



## Search for a Maintenance Team – Criteria

### Overview

The Maintenance and Utilization module Maintenance Team process provides the ability to set up and maintain a team of maintenance technicians assigned to maintenance Work Orders. Any technician in the same logged-in Maintenance Activity (MA) is eligible for assignment.

### Navigation

Master Data > Maintenance Team > Maintenance Team Search Criteria page

### Procedures

#### Search for a Maintenance Team

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**

Team Id	<input type="text"/>
Team Name	<input type="text"/>





## Help Reference Guide

2. Select  . The **Search for a Maintenance Team – Results** page appears.

### Search Criteria

Team Id	Team Name
--	TRAINING TEST

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### Search Results

Update	Delete	Team Id	Team Name
<a href="#">Update</a>	<a href="#">Delete</a>	TESTTRAIN	TRAINING TEST





## Add a Maintenance Team

### Navigation

Master Data > Maintenance Team > Search Criteria >  > Maintenance Team Add page

### Procedures

#### Add a Maintenance Team

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.

#### Note



**No Assigned Team Members** displays to verify no members exist for selected TEAM ID. One Team Member must be assigned to create a TEAM ID.



1. Select  . The **Add a Maintenance Team** page appears.

**Add**

\* Team Id  \* Team Name

**Available Personnel**

Add	Team Lead	First Name	Last Name
<input type="checkbox"/>	<input type="checkbox"/>	MATT	AIKEY
<input type="checkbox"/>	<input type="checkbox"/>	BOB	DUFF
<input type="checkbox"/>	<input type="checkbox"/>	HAPPY	FRIDAY
<input type="checkbox"/>	<input type="checkbox"/>	SUNSHINE	FRIDAY
<input type="checkbox"/>	<input type="checkbox"/>	FREDERICK	MALEY
<input type="checkbox"/>	<input type="checkbox"/>	ANGIE	RICHARDS
<input type="checkbox"/>	<input type="checkbox"/>	PAUL	RISSEY
<input type="checkbox"/>	<input type="checkbox"/>	SUN	SHINE
<input type="checkbox"/>	<input type="checkbox"/>	RENEE	STOVER

**Assigned Team Members**

No Assigned Team Members

- A. Enter the TEAM ID. *This is a 10 alphanumeric character field.*
- B. Enter the Team Name. *This is a 50 alphanumeric character field.*
- C. Click  to select the Available Personnel.
  - a. Click the Add  to add the personnel.
  - b. Click the Team Lead  to add the Team Lead.

D. Select  . *The selected personnel appears in the Assigned Team Members grid.*

Assigned Team Members			
Remove	Team Lead	First Name	Last Name
<input type="checkbox"/>	<input type="checkbox"/>	FREDERICK	MALEY
<input type="checkbox"/>	<input checked="" type="checkbox"/>	ANGIE	RICHARDS

2. Select  . *The **View the Maintenance Team Transaction Status** page appears.*


### Remove a Maintenance Team Member

1. Click the Remove  to select the Assigned Team Member.
2. Select  . *The selected personnel is removed from the Assigned Team Members grid.*
3. Select  . *The **View the Maintenance Team Transaction Status** page appears.*

### Change a Team Lead

1. Click the Team Lead  to select the Assigned Team Member.
2. Click the Team Lead  to remove the Team Lead Status.

**Note**



There can be more than one Team Lead assigned.

3. Select  . *The selected personnel Team Lead appears in the Assigned Team Members grid.*
4. Select  . *The **View the Maintenance Team Transaction Status** page appears.*



## Update a Maintenance Team

### Navigation

Master Data > Maintenance Team > Search Criteria >  > Search Results > Update hyperlink > Maintenance Team Update page

### Procedures

#### Update a Maintenance Team

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 Maintenance Team** page appears.

**Update**

\* Team Id  \* Team Name

**Available Personnel**

Add	Team Lead	First Name	Last Name
<input type="checkbox"/>	<input type="checkbox"/>	MATT	AIKEY
<input type="checkbox"/>	<input type="checkbox"/>	BOB	DUFF
<input type="checkbox"/>	<input type="checkbox"/>	HAPPY	FRIDAY
<input type="checkbox"/>	<input type="checkbox"/>	SUNSHINE	FRIDAY
<input type="checkbox"/>	<input type="checkbox"/>	FREDERICK	MALEY
<input type="checkbox"/>	<input type="checkbox"/>	ANGIE	RICHARDS
<input type="checkbox"/>	<input type="checkbox"/>	PAUL	RISSER
<input type="checkbox"/>	<input type="checkbox"/>	RENEE	STOVER

**Assigned Team Members**

Remove	Team Lead	First Name	Last Name
<input type="checkbox"/>	<input type="checkbox"/>	SUN	SHINE

- A. Update the TEAM ID, entering the revised identifier in the field provided. *This is a 10 alphanumeric character field.*
  - B. Update the Team Name, entering the revised name in the field provided. *This is a 50 alphanumeric character field.*
  - C. Select . *The selected personnel appears in the Assigned Team Members grid.*
2. Select . The **View the Maintenance Team Transaction Status** page appears.

# Delete a Maintenance Team

## Navigation

Master Data > Maintenance Team > Search Criteria >  > Search Results > Delete hyperlink > Maintenance Team Delete page

## Procedures

### Delete a Maintenance Team

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 Maintenance Team** page appears.

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

**Delete**

\* Team Id:  \* Team Name:

**Available Personnel**

Add	Team Lead	First Name	Last Name
<input type="checkbox"/>	<input type="checkbox"/>	MATT	AIKEY
<input type="checkbox"/>	<input type="checkbox"/>	BOB	DUFF
<input type="checkbox"/>	<input type="checkbox"/>	HAPPY	FRIDAY
<input type="checkbox"/>	<input type="checkbox"/>	SUNSHINE	FRIDAY
<input type="checkbox"/>	<input type="checkbox"/>	FREDERICK	MALEY
<input type="checkbox"/>	<input type="checkbox"/>	ANGIE	RICHARDS
<input type="checkbox"/>	<input type="checkbox"/>	PAUL	RISSEY
<input type="checkbox"/>	<input type="checkbox"/>	RENEE	STOVER

**Assigned Team Members**

Remove	Team Lead	First Name	Last Name
<input type="checkbox"/>	<input type="checkbox"/>	SUN	SHINE

- A. Verify the TEAM ID.
  - B. Verify the Team Name.
2. Select . The **View the Maintenance Team Transaction Status** page appears.