

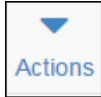
AASHTOWare Project Construction and Materials™

Quick Reference Guide for TDOT

Managing Diaries & Milestones

Role: Office Staff V3, District Supervisor

Key to Actions Menus:



Global **Actions** menu
(At the top of the screen)



Component **Actions** menu
(On the heading)



Row **Actions** menu
(On the row)

Background:

- A Daily Diary is used to record time charge information for milestones. The system does not allow a diary to be created for a future date.
- **Note:** A Daily Diary is typically only used on maintenance contracts for various cycles (e.g., mowing cycles, litter cycles, tunnel cleaning cycles).
- **Note:** Milestones are set up under Site Times. Set up is completed by HQ Finance.

Adding a Daily Diary:

After adding a diary, you can view but not change diary information. There is a space to enter remarks.

Navigation: **Construction** > [Daily Diary](#)

1. From the Construction component, click the **Daily Diary** link.
 2. Click the component **Actions** menu and choose the **Select Contract to Add Daily Diary** action.
 3. Search for and select the contract to which to add a Daily Diary.
 4. Click the **Create Daily Diary on Contract** button.
- **Note:** This date defaults to today. If needed, change the date to a date in the past since future dates are not allowed.
5. In the **Diary Date** field, enter the date documented by the diary.
 6. In the **Author** field, the user ID and name of the person who authored the daily diary will be displayed.
 7. In the **Remarks** section, in the **Remarks Type** field, click the drop-down arrow and select the remark type.
 8. In the **Remark** field, enter a remark for the diary date.

9. Click the **Save** button.

Recording Time Information for Milestones:

Contract times are records of milestone information important to the contract. You can add or change milestones time charge information on the daily diary.

Navigation: **Construction** > [Daily Diary](#) > (Search contract and select Daily Diary) > Contract Daily Diary Summary > Contract Times tab

1. Click the **Contract Times** tab.
2. Click the **Contractor Working** check box to indicate whether the contractor was working on the diary date.
3. In the **Hours Available** field, enter the number of time units available for the contractor to work for the date.
4. In the **Hours Worked** field, enter the number of time units the contractor worked for the date.
5. In the **Controlling Operation** field, enter the primary type of work related to the time charge for the date.
6. In the **Delay Reason** field, enter the description of circumstances or events impeding progress of work related to the contract time for the date.
7. In the **Original Time Charged** field, enter the number of time units charged for the date, if this is an available time contract.
8. The **Adjusted Time Charged** field indicates the total number of time units charged, including adjustments.
9. The **Change in Time Charged** field indicates the adjusted time charged minus the original time charged in a daily diary.
10. In the **Work Start Time** field, enter the date and time of day the contractor began work.
11. In the **Work Stop Time** field, enter the date and time of day the contractor stopped work.
12. In the **Comments** field, enter additional information for the diary contract time.
13. Click the **Save** button.

Next Steps:

After managing daily diaries, the next step is to Manage Payment Estimates. Refer to TDOT Quick Reference Guides and CBTs for more information.