



# 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.

**Search Criteria**

|           |                      |
|-----------|----------------------|
| Team Id   | <input type="text"/> |
| Team Name | <input type="text"/> |







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

### Search Criteria

|         |               |
|---------|---------------|
| Team Id | Team Name     |
| ---     | TRAINING TEST |

### Search Results

|        |        |           |               |
|--------|--------|-----------|---------------|
| Update | Delete | Team Id   | Team Name     |
| Update | Delete | TESTTRAIN | TRAINING TEST |





# 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. The **Maintenance Team Add** 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.





- 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 **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 **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 **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 **Maintenance Team Update** page appears.

### Update

\* 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"/> | RENEE      | STOVER    |

#### Assigned Team Members

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

- 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 **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 **Maintenance Team Delete** page appears.

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

Delete

\* 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       | 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 **Maintenance Team Transaction Status** page appears.

