



Search for an Operator/Technician — Criteria

Overview

The Maintenance and Utilization module Operator/Technician process provides the ability to add, update, and delete Operator and Technician information, designate personnel as Operators and/or Technicians, and associate the corresponding Licenses and/or Certifications to the designated personnel.

The Operator/Technician Identifier (OPR/TECH ID), an alias for the Operator/Technician Name, is a unique value within a Maintenance Activity and cannot be duplicated. The OPR/TECH ID is used in assigning Operators to Dispatches and Technicians to Work Orders.

When creating a plan for assigning the OPR/TECH IDs, the concept is to devise a schema that is easily remembered. The following is an example of a possible schema:

Example: A concept that would work well is using the first three characters of the person's last name and the first three characters of the first name followed by a two digit sequential number. An example would be a person with the name of 'John Smith' having an Id of 'smijoh01'.

Note



Certifications and Licensing must be built before they can be used in association with Operators and Technicians to denote the skill(s)/license(s) of the Operator/Technician.

Navigation

Master Data > Operator/Technician > Operator/Technician Search Criteria page

Procedures

Search for an Operator/Technician

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





Help Reference Guide

Search Criteria

Opr/Tech Id		First Name	
Opr/Tech Cd	Select an Item	Cost Center	
Last Name			

2. Click . The **Operator/Technician Search Results** page appears.

Search Criteria

Opr/Tech Id	Last Name	First Name	Cost Center
--	--	TESSA	--
Opr/Tech Cd			
--			

Search Results

Update	Delete	Opr/Tech Cd	Opr/Tech Id	Last Name	First Name	Cost Center
Update	Delete	B - Operator & Technician	TEST5667	TEST	TESSA	





Add an Operator/Technician

Navigation

Master Data > Operator/Technician > Search Criteria >  > Operator/Technician Add page

Procedures

Add an Operator/Technician

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

Selecting  at any point of this procedure returns all fields to the default setting.

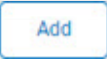
Helpful Tip



Select Personnel Info to hide/display the upper section.





1. Select . The **Operator/Technician Add** page appears.

(-) Personnel Info

Add

*Opr/Tech Cd	O-Operator	DSN	
*Opr/Tech Id		Phone Nbr	
DPAS User Id		Mobile Phone Nbr	
Tour of Duty		E-Mail Address	
*Last Name		Rate Type Assoc	☐ CV - CIVILIAN ☐ MI - MILITARY
*First Name		Remarks	
Loc		History Remarks	
Cost Center			

- A. Use  to select the Opr/Tech Cd.
- B. Enter the OPR/TECH ID in the field provided. *This is a 25 alphanumeric character field.*
- C. Enter the Last Name in the field provided. *This is a 50 alphanumeric character field.*
- D. Enter the First Name in the field provided. *This is a 50 alphanumeric character field.*

Select . The **Operator/Technician Transaction Status** page appears.

E.

OR

Select the Available Certificate(s)/License(s) tab to continue adding information.



Available Certificate(s)/License(s)

Labor Categories

Schedule

Select	Cert Type	Cert/License Name	Issued By	Expr Dt	Error(s)
☐	L	CDL			
☐	L	CDL7			
☐	L	STATE DRIVERS LICENSE			

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z All

Cancel

Reset

Add

Select

Add

. The **Operator/Technician Transaction Status** page appears.

a.

OR

Select the Labor Categories tab to continue adding information.

Available Certificate(s)/License(s)

Labor Categories

Schedule

Edit	Labor Category	Rate Type	Base Rate	Overtime Rate
Add	Select an Item	Select an Item		

Cancel

Reset

Add

Note

The Labor Categories fields appear and allow data entry once the Rate Type Assoc is selected.

Select

Add

. The **Operator/Technician Transaction Status** page appears.

1.

OR

Select the Schedule tab to continue adding information.



Help Reference Guide

Available Certificate(s)/License(s)
Labor Categories
Schedule

Day	Available	Start Time	End Time
Sunday	☐	12:00 AM	12:00 AM
Monday	☐	12:00 AM	12:00 AM
Tuesday	☐	12:00 AM	12:00 AM
Wednesday	☐	12:00 AM	12:00 AM
Thursday	☐	12:00 AM	12:00 AM
Friday	☐	12:00 AM	12:00 AM
Saturday	☐	12:00 AM	12:00 AM

Cancel
Reset
Update

- A. Select . The **Operator/Technician Transaction Status** page appears.





Update an Operator/Technician

Navigation

Master Data > Operator/Technician > Search Criteria > [Search](#) > Search Results > Update hyperlink > Operator/Technician Update page

Procedures

Update an Operator/Technician

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

Selecting [Reset](#) at any point of this procedure returns all fields to the default setting.

Helpful Tip



Select Personnel Info to hide/display the upper section.

1. Select the Update hyperlink. The **Operator/Technician Update** page appears.

(-) Personnel Info

Update

*Opr/Tech Cd	B-Operator & Technician	DSN	
*Opr/Tech Id	678945677	Phone Nbr	
DPAS User Id		Mobile Phone Nbr	
Tour of Duty		E-Mail Address	
*Last Name	BILLY	Rate Type Assoc	☐ CV - CIVILIAN ☐ MI - MILITARY
*First Name	JOB	Remarks	
Loc		History Remarks	
Cost Center			





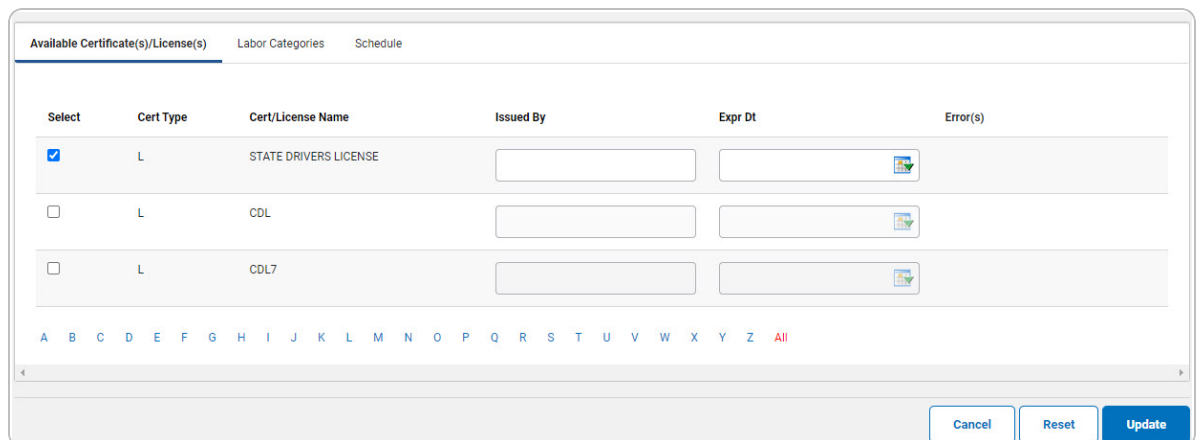
- A. Update the Opr/Tech Cd, using  to select the desired code.
- B. Update the OPR/TECH ID, entering the revised identifier in the field provided. *This is a 25 alphanumeric character field.*
- C. Update the Last Name, entering the revised name in the field provided. *This is a 50 alphanumeric character field.*
- D. Update the First Name, entering the revised name in the field provided. *This is a 50 alphanumeric character field.*

Select . The **Operator/Technician Transaction Status** page appears.

E.

OR

Select the Available Certificate(s)/License(s) tab to continue adding information.



Select	Cert Type	Cert/License Name	Issued By	Expr Dt	Error(s)
☒	L	STATE DRIVERS LICENSE			
☐	L	CDL			
☐	L	CDL7			

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z All

Cancel Reset Update

Select . The **Operator/Technician Transaction Status** page appears.

a.

OR

Select the Labor Categories tab to continue adding information.





Help Reference Guide

Available Certificate(s)/License(s) **Labor Categories** Schedule

Edit	Labor Category	Rate Type	Base Rate	Overtime Rate
Delete	GENERIC	Civilian	\$1.00	\$0.00
Delete	TECH TEST 1	Military	\$30.00	\$47.00
Add	Select an Item	Select an Item		

[Cancel](#) [Reset](#) [Update](#)

Note



The Labor Categories fields appear and allow data entry once the Rate Type Assoc is selected.

1. Select the Add hyperlink. *The row becomes read-only and is added to the Labor Categories grid.*

[Update](#)

Select [Update](#). The **Operator/Technician Transaction Status** page appears.

- 2.

OR

Select the Schedule tab to continue adding information.

Available Certificate(s)/License(s) Labor Categories **Schedule**

Day	Available	Start Time	End Time
Sunday	☐	12:00 AM	12:00 AM
Monday	☐	12:00 AM	12:00 AM
Tuesday	☐	12:00 AM	12:00 AM
Wednesday	☐	12:00 AM	12:00 AM
Thursday	☐	12:00 AM	12:00 AM
Friday	☐	12:00 AM	12:00 AM
Saturday	☐	12:00 AM	12:00 AM

[Cancel](#) [Reset](#) [Update](#)





- A. Select . The **Operator/Technician Transaction Status** page appears.

To Remove an Existing Labor Category

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

Selecting  at any point of this procedure returns all fields to the default setting.

1. Select the Delete hyperlink of the desired row. The Delete hyperlink changes to a Restore hyperlink and the row becomes read-only.

Note



To restore the deleted row, select the Restore hyperlink.

Available Certificate(s)/License(s)		Labor Categories		Schedule	
Edit	Labor Category	Rate Type	Base Rate	Overtime Rate	
Delete	TECH TEST 1	Military	\$30.00	\$47.00	
Restore	GENERIC	Civilian	\$1.00	\$0.00	
Add	Select an Item	Select an Item			





2. Select . The **Operator/Technician Transaction Status** page appears.





Delete an Operator/Technician

Navigation

Master Data > Operator/Technician > Search Criteria > > Search Results > Delete hyperlink > Operator/Technician Delete page

Procedures

Delete an Operator/Technician

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 **Operator/Technician Delete** page appears.

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

(-) Personnel Info

Delete

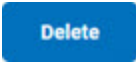
*Opr/Tech Cd	B-Operator & Technician	DSN
*Opr/Tech Id	123456789	Phone Nbr
DPAS User Id		Mobile Phone Nbr
Tour of Duty		E-Mail Address
*Last Name	TEST	Rate Type Assoc ☒ CV - CIVILIAN ☒ MI - MILITARY
*First Name	JESSIE	Remarks
Loc		History Remarks
Cost Center		

- A. Verify the OPR/TECH CD.
- B. Verify the OPR/TECH ID.
- C. Verify the Last Name.





D. Verify the First Name.

Select . The **Operator/Technician Transaction Status** page appears.

E.

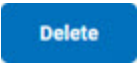
OR

Select the Available Certificate(s)/License(s) tab to continue verifying information.

Available Certificate(s)/License(s)						Labor Categories	Schedule
Select	Cert Type	Cert/License Name	Issued By	Expr Dt	Error(s)		
☐	C	ASE					
☐	C	CTB- CERTIFIED THIRD BASE					
☐	C	TRAINING					
☐	L	CDL					
☐	L	CDL7					
☐	L	STATE DRIVERS LICENSE					

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z All

Select . The **Operator/Technician Transaction Status** page appears.

a.

OR

Select the Labor Categories tab to continue verifying information.





Help Reference Guide

Available Certificate(s)/License(s) **Labor Categories** Schedule

Edit	Labor Category	Rate Type	Base Rate	Overtime Rate
Delete	GENERIC	Civilian	\$1.00	\$0.00
Delete	TECH TEST 1	Military	\$30.00	\$47.00
Add	Select an Item	Select an Item		

[Cancel](#) [Delete](#)

Note



To restore the deleted row, select the Restore hyperlink.

Available Certificate(s)/License(s) **Labor Categories** Schedule

Edit	Labor Category	Rate Type	Base Rate	Overtime Rate
Restore	BPGTest	Civilian	\$20.00	\$30.00
Delete	Mechanic 2	Civilian	\$3.00	\$4.00
Delete	Driver	Civilian	\$1.00	\$1.00
Add	Select an Item	Select an Item		

[Cancel](#) [Delete](#)

[Delete](#)

Select [Delete](#). The **Operator/Technician Transaction Status** page appears.

1.

OR

Select the Schedule tab to continue verifying information.





Help Reference Guide

Available Certificate(s)/License(s)
Labor Categories
Schedule

Day	Available	Start Time	End Time
Sunday	☐	12:00 AM	12:00 AM
Monday	☐	12:00 AM	12:00 AM
Tuesday	☒	09:30 AM	06:00 PM
Wednesday	☒	09:30 AM	06:00 PM
Thursday	☒	09:30 AM	06:00 PM
Friday	☐	12:00 AM	12:00 AM
Saturday	☐	12:00 AM	12:00 AM

Cancel
Delete

- A. Select **Delete**. The **Operator/Technician Transaction Status** page appears.

