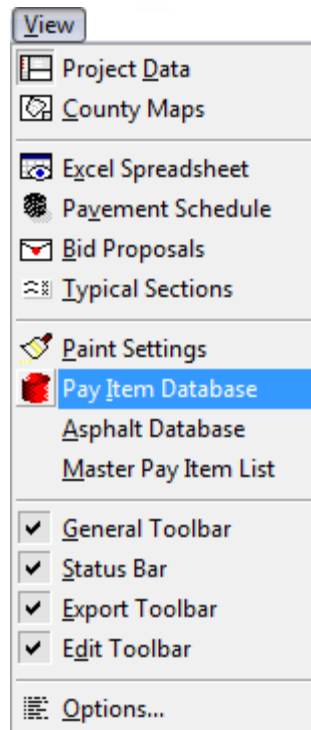




Adding Items to the Master Pay Item List (MPIL)

In order to add a new item to your local copy of the MPIL, you must first make sure you are using the latest MPIL.



(View Drop-Down Menu)

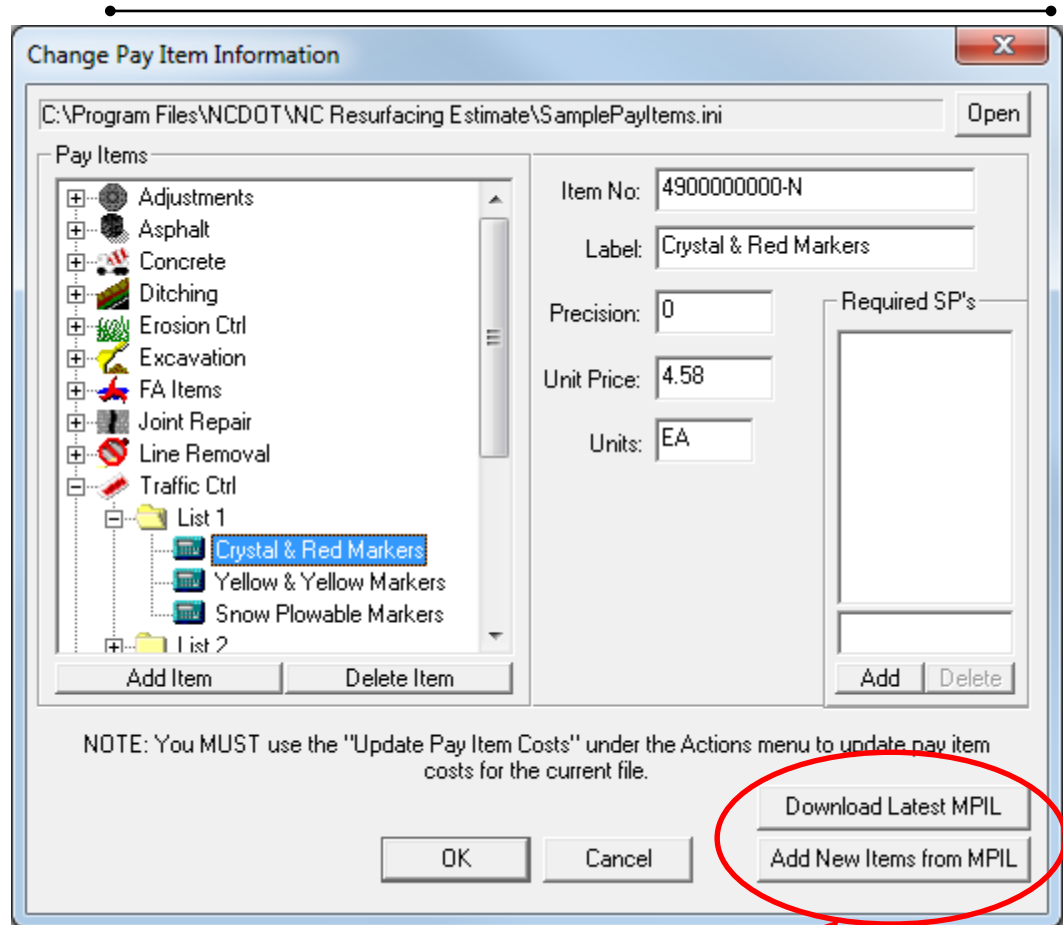
Step	Action	Result
1	Select PAY ITEM DATABASE from the VIEW drop-down menu.	The Change Pay Item Information Window will appear.

 **NOTE:** You can also access this window by clicking the  **EDIT/VIEW PAY ITEMS** button.

Continued on Following Page

Adding Items to the Master Pay Item List (MPIL)

(Continued)



(Change Pay Item Information Window)

At the bottom of this window are 2 buttons:

- Download Latest MPIL
- Add New Items from MPIL

NOTE: Whenever you add an item, you will need to get the most recent pay items from the list maintained by the **Contract Standards** group.

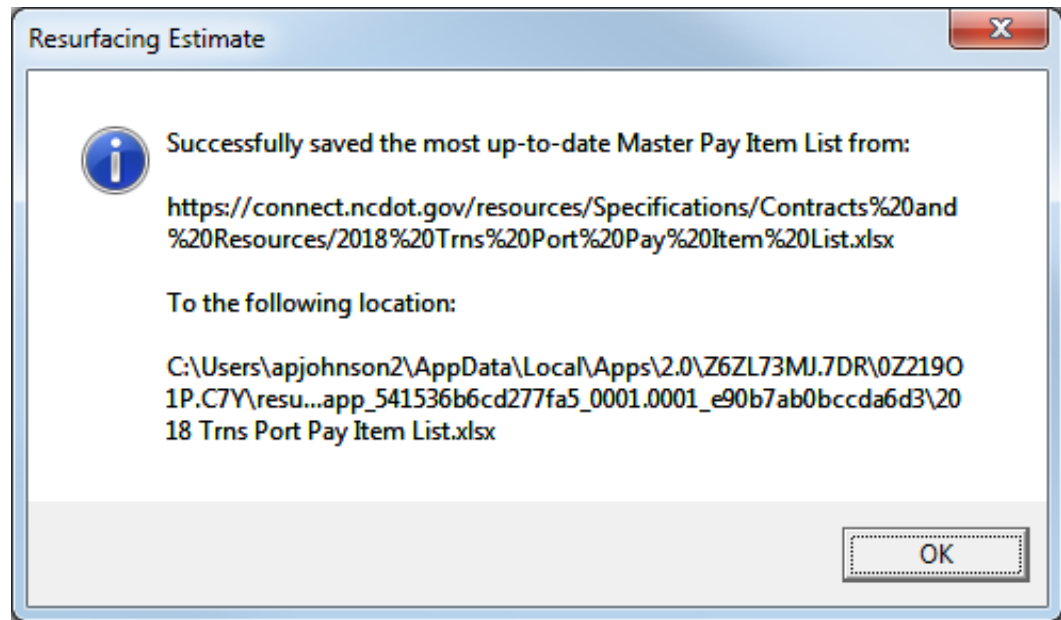
Downloading the Latest MPIL

2	Click the DOWNLOAD LATEST MPIL button.	After a few seconds, the following message will appear.
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Continued on Following Page

Adding Items to the Master Pay Item List (MPIL)

(Continued)



(MPIL Download Confirmation Dialog)

Adding a New Item from the MPIL

3	Click OK to close the dialog.	The latest MPIL has been downloaded to your machine.
4	To add a new item, click the ADD NEW ITEMS FROM MPIL button.	The ADD PAY ITEMS FROM MPIL dialog will appear.


Continued on Following Page

Adding Items to the Master Pay Item List (MPIL)

(Continued)

(Add Pay Items from MPIL Dialog)

5	If you know the item number, select it from the drop-down list in the ITEM NUMBER field. To filter the list, start typing the number in the field.	The description of the selected item will appear in the DESCRIPTION field.
6	If you don't know the item number, select the description of the item from the drop-down list in the DESCRIPTION field. To filter the list, start typing the description in the field.	The number of the selected item will appear in the ITEM NUMBER field.

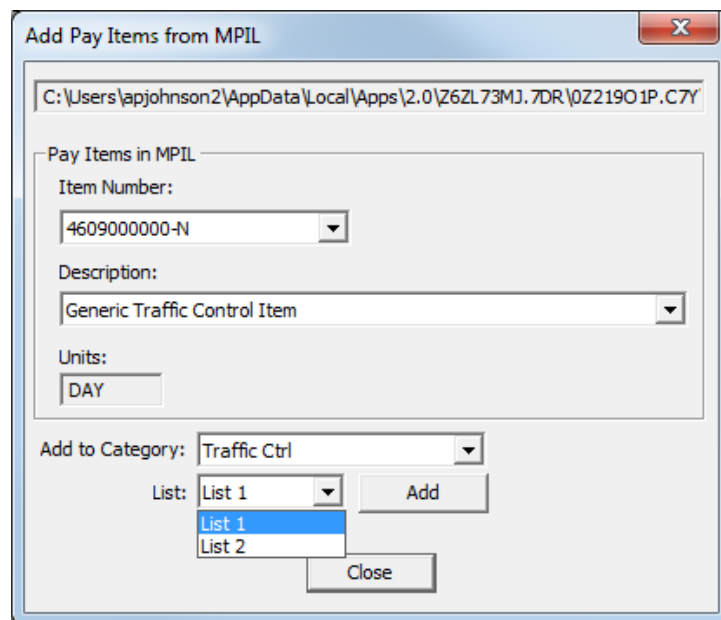
 **NOTE:** The unit of measurement will default in the **UNITS** field. Check this value to make sure you've selected the correct item.

7	If the category doesn't default, add the category you would like to add the item to from the drop-down in the ADD TO CATEGORY field.	N/A
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Adding Items to the Master Pay Item List (MPIL)

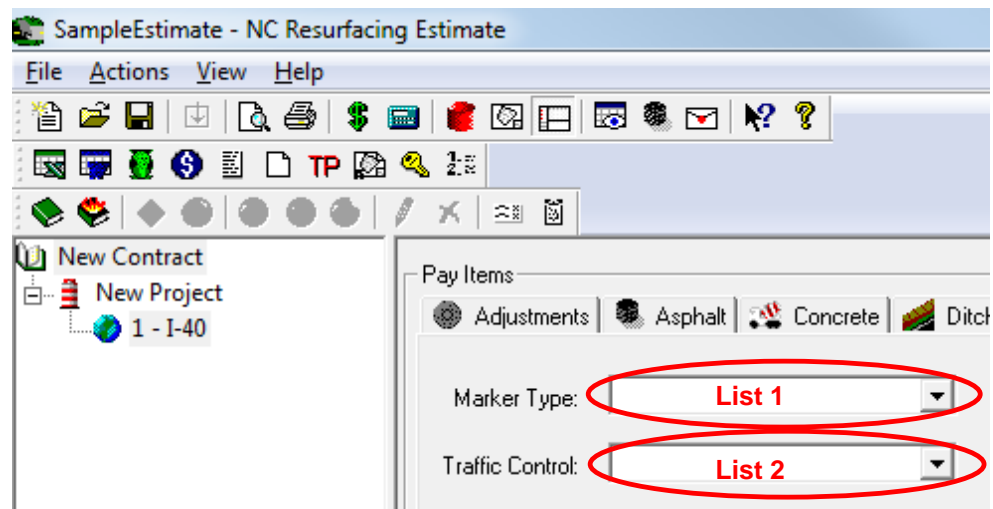
(Continued)



(Add Pay Items from MPIL Dialog)

Once the **ADD TO CATEGORY** field has been populated, the **LIST** drop-down will update.

Each category has its own tab. The lists represent the drop-down boxes on each category tab.



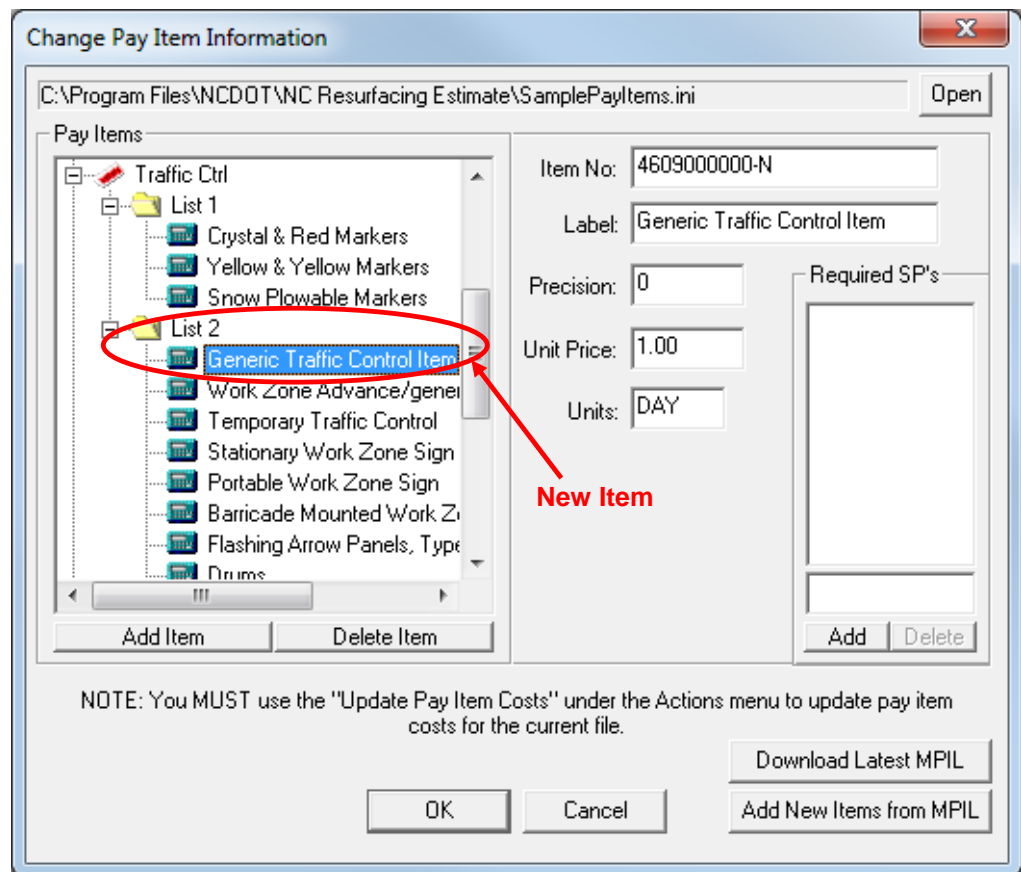
(Traffic Control Category Tab)

Continued on Following Page

Adding Items to the Master Pay Item List (MPIL)

(Continued)

8	Select the list you would like to add the item to from the drop-down in the LIST field.	N/A
9	Click the ADD button.	The item will be added to the selected list and category
10	Click the CLOSE button	The Add Pay Items from MPIL dialog will close.



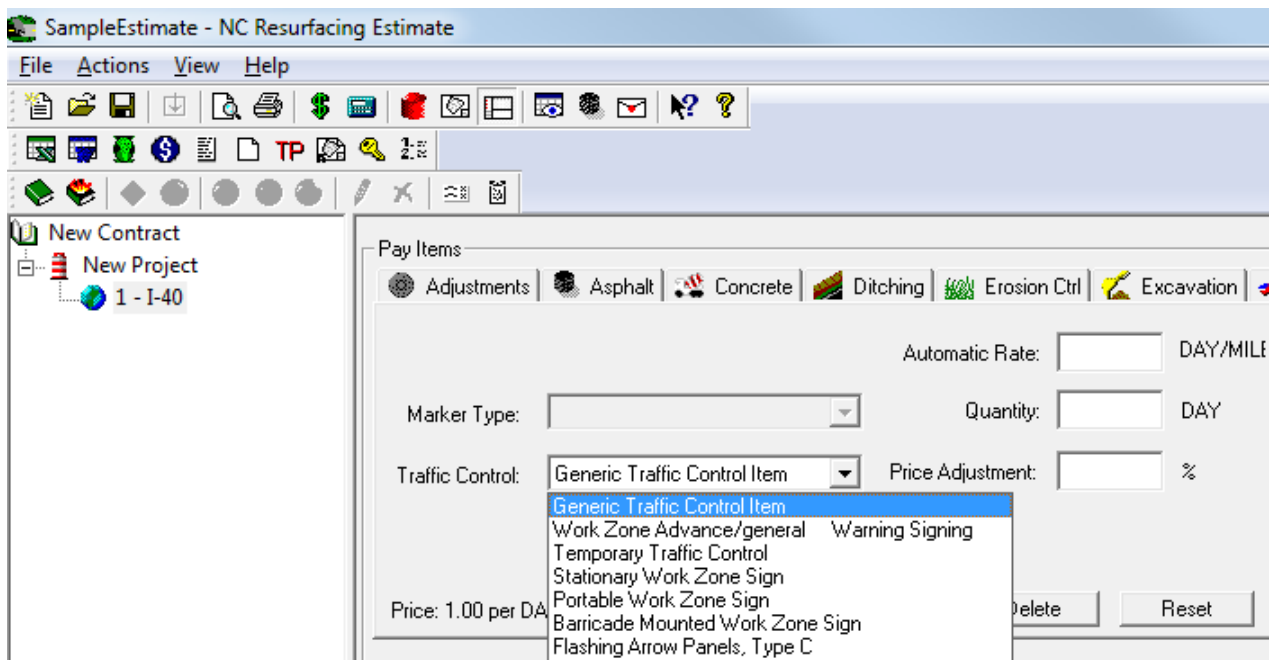
(Change Pay Item Information Dialog)

If you expand the category, you will see that the item has been added to the specified list.

Continued on Following Page

Adding Items to the Master Pay Item List (MPIL)

(Continued)



(Change Pay Item Information Dialog)

Once the item has been added, you will be able to select it from the drop-down list it was added to. Then you will be able to fill in the remainder of the information and add it to the project.