

MAINTENANCE

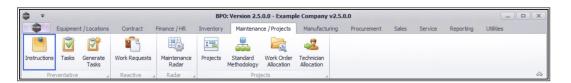
INSTRUCTIONS

Instructions are **Work Instructions** to the person performing the required work.

One (or more) Instructions are linked to Tasks.

INSTRUCTIONS PROCESS FLOW

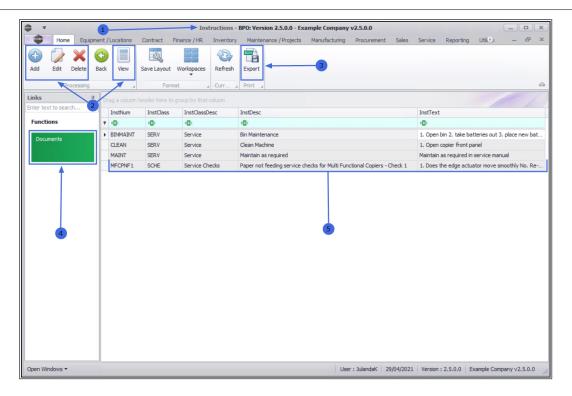
Ribbon Access: *Maintenance / Projects > Instructions*



- 1. The *Instructions* listing screen will be displayed.
- From the *Processing Ribbon Bar* you can <u>Add, Edit, Delete and View</u> an Instruction.
- Also on the *Ribbon Bar* is the <u>Export</u> button for exporting the list of Instructions to a Microsoft Excel Spreadsheet.
- The *Documents Tile* in the *Functions panel* can be used to view a list of the <u>digital documents</u> that have been linked to an Instruction.
- 5. The *Data Grid* lists all Instructions that have already been set up. Any new Instructions that gets created, will be added to the list.



Instructions



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