OPEN THE MODULE

- Choose **Project Forms -> Daily Reports**
- This displays the **Manager View** for the module and shows all records.
- To search for a document to modify, use the columns to filter for the data you need. For example, use the Record # column to search for a document.
- To add a new document, click the **Add** button ➕

PMWeb®

DAILY REPORT

PLANNING	Safety Forms	CUSTOM FORMS
PROJECT FORMS	RFIs	Permit
COST MANAGEMENT	Online Submittals	
	Submittal Items	
SCHEDULING	Submittal Sets	
ASSET MANAGEME...	Meeting Minutes	
	Drawing Lists	
WORKFLOW	Drawing Submissions	
	Daily Reports	
PORTFOLIO	Inspections	
TOOLBOX	Punch Lists	
EXIT	Transmittals	
	Action Items	
	Correspondence	
	Document Manager	

	Delivery Me *All*	Projects	5240-N10-16-0AEN - 160AEN - Ne	➕	🗑	↻	▦	X

PROJECT NAME	SDA NUMBER	RECORD #	DESCRIPTION	WORKFLOW STATUS	WBS	PHASE	SUBMITTED BY	REFERENCE
160AEN - NewGrade 7	5240-N10-16-0AE	00001	Mobilization and ash	Draft			New Jersey Schools Development	HU-0029-N01

ADD A NEW RECORD

- Enter all relevant information in the document. Any field marked with an asterisk is a required field. *Note: Weather conditions will be completed in the SDA Data section at the bottom of the screen.*
- Remember that this document will need to be set to closed upon completion.
- Click the **Save** button when finished.

ADD DETAIL ITEMS

- Click **Add** on the **Main** tab to add additional detail items. Information includes Materials, Equipment type and Visitor information. Click the **Save** button in the Details section after each entry.

ADD TIMESHEET

- Click **Add** on the Timesheet tab to add information about the field force. Click the **Save** button after each entry.

ADD SDA DATA

- Click **Edit** on the **SDA Data tab/subtabs** to add detailed information about the weather conditions. Click the **Save** button in the Details section after each entry.

MAIN	TIMESHEET	SDA DATA	NOTES	ATTACHMENTS	WORKFLOW	NOTIFICATIONS

(Weather): Details	✎ Edit			
(Weather): Period 1	**SPEC**	**UOM**	**DATA**	**NOTES**
(Weather): Period 2	W1 Time			
(Weather): Period 3	W1 Temperature (F)			
Legacy Approvals	W1 Precipitation			
	W1 Sky			
	W1 Wind (MPH)			
	W1 Impact			
	W1 Humidity %			

NOTES

- Click **Add** on the **Notes tab** to add additional notes as needed. Click the **Save** button after each entry.

⬛	↺	160AEN - NewGrade 7 to 9 School (▼	💾	➕▼	🗑	✉	🖨▼	👤

MAIN	SDA DATA	NOTES	ATTACHMENTS	NOTIFICATIONS

Drag a column header and drop it here to group by that column

✎ Edit	➕ Add	🗑 Delete	↻ Refresh	⊞ Layouts

ITEM	DESCRIPTION	CREATED BY	CREATED DATE	EDITED BY	EDITED DAT

No records to display.

ADD ATTACHMENTS

- Drag and drop files on the **Attachments** tab to add attachments (or click the Add button). Click the **Save** button after each entry.
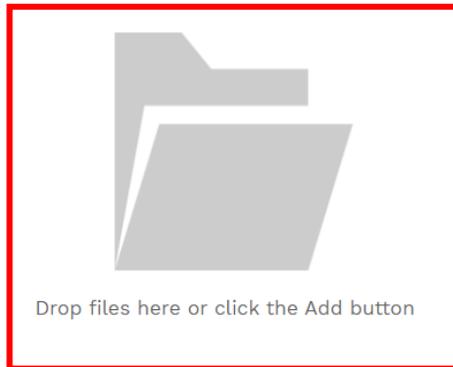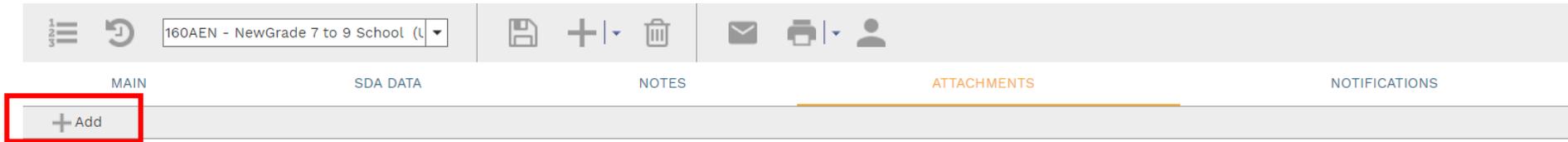
SUBMIT TO WORKFLOW

- Click the **Workflow tab, then click Submit** to start the workflow process. Enter the email information and any application comments, then click the **Save** button to start the workflow approval process. You can return to this section to review the progress of the approvals.