

Section 6: How to Create a DWR Acceptance Record

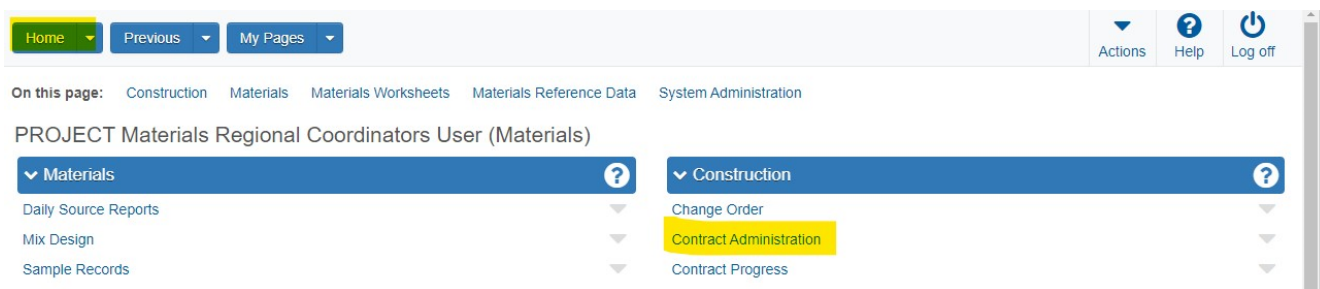
Applicable Roles:

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

6-1 NAVIGATE TO THE CONTRACT

Go to the **Home Page**.

Click on **Contract Administration**.



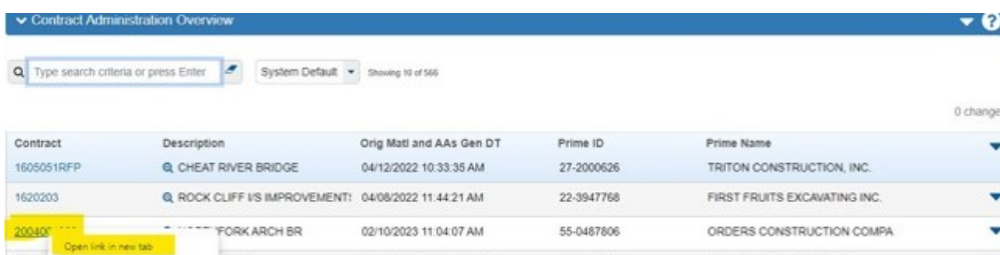
(6-1)

In the Search Box Enter the **Contract ID Number**.

Press **Enter**.

Click on **Contract ID Number**,

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).

Administration Overview Contract Materials and Acceptance Actions Contract Payments **Contract Progress** Contractor Material Sources SBP Commitments Items
Payment Estimate Approval Levels Payment Estimate Exception Override Projects Subcontracts

Contract Administration Summary

Contract: 2004001388 - NORTHFORK ARCH BR Save ?

General	Contract ID	Proposal ID
Additional Information	2004001388	2004001388
Contract Authority	Description *	Federal Project Number
Contract Times	NORTHFORK ARCH BR	STP-0017(131)D
Small Business Program Goals	Prime Contractor Id	State Project Number
		S324-17-0.05 00

(6-3)

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

6-2 CREATE CONTRACT DAILY WORK REPORT (DWR)

Click on **Daily Work Reports** (on the left).

Click the **Add** button.

Contract Progress Summary

Contract: 2004001388 - NORTHFORK ARCH BR Save

General

Daily Work Reports Type search criteria or press Enter Advanced

Payment Estimates Add 0 marked for deletion | 0 change

Contractors

Change Orders Enter search criteria above to see results or Show first 10

(6-4)

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

Add Daily Work Report

Contract: 2004001388 - NORTHFORK ARCH BR Save ?

General	DWR Date *	Remarks
	02/09/2024	0
	Inspector *	Federal Project Number
	A037034	STP-0017(131)D
	Drake Gretchen S	State Project Number
	Weather	S324-17-0.05 00

(6-5)

Project Personnel:

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AWP Questions:
dohawpmaterials@wv.gov

Click **Save**.

Then follow the instructions under **Click on Contractors on Site Tab**.

Non-Project Personnel:

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

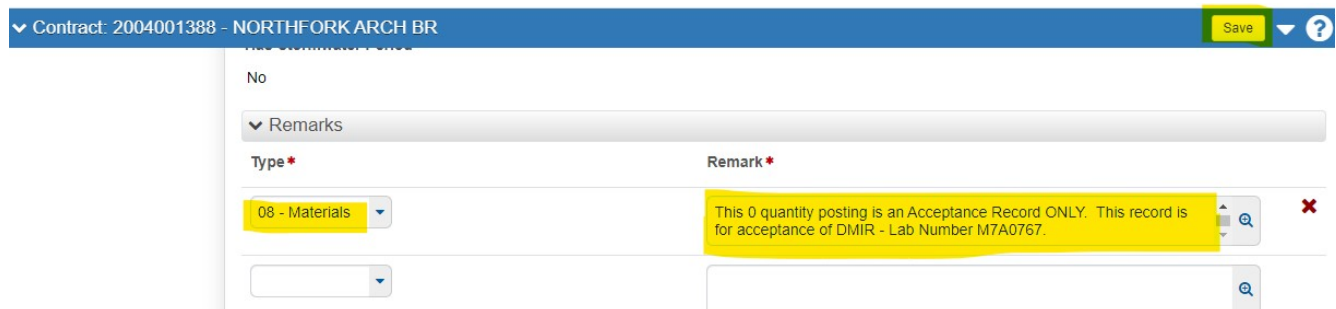


(6-6)

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***, Type: **“This 0 Quantity posting is an Acceptance Record Only. This Record is** (insert explanation for the project to review what you did)”.



(6-7)

Click **Save**.

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

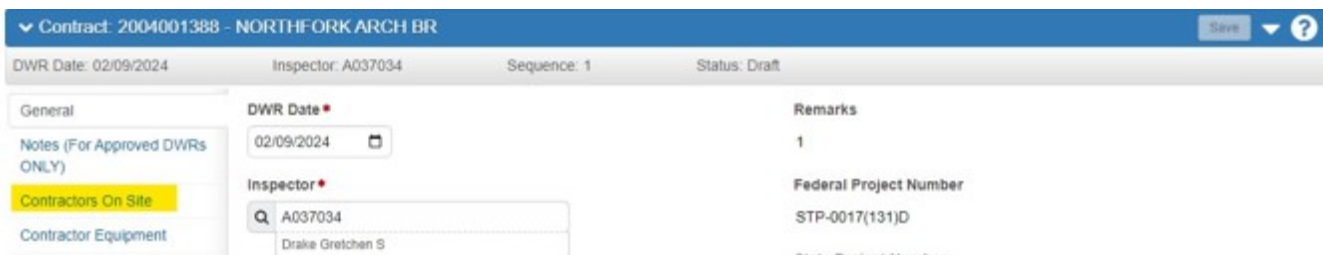
Click on the ▼(to the right) of the drop-down box under **Type***.

Choose the issue which most closely describes the **reason for this DWR Acceptance Record**.

In the box under **Remark*** type the **description of the DWR**.

Click **Save**.

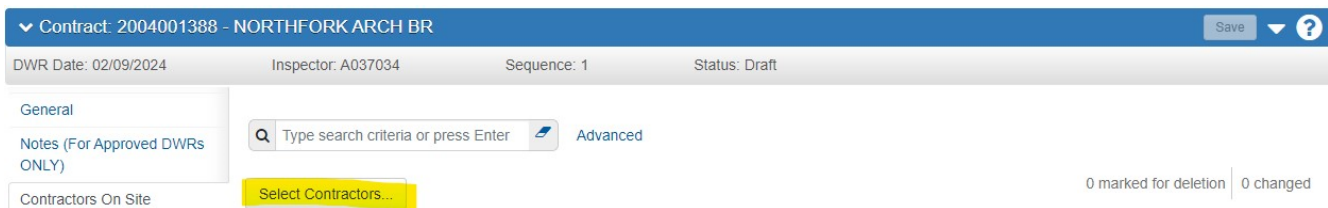
Click on the **Contractors on Site Tab** (on the left).



The screenshot shows a web form for a contract titled "2004001388 - NORTHFORK ARCH BR". The form has a header with "DWR Date: 02/09/2024", "Inspector: A037034", "Sequence: 1", and "Status: Draft". On the left, a sidebar menu has "Contractors On Site" highlighted in yellow. The main form area has three columns: "DWR Date*" with a date picker set to 02/09/2024, "Inspector*" with a search box containing "A037034" and a dropdown showing "Drake Gretchen S", and "Remarks" with a text area containing "1". Below the "Remarks" section, there is a field for "Federal Project Number" with the value "STP-0017(131)D".

(6-8)

Click **Select Contractors**.



The screenshot shows the same web form as above, but with the "Contractors On Site" tab selected in the sidebar. A search box is visible with the placeholder text "Type search criteria or press Enter" and a "Select Contractors..." button highlighted in yellow. The "Remarks" field now contains "0 marked for deletion | 0 changed".

(6-9)

Below the Search Box beside Select, click on **All**.

Click on **Add to DWR Contractors**.

(Do **NOT** enter any other data).

Click **Save**.

Select Contractors

Type search criteria or press Enter Showing 9 of 9

Select: **All** None 9 selected

Vendor ID	Vendor Name	Prime
✓ 55-0487806	ORDERS CONSTRUCTION COMPANY, INC.	Yes
✓ 80-0680080	A+ TRAFFIC CONTROL, LLC	No
✓ 55-0719851	HIGHWAY SAFETY, INC.	No
✓ 46-5123250	KELLY MARTIN, LLC DBA MARTIN REINFORCING	No
✓ 55-0783769	P & G CONSTRUCTION CO.	No
✓ 55-0757553	SHEPAUL ENTERPRISES, INC.	No
✓ 34-1243529	BOCA CONSTRUCTION, INC.	No
✓ 81-3550700	DIESEL DRILLING CORP.	No
✓ 55-0570769	WEST VIRGINIA PAVING, INC.	No

(6-10)

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

Contract Daily Work Report Summary

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

Type search criteria or press Enter

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

(6-11)

Click on the **Postings Tab** (on the left).

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AWP Questions:
dohawpmaterials@wv.gov

(6-12)

Click **Select Items**.

(6-13)

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:

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AWP Questions:
dohawpmaterials@wv.gov

Select your Item(s).

Select Items

Advanced Showing 50 of 52

Item Complete:

Projects:

Categories:

Contractors:

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	
<input checked="" type="checkbox"/> 0020	0020	2004001388/0001	CY	207001-001-UNCLASSIFIED EXCAVATION	

(6-14)

Click **Save**.

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

Contract Items

Contract: 2004001388 - NORTHFORK ARCH BR
Save ?

Line Item Sort Showing 50 of 53

- General
- Contract Project Items
- Contractor Items

0 marked for deletion | 0 changed

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

(6-15)

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.

(6-16)

Click **Save**.

Click **Acceptance Record Tab** (on the left).

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

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

(6-17)

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

Go to **Contractors on Site Tab**.

Select a **Contractor**

Click **Save**.

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 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

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

6-3 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:

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

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

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

Save

Click **Save**.

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

For Coverage (SMFMI):

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

Action Type ▼ <input type="text"/>	Field Inspection Value ▼ DC - Approved MCST Coverage
Represented Quantity ▼ <input type="text" value="7.00000"/>	Sample Type ▼ DOC - Documentation
Work Location ▼ <input type="text" value="Begin typing to search or press Enter"/>	Acceptance Method ▼ CI - Certificate Invoice
Source ID ★ ▼ <input type="text" value="S-CCC4.600"/> CARR CONCRETE CO.	Comments ▼ <input type="text" value="Add description here about the DC Acceptance."/>
Facility ID ★ ▼ <input type="text" value="F-CCC4.600"/> Carr Concrete Company	Sample ID
SMFMI ★ ▼ <input type="text" value="2201249"/>	Sampler ID
	Sample Date

(6-20)

Click **Save**.

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

For an ST-1:

CY 1.00000 0.00000 48.00000 0.00000

Choose FIV ->

Field Inspection Value
Pending - ST1
Pending ST1

Represented Quantity
7.00000

Sample Type
DOC - Documentation

Acceptance Method
CON - Concurrence

Work Location
Begin typing to search or press Enter

Source ID
S-Source Pending
Source Pending Approval

Comments
ST-1 on XXYYZZ

Facility ID
F-Pending Facility
Facility Pending Approval

SMFMI
Begin typing to search or press Enter

Approval No (Lab No)

(6-21)

Click **Save**.

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

For a DMIR:

The screenshot shows a software interface for creating a DMIR record. The top section displays material and quantity information: Material (636 002 001 02 - Warning Lights), Conversion Factor (1.00000), Reported Matl Qty (270.00000), Cont Est Matl Qty (5,760.00000), and Sat Rep Matl Qty (180.00000). Below this, there are several dropdown menus and input fields. The Action Type is set to 'DMIR - MCST Concur - DMIR', Sample Type is 'DOC - Documentation', and Acceptance Method is 'CON - Concurrence'. A comments field contains the text 'DMIR on XX YY ZZ'. Other fields include Source ID, Facility ID, SMFMI, Approval No(Brand ID), and SMFMI Decrementation, all with search prompts.

(6-22)

Click **Save**.

Continue following 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**.

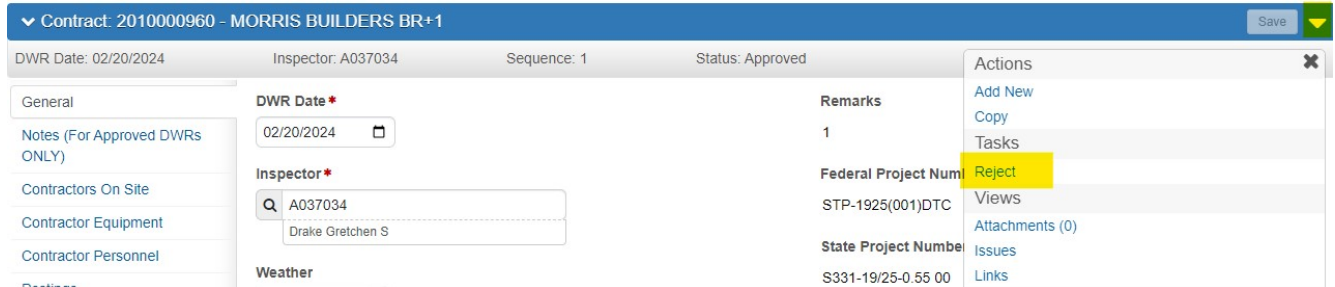
The screenshot shows a software interface with a table and a context menu. The table has columns for 'CY', '1.00000', '0.00000', and '48.0000'. The context menu is open, showing options: 'Add New', 'Copy', 'Tasks', and 'Approve'. The 'Approve' option is highlighted in yellow.

(6-23)

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:

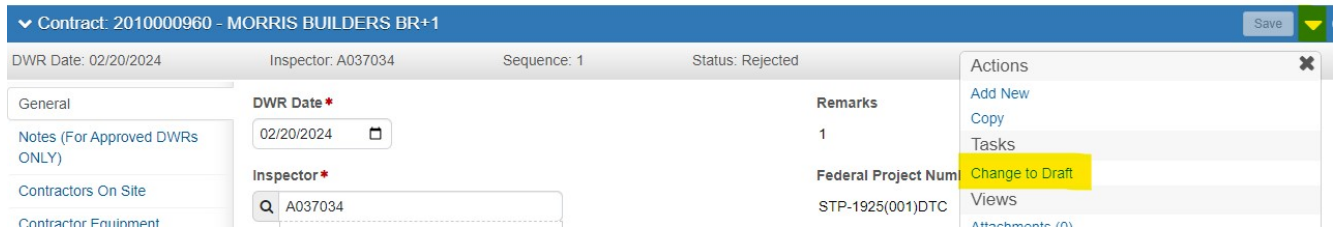
1. Reject:



(6-24)

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

2. Change to Draft:



(6-25)

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.