

Section 6: How to Create a DWR Acceptance Record

Applicable Roles:

1. Materials Regional Coordinators
2. District Materials Sup. or Office Coord.
3. Project Engineer

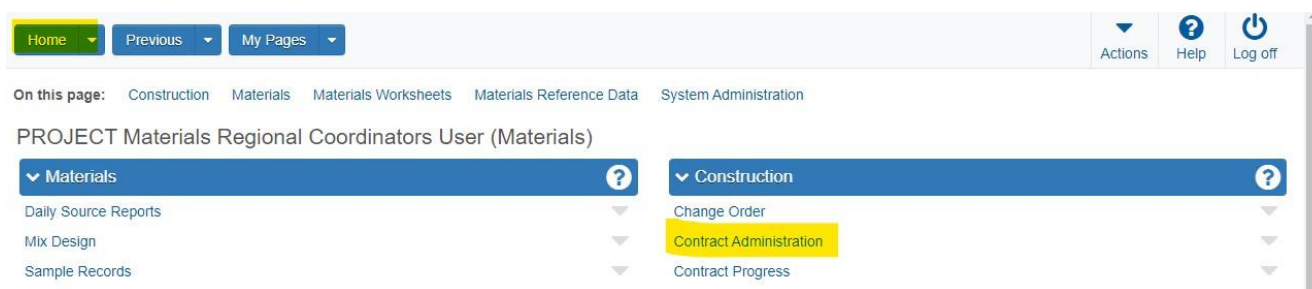
This Training Guide will show how to create a DWR Acceptance Record for the following cases:

Approved Source (APL)
Coverage (SMFMI)
ST1
DMIR

6-1 NAVIGATE TO THE CONTRACT

From the **Home Page**, click on **Contract Administration**.

(The direct link to this page is: <https://wvdot-pr-prod.infotechinc.com/#/Dashboard>)



(6-1)

This takes you to the **Contract Administration Overview Page**

In the Search Box enter the **Contract ID Number** and press **Enter**.

Click on **Contract ID Number**, then **Right click on open link in new tab**.



(6-2)

Click on the **new tab** you just opened.

This takes you to the **Contract Administration Summary Page**.

Click on **Contract Progress** (at the top).

(6-3)

This takes you to the **Contract Progress Summary Page**.

6-2 CREATE CONTRACT DAILY WORK REPORT (DWR)

On the left sidebar, click on **Daily Work Reports**.

Click **Add**.

(6-4)

When the screen loads, (assuming the date is correct for your application), click **Save**.

Add Daily Work Report

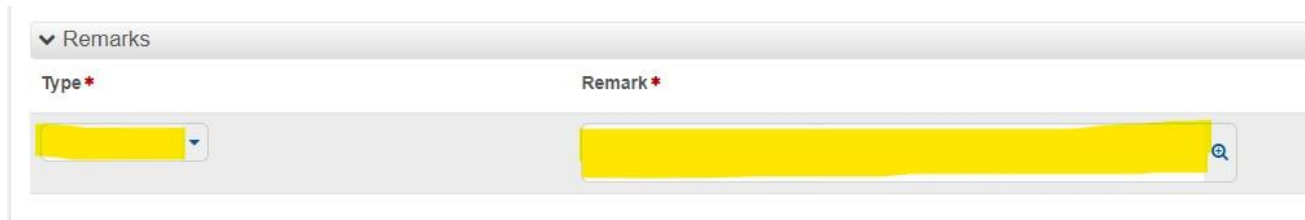
(6-5)

Project Personnel:

After you **Save**, scroll down and follow the instructions under **Click on Contractors on Site Tab**.

Non-Project Personnel:

Scroll down to the **Remark*** Section (bottom of page).

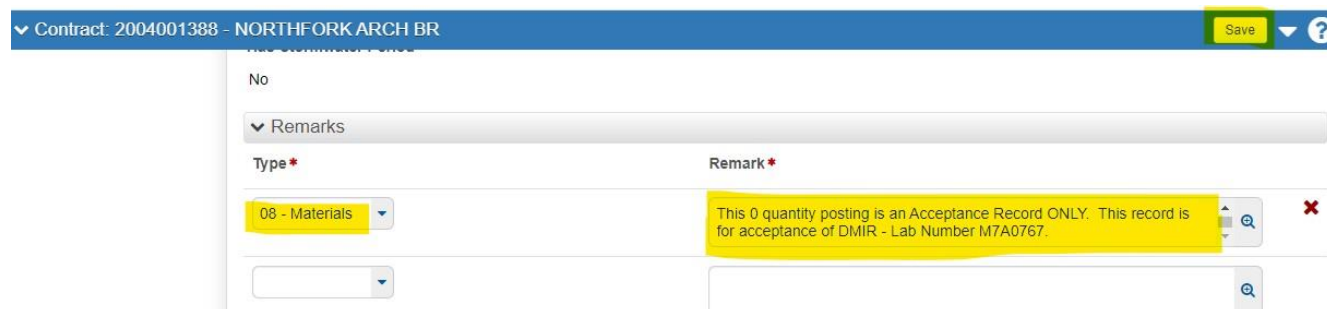


(6-6)

NOTE: **Non-Project Personnel** **MUST** include a comment in the **Remark*** Section describing the reason for this DWR Entry.

Click on the ▼ (under **Type***) and choose the appropriate **Type**.

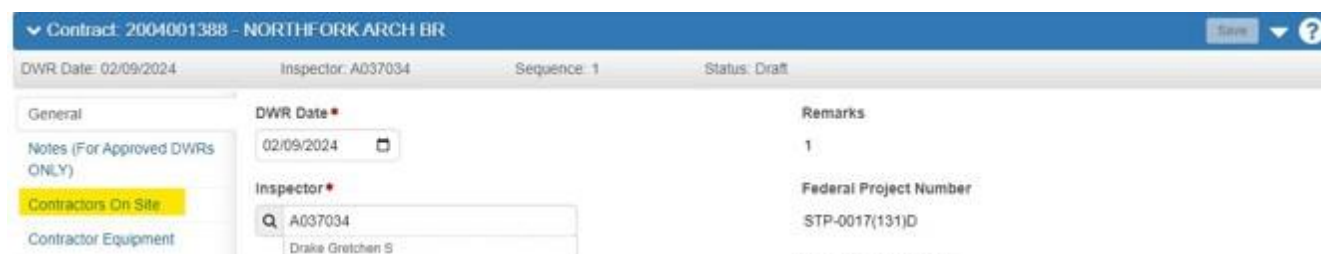
In the Box under **Remark*** Enter: “**This 0 Quantity posting is an Acceptance Record Only. This record is** (insert explanation for project to review what you did)”.



(6-7)

Click **Save**.

On the left sidebar, click on the **Contractors on Site Tab**



(6-8)

Click Select Contractors.

(6-9)

Below the Search Box beside Select, click on All.

(6-10)

Then you **MUST** check the “Payroll Not Required” checkbox for EACH OF THE LINES, in order to prevent the Estimate from being held.

(6-11)

Click on **Add to DWR Contractors**.
(Do NOT enter any other data).

Add to DWR Contractors

Click **Save**.

This takes you to the **Contract Daily Work Report Summary Page**.

Contract Daily Work Report Summary

Contract: 2004001388 - NORTHFORK ARCH BR Save ?

DWR Date: 02/09/2024 Inspector: A037034 Sequence: 1 Status: Draft

General
Notes (For Approved DWRs ONLY)
Contractors On Site
Contractor Equipment
Contractor Personnel
Postings

Type search criteria or press Enter Advanced

Select Contractors...

0 marked for deletion | 0 changed

Contractor	Prime	Equipment	Personnel	Staff	DBE Certified	Payroll Not R...
ORDERS CONSTRUCTION COMPANY, INC.	Yes					<input type="checkbox"/>
Start Time	End Time	Hours				

(6-12)

On the left sidebar, click on the **Postings Tab**.

Contract: 2004001388 - NORTHFORK ARCH BR Save ?

DWR Date: 02/09/2024 Inspector: A037034 Sequence: 1 Status: Draft

General
Notes (For Approved DWRs ONLY)
Contractors On Site
Contractor Equipment
Contractor Personnel
Postings

Type search criteria or press Enter Advanced

Select Contractors...

0 marked for deletion | 0 changed

Contractor	Prime	Equipment	Personnel	Staff	DBE Certified	Payroll Not R...
ORDERS CONSTRUCTION COMPANY, INC.	Yes					<input type="checkbox"/>
Start Time	End Time	Hours				

(6-13)

Click **Select Items**.

Contract Daily Work Report Summary

Contract: 2010000960 - MORRIS BUILDERS BR+1 Save ?

DWR Date: 02/20/2024 Inspector: A037034 Sequence: 1 Status: Draft

General
Notes (For Approved DWRs ONLY)
Contractors On Site

Type search criteria or press Enter Advanced

Select Items...

0 marked for deletion | 0 changed

(6-14)

This takes you to the **Select Items Page**.

NOTE: If you are creating an Acceptance Record for Material to be included on multiple Line Numbers, repeat the following steps for **EACH** Line Number:

Select your Item(s).

Select Items

Q Type search criteria or press Enter Advanced Showing 50 of 52

Item Complete: No Filter Projects: No Filter Categories: No Filter Contractors: No Filter

Select: All None 1 selected

Ln Num	Proj Ln Num	Project/Category	Unit	Item/Description	Supplemental Description
0005	0005	2004001388/0001	LS	201001-000-CLEARING AND GRUBBING	
0010	0010	2004001388/0001	LS	202001-000-BUILDING DEMOLITION NUMBER,	8/1
0015	0015	2004001388/0001	LS	204001-000-MOBILIZATION	
✓ 0020	0020	2004001388/0001	CY	207001-001-UNCLASSIFIED EXCAVATION	

(6-15)

Click **Save**.

Click the **drop-down Arrow >** (to the left) of the material you are working on.

Contract Items

Contract: 2004001388 - NORTHFORK ARCH BR

General Contract Project Items Contractor Items

Q Type search criteria or press Enter Line Item Sort Showing 50 of 53

0 marked for deletion 0 changed

0005	1.000	113,000.00	Complete: No	
> 201001-000 - CLEARING AND GRUBBING				
0010	1.000	500.00	Complete: No	
> 202001-000 - BUILDING DEMOLITION NUMBER, 8/1				
0015	1.000	87,000.00	Complete: No	
> 204001-000 - MOBILIZATION				
Line Num	Bid Qty	Current Extend...	Cmpl	
0020	1,306.000	63,262.64	Complete: No	
Item	Suppl Descr			
207001-001 - UNCLASSIFIED EXCAVATION				

(6-16)

Enter a **0 Quantity**.

In the **Location** Field, enter a Note summarizing the basis for the Acceptance Record.

NOTE: This will be similar to the Note you Entered in the **Remark* Section** on the first page.
BUT this does **NOT** need to include the part about “This 0 Quantity posting is”.

The **Material Set** is a **REQUIRED** Field.

If this field is Blank, choose the appropriate **Material Set**.”

NOTE: If you’re not sure what the appropriate Material Set is, ask your District Materials Regional Coordinator.

Force Account Contractors

Item Posting Num	Contractor	Station/Location	Tot Qty Posted
✓	-	Contractor placed 10.00 CY of Class E	0.000

Contractor*
SMH CONSTRUCTION COMPANY, INC. (Prime)

Tot Qty Posted
0.000

Station From
[Text Field]

Station From Plus
[Text Field]

Offset Type
[Text Field]

Offset Distance
[Text Field]

Attention
0

Units
CY

Agency Views
None

Location
Contractor placed 10.00 CY of Class E Concrete for which no compressive strength test results have been submitted to District 7 Construction.

Measured
☐

Material Set*
Default

(6-17)

Click **Save**.

Save

On the left sidebar, click **Acceptance Records**

Contract: 2004001388 - NORTHFORK ARCH BR

DWR Date: 02/09/2024 Inspector: A037034 Sequence: 1 Status: Draft

General

Notes (For Approved DWRs ONLY)

Contractors On Site

Contractor Equipment

Contractor Personnel

Postings

Acceptance Records

Select Items...

0 marked for deletion 0 changed

Item ID	Item Description	Project	Category	Records
307001-000	AGGREGATE BASE COURSE, CLASS	2004001388	0001	0

Line Number	Supplemental Description	Attention	Tot Qty Posted	Tot Qty Posted to Dt
0045	10	No	0.000	0.000

Item Posting N...	Contractor	Station/Location	Tot Qty Posted
-	-	Sta + to Sta +	0.000

(6-18)

NOTE: If there are no items here, you missed one of the steps.
(Most often this happens when you forget to click **Save** on the **Contractors on Site Tab**).

If this is the case, you **MUST**:

Click on **Contractors on Site**, select a **Contractor** and click **Save**, then continue following the steps below.

OTHERWISE: On the Acceptance Record:

Click the **▼** of the **Material** you want to perform an Acceptance Record on.

Contract: 2004001388 - NORTHFORK ARCH BR

DWR Date: 02/09/2024 Inspector: A037034 Sequence: 1 Status: Draft

General

Notes (For Approved DWRs ONLY)

Contractors On Site

Contractor Equipment

Contractor Personnel

Postings

Acceptance Records

Select Items...

0 marked for deletion 0 changed

Item ID	Item Description	Project	Category	Records
307001-000	AGGREGATE BASE COURSE, CLASS	2004001388	0001	0

Line Number	Supplemental Description	Attention	Tot Qty Posted	Tot Qty Posted to Dt
0045	10	No	0.000	0.000

Item Posting N...	Contractor	Station/Location	Tot Qty Posted
-	-	Sta + to Sta +	0.000

(6-19)

6-3 APPLICABLE ACCEPTANCE RECORD SCREENS

The following screenshots contain the applicable information for each case:

For Approved Source(s) (APL):

If the Approval Number is not available to choose from, contact your Materials Regional Coordinator.

NOTE: You can process this without the Approval Number.
However, whether you can choose an Approval Number or not, be sure to type the **Approval Number** in the **Comments Field**.

For Approved Source(s) APL:

Contract: 2010000960 - MORRIS BUILDERS BR+1 Save

Force Account Contractors

Material	Represented Qty	Source	Facility	SMFMI
716.001.001 - Random I.		S-Source Pending - Sour	F-Pending Facility - Facil	
Material Units	Conversion Factor	Reported Matl Qty	Cont Est Matl Qty	Sat Rep Matl Qty
CY	1.00000	20.00200	385.00000	0.00000

Choose FIV ->

Field Inspection Value
Begin typing to search or press Enter

Sample Type
DOC - Documentation

Acceptance Method
CI - Certificate Invoice

Comments
Contractor placed 10.00 CY of Class B Concrete.

Sample ID

Sampler ID

Sample Date

Represented Quantity

Work Location
Begin typing to search or press Enter

Source ID
S-Source Pending
Source Pending Approval

Facility ID
F-Pending Facility
Facility Pending Approval

SMFMI
Begin typing to search or press Enter

Approval No (Lab No)
Begin typing to search or press Enter

SMFMI Decrementation
☒

(6-20)

Click **Save**.

Continue following the Steps in **Section 6-4 APPROVING THE DWR**.

For Coverage (SMFMI):

▼ 2201249

Material Units	Conversion Fa...	Reported Matl ...	Cont Est Matl ...	Sat Rep Matl Qty
SF	1.00000	0.00000	1.00000	7.00000

Action Type ▼

Represented Quantity ▼

7.00000

Work Location ▼

Begin typing to search or press Enter

Source ID ★ ▼

S-CCC4.600
CARR CONCRETE CO.

Facility ID ★ ▼

F-CCC4.600
Carr Concrete Company

SMFMI ★ ▼

2201249

Field Inspection Value ▼

DC - Approved MCST Coverage

Sample Type ▼

DOC - Documentation

Acceptance Method ▼

CI - Certificate Invoice

Comments ▼

Add description here about the DC Acceptance.

Sample ID

Sampler ID

Sample Date

(6-21)

Click Save.

Continue following the Steps in **Section 6-4 APPROVING THE DWR.**

For an ST-1:

CY	1.00000	0.00000	48.00000	0.00000
----	---------	---------	----------	---------

Choose FIV ->

Represented Quantity

7.00000

Work Location

Begin typing to search or press Enter

Source ID

S-Source Pending

Source Pending Approval

Facility ID

F-Pending Facility

Facility Pending Approval

SMFMI

Begin typing to search or press Enter

Approval No (Lab No)

Field Inspection Value

Pending - ST1

Pending ST1

Sample Type

DOC - Documentation

Acceptance Method

CON - Concurrence

Comments

ST-1 on XXXYZZ

Sample ID

Sampler ID

Sample Date

(6-22)

Click **Save**.

Continue following the Steps in **Section 6-4 APPROVING THE DWR.**

For a DMIR:

Material: 606.002.001.02 - Warning Lights
Material Units: CY
Conversion Factor: 1.00000
Reported Matl Qty: 270.00000
Cont Est Matl Qty: 5,760.00000
Sat Rep Matl Qty: 180.00000

Source: S-JASO 636 - JACKSON SAFETY
Facility: F-JAS1 636 - Jackson Safety
SMFMI: [Dropdown]

Action Type: [Dropdown]
Field Inspection Value: DMIR - MCST Concur - DMIR
Sample Type: DOC - Documentation
Acceptance Method: CON - Concurrence
Comments: DMIR on XX YY ZZ
Source ID: [Search]
Facility ID: [Search]
SMFMI: [Search]
Approval No(Brand ID): [Search]
SMFMI Documentation: [Search]

(6-23)

Click Save.

Continue following the Steps in **Section 6-4 APPROVING THE DWR.**

6-4 APPROVING THE DWR

Enter all the information for the **Acceptance Record**.

Click the ▼ (to the right) of **Save**.

Click Approve.

Contract: 2010000960 - MORRIS BUILDERS BR+1
Save [Dropdown]

Material	Represented Qty	Conversion Factor	Reported Matl Qty
CY	1.00000	0.00000	48.00000

Choose FIV -> [Dropdown]
Field Inspection Value: DMIR - MCST Concur - DMIR
Sample Type: DOC - Documentation
Acceptance Method: CON - Concurrence
Comments: DMIR on XX YY ZZ

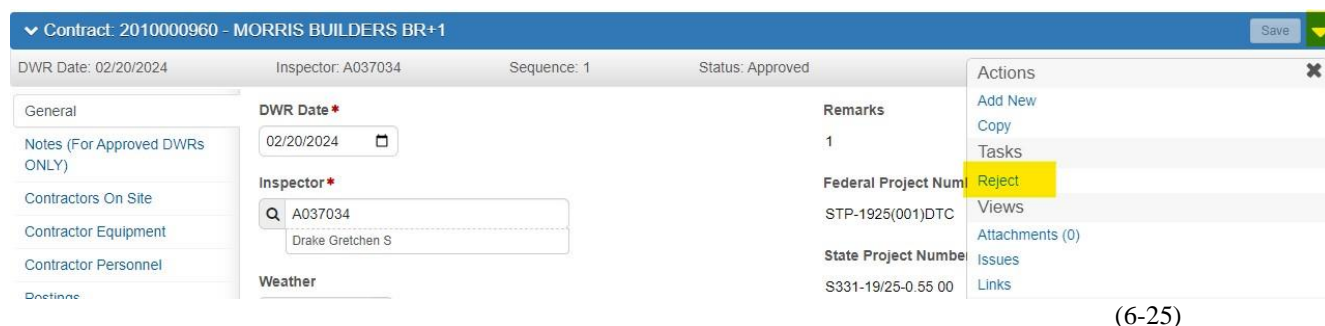
Actions: [Dropdown]
Add New
Copy
Tasks
Approve

(6-24)

If you Approved this DWR in error, please Email your Materials Regional Coordinator and ask them to Reject that particular DWR.

To do this, your Materials Regional Coordinator will:
Go to the ▼ (to the right) of **Save** and do the following:

1. Reject:



The screenshot shows the AWP system interface for Contract 2010000960 - MORRIS BUILDERS BR+1. The DWR Date is 02/20/2024, Inspector is A037034, Sequence is 1, and Status is Approved. The Actions menu is open, and the 'Reject' option is highlighted. The menu options are: Add New, Copy, Tasks, Reject, Views, Attachments (0), Issues, and Links.

(6-25)

AND THEN they will **Change the DWR to Draft**.

2. Change to Draft:



The screenshot shows the AWP system interface for Contract 2010000960 - MORRIS BUILDERS BR+1. The DWR Date is 02/20/2024, Inspector is A037034, Sequence is 1, and Status is Rejected. The Actions menu is open, and the 'Change to Draft' option is highlighted. The menu options are: Add New, Copy, Tasks, Change to Draft, Views, Attachments (0), Issues, and Links.

(6-26)

Once the Status of the DWR has been Changed to Draft, you will be able to edit your DWR.

Once the DWR has been changed/corrected, remember to Approve the DWR following the Steps in **Section 6-4 APPROVING THE DWR**.

If an estimate has been completed and includes this DWR, and you have made a mistake, contact your Materials Regional Coordinator for assistance.

If you do not have these options, contact your Materials Regional Coordinator.