Adding Maintenance Teams

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

1. Navigate to the **Master Data / Maintenance Team** menu.

2. Select the **Add** button.

3. Enter a **Team Id** and **Team Name**.

4. 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

The Maintenance Team must have at least one team member.

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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	Team Name
Update	Delete	TEAMB	TEAM BRAVO
Update	Delete	TEAMC	TEAM CHARLIE
Update	Delete	TEAMA	TEAM ALPHA
Update	Delete	TEAMD	TEAM DELTA

Add   Cancel

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

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