To add a new task from the task library, start on the Direct Labor Cost tab of the Consultant Estimate. In the ribbon, click **New** and then click **Add Multiple**.

Home		
Menu Favorites	Consultant Estimate Project Details Rate Card Direct Labor Cost Direct Co	ost Fixed Fee Indirect Cost 🕎 🔺
Solicitation List Bimonthly Solicitation List Construction Fair Packages Construction Fair	Save Sevent Edit Sublet Image: Customize List UnAssign for Sublet Image: Customize List UnAssign for Sublet Image: Customize List <	s of payment rect Cost
- Solicitations Responded	Add Multiple anagement	▲
Megotiation Negotiation Notes Consultant Estimate CE-NC-01-266 (The Alpha Company) 1004-19-86-CTH A - CTH B CE Snapshots Sublet List	Quality	
	Includes activities directly related to managing and monitoring quality outcomes.	The Alpha Company Yes
	🔲 🗆 🗁 Manage Project Risks	
	B 94.0 Scoping Task Includes activities related to risk planning, identification, analysis, red servers for the labeled servers for the labe	The Alpha Company Yes
📌 Home	and response/control.	
🛻 Solicitation		*
Contracts	4	•

Select WisDOT from the dropdown list next to Standard Task list and click Add.

Home							
Menu Favorites	Ad	d Standard Tasks					☆ 🔺
Solicitation List Solicitation List Construction Fair Packages Construction Fair Solicitations Responded Negotiation Negotiation Negotiation Negotiation Consultant Estimate CE-NC-01-266 (The Alpha Company) 1004-19-86-CTH A - CTH B CE Snapshots Sublet List	Standa	General General Task list: WisDOT Task available. 1	Igr Description	iore Containers of Standard Ite Container	ems (e) Use Task Groups Unit	Use Group: Default V Unit Price In S	Group Name ge 1 of 1, items 0 to 0 of 0.
Home Solicitation I Contracts							

Use the filter to search for the task to be added.

Home			
Menu Favorites	Add Standar	Standard Items	× 🖄 🔺
Solicitation List Bimonthly Solicitation List	Save Cancel	0 selected of total 715 Select All Re Task T Description T Unit Price in S T	ecords
- Construction Fair Packages	General	886.0 Scoping Level Show items with value that: by related to 0.00	HF
Solicitations Responded Solicitation	tandard Task list :	886.1 Develop and review project d Ari Ari ment betwe 0.00	HF
- Degotiation Notes	Task	886.2 Define purpose and need And ▼ d of the pro 0.00	HR Name
	Data available.	886.3 Define study area and logical Is equal to 0.00	HF
- I 1004-19-86-CTH A - CTH B		886.4 Conduct field review view photo I 0.00	HF
🔄 📄 Sublet List		886.5 Identify and define design de Filter 0.00	HF
9		886.6 Identify design issues A small amount of time is assumed 0.00	HF
📌 Home		€	•
Solicitation		Image: Non-State 20 mm 1 - 20 of 715 items	0
Contracts		Select Cancel	

Check the box next to the task(s) to be added and click **Select**. Note: multiple tasks may be selected and added at the same time.

Home																																																			
Menu Favorites	Add Standar	Stand	ard Items			×																																													
E Solicitation List	1 selec	cted of total 16	Select All R	ecords																																															
Bimonthly Solicitation List Construction Eair Packages	Save Cancel		Task 🔻	Description	Unit Price In \$ 📍	Uni																																													
Construction Fair	General		347.0 Collect Traffic Field Data	Conduct and review traffic counts a	0.00	HF 🔶																																													
📄 Solicitations Responded	Standard Task list :		347.1 Complete directional counts	ADT count data collection only (no	0.00	HF																																													
Negotiation Notes Consultant Estimate	Task		347.2 Complete vehicle classificatio	Vehicle class data collection for roa	0.00	HF	Name																																												
E CE-NC-01-266 (The Alpha Company)	1		347.3 Complete speed data collection	Vehicle speed data collection for ro	0.00	HF	, items 0 to 0 of 0.																																												
📔 1004-19-86-CTH A - CTH B 📄 CE Snapshots			347.4 Turning movement counts at	Subtask	0.00	HF																																													
🗕 📄 Sublet List																																															347.4.1 Automated turning movem	Assumes counts are collected and	0.00	HF	
			347.4.2 Manual turning movement	Assumes intersection turning move	0.00	HF 🜉																																													
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🝶 Solicitation		M	< 1 ► ► 20 ▼ items	5	1 - 16 of 16 item	s Ö																																													
Contracts				Select Cancel																																															

Click **Save** to add the task to the task list.

Home							
Menu Favorites	Add Standar	d Tasks					☆ 🔺
Solicitation List Bimonthly Solicitation List Construction Fair Packages Construction Fair Solicitations Responded Negotiation Negotiation Notes CE-NC-01-266 (The Alpha Company) OCE-NC-01-266 (The Alpha Company) CE-NC-01-266 (The Alpha Company) CE-NC-01-266 (The Alpha Company) CE-NC-01-266 (The Alpha Company) Subject List	Standard Task list : Task 347.0 Colle	Add ; Remove WisDOT	Ign Description Conduct and review traffic c	ore Containers of Standard Ite Container Collect Traffic Field Data	ems Use Task Groups Unit HRS	S Use Group: Default Unit Price In \$ 0.00 P	Group Name
Home Solicitation Contracts							

The task has now been added to the task list.

Menu Favorites	Consultant Estimate	Project Details Rate Card Direct Labor	Cost Direct Cost	Fixed Fee Inc	lirect Cost	☆ 🔺
Solicitation List Bimonthly Solicitation List Construction Fair Packages	Save New Delete	Image: Customize List Image: UnAssign for Subility Reports Assign for Sublet Image: Unassign for Sublet Image: Unassign for Sublet Image: Unassign for Sublet Unmark Final Image: Unassign for Sublet Unmark Final	et a Associate basis of pa Associate Indirect Co	yment ist		
Construction Fair	General	Others				
Solicitations Responded General Negotiation Negotiation Notes Onsultant Estimate	. ⊕ ≞ 894	4.0 Scoping Task	related to risk planning, identification, analysis, and response/control.	Sublet	The Alpha Company	Yes
E Consultant Estimate	📃 😑 🚞 Preliminary	and Final Design				
- 1004-19-86-CTH A - CTH B	📃 🛛 😑 Traffic O	perations				
Sublet List	📃 🛛 😑 Colle	ect Traffic Field Data				
		7.0 Collect Traffic Field Data	Conduct and review traffic counts and other traffic data collection		The Alpha Company	Yes
🌪 Home			tranic data conection			
🔒 Solicitation						-
Contracts	4					•

Adding a New Task

In some cases, a new task that does not exist in WisDOT's library needs to be created. Standard tasks should be used whenever possible. An example of when a new task needs to be created is when entering in a cost per unit.

Home								
Menu Favorites	С	onsultant Estimate Project D	etails Rate Card	Direct Labor Cost	Direct Cost Fixed	Fee Indirect Cost		☆ 🔺
Solicitation List Bimonthly Solicitation List Construction Fair Packages Construction Fair Solicitations Responded Negotiation Negotiation Notes	Sav	e New € Edit New 2 View Reports	Customize List V Assign for Sublet V U	nAssign for Sublet 🖷 Ass lark Final 📑 Ass nmark Final Others	ociate basis of payment ociate Indirect Cost			
		Add Multiple Kew Activity	Task	to risk planning, identification, analysis, and response/control.	Sublet	The Alpha Company	Yes	*
E 🔁 CE-NC-01-266 (The Alpha Company)		😑 🛅 Preliminary and Final (Design					
- 📄 1004-19-86-CTH A - CTH B		C Traffic Operations						
Sublet List		⊟ Collect Traffic Field Data						
		a 🛓 347.0 Collect	Traffic Field Data	Conduct and review traffic counts and other		The Alpha Company	Yes	
📌 Home				traffic data collection				
Solicitation								-
Contracts								•

Select the task that will become the parent task, click **New** in the ribbon and click **New** in the dropdown.

Click **OK** on the warning message that appears. Note: any resource or cost information that has been added to that task will be deleted.

Masterworks'			wisdotstag	ing.masterworkslive	e.com says				Alpha Con	isultant 🔻
Home	Home		Creating a n	Creating a new leaf level entity will convert it's parent as Container. Are						
Menu Favorites	c	Consultant Esi	you sure you	want to proceed?			Fixed Fee	Indirect Cost		☆ 🔺
Solicitation List Bimonthly Solicitation List Construction Fair Pockages	Sav	e New			ОК	Cancel	yment st			
📔 Construction Fair		🔚 New			Others	1		1		
Solicitations Responded Generation Generation Degotiation Degotiation Notes	Add	Multiple Activity		to risk planning, identification, analysis, and response/control.	Sublet		The Alpha Company	Yes	•	
□ □ □ CE-NC-01-266 (The Alpha Company)		🗆 🚞 Prelin	ninary and Final	Design						
- D 1004-19-86-CTH A - CTH B		🗆 🧰 Tr	affic Operations							
Sublet List		Θ 🤅	Collect Traffic	Field Data						
	•		347.0 Collect	Traffic Field Data	Conduct and review traffic counts and other			The Alpha Company	Yes	
💎 Home					traffic data collection					
🛻 Solicitation										-
Contracts	•									•

Adding a New Task

Enter the new task name in the Task field. This should contain the activity code of the parent task. Enter a short description of the task, add resources and costs to the task and click **Save**. If more than one new task will be added to the activity, click **Save & Continue** to create another new task.

Home						
Menu Favorites	New Task					☆ 🔺
Solicitation List Bimonthly Solicitation List	Save & Continue Save & Cancel Back					
Construction Fair Packages Construction Fair	General					
Solicitations Responded Generations	Activity :	Preliminary and Final Design/Traffic Op	e			^
Consultant Estimate	Task : *	347 Set up Traffic Control	Clear			
🗄 🔄 CE-NC-01-266 (The Alpha Company)	Description : *	Set up Traffic Control	7			
📄 1004-19-86-CTH A - CTH B						
- Sublet List						
	Unit : *	HRS				
	In Scope :	Yes	T			
	If Authorized :	Select	7			
	Unit Price in \$:	0.	DO			
	Amount in \$:	0.	DO			
	Basis of payment :		•			
	Bate card type i					
	Rate card type .					
	Notes :					1
	Complete :					
	Resources:	Employee	Associated Indirect Cost	Rate in \$	Quantity (Hrs)	Cost in \$
	No records to display.	employee	Associated mulleet cost	Note in a	Quantity (115)	COSCIILA
rome					Total:	Total:
Solicitation	WageSheet v Add De	lete				Ŧ
Contracts	4					• • •