



# Adding Operators/Technicians

Certifications and Licensing must be built before they can be used in association with operators and technicians to denote the skills/licenses of the operator/technician.

1. Navigate to the **Master Data / Operator/Technician** menu.
2. Select the **Add** button.
3. Select **Opr/Tech Cd.** Enter remaining mandatory and optional fields in the **Personnel Info** table.
4. Check the box next to the Rate Type Assoc  
CV- Civilian or MI-Military
5. Select the appropriate Cert/License(s) from the **Certificate(s)/License(s) Info** table.

**Search Criteria**

<i>i</i> Opr/Tech Id	<input type="text"/>
Opr/Tech Cd	Select an Item <span style="float: right;">▼</span>
<i>i</i> Last Name	<input type="text"/>
<i>i</i> First Name	<input type="text"/>
<i>i</i> Cost Center	<input type="text"/>

Add **2**
Search
Reset

**Add**

*Opr/Tech Cd	B-Operator & Technician <span style="float: right;">▼</span>	*Opr/Tech Id	TRAILIS1
DPAS User Id	<input type="text"/>	Tour of Duty	<input type="text"/>
*Last Name	TRAINER	*First Name	LISA
Loc	<input type="text"/>	<i>i</i> Cost Center	<input type="text"/>
DSN	<input type="text"/>	Phone Nbr	<input type="text"/>
Mobile Phone Nbr	<input type="text"/>	E-Mail Address	LISA.TRAINER@DPAS.COM <span style="float: right;">x</span>
Rate Type Assoc	<input type="checkbox"/> CV - CIVILIAN <span style="float: right;"><b>4</b></span> <input type="checkbox"/> MI - MILITARY		
Remarks	<input type="text"/>		
History Remarks	<input type="text"/>		

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

Select	Cert Type	Cert/License Name	Issued By	Expr Dt	Error(s)
<input type="checkbox"/> <b>5</b>	C	ASE-AUTO TECH	<input type="text"/>	<input type="text"/>	
<input type="checkbox"/>	L	STATE DRIVERS LICENSE	<input type="text"/>	<input type="text"/>	

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](#)

Add
Reset
Cancel

One method of entering the **Opr/Tech Id** is to use the first four characters of their last name followed by the first three characters of their first name and a sequential number. For example: John Smith is SMITJOH1.





## Adding Operators/Technicians

6. Labor Categories Tab- Select from the drop down which labor category and rate type is associated with the Operator / Technician. Click the Add hyperlink to add to the grid. A new row will display so you can associate as many labor categories and rate types.

Available Certificate(s)/License(s)		Labor Categories				
Edit	EXAMPLE	Labor Category	Rate Type	Base Rate	Overtime Rate	
Delete		Civilian		\$25.00	\$37.50	
Add	Select an Item	Select an Item				

7. Select the Add button to complete the process.

**Add**

*Opr/Tech Cd	B-Operator & Technician	*Opr/Tech Id	TRAILIS1
DPAS User Id		Tour of Duty	
*Last Name	TRAINER	*First Name	LISA
Loc		/ Cost Center	
DSN		Phone Nbr	
Mobile Phone Nbr		E-Mail Address	LISA.TRAINER@DPAS.COM

Rate Type Assoc  
 CV - CIVILIAN  
 MI - MILITARY

Remarks

History Remarks

Available Certificate(s)/License(s)

Select	Cert Type	Cert/License Name	Issued By	Expr Dt	Error(s)
<input type="checkbox"/>	C	ASE-AUTO TECH			
<input type="checkbox"/>	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

**7**

Add Reset Cancel

One method of entering the **Opr/Tech Id** is to use the first four characters of their last name followed by the first three characters of their first name and a sequential number. For example: John Smith is SMITJOH1.





## Updating/Deleting Operators/Technicians

1. Navigate to the **Master Data / Operator/Technician** menu.
2. Select the **Search** button to view all Operators, Technicians and Operator/Technicians.
3. The **Search Results** page displays. Select the *Update* hyperlink to revise an Operator or Technician, or the *Delete* hyperlink to remove an Operator or Technician.
4. If Updating: Enter your changes and select the **Update** button.
5. If Deleting: Verify the Operator or Technician to delete and select the **Delete** button.

Search Criteria							
Opr/Tech Id		Opr/Tech Cd					
Last Name		First Name					
Cost Center							

  

Search Results							
Upd	Delete	Opr/Tech Cd	Opr/Tech Id	Last Name	First Name	Cost Center	
<a href="#">Update</a>	<a href="#">Delete</a>	B - Operator & Technician	TRAILIS1	TRAINER	LISA		

A Primary Technician cannot be deleted if they are attached to open Work Order(s). (Primary Technicians are designated during the Work Order Add/Update process)

