

Daily Diaries

AASHTOWare Project Construction and Materials™
rev. April 2023

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Table of Contents

Introduction..... 1

Daily Diaries 1

 Creating a Daily Diary 1

 General Tab..... 2

 DWRs Tab 3

 DWR Remarks Tab..... 4

 Contract Times Tab 5

 Deleting a Daily Diary..... 5

Need Support 6



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 Diaries

A Daily Diary can be used by Project Managers to document pertinent daily contract activities. It also incorporates information from approved Daily Work Report (DWR's) for the corresponding day.

If a Daily Diary is created, Daily Work Reports corresponding to the same date can be managed from within the Daily Diary. However, a Daily Diary is not required to approve a DWR.

For Available Time (Site Time) contracts ONLY, Daily Diaries are required to charge time. The SCDOT does not use Available Time contracts at this time. Charging time is NOT SUPPORTED.

Roles that can create a Daily Diary:

- PROJ ENG
- ARCE
- RCE

Creating a Daily Diary

Ensure your active role has permissions to create a Daily Diary and you have contract authority for the contract. It is important to note that only one Daily Diary can be created for a contract per day.

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

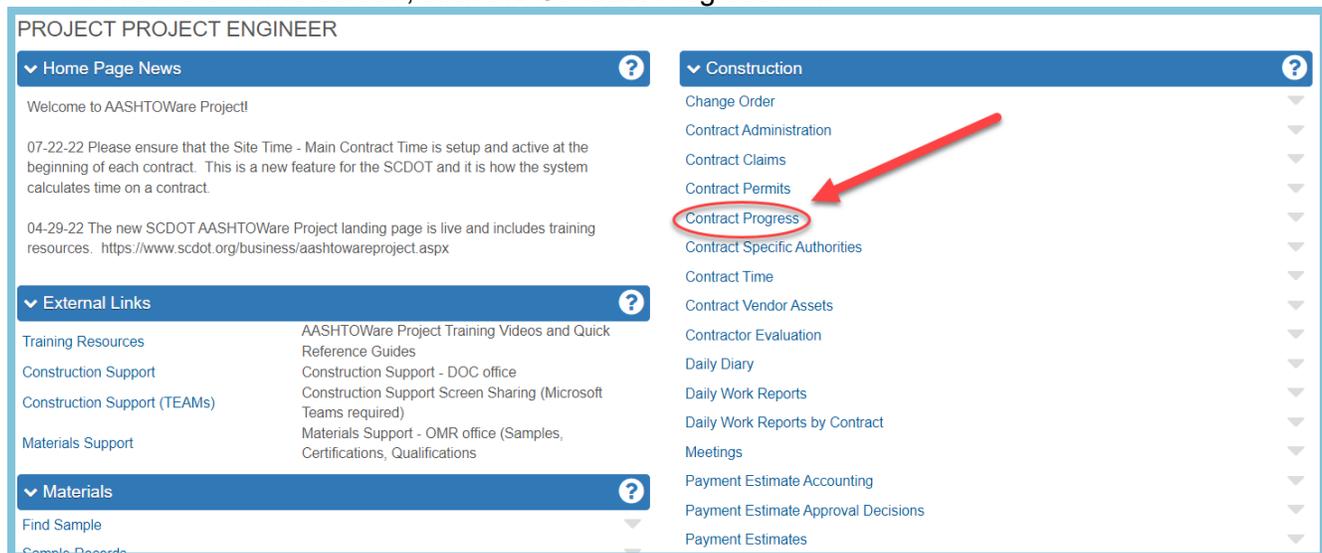


Figure 1 – Contract Progress

2. Locate the contract that requires a Daily Diary.
3. Click the Contract link.



Figure 2 – Select Contract

4. Select the Diaries tab and click Add.

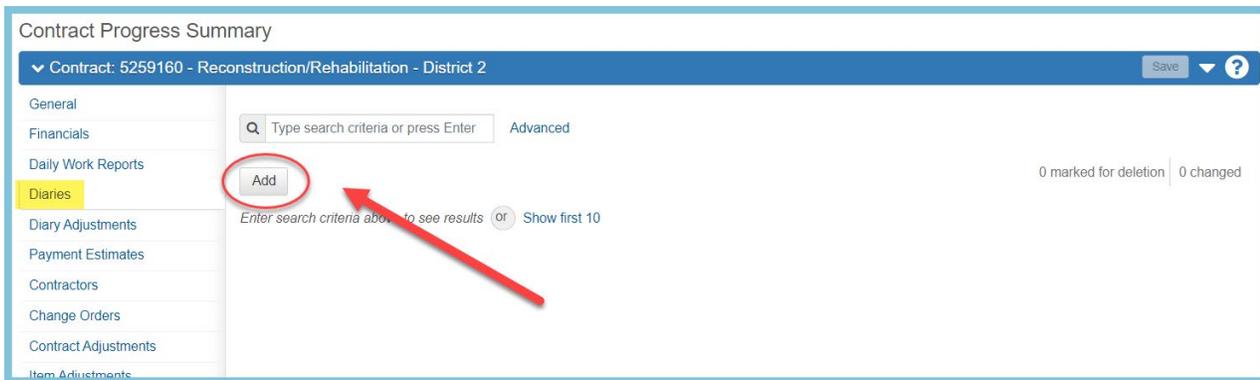


Figure 3 – Add Daily Diary

General Tab

1. Update the Diary Date. The default date is current date.
2. Enter Weather information.
3. Select Remark Type.
4. Enter Remarks.
5. Click **Save**.

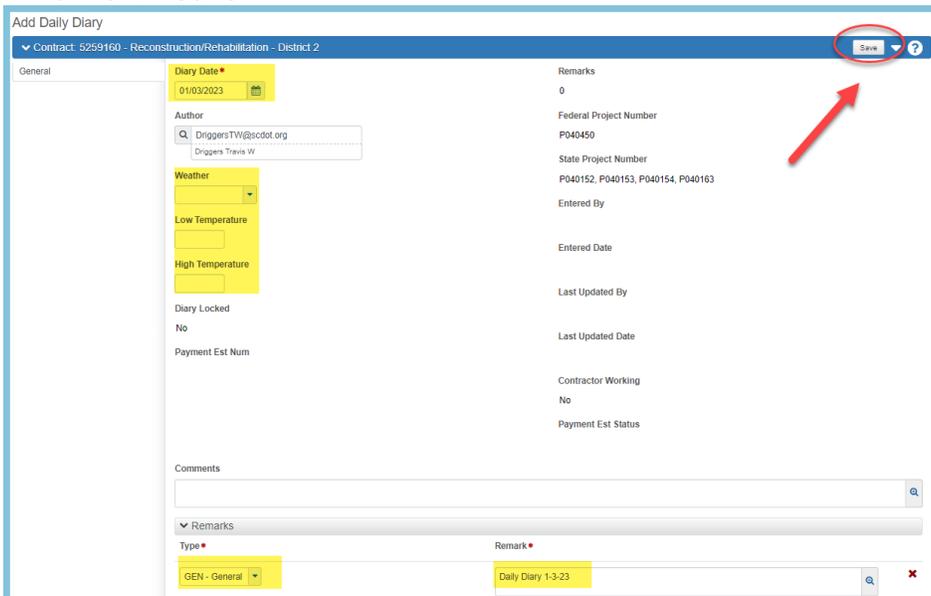


Figure 4 – Daily Diary General Tab

If DWRs were created for the same date, weather information can be pulled by selecting the Component Action Menu and clicking Populate DWR Related Weather. This action will bring in the highest High Temperature and lowest Low Temperature from all DWRs. It will also populate the Weather field if all DWRs match.

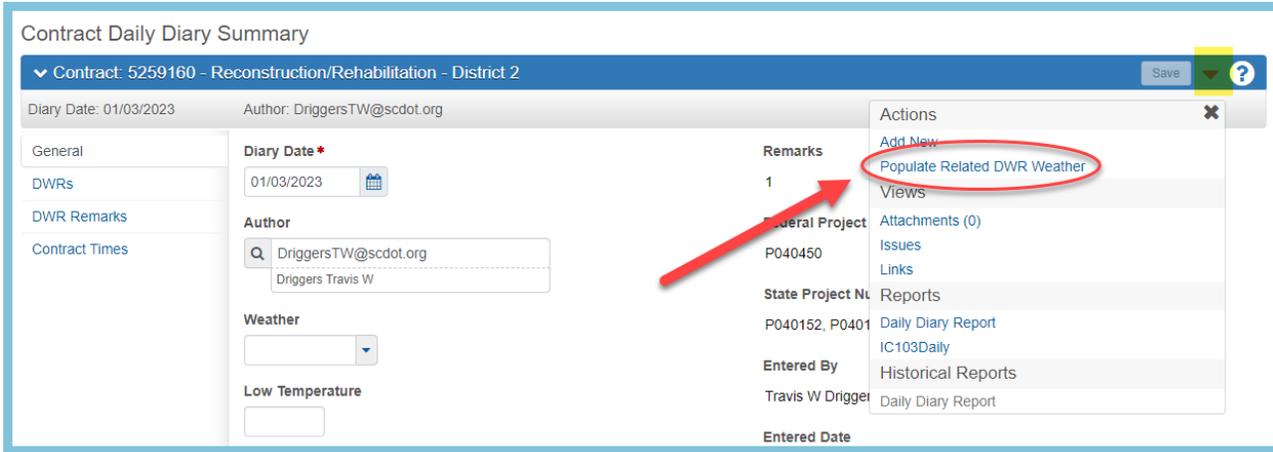


Figure 5 – Populate Weather

DWRs Tab

Within this tab, DWRs that were created with the same date as this Daily Diary can be viewed. A DWR creator cannot approve his/her own DWR. Another approver must approve the particular DWR.

Important Note: DWRs do not have to be approved from within a Daily Diary. For information about DWRs, please refer to the DWR training guide

1. Select the DWRs tab.
2. Click the Row Action Menu for the DWR record to manage the DWR.

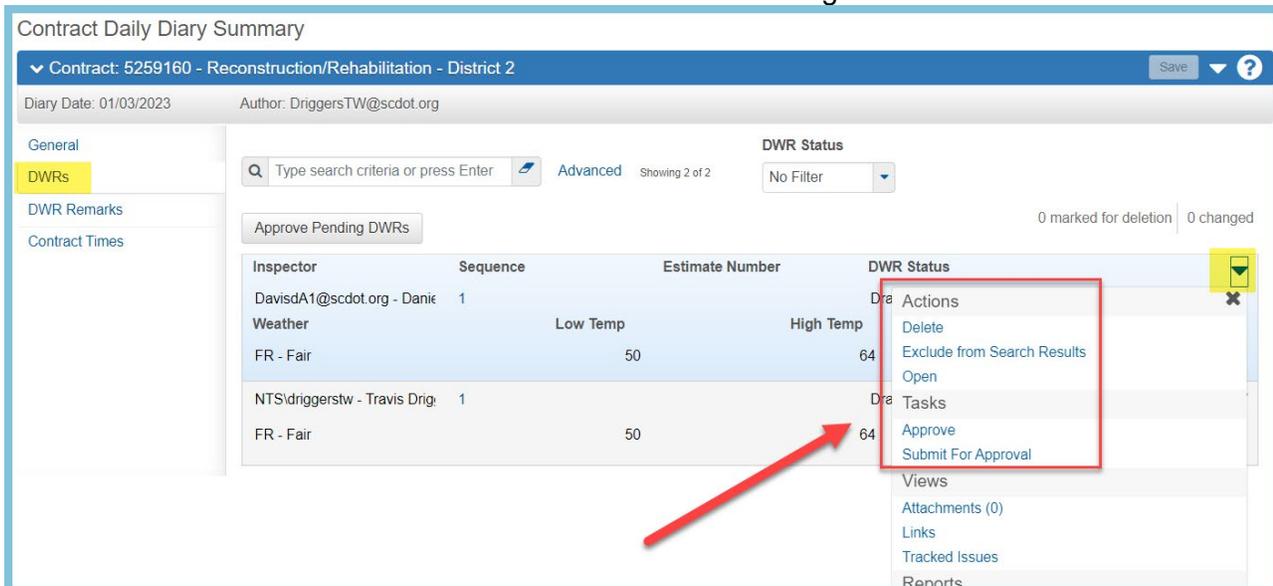


Figure 6 – Manage DWRs

- After reviewing, all Pending DWRs can be approved at once by clicking the Approve Pending DWRs button.

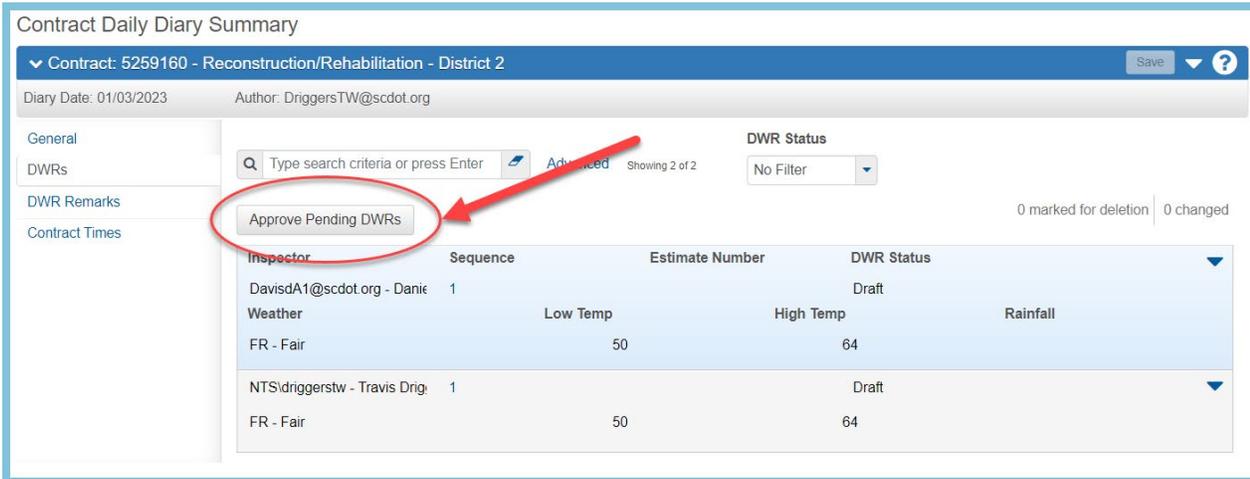


Figure 7 – Approve Pending DWRs

DWR Remarks Tab

- Select the DWR Remarks tab.
- Click **Select DWR Remarks**.

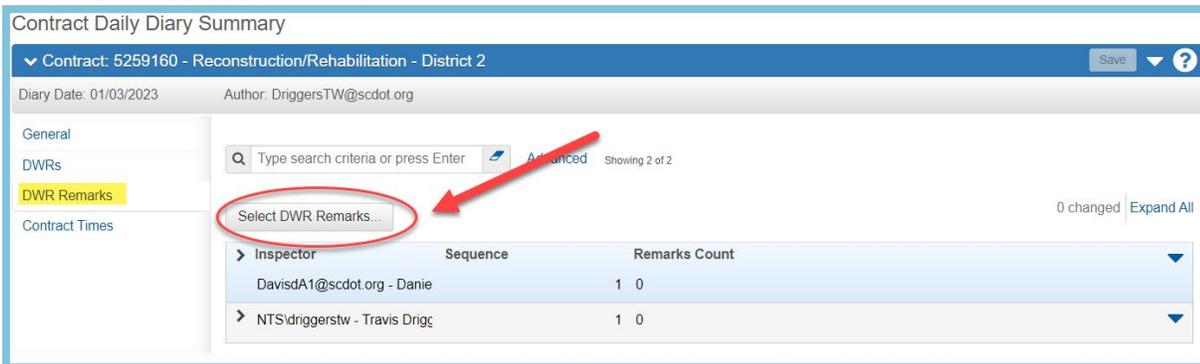


Figure 8 – Select DWR Remarks

- Select the remarks to add to Daily Diary
- Click the Add DWR Remarks to Daily Diary button

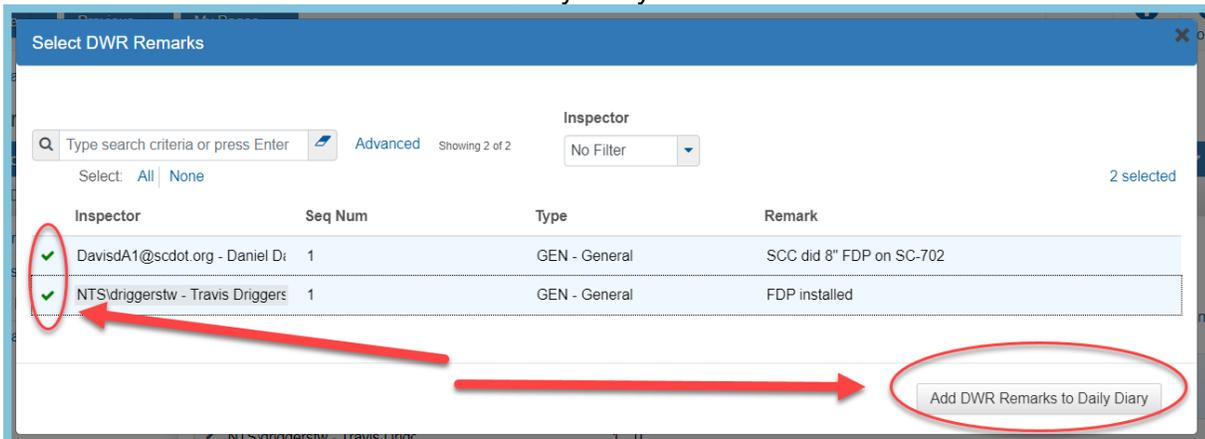


Figure 9 – Choose DWR Remarks

Contract Times Tab

Charging Time is not supported by any of the Site Time types used by the SCDOT.

Deleting a Daily Diary

A Daily Diary can be deleted if it is not included in a Payment Estimate. Once it is included in a Payment Estimate the Daily Diary is locked.

1. From the Contract Progress Component, Select the Diaries tab.
2. Click the Row Action Menu for the Daily Diary Record.
3. Click Delete.
4. Click **Save**.

Contract Progress Summary

Contract: 5259160 - Reconstruction/Rehabilitation - District 2

Save ?

General

Financials

Daily Work Reports

Diaries

Diary Adjustments

Payment Estimates

Contractors

Change Orders

Contract Adjustments

Item Adjustments

Agency Views

Type search criteria or press Enter Advanced Showing 2 of 2

Add

0 marked for deletion | 0 changed

Diary Date	Author	Locked	Remarks	Number	Actions
09/30/2022	HodgesJT@scdot.org - Je	Yes		1	0001
01/03/2023	DriggersTW@scdot.org -	No	1		

Actions

- Delete
- Exclude from Search Results
- Open
- Views
- Attachments (0)

Figure 10 – Delete Daily Diary



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