Contractor Equipment must first be setup in the Contract Vendor Assets Component before using this tab. Alternatively, generic equipment can be selected for use.

Add Contractor Equipment

1. Select the Contractor Equipment Tab.
2. On the Row Action Menu for the contractor, click Select Vendor Equipment if previously setup. You can also use Generic Equipment if not.

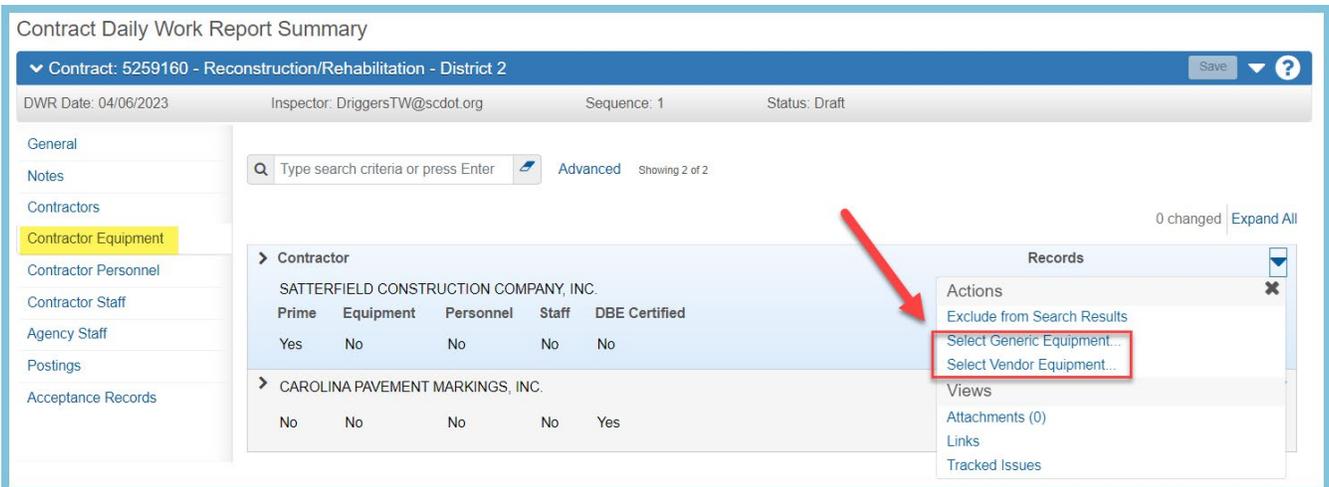


Figure 14 –Add DWR Contractor Equipment

3. Select one or more pieces of equipment.
4. Click Add to **DWR Contractor Equipment**.

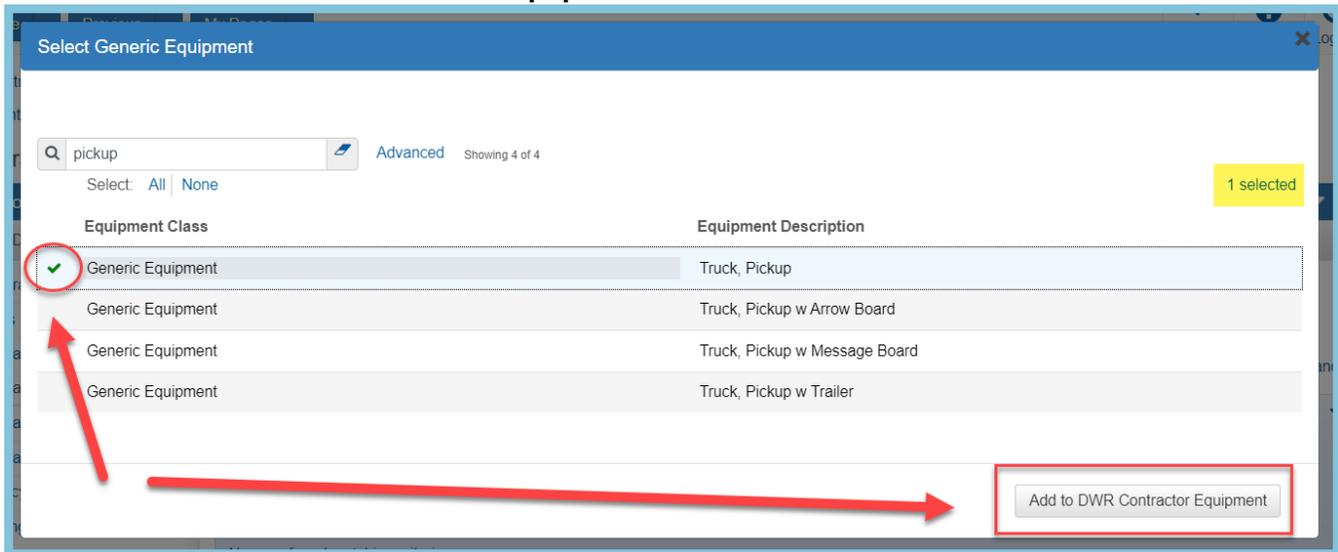


Figure 15 - Select DWR Contractor Equipment

5. Enter the Equipment Information.
6. Click **Save**.

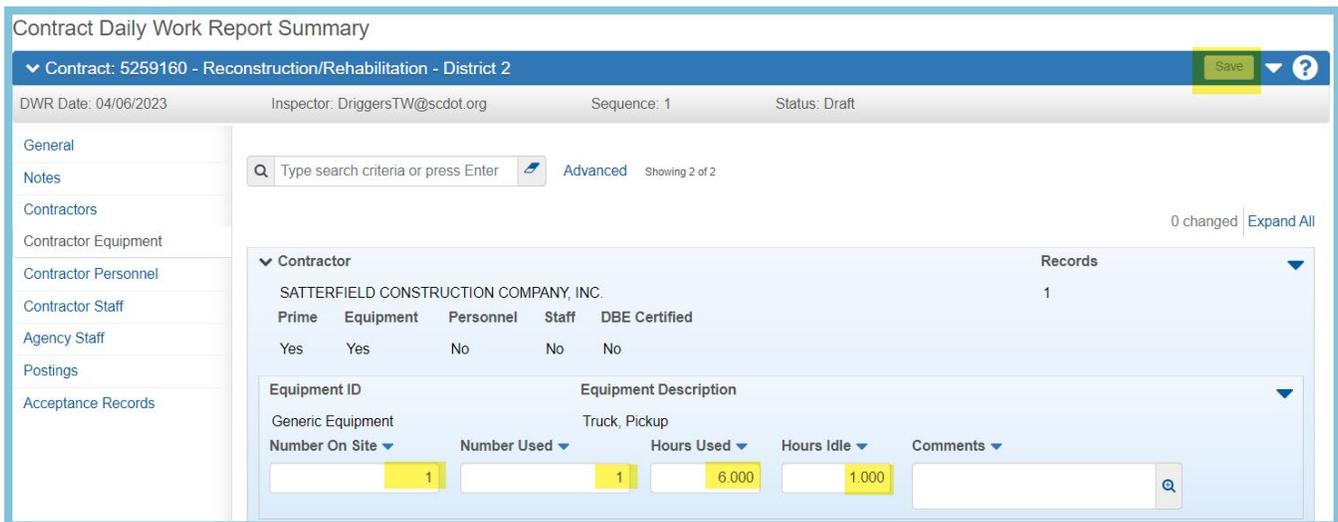


Figure 16 – DWR Equipment Information

Delete Contractor Equipment

1. Select the Row Action Menu.
2. Select Delete.
3. Click **Save**.

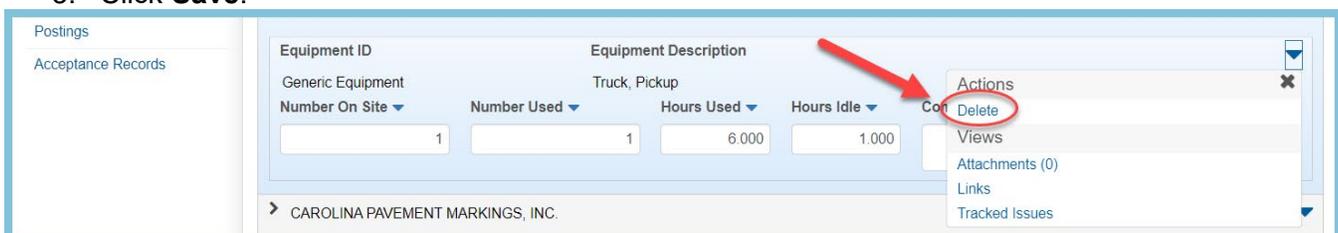


Figure 17 – Delete DWR Contractor Equipment

Contractor Personnel Tab

Contractor Personnel (employee type) must first be setup in the Contract Vendor Assets Component before using this tab. Alternatively, Generic Personnel can be selected for use.

Add Contractor Personnel

1. Select the Contractor Personnel Tab.
2. On the Row Action Menu for the contractor, click Select Vendor Personnel if previously setup. You can also use the Generic Personnel if not.

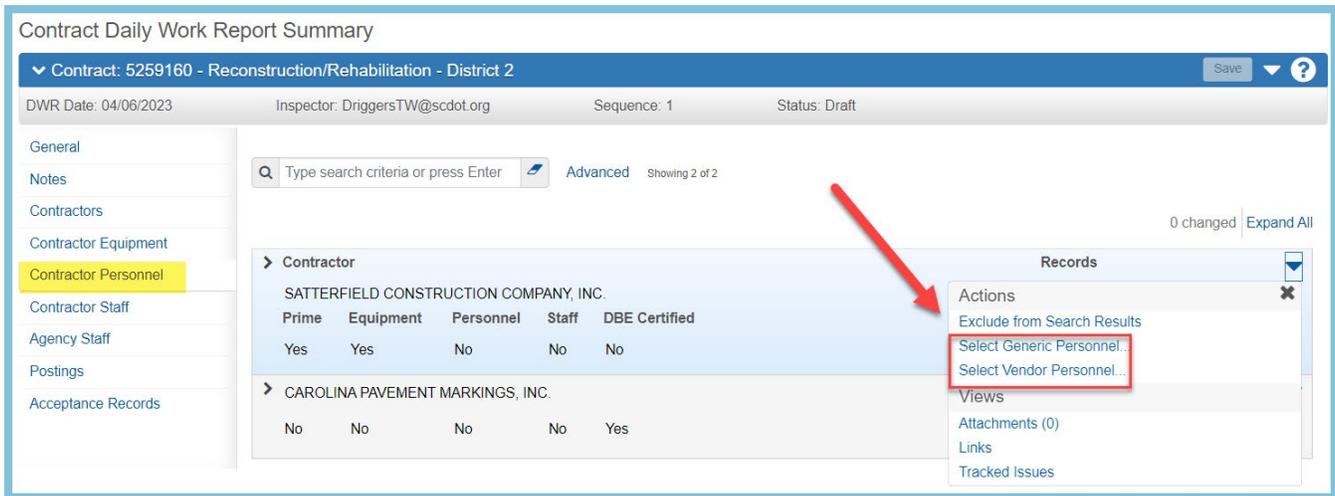


Figure 18 – DWR Vendor Personnel Tab

3. Select one or more personnel.
4. Click Add to DWR Contractor Personnel.

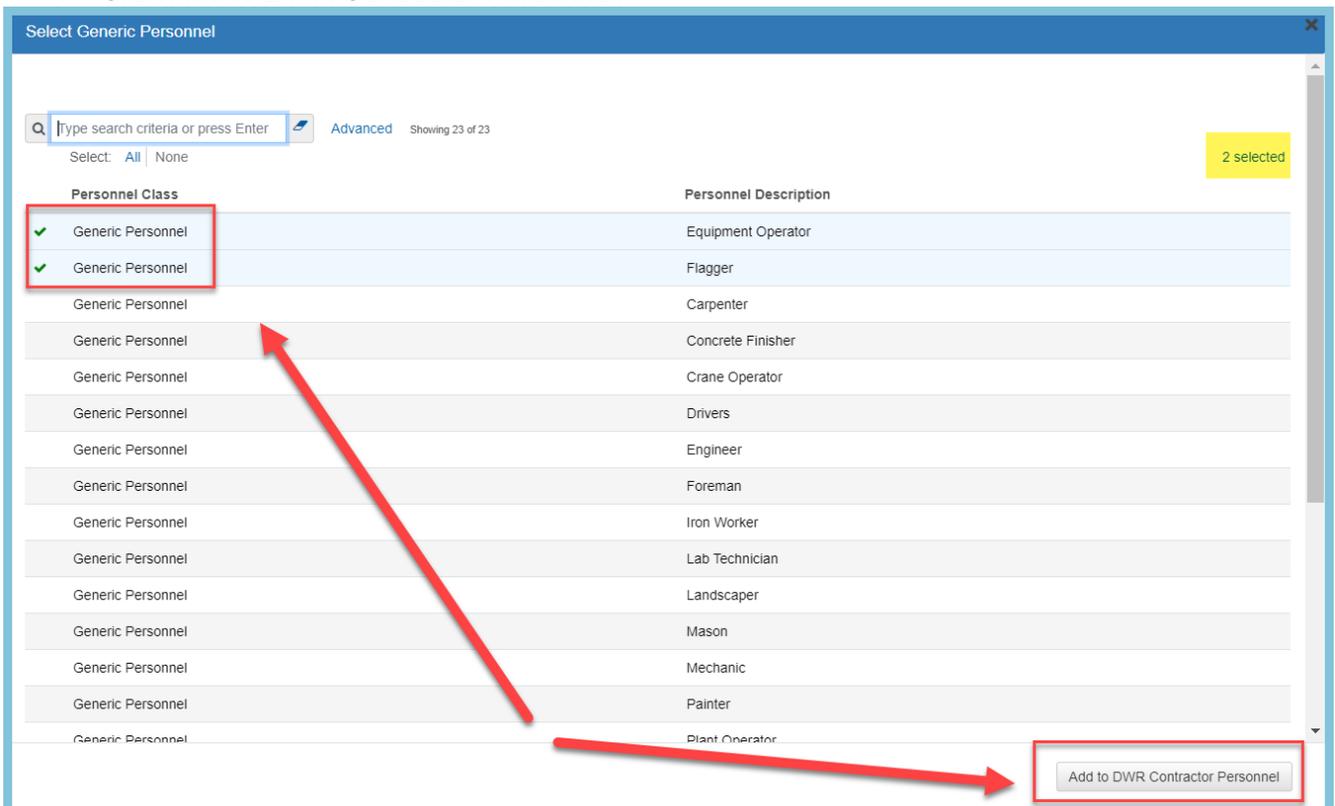


Figure 19 - DWR Contractor Personnel

5. Enter the personnel information.
6. Click **Save**.

Figure 20 - DWR Contractor Personnel Information

Delete Personnel

1. Select the Row Action Menu
2. Select Delete
3. Click **Save**.

Figure 21 – Delete DWR Contractor Personnel

Contractor Staff Tab

Contractor staff (supervisor name) must first be setup in the Contract Vendor Assets Component before using this tab. **Generic assets are not used for contractor staff.**

Add Contractor Staff

1. Select the Contractor Staff tab.
2. On the Row Action Menu for the contractor, click Select Staff.

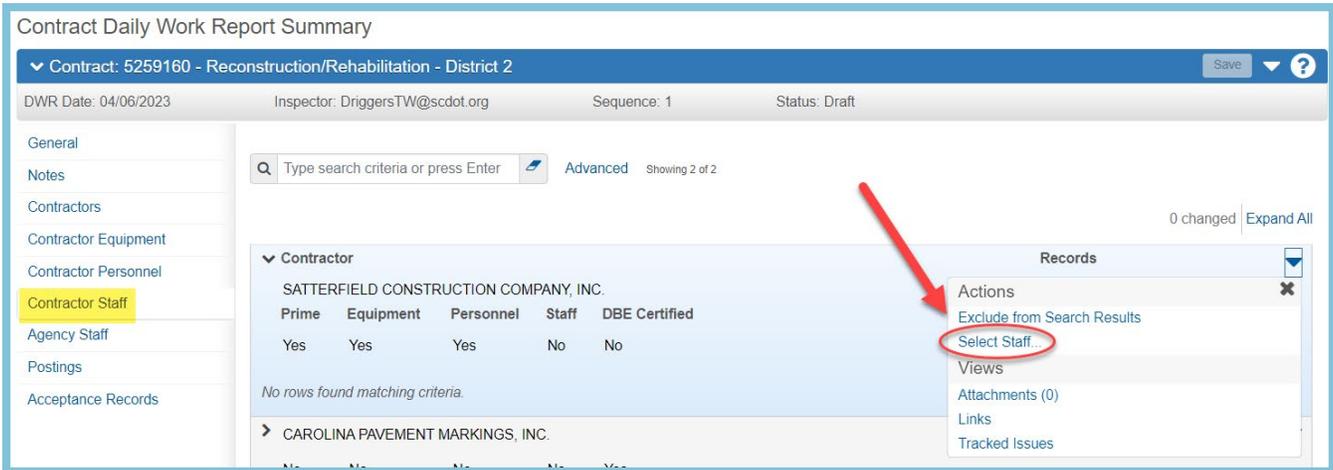


Figure 22 - Add DWR Contractor Staff

3. Select one or more staff members and click Add to DWR Contractor Staff.

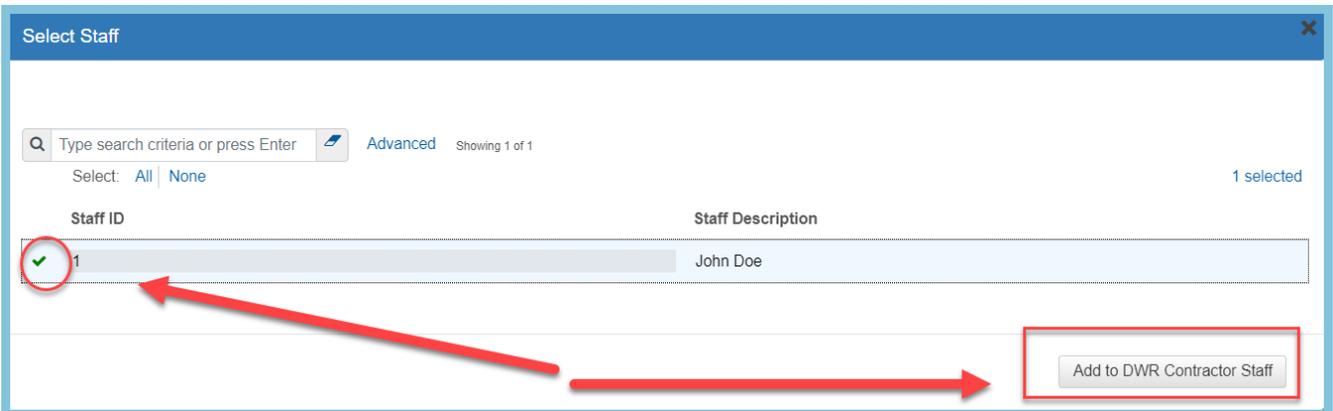


Figure 23 - Select DWR Contractor Staff

4. Enter the staff information
5. Click **Save**.

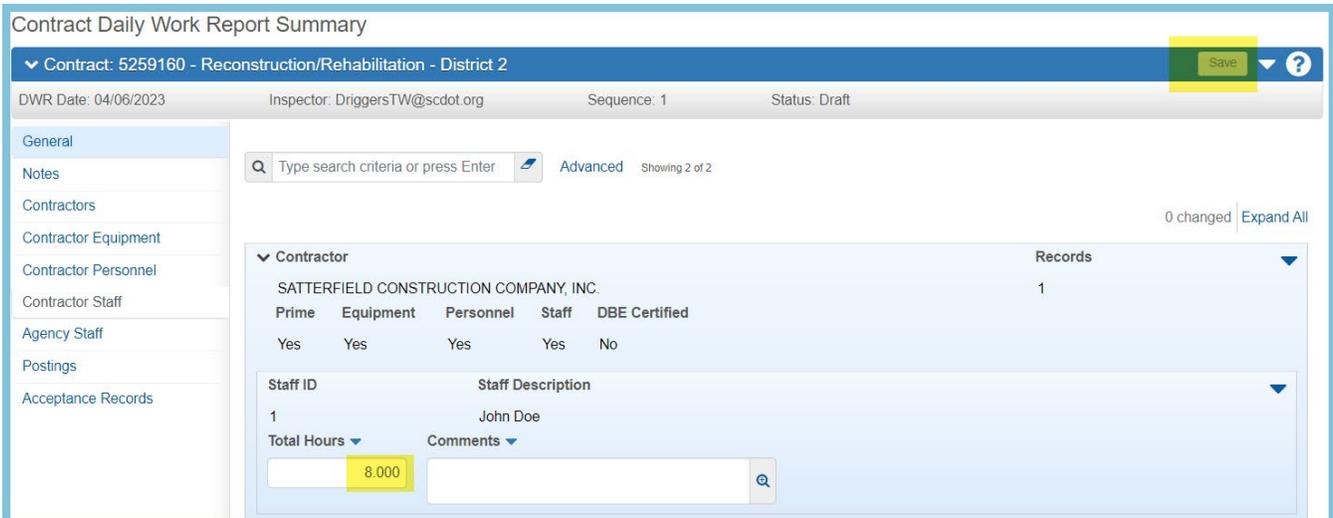


Figure 24 – Enter DWR Contractor Staff Information

Delete Contractor Staff

1. Select the Row Action Menu.
2. Select Delete.
3. Click **Save**.

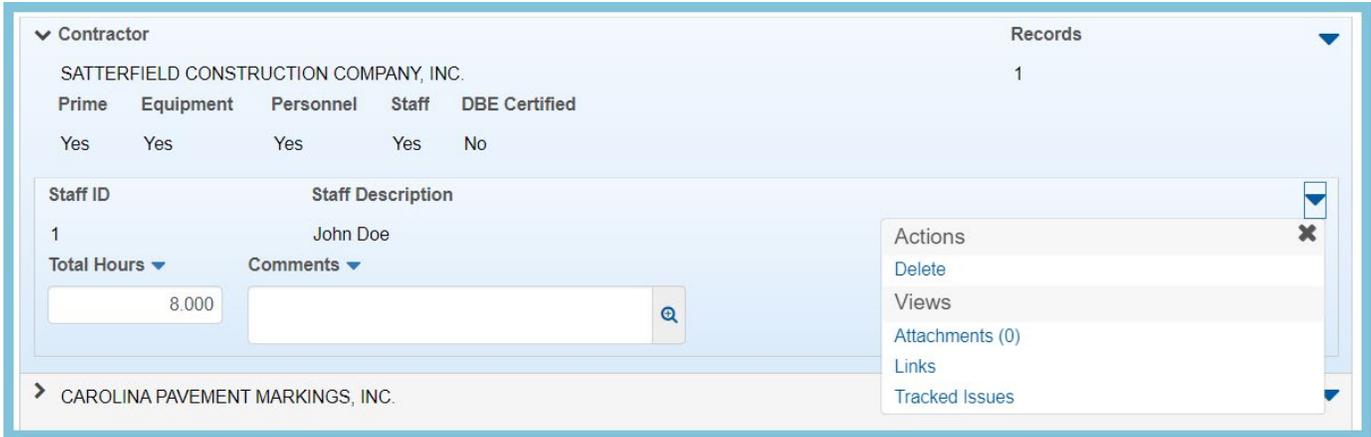


Figure 25 – Delete DWR Contractor Staff

Agency Staff Tab

The selectable agency staff (SCDOT representatives) are users with active contract authority.

Add Agency Staff

1. Select the Agency Staff Tab
2. Select **New**.



Figure 26 - Add DWR Agency Staff

3. Locate the Staff Name.
4. Press **Save**.

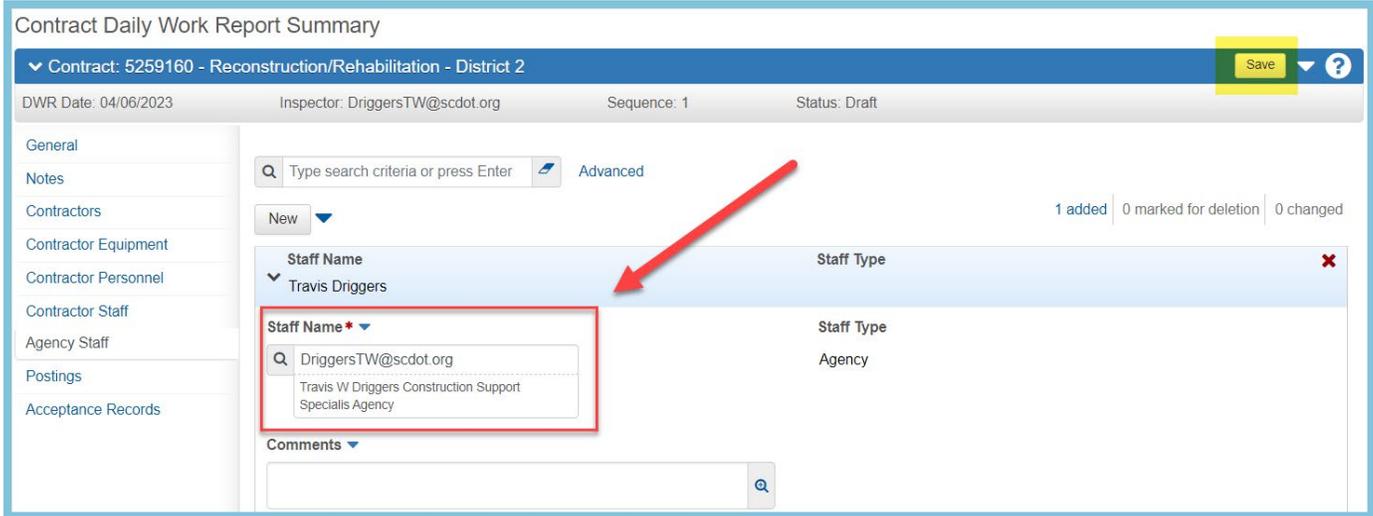


Figure 27 - Select DWR Agency Staff

Delete Agency Staff

1. Select the Row Action Menu.
2. Select Delete.
3. Click **Save**.

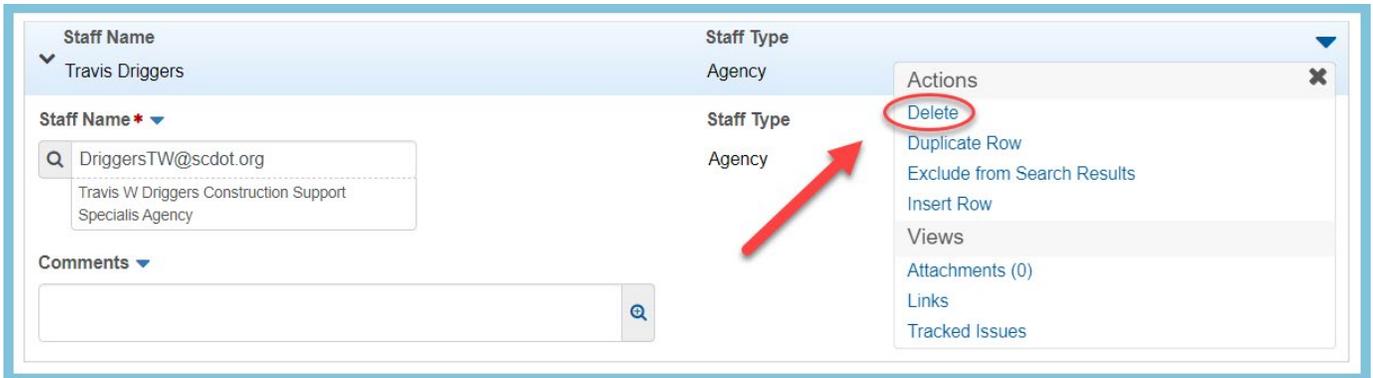


Figure 28 - Delete DWR Agency Staff

Postings Tab

Postings with items installed or items to be paid are entered within this tab.

Add Posting

1. Select the Postings Tab.
2. Click Select Items.

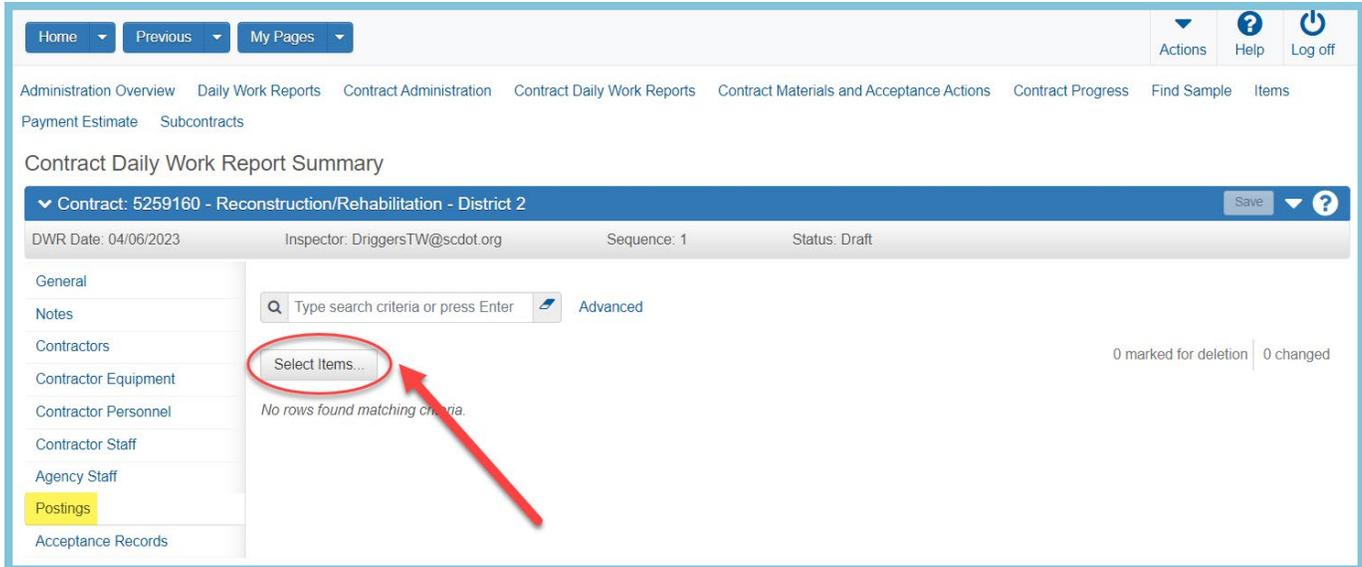


Figure 29 - Add DWR Posting

3. Select one or more items to add to the Postings tab.
4. Additional items can be selected by changing the filter options if needed.
5. Click **Save**.

**Important Note: The search box and filters are useful tools to help select the correct items, contractors, projects, and categories.*

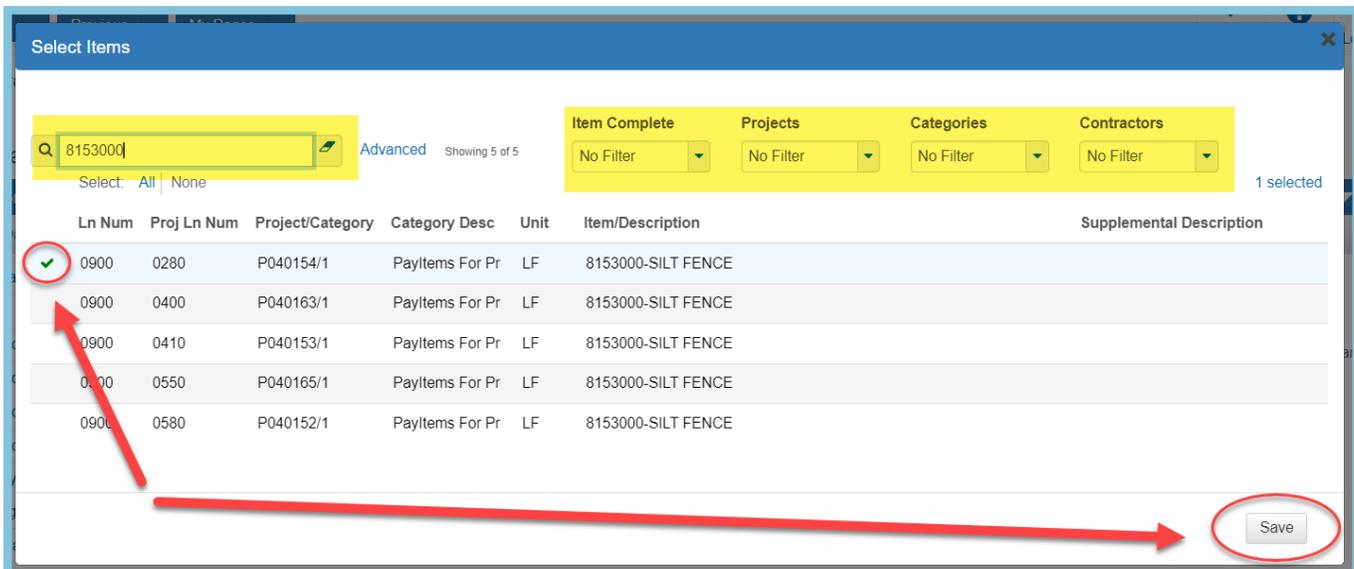


Figure 30 – Select DWR Posting Items

6. Click the expand collapse tool to expand the posting.

Contract Daily Work Report Summary

Contract: 5259160 - Reconstruction/Rehabilitation - District 2

DWR Date: 04/06/2023 Inspector: DriggersTW@scdot.org Sequence: 1 Status: Draft

General

Notes

Contractors

Contractor Equipment

Contractor Personnel

Contractor Staff

Agency Staff

Postings

Acceptance Records

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

Select Items...

0 marked for deletion | 0 changed

Item ID	Item Description	Project/Category	Category Description	Records
8153000	SILT FENCE	P040154/1	PayItems For ProjectId:	0
Proj Ln Num	Supplemental Description	Attention	Tot Qty Posted	Tot Qty Posted to Dt
0280		No	0.000	0.000
				800.000

Figure 31 – Expand DWR Item Posting

7. Verify that the correct contractor is selected.
8. Enter the Quantity Posted.
9. Enter Station From field or Location field.

**Important Note: It is a requirement that either The Location or Station From field have a value. If using stations, ensure to use the fields correctly. Pay close attention to the field descriptions and do not enter all the information into the wrong field. (Station From, Station From Plus, Offsets, Station To, Station To Plus, Offsets)*

10. Click **Save**.

Item ID	Item Description	Project/Category	Category Description	Records
8153000	SILT FENCE	P040154/1	PayItems For ProjectId: P040154/1	1
Proj Ln Num	Supplemental Description	Attention	Tot Qty Posted	Tot Qty Posted to Dt
0280		No	600.000	600.000
				800.000

Item Posting Num	Contractor	Station/Location	Quantity Posted
1	1SA015 - SATTERFIELD CONSTRUCTION COMPA	Sta 1 + 00 to Sta 6 + 00 Near creek	600.000

Contractor*

Quantity Posted

Station From

Station From Plus

Offset Type

Offset Distance

Station To

Station To Plus

Offset Type

Offset Distance

Attention

Units

Agency Views

Location

Material Set

Plan Sheet Page Number

As Built Quantity

Comments

Figure 31 – DWR Item Posting Information

*If the item has a Material Set association, it will be displayed in the Material Set field. This field should never be modified. If it is blank, there is no material requirement.

Agency Views
None
Location ▼
Near creek
Material Set ▼
Silt Fence

Figure 32 – DWR Material Set Information

- To enter an additional posting for the same item, select the Row Action Menu
- Click New Posting.

Contract Daily Work Report Summary
Contract: 5259160 - Reconstruction/Rehabilitation - District 2
DWR Date: 04/06/2023 Inspector: DriggersTW@scdot.org Sequence: 1 Status: Draft

Item ID	Item Description	Project/Category	Category Description	Records
8153000	SILT FENCE	P040154/1		
Proj Ln Num	Supplemental Description	Attention	Tot Qty Posted	
0280		No	600.000	
Item Posting Num	Contractor	Station/Location	Quantity Posted	
1	1SA015 - SATTERFIELD CONSTRUCTIO	Sta 1 + 00 to Sta 6 + 00 Near creek	600.000	

Figure 33 – DWR Add Additional Item Posting

- Expand the Item and fill in the posting information.
- Click **Save**.

Delete Posting

- Select the Row Action Menu
- Select Delete
- Click **Save**.

Item Posting Num	Contractor	Station/Location	Quantity Posted
1	1SA015 - SATTERFIELD CONSTRUCTIO	Sta 1 + 00 to Sta 6 + 00 Near creek	600.000
2	1SA015 - SATTERFIELD CONSTRUCTIO	near detention pond	

Figure 34 – DWR Delete Item Posting

Acceptance Records Tab

From within this tab, the information from the item postings with material sets can be used to create a sample record. **This is optional as a sample record can always be created from outside a DWR.**

Add Sample Record

1. Select the Acceptance Records Tab
2. Expand the item posting.

Contract Daily Work Report Summary

Contract: 5259160 - Reconstruction/Rehabilitation - District 2

DWR Date: 04/06/2023 Inspector: DriggersTW@scdot.org Sequence: 1 Status: Draft

General

Notes

Contractors

Contractor Equipment

Contractor Personnel

Contractor Staff

Agency Staff

Postings

Acceptance Records

Item ID	Item Description	Project ID	Category ID	Sequence Num
8153000	SILT FENCE	P040154	1	1
Location	Sequence	Qty Posted	Material Set	Materials
Near creek	1	600.000	Silt Fence	1
Material	Represented Qty	Source	Facility	SMFMI
ErosSilFen-815 - Erosion Cr	-	-	-	-
Material Units	Conversion Factor	Reported Matl Qty	Cont Est Matl Qty	Sat Rep Matl Qty
CERT	1.00000	600.00000	800.00000	0.00000

Figure 35 – Expand DWR Acceptance Record

3. Expand the material.

Item ID	Item Description	Project ID	Category ID	Sequence Num
8153000	SILT FENCE	P040154	1	1
Location	Sequence	Qty Posted	Material Set	Materials
Near creek	1	600.000	Silt Fence	1
Material	Represented Qty	Source	Facility	SMFMI
ErosSilFen-815 - Erosion Cr	-	-	-	-
Material Units	Conversion Factor	Reported Matl Qty	Cont Est Matl Qty	Sat Rep Matl Qty
CERT	1.00000	600.00000	800.00000	0.00000

Represented Quantity

Source ID

Comments

Sample Type

Acceptance Method

Sample ID

Sampler ID

Sample Date

Figure 36 – Expand DWR Acceptance Record Material

4. Enter the Represented Quantity.
5. Enter the Source ID.
6. Enter the Sample Type.
7. Enter the Acceptance Method.
8. Press **Save**.

Figure 37 – Enter DWR Acceptance Record Information

9. From the Row Actions Menu, select Create New Sample Record.

Figure 38 – DWR Acceptance Record Create Sample Record

- 10. Enter the Sample ID.
- 11. Press **Save**.

Create New Sample Record

▼ Add Sample Record

Sample ID*
949-23-999

Save

Figure 39 – DWR Acceptance Record Add Sample ID

- 12. A sample record will be created using information from the DWR. Complete the sample record using instructions from the Office of Materials and Research.
- 13. Navigate back to the DWR Acceptance Record. It will be linked to the sample record.

Material	Represented Qty	Source	Facility	SMFMI
ErosSilFen-815 - Erosion	0.00000	EC008 - Skaps Industries	-	

Material Units	Conversion Factor	Reported Matl Qty	Cont Est Matl Qty	Sat Rep Matl Qty
CERT	1.00000	600.00000	800.00000	0.00000

Represented Quantity: 0.00000

Sample Type: CERT - Certification

Acceptance Method: CERT - CERT

Source ID: EC008
Skaps Industries

Sample ID: 949-23-999

Sampler ID: DriggersTW@scdot.org

Sample Date: 04/06/2023

Figure 40 – DWR Acceptance Record Link to Sample Record

Submitting a DWR for Approval

Once a DWR is completed, it should be submitted for approval. This will let the approver know that it is complete and ready for review.

1. From within the DWR, select the Component Actions Menu
2. Click Submit For Approval

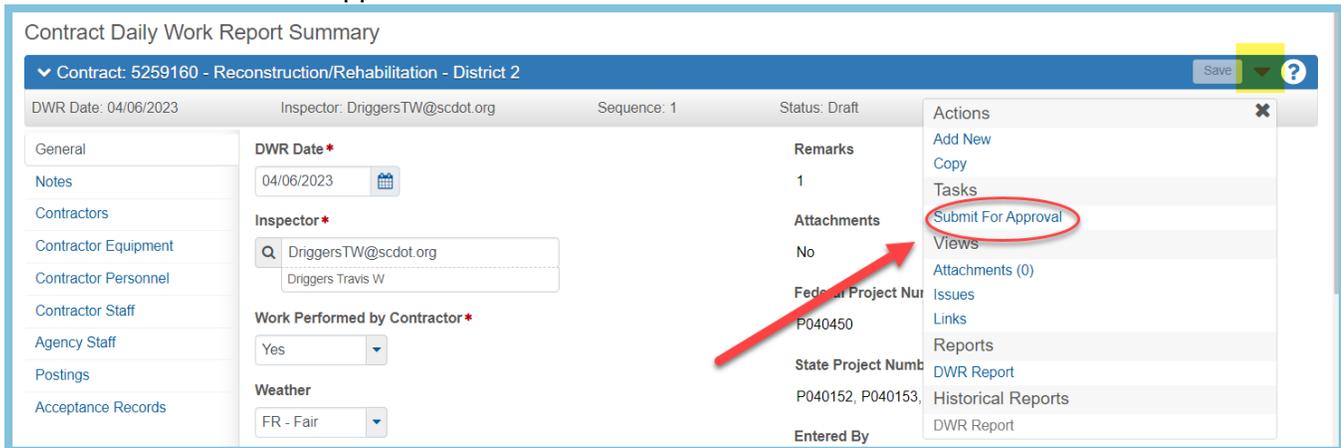


Figure 41 – Submit DWR for Approval

Change DWR to Draft

If a DWR is in Pending Approval or Rejected status, it can be changed to Draft for editing.

1. From within the DWR, select the Component Actions Menu.
2. Click Change to Draft.

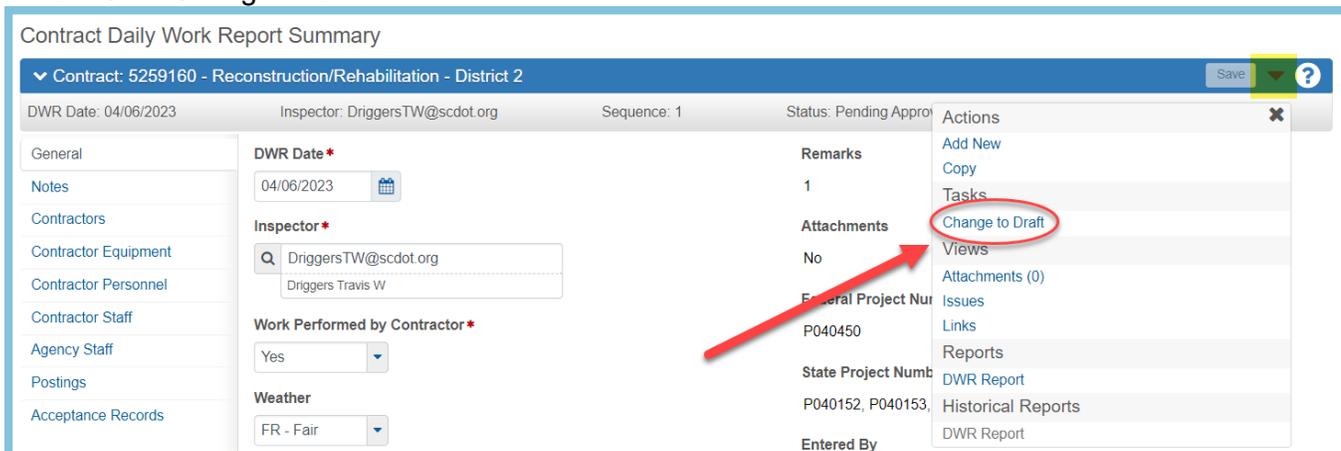


Figure 42 – Change DWR to Draft

Copy a DWR

A DWR can be copied. Most of the information with the exception of the Work Performed by Contractor, vendor asset count, and item posting quantity will be copied.

1. From within the DWR, select the Component Actions Menu.
2. Click Copy.

Contract Daily Work Report Summary

Contract: 5259160 - Reconstruction/Rehabilitation - District 2

DWR Date: 04/06/2023 Inspector: DriggersTW@scdot.org Sequence: 1 Status: Pending Approval

General

Notes

Contractors

Contractor Equipment

Contractor Personnel

Contractor Staff

Agency Staff

Postings

Acceptance Records

DWR Date * 04/06/2023

Inspector * DriggersTW@scdot.org
Driggers Travis W

Work Performed by Contractor * Yes

Weather FR - Fair

Remarks 1

Attachments No

Federal Project Number P040450

State Project Number P040152, P040153

Entered By

Actions

- Add New
- Copy
- Tasks
- Change to Draft
- Views
- Attachments (0)
- Issues
- Links
- Reports
- DWR Report
- Historical Reports
- DWR Report

Figure 43 – Copy a DWR

3. Enter a Copy to DWR Date.
4. Press **Save**.

Copy Contract Daily Work Report

Contract: 5259160 - Reconstruction/Rehabilitation - District 2

DWR Date: 04/06/2023 Inspector: DriggersTW@scdot.org Sequence: 1 Status: Pending Approval

General

Copy to DWR Date * 04/07/2023

Save

Figure 43 – Copy to DWR Date

Deleting a DWR

A DWR can be deleted while in a Draft Status. This must be done from within the Contract Progress Summary and **NOT the All DWR Report Overview Component**.

1. While on the Contract Progress Summary, select the Daily Work Reports tab.
2. Locate the record.
3. Click the Row Actions Menu.
4. Click Delete.
5. Click **Save**.

Figure 44 – Copy a DWR

Contract Progress Summary

Contract: 5259160 - Reconstruction/Rehabilitation - District 2

General

Financials

Daily Work Reports

Diaries

Diary Adjustments

Payment Estimates

Contractors

Change Orders

Contract Adjustments

Item Adjustments

Agency Views

Weekly Report Of Time Charges

0 marked for deletion | 0 changed

DWR Date	Inspector	Status	Approval Date	Actions
04/06/2023	Travis Driggers	Pending Approval		Copy
1	No	Yes	Yes	Delete
01/03/2023	Daniel Davis	Draft		Exclude from Search Results
1	No	No	Yes	Open
12/12/2022	Daniel Davis	Draft		Tasks
1	No	No	No	Change to Draft
12/11/2022	Daniel Davis	Draft		Views
1	No	No	No	Attachments (0)
				Links
				Tracked Issues

Figure 45 – Delete a DWR

DWR Reports

DWR Reports for a particular DWR are located within the record. Additionally, a more complex report can be generated from the Global Action Menu to include multiple DWRs and additional parameters. Please refer to the Generating Reports Manual for instructions.

1. From within the DWR, select the Component Actions Menu.
2. Click DWR Report

Contract Daily Work Report Summary

Contract: 5259160 - Reconstruction/Rehabilitation - District 2

DWR Date: 04/06/2023 Inspector: DriggersTW@scdot.org Sequence: 1 Status: Draft

General

Notes

Contractors

Contractor Equipment

Contractor Personnel

Contractor Staff

Agency Staff

Postings

Acceptance Records

Remarks

1

Attachments

No

General Project Number

P040420

State Project Number

P040152, P040153

Entered By

Actions

Add New

Copy

Tasks

Submit For Approval

Views

Attachments (0)

Issues

Links

Reports

DWR Report

Historical Reports

DWR Report

Figure 46 – DWR Report



3. Set the Parameters.
4. Click Execute.

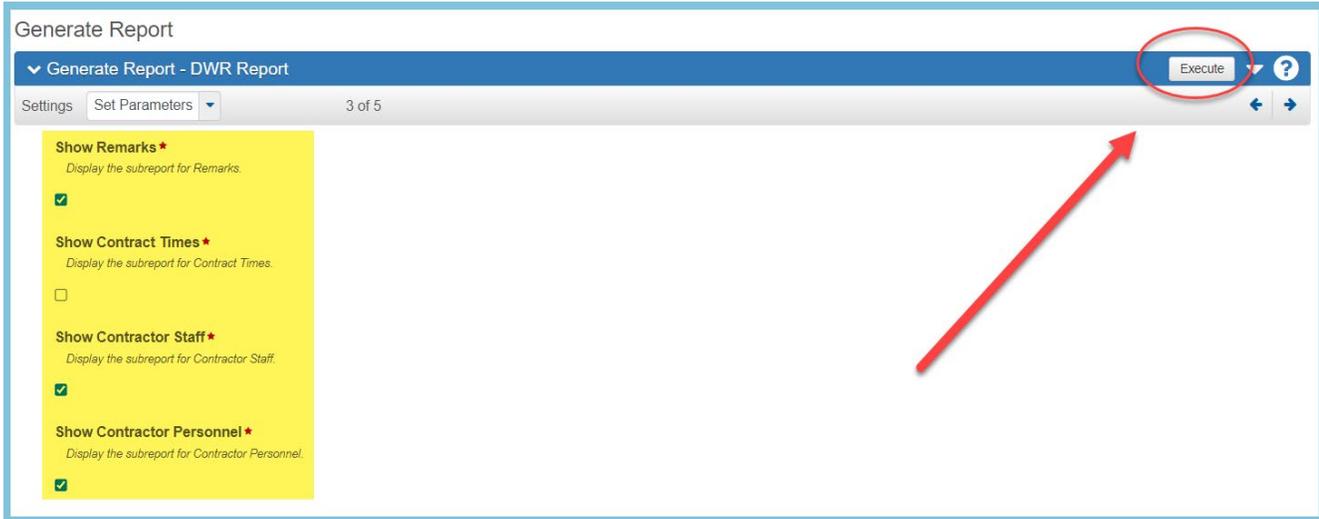


Figure 47 – Execute DWR Report

Example:

SCDOT		South Carolina Department of Transportation			4/7/2023		
Daily Work Report				Report v1			
Contract:	5259160, Reconstruction/Rehabilitation - District 2			Prime Contractor:	SATTERFIELD CONSTRUCTION COMPANY, INC.		
DWR Date:	4/6/2023	Day of Week:	Thursday	Inspector:	Travis Driggers		
Seq Num:	1	DWR Status:	Pending Approval	Entered By:	Travis Driggers		
Last Updated Date:	4/7/2023			Last Updated By:	Travis Driggers		
Weather:	FR	Low Temp:	48	High Temp:	55	Rainfall Amount:	
Work Items:	Yes	Contractors:	Yes	Daily Staff:	Yes	Attachment(s):	No
Remarks							
Type	Remarks						
GEN	Enter Remarks Here						
Notes							
#	Notes						
1	Enter your note here						
Contractor Staff							
Contractor Name	Staff Name	Title	Count	Total Hours			
SATTERFIELD CONSTRUCTION COMPANY, INC.	John Doe		1	8			
Contractor Personnel							
Contractor Name	Personnel Name	Title	Count	Total Hours			
SATTERFIELD CONSTRUCTION COMPANY, INC.	Generic Personnel	Equipment Operator	1	7			
	Generic Personnel	Flagger	1	7			
Contractor Equipment							
Contractor Name	Equipment Description	Equipment ID	Number On Site	Number Used	Hours Used	Hours Idle	
SATTERFIELD CONSTRUCTION COMPANY, INC.	Truck, Pickup	Generic Equipment	1	1	6	1	
Agency Staff							
Name	Title	Staff Type	Comments				
Travis Driggers	Construction Support Specialis	Agency					

Figure 48 – DWR Report Example

Need Support?

*For all AASHTOWare Project
related support, please contact:*

Construction Support

AWPConstSupport@scdot.org

Materials Support

AWPMaterialsSupport@scdot.org

Additional Support

For training and additional resources please visit

<https://www.scdot.org/business/aashtowareproject.aspx>



South Carolina Department of Transportation