



QUICK REFERENCE GUIDE:

Diaries - Creating

Background:

Project Engineer's diary entries (for dates within the date range of a pay estimate) are locked (unable to be edited) after the pay estimate is approved.

Roles:

Construction Project Engineer

Navigation:

Construction > Contract Progress > Contract > Diaries Tab

1. From the Diaries tab of the Contract Progress Summary press **Add**
2. On the Add Daily Diary page, enter the date of the Diary in the **Diary Date** field.
3. Click the **Save** button in the upper right corner. The system saves the Diary and takes you to the Contract Daily Diary Summary page.

General Tab

4. Choose the appropriate **Weather** from the dropdown (If additional information regarding the weather is needed, in the Remarks toggle the Type to Weather and enter the additional information in the Remark field).
5. Enter the **Low Temperature**, and **High Temperature**.
6. In the Remarks collapsible, choose the **Type** for each **Remark** you add. Do not add item specific information to the Diary, create a DWR and add item information to the Item Postings tab.
7. Click **Save**.

DWRs tab

8. Use *DWRs - Reviewing and Approving* QRG to review DWRs.
 - a. From the **Row Actions Menu** you can run the **DWR Report** to see what is entered on the DWR
 - b. From the Row Actions Menu you can Reject the DWR by selecting **Reject**
9. To approve all Pending DWRs for the date of your Diary, click the **Approve Pending DWRs** button.

DWR Remarks Tab

10. To add Remarks from a approved DWR to the Diary - DWR Remarks tab, click the **Select DWR Remarks** button to open a modal window.
11. In the Select DWR Remarks modal, click for each remark from Approved DWRs to add to the Diary.
12. Click the **Add DWR Remarks to Daily Diary** button at the bottom of the modal window.

Next Steps:

N/A

If you need further assistance please contact your Module Admin
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