



## Search for a MAINT SCHED ID Prefix – Criteria

### Overview

The Maintenance and Utilization module Maintenance Schedule Identifier Prefix process provides the ability to create and identify the MAINT SCHED ID. The MAINT SCHED ID Prefix runs in conjunction with the Schedule Preventative Maintenance process during the creation of the MAINT SCHED ID.

### Navigation

Master Data > MAINT SCHED ID Prefix > MAINT SCHED ID Prefix Search Criteria page

### Procedures

#### Search for a MAINT SCHED ID Prefix

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**

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Maint Sched Id Prefix

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2. Select . The **Search for a Maintenance Schedule Identifier Prefix – Results**





## Help Reference Guide

page appears.

**Search Criteria**

Maint Sched Id Prefix  
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**Search Results** Number to Display 20

Update	Maint Sched Id Prefix	Prefix Desc
Update	FUNC-2BROOKS MA	





## Add a MAINT SCHED ID Prefix

### Navigation

Master Data > MAINT SCHED ID Prefix > Search Criteria >  > MAINT SCHED ID Prefix Add page

### Procedures

#### Add a MAINT SCHED ID Prefix

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

1. Select . The **Add a MAINT SCHED ID Prefix** page appears.

**Add/Update**

Maint Sched Id Prefix <input style="width: 90%;" type="text"/>	Active <input checked="" type="checkbox"/>
Prefix Desc <input style="width: 90%;" type="text"/>	

2. Select . The **View the Maintenance Schedule Identifier Prefix Transaction Status** page appears.





## Update a MAINT SCHED ID Prefix

### Navigation

Master Data > MAINT SCHED ID Prefix > Search Criteria >  > Search Results  
> Update hyperlink > MAINT SCHED ID Prefix Update page

### Procedures

#### Update a MAINT SCHED ID Prefix

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

1. Select the Update hyperlink. The **Update a MAINT SCHED ID Prefix** page appears.

**Add/Update**

Maint Sched Id Prefix	FUNC-2BROOKS MA	Active	<input checked="" type="checkbox"/>
Prefix Desc	<input type="text"/>		

2. Select . The **View the Maintenance Schedule Identifier Prefix Transaction Status** page appears.

