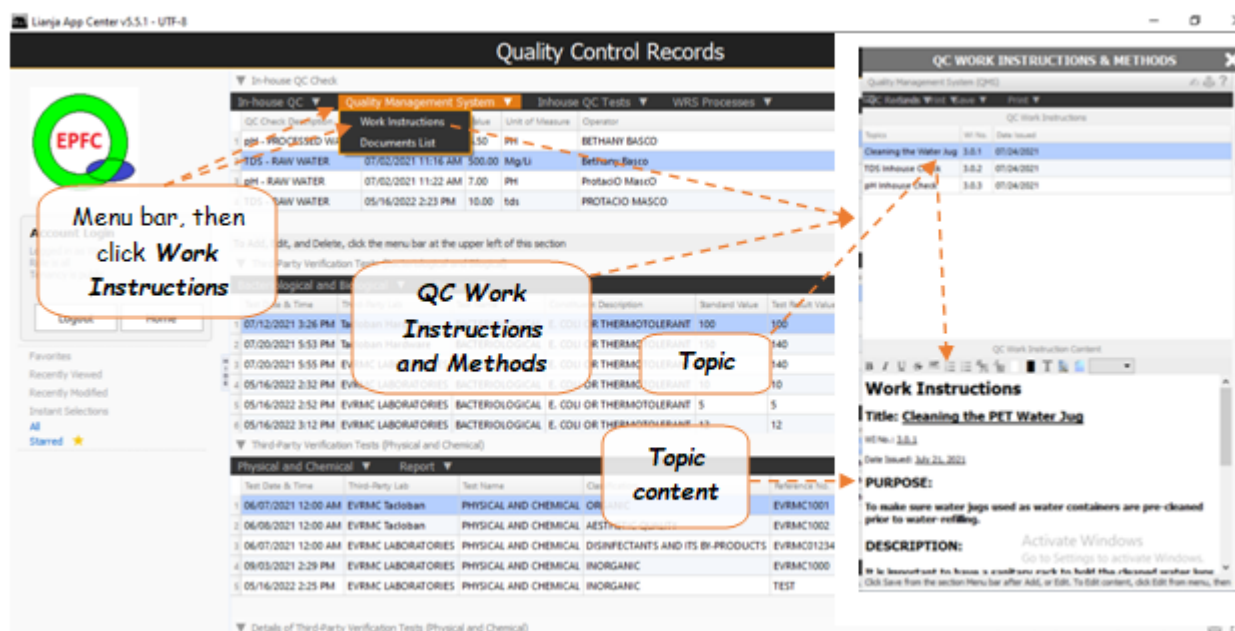# Work Instructions

In this section, you write your Work Instruction for a specific task that the worker must undertake.

First Step,
a. At the '**Work Instructions**' menu bar, click '**Add'** a topic;
b. An empty cell opens under the **Topics** column;
c. Type-in the Title of your **Work Instruction**;
d. Type in the **WI No.** - this is the reference number of the Work Instruction;
e. Type-in the **Date Issued**;
f. Click **Save** from the section menu bar, then click **Save and Set Attribute to Readonly**, to save and restore the data-safeguard '**Readonly**'

Second Step,
a. At the **QC Records** menu bar, click "**Edit**' menu item. Then to the upper-right-hand side of the section header, click the '**Edit' icon** (*hand with a pen*) to allow you to edit the RICHTEXTEDITOR gadget;
Note: After **Edit Icon** click, you see a *rectangular box* at the bottom, this is the richtext editor where you will type your work instruction. Also, you will see **Cancel** and **Done** button appear at the upper right-hand side of the screen.
b. At the '**QC Work Instruction Content**', start developing your work instruction. Type your work instructions;
c. You can do it in any format you want, as a guide, see the sample;
d. When done, first click **Done**, then click the '**Save**' menu bar, to save your work.
e. If you want to print the document, click the '**Print**' button at the section menu bar.

For reference in *Second Step*, please see the screen shot below

To Add or Edit a topic
Follow the *First Step* and *Second Step* procedures.

To Delete a topic
1. Position the *highlight bar* to the topic you want to delete;
2. From the section menu bar **QC Records**, click **Delete**;
3. After entering delete authorization code, you will be prompted to confirm the deletion. **Yes** to proceed, **No** to abort.