

**To modify the project calendar**

1. From the Tools menu, choose Change Working Time.
2. In the Change Working Time dialog box, in the Calendar area, select a date.
3. In the *For selected dates* area, select an option button.  
or
3. In the *For selected dates* area, in the From text box, type the time you want work to start.  
or
3. In the *For selected dates* area, in the To text box, type the time you want work to end.
4. Choose OK.

**To modify a resource calendar**

1. On the View Bar, click the Resource Sheet icon.
2. On the resource sheet, in the Resource Name column, select a resource name.
3. On the Standard toolbar, click the Resource Information button.
4. In the Resource Information dialog box, select the Working Time tab.
5. On the Working Time page, in the Calendar area, select a date.
6. In the *For selected dates* area, select an option button.  
or
6. In the *For selected dates* area, in the From text box, type the time you want work to start.  
or
6. In the *For selected dates* area, in the To text box, type the time you want work to end.
7. Choose OK.

**To assign a rate to a resource**

1. On the View bar, click the Resource Sheet icon.
2. In the Resource Name column, select a resource name.
3. Select the Std. Rate, Ovt. Rate, or Cost/Use column.
4. Enter a rate.

**To view total project costs**

1. From the Project menu, choose Project Information.
2. In the Project Information for [Project File] dialog box, choose Statistics.
3. In the Project Statistics for [Project File], choose Close.

**To specify default rates**

1. From the Tools menu, choose Options.
2. In the Options dialog box, select the General tab.
3. On the General page, in the General options for [Project File], in the *Default standard rate* text box, type a new rate.
4. In the General options for [Project File] area, in the *Default overtime rate* text box, type a new rate.
5. If desired, choose Set as Default.
6. Choose OK.