Inspector Daily Report- 1.6 Visitors

The Visitors process is used to add Visitors to an IDR.

Create New Inspector Daily Reports

Send Save

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

STEP 1/6

Click **Visitors**

General

Contract Reference *

Type a Contract No...

Required

Record No

Project Number

T202106201

Creation Date

Project Name

Pavement & Rehabilitation, Kent I, (US 13-South DuPont Hwy- Harrington to We

Status

Spec Year

Due Date

First Chargeable Day

Report Details

Creator

Rose Heinlein

Critical?

Contractor

Project Location

Type a ID...

Location Name

Daily Activity Date *

MM/DD/YYYY

Required

Overnight?

Time In (Hr)

-

Time In (Min)

-

Time Out (Hr)

-

Time Out (Min)

-

Attachments | Comments | Linked Records

Information

No Attachments.

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.	Project Location	Remarks

STEP 2/6

Click **Add**

Back

Total: 0

Information

No line items are available.

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.			Visitor Name	Company	Project Location	Remarks

STEP 3/6

Enter the **Visitor's Name**

*Click **Next** to proceed*

Back Next

Total: 0

Line Item Details

Visitors

Visitor Name *

Required

Company

Project Location

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.			Visitor Name	Company	Project Location	Remarks

Total: 0

STEP 4/6

Enter the **Company**

*Click **Next** to proceed*

Back Next

Line Item Details

Visitors

Visitor Name *

Required

Company

Project Location

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.			Visitor Name	Company	Project Location	Remarks

Total: 0

STEP 5/6

Enter **Remarks,** as needed

*Click **Next** to proceed*

Back Next

Line Item Details

Visitors

Visitor Name *

Required

Company

Project Location

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.			Visitor Name	Company	Project Location	Remarks

Total: 0

Line Item Details

Visitors

Visitor Name *

Required

Company

Project Location

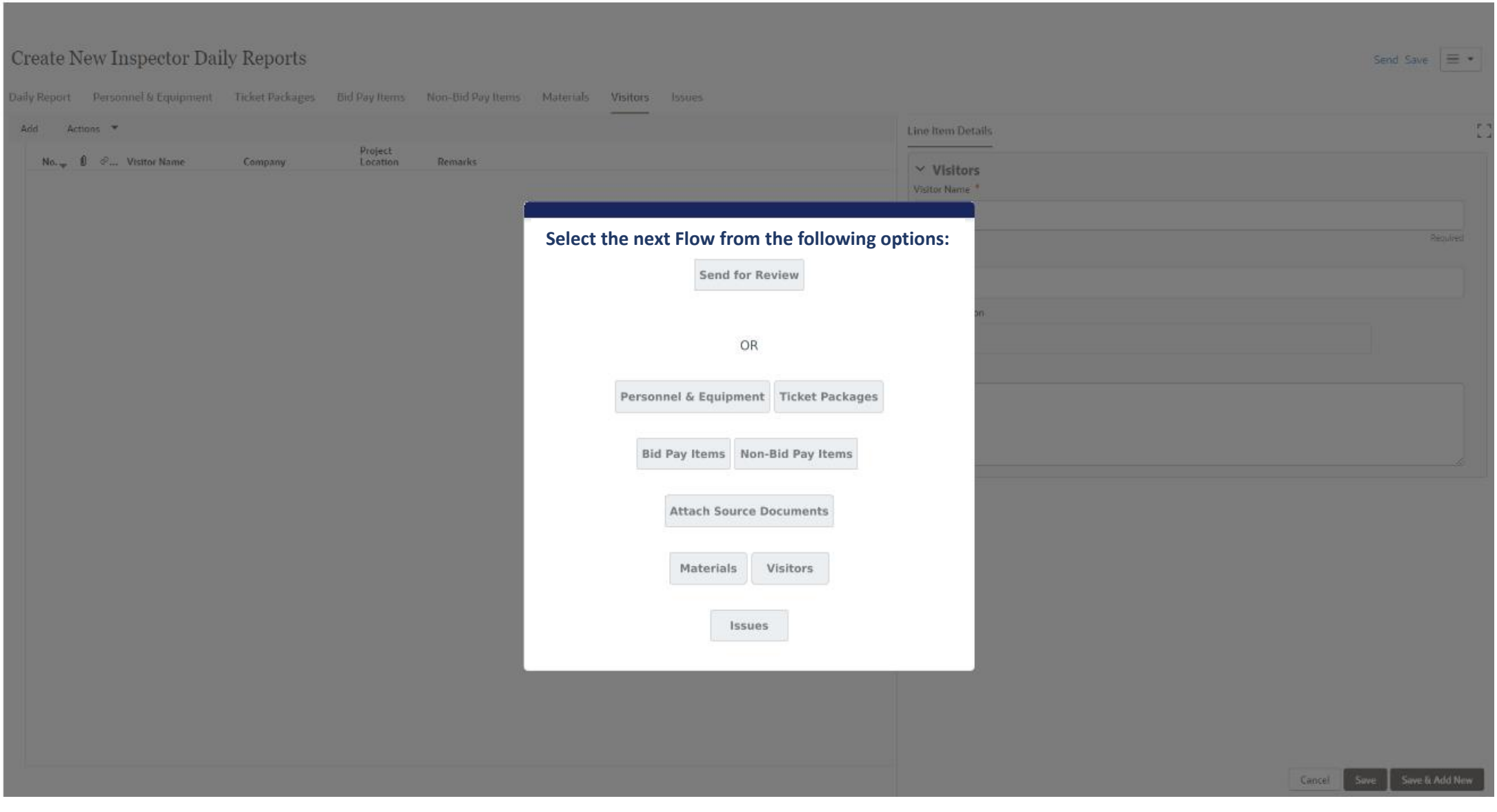
Remarks

STEP 6/6

Click **Save**

Back

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.
Visitor Name
Company
Project Location
Remarks
Line Item Details
Visitors
Visitor Name *
Required
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
Cancel
Save
Save & Add New