



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

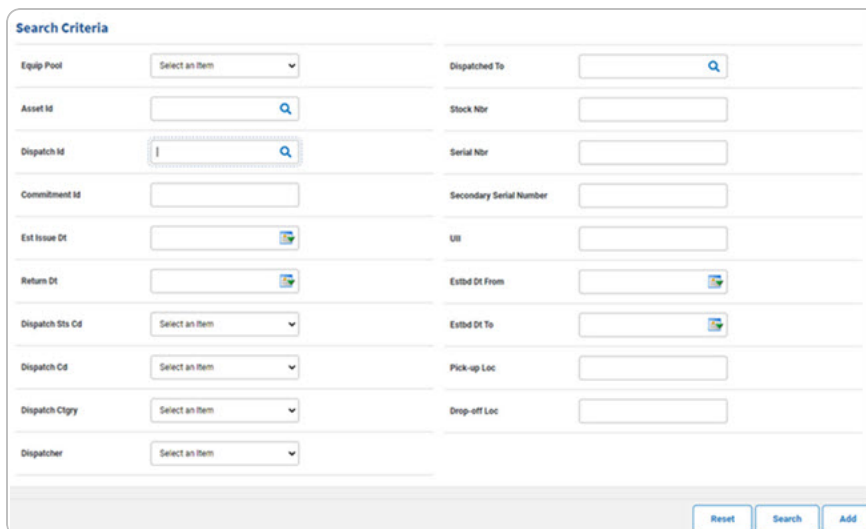
Utilization > Dispatch > Dispatch Search Criteria page

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.



The screenshot shows the 'Search Criteria' form with two columns of search fields. The left column includes: Equip Pool (dropdown), Asset Id (text with search icon), Dispatch Id (text with search icon), Commitment Id (text), Est Issue Dt (calendar icon), Return Dt (calendar icon), Dispatch Sts Cd (dropdown), Dispatch Cd (dropdown), Dispatch Clgry (dropdown), and Dispatcher (dropdown). The right column includes: Dispatched To (text with search icon), Stock Nbr (text), Serial Nbr (text), Secondary Serial Number (text), Utl (text), Est'd Dt From (calendar icon), Est'd Dt To (calendar icon), Pick-up Loc (text), and Drop-off Loc (text). At the bottom right are 'Reset', 'Search', and 'Add' buttons.





Help Reference Guide

2. Select [Search](#). The **Dispatch Search 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 = DFIGQ92
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 **Dispatch Add** page appears.





Help Reference Guide

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

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

- 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.

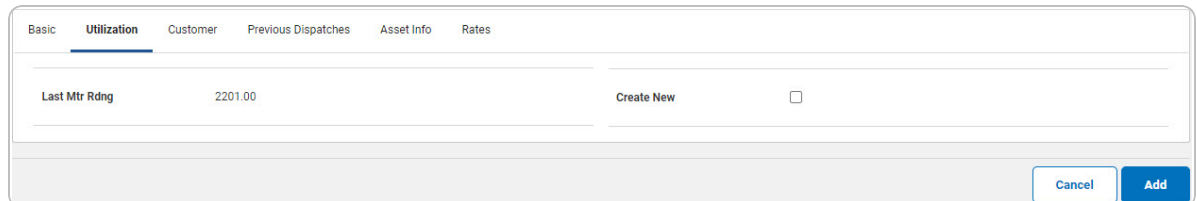
H. Use  to select the Dispatcher.

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

I.

OR

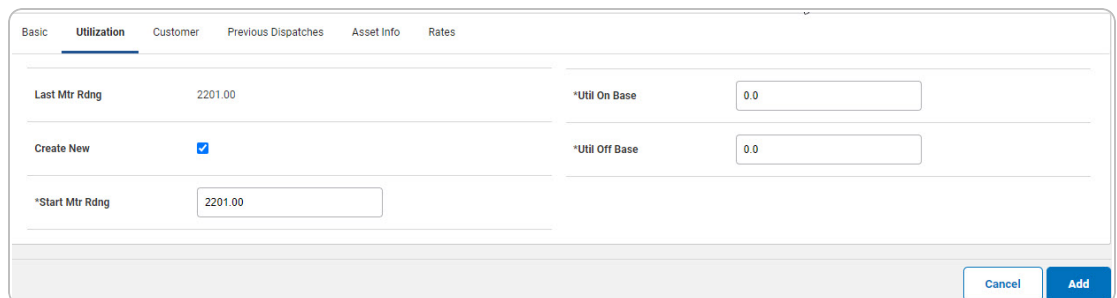
Select the Utilization tab to continue adding information.



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 **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		APO Name	BEASTLY			
Customer Address		APO Phone Nbr	7959595			
Customer Remarks		APO E-Mail Addr				
Reimbursable	☐	Custodian Name	BRENDA			
Job Order Nbr ID		Custodian Phone Nbr				
UIC	E10124	Custodian E-Mail Addr				
Organization	THIS IS UIC E10124	Owng Cost Center	01234			

Helpful Tip



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

1. Select . The **Dispatch Transaction Status** page appears.

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 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.

A. Select . The **Dispatch Transaction Status** page appears.

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		Utl Measure Cd	D - Days
LIN/TAMCN	MR000A - DFADFSDF	Metered	No
Mtr Part Nbr		Utl	
Mtr Year	2012	Dispatch Ctgry	0012 - 0012
Mtr Name	REBOKCO	Sub Ctgry	0012 - NEW ONE
Model Nbr		Lease Code	N
Loc	BLDG 101	Equivalence	0
Sub Loc			

Cancel Add





Helpful Tip



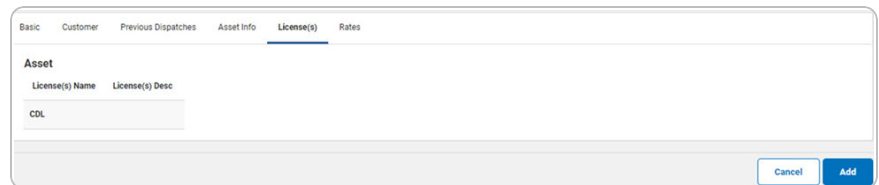
The Asset INFO is stored in the Property Accountability **Asset Receiving** section.

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

a.

OR

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



The screenshot shows the 'License(s)' tab selected. It contains a table with columns 'License(s) Name' and 'License(s) Desc'. A single entry 'CDL' is visible. At the bottom right are 'Cancel' and 'Add' buttons.

Note



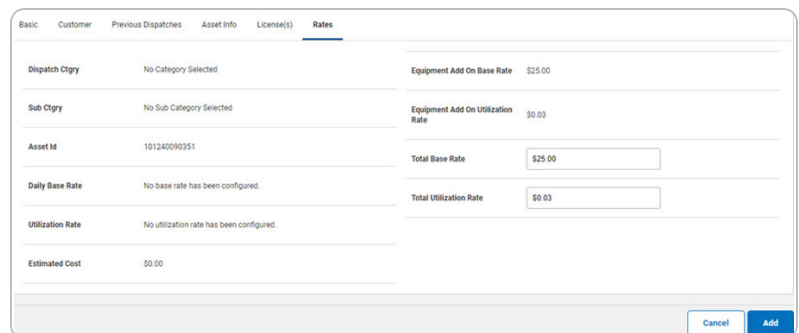
The License(s) tab displays the information in a list format.

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

1.

OR

Select the Rates tab to continue adding information.



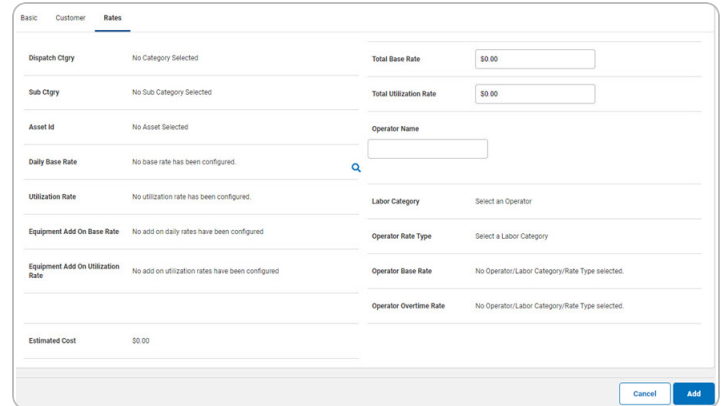
The screenshot shows the 'Rates' tab selected. It displays various rate fields: 'Dispatch Ctry' (No Category Selected), 'Sub Ctry' (No Sub Category Selected), 'Asset Id' (101240090351), 'Daily Base Rate' (No base rate has been configured), 'Utilization Rate' (No utilization rate has been configured), and 'Estimated Cost' (\$0.00). On the right, there are fields for 'Equipment Add On Base Rate' (\$25.00), 'Equipment Add On Utilization Rate' (\$0.03), 'Total Base Rate' (\$25.00), and 'Total Utilization Rate' (\$0.03). At the bottom right are 'Cancel' and 'Add' buttons.





Help Reference Guide

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



- b. Select . 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 **Dispatch Update** page appears.

Basic		Customer	Attachment(s)	Rates	
Dispatch Id	682013011500001			Dispatch Desc	
Equip Pool	68 - SAT 12			*Dispatcher	Select an Item ▼
*Dispatch Sts Cd	RQ-Requested ▼			Dispatched To	DMBROOKS 🔍
Commit Id				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		
Est Return Dt/Tm	1/17/2013 📅	05:00 PM ▼	Stay		
Pick-up Loc				Bags	☐
Drop-off Loc				HazMat	☐
Asset Id	🔍			Pax	
Request Operator	☐			Remarks	
*Dispatch Purpose	TR-Training ▼				
					Cancel Update

- 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				
Equip Pool	VN - VANS			*Issue Dt/Tm	10/23/2018  02:00 PM v			
*Dispatch Sts Cd	IS-Issued			*Dispatcher	Select an Item			
Commit Id				*Dispatched To	TBRAD19			
*Dispatch Ctgr	SEDAN - SEDAN			Cost Center				
*Sub Ctgr	MIDSIZE - MIDSIZE SEDAN			Trip Cost	0.00			
Est Issue Dt/Tm	10/23/2018  08:00 AM v			Loc	PICATENNY			
Est Return Dt/Tm	10/23/2018  06:00 PM v			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							

- 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.

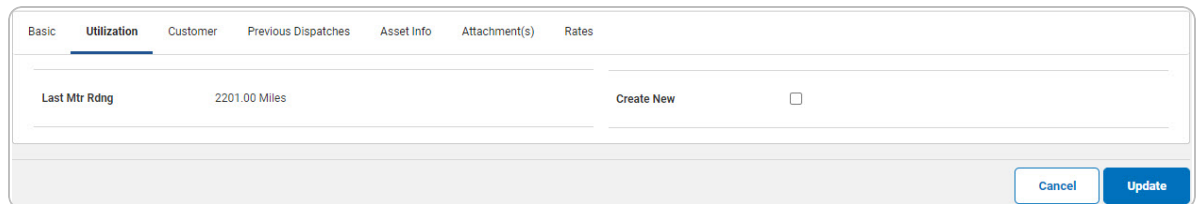
- F. Update the Dispatch Purpose, using  to select the desired code.
- G. Update the Issue Dt/Tm, using  and , or entering the date (MM/DD/YYYY) in the field provided.
- H. Update the Dispatcher, using  to select the desired name.

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

I.

OR

Select the Utilization tab to continue editing information.



The screenshot shows the 'Utilization' tab selected in a menu bar with options: Basic, Utilization, Customer, Previous Dispatches, Asset Info, Attachment(s), and Rates. Below the menu, 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		☒		*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 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		
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

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



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 . The **Dispatch Transaction Status** page appears.

OR

Select the Customer tab to continue editing information.

Basic

Customer

Attachment(s)

Rates

Customer Account Id

Customer Address

Customer Remarks

Reimbursable

Job Order Nbr ID

Cancel

Update

Basic	Customer	Attachment(s)	Rates
Customer Account Id		ZIP Cd	
Customer Address		Country Cd	
POC		Loc	
Phone Nbr		Customer Remarks	
Address 1		Reimbursable	
City		Job Order Nbr ID	
State			

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

Select . 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 **Dispatch Transaction Status** page appears.

A.

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	CLASSIC - 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.

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

a.

OR

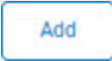
Select the Attachments tab to continue editing information.

Basic		Customer		Attachment(s)		Rates	
Attachment	Add Attachment		Attachment(s)	No Attachments Available			



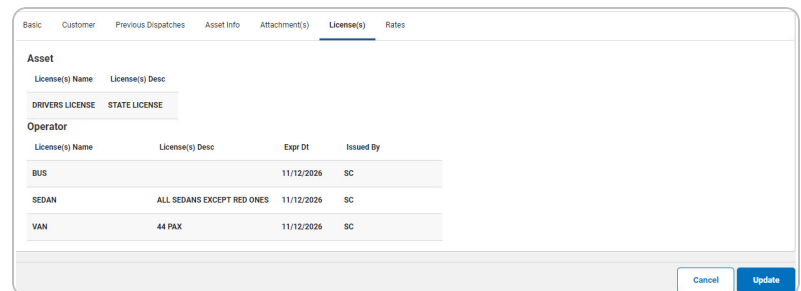


Help Reference Guide

1. Select . The **Attachment Add** page appears.
2. Select . The **Dispatch Transaction Status** page appears.

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



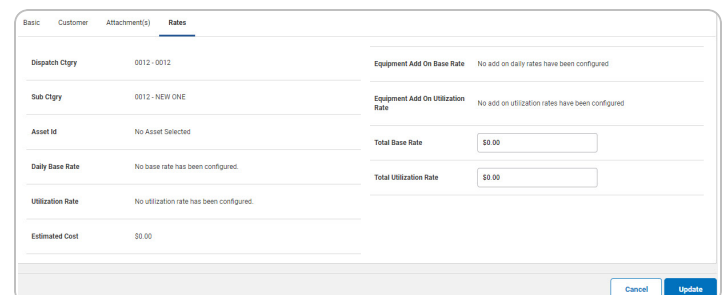
The Licenses tab displays the information in a list format.

Select . The **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)	Rules
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		
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 **Dispatch Transaction Status** page appears.

