



# Search for a Maintenance Team — Criteria

## Overview

The Maintenance and Utilization module Maintenance Team process provides the ability to set up and maintain a team of maintenance technicians assigned to maintenance Work Orders. Any technician in the same logged-in Maintenance Activity (MA) is eligible for assignment.

## Navigation

Master Data > Maintenance Team > Maintenance Team Search Criteria page

## Procedures

### Search for a Maintenance Team

*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**

Team Id

Team Name

[Reset](#)

[Search](#)

[Add](#)





2. Select [Search](#). The **Search for a Maintenance Team — Results** page appears.

### Search Criteria

Team Id	Team Name
---	TRAINING TEST

### Search Results

Update	Delete	Team Id	Team Name
<a href="#">Update</a>	<a href="#">Delete</a>	TESTTRAIN	TRAINING TEST

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





# Add a Maintenance Team

## Navigation

Master Data > Maintenance Team > Search Criteria >  > Maintenance Team Add page

## Procedures

### Add a Maintenance Team

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.

#### Note



*No Assigned Team Members* displays to verify no members exist for selected TEAM ID. One Team Member must be assigned to create a TEAM ID.





## Help Reference Guide

1. Select Add. The **Add a Maintenance Team** page appears.

**Add**

\* Team Id

\* Team Name

**Available Personnel**

Add	Team Lead	First Name	Last Name
<input type="checkbox"/>	<input type="checkbox"/>	MATT	AIKEY
<input type="checkbox"/>	<input type="checkbox"/>	BOB	DUFF
<input type="checkbox"/>	<input type="checkbox"/>	HAPPY	FRIDAY
<input type="checkbox"/>	<input type="checkbox"/>	SUNSHINE	FRIDAY
<input type="checkbox"/>	<input type="checkbox"/>	FREDERICK	MALEY
<input type="checkbox"/>	<input type="checkbox"/>	ANGIE	RICHARDS
<input type="checkbox"/>	<input type="checkbox"/>	PAUL	RISSER
<input type="checkbox"/>	<input type="checkbox"/>	SUN	SHINE
<input type="checkbox"/>	<input type="checkbox"/>	RENEE	STOVER

**Assigned Team Members**

No Assigned Team Members

Cancel

Reset

Save

- A. Enter the TEAM ID. *This is a 10 alphanumeric character field.*
- B. Enter the Team Name. *This is a 50 alphanumeric character field.*
- C. Click ☐ to select the Available Personnel.
  - a. Click the Add ☐ to add the personnel.
  - b. Click the Team Lead ☐ to add the Team Lead.









## Help Reference Guide



- D. Select . *The selected personnel appears in the Assigned Team Members grid.*

Assigned Team Members			
Remove	Team Lead	First Name	Last Name
<input type="checkbox"/>	<input type="checkbox"/>	FREDERICK	MALEY
<input type="checkbox"/>	<input checked="" type="checkbox"/>	ANGIE	RICHARDS

2. Select . *The **View the Maintenance Team Transaction Status** page appears.*

### Remove a Maintenance Team Member

- Click the Remove ☐ to select the Assigned Team Member.
- Select . *The selected personnel is removed from the Assigned Team Members grid.*
- Select . *The **View the Maintenance Team Transaction Status** page appears.*



### Change a Team Lead

- Click the Team Lead ☐ to select the Assigned Team Member.
- Click the Team Lead ☒ to remove the Team Lead Status.

#### Note



There can be more than one Team Lead assigned.

- Select . *The selected personnel Team Lead appears in the Assigned Team Members grid.*
- Select . *The **View the Maintenance Team Transaction Status** page appears.*





# Update a Maintenance Team

## Navigation

Master Data > Maintenance Team > Search Criteria >  > Search Results > Update hyperlink > Maintenance Team Update page

## Procedures

### Update a Maintenance Team

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.





## Help Reference Guide

1. Select the Update hyperlink. The **Update a Maintenance Team** page appears.

Update

\* Team Id

0819

\* Team Name

HAPPY

Available Personnel

Add	Team Lead	First Name	Last Name
<input type="checkbox"/>	<input type="checkbox"/>	MATT	AIKEY
<input type="checkbox"/>	<input type="checkbox"/>	BOB	DUFF
<input type="checkbox"/>	<input type="checkbox"/>	HAPPY	FRIDAY
<input type="checkbox"/>	<input type="checkbox"/>	SUNSHINE	FRIDAY
<input type="checkbox"/>	<input type="checkbox"/>	FREDERICK	MALEY
<input type="checkbox"/>	<input type="checkbox"/>	ANGIE	RICHARDS
<input type="checkbox"/>	<input type="checkbox"/>	PAUL	RISSE
<input type="checkbox"/>	<input type="checkbox"/>	RENEE	STOVER

Assigned Team Members

Remove	Team Lead	First Name	Last Name
<input type="checkbox"/>	<input type="checkbox"/>	SUN	SHINE

Save

Cancel

Reset

Update

- A. Update the TEAM ID, entering the revised identifier in the field provided. *This is a 10 alphanumeric character field.*
  - B. Update the Team Name, entering the revised name in the field provided. *This is a 50 alphanumeric character field.*
  - C. Select . *The selected personnel appears in the Assigned Team Members grid.*
2. Select . The **View the Maintenance Team Transaction Status** page appears.





# Delete a Maintenance Team

## Navigation

Master Data > Maintenance Team > Search Criteria > [Search](#) > Search Results > Delete hyperlink > Maintenance Team Delete page

## Procedures

### Delete a Maintenance Team

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

1. Select the Delete hyperlink. The **Delete a Maintenance Team** page appears.

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

Delete

\* Team Id

0819

\* Team Name

HAPPY

Available Personnel

Add	Team Lead	First Name	Last Name
<input type="checkbox"/>	<input type="checkbox"/>	MATT	AIKEY
<input type="checkbox"/>	<input type="checkbox"/>	BOB	DUFF
<input type="checkbox"/>	<input type="checkbox"/>	HAPPY	FRIDAY
<input type="checkbox"/>	<input type="checkbox"/>	SUNSHINE	FRIDAY
<input type="checkbox"/>	<input type="checkbox"/>	FREDERICK	MALEY
<input type="checkbox"/>	<input type="checkbox"/>	ANGIE	RICHARDS
<input type="checkbox"/>	<input type="checkbox"/>	PAUL	RISSE
<input type="checkbox"/>	<input type="checkbox"/>	RENEE	STOVER

Assigned Team Members

Remove	Team Lead	First Name	Last Name
<input type="checkbox"/>	<input type="checkbox"/>	SUN	SHINE

Cancel

Delete

- A. Verify the TEAM ID.
- B. Verify the Team Name.

2. Select [Delete](#). The **View the Maintenance Team Transaction Status** page appears.

