1. From the Contract Progress Summary screen, click on the 'Daily Work Reports' component tab along the left-side of the screen.
2. To add a new Daily Work Report, select the "Add" button.
   a. To modify an existing Daily Work Report, select the blue hyperlink in the 'Sequence' field for the appropriate DWR and proceed to Step 4.
3. The 'Add Daily Work Report' screen is presented with the "DWR Date" and "Inspector" fields prepopulated with the current date and user, respectively. Enter any additional information as necessary.
   a. When complete, click on the "Save" button in the blue component header near the top right of the page.
4. The system navigates to the 'Contract Daily Work Report Summary' page. Remarks, or Comments, may be entered at the bottom of the page as necessary. Select the Remark type from the drop-down list and enter the appropriate remark. Multiple Remarks may be created.
   a. Select the "Save" button when finished entering remarks.
5. To record the contractors working, select the 'Contractors On Site' component tab. To enter new records, click on the "Select Contractors…" button. A modal window prompts with the Prime Contractor and all approved Subcontractors.
   a. Select the appropriate contractor(s) from the pick list. Select the "Add to DWR Contractors" button in the lower right of the modal window. Next, click on the "Save" button in the blue component bar near the upper right of the page.
   b. The "On-Site Start Time", "On-Site End Time", and "Hours Actually Worked" may be entered for each contractor selected. Save the changes when complete.
6. Contractor equipment used on-site may be added by selecting the 'Contractor Equipment' component tab. The contractors added on the 'Contractors On Site' component tab are displayed in a collapsible list.
   a. To add new equipment, click on the blue hyperlink for the Contractor name. A modal window presents. Select the appropriate equipment used from the pick list.
      i. The "Number On-Site", "Number Used", "Hours Used", and "Hours Idle" may be entered and applied to ALL the selected equipment at the top of the modal window.
   b. When all appropriate equipment is selected, click on the "Add to DWR Contractor Equipment" button at the bottom right of the modal window. Select the "Save" button in the blue component bar.
   c. The corresponding equipment used fields can now be populated or modified as well as comments entered for each equipment.
   d. Repeat for each contractor on-site.
7. The same steps can be repeated for the 'Contractor Personnel' and 'Contractor Staff' that was followed for the 'Contractor Equipment' components.
8. To add work items, select the 'Postings' component tab. Any previously entered Work Items appear in a collapsible list.
   a. To add new Work Items, click on the "Select Items…" button.

    b. A modal window appears with a pick list of the Contract Items. Select the appropriate Item(s) from the list and select the "Save" button in the lower right of the modal window.

    c. To enter Postings, or modifying existing Posting, click on the expand carrot in the upper left of the Work Item row. This will expand the Work Item and display a new row and any previously added Postings.

        i. To enter new information, or modify existing information, expand the Posting row by clicking on the expand carrot in the appropriate Posting row.

        ii. The "Contractor" field is populated with the Prime Contractor, unless an approved Subcontractor exists for Work Item, then the Subcontractor is populated.

        iii. Enter information in the "Quantity Posted" and "Location" field, if possible. Otherwise, click the "Save" button in the blue component bar as an associated Agency View exist and information must be entered there.

        iv. To enter Agency View data for the specific Posting, expand the row action button on the right side of the Posting and select the associated Agency View.

    d. If additional Postings are necessary, select the row action for the Work Item and click on "New Posting" from the expanded list. Enter information as noted above.

    e. When the DWR is completed, expand the component action button on at the right side of the blue component bar and select "Submit for Approval".