



Welcome

Overview – DPAS

Welcome to the Defense Property Accountability System (DPAS) Warehouse Management 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 – Warehouse Help

This online help is designed to provide access to detailed information and instructions about the various processes contained within the Warehouse Management module.

The help topics provide assistance with managing equipment receipts, issues, and returns for individuals, units, and armories, in a warehouse environment.

In addition, relevant topics address managing both serialized and bulk equipment types, as well as providing restocking notifications when available stock reaches a minimum threshold.

Navigation

DPASWAREHOUSE MGMT Module > Any Process Page > Instructions > Help 

Instructions

- Select "Search" button to view Search Results page.
- Select "Reset" button to clear data.
- Select "Add" button to create a new record.
- Select "Grid Options" button for additional actions.
- Select "Edit" button to revise selected fields in record(s).
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Defense Property Accountability System (DPAS) WAREHOUSE MGMT Module

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DPAS Summary

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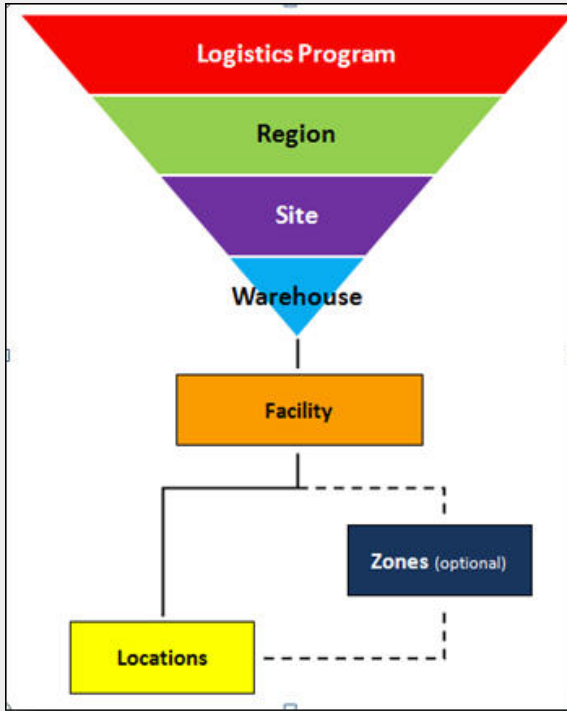
Warehouse Summary

The DPAS WAREHOUSE MGMT module is designed to provide a comprehensive solution to military storage and distribution needs. From this module, the equipment life cycle is administered for both small, bulk-managed (like helmets) equipment, and large, serially-managed (like vehicles) equipment. It is designed to manage warehouse environment assets (such as receipts, issues, and returns) for all individuals, armories, and units.

Warehouse Structure

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





Logistics Program — created by the DPAS User Account Team
 — Where the Warehouse Catalog is associated; all Warehouses under the same Logistics Program can use the same Catalog.

Region — created by the DPAS User Account Team
 — The second level of the structure.

Site — created by the DPAS User Account Team
 — The level above Warehouses.

Warehouse — created by the DPAS User Account Team
 — Where the users are associated.

Facility — created and maintained by DPAS USERS
 — The highest level within a Warehouse. Can be associated to a Real Property Unique Identifier (RPUID). Some users can create, read, update, and delete them.

Zone — created and maintained by DPAS USERS





— The highest level within a Facility. Provides the capability to sub-divide a facility into smaller units. (Optional - must be established if the Auto-Recommendation Location Store feature is utilized.)

Location — created and maintained by DPAS USERS

— Identifies the position of assets by name, GPS coordinates, or Passive Radio Frequency Identification / Radio Frequency Identification (pRFID/RFID). Applies to both Containers (small items) and Larger Items (forklifts, vehicles. etc.).

Warehouse Key Functions

There are several key functions within the Warehouse:

- **Receiving**
 - makes equipment available to the Warehouse
- **Sets, Kits and Outfits (SKO)**
 - several pieces of equipment are issued as a single item
- **Individual Issue**
 - assigns equipment to an individual
- **Individual Returns**
 - reconciles equipment assigned to the individual with the equipment being returned
- **Unit Issue**
 - assign equipment to a Unit
- **Unit Returns**
 - reconciles equipment issued to a Unit with the equipment being returned
- **Armory Issue**
 - assign weaponry items to an individual
- **Armory Return**
 - reconciles weaponry items issued to an individual with the equipment being returned to inventory





- **Disposition**
 - removes equipment from service and / or inventory

Warehouse User

Warehouse 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. Warehouse 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) WAREHOUSE MGMT Module Navigation

Overview

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

- Blue Menu Bar
- Red 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

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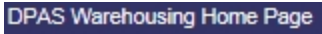


Blue Menu Bar

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

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


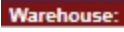

The items on the right side are:

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



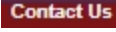

Red Menu Bar

The Red Menu bar is directly below the Blue Menu bar.

The items on the left side are:

- **User ID**  —
Opens the User Dashboard . Shows the roles and permissions of the user.
- **Warehouse**  —
Opens the Active Tier pop-up window. Shows the Warehouses available to the user.
- **Open Warehouse Actions**  —
Opens the Home page. Shows the opening lists that have the assignments for the user.

The items on the right side are:

- **Home**  —
Opens the Home page.
- **Links**  —
Opens a list of hyperlinks the Warehouse has made available to the users.
- **Contact Us**  —
Opens the DPAS Support Team Information, including phone #s and email addresses.
- **Log Out**  —
Ends the DPAS session.





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






Help Reference Guide

Instructions


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Help

Within the Instructions panel is the Help icon .


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 Warehouse 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 lists to select the field entry.
 - Start entering characters in the fields with .

Note




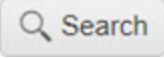

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- Use  to open the Browse pop-up window.

3. 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 name of the Process and 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. The first few columns contain the buttons to work with each record, and the rest contain the data in that record.

Standard Buttons

Each Warehouse 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.



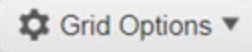
- **Scan CAC**  —

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


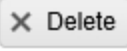
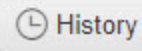
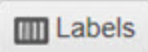




Results Grid

- Add**  —
 Creates a new record in the process results grid.
- Import**  —
 Adds bulk records to 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) WAREHOUSE MGMT Module Grid Options

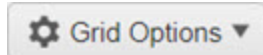
Overview

This page describes the features of the Grid Options within the Results Grid in the Warehouse Management module:

- Clear Filters
- Columns
- Export
- My Queries

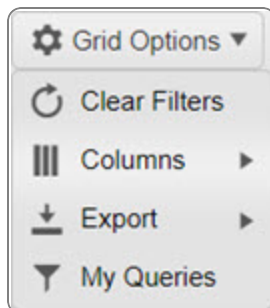
Navigation

DPAS WAREHOUSE MGMT Module > Any Process Page > Results Grid > Title Bar >



Grid Options

Select . The Grid Options drop-down menu appears:



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 ▸
- 🔍 My Queries

Columns

Changes what columns are viewed in the Results Grid.

Columns

- Qty Issued
- Qty Returning
- Qty Not Ret.

Defaults

- Approved Flg
- SKO Status
- Loan Return Dt
- Stock Nbr
- Item Desc
- Size
- ICN
- Mfr Serial Nbr
- Cond Cd
- Owning DoDAAC

C

- Color

L

- LIN/TAMCN

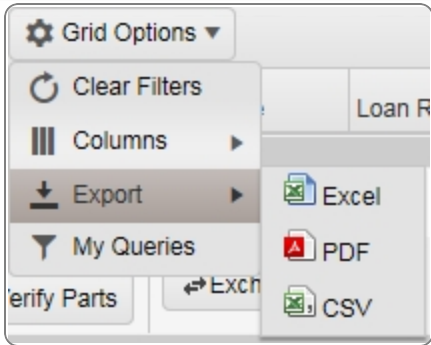
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Export

Saves the Results 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

My Queries

Reuses saved queries on the Results Grid.

