



Search for a Dispatch — Criteria

Overview

The Maintenance and Utilization module Dispatch process provides the ability to view existing dispatch records, create a reservation for sub-categories of equipment and dispatch equipment, and record the return of equipment when its dispatch period ends. Dispatch Categories and Sub Categories are user created and maintained.

Navigation

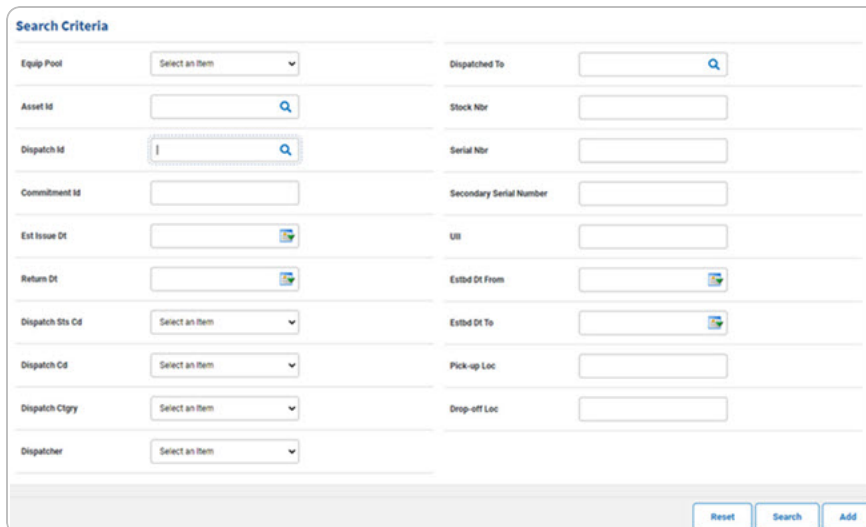
Utilization > Dispatch > Dispatch Search Criteria page

Procedures

Search for a Dispatch

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 or more of the following fields.





Help Reference Guide

- Select [Search](#). The **Search for a Dispatch - Results** page appears. Results display in the Search Results grid.

Search Criteria

Equip Pool --	Dispatch Sts Cd --	Pick-up Loc --	Serial Nbr --
Dispatch Id --	Dispatch Ctry --	Drop-off Loc --	Secondary Serial Number --
Asset Id --	Sub Ctry --	Dispatcher --	URI --
Commitment Id --	Est Issue Dt --	Dispatched To DMBROOKS - BROOKS, DAVE	Estbd Dt From --
Dispatch Cd --	Return Dt --	Stock Nbr --	Estbd Dt To --

Search Results

Update	Commitment Id	Dispatch Id	Dispatch Sts Cd	Dispatched To	Dispatch Ctry	Sub Ctry	Asset Id	Item Desc	Est Issue Dt/Tm	Issue Dt/Tm	Pick-up Loc	Est Return Dt/Tm	Return Dt/Tm	Drop-off Loc	Equip Pool	Dispatcher
Update		682013011500001	RQ - Requested	DMBROOKS - BROOKS, DAVE	0012 - 0012	0012 - NEW ONE			01/15/2013 07:00 AM			01/17/2013 05:00 PM			68 - SAT 12	
Update		XX2013012900001	RQ - Requested	DMBROOKS - BROOKS, DAVE	0012 - 0012	0012 - NEW ONE	OCAA00520934	LAPTOP, DELL E7470	01/29/2013 07:00 AM			01/29/2013 05:00 PM			XX - EXTRA	

[Cancel](#)





Search for a Dispatch — Results

Navigation

Utilization > Dispatch > Search Criteria > > Dispatch Search Results page

Procedures

View the ASSET ID Details

Hover over the ASSET ID. *The Details pop-up window appears.*

Dispatch Cd = A - Ad-Hoc
Mfr Nm = DELL
Mfr Model = E7470
Stock Nbr = 702501Z011007
Serial Nbr = DFVGQ92
Ull = LDN00367BROOKS000005





Add a Dispatch

Navigation

Utilization > Dispatch > Search Criteria > > Dispatch Add page

Procedures


Add a Dispatch

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

1. Either:

- Use  to select the Equip Pool.

OR

- Enter the ASSET ID, or use  to browse for the entry. *This is a 12 alphanumeric character field.*

2. Select . The **Add a Dispatch** page appears.





Help Reference Guide

Basic		Customer	Previous Dispatches	Asset Info	License(s)	Rates
Dispatch Id	0	*Dispatch Purpose		Select an Item ▼		
Equip Pool	68 - SAT 12	Dispatch Desc				
*Dispatch Sts Cd	RQ-Requested ▼	*Dispatcher		Select an Item ▼ *		
Commit Id		Dispatched To		<input type="text"/> <input type="button" value="Q"/>		
*Dispatch Ctgr	Select an Item ▼	Cost Center				
*Sub Ctgr	Select an Item ▼	Trip Cost		0		
Est Issue Dt/Tm	<input type="text"/> <input type="button" value="Q"/> 07:00 AM ▼	Loc		BLDG 101		
Est Return Dt/Tm	<input type="text"/> <input type="button" value="Q"/> 05:00 PM ▼	Sub Loc		<input type="text"/>		
Pick-up Loc	<input type="text"/>	Stay		<input type="checkbox"/>		
Drop-off Loc	<input type="text"/>	Bags		<input type="checkbox"/>		
Asset Id	101240090351 <input type="button" value="Q"/>	HazMat		<input type="checkbox"/>		
Item Desc	PICKUP TRUCK	Pax		<input type="text"/>		
Request Operator	<input type="checkbox"/>	Remarks		<input type="text"/>		







- A.** Use ▼ to select the Dispatch Sts Cd. If "IS" is selected, the Issue DT/TM field appears in the next column.





Help Reference Guide

Basic		Customer	Rates
Dispatch Id	0	Dispatch Desc	<input type="text"/>
Equip Pool	VC - VEHICLE MAINT	*Issue Dt/Tm	<input type="text"/> 07:00 AM
*Dispatch Sts Cd	IS-Issued	*Dispatcher	Select an Item
Commit Id	<input type="text"/>	*Dispatched To	<input type="text"/>
*Dispatch Ctgr	Select an Item	Cost Center	
*Sub Ctgr	Select an Item	Trip Cost	0
Est Issue Dt/Tm	<input type="text"/> 07:00 AM	Loc	
Est Return Dt/Tm	<input type="text"/> 05:00 PM	Sub Loc	<input type="text"/>
Pick-up Loc	<input type="text"/>	Stay	<input type="checkbox"/>
Drop-off Loc	<input type="text"/>	Bags	<input type="checkbox"/>
Asset Id	<input type="text"/>	HazMat	<input type="checkbox"/>
Request Operator	<input type="checkbox"/>	Pax	<input type="text"/>
*Dispatch Purpose	Select an Item	Remarks	<input type="text"/>

- B. Use  to select the Dispatch Ctgr.
- C. Use  to select the Sub Ctgr.
- D. Use  and  to choose the Est Issue Dt/Tm, or enter the date (MM/DD/YYYY) in the field provided.
- E. Use  and  to choose the Est Return Dt/Tm, or enter the date (MM/DD/YYYY) in the field provided.


Helpful Tip





If a driver is needed to operate the asset, select the Request Operator check-box.





F. Use  to select the Dispatch Purpose.

G. Use  and  to choose the Issue Dt/Tm, or enter the date (MM/DD/YYYY) in the field provided.

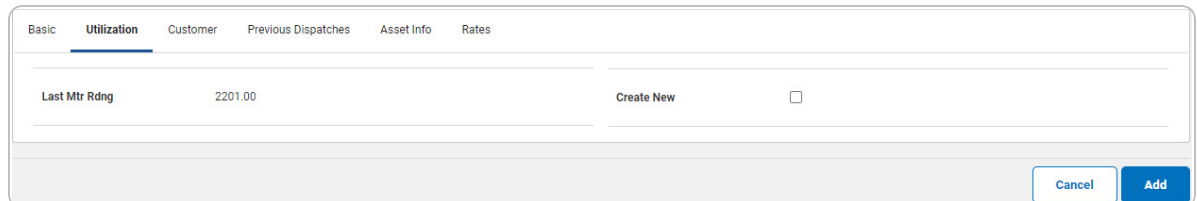
H. Use  to select the Dispatcher.

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

I.

OR

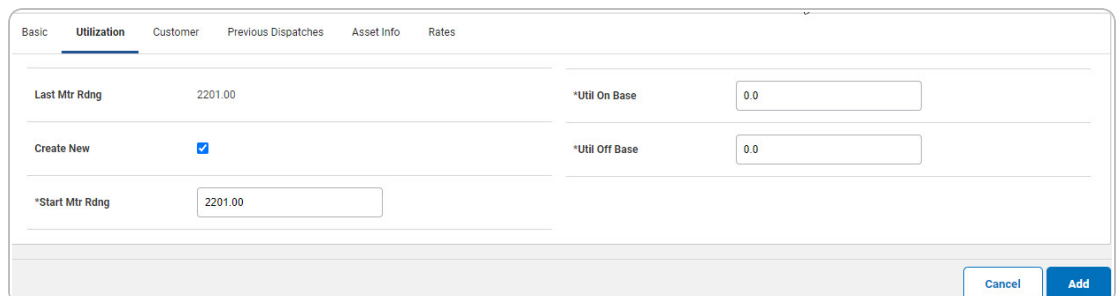
Select the Utilization tab to continue adding information.



Note



The Utilization tab is only available when the Dispatch Status is "Issued" and the asset is profiled for utilization.



Attention



The Create New ☒ is disabled if no Utilization is recorded for the selected asset and the DISPATCH STS CD is "Issued."

☐ appears and is enabled when a previous meter reading exists or the the DISPATCH STS CD is "Issued".





Help Reference Guide



- a. Update the START MTR RDNG, entering the revised amount in the field provided. *This is a 12 numeric character field.*
- b. Update the UTIL ON BASE, entering the revised amount in the field provided. *This is a 7 numeric character field.*
- c. Update the UTIL OFF BASE, entering the revised amount in the field provided. *This is a 7 numeric character field.*

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

d.

OR

Select the Customer tab to continue adding information.

Basic		Customer	Previous Dispatches	Asset Info	License(s)	Rates
Customer Account Id	<input type="text"/>	APO Name	BEASTLY			
Customer Address	<input type="text"/> 	APO Phone Nbr	7959595			
Customer Remarks	<input type="text"/>	APO E-Mail Addr				
Reimbursable	<input type="checkbox"/>	Custodian Name	BRENDA			
Job Order Nbr ID	<input type="text"/> 	Custodian Phone Nbr				
UIC	E10124	Custodian E-Mail Addr				
Organization	THIS IS UIC E10124	Owng Cost Center	01234			
						<input type="button" value="Cancel"/> <input type="button" value="Add"/>

Helpful Tip



The Customer Address information is stored in the ADDRESS TYPE CD "MC – Maintenance Customer" within the Property Accountability **Address** section.

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

1.

OR

Select the Previous Dispatches tab to continue adding information.





Help Reference Guide

Basic Customer **Previous Dispatches** Asset Info License(s) Rates

Max Rows ☒ 30 ☐ 60

Dispatch Id	Dispatch Sts Cd	Dispatched To	Dispatch Ctry	Sub Ctry	Est Issue Dt/Tm	Issue Dt/Tm	Est Return Dt/Tm	Return Dt/Tm	Equip Pool	Dispatcher
682015082800001	RC - Return - Closed	MILESCOT - MILEWSKI, SCOTT	0012 - 0012	0012 - NEW ONE	08/28/2015 01:30 PM	08/28/2015 02:00 PM	08/29/2015 05:00 PM	08/29/2015 05:00 PM	68 - SAT 12	

Cancel Add

Note



The Previous Dispatches tab displays previously issued assets in a list format. The previous 30 dispatches are displayed by default.

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

A.

OR

Select the Asset Info tab to continue adding information.

Basic Customer Previous Dispatches **Asset Info** License(s) Rates

Asset Id	101240090351	Tot Cost	\$200000.00
Item Desc	PICKUP TRUCK	Orig In Svc Dt	08/19/2013
Dispatch Cd	A - Ad-Hoc	Vehicle Group Cd	0114 - MD Pickup Owned
Stock Nbr	12481632640006	Maint Mgt Cd	MAU - Maintenance and Utilization
Serial Nbr	0M0003	Vehicle Type Cd	122 - MD Pickup
Secondary Serial Number		USL Measure Cd	0 - Days
LIN/TAMCN	MR000A - DFADFASDF	Metered	No
Mfr Part Nbr		USL	
Mfr Year	2012	Dispatch Ctry	0012 - 0012
Mfr Name	REBORCO	Sub Ctry	0012 - NEW ONE
Model Nbr		Lease Code	N
Loc	BLDG 101	Equivalence	0
Sub Loc			

Cancel Add





Help Reference Guide

Helpful Tip



The Asset INFO is stored in the Property Accountability **Asset Receiving** section.

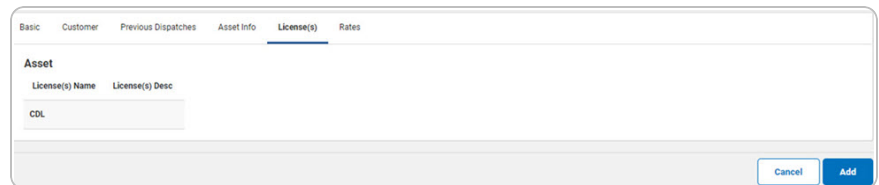
Add

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

a.

OR

Select the License(s) tab to continue adding information.



License(s) Name	License(s) Desc
CDL	

Note



The License(s) tab displays the information in a list format.

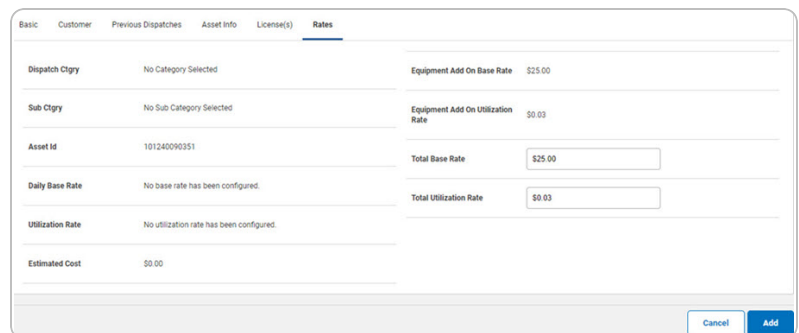
Add

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

1.

OR

Select the Rates tab to continue adding information.



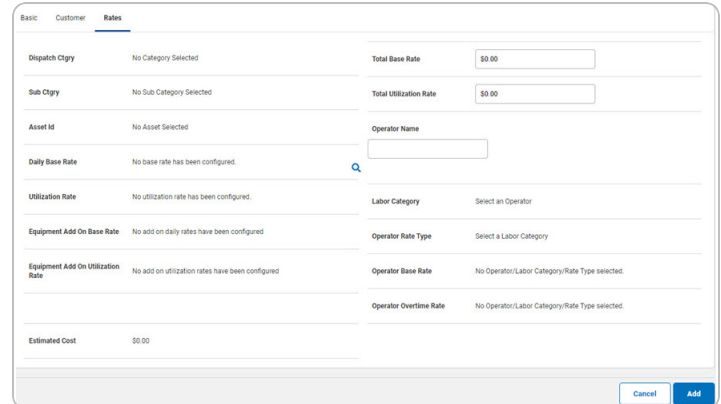
Dispatch Ctry	No Category Selected	Equipment Add On Base Rate	\$25.00
Sub Ctry	No Sub Category Selected	Equipment Add On Utilization Rate	\$0.03
Asset Id	101240090351	Total Base Rate	\$25.00
Daily Base Rate	No base rate has been configured.	Total Utilization Rate	\$0.03
Utilization Rate	No utilization rate has been configured.		
Estimated Cost	\$0.00		





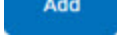
Help Reference Guide

- a. If Request Operator was selected on the Basic tab, additional fields appear.



Basic		Customer	Rates
Dispatch Ctry	No Category Selected	Total Base Rate	\$0.00
Sub Ctry	No Sub Category Selected	Total Utilization Rate	\$0.00
Asset Id	No Asset Selected	Operator Name	
Daily Base Rate	No base rate has been configured.		
Utilization Rate	No utilization rate has been configured.	Labor Category	Select an Operator
Equipment Add On Base Rate	No add on daily rates have been configured.	Operator Rate Type	Select a Labor Category
Equipment Add On Utilization Rate	No add on utilization rates have been configured.	Operator Base Rate	No Operator/Labor Category/Rate Type selected.
		Operator Overtime Rate	No Operator/Labor Category/Rate Type selected.
Estimated Cost	\$0.00		

Cancel Add

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






Update a Dispatch

Navigation

Utilization > Dispatch > Search Criteria > Search Results > Update hyperlink > Dispatch
Update page

Procedures

Update a Dispatch

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





Help Reference Guide

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




Basic	Customer	Attachment(s)	Rates
Dispatch Id	682013011500001	Dispatch Desc	<input type="text"/>
Equip Pool	68 - SAT 12	*Dispatcher	Select an Item ▼
*Dispatch Sts Cd	RQ-Requested ▼	Dispatched To	DMBROOKS 🔍
Commit Id	<input type="text"/>	Cost Center	
*Dispatch Ctgr	0012 - 0012 ▼	Trip Cost	0.00
*Sub Ctgr	0012 - NEW ONE ▼	Loc	
Est Issue Dt/Tm	1/15/2013 📅 07:00 AM ▼	Sub Loc	<input type="text"/>
Est Return Dt/Tm	1/17/2013 📅 05:00 PM ▼	Stay	<input type="checkbox"/>
Pick-up Loc	<input type="text"/>	Bags	<input type="checkbox"/>
Drop-off Loc	<input type="text"/>	HazMat	<input type="checkbox"/>
Asset Id	<input type="text"/> 🔍	Pax	<input type="text"/>
Request Operator	<input type="checkbox"/>	Remarks	<input type="text"/>
*Dispatch Purpose	TR-Training ▼		







- A. Update the Dispatch Status Cd, using ▼ to select the desired code. If "IS" is selected, the Issue Dt/Tm field appears in the next column.





Help Reference Guide

Basic		Utilization	Customer	Previous Dispatches	Asset Info	Attachment(s)	License(s)	Rates
Dispatch Id	VN2018102300001			Dispatch Desc	<input type="text"/>			
Equip Pool	VN - VANS			*Issue Dt/Tm	10/23/2018  02:00 PM <input type="button" value="v"/>			
*Dispatch Sts Cd	<input type="text" value="IS-Issued"/>			*Dispatcher	<input type="text" value="Select an Item"/>			
Commit Id	<input type="text"/>			*Dispatched To	TBRAD19			
*Dispatch Ctgr	<input type="text" value="SEDAN - SEDAN"/>			Cost Center				
*Sub Ctgr	<input type="text" value="MIDSIZE - MIDSIZE SEDAN"/>			Trip Cost	<input type="text" value="0.00"/>			
Est Issue Dt/Tm	10/23/2018  08:00 AM <input type="button" value="v"/>			Loc	PICATENNY			
Est Return Dt/Tm	10/23/2018  06:00 PM <input type="button" value="v"/>			Sub Loc	<input type="text"/>			
Pick-up Loc	<input type="text"/>			Stay	<input type="checkbox"/>			
Drop-off Loc	<input type="text"/>			Bags	<input type="checkbox"/>			
Asset Id	PLATE13			HazMat	<input type="checkbox"/>			
Item Desc	TRUCK,CARGO			Pax	<input type="text"/>			
Request Operator	<input type="checkbox"/>			Remarks	<input type="text"/>			
*Dispatch Purpose	<input type="text" value="OT-Other"/>							

- B.** Update the Dispatch Ctgr, using  to select the desired category.
- C.** Update the Sub Ctgr, using  to select the desired category.
- D.** Update the Est Issue Dt/Tm, using  and , or entering the date (MM/DD/YYYY) in the field provided.
- E.** Update the Est Return Dt/Tm, using  and , or entering the date (MM/DD/YYYY) in the field provided.









Helpful Tip



If a driver is needed to operate the asset, select the Request Operator checkbox.

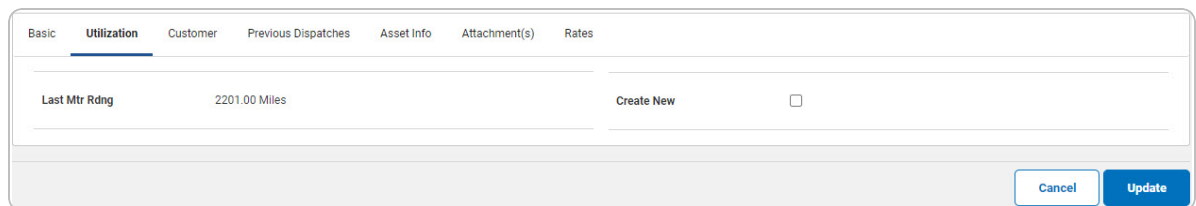
- F. Update the Dispatch Purpose, using  to select the desired code.
- G. Update the Issue Dt/Tm, using  and , or entering the date (MM/DD/YYYY) in the field provided.
- H. Update the Dispatcher, using  to select the desired name.

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

I.

OR

Select the Utilization tab to continue editing information.



The screenshot shows the 'Utilization' tab selected in a system interface. The tab bar includes 'Basic', 'Utilization', 'Customer', 'Previous Dispatches', 'Asset Info', 'Attachment(s)', and 'Rates'. Below the tabs, there is a table with one row containing 'Last Mtr Rdng' and '2201.00 Miles'. To the right of the table is a 'Create New' button and a checkbox. At the bottom right of the form are 'Cancel' and 'Update' buttons.

Note



The Utilization tab is only available when the Dispatch Status is "Issued" or "Returned", and the asset is profiled for utilization.





Help Reference Guide

Basic	Utilization	Customer	Previous Dispatches	Asset Info	Attachment(s)	Rates
Last Mtr Rdng		2201.00 Miles		*Util On Base		1.00 Miles
Create New		<input checked="" type="checkbox"/>		*Util Off Base		0.00 Miles
*Start Mtr Rdng		<input type="text" value="2201.00"/> Miles				
						<input type="button" value="Cancel"/> <input type="button" value="Update"/>

Attention



The Create New ☒ is disabled if no Utilization is recorded for the selected asset and the DISPATCH STS CD is "Issued."

☐ appears and is enabled when a previous meter reading exists or the DISPATCH STS CD is "Issued".

- Update the START MTR RDNG, entering the revised amount in the field provided. *This is a 12 numeric character field.*
- Update the UTIL ON BASE, entering the revised amount in the field provided. *This is a 7 numeric character field.*
- Update the UTIL OFF BASE, entering the revised amount in the field provided. *This is a 7 numeric character field.*

When the DISPATCH STS CD is Return (RN or RC), the following fields appear.

Basic	Utilization	Customer	Previous Dispatches	Asset Info	Attachment(s)	Rates
Last Mtr Rdng		2201.00 Miles		Days Idle		<input type="text"/>
Create New		<input type="checkbox"/>		Days Unaval		<input type="text"/>
*End Mtr Rdng		<input type="text" value="0.00"/> Miles		Fuel Type Cd		Select an Item ▼
*Util On Base		<input type="text" value="0.00"/> Miles		Fuel Qty		<input type="text"/>
*Util Off Base		<input type="text" value="0.00"/> Miles		Fuel Unit Cost		<input type="text"/>
Days Used		<input type="text"/>		Fuel State		PA-Pennsylvania ▼
						<input type="button" value="Cancel"/> <input type="button" value="Update"/>

- Update the END MTR RDNG, entering the revised amount in the field provided. *This is a 12 numeric character field.*





Help Reference Guide

2. Update the UTIL ON BASE, entering the revised amount in the field provided. *This is a 7 numeric character field.*
3. Update the UTIL OFF BASE, entering the revised amount in the field provided. *This is a 7 numeric character field.*

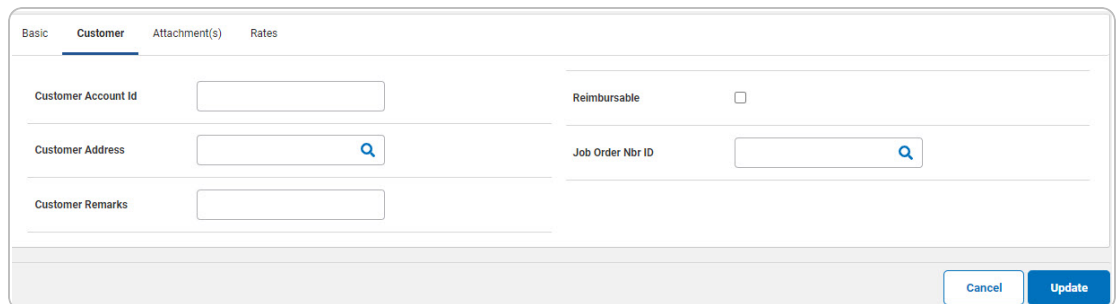
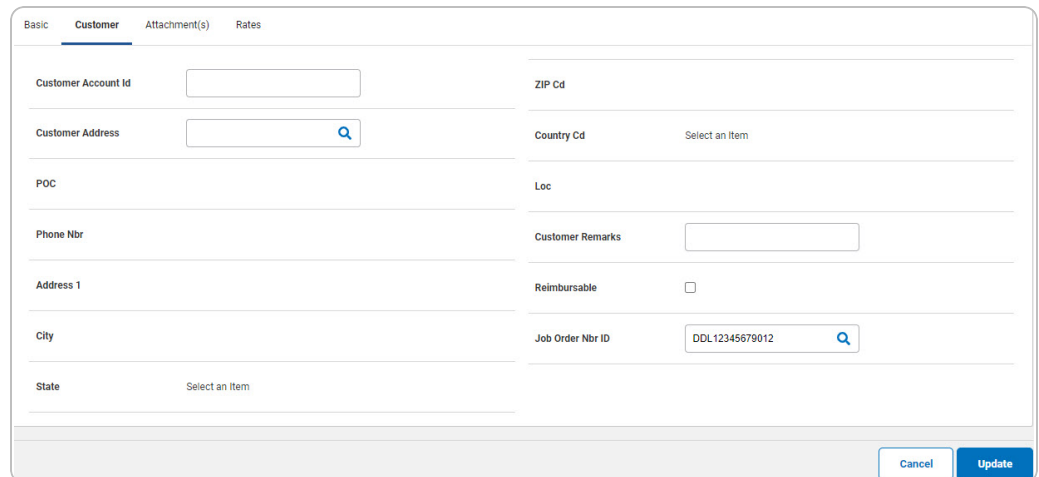
Update

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

d.

OR

Select the Customer tab to continue editing information.

Helpful Tip



The Customer Address information is stored in the ADDRESS TYPE CD "MC – Maintenance Customer" within the Property Accountability **Address** section.





Help Reference Guide

Update

1. Select **Update**. The **View the Dispatch Transaction Status** page appears.

OR

Select the Previous Dispatches tab to continue editing information.

BasicUtilizationCustomerPrevious DispatchesAsset InfoAttachment(s)Rates

Max Rows30

60

Dispatch Id	Dispatch Sts Cd	Dispatched To	Dispatch Ctrgy	Sub Ctrgy	Est Issue Dt/Tm	Issue Dt/Tm	Est Return Dt/Tm	Return Dt/Tm	Equip Pool	Dispatcher
B22019053000003	RC - Return - Closed	JONES - ABRAHAM, ART	CLASSC - DAILY DISPATCH	706TH - DAILY DISPATCH	05/30/2019 07:00 AM	05/30/2019 07:00 AM	05/31/2019 05:00 PM	05/30/2019 05:00 PM	B2 - 2ND TRY	
B22018091300011	RC - Return - Closed	JCEVASCO - CEVASCO, JOSEPH	SEDAN - SEDAN	COMPACT - COMPACT SEDAN	09/14/2018 03:30 PM	09/13/2018 07:00 AM	09/17/2018 09:00 AM	09/19/2018 05:00 PM	B2 - 2ND TRY	
B22018082300006	RC - Return - Closed	2884 - BATE, MATT	TRUCK - TRUCK	4X4 - 4X4 TRUCK	08/23/2018 07:00 AM	08/23/2018 07:00 AM	08/24/2018 05:00 PM	08/24/2018 05:00 PM	B2 - 2ND TRY	
B22018082200004	RC - Return - Closed	2884 - BATE, MATT	TRUCK - TRUCK	4X4 - 4X4 TRUCK	08/23/2018 04:30 PM	08/22/2018 04:30 PM	08/23/2018 04:30 PM	08/22/2018 05:00 PM	B2 - 2ND TRY	

4

CancelUpdate

Note



The Previous Dispatches tab displays previously issued assets in a list format. The previous 30 dispatches are displayed by default.

Update

A. Select **Update**. The **View the Dispatch Transaction Status** page appears.

OR

Select the Asset Info tab to continue editing information.





Help Reference Guide

Basic		Utilization		Customer		Previous Dispatches		Asset Info		Attachment(s)		Rates	
Asset Id	PLATE15			Tot Cost	\$35000.00								
Item Desc	TRUCK,CARGO			Orig In Svc Dt	08/22/2018								
Dispatch Cd	A - Ad-Hoc			Vehicle Group Cd	0115 - MD SUV Owned								
Stock Nbr	2320000508890			Maint Mgt Cd	MAU - Maintenance and Utilization								
Serial Nbr	PLATE15			Vehicle Type Cd	123 - MD SUV								
Secondary Serial Number				Util Measure Cd	M - Miles								
LIN/TAMCN				Metered	Yes								
Mfr Part Nbr				Ull									
Mfr Year	2018			Dispatch Ctgry	CLASSC - DAILY DISPATCH								
Mfr Name	FORD			Sub Ctgry	706TH - DAILY DISPATCH								
Model Nbr				Lease Code	N								
Loc	PICATENNY			Equivalence	0								
Sub Loc													

Helpful Tip



The Asset INFO is stored in the Property Accountability **Asset Receiving** section.

Update

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

a.

OR

Select the Attachments tab to continue editing information.

Basic		Customer		Attachment(s)		Rates	
Attachment	<input type="button" value="Add Attachment"/>			Attachment(s)	No Attachments Available		





Help Reference Guide

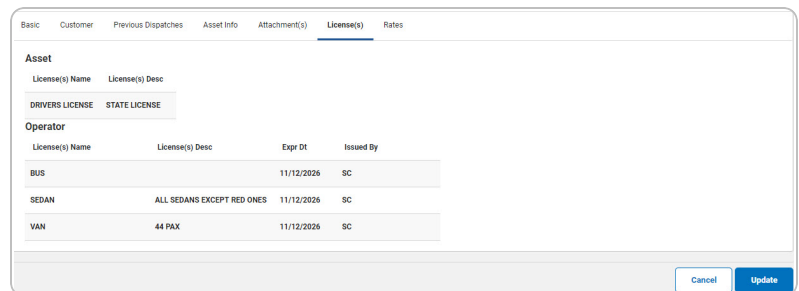
1. Select . The **Attachment Add** page appears.

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

2.

OR

Select the License(s) tab to continue editing information.



License(s) Name	License(s) Desc	Expr Dt	Issued By
BUS		11/12/2026	SC
SEDAN	ALL SEDANS EXCEPT RED ONES	11/12/2026	SC
VAN	44 PAX	11/12/2026	SC

Note



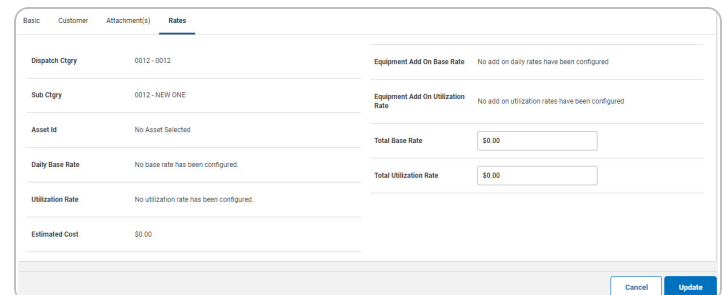
The Licenses tab displays the information in a list format.

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

A.

OR

Select the Rates tab to continue editing information.



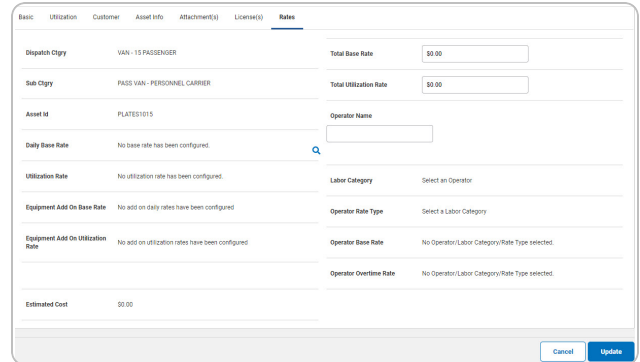
Dispatch Ctgry	Sub Ctgry	Asset Id	Daily Base Rate	Utilization Rate	Estimated Cost
0012 - 0012	0012 - NEW ONE	No Asset Selected	No base rate has been configured.	No utilization rate has been configured.	\$0.00





Help Reference Guide

- a. *If Request Operator was selected on the Basic tab, additional fields appear.*



Basic	Utilization	Customer	Asset Info	Attachment(s)	Licenses(s)	Rates
Dispatch Clgry			VAN - 15 PASSENGER			Total Base Rate: \$0.00
Sub Clgry			PASS VAN - PERSONNEL CARRIER			Total Utilization Rate: \$0.00
Asset Id			PLATES1015			Operator Name: <input type="text"/>
Daily Base Rate			No base rate has been configured.			
Utilization Rate			No utilization rate has been configured.			Labor Category: Select an Operator
Equipment Add On Base Rate			No add on daily rates have been configured.			Operator Rate Type: Select a Labor Category
Equipment Add On Utilization Rate			No add on utilization rates have been configured.			Operator Base Rate: No Operator/Labor Category/Rate Type selected.
						Operator Overtime Rate: No Operator/Labor Category/Rate Type selected.
Estimated Cost			\$0.00			

Cancel Update

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

