



Managing Daily Work Reports

PROJMGR, CONSTOFF, BOOKPR, AREAENGR

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Managing Daily Work Reports

Background

Daily Work Reports (DWRs) are created to document the work that is performed daily on a contract. The information recorded in a DWR is based on actual activity, not planned activity, and is essential for the administration of a contract. Daily information is recorded about the weather, the personnel who worked at the construction site, the hours worked, and the equipment used. This data is collected in the field by the project manager, project engineer, and the inspectors working on the contract.

Key to Action Buttons



Global Actions menu (top of the screen)



Component Actions menu (on headings)

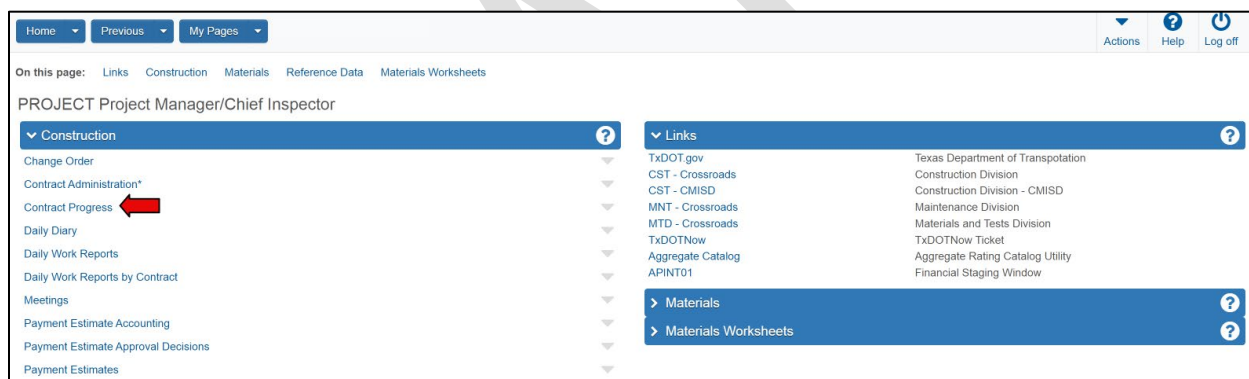


Row Actions menu (on rows)

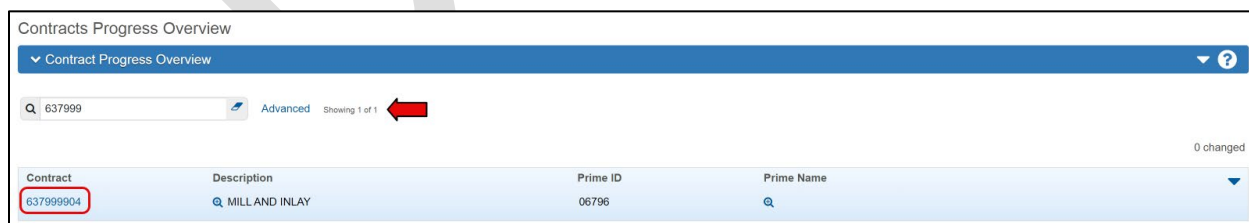
Adding a Daily Work Report

Navigation: Construction > Contract Progress > Select Contract to Add DWR > Select Daily Work Reports

1. From the **Construction** component, select the **Contract Progress** link.



2. Search for and select the **Contract ID**.



3. Click the **Daily Work Reports** tab.

Contract Progress Summary

Contract: 637999904 - MILL AND INLAY

General

Contract ID: 637999904

Description: MILL AND INLAY

TxDOT Contract Type: M - MAINTENANCE

Vendor Id : Vendor Name: 06796 : J. LEE MILLIGAN, INC.

Let Type: C - STATE LET MAINTENANCE

Contract Type: BID - BIDDABLE CONTRACT

Comments

Contract Amounts

Awarded Amount	Net Change Amount Approved
\$1,653,621.73	\$0.00
Projected Amount	Current Contract Amount
1,000.00	\$1,000.00

Contract Status: Active

Contract Work Type:

4. Click the **Add** button.

Contract Progress Summary

Contract: 637999904 - MILL AND INLAY

General

Contract Amounts

Daily Work Reports

Diaries

Diary Adjustments

Payment Estimates

Contractors

Change Orders

Contract Adjustments

Agency Views

Add

0 marked for deletion | 0 changed

DWR Date	Inspector	Status	Approval Date	Sequence	Attachments	Notes	Agency Views	Work Items
10/15/2025	Crystal Cook	Approved	10/15/2025 11:10:55 AM	1	No	No	0	1
09/02/2025	William Febinger IV	Draft		1	No	No	0	2

5. In the **DWR Date** field, enter the date for the DWR. The current date will populate automatically.
6. In the **Inspector** field, the user ID of the logged in user will populate automatically.
7. In the **Weather** field, click the drop-down arrow and select the appropriate weather condition.
8. In the **Rainfall Amount** field, enter the amount of rainfall recorded for the DWR date, if appropriate.
9. In the **Low Temperature** field, enter the low temperature recorded for the DWR date.
10. In the **High Temperature** field, enter the high temperature recorded for the DWR date.

Home Previous My Pages

Administration Overview Daily Work Reports Contract Progress Contract Administration Contract Daily Work Reports Items Subcontracts Payment Estimate

Add Daily Work Report

Contract: 637999904 - MILL AND INLAY

General

DWR Date * 09/03/2025

Inspector * WFEBING

Weather PC - Partly Cloudy

Rainfall Amount 0.00

Low Temperature 66

High Temperature 88

Stormwater Event

Contractors Onsite No

Daily Staff Onsite No

Attachments No

Remarks 0

Federal Project Number

State Project Number RMC - 637999904

Entered By -

Entered Date

Approval Date

Approved By

Payment Est Num

Payment Est Status

Agency Views 0

Save

11. In the Remarks section, in the **Type** field, click the drop-down arrow and select the appropriate remark type.

12. In the **Remarks** field, enter remarks for the day.

Remarks

Type * Remark *

Save

13. Click the **Save** button.

Adding Contractors on a DWR

Navigation: Construction > Contract Progress > Select Contract > Daily Work Reports > Select DWR Date Link

1. From the Daily Work Report Summary page, click the **Contractors On Site** tab.

Home Previous My Pages

Administration Overview Daily Work Reports Contract Administration Contract Daily Work Reports Contract Materials and Acceptance Actions Contract Progress Find Sample Items Payment Estimate Subcontracts

Contract Daily Work Report Summary

Contract: 637999904 - MILL AND INLAY

DWR Date: 09/03/2025 Inspector: WFEBING Sequence: 1 Status: Draft

General*

Contractors On Site

Contractor Equipment

Contractor Personnel

Postings*

Acceptance Records

DWR Date * 09/03/2025

Inspector * WFEBING

Weather PC - Partly Cloudy

Rainfall Amount 0.00

Low Temperature 66

High Temperature 88

Entered By

Created By/Approved By

Entered By Entered Date

Approved By Approval Date

Payment Est Num

Save

- Click the **Select Contractors** button.

Home Previous My Pages Actions Help Log off

Administration Overview Daily Work Reports Contract Administration Contract Daily Work Reports Contract Materials and Acceptance Actions Contract Progress Find Sample Items Payment Estimate Subcontracts

Contract Daily Work Report Summary

Contract: 637999904 - MILL AND INLAY Save ?

DWR Date: 09/03/2025 Inspector: WFEETING Sequence: 1 Status: Draft

General* Contractors On Site Contractor Equipment Contractor Personnel Postings* Acceptance Records

Type search criteria or press Enter Advanced

Select Contractors...

0 marked for deletion 0 changed

No rows found matching criteria.

- Search for and select contractors to add to the DWR.
- Click the **Add to DWR Contractors** button.

Select Contractors

Type search criteria or press Enter Advanced Showing 2 of 2

Select: All None 1 selected

Select	Vendor ID	Qualified Legal Name	Prime
<input checked="" type="checkbox"/>	06796	J. LEE MILLIGAN, INC.	Yes
<input type="checkbox"/>	22684	KIEWIT INFRASTRUCTURE SOUTH CO.	No

Add to DWR Contractors

- In the **Start Time** field, enter the date and time.
- In the **End Time** field, enter the date and time.
- Click the **Save** button.

Home Previous My Pages Actions Help Log off

Administration Overview Daily Work Reports Contract Administration Contract Daily Work Reports Contract Materials and Acceptance Actions Contract Progress Find Sample Items Payment Estimate Subcontracts

Contract Daily Work Report Summary

Contract: 637999904 - MILL AND INLAY Save ?

DWR Date: 09/03/2025 Inspector: WFEETING Sequence: 1 Status: Draft

General* Contractors On Site Contractor Equipment Contractor Personnel Postings* Acceptance Records

Type search criteria or press Enter Advanced

Select Contractors...

0 marked for deletion 0 changed

Contractor	Prime	Equipm...	Person...	Payroll Not Requir...	Start Time	End Time	Ho...
J. LEE MILLIGAN, INC.	Yes			<input type="checkbox"/>	09/03/2025 07:00 AM	09/03/2025 05:00 PM	10.00

Adding Contractor Equipment on a DWR

Navigation: Construction > Contract Progress > Select Contract > Daily Work Reports->Select DWR Date Link

1. From the Daily Work Report Summary page, click the **Contractor Equipment** tab.

Contract Daily Work Report Summary

Contract: 637999904 - MILL AND INLAY

DWR Date: 09/03/2025 Inspector: WFEBING Sequence: 1 Status: Draft

General*

Contractors On Site

Contractor Equipment

Contractor Personnel

Postings*

Acceptance Records

DWR Date *

09/03/2025

Inspector

WFEBING

Febinger IV William

Weather

Weather: PC - Partly Cloudy

Low Temperature: 66

High Temperature: 88

Rainfall Amount: 0.00

Entered By

Created By/Approved By

Entered By

Entered Date

Approved By

Approval Date

Payment Est Num

2. For the appropriate contractor, click the row **Actions** menu and select the **Select Equipment** action.

Contract Daily Work Report Summary

Contract: 637999904 - MILL AND INLAY

DWR Date: 09/03/2025 Inspector: WFEBING Sequence: 1 Status: Draft

General*

Contractors On Site

Contractor Equipment

Contractor Personnel

Postings*

Acceptance Records

Type search criteria or press Enter

Advanced Showing 1 of 1

0 changed Expand All

Contractor

J. LEE MILLIGAN, INC.

Records

Actions

Exclude from Search Results

Select Equipment...

Views

Attachments (0)

Links

Tracked Issues

3. Search for and select equipment to add to the DWR.
4. Click the **Add to DWR Contractor Equipment** button.

Select Generic Equipment

Q Type search criteria or press Enter ← Showing 50 of 92

Select: [All](#) | [None](#) → 2 selected

Select	Equipment Class	Equipment Description
	001	AIR COMPRESSOR
	002	ARROW BOARD
	003	GRADER
✓	004	BACKHOE
	005	BULLDOZER
	006	CHIP SPREADER
	007	CONCRETE MIXER
	008	CONCRETE PUMP TRUCK
	009	CONCRETE SCREED
	010	CONCRETE SLIP FORM PAVER
	011	CONCRETE TRUCK
✓	012	CRANE
	013	CRASH CUSHION ARROW BOARD TRUCK
	014	DISTRIBUTOR

Add to DWR Contractor Equipment

5. In the **Number On Site** field, enter the number of equipment on site.
6. In the **Number Used** field, enter the number of pieces of equipment used on site.
7. In the **Hours Used** field, enter the number of hours of the equipment that was used on DWR.
8. In the **Comments** field, enter additional information about the record.
9. Click the **Save** button.

Home Previous My Pages

Administration Overview Daily Work Reports Contract Administration Contract Daily Work Reports Contract Materials and Acceptance Actions Contract Progress Find Sample Items Payment Estimate Subcontracts

Contract Daily Work Report Summary

Contract: 637999904 - MILL AND INLAY Save

DWR Date: 09/03/2025 Inspector: WFEIBING Sequence: 1 Status: Draft

General* Contractors On Site Contractor Equipment Contractor Personnel Postings* Acceptance Records

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

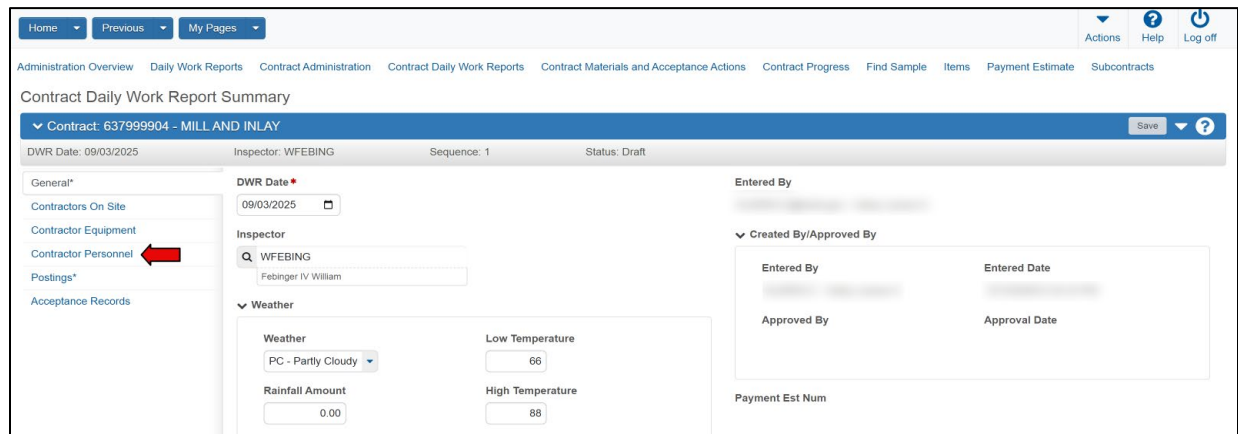
0 changed Expand All

Equipment ID	Equipment Description	Number On Site	Number Used	Hours Used	Comments
004	BACKHOE	1	1	10.000	
012	CRANE	1	1	10.000	

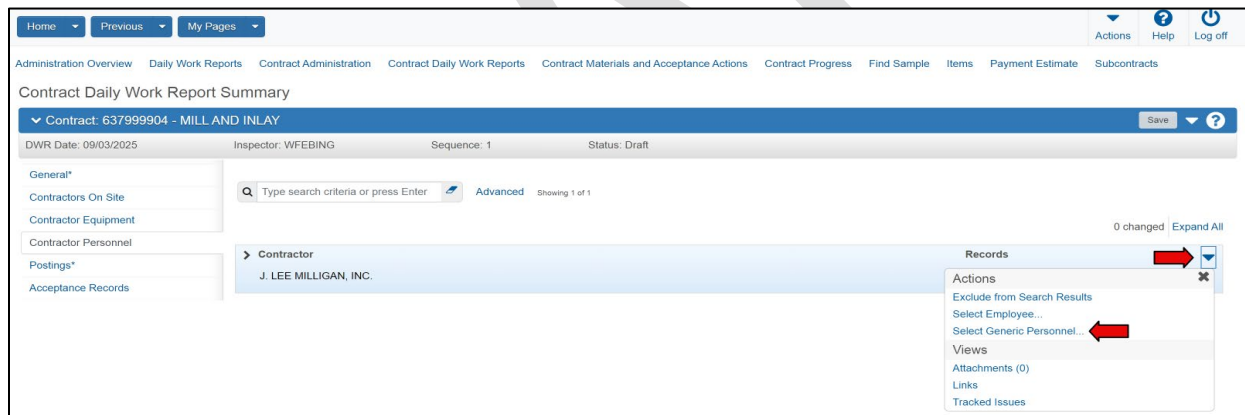
Adding Contractor Personnel on a DWR

Navigation: Construction > Contract Progress > Select Contract ➤ Daily Work Reports > Select DWR Date Link

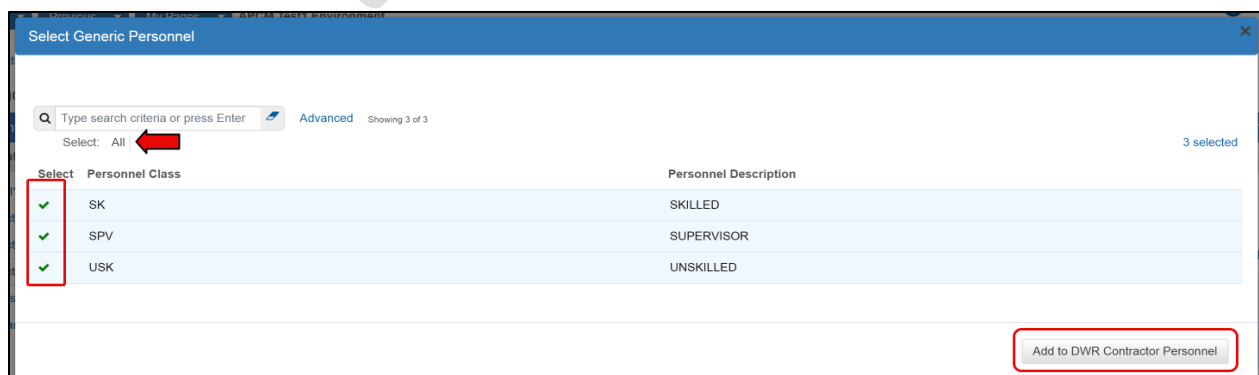
1. From the Daily Work Report Summary page, click the **Contractor Personnel** tab.



2. For the appropriate contractor, click the row **Actions** menu and select the **Select Generic Personnel** action.



3. Search for and select staff members to add to the DWR. Click on **All** to select all types of staff.
4. Click the **Add to DWR Contractor Personnel** button.



Select	Personnel Class	Personnel Description
✓	SK	SKILLED
✓	SPV	SUPERVISOR
✓	USK	UNSKILLED

5. In the **Number On Site** field, enter the count of how many of this type of staff has been added to the DWR for this DWR contractor on this date.
6. In the **Total Hours** field, enter the total number of hours worked by this person recorded as personnel for this DWR contractor on this date.
7. In the **Comments** field, enter additional information about the record.
8. Click the **Save** button.

Posting Items to a DWR

Navigation: Construction > Contract Progress > Select Contract > Daily Work Reports > Select DWR Date Link

1. From the Daily Work Report Summary page, click the **Postings** tab.

2. Click the **Select Items** button.

Home Previous My Pages Actions Help Log off

Administration Overview Daily Work Reports Contract Administration Contract Daily Work Reports Contract Materials and Acceptance Actions Contract Progress Find Sample Items Payment Estimate Subcontracts

Contract Daily Work Report Summary

Contract: 637999904 - MILL AND INLAY Save ?

DWR Date: 09/03/2025 Inspector: WFEIBING Sequence: 1 Status: Draft

General*
Contractors On Site
Contractor Equipment
Contractor Personnel
Postings*
Acceptance Records

Type search criteria or press Enter Advanced

Select Items...

0 marked for deletion 0 changed

No rows found matching criteria.

3. Search for and select the contract line number to add to the DWR.

4. Click the **Save** button.

Select Items X

Type search criteria or press Enter

Select: All None 2 selected

Item Complete Projects Categories Contractors

No Filter No Filter No Filter No Filter

Select	Ln Num	Proj Ln Num	Project/Category	Unit	Item/Description	Supplemental Description
✓	10	0060	637999904/ 003	MO	05026001-BARRICADES, SIGNS AND TRAFFIC HANDLING	
	20	0065	637999904/ 003	LF	05406002-MTL W-BEAM GD FEN (STEEL POST)	supp-MTL W-BEAM GD FEN (STEEL POST)
	30	0070	637999904/ 003	EA	05406006-MTL BEAM GD FEN TRANS (THRIE-BEAM)	supp-MTL BEAM GD FEN TRANS (THRIE-BEAM)
	40	0075	637999904/ 003	EA	05406016-DOWNSTREAM ANCHOR TERMINAL SECTION	
✓	50	0080	637999904/ 003	LF	05426001-REMOVE METAL BEAM GUARD FENCE	supp-REMOVE METAL BEAM GUARD FENCE
	70	0085	637999904/ 003	EA	05446001-GUARDRAIL END TREATMENT (INSTALL)	supp-GUARDRAIL END TREATMENT (INSTALL)
	80	0090	637999904/ 003	EA	05446003-GUARDRAIL END TREATMENT (REMOVE)	supp-GUARDRAIL END TREATMENT (REMOVE)
	60	0140	637999904/ 016	EA	05426002-REMOVE TERMINAL ANCHOR SECTION	supp-REMOVE TERMINAL ANCHOR SECTION

Save

5. Click the expand arrow for the newly added item posting.

Home Previous My Pages Actions Help Log off

Administration Overview Daily Work Reports Contract Administration Contract Daily Work Reports Contract Materials and Acceptance Actions Contract Progress Find Sample Items Payment Estimate Subcontracts

Contract Daily Work Report Summary

Contract: 637999904 - MILL AND INLAY Save ?

DWR Date: 09/03/2025 Inspector: WFEIBING Sequence: 1 Status: Draft

General*
Contractors On Site
Contractor Equipment
Contractor Personnel
Postings*
Acceptance Records

Type search criteria or press Enter Advanced Showing 2 of 2

Select Items...

0 marked for deletion 0 changed

Item ID	Item Description	Project	Category	Records	Attachments
05426001	REMOVE METAL BEAM GUARD FENCE	637999904	003	0	0
Proj Ln Num	Supplemental Description	Tot Qty Posted	Tot Qty Posted to Dt	Pay Plan Indic...	Major Item Indi...
0080	supp-REMOVE METAL BEAM GUAR	0.000	660.000		
Current Qty					
05026001	BARRICADES, SIGNS AND TRAFFIC HANDLI	637999904	003	0	0
0060		0.000	10.000		

6. In the **Contractor** field, click the drop-down arrow and select the contractor that performed the work for this item posting.
7. In the **Reported Quantity** field, enter the quantity of the item installed by the contractor on this date.
8. In the **Location** field, enter the location where the work was performed for the DWR item posting.
9. In the **Station From** field, enter the beginning station for the item posting.
10. In the **Station From Plus** field, enter the distance from the beginning station for the item posting.
11. In the **Offset Type** field, enter the offset type for the beginning station for the item posting.
12. In the **Offset Distance** field, enter the offset distance for the beginning station for the item posting.
13. In the **Station To** field, enter the ending station for the item posting.
14. In the **Station To Plus** field, enter the distance from the ending station for the item posting.
15. In the **Offset Type** field, enter the offset type for the ending station for the item posting.
16. In the **Offset Distance** field, enter the offset distance for the ending station for the item posting.
17. The **Units** field indicates the type of measurement used to determine the quantity of the reference item.
18. Click the **Measured** check box if the item quantity installed is measured.
19. In the **Material Set** field, click the drop-down arrow and select the material set associated with the item, if appropriate.
20. In the **Plan Sheet Page Number** field, enter the number of the plan sheet page on which this work item is found.
21. In the **Comments** field, enter any additional information about the item posting.

Contractor ▼ J. LEE MILLIGAN, INC. (Prime) ▼	Attachments 0	
Reported Quantity ▼ 25.000	Units LF	
Station From ▼ 100	Agency Views None	
Station From Plus ▼ 00	Location ▼ Northbound US 789 RT & LT Lanes and shoulders	
Offset Type ▼ RT		
Offset Distance ▼ 10		
Station To ▼ 110		
Station To Plus ▼ 50		
Offset Type ▼ LT		
Offset Distance ▼ 10		
Measured ▼ <input type="checkbox"/>		
Material Set ▼ ▼		
Plan Sheet Page Number ▼ 50-55		
Comments ▼ ▼		
Attachments 0		

22. Click the **Save** button.

- **Note:** You can add another posting on a posting using the row **Actions** menu and selecting the **New Posting** action.

The screenshot shows the 'Contract Daily Work Report Summary' page for Contract 637999904 - MILL AND INLAY. The page has a top navigation bar with a 'Save' button highlighted by a red box. Below the navigation bar, there are tabs for 'General*', 'Contractors On Site', 'Contractor Equipment', 'Contractor Personnel', 'Postings*', and 'Acceptance Records'. The 'General*' tab is active. In the 'Postings*' section, there is a table with columns: Item ID, Item Description, Project, Category, Proj Ln Num, Supplemental Description, Tot Qty Posted, Tot Qty Posted to Dt, and Current Qty. The table contains two rows of data. The 'Actions' menu is open for the first row, showing options: Delete, Exclude from Search Results, New Posting (highlighted with a red arrow), Views, Attachments (0), Links, and Tracked Issues.

Submitting A DWR for Approval

Navigation: Construction > Contract Progress > Select Contract > Daily Work Reports > Select DWR Date Link

Note: Ensure there is a minimum of two individuals involved in the authorization of the DWR so that the individual inputting the information in the DWR is not the same individual authorizing the DWR.

1. From the Daily Work Report Summary page, click the **General** tab.
2. Click the component Actions menu and select the **Submit for Approval** task.
 - **Note:** Verify the DWR status updates to Pending Approval.

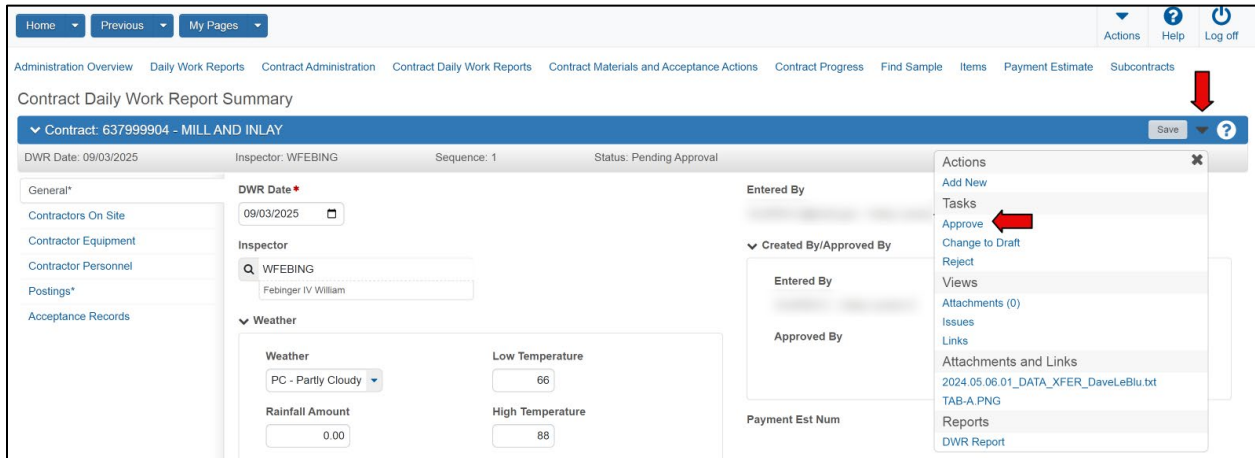
The screenshot shows the 'Contract Daily Work Report Summary' page for Contract 637999904 - MILL AND INLAY. The 'General' tab is active. The page displays various fields for the DWR, including 'DWR Date' (09/03/2025), 'Inspector' (WFEBING), 'Sequence' (1), and 'Status' (Draft). There are also fields for 'Entered By', 'Created By/Approved By', 'Weather', 'Rainfall Amount', 'Low Temperature', and 'High Temperature'. The 'Actions' menu is open, showing options: Add New, Tasks, Approve, Submit For Approval (highlighted with a red arrow), Views, Attachments (0), Issues, Links, Attachments and Links, Reports, and DWR Report.

The screenshot shows the 'Contract Daily Work Report Summary' page for Contract 637999904 - MILL AND INLAY. The 'Status' field is highlighted with a red box and shows 'Status: Pending Approval'.

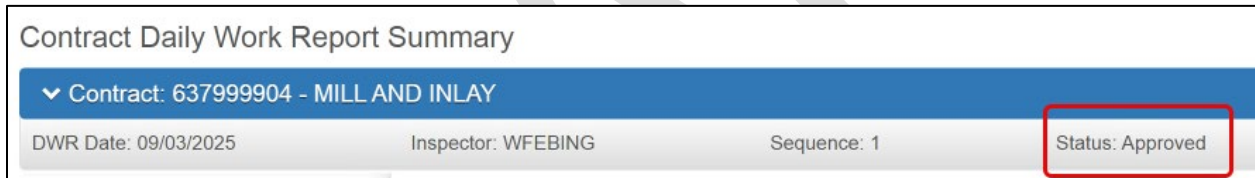
Approving a DWR

Navigation: Construction > Contract Progress > Select Contract > Daily Work Reports > Select DWR Date Link

1. From the Daily Work Report Summary page, click the component **Actions** menu and select the **Approve** task.
 - **Note:** Verify the DWR status updates to Approved.



The screenshot shows the 'Contract Daily Work Report Summary' page for Contract: 637999904 - MILL AND INLAY. The page includes a navigation bar with 'Home', 'Previous', and 'My Pages' buttons. The main content area displays the DWR Date (09/03/2025), Inspector (WFEBING), Sequence (1), and Status (Pending Approval). A sidebar on the left lists various sections like General*, Contractors On Site, Contractor Equipment, Contractor Personnel, Postings*, and Acceptance Records. A right-hand panel shows 'Entered By', 'Created By/Approved By', and 'Payment Est Num'. An 'Actions' menu is open on the right, with 'Approve' highlighted by a red arrow. The menu also includes options like Add New, Tasks, Change to Draft, Reject, Views, Attachments (0), Issues, Links, Attachments and Links, Reports, and DWR Report.



The screenshot shows the 'Contract Daily Work Report Summary' page for Contract: 637999904 - MILL AND INLAY. The page displays the DWR Date (09/03/2025), Inspector (WFEBING), Sequence (1), and Status (Approved). The status 'Approved' is highlighted with a red box. The page layout is similar to the previous screenshot, but the status has been updated.

Rejecting a DWR

Navigation: Construction > Contract Progress > Select Contract > Daily Work Reports > Select DWR Date Link

1. From the Daily Work Report Summary page, click the component **Actions** menu and select the **Reject** task.
 - **Note:** Verify the DWR status updates to Rejected.

The screenshot shows the 'Contract Daily Work Report Summary' page for Contract: 637999904 - MILL AND INLAY. The page includes a navigation bar with 'Home', 'Previous', and 'My Pages' tabs. The main content area displays the DWR Date (09/03/2025), Inspector (WFEBING), Sequence (1), and Status (Pending Approval). A sidebar on the left lists various sections like General*, Contractors On Site, Contractor Equipment, Contractor Personnel, Postings*, and Acceptance Records. On the right, there is an 'Actions' menu with options: Add New, Tasks, Approve, Change to Draft, Reject (highlighted with a red arrow), Views, Attachments (0), Issues, Links, Attachments and Links, 2024.05.06.01_DATA_XFER_DaveLeBlu.txt, TAB-A.PNG, Reports, and DWR Report. A red arrow points to the 'Reject' option in the Actions menu.

The screenshot shows the 'Contract Daily Work Report Summary' page for Contract: 637999904 - MILL AND INLAY. The page displays the DWR Date (09/03/2025), Inspector (WFEBING), Sequence (1), and Status (Rejected). The 'Status: Rejected' field is highlighted with a red box.

Returning a Rejected DWR to Draft Status

Navigation: Construction > Contract Progress > Select Contract > Daily Work Reports > Select DWR Date Link

1. From the Daily Work Report Summary page, click the component **Actions** menu and select the **Change to Draft** task.
 - **Note:** Verify the DWR status updates to Draft.

The screenshot shows the 'Contract Daily Work Report Summary' page for Contract: 637999904 - MILL AND INLAY. The status is 'Rejected'. The 'Actions' menu is open, and the 'Change to Draft' option is highlighted with a red arrow. A red arrow also points to the 'Actions' button in the top right corner of the page header.

Contract: 637999904 - MILL AND INLAY

DWR Date: 09/03/2025 Inspector: WFEHING Sequence: 1 Status: Rejected

General*

Contractors On Site

Contractor Equipment

Contractor Personnel

Postings*

Acceptance Records

DWR Date*

09/03/2025

Inspector

WFEHING

Febinger IV William

Weather

Weather: PC - Partly Cloudy

Low Temperature: 66

Rainfall Amount

High Temperature

Entered By

Created By/Approved By

Entered By

Approved By

Actions

Add New

Tasks

Change to Draft

Views

Attachments (0)

Issues

Links

Attachments and Links

2024.05.06.01_DATA_XFER_DaveLeBlu.txt

TAB-A.PNG

Reports

DWR Report

The screenshot shows the 'Contract Daily Work Report Summary' page for Contract: 637999904 - MILL AND INLAY. The status is now 'Draft', highlighted with a red box.

Contract: 637999904 - MILL AND INLAY

DWR Date: 09/03/2025 Inspector: WFEHING Sequence: 1 Status: Draft