

## Update Labour Rates on January 1, 2015

As you have been informed, starting January 1, 2015 body, paint, frame and glass only labour rates will increase by 2.15%.

Before doing any business in Mitchell Estimating on or after January 1, 2015 please update the rates in your system to ensure you are charging the correct labour rates.

Attached you will find a copy of the Update the Labour Rates procedure. Follow this procedure to update your rates in Mitchell Estimating.

You only need to complete the procedure once each time the rates change.

For more information on how to update the rates please see <u>Mitchell U's existing procedure on</u> <u>updating labor rates</u>.

If you require technical assistance, please contact Mitchell International at 1-800-448-4401 or visit <a href="http://www.mitchell.com/support">http://www.mitchell.com/support</a>.

## **Update Labour Rates**

Use this procedure to update your labour rates in Mitchell Estimating as per Manitoba Public Insurance standards.

## Steps

- 1. Log on to Mitchell Estimating.
- 2. From the menu bar, click Systems Info and select System Profiles.

<u>F</u> ile <u>V</u>	iew	System Info	Re <u>p</u> orts	<u>U</u> tilities	ļ	Help		
Assignments Fitering - Enable Saved Date		Name / Address Lists           Shorthand Codes           System Profiles           Paint Tables           Hazardous Waste Tables           Customize Prompts           Authorization Croups			/ Reset Columns	0 of 0 Estimates Displayed Find Date : 7		
		Eong Expl E <u>x</u> planatio Preference C <u>o</u> nfigura Company	ansions on Lines es tion Data		•	Claim No.	Supplement #	Correcti

• The System Profiles window appears.

System Profiles	
Mitchell Mpi Body Shop	New
	Modify
	Сору
	Delete
	Import
Close	Export

3. Select your body shop's profile and then click **Modify**.

In this example, the body shop is called Mpi Body Shop.

• Your body shop's profile will open.

ULTRAMATE - [Mpi	Body Shop]								
<u>F</u> ile <u>V</u> iew <u>H</u> elp									
Mpi Body Shop									
Labor/Tax Rates	Calculations	Adjust./Long Exp. Tax Settings Messages Alternate Parts Valuation Rules							
Profile Description:									
Mpi Body Shop									
Labor Rate	es	Tax Rates							
Body:	68.89	Part Tax: 8.000 Labor Tax: 8.000							
Refinish:	Refinish: 68.89								
Glass:	68.89								
Mechanical:	68.89	Apply to: Hare I: Threshold I:							
Frame:	75.50	- Fails 0.000 000000							
Bdy-S:	68.89	Labor Rate 2: Threshold 2:							
Dent Wizard     GST Tax: 5.000 Include Method									
Olihar									
Outer									

- 4. Click the Labor/Tax Rates tab.
  - The Labor/Tax Rates tab appears.
- 5. In the Labor Rates section update the fields as required.
- 6. To save your changes, in the menu bar click **File** and select **Save**.

(I) ULTRAMATE - [Mpi Body Shop]								
<u>File</u> <u>V</u> iew <u>H</u> elp								
<u>Save</u> Ctrl+S								
<u>C</u> lose								
Labor/Tax Hates	Calculations A							
Profile Description:								
Mpi Body Shop								
Labor Ra	Labor Rates							
Body:	70.37							
Refinish:	70.37							
Glass:	70.37							
Mechanical:	96.56							
Frame:	77.12							

- 7. Click the **Calculations** tab.
  - The **Calculations** tab appears.

ULIRAMATE - [Mpi Body	/ Shop]							
<u>File View H</u> elp								
Mpi Body Shop								
Labor/Tax Rates Calculations Adjust./Long Exp. Tax Settings Messages Alternate								
Calculations								
	Panel 1	Panel	2	Max Hours				
Clear Coat:	40.00	% 20.0	) %					
Three Stage:	70.00	% 40.0	) %		Refinish Auto Multiplier:			
Two Tone:	50.00	% 30.0	) %		100 %			
Finish Sand and Buff:	30.00	%						
Clear Coat Formula:	3.0	Hrs						
Paint/Material Calculation t	Drivet Aff storial Calculation Matheads							
	nounou.	TTakes						
Paint Table:		No Paint Table		Standa	ard Shop Material			
Hazardous Waste Table:		No Haz Waste	Table	Paint T	hreshold Message			
Percent Multiply	Initial Rate/Hr	Max Hours Init Rate	Addi Rate/Hr	Maximum Allowed				
Paint: 0.00	36.80	99.9	0.00	9999.99				
Shop: 0.00	6.58			9999.99				
Haz Waste: 0.00	49.70			4.97				

8. In the Initial Rate/Hr section update the fields as required.

	Percent Multiply	Initial Rate/Hr	Max Hours Init Rate	Addl Rate/Hr	Maximum Allowed
Paint	0.00	38.20	99.9	0.00	9999.99
Shop:	0.00	6.71			9999.99
Haz Waste:	0.00	49.70			4.97

- 9. Save your changes (see step 6).
- 10. To close, in the menu bar click File and select Close.

## Result

• You updated the labour rates in Mitchell Estimating.