

Deleting Sample Records and Daily Work Reports

AASHTOWare gives us the ability to delete DWR's and Sample records that are not needed.

Delete a Daily Work Report

Note: The DWR needs to be in Draft status to delete. If it is approved or in Pending, it will need to be changed back to the Draft status.

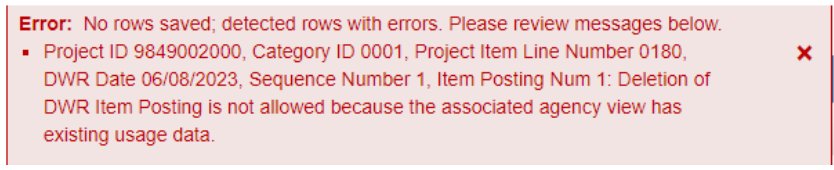
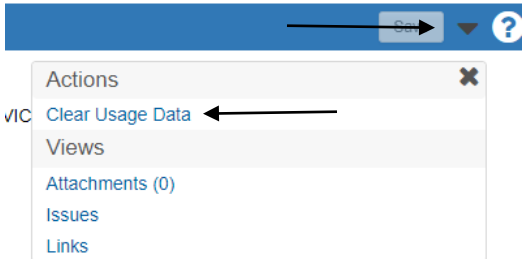
1. From the Home Dashboard navigate to the Daily Work Reports row
 - a. Found under the Construction Component.
2. Search for the person or the contract number in the search box.
3. Select the blue date of the DWR
 - a. The sequence number can also be used.

Contract ID	DWR Date	Inspector	Status
01B19	09/26/2022	Jennifer Sowieja	Draft
Sequence	Attachments	Notes	Agency Views
1	No	No	1

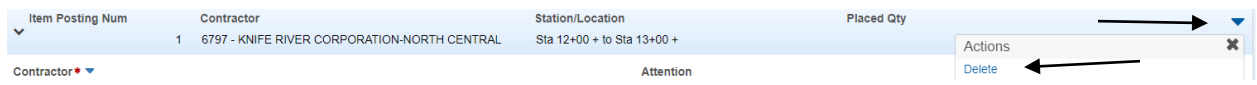
4. To delete, it needs to be done in the reverse order from how it was entered.
 - a. Only certain items in the DWR will need to be deleted. Not all tabs will need to be cleared of data.
5. Navigate to the Work Items Tab
6. Click on the > in the upper left corner next to Proj Ln Num and expand the item.
7. Using the blue drop arrow on the posting, open the agency view.

Proj Ln Num	Item ID	Item Description	Project	Catg	Rec	Attachments
0990	620013000	STRIPING-WHITE PAINT	8168032000	0001	1	0
Supplemental Description		Attention				
		No				
Current Qty	Unit Price	Extended Amt	Tot Qty Posted this DWR	Tot Qty Posted to Date		
254.000	33.75000	8,572.50	1.000	1.000		
Item Posting Num	Contractor	Station/Location	Placed Qty			
1	6797 - KNIFE RIVER CORPORATION-NORTH CENTRAL	Sta 12+00 + to Sta 13+00 +	1.000			

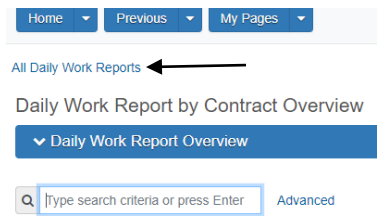
8. Pick the agency view that was used.
9. In the agency view, click on the white drop arrow on the blue component ribbon. Select the Clear usage link.
 - a. If there are multiple agency views and multiple agency views were entered, even if no data was entered, they will need to be cleared as well.
 - b. It will create an error if it is not cleared.
 - c. This will automatically set back to the General Tab



10. Go to the Item Work Items tab and expand on the item to show the posting.
11. On the posting row select the blue drop arrow on the right and select delete.
12. Save
13. Go to the work Item and select the blue drop arrow on the right. Select delete
14. Save.



15. Click on the Daily Work Reports under the blue Previous button
16. Make sure that the **All Daily Work Reports** screen is populated.
 - a. If the Daily Work by Contract is populated, the DWR will not be able to be deleted since there is no save button to complete the action.
 - b. Click on he All Daily Work Reports quick-link under the Home button.



17. On the DWR (should be highlighted blue) and select the blue drop arrow on the right side of the row.
18. Select the delete option
19. Save.

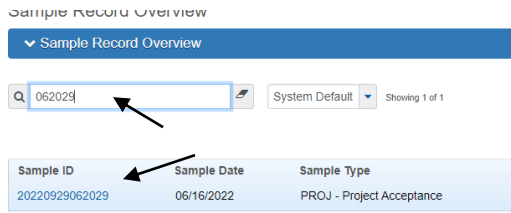
Delete a Sample Record

This is recommended for all sample records that were created in error or not needed on a project including Maintenance contracts.

1. Navigate to the Sample Record link under the Materials Component.
 - a. This can be found under the Inspector links for the Inspector role.
2. Enter the record number into the search box, if known
 - a. Filters work very effectively here as they can be set to a material code and/or contract numbers.
 - b. If the number is not known enter the date that the sample record was created.
 - i. The format for sample records is 4-digit year, 2-digit month and 2-digit day.

ii. Example: 20230608

3. Click on the sample ID number that populates below.



4. Navigate to the Tests Tab

5. Delete any tests that are shown by clicking on the blue drop arrow on the right side of the row.

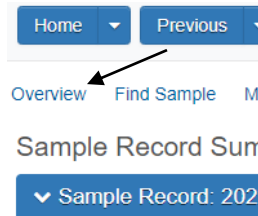
- a. Field crew will only be able to delete the field crew tests and labs.
- b. Lab tests will need to be deleted by the appropriate lab(s)
- c. If there is any data in the agency view, or if it was entered in at any time, clear the usage data from the white drop arrow on the blue component ribbon inside of the agency view.

6. Click on the Destination Labs tab.

7. Delete out the field/lab information(s)

- a. This done clicking on the blue drop arrow on the row. Select delete and save.

8. Click on the Overview quick-link under the home button.



9. Click on the blue drop arrow on the sample record row.

10. Select delete.

11. Save.

