

MAINTENANCE

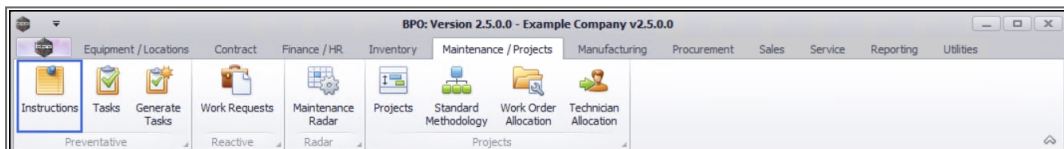
INSTRUCTIONS

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

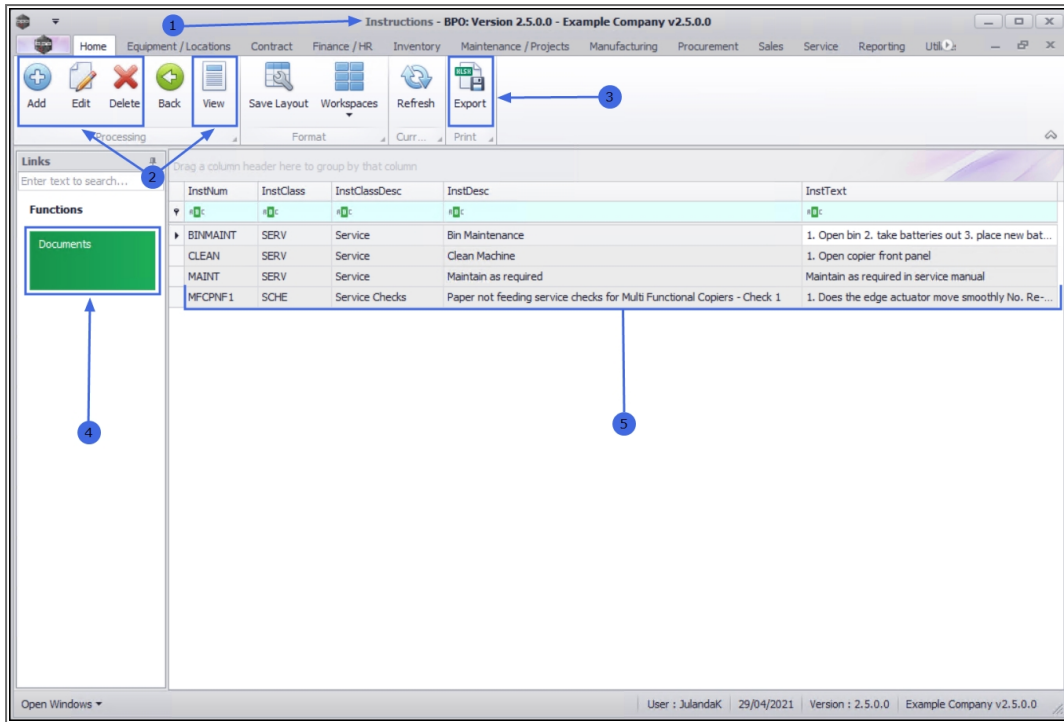
One (or more) Instructions are linked to **Tasks**.

INSTRUCTIONS PROCESS FLOW

Ribbon Access: *Maintenance / Projects > Instructions*



1. The **Instructions** listing screen will be displayed.
2. From the **Processing Ribbon Bar** you can [Add, Edit, Delete and View](#) an Instruction.
3. Also on the **Ribbon Bar** is the [Export](#) button for exporting the list of Instructions to a Microsoft Excel Spreadsheet.
4. The **Documents Tile** in the **Functions panel** can be used to view a list of the [digital documents](#) 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.



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