

1 What are Work Roles?

This is how you cost out your Engineers to Jobs – by the different Roles that they do.

Instead of entering individual payrates to calculate Job costs you work out the average hourly cost for each type of Work Role that you have in your workshop. For example, you may have:

- Apprentice Technician
- Technician
- Senior Technician
- Winders
- Machinists

Each Work role will either be doing different work or have different average hourly cost.

2 What Work Roles do I enter into Repair Shop?

You choose which Work Roles you enter into the system. The list should cover the roles that your Engineers have.

3 How do I enter my Work Roles?

- Log in with the Admin ID you have been provided with
- Go to the 'Libraries' menu and select 'Work Roles'
- Hit the 'Add new' button
- A new Window will open
- Type in the name of your Work Role
- Hit either the 'Save', 'Save & Close' or 'Save & Add New' button when done

