



# Working with Daily Diaries

PROJMGR, BOOKPR

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# Managing Daily Diaries

## Background

A daily diary is a collection of all the authorized Daily Work Reports (DWRs) submitted on one day by all inspectors working on a contract. The project manager usually submits one daily diary per day per contract. In the daily diary, the project manager authorizes the DWRs and records the time charge information for the day. The system does not allow more than one diary to be created per day per contract, and a diary may not be created for a future date. Diaries can be created for days when no DWRs are collected.

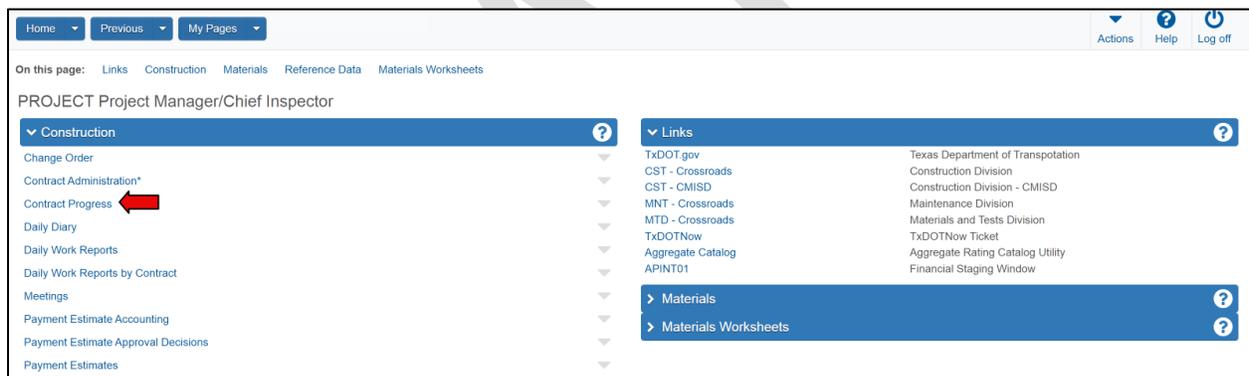
### Key to Action Buttons

-  Global Actions menu (top of the screen)
-  Component Actions menu (on headings)
-  Row Actions menu (on rows)

## Adding a Daily Diary

**Navigation:** Construction > Contract Progress

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



The screenshot shows the system's navigation menu. The 'Construction' component is expanded, and the 'Contract Progress' link is highlighted with a red arrow. Other visible links include 'Change Order', 'Contract Administration\*', 'Daily Diary', 'Daily Work Reports', 'Daily Work Reports by Contract', 'Meetings', 'Payment Estimate Accounting', 'Payment Estimate Approval Decisions', and 'Payment Estimates'. The 'Links' section is also expanded, showing various departmental links like 'TxDOT.gov', 'CST - Crossroads', 'MNT - Crossroads', etc.

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



The screenshot shows the 'Contracts Progress Overview' page. A search bar at the top contains the text '637999' and is highlighted with a red arrow. Below the search bar, the text 'Advanced Showing 1 of 1' is visible. A table below displays one contract entry:

Contract	Description	Prime ID	Prime Name
637999904	MILL AND INLAY	06796	

3. Click the **Diaries** 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 Status

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

4. Click **Add**.

Contract Progress Summary

Contract: 637999904 - MILL AND INLAY

Diaries

Add

Diary Date	Created By	Locked	Remarks	Included on Es...
12/31/2024	JSTEUBI2 - Jacob Steubing	Yes	0	0001
01/01/2025	HPARRI-C - Hope Parrish	Yes	1	0001

5. In the **Diary Date** field, enter the date for the diary. Current date will populate automatically.

Add Daily Diary

Contract: 637999904 - MILL AND INLAY

Diary Date \*

09/02/2025

Author

JKELLER

Keller Jennifer

Weather

Low Temperature

High Temperature

Diary Locked

No

Payment Est Num

Remarks

0

Project Number

Entered By

Entered Date

Last Updated By

Last Updated Date

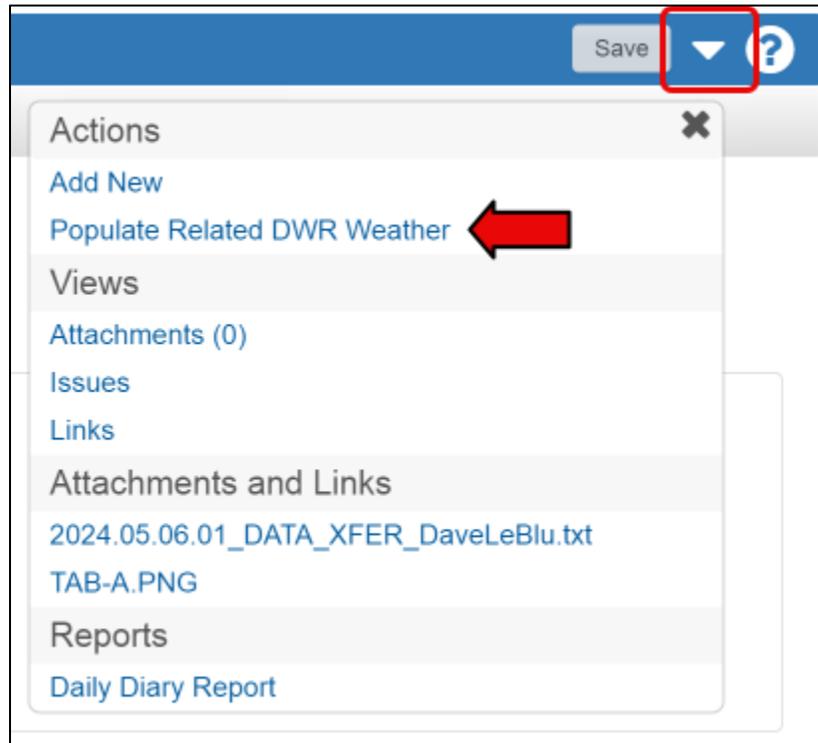
Contractor Working

No

Payment Est Status

6. In the **Author** 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 weather condition for the diary date. Entering weather information is optional.
  - **Note:** If you want the weather information related from the DWR, skip the weather fields. After saving the record, click the component **Actions** menu and select the **Populate Related DWR Weather** action.



8. In the **Low Temperature** field, enter the low temperature recorded for the diary date.
9. In the **High Temperature** field, enter the high temperature recorded for the diary date.
10. Click the **Save** button.
11. In the **Remarks** section, in the Remarks Type field, click the drop-down arrow and select the remark type.

A screenshot of the 'Remarks' section in a software interface. It features a 'Type' field with a drop-down arrow and a 'Remark' field with a search icon. The 'Type' field is currently empty, and the 'Remark' field is also empty.

12. In the **Remark** field, enter a remark for the diary date.

13. Click the **Save** button.

- **Note:** Weather, Temperature and Remark fields are not necessary to create a diary entry and should not contradict Daily Work Report information recorded.

Home Previous My Pages Actions Help Log off

Contracts Contract Administration Contract Progress Daily Diary Items Contract Payments Subcontracts

Add Daily Diary

Contract: 637999904 - MILL AND INLAY Save ?

General

Diary Date \* 09/02/2025

Author JKELLER Keller Jennifer

Weather

Low Temperature

High Temperature

Diary Locked No

Payment Est Num

Remarks 0

Project Number

Entered By

Entered Date

Last Updated By

Last Updated Date

Contractor Working No

Payment Est Status

## Viewing DWRs on a Daily Diary

**Navigation:** Construction > Daily Diary > Select Diary Date Link

1. From the Contract Daily Diary Summary, click the **DWRs** tab.

Home Previous My Pages Actions Help Log off

Daily Diaries Change Orders Contract Administration Contract Documentation Contract Progress Contracts Daily Work Reports Estimates Items Subcontracts

Contract Daily Diary Summary

Contract: 637999904 - MILL AND INLAY Save ?

Diary Date: 09/02/2025 Author: JKELLER

General

DWRs ←

Contract Times

Diary Date \* 09/02/2025

Author JKELLER Keller Jennifer

Weather PC - Partly Cloudy

Low Temperature 66

High Temperature 88

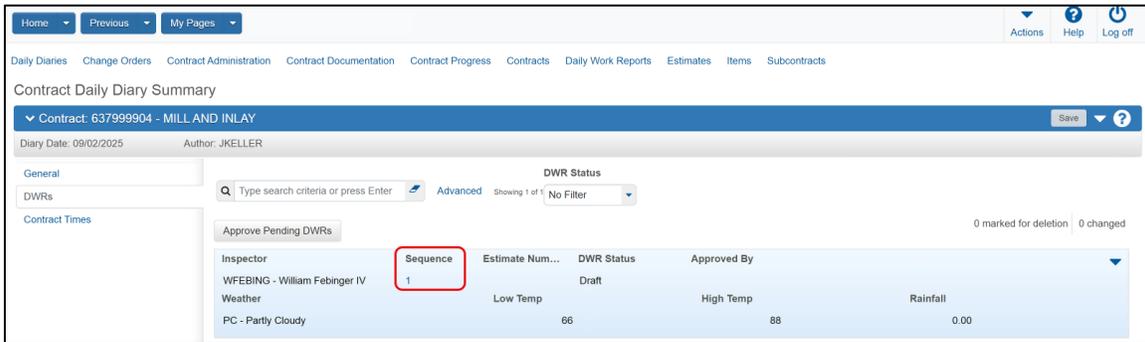
Project Number RMC - 637999904

Entered By Jennifer Keller Entered Date 09/22/2025 12:44:35 PM

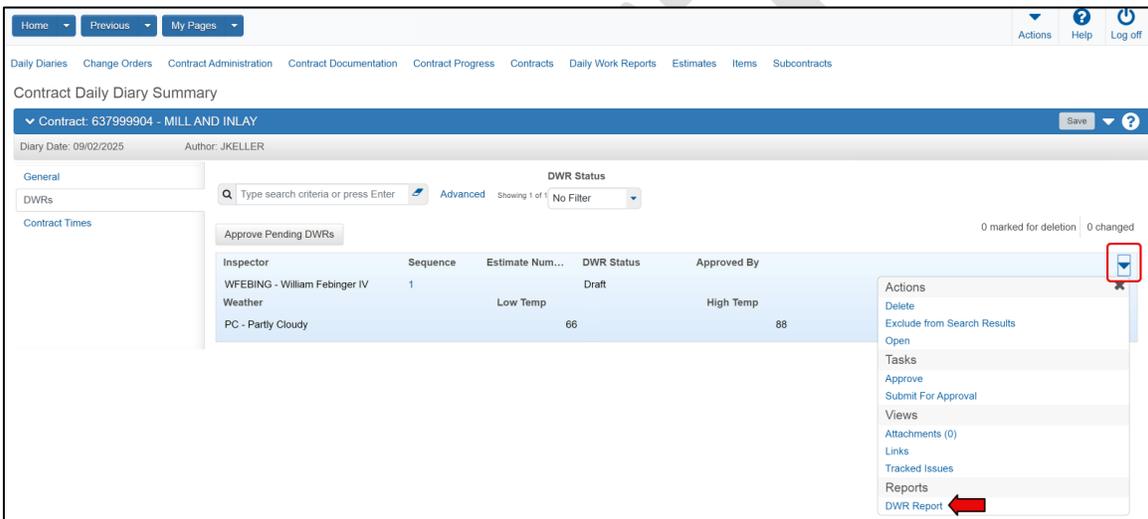
Last Updated By Jennifer Keller Last Updated Date 09/22/2025 12:46:09 PM

Contractor Working Yes

2. Click the **Sequence** link for the Daily Work Report you wish to view.



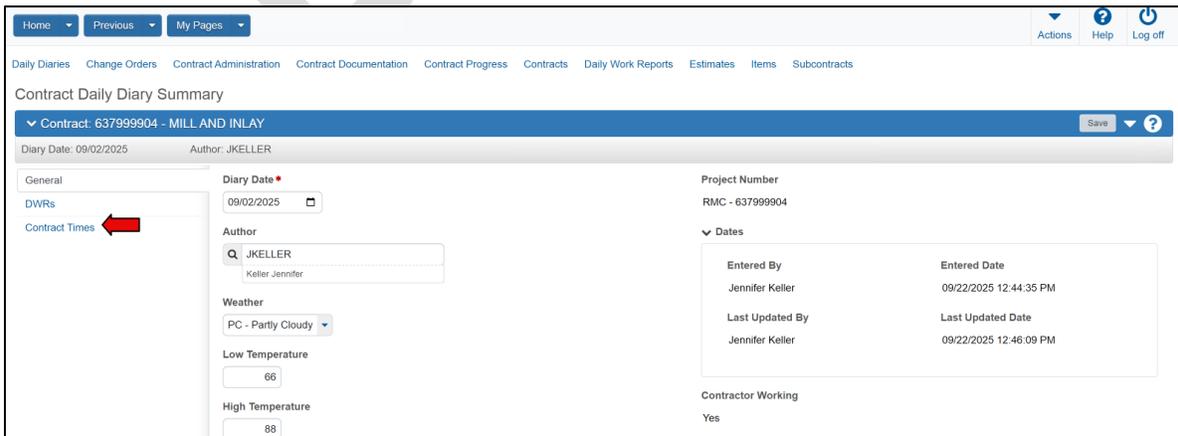
- **Note:** To view the DWR Report, open the row **Actions** menu and select DWR Report.



## Recording Time Information on a Daily Diary

**Navigation:** Construction > Daily Diary > Select Diary Date Link

1. From the Contract Daily Diary Summary, Click the **Contract Times** tab.



2. Expand the **Time ID** for the Diary Date needing to make a record.

Contract Daily Diary Summary

Contract: 63799904 - MILL AND INLAY

Diary Date: 09/02/2025 Author: JKELLER

Time ID	Time Chrg	Adj Time Chrg	Curr Time Units Chrg on Diar...
AD			1.00
Time Descr	Cred Reas	Main	Time Unit
MILL AND INLAY Number		Yes	Days
Time Type			Available Time
MS-AD			0.00
MILESTONE 1-CST2 Test-Jennifer		No	Days
			Available Time

3. For the contract time record, click the **Time Charged** drop-down, select the 0 or 1 value.

Time ID

AD

Time Descr

MILL AND INLAY Number

Time ID

AD

Time Charged

0

1

- **Note:** If 0 time charged value is selected for the **Time Charged** field, the required **Credit Reason** field will appear to select the impeding progress to work reason.

Time Charged

0

Credit Reason

01 - SATURDAY

02 - SUNDAY

03 - HOLIDAY

04 - TOO WET

05 - TOO COLD

06 - RAIN

08 - ASPHALT SEASON CLOSED

09 - PERFORMANCE PERIOD

1 - SATURDAY

10 - TOO WINDY & DUSTY

4. Click the **Save** button.

# Approving DWRs on a Daily Diary

**Navigation:** Construction > Daily Diary > Select Diary Date Link

**Note:** You can approve a single DWR, or all the DWRs in a diary with a status of *Pending Approval*.

To approve all pending DWRs in a Daily Diary:

1. Click the **DWRs** tab.

The screenshot shows the 'Contract Daily Diary Summary' page for contract 637999904 - MILL AND INLAY. The 'DWRs' tab is selected in the left-hand navigation menu, indicated by a red arrow. The page displays various fields for the diary entry, including the date (09/02/2025), author (JKELLER), project number (RMC - 637999904), and weather conditions (PC - Partly Cloudy). A 'Save' button is visible in the top right corner of the summary area.

2. Click the **Approve Pending DWRs** button above the list of DWRs.

The screenshot shows the 'Contract Daily Diary Summary' page with the 'DWRs' tab selected. A search bar is visible with the text 'Type search criteria or press Enter'. Below the search bar, the 'Approve Pending DWRs' button is highlighted with a red arrow. A table of DWRs is displayed below the button, showing one entry with a 'Draft' status. The table has columns for Inspector, Sequence, Estimate Num..., DWR Status, and Approved By. Below the table, there are fields for Weather (PC - Partly Cloudy), Low Temp (66), High Temp (88), and Rainfall (0.00).

Inspector	Sequence	Estimate Num...	DWR Status	Approved By
WFEBING - William Febinger IV	1		Draft	

3. Click the **Save** button.

To approve individual DWRs in a Daily Diary:

1. Click the **DWRs** tab.

The screenshot shows the 'Contract Daily Diary Summary' page for contract 637999904 - MILL AND INLAY. The 'DWRs' tab is selected in the left-hand navigation menu, indicated by a red arrow. The main content area displays the diary date (09/02/2025), author (JKELLER), project number (RMC - 637999904), and a 'Dates' table with columns for 'Entered By', 'Entered Date', 'Last Updated By', and 'Last Updated Date'. The 'Contractor Working' status is set to 'Yes'.

2. Click the row **Actions** menu for the DWR to approve.
3. Click the **Approve** task.

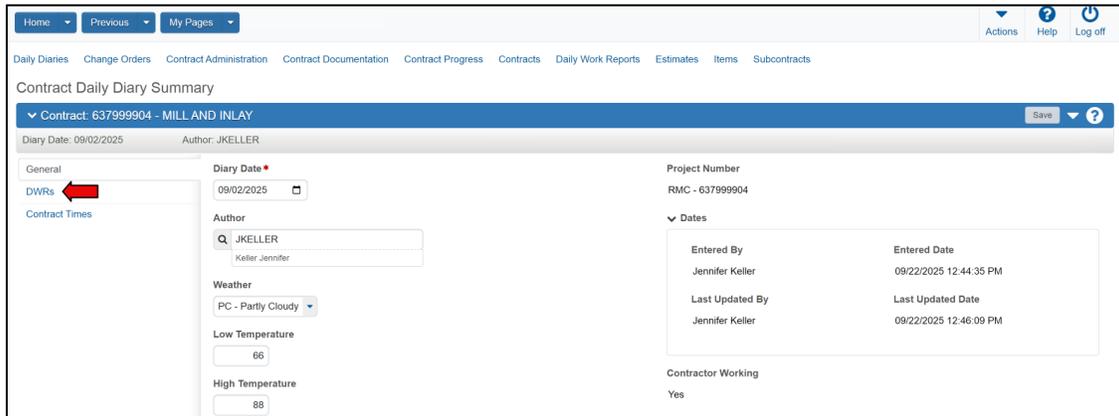
The screenshot shows the 'Contract Daily Diary Summary' page with the 'DWRs' tab selected. A table of DWRs is displayed with columns for 'Inspector', 'Sequence', 'Estimate Num...', 'DWR Status', and 'Approved By'. The first row shows 'WFEHING - William Febinger IV' with sequence 1, status 'Draft', and 'High Temp' approved by '88'. A red arrow points to the 'Actions' menu icon in the top right corner of the table row. The 'Actions' menu is open, showing options like 'Delete', 'Exclude from Search Results', 'Open', 'Tasks', 'Approve', 'Submit For Approval', 'Views', 'Attachments (0)', 'Links', 'Tracked Issues', 'Reports', and 'DWR Report'. The 'Approve' option is highlighted with a red arrow.

# Rejecting DWRs on a Daily Diary

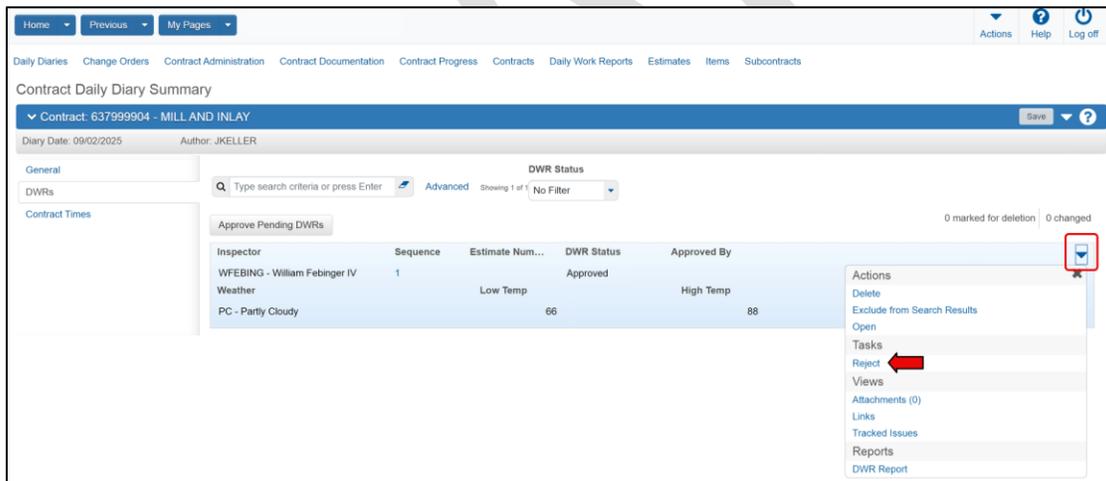
**Navigation:** Construction > Daily Diary > Select Diary Date Link

**Note:** DWR can be rejected if it has previously been approved.

1. Click the **DWRs** tab.



2. Click the row **Actions** menu for the DWR to reject.
3. Click the **Reject** task.



4. Verify the **DWR Status** as Rejected.



# Managing Diary Adjustments

## Background

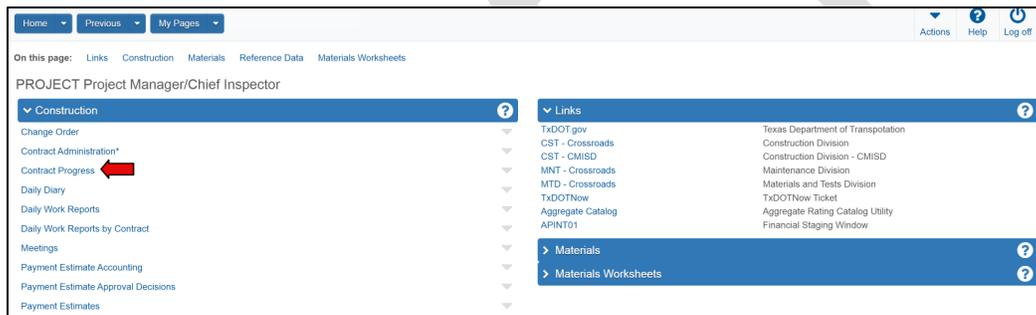
The Diary Adjustments tab on the Contract Progress Summary enables you to make changes to contract times in a contract diary after the estimate has been created and the diary locked.

## Managing Diary Adjustments

Diary Adjustments can only be created after an estimate has been processed.

**Navigation:** Construction > Contract Progress

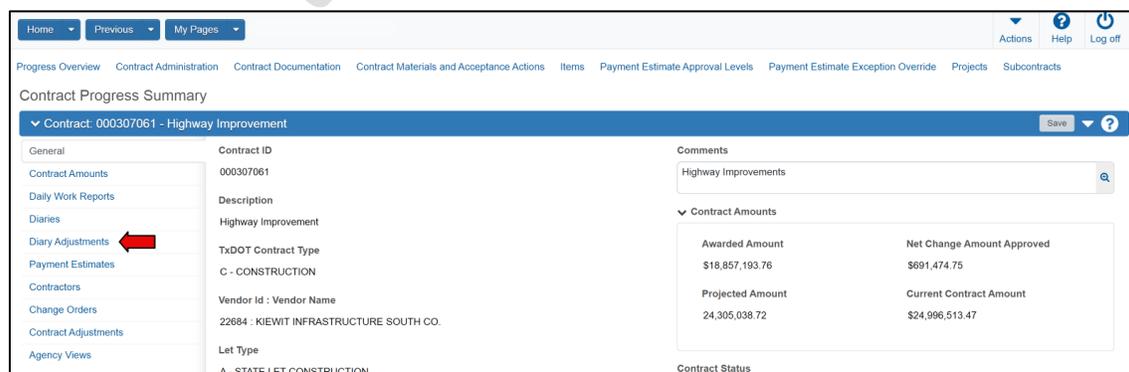
1. From the **Construction** component, click the **Contract Progress** link.



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



3. Click the **Diary Adjustments** tab.



4. Click the **Select Diary Contract Time Charges** button.

The screenshot shows the 'Contract Progress Summary' page for contract 000307061 - Highway Improvement. On the left is a navigation menu with options like 'General', 'Contract Amounts', 'Daily Work Reports', 'Diaries', 'Diary Adjustments', 'Payment Estimates', 'Contractors', 'Change Orders', 'Contract Adjustments', and 'Agency Views'. The main area has a search bar and a table of time charges. A red arrow points to the 'Select Diary Contract Time Charges...' button.

Time ID	Time Descr	Diary Date	Comments
AD	Highway Improvement	11/01/2023	test 123
Current time charge			
1	0	02/06/2024 9:55:28 AM	Main Pay Est Num 0003
AD	Highway Improvement	11/02/2023	Hello?
1			
1	0	02/06/2024 9:55:28 AM	Yes 0003
AD	Highway Improvement	11/03/2023	test123

5. Search for and select the time charge(s) to adjust.

6. Click the **Add to Diary Adjustments** button.

The screenshot shows the 'Select Diary Contract Time Charges' dialog box. It features a search bar at the top with a red circle around it. Below is a table of time charges with columns for 'Select', 'Diary Date', 'Time ID', 'Time Descr', and 'Time Chrg'. A red arrow points to the 'Time ID' column. At the bottom right, there is an 'Add to Diary Adjustments' button with a red arrow pointing to it.

Select	Diary Date	Time ID	Time Descr	Time Chrg
	11/01/2023	AD	Highway Improvement	1
	11/01/2023	MS-AD	MILESTONE(Milestone1)	
	11/01/2023	MS-AD	MILESTONE(Milestone 2)	
	11/02/2023	AD	Highway Improvement	1
	11/02/2023	MS-AD	MILESTONE(Milestone1)	
	11/02/2023	MS-AD	MILESTONE(Milestone 2)	
	11/03/2023	AD	Highway Improvement	1
	11/03/2023	MS-AD	MILESTONE(Milestone1)	
	11/03/2023	MS-AD	MILESTONE(Milestone 2)	
	11/04/2023	MS-AD	MILESTONE(Milestone1)	
	11/04/2023	MS-AD	MILESTONE(Milestone 2)	
	11/05/2023	AD	Highway Improvement	0
	11/05/2023	MS-AD	MILESTONE(Milestone1)	
	11/05/2023	MS-AD	MILESTONE(Milestone 2)	

7. In the **New Charge** field, click the drop-down arrow and select the new charge for contract time.

Time ID	Time Descr	Diary Date	Comments
AD	Highway Improvement	11/01/2023	
Current time charge	New Charge	Modified Date	Main Pay Est Num
1			Yes

Diary Date: 11/01/2023

New Charge: 0

Comments: [Search]

Last Update Info: Last Updated By, Last Updated Date

Time ID: AD

Time Description: Highway Improvement

Time Unit: Days

Time: Original Number of Time Units: 283.00, Current Number of Time Units: 310.00

8. In the **Credit Reason** field, click the drop-down arrow and select the reason.

Time ID	Time Descr	Diary Date	Comments
AD	Highway Improvement	11/01/2023	
Current time charge	New Charge	Modified Date	Main Pay Est Num
1	0		Yes

Diary Date: 11/01/2023

New Charge: 0

Time Charged: 1

Comments: [Search]

Last Update Info: Last Updated By, Last Updated Date

Credit Reason: 0

Time ID: AD

Time Description: Highway Improvement

Time Unit: Days

Time: Original Number of Time Units: 283.00, Current Number of Time Units: 310.00

9. In the **Comments** field, enter additional information about the diary adjustment.

Time ID	Time Descr	Diary Date	Comments
AD	Highway Improvement	11/01/2023	
Current time charge	New Charge	Modified Date	Main Pay Est Num
1	0		Yes

Diary Date: 11/01/2023

New Charge: 0

Time Charged: 1

Comments: [Search]

Last Update Info: Last Updated By, Last Updated Date

Credit Reason: 05 - TOO COLD

Time ID: AD

Time Description: Highway Improvement

Time Unit: Days

Time: Original Number of Time Units: 283.00, Current Number of Time Units: 310.00

10. Click the **Save** button.