

LESSON 13

Daily Production Report

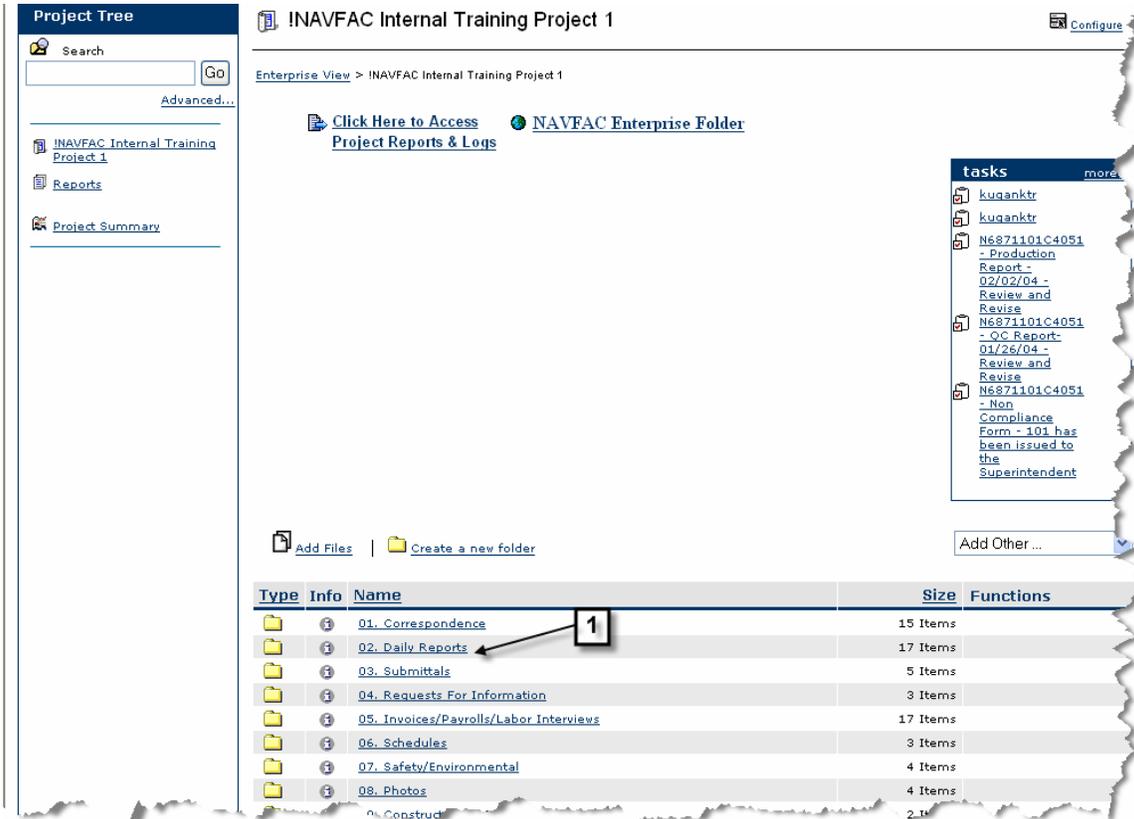
Objectives

This lesson will provide the user with the information required to create and submit a Daily Production Report. At the completion of this lesson the participant will be able to:

- Complete a Daily Production Report.
- Locate a Daily Production Report.
- Be able to print a Daily Production Report.
- Re-Submit a Daily Production Report

Daily Production Report

- As a demonstration, we will complete a Daily Production Report for the “!NAVFAC Internal Training Project 1” .
- From the main project page, click on “02.Daily Reports” folder link. [1]



Daily Production Report (Contd...)

- The following window will appear.

The screenshot shows the PrimeContract web application interface. The main content area displays the '02. Daily Reports' section. A callout box with the number '1' points to the '2.1 Production Report' link. The interface includes a sidebar with navigation options, a search bar, and a table of report folders.

02. Daily Reports

Enterprise View > INAVFAC Internal Training Project 1 > 02. Daily Reports

To create one of the following Daily Reports item, Please click on the links provided below:

- [2.1 Production Report](#)
- [2.2 QC Report](#)
- [2.3 Preparatory Checklist](#)
- [2.4 Initial Checklist](#)
- [2.5 Rework Item](#)

Type	Info	Name	Size	Functions
Folder	+	2.1 Archived Production Reports	51 Items	
Folder	+	2.2 Archived QC Reports	15 Items	
Folder	+	2.3 Archived Preparatory Phase Checklist	5 Items	
Folder	+	2.4 Archived Initial Phase Checklist	5 Items	
Folder	+	2.5 Archived Rework Items	5 Items	
Folder	+	2.7 Archived Non-Compliance Form	37 Items	
Folder	+	2.8 Kugan NC Folder	0 Items	
Folder	+	QC Reports	0 Items	

- Click on [2.1 Production Report](#). [1]

Note: All report forms are indicated with the following icon: 

All report folders are indicated with the following icon: 

Daily Production Report (Contd...)

- The Contractor Production Report will appear.

Contractor Production Report

[Expand/Collapse All](#)

▶ Instructions

▼ Contract Information

Contract #:	Title:	Location:
Task Order #:	Title:	Location:

▼ Production Report Detail

Report #: 927 **Report Date*:** **Date Created:** 11-Jul-2004

Contractor: Clark **Superintendent:** Dave Young

Schedule Referenced*: Yes **If No Schedule, Select Reason:** Not Applicable

Note: If no schedule is referenced on this project, the Activity No. fields do not need to be filled in.

AM Weather: Sunny cold **PM Weather:** Dark cold **Max Temp(F):** 65 **Min Temp(F):** 38

▼ Work Performed Today

Activity No:	Location:	Employer:	Number:	Trade:	Hours:	Row
43124	732A/B 1st: 2nd deck DI pipe and hangers; 732C 1st: install slurry line to CP; 733AB 1st: c/n out slab sleeves; 3rd: pour watch; 735A 1st: U/G	Admiral	45	plumber / operator		+

- Complete as much of the form as possible.
- To indicate the Report Date, click on the Report Date icon. [1]
- Mandatory fields are indicated with a blue *.
- **Note: Max Temp (F) and Min Temp (F) are also mandatory fields!**

Daily Production Report (Contd...)

- The user will notice that their name will appear at the bottom of the form under Creator Information. This is the forms signature. [1]

The screenshot shows a web form titled "Creator Information". It contains three input fields: "Contractor/Superintendent Name" with the value "Kugan Superintendent" (marked with a '1'), "Title" with the value "Superintendent Role", and "Date" with the value "11-Jul-2004". Below these fields are two radio button options: "Submit this Production Report to the QA Manager." (marked with a '2') and "Save the current data as prefilled default values for future Production Reports." (marked with a '3'). A "Submit" button is located at the bottom right of the form.

- The user has two options to choose from at the bottom of the form.
- Submit this Production Report to the QA Manager: This option will send the Production Report to the acting QA/PM for the project. [2]
- Save the current data as pre-filled default values for future Production Reports: This option will save any information that has been typed into the Production Report. The next time a Production Report is created, that information will appear in the form.
- **AFTER A 20 MINUTE PERIOD OF INACTIVITY ON THE PRODUCTION REPORT, THE USER WILL BE TIMED OUT! IF THE INFORMATION WAS NOT SAVED, IT WILL BE LOST!**
- When the form is complete, click on Submit. [3]

Daily Production Report (Contd...)

- The following window will appear.

The screenshot shows the PrimeContract web application interface. At the top, there is a navigation bar with 'Personal View', 'Projects', and 'Search' options. Below this, a header bar displays 'Welcome, Kugan Superintendent' and the date 'July 11, 2006'. The main content area is titled 'Overview' and contains the following text:

General
Before initiating this Production Report, click the links on the left to complete each of the following Work Item sections:

Attachments	Attachments enables you to reference any documents related to this Production Report. To view, add, or modify attachments, click the Attachments link on the left.
Comments	Comments enables you to review or add relevant comments related to this Production Report. To review or add comments, click the Comments link on the left.
Forms	Forms enables you to enter information related to the Production Report. To enter information in the form, click the Forms link on the left. Note: When you have finished entering the fields in the form, scroll down to the end of the form and click Save .

After you complete each of these sections, click the **Initiate** button on the left.

Note: Instructions for all sections are listed below. If you need to come back to these instructions at any time, click the **Overview** link on the left. Instructions specific to each section also appear when you click the section links on the left. Use these links to navigate to each Work Item section.

At the bottom of the main content area, there is a link for **Attachments**.

The left navigation menu includes the following items:

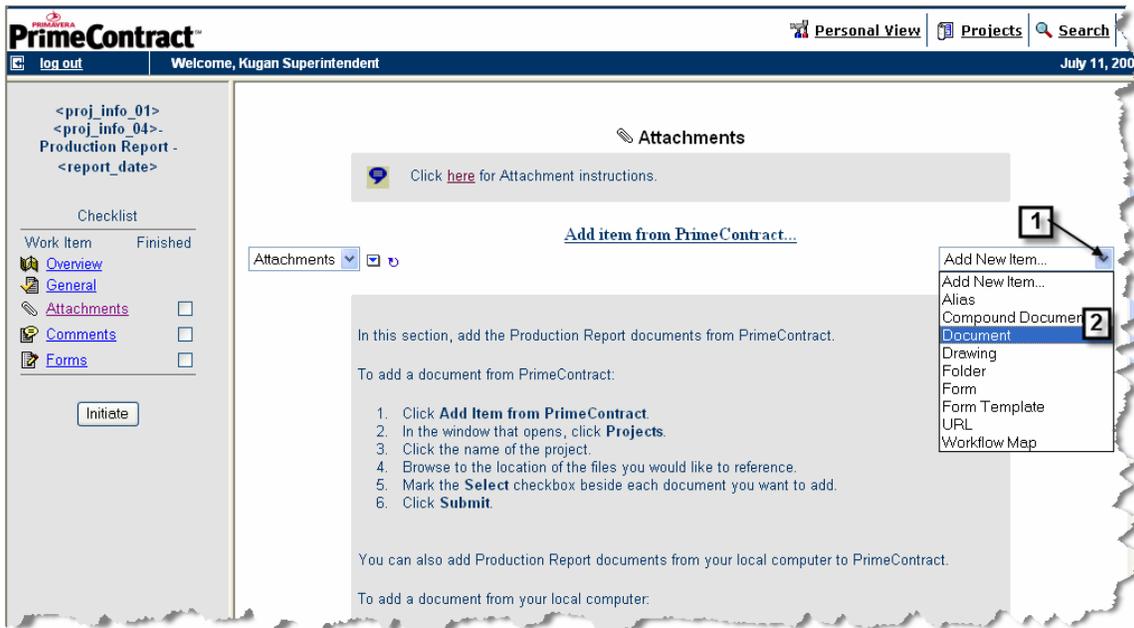
- <proj_info_01>
- <proj_info_04>
- Production Report -
- <report_date>
- Checklist
- Work Item
- Overview (highlighted with a '1' in a box)
- Attachments
- Comments
- Forms
- Initiate button

- The user can now add comments or an attachment to the Daily Production Report at this time.
- We will now demonstrate how to add an attachment from outside PrimeContract.
- To add an attachment, click on Attachment in the left window. [1]

Note: Instructions for the Checklist can be seen in the right window.

Daily Production Report (Contd...)

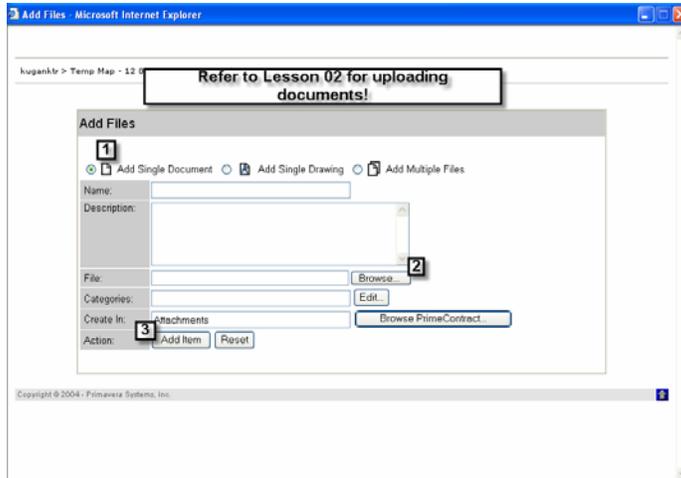
- The following window will appear.



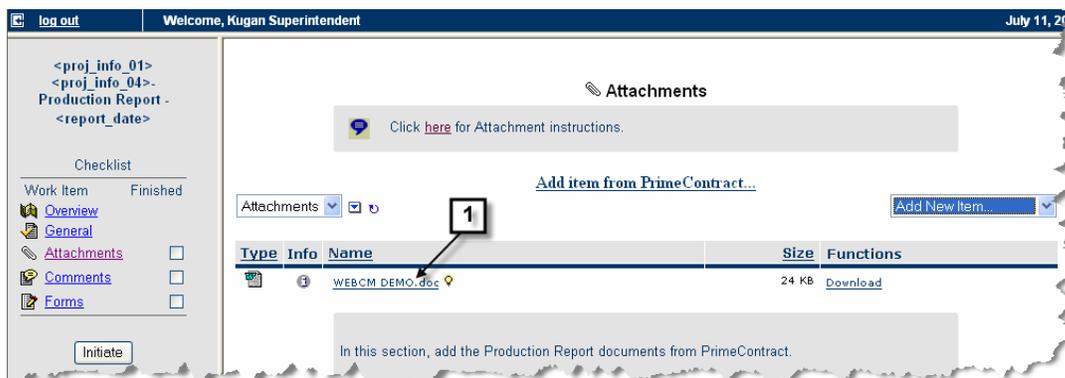
- To attach a document from your local computer, click on the arrow associated with Add new item... [1]
- From this menu, the user shall select the type of attachment.
- Select Document. [2]

Daily Production Report (Contd...)

- The following window will appear.



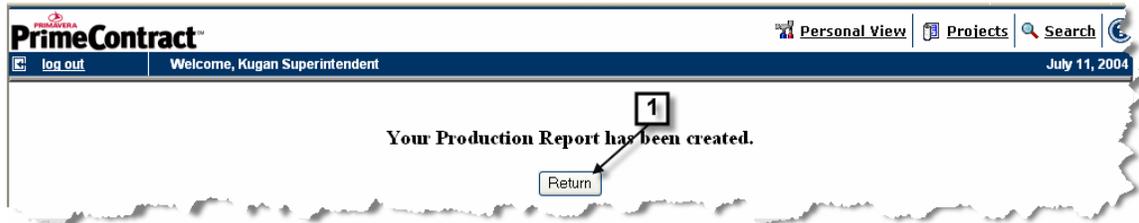
- As demonstrated in Lesson 02, select “Add Single Document” Radio Button. [1]. Select a document by clicking on Browse. [2] and then click on Add Item.[3]
- After the file has been added, it will appear. [1]



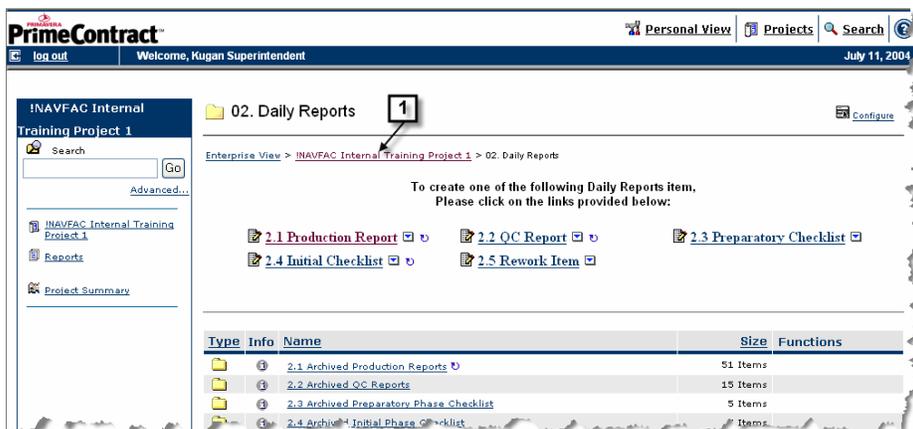
- When complete, the user **MUST** click on  . **If this is not done, the comments will not be saved.**
- When the user is ready to send the report click on  .

Daily Production Report (Contd...)

- The following window will appear.



- Click on Return. [1]
- The user will be returned to the Daily Reports folder.



- The Daily Production Report has been sent to the AROICC/AREICC for that project.
- Following acceptance by the government, the report will be archived in folder 2.1 Archived Production Reports.
- Click on “!NAVFAC Internal Training Project 1” to return to the project main page. [1]

Locate a Daily Production Report

- The AROICC/AREICC now has the option to accept the report, or reject the report.
- If the report is accepted, it will be stored in the Archived Production Report file following acceptance (Folder 2.1).
- If the report is rejected, it will be returned to the sender and appear in the senders Action Item menu.
- For this demonstration, the report has been accepted.
- We will now locate the archived report.
- From the Daily Reports folder, click on folder 2.1 Archived Production Reports. [1]

02. Daily Reports Configure

Enterprise View > [INAVFAC Internal Training Project 1](#) > 02. Daily Reports

To create one of the following Daily Reports item,
Please click on the links provided below:

[2.1 Production Report](#)
 [2.2 QC Report](#)
 [2.3 Preparatory Checklist](#)

[2.4 Initial Checklist](#)
 [2.5 Rework Item](#)

Type	Info	Name	Size	Functions
		2.1 Archived Production Reports	51 Items	
		2.2 Archived QC Reports	15 Items	
		2.3 Archived Preparatory Phase Checklist	5 Items	
		2.4 Archived Initial Phase Checklist	5 Items	
		2.5 Archived Rework Items	5 Items	
		2.7 Archived Non-Compliance Form	37 Items	

1 (arrow pointing to 2.1 Archived Production Reports)

Locate a Daily Production Report (Contd...)

- The following window will appear listing all accepted Daily Production Reports.



- The accepted report will appear in this folder.
- Documents indicated with a folder icon are report attachments.
- Click on a report.

Locate a Daily Production Report (Contd...)

- The following window will appear.

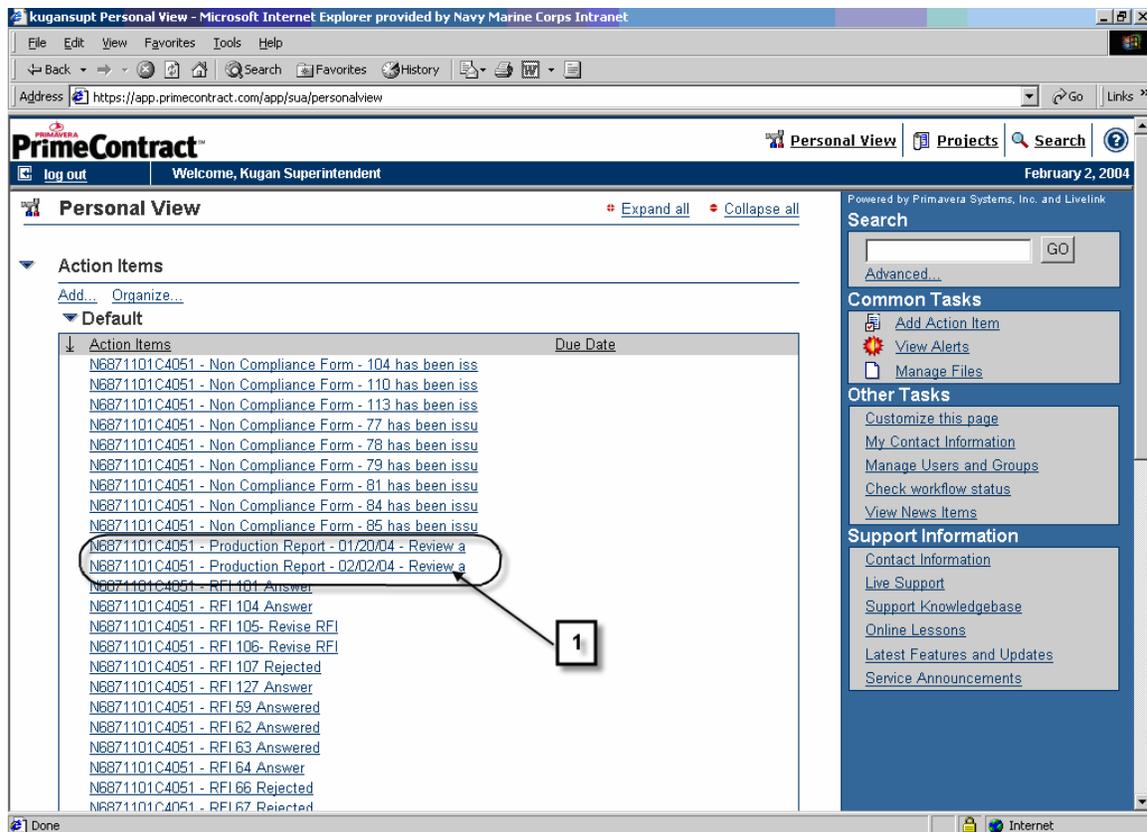
- Click on View.
- The Production Report will appear.

Activity No:	Location:	Employer:	Number:	Trade:	Hours:
	Liberty Center Design Build, Fallon, NV, NAS BLD-0, 305, Phase #1 Cafe Area.	CAA	1	Labor	22
	Liberty Center Design Build, Fallon, NV, NAS BLD-0, 305, Phase #1 Cafe Area.	Reno Woodworking	2	Cabinetry	10
	Liberty Center Design Build, Fallon, NV, NAS BLD-0, 305, Phase #1 Cafe Area.				
	Liberty Center Design Build, Fallon, NV, NAS BLD-0, 305, Phase #1 Cafe Area.				
	Liberty Center Design Build, Fallon, NV, NAS BLD-0, 305, Phase #1 Cafe Area.				
					Total Hours on Job-Site Today: 32

- We will now demonstrate how to print the report.

Re-Submit a Daily Production Report

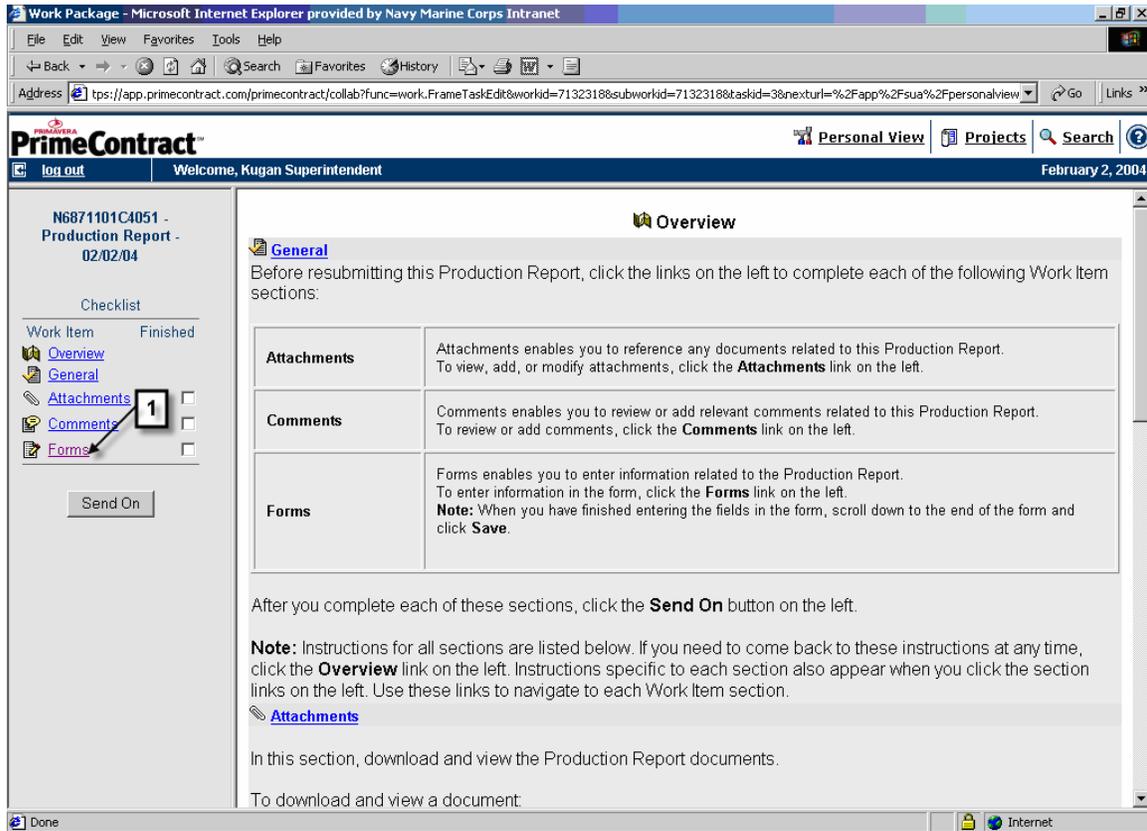
- On occasion a Daily Production Report may be sent back to the Contractor with the request to re-submit.
- The Production Report will appear in the contractor's Action Items menu. (If it does not, then it has been accepted and archived.)
- As a demonstration, we will Re-Submit a Production Report.



- Click on the returned Daily Production Report. [1]

Re-Submit a Daily Production Report (Contd...)

- The following window will appear.



- To view the report and view the governments response, click on Forms.^[1]

Re-Submit a Daily Production Report (Contd...)

- The Production Report will appear.
- The government response will be at the bottom of the report.

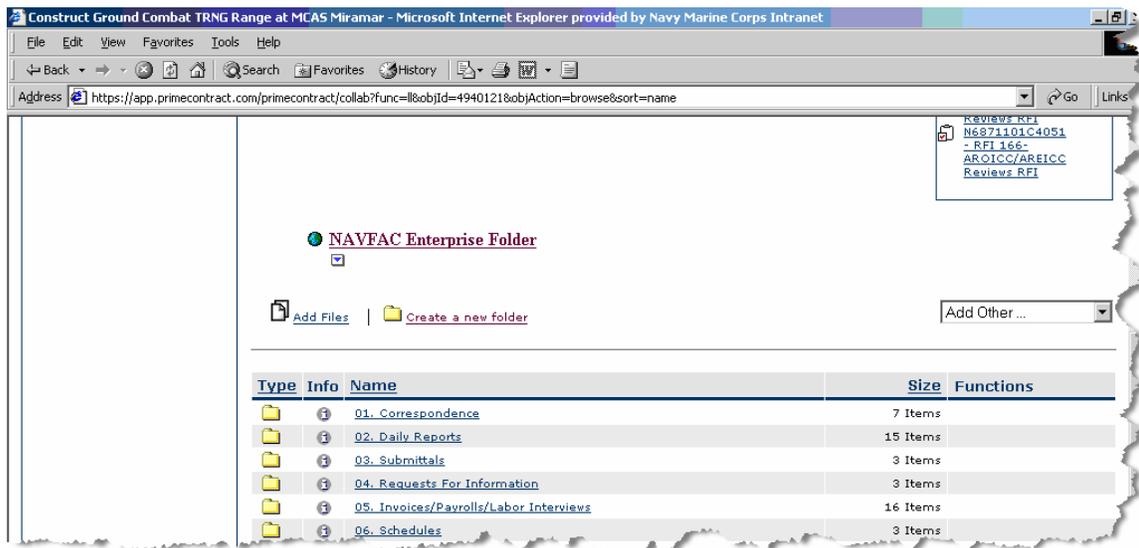
The screenshot displays the PrimeContract web application interface. The browser window shows the URL: `tps://app.primecontract.com/primecontract/collab?func=work.FrameTaskEdit&workid=7132318&subworkid=7132318&taskid=3&nexturl=%2Fapp%2Fpsua%2Fpersonalview`. The page title is "Contractor Production Report". The left sidebar contains a "Checklist" for "Production Report - 02/02/04" with a "Send On" button. The main content area is divided into sections: "Instructions", "Contract Information", "Production Report Detail", and "Work Performed Today". The "Production Report Detail" section includes the following fields:

Report #: 25	Report Date: 02-Feb-2004	Date Created: 02-Feb-2004
Contractor: Demo	Superintendent: Demo	
Schedule Referenced*: Yes	If No Schedule, Select Reason: Not Applicable	
AM Weather:	PM Weather:	Max Temp(F)*: 87
		Min Temp(F)*: 75

- Revise the report.
- When complete, click on  .
- The report will be re-submitted to the ROICC office.

Daily Production Report Option

- The contractor has the option to use their own Production Reports and upload them electronically into WEBCM.
- Create a folder on the main project page for each project that will contain the above mentioned reports.

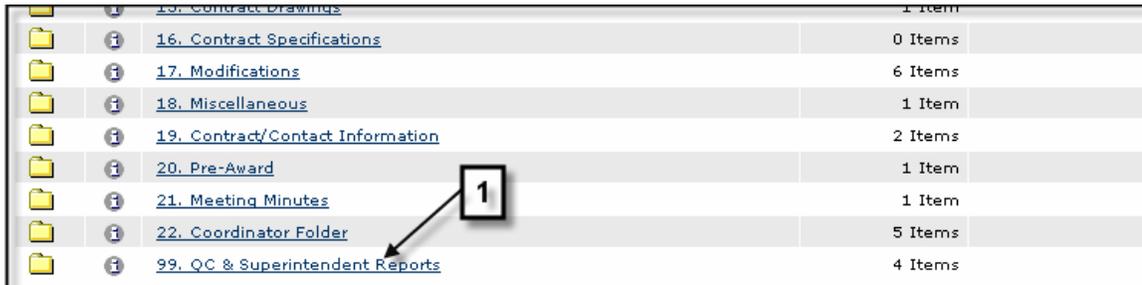


- We will give the report folder the title: 99. QC & Superintendent Reports

Note: We are using the number in front of the title so the folder will appear directly after folder 22.

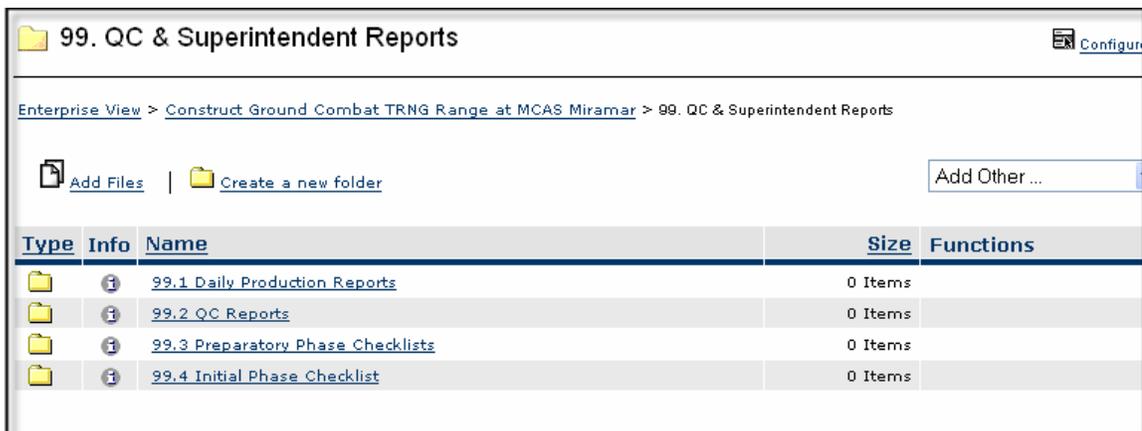
Production, QC, Prep/Initial Phase Checklist Folder Creation

- The main project page should look like the following.



13. Contract Drawings	1 Item
16. Contract Specifications	0 Items
17. Modifications	6 Items
18. Miscellaneous	1 Item
19. Contract/Contact Information	2 Items
20. Pre-Award	1 Item
21. Meeting Minutes	1 Item
22. Coordinator Folder	5 Items
99. QC & Superintendent Reports	4 Items

- The next step is to create sub-folders within this folder for the Daily Production Report, QC Report, Preparatory Phase Checklist, and Initial Phase Checklist.
- Folder 99. QC & Superintendent Reports should look like the following.



Type	Info	Name	Size	Functions
Folder		99.1 Daily Production Reports	0 Items	
Folder		99.2 QC Reports	0 Items	
Folder		99.3 Preparatory Phase Checklists	0 Items	
Folder		99.4 Initial Phase Checklist	0 Items	

- From here, have the contractor upload their reports in whatever program or form they are currently using into these folders.
- After the reports are uploaded by the contractor, the ROICC can make a copy of that report and store it in any folder they choose.