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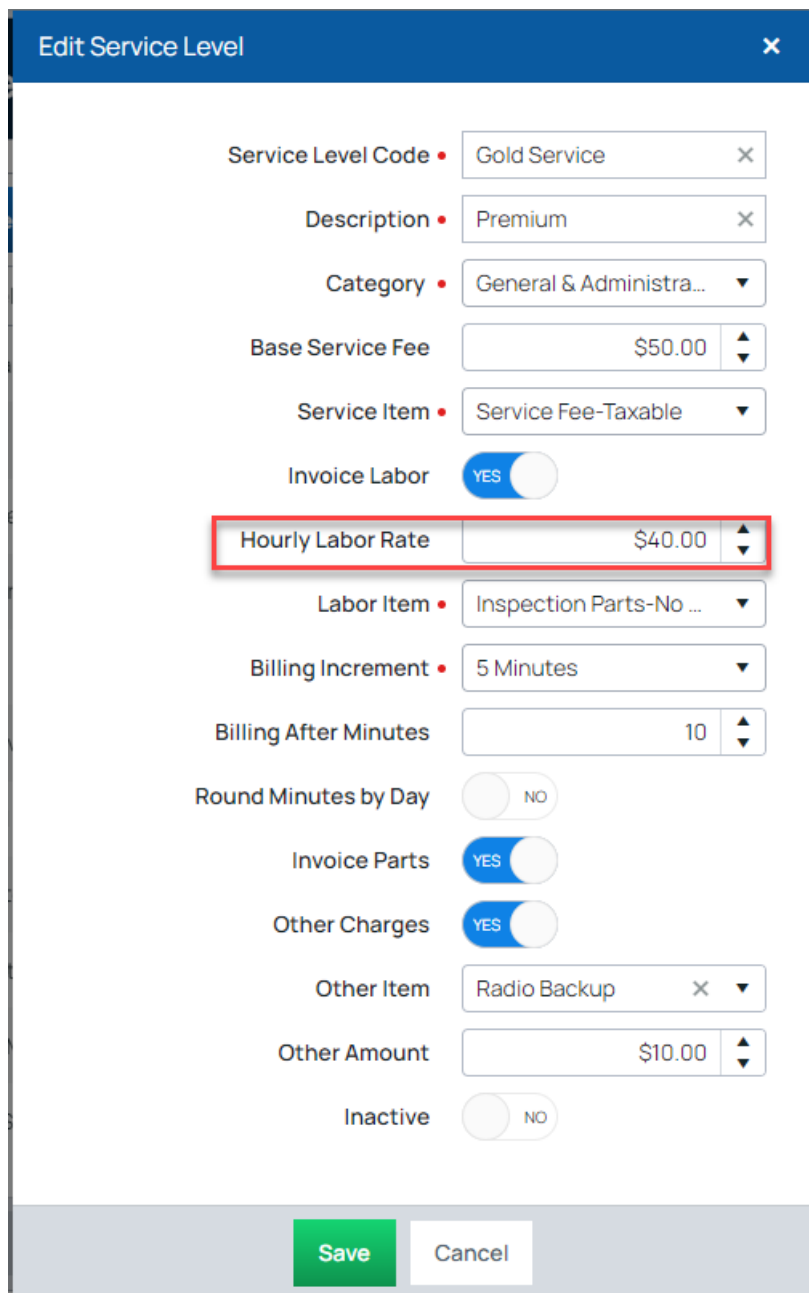
To change the Hourly Labor Rate, follow the steps below.

1. Navigate to **Setup>Operations>Service Levels**

2. Locate the Service Level Code you wish to edit; click **Edit**

Gold Service	Premium	General & Administrative	YES	YES	✎ Edit	🗑 Delete
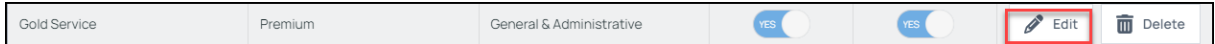
3. In the Edit Service Level screen, change your rate in the **Hourly Labor Rate** section

4. Click **Save**