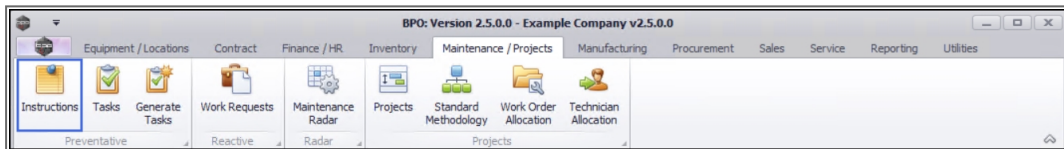


MAINTENANCE

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.

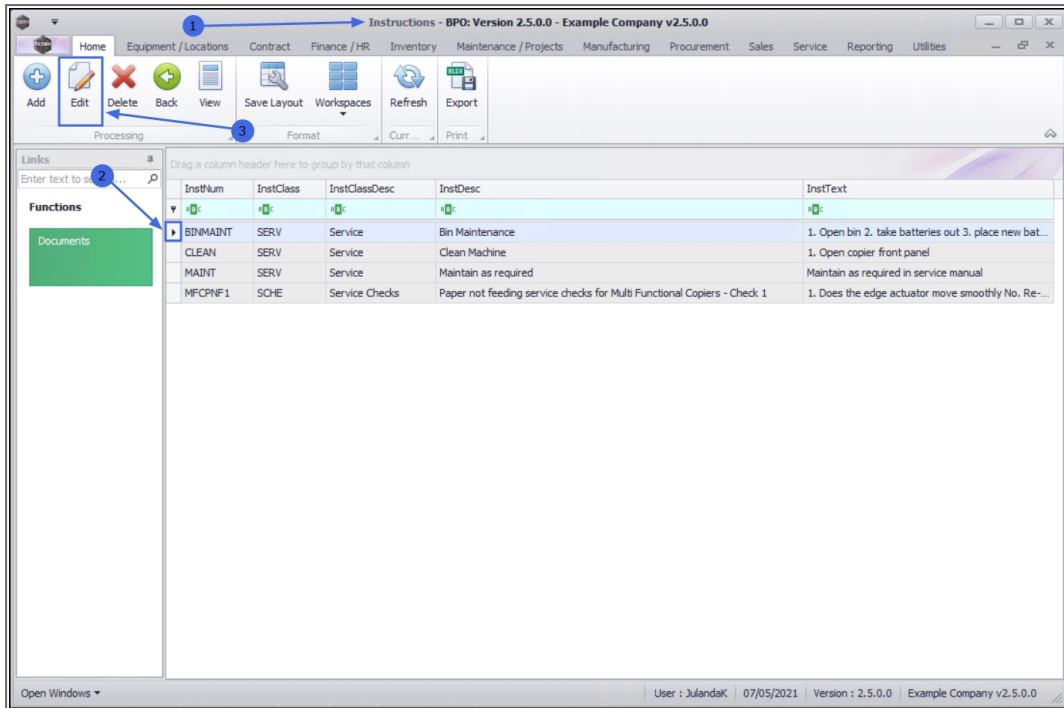
Ribbon Access: *Maintenance / Projects > Instructions*



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***.



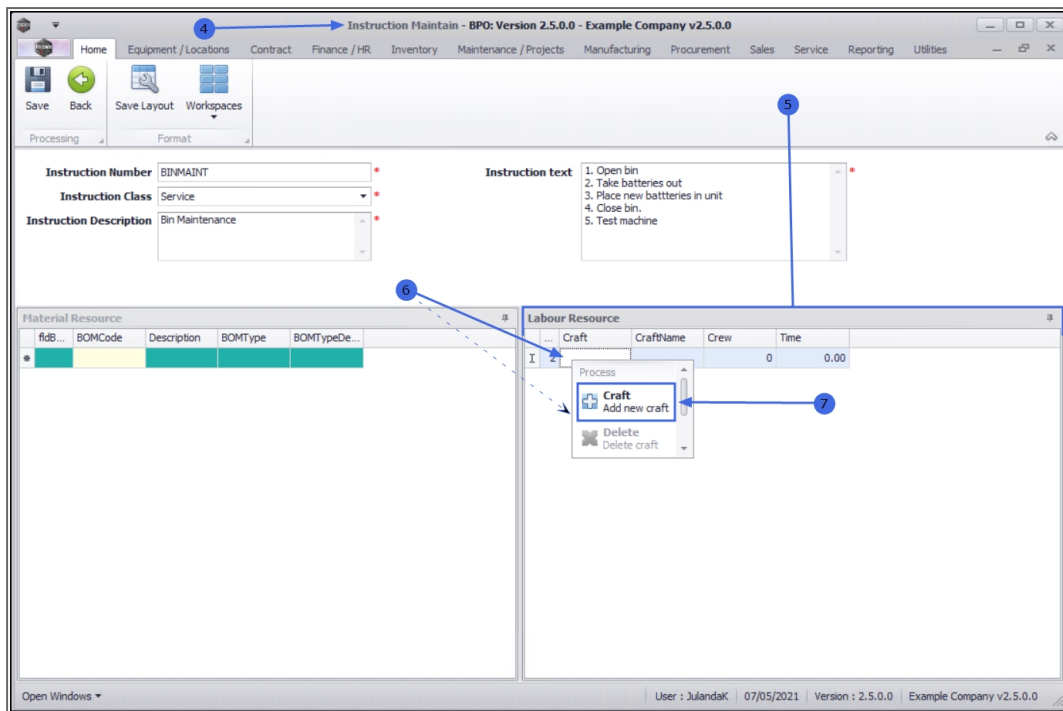
Short cut key: ***Right click*** to display the ***Process*** menu list. Click on ***Edit***.



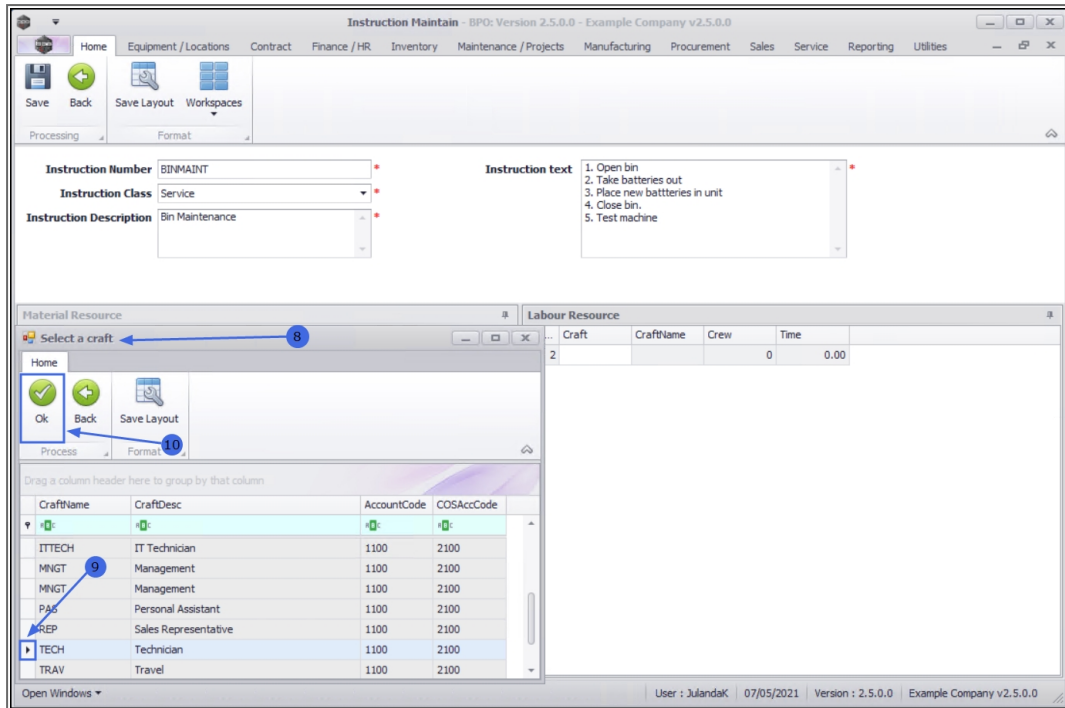
4. The **Instruction Maintain** screen will be displayed.
5. On the **Labour Resource** docking panel,
6. **Right click** in the **Craft** text box to display the **Process** menu list.

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**.



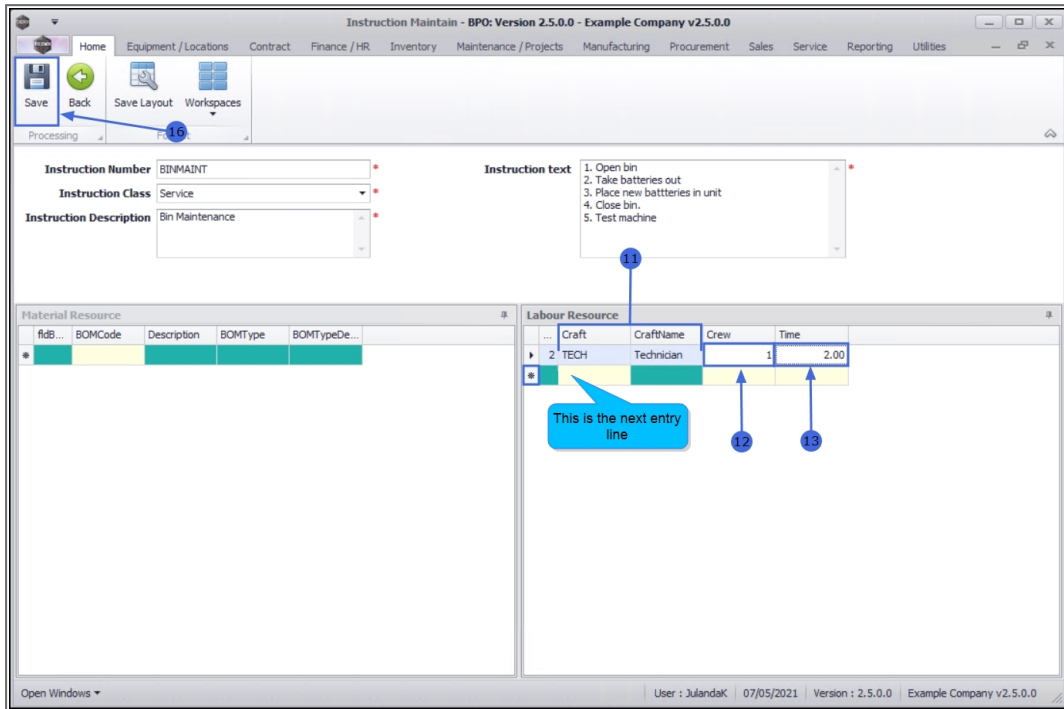
- The **Craft** and **Craft Name** will populate according to the selection made.

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

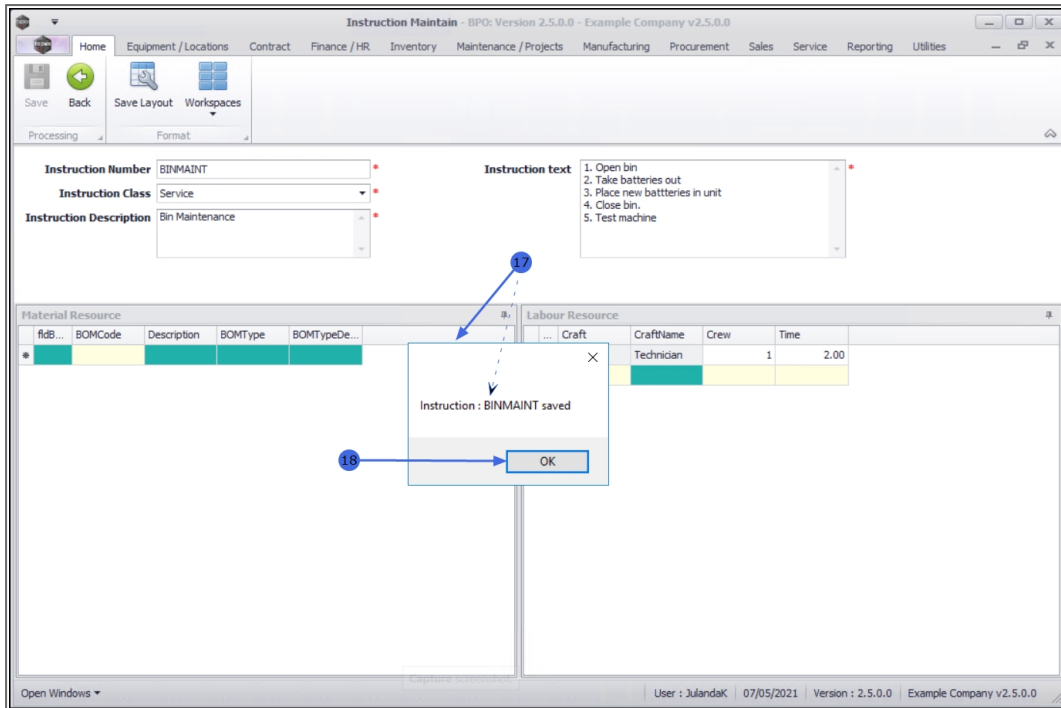
16. When you have finished, click on **Save**.



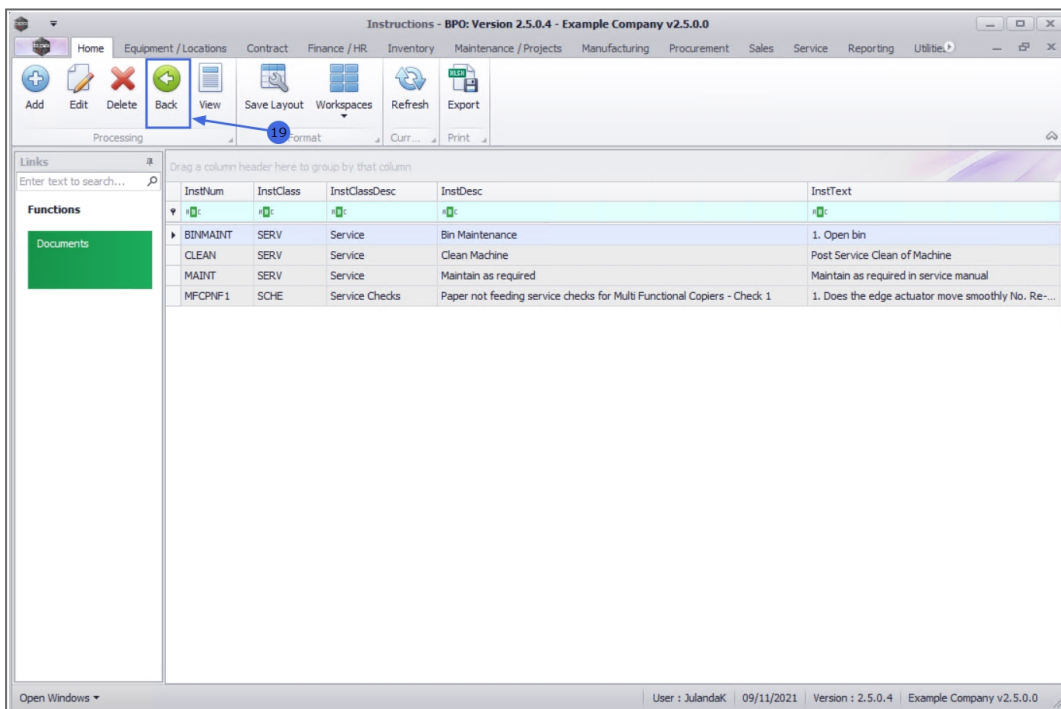
17. When you receive notification to confirm that;

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

18. Click on **OK**.



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





MNU.043.002

