PRINTED JOB AIDS AND CURRENT WORK INSTRUCTIONS

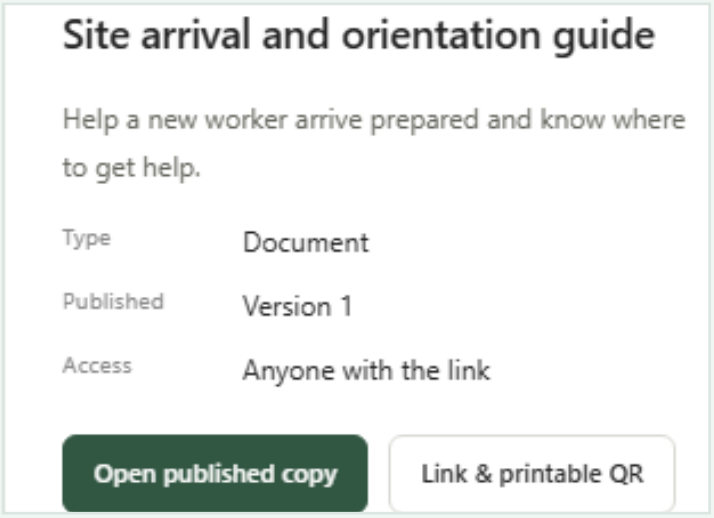
Keep printed job aids aligned with the current work instruction.

Prepare a concise aid, connect the published instruction and keep issued copies current through an owned replacement method.

Prepare the aid > Issue with a clear route > Replace when work changes



SkillSmith · Published resource



A published guide shows the access choices available for a maintained reference.

Bring the instruction owner and the people who maintain issued copies into the change.

Pay only when you see results

Agree the outcome for your first workflow with our team.

SELECTED CLIENTS FEATURED BY SKILLSMITH

verizon KEYSIGHT TECHNOLOGIES AMERICAN EAGLE Berkeley UNIVERSITY OF CALIFORNIA

YOUR TEAM / THE DECISIONS THAT MATTER

Clear ownership from instruction to issued copy

O*NET describes the technical writer's revision-record responsibility. Your site assigns the instruction and copy owners and the intended readers.

Your role	The contribution	SkillSmith support
Technical writer	Maintain records and files of work and revisions.	Prepare concise reference content and retain the revision record.
Instruction owner	Approve the method and the brief aid.	Review the content, published destination and the change that affects issued copies.
Copy owner	Maintain the issued aid at its work points.	Record locations, replace affected copies and confirm the checks.
Intended reader	Use the applicable reference where the work happens.	Try the access route and raise a conflicting or unusable aid.

A changed instruction needs a checked printed copy

At the packing station, the label check moves earlier in the sequence. The instruction owner approves the change; the copy owner replaces the posted aid and records the locations checked.

PRINTED JOB AID EXAMPLE

What you maintain	What it tells the reader	Who checks it
Brief printed aid	Approved reminder and revision	Instruction owner
Published destination	Full current instruction and access	Copy owner with an intended reader
Issue-location record	Where affected copies need replacement	Copy owner

After the packing sequence changes, the copy owner records the revised aid and the issued locations checked.

O*NET describes technical writers maintaining records of work and revisions and arranging duplication and distribution. An issued job aid needs the same clear connection between its content, revision and place of use.

CONNECTED WORK / PREPARED PLAYBOOKS

Prepare, issue and maintain the printed aid

Your instruction owner chooses the brief content and published reference. The copy owner checks the route at the work point and maintains the issued copies when the method changes.

01 Prepare the aid

Select the approved content needed at the packing station. Keep the full sequence in the published instruction, identify the aid's revision, and name the person responsible for its issued copies.

Does the aid give the right reminder and reference?

02 Issue and check the route

Use the published resource's link or printable QR. Check it with the intended reader at the station, then record the issue location and the approved paper route needed there.

Can this reader reach the correct instruction here?

03 Replace after a change

When the approved packing sequence changes, assign the copy owner to update the aid and replace the affected copies. Record the revision and locations checked, and raise any remaining discrepancy with the instruction owner.

Have the affected issued copies been brought up to date?

Prepared resources and replacement work

Use Resources for the reviewed instruction and configure Standard work around the issued-aid replacement.

Resource authoring and published access - Review the instruction, publish it for its intended readers and provide a link or printable QR.

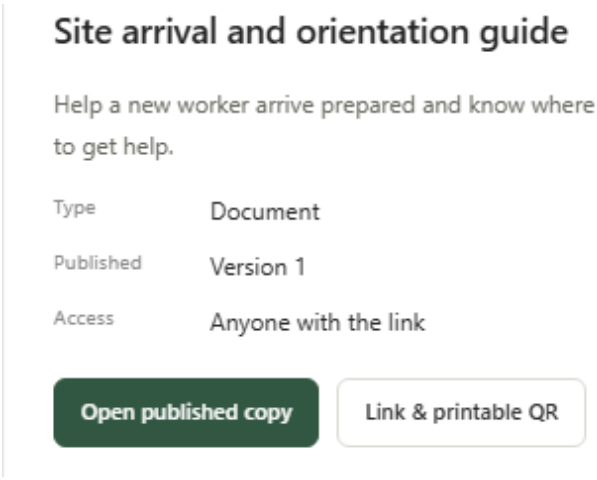
Standard work for aid replacement - Give the copy owner the approved aid, issue-location record and completion checks.

YOUR SYSTEMS / INTELLIGENT ASSISTANCE

Connect the posted aid to its maintained reference

We connect the published instruction, issued-copy record and follow-up work. A task question gives the instruction owner context to resolve a mismatch.

SkillSmith · Work context at the point of contribution



Open the published copy or use its permitted link and printable QR.

Published instruction The instruction is ready for use.	Provide its permitted direct link or printable QR.
Site-maintained locations and revision An approved change affects the printed aid.	The owner assigns replacement work with the relevant aid and locations.
A conflicting reference at the work point The reader raises a mismatch.	Carry the work context to the responsible contact.

Help with follow-up and changes

Evidence Collector

Which tasks are overdue?

Your instruction coordinator can inspect accessible overdue tasks and follow up with the owners of outstanding copy-replacement work.

YOUR DELIVERY PLAN / OUR TEAM

Start with an aid your team already uses

Bring a posted aid and its current instruction. We work through the reader's route and the next change with the people who own them.

01 Choose the work point

Bring the issued aid, its full instruction and the places it is posted. Name the instruction owner and copy owner.

A clear purpose, source instruction and set of issue locations.

02 Try the reader's route

Check the short content and published destination with the intended reader under normal working conditions. Keep the approved paper route available where it is needed.

An aid and access route that fit this work point.

03 Walk through a revision

Use a real upcoming change to prepare the replacement task. Confirm the revised aid, visit the affected locations and record what was replaced.

An owned replacement method for the next instruction change.

We are here to help



Rohit Singh

VP of Strategic Partnerships



Brent Jackson

Director of Customer Success

Bring us the work your team wants to improve. We'll walk through your instructions, responsibilities and review criteria, then show how our platform can support that work.

WHY SKILLSMITH / YOUR NEXT STEP

Build on the references your team already trusts

Your current instruction and posted aid are the starting point. We help prepare the published route, issue-location record and replacement work around your existing approval process.

The short aid loses its source

Keep the short reminder connected to the full approved instruction.

An instruction changes while posted copies remain unclear

Make affected locations and replacement work explicit when the method changes.

The reference route is assumed to work

Try the printed and published reference with the intended reader at the station.

A question teams often ask

What belongs on the printed aid?

Use the brief content your instruction owner approves for that work point, with an identifiable revision and a clear route to the full method. Check the wording where people will actually use it.

Let’s walk through your issued job aid

Bring a posted aid and its current instruction. We’ll follow the reader’s route and show how its next revision reaches the issued copies.

- A current instruction and issued printed aid
- The intended reader’s route to the full reference
- The aid’s copy owner and issue locations
- An instruction change and the replacement checks

Request a demo

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