DPAS — Defense Property Accountability System

Add a Preventive Maintenance (PM) Schedule

1. Navigate to **Sched Prevent Maint** from the **Maintenance** menu.

2. On the **Search Criteria** page, select *No* from the **Maint Sched Exist** drop-down list to view assets that do not have maintenance currently scheduled.

3. Select the **Search** button.

Search Criteria

Asset Id	[...]
Stock Nbr	[...]
Serial Nbr	
DOD Serial Nbr	
UII	
Plan Name	[...]
Team Id	Select an Item
Maint Sched Exist	No

[Search]　[Reset]

Search Criteria

Asset Id		Stock Nbr	
Serial Nbr		DOD Serial Nbr	
UII			
Plan Name		Team Id	
Maint Sched Exist	No		

Search Results

Select	Asset Id	Stock Nbr	Item Desc	Serial Nbr	DOD Serial Nbr	UII	Util Measure Cd	Total Util Qty	Nbr of Maint Sched(s)
☐	DMB11081959	3930002711899	TRUCK,LIFT,FORK	641HY100-2124			H	4.00	0
☐	DMB11081960	3930002711899	TRUCK,LIFT,FORK	64HY100-3124			H	5.00	0
☐	DMB11081961	3930002711899	TRUCK,LIFT,FORK	64HY100-4124			H	4.00	0
☐	UIC003000008	232000F000249	TRUCK, UTILITY, CLOT	R25001			M	0.00	0
☐	UIC003000009	232000F000249	TRUCK, UTILITY, CLOT	R25002			M	0	0
☐	UIC003000010	232000F000249	TRUCK, UTILITY, CLOT	R25003			M	0	0
☐	UIC003000011	232000F000249	TRUCK, UTILITY, CLOT	R25004			M	0	0
☐	UIC003000012	232000F000249	TRUCK, UTILITY, CLOT	R25005			M	0	0

[Select All]　[Deselect All]　[Continue]　[Cancel]

4. From the **Search Results** page, select the checkbox next to the asset(s) for which you are scheduling preventive maintenance.

5. Select the **Continue** button.

6. Review the assets on the **Selected Rows** page and choose the **Continue** button.

> Selection of multiple rows requires the same **Util Measure Cd**.
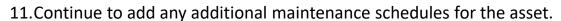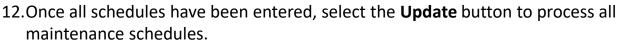
Add a Preventive Maintenance (PM) Schedule

7. Browse and select the **Plan Name**.

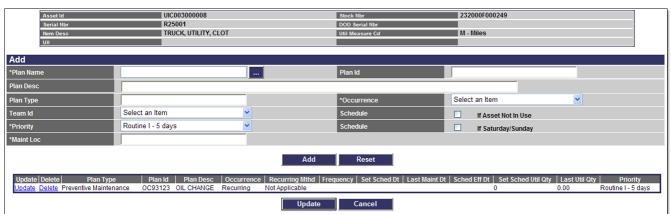8. Select the **Occurrence** and **Priority** from the drop-down list.

Based on the **Occurrence** type selected, additional data elements will become active and mandatory.

9. Enter a **Maint Loc**.

10. Once all data elements are entered, select the **Add** button. The schedule is added to the results table.

Asset Id	UIC003000008	Stock Nbr	232000F000249
Serial Nbr	R25001	DOD Serial Nbr	
Item Desc	TRUCK, UTILITY, CLOT	Util Measure Cd	M - Miles
UII			

Add

*Plan Name	OIL CHANGE	...	Plan Id	OC93123
Plan Desc	OIL CHANGE			
Plan Type	Preventive Maintenance		*Occurrence	Recurring
Team Id	Select an Item		Schedule	☐ If Asset Not In Use
*Priority	Routine I - 5 days		Schedule	☐ If Saturday/Sunday
*Maint Loc	Bldg 10			
Susp Until Dt				
*Recurring Mthd	Selected Days of Month		*Sched Eff Dt	10/27/2011

Select Month(s)
☑ Jan ☐ Feb ☐ Mar
☑ Apr ☐ May ☐ Jun
☑ Jul ☐ Aug ☐ Sept
☑ Oct ☐ Nov ☐ Dec

Select Day(s)
☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐ 8
☐ 9 ☐ 10 ☐ 11 ☐ 12 ☐ 13 ☐ 14 ☐ 15 ☐ 16
☐ 17 ☐ 18 ☐ 19 ☐ 20 ☐ 21 ☐ 22 ☐ 23 ☐ 24
☐ 25 ☐ 26 ☐ 27 ☐ 28 ☐ 29 ☐ 30 ☐ 31 ☑ EOM

[Add] [Reset]
[Update] [Cancel]

11. Continue to add any additional maintenance schedules for the asset.

12. Once all schedules have been entered, select the **Update** button to process all maintenance schedules.

Asset Id	UIC003000008	Stock Nbr	232000F000249
Serial Nbr	R25001	DOD Serial Nbr	
Item Desc	TRUCK, UTILITY, CLOT	Util Measure Cd	M - Miles
UII			

Add

*Plan Name		...	Plan Id	
Plan Desc				
Plan Type			*Occurrence	Select an Item
Team Id	Select an Item		Schedule	☐ If Asset Not In Use
*Priority	Routine I - 5 days		Schedule	☐ If Saturday/Sunday
*Maint Loc				

[Add] [Reset]

Update	Delete	Plan Type	Plan Id	Plan Desc	Occurrence	Recurring Mthd	Frequency	Set Sched Dt	Last Maint Dt	Sched Eff Dt	Set Sched Util Qty	Last Util Qty	Priority
Update	Delete	Preventive Maintenance	OC93123	OIL CHANGE	Recurring	Not Applicable					0	0.00	Routine I - 5 days

[Update] [Cancel]

FOUO

DPAS Call Center
1-844-843-3727

DPAS Website
http://dpassupport.golearnportal.org

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Updating/Deleting a PM Schedule

1. Navigate to the **Maintenance/Sched Prevent Maint** menu.

2. Enter or browse for the **Asset Id**.

3. Select the **Search** button.

4. The **Search Results** page displays. Select the *Update* hyperlink to revise a PM Schedule, or the *Delete* hyperlink to remove a PM Schedule.

5. If Updating: Enter your changes, select the **Save** button and select the **Update** button to process.

6. If Deleting: Verify PM Schedule data to delete and select the **Delete** button to process.

Asset Id	UIC003000008	Stock Nbr	232000F000249
Serial Nbr	R25001	DOD Serial Nbr	
Item Desc	TRUCK, UTILITY, CLOT	Util Measure Cd	M - Miles
UII			

Add

*Plan Name		...	Plan Id	
Plan Desc				
Plan Type			*Occurrence	Select an Item
Team Id	Select an Item		Schedule	☐ If Asset Not In Use
*Priority	Routine I - 5 days		Schedule	☐ If Saturday/Sunday
*Maint Loc				

[Add]   [Reset]

Update	Delete	Plan Type	Plan Id	Plan Desc	Occurrence	Recurring Mthd	Frequency	Set Sched Dt	Last Maint Dt	Sched Eff Dt	Set Sched Util Qty	Last Util Qty	Priority
Update	Delete	Preventive Maintenance	OC93123	OIL CHANGE	Recurring	Selected Days of Month				10/27/2011	0	0.00	Routine I - 5 days
Update	Delete	Preventive Maintenance	30KSERVICE	30K MILES PM	One Time	Not Applicable		10/29/2011			0	0	Routine I - 5 days

[Update]   [Cancel]

The PM schedule set to be deleted displays in the results table with both the **Update** and **Delete** hyperlinks removed.

*Maint Loc		

Update	Delete	Plan Type	Plan Id
Update	Delete	Preventive Maintenance	OC93123
		Preventive Maintenance	30KSERVIC

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