

Search for a Dispatch — Criteria

Overview

The Maintenance and Utilization module Dispatch process provides the ability to view existing dispatch records, create a reservation for sub-categories of equipment and dispatch equipment, and record the return of equipment when its dispatch period ends. Dispatch Categories and Sub Categories are user created and maintained.

Navigation

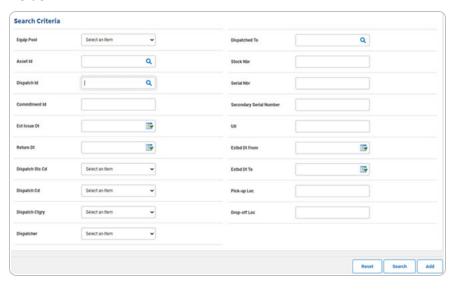
Utilization > Dispatch > Dispatch Search Criteria page

Procedures

Search for a Dispatch

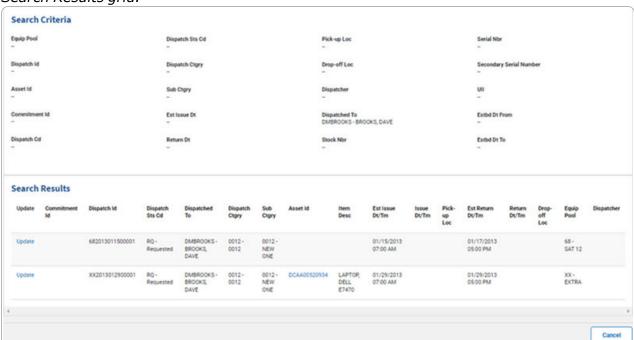
One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting at any point of this procedure returns all fields to the default "All" setting.

1. In the Search Criteria box, narrow the results by entering one or more of the following fields:





2. Select Search . The **Search for a Dispatch - Results** page appears. Results display in the Search Results grid.





Search for a Dispatch — Results

Navigation

Utilization > Dispatch > Search Criteria > Dispatch Search Results page

Procedures

View the ASSET ID Details

Hover over the ASSET ID. The Details pop-up window appears.

Dispatch Cd = A - Ad-Hoc

Mfr Nm = DELL

Mfr Model = E7470

Stock Nbr = 702501Z011007

Serial Nbr = DFVGQ92

UII = LDN00367BROOKS000005



Add a Dispatch

Navigation

Utilization > Dispatch > Search Criteria > Add > Dispatch Add page

Procedures

Add a Dispatch

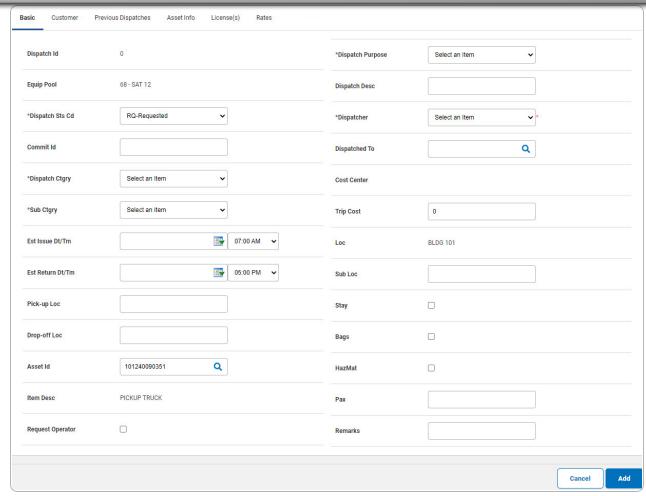
Selecting at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

- **1.** Either:
 - Use * to select the Equip Pool.

OR

- Enter the Asset ID, or use Q to browse for the entry. This is a 12 alphanumeric character field.
- 2. Select Add a Dispatch page appears.

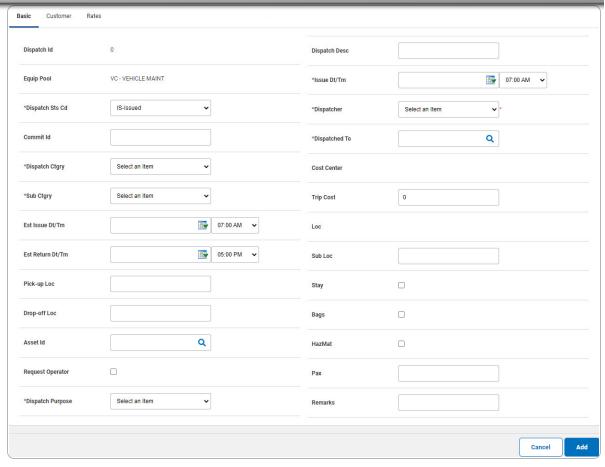




A. Use $\stackrel{\checkmark}{}$ to select the Dispatch Sts Cd. If "IS" is selected, the Issue $D\tau/TM$ field appears in the next column.







- **B.** Use * to select the Dispatch Ctgry.
- **C.** Use * to select the Sub Ctgry.
- **D.** Use and to choose the Est Issue Dt/Tm, or enter the date (MM/DD/YYYY) in the field provided.
- **E.** Use **■** and **Y** to choose the Est Return Dt/Tm, or enter the date (MM/DD/YYYY) in the field provided.



If a driver is needed to operate the asset, select the Request Operator checkbox.

F. Use * to select the Dispatch Purpose.



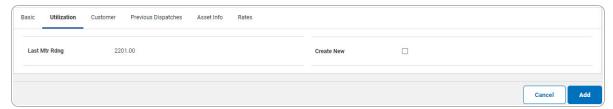
- G. Use and to choose the Issue Dt/Tm, or enter the date (MM/DD/YYYY) in the field provided.
- **H.** Use * to select the Dispatcher.

Select . The **View the Dispatch Transaction Status** page appears.

OR

I.

Select the Utilization tab to continue adding information.



Note

The Utilization tab is only available when the Dispatch Status is "Issued" and the asset is profiled for utilization.



Attention

The Create New is disabled if no Utilization is recorded for the selected asset and the DISPATCH STS CD is "Issued."

- appears and is enabled when a previous meter reading exists or the the DISPATCH STS CD is "Issued".
- **a.** Update the START MTR RDNG, entering the revised amount in the field provided. *This is a 12 numeric character field.*





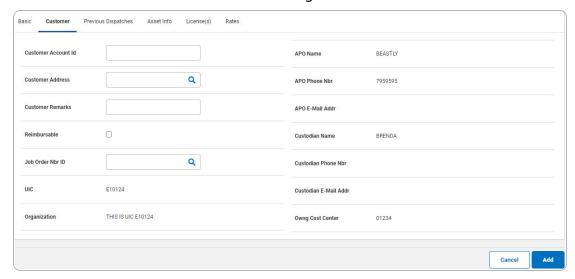
- **b.** Update the UTIL ON BASE, entering the revised amount in the field provided. *This is a 7 numeric character field.*
- **c.** Update the UTIL OFF BASE, entering the revised amount in the field provided. This is a 7 numeric character field.

Select . The **View the Dispatch Transaction Status** page appears.

d.

OR

Select the Customer tab to continue adding information.



Helpful Tip

The Customer Address information is stored in the Address Type CD "MC – Maintenance Customer" within the Property Accountability **Address** section.

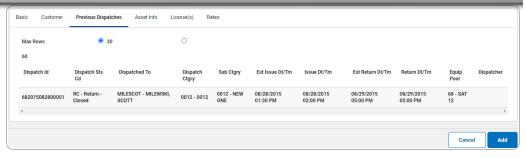
Select . The **View the Dispatch Transaction Status** page appears.

1.

OR

Select the Previous Dispatches tab to continue adding information.





Note

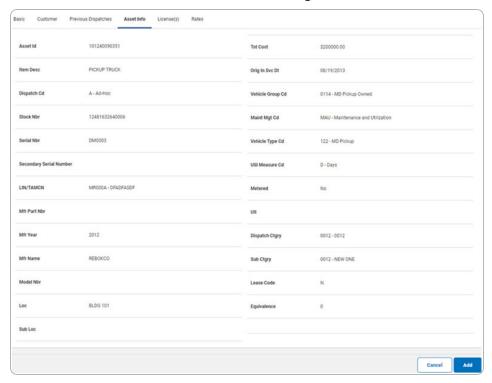
The Previous Dispatches tab displays previously issued assets in a list format. The previous 30 dispatches are displayed by default.

Select . The **View the Dispatch Transaction Status** page appears.

Α.

OR

Select the Asset Info tab to continue adding information.





Helpful Tip

The Asset INFO is stored in the Property Accountability **Asset Receiving** section.

Select . The **View the Dispatch Transaction Status** page appears.

a.

OR

Select the License(s) tab to continue adding information.



Note

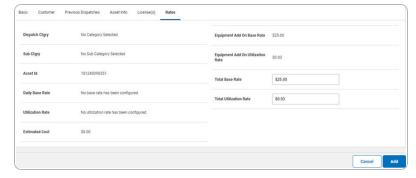
The License(s) tab displays the information in a list format.

Select . The **View the Dispatch Transaction Status** page appears.

1.

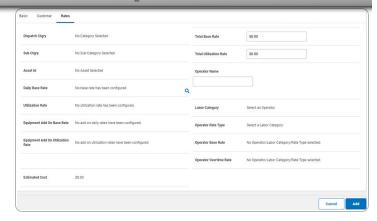
OR

Select the Rates tab to continue adding information.



a. If Request Operator was selected on the Basic tab, additional fields appear.





b. Select . The View the Dispatch Transaction Status page appears.



Update a Dispatch

Navigation

Utilization > Dispatch > Search Criteria > Search Results > Update hyperlink > Dispatch Update page

Procedures

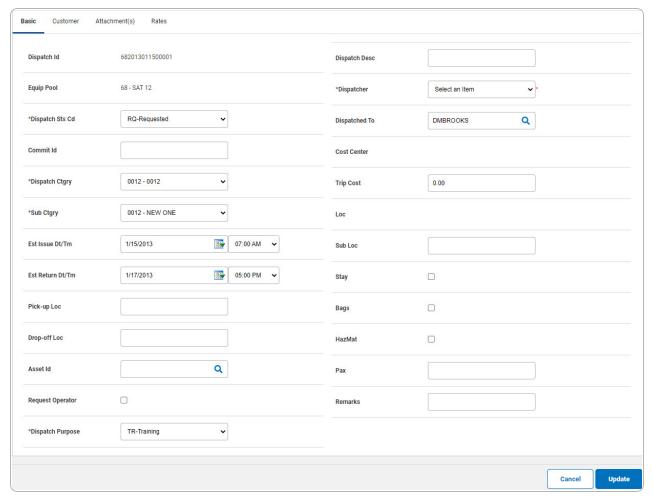
Update a Dispatch

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

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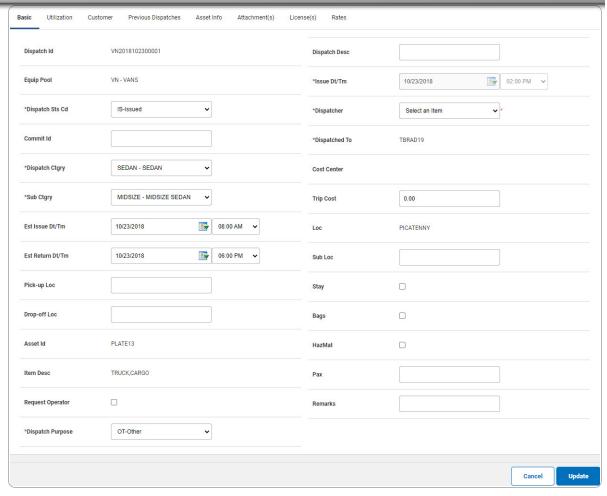


1. Select the Update hyperlink. The **Update a Dispatch** page appears.



A. Update the Dispatch Status Cd, using $\overset{\checkmark}{}$ to select the desired code. If "IS" is selected, the Issue DT/TM field appears in the next column.





- **B.** Update the Dispatch Ctgry, using ** to select the desired category.
- **C.** Update the Sub Ctgry, using * to select the desired category.
- **D.** Update the Est Issue Dt/Tm, using and , or entering the date (MM/DD/YYYY) in the field provided.
- **E.** Update the Est Return Dt/Tm, using **■** and **→**, or entering the date (MM/DD/YYYY) in the field provided.



box.

If a driver is needed to operate the asset, select the Request Operator check-



- **F.** Update the Dispatch Purpose, using * to select the desired code.
- **G.** Update the Issue Dt/Tm, using and →, or entering the date (MM/DD/YYYY) in the field provided.
- **H.** Update the Dispatcher, using * to select the desired name.

Select Update . The View the Dispatch Transaction Status page appears.

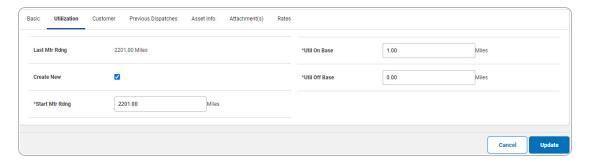
I. OR

Select the Utilization tab to continue editing information.



Note

The Utilization tab is only available when the Dispatch Status is "Issued" or "Returned", and the asset is profiled for utilization.



Attention

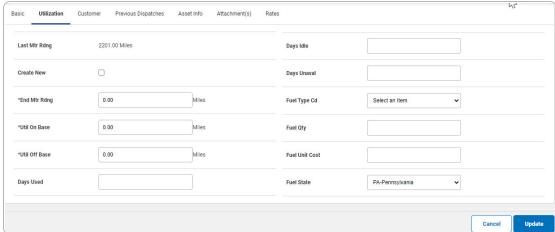
The Create New is disabled if no Utilization is recorded for the selected asset and the DISPATCH STS CD is "Issued."

appears and is enabled when a previous meter reading exists or the the DISPATCH STS CD is "Issued".



- **a.** Update the START MTR RDNG, entering the revised amount in the field provided. *This is a 12 numeric character field.*
- **b.** Update the UTIL ON BASE, entering the revised amount in the field provided. *This is a 7 numeric character field.*
- **c.** Update the UTIL OFF BASE, entering the revised amount in the field provided. *This is a 7 numeric character field.*

When the DISPATCH STS CD is Return (RN or RC), the following fields appear.



- **1.** Update the END MTR RDNG, entering the revised amount in the field provided. *This is a 12 numeric character field.*
- **2.** Update the UTIL ON BASE, entering the revised amount in the field provided. *This is a 7 numeric character field.*
- **3.** Update the UTIL OFF BASE, entering the revised amount in the field provided. *This is a 7 numeric character field.*

Select . The View the Dispatch Transaction Status page appears.

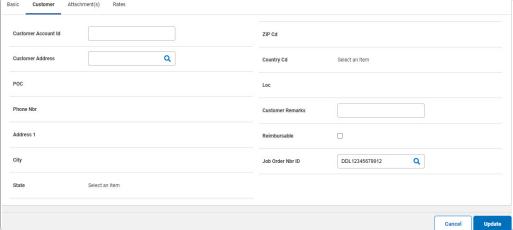
d.

OR

Select the Customer tab to continue editing information.







Helpful Tip

The Customer Address information is stored in the Address Type CD "MC – Maintenance Customer" within the Property Accountability **Address** section.

Select . The **View the Dispatch Transaction Status** page appears.

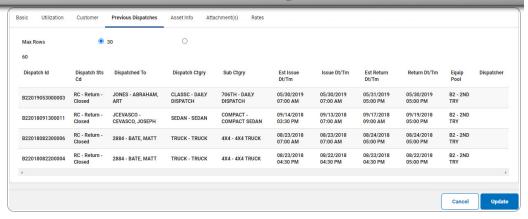
OR

1.

Select the Previous Dispatches tab to continue editing information.

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Note

The Previous Dispatches tab displays previously issued assets in a list format. The previous 30 dispatches are displayed by default.

Select . The **View the Dispatch Transaction Status** page appears.

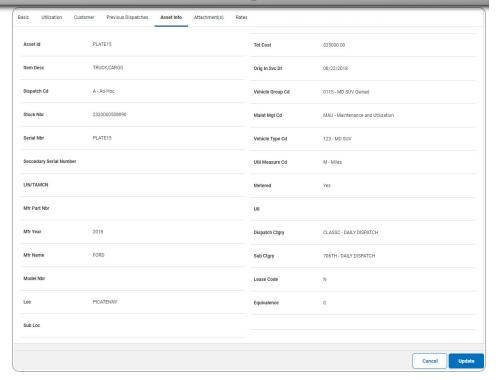
Α.

OR

Select the Asset Info tab to continue editing information.

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Helpful Tip

The Asset INFO is stored in the Property Accountability **Asset Receiving** section.

Select . The **View the Dispatch Transaction Status** page appears.

a.

OR

Select the Attachments tab to continue editing information.



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







OR

Select the License(s) tab to continue editing information.



Note

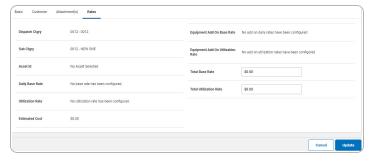
The Licenses tab displays the information in a list format.

Select . The **View the Dispatch Transaction Status** page appears.

Α.

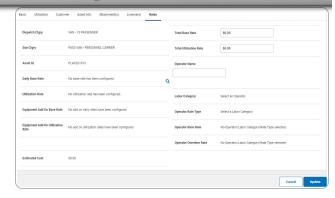
OR

Select the Rates tab to continue editing information.



a. If Request Operator was selected on the Basic tab, additional fields appear.





b. Select Update . The View the Dispatch Transaction Status page appears.