

## **Session Discussion Q&A:**

### **Are there limits on the number of bookmarks or remarks entered in the Daily Work Report (DWR) General screen?**

There is no known system-enforced limit on bookmarks. The DWR General screen does not have a known set limit on remarks, though the text field may have a character limit (approximately 3,300 characters) depending on configuration; this typically does not affect normal use to be of concern.

### **Are you able to copy equipment from one day to the next as applicable from the previous day's Daily Work Report (DWR), similar to SiteManager (SM)?**

Not at this time. The copy function is not currently operational, but it has been identified for future enhancement.

### **Do keyboard hotkeys work, like tab, ctrl-s, etc.?**

Some basic browser-level hotkeys may work, but full hotkey support is not currently guaranteed in APCM.

### **Are these steps the same for when we will do "distribution" for MMC's?**

Distribution is now done at the DWR level and will not be done at the estimate level in APCM. Distribution is still completed for MMCs, but you must select the appropriate PCBU from the dropdown (Material Purchases).

### **What happens if you use the blue drop down on the item?**

The blue arrow above has options specifically for the item as a whole, including deleting the posting or adding a new posting. Then the arrow below corresponding to the posting is where you have the option to fill out maintenance distribution.

### **Will multiple people be able to approve of a DWR in APCM?**

The approver cannot be the one who input the DWR, the user based roles just as they are for SiteManager will apply. APCM, like SiteManager, will allow users to view other individuals' entries for visibility in project workflows. The APCM workflow for approvals follows the existing SiteManager process.

### **How do I verify distribution?**

Distribution can be verified in the Posting Distribution screen, where ChartFields, quantities, and MMS-related charges are displayed. An MMS Item History Report is also being developed to support distribution review and tracking.

### **Can you attach tickets or receipts?**

No, all project documentation (Construction or Maintenance) should be stored in ProjectWise, according to TxDOT requirements.

**How easy is it to go back and make edits like adding additional equipment or roadway?**

Edits can be made after the initial entry in the "draft" status only. APCM allows updates such as adding equipment, roadway, or other information as needed.

**Will estimate distribution still be used on MMC contracts?**

All distribution for materials will be done inside of the DWR level and will not be completed at the estimate level in APCM.

**How about if you are entering DWRs for more than one contract. Will we need to get back to home screen or will we be able to start an entry on the same screen?**

You do not need to return to the home screen. A bookmarking feature allows you to move between contracts without restarting the process.

**Will Inspectors be able to attach a document on their DWR?**

All project documentation should be stored in ProjectWise, in accordance with TxDOT requirements.

**Will there be a job aid available for this program?**

Job aids will be made available. If Maintenance-specific job aids are requested, they will be posted in the same locations where standard APCM training materials

are published (e.g., SharePoint training library, intranet training pages) including Maintenance content MS SharePoint.

**In SM we would not be able to fix the distributions after the fact on non-roadway SUPs like janitorial, grounds, will we in APCM?**

You should be able to make distribution edits in APCM at the DWR level.

**How is the distribution handled for Material on Hand (MOH) or Liquidated Damages (LDs)? Would the distribution still be completed (i.e. by Office Manager) on the payment estimate?**

As shown in the video demo, Posting Distribution is set in Agency View while the Daily Work Report (DWR) is in draft status for available Project Cost Breakdown Units (PCBUs) or material-only purchases. Liquidated Damages are configured in the Contract Time Summary under Contract Administration. The Rates and Cap Amount screen contains individual toggles for LDs, milestone incentives, and disincentives that control the auto-calculation and breakdowns in the payment estimate. Material on Hand (MOH) is not considered a distribution since it is paid upfront and not system-tracked; manual tracking applies.

**How do you send a DWR back for editing?**

Depending on the account permissions or rather which role you are assigned or logged in as. Please refer to Daily Work Reports video recording from previous APCM edition Lunch and Learn.

**Can you exit out and leave a DWR in draft status or do you need to complete it before signing out?**

You can first save a DWR still in draft status and return to complete it later. It does not need to be finalized before logging off but ensure that you save it first.

Some questions were addressed during the recorded APCM Lunch and Learn Training session. This recording is available internally on Crossroads and externally on the APCM Resource page at [TxDOT.gov](http://TxDOT.gov). Questions submitted that could not be covered during the live session or immediately afterward have been addressed in this document. All responses were provided by the **Maintenance Division** along with the Construction Division's Training and Development team to ensure accuracy with current APCM status.