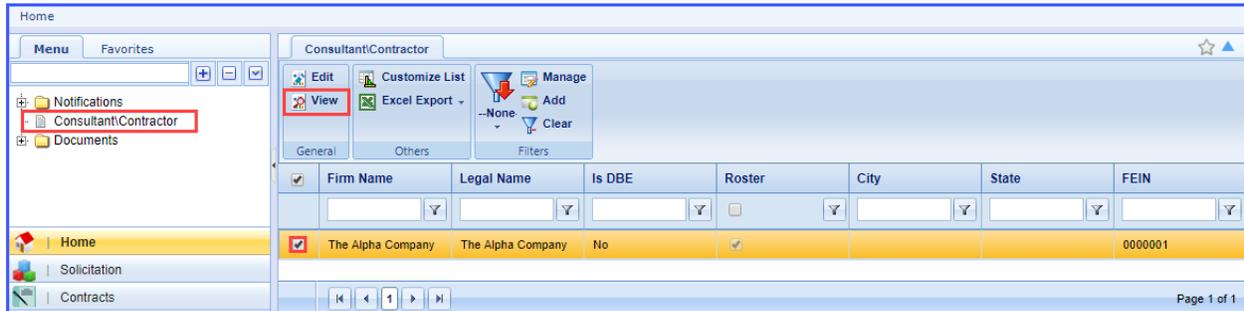


Adding Key Staff

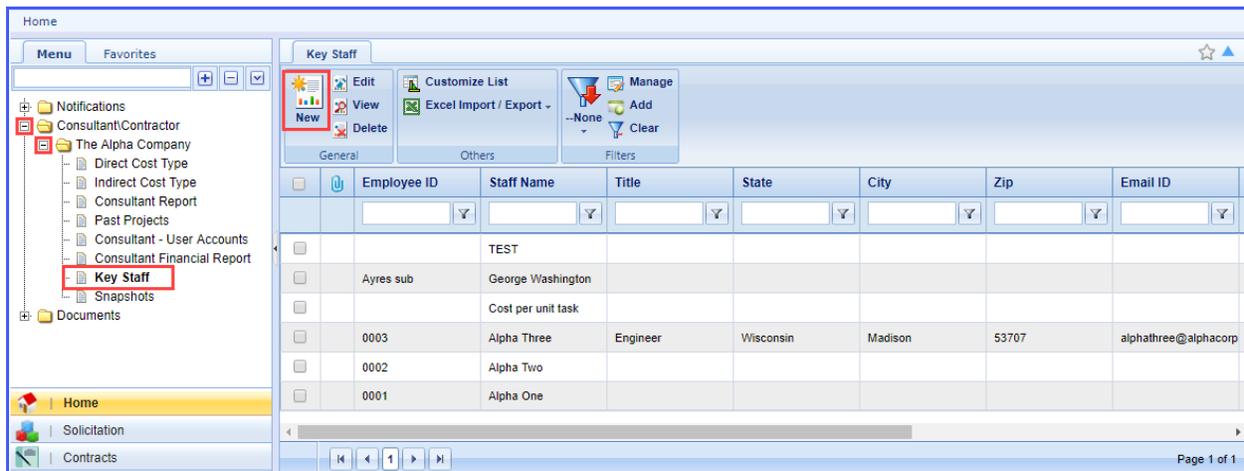
After logging in, click the **Consultant\Contractor** link, check the box next to the firm in the middle of the page and click **View**.



The screenshot shows the 'Consultant/Contractor' interface. On the left, a navigation pane shows 'Consultant/Contractor' highlighted. The main area has a toolbar with 'View' highlighted. Below the toolbar is a table with columns: Firm Name, Legal Name, Is DBE, Roster, City, State, and FEIN. The table contains one row for 'The Alpha Company' with a checked checkbox in the Roster column.

Firm Name	Legal Name	Is DBE	Roster	City	State	FEIN	
<input checked="" type="checkbox"/>	The Alpha Company	The Alpha Company	No	<input checked="" type="checkbox"/>			0000001

Expand the folders for Consultant\Contractor and the consultant firm. Click on the **Key Staff** link and click **New**.



The screenshot shows the 'Key Staff' interface. On the left, a navigation pane shows 'The Alpha Company' expanded, with 'Key Staff' highlighted. The main area has a toolbar with 'New' highlighted. Below the toolbar is a table with columns: Employee ID, Staff Name, Title, State, City, Zip, and Email ID. The table contains several rows, including 'Ayres sub', 'TEST', and 'Alpha Three'.

Employee ID	Staff Name	Title	State	City	Zip	Email ID	
<input type="checkbox"/>		TEST					
<input type="checkbox"/>	Ayres sub	George Washington					
<input type="checkbox"/>		Cost per unit task					
<input type="checkbox"/>	0003	Alpha Three	Engineer	Wisconsin	Madison	53707	alphathree@alphacorp
<input type="checkbox"/>	0002	Alpha Two					
<input type="checkbox"/>	0001	Alpha One					

Adding Key Staff

Fill out the employee information and click **Save**.

The screenshot shows a software application window titled "Home" with a "Key Staff Details" tab. The interface includes a navigation pane on the left with a tree view containing folders like "Notifications", "Consultant/Contractor", "The Alpha Company", "Direct Cost Type", "Indirect Cost Type", "Consultant Report", "Past Projects", "Consultant - User Accounts", "Consultant Financial Report", "Key Staff", "Snapshots", and "Documents". The main area displays the "Key Staff Details" form with the following fields:

- Employee ID :
- First Name : *
- Middle Name :
- Last Name :
- Title :
- Firm : The Alpha Company
- State :
- City :
- Zip :
- Email ID :

At the top of the form, there are "Save" and "Cancel" buttons, with the "Save" button highlighted by a red box. A "General" tab is also visible below the buttons. The bottom of the window shows a taskbar with icons for "Home", "Solicitation", and "Contracts".