Defense Property Accountability System

DPAS

Help Reference Guide

Search for Reports Manager — Results - Schedule

Overview

The Maintenance and Utilization module Reports Manager Search Results — Schedule process provides the ability to review important information. The Schedule tab lists the available reports on the page. Maintenance reports generate information at a specific point in time. All maintenance reports in DPAS are user initiated.
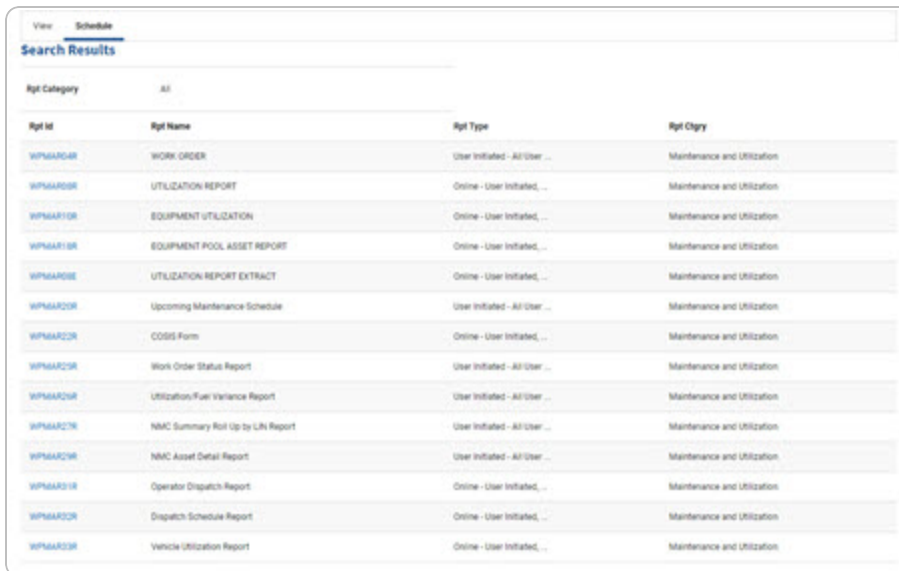
Navigation

Forms-Reports > Schedule Reports > Reports Manager Search Results — Schedule page

Procedures

Search for Reports Manager — Results - Schedule

1. Select the Schedule tab. *The **Reports Manager — Results - Schedule** page appears.*

2. Select the RPT ID hyperlink of the desired entry. *The **Reports Manager Submit/Schedule** page appears.*

Submit/Schedule a Reports Manager Report
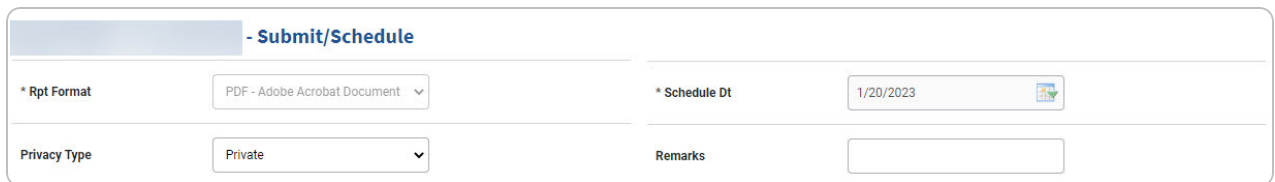
Navigation

Forms-Reports > Schedule Reports > Reports Manager Submit/Schedule page

Procedures

Submit/Schedule a Reports Manager Report
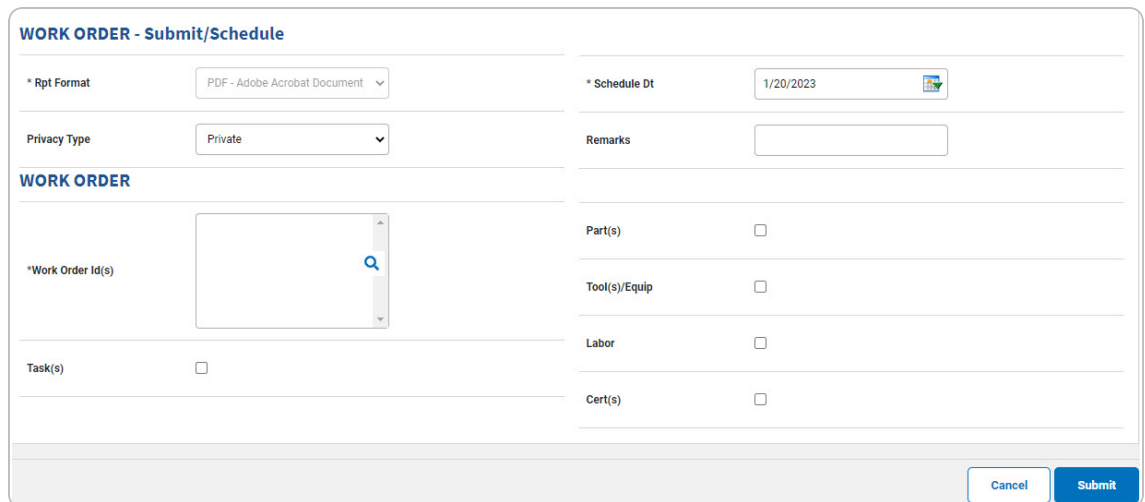
1. Select the hyperlink of the desired Report. *The **Reports Manager Submit/Schedule** page appears.*

A. *The R*PT *Format automatically populates and is not editable.*

B. Use to select the Schedule Date, or enter the date (MM/DD/YYYY) in the field provided.

2. *Complete the selected report grid(s).*

   • Work Order

A. Enter the WORK ORDER ID(s), or use 🔍 to browse for the entry. *This is a 15 alphanumeric character field.*

- Utilization Report

UTILIZATION REPORT - Submit/Schedule

* Rpt Format	PDF - Adobe Acrobat Document		* Schedule Dt	1/20/2023
Privacy Type	Private		Remarks	

UTILIZATION REPORT

*Reporting Period	January 2023		UIC	BROOKS - BROOKS TEST UIC
Sort	Select an Item		Maint Activity	BROOKS MA - BROOKS MA
ECC	All		Vehicle Type Cd	All
LIN/TAMCN			Vehicle Group Cd	All
Stock Nbr			Annual Status	All
Asset ID			*Report Type	All
Site ID	FUNC-2 - FUNC-2			

Cancel Submit

A. Use ⌄ to select the Reporting Period.

B. Use ⌄ to select the Report Type.

- Equipment Utilization

EQUIPMENT UTILIZATION - Submit/Schedule

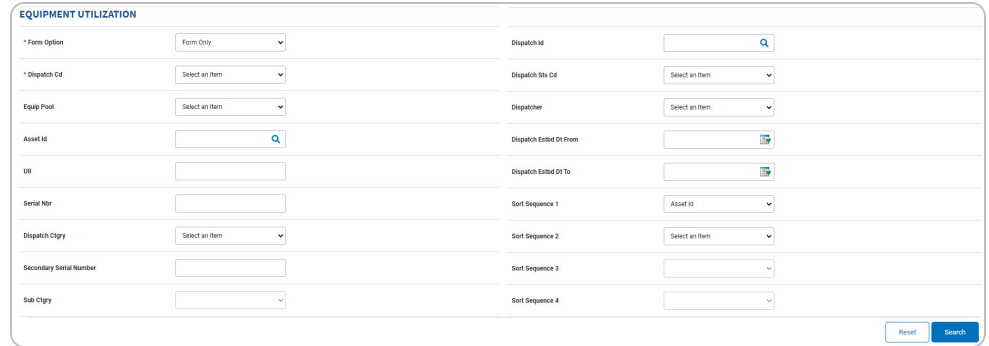|				
* Rpt Format	PDF - Adobe Acrobat Document		* Schedule Dt	1/20/2023
Privacy Type	Private		Remarks	

EQUIPMENT UTILIZATION

* Form Option	Select an Item

Cancel Submit

A. Use ⌄ to select the Form Option.

- Form Only and Form With Inspection List

EQUIPMENT UTILIZATION			
* Form Option	Form Only	Dispatch Id	🔍
* Dispatch Cd	Select an Item	Dispatch Sts Cd	Select an Item
Equip Pool	Select an Item	Dispatcher	Select an Item
Asset Id	🔍	Dispatch Estbd Dt From	📅
UII		Dispatch Estbd Dt To	📅
Serial Nbr		Sort Sequence 1	Asset Id
Dispatch Ctgry	Select an Item	Sort Sequence 2	Select an Item
Secondary Serial Number		Sort Sequence 3	
Sub Ctgry		Sort Sequence 4	
			Reset Search
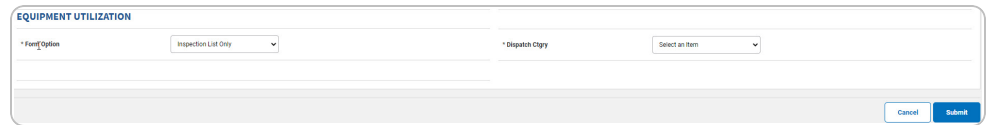
a. Use ⌄ to select the Dispatch Cd.

- Inspection List Only
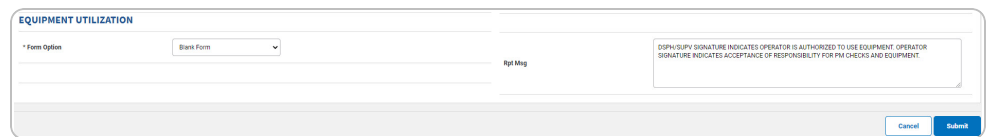
EQUIPMENT UTILIZATION			
* Form Option	Inspection List Only	* Dispatch Ctgry	Select an Item
			Cancel Submit

a. Use ⌄ to select the Dispatch Ctgry.

- Blank Form
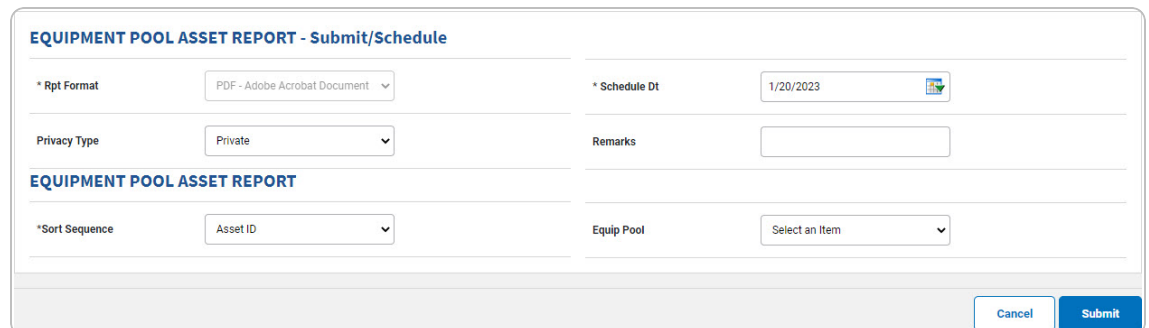
EQUIPMENT UTILIZATION			
* Form Option	Blank Form	Rpt Msg	DSPH/SUPV SIGNATURE INDICATES OPERATOR IS AUTHORIZED TO USE EQUIPMENT. OPERATOR SIGNATURE INDICATES ACCEPTANCE OF RESPONSIBILITY FOR PM CHECKS AND EQUIPMENT.
			Cancel Submit

- Equipment Pool Asset Report

EQUIPMENT POOL ASSET REPORT - Submit/Schedule			
* Rpt Format	PDF - Adobe Acrobat Document	* Schedule Dt	1/20/2023
Privacy Type	Private	Remarks	
EQUIPMENT POOL ASSET REPORT			
*Sort Sequence	Asset ID	Equip Pool	Select an Item
			Cancel Submit

A. Use ⌄ to select the Sort Sequence.

- Utilization Report Extract

UTILIZATION REPORT EXTRACT - Submit/Schedule

* Rpt Format	EXCEL - Microsoft EXCEL Docun ⌄	* Schedule Dt	1/20/2023
Privacy Type	Private ⌄	Remarks	

UTILIZATION REPORT EXTRACT

*Reporting Period	January 2023 ⌄	UIC	BROOKS - BROOKS TEST UIC ⌄
Sort	Select an Item ⌄	Maint Activity	BROOKS MA - BROOKS MA ⌄
ECC	All ⌄	Vehicle Type Cd	All ⌄
LIN/TAMCN		Vehicle Group Cd	All ⌄
Stock Nbr		Annual Status	All ⌄
Asset ID		*Report Type	All ⌄
Site ID	FUNC-2 - FUNC-2 ⌄		

Cancel   Submit

A. Use ⌄ to select the Reporting Period.

B. Use ⌄ to select the Report Type.

- Upcoming Maintenance Schedule

Upcoming Maintenance Schedule - Submit/Schedule

* Rpt Format	EXCEL - Microsoft EXCEL Docum ✓
Privacy Type	Private ✓

* Schedule Dt	1/20/2023
Remarks	

Upcoming Maintenance Schedule

*Schedule Maint Activity	BROOKS MA ✓
Schedule Id	
Work Plan Id	
Work Plan Type Cd	All ✓
Central Maint Schedule	All ✓

Team Id	
Frequency Cd	All ✓
Priority Cd	All ✓
Recurring Method Cd	All ✓
Schedule Occurrence Cd	All ✓

Asset

* Next Maint Date From	1/20/2023
* Next Maint Date To	
UIC	All ✓
Asset Id	🔍 Clear
Equip Pool ID	

LIN/TAMCN	🔍 Clear
Site ID	FUNC-2 ✓
Serial Nbr	
Stock Number	🔍 Clear
Maint Group Id	

Cancel   Submit

A. *Complete the Upcoming Maintenance Schedule grid.*

    a. Use ⌄ to select the Schedule Maint Activity.

B. *Complete the Asset grid.*

    a. Use 📅 to select the NEXT MAINT DATE From, or enter the date (MM/DD/YYYY) in the field provided.

    b. Use 📅 to select the NEXT MAINT DATE To, or enter the date (MM/DD/YYYY) in the field provided.

• COSIS Form

COSIS Form - Submit/Schedule

* Rpt Format	PDF - Adobe Acrobat Document ⌄	* Schedule Dt	1/20/2023
Privacy Type	Private ⌄	Remarks	

COSIS Form

*Maint Activity	BROOKS MA / BROOKS ⌄	*Technician	All ⌄
Equip Pool	Select an Item ⌄	*Next Inspection Date	

Cancel   Submit

A.   Use ⌄ to select the Maint Activity.

B.   Use ⌄ to select the Technician.

C.   Use 📅 to select the Next Inspection Date, or enter the date (MM/DD/YYYY) in the field provided.

- Work Order Status Report

Work Order Status Report - Submit/Schedule

* Rpt Format	PDF - Adobe Acrobat Document ⌄	* Schedule Dt	1/20/2023
Privacy Type	Shared ⌄	Remarks	

Work Order Status Report

Work Order Id(s)	🔍	Site Id	FUNC-2 ⌄
		Maint Activity	BROOKS MA ⌄
Work Order Status Cd	Open- O ⌄	Equip Pool	All ⌄
Sub Work Order State Cd	All ⌄	Primary Technician	All ⌄
Asset Id	🔍	Maint Loc	All ⌄
Asset Stock Nbr	🔍	LIN/TAMCN	
NMC	Select an Item ⌄	NMC Status	All ⌄
Date From	📅	Date To	📅
Report Sections	☑ Parts ☑ Technicians	ECC	All ⌄

Cancel   Reset   Submit

A. Enter the WORK ORDER ID(s), or use 🔍 to browse for the entry. *This is a 15 alphanumeric character field.*

- Utilization/Fuel Variance Report

Utilization/Fuel Variance Report - Submit/Schedule

* Rpt Format	EXCEL - Microsoft EXCEL Docum ⌄		* Schedule Dt	1/20/2023
Privacy Type	Private ⌄		Remarks	

Utilization/Fuel Variance Report

Site ID	FUNC-2 ⌄		Vehicle Type Cd	All ⌄
Maint Activity	All ⌄		LIN/TAMCN	
Equip Pool	All ⌄		Util Variance Threshold	All ⌄
Report Type	All ⌄		Fuel Variance Threshold	All ⌄
Asset Id	🔍		*Date From	
			*Date To	
Asset Stock Nbr	🔍			

Cancel   Submit

A. Use 🗓️ to select the Date From, or enter the date (MM/DD/YYYY) in the field provided.

B. Use 🗓️ to select the Date To, or enter the date (MM/DD/YYYY) in the field provided.

- NMC Summary Roll Up by LIN Report

NMC Summary Roll Up by LIN Report - Submit/Schedule

* Rpt Format	EXCEL - Microsoft EXCEL Docun ▾		* Schedule Dt	1/20/2023 📅
Privacy Type	Private ▾		Remarks	

NMC Summary Roll Up by LIN Report

* Date From	January 2023 ▾		LIN/TAMCN	🔍 Clear
* Date To	January 2023 ▾		Paragraph Number	
Site ID	FUNC-2 ▾		Major Command Code	All ▾
UIC	All ▾		Authn Prop Type Code	▾
Maint Activity	BROOKS MA ▾		Authn Remarks Code	▾
Equip Pool ID	🔲🔲		Authn Doc Number	
Asset Id	🔍 Clear		GSA Lease Code	▾
Stock Number	🔍 Clear		Maint Group ID	
Custodian Number			Vehicle Type Code	All ▾

Cancel   Submit

A. Use ⌄ to select the Date From.

B. Use ⌄ to select the Date To.

- NMC Asset Detail Report

NMC Asset Detail Report - Submit/Schedule

* Rpt Format	EXCEL - Microsoft EXCEL Docum	* Schedule Dt	1/20/2023
Privacy Type	Private	Remarks	

NMC Asset Detail Report

* Date From	January 2023	Asset Id	🔍 Clear
* Date To	January 2023	Stock Number	🔍 Clear
Site ID	FUNC-2	Custodian Number	
UIC	All	LIN/TAMCN	🔍 Clear
Maint Activity	BROOKS MA	Maint Group Id	
Equip Pool ID		Major Command Code	All
Report Activity Name		GSA Lease Code	
Equip Pool Name		Vehicle Type Code	All

Cancel   Submit

A. Use ⌄ to select the Date From.

B. Use ⌄ to select the Date To.

- Operator Dispatch Report

Operator Dispatch Report - Submit/Schedule

* Rpt Format	PDF - Adobe Acrobat Document	* Schedule Dt	1/20/2023
Privacy Type	Private	Remarks	

Operator Dispatch Report

* Operator ID	🔍	Asset Id	🔍
* Est Issue Dt/Tm	📅		

Cancel   Submit

A. Enter the Operator ID, or use 🔍 to browse for the entry. *This is a 15 alpha-numeric character field.*

B. Use 📅 to select the EST ISSUE DT/TM, or enter the date (MM/DD/YYYY) in the field provided.

- Dispatch Schedule Report

A. Use to select the Equip Pool.

B. Use to select the Date From, or enter the date (MM/DD/YYYY) in the field provided.

C. Use to select the Date To, or enter the date (MM/DD/YYYY) in the field provided.

- Vehicle Utilization Report

A. Use ![icon] to select the Date From, or enter the date (MM/DD/YYYY) in the field provided.

B. Use ![icon] to select the Date To, or enter the date (MM/DD/YYYY) in the field provided.
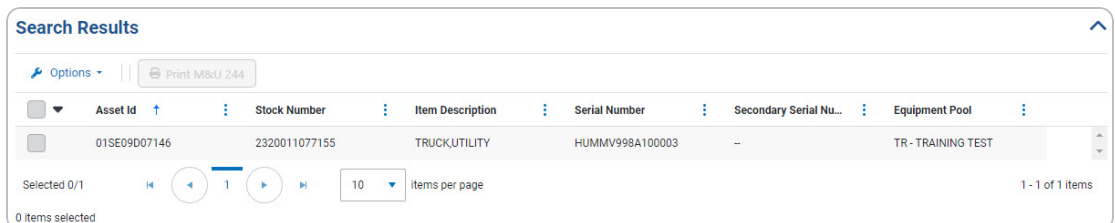
C. Use ![icon] to select the Report Type.

3. Select Submit. *The* ***Reports Manager Transaction Status — Schedule*** *page appears.*

- DPAS M&U 244

   A. *Complete the Search Criteria panel.*

   Search Criteria

Basic Search			
Asset Id	[ ]	Stock Number	[ ]
Equipment Pool	Select an Item ▼	Serial Number	[ ]
		Secondary Serial Number	[ ]

   ↻ Reset   🔍 Search

   B. *Complete the Search Results panel.*

   Search Results

   🔧 Options ▾ | 🖶 Print M&U 244

☐ ▾	Asset Id ↑ ⋮	Stock Number ⋮	Item Description ⋮	Serial Number ⋮	Secondary Serial Nu... ⋮	Equipment Pool ⋮
☐	01SE09D07146	2320011077155	TRUCK,UTILITY	HUMMV998A100003	--	TR - TRAINING TEST

   Selected 0/1 |◄ ◄ 1 ► ►| 10 ▼ items per page   1 - 1 of 1 items

   0 items selected

   a. Click ☐ to select the entry. *The* ASSET ID *is highlighted, and* 🖶 Print M&U 244 *becomes available.*

   b. Select 🖶 Print M&U 244. *The procedure leaves the application based on the selection made.*

   c. *Follow the prompts provided by the computer.*