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 +



		Safety Forms	CUSTOM FORMS
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	PROJECT FORMS	Online Submittals	
\$	COST MANAGEMENT	Submittal Items	
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=	SCHEDULING	Meeting Minutes	
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~	WORKFLOW	Drawing Submissions	Delivery Me *All* Projects 5240-N10-16-0AEN - 160AEN - Ne
•		Daily Reports	
	PORTFOLIO	Inspections	PROJECT NAME SDA NUMBER RECORD # DESCRIPTION WORKFLOW STATUS WBS PHASE SUBMITTED BY REFERENCE
-	тооlвох	Punch Lists	
		Transmittals	
-	ଦ ୬ 🕿	Action Items	
•	EXIT	Correspondence	
		Document Manager	

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.

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Record #*							
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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.

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ADD TIMESHEET

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

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

NOTES

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

	160AE	N - NewGrade 7 to 9 School(+⊦ ₪ 🛛	ēl: 🚨							
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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.

MAIN	SDA DATA	NOTES	ATTACHMENTS	NOTIFICATIONS
+ Add				
		/		
		Dran files have	or click the Add button	

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.

MAIN	TIMESHEET	SDA DATA	NOTES (1)	ATTACHMENTS	WORKFLOW	NOTIFICATIONS		
ACTIONS				PMWeb Approval Request: Daily Reports 00001		hool (Union City)Mobilization :		
CANCEL			Comments	Email Body A document has been Submitted for approval by Jennifer Irizarr Workflow Document Information: - Document type: Daily Reports - Project Name: 160AEN - NewGrade 7 to 9 School (Union City) - Document Description: -Mobilization and asbestos abatement at 531 37th S ***ee971e00726944e89e32144e0				
			Add CC					
				DROP FILES HERE OR CI	LICK TO ADD			