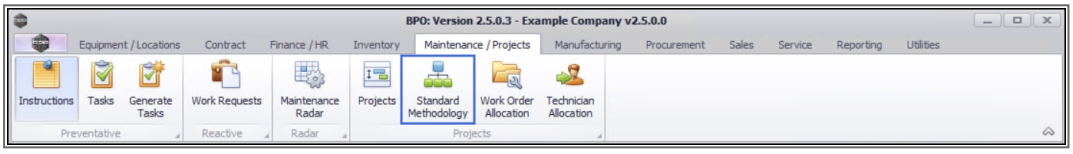
PROJECTS

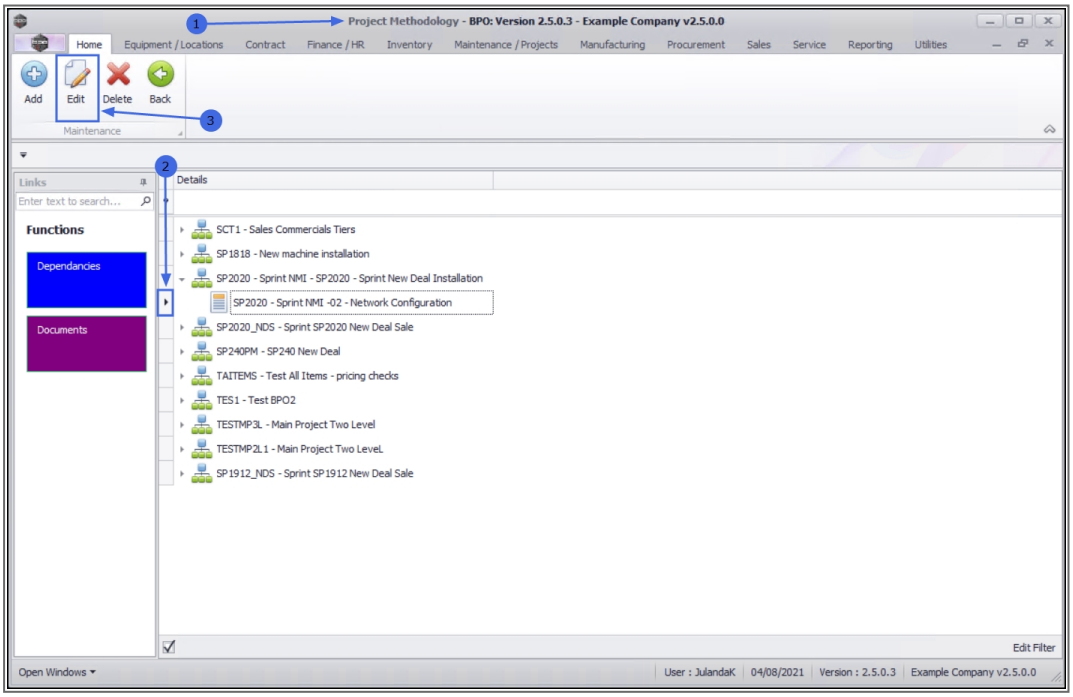
STANDARD METHODOLOGY - REMOVE INTERNAL LABOUR

Ribbon Access: *Maintenance / Projects > Standard Methodology*



1. The ***Project Methodology*** screen will be displayed.
2. Click on the ***row*** of the ***methodology layer*** you wish to remove an ***Internal Labour*** resource from.
3. Click on ***Edit***.

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



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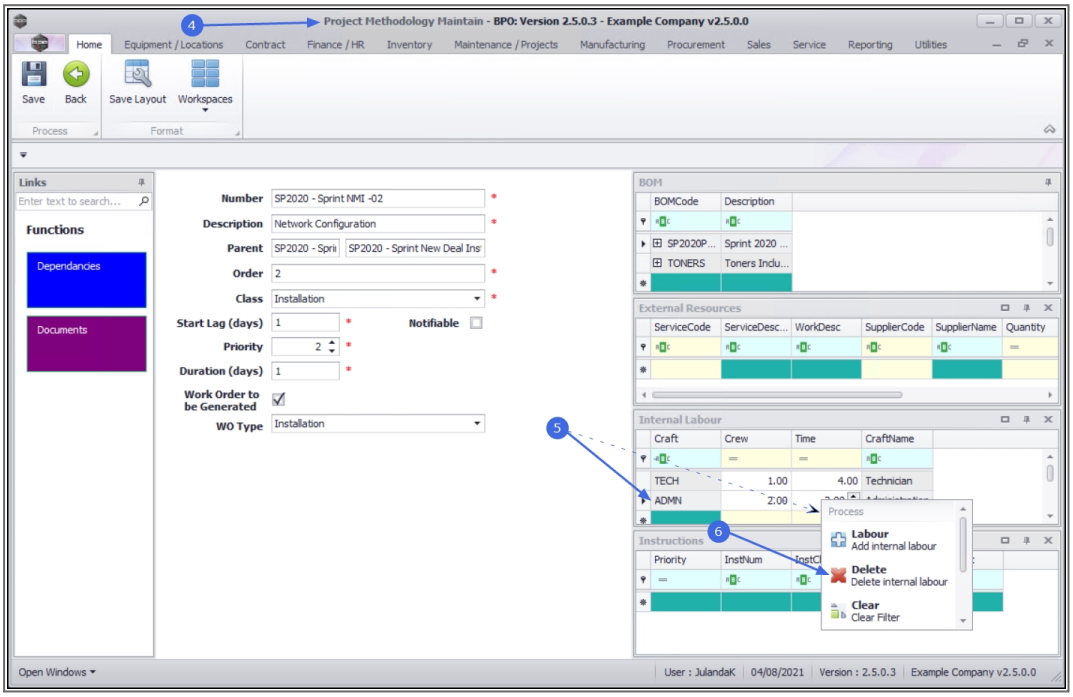
4. The ***Project Methodology Maintain*** screen will be displayed.
5. ***Right Click*** in the row of the ***Internal Labour*** resource you wish to remove, to display the ***Process*** menu.
6. Click on ***Delete*** - Delete internal labour.



7. When you receive the ***Delete Labour Resource*** message to confirm;
    - ***Are you sure you want to delete this Labour Resource?***
8. Click on ***Yes***.
    - Click on ***No*** to ignore the request and leave the labour resource linked to the project methodology.

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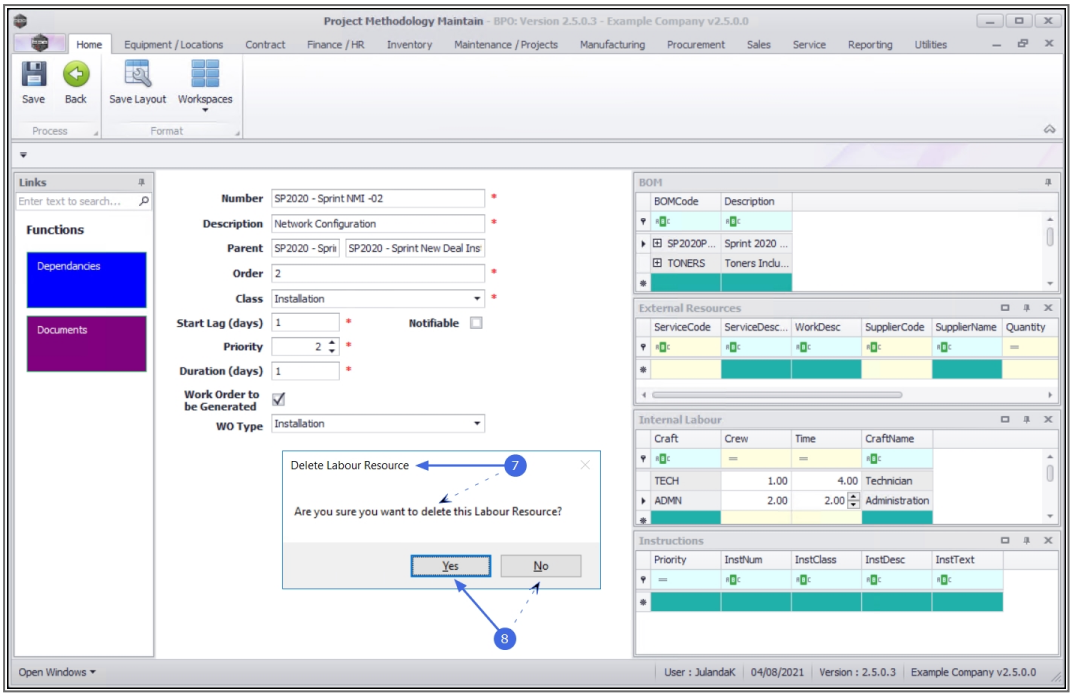

9. When you receive the ***Delete Row*** message to confirm that;
    - ***Are you sure you want to delete this row for craft [****craft name****]?***
10. Click on ***Yes***.

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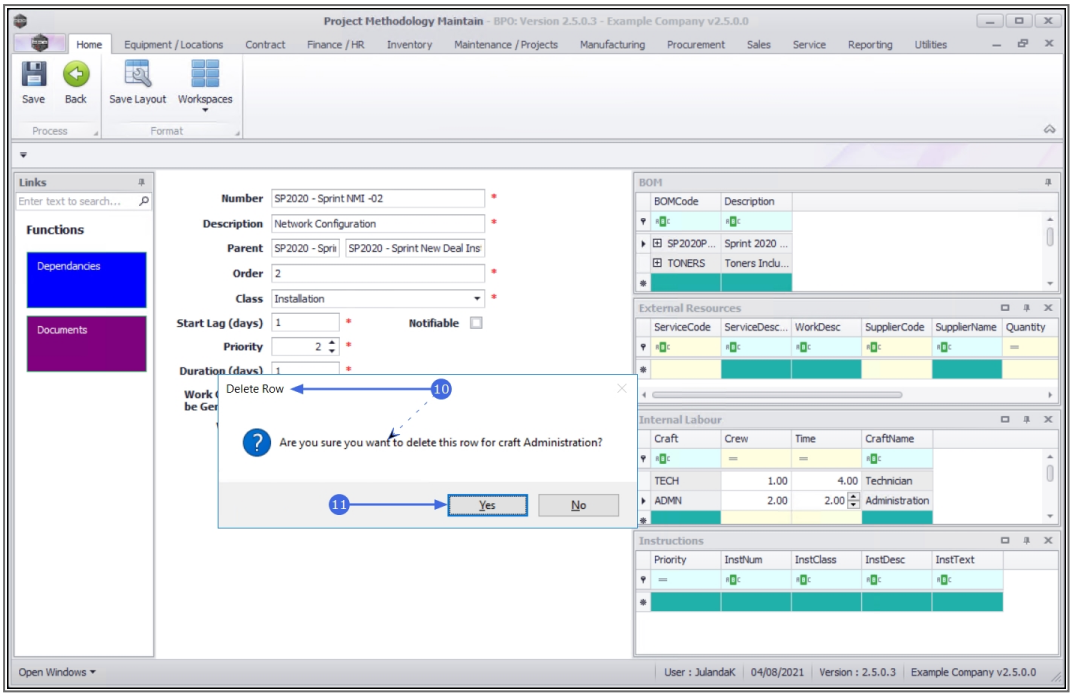
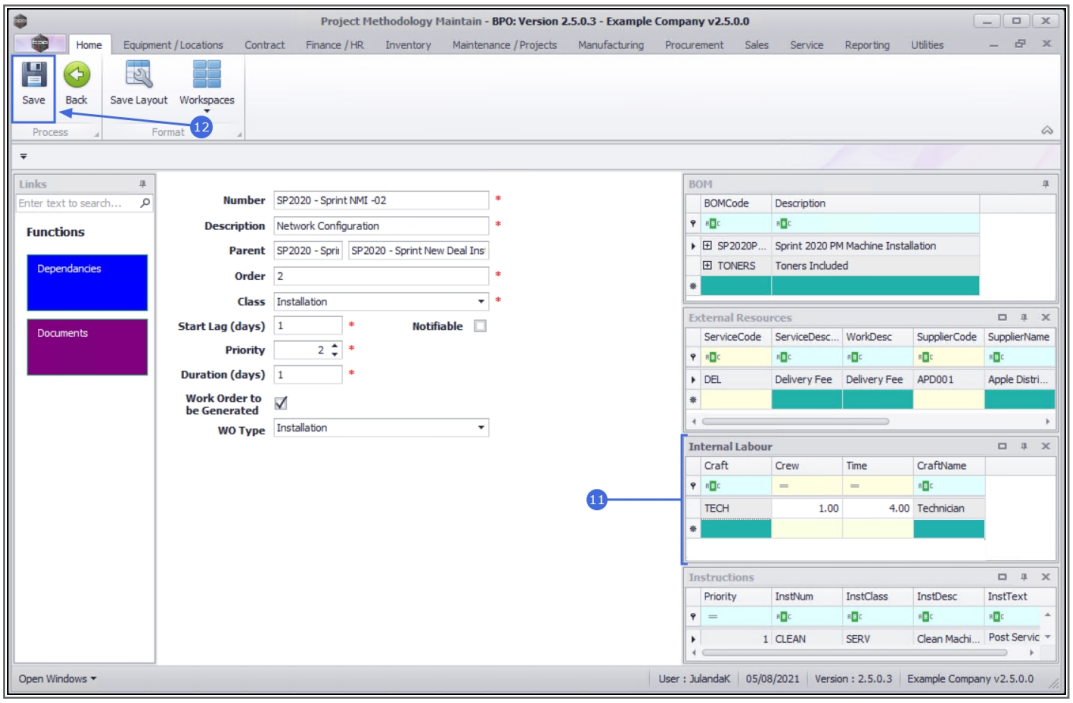


11. The Internal Labour resource has been removed from the Internal Labour frame.
12. Click on ***Save*** to update the Project Methodology screen.



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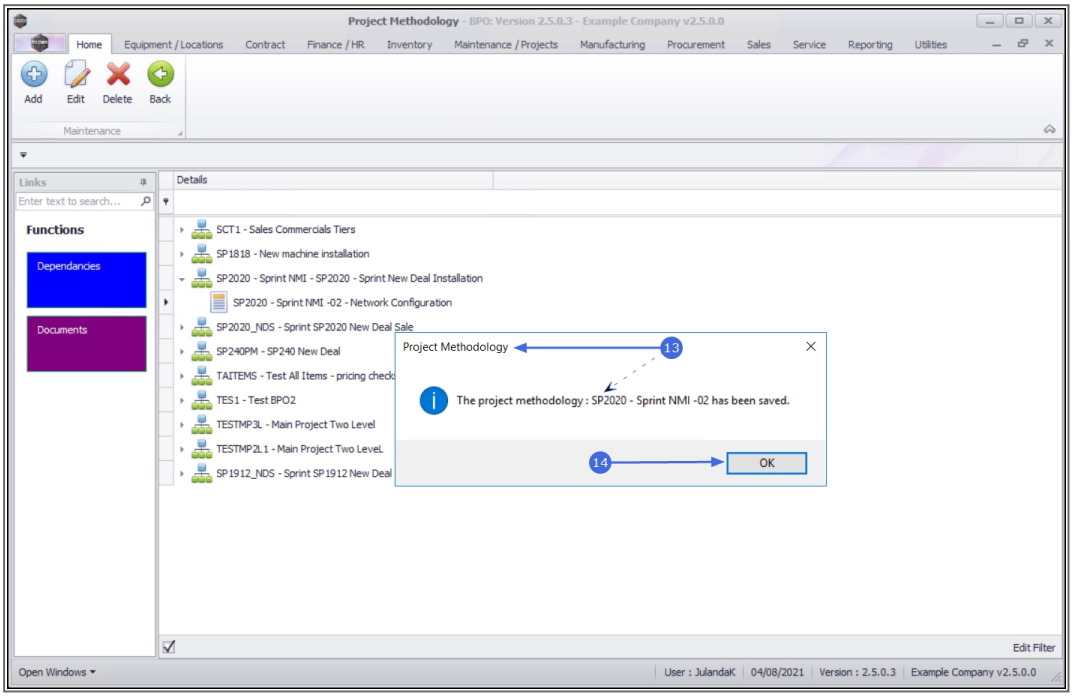
13. When you receive the ***Project Methodology*** message to confirm that;
    - ***The project methodology : [****methodology name****] has been saved.***
14. Click on ***OK***.



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