DPAS

Defense Property Accountability System

Adding Dispatch Categories

Dispatch Categories are used to further define Equipment Pool groupings. They define both Categories and Sub Categories.

1. In the M&U module, navigate to the **Master Data / Dispatch Category** menu.
2. Leave both fields blank and select the **Add** button.

The **Dispatch Ctgry Id** is maintained at the Maintenance Activity level (e.g., **Dispatch Ctgry Id** cannot be duplicated within a Maintenance Activity). Sub Categories cannot be duplicated within the Dispatch Category.

Search Criteria

Dispatch Ctgry Id	
Dispatch Ctgry Desc	

Add	Search	Reset

3. On the **Add** page, enter a **Dispatch Ctgry Id** and **Dispatch Ctgry Desc**. The **Dispatch Ctgry Long Desc** is optional.
4. In the **Sub Ctgry** table, enter a **Sub Ctgry Id** and **Sub Ctrgy Desc**.
5. If more than one Sub Category is needed, select the **New Row** button and repeat Step 4.
6. To remove an unwanted **Sub Ctgry**, select the *Delete* hyperlink. (This option works in both the Add and Update processes.)
7. Once all Sub Categories have been entered, select the **Add** button to complete the process.

Add

*Dispatch Ctgry Id	UTILITY	*Dispatch Ctgry Desc	TRUCK, UTILITY
Dispatch Ctgry Long Desc	TRUCK, UTILITY		
History Remarks			

Sub Ctgry

Delete	*Sub Ctgry Id	*Sub Ctgry Desc
Delete	CARGO	TRUCK, UTILITY, CARGO
Delete	DUMP	TRUCK, UTILITY, DUMP
Delete	PLATFORM	TRUCK, UTILITY, PLATFORM
Delete	TANK	TRUCK, UTILITY, TANK
	New Row	

Add	Cancel

A **Dispatch Ctgry Id** must have at least one **Sub Ctgry Id**. There is a maximum of 50 Sub Ctgry per Dispatch Ctrgy.

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Updating/Deleting Dispatch Categories

1. In the M&U module, navigate to the **Master Data / Dispatch Category** menu.

2. Enter any search criteria available or leave both fields blank to return all available Dispatch Categories. *Note:* You can use the % (wildcard) search on both fields.

3. Select the **Search** button.

4. The **Search Results** page displays. Select the *Update* hyperlink to revise a Dispatch Category, or the *Delete* hyperlink to remove an Dispatch Category.

5. If Updating: Enter your changes and select the **Update** button.

6. If Deleting: Verify Address data to delete and select the **Delete** button.

A **Dispatch Ctgry Id** cannot be deleted if it is associated with a maintenance asset record. If you select the **Delete** hyperlink for this type of **Dispatch Ctgry Id**, an error will display.

Search Criteria		
Dispatch Ctgry Id		Dispatch Ctgry Desc

Update	Delete	Dispatch Ctgry Id	Dispatch Ctgry Desc
Update	Delete	SEDAN	AUTOMOBILE, SEDAN
Update	Delete	SMALL	BOAT, SMALL
Update	Delete	UTILITY	TRUCK, UTILITY

Search Results

Add   Cancel

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