



Search for a Labor Category — Criteria

Overview

The Maintenance and Utilization module Labor Category process provides the ability to designate labor rates into Labor Categories. Each category has a Base Rate and an Overtime Rate. Each rate can have a Civilian rate and/or a Military rate. These categories are assigned to Operator and Technician personnel which are used within the Work Order and Dispatch processes.

Navigation

Master Data > Labor Category > Labor Category Search Criteria page

Procedures

Search for a Labor Category

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, narrow the results by entering one of the following optional fields.

Search Criteria

Labor Category	Select an Item	Rate Type	Select an Item
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[Reset](#) [Search](#) [Add](#)





2. Select . The **Labor Category Search Results** page appears.

Search Criteria

Labor Category
..

Rate Type
..

Search Results

Number to Display 20

Update	Delete	Labor Category	Description
Update	Delete	Standard Rate 1 CIV	standard rate for civilians
Update	Delete	Test Category	This is a test
Update	Delete	TG TEST RATE	Test Labor Category Add 072618
Update	Delete	Akos Labor	Doing work
Update	Delete	Ako Testing	Test, test, test
Update	Delete	GENERIC	GENERIC TEST
Update	Delete	TECH TEST 1	TECH TEST





Add a Labor Category

Navigation

Master Data > Labor Category > Search Criteria > > Labor Category Add page

Procedures

Add a Labor Category

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 Add** page appears.

Add/Update

Labor Category		History Remarks	
Labor Category Desc		Rates	
Remarks			
Edit	Delete	Rate Type	Base Rate
			Overtime Rate
Add		Select an Item	

- A. Enter the Labor Category in the field provided. *This is a 255 alphanumeric character field.*
- B. Enter the LABOR CATEGORY DESC in the field provided. *This is a 1024 alphanumeric character field.*
- C. Use to select the Rate Type.





Help Reference Guide

- D.** Enter the Base Rate in the field provided. *This is a 19.2 numeric character field.*

Edit	Delete	Rate Type	Base Rate	Overtime Rate
Edit	Delete	CV - CIVILIAN	\$24.56	\$45.25
Add		Select an Item		

[Cancel](#) [Reset](#) [Add](#)

2. Select [Add](#). The **Labor Category Transaction Status** page appears.





Update a Labor Category

Navigation

Master Data > Labor Category > Search Criteria > > Search Results > Update hyperlink > Labor Category Update page

Procedures

Update a Labor Category

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 Update hyperlink. The **Labor Category Update** page appears.

Add/Update

Labor Category		Help Testing 4		History Remarks			
Labor Category Desc		Help Testing 4		Rates			
Remarks							
Edit	Delete	Rate Type	Base Rate		Overtime Rate		
Edit	Delete	CV - CIVILIAN	\$24.56		\$45.25		
Edit	Delete	MI - MILITARY	\$36.75		\$50.25		

- A. Select the Edit hyperlink. The **Rate Type**, **Base Rate**, and **Overtime Rate** fields become available for revision.





Help Reference Guide

Add/Update

Labor Category	TECH TEST 1	History Remarks	
Labor Category Desc	TECH TEST	Rates	
Remarks	TEST		

Edit	Delete	Rate Type	Base Rate	Overtime Rate
Save Cancel		CV - CIVILIAN	20	36
Edit	Delete	MI - MILITARY	\$30.00	\$47.00

Cancel
Reset
Update

- B. Update the Rate Type, using  to select the desired type.
- C. Update the Base Rate, entering the revised rate in the field provided. *This is a 19.2 numeric character field.*
- D. Select the Save hyperlink. *The Rate information is saved.*
- E. Repeat Steps E - J to edit the second Rate Type.

OR

Select the Delete hyperlink. *The rate information is instantly removed from the grid.*

OR

Use  to select the Rate Type.





Help Reference Guide

Add/Update

Labor Category	Help 8	History Remarks	
Labor Category Desc	Testing for Help	Rates	
Remarks			

Edit	Delete	Rate Type	Base Rate	Overtime Rate
Edit	Delete	CV - CIVILIAN	\$56.00	\$0.00
Add		Select an Item		

- a. Enter the Base Rate in the field provided. *This is a 19.2 numeric character field.*
2. Select . The **Labor Category Transaction Status** page appears.





Delete a Labor Category

Navigation

Master Data > Labor Category > Search Criteria > > Search Results > Delete hyperlink > Labor Category Delete page

Procedures

Delete a Labor Category

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

1. Select the Delete hyperlink. The **Labor Category Delete** page appears.

To complete delete action, select Delete; otherwise, select Cancel

Add/Update

Labor Category	Test for Help	History Remarks	
Labor Category Desc	General	Rates	
Remarks			
Rate Type	Base Rate	Overtime Rate	
MI - MILITARY	\$38.00	\$0.00	
CV - CIVILIAN	\$28.00	\$0.00	

2. Select . The **Labor Category Transaction Status** page appears.

