



Search for a Dispatch Journal — Criteria

Overview

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

Navigation

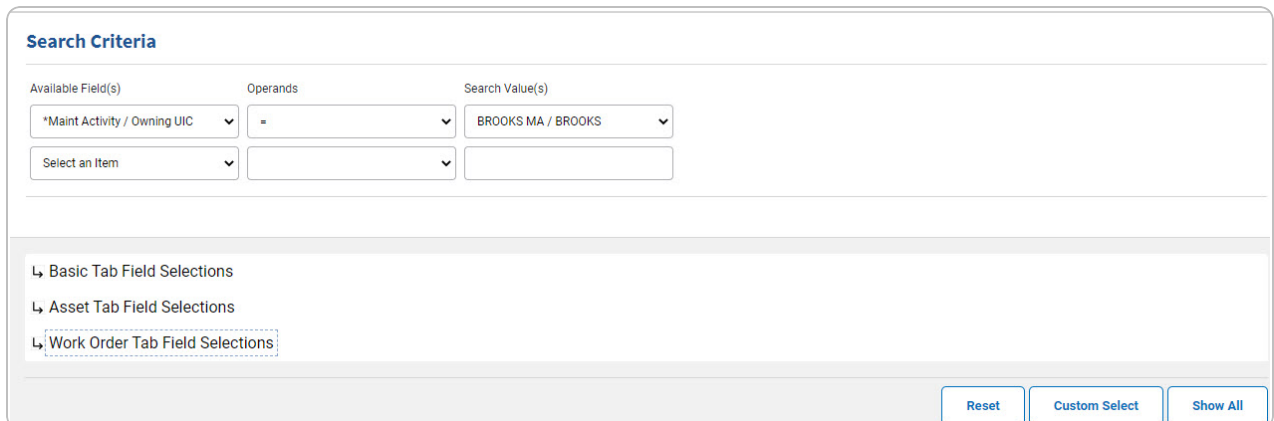
Inquiries > History > Dispatch Journal > Dispatch Journal Search Criteria page

Procedures

Search for a Dispatch Journal — Criteria

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 the 'Search Criteria' form. It has 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. Below this is a second row with 'Select an Item' in the first column and empty fields in the others. At the bottom, there are three buttons: 'Reset', 'Custom Select', and 'Show All'. Below the main form area, there are three expandable sections: 'Basic Tab Field Selections', 'Asset Tab Field Selections', and 'Work Order Tab Field Selections'.

2. Choose which Available Field(s) to use in the search.

Note



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





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

Select . The **Dispatch Journal Search — Results** page appears.

5. OR

Select . The **Dispatch Journal Details** page appears.





Select the Basic Fields

1. Select . *The Basic Tab Field Selection opens.*

Search Criteria

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

Basic Tab Field Selections

Select/Deselect	Field	Field Description
<input checked="" type="checkbox"/>	Actual Issue Dt/Tm	Actual Issue Out Date/Time
<input checked="" type="checkbox"/>	Actual Return Dt/Tm	Actual Return Date/Time
<input checked="" type="checkbox"/>	Dispatch Cd	Dispatch Code
<input checked="" type="checkbox"/>	Dispatch Ctgr	Dispatch Category Identifier and Description
<input checked="" type="checkbox"/>	Sub Ctgr	Dispatch Category Detail Identifier and Description
<input checked="" type="checkbox"/>	Dispatch Desc	Dispatch Description
<input checked="" type="checkbox"/>	Dispatch Estbd By	Dispatch Established By
<input checked="" type="checkbox"/>	Dispatch Estbd Dt/Tm	Dispatch Established Date/Time
<input checked="" type="checkbox"/>	Dispatch Last Tran Dt/Tm	Dispatch Last Transaction Date/Time
<input checked="" type="checkbox"/>	Dispatch Last Updtd By	Dispatch Last Updated By
<input checked="" type="checkbox"/>	Dispatch Nbr	Dispatch Number
<input checked="" type="checkbox"/>	Dispatch Purpose	Dispatch Purpose
<input checked="" type="checkbox"/>	Dispatch Record Status	Dispatch Record Status
<input checked="" type="checkbox"/>	Dispatch Sts	Dispatch Status Code and Description
<input checked="" type="checkbox"/>	Dispatch Tran Cd	Dispatch Transaction Code
<input checked="" type="checkbox"/>	Dispatch Unavl Cd	Dispatch Unavailable Code
<input checked="" type="checkbox"/>	Dispatcher	Dispatcher
<input checked="" type="checkbox"/>	Equip Pool	Equipment Pool
<input checked="" type="checkbox"/>	Job Order Nbr	Job Order Number
<input checked="" type="checkbox"/>	New Util	New Utilization
<input checked="" type="checkbox"/>	Reimbursable	Reimbursable
<input checked="" type="checkbox"/>	Dispatched To	Team Member Name





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<input type="checkbox"/>	Bags	Indicates that passengers require space for bags
<input type="checkbox"/>	Commitment Id	Commitment Id for the dispatch journal entry
<input type="checkbox"/>	Customer Account Id	Customer Account Identifier
<input type="checkbox"/>	Customer Name	Customer Name
<input type="checkbox"/>	Customer Remarks	Customer Remarks
<input type="checkbox"/>	Dispatch Ctgry Long Desc	Dispatch Category Long Description
<input type="checkbox"/>	Dispatch Pgm Id	Dispatch Program Identifier
<input type="checkbox"/>	Drop-off Loc	Drop-off Location for the dispatch journal entry
<input type="checkbox"/>	End Mtr Rdng	Ending Meter Reading
<input type="checkbox"/>	Equip Pool Desc	Equipment Pool Description
<input type="checkbox"/>	Hazmat	Indicates that the dispatch is carrying hazardous materials
<input type="checkbox"/>	Pax	The total number of passengers in the dispatch journal entry
<input type="checkbox"/>	Pick-up Loc	Pick-up Location for the dispatch journal entry
<input type="checkbox"/>	Primary Maint Loc	Primary Maintenance Location
<input type="checkbox"/>	Remarks	Remarks
<input type="checkbox"/>	Start Mtr Rdng	Starting Meter Reading
<input type="checkbox"/>	Stay	Indicates that the driver is to stay at the drop-off location
<input type="checkbox"/>	Total Daily Rate	The total daily hourly rate for the dispatch journal entry
<input type="checkbox"/>	Total Utilization Rate	The total hourly utilization rate for the dispatch journal entry
↳ Asset Tab Field Selections		
↳ Work Order Tab Field Selections		

2. Select . The **Dispatch Journal Search — Results** page appears.

OR

Select . The **Dispatch Journal Details** page appears.





Select the Asset Fields

1. Select . *The Asset Tab Field Selection opens.*

Search Criteria

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

Basic Tab Field Selections

Asset Tab Field Selections

Select/Deselect	Field	Field Description
<input checked="" type="checkbox"/>	Asset Id	Asset Identifier
<input checked="" type="checkbox"/>	Asset UIC	Asset UIC
<input checked="" type="checkbox"/>	Asset UIC Name	Asset UIC Name
<input checked="" type="checkbox"/>	DOD Serial Nbr	DOD Serial Nbr
<input checked="" type="checkbox"/>	End Item Serial Nbr	End Item Serial Nbr
<input checked="" type="checkbox"/>	Item Desc	Item Description
<input checked="" type="checkbox"/>	Mfr Name	Manufacturer Name
<input checked="" type="checkbox"/>	Mfr Part Nbr	Manufacturer Part Number
<input checked="" type="checkbox"/>	Stock Nbr	Stock Number
<input checked="" type="checkbox"/>	UIC	UIC
<input type="checkbox"/>	Asset Sub Ctgry	Asset Dispatch Category Detail Identifier
<input type="checkbox"/>	Asset Dispatch Ctgry	Asset Dispatch Category Identifier
<input type="checkbox"/>	Asset Dispatch Ctgry Long Desc	Asset Dispatch Category Long Description
<input type="checkbox"/>	Cost Amt	Cost Amount
<input type="checkbox"/>	Model Nbr	Model Number
<input type="checkbox"/>	Min Obj Percent	Minimum Objective Percent
<input type="checkbox"/>	Obj Percent	Objective Percent
<input type="checkbox"/>	Possible Days Used	Possible Days Used

Work Order Tab Field Selections

2. Select . *The **Dispatch Journal Search — Results** page appears.*
- OR





Select [Show All](#). The **Dispatch Journal Details** page appears.

Select the Work Order Fields

1. Select . The **Work Order Tab Field Selection** opens.

Search Criteria

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

- Basic Tab Field Selections
- Asset Tab Field Selections
- Work Order Tab Field Selections**

Select/Deselect	Field	Field Description
<input checked="" type="checkbox"/>	Maint Loc	Maintenance Location
<input checked="" type="checkbox"/>	Maint Mgt Cd	Maint Management Code
<input checked="" type="checkbox"/>	Work Order Created	Work Order Created
<input checked="" type="checkbox"/>	Work Order Nbr	Work Order Number
<input checked="" type="checkbox"/>	Work Order Reason	Work Order Reason Code
<input checked="" type="checkbox"/>	Work Order State Cd	Work Order Stage Code
<input checked="" type="checkbox"/>	Work Order Status Cd	Work Order Status Code
<input checked="" type="checkbox"/>	Plan Id	Work Plan Identifier
<input checked="" type="checkbox"/>	Plan Name	Work Plan Name
<input checked="" type="checkbox"/>	Plan Type Cd	Work Plan Type Code
<input type="checkbox"/>	Est Hrs	Estimated Hours
<input type="checkbox"/>	Est Issue Dt/Tm	Estimated Issue Date/Time
<input type="checkbox"/>	Est Labor Cost	Estimated Labor Cost
<input type="checkbox"/>	Est Non Labor Cost	Estimated Labor Cost
<input type="checkbox"/>	Est Return Dt/Tm	Estimated Return Date/Time
<input type="checkbox"/>	Est Service End Dt	Estimated Service End Date
<input type="checkbox"/>	Priority Cd	The priority or importance of the work order.
<input type="checkbox"/>	Receipt Dt	Receipt Date
<input type="checkbox"/>	Service Requested	Service Requested
<input type="checkbox"/>	Sub Work Order Id	Sub Work Order Identifier

Reset
Custom Select
Show All





2. Select . The ***Dispatch Journal Search — Results*** page appears.
- OR
- Select . The ***Dispatch Journal Details*** page appears.





Search for a Dispatch Journal — Results

Navigation

Inquiries > History > Dispatch Journal > Search Criteria > [Custom Select](#) > Dispatch Journal Search Results page

Procedures

Select the Dispatch Journal — Results

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

Bold numbered steps are required.

1. Select ☐ of the desired Dispatch Journal entry. The ☒ appears indicating the entry(s) is selected.

Select	Dispatch Id	Select	Asset Id	Dispatch Status Cd	Remarks	Tran Cd	Tran Dt
<input type="checkbox"/>	212021100800001	<input type="checkbox"/>	BROOKS000038	IS - Issued		Initial Creation	10/8/2021 12:11:03 PM
<input type="checkbox"/>	682012101000001	<input type="checkbox"/>	000867530910	CN - Cancelled		Update	11/29/2012 9:49:41 AM
		<input type="checkbox"/>	000867530910	IS - Issued		Update	11/27/2012 5:38:32 PM
		<input type="checkbox"/>	000867530910	IS - Issued		Initial Creation	10/10/2012 1:59:35 PM

[Cancel](#) [Continue](#) [Deselect All](#) [Select All](#)

Select [Continue](#). The **Dispatch Journal Details** page appears.

2.

OR

Select [Deselect All](#). The **Dispatch Journal Search — Results** page refreshes with deselected entries.

OR

Select [Select All](#). The **Dispatch Journal Search — Results** page refreshes with selected entries.





View the Dispatch Journal Details

Navigation

Inquiries > History > Dispatch Journal > Search Criteria > [Show All](#) > Dispatch Journal Details page

Procedures

View the Dispatch Journal Details

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

1. **Verify the Dispatch Journal Details.**

Dispatch Nbr	Asset Id	Dispatcher	Dispatch To	Tran Dt/Tm
212021100800001	BROOKS000038	A TIM	AKEYS - ABIGAIL KEYS	10/08/21 12:11

[Cancel](#)

- A. Select [↩](#) or the DISPATCH NBR hyperlink. *The Basic Tab appears.*

Dispatch Nbr	Asset Id	Dispatcher	Dispatch To	Tran Dt/Tm
212021100800001	BROOKS000038	A TIM	AKEYS - ABIGAIL KEYS	10/08/21 12:11

Basic Asset Work Order

Actual Issue Dt/Tm	2021-10-08 12:30	Actual Return Dt/Tm		Dispatch Cd	A - Ad-Hoc
Dispatch Ctry	VAN - PASSENGER VANS	Sub Ctry	5 PASS - 5 PASSENGER VAN	Dispatch Desc	
Dispatch Estbd By	GROCET	Dispatch Estbd Dt/Tm	2021-10-08 12:11	Dispatch Last Tran Dt/Tm	2021-10-08 12:11
Dispatch Last Updtd By	GROCET	Dispatch Nbr	212021100800001	Dispatch Purpose	MO - Mission (Operational)
Dispatch Record Status	Not Deleted	Dispatch Sts	IS - Issued	Dispatch Tran Cd	I - insert
Dispatch Unavl Cd	6 - N/A	Dispatcher	GROCET	Equip Pool	21 - DUTY WATCH
Job Order Nbr		New Util	True	Reimbursable	False
Dispatched To	ABIGAIL KEYS				

[Cancel](#)

- a. Select the Asset Tab. *The Asset information appears.*



Dispatch Nbr

Asset Id

Dispatcher

Dispatch To

Tran Dt/Tm

212021100800001

BROOKS000038

A TIM

AKEYS - ABIGAIL KEYS

10/08/21 12:11

Basic

Asset

Work Order

Asset Id

DOD Serial Nbr

Mfr Name

Ull

BROOKS000038

ROBERT A LEWIS TECHNOLOGY

LDN00367BROOKS000038

Asset UIC

End Item Serial Nbr

Mfr Part Nbr

BROOKS

8899566

Asset UIC Name

Item Desc

Stock Nbr

BROOKS TEST UIC

BROOKS SUPER ASSETS

1234567890

Cancel

b. Select the Work Order Tab. *The Work Order information appears.*

Dispatch Nbr

Asset Id

Dispatcher

Dispatch To

Tran Dt/Tm

212021100800001

BROOKS000038

A TIM

AKEYS - ABIGAIL KEYS

10/08/21 12:11

Basic

Asset

Work Order

Maint Loc

Work Order Nbr

Work Order Status Cd

Plan Type Cd

Maint Mgt Cd

Work Order Reason

Plan Id

MNT - Maintenance

Work Order Created


Work Order State Cd

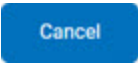
Plan Name

False

Cancel

- B.

Select  or the DISPATCH NBR hyperlink. *The tabs close.*
- C.

Select . *The **Dispatch Journal – Criteria** page appears.*