



Search for a Labor Category Inquiry — Criteria

Overview

The Maintenance and Utilization (M&U) module Labor Category Inquiry process provides the ability to search for labor categories.

Navigation

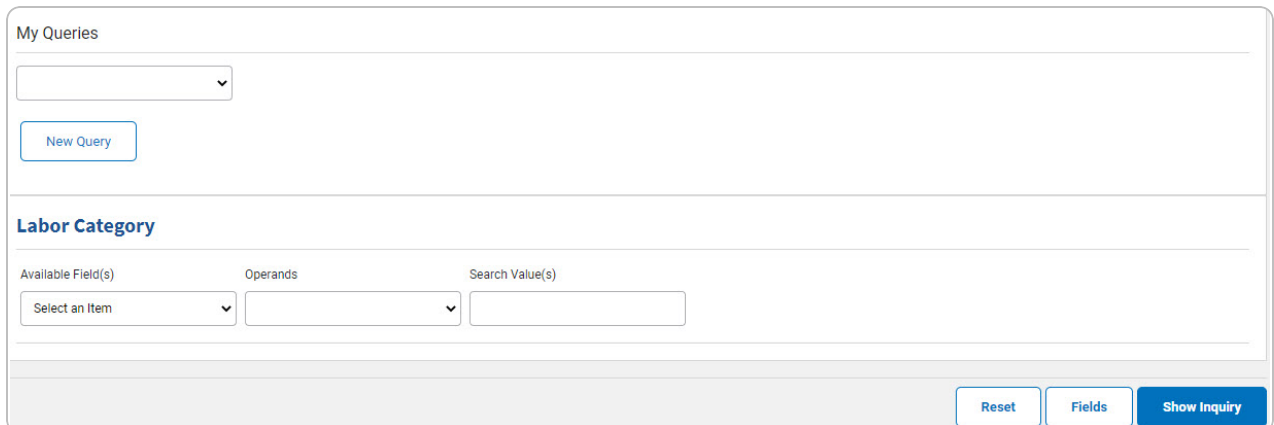
Inquiries > Master Data > Labor Category > Labor Category Inquiry Search Criteria page

Procedures

Search for a Labor Category Inquiry

One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting [Reset](#) at any point of this procedure returns all fields to the default "All" setting.

1. In the Search Criteria box, choose which available field to use in the search.



The screenshot shows the 'My Queries' section with a dropdown menu and a 'New Query' button. Below this is the 'Labor Category' section, which contains a table with three columns: 'Available Field(s)', 'Operands', and 'Search Value(s)'. The 'Available Field(s)' column has a dropdown menu with 'Select an Item' as the current selection. The 'Operands' column has a dropdown menu with a downward arrow. The 'Search Value(s)' column has a text input field. At the bottom right of the form are three buttons: 'Reset', 'Fields', and 'Show Inquiry'.

2. Choose which Available Field(s) to use in the search.

Note



Adding another Available Field




automatically populates an additional search criteria row.








Note



Select  to modify the fields used in the inquiry. *The Fields Selection page opens.*

3. Choose which Operands to use in the search.
4. Choose which Search Value(s) to use in the search.


Remove an Available Field Row

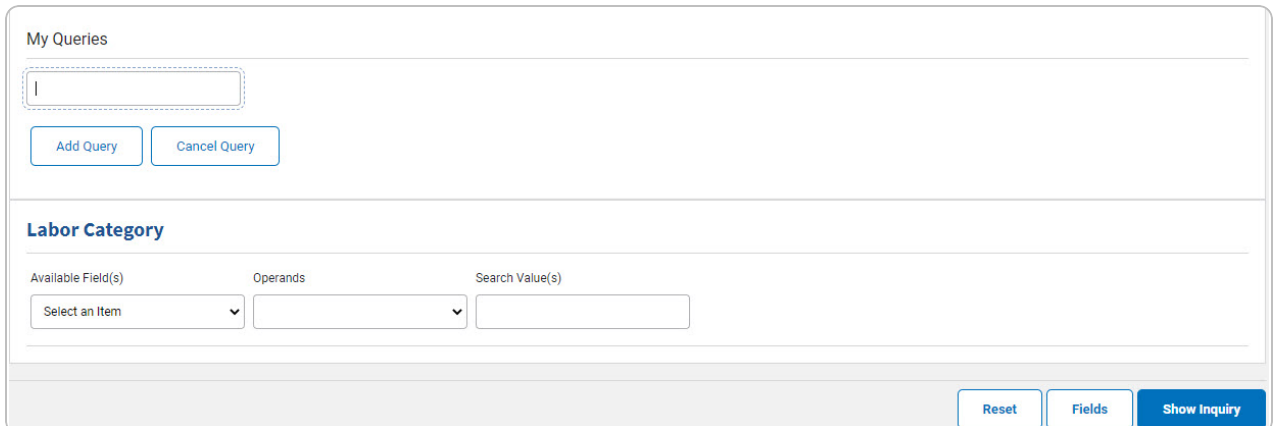
- a. Use  to select desired Available Field.
 - b. Select . *The desired row is removed.*
5. Select . *The **Labor Category Inquiry – Results** page appears.*







Add a My Queries Inquiry

1. Select . The page refreshes, and My Queries changes from a drop-down field to a text field.




2. Enter the Query Name in the field provided. This is a 90 alphanumeric character field.
3. Select . The Query and the information entered in the Search Criteria grid are added to My Queries. Select  to disregard the Query.

4. Select . The **Labor Category Inquiry – Select Fields** page appears.
OR

Select . The **Labor Category Inquiry – Results** page appears.

Select a My Queries Inquiry

1. Use  to select the desired saved query. The page refreshes, and the selected query information appears in the search criteria grid.





Help Reference Guide

My Queries


Labor Category

Available Field(s) Operands Search Value(s)

2. Select . The **Labor Category Inquiry — Select Fields** page appears.
- OR

Select . The **Labor Category Inquiry — Results** page appears.

Update a My Queries Inquiry

1. Use  to select the desired saved query. *The page refreshes, the search criteria fields change, and is joined by and . The selected query information appears in the search criteria grid.*

My Queries

Labor Category

Available Field(s) Operands Search Value(s)


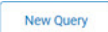

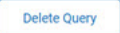
2. Select . *The query information is updated.*

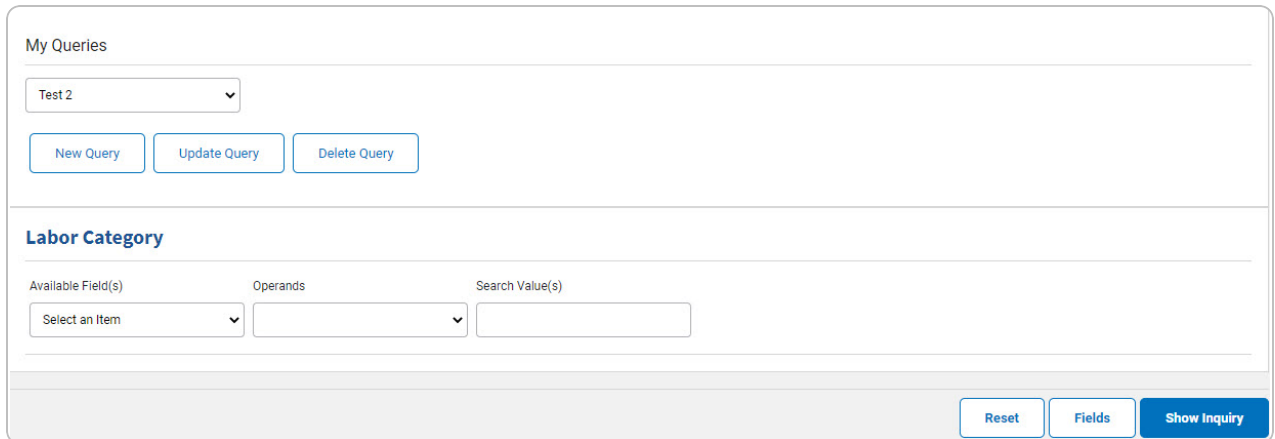





3. Select . The **Labor Category Inquiry — Select Fields** page appears.
- OR
- Select . The **Labor Category Inquiry — Results** page appears.

Delete a My Queries Inquiry

1. Use  to select the desired saved query. The page refreshes, and  is joined by  and . The selected query information appears in the search criteria grid.



2. Select . The query information is removed.

Revise the Fields for the Inquiry

- Select . The **Labor Category Inquiry — Select Fields** page appears.





Search for a Labor Category Inquiry — Results


Navigation

Inquiries > Master Data > Labor Category > Search Criteria > [Show Inquiry](#) > Labor Category Inquiry Search Results page

Procedures

Export the Labor Category Inquiry Results

Selecting [Cancel](#) at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

1. Select  to choose the print format (Excel, PDF, or Word). The procedure leaves the application based on the selection made.

Rows Retrieved = 18

Labor Category Name	Labor Category Desc	Rate Type Code	Base Rate	Overtime Rate	Maint Activity Name
Ako Testing	Test, test, test	CV - CIVILIAN	\$50.00	\$75.00	BROOKS MA
Ako Testing	Test, test, test	MI - MILITARY	\$100.00	\$125.00	BROOKS MA
Akos Labor	Doing work	CV - CIVILIAN	\$50.00	\$75.00	BROOKS MA
Akos Labor	Doing work	MI - MILITARY	\$75.00	\$100.00	BROOKS MA
cat	test cat	CV - CIVILIAN	\$96.00	\$0.00	DMC MAINT ACTV
GENERIC	GENERIC TEST	CV - CIVILIAN	\$1.00	\$0.00	BROOKS MA
Help 8	Testing for Help	CV - CIVILIAN	\$56.00	\$0.00	BROOKS MA
Standard Rate 1 CIV	standard rate for civilians	CV - CIVILIAN	\$20.00	\$35.00	BROOKS MA
TECH TEST 1	TECH TEST	CV - CIVILIAN	\$20.00	\$36.00	BROOKS MA
TECH TEST 1	TECH TEST	MI - MILITARY	\$30.00	\$47.00	BROOKS MA
Tech66	Level 66 Technician	CV - CIVILIAN	\$77.00	\$78.00	DMC MAINT ACTV
Tech66	Level 66 Technician	MI - MILITARY	\$88.00	\$22.00	DMC MAINT ACTV
Test Category	This is a test	CV - CIVILIAN	\$7.25	\$11.25	BROOKS MA
Test Help	Help Testing	CV - CIVILIAN	\$24.00	\$34.00	BROOKS MA
Test Help	Help Testing	MI - MILITARY	\$34.00	\$44.00	BROOKS MA
Testing for Help 3	Testing for Help 3	CV - CIVILIAN	\$48.00	\$67.00	BROOKS MA
Testing for Help 3	Testing for Help 3	MI - MILITARY	\$56.00	\$75.00	BROOKS MA
TG TEST RATE	Test Labor Category Add 072618	MI - MILITARY	\$15.00	\$25.00	BROOKS MA

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1 of 1

[Cancel](#)








Note



To reach the optional fields, refer to the Labor Category Inquiry — Field Selection page.

2. Select . The **Labor Category Inquiry — Criteria** page appears.

Search the Results

1. Select the empty field .
2. Enter the characters or words to search. *Entries are not case sensitive.*
3. Select  to search for the entry. *The entry appears highlighted in the file.*
4. Select  to find the next matching value. *This feature is available if multiple results are found.*

View the Labor Category Detail

Select the desired Labor Category row. The **Labor Category Inquiry Detail — Basic** page appears.





Select Fields for the Labor Category Inquiry

Navigation

Inquiries > Master Data > Labor Category > Search Criteria > > Labor Category Inquiry Fields Selection page

Procedures

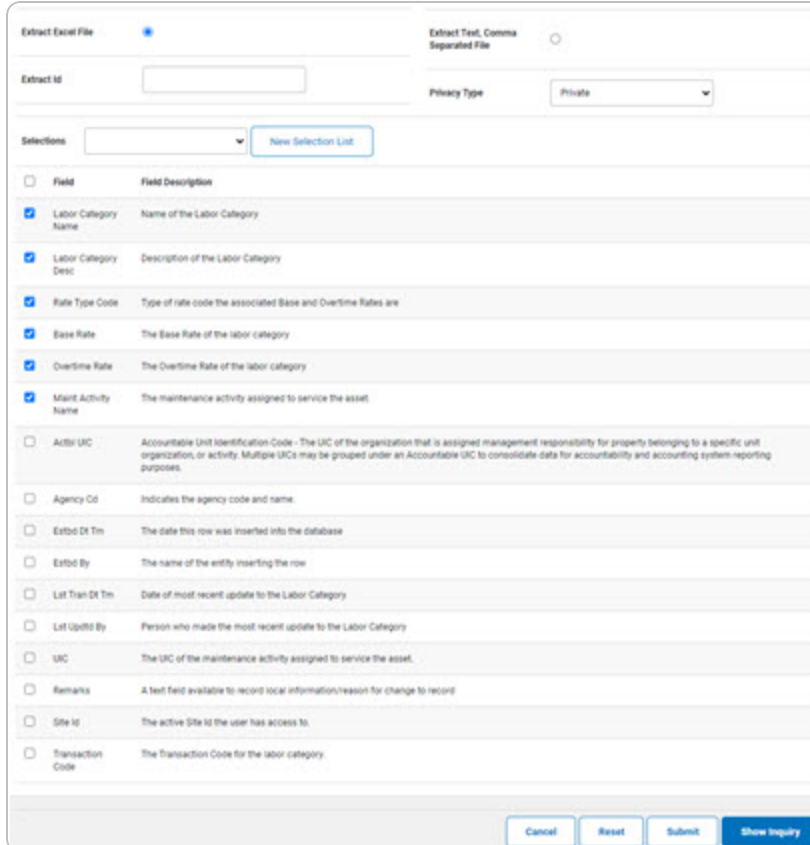
Choose the Extracted Inquiry File Details

Selecting at any point of this procedure removes all revisions and closes the page, whereas selecting returns all fields to the default "All" setting. **Bold** numbered steps are required.






1. Select . The **Labor Category Inquiry** page appears.



Field	Field Description
<input checked="" type="checkbox"/> Labor Category Name	Name of the Labor Category
<input checked="" type="checkbox"/> Labor Category Desc	Description of the Labor Category
<input checked="" type="checkbox"/> Rate Type Code	Type of rate code the associated Base and Overtime Rates are
<input checked="" type="checkbox"/> Base Rate	The Base Rate of the labor category
<input checked="" type="checkbox"/> Overtime Rate	The Overtime Rate of the labor category
<input checked="" type="checkbox"/> Maint Activity Name	The maintenance activity assigned to service the asset
<input type="checkbox"/> Actbr UIC	Accountable Unit Identification Code - The UIC of the organization that is assigned management responsibility for property belonging to a specific unit organization, or activity. Multiple UICs may be grouped under an Accountable UIC to consolidate data for accountability and accounting system reporting purposes.
<input type="checkbox"/> Agency Cd	Indicates the agency code and name.
<input type="checkbox"/> Extd Dt Tm	The date this row was inserted into the database
<input type="checkbox"/> Extd By	The name of the entity inserting the row
<input type="checkbox"/> Lst Tran Dt Tm	Date of most recent update to the Labor Category
<input type="checkbox"/> Lst Updtd By	Person who made the most recent update to the Labor Category
<input type="checkbox"/> UIC	The UIC of the maintenance activity assigned to service the asset.
<input type="checkbox"/> Remarks	A text field available to record local information/reason for change to record
<input type="checkbox"/> Site Id	The active Site Id the user has access to.
<input type="checkbox"/> Transaction Code	The Transaction Code for the labor category.

2. Choose the desired file type:
 - Click ☐ to select Extract Excel File. The extracted file on the **View Inquiry Extract** page is an **.XLS** file.


OR

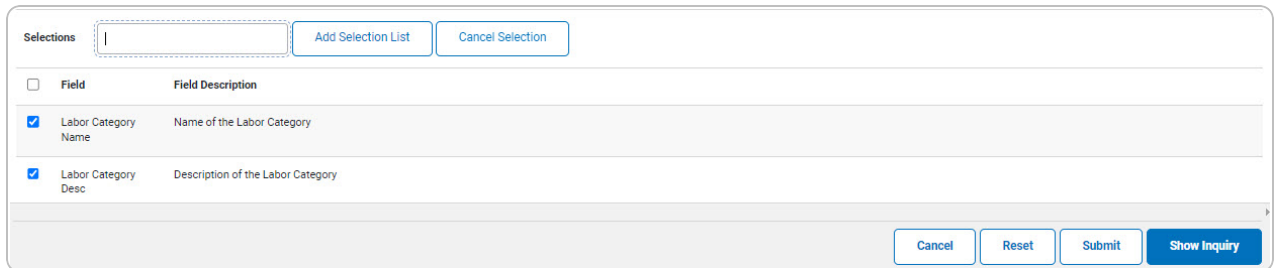
 - Click ☐ to select Extract Text, Comma Separated File. The extracted file on the **View Inquiry Extract** page is a **.CSV** file.
3. Enter an unique identifier in the Extract Id field provided. This adds the identifier to the link on the **View Inquiry Extract** page, and does not change the file name.
4. Use  to select the Privacy Type.





Add a Selection List


1. Select . The page refreshes, and Selections changes from a drop-down field to a text field.








Field	Field Description
<input checked="" type="checkbox"/> Labor Category Name	Name of the Labor Category
<input checked="" type="checkbox"/> Labor Category Desc	Description of the Labor Category

Note




Selecting  at any time from this point of the procedure removes all revisions and returns My Selections to a drop-down field.

2. Select . The page refreshes, and the selected list is added.  is replaced by  and .
- Select  for small volumes of data. The **Labor Category Inquiry – Results** page appears.

3.

OR

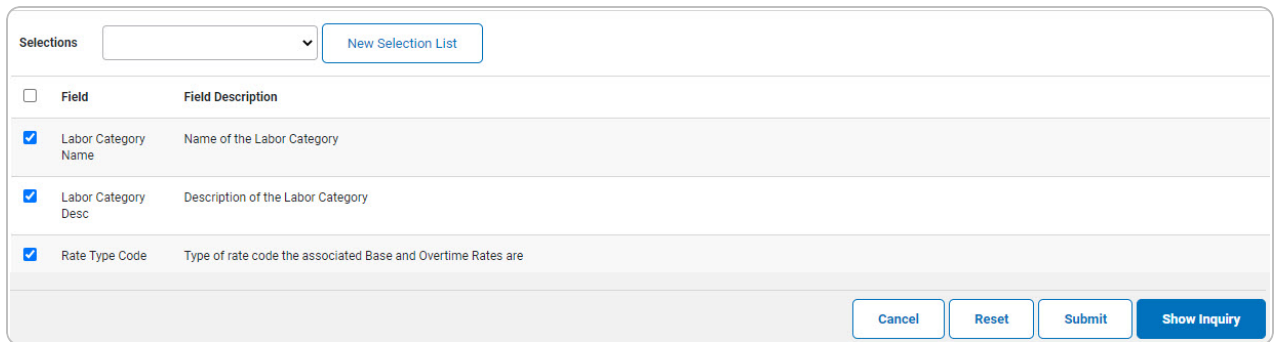
Select  for large volumes of data. The **Labor Category Inquiry Transaction Status** page appears.



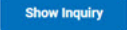


Use a Predetermined Field Selection List

1. Use  to display the Selection List.




<input type="checkbox"/>	Field	Field Description
<input checked="" type="checkbox"/>	Labor Category Name	Name of the Labor Category
<input checked="" type="checkbox"/>	Labor Category Desc	Description of the Labor Category
<input checked="" type="checkbox"/>	Rate Type Code	Type of rate code the associated Base and Overtime Rates are


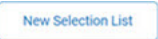
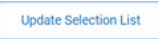

Select  for small volumes of data. *The **Labor Category Inquiry — Results** page appears.*

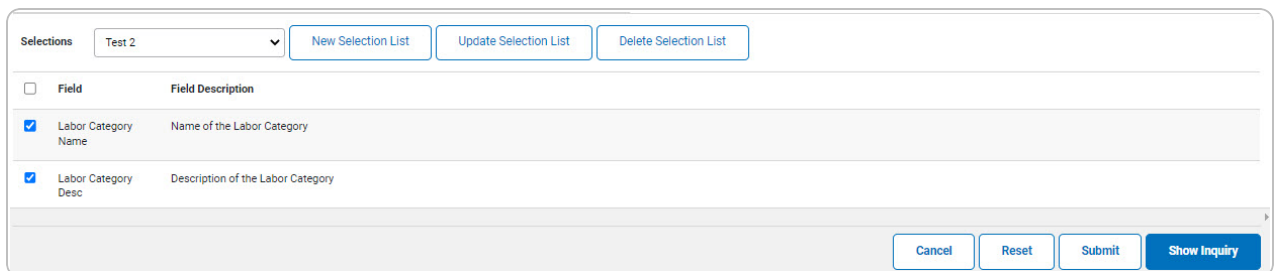
- 2.

OR

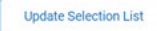
Select  for large volumes of data. *The **Labor Category Inquiry Transaction Status** page appears.*

Update a Selection List

1. Use  to select the desired Selection List. *The page refreshes, the search criteria fields change, and  is joined by  and .*




<input type="checkbox"/>	Field	Field Description
<input checked="" type="checkbox"/>	Labor Category Name	Name of the Labor Category
<input checked="" type="checkbox"/>	Labor Category Desc	Description of the Labor Category

2. Select . *The page refreshes.*






Help Reference Guide





Select  for small volumes of data. *The **Labor Category Inquiry — Results** page appears.*

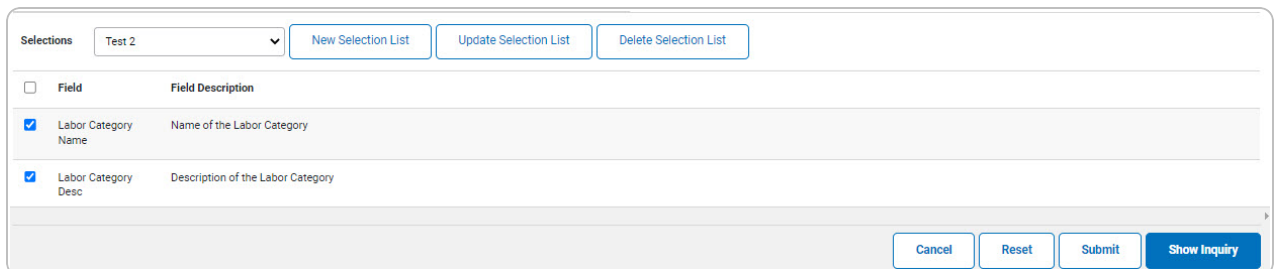
3.

OR

Select  for large volumes of data. *The **Labor Category Inquiry Transaction Status** page appears.*

Delete a Selection List


1. Use  to select the desired Selection List. *The page refreshes, the search criteria fields change, and  is joined by  and .*




<input type="checkbox"/>	Field	Field Description
<input checked="" type="checkbox"/>	Labor Category Name	Name of the Labor Category
<input checked="" type="checkbox"/>	Labor Category Desc	Description of the Labor Category

2. Select . *The page refreshes and the list is immediately deleted.*

Modify the Fields Used for the Inquiry

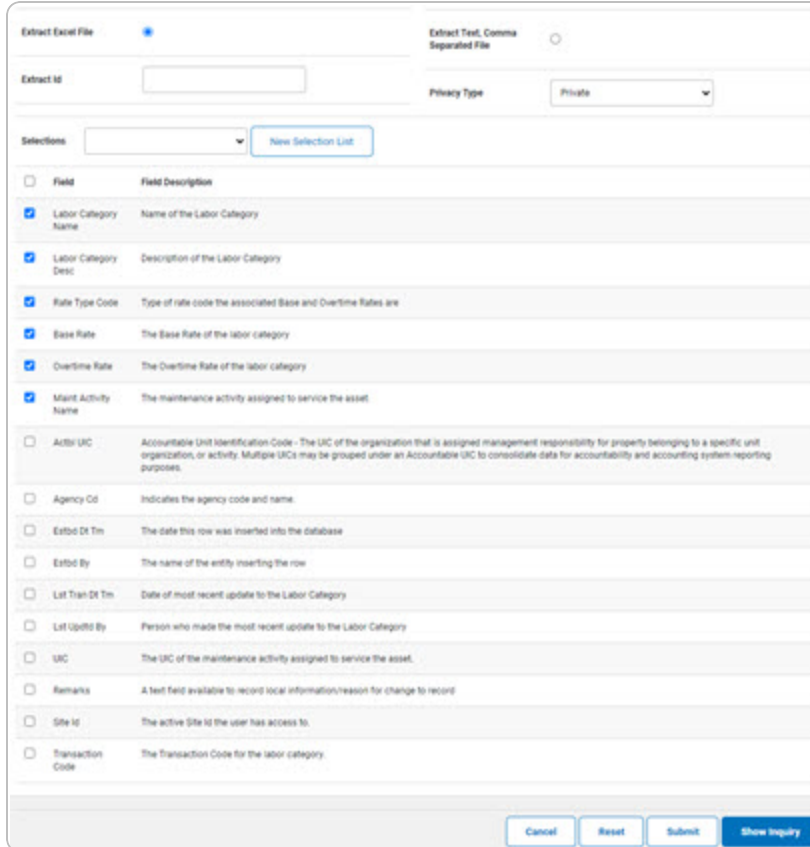
Selecting  at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.


One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting  at any point of this procedure returns all fields to the default "All" setting.





1. Select **Fields**. The **Labor Category Inquiry** page appears.



Extract Excel File  Extract Text, Comma Separated File ☐

Extract ID Privacy Type

Selections [New Selection List](#)

<input type="checkbox"/> Field	Field Description
<input checked="" type="checkbox"/> Labor Category Name	Name of the Labor Category
<input checked="" type="checkbox"/> Labor Category Desc	Description of the Labor Category
<input checked="" type="checkbox"/> Rate Type Code	Type of rate code the associated Base and Overtime Rates are
<input checked="" type="checkbox"/> Base Rate	The Base Rate of the labor category
<input checked="" type="checkbox"/> Overtime Rate	The Overtime Rate of the labor category
<input checked="" type="checkbox"/> Maint Activity Name	The maintenance activity assigned to service the asset
<input type="checkbox"/> Actbr UIC	Accountable Unit Identification Code - The UIC of the organization that is assigned management responsibility for property belonging to a specific unit, organization, or activity. Multiple UICs may be grouped under an Accountable UIC to consolidate data for accountability and accounting system reporting purposes.
<input type="checkbox"/> Agency Cd	Indicates the agency code and name.
<input type="checkbox"/> Excd Dt Tm	The date this row was inserted into the database
<input type="checkbox"/> Excd By	The name of the entity inserting the row
<input type="checkbox"/> Lst Tran Dt Tm	Date of most recent update to the Labor Category
<input type="checkbox"/> Lst Updtd By	Person who made the most recent update to the Labor Category
<input type="checkbox"/> UIC	The UIC of the maintenance activity assigned to service the asset.
<input type="checkbox"/> Remarks	A text field available to record local information/reason for change to record
<input type="checkbox"/> Site Id	The active Site Id the user has access to.
<input type="checkbox"/> Transaction Code	The Transaction Code for the labor category.

[Cancel](#) [Reset](#) [Submit](#) [Show Inquiry](#)

2. Select the fields required for the inquiry. The first 6 fields are automatically selected.

Note



The number of fields selected determines the amount of data returned from the database. The more data returned, the longer the inquiry takes.

Select [Show Inquiry](#) for small volumes of data. The **Labor Category Inquiry – Results** page appears.

- 3.

OR

Select [Submit](#) for large volumes of data. The **Labor Category Inquiry Transaction Status** page appears.





View the Labor Category Inquiry Detail — Basic

Navigation

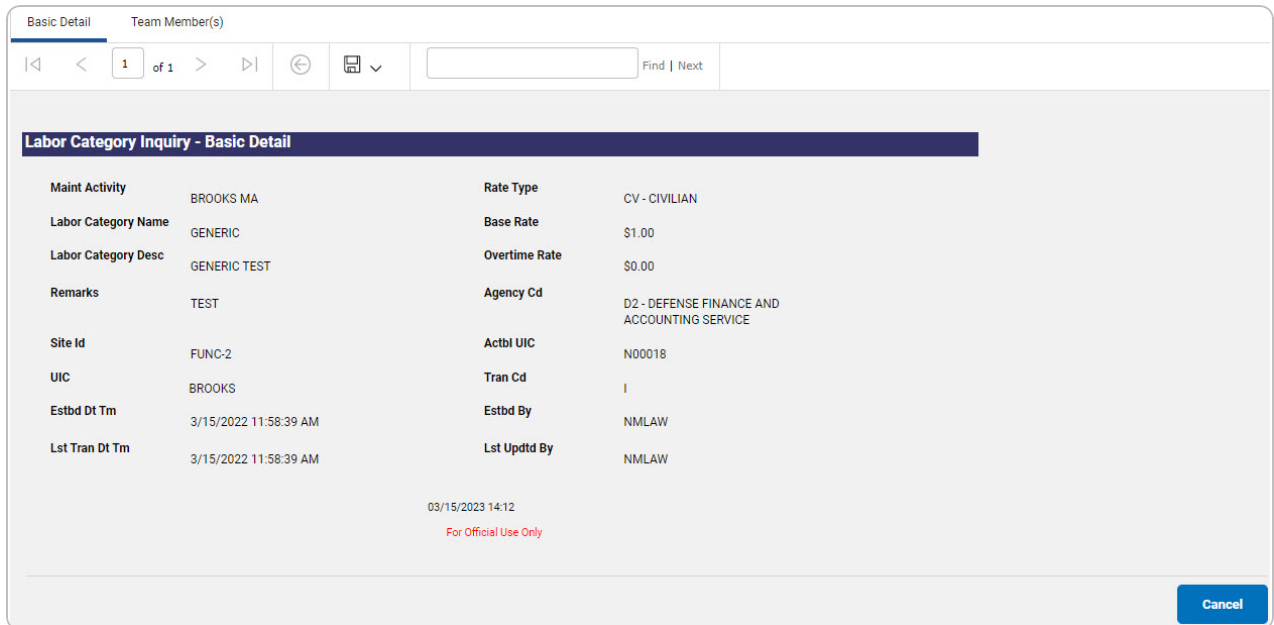
Inquiries > Master Data > Labor Category > Search Criteria > [Show Inquiry](#) > Search Results
> Inquiry Row hyperlink > Labor Category Inquiry Detail — Basic page

Procedures

Export the Labor Category Inquiry Detail — Basic

Selecting [Cancel](#) at any point of this procedure removes all revisions and closes the page.
Bold numbered steps are required.


1. **Verify the Basic Detail tab.**



Maint Activity	BROOKS MA	Rate Type	CV - CIVILIAN
Labor Category Name	GENERIC	Base Rate	\$1.00
Labor Category Desc	GENERIC TEST	Overtime Rate	\$0.00
Remarks	TEST	Agency Cd	D2 - DEFENSE FINANCE AND ACCOUNTING SERVICE
Site Id	FUNC-2	Actbl UIC	N00018
UIC	BROOKS	Tran Cd	I
Estbd Dt Tm	3/15/2022 11:58:39 AM	Estbd By	NMLAW
Lst Tran Dt Tm	3/15/2022 11:58:39 AM	Lst Updtd By	NMLAW

03/15/2023 14:12
For Official Use Only

[Cancel](#)

2. Select  to choose the print format (Excel, PDF, or Word). The procedure leaves the application based on the selection made.
3. Follow the prompts provided by the computer.








4. Select . The **Labor Category Inquiry — Criteria** page appears.
- OR

Select the Team Member(s) tab. The **Labor Category Inquiry Detail — Team Member (s)** page appears.

Search the Results

1. Select the empty field .
2. Enter the characters or words to search. *Entries are not case sensitive.*
3. Select  to search for the entry. *The entry appears highlighted in the file.*
4. Select  to find the next matching value. *This feature is available if multiple results are found.*





View the Labor Category Inquiry Detail — Team Member(s)

Navigation

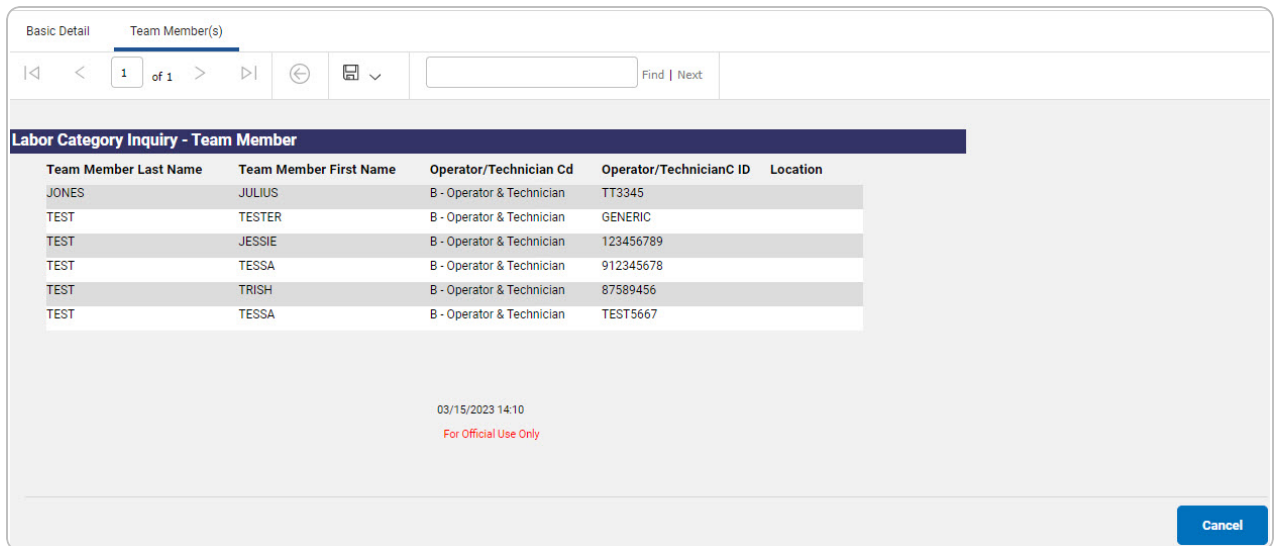
Inquiries > Master Data > Labor Category > Search Criteria > [Show Inquiry](#) > Search Results > Inquiry Row hyperlink > Basic Detail > Team Member(s) tab > Labor Category Inquiry Detail — Team Member(s) page

Procedures

Export the Labor Category Inquiry Detail — Team Member(s)

Selecting [Cancel](#) at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.


1. **Verify the Team Member(s) Detail tab.**



The screenshot shows the 'Team Member(s)' tab in the ELMS interface. At the top, there are navigation controls including 'Basic Detail' and 'Team Member(s)' tabs, a '1 of 1' indicator, and a 'Find | Next' search bar. Below this is a table titled 'Labor Category Inquiry - Team Member' with the following data:

Team Member Last Name	Team Member First Name	Operator/Technician Cd	Operator/TechnicianC ID	Location
JONES	JULIUS	B - Operator & Technician	TT3345	
TEST	TESTER	B - Operator & Technician	GENERIC	
TEST	JESSIE	B - Operator & Technician	123456789	
TEST	TESSA	B - Operator & Technician	912345678	
TEST	TRISH	B - Operator & Technician	87589456	
TEST	TESSA	B - Operator & Technician	TEST5667	

Below the table, there is a timestamp '03/15/2023 14:10' and a red text label 'For Official Use Only'. At the bottom right, there is a 'Cancel' button.

2. Select  to choose the print format (Excel, PDF, or Word). *The procedure leaves the application based on the selection made.*
3. Follow the prompts provided by the computer.








4. Select . The **Labor Category Inquiry — Criteria** page appears.

OR

Select the Basic tab. The **Labor Category Inquiry Detail — Basic** page appears.

Search the Results

1. Select the empty field .
2. Enter the characters or words to search. *Entries are not case sensitive.*
3. Select  to search for the entry. *The entry appears highlighted in the file.*
4. Select  to find the next matching value. *This feature is available if multiple results are found.*

