



QUICK REFERENCE GUIDE:

DWRs – Using Item Posting Agency Views

Background:

Use the *DWRs - Creating and Submitting* QRG to add DWRs. Prior to using Agency Views they must be added to the contract item by your Project or Office Engineer (see the QRG, *Agency Views - Adding for Contract Items*).

Roles:

Most Construction Roles

Navigation:

Construction > Contract Progress > Contract > Daily Work Reports

1. From the Daily Work Report Summary - Item Postings tab, click the arrow in the upper left of the posting to expand the row, then click the Item Posting **Row Actions Menu**.
2. In the Views subheader, select the **Title** of the DWR Item Posting Agency View (they usually begin with AV:).
3. Enter data in the Agency View fields. If the Agency View calculates a total Qty to be placed and you would like to use this Qty for your DWR Item Posting, select the **Use For Qty** checkbox (Using this checkbox will trigger a warning to notify you that the Item Posting quantity has been overridden by the Agency View). Click **Save**.
4. When you are done, click the **DWR Item Posting** quick link at the top of the page to return to your DWR.

Note: When the DWR is in a Draft status, the agency view information can be cleared out if needed. To do this, from within the Agency View, click the **Component Actions Menu**, then click **Clear Usage Data**.

Types of DWR Item Posting Agency Views:

- Area
- Volume
- Watering
- MBM
- Scales Summary
- Culverts
- Lbs/Seeding
- Structures

Next Steps:

N/A

If you need further assistance please contact your Module Admin
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