

# Add a Daily Work Report (DWR) in AASHTOWare Project™

Office of Construction and Innovative Contracting

Effective Date: 05/13/2020

## Purpose

This details the procedure for adding a DWR in AASHTOWare.

## Applicability

Construction personnel on MnDOT Construction projects must create a DWR in AASHTOWare when performing inspection duties on the contract.

## Repository of Procedure

The procedure is detailed within AASHTOWare Project™ All Daily Work Report component online help within Managing Daily Work Reports.

## Procedure Steps

When adding DWR, save frequently to not lose work, and save as indicated in steps below.

1. Log on to MnDOT AASHTOWare
2. Navigate to applicable Contract through Contract Progress component.
3. Select the Daily Work Reports tab
4. Click on the Add button.
5. Enter information on the tabs
  - a. General
    - i. DWR Date – this will default to current date; DWRs can be backdated, but not dated in the future.
    - ii. Inspector – this will auto-populate based on log in credentials.
    - iii. Select Weather
      1. Rain 2 is only available if there is an NPDES on the contract, and Stormwater Events Enabled is checked on the Additional Information tab in Contract Administration Summary component.
    - iv. Rainfall Amount if applicable
    - v. Low Temperature

- vi. High Temperature
  - vii. Remarks, if entering a remark, then a remark type is required
    - 1. Accident
    - 2. Contractor Progress
    - 3. Contractor Progress1 – 4 (used in Mobile Inspector)
    - 4. Conversation
    - 5. Force Account
    - 6. General
    - 7. Traffic
    - 8. Weather
  - viii. *Save* – must save to trigger other tabs on DWR.
- b. Notes tab
    - i. Use to indicate math check needs, or
    - ii. Indicate that math has been checked
    - iii. This tab can be edited by anyone with access to AASTHOWare Project™ and the contract at any time regardless of who created the DWR or status of the DWR; do not use this tab to record information that should be entered elsewhere on the DWR.
  - c. Contract Time tab – use optional
    - i. Inspector may record Working Day Assessment on this tab
      - 1. If entered here, Chief or Engineer can import to Daily Diary
        - a. Working Day Assessment must be made on Daily Diary
  - d. Contractors on Site tab
    - i. Click on Select Contractors button to open the Select Contractors modal
      - 1. Select Contractor(s) you have observed on project
        - a. Do not select all – this tab triggers AASHTOWare Project™ to require a payroll from each contractor listed for the DWR date.
      - 2. Click Add to DWR Contractors button at bottom of Select Contractors modal
    - ii. Enter Start and End time, and/or Hours worked.
      - 1. Using date picker will default to current date and time
    - iii. *Save*
  - e. Contractor Equipment tab – not currently used by MnDOT
  - f. Contractor Personnel tab – not currently used by MnDOT
  - g. Contractor Staff tab – not currently used by MnDOT
  - h. Agency Staff tab – not used by MnDOT
    - i. RCA is MnDOT official record of time
  - i. Postings tab – use to record quantities and locations of work
    - i. Click on Select Items button to open the Select Items modal
      - 1. Select Item(s) as appropriate for DWR
        - a. Ensure proper project and category are indicated
      - 2. Click Save on the Select Items modal.
    - ii. Expand the item panel, and enter information into appropriate fields
      - 1. Verify correct contractor is shown
        - a. Only contractor listed on site, and having that item assigned through the subcontracting process will show in this field

- i. Exception is Change Order items, only the prime contractor will show
- 2. Quantity Posted – enter quantity for posting
- 3. Enter location of work, either fields a – i listed below, or J, or combination of both
  - a. Station From
  - b. Station From Plus
  - c. Offset Type
  - d. Offset Distance
  - e. Station To
  - f. Station To Plus
  - g. Offset Type
  - h. Offset Distance
  - i. Location
- 4. Measured
  - a. Check box if item actually measured
  - b. Do not check box if quantity is estimated
- 5. Material Set
  - a. Will be used when Materials is functional
- 6. Activity ID
  - a. May be used with CPM schedule activity
- 7. As Built Quantity
  - a. Not typically used by MnDOT
- 8. Comments
  - a. Enter where documentation substantiating payment is located
  - b. If no substantiating documentation is created, enter “Source”
  - c. If attaching substantiating documentation to DWR, state at which level attachment is made
    - i. DWR
    - ii. Item
    - iii. Posting
- 9. *Save*
- 10. Note: DWR Items may have one or more associated postings.
- j. Acceptance Records tab – not currently used by MnDOT
  - i. This tab will be used when Materials is functional
- k. Force Account Contractors tab – not used by MnDOT
- 6. When you are satisfied your DWR is complete, submit DWR for approval
  - a. Open the Component Actions Row menu
  - b. Select the Submit for Approval task
  - c. Details

## Screen Captures

General Tab

Contract Daily Work Report Summary Save Complete x

Contract: [ ] Save ?

DWR Date: 09/16/2019 Inspector: MnAd\Carl1.Jen Sequence: 1 Status: Draft

General

**DWR Date \***  
09/16/2019

**Inspector \***  
MnAd\Carl1.Jen  
Carlson Jennifer L

**Weather**  
Sunny - 0% - 30% of sky has cloud cover

**Rainfall Amount**  
[ ]

**Low Temperature**  
63

**High Temperature**  
89

**Stormwater Event**  
No

**Contractors Onsite**  
Yes

**Daily Staff Onsite**  
No

**Attachments**  
No

**Stormwater Response Due Date**

**Has Stormwater Period**  
No

**Remarks**  
4

**Federal Project Number**  
0304-38 / STATE FUNDS

**State Project Number**  
0304-38

**Entered By**  
MnAd\Carl1.Jen - Jennifer Carlson

**Entered Date**  
[ ]

**Approval Date**

**Approved By**

**Payment Est Num**

**Payment Est Status**

**Agency Views**  
0

**Work Items Installed**  
4

Type *	Remark *
Contractor Progress - Contractor Daily Progress	Midstate milled from sta.2309+16 to sta.2292+30 and around the roundabout.
Contractor Progress - Contractor Daily Progress	Anderson Brothers paved all areas milled; installed inlet protection and removed after they were done paving and everything was cleaned up
Contractor Progress - Contractor Daily Progress	Traffic Marking Services painted interim centerline double yellows after all the paving was completed.
Traffic - Traffic Control or Switch	Traffic control was all in place and flaggers at every leg of the roundabout.

## Contractors on Site Tab

Home Previous My Pages **\*\*4.2 Environment\*\*** Actions Help Log off

Contract Administration Daily Work Reports Contract Contract Daily Work Reports Contract Materials and Acceptance Actions Contract Progress Find Sample Items Payment Estimate Subcontracts

Contract Daily Work Report Summary **Save Complete** x

Contract: Save ?

DWR Date: 09/16/2019 Inspector: MnAd/CarlJen Sequence: 1 Status: Draft

General Notes Contract Time Contractors On Site Contractor Equipment Contractor Personnel Contractor Staff Agency Staff Postings Acceptance Records Force Account Contractors

Q Type search criteria or press Enter **Advanced** Showing 3 of 3

Select Contractors... 0 marked for deletion | 0 changed

Contractor	Prime	Equipment	Personnel	Staff	DBE Certified
Anderson Brothers Construction Company of Brainerd, LLC	Yes	No	No	No	No
<b>Start Time</b>	<b>End Time</b>	<b>Hours</b>			
09/16/2019 8:00:00 AM	09/16/2019 6:00:33 PM	10.000			
MIDSTATE RECLAMATION INC	No	No	No	No	No
09/16/2019 8:00:33 AM	09/16/2019 11:27:33 AM	3.500			
Traffic Marking Service, Inc.	No	No	No	No	No
09/16/2019 5:00:34 PM	09/16/2019 6:30:34 PM	1.500			

## Postings Tab

Home Previous My Pages **\*\*4.2 Environment\*\*** Actions Help Log off

Contract Administration Daily Work Reports Contract Contract Daily Work Reports Contract Materials and Acceptance Actions Contract Progress Find Sample Items Payment Estimate Subcontracts

Contract Daily Work Report Summary **Save Complete** x

Contract: Save ?

DWR Date: 09/16/2019 Inspector: MnAd/CarlJen Sequence: 1 Status: Draft

General Notes Contract Time Contractors On Site Contractor Equipment Contractor Personnel Contractor Staff Agency Staff Postings Acceptance Records Force Account Contractors

Q Type search criteria or press Enter **System Default** Showing 4 of 4

Select Items... 0 marked for deletion | 0 changed

>	2232504/00080	MILL BITUMINOUS SURFACE (2.5")	137488	0001	1	
0040			No	4,779,000	4,779,000	5,779,000
>	2360509/14600	TYPE SP 9.5 WEARING COURSE MIXTURE (4,F)	137488	0001	1	
0050			No	742,000	742,000	875,000
>	2573502/00110	STORM DRAIN INLET PROTECTION	137488	0001	1	
0080			No	11,000	11,000	13,000
>	<b>Item ID</b>	<b>Item Description</b>	<b>Project</b>	<b>Category</b>	<b>Records</b>	
	2580501/00010	INTERIM PAVEMENT MARKING	137488	0001	1	
	<b>Proj Ln Num</b>	<b>Supplemental Description</b>	<b>Attention</b>	<b>Tot Qty Posted</b>	<b>Tot Qty Posted to Dt</b>	<b>Authorized Qty</b>
	0090		No	1,000	1,000	1,000

# Posting Samples

Item ID	Item Description	Project	Category	Records
223250400080	MILL BITUMINOUS SURFACE (2.5')	137488	0001	1
Proj Ln Num 0040	Supplemental Description	Attention No	Tot Qty Posted 4,779.000	Tot Qty Posted to Dt 4,779.000
				Authorized Qty 5,779.000

  

Item Posting Num	Contractor	Station/Location	Quantity Posted
1	[Redacted]	Sta 2309 + 16 to Sta 2292 + 30 TH 59 NB and SB full width, a	4,779.000

**Contractor \***

Quantity Posted: 4,779.000

Station From: 2309

Station From Plus: 16

Offset Type:

Offset Distance:

Station To: 2292

Station To Plus: 30

Offset Type:

Offset Distance:

**Attention**  
0

**Units**  
S Y

**Agency Views**  
None

**Location**  
TH 59 NB and SB full width, and roundabout

**Measured**

**Material Set**

**Activity ID**

**As Built Quantity**

**Comments**  
see attachment this posting

Item ID	Item Description	Project	Category	Records
236050914600	TYPE SP 9.5 WEARING COURSE MIXTURE (4,F)	137488	0001	1
Proj Ln Num 0050	Supplemental Description	Attention No	Tot Qty Posted 742.000	Tot Qty Posted to Dt 742.000
				Authorized Qty 875.000

  

Item Posting Num	Contractor	Station/Location	Quantity Posted
1	[Redacted]	Th 59 NB and SB and roundabout. sta.2309=16 to sta.2292+30	742.000

**Contractor \***

Quantity Posted: 742.000

Station From:

Station From Plus:

Offset Type:

Offset Distance:

Station To:

Station To Plus:

Offset Type:

Offset Distance:

**Attention**  
0

**Units**  
TON

**Agency Views**  
None

**Location**  
Th 59 NB and SB and roundabout. sta.2309=16 to sta.2292+30

**Measured**

**Material Set**

**Activity ID**

**As Built Quantity**

**Comments**  
Ticket packet 1 dated 9/16/19 in project file in Resident Office.

For additional samples of postings for all units of measure, see [DWR Posting Examples and Documentation](#).

## Forms

Information recorded on the DWR can be printed out by generating the DWR report. It is not required to print the report or submit with final package.

## Related Information

- [MnDOT Policy DM006](#)

## Federal and State Requirements

- [Title 23 CFR § 635.123 Determination and documentation of pay quantities](#)
- [Mn Statute §15.17 Official Records](#)
- [Mn Statute §138.17 Government Records: Administration](#)

## Contact

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