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

Steps 5-9 not pictured

5. Select the asset(s) you want to update.
6. Select the Continue button - the Selected Rows page displays.

Basic Update

8. Select the Basic Update radio button.
9. Select the Continue button - the Basic Update page displays.
10. Make your changes and select the Update button from any of the tabs.
    • To remove data from a field for all selected assets, type “DELETE” in that field.
    • 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.

If you use Agency Defined fields, an Agency Field Name drop-down list displays. Each of your defined field(s) referenced on the Agency tab displayed.
Price Update

1. From the Selected Rows page, choose the Price Update radio button.

2. Select the Continue button - the Price Update page displays.

3. Select the appropriate radio button (Cost Correction or Asset Revaluation).

4. Update the Acq Cost and/or Cptl Cd (Capital Code).

5. Enter a mandatory History Remarks.

6. Select the Update button to complete the process.

Cost Correction is used to correct errors to the acquisition cost.

Asset Revaluation is used when the initial value of the asset is estimated and then through expert opinion is corrected. It preserves prior depreciation and affects the acquisition cost of an asset.
Loan Update

1. From the Selected Rows page, choose the Loan Update radio button.
2. Select the Continue button - the Loan Update page displays.

Steps 1-2 not pictured

3. Select the appropriate Loan Code from the Loan Cd drop-down list.
4. Select the correct DODAAC/CAGE Cd, Doc Nbr and Asset Sts Cd.
5. Select a Contract Number (Cntr Nbr) – only applicable if loaning to a non-Govt activity.
6. Select the Loan Address.
7. Browse for a Location (Loc), and select a Shipment Dt.
8. Select the Update button to complete the process.

If you use the Loan Update process the UII Status Code must be ART- Assigned, Recorded and Tagged and verified with the IUID Registry prior to loaning an asset.

The Loan Address must be added prior to performing a Loan Update.
- Loans to a Non-Govt Acty = LC-Loan CAGE
- Loans to another Govt Acty = LD-Loan DODAAC
Stock Nbr Update

1. From the Selected Rows page, choose the Stock Nbr Update radio button.
2. Select the Continue button - the Selected Asset(s) page displays.

Steps 1-2 not pictured

You can process single or mass stock number updates. On a mass stock number update, you do NOT have to pick assets with the same stock number. However, if you do not pick the same stock number, the stock number and manufacturer fields are NOT available. If you do select the same stock number, you will see the stock number and manufacturer fields.

3. Select the asset to display its information window.
4. Review the asset information.
5. Select the Close button to close the information window.
Stock Nbr Update

6. Update any of the editable fields.
7. Select the **Update** button to complete the process.

- If you have multiple assets selected, and one is incorrectly selected, you can remove it in the **Selected Asset(s)** section of this page without returning to the beginning of the update process.
- If you remove an asset from the **Selected Asset(s)** section of this page you are able to return it to the active list by selecting the **Add to Selection** button.
**Attribute(s) Update**

1. From the **Selected Rows** page, choose the **Attribute(s) Update** radio button.

   If a template is NOT associated with the Stock Number the **Attribute(s) Update** radio button will not display.

2. Select the **Continue** button - The **Attribute Value(s)** page displays.

   *Steps 1-2 not pictured*

3. Select the **Attribute(s)** button - the Template displays.

   *Each template can have multiple attributes. An attribute can belong to multiple templates.*

   Template Names are unique and directly related to the ACC of a Stock Number. Templates are assigned during the Catalog process. They can only be associated with Stock Numbers of serial and component assets; they cannot be associated to stock numbers of bulk and real property assets.

   If an asset’s Stock Number is changed to a Stock Number with the same Template Name, the attribute values will remain with the asset. However, if a Stock Number is changed to a Stock Number which does not have the same Template Name associated with it, the template will detach and attribute values will be lost.

   *DPAS Website*
   - [http://dpassupport.golearnportal.org](http://dpassupport.golearnportal.org)
Attribute(s) Update

5. Enter your data/values into the attribute fields of the template.

6. Select the **Submit** button - the **Attribute Value(s)** page displays.

7. Select the **Update** button to associate the attributes to this asset. This completes the process.

Attributes are characteristics or specifications for assets.

New attributes and attribute templates are created at the Application Administrator level.

The updated attribute information of the asset does not display on the **Attributes Value(s)** page until the **Update** button is selected and the transaction processes successfully.