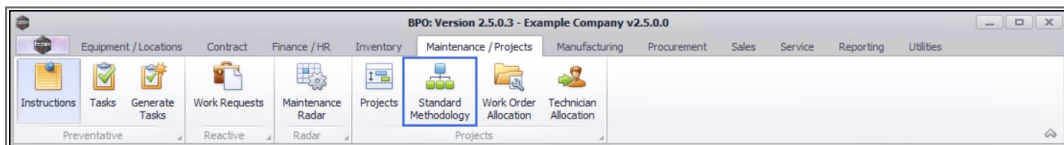# PROJECTS

## STANDARD METHODOLOGY – LINK INTERNAL LABOUR

Internal Labour resource(s) can be linked to either a Main or Sub-layer where the Work Order to be Generated field has been selected.

For the purpose of this manual, the Internal Labour resource has been linked using the *Edit* function on the *Project Maintenance* screen, but can also be linked when creating the project.

---
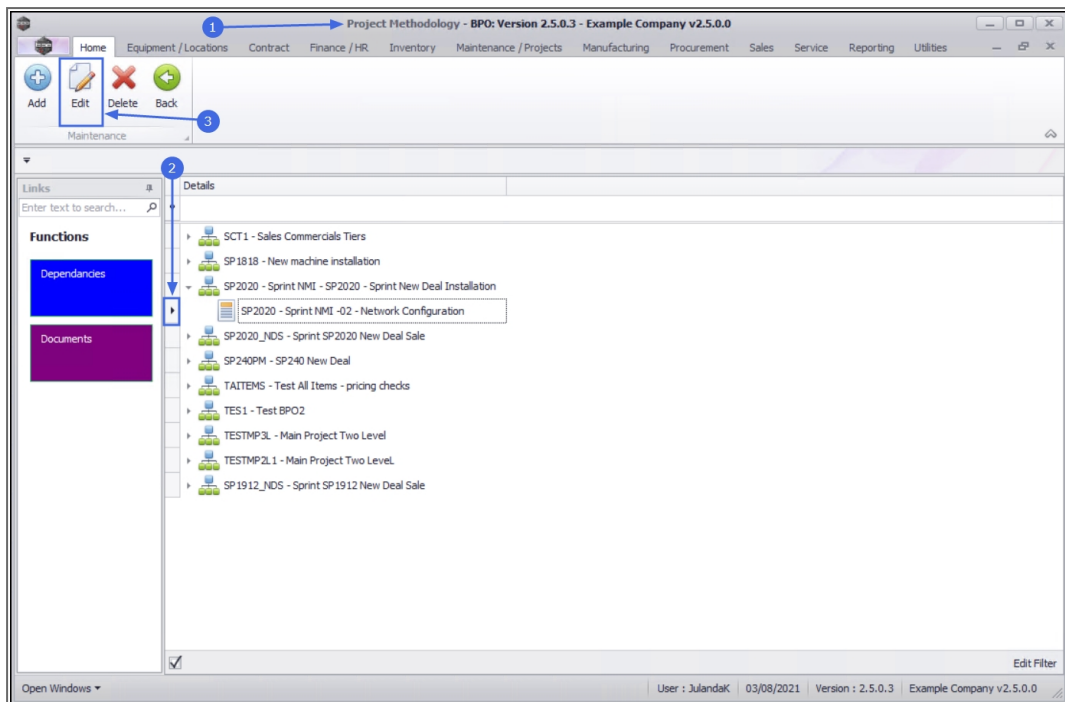
**Ribbon Access:** *Maintenance / Projects  >  Standard Methodology*

---



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

---

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

---

4. The *Project Methodology Maintain* screen will be displayed.

5. *Right Click* in an available row in the *Internal Labour* frame, to display the *Process* menu.

6. Click on *Labour* - Add internal labour.
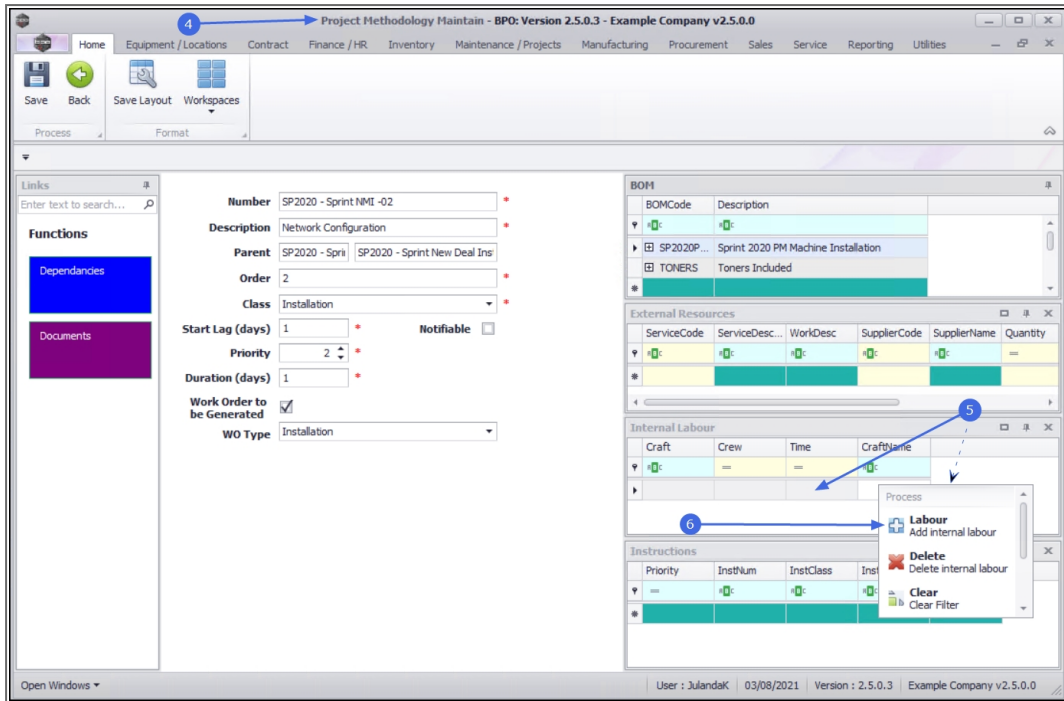
7. The *Select a Craft* screen will be displayed.

8. Click on the *row* of the *Craft* you wish to *assign* to this *project methodology layer*. Click on *OK*.
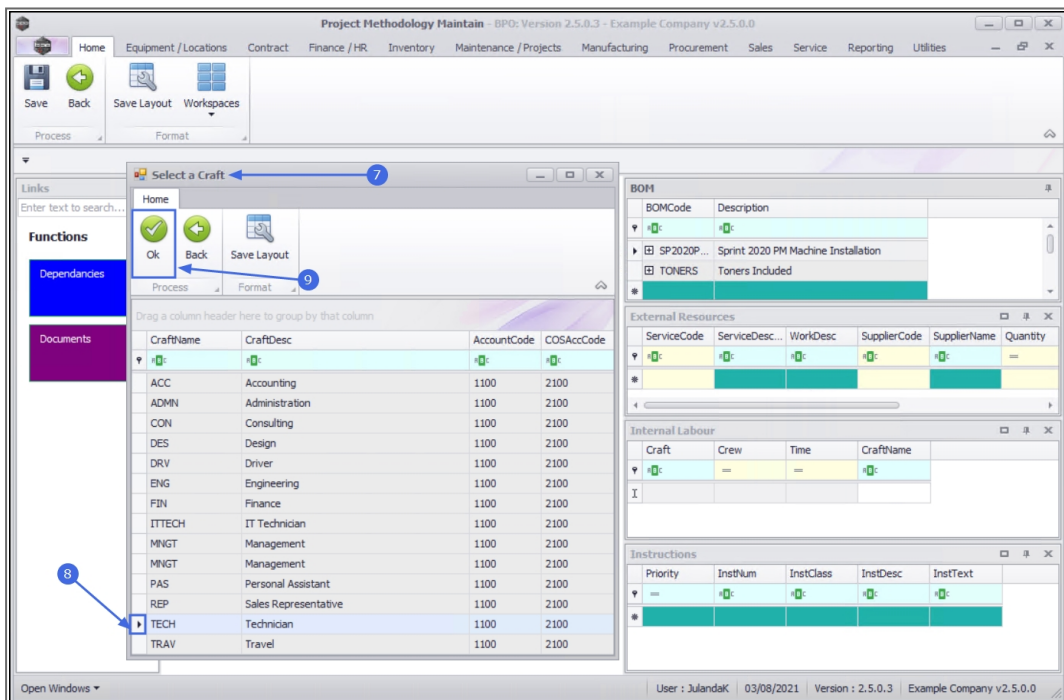
9.  The *Craft* and *Craft Name* fields will populate with the selected craft.

    - **Crew:**Type in or use the *arrow* indicators to select the number of employees required for the craft type.

    - **Total Time:**Type in or use the *arrow* indicators to specify the time (in hours) required for completing the craft.
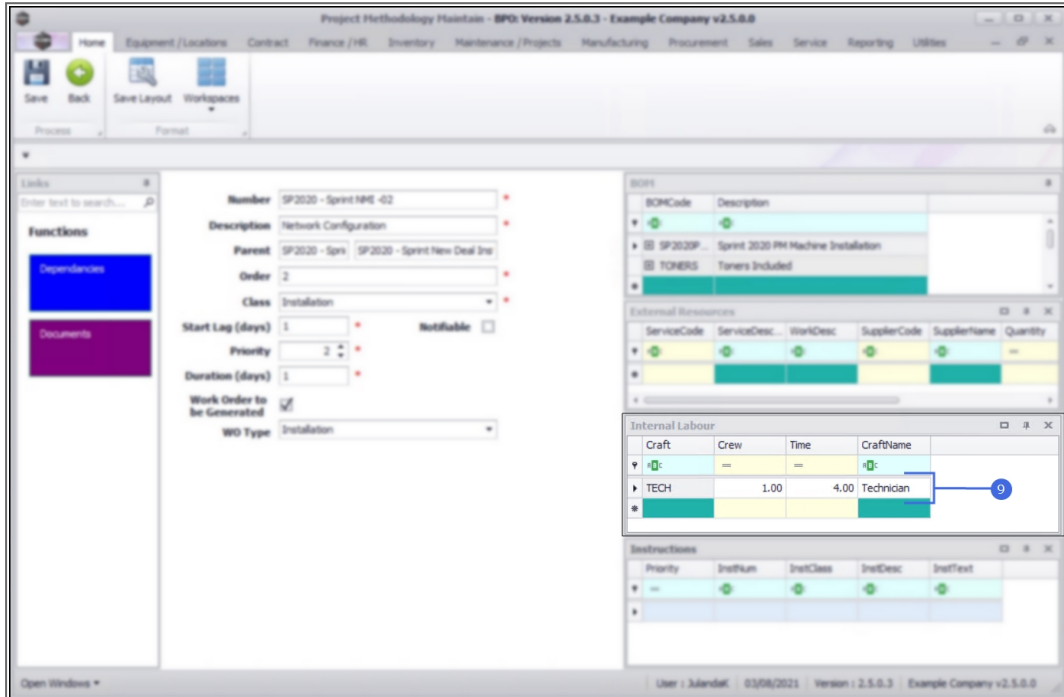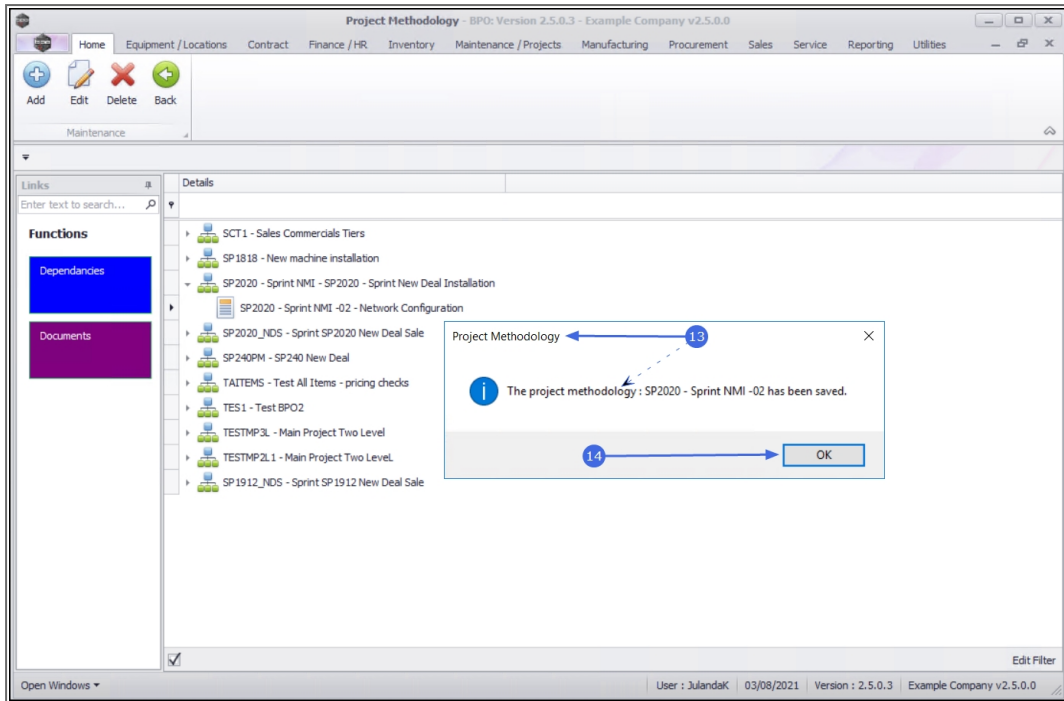


10. Continue to add Internal Labour resources to the project methodology as required.

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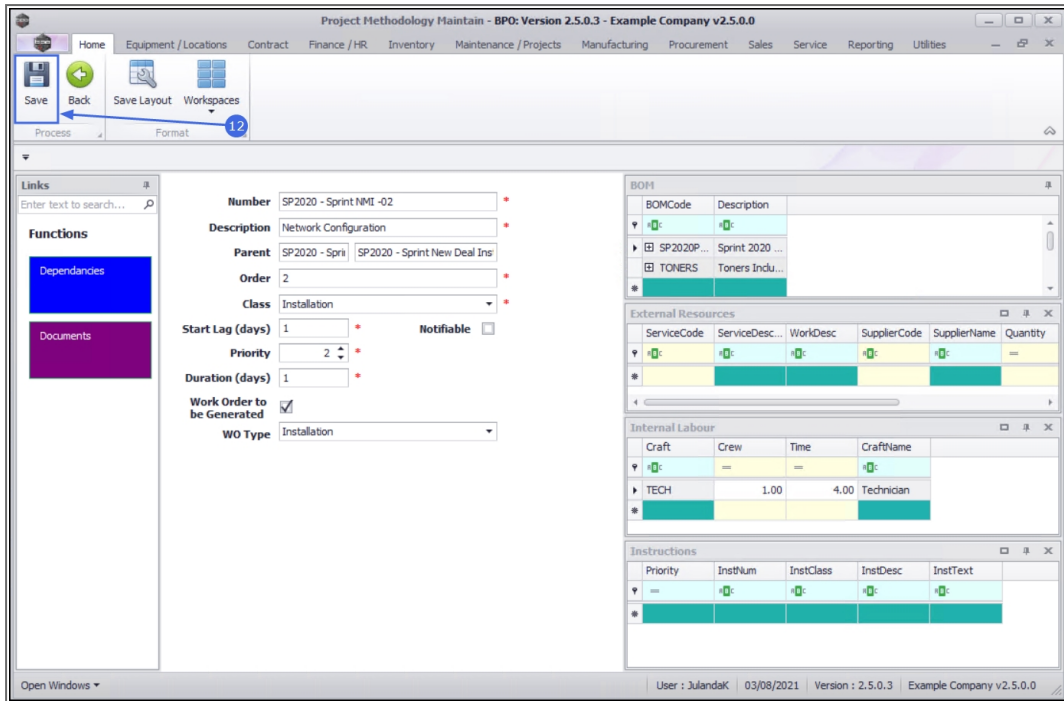
12. When you receive the *Project Methodology* message to confirm that;
    - *The project methodology : [methodology name] has been saved.*
13. Click on *OK*.

---

## Related Topics

- [Remove Internal Labour](#)

MNU.153.005