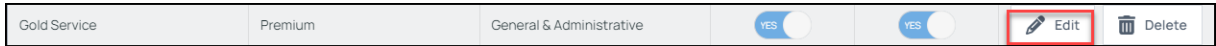


# Changing Hourly Labor Rate (Pro)

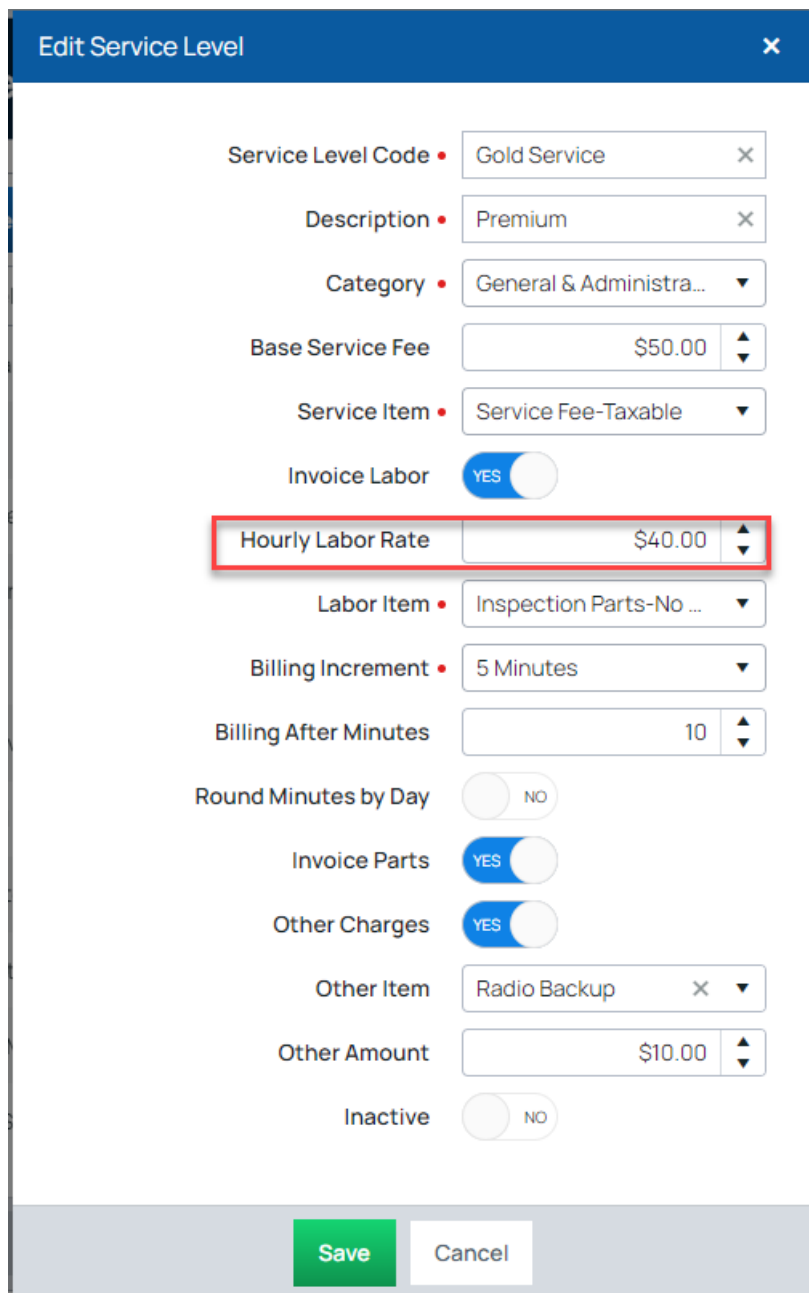
Last Modified on 03/04/2025 5:08 pm EST

To change the Hourly Labor Rate, follow the steps below.

1. Navigate to **Setup>Operations>Service Levels**
2. Locate the Service Level Code you wish to edit; click **Edit**:



3. In the Edit Service Level screen, change your rate in the **Hourly Labor Rate** section
4. Click **Save**.

The 'Edit Service Level' form contains the following fields and controls:

- Service Level Code: Gold Service
- Description: Premium
- Category: General & Administra...
- Base Service Fee: \$50.00
- Service Item: Service Fee-Taxable
- Invoice Labor: YES (toggle)
- Hourly Labor Rate: \$40.00** (highlighted with a red box)
- Labor Item: Inspection Parts-No ...
- Billing Increment: 5 Minutes
- Billing After Minutes: 10
- Round Minutes by Day: NO (toggle)
- Invoice Parts: YES (toggle)
- Other Charges: YES (toggle)
- Other Item: Radio Backup
- Other Amount: \$10.00
- Inactive: NO (toggle)

At the bottom are 'Save' and 'Cancel' buttons.