

MAINTENANCE

INSTRUCTIONS - INSTRUCTION LABOUR

Linking Labour Resource requirements to an instruction, gives you the ability to see how many **employees** are required to do a certain **craft type** (skill), which will allow for planning the resources that may be required for upcoming projects or tasks.

Ribbon Access: Maintenance / Projects > Instructions



- 1. The *Instructions listing* screen will be displayed.
- Click on the row of the instruction you wish to link a *labour resource requirement* to.
- 3. Click on *Edit*.

Short cut key: *Right click* to display the *Process* menu list. Click on *Edit*.



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- 4. The *Instruction Maintain* screen will be displayed.
- 5. On the *Labour Resource* docking panel,
- 6. *Right click* in the *Craft* text box to display the *Process* menu list.

ADD NEW CRAFT

7. Click on Craft - Add New Craft.



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- 8. The *Select a craft* screen will be displayed.
- 9. Click on the *row* of the craft (skill) that you wish to link to this instruction.
- 10. Click on *OK*.



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11. The **Craft** and **Craft Name** will populate according to the selection made.

ADD CREW AND TIME

- 12. **Crew:** Click in the text box and **type** in or use the **arrow** indicators to select the *number of employees* that are required to complete this instruction.
- 13. **Time:** Click in the text box and **type** in or use the **arrow** indicators to select the **total time** (<u>in hours</u>) required for this instruction.
 - The example has 1 Technician as required at a total time of 2 hours.
- Click anywhere in the Labour Resources *data grid* to open the **next** entry line.
- 15. Repeat from *Step 6*, to continue adding the Labour Resources as required.



SAVE LABOUR RESOURCE

16. When you have finished, click on *Save*.

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- 17. When you receive notification to confirm that;
 - Instruction : [abbrev/number] saved
- 18. Click on *OK*.



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19. You will return to the *Instructions* listing screen, click on *Back* to return to

7		Instruction	5 - BPO: Version 2.5.0.4 - Example Company v2.5.0.0	
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Documents	CLEAN SERV	Service	Clean Machine	Post Service Clean of Machine
	MAINT SERV	Service	Maintain as required	Maintain as required in service manual
	MFCPNF1 SCHE	Service Checks	Paper not feeding service checks for Multi Functional Copiers - Check 1	1. Does the edge actuator move smoothly No. Re



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