



Diaries QRG

1. From the Contract Progress Summary screen, click on the 'Diaries' component tab along the left-side of the screen.
2. To add a new Diary, select the "Add" button.
 - a. To modify an existing Diary, select the blue hyperlink in the 'Diary Date' field for the appropriate Diary and proceed to Step 4.
3. The "Diary Date" and "Author" fields are populated with the current date and logged on user, respectively.
 - a. Fill out any additional information deemed appropriate.
 - b. Click on the "Save" button in the blue component bar.
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 review Daily Work Reports for the Diary Date, navigate to the 'DWRs' component tab on the left side. A list of all Daily Work Reports for the Diary Date will be displayed.
 - a. To review a Daily Work Report, expand the row action button for the appropriate DWR and select "Open". The system will navigate to the DWR.
 - b. From the row actions button, the corresponding DWR can either be "Approved" or "Submit For Approval".