Roles: TDOT DWR Inspector, Office Staff V3, District Supervisor
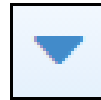
Key to Actions Menus:
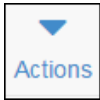
Global **Actions** menu
(At the top of the screen)

Component **Actions** menu (On the heading)

Row **Actions** menu (On the row)

Background:

- Daily Work Reports (DWRs) are created in the DWR App to document the work that is performed daily on a contract. Daily information is recorded about the weather, the staff on site, equipment used, installed work items, locations, etc..
- Each DWR must be approved before the information recorded can be submitted on a payment estimate. When a DWR is submitted for approval, it is either approved or sent back to be modified and resubmitted.

Viewing a Daily Work Report:

Navigation: Construction > Contract Progress > (Select contract) > Daily Work Reports (Can filter by DWR date)

Navigation: Construction > Daily Work Reports (Can filter by contract or DWR date or use advanced filter)

1. From the Construction component, click the **Contract Administration** link.
2. Search for and select the Contract to review.
3. Click the **Contract Progress** link.
4. Click the **Daily Work Reports** tab.
5. Search for and select the DWRs to review.

Generating DWR Reports:

There are several DWR Reports. These can be accessed from the DWR window, DWR item posting window, or the Generate Reports option on the Global **Actions** menu. Report titles included are: Daily Work Report-DWR, Installed Work Items by Reference-DWR, and Installed Work Items Report.
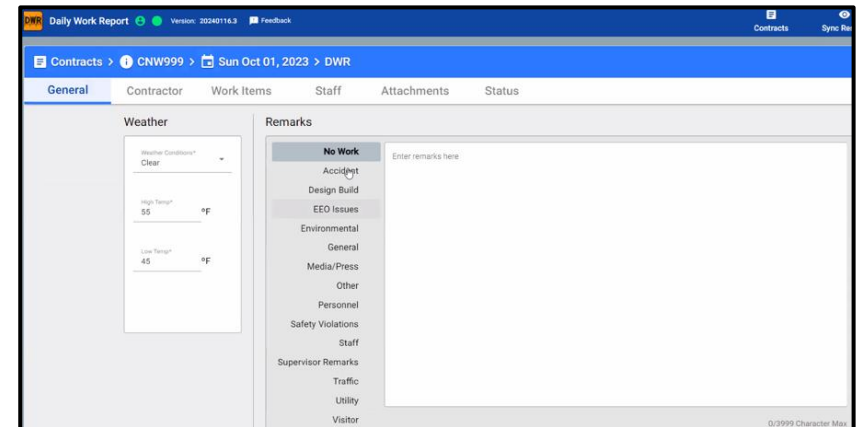
Navigation: Construction > Daily Work Reports > Contract Daily Work Report Summary > (Select DWR Date)

1. Click the component **Actions** menu.
2. In the **Reports** section, select one of the DWR report options listed above.
3. Click the **Execute** button.
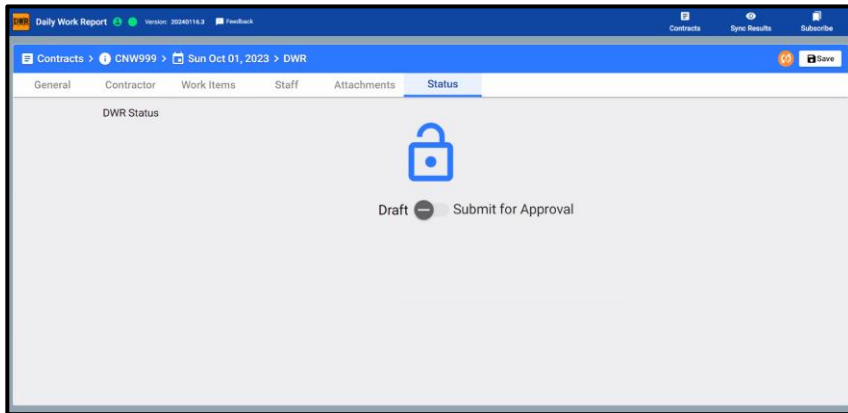
Adding a Daily Work Report:

To add a new Daily Work Report, all staff will use the TDOT DWR App.

1. Choose a day on the calendar for the DWR.
2. Begin your DWR below.

Submitting a DWR for Approval:

Once a DWR is complete, you can submit it for approval only through the TDOT DWR App.

Approving a DWR:

DWR's should be approved by someone of equal or higher title. Only Office Staff and District Supervisors may approve their own DWR's. Office Staff may not approve any DWR's except for their own.

- **Note:** Inspectors should not approve their own DWR.

Navigation: Construction > Daily Work Reports > (Select DWR Date) > Contract Daily Work Report Summary

1. Click the component **Actions** menu and select the **Approve** task.
- **Note:** If the approval is done on the **Daily Work Report Overview** window, you can use the row **Actions** menu to approve the DWR (list of DWRs).
- **Note:** Approval of DWRs will be monitored and reported in the Price Adjustment App.

Rejecting a DWR:

Navigation: Construction > Daily Work Reports > (Select DWR Date) > Contract Daily Work Report Summary

1. If a DWR is in pending approval or has been approved and needs to be corrected, you can reject the DWR.
2. Click the component **Actions** menu and select the **Reject** task.
- **Note:** If the rejection is done on the **Daily Work Report Overview** window, you can use the row **Actions** menu to reject the DWR (list of DWRs).

Returning a Rejected DWR to Draft Status:

Returning a rejected DWR to Draft Status will be handled by the DWR app.

After syncing, the DWR calendar will show in the DWR with a red exclamation point like the example shown below on February 3rd.
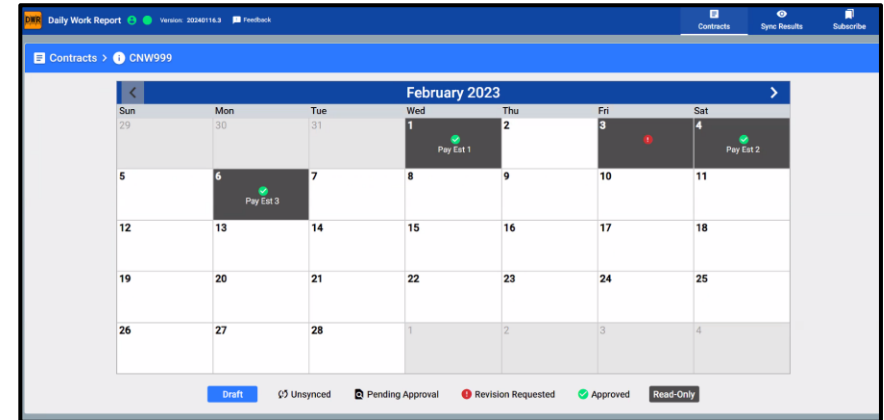
- **Note:** The bottom of the screen on the image shown above displays a legend describing each type of DWR that appears on the calendar. There are 6 types including: Draft, Unsynced, Pending Approval, Revision Requested, Approval, and Read Only.

After selecting a DWR on the calendar, you can navigate to the Status tab of the DWR app screen, and it will appear like the image shown below.
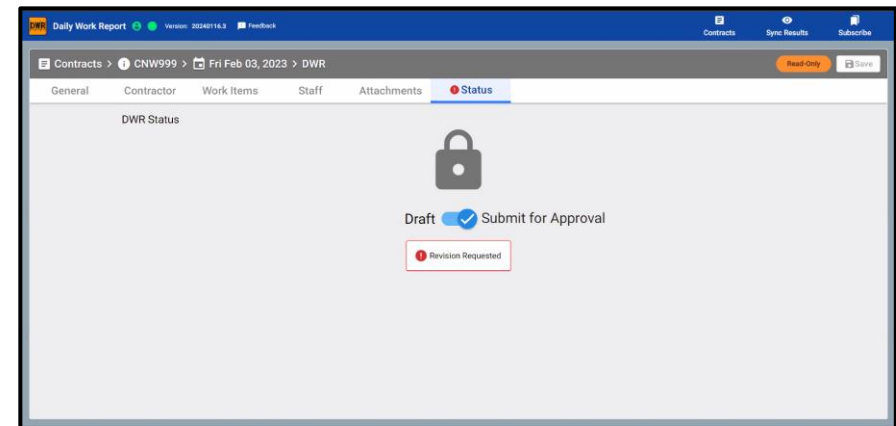
Next Steps:

After managing daily work reports, the next step is to Manage Diaries (for recording Milestone information). Refer to TDOT Quick Reference Guides and CBTs for more information.