

Search for a Dispatch Rate — Criteria

Overview

The Maintenance and Utilization module Dispatch Rate process provides the ability to enter Dispatch Rates into ELMS to calculate Dispatch costs.

Note

Zero (0) is a valid value for both the **Daily Rate** and **Utilization Rate**.

Navigation

Master Data > Dispatch Rate > Dispatch Rate Search Criteria page

Procedures

Search for a Dispatch Rate

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.

Search Criteria				
Stock Nbr	٩	Lease Cd	Select an Item	~
				Reset Search Add







2.

Help Reference Guide

Select search . The Search for a Dispatch Rate — Results page appears.

Search	Criteri	a						
Stock Nbr			Lease Cd					
Search	n Resul	ts				Number to Display 1	0	•
Update	Delete	Stock Nbr	Item Desc	Lease Cd	Daily Rate	Utilization Rate	Ctig Nm Cd	
Update	Delete	WMJMUSTKNBR6	FOR MU TESTING	N	140.00		NAVY	
							Cancel	Add







Add	Add a Dispatch Rate							
Navi	gation							
	Master Data > Dispatch Rate > Search Criteria > Add > Dispatch Rate Add page							
Proc	Procedures							
Add a	Dispatch R	late						
Bol	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 Rate page appears.							
	Add							
	*Stock Nbr	Q	*Daily Rate					
	Item Desc Utilization Rate							
	Ctig Nm History Remarks							
	*Lease Cd	Select an Item						
					Cancel			

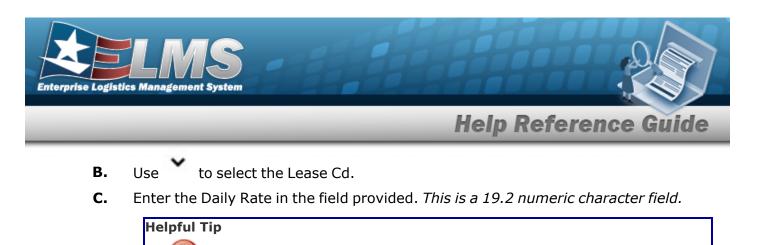
A. Enter the STOCK NBR, or use ^Q to browse for the entry. *This is a 15 alphanumeric character field.*



- Only one Dispatch Rate can be recorded for any Stock Number/LEASE CD combination.
- If a new Dispatch Rate is added where one already exists (the same Stock Number/LEASE CD combination), the old Dispatch Rate will be overwritten without any notification.



ELMS Helpdesk 1-844-843-3727 🏾 🖉



Zero (0) is an acceptable value for both the Daily Rate and Utilization Rate.

Select . The **View the Dispatch Rate Transaction Status** page appears.



2.





Update a Dispatch Rate

Navigation

Master Data > Dispatch Rate > Search Criteria > Search Results > Update hyperlink > Dispatch Rate Update page

Procedures

Update a Dispatch Rate

Selecting 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 Rate page appears.*

Update				
*Stock Nbr	WMJMUSTKNBR6	*Daily Rate	140.00	
Item Desc	FOR MU TESTING	Utilization Rate		
Ctig Nm	NAVY	History Remarks		
*Lease Cd	N-Government Owned			
				Cancel

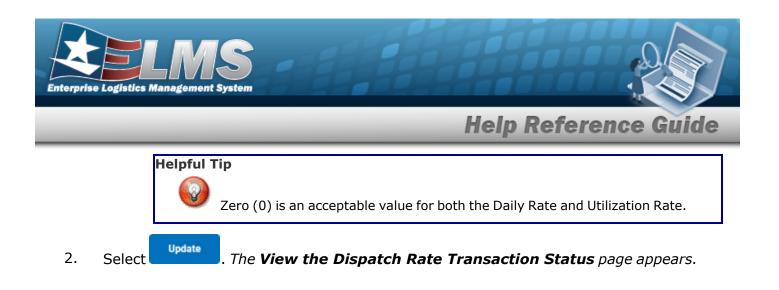
- A. Verify the STOCK NBR.
- **B.** Verify the LEASE CD.



The Lease Code cannot be changed within the Update process. If the Lease Code is incorrect and is not needed for any other Dispatch, it may be deleted and the correct Dispatch Rate with the correct Lease Code can be created.

C. Update the Daily Rate, entering the revised rate in the field provided. *This is a 19.2 numeric character field.*











Delete a Dispatch Rate

Navigation

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

Procedures

Delete a Dispatch Rate

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 Rate page appears.*

complete delete a	ction, select Delete; otherwise, select Ca	ancel		
Delete				
*Stock Nbr	WMJMUSTKNBR6	*Daily Rate	140.00	
Item Desc	FOR MU TESTING	Utilization Rate		
Ctig Nm	NAVY	History Remarks		
*Lease Cd	N-Government Owned			
				Cancel Delete

- A. Verify the STOCK NBR.
- **B.** Verify the LEASE CD.
- **C.** Verify the Daily Rate.
- 2. Select Delete . The View the Dispatch Rate Transaction Status page appears.

