CREATE AND MANAGE COMPONENTS
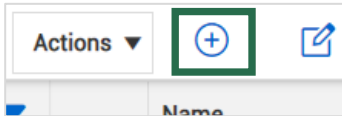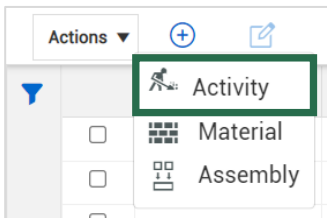
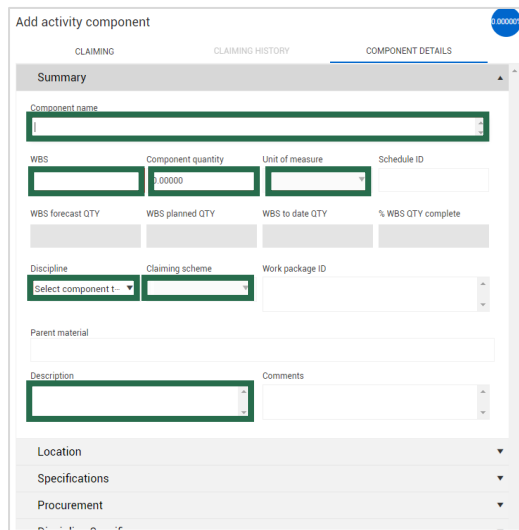**InEight® PLAN**

⬡ CREATE A COMPONENT FROM SCRATCH

1. Select the **Add** icon on the left toolbar.

2. Select **Activity**.

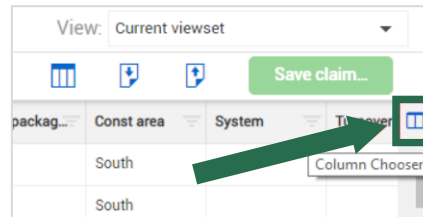3. Complete the **Add activity component** information slide out.
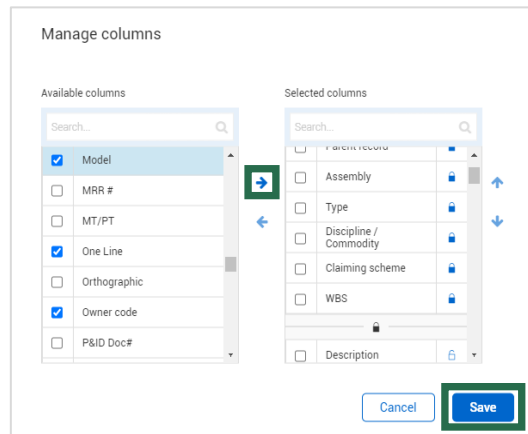

4. Click **Save**.

⬡ COMPONENT CREATION FROM IMPORT
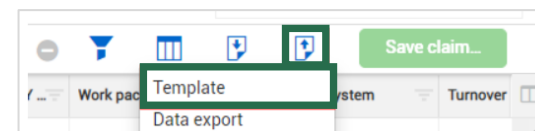
1. In Standard View, select the **Column Chooser**.

2. Select columns from the **Available columns list** and move them into the **Selected columns list**.

3. Click **Save**.

4. Click **Export,** then select **Template**.

5. Select **Open** to open the downloaded Excel file.

6. Enter the component name and data in the **Name column**. Save to desktop.
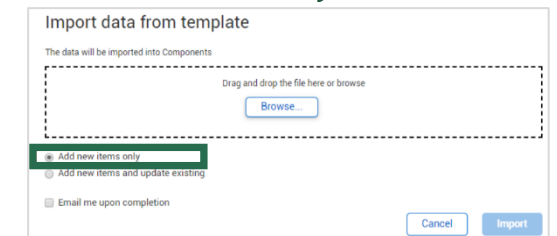

7. Click **Import.**

8. Click **Import.**

9. Select **Browse**.

10. Locate and select your file, and then select **Open**.
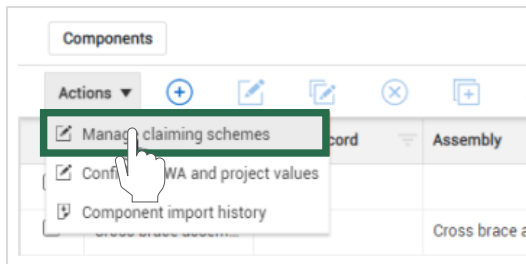
11. Select **Add new items only**.

12. Click **Import.**

13. Click **Close**.

CREATE AND MANAGE COMPONENTS

InEight® PLAN

⬡ ASSIGN CLAIMING SCHEMES
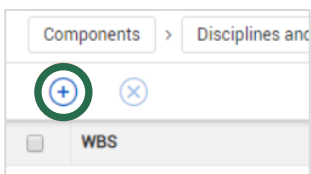
1. Select the **Actions** menu and choose **Manage claiming schemes.**

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.
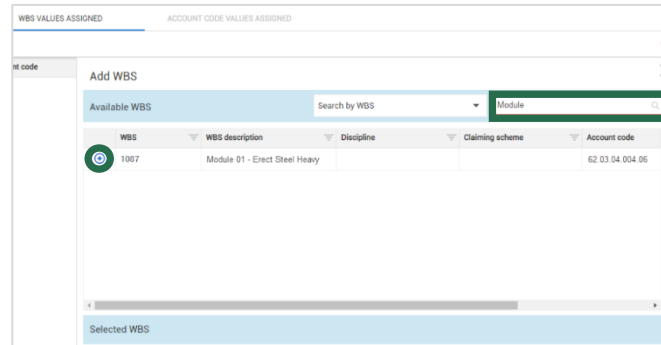
5. Click **Done.**

⬡ 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 steps.**

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

6. Click **Save**.

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