



Search for an Equipment Pool – Criteria

Overview

The Maintenance and Utilization module Equipment Pool process provides the ability to add, update and delete Equipment Pools. The Equipment Pool exists to permit the grouping of property with the Point of Contact (POC) information to allow for the management of Dispatches (Issue/Return). A Maintenance Activity (MA) can have multiple Equipment Pools. When new assets are profiled in the Maintenance Asset Master process, the asset becomes available for association with an Equipment Pool. Maintenance personnel may have their access restricted where they can only see specific Equipment Pools. This is accomplished in the User Equipment Pool process in conjunction with the DPAS Roles Request Form.

Helpful Tip



Prior to adding an Equipment Pool, an address can be created to populate the POC information on the Add page. Select Master Data > Address > Address Type > EP - Equipment Pool.

Navigation

Master Data > Equip Pool > Equipment Pool Search Criteria page

Procedures

Search for an Equipment Pool

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 panel, narrow the results by entering one or more of the following optional fields.

Search Criteria

Equip Pool Id	<input type="text" value="Select an Item"/>		Equip Pool Name	<input type="text"/>
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- Select . The **Search for an Equipment Pool – Results** page appears.

Search Criteria

Equip Pool Id	Equip Pool Name
-	TRAINING TEST

Search Results

Update	Delete	Equip Pool Id	Equip Pool Name	Equip Pool Desc
Update	Delete	TT	TRAINING TEST	TRAINING TEST

Add an Equipment Pool

Navigation

Master Data > Equip Pool > Search Criteria > > Equipment Pool Add page

Procedures

Add an Equipment Pool

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

1. Select . The **Add an Equipment Pool** page appears.

Add

*Equip Pool Id <input type="text"/>	State Cd <small>*State Code Not Applicable</small>
*Equip Pool Name <input type="text" value="TRAINING TEST"/>	*Country Cd <small>*N/A</small>
*Equip Pool Desc <input type="text"/>	ZIP Cd <input type="text"/>
New Address <input type="checkbox"/>	FAST Report Long/Lat <input type="checkbox"/>
Address Search <input type="text" value="Q"/>	Longitude <input type="text"/>
Hrs Of Operation <input type="text"/>	Latitude <input type="text"/>
*POC <input type="text"/>	Phone Nbr <input type="text"/>
*Activity Name <input type="text"/>	E-Mail Address <input type="text"/>
*Address 1 <input type="text"/>	Remarks <input type="text"/>
Address 2 <input type="text"/>	History Remarks <input type="text"/>
Loc <input type="text"/>	
*City <input type="text"/>	



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- A. Enter the EQUIP POOL ID in the field provided. *This is a 2 alphanumeric character field.*
 - B. Enter the EQUIP POOL NAME in the field provided. *This is a 15 alphanumeric character field.*
 - C. Enter the EQUIP POOL DESC in the field provided. *This is a 125 alphanumeric character field.*
 - D. Enter the POC in the field provided. *This is a 25 alphanumeric character field.*
 - E. Enter the Activity Name in the field provided. *This is a 50 alphanumeric character field.*
 - F. Enter the Address 1 in the field provided. *This is a 25 alphanumeric character field.*
 - G. Enter the City in the field provided. *This is a 22 alphanumeric character field.*
 - H. Use  to select the Country Cd.
2. Select . The **View the Equipment Pool Transaction Status** page appears.



Update an Equipment Pool

Navigation

Master Data > Equip Pool > Search Criteria > > Search Results > Update hyperlink > Equipment Pool Update page

Procedures

Update an Equipment Pool

1. Select the Update hyperlink. *The **Update an Operator/Technician** page appears.*

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

Update

*Equip Pool Id <input style="width: 80%;" type="text" value="TT"/>	State Cd <input style="width: 80%;" type="text" value="PA-Pennsylvania"/>
*Equip Pool Name <input style="width: 80%;" type="text" value="TRAINING TEST"/>	*Country Cd <input style="width: 80%;" type="text" value="US-UNITED STATES OF AMERICA"/>
*Equip Pool Desc <input style="width: 80%;" type="text" value="TRAINING TEST"/>	ZIP Cd <input style="width: 80%;" type="text" value="17055"/>
Address Search <input style="width: 80%;" type="text" value=""/>	Longitude <input style="width: 80%;" type="text"/>
Hrs Of Operation <input style="width: 80%;" type="text"/>	Latitude <input style="width: 80%;" type="text"/>
*POC <input style="width: 80%;" type="text" value="JESSIE JON"/>	Phone Nbr <input style="width: 80%;" type="text"/>
*Activity Name <input style="width: 80%;" type="text" value="TRAINING TEST"/>	E-Mail Address <input style="width: 80%;" type="text"/>
*Address 1 <input style="width: 80%;" type="text" value="4650 TEST DR"/>	Remarks <input style="width: 80%; height: 40px;" type="text" value="TEST"/>
Address 2 <input style="width: 80%;" type="text"/>	History Remarks <input style="width: 80%; height: 40px;" type="text"/>
Loc <input style="width: 80%;" type="text"/>	
*City <input style="width: 80%;" type="text" value="MECHANICSBURG"/>	

- A.** Update the EQUIP POOL ID, entering the revised identifier in the field provided. *This is a 2 alphanumeric character field.*



Help Reference Guide

- B. Update the EQUIP POOL NAME, entering the revised name in the field provided. *This is a 15 alphanumeric character field.*
 - C. Update the EQUIP POOL DESC, entering the revised description in the field provided. *This is a 125 alphanumeric character field.*
 - D. *Verify the POC.*
 - E. *Verify the Activity Name.*
 - F. *Verify the Address 1.*
 - G. *Verify the City.*
 - H. *Verify the COUNTRY CD.*
2. Select . The **View the Equipment Pool Transaction Status** page appears.



Delete an Equipment Pool

Navigation

Master Data > Equip Pool > Search Criteria > > Search Results > Delete hyperlink > Equipment Pool Delete page

Procedures

Delete an Equipment Pool

Selecting 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 an Equipment Pool** page appears.

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

Delete

*Equip Pool Id	TT	State Cd	PA-Pennsylvania
*Equip Pool Name	TRAINING TEST	*Country Cd	US-UNITED STATES OF AMERICA
*Equip Pool Desc	TRAINING TEST	ZIP Cd	17055
Hrs Of Operation		FAST Report Long/Lat	<input type="checkbox"/>
*POC	JESSIE JON	Longitude	
*Activity Name	TRAINING TEST	Latitude	
*Address 1	4650 TEST DR	Phone Nbr	
Address 2		E-Mail Address	
Loc		Remarks	TEST
*City	MECHANICSBURG	History Remarks	<div style="border: 1px solid #ccc; height: 40px; width: 100%;"></div>



Help Reference Guide

- A. *Verify the EQUIP POOL ID.*
 - B. *Verify the EQUIP POOL NAME.*
 - C. *Verify the EQUIP POOL DESC.*
 - D. *Verify the POC.*
 - E. *Verify the Activity Name.*
 - F. *Verify the Address 1.*
 - G. *Verify the City.*
 - H. *Verify the COUNTRY CD.*
2. Select . The **View the Equipment Pool Transaction Status** page appears.

