Welcome

Overview — DPAS

Welcome to the Defense Property Accountability System (DPAS) 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 — M&U Help

This online help is designed to provide access to detailed information and instructions about the various processes contained within the Maintenance and Utilization (M&U) module.
The help topics provide assistance with managing large-ticket items, issues, and assets, in any DoD environment.

Navigation

DPAS M&U Module > Any Process Page > 🔵 Help

Related Topics

- Contact Us
- DPAS M&U Overview
- Using DPAS Help Overview
- Using DPAS Help Toolbar
- Using DPAS Help Topics
- Using DPAS Help Menus

Defense Property Accountability System (DPAS) Maintenance and Utilization (M&U) Module

Welcome to the Defense Property Accountability System (DPAS) Maintenance and Utilization (M&U) Help System.

DPAS Summary

The Defense Property Accountability 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 & Sustainment/Office of Assistant Secretary of Defense for Sustainment/Logistics (OUSD (A&S) / OASD Sustainment / Logistics), a branch of the Office of the Secretary of Defense (OSD).

M&U Summary

The DPAS M&U module is designed to provide a comprehensive solution to big-ticket equipment tracking and upkeep needs.
From this module, the asset has any repair or preservation work planned and ordered, as well as dispatching and returning the asset.
It is designed to manage the paperwork involved with use and care of military assets.

M&U User

Maintenance and Utilization 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. M&U 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**

Defense Property Accountability System (DPAS) M&U Module Navigation

Overview

This page describes the primary features found on the Maintenance and Utilization pages:

- Blue Menu Bar
- Menu Bar
- Instructions
- Help
- Standard Buttons

Additional information about DPAS can be found at the DPAS Support Site.

Navigation
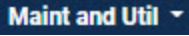
DPAS M&U Module > Any Process Page > [? Help]

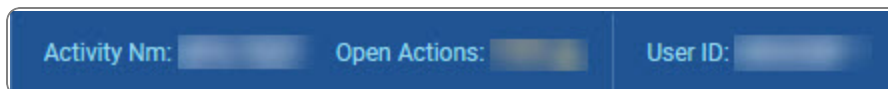## Blue Menu Bar

The Blue Menu bar is at the very top of the page.
The items on the left side are:

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

  The item next to that is:

- **Module Name** [Maint and Util ▾] —
  Shows which module is currently open.

The items on the right side are:

Activity Nm:	Open Actions:	User ID:

- **Activity Nm—**
  Shows the current users associated site.

- **Open Actions —**
  Shows the amount of work the user has scheduled.

- **User ID —**
  Shows the current users identification name.

Menu Bar

The Menu bar is right above the Process page. While each users Menu Bar contains different items, they all work the same way to open a Process page.

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.*

Instructions

At the top of each Process page is a [❓ Help] link.

- Select [❓ Help]. *The **Instructions** drop-down panel appears.*

- *A basic overview and terms on the page appears.*

Help

On the right side of the Instructions panel is the Help button [❓ View DPAS Help].

- Select [❓ View DPAS Help]. *The **Help System** opens in a separate tab.*

- *The Overview topic for the current Process page appears.*

Defense Property Accountability System (DPAS) Maintenance and Utilization (M&U) Module Grid Options
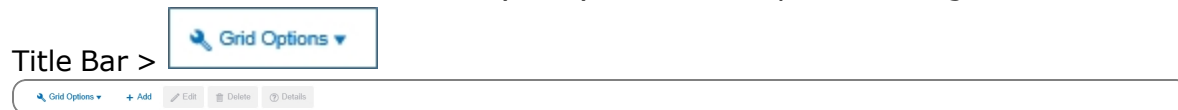
Overview

This page describes the features of the Grid Options within the Search Results Grid in the Maintenance and Utilization module:
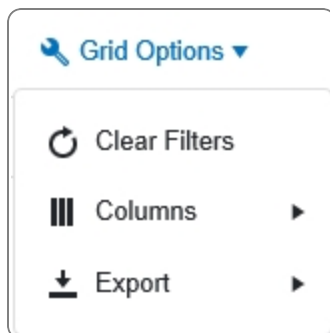
- Clear Filters
- Columns

Navigation

DPAS Maintenance and Utilization (M&U) Module > Any Process Page > Search Results Grid >

Title Bar > [🔧 Grid Options ▼]

[🔧 Grid Options ▼   + Add   ✎ Edit   🗑 Delete   ⓘ Details]

Grid Options

Select [🔧 Grid Options ▼]. The Grid Options drop-down menu appears:

🔧 Grid Options ▼

- ↻ Clear Filters
- ||| Columns ▶
- ↧ Export ▶

> **Note**
>
> ❓ The Export option **only appears** in the Inquiry menu items.

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
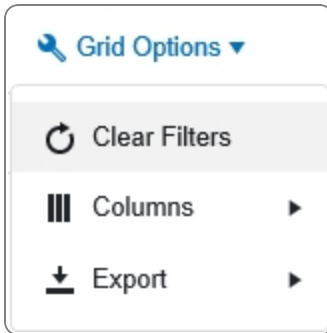
▌▌▌ Columns   ▶

⬇ Export   ▶

Columns

Changes what columns are viewed in the Results Grid.

Export

Saves the Inquiry Grid in a different format.

ODASD (Logistics)
under A&S Sustainment

DPAS Helpdesk
1-844-843-3727
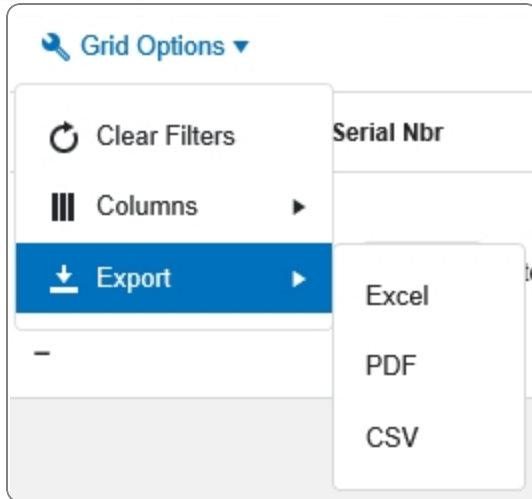
The format choices are:

- **Excel** - editable spreadsheet

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

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