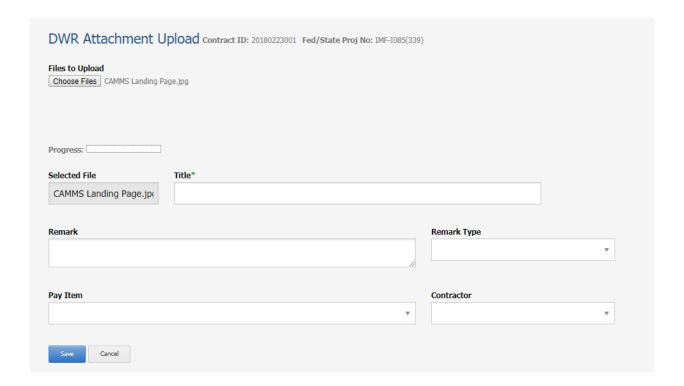# DWR Attachments

Guidance for Use

DWR Attachments are a helpful tool that allow additional information such as pictures, documents and PDFs to be captured and retained as part of the project record. However, in order for it to be used in a way that maximizes its usefulness, we have established a few guidelines that should be followed:

- Choose a **Title** that is clear and descriptive. For example: "Culvert wingwall crack at 122+12 NBL", "Sketch of driveway at McDonalds at 124+01", "Rebar Check"
- Use the optional fields (Remark, Remark Type, Pay Item, Contractor) when these will help the attachment to be explained more clearly or allow it to be found more easily. For instance, if attachment:
  - Pertains to a particular Pay Item then that would be a good piece of info.
  - Pertains to a certain Remark Type – Crash, Utilities, etc. or Contractor.
- Include any Remarks that give additional essential information.
- Add text and/or draw arrows or circles on the pictures if needed.
- Don't put every picture that you take into CAMMS - only those that add helpful information. And do not attach multiple copies of a similar picture. These use up space and can slow down the performance of the system.

Examples:

WB shoulder Scour
Sta. 105+40

Broken pipe

11-14-19