1. Select the Work Order – Estimate link from the Request Details page.

2. Click on ADD DETAILED ESTIMATE.

3. Click on ADD LABOR ESTIMATES.

3. Select Crew.
4. Select Employee.
5. Insert the number of Hours.
6. Rate will automatically configure.
7. Select Type from REG to DT or OT, if applicable.
8. Select Markup from Yes or No.
10. Enter a Description if applicable.
11. Click ADD.
12. Click Update on the WORK ORDERS – ESTIMATES page.