



Adding Equipment Pools

Equipment Pools are used to group property along with Point of Contact (POC) information.

1. Navigate to the **Master Data / Equip Pool** menu.
2. Select the **Add** button.
3. Enter a two-character **Equip Pool Id**.
4. Enter the remaining mandatory and optional fields.
5. Select the **Add** button to complete the process.

Search Criteria	
Equip Pool Id	<input style="width: 90%;" type="text" value="Select an Item"/>
Equip Pool Name	<input style="width: 90%;" type="text"/>
<div style="display: flex; justify-content: space-around;"> Add Search Reset </div>	

Add			
*Equip Pool Id	<input style="width: 90%;" type="text" value="UT"/>	*Address 1	3990 EAST BROAD ST
*Equip Pool Name	<input style="width: 90%;" type="text" value="UTILITY TRUCKS"/>	Address 2	
*Equip Pool Desc	<input style="width: 90%;" type="text" value="UTILITY TRUCKS POOL"/>	Loc	
Hrs Of Operation	<input style="width: 90%;" type="text" value="0600 - 1800"/>	*City	COLUMBUS
New Address	<input type="checkbox"/>	State Cd	OH-Ohio
Address Search	<input style="width: 20px;" type="button" value="..."/>	ZIP Cd	43213
*POC	MARY BROWN	*Country Cd	US-UNITED STATES OF AMERICA
*Activity Name	MIDWEST	*Phone Nbr	614-555-3762
		*E-Mail Address	MARY.BROWN@DPAS.MIL
Remarks	<input style="width: 95%; height: 20px;" type="text"/>		
History Remarks	<input style="width: 95%; height: 20px;" type="text"/>		
<div style="display: flex; justify-content: space-around;"> Add Cancel </div>			

If an EP (Equipment Pool) Address Type does not already exist in the Address Search Browse, select the New Address checkbox and enter the required information to create a new EP address.





Updating/Deleting Equipment Pools

Equipment Pools can be further divided using Dispatch Categories and Sub Categories.

1. Navigate to the **Master Data / Equip Pool** menu.
2. Select the **Search** button to view all Equipment Pools.
3. The **Search Results** page displays. Select the *Update* hyperlink to revise an Equipment Pool, or the *Delete* hyperlink to remove an Equipment Pool.
4. If Updating: Enter your changes and select the **Update** button.
5. If Deleting: Verify the Equipment Pool to delete and select the **Delete** button.

Search Criteria			
Equip Pool Id		Equip Pool Name	
Search Results			
Update	Delete	Equip Pool Id	Equip Pool Name
Update	Delete	FL	FORKLIFTS
Update	Delete	HT	HEAVY TRUCKS
Update	Delete	LE	LAWN EQUIPMENT
Update	Delete	SB	SCHOOL BUSES
Update		UT	UTILITY TRUCKS

If changing the address, the Equipment Pool address must have been previously created using the **Master Data Address** process or the **Equipment Pool Add** process.