

# How to add Labor to a WebCenter user account

Visit <https://www.hgiwebcenter.com/WEB/> and login to you WebCenter account.

1. Using the menu button at the top left, browse to Setup>Pricing>Tables.
2. Set the Table Type to Markup and select the category you want to assign labor to.
3. Next to the Markup Table Dropdown select the + to add a Table. Enter a table name for the Labor Pricing (ie. EntryLabor).
4. Labor Pricing works by entering a price for each option that corresponds with an addition to a product that would cause more labor to be needed.

|                             |               |                                                           |
|-----------------------------|---------------|-----------------------------------------------------------|
| <b>Entry Doors</b>          | Labor Cost \$ | Options that need Labor Cost \$ amount                    |
| Single                      | \$            | SINGLE                                                    |
| Double                      | \$            | FRENCH, SAVANNAH                                          |
| Sidelite (Per)              | \$            | HINGESIDE, LOCKSIDE, LEFTSIDE, RIGHTSIDE, BOTHSIDES(\$x2) |
| Transom                     | \$            | RECTANGLE, HALFELLIPSE, EYEBROW, THR, THRLG               |
| <b>Aluminum Storm Doors</b> | Labor Cost \$ | Options that need Labor Cost \$ amount                    |
| Single                      | \$            | SINGLE                                                    |
| Double                      | \$            | DOUBLE                                                    |
| <b>Security Doors</b>       | Labor Cost \$ | Options that need Labor Cost \$ amount                    |
| Single                      | \$            | SINGLE                                                    |
| Double                      | \$            | DOUBLE                                                    |
| <b>Patio Doors</b>          | Labor Cost \$ | Options that need Labor Cost \$ amount                    |
| Two-Lite                    | \$            | XF, FX                                                    |
| Three-Lite                  | \$            | FXFL, FXFR, XFF, FFX                                      |
| Four-Lite                   | \$            | FXXF                                                      |
| <b>Innovations Windows</b>  | Labor Cost \$ | Options that need Labor Cost \$ amount                    |
| Double-Hung                 | \$            | EXACT, OS                                                 |
| Horz-Slider/Triple-Slider   | \$            | EXACT, OS                                                 |
| Picture                     | \$            | EXACT, OS                                                 |
| <b>HomeStar Windows</b>     | Labor Cost \$ | Options that need Labor Cost \$ amount                    |
| Double-Hung                 | \$            | EXACT, OS                                                 |
| Horz-Slider/Triple-Slider   | \$            | EXACT, OS                                                 |
| Picture                     | \$            | EXACT, OS                                                 |
| <b>HomeGuard Windows</b>    | Labor Cost \$ | Options that need Labor Cost \$ amount                    |
| Single Casement             | \$            | EXACT, OS                                                 |
| 2LT Casement                | \$            | EXACT, OS                                                 |
| 3LT Casement                | \$            | EXACT, OS                                                 |
| <b>Garden Windows</b>       | Labor Cost \$ | Options that need Labor Cost \$ amount                    |
| Per Window                  | \$            | EXACT                                                     |

First start by filling out the chart on the previous page with what you want to charge for each possible Labor charge. If there is something else you would like to add labor for, please reach out to your HGI Sales Representative for further information.

5. Using the chart, we will be referencing the Options column to add Labor to our newly created Labor Table. We will walk through a Door category and a Window category as they both have their own quirks.

#### Entry Doors (Door Category):

- a. Using your newly created table, change the dropdown below Markup Table to say Options instead of Parts. This shows all the possible options for the pricing category.
- b. With all the options showing, we need to change the Markup % for the options that we see in the previous chart. For instance, if we entered a labor cost for a single door to be \$500, we need to find the “SINGLE” option. When entering the cost, it is important to type \$500 instead of 500. See Below:

|        |             |        |          |   |
|--------|-------------|--------|----------|---|
| SINGLE | SINGLE DOOR | {None} | \$500.00 | ⊕ |
|--------|-------------|--------|----------|---|

If 500 is entered, it will be shown as 500% instead of \$500.

- c. Most of the options are “see the option and enter the amount” except for “BOTHSIDES”. We need to enter the Labor Cost x2 (If one sidelite is \$250 then “BOTHSIDES” is \$500).

#### Innovations Windows (Window Category):

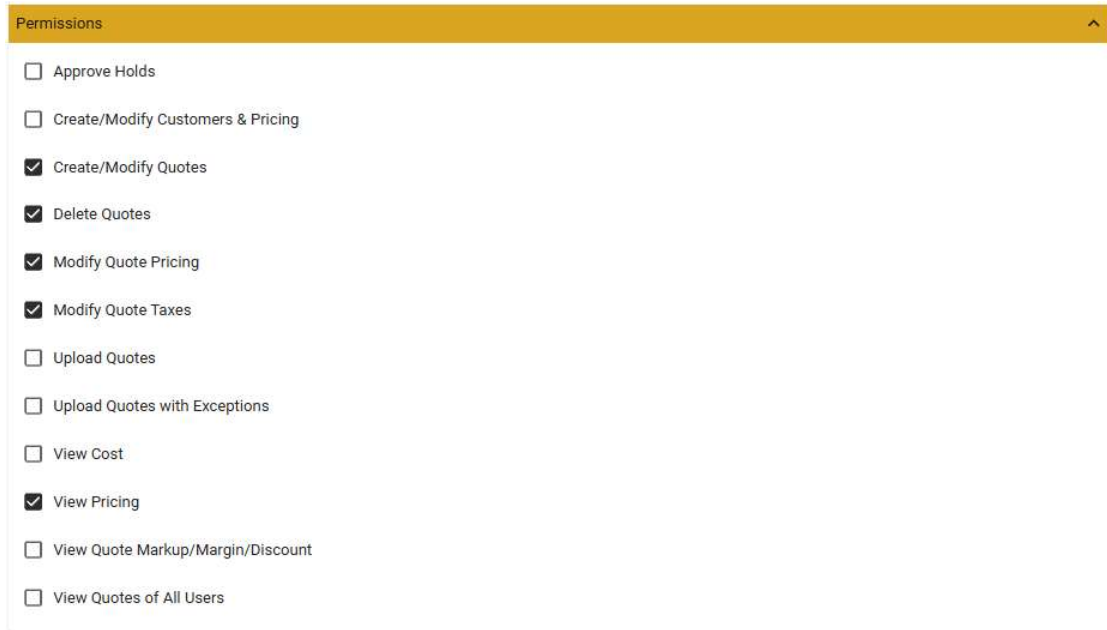
- a. Like Entry Doors, we will be pricing by Options but also by Part. change the dropdown below Markup Table to say Options instead of Parts. Using the Part dropdown, select Innovations-DoubleHung and the Option Group dropdown, select WINDOWS SIZING.
- b. We need to change the Markup % for the options EXACT and OS. These are going to be the same Labor cost.

| Code                                      | Description                         | Schedule | Markup % |   |
|-------------------------------------------|-------------------------------------|----------|----------|---|
| <input checked="" type="checkbox"/> EXACT | EXACT SIZE OR TIP TO TIP SIZE       | {None}   | \$375.00 | ⊕ |
| <input checked="" type="checkbox"/> OS    | OPENING SIZE (WILL BE REDUCED 1/4") | {None}   | \$375.00 | ⊕ |

Please note that the checkbox needs checked for this markup to be enabled.

- c. For each window type, the steps above need replicated.

6. With Labor tables created, we now need to assign these to each Salesperson who will be quoting using Labor. If you have already created user accounts, please move to step 14.
7. Using the menu button at the top left to browse to Setup>Users then select Add User at the top right.
8. Fillin Username, Password, First Name, Last Name and Email Address. Change Type to Standard.
9. Please enter the following permissions:



Permissions

- ☐ Approve Holds
- ☐ Create/Modify Customers & Pricing
- ☒ Create/Modify Quotes
- ☒ Delete Quotes
- ☒ Modify Quote Pricing
- ☒ Modify Quote Taxes
- ☐ Upload Quotes
- ☐ Upload Quotes with Exceptions
- ☐ View Cost
- ☒ View Pricing
- ☐ View Quote Markup/Margin/Discount
- ☐ View Quotes of All Users

Click Save to save the current User.

10. Using the menu button at the top left to browse to Setup>Customers then select Add Customer at the top right. Enter the company name or Sales Rep name from the user setup.
11. Click the expander tab labeled Financial. Set the Pricing Method to Markup From Cost. Add a Markup per product category. Please note a 200% markup is 3x multiplier and 300% markup is a 4x multiplier.
12. If you would like to add tax for this user, this is where you would add it.
13. Please enter the Salesperson (user) created in the previous steps.
14. Using the Table dropdown next to each category, you will select the Labor Table you have previously created. Click Save.

|             |          |   |            |
|-------------|----------|---|------------|
| ENTRY DOORS | 325.0000 | % | EntryLabor |
|-------------|----------|---|------------|

15. Your new user is now set up with no permissions to change pricing and labor added. Please note: Only the administrator can see the labor tables and create user accounts.