

Creating a Daily Diary

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.

Contract-Global Progress Summary

Contract-Global: 140195 GRADING, BITUMINOUS MILL and OVERLAY, AND LIGHTING.

General Contract ID: 140195 Proposal ID: 140195

Description*: GRADING, BITUMINOUS MILL and OVERLAY, AND LIGHTING.

Federal Project Number: NHPP 0014(328)

State Project Number: 2001-36

Prime Contractor Name: ULLAND BROTHERS INC

Contract Status*: Active

Contract Type: ROAD - ROAD CONTRACT

Spec Book: 14

Unit System: English

Highway / Route: 71144-07

Federal Oversight:

Local Oversight:

Local Project Engineer Name:

Consultant Project Engineer Name:

Project Engineer:

Local Agency Office:

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.

Search: Temporary Showing 8 of 8

0 marked for deletion | 0 changed

Diary Date	Author	Locked	Remarks	Number
07/14/2015	tefe1yos - Yosef Teferi	No		
07/12/2015	MnAD\Carl1Jen - Jennifer Ca	Yes		0001
07/11/2015	Beck2Ric - Richard Beckes	Yes		0001
07/10/2015	MnAD\Carl1Jen - Jennifer Ca	Yes		0001
07/09/2015	Beck2Ric - Richard Beckes	Yes		0001
07/08/2015	MnAD\Carl1Jen - Jennifer Ca	Yes		0001
07/07/2015	MnAD\Carl1Jen - Jennifer Ca	Yes		0001
07/06/2015	MnAD\Carl1Jen - Jennifer Ca	Yes		0001

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 on Add

Temporary
Showing 8 of 8

Add

Diary Date	Author	Locked	Remarks	Number
07/14/2015	tefe1yos - Yosef Teferi	No		
07/12/2015	MnAD\Carl1.Jen - Jennifer Ca	Yes		0001
07/11/2015	Beck2Ric - Richard Beckes	Yes		0001
07/10/2015	MnAD\Carl1.Jen - Jennifer Ca	Yes		0001
07/09/2015	Beck2Ric - Richard Beckes	Yes		0001
07/08/2015	MnAD\Carl1.Jen - Jennifer Ca	Yes		0001
07/07/2015	MnAD\Carl1.Jen - Jennifer Ca	Yes		0001
07/06/2015	MnAD\Carl1.Jen - Jennifer Ca	Yes		0001

The first screen will show as follows:

[Contracts](#)
[Contract Administration](#)
[Contract Progress](#)
[Daily Diary](#)
[Items](#)
[Contract Payments](#)
[Subcontracts](#)

Add Daily Diary There are unsaved changes.

Contract: 140195 - GRADING, BITUMINOUS MILL and OVERLAY, AND LIGHTING Save

General

Diary Date *
 07/13/15

Author
 MnAD\Carl1.Jen
 Jennifer Carlson

Weather
 [Dropdown]

Low Temperature
 [Input]

High Temperature
 [Input]

Diary Locked
 No

Payment Est Num
 [Input]

Remarks
 0

Federal Project Number
 NHPP 0014(328)

State Project Number
 2001-36

Entered By
 [Input]

Entered Date
 [Input]

Last Updated By
 [Input]

Last Updated Date
 [Input]

Contractor Working
 No

Payment Est Status
 [Input]

Comments
 [Text Area]

Remarks
Type * [Dropdown] **Remark *** [Text Area]

You will get an error message if you don't fill in "Type" to left. I created this Diary on 7/22/15, but it is dated 7/13/15, naughty - naughty. But the entry date and updated dates will show for all history.

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.

Remark(s), are 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.

Error: No rows saved; detected rows with errors. Please review messages below.

- System Error.

Available remark types are the same as what it available to DWR:

▼ Remarks

Type*

- 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.

Contract-Global Daily Diary Summary Save Complete

▼ Contract: 140195 - GRADING, BITUMINOUS MILL and OVERLAY, AND LIGHTI

Diary Date: 07/13/2015 Author:

General

- DWRs
- DWR Remarks
- Contract Times

Diary Date*

Author

Jennifer Carlson

Weather

▼

Low Temperature

Let's go right down the tabs in order.

DWRs

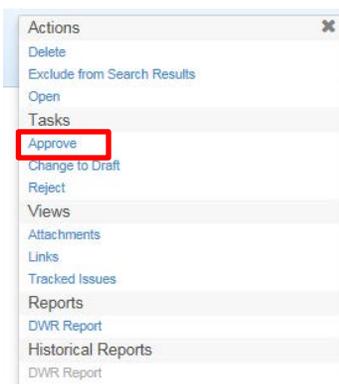


There are a few things you can do from this screen. Click into search field, enter search criteria, or press Enter (This is always an option with search windows; I will no longer describe this action through remainder of document.) DWRs for this date will show. In this instance, there is only one.



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).

Contract: 140195 - GRADING, BITUMINOUS MILL and OVERLAY, AND LIGHTING.
Diary Date: 07/13/2015 Author: MnAD/Carl1Jen

General
DWRs
DWR Remarks
Contract Times

Type search criteria or press Enter Advanced

Enter search criteria above to see results Show first 10

Actions

Approve Pending DWRs

After approving, DWR will show:

Inspector	Sequence	Estimate Number	DWR Status	Weather	Low Temp	High Temp	Rainfall
MnAD/Carl1Jen - Jennifer Carlson	1		Approved	Partly Cloudy - 30% - 60% of sky has cloud cover	74	86	0.00

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.

Contract-Global Daily Diary Summary

Contract: 140195 - GRADING, BITUMINOUS MILL and OVERLAY, AND LIGHTING. Save ?

Diary Date: 07/13/2015 Author: MnAD/Carl1Jen

General (1) Diary Date *
DWRs
DWR Remarks
Contract Times

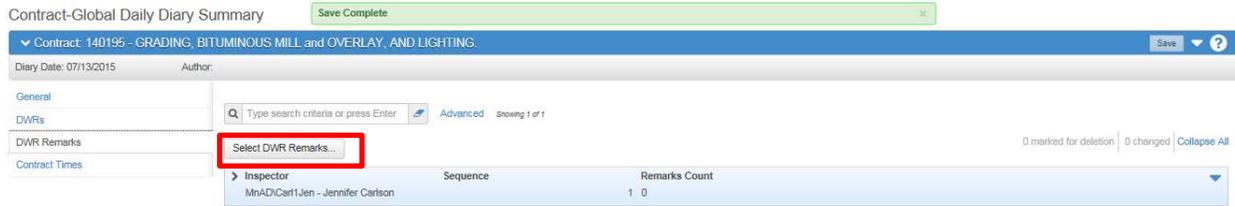
Author
MnAD/Carl1Jen
Jennifer Carlson

Weather
Low Temperature
High Temperature
Diary Locked
No
Payment Est Num

Remarks
1
Federal Project Number
NHPP 0014(328)
State Project Number
2001-36
Entered By
MnAd/Carl1Jen
Entered Date
07/22/2015 07:35:58
Last Updated By
MnAd/Carl1Jen
Last Updated Date
07/22/2015 07:38:47
Contractor Working
Yes
Payment Est Status

Actions
Add New
Populate Related DWR Weather (3)
Views
Attachments
Issues
Links
Reports
Daily Diary Report
Historical Reports
Daily Diary Report

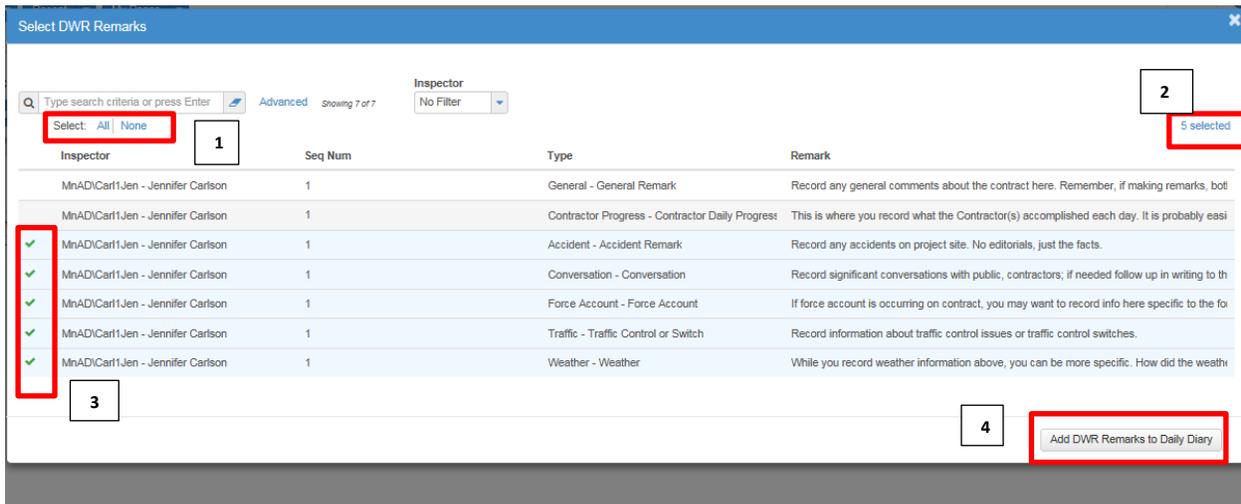
Next, the DWR Remarks tab:



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)

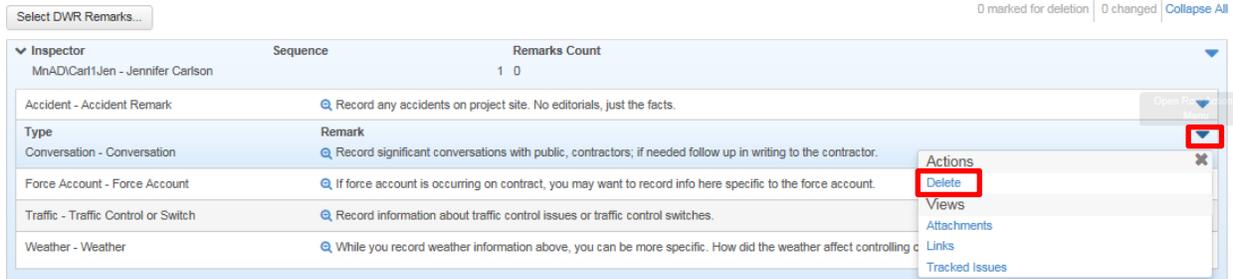


After you've made selection, click Add DWR Remarks to Daily Dairy (4).

When you expand Inspector (click arrow next to Inspector), you will see the remarks you have added to the Diary.



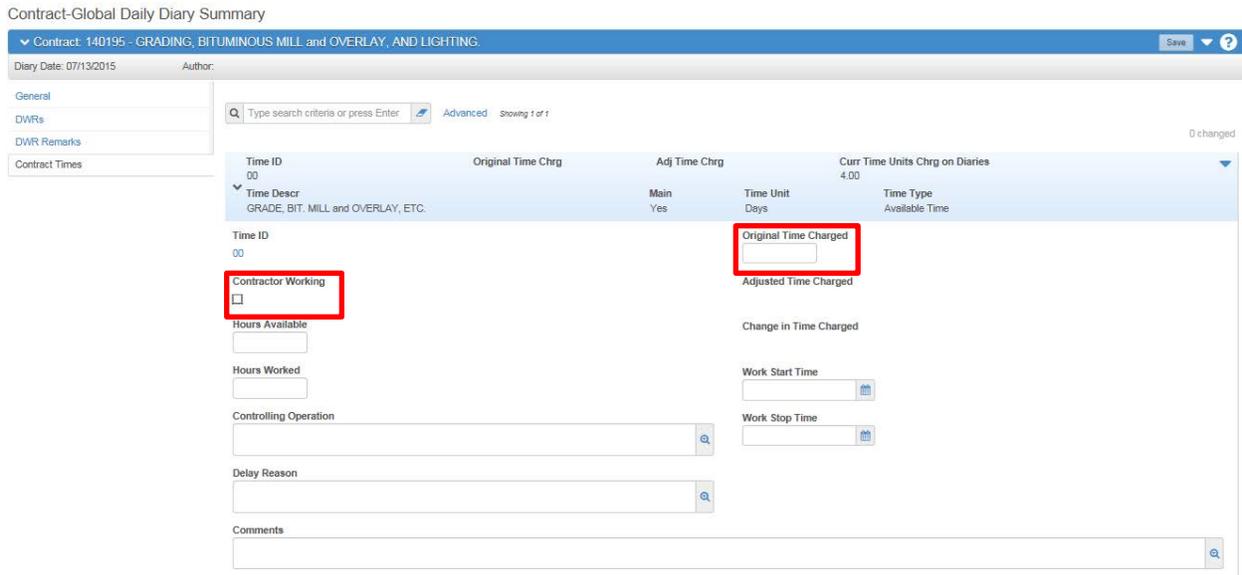
The following screen shows the remarks added, if you decide you want to delete, click on remark row action arrow, then Delete. There isn't a way to delete multiples at once; you have to do each one.



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:

The screenshot shows a software interface for a contract titled "Contract: 140195 - GRADING, BITUMINOUS MILL and OVERLAY, AND LIGHTING". The interface includes a search bar, a table, and a detailed view for a selected row. The table has columns for Time ID, Original Time Chrg, Adj Time Chrg, and Curr Time Units Chrg on Diaries. The selected row has Time ID "00" and a description "GRADE, BIT, MILL and OVERLAY, ETC.". The detailed view shows fields for Contractor Working, Hours Available, Hours Worked, Controlling Operation, Delay Reason, and Comments. An "Actions" dropdown menu is open, with "Apply DWR Contract Time" highlighted.

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.

The screenshot shows a modal window titled "Apply DWR Contract Time". It contains a search bar and a table with columns for Inspector, Sequence, Time Charged, Controlling Operation, and DWR Status. The table has one row with the following data: Inspector "MnADICar1Jen - Jennifer Carlson", Sequence "1", Time Charged "1.00", Controlling Operation "paving", and DWR Status "Approved". The row is highlighted with a red border. Below the table is a button labeled "Apply DWR Contract Time...".

It will apply all information that was in the DWR Contract Time tab. You can edit as needed.

Diary Date: 07/13/2015 Author: MnAD\Carl1Jen

- General
- DWRs
- DWR Remarks
- Contract Times

Q Type search criteria or press Enter Advanced Showing 1 of 1 0 changed

Time ID	Original Time Chrg	Adj Time Chrg	Curr Time Units Chrg o...
00	1.00		5.00
Time Descr	Main	Time Unit	Time Type
GRADE, BIT. MILL and OVERLAY, ETC.	Yes	Days	Available Time

Time ID 00	Original Time Charged 1.00
Contractor Working <input checked="" type="checkbox"/>	Adjusted Time Charged
Hours Available <input type="text"/>	Change in Time Charged
Hours Worked <input type="text"/>	Work Start Time <input type="text"/>
Controlling Operation paving	Work Stop Time <input type="text"/>
Delay Reason explain delay for operation(s) you area observing...equipment failure? Weather?	
Comments Record any comments regarding contract time that you feel may be pertinent, this info gets printed on DWR report	

You have now created a Daily Diary.