



Work Instruction

Content Tools & Templates


Applies to:	[Audience for the instructions... e.g., “Analysts who use the XXX System” or “YYY Machine Operators.”]
Objective:	[What does the work instruction help a user accomplish? E.g., “Configure the XXX System dashboard to generate weekly conversion reports.”]
Policy or Handbook Reference	[Cite (and provide a link to) the organizational policy, procedure or operational document that governs the work effort to which the instruction applies. Delete the row if not applicable.]
Pre-Requisites	[Link to any work instructions or requirements that must be complete prior to doing the work effort.]

Introduction

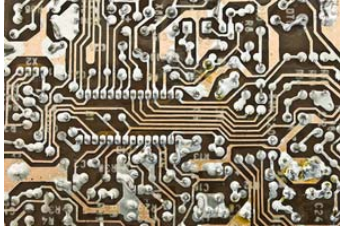

[Provide a brief explanation of the overall effort, project, or system, including where effort falls in the overall flow, and why it’s important. Consider using a graphic to help with setting the context.]

Completing the work effort for

[Use screen shots, line art or photos to illustrate the correct way to complete each step.]

Step	Instruction	Illustration	Expected Result
1	Log into XXX system with Operator ID and password.		Monitor displays “ready to proceed.”
2	Tap the “Align XXX plasma jet” command on the monitor screen		Monitor displays “ready to start XX plasma jet alignment.”
3	Switch the power supply to on		Green “ready” indicator lights



4	Set the X and Y coordinates for the jets		
4 a	Set X coordinate to "000."		Monitor displays "X coordinate at 0000"
4 b	Slide the X coordinate control down		
4 c	Tap the confirm button		Monitor displays "x coordinate locked."
5	Begin fusing the circuit.		

Expected results

[Provide a short summary of what should result from the actions taken. Include a reference or link to other work instructions or resources to complete any subsequent or related work effort.]

Exceptions and escalation

[provide a description of the most likely errors, as well as a procedure for troubleshooting and escalating if conditions require it.]

[Example]. If the report fails to load or display correctly...

1. Check the settings you supplied for XXX.
2. Rerun the report.
3. If the report fails to load again, contact the help desk at xxx-xxx-xxxx.
4. Notify your supervisor of the error.