

# How to...

## Create A Daily Report

### Roles that have rights to Create IDRs:

- Project Engineer
- Temporary Project Engineer
- Assistant Project Engineer
- Inspectors
- A&E Project Staff

### Roles that have rights to Create CDR:

- Construction Contractor Basic
- Construction Contractor Lead
- Construction Contractor Manager

### Roles with Right to Review and Approve Daily Reports:

- COE
- Project Engineer
- Temporary Project Engineer
- A&E Project Engineer

Users who create their own IDRs/CDRs can only edit/delete their own IDRs/CDRs. Users cannot edit/delete IDRs/CDRs developed by others.

**Project Number:** AK PFH 43(10) **Project Name:** Deweyville Trailhead to Neck Lake Road **Contract Number:** DTFH70-12-C-00017 **States:** AK

**Search Filters:**

Keyword

Type  IDR  CDR

Contractor/SubContractor

Date    to

Reported By

Reviewed By

Status  Draft  Pending Review  Approved  Rejected

*No Records Found.*

**Add New**

Select "Add New" to add an Inspector's Daily Report (IDR) or Contractor Daily Report (CDR).

**Project Number:** AK PFH 43(10) **Project Name:** Deweyville Trailhead to Neck Lake Road **Contract Number:** DTFH70-12-C-00017 **States:** AK

**Save & Close** **Save** **Delete** **Cancel** **Cancel & Close** **Approve** **Print Preview**

\* indicates a required field

**Daily Report**

Type: IDR

Type (IDR or CDR) will be pre-selected based on user's type (this will not appear until the report has been saved).

Contractor/SubContractor\* [select]  
ABC Construction (Contractor)

Date\*: 09-09-2014 [select] [clear]

Shift Start\*: 07 [dropdown] 00 [dropdown] am [dropdown] [Clear]

Shift End\*: 05 [dropdown] 00 [dropdown] pm [dropdown] [Clear]

Weather/Temperature: Mostly Cloudy 65 degrees

Amount of Precipitation: Scattered Showers

**Work Activities**

**Work Activity #1**

Work Activity Code\*: A [dropdown] [checkbox] Save as Template

Location\*: Sta 100+50 - Sta 110+00

Description\*: Setting Precast Girders At White River Bridge

Work Activity Pay Items: [select]  
A0550: 66801-0000 N DESIGN-BUILD Bridge Construction

Contractor = CDR  
Government = IDR

**Project Number:** AK PFH 43(10) **Project Name:** Deweyville Trailhead to Neck Lake Road **Contract Number:** DTFH70-12-C-00017 **States:** AK

**Save & Close** **Save** **Delete** **Cancel** **Cancel & Close** **Approve** **Print Preview**

\* indicates a required field

### Daily Report

Type: IDR

Contractor/SubContractor\*

- ABC Construction (Contractor)

Select Contractor and/or Subcontractor(s). Only labor and equipment "owned" by Contractors/subcontractors selected will be available for use on this IDR/CDR.

Date\*:

Shift Start\*:

Shift End\*:

Weather/Temperature:

Amount of Precipitation:

### Work Activities

**Work Activity #1**

Work Activity Code\*:   Save as Template

Description\*:

Location\*:

Work Activity Pay Items:

- A0550: 66801-0000 N DESIGN-BUILD Bridge Construction

**Project Number:** AK PFH 43(10 **Project Name:** Deweyville Trailhead to Neck Lake Road **Contract Number:** DTFH70-12-C-00017 **States:** AK

**Save & Close** **Save** **Delete** **Cancel** **Cancel & Close** **Approve** **Print Preview**

\* indicates a required field

**Daily Report**

Type: IDR  
Contractor/SubContractor\*: ABC Construction (Contractor)

Date\*: 09-09-2014

Shift Start\*: 12 00

Shift End\*: 12 00

Weather/Temperature:

Amount of Precipitation:

September 2014						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Select date

Select the date of the IDR/CDR

**Work Activities**

**Work Activity #1**

Work Activity Code\*: A  Save as Template

Description\*: Setting Precast Girders

Labor:

Classification*	Number*	Production Time (hrs)*
Bridge		

Equipment:

Location\*: White River Bridge

Work Activity Pay Items:

- A0550: 66801-0000 N DESIGN-BUILD Bridge Construction

**Add Equipment**

**Project Number:** AK PFH 43(10) **Project Name:** Deweyville Trailhead to Neck Lake Road **Contract Number:** DTFH70-12-C-00017 **States:** AK

**Save & Close** **Save** **Delete** **Cancel** **Cancel & Close** **Approve** **Print Preview**

\* indicates a required field

### Daily Report

Type: IDR

Contractor/SubContractor\*

- ABC Construction (Contractor)

Date\*: 09-09-2014

Shift Start\*: 07  00

Shift End\*: 05  00

Select the time that the shift starts and ends.

Weather/Temperature: Mostly Cloudy 65 degrees

Amount of Precipitation: Scattered Showers

### Work Activities

#### Work Activity #1

Work Activity Code\*: A

Description\*: Setting Precast Girders At White River Bridge

Location\*: Sta 100+50 - Sta 110+00

Work Activity Pay Items:

- A0550: 66801-0000 N DESIGN-BUILD Bridge Construction

**Project Number:** AK PFH 43(10) **Project Name:** Deweyville Trailhead to Neck Lake Road **Contract Number:** DTFH70-12-C-00017 **States:** AK

**Save & Close** **Save** **Delete** **Cancel** **Cancel & Close** **Approve** **Print Preview**

\* indicates a required field

### Daily Report

Type: IDR

Contractor/SubContractor\*

ABC Construction (Contractor)

Date\*: 09-09-2014


Shift Start\*: 07  00  am

Shift End\*: 05  00  pm

Weather/Temperature:

Amount of Precipitation:

Enter weather/temperature and amount of precipitation.



### Work Activities

#### Work Activity #1

Work Activity Code\*:    Save as Template

Description\*:

Location\*:

Work Activity Pay Items:

A0550: 66801-0000 N DESIGN-BUILD Bridge Construction



**Project Number:** AK PFH 43(10) **Project Name:** Deweyville Trailhead to Neck Lake Road **Contract Number:** DTFH70-12-C-00017 **States:** AK

**Save & Close** **Save** **Delete** **Cancel** **Cancel & Close** **Approve** **Print Preview**

\* indicates a required field

**Daily Report**

Type: IDR

Contractor/SubContractor\* [select] [clear]  
 ABC Construction (Contractor)

Date\*: 09-09-2014 [select] [clear]

Shift Start\*: 07 [dropdown] 00 [dropdown] am [dropdown] [Clear]

Shift End\*: 05 [dropdown] 00 [dropdown] pm [dropdown] [Clear]

Weather/Temperature: Mostly Cloudy 65 degrees

Amount of Precipitation: Scattered Showers

**Work Activities**

**Work Activity #1**

Work Activity Code\*: A [dropdown]  Save as Template

Description\*: Setting Precast Girders At White River Bridge

Location\*: Sta 100+50 - Sta 110+00

Work Activity Pay Items: [select] [clear]  
 A0550: 66801-0000 N DESIGN-BUILD Bridge Construction

Select the work activity code – Usually start with the letter A, select next activities in alphabetical order.



**Project Number:** AK PFH 43(10) **Project Name:** Deweyville Trailhead to Neck Lake Road **Contract Number:** DTFH70-12-C-00017 **States:** AK

**Save & Close** **Save** **Delete** **Cancel** **Cancel & Close** **Approve** **Print Preview**

\* indicates a required field

**Daily Report**

Type: IDR

Contractor/SubContractor\* [select] [clear]  
 ABC Construction (Contractor)

Date\*: 09-09-2014 [select] [clear]

Shift Start\*: 07 [dropdown] 00 [dropdown] am [dropdown] [Clear]

Shift End\*: 05 [dropdown] 00 [dropdown] pm [dropdown] [Clear]

Weather/Temperature: Mostly Cloudy 65 degrees

Amount of Precipitation: Scattered Showers

Describe the work location



**Work Activities**

**Work Activity #1**

Work Activity Code\*: A [dropdown]  Save as Template  
Description\*: Setting Precast Girders At White River Bridge

Location\*: Sta 100+50 - Sta 110+00

Work Activity Pay Items:  
[select] [clear]  
 A0550: 66801-0000 N DESIGN-BUILD Bridge Construction

**Project Number:** AK PFH 43(10) **Project Name:** Deweyville Trailhead to Neck Lake Road **Contract Number:** DTFH70-12-C-00017 **States:** AK

**Save & Close** **Save** **Delete** **Cancel** **Cancel & Close** **Approve** **Print Preview**

\* indicates a required field

**Daily Report**

Type: IDR  
Contractor/SubContractor\*: [select] [clear]

- ABC Construction (Contractor)

Date\*: 09-09-2014 [select] [clear]

Shift Start\*: 07 [am] [Clear]

Shift End\*: 05 [pm] [Clear]

Weather/Temperature: Mostly Cloudy 65 degrees

Amount of Precipitation: Scattered Showers

Describe the work activity.

**Work Activities**

**Work Activity #1**

Work Activity Code\*: A [Save as Template]

Location\*: Sta 100+50 - Sta 110+00

Description\*:  
Setting Precast Girders At White River Bridge

Work Activity Pay Items:  
[select] [clear]  
 A0550: 66801-0000 N DESIGN-BUILD Bridge Construction

**Project Number:** AK PFH 43(10) **Project Name:** Deweyville Trailhead to Neck Lake Road **Contract Number:** DTFH70-12-C-00017 **States:** AK

**Save & Close** **Save** **Delete** **Cancel** **Cancel & Close** **Approve** **Print Preview**

\* indicates a required field

**Daily Report**

Type: IDR  
Contractor/SubContractor\*: [select] [clear]  
[x] ABC Construction (Contractor)

Date\*: 09-09-2014 [select] [clear]  
Shift Start\*: 07 [am] [Clear]  
Shift End\*: 05 [pm] [Clear]  
Weather/Temperature: Mostly Cloudy 65 degrees  
Amount of Precipitation: Scattered Showers

Select all applicable work activity pay items. (Pick list includes only project specific pay items). Multiple work activities can be added to the same Daily Report using separate activity codes.

**Work Activities**

**Work Activity #1**  
Work Activity Code\*: A [Save as Template]  
Location\*: Sta 100+50 - Sta 110+00  
Description\*: Setting Precast Girders At White River Bridge  
Work Activity Pay Items: [select] [clear]  
[x] A0550: 66801-0000 N DESIGN-BUILD Bridge Construction

# Daily Reports Continued:

## Work Activities

**Work Activity #1**

Work Activity Code\*:   Save as Template

Location\*:

Description\*:

Work Activity Pay Items:

Labor:

Classification*	Number*	Production Time (hrs)*	
<input type="text"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="button" value="Delete"/>

Equipment:

Select the "Add Labor" button.

Labor Total: \$0.00      Equipment Total: \$0.00

Daily Narrative Record:

**B I U** [List Bullets] [List Squares] [List Circles] [List Triangles] [Image] [Table] [ABC] ▾

Quality Control Narrative Report:

**B I U** [List Bullets] [List Squares] [List Circles] [List Triangles] [Image] [Table] [ABC] ▾

# Daily Reports Continued:

## Work Activities

**Work Activity #1**

Work Activity Code\*: A  Save as Template

Location\*: Sta 100+50 to Sta 110+00

Description\*: Setting Precast Girders At White River Bridge

Work Activity Pay Items: A0550: 66801-0000 N DESIGN-BUILD Bridge Construction

Labor:

Classification*	Number*	Production Time (hrs)*	
Iron Worker Structural	0	0	Delete
Power Equipment Operator Crane Operator	0	0	

Equipment: Add Equipment

Labor Total: \$0.00      Equipment Total: \$0.00

Delete

Select the Select the "Labor Classification"

Add Work Activity

Daily Narrative Record:

**B I U** [List Bullets] [List Squares] [List Triangles] [List Circles] [Image] [Image] [AEC]

Quality Control Narrative Report:

**B I U** [List Bullets] [List Squares] [List Triangles] [List Circles] [Image] [Image] [AEC]

# Daily Reports Continued:

## Work Activities

**Work Activity #1**

Work Activity Code\*:   Save as Template

Location\*:

Description\*:

Work Activity Pay Items:

Labor:

Classification*	Number*	Production Time (hrs)*	
<input type="text" value="Iron Worker Structural"/>	<input type="text" value="2"/>	<input type="text" value="10"/>	<input type="button" value="Delete"/>
<input type="text" value="Power Equipment Operator Crane Operator"/>	<input type="text" value="1"/>	<input type="text" value="10"/>	

Equipment:

Labor Total: \$0.00      Equipment Total: \$0.00

Enter the number of laborers for that classification.

Enter Production time *per person*.

Daily Narrative Record:

**B I U** [List Icon] [List Icon] [List Icon] [List Icon] [Text Icon] [Image Icon] [ABC Icon]

[Empty text area for narrative record]

# Daily Reports Continued:

## Work Activities

**Work Activity #1**

Work Activity Code\*:   Save as Template

Location\*:

Description\*:

Work Activity Pay Items:

- A0550: 66801-0000 N DESIGN-BUILD Bridge Construction

Labor:

Classification*	Number*	Production Time (hrs)*	
<input type="text" value="Iron Worker Structural"/>	<input type="text" value="2"/>	<input type="text" value="10"/>	<input type="button" value="Delete"/>
<input type="text" value="Power Equipment Operator Crane Operator"/>	<input type="text" value="1"/>	<input type="text" value="10"/>	

Labor Total: \$0.00

Equipment:

Equipment Total: \$0.00

Select Delete if classification was entered incorrectly. This will delete all labor, number, and, production time entries.

If general labor classification staff work different hours, add labor separately on an individual basis.

The labor and equipment rates are not entered so you will not have a total daily amount.



# Daily Reports Continued:

## Work Activities

### Work Activity #1

Work Activity Code\*:

A

Save as Template

Location\*:

Sta 100+50 to Sta 110+00

Description\*:

Setting Precast Girders At White River Bridge

Work Activity Pay Items:

[select]

clear

A0550: 66801-0000 N DESIGN-BUILD Bridge Construction

Labor:

Classification*	Number*	Production Time (hrs)*	
Iron Worker Structural	2	10	Delete
Power Equipment Operator Crane Operator	1	10	

Add Labor

Labor Total:  
\$0.00

Labor Total should always be \$0.00.

Equipment:

Add Equipment

Equipment Total:  
\$0.00

Delete

Add Work Activity

Daily Narrative Record:

**B** *I* U [List Icon] [List Icon] [List Icon] [List Icon] [Text Icon] [Image Icon] [ABC Icon]

# Daily Reports Continued:

## Work Activities

### Work Activity #1

Work Activity Code\*:

A  Save as Template

Location\*:

Sta 100+50 to Sta 110+00

Description\*:

Setting Precast Girders At White River Bridge

Work Activity Pay Items:

[select]

A0550: 66801-0000 N DESIGN-BUILD Bridge Construction

Labor:

Classification*	Number*	Production Time (hrs)*	
Iron Worker Structural	2	10	<input type="button" value="Delete"/>
Power Equipment Operator Crane Operator	1	10	

Labor Total:

\$0.00

Equipment:

Equipment Total:

\$0.00

Select the "Add Equipment" button.

Daily Narrative Record:

**B I U** [bulleted list icon] [numbered list icon] [link icon] [image icon] [video icon] [ABC dropdown]

# Daily Reports Continued:

## Work Activities

**Work Activity #1**

Work Activity Code\*:   Save as Template

Location\*:

Description\*:

Work Activity Pay Items:

Labor:

Classification*	Number*	Production Time (hrs)*	
<input type="text" value="Iron Worker Structural"/>	<input type="text" value="2"/>	<input type="text" value="10"/>	<input type="button" value="Delete"/>
<input type="text" value="Power Equipment Operator Crane Operator"/>	<input type="text" value="1"/>	<input type="text" value="10"/>	<input type="button" value="Delete"/>

Labor Total: **\$0.00**

Equipment:

Type*	Number*	Production Time (hrs)*	Idle Time (hrs)*	Idle Code	
<input type="text" value="150 ft Crane"/>	<input type="text" value="1"/>	<input type="text" value="10"/>	<input type="text" value="1"/>	<input type="text" value="Unused - Available"/>	<input type="button" value="Delete"/>

Equipment Total: **\$0.00**

**Select Equipment Type**

Daily Narrative Record:

**B I U** [List of icons] [ABC]

# Daily Reports Continued:

## Work Activities

**Work Activity #1**

Work Activity Code\*:   Save as Template

Location\*:

Description\*:

Work Activity Pay Items:

Labor:

Classification*	Number*	Production Time (hrs)*	
<input type="text" value="Iron Worker Structural"/>	<input type="text" value="2"/>	<input type="text" value="10"/>	<input type="button" value="Delete"/>
<input type="text" value="Power Equipment Operator Crane Operator"/>	<input type="text" value="1"/>	<input type="text" value="10"/>	<input type="button" value="Delete"/>

Labor Total: \$0.00

Equipment:

Type*	Number*	Production Time (hrs)*	Idle Time (hrs)*	Idle Code	
<input type="text" value="150 ft Crane"/>	<input type="text" value="1"/>	<input type="text" value="10"/>	<input type="text" value="1"/>	<input type="text" value="Unused - Available"/>	<input type="button" value="Delete"/>

Equipment Total: \$0.00

Enter the Number of that Equipment Type.

Daily Narrative Record:

**B I U** [List Icons] [ABC]

# Daily Reports Continued:

## Work Activities

**Work Activity #1**

Work Activity Code\*:   Save as Template

Location\*:

Description\*:

Work Activity Pay Items:

Labor:

Classification*	Number*	Production Time (hrs)*	
<input type="text" value="Iron Worker Structural"/>	<input type="text" value="2"/>	<input type="text" value="10"/>	<input type="button" value="Delete"/>
<input type="text" value="Power Equipment Operator Crane Operator"/>	<input type="text" value="1"/>	<input type="text" value="10"/>	<input type="button" value="Delete"/>

Labor Total: \$0.00

Equipment:

Type*	Number*	Production Time (hrs)*	Idle Time (hrs)*	Idle Code	
<input type="text" value="150 ft Crane"/>	<input type="text" value="1"/>	<input type="text" value="10"/>	<input type="text" value="1"/>	<input type="text" value="Unused - Available"/>	<input type="button" value="Delete"/>

Equipment Total: \$0.00

Production Time (hrs)\*



Enter the number of Production Hours.

Daily Narrative Record:

**B I U** [List of icons] [ABC]

# Daily Reports Continued:

## Work Activities

**Work Activity #1**

Work Activity Code\*: A  Save as Template

Location\*: Sta 100+50 to Sta 110+00

Description\*: Setting Precast Girders At White River Bridge

Work Activity Pay Items: A0550: 66801-0000 N DESIGN-BUILD Bridge Construction

Labor:

Classification*	Number*	Production Time (hrs)*	
Iron Worker Structural	2	10	Delete
Power Equipment Operator Crane Operator	1	10	Delete

**Add Labor**

Labor Total: \$0.00

Equipment:

Type*	Number*	Production Time (hrs)*	Idle Time (hrs)*	Idle Code	
150 ft Crane	1	10	1	Unused - Available	Delete

**Add Equipment**

Equipment Total: \$0.00

**Delete**



Enter the time not in operation and select the Idle code.

Daily Narrative Record:

**B I U** [List of icons]

# Daily Reports Continued:

## Work Activities

**Work Activity #1**

Work Activity Code\*: A  Save as Template

Location\*: Sta 100+50 to Sta 110+00

Description\*: Setting Precast Girders At White River Bridge

Work Activity Pay Items: A0550: 66801-0000 N DESIGN-BUILD Bridge Construction

Labor:

Classification*	Number*	Production Time (hrs)*	
Iron Worker Structural	2	10	Delete
Power Equipment Operator Crane Operator	1	10	Delete

Add Labor

Labor Total: \$0.00

Delete

Equipment:

Type*	Number*	Production Time (hrs)*	Idle Time (hrs)*	Idle Code	
150 ft Crane	1	10	1	Unused - Available	Delete

Add Equipment

Equipment Total: \$0.00

Select Delete if the equipment type was entered incorrectly.

Equipment Total should always be \$0.00.

Daily Narrative Record:

**B I U** [List of icons]

# Daily Reports Continued:

## Work Activities

**Work Activity #1**

Work Activity Code\*: A  Save as Template

Location\*: Sta 100+50 to Sta 110+00

Description\*: Setting Precast Girders At White River Bridge

Work Activity Pay Items: A0550: 66801-0000 N DESIGN-BUILD Bridge Construction

Labor:

Classification*	Number*	Production Time (hrs)*	
Iron Worker Structural	2	10	Delete
Power Equipment Operator Crane Operator	1	10	Delete

**Add Labor**

Equipment:

Type*	Number*	Production Time (hrs)*	Idle Time (hrs)*	Idle Code	
150 ft Crane	1	10	1	Unused - Available	Delete

**Add Equipment**

Labor Total: \$0.00      Equipment Total: \$0.00

**Delete**

**Add Work Activity**

If additional work is are needed, select "Add Work Activity" for multiple entries.

Daily Narrative Record:

**B I U** [List of icons]



# Daily Reports Continued:

**Add Work Activity**

Daily Narrative Record:

Rich text editor toolbar with icons for Bold (B), Italic (I), Underline (U), Bulleted List, Numbered List, Indent Left, Indent Right, Text Color, Background Color, and ABC. Below the toolbar is a large empty text area for entering the narrative.

Quality Control Narrative Report:

Rich text editor toolbar with icons for Bold (B), Italic (I), Underline (U), Bulleted List, Numbered List, Indent Left, Indent Right, Text Color, Background Color, and ABC. Below the toolbar is a large empty text area for entering the report.

Enter the Daily Narrative

## Safety, Erosion & Traffic Control Inspection

Traffic Control Checked?:  Yes; No Problems  Yes; Problems  No

Erosion/Sediment Control Checked?:  Yes; No Problems  Yes; Problems  No

Unsafe Operations Observed?:  Yes  No

Accidents?:  Yes  No

Add Specific Notes?:  Yes  No

Supporting Documents: **Add Document**

Reported By\*: Brie Van Cleave

# Daily Reports Continued:

**Add Work Activity**

Daily Narrative Record:

**B I U** [List Bulleted] [List Numbered] [List Numbered] [List Numbered] [Text] [Image] [ABC] ▼

Quality Control Narrative Report:

**B I U** [List Bulleted] [List Numbered] [List Numbered] [List Numbered] [Text] [Image] [ABC] ▼

## Safety, Erosion & Traffic Control Inspection

Traffic Control Checked?:  Yes; No Problems  Yes; Problems  No

Erosion/Sediment Control Checked?:  Yes; No Problems  Yes; Problems  No

Unsafe Operations Observed?:  Yes  No

Accidents?:  Yes  No

Add Specific Notes?:  Yes  No

Supporting Documents: **Add Document**

Reported By\*: Brie Van Cleave

Enter the Quality Control Narrative Report

# Daily Reports Continued:

Add Work Activity

Daily Narrative Record:

Rich text editor toolbar with icons for Bold (B), Italic (I), Underline (U), Bulleted List, Numbered List, Indent Left, Indent Right, Text Color, Background Color, and ABC. Below the toolbar is a large empty text area for the Daily Narrative Record.

Quality Control Narrative Report:

Rich text editor toolbar with icons for Bold (B), Italic (I), Underline (U), Bulleted List, Numbered List, Indent Left, Indent Right, Text Color, Background Color, and ABC. Below the toolbar is a large empty text area for the Quality Control Narrative Report.

Select Traffic Control Checked.

## Safety, Erosion & Traffic Control Inspection

Traffic Control Checked?:  Yes; No Problems  Yes; Problems  No

Erosion/Sediment Control Checked?:  Yes; No Problems  Yes; Problems  No

Unsafe Operations Observed?:  Yes  No

Accidents?:  Yes  No

Add Specific Notes?:  Yes  No

Supporting Documents:

Reported By\*: Brie Van Cleave

If "Yes; Problems" is a selected a comment box appears. Explain the problem.

**Safety, Erosion & Traffic Control Inspection**

Traffic Control Checked?:  Yes; No Problems  Yes; Problems  No

Problems:

Rich text editor toolbar with icons for Bold (B), Italic (I), Underline (U), Bulleted List, Numbered List, Indent Left, Indent Right, Text Color, Background Color, and ABC. Below the toolbar is a large empty text area for the Problems field.

# Daily Reports Continued:

Add Work Activity

Daily Narrative Record:

**B I U** [List Icon] [List Icon] [List Icon] [List Icon] [Text Icon] [Image Icon] [ABC] ▾

Quality Control Narrative Report:

**B I U** [List Icon] [List Icon] [List Icon] [List Icon] [Text Icon] [Image Icon] [ABC] ▾

Select Erosion/Sediment Control Checked.

## Safety, Erosion & Traffic Control Inspection

Traffic Control Checked?:  Yes; No Problems  Yes; Problem  No

Erosion/Sediment Control Checked?:  Yes; No Problems  Yes; Problems  No

Unsafe Operations Observed?:  Yes  No

Accidents?:  Yes  No

Add Specific Notes?:  Yes  No

Supporting Documents: **Add Document**

Reported By\*: Brie Van Cleave

If "Yes; Problems" is a selected a comment box appears. Explain the problem.

Erosion/Sediment Control Checked?:  Yes; No Problems  Yes; Problems  No

Problems:

**B I U** [List Icon] [List Icon] [List Icon] [List Icon] [Text Icon] [Image Icon] [ABC] ▾

# Daily Reports Continued:

Add Work Activity

Daily Narrative Record:

**B I U** [List Bullets] [List Squares] [List Circles] [Text] [Image] [ABC]

Quality Control Narrative Report:

**B I U** [List Bullets] [List Squares] [List Circles] [Text] [Image] [ABC]

## Safety, Erosion & Traffic Control Inspection

Traffic Control Checked?:  Yes; No Problems  Yes; Problems  No

Erosion/Sediment Control Checked?:  Yes; No Problems  Yes; Problems  No

Unsafe Operations Observed?:  Yes  No

Accidents?:  Yes  No

Add Specific Notes?:  Yes  No

Supporting Documents: **Add Document**

Reported By\*: Brie Van Cleave

Select yes/no if "Unsafe Operations were Observed".

If "Yes" is a selected a comment box appears. Explain the problem.

Unsafe Operations Observed?:  Yes  No

Unsafe Operations:

**B I U** [List Bullets] [List Squares] [List Circles] [Text] [Image] [ABC]

# Daily Reports Continued:

Add Work Activity

Daily Narrative Record:

**B I U** [List Icon] [List Icon] [List Icon] [List Icon] [Text Icon] [Image Icon] [ABC] ▾

Quality Control Narrative Report:

**B I U** [List Icon] [List Icon] [List Icon] [List Icon] [Text Icon] [Image Icon] [ABC] ▾

## Safety, Erosion & Traffic Control Inspection

Traffic Control Checked?:  Yes; No Problems  Yes; Problems  No

Erosion/Sediment Control Checked?:  Yes; No Problems  Yes; Problems  No

Unsafe Operations Observed?:  Yes  No

Accidents?:  Yes  No

Add Specific Notes?:  Yes  No

Supporting Documents: **Add Document**

Reported By\*: Brie Van Cleave

Select yes/no if "Accidents" occurred on the project.

If "Yes" is a selected a comment box appears. Explain the problem.

Accidents?:  Yes  No

Accident Description:

**B I U** [List Icon] [List Icon] [List Icon] [List Icon] [Text Icon] [Image Icon] [ABC] ▾

# Daily Reports Continued:

Add Work Activity

Daily Narrative Record:

**B I U**  [List Bullets] [List Squares] [List Triangles] [Text] [Image] [ABC]

Quality Control Narrative Report:

**B I U**  [List Bullets] [List Squares] [List Triangles] [Text] [Image] [ABC]

## Safety, Erosion & Traffic Control Inspection

Traffic Control Checked?:  Yes; No Problems  Yes; Problems  No

Erosion/Sediment Control Checked?:  Yes; No Problems  Yes; Problems  No

Unsafe Operations Observed?:  Yes  No

Accidents?:  Yes  No

Add Specific Notes?:  Yes  No

Supporting Documents: **Add Document**

Reported By\*: Brie Van Cleave

Select yes/no to "Add Specific Notes".

If "Yes" is a selected a comment box appears. Explain the problem.

Add Specific Notes?:  Yes  No

Notes:

**B I U**  [List Bullets] [List Squares] [List Triangles] [Text] [Image] [ABC]

Save Currently Entered Note:

# Daily Reports Continued:

Add Work Activity

Daily Narrative Record:

Rich text editor toolbar with icons for Bold (B), Italic (I), Underline (U), Bulleted List, Numbered List, Indent Left, Indent Right, Text Color, Background Color, and ABC. Below the toolbar is a large empty text area for the Daily Narrative Record.

Quality Control Narrative Report:

Rich text editor toolbar with icons for Bold (B), Italic (I), Underline (U), Bulleted List, Numbered List, Indent Left, Indent Right, Text Color, Background Color, and ABC. Below the toolbar is a large empty text area for the Quality Control Narrative Report.

## Safety, Erosion & Traffic Control Inspection

Traffic Control Checked?:  Yes; No Problems  Yes; Problems  No

Erosion/Sediment Control Checked?:  Yes; No Problems  Yes; Problems  No

Unsafe Operations Observed?:  Yes  No

Accidents?:  Yes  No

Add Specific Notes?:  Yes  No

Supporting Documents: **Add Document**

Reported By\*: Brie Van Cleave

Select "Add Document" and EEBACs will allow you to attach a file. Select the browse button as shown below to select a computer file:

Supporting Documents:

File:



# Daily Reports Continued:

**Add Work Activity**

Daily Narrative Record:

**B I U** [List Bullets] [List Squares] [List Circles] [List Triangles] [Image] [Table] [ABC] ▾

Quality Control Narrative Report:

**B I U** [List Bullets] [List Squares] [List Circles] [List Triangles] [Image] [Table] [ABC] ▾

“Save” regularly to preserve the work that you have done.

## Safety, Erosion & Traffic Control Inspection

Traffic Control Checked?:  Yes; No Problems  Yes; Problems  No

Erosion/Sediment Control Checked?:  Yes; No Problems  Yes; Problems  No

Unsafe Operations Observed?:  Yes  No

Accidents?:  Yes  No

Add Specific Notes?:  Yes  No

Supporting Documents: **Add Document**

Reported By\*: Brie Van Cleave

Select “Print Preview” of the Daily Report.

# Daily Reports Continued:

## FHWA Daily Inspection Report Western Federal Lands

Report Date: 09/17/14  
1 out of 2

<b>Project Number:</b> AK PFH 43(10)	<b>Date:</b> 09/09/2014	<b>Project Engineer:</b> Brie Van Cleave
<b>Project Name:</b> Deweyville Trailhead to Neck Lake Road	<b>Shift:</b> 07:00 am to 05:00 pm	<b>Project Inspector:</b> Brie Van Cleave
<b>Contract Number:</b> DTFH70-12-C-00017	<b>Weather/Temp:</b> Mostly Cloudy 65 degrees	<b>Amount of Precipitation:</b> Scattered Showers
<b>Contractor/Subcontractor:</b> ABC Construction (Contractor)		

<p><b>Work Activity Code</b> A</p> <p><b>Description</b> Setting Precast Girders At White River Bridge</p> <p><b>Labor:</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 60%;">Classification</th> <th style="width: 20%;">Number</th> <th style="width: 20%;">Production Time (hrs)</th> </tr> </thead> <tbody> <tr> <td>Iron Worker Structural</td> <td style="text-align: center;">2</td> <td style="text-align: center;">10</td> </tr> <tr> <td>Power Equipment Operator Crane Operator</td> <td style="text-align: center;">1</td> <td style="text-align: center;">10</td> </tr> </tbody> </table> <p><b>Labor Total:</b></p>	Classification	Number	Production Time (hrs)	Iron Worker Structural	2	10	Power Equipment Operator Crane Operator	1	10	<p><b>Location</b> Sta 100+50 to Sta 110+00</p> <p><b>Work Activity Pay Items:</b> A 0550:66801-0000 DESIGN-BUILD Design-Build</p> <p><b>Equipment:</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;">Type</th> <th style="width: 10%;">Number</th> <th style="width: 15%;">Production Time (hrs)</th> <th style="width: 15%;">Idle Time (hrs)</th> <th style="width: 30%;">Idle Code</th> </tr> </thead> <tbody> <tr> <td>150 # Crane</td> <td style="text-align: center;">1</td> <td style="text-align: center;">10</td> <td style="text-align: center;">1</td> <td>Unused - Available</td> </tr> </tbody> </table> <p><b>Equipment Total:</b></p>	Type	Number	Production Time (hrs)	Idle Time (hrs)	Idle Code	150 # Crane	1	10	1	Unused - Available	
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DRAFT

The Print Preview will have the “DRAFT” watermark until the Daily Report is approved by the Project Engineer.

# Daily Reports Continued:

Add Work Activity

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Rich text editor toolbar with icons for Bold (B), Italic (I), Underline (U), Bulleted List, Numbered List, Indent Left, Indent Right, Link, Unlink, and ABC. Below the toolbar is a large empty text area for the Daily Narrative Record.

Quality Control Narrative Report:

Rich text editor toolbar with icons for Bold (B), Italic (I), Underline (U), Bulleted List, Numbered List, Indent Left, Indent Right, Link, Unlink, and ABC. Below the toolbar is a large empty text area for the Quality Control Narrative Report.

Selecting "Save & Close" will save your work and exit without approval or submitting to PE.

Select "Delete" and the entire Daily will be deleted.

## Safety, Erosion & Traffic Control Inspection

Traffic Control Checked?:  Yes; No Problems  Yes; Problems  No

Erosion/Sediment Control Checked?:  Yes; No Problems  Yes; Problems  No

Unsafe Operations Observed?:  Yes  No

Accidents?:  Yes  No

Add Specific Notes?:  Yes  No

Supporting Documents:

Reported By\*:

# Daily Reports Continued:

Add Work Activity

Daily Narrative Record:

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Selecting "Cancel" or "Cancel & Close" will result in the going back to the main page without saving any changes.

## Safety, Erosion & Traffic Control I

Traffic Control Checked?:  Yes; No Problems  Yes; Problems  No

Erosion/Sediment Control Checked?:  Yes; No Problem  Yes; Problems  No

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Accidents?:  Yes  No

Add Specific Notes?:  Yes  No

Supporting Documents:

Reported By\*: Brie Van Cleave

# Daily Reports Continued:

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Erosion/Sediment Control Checked?:  Yes; No Problems  Yes; Problems  No

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Accidents?:  Yes  No

Add Specific Notes?:  Yes  No

Supporting Documents:

Reported By\*: Brie Van Cleave

The Project Engineer with "Approve" the daily diary once they have reviewed it.