

8 Daily Diaries

A Daily Diary is used to document pertinent daily contract activities and assess working days. It also incorporates information from GENERATED IDR's for the corresponding day.

One diary, per day, per contract shall be completed by the Resident Engineer.

8.1 Adding a New Daily Diary Record

Log into FieldManager through Citrix (for more information on logging on to FieldManager, see Chapter/Section 2.1 in this user guide). The Contracts list window opens (Figure 8-1).

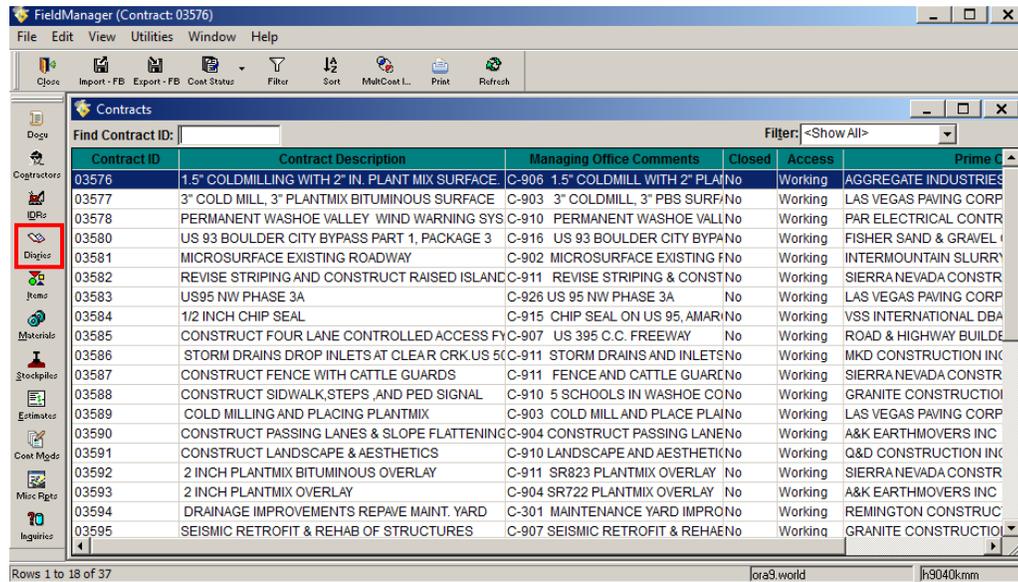


Figure 8-1 - FieldManager Contracts List Window

1. Select desired contract in the Contracts list window, and click **Diaries** on the Application Toolbar (Figure 8-1). The Daily Diaries list window opens (Figure 8-2).

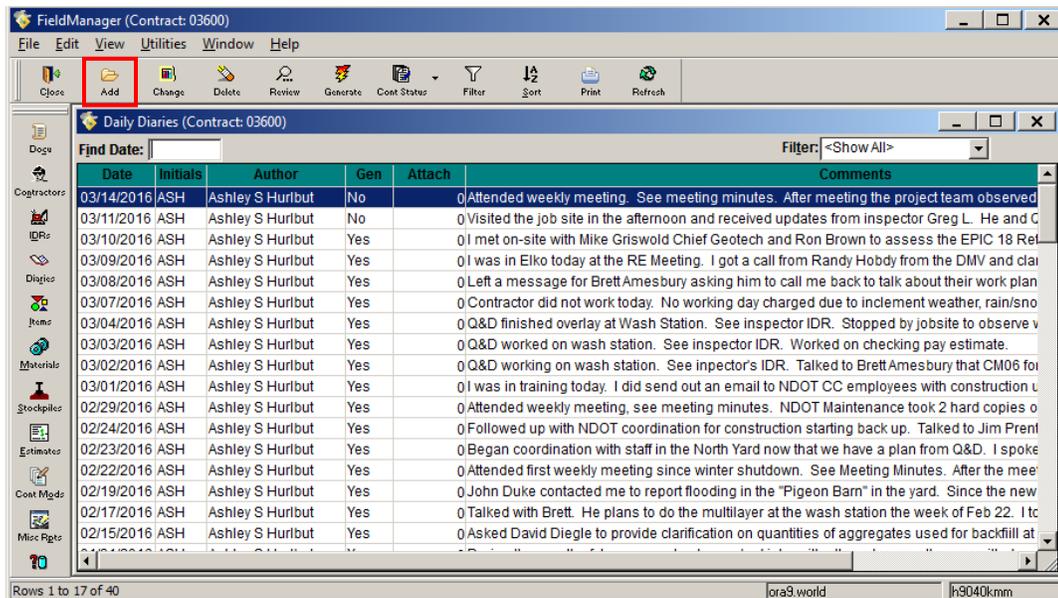


Figure 8-2. Daily Diaries List Window

2. Click **Add** in the Window Toolbar (Figure 8-2). The Add IDR window opens with the General tab displayed (Figure 8-3).

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

8.1.1 General Tab

1. To complete the General tab (Figure 8-3) enter the following information in the appropriate fields:

- **Note:** A notation in blue print next to the Diary Date will indicate if there are generated IDRs for the corresponding date of the diary. If there is a notation in red print next to the Author field, it will list any un-generated IDRs for the Diary Date (see blue box in Figure 8-3).

- **Diary Date:** The default date is the current date. You may change this date if entering a Diary for a date in the past by typing in the new date or you can use the drop-down arrow for the calendar feature. **(Required)**

- **Note:** The software will not allow you to create a diary for a future date.

- **Author:** Defaults to the name of the user who is currently logged into FieldManager. If this value needs to be changed use the drop-down arrow to choose the specified author. **(Required)**

- **Low/High Temperature:** If available, click the **Bring in Temperatures** button to bring in the information from generated IDR's or enter values manually. **(Required)**

- **Note:** The Bring in Temperatures button will only be enabled if there is at least one ***generated*** IDR from which to draw information. The lowest and highest temperatures out of all the generated IDRs will be brought in.

- **Weather:** Enter the weather or select from drop-down arrow. **(Required)**

- **Comments:** Enter your own comments and click the **Bring in Weather and Comments** button if it's available. This will bring in all the Inspector's Weather values and Comments from their generated IDRs for this Diary Date. **(Required)**

- **Note:** The Bring in Weather and Comments button will only be enabled if there is at least one ***generated*** IDR from which to draw information.

- **Note:** NDOT does not use the **Sunrise/Sunset** fields.

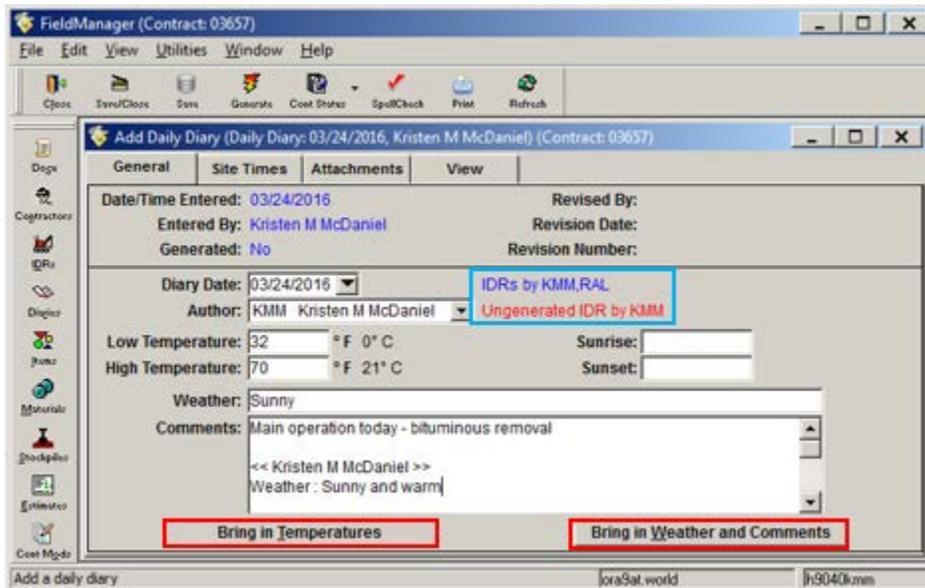


Figure 8-3. Add Daily Diary – General Tab

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

8.1.2 Site Times Tab

FieldManager tracks Site Times for “Working Days” and “Completion Date” contracts. A Working Days site allows the contractor to complete the contract work within a specific number of days. Completion Date contracts require the contract to be completed by a certain date. It is not necessary to track daily site times for a completion date, but is **required for a “Working Day” contract to keep track of the amount of time worked on the site.**

1. Click on the **Site Times** tab (Figures 8-4 & 8-5).

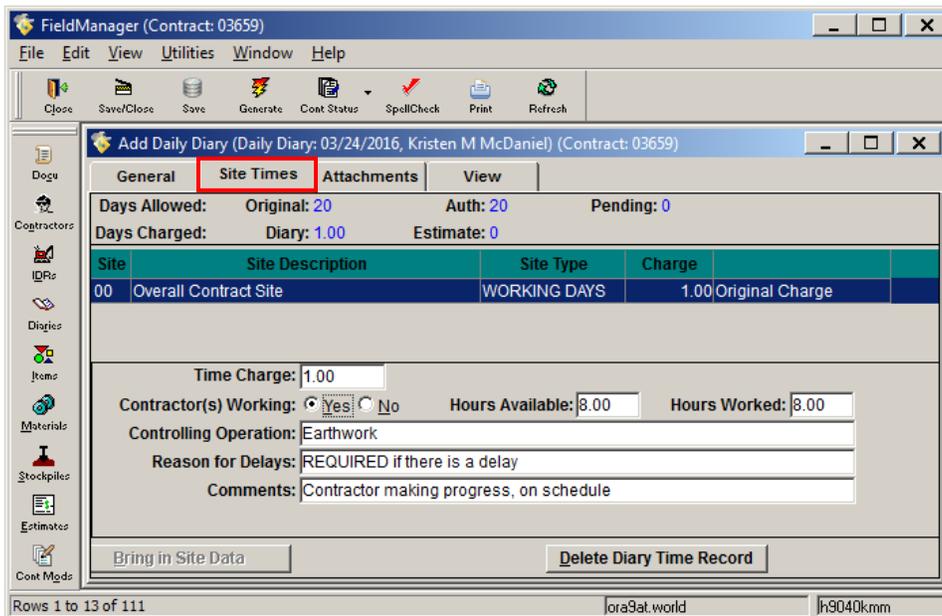


Figure 8-4. Add Daily Diary – Site Times Tab (**Working Day Contract**)

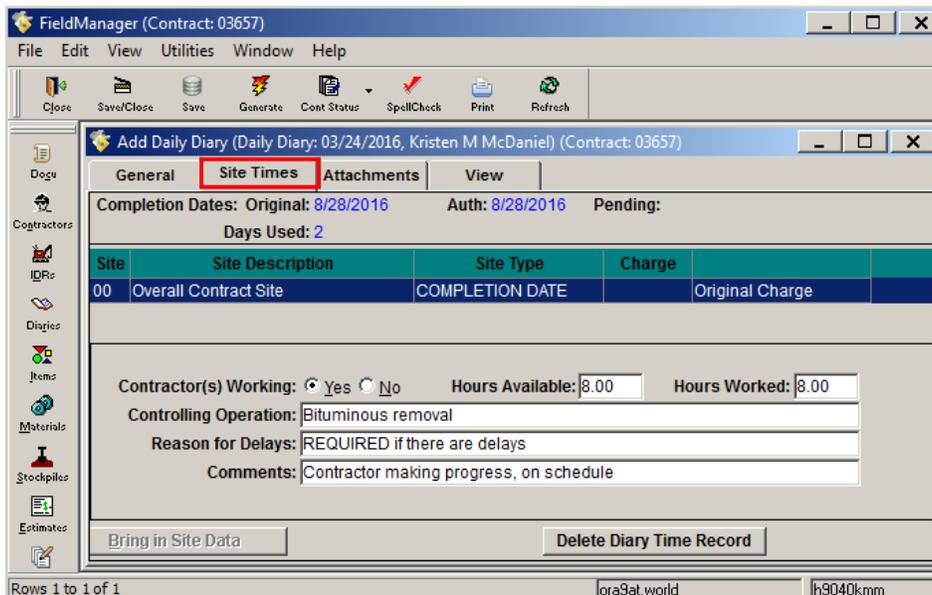


Figure 8-5. Add Daily Diary – Site Times Tab (**Completion Date Contract**)

2. Select the site record and enter the following information in the appropriate fields:
 - **Time Charge:** The only valid entries for this field are: 1, 0, or -1. ***This field is required if you want to charge a day to a Working Day contract*** (Figure 8-4). This field CANNOT be left blank.
 - **Note:** This field is not available for Completion Date sites (Figure 8-5).
 - **Contractor(s)** Indicates whether or not the Prime contractor was on site for day being charged. Choose either Yes or No.
 - **Hours Available:** Enter the hours **available** to the contractor for day being charged. (*Not required*).
 - **Hours Worked:** Enter the hours **worked** by the contractor for day being charged. (*Not required*).
 - **Controlling Operation:** Enter the controlling operation for day being charged. (*Not required*).
 - **Reason for Delays:** Enter the reason for delay for day being charged. (**Required, if there is a delay**).
 - **Comments:** The information entered here will appear in the *Site Information* section of the Daily Diary when you either view it or print it. (**Requires an explanation if NOT charging a working day**).
3. Click **Save** or **Save/Close** on the Window Toolbar, depending on how you would like to proceed.

8.1.3 View Tab

1. Click on the **View** tab to open the Draft copy of the Daily Diary Report (Figure 8-6). It is a good idea to use the View tab to check the information on a draft Daily Diary.

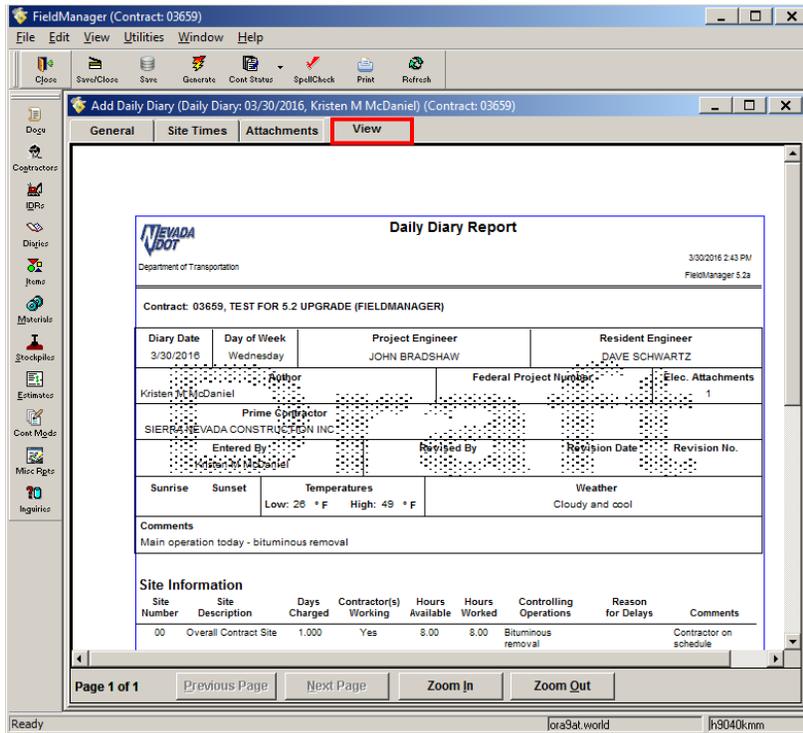


Figure 8-6. Add IDRs Window – View Tab (Daily Diary Report)

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

8.2 Changing an Existing Daily Diary Record

An existing Daily Diary can be changed, if it has not been included in an estimate, except for the adjustment of a site time record.

8.2.1 Changing General Tab Information

1. From the Daily Diaries list window select the Daily Diary, and click **Change** on the Window Toolbar (Figure 8-7) or double-click on the diary. The Change Daily Diary tab window opens in the General tab (Figure 8-8).

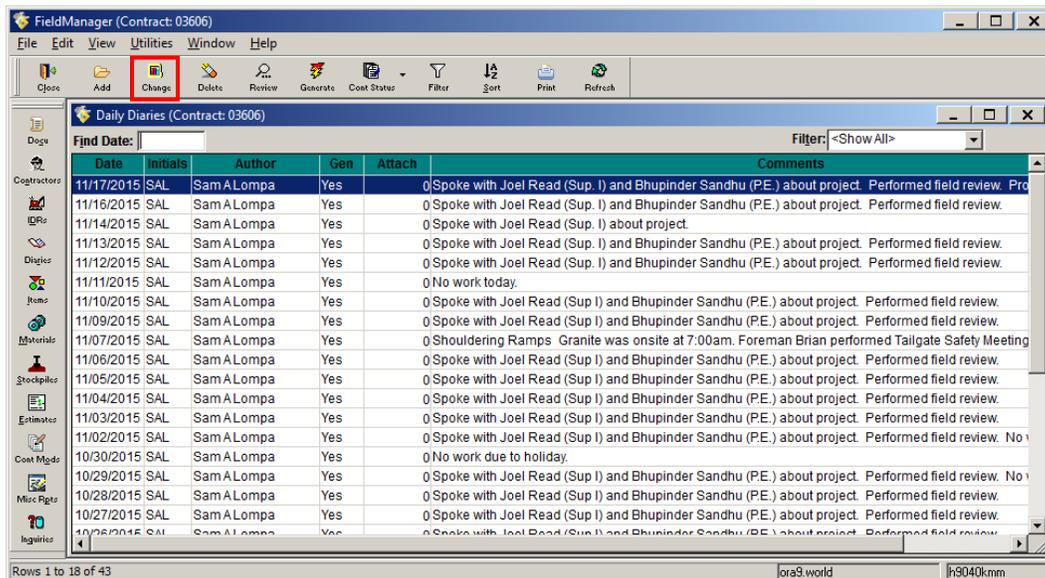


Figure 8-7. Daily Diary List Window

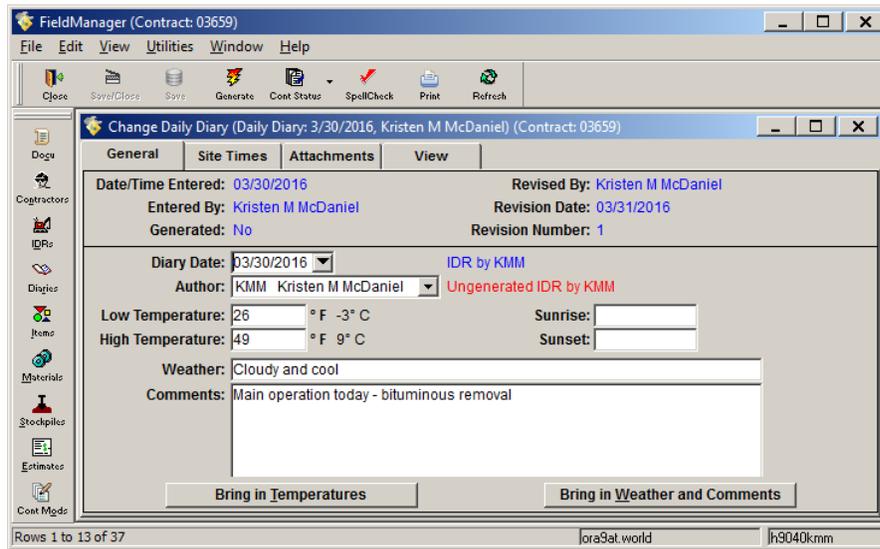


Figure 8-8. Change Daily Diary Tab Window – General Tab

2. Make desired changes.
3. Click either **Save** or **Save/Close** on the Window Toolbar depending on how you want to proceed.

8.2.2 Changing/Deleting Site Time Tab Information

1. Click on the **Site Times** tab (Figure 8-9).

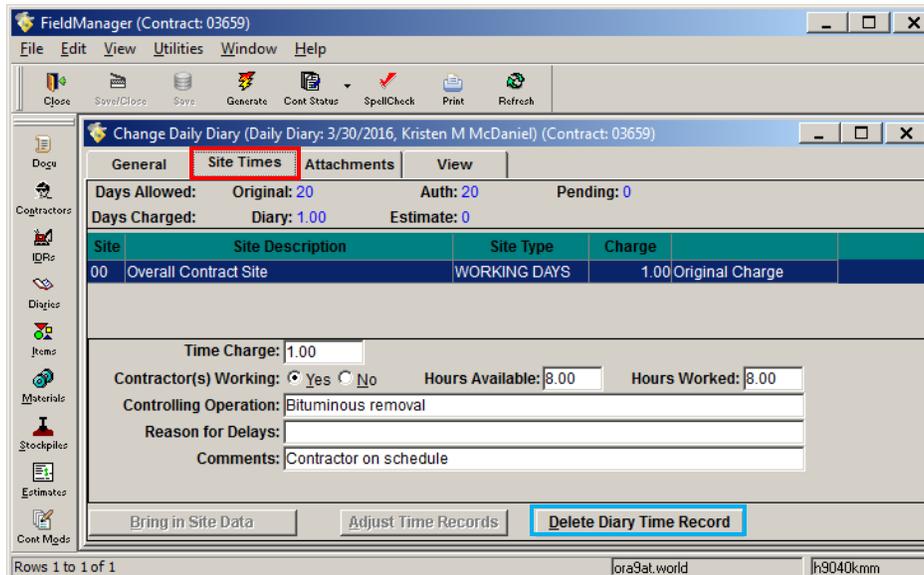


Figure 8-9. Change Daily Diary Tab Window – Site Times Tab

2. Make desired changes.
3. The entire record can also be deleted by clicking the **Delete Diary Time Record** button (see blue box in Figure 8-9). This will open a Delete Confirmation window (Figure 8-10).

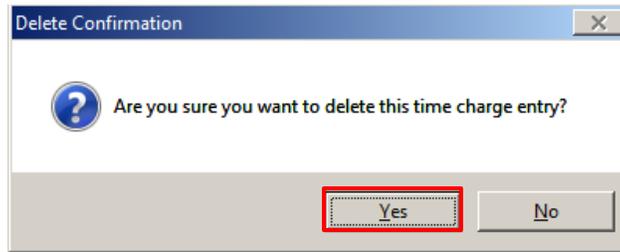


Figure 8-10. Site Times Tab – Delete Confirmation Window

4. Click **Yes** to complete the deletion.
5. Click **Save** or **Save/Close** on the Window Toolbar, depending on how you would like to proceed.

8.2.3 Site Time Adjustment

To make a change to a site time record after the Daily Diary has been included on an estimate, you must make a site time adjustment.

1. Open the generated Daily Diary and click the **Site Times** tab (Figure 8-11).

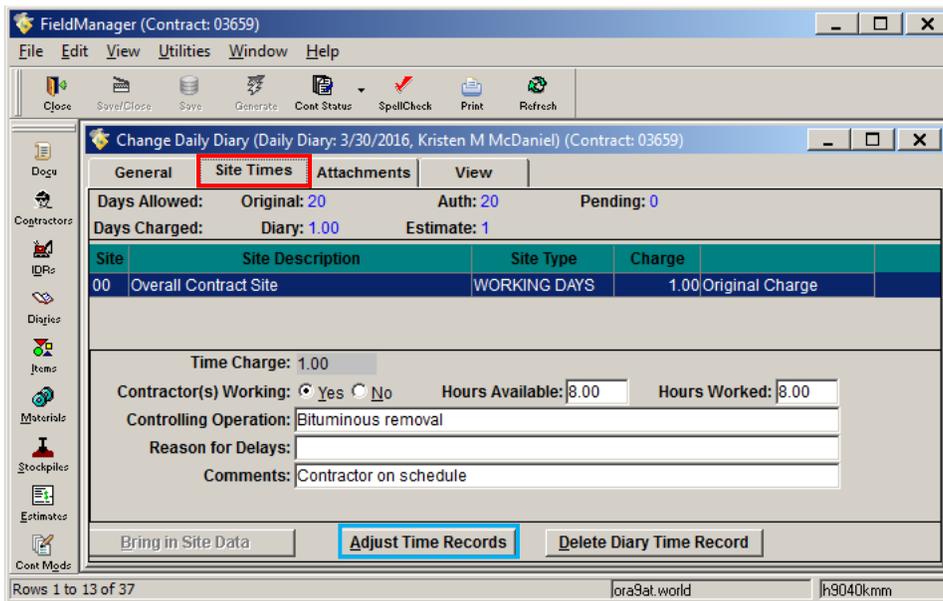


Figure 8-11. Change Daily Diary Tab Window – Site Times Tab – Adjusting a Time Record

2. Click the **Adjust Time Records** button (see blue box in Figure 8-11). This will open a new record for time charge adjustment information (Figure 8-12).

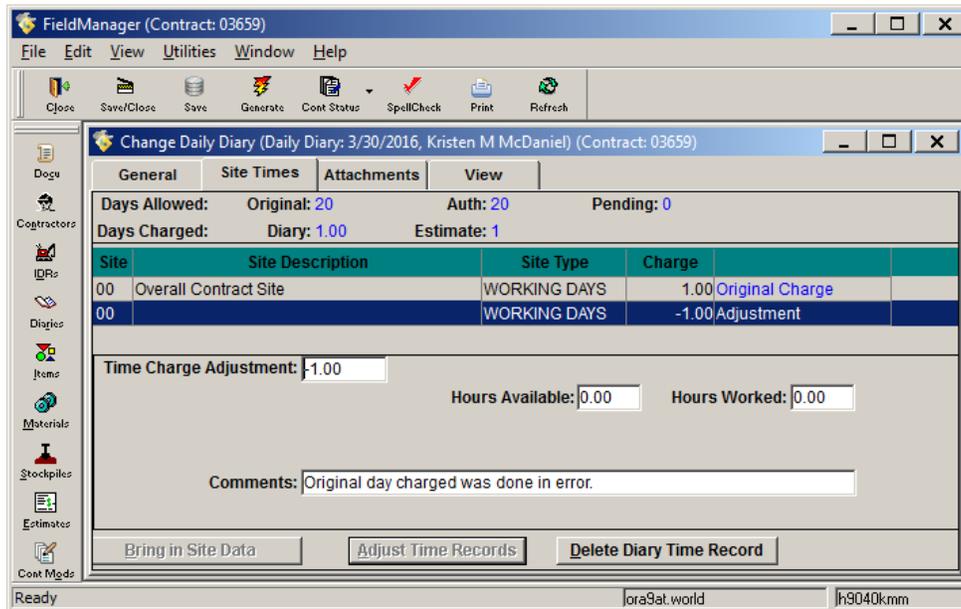


Figure 8-12. Change Daily Diary Tab Window – Site Times Tab – Time Adjustment

- Update the site record accordingly. As shown in Figure 8-12, to decrease the amount of time charged enter -1.00 in the **Time Charge Adjustment** field. To increase the time charged, enter 1.00 in the *Time Charge Adjustment* field.
- Update the information for the Hours Available, Hours Worked, and Comments fields.
- Click **Save** or **Save/Close** on the Window Toolbar, depending on how you would like to proceed.

8.3 Deleting a Daily Diary

- Select the contract in the Contracts list window, click **Diaries** on the Application Toolbar. The Daily Diaries list window opens (Figure 8-13).

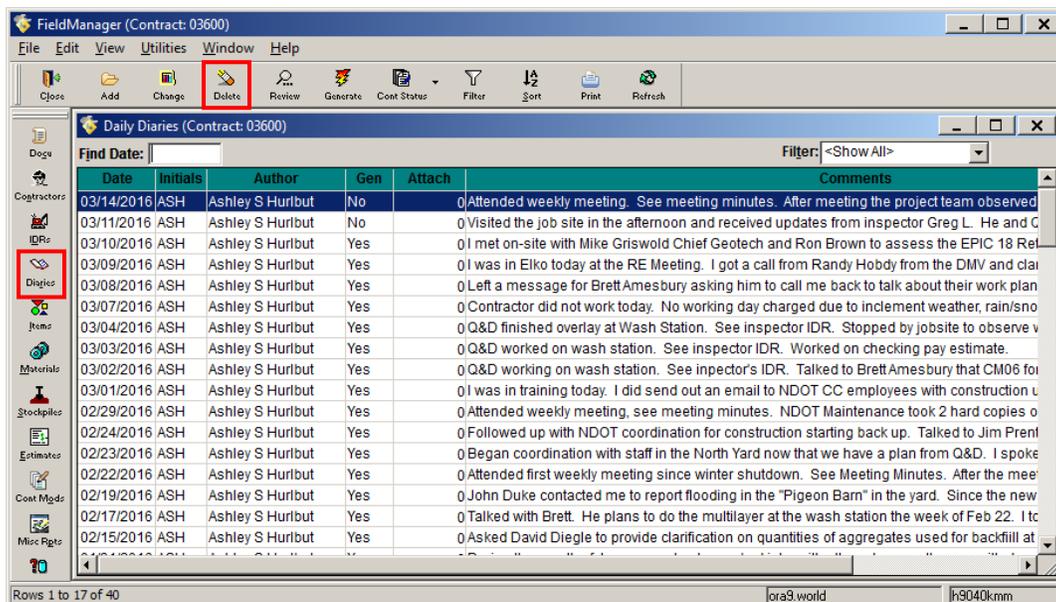


Figure 8-13. Daily Diaries List Window

- Select the Diary from the Daily Diaries list window and click **Delete** on the Application Toolbar (Figure 8-13).

- Click the **Yes** button on the Delete Confirmation message window (Figure 8-14).

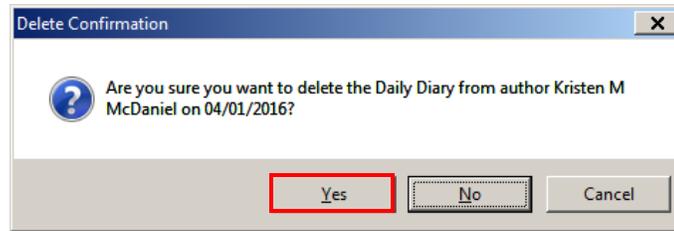


Figure 8-14. Delete Daily Diary Confirmation Window

- **Note:** A Daily Diary cannot be deleted if it has been included in an estimate.

8.4 Generating a Daily Diary

Once a Daily Diary record is correct and complete, generate it so that the Daily Diary records can be included on the next estimate created in FieldManager.

- From the Daily Diaries list window, select one or more Daily Diary records to generate and click **Generate** on the Window Toolbar (Figure 8-15).

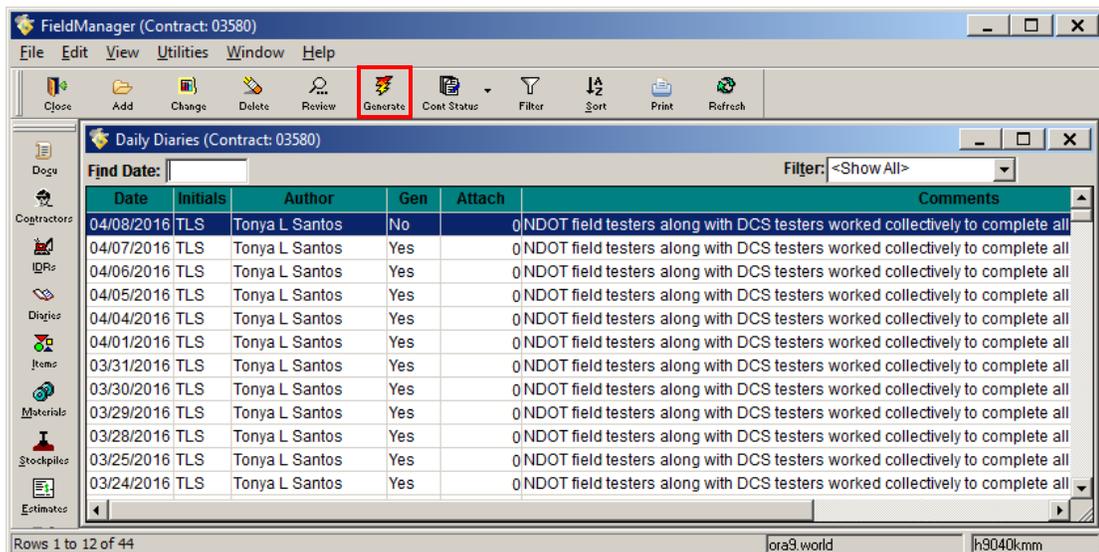


Figure 8-15. Daily Diary List Window

- Click the **Yes** button on the Generate window (Figure 8-16). You will receive a Generate window for each Daily Diary selected.

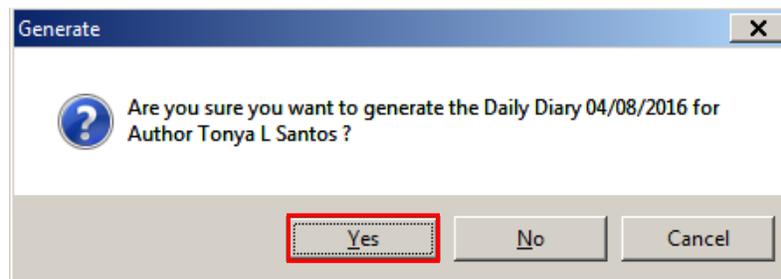


Figure 8-16. Generate Daily Diary Confirmation Window

- The Print Dialog box opens (Figure 8-17). Click on **Print** or **Cancel** depending on if you want a hard copy of the Daily Diary(s).



Figure 8-17. Daily Diary Print Dialog Box

8.5 Reviewing a Daily Diary

If you are interested in viewing a Daily Diary without making changes you can simply review the document.

1. From the Daily Diaries list window select the Diary and click **Review** on the Window Toolbar (Figure 8-18).

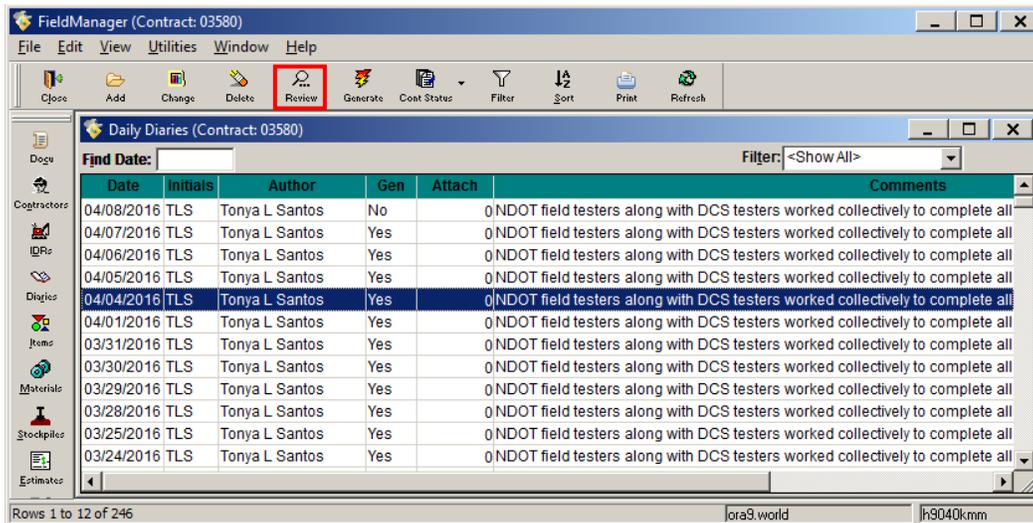


Figure 8-18. Daily Diaries List Window

2. The Review Daily Diary tab window opens in the **General** tab in a mode in which you can view, but not change information (Figure 8-19).

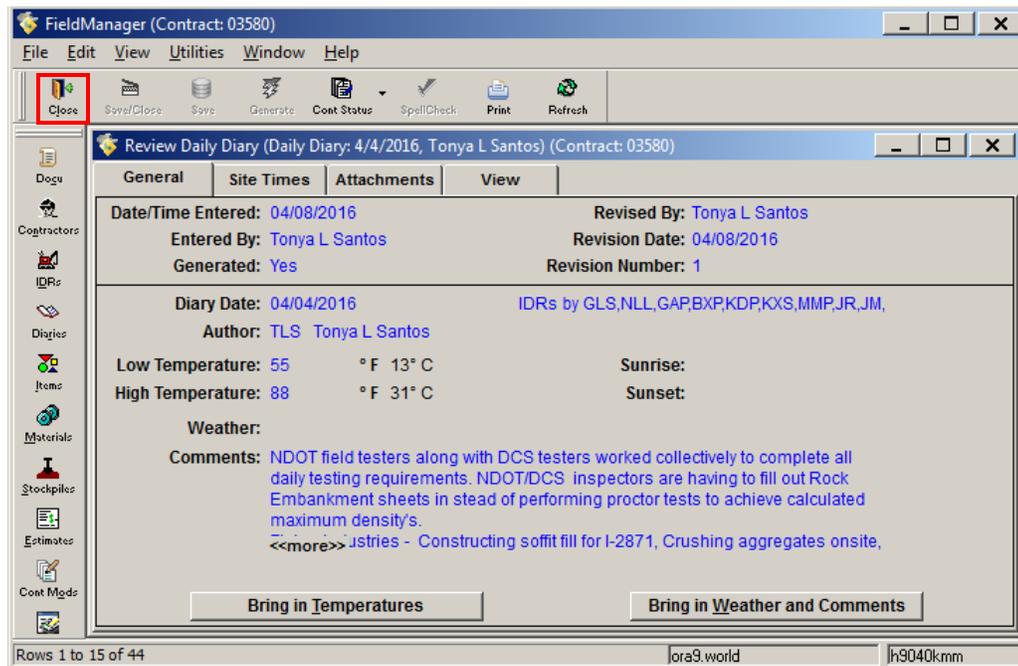


Figure 8-19. Review Daily Diary Tab Window – General Tab

3. Click any of the tabs to review information for the item.
Tip: Select the View tab to review the entire document.
4. Click **Close** on the Application Toolbar to close the Review Item tab window and return to the Daily Diary list window (Figure 8-19).