



South Carolina Department of Transportation

# **Daily Diaries**

AASHTOWare Project Construction and Materials™ rev. April 2023 This page is intentionally left blank





## **Table of Contents**

Introduction	. 1
Daily Diaries	. 1
Creating a Daily Diary	. 1
General Tab	. 2
DWRs Tab	. 3
DWR Remarks Tab	. 4
Contract Times Tab	. 5
Deleting a Daily Diary	. 5
Need Support	. 6





### Introduction

AASHTOWare Project<sup>M</sup> (*AWP*) is a web-based program consisting of several modules designed to electronically allow the SCDOT to manage the entire lifecycle of construction contracts using a standardized format while providing a collaborative environment.

AASHTOWare Project Construction and Materials<sup>M</sup> (*PrCM*) is a module designed to support the complete construction and materials management process.

## **Daily Diaries**

A Daily Diary can be used by Project Managers to document pertinent daily contract activities. It also incorporates information from approved Daily Work Report (DWR's) for the corresponding day.

If a Daily Diary is created, Daily Work Reports corresponding to the same date can be managed from within the Daily Diary. However, a Daily Diary is not required to approve a DWR.

# For Available Time (Site Time) contracts ONLY, Daily Diaries are required to charge time. The SCDOT does not use Available Time contracts at this time. Charging time is NOT SUPPORTED.

Roles that can create a Daily Diary:

- PROJ ENG
- ARCE
- RCE

### Creating a Daily Diary

Ensure your active role has permissions to create a Daily Diary and you have contract authority for the contract. It is important to note that only one Daily Diary can be created for a contract per day.

1. From the Home Screen, click the Contract Progress link.

PROJECT PROJECT EN	GINEER		
✓ Home Page News	3	✓ Construction	?
Welcome to AASHTOWare Project!		Change Order	•
07.22.22 Places oncurs that the Site	Time - Main Contract Time is setup and active at the	Contract Administration	
	new feature for the SCDOT and it is how the system	Contract Claims	•
calculates time on a contract.		Contract Permits	•
04-29-22 The new SCDOT AASHTO	Nare Project landing page is live and includes training	Contract Progress	•
resources. https://www.scdot.org/business/aashtowareproject.aspx		Contract Specific Authorities	•
		Contract Time	
✓ External Links	· · · · · · · · · · · · · · · · · · ·	Contract Vendor Assets	
Training Resources	AASHTOWare Project Training Videos and Quick Reference Guides	Contractor Evaluation	-
Construction Support	Construction Support - DOC office	Daily Diary	•
Construction Support (TEAMs)	Construction Support Screen Sharing (Microsoft	Daily Work Reports	
	Teams required) Materials Support - OMR office (Samples,	Daily Work Reports by Contract	•
Materials Support	Certifications, Qualifications	Meetings	•
✓ Materials	(?	Payment Estimate Accounting	•
Find Sample		Payment Estimate Approval Decisions	•
Comple Decordo		Payment Estimates	

Figure 1 – Contract Progress





- 2. Locate the contract that requires a Daily Diary.
- 3. Click the Contract link.

Home	✓ My Pages ▼		Actions	Help Log off
Contracts Progres	ss Overview			
✓ Contract Progress	s Overview			- ?
Q 5259160 Advanced Showing 1 of 1				
Contract	Description	Prime ID	Prime Name	0 changed
5259160	Q Reconstruction/Rehabilitation - District 2	1SA015	Q SATTERFIELD CONSTRUCTION COMPANY, INC.	

Figure 2 – Select Contract

#### 4. Select the Diaries tab and click Add.

Contract Progress S	ummary					
✓ Contract: 5259160 - I	✓ Contract: 5259160 - Reconstruction/Rehabilitation - District 2					
General						
Financials	Q Type search criteria or press Enter Advanced					
Daily Work Reports	Add	0 marked for deletion 0 changed				
Diaries						
Diary Adjustments	Enter search criteria above to see results or Show first 10					
Payment Estimates						
Contractors						
Change Orders						
Contract Adjustments						
Itom Adjustments						

Figure 3 – Add Daily Diary

#### General Tab

- 1. Update the Diary Date. The default date is current date.
- 2. Enter Weather information.
- 3. Select Remark Type.
- 4. Enter Remarks.
- 5. Click Save.

Add Daily Diary		$\frown$
✓ Contract: 5259160	- Reconstruction/Rehabilitation - District 2	?
General	Diary Date *	Remarks
	01/03/2023	0
	Author	Federal Project Number
	Q DriggersTW@scdot.org	P040450
	Driggers Travis W	State Project Number
	Weather	P040152, P040153, P040154, P040163
	-	Entered By
	Low Temperature	
		Entered Date
	High Temperature	
		Last Updated By
	Diary Locked	
	No	Last Updated Date
	Payment Est Num	
		Contractor Working
		No
		Payment Est Status
		raymon Los otacao
	Comments	
	connexts	Q.
		3
	✓ Remarks	
	Туре *	Remark *
	GEN - General	Daily Diary 1-3-23
		Q

Figure 4 – Daily Diary General Tab





If DWRs were created for the same date, weather information can be pulled by selecting the Component Action Menu and clicking Populate DWR Related Weather. This action will bring in the highest High Temperature and lowest Low Temperature from all DWRs. It will also populate the Weather field if all DWRs match.

Contract Daily Diary Summary					
Contract: 5259160 - Reconstruction/Rehabilitation - District 2					
Diary Date: 01/03/2023	Author: DriggersTW@scdot.org	Actions	×		
General DWRs	Diary Date * 01/03/2023	Remarks         Add New           1         Populate Related DWR Weather           Views         Views			
DWR Remarks	Author	Jueral Project Attachments (0)			
Contract Times	Q DriggersTW@scdot.org Driggers Travis W	P040450 Issues Links			
	Weather Low Temperature	State Project NL Reports			
		P040152, P0401 Daily Diary Report IC103Daily			
		Entered By Historical Reports			
		Travis W Drigger Daily Diary Report			
		Entered Date			

Figure 5 – Populate Weather

#### <u>DWRs Tab</u>

Within this tab, DWRs that were created with the same date as this Daily Diary can be viewed. A DWR creator cannot approve his/her own DWR. Another approver must approve the particular DWR.

Important Note: DWRs do not have to be approved from within a Daily Diary. For information about DWRs, please refer to the DWR training guide

- 1. Select the DWRs tab.
- 2. Click the Row Action Menu for the DWR record to manage the DWR.

Diary Date: 01/03/2023	Author: DriggersTW@scdot.org			
General	Autor Diggerer Medicerer		DWR Status	
DWRs	Q Type search criteria or press Enter	Advanced Showing 2 of 2	No Filter	•
DWR Remarks				0 marked for deletion 0 chance
Contract Times	Approve Pending DWRs			
	Inspector Sequence	Estimate N	umber D	DWR Status
	DavisdA1@scdot.org - Danie 1		[	Dra Actions
	Weather	Low Temp	High Temp	Delete
	FR - Fair	50	64	4 Exclude from Search Results
				Open
	NTS\driggerstw - Travis Drig 1			D <sup>ra</sup> Tasks
	FR - Fair	50	64	
				Submit For Approval Views
				Attachments (0) Links
				Tracked Issues
				Reports

Figure 6 – Manage DWRs





3. After reviewing, all Pending DWRs can be approved at once by clicking the Approve Pending DWRs button.

Contract Daily Diary	Summary						
✓ Contract: 5259160 - R	✓ Contract: 5259160 - Reconstruction/Rehabilitation - District 2						
Diary Date: 01/03/2023	Author: DriggersTW@scdot.org						
General DWRs DWR Remarks Contract Times	Q Type search criteria or press Enter Approve Pending DWRs	Adv weld Showing 2 of 2	DWR Status No Filter	0 marked for deletion 0 changed			
	Inspector Sequence DavisdA1@scdot.org - Danie 1 Weather	Estimate No	umber DWR Status Draft High Temp	Rainfall			
	FR - Fair	50	64				
	NTS\driggerstw - Travis Drig 1		Draft	•			
	FR - Fair	50	64				

Figure 7 – Approve Pending DWRs

#### DWR Remarks Tab

1. Select the DWR Remarks tab.

#### 2. Click Select DWR Remarks.

Contract Daily Diary	Summary	
✓ Contract: 5259160 -	Reconstruction/Rehabilitation - District 2	Save 🗸 ?
Diary Date: 01/03/2023	Author: DriggersTW@scdot.org	
General DWRs DWR Remarks Contract Times	Q Type search criteria or press Enter Act anced Showing 2 of 2 Select DWR Remarks	0 changed Expand All
	Inspector         Sequence         Remarks Count           DavisdA1@scdot.org - Danie         1         0           NTS\driggerstw - Travis Drigg         1         0	•

Figure 8 – Select DWR Remarks

- 3. Select the remarks to add to Daily Diary
- 4. Click the Add DWR Remarks to Daily Diary button

Sel	ect DWR Remarks				<b>×</b> 0
٩	Type search criteria or press Enter Select: All None	Advanced Showing 2 of 2	Inspector No Filter		2 selected
	Inspector	Seq Num	Туре	Remark	
~	DavisdA1@scdot.org - Daniel Da	1	GEN - General	SCC did 8" FDP on SC-702	
~	NTS\driggerstw - Travis Driggers	1	GEN - General	FDP installed	
				Add DWR Remarks to Da	aily Diary

Figure 9 – Choose DWR Remarks





#### Contract Times Tab

Charging Time is not supported by any of the Site Time types used by the SCDOT.

#### **Deleting a Daily Diary**

A Daily Diary can be deleted if it is not included in a Payment Estimate. Once it is included in a Payment Estimate the Daily Diary is locked.

- 1. From the Contract Progress Component, Select the Diaries tab.
- 2. Click the Row Action Menu for the Daily Diary Record.
- 3. Click Delete.
- 4. Click Save.

Contract Progress Summary						
✓ Contract: 5259160 - Reconstruction/Rehabilitation - District 2						
General						
Financials	Q Type search criteria or press Enter	Advanced	Showing 2 of 2			
Daily Work Reports				0 marked	for deletion 0 changed	
Diaries	Add					
Diary Adjustments	09/30/2022 HodgesJT@scdot.org - Je	Yes	1	0001	-	
Payment Estimates	Diary Date Author	Locked	Remarks	Number		
Contractors	01/03/2023 DriggersTW@scdot.org -	No	1	Actions	×	
Change Orders	-			Delete		
Contract Adjustments				Exclude from Search Results Open		
Item Adjustments				Views		
Agency Views	_			Attachments (0)		

Figure 10 – Delete Daily Diary





# **Need Support?**

For all AASHTOWare Project related support, please contact:

## **Construction Support**

AWPConstSupport@scdot.org

## **Materials Support**

AWPMaterialsSupport@scdot.org

# **Additional Support**

For training and additional resources please visit https://www.scdot.org/business/aashtowareproject.aspx



South Carolina Department of Transportation