

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.
- 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** (<u>in hours</u>) 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.



SAVE LABOUR RESOURCE

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

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- 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

-the last				Instructions	- BPO: Version 2.5.0.4 - Example Company v2.5.0.0	
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Documents		CLEAN	SERV	Service	Clean Machine	Post Service Clean of Machine
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