

Resource Costs

Entering Resource Costs

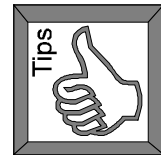
1. Click View menu
2. Choose Resource Sheet

	Resource Name	Type	Material Label	Initials	Group	Max. Units	Std. Rate	Ovt. Rate	Cost/Use
1	James	Work		J		100%	£10.00/hr	£15.00/hr	£0.00

3. Type costs for each resource in the Standard, Overtime and Cost per Use columns

Speeding up cost entry

Instead of typing the rate in full you can use the following short hand
 20/d (day)
 200/w (week)
 20000/y (year)



1. **The Standard Rate** field shows the rate of pay for regular, non-overtime work performed by a resource.
2. **Overtime Rate** applies to wages paid for time you have specifically assigned as overtime

Overtime

Any extra hrs assigned to a resources working day does not automatically get calculated as overtime. You will need to specify that any extra hrs are charged at the overtime rate.



3. **Cost per Use** applies to any flat rates that must be paid every time that resource is used, you can also use the Cost Per Use field as a way to enter material costs for a task.

Example

It may cost £100 to hire a crane driver, and you may have to pay £6 an hour on top of that (this would be entered as a standard rate cost £6 and cost per use as £100).

4. **Accrue At** sets how the resource cost is to be accrued to a project.

There are three options

- Start (costs are incurred as soon as a task starts)
- End (costs are not incurred until remaining work is zero)
- Prorated (default) (the costs accrue as work is scheduled to occur)

Assigning Resources

Assign resources to tasks

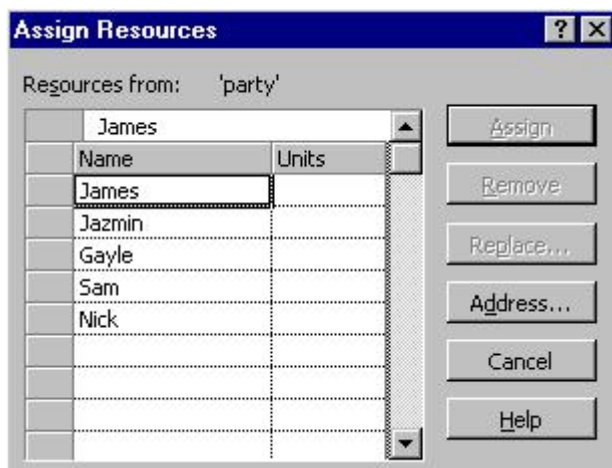
There are two stages to the assignment of resources to tasks

- The initial assignment
- Adding resources after the initial assignment

The Initial Assignment

If two or more resources were included in your estimate of a tasks duration they must be assigned together during the initial assignment.

1. Choose Gantt chart from the View Bar
2. Select a task
3. Click the Resource Assignment button



4. Select all the resources you wish to assign
5. Click Assign
6. Select the next task and assign resources to that
7. Click Close

You should see the resource names appearing next to the task and ticks appearing in the Assign Resource box

Assigning Multiple Resources

When assigning multiple resources, do not select and assign each in turn. Hold down the Ctrl key and select all resources before assigning instead.

