Section 1 – Daily Work Reports

Daily Work Reports (DWR's)

This section outlines the procedures for entering information into the SiteManager system, relative to Daily Work Reports. The minimum requirements for information to be documented by the DWR are outlined in Section 1-303 of the Construction Manual.

It is strongly recommended that you review the entire section related to DWR's prior to entering one. If you are looking for specific information, the subsections that follow are divided by topic.

1-1 Adding Personnel and Equipment to the Contract for DWR's

The Project Manager (Chief Inspector) is responsible for adding the equipment and labor classes that each contractor will be using on the Project, as well as the personnel assigned to the project to represent the DOT, to the 'Personnel Type' pull down menu. The initial population of the lists should be done prior to the need for DWR entry.

It is also advisable to maintain the list throughout the project.

Navigation to the Master lists:

- Starting at the **Main Panel**, Double-click on the **Daily Work Reports** (+) icon,
- Double-click on the **Reference Tables** (DWR+) icon,
- Double-click on the **Contract Master List** icon. The Select Contract Vendor window will open.
- Double-click the desired contract. A list of contractors (vendors) will appear.
  Note: you must choose a contractor even if you want to add or remove DOT staff members.
- Double-click on the contractor that you would like to add equipment or personnel to. Again if you wish to add DOT staff members you still have to choose a contractor. The **Contract Master List** window will open and the **Equipment** bullet will be active.
  Note: If you click on one of the column headers, the list will sort according to the header that is selected.
- Click the appropriate bullet next to **Equipment**, **Personnel**, **Supervisor** or **Staff Member**.
- Highlight a title under the **Vendor Master List** column.
- Click **Add->** to transfer the personnel type from the Vendor Master List to the Contract Vendor List.
- Repeat the steps until all items or names are added that are necessary at the time.
- Click the **Save** icon.
- If you wish to add personnel or equipment to another contractor for the same contract, choose the open folder icon.
- Select a new contractor, and add the desired list items by following the steps above.
- When all personnel has been added to the project, click the **Save** icon.

Note: You only have to add or remove DOT representatives in the "Staff Member" list once. It is not necessary to do it under every contractor, although it may be best to choose the prime contractor for this list.

Note: If a particular personnel or equipment type is unavailable from the master list, please contact your District SM Administrator.

1-2 Daily Work Reports

- **To select your contract** Click the **Main Panel** icon.
- Click the **Main Panel** tab.
- Double click the **Daily Work Reports** (+) icon to open the Daily Work Reports (+) menu.
- Double click the **Daily Work Reports** icon to open the Daily Work Reports window.
- Alternatively, if a DWR is open and being reviewed, the user can create a new DWR by selecting either File -> New or by clicking on the New icon (blank sheet of paper) in the tool bar.

The **DWR Info.** tab will be active, and the current date will be shown.

- From the Menu, choose Services->Choose Keys. A new window will open.
- Single click on the CONTRACT ID header. This will sort the Contracts in numerical order. Once this is done, the contracts can either be browsed using the scroll bar or the specific Contract number can be typed in the FIND text box.
- Once the desired contract is selected, simply double click or choose OK.
- Alternatively, if a Diary is already open and being reviewed, the user can create a new Diary by selecting either File -> New or by clicking on the New icon (blank sheet of paper) in the tool bar.

In order to select a different contract, the user must select File -> Open or click the Open Folder on the toolbar. The same process for selecting a contract is followed.

Note: The Contract must be selected prior to creating the DWR. If the box in the upper left hand portion of the screen is blank, then the contract has not been selected yet. You must do so before proceeding.

A word of caution: **Be careful that you do not accidentally create or save a DWR on the wrong project or for a day with no activity!** If there is no activity for the date shown, a DWR is not required. DWR's created accidentally cannot be deleted.

1-2-1 Create a DWR:

- Double click on the '**DWR Date**:' field. A calendar will open with the current date highlighted.
- Single click the desired DWR date and press OK. You may also put the cursor in the date field and manually input the six-digit date.

There are six available sections for entry of information in the Daily Work Report (DWR) module: **DWR Info.**, **Contractors**, **Contractor Equip.**, **Daily Staff**, **Work Items**, and **Force Accounts**. Not all of the sections are required.

The mandatory sections requiring data entry are **DWR Info, Contractors, Contractors Equip., Daily Staff** and **Work Items.** The information to be entered is outlined below.

1-2-1.1 DWR Info.

The information in this section is meant to guide the user as to where specific information is to be entered. It is intended to follow the normal progression of entry from the top to the bottom of the screen:

- Enter the **high** and **low** temperatures.
- Select the morning and afternoon weather conditions using the pull down menus.
- SiteManager will automatically check the following boxes: **No Work Items Installed**, **No Contractors On Site**, and **No Daily Staff On Site**. The system will automatically update the status of the checks for these fields based on information that is entered in the **Contractors; Contractor Equip.; Daily Staff**; and **Work Item** tabs.
- If applicable, check the **Work Suspended** box, and then enter the appropriate times. If this section is used, the inspector must also make appropriate comments in the Possible Cost Plus section to the left.
- Remarks fields (outlined below) can be left blank if there are no relevant comments.
- **General remarks:**
    - Enter a brief description of which operations were covered.
    - Enter general conversations with the contractor, public and others that are not directly related to any of the other remarks fields or directly related to an item of work (all item related comments are to be entered under the work item tab in the remarks bubble).
    - For assistant Chief Inspectors (or consultant Chief Inspectors) see Personnel Remarks below.
    - Note: Project Engineers see PE Record Review section below.
- **Accident:**
    - Enter information relative to automobile accidents and contractor accidents in this field.
- **Compliance Notice:**
    - Enter the date of the notice, Compliance issue number, when the correction was made, a brief description of the corrective action, and a reference to the location of the paper document.
- **EEO Issues**
    - Enter remarks related to EEO Issues and reviews
- **Environmental**
    - Enter a general description of the environmental review and reference other sources of information such as the environmental report folder. Also, summarize the results of any visits by the environmental coordinator, OEP or DEP.
- **Lane Closures:**
    - Enter the information required for lane closures by the Construction manual here.
- **Meetings:**
    - Enter a description of any meetings attended and reference the location of the minutes. This only needs to be done by one person, and may be done on the Diary.
- **Non-Compliance Notice**:
    - Enter the date of the notice, Non-Compliance issue number, a brief description of the issue, and a reference to the location of the paper document
- **Personnel Remarks**
    - (For assistant DOT Chief Inspectors or consultant Chief Inspectors) List sub inspectors work hours and operations covered. Also enter any general guidance or direction given to sub inspectors (guidance specific to items of work should be entered under the item tab). It should be decided at the beginning of the project whether the personnel hours and operations covered will be maintained in the diary or DWR. The location should not be changed from day to day.
    - (For sub inspectors) List any inspectors assisting in the operations for which you were the lead.
- **PE Record Review**
    - This area is dedicated to the Project Engineer. They should enter all the required information from their review of the project records here.

- **Possible Cost Plus:**
  - Enter the description, time, labor, equipment, and material information for any possible cost plus.
- **Possible Dispute or Claim:**
  - This section applies to issues that are not being tracked as possible cost plus. Note issues raised and specifics of the conditions of the events or site.
- **Railroad Force Account:**
  - Enter information relative to tracking railroad force account work such as the name of the Contractor, personnel, equipment, material and hours, as well as a description of the activity.
- **Safety Violations**
  - Enter notes regarding conversations with the contractor regarding safety. (i.e. unprotected excavations, general worker safety issues etc.) Notes specific to M&P of traffic or any other item should be entered under the item tab.
- **Utility CON-40 Info**
  - Enter information relative to tracking Con-40 work such as the name of the Contractor, personnel, equipment, material and hours as well as a description of the activity.
- **Visitor:**
  - List official visitors here. Examples would be the PE, Public Officials, local homeowners or business owners, etc.
- **Weather:**
  - Use this area to note significant weather events (i.e. 3" of rain today or 10" snow today). The regular weather info is entered in the top section of the DWR Info tab.
- **Work Hours:**
  - Enter general work hours for each contractor covered on the DWR(note: each inspector should enter their work hours in the daily staff tab)
  - If cost plus or possible cost plus is ongoing, more specific hours of work for those items should be entered under the item tab.
- **Trafficperson: (not in SM 3.11)**
  - Trafficpersons that do not have a pay item can be entered and tracked utilizing this field.

TIP

❖ All DWR's must be referenced by the applicable User ID. For example, a DWR for July 8, 2012, by an inspector named Raymond Smith, would be "DWR 070812 smithr".

1-2-1.2 Active Tab = Contractors

When the **Contractors** tab is active, there are three areas to enter information:

Contractor:

In order to enter items into the Work Items field (outlined later in this section) the **Contractor** field must be populated. SiteManager will not allow items to be entered in the Work Item tab unless there is a contractor associated with the DWR. Be sure to select the correct contractor that is associated with the work. This helps with tracking items that are specifically assigned to contractors, such as DBE contractors. Items that are assigned to other contractors should NOT be paid under the prime contractor.

Contractor Personnel will not be available for DWR's until they are added to the reference list. The Project Manager is responsible to add personnel to the personnel type dropdown menu. See Section 1-1 above, for navigation.

- Click anywhere in the **Contractor** area to highlight it. You will see a shadow line on the right side and bottom of the active area.
- Press the **New** icon (looks like a blank sheet of paper). A dropdown menu will appear. Select a contractor by pressing the down arrow and highlighting the contractor. Do not enter information in the columns on the right. SiteManager will update these fields as you input information.

Supervisor/Foreman Name:

- Click anywhere on the Supervisor/Forman Name area.
- Press the **New** icon (looks like a blank sheet of paper). A dropdown menu will appear. Select a Supervisor or Forman by pressing the down arrow and highlighting the name.
- Enter information in the **Hours Worked** field.

(Note: If the name of the supervisor/foreman does not appear in Contract Master List for a particular vendor, then call the District SiteManager Administrator to have the Supervisor/Foreman name entered for your project.)**Personnel Type**:

- Click anywhere on the **Personnel Type** area to highlight it.
- Press the **New** icon (looks like a blank sheet of paper). A drop down menu will appear. Select a personnel type by pressing the down arrow and highlighting the title.
- Enter information in the **Nbr. of Persons** field.
- Enter information in the **Hours Worked** field.
- Press the **New** icon (looks like a blank sheet of paper) to add more personnel types.
- Press the **Save** icon.

Note: Each particular personnel type (i.e. laborer) can only be entered once per DWR. Therefore, if you have more than one particular personnel type and they work a different number of hours that day, you would need to enter a remark to record their separate work hours. To do so click on the personnel type, then click on the remarks button at the top of the SM screen. Enter the information relative to that personnel type and click the remarks button again to close. If necessary, highlight another personnel type and repeat the steps above.

1-2-1.3 Active Tab = Contractors Equip.:

When the **Contractor Equip.** tab is active, there are two areas to input information: **Contractor** and **Equipment ID – Description**.

Equipment will not be available for DWR's until they are added to the reference list as indicated in the beginning of this section. The Project Manager is responsible to add equipment to the equipment type pull down menu. See Section 1-1 above, for navigation.

- Click anywhere in the **Contractor** area to highlight it. You will see a shadow line on the right side and bottom of the active area.
- Press the **New** icon (looks like a blank sheet of paper). A dropdown menu will appear.
- Select a contractor by pressing the down arrow and highlighting the contractor. Do not enter information in the columns on the right. SiteManager will update these fields as you input information.
- Click anywhere on the **Equipment ID - Description** area to highlight it.
- Press the **New** icon (looks like a blank sheet of paper). A drop down menu will appear. Select a piece of equipment by pressing the down arrow and highlighting the description.
- Enter information in the **Nbr. of Pieces** field.
- Enter information in the **Nbr. Used** field.

- Enter information in the **Hours Used** field.
- The **Hours Used** field is used for cost plus operations or specialized equipment.
- Press the **New** icon (looks like a blank sheet of paper) to add more equipment.
- Press the **Save** icon.

Note: Each particular equipment type (i.e. backhoe) can only be entered once per DWR. Therefore, if you have more than one particular equipment type and this equipment is used for cost plus operations, you would need to enter a remark to record the separate work hours.

Comments relative to Contractor equipment can be added in the same manner as explained in the personnel type section above. However, if this piece of equipment will be used repeatedly on the project, if there is a potential for claim or it is significant enough to warrant record of use such as for specialty operations like a crane, then the equipment should be added to the Contractor's master list of equipment including make, model, year and size. Contact your District SiteManager administrator if you wish to add detailed equipment information to a master list for a contractor.

1-2-1.4 Active Tab = Daily Staff

Navigation to enter inspection force personnel is:

- Click the **New** icon (looks like a blank sheet of paper). A dropdown screen will appear.
- Choose your name and enter your regular and overtime hours.
- Click on the remarks button on the button bar menu and enter your start and end times. (ie. 0700-1530).
- Click the remarks button again to close the window.

After all information has been added relating to the **Daily Staff** tab, click the **Save** icon.

1-2-1.5 Work Items

This is where you will enter all information specific to the items of work which you cover. Most of the information will be entered into the remarks field attached to the item screen.

Attachments directly related to the item shall also be attached to each work item screen. Instructions for creating or adding attachments are found in Appendix A at the end of this guide.

For consistency the following procedures for entering item information have been developed. It is important that this procedure be followed in order to assure that the reports utilized by inspectors and others are accurate.

- When the **Work Items** tab is active, the project item list is visible.
- Scroll through the list to find the pay item you wish to report on.
- Double click the item to navigate to the item screen.
- Click the **New** icon (looks like a blank sheet of paper).
- Click the **Contractor** pull down menu to select a contractor. Be sure to enter the appropriate contractor for the assigned item.
  - Do NOT pay an item to the prime contractor if it is assigned to a sub-contractor.
  - **If an unapproved sub is performing work, select the Prime Contractor and enter a zero payment in the placed qty. field.**
- Enter the location of work in the **Location** field. This should be related to the appropriate baseline so as to correlate to the station information to be entered later:

  - For projects with one baseline- you could enter "Route 6."
  - For projects with multiple locations or baselines, list the identifier that applies to the station information- i.e. Site#5, Route 6 or Rhodes Rd.
  - For single site bridge projects where the station information might not be applicable near the bridge structure, you could enter WW1B or abutment 1 etc.
- Enter the beginning and ending station, as well as the direction and approximate offset distance from the baseline for each in the appropriate fields, at the bottom of the item screen.
  - In the **Offset** box enter **rt**. for right of baseline or **lt**. for left of baseline. The appropriate orientation is as if you were standing looking up-station (from station 1 to station 2).
  - If you are on a single bridge project and stations do not apply to the location then do not enter information in the station fields.

TIPS

❖ If a contractor was not selected in the Contractors tab, the pay fields will not be active (white). To make payments on a DWR that does not track contractor activity (monthly items), you must select a contractor under the Contractor tab, but it is not necessary to select any personnel or equipment.

❖ Be advised that if you choose to enter information in one of the Station, Offset, or Distance fields, you will have to make a notation in every one of the Station and Offset fields

- Click the Remarks icon.
- Enter the remarks required by section 1-303B of the Construction Manual in the remarks field.
  - **If there is an unapproved Subcontractor performing work, enter the following information in the first line of the remarks field: "unapproved Subcontractor performing work" then subcontractor's name, then note any pay quantity. This will allow a tabulation of work performed by the sub at a later date.**
  - Next enter any references to other project documentation such as the volume 3, ticket book ETC.
  - Next enter all comments specific to the item as required in the Construction Manual.
  - Any field measurements should be entered here.
  - When entering information for a **Trafficperson** item, be sure to include the trafficperson's name, affiliation, badge number (if applicable), hours worked, and lunch/no lunch in the **Remarks** field. If the traffic person type does not have an item number associated with it then the information may be entered in the DWR Info tab Trafficperson field as outlined previously.
- Close the **Remarks** window by pressing the icon again.

If there is a second payment for that same pay item, press the **New** icon (looks like a blank sheet of paper). You will see a second line appear and the **Loc Seq Nbr** field will read "2". Enter information as stated above.

- Click the **Select Work Item** icon to return to the list of pay items.

Repeat the steps until all payments are entered.

- Click the **Save** icon.
- Be sure to select either "Y" or "No" for the measured indicator. This indicates whether or not the item was field measured and is a mandatory field.

1-2-1.6 Active Tab = Force Accounts

No information can be entered in the **Force Accounts** tab. It is not being used at this time.

1-3 Open an Existing DWR

- Press the **Open Folder** icon, or, click the **File** menu, and select **Open**.

A **Daily Work Reports** sub-window opens asking if you would like to "Save changes?" Click "No".

The **Contract ID** window will open.

- Double click the **User ID** for the DWR you are opening. Scroll through the list, and double click the date of the DWR you are opening.

If the DWR has been authorized by the Project Manager (Chief Inspector), an **AASHTO SiteManager** window will appear informing you that the DWR will be opened as "Read Only". This means that no information can be modified. Simply press **OK** to continue.

If the Project Manager has not authorized the DWR yet, the DWR will open with the **DWR Info.** tab active.

1-4 Copy an Existing DWR

On days where men and equipment do not change much, it is possible to copy a DWR. The data from the **Contractors**, **Contractor Equip.**, and **Daily Staff** tabs will be copied from an existing DWR to a new DWR.

- Open the DWR that you want to copy.
- Double click anywhere in the **DWR Date** field. The **Select Date** window opens.
- Select the date of the new DWR.
- Click **OK**. The **Copy?** Window opens questioning if you would like to "Copy Contractor Information?"
- Click **Yes** or **No**.
- When **Yes** is pressed, a new DWR will appear with the new date. Information on the **Contractors**, **Contractors Equip.**, and **Daily Staff** tabs will be copied. This information needs to be reviewed and modified as required.
- When **No** is pressed, no information will be copied, and a new DWR will appear with the new date.
- After all information has been added relating to the DWR Info. tab, click the Save icon.

This feature is of significant benefit for the user. It allows repetitive information to be carried from one day to the next, which will result in a savings of time and effort. Changes can be made to each section of the new DWR as necessary, resulting in faster processing of Daily Work Reports.

1-5 Review a DWR

Navigation to review a DWR is:

- Click the **Services** dropdown menu.
- Select **Preview DWR**. The **Print Preview** window opens. Scroll through the DWR to ensure the information is correct.

Section 2 – Daily Diaries
Diary

The SiteManager Diary is entered by the Chief Inspector, Resident Engineer, or Project Engineer to track time (i.e. elapsed days, calendar days), to authorize the Daily Work Reports (DWR) entered by inspection forces and to record pertinent information regarding the project.

Note: For a one person project, if the Chief Inspector is required to fill out a DWR for a given day and does not wish to repeat statements in the Diary, a comment can be entered in the general remarks section of the Diary that refers to the DWR for information. (Example: "See DWR angeloc for all project information").

Since the diary is used to track each day throughout the life of the contract, it is important to understand when a diary should indicate a charge or no charge day. A charge day corresponds to a day that counts toward contract time. If winter days do not count on a project they are "no charge" days.

It is important that the person responsible for the diary make sure that the charge, no charge days are correct prior to running an estimate (once an estimate is run the diary becomes read only). If a diary incorrectly indicates a charge day and then becomes read only, the only method used to correct the diary is a Diary Adjustment.

It is recommended that users read and become familiar with the Construction Manual Chapter 3, Section 1-303 before proceeding.

2-1 Diary Entry:

<u>Getting Started:</u>

- Click the Main Panel tab.
- Double click the Daily Work Reports (+) icon to open the Daily Work Reports (+) menu.
- Double click the Diary icon to open the Diary window.

The **Authorize** tab will be active, and the current date will be shown. Prior to creating a Diary, you must first select your contract.

- From the Menu, choose Services->Choose Keys. A new window will open.
- Single click on the CONTRACT ID header. This will sort the Contracts in numerical order. Once this is done, the contracts can be either browsed using the scroll bar, or the specific Contract number can be typed in the FIND text box.
- Once the desired contract is selected, simply double click or choose OK.
- Alternatively, if a Diary is already open and being reviewed, the user can create a new Diary by selecting either File -> New or by clicking on the New icon (blank sheet of paper) in the tool bar.

In order to select a different contract, the user must select File -> Open or click the Open Folder on the toolbar. The same process for selecting a contract is followed.

<u>Diary Information</u>
Diary information on the "**Authorize**" tab should be entered as follows:

- Double click on the '**Diary Date:**' field. A calendar will open with the current date highlighted.
- Single click the desired Diary date, and press **OK**. You may also put the cursor in the date field and manually input the six-digit date.

Typically, comments should be entered in each corresponding category when required. For example, if the Chief Inspector does not create a DWR for the day, then general information would be entered in the **General Remarks** box. Personnel remarks would be entered in the **Personnel Remarks** box, etc. (See the Active Tab = DWR Info. section for a more detailed explanation of what information is to go in what area of the Diary.)

Categories can be left blank if there are no relevant comments. Other Categories contained in the Diary are:

Accident
EEO Issues
Environmental Meetings
PE Record Review
Possible Cost Plus
Possible Dispute or Claim Safety
Violations Lane Closures
Utility CON-40 Info
Visitor
Weather
Work Hours

A green check mark will appear next to each label to indicate that there are remarks in the corresponding text box.

2-2 Reviewing and Authorizing a DWR

If there are DWR's created for the selected date, they will be listed by the inspector's name in the **Inspector** field. All DWRs must be reviewed by the Chief Inspector/Project Manager prior to authorization.

To review a DWR:

- Highlight the desired inspector name
- Select Services -> Preview DWR. The Print Preview window will open with the selected DWR. At this point, the Chief Inspector/Project Manager can:
    - Scroll through the DWR to ensure information has been entered correctly. <u>It should be noted that the only person who can change DWR information is the person that created it.</u>
    - When finished reviewing, close the window to return to the Diary. If the DWR information is accurate, the Project Manager can authorize the DWR.
    - If the information contained in the DWR is not accurate or needs to be corrected, the Chief Inspector/Project Manager must notify the author of that DWR for correction.
- Check the box in the **Authorized** column of the acceptable DWR
- From the menu, choose File -> Save or select the Save icon on the toolbar. This will lock the corresponding DWR and change it to "Read Only". The DWR is now ready to be included on an estimate. The date of authorization will appear in the **Authorized Date** column.
- Repeat these steps for each DWR listed.
- <u>If a mistake is found on a DWR at some later date (but before an estimate is run), the DWR can be unauthorized and corrections can be made.</u>

To de-authorize a DWR (before the estimate has been run), return to the Diary for the day in question, un-check the **Authorized** Box next to the appropriate DWR and save the Diary. Have the inspector make the necessary corrections on their DWR. After the corrections are made on the DWR, revisit the Diary and authorize again. Save the Diary.

Note: If a DWR is not authorized, the items recorded on the DWR will not be paid for on the estimate (the unapproved DWR report can be run to identify if there are any unapproved DWR's for a given contract).

2-3 Charge Days

Click the **Charge** tab to view the contract time related fields. <u>SiteManager tracks contract days based on the information entered in these fields.</u>

There are three types of charges that can be applied to a Diary: **Full Day**, **Half Day** and **No Charge**. The only types of charges that are used at this time are **Full Day** and **No Charge**.

When a diary is created, SiteManager will default the **Charge Type** to **Full Day**. This is typically the type of charge that needs to be applied to each Diary, however there are some exceptions.

If the contract time has been stopped for any reason, such as Winter Shutdown or the contract has been officially suspended or substantially completed, then the Diary must be indicated as a **No Charge** diary.

This is also true of Diaries that may be entered prior to contract time actually starting. An example of this might be when there is a Project meeting prior to the Notice to Proceed. In this case, the meeting should be noted in the Diary, as it is a part of the project records.

To change the **Charge Type**, simply click the radio button next to the corresponding label.

Once the charge type has been changed from **Full Day**, the **Credit Reason** field will become active.

- Select the appropriate reason from the dropdown menu.
- Click the **Save** icon and go back to the Authorize tab

Once an estimate has been run, all Diaries entered for that estimate period become read only and can no longer be unauthorized. If an incorrect charge day has been applied, a Diary Adjustment will be required. Diary Adjustments are further explained below.

2-4 Print a Diary

Typically, Diaries do not have to be printed. However, if it becomes necessary to print a diary, the following process should be followed:

From the **Authorize** tab menu, select Services -> Preview Diary. A new window, titled **Print Preview,** will open. This window can be resized by moving the mouse over the bottom right corner until it becomes a two-headed arrow. Simply click the left button and drag the window to the desired size.

Review the Diary, and then click the **Print** button.

The Diary printout shows the **Charge** and **No Charge** calendar days.

2-5 Diary Adjustments

There may be times when the number of charge days needs to be adjusted. This is typically due to an incorrectly charged Diary that was entered and saved earlier in the project.

To adjust a diary charge type:

- From the Main Panel, double-click Daily Work Reports (+)
- Double-click Diary Adjustments
- Select File -> Open from the menu, or select the “Open Folder” from the toolbar. A new window will open.
- Click the **Contract ID** header to sort by contract. Either scroll to the contract or type the 8 digit contract number (XXXX-XXXX) in the **Find** box.
- Select the appropriate contract by either double-clicking, or single click and then click OK. The window will change to show all of the Diaries for the project.
- Select the appropriate Diary for adjustment.

At this point, there will be two tabs that are visible. We are only concerned with the **Diary** tab:

- Choose either File -> New from the menu, or select the “New” icon (white paper) from the toolbar. The boxes will populate to indicate the first sequence and the charge or credit reason.
- Select the appropriate charge type from the window.
- In the remarks window, enter the reason for the adjustment.
- If there are additional adjustments that need to be made to the Diary, select “New”, otherwise select either File -> Save or the Save icon on the toolbar. Typically, there is only one adjustment per diary.
- Close the Diary.

The adjustment will now be indicated on the Diary screen, under the Charge tab.