Simple Cost Estimate Instructions:

1. Navigate to the project tree in masterworks
2. Select “**Documents**” in the project tree
3. Click “**New**”
4. Fill in the *Title* for the image being uploaded and click “**Select Files”** to initiate the document browser to find your image in your computer. Leave the *Workflow* drop-down selection as “**None**”. For your *Document Type* select “**Project Site Details**”*.* (Please note you can only have a single picture with this designation, if you are updating to a newer picture please reclassify, or delete, the existing one. This is the picture we will use in the Annual Report)
5. Click “**Save**”
6. Click on “**Home**” which should be on the bottom left of your screen.
7. Click “**Enterprise Reports**”.
8. Double-click “**CIP Annual Report**”.
9. In the *Project Name* drop-down menu, make sure “(**Select All**)” is unchecked.
10. In the *Project Name* drop-down menu select your project, which should now be the only project selected. In the *Include In Annual Report* drop-down menu select “**No**”. After those drop-down menus are correct, click “**View Report**”. The page will refresh and give you a Project Summary Sheet which will display the Project Picture you’ve uploaded. This can be printed or Saved as a PDF.

Step-by-Step instructions with pictures start on the next page. [<Control+Click here>](#Steps)

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Project Summary Sheet:

