

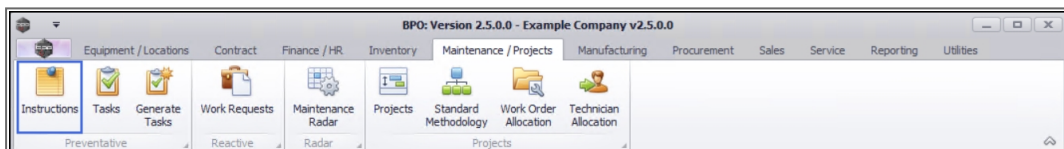
We are currently updating our site; thank you for your patience.

## 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.

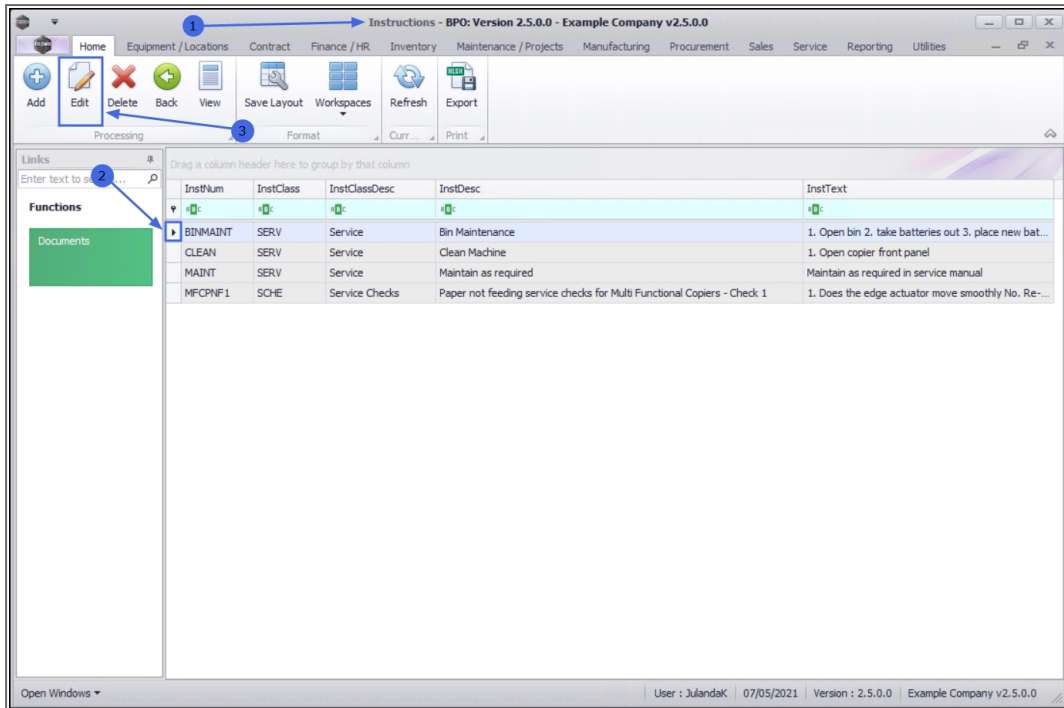
**Ribbon Access:** Maintenance / Projects > Instructions



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**.



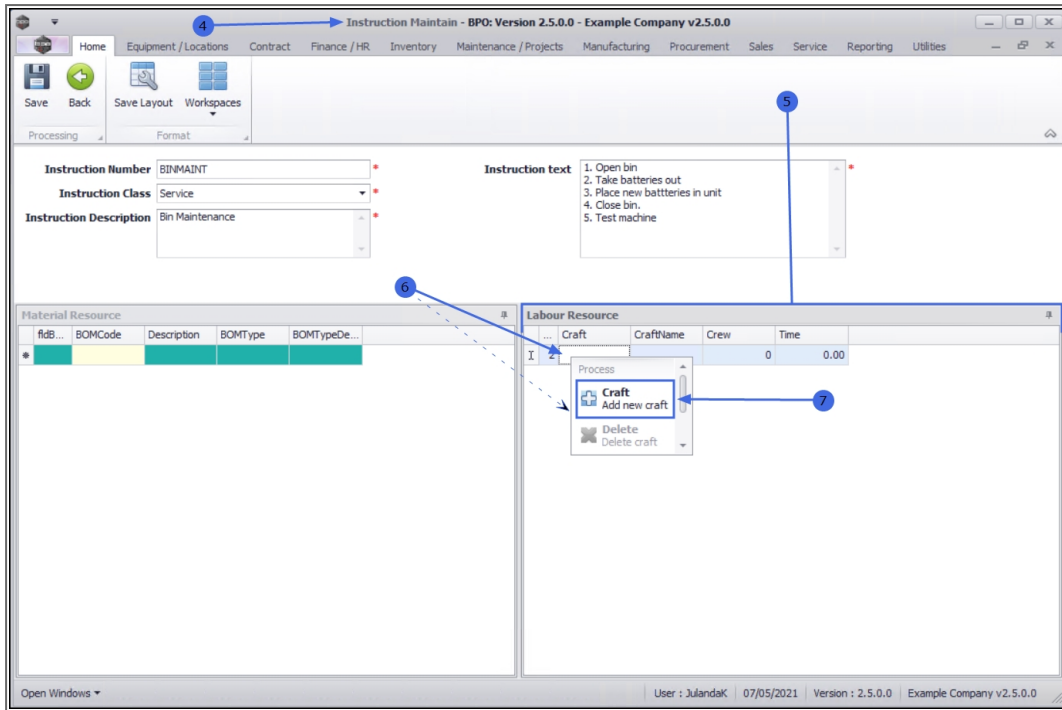
Short cut key: Right click to display the **Process** menu list. Click on **Edit**.



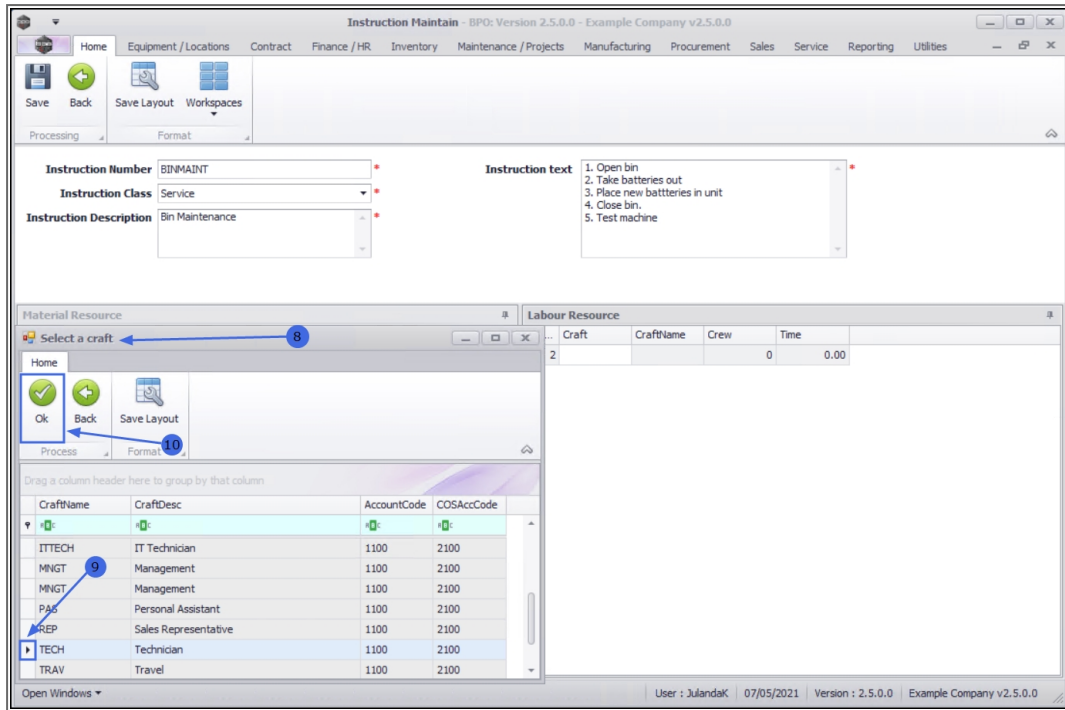
4. The **Instruction Maintain** screen will be displayed.
5. On the **Labour Resource** docking panel,
6. **Right click** in the **Craft** text box to display the **Process** menu list.

## ADD NEW CRAFT

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



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**.



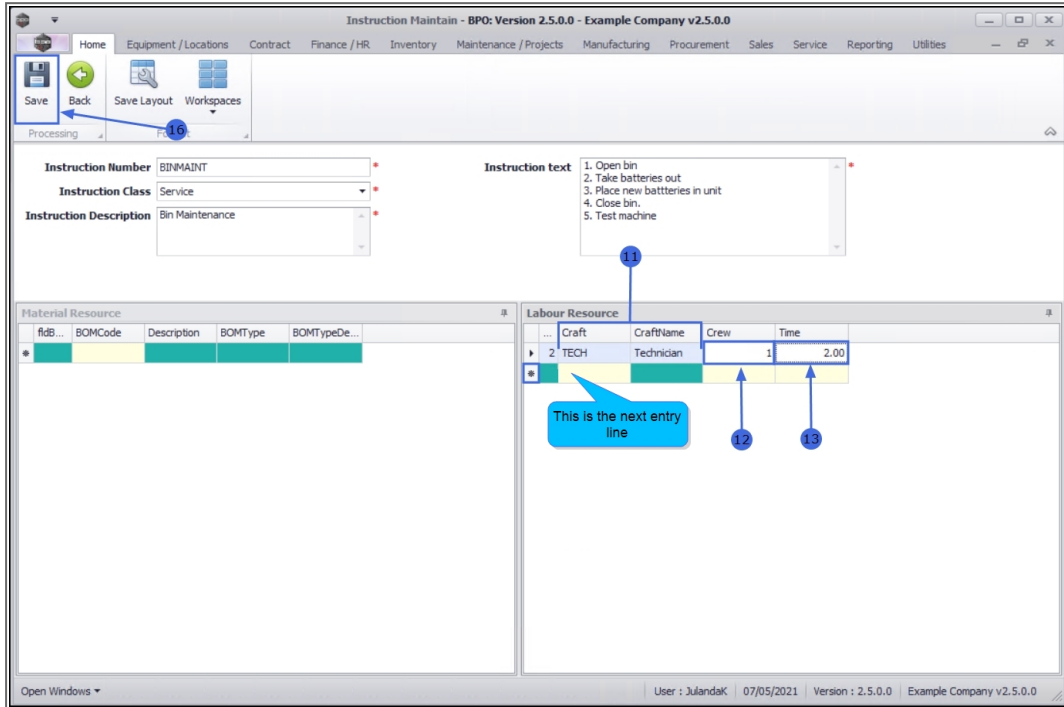
- The **Craft** and **Craft Name** will populate according to the selection made.

## ADD CREW AND TIME

- 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.
- 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**.
- Click anywhere in the Labour Resources **data grid** to open the **next entry line**.
- Repeat from **Step 6**, to continue adding the Labour Resources as required.

## SAVE LABOUR RESOURCE

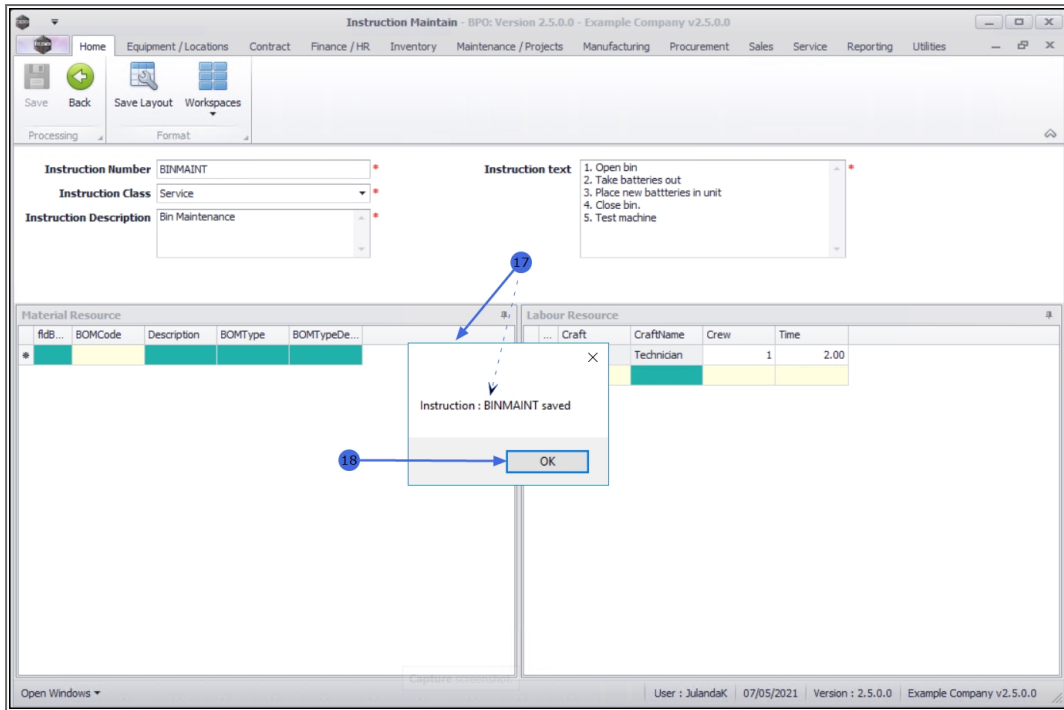
16. When you have finished, click on **Save**.



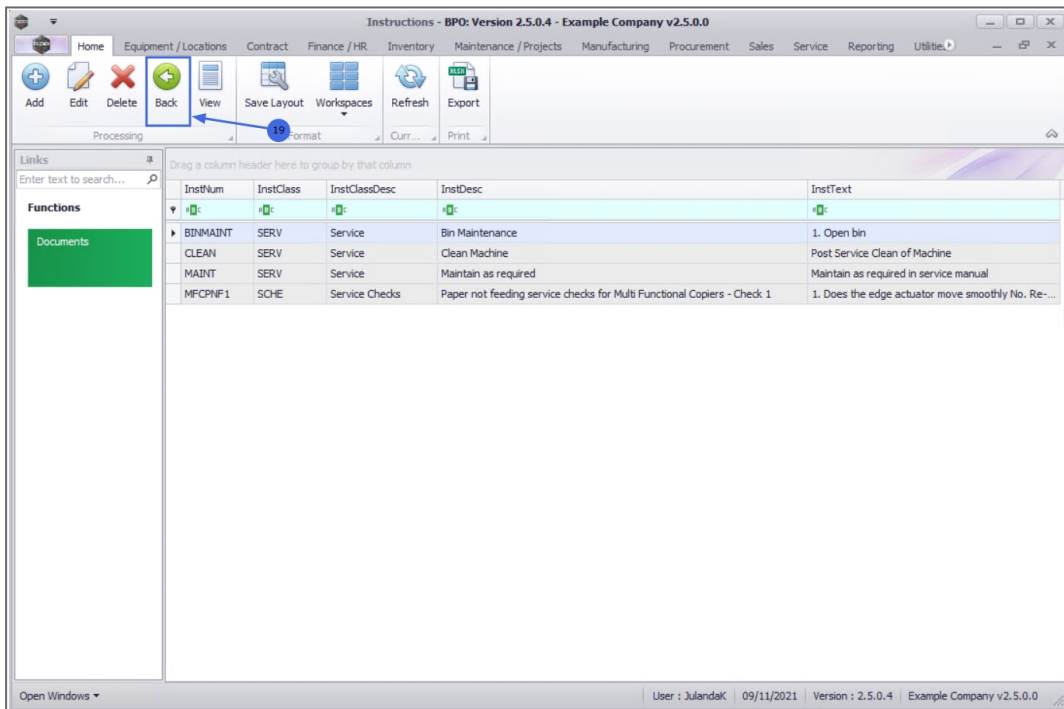
17. When you receive notification to confirm that;

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

18. Click on **OK**.



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





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