

We are currently updating our site; thank you for your patience.

MAINTENANCE

INSTRUCTIONS

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

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

INSTRUCTIONS PROCESS FLOW

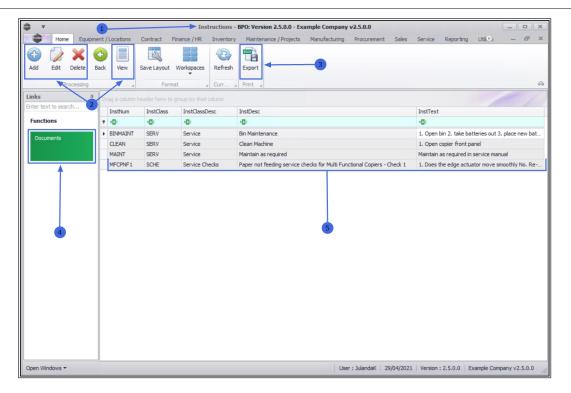
Ribbon Access: Maintenance / Projects > Instructions



- 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.



Instructions



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