

# Search for a Dispatch Journal – Criteria

## Overview


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

## Navigation

Inquiries > History > Dispatch Journal > Dispatch Journal Search Criteria page

## Procedures

### Search for a Dispatch Journal – 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.

**Search Criteria**


Available Field(s)	Operands	Search Value(s)
<input type="text" value="*Maint Activity / Owning UIC"/>	<input "="" type="text" value="="/>	<input type="text" value="BROOKS MA / BROOKS"/>
<input type="text" value="Select an Item"/>	<input type="text"/>	<input type="text"/>


  

- ↳ Basic Tab Field Selections
- ↳ Asset Tab Field Selections
- ↳ Work Order Tab Field Selections

2. Choose which Available Field(s) to use in the search.

**Note**



Adding another Available Field  automatically populates an additional search criteria row.



## Help Reference Guide

3. Choose which Operands to use in the search.
4. Choose which Search Value(s) to use in the search.

Select  . The **Dispatch Journal Search – Results** page appears.

5.

OR

Select  . The **Dispatch Journal Details** page appears.



## Select the Basic Fields

1. Select . *The Basic Tab Field Selection opens.*

**Search Criteria**

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

**t. Basic Tab Field Selections**

<input checked="" type="checkbox"/> Select/Deselect	Field	Field Description
<input checked="" type="checkbox"/>	Actual Issue Dt/Tm	Actual Issue Out Date/Time
<input checked="" type="checkbox"/>	Actual Return Dt/Tm	Actual Return Date/Time
<input checked="" type="checkbox"/>	Dispatch Cd	Dispatch Code
<input checked="" type="checkbox"/>	Dispatch Ctgr	Dispatch Category Identifier and Description
<input checked="" type="checkbox"/>	Sub Ctgr	Dispatch Category Detail Identifier and Description
<input checked="" type="checkbox"/>	Dispatch Desc	Dispatch Description
<input checked="" type="checkbox"/>	Dispatch Estbd By	Dispatch Established By
<input checked="" type="checkbox"/>	Dispatch Estbd Dt/Tm	Dispatch Established Date/Time
<input checked="" type="checkbox"/>	Dispatch Last Tran Dt/Tm	Dispatch Last Transaction Date/Time
<input checked="" type="checkbox"/>	Dispatch Last Updtd By	Dispatch Last Updated By
<input checked="" type="checkbox"/>	Dispatch Nbr	Dispatch Number
<input checked="" type="checkbox"/>	Dispatch Purpose	Dispatch Purpose
<input checked="" type="checkbox"/>	Dispatch Record Status	Dispatch Record Status
<input checked="" type="checkbox"/>	Dispatch Sts	Dispatch Status Code and Description
<input checked="" type="checkbox"/>	Dispatch Tran Cd	Dispatch Transaction Code
<input checked="" type="checkbox"/>	Dispatch Unavl Cd	Dispatch Unavailable Code
<input checked="" type="checkbox"/>	Dispatcher	Dispatcher
<input checked="" type="checkbox"/>	Equip Pool	Equipment Pool
<input checked="" type="checkbox"/>	Job Order Nbr	Job Order Number
<input checked="" type="checkbox"/>	New Util	New Utilization
<input checked="" type="checkbox"/>	Reimbursable	Reimbursable
<input checked="" type="checkbox"/>	Dispatched To	Team Member Name

<input type="checkbox"/>	Bags	Indicates that passengers require space for bags
<input type="checkbox"/>	Commitment Id	Commitment Id for the dispatch journal entry
<input type="checkbox"/>	Customer Account Id	Customer Account Identifier
<input type="checkbox"/>	Customer Name	Customer Name
<input type="checkbox"/>	Customer Remarks	Customer Remarks
<input type="checkbox"/>	Dispatch Ctgry Long Desc	Dispatch Category Long Description
<input type="checkbox"/>	Dispatch Pgm Id	Dispatch Program Identifier
<input type="checkbox"/>	Drop-off Loc	Drop-off Location for the dispatch journal entry
<input type="checkbox"/>	End Mtr Rdng	Ending Meter Reading
<input type="checkbox"/>	Equip Pool Desc	Equipment Pool Description
<input type="checkbox"/>	Hazmat	Indicates that the dispatch is carrying hazardous materials
<input type="checkbox"/>	Pax	The total number of passengers in the dispatch journal entry
<input type="checkbox"/>	Pick-up Loc	Pick-up Location for the dispatch journal entry
<input type="checkbox"/>	Primary Maint Loc	Primary Maintenance Location
<input type="checkbox"/>	Remarks	Remarks
<input type="checkbox"/>	Start Mtr Rdng	Starting Meter Reading
<input type="checkbox"/>	Stay	Indicates that the driver is to stay at the drop-off location
<input type="checkbox"/>	Total Daily Rate	The total daily hourly rate for the dispatch journal entry
<input type="checkbox"/>	Total Utilization Rate	The total hourly utilization rate for the dispatch journal entry
↳ Asset Tab Field Selections		
↳ Work Order Tab Field Selections		

2. Select  . The **Dispatch Journal Search – Results** page appears.

OR

Select  . The **Dispatch Journal Details** page appears.

## Select the Asset Fields

1. Select . *The Asset Tab Field Selection opens.*

**Search Criteria**

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

↳ Basic Tab Field Selections

└ Asset Tab Field Selections

<input checked="" type="checkbox"/> Select/Deselect	Field	Field Description
<input checked="" type="checkbox"/>	Asset Id	Asset Identifier
<input checked="" type="checkbox"/>	Asset UIC	Asset UIC
<input checked="" type="checkbox"/>	Asset UIC Name	Asset UIC Name
<input checked="" type="checkbox"/>	DOD Serial Nbr	DOD Serial Nbr
<input checked="" type="checkbox"/>	End Item Serial Nbr	End Item Serial Nbr
<input checked="" type="checkbox"/>	Item Desc	Item Description
<input checked="" type="checkbox"/>	Mfr Name	Manufacturer Name
<input checked="" type="checkbox"/>	Mfr Part Nbr	Manufacturer Part Number
<input checked="" type="checkbox"/>	Stock Nbr	Stock Number
<input checked="" type="checkbox"/>	UIC	UIC
<input type="checkbox"/>	Asset Sub Ctgry	Asset Dispatch Category Detail Identifier
<input type="checkbox"/>	Asset Dispatch Ctgry	Asset Dispatch Category Identifier
<input type="checkbox"/>	Asset Dispatch Ctgry Long Desc	Asset Dispatch Category Long Description
<input type="checkbox"/>	Cost Amt	Cost Amount
<input type="checkbox"/>	Model Nbr	Model Number
<input type="checkbox"/>	Min Obj Percent	Minimum Objective Percent
<input type="checkbox"/>	Obj Percent	Objective Percent
<input type="checkbox"/>	Possible Days Used	Possible Days Used

↳ Work Order Tab Field Selections

2. Select . *The **Dispatch Journal Search — Results** page appears.*
- OR

Select [Show All](#). The **Dispatch Journal Details** page appears.

## Select the Work Order Fields

1. Select . The **Work Order Tab Field Selection** opens.

**Search Criteria**

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

Basic Tab Field Selections  
 Asset Tab Field Selections  
 **Work Order Tab Field Selections**

<input checked="" type="checkbox"/> Select/Deselect	Field	Field Description
<input checked="" type="checkbox"/>	Maint Loc	Maintenance Location
<input checked="" type="checkbox"/>	Maint Mgt Cd	Maint Management Code
<input checked="" type="checkbox"/>	Work Order Created	Work Order Created
<input checked="" type="checkbox"/>	Work Order Nbr	Work Order Number
<input checked="" type="checkbox"/>	Work Order Reason	Work Order Reason Code
<input checked="" type="checkbox"/>	Work Order State Cd	Work Order Stage Code
<input checked="" type="checkbox"/>	Work Order Status Cd	Work Order Status Code
<input checked="" type="checkbox"/>	Plan Id	Work Plan Identifier
<input checked="" type="checkbox"/>	Plan Name	Work Plan Name
<input checked="" type="checkbox"/>	Plan Type Cd	Work Plan Type Code
<input type="checkbox"/>	Est Hrs	Estimated Hours
<input type="checkbox"/>	Est Issue Dt/Tm	Estimated Issue Date/Time
<input type="checkbox"/>	Est Labor Cost	Estimated Labor Cost
<input type="checkbox"/>	Est Non Labor Cost	Estimated Labor Cost
<input type="checkbox"/>	Est Return Dt/Tm	Estimated Return Date/Time
<input type="checkbox"/>	Est Service End Dt	Estimated Service End Date
<input type="checkbox"/>	Priority Cd	The priority or importance of the work order.
<input type="checkbox"/>	Receipt Dt	Receipt Date
<input type="checkbox"/>	Service Requested	Service Requested
<input type="checkbox"/>	Sub Work Order Id	Sub Work Order Identifier



## Help Reference Guide

2. Select  . The **Dispatch Journal Search – Results** page appears.

OR

Select  . The **Dispatch Journal Details** page appears.



# Search for a Dispatch Journal – Results

## Navigation

Inquiries > History > Dispatch Journal > Search Criteria > Custom Select > Dispatch Journal Search Results page

## Procedures

### Select the Dispatch Journal – Results

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

1. Select  of the desired Dispatch Journal entry. The  appears indicating the entry(s) is selected.

Select	Dispatch Id	Select	Asset Id	Dispatch Status Cd	Remarks	Tran Cd	Tran Dt
<input type="checkbox"/>	212021100800001	<input type="checkbox"/>	BROOKS000038	IS - Issued		Initial Creation	10/8/2021 12:11:03 PM
<input type="checkbox"/>	682012101000001	<input type="checkbox"/>	000867530910	CN - Cancelled		Update	11/29/2012 9:49:41 AM
		<input type="checkbox"/>	000867530910	IS - Issued		Update	11/27/2012 5:38:32 PM
		<input type="checkbox"/>	000867530910	IS - Issued		Initial Creation	10/10/2012 1:59:35 PM

Cancel Continue Deselect All Select All

2. Select Continue. The **Dispatch Journal Details** page appears.

OR

Select Deselect All. The **Dispatch Journal Search – Results** page refreshes with deselected entries.

OR

Select Select All. The **Dispatch Journal Search – Results** page refreshes with selected entries.



# View the Dispatch Journal Details

## Navigation

Inquiries > History > Dispatch Journal > Search Criteria > [Show All](#) > Dispatch Journal Details page

## Procedures

### View the Dispatch Journal Details

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

1. Verify the Dispatch Journal Details.

Dispatch Nbr	Asset Id	Dispatcher	Dispatch To	Tran Dt/Tm
212021100800001	BROOKS000038	A TIM	AKEYS - ABIGAIL KEYS	10/08/21 12:11

[Cancel](#)

- A. Select [↪](#) or the DISPATCH NBR hyperlink. *The Basic Tab appears.*

Dispatch Nbr	Asset Id	Dispatcher	Dispatch To	Tran Dt/Tm
212021100800001	BROOKS000038	A TIM	AKEYS - ABIGAIL KEYS	10/08/21 12:11

Basic   Asset   Work Order

<b>Actual Issue Dt/Tm</b>	2021-10-08 12:30	<b>Actual Return Dt/Tm</b>		<b>Dispatch Cd</b>	A - Ad-Hoc
<b>Dispatch Ctgr</b>	VAN - PASSENGER VANS	<b>Sub Ctgr</b>	5 PASS - 5 PASSENGER VAN	<b>Dispatch Desc</b>	
<b>Dispatch Estbd By</b>	GROCET	<b>Dispatch Estbd Dt/Tm</b>	2021-10-08 12:11	<b>Dispatch Last Tran Dt/Tm</b>	2021-10-08 12:11
<b>Dispatch Last Updt By</b>	GROCET	<b>Dispatch Nbr</b>	212021100800001	<b>Dispatch Purpose</b>	MO - Mission (Operational)
<b>Dispatch Record Status</b>	Not Deleted	<b>Dispatch Sts</b>	IS - Issued	<b>Dispatch Tran Cd</b>	I - insert
<b>Dispatch Unavil Cd</b>	6 - N/A	<b>Dispatcher</b>	GROCET	<b>Equip Pool</b>	21 - DUTY WATCH
<b>Job Order Nbr</b>		<b>New Util</b>	True	<b>Reimbursable</b>	False
<b>Dispatched To</b>	ABIGAIL KEYS				

[Cancel](#)

- a. Select the Asset Tab. *The Asset information appears.*

Dispatch Nbr	Asset Id	Dispatcher	Dispatch To	Tran DU/Tm
212021100800001	BROOKS000038	A TIM	AKEYS - ABIGAIL KEYS	10/08/21 12:11

Basic   **Asset**   Work Order

Asset Id	BROOKS000038	Asset UIC	BROOKS	Asset UIC Name	BROOKS TEST UIC
DOD Serial Nbr		End Item Serial Nbr	8899566	Item Desc	BROOKS SUPER ASSETS
Mfr Name	ROBERT A LEWIS TECHNOLOGY	Mfr Part Nbr		Stock Nbr	1234567890
UIC	LDN00367BROOKS000038				

[Cancel](#)

b. Select the Work Order Tab. *The Work Order information appears.*

Dispatch Nbr	Asset Id	Dispatcher	Dispatch To	Tran DU/Tm
212021100800001	BROOKS000038	A TIM	AKEYS - ABIGAIL KEYS	10/08/21 12:11

Basic   Asset   **Work Order**

Maint Loc		Maint Mgt Cd	MNT - Maintenance	Work Order Created	False
Work Order Nbr		Work Order Reason		Work Order State Cd	
Work Order Status Cd		Plan Id		Plan Name	
Plan Type Cd					

[Cancel](#)

B. Select  or the DISPATCH NBR hyperlink. *The tabs close.*

C. Select . *The **Dispatch Journal – Criteria** page appears.*

