

# Welcome

## Overview – DPAS

Welcome to the Defense Property Accountability System (DPAS) Small Arms / Light Weapons Registry Help System.

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, Technology and Logistics (OUSD AT&L), a branch of the Office of the Secretary of Defense (OSD).

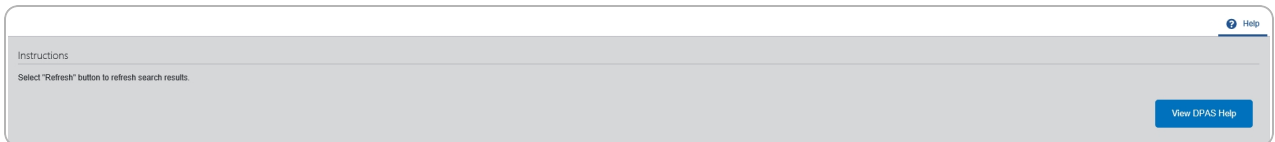
## Overview – Small Arms / Light Weapons Registry Help

This online help is designed to provide access to detailed information and instructions about accountability for all weapons within the DoD. This module is in response to a MILSTRAP policy that was DoD mandated.

## Navigation

DPAS Small Arms / Light Weapons Registry Module > Any Process Page >  Help >

[View DPAS Help](#)



Instructions  
Select "Refresh" button to refresh search results.

[View DPAS Help](#)

# Defense Property Accountability System (DPAS) Small Arms / Light Weapons Registry Module

Welcome to the Defense Property Accountability System (DPAS) Small Arms / Light Weapons Registry 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).

## Registry Summary

The Small Arms / Light Weapons Registry module is designed to create accountability for all weapons within the DoD. This module is in response to a MILSTRAP policy that was DoD mandated.

There are three ways to enter and manage weapons:

- **Auto Add (DPAS Managed)**
  - The weapons are entered in either the PA or Warehouse modules.
- **Auto Add (Externally Managed)**
  - The weapons are entered through DLMS Transactions.
- **Manually Add**
  - The weapons are entered manually through the Registry module.

## Registry Structure

The Registry module is set up in a hierarchy type model:



**Registry** — created by the DPAS User Account Team  
 — Completes a MILSTRAP Policy Requirement; all Registry works together for the DoD.

**Agency** — created by the DPAS User Account Team  
 — Air Force, SOCOM; the specified branch of the military.

**Accounts** — created by the DPAS User Account Team  
 — DoDAACs; where the weapon physically resides.

**Assets** — created by the DPAS User Account Team  
 — Includes the history, where it is now, and where it is being shipped, etc.



## Registry Key Functions

The main parts of the Registry module include:

- Registry Management, which includes:
  - Registry Asset Management
  - Account Management
  - In-Transit Management
  - Account Reconciliation
  - DLMS Transactions
- Inquiries
  - Registry Asset History
- Report Manager
  - View Reports

## Registry User

Registry is role-based, similar to all other DPAS modules. Those roles include:

- **Registry Manager**— the all-encompassing role
- **Registry Administrator** — the utility role
- **Serialization Officer**— the role specific to a DoDAAC
- **Registry Inquiry** — the inquiry role
- **Agency Manager** — the most basic role

The security uses C.R.U.D. methodology:

- **Create**
- **Read (Inquiry)**
- **Update**
- **Delete**



# Defense Property Accountability System (DPAS) Small Arms / Light Weapons Registry Module Navigation

## Overview

This page describes the primary features found on the Registry pages:

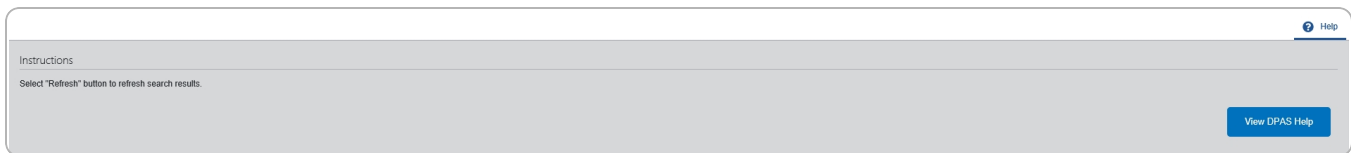
- Blue Menu Bar
- Menu Bar
- Instructions
- Help
- Search Criteria
- Results Grid
- Standard Buttons

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

## Navigation

DPAS Small Arms / Light Weapons Registry Module > Any Process Page >  >

[View DPAS Help](#)





Instructions  
Select "Refresh" button to refresh search results.

[View DPAS 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**  —  
Returns to the home page.
- **Module Name**  —  
Shows where the user is currently working. Opens to a drop-down list of available modules; select to open a different module.

The items on the right side are:

- **Element**  —  
Opens the Active Tier pop-up window. Shows the Forces available to the user.
- **User ID**  —  
Opens the Log Out menu item.

## Menu Bar

The Menu bar is between the Red Menu bar and the Process page. While each user's Menu Bar contains different items, they all work the same way to open a Process page. There are two methods to open a Process page: either the Menu item drop-down lists, or the Search field.

### Use the Menu item drop-down lists

1. Hover the mouse over 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.*

### Use the Search field

1. Select the down arrow in the Search field. *The complete list of all the Registry processes appears.*
2. Select a process from the drop-down list. *The Process page appears.*

**OR**

1. Start entering characters in the Process name in the Search field. *Using Intellisense, the Process names with those characters appear.*



**Note**



Some search fields provide **Intellisense** *i*, which is the automatic completion of a field entry in a software application.

The application displays a selectable word or phrase in that field, based on the input (that was previously entered), without having to completely type the entry.


This is identified by a lowercase italic *i* preceding the field name.

2. Select a process from the drop-down list. *The Process page appears.*

## Instructions

At the top of each Process page is a collapsed Instructions panel.

### View the Instructions

- Select . The Instructions panel expands.
- The Instructions panel assists with various options on the Process page:




## Help

At the bottom right of the Instructions panel is the Help button



### View the Help System

- Select . *The Help System opens in a separate tab.*
- The Help System is context-specific, and opens to the Overview topic for the current Process page.


## Search Criteria

Most Registry Processes have a Search Criteria panel. *Use it to narrow the number of records in the Results Grid.*





## Use the Search Criteria panel

1. Enter the available information in the fields.
2. Use the field assistance available:
  - Use the drop-down  to select the field entry.
  - Start entering characters in the fields with ***i***.


### Note





Some search fields provide **Intellisense *i***, which is the automatic completion of a field entry in a software application.

The application displays a selectable word or phrase in that field, based on the input (that was previously entered), without having to completely type the entry.

This is identified by a lowercase italic ***i*** preceding the field name.

- Use  to open the Browse pop-up window.

Select  to perform the search, or select  to clear the fields.





## Results Grid

Each Process page displays the corresponding data in a Results Grid. Each Results Grid has basic properties that are always the same.

Those include:

- **Title Bar** —



Shows the overall Results Grid buttons.

- **Column Header** —



Shows the title of each column, along with the ability to sort and / or filter that column.

- **Individual Records** —



Shows the rows of data in the Results Grid.

## Standard Buttons

Each Registry process page has some basic buttons that are always the same. Those include:

### Search Criteria

- **Search**  —

Searches the data within the process results grid.

- **Reset**  —

Erases the entered fields and starts over.



- **Scan CAC**  —

Opens the pop-up window containing the CAC field, ready for the scanned information.



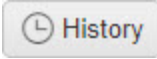
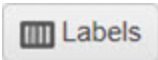




### Results Grid

- **Add**  —  
*Creates a new record in the process results grid.*
- **Grid Options**  —  
*Changes the way information appears in the Results Grid. See Grid Options Overview for additional information.*

### Individual Records

- **Edit**  —  
*Revises a record in the process.*
- **Delete**  —  
*Erases a record in the process.*
- **History**  —  
*Opens the History pop-up window, and shows the past edits of the record in the process.*
- **Labels**  —  
*Opens the Print Labels pop-up window, and prints the labels for that record in the process.*




# Defense Property Accountability System (DPAS) Small Arms / Light Weapons Registry Module Grid Options

## Overview

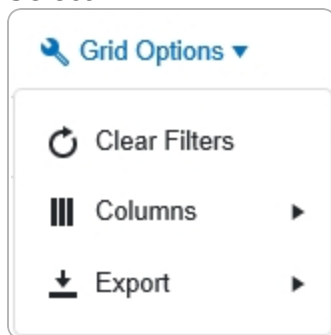
This page describes the features of the Grid Options within the Results Grid in the Small Arms / Light Weapons Registry Management module.

## Navigation

DPAS Small Arms / Light Weapons Registry Module > Any Process Page > Results Grid > Title Bar > 

## 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.





## Help Reference Guide

**Grid Options** ▾

Clear Filters

Columns ▸

Export ▸

—

Official Use Only

AS Support

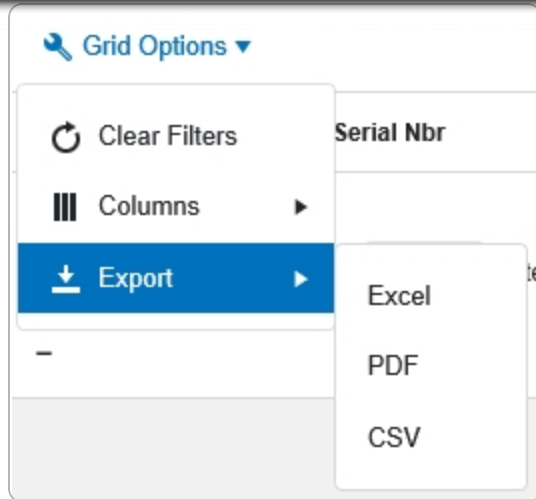
ASSupport@leidos.com

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

### 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

