



MONTANA DEPARTMENT OF TRANSPORTATION AASHTOWare Project CONSTRUCTION and MATERIALS

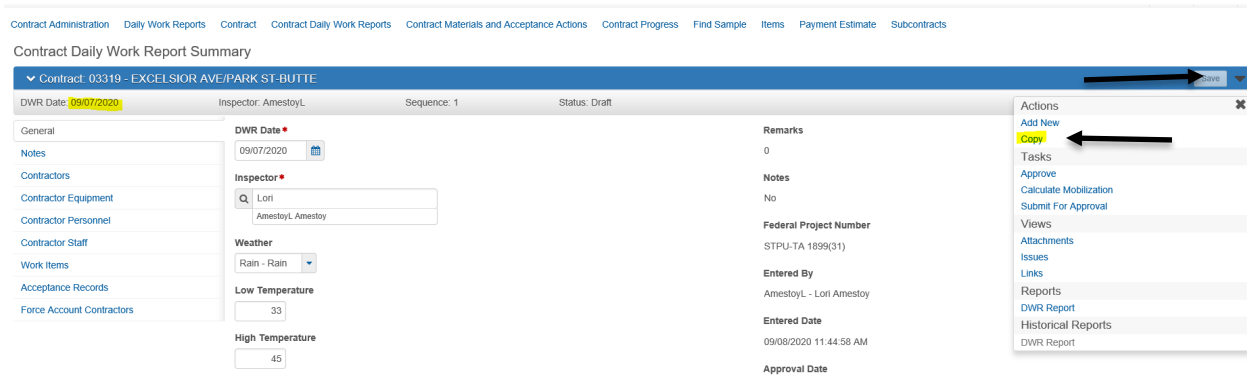


DWR Tips

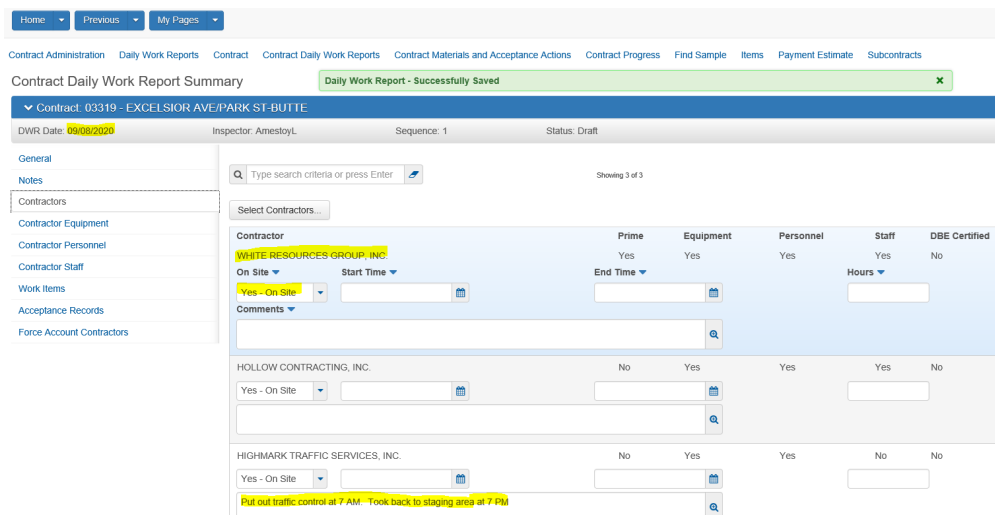
Here are some tips on how to create and modify Daily Work Reports (DWR's) in AASHTOWare Project Construction and Materials. See the Daily Work Report Business Process at https://www.mdt.mt.gov/other/webdata/external/css/aashtoware-cm/Business-Processes/NP_Daily_Work_Reports.pdf for the DWR Requirements.

1. The copy feature for DWR's

There is a copy feature to copy from an existing DWR into a new DWR. This can be a great time saver when you have a long list of contractors and/or equipment that stays mostly the same from one day to the next. The Contractors, Contractor Equipment, Contractor Personnel and Contractor Staff are copied into the new DWR. No work items or acceptance records are copied.



There are a few pitfalls that you can avoid when using this feature. On the Contractor tab, the Contractor, On Site information and Comments are copied.





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It is **VERY IMPORTANT** to modify the information to reflect the new day's report. If the contractor is not working that day, you need to delete them from the Contractor tab. It is also necessary to update the equipment, personnel and staff to reflect the current day.

If the contractor is **not** working but is shown on the DWR, it causes a Payroll Exception on the next estimate.

Contractor	Prime	Equipment	Personnel	Staff	DBE Certified	Payroll Not Required
MK WEEDEN CONSTRUCTION, INC.	Yes	No	No	No	No	<input checked="" type="checkbox"/>
On Site	Start Time	End Time	Hours			
No - Quantity Only						
Comments	Pay items only.					
INDUSTRIAL BUILDERS INC	No	No	No	No	No	<input type="checkbox"/>
Yes - On Site	08/22/2022 7:00 AM	08/22/2022 7:00 PM	12.000			
[Search]						
STORM WATER CONSTRUCTION, INC.	No	No	No	No	No	<input checked="" type="checkbox"/>
NoM - Materials Acceptance Only						
Comments	Materials certifications only					

To Delete a Contractor, go to the row action menu for the contractor to be deleted and choose delete. If the DWR has been submitted for approval or approved, it will need to be changed back to a draft status before the contractor can be deleted.

INDUSTRIAL BUILDERS INC	No	No	No	No	No	<input type="checkbox"/>
Yes - On Site	08/22/2022 7:00 AM	08/22/2022 7:00 PM	12.000			
[Search]						
Contractor	Prime	Equipment	Personnel	Staff	DBE Certified	Payroll Not Required
STORM WATER CONSTRUCTION, INC.	No	No	No	No	No	<input checked="" type="checkbox"/>
On Site	Start Time	End Time	Hours			
NoM - Materials Acceptance Only						
Comments	Materials certifications only					
<div style="float: right;"> <ul style="list-style-type: none"> Actions Delete Exclude from Search Results Views Attachments (0) Links Tracked Issues </div>						

2. Doing a Correction

To do a correction for a DWR that has been included on an Estimate, create a DWR for the same date you did the original DWR that needs to be corrected. If you do a correction on a different day and any of the contractors listed on the DWR are not on site, you will have a payroll estimate exception.

3. Recording a comment for a Contractor

If you need to record a comment for a contractor **that is not on site**, use the remarks at the bottom of the general tab of the DWR.



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4. Creating a DWR for acceptance records only.

If you are creating a DWR to record acceptance records, it is best to record it on a date that the contractor that is approved to do the work item is on site. To create an acceptance record you must choose a contractor on the contractor tab and create a new posting on the work item tab. If the contractor is not on site that is chosen on the contractor tab, you will have a payroll exception on your estimate for that date.

Never add the contractor on the contractor tab if they are not on the job site.

5. Using the Payroll Not Required Checkbox

This should **ONLY** be used in certain circumstances. The box can be checked if the contractor is not on site and pay items are being paid for (example: payment for an estimate cycle) or if **NoM** – Materials Acceptance Action Only. (Example: Contractor has submitted material documentation prior to the work being done)

There are other circumstances that this box could be used. Please contact the Prevailing Wage Compliance Specialist for any questions or concerns to using the check box.

Contractor	Prime	Equipment	Personnel	Staff	DBE Certified	Payroll Not Required
MK WEEDEN CONSTRUCTION, INC.	Yes	No	No	No	No	<input checked="" type="checkbox"/>

On Site Start Time End Time Hours

No - Quantity Only

Comments

Pay items only.

6. Documenting with Remark Types on a DWR

A very important part of an Inspector's job is to document everything that happens on the job site for the day. If there is an audit, litigation or a claim the documentation in a DWR will be used to determine everything that went on days or sometimes years later. The inspector needs to draw a mental picture for the person reading the DWR. The general tab has an area for remarks at the bottom of the screen. See the Daily Work Report Remarks cheat sheet for more information about the different remark types.



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Examples using different remark types

0930: Call from Nigel. ECH was requesting some curb staking.
 1000: Arrived on site. Spoke with Ruben from ECH and he said he would like us to re stake the curb and gutter at 6th ave West, west corner & tribal express curbs. He said that he did not trust Sam's stakes since they seem to be off from what we have been staking in the past. He wanted to make sure since he said they had been having to do some regrading in the areas before.
 1015: Spoke with Pete about some of the boulders and gravel for the landscaping. Emailed him the information that I knew. I knew about the boulders being approved, but was not in on the conversations for the gravel. Stopped by one of the locals. He was concerned about the median caps by 6th ave west. He said people are making left hand turns through the middle of the median caps when they should not be. He said that it was causing some near misses in accidents. He asked if there was a way that we could put up a sign for a no left turn. See if that could help. I told him I would speak with the EPM about it and see what could be done.
 1030: Called Pete and let him know about the information from the local. He has a valid concern which is what I mentioned to Pete. We looked in the plans and no signs were called out to be placed there. Just yellow epoxy for the curbs. Pete said he would make a couple of calls and see what he could do. Spoke with Tim. He said that they are looking to pave around the 3rd of June.
 1230: Pete called back and said we could look at putting in a sign. **He spoke with Carson from Maintenance and Carson agreed. We looked at a good placement for the sign so we could do an advance warning in a way and the plows would not hit it. We took into consideration about the clearances needed also. **
 Pete was ok with me telling Tim about the sign. I believe Pete was going to send an email to Knife River and let them know.
 Joe, Lucas and I are staking out for Ruben.
 1340: Spoke with Ruben. I asked him to double check with what we did and see if we had given him enough information. I told him that we were about 5 hundredths of difference between Sam's stakes and what I was getting. He said that seemed to be what had been running for a while. I did let Ruben

Type *	Remark *
DWRComment - DWR Comment	0700: Safety meeting with Knife River. Spoke about today's activities.
DWR Crew - Crew Activity	Jenn: Compaction Ben: Survey
DWR Operation - Operation of Work	CAC placement at 5th ave roundabout, pipe/special borrow work at the Kirn round about.

1. DWR Tabs

- General
- Notes
- Contractors
- Contractor Equipment
- Contractor Personnel
- Contractor Staff
- Work Items
- Acceptance Records
- Force Account Contractors

A. Contractor Tab

Each inspector should be documenting the contractor that he/she is working with. The EPM or lead inspector will determine what area and contractors the crew members will be watching. If there are not enough inspectors for each of the activities that are going on, the inspector should talk with the EPM or lead inspector and compare notes about the equipment and crew that they should be documenting. This will help keep duplication from happening. It is very important to only add the contractors that are on site for the day on this tab. Per the legal department, it is imperative the START and END times are entered for each contractor performing work on site each day. It is hard to get it down to the minute, but start and end times need to be as close to accurate as possible. This can be used if there is a dispute later, a claim or even a payroll issue.



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B. Contractor Equipment

It is important to document the equipment the contractor is using for the day. The number of pieces used is also a requirement for force account work. This also helps if there is a dispute in the amount of equipment on site or if an operator is not included on a certified payroll. If a piece of equipment breaks down, be sure to add a remark including the approximate time of breakdown.

This is also important when working with the OJT training report. Since the contractor needs to submit documentation for the training program, they are specifying what classification the trainee will be working with. If they are going to be classified as an operator, most contractors will note that they are working with a scraper or roller. It is helpful to have equipment documented when cross checking payrolls.

C. Contractor Personnel & Staff

This is where the inspector can document who is working on site and what type of work is being performed. This also ties into the labor compliance checks that we are being done on the work site. You only need to use the Select Personnel or the Select Staff option. The select Employee is not active for payrolls at this time.

D. Work Items

This is one of the most important things to be done in a DW. This is how we pay the contractor(s) for work that is done within the payment estimate cycle.

A contractor must be chosen on the contractor tab before the inspector can add a posting on the work items tab.

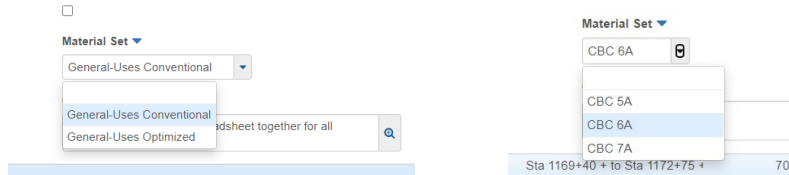
When you start the new posting, the contractor allowed to do that specific work will automatically be filled in. If the contractor that is filled in is not the one doing the work, this should be elevated to the EPM. You can choose the prime contractor and document in a remark the contractor that is doing the work.

You do not need to enter a placed Quantity if there is an agency view (template) available. The template will automatically fill this in when the agency view is saved.

A station FROM and TO has to be filled out **or** a Location/Description. The posting will not save, and an error will occur if **one** of these 2 items are not filled out. It is preferred that stations be used per the CAS group.

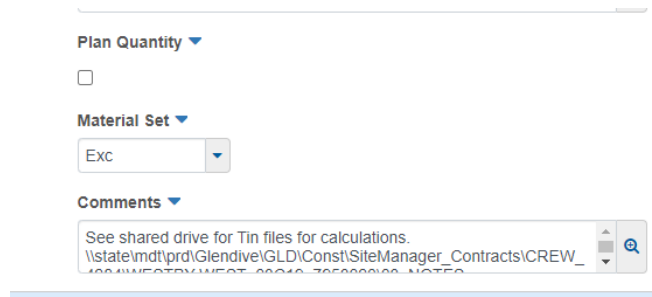
E. Material sets

If there is only one material set, it will automatically be filled in. However, some materials like CAC/CTB/Pre-casted/Pipe, are materials that can have multiple sets. The Material Set box will show up blank if there are multiple options and the correct material set needs to be chosen from the drop down. If the contractor is using CAC 6A material, you can choose between the 5A/6A/7A material from the drop-down option. With pipe the contractor could be using CSP/RCP/CAP. It is a time-consuming process to fix if the wrong material set is chosen and the DWR is included on an estimate.

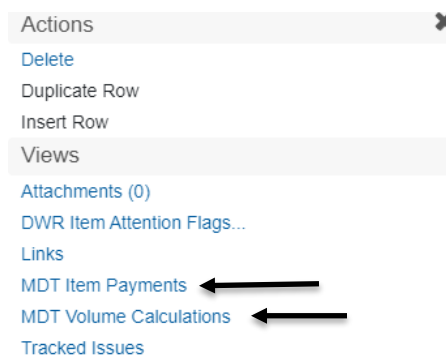


F. Work Items: Using Agency views

Agency views are templates that document the work item or do a calculation. Agency views will not populate till the Pay Item is saved. The general rule is that if there is an agency view associated, it should be used. If it is not used the inspector needs to document why it wasn't used and refer to where the documentation is stored on the share drive for the placed quantity.



There are many pay items that will have multiple agency views. If you choose the wrong one you will need to clear the usage data in the component action menu inside of the Agency view. It will automatically save and take you back out of the agency view. Then you can go back and choose the correct one.



G. Materials Acceptance Actions

Acceptance Actions are completed with certain requirements. This follows the Materials Manual 601 section for Sampling and Testing. Normally they are completed for a certification/visual inspection but there are other instances that you would need an acceptance action. There are some materials, like tack or PG oil, that require both an acceptance action and a sample record. Consult the materials checklist for requirements.

Concrete items, for example, have all testing requirements show in the acceptance actions, but only items like the Portland Cement/Fly Ash/water are in an Acceptance Action, but the concrete cylinders, aggregates & admixtures are completed in a sample record.

Consult your materials checklist for verification of what materials need to be completed on an acceptance record, a sample record or both.

See Understanding Acceptance Actions with Material Sets and Options for more information.

Material Set	Conv Factor	Material Qty	Option	Acceptance Type	Sample Type	Acpt Mtr	Field Insp Value								
551.02.01.01 Portland Cement General-Uses Conventional	1.00000	865.000		Acceptance: QPL Verification											
				QPL (per source)	Daily Work Report	QPL Verified									
				<table border="1"> <thead> <tr> <th>DWR Date</th> <th>Status</th> <th>Inspector</th> <th>S</th> </tr> </thead> <tbody> <tr> <td>08/25/2020</td> <td>Approved</td> <td>Jennifer Sowieja</td> <td>1</td> </tr> </tbody> </table>				DWR Date	Status	Inspector	S	08/25/2020	Approved	Jennifer Sowieja	1
DWR Date	Status	Inspector	S												
08/25/2020	Approved	Jennifer Sowieja	1												
				GCC_Cement.pdf											

551.02.05.01 Concrete Admixture General-Uses Conventional	1.00000	865.000		Acceptance: Concrete Admixture QPL Verification - sample for each mix design											
				Concrete Admixture (per source)	Sample Record	Project Acceptance	Test Results	Concrete Admixture							
				<table border="1"> <thead> <tr> <th>Sample ID</th> <th>Sample Date</th> <th>Status</th> <th>Test # S</th> </tr> </thead> <tbody> <tr> <td colspan="4">Attachments</td> </tr> </tbody> </table>				Sample ID	Sample Date	Status	Test # S	Attachments			
Sample ID	Sample Date	Status	Test # S												
Attachments															

702.01.06.01 CRS-2, Cationic Rapid Set Emulsion CRS-2	1.00000	0.000		Acceptance: Emulsion Acceptance			
				Test and Cert	Daily Work Report	Emulsion Sample Witnessed	
				Sample Record	Project Acceptance	Test Results	Emulsion Properties



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Fields that are required to save the record will have a red asterisk on them (*). A QPL verification will require the product name to be chosen. For the SEAL/HEATNUMBER/BATCH number you will need to place your cursor in the search box and hit enter. A list will show up that you can choose from. The comments section can be used to put in lot numbers, sample numbers (if required), heat numbers and invoice numbers. These comments will show on the sampling checklist. (For seed blends, just look for the Seed Blend in the drop box. The other numbers are not applicable.)

Material	Represente...	Source	SMFMI
714.04.00.01 - Waterborne Paint		Ennis - Flint Oregon - Ennis - Fl	982631 NTPEP White
Material Units	Conversion Factor	Reported Matl Qty	Cont Est Matl Qty
	1.00000	3.00000	16.00000
			Sat Rep Matl Qty
			9.00000

Source ID * ▾	Field Inspection Value ▾
<input type="text" value="Ennis - Flint Oregon"/>	<input type="text" value="OPL - OPL Verified"/>
<input type="text" value="Ennis - Flint (Oregon)"/>	
Product Name/Seal#/Batch/Lot * ▾	Certification comparison to MDT Specs ▾
<input type="text" value="982631 NTPEP White"/>	<input type="text" value="Meets Specs"/>
<input type="text"/>	Sample Type ▾
Represented Quantity ▾	<input type="text"/>
Comments ▾	Acceptance Method ▾
<input type="text"/>	<input type="text"/>
SMFMI Decrementation ▾	Sample ID
<input type="checkbox"/>	<input type="text"/>
	Sampler ID
	<input type="text"/>
	Sample Date
	<input type="text"/>

Attachments: 406's, certifications, invoices are attached on the Test row in an acceptance record. Concrete admixtures, Electrical checklists & Steel Category 1 are at added on the General Tab white drop down on the blue component ribbon in the sample record.

H. Copy DWR Acceptance Records to Multiple Contract Project Items

The system now has the capability to copy DWR Acceptance Records from one item to multiple items on the contract. This will save the user from having to complete DWR Acceptance records for the same material, source, and product name (if applicable) on multiple items (i.e. Portland Cement).

Once the initial work item is added to the DWR, an Item Posting created and corresponding DWR Acceptance record completed and saved, you can select an Action to Copy DWR Acceptance Records to Items. ****NOTE:** Attachments on DWR Acceptance records are NOT copied to the new records. In order for MICO to validate the certification for the copied records, enter a remark in the Comments field to indicate the original bid item the attachment is associated to (i.e. See CONCRETE-CLASS GENERAL bid item for Certification attachment).

Once you select the desired items to copy to, the system will automatically create the Work Item(s) and Item Posting record(s) for the selected items if they do not already exist.



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If the Item Posting is created by the system, it will put a comment in the Location/Description field to indicate it was copied automatically.

Material	Represented Qty	Source	SMFMI
551.02.01.01 - Portland Cement		ASHGVOR - Ash Grove Cement Compa	Type III Durkee
Material Units	Conversion Factor	Reported Matl Qty	Cont Est Matl Qty
	1.00000	0.00000	8.40000
			Sat Rep Matl Qty
			0.00000

Source ID *

 Ash Grove Cement Company - Durkee Plant

Product Name/Seal#/Batch/Lot *

Represented Quantity

Comments

Field Inspection Value
 QPL - QPL Verified

Certification comparison to MDT Specs
 Meets Specs

Sample Type (*Only when creating Sample)

Acceptance Method (*Only when creating Sample)

Sample ID

Material	Represented Qty	Source	SMFMI
551.02.01.01 - Portland Cement		ASHGVOR - Ash Grove Cement Compa	Type III Durkee
Material Units	Conversion Factor	Reported Matl Qty	Cont Est Matl Qty
	1.00000	0.00000	8.40000
			Sat Rep Matl Qty
			0.00000

Actions
 Copy
 Copy DWR Acceptance Records to Items
 Create New Sample Record

Copy DWR Acceptance Record to Items

Material
551.02.01.01 - Portland Cement

Item Complete: No Filter | Projects: No Filter | Contractors: No Filter | Categories: No Filter | Material Set: No Filter

Item/Description	Material Set	Ln Num	Proj Ln Num	Project/Category	Unit
551020030-CONCRETE-CLASS GENERAL	General-Uses Conventional	0210	0210	9038011000/0001	CUYD
✓ 551020030-CONCRETE-CLASS GENERAL	General-Uses Optimized	0210	0210	9038011000/0001	CUYD
551020035-CONCRETE-CLASS STRUCTURE	Structure-Uses Conventional	0220	0620	9038011000/0003	CUYD
✓ 551020035-CONCRETE-CLASS STRUCTURE	Structure-Uses Optimized	0220	0620	9038011000/0003	CUYD
551020166-CONCRETE-CLASS DRILLED SHAFT	Drilled Shaft-Uses Conventional	0230	0630	9038011000/0003	CUYD
✓ 551020166-CONCRETE-CLASS DRILLED SHAFT	Drilled Shaft-Uses Optimized	0230	0630	9038011000/0003	CUYD

I. Force Account Contractors

A Force Account refers to something that came up on the project that was not expected and we do not have an agreed price with the contractor on what it will cost to fix it. This includes labor, materials, and equipment.

On the crew shared drive, there is a spreadsheet that is used to record the Force Account Daily Activity. This will be located under 03_Notes Folder. This is an Excel spreadsheet that will need to be filled out along with the equipment rental rate sheet. The spreadsheet can be used multiple days at a time or can be used day by day. These can be printed and taken to the field to document activities. Check with the EPM or Lead Inspector for the crew procedure on working with force account work.



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J. Attachments

Attachments have certain places that they can be placed as the system only looks for them in certain locations.

On a DWR acceptance record: This should be placed on the test level.

On a sample record: Only certain certifications should be placed on a sample record. These will be placed on the Component Ribbon on the GENERAL tab.

See the Attachments Cheat sheet for more information.