QUICK GUIDE
COST ITEM SETUP

InEight® CONTROL

● CBS OVERVIEW

WBS phase code
For sharing data with other software.

Superior
Cost item with child item(s) below it.

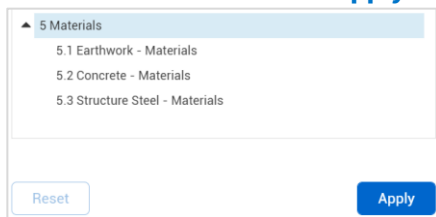**Subordinate**
Child item that has a related parent (superior).

Terminal
Cost items with no subordinates. Where costs and hours are tracked.

Tasks

	CBS position	Description	WBS phase code
☐	1	Job Overhead	1002
☐	2	Earthwork	1069
☐	3	Concrete	1071
☐	⌄ 4	Structural Steel	1073
☐	4.1	Erect Steel - Heavy	1074
☐	4.2	Erect Steel - Light	1005
☐	4.3	Bolted Connections	1006

Task details

Resources	Forecast (T/O) qty	UoM
	1.00	Lump Sum
5	10,000.00	CY
5	10,000.00	CY
	1,000.00	Ton
5	800.00	Ton
5	200.00	Ton
5	2,000.00	Ea

● CBS TREE

1. Click on the 🔣 icon.
2. Click on ▼ or ▲ to navigate the CBS.
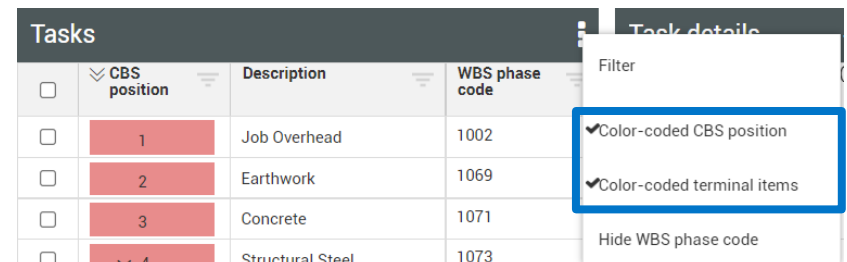3. Select a cost item and click **Apply** to filter to a cost item and its subordinates.

- 5 Materials
  - 5.1 Earthwork - Materials
  - 5.2 Concrete - Materials
  - 5.3 Structure Steel - Materials

Reset   Apply

4. To clear the filter, click 🔣 then select **Disable**.

Edit CBS tree view...
Disable
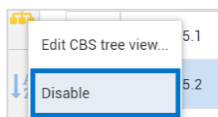
● TURN ON/OFF CBS COLOR-CODING

1. Select the **Context menu** of the Tasks data block.
2. Click on color-coding setting(s) to turn either on or off.

Tasks

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Filter
✔ Color-coded CBS position
✔ Color-coded terminal items
Hide WBS phase code

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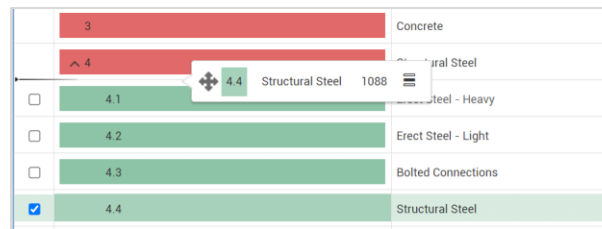
⬢ CREATE A NEW COST ITEM

1. On the CBS tab, select the ⊕ .
2. Select **Create a new blank cost item**, then click **Yes**.
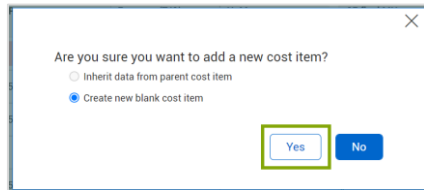
3. Complete information on the Details tab of the slide out panel.
4. Click **X** to close the slide out panel.

⬢ CREATE A SUBORDINATE COST ITEM

1. On the CBS tab, scroll down and find a **superior cost item**, and right-click on it.
2. Select **New subordinate cost item**.

3. Select **Inherit data from parent cost item**, then click **Yes**.
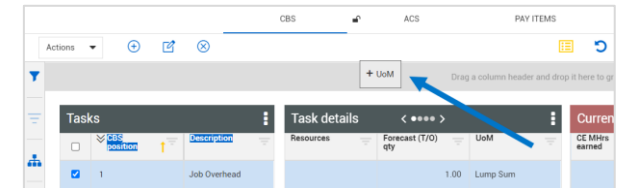

⬢ MOVE A COST ITEM

1. From the CBS tab, right-click on a subordinate cost item.
2. Select **Adjust CBS position**.
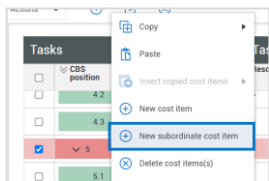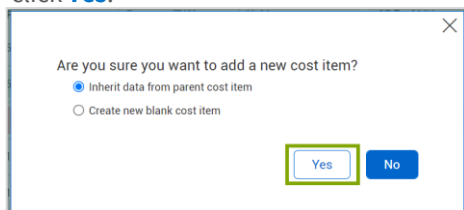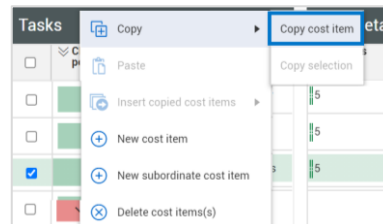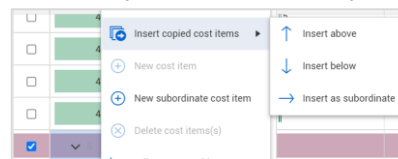3. Click and drag the cost item into a new position.

4. Click **Save**.

⬢ COPY A COST ITEM

1. From the CBS tab, select 1+ cost items.
2. Right-click and select **Copy ▶ Copy cost item**.

3. Right-click on another cost item and select **Insert copied cost items**.
4. Select the preferred insertion option.

⬢ GROUP COST ITEMS

1. From the CBS tab, click on **Group columns**.

2. Drag 1+ column headers into the grey bar area.

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