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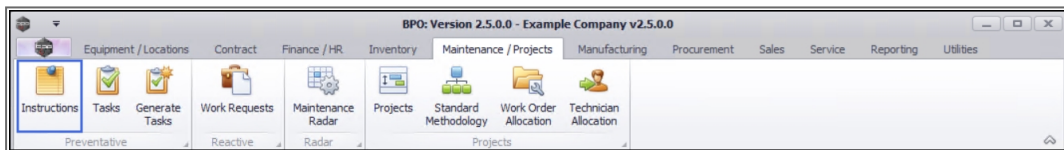
MAINTENANCE

INSTRUCTIONS

Instructions are **Work Instructions** to the person performing the required work.
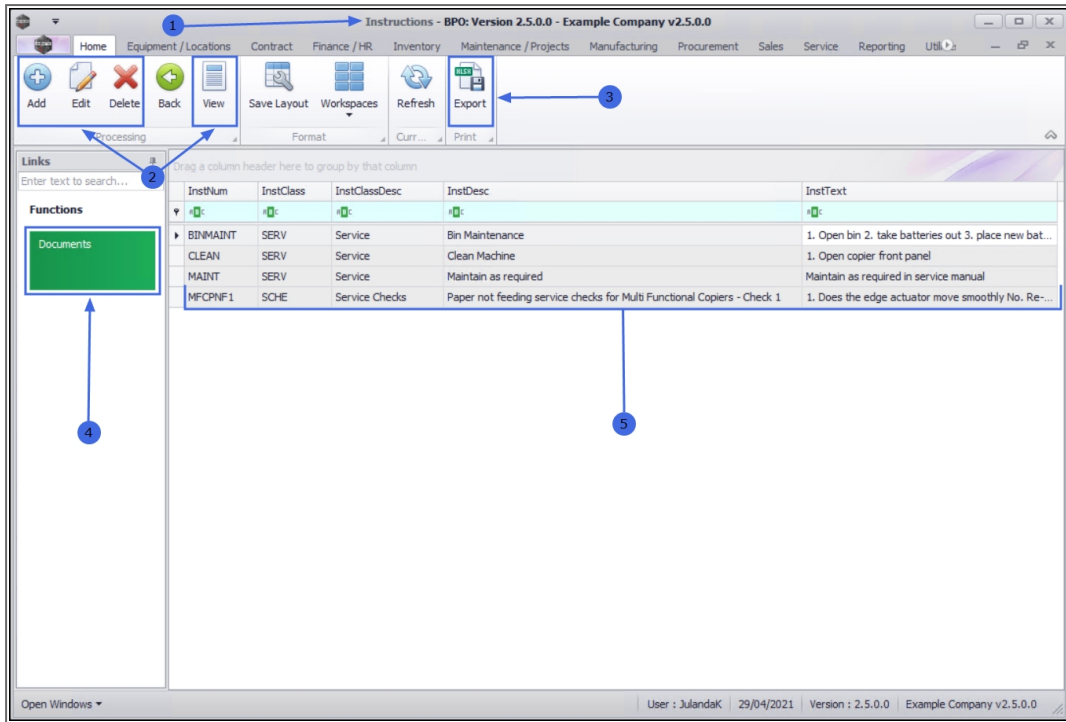
One (or more) Instructions are linked to **Tasks**.

INSTRUCTIONS PROCESS FLOW

Ribbon Access: Maintenance / Projects > Instructions

1. The **Instructions** listing screen will be displayed.
2. From the **Processing Ribbon Bar** you can <u>Add, Edit, Delete and View</u> an Instruction.
3. Also on the **Ribbon Bar** is the <u>Export</u> 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 <u>digital documents</u> 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.

BPO.MNU.043