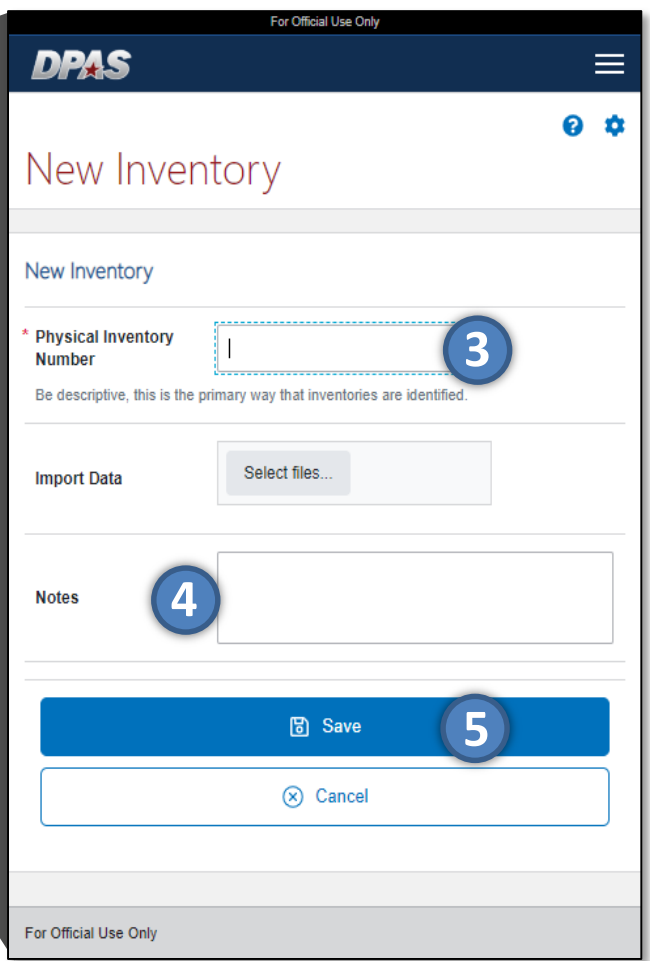
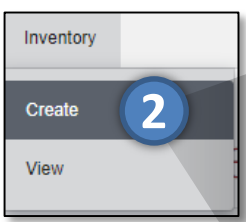




Create an Inventory List

1. In the DPAS module, navigate to **Physical Inventory** – The Physical Inventory page displays.
2. Select the **Create** button - The **New Inventory** page displays.
3. Enter the **Physical Inventory Number** in the field provided.
4. Enter any commentary in the **Notes** field.
5. Select the Save button – the application advances to the **Count Inventory** page.





Import Data to Create New Inventory

1. In the DPAS module, navigate to **Physical Inventory** – The Physical Inventory page displays.
2. Select the **Create** button - The **New Inventory** page displays.
3. Enter the **Physical Inventory Number** in the field provided.
4. Select the **Select files** button.
5. Locate and select the spreadsheet of the data to import.
6. Enter any commentary in the **Notes** field.
7. Select the Save button – the application advances to the **Count Inventory** page.

- If you specify a Physical Inventory Number that is different from the value(s) in the file, the value(s) in the file will be overwritten.
- When you do not specify a Physical Inventory Number, the value(s) in the Physical Inventory Number column of the file will be used.
- A single file can contain multiple physical inventory numbers to be imported.

The screenshot shows the 'New Inventory' form in the DPAS system. The form includes a header with the DPAS logo and 'For Official Use Only' text. The main title is 'New Inventory'. Below the title, there is a section for 'New Inventory' with a required field for 'Physical Inventory Number' (callout 3) and a 'Select files...' button (callout 4). There is also a 'Notes' field (callout 6) and a 'Save' button (callout 7) at the bottom. The form is designed with a clean, professional look and includes helpful text for the user.



Count Inventory – Single Item Entry

1. From the **Count Inventory** page, select the **Single Item Entry** option.
2. Capture the **Location**.
3. Capture the **Item Identifier** (ICN/Asset Id/Serial/UII/Stock Number).
4. Enter the **Quantity**.
5. If any commentary is needed, enter it in the **Notes** field.
6. Select **Save Item** to record the transaction.
7. When the Inventory List is completed, select the **Complete Inventory** button to complete the inventory – the page returns to the Inventory Lists, and updates the status of the list to “Complete”.

- When data has been imported, the progress of counted items will be shown compared to what is expected.
- Selecting this value will display the **Progress** screen of the inventory.

Autosave – when enabled, you will not need to select **Save Item** for the item to be saved.

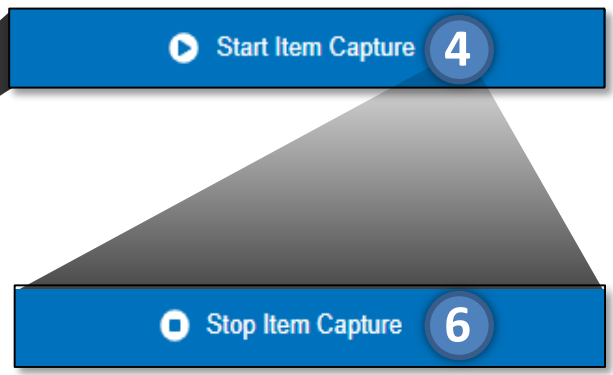
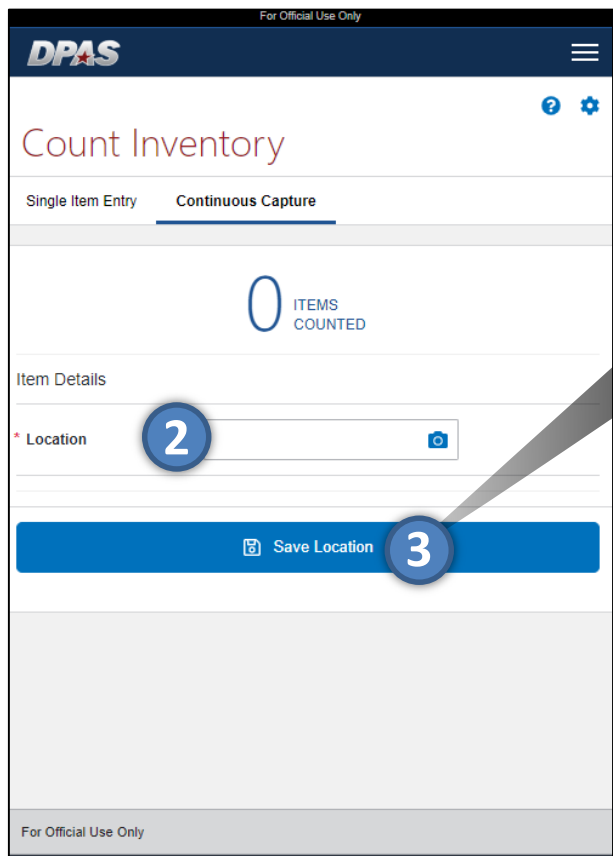
- manually type in the item identifier and press the enter key
OR
- scan a barcode (ensure the return carriage has been set)

The screenshot displays the DPAS web application interface for 'Count Inventory'. At the top, it says 'For Official Use Only' and 'DPAS'. Below that, the title 'Count Inventory' is shown with a question mark and settings icon. There are two tabs: 'Single Item Entry' (selected) and 'Continuous Capture'. A large '0' is displayed next to 'ITEMS COUNTED'. Under 'Item Details', there are three input fields: '* Location', '* Item Identifier', and '* Quantity' (with '1' entered). Below these is a 'Notes' text area. An 'Autosave' toggle switch is turned on. At the bottom, there are three buttons: 'Save Item' (blue), 'Clear Item Details' (white with a close icon), and 'Complete Inventory' (white with a checkmark icon). The footer also says 'For Official Use Only'.



Count Inventory – Continuous Capture (RFID)

1. From the **Count Inventory** page, select the **Single Item Entry** option.
2. Capture the **Location**.
3. Select the **Save Location** button – the button changes to **Start Item Capture**.
4. Select the **Start Item Capture** – the button changes to **Stop Item Capture**.
5. Scan the RFID of each item to record for the count.
Please note that Items Counted increases by one for each successful scan.
6. When all items are counted (scanned), select the **Stop Item Capture**.





View Progress of an Inventory List

1. From the **Physical Inventory List** page, select the desired checkbox of the list entry.
2. Select the **Count** button – the page advances **Items Counted** page.

inventory02 Items Counted

Item Identifier	Quantity	Location
item10	1	location02
item09	1	location02
item08	100	location02
item07	2	location02
item06	1	location02
item05	1	location01
item04	1	location01
item03	5	location01
item02	1	location01
item01	1	location01

Count Inventory

The **Items Counted** page provides the following functions after selecting the Checkbox of an item:

- Edit** – will display the record on the count screen to be edited
- Delete** – will remove the record from the grid entirely
- Only remaining items** – when enabled, only items that have not been counted yet will be shown
Records must be imported for this feature to become available

inventory03 Items Counted

Show Only remaining items

[Edit](#) [Delete](#)

<input type="checkbox"/>	Item Identifier	Stock Number	Item Description	Serial Number	Expected Qty	Quantity
<input checked="" type="checkbox"/>	ABCD12345678	28356MT25922990	SCANNER	ABCD12345678	1	1
<input type="checkbox"/>	--	7021010077229	GLOCK 9MM	64313131331	1	0
<input type="checkbox"/>	8230111222	7021010077229	GLOCK 9MM	8230111222	1	1
<input type="checkbox"/>	00255842536	7021010077229	GLOCK 9MM	00255842536	1	1
<input type="checkbox"/>	BROOKS000130	7021010077229	GLOCK 9MM	1155774755	1	1
<input type="checkbox"/>	--	7021010077229	GLOCK 9MM	316461646	1	0
<input type="checkbox"/>	--	7021010077229	GLOCK 9MM	1310313646	1	0
<input type="checkbox"/>	--	7021010077229	GLOCK 9MM	65131613	1	0
<input type="checkbox"/>	--	7021010077229	GLOCK 9MM	65461316	1	0
<input type="checkbox"/>	--	7021010077229	GLOCK 9MM	451321465	1	0

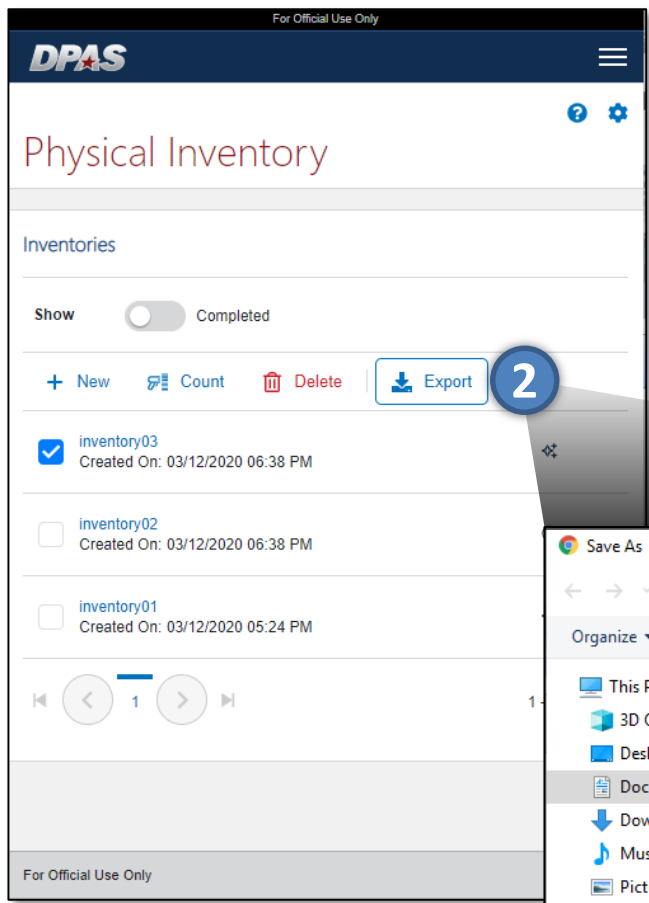
1 - 10 of 11 items





Export an Inventory List

1. From the **Physical Inventory List** page, select the desired checkbox of the list entry.
2. Select the **Export** button – the **Save As** window appears.
3. Save the list to the desired location on your computer.



To import the file into DPAS, login to Property Accountability or Warehouse module and use the Physical Inventory Resolution > Import process.

