

# 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

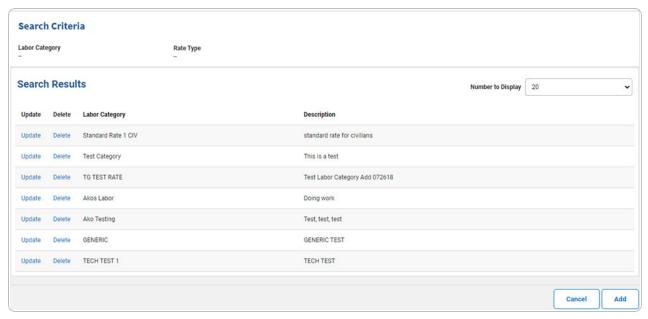
One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting at any point of this procedure returns all fields to the default "All" setting.

1. In the Search Criteria box, narrow the results by entering one of the following optional fields.





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





# **Add a Labor Category**

## **Navigation**

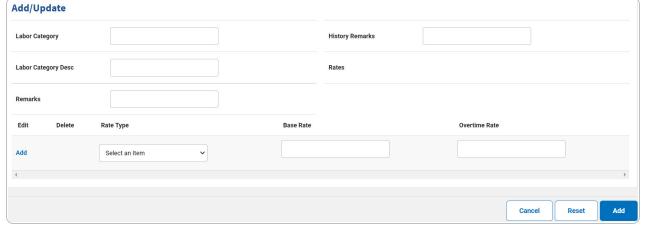
Master Data > Labor Category > Search Criteria > Add > Labor Category Add page

## **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.

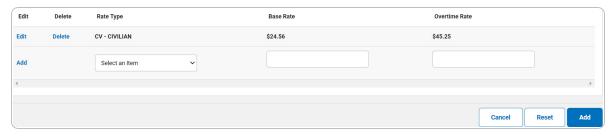
1. Select . The **Labor Category Add** page appears.



- **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.



**D.** 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.



**Unclassified** 



# **Update a Labor Category**

## **Navigation**

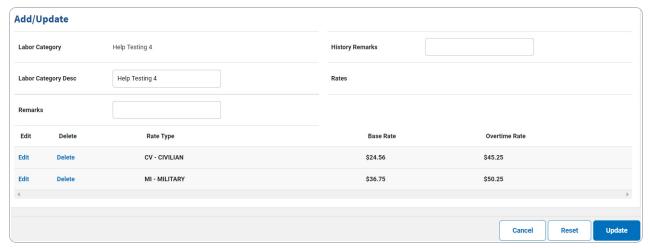
Master Data > Labor Category > Search Criteria > Search Results > Update hyperlink > Labor Category Update page

## **Procedures**

## **Update a Labor Category**

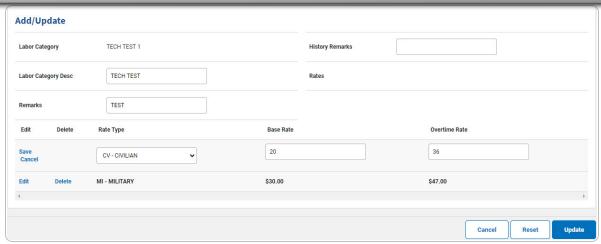
Selecting at any point of this procedure removes all revisions and closes the page, whereas selecting returns all fields to the default "All" setting. **Bold** numbered steps are required.

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



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





- **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.*Repeat Steps E J to edit the second Rate Type.
- E. OR

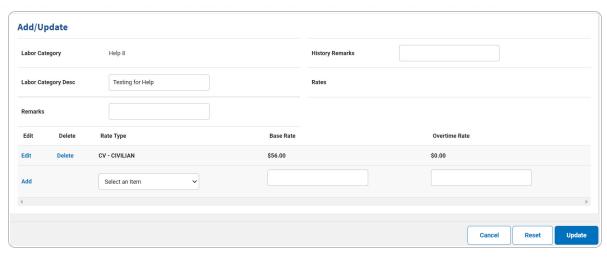
Select the Delete hyperlink. The rate information is instantly removed from the grid.

#### OR

Use to select the Rate Type.

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

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# **Delete a Labor Category**

## **Navigation**

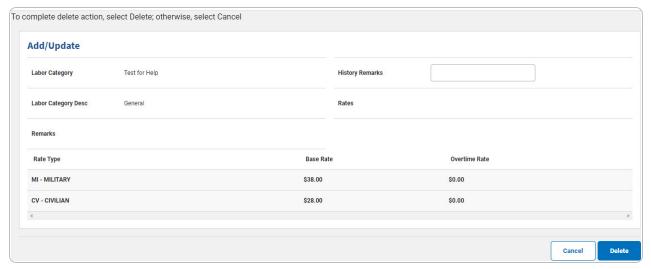
Master Data > Labor Category > Search Criteria > Search Results > Delete hyperlink > Labor Category Delete page

## **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.* 



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