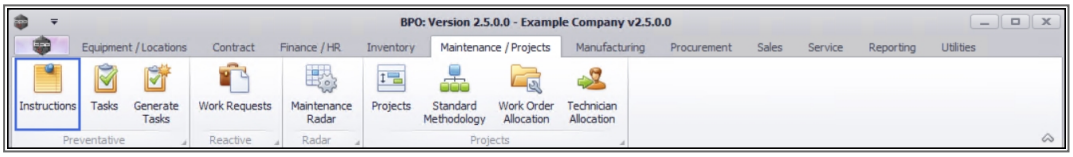
MAINTENANCE

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***.

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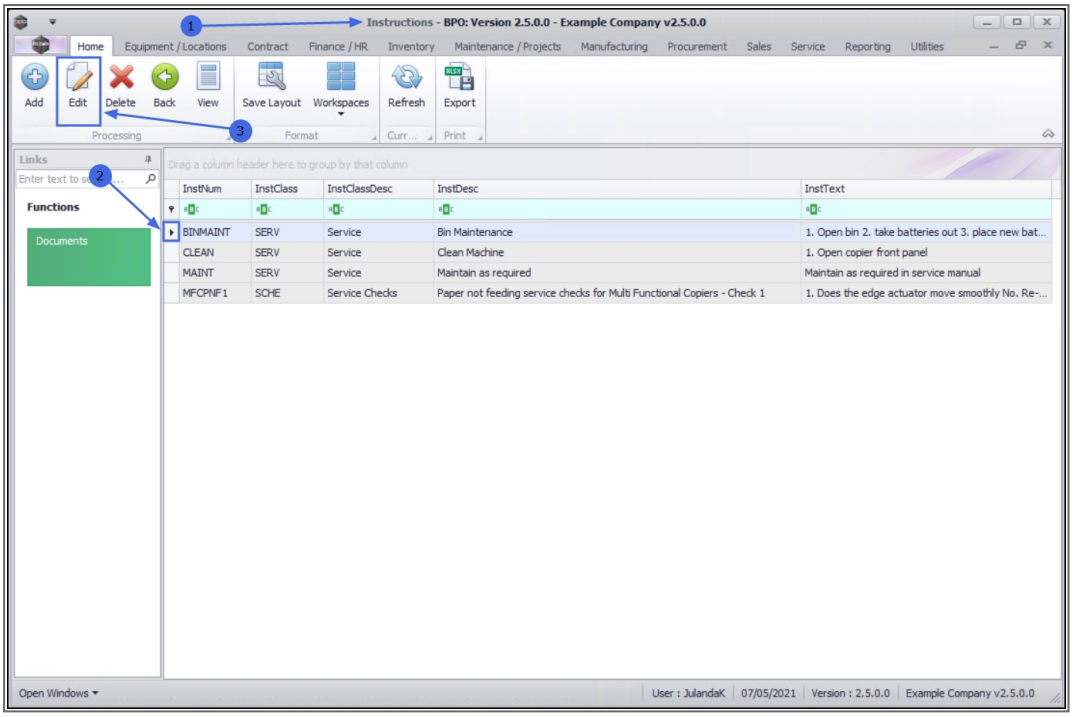

4. The ***Instruction Maintain*** screen will be displayed.
5. On the ***Labour Resource*** docking panel,
6. ***Right click*** in the ***Craft*** text box to display the ***Process*** menu list.

ADD NEW CRAFT

7. Click on ***Craft - Add New Craft***.

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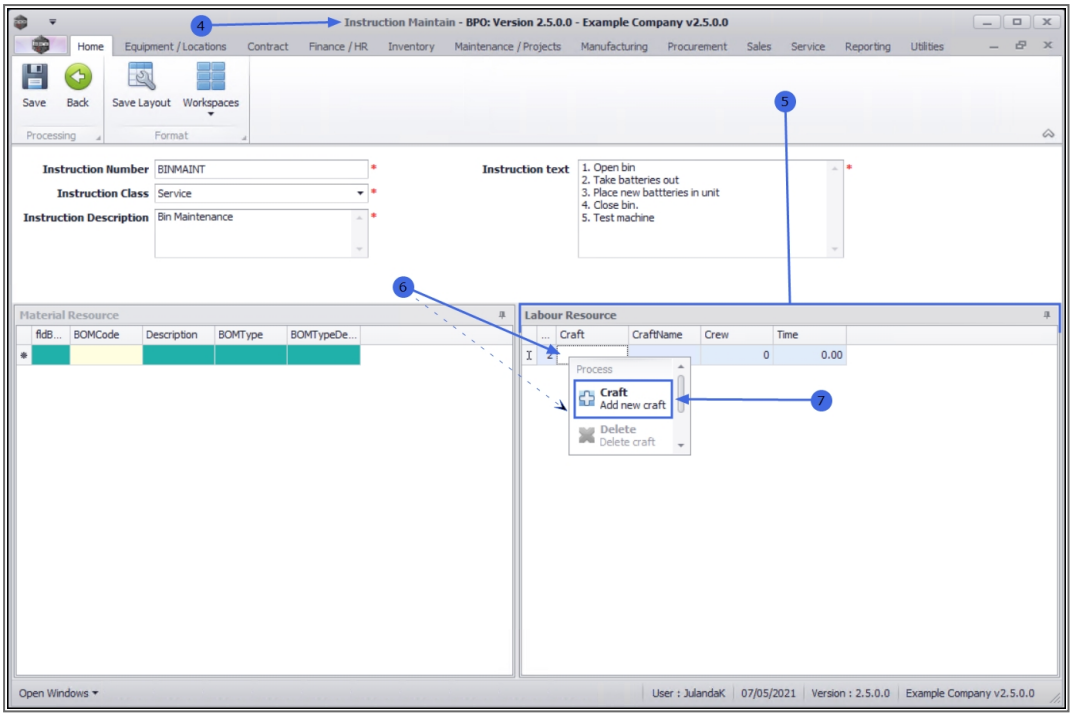

8. The ***Select a craft*** screen will be displayed.
9. Click on the ***row*** of the craft (skill) that you wish to link to this instruction.
10. Click on ***OK***.

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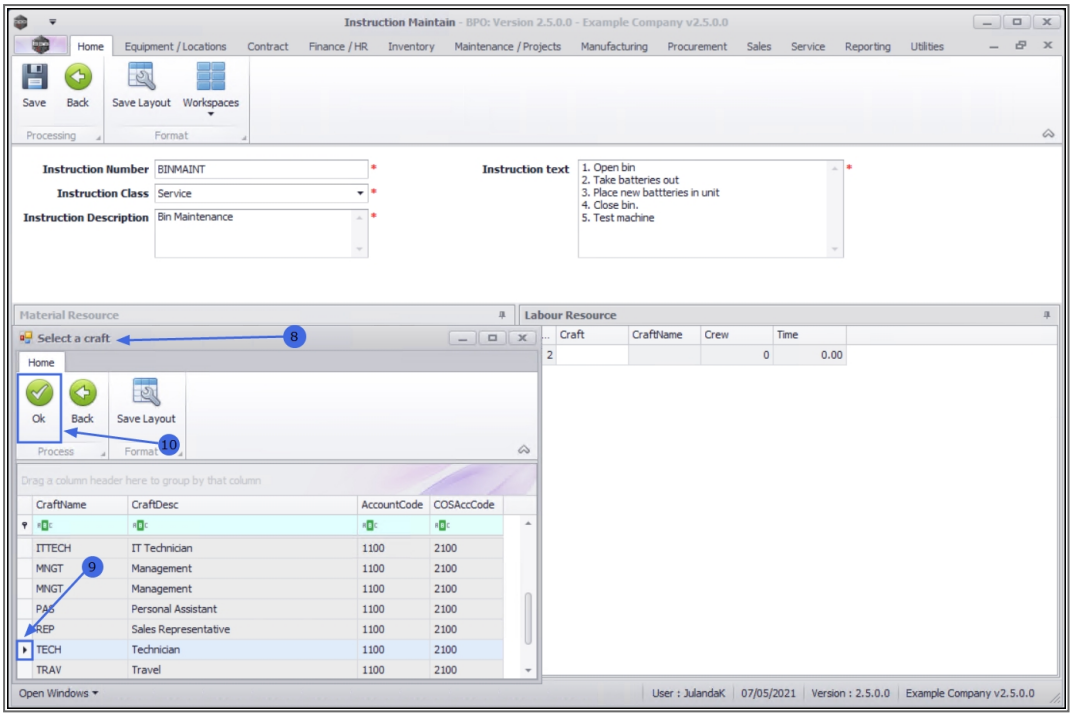

11. The **Craft** and **Craft Name** will populate according to the selection made.

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*** (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.

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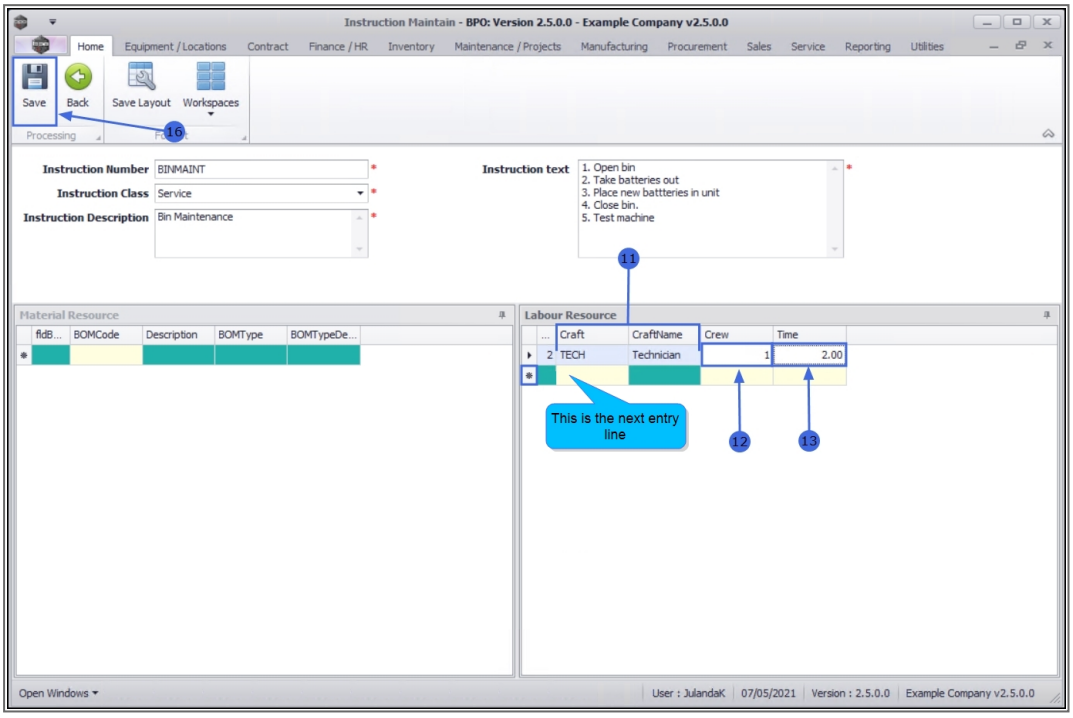
SAVE LABOUR RESOURCE

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



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

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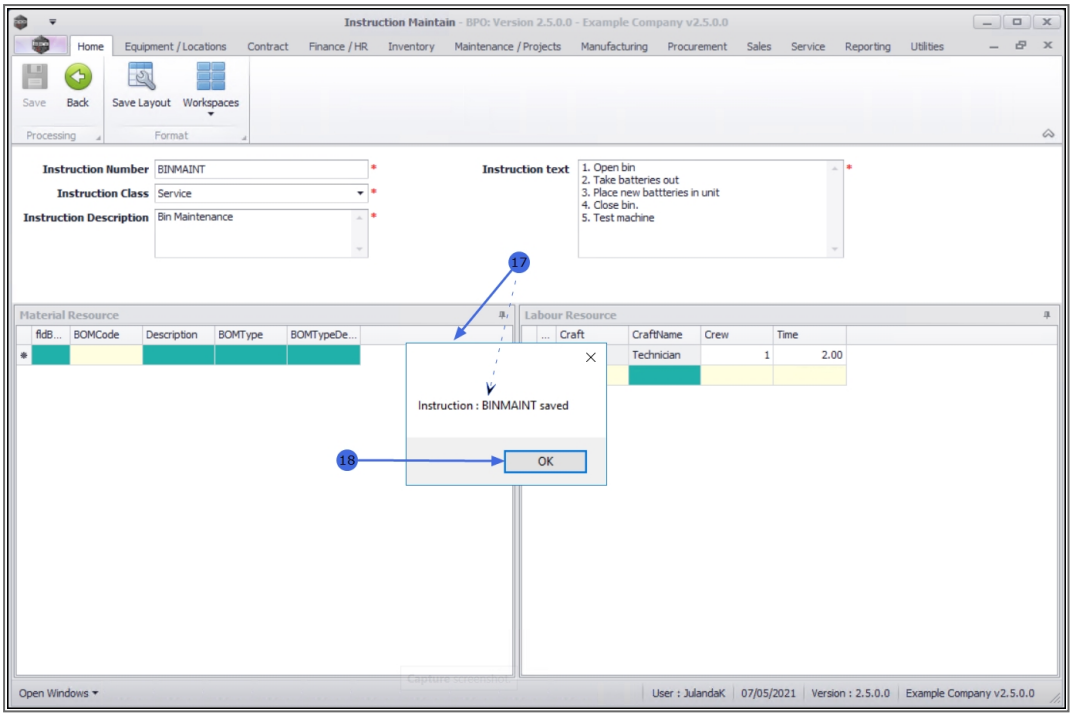
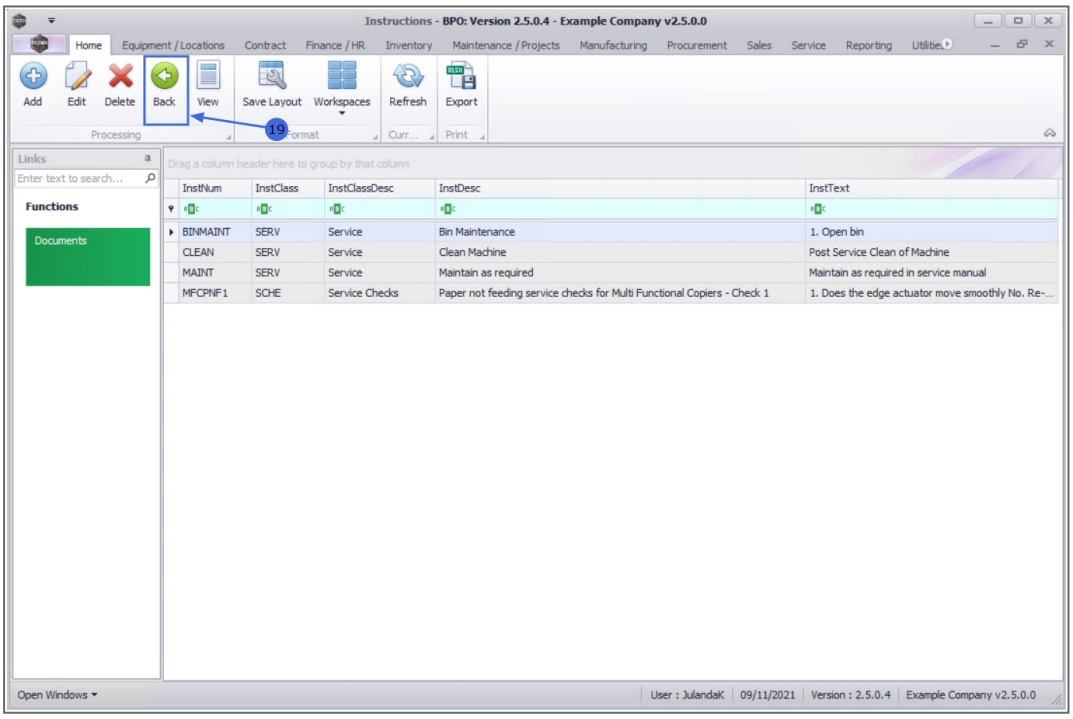


19. You will return to the ***Instructions*** listing screen, click on ***Back*** to return to



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