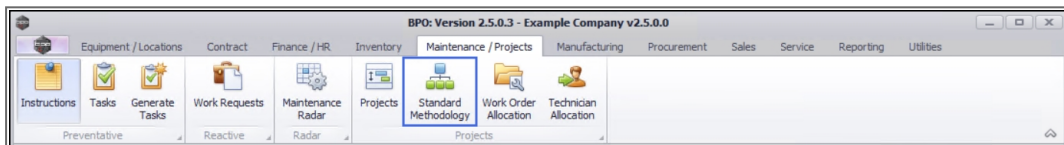We are currently updating our site; thank you for your patience.

PROJECTS

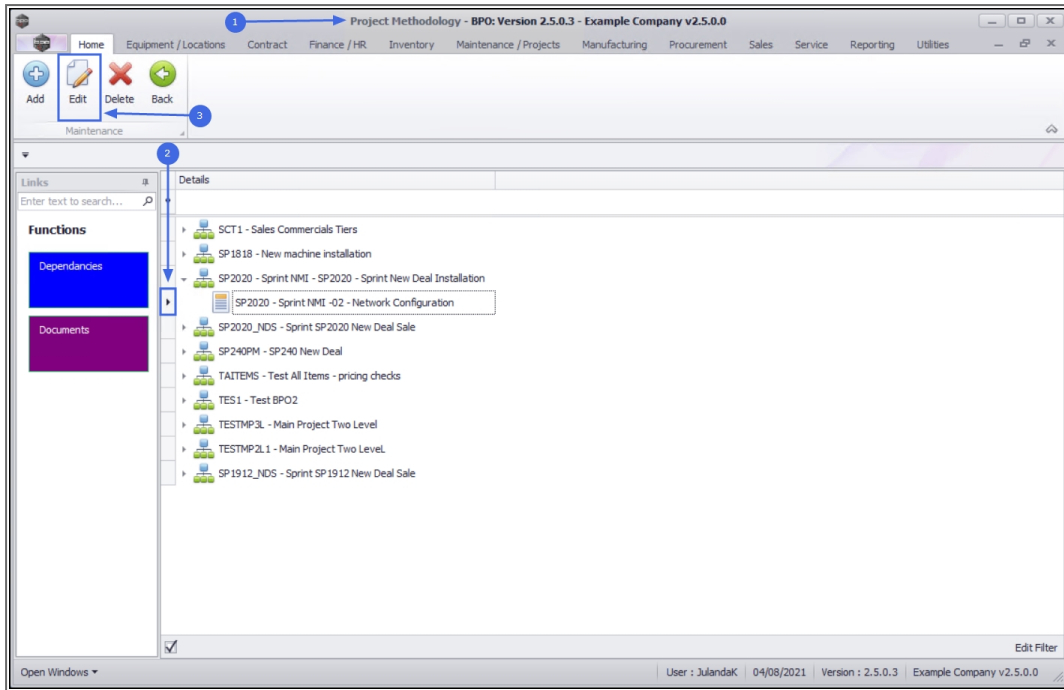## STANDARD METHODOLOGY – LINK WORK INSTRUCTION(S)

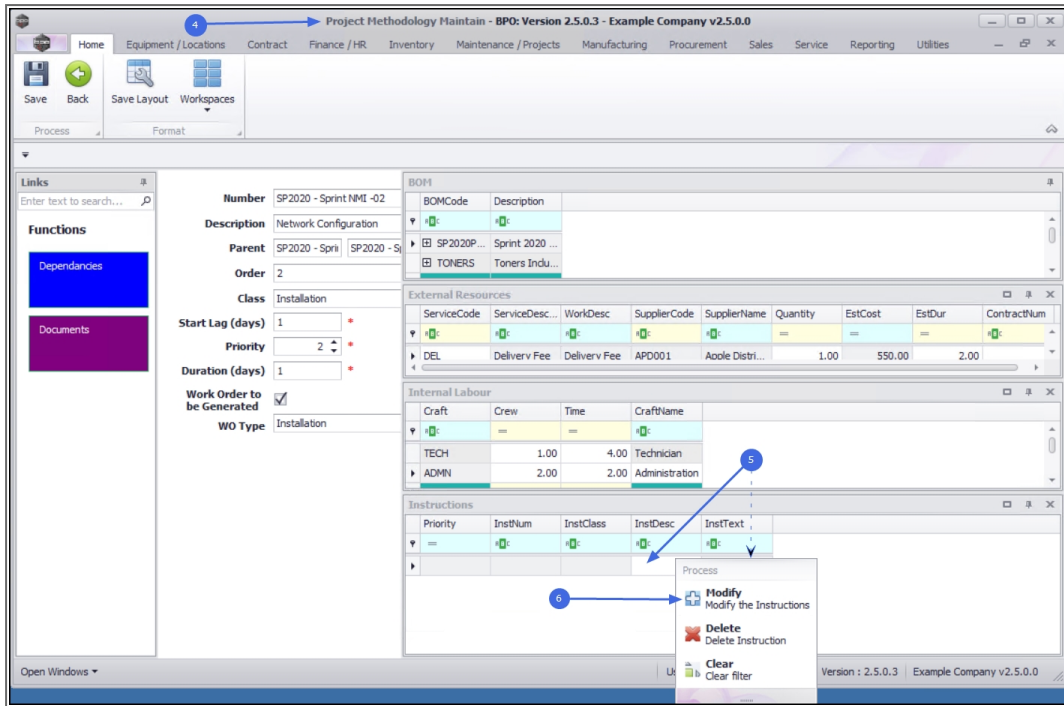**Ribbon Access:** Maintenance / Projects > Standard Methodology

1. The **Project Methodology** screen will be displayed.
2. Click on the **row** of the **methodology layer** that you wish to link a **Work Instruction** to.
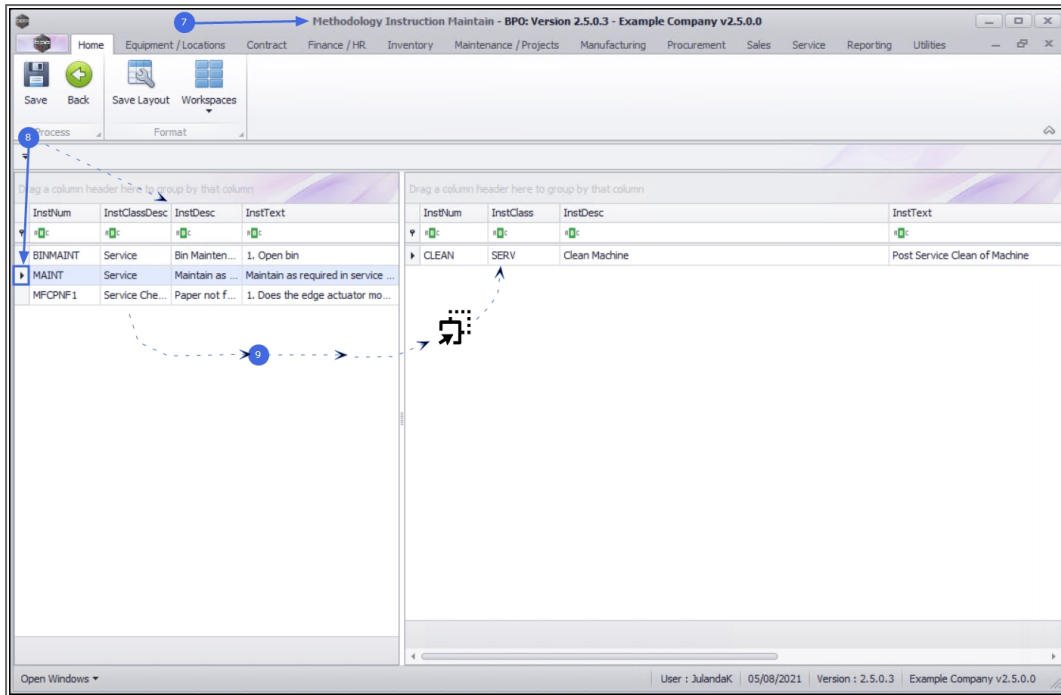3. Click on **Edit**.

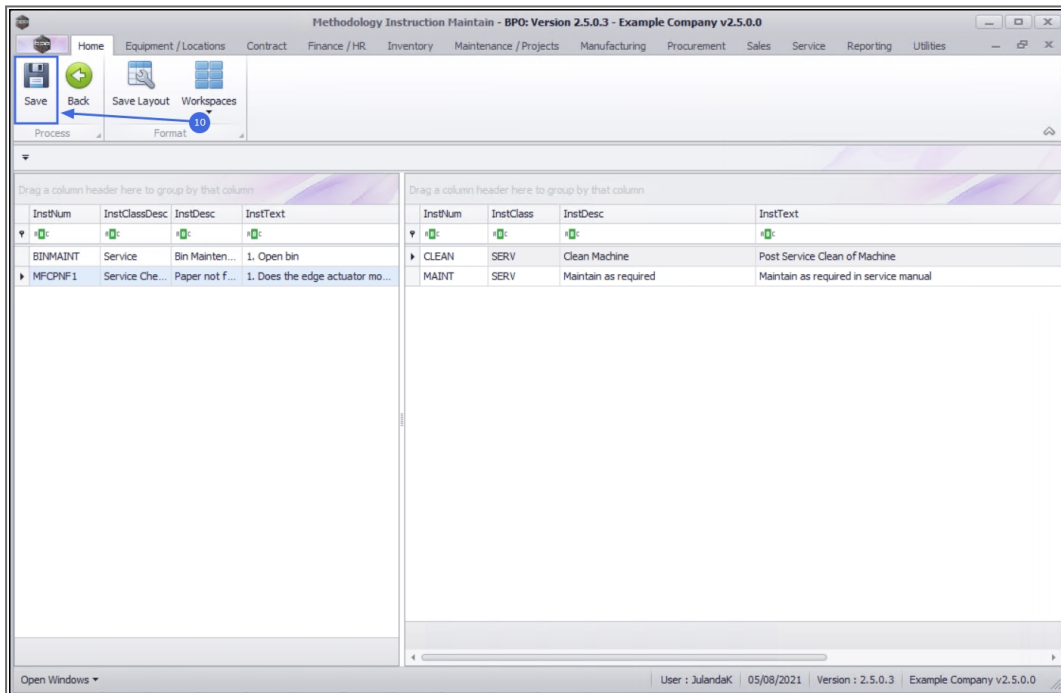**Short cut key: Right click** to display the **Maintenance** menu list. Click on **Edit**.

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.

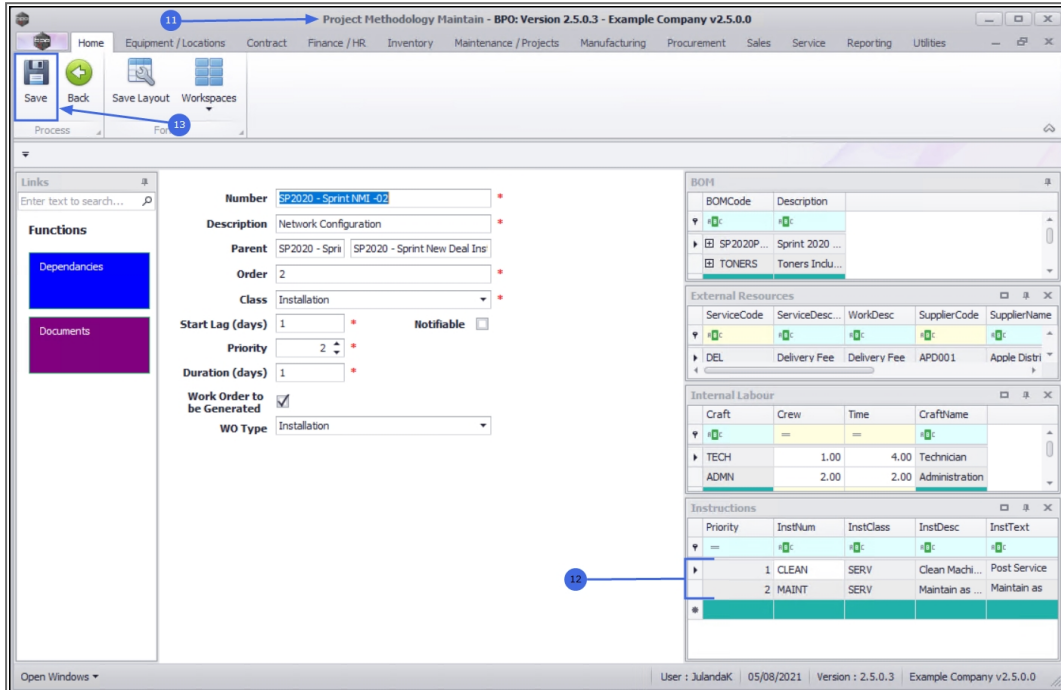6. Click on **Modify** - Modify the Instructions.

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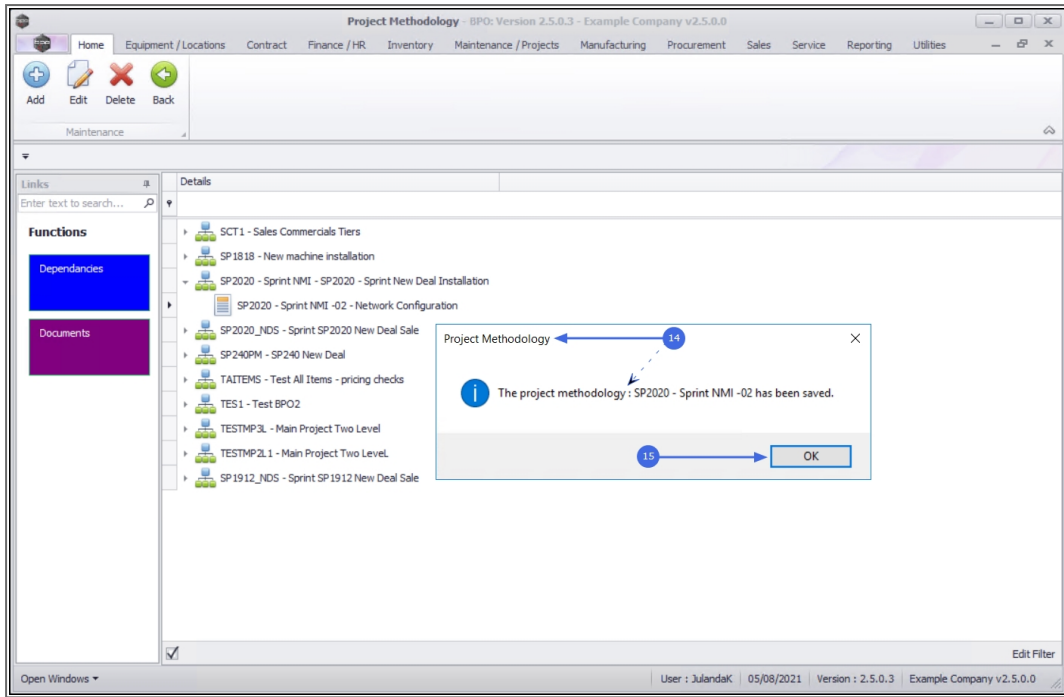
10. When you have finished linking all the instructions to the **Methodology Instruction Maintain** screen, click on **Save**.

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.

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