Search for an Operator/Technician Inquiry — Criteria

Overview

The Maintenance and Utilization (M&U) module Operator/Technician Inquiry process provides the ability to search for operators and/or technicians.

Navigation

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

Procedures

Search for an Operator/Technician Inquiry

One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting [Reset] *at any point of this procedure returns all fields to the default "All" setting.*

1. In the Search Criteria box, choose which available field to use in the search.

    My Queries

    [⌄]

    [New Query]

    Operator/Technician Inquiry Search Criteria

Available Field(s)	Operands	Search Value(s)
*Maint Activity / Owning UIC ⌄	= ⌄	BROOKS MA / BROOKS ⌄
Select an Item ⌄	⌄	

    [Reset] [Fields] [Show Inquiry]

2. *Choose which Available Field(s) to use in the search.*

    A.   *The first Available Field(s) option (MAINT ACTIVITY / OWNING UIC) automatically populates and is not editable.*

> **Note**
>
>
>
> Adding another Available Field ⌄ automatically populates an additional search criteria row.

> **Note**
>
>
>
> Select Fields to modify the fields used in the inquiry. *The Fields Selection page opens.*

3.   *Choose which Operands to use in the search.*

    A.   Use ⌄ to select the first Operands.

4.   *Choose which Search Value(s) to use in the search.*

    A.   Use ⌄ to select the first Search Value.

       Remove an Available Field Row

       a.   Use ⌄ to select desired Available Field.

       b.   Select Remove Filter Category . *The desired row is removed.*

5.   Select Show Inquiry . *The **Operator/Technician — Results** page appears.*

Add a My Queries Inquiry

1.   Select New Query . *The page refreshes, and My Queries changes from a drop-down field to a text field.*

My Queries

Add Query   Cancel Query

Operator/Technician Inquiry Search Criteria

Available Field(s)	Operands	Search Value(s)
*Maint Activity / Owning UIC	=	BROOKS MA / BROOKS
Select an Item		

Reset   Fields   Show Inquiry

2. Enter the Query Name in the field provided. *This is a 90 alphanumeric character field.*

3. Select   Add Query . *The Query and the information entered in the Search Criteria grid are added to My Queries. Select Cancel Query to disregard the Query.*

4. Select   Fields . *The **Operator/Technician Inquiry — Select Fields** page appears.*

   OR

   Select   Show Inquiry . *The **Operator/Technician Inquiry — Results** page appears.*

Select a My Queries Inquiry

1. Use   ∨   to select the desired saved query. *The page refreshes, and the selected query information appears in the search criteria grid.*

My Queries

New Query

Operator/Technician Inquiry Search Criteria

Available Field(s)
*Maint Activity / Owning UIC

Operands
=

Search Value(s)
BROOKS MA / BROOKS

Select an Item

Reset | Fields | Show Inquiry

2. Select [Fields] . *The **Operator/Technician Inquiry — Select Fields** page appears.*

OR

Select [Show Inquiry] . *The **Operator/Technician Inquiry — Results** page appears.*

Update a My Queries Inquiry

1. Use [˅] to select the desired saved query. *The page refreshes, the search criteria fields change, and [New Query] is joined by [Update Query] and [Delete Query] . The selected query information appears in the search criteria grid.*

My Queries

Test 2

New Query | Update Query | Delete Query

Operator/Technician Inquiry Search Criteria

Available Field(s)
*Maint Activity / Owning UIC

Operands
=

Search Value(s)
BROOKS MA / BROOKS

Select an Item

Reset | Fields | Show Inquiry

2. Select [Update Query]. *The query information is updated.*

3. Select [Fields]. *The **Operator/Technician Inquiry — Select Fields** page appears.*

OR

Select [Show Inquiry]. *The **Operator/Technician Inquiry — Results** page appears.*

Delete a My Queries Inquiry

1. Use ⌄ to select the desired saved query. *The page refreshes, and* [New Query] *is joined by* [Update Query] *and* [Delete Query]. *The selected query information appears in the search criteria grid.*

My Queries

Test 2

[New Query] [Update Query] [Delete Query]

Operator/Technician Inquiry Search Criteria

Available Field(s)	Operands	Search Value(s)
*Maint Activity / Owning UIC	=	BROOKS MA / BROOKS
Select an Item		

[Reset] [Fields] [Show Inquiry]

2. Select [Delete Query]. *The query information is removed.*

Revise the Fields for the Inquiry

Select [Fields]. *The **Operator/Technician Inquiry — Select Fields** page appears.*

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Help Reference Guide

Search for an Operator/Technician Inquiry — Results

Navigation

Inquiries > Master Data > Operator/Technician > Search Criteria > **Show Inquiry** > Operator/Technician Inquiry Search Results page

Procedures

Export the Operator/Technician Inquiry Results

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

1. Select to choose the print format (Excel, PDF, or Word). *The procedure leaves the application based on the selection made.*

Rows Retrieved = 22					
Operator/Technician Code	Labor Category Name	Operator/Technician Id	Team Member First Name	Team Member Last Name	User Id
B		123456789012	JANE	DOE	
B		AKO12	AKO	SAYED	
B		AKO123	AKO	SAYED	
B		BHARK	BRIAN	HARKLESS	
B		KATEB01	BRENDA	KATELUZOS	
B		OPERATOR1	USER	OPERATOR	
B	GENERIC	123456789	JESSIE	TEST	
B	GENERIC	87589456	TRISH	TEST	
B	GENERIC	GENERIC	TESTER	TEST	
B	GENERIC	TEST5667	TESSA	TEST	
B	GENERIC	TT3345	JULIUS	JONES	
B	Standard Rate 1 CIV	DMBROOKS	DAVE	BROOKS	
B	Standard Rate 1 CIV	JHEIDBRE	C	HEIDBREDER	JHEIDBRE
B	TECH TEST 1	123456789	JESSIE	TEST	
B	TECH TEST 1	GENERIC	TESTER	TEST	
B	TECH TEST 1	TEST5667	TESSA	TEST	
B	TECH TEST 1	TT3345	JULIUS	JONES	
O		ABC123	BRENDA	KATELUZOS	
O		AKEYS	ABIGAIL	KEYS	
O		DJB	DARRYL	BRITT	
O		OPERATOR2	USER2	OPERATOR2	
O	Test Category	MILESCOT	SCOTT	MILEWSKI	
		03/16/2023 12:02 For Official Use Only		1 of 1	

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> **Note**
>
> (?) To reach the optional fields, refer to the Operator/Technician Inquiry — Field Selection page.

2. Select **Cancel**. *The **Operator/Technician Inquiry — Criteria** page appears*.

Search the Results

1. Select the empty field [　　　　Find | Next].

2. Enter the characters or words to search. *Entries are not case sensitive.*

3. Select [Find] to search for the entry. *The entry appears highlighted in the file.*

4. Select [Next] to find the next matching value. *This feature is available if multiple results are found.*

View the Operator/Technician Detail

Select the desired Operator/Technician row. *The **Operator/Technician Inquiry Detail — Basic** page appears.*

Select Fields for the Operator/Technician Inquiry

Navigation

Inquiries > Master Data > Operator/Technician > Search Criteria > [Fields] > Operator/Technician Inquiry Fields Selection page

Procedures

Choose the Extracted Inquiry File Details

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

1. Select [Fields] . *The Operator/Technician Inquiry page appears.*

	Extract Excel File	●		Extract Text, Comma Separated File	○

	Extract Id	[ ]		Privacy Type	Private ▾

Selections	[▾]	New Selection List

☐	Field	Field Description
☑	Operator/Technician Code	Unique Idenfitication for the Team member.
☑	Labor Category Name	Name of the Labor Category
☑	Operator/Technician Id	Operator/Technician Id
☑	Team Member First Name	The team member's first name associated with the labor.
☑	Team Member Last Name	The team member's last name associated with the labor.
☑	User Id	Identifies the user accessing the system
☐	Cost Center	Cost Center of Operator/Technician
☐	DSN phone number	DoD DSN phone number assigned to team member.
☐	Email address	Email address assigned to team member..
☐	Location	Location
☐	Mobile phone number	Mobile phone number assigned to team member..
☐	Phone number	Phone number assigned to team member.
☐	Tour of duty	Tour of duty assigned to team member..

[Cancel] [Reset] [Submit] [Show Inquiry]

2. Choose the desired file type:

- Click ○ to select Extract Excel File. *The extracted file on the **View Inquiry Extract** page is an .XLS file.*

   OR
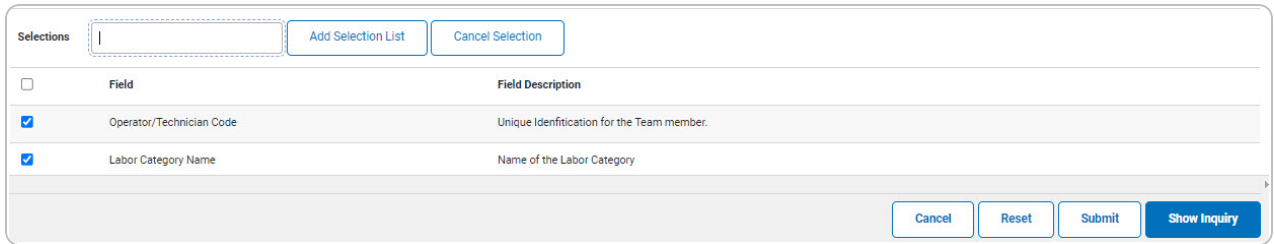
   Click ○ to select Extract Text, Comma Separated File. *The extracted file on the **View Inquiry Extract** page is a .CSV file.*

3. Enter an unique identifier in the Extract ID field provided. *This adds the identifier to the link on the **View Inquiry Extract** page, and does not change the file name.*

4.   Use ⌄ to select the Privacy Type.

Add a Selection List

1.   Select [New Selection List]. *The page refreshes, and Selections changes from a drop-down field to a text field.*

Selections		Add Selection List	Cancel Selection
☐	**Field**		**Field Description**
☑	Operator/Technician Code		Unique Idenfitication for the Team member.
☑	Labor Category Name		Name of the Labor Category

[Cancel] [Reset] [Submit] [Show Inquiry]

Note

Selecting [Cancel Selection] at any time from this point of the procedure removes all revisions and returns My Selections to a drop-down field.

2.   Select [Add Selection List]. *The page refreshes, and the selected list is added.* [Add Selection List] *is replaced by* [Update Selection List] *and* [Delete Selection List] .

Select [Show Inquiry] for small volumes of data. *The **Operator/Technician Inquiry — Results** page appears.*

3.

  OR
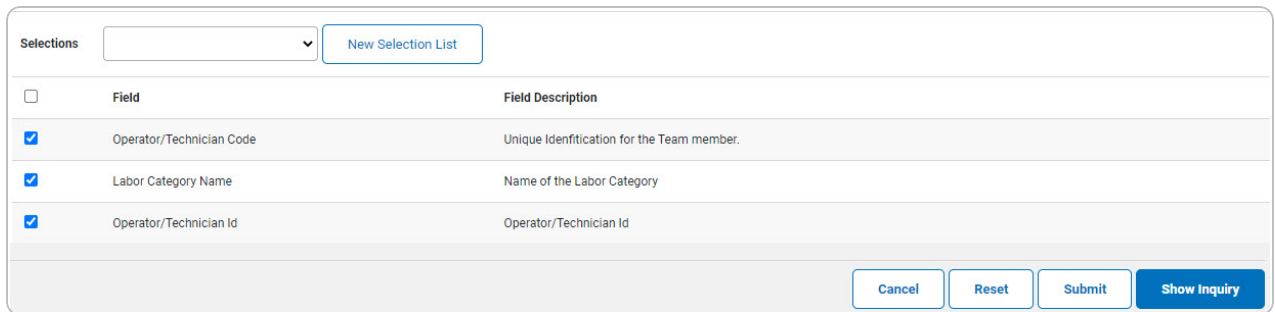
  Select [Submit] for large volumes of data. *The **Operator/Technician Inquiry Transaction Status** page appears.*
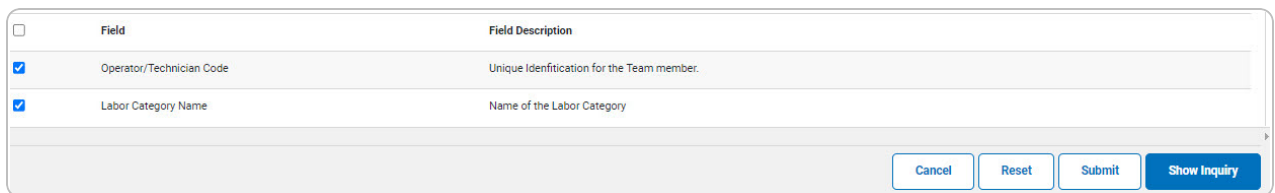
Use a Predetermined Field Selection List

1. Use ⌄ to display the Selection List.
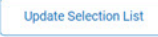
Selections		New Selection List

☐	**Field**	**Field Description**
☑	Operator/Technician Code	Unique Idenfitication for the Team member.
☑	Labor Category Name	Name of the Labor Category
☑	Operator/Technician Id	Operator/Technician Id

Cancel Reset Submit Show Inquiry

2. Select **Show Inquiry** for small volumes of data. *The* **Operator/Technician Inquiry — Results** *page appears.*

   OR

   Select **Submit** for large volumes of data. *The* **Operator/Technician Inquiry Transaction Status** *page appears.*

Update a Selection List

1. Use ⌄ to select the desired Selection List. *The page refreshes, the search criteria fields change, and* **New Selection List** *is joined by* **Update Selection List** *and* **Delete Selection List**.

☐	**Field**	**Field Description**
☑	Operator/Technician Code	Unique Idenfitication for the Team member.
☑	Labor Category Name	Name of the Labor Category

Cancel Reset Submit Show Inquiry

2. Select **Update Selection List**. *The page refreshes.*

   Select **Show Inquiry** for small volumes of data. *The* **Operator/Technician Inquiry — Results** *page appears.*

3.

OR
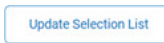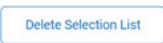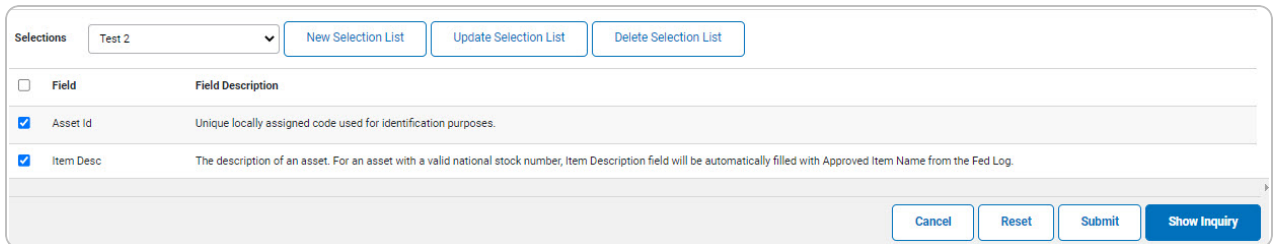
Select [Submit] for large volumes of data. *The **Operator/Technician Inquiry Transaction Status** page appears.*

Delete a Selection List

1. Use ⌄ to select the desired Selection List. *The page refreshes, the search criteria fields change, and* [New Selection List] *is joined by* [Update Selection List] *and* [Delete Selection List].

Selections	Test 2 ⌄	New Selection List	Update Selection List	Delete Selection List				
☐	**Field**	**Field Description**						
☑	Asset Id	Unique locally assigned code used for identification purposes.						
☑	Item Desc	The description of an asset. For an asset with a valid national stock number, Item Description field will be automatically filled with Approved Item Name from the Fed Log.						
					Cancel	Reset	Submit	Show Inquiry

2. Select [Delete Selection List]. *The page refreshes and the list is immediately deleted.*

Modify the Fields Used for the Inquiry

Selecting [Cancel] *at any point of this procedure removes all revisions and closes the page.*
Bold *numbered steps are required.*
One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting [Reset] *at any point of this procedure returns all fields to the default "All" setting.*

1. Select [Fields]. *The Operator/Technician Inquiry page appears.*

Extract Excel File	●	
Extract Text, Comma Separated File	○	

Extract Id [   ]   **Privacy Type** [Private ⌄]

Selections [⌄] [New Selection List]

☐	**Field**	**Field Description**
☑	Operator/Technician Code	Unique Idenfitication for the Team member.
☑	Labor Category Name	Name of the Labor Category
☑	Operator/Technician Id	Operator/Technician Id
☑	Team Member First Name	The team member's first name associated with the labor.
☑	Team Member Last Name	The team member's last name associated with the labor.
☑	User Id	Identifies the user accessing the system
☐	Cost Center	Cost Center of Operator/Technician
☐	DSN phone number	DoD DSN phone number assigned to team member.
☐	Email address	Email address assigned to team member..
☐	Location	Location
☐	Mobile phone number	Mobile phone number assigned to team member..
☐	Phone number	Phone number assigned to team member.
☐	Tour of duty	Tour of duty assigned to team member..

[Cancel] [Reset] [Submit] [Show Inquiry]

2. Select the fields required for the inquiry. *The first 6 fields are automatically selected.*

> **Note**
>
> The number of fields selected determines the amount of data returned from the database. The more data returned, the longer the inquiry takes.

Select [Show Inquiry] for small volumes of data. *The **Operator/Technician Inquiry — Results** page appears.*

3.

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OR

Select [Submit] for large volumes of data. *The **Operator/Technician Inquiry Transaction Status** page appears.*

View the Operator/Technician Inquiry Detail — Basic

Navigation

Inquiries > Master Data > Operator/Technician > Search Criteria > **Show Inquiry** > Search Results > Inquiry Row hyperlink > Operator/Technician Inquiry Detail — Basic page

Procedures

Export the Operator/Technician Inquiry Detail — Basic

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

1. *Verify the Basic Detail tab.*

2. Select **[save icon]** to choose the print format (Excel, PDF, or Word). *The procedure leaves the application based on the selection made.*

3. Follow the prompts provided by the computer.

   Select **Cancel**. *The* **Operator/Technician Inquiry — Criteria** *page appears*.

4.

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OR

Select the CERT(s)/License(s) tab. *The **Operator/Technician Inquiry Detail — Cert (s)/License(s)** page appears*.

OR

Select the Basic tab. *The **Operator/Technician Inquiry Detail — Basic** page appears.*

Search the Results

1. Select the empty field [_____] Find | Next .
2. Enter the characters or words to search. *Entries are not case sensitive.*
3. Select Find to search for the entry. *The entry appears highlighted in the file.*
4. Select Next to find the next matching value. *This feature is available if multiple results are found.*

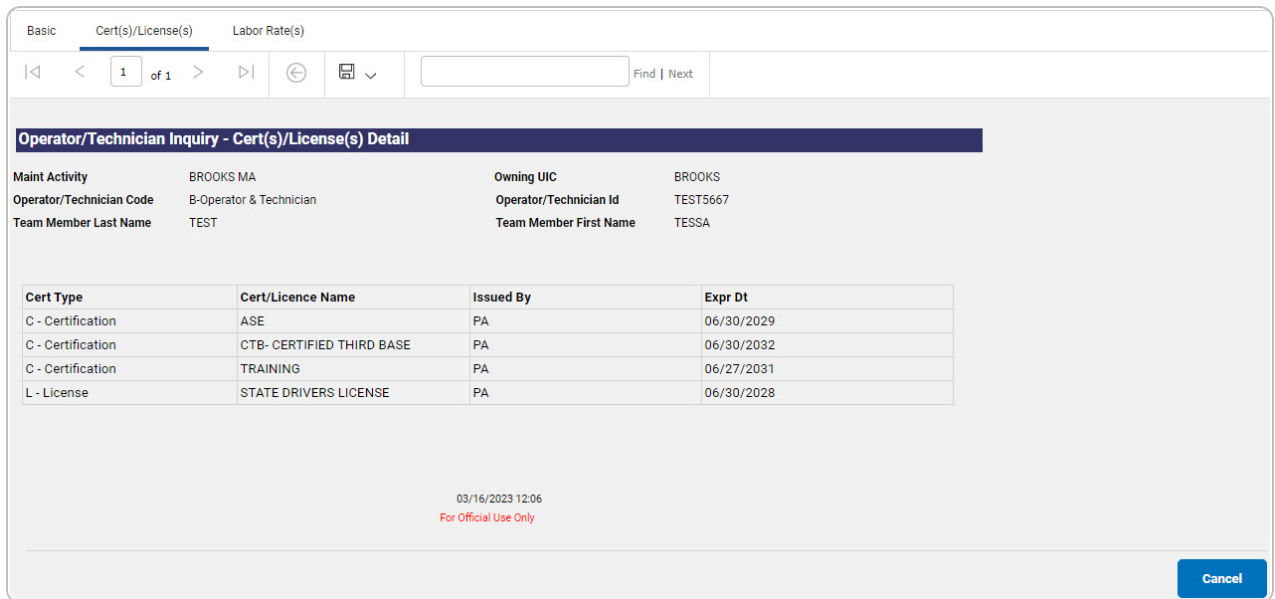# View the Operator/Technician Inquiry Detail — CERT(s)/License(s)

Navigation

Inquiries > Master Data > Operator/Technician > Search Criteria > [Show Inquiry] > Search Results > Inquiry Row hyperlink > Basic Detail > CERT(s)/License(s) tab > Operator/Technician Inquiry Detail — CERT(s)/License(s) page

Procedures

Export the Operator/Technician Inquiry Detail — CERT(s)/License(s)

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

1. Verify the CERT(s)/License(s) Detail tab.

| Basic | Cert(s)/License(s) | Labor Rate(s) |

|◁ < 1 of 1 > ▷| ⊖ 🖫 ⌄ [   ] Find | Next

Operator/Technician Inquiry - Cert(s)/License(s) Detail

Maint Activity	BROOKS MA	Owning UIC	BROOKS
Operator/Technician Code	B-Operator & Technician	Operator/Technician Id	TEST5667
Team Member Last Name	TEST	Team Member First Name	TESSA

Cert Type	Cert/Licence Name	Issued By	Expr Dt
C - Certification	ASE	PA	06/30/2029
C - Certification	CTB- CERTIFIED THIRD BASE	PA	06/30/2032
C - Certification	TRAINING	PA	06/27/2031
L - License	STATE DRIVERS LICENSE	PA	06/30/2028

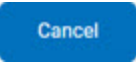03/16/2023 12:06
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[Cancel]

2. Select 🖫 ⌄ to choose the print format (Excel, PDF, or Word). *The procedure leaves the application based on the selection made.*

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3. Follow the prompts provided by the computer.

4. Select [Cancel] . *The **Operator/Technician Inquiry — Criteria** page appears*.

    OR

    Select the Labor Rate(s) tab. *The **Operator/Technician Inquiry Detail — Labor Rate (s)** page appears*.

    OR

    Select the Basic tab. *The **Operator/Technician Inquiry Detail — Basic** page appears.*

Search the Results

1. Select the empty field [Find | Next].

2. Enter the characters or words to search. *Entries are not case sensitive.*

3. Select [Find] to search for the entry. *The entry appears highlighted in the file.*

4. Select [Next] to find the next matching value. *This feature is available if multiple results are found.*

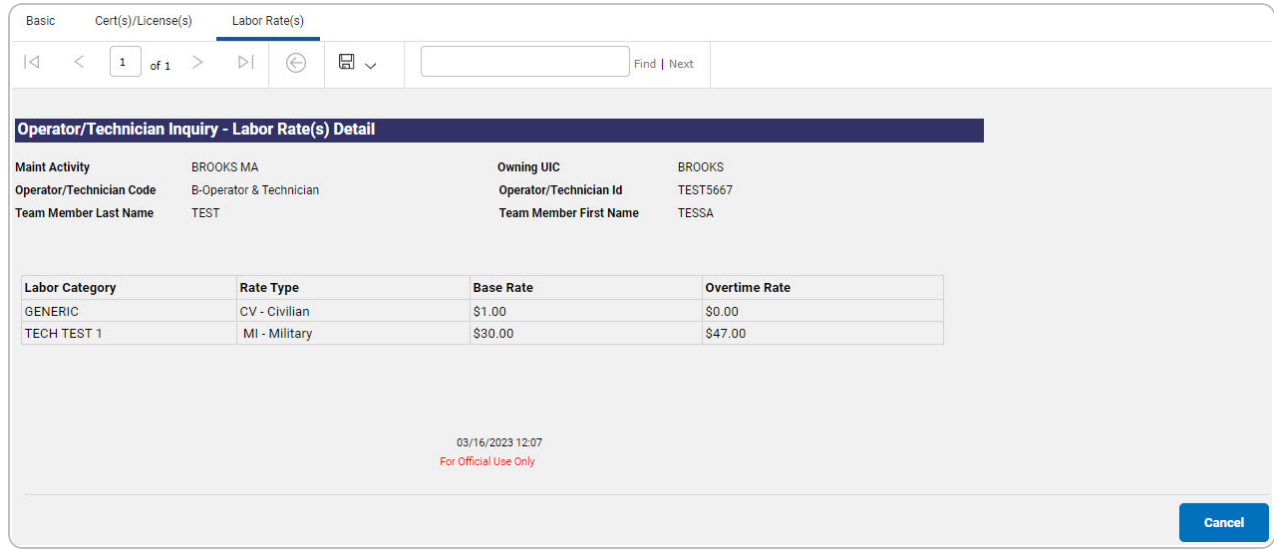# View the Operator/Technician Inquiry Detail — Labor Rate(s)

Navigation

Inquiries > Master Data > Operator/Technician > Search Criteria > **Show Inquiry** > Search Results > Inquiry Row hyperlink > Basic Detail > Labor Rate(s) tab > Operator/Technician Inquiry Detail — Labor Rate(s) page

Procedures

> **Export the Operator/Technician Inquiry Detail — Labor Rate(s)**

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

1. *Verify the Labor Rate(s) Detail tab.*

| Basic | Cert(s)/License(s) | Labor Rate(s) |

Operator/Technician Inquiry - Labor Rate(s) Detail

Maint Activity	BROOKS MA		Owning UIC	BROOKS
Operator/Technician Code	B-Operator & Technician		Operator/Technician Id	TEST5667
Team Member Last Name	TEST		Team Member First Name	TESSA

Labor Category	Rate Type	Base Rate	Overtime Rate
GENERIC	CV - Civilian	$1.00	$0.00
TECH TEST 1	MI - Military	$30.00	$47.00

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Cancel

2. Select 💾⌄ to choose the print format (Excel, PDF, or Word). *The procedure leaves the application based on the selection made.*

3. Follow the prompts provided by the computer.

Select [Cancel]. *The **Operator/Technician Inquiry — Criteria** page appears*.

4.

OR

Select the CERT(s)/License(s) tab. *The **Operator/Technician Inquiry Detail — Cert (s)/License(s)** page appears*.

OR

Select the Basic tab. *The **Dispatch Category Inquiry Detail — Basic** page appears.*

Search the Results

1. Select the empty field [_____ Find | Next].

2. Enter the characters or words to search. *Entries are not case sensitive.*

3. Select [Find] to search for the entry. *The entry appears highlighted in the file.*

4. Select [Next] to find the next matching value. *This feature is available if multiple results are found.*