

# Navigate to Consultant Information

2/1/2021



**Wisconsin Department of Transportation**

Version 1.0

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# Version Notes

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## Version 1.0

- None

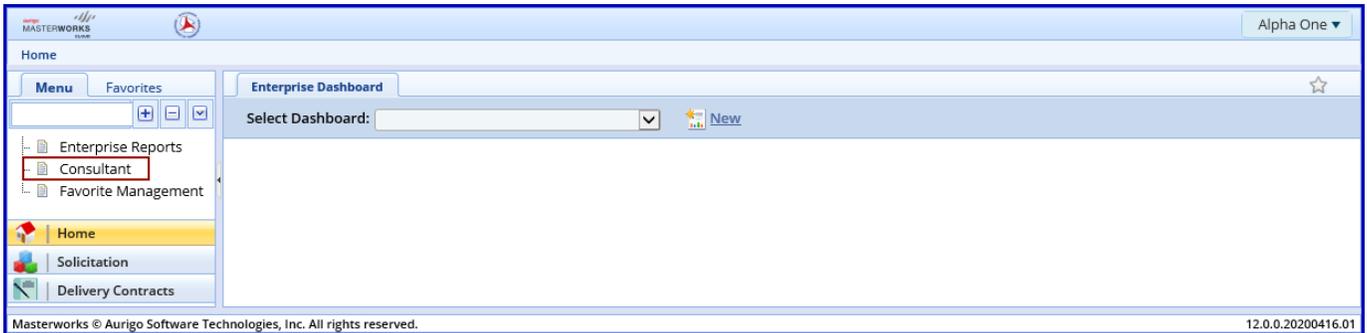
Navigate to a Prime Consultant Estimate

## 1 Additional Information

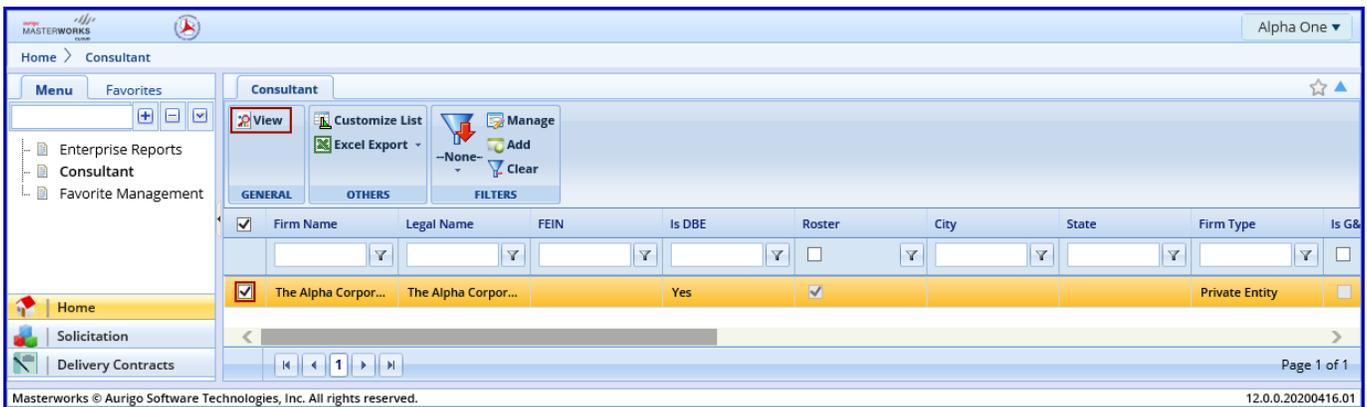
All consultant users may navigate to consultant information.

## 2 Navigate to Consultant Information

After logging in click on the **Consultant** link in the left navigation.



Select the firm in the middle of the form using the checkbox ✓ and click **View**.



## Navigate to a Prime Consultant Estimate

Expand the + **Consultant** and + **Firm Name** folders to see links for firm information.

- Direct Cost Type: Current and history of approved direct cost types
- Indirect Cost Type: Current and history of approved indirect cost rates
- Consultant Report: Current and history of Consultant Reports (formerly DT1538)
- Consultant – Past Projects: Library of past projects that may be used to assist completing NOIs
- Consultant – User Accounts: Firm employees that have permission to use Masterworks
- Consultant Financial Report: Current and history of Consultant Financial Reports (formerly DT1865)
- Key Staff: Library of employees and information that may be used to assist completing NOIs and create rate cards
- Snapshots: History of Consultant Financial Report and Consultant Report exchanges between the consultant and WisDOT.

The screenshot shows the Masterworks software interface. The left navigation pane is expanded to show the 'Consultant' folder, which contains sub-folders for 'The Alpha Corporation', 'Direct Cost Type', 'Indirect Cost Type', 'Consultant Report', 'Consultant - Past Projects', 'Consultant - User Accounts', 'Consultant Financial Report', 'Key Staff', and 'Snapshots'. The main content area displays the following information:

**Firm Federal Identification Number** :  
**Legal Name** \* : The Alpha Corporation  
**Firm Name** \* : The Alpha Corporation  
**Firm Type** \* : Private Entity

**OFFICE LOCATIONS**

| Addr... | Addr... | Addr... | City | State | Coun... | Zip Code | Telep... Number | FAX Number | Num... of Staff | Prim... Location |
|---------|---------|---------|------|-------|---------|----------|-----------------|------------|-----------------|------------------|
| 1       | 2       | 3       |      |       |         |          |                 |            |                 |                  |

No records to display.

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