# **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 datasafeguard '*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;

<u>Note</u>: 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.

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

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## 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.