

AASHTOWare Project Construction and Materials™ Quick Reference Guide for TDOT Managing Diaries & Milestones

Role: Office Staff V3, District Supervisor

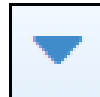
Key to Actions Menus:



Global **Actions** menu
(At the top of the screen)



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



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

Background:

- A Daily Diary is used to record time charge information for Available Time/Day milestones (e.g., mowing cycles).
- Milestones are typically only used on maintenance contracts for various cycles (e.g., mowing, litter removal, sweeping and tunnel cleaning).
- Milestone Site Times will be set up by HQ Finance during contract activation and must be maintained by field staff throughout the life of the contract.

Updating Milestone Site Times

Before a milestone record can be used, it must be activated. Before any subsequent cycle can begin the Actual Completion (Actl Compl) date of the current cycle should be entered.

Navigation: [Construction](#) > [Contract Administration](#) > [Site Times](#)

1. From the appropriate **Milestone Site Time** row, enter the...
 - a. **Start Time** (First day of the cycle.)
 - b. **Orig Num of Time Units** (Days per cycle in contract book.)
 - **Note:** **Orig Num of Time Units** field is the number of time units allotted for the contractor to complete the work or cycle.
 - c. **Effective Date** (Same as Start Time above.)
 - d. **Status** (Active)
2. Click the **Save** button.
 - **Note:** Once a cycle is complete, the **Actl Compl** date field should be entered and saved.

- **Note:** Calendar Time/Day milestones are calculated automatically once the completion date of the cycle is entered.

Adding a Daily Diary:

Diaries are required on contracts with Available Time/Day cycles in order to calculate the days used.

Navigation: [Construction](#) > [Daily Diary](#)

1. From the Construction component, click the **Daily Diary** link.
2. Click the component **Actions** menu and choose the **Select Contract to Add Daily Diary** action.
3. Search for and select the contract to which to add a Daily Diary.
4. Click the **Create Daily Diary on Contract** button.
 - **Note:** This date defaults to today. If needed, it can be changed to a past date, but future dates are not allowed.
5. In the **Diary Date** field, enter the date documented by the diary.
6. In the **Author** field, the user ID and name of the person who authored the daily diary will be displayed.
7. In the **Remarks** section, in the **Remarks Type** field, click the drop-down arrow and select the remark type.
8. In the **Remark** field, enter a remark for the diary date.
9. Click the **Save** button.

Recording Diary Contract Times for Milestones:

Contract Times are records of Available Time/Day milestone information important to the contract. You can add or change milestones time charge information on the daily diary.

Navigation: **Construction** > [Daily Diary](#) > (Search contract and select Daily Diary) > Contract Daily Diary Summary > Contract Times tab

1. Click the **Contract Times** tab.
2. Click the **Contractor Working** check box to indicate whether the contractor was working on the diary date.
3. In the **Original Time Charged** field, enter the number of time units charged for the day, 1 or 0.
4. In the **Delay Reason** field, enter the description of circumstances or events impeding progress of work related to the contract time for the date.
 - **Note:** This field is required if the Original Time Charged is zero.
5. Click the **Save** button.

Next Steps:

After managing daily diaries & milestones, the next step is to Manage Payment Estimates. Refer to TDOT Quick Reference Guides and CBTs for more information.