

DAILY DIARY USER GUIDE AGENCY

- Switch Role
- Brent Slade
- ADMIN
- CONSTRINSP_KS
- CONTRACTS_KS
- CONTRACTS_KS_NONC
- EXTERNALBIDDER
- EXTERNALPRIMEPAYROLL
- EXTERNALSUBPAYMENT
- EXTERNALSUBPAYROLL
- KDOT_CONTRACTS
- KDOT_LABORUSER
- MATERIALUSER_KS
- OCC
- ✓ PROJMAN_KS_AREA
- PROJMAN_KS_BUREAU
- PROJMAN_KS_CO
- PROJMAN_KS_DISTRICT
- PROJMAN_KS_FHWA

Verify role.

Special Provision Overview

Manager User

External Links

- AASHTOWare Project Website
- KDOT Website
- Kdotweb
- KDOT Test Reports Portal
- Payroll XML
- Highway Contractors

- Daily Work Reports by Contract
- Meetings
- Payment Estimate Accounting
- Payment Estimate Approval Decisions
- Payment Estimates

Special Provision Overview

Type search criteria or press Enter Sorted Specs Showing 50 of 6802

0 changed

ID	Descr	Type	Obsolete Date
90M-2350	MODIFIED REQUIREMENTS-BITUMINOUS MIXTURES	REPL - SUPERCEDED SPECIAL PROVISION	08/07/2009
KS070012-WA5	MINIMUM WAGE RATE (AREA 5) REPLACED BY KS20080010 DATED 4/11/08.	REPL - SUPERCEDED SPECIAL PROVISION	08/07/2009
KS070000-WA4	MINIMUM WAGE RATE (AREA 4) REPLACED BY KS00000000 DATED 4/11/08.	REPL - SUPERCEDED SPECIAL PROVISION	08/07/2009

PROJECT KS ROLE for Area Project Manager User

Construction ?

- Change Order
- Contract Administration
- Contract Claims
- Contract Permits
- Contract Progress ← Click "Contract Progress".
- Contract Time
- Contract Vendor Assets
- Contractor Evaluation
- Daily Diary
- Daily Work Reports
- Daily Work Reports by Contract
- Meetings
- Payment Estimate Accounting
- Payment Estimate Approval Decisions
- Payment Estimates

Contracts Progress Overview

Contract Progress Overview Save ?

q Type search criteria or press Enter System Default

Enter your contract number.

0 marked for deletion | 0 changed

Enter search criteria above to see results or Show first 10

Contracts Progress Overview

Contract Progress Overview Save ?

516012393 System Default Showing 1 of 1

1. Click the row action button

Contract	Description	Prime ID	Prime Name
516012393	GRADING, BRIDGE AND SURFACING	02234	KLAVER CONST CO INC

0 marked for deletion | 0 changed

2. Click "Open".

- Actions
- Exclude from Search Results
- Open
- Tasks
- Add DBE Commitment
- Add Subcontracts
- Views
- Approved DBE Commitments
- Attachments
- Contract Administration
- Contract Materials and Acceptance Actions
- Contract Price Adjustment Index
- Current DBE Commitments
- General
- Items
- Links
- Projects
- Subcontracts
- Tracked Issues
- Reports
- Contract Status Report
- Contract Time Report
- Items with Unpaid Placed Quantities
- Outstanding Contract Item List Report
- Subcontract Listing
- Summary By Funding Report

Contract Progress Summary

Contract: 516012393 - GRADING, BRIDGE AND SURFACING Save ?

General	Contract ID 516012393	Proposal ID 516012393
Financials		Federal Project Number NHPP-A308(101)
Daily Work Reports		State Project Number U083-097 KA 3081-01
Diaries ← Click "Diaries".	<input type="text" value="GRADING, BRIDGE AND SURFACING"/>	Federal Oversight <input checked="" type="checkbox"/>
Diary Adjustments	<input type="text" value="Up to 120 characters"/> Prime Contractor ID 02234	Local Oversight <input type="checkbox"/>
Payment Estimates	Prime Contractor Name KLAVER CONST CO INC	CCR Required <input type="checkbox"/>
Contractors	Contract Status Active	DBE Pay Review Required <input type="checkbox"/>
Change Orders	KDOT Contract Status [Dropdown]	Local Project Engineer Name <input type="text" value="Begin typing to search or press Enter"/>
Contract Adjustments	Contract Type FST - FEDERAL/STATE	Consultant Project Engineer Name <input type="text" value="Begin typing to search or press Enter"/>
Item Adjustments	Spec Book 90	Project Engineer [Dropdown]
Agency Views	Unit System English	Local Agency Office <input type="text"/>
Mix Designs	Highway / Route <input type="text"/>	DBE Certification Status Not Certified
Progress Schedule	Location GRADING, BRIDGE & SURFACING. LOCATION IS US-83: 0.44 M S OF	Record Source Preconstruction
Weekly Report Of Time Charges	Project Manager <input type="text"/>	State Tied Contract #1 <input type="text"/>
Force Accounts	Specialist <input type="text" value="Begin typing to search or press Enter"/>	State Tied Contract #2 <input type="text"/>
Stormwater Periods	Agency Project Engineer Name <input type="text" value="Begin typing to search or press Enter"/>	State Tied Contract #3 <input type="text"/>
	Agency Delivery Engineer Name <input type="text" value="Begin typing to search or press Enter"/>	State Tied Contract #4 <input type="text"/>
	Managing Office [Dropdown]	Contractor Reference Number <input type="text"/>
	Comments <input type="text"/>	Contract Alternate Name 2 <input type="text"/>
	Long Description GRADE, BRIDGE & SURF. LOCATION IS GRADING, BRIDGE & SURFACING. LOCATION IS US-83: 0.44 M S OF IN THOMAS COUNTY. NET LENGTH IS 0.034 MILES.	

Contract Progress Summary

Contract: 516012393 - GRADING, BRIDGE AND SURFACING Save ?

- General
- Financials
- Daily Work Reports
- Diaries
- Diary Adjustments
- Payment Estimates
- Contractors
- Change Orders
- Contract Adjustments
- Item Adjustments
- Agency Views
- Mix Designs
- Progress Schedule
- Weekly Report Of Time Charges
- Force Accounts
- Stormwater Periods

Search: Type search criteria or press Enter System Default

Add ← Click "Add".

0 marked for deletion | 0 changed

Enter search criteria above to see results or Show first 10

Home Previous My Pages TEST ENVIRONMENT

Contracts Contract Administration Contract Progress Daily Diary Items Subcontracts

Add Daily Diary There are unsaved changes.

Contract: 516012393 - GRADING, BRIDGE AND SURFACING Save

General

Diary Date* 1. Verify the date. Default is today's date.

05/14/2019

mm/dd/yyyy

slade

Slade Brent

Weather 2. Select day's weather from drop down.

Low Temperature 3. Enter the Low and High Temperature for the day.

High Temperature

Diary Locked

No 4. Enter the Controlling Operation for the day.

Payment Est Num

Controlling Operation

Comments

Remarks

0

Federal Project Number

NHPP-A308(101)

State Project Number

U083-097 KA 3081-01

Entered By

Entered Date

Last Updated By

Last Updated Date

Contractor Working

No

Payment Est Status

5. Select the Remarks type from the drop down. You MUST add the Project Diary type before you can add any other type.

Type*

5.

Remark*

6. Enter Remarks.

Contract Daily Diary Summary

Daily Diary - Successfully Saved

Contract: 516012393 - GRADING, BRIDGE AND SURFACING Save ?

Diary Date: 05/14/2019 Author: slade

- General
- DWRs
- DWR Remarks
- Contract Times

Diary Date *
05/14/2019

Author
slade
Slade Brent

Weather
800 - Sunny (Clear)

Low Temperature
45

High Temperature
90

Diary Locked
No

Payment Est Num

Controlling Operation
Rock Excavation

Remarks
1

Federal Project Number
NHPP-A308(101)

State Project Number
U083-097 KA 3081-01

Entered By
Brent Slade

Entered Date
05/14/2019 2:21:15 PM

Last Updated By
Brent Slade

Last Updated Date
05/14/2019 2:21:15 PM

Contractor Working
Yes

Payment Est Status

Click "Contract Times".

Remarks

Type* Remark*

IF this is a CCD project and you are NOT charging damages, you can skip this page.

Contract Daily Diary Summary

Daily Diary - Successfully Saved

Contract: 516012393 - GRADING, BRIDGE AND SURFACING

3. Click "Save".

Save

Diary Date: 05/14/2019 Author: slade

General

DWRs

DWR Remarks

Contract Times

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 on Diaries	
03			2.00	
Time Descr		Main	Time Unit	Time Type
Cleanup Days		No	Days	Available Time
Time ID		Original Time Charged		
03		<input type="text"/>		
Contractor Working		Adjusted Time Charged		
<input type="checkbox"/>		Change in Time Charged		
Hours Available		Work Start Time		
<input type="text"/>		<input type="text"/>		
Hours Worked		Work Stop Time		
<input type="text"/>		<input type="text"/>		
Delay Reason				
<input type="text"/>				
Comments				
<input type="text"/>				

1. Click this box if the contractor was working.

2. Enter "1" if a day should be charged.

Contract Daily Diary Summary

Save Complete x

Contract: 516012393 - GRADING, BRIDGE AND SURFACING Save ?

Diary Date: 05/14/2019 Author: slade

- General
- DWRs
- DWR Remarks
- Contract Times

Type search criteria or press Enter Advanced

DWR Status
No Filter

Approve Pending DWRs ← 2. Click "Approve Pending DWRs".

0 marked for deletion | 0 changed

Enter search criteria above to see results of Show first 10

1. Click "DWRs".

NOTE: IF the DWR is in the "Draft" status, you will have to go to the DWR and change it to Pending or Approve.

Contract Daily Diary Summary

Pending DWRs Approved. x

Contract: 516012393 - GRADING, BRIDGE AND SURFACING Save ?

Author: slade

1. Click "DWR Remarks".

- General
- DWRs
- DWR Remarks
- Contract Times

Type search criteria or press Enter Advanced Showing 1 of 1

Select DWR Remarks... 2. Click "Select DWR Remarks".

0 changed Expand All

Inspector	Sequence	Remarks Count
slade - Brent Slade		1 0

Home Previous My Page TEST EQUIPMENT

Log off

Select DWR Remarks

Type search criteria or press Enter Advanced Showing 1 of 1 Inspector No Filter

Select: All None 0 selected

Inspector	Seq Num	Type	Remark
slade - Brent Slade	1	A - PROJECT DIARY	Testing

Expand All

1. Select the appropriate DWR Remarks to be added to the Diary.

2. Click "Add DWR Remarks to Daily Diary".

Add DWR Remarks to Daily Diary

Contract Daily Diary Summary

Contract: 516012393 - GRADING, BRIDGE AND ... Save ?

Diary Date: 05/14/2019 Author: slade

General

DWRs

DWR Remarks

Contract Times

Q |Type search criteria or press Enter | Advanced Showing 1 of 1

Select DWR Remarks...

0 changed Collapse All

Inspector	Sequence	Remarks Count
slade - Brent Slade		1 1

Click "Contract Progress".

The Working Days Charged_CCD Time Charged Report can be accessed through the Reports Portal under AASHTOWare Project then click on Construction.

The Daily Diary Report can be accessed through the Diary Screen for that specific day or through the Global Actions button and Generate Report.