



Search for a Dispatch Category — Criteria

Overview

The Maintenance and Utilization module Dispatch Category process provides the ability to enable Equipment Pool managers to assign a user-defined category to assets to create multiple groups of assets, as well as multiple SUB Categories per Dispatch Category. The DISPATCH CATEGORY ID cannot be duplicated in a Maintenance Activity. SUB Categories cannot be duplicated within the Dispatch Category. An example includes:

Dispatch Category:

- Passenger Vehicle

SUB Category:


- 2 Passenger Coupe
- 2 Passenger Compact

Navigation

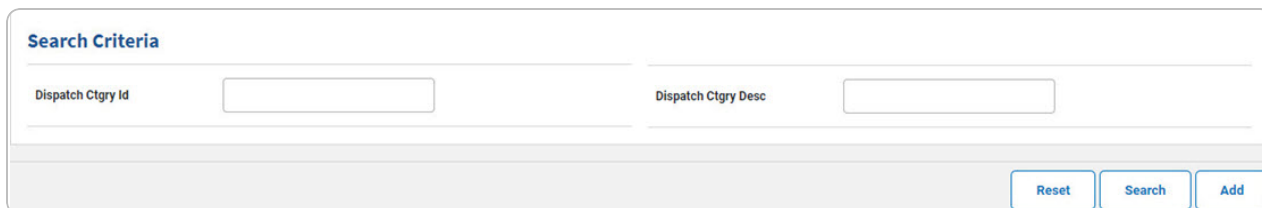
Master Data > Dispatch Category > Dispatch Category Search Criteria page

Procedures

Search for a Dispatch Category

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, narrow the results by entering one of the following optional fields.



The screenshot shows a web form titled "Search Criteria". It contains two input fields: "Dispatch Ctgry Id" and "Dispatch Ctgry Desc". Below these fields are three buttons: "Reset", "Search", and "Add".



2. Select Search . The **Search for the Dispatch Category – Results** page appears.

Search Criteria

Dispatch Ctgry Id

Dispatch Ctgry Desc

Update

Delete

Dispatch Ctgry Id

Dispatch Ctgry Desc

Update

Delete

123TEST234

HELP TEST

Cancel

Add



Add a Dispatch Category

Navigation

Master Data > Dispatch Category > Search Criteria > > Dispatch Category Add page

Procedures

Add a Dispatch Category

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

1. Select . The **Add a Dispatch Category** page appears.

Add

*Dispatch Ctgry Id	<input type="text"/>	Dispatch Ctgry Long Desc	<input type="text"/>
*Dispatch Ctgry Desc	<input type="text"/>	History Remarks	<input type="text"/>

Sub Ctgry

Delete	*Sub Ctgry Id	*Sub Ctgry Desc
Delete	<input type="text"/>	<input type="text"/>

- A. Enter the DISPATCH CTGRY ID in the field provided. *This is a 15 alphanumeric character field.*
- B. Enter the DISPATCH CTGRY DESC in the field provided. *This is a 25 alphanumeric character field.*
- C. Complete the SUB CTGRY panel.
 - a. Enter the SUB CTGRY ID in the field provided. *This is a 25 alphanumeric character field.*





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b. Enter the SUB CTGRY DESC in the field provided. *This is a 25 alphanumeric character field.*

c. Select . *Another row appears under the SUB CTGRY entry.*

Delete a SUB CTGRY

Select the Delete hyperlink next to the desired entry. *The entry is deleted from the grid.*

2. Select . The **View the Dispatch Category Transaction Status** page appears.





Update a Dispatch Category

Navigation

Master Data > Dispatch Category > Search Criteria > [Search](#) > Search Results > Update hyperlink > Dispatch Category Update page

Procedures

Update a Dispatch Category

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

1. Select the Update hyperlink. The **Update a Dispatch Category** page appears.

Update

*Dispatch Ctgry Id	TTV	Dispatch Ctgry Long Desc	
*Dispatch Ctgry Desc	TEST TRAIN VEHICLE	History Remarks	

Sub Ctgry

Delete	*Sub Ctgry Id	*Sub Ctgry Desc
Delete	TTS	TEST TRAIN SEDAN
Delete	TTT	TEST TRAIN TRUCK

[New Row](#)


[Cancel](#)
[Update](#)

- A. Update the DISPATCH CTGRY ID, entering the revised identifier in the field provided.
This is a 15 alphanumeric character field.
- B. Update the DISPATCH CTGRY DESC, entering the description in the field provided.
This is a 25 alphanumeric character field.
- C. Complete the SUB CTGRY panel.
 - a. Update the SUB CTGRY ID, entering the revised identifier in the field provided.
This is a 25 alphanumeric character field.





Help Reference Guide

- b. Update the SUB CTGRY DESC, entering the revised description in the field provided. *This is a 25 alphanumeric character field.*
- c. Select . *Another row appears under the SUB CTGRY entry.*

Delete a SUB CTGRY

Select the Delete hyperlink next to the desired entry. *The entry is deleted from the grid.*

- 2. Select . The **View the Dispatch Category Transaction Status** page appears.





Delete a Dispatch Category

Navigation

Master Data > Dispatch Category > Search Criteria > > Search Results > Delete hyperlink > Dispatch Category Delete page

Procedures

Delete an Dispatch Category

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

1. Select the Delete hyperlink. The **Delete a Dispatch Category** page appears.

To complete delete action, select Delete; otherwise, select Cancel

Delete		
*Dispatch Ctgry Id	TTV	Dispatch Ctgry Long Desc
*Dispatch Ctgry Desc	TEST TRAIN VEHICLE	History Remarks

Sub Ctgry		
Delete	*Sub Ctgry Id	*Sub Ctgry Desc
Delete	TTS	TEST TRAIN SEDAN
Delete	TTT	TEST TRAIN TRUCK

- A.** Verify the **DISPATCH CTGRY ID**.
- B.** Verify the **DISPATCH CTGRY DESC**.
- C.** Complete the **SUB CTGRY** panel.
 - a.** Verify **SUB CTGRY ID**.
 - b.** Verify **SUB CTGRY DESC**.





Note



The message "*There are no SUB CTGRY entries for the current Dispatch Ctgrty*" displays if there are no SUB Categories.

2. Select . The **View the Dispatch Category Transaction Status** page appears.

