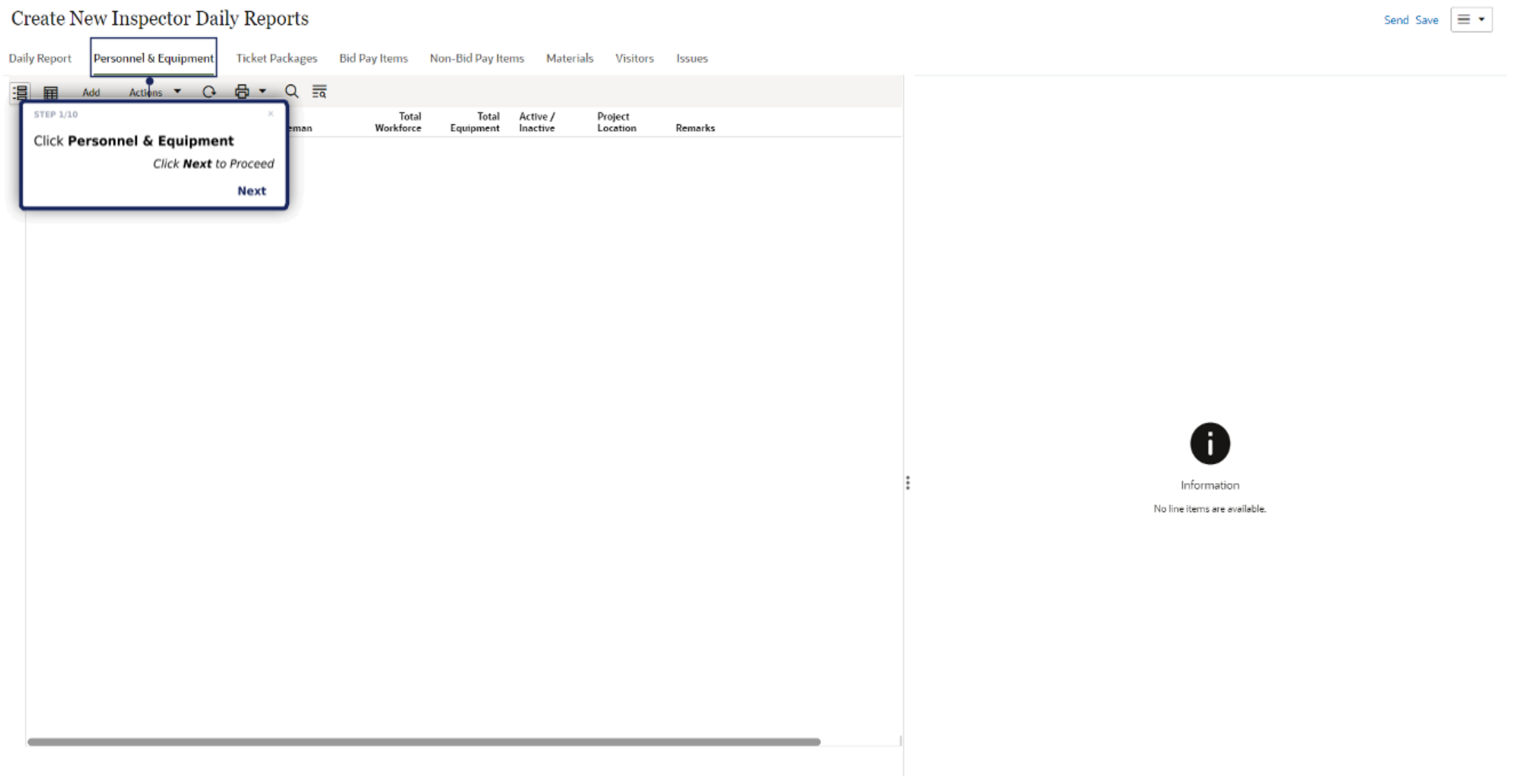
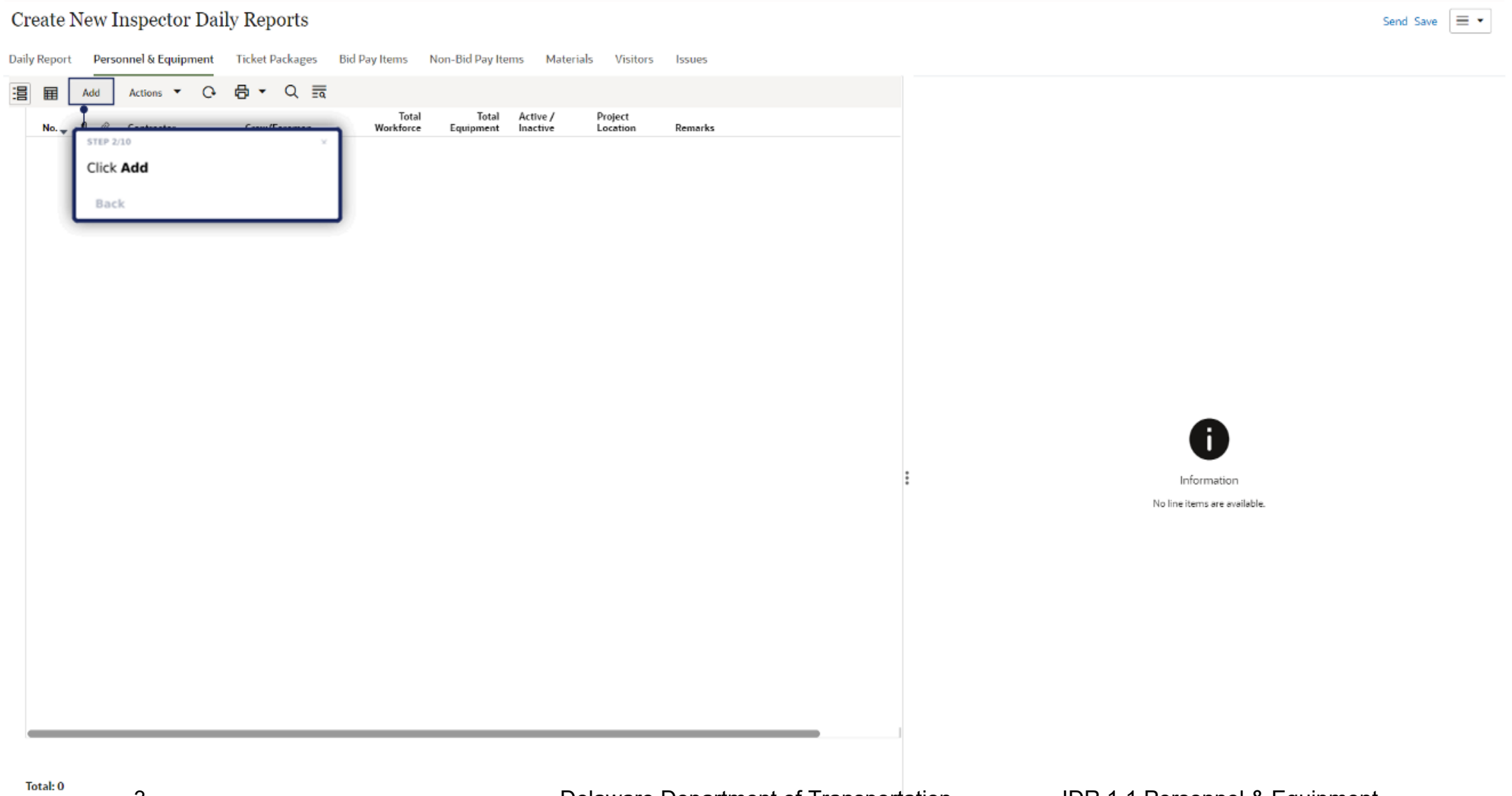
Inspector Daily Report- 1.1 Personnel & Equipment

The Personnel & Equipment process is used to add all personnel and equipment to the IDR.


Create New Inspector Daily Reports
Send
Save
Daily Report
Personnel & Equipment
Ticket Packages
Bid Pay Items
Non-Bid Pay Items
Materials
Visitors
Issues
Add
Actions
STEP 1/10
Click Personnel & Equipment
Click Next to Proceed
Next
Total Workforce
Total Equipment
Active / Inactive
Project Location
Remarks
Information
No line items are available.


Create New Inspector Daily Reports
Send
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Ticket Packages
Bid Pay Items
Non-Bid Pay Items
Materials
Visitors
Issues
Add
Actions
No.
Total Workforce
Total Equipment
Active / Inactive
Project Location
Remarks
STEP 2/10
Click Add
Back
Information
No line items are available.
Total: 0

Create New Inspector Daily Reports

Send Save

Daily Report | Personnel & Equipment | Ticket Packages | Bid Pay Items | Non-Bid Pay Items | Materials | Visitors | Issues

Add Actions

No.	Contractor	Crew/Foreman	Total Workforce	Total Equipment	Active / Inactive	Project Locatio

STEP 3/10

Select Active or Inactive

This field defaults to *Active*.

*Click **Next** to proceed*

Back Next

Line Item Details

General

Active / Inactive *

Active Inactive

Contractor *

Type a Vendor ID...

Required

Contractor

Crew / Foreman Name *

Required

Project Location

Personnel

Superintendent

0

Foreman

0

Skilled

0

Intermediate

0

Cancel Save Save & Add New

Total: 0

Create New Inspector Daily Reports

Send Save

Daily Report | Personnel & Equipment | Ticket Packages | Bid Pay Items | Non-Bid Pay Items | Materials | Visitors | Issues

Add Actions

No.	Contractor	Crew/Foreman	Total Workforce	Total Equipment	Active / Inactive	Project Location	Remarks

STEP 4/10

Type the **Contractor** or select the **Record Picker** icon

*Select **Next** to proceed*

Back Next

Line Item Details

General

Active / Inactive *

Active Inactive

Contractor *

Type a Vendor ID...

Required

Contractor

Crew / Foreman Name *

Required

Project Location

Personnel

Superintendent 0

Foreman 0

Skilled 0

Intermediate 0

Cancel Save Save & Add New

Total: 0

Optional Step

Project Vendors

Vendor ID	Vendor Name	Project Vendor Type	Project DBE?	Status
Active				
AUDIBLE	Audible Lines LLC	Sub-Contractor	Yes	Active
CPPI	Callahan Paving Products Inc	Sub-Contractor	Yes	Active
DelDOT	Delaware Department of Transportation	Owner		Active
DMAT	Diamond Materials LLC	Prime Contractor		Active
D&CINC	Direct & Correct, Inc.	Sub-Contractor	Yes	Active
ECA	Everyone Can Achieve	Sub-Contractor	Yes	Active
JAQUEZ	Jaquez Concrete LLC	Sub-Contractor	Yes	Active
KRISS	Kriss Contracting Inc	Sub-Contractor	Yes	Active
MSLLC	Mattiola Services LLC	Sub-Contractor		Active
RAMT	Ram T Corporation	Sub-Contractor	Yes	Active
ZONE	Zone Striping Inc	Sub-Contractor	No	Active

Total: 11

STEP 5/10

Double click the **Contractor**

Back Next

Cancel Select

Create New Inspector Daily Reports

Send Save

Daily Report | Personnel & Equipment | Ticket Packages | Bid Pay Items | Non-Bid Pay Items | Materials | Visitors | Issues

Add Actions

No.	Contractor	Crew/Foreman	Total Workforce	Total Equipment	Active / Inactive	Project Location	Remarks

Total: 0

STEP 6/10

Enter the Crew/ Foreman Name

*Click **Next** to proceed*

Back Next

Line Item Details

General

Active / Inactive *

Active Inactive

Contractor *

Type a Vendor ID...

Required

Contractor

Crew / Foreman Name *

Required

Project Location

Personnel

Superintendent

0

Foreman

0

Skilled

0

Intermediate

0

Cancel Save Save & Add New

Create New Inspector Daily Reports

Send Save

Daily Report | Personnel & Equipment | Ticket Packages | Bid Pay Items | Non-Bid Pay Items | Materials | Visitors | Issues

Add Actions

No.	Contractor	Crew/Foreman	Total Workforce	Total Equipment	Active / Inactive	Project Location	Remarks

STEP 7/10

Input information into the **Personnel** block, as needed.

*Click **Next** to Proceed*

Back Next

Line Item Details

Required

Project Location

Personnel

Superintendent 0

Foreman 0

Skilled 0

Intermediate 0

Unskilled 0

Flagger 0

Traffic Officer 0

Other 0

Equipment

Dozer (Act) Dozer (Idle)

Cancel Save Save & Add New

Total: 0

Create New Inspector Daily Reports

Send Save

Daily Report | Personnel & Equipment | Ticket Packages | Bid Pay Items | Non-Bid Pay Items | Materials | Visitors | Issues

Add Actions

No.	Contractor	Crew/Foreman	Total Workforce	Total Equipment	Active / Inactive	Project Location	Remarks

Total: 0

STEP 8/10

Input information into the **Equipment** block, as needed.

*Click **Next** to proceed*

Back Next

Line Item Details

Equipment

Dozer (Act) 0	Dozer (Idle) 0
Excavator (Act) 0	Excavator (Idle) 0
Paver (Act) 0	Paver (Idle) 0
Backhoe (Act) 0	Backhoe (Idle) 0
Roller (Act) 0	Roller (Idle) 0
Front End Loader (Act) 0	Front End Loader (Idle) 0
Pickup Truck (Act) 0	Pickup Truck (Idle) 0
Dump Truck (Act) 0	Dump Truck (Idle) 0
Truck (Act) 0	Truck (Idle) 0
Other Truck (Act) 0	Other Truck (Idle) 0

Cancel Save Save & Add New

Create New Inspector Daily Reports

Send Save

Daily Report | Personnel & Equipment | Ticket Packages | Bid Pay Items | Non-Bid Pay Items | Materials | Visitors | Issues

Add Actions

No.	Contractor	Crew/Foreman	Total Workforce	Total Equipment	Active / Inactive	Project Location	Remarks

Total: 0

STEP 9/10

Input information into the **Remarks** block, as needed.

*Click **Next** to proceed*

Back Next

Line Item Details

0	0
Pile Hammer (Act)	Pile Hammer (Idle)
0	0
Trencher (Act)	Trencher (Idle)
0	0
Curb Machine (Act)	Curb Machine (Idle)
0	0
Milling Machine (Act)	Milling Machine (Idle)
0	0
Generator (Act)	Generator (Idle)
0	0
Air Compressor (Act)	Air Compressor (Idle)
0	0
Tamps (Act)	Tamps (Idle)
0	0
Other (Act)	Other (Idle)
0	0

Remarks

Cancel Save Save & Add New

Create New Inspector Daily Reports

Send Save

Daily Report | Personnel & Equipment | Ticket Packages | Bid Pay Items | Non-Bid Pay Items | Materials | Visitors | Issues

Add Actions

No.	Contractor	Crew/Foreman	Total Workforce	Total Equipment	Active / Inactive	Project Location	Remarks

Total: 0

Line Item Details

General

Active / Inactive *

Active Inactive

Contractor *

Type a Vendor ID...

Required

Contractor

Crew / Foreman Name *

Required

Project Location

Personnel

Superintendent 0

Foreman 0

Skilled 0

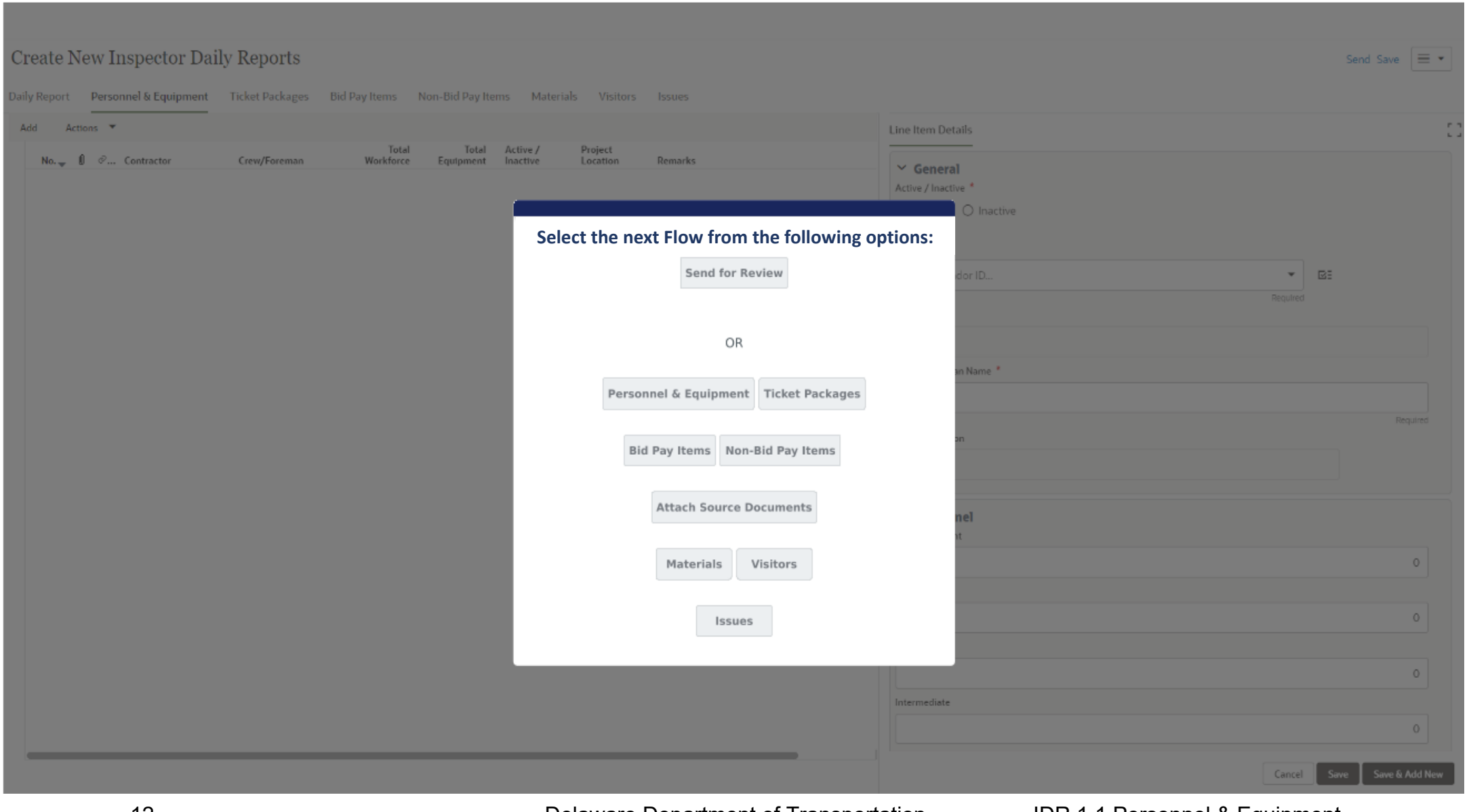
Intermediate 0

STEP 10/10

Click **Save**

Back Next

Cancel Save Save & Add New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Issues
Add
Actions
No.
Contractor
Crew/Foreman
Total Workforce
Total Equipment
Active / Inactive
Project Location
Remarks
Line Item Details
General
Active / Inactive
Inactive
Required
Required
Intermediate
Cancel
Save
Save & Add New
Select the next Flow from the following options:
Send for Review
OR
Personnel & Equipment
Ticket Packages
Bid Pay Items
Non-Bid Pay Items
Attach Source Documents
Materials
Visitors
Issues