

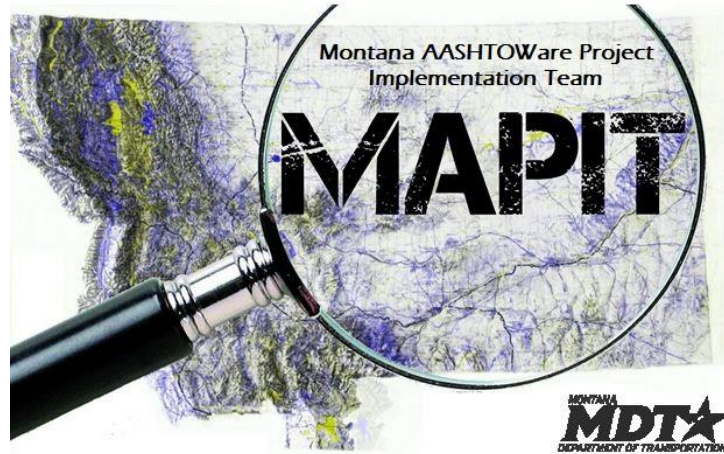


MONTANA DEPARTMENT OF TRANSPORTATION  
AASHTOWare Project Construction and Materials



MDT Procedure  
Process: Daily Work Report Maintenance

Date: November 20, 2017  
Updated: September 28, 2021





## MONTANA DEPARTMENT OF TRANSPORTATION AASHTOWare Project Construction and Materials



### ❑ **Process Definition**

This process defines the steps for creating a daily work report, satisfying material requirements, creating sample records via the DWR and correcting quantities.

### ❑ **Acronyms and Definitions**

DWR – Daily Work Report

EPM – Engineering Project Manager

FA – Force Account

FOP – Field Office Person

MDT – Montana Department of Transportation

QA – Quality Assurance

QPL – Qualified Products List

### ❑ **MDT Procedure**

1. The EPM will assign an operation of work (with its associated bid items) to a crew member, who will be responsible for filling out DWR(s) for that work.
2. Navigate to Contract Administration > Contract Progress > Daily Work Reports
  - a. Click Add and Save.
  - b. Select Weather AM from the dropdown list.
  - c. Select Weather PM from the dropdown list.
  - d. Enter High Temperature.
  - e. Enter Low Temperature.
  - f. Record specific and/or multiple weather recordings using the Weather Remark type and Remarks.



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Contract: 03315 - RED LODGE - NORTHWEST [Save]

DWR Date: 03/29/2017 Inspector: JamesK Sequence: 1 Status: Draft

<b>General</b>	<b>DWR Date *</b> 03/29/2017	<b>Remarks</b> 0
<b>Notes</b>	<b>Inspector *</b> JamesK James Kathryn A	<b>Federal Project Number</b> STPP 78-1(11)1
<b>Contract Time</b>	<b>Weather AM</b> Cloudy - Cloudy	<b>Entered By</b> JamesK - Kathryn James
<b>Contractors On Site</b>	<b>Weather PM</b> CloudyWindy - Cloudy and Windy	<b>Entered Date</b> 03/29/2017 2:40:31 PM
<b>Contractor Equipment</b>	<b>Low Temperature</b> 37	<b>Approval Date</b>
<b>Contractor Personnel</b>	<b>High Temperature</b> 58	<b>Approved By</b>
<b>Contractor Staff</b>	<b>Stormwater Event</b> No	<b>Payment Est Num</b>
<b>Agency Staff</b>	<b>Rainfall Amount</b>	<b>Payment Est Status</b>
<b>Work Items</b>	<b>Contractors Onsite</b>	<b>Work Items Installed</b> No
<b>Acceptance Records</b>		
<b>Force Account Contractors</b>		

**Remarks**

Type *	Remark *
DWRComment - DWR Comment	General comments go here.
DWRTstConc - Tested concrete	General
DWRTstAgg - Tested aggregate	CAC

3. Fill out a DWR every day when work is being performed. The “copy contractor information” option can be used to repeat a previous day’s entry. If used, remove or update inapplicable information so that the DWR accurately reflects what occurred on the project **that day**. Include the following at a minimum:

a. DWR Info (Remarks)

- 1) Accidents, if applicable.
- 2) Testing of Aggregate, Asphalt, Concrete and/or Embankment. This assists with tracking for the Independent Assurance Program (IAP).
- 3) Conversations with a contractor (or subcontractor), the public, EPM, designer, or other.
- 4) Crew Activity.
- 5) Erosion Control, if applicable, especially rain events and damaged devices.
- 6) Operation of Work (for contractor or subcontractor), including the status of the work.
- 7) Problems Encountered, including any decisions made.



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- 8) Weather, if needed, including its effect on work.
- 9) Work Shift (for each contractor or subcontractor), including work shutdowns or alternate schedules.
- 10) Traffic Control, if applicable
- 11) Materials Information, indicating materials used or sampled
- 12) Visitors on Project, indicating personnel not typically on the job
- 13) Items Surveyed/Staked, when contractor requests staking, survey crew activity
- 14) General, including miscellaneous remarks

Remarks

Type \* Remark \*

DWRConversation - Conversations

b. Contractors

- 1) Click on the Contractors On Site tab.
- 2) Click on the Select Contractors button and check all the applicable contractor(s) on the work site and click on the Add to DWR Contractors button.
- 3) Enter the Start and End Times and Hours.
- 4) Click Save.
- 5) Click on the Contractor Personnel Tab
- 6) Click on the Row Action button and choose Select Personnel.
- 7) Check all applicable personnel types and click on the Add to DWR Contractor Personnel button.
- 8) Enter the number of contractor (or subcontractor) personnel used in the operation being inspected and total hours.
- 9) Click Save.
- 10) Click on the Contractor Staff tab.
- 11) Click on the Row Action button and choose Select Staff.
- 12) Check all applicable supervisors and/or foreman and click on the Add to DWR Contractor Staff button.
- 13) Enter the number and total hours.
- 14) Click Save.

Contractor	Prime	Equipment	Personnel	Staff	DBE Certified
RIVERSIDE CONTRACTING, INC. - MSLA	Yes	No	No	No	No
Start Time	End Time	Hours			
03/29/2017 7:22:07 AM	03/29/2017 4:09:07 PM	8.500			
Comments					
Comments go here					



# MONTANA DEPARTMENT OF TRANSPORTATION AASHTOWare Project Construction and Materials



Contractors On Site

Contractor Equipment

Contractor Personnel

Contractor Staff

Agency Staff

Postings

Acceptance Records

Force Account Contractors

**Contractor** Records 2

HOLLOW CONTRACTING INC

Start Time	End Time	Hours	Prime	Equipment	Personnel	Staff	DBE Certified
12/12/2016 8:00:53 AI	12/12/2016 5:00:35 PI	7.500	Yes	Yes	Yes	Yes	No

Personnel	Personnel Description	Ref Employee	Employee ID
PowerEquip1	Power Equipment Operator		
<input type="text" value="2"/>	<input type="text" value="7.500"/>	<input type="text" value="Q Begin typing to search or pres"/>	<input type="text"/>
Laborer1	Laborer		
<input type="text" value="1"/>	<input type="text" value="4.000"/>	<input type="text" value="Q Begin typing to search or pres"/>	<input type="text"/>

**Contractor** Records 1

HOLLOW CONTRACTING INC

Start Time	End Time	Hours	Prime	Equipment	Personnel	Staff	DBE Certified
12/12/2016 8:00:53 AI	12/12/2016 5:00:35 PI	7.500	Yes	Yes	Yes	Yes	No

Staff ID	Staff Description	Ref Employee	Employee ID
SmithJ	John Smith		
<input type="text" value="1"/>	<input type="text" value="8.000"/>	<input type="text" value="Q Begin typing to search or pres"/>	<input type="text" value="Supervisor"/>

### c. Equipment

- 1) Click on the Contractor Equipment tab.
- 2) Click on the Row Action button and choose Select Equipment.
- 3) Check all applicable equipment and click on the Add to DWR Contractor Equipment button.
- 4) Enter the number and type of contractor (or subcontractor) equipment being used in the operation being inspected.
- 5) If the equipment breaks down, indicate the hours of operation and the time of the breakdown in the Remarks.

Contractors On Site

Contractor Equipment

Contractor Personnel

Contractor Staff

Agency Staff

Postings

Acceptance Records

Force Account Contractors

**Contractor** Records 4

HOLLOW CONTRACTING INC

Start Time	End Time	Hours	Prime	Equipment	Personnel	Staff	DBE Certified
12/12/2016 8:00:53 AI	12/12/2016 5:00:35 PI	7.500	Yes	Yes	Yes	Yes	No

Equipment Description	Equipment ID	Number On Site	Number Used	Hours Used	Hours Idle	Comments
Crane	Crane1	<input type="text" value="1"/>	<input type="text" value="1"/>	<input type="text" value="6.000"/>	<input type="text" value="2.000"/>	<input type="text" value="Comments go here"/>
Truck	Truck1	<input type="text" value="1"/>	<input type="text" value="1"/>	<input type="text" value="4.000"/>	<input type="text" value="2.000"/>	<input type="text"/>
Water Truck	WaterTruck1	<input type="text" value="1"/>	<input type="text" value="1"/>	<input type="text" value="3.500"/>	<input type="text" value="4.500"/>	<input type="text"/>
Truck	Truck1	<input type="text" value="1"/>	<input type="text" value="1"/>	<input type="text" value="5.750"/>	<input type="text" value="1.250"/>	<input type="text"/>

### d. Work Items

- 1) Click on the Work Items Tab.

NP\_Daily\_Work\_Reports.docx

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- 2) Click on the Select Items button.
- 3) Items can be filtered by Project, Category and Contractor. All items will display under the Prime contractor. Items can be searched by name or item code in the search field.
- 4) Check the row for each applicable item. Click Save to add the item(s).

Select Items

Type search criteria or press Enter  Advanced  Item Complete  Projects  Categories  Contractors  [Remove selected filter](#)

Select: All | None

Contract Item Ln Num	Proj Item Ln Num	Project/Category	Item/Description	Unit of Measure	Supplemental Description	Item Complete
✓ 0110	0060	8110002000/0001	608010020-SIDEWALK-CONCRETE 4 IN	SQYD		No
✓ 0130	0080	8110002000/0001	609010200-CURB AND GUTTER-CONC	LNFT		No

- 5) Expand the item to create a new work item or select New Posting.
- 6) Select the Contractor from the dropdown list.
- 7) Enter a general description for the work item in the Location/Description field. This can be a location or a reference to the documentation that contains the information (e.g. Excel spreadsheet, MicroStation file, QA, etc.). Include the file name, if applicable. If Miscellaneous Work is being recorded for a force account, indicated the FA number.
- 8) Enter information in the DWR Agency View if there is one associated to the item. From the DWR Item Posting row, select the Action button and click on the appropriate DWR Agency View. If the view will not work (e.g. complex area), include Remarks to indicate where the documentation is and the file name. Fill the agency view out completely. After the agency view is complete and the total has been calculated, save and click on the DWR Item Posting link to return to the posting. The Placed Quantity field on the DWR Item Posting will be auto-populated from the agency view. If no agency view is used, enter the Placed Quantity manually and add a Remark as to why it was not used.
- 9) Enter Stationing on the DWR Agency View or Excel spreadsheet, if applicable. If one of these is not required, enter the stationing on the DWR Work Item Posting (Station From, Offset Type and Offset Distance). If the bid item is measured by a linear distance, enter a "to" and "from" station. If the item is paid by the unit or each, enter only one station.
- 10) Check the Plan Quantity checkbox if paying plan quantity. Reference the Detailed Drawing or specification.
- 11) Select the Material Set from the dropdown list.
- 12) If the item is partially paid for, indicate this in the Remarks or in the Item Payment DWR Agency View.
- 13) If the unit of measure is lump sum, use the Payment Desc field in the Item Payment DWR Agency View.



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Item ID	Item Description	Attention	Project	Category	Records	
609010200	CURB AND GUTTER-CONC	No	4890011000	0001	1	
Proj Item Ln Num	Supplemental Description	Current Qty	Unit Price	Extended Amt	Tot Qty Posted	Tot Qty Posted to Dt
0680		1,524.520	17.00000	25,916.84	0.000	0.000

Item Posting Num	Contractor	Station/Location	Placed Qty
1	2050 - RIVERSIDE CONTRACTING, INC. - MSLA	Sta 150+7 + to Sta 178+7 +	

Contractor ▼  
RIVERSIDE CONTRACTING, INC. - MSLA (Prime)

Placed Quantity ▼

Station From ▼  
150+7

Offset Type ▼

Offset Distance ▼  
5

Station To ▼  
178+7

Attention  
0

Units  
LNFT

Agency Views  
None

Location/Description ▼

Plan Quantity ▼

Material Set ▼  
Optimized Gradation

Comments ▼

e. Acceptance Records

- 1) Click on the Acceptance Records tab.
- 2) Expand the applicable row.
- 3) Select the appropriate Action Type
- 4) Select the appropriate Field Inspection Value from the dropdown list (Certification Reviewed, Visual Inspection, QPL Verified, etc.)
- 5) Select the appropriate value from the Certification Meets Specs or Visually Inspected dropdown lists.
- 6) Select the Work Location if applicable.
- 7) Select the Source.
- 8) If this is QPL, select a Product Name from the dropdown list.



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Item ID	Item Description	Project ID	Category ID	Sequence Num
609010200	CURB AND GUTTER-CONC	4890011000	0001	1
Loc/Desc	Sequence	Qty Posted	Material Set	Materials
	1		Optimized Gradation	3
551.03.02.02 - Concrete-Class General		0.00000	99-ASHGRVM - Ash Grove Cement Co-Mont	
CLYD		0.04900		73.17696 0.00000
701.01.03.01 - Combined/Intermediate Concr				
CLYD		0.04900		73.17696 0.00000
<b>Material</b>	<b>Represented Qty</b>	<b>Source</b>	<b>Facility</b>	<b>Product Name/Seal#/Batch/Lot</b>
551.02.10.01 - Fly Ash	100.00000	LAFARGECENTR - LaFarge North America C		Fly Ash Class C
<b>Material Units</b>	<b>Conversion Factor</b>	<b>Reported Matl Qty</b>	<b>Cont Est Matl Qty</b>	<b>Sat Rep Matl Qty</b>
LB	1.00000		1,524.52000	100.00000

<b>Action Type</b>	<b>Field Inspection Value</b>
QCERT - QPL Verification	QPL - Verified on the QPL
<b>Represented Quantity</b>	<b>Sample Type</b>
100.00000	
<b>Work Location</b>	<b>Acceptance Method</b>
Begin typing to search or press Enter	
<b>Source ID</b>	<b>Comments</b>
LAFARGECENTR	
LaFarge North America Centralia Plant	
<b>Facility ID</b>	<b>Sample ID</b>
Begin typing to search or press Enter	
<b>Product Name/Seal#/Batch/Lot</b>	<b>Sampler ID</b>
Fly Ash Class C	
<b>SMFMI Decrementation</b>	<b>Sample Date</b>
<input checked="" type="checkbox"/>	

9) For items that require a sample record as well as DWR acceptance (i.e. Emulsions or Binder), a sample record can be created from the DWR.

a. Click on the Row Actions button and select Create New Sample Record

Material	Represented Qty	Source	Facility	Product Name/Seal#/Batch/Lot
551.02.10.01 - Fly Ash	100.00000	LAFARGECENTR - LaFarge North America C		Fly Ash Class C
<b>Material Units</b>	<b>Conversion Factor</b>	<b>Reported Matl Qty</b>	<b>Cont Est Matl Qty</b>	<b>Sat Rep Matl Qty</b>
LB	1.00000		1,524.52000	100.00000

<b>Action Type</b>	<b>Field Inspection Value</b>	<b>Actions</b>
QCERT - QPL Verification	QPL - Verified on the QPL	Copy
		Create New Sample Record
		Delete
		Views
		Attachments

b. In the Administrative office type 'head' and select Headquarters.

c. Click Save.

d. A new sample record will be created. Select the sample type and acceptance method if not entered in the DWR acceptance record.

e. Select Witnessed By, District/Area and any other applicable fields.

f. Click Save.





# MONTANA DEPARTMENT OF TRANSPORTATION AASHTOWare Project Construction and Materials



Sample Record: 20171120092008

General

Sample Location

Additional Information

Sources/Facilities

Destination Lab(s)

Contract

Tests

Sample ID: 20171120092008

Id: 219

Material Code - Name: 551.02.10.01 Fly Ash

QPL Required: Yes

Lab Control Number: CN20171120092008

Witnessed By ID - Name: JamesK James Kathryn A

Specimen(s) Number

Intended Use

District/Area: BOZ - Bozeman

Remarks: 0

Sample Date: 08/04/2017

Created Date: 11/20/2017 9:20:09 AM

Sample Status: Pending

Sample Type: PROJ - Project Acceptance

Acceptance Method: APRM - Approved Material

IAC Sample:

Source ID - Source Name: LAFARGECENTR - LaFarge North America Centralia Plant

Source City

Authorized By

Authorized Date

- g. Click on the Contract tab.
- h. Click on the Select Contract Project Items button and hit enter in the search box.
- i. Select applicable bid items and click Save when finished selecting.

Select Contract Project Items

Type search criteria or press Enter

Advanced Showing 13 of 13

Select All None

3 selected

Contract	Project	Project Item	Material Set
02415 - IRON STREET	8110002000	0190 - CONCRETE-CLASS OVERLAY	Overlay-LM Concrete
02415 - IRON STREET	8110002000	0190 - CONCRETE-CLASS OVERLAY	Overlay-SF Concrete
02415 - IRON STREET	8110002000	0060 - SIDEWALK-CONCRETE 4 IN	Conventional Gradation
02415 - IRON STREET	8110002000	0060 - SIDEWALK-CONCRETE 4 IN	Optimized Gradation
02415 - IRON STREET	8110002000	0080 - CURB AND GUTTER-CONC	Conventional Gradation
02415 - IRON STREET	8110002000	0080 - CURB AND GUTTER-CONC	Optimized Gradation
03315 - RED LODGE - NORTHWEST	4890011000	0680 - CURB AND GUTTER-CONC	Conventional Gradation
03315 - RED LODGE - NORTHWEST	4890011000	0680 - CURB AND GUTTER-CONC	Optimized Gradation
03315 - RED LODGE - NORTHWEST	4890011000	0830 - FOUNDATION-CONCRETE	Conventional Gradation
03315 - RED LODGE - NORTHWEST	4890011000	0830 - FOUNDATION-CONCRETE	Optimized Gradation
01B16 - HWY 287 SIDEWALKS - ENNIS	8690054000	0120 - SIDEWALK-CONCRETE 4 IN	Conventional Gradation
01B16 - HWY 287 SIDEWALKS - ENNIS	8690054000	0120 - SIDEWALK-CONCRETE 4 IN	Optimized Gradation
01B16 - HWY 287 SIDEWALKS - ENNIS	8690054000	0220 - FOUNDATION-CONCRETE	Conventional Gradation
01B16 - HWY 287 SIDEWALKS - ENNIS	8690054000	0220 - FOUNDATION-CONCRETE	Optimized Gradation

Save

10) Some materials will require data entered into an agency view from the DWR acceptance record (i.e. Steel heat numbers)

- a. Click on the Row Actions Button and select the appropriate Agency View under Views.

Material	Represented Qty	Source	Facility	Product Name/Seal#/Batch/Lot
711.02.00.01 - Structural Steel	1.00000	-	-	-
Material Units	Conversion Factor	Reported Matl Qty	Cont Est Matl Qty	Sat Rep Matl Qty
LNFT	1.00000	1,210.00000	75,000.00000	1.00000

Action Type: STEEL - Steel Certification

Field Inspection Value: INSPECT - Visually Inspected

Material has been visually inspected: Acceptable

Row Actions: Copy, Create New Sample Record, Delete, Views, Attachments, Heat Numbers, Links



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- b. Enter the applicable information in the agency view.
- c. Click Save.

Heat Number	Comment
4592147852	
4863214712	
4870126507	

- d. Click the arrow to the right of the Previous button and select Contract Daily Work Report Summary at the top of the list to return to the DWR.

f. Force Account Contractors

Refer to the Force Accounts business process for details on recording labor, equipment and materials used. [DWR FG FORCE ACCOUNTS V1.DOCX](#)

- 4. Once a DWR is completed and ready for the EPM to review and approve, the person who created the DWR will select Action > Submit for Approval. This will lock the DWR unless you change the Status back to Draft.
- 5. DWR's can be deleted if they do not have any item postings or remarks attached.

❑ **MDT Procedure - Correcting DWR Quantities and/or Stationing**

- 1. When corrections need to be made, they can be accomplished by any of the following:
  - a. They can be made by the person who created the original DWR, in that DWR.
  - b. A second DWR can be created by the Inspector for just the corrections as multiple DWR's can be created in the same day for the same Inspector.
- 2. To make the correction on an existing DWR that has not been included on an estimate, have the EPM/FOP unauthorize the DWR (if applicable) and make the correction on the original DWR.
  - a. Navigate to Contract Progress > Daily Work Reports
  - b. Enter a full or partial Inspector name in the search field to filter.
  - c. Click on the Row Action button and select Reject under Tasks.



# MONTANA DEPARTMENT OF TRANSPORTATION AASHTOWare Project Construction and Materials



General  
Financials  
Daily Work Reports  
Diaries  
Diary Adjustments  
Payment Estimates  
Contractors  
Change Orders  
Contract Adjustments  
Item Adjustments  
Agency Views  
Mix Designs  
Progress Schedule  
Weekly Report Of Time Charges  
Force Accounts

Q James Advanced Showing 4 of 4

Add 0 marked for deletion | 0 changed

DWR Date	Inspector	Status	Approval Date
03/29/2017	Kathryn James	Draft	
02/02/2017	Kathryn James	Draft	
01/24/2017	Kathryn James	Approved	02/09/2017 3:14
12/06/2016	Kathryn James	Approved	01/24/2017 11:3

Open Row Action Menu

- Actions
- Copy
- Delete
- Exclude from Search Results
- Open
- Tasks
- Reject
- Views

- d. The status will change to Rejected. The Inspector must change the Status to Draft to make the corrections, by clicking on Actions > Change to Draft.

Contract Daily Work Report Summary

Contract: 03315 - RED LODGE - NORTHWEST Save ?

DWR Date: 02/02/2017 Inspector: JamesK Sequence: 1 Status: Rejected

General  
Notes  
Contract Time  
Contractors On Site  
Contractor Equipment

DWR Date \* 02/02/2017

Inspector \* JamesK  
James Kathryn A

Remarks 0

Federal Project STPP 78-1(11)1

Entered By

Open Component Action Menu

- Actions
- Add New
- Copy
- Tasks
- Change to Draft
- Views
- Attachments
- Issues

3. To make the correction on a DWR that has been included on an estimate, create a new DWR and make the necessary changes.
  - a. A DWR can be created for the same date of the DWR you are correcting.
  - b. Enter a comment in the Description field for the work item what the correction is for (i.e. quantity or station change). Follow this process if making corrections for a user that is no longer available.

Agency Staff  
Work Items  
Acceptance Records  
Force Account Contractors

Item Posting N...	Contractor	Station/Location	Placed Qty
1	2050 - RIVERSIDE CONTRACTING, I	Sta + to Sta + Testing	47.500

Contractor \* RIVERSIDE CONTRACTING, INC. - MSLA (Prime)

Placed Quantity 47.500

Station From 150+7

Offset Type LT

Offset Distance 5

Station To 168+7

Attention 0

Units LNFT

Agency Views Optional

Location/Description Correction on placed quantity

Plan Quantity

Material Set



❑ **MDT Procedure - DWR's for Design/Build Contracts**

1. Even though most work items are not recorded on a daily basis, fill out a DWR every day when work is being performed following the DWR process.
2. Fill out a DWR each day if there is information other than work items to document (such as remarks, contractor information, weather etc.).
3. When the EPM receives an invoice requesting payment, the EPM/FOP reviews each item to ensure the request is reasonable. The consultant/contractor is encouraged to include a short narrative that describes how they arrived at their number, which could be based on a payment schedule they developed, how they calculated a quantity, etc.
4. The EPM/FOP records each item on a DWR. They enter the quantity of the item and enter the invoice number and date or a description in the Location/Description field.
  - a. Navigate to Daily Work Reports > Work Items tab.
  - b. Select the Contractor from the dropdown list.
  - c. Enter the placed quantity.
  - d. Enter an applicable description in the Location/Description field.
  - e. Click Save.

The screenshot shows the 'Work Items' tab in the software. A table lists items with columns for Item ID, Item Description, Project, Category, and Records. Below the table, a form is open for item 0260, 'ROCK SCALING'. The form includes fields for Contractor (SCHELLINGER CONSTRUCTION CO., INC. (Prime)), Placed Quantity (1.000), Station/Location (SOV 100% paid), Attention (0), Units (LS), Agency Views (None), and Location/Description (SOV 100% paid). A sidebar on the left contains navigation options like 'Contractors On Site', 'Contractor Equipment', and 'Work Items'.

5. Most items are measured as a lump sum. Either the unit of measure is lump sum or the plan quantity is paid. After the Substantial Work Complete Date, record each item on a DWR as necessary to pay the remaining lump sum or plan quantity (except the contingency).

❑ **IT Systems Interfaces Outside of AASHTOWare Project**

Some data is imported into the QA Suite.

❑ **Process Exceptions**

❑ **Business Change Summary**

Some materials will be accepted via the DWR without having to create a sample record. Multiple DWR's can be created per day, per Inspector. This will be used for DWR corrections and force accounts.



## MONTANA DEPARTMENT OF TRANSPORTATION AASHTOWare Project Construction and Materials



### □ **Comments**

The Notes tab on the DWR can be added/edited by any user with access to add/update the Daily Work Report regardless of who created it. Notes can be added even after the DWR is approved.