

**DAILY WORK REPORT (DWR)
USER GUIDE
AGENCY**

Home Previous My Pages TEST ENVIRONMENT Actions Help Log off

Switch Role

Brent Slade Inspector Links Daily Work Report Overview External Links Special Provision Overview

ADMIN

✓ **CONSTRINSP_KS** ← 1. Verify role. (Copied from CONSTRINSP)

CONTRACTS_KS Save ?

CONTRACTS_KS_NONC

EXTERNALBIDDER

EXTERNALPRIMEPAYROLL ced

EXTERNALSUBPAYMENT

EXTERNALSUBPAYROLL 0 marked for deletion | 0 changed

KDOT_CONTRACTS

KDOT_LABORUSER

MATERIALUSER_KS

OCC

PROJMAN_KS_AREA

PROJMAN_KS_BUREAU

PROJMAN_KS_CO

PROJMAN_KS_DISTRICT

PROJMAN_KS_FHWA

0 marked for deletion | 0 changed

▼ Inspector Links ?

Contract Permits

Contract Progress ← 2. Click "Contract Progress".

Contract Vendor Assets

Daily Work Report

Sample Records

Save ?

Status

No Filter

▼ External Links ?

AASHTOWare Project Website Up-to-date information about the AASHTOWare Project and other AASHTOWare products, events, newsletters, and more

KDOT Website Internet

Kdotweb KDOT's Intranet Site

KDOT Test Reports Portal KDOT Test Reports Portal for Crystal Reports

Payroll XML Resources for Using XML with AASHTOWare Project™ Payroll XML Resource Kit

Highway Contractors Information for Highway Contractors

▼ Special Provision Overview ?

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

0 changed

ID	Descr	Type	Obsolete Da...
90M-2350	Q MODIFIED REQUIREMENTS-BITUMI	REPL - SUPERCEDED SPECIAL PROVI	08/07/2009

Contracts Progress Overview

Contract Progress Overview

Q Type search criteria or press Enter System Default

Enter the contract number.

0 changed

Enter search criteria above to see results or Show first 10

Contracts Progress Overview

Contract Progress Overview ▼ ?

516012393 System Default Showing 1 of 1

0 changed

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

Click the row action button and click "Open".

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

NOTE all the different areas of the contract that can be accessed from this drop down.

Also, NOTE the Reports that can be ran from this drop down.

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

Click "Daily Work Reports".

Contract ID
516012393

Prime Contractor Id
02234

Prime Contractor Name
KLAVER CONST CO INC

Contract Status
Active

KDOT Contract Status

Contract Type
FST - FEDERAL/STATE

Spec Book
90

Unit System
English

Highway / Route

Location
GRADING, BRIDGE & SURFACING. LOCATION IS US-83: 0.44 M S OF

Project Manager

Specialist

Agency Project Engineer Name

Agency Delivery Engineer Name

Managing Office

Comments

Proposal ID
516012393

Federal Project Number
NHPP-A308(101)

State Project Number
U083-097 KA 3081-01

Federal Oversight
Yes

Local Oversight
No

CCR Required
No

DBE Pay Review Required
No

Local Project Engineer Name

Consultant Project Engineer Name

Project Engineer

Local Agency Office

DBE Certification Status
Not Certified

Record Source
Preconstruction

State Tied Contract #1

State Tied Contract #2

State Tied Contract #3

State Tied Contract #4

Contractor Reference Number

Contract Alternate Name 2

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

Q Type search criteria or press Enter Advanced

Add ← Click "Add".

Enter search criteria above to see results or Show first 10

0 marked for deletion | 0 changed

Add Daily Work Report

There are unsaved changes.

Contract: 516012393 - GRADING, BRIDGE AND SURFACING Save

General

DWR Date *
04/29/2019

Inspector *
Brent
slade Slade

Contractors Onsite
No

Daily Staff Onsite
No

Attachments
No

1. Verify the date. The system defaults to today.

2. Verify the Inspector. The system defaults to whom is logged in.

5. Click "Save".

Remarks
0

Federal Project Number
NHPP-A308(101)

State Project Number
U083-097 KA 3081-01

Entered By
-

Entered Date

Approval Date

Approved By

Payment Est Num

Payment Est Status

Agency Views
0

Work Items Installed
0

Remarks

Type *
Project Diary

Remark *
[Text Input Field]

3. Select the Type of DWR remark. Project Diary should be selected first.

4. Enter remarks. Should be a recap of what you inspected that day.

Contract Daily Work Report Summary

Daily Work Report - Successfully Saved

Contract: 516012393 - GRADING, BRIDGE AND SURFACING Save ?

DWR Date: 04/29/2019 Inspector: slade Sequence: 1 Status: Draft

- General
- Notes
- Contractors On Site
- Contractor Equipment
- Contractor Personnel
- Postings
- Acceptance Records
- Force Account Contractors

DWR Date *
04/29/2019

Contractors On Site
Brent
slade Slade

Contractors Onsite
No

Attachments
No

Remarks
1

Federal Project Number
NHPP-A308(101)

State Project Number
U083-097 KA 3081-01

Entered By
slade - Brent Slade

Entered Date
04/29/2019 8:34:56 AM

Approval Date

Approved By

Payment Est Num

Payment Est Status

Agency Views
No

Click "Contractors On Site".

Contract Daily Work Report Summary

Daily Work Report - Successfully Saved

Contract: 516012393 - GRADING, BRIDGE AND SURFACING Save ?

DWR Date: 04/29/2019 Inspector: slade Sequence: 1 Status: Draft

- General
- Notes
- Contractors On Site
- Contractor Equipment
- Contractor Personnel
- Postings
- Acceptance Records
- Force Account Contractors

Type search criteria or press Enter Advanced

Select Contractors... Click "Select Contractors".

No rows found matching criteria.

0 marked for deletion | 0 changed

Select Contractors

1. Select Contractor(s) that you inspected.

NOTE: List is APPROVED contractors for this project.

Q [Type search criteria or press Enter]

Advanced Showing 10 of 10

Select: All None

0 selected

Vendor ID	Vendor Name	Prime
02234	KLAVER CONSTRUCTION COMPANY INC	Yes
05712	ALPHA LAND SURVEYS, INC.	No
02554	ROADSAFE TRAFFIC SYSTEMS INC	No
06612	CAHOJ EARTHMOVING INC.	No
02446	MCCORMICK EXCAVATION & PAVING LLC	No
01499	J & J CONTRACTORS INC	No
01798	RFB CONSTRUCTION COMPANY INC	No
02006	KING CONSTRUCTION COMPANY INC AND SUBSIDIARIES	No
01549	BOB BERGKAMP CONSTRUCTION CO INC	No
02344	PERRY FULSOM CONSTRUCTION INC	No

2. Click "Add to DWR Contractors".

Add to DWR Contractors

Contract Daily Work Report Summary

There are unsaved changes. x

Contract: 516012393 - GRADING, BRIDGE AND SURFACING **2. Click "Save".** Save ?

DWR Date: 04/29/2019 Inspector: slade Sequence: 1 Status: Draft

- General
- Notes
- Contractors On Site
- Contractor Equipment
- Contractor Personnel
- Postings
- Acceptance Records
- Force Account Contractors

Q Type search criteria or press Enter Advanced

Select Contractors...

0 marked for deletion | 0 changed

Contractor	Prime	Equipment	Personnel	DBE Certified
KLAVER CONST CO INC	Yes			
Start Time	End Time	Hours		
<input type="text"/>	<input type="text"/>	<input type="text"/>		

1. Enter the Hours the contractor worked.

Contract Daily Work Report Summary

Save Complete x

Contract: 516012393 - GRADING, BRIDGE AND SURFACING Save ?

DWR Date: 04/29/2019 Inspector: slade Sequence: 1 Status: Draft

- General
- Notes
- Contractors On Site
- Contractor Equipment**
- Contractor Personnel
- Postings
- Acceptance Records
- Force Account Contractors

Type search criteria or press Enter Advanced Showing 1 of 1

1. Click "Contractor Equipment".

2. Click the row action button for the contractor.

Contractor	Start Time	End Time	Hours	Prime	Equipment	Personnel	DBE Certified
KLAVER CONST CO INC	04/29/2019 7:00:00 AM	04/29/2019 5:00:00 PM		Yes			

3. Click "Select Equipment".

0 changed | Open Row Actions Menu

- Actions
- Exclude from Search Results
- Select Equipment..
- Views
- Attachments
- Links
- Tracked Issues

Home Previous My Pages TEST ENVIRONMENT

Select Equipment

1. Select Vendor's Equipment that was used.

NOTE: The list of equipment is the Vendor's APPROVED contract equipment list.

Type search criteria or press Enter Advanced Showing 34 of 34

Select: All None

0 selected

Contract Vendor Equipment ID	Contract Vendor Equipment Description
	AIR COMPRESSOR
	ASPHALT PAVING TRAIN
	ASPHALT PLANT
	BACKHOE
	BORING MACHINE
	BRIDGE DECK FINISH MACHINE
	BROOM
	BULLDOZER
	CONCRETE PAVING TRAIN
	CONCRETE PLANT
	CONCRETE PUMP TRUCK
	CONCRETE SAW
	CRANE
	CURB MACHINE
	DISTRIBUTOR

2. Click "Add to DWR Contractor Equipment".

Add to DWR Contractor Equipment

Contract Admin

Contract

Contractors

Contractor

Contractor

Postings

Acceptance

Force Acco

General

Notes

DWR Date

Expand All

Log off

Contract Daily Work Report Summary

There are unsaved changes. X

Contract: 516012393 - GRADING, BRIDGE AND SURFACING Save ?

DWR Date: 04/29/2019 Inspector: slade Sequence: 1 Status: Draft

- General
- Notes
- Contractors On Site
- Contractor Equipment
- Contractor Personnel
- Postings
- Acceptance Records
- Force Account Contractors

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

0 changed Expand All

Contractor							Records
KLAVER CONST CO INC							0
Start Time	End Time	Hours	Prime	Equipment	Personnel	DBE Certified	
04/29/2019 7:00:00 AM	04/29/2019 5:00:00 PM		Yes	No	No	No	

Click the row expand button.

Contract Daily Work Report Summary

There are unsaved changes.

Contract: 516012393 - GRADING, BRIDGE AND SURFACING **2. Click "Save".**

DWR Date: 04/29/2019 Inspector: slade Sequence: 1 Status: Draft

- General
- Notes
- Contractors On Site
- Contractor Equipment
- Contractor Personnel**
- Postings
- Acceptance Records
- Force Account Contractors

Type search criteria or press Enter Advanced Showing 1 of 1

3. Click "Contractor Personnel".

0 changed Expand All

Contractor							Records
KLAVER CONST CO INC							0
Start Time	End Time	Hours	Prime	Equipment	Personnel	DBE Certified	
04/29/2019 7:00:00 AM	04/29/2019 5:00:00 PM		Yes	No	No	No	
Equipment Description		Equipment ID					
EXCAVATOR							
Number On Site	Number Used	Hours Used	Hours Idle	Comments			
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>			

1. Fill in the appropriate information.

Contract Daily Work Report Summary

Save Complete

Contract: 516012393 - GRADING, BRIDGE AND SURFACING

Save ?

DWR Date: 04/29/2019 Inspector: slade Sequence: 1 Status: Draft

General

Notes

Contractors On Site

Contractor Equipment

Contractor Personnel

Postings

Acceptance Records

Force Account Contractors

Type search criteria or press Enter Advanced Showing 1 of 1

1. Click the row action button.

0 changed Expand All

Contractor							Records
KLAVER CONST CO INC							0
Start Time	End Time	Hours	Prime	Equipment	Personnel	DBE Certified	
04/29/2019 7:00:00 AM	04/29/2019 5:00:00 PM		Yes	Yes	No	No	

2. Click "Select Personnel".

- Actions
- Exclude from Search Results
- Select Employee...
- Select Personnel...
- Views
- Attachments
- Links
- Tracked Issues

Select Personnel

1. Select the Contractor's Personnel that was on the project.

NOTE: Vendor's Personnel list is APPROVED Contract Vendor Personnel ONLY.

Q [Type search criteria or press Enter] Advanced Showing 18 of 18
Select: All None 0 selected

Contract Vendor Personnel ID	Contract Vendor Personnel Description
	BOILERMAKER
	BRICKLAYER/STONE MASON
	CARPENTER
	CLERICAL
	CONCRETE FINISHER
	ELECTRICIAN
	EQUIPMENT OPERATOR
	FOREMAN
	FORM LINE AND SETTER
	IRONWORKER
	LABORER
	OFFICIALS
	PAINTER
	PLUMBER
	SHEET METAL WORKER

2. Click "Add to DWR Contractor Personnel".

Add to DWR Contractor Personnel

Contract Daily Work Report Summary

There are unsaved changes. X

Contract: 516012393 - GRADING, BRIDGE AND SURFACING **2. Click "Save".** Save ?

DWR Date: 04/29/2019 Inspector: slade Sequence: 1 Status: Draft

- General
- Notes
- Contractors On Site
- Contractor Equipment
- Contractor Personnel
- Postings**
- Acceptance Records
- Force Account Contractors

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

3. Click "Postings".

Contractor								Records
KLAVER CONST CO INC								0
Start Time	End Time	Hours	Prime	Equipment	Personnel	DBE Certified		
04/29/2019 7:00:00 AM	04/29/2019 5:00:00 PM		Yes	Yes	No	No		

Personnel	Personnel Description
	EQUIPMENT OPERATOR

Number On Site Comments

1. Fill in the appropriate information.

Contract Daily Work Report Summary

Save Complete x

Contract: 516012393 - GRADING, BRIDGE AND SURFACING Save ?

DWR Date: 04/29/2019 Inspector: slade Sequence: 1 Status: Draft

- General
- Notes
- Contractors On Site
- Contractor Equipment
- Contractor Personnel
- Postings
- Acceptance Records
- Force Account Contractors

Type search criteria or press Enter Advanced

Select Items... Click "Select Items".

0 marked for deletion | 0 changed

No rows found matching criteria.

Select Items

1. Select item(s) for pay that the contractor worked on.

NOTE: You can filter the list by Category and/or Contractor the items are assigned to.

Item Complete Projects Categories Contractors

Advanced Showing 50 of 78

No Filter No Filter No Filter

Select: All None 0 selected

Ln Num	Category ID/Description	Item/Description	Unit	Cmpl
1	01/COMMON ITEMS	020100-CONTRACTOR CONSTRUCTION STAKING	LS	No
2	01/COMMON ITEMS	025600-FIELD OFFICE AND LABORATORY (TYPE A)	EACH	Yes
3	01/COMMON ITEMS	025323-MOBILIZATION	LS	Yes
4	01/COMMON ITEMS	070626-MOBILIZATION (DBE)	LS	Yes
5	01/COMMON ITEMS	025200-REMOVAL OF EXISTING STRUCTURES	LS	No
6	01/COMMON ITEMS	071554-CONCRETE FOR SEAL COURSE (SET PRICE)	CUYD	No
7	01/COMMON ITEMS	012340-FOUNDATION STABILIZATION (SET PRICE)	CUYD	No
8	01/COMMON ITEMS	020001-MAINTENANCE AND RESTORATION OF HAUL ROADS (SET PRICE)	LS	No
9	01/COMMON ITEMS	070580-FLAGGER (SET PRICE)	HOUR	No
10	02/ROAD ITEMS	025361-CLEARING AND GRUBBING	LS	No
11	02/ROAD ITEMS	012410-COMMON EXCAVATION (RURAL SMALL)	CUYD	No
12	02/ROAD ITEMS	012415-COMMON EXCAVATION (CONTRACTOR FURNISHED)	CUYD	No
13	02/ROAD ITEMS	012420-ROCK EXCAVATION	CUYD	Yes
14	02/ROAD ITEMS	012317-COMPACTION OF EARTHWORK (TYPE A) (MR-5-5)	CUYD	No

2. Click "Save".

Save

Contract Daily Work Report Summary

Save Complete x

Contract: 516012393 - GRADING, BRIDGE AND SURFACING Save ?

DWR Date: 04/29/2019 Inspector: slade Sequence: 1 Status: Draft

- General
- Notes
- Contractors On Site
- Contractor Equipment
- Contractor Personnel
- Postings
- Acceptance Records
- Force Account Contractors

Q [Type search criteria or press Enter] Advanced Showing 1 of 1

Select Items...

Click the row expand button.

0 marked for deletion | 0 changed

Item ID	Item Description	Project	Category	Records
012415	COMMON EXCAVATION (CONTRACTOR FURNISHED)	KA 3081-01	02	0
Proj Ln Num	Attention	Tot Qty Posted	Tot Qty Posted to Dt	
12	No	0.000	5,000.000	

Contract Daily Work Report Summary

Save Complete

Contract: 516012393 - GRADING, BRIDGE AND SURFACING

5. Click "Save".

Save

DWR Date: 04/29/2019 Inspector: slade Sequence: 1 Status: Draft

General

Notes

Contractors On Site

Contractor Equipment

Contractor Personnel

Postings

Acceptance Records

Force Account Contractors

Type search criteria or press Enter

Advanced Showing 1 of 1

Select Items...

0 marked for deletion | 0 changed

Item ID	Item Description	Project	Category	Records
012415	COMMON EXCAVATION (CONTRACTOR FURNISHED)	KA 3081-01	02	0
Proj Ln Num	Attention	Tot Qty Posted	Tot Qty Posted to Dt	
12	No	0.000	5,000.000	

1. Select the contractor from the drop down.

New DWR Item Posting

Contractor *

KLAVER CONSTRUCTION COMPANY INC (Prime)

Attention

0

Quantity Posted

2. Enter the quantity the contractor installed that day.

Units

CUYD

Location *

3. Enter the location the item was installed.

Agency Views

None

Comments

Measured

Material Set

4. Select the appropriate Material Set from the drop down.

Plan Sheet Page Number

Contract Daily Work Report Summary

Save Complete x

Contract: 516012393 - GRADING, BRIDGE AND SURFACING Save ?

DWR Date: 04/29/2019 Inspector: slade Sequence: 1 Status: Draft

- General
- Notes
- Contractors On Site
- Contractor Equipment
- Contractor Personnel
- Postings
- Acceptance Records
- Force Account Contractors

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

Select Items...

Item ID	Item Description	Project	Category
012415	COMMON EXCAVATION (CONTRACTOR FURNISHED)	KA 3081-01	02
Proj Ln Num	Attention	Tot Qty Posted	Tot Qty Posted to Dt
12	No	100.000	5,100.000

1. Click the component action button.

2. Click "Submit For Approval".

- Actions
- Add New
- Copy
- Tasks
- Submit For Approval
- Views
- Attachments
- Issues
- Links
- Reports
- DWR Report
- Historical Reports
- DWR Report

NOTE: If you need to accept materials, DO NOT approve the DWR, and refer to the DWR Sample Record User Guide or the PQL-VI-Cert User Guide. After the materials have been entered, then you will need to approve the DWR.