



Approving Daily Work Reports

rev. AASHTOWare Project Construction and Materials™
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Introduction

AASHTOWare Project™ (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™ (PrCM) is a module designed to support the complete construction and materials management process.

Daily Work Reports

Daily Work Reports (DWRs) are created to record work that is performed on a contract for a specific day.

Once a DWR is approved, AASHTOWare Project uses the item postings contained within the DWRs to calculate the payment amount when creating the Payment Estimate.

Approving a DWR

DWRs must be approved before the monthly estimate is generated. A DWR that has not been approved will not be included in a Payment Estimate. Additionally, a payment estimate exception will be displayed for a DWR not in an Approved status. DWRs can also be approved from within a diary. However, it is not required. For more information on diaries please refer to the Diaries manual.

The following roles can approve a DWR:

- RCE
- ARCE
- PROJ ENG

Note: A user cannot approve his/her own DWR. Another user in an approver role with contract authority must approve the DWR.

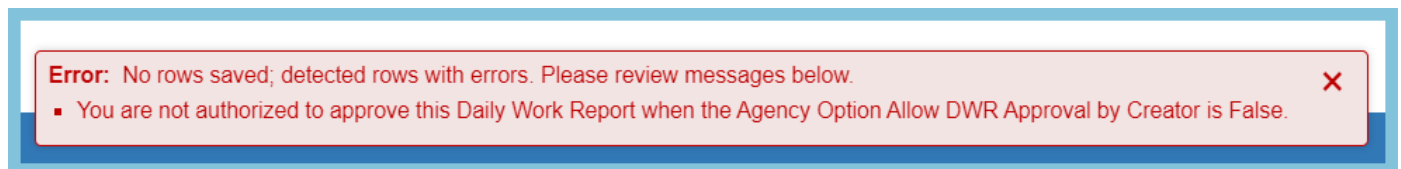


Figure 1 – DWR Approval Error

Changing DWR Status to Approved

A DWR that is in a Draft of Pending Approval Status can be approved if created by another user.

Approve

1. From within the DWR, select the Component Action Menu.
2. Select Approve.

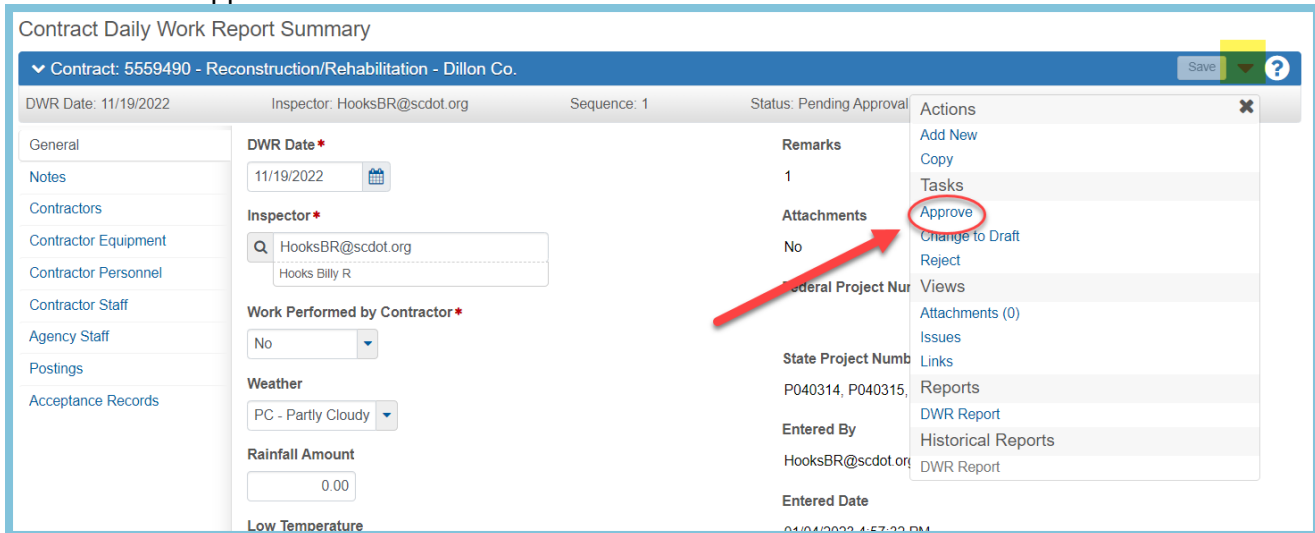


Figure 2 – Approve DWR

Rejecting a DWR

DWRs can be rejected while it is in an Approved or Pending Approval Status. Rejecting an approved DWR will allow for the creator to make changes to the DWR. A DWR cannot be rejected once it is included in a Payment Estimate. If the Payment Estimate is not approved, the estimate can be deleted to allow for DWR changes.

Reject

1. From within the DWR, select the Component Action Menu.
2. Select Reject.

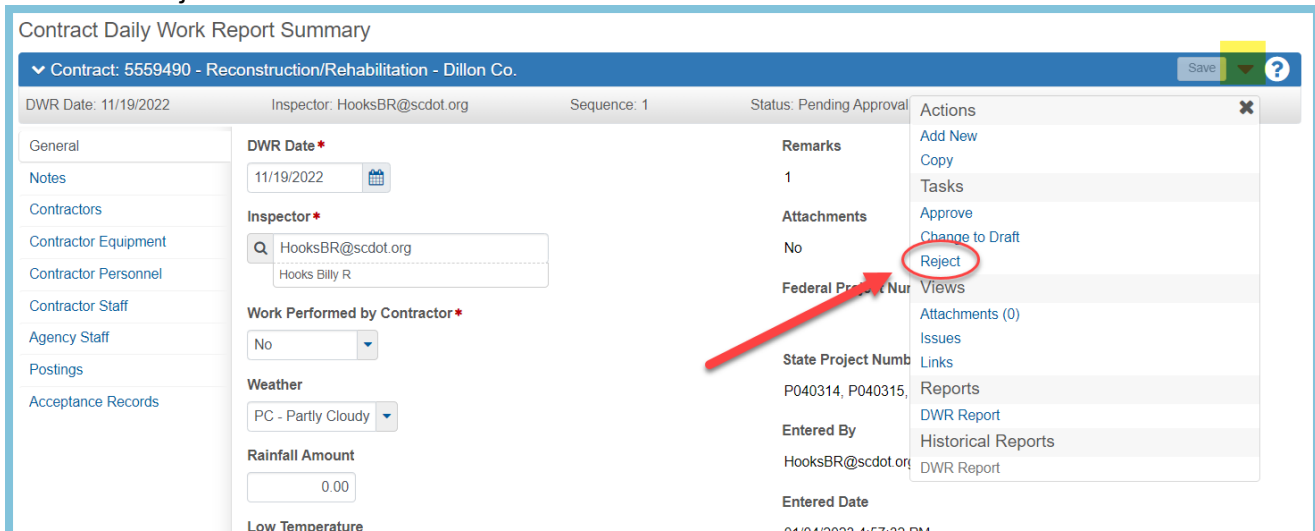


Figure 3 – Reject DWR



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