

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

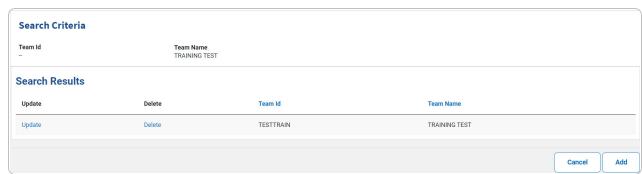
One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting at any point of this procedure returns all fields to the default "All" setting.

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





2. Select Search . The Maintenance Team Search Results page appears.





Add a Maintenance Team

Navigation

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

Procedures

Add a Maintenance Team

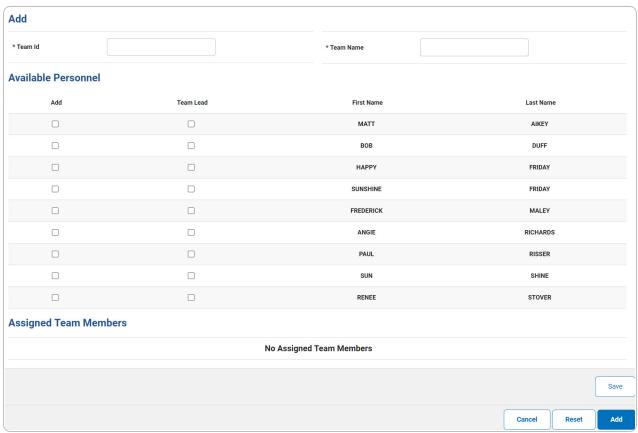
Selecting at any point of this procedure removes all revisions and closes the page, whereas selecting returns all fields to the default "All" setting. **Bold** numbered steps are required.

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.



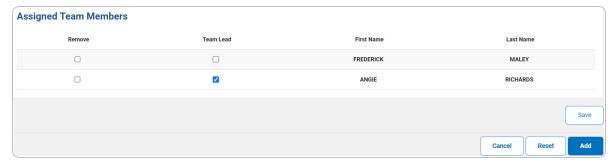
1. Select Add nage appears.



- **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 \square to add the personnel.
 - b. Click the Team Lead to add the Team Lead.



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



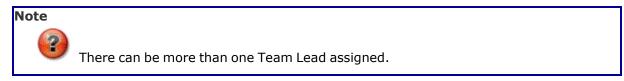
2. Select . The **Maintenance Team Transaction Status** page appears.

Remove a Maintenance Team Member

- 1. Click the Remove \square to select the Assigned Team Member.
- 2. . The selected personnel is removed from the Assigned Team Members grid.
- 3. Select . The **Maintenance Team Transaction Status** page appears.

Change a Team Lead

- Click the Team Lead \square to select the Assigned Team Member. 1.
- Click the Team Lead <a>Team to remove the Team Lead Status. 2.



- 3. Select . The selected personnel Team Lead appears in the Assigned Team Members grid.
- Select . The **Maintenance Team Transaction Status** page appears. 4.





Update a Maintenance Team

Navigation

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

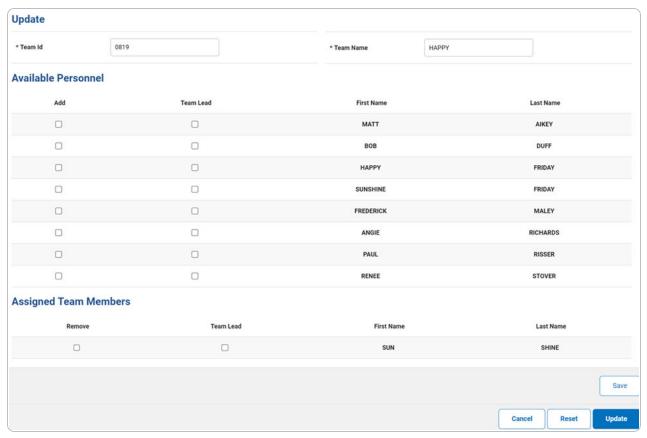
Procedures

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.



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



- **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 Update . The Maintenance Team Transaction Status page appears.





Delete a Maintenance Team

Navigation

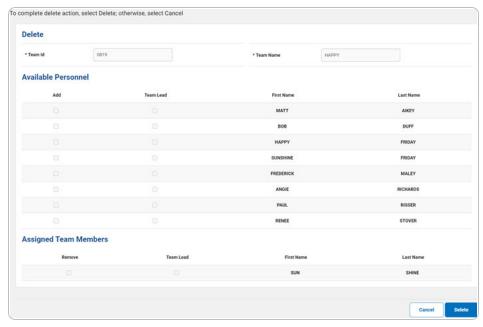
Master Data > Maintenance Team > Search Criteria > Search Results > Delete hyperlink > Maintenance Team Delete page

Procedures

Delete a Maintenance Team

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 Maintenance Team Delete page appears*.



- **A.** Verify the TEAM ID.
- **B.** Verify the Team Name.
- 2. Select Delete . The Maintenance Team Transaction Status page appears.