

Resource Rate Cards

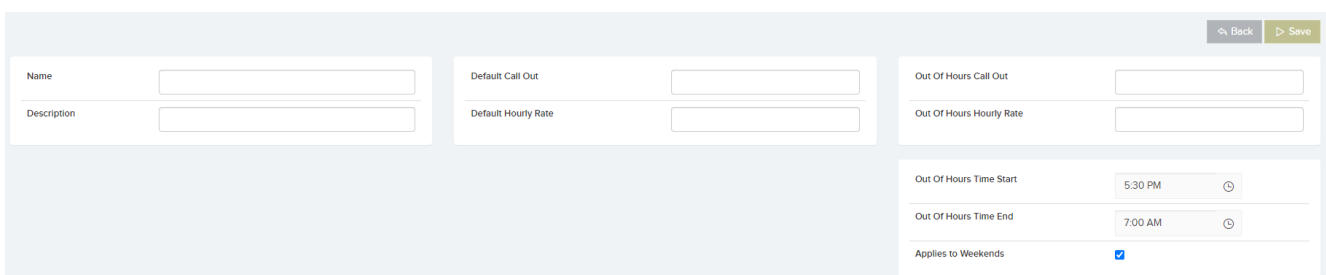
Resource Rate Cards allows you to set the hourly and call-out rates for your resources. This allows you to create the costs based on their time spent.

Each resource can be assigned to one of these rate cards to determine their call out and hourly rates. If a resource is using the portal or app their time records and these rates can be used to calculate a cost for each job task which can be brought into the costs for each job task.

To create a *Resource Card* select the *Create Resource Card* button at the top-right of the page:

A green rectangular button with a white plus sign icon and the text "Create Resource Card".

This will bring you to the *Create Resource Rate Card* page where you can populate the information for the rate card. You also have the option to create an *Out of Hours* time and rate for any overtime completed:

A screenshot of the "Create Resource Rate Card" form. It features a light blue header with "Back" and "Save" buttons. The form is divided into several sections: "Name" and "Description" (text inputs), "Default Call Out" and "Default Hourly Rate" (text inputs), "Out Of Hours Call Out" and "Out Of Hours Hourly Rate" (text inputs), "Out Of Hours Time Start" (dropdown menu showing "5:30 PM"), "Out Of Hours Time End" (dropdown menu showing "7:00 AM"), and "Applies to Weekends" (checkbox, checked).

The *Resource Rate Cards* list can also be downloaded to Excel by selecting the three dots next to *Create Resource Card*:

A green rectangular button with a white plus sign icon and the text "Create Resource Card".A white rectangular button with the text "Excel Export".

If you would like to edit a resource rate card, you can do so by selecting the rate card name in the list. This will bring you the *Resource Rate Card Details* page.

Here you can edit or delete the card:

