

AASHTOWare Project Training Manual

Project Engineer/Manager/Supervisor, Area Engineer, District Construction Director, State Construction Engineer, State Construction Director, and Field Engineer

Date: February 2025

Revision: 3



Overview

By the end of this Module, you will be able to:

1. [Create a Diary](#)
2. [View or Modify a Daily Diary](#)
3. [Review and Approve a DWR \(Daily Work Report\) on a Diary](#)

Creating a Diary

1. Select “Daily Diary” from your Construction Dashboard.

▼ Construction

Change Order

Contract Administration

Contract Claims

Contract Permits

Contract Progress

Contract Specific Authorities

Contract Time

Contract Vendor Assets

Contractor Evaluation

Daily Diary

Daily Work Reports

Daily Work Reports by Contract

Meetings

Payment Estimate Approval Decisions

Payment Estimates

2. Select the Row Action Button on the Contract you want to add a Diary to.

Contract ID	Diary Date	Author	Locked	Number	Remarks	
B -36317	03/05/2024	eholder - Ellis Holder	No		1	▼
R -41107	03/05/2024	eholder - Ellis Holder	No		0	▼

3. Select “Add”.

Actions

Add

Delete

Exclude from Search Results

Open

Views

Attachments (0)

Links

Tracked Issues

Reports

IC103 Daily

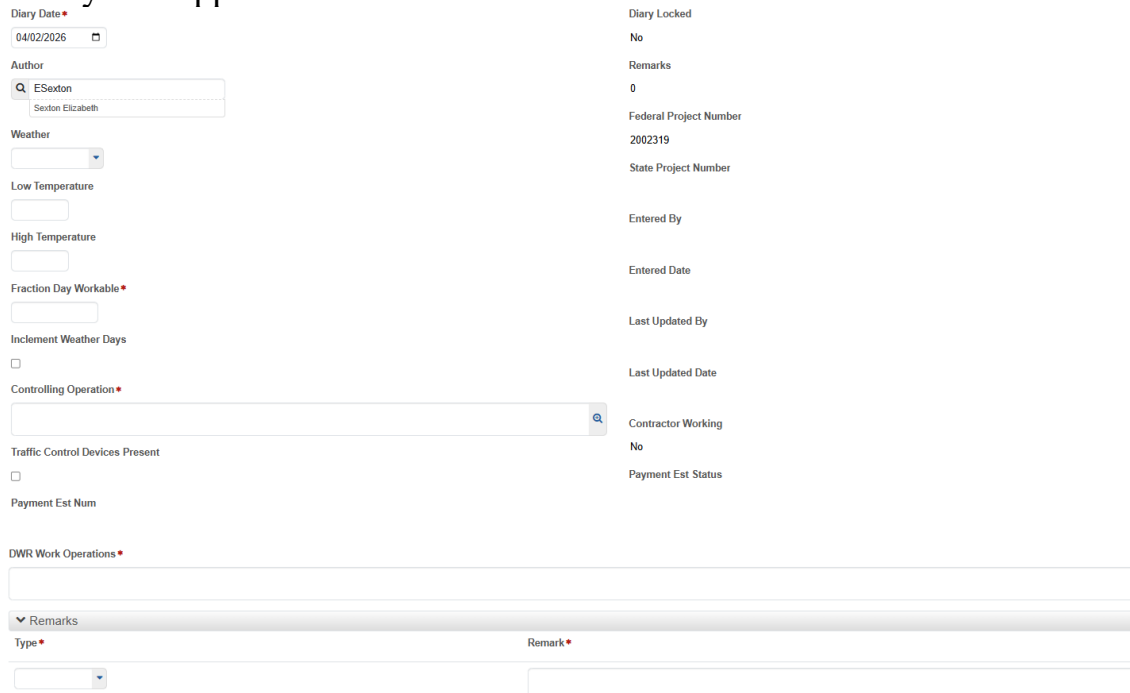
Historical Reports

Daily Diary Report

4. Select “Save”.



5. The Diary will appear to be filled out.



6. On the Diary there are several fields that are **REQUIRED** to be filled out every day worked.

- “Fraction Day Workable”
- “Controlling Operation”
- “DWR Work Operations”

7. On the Diary there are several fields that are **RECOMMENDED** to be filled out every day worked.

- “Weather”
- “Low Temperature”
- “High Temperature”
- “Inclement Weather” box, if applicable
- “Traffic Control Devices Present” box, if applicable

8. On the Diary there are several fields that can be selected by using the Remarks dropdown at the bottom of your screen. If a Remark Type is selected, you must enter a Remark, or the Diary will not save.

The screenshot shows the AASHTOWare Diary form. Several fields are highlighted with red boxes and red arrows pointing to them from the right:

- Weather**: A dropdown menu showing "W005 - Partly Cloudy".
- Low Temperature**: A text input field containing "50".
- High Temperature**: A text input field containing "75".
- Fraction Day Workable**: A text input field containing "10/10".
- Controlling Operation**: A text input field containing "HMA Paving".
- Traffic Control Devices Present**: A checkbox that is checked.
- DWR Work Operations**: A text input field containing "HMA Pavement placed today on Line A from 125+10 to 750+15 12' wide".

On the right side of the form, there is a section for "Remarks" with a dropdown menu showing "1". Below this, there are fields for "Federal Project Number" (2002319), "State Project Number", "Entered By" (Elizabeth Sexton), "Entered Date" (04/02/2026 1:10:55 PM), "Last Updated By" (Elizabeth Sexton), "Last Updated Date" (04/02/2026 1:10:55 PM), "Contractor Working" (No), and "Payment Est Status".

At the bottom of the form, there is a "Remarks" section with a dropdown menu for "Type" (ERCN - Erosion Control) and a text input field for "Remark" (Stormwater inspection completed today for our weekly inspection).

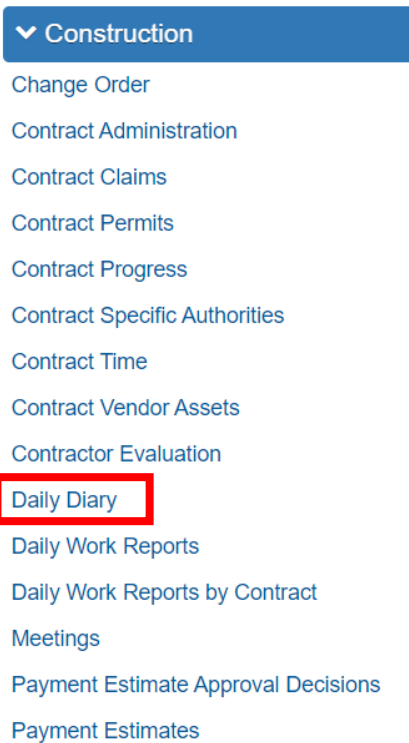
9. Repeat step 8 if additional remarks are needed.

10. Select "Save".



Viewing or Modifying a Daily Diary

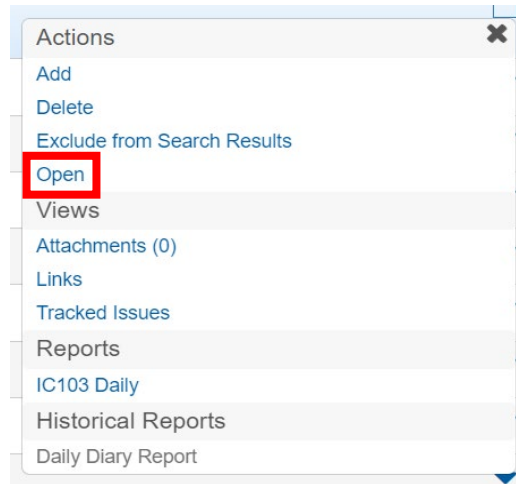
1. Select “Daily Diary” from your dashboard.



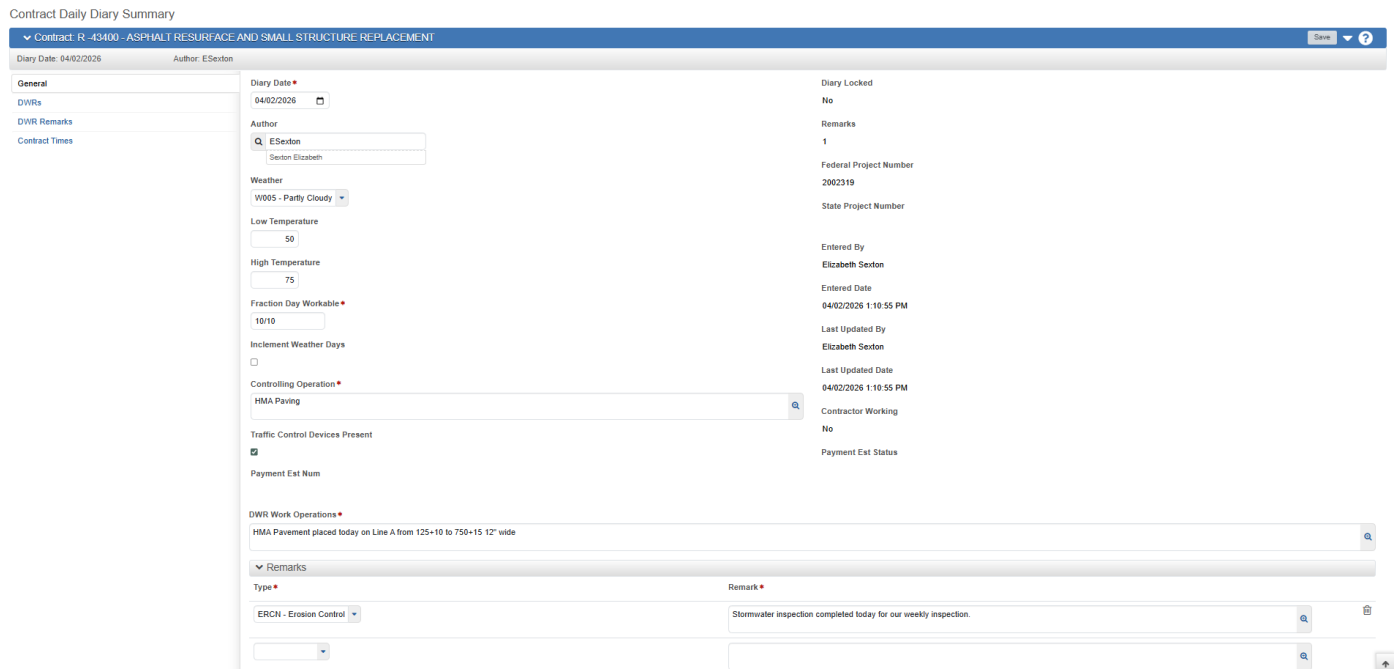
2. Select the “Row Actions Menu” button on the diary you want to open.

Contract...	Diary ...	Author	Loc...	Number	Remarks	
B -36317	03-05-24	eholder - Ellis Holde	Yes	0005	1	▼
B -36317	03-07-24	eholder - Ellis Holde	Yes	0005	1	▼
B -36317	04-17-24	eholder - Ellis Holde	No		0	▼

3. Select “Open”.



4. The Diary will open for you to view or modify.

A screenshot of the 'Contract Daily Diary Summary' form. The form is titled 'Contract: R-43400 - ASPHALT RESURFACE AND SMALL STRUCTURE REPLACEMENT'. It includes fields for 'Diary Date' (04/02/2026), 'Author' (E Sexton), 'Weather' (W005 - Partly Cloudy), 'Low Temperature' (50), 'High Temperature' (75), 'Fraction Day Workable' (10/10), 'Inclement Weather Days' (checkbox), 'Controlling Operation' (HMA Paving), 'Traffic Control Devices Present' (checkbox), 'Payment Est Num', 'DWR Work Operations' (HMA Pavement placed today on Line A from 125+10 to 750+15 12" wide), 'Remarks' (Stormwater inspection completed today for our weekly inspection.), 'Diary Locked' (No), 'Remarks' (1), 'Federal Project Number' (2002319), 'State Project Number', 'Entered By' (Elizabeth Sexton), 'Entered Date' (04/02/2026 1:10:55 PM), 'Last Updated By' (Elizabeth Sexton), 'Last Updated Date' (04/02/2026 1:10:55 PM), 'Contractor Working' (No), and 'Payment Est Status'. The 'Open' button is highlighted with a red rectangular box.

5. Select “Save” if you make any changes to the diary.

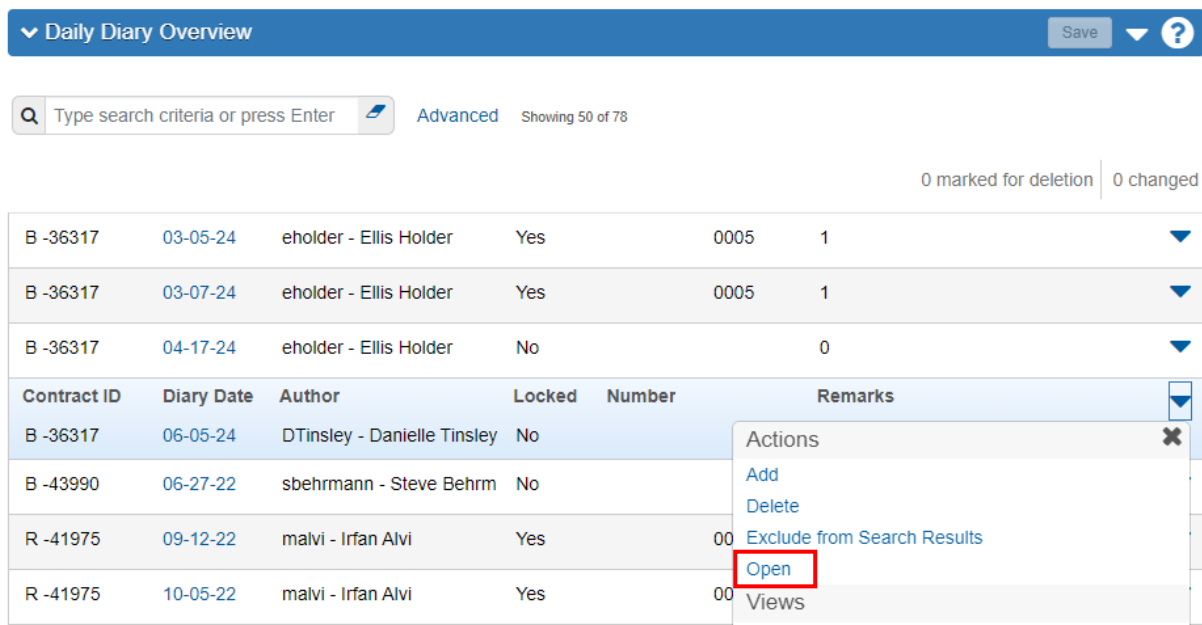


Reviewing a DWR on a Diary

1. Select “Daily Diary” from your Construction Dashboard.



2. Select the “Row Actions Menu” button on the Diary you want to open then select “Open”.



3. The Diary will open for you to review and approve the DWRs reported for the day.

Contract Daily Diary Summary

▼ Contract: R -43400 - ASPHALT RESURFACE AND SMALL STRUCTURE REPLACEMENT

Diary Date: 04/02/2026 Author: ESexton

General	Diary Date * 04/02/2026	Diary Locked No
DWRs	Author ESexton Sexton Elizabeth	Remarks 1
DWR Remarks	Weather W005 - Partly Cloudy	Federal Project Number 2002319
Contract Times	Low Temperature 50	State Project Number
	High Temperature 75	Entered By Elizabeth Sexton
	Fraction Day Workable * 10/10	Entered Date 04/02/2026 1:10:55 PM
	Inclement Weather Days ☐	Last Updated By Elizabeth Sexton
	Controlling Operation * HMA Paving	Last Updated Date 04/02/2026 1:10:55 PM
	Traffic Control Devices Present ☒	Contractor Working No
	Payment Est Num	Payment Est Status

4. Select “DWRs” on the left side of your screen.

▼ Contract: B -36317 -

Diary Date: 06-05-24

General

DWRs

DWR Remarks

Contract Times

5. Select “Show first 10”.

Advanced

DWR Status
No Filter

Approve Pending DWRs

Enter search criteria above to see results or **Show first 10**

6. The DWRs that need to be reviewed and approved will be listed in the order they were created.

Advanced Showing 2 of 2

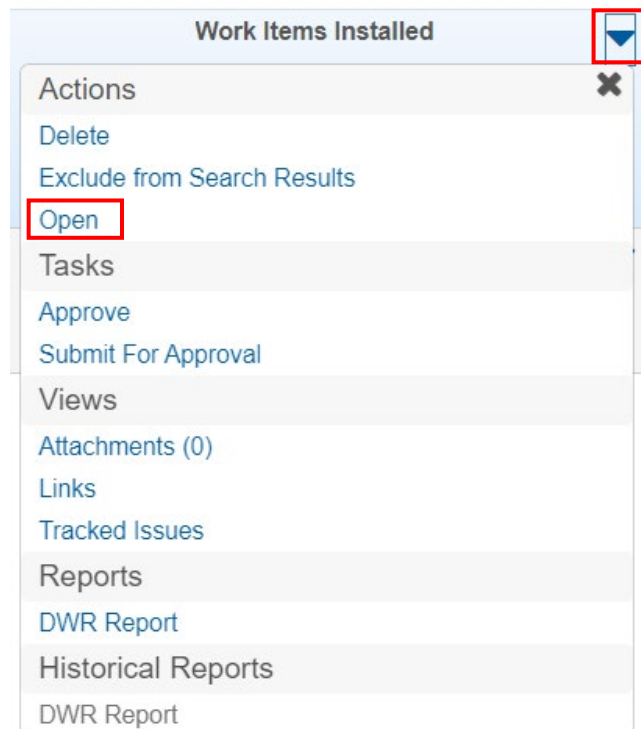
DWR Status
No Filter

Approve Pending DWRs

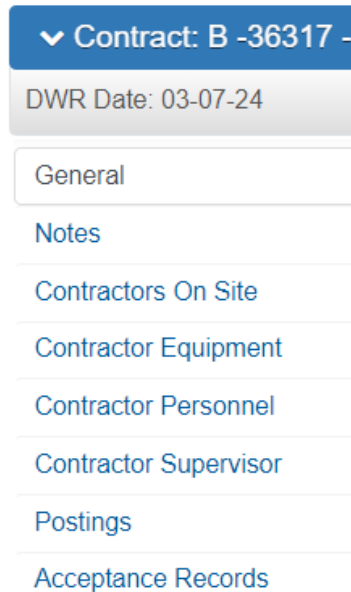
0 marked for deletion | 0 changed

Inspector	Sequence	Estimate Number	DWR Status
isshaw - Melissa Shaw	1		Draft
Work Items Installed			
1			
Weather	Low Temp	High Temp	Rainfall
W002 - Cloudy	42	52	
isdunlap - Rose Dunlap	1		Draft
0			
-			

7. To review the DWR, select the “Component Actions Menu” and select “Open”. You will need to do this for every DWR listed on the Diary.

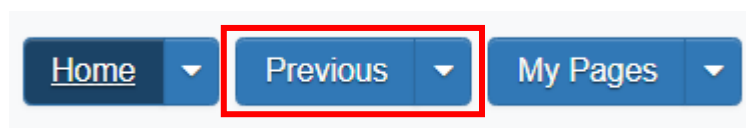


8. The DWR will appear for you to review. Selecting the sections on the left side of your screen will allow you to review the different sections of the submitted DWR.



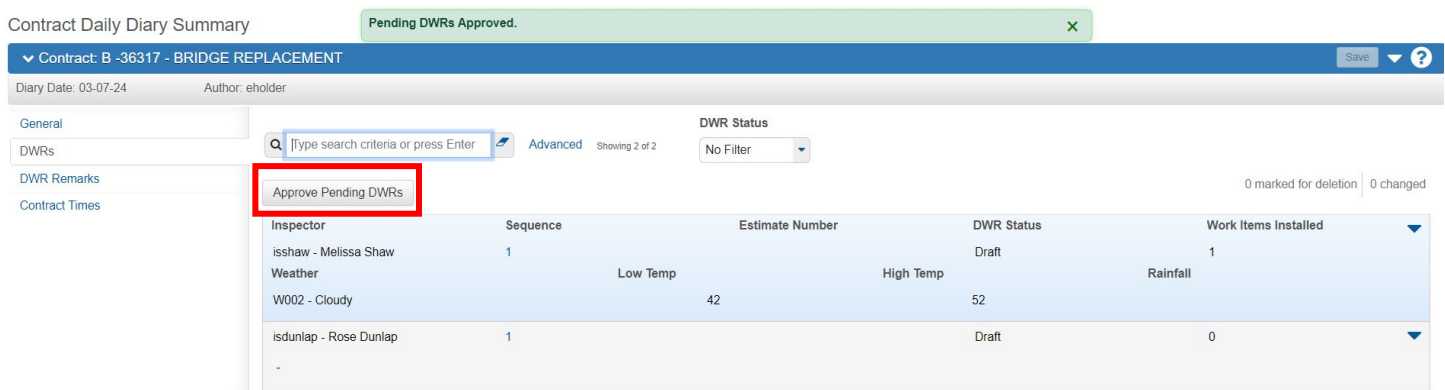
A vertical sidebar menu for reviewing a DWR. At the top is a blue header with a dropdown arrow and the text "Contract: B -36317 -". Below this is a grey box containing "DWR Date: 03-07-24". The menu items are: "General" (highlighted with a light blue background), "Notes", "Contractors On Site", "Contractor Equipment", "Contractor Personnel", "Contractor Supervisor", "Postings", and "Acceptance Records".

9. Once you have reviewed all the submitted DWRs for each day return to the “Daily Diary Overview” by selecting the “Previous” tab to approve the DWRs.



A horizontal navigation bar with three tabs: "Home", "Previous", and "My Pages". Each tab has a dropdown arrow. The "Previous" tab is highlighted with a red rectangular border.

10. Select the “Approve Pending DWRs” button to approve all DWRs listed.



A screenshot of the "Contract Daily Diary Summary" page. At the top, there's a green notification bar that says "Pending DWRs Approved." with a close button. Below this is a blue header bar with "Contract: B -36317 - BRIDGE REPLACEMENT" and a "Save" button. The page shows "Diary Date: 03-07-24" and "Author: eholder". On the left, there's a sidebar with "General" selected. The main area has a search bar, "Advanced" filter, and "Showing 2 of 2". Below this is a table of DWRs. A red box highlights the "Approve Pending DWRs" button. The table has columns: Inspector, Sequence, Estimate Number, DWR Status, and Work Items Installed.

Inspector	Sequence	Estimate Number	DWR Status	Work Items Installed
ishaw - Melissa Shaw	1		Draft	1
Weather		Low Temp	High Temp	Rainfall
W002 - Cloudy		42	52	
isdunlap - Rose Dunlap	1		Draft	0