



## Search for a Dispatch Inquiry – Criteria

### Overview

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

### Navigation

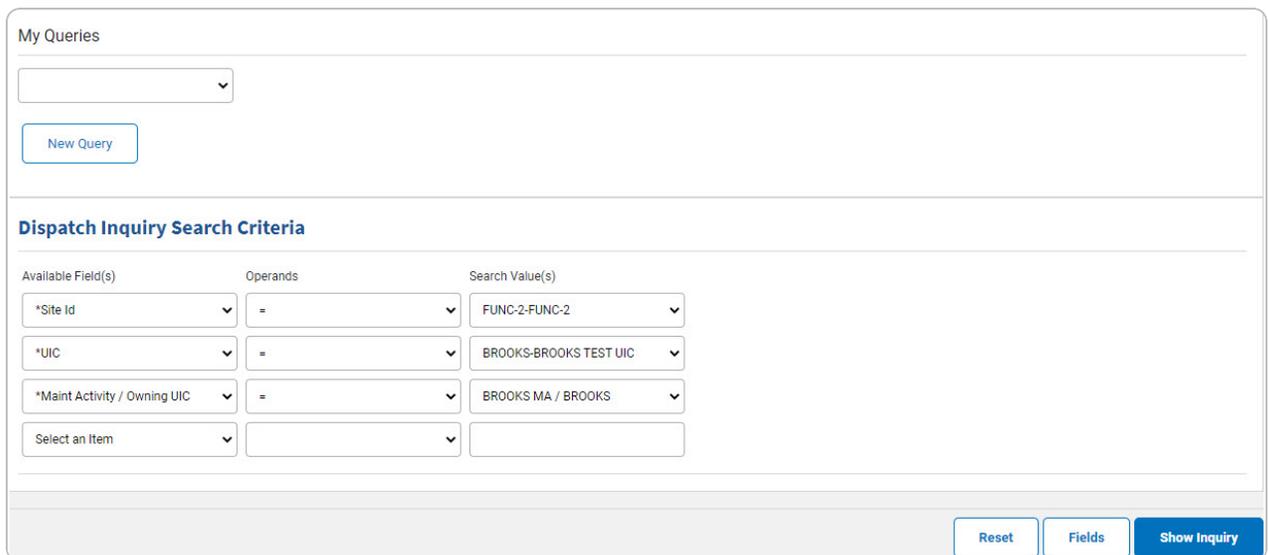
Inquiries > Utilization > Dispatch > Dispatch Inquiry Search Criteria page

### Procedures

#### Search for a Dispatch Inquiry – Criteria

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, choose which available field to use in the search.



The screenshot shows a web interface for searching dispatch inquiries. At the top, there is a section for "My Queries" with a dropdown menu and a "New Query" button. Below this is the "Dispatch Inquiry Search Criteria" section, which contains a table with three columns: "Available Field(s)", "Operands", and "Search Value(s)".

Available Field(s)	Operands	Search Value(s)
*Site Id	=	FUNC-2-FUNC-2
*UIC	=	BROOKS-BROOKS TEST UIC
*Maint Activity / Owning UIC	=	BROOKS MA / BROOKS
Select an Item		

At the bottom right of the form, 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 (SITE ID) automatically populates and is not editable.





- B. The second Available Field(s) option (UIC) automatically populates and is not editable.
- C. The third 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.
- B. Use  to select the second Operands.
- C. Use  to select the third Operands.

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

- A. Use  to select the first Search Value.
- B. Use  to select the second Search Value.
- C. Use  to select the third Search Value.

5. Select . The **Dispatch 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.





My Queries

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**Dispatch Inquiry Search Criteria**

Available Field(s)	Operands	Search Value(s)
*Site Id	=	FUNC-2-FUNC-2
*UIC	=	BROOKS-BROOKS TEST UIC
*Maint Activity / Owning UIC	=	BROOKS MA / BROOKS
Select an Item		

### Note



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

2. Enter the Query Name in the field provided. *This is a 90 alphanumeric character field.*

### Note



Create a unique name with a meaningful description, and contains the purpose of the query.

**Example:** AllAssetsBldg20 or EquipPoolSmallVehicleNoCert

3. 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 Inquiry – Select Fields** page appears.*

4.

OR

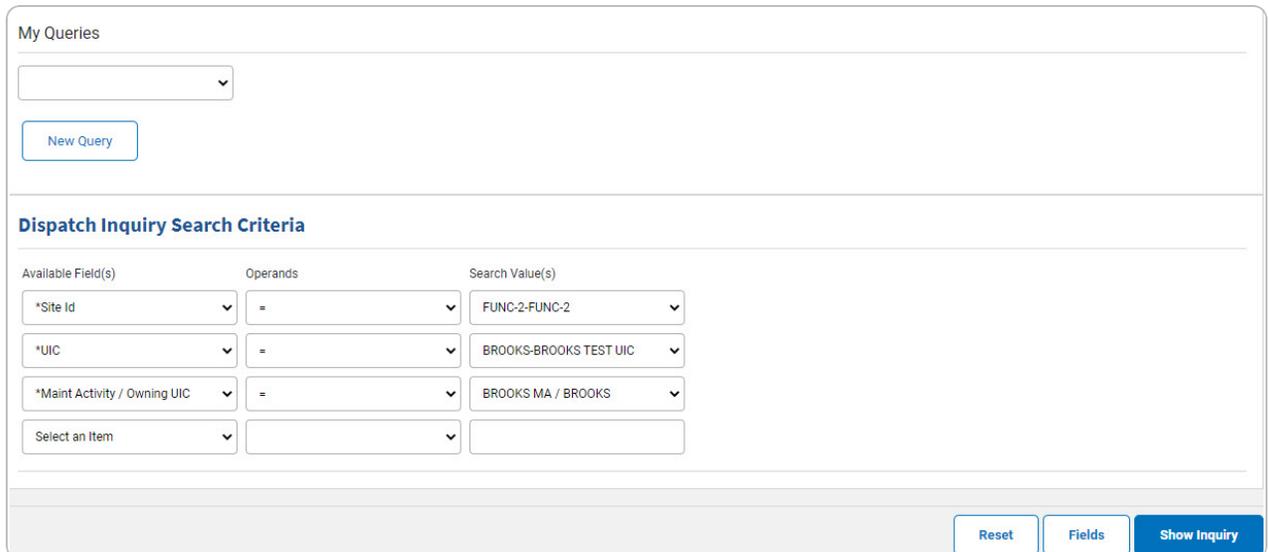
Select . *The **Dispatch Inquiry – Results** page appears.*





## Select a My Queries Inquiry

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



Available Field(s)	Operands	Search Value(s)
*Site Id	=	FUNC-2-FUNC-2
*UIC	=	BROOKS-BROOKS TEST UIC
*Maint Activity / Owning UIC	=	BROOKS MA / BROOKS
Select an Item		

2. Select . *The **Dispatch Inquiry – Select Fields** page appears.*  
OR  
Select . *The **Dispatch 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  is joined by  and . The selected query information appears in the search criteria grid.*





My Queries

Test 2

New Query Update Query Delete Query

**Dispatch Inquiry Search Criteria**

Available Field(s)	Operands	Search Value(s)
*Site Id	=	FUNC-2-FUNC-2
*UIC	=	BROOKS-BROOKS TEST UIC
*Maint Activity / Owning UIC	=	BROOKS MA / BROOKS
Select an Item		

Reset Fields Show Inquiry

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





My Queries

Test 2

New Query Update Query Delete Query

**Dispatch Inquiry Search Criteria**

Available Field(s)	Operands	Search Value(s)
*Site Id	=	FUNC-2-FUNC-2
*UIC	=	BROOKS-BROOKS TEST UIC
*Maint Activity / Owning UIC	=	BROOKS MA / BROOKS
Select an Item		

Reset Fields Show Inquiry

2. Select [Delete Query](#). The query information is removed.

### Revise the Fields for the Inquiry

Select [Fields](#). The **Dispatch Inquiry – Select Fields** page appears.





## Search for a Dispatch Inquiry – Results

### Navigation

Inquiries > Utilization > Dispatch > Search Criteria > Show Inquiry > Dispatch Inquiry Search Results page

### Procedures

#### Export the Dispatch 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.*

**Note** To reach the optional fields, refer to the Dispatch Inquiry – Field Selection page.



2. Select Cancel. *The **Dispatch 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 Detail

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





# Select Fields for the Dispatch Inquiry

## Navigation

Inquiries > Utilization > Dispatch > Search Criteria >  > Dispatch 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 Fields. The **Dispatch 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 <span style="border: 1px solid black; padding: 2px;">Private</span> ▼
Selections <span style="border: 1px solid black; padding: 2px;">▼</span> <span style="border: 1px solid black; padding: 2px;">New Selection List</span>	
<input type="checkbox"/> Field	Field Description
<input checked="" type="checkbox"/> Asset Id	Unique locally assigned code used for identification purposes.
<input checked="" type="checkbox"/> Item Desc	The description of an asset. For an asset with a valid national stock number, Item Description field will be automatically filled with Approved Item Name from the Fed Log.
<input checked="" type="checkbox"/> Maint Mgt Cd	The code describing the intended use of the maintenance asset (e.g. maintenance, utilization, etc.).
<input checked="" type="checkbox"/> Util Measure Cd	The measure used to calculate depreciation for fiduciary reporting the assets Depreciation Amount.
<input checked="" type="checkbox"/> Maint Activity Name	The maintenance activity assigned to service the asset.
<input checked="" type="checkbox"/> Equip Pool	The maintenance equipment pool containing the asset.
<input checked="" type="checkbox"/> Dispatch Cd	Daily, Weekly, Recurring etc.
<input checked="" type="checkbox"/> Dispatch Sts	The status of the dispatch, representing whether it is requested, allocated, etc.
<input checked="" type="checkbox"/> Dispatch Id	The identifier of the dispatch.
<input checked="" type="checkbox"/> Dispatch Ctgr	The identifier of the dispatch category.
<input checked="" type="checkbox"/> Sub Ctgr	The dispatch sub-category assigned to the asset.
<input checked="" type="checkbox"/> Asset Dispatch Ctgr	The dispatch category assigned to the maintenance asset.
<input checked="" type="checkbox"/> Asset Sub Ctgr	The dispatch sub-category assigned to the maintenance asset.
<input checked="" type="checkbox"/> Dispatch Unavl Cd	The code determining whether or not a particular asset is available for dispatch.
<input checked="" type="checkbox"/> Dispatch Purpose	The reason or purpose for the dispatch.
<input checked="" type="checkbox"/> Dispatched To	The entity receiving the dispatch.
<input checked="" type="checkbox"/> Dispatcher	The entity assigning the dispatch.
<input checked="" type="checkbox"/> Customer Account Id	The customer account ID associated with the dispatch.
<input checked="" type="checkbox"/> Job Order Nbr	Job Order Number
<input checked="" type="checkbox"/> Est Issue Dt/Tm	The estimated date and time for the dispatch to occur.
<input checked="" type="checkbox"/> Issue Dt/Tm	The date and time of dispatch issue.
<input checked="" type="checkbox"/> Est Return Dt/Tm	The estimated date/time the asset of the dispatch is to return.
<input checked="" type="checkbox"/> Return Dt/Tm	The date and time of the dispatch return.
<input type="checkbox"/> Activity Cd	Used to identify a specific installation or level of funding.
<input type="checkbox"/> Agency Name	The name assigned to the agency.
<input type="checkbox"/> Bags	Indicates that passengers require space for bags
<input type="checkbox"/> CAGE Cd	Controlling activities including manufacturers, vendors, and government agencies that control the development of specifications/standards, control the design, or manufacture items of supply, sometimes control the specifications/standards themselves.
<input type="checkbox"/> Commitment Id	Commitment Id for the dispatch
<input type="checkbox"/> Cond Cd	Used to classify material for degree of serviceability, condition, and completeness in terms of readiness for issue, and to identify actions underway to change status of materiel. This Field defaults to (A) but can be updated.
<input type="checkbox"/> Custodian Name	The name assigned to the property custodian.
<input type="checkbox"/> Custodian Nbr	One to six position code, locally assigned, used to identify an individual responsible for assigned assets.





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<input type="checkbox"/>	Days Idle	The number of days the asset was recorded as idle.
<input type="checkbox"/>	Days Unavl	The number of days the asset was recorded as unavailable for use.
<input type="checkbox"/>	Days Used	Asset Utilization Days Used
<input type="checkbox"/>	Dispatch Ctgry Long Desc	A description of the dispatch category.
<input type="checkbox"/>	DOD Serial Nbr	Used to identify a particular serially managed asset. This field is also used for USA Registration Number.
<input type="checkbox"/>	Drop-off Loc	Drop-off Location for the dispatch
<input type="checkbox"/>	End Mtr Rdng	The end meter reading of the associated asset upon dispatch return.
<input type="checkbox"/>	End Util Off Base	The amount of utilization recorded off-base for the associated asset.
<input type="checkbox"/>	End Util On Base	The amount of utilization recorded on-base for the associated asset.
<input type="checkbox"/>	Equip Grp Cd	Code that indicates the category group that the equipment belongs to.
<input type="checkbox"/>	Estbd Dt/Tm	The date of the insertion of the row into the database.
<input type="checkbox"/>	Fuel Cd	The main category of fuel recorded for utilization.
<input type="checkbox"/>	Fuel Qty	The amount of fuel utilization that was recorded.
<input type="checkbox"/>	Fuel Type Cd	The specific type of fuel recorded for utilization.
<input type="checkbox"/>	Fuel Unit Cost	The cost of the fuel that was recorded.
<input type="checkbox"/>	Haz Mat Cd	Code identifying explosives and other dangerous articles which require special handling in shipment as freight.
<input type="checkbox"/>	Hazmat	Indicates that the dispatch is carrying hazardous materials
<input type="checkbox"/>	Fuel State Cd	The state code the fuel was acquired from for utilization
<input type="checkbox"/>	Initial Dt Profiled	Date this record was assigned a maintenance management code.
<input type="checkbox"/>	IT Device Cd	Indicates a particular type of IT asset.
<input type="checkbox"/>	LIN/TAMCN - Catalog	Line Item Number / Table of Authorized Material Control Number is a number assigned to items contained in authorization documents and designates a family of Stock Numbers.
<input type="checkbox"/>	Loc	The information needed to locate an asset during an inventory .
<input type="checkbox"/>	Maint Loc	The maintenance location assigned to the asset.
<input type="checkbox"/>	Mfr Yr	Year an asset was manufactured/built/improved.
<input type="checkbox"/>	Mfr Name	The full name of a specific manufacturer.
<input type="checkbox"/>	Mfr Part Nbr	Number used to record the make or model of a specific piece of equipment.
<input type="checkbox"/>	Min Obj Percent	Minimum percent of utilization.
<input type="checkbox"/>	Mfr Model Nbr	The specific number assigned to identify the make/model of an asset.
<input type="checkbox"/>	Nbr of Passengers	Number of passengers associated with this Maint Asst Master record
<input type="checkbox"/>	Nbr of Bags	Number of bags associated with this Maint Asst Master record
<input type="checkbox"/>	Obj Percent Util	Desired percentage of utilization.
<input type="checkbox"/>	Office Id	The name of the office where the Major Custodian is located
<input type="checkbox"/>	Office Name	Description of the organization of the Major Custodian
<input type="checkbox"/>	Owning UIC	The active UIC the user has access to
<input type="checkbox"/>	Operator/Technician Id	Operator/Technician Id
<input type="checkbox"/>	Operator Labor Category	Labor Category Id
<input type="checkbox"/>	Operator Rate Type	Civilian or Military
<input type="checkbox"/>	Operator Base Rate	Operator Base Rate





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<input type="checkbox"/>	Operator Overtime Rate	Operator Overtime Rate
<input type="checkbox"/>	Pax	The total number of passengers in the dispatch
<input type="checkbox"/>	Pick-up Loc	Pick-up Location for the dispatch
<input type="checkbox"/>	PMO Name	Property Management Officer Name
<input type="checkbox"/>	PMO Office Identifier	Property Management Officer Office Identifier
<input type="checkbox"/>	PMO Office Name	Property Management Officer Office Name
<input type="checkbox"/>	Possible Days Used	Indicates Prime shift as 4 or 5 days a week.
<input type="checkbox"/>	Precious Mtl Cd	Identifies items that have precious metals as part of their content. Precious metals are those metals generally considered to be uncommon and highly valuable
<input type="checkbox"/>	Reimbursable	Whether or not the dispatch can be reimbursable.
<input type="checkbox"/>	Serial Nbr	Used to identify a particular serially managed asset. This field is also used for USA Registration Number. Also used to identify Real Property Assets.
<input type="checkbox"/>	Site Id	The active Site Id the user has access to.
<input type="checkbox"/>	Start Mtr Rdnng	The start meter reading of the associated asset upon dispatch issue.
<input type="checkbox"/>	Stay	Indicates that the driver is to stay at the drop-off location
<input type="checkbox"/>	Stock Nbr	Number assigned to each like asset of supply purchased, stocked or distributed within the Federal government. For turn-in of assets, if valid Stock Number not available, use FSC and description.
<input type="checkbox"/>	Sub Loc	A more specific description of the physical location of an asset within its Location.
<input type="checkbox"/>	Total Daily Rate	The total daily hourly rate for the dispatch
<input type="checkbox"/>	Total Utilization Rate	The total hourly utilization rate for the dispatch
<input type="checkbox"/>	Type Dsg Name	A unique name referred to as Type Designation that identifies the asset type, usage, purpose, and variant within an Acquisition Program Type Designation Name.
<input type="checkbox"/>	UIC	The UIC of the maintenance activity assigned to service the asset.
<input type="checkbox"/>	UIC Name	A unit, organization, or activity name
<input type="checkbox"/>	UII	Unique Item Identifier. Marking for a qualifying item with a permanent 2-dimensional data matrix.
<input type="checkbox"/>	Util Svc Life	Indicates how long an asset is expected to last, in terms of the Util Measure, before being fully depreciated.
<input type="checkbox"/>	Vehicle Grp Cd	The unique value in the lookup table which stores the code assigned to the associated display description
<input type="checkbox"/>	Vehicle Type Cd	Code that identifies the vehicles type.
<input type="checkbox"/>	Work Order Created	Represents whether or not the dispatch is configured to create a work order if necessary.
<input type="checkbox"/>	Yr Svc Life	Number of years of recommended service life based upon applicable directives.

### 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**

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

3. 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.*

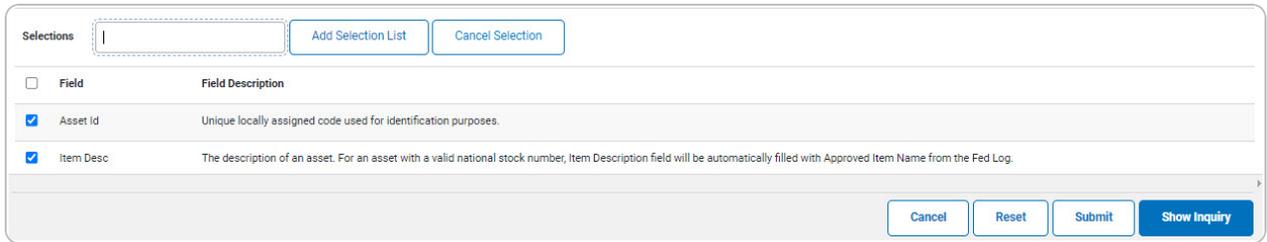




4. Use  to select the Privacy Type.

## Add a Selection List

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



<input type="checkbox"/>	Field	Field Description
<input checked="" type="checkbox"/>	Asset Id	Unique locally assigned code used for identification purposes.
<input checked="" type="checkbox"/>	Item Desc	The description of an asset. For an asset with a valid national stock number, Item Description field will be automatically filled with Approved Item Name from the Fed Log.

Buttons: Cancel, Reset, Submit, Show Inquiry

### Note



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

2. Select . The page refreshes, and the selected list is added.  is replaced by  and .

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

3.

**OR**

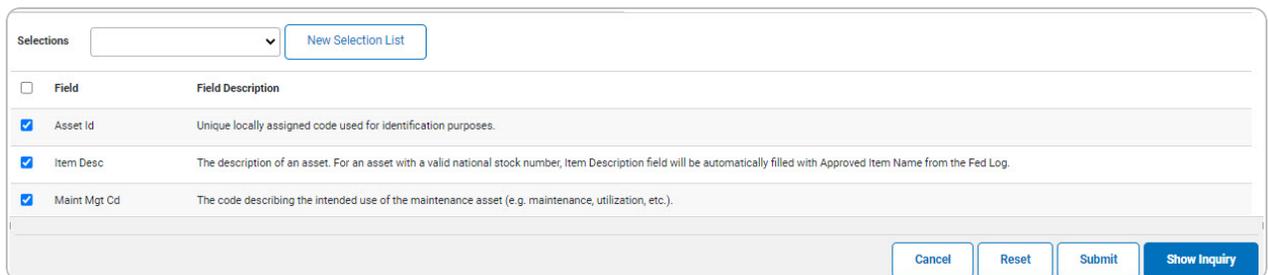
Select  for large volumes of data. The **Dispatch Inquiry Transaction Status** page appears.





## Use a Predetermined Field Selection List

1. Use  to display the Selection List.



Field	Field Description
<input checked="" type="checkbox"/> Asset Id	Unique locally assigned code used for identification purposes.
<input checked="" type="checkbox"/> Item Desc	The description of an asset. For an asset with a valid national stock number, Item Description field will be automatically filled with Approved Item Name from the Fed Log.
<input checked="" type="checkbox"/> Maint Mgt Cd	The code describing the intended use of the maintenance asset (e.g. maintenance, utilization, etc.).

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

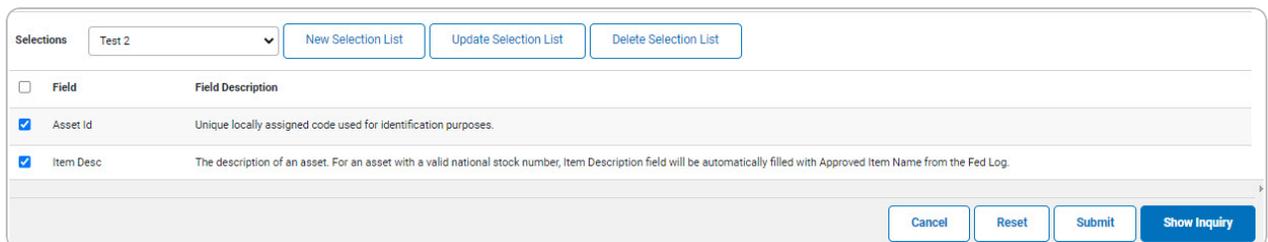
- 2.

**OR**

Select  for large volumes of data. *The **Dispatch 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"/> Asset Id	Unique locally assigned code used for identification purposes.
<input checked="" type="checkbox"/> Item Desc	The description of an asset. For an asset with a valid national stock number, Item Description field will be automatically filled with Approved Item Name from the Fed Log.

2. Select . *The page refreshes.*

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

- 3.



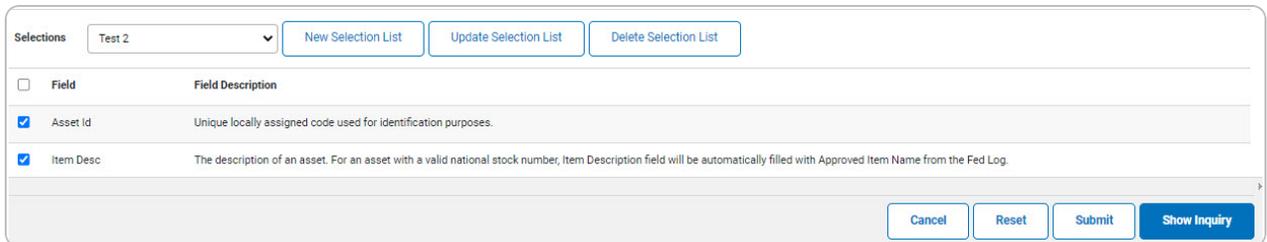


OR

Select  for large volumes of data. The **Dispatch 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 dropdown menu labeled 'Selections' with 'Test 2' selected. 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 table has two rows: 'Asset Id' with a checked checkbox and 'Item Desc' with a checked checkbox. At the bottom right of the form are four buttons: 'Cancel', 'Reset', 'Submit', and 'Show Inquiry'.

Field	Field Description
<input checked="" type="checkbox"/> Asset Id	Unique locally assigned code used for identification purposes.
<input checked="" type="checkbox"/> Item Desc	The description of an asset. For an asset with a valid national stock number, Item Description field will be automatically filled with Approved Item Name from the Fed Log.

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 Fields. The **Dispatch 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 <span style="border: 1px solid black; padding: 2px;">Private</span>
Selections <span style="border: 1px solid black; padding: 2px;">▼</span> <span style="border: 1px solid black; padding: 2px;">New Selection List</span>	
<input type="checkbox"/> <b>Field</b>	<b>Field Description</b>
<input checked="" type="checkbox"/> Asset Id	Unique locally assigned code used for identification purposes.
<input checked="" type="checkbox"/> Item Desc	The description of an asset. For an asset with a valid national stock number, Item Description field will be automatically filled with Approved Item Name from the Fed Log.
<input checked="" type="checkbox"/> Maint Mgt Cd	The code describing the intended use of the maintenance asset (e.g. maintenance, utilization, etc.).
<input checked="" type="checkbox"/> Util Measure Cd	The measure used to calculate depreciation for fiduciary reporting the assets Depreciation Amount.
<input checked="" type="checkbox"/> Maint Activity Name	The maintenance activity assigned to service the asset.
<input checked="" type="checkbox"/> Equip Pool	The maintenance equipment pool containing the asset.
<input checked="" type="checkbox"/> Dispatch Cd	Daily, Weekly, Recurring etc.
<input checked="" type="checkbox"/> Dispatch Sts	The status of the dispatch, representing whether it is requested, allocated, etc.
<input checked="" type="checkbox"/> Dispatch Id	The identifier of the dispatch.
<input checked="" type="checkbox"/> Dispatch Ctgr	The identifier of the dispatch category.
<input checked="" type="checkbox"/> Sub Ctgr	The dispatch sub-category assigned to the asset.
<input checked="" type="checkbox"/> Asset Dispatch Ctgr	The dispatch category assigned to the maintenance asset.
<input checked="" type="checkbox"/> Asset Sub Ctgr	The dispatch sub-category assigned to the maintenance asset.
<input checked="" type="checkbox"/> Dispatch Unavl Cd	The code determining whether or not a particular asset is available for dispatch.
<input checked="" type="checkbox"/> Dispatch Purpose	The reason or purpose for the dispatch.
<input checked="" type="checkbox"/> Dispatched To	The entity receiving the dispatch.
<input checked="" type="checkbox"/> Dispatcher	The entity assigning the dispatch.
<input checked="" type="checkbox"/> Customer Account Id	The customer account ID associated with the dispatch.
<input checked="" type="checkbox"/> Job Order Nbr	Job Order Number
<input checked="" type="checkbox"/> Est Issue Dt/Tm	The estimated date and time for the dispatch to occur.
<input checked="" type="checkbox"/> Issue Dt/Tm	The date and time of dispatch issue.
<input checked="" type="checkbox"/> Est Return Dt/Tm	The estimated date/time the asset of the dispatch is to return.
<input checked="" type="checkbox"/> Return Dt/Tm	The date and time of the dispatch return.
<input type="checkbox"/> Activity Cd	Used to identify a specific installation or level of funding.
<input type="checkbox"/> Agency Name	The name assigned to the agency.
<input type="checkbox"/> Bags	Indicates that passengers require space for bags
<input type="checkbox"/> CAGE Cd	Controlling activities including manufacturers, vendors, and government agencies that control the development of specifications/standards, control the design, or manufacture items of supply, sometimes control the specifications/standards themselves.
<input type="checkbox"/> Commitment Id	Commitment Id for the dispatch
<input type="checkbox"/> Cond Cd	Used to classify material for degree of serviceability, condition, and completeness in terms of readiness for issue, and to identify actions underway to change status of materiel. This Field defaults to (A) but can be updated.
<input type="checkbox"/> Custodian Name	The name assigned to the property custodian.
<input type="checkbox"/> Custodian Nbr	One to six position code, locally assigned, used to identify an individual responsible for assigned assets.





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<input type="checkbox"/>	Days Idle	The number of days the asset was recorded as idle.
<input type="checkbox"/>	Days Unavl	The number of days the asset was recorded as unavailable for use.
<input type="checkbox"/>	Days Used	Asset Utilization Days Used
<input type="checkbox"/>	Dispatch Ctgry Long Desc	A description of the dispatch category.
<input type="checkbox"/>	DOD Serial Nbr	Used to identify a particular serially managed asset. This field is also used for USA Registration Number.
<input type="checkbox"/>	Drop-off Loc	Drop-off Location for the dispatch
<input type="checkbox"/>	End Mtr Rdng	The end meter reading of the associated asset upon dispatch return.
<input type="checkbox"/>	End Util Off Base	The amount of utilization recorded off-base for the associated asset.
<input type="checkbox"/>	End Util On Base	The amount of utilization recorded on-base for the associated asset.
<input type="checkbox"/>	Equip Grp Cd	Code that indicates the category group that the equipment belongs to.
<input type="checkbox"/>	Estbd Dt/Tm	The date of the insertion of the row into the database.
<input type="checkbox"/>	Fuel Cd	The main category of fuel recorded for utilization.
<input type="checkbox"/>	Fuel Qty	The amount of fuel utilization that was recorded.
<input type="checkbox"/>	Fuel Type Cd	The specific type of fuel recorded for utilization.
<input type="checkbox"/>	Fuel Unit Cost	The cost of the fuel that was recorded.
<input type="checkbox"/>	Haz Mat Cd	Code identifying explosives and other dangerous articles which require special handling in shipment as freight.
<input type="checkbox"/>	Hazmat	Indicates that the dispatch is carrying hazardous materials
<input type="checkbox"/>	Fuel State Cd	The state code the fuel was acquired from for utilization
<input type="checkbox"/>	Initial Dt Profiled	Date this record was assigned a maintenance management code.
<input type="checkbox"/>	IT Device Cd	Indicates a particular type of IT asset.
<input type="checkbox"/>	LIN/TAMCN - Catalog	Line Item Number / Table of Authorized Material Control Number is a number assigned to items contained in authorization documents and designates a family of Stock Numbers.
<input type="checkbox"/>	Loc	The information needed to locate an asset during an inventory .
<input type="checkbox"/>	Maint Loc	The maintenance location assigned to the asset.
<input type="checkbox"/>	Mfr Yr	Year an asset was manufactured/built/improved.
<input type="checkbox"/>	Mfr Name	The full name of a specific manufacturer.
<input type="checkbox"/>	Mfr Part Nbr	Number used to record the make or model of a specific piece of equipment.
<input type="checkbox"/>	Min Obj Percent	Minimum percent of utilization.
<input type="checkbox"/>	Mfr Model Nbr	The specific number assigned to identify the make/model of an asset.
<input type="checkbox"/>	Nbr of Passengers	Number of passengers associated with this Maint Asst Master record
<input type="checkbox"/>	Nbr of Bags	Number of bags associated with this Maint Asst Master record
<input type="checkbox"/>	Obj Percent Util	Desired percentage of utilization.
<input type="checkbox"/>	Office Id	The name of the office where the Major Custodian is located
<input type="checkbox"/>	Office Name	Description of the organization of the Major Custodian
<input type="checkbox"/>	Owning UIC	The active UIC the user has access to
<input type="checkbox"/>	Operator/Technician Id	Operator/Technician Id
<input type="checkbox"/>	Operator Labor Category	Labor Category Id
<input type="checkbox"/>	Operator Rate Type	Civilian or Military
<input type="checkbox"/>	Operator Base Rate	Operator Base Rate





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<input type="checkbox"/>	Operator Overtime Rate	Operator Overtime Rate
<input type="checkbox"/>	Pax	The total number of passengers in the dispatch
<input type="checkbox"/>	Pick-up Loc	Pick-up Location for the dispatch
<input type="checkbox"/>	PMO Name	Property Management Officer Name
<input type="checkbox"/>	PMO Office Identifier	Property Management Officer Office Identifier
<input type="checkbox"/>	PMO Office Name	Property Management Officer Office Name
<input type="checkbox"/>	Possible Days Used	Indicates Prime shift as 4 or 5 days a week.
<input type="checkbox"/>	Precious Mtl Cd	Identifies items that have precious metals as part of their content. Precious metals are those metals generally considered to be uncommon and highly valuable
<input type="checkbox"/>	Reimbursable	Whether or not the dispatch can be reimbursable.
<input type="checkbox"/>	Serial Nbr	Used to identify a particular serially managed asset. This field is also used for USA Registration Number. Also used to identify Real Property Assets.
<input type="checkbox"/>	Site Id	The active Site Id the user has access to.
<input type="checkbox"/>	Start Mtr Rdnng	The start meter reading of the associated asset upon dispatch issue.
<input type="checkbox"/>	Stay	Indicates that the driver is to stay at the drop-off location
<input type="checkbox"/>	Stock Nbr	Number assigned to each like asset of supply purchased, stocked or distributed within the Federal government. For turn-in of assets, if valid Stock Number not available, use FSC and description.
<input type="checkbox"/>	Sub Loc	A more specific description of the physical location of an asset within its Location.
<input type="checkbox"/>	Total Daily Rate	The total daily hourly rate for the dispatch
<input type="checkbox"/>	Total Utilization Rate	The total hourly utilization rate for the dispatch
<input type="checkbox"/>	Type Dsg Name	A unique name referred to as Type Designation that identifies the asset type, usage, purpose, and variant within an Acquisition Program Type Designation Name.
<input type="checkbox"/>	UIC	The UIC of the maintenance activity assigned to service the asset.
<input type="checkbox"/>	UIC Name	A unit, organization, or activity name
<input type="checkbox"/>	UII	Unique Item Identifier. Marking for a qualifying item with a permanent 2-dimensional data matrix.
<input type="checkbox"/>	Util Svc Life	Indicates how long an asset is expected to last, in terms of the Util Measure, before being fully depreciated.
<input type="checkbox"/>	Vehicle Grp Cd	The unique value in the lookup table which stores the code assigned to the associated display description
<input type="checkbox"/>	Vehicle Type Cd	Code that identifies the vehicles type.
<input type="checkbox"/>	Work Order Created	Represents whether or not the dispatch is configured to create a work order if necessary.
<input type="checkbox"/>	Yr Svc Life	Number of years of recommended service life based upon applicable directives.

2. Select the fields required for the inquiry. *The first 23 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.

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

- 3.





**OR**

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





## View the Dispatch Inquiry Detail — Basic

### Navigation

Inquiries > Utilization > Dispatch > Search Criteria > [Show Inquiry](#) > Search Results > Inquiry Row hyperlink > Dispatch Inquiry Detail — Basic page

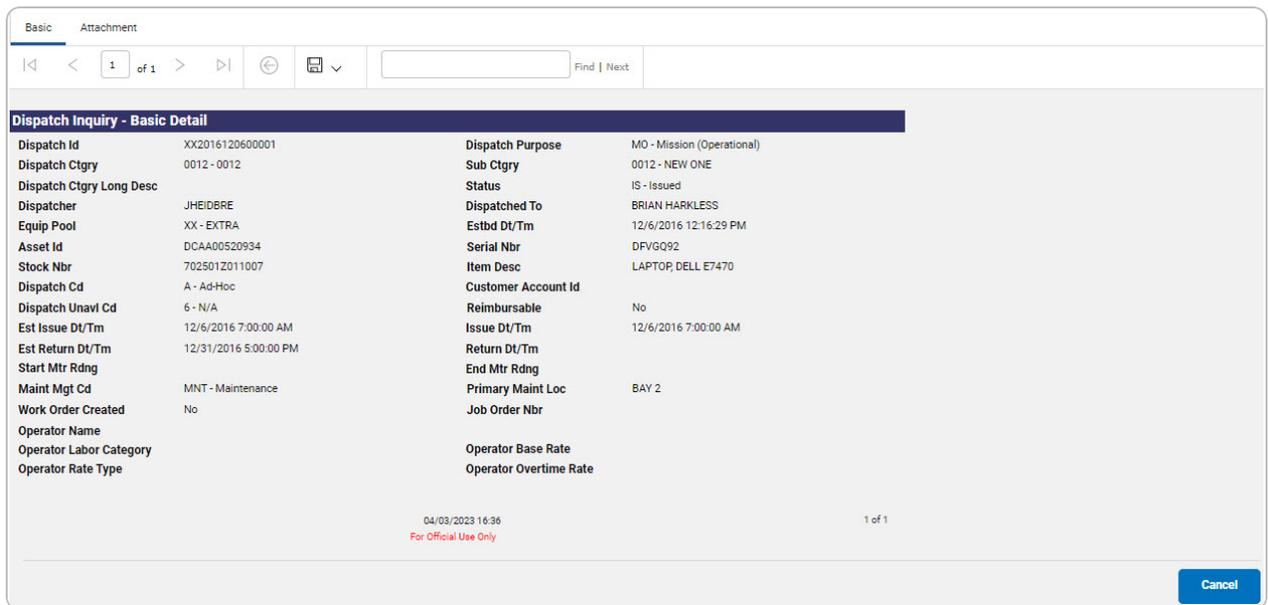
### Procedures

#### Export the Dispatch 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.**



Dispatch Inquiry - Basic Detail			
Dispatch Id	XX2016120600001	Dispatch Purpose	MO - Mission (Operational)
Dispatch Ctgry	0012 - 0012	Sub Ctgry	0012 - NEW ONE
Dispatch Ctgry Long Desc		Status	IS - Issued
Dispatcher	JHEIDBRE	Dispatched To	BRIAN HARKLESS
Equip Pool	XX - EXTRA	Estbd Dt/Tm	12/6/2016 12:16:29 PM
Asset Id	DCAA00520934	Serial Nbr	DFVG092
Stock Nbr	7025012011007	Item Desc	LAPTOP DELL E7470
Dispatch Cd	A - Ad-Hoc	Customer Account Id	
Dispatch Unavl Cd	6 - N/A	Reimbursable	No
Est Issue Dt/Tm	12/6/2016 7:00:00 AM	Issue Dt/Tm	12/6/2016 7:00:00 AM
Est Return Dt/Tm	12/31/2016 5:00:00 PM	Return Dt/Tm	
Start Mtr Rdnng		End Mtr Rdnng	
Maint Mgt Cd	MNT - Maintenance	Primary Maint Loc	BAY 2
Work Order Created	No	Job Order Nbr	
Operator Name		Operator Base Rate	
Operator Labor Category		Operator Overtime Rate	
Operator Rate Type			

04/03/2023 16:36  
For Official Use Only

1 of 1

[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 Inquiry – Criteria** page appears.
- OR

Select the Attachment tab. The **Dispatch Inquiry Detail – Attachment** 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 Inquiry Detail – Attachment

## Navigation

Inquiries > Utilization > Dispatch > Search Criteria > [Show Inquiry](#) > Search Results > Inquiry Row hyperlink > Basic Detail > Attachment tab > Dispatch Inquiry Detail – Attachment page

## Procedures

### View the Dispatch Inquiry Detail – Attachment

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

1. Verify the Attachment Detail tab.



2. Select [Cancel](#). The **Search for a Dispatch Inquiry – Criteria** page appears.  
OR

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

