

7 Inspector Daily Report

An Inspector Daily Report (IDR) is used to document daily site conditions and track quantities of contract items. Once an IDR has been generated, the system uses the item postings contained in the IDR to calculate the contractor's payment when creating the estimate.

An IDR can be created utilizing the Mobile Inspector application installed on NDOT iPads. Mobile Inspector is intended for inspectors to document the on-site contractor personnel and equipment, track item usage, and record other pertinent site information. Completed IDRs from Mobile Inspector transfer into FieldManager (refer to the [Mobile Inspector User Guide.pdf](#) for more information), where they are reviewed and generated.

Office Personnel create IDRs in FieldManager for posting to the following items: Lump Sum Traffic Control, Training Hours, Mobilization, Escalations, Liquidated Damages, ton items and Force Account. These postings only require completion of the General (See Chapter/Section 7.1.1 in this user guide) and Postings (See Chapter/Section 7.1.2 in this user guide) tabs.

The Assistant RE(s) and Supervisor 1(s) will also create an IDR in FieldManager each day documenting their daily activity in the General tab (See Chapter/Section 7.1.1 in this user guide).

NDOT does not use the Site Times tab in an IDR. All time is recorded in a Daily Dairy (See Chapter/Section 8.1.2 in this user guide)

7.1 Adding a New IDR

Log into FieldManager through Citrix (for more information on logging on to FieldManager, see Chapter/Section 2.1 in this user guide). This will open the Contracts list window (Figure 7-1).

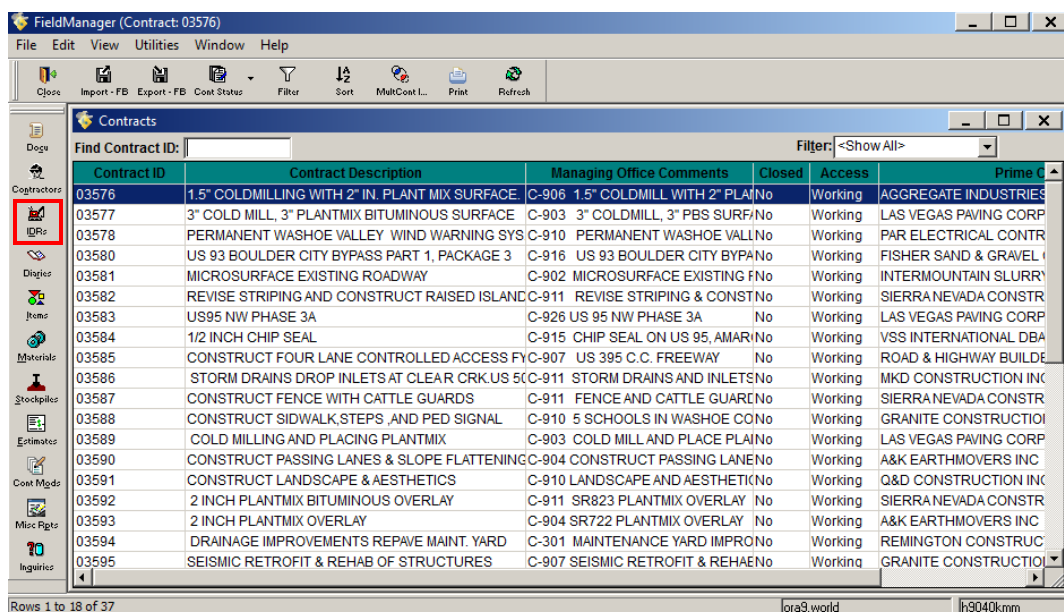


Figure 7-1 - FieldManager Contracts List Window

1. Select desired contract in the Contracts list window and click **IDRs** on the Application Toolbar (Figure 7-1). The Inspector's Daily Reports (IDRs) list window opens (Figure 7-2).

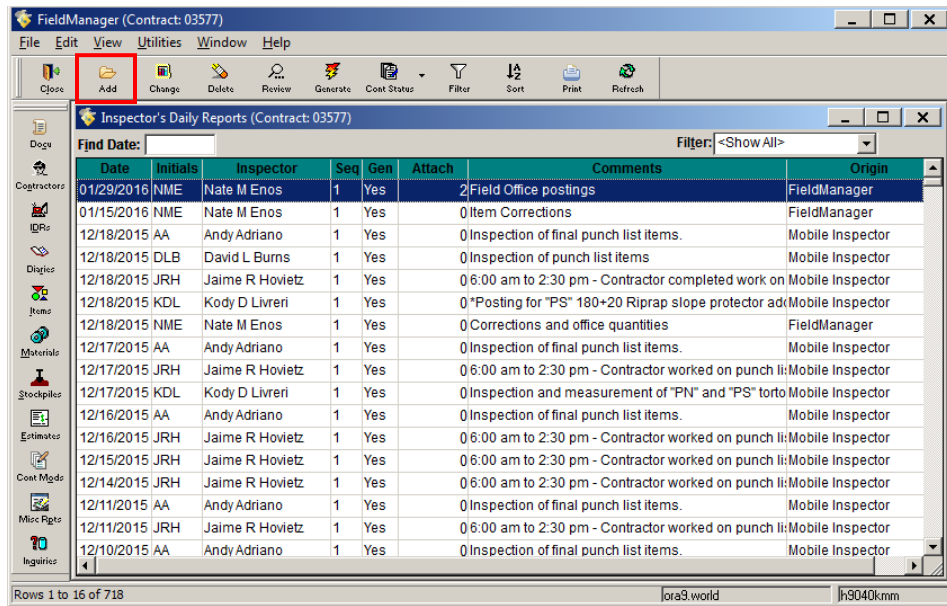


Figure 7-2. Inspector's Daily Reports List Window

- Click **Add** on the Window Toolbar (Figure 7-2). The Add IDR window opens with the General tab displayed (Figure 7-3).

➤ **Note:** It's a good idea to SAVE frequently when adding and updating IDR information!

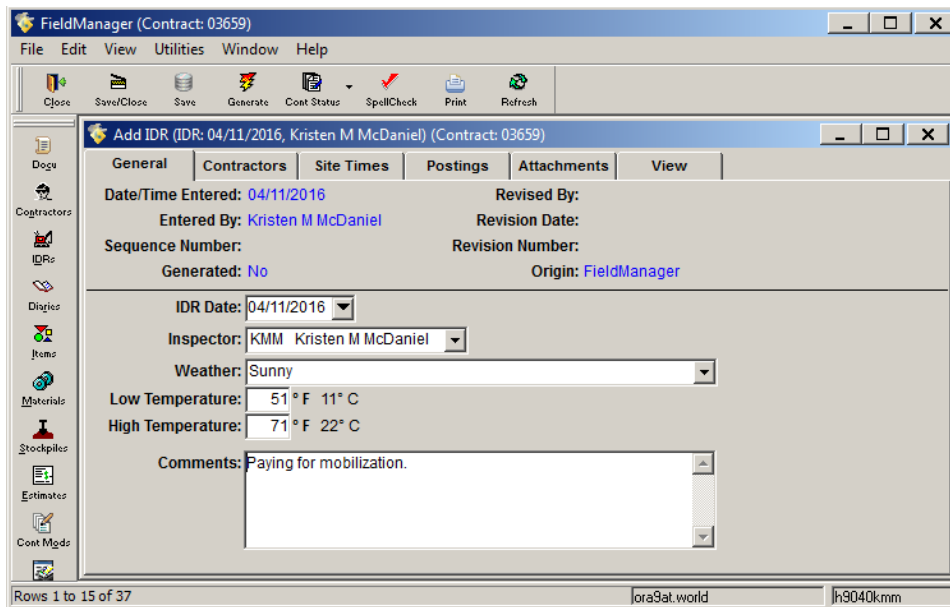


Figure 7-3. Add IDR – General Tab

7.1.1 General Tab

- To complete the General tab enter the following information in the appropriate fields:
 - IDR Date:** Accept the default of the current date or enter any date prior to the current date. **(Required)**
 - Inspector:** Defaults to current user. **(Required)**
 - Weather:** Enter the weather. **(Required)**
 - Temperature:** Enter low/high temperatures in F°. **(Required)**

- **Comments:** Enter comments directly related to today’s activities. These comments will be imported into RE’s Daily Diary. **(Required)**
2. Click **Save** or **Save/Close** on the Window Toolbar, depending on how you want to proceed.
 - **Note:** The Contractors tab will be filled out by the inspectors on their IDRs in the Mobile Inspector application. Office Personnel will review and generate these IDRs (See Chapter/Sections 7.2 and 7.4 in this user guide for details).
 - **Note:** NDOT does not use the **Site Times** or **Attachments** tabs in IDRs. The RE will track days charged to contract in the Daily Diaries.

7.1.2 Postings Tab

1. Click on the **Postings** tab (Figure 7-4).

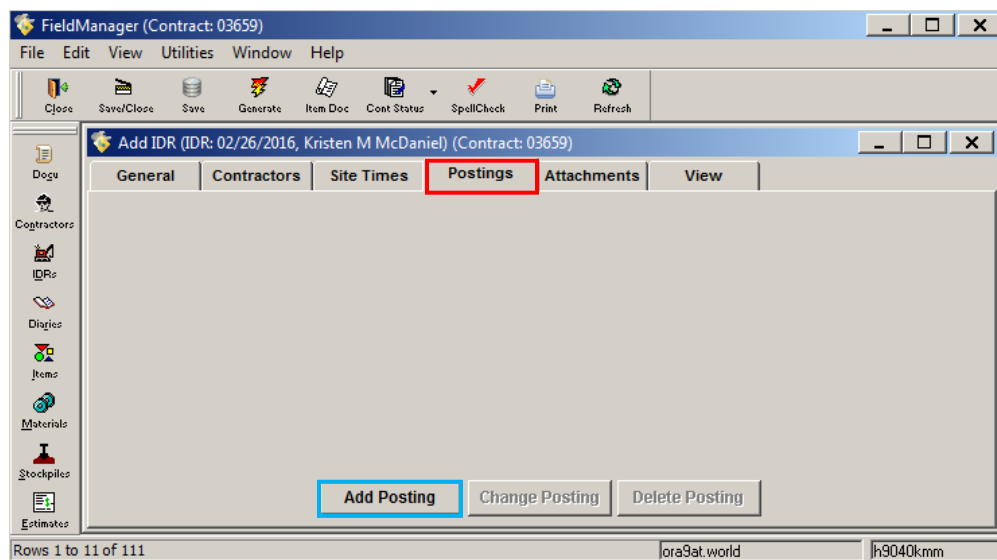


Figure 7-4. Add IDR – Postings Tab

2. Click the **Add Posting** button at the bottom of the tab window (See blue box in Figure 7-4). The Items list will open (Figure 7-5).

Item Code	Item Description	Units	Prop. Line	Quantity Placed	Quantity Paid	Authorized Quantity	Initial Quantity	Pending Changes	Unit Price	Auth. Amount	Item Cpt	Item Type	Cont. Mo. Number
2010100	CLEARING AND GRUBBING	L.S.	0100	0.000	0.000	0.000	0.000	0.000	\$0.00000	\$0.00	No	Unattached	
2020990	REMOVAL OF BITUMINOUS SURFACE (COL SQYD)	0005		0.000	0.000	24,500.000	24,500.000	0.000	\$2.35000	\$57,575.00	No	ORIGINAL ITEM	
4020180	PLANT MIX SURFACING (TYPE 2)(WET)	TON	0010	1,500.000	1,500.000	2,730.000	2,730.000	0.000	\$135.00000	\$368,550.00	No	ORIGINAL ITEM	
4070218	EMULSIFIED ASPHALT, TYPE CQS-1NV (DILITON)	0015		0.000	0.000	322.300	322.300	0.000	\$500.00000	\$161,150.00	No	ORIGINAL ITEM	
4070240	SAND BLOTTER	TON	0020	0.000	0.000	104.830	104.830	0.000	\$0.01000	\$1.05	No	ORIGINAL ITEM	
4080220	EMULSIFIED ASPHALT, TYPE CRS-2NV	TON	0025	0.000	0.000	1,611.700	1,611.700	0.000	\$0.01000	\$16.12	No	ORIGINAL ITEM	
4080390	SCREENINGS, ONE-HALF INCH	TON	0030	300.000	300.000	300.000	8,544.800	0.000	\$125.00000	\$37,500.00	No	ORIGINAL ITEM	
6250490	RENT TRAFFIC CONTROL DEVICES	L.S.	0035	0.000	0.000	267,723.130	267,723.130	0.000	\$1.00000	\$267,723.13	No	ORIGINAL ITEM	
6280120	MOBILIZATION	L.S.	0040	0.000	0.000	220,000.000	220,000.000	0.000	\$1.00000	\$220,000.00	No	ORIGINAL ITEM	
6320580	WATERBORNE PAVEMENT STRIPING (TYP)MILE	0045		0.000	0.000	227.140	227.140	0.000	\$600.00000	\$136,284.00	No	ORIGINAL ITEM	
6320650	WATERBORNE PAVEMENT STRIPING (TYP)MILE	0050		0.000	0.000	79.560	79.560	0.000	\$220.00000	\$17,503.20	No	ORIGINAL ITEM	
6320750	WATERBORNE PAVEMENT STRIPING (TYP)MILE	0055		0.000	0.000	18.710	18.710	0.000	\$750.00000	\$14,032.50	No	ORIGINAL ITEM	
6320780	WATERBORNE PAVEMENT STRIPING (TYP)MILE	0060		0.000	0.000	15.060	15.060	0.000	\$1,200.00000	\$18,072.00	No	ORIGINAL ITEM	

Figure 7-5. Add IDR - Contract Items List Window

3. Select the item you wish to place quantities against and click the **Select** Button (Figure 7-5).

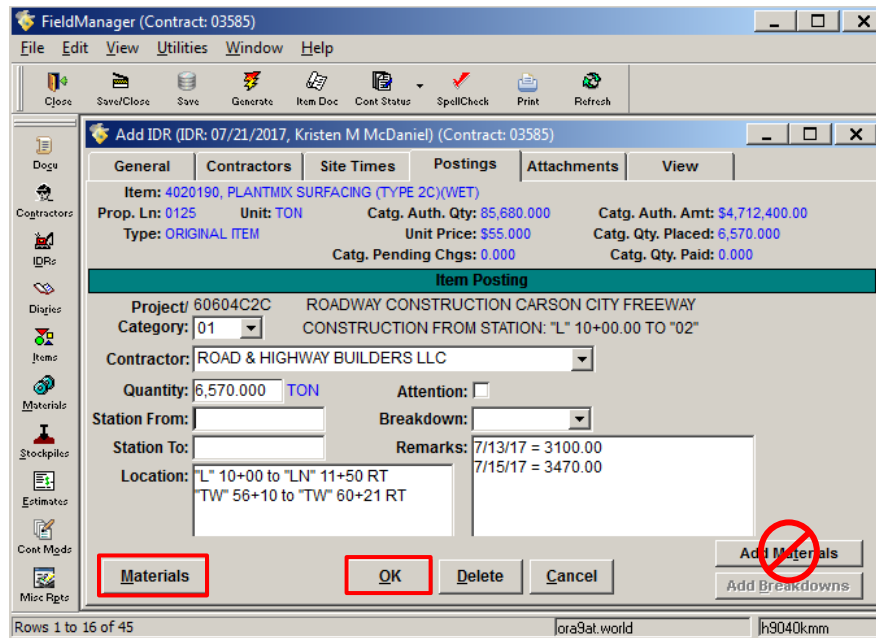


Figure 7-6. Add IDR Window – Postings Tab

4. To complete the Postings tab IDR record, enter the following information in the appropriate fields (Figure 7-6):
 - **Project/ Category:** If there is only one category (AEB) FieldManager will automatically fill it in. If multiple categories (AEBs), you will have to choose a category (AEB) from the drop-down box.
 - **IMPORTANT that this corresponds with the Agreement Estimate to ensure payment is made against appropriate funding source.**
 - **Contractor:** This defaults to the Prime Contractor. DO NOT CHANGE, all payments are associated with Prime Contractor regardless of who performs the work.
 - **Quantity:** Enter the quantity of the item posting. This may be a fractional quantity (up to thousandths).
 - **Note:** Disincentives, Penalties and Liquidated Damage postings will require a NEGATIVE quantity.
 - **Stationing:** Enter the starting and ending station numbers for the item usage. If these fields are not complete, the Location field is then required.
 - **Location:** Enter a project location if the stationing information is not applicable or this is item that is used throughout the entire project.
 - **Attention:** Check this box if you want the RE to review this item (Optional).
 - **Note:** NDOT does not use the Breakdown field.
 - **Remarks:** Enter a remark that details the posting (**Required**).
 - **Materials:** Click on this button when active. Confirm that the Qty. Used is equal to the Item Qty. Placed. Click the **OK** button to return to the posting (Figure 7-6a).

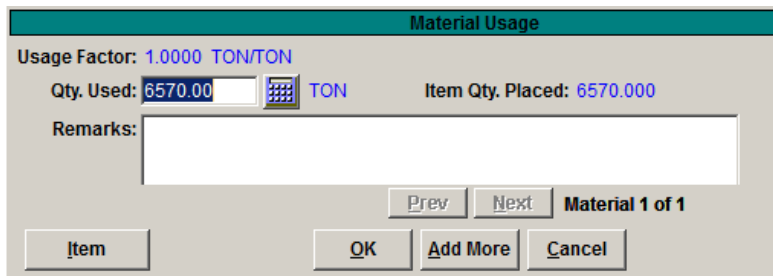


Figure 7-6a. Add IDR Window – Material Usage

- **Note:** The information in the **Materials** button will be filled out by the inspectors on their IDRs in the Mobile Inspector application. Office Personnel will review and generate these IDRs (See Section 7.2).

!!DO NOT use the Add Materials button in the Postings tab!!

5. Click the **OK** button to continue.
6. Click the **Add Posting** button to add additional items (Figure 7-7). Repeat steps 3 thru 5 for each item posting.

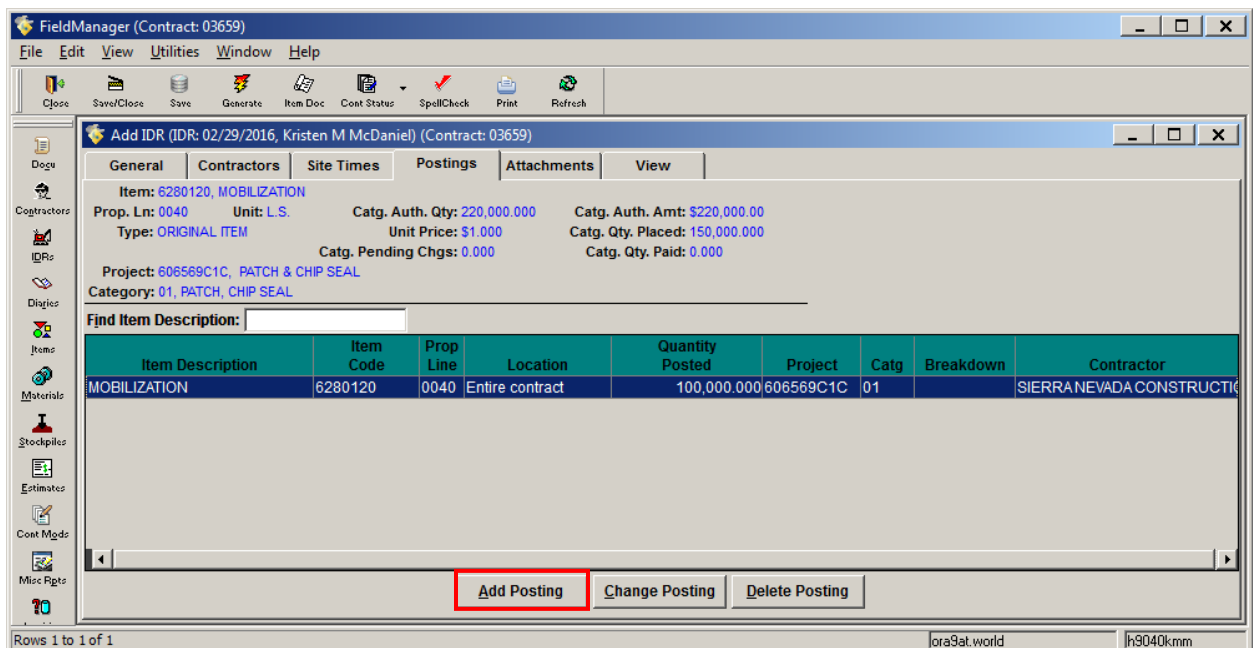


Figure 7-7. Add IDR Window – Postings Tab (Adding Additional Postings)

- **Note:** You can add, change or delete posting by clicking on the appropriate button as long as IDR hasn't been included in an estimate.

7. Click **Save** or **Save/Close** on the Window Toolbar, depending on how you would like to proceed.

7.1.3 View Tab

1. Click on the **View** tab to open the Draft copy of the Inspector's Daily Report (Figure 7-8). It is a good idea to use the View tab to check the information on a draft IDR.
 - **Note:** The View tab may also be used at any time while posting IDRs.

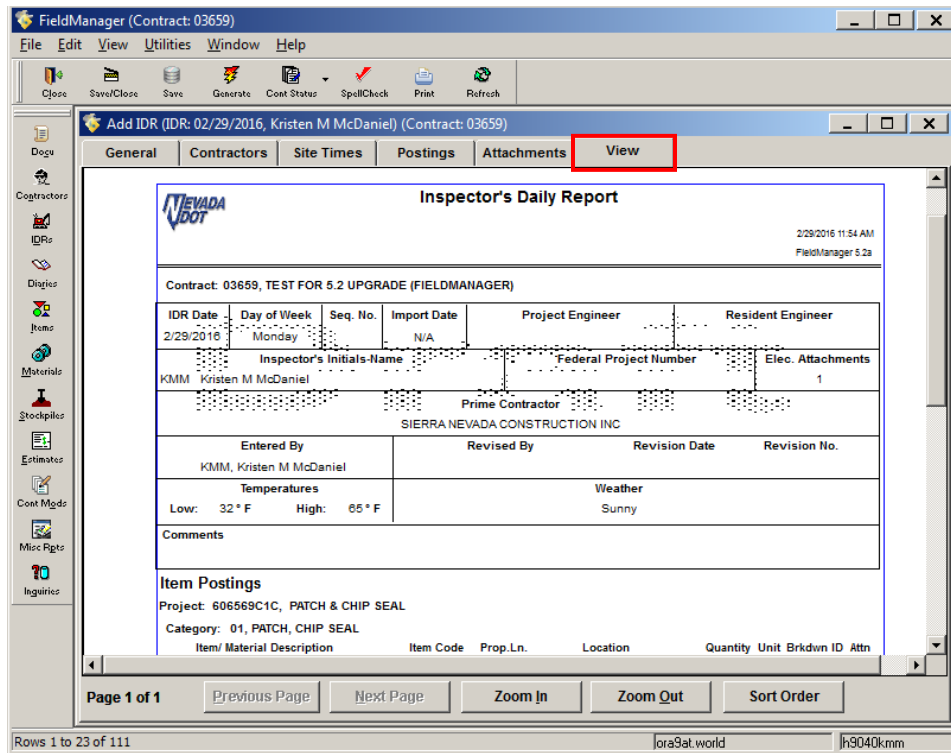


Figure 7-8. Add IDR Window – View Tab (Inspector’s Daily Report)

2. Click **Save** or **Save/Close** on the Window Toolbar, depending on how you want to proceed.

7.2 Reviewing IDRs from Mobile Inspector/FieldBook Applications

IDRs completed by Inspectors in the Mobile Inspector application are uploaded into FieldManager in an un-generated status. IDRs completed by Inspectors in the FieldBook application are uploaded into FieldManager in a Generated status. ALL Inspector IDRs MUST be reviewed by Office Personnel for accuracy.

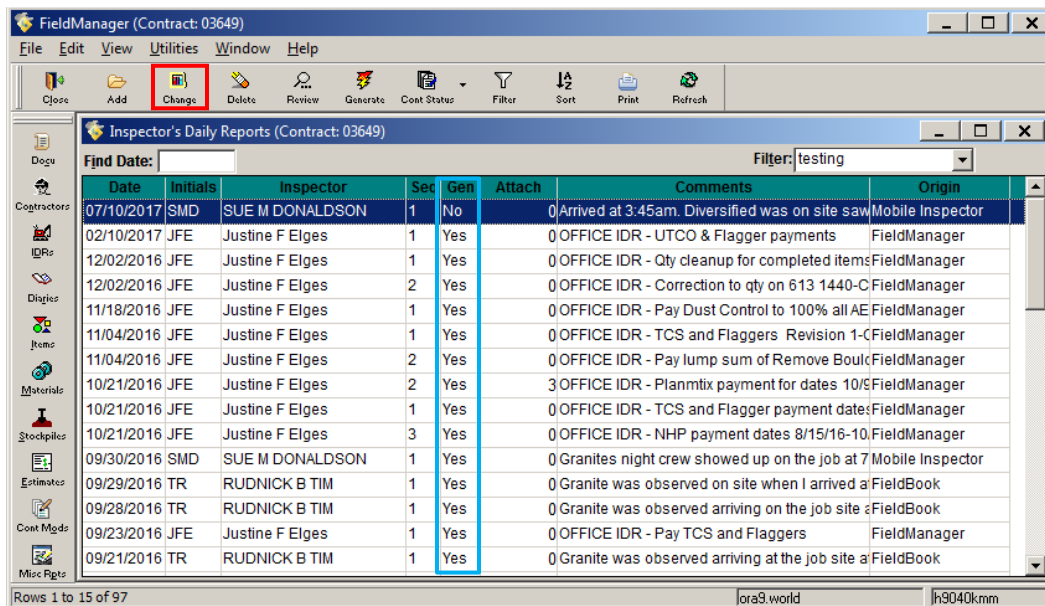


Figure 7-9. Inspector’s Daily Reports List Window

1. Select the IDR from the Inspector's Daily Reports list and click **Change** on the Application Toolbar (Figure 7-9) or double-click on the IDR. The Change IDR windows opens in the General tab (Figure 7-10).

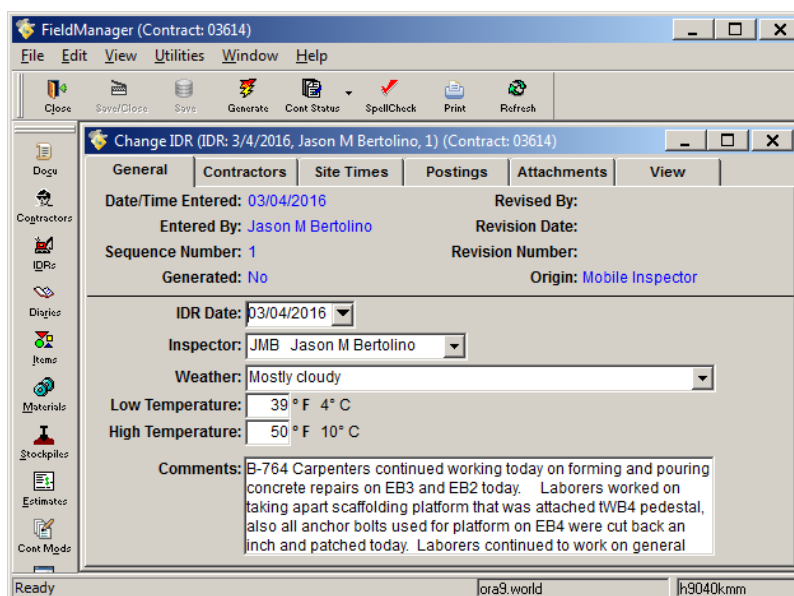


Figure 7-10. Change IDR Window – General Tab

2. Review the information in each of the IDR tabs (General, Contractors and Postings/Materials) for accuracy. If necessary, corrections can be made in each of the tabs. If corrections are made by anyone other than original author the initials and date will appear in the top right corner of General tab.
3. When you are done reviewing/correcting the IDR, click **Save/Close** on the Window Toolbar. The IDR is now ready to Generate (see section 7.4).

7.3 Deleting IDRs

IDRs can be deleted only if they have NOT been included in an estimate. The entire IDR should be printed prior to deleting it.

1. Select the contract in the Contracts list window, click on **IDRs** on the Application Toolbar. The Inspector's Daily Reports list window opens (Figure 7-11).

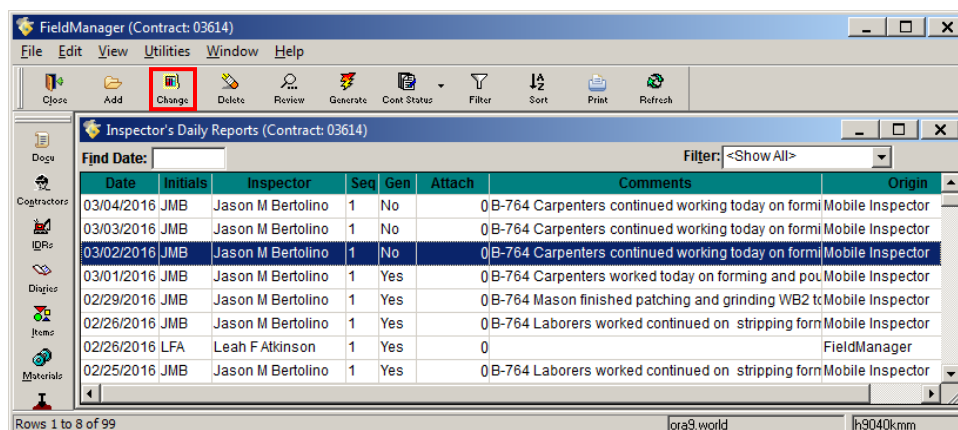


Figure 7-11. Inspector's Daily Reports List Window

2. Select the IDR from the Inspector's Daily Reports list and click **Change** on the Application Toolbar (Figure 7-11) or double-click on the IDR. The Change IDR windows opens in the General tab (Figure 7-12).

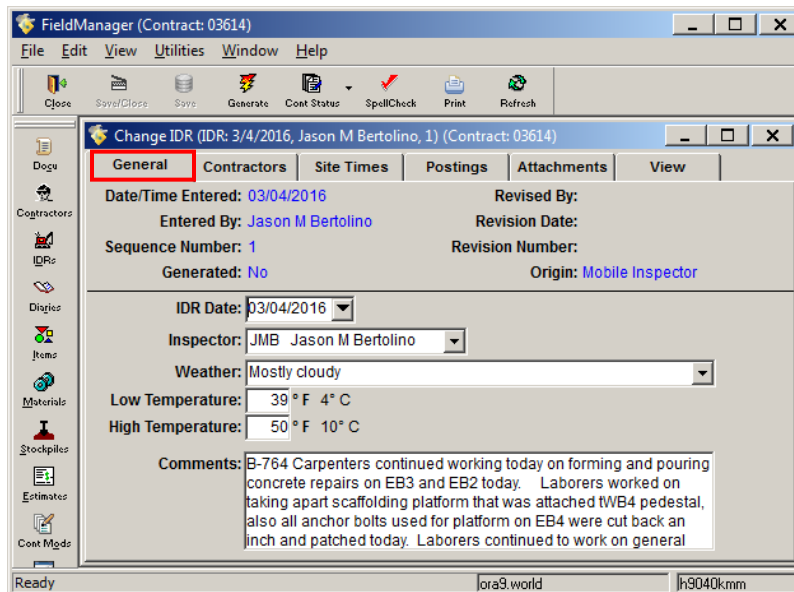


Figure 7-12. Change IDR Window – General Tab

3. Click on the **Postings** tab (Figure 7-13).

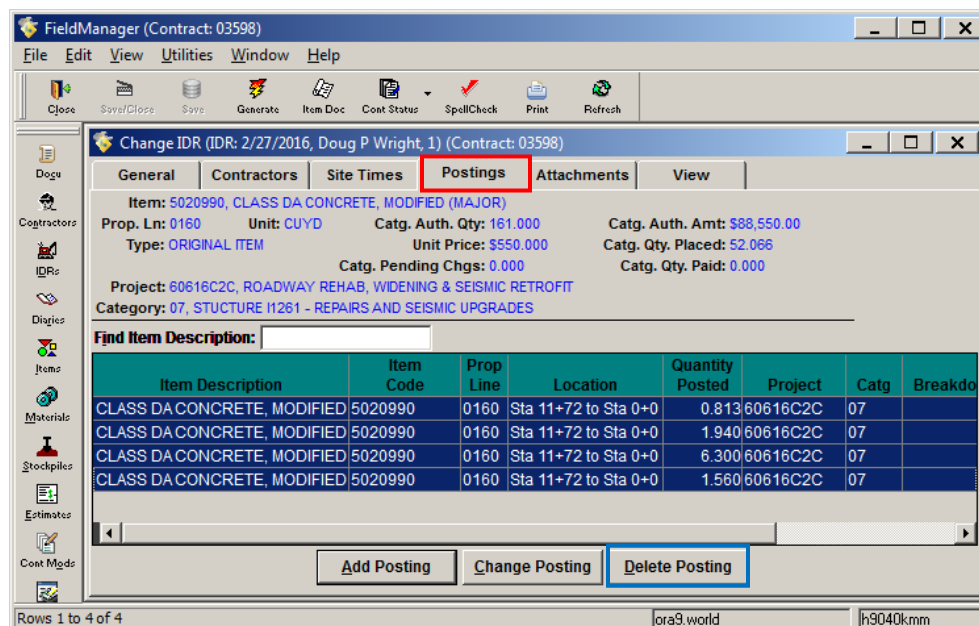


Figure 7-13. Change IDR Window – Postings Tab

4. Select all the postings in the IDR by holding down the shift key and clicking on each record. Click the **Delete Posting** button (Figure 7-13).
5. Click the **Yes** button on each Delete Warning message (Figure 7-14). You will receive a Delete Warning for each item posting.

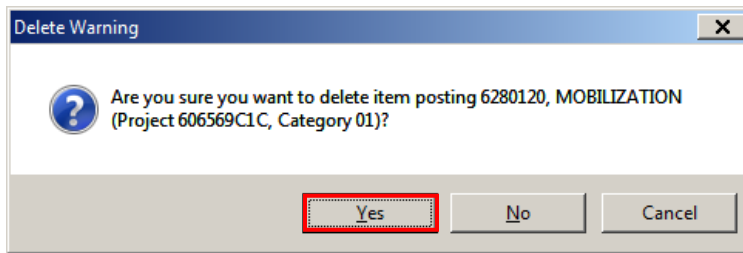


Figure 7-14. Postings Tab - Delete Posting Warning

- Click **Save/Close** on the Window Toolbar (Figure 7-15).

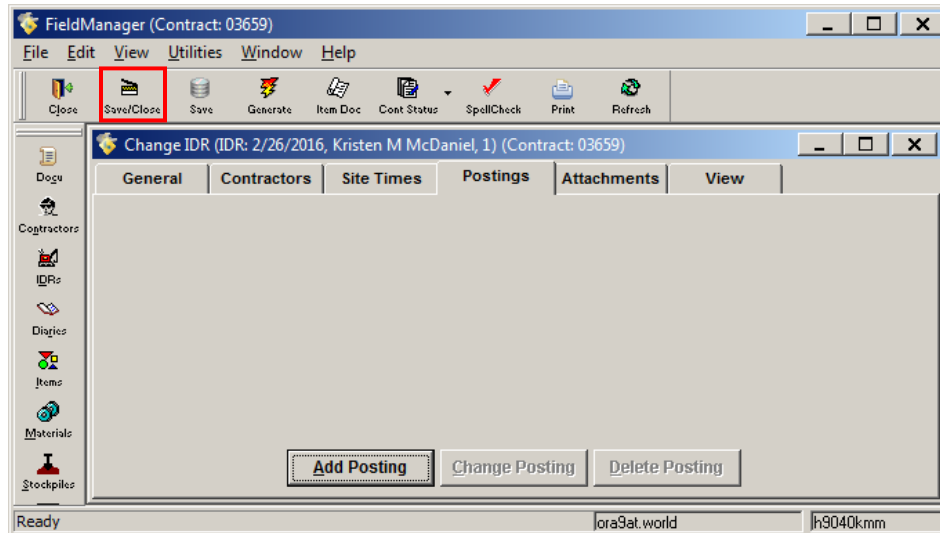


Figure 7-15. Change IDR Window – Postings Tab

- Click **Delete** on the Window Toolbar (Figure 7-16).

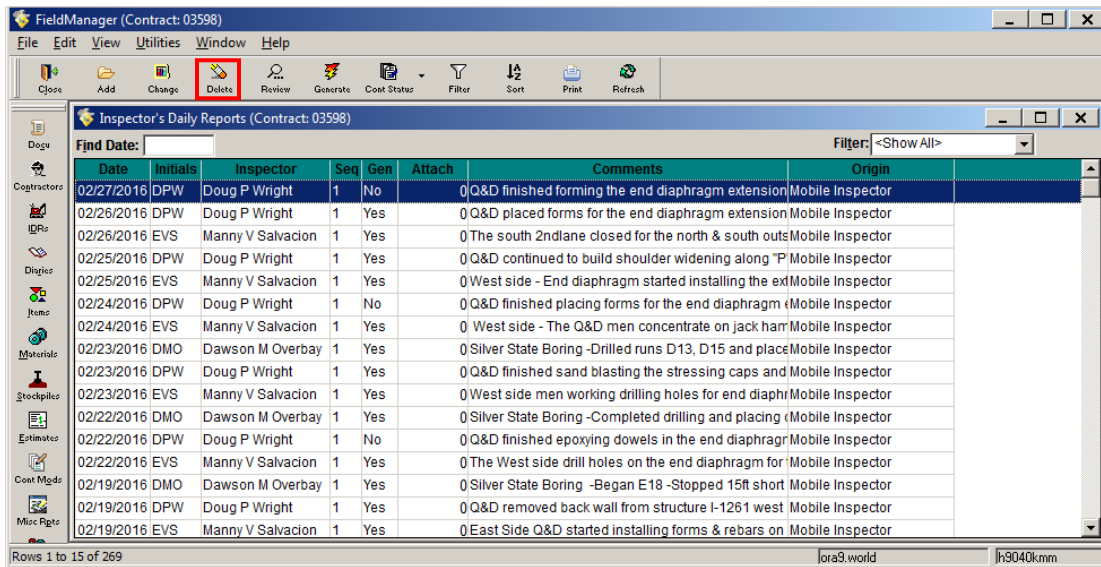


Figure 7-16. Inspector's Daily Reports List Window

- Click the **Yes** button on the Delete Confirmation message (Figure 7-17).

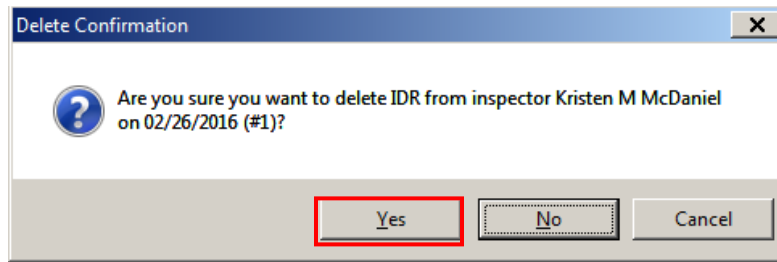


Figure 7-17. IDR Delete Confirmation Window

9. Notify the Inspector that the IDR needs to be recreated.

7.4 Generating IDRs

IDR's need to be generated for the item postings to be included on the next estimate. Also, generated information from IDR's can be imported into the RE's Daily Diary for the corresponding day.

1. Select one or more IDRs to generate from the IDR's list window. Click **Generate** on the Window Toolbar (Figure 7-18).

- **Note:** You can also generate an IDR from any of the IDR tab window while working in them by clicking **Generate**.

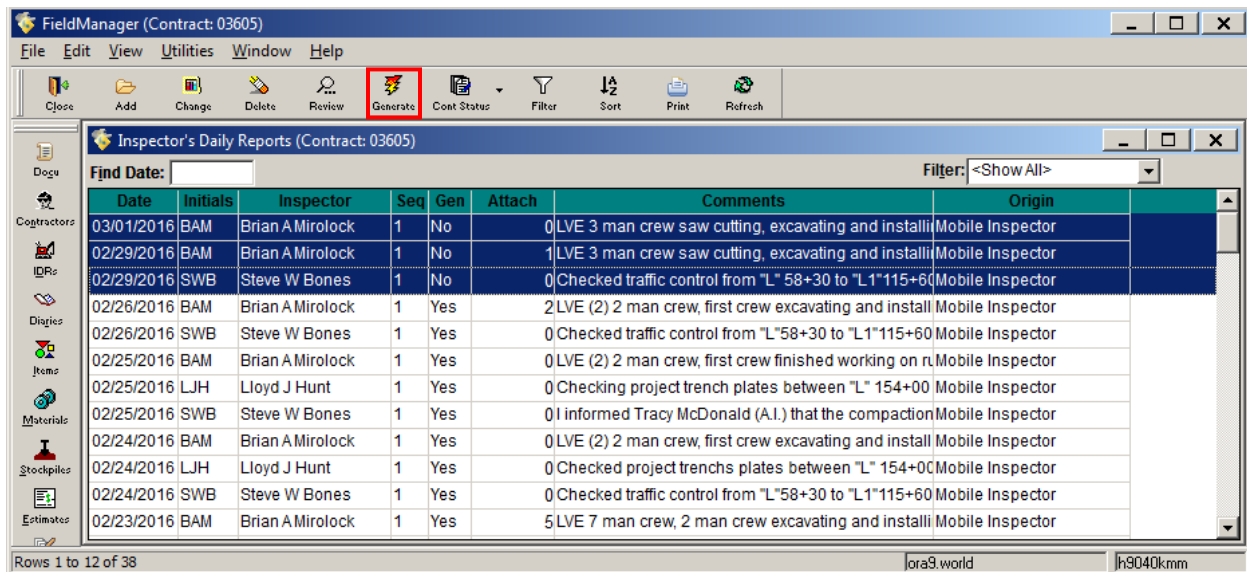


Figure 7-18. Inspector's Daily Reports List Window

2. Click the **Yes** button on the Generate window (Figure 7-19). You will receive a Generate window for each IDR selected.

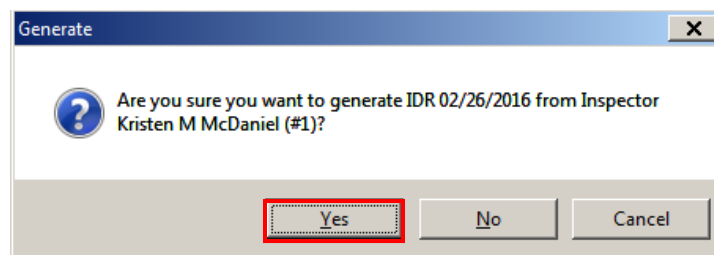


Figure 7-19. IDR Generate Confirmation Window

3. The Print Dialog box opens (Figure 7-20). Click on **Print** or **Cancel** depending on if you want a hard copy of the IDR(s).

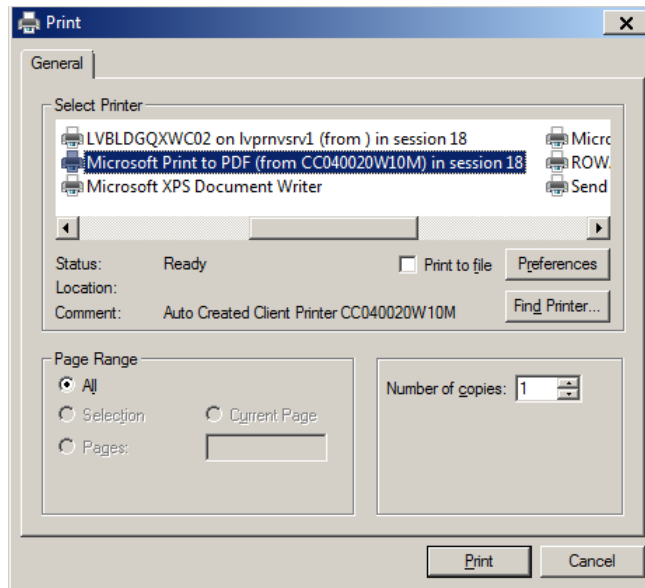


Figure 7-20. IDR Print Dialog Box

7.5 Copying IDR information to a new IDR

The Copy IDR command on the Edit menu allows you to copy similarly defined IDRs and eliminates the need to re-enter data for each new IDR. After you copy an IDR, you can then enter any minor changes to the new IDR.

1. Select the IDR you want to copy in the IDRs List window and choose **Copy IDR** from the Edit menu (Figure 7-21).

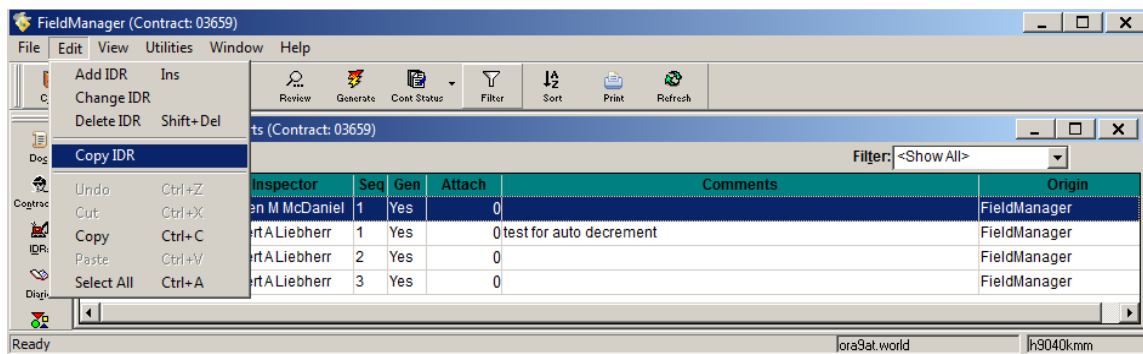


Figure 7-21. Inspector's Daily Reports List Window – Copy IDR Menu Option

2. Click **Yes** to the Warning message (Figure 7-22).

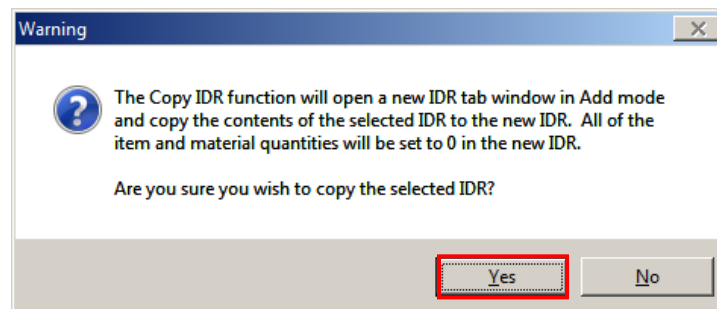


Figure 7-22. Copy IDR Warning Message

3. A new Add IDR tab window opens and automatically copies the following information:

- **General Tab:** Comments are copied.
 - **Contractor Tab:** All information is copied.
 - **Postings Tab:** All information except item quantity and material quantity will be copied. Item and material quantities will be set at 0.
 - **Attachments:** No information will be copied from this tab.
4. Finish creating the new IDR by making any necessary changes or additions to the copied information and editing out any information that does not pertain to current event.
 5. Click **Save/Close** on the Window Toolbar.