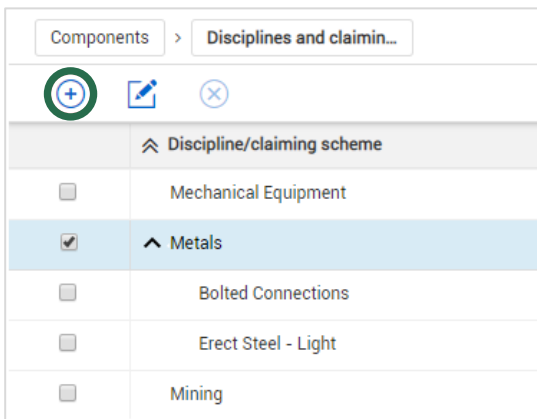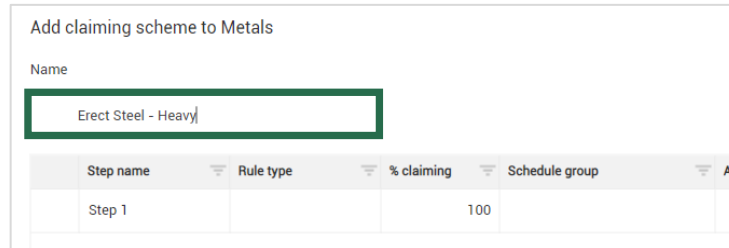## BUILD A CLAIMING SCHEME

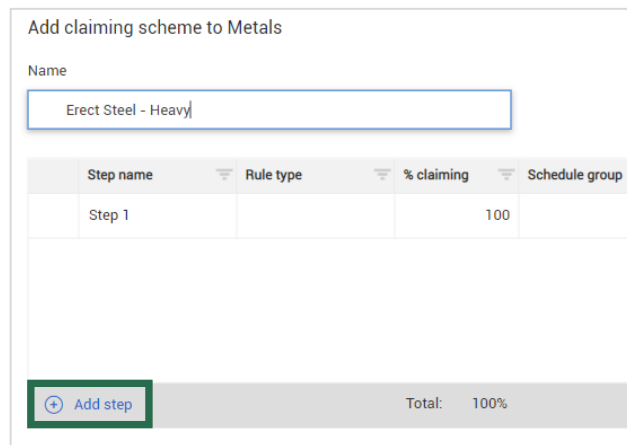1. From the Actions drop-down menu, select **Manage claiming schemes**.
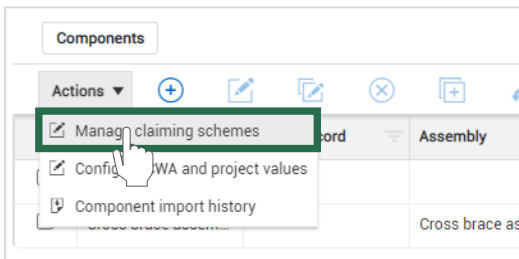
2. Select a discipline **check box** in the Claiming Scheme list.

3. Click the **Add** icon on the left toolbar.

4. In the **Name** field, name your new claiming scheme.

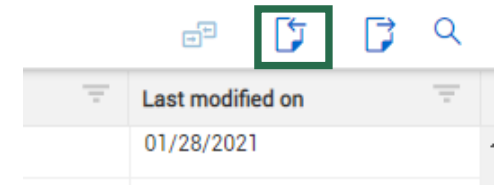5. To add steps to your claiming scheme, click **Add Steps**.

6. Rename the new steps and add rule types and percentages.

Step name	Rule type	% claiming
Shakeout/Transport	Construction Step	15
Erect/Bolt Up	Construction Step	45
Final Torque	Construction Step	40

7. Click **Save**.
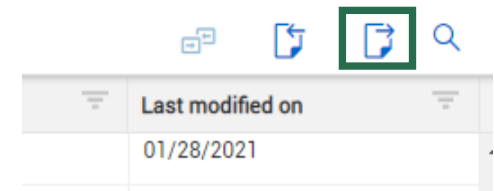
IMPORT CLAIMING SCHEMES

1. Click the **Import** icon on the top right of the page.

2. Select a project from the list.

3. Click **Select.**

EXPORT CLAIMING SCHEMES

1. Select the **check boxes** for the claiming schemes you want to export.
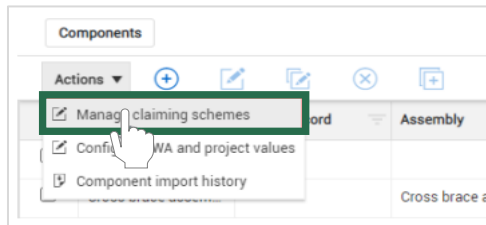
2. Click the **Export** icon.

3. Select a project from the list.

4. Under Claiming schemes to send, choose **Selected claiming schemes**.
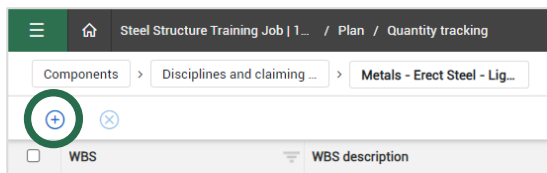
5. Click **Send**.

⬡ ASSIGN WBS TO CLAIMING SCHEME

1. Select the **Actions** menu and choose **Manage claiming schemes.**

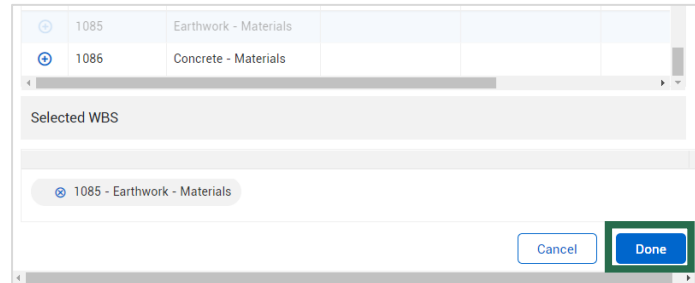2. Click on **Assign now** for the claiming scheme you select.

3. Click the **Add** icon.

4. When the WBS appears, click on the **Add** icon on the left. Use the **Search** function if needed.
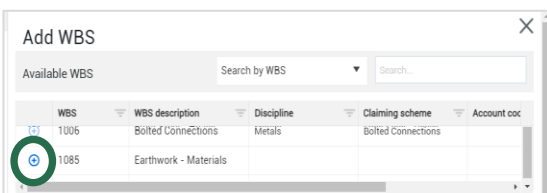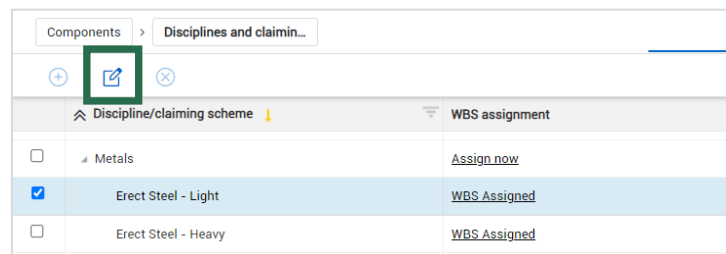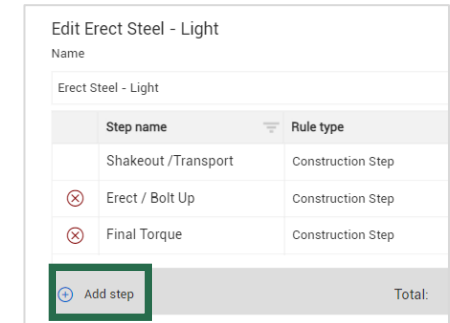

5. Click **Done.**

⬡ EDIT CLAIMING SCHEMES

1. Repeat Step 1 from the **Assign Claiming Schemes**.

2. Click in the **check box** to the left of the claiming scheme you want.

3. Click on the **Edit** icon.

4. Click **Add step.**

5. Make a change in your existing steps.
   NOTE: *Percentages must equal to 100%.*

6. Click **Save.**

NEED SOME MORE HELP?

📖 Learn more in our Knowledge Library
learn.ineight.com

🖱 Take a course at InEight U
university.ineight.com

Phone: In United States: +1 800 801 1426 **In Australia:** 1 800 727 102 **Worldwide:** +61 3 9291 0820 **Email:** support@ineight.com

Plan Quick Guide Rev 2 Last Updated: 12/14/2022