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.
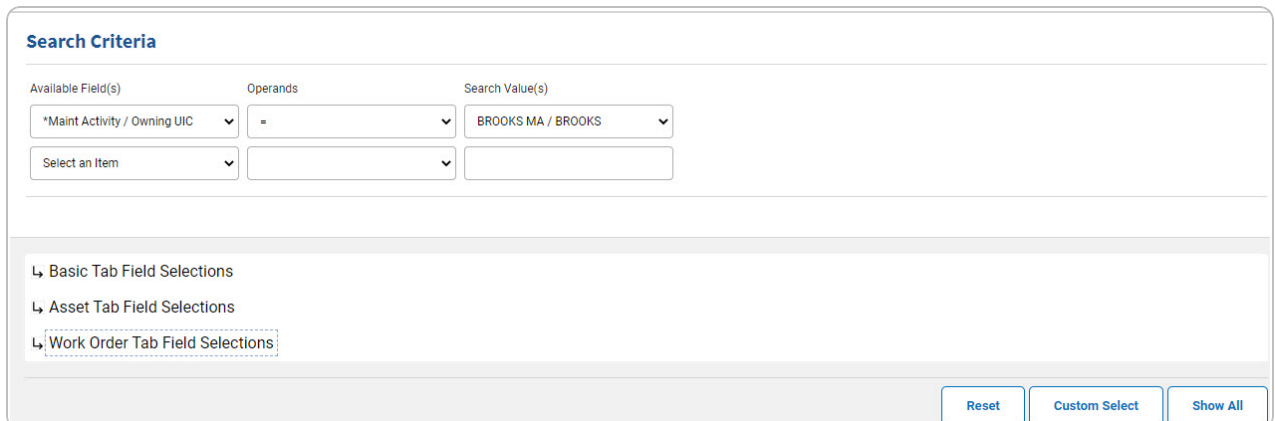
Navigation

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 <kbd>Reset</kbd> *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.

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.*

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

OR

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

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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
☑	Actual Issue Dt/Tm	Actual Issue Out Date/Time
☑	Actual Return Dt/Tm	Actual Return Date/Time
☑	Dispatch Cd	Dispatch Code
☑	Dispatch Ctgry	Dispatch Category Identifier and Description
☑	Sub Ctgry	Dispatch Category Detail Identifier and Description
☑	Dispatch Desc	Dispatch Description
☑	Dispatch Estbd By	Dispatch Established By
☑	Dispatch Estbd Dt/Tm	Dispatch Established Date/Time
☑	Dispatch Last Tran Dt/Tm	Dispatch Last Transaction Date/Time
☑	Dispatch Last Updtd By	Dispatch Last Updated By
☑	Dispatch Nbr	Dispatch Number
☑	Dispatch Purpose	Dispatch Purpose
☑	Dispatch Record Status	Dispatch Record Status
☑	Dispatch Sts	Dispatch Status Code and Description
☑	Dispatch Tran Cd	Dispatch Transaction Code
☑	Dispatch Unavl Cd	Dispatch Unavailable Code
☑	Dispatcher	Dispatcher
☑	Equip Pool	Equipment Pool
☑	Job Order Nbr	Job Order Number
☑	New Util	New Utilization
☑	Reimbursable	Reimbursable
☑	Dispatched To	Team Member Name

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

↳ Asset Tab Field Selections

↳ Work Order Tab Field Selections

[Reset]   [Custom Select]   [Show All]

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

OR

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

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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
☑	Asset Id	Asset Identifier
☑	Asset UIC	Asset UIC
☑	Asset UIC Name	Asset UIC Name
☑	DOD Serial Nbr	DOD Serial Nbr
☑	End Item Serial Nbr	End Item Serial Nbr
☑	Item Desc	Item Description
☑	Mfr Name	Manufacturer Name
☑	Mfr Part Nbr	Manufacturer Part Number
☑	Stock Nbr	Stock Number
☑	UII	UII
☐	Asset Sub Ctgry	Asset Dispatch Category Detail Identifier
☐	Asset Dispatch Ctgry	Asset Dispatch Category Identifier
☐	Asset Dispatch Ctgry Long Desc	Asset Dispatch Category Long Description
☐	Cost Amt	Cost Amount
☐	Model Nbr	Model Number
☐	Min Obj Percent	Minimum Objective Percent
☐	Obj Percent	Objective Percent
☐	Possible Days Used	Possible Days Used

↳ Work Order Tab Field Selections

[Reset] [Custom Select] [Show All]

2. Select [**Custom 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
☑	Maint Loc	Maintenance Location
☑	Maint Mgt Cd	Maint Management Code
☑	Work Order Created	Work Order Created
☑	Work Order Nbr	Work Order Number
☑	Work Order Reason	Work Order Reason Code
☑	Work Order State Cd	Work Order Stage Code
☑	Work Order Status Cd	Work Order Status Code
☑	Plan Id	Work Plan Identifier
☑	Plan Name	Work Plan Name
☑	Plan Type Cd	Work Plan Type Code
☐	Est Hrs	Estimated Hours
☐	Est Issue Dt/Tm	Estimated Issue Date/Time
☐	Est Labor Cost	Estimated Labor Cost
☐	Est Non Labor Cost	Estimated Labor Cost
☐	Est Return Dt/Tm	Estimated Return Date/Time
☐	Est Service End Dt	Estimated Service End Date
☐	Priority Cd	The priority or importance of the work order.
☐	Receipt Dt	Receipt Date
☐	Service Requested	Service Requested
☐	Sub Work Order Id	Sub Work Order Identifier

[Reset] [Custom Select] [Show All]

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

OR

Select Show All . *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
☐	212021100800001	☐	BROOKS000038	IS - Issued		Initial Creation	10/8/2021 12:11:03 PM
☐	682012101000001	☐	000867530910	CN - Cancelled		Update	11/29/2012 9:49:41 AM
		☐	000867530910	IS - Issued		Update	11/27/2012 5:38:32 PM
		☐	000867530910	IS - Issued		Initial Creation	10/10/2012 1:59:35 PM
						Cancel	Continue	Deselect All	Select All

2. Select [Continue]. *The* **Dispatch Journal Details** *page appears.*

   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.*

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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 Ctgry	VAN - PASSENGER VANS	Sub Ctgry	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.*

b.   Select the Work Order Tab. *The Work Order information appears.*
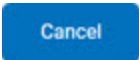
B.   Select ⬑ or the DISPATCH NBR hyperlink. *The tabs close.*

C.   Select **Cancel**. *The **Dispatch Journal — Criteria** page appears.*

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