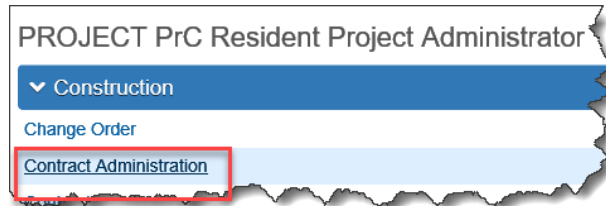
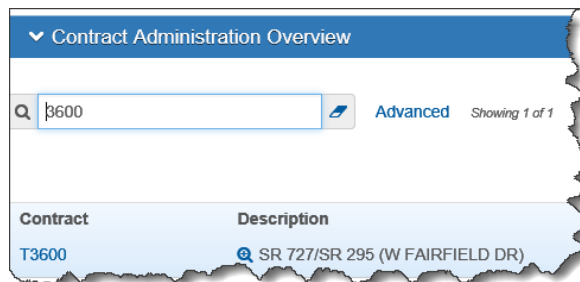


## Create a Diary and Charge time on a Diary (RO PA, RO CSS roles, Final Estimates)

From Home page select [Contract Administration](#) link



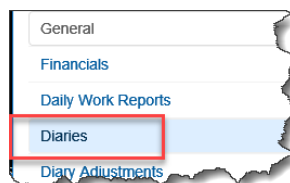
Select Contract by entering the contract number in the search box.



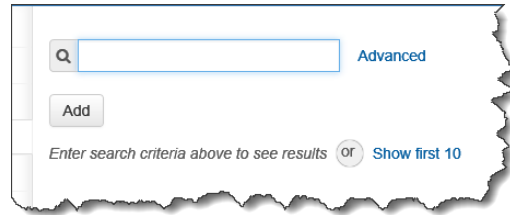
Select [Contract Progress](#) link



Select [Diaries](#) link

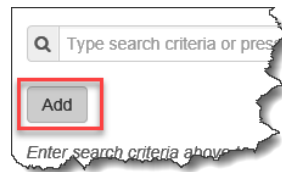


If there are not any showing, click on the [Show first 10](#) link.

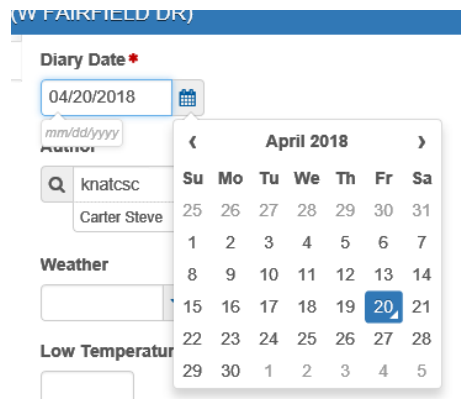


If no diaries then show for your contract, you will need to add a new Diary.

To add a new Diary, click on the "Add" button.



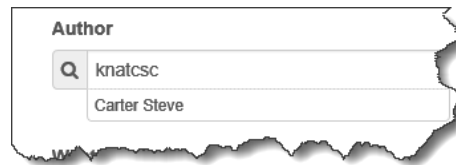
A new screen will come up, "Add Daily Diary". The Diary date defaults to today's date. You will need to change it to the day you need to create a Diary. You can use the calendar function next to the displayed date or you can type in the date you need in the format mm/dd/yy.



*Note: The system will not let you create a Diary in the future.*

Your user ID is automatically populated under the author. You can change the Author but the person who is logged in and creating the Diary will be shown as "Entered By" with the date and time the Diary was created after the Diary is saved the first time.

Currently, the Diary follows the same rules as the DWR in that only the creator of the Diary can modify the Diary.

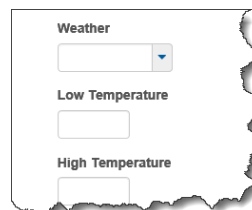


A dropdown menu titled "Author" with a search icon and the text "kntatcsc". Below the search bar, the name "Carter Steve" is listed as a selection option.



A vertical list of details for a diary entry, including the ID "42695115201", "Entered By" "Steve Carter", "Entered Date" "04/20/2018 7:43:33 AM", "Last Updated By" "Steve Carter", and "Last Updated Date" "04/20/2018 7:43:33 AM".

You can also add any Weather information that you need to or as is required by your District for a Diary.



A form section titled "Weather" containing a dropdown menu, a "Low Temperature" input field, and a "High Temperature" input field.



A blue button with a white "Save" text, a downward arrow, and a question mark icon. The "Save" text is highlighted with a red rectangular border.

Click on the save button.

If an error message pops up stating that you have not entered some required Remarks when you click the SAVE button, you will need to add the appropriate Remarks and comments and then save. At some point in time, basic remarks may be required by the Diary.

Note: This requirement for the Remarks on the Diary may change as we advance in the testing process.

After you Save, three additional links will show under the [General](#) link.



The links are DWRs, DWR Remarks and Contract Times.

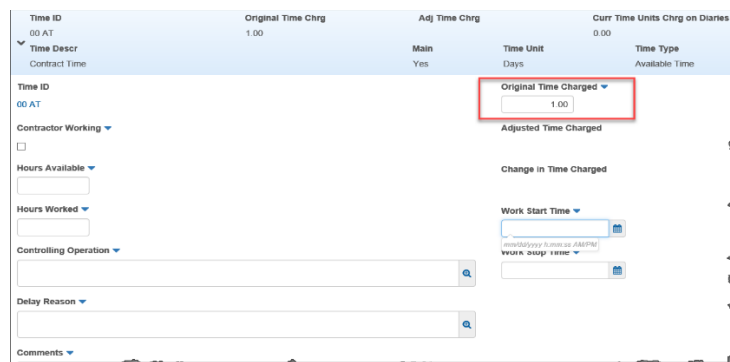
The DWRs link will be used to approve any DWRs that have been submitted for approval by the Inspectors that are associated to your Diary date.

The DWR Remarks Link will give you the ability to add any your own remarks to any of the remarks that the inspector entered on their DWR.

The contract Times link is where you will either make the Diary a Charge day or No-Charge day.

To make it a Charge day, click on the Contract Times link. You will need to enter a quantity of 1.00 under the "Original Time Charged" text box. This is located on the right side of your screen and is the first place on that side where you can enter info. To make it a No-Charge Diary, enter 0.00. This will not charge the Diary against time.

**Note: The only time you will do a No-Charge Diary for a contract is either before Time Began or after the contract is Final Accepted.**



Also on this screen, you can document if the Contractor is working, his available hours, his hours worked, Controlling Operation, any Delay reason and any comments you might want to add. This would be helpful for documenting any days that the contractor could be compensated for.

You can also document the Work Start Time and Work Stop Time of the contractor if you need it.

When you have entered all this required information, save your entries.



Note: At this time the only thing required on this screen is the "Original Time Charged" to make it a Charge day. This could change as testing continues, whether by Central Office requirements or Districts policy or requirements.