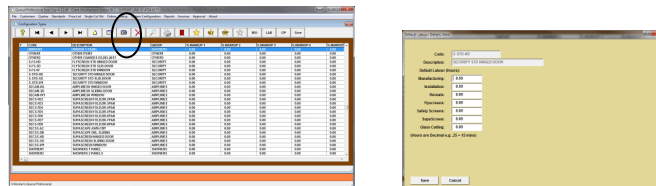


LABOUR – SECURITY

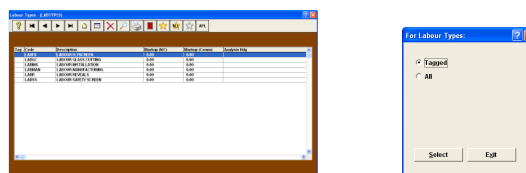
1. Setting up defaults for security labour

Labour in security configurations for defaults are applied through the menu option Setup | Configuration types. Defaults for the various configurations are preset but can be modified by the user. To view the defaults highlight a configuration and select the **LAB** icon to modify if required (times are defined by .25 = 15 minutes).



2. Applying labour details

- Select Setup | Configuration Types and Highlight a panel type of a group and select the yellow star (**GRP**) – to automatically tag all panel types in the same group. **Note – the silver star will untag the group**
- Select the **LAB** icon to access the list of labour types



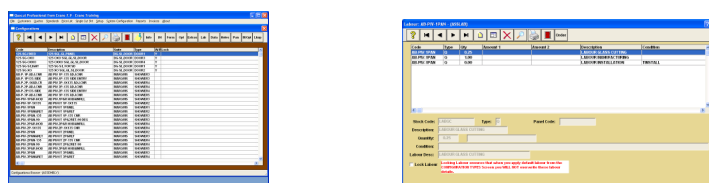
- Use the relevant yellow star to tag/untag the applicable labour types (e.g. if glass is purchased CTS, this labour type may not be required)
- To assign the default labour details select **APL (apply)**
- A radio box will appear - Choose **Select** for tagged (Labour Types)
- A 2nd radio box will appear - Choose **Select** for tagged (Configuration Types)
- Select the silver star to untag panel types and exit via the **Red Door**

3. Modifying labour times for individual configurations

3.1 Modifying labour details for an individual configuration

Select the menu option – **Setup | Configuration**

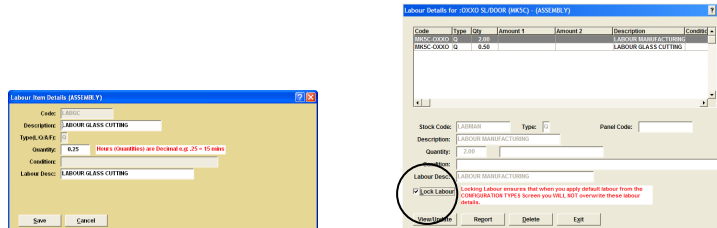
- Highlight the specific configuration – eg. SSC-HG-DOOR
- Select **LAB** and highlight the labour type to be modified





LABOUR – SECURITY

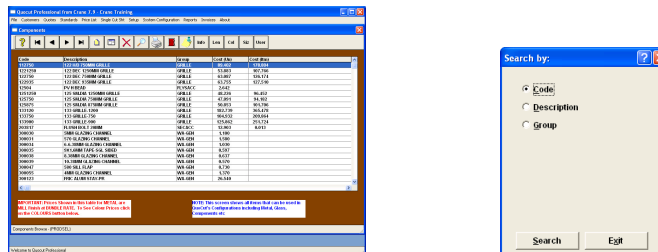
- Select the **View/modify** icon to record changes
- Select the **Save** button to return to the labour items browse
- Select 'Lock Labour' to avoid any change if defaults are reapplied
- Select **Red Door** icon to return to Configurations (Assembly Screen)



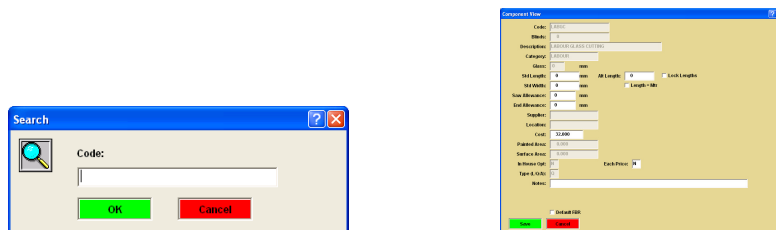
3. Hourly rates for labour

Labour hourly rates are treated as a special component and are usually the base cost – i.e. labour costs plus approximately 30-40% to cover any on costs such as superannuation, etc. **Note - Security also has a component set up for labour for build outs and a value should be also be added to LABBO.**

- Select Setup | Components
- Search for a code by selecting the magnifying glass on the toolbar



- Search by code – type in the search field LAB and OK



- Use the **View/modify** icon to set up the hourly cost for each labour type required
- **SAVE**
- Use the **Red door** icon to exit the component screen