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 [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 (SITE ID) automatically populates and is not editable.*

    B. *The second Available Field(s) option (UIC) automatically populates and is not edit-able.*

    C. *The third Available Field(s) option (MAINT ACTIVITY / OWNING UIC) automatically populates and is not editable.*
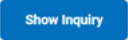
> **Note**
>
>
>
> Adding another Available Field ⌄ automatically populates an additional search criteria row.
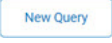
> **Note**
>
>
>
> Select [Fields] to modify the fields used in the inquiry. *The Fields Selection page opens.*

3. *Choose which Operands to use in the search.*

    A. Use ⌄ to select the first Operands.

    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.*

    A. 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

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 Inquiry Search 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

Note

Selecting Cancel Query at any time from this point of the procedure removes all revisions and returns My Query to a drop-down field.

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

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 Inquiry — Select Fields** page appears.*

OR

Select Show Inquiry. *The **Dispatch Inquiry — Results** page appears.*

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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.*

My Queries

[dropdown]

New Query

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

    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* 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]
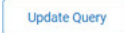
Dispatch Inquiry Search Criteria

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

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

   OR

   Select [Show Inquiry]. *The **Dispatch 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.*
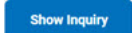
My Queries

Test 2 ▼

[New Query] [Update Query] [Delete Query]

Dispatch Inquiry Search 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. Select [Delete Query]. *The query information is removed.*

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

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.*

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

2. Select [Cancel]. *The* **Dispatch 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 the Find button to search for the entry. *The entry appears highlighted in the file.*

4.   Select the Next button to find the next matching value. *This feature is available if multiple results are found.*

View the Dispatch Detail

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

Select Fields for the Dispatch Inquiry

Navigation

Inquiries > Utilization > Dispatch > Search Criteria > [Fields] > Dispatch 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 Inquiry** page appears.*

	Field	Field Description
	Extract Excel File ⦿	**Extract Text, Comma Separated 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, Item Description field will be automatically filled with Approved Item Name from the Fed Log.
☑	Maint Mgt Cd	The code describing the intended use of the maintenance asset (e.g. maintenance, utilization, etc.).
☑	Util Measure Cd	The measure used to calculate depreciation for fiduciary reporting the assets Depreciation 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.
☑	Dispatch Sts	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.
☑	Dispatch Purpose	The reason or purpose for the dispatch.
☑	Dispatched To	The entity receiving the dispatch.
☑	Dispatcher	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 agencies that control the development of specifications/standards, control the design, or manufacture items of supply, sometimes control the specifications/standards themselves.
☐	Commitment Id	Commitment Id for the dispatch
☐	Cond Cd	Used to classify material for degree of serviceability, condition, and completeness in terms of readiness for issue, and to identify actions underway to change status of materiel. This Field defaults to (A) but can be updated.
☐	Custodian Name	The name assigned to the property custodian.
☐	Custodian Nbr	One to six position code, locally assigned, used to identify an individual responsible for assigned assets.

☐	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

☐	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 ⃝ to select Extract Excel File. *The extracted file on the **View Inquiry Extract** page is an .XLS file.*
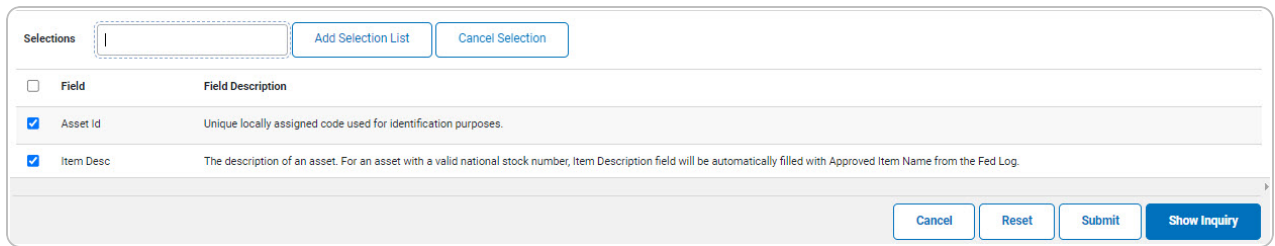
  OR

  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.*

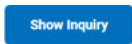|	Field	Field Description
Selections		Add Selection List Cancel Selection
☐	Field	Field Description
☑	Asset Id	Unique locally assigned code used for identification purposes.
☑	Item Desc	The description of an asset. For an asset with a valid national stock number, Item Description field will be automatically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

Cancel   Reset   Submit   Show 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 Inquiry — Results** page appears.*
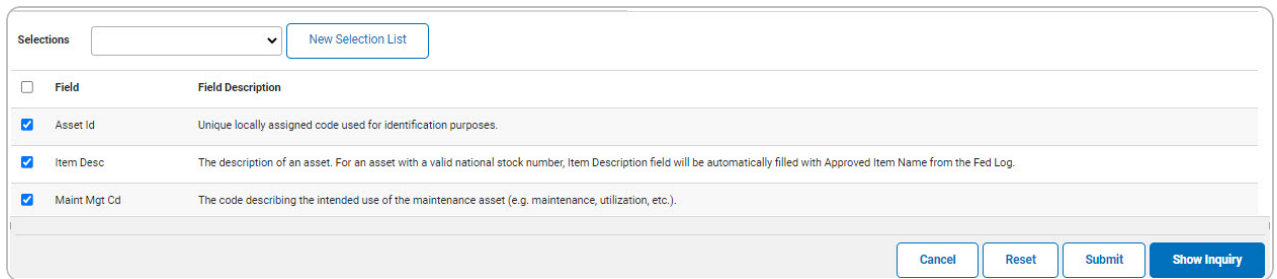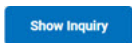
3.

   OR

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

Use a Predetermined Field Selection List

1. Use ⌄ to display the Selection List.

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

2.

    OR

    Select [Submit] for large volumes of data. *The **Dispatch 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].

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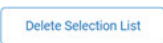
    Select [Show Inquiry] for small volumes of data. *The **Dispatch Inquiry — Results** page appears.*
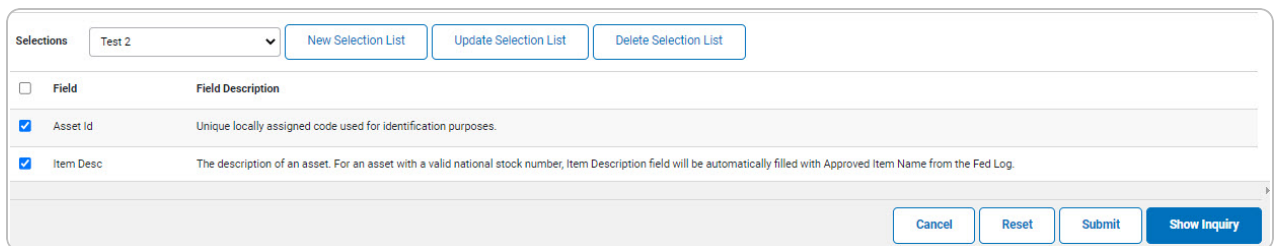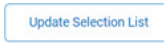
3.

OR

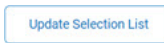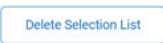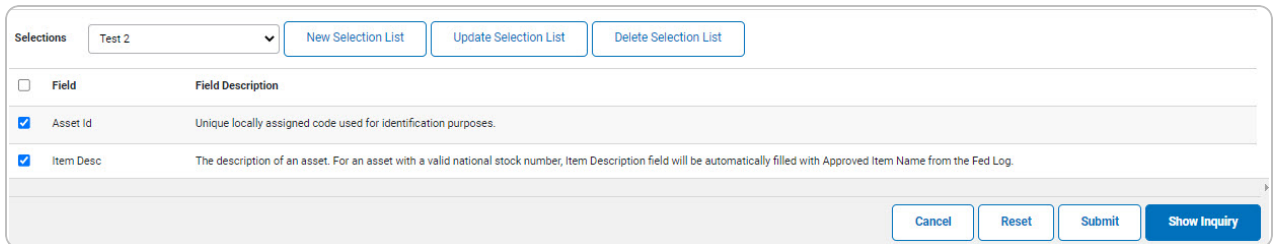Select [Submit] for large volumes of data. *The **Dispatch Inquiry Transaction Status** page appears.*

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			
☑	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 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 Inquiry** page appears.*

	Extract Excel File	●		Extract Text, Comma Separated 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, Item Description field will be automatically filled with Approved Item Name from the Fed Log.
☑	Maint Mgt Cd	The code describing the intended use of the maintenance asset (e.g. maintenance, utilization, etc.).
☑	Util Measure Cd	The measure used to calculate depreciation for fiduciary reporting the assets Depreciation 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.
☑	Dispatch Sts	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.
☑	Dispatch Purpose	The reason or purpose for the dispatch.
☑	Dispatched To	The entity receiving the dispatch.
☑	Dispatcher	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 agencies that control the development of specifications/standards, control the design, or manufacture items of supply, sometimes control the specifications/standards themselves.
☐	Commitment Id	Commitment Id for the dispatch
☐	Cond Cd	Used to classify material for degree of serviceability, condition, and completeness in terms of readiness for issue, and to identify actions underway to change status of materiel. This Field defaults to (A) but can be updated.
☐	Custodian Name	The name assigned to the property custodian.
☐	Custodian Nbr	One to six position code, locally assigned, used to identify an individual responsible for assigned assets.

☐	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

☐	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.*

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

3.

OR

Select [Submit] for large volumes of data. *The **Dispatch Inquiry Transaction Status** page appears.*
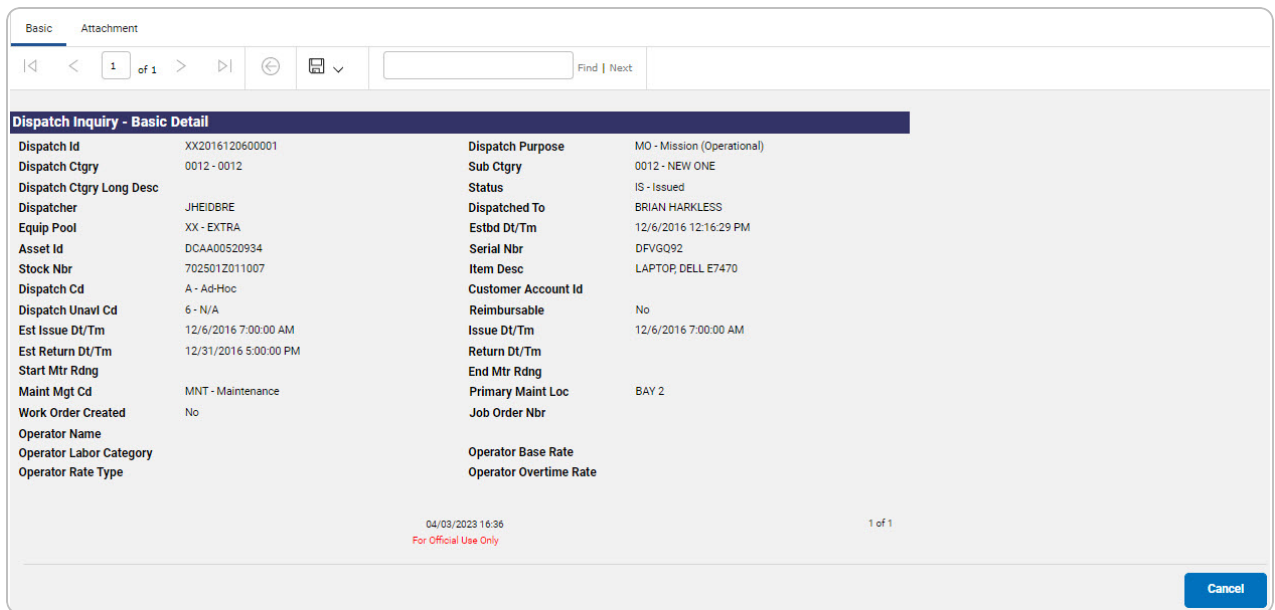
View the Dispatch Inquiry Detail — Basic

Navigation

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

Procedures

Export the Dispatch 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.

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

OR

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 > [Show Inquiry] > Search Results > Inquiry Row hyperlink > Basic Detail > Attachment tab > Dispatch Inquiry Detail — Attachment page

Procedures

View the Dispatch Inquiry Detail — Attachment

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

1. *Verify the Attachment Detail tab.*

2. Select [Cancel]. *The* **Search for a Dispatch Inquiry — Criteria** *page appears.*

   OR

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