



Update the User Preferences

Overview

The Property Accountability module User Preferences Update process allows editing of the user's current settings and defaults.

Navigation

My DPAS > User Preferences > User Preferences Update page

Procedures

Update the User Preferences

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



1. In the My DPAS menu, select User Preferences. *The Update User Preferences Update page appears.*

Update

Basic

Custodian Nbr	<input type="text" value="N/A"/>	Fndng Cost Center	<input type="text"/>
Fund Cd/ASN	<input type="text" value="N/A"/>		

Request for Turn-In

RIC From	<input type="text"/>
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MCN Assignments

FSC	<input type="text"/>	Item Nbr	<input type="text"/>
NCB Cd	<input type="text"/>		

AIT

Asset Id Prefix	<input type="text" value="N/A"/>	Printer Mfr	<input type="text" value="N/A"/>
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Excess

Dispt Activity	<input type="text" value="N/A"/>
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Excess Holding Locations

DODAAC	<input type="text"/>	Loc	<input type="text"/>
POC	<input type="text"/>	Sub Loc	<input type="text"/>

Asset Transfer Search Criteria

Capital/Non-Capital	<input type="text" value="CAPITAL"/>
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2. Select . *The View the User Preferences Transaction Status page appears.*