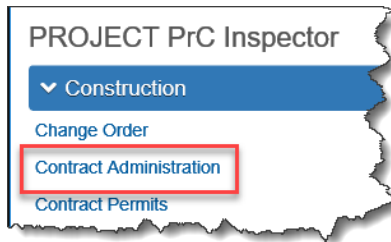
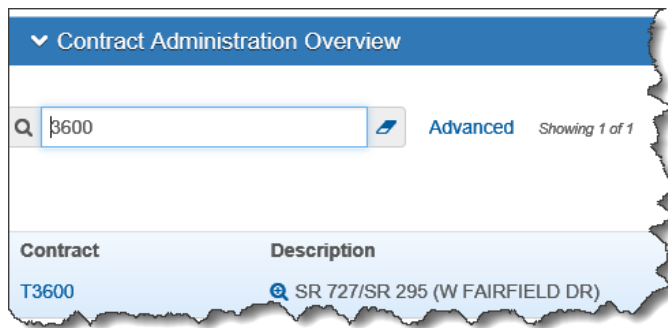


Create a DWR (All roles)

From the Home page for all roles, click on the [Contract Administration](#) link to select your contract.

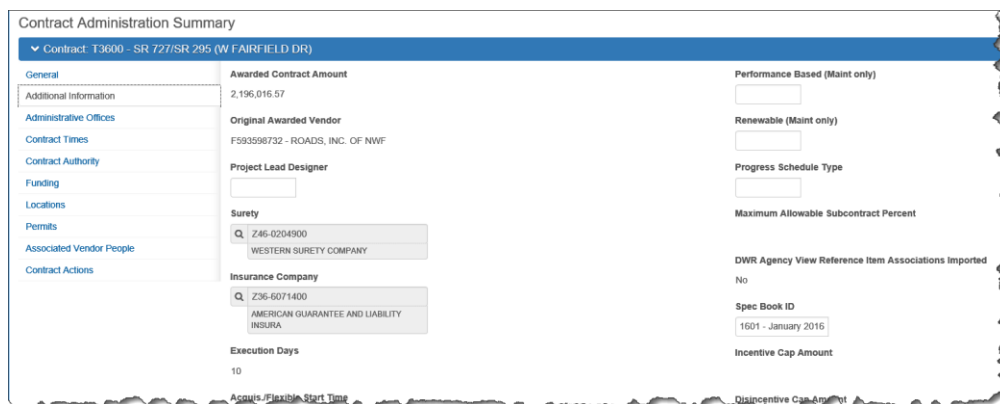


Select the contract by typing in the Contract number in the search box (capital letters not required)



When the contract comes up, click on the [Contract](#) link.

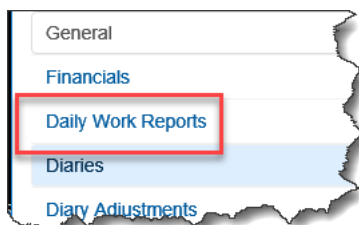
The following screen will come up. This is the base screen for every contract and the starting point for all you can do on a contract.

A screenshot of the "Contract Administration Summary" screen. The title bar at the top says "Contract Administration Summary" and "Contract: T3600 - SR 727/SR 295 (W FAIRFIELD DR)". On the left side, there is a sidebar with a list of links: "General", "Additional Information", "Administrative Offices", "Contract Times", "Contract Authority", "Funding", "Locations", "Permits", "Associated Vendor People", and "Contract Actions". The main content area is divided into several sections. The "General" section includes fields for "Awarded Contract Amount" (2,196,016.57), "Original Awarded Vendor" (F593598732 - ROADS, INC. OF NWF), "Project Lead Designer", "Surety" (Z46-0204900 - WESTERN SURETY COMPANY), "Insurance Company" (Z36-6071400 - AMERICAN GUARANTEE AND LIABILITY INSURA), "Execution Days" (10), and "Acquire Flexible Start Time". The "Performance Based (Maint only)" section includes fields for "Renewable (Maint only)", "Progress Schedule Type", "Maximum Allowable Subcontract Percent", "DWR Agency View Reference Item Associations Imported" (No), "Spec Book ID" (1601 - January 2016), "Incentive Cap Amount", and "Disincentive Cap Amount".

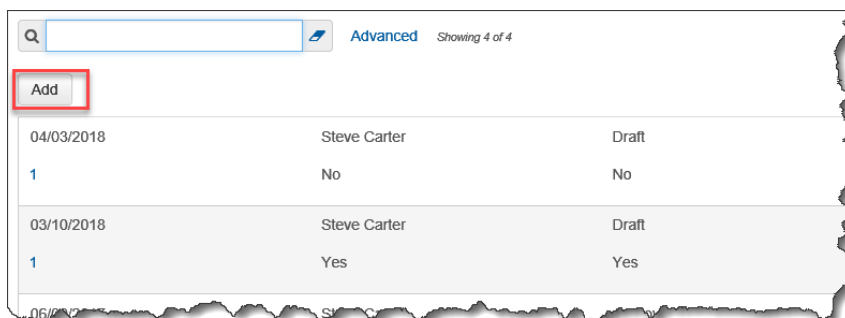
DWRs are created under the [Contract Progress](#) link which is located near the top of your screen. Click on the Contract Progress link and a list of functions will appear on the left side of your screen. Each function is a link that will carry you to that function page when you click on it. (NOTE: The list may be different as we move through the implementation process.)



Click on the [Daily Work Reports](#) link.



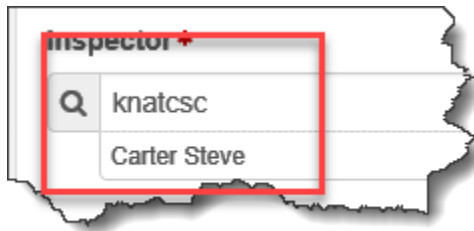
You will then be directed to a screen where you can add a DWR. If you have never created a DWR for this contract you will not see any DWRs. If you have, then a list will show your DWRs. You will also see any DWRs created by others working on your contract.



To add a new DWR, click on the "Add" button. If you are adding a DWR for today, then you will not need to change the DWR Date. If you need a different DWR date, then you can use the calendar function just to the right of the date box and select the date you need.

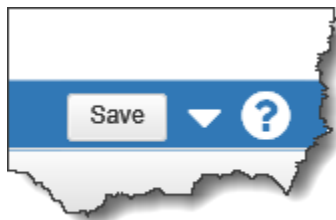
Note: The system will not allow you to create a DWR in the future, only in the past or on the present day.

The Inspector field is automatically populated with your user ID and name. You can change it to another user but that is not in line with FDOT policy of having each person create their own DWRs.

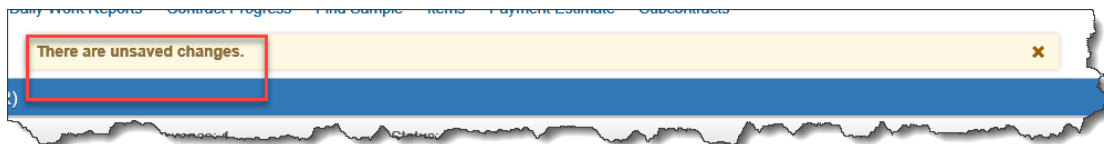


The rest of the fields you will need to fill out as needed. Normally only one inspector will fill out the weather-related issues. If your job is spread out over a long distance, then there could be more than one DWR by an inspector that has the weather documented. This would help to document temperature and rainfall at different locations along the project.

Once you have entered the above info, click on the "Save" button at the top of the DWR screen on the right side of your screen.

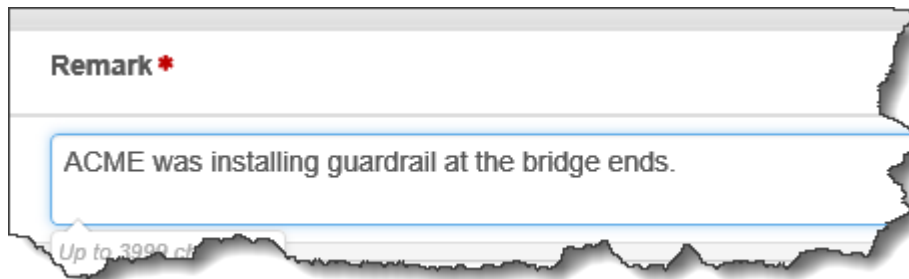
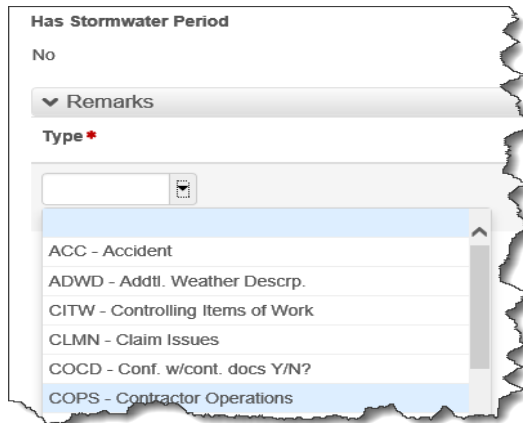


If you have any unsaved entries or changes, a banner show in the center of the upper portion of your screen letting you know you have unsaved changes.



Depending on how remarks are set up, you may get an error message that there are certain remarks that must be addressed before you can save the DWR. This is determined by the requirements of the system. You can enter more than required in accordance with your district policy, but the system requirements will be the minimum as determined by a consensus of the districts.

To add the remarks, click on the drop-down button just to the right of the text box under the remarks section. Select the Remarks type you want to add then enter any comments for the type you are adding. For instance, if you are adding COPS - Contractor Operations then you will need to add comments describing what the contractor was doing that day. You only have 2,999 characters so don't waste them with unnecessary information. Be clear, concise, convincing and accurate. *If you don't record it then it didn't happen.*



Once you have finished adding all the remarks and comments you need click on the "Save" button. You can edit the DWR later if you need to. Once the DWR has been approved, there is no editing allowed by any one. To make additional edits, the Project Administrator/Project Engineer will need to unapprove the DWR and you make the corrections. ***No one can edit your DWR but you.***

Next you will need to show the contractor and/or Subcontractors you are going to inspect for the day.

Click on the [Contractors on Site](#) link.



When the link opens most likely it will be blank unless you have previously added contractors.



If it is blank, click on the "Select Contractors" button. A list showing the Prime Contractor and all Subcontracts will pop up.

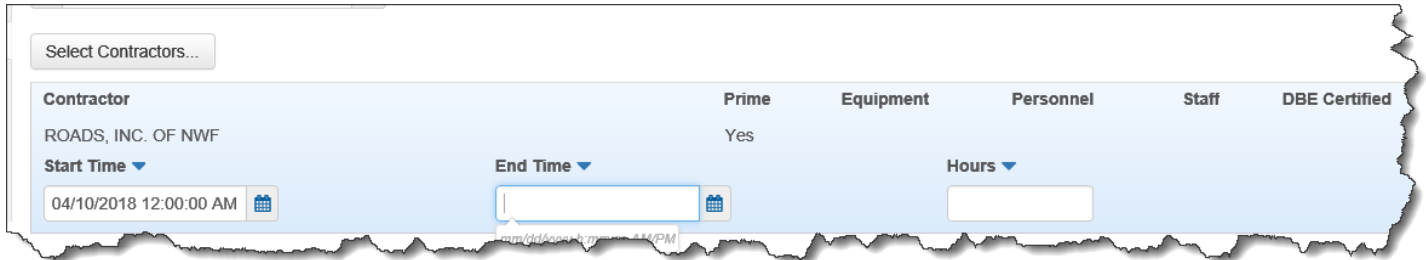
Vendor ID	Vendor Full Name	Prime
F593598732	ROADS, INC. OF NWF	Yes

Select the ones you need to report work on for the day by clicking on each contractor. When you do, a green check mark will appear by their name. Once you have selected the contractors, click the "Add to DWR Contractors" button in the lower right corner of the screen.

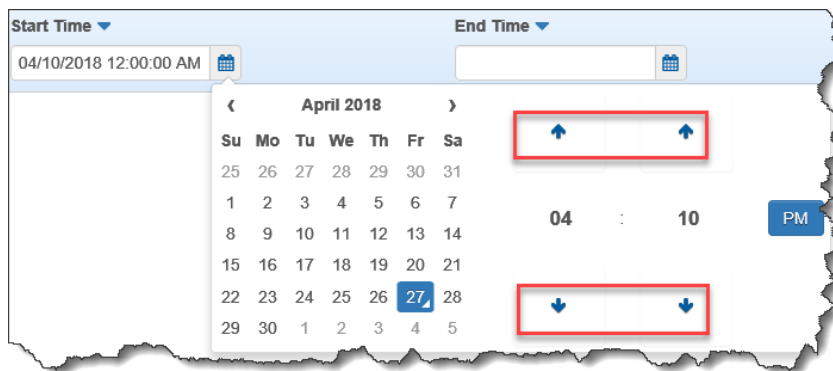
Vendor ID	Vendor Full Name	Prime
✓ F593598732	ROADS, INC. OF NWF	Yes

Add to DWR Contractors

The only information that is required on each contractor is the Start Time. Click on the calendar icon just to the right of the text box and the calendar will pop out. This will allow you to enter in the date and time they started. You can set the time by using the up and down arrows for the time and to set AM or PM.



A screenshot of a web form for contractor information. At the top is a button labeled "Select Contractors...". Below it is a table with columns: Contractor, Prime, Equipment, Personnel, Staff, and DBE Certified. The "Contractor" column contains the text "ROADS, INC. OF NWF". The "Prime" column contains "Yes". The "Equipment", "Personnel", and "Staff" columns are empty. The "DBE Certified" column is empty. Below the table, there are three sections: "Start Time" with a dropdown arrow, "End Time" with a dropdown arrow, and "Hours" with a dropdown arrow. The "Start Time" section has a text box containing "04/10/2018 12:00:00 AM" and a calendar icon. The "End Time" section has an empty text box and a calendar icon. The "Hours" section has an empty text box.



A screenshot of a calendar and time selection interface. The calendar shows the month of April 2018. The date 27 is selected. To the right of the calendar is a time selection interface. It has two red boxes, one at the top and one at the bottom. The top box contains an up arrow and a down arrow. The bottom box contains a down arrow and an up arrow. In the center, there is a time display showing "04 : 10" and a "PM" button.

You can enter the End Time and the Hours at the end of the day if required by your district policy. This would also be of use if the contractor is working at night and his work time carries over into the next day. At this time this is not required.

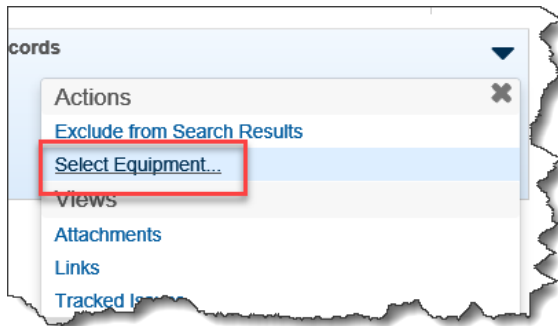
Once the contractors are added you will need to add the equipment and personnel. Use the [Contractor Equipment](#) and [Contractor Personnel](#) links to add the resources.

To add the contractor equipment, click on the [Contractor Equipment](#) link.



A screenshot of a web page showing a list of links under the heading "Contractors On Site". The links are "Contractor Equipment", "Contractor Personnel", and "Contractor Staff". The "Contractor Equipment" link is highlighted with a red box.

A list of the contractors that you previously added on site for today will appear. Click on the drop-down arrow to the far right of the contractor's name and then click on the [Select Equipment](#) link.



A list of all the equipment that is associated to the contractor will pop up. The list will show the first 50 pieces of equipment.

Q <input type="text"/> Advanced Showing 50 of 102	
Select: All None	
Contract Vendor Equipment ID	Contract Vendor Equipment Description
	Aerial Manlift Vehicle
	Air Compressor
	Air Hammer
	Arrow Board
	Asphalt Distributor
	Asphalt Paver

Go through the list and select each piece you need. If you don't see the pieces you need, click on the [Load next 50](#) link at the bottom of the page. You may have to scroll to get to the bottom.

✓		Arrow Board
✓		Asphalt Distributor
✓		Asphalt Paver

When you have all your equipment selected, click on the "Add to DWR Contractor Equipment" button at the bottom right hand corner of the screen.



You are now back at the screen showing a list of all your contractors for the day. To record number used and time on the job, click the down arrow by the contractor. This will expand your list so that you can record the information as needed.

Start Time	End Time	Hours	Prime	Equipment	Personnel	Staff	DBE Certified
04/10/2018 12:00:00 AM			Yes	No	No	No	No

Equipment Description	Equipment ID
Asphalt Distributor	
<div> <div>Number On Site ▼</div> <input type="text"/> </div> <div> <div>Number Used ▼</div> <input type="text"/> </div> <div> <div>Hours Used ▼</div> <input type="text"/> </div> <div> <div>Hours Idle ▼</div> <input type="text"/> </div> <div> <div>Comments ▼</div> <input type="text"/> </div>	
Asphalt Paver	
<div> <div>Number On Site ▼</div> <input type="text"/> </div> <div> <div>Number Used ▼</div> <input type="text"/> </div> <div> <div>Hours Used ▼</div> <input type="text"/> </div> <div> <div>Hours Idle ▼</div> <input type="text"/> </div> <div> <div>Comments ▼</div> <input type="text"/> </div>	

Enter the "Number on Site", the "Number Used" and the "Hours Used". If the piece of equipment was idle during the day, enter the number of "Hours Idle".

Asphalt Distributor	<input type="text" value="1"/>	<input type="text" value="1"/>	<input type="text" value="10.000"/>	<input type="text" value="Joe's crew ID # AD456"/>
Asphalt Paver	<input type="text" value="1"/>	<input type="text" value="1"/>	<input type="text" value="10.000"/>	<input type="text" value="Joe's crew ID # AP253"/>

For the comments, enter information that will allow you to uniquely identify the equipment ID and the asphalt crew (or other crews) the piece of equipment is being used by. For example, Joe Clark is the asphalt foreman for the day. He has been assigned the asphalt distributor for the project. The equipment has a number assigned by the company of AD456 displayed somewhere on the piece of equipment. You could have a comment like "Joe's asphalt crew. Distributor ID # is AD456". This would be useful to help document who was working that day and the unique ID number assigned by the contractor to that piece of equipment. This will allow you to add more than one piece of the same equipment. That is, you could have more than one asphalt distributor on the job on the same day. This would apply to any piece of equipment. The key to keeping track is the comments are used to distinguish between the same equipment types.

NOTE: The system will not permit a negative number for any of the above fields. It has to be either 0 or any whole number greater than 0.

To add the personnel, click on the [Contractor Personnel](#) link. A list of the contractors that you previously added on site for today will appear. Click on the drop-down arrow to the far right of the contractor's name and then click on the [Select Personnel](#) link. A list of all the Personnel that are associated to the contractor will pop up. Go through the list and select each piece you need. You may have to scroll to get to the bottom. When you have all your personnel click on the "Add to DWR Contractor Personnel" button at the bottom right hand corner of the screen.

You are now back at the screen showing a list of all your contractors for the day. To record number used and time on the job, click the down arrow by the contractor. This will expand your list so that you can record the information as needed.

Enter the "Number on Site". This would be the total number of a group such as Common Day. The "Total Hours" would be the number of personnel times how many hours they were on the job. For example, if you had 3 common on the job for 8 hours, your "Total Hours" would be 24.00.

The personnel are just like the equipment, you can add more than one of each. The key to keeping track is the comments are used to distinguish between the same personnel types.

NOTE: The system will not permit a negative number for any of the above fields. It has to be either 0 or any whole number greater than 0.

To add the personnel, click on the [Contractor Staff](#) link. A list of the contractors that you previously added on site for today will appear. Click on the drop-down arrow to the far right of the contractor's name and then click on the [Select Staff](#) link. A list of all the Contractor's Staff that are associated to the contractor will pop up. The list contains only the Foreman and Superintendent. Go through the list and select each member you need. You may have to scroll to get to the bottom. When you have all your Staff, click on the "Add to DWR Contractor Personnel" button at the bottom right hand corner of the screen.

You are now back at the screen showing a list of all your contractors for the day. To record number used and time on the job, click the down arrow by the contractor. This will expand your list so that you can record the information as needed.

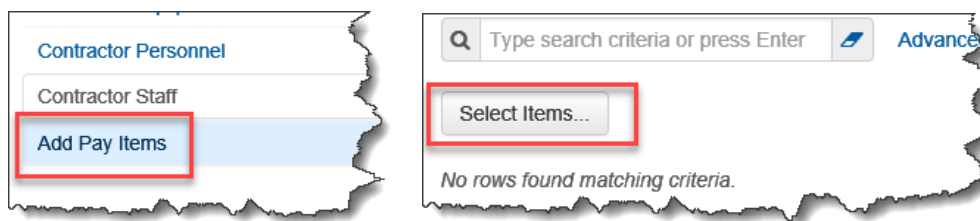
Enter the "Number on Site". This would be the total number of a group such as Common Day. The "Total Hours" would be the number of personnel times how many hours they were on the job. For example, if you had 3 common on the job for 8 hours, your "Total Hours" would be 24.00.

The personnel are just like the equipment, you can add more than one of each. The key to keeping track is the comments are used to distinguish between the same personnel types.

NOTE: The system will not permit a negative number for any of the above fields. It has to be either 0 or any whole number greater than 0.

NOTE: The following is only for the test site so that you will be able to add pay items for use to generate an estimate. Adding pay items will not be a part of PrC in Production because the pay item quantities will be handled by PTS (Pay Item Tracking System).

To add pay items for payment on an estimate, click on the [Add Pay Items](#) link.



When the screen comes up, it should show "No rows found matching criteria". This means no pay items have been added to this DWR date.

To add the pay items you need to pay on, click the "Select Items" button. A list of all the pay items for your contract will display.

Contract Item Ln Num	Proj Item Ln Num	Project/Category	Item/Description	Unit of Measure	Supplemental Description	Item Complete
0005	0005	42695115201/0200	0101 1-MOBILIZATION	LS	42695115201	No
0010	0010	42695115201/0200	0102 1-MAINTENANCE OF TRAFFIC	LS	42695115201	No
0015	0015	42695115201/0200	0102 14-TRAFFIC CONTROL OFFICER	HR		No
0020	0020	42695115201/0200	0102 60-WORK ZONE SIGN	ED		No
0025	0025	42695115201/0200	0102 71 14-TEMPORARY BARRIER, F&I, TYPE 1	LF		No
0030	0030	42695115201/0200	0102 71 24-TEMPORARY BARRIER, RELOCATE	LF		No

You can either scroll through the list and select each item or you can enter the first part of the pay item number, i.e. 0334 or 0101 or 0285. You can also search by a word from the pay

item description such as "Asphalt". This will bring up all pay items that have the word "asphalt" in the description.

Asphalt	Advanced	Showing 2 of 2	No Filter	No Filter	No Filter
Select: All None					
Contract Item Ln Num	Proj Item Ln Num	Project/Category	Item/Description	Unit	
0150	0150	42695115201/0200	0337 7 42-ASPHALT CONCRETE FRICTION COU	T	
0155	0155	42695115201/0200	0339 1-MISCELLANEOUS ASPHALT PAVEMENT	T	

work	Advanced	Showing 1 of 1	No Filter	No Filter
Select: All None				
Contract Item Ln Num	Proj Item Ln Num	Project/Category	Item/Description	
0020	0020	42695115201/0200	0102 60-WORK ZONE SIGN	

710	Advanced	Showing 15 of 15	No Filter	No Filter	No Filter
Select: All None					
Contract Item Ln Num	Proj Item Ln Num	Project/Category	Item/Description	Unit of M	
0235	0235	42695115201/0200	0710 11101-PAINTED PAVEMENT MARKINGS, S	GM	
0240	0240	42695115201/0200	0710 11102-PAINTED PAVEMENT MARKINGS, S	GM	
0245	0245	42695115201/0200	0710 11123-PAINTED PAVEMENT MARKINGS, S	LF	
0250	0250	42695115201/0200	0710 11124-PAINTED PAVEMENT MARKINGS, S	LF	
0255	0255	42695115201/0200	0710 11125-PAINTED PAVEMENT MARKINGS, S	LF	
0260	0260	42695115201/0200	0710 11131-PAINTED PAVEMENT MARKINGS, S	GM	

If you choose not to look for individual pay items, scroll through the list and select the pay items as you go. Click on [Load next 50](#) link in the bottom left corner of the screen and continue selecting items as needed.

After you have selected your pay items, click on the Save button at the bottom right corner of the list. The screen will return to the list of pay items you have selected. To record a quantity to the pay item, click on the arrow pointing to the right that is just above the Item ID. This button is the Expand/Collapse button and works the same on any screen that you see it.

Item ID	Item Description	Project	Category	Records
0337 7 42	ASPHALT CONCRETE FRICTION COURSE,TRAFFIC C, FC-9.5, P	42695115201	0200	0
Proj Item Ln Num	Supplemental Description	Attention	Tot Qty Posted	Tot Qty Posted to Dt
0150	No		0.000	0.000

The expanded screen will give you fields to add information as needed. The two fields you are most interested in is the Quantity Posted field and the Location field. Enter the quantity you want to pay for today in the Quantity Posted text box. A location is required as in our current system, so you will need to add a location that describes where the quantity is located.

The screenshot shows a form with the following fields and values:

- Contractor:** ROADS, INC. OF NWF (Prime)
- Quantity Posted:** 10.000
- Station From:** (empty)
- Station From Plus:** (empty)
- Offset Type:** (empty)
- Location:** Job site.
- Attention:** 0
- Units:** TN
- Agency Views:** None

Any field on this screen you can also add information to such in the comments text box. This will allow you to add additional information about the quantity if needed. That information could include things like one of the signs had a light out or something along those lines of info. Anything to help you document your quantity or bring attention to a possible problem. Your comments will appear on the DWR report when you review it later.

The screenshot shows the same form as before, but with additional fields and a populated Comments field:

- Measured:** (checkbox, unchecked)
- Material Set:** (empty)
- Plan Sheet Page Number:** (empty)
- As Built Quantity:** (empty)
- Comments:** The Asphalt was dark black in color. (Don't laugh, I have seen brown asphalt go down on the roadway.)

You can either save now or move to the next pay item and repeat the above steps. When you have completed entering quantities for all the pay items, click on the Save button at the top. PrC will let you know that all information has been saved.

To preview your DWR, click on the Actions button that is located at the top right of your screen between the Save button and the Help (?) button. A list will drop down for you to pick from. Scroll down until you find "Reports" and under that you will see the [DWR Report](#) link.



Click on that and then a screen will pop up that will let you select what you want to look at.

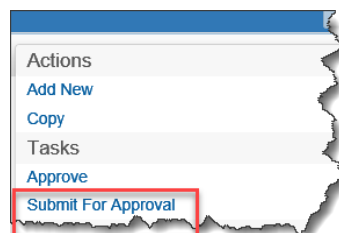
A screenshot of a web application's 'Generate Report' screen. The screen has a title bar 'Generate Report' and a sub-header 'Generate Report - DWR Report'. Below the header, there are two tabs: 'Settings' and 'Set Parameters'. The 'Settings' tab is active. The screen contains several sections, each with a title, a description, and a checkbox. All checkboxes are checked. The sections are: 'Show Remarks' (Display the subreport for Remarks), 'Show Contract Times' (Display the subreport for Contract Times), 'Show Contractor Staff' (Display the subreport for Contractor Staff), 'Show Contractor Personnel' (Display the subreport for Contractor Personnel), 'Show Contractor Equipment' (Display the subreport for Contractor Equipment), 'Show Agency Staff' (Display the subreport for Agency Staff), and 'Show Attachments' (Display the subreport for Attachments).

Once you select what information you want to look at by either adding a check mark to the box or removing the check mark, click on the "Execute" button at the top right of your screen. This will start the process of creating a view of your DWR. When the process is complete, the DWR will show up in Draft status.

Once you have looked over the DWR just close the screen. To get back to the DWR entry screen, click on the Previous button in the top left corner of the screen.



Once you are satisfied with your DWR, it's now time to submit it for approval. To do that, click on the Actions button that is located at the top right of your screen between the Save button and the Help (?) button. A list will drop down for you to pick from. Scroll down until you find the [Submit for Approval](#) link.



Once you do this, the DWR is locked for any change you need to make. If you find something that you need to make a change to, you can change it back to Draft status by going back to the Action button and click on [Change to Draft](#) link.



If your district allows you to approve you own DWRs, you can click on [Approve](#) instead of [Submit for Approval](#). If the DWR has been approved but someone found something incorrect, it first must be Rejected and then changed back to Draft status. These links can be found under the Actions button mentioned above.

NOTE: Once a DWR has been Approved and locked up in an estimate, it can't be changed by anyone unless the estimate is deleted, the DWR is unauthorized from the Daily Diary and sent back to Draft status. Only the creator can then make any corrections as needed.