

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

## PROJECTS

## STANDARD METHODOLOGY - LINK WORK INSTRUCTION(S)

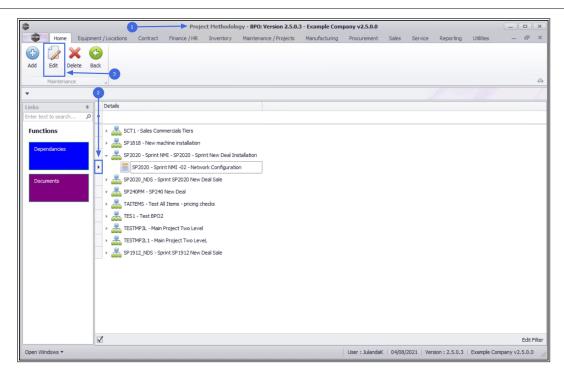
Ribbon Access: Maintenance / Projects > Standard Methodology



- 1. The **Project Methodology** screen will be displayed.
- Click on the row of the methodology layer that you wish to link a Work Instruction 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 of the Internal Labour frame to display the Process menu.
- 6. Click on **Modify** Modify the Instructions.



| •                      | 4                       | > Projec          | t Metho  | dok | ogy Maintair           | - BPO: Version    | 2.5.0.3 - Exa | mple Con         | ipany v2.5.0.0           |            |               | (             |         |       | х   |
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| Home Equipme           | ent / Locations Contr   | ract Finance / H  | IR In    | ent | ory Mainte             | enance / Projects | Manufactu     | iring Pr         | ocurement Sale           | s Service  | Reporting     | Utilities     | -       | ₽     | ×   |
|                        | ut Workspaces           |                   |          |     |                        |                   |               |                  |                          |            |               |               |         |       | \$  |
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| Links #                |                         |                   |          | BC  | DM                     |                   |               |                  |                          |            |               |               |         |       | д   |
| Enter text to search P | Number                  | SP2020 - Sprint N | MI -02   |     | BOMCode                | Description       |               |                  |                          |            |               |               |         |       |     |
| Functions              | Description             | Network Configura | ation    | ۴   | 8 8 C                  | e 🗖 c             |               |                  |                          |            |               |               |         |       | 1   |
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| Dependancies           | Order                   | 2                 |          |     | TONERS TONERS          | Toners Indu       |               |                  |                          |            |               |               |         |       | -   |
|                        | Class                   | Installation      |          | Ex  | ternal Reso            | urces             |               |                  |                          |            |               |               |         | 4     | ×   |
| Documents              | Start Lag (days)        | 1 *               |          |     | ServiceCode            |                   |               |                  | ode SupplierName         |            | EstCost       | EstDur        | Contra  | actNu | m   |
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|                        | Work Order to           |                   |          | In  | ternal Labou           | ur .              |               |                  |                          |            |               |               |         | 4     | х   |
|                        | be Generated<br>WO Type | Installation      |          |     | Craft                  | Crew              | Time          | CraftNam         | e                        |            |               |               |         |       |     |
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|                        |                         |                   |          | In  | structions<br>Priority | InstNum           | InstClass     | InstDesc         | InstText                 |            |               |               |         | 4     | ×   |
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|                        |                         |                   |          |     |                        |                   |               |                  | Modify<br>Modify the Ins | structions |               |               |         |       |     |
|                        |                         |                   |          |     |                        |                   |               |                  | Delete Delete Instruc    | tion       |               |               |         |       |     |
| Open Windows 🕶         |                         |                   |          |     |                        |                   |               | U                | Clear<br>Clear filter    | Vers       | ion : 2.5.0.3 | Example Compa | any v2. | 5.0.0 |     |
|                        |                         |                   |          |     |                        |                   |               |                  |                          |            |               |               |         |       |     |

- 7. The **Methodology Instructions Maintain** screen will be displayed.
- 8. Click on the **row** selector of the Instruction on the left hand panel, you wish to **link** to this methodology.
- 9. Drag and drop the selected instruction onto the right hand panel.



| Image: Prove Box Reporting Utilities   Contract Finance / H8 Inventory Maintenance / Projects Manufacturing Procurement Sales Service Reporting Utilities   -   <  | Save Back   Save Layout Workspaces   Format Format   Instrum Instrum   Instrum Instrum   Instrum Instrum  |
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|  | MAINT Service Maintain as Maintain as required in service   |
|  |   |
|  |   |

10. When you have finished linking all the instructions to the **Methodology** Instruction Maintain screen, click on Save.

| 9               |               |                |                              |                |                  |                              |                         |                        |     |     |
|-----------------|---------------|----------------|------------------------------|----------------|------------------|------------------------------|-------------------------|------------------------|-----|-----|
|                 | _             |                | Methodology In               | struction Main | tain - BPO: Ve   | rsion 2.5.0.3 - Example Comp | oany v2.5.0.0           |                        |     |     |
| Hor             | me Equipmen   | it / Locations | Contract Finance / HR In     | ventory Main   | itenance / Proje | cts Manufacturing Procur     | rement Sales Service    | Reporting Utilities    | - 6 | 1 > |
|                 | 2             |                |                              |                |                  |                              |                         |                        |     |     |
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| BINMAINT        | Service       | Bin Mainten    | 1. Open bin                  | CLEAN          | SERV             | Clean Machine                | Post Service Clea       | an of Machine          |     |     |
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|                 |               |                |                              | 4              |                  |                              | ulandaK 05/08/2021 Vers |                        |     |     |



- 11. You will return to the **Project Methodology Instructions** screen.
- 12. The Instructions frame has been updated with the Instructions you have selected.
- 13. Click on **Save** to update the Project Methodology.

| \$                     | 0                     | > Proje         | ct Methodology Mainta    | ain - BPO: Version  | 2.5.0.3 - Example ( | Compan    | y v2.5.0.0   |               |                | C              | _            |          |
|------------------------|-----------------------|-----------------|--------------------------|---------------------|---------------------|-----------|--|---------------|----------------|----------------|--------------|----------|
| Home Equipme           | ent / Locations Contr | act Finance /   | HR. Inventory Main       | ntenance / Projects | Manufacturing       | Procure   | ement Sales  | s Service     | Reporting      | Utilities      | - 4          | F X      |
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| Links 4                |                       |                 |                          |                     |                     | В         | DM   |               |                |                |              | 4        |
| Enter text to search P | Number                | SP2020 - Sprint | NMI -02                  | •                   |                     |           | BOMCode  | Description   |                |                |              |          |
| Functions              | Description           | Network Configu | uration                  | *                   |                     |           | e 🗖 c  | * C           |                |                |              | î        |
| l                      | Parent                | SP2020 - Sprit  | SP2020 - Sprint New Deal | Ins                 |                     | •         |  | Sprint 2020   |                |                |              |          |
| Dependancies           | Order                 | 2               |                          |                     |                     |           | TONERS | Toners Inclu  |                |                |              | -        |
|                        | Class                 | Installation    |                          | <b>*</b> *          |                     | E         | cternal Resou  | Irces         |                |                |              | ú Χ      |
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|                        | Work Order to         | $\checkmark$    |                          |                     |                     | Ir        | iternal Labou  | r             |                |                |              | 4 X      |
|                        | be Generated          |                 |                          | _                   |                     |           | Craft  | Crew          | Time           | CraftName      |              |          |
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|                        |                       |                 |                          |                     |                     |           | _  | MAINT         | SERV           | Maintain as    | Mairita      | nas      |
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| Open Windows 🕶         |                       |                 |                          |                     |                     | User : Ju | ulandaK 05/0   | 8/2021 Versio | on : 2.5.0.3 E | Example Compar | ny v2.5.     | 0.0      |

- 14. When you receive the **Project Methodology** screen to confirm that;
  - The project methodology : [methodology name] has been saved.
- 15. Click on OK.



## **Related Topics**

Remove Linked Instruction

MNU.153.007