



Adding Maintenance Teams

- 1. Navigate to the Master Data / Maintenance Team menu.
- 2. Select the Add button.

- 3. Enter a Team Id and Team Name.
- Select Team Members from the Available Personnel table using the Add checkbox(s).
- 5. Select the **Team Lead** checkbox(s) for any selected Team Member.
- 6. Select the **Save** button to move selected personnel to the **Assigned Team Members** table.
- 7. Select the Add button to complete the

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* Team Id	TEAMD		* Team Name	e TEAM	DELTA		
Available Personnel			Assigned Team Members				
Add Team Le	ead First Name	Last Name	Remove	e Team Lead	First Name	Last Name	
	JOYCE	EVANS			RAYMOND	CORLISS	
	EMILY	PATTERSON			JAMES	YEARLING	
	DANIEL	FLETCHER		 Image: A set of the set of the	BARBARA	RITCHEY	
	MARK	GRIFFIN					
	DESIREE	JONES					
	AMBER	WHITE	1				
	JOHN	ANDERSON					
	SAMANTHA	HAMMERICK	1				
	MIKE	SIMPSON					
	ROBERT	LEWIS					
		_	-				
			Save				
Add Cancel							

The Maintenance Team must have at least one team member.



Technicians must be created prior to creating the Maintenance Team. They must be designated as Technicians or as Operators/Technicians (Both).

Search Criteria					
<i>i</i> Team Id					
<i>i</i> Team Name					
Add	Search	Reset			

Maintenance Team Add/Update/Delete (M&U)

DPAS Call Center 1-844-843-3727

DPAS Website http://dpassupport.golearnportal.org

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Maintenance Team Add/Update/Delete (M&U)

Updating/Deleting Maintenance Teams

- 1. Navigate to the Master Data / Maintenance Team menu.
- 2. Select the **Search** button to view all Maintenance Teams.
- 3. The **Search Results** page displays. Select the *Update* hyperlink to revise a Maintenance Team, or the *Delete* hyperlink to remove a Maintenance Team.
- 4. If Updating: Make your changes, select the **Save** button, then select the **Update** button.
- 5. If Deleting: Verify the Maintenance Team to delete and select the **Delete** button.

Search Criteria							
Team Id		Team Name					
Search Results							
Update	Delete	Team Id	<u>Team Name</u>				
<u>Update</u>	<u>Delete</u>	TEAMB	TEAM BRAVO				
<u>Update</u>	<u>Delete</u>	TEAMC	TEAM CHARLIE				
Update	<u>Delete</u>	TEAMA	TEAM ALPHA				
<u>Update</u>	<u>Delete</u>	TEAMD	TEAM DELTA				
Add Cancel							

Teams that have open Work Orders or associated maintenance schedules cannot be deleted.





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