

# Editing labor and installation rates, price, and costs

Last Modified on 04/09/2025 7:55 pm EDT

## Edit retail and internal labor rate

1. In your Control Panel, under the menu at the top, click on *Settings* and then *Setup* to go to the [Setup page](#).
2. On the Setup page, scroll down to the section titled "Details." Here you will see fields for **Retail Labor Rate** and **Internal Labor Rate**.
  - a. "Use Default Value" is set to a check by default. With this turned on, the default labor rate from the catalog will be the one that applies.
3. To edit the value, un-check the checkbox and enter a new value.
4. Once you've set the rates, scroll to the bottom of the page and click "Save Values".

## Edit labor time, installation cost, and installation price

Sometimes you may want to override labor time or install costs or price for a specific product.

1. In the upper right corner of the Control Panel, select the website you want to edit labor and installation rate for. Below that, you'll find a field for part number. Enter the part number of the product you want to edit rates for.
2. Once you enter a part number, and hit "GO" you'll reach the Product Details Editing page.
3. Here on this page you can edit:
  - a. **Labor Time** - This is the installation cost associated with the product itself.
  - b. **Installation Cost** - This is the installation cost associated with the product itself.
  - c. **Installation Price** - This is the total price of installation, factoring in costs of materials, labor and any related business expense.
4. When you edit any of these rates, remember to turn on the toggle for "override" so your custom rate will apply.
5. Scroll to the bottom of the page and hit "Save." Your changes may take between 20-60 minutes to apply on the website.

Try it yourself!

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