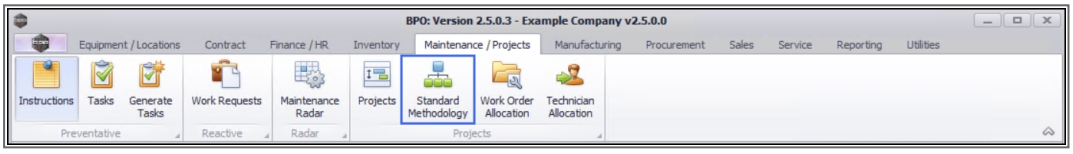
PROJECTS

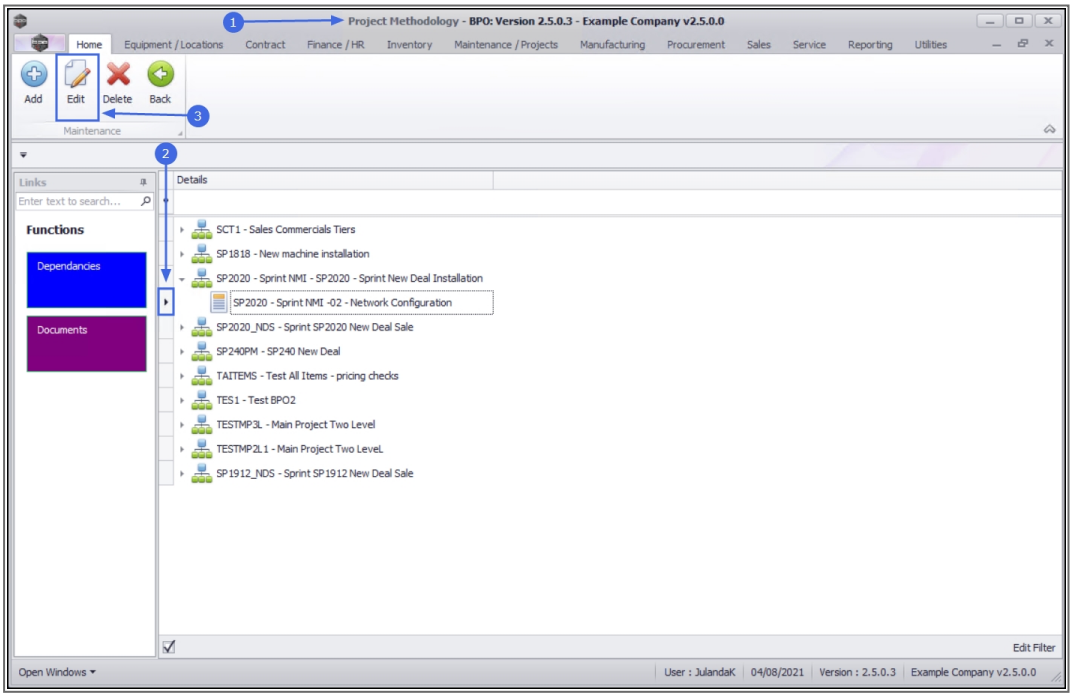
STANDARD METHODOLOGY - LINK WORK INSTRUCTION(S)

Ribbon Access: *Maintenance / Projects > Standard Methodology*



1. The ***Project Methodology*** screen will be displayed.
2. Click on the ***row*** of the ***methodology layer*** that you wish to link a ***Work Instruction*** to.
3. Click on ***Edit***.

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



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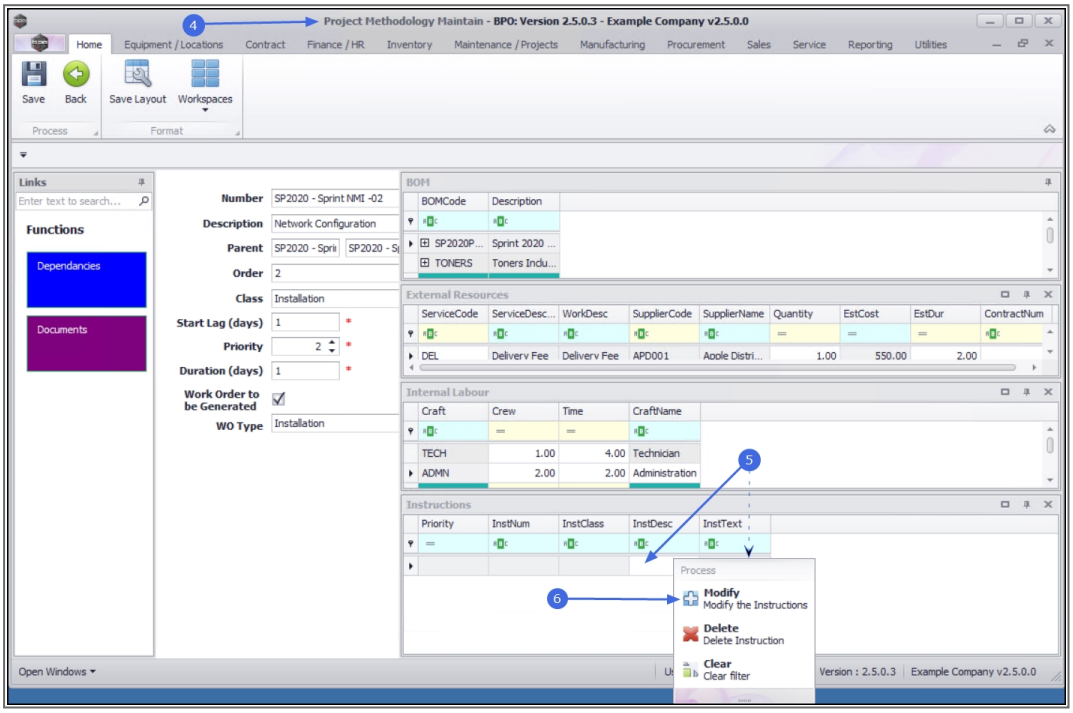
4. The ***Project Methodology Maintain*** screen will be displayed.
5. ***Right Click*** in an available row of the ***Internal Labour*** frame to display the ***Process*** menu.
6. Click on ***Modify*** - Modify the Instructions.



7. The ***Methodology Instructions Maintain*** screen will be displayed.
8. Click on the ***row*** selector of the Instruction on the left hand panel, you wish to ***link*** to this methodology.
9. ***Drag and drop*** the selected instruction onto the right hand panel.

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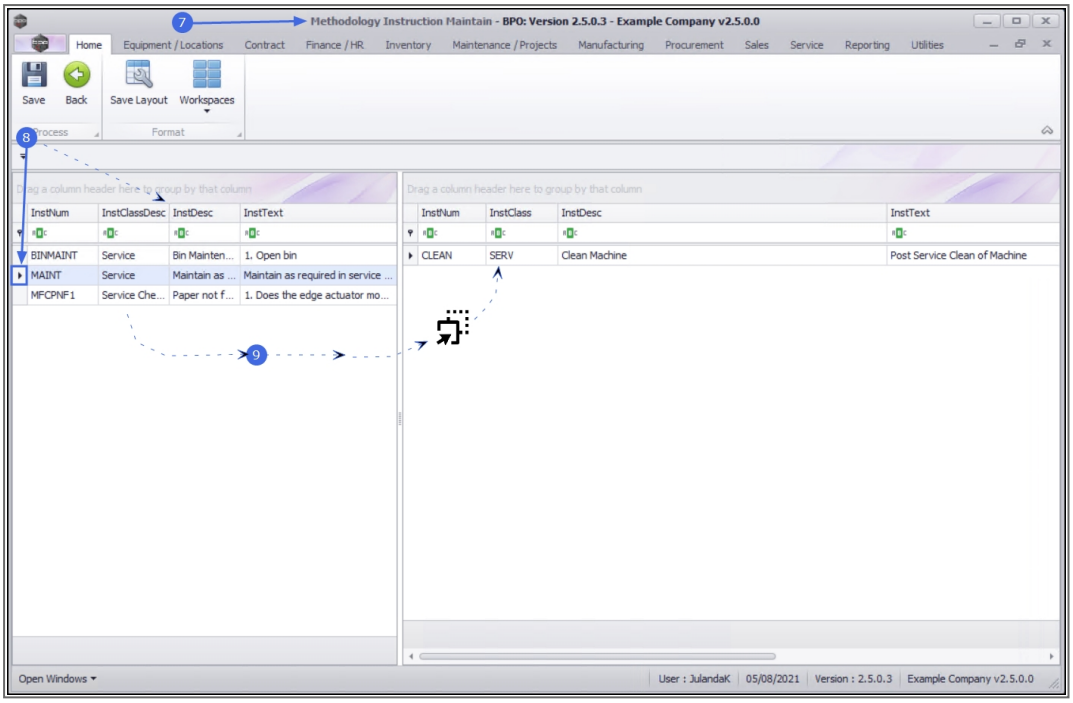
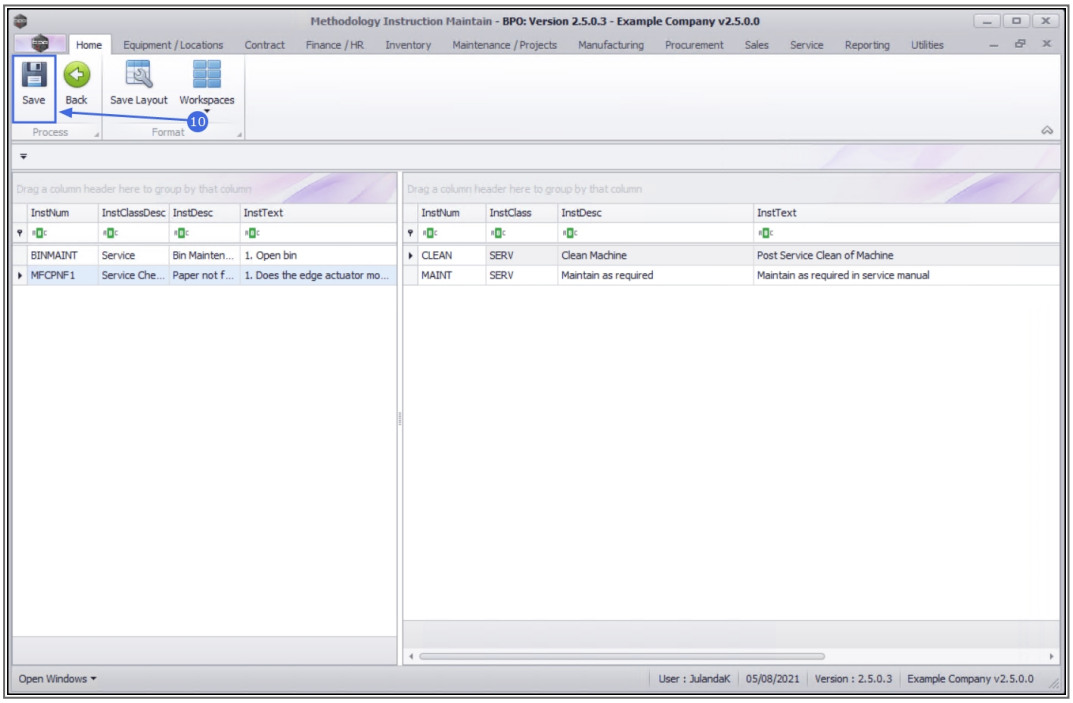


10. When you have finished linking all the instructions to the ***Methodology Instruction Maintain*** screen, click on ***Save***.



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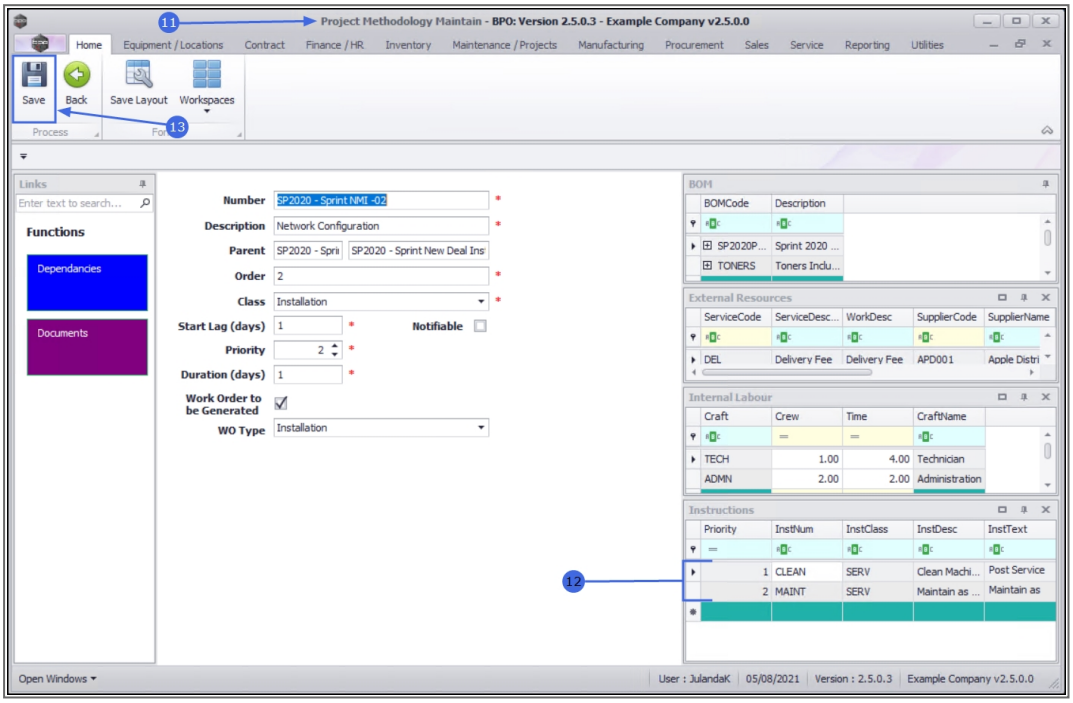
11. You will return to the ***Project Methodology Instructions*** screen.
12. The Instructions frame has been updated with the Instructions you have selected.
13. Click on ***Save*** to update the Project Methodology.



14. When you receive the ***Project Methodology*** screen to confirm that;
    - ***The project methodology : [****methodology name****] has been saved.***
15. Click on ***OK***.

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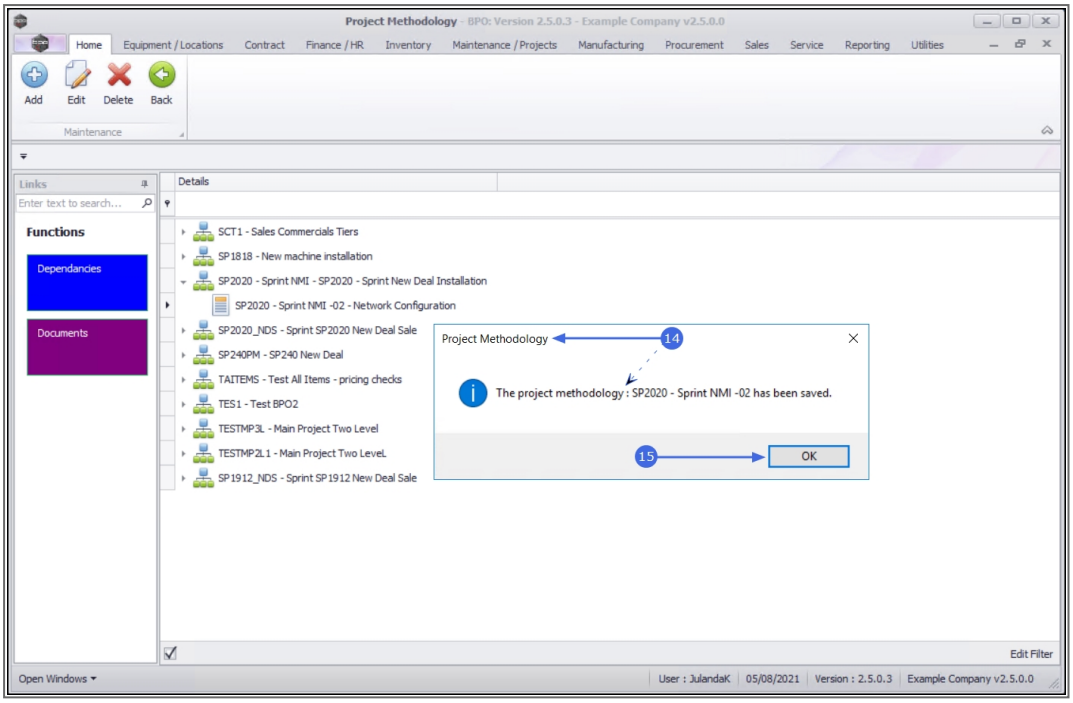

Related Topics

- Remove Linked Instruction

MNU.153.007

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