



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 [Reset](#) 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		Lease Cd	Select an Item
-----------	----------------------	----------	---

[Reset](#) [Search](#) [Add](#)





Help Reference Guide

2. Select . The **Dispatch Rate Search Results** page appears.

Search Criteria

Stock Nbr

Lease Cd

Search Results

Number to Display 10

Update	Delete	Stock Nbr	Item Desc	Lease Cd	Daily Rate	Utilization Rate	Ctlg Nm Cd
Update	Delete	WMJMUSTKNBR6	FOR MU TESTING	N	140.00		NAVY

Cancel

Add





Add a Dispatch Rate

Navigation

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

Procedures

Add 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 **Dispatch Rate Add** page appears.

Add

*Stock Nbr		Q	*Daily Rate	
Item Desc			Utilization Rate	
Ctlg Nm			History Remarks	
*Lease Cd	Select an Item			

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

Helpful Tip



- 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.





- B. Use  to select the Lease Cd.
- C. Enter the Daily Rate in the field provided. *This is a 19.2 numeric character field.*

Helpful Tip



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

- 2. Select . The **Dispatch Rate Transaction Status** page appears.





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 **Dispatch Rate Update** page appears.

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

A. Verify the **STOCK NBR**.

B. Verify the **LEASE CD**.

Note



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.*





Helpful Tip



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

2. Select . The **Dispatch Rate Transaction Status** page appears.





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 **Dispatch Rate Delete** page appears.

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

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

- A. Verify the **STOCK NBR**.
- B. Verify the **LEASE CD**.
- C. Verify the **Daily Rate**.

2. Select . The **Dispatch Rate Transaction Status** page appears.

