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.
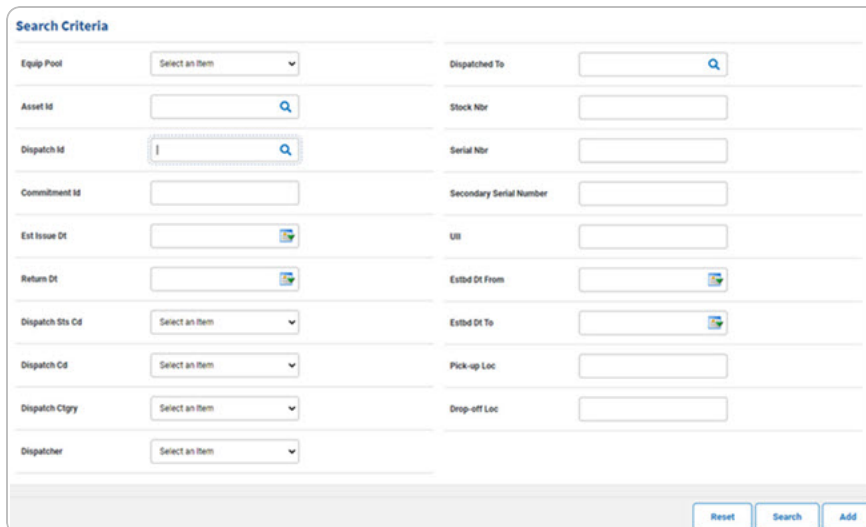
Navigation

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.

2. 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 Ctgry -	Drop-off Loc -	Secondary Serial Number -
Asset Id -	Sub Ctgry -	Dispatcher -	UII -
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 Ctgry	Sub Ctgry	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	DCAA00520934	LAPTOP, DELL E7470	01/29/2013 07:00 AM			01/29/2013 05:00 PM			XX - EXTRA	

[Cancel]

Search for a Dispatch — Results

Navigation

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
UII = LDN00367BROOKS000005

Add a Dispatch

Navigation

Utilization > Dispatch > Search Criteria > Add > Dispatch Add page

Procedures

Add a Dispatch

Selecting Cancel *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 Add . *The* **Add a Dispatch** *page appears.*

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

B. Use ⌄ to select the Dispatch Ctgry.

C. Use ⌄ to select the Sub Ctgry.

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.

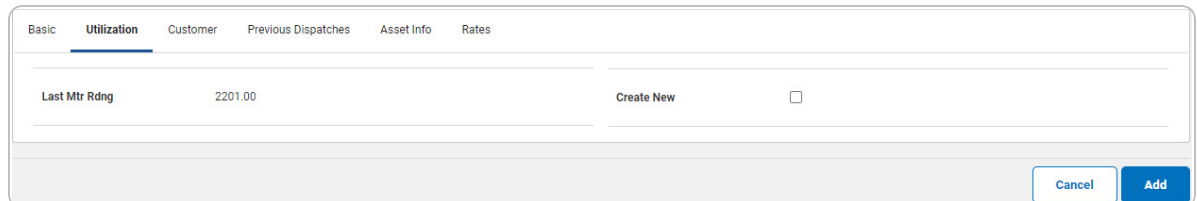**G.** Use 📅 and ⌄ to choose the Issue Dt/Tm, or enter the date (MM/DD/YYYY) in the field provided.

H. Use ⌄ to select the Dispatcher.

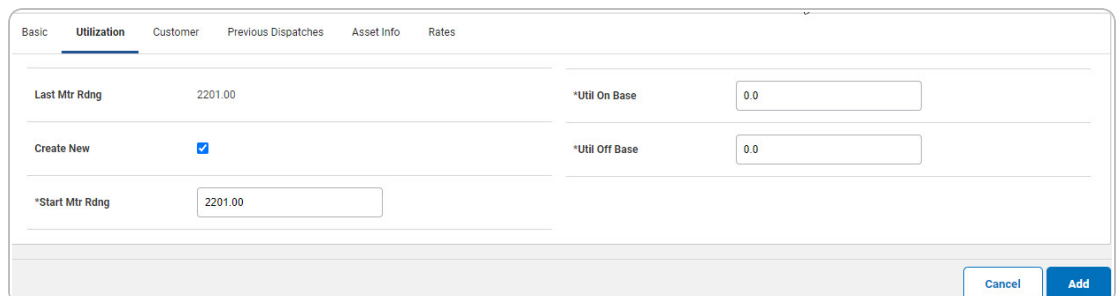**I.** Select [Add]. *The **View the Dispatch Transaction Status** page appears.*

OR

Select the Utilization tab to continue adding information.

Basic	Utilization	Customer	Previous Dispatches	Asset Info	Rates

Last Mtr Rdng	2201.00		Create New	☐

[Cancel] [Add]

Note

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

Basic	Utilization	Customer	Previous Dispatches	Asset Info	Rates

Last Mtr Rdng	2201.00		*Util On Base	0.0
Create New	☑		*Util Off Base	0.0
*Start Mtr Rdng	2201.00			

[Cancel] [Add]

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".

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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.*

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

OR

Select the Customer tab to continue adding information.

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

1.
Select [Add]. *The **View the Dispatch Transaction Status** page appears.*

OR

Select the Previous Dispatches tab to continue adding information.

Basic	Customer	Previous Dispatches	Asset Info	License(s)	Rates						
Max Rows		● 30		○							
60											
Dispatch Id	Dispatch Sts Cd	Dispatched To	Dispatch Ctgry	Sub Ctgry	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	DM0003	Vehicle Type Cd	122 - MD Pickup
Secondary Serial Number		Util Measure Cd	D - Days
LIN/TAMCN	MR000A - DFADFASDF	Metered	No
Mfr Part Nbr		UII	
Mfr Year	2012	Dispatch Ctgry	0012 - 0012
Mfr Name	REBOKCO	Sub Ctgry	0012 - NEW ONE
Model Nbr		Lease Code	N
Loc	BLDG 101	Equivalence	0
Sub Loc			

Cancel   Add

Helpful Tip

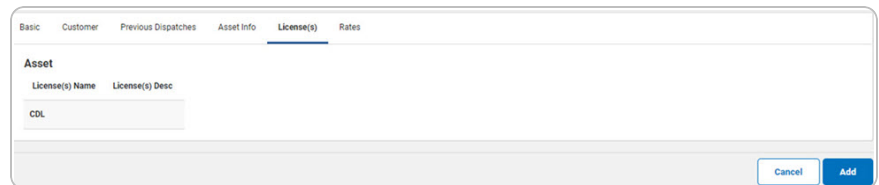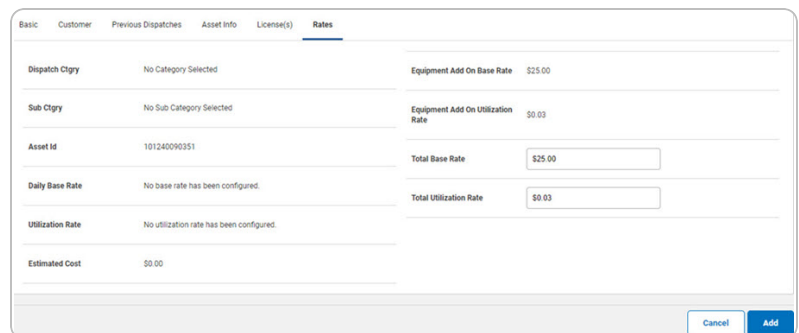The Asset INFO is stored in the Property Accountability **Asset Receiving** section.

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

a.

OR

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

Basic	Customer	Previous Dispatches	Asset Info	License(s)	Rates

Asset

License(s) Name	License(s) Desc
CDL	

Cancel   Add

Note

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

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

1.

OR

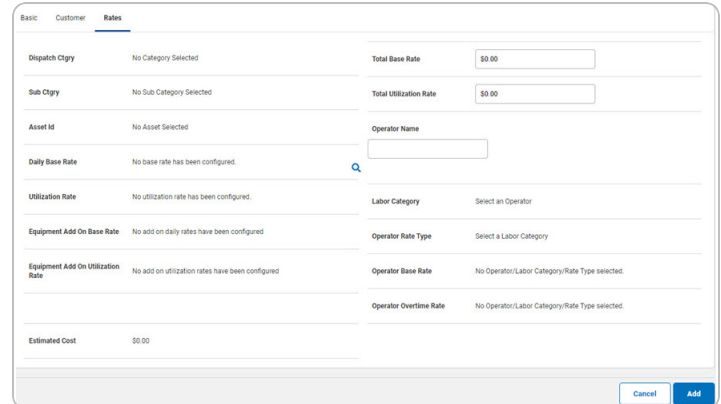Select the Rates tab to continue adding information.

Basic	Customer	Previous Dispatches	Asset Info	License(s)	Rates

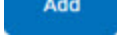| Dispatch Ctgry	No Category Selected		Equipment Add On Base Rate	$25.00
Sub Ctgry	No Sub Category Selected		Equipment Add On Utilization Rate	$0.03
Asset Id	101240090351		Total Base Rate	$25.00
Daily Base Rate	No base rate has been configured.		Total Utilization Rate	$0.03
Utilization Rate	No utilization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

Cancel   Add

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

b. Select **Add** . *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 [Cancel] *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** page appears.*

A. Update the Dispatch Status Cd, using ⌄ to select the desired code. *If "IS" is selected, the Issue Dᴛ/Tᴍ field appears in the next column.*

| Basic | Utilization | Customer | Previous Dispatches | Asset Info | Attachment(s) | License(s) | Rates |

Dispatch Id	VN2018102300001	Dispatch Desc	
Equip Pool	VN - VANS	*Issue Dt/Tm	10/23/2018 — 02:00 PM
*Dispatch Sts Cd	IS-Issued	*Dispatcher	Select an Item
Commit Id		*Dispatched To	TBRAD19
*Dispatch Ctgry	SEDAN - SEDAN	Cost Center	
*Sub Ctgry	MIDSIZE - MIDSIZE SEDAN	Trip Cost	0.00
Est Issue Dt/Tm	10/23/2018 — 08:00 AM	Loc	PICATENNY
Est Return Dt/Tm	10/23/2018 — 06:00 PM	Sub Loc	
Pick-up Loc		Stay	☐
Drop-off Loc		Bags	☐
Asset Id	PLATE13	HazMat	☐
Item Desc	TRUCK,CARGO	Pax	
Request Operator	☐	Remarks	
*Dispatch Purpose	OT-Other		

Cancel   Update

B.   Update the Dispatch Ctgry, using ⌄ to select the desired category.

C.   Update the Sub Ctgry, 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 check-box.
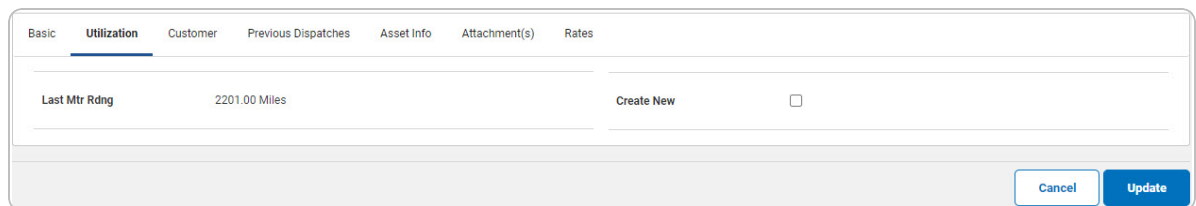
F. Update the Dispatch Purpose, using ⌄ to select the desired code.

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.

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

OR

Select the Utilization tab to continue editing information.

Basic	Utilization	Customer	Previous Dispatches	Asset Info	Attachment(s)	Rates

Last Mtr Rdng	2201.00 Miles		Create New	☐

Cancel Update

Note

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

Basic	Utilization	Customer	Previous Dispatches	Asset Info	Attachment(s)	Rates

Last Mtr Rdng	2201.00 Miles		*Util On Base	1.00	Miles
Create New	☑		*Util Off Base	0.00	Miles
*Start Mtr Rdng	2201.00	Miles			

Cancel   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 the DISPATCH STS CD is "Issued".

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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.*

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		
Create New	☐		Days Unaval		
*End Mtr Rdng	0.00	Miles	Fuel Type Cd	Select an Item	
*Util On Base	0.00	Miles	Fuel Qty		
*Util Off Base	0.00	Miles	Fuel Unit Cost		
Days Used			Fuel State	PA-Pennsylvania	

Cancel   Update

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

Unclassified

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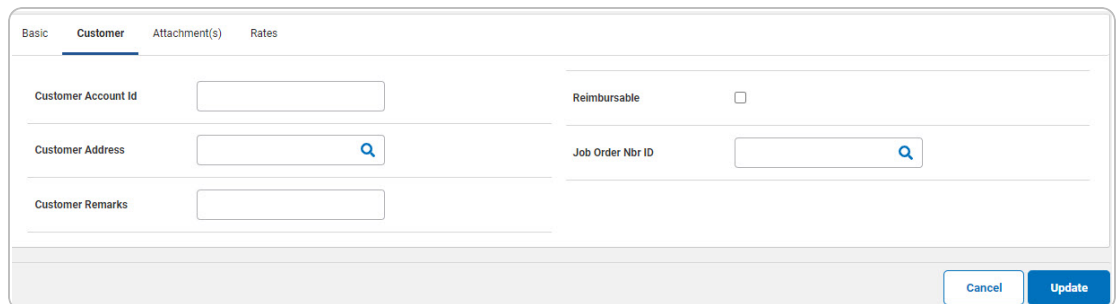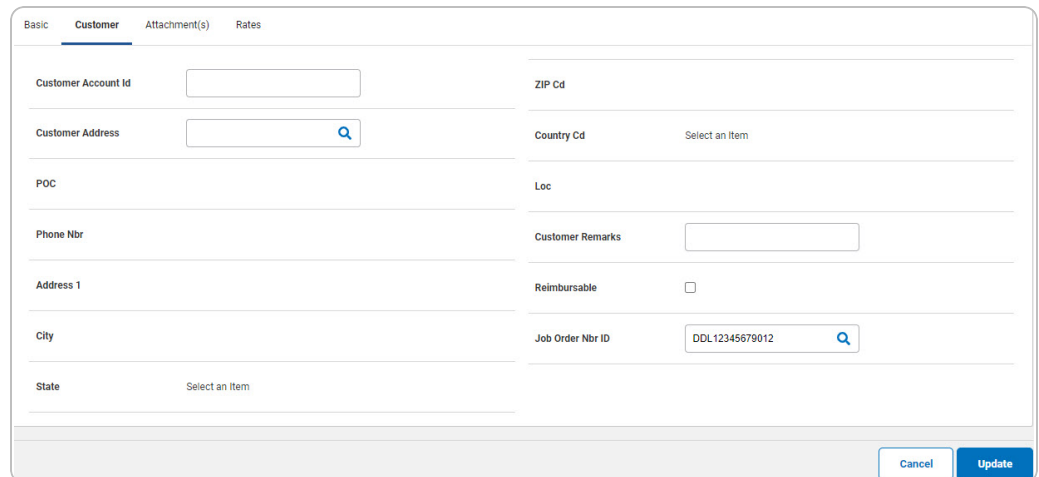
Select [Update]. *The **View the Dispatch Transaction Status** page appears.*

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.

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

1.

OR

Select the Previous Dispatches tab to continue editing information.

	Basic	Utilization	Customer	**Previous Dispatches**	Asset Info	Attachment(s)	Rates						

Max Rows		⦿ 30			○							
		60										

Dispatch Id	Dispatch Sts Cd	Dispatched To	Dispatch Ctgry	Sub Ctgry	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	

[Cancel] [Update]

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

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

A.

OR

Select the Asset Info tab to continue editing information.

| 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			UII		
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					

Cancel   Update

Helpful Tip

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

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a.

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

OR

Select the Attachments tab to continue editing information.

| Basic | Customer | Attachment(s) | Rates |

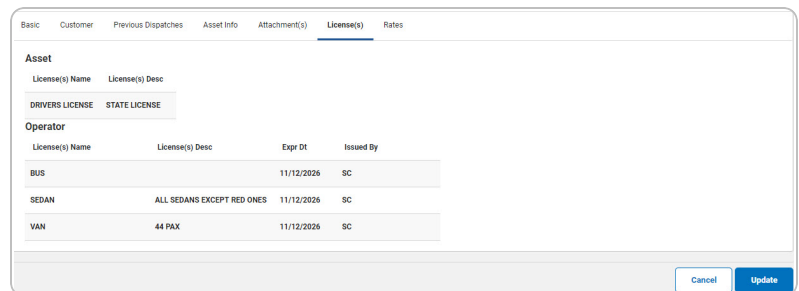| Attachment	Add Attachment	Attachment(s)	No Attachments Available

Cancel   Update

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

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

    OR

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

> **Note**
>
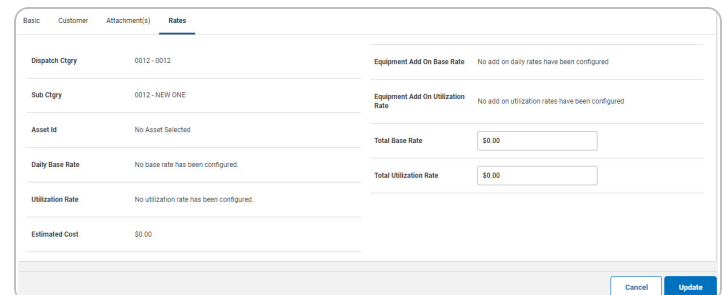> The Licenses tab displays the information in a list format.

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

    OR

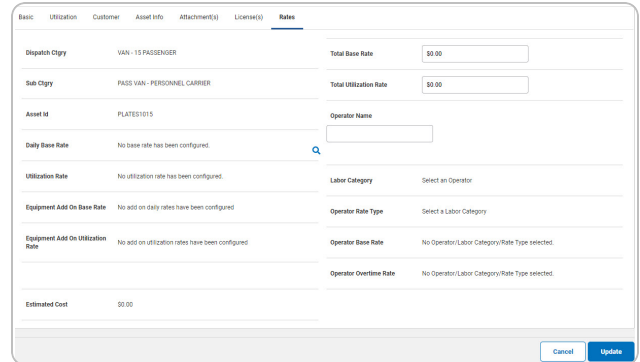   Select the Rates tab to continue editing information.

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

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