

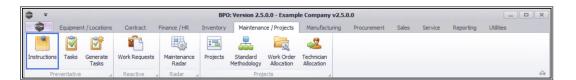
We are currently updating our site; thank you for your patience.

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



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.



· ·					1	Ins	tructions	- BPO: Version 2.5.0.4 - Example Company v2.5.0.0	
-	Home	e Equ	ipment	/Locations	Contract F	Finance / HR	Inventory	Maintenance / Projects Manufacturing Procurement Sales	; Service Reporting Utilitie. — 🗗 🤉
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Funct	ions		9	10c	100	100		(D):	*C:
				BINMAINT	SERV	Service		Bin Maintenance	1. Open bin
Docu	iments			CLEAN	SERV	Service		Clean Machine	Post Service Clean of Machine
				MAINT	SERV	Service		Maintain as required	Maintain as required in service manual
				MFCPNF1	SCHE	Service Che	ecks	Paper not feeding service checks for Multi Functional Copiers - 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**.



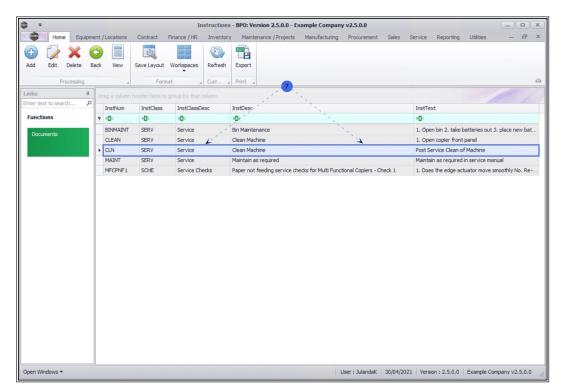
		_ – ×
Home Equipment / Locations Contract Finance / HR Inventory Maintenance / Projects Manufacturing Procurement Sa	les Service Reporting	Utilities - 🗗 🗙
Save Back Save Layout Workspaces Processing		۵
Instruction Number CLN • Instruction text Post Service Clean of Machine	÷ •	
Instruction Class Service		
Instruction Description Clean Machine	-	
Material Resource		4
fid8 BOMCode Description BOMType BOMTypeDe Craft CraftName Crew	Time	
Open Windows * User : JulandaK 30/t	04/2021 Version : 2.5.0.0 E	Example Company v2.5.0.0

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



ф т		Instruction M	aintain - BPO: Version 2.5.0.	.0 - Example Comj	oany v2.5.0.0			,
Home Equipment	/Locations Contract	Finance / HR Invent	ory Maintenance / Projects	Manufacturing	Procurement	Sales Service	e Reporting	Utilities — 🗗 🛛
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Open Windows 🕶				L	lser : JulandaK	30/04/2021 Ve	rsion : 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.





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.

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

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	Home	e Equi	pment	/Locations	Contract F	inance / HR Invento	y Maintenance / Projects Manufacturing Procurement Sales	Service Reporting Utilities - 🗗 🗴
Add	Edit Pr		Back	View	Save Layout	+	Export	۵
Links			#	ag a column		roup by that column		
Enter te	xt to sear	dh	9	InstNum	InstClass	InstClassDesc	InstDesc	InstText
Funct	ions			#Dc	REC			
			- 1	BINMAINT	SERV	Service	Bin Maintenance	1. Open bin 2. take batteries out 3. place new bat
Docu	uments			CLEAN	SERV	Service	Clean Machine	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
Open W	indows 🕶						User : JulandaK 30/04/20	21 Version : 2.5.0.0 Example Company v2.5.0.0

- 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**.

Home Esquement/Locations Contract Finance /HR Inventory Manufacturing Procurement Sales Service Reporting UBites - HP Contract Finance /HR Instruction Inst	Tinstruction Main	tain - BPO: Version 2.5.0.0 - Example Company v2.5.0.0	_ – x
Save Layout Workspaces Processing Instruction Number Instruction Class Service Instruction Description Post Service Machine Cleaning ************************************	Home Equipment / Locations Contract Finance / HR Inventory	Maintenance / Projects Manufacturing Procurement Sales Service Reporting Utilities	- 8 ×
Instruction Class Gervice 2) Affix To Be Cleaned Label to movable parts. Instruction Description Post Service Machine Cleaning 3) Move to the respective washing area. • Clean major equipment, which are immovable. 5) Affix to be Cleaned Label to deaned equipment. • Assemble cleaned and dried parts.	Save Back Save Layout Workspaces		۵
RdB BOMCode Description BOMType BOMTypeDe Craft CraftName Crew Time	Instruction Class Service •	 Affix To Be Cleaned Label to movable parts. Move to the respective washing area. Clean major equipment, which are immovable. Affix duly signed Cleaned label to deaned equipment. 	
	Material Resource	Labour Resource	а.

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



Instruction Actions

ф т			Instru	uction Maint	ain - BPO: Ver	sion 2.5.0.0	- Example Co	mpany v	2.5.0.0						
Home Equip	ment / Locations	Contract	Finance / HR	Inventory	Maintenance	/ Projects	Manufacturing	Procu	rement	Sales	Service	Reporting	Utilities	-	₽ X
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Material Resource	escription BOM	Type BC	MTypeDe		*	Labour Re		ftName	Crew	Tin	ne				ą.
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Open Windows 🕶						10		User : Ju	landaK 3	30/04/202	1 Versi	ion : 2.5.0.0	Example Co	ompany v2.	5.0.0

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

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							- BPO: Version 2.5.0.0 - Example Company v2.5.0.0	
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			BINMAINT	SERV	Service		Bin Maintenance	1. Open bin 2. take batteries out 3. place new bat
Documen			CLEAN	SERV	Service		Clean Machine	1. Open copier front panel
			CLN	SERV	Service		Post Service Machine Cleaning	 Dismantle movable parts of major equipment.
			MAINT	SERV	Service		Maintain as required	Maintain as required in service manual
			MFCPNF1	SCHE	Service Ched	sks	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		1			Instructions	- BPO: Version 2.5.0.0 - Example Company v2.5.0.0	_ – ×
Hor	ne Equip	ment /	Locations	Contract Fin	ance / HR Inventory	Maintenance / Projects Manufacturing Procurement Sales	Service Reporting Utilitie
Add Edit	X Delete	Back	View	Save Layout V	Vorkspaces Refresh	Export	
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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.

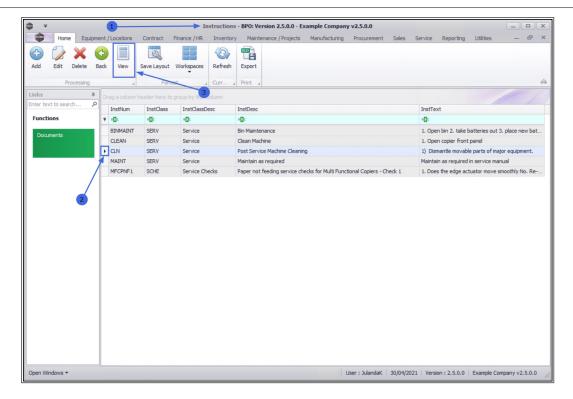


*						Ins	structions	- BPO: Version 2.5.0.0 - Example Compa	ny v2.5.0.0			C	_ D X
	Home	Equ	ipment	t / Locations	Contract F	Finance / HR.	Inventory	Maintenance / Projects Manufacturing	Procurement	Sales Se	ervice Reporting	Utilitie	_ & ×
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				BINMAINT	SERV	Service		Bin Maintenance			1. Open bin 2. take	batteries out 3.	place 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 manu	al
				MFCPNF1	SCHE	Service Ch	ecks	Paper not feeding service checks for Multi Fu	unctional Copiers -	Check 1	1. Does the edge a	ctuator move sma	oothly No. Re
								Delete Instruction	X				
Open Wi	indows •								User : JulandaK	03/05/2021	Version : 2.5.0.0	Example Compa	ny v2.5.0.0 //

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	View J	Instruction - CLN - BPO: V	ersion 2.5.0.0) - Example Con	npany v2.5	i.0.0					x
Home Equip	ment / Locations Contra	ct Finance / HR	Inventory Maintenan	e / Projects	Manufacturing	Procurem	ient Sales	s Service	Reporting	Utilities	- 4	8 X
Back Save Layout	Wednesses											
Baux Save Layout	* 5											
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Instruction Number	CLN	•	• Inst	uction text	1) Dismantle mo 2) Affix To Be Cl	vable parts (of major equ	ipment.	*			
Instruction Class	Service	Υ.	•		3) Move to the r	espective wa	ashing area.					
Instruction Description	Post Service Machine Clea	ning 🔺 '	•	Affix duly sign equipment.	4) Clean major equipment, which are immovable. 5) Affix duly signed Cleaned label to cleaned equipment. 6) Assemble cleaned and dried parts.							
Material Resource			1. I									ц.
fldB BOMCode D	Description BOMType	BOMTypeDe		Cra	aft Craft	Name Cr	rew	Time				
Open Windows 🕶				-1 C	1	Jser : Juland	daK 30/04	/2021 Vers	ion : 2.5.0.0	Example Cor	npany v2.5.	.0.0

EXPORT THE INSTRUCTIONS LIST

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



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Home Equip	ment / Locations	Contract Fi	inance / HR Inve	ntory Maintenance / Projects Manufacturing Procurement Sales	Service Reporting Utilitie. – 🗗 🗙
	Back View	Save Layout	Workspaces Ref	esh Export	
Processing Links 4		Forma			~
Enter text to search	Drag a column				
	InstNum	InstClass	InstClassDesc	InstDesc	InstText
Functions	♥ 8 0 0	R O C	n 🗖 c	A D C	a 🗖 c
Documents	BINMAINT	SERV	Service	Bin Maintenance	1. Open bin 2. take batteries out 3. place new bat
	CLEAN	SERV	Service	Clean Machine	1. Open copier front panel
	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
Open Windows 🔻				User : JulandaK 03/05/2	2021 Version : 2.5.0.0 Example Company v2.5.0.0

3. 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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BINMAINT	SERV	Service	Bin Maintenance			1. Open bin 2. take bat	teries out 3. place new battteries	in unit			
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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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