

Create and Update Duty Instructions in AMIS

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AMIS: Duty Instructions - Create and Update

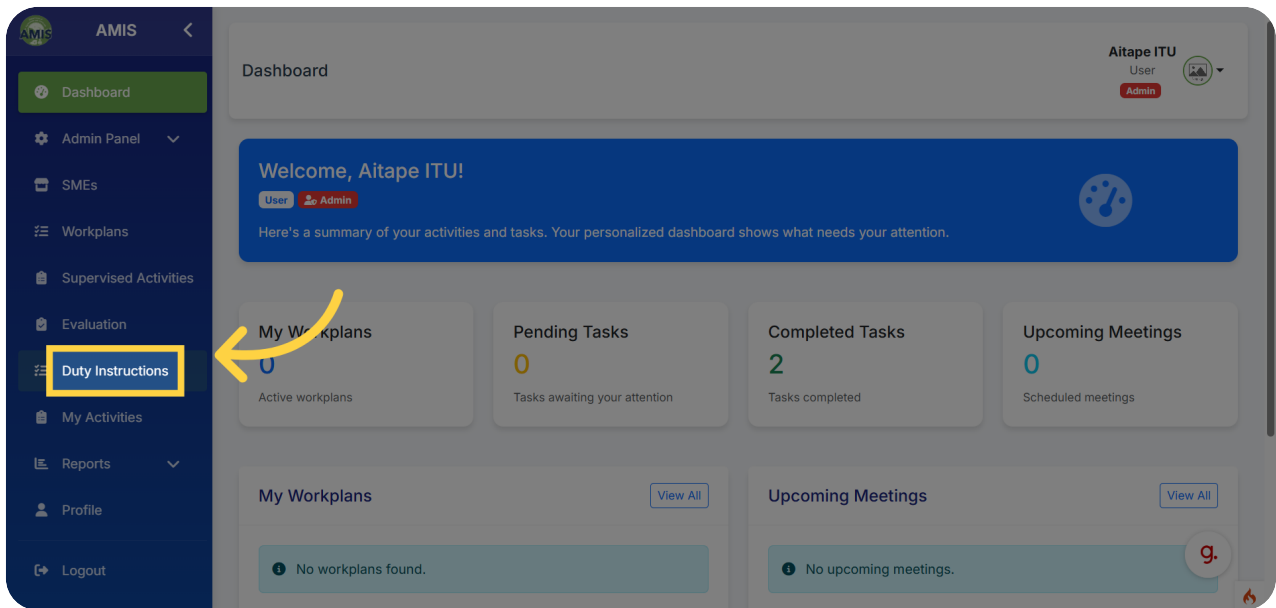


For this tutorial, we are going to learn about how to create and manage Duty instructions. That is to create the duty instructions on the duty items. In identity instructions. My name is.

Go to [localhost](#)

01 Open Duty Instructions

So you do the instruction is available to all the users. The users will enter the main duty trucks and the itemized due to the instructions. Now, to access the duty instruction, you can click on the sidebar. You will see the UT instructions menu. And click on it.



02 Add New Duty Instruction

Click the add new due to the instruction button.

The screenshot displays the AMIS web application interface. On the left is a dark blue sidebar menu with options: Dashboard, Admin Panel, SMEs, Workplans, Supervised Activities, Evaluation, Duty Instructions (highlighted), My Activities, Reports, Profile, and Logout. The main content area is titled 'Duty Instructions' and shows a table with one entry:

Instruction #	Number	Title	Assigned User	Supervisor	Status	Created Date	Actions
1	DI-338480	Cool Duty Instructions 2025	Aitape ITU	Anzil Nels	Active	Oct 14, 2025	View Duty Items Edit Delete

At the top right of the main content area, there is a green button labeled '+ Add New Duty Instruction' which is highlighted with a yellow box. A yellow arrow points from the top of the page towards this button. The user profile 'Aitape ITU' is visible in the top right corner.

03 Select Instruction Number Field

Welcome to the instruction number.

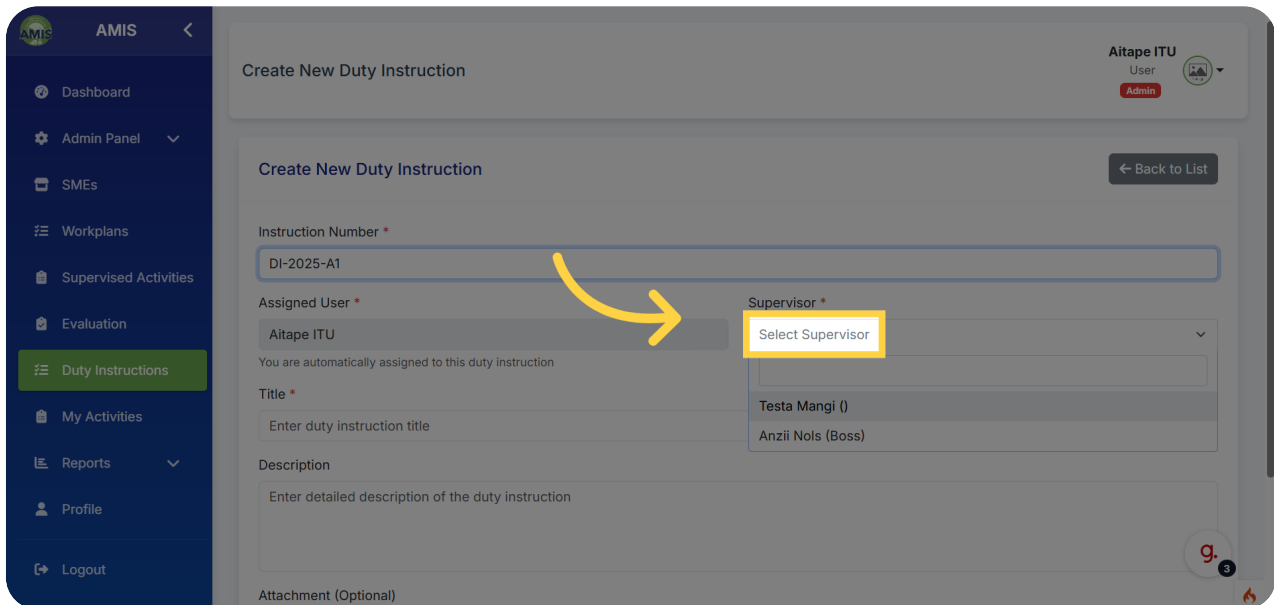
The screenshot shows the 'Create New Duty Instruction' form in the AMIS system. The sidebar on the left contains the following menu items: Dashboard, Admin Panel, SMEs, Work Plans, Supervised Activities, Evaluation, Duty Instructions (highlighted in green), My Activities, Reports, Profile, and Logout. The main content area is titled 'Create New Duty Instruction' and includes a 'Back to List' button. The form fields are as follows:

- Instruction Number ***: A text input field containing 'DI-511485', highlighted with a yellow border.
- Assigned User ***: A dropdown menu with 'Aitape ITU' selected.
- Supervisor ***: A dropdown menu with 'Select Supervisor' selected.
- Title ***: A text input field with the placeholder 'Enter duty instruction title'.
- Description**: A text area with the placeholder 'Enter detailed description of the duty instruction'.
- Attachment (Optional)**: A section for adding attachments.

The user profile in the top right corner is 'Aitape ITU' with the role 'Admin'.

04 Open Supervisor Selection

And select the supervisor that is going to supervise this Duty instruction.



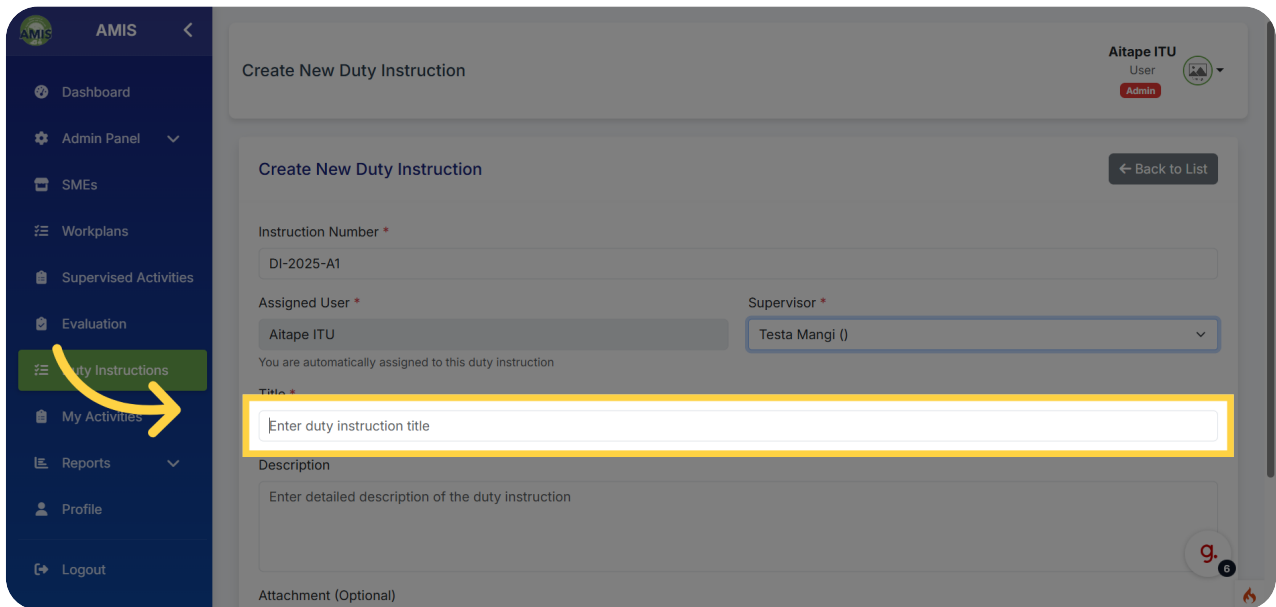
The screenshot shows the 'Create New Duty Instruction' form in the AMIS system. The form includes the following fields:

- Instruction Number ***: DI-2025-A1
- Assigned User ***: Aitape ITU (with a note: "You are automatically assigned to this duty instruction")
- Supervisor ***: A dropdown menu with the text "Select Supervisor" and two options: "Testa Mangi ()" and "Anzii Nols (Boss)".
- Title ***: Enter duty instruction title
- Description**: Enter detailed description of the duty instruction
- Attachment (Optional)**: (Empty field)

A yellow arrow points from the 'Assigned User' field to the 'Supervisor' dropdown menu. The 'Supervisor' dropdown menu is highlighted with a yellow box.

05 Select Title Field

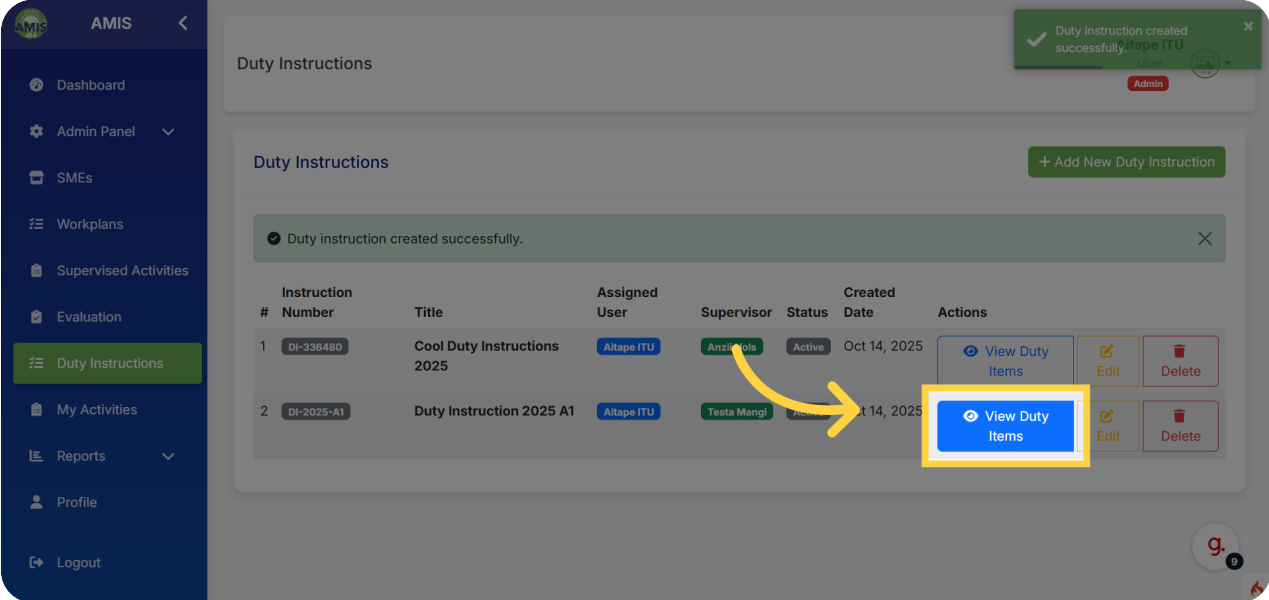
20 to the title of the Union instruction. And the description and complete the rest. You can also upload the DFG instruction file. Or if you don't want its optional,



The screenshot shows the 'Create New Duty Instruction' form in the AMIS system. The sidebar on the left contains the following menu items: Dashboard, Admin Panel, SMEs, Workplans, Supervised Activities, Evaluation, Duty Instructions (highlighted in green with a yellow arrow pointing to the 'Title' field), My Activities, Reports, Profile, and Logout. The main form area is titled 'Create New Duty Instruction' and includes a 'Back to List' button. The form fields are: Instruction Number * (DI-2025-A1), Assigned User * (Aitape ITU), Supervisor * (Testa Mangi ()), Title * (highlighted with a yellow border, containing the placeholder text 'Enter duty instruction title'), Description (with the placeholder text 'Enter detailed description of the duty instruction'), and Attachment (Optional). The user profile 'Aitape ITU' with the role 'Admin' is visible in the top right corner.

06 View Duty Items

Question is successfully created instruction. You will click on Video. T items. These items on the district detention shops, and it's like Item. Number one point, one point two, Like that.

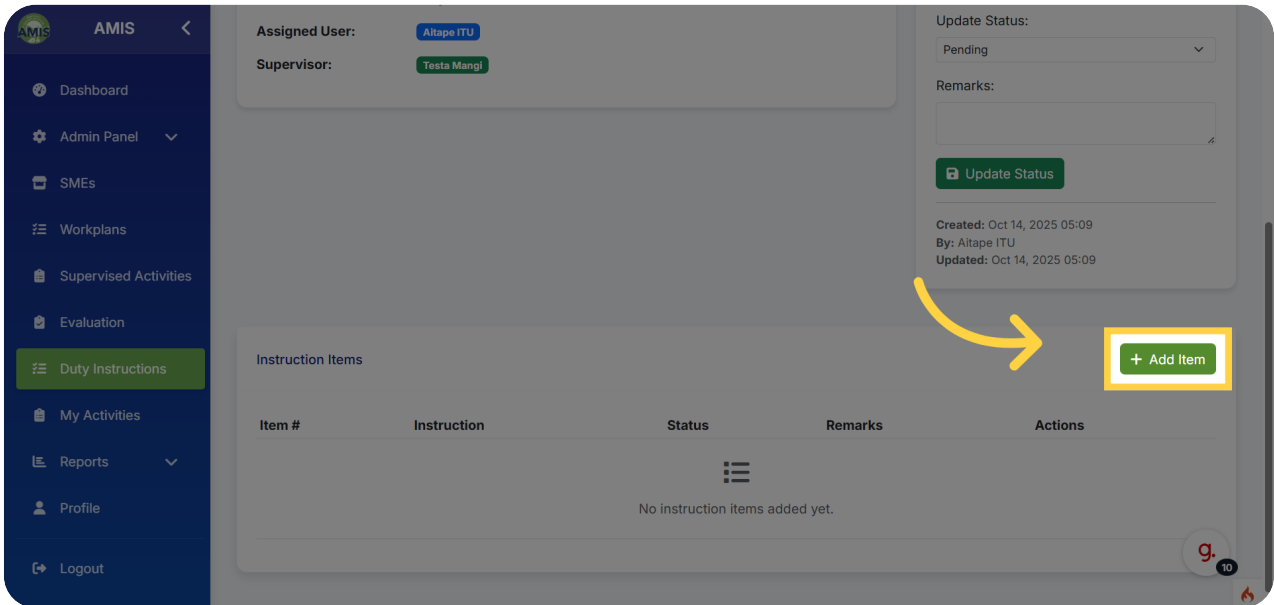


The screenshot displays the 'Duty Instructions' management interface in the AMIS system. A sidebar on the left contains navigation options such as Dashboard, Admin Panel, SMEs, Workplans, Supervised Activities, Evaluation, Duty Instructions (highlighted), My Activities, Reports, Profile, and Logout. The main content area features a table of duty instructions with columns for Instruction #, Number, Title, Assigned User, Supervisor, Status, and Created Date. A 'View Duty Items' button is highlighted with a yellow box and a yellow arrow pointing to it from the 'Supervisor' column of the first row. A green notification banner at the top right indicates 'Duty instruction created successfully' by 'Aitape ITU'.

Instruction #	Number	Title	Assigned User	Supervisor	Status	Created Date	Actions
1	DI-336480	Cool Duty Instructions 2025	Aitape ITU	Anzileols	Active	Oct 14, 2025	View Duty Items Edit Delete
2	DI-2025-A1	Duty Instruction 2025 A1	Aitape ITU	Testa Mangi	Pending	Oct 14, 2025	View Duty Items Edit Delete

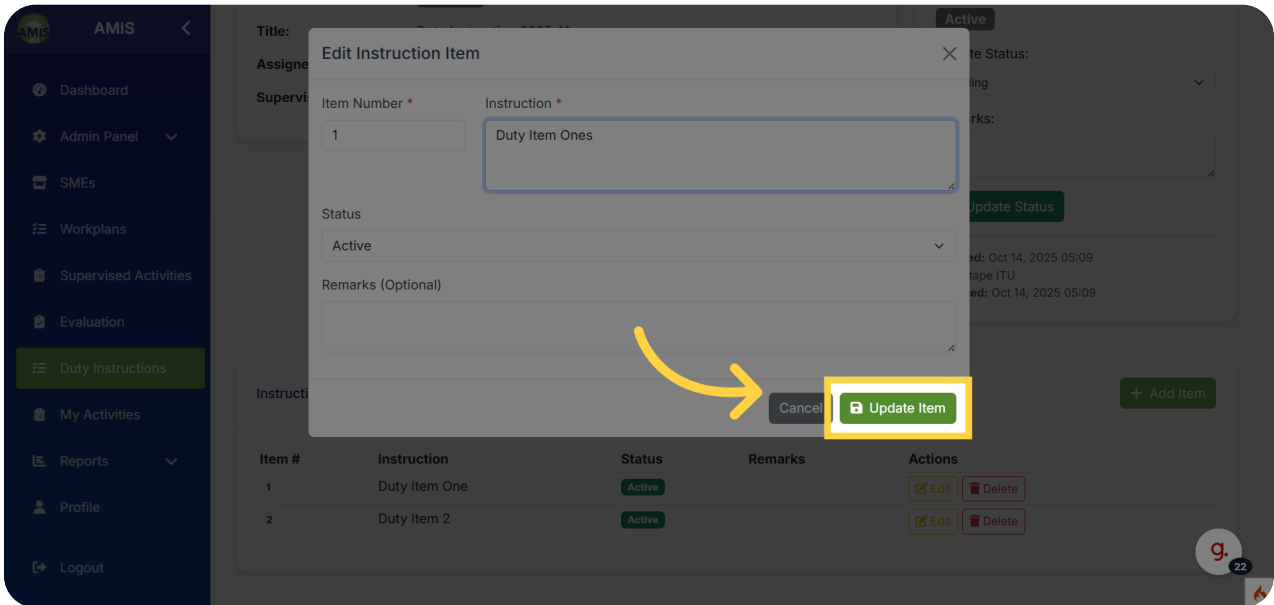
07 Add New Duty Item

He will scroll to the bottom of the page. You will see the add item button. Click on the add item button. And form with pop-up, you fill in the information there. And, Click add item. If you want to edit, you see the edit button and delete button also.



08 Update Duty Item

You can update the duty instruction item. And you can also update the duty instruction information itself. Using the edit features on both.



You have successfully created and updated duty instructions by adding and modifying duty items. Verify that all entries are accurate and complete. For further management, consider reviewing related duty schedules or supervisor assignments.

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