
OverNet Computer Services

Mechanic helpdesk query

How to change the labour rate – version 7.6 and earlier.

This document describes the old method used to change the labour rate.

The new method (version 7.7 and after) is to use the 5,11 program and press [ENTER] on the required line.

SUMMARY: The old method is done through an invoice, in the DEPT column of the labour section, F3 and press Ctrl-E to edit the line.

The steps required...

1. Go into any unposted job or invoice.
2. Press Alt-L to open the labour section of the job.
3. Press [TAB] to go across to the DEPT labour column.
4. Press F3 to list the labour table.
5. Arrow down to the labour code to be changed and press Ctrl-E to edit the line.
6. Arrow across to the \$\$/HR column and change the rate as required.
7. Press [ENTER] to save the change and insert that labour code into the DEPT field.



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