

website version step by step

How to manage your account, rates, overheads and profits?

1. Log in to your account at www.ibbconstruction.co.uk
2. Click on icon **YOUR ACCOUNT** in the left panel



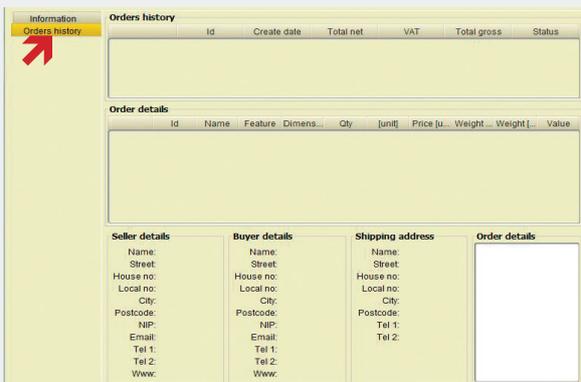
You will be able to choose four different options:

Your account

- By clicking Your account you will receive **INFORMATION** where you can check your subscription status, gold card status and total orders. You are able to change your details by pressing icon **CHANGE** in the down left corner. You will be transferred to www.ibbconstruction.co.uk where you have to **LOG IN** again to see the panel with your data. You are now able to update your address, change password. In icon **ESTIMATIONS** you are able to access or delete your previous estimations. Icon **CREATORS** or **TRANSLATIONS** is to check your past presentations and translations, while **PURCHASES RECORDS** is to view your order history.



- Change from **INFORMATION** to **ORDERS HISTORY** in the right panel.



You will be able to view on screen your previous orders details.

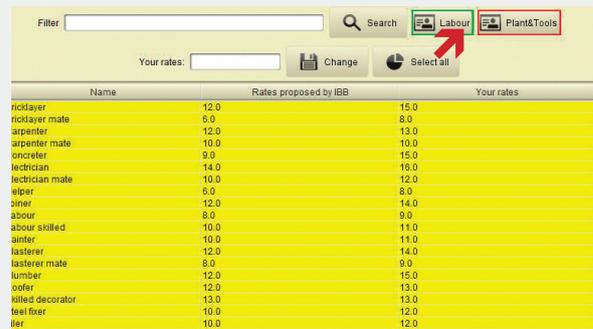
Your rates

By clicking Your rates you will be able to view and amend cost of **Labour** or **Plant&Tools**.

Select category - **Labour** or **Plant&Tool** in right corner. Your choice will be highlighted in green colour.

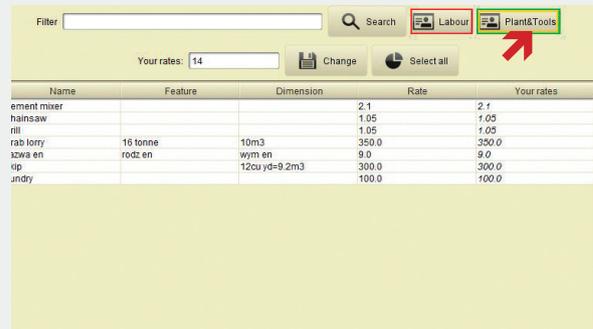
Labour:

Use the **FILTER** search to find trader or in the **NAME** column choose the appropriate trader. Insert your preferred rate into the empty **YOUR RATES** box and click **CHANGE** button. If you are happy with your amendments click **SAVE** icon in the down right corner.



Plant&Tools:

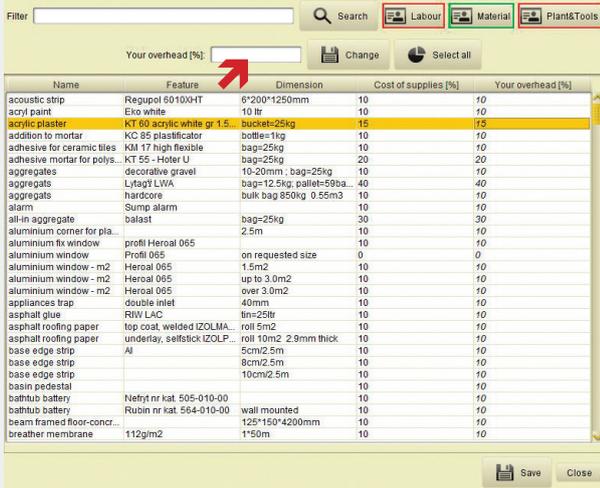
Use the **FILTER** search or in the **NAME** column choose the appropriate **Plant&Tool** position. Insert your preferred rate into the empty **YOUR RATES** box and click **CHANGE** button. Click **SAVE** icon in the down right corner to apply changes.



For both **Labour** and **Plant&Tools** rates you can also use **SELECT ALL** button and insert the preferred rate in **YOUR RATES** box to apply changes for all selected positions.

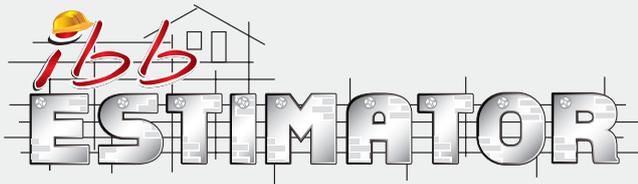
Your overhead

By clicking Your Overhead you will be able to set your preferred overhead percentage for selected positions in three categories- Labour, Material or Plant&Tools. Choose the category in the right upper panel by clicking and highlighting it in green colour. Select the chosen position (you can use search in the **FILTER** box) or use **SELECT ALL** button, insert the overhead percentage in the empty box and click **CHANGE** button. Apply changes by clicking **SAVE** icon in the down right corner.



Your profits

By clicking Your profits you will be able to set/amend the percentage of your profit for selected positions in three categories- Labour, Material or Plant&Tools. Choose the category in the right upper panel by clicking and highlighting it in green colour. Select the chosen position (you can use search in the **FILTER** box) or use **SELECT ALL** button, insert the profit percentage in the empty box and click **CHANGE** button. Apply changes by clicking **SAVE** icon in the down right corner.



It's easy!

