

Defense Property Accountability System (DPAS) Property Accountability (PA) Module

Welcome to the Defense Property Accountability System (DPAS) PA 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).

Property Accountability Summary

The DPAS Property Accountability module is designed to manage large-ticket items, issues, and assets, in any DoD environment.


Property Accountability User

Property Accountability 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. PA 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) Property Accountability Module Navigation

Navigation

DPAS PA Module > Any Process Page > 

Blue Menu Bar

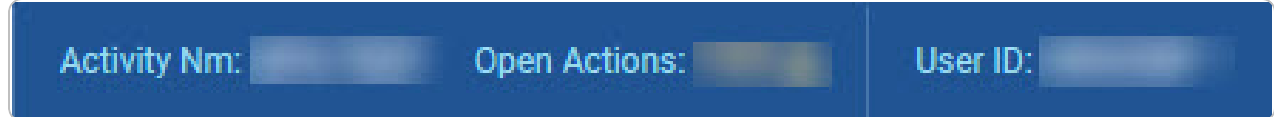
The Blue Menu bar is at the very top of the page.
The items on the left side are:

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

The item next to that is:

- **Module Name**  — 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  link.

- Select . 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 .

- Select . The **Help System** opens in a separate tab.
- The Overview topic for the current Process page appears.



Defense Property Accountability System (DPAS) Property Accountability (PA) Module Grid Options

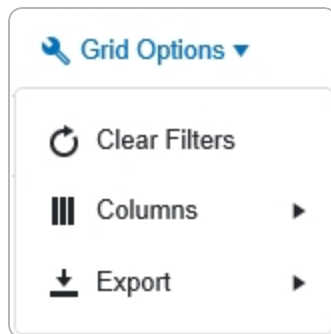
Navigation

DPAS Property Accountability (PA) Module > Any Process Page > Search Results Grid > Title



Grid Options

Select . The Grid Options drop-down menu appears:



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.

Grid Options ▾

↻ Clear Filters

☰ **Columns** ▶

⬇ Export ▶

Serial Nbr ⋮ Item Desc

Columns	<input type="checkbox"/> Established By
<input type="checkbox"/> Show/Hide All	<input type="checkbox"/> Established Dt/Tm
<input checked="" type="checkbox"/> Show/Hide Defaults	L
Defaults	<input type="checkbox"/> Last Reconciled With
<input checked="" type="checkbox"/> Stock Nbr	<input type="checkbox"/> Last Reconciliation Dt
<input checked="" type="checkbox"/> Serial Nbr	N
<input checked="" type="checkbox"/> Item Desc	<input type="checkbox"/> Next Reconciliation Dt
<input checked="" type="checkbox"/> DoDAAC	<input type="checkbox"/> Next Reconciliation With
<input checked="" type="checkbox"/> State Cd	R
<input checked="" type="checkbox"/> Status Cd	<input type="checkbox"/> Received Dt
<input checked="" type="checkbox"/> Last Trans Dt/Tm	S
B	<input type="checkbox"/> Stock Item Cd
<input type="checkbox"/> Born On Dt	U
E	<input type="checkbox"/> UII
<input type="checkbox"/> Entry Method	

Official Use Only

AS Support

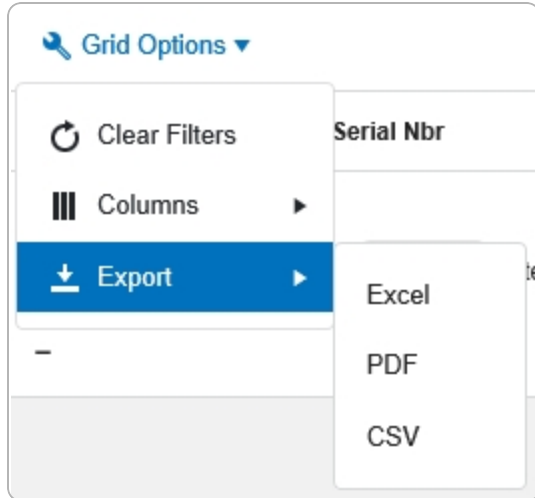
ASSupport@leidos.com





Export

Saves the Inquiry 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

