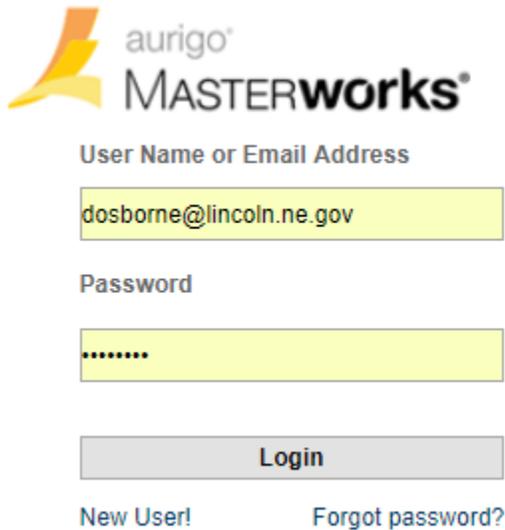


ADDING ITEMS TO CITY PRIVATE CONSTRUCTION AGREEMENTS

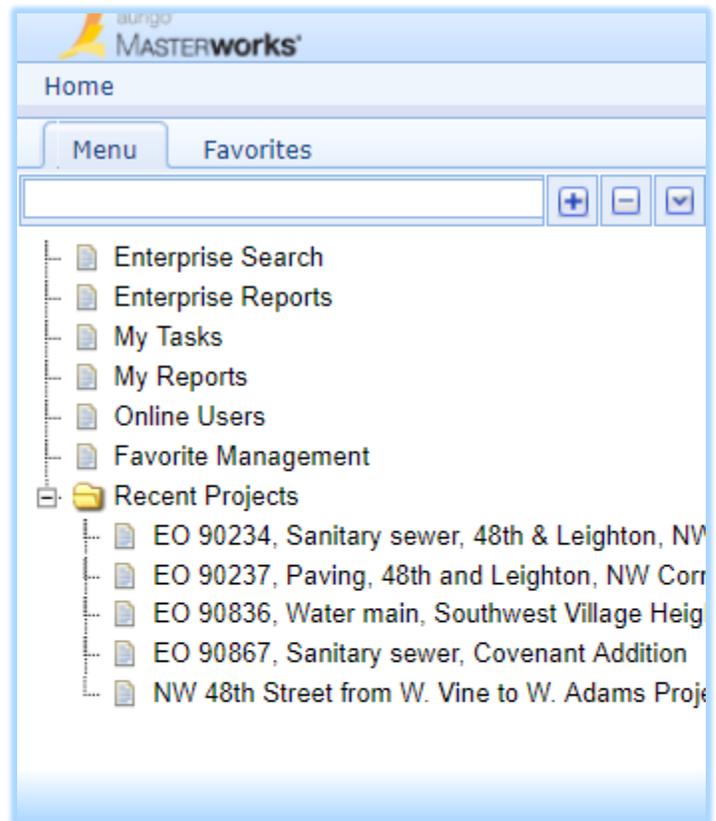
Your User Name and Password will be provided to you.

<https://lincoln.masterworkslive.com/Modules/USRMGMT/Login.aspx>

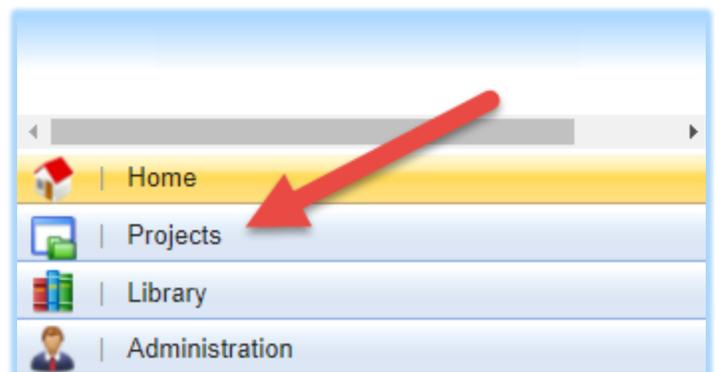
Log in Screen:



The login screen features the aurigo MASTERworks logo at the top left. Below it, there are two input fields: 'User Name or Email Address' containing 'dosborne@lincoln.ne.gov' and 'Password' with masked characters. A 'Login' button is positioned below the password field. At the bottom, there are links for 'New User!' and 'Forgot password?'.

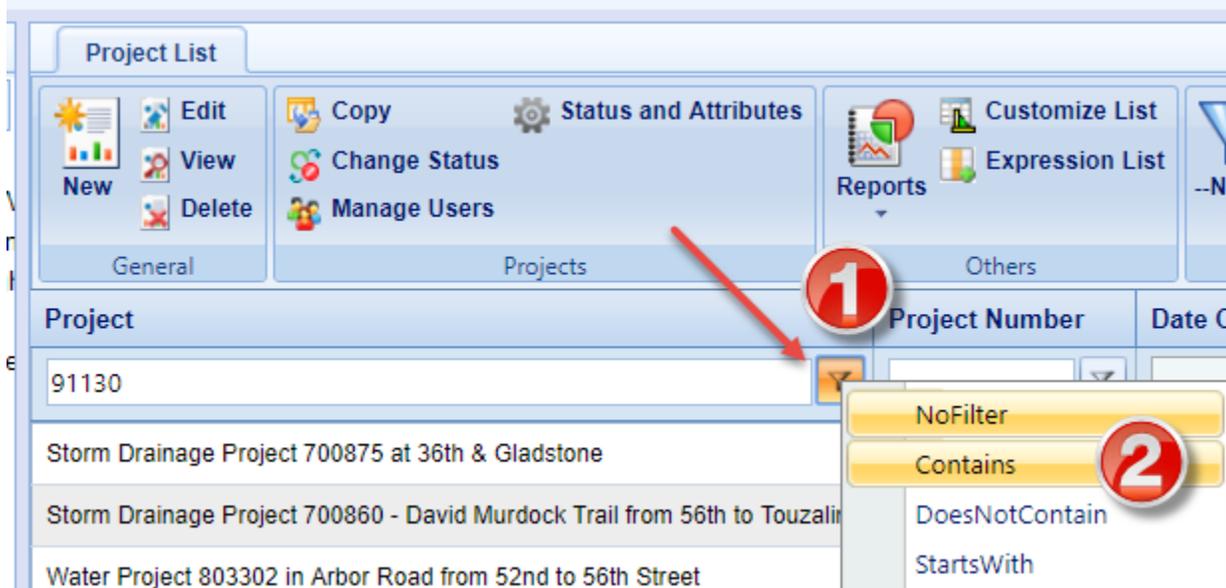


When you first log in to MasterWorks, the shortcut to Projects is at the bottom of the page.

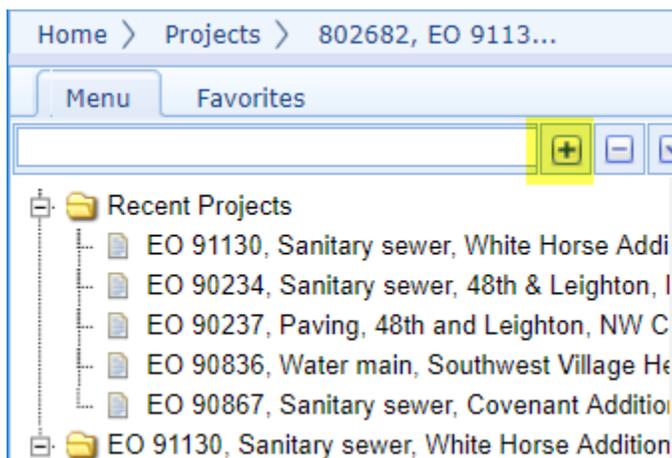


The projects will be added by the Contract Administrators and you will be added to the projects.

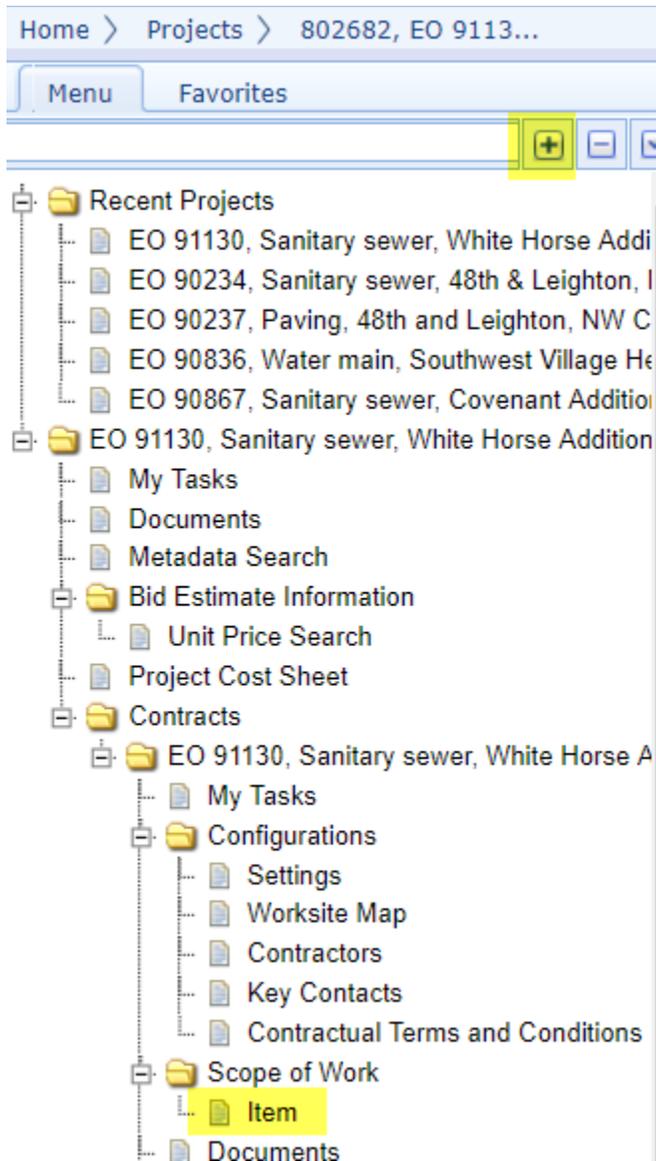
To find your project – once you click on the Projects shortcut, it will open the project list. In the blank space at the top of the Project column enter the EO# and click the Filter button  and choose Contains.



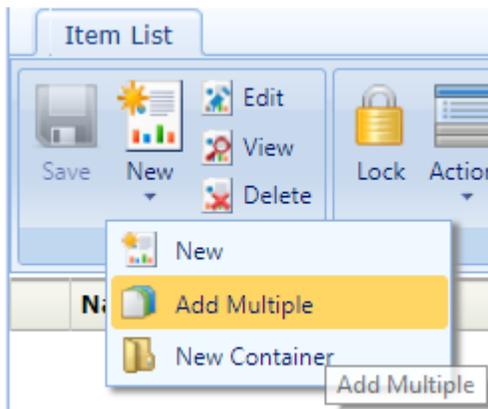
It will appear in the list. Double click on it and it will show up in the left column. Click the + sign at the top of the list and it will expand the project.



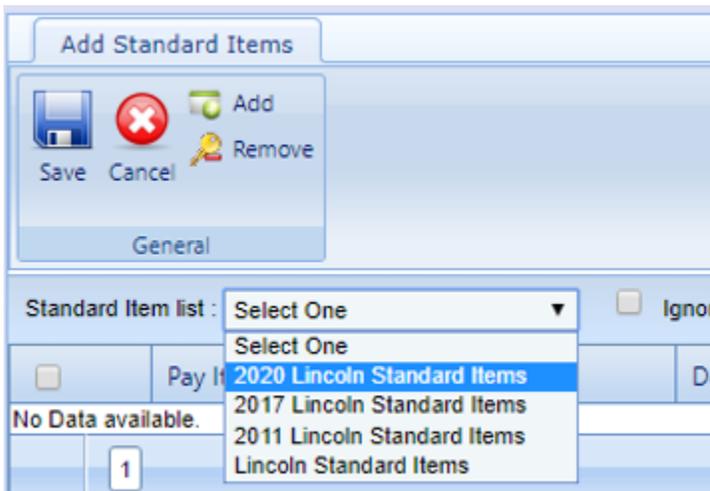
To add items, go down to Scope of Work under the Contracts folder.



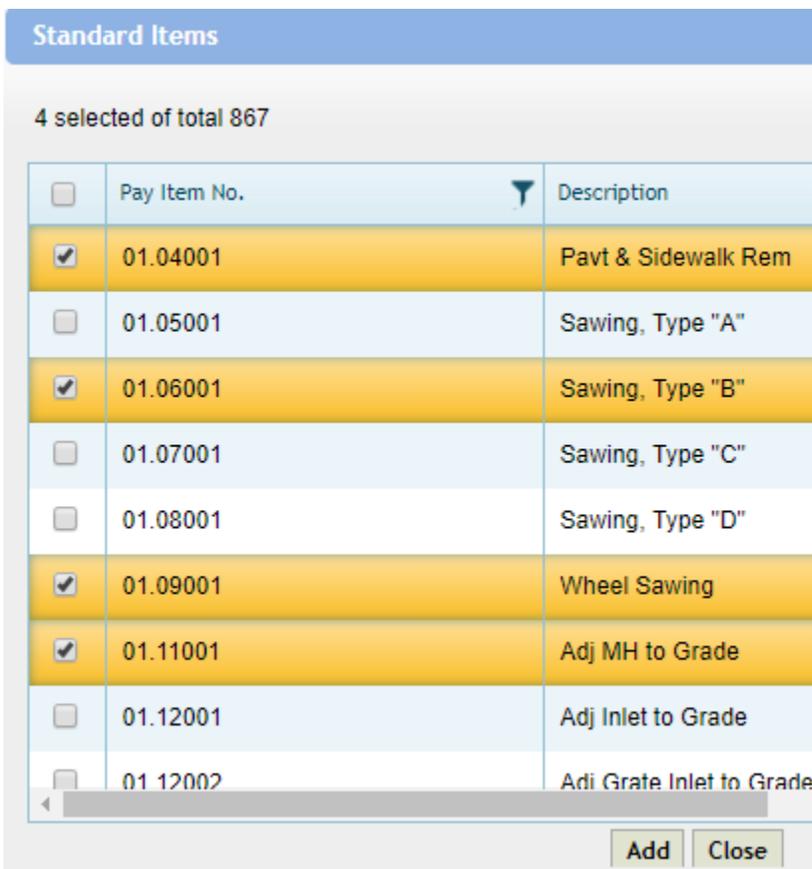
On the right half of the screen will be the Item List. Click New, then Add Multiple.



In the Standard Item list field, choose **2020 Lincoln Standard Items** then click Add.



All the Pay Items will be ready for you to select your items.



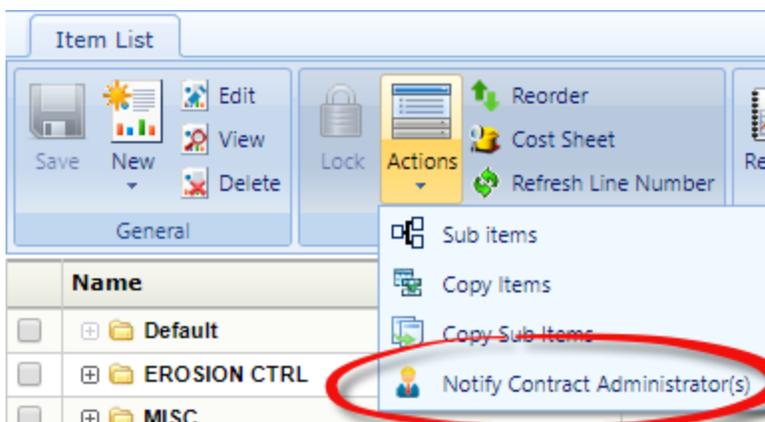
Choose your items and click Add and Close. On the next screen click Save.

Now you will need to enter the Quantities.

Name	Line Number	Item Description	Group	Unit	Quantity	Unit Price in \$	Amount
GENERAL							
01.01001	1	Const Staking	Default	LS	0.0000	0.0000	
01.03001	2	Property Pin Establishment	Default	EA	0.0000	\$ 0.0000	
01.05001	3	Sawing, Type "A"	Default	LF	0.0000	\$ 0.0000	
01.06001	4	Sawing, Type "B"	Default	LF	0.0000	\$ 0.0000	
01.07001	5	Sawing, Type "C"	Default	LF	0.0000	\$ 0.0000	
01.01001	6	Const Staking	Default	LS	0.0000	\$ 0.0000	
01.03001	7	Property Pin Establishment	Default	EA	0.0000	\$ 0.0000	
01.05001	8	Sawing, Type "A"	Default	LF	0.0000	\$ 0.0000	
01.06001	9	Sawing, Type "B"	Default	LF	0.0000	\$ 0.0000	
01.07001	10	Sawing, Type "C"	Default	LF	0.0000	\$ 0.0000	

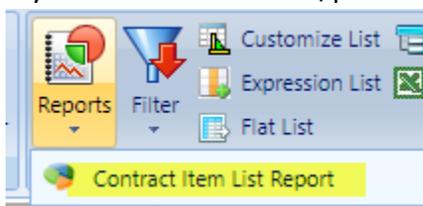
Double-click in the Quantity field so it is highlighted and enter the quantity. When you are finished click **Save**. **Note:** If you add misc. items (50.xxxxx) you will also need to double-click on the Item Description and type in description on misc. item.

When quantities are complete, click the Actions button. Choose **Notify Contract Administrator(s)**.



This step is now complete!

If you would like to view/print a report of the items, click on Reports and choose Contract Item List Report or you can export it to Excel.



If you have any issues or questions, please, don't hesitate to contact me.

Diane Osborne

City of Lincoln
 949 West Bond St, Suite 200
 Office (402) 441-5919
 Cell (402) 416-5314
DOsborne@lincoln.ne.gov

The link below will allow you to sign up for the classes listed below. More classes will also be available in April.

<https://www.signupgenius.com/go/70A0B48A5AE28A3FB6-masterworks1>



LTU

Masterworks Adding Inventory Items to Projects

In this class you will learn how to search and add item quantities to Private Construction Agreement projects in MasterWorks Project Management software. We will also go over notifying the Contract Administrator when you have completed adding inventory quantities. You will also learn how to print out a list of those items.

 [Sync Entire Sign Up to My Calendar](#)

Created by:  Technology Services 

Opportunity	Location	Date (mm/dd/yyyy CST)	 Calendar View
Masterworks Add Quantities	MSC Knowledge Center 	02/24/2020 (Mon, 9:00am - 10:00am) (12)	Sign Up 
	MSC Knowledge Center 	02/25/2020 (Tue, 9:00am - 10:00am) (12)	Sign Up 
	MSC Knowledge Center 	02/27/2020 (Thu, 9:00am - 10:00am) (12)	Sign Up 
	MSC Knowledge Center 	03/05/2020 (Thu, 8:00am - 9:00am) (12)	Sign Up 
	MSC Knowledge Center 	03/11/2020 (Wed, 8:00am - 9:00am) (12)	Sign Up 