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

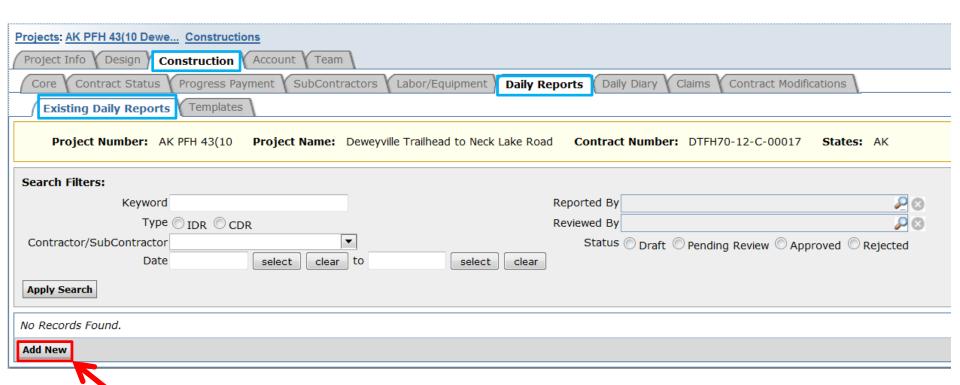
Roles that have rights to Create CDR:

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

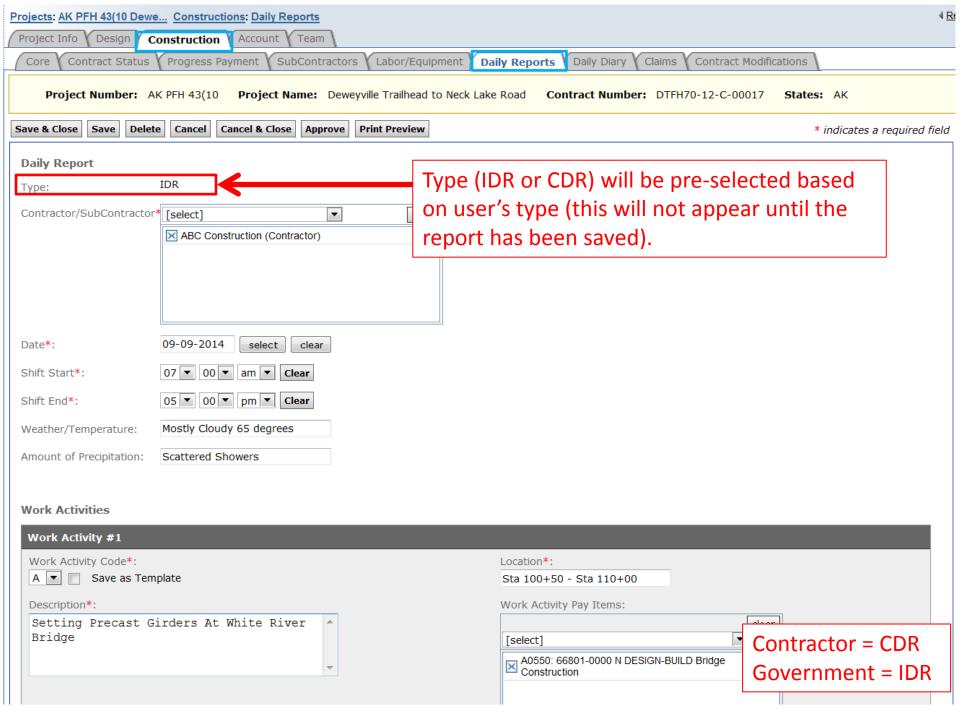
Roles with Right to Review and Approve Daily Reports:

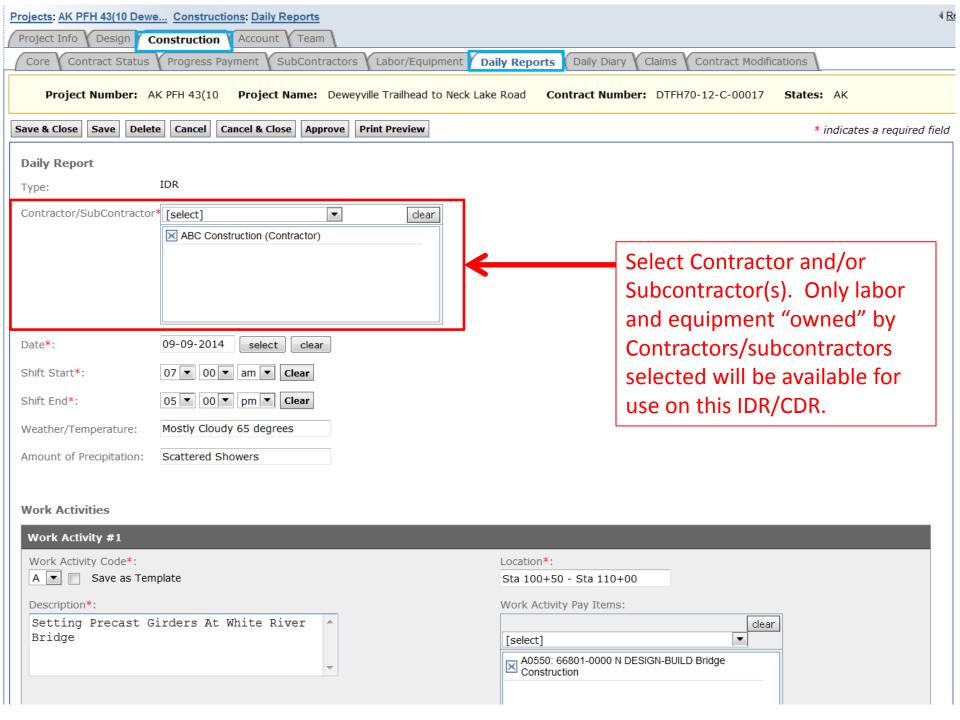
- COE
- Project Engineer
- Temporary Project Engineer
- A&E Project Engineer

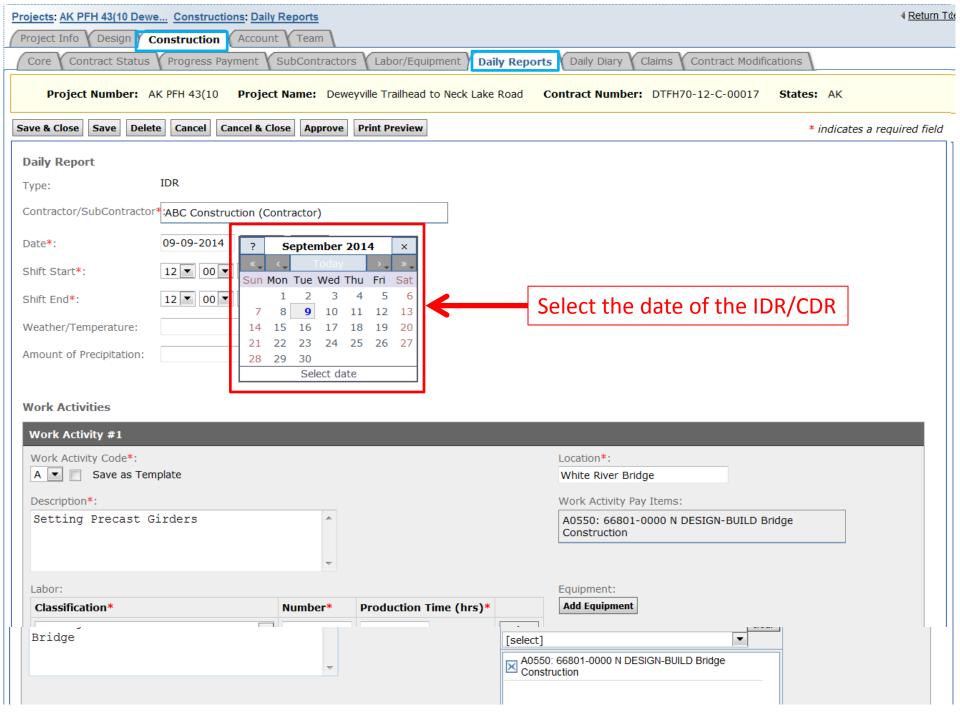
Users who create their own IDRs/CDRs can only edit/delete their own IDRs/CDRs. Users cannot edit/delete IDRs/CDRs developed by others.

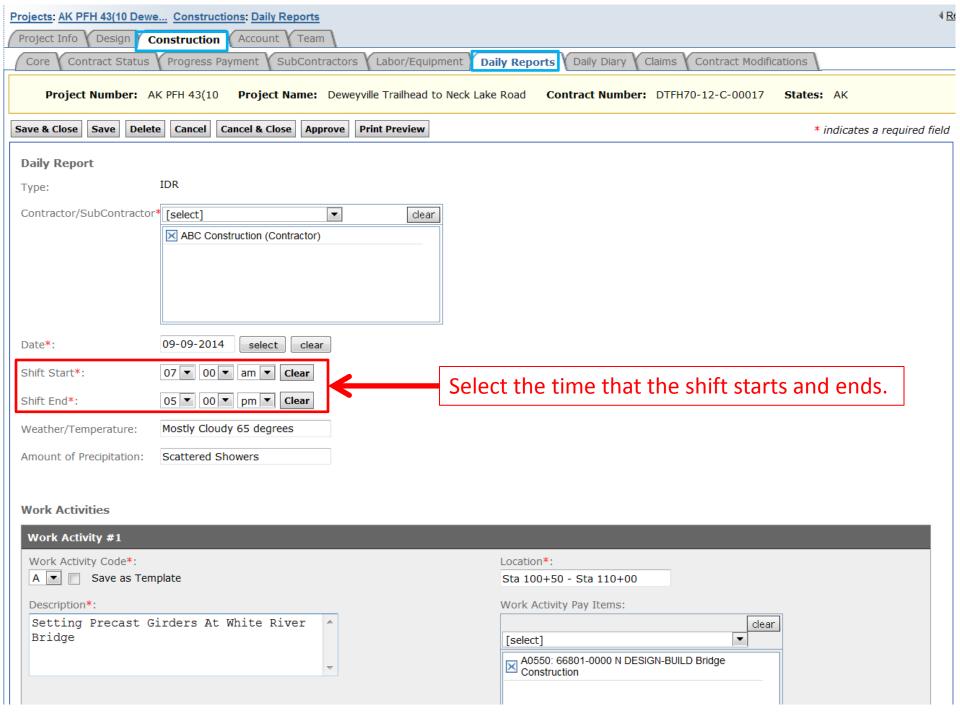


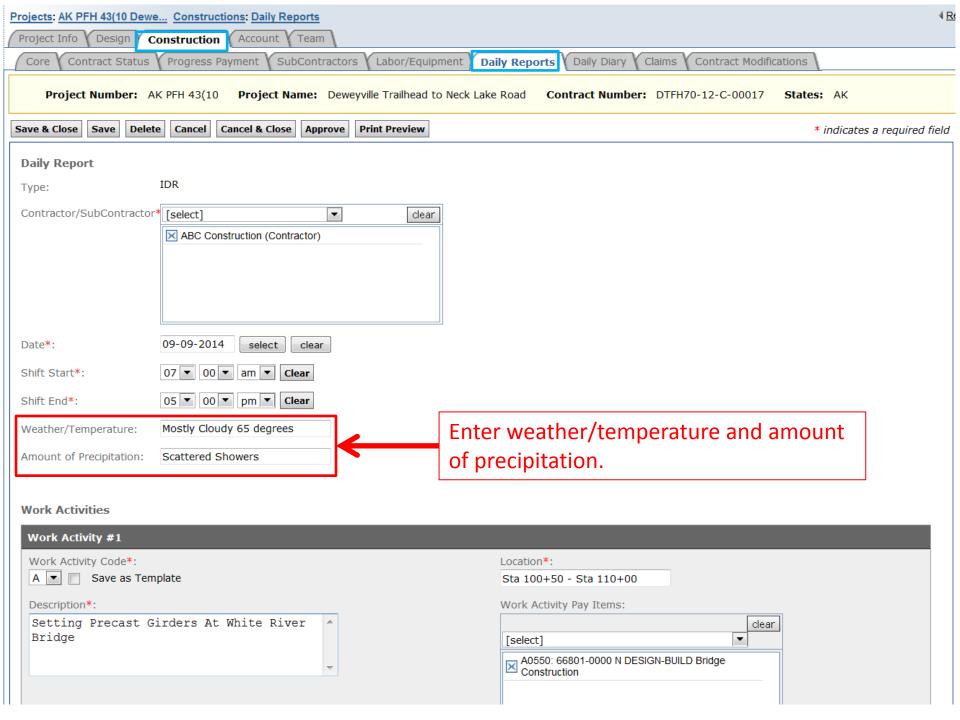
Select "Add New" to add an Inspector's Daily Report (IDR) or Contractor Daily Report (CDR).

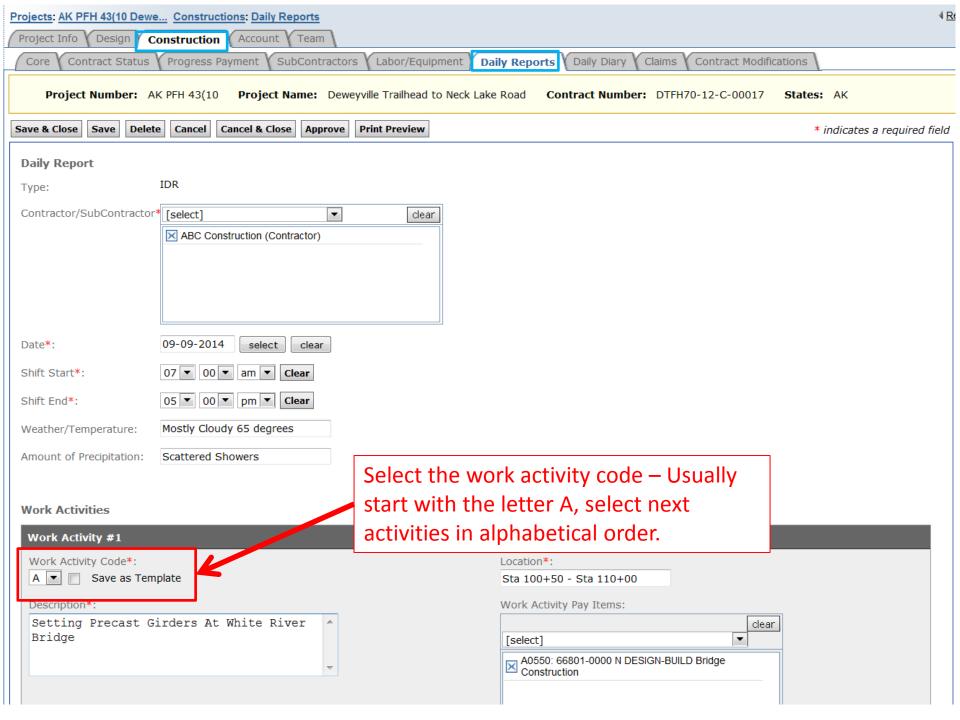


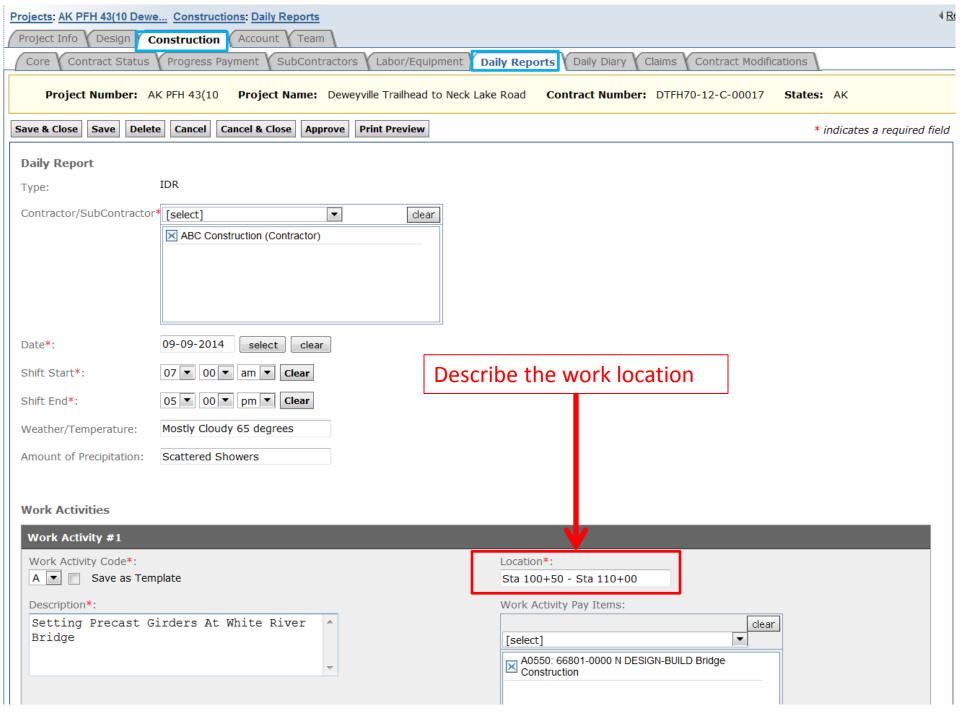


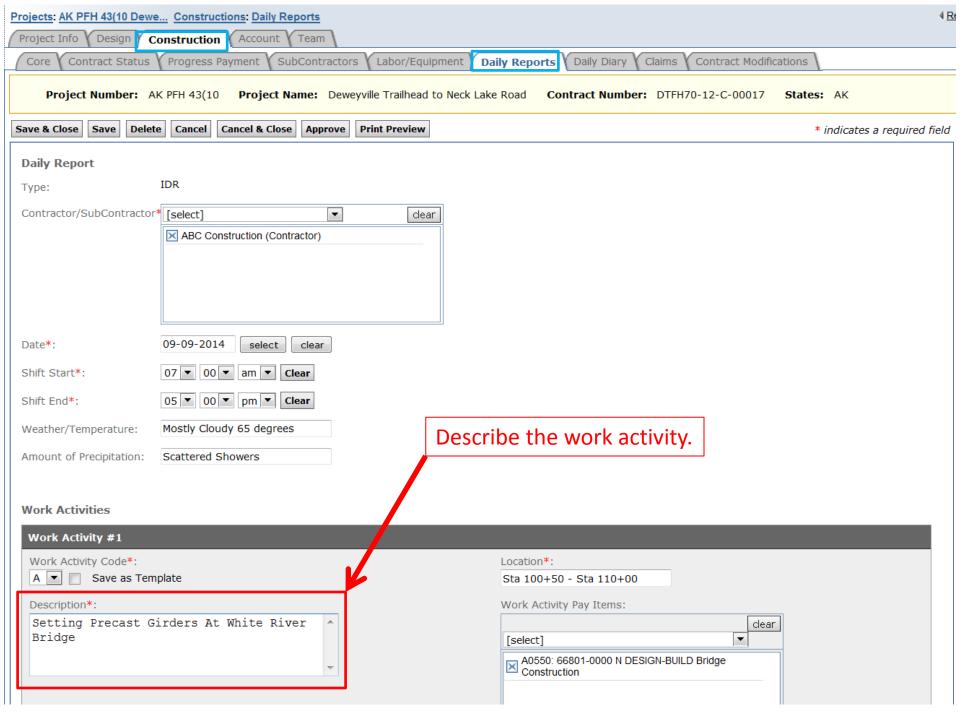


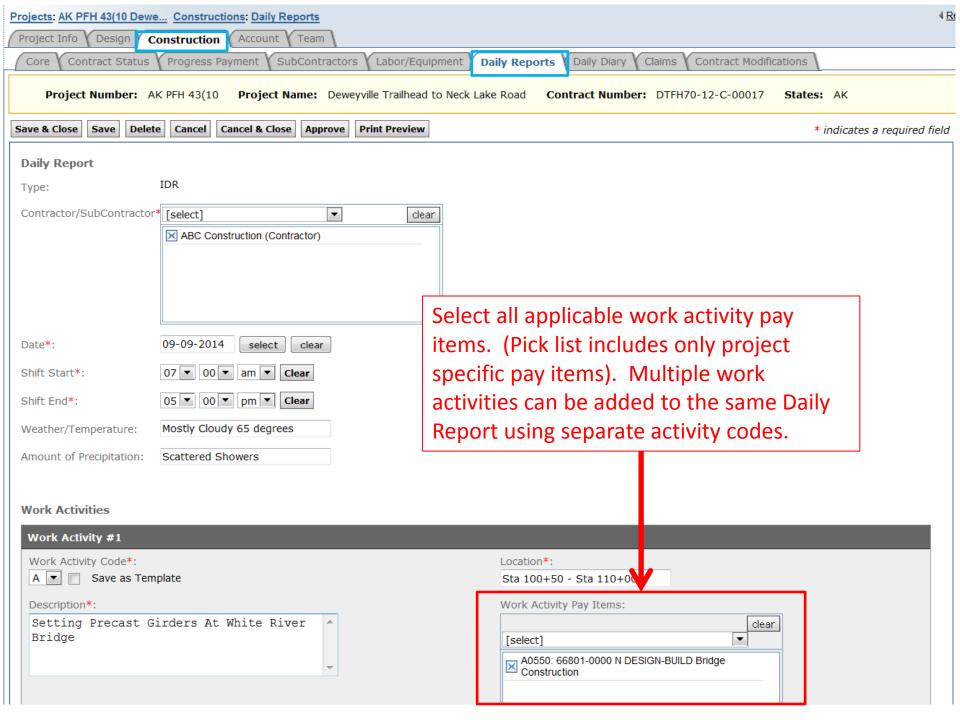


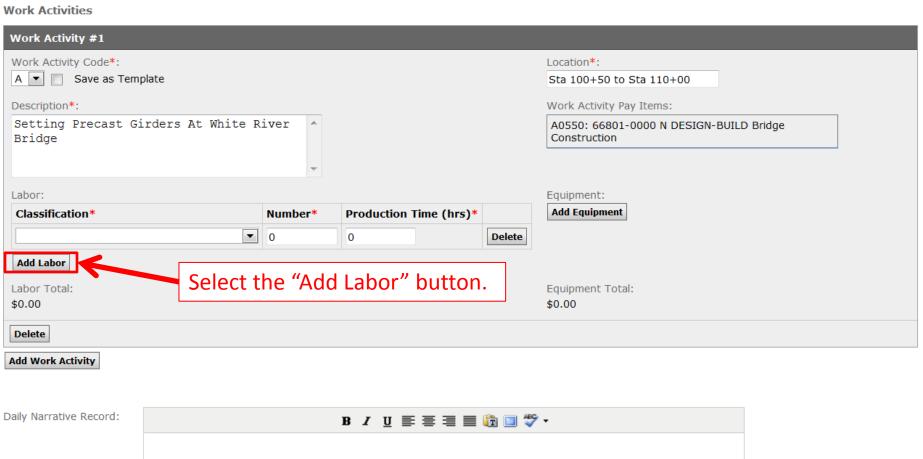






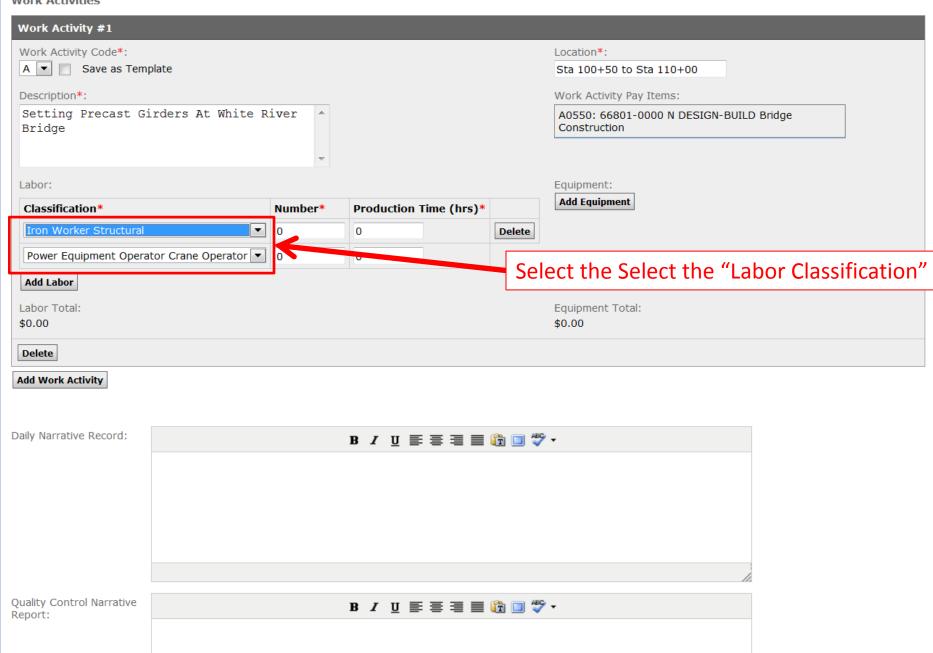




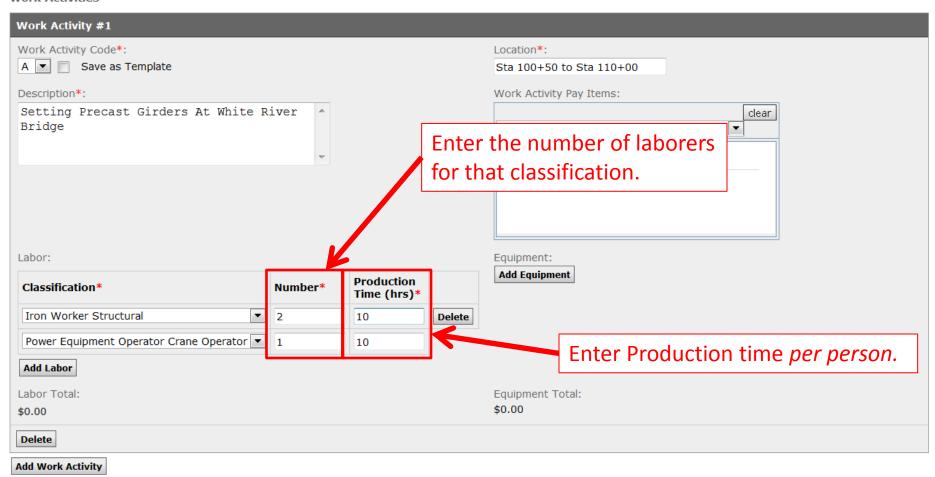




Work Activities

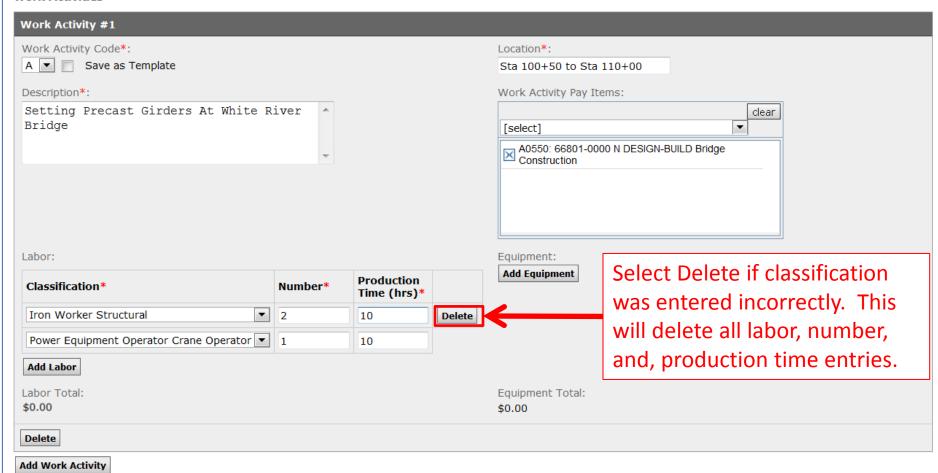


Work Activities





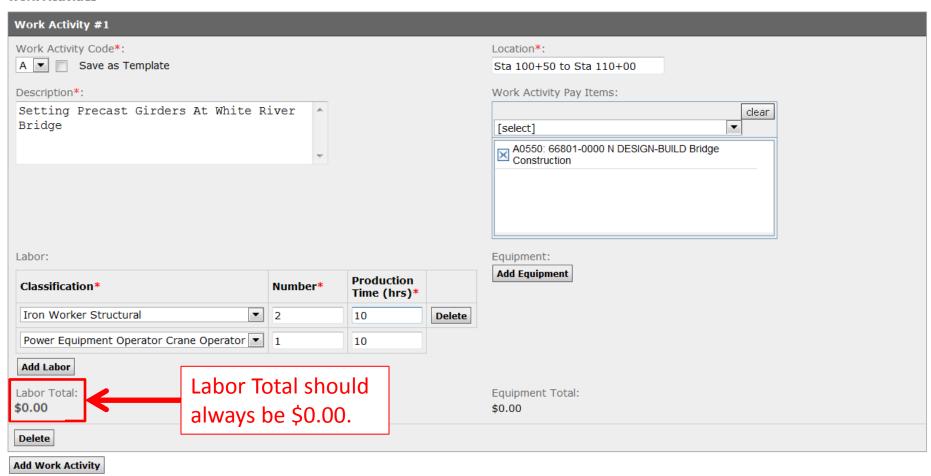
Work Activities



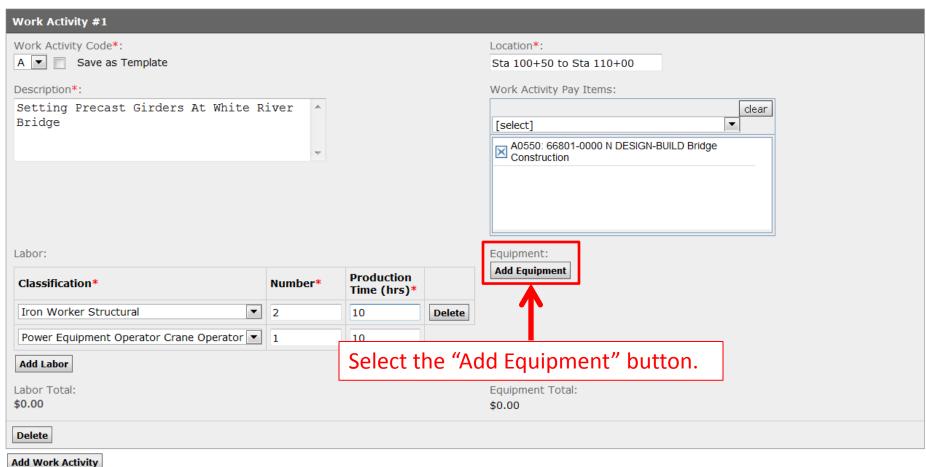
If general labor classification staff work different hours, add labor separately on an individual basis.

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

Work Activities

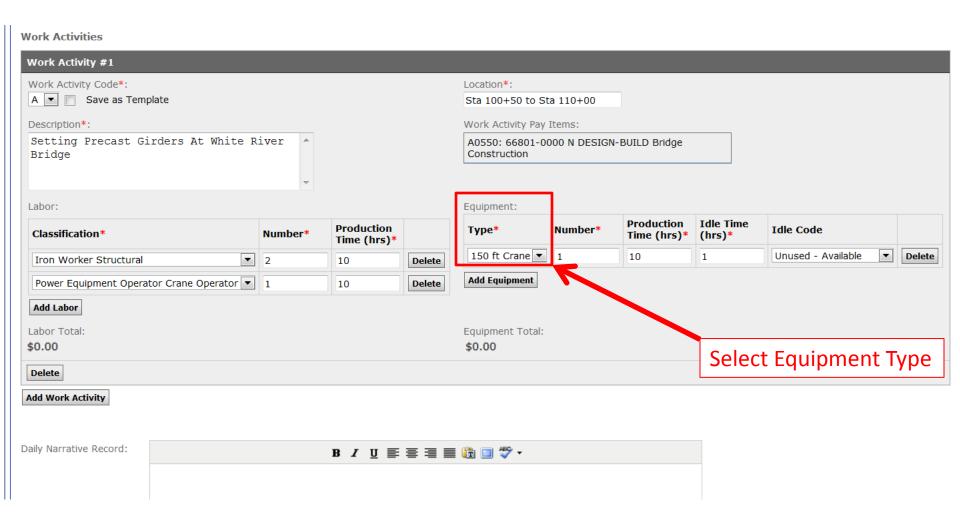


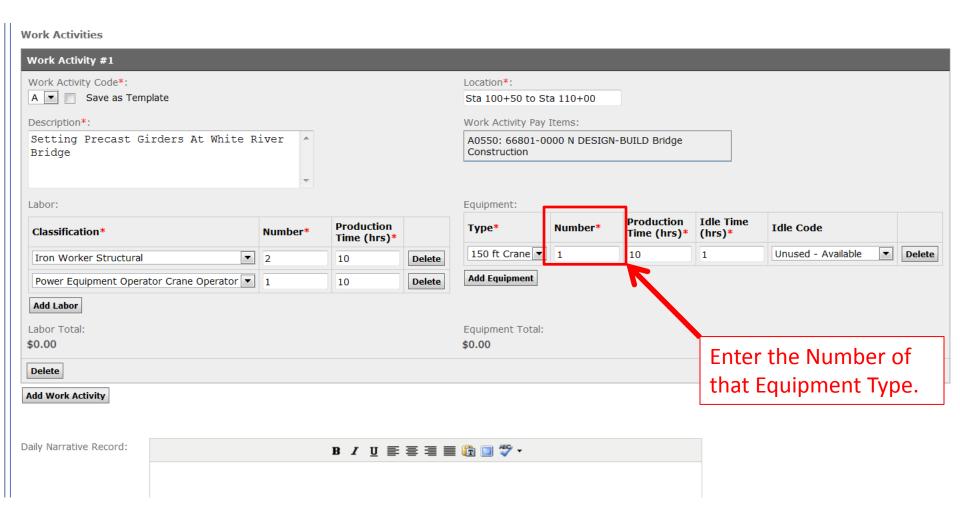
Work Activities

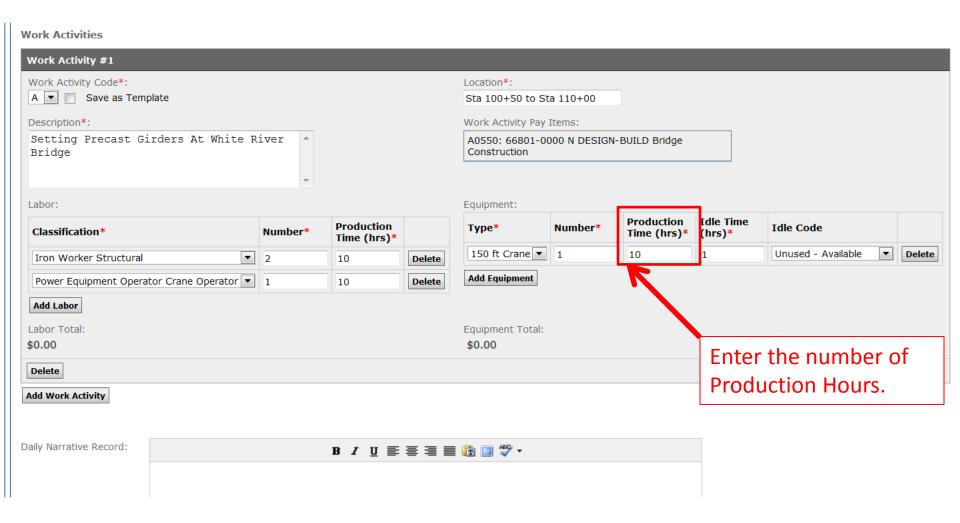


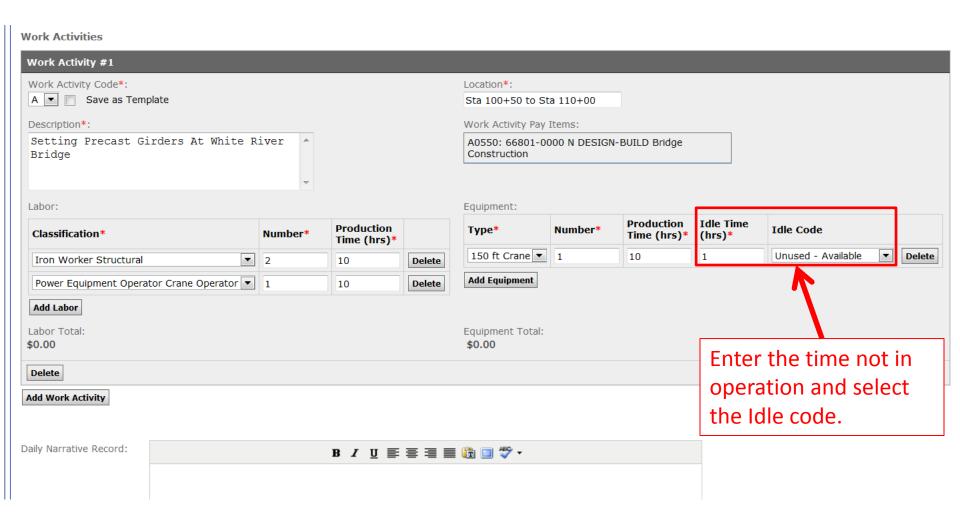
Add Work Activity

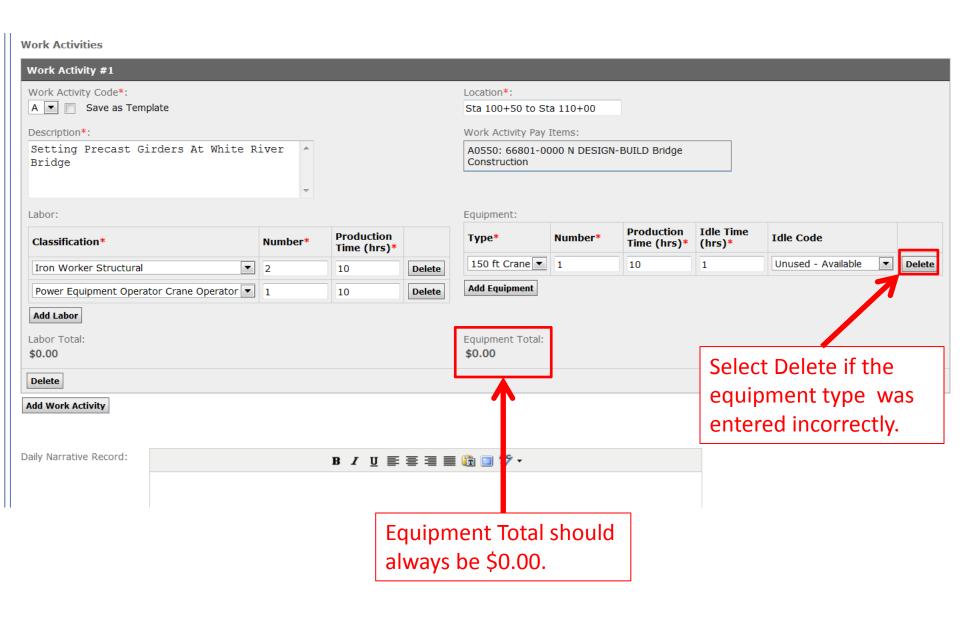


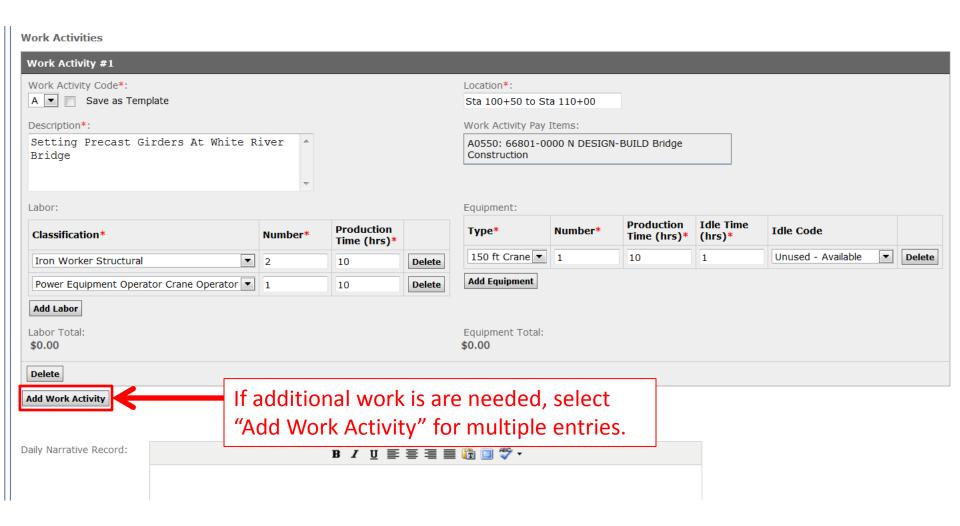






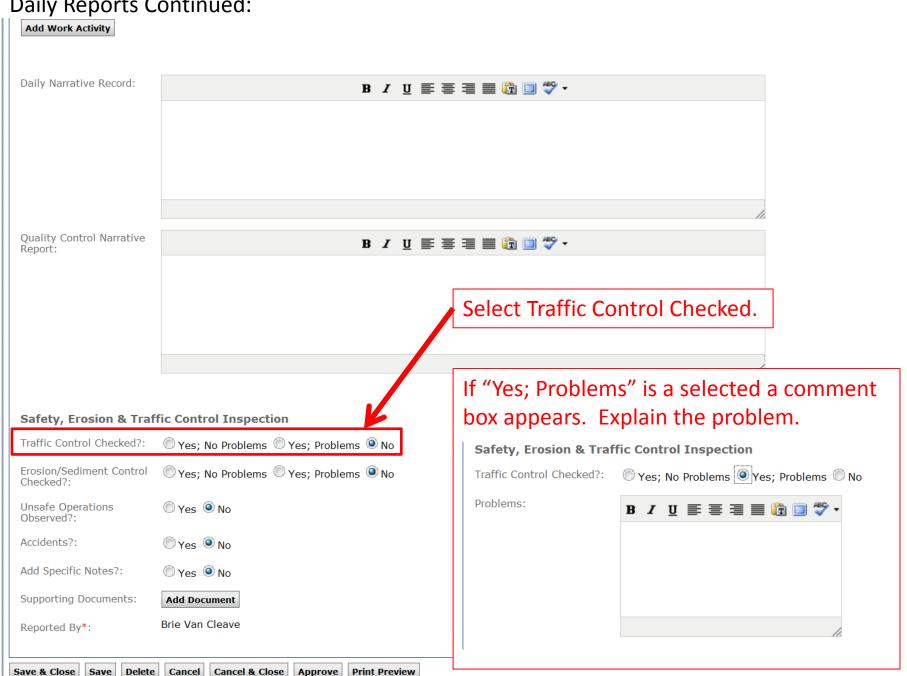


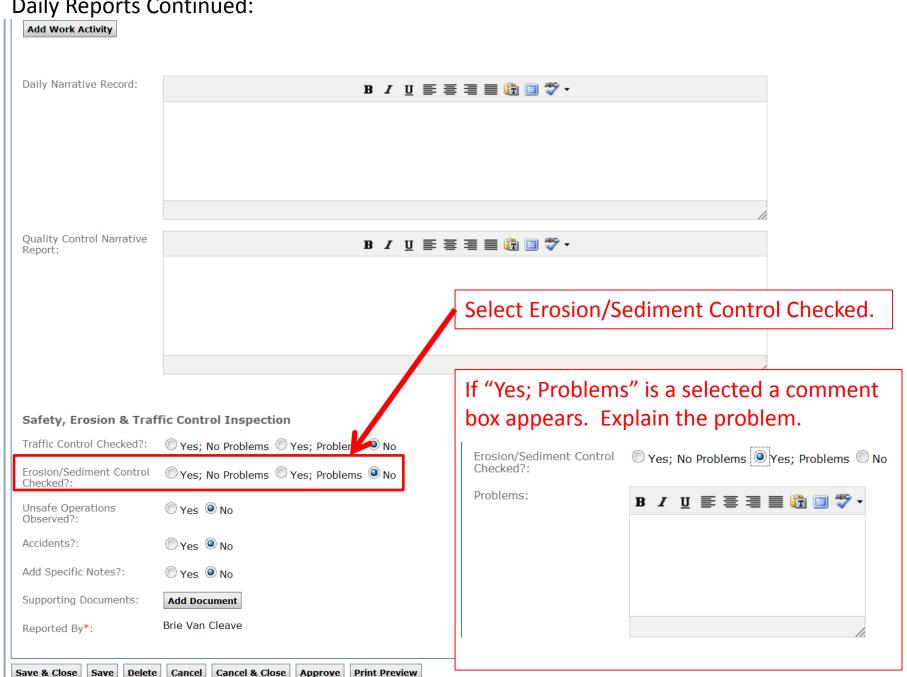




Daily Reports Continued: Add Work Activity Daily Narrative Record: Quality Control Narrative B I = ≡ ≡ ≡ □ □ □ ♥ ▼ Report: Enter the Daily Narrative Safety, Erosion & Traffic Control Inspection Yes; No Problems Yes; Problems No Traffic Control Checked?: Erosion/Sediment Control Yes; No Problems Yes; Problems No Checked?: Unsafe Operations Yes No Observed?: Yes No Accidents?: Add Specific Notes?: Yes No Supporting Documents: Add Document Brie Van Cleave Reported By*: Cancel & Close **Print Preview** Save & Close Save Delete Cancel Approve

Daily Reports Continued: Add Work Activity Daily Narrative Record: B / U ≡ ≡ ≡ ≡ □ □ ♥ -Quality Control Narrative B / U ≡ ≡ ≡ ≡ □ □ ♥ -Report: Safety, Erosion & Traffic Control Inspection Yes; No Problems Yes; Problems No Traffic Control Checked?: Erosion/Sediment Control Yes; No Problems Yes; Problems No Checked?: Unsafe Operations Yes No Enter the Quality Control Narrative Report Observed?: Accidents?: Yes No Add Specific Notes?: Yes No Supporting Documents: **Add Document** Brie Van Cleave Reported By*: Save & Close Save Delete Cancel Cancel & Close Approve **Print Preview**





Daily Reports Continued: Add Work Activity Daily Narrative Record: B / U ≣ ≣ ≣ ■ 🛅 🗎 🖑 -Quality Control Narrative Report: Select yes/no if "Unsafe Operations were Observed". If "Yes" is a selected a comment box appears. Explain the problem. Safety, Erosion & Traffic Control Inspection Traffic Control Checked?: Yes; No Problems Ye, Problems No Yes No **Unsafe Operations** Observed?: Erosion/Sediment Control Yes; No Problem Yes; Problems No Checked?: Unsafe Operations: B / U ≡ ≡ ≡ ≡ □ □ Yes No Unsafe Operations Observed?: Yes No Accidents?: Yes No Add Specific Notes?: Supporting Documents: Add Document

Print Preview

Brie Van Cleave

Delete | Cancel & Close | Approve

Reported By*:

Daily Reports Continued: Add Work Activity Daily Narrative Record: B / U ≣ ≣ ≣ ■ 🛅 🗎 🖑 -Quality Control Narrative Report: Select yes/no if "Accidents" occurred on the project. If "Yes" is a selected a comment box appears. Explain the problem. Safety, Erosion & Traffic Control Inspection Traffic Control Checked?: Yes; No Problems Yes; Problems No Yes No Accidents?: Erosion/Sediment Control Yes; No Problems Yes; Poblems No Checked?: Accident Description: **Unsafe Operations** Yes No Observed?: Yes No Accidents?: Yes No Add Specific Notes?: Supporting Documents: Add Document

Print Preview

Brie Van Cleave

Delete | Cancel & Close | Approve

Reported By*:

Daily Reports Continued: Add Work Activity Daily Narrative Record: B / U ≣ ≣ ≣ ■ 🛅 🗎 🖑 -Quality Control Narrative Report: Select yes/no to "Add Specific Notes". If "Yes" is a selected a comment box appears. Explain the problem. Safety, Erosion & Traffic Control Inspection Add Specific Notes?: Yes No Traffic Control Checked?: Yes; No Problems Yes; Problems No Erosion/Sediment Control Yes; No Problems Yes; Poblems No Notes: B / U = = = = = = = = ** Checked?: Yes No **Unsafe Operations** Observed?: Yes No Accidents?: Add Specific Notes?: Yes No Supporting Documents: Add Document Brie Van Cleave Reported By*: Save Currently Entered Note:

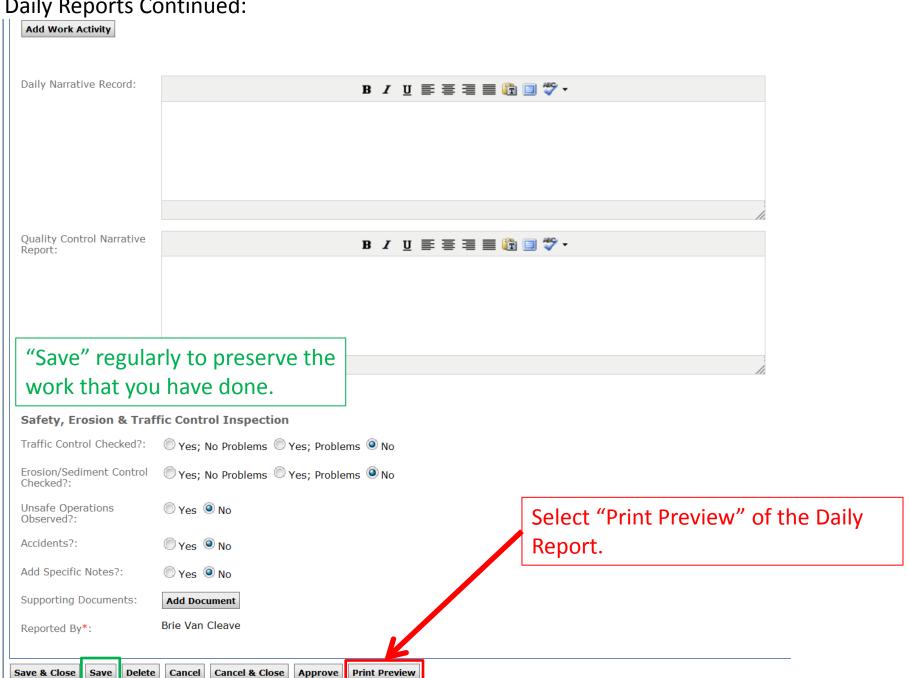
Print Preview

Delete | Cancel & Close | Approve

Daily Reports Continued: Add Work Activity Daily Narrative Record: B / U ≣ ≣ ≣ ■ 🛅 🗎 🖑 -Quality Control Narrative B / U ≣ ≣ ≣ ■ 🛅 🗎 👺 -Report: Select "Add Document" and FFBACs will allow you to attach a file. Select the Safety, Erosion & Traffic Control Inspection browse button as shown below to select a Traffic Control Checked?: Yes; No Problems Yes; Problems No Erosion/Sediment Control Yes; No Problems Yes; Problems No computer file: Checked?: Yes No **Unsafe Operations** Supporting Documents: File: Observed?: Browse... Yes No Accidents?: Delete Yes No Add Specific Notes?: Add Document Supporting Documents: Add Document Brie Van Cleave Reported By*:

Print Preview

Delete | Cancel & Close | Approve



FHWA Daily Inspection Report

Western Federal Lands

Report Date: 09/17/14

1 out of 2

Project Number: AK PFH 43(10 **Project Name:** Deweyville Trailhead to

09/09/2014 Date:

Shift:

Project Engineer: Brie Van Cleave

Neck Lake Road

Contract Number: DTFH70-12-C-00017

07:00 am to 05:00 pm **Project Inspector:** Brie Van Cleave

65 degrees Showers

Contractor/Subcontractor: ABC Construction (Contractor)

Work Activity Code

Description

Labor Total:

Setting Precast Girders At White River Bridge

Labor

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

Location Sta 100+50 to Sta 110+00 Work Activity Pay Items

A 0550:66801-0000 DESIGN-BUILD Design-Build

Equipment:

Type Idle Time (hrs) Idle Code 150 ft Crane Unused - Available

Equipment Total:

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

