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

Contractor = CDR
Government = IDR
Select Contractor and/or Subcontractor(s). Only labor and equipment “owned” by Contractors/subcontractors selected will be available for use on this IDR/CDR.
Select the date of the IDR/CDR
Select the time that the shift starts and ends.
Enter weather/temperature and amount of precipitation.

Weather/Temperature: Mostly Cloudy 65 degrees
Amount of Precipitation: Scattered Showers
Select the work activity code – Usually start with the letter A, select next activities in alphabetical order.
Describe the work location

Location:
Sta 100+50 - Sta 110+00

Description:
Setting Precast Girders At White River Bridge
Describe the work activity.

Setting Precast Girders At White River Bridge
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.
Daily Reports Continued:

**Work Activities**

Work Activity #1

<table>
<thead>
<tr>
<th>Work Activity Code*:</th>
<th>Location*:</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Sta 100+50 to Sta 110+00</td>
</tr>
</tbody>
</table>

Description*:

Setting Precast Girders At White River Bridge

Work Activity Pay Items:

A0550: 66801-0000 N DESIGN-BUILD Bridge Construction

<table>
<thead>
<tr>
<th>Classification</th>
<th>Number</th>
<th>Production Time (hrs)</th>
<th>Delete</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
</tbody>
</table>

Equipment Total: $0.00

**Select the “Add Labor” button.**
Daily Reports Continued:

### Work Activities

<table>
<thead>
<tr>
<th>Work Activity #1</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Work Activity Code</strong>: A</td>
</tr>
<tr>
<td><strong>Save as Template</strong></td>
</tr>
<tr>
<td><strong>Description</strong>: Setting Precast Girders At White River Bridge</td>
</tr>
<tr>
<td><strong>Location</strong>: Sta 100+50 to Sta 110+00</td>
</tr>
<tr>
<td><strong>Work Activity Pay Items</strong>: A0550: 66801-0000 N DESIGN-BUILD Bridge Construction</td>
</tr>
</tbody>
</table>

#### Labor:

<table>
<thead>
<tr>
<th>Classification</th>
<th>Number</th>
<th>Production Time (hrs)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Iron Worker Structural</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Power Equipment Operator Crane Operator</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

**Select the “Labor Classification”**
Daily Reports Continued:

<table>
<thead>
<tr>
<th>Classification</th>
<th>Number</th>
<th>Production Time (hrs)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Iron Worker Structural</td>
<td>2</td>
<td>10</td>
</tr>
<tr>
<td>Power Equipment Operator Crane Operator</td>
<td>1</td>
<td>10</td>
</tr>
</tbody>
</table>

Enter the number of laborers for that classification.

Enter Production time *per person.*
Daily Reports Continued:

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.

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

Labor Total should always be $0.00.

<table>
<thead>
<tr>
<th>Classification*</th>
<th>Number*</th>
<th>Production Time (hrs)*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Iron Worker Structural</td>
<td>2</td>
<td>10</td>
</tr>
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<td>1</td>
<td>10</td>
</tr>
</tbody>
</table>

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

Work Activity Code*: A □ □ Save as Template

Description*: Setting Precast Girders At White River Bridge
Select the “Add Equipment” button.
Daily Reports Continued:

**Work Activities**

**Work Activity #1**

<table>
<thead>
<tr>
<th>Classification*</th>
<th>Number*</th>
<th>Production Time (hrs)*</th>
<th>Delete</th>
</tr>
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<td>Iron Worker Structural</td>
<td>2</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>Power Equipment Operator Crane Operator</td>
<td>1</td>
<td>10</td>
<td></td>
</tr>
</tbody>
</table>

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

**Work Activity Pay Items**:

A0550: 66801-0000 N DESIGN-BUILD Bridge Construction

**Labor**:

**Equipment**

<table>
<thead>
<tr>
<th>Type*</th>
<th>Number</th>
<th>Production Time (hrs)*</th>
<th>Idle Time (hrs)*</th>
<th>Idle Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>150 ft Crane</td>
<td>1</td>
<td>10</td>
<td>1</td>
<td>Unused - Available</td>
</tr>
</tbody>
</table>

**Equipment Total**: $0.00

**Daily Narrative Record**: 

[Blank space for text input]
**Daily Reports Continued:**

**Work Activities**

**Work Activity #1**

- **Work Activity Code**: A
- **Save as Template**
- **Description**: Setting Precast Girders At White River Bridge
- **Location**: Sta 100+50 to Sta 110+00

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

**Labor**:

<table>
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<th>Number</th>
<th>Production Time (hrs)</th>
<th>Delete</th>
</tr>
</thead>
<tbody>
<tr>
<td>Iron Worker Structural</td>
<td>2</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>Power Equipment Operator</td>
<td>1</td>
<td>10</td>
<td></td>
</tr>
</tbody>
</table>

**Equipment**:

<table>
<thead>
<tr>
<th>Type</th>
<th>Number</th>
<th>Production Time (hrs)</th>
<th>Idle Time (hrs)</th>
<th>Idle Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>150 ft Crane</td>
<td>1</td>
<td>10</td>
<td>1</td>
<td>Unused - Available</td>
</tr>
</tbody>
</table>

- **Labor Total**: $0.00
- **Equipment Total**: $0.00

**Daily Narrative Record**:

Enter the Number of that Equipment Type.
Daily Reports Continued:

Enter the number of Production Hours.

<table>
<thead>
<tr>
<th>Classification</th>
<th>Number</th>
<th>Production Hrs</th>
<th></th>
</tr>
</thead>
<tbody>
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<td>2</td>
<td>10</td>
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<table>
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<tr>
<th>Type</th>
<th>Number</th>
<th>Production Hrs</th>
<th>Idle Time Hrs</th>
<th>Idle Code</th>
</tr>
</thead>
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<td>1</td>
<td>Unused - Available</td>
</tr>
</tbody>
</table>

Labor Total: $0.00
Equipment Total: $0.00
Daily Reports Continued:

Enter the time not in operation and select the Idle code.
Daily Reports Continued:

Select Delete if the equipment type was entered incorrectly.

Equipment Total should always be $0.00.
Daily Reports Continued:

If additional work is needed, select “Add Work Activity” for multiple entries.
Daily Reports Continued:

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

[Navigation buttons: Save & Close, Save, Delete, Cancel, Cancel & Close, Approve, Print Preview]
Daily Reports Continued:

Enter the Quality Control Narrative Report
Daily Reports Continued:

Select Traffic Control Checked.

If “Yes; Problems” is selected, a comment box appears. Explain the problem.
Select Erosion/Sediment Control Checked.

If “Yes; Problems” is a selected a comment box appears. Explain the problem.
Daily Reports Continued:

Select yes/no if “Unsafe Operations were Observed”.

If “Yes” is selected, a comment box appears. Explain the problem.
Select yes/no if “Accidents” occurred on the project. If “Yes” is selected, a comment box appears. Explain the problem.
Daily Reports Continued:

Select yes/no to “Add Specific Notes”. If “Yes” is selected, a comment box appears. Explain the problem.
Daily Reports Continued:

Select “Add Document” and EEBACs will allow you to attach a file. Select the browse button as shown below to select a computer file:
Daily Reports Continued:

Select “Print Preview” of the Daily Report.

“Save” regularly to preserve the work that you have done.
Daily Reports Continued:

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

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

Select “Delete” and the entire Daily will be deleted.
Selecting “Cancel” or “Cancel & Close” will result in going back to the main page without saving any changes.
Daily Reports Continued:

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