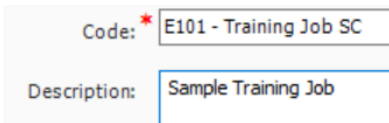


CREATE A NEW JOB

1. Go to the InEight Estimate Backstage view, under **Create a new Job from...** select **Scratch**. Or from the left sidebar menu, click **New** select **Scratch**.

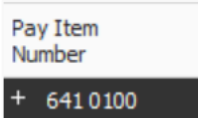
2. On the New Job dialog, name the **Code** field.
3. Type in a **description** in the Description field.



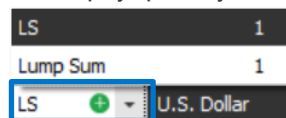
4. Click **OK** to create the new project.

CREATE A PAY ITEM

1. Select **Setup** tab ► **Pay Item & Proposal**.
2. In the Pay Item Number column, in the first blank row, type a **number value**.

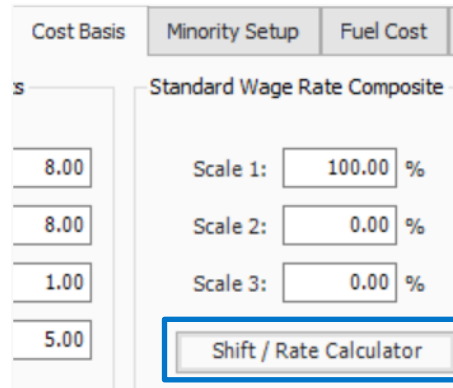


3. In the Description column, type a **description**.
4. Add a pay quantity and unit of measure.



SHIFT RATE CALCULATOR

1. Click on **Job Properties** ► **Cost Basis** tab, select the **Shift Rate Calculator** button.



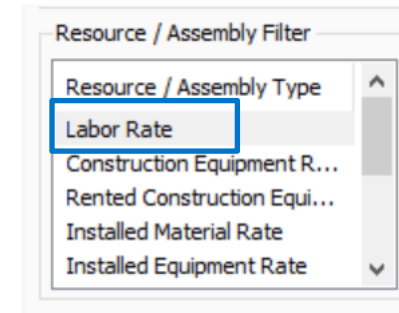
2. For Shift 1, type a **number value** of hours in the **Work Hours** fields as needed.

Shift 1	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	TOTAL
Work Hours	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Scale 1	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Scale 2	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Scale 3	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

3. Designate how many of your work hours will be in Scales 1, 2 (overtime) and 3 (double-time) for each of your days.
4. Click **OK**.

IMPORT FILTERED RESOURCES

1. Click on **Job Properties** ► **Cost Basis** tab, select the **Labor Rate** resource type.



2. Select the Resource / Assembly File Description.
3. Select the Geographic Area.
4. Select the Wage Zone (Work Center).
5. Select the Organizational Category.
6. Select the other resource types to apply filters as needed.
7. Select the **Import Filtered Resources** button to bring your selected resources into the job.

