

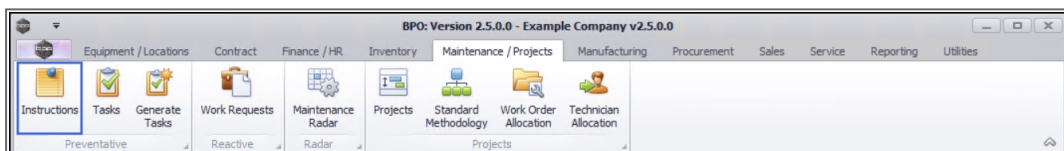
We are currently updating our site; thank you for your patience.

## 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 [Tasks](#).

**Ribbon Access:** Maintenance / Projects > Instructions



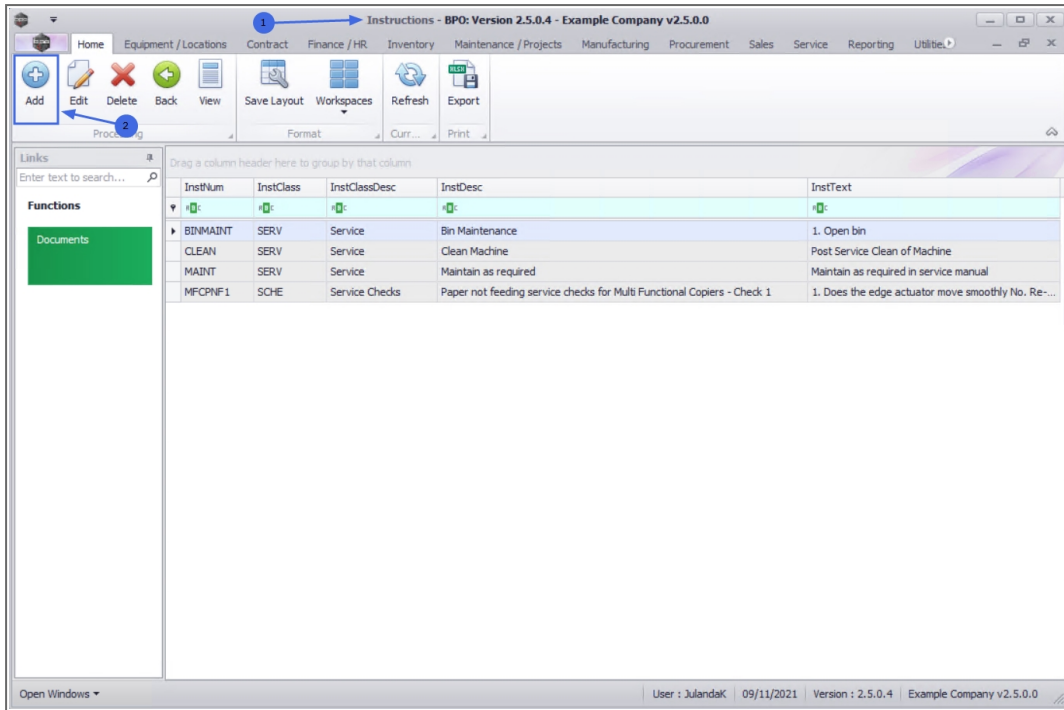
1. The Instructions listing screen will be displayed.

### ADD AN INSTRUCTION

2. Click on Add.



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



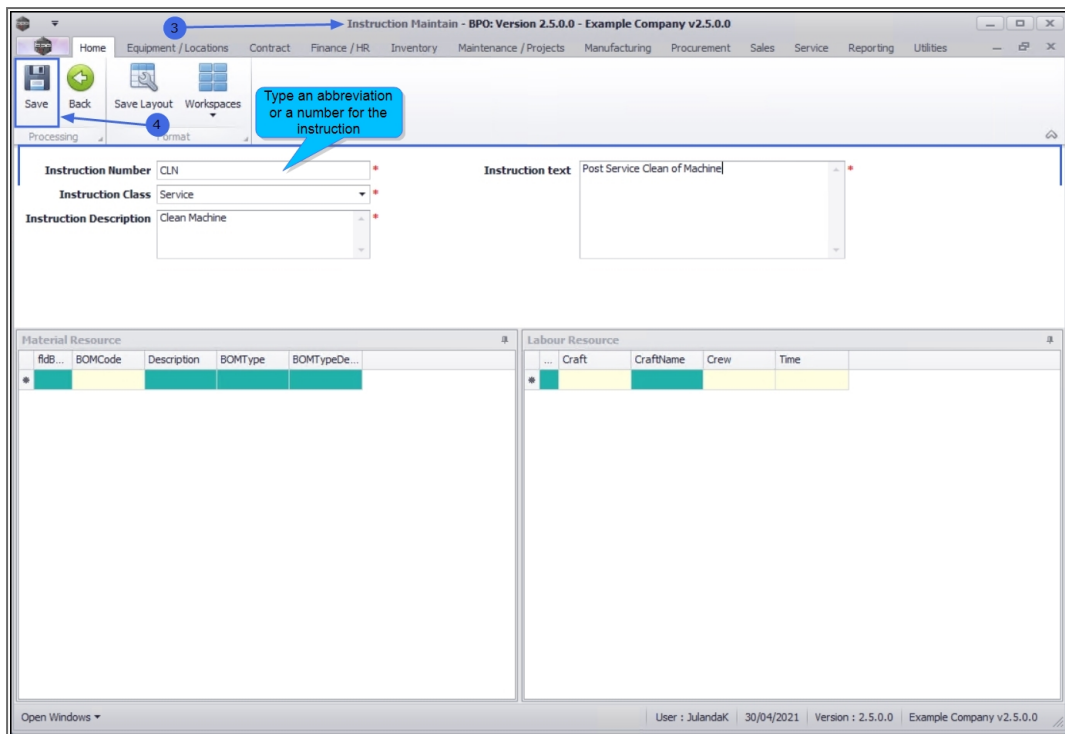
3. The **Instruction Maintain** screen will be displayed.

## INSTRUCTION DETAILS PANEL

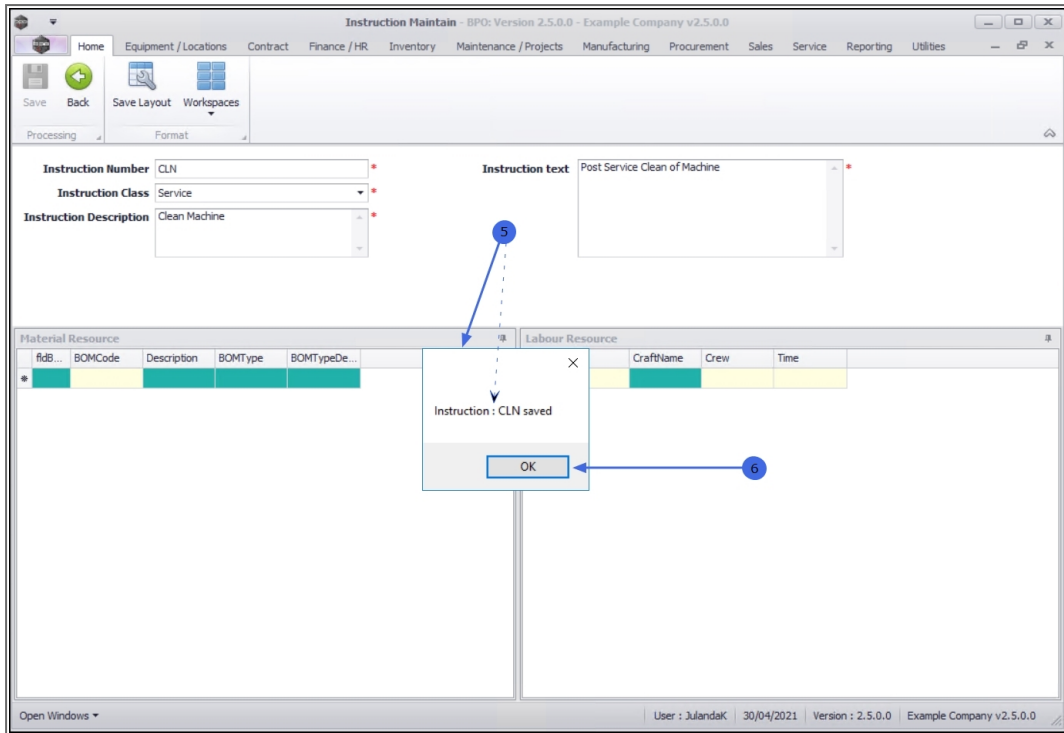
- **Instruction Number:** Click in the text box to **type** in an **abbreviation** or **number** for this new instruction.
- **Instruction Class:** Click on the down **arrow** to **select** the instruction class type from the **list**.
- **Instruction Description:** Click in the text box to **type** 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

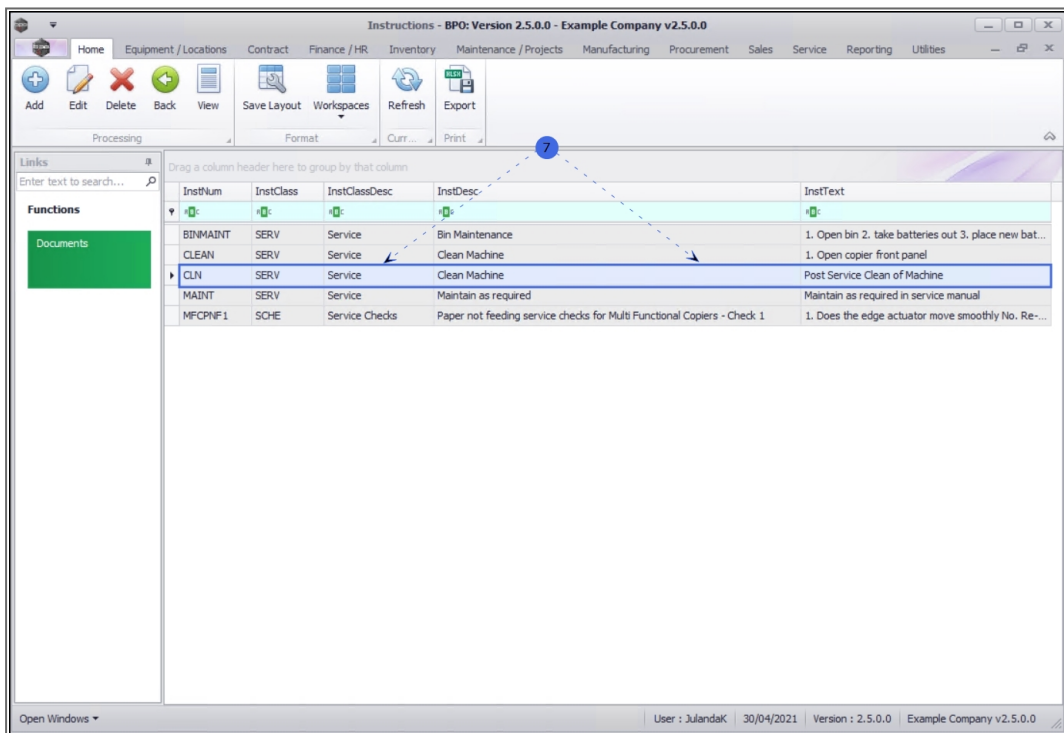
4. When you have completed the new instruction details, click on **Save**.



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



7. You will return to the **INSTRUCTIONS** listing screen where you can **view** the newly created instruction.



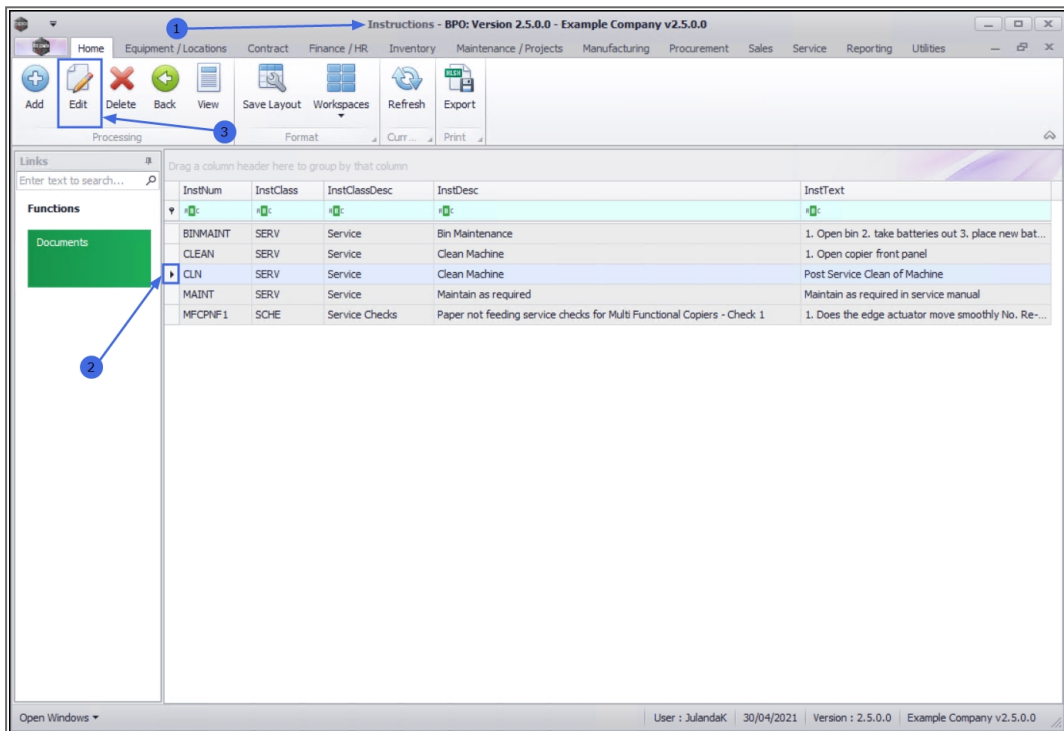
You can now continue to link [Labour](#), [BOM](#) or [Digital Documents](#) to the Instruction.

## 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**.



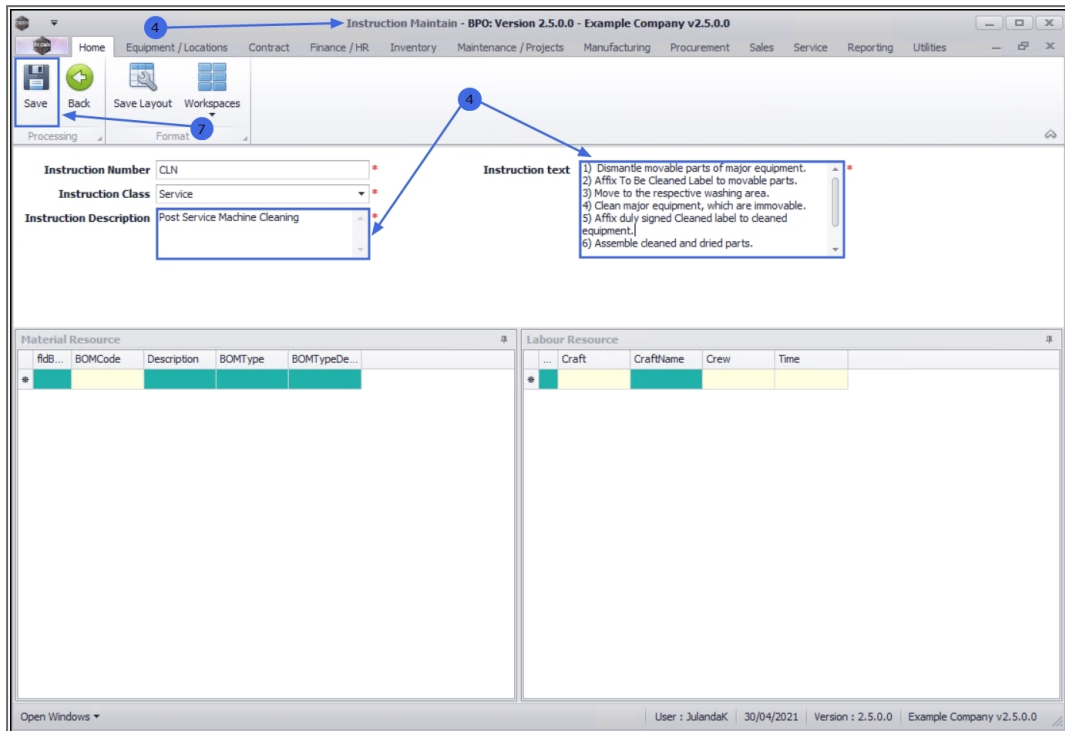
Short cut key: Right click to display the **Process** menu list. Click on **Edit**.



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

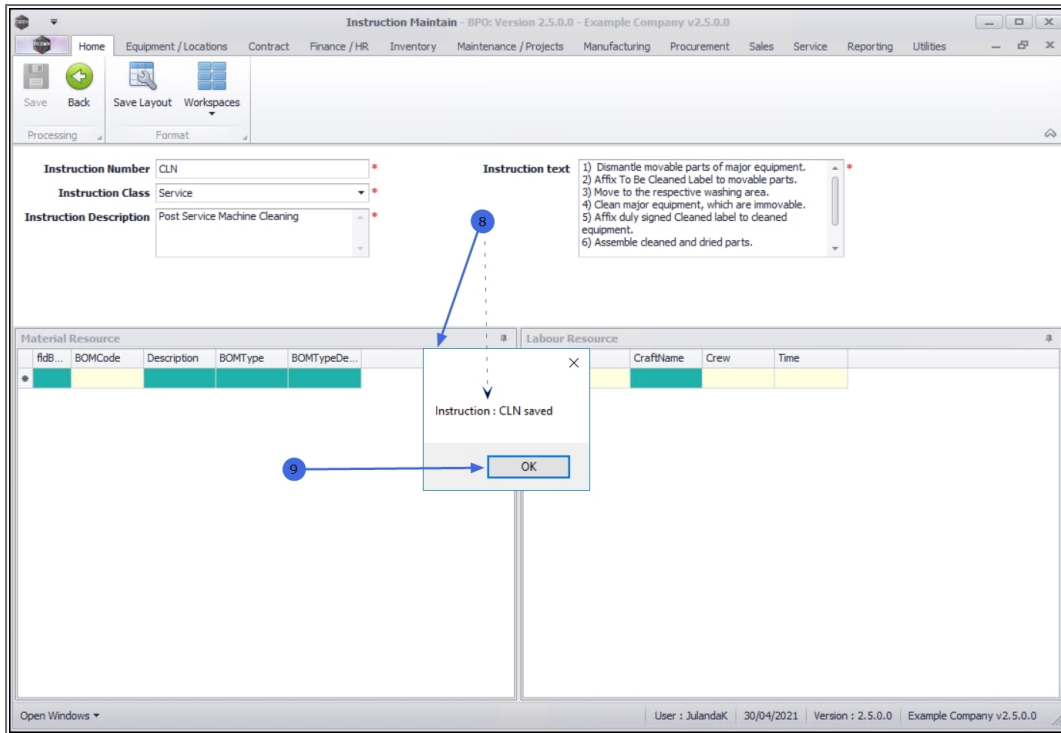
7. When you have updated the instruction information, click on **Save**.



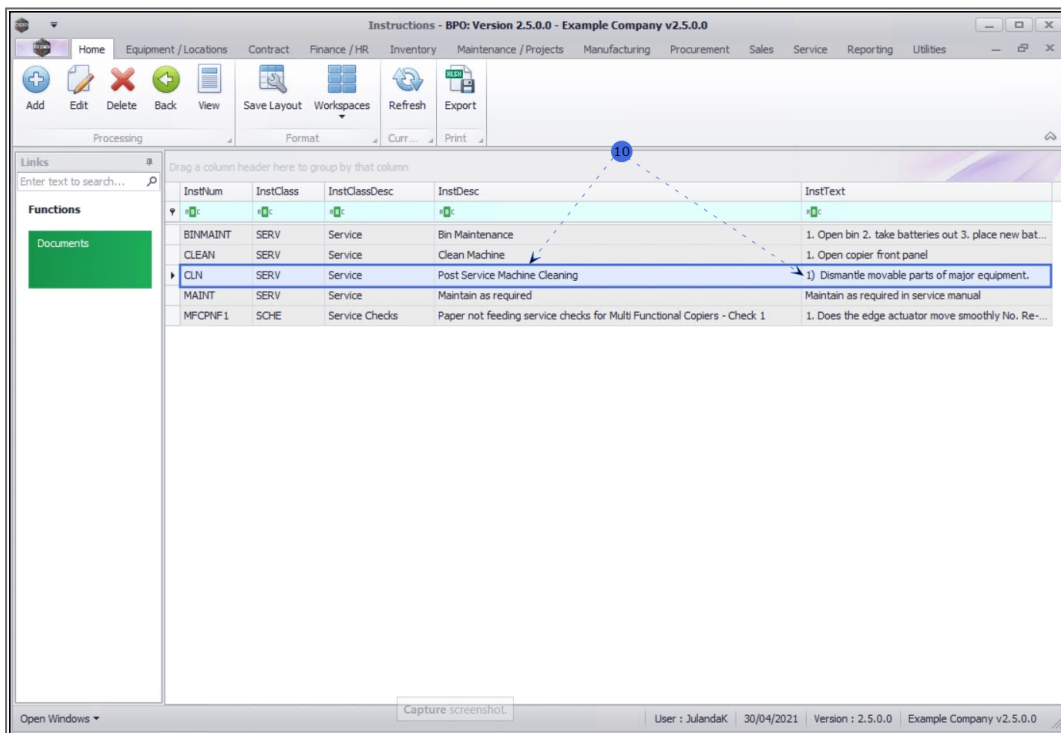
8. When you receive the message to confirm that;

- **Instruction:** [instruction abbrev/number] **saved.**

9. Click in **OK** to proceed.



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

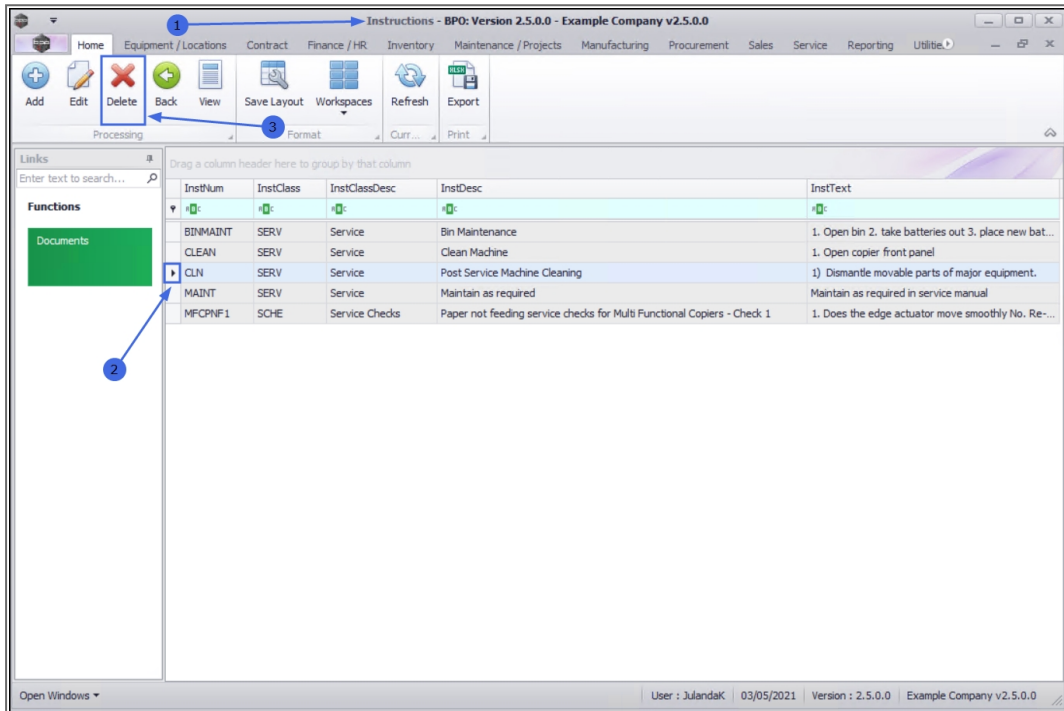


## DELETE AN INSTRUCTION

1. From the **Instructions** list screen,
2. Click on the **row** of the Instruction you wish to delete.
3. Click on **Delete**.

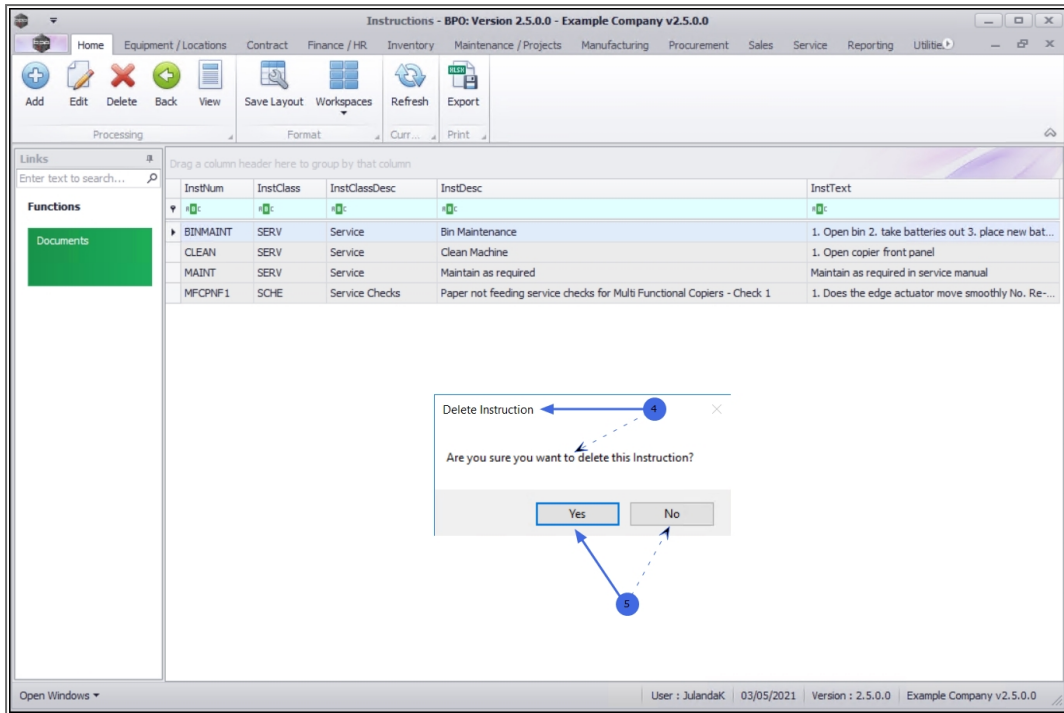


Short cut key: Right click to display the **Process** menu list. Click on **Delete**.



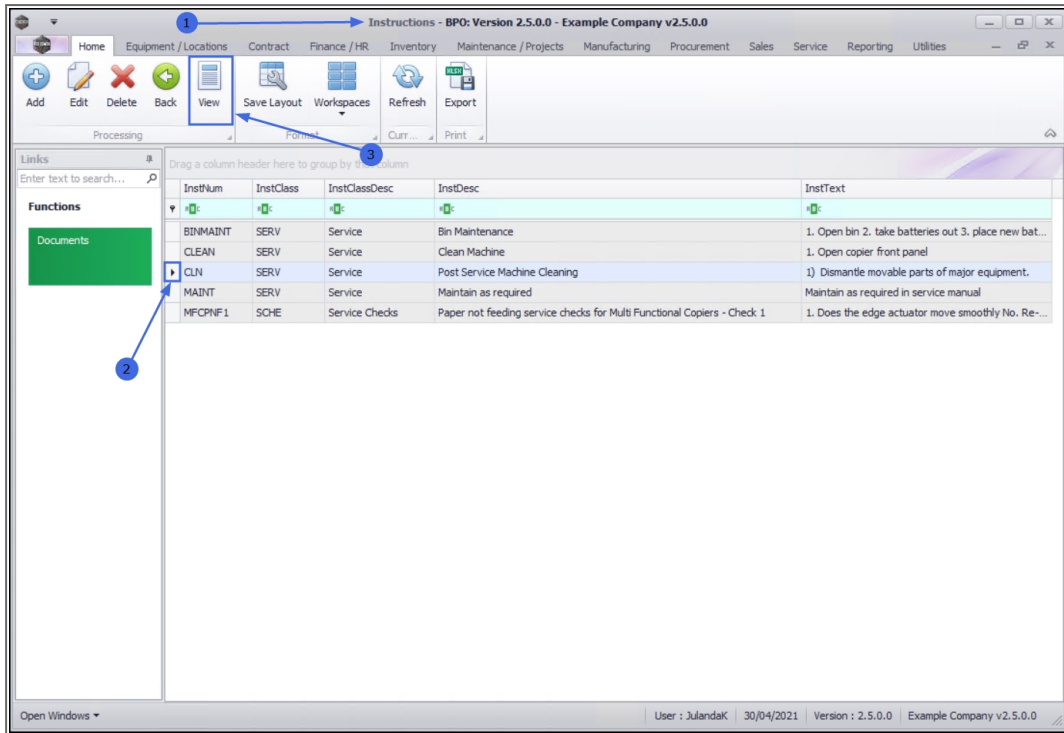
4. When you receive the **Delete Instruction** to confirm;
  - **Are you sure you ant to delete this Instruction?**
5. Click on **Yes** to remove the instruction, if you are certain about your selection or
  - Click on **No** to ignore the request and return to the Instruc-tions list screen.
6. The instruction has been removed from the Instruction list screen.





## 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**.

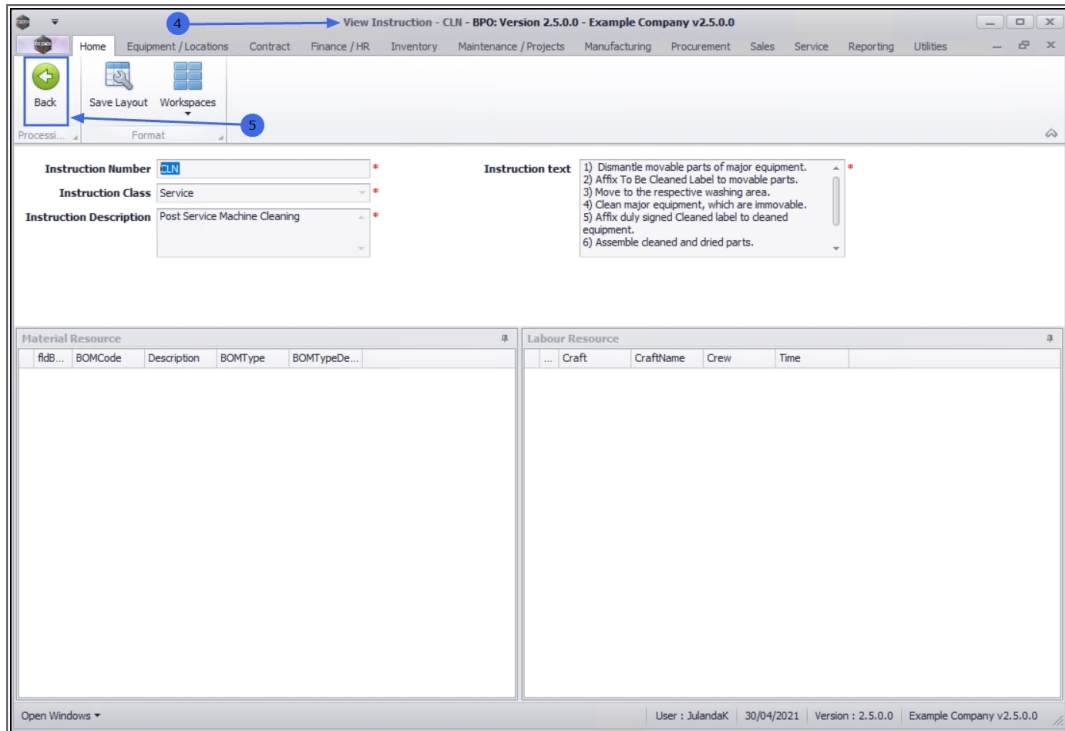


4. The **View Instructions - [instruction abbrev/number]** screen will be displayed.



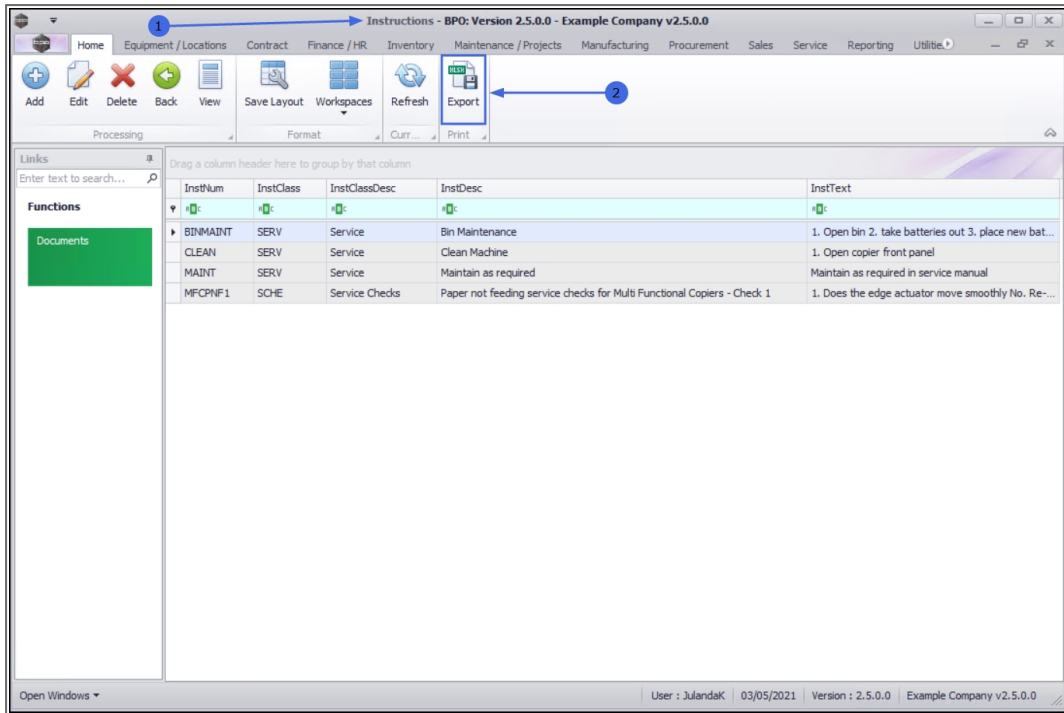
Note that all the fields for the instruction is greyed out. This is a view only screen and no changes can be made to the information on this screen.

5. Click on **Back** to return to the Instructions list screen.

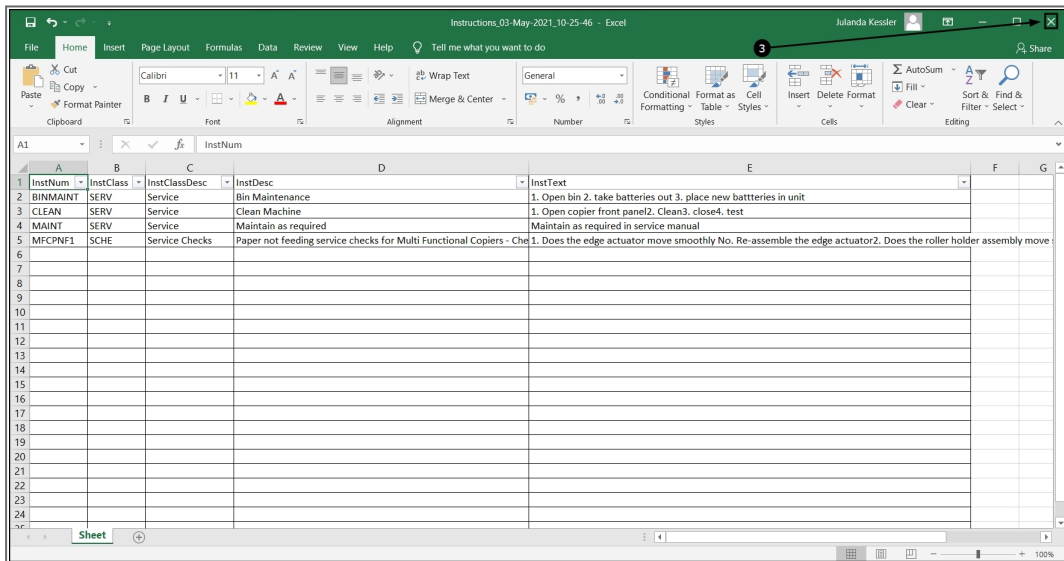


## EXPORT THE INSTRUCTIONS LIST

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



- When you have completed working in Excel, **Save** the Worksheet and click on **Close** to return to the **Instructions** listing screen.



## Related Topics

- [Link Labour to an Instruction](#)
- [Link BOM to an Instruction](#)
- [Link Digital Documents to an Instruction](#)

MNU.043.001

