

## 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.

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

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For more information on how to update the rates please see [Mitchell U's existing procedure on updating labor rates](#).

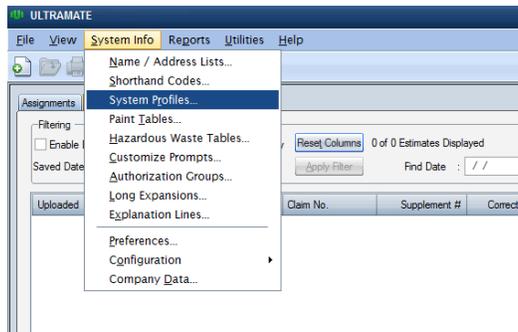
If you require technical assistance, please contact Mitchell International at 1-800-448-4401 or visit <http://www.mitchell.com/support>.

## 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**.



- The **System Profiles** window appears.



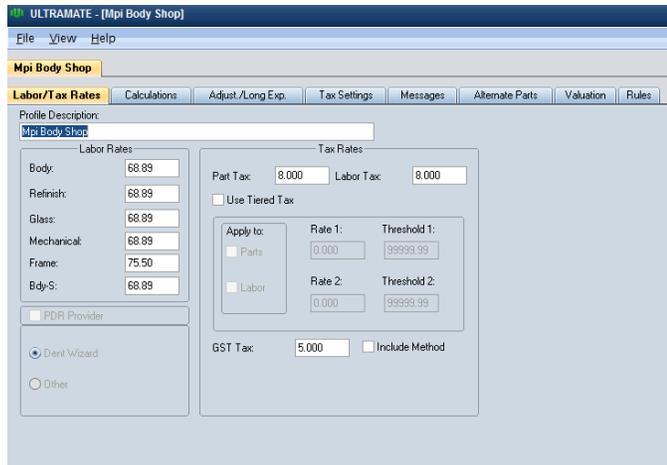
3. Select your body shop's profile and then click **Modify**.

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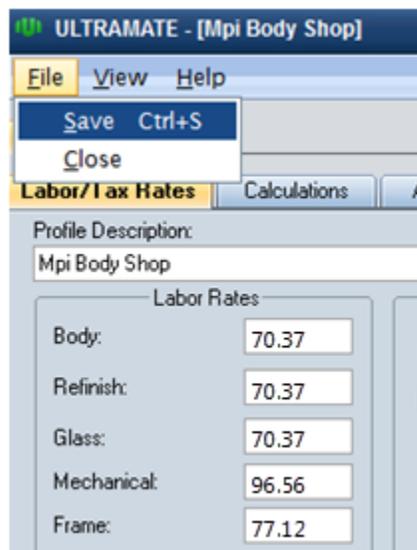
In this example, the body shop is called Mpi Body Shop.

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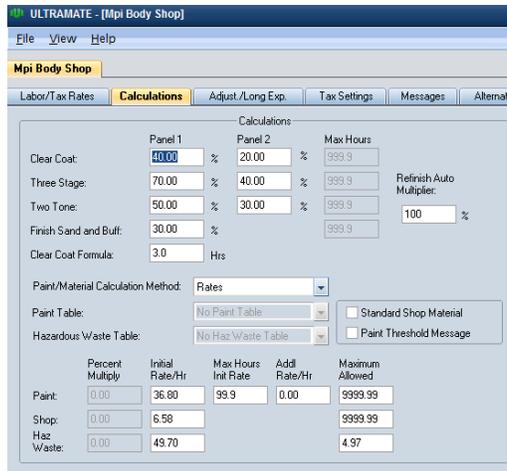
- Your body shop's profile will open.



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**.



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



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



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.