

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 <u>Tasks</u>.

Ribbon Access: *Maintenance / Projects > Instructions*

⊉ ₹					BP	D: Version 2.5	.0.0 - Examp	le Company v	2.5.0.0				_	
	Equipment	t/Locations	Contract	Finance / HR.	Inventory	Maintenan	ce / Projects	Manufacturin	ng Procurement	Sales	Service	Reporting	Utilities	
•	Ŕ	Ĩ	Ê		1 💼			2						
Instructions	Tasks	Generate Tasks	Work Requests	Maintenance Radar	Projects	Standard Methodology	Work Order Allocation	Technician Allocation						
Pre	ventative	4	Reactive	Radar		Proj	ects	4						\sim

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*.



P					1	In:	structions	- BPO: Version 2.5.0.4 - Example Company v2.5.0.	0		
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Documer	ata		•	BINMAINT	SERV	Service		Bin Maintenance		1. Open bin	
Documen				CLEAN	SERV	Service		Clean Machine		Post Service Clean of Machi	ine
				MAINT	SERV	Service		Maintain as required		Maintain as required in serv	rice manual
				MFCPNF1	SCHE	Service Ch	ecks	Paper not feeding service checks for Multi Functional Co.	piers - Check 1	1. Does the edge actuator	move smoothly No. Re-

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 type 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.



	3		Instruction Maint	ain - BPO: Versi	on 2.5.	0.0 - Examp	e Company v	2.5.0.0					_ – ×
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Instruction Class Instruction Description			* * * *							÷			
Material Resource	escription BOMT	ype BOMTypeDe		ą		r Resource Craft	CraftName	Crew	Time	2			4
•					*								
Open Windows 🔻							User : Ju	ulandaK	30/04/2021	Versio	n : 2.5.0.0	Example Co	mpany v2.5.0.0

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



¢ - ب			Instru	iction Mainta	ain - BPO: Version 2.5.0.	0 - Example Con	pany v2.5.0.0					x
Home Equip	ment / Locations	Contract	Finance / HR	Inventory	Maintenance / Projects	Manufacturing	Procurement	Sales S	ervice Report	ting Utilities	_ 8	х
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Instruction Number	CLN		*		Instruction tex	Post Service Cle	an of Machine		*			
Instruction Class			•									
Instruction Description	Clean Machine		*		5				Ŧ			
Material Resource					14 Labour	Resource						4
fidB BOMCode D	800	MType B	OMTypeDe	Ir	Struction : CLN saved	X Cref	Name Crew	6				
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.

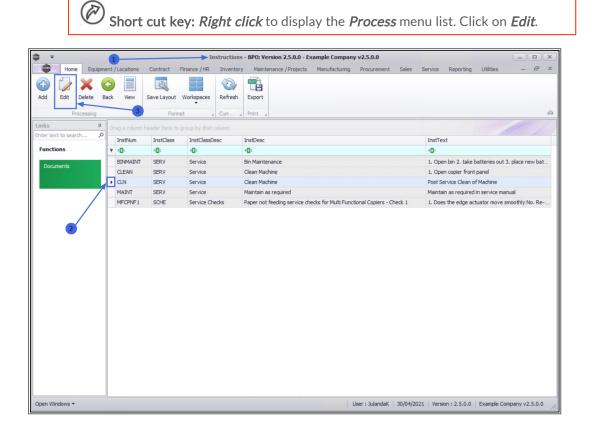
-						Instructions	s - BPO: Version 2.5.0.0 - Example Company v2.5.0.0	>
-	Home	e Equ	ipment ,	/Locations	Contract Fi	nance / HR Inventor	y Maintenance / Projects Manufacturing Procurement Sales	Service Reporting Utilities - 🗗 💈
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Funct	ions		Ŷ	#Dc	R C	RDC		NDC
_			- H	BINMAINT	SERV	Service	Bin Maintenance	1. Open bin 2. take batteries out 3. place new bat
Docu	uments			CLEAN	SERV	Service	Clean Machine L	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



You can now continue to link <u>Labour</u>, <u>BOM</u> or <u>Digital Documents</u> 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*.



- 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*.

▼ 4	instruction Maintain - BPO: Version 2.5.0.0	- Example Company v2.5.0.0		_ – X
Home Equipment / Locations Contract Finance	/ HR Inventory Maintenance / Projects	Manufacturing Procurement	Sales Service Reporting) Utilities — 🗗 🗙
Back Save Layout Workspaces	3	~		۵
Instruction Number CLN Instruction Class Service Instruction Description Post Service Machine Cleaning	Instruction text	Dismantle movable parts of m Zhrifts To Be Cleaned Label to r Afficts To Be Cleaned Label to r Show to the respective wash 4) Clean major equipment, which Shrifts duly signed Cleaned labe equipment, 6) Assemble cleaned and dried p	novable parts. ng area. n are immovable. el to deaned	
Material Resource	A Labour R	esource		д
fldB BOMCode Description BOMType BOMTypeDe		aft CraftName Crew	Time	
Open Windows +			30/04/2021 Version : 2.5.0.0	

- 8. When you receive the message to confirm that;
 - Instruction: [instruction abbrev/number] saved.
- 9. Click in **OK** to proceed.



Instruction Actions

ф т		Instruc	ction Maintain - BPO: Vers	ion 2.5.0.0 - I	Example Compa	ny v2.5.0.0			-	. 🗖	x
Home Equip	ment / Locations Cont	ract Finance / HR	Inventory Maintenance	/ Projects 1	Manufacturing	Procurement S	ales Service	Reporting	Utilities	_ 8	х
Save Back Save Lay	yout Workspaces										
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Instruction Number			Instru	2	Affix To Be Clear	pie parts of major ned Label to moval pective washing an	ble parts.	1			
Instruction Description		aning *	8	4	 Clean major equipment. 	ipment, which are i d Cleaned label to c	immovable.				
Material Resource			а Т	Labour Res	-						ů.
fldB BOMCode D	escription BOMType	BOMTypeDe		\times	CraftNa	me Crew	Time				_
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			instruction : CLIV	saved							
		0		OK							
		•									
Open Windows 🕶					Us	er : JulandaK 30	/04/2021 Vers	ion : 2.5.0.0	Example Company	v2.5.0.	0 //.

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

h					T toronting	is - BPO: Version 2.5.0.0 - Example Company v2.5.0.0	
Add Edit	Delete	Bac	k View	Contract I Save Layout	Workspaces Refresh		Service Reporting Utilities — 67
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inks		ų.				, <mark>10</mark>	
inter text to sea	arch	Q	InstNum	InstClass	InstClassDesc	InstDesc	InstText
Functions					ROC		
		_ 1	BINMAINT	SERV	Service	Bin Maintenance	 Open bin 2. take batteries out 3. place new bat.
Documents			CLEAN	SERV	Service	Clean Machine L	1. Open copier front panel
			CLN	SERV	Service	Post Service Machine Cleaning	1) Dismantle movable parts of major equipment.
		- 1	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



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*.

		1			Instructions	- BPO: Version 2.5.0.0 - Example Company v2.5.0.0	_ – ×
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Tunctions		. 💾			-	nu- Bin Maintenance	
Documents			BINMAINT	SERV	Service	Bin Maintenance Clean Machine	 Open bin 2. take batteries out 3. place new bat Open copier front panel
			CLEAN	SERV	Service	Post Service Machine Cleaning	 Dismantle movable parts of major equipment.
		F	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

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 Instructions list screen.
- 6. The instruction has been removed from the Instruction list screen.

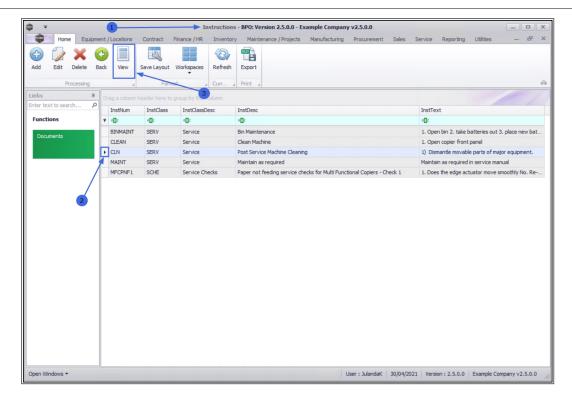


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				BINMAINT	SERV	Service		Bin Maintenance		1. Open bin 2. take	batteries out 3. place	e new bat
Docu	iments			CLEAN	SERV	Service		Clean Machine		1. Open copier from		
				MAINT	SERV	Service		Maintain as required		Maintain as require	d in service manual	
				MFCPNF1	SCHE	Service Ch	ecks	Paper not feeding service checks for Multi Functional Copie	rs - Check 1	1. Does the edge a	ctuator move smoothly	y No. Re
								Delete Instruction	×			
Open W	indows 🕶							User : Juland	aK 03/05/2021	Version : 2.5.0.0	Example Company v	2.5.0.0

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 <u>view only</u> screen and no changes can be made to the information on this screen.

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



	4 ment / Locations Contrac		Istruction - CLN - BPO: Vers Inventory Maintenance		- Example Con Manufacturing			Service	Reporting	Utilities		
Processi a Form	* 5											\$
Instruction Number Instruction Class	_	*	Instruc	ction text	1) Dismantle mo 2) Affix To Be Cl 3) Move to the n	eaned Label to espective wash	movable pa ning area.	arts.	*			
Instruction Description	Post Service Machine Clean	ing 🔺 🕈			 Clean major e Affix duly sign equipment. Assemble clean 	ed Cleaned lat	el to clean	vable. ed				
Material Resource				Labour R	esource							4
Open Windows 🔻					l	Jser : Julandak	30/04/2	2021 Versi	ion : 2.5.0.0	Example Cor	mpany v2.5	.0.0 //

EXPORT THE INSTRUCTIONS LIST

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



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Documents		Þ	BINMAINT	SERV	Service		Bin Maintenance				1. Open bin 2. take		3. place new bat
			CLEAN	SERV	Service		Clean Machine				1. Open copier from		
			MAINT	SERV	Service		Maintain as required				Maintain as required		
			MFCPNF1	SCHE	Service Ch	ecks	Paper not feeding service d	ecks for Multi Fund	tional Copiers - C	Check 1	1. Does the edge a	ctuator move s	moothly No. Re
Open Windows 🔻	•							U	ser : JulandaK	03/05/2021	Version : 2.5.0.0	Example Com	pany v2.5.0.0

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

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3 C	LEAN	SERV	Service	Clean Machine			1. Open copier front pa	nel2. Clean3. close4. test					
4 N	IAINT	SERV	Service	Maintain as required			Maintain as required in						
5 N	IFCPNF1	SCHE			ks for Mult	i Functional Coniers - (tor move smoothly No. Re-assen	able the edge actuator2.	Does the roller hole	ler assembly	move	
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Related Topics



- Link Labour to an Instruction
- Link BOM to an Instruction
- Link Digital Documents to an Instruction

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