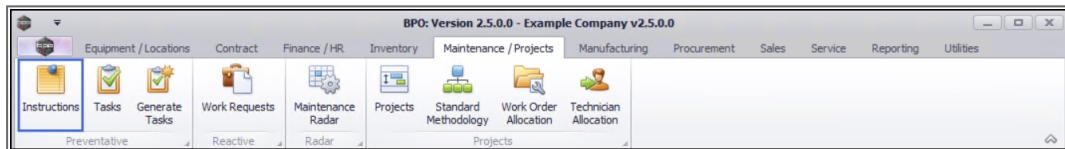


MAINTENANCE

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.

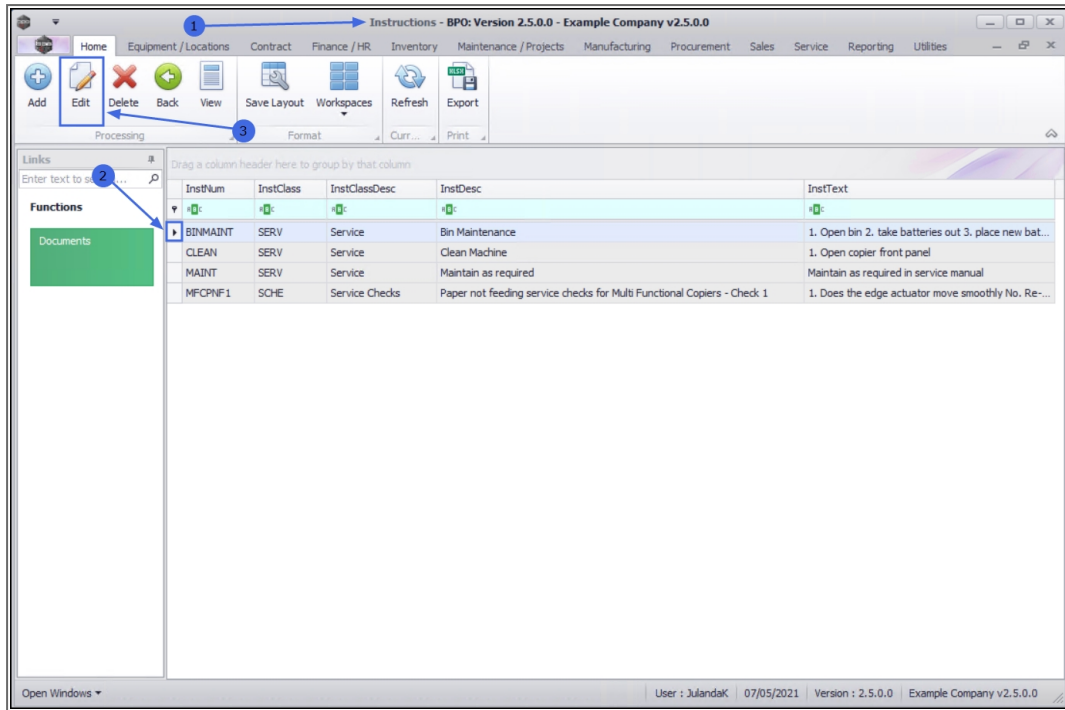
Ribbon Access: *Maintenance / Projects > Instructions*



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



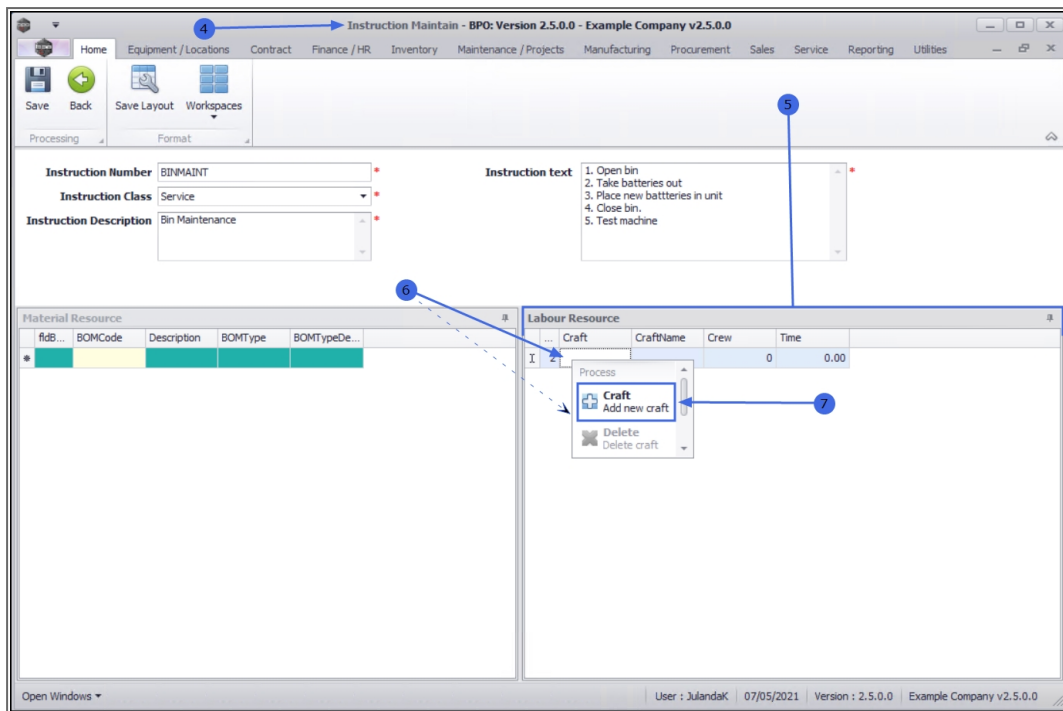
Short cut key: **Right click** to display the **Process** menu list. Click on **Edit**.



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**.



Instruction Maintain - BPO: Version 2.5.0.0 - Example Company v2.5.0.0

Home Equipment / Locations Contract Finance / HR Inventory Maintenance / Projects Manufacturing Procurement Sales Service Reporting Utilities

Save Back Save Layout Workspaces

Processing Format

Instruction Number BINMAINT

Instruction Class Service

Instruction Description Bin Maintenance

Instruction text

1. Open bin
2. Take batteries out
3. Place new batteries in unit
4. Close bin.
5. Test machine

Material Resource

fIdB...	BOMCode	Description	BOMType	BOMTypeDe...
*				

Labour Resource

Craft	CraftName	Crew	Time
		0	0.00

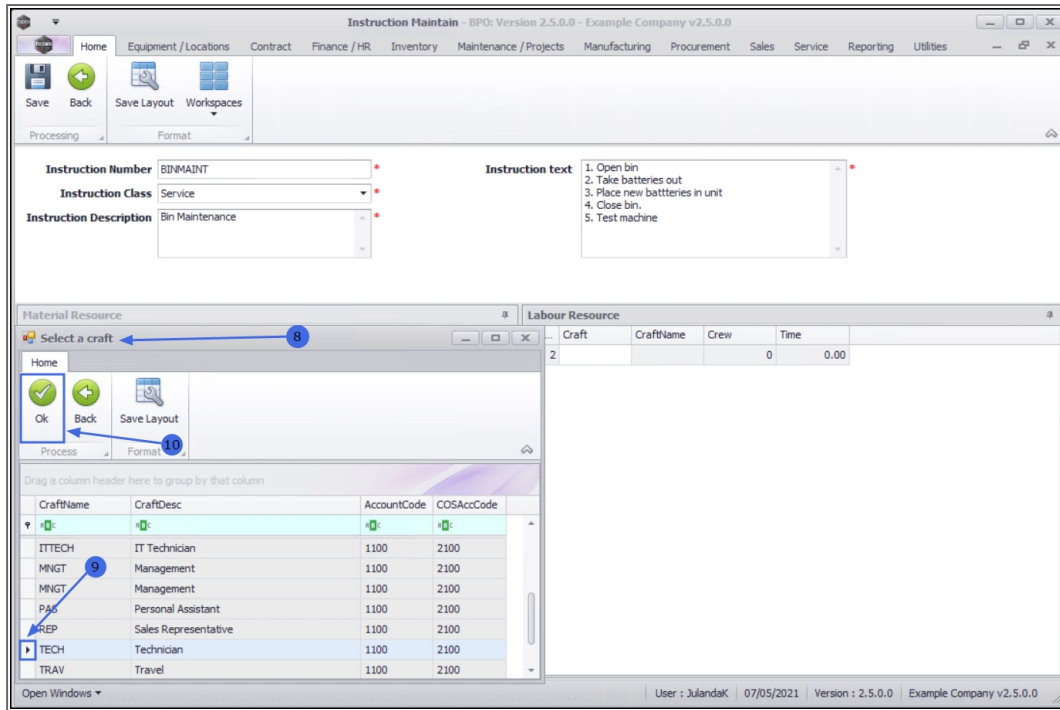
Process

Craft (Add new craft)

Delete (Delete craft)

User : JulandaK | 07/05/2021 | Version : 2.5.0.0 | Example Company v2.5.0.0

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**.



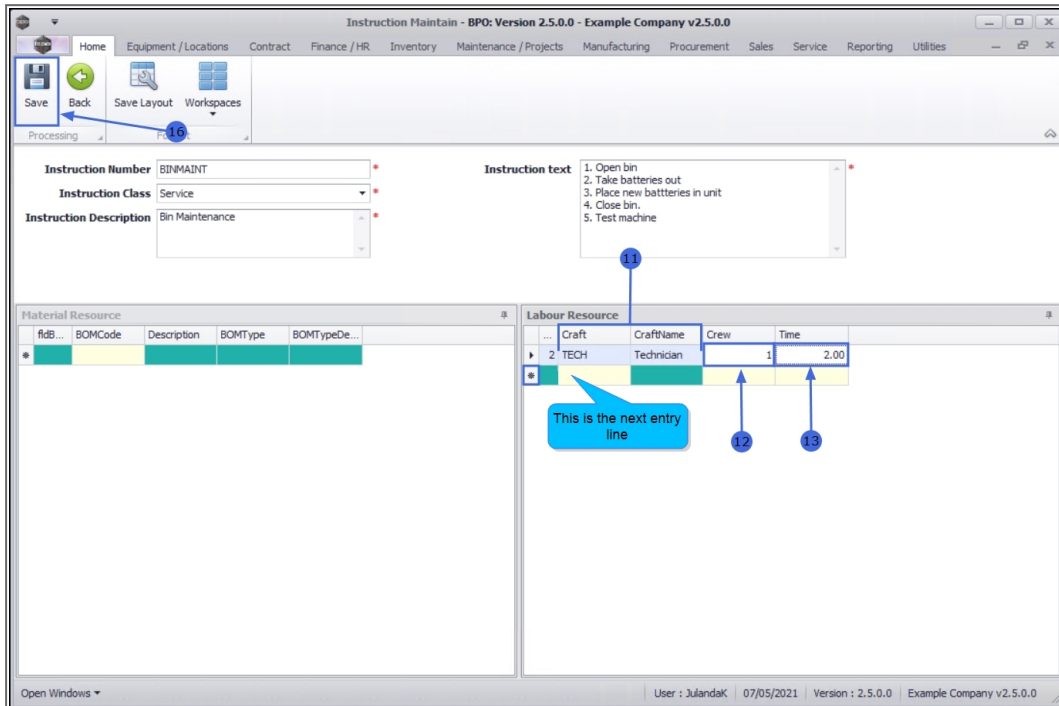
11. The **Craft** and **Craft Name** will populate according to the selection made.

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** (in hours) required for this instruction.
 - The example has **1 Technician** as required at a total time of **2 hours**.
14. 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**.



The screenshot shows the 'Instruction Maintain - BPO: Version 2.5.0.0 - Example Company v2.5.0.0' window. The 'Save' button is highlighted in the top-left toolbar. The 'Instruction text' field contains a list of steps: 1. Open bin, 2. Take batteries out, 3. Place new batteries in unit, 4. Close bin, 5. Test machine. The 'Labour Resource' table is visible, showing a single entry for 'TECH' (Technician) with a crew of 1 and a time of 2.00. A blue callout box points to the next entry line in the table.

idB...	BOMCode	Description	BOMType	BOMTypeDe...
*				

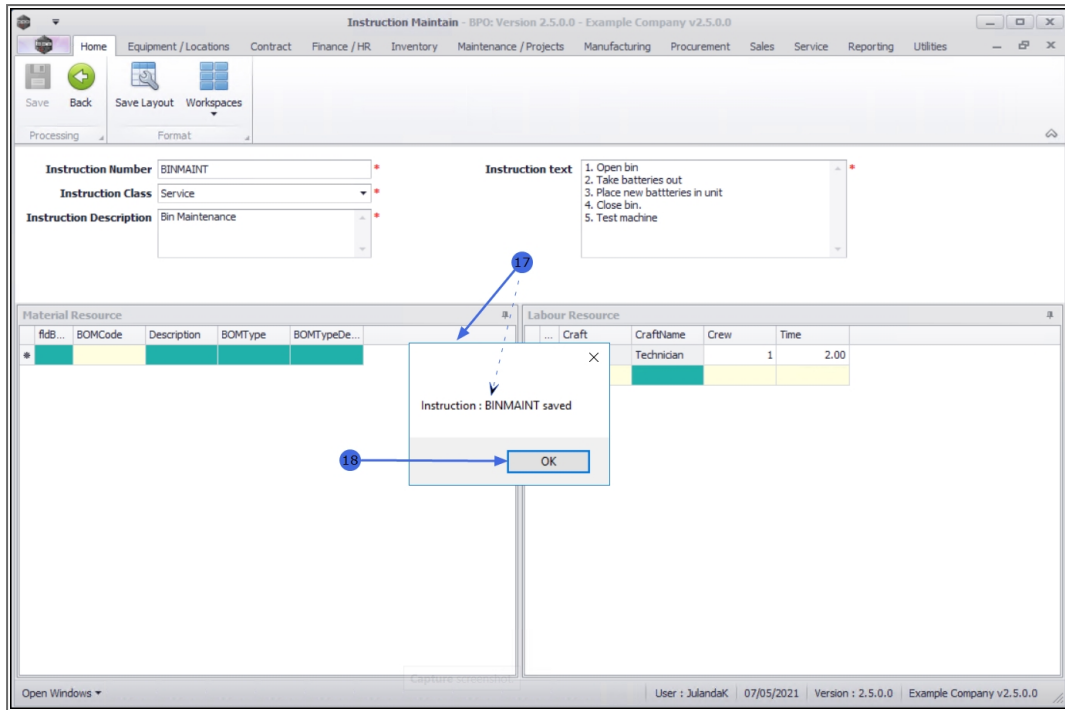
Craft	CraftName	Crew	Time
2	TECH	Technician	1
			2.00

This is the next entry line

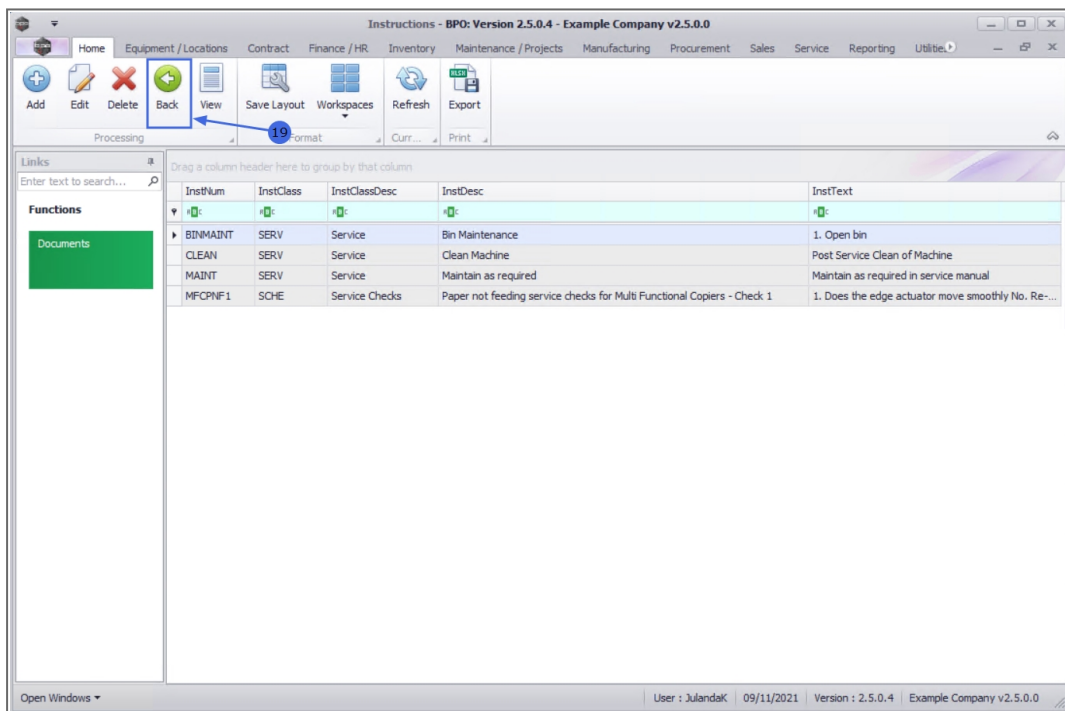
17. When you receive notification to confirm that;

- **Instruction : [abbrev/number] saved**

18. Click on **OK**.



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





MNU.043.002

