Search for a Dispatch Category Inquiry — Criteria

Overview

The Maintenance and Utilization (M&U) module Dispatch Category Inquiry process provides the ability to search for dispatch categories.
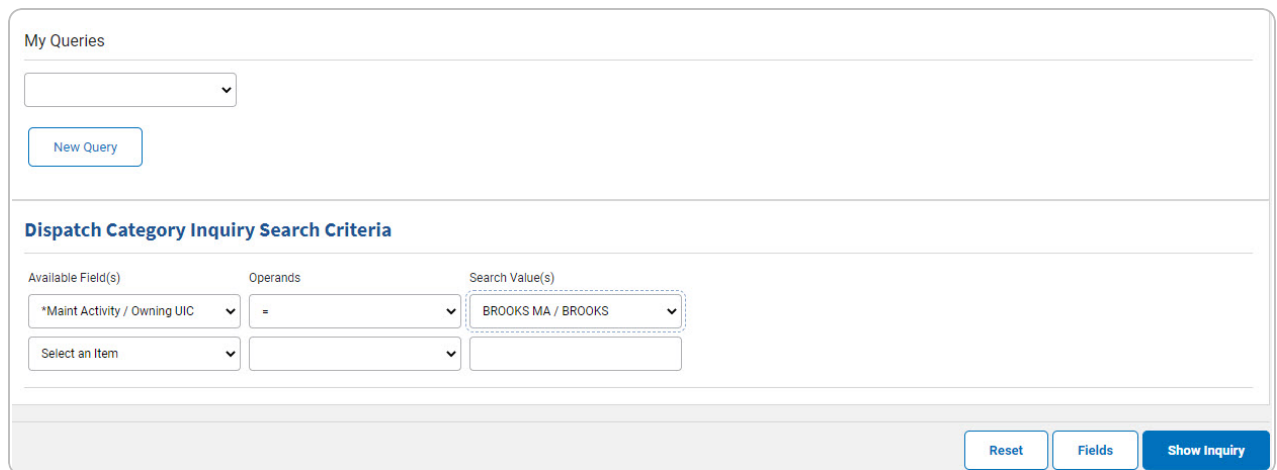
Navigation

Inquiries > Master Data > DISPATCH CTGRY> Dispatch Category Inquiry Search Criteria page

Procedures

Search for a Dispatch Category 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.

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 **Dispatch Category Inquiry — 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]

Dispatch Category Inquiry Search Criteria

Available Field(s)	Operands	Search Value(s)
*Maint Activity / Owning UIC ▾	= ▾	▾
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* **Dispatch Category Inquiry — Select Fields** *page appears.*

OR

Select [Show Inquiry]. *The* **Dispatch Category 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

[dropdown]

[New Query]

Dispatch Category Inquiry Search Criteria

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

[Reset] [Fields] [Show Inquiry]

2. Select [Fields]. *The **Dispatch Category Inquiry — Select Fields** page appears.*

   OR

   Select [Show Inquiry]. *The **Dispatch Category 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]

Dispatch Category Inquiry Search Criteria

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

[Reset] [Fields] [Show Inquiry]

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

3. Select [Fields]. *The **Dispatch Category Inquiry — Select Fields** page appears.*

OR

Select [Show Inquiry]. *The **Dispatch Category 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]

Dispatch Category Inquiry Search Criteria

Available Field(s)	Operands	Search Value(s)
*Maint Activity / Owning UIC ⌄	= ⌄	⌄
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 **Disaptch Category Inquiry — Select Fields** page appears.*

Search for a Dispatch Category Inquiry — Results

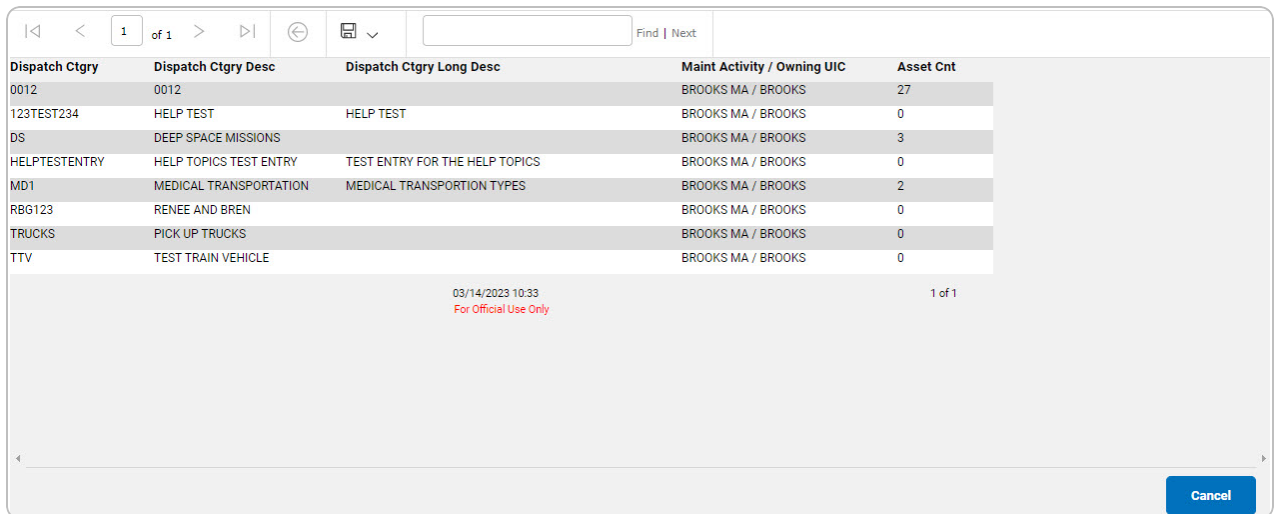## Navigation

Inquiries > Master Data > DISPATCH CTGRY > Search Criteria > [Show Inquiry] > Dispatch Category Inquiry Search Results page

Procedures

Export the Dispatch Category 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.*

Dispatch Ctgry	Dispatch Ctgry Desc	Dispatch Ctgry Long Desc	Maint Activity / Owning UIC	Asset Cnt
0012	0012		BROOKS MA / BROOKS	27
123TEST234	HELP TEST	HELP TEST	BROOKS MA / BROOKS	0
DS	DEEP SPACE MISSIONS		BROOKS MA / BROOKS	3
HELPTESTENTRY	HELP TOPICS TEST ENTRY	TEST ENTRY FOR THE HELP TOPICS	BROOKS MA / BROOKS	0
MD1	MEDICAL TRANSPORTATION	MEDICAL TRANSPORTION TYPES	BROOKS MA / BROOKS	2
RBG123	RENEE AND BREN		BROOKS MA / BROOKS	0
TRUCKS	PICK UP TRUCKS		BROOKS MA / BROOKS	0
TTV	TEST TRAIN VEHICLE		BROOKS MA / BROOKS	0

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> **Note**
>
> ❓ To reach the optional fields, refer to the Dispatch Category Inquiry — Field Selection page.

2. Select Cancel . *The Dispatch Category 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 Dispatch Category Detail

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

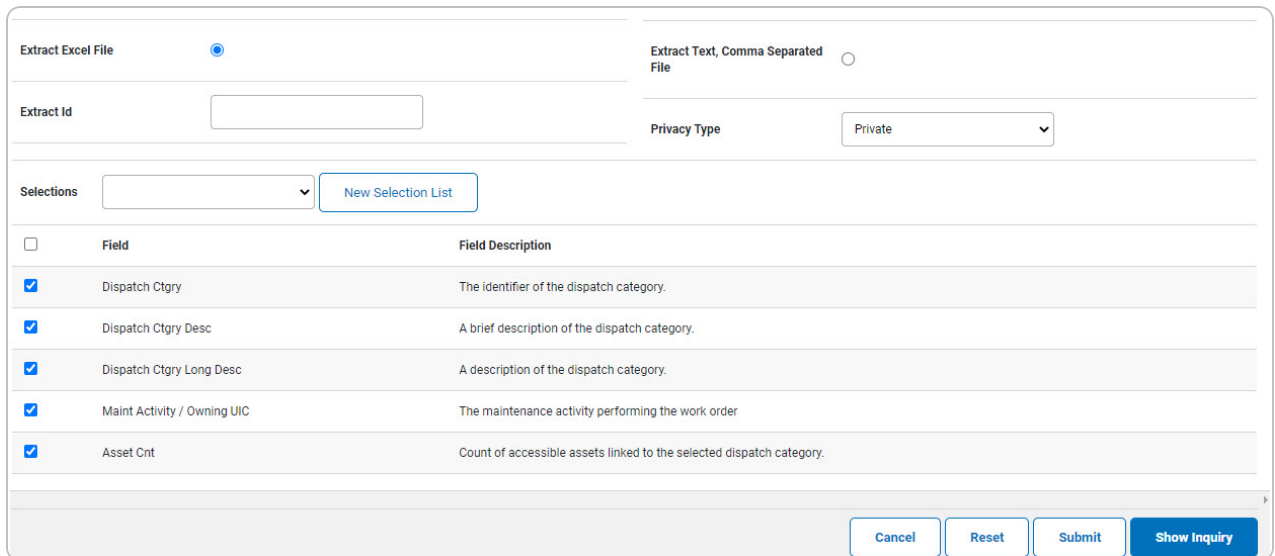# Select Fields for the Dispatch Category Inquiry

Navigation

Inquiries > Master Data > DISPATCH CTGRY > Search Criteria > Fields > Dispatch Category 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, whereas selecting* Reset *returns all fields to the default "All" setting.*

1. Select Fields. *The **Dispatch Category Inquiry** page appears.*

	Field	Field Description
Extract Excel File ●		Extract Text, Comma Separated File ○
Extract Id [ ]		Privacy Type [Private ▾]
Selections [▾] [New Selection List]		
☑	Dispatch Ctgry	The identifier of the dispatch category.
☑	Dispatch Ctgry Desc	A brief description of the dispatch category.
☑	Dispatch Ctgry Long Desc	A description of the dispatch category.
☑	Maint Activity / Owning UIC	The maintenance activity performing the work order
☑	Asset Cnt	Count of accessible assets linked to the selected dispatch category.

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

2. Choose the desired file type:

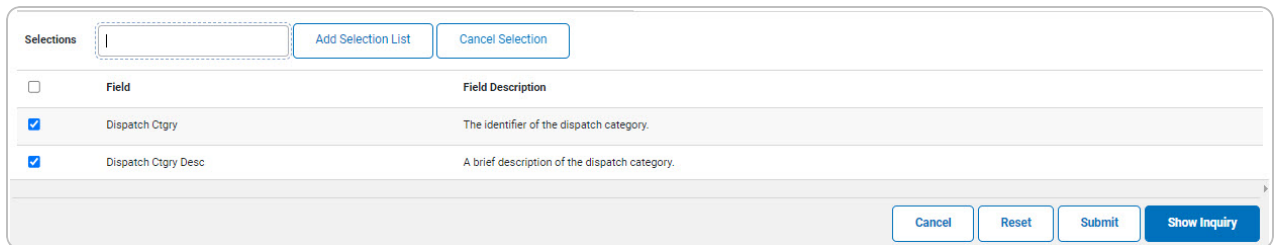- Click ○ to select Extract Excel File. *The extracted file on the **View Inquiry Extract** page is an .XLS file.*

     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.*

	Field	Field Description
☑	Dispatch Ctgry	The identifier of the dispatch category.
☑	Dispatch Ctgry Desc	A brief description of the dispatch category.

Selections [   ]   Add Selection List   Cancel Selection

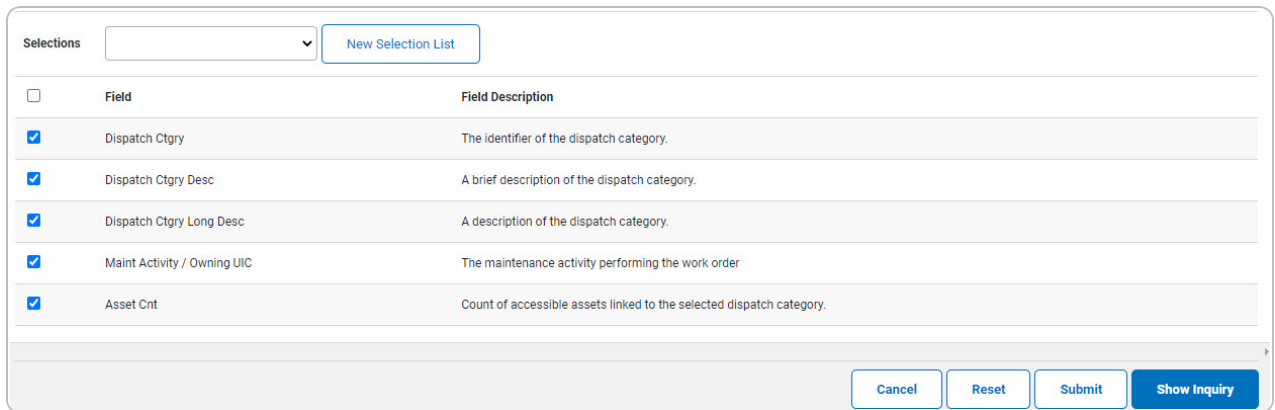Cancel   Reset   Submit   Show Inquiry

> **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 **Dispatch Category Inquiry — Results** page appears.*

3.

   OR

   Select ⌞ Submit ⌟ for large volumes of data. *The **Dispatch Category Inquiry Transaction Status** page appears.*

Use a Predetermined Field Selection List

1. Use ⌄ to display the Selection List.

	Field	Field Description
☐		
☑	Dispatch Ctgry	The identifier of the dispatch category.
☑	Dispatch Ctgry Desc	A brief description of the dispatch category.
☑	Dispatch Ctgry Long Desc	A description of the dispatch category.
☑	Maint Activity / Owning UIC	The maintenance activity performing the work order
☑	Asset Cnt	Count of accessible assets linked to the selected dispatch category.

Selections [▼] New Selection List

Cancel | Reset | Submit | Show Inquiry

2. Select **Show Inquiry** for small volumes of data. *The **Dispatch Category Inquiry — Results** page appears.*

   OR

   Select **Submit** for large volumes of data. *The **Dispatch Category 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 *.*

Selections [Test 2 ▼] New Selection List | Update Selection List | Delete Selection List

	Field	Field Description
☐		
☑	Dispatch Ctgry	The identifier of the dispatch category.

Cancel | Reset | Submit | Show Inquiry

2. Select **Update Selection List** . *The page refreshes.*
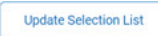
Select [Show Inquiry] for small volumes of data. *The **Dispatch Category Inquiry — Results** page appears.*
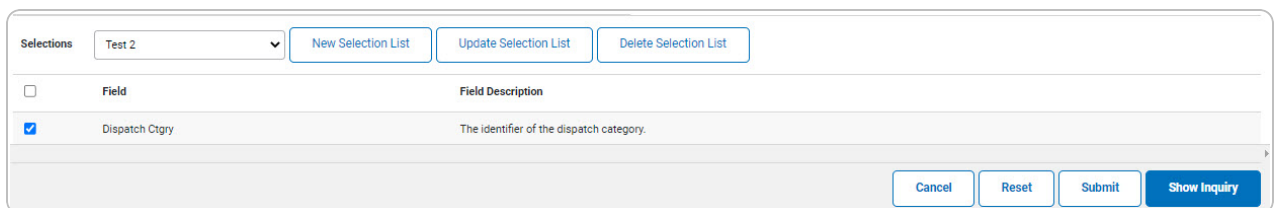
3.

OR

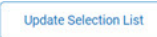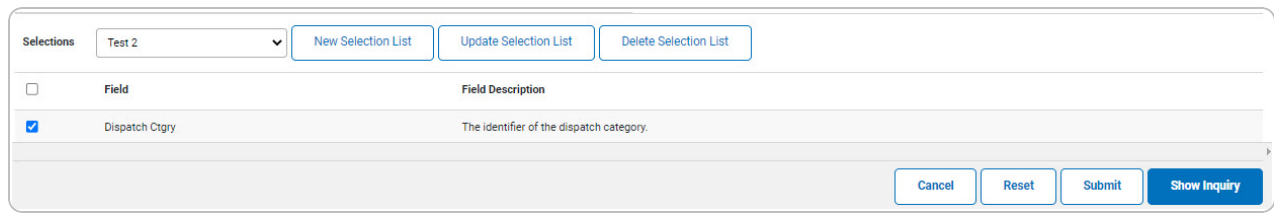Select [Submit] for large volumes of data. *The **Dispatch Category Inquiry Transaction Status** page appears.*

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**					
☑	Dispatch Ctgry		The identifier of the dispatch category.					
					[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 **Dispatch Category Inquiry** page appears.*

	Extract Excel File	●		Extract Text, Comma Separated File	○
	Extract Id			Privacy Type	Private ▾

Selections	▾	New Selection List

☐	Field	Field Description
☑	Dispatch Ctgry	The identifier of the dispatch category.
☑	Dispatch Ctgry Desc	A brief description of the dispatch category.
☑	Dispatch Ctgry Long Desc	A description of the dispatch category.
☑	Maint Activity / Owning UIC	The maintenance activity performing the work order
☑	Asset Cnt	Count of accessible assets linked to the selected dispatch category.

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

2. Select the fields required for the inquiry. *The first 5 fields are automatically selected.*

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

Select [Show Inquiry] for small volumes of data. *The **Dispatch Category Inquiry — Results** page appears.*

3.
OR

Select [Submit] for large volumes of data. *The **Dispatch Category Inquiry Transaction Status** page appears.*

View the Dispatch Category Inquiry Detail — Basic

Navigation

Inquiries > Master Data > DISPATCH CTGRY > Search Criteria > [Show Inquiry] > Search Results > Inquiry Row hyperlink > Dispatch Category Inquiry Detail — Basic page

Procedures

Export the Dispatch Category 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 [💾 ⌄] 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 **Dispatch Category Inquiry — Criteria** page appears*.

4.

OR

Select the Sᴜʙ Cᴛɢʀʏ tab. *The **Dispatch Category Inquiry Detail — Sub Ctgry** page appears*.

OR

Select the Inspection Task tab. *The **Dispatch Category Inquiry Detail — Inspection Task** 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 Dispatch Category Inquiry Detail — Inspection Task

Navigation

Inquiries > Master Data > DISPATCH CTGRY > Search Criteria > [Show Inquiry] > Search Results > Inquiry Row hyperlink > Basic Detail > Inspection Task tab > Dispatch Category Inquiry Detail — Inspection Task page

Procedures

> **Export the Dispatch Category Inquiry Detail — Inspection Task**

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

1. *Verify the Inspection Task Detail tab.*

Basic	Sub Ctgry	Inspection Task

|◁ < 1 of 1 > ▷| ⟲ 🖫 ⌄   Find | Next

Dispatch Ctgry Inquiry - Inspection Tasks

Inspection Task Nm	Inspection Task Desc
Accident Damage	Accident Damage
Other Damage	Other Damage
Leaks	Leaks
Tires, Tracks, Wheels	Tires, Tracks, Wheels
Fuel, Oil, Coolant	Fuel, Oil, Coolant
Battery	Battery
Horn, Safety Devices	Horn, Safety Devices
Lights, Reflectors, Glass	Lights, Reflectors, Glass
Instruments	Instruments
Windshield Wipers	Windshield Wipers
Communication Equipment	Communication Equipment
Cargo, Mounted Equipment	Cargo, Mounted Equipment
Steering	Steering
Belts, Pulleys	Belts, Pulleys
Brakes	Brakes
Power Unit, Engine	Power Unit, Engine
Accident Report Form	Accident Report Form
Needs Mechanical Inspection	Needs Mechanical Inspection
Fire Extinguishers Inspected	Fire Extinguishers Inspected

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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.

4. Select [Cancel]. *The **Dispatch Category Inquiry — Criteria** page appears*.

OR

Select the SUB CTGRY tab. *The **Dispatch Category Inquiry Detail — Sub Ctgry** 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.*

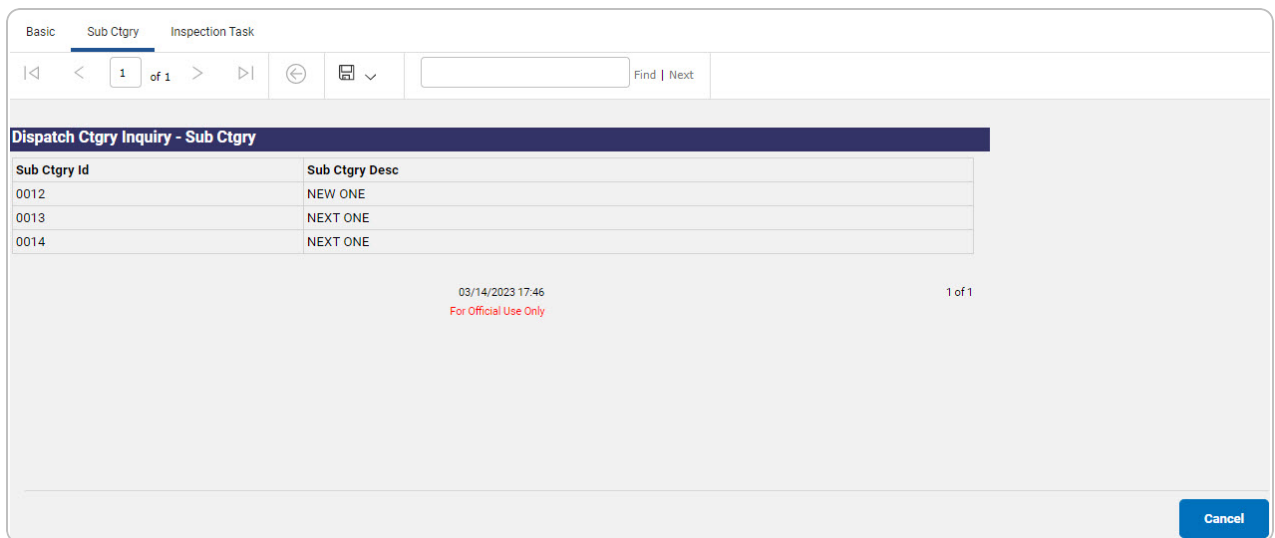# View the Dispatch Category Inquiry Detail — SUB CTGRY

Navigation

Procedures

Export the Dispatch Category Inquiry Detail — SUB CTGRY

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

1. *Verify the SUB CTGRY Detail tab.*

Basic	Sub Ctgry	Inspection Task

|◁ < 1 of 1 > ▷| ⊖ | 💾 ∨ | | Find | Next |

Dispatch Ctgry Inquiry - Sub Ctgry

Sub Ctgry Id	Sub Ctgry Desc
0012	NEW ONE
0013	NEXT ONE
0014	NEXT ONE

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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.

4. Select Cancel . *The Dispatch Category Inquiry — Criteria page appears*.

OR

Select the Inspection Task tab. *The Dispatch Category Inquiry Detail — Inspection Task 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.*