Creating a Daily Diary

**Important – Do not use the following characters in any entry: “&”, “<”, or “>”.

Navigate to your Contract in Progress Summary.

Click on Diaries tab. If you are working with many contracts, be sure to verify the contract number in the component ribbon.

Click in the search field and hit enter key, all diaries for the Contract will show (results shown below), or enter date, or create filter. Click on “Show first 10” to see the first ten diaries. (For editing or viewing purposes) If there are no diaries associated with the contract, of course, none will show.

Notes: there can only be one Diary per day; Diaries do not get approved, but they become locked once associated with a pay estimate; MNCONSTPROJENG and MNCONSTRCHIEFINSP have ability to create diaries.
For this exercise, we will be adding a Diary. Click “Add”.

The first screen will show as follows:

You can date it for past date, but not future date. As soon as you make a change to the screen, the “There are unsaved changes” message will appear. If you want to see a bigger field for entering remarks, click on the magnifying glass on right side of comment field.

Remarks, while not required, as shown by *, if you enter a Type, you must enter a Remark and vice-versa. If you only enter one, you will get an error message.
Available remark types are the same as what is available to DWR:

- Accident - Accident Remark
- Contractor Progress - Contractor Daily Progress
- Conversation - Conversation
- Force Account - Force Account
- General - General Remark
- Traffic - Traffic Control or Switch
- Weather - Weather

If you think of other types of Remarks you would like to have, let me know.

You can enter weather on this screen (no explanation needed, just enter it) or you can populate it from DWRs (as long as DWR creator included weather) created by others (see bottom of page 5 of this document.)

You must click save to get additional tabs to show on left side of screen.
Let’s go right down the tabs in order.

DWRs

There are a few things you can do from this screen. Click into search field, enter search criteria, or press Enter (This is always an option with search windows; I will no longer describe this action through remainder of document.) DWRs for this date will show. In this instance, there is only one.

Before DWR information can be added to the Diary, the DWR must be approved. Note: this DWR is in Pending Approval Status. You can open DWR for review by clicking on the Sequence number. If the DWR Status is “Draft” you will not be able to approve. This ensures that you don’t prematurely approve a DWR that the Inspector may not have completed.

Assuming you have already reviewed the Diary, you can click on action arrow to right, and then click on Approve.

Other options, if you don’t approve the DWR, are to Reject, this keeps DWR, originator will need to Change to Draft, and make necessary edits. Or, if you are the originator, you can Change to Draft and, make edits.
Or, if you haven’t clicked into search box (or on Show first 10), you can click on the action arrow below the search box, then click on Approve Pending DWRs (assuming you have reviewed the DWRs).

After approving, DWR will show:

Now that the DWR is approved, you can import weather from the DWR to the Diary.

On General tab (1), click on component action arrow (2), and then click on Populate Related DWR Weather (3). This action will auto-save.
Next, the DWR Remarks tab:

Use this if you want to incorporate DWR remarks into the Diary. You can choose all, some, or none.

Click on the Select DWR Remarks. In screen shot above, the DWR shows, but the remarks are not incorporated yet. Click on Select DWR Remarks.

A modal will appear with available remarks. Click on the remarks you want to add (don’t worry, you can delete any/all if you want; however, remember you did see all these remarks when you reviewed and approved the DWR.) If you want to add All, click the All link (1), or to selectively choose, click only on the specific remark. A green check (2) mark will show next to each DWR remark selected. If you want to clear your choice, click on None (1). If you click on the links indicating number selected (3), it will only show the green checked items (helpful if there are many that aren’t selected)

After you’ve made selection, click Add DWR Remarks to Daily Diary (4).

When you expand Inspector (click arrow next to Inspector), you will see the remarks you have added to the Diary.
The following screen shows the remarks added, if you decide you want to delete, click on remark row action arrow, then Delete. There isn’t a way to delete multiples at once; you have to do each one.

To add comments that weren’t previously selected, or that you’ve accidentally deleted, click again on Select DWR Remarks, as shown on page 6 of this document.

Contract Times tab – this is where working days are assessed. Even if time was recorded on DWR, it needs to be assessed here (you can enter your own assessment, or apply the DWR time.)

Entering your own time, click to expand time element:

Click Contractor Working if applicable, enter WD assessment in Original Time Charged (0, .5, or 1), fill out other information, then click SAVE.
To Apply DWR time, click Time ID row action arrow, then Apply DWR Contract Time:

A modal will appear, why? Because you may have multiple DWRs with Contract Time included, so you need to select the appropriate DWR for inclusion. In this case, there is only one. Select it by clicking on it (green check mark will appear), then click Apply DWR Contract Time.

It will apply all information that was in the DWR Contract Time tab. You can edit as needed.
You have now created a Daily Diary.