



## Search for a Reports/Forms Message – Criteria

### Overview

The Property Accountability module Reports/Forms Message process provides the ability to create a message to display on reports and/or forms generated in DPAS. Each message built can be updated or deleted. For example, the user can create a message on a **DD-1348-1a** or an Inventory report to display at the bottom of the report or form. Users have the option to add the information for an Add action on the Search Criteria page but cannot process the Add on this page.

### Navigation

Master Data > Report/Form Message > Reports/Forms Message Search Criteria page

### Procedures

#### Search for a Reports/Forms Message – Criteria

One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting  at any point of this procedure returns all fields to the default "All" setting.

#### Note



Leave all fields blank to see all existing MESSAGE ID's, both Form and Report.

1. In the Search Criteria panel, narrow the results by entering one or more of the following optional fields.



**Search Criteria**

Msg Id

Msg Use

Msg Text

2. Select . The **Reports/Forms Message Search Results** page appears.

**Search Criteria**

Msg Id  
SIGN

Msg Use  
-

Msg Text  
-

---

**Search Results**

Update	Delete	Msg Id	Msg Use	Msg Text
<a href="#">Update</a>	<a href="#">Delete</a>	SIGN	Form	PLEASE SIGN HERE X_____



## Add the Reports/Forms Message

### Overview

The Reports/Forms Message Add process provides the ability to create a new MSG ID to display Message Text on DPAS reports or forms. The Message Text created displays at the bottom of the report or form.

#### Helpful Tip



MSG TEXT cannot begin with a space or special characters Size Limit for REPORT MSG is 1024 and 120 characters for Forms.

### Navigation

Master Data > Report/Form Message > Search Criteria >  > Reports/Forms Message Add page

### Procedures

#### Add the Reports/Forms Message

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



1. Select . The **Reports/Forms Message Add** page appears.

**Add**

\* Msg Id


\* Msg Use Select an Item ▼

\* Msg Text

Cancel Add

- A. Enter the MSG ID in the field provided. *This is a 15 alphanumeric character field.*


**Note**



The MSG ID's are created locally. When developing a format to create MSG IDs, follow these examples: 001, 002, Msg1, Msg 2, etc.

- B. Use ▼ to select the Msg Use.
- C. Enter the MSG TEXT in the field provided. *This is a 1024 alphanumeric character field for reports and a 120 alphanumeric field for forms.*

**Helpful Tip**



MSG TEXT cannot begin with spaces or special characters. The size limit for the message is 1024 characters for reports and 120 characters for forms.

2. Select . The **Reports/Forms Message Transaction Status** page appears.



## Update the Reports/Forms Message

### Overview

The Reports/Forms Message Update process allows editing of existing messages.

### Navigation

Master Data > Report/Form Message > Search Criteria >  > Search Results > Update hyperlink > Reports/Forms Message Update page

### Procedures

#### Update the Reports/Forms Message

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

#### Helpful Tip



All fields on the page are available for update.

1. Select the Update hyperlink. *The **Reports/Forms Message Update** page appears.*

**Update**

\* Msg Id

\* Msg Use



\* Msg Text 

PLEASE SIGN HERE  
X\_\_\_\_\_





## Help Reference Guide

- A. Update the MSG ID, entering the revised identifier in the field provided. *This is a 15 alphanumeric character field.*
  - B. Update the Msg Use, using  to select the desired code.
  - C. Update the MSG TEXT, entering the revised text in the field provided. *This is a 120 alphanumeric character field.*
2. Select . The **Reports/Forms Transaction Status** page appears.





## Delete the Reports/Forms Message

### Overview

The Reports/Forms Message Delete process allows the removal of a MSG ID.

### Navigation

Master Data > Report/Form Message > Search Criteria >  > Search Results > Delete hyperlink > Reports/Forms Message Delete page

### Procedures

#### Delete a Reports/Forms Message:

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

1. Select the Delete hyperlink. The **Reports/Forms Message Delete** page appears.

To complete delete action, select Delete; otherwise, select Cancel

**Delete**

---

\* Msg Id                      SIGN

---

\* Msg Use                      Form

---

\* Msg Text                      PLEASE SIGN HERE  
X\_\_\_\_\_

---

- A. Verify the MSG ID.
- B. Verify the MSG USE.





## Help Reference Guide

- C. Verify the MSG TEXT.
2. Select . The **Reports/Forms Message Transaction Status** page appears.







# View the Reports/Forms Message Details

## Overview

The Reports/Forms Message Details process is view only and displays the MSG ID information.

## Navigation

Master Data > Report/Form Message > Search Criteria >  > Search Results > Details hyperlink > Reports/Forms Message Details page

## Procedures

### View the Reports/Forms Message Details

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

1. Select the MSG ID hyperlink on the desired row. The **Reports/Forms Message Details** page appears.

**Details**

---

\* Msg Id                      SIGN

---

\* Msg Use                      Form

---

\* Msg Text                      PLEASE SIGN HERE  
    X\_\_\_\_\_

---

- A. Verify the MSG ID.
- B. Verify the MSG USE.
- C. Verify the MSG TEXT.