



INDIANA DEPARTMENT OF TRANSPORTATION

Driving Indiana's Economic Growth

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Michael R. Pence, Governor
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October 8, 2013

CONSTRUCTION MEMORANDUM 13-03 (REVISED)

TO: District Deputy Commissioners
District Construction Directors
District Technical Services Directors
District Testing Engineers
District Area Engineers
District LPA Coordinators
Field Engineers
Project Engineers/Supervisors
Office of Materials Management

FROM: Mark A. Miller, Director *Mark Miller*
Division of Construction Management and District Support

SUBJECT: SiteManager Daily Work Report Requirements

The purpose of this memorandum is to ensure consistent information is being maintained about Construction operations statewide, by addressing information that needs to be maintained on Daily Work Reports and in the Diary in the SiteManager system.

It is important to note that all Construction Inspectors (HTs and SWF) must complete a Daily Work Report for each day of work that they are present. Project Engineers/Supervisor must complete a Diary for each day of work and do not need to complete a Daily Work Report unless one of the following exceptions applies:

- The PE/S is the only employee working on the jobsite for the day. In this case, he or she should create a Daily Work Report and a Diary entry.
- The PE/S needs to make a payment or adjustment on a pay item. In this case, he or she should also create a Daily Work Report.
- There are multiple PE/S on the jobsite. In this case, one PE/S should be responsible for the Diary and all others should complete a Daily Work Report.

The following items must be documented on all Daily Work Reports:

- Basic DWR Info Tab: All pertinent information regarding the project for the day.
- Contractors Tab: All Supervisors, Foremen, and Personnel present for each Contractor and Subcontractor.
- Contractor Equip Tab: All Equipment that was present and/or used by each Contractor and Subcontractor. If Equipment is present but not used, it is still necessary to document the equipment.
- Work Items Tab: All pay items being installed or charged, if no items need to be entered, this tab may be left blank.

The following items must be documented each day by the Project Engineer/ Supervisor on the Diary:

- **DWR Work Operations**
- **PE/S Controlling Operation**
- PE/S Frac Day Workable (#/8)
- PE/S High Temp
- PE/S Low Temp
- PE/S Weather
- All Other Applicable Remarks Categories.

Please see the attached DWR and Diary Memo Supplement for detailed information on how to complete each portion of the Daily Work Report and Diary.

Questions regarding this documentation should be directed to the Division of Construction Management or the Technical Services Division.

ATTACHMENT: DWR and Diary Memo Supplement

MAM/mem



DWR and Diary Memo Supplement

For Field Personnel

Date: April 2013
Manual Version: 1
SiteManager Version: 3.13a



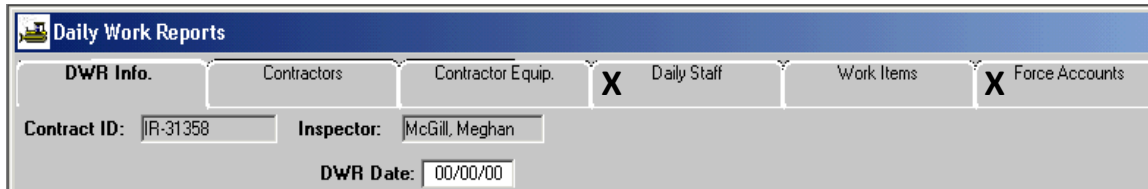
DAILY WORK REPORTS

The field personnel create daily records of construction activity in Daily Work Reports. SiteManager lets the field personnel create Daily Work Reports on the workstation in the field by utilizing the Citrix Web Interface. Typically, for each Contract, each Inspector submits one Daily Work Report per day to the Project Engineer/Supervisor. Only the user who creates the Daily Work Report may modify it.

The Daily Work Report Select panel lets the user open a Daily Work Report. The panel lists all of the Daily Work Reports that have been created for the selected Contract and the selected User ID. The user can open any Daily Work Report on the Contracts he or she has been assigned to, but the user cannot modify a report the user did not create. The Daily Work Report opens as **Read Only** if the system finds one of the following:

- The Daily Work Report has been authorized.
- The Daily Work Report was created by another user.

The Daily Work Reports window has the following folder tabs:



DWR Info

The DWR Info folder tab lets the user create a new Daily Work Report and collect information about the day for which the report was created.

Contractors

The Contractors folder tab lets the user enter daily data about the Prime and Sub Contractor(s), supervisor(s), and variable labor (by personnel type).

Contractors Equip

The Contractor Equip folder tab lets the user document the daily presence and use of equipment on the job site for a selected Contractor.

Daily Staff

This tab is NOT used by INDOT.

Work Items

The Work Items folder tab lets the user view and add daily usage data for installed Work Items.

Force Accounts

This tab is NOT used by INDOT

Entering DWR Information

The DWR Info Folder Tab

Figure 1-1



The DWR Info folder tab lets the user create a new Daily Work Report and collect information about the day for which the DWR was created. For example, the user enters information in General Remarks, DWR Work Operations, and Accident. Make sure to check with your immediate supervisor to see if he or she has a specified are they like to see everyday entries. The name of the author of this report is displayed in the Inspector field. The date covered by this report is displayed in the DWR Date field. The **Locked** and **Authorized** fields indicate the state of the Daily Work Report. INDOT Daily Work Reports will always show “No” in the Locked field because INDOT does not use this feature. An authorized Daily Work Report has been approved for payment. If the Authorized field displays **Yes**, the user can not modify the Daily Work Report.

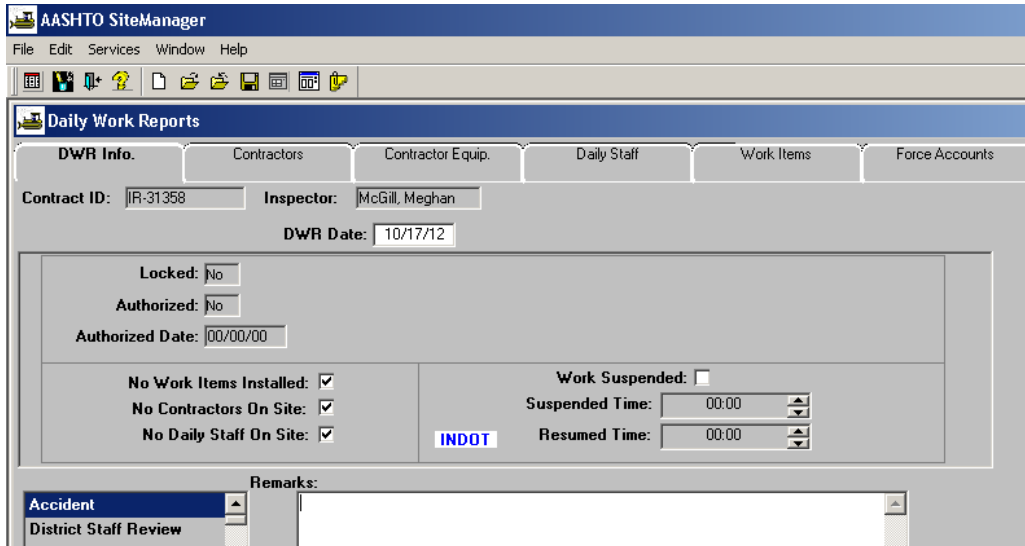
This folder tab has three check boxes — **No Contractors On Site**, **No Daily Staff On Site**, and **No Work Items Installed** — that indicate there is no data for the subject. These boxes are checked by default. *When the user enters data for the subject on another folder tab, the corresponding check box is cleared automatically.* **No Daily Staff On Site** will always be checked because INDOT does not use this folder tab.

General remarks are also recorded on this folder tab. To record a remark, the user must first select a remark type. If a remark has already been entered for the selected type, as indicated by a check mark next to the type, the remark appears in the Remarks field. A remark does not have a size limit, and can be pasted to and from a word processor.

A Spell Check button is available in the Remarks area.

Note: Microsoft Office must be installed for the spell check feature to be functional

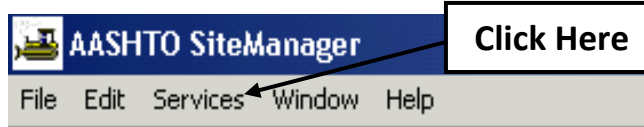
The standard attachment functionality is also available on this tab. If an attachment is associated with the current record, the Attachment icon will display with a paperclip . Otherwise, the Attachment icon will display without a paperclip . To learn how to attach a document, please reference Chapter 5.



The DWR Info Folder Tab with Attachment
Figure 1-2

To modify the Basic DWR Info folder tab:

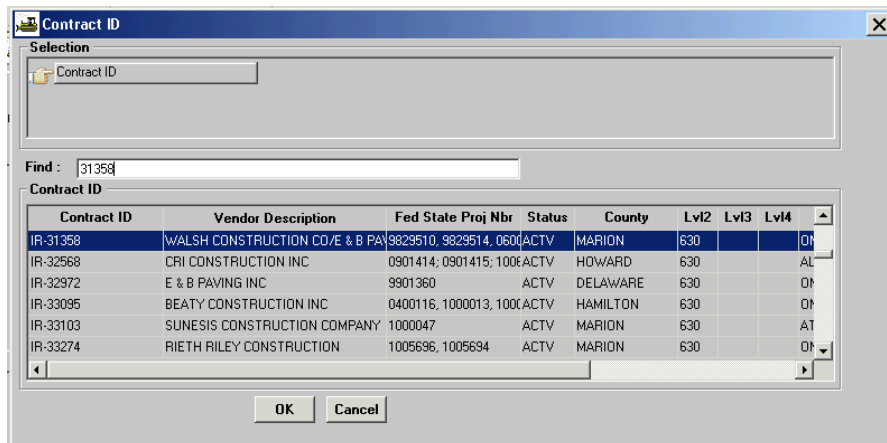
1. On the Menu, click on the **Services** option.



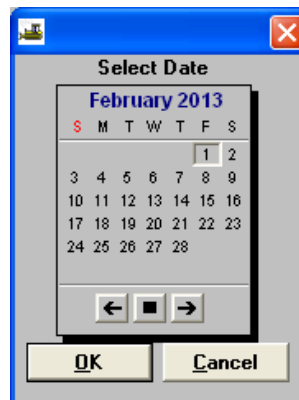
2. Select **Choose Keys**.



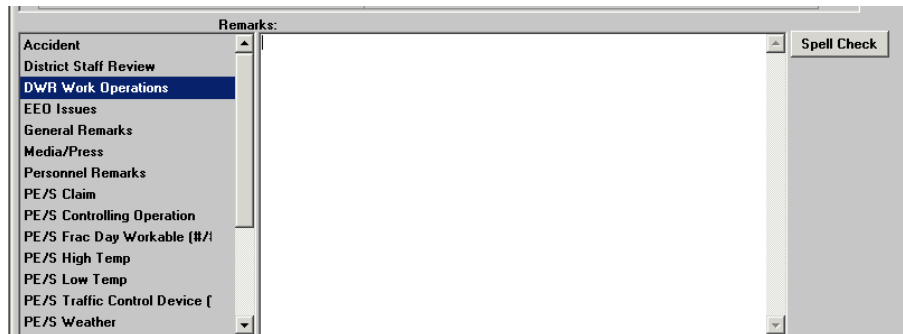
3. Select the appropriate Contract in the Contract ID window and click **OK**.



4. Select the date that the work was performed on the calendar.



5. To enter a remark, scroll to and click the desired remark type in the box on the left-hand side of the screen. Type the remark in the Remarks field. Make sure to enter the correct information in General Remarks, DWR Operations, Visitor, and Accidents fields.



6. Click the **Save**  button.

Entering Contractor Activity

The Contractors folder tab in Daily Work Reports lets the user enter daily data on the Contractor, supervisor(s), and variable labor (by personnel type). The user will select the Contractor from a drop-down list of Contractors and Subcontractors who are authorized to work on the Contract. The Prime Contractor is always at the top of the drop-down list.

NOTE: The user must select a Contractor before recording installed work items.

After the user selects a Contractor, the user must select Supervisors and Personnel Types associated with the selected Contractor from the drop-down lists in these fields. If a record (contractor, supervisor, equipment, etc.) does not appear on a drop-down list that is needed, notify your immediate supervisor so he or she can add the item or check on subcontractor approval.

Contractor	Nbr of Supervisors	Nbr of Workers	INDOT

Supervisor/Foreman Name: Enter Supervisor/Foreman information before editing Contractor panel - Nbr of Supervisors field.	INDOT

Personnel Type: Enter Personnel information before editing Contractor panel - Nbr of Workers field.	Nbr of Persons	INDOT

The Contractor Folder Tab

Figure 1-3

Contractor Section: Contains information pertaining to the identities of the contractor and subcontractors operating on site the date of the Daily Work Report.

Supervisor Section: Contains information pertaining to the contractor's and subcontractor's supervisor types on site the date of the Daily Work Report.

Personnel Type Section: Contains information pertaining to the number and classification of non-supervisory personnel working for the contractor and subcontractors on the Daily Work Report date.

The Prime Contractor and Subcontractors

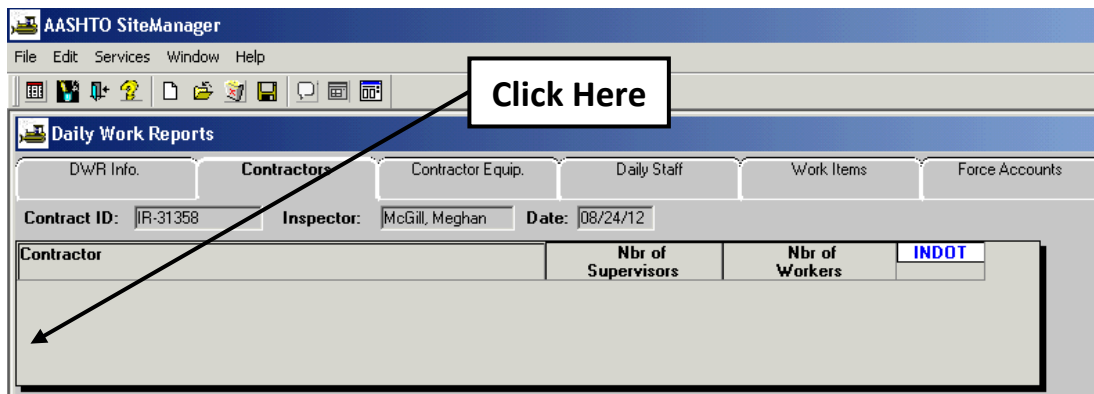
The Contractor drop-down list will contain the Prime Contractor and any qualified Subcontractors. Subcontractors are qualified for specific work items.

To modify Contractor activity:

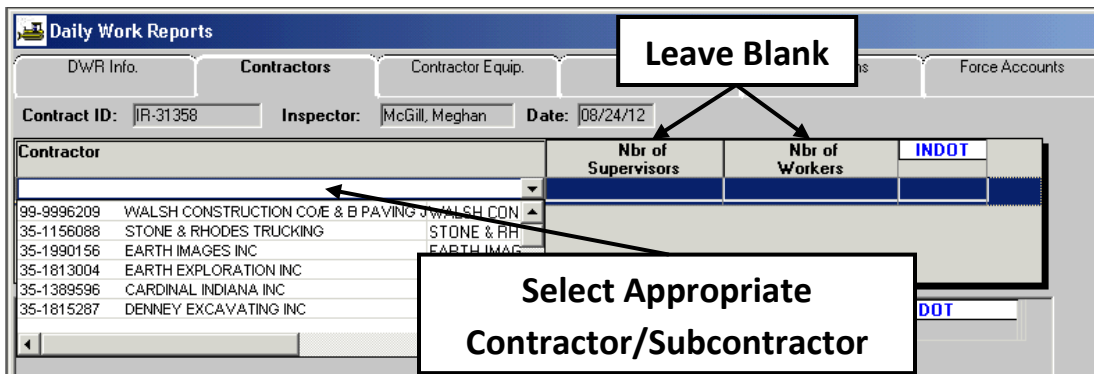
1. Click the Contractors folder tab.




2. Click the **Contractor** box. Click the **New**  button. An empty row is added to the box.



3. In the **Contractor** drop-down list, click the expand arrow and click the desired Contractor or Subcontractor. Do not fill in the **Nbr of Supervisors** and **Nbr of Workers** fields; they will be filled automatically.




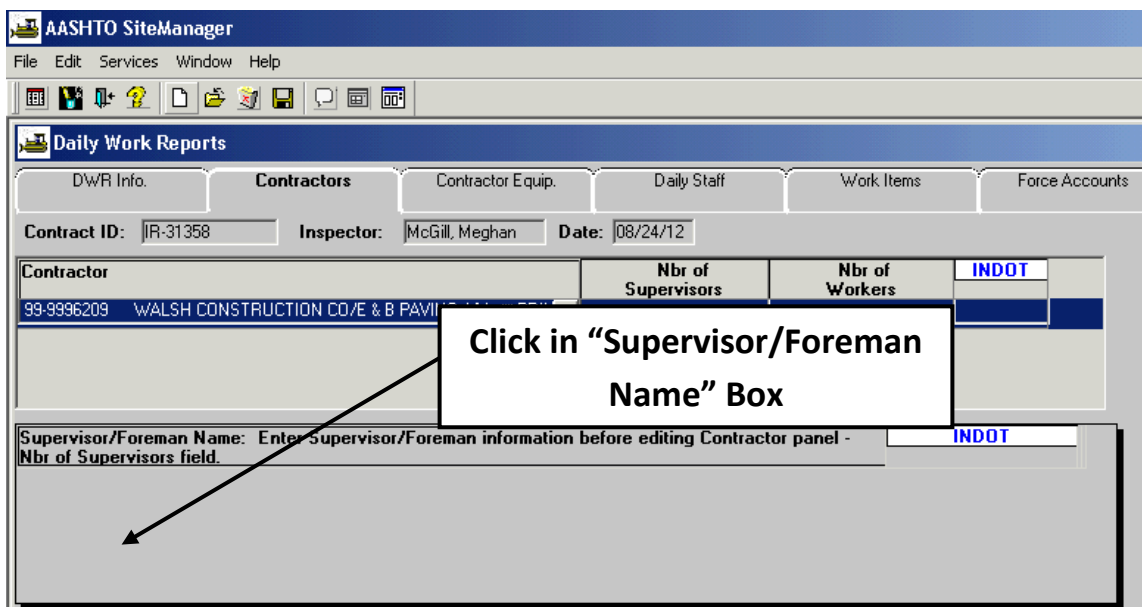
4. Click the **Save**  button.
5. Repeat these steps for each **Contractor** or **Subcontractor**.

The Contractor Supervisor

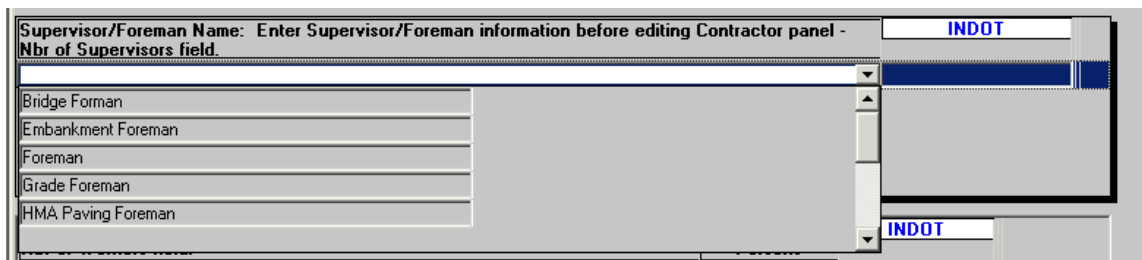
The supervisor drop-down list will contain supervisor types.

To add a supervisor to a Daily Work Report:

1. If there is more than one Contractor listed, click the Contractor who employs the supervisor.
2. Click the **Supervisor** box. Click the **New**  button. An empty row is added to the box.



3. In the **Supervisor** drop-down list, click the expand arrow and click the desired supervisor.




4. Click the Save  button.

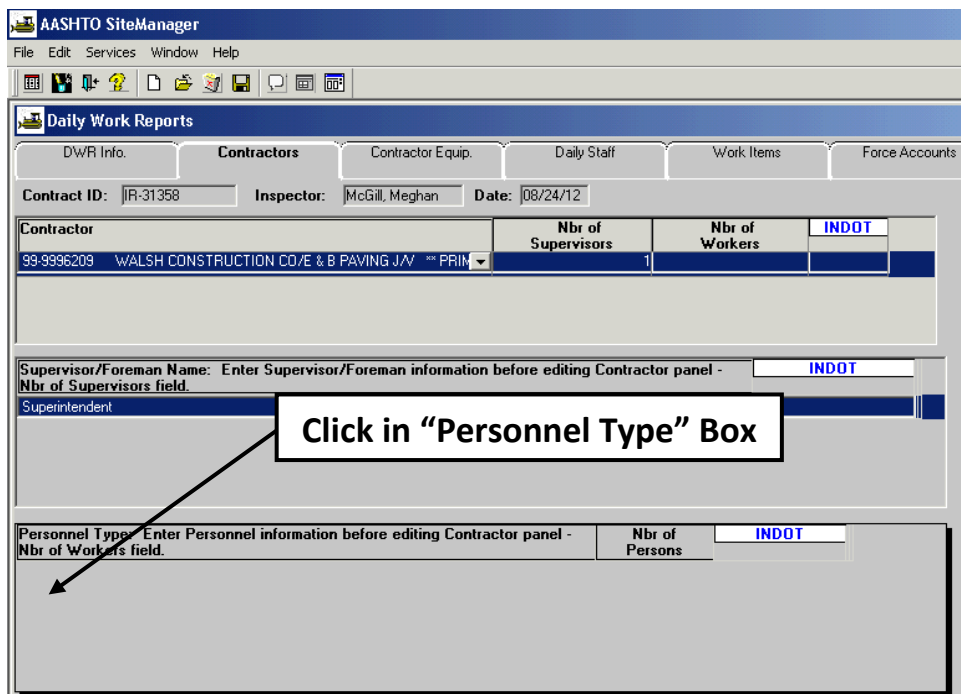
Repeat these steps for each **Supervisor** from each Contractor or Subcontractor.

The Contractor Personnel

The personnel drop-down list will contain personnel types added to the Contract Master List.

To add a personnel type to a Daily Work Report:

1. If there is more than one Contractor listed, click the **Contractor** who employs the worker.
2. Click the **Personnel Type** box and click the **New**  button. An empty row is added to the box.



The screenshot shows the AASHTO SiteManager interface. The 'Daily Work Reports' section is active, with the 'Contractors' tab selected. The 'Contract ID' is JR-31358, the 'Inspector' is McGill, Meghan, and the 'Date' is 08/24/12. A table lists contractors, with 'WALSH CONSTRUCTION CO./E & B PAVING J/V' selected. Below the table, there are fields for 'Supervisor/Foreman Name' and 'Personnel Type'. A callout box with an arrow points to the 'Personnel Type' field, containing the text 'Click in "Personnel Type" Box'.

3. In the **Personnel Type** drop-down list, click the expand arrow and click the desired personnel type.

4. In the **Nbr of Persons** field, type the number of workers of this Personnel Type who worked on this date.


The screenshot shows a software interface with a table for personnel types. The table has two columns: 'Personnel Type' and 'Nbr of Persons'. The 'Personnel Type' column contains a list of roles: Laborer, Teamster/Truck driver, Trainee, Watcher, Laborer (highlighted), and Painter. The 'Nbr of Persons' column contains a text input field with the value 'INDOT'. Above the table, there is a header that reads 'Personnel Type: Enter Personnel information before editing Contractor panel - Nbr of Workers field.'


Personnel Type	Nbr of Persons
Laborer	INDOT
Teamster/Truck driver	
Trainee	
Watcher	
Laborer	
Painter	

5. Click the **Save**  button.

Repeat these steps for each **Personnel Type** from each Contractor or Subcontractor.

After these steps are complete, the **Nbr of Supervisors** and **Nbr of Workers** fields will automatically update to reflect the information entered on the **Contractors** tab.

If incorrect entries are made in the **Supervisor/Foreman Name** or **Personnel Type** areas, select the entry and click the **Delete**  icon on the toolbar.

Click **Save**  before moving to the next tab.

Entering Contractor Equipment Activity

The **Contractor Equip** folder tab lets the user document the presence and use of equipment on the job site for the selected Contractor. The user enters the number of pieces of each equipment-type on the site on this date and the number of pieces used. These two fields do not always contain the same value. The user must select a Contractor before entering equipment information for the Contractor.

After the user selects a Contractor, the user can select Equipment IDs from the drop-down list in the **Equipment ID-Description** field. If an equipment record does not appear on a drop-down list that is needed, notify your immediate supervisor so he or she can add the item.

The screenshot shows the 'Daily Work Reports' application with the 'Contractor Equip.' tab selected. The 'Contract ID' is JR-31358, the 'Inspector' is McGill, Meghan, and the 'Date' is 08/24/12. The Contractor selection table shows '99-9996209 WALSH CONSTRUCTION CO/E & B PAVING J/V ** PRIM' selected. The Equipment ID-Description table shows 'BH100 Back Hoe' selected.

Contractor	Nbr of Supervisors	Nbr of Workers	INDOT
99-9996209 WALSH CONSTRUCTION CO/E & B PAVING J/V ** PRIM	1	2	

Equipment ID - Description	Nbr. of Pieces	Nbr Used	INDOT
BH100 Back Hoe	3	2	

The Daily Contractor Equipment Folder Tab

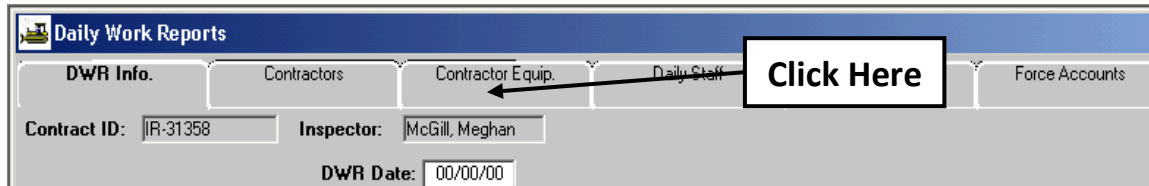
Figure 1-4

Contractor Section: Used to select the identity of the Contractor or Subcontractor whose equipment is being reported.

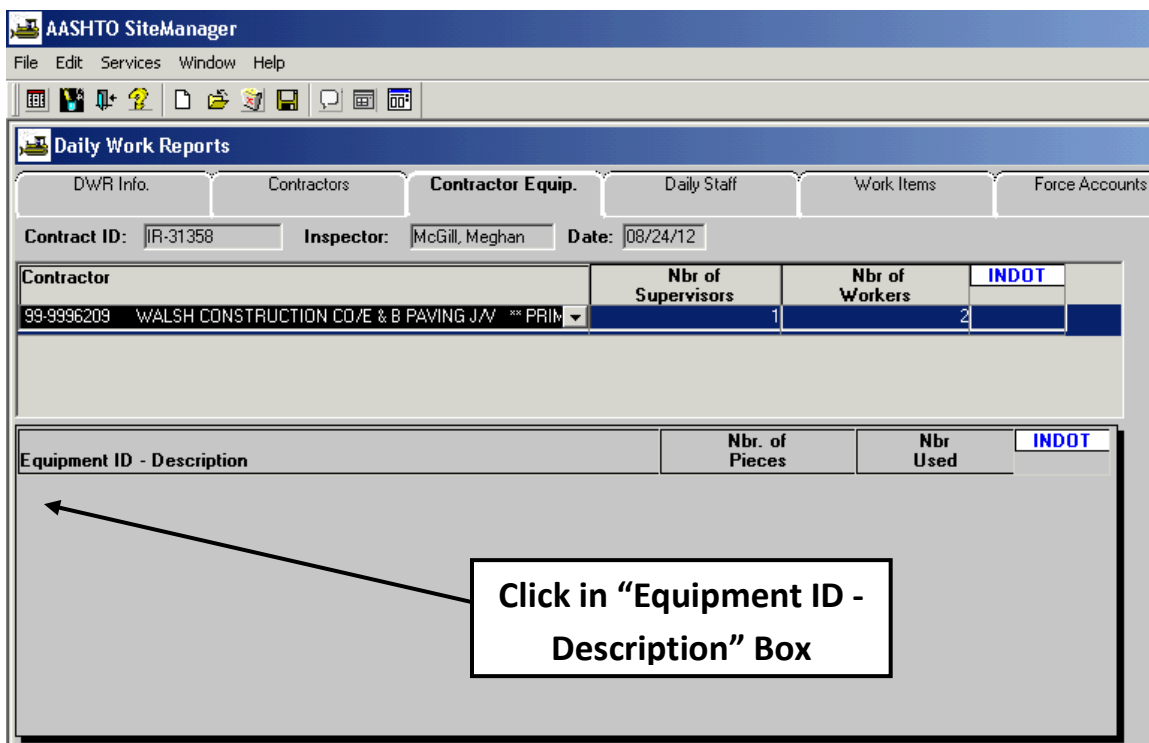
Equipment ID – Description Section: Used to identify the equipment used by the selected Contractor or Subcontractor on the Daily Work Report date.

To add equipment to a Daily Work Report:

1. Click the **Contractor Equipment** folder tab.




2. If there is more than one Contractor listed, click the **Contractor** who supplied the equipment.
3. Click the **Equipment ID-Description** box and click the **New** button. An empty row is added to the box.




4. In the **Equipment ID** drop-down list, click the expand arrow and click the desired equipment ID.

Equipment ID - Description	Nbr. of Pieces	Nbr Used	INDOT
	0	0	
AC100 Air Compressor			
AML100 Aerial man lift			
ASP100 Aggregate Spreader/placer			
BH100 Back Hoe			
BM100 Boring Machine			

5. In the **Nbr of Pieces** field, type the number of pieces of this equipment present on this date.
6. In the **Nbr Used** field, type the number of pieces of this equipment used on this date.
7. Click the **Save**  button.

Repeat these steps for each **Equipment Type** from each Contractor or Subcontractor.

If incorrect entries are made in the **Equipment ID - Description** area, select the entry and click the **Delete**  icon on the toolbar.

Click **Save**  before moving to the next tab.

Selecting and Recording Work Items

The Work Items folder tab lets the user view and add daily usage data for installed Work Items. Before entering Work Item data, the Contractor responsible for the Work Item must be entered on the Contractors folder tab. When the user first selects the Work Items folder tab, the Select Work Item list is displayed.

The *Record Work Item* and *Select Work Item* buttons let the user toggle between two different versions of the Work Items folder tab. To enter usage data, the user first selects the Work Item and then selects the *Record Work Item* button (or the Record Work Item option on the Edit menu). This displays the **Record Work Items** folder tab on which the user can view and add daily usage data.



The Record Work Item and Select Work Item Buttons

Figure 1-5

The user can toggle between two different versions of the Work Items folder tab. When the user first selects the Work Items folder tab, or when the Select Work Item button is selected, the **Select Work Items** folder tab lists Work Items for the selected Contract. The Work Items are listed in ascending order by Project Line Number. If an Item has installed quantities for the selected Daily Work Report, the Installed check box is checked and the item will move to the top of the Select Work Item window.

Daily Work Reports						
DWR Info.		Contractors		Contractor Equip.	Daily Staff	Work Items
Contract ID: IR-31358		Inspector: McGill, Meghan		Date: 08/24/12		
NDOT InstId	Project Number	Project Line Nbr	Category Number	Item Code	Description	Supplemental Description 1
<input type="checkbox"/>	0600650	0001	0001	105-06845	CONSTRUCTION ENGINEERING	
<input type="checkbox"/>	0600650	0002	0001	105-08520	CELLULAR TELEPHONE/RADIO	
<input type="checkbox"/>	0600650	0003	0001	105-08521	CELLULAR TELEPHONE/RADIO SERVICE	
<input type="checkbox"/>	0600650	0004	0001	105-08524	CELLULAR TELEPHONE/RADIO, ADDITIONAL	
<input type="checkbox"/>	0600650	0005	0001	109-08359	LIQUIDATED DAMAGES	
<input type="checkbox"/>	0600650	0006	0001	109-08360	CONTRACT LIENS	
<input type="checkbox"/>	0600650	0007	0001	109-08443	QUALITY ADJUSTMENTS, TEMPORARY TRAFFIC	
<input type="checkbox"/>	0600650	0008	0001	109-08444	QUALITY ADJUSTMENTS, FAILED MATERIALS	
<input type="checkbox"/>	0600650	0009	0001	109-08463	PROJECT ESTIMATE ADJUSTMENT	
<input type="checkbox"/>	0600650	0010	0001	109-09489	PAYMENT ADJUSTMENT, PG ASPHALT BINDER	
<input type="checkbox"/>	0600650	0011	0001	110-01001	MOBILIZATION AND DEMOBILIZATION	

The Select Work Items Folder Tab

Figure 1-6

Daily Work Reports

DWR Info. Contractors Contractor Equip. Daily Staff **Work Items** Force Accounts

Contract ID: JR-31358 Inspector: McGill, Meghan Date: 08/24/12

Project Nbr: 9829510 Line Itm Nbr: 0079 Item Code: 616-02320 Category Nbr: 0001
 Item Desc: GEOTEXTILES Unit Price: \$2.11000
 Supp Desc 1:
 Supp Desc 2:

Qty Reported to Date: 4,012.400 Qty Authorized to Date: 4,012.400 Units Type: SYS
 Qty Installed to Date: 4,012.400 Bid Qty: 9,546.000 Pay To Plan Qty:
 Status: Active Qty Paid to Date: 4,012.400 Current Contract Qty: 9,546.000

Loc Seq Nbr	Location Installed	Placed Qty.	Plan Page Number	Templ Used
1		.000	0	<input type="checkbox"/>

Placed Qty: .000 Plan Page Nbr: 0 Contractor:

Loc Seq Nbr: 1 Location:

Station	Offset	Distance	Station	Offset	Distance	Measured Indicator
From: <input type="text"/>	+	<input type="text"/>	To: <input type="text"/>	+	<input type="text"/>	<input type="radio"/> Y <input checked="" type="radio"/> N

Material Inspection Detail

Material Component	Cont Est Matrl Qty	Satisf Repr Matrl Qty	Reprt Matrl Qty	Matrl Unit
Geotex for Undrn	9,546.000	0.000	4,012.400	SQUARE YARDS (English)
Geotec RR or Undrn	9,546.000	9,546.000	4,012.400	SQUARE YARDS (English)
Geotex for SF	0.000	0.000	0.000	SQUARE YARDS (English)

Estimate	DWR Date	DWR Inspector	DWR Work Item Payment Paid Qty	History Location	Vendor Name
0011	09/22/10	Burgauer, Tyler		14.00 Str. 303	WALSH CONSTRUCTION CO/E & B PA
0012	09/27/10	Richardson, James		15.00 R.E.S.	WALSH CONSTRUCTION CO/E & B PA
0012	09/28/10	Richardson, James		6.00 PSP	WALSH CONSTRUCTION CO/E & B PA
0013	10/15/10	Hadler, Gary		1.00 str 36 and str 367	WALSH CONSTRUCTION CO/E & B PA
0020	03/08/11	Crail, Clark		468.40 LINE REN	WALSH CONSTRUCTION CO/E & B PA
0022	03/26/11	Fisher, Eric		19.00 str 310 station 1888+75	WALSH CONSTRUCTION CO/E & B PA

The Record Work Items Folder Tab

Figure 1-7

Top Panel: Contains details of the work item plus a summary of previously reported quantities for the work item.

Second Panel: Collects information on the work performed for the Daily Work Report. This is the only panel where information can be entered.

Third Panel: Contains Material inspection details including what Sampling and Testing requirements exist and the reported quantities.






Bottom Panel: Contains the Work Item Payment History including Estimate number, DWR Date, inspector, paid quantity, location, and vendor name.

Installed work items from the Daily Work Reports *authorized* by the Project Engineer/ Supervisor in the Diary window are used by the Contractor Payments component of SiteManager as the basis for paying the Contractor in an Estimate.

To select and record a Work Item:

1. Click the **Work Items** folder tab.



2. In the **Work Item** list box, scroll to and click the work item whose installation needs to be recorded.
3. Double-click on the work item or click the **Record Work Item**  button.
4. Click the **New**  button. *An empty row is inserted on the Record Work Item List.*
5. In the **Placed Qty** field, type the quantity of the item installed at this location. If this field is grey, a template is available. The template window will open automatically after saving the other information on the tab or by clicking the **DWR Template**  button. For more information regarding templates, go to page 52 of this manual.
6. In the **Contractor** drop-down list, click the expand arrow and click the name of the Contractor responsible for the installed item.
7. In the **Location** field, type the location where the item was installed.
8. In the **From Station**, **From Station Offset**, and **From Station Distance** fields, type the Station ID, Offset, and Distance that identify where the installation of this Work Item begins.
9. In the **To Station**, **To Station Offset**, and **To Station Distance** fields, type the Station ID, Offset, and Distance that identify where the installation of this Work Item ends.
10. Click the **Save**  button.
11. Click the **Select Work Item**  button to select additional items for recording or return to the current DAILY WORK REPORT.

Repeat these steps for each **Work Item** installed.

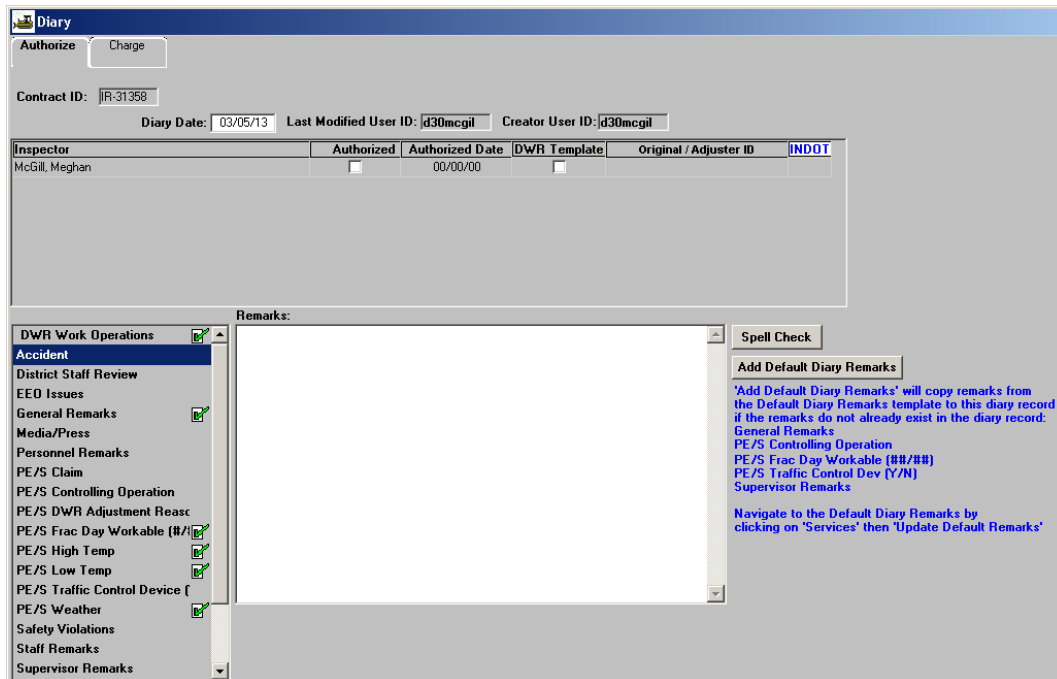
DIARY

The Project Engineer or Supervisor creates a Diary entry once per day per contract. The Diary is a daily collection of the Daily Work Reports submitted by all Inspectors and any other Project Engineers or Supervisors on the contract. The Project Engineer or Supervisor can then document his or her comments in the remarks fields and authorized Daily Work Reports submitted by other personnel on the contract.

The following actions can be taken by a Project Engineer or Supervisor in the Diary:

- Create a new Diary for a specific contract and day
- Open an existing Diary for a specific contract and day
- Preview Daily Work Reports of field personnel
- Authorize Daily Work Reports of field personnel
- Enter Diary Remarks

Entering Diary Remarks



The Diary Window

Figure 2-1

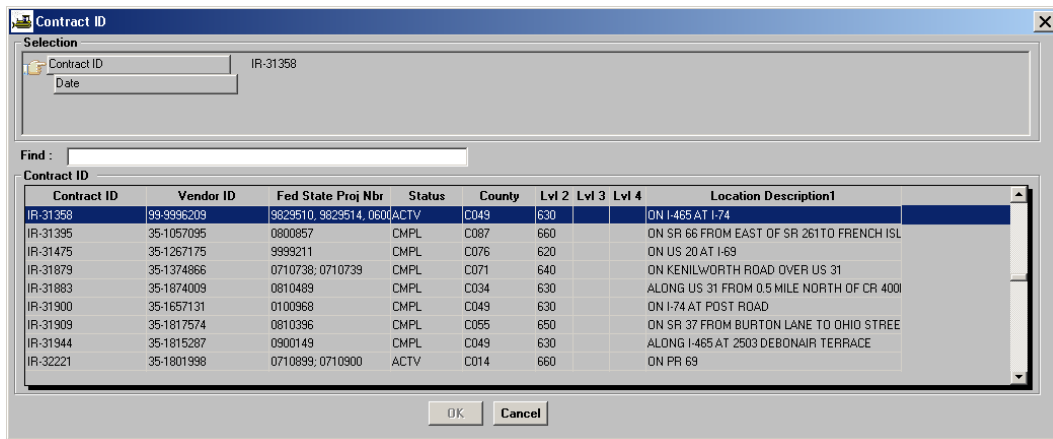
Remarks are a key part of the Diary module. To record a remark, the user must first select a remark type. If a remark has already been entered for the selected type, as indicated by a check mark next to the type, the remark appears in the Remarks field. A remark does not have a size limit, and can be pasted to and from a word processor.

A Spell Check button is available in the Remarks area.

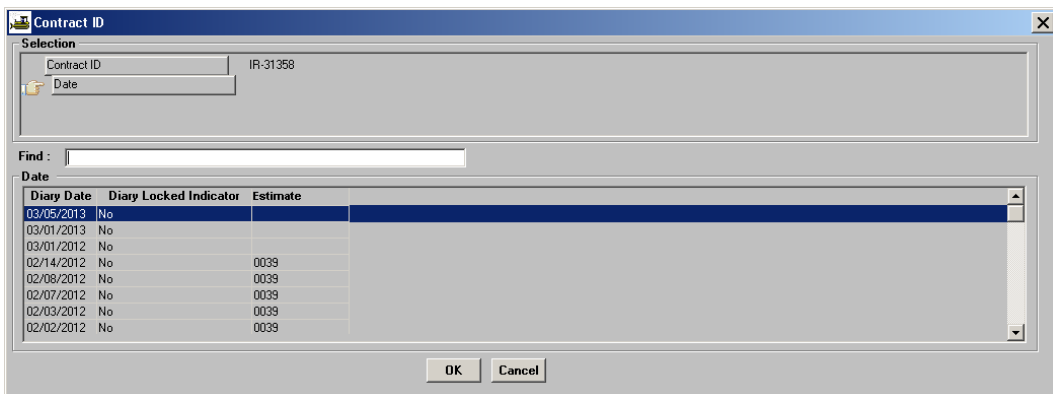
Note: Microsoft Office must be installed for the spell check feature to be functional

To modify the Diary Remarks:

1. Click the **Open**  button.
2. Double-click on the appropriate Contract in the Contract ID window.



3. Select the appropriate Diary Date in the Contract ID window and click **OK**.



4. Select the appropriate Diary Date in the Contract ID window and click **OK**.
5. Enter information in the following Remarks areas:
 - PE/S Frac Day Workable (#/8)
 - PE/S High Temp
 - PE/S Low Temp
 - PE/S Weather
 - All Other Applicable Remarks Categories