# Search for a Dispatch Category — Criteria

## Overview

The Maintenance and Utilization module Dispatch Category process provides the ability to enable Equipment Pool managers to assign a user-defined category to assets to create multiple groups of assets, as well as multiple SUB Categories per Dispatch Category. The DISPATCH CATEGORY ID cannot be duplicated in a Maintenance Activity. SUB Categories cannot be duplicated within the Dispatch Category. An example includes:

**Dispatch Category:**
- Passenger Vehicle

**SUB Category:**
- 2 Passenger Coupe
- 2 Passenger Compact

## Navigation

Master Data > Dispatch Category > Dispatch Category Search Criteria page

## Procedures

### Search for a Dispatch Category

*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, narrow the results by entering one of the following optional fields.

**Search Criteria**

| Dispatch Ctgry Id | | Dispatch Ctgry Desc | |
|---|---|---|---|

[ Reset ] [ Search ] [ Add ]

2. Select ⬚Search. *The* **Search for the Dispatch Category — Results** *page appears.*

**Search Criteria**

Dispatch Ctgry Id
--

Dispatch Ctgry Desc
HELP TEST

**Search Results**

| Update | Delete | Dispatch Ctgry Id | Dispatch Ctgry Desc |
|--------|--------|-------------------|---------------------|
| Update | Delete | 123TEST234 | HELP TEST |

Cancel    Add

# Add a Dispatch Category

## Navigation

Master Data > Dispatch Category > Search Criteria > [ Add ] > Dispatch Category Add page

## Procedures

### Add a Dispatch Category

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

1.  Select [ Add ]. *The* **Add a Dispatch Category** *page appears.*

    **Add**

    | | |
    |---|---|
    | *Dispatch Ctgry Id | Dispatch Ctgry Long Desc |
    | *Dispatch Ctgry Desc | History Remarks |

    **Sub Ctgry**

    | Delete | *Sub Ctgry Id | *Sub Ctgry Desc |
    |---|---|---|
    | Delete | | |

    New Row

    Cancel    Add

    **A.**   Enter the DISPATCH CTGRY ID in the field provided. *This is a 15 alphanumeric character field.*

    **B.**   Enter the DISPATCH CTGRY DESC in the field provided. *This is a 25 alphanumeric character field.*

    C.   *Complete the SUB CTGRY panel.*

    **a.**   Enter the SUB CTGRY ID in the field provided. *This is a 25 alphanumeric character field.*

    **b.**   Enter the SUB CTGRY DESC in the field provided. *This is a 25 alphanumeric character field.*

c. Select New Row . *Another row appears under the SUB CTGRY entry.*

**Delete a SUB CTGRY**

Select the Delete hyperlink next to the desired entry. *The entry is deleted from the grid.*

2. Select Add . *The **View the Dispatch Category Transaction Status** page appears.*

# Update a Dispatch Category

## Navigation

Master Data > Dispatch Category > Search Criteria > [Search] > Search Results > Update hyperlink > Dispatch Category Update page

## Procedures

### Update a Dispatch Category

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

1. Select the Update hyperlink. *The **Update a Dispatch Category** page appears.*

   A. Update the DISPATCH CTGRY ID, entering the revised identifier in the field provided. *This is a 15 alphanumeric character field.*

   B. Update the DISPATCH CTGRY DESC, entering the description in the field provided. *This is a 25 alphanumeric character field.*

   C. *Complete the SUB CTGRY panel.*

   a. Update the SUB CTGRY ID, entering the revised identifier in the field provided. *This is a 25 alphanumeric character field.*

   **b.** Update the SUB CTGRY DESC, entering the revised description in the field provided. *This is a 25 alphanumeric character field.*

   **c.** Select New Row . *Another row appears under the SUB CTGRY entry.*

### Delete a SUB CTGRY

   Select the Delete hyperlink next to the desired entry. *The entry is deleted from the grid.*

2. Select Update . *The **View the Dispatch Category Transaction Status** page appears.*

# Delete a Dispatch Category

## Navigation

Master Data > Dispatch Category > Search Criteria > [Search] > Search Results > Delete hyperlink > Dispatch Category Delete page

## Procedures

### Delete an Dispatch Category

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

1. Select the Delete hyperlink. *The* **Delete a Dispatch Category** *page appears.*

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

   **Delete**

   | *Dispatch Ctgry Id | TTV | Dispatch Ctgry Long Desc | |
   | *Dispatch Ctgry Desc | TEST TRAIN VEHICLE | History Remarks | |

   **Sub Ctgry**

   | Delete | *Sub Ctgry Id | *Sub Ctgry Desc |
   | --- | --- | --- |
   | Delete | TTS | TEST TRAIN SEDAN |
   | Delete | TTT | TEST TRAIN TRUCK |

   [Cancel] [Delete]

   **A.** *Verify the* DISPATCH CTGRY ID.

   **B.** *Verify the* DISPATCH CTGRY DESC.

   C. *Complete the* SUB CTGRY *panel.*

   **a.** *Verify* SUB CTGRY ID.

   **b.** *Verify* SUB CTGRY DESC.

**Note**

The message "*There are no Sᴜʙ Cᴛɢʀʏ entries for the current Dispatch Ctgry*" displays if there are no Sᴜʙ Categories.

2.     Select [ Delete ]. *The **View the Dispatch Category Transaction Status** page appears.*