



# Search for a Labor Category – Criteria

## Overview

The Maintenance and Utilization module Labor Category process provides the ability to designate labor rates into Labor Categories. Each category has a Base Rate and an Overtime Rate. Each rate can have a Civilian rate and/or a Military rate.

These categories are assigned to Operator and Technician personnel which are used within the Work Order and Dispatch processes.

## Navigation

Master Data > Labor Category > Labor Category Search Criteria page

## Procedures

### Search for a Labor Category

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 box, narrow the results by entering one of the following optional fields.

**Search Criteria**

Labor Category <input style="width: 90%;" type="text" value="Select an Item"/>	Rate Type <input style="width: 90%;" type="text" value="Select an Item"/>
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2. Select  . The **Search for a Labor Category – Results** page appears.

**Search Criteria**

Labor Category  Rate Type

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**Search Results** Number to Display

Update	Delete	Labor Category	Description
<a href="#">Update</a>	<a href="#">Delete</a>	Standard Rate 1 CIV	standard rate for civilians
<a href="#">Update</a>	<a href="#">Delete</a>	Test Category	This is a test
<a href="#">Update</a>	<a href="#">Delete</a>	TG TEST RATE	Test Labor Category Add 072618
<a href="#">Update</a>	<a href="#">Delete</a>	Akos Labor	Doing work
<a href="#">Update</a>	<a href="#">Delete</a>	Ako Testing	Test, test, test
<a href="#">Update</a>	<a href="#">Delete</a>	GENERIC	GENERIC TEST
<a href="#">Update</a>	<a href="#">Delete</a>	TECH TEST 1	TECH TEST



# Add a Labor Category

## Navigation

Master Data > Labor Category > Search Criteria >  > Labor Category Add page

## Procedures

### Add a Labor Category

Selecting  at any point of this procedure removes all revisions and closes the page, whereas selecting  returns all fields to the default "All" setting. **Bold** numbered steps are required.

1. Select . The **Add a Labor Category** page appears.

**Add/Update**

Labor Category <input type="text"/>	History Remarks <input type="text"/>
Labor Category Desc <input type="text"/>	Rates
Remarks <input type="text"/>	

Edit	Delete	Rate Type	Base Rate	Overtime Rate
<input type="button" value="Add"/>		Select an Item <input type="text"/>	<input type="text"/>	<input type="text"/>

- A.** Enter the Labor Category in the field provided. *This is a 255 alphanumeric character field.*
- B.** Enter the LABOR CATEGORY DESC in the field provided. *This is a 1024 alphanumeric character field.*
- C.** Use  to select the Rate Type.

**D.** Enter the Base Rate in the field provided. *This is a 19.2 numeric character field.*

Edit	Delete	Rate Type	Base Rate	Overtime Rate
Edit	Delete	CV - CIVILIAN	\$24.56	\$45.25
Add		Select an Item <input type="text"/>	<input type="text"/>	<input type="text"/>

2. Select . The **View the Labor Category Transaction Status** page appears.



# Update a Labor Category

## Navigation

Master Data > Labor Category > Search Criteria >  > Search Results > Update hyperlink > Labor Category Update page

## Procedures

### Update a Labor Category

Selecting  at any point of this procedure removes all revisions and closes the page, whereas selecting  returns all fields to the default "All" setting. **Bold** numbered steps are required.

1. Select the Update hyperlink. The **Update a Labor Category** page appears.

**Add/Update**

Labor Category	Help Testing 4	History Remarks	<input type="text"/>
Labor Category Desc	<input type="text" value="Help Testing 4"/>	Rates	
Remarks	<input type="text"/>		

	Edit	Delete	Rate Type	Base Rate	Overtime Rate
	<a href="#">Edit</a>	<a href="#">Delete</a>	CV - CIVILIAN	\$24.56	\$45.25
	<a href="#">Edit</a>	<a href="#">Delete</a>	MI - MILITARY	\$36.75	\$50.25

- A. Select the Edit hyperlink. The Rate Type, Base Rate, and Overtime Rate fields become available for revision.



**Add/Update**

Labor Category: TECH TEST 1      History Remarks:

Labor Category Desc:       Rates:

Remarks:

Edit	Delete	Rate Type	Base Rate	Overtime Rate
<a href="#">Save</a> <a href="#">Cancel</a>		<input type="text" value="CV - CIVILIAN"/>	<input type="text" value="20"/>	<input type="text" value="36"/>
<a href="#">Edit</a>	<a href="#">Delete</a>	MI - MILITARY	\$30.00	\$47.00

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

- B. Update the Rate Type, using to select the desired type.
- C. Update the Base Rate, entering the revised rate in the field provided. *This is a 19.2 numeric character field.*
- D. Select the Save hyperlink. *The Rate information is saved.*
- E. Repeat Steps E - J to edit the second Rate Type.

**OR**

Select the Delete hyperlink. *The rate information is instantly removed from the grid.*

**OR**

Use to select the Rate Type.

**Add/Update**

Labor Category: Help 8 History Remarks:

Labor Category Desc:  Rates:

Remarks:

Edit	Delete	Rate Type	Base Rate	Overtime Rate
<a href="#">Edit</a>	<a href="#">Delete</a>	CV - CIVILIAN	\$56.00	\$0.00
<a href="#">Add</a>		<input type="text" value="Select an Item"/>	<input type="text"/>	<input type="text"/>

- a. Enter the Base Rate in the field provided. *This is a 19.2 numeric character field.*
- 2. Select  . *The **View the Labor Category Transaction Status** page appears.*



# Delete a Labor Category

## Navigation

Master Data > Labor Category > Search Criteria >  > Search Results > Delete hyperlink > Labor Category Delete page

## Procedures

### Delete a Labor Category

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 **Delete a Labor Category** page appears.

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

**Add/Update**

Labor Category	Test for Help	History Remarks	<input type="text"/>
Labor Category Desc	General	Rates	
Remarks			
Rate Type	Base Rate	Overtime Rate	
MI - MILITARY	\$38.00	\$0.00	
CV - CIVILIAN	\$28.00	\$0.00	

2. Select . The **View the Labor Category Transaction Status** page appears.

