






AASHTOWare Project
Construction and Materials
Inspector Role
Training Manual





Inspector

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1. What's New with DWR's?

2. Create a DWR to record placed quantities

Login

Username: Uxxxx

Password: xxxxx

Role: INSPECTOR

Navigation

Inspector Links>Daily Work Report

1. Click the Component Action button and **Select Contract to Add DWR**
2. Check the Contract ID [07817A Milk River - North](#) row.
3. Scroll to the bottom right and click on the **Create DWR on Contract** button.
4. Click **Save**.
5. Verify that the DWR Date and Inspector fields are auto-populated with the current date and user.
6. From the **Weather AM** dropdown list, select [Clear - Clear](#)
7. From the **Weather PM** dropdown list, select [Cloudy - Cloudy](#)
8. In the **Low Temperature** field, type [60](#)
9. In the **High Temperature** field, type [80](#)
10. In the **Rainfall Amount** field, type [0](#)
11. Scroll down to the **Remarks** Section
12. From the **Type** dropdown list select the [DWR Crew - Crew Activity](#)
13. In the **Remarks** field type [Cold milling](#)
14. In the next remarks row select the **DWR Weather - Weather** from the **Type** dropdown list.
15. In the **Remarks** field, type [No weather issues for today](#)
16. Click the **Save** button
17. Click on the **Contractors** Tab
18. Click on the **Select Contractors** button
19. Click on Vendor ID [6013 - INDUSTRIAL BUILDERS INC.](#)
20. Click on the **Add to DWR Contractors** button
21. Click on the **Start Time** Calendar icon
22. Select the current date at **08:00 AM**
23. Click on the **Start Time** Calendar icon to close the window
24. Click on the **End Time** Calendar icon
25. Select the current date at **05:00 PM**
26. Click on the **End Time** Calendar icon to close the window



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27. Type in **8** in the **Hours** field
28. Click the **Save** button.
29. Verify that the fields Equipment, Personnel, Staff and DBE Certified are all auto-populated with No.
30. Click on the **Contractor Equipment** Tab
31. Click on the Contractor **Row Actions** button and [Select Equipment](#) link
32. Select [Pickup](#) and [Wirtgen 220i Cold Milling Machine](#) from the list
33. Click on the **Add to DWR Contractor Equipment** button
34. For the Pickup row, In the **Number On Site** field, type **2**
35. For the Pickup row, In the **Number Used** field, type **2**
36. For the Pickup row, In the **Hours Used** field, type **8**
37. For the Pickup row, In the **Comments** field, Type [2 GMC Crew cabs](#)
38. For the Wirtgen 220i Cold Milling Machine row, In the **Number On Site** field, type **1**
39. For the Wirtgen 220i Cold Milling Machine row, In the **Number Used** field, type **1**
40. For the Wirtgen 220i Cold Milling Machine row, In the **Hours Used** field, type **7**
41. Click the **Save** button
42. Click on the **Contractor Personnel** Tab
43. Click on the Contractor **Row Actions** button and [Select Personnel](#) link
44. Select [Truck Drivers](#) from the list
45. Click on the **Add to DWR Contractor Personnel** button
46. In the Truck Drivers row, In the **Number On Site** field, type **2**
47. In the Truck Drivers row, In the **Total Hours** field, type **8**
48. In the Truck Drivers row, In the **Decision Class** field type [truck](#) and select [Truck Driver – Zone 2](#) from the list
49. Click **Save**
50. Select the **Contractor Staff** Tab
51. Click on the Contractor Row Actions button and **Select Staff** link
52. Select [Myers, Brian](#) from the list
53. Click on the **Add to DWR Contractor Staff** button
54. In the **Number On Site** field, type **1**
55. In the **Total Hours** field, type **9**
56. Click the **Save** button
57. Click on the **Work Items** Tab
58. Click the **Select Items** button
59. In the **Search** field, type [cold](#)
60. Select Proj Item Ln Num [0110](#) Project/Category [9028052000\[x\]/0001](#) Item/Description [411010000 - COLD MILLING](#) from the list
61. Click the **Save** button
62. Click on the **Item Row Action** button and select **New Posting**



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63. Verify that INDUSTRIAL BUILDERS, INC is auto-populated in the **Contractor** field
64. In the **Placed Quantity** field, type *1216.5*
65. In the **Station From** field, type *30+00*
66. From the **Offset Type** dropdown list, select *RT*
67. In the **Offset Distance** field, type *23 FT*
68. In the **Station To** field, type *59+8.45*
69. In the **Location/Description** field, type *Mill – East Bound driving lane*
70. In the **Material Set** field verify that *No Materials* is auto-populated
71. Click the **Save** button
72. Verify that **Tot Qty Posted to Dt** is auto-populated with *1216.500*



3. Create a DWR to calculate quantities in an agency view

Login

Username: Uxxxx

Password: xxxxx

Role: INSPECTOR

Navigation

Daily Work Report Overview

1. From the component action menu, choose *Add New*.
2. Verify that the DWR Date and Inspector fields are auto-populated with the current date and user.
3. Click **Save**.
4. Scroll down to the **Remarks** Section
5. From the **Type** dropdown list select the *DWRCrew _Crew Activity*
6. In the **Remarks** field type *Traffic Control*
7. Click the **Save** button
8. Click on the **Contractors** Tab
9. Click on the **Select Contractors** button
10. Click on Vendor ID *2096 SK Construction*.
11. Click on the **Add to DWR Contractors** button
12. Click on the **Start Time** Calendar icon
13. Select the current date at **7:00 AM**
14. Click on the **Start Time** Calendar icon to close the window
15. Click on the **End Time** Calendar icon
16. Select the current date at **5:00 PM**
17. Click on the **End Time** Calendar icon to close the window
18. Type in *10* in the **Hours** field
19. Click the **Save** button.
20. Click on the **Work Items** Tab
21. Click the **Select Items** button
22. In the **Search** field, type *traffic*
23. Select Proj Item Ln Num *0140* Project/Category *9028052000[x]/0001* Item/Description *6180300005 – TRAFFIC CONTROL CB* from the list
24. Click the **Save** button
25. Click on the **Item Row Action** button and select **New Posting**
26. Verify that SK CONSTRUCTION is auto-populated in the **Contractor** field
27. Expand the Item by clicking on the **>**.
28. In the **station from** field enter *20+00*
29. In the **station to** field enter *50+00*.



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30. Click **Save**
31. Expand the Item by clicking on >.
32. On the **Row Action** menu, click on **MDT Traffic Control**
33. In the **Unit System** field, select **English**.
34. Click the **New** button.
35. In the **Station/Location field**, enter *20+00*.
36. In the **TC Layout field**, enter *Trucks Entering*.
37. In the **Install type**, select **Install**
38. In the **Group** field, select **34-1 Flagger -Zone 1**.
39. In the **Start Hour** field, enter *07*.
40. In the **Mins** field, enter *00*.
41. In the **Stop Hour** field, enter *17*.
42. In the **Mins** field, enter *00*.
43. In the **No of Items** field, enter *1*
44. Click the **New** button.
45. In the **Station/Location field**, enter *25+00*.
46. In the **Install type**, select **Install**
47. In the **Group** field, select **01-Portable Mount Signs**
48. In the **No of Items** field, enter *12*
49. Click **Save**
50. Verify that the placed quantity in the header is 812.
51. Click on the **DWR Item Posting** Quick Link
52. Expand the Item by clicking on the >
53. The placed quantity will be auto populated with 812.



4. Create a DWR for Visual Inspection acceptance

Login

Username: Uxxxx

Password: xxxxxx

Role: INSPECTOR

Navigation

Contract Daily Work Report Summary

1. Click on **Work Items** Tab
2. Click **Select Items** button
3. Type *curb* in the **Search** field
4. Select Project Line Item *0570 – 609010200-CURB AND GUTTER-CONC* from the list
5. Click the **Save** button
6. Click on the **Item Row Action** button and select **New Posting**
7. In the **Contractor** field verify that *SK CONSTRUCTION, INC. (Prime)* is auto-populated
8. In the **Placed Quantity** field, type *2*
9. In the **Station From** field, type *118+07*
10. In the **Station To** field, type *134+07*
11. In the **Location/Description** field, type *Curb & Gutter*
12. From the **Material Set** field, Select *Class General-Optimized*
13. Click **Save**.
14. Click on the **Acceptance Records** Tab
15. Expand the *Curb & Gutter* section by clicking on the > arrow
16. Expand the 713.01.00.01 - Water section by clicking the > arrow
17. Hit enter in the **Source ID** field and select *City of Great Falls* from the list
18. From **Field Inspection Value** dropdown list, select *INSPECT – Visually Inspected*
19. From the **Material has been visually inspected** dropdown list select *Acceptable*
20. In the **Comments** field type *Visual inspection of water added to concrete truck*
21. Click **Save**



5. Run the DWR Report

Login

Username: Uxxxx

Password: xxxxxxx

Role: INSPECTOR

Navigation

Home > Daily Work Report Overview > [07817A](#)

1. Look for the current date DWR under your Inspector name
2. Click on the **Row Action** button and select [DWR Report](#) under Reports
3. Click the **Execute** button
4. Verify the report is displayed in a new Internet Explorer window
5. Click **File** > [Save as...](#)
6. Browse to your team folder
7. Change the File name to DWRReport.pdf
8. Click **Save**
9. Close the Internet Explorer window



6. Submit the DWR for Approval

Login

Username: Uxxxx

Password: xxxxx

Role: INSPECTOR

Navigation

Home > Daily Work Report Overview > [07817A](#)

1. Look for the current date DWR under your Inspector name
2. Click on the **Date** link to open the DWR
3. Click on the **Component Action** button and select [Submit for Approval](#)
4. Verify that the **Status** changes from Draft to Pending Approval in the status bar



7. Create a DWR to record a correction

Login

Username: Uxxxx

Password: xxxxx

Role: INSPECTOR

Navigation

Daily Work Report Overview

1. Click the Component Action button and select **Add New**.
2. Verify that the Inspector field is auto-populated with the user.
3. Click **Save**
4. Scroll down to **Remarks** Section.
5. From the **Type** dropdown List select *DWRCorrection – Correction*
6. Type *Correction on original DWR (Sequence 1). Quantity should have been entered on project 5157 item instead of 9028.* in the Remarks window.
7. Click **Save**.
8. Click on the **Contractors** Tab
9. Click on the **Select Contractors** button
10. Click on Vendor ID *6013 - INDUSTRIAL BUILDERS INC*
11. Click on the **Add to DWR Contractors** button
12. Click **Save**
13. Click on the **Work Items** Tab
14. Click the **Select Items** button
15. Type *cold* in the Search field
16. Select both Proj Item Ln Num *0110* and Project Line Item *0290 – 411010000 - COLD MILLING* from the list
17. Click the **Save** button
18. Click on *the Project Line Item 0110 Row Action* button and select **New Posting**
19. In the **Contractor** field, select *INDUSTRIAL BUILDERS INC*
20. In the **Placed Quantity** field type *-1216.50*
21. In the **Location/Description** field type *Quantity should have been entered on project 5157 instead of 9028*
22. In the **Material Set** field verify that *No Materials* is auto-populated
23. Click the **Save** button
24. Click the **Select Items** button
25. Type *cold* in the Search field
26. Click on the *Project Line Item 0290 Row Action* button and select **New Posting**
27. In the **Contractor** field, select *INDUSTRIAL BUILDERS INC*
28. In the **Placed Quantity** field type *1216.50*
29. In the **Location/Description** field type *Correction*



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30. In the **Material Set** field verify that *No Materials* is auto-populated
31. Click the **Save** button

8. Create a force account

Login

Username: Uxxxx Password: xxxxxx Role: INSPECTOR

Navigation

Inspector Links > Contract Progress > [07817A](#) > Force Accounts

1. Click the **New** button
2. In the **Descr** field, Enter *Place riprap in eroded trench in 12+20 RT*
3. Click **Save**
4. Click on the linked **Seq Num 1** to open the force account
5. Click on the **Contractors** tab
6. Click on the **Select Contractors** button
7. In the search field, click enter
8. Choose [2096 SK CONSTRUCTION, INC.](#)
9. Click the **Add to Force Account Contractors** button
10. Click **Save**
11. Click on the **2096** Vendor link
12. Verify **Equipment Pct** field is auto-populated with 10.000 percent
13. Verify **Labor Pct** field is auto-populated with 80.000 percent
14. Verify **Materials Pct** field is auto-populated with 15.000 percent



9. Input the necessary information into the Force Account

Login

Username: Uxxxx

Password: xxxxxx

Role: INSPECTOR

Navigation

Continuation from previous test case

1. Click on the **Equipment** tab
2. Click the **Select Force Account Contractor Vendor Equipment** button
3. Scroll down and check *Pickup*
4. Click on the **Add to Force Account Contractor** button
5. In the **Supp Descr** field, enter *2000 GMC*
6. In the **Standard Hourly Rate** field, enter *14.51*
7. In the **Idle Hourly Rate** field enter *0.00*
8. In the **Own Type** dropdown list, select *Owned*
9. Click **Save**
10. Click on the **Labor** tab
11. Click **Select Force Account Contractor Labor** button
12. Check the *Laborers* personnel type
13. Click on the **Add to Force Account Contractor** button
14. In the **Supp Descr** field, enter *Sawyer Smith*
15. In the **Regular Hourly Rate** field, enter *30.02*
16. In the **OT Hourly Rate** field enter *45.03*
17. Click **Save**
18. Click **Select Force Account Contractor Labor** button
19. Check the *Laborers* personnel type
20. Click on the **Add to Force Account Contractor** button
21. In the **Supp Descr** field, enter *Madison James*
22. In the **Regular Hourly Rate** field, enter *30.02*
23. In the **OT Hourly Rate** field enter *45.03*
24. Click **Save**
25. Click on the **Material Invoices** tab
26. Click **New**
27. In the **Descr** field, enter *4" to 6" boulders.*
28. In the **Date** calendar popup, Select *4/06/2018*
29. In the **Amount** field, enter *10.50*
30. In the **Qty** field, enter *0.81*



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31. In the **Unit Price** field, enter *12.96*
32. In the **Units** dropdown list, select *TON - Ton*
33. Click **Save**
34. Click on the **Miscellaneous Invoices** tab
35. Click **New**
36. In the **Descr** field, enter *Premium on bond*
37. In the **Amount** field, enter *5.75*
38. Leave other remaining fields blank
39. Click **Save**



10. Create DWR to record Force Account

Login

Username: Uxxxx

Password: xxxxx

Role: INSPECTOR

Navigation

Home > Inspector Links>Daily Work Report

1. Click on the **Component Action** button and click on [Select Contract to Add DWR](#)
2. Click on [07817\[X\]](#)
3. Click the **Create DWR on Contract** button
4. Click **Save**
5. Click on the **Force Account Contractor** tab
6. Click on **Select Force Account Contractors**
7. Select Seq Num [1 - Place riprap in eroded trench in 12+20 RT](#)
8. Click on **Add to DWR Force Acct Contrs**
9. Click **Save**
10. Click on [1](#) under **Seq Num**
11. Enter [5.0](#) under **Std hrs**
12. Leave **Idle hrs** blank.
13. Click on the **Labor** tab
14. Enter [5.0](#) under the **Reg Hrs** for both employees.
15. Leave **OT Hrs** blank
16. Click on the **Materials** tab
17. Enter [0.81](#) under **Qty**
18. Click **Save**



11. Complete a Force Account and run report

Login

Username: Uxxxx

Password: xxxxxx

Role: INSPECTOR

Navigation

Contract Progress

1. Click on the **Contract Progress** quick link
2. Click on the **Force Accounts** tab
3. Click on **1** under **Seq Num**
4. Click on the checkbox under **Complete**
5. Click on **Save**
6. Click on the arrow next to **Save**
7. From the row action menu, click on **Force Account Report**
8. Leave the **Start Date** and **End Date** blank
9. Click **Execute**
10. A dialog box will appear at the bottom of the screen, asking if you want to Open, Save, or Cancel.
11. Select **Open**
12. Review the Force Account Report



12.  What's New with Sample Records?

13. Create a sample record for Class Deck concrete that is routed through the district lab

Login

Username: Uxxxx

Password: xxxxx

Role: INSPECTOR

Navigation

Inspector Links > Sample Records

1. Click on the **Component Action** button and select **Add**
2. In the **Material Code – Name** field, type *deck* and select *551.03.02.06 Class Deck Concrete*
3. Select the current date in the **Sample Date** calendar popup
4. In the **Sample Type** dropdown, select *PROJ – Project Acceptance*
5. In the **Acceptance Method** dropdown, select *TEST – Test Results*
6. Click **Save**
7. Confirm the Lab Control Number and Created Date are auto-populated
8. Confirm the Sample Status of *Pending* is auto-populated
9. In the **Witnessed By ID - Name** field, enter *your last name* and select your name
10. In the **Specimen(s) Number** field, enter *L4T1_13-16*
11. In the **Intended Use** field, enter *Yellowstone River NB*
12. In the **District/Area** field, select *BOZ - Bozeman*
13. In the **Control Type** dropdown, select *LOT - Lot Number*
14. In the **Control Number** field, enter *4*
15. Click **Save**
 - a. To tester – note the last four digits of the Sample ID or the Id number – this will be used multiple times in later test cases
16. Click on the **Sources** tab
17. Click the **Select Primary Source** button
18. In the search field, hit Enter



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19. Select *HighCaliberConc – High Caliber Concrete*
20. Click the **Add to Sample Record** button
21. Click **Save**
22. Click on the **Destination Lab(s)** tab
23. Click the **New** button
24. Verify the **Destination** field auto-populated to *Destination Lab*
25. Click in the **Lab Name** field and enter *field*
26. Select *FieldCrew*
27. Click the **New** button
28. Click in the **Lab Name** field and hit Enter
29. Select *Butte Receiving*
30. Click **Save**
31. Click on the **Contract** tab
32. Click on the **Select Contract Project Items** button
33. In the search field, type *07817[x]*
34. Click on *0800 – CONCRETE-CLASS DECK, Class Deck-Optimized*
35. Click **Save**
36. Click the > arrow to expand the Contract Project Item
37. In the **Represented Quantity** field, enter *5.2*
38. Click **Save**
39. Click on the **Tests** tab
40. Click on the arrow to the right of the **Assign Tests** button and select *Assign Default Tests*
41. Verify the tests ConcreteProperties and District_Received are added
42. Click the **Home** button



14. Enter test results for the Class Deck concrete sample Concrete Properties tests

Login

Username: Uxxxx

Password: xxxxx

Role: INSPECTOR

Navigation

Inspector Links > Enter Test Results

1. Under the Tests section, in the search field enter the last 4 digits of the Sample ID or the Id number
2. On the ConcreteProperties test row, click on the **Test Number 1.0** link
3. Click on the **Testers** tab
4. Click **New**
5. In the **Tester ID** field, type *your last name* and select your name
6. Click **Save**
7. Click on the **Reference Specifications** tab
8. Check the **Use for Test** checkbox
9. Click **Save**
10. Click on the **Component Action** button and select *MDT Concrete Properties* under Views
11. In the **Lot #** field, enter *4*
12. Check the **Performed with the cylinder samples** checkbox
13. Enter the concrete data according to the following:



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Standard Concrete Data	N/A ▼	Data ▼	Units	Min	Max	In Spec
Air (T 152) 1 1/2	No				4	7.5
Air (T 152) Less than 1 1/2	Yes	7.00	%		5	8.5 In Spec
Slump		4.50	in			
Slump Target		5.00		0.1		5 In Spec
Slump Difference		-0.5		-2		1.5 In Spec
Temperature (C 1064)		49.00	F	50		80 Out of Spec
W/C Ratio		0.43	from batch ticket	0.42		0.45 In Spec
Unit Weight		120.00	lb/ft3			

14. Click **Save**
15. Verify that the **Slump Difference** auto-calculated to **-0.5**
16. Verify that the Temperature field is Out of Spec
17. In the **Test Result Value** field, hit Enter and select **Fail**
18. Click **Save**
19. Click the **Sample Record Test** Quick Link
20. Scroll down the page and verify that the **Test Result Value** field is auto-populated to Fail
- Fail
21. Click on the **Component Action** button and select **Mark Test Complete**
22. Click the **Home** button



15. **EXAMPLE** Other Examples of DWR's and Samples

16. Create a Daily Work Report and post quantity to an emulsion bid item

Login

Username: Uxxxx

Password: xxxxx

Role: INSPECTOR

Navigation

Dashboard > Daily Work Report Overview

1. Click on the **Action** button and [Select Contract to Add DWR...](#)
2. Click on contract [07817\[X\] MILK RIVER – NORTH](#)
3. Click on the **Create DWR on Contract** button
4. Verify the **DWR Date** and **Inspector** auto-populate
5. Click the **Save** button
6. Click on the **Contractors** Tab
7. Click the **Select Contractors** button
8. Click on Vendor [2096 SK CONSTRUCTION, INC](#)
9. Click the **Add to DWR Contractors** button
10. Click the **Save** button
11. Click on the **Work Items** Tab
12. Click the **Select Items** button
13. Type [crs](#) in the Search field
14. Click on Proj Item Ln Num [0080 - 402020368-EMILSIFIED ASPHALT CRS-2P](#)
15. Click the **Save** button
16. Click on the **Row Actions** button and select [New Posting](#)
17. Verify [SK CONSTRUCTION, INC.](#) is selected in the Contractor field.
18. In the **Placed Quantity** field, enter [0.50](#)
19. In the **Station From** field, enter [150+7](#)
20. From the **Material Set** dropdown verify [CRS-2p](#) is auto-populated
21. Click the **Save** button



17. Enter material acceptance information into a DWR acceptance record - emulsion

Login

Username: Uxxxx

Password: xxxxxx

Role: INSPECTOR

Navigation

Based on previous test case

1. Click on the **Acceptance Records** Tab
2. Click on the > icon to expand the row
3. Hit enter in the Source ID field and select *Calumet Montana Refining LLC*
4. From the **Field Inspection Value** dropdown select *EMULS – Emulsion Sample Witnessed*
5. From the **Witnessed** calendar popup Select *current date*
6. In the **Invoice #** field Enter *45678*
7. From the **Sample Type** dropdown select *PROJ – Project Acceptance*
8. From the **Acceptance Method** dropdown select *TEST – Test Results*
9. In the **Comments** field enter *1-1A*
10. Click the **Save** button
11. Click on the > arrow to Expand the section
12. Click on the **Material Row Action** button and select Attachments
13. Click the **Select File** button
14. Browse to folder and select CRS 2-P Invoices.pdf
15. Click **Open**
16. Enter *Bill of Lading / Certificate of Compliance* in the **Description** field
17. Click **Save**
18. Click **Previous** button
19. Click on the **Acceptance Records** Tab



18. Create a sample record for the emulsion material

Login

Username: Uxxxx

Password: xxxxxx

Role: INSPECTOR

Navigation

Based on previous test case

2. Click on the > icon to expand the Emulsified Asphalt CRS-2P row
3. From the **Row Action** button select [Create New Sample Record](#)
4. From the **Administrative Office** list select [Crew 4183](#)
5. Click the **Save** button
6. Verify that the following fields were auto-populated in the **General** Tab on the sample record from the DWR acceptance record
 - a. **Material Code** – 702.01.06.02
 - b. **Sample Date** – Current date
 - c. **Sample Type** – PROJ – Project Acceptance
 - d. **Acceptance Method** – TEST – Test Results
7. Click on the **Additional Information** Tab
8. Verify that the person ID is auto-populated in the **DWR Inspector** field
9. Click on the **Sources** Tab
10. Verify [Calumet Montana Refining LLC](#) is listed in the **Source ID**
11. Click on the **Contract** Tab
12. Click on the > icon to expand the row
13. Verify that contract item 42020368-Emulsified Asphalt CRS-2P with Material Set CRS-2p is auto-populated
14. Click on the **Destination Lab(s)** Tab
15. Click the **New** button
16. In the **Lab Name** field type [butte](#) and select [Butte Receiving](#)
17. Click the **Save** button
18. Click on the **Tests** Tab
19. Click the **arrow button** to the right of the Assign Tests button and select **Assign Default Tests**
20. Verify Test [1.0 District_Received](#) in the Butte Lab is added



19. Add custom equipment to a Daily Work Report

Login

Username: Uxxxx

Password: xxxxx

Role: INSPECTOR

Navigation

Daily Work Report Overview

1. Click on the **Component Action** button and select **Select Contract to Add DWR**
2. Click on the [07817\[x\]](#) Contract ID row
3. Click on the **Create DWR on Contract** button
4. Click **Save**
5. Click on the **Contractors** Tab
6. Click on the **Select Contractors** button
7. Click on the [2096 SK CONSTRUCTION, INC.](#) row
8. Click the **Add to DWR Contractors** button
9. Click **Save**
10. Click on the **Contractor Equipment** Tab
11. Click on the **Row Action** button and select **Select Equipment**
12. Click on the [Caterpillar Grader 140H](#) and [Caterpillar Excavator 225F](#) rows
13. Click the **Add to DWR Contractor Equipment** button
14. Enter **1** in the **Number on Site** field for both rows
15. Enter **1** in the **Number Used** field for both rows
16. Enter **8** in the **Hours Used** field for both rows
17. Click **Save**



20. Add custom personnel to a Daily Work Report

Login

Username: Uxxxx

Password: xxxxxx

Role: INSPECTOR

Navigation

Continuation from previous test case

1. Click on the **Contractor Personnel** Tab
2. Click on the **Row Action** button and **Select Personnel**
3. Click on the *Smith, Joe (Detour Maintenance Worker)* and *Stone, Kelly (On-the-job laborer trainee)* rows
4. Click the **Add to DWR Contractor Personnel** button
5. In the **Number on Site** enter *1* field for both rows
6. in the **Total Hours** field enter *8* field for both rows
7. In the **Decision Class** field type *labor* and select *Laborer – Zone 1* field for both rows
8. Click **Save**



21. Add custom staff(supervisors) to a Daily Work Report

Login

Username: Uxxxx

Password: xxxxxx

Role: INSPECTOR

Navigation

Continuation from previous test case

1. Click on the **Contractor Staff** Tab
2. Click on the **Row Action** button and **Select Staff**
3. Click on the *Jones, Gary* row
4. Click the **Add to DWR Contractor Equipment** button
5. In the **Number on Site** field enter *1*
6. In the **Total Hours** field enter *9*
7. Click **Save**



22. Create a DWR to record visual inspection of wood/timber product on the project

Login

Username: Uxxxx

Password: xxxxxx

Role: INSPECTOR

Navigation

Daily Work Report Overview

1. Click on the **Component Action** button and select **Select Contract to Add DWR**
2. Check the Contract ID *07817[X]* row
3. Click the **Create DWR on Contract**
4. Click **Save**
5. Click on the **Contractors** tab
6. Click the **Select Contractors** button.
7. Check the Vendor ID *2096 SK CONSTRUCTION, INC.* row
8. Select **Add to DWR Contractors** button
9. Click **Save**
10. Click on the **Work Items** tab
11. Click the **Select Items** button
12. Enter *wood* in the **Search** field
13. Check the **Proj Ln Itm Nbr** *0250 - 619010480 - POLES-TREATED WOOD 4 IN* row
14. Click the **Save** button
15. Click the **Row Action** button and select **New Posting**
16. Enter *100* in the **Placed Quantity** field
17. Enter *Signing* in the **Location/Description**
18. Verify that *Fence Post* is auto-populated in the **Material Set** field
19. Click **Save**
20. Click on the **Acceptance Records** tab
21. Click on the > to expand the DWR Acceptance record
22. Select *VIS - Visual Inspection* from the **Action Type** dropdown list
23. Select *INSPECT – Visually Inspected* from the **Field Inspection Value** dropdown list
24. Select *Acceptable* from the **Material has been visually inspected** dropdown list
25. Select *Marks-Miller Post and Pole Inc.* from the **Source ID** list
26. Select *1909B* from the **Product Name/Seal#/Batch/Lot** field



27. Enter *1918B* in the **Comments** field
28. Click **Save**

23. Create a DWR to record visual inspection of seed on the project

Login

Username: Uxxxx

Password: xxxxx

Role: INSPECTOR

Navigation

Daily Work Report Overview

1. Enter *07817[X]* in the Search field
2. Click on the current date of the DWR with your name under the Inspector column
3. Click on the **Work Items** tab
4. Click the **Select Items** button.
5. Enter *seed* in the **Search** field
6. Check the **Proj Ln Itm Nbr** *0600 - 610100101-SEEDING AREA NO 1* row
7. Click the **Save** button
8. Click the **Row Action** button and select **New Posting**
9. Enter *55* in the **Placed Quantity** field
10. Enter *Seeding Area 1* in the **Location/Description**
11. Verify that Seed is auto-populated in the **Material Set** field
12. Click **Save**
13. Click on the **Acceptance Records** tab
14. Click on the > to expand the DWR Acceptance record
15. Select *VIS - Visual Inspection* from the **Action Type** dropdown list
16. Select *INSPECT – Visually Inspected* from the **Field Inspection Value** dropdown list
17. Select *Acceptable* from the **Material has been visually inspected** dropdown list
18. Select *Treasure State Seed Company* from the **Source ID** list
19. Select *Seed Batch 1234* from the **Product Name/Seal#/Batch/Lot** field
20. Click **Save**



24. Create a DWR to record visual inspection of the precast item on the project

Login

Username: Uxxxx

Password: xxxxxx

Role: INSPECTOR

Navigation

Daily Work Report Overview

1. Enter *07817[X]* in the Search field
2. Click on the current date of the DWR with your name under the Inspector column
3. Click on the **Work Items** tab
4. Click the **Select Items** button.
5. Enter *rcp 18* in the **Search** field
6. Check the **Proj Ln Itm Nbr** *0350 - 603012535 - RCP 18 IN CLASS 3* row
7. Click the **Save** button
8. Click the **Row Action** button and select **New Posting**
9. Enter *50* in the **Placed Quantity** field
10. Enter *Reinforced Concrete Pipe* in the **Location/Description**
11. Verify *RCP* is auto-populated in the **Material Set** dropdown field
12. Click **Save**
13. Click on the **Acceptance Records** tab
14. Click on the > to expand the DWR Acceptance record
15. Select *VIS - Visual Inspection* from the **Action Type** dropdown list
16. Select *STL – Steel Cert Reviewed* from the **Field Inspection Value** dropdown list
17. Select *Meets Specs* from the **Certification comparison to MDT Specs** dropdown list
18. Select *Meets Specs* from the **Form 406** dropdown list
19. Select *Forterra Pipe & Precast (Cretex)-Helena #67* from the **Source ID** list
20. Select *Precast Conc Pipe* from the **Product Name/Seal#/Batch/Lot** field
21. Click **Save**



25. Create a DWR to record visual inspection of the beam on the project

Login

Username: Uxxxx

Password: xxxxxx

Role: INSPECTOR

Navigation

Materials > Daily Work Reports

1. Enter *07817[X]* in the Search field
2. Click on the current date of the DWR with your name under the Inspector column
3. Click on the **Work Items** tab
4. Click the **Select Items** button.
5. Enter *pre* in the **Search** field
6. Check the **Proj Ln Itm Nbr** *0840 - 553010157 - PRESTRESSED BEAM-TYPE MTS-63* row
7. Click the **Save** button
8. Click the **Row Action** button and select New Posting
9. Enter *1* in the **Placed Quantity** field
10. Enter *Beam01* in the **Location/Description**
11. Verify that Prestressed Beam is auto-populated in the **Material Set** field
12. Click **Save**
13. Click on the **Acceptance Records** tab
14. Click on the > to expand the DWR Acceptance record
15. Select *VIS - Visual Inspection* from the **Action Type** dropdown list
16. Select *STL - Steel Cert Reviewed* from the **Field Inspection Value** dropdown list
17. Select *Meets Specs* from the **Certification comparison to MDT Specs** dropdown list
18. Select *Meets Specs* from the **Form 406** dropdown list
19. Select *Forterra Pipe & Precast (Cretex) Billings #61* from the **Source ID** list
20. Select *Beam01* from the **Product Name/Seal#/Batch/Lot** field
21. Click **Save**



26. Create an aggregate sample record that is routed through the district lab

Login

Username: Uxxxx

Password: xxxxxx

Role: INSPECTOR

Navigation

Inspector Links > Sample Records

1. Select the dropdown menu and click [Add](#).
2. From the **Sample Date** calendar popup select the current date.
3. In the **Material Code – Name** field enter *bedding*.
4. Select [701.04.01.01 \(Bedding Material\)](#).
5. Select [PROJ – Project Acceptance](#) from the **Sample Type** dropdown menu.
6. Enter [21148](#) in the **Lab Reference Number** field.
7. Select [TEST – Test Results](#) from the **Acceptance Method** dropdown menu.
8. Click **Save**.
9. Verify that the Lab Control number, Created Date, and Sample Status are auto-populated.
10. ****MAKE note of the last 4 digits of the Sample ID or the Id itself to use in later test cases**
11. Begin typing your last name into the **Witnessed By ID – Name** field
12. Select your name from the list
13. Enter [1-2](#) in the **Specimen(s) Number** field
14. Type [Sample for proctor testing](#) in the **Intended Use** field
15. Select [BOZ - Bozeman](#) from the **District/Area** dropdown menu
16. Click **Save**
17. Click on the **Sample Location** tab
18. Enter [Stockpile](#) in the **Sampled From** field
19. Click the **Save** button
20. Click on the **Sources** tab
21. Click the **Select Primary Source** button
22. Begin to type [sterling](#) into the search bar
23. Select [31-001140 – Sterling Ranch Pit](#)



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24. Click the **Add to Sample Record** button.
25. Click **Save**
26. Click on the **Destination Lab(s)** tab.
27. Click on the **New** button underneath the search bar.
28. Select **Destination Lab** from the **Destination** dropdown menu.
29. Begin to type *bozeman* into the **Lab Name** field to initiate search.
30. Select **Bozeman Receiving**.
31. Click the **Save** button.
32. Click on the **Contract** tab.
33. Click on the **Select Contract Project Items...** button.
34. Begin to type *07817[x]* into the search bar to initiate search.
35. Select **Project Items 0330 – CSP 24 IN 0.064** and **0340 – CSP 30 IN 0.064** listed under **Contract 07817[x] – MILK RIVER – NORTH**.
36. Click the **Save** button.
37. Click on the **Tests** tab.
38. Click the **down arrow** button next to the Assign Tests button.
39. Click **Assign Default Tests**.
40. Verify that 2 tests were added (MT 202-Sieve Analysis and MT 210, 230-Proctor)



27. Create a sample record for reflective glass beads.

Login

Username: Uxxxx

Password: xxxxxx

Role: INSPECTOR

Navigation

Inspector Links > Sample Records

1. Click on the **Component Action** button and select [Add](#)
2. In the **Material Code** field, enter *beads* and select [714.08.00.01 Reflective Glass Beads – Type 1](#)
3. In the **Sample Date** field select the current date from the calendar popup
4. In the **Sample Type** field select [PROJ – Project Acceptance](#) from the dropdown list
5. In the **Acceptance Method** field select [TEST-Test results](#) from the dropdown list
6. Click **Save**
7. ****Make note of the last 4 digits of the Sample ID or the ID itself to use in later test cases**
8. In the **Witnessed By ID – Name** field select your name from the list
9. In the **Specimen Number** field enter *1*
10. In the **Intended Use** field enter [Glass beads for striping](#)
11. In the **District/Area** field select [BUT – Butte](#) from the dropdown list
12. In the **Control Type** field select [Batch](#)
13. In the **Control Number** field enter [57AB17-5](#)
14. Click on **Save**
15. Click on the **Sources** Tab
16. Click on the **Select Primary Source** button
17. Click [Show first 10](#)
18. Select [Ennis-Flint, Inc \(Palestine TX\)](#)
19. Click **the Add to Sample Record** button
20. Click **Save**
21. Verify that the **SMFMI Name** label displays a red asterisk indicating it is required
22. Hit enter in the **SMFMI Name** field and select [Ultralux](#)
23. Click **Save**
24. Select **Destination Lab(s)** Tab
25. Click the **New** button
26. In the **Lab Name** field enter *butte* and select [Butte Receiving](#)
27. Click **Save**
28. Click on the **Contract** tab



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29. Click the **Select Contract Project Items** button
30. In the **Search** field enter *07817[x]*
31. Click on [Select All](#)
32. Click the **Save** button
33. Click on the **Tests** tab
34. Click on the **arrow** to the right of the Assign Tests button and select [Assign Default Tests](#)
35. Verify that a District_Received test was added automatically



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