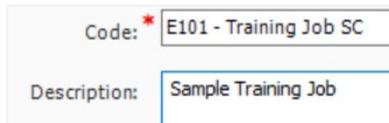


CREATE A NEW JOB

- 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**.

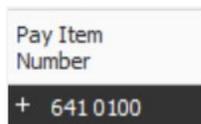
- On the New Job dialog, name the **Code** field.
- Type in a **description** in the Description field.



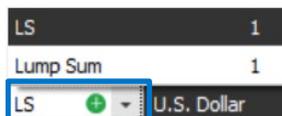
- Click **OK** to create the new project.

CREATE A PAY ITEM

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

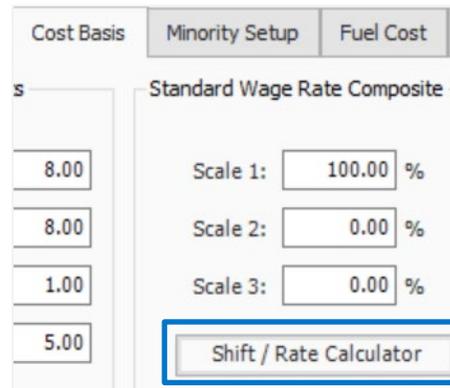


- In the Description column, type a **description**.
- Add a pay quantity and unit of measure.



SHIFT RATE CALCULATOR

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



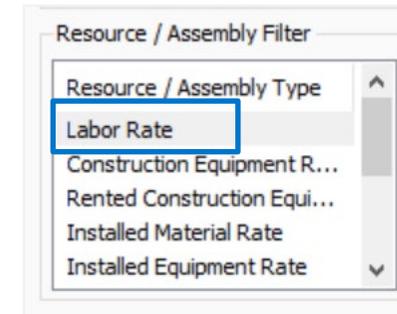
- For Shift 1, type a **number value** of hours in the **Work Hours** fields as needed.

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

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

IMPORT FILTERED RESOURCES

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



- Select the Resource / Assembly File Description.
- Select the Geographic Area.
- Select the Wage Zone (Work Center).
- Select the Organizational Category.
- Select the other resource types to apply filters as needed.



- Select the **Import Filtered Resources** button to bring your selected resources into the job.

