



Browse for a Dispatch Id

Overview


The Dispatch Id Browse pop-up window allows searching for dispatching assets in the ELMS catalog.

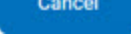
Navigation

ELMS Modules > *VARIOUS PROCEDURAL STEPS* >  > Dispatch Id Browse pop-up window

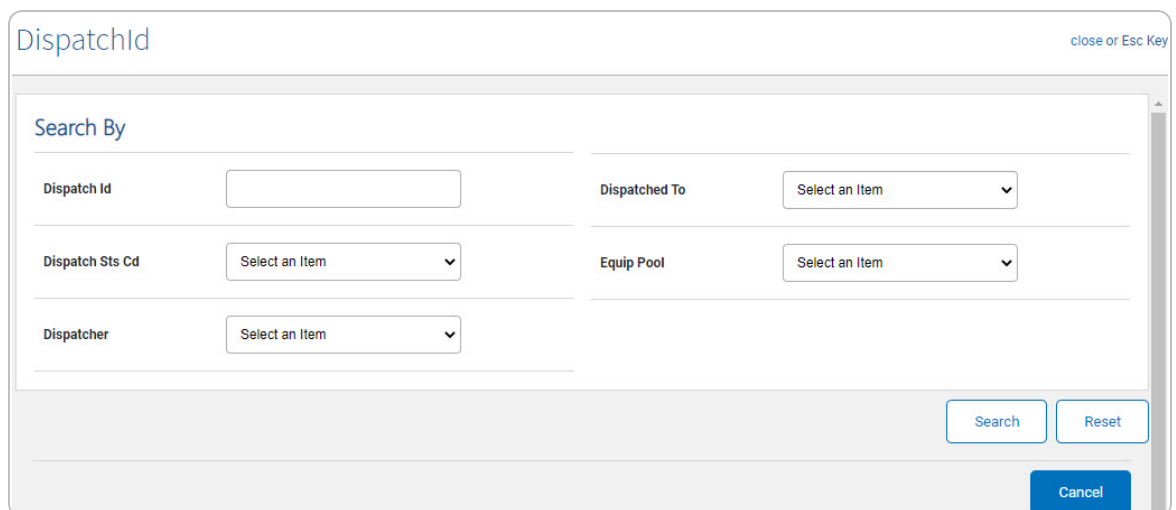
Procedures

Browse for a Dispatch Id

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.

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

1. Select . The **Dispatch Id Browse** pop-up window appears.



The screenshot shows a pop-up window titled "DispatchId" with a "close or Esc Key" link in the top right corner. The window contains a "Search By" section with five search criteria:

- Dispatch Id: Text input field
- Dispatched To: Dropdown menu with "Select an Item" and a downward arrow
- Dispatch Sts Cd: Dropdown menu with "Select an Item" and a downward arrow
- Equip Pool: Dropdown menu with "Select an Item" and a downward arrow
- Dispatcher: Dropdown menu with "Select an Item" and a downward arrow

At the bottom right of the window, there are three buttons: "Search", "Reset", and "Cancel".





2. Select . *The Search Results display in the Dispatch ID Grid below.*

close or Esc Key

DispatchId

Search By

Dispatch Id <input style="width: 90%;" type="text" value="UP2019121900001"/>	Dispatched To <input style="width: 90%;" type="text" value="Select an Item"/>
Dispatch Sts Cd <input style="width: 90%;" type="text" value="Select an Item"/>	Equip Pool <input style="width: 90%;" type="text" value="Select an Item"/>
Dispatcher <input style="width: 90%;" type="text" value="Select an Item"/>	

Select	Dispatch Id	Dispatch Sts Cd	Dispatcher	Dispatched To	Dispatch Cd	Equip Pool	Asset Id	Serial Nbr	Secondary Serial Number	UII
Select	UP2019121900001	RQ - Requested		DJB - BRITT, DARRYL	A - Ad-Hoc	UP - UTOPIA PLANETIA	NCC17010018	NCC1764		

3. Click the Select hyperlink next to the desired Dispatch ID. *The pop-up window closes and the selected Dispatch ID appears in the previous screen.*

