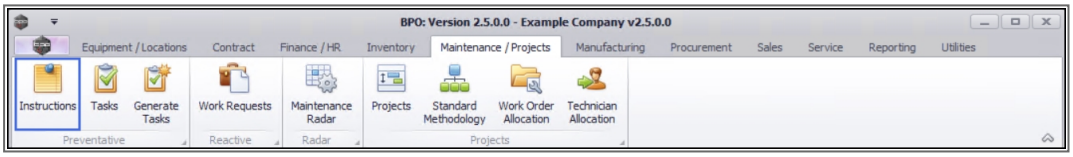
We are currently updating our site; thank you for your patience.

MAINTENANCE

INSTRUCTIONS - INSTRUCTION LABOUR

Linking **Labour Resource** requirements to an instruction, gives you the ability to see how many **employees** are required to do a certain **craft type** (skill), which will allow for planning the resources that may be required for upcoming projects or tasks.

Ribbon Access: Maintenance / Projects> Instructions



1. The **Instructions listing** screen will be displayed.
2. Click on the **row** of the instruction you wish to link a **labour resource requirement** to.
3. Click on **Edit**.

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

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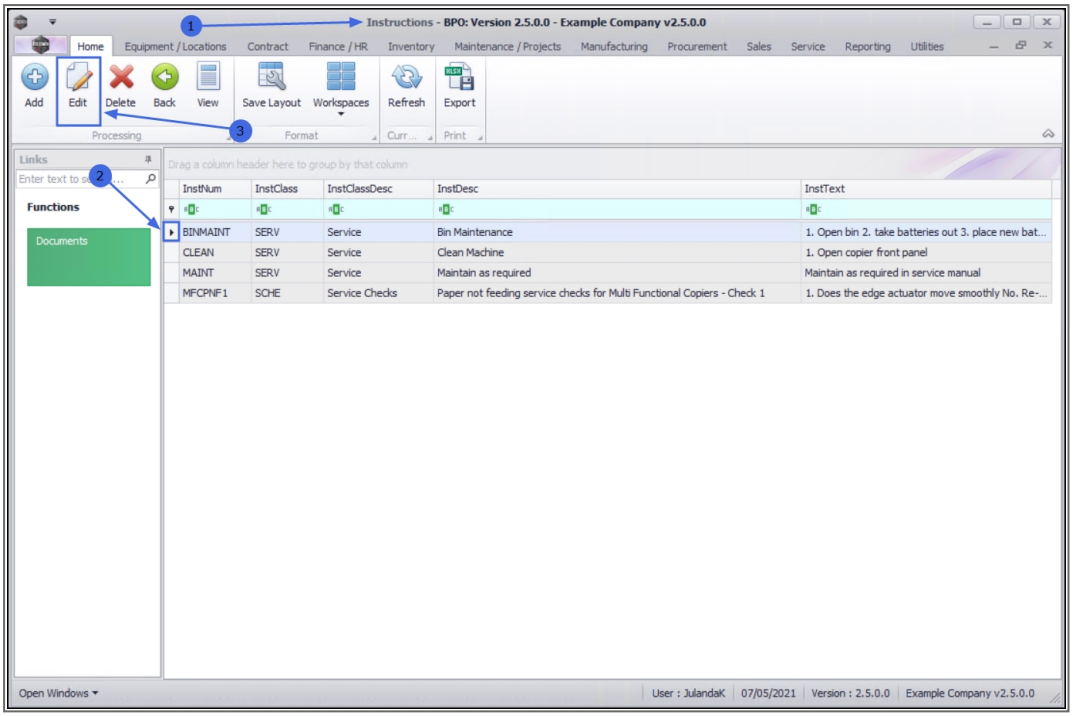

4. The **Instruction Maintain** screen will be displayed.
5. On the **Labour Resource** docking panel,
6. **Right click** in the **Craft** text box to display the **Process** menu list.

ADD NEW CRAFT

7. Click on **Craft - Add New Craft**.

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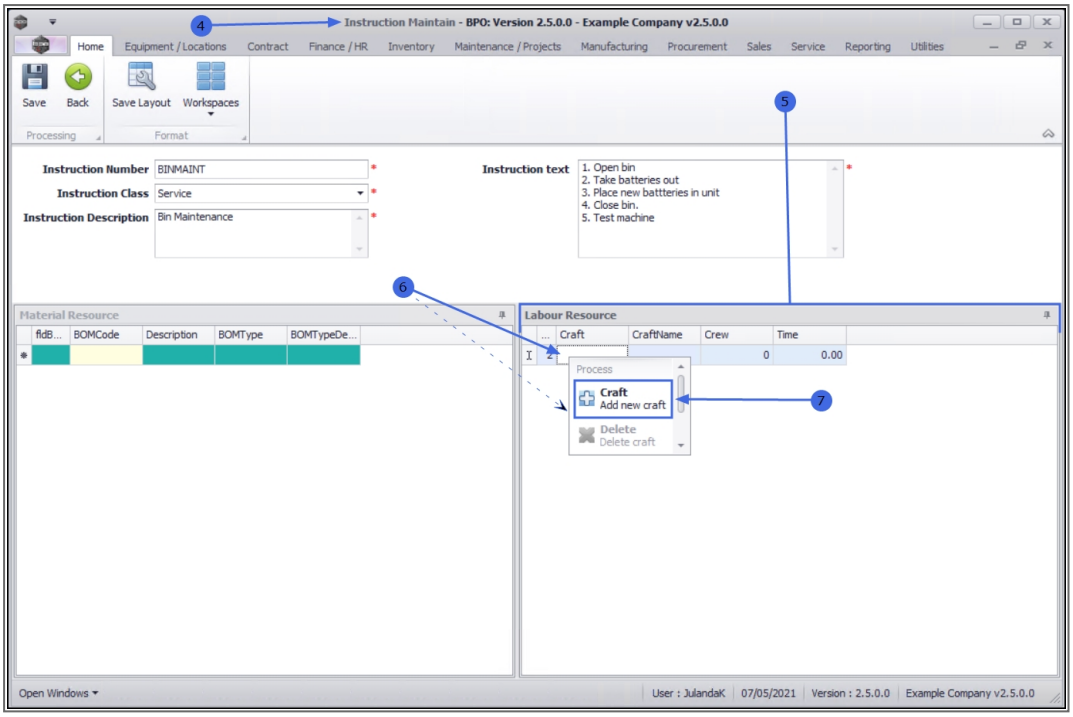

8. The **Select a craft** screen will be displayed.
9. Click on the **row** of the craft (skill) that you wish to link to this instruction.
10. Click on **OK**.

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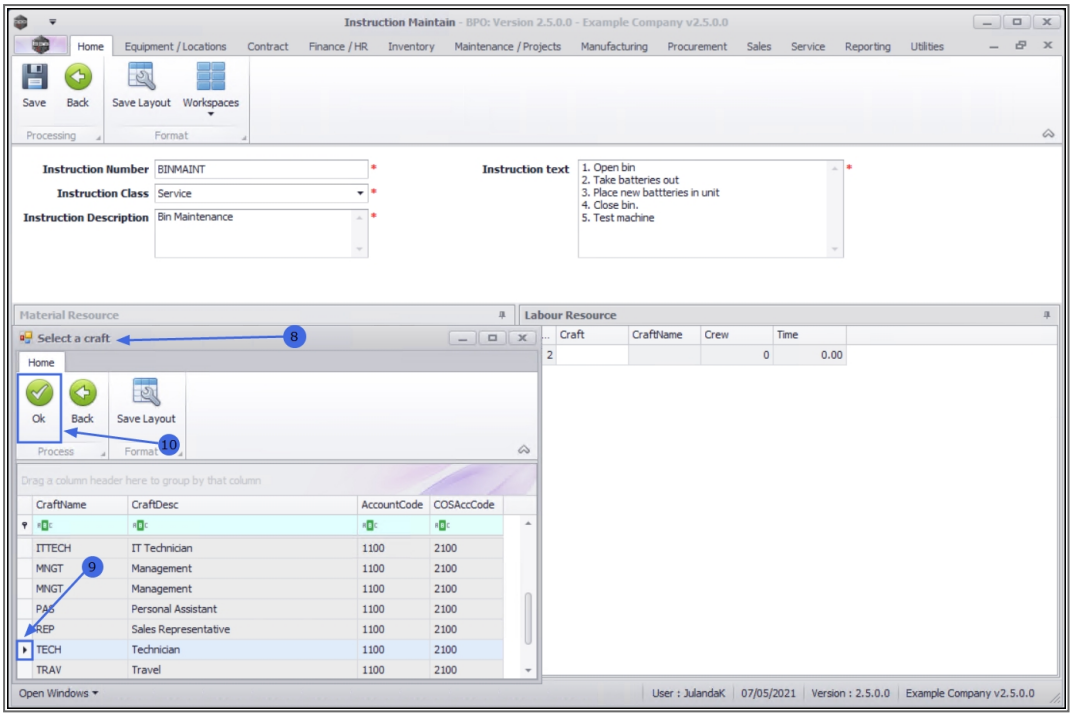

11. The **Craft** and **Craft Name** will populate according to the selection made.

ADD CREW AND TIME

12. **Crew:** Click in the text box and **type** in or use the **arrow** indicators to select the **number of employees** that are required to complete this instruction.
13. **Time:** Click in the text box and **type** in or use the **arrow** indicators to select the **total time** (in hours) required for this instruction.
    - The example has **1 Technician** as required at a total time of **2 hours**.
14. Click anywhere in the Labour Resources **data grid** to open the **next entry line**.
15. Repeat from **Step 6**, to continue adding the Labour Resources as required.

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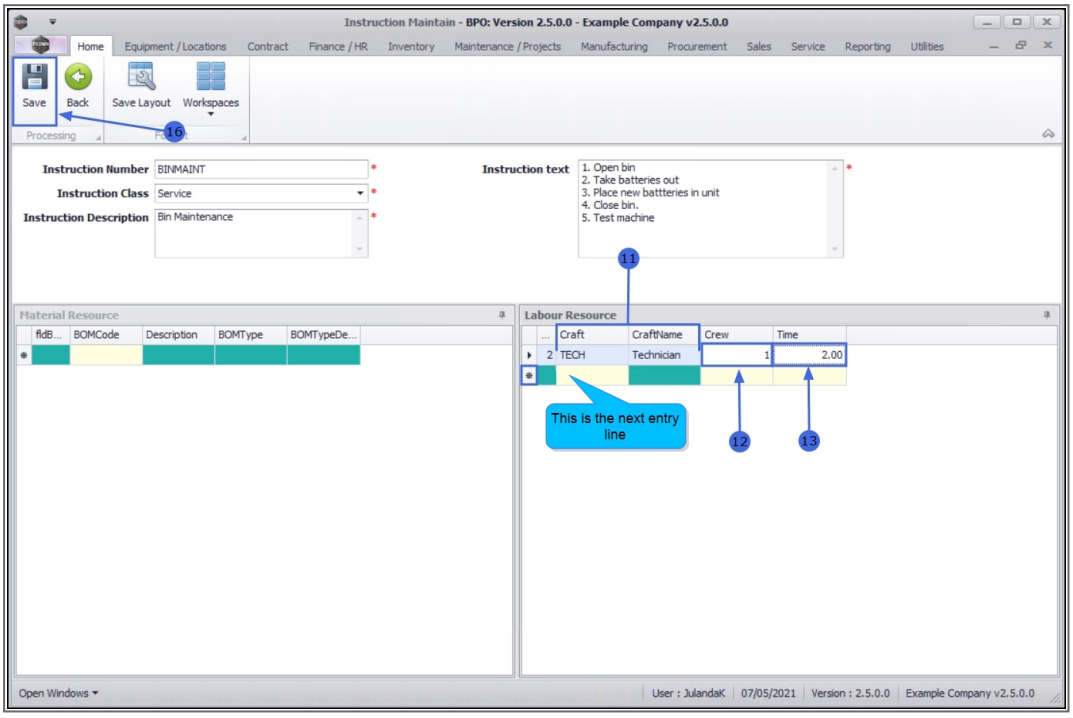
SAVE LABOUR RESOURCE

16. When you have finished, click on **Save**.



17. When you receive notification to confirm that;
    - **Instruction : [**abbrev/number**] saved**
18. Click on **OK**.

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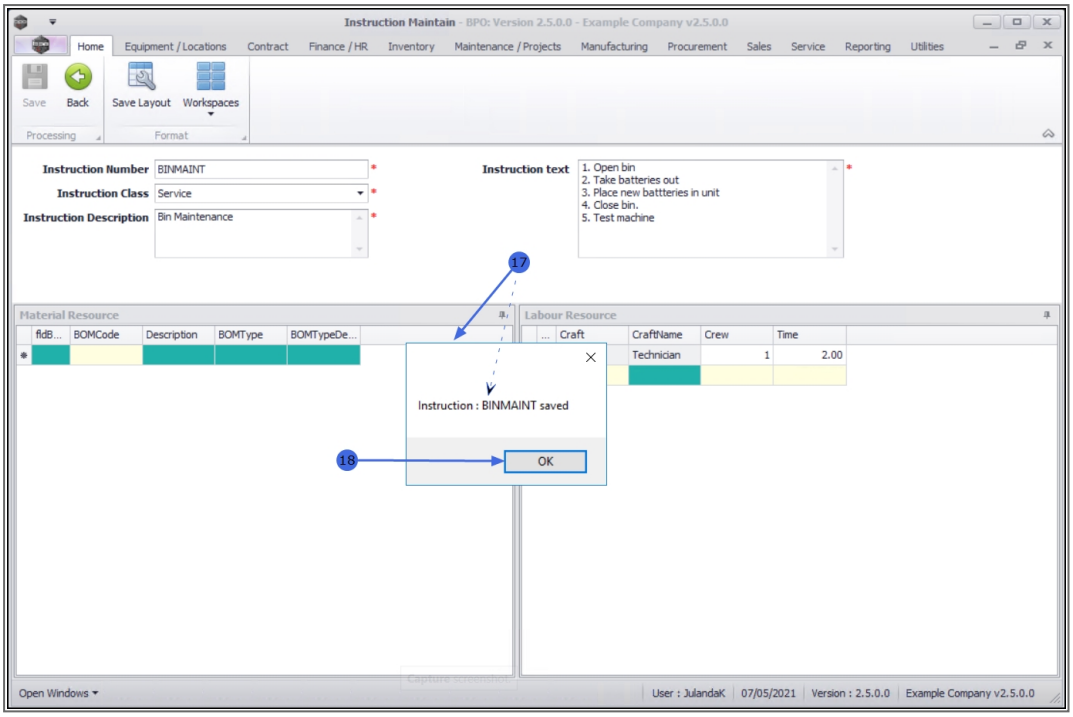
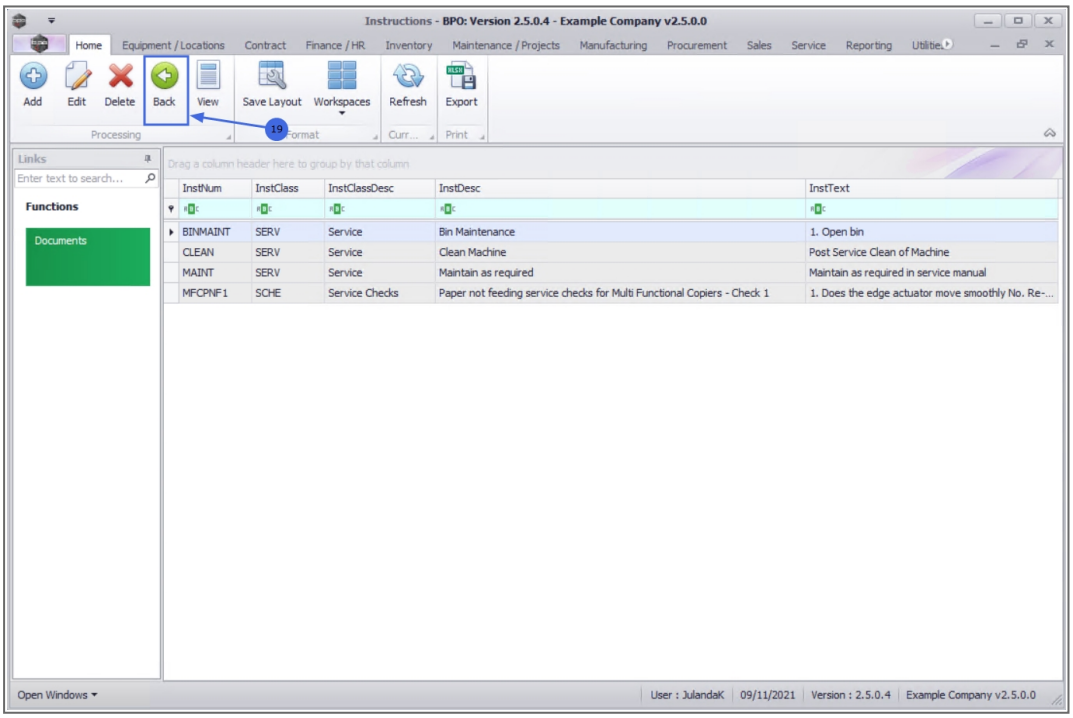


19. You will return to the **Instructions** listing screen, click on **Back** to return to



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