



## Search for an Operator/Technician — Criteria

### Overview

The Maintenance and Utilization module Operator/Technician process provides the ability to add, update, and delete Operator and Technician information, designate personnel as Operators and/or Technicians, and associate the corresponding Licenses and/or Certifications to the designated personnel.

The Operator/Technician Identifier (OPR/TECH ID), an alias for the Operator/Technician Name, is a unique value within a Maintenance Activity and cannot be duplicated. The OPR/TECH ID is used in assigning Operators to Dispatches and Technicians to Work Orders.

When creating a plan for assigning the OPR/TECH IDs, the concept is to devise a schema that is easily remembered. The following is an example of a possible schema:

Example: A concept that would work well is using the first three characters of the person's last name and the first three characters of the first name followed by a two digit sequential number. An example would be a person with the name of 'John Smith' having an Id of 'smijoh01'.

#### Note



Certifications and Licensing must be built before they can be used in association with Operators and Technicians to denote the skill(s)/license(s) of the Operator/Technician.

### Navigation

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

### Procedures

#### Search for an Operator/Technician

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 grid, narrow the results by entering one or more of the following optional fields.



**Search Criteria**

Opr/Tech Id	<input type="text"/>	First Name	<input type="text"/>
Opr/Tech Cd	Select an Item <input type="button" value="v"/>	Cost Center	<input type="text"/>
Last Name	<input type="text"/>		

2. Click  . The **Search for an Operator/Technician – Results** page appears.

**Search Criteria**

Opr/Tech Id	Last Name	First Name	Cost Center
--	--	TESSA	--
Opr/Tech Cd			
--			


**Search Results**

Update	Delete	Opr/Tech Cd	Opr/Tech Id	Last Name	First Name	Cost Center
<a href="#">Update</a>	<a href="#">Delete</a>	B - Operator & Technician	TEST5667	TEST	TESSA	




## Add an Operator/Technician

### Navigation

Master Data > Operator/Technician > Search Criteria >  > Operator/Technician Add page

### Procedures

#### Add an Operator/Technician

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

Selecting  at any point of this procedure returns all fields to the default setting.

#### Helpful Tip



Select Personnel Info to hide/display the upper section.




1. Select . The **Add an Operator/Technician** page appears.

(-) Personnel Info

**Add**

*Opr/Tech Cd <input type="text" value="O-Operator"/>	DSN <input type="text"/>
*Opr/Tech Id <input type="text"/>	Phone Nbr <input type="text"/>
DPAS User Id <input type="text"/>	Mobile Phone Nbr <input type="text"/>
Tour of Duty <input type="text"/>	E-Mail Address <input type="text"/>
*Last Name <input type="text"/>	Rate Type Assoc <input type="checkbox"/> CV - CIVILIAN <input type="checkbox"/> MI - MILITARY
*First Name <input type="text"/>	Remarks <input type="text"/>
Loc <input type="text"/>	History Remarks <input type="text"/>
Cost Center <input type="text"/>	

- A. Use  to select the Opr/Tech Cd.
- B. Enter the OPR/TECH ID in the field provided. *This is a 25 alphanumeric character field.*
- C. Enter the Last Name in the field provided. *This is a 50 alphanumeric character field.*
- D. Enter the First Name in the field provided. *This is a 50 alphanumeric character field.*

Select . The **View the Operator/Technician Transaction Status** page appears.

E.

**OR**

Select the Available Certificate(s)/License(s) tab to continue adding information.

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

Select	Cert Type	Cert/License Name	Issued By	Expr Dt	Error(s)
<input type="checkbox"/>	L	CDL	<input type="text"/>	<input type="text"/>	
<input type="checkbox"/>	L	CDL7	<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


a. Select . The **View the Operator/Technician Transaction Status** page appears.

**OR**

Select the Labor Categories tab to continue adding information.

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

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

**Note**  
 The Labor Categories fields appear and allow data entry once the Rate Type Assoc is selected.

1. Select . The **View the Operator/Technician Transaction Status** page appears.

**OR**

Select the Schedule tab to continue adding information.

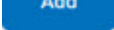


## Help Reference Guide

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

Day	Available	Start Time	End Time
Sunday	<input type="checkbox"/>	12:00 AM	12:00 AM
Monday	<input type="checkbox"/>	12:00 AM	12:00 AM
Tuesday	<input type="checkbox"/>	12:00 AM	12:00 AM
Wednesday	<input type="checkbox"/>	12:00 AM	12:00 AM
Thursday	<input type="checkbox"/>	12:00 AM	12:00 AM
Friday	<input type="checkbox"/>	12:00 AM	12:00 AM
Saturday	<input type="checkbox"/>	12:00 AM	12:00 AM

- A. Select . The **View the Operator/Technician Transaction Status** page appears.





# Update an Operator/Technician

## Navigation

Master Data > Operator/Technician > Search Criteria >  > Search Results > Update hyperlink > Operator/Technician Update page

## Procedures

### Update an Operator/Technician

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

Selecting  at any point of this procedure returns all fields to the default setting.

#### Helpful Tip



Select Personnel Info to hide/display the upper section.


1. Select the Update hyperlink. The **Update an Operator/Technician** page appears.

(-) Personnel Info

**Update**

*Opr/Tech Cd <input type="text" value="B-Operator &amp; Technician"/>	DSN <input type="text"/>
*Opr/Tech Id <input type="text" value="678945677"/>	Phone Nbr <input type="text"/>
DPAS User Id <input type="text"/>	Mobile Phone Nbr <input type="text"/>
Tour of Duty <input type="text"/>	E-Mail Address <input type="text"/>
*Last Name <input type="text" value="BILLY"/>	Rate Type Assoc <input type="checkbox"/> CV - CIVILIAN <input type="checkbox"/> MI - MILITARY
*First Name <input type="text" value="JOB"/>	Remarks <input type="text"/>
Loc <input type="text"/>	History Remarks <input type="text"/>
Cost Center <input type="text"/>	



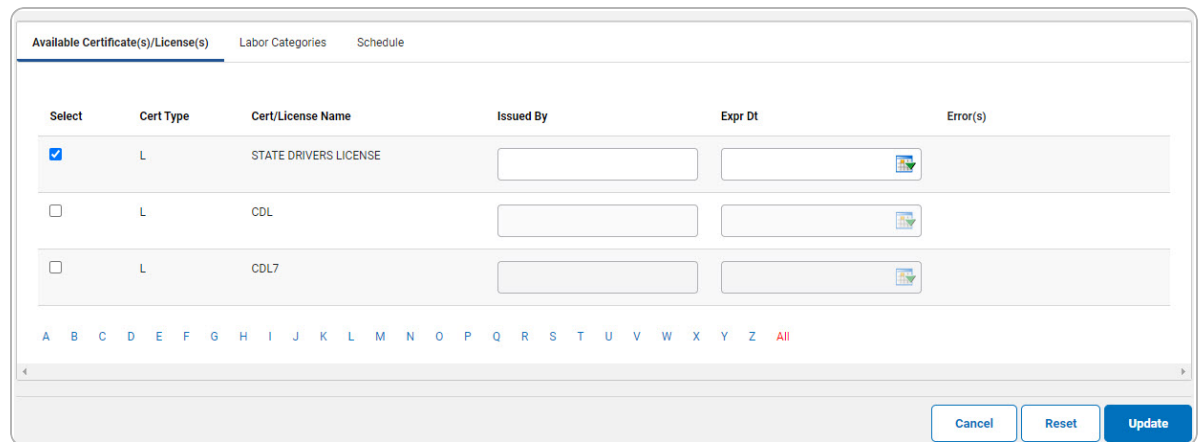
- A. Update the Opr/Tech Cd, using  to select the desired code.
- B. Update the OPR/TECH ID, entering the revised identifier in the field provided. *This is a 25 alphanumeric character field.*
- C. Update the Last Name, entering the revised name in the field provided. *This is a 50 alphanumeric character field.*
- D. Update the First Name, entering the revised name in the field provided. *This is a 50 alphanumeric character field.*




Select . The **View the Operator/Technician Transaction Status** page appears.

E.

**OR**

Select the Available Certificate(s)/License(s) tab to continue adding information.



Select	Cert Type	Cert/License Name	Issued By	Expr Dt	Error(s)
<input checked="" type="checkbox"/>	L	STATE DRIVERS LICENSE	<input type="text"/>	<input type="text"/>	
<input type="checkbox"/>	L	CDL	<input type="text"/>	<input type="text"/>	
<input type="checkbox"/>	L	CDL7	<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

Cancel Reset Update

Select . The **View the Operator/Technician Transaction Status** page appears.

a.

**OR**

Select the Labor Categories tab to continue adding information.






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

Edit	Labor Category	Rate Type	Base Rate	Overtime Rate
Delete	GENERIC	Civilian	\$1.00	\$0.00
Delete	TECH TEST 1	Military	\$30.00	\$47.00
Add	<input type="text" value="Select an Item"/>	<input type="text" value="Select an Item"/>		

**Note**



The Labor Categories fields appear and allow data entry once the Rate Type Assoc is selected.

1. Select the Add hyperlink. *The row becomes read-only and is added to the Labor Categories grid.*

Select . *The **View the Operator/Technician Transaction Status** page appears.*


- 2.

**OR**


Select the Schedule tab to continue adding information.

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

Day	Available	Start Time	End Time
Sunday	<input type="checkbox"/>	<input type="text" value="12:00 AM"/>	<input type="text" value="12:00 AM"/>
Monday	<input type="checkbox"/>	<input type="text" value="12:00 AM"/>	<input type="text" value="12:00 AM"/>
Tuesday	<input type="checkbox"/>	<input type="text" value="12:00 AM"/>	<input type="text" value="12:00 AM"/>
Wednesday	<input type="checkbox"/>	<input type="text" value="12:00 AM"/>	<input type="text" value="12:00 AM"/>
Thursday	<input type="checkbox"/>	<input type="text" value="12:00 AM"/>	<input type="text" value="12:00 AM"/>
Friday	<input type="checkbox"/>	<input type="text" value="12:00 AM"/>	<input type="text" value="12:00 AM"/>
Saturday	<input type="checkbox"/>	<input type="text" value="12:00 AM"/>	<input type="text" value="12:00 AM"/>

- A. Select  . The **View the Operator/Technician Transaction Status** page appears.


**To Remove an Existing Labor Category**

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

Selecting  at any point of this procedure returns all fields to the default setting.

1. Select the Delete hyperlink of the desired row. *The Delete hyperlink changes to a Restore hyperlink and the row becomes read-only.*




**Note**



To restore the deleted row, select the Restore hyperlink.

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

Edit	Labor Category	Rate Type	Base Rate	Overtime Rate
Delete	TECH TEST 1	Military	\$30.00	\$47.00
Restore	GENERIC	Civilian	\$1.00	\$0.00
Add	<input type="text" value="Select an Item"/>	<input type="text" value="Select an Item"/>		

2. Select  . The **View the Operator/Technician Transaction Status** page appears.

# Delete an Operator/Technician

## Navigation

Master Data > Operator/Technician > Search Criteria >  > Search Results > Delete hyperlink > Operator/Technician Delete page

## Procedures

### Delete an Operator/Technician

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 an Operator/Technician** page appears.

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

(-) Personnel Info

**Delete**

*Opr/Tech Cd	B-Operator & Technician	DSN
*Opr/Tech Id	123456789	Phone Nbr
DPAS User Id		Mobile Phone Nbr
Tour of Duty		E-Mail Address
*Last Name	TEST	Rate Type Assoc <input checked="" type="checkbox"/> CV - CIVILIAN <input checked="" type="checkbox"/> MI - MILITARY
*First Name	JESSIE	Remarks
Loc		History Remarks
Cost Center		

- A. Verify the OPR/TECH CD.
- B. Verify the OPR/TECH ID.
- C. Verify the Last Name.

**D.** Verify the First Name.

Select . The **View the Operator/Technician Transaction Status** page appears.



**E.**

**OR**

Select the Available Certificate(s)/License(s) tab to continue verifying information.

Select	Cert Type	Cert/License Name	Issued By	Expr Dt	Error(s)
<input type="checkbox"/>	C	ASE	<input type="text"/>	<input type="text"/>	
<input type="checkbox"/>	C	CTB- CERTIFIED THIRD BASE	<input type="text"/>	<input type="text"/>	
<input type="checkbox"/>	C	TRAINING	<input type="text"/>	<input type="text"/>	
<input type="checkbox"/>	L	CDL	<input type="text"/>	<input type="text"/>	
<input type="checkbox"/>	L	CDL7	<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



Select . The **View the Operator/Technician Transaction Status** page appears.

**a.**


**OR**

Select the Labor Categories tab to continue verifying information.

Edit	Labor Category	Rate Type	Base Rate	Overtime Rate
	GENERIC	Civilian	\$1.00	\$0.00
	TECH TEST 1	Military	\$30.00	\$47.00
	<input type="text" value="Select an Item"/>	<input type="text" value="Select an Item"/>		

**Note**



To restore the deleted row, select the Restore hyperlink.

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

Edit	Labor Category	Rate Type	Base Rate	Overtime Rate
<a href="#">Restore</a>	BPGTest	Civilian	\$20.00	\$30.00
<a href="#">Delete</a>	Mechanic 2	Civilian	\$3.00	\$4.00
<a href="#">Delete</a>	Driver	Civilian	\$1.00	\$1.00
<a href="#">Add</a>	Select an Item	Select an Item		

[Cancel](#)   [Delete](#)

1. Select [Delete](#). The **View the Operator/Technician Transaction Status** page appears.

**OR**

Select the Schedule tab to continue verifying information.

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

Day	Available	Start Time	End Time
Sunday	<input type="checkbox"/>	12:00 AM	12:00 AM
Monday	<input type="checkbox"/>	12:00 AM	12:00 AM
Tuesday	<input checked="" type="checkbox"/>	09:30 AM	06:00 PM
Wednesday	<input checked="" type="checkbox"/>	09:30 AM	06:00 PM
Thursday	<input checked="" type="checkbox"/>	09:30 AM	06:00 PM
Friday	<input type="checkbox"/>	12:00 AM	12:00 AM
Saturday	<input type="checkbox"/>	12:00 AM	12:00 AM

[Cancel](#)   [Delete](#)

A. Select [Delete](#). The **View the Operator/Technician Transaction Status** page appears.