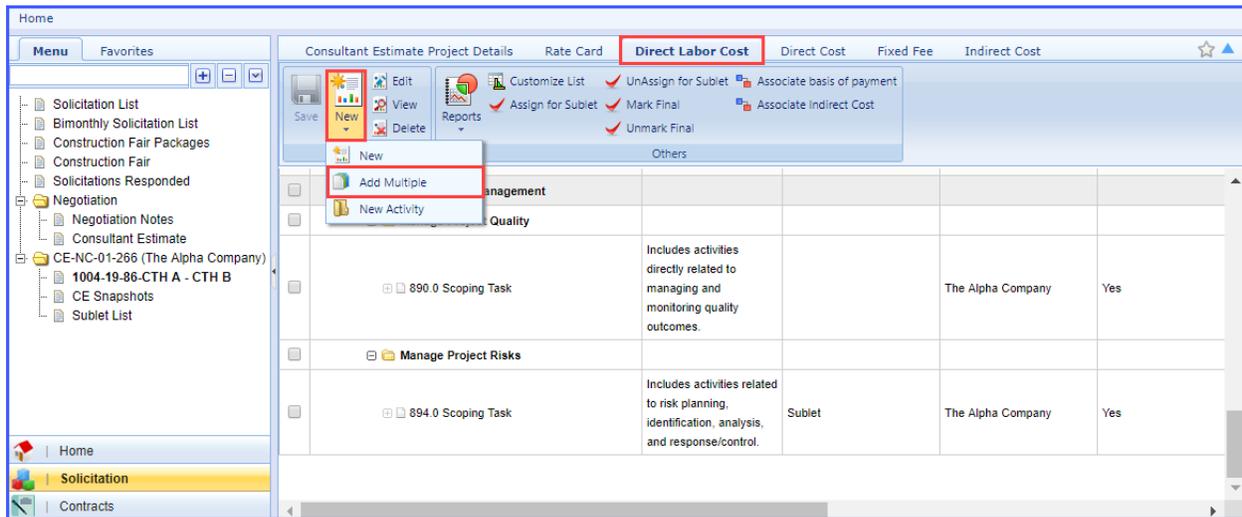
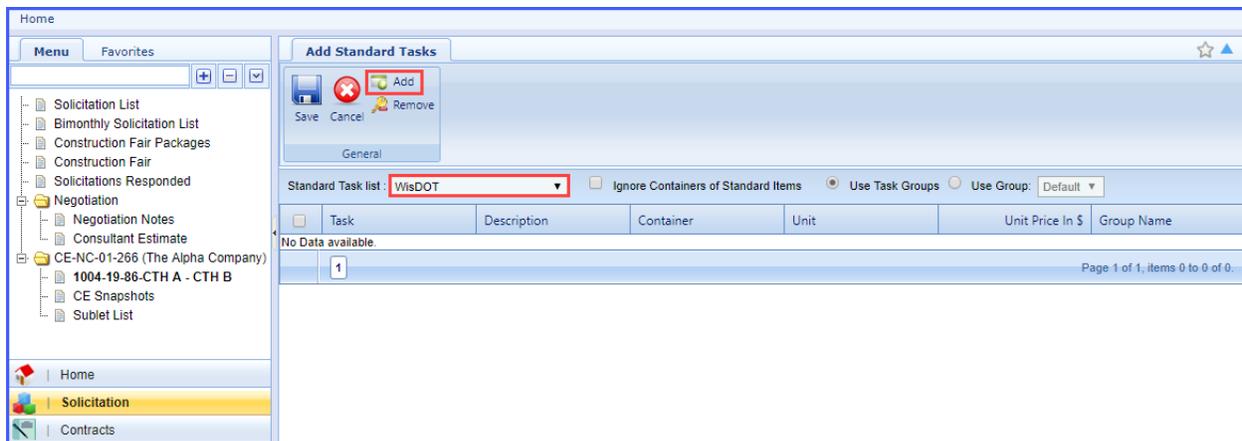


## Adding a New Task

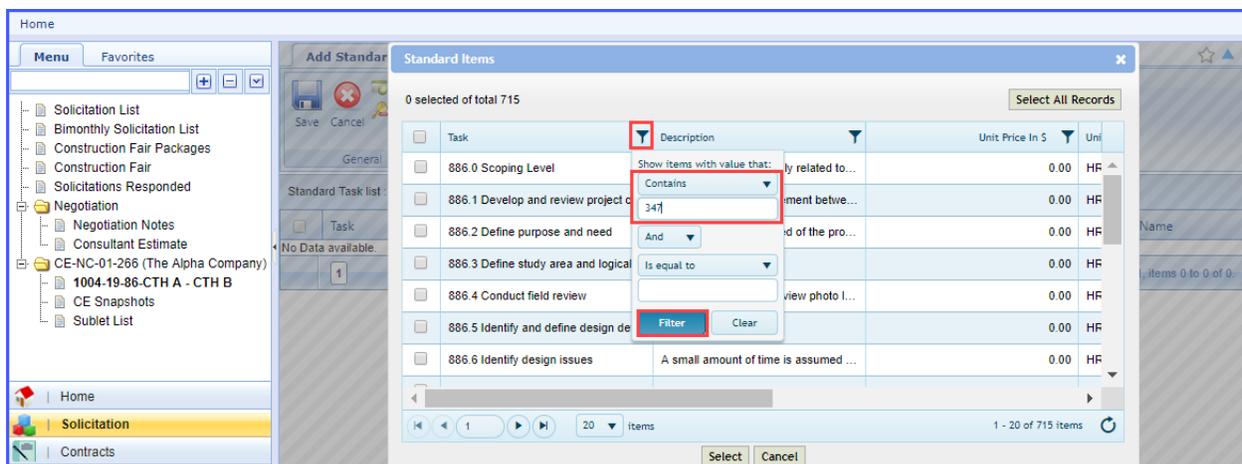
To add a new task from the task library, start on the Direct Labor Cost tab of the Consultant Estimate. In the ribbon, click **New** and then click **Add Multiple**.



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

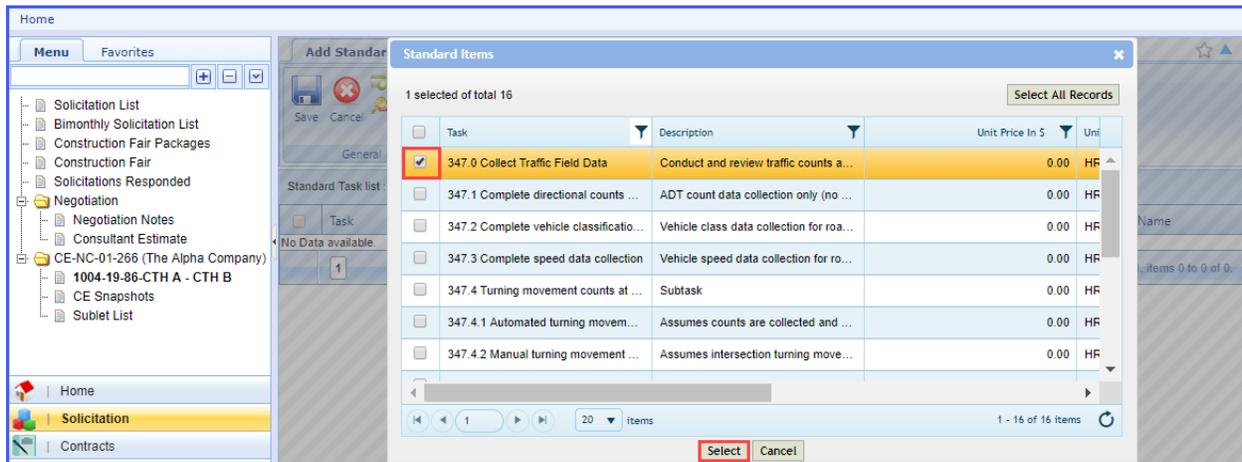


Use the filter to search for the task to be added.

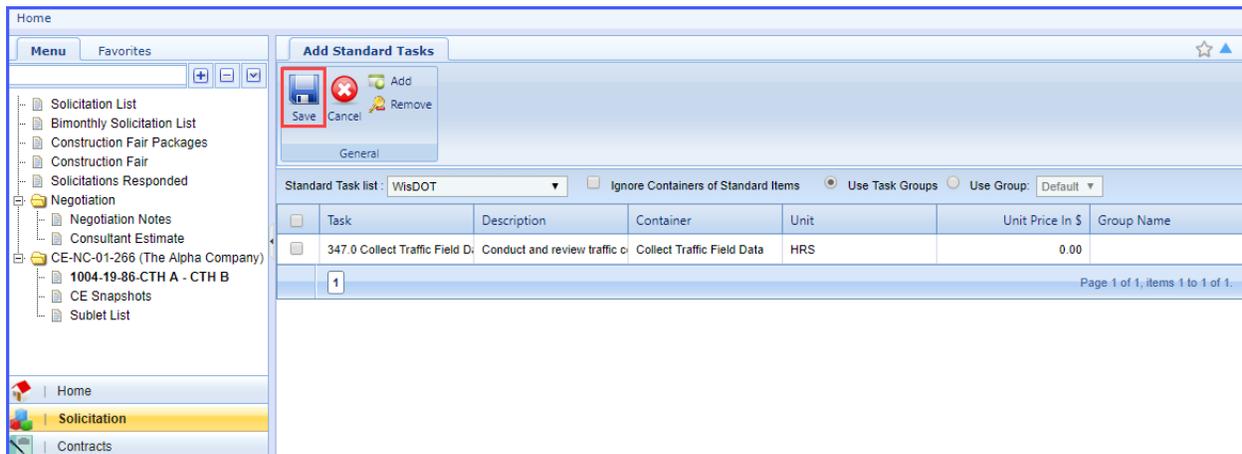


## Adding a New Task

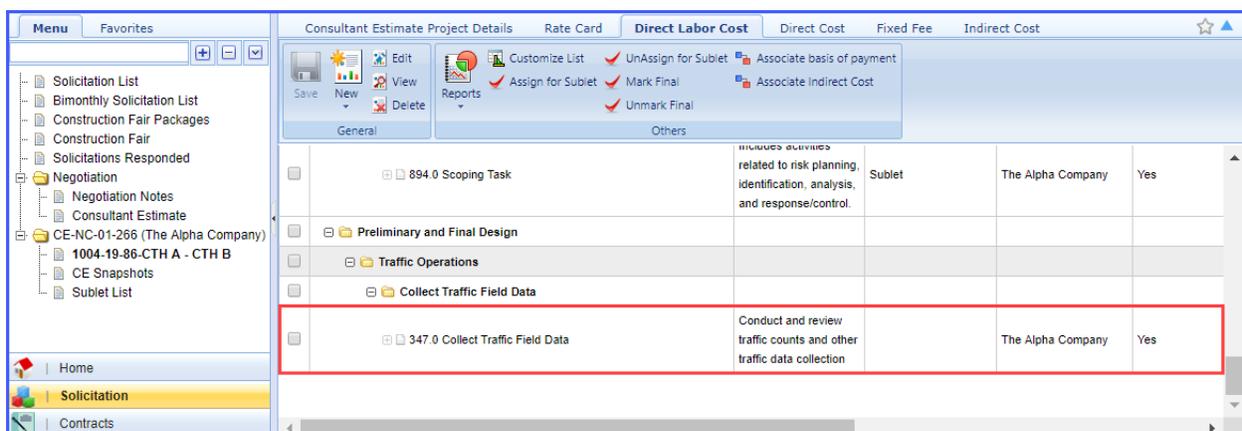
Check the box next to the task(s) to be added and click **Select**. Note: multiple tasks may be selected and added at the same time.



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



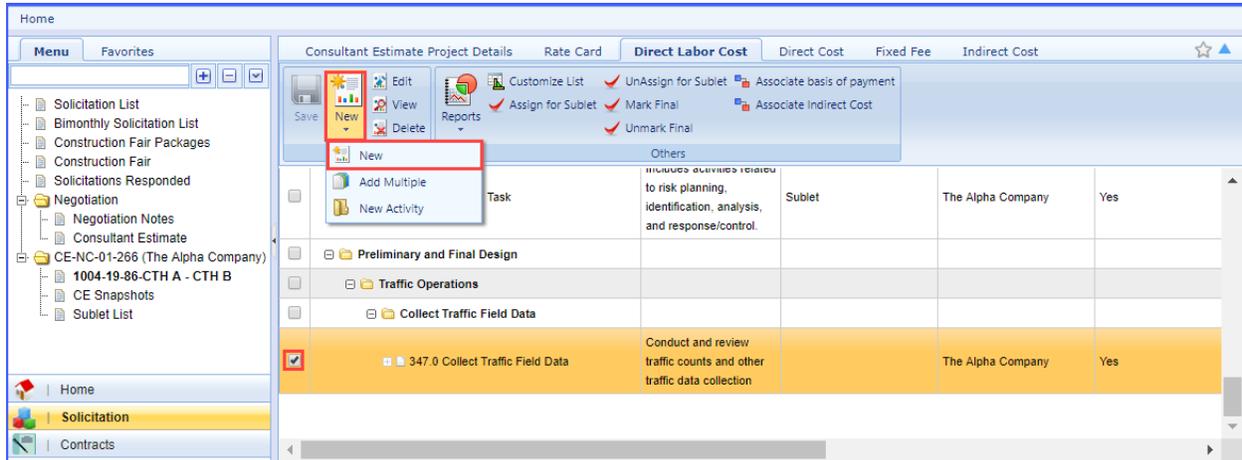
The task has now been added to the task list.



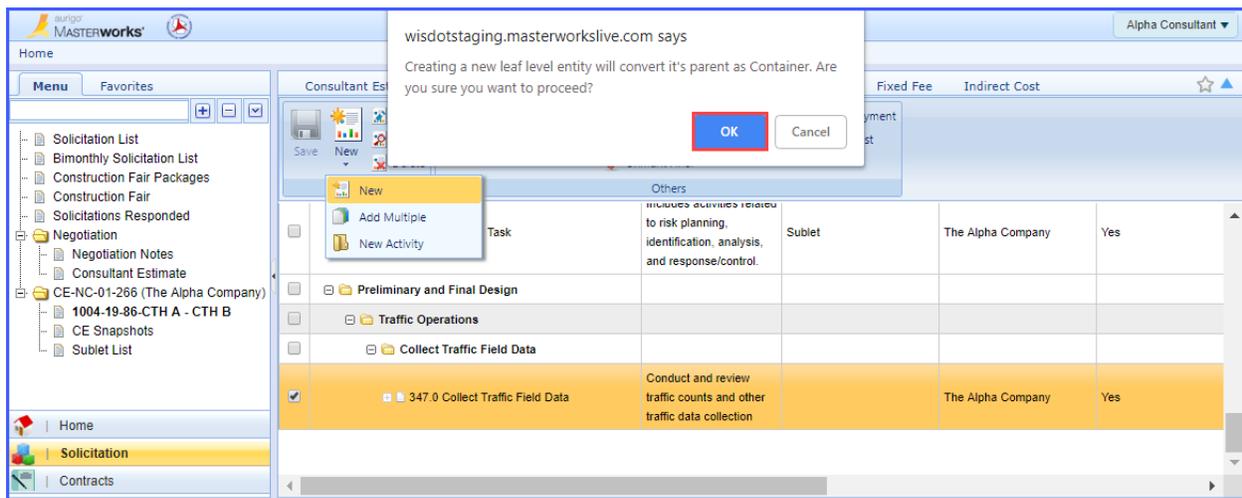
## Adding a New Task

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.

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.



## 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.

The screenshot shows a software interface with a 'New Task' dialog box. The dialog has several fields and buttons:

- Activity:** Preliminary and Final Design/Traffic Oper
- Task:** 347 Set up Traffic Control (with a 'Clear' link)
- Description:** Set up Traffic Control
- Unit:** HRS
- In Scope:** Yes
- If Authorized:** Select
- Unit Price in \$:** 0.00
- Amount in \$:** 0.00
- Basis of payment:** (dropdown)
- Rate card type:** (dropdown)
- Notes:** (text area)
- Complete:**

At the bottom of the dialog is a 'Resources' table:

Resource	Employee	Associated Indirect Cost	Rate in \$	Quantity (Hrs)	Cost in \$
No records to display.					
				Total:	Total:

Buttons for 'Save & Continue', 'Save', 'Cancel', and 'Back' are visible at the top left of the dialog. A 'WageSheet' dropdown, 'Add', and 'Delete' buttons are at the bottom left of the Resources table.