Inspector Daily Report- 1.9 Attach Source Documents

The Attach Source Documents process is used to attach Source Documents 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 1/7

Click **Daily Report**

Next

Type a Contract No...

Required

Record No.

Project Number

T202106201

Creation Date

Project Name

Pavement & Rehabilitation, Kent I, (US 13

Status

Spec Year

Due Date

First Chargeable Day

Report Details

Creator

Rose Heinlein

☐ Critical?

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

General

Contract Reference *

Type a Contract No...

Required

Record No.

Project Number

T202106201

Creation Date

Project Name

Pavement & Rehabilitation, Kent I, (US 13

Status

Spec Year

Due Date

First Chargeable Day

Report Details

Creator

Rose Heinlein

Critical?

Attachments | Comments | Linked Records

STEP 2/7

Click Attachments

Back

Document Manager...

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

General

Contract Reference *

Type a Contract No...

Required

Record No.

STEP 3/7

Click **Attach Files**

Back

Project Number

T202106201

Creation Date

Project Name

Pavement & Rehabilitation, Kent I, (US 13

Status

Spec Year

Due Date

First Chargeable Day

Report Details

Creator

Rose Heinlein

Critical?

Attachments | Comments | Linked Records

Browse...

Document Manager...

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

General

Contract Reference *

Type a Contract No...

Required

Record No.

Project Number

T202106201

Creation Date

Project Name

Pavement & Rehabilitation, Kent I, (US 13

Status

Spec Year

Due Date

First Chargeable Day

STEP 4/7

Click **Browse**

Back

Attachments | Comments | Linked Records

Browse...

Document Manager...

Information

No Attachments.

Report Details

Creator

Rose Heinlein

Critical?

Drag and drop or select files to upload

Browse...

STEP 5/7

Click **Browse,** then select the applicable **Source Document(s)** and select **Open**

*Click **Next** to proceed*

Back Next

File Size	Document Title	Rev. No.	Issue Date

Advanced Options

File Upload Options

☑ Include reference files

Upload from My Computer

☑ Revise automatically if file with same name exists

Cancel Upload

Drag and drop or select files to upload

Browse...

File Name	File Size	Document Title	Rev. No.	Issue Date

STEP 6/7

The selected file will appear as a line item.

*Click **Next** to proceed*

Back Next

Advanced Options

File Upload Options

☑ Include reference files

Upload from My Computer

☑ Revise automatically if file with same name exists

Cancel Upload

Drag and drop or select files to upload

Browse...

File Name	File Size	Document Title	Rev. No.	Issue Date
$value[1].jpg	18 KB			

1 item ready to be uploaded (18 KB)

Advanced Options

File Upload Options

☑ Include reference files

Upload from My Computer

☑ Revise automatically if file with same name exists

STEP 7/7

Click **Upload**

Back

Upload

Drag and drop or select files to upload

Browse...

File Name	File Size	Document Title	Rev. No.	Issue Date
$value[1].jpg	18 KB			

1 item ready to be uploaded (18 KB)

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

Advanced Options

File Upload Options

☑ Include reference files

Upload from My Computer

☑ Revise automatically if file with same name exists