



Requesting a Dispatch

Dispatch enables you to make a reservation for an asset category, have that reservation allocated and then issued.

1. Navigate to the **Utilization / Dispatch** menu.
2. Select either an **Equip Pool** from the drop-down list or browse for an **Asset Id**.
3. Select the **Add** button.
4. Choose *RQ-Requested* from the **Dispatch Sts Cd** drop-down list.
5. Select a **Dispatch Ctgr** from the drop-down list.
6. Select a **Sub Ctgr** from the drop-down list.
7. Enter, or use the Calendar tool, to select the **Est Issue Dt**.
8. Select the **Est Issue Tm** from the drop-down list.
9. Enter, or use the Calendar tool, to select the **Est Return Dt**.
10. Select the **Est Return Tm** from the drop-down list.
11. Select a **Dispatch Purpose** from the drop-down list.
12. Enter a **Dispatch Desc**.
13. Verify the correct **Dispatcher** displays.
14. Select the **Dispatch To** from the drop-down list.
15. Select the **Customer** tab.

Search Criteria	
Equip Pool	TR - TRUCKS
Dispatch Id	<input type="text"/>
Asset Id	<input type="text"/>
Dispatch Cd	Select an Item
Dispatch Sts Cd	Select an Item
Dispatch Ctgr	Select an Item
Dispatcher	Select an Item
Dispatched To	Select an Item
Stock Nbr	<input type="text"/>
Serial Nbr	<input type="text"/>
DOD Serial Nbr	<input type="text"/>
Ull	<input type="text"/>
Estbd Dt From	<input type="text"/>
Estbd Dt To	<input type="text"/>
<input type="button" value="Add"/> <input type="button" value="Search"/> <input type="button" value="Reset"/>	

Basic		Customer		License(s)	
Dispatch Id	0	Equip Pool	TR - TRUCKS		
*Dispatch Sts Cd	RQ-Requested	*Sub Ctgr	CARGO - TRUCK, UTILITY, CARGC		
*Dispatch Ctgr	UTILITY - TRUCK, UTILITY	Est Issue Dt/Tm	5/15/2012 8:00 AM	Est Return Dt/Tm	5/17/2012 5:00 PM
Asset Id	<input type="text"/>	Dispatch Desc	ASSET RELOCATION		
*Dispatch Purpose	BS-Base Support	*Dispatcher	DOSTRAND - OSTRANDER, DAVIC		
*Dispatcher	DOSTRAND - OSTRANDER, DAVIC	*Dispatched To	SCOTWIL1 - SCOTT, WILLIAM		
Cost Center	<input type="text"/>	Trip Cost	0		
Loc	<input type="text"/>	Sub Loc	<input type="text"/>		
Remarks	<input type="text"/>				
<input type="button" value="Add"/> <input type="button" value="Cancel"/>					





Requesting a Dispatch ...continued

16. Use the **Customer Address Browse (...)** button to locate the customer information.
17. Select the **Add** button.

Basic		Customer		License(s)	
Customer Address	MIDWEST MAINT ...	Customer Account Id			
POC	WILLIAM SCOTT	Phone Nbr	614-555-6160		
Address 1	3990 EAST BROAD ST	City	COLUMBUS		
State	OH-Ohio	ZIP Cd	43213		
Country Cd	US-UNITED STATES OF AMERICA		Loc		
Customer Remarks					
Job Order Nbr		Reimbursable	<input type="checkbox"/>		





Allocating a Dispatch

Allocating a Dispatch can be done as an update action or as a new Dispatch is created.

1. Navigate to the **Utilization / Dispatch** menu.
2. Use the available fields to locate the Dispatch to update.
3. Select the **Search** button. (If your search criteria results is only one Dispatch, skip step 4.)
4. Select the **Select** hyperlink for the Dispatch to allocate.

5. Select *AL-Allocated* from the **Dispatch Ctgry** drop-down list
6. Use the **Asset Id Browse (...)** button to select the asset to Dispatch.
7. Select the **Update** button.

close or Esc Key

Search By																							
Dispatch Id	TR2012070300004																						
Dispatch Sts Cd	Select an Item																						
Dispatcher	Select an Item																						
Dispatched To	Select an Item																						
Equip Pool	Select an Item																						
<input type="button" value="Search"/> <input type="button" value="Reset"/>																							
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Select</th> <th>Dispatch Id</th> <th>Dispatch Sts Cd</th> <th>Dispatcher</th> <th>Dispatched To</th> <th>Dispatch Cd</th> <th>Equip Pool</th> <th>Asset Id</th> <th>Serial Nbr</th> <th>DoD Serial Nbr</th> <th>UII</th> </tr> </thead> <tbody> <tr> <td style="color: red; text-decoration: underline;">Select</td> <td>TR2012070300004</td> <td>RQ - Requested</td> <td>DOSTRAND - OSTRANDER, DAVID</td> <td>SCOTWIL1 - SCOTT, WILLIAM</td> <td></td> <td>TR - TRUCKS</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Select	Dispatch Id	Dispatch Sts Cd	Dispatcher	Dispatched To	Dispatch Cd	Equip Pool	Asset Id	Serial Nbr	DoD Serial Nbr	UII	Select	TR2012070300004	RQ - Requested	DOSTRAND - OSTRANDER, DAVID	SCOTWIL1 - SCOTT, WILLIAM		TR - TRUCKS					
Select	Dispatch Id	Dispatch Sts Cd	Dispatcher	Dispatched To	Dispatch Cd	Equip Pool	Asset Id	Serial Nbr	DoD Serial Nbr	UII													
Select	TR2012070300004	RQ - Requested	DOSTRAND - OSTRANDER, DAVID	SCOTWIL1 - SCOTT, WILLIAM		TR - TRUCKS																	

Basic
Customer
Previous Dispatches
Asset Info
Attachment(s)
License(s)

Dispatch Id	TR2012070300004	Equip Pool	TR - TRUCKS
*Dispatch Sts Cd	AL-Allocated		
*Dispatch Ctgry	UTILITY - TRUCK, UTILITY	*Sub Ctgry	CARGO - TRUCK, UTILITY, CARGO
Est Issue Dt/Tm	5/15/2012 8:00 AM	Est Return Dt/Tm	5/17/2012 5:00 PM
Asset Id	UIC003000030	Item Desc	TRUCK,CARGO
*Dispatch Purpose	BS-Base Support	Dispatch Desc	ASSET RELOCATION
*Dispatcher	DOSTRAND - OSTRANDER, DAVID	*Dispatched To	SCOTWIL1 - SCOTT, WILLIAM
Cost Center		Trip Cost	0.00
Loc	BLDG 20	Sub Loc	POS 12
Remarks			



Issuing a Dispatch

Issuing a Dispatch can be done as an update action or as a new Dispatch is created.

1. Navigate to the **Utilization / Dispatch** menu.
2. Use the available fields to locate the Dispatch to update.
3. Select the **Search** button.
4. Select the **Update** hyperlink for the Dispatch to issue.
5. Select *IS-Issued* from the **Dispatch Ctgy** drop-down list
6. Enter, or use the Calendar tool, to select the **Issue Dt**.
7. Select the **Issue Tm** from the drop-down list.

Basic	Utilization	Customer	Previous Dispatches	Asset Info	Attachment(s)	License(s)
Dispatch Id	TR2012070300004			Equip Pool	TR - TRUCKS	
*Dispatch Sts Cd	IS-Issued					
*Dispatch Ctgy	UTILITY - TRUCK, UTILITY			*Sub Ctgy	CARGO - TRUCK, UTILITY, CARGO	
Est Issue Dt/Tm	5/15/2012	8:00 AM		Est Return Dt/Tm	5/17/2012	5:00 PM
Asset Id	UIC003000030			Item Desc	TRUCK,CARGO	
*Dispatch Purpose	BS-Base Support			Dispatch Desc	ASSET RELOCATION	
*Issue Dt/Tm	5/15/2012	7:30 AM				
*Dispatcher	DOSTRAND - OSTRANDER, DAVIC			*Dispatched To	SCOTWIL1 - SCOTT, WILLIAM	
Cost Center				Trip Cost	0.00	
Loc	BLDG 20			Sub Loc	POS 12	
Remarks						
Update				Cancel		

8. Select the **License(s)** tab.
9. Verify the **Dispatch To** individual has the necessary license(s) to operate the asset.
10. Select the **Update** button.

If the Operator does not have the specified asset license, a warning will display. You may choose to:

- Not dispatch to the Operator
- Change to an asset which the Operator does have a license to operate
- Continue with the dispatch





Returning a Dispatch

Issuing a Dispatch can be done as an update action or as a new Dispatch is created.

1. Navigate to the **Utilization / Dispatch** menu.
2. Use the available fields to locate the Dispatch to update.
3. Select the **Search** button.
4. Select the **Update** hyperlink for the Dispatch to return.
5. Select *RC-Return - Closed* from the **Dispatch Ctgr** drop-down list if no additional actions must be taken for the asset or *RN-Return - Not Closed* if the asset must be dispatched again but additional information must be collected.
6. Enter, or use the Calendar tool, to select the **Return Dt.**
7. Select the **Return Tm** from the drop-down list.

Basic	Utilization	Customer	Previous Dispatches	Asset Info	Attachment(s)	License(s)
Dispatch Id	TR2012070300004			Equip Pool	TR - TRUCKS	
*Dispatch Sts Cd	RC-Return - Closed			*Dispatch Ctgr	UTILITY - TRUCK, UTILITY	
*Dispatch Ctgr	UTILITY - TRUCK, UTILITY			*Sub Ctgr	CARGO - TRUCK, UTILITY, CARGO	
Est Issue Dt/Tm	5/15/2012	8:00 AM		Est Return Dt/Tm	5/17/2012	5:00 PM
Asset Id	UIC003000030			Item Desc	TRUCK,CARGO	
*Dispatch Purpose	BS-Base Support			Dispatch Desc	ASSET RELOCATION	
*Issue Dt/Tm	5/15/2012	7:30 AM		*Return Dt/Tm	5/17/2012	3:30 PM
*Dispatcher	DOSTRAND - OSTRANDER, DAVIC			*Dispatched To	SCOTWIL1 - SCOTT, WILLIAM	
Cost Center				Trip Cost	0.00	
Loc	BLDG 20			Sub Loc	POS 12	
Dispatch Unavl Cd	2-Needs Reported to Maintenance			Create Work Order	<input checked="" type="checkbox"/>	
Update Maint Asset	<input checked="" type="checkbox"/>			*Priority Cd	5-Routine I - 5 days	
*Work Order Reason	WATR-Wear and Tear			*Work Order Desc	HEADLAMP	
*Plan Type	MINR-Minor Repair			Requested Service	REPLACE HEADLAMP	
Remarks						





Returning a Dispatch ...continued

8. Select the **Utilization** tab if utilization is tracked for the asset.
9. Enter the **End Mtr Rdng**.
10. Enter the **Util On Base** and **Util Off Base** amounts.
11. Select the Fuel Type from the **Fuel Type Cd** drop-down list.
12. Enter the **Fuel Qty**.
13. Enter the **Fuel Unit Cost**.
14. Select the **Update** button.

Basic	Utilization	Customer	Previous Dispatches	Asset Info	Attachment(s)	License(s)
Last Mtr Rdng	397.00					
Create New	<input checked="" type="checkbox"/>					
*Start Mtr Rdng	<input type="text" value="397.00"/>					
*Util On Base	<input type="text" value="12.00"/>			*Util Off Base	<input type="text" value="0.00"/>	
*End Mtr Rdng	<input type="text" value="475"/>					
*Util On Base	<input type="text" value="54"/>			*Util Off Base	<input type="text" value="24"/>	
Days Used	<input type="text" value="3"/>			Days Idle	<input type="text"/>	
Days Unaval	<input type="text"/>					
Fuel Type Cd	<input type="text" value="B20 - 20% Bio-Diesel"/>			Fuel Qty	<input type="text" value="7.1"/>	GL
Fuel Unit Cost	<input type="text" value="3.67"/>					



Canceling a Dispatch

A Dispatch can be canceled at any time during the Dispatch process prior to the asset being returned.

Canceled Dispatches cannot be reactivated.

1. Navigate to the **Utilization / Dispatch** menu.
2. Use the available fields to locate the Dispatch to update.
3. Select the **Search** button.
4. Select the **Update** hyperlink for the Dispatch to cancel.
5. Select *CN-Canceled* from the **Dispatch Ctgr** drop-down list
6. Select the **Update** button.

Basic		Customer	Asset Info	Attachment(s)	License(s)
Dispatch Id	UT2012070300001			Equip Pool	UT - UTILITY TRUCKS
*Dispatch Sts Cd	CN-Cancelled				
*Dispatch Ctgr	UTILITY - TRUCK, UTILITY			*Sub Ctgr	DUMP - TRUCK, UTILITY, DUMP
Est Issue Dt/Tm	5/16/2012	7:00 AM		Est Return Dt/Tm	5/18/2012 5:00 PM
Asset Id	DONW00000302			Item Desc	TRUCK, UTILITY, CLOT
*Dispatch Purpose	BS-Base Support			Dispatch Desc	CONSTRUCTION
*Dispatcher	DOSTRAND - OSTRANDER, DAVID			*Dispatched To	WHITAMB1 - WHITE, AMBER
Cost Center				Trip Cost	0.00
Loc	BLDG 605M			Sub Loc	POS 6
Dispatch Unavl Cd	6-N/A				
Remarks					
			Update	Cancel	

