



QUICK REFERENCE GUIDE:

DWRs – Entering Submittals

Background:

In order for the system to generate an Acceptance Record you must create and save an item posting including entering a material set. Only approved submittals should be attached to an acceptance record.

Roles:

Most Construction roles

Navigation:

Construction > Contract Progress > Contract > DWR

1. On the Contract Progress Summary page, select the **Daily Work Reports** tab on the left.
2. Use the *DWRs - Creating and Submitting* QRG add a new DWR and edit fields, or use the search and filter fields at the top of the page to find the desired DWR and click its **Sequence** hyperlink.
3. On the Contract Daily Work Report Summary page, select the **Item Postings** tab on the left. Reminder: You must have a Contractor On Site prior to adding an item posting.
4. Find the desired item posting and click the arrow on the left to expand its row.
5. Use the dropdowns to select the **Material Set** that was used in the installation of the item and add a comment in the **Location** field (If you are only entering submittals, something like “Submittals” in the location will work. The system generates an acceptance record for each material in the material set.

6. On the **Acceptance Records** tab, find the desired material set’s row. Using the arrow on the left, expand the row to reveal acceptance records for each material within the material set.
7. Using the arrow on the left, expand the row for the material you want to create an acceptance record for
8. Create a Submittal by using the acceptance record itself. Use the dropdown to select the correct value in the **Field Inspection Value** and **Comments** field. If this is a Cert, enter the **Approval Level**.
9. Click **Save**.
10. Expand the Acceptance Record and select the Row Actions Menu for the material you are entering and select **Attachments**.
11. In the Attachments Overview press the **Select File** button, find the approved submittal on your computer and press **Open**.
12. Enter any necessary **Description** information and press **Save** (you can navigate back to the DWR by pressing **Previous**).

Next Steps:

To make sure that you have attached the approved submittals to the correct row, run the *Contract Materials Acceptance Report* (from the Global Actions Menu in the upper right corner). For more information on generating reports see the QRG: *Reports – Generating*.

If you need further assistance please contact your Module Admin
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