



Search for a Dispatch Category Inquiry — Criteria

Overview

The Maintenance and Utilization (M&U) module Dispatch Category Inquiry process provides the ability to search for Dispatch Categories.

Navigation

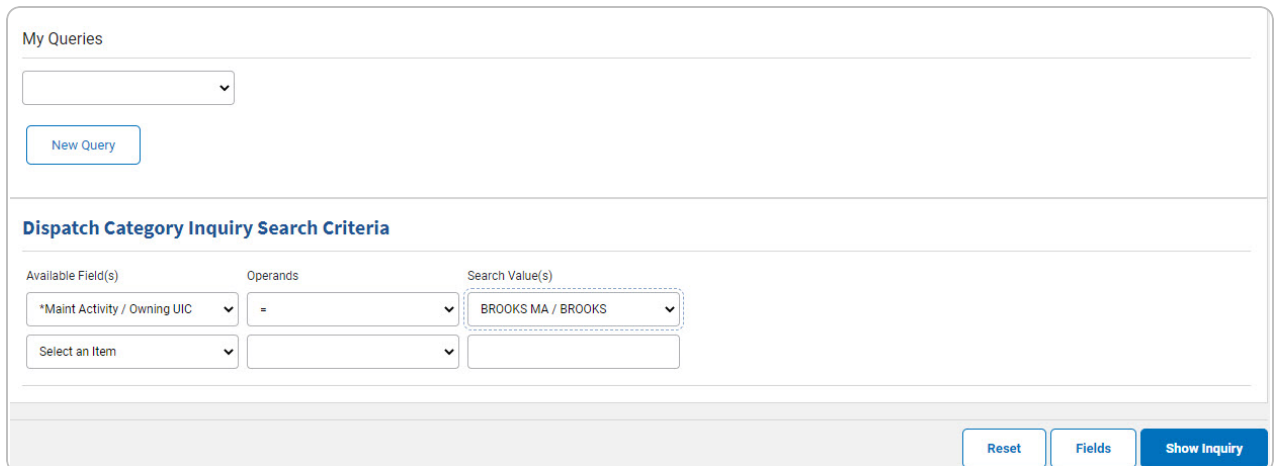
Inquiries > Master Data > DISPATCH CTGRY> Dispatch Category Inquiry Search Criteria page

Procedures

Search for a Dispatch Category Inquiry

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, choose which available field to use in the search.



The screenshot shows a web interface for searching dispatch categories. At the top, there is a 'My Queries' section with a dropdown menu and a 'New Query' button. Below this is the 'Dispatch Category Inquiry Search Criteria' section. It contains three columns: 'Available Field(s)', 'Operands', and 'Search Value(s)'. The first row shows '*Maint Activity / Owning UIC' in the first column, '=' in the second, and 'BROOKS MA / BROOKS' in the third. The second row shows 'Select an Item' in the first column, and empty fields in the second and third. At the bottom right, there are three buttons: 'Reset', 'Fields', and 'Show Inquiry'.


2. Choose which Available Field(s) to use in the search.
 - A. The first Available Field(s) option (MAINT ACTIVITY / OWNING UIC) automatically populates and is not editable.






Note



Adding another Available Field  automatically populates an additional search criteria row.

Note




Select  to modify the fields used in the inquiry. *The Fields Selection page opens.*

3. Choose which Operands to use in the search.

A. Use  to select the first Operands.

4. Choose which Search Value(s) to use in the search.

A. Use  to select the first Search Value.


Remove an Available Field Row

a. Use  to select desired Available Field.

b. Select . *The desired row is removed.*

5. Select . *The **Dispatch Category Inquiry – Results** page appears.*

Add a My Queries Inquiry

1. Select . *The page refreshes, and My Queries changes from a drop-down field to a text field.*





Help Reference Guide


My Queries

Dispatch Category Inquiry Search Criteria

Available Field(s)	Operands	Search Value(s)
*Maint Activity / Owning UIC	=	
Select an Item		

- Enter the Query Name in the field provided. *This is a 90 alphanumeric character field.*
- Select . *The Query and the information entered in the Search Criteria grid are added to My Queries. Select to disregard the Query.*
- Select . *The **Dispatch Category Inquiry – Select Fields** page appears.*
- OR
- Select . *The **Dispatch Category Inquiry – Results** page appears.*

Select a My Queries Inquiry

- Use  to select the desired saved query. *The page refreshes, and the selected query information appears in the search criteria grid.*





Help Reference Guide

My Queries

[New Query](#)

Dispatch Category Inquiry Search Criteria


Available Field(s)	Operands	Search Value(s)
*Maint Activity / Owning UIC	=	<input type="text"/>
Select an Item		<input type="text"/>

[Reset](#) [Fields](#) [Show Inquiry](#)

2. Select [Fields](#). The **Dispatch Category Inquiry — Select Fields** page appears.
- OR

Select [Show Inquiry](#). The **Dispatch Category Inquiry — Results** page appears.

Update a My Queries Inquiry

1. Use  to select the desired saved query. The page refreshes, the search criteria fields change, and [New Query](#) is joined by [Update Query](#) and [Delete Query](#). The selected query information appears in the search criteria grid.

My Queries

Test 2

[New Query](#) [Update Query](#) [Delete Query](#)

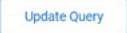


Dispatch Category Inquiry Search Criteria

Available Field(s)	Operands	Search Value(s)
*Maint Activity / Owning UIC	=	<input type="text"/>
Select an Item		<input type="text"/>


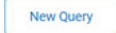
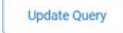
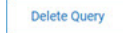
[Reset](#) [Fields](#) [Show Inquiry](#)

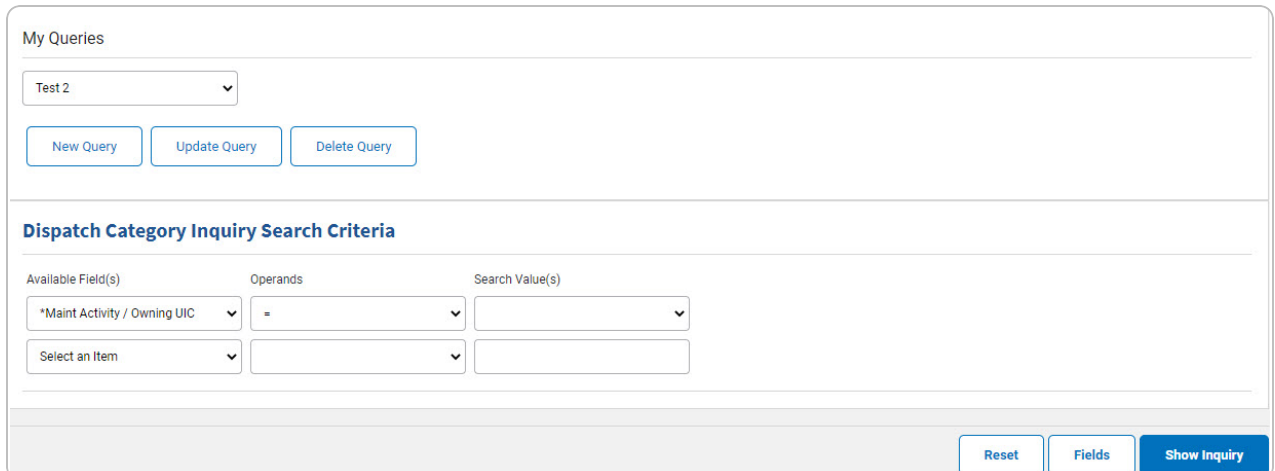





2. Select . *The query information is updated.*
3. Select . *The **Dispatch Category Inquiry – Select Fields** page appears.*
- OR
- Select . *The **Dispatch Category Inquiry – Results** page appears.*

Delete a My Queries Inquiry

1. Use  to select the desired saved query. *The page refreshes, and  is joined by  and . The selected query information appears in the search criteria grid.*



The screenshot shows the 'My Queries' section with a dropdown menu set to 'Test 2' and buttons for 'New Query', 'Update Query', and 'Delete Query'. Below this is the 'Dispatch Category Inquiry Search Criteria' section, which contains a table with columns for 'Available Field(s)', 'Operands', and 'Search Value(s)'. The table has two rows: the first row has '*Maint Activity / Owning UIC' in the first column, '=' in the second, and an empty dropdown in the third; the second row has 'Select an Item' in the first column, an empty dropdown in the second, and an empty text box in the third. At the bottom right of the form are buttons for 'Reset', 'Fields', and 'Show Inquiry'.

2. Select . *The query information is removed.*

Revise the Fields for the Inquiry

- Select . *The **Disapctch Category Inquiry – Select Fields** page appears.*





Search for a Dispatch Category Inquiry — Results


Navigation

Inquiries > Master Data > DISPATCH CTGRY > Search Criteria > [Show Inquiry](#) > Dispatch Category Inquiry Search Results page

Procedures

Export the Dispatch Category Inquiry Results

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

1. Select  to choose the print format (Excel, PDF, or Word). The procedure leaves the application based on the selection made.

Dispatch Ctgry	Dispatch Ctgry Desc	Dispatch Ctgry Long Desc	Maint Activity / Owning UIC	Asset Cnt
0012	0012		BROOKS MA / BROOKS	27
123TEST234	HELP TEST	HELP TEST	BROOKS MA / BROOKS	0
DS	DEEP SPACE MISSIONS		BROOKS MA / BROOKS	3
HELPTTESTENTRY	HELP TOPICS TEST ENTRY	TEST ENTRY FOR THE HELP TOPICS	BROOKS MA / BROOKS	0
MD1	MEDICAL TRANSPORTATION	MEDICAL TRANSPORTION TYPES	BROOKS MA / BROOKS	2
RBG123	RENEE AND BREN		BROOKS MA / BROOKS	0
TRUCKS	PICK UP TRUCKS		BROOKS MA / BROOKS	0
TTV	TEST TRAIN VEHICLE		BROOKS MA / BROOKS	0

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[Cancel](#)

Note






To reach the optional fields, refer to the Dispatch Category Inquiry — Field Selection page.





2. Select . The **Dispatch Category Inquiry — Criteria** page appears.

Search the Results

1. Select the empty field .
2. Enter the characters or words to search. *Entries are not case sensitive.*
3. Select  to search for the entry. *The entry appears highlighted in the file.*
4. Select  to find the next matching value. *This feature is available if multiple results are found.*

View the Dispatch Category Detail

Select the desired Dispatch Category row. The **Dispatch Category Inquiry Detail — Basic** page appears.





Select Fields for the Dispatch Category Inquiry

Navigation

Inquiries > Master Data > DISPATCH CTGRY > Search Criteria > [Fields](#) > Dispatch Category Inquiry Fields Selection page

Procedures

Choose the Extracted Inquiry File Details

Selecting  at any point of this procedure removes all revisions and closes the page, whereas selecting  returns all fields to the default "All" setting. **Bold** numbered steps are required.

1. Select . The **Dispatch Category Inquiry** page appears.

Extract Excel File <input checked="" type="radio"/>	Extract Text, Comma Separated File <input type="radio"/>	
Extract Id <input type="text"/>	Privacy Type <input type="text" value="Private"/>	
Selections <input type="text" value="New Selection List"/>		
<input type="checkbox"/>	Field	Field Description
<input checked="" type="checkbox"/>	Dispatch Ctgry	The identifier of the dispatch category.
<input checked="" type="checkbox"/>	Dispatch Ctgry Desc	A brief description of the dispatch category.
<input checked="" type="checkbox"/>	Dispatch Ctgry Long Desc	A description of the dispatch category.
<input checked="" type="checkbox"/>	Maint Activity / Owning UIC	The maintenance activity performing the work order
<input checked="" type="checkbox"/>	Asset Cnt	Count of accessible assets linked to the selected dispatch category.


- 2.** Choose the desired file type:
- Click ☐ to select Extract Excel File. *The extracted file on the **View Inquiry Extract** page is an .XLS file.*

OR




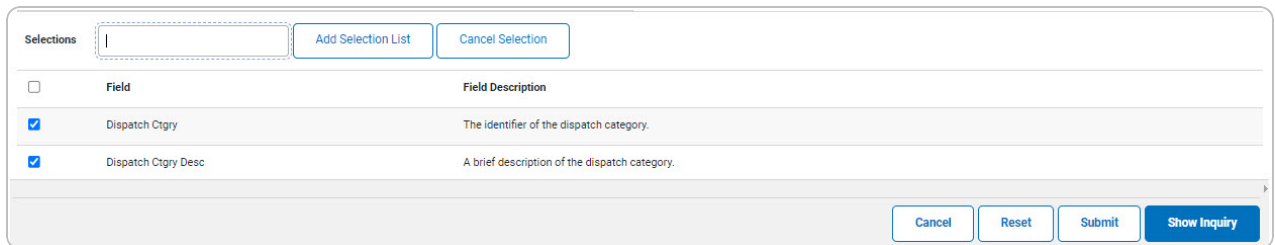
Help Reference Guide

Click ☐ to select Extract Text, Comma Separated File. *The extracted file on the **View Inquiry Extract** page is a .CSV file.*

- Enter an unique identifier in the Extract ID field provided. *This adds the identifier to the link on the **View Inquiry Extract** page, and does not change the file name.*
- Use  to select the Privacy Type.

Add a Selection List


- Select . *The page refreshes, and Selections changes from a drop-down field to a text field.*





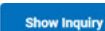


Field	Field Description
<input checked="" type="checkbox"/> Dispatch Ctrgy	The identifier of the dispatch category.
<input checked="" type="checkbox"/> Dispatch Ctrgy Desc	A brief description of the dispatch category.

Note



Selecting  at any time from this point of the procedure removes all revisions and returns My Selections to a drop-down field.

- Select . *The page refreshes, and the selected list is added.*  is replaced by  and .
- Select  for small volumes of data. *The **Dispatch Category Inquiry — Results** page appears.*
- OR**

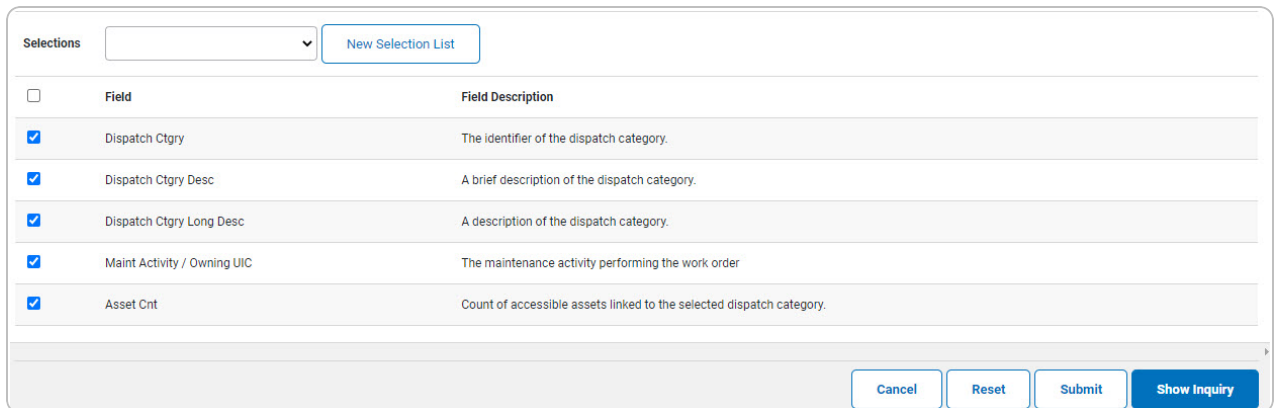
Select  for large volumes of data. *The **Dispatch Category Inquiry Transaction Status** page appears.*






Use a Predetermined Field Selection List

1. Use  to display the Selection List.



Field	Field Description
<input checked="" type="checkbox"/> Dispatch Ctgry	The identifier of the dispatch category.
<input checked="" type="checkbox"/> Dispatch Ctgry Desc	A brief description of the dispatch category.
<input checked="" type="checkbox"/> Dispatch Ctgry Long Desc	A description of the dispatch category.
<input checked="" type="checkbox"/> Maint Activity / Owning UIC	The maintenance activity performing the work order
<input checked="" type="checkbox"/> Asset Cnt	Count of accessible assets linked to the selected dispatch category.





Select  for small volumes of data. *The **Dispatch Category Inquiry – Results** page appears.*

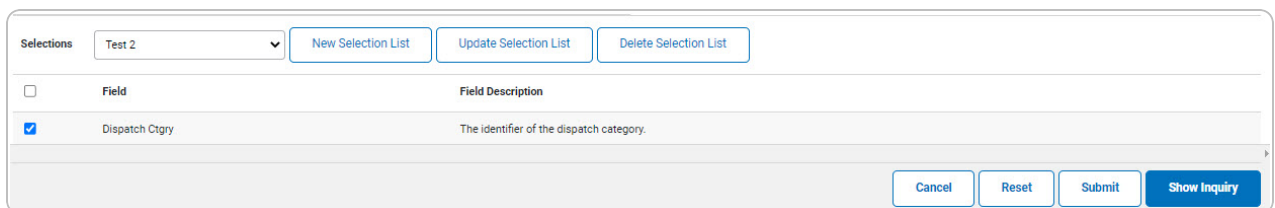
- 2.

OR


Select  for large volumes of data. *The **Dispatch Category Inquiry Transaction Status** page appears.*

Update a Selection List

1. Use  to select the desired Selection List. *The page refreshes, the search criteria fields change, and  is joined by  and .*




Field	Field Description
<input checked="" type="checkbox"/> Dispatch Ctgry	The identifier of the dispatch category.

2. Select . *The page refreshes.*









Select  for small volumes of data. The **Dispatch Category Inquiry — Results** page appears.

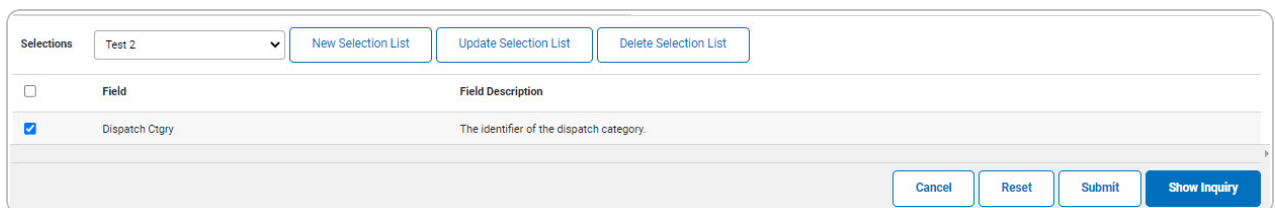
3.

OR

Select  for large volumes of data. The **Dispatch Category Inquiry Transaction Status** page appears.

Delete a Selection List

1. Use  to select the desired Selection List. The page refreshes, the search criteria fields change, and  is joined by  and .




The screenshot shows a web interface for managing selection lists. At the top, there is a 'Selections' dropdown menu currently set to 'Test 2'. To its right are three buttons: 'New Selection List', 'Update Selection List', and 'Delete Selection List'. Below this is a table with two columns: 'Field' and 'Field Description'. The first row has a checkbox, 'Field', and 'Field Description'. The second row has a checked checkbox, 'Dispatch Ctrgy', and 'The identifier of the dispatch category.'. At the bottom right of the interface are four buttons: 'Cancel', 'Reset', 'Submit', and 'Show Inquiry'.

2. Select . The page refreshes and the list is immediately deleted.

Modify the Fields Used for the Inquiry

Selecting  at any point of this procedure removes all revisions and closes the page.

Bold numbered steps are required.

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. Select . The **Dispatch Category Inquiry** page appears.

Extract Excel File ☒

Extract Text, Comma Separated File ☐

Extract Id

Privacy Type Private

Selections [New Selection List](#)

<input type="checkbox"/>	Field	Field Description
<input checked="" type="checkbox"/>	Dispatch Ctgry	The identifier of the dispatch category.
<input checked="" type="checkbox"/>	Dispatch Ctgry Desc	A brief description of the dispatch category.
<input checked="" type="checkbox"/>	Dispatch Ctgry Long Desc	A description of the dispatch category.
<input checked="" type="checkbox"/>	Maint Activity / Owning UIC	The maintenance activity performing the work order
<input checked="" type="checkbox"/>	Asset Cnt	Count of accessible assets linked to the selected dispatch category.


Cancel Reset Submit Show Inquiry

2. Select the fields required for the inquiry. *The first 5 fields are automatically selected.*

Note



The number of fields selected determines the amount of data returned from the data-base. The more data returned, the longer the inquiry takes.

3. Select  for small volumes of data. The **Dispatch Category Inquiry — Results** page appears.
- OR**

Select  for large volumes of data. The **Dispatch Category Inquiry Transaction Status** page appears.





View the Dispatch Category Inquiry Detail — Basic

Navigation

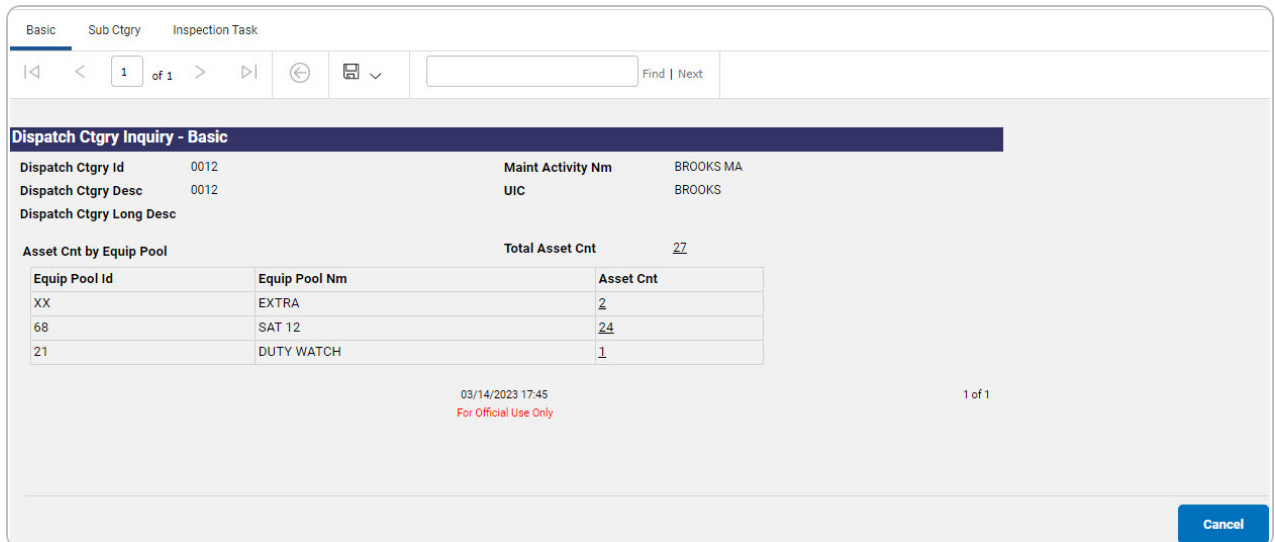
Inquiries > Master Data > DISPATCH CTGRY > Search Criteria > [Show Inquiry](#) > Search Results > Inquiry Row hyperlink > Dispatch Category Inquiry Detail — Basic page

Procedures


Export the Dispatch Category Inquiry Detail — Basic

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

1. Verify the Basic Detail tab.



Equip Pool Id	Equip Pool Nm	Asset Cnt
XX	EXTRA	2
68	SAT 12	24
21	DUTY WATCH	1

2. Select  to choose the print format (Excel, PDF, or Word). The procedure leaves the application based on the selection made.
3. Follow the prompts provided by the computer.
4. Select [Cancel](#). The **Dispatch Category Inquiry — Criteria** page appears.





OR

Select the SUB CTGRY tab. The **Dispatch Category Inquiry Detail — Sub Ctgr** page appears.

OR

Select the Inspection Task tab. The **Dispatch Category Inquiry Detail — Inspection Task** page appears.

Search the Results

1. Select the empty field Find | Next.
2. Enter the characters or words to search. *Entries are not case sensitive.*
3. Select to search for the entry. *The entry appears highlighted in the file.*
4. Select to find the next matching value. *This feature is available if multiple results are found.*





View the Dispatch Category Inquiry Detail — Inspection Task

Navigation

Inquiries > Master Data > DISPATCH CTGRY > Search Criteria > [Show Inquiry](#) > Search Results > Inquiry Row hyperlink > Basic Detail > Inspection Task tab > Dispatch Category Inquiry Detail — Inspection Task page

Procedures

Export the Dispatch Category Inquiry Detail — Inspection Task

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





1. Verify the Inspection Task Detail tab.

Basic Sub Ctgry Inspection Task

1 of 1 Find | Next


Dispatch Ctgry Inquiry - Inspection Tasks

Inspection Task Nm	Inspection Task Desc
Accident Damage	Accident Damage
Other Damage	Other Damage
Leaks	Leaks
Tires, Tracks, Wheels	Tires, Tracks, Wheels
Fuel, Oil, Coolant	Fuel, Oil, Coolant
Battery	Battery
Horn, Safety Devices	Horn, Safety Devices
Lights, Reflectors, Glass	Lights, Reflectors, Glass
Instruments	Instruments
Windshield Wipers	Windshield Wipers
Communication Equipment	Communication Equipment
Cargo, Mounted Equipment	Cargo, Mounted Equipment
Steering	Steering
Belts, Pulleys	Belts, Pulleys
Brakes	Brakes
Power Unit, Engine	Power Unit, Engine
Accident Report Form	Accident Report Form
Needs Mechanical Inspection	Needs Mechanical Inspection
Fire Extinguishers Inspected	Fire Extinguishers Inspected

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Cancel

2. Select  to choose the print format (Excel, PDF, or Word). The procedure leaves the application based on the selection made.
3. Follow the prompts provided by the computer.

4. Select . The **Dispatch Category Inquiry — Criteria** page appears.
- OR

Select the SUB CTGRY tab. The **Dispatch Category Inquiry Detail — Sub Ctgry** page appears.

OR

Select the Basic tab. The **Dispatch Category Inquiry Detail — Basic** page appears.





Search the Results

1. Select the empty field Find | Next .
2. Enter the characters or words to search. *Entries are not case sensitive.*
3. Select to search for the entry. *The entry appears highlighted in the file.*
4. Select to find the next matching value. *This feature is available if multiple results are found.*





View the Dispatch Category Inquiry Detail — SUB CTGRY

Navigation

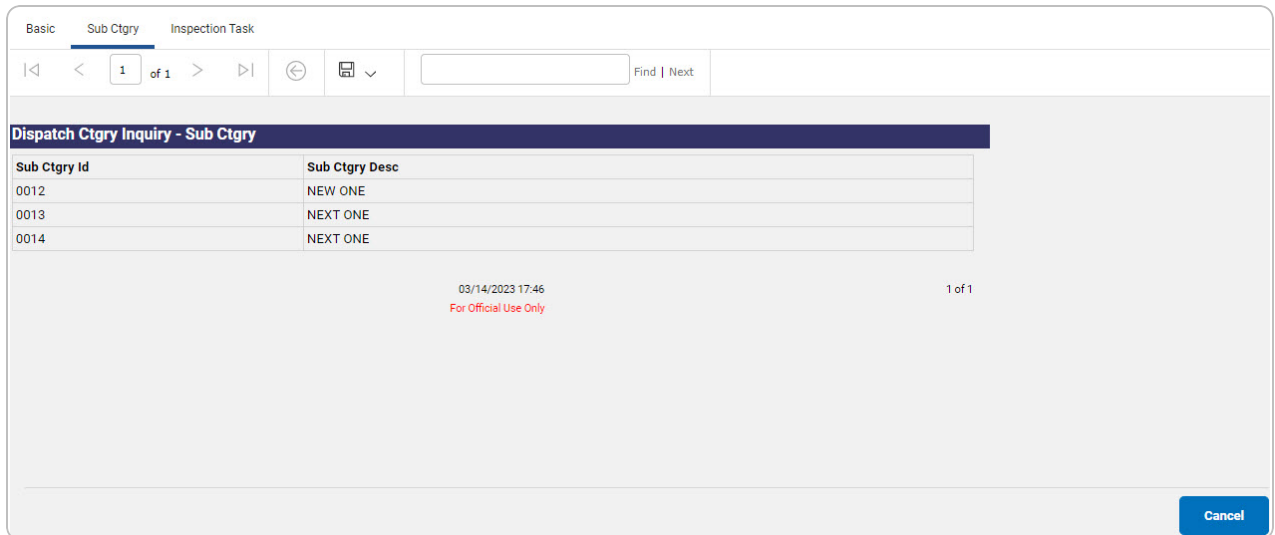
Inquiries > Master Data > DISPATCH CTGRY > Search Criteria > [Show Inquiry](#) > Search Results > Inquiry Row hyperlink > Basic Detail > SUB CTGRY tab > Dispatch Category Inquiry Detail — SUB CTGRY page

Procedures

Export the Dispatch Category Inquiry Detail — SUB CTGRY

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

1. **Verify the SUB CTGRY Detail tab.**




Sub Ctrgy Id	Sub Ctrgy Desc
0012	NEW ONE
0013	NEXT ONE
0014	NEXT ONE

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Cancel

2. Select  to choose the print format (Excel, PDF, or Word). *The procedure leaves the application based on the selection made.*
3. Follow the prompts provided by the computer.





4. Select . The **Dispatch Category Inquiry — Criteria** page appears.




OR

Select the Inspection Task tab. The **Dispatch Category Inquiry Detail — Inspection Task** page appears.

OR

Select the Basic tab. The **Dispatch Category Inquiry Detail — Basic** page appears.

Search the Results

1. Select the empty field .
2. Enter the characters or words to search. *Entries are not case sensitive.*
3. Select  to search for the entry. *The entry appears highlighted in the file.*
4. Select  to find the next matching value. *This feature is available if multiple results are found.*

