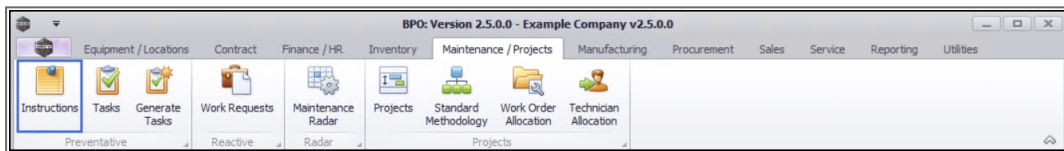


## MAINTENANCE

### INSTRUCTIONS – ADD / EDIT / DELETE AND VIEW AN INSTRUCTION

Instructions are 'Work Instructions' to the person performing the required work. One (or more) Instruction(s) are linked to [Tasks](#).

**Ribbon Access:** *Maintenance / Projects > Instructions*



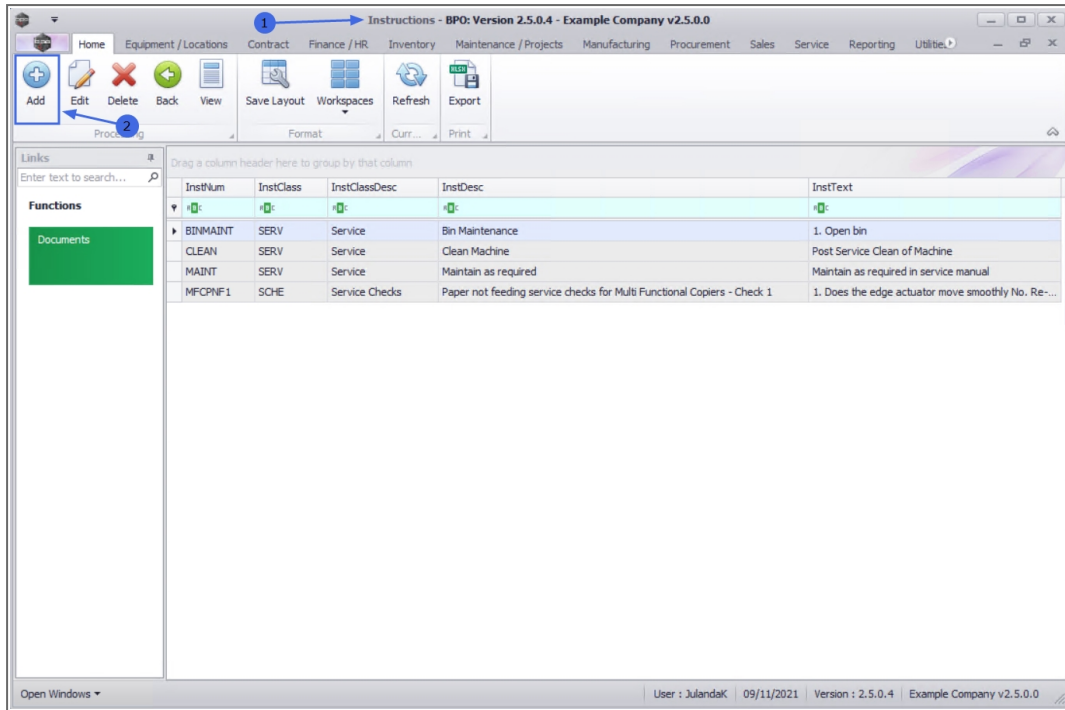
1. The Instructions listing screen will be displayed.

### ADD AN INSTRUCTION

2. Click on Add.



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



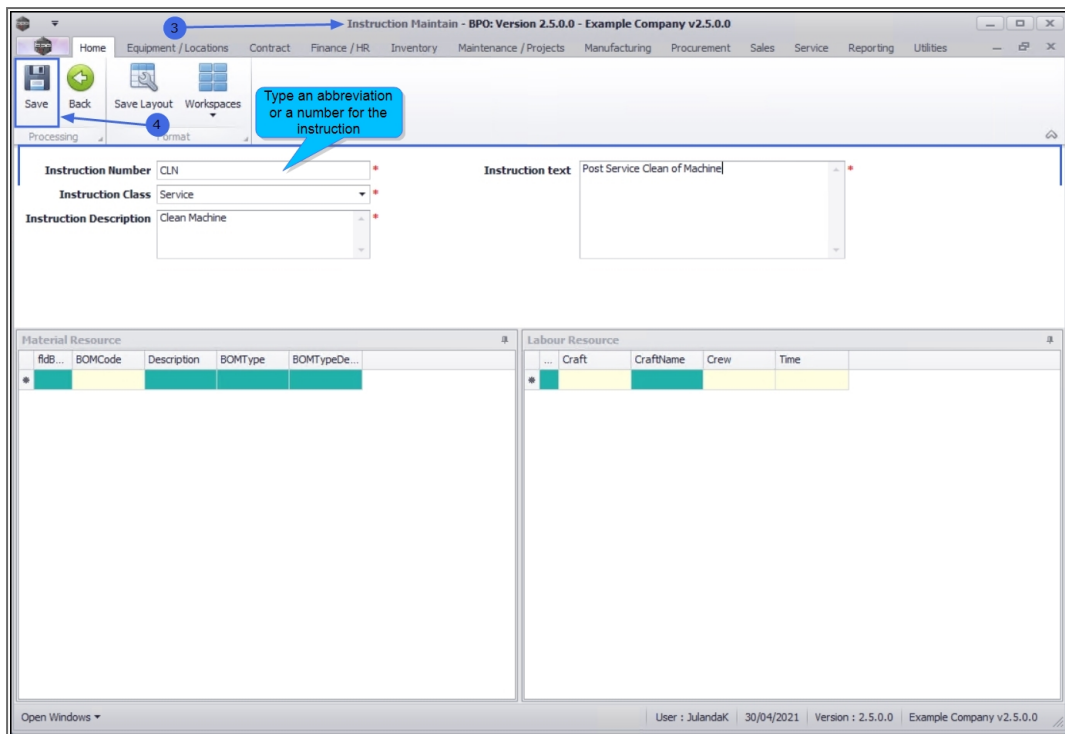
3. The **Instruction Maintain** screen will be displayed.

## INSTRUCTION DETAILS PANEL

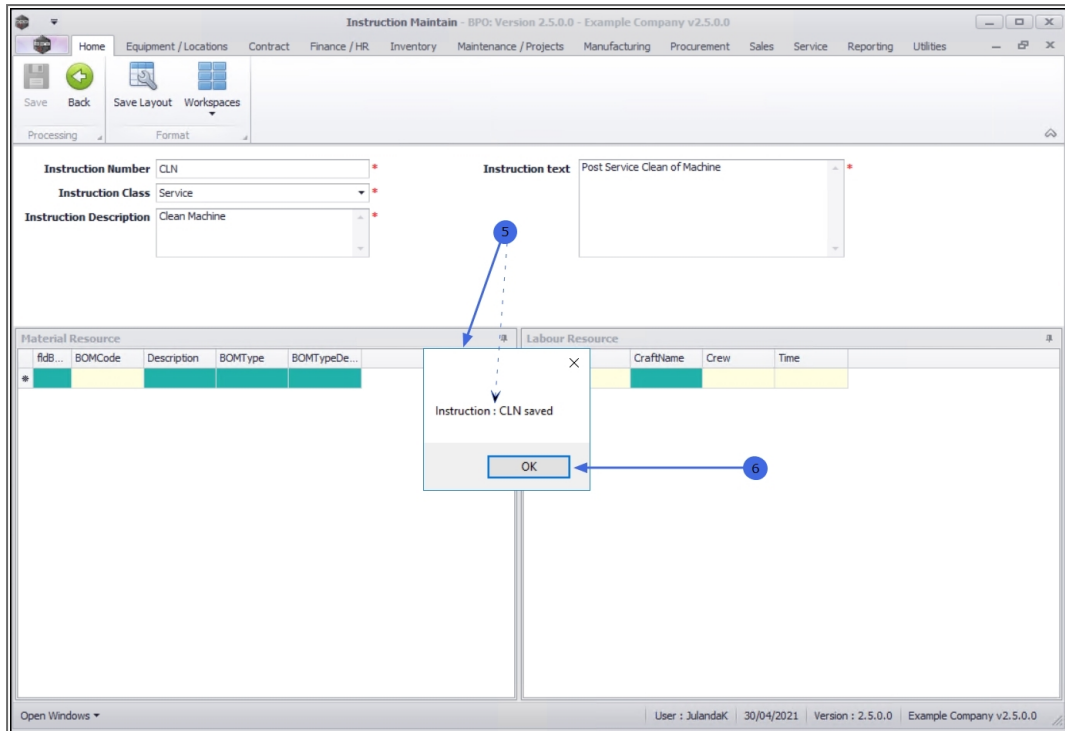
- **Instruction Number:** Click in the text box to **type** in an **abbreviation** or **number** for this new instruction.
- **Instruction Class:** Click on the down **arrow** to **select** the instruction class from the **list**.
- **Instruction Description:** Click in the text box to **type** a 'heading' or short description for the instruction.
- **Instruction text:** Click in the text box to **type** a description of the actual work that needs to be performed.

## SAVE THE INSTRUCTION

4. When you have completed the new instruction details, click on **Save**.



5. When you receive the message to confirm that;
  - **Instruction:** *[instruction abbrev/number]* saved.
6. Click on **OK**.



**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: CLN  
 Instruction Class: Service  
 Instruction Description: Clean Machine

Instruction text: Post Service Clean of Machine

Material Resource | Labour Resource

Material Resource Table:

IdB...	BOMCode	Description	BOMType	BOMTypeDe...
*				

Labour Resource Table:

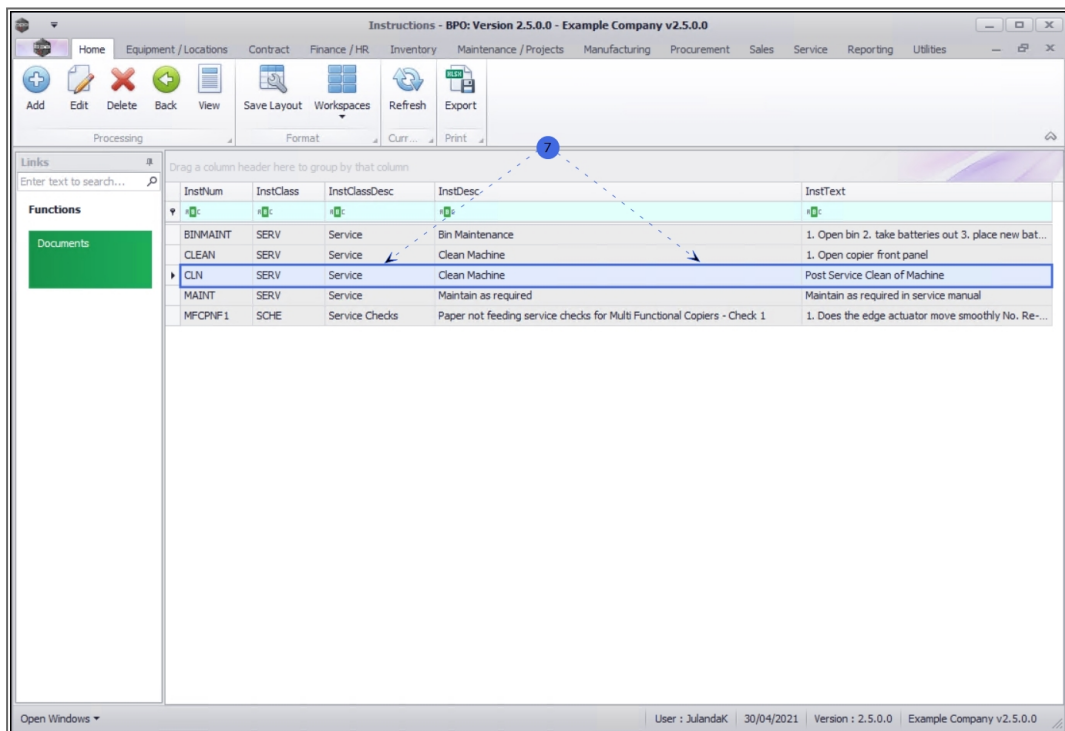
CraftName	Crew	Time

Instruction: CLN saved

OK

Open Windows | User: JulandaK | 30/04/2021 | Version: 2.5.0.0 | Example Company v2.5.0.0

7. You will return to the **Instructions** listing screen where you can **view** the newly created instruction.



**Instructions** - 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

Add | Edit | Delete | Back | View | Save Layout | Workspaces | Refresh | Export

Processing | Format | Curr... | Print

Links: Enter text to search...

Functions: Documents

Drag a column header here to group by that column

InstNum	InstClass	InstClassDesc	InstDesc	InstText
BINMAINT	SERV	Service	Bin Maintenance	1. Open bin 2. take batteries out 3. place new bat...
CLEAN	SERV	Service	Clean Machine	1. Open copier front panel
CLN	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...

Open Windows | User: JulandaK | 30/04/2021 | Version: 2.5.0.0 | Example Company v2.5.0.0

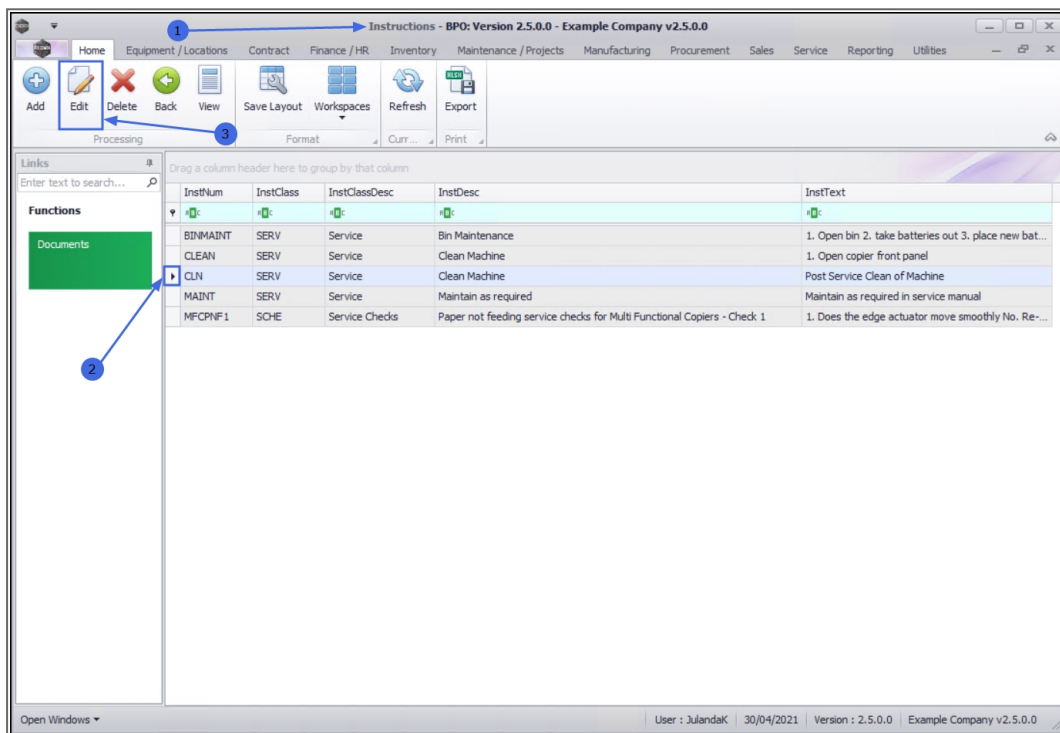
You can now continue to link [Labour](#), [BOM](#) or [Digital Documents](#) to the Instruction.

## EDIT AN INSTRUCTION

1. From the **Instructions** list screen,
2. Click in the **row** of the Instruction you wish to edit.
3. Click on **Edit**.



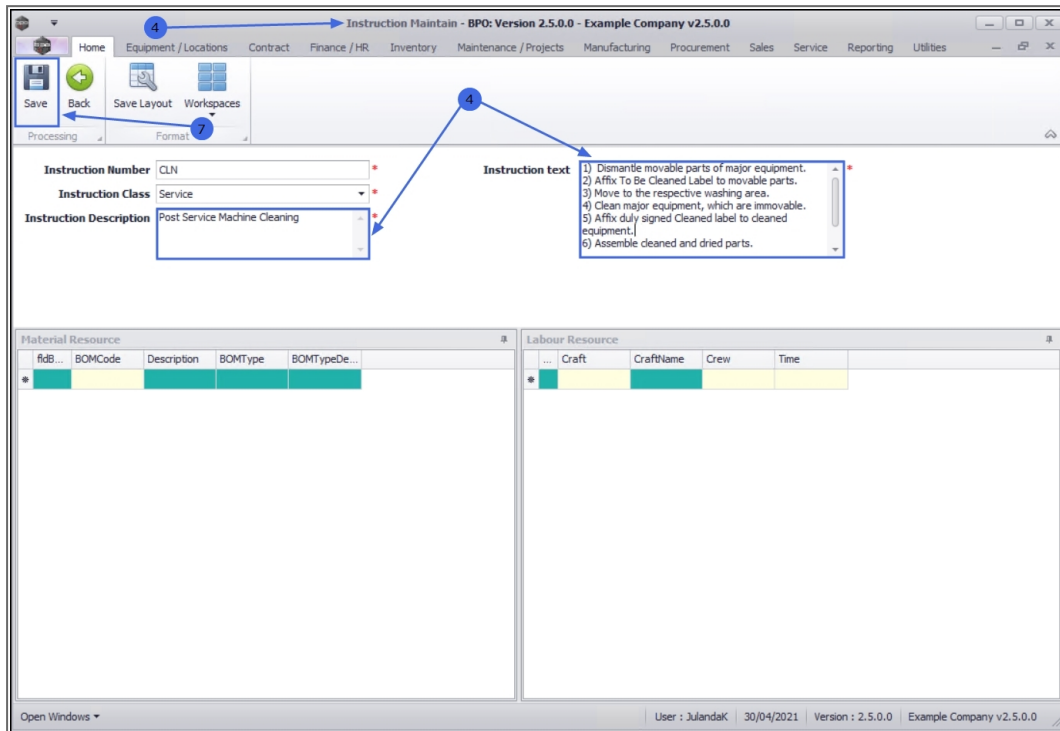
Short cut key: **Right click** to display the **Process** menu list. Click on **Edit**.



4. The **Instruction Maintain** screen will be displayed.
5. Make the necessary changes to the Instruction details if required.
  - The example updated the **Instruction Description** field and completed the **Instruction text**.
6. Continue to link [Labour](#), [BOM](#) or [Digital Documents](#) to the Instruction.

## SAVE THE CHANGES

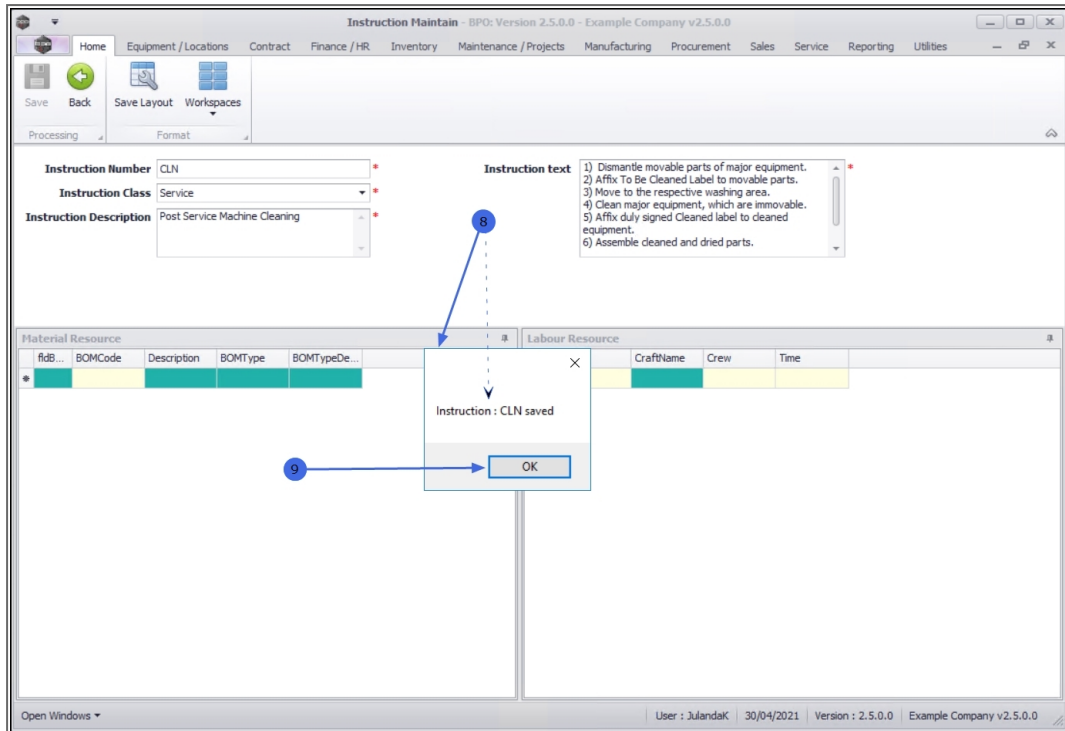
7. When you have updated the instruction information, click on **Save**.



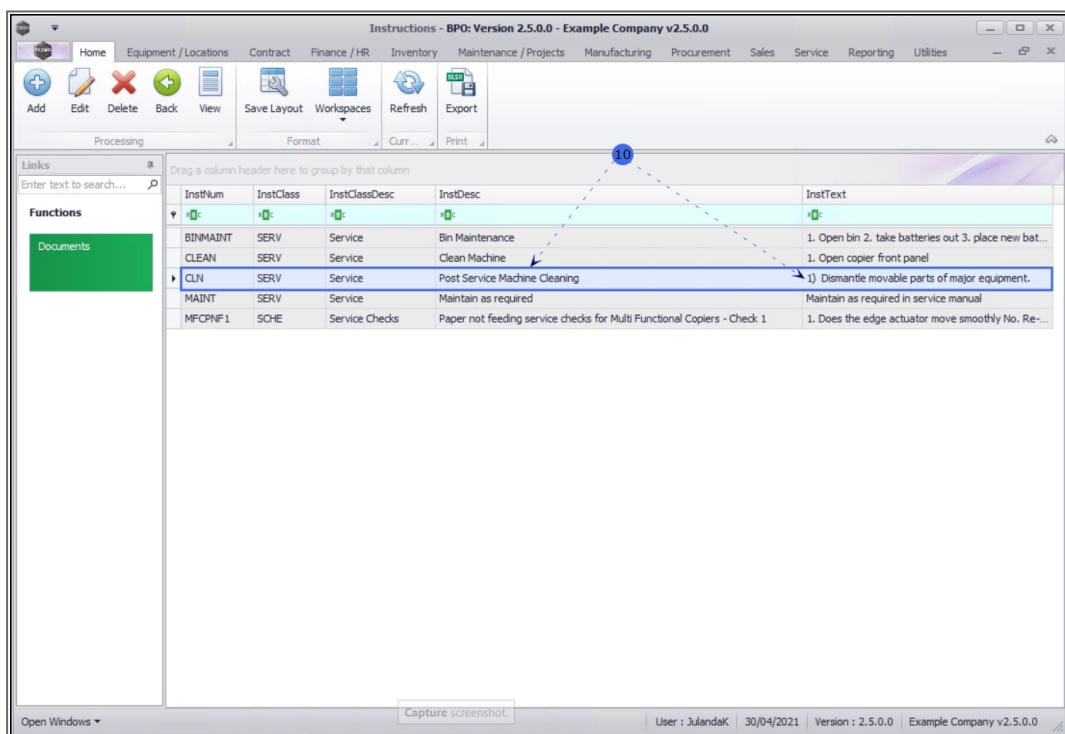
8. When you receive the message to confirm that;

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

9. Click in **OK** to proceed.



10. You will return to the **Instructions** list screen where you can **view** the updated Instruction.

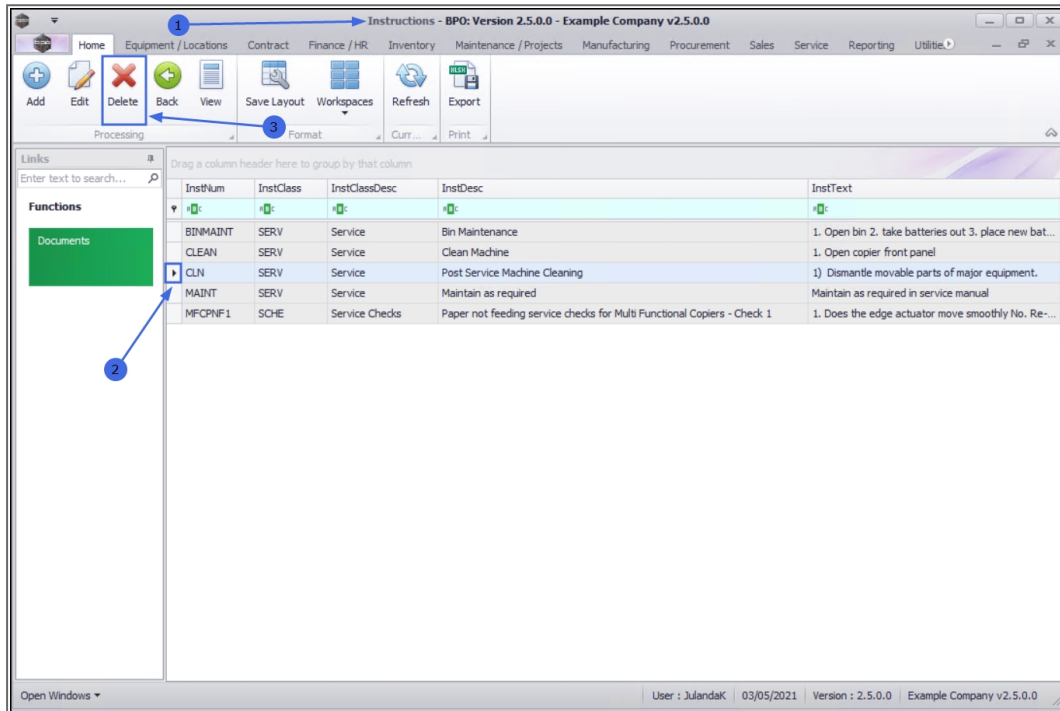


## DELETE AN INSTRUCTION

1. From the **Instructions** list screen,
2. Click on the **row** of the Instruction you wish to delete.
3. Click on **Delete**.

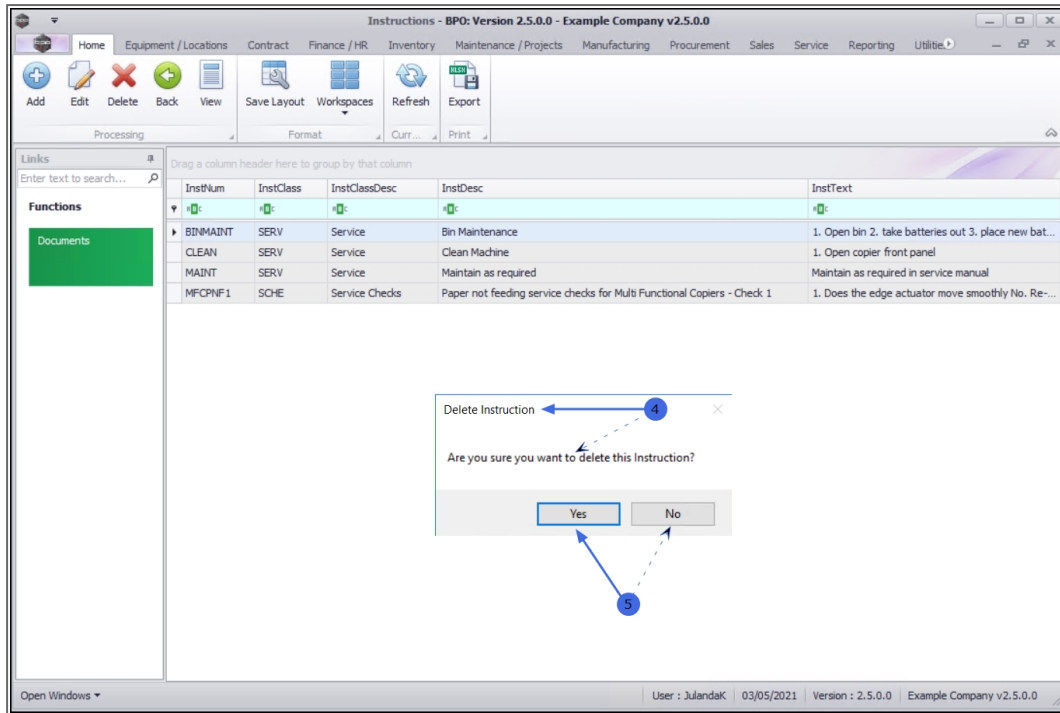


Short cut key: **Right click** to display the **Process** menu list. Click on **Delete**.



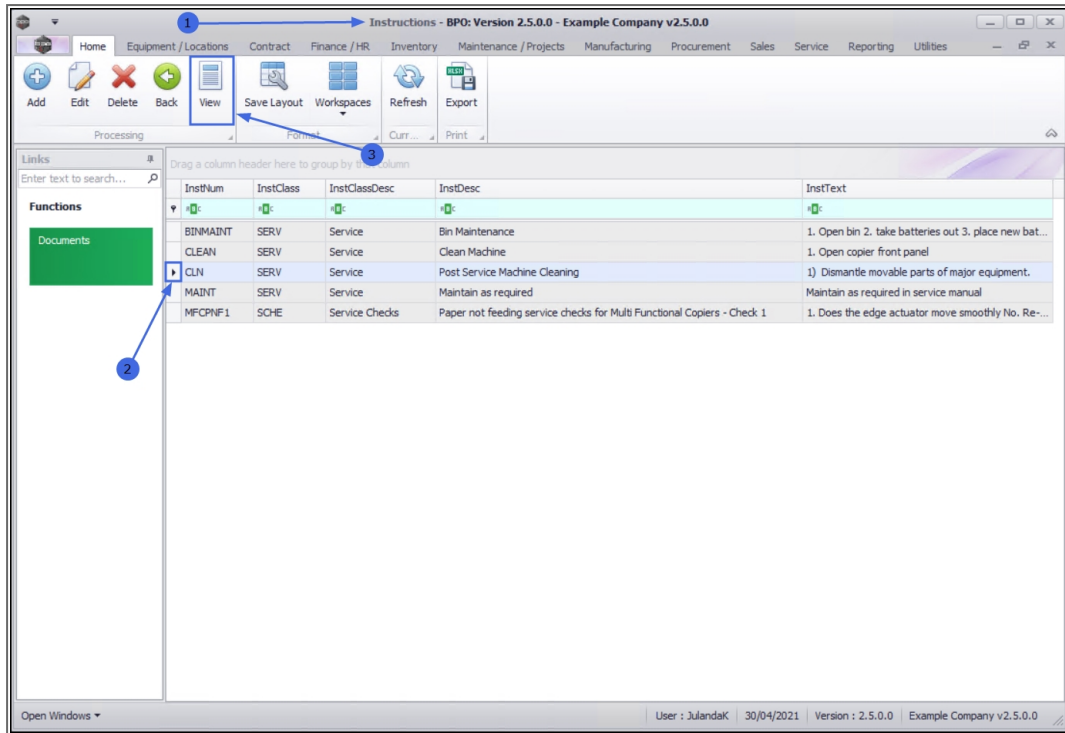
4. When you receive the **Delete Instruction** to confirm;
  - **Are you sure you ant to delete this Instruction?**
5. Click on **Yes** to remove the instruction, *if you are certain about your selection* or
  - Click on **No** to ignore the request and return to the Instruc-tions list screen.
6. The instruction has been removed from the Instruction list screen.





## VIEW AN INSTRUCTION

1. From the *Instructions* list screen,
2. Click on the **row** of the Instruction you wish to view.
3. Click on **View**.

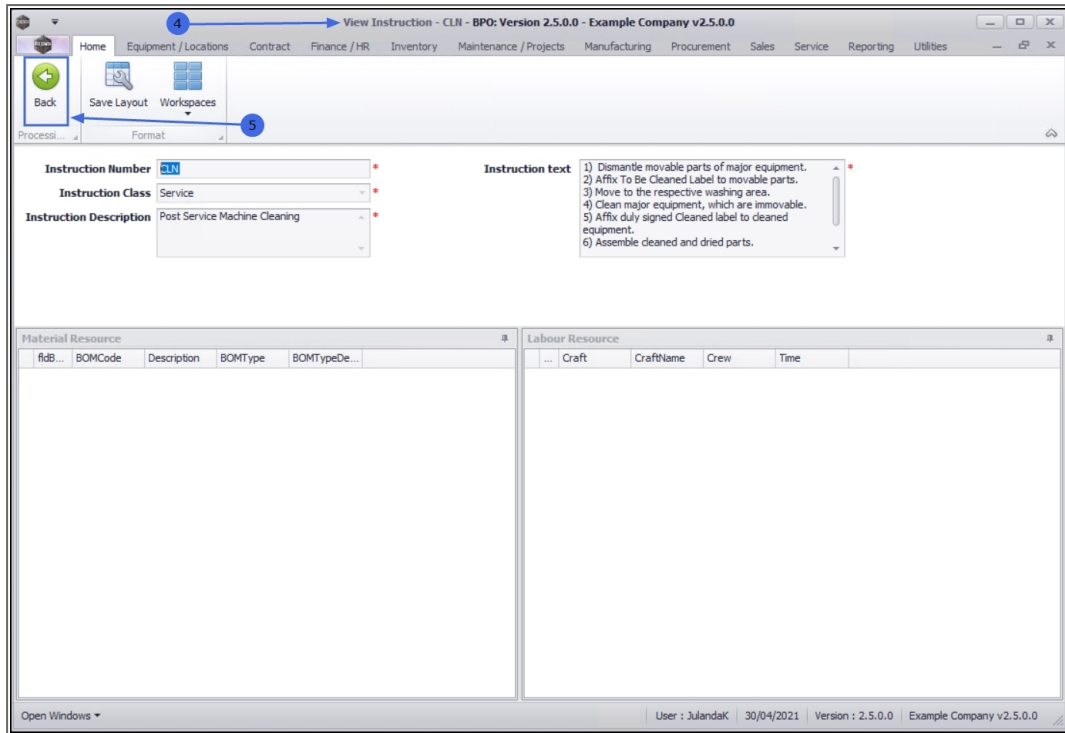


4. The **View Instructions** - *[instruction abbrev/number]* screen will be displayed.



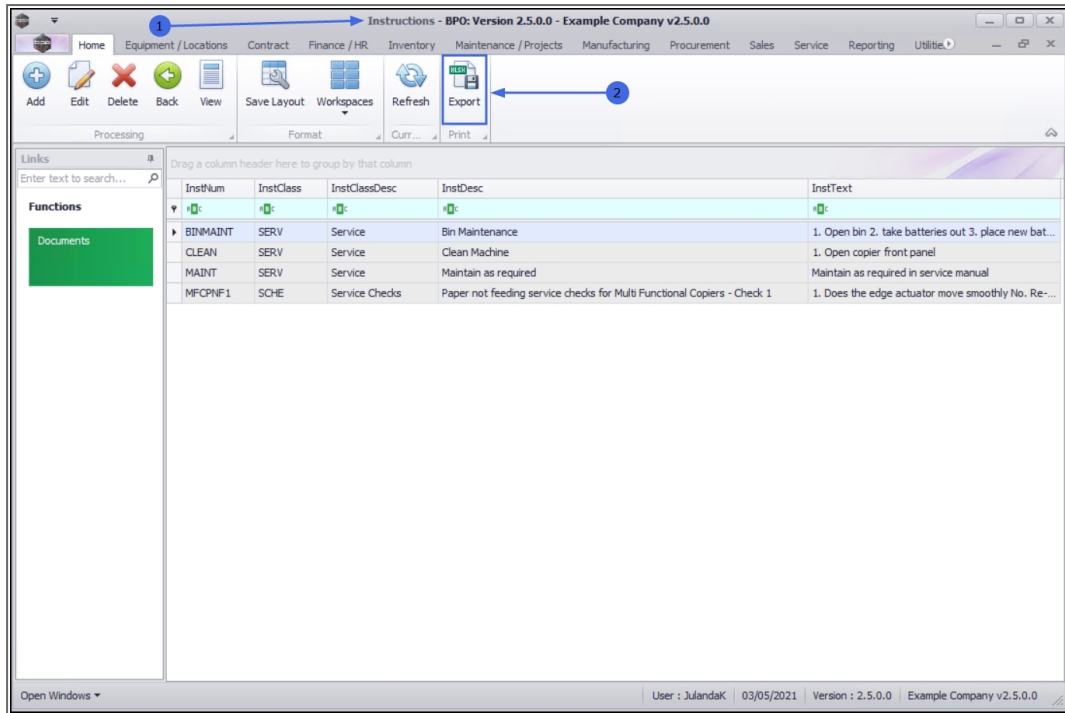
Note that all the fields for the instruction is greyed out. This is a view only screen and no changes can be made to the information on this screen.

5. Click on **Back** to return to the Instructions list screen.

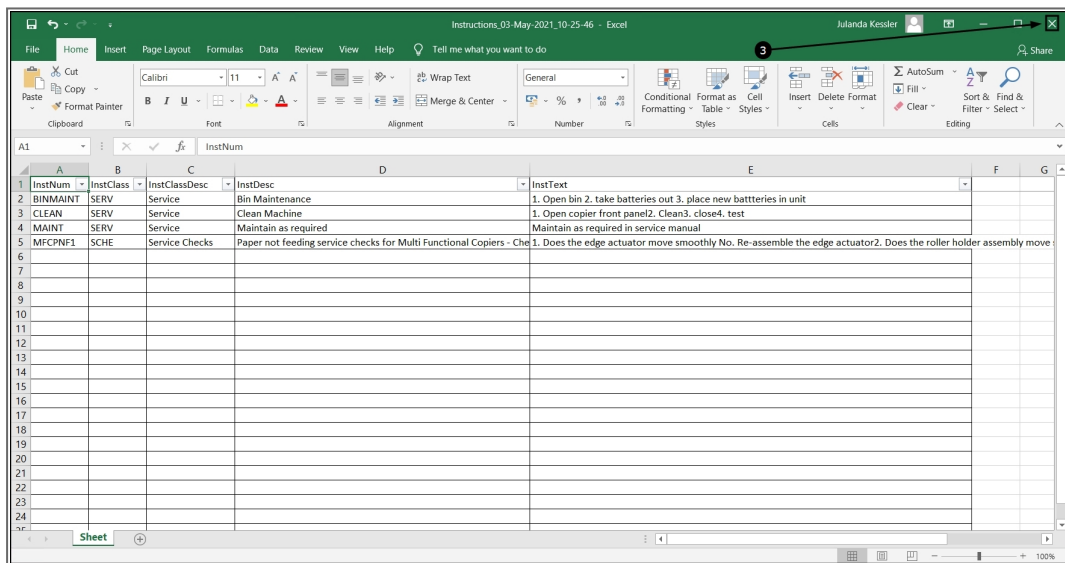


## EXPORT THE INSTRUCTIONS LIST

1. From the *Instructions* list screen,
2. Click on **Export** to export a list of Instructions to a Microsoft Excel Spreadsheet.



- When you have completed working in Excel, **Save** the Worksheet and click on **Close** to return to the **Instructions** listing screen.



## Related Topics

- [Link Labour to an Instruction](#)
- [Link BOM to an Instruction](#)
- [Link Digital Documents to an Instruction](#)

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