



# 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 [Reset](#) 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.

**Search Criteria**

Equip Pool Id	<input type="text" value="Select an Item"/>	Equip Pool Name	<input type="text"/>
---------------	---------------------------------------------	-----------------	----------------------

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





## Help Reference Guide

2. Select  . The **Search for an Equipment Pool — Results** page appears.

### Search Criteria

Equip Pool Id	Equip Pool Name
..	TRAINING TEST

### Search Results

Update	Delete	Equip Pool Id	Equip Pool Name	Equip Pool Desc
<a href="#">Update</a>	<a href="#">Delete</a>	TT	TRAINING TEST	TRAINING TEST





# Add an Equipment Pool

## Navigation

Master Data > Equip Pool > Search Criteria > [Add](#) > Equipment Pool Add page

## Procedures

### Add an Equipment Pool

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

1. Select [Add](#). The **Add an Equipment Pool** page appears.

**Add**



*Equip Pool Id	<input type="text"/>	State Cd	*State Code Not Applicable
*Equip Pool Name	<input type="text" value="TRAINING TEST"/>	*Country Cd	*N/A
*Equip Pool Desc	<input type="text"/>	ZIP Cd	
New Address	<input type="checkbox"/>	FAST Report Long/Lat	<input type="checkbox"/>
Address Search	<input type="text" value="Q"/>	Longitude	
Hrs Of Operation	<input type="text"/>	Latitude	
*POC		Phone Nbr	
*Activity Name		E-Mail Address	
*Address 1		Remarks	<input type="text"/>
Address 2		History Remarks	<input type="text"/>
Loc			
*City			

[Cancel](#) [Add](#)





## Help Reference Guide


- 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.

**Update**

*Equip Pool Id	TT	State Cd	PA-Pennsylvania
*Equip Pool Name	TRAINING TEST	*Country Cd	US-UNITED STATES OF AMERICA
*Equip Pool Desc	TRAINING TEST	ZIP Cd	17055
Address Search		Longitude	
Hrs Of Operation		Latitude	
*POC	JESSIE JON	Phone Nbr	
*Activity Name	TRAINING TEST	E-Mail Address	
*Address 1	4650 TEST DR	Remarks	TEST
Address 2		History Remarks	
Loc			
*City	MECHANICSBURG		


 

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





## Help Reference Guide

- 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 . The **View the Equipment Pool Transaction Status** page appears.





# Delete an Equipment Pool

## Navigation

Master Data > Equip Pool > Search Criteria > [Search](#) > Search Results > Delete hyperlink  
> Equipment Pool Delete page

## Procedures

### Delete an Equipment Pool

Selecting [Cancel](#) 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.

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


Delete	
*Equip Pool Id	TT
*Equip Pool Name	TRAINING TEST
*Equip Pool Desc	TRAINING TEST
Hrs Of Operation	
*POC	JESSIE JON
*Activity Name	TRAINING TEST
*Address 1	4650 TEST DR
Address 2	
Loc	
*City	MECHANICSBURG
State Cd	PA-Pennsylvania
*Country Cd	US-UNITED STATES OF AMERICA
ZIP Cd	17055
FAST Report Long/Lat	<input type="checkbox"/>
Longitude	
Latitude	
Phone Nbr	
E-Mail Address	
Remarks	TEST
History Remarks	

[Cancel](#) [Delete](#)





## Help Reference Guide

- 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 . The **View the Equipment Pool Transaction Status** page appears.

