

Login links for AWP Construction

Agency User (MDOT Employee)

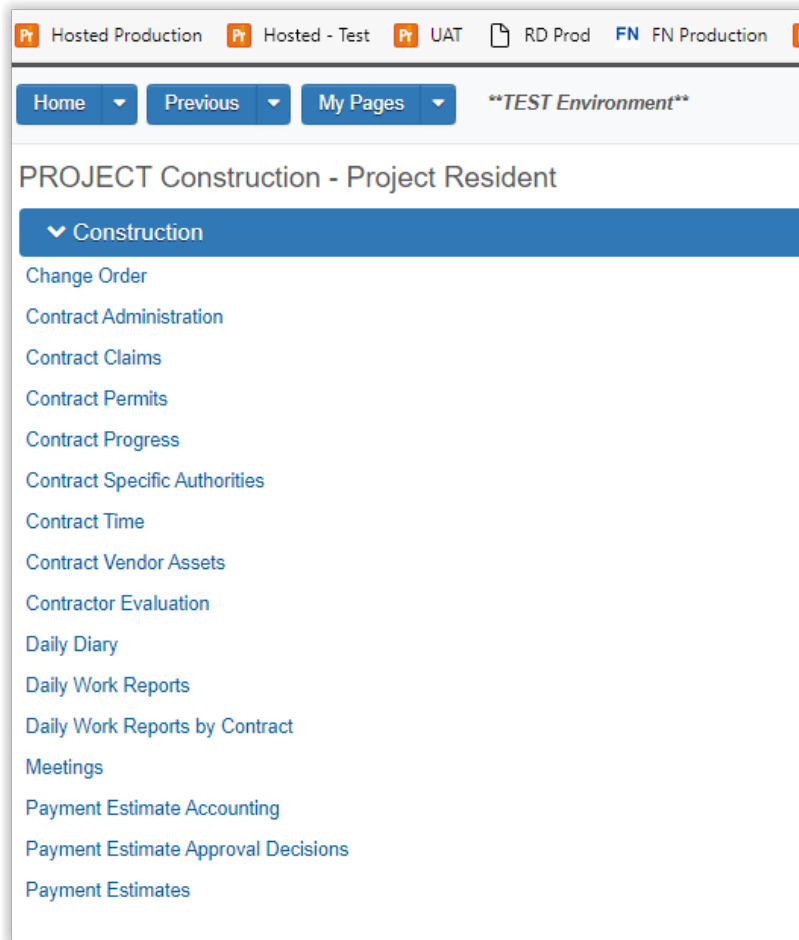
<https://medot-pr-prod.infotechinc.com/>

External Users (Non-MDOT Employees)

<https://medot-pr-prod-ext.infotechinc.com/>

AWP Resident - DWR

Your Home Screen will look like



AWP Resident - DWR

Click on **Contract Administration** to view the list of contracts that you have “Contract Authority” on.

The screenshot displays the 'Contract Administration Overview' page. At the top, there are navigation buttons for 'Home', 'Previous', and 'My Pages', along with the text '**TEST Environment**'. Below this is a search bar with the placeholder text '|Type search criteria or press Enter|' and a magnifying glass icon. To the right of the search bar, it says 'Advanced Showing 7 of 7'. The main content is a table with two columns: 'Contract' and 'Description'. The table lists seven contracts with their respective IDs and descriptions.

Contract	Description
018283.10	CAMDEN - FORESTRY CLEARING
023198.00	HARRISON, BEAR RIVER BR WEAR
023274.00	SACO: PARK-AND-RIDE IMPROVEME
025463.00	HALLOWELL, VAUGHN MEMORIAL B
025919.00	FRYE ISLAND: RE-WIRING OF FRYE
026918.00	CARRABASSETT VALLEY, STRONG
028331.00A	NORTH YARMOUTH ACADEMY GRA

AWP Resident - DWR

Select the desired contract to view that contracts data.

Home Previous My Pages **TEST Environment**

Administration Overview Approved DBE Commitments Contract Documentation Contract Materials and Acceptance Actions Contract Progress Contractor Material Sources Current DBE Commitments Items Subcontracts

Contract Administration Summary

Contract: 018283.10 - CAMDEN - FORESTRY CLEARING

General	Contract ID	Proposal ID
Additional Information	018283.10	018283.10
Administrative Offices	Description *	Federal Project Number
Contract Authority	CAMDEN - FORESTRY CLEARING	1828310
Contract Times	Prime Contractor Id	State Project Number
DBE	001950	
Small Business Program Goals	Prime Contractor Name	Federal Oversight
Labor	COMPREHENSIVE LAND TECHNOLOGIES	<input type="checkbox"/>
Funding	Contract Status	Local Oversight
Locations	Active	<input type="checkbox"/>
Insurance	Contract Type	Utility Coordinator
Permits	BID - BIDDABLE CONTRACT	Begin typing to search or
Comments	Spec Book	DBE Certification Status
Associated Vendor People	90	Not Certified
Claims	Unit System	Record Source
Claim Recipients	English	Preconstruction
Contract Actions	Highway / Route	
	Location	
	Midpoint	
	Agency Resident	

AWP Resident - DWR

Select **Contract Progress** on the top menu to display the daily contract action menus.

Home Previous My Pages **TEST Environment**

Progress Overview Construction Stockpile Contract Administration Contract Documentation Contract Materials and Acceptance Actions Items Payment Estimate Approval Levels Payment Estimate Exceptional

Contract Progress Summary

Contract: 018283.10 - CAMDEN - FORESTRY CLEARING

General	Contract ID	Proposal ID
Financials	018283.10	018283.10
Daily Work Reports	Description *	Federal Project Number
Diaries	CAMDEN - FORESTRY CLEARING	1828310
Diary Adjustments	Prime Contractor Id	State Project Number
Payment Estimates	A shortened version of the vendor name.	Federal Oversight
Contractors	Prime Contractor Name	<input type="checkbox"/>
Change Orders	COMPREHENSIVE LAND TECHNOLOGIES	Local Oversight
Estimate Adjustments	Contract Status	<input type="checkbox"/>
Item Adjustments	Active	Utility Coordinator
Progress Schedule	Contract Type	Begin typing to search or
Weekly Report Of Time Charges	BID - BIDDABLE CONTRACT	DBE Certification Status
	Spec Book	Not Certified
	90	Record Source
	Unit System	Preconstruction
	English	
	Highway / Route	
	Location	
	Midpoint	
	Agency Resident	
	Begin typing to search or press Enter	

AWP Resident - DWR

Select **Daily Work Report** from the left menu.

The screenshot displays the AWP Resident - DWR interface. At the top, there are navigation buttons for 'Home', 'Previous', and 'My Pages', along with the text '**TEST Environment**'. Below this is a horizontal menu with items: 'Progress Overview', 'Construction Stockpile', 'Contract Administration', 'Contract Documentation', and 'Contract Materials and Acceptance'. The main heading is 'Contract Progress Summary'. A blue bar indicates the selected contract: 'Contract: 018283.10 - CAMDEN - FORESTRY CLEARING'. On the left, a sidebar menu lists various options: 'General', 'Financials', 'Daily Work Reports' (highlighted), 'Diaries', 'Diary Adjustments', 'Payment Estimates', 'Contractors', 'Change Orders', 'Estimate Adjustments', 'Item Adjustments', 'Progress Schedule', and 'Weekly Report Of Time Charges'. To the right of the sidebar, there is a search bar with the placeholder text 'Type search criteria or press Enter', an 'Advanced' link, and an 'Add' button. Below the search bar, the text 'No rows found matching criteria.' is displayed.

Select **Add** (if this is not the first DWR then you will want to select the Show First 10 link that will be displayed on the screen).

AWP Resident - DWR

Enter the **DWR Date** (it will default to the current date) and click **Save**.

Administration System Daily Work Report Contract Progress Contract Administration Contract Daily Work Report Home Subcontracts Payment Estimate

Add Daily Work Report

There are unsaved changes. ✕

Contract: 018283.10 - CAMDEN - FORESTRY CLEARING Save

General	DWR Date *	Remarks
	11/30/2023 <input type="text"/>	0
	Inspector *	Federal Project Number
	<input type="text" value="GUY.BERTHIAUME"/> BERTHIAUME GUY	1828310
	Weather	State Project Number
	<input type="text"/>	Entered By
	Rainfall Amount	-
	<input type="text"/>	Entered Date
	Low Temperature	Approval Date
	<input type="text"/>	Approved By
	High Temperature	
	<input type="text"/>	

AWP Resident - DWR

This will create the DWR and additional menu tabs will be displayed on the left side.

Contract Daily Work Report Summary
Daily Work Report - Successfully Saved

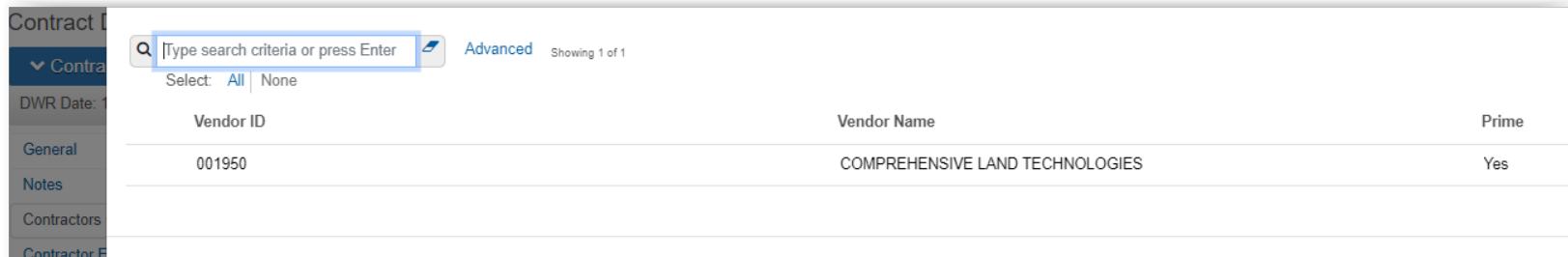
▼ Contract: 018283.10 - CAMDEN - FORESTRY CLEARING

DWR Date: 11/30/2023
Inspector: GUY.BERTHIAUME
Sequence: 1
Status: Draft

<div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 2px;">General</div> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 2px;">Notes</div> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 2px;">Contractors On Site</div> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 2px;">Contractor Equipment</div> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 2px;">Contractor Personnel</div> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 2px;">Postings</div> <div style="border: 1px solid #ccc; padding: 2px;">Force Account Contractors</div>	<p>DWR Date*</p> <input type="text" value="11/30/2023"/> <p>Inspector*</p> <input type="text" value="GUY.BERTHIAUME"/> <div style="border: 1px solid #ccc; padding: 2px; font-size: 0.7em;"> BERTHIAUME GUY </div> <p>Weather</p> <input type="text"/> <p>Rainfall Amount</p> <input type="text"/> <p>Low Temperature</p> <input type="text"/> <p>High Temperature</p> <input type="text"/> <p>Contractors Onsite</p> <p>No</p> <p>Daily Staff Onsite</p> <p>No</p> <p>Attachments</p> <p>No</p>	<p>Remarks</p> <p>0</p> <p>Federal Project Number</p> <p>1828310</p> <p>State Project Number</p> <p></p> <p>Entered By</p> <p>GUY.BERTHIAUME - GUY BERTHIAUM</p> <p>Entered Date</p> <p>11/30/2023 7:42:25 AM</p> <p>Approval Date</p> <p></p> <p>Approved By</p> <p></p> <p>Payment Est Num</p> <p></p> <p>Payment Est Status</p> <p></p> <p>Agency Views</p> <p>0</p> <p>Work Items Installed</p> <p></p>

AWP Resident - DWR

Select **Contractors On Site** and then click Select **Contractors** to display a list of contractors available on this contract.



The screenshot shows a web application interface for managing contractors. On the left is a sidebar with navigation options: 'Contractors', 'General', 'Notes', and 'Contractor E'. The main content area features a search bar with the placeholder text 'Type search criteria or press Enter', a 'Select: All | None' dropdown, and an 'Advanced' search mode indicator. Below the search bar is a table with the following data:

Vendor ID	Vendor Name	Prime
001950	COMPREHENSIVE LAND TECHNOLOGIES	Yes

One or more from the list can be selected (at least one must be selected if there will be item postings on the DWR) and then click the Add to DWR Contractors button. You will have three fields available for each contractor selected (Start Time, End Time and Hours). You are not required to enter values but may do so. Select Save when completed.

AWP Resident - DWR

Select **Contractor Equipment** on the left menu – this will display the contractor(s) selected above. Click the row action menu for the contractor you will be adding equipment information to (right side, downward triangle)

The screenshot shows a web application interface. On the left is a vertical menu with the following items: 'Contractors On Site', 'Contractor Equipment' (highlighted), 'Contractor Personnel', 'Postings', and 'Force Account Contractors'. The main content area displays a table with the following data:

Contractor	Records	Open Row Actions Menu					
COMPREHENSIVE LAND TECHNOLOGIES	0	▼					
Start Time	End Time	Hours	Prime	Equipment	Personnel	DBE Certified	
			Yes	No	No	No	

At the top right of the main area, it says '0 changed | Expand All'.

Select **Generic Equipment** from the menu displayed.

This screenshot is identical to the one above, but the 'Open Row Actions Menu' dropdown is open, showing the following options:

- Actions
- Exclude from Search Results
- Select Generic Equipment...
- Views
- Attachments (0)
- Links
- Tracked Issues

AWP Resident - DWR

Select all equipment desired from the displayed list – you can search by name from the search box at the top. Previously selected items will still be selected even if not displayed when using search criteria.

(This list is not complete and will continue to grow – try to make a selection that is close to the desired piece of equipment. If needed, addition notes regarding a piece of equipment can be made within the DWR.

Equipment Class	Equipment Description
0125	EXCAVATOR
0130	EXCAVATOR - ALL PURPOSE
<input checked="" type="checkbox"/> 0135	EXCAVATOR - ALL PURPOSE, HEAVY DUTY
0140	EXCAVATOR - ALL PURPOSE, MINI
0145	EXCAVATOR - ALL PURPOSE, TRACK
0150	EXCAVATOR - ALL PURPOSE, WHEELED
0155	EXCAVATOR - RAIL OPERATED

AWP Resident - DWR

When all equipment has been selected click **Add to DWR Contractor Equipment**. This will bring you back to the list of contractors – Click the **Save** button at the top right.

Repeat the process for all contractors associated with the DWR. To view the equipment that was selected for the individual contractors click the accordion button (open ended triangle) to the left of the contractors name.

The screenshot shows a software interface for managing contractor equipment. At the top left, there is a button labeled "Collapse this Panel". On the top right, it says "0 changed" and "Expand All". Below this is a table with the following structure:

Contractor							Records
COMPREHENSIVE LAND TECHNOLOGIES							1
Start Time	End Time	Hours	Prime	Equipment	Personnel	DBE Certified	
			Yes	Yes	No	No	

Below the contractor table is an accordion panel for the selected contractor. It has a header with "Equipment ID" and "Equipment Description". The content shows:

Equipment ID: 0135
Equipment Description: EXCAVATOR - ALL PURPOSE, HEAVY DUTY

Below the description are five input fields with dropdown arrows:

- Number On Site
- Number Used
- Hours Used
- Hours Idle
- Comments

Each field has a corresponding empty input box below it. A search icon is visible on the right side of the comments field.

An entry should be made in the **Number On Site** – additional fields filled in are at the residents option at this time. When all information required has been entered click Save.

Select **Contractor Personnel** – Contractor Personnel is entered the same way as **Contractor Equipment** above by selecting the **Generic Personnel** list from the row action menu.

AWP Resident - DWR

Select **Postings** on the left menu and then click the **Select Items** button to display the list of items associated with the contract.

Select Items							
Type search criteria or press Enter		Advanced		Item Complete	Projects	Categories	Contractors
		Showing 5 of 5		No Filter	No Filter	No Filter	No Filter
Select: All None							
Ln Num	Proj Ln Num	Project/Category	Unit	Item/Description	Supplemental Description		
0010	10	018283.10/0001	AC	201.11-CLEARING			
0020	20	018283.10/0001	HR	201.141-CANOPY CLEARING			
0030	30	018283.10/0001	HR	201.16-LOG LOADER AND OPERATOR			
0040	40	018283.10/0001	EA	201.23-REMOVING SINGLE TREE TOP ONLY			
0050	50	018283.10/0001	LS	652.361-MAINTENANCE OF TRAFFIC CONTROL DEVICES			

AWP Resident - DWR

Select the item(s) desired for the DWR and click **Save**. If you have more than one category or a multi-project contract you can use the filter fields at the top to narrow the list of items down.

Select Items

Q Type search criteria or press Enter [Advanced](#) Showing 5 of 5

Item Complete: No Filter Projects: No Filter Categories: No Filter Contractors: No Filter

Select: All | None 2 selected

Ln Num	Proj Ln Num	Project/Category	Unit	Item/Description	Supplemental Description
✓ 0010	10	018283.10/0001	AC	201.11-CLEARING	
0020	20	018283.10/0001	HR	201.141-CANOPY CLEARING	
0030	30	018283.10/0001	HR	201.16-LOG LOADER AND OPERATOR	
✓ 0040	40	018283.10/0001	EA	201.23-REMOVING SINGLE TREE TOP ONLY	
0050	50	018283.10/0001	LS	652.361-MAINTENANCE OF TRAFFIC CONTROL DEVICES	

Save
Save

AWP Resident - DWR

After you have saved a list of the items that were selected will be displayed. Expand each item by clicking on the **Accordion** button (open ended triangle) above the **Item ID**.

Select items...

Item ID	Item Description	Project	Category	Records	Attachments
201.11	CLEARING	018283.10	0001	0	0
Proj Ln Num	Supplemental Description	Curr Qty	Tot Qty Posted	Tot Qty Posted to Dt	
10		3.870	0.000	0.000	

▼ New DWR Item Posting

Contractor* ▼
COMPREHENSIVE LAND TECHNOLOGIES (Prime) ▼

Quantity Posted ▼
0.000

Station From ▼

Station From Plus ▼

Offset Type ▼

Offset Distance ▼

Station To ▼

Station To Plus ▼

Offset Type ▼

Attention
0

Attachments
0

Units
AC

Agency Views
None

Location ▼

Measured ▼

Plan Sheet Page Number ▼

Comments ▼

AWP Resident - DWR

Enter the quantity into the **Quantity Posted** Field. You will also need to make an entry for the location for the posting either by **Station** using the fields provided or with an entry in the **Location** field. A reference to where the quantity came from must be entered in what is labeled at this time as **Comments** but will be renamed in the future to better describe the required information.

Item ID	Item Description	Project	Category	Records	Attachments
201.11	CLEARING	018283.10	0001	0	0
Proj Ln Num	Supplemental Description	Curr Qty	Tot Qty Posted	Tot Qty Posted to Dt	
10		3.870	0.000	0.000	

▼ New DWR Item Posting

Contractor* ▼
COMPREHENSIVE LAND TECHNOLOGIES (Prime) ▼

Quantity Posted ▼
1.25

Station From ▼
10+00

Station From Plus ▼

Offset Type ▼
right

Offset Distance ▼
15

Station To ▼
15+50

Station To Plus ▼

Offset Type ▼

Attention
0

Attachments
0

Units
AC

Agency Views
None

Location ▼
Pier 1 |

Up to 600 characters measured

Plan Sheet Page Number ▼

Comments ▼
See Remarks this DWR 11/30/2023 [GLB](#)

When information for an item posting is completed click the **Save** button at the top right – repeat for all items.

AWP Resident - DWR

Click **General** on the left menu and scroll to the bottom of the page to view the **Remarks Section**.

Yes	Payment Est Num
Daily Staff Onsite	
No	Payment Est Status
Attachments	
No	Agency Views
	0
	Work Items Installed
	2

▼ Remarks

Type*	Remark*
<input type="text"/>	<input type="text"/>

Click the **Type** dropdown and select the type of remark that is being made. Your normal DWR information will be a “**DWR Notes - Daily Work and Inspection Notes**” type comment.

Remark types available:

CONV – Conversations (conversations had with land owners, contractor, subcontractor, motorist, etc)

DIR – Directives (Directives given to the contractor)

DWR Notes - Daily Work and Inspection Notes (Notes of inspection, general daily notes)

MISC – Miscellaneous Issues

VIO – Violations (Notes of any kind of violation)

VIS – Visitors (site visitors)

WEA – Weather (Additional weather information / breakdown)