

# QUICK GUIDE RESOURCES AND RESOURCE ASSEMBLIES



You can add resources at the job or Library level from the Setup tab.

## CREATE A LABOR RESOURCE

1. Click on **Resources** ► Select the **Labor** tab.
2. Right click on any row header and select **New**.
3. Type a resource code in the **Code** field.
4. Fill in the **Description** field.
5. Click on the resource's **Setup** tab and select **Standard Labor Rate File** from the **Resource File** drop-down list.
6. Choose the other drop-down settings as highlighted.

7. On the **Charge Rate** tab, expand **Labor** and under **Labor Base** type in a dollar value.
8. Expand **Labor Burden** and under **Labor Fringes**, type in a dollar value for **Pension** and **Subsistence**.

Cost Category Breakdown		Amount
▼ Total		\$124.00
▼ Labor		\$124.00
Labor Base		\$52.00
▼ Labor Burden		\$15.00
▼ Labor Fringes		\$10.00
Travel		\$0.00
Premium		\$0.00
Holiday		\$0.00
Savings		\$0.00
Pension		\$3.00
Vacation		\$0.00
Subsistence		\$2.00
Health & Welfare		\$0.00

9. Define an overtime and double-time rate for the resource. Choose the other drop-down settings as highlighted.

**Base Wage Factors for Overtime**

Use Base Wage Factors for Scales 2 and 3

Scale 2 Factor:  x Base Wage

Scale 3 Factor:  x Base Wage

This option multiplies the Scale 1 base wage by the factors entered here to automatically calculate the base wage for Scales 2 and 3.

10. Click **OK**, to close the record.

## CREATE A RENTAL EQUIPMENT RESOURCE

1. Open the **Library Resource Rates Register**.
2. Select the **Rented Construction Equipment** tab.
3. Right click on any row header and choose **New**.
4. Type a resource code in the **Code** field.
5. Fill in the **Description** field.
6. Click on the resource's **Setup** tab and select **Standard Rental Rate File** from the Resource File drop-down list.
7. Select a category from the **Organizational Category** drop-down list.

8. Click **OK**, to close the new record.

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## NON-HOURLY RATE CALCULATOR

1. From the **Resource Rate Register**, open a **Rented Construction Equipment** record to the **Charge Rate** tab.
2. Under **Non-Hourly Period Charge Rates**, check the **Calculate Non-Hourly Period Charge Rates** checkbox.
3. Click **OK**.
4. In the **Period** field, select a time period.
5. In the **Amount Per Period** field, type in an amount.
6. Type in the number of hours in the **Hours Per Period** field.

7. Click **OK** to close the record.

## CREATE AN INSTALLED MATERIAL RESOURCE

1. Click on **Resources** ► Select the **Installed Materials** tab.
2. Right click on any row header and select **New** from the drop-down menu.
3. Type a resource code in the Code field.
4. Fill in the Description field.
5. Select a **unit of measure (UM)** from the Unit of Measure drop-down list.

6. On the resource's Setup tab, under Resource File select **Standard Material Rate File**.
7. On the **Charge Rate** tab, expand **Materials** and enter an amount in the **Installed Materials** field.

Cost Category Breakdown	Amount
Total	\$0.00
Materials	\$0.00
<b>Installed Materials</b>	\$0.00
Undefined Materials	\$0.00

8. Click **OK** to finish adding this resource.

## CREATE A RESOURCE ASSEMBLY

1. Click on **Resource Assemblies**.
2. Right-click on any **row header** and select **New** from the drop-down menu.
3. Type an assembly code in the **Code** field.
4. Fill in the **Description** field.
5. In the **Assembly Details** register, click in the **Resource Code** column in the first blank row, and then select the **Resource icon** that appears in the cell.

6. On the **Labor** tab of the register, select a labor resource and click **OK** to add.

7. Add two additional resources.
8. Click **OK** to save and close the new assembly.

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