

# How to..... Create a Daily Diary

Project Info Design **Construction** Account Team

Core Contract Status Progress Payment SubContractors Labor/Equipment Daily Reports **Daily Diary** Claims Contract Modifications

**List** Note Categories

**Project Number:** AK PFH 43(10) **Project Name:** Deweyville Trailhead to Neck Lake Road **Contract Number:** DTFH70-12-C-00017 **States:** AK

**Search Filters:**

Keyword  Category

Date    to

No Records Found.

Select the "Add New" to create a new Daily Diary.

Only government staff can create a Daily Diary.

**Project Number:** AK PFH 43(10 **Project Name:** Deweyville Trailhead to Neck Lake Road **Contract Number:** DTFH70-12-C-00017 **States:** AK

Save & Close Save Cancel Sign Print Preview

\* indicates a required field

### Daily Diary

Date\*: 10-03-2014 select clear

Select a date.

Weather/Temperature: Sunny / 68 degrees

Enter the weather and temperature

Project Engineer Daily Narrative\*:

Rich text editor area with formatting options (B, I, U, etc.) and a large text input field.

### Project Engineer Specific Notes

Add Note

Supporting Documents: Add Document

Save & Close Save Cancel Sign Print Preview

**Project Number:** AK PFH 43(10 **Project Name:** Deweyville Trailhead to Neck Lake Road **Contract Number:** DTFH70-12-C-00017 **States:** AK

Save & Close Save Cancel Sign Print Preview

Enter the Project Engineer Daily Narrative

Daily Diary

Date\*: 10-03-2014 select clear

Weather/Temperature: Sunny / 68 degrees

Project Engineer Daily Narrative\*:

**B I U** [List Icons]

I spoke with Jack Some (ABC PM) and Don One (QCM) concerning the segregation in the asphalt. Don believes this to be only on the surface due to raking the joints and the pneumatic roller pressing the fines further into the mat. Don believes it would be destructive to do anything about it.

I also spoke spoke with Jack about cleaning up the edge of the Buck's Corner turn out. I told him we'd pay equipment hours to pull the shouldrers to the asphalt. Also, we need to install another riprap energy dissipater in the turnout since the curb will no longer be running along the edge.

All "Specific Notes" noted in the Inspector Daily Report will appear here.

Project Engineer Specific Notes

Add Note

Supporting Documents: Add Document

Save & Close Save Cancel Sign Print Preview

NOTE: It is not recommended to use the notes. They will show up on every diary moving forward.

**Project Number:** OR BLM 2014(2)(Sam Multiple Accounts) **Project Name:** Grizzly Mountain Road Resurfacing(Copy) **Contract Number:** DTFH7014C00016 **States:** OR

Save & Close Save Cancel Sign Print Preview

\* indicates a required field

### Daily Diary

Date\*: 12-23-2014

Weather/Temperature:

Project Engineer Daily Narrative\*:

Rich text editor with toolbar (B, I, U, list, link, unlink, undo, redo) and a large text area for the daily narrative.

You can create a new category. This will allow you to select on your next daily diary. If you already have a category created, choose the category you want.

### Project Engineer Specific Notes

**Note #1**

Category:

Save Contents to Note Category

Note Body:

Rich text editor with toolbar (B, I, U, list, link, unlink, undo, redo) and a large text area for the note body.

Checking "Save Contents to Note Category" will cause the "Note Body" to show up on the note when you select that specific category.

Enter in the text of your note.

NOTE: "Notes" will always show up every diary moving forward.

Save & Close Save Cancel Sign Print Preview

**Project Number:** AK PFH 43(10) **Project Name:** Deweyville Trailhead to Neck Lake Road **Contract Number:** DTFH70-12-C-00017 **States:** AK

Save & Close Save Cancel Sign Print Preview

\* indicates a required field

Daily Diary

Date\*: 10-03-2014 select clear

Weather/Temperature: Sunny / 68 degrees

Project Engineer Daily Narrative\*:

**B I U** [List Icons] [ABC]

I spoke with Jack Some (ABC PM) and Don One (QCM) concerning the segregation in the asphalt. Don believes this to be only on the surface due to raking the joints and the pneumatic roller pressing the fines further into the mat. Don believes it would be destructive to do anything about it.

I also spoke spoke with Jack about cleaning up the edge of the Buck's Corner turn out. I told him we'd pay equipment hours to pull the shoulders to the asphalt. Also, we need to install another riprap energy dissipater in the turnout since the curb will no longer be running along the edge.

Project Engineer Specific Notes

Add Note

Supporting Documents:

Add Document

Attach any documents needed.

Select "Print Preview" to review the Daily Diary. The report will be marked as draft prior to PE "signature".

Save & Close Save Cancel Sign Print Preview



If you have completed your diary, you can "sign" it. If you "sign" your diary, you cannot change it. You will only be allowed to enter a note which is not recommended.

Project Number: AK PFH 43(10) Project Name: Deweyville Trailhead to Neck Lake Road Contract Number: DTEH70-12-C-00017 States: AK

**Search Filters:**  
Keyword   
Date    to

If you want to add, edit or delete a note, go to the "Note Categories" tab.

Items 1-1 of 1





Actions	Date ▼	Weather/Temperature	Project Engineer Daily Narrative	Notes	Status ▼
 	Oct 03, 2014	Sunny / 68 degrees	I spoke with Jack Some (ABC PM) and Don One (QCM) concerning the...	1	Draft



Items 1-1 of 1

Notice that the status of this diary is in "draft" form. This means that this dairy has not been signed yet.

Project Info Design **Construction** Account Team  
Core Contract Status Progress Payment SubContractors Labor/Equipment Daily Reports **Daily Diary** Claims Contract Modifications  
List **Note Categories**

**Project Number:** AK PFH 43(10 **Project Name:** Deweyville Trailhead to Neck Lake Road **Contract Number:** DTFH70-12-C-00017 **States:** AK

Add New Items 1-2 of 2	
Actions	Body Text
 	
 	1





Select edit  or delete  icon

**Add New** Items 1-2 of 2

Select "Add New" to add a new category.



**Add New** Items 1-2 of 2

Actions	Label	Body Text
 	<input type="text" value="Asphalt Surface Segregation"/>	<p><b>B I U</b> [List] [List] [List] [List] [Image] [Image] [Image]</p> <p>Pavement is still segregated. Still no resolution has been met.</p> <p>Path: p</p>
 	Traffic Control	

**Add New** Items 1-2 of 2

Enter or edit the "Category Label."

Body Text

**B I U** [List] [List] [List] [List] [Image] [Image] [Image]

Pavement is still segregated. Still no resolution has been met.

Path: p

Enter or edit the "Category Body Text." This will not actually add a category note or body text to a specific Daily Diary, it only adds this Category to the "pick list" for future selection.


This is a cache for to flag and organize reoccurring daily items and unusual or special events. This is a very powerful tool with many time saving applications and should be used wisely.

Once you have added a new category go back to the "List" tab.

**Project Number:** AK PFH 43(10) **Project Name:** Deweyville Trailhead to Neck Lake Road **Contract Number:** DTFH70-12-C-00017 **States:** AK

**Search Filters:**  
Keyword  Category   
Date    to

Items 1-1 of 1

Actions	Date ▼	Weather/Temperature	Project Engineer Daily Narrative	Notes	Status ▼
	Oct 03, 2014	Sunny / 68 degrees	I spoke with Jack Randall (LCI PM) and Don Hall (QCM) concerning the...	1	Draft

Items 1-1 of 1

Select the edit  icon to edit and sign the daily dairy if it is still in the "Draft" status.

## Note #1

Category:

Asphalt Surface Segregation



Save Contents to Note Category

Note Body:



Still no resolution has been met concerning the asphalt that is in reject, but I had a conversation to find solutions for this problem 10/03/2014 |

Select "Add Note" to include additional Project Engineer Specific Notes.

Add Note

Supporting Documents:

Add Document

Save & Close

Save

Cancel

Sign

Print Preview

Add Documents to the diary as required such as sketches, specific issue photos, etc.

## Note #1

Category:

Asphalt Surface Segregation



Save Contents to Note Category

Note Body:



Select "Save & Close" to return to the Daily Dairy List.

"Save" regularly in order to preserve work in the event of an unexpected computer shutdown.

Selecting "Cancel" will return you to the Daily Dairy List without saving any of your work

Add Note

Supporting Documents:

Add Document

Save & Close

Save

Cancel

Sign

Print

## Note #1

Category:

Asphalt Surface Segregation



Save Contents to Note Category

Note Body:

**B** *I* U [List Icons] [Text Icon] [Image Icon] [ABC]

Still no resolution has been met concerning the asphalt that is in reject, but I had a conversation to find solutions for this problem 10/03/2014 |

Use the "Sign" button to certify the Daily Diary.

Add Note

Supporting Documents:

Add Document

Save & Close

Save

Cancel

Sign

Print Preview

Select "Print Preview" to review the Daily Diary. The report will be marked as draft prior to signing the diary.