



## Asset Updates - Custodians

- To update assets in DPAS, navigate to the **Asset Management > Update** menu.
- Choose from one of the following radio buttons:
  - End Item Serial (Default)
  - Component
  - Bulk
- Choose from one of the following radio buttons:
  - Accountable
  - Non-Accountable
  - Both (Default)
- Enter data in one or more of the search criteria fields, or leave blank to return all assigned assets.
- Select the **Search** button – The **Search Results** page displays.
- View asset information by selecting the **Asset Id** hyperlink. (This is where attributes can be viewed)
- Select the asset(s) you wish to update.
- Select the **Continue** button – The **Selected Rows** page displays.

The Asset Update process allows you to change certain data fields pertaining to assets currently on the property book.

Custodians are limited in the number of fields they can update.

Search Criteria			
End Item Serial	<input checked="" type="radio"/>	Accountable	<input type="radio"/>
Component	<input type="radio"/>	Non-Accountable	<input type="radio"/>
Bulk	<input type="radio"/>	Both	<input checked="" type="radio"/>
Asset Id			...
Stock Nbr			...
Serial Nbr			
Custodian Nbr			...
Loc			...
Sub Loc			
Lot Nbr			
Search		Reset	

Search Criteria			
Asset Id			Stock Nbr
Serial Nbr			Custodian Nbr
Loc			Lot Nbr
Mgt Cd	Serial	Non-Actbl / Actbl	Both
Agency Field Name			Agency Field Value

Search Results (11)

Number to Display10

Select	Asset Id	Qty	Stock Nbr	Serial Nbr	Maj Cust Nbr	Sub Cust Nbr	Asst Lvl Cd	Loc	Lot Nbr	Item Desc	Pilferable	Non-Actbl	Utl Cpt	Pndg	Loan Cd	Utl Sts Cd	Utl Verif	Fund Cd/ASN	Intrf Sys Cd	
<input type="checkbox"/>	<a href="#">MT20123003</a>	1	23200004113970	MT20123003	MC0003	SUB007	EI	BLDG5		TRUCK, MAINTENANCE	No	No	Yes	No	G	ARN	NO	99 /	AY	
<input type="checkbox"/>	<a href="#">MT20123004</a>	1	23200004113970	MT20123004	MC0003	SUB007	EI	BLDG5		TRUCK, MAINTENANCE	No	No	Yes	No	G	ARN	NO	99 /	AY	
<input type="checkbox"/>	<a href="#">027000140</a>	1	3810000146223	CT98120111	MC0003		EI	BLDG 5600		CRANE, TRUCK MOUNTED	No	No	Yes	Yes	No	G	ARN	YES	99 /	AY
<input type="checkbox"/>	<a href="#">0270001501002</a>	1	6550015244249	4761RH1087	MC0003	SUB007	EI	BLDG 10 SECT 11		SCANNER, BAR CODE	No	No	Yes	No	No	G	ARN	YES	99 /	AY
<input type="checkbox"/>	<a href="#">UIC002985633</a>	1	702500P002752	INT8572100PR6921	MC0003	SUB007	EI	BLDG 27		PRINTER, BARCODE	No	No	Yes	No	No	G	ART	YES	99 /	AY
<input checked="" type="checkbox"/>	<a href="#">HR1027000126</a>	1	703500R501469	16300101001	MC0003	SUB007	EI	BLDG 41		PRINTER, BARCODE LABEL	No	No	Yes	No	No	G	ART	YES	99 /	AY
<input type="checkbox"/>	<a href="#">HR1027000131</a>	1	703500R501469	IN480138802	MC0003	SUB007	EI	BLDG 10 SECT 11		PRINTER, BARCODE LABEL	No	No	Yes	No	No	G	ARN	YES	99 /	AY
<input type="checkbox"/>	<a href="#">HR1027000132</a>	1	703500R501469	IN480138803	MC0003	SUB007	EI	BLDG 10 SECT 11		PRINTER, BARCODE LABEL	No	No	Yes	No	No	G	ARN	YES	99 /	AY
<input type="checkbox"/>	<a href="#">DPAS000111</a>	1	705000F001834	DPAS000111	MC0003		EI	BLDG 10 SECT 11		PRINTER, BARCODE	No	No	No	No	No	G	NDT	NO	99 /	AY
<input type="checkbox"/>	<a href="#">HR1027000002</a>	1	7110000826229	23423452	MC0003		EI	BLDG 10 SECT 11		CHAIR, ROTARY	No	No	Yes	No	No	G	ART	YES	99 /	AY

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Select All

Deselect All

Continue

Cancel

Select All Deselect All Continue Cancel



## Asset Updates - Custodians Continued

9. Review the information on the **Selected Rows** page.
10. Select the **Continue** button - the **Basic** tab displays.
11. Complete any necessary changes.
12. Select the **Update** button.

The Custodian with Inventory and Update role has the additional capability of adding attachments (See the PA Asset Updates - Attachments QRG)

A successful **Transaction Status** page displays.

Basic Agency	
Asset Id	HR1027000126
Stock Nbr	703500R501469
<b>Basic</b>	
Asset Id Prefix	Auto Assign
Asset Id	
Serial Nbr	Inv By Serial Nbr
Chg Qty	Loc BLDG 4 ...
Sub Loc	MOTOR POOL A
i Sys Id	* Cond Cd
Doc Nbr	Cntr/PO Nbr
Expr Dt	Lot Nbr
Rcvd By	*Local Rcpt Dt
DOD Serial Nbr	Origl In Svc Dt
Attachments	1 Attachments
Remarks	
History Remarks	
<div>Update Cancel</div>	

- To remove data from a field for all selected assets, enter the word "DELETE" in that field.
- If your Agency does not use Agency-defined fields, no fields will be displayed on the **Agency** tab.
- For Mass Updates, all stock numbers must be the same.
- If you are updating multiple assets of different types, End Item Serial, Component and/or Bulk, you must repeat this process for each type.
- Check with your Accountable Property Officer (APO) to determine if your Agency uses document numbers.