

Pricing Method - Stages

Stages is an alternative Pricing Method to Sections that allows a single view of all child areas. Additionally, Stages allows another type of categorisation called **Activity** to be applied to related **Labour** and **Timesheet** for reporting purposes.

1. Standard Stage Setup

Predefined stages that are commonly used can be created for quick setup of new Quote/Jobs. To add new (or modify existing) standard stages, view the **Job Settings** within the **Administration** menu.

A new Standard Stage can be added by clicking the 'Add New' button and the Stage Name can be added by clicking into the area in the Stage column. The default display order can be modified from within the grid as well.

The screenshot shows the software interface. At the top, there are two buttons: 'Import' and 'Administration'. The 'Administration' button is highlighted in yellow. Below the 'Administration' button is a 'Settings' menu with several options: 'Defaults', 'System Settings', 'Scheduling', 'Quotes', 'Jobs' (highlighted in yellow), 'Supplies', and 'Inventory'. Below the 'Settings' menu is the 'Stages' section. It has a title 'Stages' and a '+ Add New' button. Below the title is a subtitle 'Standard Stages that can be selected on a Quote or Job.' and a table with the following data:

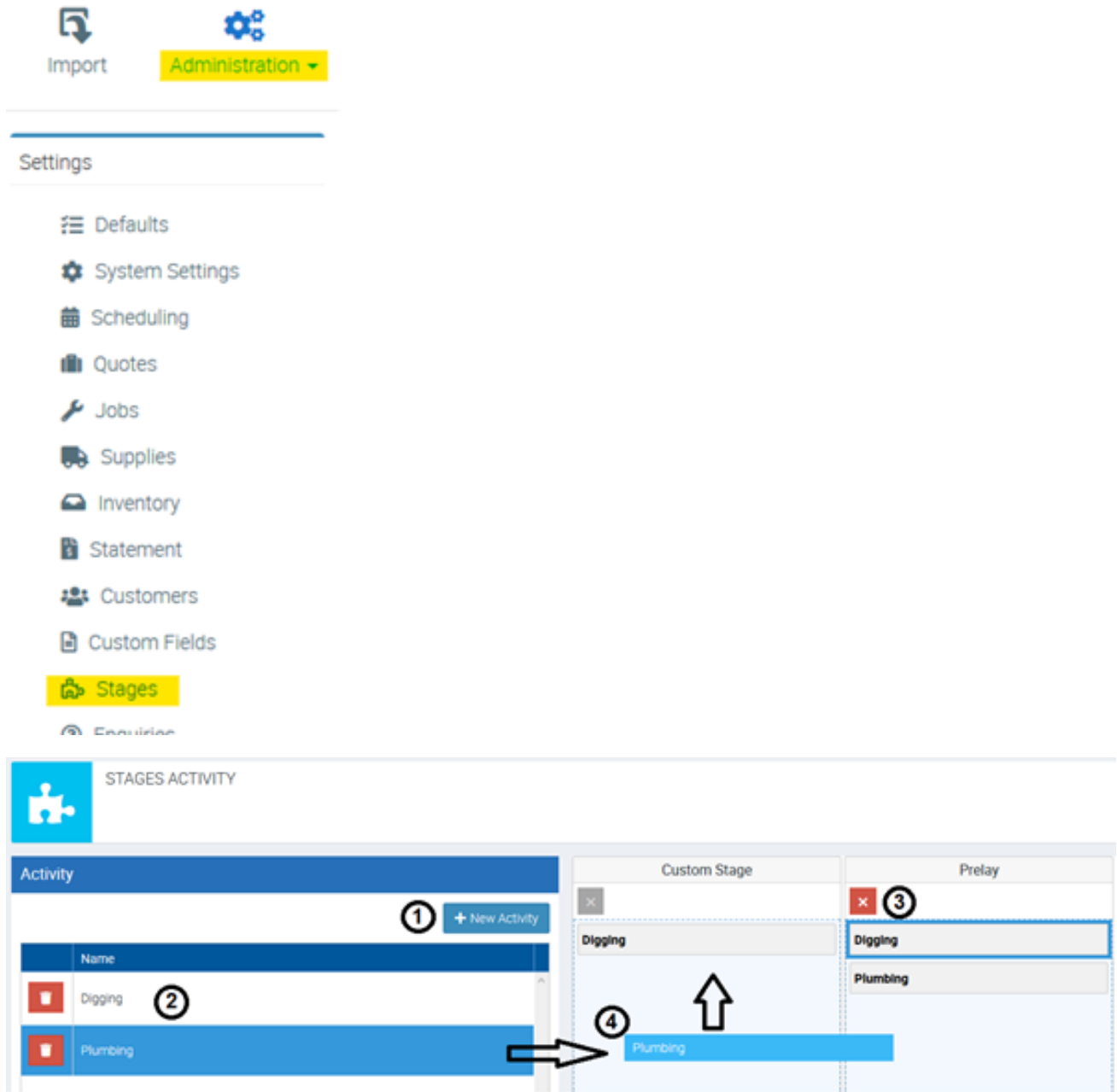
		Stage
Delete	4	
Delete	1	Prelay
Delete	2	Slab and Drains
Delete	3	Stormwater

2. Activity Setup

One unique feature of Stages is the association to an Activity. Certain Activities will be able to be assigned to certain Stages and can be linked to a Timesheet and a Labour record on a Quote/Job.

Activities can be created and modified from within the **Stages** area of the **Administration** menu.

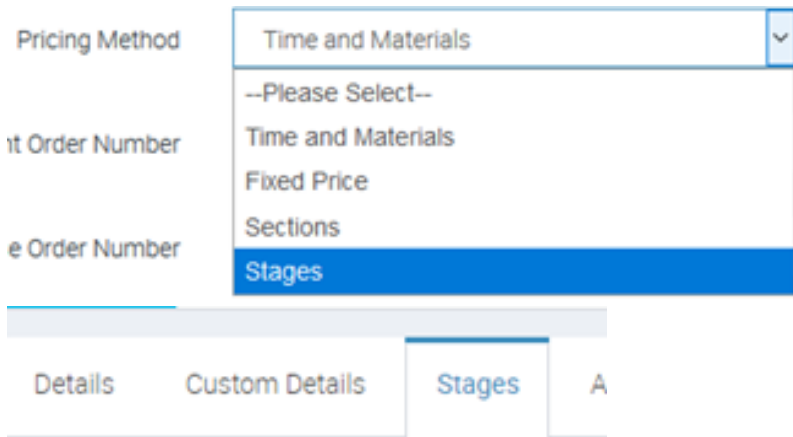
The Stages Activity screen, along with maintaining the Activities themselves, allows for the management of which Activities will be available for each Stage by default.



1. Create new Activity
2. Edit Activity Name (or delete the Activity with delete button)
3. Select the Activity assigned to a Stage then click the Delete button on the Stage.
4. To assign an Activity to a Stage, simply click and drag the Activity from the Activity list onto the desired Stage area.

3. Setting a Quote/Job to Stages

Once a Quote/Job has been created, the Pricing Method can be changed to Stages and a new tab for Stages will be visible.



4. Adding a new Quote/Job Stage

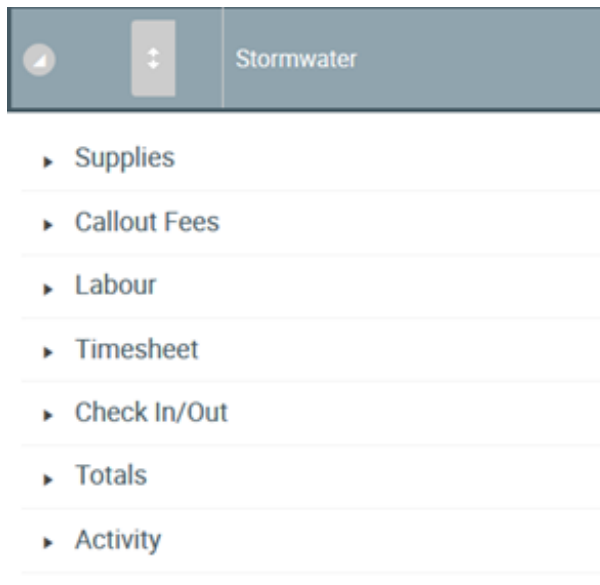
From the Stages tab, a new Stage can be added either using a previously created Standard Stage or a Custom Stage. Selecting a Standard Stage will display a list of the created Standard Stages to allow multiple to be added at the same time.



5. Editing Quote/Job Stage items

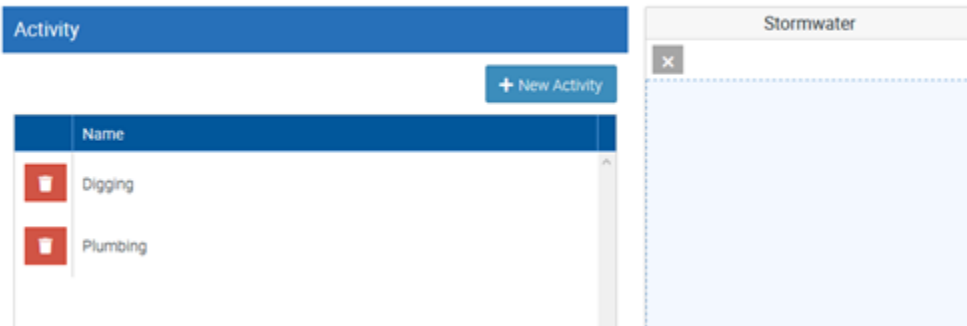
To view items (Supplies, Labour, Timesheets, etc.) on a particular Stage, click the arrow on the left of the Stage to be viewed.

A list of the areas will be displayed in a collapsed view and can be opened by clicking the respective arrow next to each area. These areas will act similar to how they behave in other areas of Ascora, such as viewing the Supplies list of a Time & Materials Quote/Job.



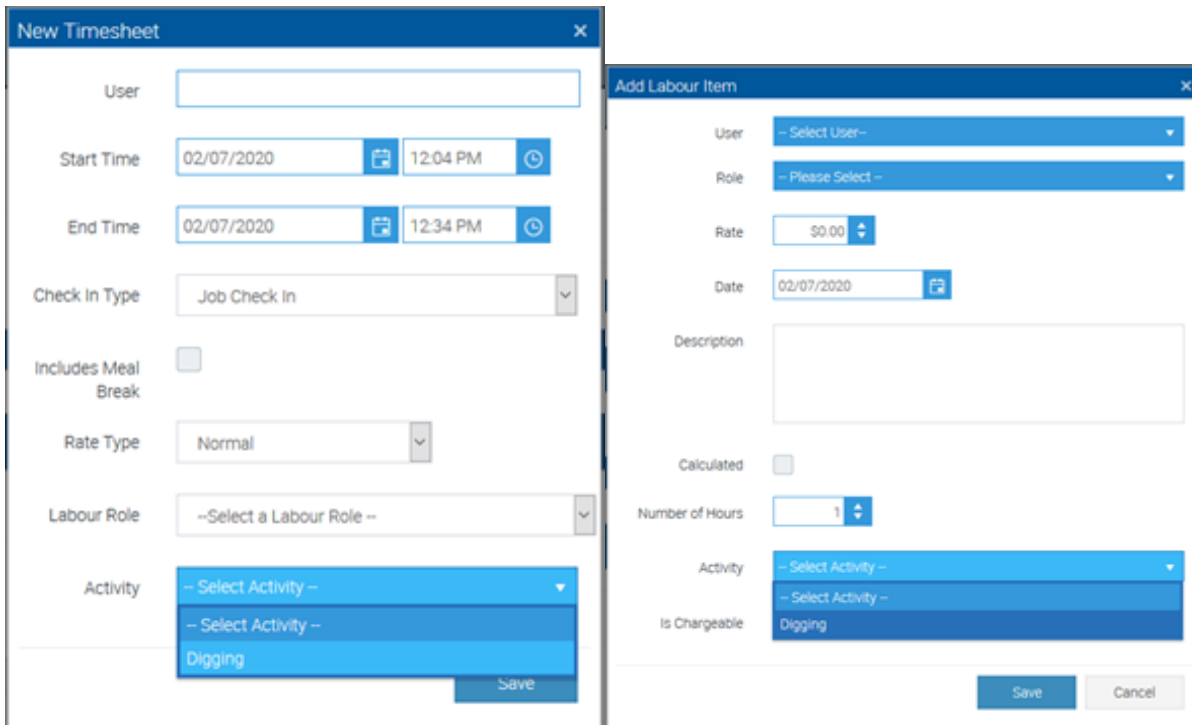
The exception to this is the Activity area. Similar to the **Stages Activity** area, this will allow certain Activities to be available for the selected Quote/Job Stage but will not change the default configured in the **Administration** area.

Activity



6. Assigning Activity on Timesheet/Labour

When adding or editing Timesheet or Labour items for a Stage, an option for Activity will be displayed. This list will be populated from the assigned Activities displayed in the previous Activity area.



To access a tutorial video about Sections and Stages, you can click the link below:

<https://www.ascora.com.au/TrainingVideos/VideoViewer/Admin-Jobs-SectionsandStages>

Related articles

- [How Job Email Import Works](#)
- [Create a Section Based Job](#)
- [Pricing Method - Stages](#)

- [Importing Supply Price List](#)
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