Welcome

Overview — DPAS

Welcome to the Defense Property Accountability System (DPAS) Inventory Control Point (ICP) / Materiel Management (MM) Help System.

DPAS is a Department of Defense (DoD) property management system.

It is the Accountable Property System of Record (APSR) for over 20 DoD Agencies and Military Services.

This online system is administered by the Office of the Under Secretary of Defense for Acquisition, Technology and Logistics (OUSD AT&L), a branch of the Office of the Secretary of Defense (OSD).

Overview — Materiel Management/Inventory Control Point Help

This online help is designed to provide access to detailed information and instructions about the various processes contained within the ICP / MM module.

The help topics provide assistance with all types of materiel management, including the requisition, inventory, and transactions of all stock items in the catalog. The topics also assist with managing large-ticket items, issues, and assets, in any DoD environment.

Navigation

DPAS Inventory Control Point (ICP) / Materiel Management (MM) Module > Any Process

Page > Instructions Panel > Help

| Instructions |
| --- |
| Select "Search" button to view Search Results page. |
| Select "Reset" button to clear data. |
| Select "Add" button to create a new record. |
| Select "Grid Options" button for additional actions. |
| Select "Edit" button to revise selected fields in record(s). |
| Select "Delete" button to remove record(s) from applicable tables. |

Defense Property Accountability System (DPAS) MATERIEL MGMT Module

Materiel Management Summary

The DPAS MATERIEL MGMT module is designed to provide a single place that can control the inventories of numerous warehouses.

Materiel Management Structure

The Materiel Management module is set up in a three level tier system:
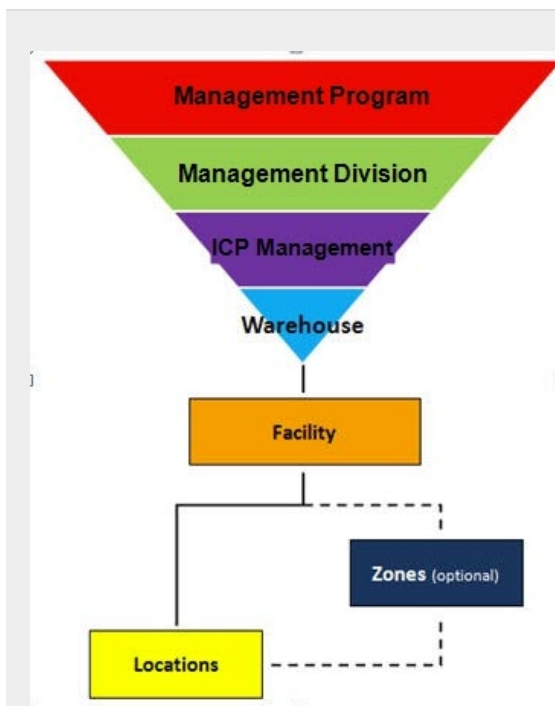
Management Program — displays all available Program Names, Program Descriptions, Agencies, and Banners
— The top tier.

Management Division — displays all available Program Names, Division Names, and Division Descriptions
— The second tier.

ICP Management — displays all available Division Names, ICP Names, ICP Descriptions, DoDAACs, RICs, Agency CDs, and Financial System Interfaces
— The bottom tier.

Warehouse — created by the DPAS User Account Team
— Where the users are associated.

Facility — created and maintained by the Warehouse Team
 — The highest level within a Warehouse. Can be associated to a Real Property Unique Identifier (RPUID). Some users can create, read, update, and delete them.

Zone — created and maintained by the Warehouse Team
 — The highest level within a Facility. Provides the capability to sub-divide a facility into smaller units. (Optional - must be established if the Auto-Recommendation Location Store feature is utilized.)

Location — created and maintained by the Warehouse Team
 — Identifies the position of assets by name, GPS coordinates, or Passive Radio Frequency Identification / Radio Frequency Identification (pRFID/RFID). Applies to both Containers (small items) and Larger Items (forklifts, vehicles. etc.).

Materiel Management Key Functions

There are several key functions within the MM/ICP:

- **Catalog Management** — Different methods of managing all of the groups of materiel in the MM/ICP

- **Materiel Management** — Different methods of managing individual assets

- **Master Data Management** — Different methods of managing layers of an MM/ICP

- **Inquiries** — searching for specific assets within the MM/ICP

- **History Inquiries** — searching for the historical entries regarding a specific item

- **Report Manager** — Different ways to render reports

Materiel Management User

Materiel Management is role-based, similar to all other DPAS modules.
User access is based on one or more roles, allowing for "need to know" and "separation of duty" access. In addition, a second level of security has been added through the use of Commodity Types. Warehouse users can only access equipment within their specified list(s) of assigned Commodity Types.
The security uses C.R.U.D. methodology:

- **Create**

- **Read (Inquiry)**

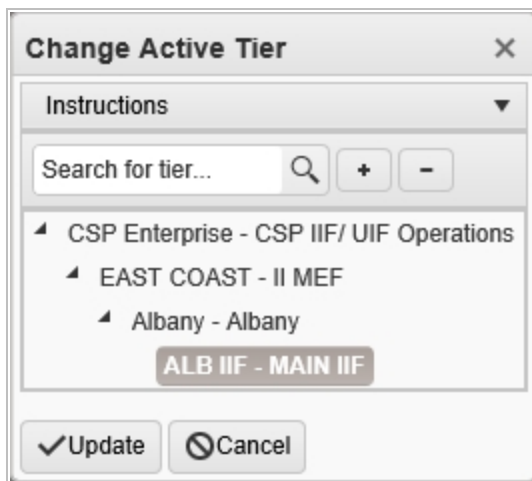- **Update**

- **Delete**

User Dashboard

Navigation

USER ID > User Dashboard page

Procedures

Change the Active Tier

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

1. Select the ICP hyperlink. *The* **Change Active Tier** *pop-up window appears, with the existing ICP highlighted.*

Change Active Tier	✕
Instructions	▼

   Search for tier... 🔍 [+] [−]

   ◢ CSP Enterprise - CSP IIF/ UIF Operations
     ◢ EAST COAST - II MEF
       ◢ Albany - Albany
         ALB IIF - MAIN IIF

   ✓Update ⊘Cancel

2. Use ▸ to select the different levels available to find the desired ICP.

3. Select ✓ Update . *The* **Change Active Tier** *pop-up window closes, and the new ICP selection is saved.*

View the User Profile

1. Select the USER ID hyperlink. *The* **User Dashboard** *page appears, open to the DPAS Access tab.*

View the DPAS Access and Training Status

1. Select the DPAS Access tab.

| DPAS Access | Training Status |

Level: CSP Enterprise->EAST COAST->Albany->ALB IIF - (Warehouse)

Roles
- Armory Officer
- Materiel Control Officer
- Program Management Officer
- Responsible Officer
- Warehouse Officer

Security Commodity Types
- CBRN D - CBRN D
- CBRN OBSOL - OBSOLETE CBRN D EQUIPMENT
- COMPONENT - COMPONENTS
- CSP - CSP
- ICCE - ICCE
- ICCE OBSOL - OBSOLETE ICCE EQUIPMENT
- NAVY - NAVY EQUIPMENT
- REPAIR - REPAIR PARTS
- STAP - STAP
- STAP OBSOL - OBSOLETE STAP EQUIPMENT
- SUPPLIES - OPERATIONS SUPPORT ITEMS
- SWS CN - SWS CN
- SWS OBSOL - OBSOLETE SWS CN EQUIPMENT
- TRAINING - USE FOR TRAINING ONLY
- TEST1 323 - TEST 1
- TEST2 323 - TEST 2
- CSP 2 - CSP 2
- CSP 3 - TEST
- LEIDOS - LEIDOS SUPPLIES

2. Select the Training Status tab.

Curriculum Nbr	Curriculum Name	Curriculum Desc	Cmpltd Dt ↓
DPAS9160	RESPONSIBLE OFFICER	Training for Responsible Officer	Thu Jan 10 2019 15:04:34 GMT-0500 (Eastern Standard Time)
DPAS9030	PROGRAM MANAGEMENT OFFICER	Training for Program Management Officer	Thu Jan 10 2019 15:04:23 GMT-0500 (Eastern Standard Time)
DPAS9610	Materiel Control Officer	Training for Materiel Control Officer	Thu Jan 10 2019 15:04:10 GMT-0500 (Eastern Standard Time)
DPAS9410	ARMORY OFFICER	Training for Armory Officer	Thu Jan 10 2019 15:03:49 GMT-0500 (Eastern Standard Time)
DPAS9010	WAREHOUSE OFFICER	Training for Warehouse Officer	Thu Jan 10 2019 15:03:37 GMT-0500 (Eastern Standard Time)
DPAS9010	WAREHOUSE OFFICER	Training for Warehouse Officer	null
DPAS9030	PROGRAM MANAGEMENT OFFICER	Training for Program Management Officer	null
DPAS9160	RESPONSIBLE OFFICER	Training for Responsible Officer	null
DPAS9410	ARMORY OFFICER	Training for Armory Officer	null
DPAS9610	Materiel Control Officer	Training for Materiel Control Officer	null

1 - 10 of 10 items

Defense Property Accountability System (DPAS) MATERIEL MGMT Module Navigation

Navigation

DPAS MATERIEL MGMT Module > Any Process Page > Instructions > Help

> **Instructions**
> Select "Search" button to view Search Results page.
> Select "Reset" button to clear data.
> Select "Add" button to create a new record.
> Select "Grid Options" button for additional actions.
> Select "Edit" button to revise selected fields in record(s).
> Select "Delete" button to remove record(s) from applicable tables.

Blue Menu Bar

The Blue Menu bar is at the very top of the page.

The item on the left side is:

- **DPAS logo** — Returns to the home page.

The items on the right side are:

- **Module Name** `Inventory Control Point` — Shows where the user is currently working. Opens to a drop-down list of available modules; select to open a different module.

- **Page Name** `DPAS ICP Home Page` — Shows which page is currently open.

Red Menu Bar

The Red Menu bar is directly below the Blue Menu bar.

The items on the left side are:

- **User ID** `User Id:` —
  Opens the **User Dashboard**. Shows the roles and permissions of the user.

- **ICP** `ICP:` —
  Opens the Active Tier pop-up window. Shows the ICPs available to the user.

The items on the right side are:

- **Home** `Home` —
  Opens the Home page.

- **Links** `Links` —
  Opens a list of hyperlinks the ICP has made available to the users.

- **Contact Us** `Contact Us` —
  Opens the DPAS Support Team Information, including phone #s and email addresses.

- **Log Out** `Log Out` —
  Ends the DPAS session.

Menu Bar

The Menu bar is between the Red Menu bar and the Process page. While each user's Menu Bar contains different items, they all work the same way to open a Process page. There are two methods to open a Process page: either the Menu item drop-down lists, or the Search field.

Use the Menu item drop-down lists

1. Click on a Menu item drop-down list. *The drop-down list of the processes in that Menu item appears.*

2. Select a process from the drop-down list. *The Process page appears.*

Use the Search field

1. Select the down arrow in the Search field. *The complete list of all the Materiel Management processes appears.*

2. Select a process from the drop-down list. *The Process page appears.*

   OR

1. Start entering characters in the Process name in the Search field.

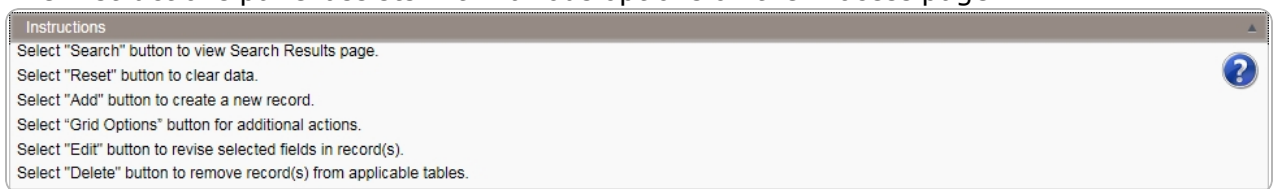2. Select a process from the drop-down list. *The Process page appears.*

Instructions

At the top of each Process page is a collapsed Instructions panel.

View the Instructions

- Select the Instructions bar. *The Instructions panel expands.*

- The Instructions panel assists with various options on the Process page:

Instructions
Select "Search" button to view Search Results page.
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Help

Within the Instructions panel is the Help icon .

View the Help System

- Select . *The Help System opens in a separate tab.*

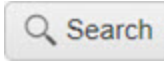- The Help System is context-specific, and opens to the Overview topic for the current Process page.

Search Criteria

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.*

Most Materiel Management Processes have a Search Criteria panel. *Use it to narrow the number of records in the Results Grid.*

Use the Search Criteria panel

1. Enter the available information in the fields.

2. Use the field assistance available:

    •   Use the drop-down lists to select the field entry.

    •   Start entering characters in the fields with $\boldsymbol{i}$.

    •   Use ⬚ to open the Browse pop-up window.

3. Select ⬚ Search to perform the search.

Results Grid

Each Process page displays the corresponding data in a Results Grid.
Each Results Grid has basic properties that are always the same. *Those include:*

•   **Title Bar —**

Shows the name of the Process and the overall Results Grid buttons.

•   **Column Header —**

Shows the title of each column, along with the ability to sort and / or filter that column.

•   **Individual Records —**

Shows the rows of data in the Results Grid. The first few columns contain the buttons to work with each record, and the rest contain the data in that record.

Standard Buttons

Each Materiel Management process page has some basic buttons that are always the same.
Those include:

Search Criteria

- **Search** [🔍 Search] —
  Searches the data within the process results grid.

- **Reset** [↻ Reset] —
  Erases the entered fields and starts over.

- **Scan CAC** [Scan CAC] —
  Opens the pop-up window containing the CAC field, ready for the scanned information.

Results Grid

- **Add** [+ Add] —
  Creates a new record in the process results grid.

- **Import** [⬆ Import] —
  Adds bulk records to the process results grid.

- **Grid Options** [⚙ Grid Options ▼] —
 *Changes the way information appears in the Results Grid. See **Grid Options Overview** for additional information.*

Individual Records

- **Edit** [✏ Edit] —
  Revises a record in the process.

- **Delete** [✕ Delete] —
 *Erases a record in the process.*

- **History** ⊕ History —
  Opens the History pop-up window, and shows the past edits of the record in the process.

- **Labels** ▥ Labels —
  Opens the Print Labels pop-up window, and prints the labels for that record in the process.

Defense Property Accountability System (DPAS) Materiel Management Module Grid Options
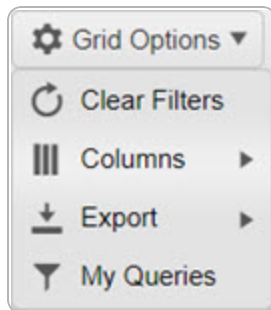
Navigation

DPAS Materiel Management Module > Any Process Page > Results Grid > Title Bar >

⚙ Grid Options ▼

| Stock Nbr | + Add | ⚙ Grid Options ▼ |
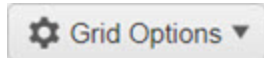
Grid Options

Select ⚙ Grid Options ▼ . The Grid Options drop-down menu appears:

⚙ Grid Options ▼
- ↻ Clear Filters
- ▦ Columns ▶
- ↧ Export ▶
- ▼ My Queries

These options change the way information appears in the Results Grid. They include:

Clear Filters

Erases any filters used within the Results Grid columns.

⚙ Grid Options ▼
- ↻ Clear Filters
- ▦ Columns ▶
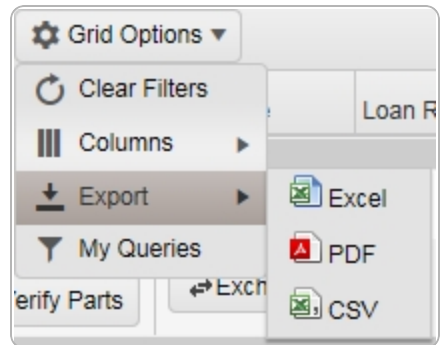- ↧ Export ▶
- ▼ My Queries
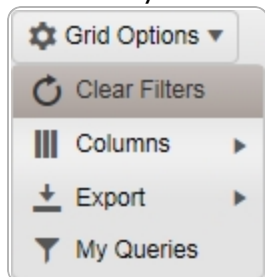
Columns

Changes what columns are viewed in the Results Grid.
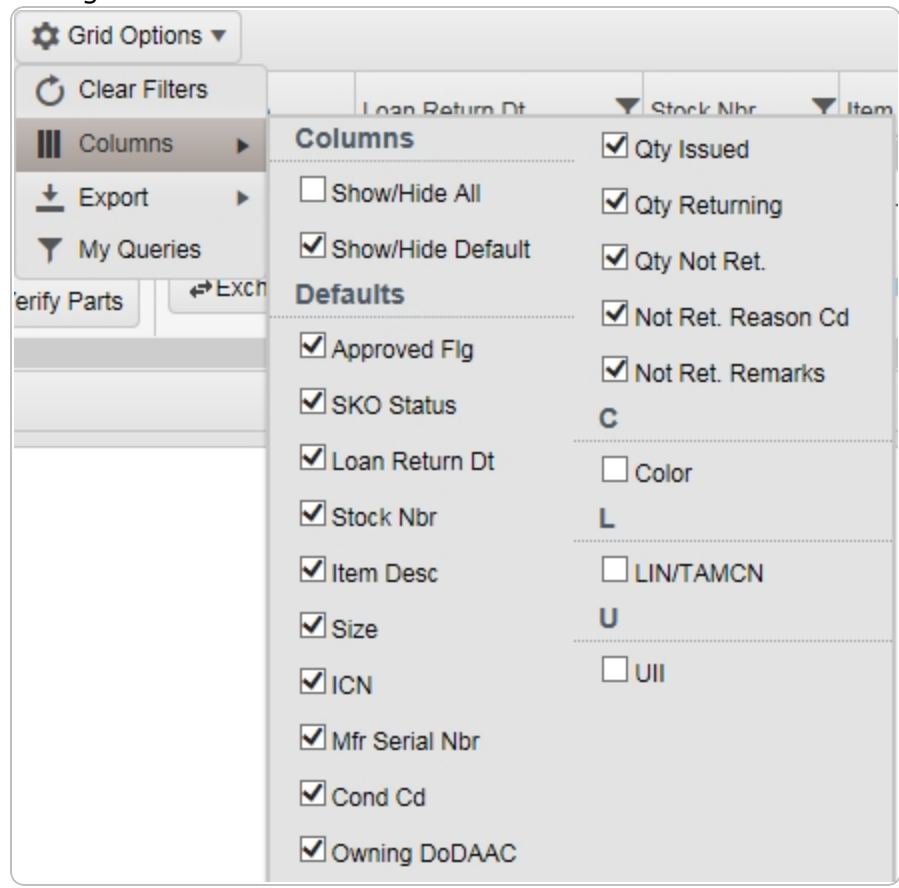
Export

Saves the Results Grid in a different format.

The format choices are:

- **Excel** - editable spreadsheet

- **PDF** (Portable Document Format) - non-editable document

- **CSV** (Comma Separated Values) - editable text

My Queries

Reuses saved queries on the Results Grid.