



# Search for an Operator/Technician Inquiry — Criteria

## Overview

The Maintenance and Utilization (M&U) module Operator/Technician Inquiry process provides the ability to search for Operators and/or Technicians.

## Navigation

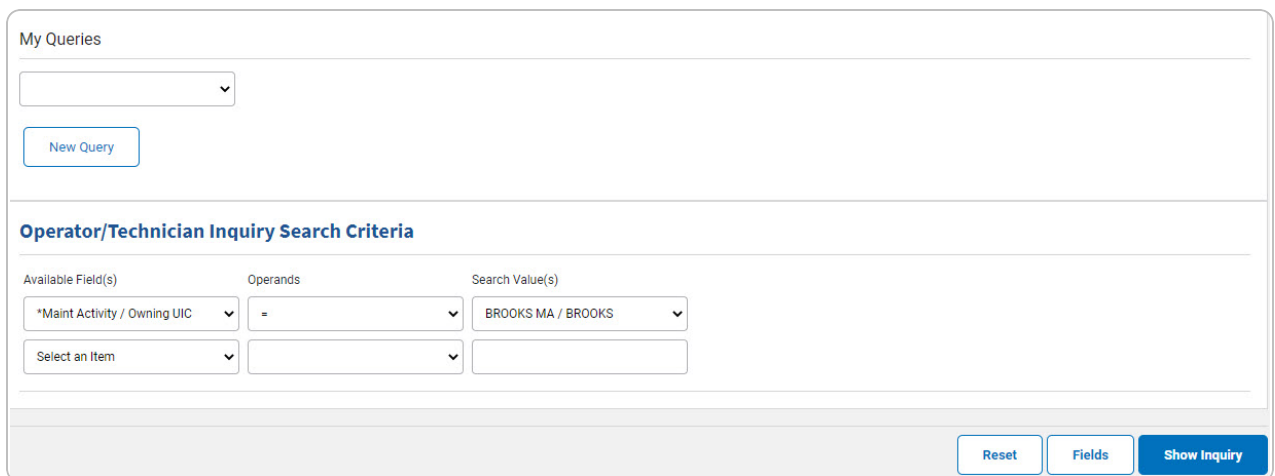
Inquiries > Master Data > Operator/Technician > Operator/Technician Inquiry Search Criteria page

## Procedures

### Search for an Operator/Technician 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 a web interface for searching operators and technicians. At the top, there's a 'My Queries' section with a dropdown menu and a 'New Query' button. Below this is the 'Operator/Technician Inquiry Search Criteria' section. It contains three columns: 'Available Field(s)', 'Operands', and 'Search Value(s)'. The first row shows '\*Maint Activity / Owning UIC' in the first column, '=' in the second, and 'BROOKS MA / BROOKS' in the third. The second row shows 'Select an Item' in the first column, and empty fields in the second and third. At the bottom right, there are three buttons: 'Reset', 'Fields', and 'Show Inquiry'.

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






## Help Reference Guide

- A. The first Available Field(s) option (MAINT ACTIVITY / OWNING UIC) automatically populates and is not editable.


### 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.


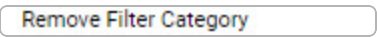
3. Choose which Operands to use in the search.

- A. Use  to select the first Operands.

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

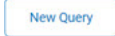
- A. Use  to select the first Search Value.

### Remove an Available Field Row

- a. Use  to select desired Available Field.
- b. Select . The desired row is removed.

5. Select . The **Operator/Technician — 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.





## Help Reference Guide

My Queries


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**Operator/Technician Inquiry Search Criteria**

Available Field(s)	Operands	Search Value(s)
*Maint Activity / Owning UIC	=	BROOKS MA / BROOKS
Select an Item		

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 **Operator/Technician Inquiry — Select Fields** page appears.*
- OR
- Select . *The **Operator/Technician 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

[New Query](#)

**Operator/Technician Inquiry Search Criteria**


Available Field(s)	Operands	Search Value(s)
*Maint Activity / Owning UIC	=	BROOKS MA / BROOKS
Select an Item		

[Reset](#) [Fields](#) [Show Inquiry](#)

- Select [Fields](#). The **Operator/Technician Inquiry — Select Fields** page appears.
- OR

Select [Show Inquiry](#). The **Operator/Technician Inquiry — Results** page appears.

### Update a My Queries Inquiry

- Use  to select the desired saved query. The page refreshes, the search criteria fields change, and [New Query](#) is joined by [Update Query](#) and [Delete Query](#). The selected query information appears in the search criteria grid.

My Queries

[New Query](#) [Update Query](#) [Delete Query](#)

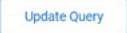


**Operator/Technician Inquiry Search Criteria**

Available Field(s)	Operands	Search Value(s)
*Maint Activity / Owning UIC	=	BROOKS MA / BROOKS
Select an Item		


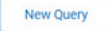
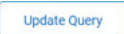
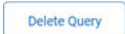
[Reset](#) [Fields](#) [Show Inquiry](#)

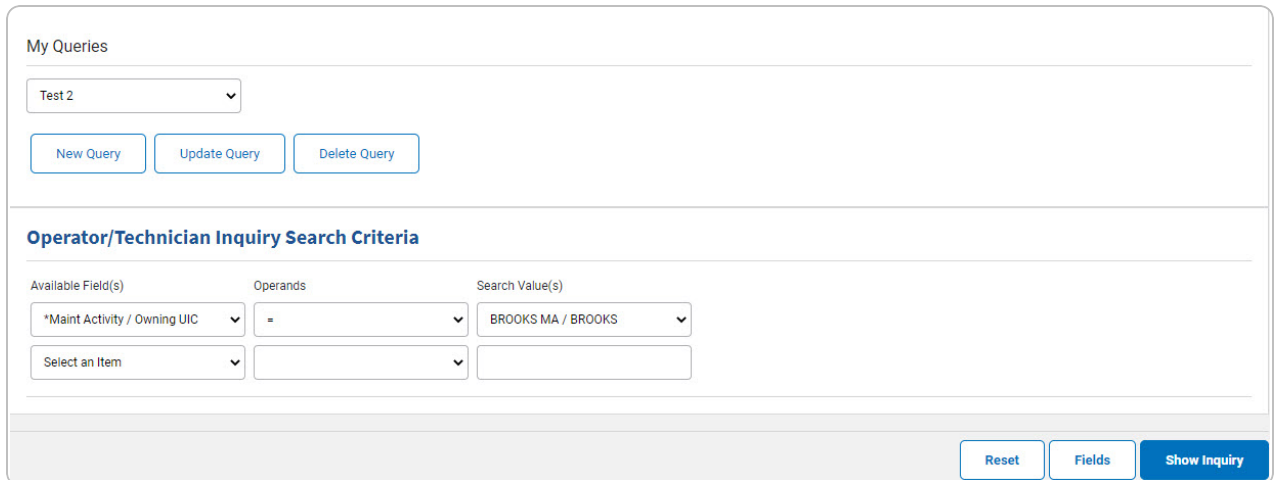





2. Select . *The query information is updated.*
3. Select . *The **Operator/Technician Inquiry — Select Fields** page appears.*
- OR
- Select . *The **Operator/Technician Inquiry — Results** page appears.*

### 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.*



The screenshot shows the 'My Queries' section with a dropdown menu set to 'Test 2' and three buttons: 'New Query', 'Update Query', and 'Delete Query'. Below this is the 'Operator/Technician Inquiry Search Criteria' section, which contains a table with three columns: 'Available Field(s)', 'Operands', and 'Search Value(s)'. The first row shows '\*Maint Activity / Owning UIC' in the first column, '=' in the second, and 'BROOKS MA / BROOKS' in the third. The second row shows 'Select an Item' in the first column, an empty dropdown in the second, and an empty text box in the third. At the bottom right of the form are three buttons: 'Reset', 'Fields', and 'Show Inquiry'.

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

### Revise the Fields for the Inquiry

- Select . *The **Operator/Technician Inquiry — Select Fields** page appears.*





## Search for an Operator/Technician Inquiry — Results


### Navigation

Inquiries > Master Data > Operator/Technician > Search Criteria > [Show Inquiry](#) > Operator/Technician Inquiry Search Results page

### Procedures

#### Export the Operator/Technician 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 = 22

Operator/Technician Code	Labor Category Name	Operator/Technician Id	Team Member First Name	Team Member Last Name	User Id
B		123456789012	JANE	DOE	
B		AKO12	AKO	SAYED	
B		AKO123	AKO	SAYED	
B		BHARK	BRIAN	HARKLESS	
B		KATEB01	BRENDA	KATELUZOS	
B		OPERATOR1	USER	OPERATOR	
B	GENERIC	123456789	JESSIE	TEST	
B	GENERIC	87589456	TRISH	TEST	
B	GENERIC	GENERIC	TESTER	TEST	
B	GENERIC	TEST5667	TESSA	TEST	
B	GENERIC	TT3345	JULIUS	JONES	
B	Standard Rate 1 CIV	DMBROOKS	DAVE	BROOKS	
B	Standard Rate 1 CIV	JHEIDBRE	C	HEIDBREDER	JHEIDBRE
B	TECH TEST 1	123456789	JESSIE	TEST	
B	TECH TEST 1	GENERIC	TESTER	TEST	
B	TECH TEST 1	TEST5667	TESSA	TEST	
B	TECH TEST 1	TT3345	JULIUS	JONES	
O		ABC123	BRENDA	KATELUZOS	
O		AKEYS	ABIGAIL	KEYS	
O		DJB	DARRYL	BRITT	
O		OPERATOR2	USER2	OPERATOR2	
O	Test Category	MILESCOT	SCOTT	MILEWSKI	

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1 of 1

[Cancel](#)








### Note



To reach the optional fields, refer to the Operator/Technician Inquiry — Field Selection page.

2. Select . The **Operator/Technician 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 Operator/Technician Detail

Select the desired Operator/Technician row. The **Operator/Technician Inquiry Detail — Basic** page appears.







# Select Fields for the Operator/Technician Inquiry

## Navigation

Inquiries > Master Data > Operator/Technician > Search Criteria >  > Operator/Technician 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. **Bold** numbered steps are required.







1. Select [Fields](#). The **Operator/Technician Inquiry** page appears.

☒ Extract Excel File
 ☐ Extract Text, Comma Separated File

Privacy Type
 

Private

Selections

New Selection List

<input type="checkbox"/>	Field	Field Description
<input checked="" type="checkbox"/>	Operator/Technician Code	Unique Identification for the Team member.
<input checked="" type="checkbox"/>	Labor Category Name	Name of the Labor Category
<input checked="" type="checkbox"/>	Operator/Technician Id	Operator/Technician Id
<input checked="" type="checkbox"/>	Team Member First Name	The team member's first name associated with the labor.
<input checked="" type="checkbox"/>	Team Member Last Name	The team member's last name associated with the labor.
<input checked="" type="checkbox"/>	User Id	Identifies the user accessing the system
<input type="checkbox"/>	Cost Center	Cost Center of Operator/Technician
<input type="checkbox"/>	DSN phone number	DoD DSN phone number assigned to team member.
<input type="checkbox"/>	Email address	Email address assigned to team member..
<input type="checkbox"/>	Location	Location
<input type="checkbox"/>	Mobile phone number	Mobile phone number assigned to team member..
<input type="checkbox"/>	Phone number	Phone number assigned to team member.
<input type="checkbox"/>	Tour of duty	Tour of duty assigned to team member..

Cancel

Reset

Submit

Show Inquiry

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.

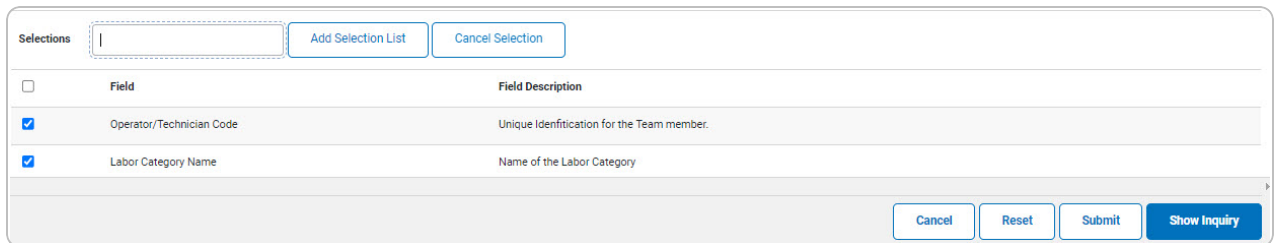




4. Use  to select the Privacy Type.

### Add a Selection List


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








<input type="checkbox"/>	Field	Field Description
<input checked="" type="checkbox"/>	Operator/Technician Code	Unique Identification for the Team member.
<input checked="" type="checkbox"/>	Labor Category Name	Name 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 **Operator/Technician Inquiry — Results** page appears.

3.

**OR**

Select  for large volumes of data. The **Operator/Technician Inquiry Transaction Status** page appears.





## Use a Predetermined Field Selection List

1. Use  to display the Selection List.

Selections	
<input type="text"/>	<a href="#">New Selection List</a>
<input type="checkbox"/>	Field
<input checked="" type="checkbox"/>	Operator/Technician Code
<input checked="" type="checkbox"/>	Labor Category Name
<input checked="" type="checkbox"/>	Operator/Technician Id

Field Description

Unique Identification for the Team member.

Name of the Labor Category

Operator/Technician Id

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


Select [Show Inquiry](#) for small volumes of data. *The **Operator/Technician Inquiry — Results** page appears.*

- 2.

**OR**

Select [Submit](#) for large volumes of data. *The **Operator/Technician 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 [New Selection List](#) is joined by [Update Selection List](#) and [Delete Selection List](#).*

Selections	
<input type="text"/>	<a href="#">New Selection List</a>
<input type="text"/>	<a href="#">Update Selection List</a>
<input type="text"/>	<a href="#">Delete Selection List</a>

Field Description

Unique Identification for the Team member.

Name of the Labor Category

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

2. Select [Update Selection List](#). *The page refreshes.*

Select [Show Inquiry](#) for small volumes of data. *The **Operator/Technician Inquiry — Results** page appears.*

- 3.







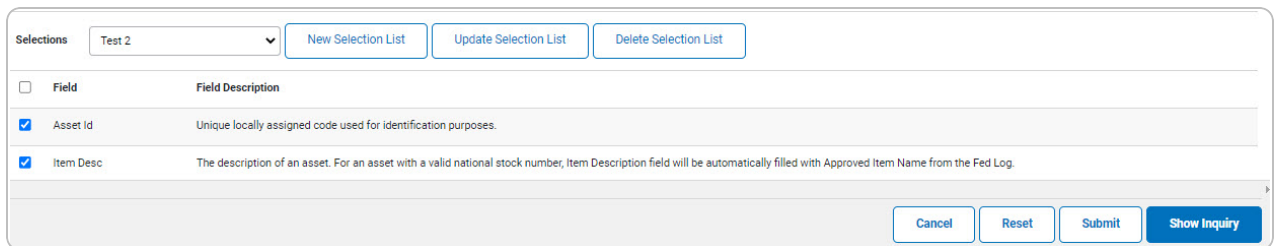


OR

Select  for large volumes of data. The **Operator/Technician 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 .




The screenshot shows a web interface for managing selection lists. At the top, there is a 'Selections' dropdown menu currently set to 'Test 2'. To its right are three buttons: 'New Selection List', 'Update Selection List', and 'Delete Selection List'. Below this is a table with two columns: 'Field' and 'Field Description'. The table contains two rows: 'Asset Id' with a checked checkbox and description 'Unique locally assigned code used for identification purposes.', and 'Item Desc' with a checked checkbox and description 'The description of an asset. For an asset with a valid national stock number, Item Description field will be automatically filled with Approved Item Name from the Fed Log.' At the bottom right of the form are four buttons: 'Cancel', 'Reset', 'Submit', and 'Show Inquiry'.

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 **Operator/Technician Inquiry** page appears.

Extract Excel File ☒

Extract Text, Comma Separated File ☐

Extract Id


Privacy Type Private

Selections  [New Selection List](#)

<input type="checkbox"/>	Field	Field Description
<input checked="" type="checkbox"/>	Operator/Technician Code	Unique Identification for the Team member.
<input checked="" type="checkbox"/>	Labor Category Name	Name of the Labor Category
<input checked="" type="checkbox"/>	Operator/Technician Id	Operator/Technician Id
<input checked="" type="checkbox"/>	Team Member First Name	The team member's first name associated with the labor.
<input checked="" type="checkbox"/>	Team Member Last Name	The team member's last name associated with the labor.
<input checked="" type="checkbox"/>	User Id	Identifies the user accessing the system
<input type="checkbox"/>	Cost Center	Cost Center of Operator/Technician
<input type="checkbox"/>	DSN phone number	DoD DSN phone number assigned to team member.
<input type="checkbox"/>	Email address	Email address assigned to team member..
<input type="checkbox"/>	Location	Location
<input type="checkbox"/>	Mobile phone number	Mobile phone number assigned to team member..
<input type="checkbox"/>	Phone number	Phone number assigned to team member.
<input type="checkbox"/>	Tour of duty	Tour of duty assigned to team member..

[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 data-base. The more data returned, the longer the inquiry takes.

Select [Show Inquiry](#) for small volumes of data. The **Operator/Technician Inquiry — Results** page appears.

- 3.





**OR**

Select  for large volumes of data. The **Operator/Technician Inquiry Transaction Status** page appears.





## View the Operator/Technician Inquiry Detail — Basic

### Navigation

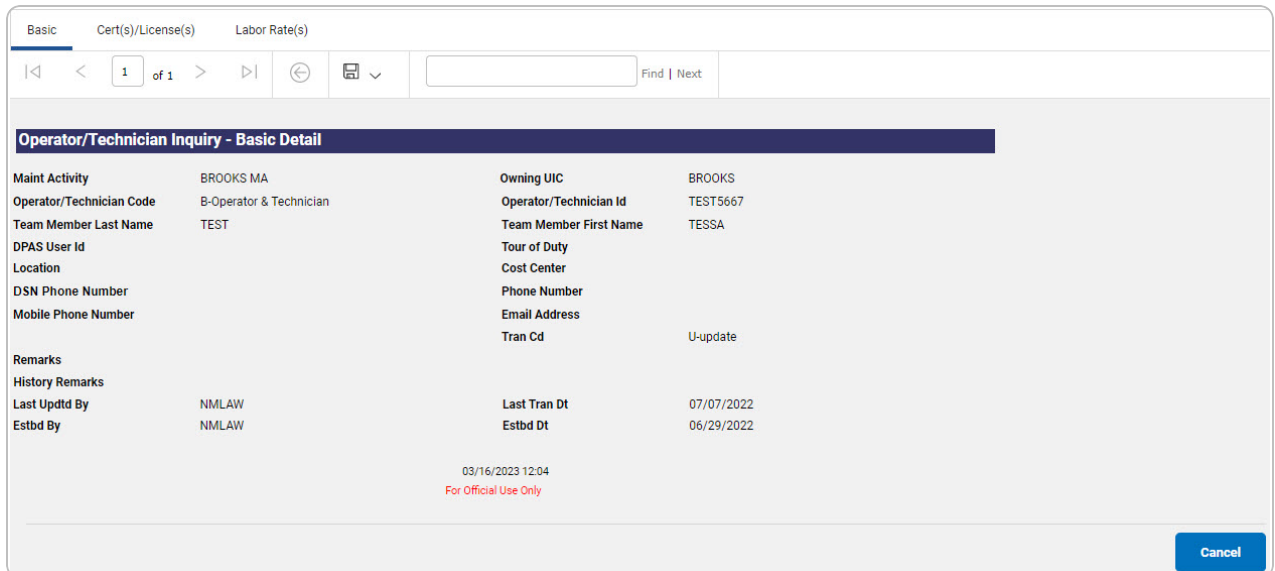
Inquiries > Master Data > Operator/Technician > Search Criteria > [Show Inquiry](#) > Search Results > Inquiry Row hyperlink > Operator/Technician Inquiry Detail — Basic page

### Procedures

#### Export the Operator/Technician 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.




Operator/Technician Inquiry - Basic Detail

Maint Activity	BROOKS MA	Owning UIC	BROOKS
Operator/Technician Code	B-Operator & Technician	Operator/Technician Id	TEST5667
Team Member Last Name	TEST	Team Member First Name	TESSA
DPAS User Id		Tour of Duty	
Location		Cost Center	
DSN Phone Number		Phone Number	
Mobile Phone Number		Email Address	
Remarks		Tran Cd	U-update
History Remarks			
Last Updtd By	NMLAW	Last Tran Dt	07/07/2022
Estbd By	NMLAW	Estbd Dt	06/29/2022

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[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 [Cancel](#). The **Operator/Technician Inquiry — Criteria** page appears.







OR

Select the CERT(s)/License(s) tab. The **Operator/Technician Inquiry Detail — Cert (s)/License(s)** page appears.

OR

Select the Basic tab. The **Operator/Technician Inquiry Detail — Basic** page appears.

### Search the Results

1. Select the empty field  Find | Next.
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 Operator/Technician Inquiry Detail — CERT(s)/License(s)

### Navigation

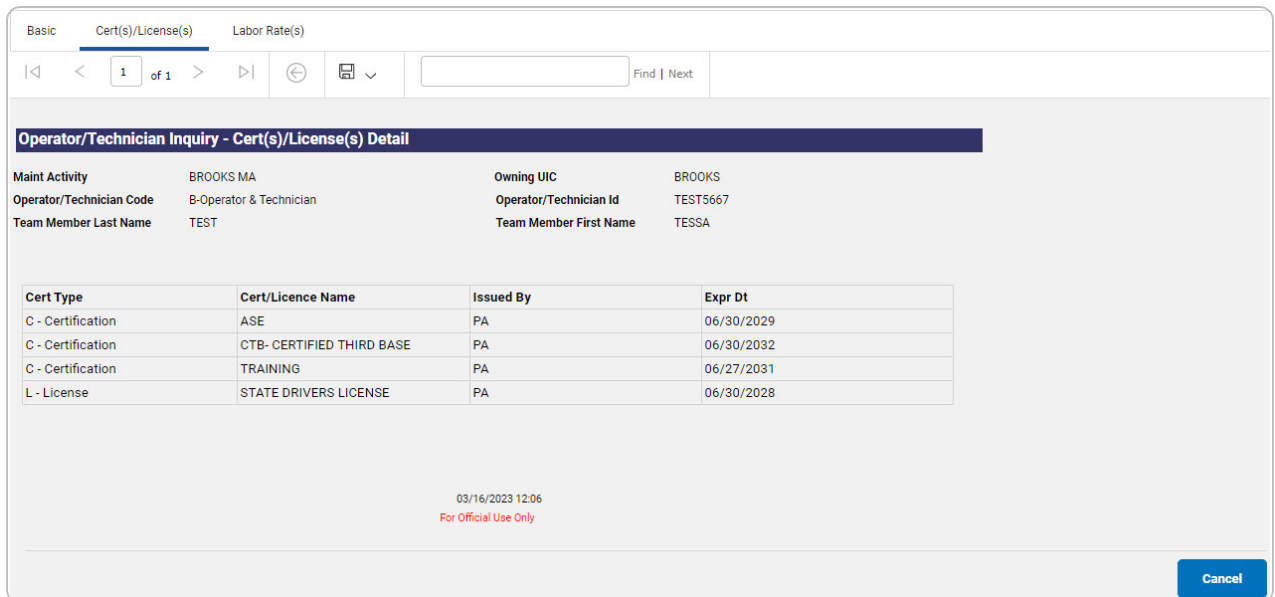
Inquiries > Master Data > Operator/Technician > Search Criteria > [Show Inquiry](#) > Search Results > Inquiry Row hyperlink > Basic Detail > CERT(s)/License(s) tab > Operator/Technician Inquiry Detail — CERT(s)/License(s) page

### Procedures

#### Export the Operator/Technician Inquiry Detail — CERT(s)/License(s)

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

1. Verify the CERT(s)/License(s) Detail tab.




The screenshot shows the 'Operator/Technician Inquiry - Cert(s)/License(s) Detail' page. At the top, there are tabs for 'Basic', 'Cert(s)/License(s)', and 'Labor Rate(s)'. The 'Cert(s)/License(s)' tab is selected. Below the tabs, there is a navigation bar with '1 of 1' and a 'Find | Next' button. The main content area displays the following information:

Maint Activity	BROOKS MA	Owning UIC	BROOKS
Operator/Technician Code	B-Operator & Technician	Operator/Technician Id	TEST5667
Team Member Last Name	TEST	Team Member First Name	TESSA

Cert Type	Cert/License Name	Issued By	Expr Dt
C - Certification	ASE	PA	06/30/2029
C - Certification	CTB- CERTIFIED THIRD BASE	PA	06/30/2032
C - Certification	TRAINING	PA	06/27/2031
L - License	STATE DRIVERS LICENSE	PA	06/30/2028

At the bottom of the page, there is a timestamp '03/16/2023 12:06' and the text 'For Official Use Only'. A 'Cancel' button is located in the bottom right corner.

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





## Help Reference Guide

3. Follow the prompts provided by the computer.

Select . The **Operator/Technician Inquiry – Criteria** page appears.




4. OR

Select the Labor Rate(s) tab. The **Operator/Technician Inquiry Detail – Labor Rate (s)** page appears.

OR

Select the Basic tab. The **Operator/Technician 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.*





## View the Operator/Technician Inquiry Detail — Labor Rate(s)

### Navigation

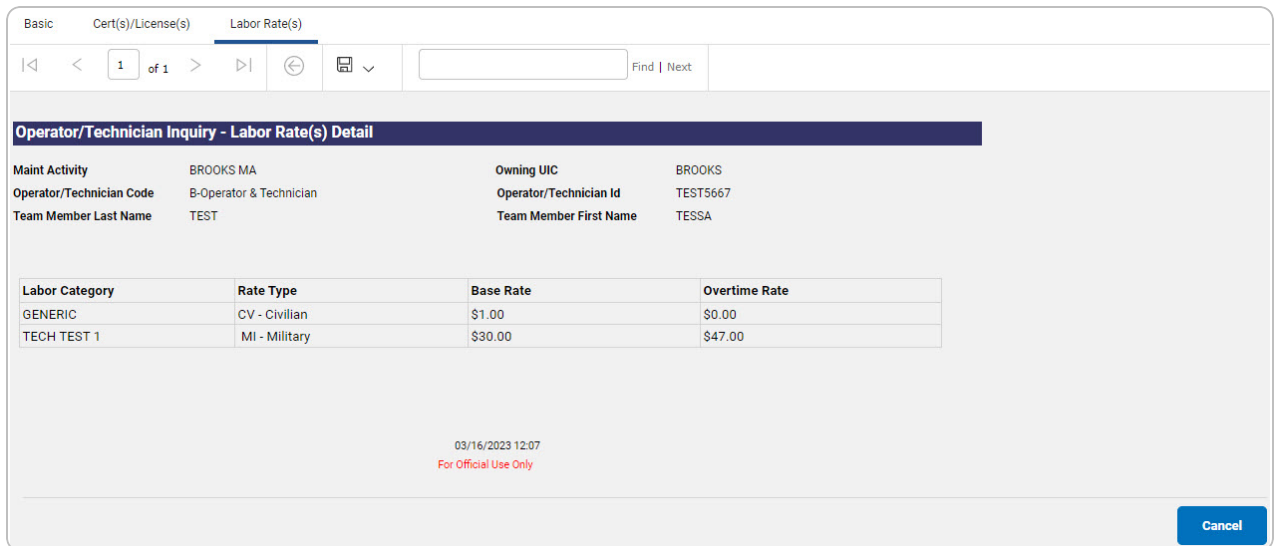
Inquiries > Master Data > Operator/Technician > Search Criteria > [Show Inquiry](#) > Search Results > Inquiry Row hyperlink > Basic Detail > Labor Rate(s) tab > Operator/Technician Inquiry Detail — Labor Rate(s) page

### Procedures

#### Export the Operator/Technician Inquiry Detail — Labor Rate(s)


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

1. **Verify the Labor Rate(s) Detail tab.**



Labor Category	Rate Type	Base Rate	Overtime Rate
GENERIC	CV - Civilian	\$1.00	\$0.00
TECH TEST 1	MI - Military	\$30.00	\$47.00

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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 **Operator/Technician Inquiry – Criteria** page appears.




OR

Select the CERT(s)/License(s) tab. The **Operator/Technician Inquiry Detail – Cert (s)/License(s)** page appears.

OR

Select the Basic tab. The **Dispatch 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.*

