

# Search for a Dispatch Inquiry — Criteria

## **Overview**

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

## Navigation

Inquiries > Utilization > Dispatch > Dispatch Inquiry Search Criteria page

## Procedures

#### Search for a Dispatch Inquiry – Criteria

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, choose which available field to use in the search.

My Queries							
	•						
New Query							
Dispatch Inquiry Searc	h Criteria						
Available Field(s)	Operands		Search Value(s)				
*Site Id	• =	~	FUNC-2-FUNC-2	~			
*UIC	•	~	BROOKS-BROOKS TEST UIC	~			
*Maint Activity / Owning UIC	•	~	BROOKS MA / BROOKS	~			
Select an Item	•	~					
					Reset	Fields	Show Inquiry

- 2. Choose which Available Field(s) to use in the search.
  - **A.** The first Available Field(s) option (SITE ID) automatically populates and is not editable.

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- **B.** The second Available Field(s) option (UIC) automatically populates and is not editable.
- **C.** The third Available Field(s) option (MAINT ACTIVITY / OWNING UIC) automatically populates and is not editable.

Note Adding another Available Field automatically populates an additional search cri- teria row.
Note Select Fields to modify the fields used in the inquiry. <i>The Fields Selection page opens.</i>

- 3. Choose which Operands to use in the search.
  - **A.** Use to select the first Operands.
  - **B.** Use to select the second Operands.
  - **C.** Use **to** select the third Operands.
- 4. Choose which Search Value(s) to use in the search.
  - Use 💙 to select the first Search Value.
  - **B.** Use to select the second Search Value.
  - **C.** Use to select the third Search Value.
- 5. Select show inquiry. The **Dispatch Inquiry Results** page appears.

### Add a My Queries Inquiry

Α.

1. Select <u>New Query</u>. The page refreshes, and My Queries changes from a drop-down field to a text field.





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My Queries								
[]								
Add Query Cancel	Query							
Dispatch Inquiry Sear	ch Criteria							
Available Field(s)	Operands		Search Value(s)					
*Site Id	•	~	FUNC-2-FUNC-2	~				
*UIC	-	~	BROOKS-BROOKS TEST UIC	~				
*Maint Activity / Owning UIC	♥ =	~	BROOKS MA / BROOKS	~				
Select an Item	•	~						
							Reset	Fields
							Reset	Fields

2. Enter the Query Name in the field provided. *This is a 90 alphanumeric character field.* 

Note
Create a unique name with a meaningful description, and contains the purpose of the query. Example: AllAssetsBldg20 or EquipPoolSmallVehicleNoCert
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.
Select Fields . The <b>Dispatch Inquiry — Select Fields</b> page appears.
OR
Select show Inquiry . The <b>Dispatch Inquiry — Results</b> page appears.



3.

4.

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#### 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.* 

New Query	_								
ispatch Inquiry Searc									
vailable Field(s)		Operands	Search Value(s)						
*Site Id	•		FUNC-2-FUNC-2	~					
*UIC	•	- •	BROOKS-BROOKS TEST UIC	~					
*Maint Activity / Owning UIC	•	= ~	BROOKS MA / BROOKS	~					
Select an Item	•	~							
						Re	set	Fields	Show Inqu

2.

OR

Select show inquiry. The **Dispatch 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 <u>New Query</u> is joined by <u>Update Query</u> and <u>Delete Query</u>. The selected query information appears in the search criteria grid.



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					Help Ref	eren	ce G
My Queries							
Test 2	~						
New Query	Update Query	Delete Query					
	opuate Query	Delete Query					
Dispatch Inquiry	y Search Crite	eria					
Available Field(s)	Oper	ands	Search Value(s)				
*Site Id	• =	~	FUNC-2-FUNC-2	~			
*UIC	•	~	BROOKS-BROOKS TEST UIC	•			
*Maint Activity / Ownin	g UIC 🗸 🗸 =	~	BROOKS MA / BROOKS	•			
Select an Item	•	~					
						Reset	Fields
Select Update Select Fields DR	In	e query inforn Dispatch Inqu	-		d. T <b>ields</b> page appe	ears.	
Select show Ir	<sup>nquiry</sup> . Th	e <b>Dispatch I</b>	nquiry — Res	su	<b>Its</b> page appears	5.	

1. Use to select the desired saved query. The page refreshes, and <u>ww Query</u> is joined by Update Query and <u>Delete Query</u>. The selected query information appears in the search criteria grid.



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						Help R	efe	ren	ce G
My Queries									
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the state of the s									
Select an Item	~		~		1				

### **Revise the Fields for the Inquiry**

Select Fields . The **Dispatch Inquiry — Select Fields** page appears.







# Search for a Dispatch Inquiry – Results

## Navigation

Inquiries > Utilization > Dispatch > Search Criteria > Show Inquiry > Dispatch Inquiry Search Results page

### Procedures

#### **Export the Dispatch Inquiry Results**

#### Cancel

Selecting 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.* 

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		da, da, diciti ha na Rie Official Care Dep			Lan.																	

Note

To reach the optional fields, refer to the Dispatch Inquiry — Field Selection page.

2. Select

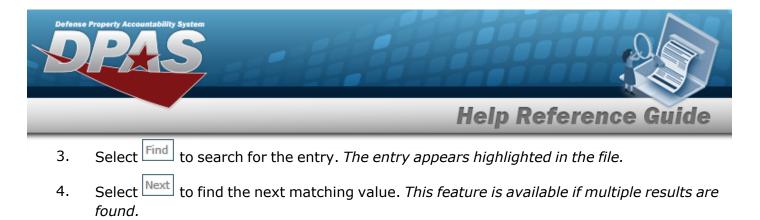
. The **Dispatch Inquiry — Criteria** page appears.

Find | Next

#### Search the Results

- 1. Select the empty field
- 2. Enter the characters or words to search. *Entries are not case sensitive.*





#### View the Dispatch Detail

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



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# **Select Fields for the Dispatch Inquiry**

## Navigation

Inquiries > Utilization > Dispatch > Search Criteria > Pieds > Dispatch Inquiry Fields Selection page

### Procedures

**Choose the Extracted Inquiry File Details** 

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





Extract Excel File	۲	Extract Text, Comma Separated Fi	ile 🔿	
Extract Id		Privacy Type	Private	•
Selections	✓ New Selection List			
Field	Field Description			
Asset Id	Unique locally assigned code used for identification purposes.			
Item Desc	The description of an asset. For an asset with a valid national stock number,	Item Description field will be automatically fille	ed with Approved Item Name from the Feo	d Log.
Maint Mgt	Cd The code describing the intended use of the maintenance asset (e.g. mainte	nance, utilization, etc.).		
Util Measu	re Cd The measure used to calculate depreciation for fiduciary reporting the asset	s Depreciation Amount.		
Maint Activ	ity Name The maintenance activity assigned to service the asset.			
Equip Pool	The maintenance equipment pool containing the asset.			
Dispatch C	d Daily, Weekly, Recurring etc.			
<ul> <li>Dispatch S</li> </ul>	ts The status of the dispatch, representing whether it is requested, allocated, et	tc.		
<ul> <li>Dispatch Io</li> </ul>	The identifier of the dispatch.			
Dispatch C	tgry The identifier of the dispatch category.			
Sub Ctgry	The dispatch sub-category assigned to the asset.			
Asset Disp	atch Ctgry The dispatch category assigned to the maintenance asset.			
Asset Sub	Ctgry The dispatch sub-category assigned to the maintenance asset.			
<ul> <li>Dispatch U</li> </ul>	navl Cd The code determining whether or not a particular asset is available for dispa	tch.		
Dispatch P	urpose The reason or purpose for the dispatch.			
✓ Dispatched	To The entity receiving the dispatch.			
<ul> <li>Dispatcher</li> </ul>	The entity assigning the dispatch.			
Customer	Account Id The customer account ID associated with the dispatch.			
Job Order	Nbr Job Order Number			
Est Issue D	t/Tm The estimated date and time for the dispatch to occur.			
Issue Dt/Tr	m The date and time of dispatch issue.			
Est Return	Dt/Tm The estimated date/time the asset of the dispatch is to return.			
Return Dt/	Tm The date and time of the dispatch return.			
Activity Cd	Used to identify a specific installation or level of funding.			
Agency Na	me The name assigned to the agency.			
Bags	Indicates that passengers require space for bags			
CAGE Cd	Controlling activities including manufacturers, vendors, and government age control the specifications/standards themselves.	ncies that control the development of specifica	ations/standards, control the design, or m	anufacture items of supply, sometimes
Commitme	nt Id Commitment Id for the dispatch			
Cond Cd	Used to classify material for degree of serviceability, condition, and complete can be updated.	eness in terms of readiness for issue, and to id	entify actions underway to change status	of materiel. This Field defaults to (A) but
Custodian	Name The name assigned to the property custodian.			

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



Custodian Nbr

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One to six position code, locally assigned, used to identify an individual responsible for assigned assets



# **Help Reference Guide**

_		
	Days Idle	The number of days the asset was recorded as idle.
	Days Unavl	The number of days the asset was recorded as unavailable for use.
	Days Used	Asset Utilization Days Used
	Dispatch Ctgry Long Desc	A description of the dispatch category.
	DOD Serial Nbr	Used to identify a particular serially managed asset. This field is also used for USA Registration Number.
	Drop-off Loc	Drop-off Location for the dispatch
	End Mtr Rdng	The end meter reading of the associated asset upon dispatch return.
	End Util Off Base	The amount of utilization recorded off-base for the associated asset.
	End Util On Base	The amount of utilization recorded on-base for the associated asset.
	Equip Grp Cd	Code that indicates the category group that the equipment belongs to.
	Estbd Dt/Tm	The date of the insertion of the row into the database.
	Fuel Cd	The main category of fuel recorded for utilization.
	Fuel Qty	The amount of fuel utilization that was recorded.
	Fuel Type Cd	The specific type of fuel recorded for utilization.
	Fuel Unit Cost	The cost of the fuel that was recorded.
	Haz Mat Cd	Code identifying explosives and other dangerous articles which require special handling in shipment as freight.
	Hazmat	Indicates that the dispatch is carrying hazardous materials
	Fuel State Cd	The state code the fuel was acquired from for utilization
	Initial Dt Profiled	Date this record was assigned a maintenance management code.
	IT Device Cd	Indicates a particular type of IT asset.
	LIN/TAMCN - Catalog	Line Item Number / Table of Authorized Material Control Number is a number assigned to items contained in authorization documents and designates a family of Stock Numbers.
	Loc	The information needed to locate an asset during an inventory .
	Maint Loc	The maintenance location assigned to the asset.
	Mfr Yr	Year an asset was manufactured/built/improved.
	Mfr Name	The full name of a specific manufacturer.
	Mfr Part Nbr	Number used to record the make or model of a specific piece of equipment.
	Min Obj Percent	Minimum percent of utilization.
	Mfr Model Nbr	The specific number assigned to identify the make/model of an asset.
	Nbr of Passengers	Number of passengers associated with this Maint Asst Master record
	Nbr of Bags	Number of bags associated with this Maint Asst Master record
	Obj Percent Util	Desired percentage of utilization.
	Office Id	The name of the office where the Major Custodian is located
	Office Name	Description of the organization of the Major Custodian
	Owning UIC	The active UIC the user has access to
	Operator/Technician Id	Operator/Technician Id
	Operator Labor Category	Labor Category Id
	Operator Rate Type	Civilian or Military
	Operator Base Rate	Operator Base Rate







# **Help Reference Guide**

Operator Overtime Rate	Operator Overtime Rate
Pax	The total number of passengers in the dispatch
Pick-up Loc	Pick-up Location for the dispatch
PMO Name	Property Management Officer Name
PMO Office Identifier	Property Management Officer Office Identifier
PMO Office Name	Property Management Officer Office Name
Possible Days Used	Indicates Prime shift as 4 or 5 days a week.
Precious Mtl Cd	Identifies items that have precious metals as part of their content. Precious metals are those metals generally considered to be uncommon and highly valuable
Reimbursable	Whether or not the dispatch can be reimbursable.
Serial Nbr	Used to identify a particular serially managed asset. This field is also used for USA Registration Number. Also used to identify Real Property Assets.
Site Id	The active Site Id the user has access to.
Start Mtr Rdng	The start meter reading of the associated asset upon dispatch issue.
Stay	Indicates that the driver is to stay at the drop-off location
Stock Nbr	Number assigned to each like asset of supply purchased, stocked or distributed within the Federal government. For turn-in of assets, if valid Stock Number not available, use FSC and description.
Sub Loc	A more specific description of the physical location of an asset within its Location.
Total Daily Rate	The total daily hourly rate for the dispatch
Total Utilization Rate	The total hourly utilization rate for the dispatch
Type Dsg Name	A unique name referred to as Type Designation that identifies the asset type, usage, purpose, and variant within an Acquisition Program Type Designation Name.
UIC	The UIC of the maintenance activity assigned to service the asset.
UIC Name	A unit, organization, or activity name
UII	Unique Item Identifier. Marking for a qualifying item with a permanent 2-dimensional data matrix.
Util Svc Life	Indicates how long an asset is expected to last, in terms of the Util Measure, before being fully depreciated.
Vehicle Grp Cd	The unique value in the lookup table which stores the code assigned to the associated display description
Vehicle Type Cd	Code that identifies the vehicles type.
Work Order Created	Represents whether or not the dispatch is configured to create a work order if necessary.
Yr Svc Life	Number of years of recommended service life based upon applicable directives.
	Cancel Reset Submit Show Inquiry

- **2.** Choose the desired file type:
  - Click C to select Extract Excel File. *The extracted file on the* **View Inquiry Extract** *page is an .XLS file.*

OR

Click C 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.

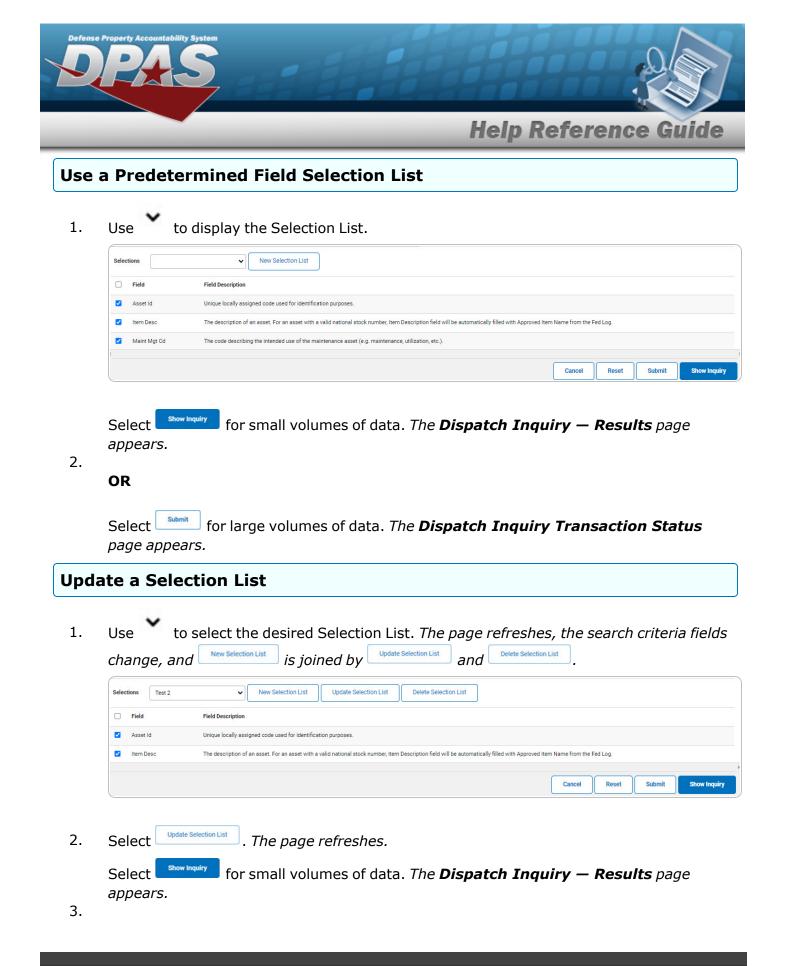
Selections	Add Selection List Cancel Selection
Field	Field Description
Asset Id	Unique locally assigned code used for identification purposes.
Item Desc	The description of an asset. For an asset with a valid national stock number, Item Description field will be automatically filled with Approved Item Name from the Fed Log.
	Cancel Reset Submit Show

	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 .
2	Select for small volumes of data. <i>The <b>Dispatch Inquiry — Results</b> page appears.</i>
3.	OR

Select **benck** for large volumes of data. *The Dispatch Inquiry Transaction Status* page appears.



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DPAS Helpdesk

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	Help Reference Gui
OR	
Select	for large volumes of data. <i>The <b>Dispatch Inquiry Transaction Statu</b>s</i>
ete a Sele	ction List
~	to select the desired Selection List. The page refreshes, the search criteria f
Use change, a Selections Test 2 Field	to select the desired Selection List. The page refreshes, the search criteria from the selection List is joined by Update Selection List and Delete Selection List .
Use change, a	To select the desired Selection List. The page refreshes, the search criteria for and New Selection List is joined by Update Selection List and Delete Selection List .

### Modify the Fields Used for the Inquiry

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





Extract Excel File	۲	Extract Text, Comma Separa	ated File 🔾
Extract Id		Privacy Type	Private 🗸
Selections	▼ New Selection List		
Field	Field Description		
Asset Id	Unique locally assigned code used for identification purposes.		
Item Desc	The description of an asset. For an asset with a valid national stock number, Iter	n Description field will be automatica	ally filled with Approved Item Name from the Fed Log.
Maint Mgt Cd	The code describing the intended use of the maintenance asset (e.g. maintenan	ce, utilization, etc.).	
Util Measure Cd	The measure used to calculate depreciation for fiduciary reporting the assets De	preciation Amount.	
Maint Activity Name	The maintenance activity assigned to service the asset.		
Equip Pool	The maintenance equipment pool containing the asset.		
Dispatch Cd	Daily, Weekly, Recurring etc.		
<ul> <li>Dispatch Sts</li> </ul>	The status of the dispatch, representing whether it is requested, allocated, etc.		
Dispatch Id	The identifier of the dispatch.		
Dispatch Ctgry	The identifier of the dispatch category.		
Sub Ctgry	The dispatch sub-category assigned to the asset.		
Asset Dispatch Ctgry	The dispatch category assigned to the maintenance asset.		
Asset Sub Ctgry	The dispatch sub-category assigned to the maintenance asset.		
Dispatch Unavl Cd	The code determining whether or not a particular asset is available for dispatch.		
<ul> <li>Dispatch Purpose</li> </ul>	The reason or purpose for the dispatch.		
Dispatched To	The entity receiving the dispatch.		
<ul> <li>Dispatcher</li> </ul>	The entity assigning the dispatch.		
Customer Account Id	The customer account ID associated with the dispatch.		
Job Order Nbr	Job Order Number		
Est Issue Dt/Tm	The estimated date and time for the dispatch to occur.		
Issue Dt/Tm	The date and time of dispatch issue.		
Est Return Dt/Tm	The estimated date/time the asset of the dispatch is to return.		
Return Dt/Tm	The date and time of the dispatch return.		
Activity Cd	Used to identify a specific installation or level of funding.		
Agency Name	The name assigned to the agency.		
Bags	Indicates that passengers require space for bags		
CAGE Cd	Controlling activities including manufacturers, vendors, and government agencie control the specifications/standards themselves.	es that control the development of sp	ecifications/standards, control the design, or manufacture items of supply, sometimes
Commitment Id	Commitment Id for the dispatch		
Cond Cd	Used to classify material for degree of serviceability, condition, and completenes can be updated.	ss in terms of readiness for issue, an	d to identify actions underway to change status of materiel. This Field defaults to (A) but
Custodian Name	The name assigned to the property custodian.		

### Select Fields. The **Dispatch Inquiry** page appears.



Custodian Nbr

1.

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One to six position code, locally assigned, used to identify an individual responsible for assigned assets



# **Help Reference Guide**

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	Days Idle	The number of days the asset was recorded as idle.
	Days Unavl	The number of days the asset was recorded as unavailable for use.
	Days Used	Asset Utilization Days Used
	Dispatch Ctgry Long Desc	A description of the dispatch category.
	DOD Serial Nbr	Used to identify a particular serially managed asset. This field is also used for USA Registration Number.
	Drop-off Loc	Drop-off Location for the dispatch
	End Mtr Rdng	The end meter reading of the associated asset upon dispatch return.
	End Util Off Base	The amount of utilization recorded off-base for the associated asset.
	End Util On Base	The amount of utilization recorded on-base for the associated asset.
	Equip Grp Cd	Code that indicates the category group that the equipment belongs to.
	Estbd Dt/Tm	The date of the insertion of the row into the database.
	Fuel Cd	The main category of fuel recorded for utilization.
	Fuel Qty	The amount of fuel utilization that was recorded.
	Fuel Type Cd	The specific type of fuel recorded for utilization.
	Fuel Unit Cost	The cost of the fuel that was recorded.
	Haz Mat Cd	Code identifying explosives and other dangerous articles which require special handling in shipment as freight.
	Hazmat	Indicates that the dispatch is carrying hazardous materials
	Fuel State Cd	The state code the fuel was acquired from for utilization
	Initial Dt Profiled	Date this record was assigned a maintenance management code.
	IT Device Cd	Indicates a particular type of IT asset.
	LIN/TAMCN - Catalog	Line Item Number / Table of Authorized Material Control Number is a number assigned to items contained in authorization documents and designates a family of Stock Numbers.
	Loc	The information needed to locate an asset during an inventory .
	Maint Loc	The maintenance location assigned to the asset.
	Mfr Yr	Year an asset was manufactured/built/improved.
	Mfr Name	The full name of a specific manufacturer.
	Mfr Part Nbr	Number used to record the make or model of a specific piece of equipment.
	Min Obj Percent	Minimum percent of utilization.
	Mfr Model Nbr	The specific number assigned to identify the make/model of an asset.
	Nbr of Passengers	Number of passengers associated with this Maint Asst Master record
	Nbr of Bags	Number of bags associated with this Maint Asst Master record
	Obj Percent Util	Desired percentage of utilization.
	Office Id	The name of the office where the Major Custodian is located
	Office Name	Description of the organization of the Major Custodian
	Owning UIC	The active UIC the user has access to
	Operator/Technician Id	Operator/Technician Id
	Operator Labor Category	Labor Category Id
	Operator Rate Type	Civilian or Military
	Operator Base Rate	Operator Base Rate



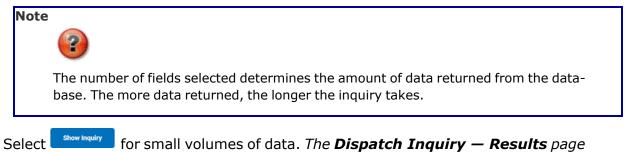




# **Help Reference Guide**

Operator Overtime Rate	Operator Overtime Rate
Pax	The total number of passengers in the dispatch
Pick-up Loc	Pick-up Location for the dispatch
PMO Name	Property Management Officer Name
PMO Office Identifier	Property Management Officer Office Identifier
PMO Office Name	Property Management Officer Office Name
Possible Days Used	Indicates Prime shift as 4 or 5 days a week.
Precious Mtl Cd	Identifies items that have precious metals as part of their content. Precious metals are those metals generally considered to be uncommon and highly valuable
Reimbursable	Whether or not the dispatch can be reimbursable.
Serial Nbr	Used to identify a particular serially managed asset. This field is also used for USA Registration Number. Also used to identify Real Property Assets.
Site Id	The active Site Id the user has access to.
Start Mtr Rdng	The start meter reading of the associated asset upon dispatch issue.
Stay	Indicates that the driver is to stay at the drop-off location
Stock Nbr	Number assigned to each like asset of supply purchased, stocked or distributed within the Federal government. For turn-in of assets, if valid Stock Number not available, use FSC and description.
Sub Loc	A more specific description of the physical location of an asset within its Location.
Total Daily Rate	The total daily hourly rate for the dispatch
Total Utilization Rate	The total hourly utilization rate for the dispatch
Type Dsg Name	A unique name referred to as Type Designation that identifies the asset type, usage, purpose, and variant within an Acquisition Program Type Designation Name.
UIC	The UIC of the maintenance activity assigned to service the asset.
UIC Name	A unit, organization, or activity name
UII	Unique Item Identifier, Marking for a qualifying item with a permanent 2-dimensional data matrix.
Util Svc Life	Indicates how long an asset is expected to last, in terms of the Util Measure, before being fully depreciated.
Vehicle Grp Cd	The unique value in the lookup table which stores the code assigned to the associated display description
Vehicle Type Cd	Code that identifies the vehicles type.
Work Order Created	Represents whether or not the dispatch is configured to create a work order if necessary.
Yr Svc Life	Number of years of recommended service life based upon applicable directives.
	Cancel Reset Submit Show Inquiry

2. Select the fields required for the inquiry. *The first 23 fields are automatically selected.* 



appears.

3.





Select submit for large volumes of data. *The Dispatch Inquiry Transaction Status* page appears.







# **View the Dispatch Inquiry Detail — Basic**

## Navigation

Inquiries > Utilization > Dispatch > Search Criteria > Search Results > Inquiry Row hyperlink > Dispatch Inquiry Detail — Basic page

### **Procedures**

#### **Export the Dispatch Inquiry Detail – Basic**

Cancel

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

1. Verify the Basic Detail tab.

		Find	Vext		
ispatch Inquiry - Basi	: Detail				
Dispatch Id	XX2016120600001	Dispatch Purpose	MO - Mission (Operational)		
Dispatch Ctgry	0012 - 0012	Sub Ctgry	0012 - NEW ONE		
Dispatch Ctgry Long Desc		Status	IS - Issued		
Dispatcher	JHEIDBRE	Dispatched To	BRIAN HARKLESS		
quip Pool	XX - EXTRA	Estbd Dt/Tm	12/6/2016 12:16:29 PM		
Asset Id	DCAA00520934	Serial Nbr	DFVGQ92		
Stock Nbr	702501Z011007	Item Desc	LAPTOP, DELL E7470		
Dispatch Cd	A - Ad-Hoc	Customer Account Id			
Dispatch Unavl Cd	6 - N/A	Reimbursable	No		
st Issue Dt/Tm	12/6/2016 7:00:00 AM	Issue Dt/Tm	12/6/2016 7:00:00 AM		
st Return Dt/Tm	12/31/2016 5:00:00 PM	Return Dt/Tm			
Start Mtr Rdng		End Mtr Rdng			
Aaint Mgt Cd	MNT - Maintenance	Primary Maint Loc	BAY 2		
Vork Order Created	No	Job Order Nbr			
Operator Name					
Operator Labor Category		Operator Base Rate			
Operator Rate Type		Operator Overtime Rate			
10 - 10 - 10 - 10 - 10 - 10 - 10 - 10 -		<b>3</b> 1			
		04/03/2023 16:36		1 of 1	
		For Official Use Only			

- 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 the Attachment tab. *The Dispatch Inquiry Detail — Attachment 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.*



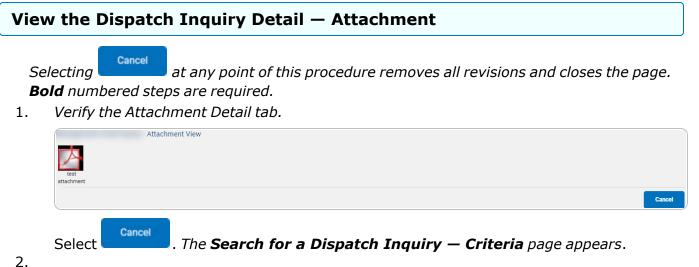


# **View the Dispatch Inquiry Detail — Attachment**

## Navigation

Inquiries > Utilization > Dispatch > Search Criteria > Search Results > Inquiry Row hyperlink > Basic Detail > Attachment tab > Dispatch Inquiry Detail — Attachment page

### Procedures



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OR

Select the Basic tab. *The Dispatch Inquiry Detail — Basic page appears*.

