

Daily Work Reports (DWR)

Overview

Inspectors and Project Managers create *Daily Work Reports* to record daily contract activity, project conditions, equipment, personnel and remarks. Workers with a contract assignment (or a person in Area or higher office) and the CAMMS Work Group = *Contract* may create DWRs. *Daily Work Reports* are created as needed during the life of the contract. For example, a *DWR* is not needed for each day during a time suspension period or on weekends/holidays if there is no contract activity.

Notes:

- The *DWR Status* can be:
 - *Draft* – in progress and not submitted to the PM for review/use on Diary.
 - *Pending* – submitted for PM review/use on Diary. Can be edited.
 - *Approved* - PM reviewed and approved.
 - *Amended* – change to Remark was made after approval and estimate.
 - *Denied* – PM denied after unassigned or AFM date.

DWR Summary

This page will display any DWRs for the user or any that need attention for the PM.

Basic Procedure
1. Open the desired <i>Contract</i> (on the <i>Construction</i> tab) and select the <i>DWR</i> sub-process.
2. Click <i>Add</i> to add another DWR for this contract.
3. Click on <i>Detail</i> to view a DWR.
4. Click on <i>Submit</i> to send a DWR to the PM for approval.
5. Click on <i>Delete</i> to delete a DWR in <i>Draft</i> status.

Notes:

- DWRs will no longer show up on a PM's *DWR Summary* after they have been approved but they will still appear on the inspector/creator's summary.
- After *Submit*, user can still *Edit*. An *Edit* will change the status back to *Draft*. After DWR is *Approved*, an *Edit* requires a *Change Reason*.
- A *Draft* DWR can be deleted by the creator or Primary PM if worker unassigned or AFM.
- DWRs are usually approved in the *Diary* (*Diary/Diary Detail* under *Info*)
- If records need to be kept before Time Charges Began, they should be on paper.
- If there are records that need to be kept after *Accepted* date, a DWR can be created without a Diary and will be approved by the Primary PM on the *DWR Summary* screen.
- After *Accepted* date or when a worker is no longer assigned, any outstanding DWRs in *Draft* or *Pending* will be able to be approved or denied by Primary PM on *DWR Summary*.

DWR Add

Inspectors should record basic contract activity data on this tab.

Basic Procedure
1. Open the desired <i>Contract</i> and select the <i>DWR</i> sub-process and click on <i>Add</i> .
2. Select a date by clicking in the <i>Date</i> field.
3. Record the temperatures in the <i>High</i> and <i>Low</i> fields in degrees Fahrenheit.
4. Record <i>Weather Conditions</i> for A.M. (and P.M. if there is a change). (For nighttime jobs, record both)
5. Select a <i>Contractor</i> from the dropdown to enter contractor information. (Click <i>Remove</i> if no contractor needs to be recorded.)
6. Record the time that each contractor began work and ended work by clicking in the <i>Start Time</i> and <i>End Time</i> fields. (<i>End Time</i> just needs to be entered before <i>Submit</i> .)
7. If appropriate, click <i>Use Previous DWR</i> to copy contractor information from the previous day and edit as needed.
8. Add any contractor's <i>Personnel</i> types by clicking <i>Add Personnel</i> and selecting the types then entering a <i>Quantity</i> . (Select Superintendent's name from the dropdown if appropriate) (If no personnel are onsite, click <i>No Personnel</i>) (Click <i>Remove</i> to remove a <i>Personnel</i> type.)
9. Add any contractor's <i>Equipment</i> by clicking <i>Add Equipment</i> and selecting the type then entering a <i>Quantity</i> (and <i>Quantity Not Used</i> if appropriate – if it affects the Controlling Item, please explain in <i>Contractor Activities Remarks</i>). (If no equipment is onsite, click "No Equipment")
10. Click <i>Add Contractor</i> to add another contractor.
11. Click <i>Save</i> to save and return to the <i>Detail</i> tab.

Notes:

- The inspector should only record information for the contractors that he/she is responsible for that day.
- **A subcontractor will only be available on the drop-down list if they have been approved by Office Engineer.** Add a *Remark* if they are working with verbal approval.
- If a contractor is used on the worker's Daily Item Quantities, they will automatically show up here.
- The inspector assigned to the Prime should select the Prime Contractor's Superintendent from the *Personnel* dropdown. Record additional foreman as "*Foremen*".
- If *Personnel "Other"* is selected, please give details under *Contractor Activity Remarks*.
- The Contractor's *Equipment* dropdown lists will be created by the Area Coordinator then by the Project Manager for the contract under the CAMMS *Equipment* subprocess.
- Inspectors should review the entire drop-down list to ensure that they are picking the entry that best describes a particular piece of equipment.
- On nighttime jobs, the Inspector should begin a DWR when work day begins and it should cover the entire shift. (The *Start Time* can be later than *End Time*)
- The report can be accessed through the *DWR Report* icon in the upper left-hand corner.
- To return to the list of DWRs, click on *Back to DWR Summary* above sub-processes.
- If DWR is complete, *Submit* can be done on this window also.
- In a Force Account situation, a sub without a sublet should be recorded in *Remarks*.

Remarks Tab

Inspectors should enter any remarks pertaining to the work performed, meetings/events, and instructions given that day.

Basic Procedure
1. Click on the <i>Remarks</i> tab.
2. Click on <i>Add</i> .
3. Select the appropriate <i>Remark Type</i> and enter the remarks.
4. Click on <i>Apply</i> .
5. Click on <i>Add Remark</i> to add another remark type.
6. Click on <i>Save</i> to save all remarks and return to the <i>Remarks</i> tab.
7. Click on <i>Edit</i> to change the remark or <i>Delete</i> to delete the remark.

Notes:

- It is important that information is recorded under the correct *Remark Type* – this will be helpful when someone is searching for information. (See below for details.)
- *Cut* and *Paste* can be used to copy information that was entered on a previous day.
- There were old remarks types that may show up on old DWRs but are no longer on the dropdown list.
- *DWR Remarks* will be approved by the PM separately from the DWR itself on Diary.
- If a remark is rejected, it will need to be Edited and Saved. This will change the Status to *Draft*. Once part of an estimate, Status will then be *Amended*.

Remark Type	Description
CE&I Activities	Document work by Project Inspection staff, instructions given to the Contractor, and decisions made. List any co-inspectors not creating a DWR.
Contractor Activities	Document work by the Contractor and its subcontractors including Pay Item numbers and location by station. This includes work being performed on a force account basis. Include any requests made by the Contractor.
Crashes	Document basic info for crash (formerly known as accident) such as location, time and impact on traffic or Contractor's work, if applicable. Do not include info on those involved, cause or any details included in Crash Report.
DBE/EEO	Track issues like DBE Interviews and non-performance
NOI/Claims	Should be tracking things like NOI filed, weekly meeting held, issues concerning the claim, when it is over, claim submitted, etc.
Railroad	Track RR flagmen and any issues with submittals and project coordination.
Stormwater	Most records should be in SWTS. However, should include comments for upset events, ADEM inspections, and NOV's as well as inspections for any non-permit project.
Traffic Control	Document when C-25 inspections were done daily, traffic shifts, and TC changes
Utilities	Document non-contract relocation work, utility location spotting, and comments about conflicts
Visitors	List any District, Area, Region, and Central Office Personnel or any non-ALDOT personnel such as contractor's home office personnel and local government
Weather	Document when you need to elaborate on weather conditions

DWR/Attachments Tab

Inspectors can upload pictures, PDF files, or other documents that pertain to the DWR.

Basic Procedure
1. After creating a DWR, click on the <i>Attachments</i> tab.
2. Click on <i>Upload File(s)</i> .
3. Click on <i>Choose Files</i> .
4. Choose the appropriate file(s). (Max size 250 MB)
5. For each file, enter a <i>Title</i> and any other fields that are helpful for describing file.
6. Click on <i>Save</i> .
7. Click on <i>Edit</i> to change the remark or <i>Delete</i> to delete the remark.

Notes:

- It is helpful for information to be recorded under the different optional description fields so that Attachments can be searched more easily (but these are not required).
- Once the DWR is approved, the attachments will display on the *Documents/Attachments* tab.
- See DWR Attachments – Guidance for Use instructions for additional information.

Documents/Attachments Tab

This screen will contain all DWR attachments for the contract.

Basic Procedure
1. Click on the <i>Documents/Attachments</i> tab.
2. Click on the <i>Title</i> to download and view the file.
3. Click on <i>Delete</i> to delete the attachment. (It will also delete on the DWR.)

Notes:

- Attachments will only display here after their DWR has been approved on the Diary.
- There is not yet a way for PMs to approve or disapprove attachments. The attachments can be viewed before approving the DWR and the inspector edit or remove them if necessary at that point. However, the attachments can be deleted on this screen.
- Attachments can be filtered and sorted.