

Set a single user rate for all clients

To complete this task, you must have the required permissions of Administrator and Maintain Billing. To set a single user rate for all clients, you should first change your task levels so you have a top level above your current top task level. Select the menu item Tools | Options, then on the Task Levels tab, rename each task level, moving them down. Set the top level to your new name. Press OK. Next create a new top level task with your company name or whatever is appropriate. Then drag your existing tasks to the new top level. TT&E will prompt you because it will adjust the task levels of the moved tasks. Finally, enter billing rates for the top task and set the sub tasks to Use Parent Billing Information.

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