

### **Search for an Equipment Pool — Criteria**

#### Overview

The Maintenance and Utilization module Equipment Pool process provides the ability to add, update and delete Equipment Pools. The Equipment Pool exists to permit the grouping of property with the Point of Contact (POC) information to allow for the management of Dispatches (Issue/Return). A Maintenance Activity (MA) can have multiple Equipment Pools. When new assets are profiled in the Maintenance Asset Master process, the asset becomes available for association with an Equipment Pool. Maintenance personnel may have their access restricted where they can only see specific Equipment Pools. This is accomplished in the User Equipment Pool process in conjunction with the ELMS Roles Request Form.

#### **Helpful Tip**

Prior to adding an Equipment Pool, an address can be created to populate the POC information on the Add page. Select Master Data > Address > Address Type > EP - Equipment Pool.

### **Navigation**

Master Data > Equip Pool > Equipment Pool Search Criteria page

#### **Procedures**

### Search for an Equipment Pool

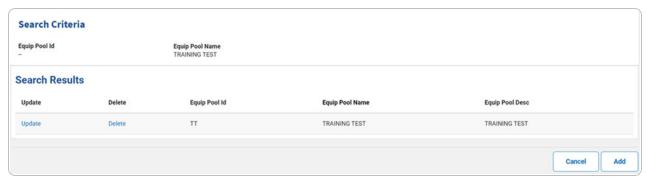
One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting at any point of this procedure returns all fields to the default "All" setting.

1. In the Search Criteria panel, narrow the results by entering one or more of the following optional fields.

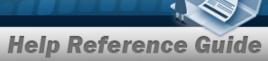




2. Select search for an Equipment Pool — Results page appears.







# **Add an Equipment Pool**

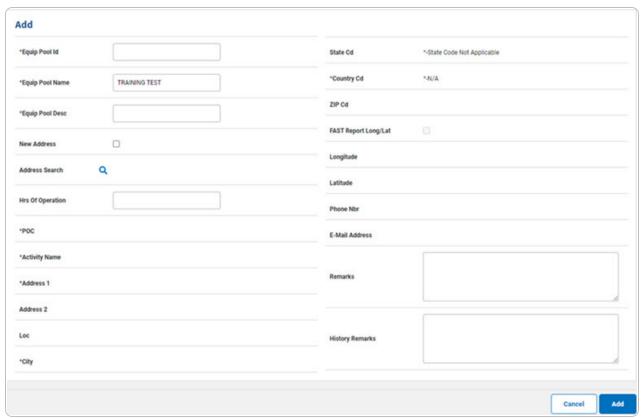
### **Navigation**

#### **Procedures**

### **Add an Equipment Pool**

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

1. Select . The **Add an Equipment Pool** page appears.





- **A.** Enter the EQUIP POOL ID in the field provided. This is a 2 alphanumeric character field.
- **B.** Enter the EQUIP POOL NAME in the field provided. *This is a 15 alphanumeric character field.*
- **C.** Enter the EQUIP POOL DESC in the field provided. *This is a 125 alphanumeric character field.*
- **D.** Enter the POC in the field provided. *This is a 25 alphanumeric character field.*
- **E.** Enter the Activity Name in the field provided. *This is a 50 alphanumeric character field.*
- **F.** Enter the Address 1 in the field provided. *This is a 25 alphanumeric character field.*
- **G.** Enter the City in the field provided. *This is a 22 alphanumeric character field.*
- **H.** Use to select the Country Cd.
- 2. Select . The **View the Equipment Pool Transaction Status** page appears.





# **Update an Equipment Pool**

### **Navigation**

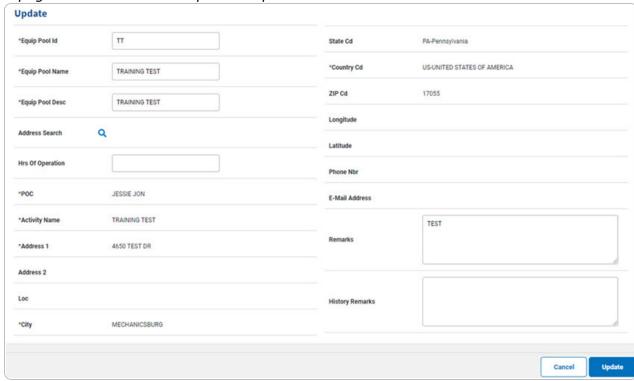
Master Data > Equip Pool > Search Criteria > Search Results > Update hyperlink > Equipment Pool Update page

#### **Procedures**

### **Update an Equipment Pool**

1. Select the Update hyperlink. The **Update an Operator/Technician** page appears.

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



**A.** Update the EQUIP POOL ID, entering the revised identifier in the field provided. *This is a 2 alphanumeric character field.* 



- **B.** Update the EQUIP POOL NAME, entering the revised name in the field provided. *This is a 15 alphanumeric character field.*
- **C.** Update the EQUIP POOL DESC, entering the revised description in the field provided. *This is a 125 alphanumeric character field.*
- **D.** Verify the POC.
- **E.** Verify the Activity Name.
- **F.** Verify the Address 1.
- **G.** Verify the City.
- **H.** Verify the Country CD.
- 2. Select Update . The View the Equipment Pool Transaction Status page appears.





# **Delete an Equipment Pool**

### **Navigation**

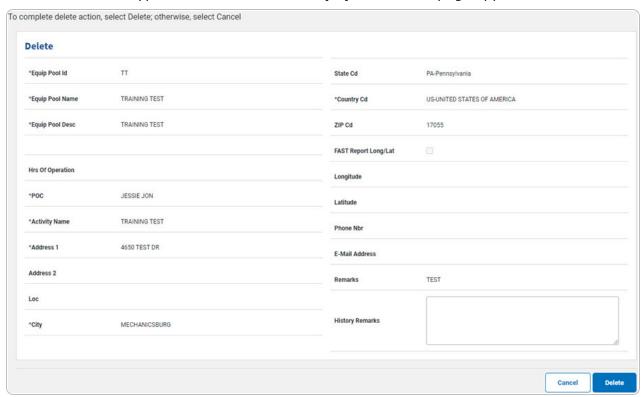
Master Data > Equip Pool > Search Criteria > Search Results > Delete hyperlink > Equipment Pool Delete page

#### **Procedures**

#### **Delete an Equipment Pool**

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 an Equipment Pool** page appears.





- **A.** Verify the EQUIP POOL ID.
- **B.** Verify the Equip Pool Name.
- **C.** Verify the Equip Pool Desc.
- **D.** Verify the POC.
- **E.** Verify the Activity Name.
- **F.** Verify the Address 1.
- **G.** Verify the City.
- **H.** Verify the Country CD.
- 2. Select Delete . The View the Equipment Pool Transaction Status page appears.