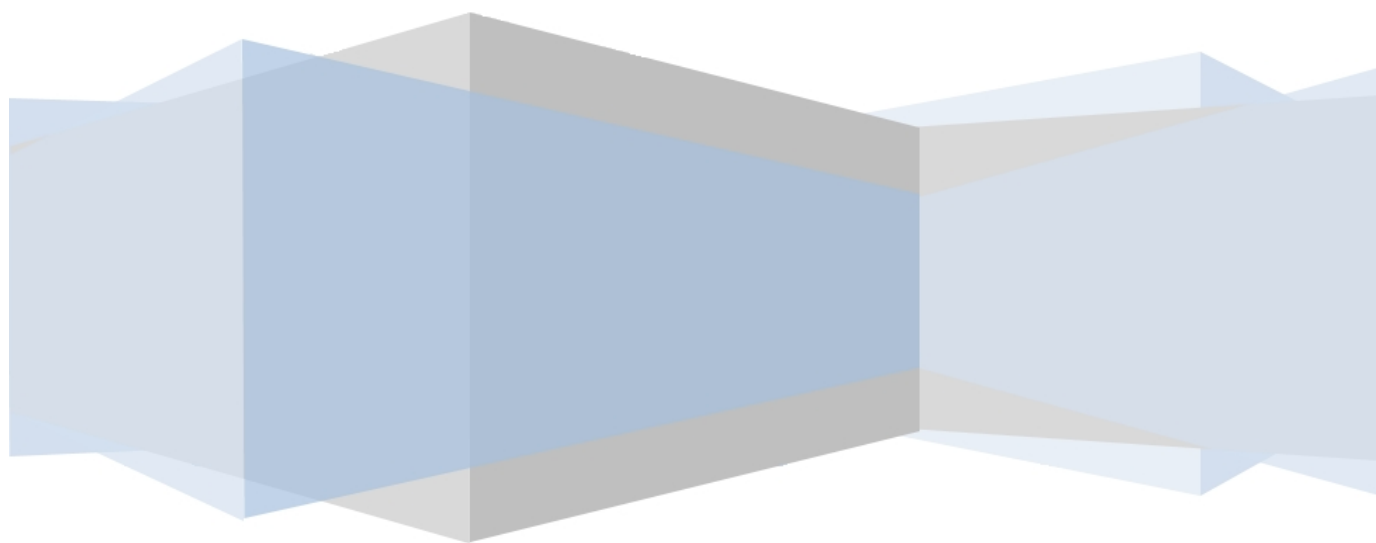


Force System Management

Defense Property Accountability System



Printed Manual

Version 28 Jul 2023



Welcome

Overview — DPAS

Welcome to the Defense Property Accountability System (DPAS) Force System 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 — Force System Management (FSM) Help

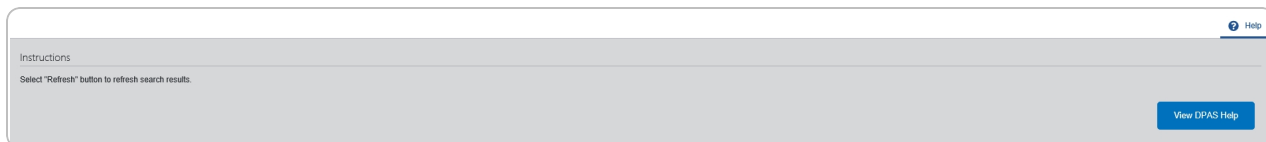
This online help is designed to provide access to detailed information and instructions about the various processes contained within the FSM module.

The help topics provide assistance with managing the comprehensive solution to military storage and distribution needs.

Navigation

DPAS Force System Management (FSM) Module > Any Process Page >  Help >

[View DPAS Help](#)



Related Topics

- Contact Us
- DPAS FSM Overview
- DPAS FSM Navigation Tips
- DPAS FSM Results Grid Options Overview

- Using DPAS Help Overview
- Using DPAS Help Toolbar
- Using DPAS Help Topics
- Using DPAS Help Menus

Version 28 Jul 2023



Defense Property Accountability System (DPAS) Force System Management (FSM) Module

Welcome to the Defense Property Accountability System (DPAS) Force System Management (FSM) Help System.

DPAS Summary

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 & Sustainment/Office of Assistant Secretary of Defense for Sustainment/Logistics (OUSD (A&S) / OASD Sustainment / Logistics), a branch of the Office of the Secretary of Defense (OSD).

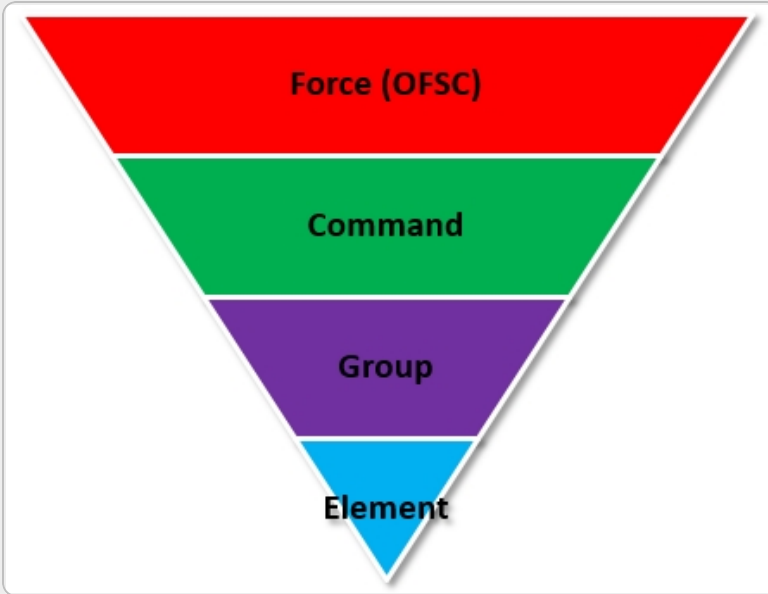
FSM Summary

The DPAS Force System Management (FSM) module is designed to provide integrated functionality between the Property Accountability (PA) Module and the Force System Management (FSM) module, using the PA SITE ID Catalog to connect to FSM.

This is to create processes, policies, organizational information, and tools, to assist senior leadership with their decision making.

FSM Structure

The Force System Management module is set up in a hierarchy type model:



Force (Organization Force Structure Construct) — created by the DPAS User Account Team (UIC) managing UIC.

Force Command — created by the DPAS User Account Team
Roll-up of all the groups.

Force Group — created by the DPAS User Account Team
Roll-up for all the elements.

Force Element — initially created by the DPAS User Account Team, then maintained in all aspects by DPAS USER.
Builds Allowance Accounts and Allowance Managers. This is where the connection is - each element can connect to a different catalog in PA.



FSM Key Functions

There are several key functions within the Force System Management:

- **My DPAS** — all of the user centric functionality
 - Queue
- **Master Data Management** — all of the FSM setup applications
 - Force Management
 - Force Command Management
 - Force Group Management
 - Force Element Management
 - Assignment
 - Platform
 - Authorization Manager
- **Authorization Management** — all of the processes applications
 - Authorization Management
 - Authorization Detail
 - Apply Authorization
 - Review Authorization
- **Utilities** —
 - File Upload
- **Inquiries** —
 - Authorization Review Inquiry

FSM User

Force System Management (FSM) is role-based, similar to all other DPAS modules. Those roles include:

- **Force Officer** — the overarching role
- **FSM Data Coordinator** — the utility role
- **FSM Inquiry** — the inquiry role



- **Authorization Manager** — the processes (but not setup) role

The security uses C.R.U.D. methodology:

- **Create**
- **Read (Inquiry)**
- **Update**
- **Delete**

Related Topics

- Welcome
- Contact Us
- DPAS FSM Navigation Tips
- DPAS FSM Results Grid Options Overview
- Using DPAS Help Overview
- Using DPAS Help Toolbar
- Using DPAS Help Topics
- Using DPAS Help Menus



Defense Property Accountability System (DPAS) Force System Management (FSM) Module Navigation


Overview

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

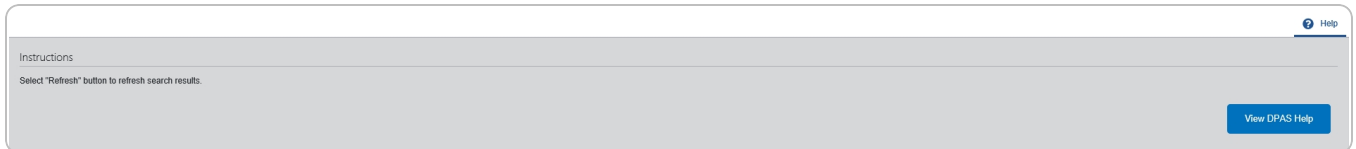
- Blue Menu Bar
- Menu Bar
- Instructions
- Help
- Standard Buttons

Additional information about DPAS can be found at the DPAS Support Site.

Navigation

DPAS Force System Management (FSM) Module > Any Process Page >  >

[View DPAS Help](#)



Blue Menu Bar

The Blue Menu bar is at the very top of the page.

The items on the left side are:

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

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

The items on the right side are:

- **Element** Element: Spt Equip 01 —
Opens the Active Tier pop-up window. Shows the Forces available to the user.
- **User ID** User ID: GROCEBP —
Opens the Log Out menu item.

Menu Bar

The Menu bar is right above the Process page. While each users Menu Bar contains different items, they all work the same way to open a Process page.


1. Click on 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.

Instructions


At the top of each Process page is a  link.

- Select . The **Instructions** drop-down panel appears.
- A basic overview and terms on the page appears.

Help

At the bottom right of the Instructions panel is the Help button .

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 FSM 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  to select the field entry.
 - Start entering characters in the fields with ***i***.


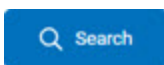

Note



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.

- Use  to open the Browse pop-up window.
3. Select  to perform the search, or select  to clear the fields.

Search Results Grid

Each Process page displays the corresponding data in a Search Results Grid.

Each Search Results Grid has basic properties that are always the same.

Those include:

- **Title Bar —**



Shows the overall Results Grid buttons.



- **Column Header** —

Authorization Id	Authorization Type	Authorization Desc	Platform	Mission Description	Match Qty	Unit Edit
------------------	--------------------	--------------------	----------	---------------------	-----------	-----------

Shows the title of each column, along with the ability to sort and / or filter that column.

- **Individual Records** —

216A0A	Standard	Flightline Tools - General	F016	Flightline Tools - General Mobility	Off
--------	----------	----------------------------	------	-------------------------------------	-----

Shows the rows of data in the Results Grid.

Standard Buttons

Each FSM 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.

Results Grid

- **Add**  —

Creates a new record in 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.

Related Topics

- Welcome
- Contact Us
- DPAS FSM Overview
- DPAS FSM Results Grid Options Overview
- Using DPAS Help Overview
- Using DPAS Help Toolbar
- Using DPAS Help Topics
- Using DPAS Help Menus



Defense Property Accountability System (DPAS) Force System Management (FSM) Module Grid Options

Overview

This page describes the features of the Grid Options within the Search Results Grid in the Force System Management module:

- Clear Filters
- Columns

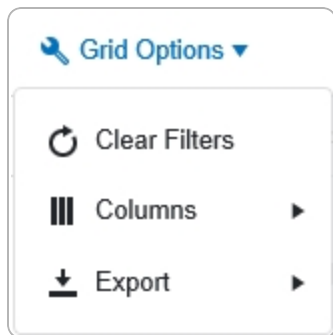
Navigation

DPAS Force System Management (FSM) Module > Any Process Page > Search Results Grid >



Grid Options

Select Grid Options ▾. The Grid Options drop-down menu appears:



Note

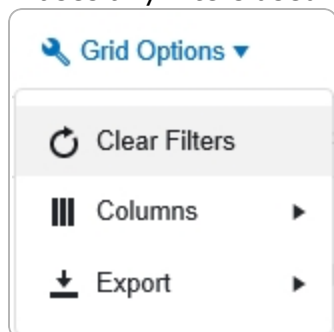


The Export option **only appears** in the Inquiry menu items.

These options change the way information appears in the Results Grid. They include:

Clear Filters

Erases any filters used within the Results Grid columns.



Columns

Changes what columns are viewed in the Results Grid.



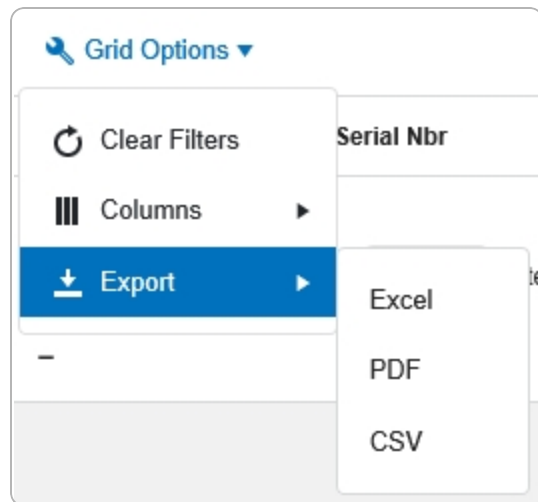
Grid Options ▾

Serial Nbr	Item Desc
<input type="checkbox"/> Show/Hide All <input checked="" type="checkbox"/> Show/Hide Defaults Defaults <input checked="" type="checkbox"/> Stock Nbr <input checked="" type="checkbox"/> Serial Nbr <input checked="" type="checkbox"/> Item Desc <input checked="" type="checkbox"/> DoDAAC <input checked="" type="checkbox"/> State Cd <input checked="" type="checkbox"/> Status Cd <input checked="" type="checkbox"/> Last Trans Dt/Tm B <input type="checkbox"/> Born On Dt E <input type="checkbox"/> Entry Method	<input type="checkbox"/> Established By <input type="checkbox"/> Established Dt/Tm L <input type="checkbox"/> Last Reconciled With <input type="checkbox"/> Last Reconciliation Dt N <input type="checkbox"/> Next Reconciliation Dt <input type="checkbox"/> Next Reconciliation With R <input type="checkbox"/> Received Dt S <input type="checkbox"/> Stock Item Cd U <input type="checkbox"/> UII

Official Use Only
 A&S Support
 A&SSupport@leidos.com

Export

Saves the Inquiry 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

Related Topics

- Welcome
- Contact Us
- DPAS FSM Overview
- DPAS FSM Navigation Tips
- Using DPAS Help Overview
- Using DPAS Help Toolbar
- Using DPAS Help Topics
- Using DPAS Help Menus



Import Queue

Overview

The Force System Management module Import Queue process provides the ability to view the long-running processes within the Property Accountability (PA) and the Force System Management (FSM) modules.

Navigation

My DPAS > Queue > Import Queue page

Page Fields

The following fields display on the **Import Queue** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
--------	-------

Queue

- Target
- Queue Time
- Queue Status
- Process Begin
- Process End
- Message
- Download

Procedures


DPAS Navigation Helpful Tips



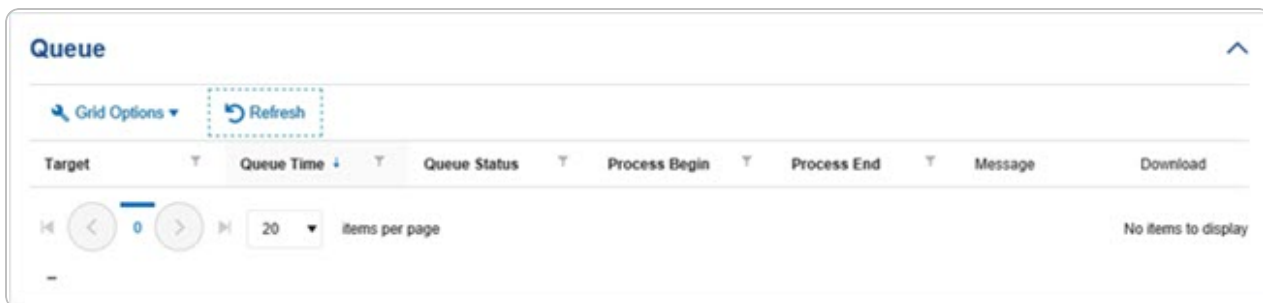
Click the following link to display FSM Navigation Tips.

View a Queue

Selecting  at any point of this procedure removes all revisions and closes the page.

Selecting  retains the information and returns to the previous page. **Bold** numbered steps are required.

1. View the Queue page.



- *Verify the Target.*
- *Verify the Queue Time.*
- *Verify the Queue Status.*
- *Verify the Process Begin.*
- *Verify the Process End.*
- *Verify the Message.*

2. Click the hyperlink to Download the matching documentation.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.



Error	Solution
No Common Errors have been identified for this page.	

Related Topics

- [DPAS FSM Navigation Tips](#)
- [DPAS FSM Results Grid Options Overview](#)



Force Management

Overview

The Force Systems Management module Force Management process provides the ability to view or update Force information.
Force is the top tier of the structure.

Navigation

MASTER DATA MGMT > Force Management > Force Management page

Page Fields

The following fields display on the **Force Management** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
17	Select "Edit" button to revise selected fields in record(s).

Force Management Results Grid

- Force
- Force Description
- Contact
- Phone Nbr
- DSN
- Force (E-mail)

Optional

- Address 1
- Address 2
- Address 3
- City
- Country Cd
- Fax Nbr
- POC Office
- State Cd
- Zip

Procedures


DPAS Navigation Helpful Tips



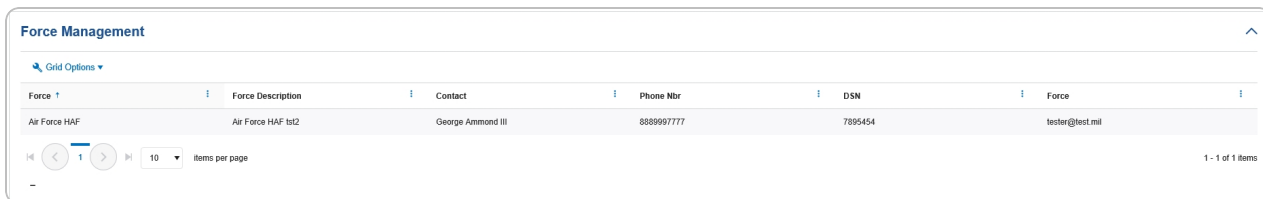
Click the following link to display FSM Navigation Tips.

View a Force System

Selecting  at any point of this procedure removes all revisions and closes the page.

Selecting  retains the information and returns to the previous page. **Bold** numbered steps are required.

1. View the Force systems in the Force Management grid.



Force	Force Description	Contact	Phone Nbr	DSN	Force
Air Force HAF	Air Force HAF tst2	George Ammond III	888997777	7895454	tester@test.mil

- **Verify the Force.**
- **Verify the Force Description.**
- **Verify the Contact.**
- **Verify the PHONE NBR.**
- **Verify the DSN.**
- **Verify the Force (E-MAIL).**

Update a Force System

1. Select the desired record.
2. Select . The **Update the Force Management System** page appears.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
161 — Remarks must be alphanumeric with supported special character(s) \$, -, /, #, &, comma, period, and space, and max length of 256.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: \$, -, /, #, &, comma, period, and space, with a max length of 256. Special characters like ! or @ are prohibited.
323 — E-Mail Address structure is incorrect.	Invalid E-Mail Format Entered. Enter a minimum of 1 alphanumeric character, the "@" (at) symbol, at least 1 alphanumeric character, the "." (period) symbol, and at least 1 alphanumeric character.



1124 – ZIP Code is not in valid format (12345, 12345 – 1234, 12345 1234).

Invalid ZIP Code format entered. Enter a minimum of 5 numeric characters, with an optional 4 numeric character extension.

Related Topics

- Update the Force Management System
- Force Command
- Force Group
- Force Element
- DPAS FSM Navigation Tips
- DPAS FSM Results Grid Options Overview



Update a Force Management System

Overview

The Force Management Update process allows editing of a force system.

Navigation

MASTER DATA MGMT > Force Management >  > Force Details page

Page Fields

The following fields display on the **Force Details** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
207	"Remarks" must be alphanumeric with supported special character(s) \$, -, /, #, &, comma, period, and space.
14	Select "Cancel" button to return to previous page.
548	Select "Save" to save the changes made to the Record(s).

Force Tab

Force
Description *

Show Remarks

Remarks
History Remarks

Contact Tab

Contact *
Country Cd
Address 1 *
POC Office
Address 2
DSN
Address 3
Phone Nbr
City
FAX Nbr
ZIP Cd
Email
State Cd
Show Remarks

Remarks
History Remarks

(*) Asterisk identifies mandatory fields.

Procedures


DPAS Navigation Helpful Tips




Click the following link to display FSM Navigation Tips.

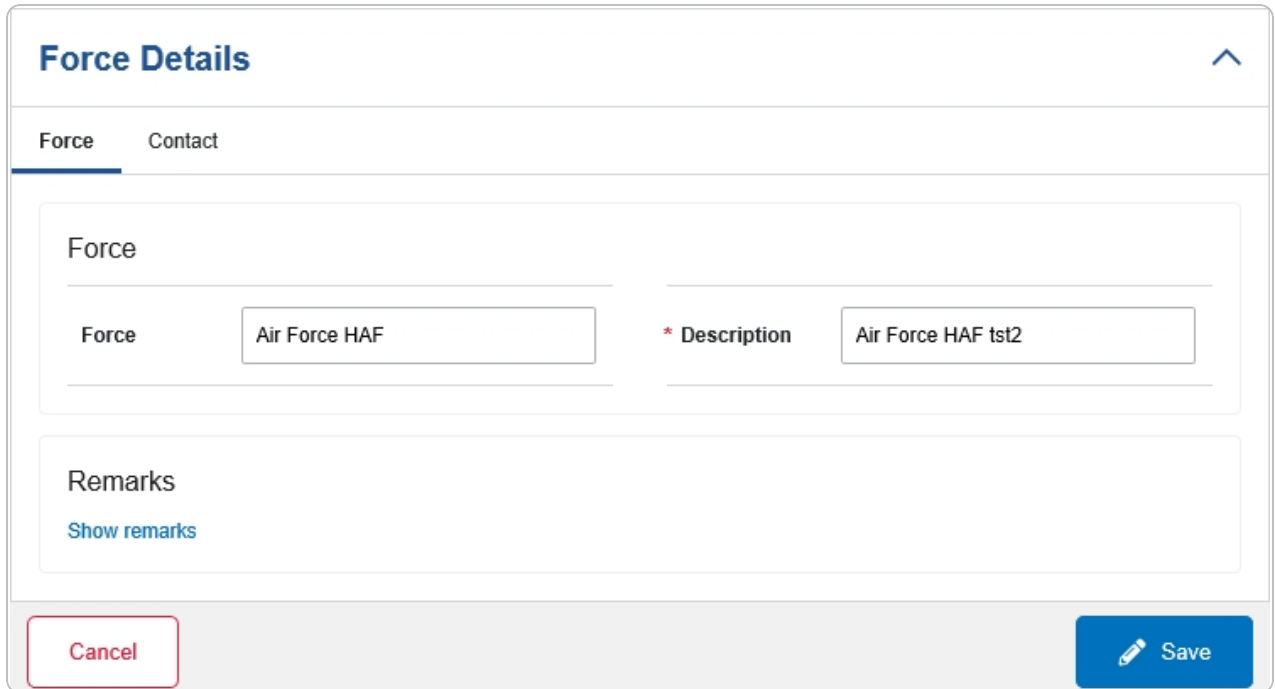
Update a Force System

Selecting  at any point of this procedure removes all revisions and closes the page.

Selecting  retains the information and returns to the previous page. **Bold** numbered steps are required.



1. Select the desired entry. *The Force System is highlighted.*
2. Select  **Edit**. *The **Force Details** page displays.*
3. *View the Force tab.*



Force Details

Force Contact

Force

Force Air Force HAF * Description Air Force HAF tst2

Remarks

[Show remarks](#)

Cancel Save

- A. Update the Force, entering the revised name in the field provided. *This is a 100 alphanumeric character field.*
 - B. Update the Description, entering the revised information in the field provided. *This is a 250 alphanumeric character field.*
 - C. Select the Show Remarks hyperlink. *The Remarks and History Remarks fields appear.*
 - a. Update the Remarks, entering the revised information in the field provided. *This is a 1024 alphanumeric character field.*
 - b. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*
4. Select the Contact Tab. *The Force tab closes and the Contact tab opens.*

Force Details ^

Force Contact

Contact

* Contact <input style="width: 90%;" type="text" value="George Ammond III"/>	Country Cd <input style="width: 90%;" type="text" value="US - UNITED STATES OF AME ▼"/>
* Address 1 <input style="width: 90%;" type="text" value="7832 W Stump Rd"/>	POC Office <input style="width: 90%;" type="text" value="Force Systems Management"/>
Address 2 <input style="width: 90%;" type="text" value="Room 11"/>	DSN <input style="width: 90%;" type="text" value="7895454"/>
Address 3 <input style="width: 90%;" type="text" value="Wing C"/>	Phone Nbr <input style="width: 90%;" type="text" value="8889997777"/>
City <input style="width: 90%;" type="text" value="Madison"/>	Fax Nbr <input style="width: 90%;" type="text" value="7777774444"/>
Zip Cd <input style="width: 90%;" type="text" value="60004"/>	Email <input style="width: 90%;" type="text" value="tester@test.mil"/>
State Cd <input style="width: 90%;" type="text" value="MO - Missouri ▼"/>	


Remarks

[Show remarks](#)

Cancel

 Save

- A.** Update the Contact, entering the revised name in the field provided. *This is an 50 alphanumeric character field.*

- B. Update the Country Cd, using to select the desired code.
 - C. Update the Address 1, entering the revised primary residence of the Contact in the field provided. *This is an 25 alphanumeric character field.*
 - D. Update the POC Office, entering the revised rank in the field provided. *This is an 30 alphanumeric character field.*
 - E. Update the Address 2, entering the revised residence in the field provided. *This is an 25 alphanumeric character field.*
 - F. Update the DSN, entering the revised number in the field provided. *This is a 20 alphanumeric character field.*
 - G. Update the Address 3, entering the revised residence in the field provided. *This is an 25 alphanumeric character field.*
 - H. Update the PHONE NBR, entering the revised number in the field provided. *This is a 25 alphanumeric character field.*
 - I. Update the City, entering the revised place in the field provided. *This is a 25 alphanumeric character field.*
 - J. Update the FAX NBR, entering the revised number in the field provided. *This is a 25 alphanumeric character field.*
 - K. Update the ZIP CD, entering the revised code in the field provided. *This is a 10 alphanumeric character field.*
 - L. Update the E-MAIL, entering the revised address in the field provided. *This is a 65 alphanumeric character field.*
 - M. Update the State Cd, using to select the desired code.
 - N. Select the Show Remarks hyperlink. *The Remarks and History Remarks fields appear.*
 - a. Update the Remarks, entering the revised information in the field provided. *This is a 1024 alphanumeric character field.*
 - b. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*
5. Select . The **Force Details** page closes, and the **Force Management** page displays the updated information.



Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 – No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
161 – Remarks must be alphanumeric with supported special character(s) \$, -, /, #, &, comma, period, and space, and max length of 256.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: \$, -, /, #, &, comma, period, and space, with a max length of 256. Special characters like ! or @ are prohibited.
13 – Mandatory Entry: Description.	Missing Entry. Enter the appropriate information in the desired field.
13 – Mandatory Entry: Contact.	
13 – Mandatory Entry: Address 1.	
761 – Phone Nbr, DSN, FAX Nbr, or Mobile Phone Nbr	Invalid Characters Entered in the Phone Nbr / DSN Nbr / Mobile Phone Nbr field. Enter a min-



<p>must be numeric, a minimum of 7 – pos, with supported special characters(s) – , +, (), x, period and space.</p>	<p>imum of 7 numeric characters, or the following permitted special characters to designate the extension: –, +, x, comma, period, and space. Make sure there are no extra spaces before or after the number.</p>
<p>323 – E-Mail Address structure is incorrect.</p>	<p>Invalid E-Mail Format Entered. Enter a minimum of 1 alphanumeric character, the "@" (at) symbol, at least 1 alphanumeric character, the "." (period) symbol, and at least 1 alphanumeric character.</p>
<p>1124 – ZIP Cd is not in valid format (12345, 12345-1234, 12345 1234).</p>	<p>Invalid ZIP Code format entered. Enter a minimum of 5 numeric characters, with an optional 4 numeric character extension.</p>

Related Topics

- Force Management

Force Command Management

Overview

The Force Systems Management module Force Command Management process provides the ability to view or update Force Command information. Force Command is the second tier of the structure.

Navigation

MASTER DATA MGMT > Force Command Management > Force Command Management page

Page Fields

The following fields display on the **Force Command Management** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
17	Select "Edit" button to revise selected fields in record(s).

Force Command Management Results Grid

- Force
- Command
- Force Command Description
- Contact
- Phone Nbr
- DSN
- Email

Optional

- Address 1
- Address 2
- Address 3
- City
- Country Cd
- Fax Nbr
- POC Office
- State Cd
- Zip

Procedures


DPAS Navigation Helpful Tips



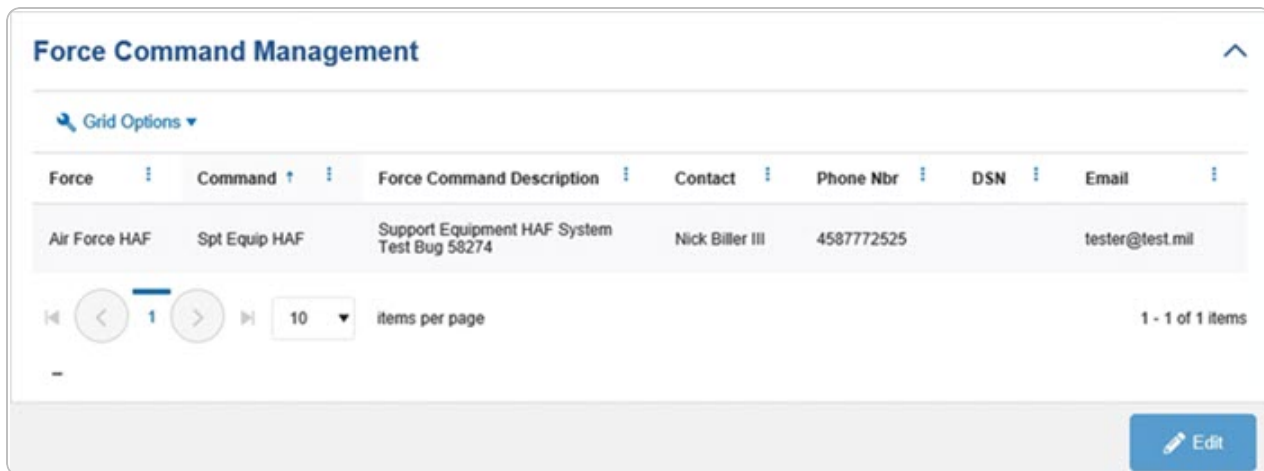
Click the following link to display FSM Navigation Tips.

View a Force Command

Selecting  at any point of this procedure removes all revisions and closes the page.

Selecting  retains the information and returns to the previous page. **Bold** numbered steps are required.

1. View the Force system in the Force Command grid.



Force	Command	Force Command Description	Contact	Phone Nbr	DSN	Email
Air Force HAF	Spt Equip HAF	Support Equipment HAF System Test Bug 58274	Nick Biller III	4587772525		tester@test.mil

- Verify the Force.
- Verify the Command.
- Verify the Force Command Description.
- Verify the Contact.
- Verify the PHONE NBR.
- Verify the DSN.
- Verify the E-MAIL.

Update a Force Command

1. Select the desired record.
2. Select . The **Update the Force Command System** page appears.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 – No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
161 – Remarks must be alphanumeric with supported special character(s) \$, -, /, #, &, comma, period, and space, and max length of 256.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: \$, -, /, #, &, comma, period, and space, with a max length of 256. Special characters like ! or @ are prohibited.

<p>323 — E-Mail Address structure is incorrect.</p>	<p>Invalid E-Mail Format Entered. Enter a minimum of 1 alphanumeric character, the "@" (at) symbol, at least 1 alphanumeric character, the "." (period) symbol, and at least 1 alphanumeric character.</p>
<p>1124 — ZIP Code is not in valid format (12345, 12345 — 1234, 12345 1234).</p>	<p>Invalid ZIP Code format entered. Enter a minimum of 5 numeric characters, with an optional 4 numeric character extension.</p>

Related Topics

- Update the Force Command System
- Force Management
- Update the Force Management System
- DPAS FSM Navigation Tips
- DPAS FSM Results Grid Options Overview




Update a Force Command System

Overview

The Force Command Update process allows editing of the force command details.

Navigation

MASTER DATA MGMT > Force Command Management >  > Force Command Details page

Page Fields

The following fields display on the **Force Command Details** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
207	"Remarks" must be alphanumeric with supported special character(s) \$, -, /, #, &, comma, period, and space.
14	Select "Cancel" button to return to previous page.
548	Select "Save" to save the changes made to the Record(s).

Command Tab

Command

Description *
 Force
 Show Remarks

Remarks
 History Remarks

Contact Tab

Contact *
 Country Cd
 Address 1
 POC Office
 Address 2
 DSN
 Address 3
 Phone Nbr
 City
 FAX Nbr
 ZIP Cd
 Email
 State Cd
 Show Remarks

Remarks
 History Remarks

(* Asterisk identifies mandatory fields.

Procedures


DPAS Navigation Helpful Tips

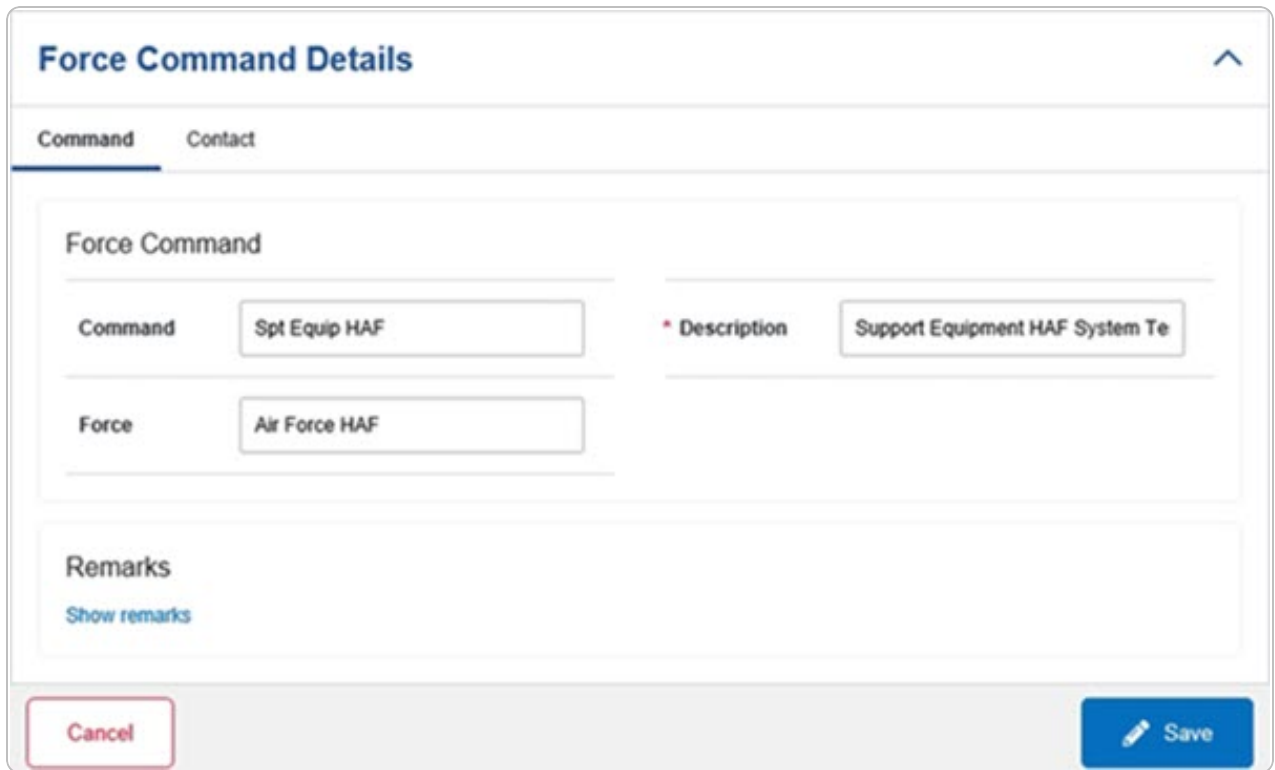


Click the following link to display FSM Navigation Tips.

Update a Force Command

Selecting at any point of this procedure removes all revisions and closes the page.
Bold numbered steps are required.

1. Select the desired entry. *The Force Command is highlighted.*
2. Select . *The **Force Command Details** page displays.*
3. *View the Command tab.*



- A. Update the Command, entering the revised name in the field provided. *This is an 100 alphanumeric character field.*
- B. Update the Description, entering the revised information in the field provided. *This is a 250 alphanumeric character field.*
- C. Update the Force, entering the revised name in the field provided. *This is a 100 alphanumeric character field.*
- D. Select the Show Remarks hyperlink. *The Remarks and History Remarks fields appear.*
 - a. Update the Remarks, entering the revised information in the field provided. *This is a 1024 alphanumeric character field.*

- b. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*
- 4. Select the Contact Tab. *The Force tab closes and the Contact tab opens.*

Force Command Details ^

Command
Contact

Contact

* Contact <input style="width: 90%;" type="text" value="Nick Biller III"/>	Country Cd <input style="width: 90%;" type="text" value="US - UNITED STATES OF AME ▼"/>
* Address 1 <input style="width: 90%;" type="text" value="15 Newman Rock Rd"/>	POC Office <input style="width: 90%;" type="text" value="Force Command"/>
Address 2 <input style="width: 90%;" type="text" value="88 L98QJU"/>	DSN <input style="width: 90%;" type="text"/>
Address 3 <input style="width: 90%;" type="text" value="PO BOX"/>	Phone Nbr <input style="width: 90%;" type="text" value="4587772525"/>
City <input style="width: 90%;" type="text" value="place"/>	Fax Nbr <input style="width: 90%;" type="text" value="4587771212"/>
Zip Cd <input style="width: 90%;" type="text" value="65654"/>	Email <input style="width: 90%;" type="text" value="tester@test.mil"/>
State Cd <input style="width: 90%;" type="text" value="KS - Kansas ▼"/>	

Remarks

[Show remarks](#)


Cancel

Capture screenshot.

Save

- A. Update the Contact, entering the revised name in the field provided. *This is a 50 alphanumeric character field.*
- B. Update the Country Cd, using to select the desired code.
- C. Update the Address 1, entering the revised primary residence of the Contact in the field provided. *This is a 25 alphanumeric character field.*
- D. Update the POC Office, entering the revised rank in the field provided. *This is a 30 alphanumeric character field.*
- E. Update the Address 2, entering the revised residence in the field provided. *This is a 25 alphanumeric character field.*
- F. Update the DSN, entering the revised number in the field provided. *This is a 20 alphanumeric character field.*
- G. Update the Address 3, entering the revised residence in the field provided. *This is a 25 alphanumeric character field.*
- H. Update the PHONE NBR, entering the revised number in the field provided. *This is a 25 alphanumeric character field.*
- I. Update the City, entering the revised place in the field provided. *This is a 25 alphanumeric character field.*
- J. Update the FAX NBR, entering the revised number in the field provided. *This is a 25 alphanumeric character field.*
- K. Update the ZIP CD, entering the revised code in the field provided. *This is a 10 alphanumeric character field.*
- L. Update the E-MAIL, entering the revised address in the field provided. *This is a 65 alphanumeric character field.*
- M. Update the State Cd, using to select the desired code.
- N. Select the Show Remarks hyperlink. *The Remarks and History Remarks fields appear.*
 - a. Update the Remarks, entering the revised information in the field provided. *This is a 1024 alphanumeric character field.*
 - b. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*



5. Select . The **Force Command Details** page closes, and the **Force Command Management** page displays the updated information.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
161 — Remarks must be alphanumeric with supported special character(s) \$, -, /, #, &, comma, period, and space, and max length of 256.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: \$, -, /, #, &, comma, period, and space, with a max length of 256. Special characters like ! or @ are prohibited.
13 — Mandatory Entry: Description.	Missing Entry. Enter the appropriate information in the desired field.
13 — Mandatory Entry: Contact.	
761 — Phone Nbr, DSN, FAX Nbr, or Mobile Phone Nbr	Invalid Characters Entered in the Phone Nbr / DSN Nbr / Mobile Phone Nbr field. Enter a min-



<p>must be numeric, a minimum of 7 – pos, with supported special characters(s) – , +, (), x, period and space.</p>	<p>imum of 7 numeric characters, or the following permitted special characters to designate the extension: –, +, x, comma, period, and space. Make sure there are no extra spaces before or after the number.</p>
<p>323 – E-Mail Address structure is incorrect.</p>	<p>Invalid E-Mail Format Entered. Enter a minimum of 1 alphanumeric character, the "@" (at) symbol, at least 1 alphanumeric character, the "." (period) symbol, and at least 1 alphanumeric character.</p>
<p>1124 – ZIP Cd is not in valid format (12345, 12345-1234, 12345 1234).</p>	<p>Invalid ZIP Code format entered. Enter a minimum of 5 numeric characters, with an optional 4 numeric character extension.</p>

Related Topics

- Force Command

Force Group Management

Overview

The Force Systems Management module Force Group Management process provides the ability to view or update Force Group information. Force Group is the third tier of the structure.

Navigation

MASTER DATA MGMT > Force Group Management > Force Group Management page

Page Fields

The following fields display on the **Force Group Management** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
17	Select "Edit" button to revise selected fields in record(s).

Force Group Management Results Grid

- Command
- Group
- Force Group Description
- Contact
- Phone Nbr
- DSN
- Email

Optional

- Address 1
- Address 2
- Address 3
- City
- Country Cd
- Fax Nbr
- POC Office
- State Cd
- Zip

Procedures


DPAS Navigation Helpful Tips



Click the following link to display FSM Navigation Tips.


View a Force Group

Selecting  at any point of this procedure removes all revisions and closes the page.


Selecting  retains the information and returns to the previous page. **Bold** numbered steps are required.


1. View the Force system in the Force Group grid.

Force Group Management ^

 Grid Options ▾

Command	Group	Force Group Description	Contact	Phone Nbr	DSN	Email
Spt Equip HAF	Spt Equip	Support Equipment System Test Bug 58274	N/A	5555551212		bugtest@usaf.mil


10 items per page
1 - 1 of 1 items

 Edit

- Verify the Command.
- Verify the Group.
- Verify the Force Group Description.
- Verify the Contact.
- Verify the PHONE NBR.
- Verify the DSN.
- Verify the E-MAIL.

Update a Force Group

1. Select the desired record.
2. Select . The **Update the Force Group System** page appears.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 – No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
161 – Remarks must be alphanumeric with supported special character(s) \$, -, /, #, &, comma, period, and space, and max length of 256.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: \$, -, /, #, &, comma, period, and space, with a max length of 256. Special characters like ! or @ are prohibited.



323 – E-Mail Address structure is incorrect.

Invalid E-Mail Format Entered. Enter a minimum of 1 alphanumeric character, the "@" (at) symbol, at least 1 alphanumeric character, the "." (period) symbol, and at least 1 alphanumeric character.

1124 – ZIP Code is not in valid format (12345, 12345 – 1234, 12345 1234).

Invalid ZIP Code format entered. Enter a minimum of 5 numeric characters, with an optional 4 numeric character extension.

Related Topics

- Update the Force Group System
- Force Management
- Force Command
- Force Element
- DPAS FSM Navigation Tips
- DPAS FSM Results Grid Options Overview




Update a Force Group System

Overview

The Force Group Update process allows editing of the force group details.

Navigation

MASTER DATA MGMT > Force Group Management >  > Force Group Details page

Page Fields

The following fields display on the **Force Group Details** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
207	"Remarks" must be alphanumeric with supported special character(s) \$, -, /, #, &, comma, period, and space.
14	Select "Cancel" button to return to previous page.
548	Select "Save" to save the changes made to the Record(s).

Group Tab

Group
 Description *

Command
 Show Remarks

Remarks
 History Remarks

Contact Tab


Contact *
 Country Cd
 Address 1
 POC Office
 Address 2
 DSN
 Address 3
 Phone Nbr
 City
 FAX Nbr
 ZIP Cd
 Email
 State Cd
 Show Remarks

Remarks
 History Remarks

(*) Asterisk identifies mandatory fields.

Procedures


DPAS Navigation Helpful Tips

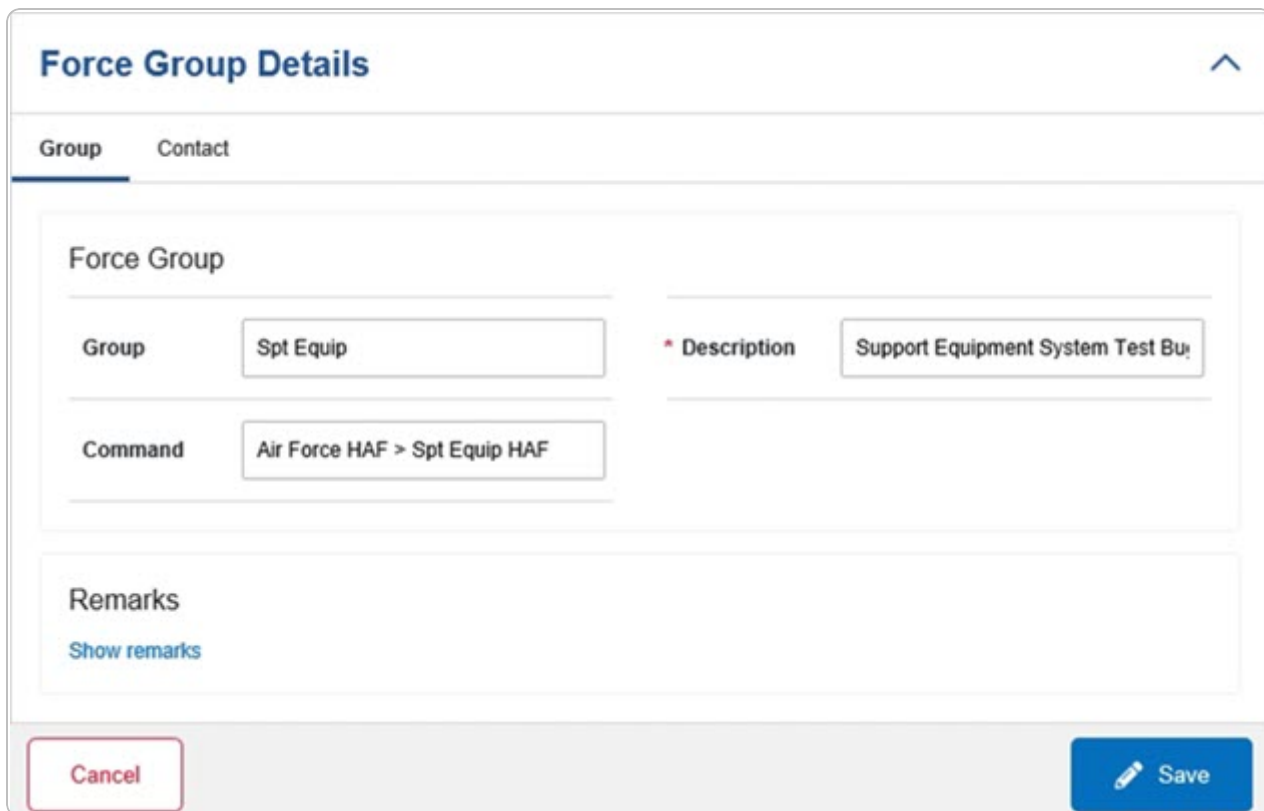


Click the following link to display FSM Navigation Tips.

Update a Force Group

Selecting  at any point of this procedure removes all revisions and closes the page.
Bold numbered steps are required.

1. Select the desired entry. *The Force Group is highlighted.*
2. Select . *The **Force Group Details** page displays.*
3. *View the Group tab.*



Force Group Details

Group Contact

Force Group

Group Spt Equip * Description Support Equipment System Test Bu

Command Air Force HAF > Spt Equip HAF

Remarks

[Show remarks](#)

Cancel Save

- A. Update the Group, entering the revised name in the field provided. *This is an 100 alphanumeric character field.*
- B. Update the Description, entering the revised information in the field provided. *This is an 250 alphanumeric character field.*
- C. Update the Command, entering the revised name in the field provided. *This is an 100 alphanumeric character field.*
- D. Select the Show Remarks hyperlink. *The Remarks and History Remarks fields appear.*
 - a. Update the Remarks, entering the revised information in the field provided. *This is a 1024 alphanumeric character field.*



- b. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*
4. Select the Contact Tab. *The Group tab closes and the Contact tab opens.*



Force Group Details


Group Contact

Contact

* Contact	<input type="text" value="N/A"/>	Country Cd	<input type="text" value="AF - AFGHANISTAN"/>
* Address 1	<input type="text" value="JUYH 87 AL"/>	POC Office	<input type="text"/>
Address 2	<input type="text"/>	DSN	<input type="text"/>
Address 3	<input type="text"/>	Phone Nbr	<input type="text" value="5555551212"/>
City	<input type="text"/>	Fax Nbr	<input type="text"/>
Zip Cd	<input type="text"/>	Email	<input type="text" value="bugtest@usaf.mil"/>
State Cd	<input type="text" value="Select a State Cd"/>		

Remarks
[Show remarks](#)

- A. Update the Contact, entering the revised name in the field provided. *This is an 50 alphanumeric character field.*

- B. Update the Country Cd, using to select the desired code.
 - C. Update the Address 1, entering the revised primary residence of the Contact in the field provided. *This is an 25 alphanumeric character field.*
 - D. Update the POC Office, entering the revised rank in the field provided. *This is an 30 alphanumeric character field.*
 - E. Update the Address 2, entering the revised residence in the field provided. *This is an 25 alphanumeric character field.*
 - F. Update the DSN, entering the revised number in the field provided. *This is a 20 alphanumeric character field.*
 - G. Update the Address 3, entering the revised residence in the field provided. *This is an 25 alphanumeric character field.*
 - H. Update the PHONE NBR, entering the revised number in the field provided. *This is a 25 alphanumeric character field.*
 - I. Update the City, entering the revised place in the field provided. *This is a 25 alphanumeric character field.*
 - J. Update the FAX NBR, entering the revised number in the field provided. *This is a 25 alphanumeric character field.*
 - K. Update the ZIP Cd, entering the revised code in the field provided. *This is a 10 alphanumeric character field.*
 - L. Update the E-MAIL, entering the revised address in the field provided. *This is a 65 alphanumeric character field.*
 - M. Update the State Cd, using to select the desired code.
 - N. Select the Show Remarks hyperlink. *The Remarks and History Remarks fields appear.*
 - a. Update the Remarks, entering the revised information in the field provided. *This is a 1024 alphanumeric character field.*
 - b. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*
5. Select . The **Force Group Details** page closes, and the **Force Group Management** page displays the updated information.



Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 – No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
161 – Remarks must be alphanumeric with supported special character(s) \$, -, /, #, &, comma, period, and space, and max length of 256.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: \$, -, /, #, &, comma, period, and space, with a max length of 256. Special characters like ! or @ are prohibited.
13 – Mandatory Entry: Description.	Missing Entry. Enter the appropriate information in the desired field.
13 – Mandatory Entry: Contact.	
761 – Phone Nbr, DSN, FAX Nbr, or Mobile Phone Nbr must be numeric, a minimum of 7 – pos, with supported special characters(s)	Invalid Characters Entered in the Phone Nbr / DSN Nbr / Mobile Phone Nbr field. Enter a minimum of 7 numeric characters, or the following permitted special characters to designate the extension: -, +, x, comma, period, and space.





<p>– , +, (), x, period and space.</p>	<p>Make sure there are no extra spaces before or after the number.</p>
<p>323 – E-Mail Address structure is incorrect.</p>	<p>Invalid E-Mail Format Entered. Enter a minimum of 1 alphanumeric character, the "@" (at) symbol, at least 1 alphanumeric character, the "." (period) symbol, and at least 1 alphanumeric character.</p>
<p>1124 – ZIP Cd is not in valid format (12345, 12345-1234, 12345 1234).</p>	<p>Invalid ZIP Code format entered. Enter a minimum of 5 numeric characters, with an optional 4 numeric character extension.</p>

Related Topics

- Force Group



Force Element Management

Overview

The Force Systems Management module Force Element Management process provides the ability to view or update Force Element information. Force Element is the bottom tier of the structure.

Navigation

MASTER DATA MGMT > Force Element Management > Force Element Management page

Page Fields

The following fields display on the **Force Element Management** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
17	Select "Edit" button to revise selected fields in record(s).
21	Select "Add" button to create a new record.

Force Element Management Results Grid

- Group
- Force Element Name
- Force Element Description
- Agency Cd
- Catalog

Optional

Force
Command
Contact
Address 1
Address 2
Address 3
City
Country Cd
Fax Nbr
POC Office
State Cd
Zip
Active

Procedures


DPAS Navigation Helpful Tips



Click the following link to display FSM Navigation Tips.

View a Force Element

Selecting  **Cancel** at any point of this procedure removes all revisions and closes the page.

Selecting  **Back** retains the information and returns to the previous page. **Bold** numbered steps are required.



1. View the Force system in the Force Element grid.

Force Element Management

Grid Options

Group	Force Element Name	Force Element Description	Agency Cd	Catalog
Spt Equip	Spt Equip 01	Support Equipment tst2	DF	FH-AFHAF
Spt Equip	Regression Element	7.2 Regression Add	DF	FH-AFHAF
Spt Equip	Regression Test 7.2.10	Regression Test 7.2.10	DF	FH-AFHAF
Spt Equip	Regression Test 7.2.20	Regression Test 7.2.20	DF	FH-AFHAF
Spt Equip	Regression 7.2.30	Regression 7.2.30	DF	FH-AFHAF
Spt Equip	System Test Bug 58274	System Test Bug 58274	DF	FH-AFHAF
Spt Equip	BPGTest1	BPG Test Force Element	DK	DD-DISAW
Spt Equip	BPGTest	BPG Test	D3	DD-DISAW
Spt Equip	Bug Test	Bug Test	DA	AA-ANAD
Spt Equip	Monkey Island	It is a secret to everyone	DF	DF-AFGEA

10 items per page 1 - 10 of 11 items

+ Add Edit

- *Verify the Group.*
- *Verify the Force Element Name.*
- *Verify the Force Element Description.*
- *Verify the Agency Cd.*
- *Verify the Catalog.*

Add a Force Element

Select . The **Add a Force Element** page appears.

Update a Force Element

1. Select the desired record.
2. Select . The **Update the Force Element System** page appears.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
161 — Remarks must be alphanumeric with supported special character(s) \$, -, /, #, &, comma, period, and space, and max length of 256.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: \$, -, /, #, &, comma, period, and space, with a max length of 256. Special characters like ! or @ are prohibited.
323 — E-Mail Address structure is incorrect.	Invalid E-Mail Format Entered. Enter a minimum of 1 alphanumeric character, the "@" (at) symbol, at least 1 alphanumeric character, the "." (period) symbol, and at least 1 alphanumeric character.



1124 – ZIP Code is not in valid format (12345, 12345 – 1234, 12345 1234).

Invalid ZIP Code format entered. Enter a minimum of 5 numeric characters, with an optional 4 numeric character extension.

Related Topics

- Update the Force Element System
- Add the Force Element System
- Force Management
- Force Command
- Force Group
- DPAS FSM Navigation Tips
- DPAS FSM Results Grid Options Overview




Add a Force Element System

Overview

The Force Element Add process allows the creation of the force element details.

Navigation

MASTER DATA MGMT > Force Element Management >  > Force Element Details page

Page Fields

The following fields display on the **Force Element Details** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
17	Select "Edit" button to revise selected fields in record(s).
14	Select "Cancel" button to return to previous page.

Element Tab

- Name *
- Description *
- Agency Cd *
- Auth Level
- Catalog *

Manage PA Auth
 Group *
 Status
 Show Remarks

Remarks
 History Remarks

Contact Tab

Contact *
 Country Cd
 Address 1
 POC Office
 Address 2
 DSN
 Address 3
 Phone Nbr
 City
 FAX Nbr
 ZIP Cd
 Email
 State Cd
 Show Remarks

Remarks
 History Remarks


Configuration Tab

Item Title
 Use I&S Data

(*) Asterisk identifies mandatory fields.

Procedures

DPAS Navigation Helpful Tips



Click the following link to display FSM Navigation Tips.

Add a Force Element

[Close](#)

Selecting [Close](#) at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

1. Select [+ Add](#). The **Add a Force Element** page appears.
2. View the **Element** tab.

Force Element Details ^

Element
Contact
Configuration

Force Element

* Name <input type="text"/>	* Description <input type="text"/>
* Agency Cd <input type="text" value=""/>	Auth Level <input type="text" value="S - Stock Nbr"/>
* Catalog <input type="text" value=""/>	Manage PA Auth <input type="text" value="No"/>
* Group <input type="text" value=""/>	Status <input type="text" value="Active"/>

Remarks

[Show remarks](#)

Cancel

✎ Save

- A. Enter the Name in the field provided. *This is a 25 alphanumeric character field.*
 - B. Enter the Description in the field provided. *This is a 250 alphanumeric character field.*
 - C. Use to select the Agency Cd.
 - D. Use to select the Auth Level.
 - E. Use to select the Catalog.
 - F. Use to select the Manage PA Auth.
 - G. Use to select the Group.
 - H. Use to select the Status.
 - I. Select the Show Remarks hyperlink. *The Remarks and History Remarks fields appear.*
 - a. Enter the Remarks in the field provided. *This is a 1024 alphanumeric character field.*
 - b. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*
3. Select the Contact Tab. *The Element tab closes and the Contact tab opens.*



Force Element Details

Element **Contact** Configuration

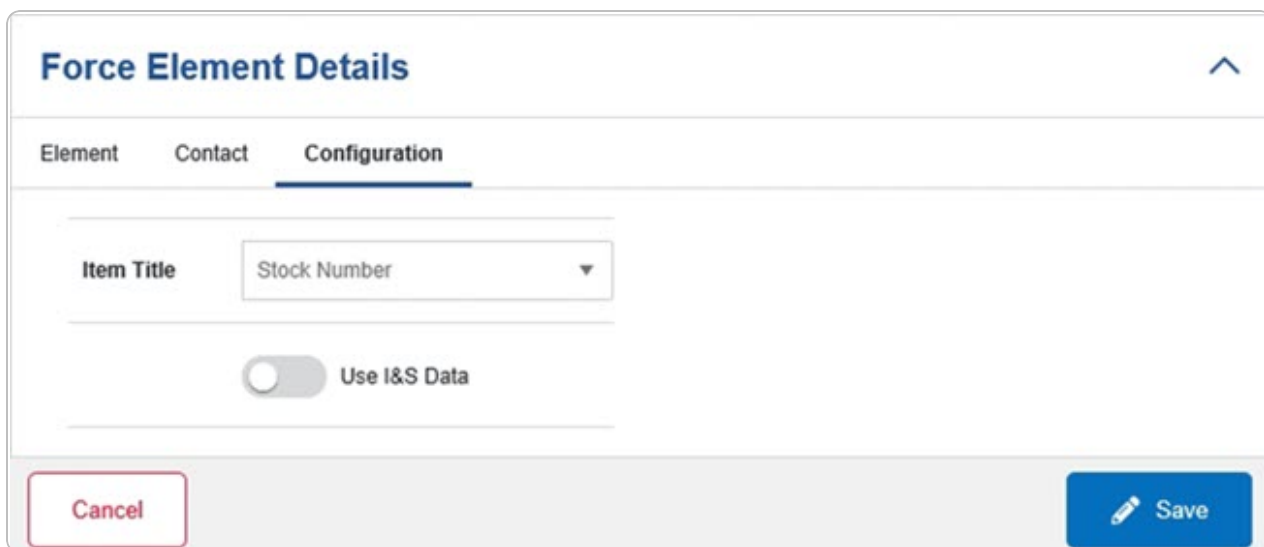
Contact

* Contact	<input type="text" value="Bridget Groce"/>	Country Cd	<input type="text" value="US - UNITED STATES OF AME"/>
* Address 1	<input type="text" value="4640 Trindle Road"/>	POC Office	<input type="text"/>
Address 2	<input type="text"/>	DSN	<input type="text"/>
Address 3	<input type="text"/>	Phone Nbr	<input type="text"/>
City	<input type="text" value="Camp Hill"/>	Fax Nbr	<input type="text"/>
Zip Cd	<input type="text" value="17011"/>	Email	<input type="text"/>
State Cd	<input type="text" value="PA - Pennsylvania"/>		

Remarks
[Show remarks](#)

- A. Enter the Contact in the field provided. *This is a 50 alphanumeric character field.*
- B. Use to select the Country Cd.
- C. Enter the Address 1 in the field provided. *This is a 25 alphanumeric character field.*
- D. Enter the POC Office in the field provided. *This is a 30 alphanumeric character field.*
- E. Enter the Address 2 in the field provided. *This is a 25 alphanumeric character field.*

- F. Enter the DSN in the field provided. *This is a 20 alphanumeric character field.*
 - G. Enter the Address 3 in the field provided. *This is a 25 alphanumeric character field.*
 - H. Enter the PHONE NBR in the field provided. *This is a 25 alphanumeric character field.*
 - I. Enter the City in the field provided. *This is a 25 alphanumeric character field.*
 - J. Enter the FAX NBR in the field provided. *This is a 25 alphanumeric character field.*
 - K. Enter the ZIP CD in the field provided. *This is a 10 alphanumeric character field.*
 - L. Enter the E-MAIL in the field provided. *This is a 65 alphanumeric character field.*
 - M. Use to select the State Cd.
 - N. Select the Show Remarks hyperlink. *The Remarks and History Remarks fields appear.*
 - a. Enter the Remarks in the field provided. *This is a 1024 alphanumeric character field.*
 - b. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*
4. Select the Configuration Tab. *The Contact tab closes and the Configuration tab opens.*



Force Element Details


Element Contact **Configuration**

Item Title Stock Number ▼

Use I&S Data

Cancel Save



- A. Use to select the Item Title.
 - B. Select Use I&S Data if the item can be replaced with an equal item. *The slider changes to and the substitute is acceptable.*
5. Select . *The **Force Element Details** page closes, and the **Force Element Management** page displays the updated information.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 – No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
161 – Remarks must be alphanumeric with supported special character(s) \$, -, /, #, &, comma, period, and space, and max length of 256.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: \$, -, /, #, &, comma, period, and space, with a max length of 256. Special characters like ! or @ are prohibited.
13 – Mandatory Entry: Description.	Missing Entry. Enter the appropriate information in the desired field.
13 – Mandatory Entry:	

Contact.	
761 — Phone Nbr, DSN, FAX Nbr, or Mobile Phone Nbr must be numeric, a minimum of 7 — pos, with supported special characters(s) — , +, (), x, period and space.	Invalid Characters Entered in the Phone Nbr / DSN Nbr / Mobile Phone Nbr field. Enter a minimum of 7 numeric characters, or the following permitted special characters to designate the extension: —, +, x, comma, period, and space. Make sure there are no extra spaces before or after the number.
323 — E-Mail Address structure is incorrect.	Invalid E-Mail Format Entered. Enter a minimum of 1 alphanumeric character, the "@" (at) symbol, at least 1 alphanumeric character, the "." (period) symbol, and at least 1 alphanumeric character.
1124 — ZIP Cd is not in valid format (12345, 12345-1234, 12345 1234).	Invalid ZIP Code format entered. Enter a minimum of 5 numeric characters, with an optional 4 numeric character extension.

Related Topics


- Force Element
- Update the Force Element System

Update a Force Element System

Overview

The Force Element Update process allows editing of the force element details.

Navigation

MASTER DATA MGMT > Force Element Management >  Edit > Force Element Details page

Page Fields

The following fields display on the **Force Element Details** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
17	Select "Edit" button to revise selected fields in record(s).
14	Select "Cancel" button to return to previous page.

Element Tab

- Name *
- Description *
- Agency Cd *
- Auth Level
- Catalog *

Manage PA Auth
 Group *
 Status
 Show Remarks

Remarks
 History Remarks

Contact Tab

Contact *
 Country Cd
 Address 1
 POC Office
 Address 2
 DSN
 Address 3
 Phone Nbr
 City
 FAX Nbr
 ZIP Cd
 Email
 State Cd
 Show Remarks

Remarks
 History Remarks


Configuration Tab

Item Title
 Use I&S Data

(*) Asterisk identifies mandatory fields.


Procedures


DPAS Navigation Helpful Tips



Click the following link to display FSM Navigation Tips.

Update a Force Element

Selecting  at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

1. Select the desired entry. *The Force Element is highlighted.*
2. Select  **Edit**. *The **Force Element Details** page displays.*
3. *View the Element tab.*

Force Element Details ^

Element
Contact
Configuration

Force Element

* Name <input type="text" value="BPGTest1"/>	* Description <input type="text" value="BPG Test Force Element"/>
* Agency Cd <input type="text" value="DK - DEFENSE INFORMATION"/>	Auth Level <input type="text" value="S - Stock Nbr"/>
* Catalog <input type="text" value="DD-DISAW - DD-DISAW"/>	Manage PA Auth <input type="text" value="Yes"/>
* Group <input type="text" value="Air Force HAF > Spt Equip HAF"/>	Status <input type="text" value="Active"/>

Remarks

[Show remarks](#)

Cancel

Save

- A. *Verify the Name.*
 - B. Update the Description, entering the revised information in the field provided. *This is an 250 alphanumeric character field.*
 - C. Update the Agency Cd, using to select the desired code.
 - D. *Verify the Auth Level.*
 - E. Update the Catalog, using to select the desired code.
 - F. Update the Manage PA Auth, using to select the desired code.
 - G. *Verify the Group.*
 - H. Update the Status, using to select the desired code.
 - I. Select the Show Remarks hyperlink. *The Remarks and History Remarks fields appear.*
 - a. Update the Remarks, entering the revised information in the field provided. *This is a 1024 alphanumeric character field.*
 - b. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*
4. Select the Contact Tab. *The Element tab closes and the Contact tab opens.*



Force Element Details

Element **Contact** Configuration

Contact

* Contact	<input type="text" value="Bridget Groce"/>	Country Cd	<input type="text" value="US - UNITED STATES OF AME"/>
* Address 1	<input type="text" value="4640 Trindle Road"/>	POC Office	<input type="text"/>
Address 2	<input type="text"/>	DSN	<input type="text"/>
Address 3	<input type="text"/>	Phone Nbr	<input type="text"/>
City	<input type="text" value="Camp Hill"/>	Fax Nbr	<input type="text"/>
Zip Cd	<input type="text" value="17011"/>	Email	<input type="text"/>
State Cd	<input type="text" value="PA - Pennsylvania"/>		

Remarks
[Show remarks](#)

- A. Update the Contact, entering the revised name in the field provided. *This is an 50 alphanumeric character field.*
- B. Update the Country Cd, using to select desired code.
- C. Update the Address 1, entering the revised primary residence of the Contact in the field provided. *This is an 25 alphanumeric character field.*

- D. Update the POC Office, entering the revised rank in the field provided. *This is an 30 alphanumeric character field.*
 - E. Update the Address 2, entering the revised residence in the field provided. *This is an 25 alphanumeric character field.*
 - F. Update the DSN, entering the revised number in the field provided. *This is a 20 alphanumeric character field.*
 - G. Update the Address 3, entering the revised residence in the field provided. *This is an 25 alphanumeric character field.*
 - H. Update the PHONE NBR, entering the revised number in the field provided. *This is a 25 alphanumeric character field.*
 - I. Update the City, entering the revised place in the field provided. *This is a 25 alphanumeric character field.*
 - J. Update the FAX NBR, entering the revised number in the field provided. *This is a 25 alphanumeric character field.*
 - K. Update the ZIP CD, entering the revised code in the field provided. *This is a 10 alphanumeric character field.*
 - L. Update the E-MAIL, entering the revised address in the field provided. *This is a 65 alphanumeric character field.*
 - M. Update the State Cd, using to select desired code.
 - N. Select the Show Remarks hyperlink. *The Remarks and History Remarks fields appear.*
 - a. Update the Remarks, entering the revised information in the field provided. *This is a 1024 alphanumeric character field.*
 - b. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*
5. Select the Configuration Tab. *The Contact tab closes and the Configuration tab opens.*



Force Element Details ^

Element Contact Configuration

Item Title Stock Number ▼

Use I&S Data

Cancel

 Save

- A. Update the Item Title, using to select desired identification.
 - B. Verify the Use I&S Data contains the appropriate or . *When green, the item can be replaced with an equal item.*
6. Select . The **Force Element Details** page closes, and the **Force Element Management** page displays the updated information.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
<p>125 – No record(s) match search criteria or you do not have the appropriate security access.</p>	<p>Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.</p>



<p>161 – Remarks must be alphanumeric with supported special character(s) \$, -, /, #, &, comma, period, and space, and max length of 256.</p>	<p>Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: \$, -, /, #, &, comma, period, and space, with a max length of 256. Special characters like ! or @ are prohibited.</p>
<p>13 – Mandatory Entry: Description.</p>	<p>Missing Entry. Enter the appropriate information in the desired field.</p>
<p>13 – Mandatory Entry: Contact.</p>	
<p>761 – Phone Nbr, DSN, FAX Nbr, or Mobile Phone Nbr must be numeric, a minimum of 7 – pos, with supported special characters(s) -, +, (), x, period and space.</p>	<p>Invalid Characters Entered in the Phone Nbr / DSN Nbr / Mobile Phone Nbr field. Enter a minimum of 7 numeric characters, or the following permitted special characters to designate the extension: -, +, x, comma, period, and space. Make sure there are no extra spaces before or after the number.</p>
<p>323 – E-Mail Address structure is incorrect.</p>	<p>Invalid E-Mail Format Entered. Enter a minimum of 1 alphanumeric character, the "@" (at) symbol, at least 1 alphanumeric character, the "." (period) symbol, and at least 1 alphanumeric character.</p>
<p>1124 – ZIP Cd is not in valid format (12345, 12345-</p>	<p>Invalid ZIP Code format entered. Enter a minimum of 5 numeric characters, with an optional</p>





1234, 12345 1234).

4 numeric character extension.

Related Topics

- Force Element
- Add the Force Element System



Assignment

Overview

The Force System Management module Assignment process provides the ability to view, approve, or reject pending connections (the handshake) between FSM and PA. The connection process starts in PA on the ACTBL UIC/UIC screen, and sends the connection for approval to the FSM Assignment screen.

Navigation

MASTER DATA MGMT > Assignment > Assignment page

Page Fields

The following fields display on the **Assignment** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
12	Select "Search" button to view Search Results page.
13	Select "Reset" button to clear data.

Force Elements

Pending Approval Fields

Site

Actbl UIC
UIC
UIC Name
State
Remarks

Optional

DoDAAC
Org Id
Major Command Cd

Completed Fields

Site
Actbl UIC
UIC
UIC Name
State
Actions
Remarks

Optional

DoDAAC
Org Id
Major Command Cd

UIC Detach

Remarks
History Remarks

Procedure

DPAS Navigation Helpful Tips




Click the following link to display FSM Navigation Tips.

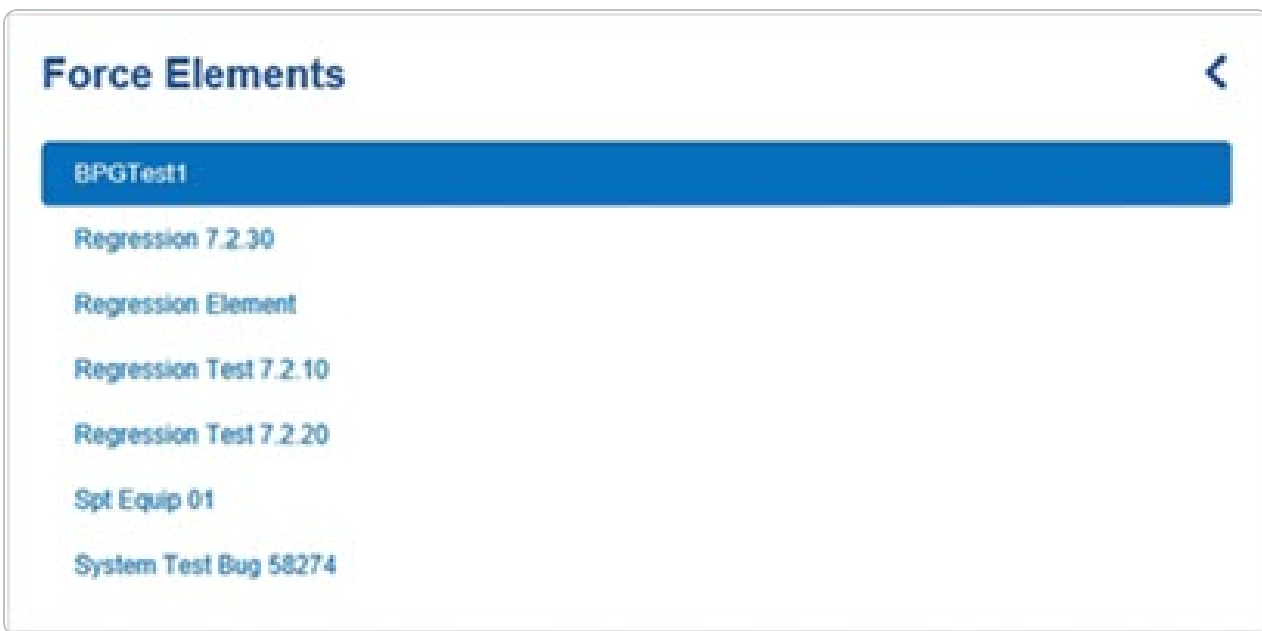


Search For an Assignment

Selecting  at any point of this procedure removes all revisions and closes the page.

Selecting  retains the information and returns to the previous page. **Bold** numbered steps are required.

1. Select the desired Force Element hyperlink in the Force Elements panel. *The Pending Approval and Completed panels appear and populate.*



The screenshot shows a panel titled "Force Elements" with a back arrow in the top right corner. Below the title is a list of items:

- BPGTest1** (highlighted with a blue bar)
- Regression 7.2.30
- Regression Element
- Regression Test 7.2.10
- Regression Test 7.2.20
- Spt Equip 01
- System Test Bug 58274

2. View the Pending Approval panel.






Spt Equip 01 - Pending Approval

Grid Options Save Reset

Site	Actbl UIC	UIC	UIC Name	State	Remarks
FH-AFHAF	FE6222	FE6222	BATTLE CREEK ANG MI	Postponed	
FH-AFHAF	FE6043	JH0611	JH0611 EXT TEST	Pending	
FH-AFHAF	FE6191	JH220A	JH220A UIC	Postponed	
FH-AFHAF	FE6191	JH220B	JH220B UIC	Pending	
FH-AFHAF	FE6381	NG0813	0146WEA80000	Postponed	

1 - 5 of 5 items

- The Site automatically populates and is not editable.
 - The ACTBL UIC automatically populates and is not editable.
 - The UIC automatically populates and is not editable.
 - The UIC Name automatically populates and is not editable.
 - Select  in the State field. The field becomes editable.
 - Use  to select the State.
 - Select  in the Remarks column. An empty text field appears.
 - Enter the Remarks in the field provided. This is a 1,024 alphanumeric character field.
 - The DoDAAC automatically populates and is not editable.
 - The ORG ID automatically populates and is not editable.
 - The Major Command Code automatically populates and is not editable.
3. View the Completed panel.

Spt Equip 01 - Completed

Grid Options

Site	Actbl UIC	UIC	UIC Name	State	Actions	Remarks
FH-AFHAF	FE6606	BPG123	BPG TESTING	Approved	Detach	
FH-AFHAF	FE6606	BPG234	BPG TESTING 2	Approved	Detach	
FH-AFHAF	FE4654	BPU000	BPU000	Approved	Detach	
FH-AFHAF	FE4654	BPU1AQ	BPU1AQ	Approved	Detach	
FH-AFHAF	FE4654	BPU1FU	BPU1FU	Approved	Detach	

1 - 5 of 47 items

- The Site automatically populates and is not editable.
- The ACTBL UIC automatically populates and is not editable.
- The UIC automatically populates and is not editable.
- The UIC Name automatically populates and is not editable.
- The State automatically populates and is not editable.
- Select [Detach](#) . The **UIC Detach** pop-up window appears.

UIC Detach
✕

Are you sure you want to detach BPG123 from Spt Equip 01?

Remarks

History Remarks

1. Enter the Remarks in the field provided. *This is a 1,024 alphanumeric character field.*
2. Enter the History Remarks in the field provided. *This is a 1,024 alphanumeric character field.*
3. Select . *The record is removed from the Completed panel.*
 - *The Remarks automatically populates and is not editable.*
 - *The DoDAAC automatically populates and is not editable.*
 - *The ORG ID automatically populates and is not editable.*
 - *The Major Command Code automatically populates and is not editable.*

Detach a UIC

1. Select **Detach**. The **UIC Detach** pop-up window appears.

UIC Detach

Are you sure you want to detach BPG123 from Spt Equip 01?

Remarks

History Remarks

No Yes

2. Enter the Remarks in the field provided. *This is a 1,024 alphanumeric character field.*
3. Enter the History Remarks in the field provided. *This is a 1,024 alphanumeric character field.*
4. Select **Yes**. *The record is removed from the Completed panel.*



Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 – No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

- Force Management
- Force Update
- DPAS FSM Navigation Tips
- DPAS FSM Results Grid Options Overview

Platform

Overview

The Force Systems Management module Platform process provides the ability to view, create, or update the platform information. The Platform is at the Force level, which means each of the Force Elements see the same platforms.

Navigation

MASTER DATA MGMT > Platform > Platform page

Page Fields

The following fields display on the **Platform** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
12	Select "Search" button to view Search Results page.

Platform Search Criteria

Platform
Description

Search Results

Platform Name
Platform Description
Remarks


Procedures

DPAS Navigation Helpful Tips





Click the following link to display FSM Navigation Tips.

Search for a Platform

One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting  at any point of this procedure returns all fields to the default "All" setting.

1. In the Search Criteria box, narrow the results by entering one or more of the following optional fields:.

- Use  to select the Platform.
 - Enter the Description in the field provided. *This is a 1,024 alphanumeric character field.*
2. Select . The Search Results panel opens, showing the list of Platforms.



Search Results

Grid Options ▾ + Add Delete Save Reset

<input type="checkbox"/>	Platform Name ↑ ▾	Platform Description ▾	Remarks ▾
<input type="checkbox"/>	BPG123	BPG Test	BPG Test

Selected 0/1 ◀ (◀) (▶) ▶ 100 ▾ items per page 1 - 1 of 1 items

Add a Platform




Search Results

Grid Options ▾ + Add Delete Save Reset

<input type="checkbox"/>	Platform Name ↑ ▾	Platform Description ▾	Remarks ▾
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	BPG123	BPG Test	BPG Test

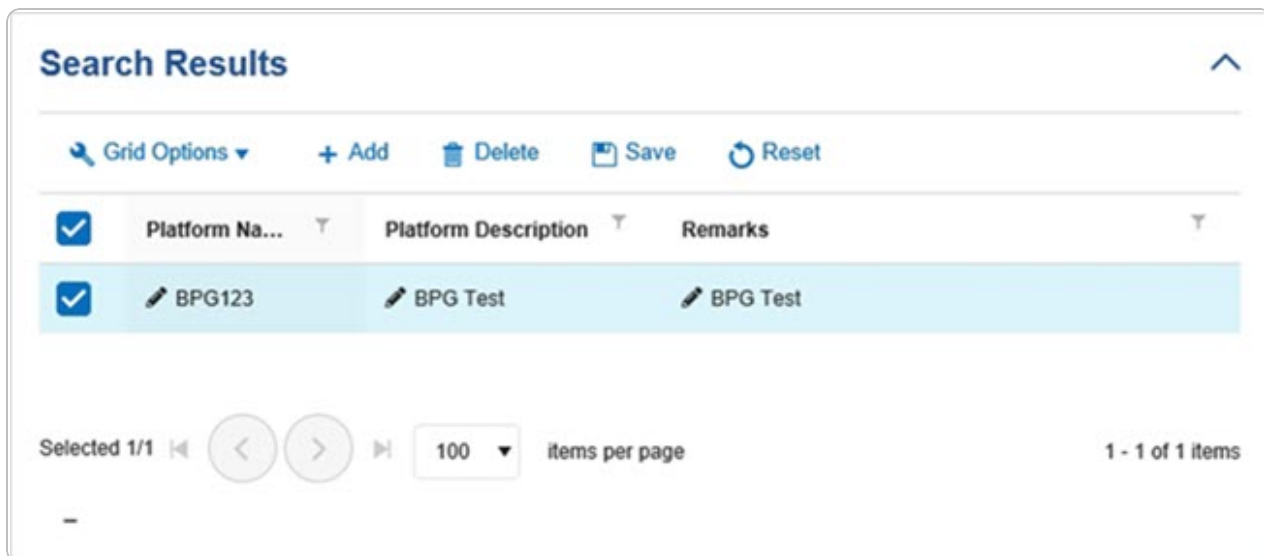
Selected 0/2 ◀ (◀) (▶) ▶ 100 ▾ items per page 1 - 2 of 2 items



1. Select . A new Search Results row appears.
2. Select in the Platform Name column. An empty text field appears.



3. Enter the Platform Name in the field provided. *This is a 30 alphanumeric character field.*
4. Select  in the Platform Description column. *An empty text field appears.*
5. Enter the Platform Description in the field provided. *This is a 1,024 alphanumeric character field.*
6. Select  in the Remarks column. *An empty text field appears.*
7. Enter the Remarks in the field provided. *This is a 1,024 alphanumeric character field.*
8. Select . *The new Platform saves, and is no longer editable.*

Update a Platform

1. Select in front of the desired platform. *The row is highlighted, and appears.*

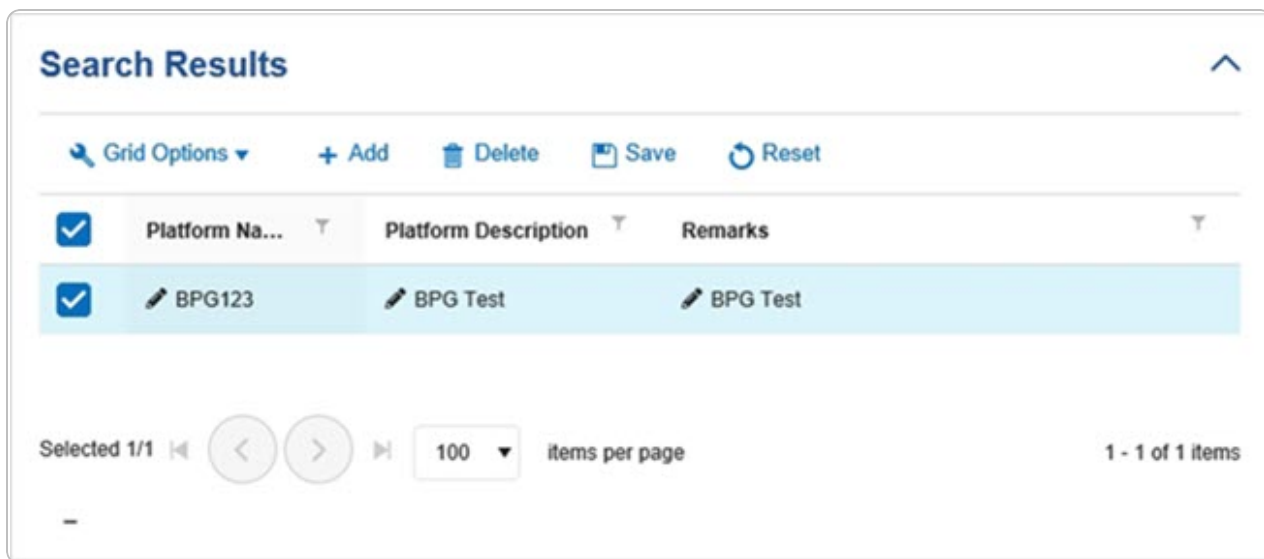


2. Select  in the Platform Name column. *The Platform Name appears in an editable text field.*
3. Update the Platform Name, entering the revised name in the field provided. *This is a 30 alphanumeric character field.*
4. Select  in the Platform Description column. *The Platform Description appears in an editable text field.*

5. Update the Platform Description, entering the revised information in the field provided. *This is a 1,024 alphanumeric character field.*
6. Select  in the Remarks column. *The Remarks appears in an editable text field.*
7. Update the Remarks, entering the revised information in the field provided. *This is a 1,024 alphanumeric character field.*
8. Select . *The revised Platform saves, and is no longer editable.*

Delete a Platform

1. Select in front of the desired platform. *The row is highlighted, and appears.*



2. Select . *The **Delete Platform** pop-up window appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
161 — Remarks must be alphanumeric with supported special character(s) \$, -, /, #, &, comma, period, and space, and max length of 256.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: \$, -, /, #, &, comma, period, and space, with a max length of 256. Special characters like ! or @ are prohibited.
323 — E-Mail Address structure is incorrect.	Invalid E-Mail Format Entered. Enter a minimum of 1 alphanumeric character, the "@" (at) symbol, at least 1 alphanumeric character, the "." (period) symbol, and at least 1 alphanumeric character.
1124 — ZIP Code is not in valid format (12345, 12345 — 1234, 12345 1234).	Invalid ZIP Code format entered. Enter a minimum of 5 numeric characters, with an optional 4 numeric character extension.

Related Topics


- Force Management
- Delete a Platform
- DPAS FSM Navigation Tips
- DPAS FSM Results Grid Options Overview

Delete a Platform

Overview

The Platform Delete process allows removal of a Platform from the Force Element.

Navigation

MASTER DATA MGMT > Platform > (desired record) >  Delete > Delete a Platform pop-up window

Page Fields

The following fields display on the **Delete a Platform** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
--------	-------

Delete a Platform

History Remarks

Procedures


DPAS Navigation Helpful Tips




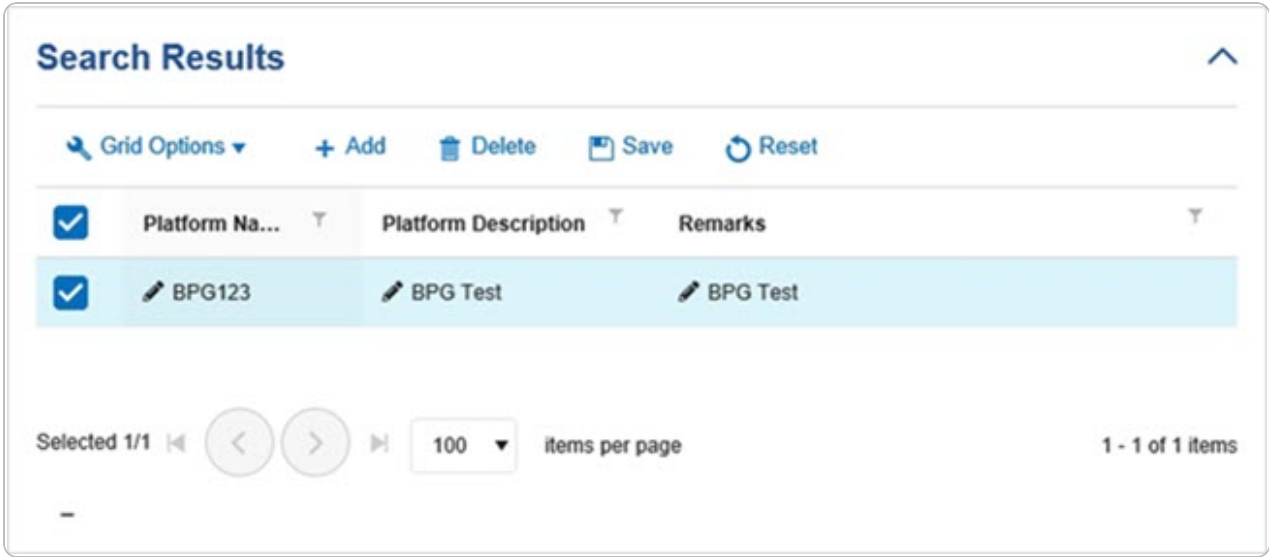
Click the following link to display FSM Navigation Tips.

Delete a Platform

Selecting  at any point of this procedure removes all revisions and closes the page.




Selecting  retains the information and returns to the previous page. **Bold** numbered steps are required.

1. Select in front of the desired platform. *The row is highlighted, and  appears.*



Search Results

Grid Options ▾ + Add Delete Save Reset

<input checked="" type="checkbox"/>	Platform Na... ▾	Platform Description ▾	Remarks ▾
<input checked="" type="checkbox"/>	 BPG123	 BPG Test	 BPG Test

Selected 1/1 ◀ ▶ 100 items per page 1 - 1 of 1 items

2. Select . *The **Delete Platform** pop-up window appears.*

Delete Platform
X

Are you sure you want to delete this Platform?

History Remarks

3. Enter the History Remarks in the field provided. *This is a 1,024 alphanumeric character field.*
4. Select . *The **Delete Platform** pop-up window closes, and the Platform is removed from the Search Results grid.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
161 – Remarks must be alphanumeric with supported special character(s)	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: \$, -, /, #, &



\$, — , / , # , & , comma, period, and space, and max length of 256.

comma, period, and space, with a max length of 256. Special characters like ! or @ are prohibited.

Related Topics

- Force Management
- Platform



Authorization Manager

Overview

The Force Systems Management module Authorization Manager process provides the ability to view or update the Authorization Manager's information. The Force Officer assigns the Platform to the Authorization Manager, giving the manager access to the different authorization applications.

Navigation

MASTER DATA MGMT > AUTH MGR AUD > Authorization Manager page

Page Fields

The following fields display on the **Authorization Manager** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
12	Select "Search" button to view Search Results page.

Authorization Manager Search Criteria

- User Id
- Last Name
- First Name
- Platform

Search

User Id

Last Name
First Name
Middle Name

Search Results

Platform
Platform Desc
User Id


Procedures

DPAS Navigation Helpful Tips



Click the following link to display FSM Navigation Tips.

Search for an Authorization Manager

One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting  at any point of this procedure returns all fields to the default "All" setting.

1. In the Search Criteria box, narrow the results by entering one or more of the following optional fields:.


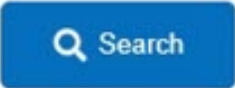
Search Criteria ◀


User Id


Last name

First name


Platform

 Enter criteria and select "Search" to view results.

- Enter the USER ID in the field provided. *This is a 25 alphanumeric character field.*
 - Enter the Last Name in the field provided. *This is a 50 alphanumeric character field.*
 - Enter the First Name in the field provided. *This is a 50 alphanumeric character field.*
 - Enter the Platform in the field provided. *This is a 30 alphanumeric character field.*
2. Select  . *The Authorization Manager(s) appears below the Search Criteria.*

User Id ↑	Last Name	First Name	Middle Name
CJLEFAIVRE	LEFAIVRE	COURTNEY	
CNEVANS	EVANS	CAROL	
DLANTRY	ANTRY	DAVID	
EESCOBEDO	ESCOBEDO	EMILY	
HARVEYMS	HARVEY	MATTHEW	S


 5 items per page
 1 - 5 of 9 items

3. Select the desired USER ID. *The Search Results panel opens, showing the Authorization Manager's list of Platforms.*

Search Results

<input type="checkbox"/>	Platfor... ▾	Platform De... ▾	User Id ▾
<input type="checkbox"/>	Admin	Admin	JDLR
<input type="checkbox"/>	CRK Platform	CRK Platform	JDLR
<input type="checkbox"/>	ExtTest	External Test	JDLR

Selected 0/3
 items per page
 1 - 3 of 3 items


Add an Authorization Manager

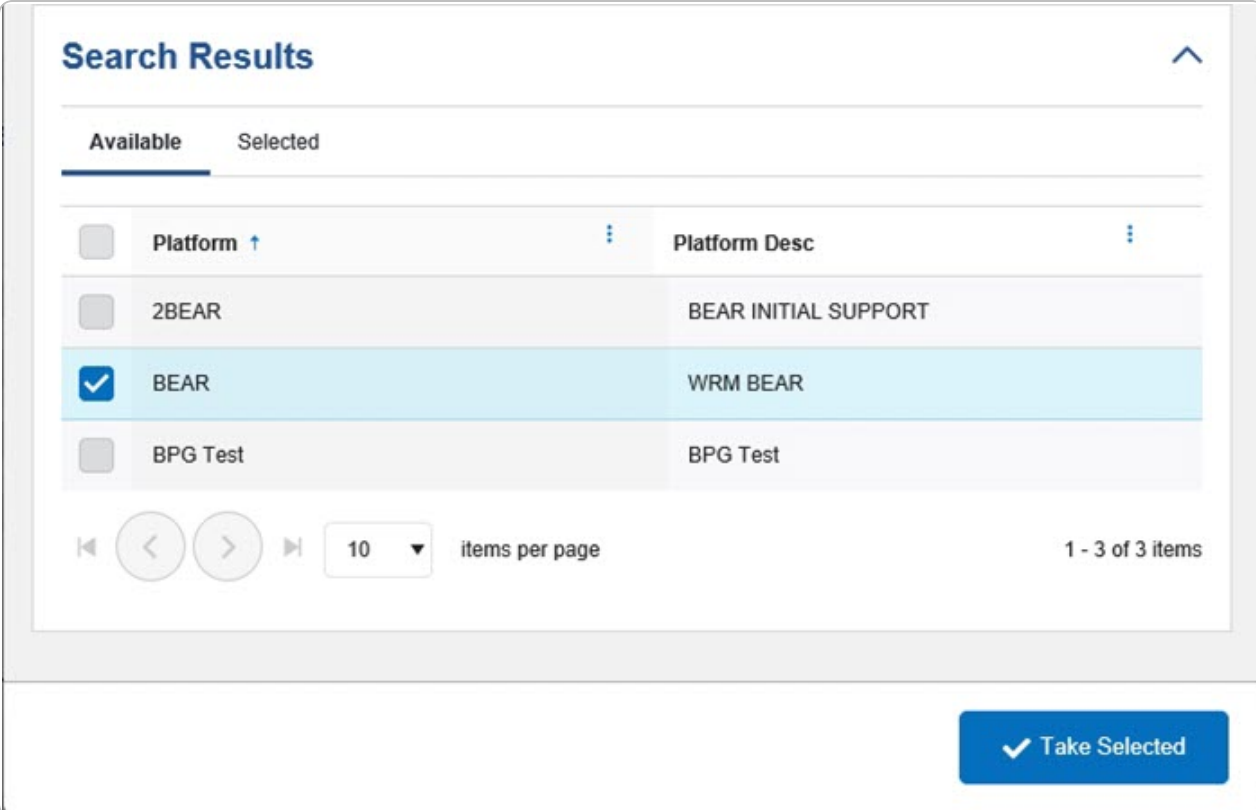
1. Select . The **Platform Browse** pop-up window appears.
2. In the Search Criteria box, narrow the results by entering one or more of the following optional fields:.

Search Criteria

Platform
 Platform Desc

- Enter the Platform in the field provided. *This is a 30 alphanumeric character field.*
- Enter the Platform DESC in the field provided. *This is a 1,024 alphanumeric character field.*

3. Select . *The Search Results panel opens, open to the Available tab with the entire list of Platforms.*



Search Results

Available Selected

<input type="checkbox"/>	Platform ↑	Platform Desc
<input type="checkbox"/>	2BEAR	BEAR INITIAL SUPPORT
<input checked="" type="checkbox"/>	BEAR	WRM BEAR
<input type="checkbox"/>	BPG Test	BPG Test

10 items per page 1 - 3 of 3 items

Take Selected

4. Select in front of the desired platform(s). *The row(s) are highlighted, and appears.*
5. Choose the Selected tab. *The tab shows all the Platforms selected.*



Search Results ^

Available Selected

	Platform ↑	Platform Desc
Remove	BEAR	WRM BEAR

◀ ⏪ ⏩ ▶
 items per page
 1 - 1 of 1 items

✓ Take Selected

6. Select ✓ Take Selected. The **Platform Browse** pop-up window closes, and the selected Platform(s) appear in the Search Results grid.


Search Results ^

🔍 Grid Options ▾
+ Add
🗑 Delete
📄 Save
🔄 Reset

	Platform ↑	Platform Desc	User Id
<input type="checkbox"/>	BEAR	WRM BEAR	CJLEFAIVRE
<input type="checkbox"/>	2BEAR	BEAR INITIAL SUPPORT	CJLEFAIVRE
<input type="checkbox"/>	BPG Test	BPG Test	CJLEFAIVRE

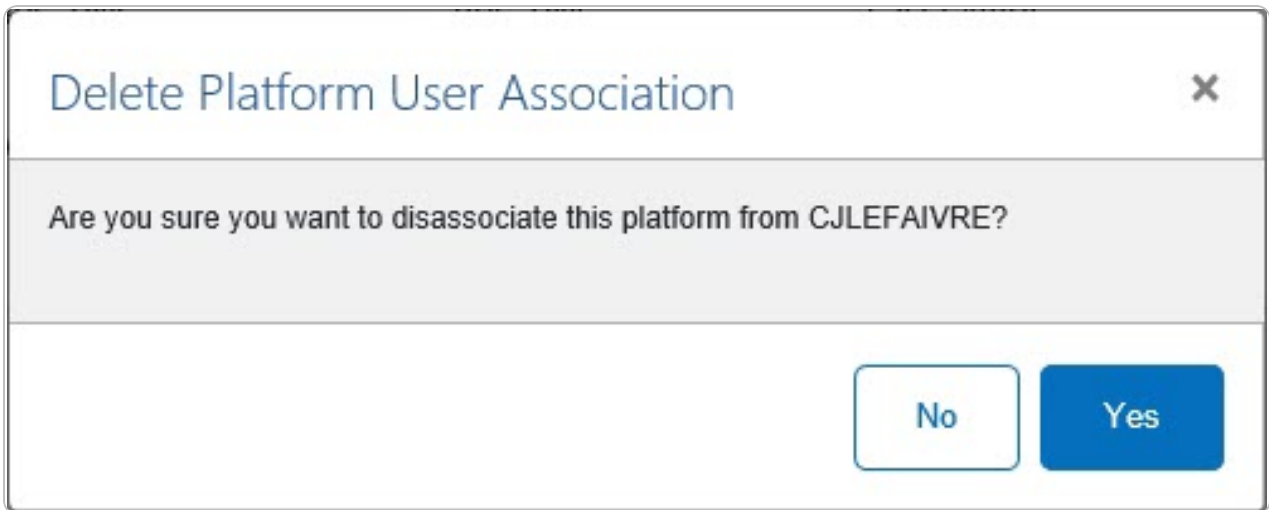
Selected 0/3
◀ ⏪ ⏩ ▶
 items per page
 1 - 3 of 3 items


-

7. Select . *The Platform(s) are associated to the USER ID.*

Delete an Authorization Manager

1. Select in front of the desired platform. *The row is highlighted, and appears.*
2. Select . *The **Delete Platform User Association** pop-up window appears.*



3. Select . *The **Delete Platform User Association** pop-up window closes, and the Platform is disassociated from the USER ID.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 – No record(s) match search criteria or you do	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access.

<p>not have the appropriate security access.</p>	<p>Enter different Search Criteria and try the Search again.</p>
<p>350 – Must be alphanumeric with supported special characters \$, -, /, #, &, ;, comma, period, and space.</p>	<p>Invalid Entry. The characters entered in the field include prohibited special characters. Enter alphanumeric (alphabetic "A" through "Z", numeric "0" through "9") characters, or the following permitted special characters: \$, -, /, #, &, ;, comma, period, and space. Special characters like ! or @ are prohibited.</p>

Related Topics

- Force Management
- Platform Management
- DPAS FSM Navigation Tips
- DPAS FSM Results Grid Options Overview

Authorization Management

Overview

The Force Systems Management module Authorization Management process provides the ability to create, view, update, or delete a platform authorization.

Navigation

Authorization MGMT > Authorization Management > Authorization Management page

Page Fields

The following fields display on the **Authorization Management** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
12	Select "Search" button to view Search Results page.
13	Select "Reset" button to clear data.
412	Select "Grid Options" button for additional actions.
21	Select "Add" button to create a new record.
529	Select "Edit" to update the selected {0} record(s).

530 Select "Delete" to remove the selected {0} record(s).

Search Criteria

Authorization Id
Platform


Search Results Grid

Authorization Id
Authorization Type
Authorization Desc
Platform
Mission Description
Match Qty
Unit Edit

Procedures

DPAS Navigation Helpful Tips
 Click the following link to display FSM Navigation Tips.

Search For an Authorization

One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting  at any point of this procedure returns all fields to the default "All" setting.

1. In the Search Criteria panel, narrow the results by entering one or more of the following optional fields:.

Search Criteria ^

Authorization Id

Platform

- Enter the Authorization ID, or use to browse for the entry. *This is a 4-7 alpha-numeric character field.*
Authorization Browse help
 - Use to select the Platform.
2. Select . *The results appear in the **Authorization Management Search Results** panel.*

Search Results

Grid Options + Add Edit Delete Details



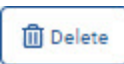


Authorization Id	Authorization Type	Authorization Desc	Platform	Mission Description	Match Qty	Unit Edit
102319b	Primary	ts42	Admin	ts42	On	On
1234567	Standard	1234567 desc	Admin	1234567 mission	On	On
45082	Standard	45082 Desc	Admin	45082 Mission	Off	Off
jh0506a	Primary	2020.1.3	Admin	2020.1.3	On	On
jh0615a	Standard	Auth Mgmt Test 6-15-20	Admin	Auth Mgmt Test 6-15-20	On	On
jh0708a	Standard	iph 7/8/2020	Admin	iph 7/8/2020	On	On
jh1021a	Standard	regression 2020.3.1	Admin	regression 2020.3.1	On	On
jh20203	Standard	Regression 2020.3	Admin	Regression 2020.3	On	On
test122	Standard	test 122 Description	Admin	test122 Mission	Off	Off
ts45082	Standard	ts45082 desc	Admin	ts45082 mission	Off	Off

Selected 0/10 1 20 items per page 1 - 10 of 10 items





Add an Authorization

Select . The **Add an Authorization Management** page appears.





Update an Authorization

- Click  to select the desired entry. The **Authorization Management** record is highlighted, and , , and  become available.
- Select . The **Update the Authorization Management** page appears.

Delete an Authorization

1. Click to select the desired entry. *The Authorization Management record is highlighted, and  Edit,  Delete, and  Details become available.*
2. Select . *The **Delete the Authorization Management** page appears.*

View the Details of an Authorization

1. Click to select the desired entry. *The Authorization Management record is highlighted, and  Edit,  Delete, and  Details become available.*
2. Select . *The **Authorization Details** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 – No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
161 – Remarks must be alphanumeric with supported special character(s) \$, -, /, #, &, comma,	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: \$, -, /, #, &, comma, period, and space, with a max length of



period, and space, and max length of 256.

256. Special characters like ! or @ are prohibited.

Related Topics

- Add an Authorization Management
- Update the Authorization Management
- Delete the Authorization Management
- View the Authorization Details




Add an Authorization Management

Overview

The Authorization Management Add process provides the ability to create new authorizations.

Navigation

Authorization MGMT > Authorization Management >  > Add an Authorization page

Page Fields

The following fields display on the **Add an Authorization** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
14	Select "Cancel" button to return to previous page.
548	Select "Save" to save the changes made to the Record(s).
550	Select "Browse" to Add an Attachment.
551	Select "x" to Delete an Attachment.

207	"Remarks" must be alphanumeric with supported special character(s) \$, -, /, #, &, comma, period, and space.
------------	--

Authorization Tab

- Authorization Type *
- Date Last Reviewed
- Authorization Id *
- Reviewer
- Platform
- Authorization Desc
- Match Qty
- Mission Desc
- Unit Edit

Attachments Tab

- Primary Name
- Description

Remarks Tab

- Remarks
- History Remarks

(*). Asterisk identifies mandatory fields.

Procedures

DPAS Navigation Helpful Tips











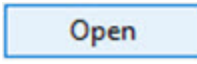


Click the following link to display FSM Navigation Tips.

Add an Authorization

Selecting  at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

1. Select . The **Add an Authorization** page appears.

2. Use  to select the Authorization Type.
3. Use  to select the Date Last Reviewed, or enter the date (MM/DD/YYYY) in the field provided.
4. Enter the Authorization ID in the field provided. *This is a 4-7 alphanumeric character field.*

5. Enter the Reviewer in the field provided. *This is a 30 alphanumeric character field.*
6. Use  to select the Platform.
7. Enter the Authorization DESC in the field provided. *This is a 250 alphanumeric character field.*
8. Click  to select the Match QTY. *The slider changes to  and the value of the Force Authorization Quantity matches the value of the Force Required Quantity.*
9. Enter the Mission DESC in the field provided. *This is a 125 alphanumeric character field.*
10. Click  to select the Unit Edit. *The slider changes to  and the user is able to set Unit specific Authorization and Required Quantity values.*
11. Select  in the Attachments panel. *The **Choose File to Upload** pop-up window appears.*
 - A. Choose the file to attach, and select it.
 - B. Select . *The **Choose File to Upload** pop-up window closes, and the file name appears in the Name field.*
 - C. Click to select Primary. *This indicates which attachment the system should open first if there are multiple documents.*
 - D. Select  in the Description field. *The field becomes editable.*
 - E. Enter the Description in the field provided. *This is an 250 alphanumeric character field.*
12. Select the Show remarks hyperlink in the Remarks panel. *The Remarks and History Remarks fields appear.*
 - A. Enter the Remarks in the field provided. *This is a 1024 alphanumeric character field.*
 - B. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*
13. Select . *The **Add an Authorization** page closes, and the **Authorization Management** page displays the new information.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 – No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
161 – Remarks must be alphanumeric with supported special character(s) \$, -, /, #, &, comma, period, and space, and max length of 256.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: \$, -, /, #, &, comma, period, and space, with a max length of 256. Special characters like ! or @ are prohibited.

Related Topics

- Authorization Management Overview
- Update the Authorization Management
- Delete the Authorization Management

Update an Authorization Management

Overview

The Authorization Management Update process allows editing of the authorization details.

Navigation

Authorization MGMT > Authorization Management > (desired record) >  Edit >
 Authorization Edit page

Page Fields

The following fields display on the **Authorization Edit** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
14	Select "Cancel" button to return to previous page.
548	Select "Save" to save the changes made to the Record(s).
550	Select "Browse" to Add an Attachment.
551	Select "x" to Delete an Attachment.

207	"Remarks" must be alphanumeric with supported special character(s) \$, -, /, #, &, comma, period, and space.
------------	--

Authorization Tab

- Authorization Type *
- Date Last Reviewed
- Authorization Id *
- Reviewer
- Platform
- Authorization Desc
- Match Qty
- Mission Desc
- Unit Edit

Attachments Tab

- Primary Name
- Description

Remarks Tab

- Remarks
- History Remarks

(*). Asterisk identifies mandatory fields.


Procedures


DPAS Navigation Helpful Tips








Click the following link to display FSM Navigation Tips.

Update an Authorization

Selecting  at any point of this procedure removes all revisions and closes the page.

Selecting  retains the information and returns to the previous page. **Bold** numbered steps are required.

1. Click  to select the desired entry. The Authorization Management record is highlighted, and , , and  become available.
2. Select . The **Update the Authorization Management** page appears.

Authorization

Authorization

* Authorization Type: Primary Authorization

* Authorization Id: 1023190

Platform: Admin

Match Qty

Unit Edit

Date Last Reviewed: 6/16/2022

Reviewer: BPO

Authorization Desc: tst2

Mission Desc: tst2

Attachments

[Browse](#)

Primary	Name	Description

Remarks

[Show remarks](#)

[Cancel](#)
[Save](#)



Help Reference Guide

3. Update the Authorization Type, using to select the desired authorization.
4. Update the Date Last Reviewed, using or entering the date (MM/DD/YYYY) in the field provided.
5. *Verify the Authorization ID.*
6. Update the Reviewer, entering the revised name in the field provided. *This is a 30 alphanumeric character field.*
7. Update the Platform, using to select the desired platform.
8. Update the Authorization DESC, entering the revised explanation in the field provided. *This is a 250 alphanumeric character field.*
9. Verify the Match QTY contains the appropriate or . *When green, the value of the Force Authorization Quantity matches the value of the Force Required Quantity.*
10. Update the Mission DESC, entering the revised explanation in the field provided. *This is a 125 alphanumeric character field.*
11. Verify the Unit Edit contains the appropriate or . *When green, the user is able to set Unit specific Authorization and Required Quantity values.*
12. Select in the Attachments panel. *The **Choose File to Upload** pop-up window appears.*
 - A. Choose the file to attach, and select it.
 - B. Select . *The **Choose File to Upload** pop-up window closes, and the file name appears in the Name field.*
 - C. Click to select Primary. *This indicates which attachment the system should open first if there are multiple documents.*
 - D. Select in the Description field. *The field becomes editable.*
 - E. Enter the Description in the field provided. *This is an 250 alphanumeric character field.*
13. Select the Show remarks hyperlink in the Remarks panel. *The Remarks and History Remarks fields appear.*



- A. Update the Remarks, entering the revised information in the field provided. *This is a 1024 alphanumeric character field.*
- B. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*

14. Select . The **Authorization Edit** page closes, and the **Authorization Management** page displays the new information.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
161 — Remarks must be alphanumeric with supported special character(s) \$, —, /, #, &, comma, period, and space, and max length of 256.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: \$, —, /, #, &, comma, period, and space, with a max length of 256. Special characters like ! or @ are prohibited.

Related Topics

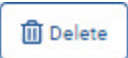
- Authorization Management Overview
- Add an Authorization Management
- Delete the Authorization Management

Delete an Authorization Management

Overview

The Authorization Management Delete process allows removal of an Authorization record.

Navigation

Authorization MGMT > Authorization Management > (desired record) >  Delete >
Delete Authorization pop-up window

Page Fields

The following fields display on the **Delete Authorization** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
--------	-------

Delete Authorization

History Remarks


Procedures






DPAS Navigation Helpful Tips

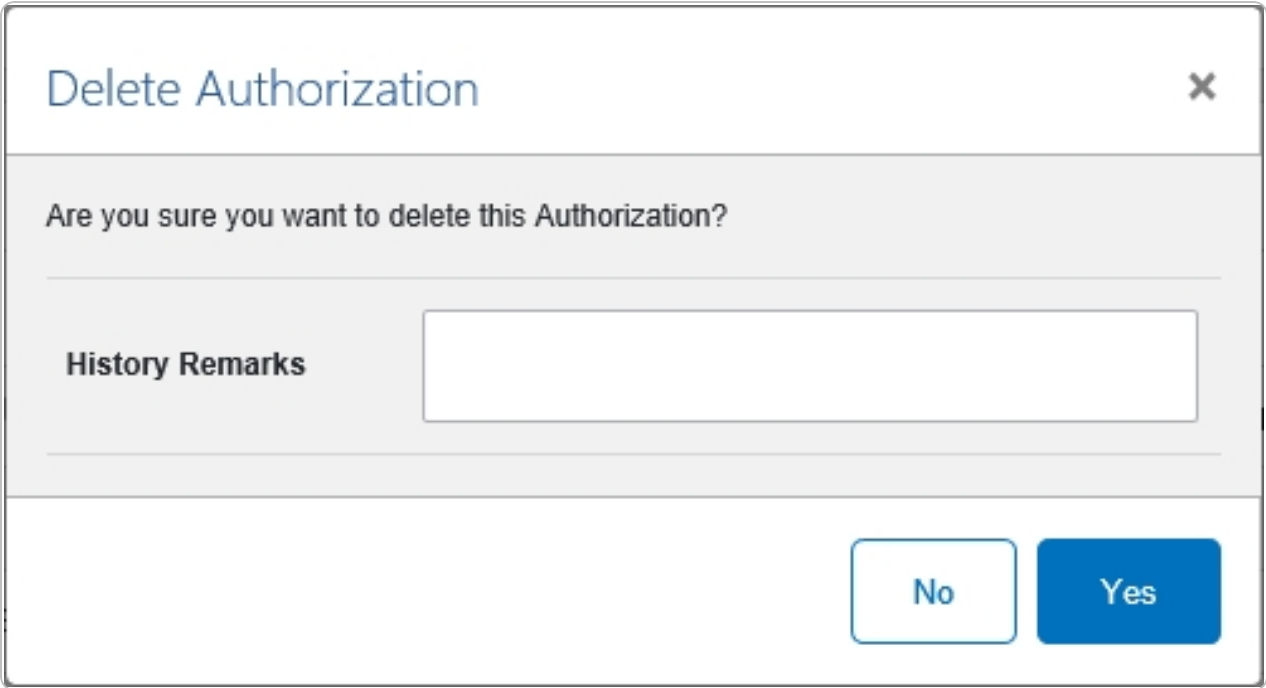
 Click the following link to display FSM Navigation Tips.


Delete an Authorization

Selecting  at any point of this procedure removes all revisions and closes the page.

Selecting  retains the information and returns to the previous page. **Bold** numbered steps are required.

1. Click  to select the desired entry. The Authorization Management record is highlighted, and , , and  become available.
2. Select . The **Delete Authorization** pop-up window appears.



3. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*
4. Select . The Authorization is removed.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 – No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
161 – Remarks must be alphanumeric with supported special character(s) \$, -, /, #, &, comma, period, and space, and max length of 256.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: \$, -, /, #, &, comma, period, and space, with a max length of 256. Special characters like ! or @ are prohibited.

Related Topics

- Authorization Management Overview
- Add an Authorization Management
- Update the Authorization Management

Authorization Details

Overview

The Force Systems Management module Authorization Details process provides the ability to create, view, update, or delete an authorization.

Navigation

Authorization MGMT > Authorization Detail > Authorization Detail page

Page Fields

The following fields display on the **Authorization Detail** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
13	Select "Reset" button to clear data.
12	Select "Search" button to view Search Results page.
412	Select "Grid Options" button for additional actions.
21	Select "Add" button to create a new record.
548	Select "Save" to save the changes made to the Record(s).

530 Select "Delete" to remove the selected {0} record(s).

Authorization Search Grid

Authorization Type
Authorization Id
Platform
Stock Nbr
UTC

Results Grid

Authorization Id
Authorization Desc

Authorization Details Grid

Stock Number
Item Description
Readiness Code
UTC
Justification
Match Qty
FReq Qty
FAuth Qty
Unit Edit

Procedure

DPAS Navigation Helpful Tips
 Click the following link to display FSM Navigation Tips.

Search for the Authorization Details

One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting



at any point of this procedure returns all fields to the default "All" setting.

1. In the Search Criteria panel, narrow the results by entering one or more of the following optional fields:.





Authorization Search



Authorization Type

Select an authorization type ▼

Authorization Id

1234 🔍

Platform

Select a Platform ▼

Stock Number

🔍

UTC

Select a UTC ▼

↻ Reset

🔍 Search

Authorization Id ↑	Authorization Desc
1234	ABC123
1234567	1234567 desc
ABC1234	KD Authorization Management Test
BBV1234	Test Auth

⏪ < 1 > ⏩ 10 items per page

1 - 4 of 4 items



- Use to select the Authorization Type.
- Enter the Authorization ID, or use to browse for the entry. *This is a 4-7 alphanumeric character field.*
 Authorization Browse help
- Use to select the Platform.
- Enter the Stock Number, or use to browse for the entry. *This is a 15 alphanumeric character field.*
 Stock Number Browse help
- Use to select the UTC.

2. Select . *The Results panel fills with records.*
3. Select the desired Authorization ID. *The record is highlighted, and the Authorization Details panel fills with records.*

Authorization Details

Grid Options + Add Delete Save Reset


Stock Number	Item Description	Readiness Code	UTC	Justification	Match Qty	FReq Qty	FAuth Qty	Unit Edit
1005000032251	RIFLE,CALIBER .22	A			On	3	3	On
1005000037496	PISTOL,CALIBER .22,AUTOMATIC	A			On	0	0	On
1005000038646	LINK,CAM	A			On	0	0	On
10050000ABC12	REVOLVER,II	A			On	0	0	On
1005009193921	HOUSING ASSEMBLY GU	A			On	4	4	On
1005009193921	HOUSING ASSEMBLY GU	B			On	0	0	On
1005PNSYCRKT	PLASMA GUN	A			On	10	10	On
1005PNSYCRKT	PLASMA GUN	B			On	0	0	On


Selected 0/8 | 1 | 15 items per page | 1 - 8 of 8 items

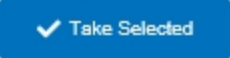
Add an Authorization Detail

1. Select . The **Stock Number Browse** page appears.





Note



The Select hyperlink does not appear. Instead, click  to select the desired entries. Select as many as needed.

2. Select . The chosen stock numbers appear at the top of the Authorization Details grid.

Update an Authorization Detail


1. Click  to select the desired entry. The Authorization Detail record is highlighted, and , , and  become available.

Authorization Details

Grid Options + Add Delete Save Reset

<input type="checkbox"/>	Stock Number	Item Description	Readiness Code	UTC	Justification	Match Qty	FReq Qty	FAuth Qty	Unit Edit
<input type="checkbox"/>	1005000032251	RIFLE,CALIBER 22	A			On	3	3	On
<input type="checkbox"/>	1005000037496	PISTOL,CALIBER 22,AUTOMATIC	A			On	0	0	On
<input type="checkbox"/>	1005000038646	LINK,CAM	A			On	0	0	On
<input type="checkbox"/>	10050000ABC12	REVOLVER II	A			On	0	0	On
<input type="checkbox"/>	1005009193921	HOUSING ASSEMBLY GU	A			On	4	4	On
<input type="checkbox"/>	1005009193921	HOUSING ASSEMBLY GU	B			On	0	0	On
<input type="checkbox"/>	1005PNSYCRKT	PLASMA GUN	A			On	10	10	On
<input type="checkbox"/>	1005PNSYCRKT	PLASMA GUN	B			On	0	0	On

Selected 0/8 | 1 | 15 items per page | 1 - 8 of 8 items

2. Select  in the Readiness Code column. A drop-down field appears.

3. Update the Readiness Code, using to select the desired code.
4. Select in the UTC column. *The field becomes editable.*
5. Update the UTC, entering the revised code in the field provided. *This is a 6 alphanumeric character field.*
6. Select in the Justification column. *The field becomes editable.*
7. Update the Justification, entering the revised explanation in the field provided. *This is a 1,024 alphanumeric character field.*
8. Select in the Match QTY column. *A slider appears.*
9. Verify the Match QTY contains the appropriate or . *When green, the value of the Force Authorization Quantity matches the value of the Force Required Quantity.*
10. Select in the FREQ QTY column. *The field becomes editable.*
11. Update the FREQ QTY, entering the revised amount in the field provided. *This is a 4 numeric character field.*
12. Select in the FAUTH QTY column. *The field becomes editable.*
13. Update the FAUTH QTY, entering the revised amount in the field provided. *This is a 4 numeric character field.*
14. Select in the Unit Edit column. *A slider appears.*
15. Verify the Unit Edit contains the appropriate or . *When green, the user is able to set Unit specific Authorization and Required Quantity values.*
16. Select . *The fields close and the record returns to the beginning of the Authorization Details grid.*

Delete an Authorization Detail

1. Click to select the desired entry. *The Authorization Detail record is highlighted, and , , and become available.*



Authorization Details

Grid Options | + Add | Delete | Save | Reset

Stock Number	Item Description	Readiness Code	UTC	Justification	Match Qty	FReq Qty	FAuth Qty	Unit Edit
1005000032251	RIFLE,CALIBER .22	A			On	3	3	On
1005000037496	PISTOL,CALIBER .22,AUTOMATIC	A			On	0	0	On
1005000038646	LINK,CAM	A			On	0	0	On
10050000ABC12	REVOLVER II	A			On	0	0	On
1005009193921	HOUSING ASSEMBLY GU	A			On	4	4	On
1005009193921	HOUSING ASSEMBLY GU	B			On	0	0	On
1005PNSYCRKT	PLASMA GUN	A			On	10	10	On
1005PNSYCRKT	PLASMA GUN	B			On	0	0	On

Selected 0/8 | 1 | 15 items per page | 1 - 8 of 8 items

2. Select . The **Delete Authorization Detail** pop-up window appears.

Delete Authorization Detail ✕

Are you sure you want to delete the detail record from the authorization? Any related organization level quantities will also be deleted.

History Remarks

3. Enter the History Remarks in the field provided. *This is a 1,024 alphanumeric character field.*
4. Select . *The record is removed from the Authorization Details panel.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
161 — Remarks must be alphanumeric with supported special character(s) \$, -, /, #, &, comma, period, and space, and max length of 256.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: \$, -, /, #, &, comma, period, and space, with a max length of 256. Special characters like ! or @ are prohibited.

Related Topics

- Authorization Management Overview
- Add an Authorization Management
- Update the Authorization Management
- Delete the Authorization Management



Apply Authorization

Overview

The Force System Management module Apply Authorization process provides the ability to associate a UIC to an Authorization, or an Authorization to a UIC.

Navigation

Authorization MGMT > Apply Authorization > Apply Authorization page

Page Fields

The following fields display on the **Apply Authorization** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
13	Select "Reset" button to clear data.
12	Select "Search" button to view Search Results page.
412	Select "Grid Options" button for additional actions.
21	Select "Add" button to create a new record.
530	Select "Delete" to remove the selected {0} record(s).

548	Select "Save" to save the changes made to the Record(s).
552	Select "Details" to view the Review Authorization page for the selected UIC or Authorization ID value.

Search Criteria

Authorization ID

Authorization Id

UIC

UIC

Search Results

Authorization ID

Authorization Id
 Authorization Description
 Platform
 Mission Description

Search Results Grid

Site Id
 Accountable UIC
 UIC
 UIC Name
 Major Command Code
 Organization Id
 DoDAAC

UIC

UIC
 UIC Name
 Organization Id

DoDAAC

Search Results Grid

- Authorization Id
- Authorization Desc
- Platform
- Mission Description


Procedures

DPAS Navigation Helpful Tips

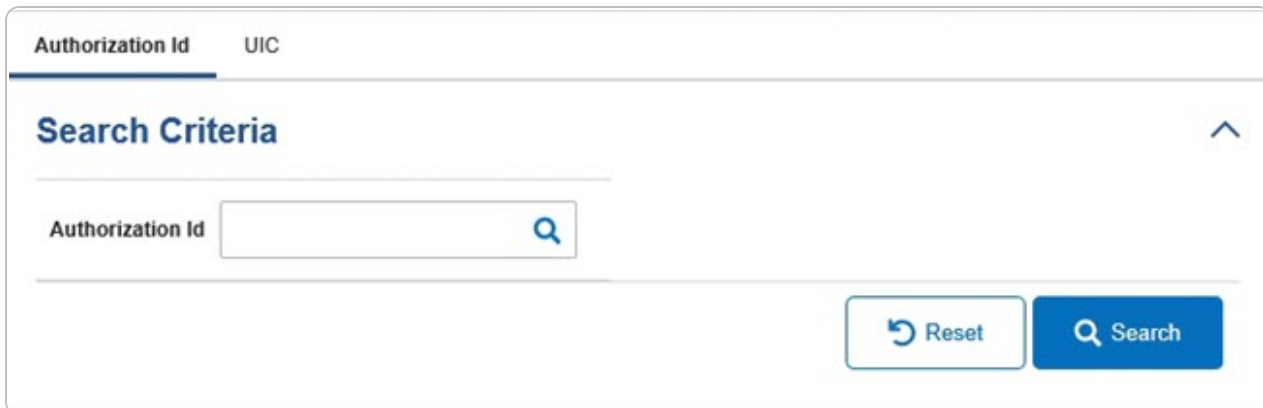


Click the following link to display FSM Navigation Tips.

Search for an Authorization Id


One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting  at any point of this procedure returns all fields to the default "All" setting.

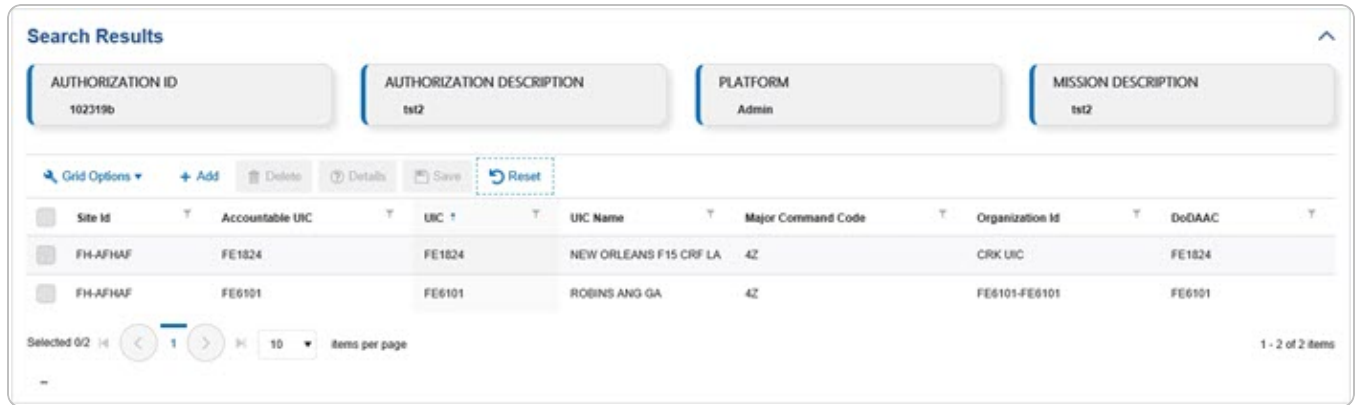
1. Select the Authorization ID tab.



- Enter the Authorization ID, or use  to browse for the entry. *This is a 4-7 alpha-numeric character field.*

Authorization Browse help

- Select . The results appear in the **Authorization Id Search Results** panel.



Search Results


AUTHORIZATION ID: 102319b
 AUTHORIZATION DESCRIPTION: tst2
 PLATFORM: Admin
 MISSION DESCRIPTION: tst2

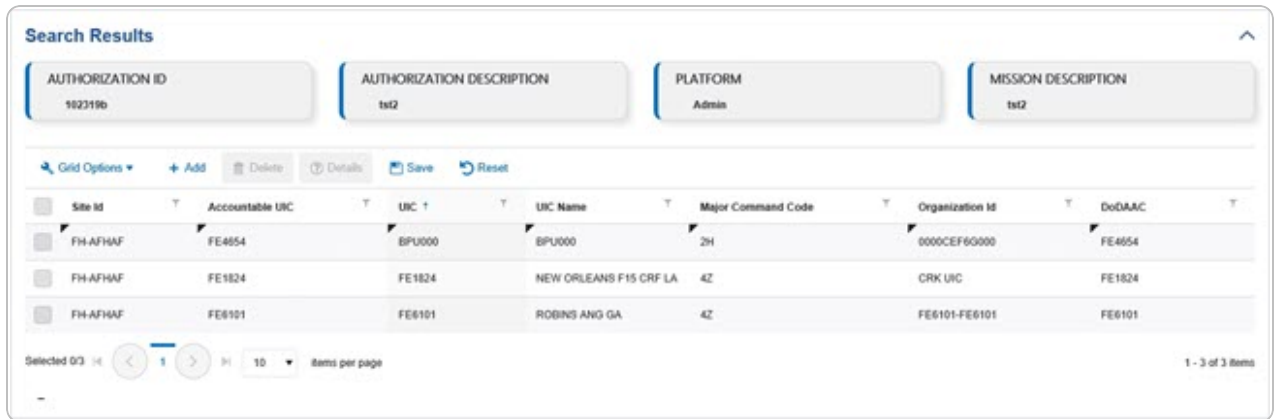
Grid Options | + Add | Delete | Details | Save | **Reset**

Site Id	Accountable UIC	UIC	UIC Name	Major Command Code	Organization Id	DoDAAC
FH-AFHAF	FE1824	FE1824	NEW ORLEANS F15 CRF LA	4Z	CRK UIC	FE1824
FH-AFHAF	FE6101	FE6101	ROBINS ANG GA	4Z	FE6101-FE6101	FE6101

Selected 02 | 1 | 10 items per page | 1 - 2 of 2 items

Add a UIC

- Select . The **UIC Browse** pop-up window appears.
- The selected UIC appears at the top of the Search Results panel.




Search Results

AUTHORIZATION ID: 102319b
 AUTHORIZATION DESCRIPTION: tst2
 PLATFORM: Admin
 MISSION DESCRIPTION: tst2



Grid Options | **+ Add** | Delete | Details | Save | Reset

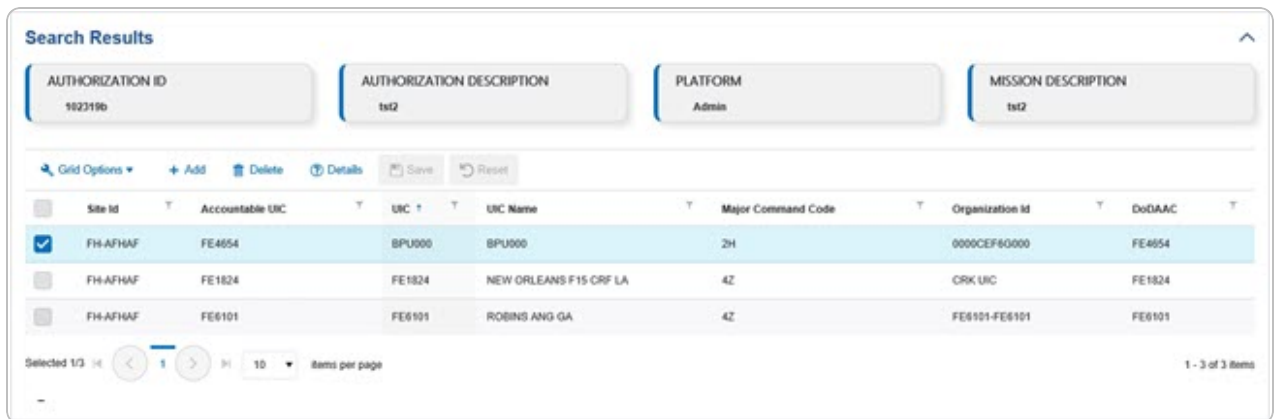
Site Id	Accountable UIC	UIC	UIC Name	Major Command Code	Organization Id	DoDAAC
FH-AFHAF	FE4654	BPU000	BPU000	2H	0000CEF6G000	FE4654
FH-AFHAF	FE1824	FE1824	NEW ORLEANS F15 CRF LA	4Z	CRK UIC	FE1824
FH-AFHAF	FE6101	FE6101	ROBINS ANG GA	4Z	FE6101-FE6101	FE6101

Selected 03 | 1 | 10 items per page | 1 - 3 of 3 items

- Select . The fields close and the record is permanently added to the **Authorization Id Search Results** panel.

Delete a UIC

- Click to select the desired entry. The UIC record is highlighted, and  and  become available.



Search Results

AUTHORIZATION ID: 102319b | AUTHORIZATION DESCRIPTION: tst2 | PLATFORM: Admin | MISSION DESCRIPTION: tst2



Grid Options | + Add | Delete | Details | Save | Reset

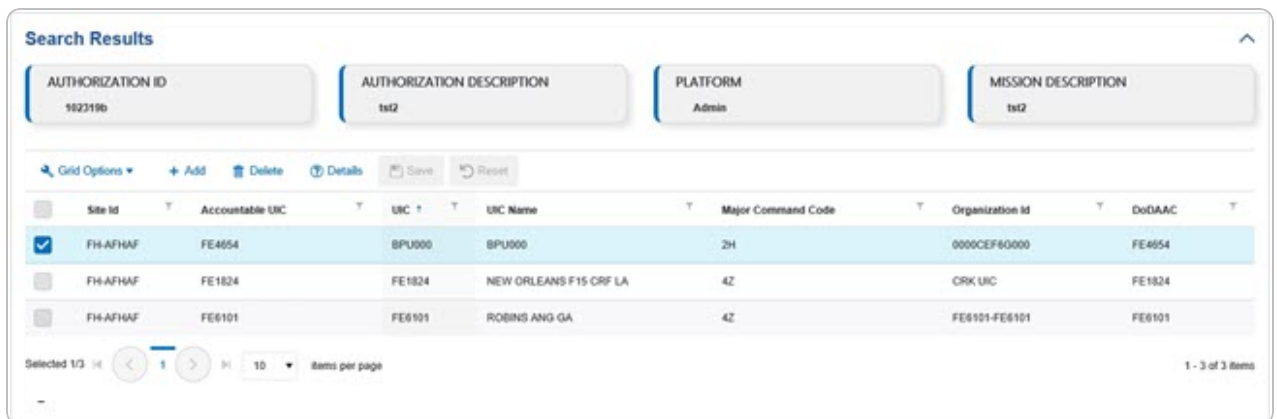
Site Id	Accountable UIC	UIC	UIC Name	Major Command Code	Organization Id	DoDAAC
FH-AFHAF	FE4654	BPU000	BPU000	2H	0000CEF60000	FE4654
FH-AFHAF	FE1824	FE1824	NEW ORLEANS F15 CRF LA	4Z	CRK UIC	FE1824
FH-AFHAF	FE6101	FE6101	ROBINS ANG GA	4Z	FE6101-FE6101	FE6101

Selected 1/3 | 1 | 10 items per page | 1 - 3 of 3 items

- Select . The **Delete UIC From Authorization** pop-up window appears.

View the Details of a UIC

- Click to select the desired entry. The UIC record is highlighted, and  and  become available.



Search Results

AUTHORIZATION ID: 102319b | AUTHORIZATION DESCRIPTION: tst2 | PLATFORM: Admin | MISSION DESCRIPTION: tst2

Grid Options | + Add | Delete | Details | Save | Reset

Site Id	Accountable UIC	UIC	UIC Name	Major Command Code	Organization Id	DoDAAC
FH-AFHAF	FE4654	BPU000	BPU000	2H	0000CEF60000	FE4654
FH-AFHAF	FE1824	FE1824	NEW ORLEANS F15 CRF LA	4Z	CRK UIC	FE1824
FH-AFHAF	FE6101	FE6101	ROBINS ANG GA	4Z	FE6101-FE6101	FE6101

Selected 1/3 | 1 | 10 items per page | 1 - 3 of 3 items

- Select . The **Review Authorization** page appears.

Search Criteria

Search Results

Grid Options Save Reset Details

UIC	Org Id	DoDAAC	Authorization Id	Platform	Stock Number	Readiness Code	UTC	FReq Qty	FAuth Qty	Match Qty	OReq Qty	OAuth Qty
BPU000	0000CEFG000	FE4854	158AABL	WRMBOBASE	611000072585	D	XFABL2	0	0	Off	0	0
BPU000	0000CEFG000	FE4854	158AABL	WRMBOBASE	8340015120077	D	XFABL	0	528	Off	0	528
BPU000	0000CEFG000	FE4854	158AABL	WRMBOBASE	8145015121201	D	XFABL	0	528	Off	0	528
BPU000	0000CEFG000	FE4854	45062	Admin	1005000032251	A	UTC1	2	2	On	2	2
BPU000	0000CEFG000	FE4854	1234567	Admin	5110000724712	A	utc1	5	6	Off	5	6
BPU000	0000CEFG000	FE4854	1234567	Admin	5110005416730	A	utc1	5	5	On	5	5
BPU000	0000CEFG000	FE4854	1234567	Admin	5120002242961	A	utc2	5	5	On	5	5
BPU000	0000CEFG000	FE4854	1234567	Admin	5995016311930	A	utc1	5	5	Off	5	5

Search for a UIC


- Select the UIC tab.

Authorization Id **UIC**

Search Criteria

UIC

Reset Search

- Enter the UIC, or use  to browse for the entry. *This is a 6 alphanumeric character field.*

Unit Identification Code Browse help

- Select . The results appear in the **UIC Search Results** panel.



Search Results

UIC
BPU1AQ

UIC NAME
BPU1AQ

ORGANIZATION ID
0000CEF6G000

DODAAC
FE4654

Grid Options ▾ + Add Delete Details Save Reset

Authorization Id ↑	Authorization Desc	Platform	Mission Description
<input type="checkbox"/> 1234567	1234567 desc	Admin	1234567 mission
<input type="checkbox"/> 252AC1B	Flightline Tools	252 - HH060G	Flightline Tools
<input type="checkbox"/> 341DCB		323-HD071G	
<input type="checkbox"/> ACD123	ACD regression		ACD regression
<input type="checkbox"/> hello			

Selected 0/5 ◀ 1 ▶ 10 items per page 1 - 5 of 5 items

Add an Authorization ID

1. Select + Add. The **Authorization Browse** pop-up window appears.
2. The selected Authorization ID appears at the top of the Search Results panel.

Search Results

Authorization Id	Authorization Desc	Platform	Mission Description
102319c		WRMBOBBASE	
1234567	1234567 desc	Admin	1234567 mission
252AC1B	Flightline Tools	252 - HH060G	Flightline Tools
341DCB		323-HD071G	
ACD123	ACD regression		ACD regression
hello			

Selected 0/6 | 10 items per page | 1 - 6 of 6 items

3. Select . The fields close and the record is permanently added to the **UIC Search Results** panel.

Delete an Authorization Id

1. Click to select the desired entry. The *Authorization Id* record is highlighted, and and become available.

Search Results

BPU1AQ
 BPU1AQ
 0000CEF6G000
 FE4654

<input type="checkbox"/>	Authorization Id ↑	Authorization Desc	Platform	Mission Description
<input type="checkbox"/>	102319c		WRMBOBBASE	
<input type="checkbox"/>	1234567	1234567 desc	Admin	1234567 mission
<input checked="" type="checkbox"/>	252AC1B	Flightline Tools	252 - HH060G	Flightline Tools
<input type="checkbox"/>	341DCB		323-HD071G	
<input type="checkbox"/>	ACD123	ACD regression		ACD regression
<input type="checkbox"/>	hello			

Selected 1/6 10 items per page 1 - 6 of 6 items

2. Select . The **Delete UIC From Authorization** pop-up window appears.

View the Details of a Authorization Id

1. Click to select the desired entry. The UIC record is highlighted, and and become available.

Search Results

UIC
BPU1AQ

UIC NAME
BPU1AQ

ORGANIZATION ID
0000CEF6G000

DODAAC
FE4654

Grid Options + Add Delete Details Save Reset

<input type="checkbox"/>	Authorization Id ↑	Authorization Desc	Platform	Mission Description
<input type="checkbox"/>	102319c		WRMBOBBASE	
<input type="checkbox"/>	1234567	1234567 desc	Admin	1234567 mission
<input checked="" type="checkbox"/>	252AC1B	Flightline Tools	252 - HH060G	Flightline Tools
<input type="checkbox"/>	341DCB		323-HD071G	
<input type="checkbox"/>	ACD123	ACD regression		ACD regression
<input type="checkbox"/>	hello			

Selected 1/6 ◀ 1 ▶ 10 items per page 1 - 6 of 6 items

2. Select Details. The **Review Authorization** page appears.

Search Criteria

Grid Options Save Reset Details

<input type="checkbox"/>	UIC ↑	Org Id ↑	DoDAAC ↑	Authorization Id ↑	Platform ↑	Stock Number ↑	Readiness Code ↑	UTC ↑	FReq Qty ↑	FAuth Qty ↑	Match Qty ↑	OReq Qty ↑	OAuth Qty ↑
<input type="checkbox"/>	BPU000	0000CEF6G000	FE4654	158AABL	WRMBOBBASE	611000072505	D	XFABL2	0	0	Off	0	0
<input type="checkbox"/>	BPU000	0000CEF6G000	FE4654	158AABL	WRMBOBBASE	8340015120077	D	XFABL	0	520	Off	0	520
<input type="checkbox"/>	BPU000	0000CEF6G000	FE4654	158AABL	WRMBOBBASE	8145015121201	D	XFABL	0	520	Off	0	520
<input type="checkbox"/>	BPU000	0000CEF6G000	FE4654	45062	Admin	1005000032251	A	UTC1	2	2	On	2	2
<input type="checkbox"/>	BPU000	0000CEF6G000	FE4654	1234567	Admin	5110000724712	A	utc1	5	6	Off	5	6
<input type="checkbox"/>	BPU000	0000CEF6G000	FE4654	1234567	Admin	5110005416730	A	utc1	5	5	On	5	5
<input type="checkbox"/>	BPU000	0000CEF6G000	FE4654	1234567	Admin	5120002242961	A	utc2	5	5	On	5	5
<input type="checkbox"/>	BPU000	0000CEF6G000	FE4654	1234567	Admin	5995016311930	A	utc1	5	5	Off	5	5

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
xxxx — One or more of the selected UICs are already applied to this Authorization.	Invalid Entry. A duplicate record exists. Check the entry again and re-enter the UIC.
xxxx — One or more of the selected authorizations already has this UIC applied.	Invalid Entry. A duplicate record exists. Check the entry again and re-enter the Authorization ID.

Related Topics


- Review Authorization
- Delete a UIC from an Authorization
- Delete an Authorization from a UIC
- DPAS FSM Navigation Tips
- DPAS FSM Results Grid Options Overview

Delete an Authorization from a UIC

Overview

The Apply Authorization Delete process allows removal of an Authorization from a UIC record.

Navigation

Authorization MGMT > Apply Authorization > (desired record) >  Delete > Delete an Authorization from a UIC pop-up window

Page Fields

The following fields display on the **Delete an Authorization from a UIC** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
--------	-------

Delete an Authorization from a UIC

History Remarks


Procedures



DPAS Navigation Helpful Tips

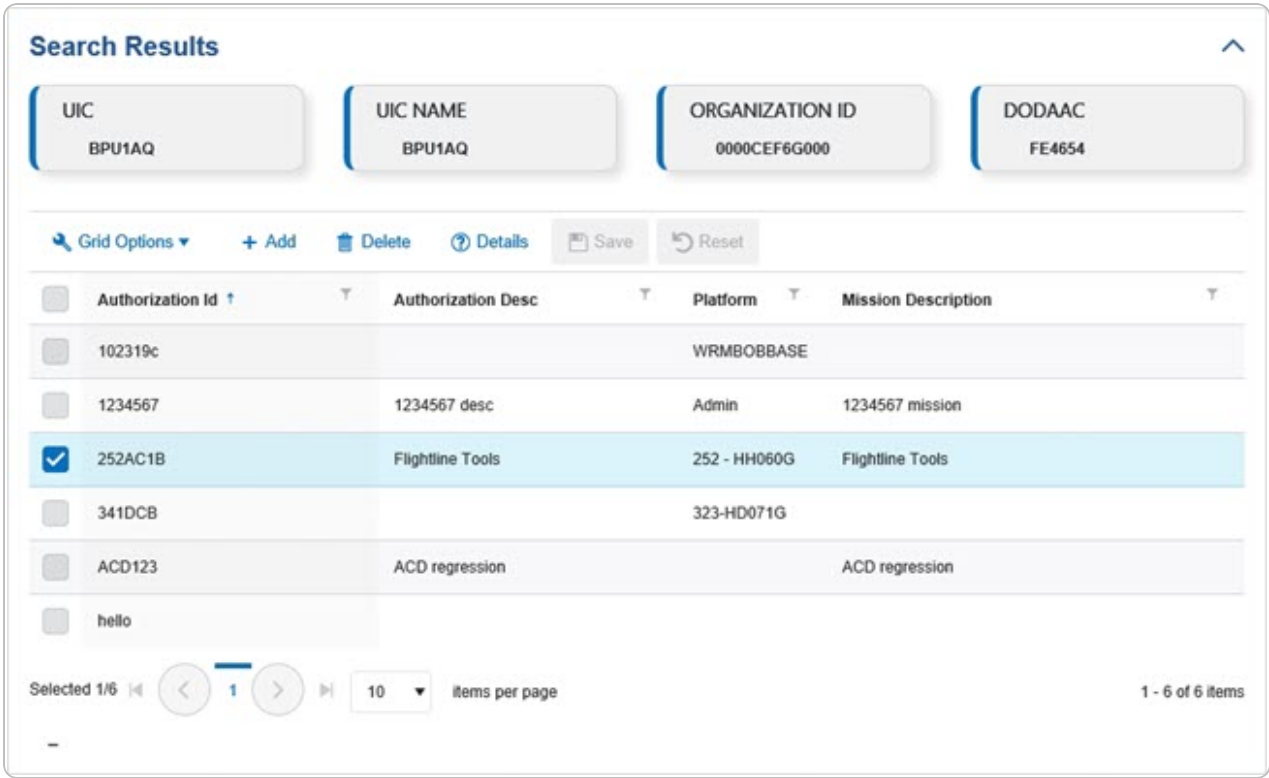
 Click the following link to display FSM Navigation Tips.

Delete an Authorization from a UIC

Selecting  at any point of this procedure removes all revisions and closes the page.

Selecting  retains the information and returns to the previous page. **Bold** numbered steps are required.

- Click to select the desired entry. The Authorization Id record is highlighted, and  and  become available.



Search Results

UIC: BPU1AQ | UIC NAME: BPU1AQ | ORGANIZATION ID: 0000CEF6G000 | DODAAC: FE4654

Grid Options | + Add | Delete | Details | Save | Reset

Authorization Id	Authorization Desc	Platform	Mission Description
<input type="checkbox"/> 102319c		WRMBOBBASE	
<input type="checkbox"/> 1234567	1234567 desc	Admin	1234567 mission
<input checked="" type="checkbox"/> 252AC1B	Flightline Tools	252 - HH060G	Flightline Tools
<input type="checkbox"/> 341DCB		323-HD071G	
<input type="checkbox"/> ACD123	ACD regression		ACD regression
<input type="checkbox"/> hello			

Selected 1/6 | 10 items per page | 1 - 6 of 6 items

- Select . The **Delete Authorization from a UIC** pop-up window appears.

Delete Authorization from UIC

✕

Are you sure you want to delete the Authorization from the UIC? Any related organization level quantities will also be deleted.

History Remarks

3. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*
4. Select . *The Authorization ID is removed from the UIC.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
161 – Remarks must be alphanumeric with supported special character(s)	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: \$, -, /, #, &,



\$, — , / , # , & , comma, period, and space, and max length of 256.

comma, period, and space, with a max length of 256. Special characters like ! or @ are prohibited.

Related Topics

- Apply an Authorization Overview
- Delete a UIC from an Authorization




Delete a UIC from an Authorization

Overview

The Apply Authorization Delete process allows removal of a UIC from an Authorization record.

Navigation

Authorization MGMT > Apply Authorization > (desired record) >  Delete > Delete a UIC from an Authorization pop-up window

Page Fields

The following fields display on the **Delete a UIC from an Authorization** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
--------	-------

Delete UIC From Authorization

History Remarks


Procedures




DPAS Navigation Helpful Tips

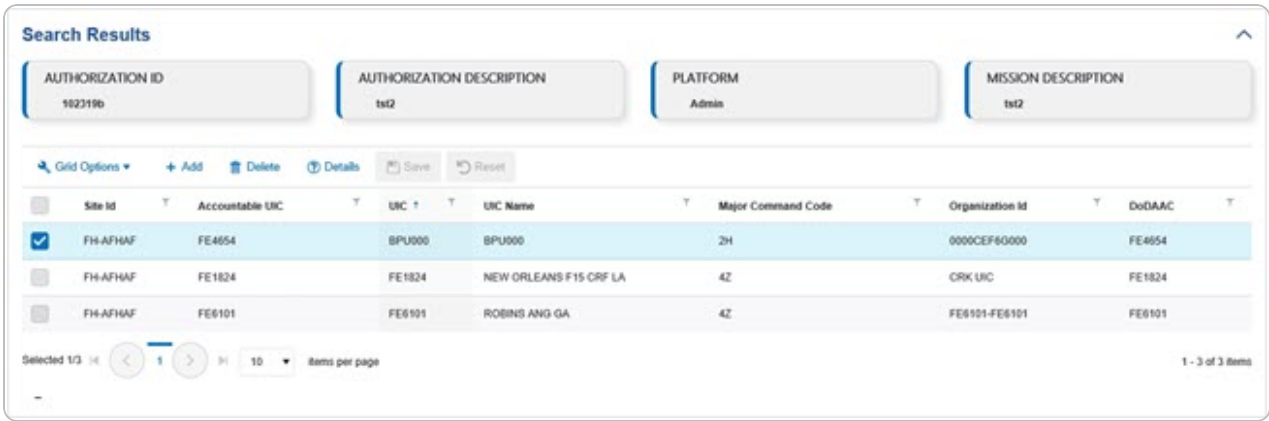
 Click the following link to display FSM Navigation Tips.

Delete a UIC from an Authorization

Selecting  at any point of this procedure removes all revisions and closes the page.

Selecting  retains the information and returns to the previous page. **Bold** numbered steps are required.

1. Click  to select the desired entry. *The UIC record is highlighted, and  and  become available.*



Search Results

AUTHORIZATION ID: 102319b
 AUTHORIZATION DESCRIPTION: tst2
 PLATFORM: Admin
 MISSION DESCRIPTION: tst2

Grid Options | + Add | Delete | Details | Save | Reset

Site Id	Accountable UIC	UIC	UIC Name	Major Command Code	Organization Id	DoDAAC
FH-AFHAF	FE454	BPU000	BPU000	2H	0000CEF60000	FE454
FH-AFHAF	FE1824	FE1824	NEW ORLEANS F15 CRF LA	4Z	CRK UIC	FE1824
FH-AFHAF	FE6101	FE6101	ROBINS ANG GA	4Z	FE6101-FE6101	FE6101

Selected 1/3 | 1 | 10 | Items per page | 1 - 3 of 3 items

2. Select . *The **Delete UIC From Authorization** pop-up window appears.*

Delete UIC from Authorization
✕

Are you sure you want to delete the UIC from the Authorization? Any related organization level quantities will also be deleted.

History Remarks

3. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*
4. Select . *The UIC is removed from the Authorization.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
161 – Remarks must be alphanumeric with supported special character(s)	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: \$, -, /, #, &



\$, — , / , # , & , comma, period, and space, and max length of 256.

comma, period, and space, with a max length of 256. Special characters like ! or @ are prohibited.

Related Topics

- Apply an Authorization Overview
- Delete an Authorization from a UIC



Review Authorization

Overview

The Force Systems Management module Review Authorization process provides the ability to view platform authorizations.

Navigation

Authorization MGMT > Review Authorization > Review Authorization page

Page Fields

The following fields display on the **Review Authorization** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
13	Select "Reset" button to clear data.
12	Select "Search" button to view Search Results page.
412	Select "Grid Options" button for additional actions.
548	Select "Save" to save the changes made to the Record(s).
529	Select "Edit" to update the selected {0} record(s).

553 Select "Details" to view the Apply Authorization page for the selected Authorization Id value.

Search Criteria

- Authorization Type
- Site Id
- Authorization Id
- DoDAAC
- Platform
- UIC
- Stock Number
- Org Id
- UTC


Search Results Grid

- UIC
- Org Id
- DoDAAC
- Authorization Id
- Platform
- Stock Number
- Readiness Code
- UTC
- FReq Qty
- FAuth Qty
- Match Qty
- OReq Qty
- OAuth Qty

Procedures

DPAS Navigation Helpful Tips
 Click the following link to display FSM Navigation Tips.

Search For an Authorization

One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting  at any point of this procedure returns all fields to the default "All" setting.

- In the Search Criteria panel, narrow the results by entering one or more of the following optional fields: .

Search Criteria ^

Authorization Type <input style="width: 90%;" type="text"/>	Site Id <input style="width: 90%;" type="text"/>
Authorization Id <input style="width: 90%;" type="text"/>	DoDAAC <input style="width: 90%;" type="text"/>
Platform <input style="width: 90%;" type="text"/>	UIC <input style="width: 90%;" type="text"/>
Stock Number <input style="width: 90%;" type="text"/>	Org Id <input style="width: 90%;" type="text"/>
UTC <input style="width: 90%;" type="text"/>	

- Use to select the Authorization Type.
- Use to select the Site Id.
- Enter the Authorization ID, or use to browse for the entry. *This is a 4-7 alphanumeric character field.*
 Authorization Browse help
- Enter the DoDAAC in the field provided. *This is a 6 alphanumeric character field.*

- Use to select the Platform.
- Enter the UIC, or use to browse for the entry. *This is a 6 alphanumeric character field.*

Unit Identification Code Browse help

- Enter the Stock Number, or use to browse for the entry. *This is a 15 alphanumeric character field.*

Stock Number Browse help

- Use to select the Org Id.

- Use to select the UTC.

2. Select . *The results appear in the **Review Authorization Search Results** panel.*

Search Results

Grid Options Save Reset Details

UIC	Org Id	DoDAAC	Authorization Id	Platform	Stock Number	Readiness Code	UTC	FReq Qty	FAuth Qty	Match Qty	QReq Qty	QAuth Qty
BPO234	RE0046	A12345	A12345	DIO Platform	1005000100240	A		0	0	On	1001	1001
BPO234	RE0046	A12345	A12345	DIO Platform	10050000ABC12	A		0	0	On	100	100
BPO234	RE0046	A12345	A12345	DIO Platform	1005000032251	A		0	0	On	110	110
BPO234	RE0046	1234	1234		1730015429005	A		0	0	On	0	0
BPO234	RE0046	JDLR01	JDLR01	CRK Platform	1005000032251	A		0	0	On	0	0

Selected 0/5 | 1 | 20 items per page | 1-5 of 5 items

View the Details of an Authorization

1. Click to select the desired entry. *The Authorization record is highlighted, and become available.*
2. Select . *The **Apply Authorization** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 – No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
161 – Remarks must be alphanumeric with supported special character(s) \$, -, /, #, &, comma, period, and space, and max length of 256.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: \$, -, /, #, &, comma, period, and space, with a max length of 256. Special characters like ! or @ are prohibited.

Related Topics

- Add an Authorization Management
- Update the Authorization Management
- Delete the Authorization Management
- View the Authorization Details

Add Attachments

Overview

The Add Attachments process provides the ability to attach documents to a record.

Navigation

DPAS > *VARIOUS PROCEDURAL STEPS* > (desired record) > [Attachments](#) > Attachments pop-up window

Page Fields

The following fields display on the **Attachments** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.


Number	Value
--------	-------

Attachments


Attachment Browse
Description




Procedures

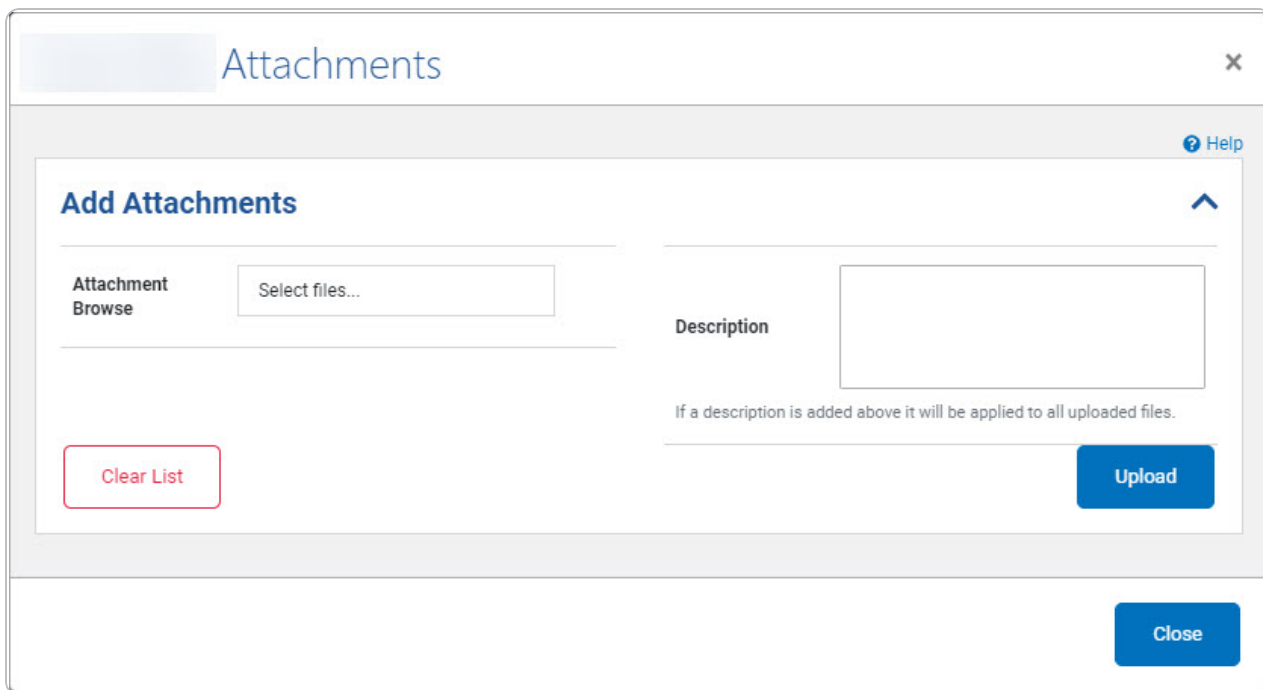
DPAS Navigation Helpful Tips

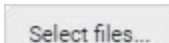
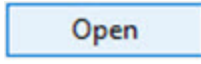
 Click the following link to display DPAS Navigation Tips.

Attach a Document to a Record

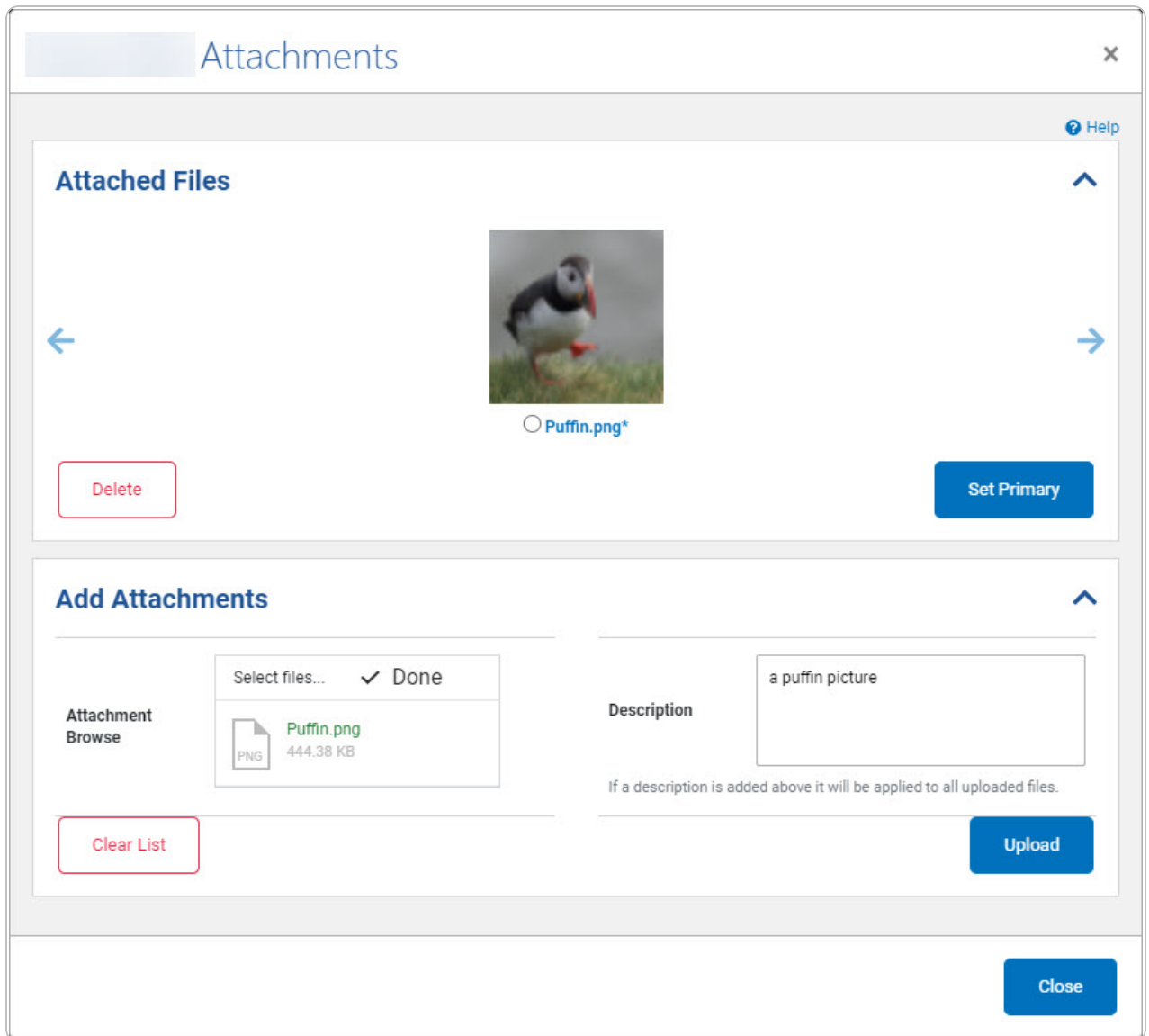
Selecting  at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

1. Click  to select the entry. The record is highlighted, and  becomes available.
2. Select  to add any additional files to the record. The **Attachments** pop-up window appears.




3. Select  within the Attachment Browse field. The Windows **Choose File to Upload** pop-up window appears.
4. Choose the file to attach, and select it.
5. Select . The **Choose File to Upload** pop-up window closes, and the file name appears in the Attachment Browse panel.
6. Enter the Description in the field provided. This is a 1024 alphanumeric character field.


7. Select **Upload**. The file uploads and appears in the Attached Files panel.





8. Repeat Steps 2 - 6 to attach multiple documents.
 9. Select beneath the main attachment.

10. Select . *The attachment is marked as the main attachment to the record.*

Remove an Attachment

A. Select  beneath the desired attachment.

B. Select . *The attachment is removed permanently from the record.*

11. Select . *The **Attachments** pop-up window closes, and the file appears in the Attachments field of the Search Results grid.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
161 — Remarks must be alphanumeric with supported special character(s) \$, -, /, #, &, comma, period, and space.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: \$, -, /, #, &, comma, period, and space. Special characters like ! or @ are prohibited.
349 — "Add Attachment" supports only JPG, JPEG, GIF, and PDF files.	Invalid Entry. Only JPG, JPEG, GIF, and PDF files are supported, and no other file types are attachable. Attach a correctly formatted file.





1004 – Attachment file size exceeds the maximum of (Size from table) for this file type. "Attachment" file size is (size).

Invalid File Size. The file size is too large.
Reduce the file size and attach the file again.

353 – Attachment file size exceeds the maximum of 1MB. The selected file size is {x}.

Invalid File Size. The file size is too large.
Reduce the file size and attach the file again.

Related Topics

- [Stock Number Overview](#)
- [SKO Catalog Overview](#)



Browse for an Asset Identifier

Overview

The Asset Identifier Browse pop-up window allows searching for a single asset or a range of assets.

Navigation

DPAS Modules > *VARIOUS PROCEDURAL STEPS* >  > ASSET ID Browse pop-up window

Page Fields

The following fields display on the **ASSET ID Browse** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
--------	-------

Search Criteria Grid

- Asset Id
- Dispatched *
- Equip Pool
- Dispatched Cd
- Dispatch Unavl Cd
- Dispatch Ctgry
- Sub Ctgry
- Item Desc
- Stock Nbr
- Serial Nbr
- Secondary Serial Number


Search Results Grid

- Select
- Asset Id
- Item Desc
- Utilization
- Dispatch Ctgry
- Sub Ctgry
- Dispatch Cd
- Dispatch Unavl Cd
- Equip Pool
- Stock Nbr
- Serial Nbr
- Secondary Serial Number
- Actual Issue Dt/Tm
- Est Return Dt/Tm
- Lst Util Rptd Dt
- Tot FY Util Qty
- Nbr of Passengers
- Nbr of Bags

(* Asterisk identifies mandatory fields.


Procedures

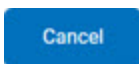
DPAS Navigation Helpful Tips



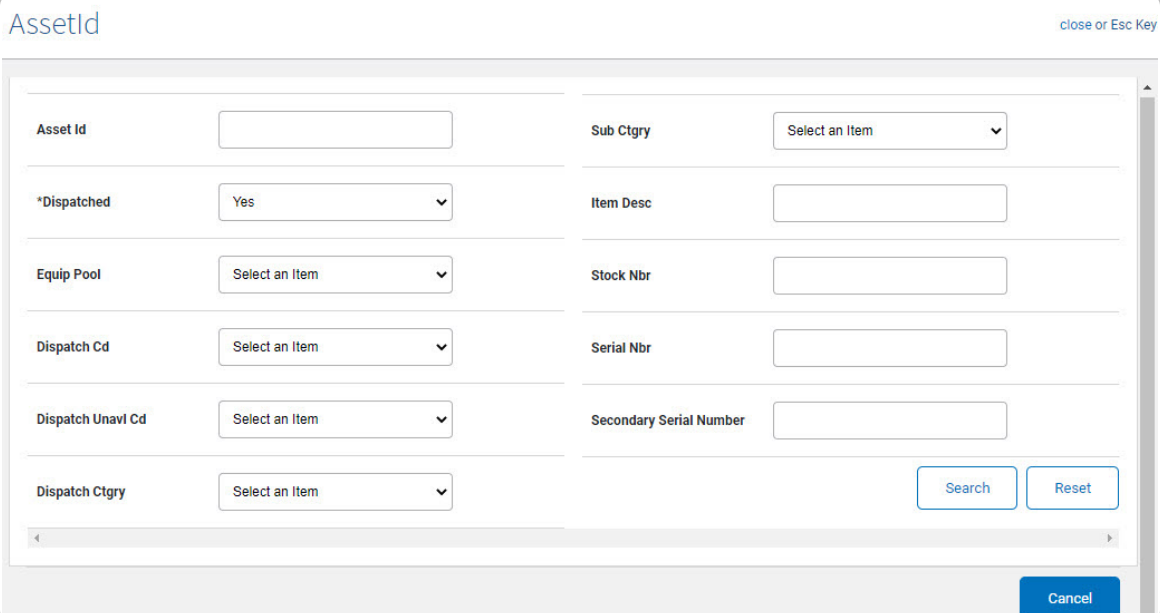
Click the following link to display DPAS Navigation Tips.







Browse for an Asset Identifier

One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting  at any point of this procedure returns all fields to the default "All" setting.

Selecting  at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

1. Select . The **ASSET ID Browse** pop-up window appears.



2. In the Search By grid, narrow the results by entering one or more of the following optional fields:
 - Enter the ASSET ID in the field provided. *This is a 12 alphanumeric character field.*
 - Use  to select the Dispatched.
 - Use  to select the Equip Pool.
 - Use  to select the Dispatched Cd.
 - Use  to select the Dispatch Unavl Cd.
 - Use  to select the Dispatch Ctry.
 - Use  to select the Sub Ctry.



- Enter the ITEM DESC in the field provided. *This is a 256 alphanumeric character field.*
- Enter the STOCK NBR in the field provided. *This is a 15 alphanumeric character field.*
- Enter the SERIAL NBR in the field provided. *This is a 30 alphanumeric character field.*
- Enter the Secondary Serial Number in the field provided. *This is a 30 alphanumeric character field.*

3. Select . Results display in the ASSET ID Results Grid below.

Select	Asset Id	Item Desc	Utilization	Dispatch Ctrgy	Sub Ctrgy	Dispatch Cd	Dispatch Unavl Cd	Equip Pool	Stock Nbr	Serial Nbr	Secondary Serial Number	Actual Issue Dt/Tm	Est Return Dt/Tm	Last Util Rptd Dt	Tot FY Util Qty	Nbr of Passengers	Nbr of Bags
Select	101240090351	PICKUP TRUCK	12000	0012 - 0012	0012 - NEW ONE	A - Ad-Hoc	6 - N/A	68 - SAT 12	12481632640006	DM0003		06/01/2018 12:00 PM	06/30/2018 05:00 PM	3/18/2022 12:00:00 AM	0	2	2

4. Choose the Select hyperlink next to the desired ASSET ID. *The pop-up window closes and the selected ASSET ID appears in the previous screen.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
13 – Mandatory Entry: DISPATCHED.	Missing Entry. Enter the appropriate information in the desired field.

Related Topics

M&U


- Dispatch

Browse for an Attribute Template

Overview

The Attribute Template Browse pop-up window allows searching for the attribute templates and their descriptions that are available for the ACC.

Navigation

DPAS Property Accountability Module > *VARIOUS PROCEDURAL STEPS* >  > Attribute Template Browse pop-up window

Page Fields

The following fields display on the **Authorization Browse** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
--------	-------

Attribute Template Search Criteria Grid

ACC
Attribute Template Name
Attribute Template Desc


Attribute Template Results Grid

Select
Detail
Attribute Template Name

Detail Grid


Attribute Template Name
 Attribute Template Desc

Procedure

DPAS Navigation Helpful Tips
 Click the following link to display PA Navigation Tips.

Browse for an Attribute Template

Selecting at any point of this procedure returns all fields to the default setting.


1. Select . The **Attribute Template Browse** pop-up window appears.
2. In the Search Criteria box, narrow the results by entering one or more of the following optional fields:.

Attribute Template close or Esc Key

ACC	0-Other Mil Equip	Attribute Template Desc
Attribute Template Name	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>

Cancel

- Verify the ACC.
- Enter the Attribute Template Name in the field provided. *This is a 50 alphanumeric character field.*
- Enter the Attribute Template Desc in the field provided. *This is a 250 alphanumeric character field.*

3. Select . The results appear in the **Attribute Template Search Results** grid.

Attribute Template close or Esc Key

ACC	0-Other Mil Equip	Attribute Template Desc	<input type="text"/>
Attribute Template Name	<input type="text"/>		

Select	Detail	Attribute Template Name
Select	Detail	2557882222 - aac 0
Select	Detail	Computer
Select	Detail	Generator
Select	Detail	jordan template

4. Choose the Detail hyperlink next to the desired Attribute Template. *The Detail panel appears.*

Attribute Template close or Esc Key

ACC: 0-Other Mil Equip Attribute Template Desc:

Attribute Template Name:

Details

Attribute Name	Attribute Desc
wmj1118	test

Select	Detail	Attribute Template Name
Select	Detail	2557882222 - aac 0
Select	Detail	Computer
Select	Detail	Generator
Select	Detail	jordan template

- Choose the Select hyperlink next to the desired Attribute Template. *The pop-up window closes and the selected Attribute Template appears in the previous screen.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 – No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

PA

- Stock Number Mass Change Search Criteria




Browse for an Authorization

Overview

The Authorization Browse pop-up window allows searching for authorizations in the Force element.

Navigation

DPAS Force Systems Management Module > *VARIOUS PROCEDURAL STEPS* >  >
Authorization Browse pop-up window

Page Fields

The following fields display on the **Authorization Browse** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
--------	-------

Authorization Search Criteria

- Authorization Type
- Authorization Id
- Platform
- Stock Number
- UTC
- Authorization Status

Authorization Results Grid

Select

Authorization Id
Authorization Desc
Platform


Procedure

DPAS Navigation Helpful Tips



Click the following link to display FSM Navigation Tips.

Browse for an Authorization

One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting  at any point of this procedure returns all fields to the default "All" setting.



1. Select . The **Authorization Browse** pop-up window appears.

Authorization Browse
✕

Search Criteria

Authorization Type ▼

Select an Authorization Type

Authorization Id ▼

Select an Authorization Id

Platform ▼

Select a Platform

Stock Number ▼

Select a Stock Number

UTC ▼

Select a UTC

Authorization Status ▼

Not Applied

↺ Reset
🔍 Search

Search Results

Select	Authorization Id ↑	Authorization Desc	Platform
Select	1234	ABC123	
Select	JDLR01	Auth Stuff	CRK Platform
Select	jh0527c	test mix case	JHit2

⏪ ⏩

10 items per page

1 - 3 of 3 items

2. In the Search Criteria box, narrow the results by entering one or more of the following optional fields:.

- Use to select the Authorization Type.
 - Use to select the Authorization Id.
 - Use to select the Platform.
 - Use to select the Stock Number.
 - Use to select the UTC.
 - Use to select the Authorization Status.
3. Select . *The results appear in the **Authorization Search Results** grid.*
 4. Choose the Select hyperlink next to the desired Authorization. *The pop-up window closes and the selected Authorization ID appears in the previous screen.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

FSM

- Authorization Management Overview
- Review Authorizations
- Apply Authorization
- Authorization Details



Browse for a Contract Number

Overview

The Contract Number Browse process allows searching for stored contract numbers in the DPAS catalog.

Navigation

DPAS Modules > *VARIOUS PROCEDURAL STEPS* >  > Contract Browse pop-up window

Page Fields

The following fields display on the **Contract Browse** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
--------	-------

Search By Grid

- Contract Use Cd
- CAGE Cd
- Contract Nbr

Search Results Grid

- Select
- Contract Nbr
- Contractor Name


Procedures

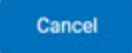
DPAS Navigation Helpful Tips



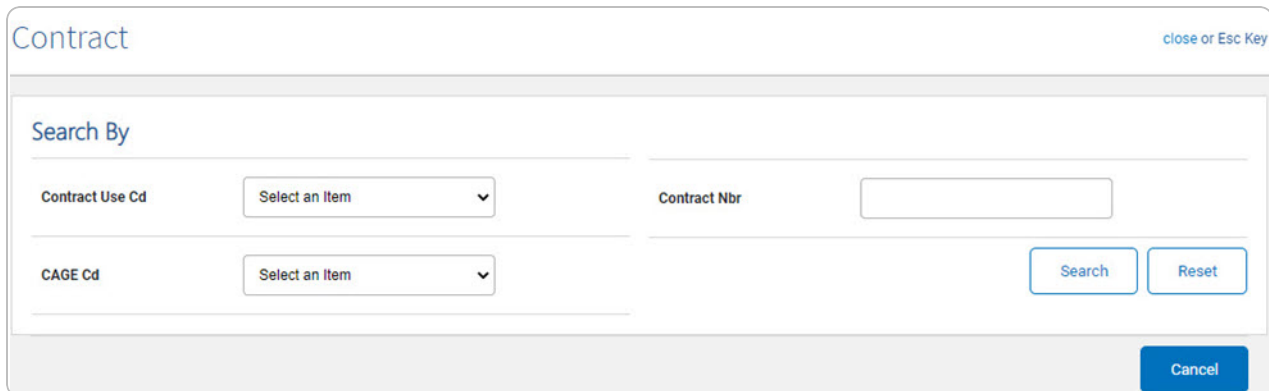
Click the following link to display DPAS Navigation Tips.



Browse for a Contract Number

One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting  at any point of this procedure returns all fields to the default "All" setting.

Selecting  at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

1. Select . The **Contract Browse** pop-up window appears.



2. In the Search By grid, narrow the results by entering one or more of the following optional fields:
 - Use  to select the Contract Use Cd.
 - Use  to select the CAGE Cd.
 - Enter the CONTRACT NBR in the field provided. *This is a 50 alphanumeric character field.*



3. Select . The results display in the Contract Search Results Grid below.

Contract close or Esc Key

Search By

Contract Use Cd <input style="width: 90%;" type="text" value="Select an Item"/>	Contract Nbr <input style="width: 90%;" type="text" value="12345678A0133"/>
CAGE Cd <input style="width: 90%;" type="text" value="Select an Item"/>	<input type="button" value="Search"/> <input type="button" value="Reset"/>

Select	Contract Nbr	Contractor Name
Select	12345678A0133	ACME INC

4. Click the Select hyperlink next to the desired contract. The pop-up window closes and the selected contract number appears in the previous screen.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
<p>125 – No record(s) match search criteria or you do not have the appropriate security access.</p>	<p>Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.</p>

Related Topics


- Wrnty/Svc/Subscription - Terms/Cond

Browse for a Deferred Task/Parts

Overview

The Deferred Task/Parts pop-up window allows searching for deferred parts for an asset from the Warehouse Module.

Navigation

Maintenance > *VARIOUS PROCEDURAL STEPS* >  > Deferred Task/Parts pop-up window

Page Fields

The following fields display on the **Deferred Task/Parts** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.
18	Select "Update" button to process transaction(s).
14	Select "Cancel" button to return to previous page.

Deferred Parts Criteria

Deferred Parts Results Grid


Procedures


DPAS Navigation Helpful Tips



Click the following link to display DPAS Navigation Tips.






Browse for Deferred Task/Parts

One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting  at any point of this procedure returns all fields to the default "All" setting.




Selecting  at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

1. Select . The **Deferred Task/Parts Browse** pop-up window appears.

2. In the Search Criteria box, narrow the results by entering one or more of the following optional fields:.

- Use  to select the Authorization Type.
- Use  to select the Authorization Id.
- Use  to select the Platform.
- Use  to select the Stock Number.
- Use  to select the UTC.



- Use  to select the Authorization Status.
3. Select . The results appear in the **Authorization Search Results** grid.
 4. Select . The **Deferred Task/Parts Browse** pop-up window closes and the selected entry appears in the Parts panel.
 5. Choose the Select hyperlink next to the desired Authorization. The pop-up window closes and the selected Authorization ID appears in the previous screen.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 – No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

M&U

- Work Order

FSM

- Authorization Management Overview
- Review Authorizations
- Apply Authorization
- Authorization Details



Browse for a Dispatch Id

Overview

The Dispatch Id Browse pop-up window allows searching for dispatching assets in the DPAS catalog.

Navigation

DPAS Modules > *VARIOUS PROCEDURAL STEPS* >  > Dispatch Id Browse pop-up window

Page Fields

The following fields display on the **DISPATCH ID BROWSE** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
--------	-------

Search By Grid

- Dispatch Id
- Dispatch Sts Cd
- Dispatcher
- Dispatched To
- Equip Pool

Search Results Grid

- Select
- Dispatch Id

Dispatch Sts Cd
Dispatcher
Dispatched To
Dispatch Cd
Equip Pool
Asset Id
Serial Nbr
Secondary Serial Number
UII


Procedures


DPAS Navigation Helpful Tips



Click the following link to display DPAS Navigation Tips.

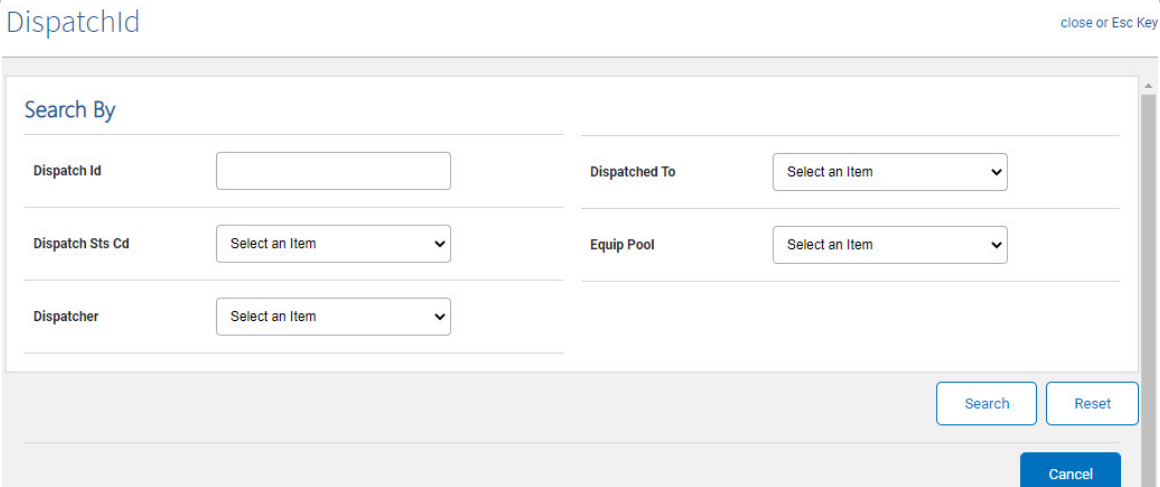
Browse for a Dispatch Id






One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting  at any point of this procedure returns all fields to the default "All" setting.

*Selecting  at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.*



1. Select . The **Dispatch ID Browse** pop-up window appears.



2. In the Search By grid, narrow the results by entering one or more of the following optional fields:
 - Enter the Dispatch ID in the field provided. *This is a 15 alphanumeric character field.*
 - Use  to select the Dispatch Sts Cd.
 - Use  to select the Dispatcher.
 - Use  to select the Dispatched To.
 - Use  to select the Equip Pool.
3. Select . The Search Results display in the Dispatch ID Grid below.

DispatchId close or Esc Key

Search By

Dispatch Id: Dispatched To:

Dispatch Sts Cd: Equip Pool:

Dispatcher:

Select	Dispatch Id	Dispatch Sts Cd	Dispatcher	Dispatched To	Dispatch Cd	Equip Pool	Asset Id	Serial Nbr	Secondary Serial Number	UII
Select	UP2019121900001	RQ - Requested		DJB - BRITT, DARRYL	A - Ad-Hoc	UP - UTOPIA PLANETIA	NCC17010018	NCC1764		

- Click the Select hyperlink next to the desired Dispatch ID. *The pop-up window closes and the selected Dispatch ID appears in the previous screen.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
409 — You have exceeded the browse limit of a 500	Invalid Search Entry. The performed search returned more than 500 rows. Refine and re—

row display. Refine Search Criteria.	enter the search criteria.
182 — Entry must be A — Z and/or 0 — 9 with no embedded spaces or special characters.	Invalid Entry. The characters entered in the field include prohibited special characters. Enter alphanumeric (alphabetic "A" through "Z", numeric "0" through "9") characters.

Related Topics

M&U

- Dispatch

Browse for an Equipment Category Code (ECC)

Overview

The ECC Browse pop-up window allows searching for ECCs in the eCatalog.

Navigation

DPAS eCatalog > *VARIOUS PROCEDURAL STEPS* >  > ECC Browse pop-up window

Page Fields

The following fields display on the **ECC Browse** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
--------	-------

ECC Search Criteria

Equipment Class Cd

ECC Results Grid

Equip Control Cd
Equip Control Desc
Equip Control Detailed Desc


Procedure

DPAS Navigation Helpful Tips

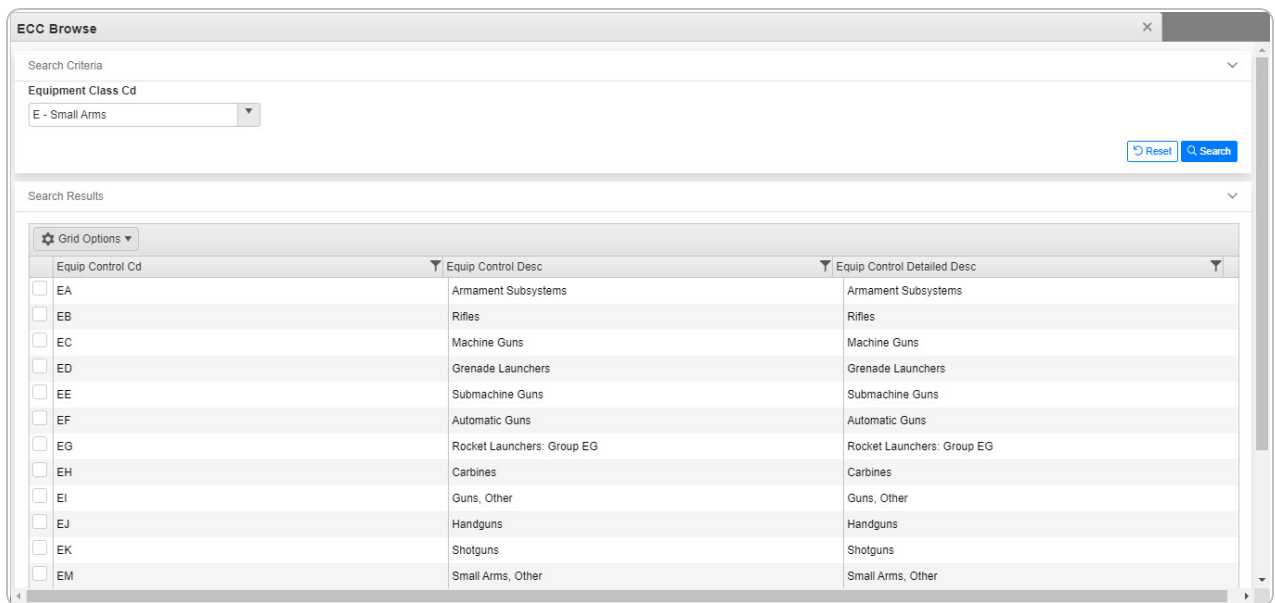


Click the following link to display PA Navigation Tips.

Browse for an ECC


One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting  at any point of this procedure returns all fields to the default "All" setting.

1. Select . The **ECC Browse** pop-up window appears.



Equip Control Cd	Equip Control Desc	Equip Control Detailed Desc
<input type="checkbox"/> EA	Armament Subsystems	Armament Subsystems
<input type="checkbox"/> EB	Rifles	Rifles
<input type="checkbox"/> EC	Machine Guns	Machine Guns
<input type="checkbox"/> ED	Grenade Launchers	Grenade Launchers
<input type="checkbox"/> EE	Submachine Guns	Submachine Guns
<input type="checkbox"/> EF	Automatic Guns	Automatic Guns
<input type="checkbox"/> EG	Rocket Launchers: Group EG	Rocket Launchers: Group EG
<input type="checkbox"/> EH	Carbines	Carbines
<input type="checkbox"/> EI	Guns, Other	Guns, Other
<input type="checkbox"/> EJ	Handguns	Handguns
<input type="checkbox"/> EK	Shotguns	Shotguns
<input type="checkbox"/> EM	Small Arms, Other	Small Arms, Other

2. In the Search Criteria box, narrow the results by entering the following:.

- Use  to select the Equipment Class Cd.

3. Select . The results appear in the **ECC Search Results** grid.

4. Click to select the Equip Control Cd. This highlights the desired row.



- Select . The desired Equipment Control Code appears in the ECC field in the previous screen.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

PA

- Add a Stock Number



Browse for the External Manufacturer Part Number

Overview

The External Manufacturer Part Number Browse pop-up window allows searching for manufacturer part numbers from a catalog. The availability of the external agency catalogs depend on the logged-in user.

Navigation

DPAS Modules > *VARIOUS PROCEDURAL STEPS* >  > External Manufacturer Part Number Browse pop-up window

Page Fields

The following fields display on the **External Manufacturer Part Number Browse** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
--------	-------


Search Criteria Grid

- Interface System
- CAGE Cd
- Mfr Part Nbr
- Stock Nbr
- Mfr Name
- Mfr Model Nbr


Search Results Grid

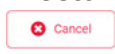
- Stock Nbr
- Item Desc
- Mfr Part Nbr
- Mfr Name
- Mfr Model Nbr
- CAGE Cd

Procedures

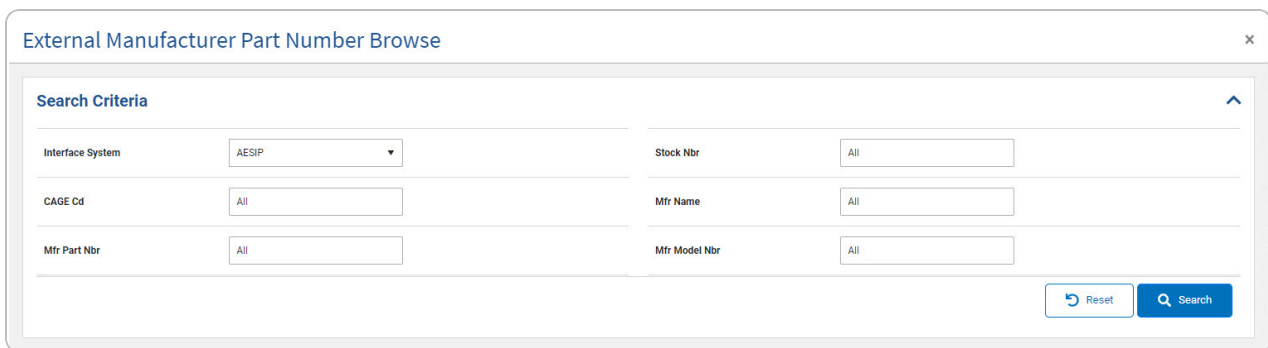
DPAS Navigation Helpful Tips
 Click the following link to display DPAS Navigation Tips.

Browse for an External Manufacturer Part Number

One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting  at any point of this procedure returns all fields to the default "All" setting.


Selecting  at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

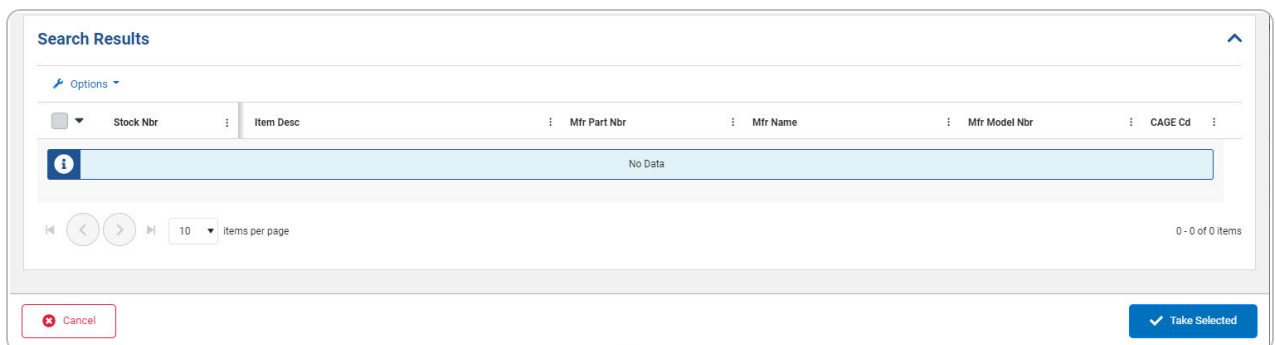
1. Select . The **External Manufacturer Part Number Browse** pop-up window appears.




2. In the Search Criteria box, narrow the results by entering the following:.

- Use ▼ to select the Interface System.
- Enter the CAGE Cd in the field provided. *This is a 5 alphanumeric character field.*
- Enter the MFR PART NBR in the field provided. *This is a 35 alphanumeric character field.*
- Enter the STOCK NBR in the field provided. *This is a 15 alphanumeric character field.*
- Enter the MFR NAME in the field provided. *This is a 36 alphanumeric character field.*
- Enter the MFR MODEL NBR in the field provided. *This is a 48 alphanumeric character field.*

3. Select . The results appear in the **External Manufacturer Part Number Search Results** grid.



4. Click  to select the External Manufacturer Part Number. *This highlights the desired row.*

5. Click . *The desired External Manufacturer Part Number appears in the MFR PART NBR field on the previous screen.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
-------	----------



125 — No record(s) match search criteria or you do not have the appropriate security access.

Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

M&U

- Manufacturer Part Nbr




Browse for the Internal Manufacturer Part Number

Overview

The Internal Manufacturer Part Number Browse pop-up window allows searching for manufacturer part numbers.

Navigation

Catalog > *VARIOUS PROCEDURAL STEPS* >  > Internal Manufacturer Part Number Browse pop-up window

Page Fields

The following fields display on the **Internal Manufacturer Part Number Browse** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Search Criteria Grid

- CAGE Cd
- Manufacturer Part Nbr
- Stock Nbr
- Manufacturer Name
- Model Nbr

Search Results Grid

- All
- Stock Nbr

Manufacturer Part Nbr
 Manufacturer Name
 Model Nbr
 CAGE Cd


Procedure


DPAS Navigation Helpful Tips



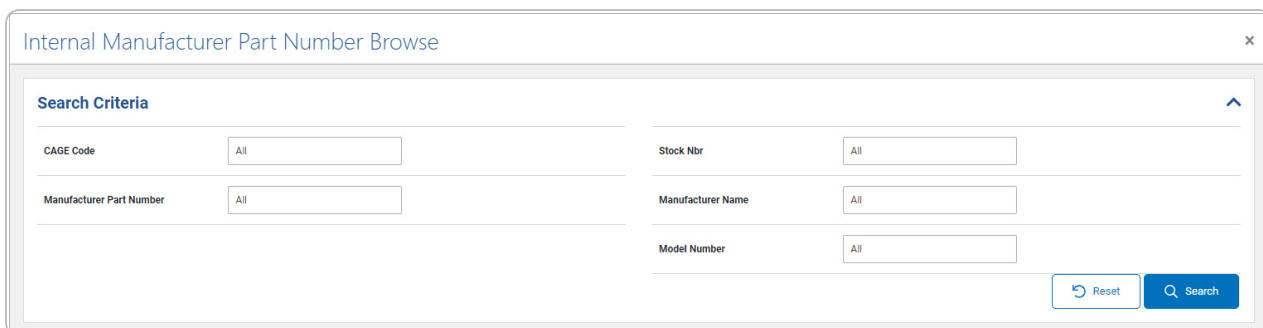
Click the following link to display DPAS Navigation Tips.

Browse for an Internal Manufacturer Part Number

One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting  at any point of this procedure returns all fields to the default "All" setting.

Selecting  at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.


1. Select . The **Internal Manufacturer Part Number Browse** pop-up window appears.

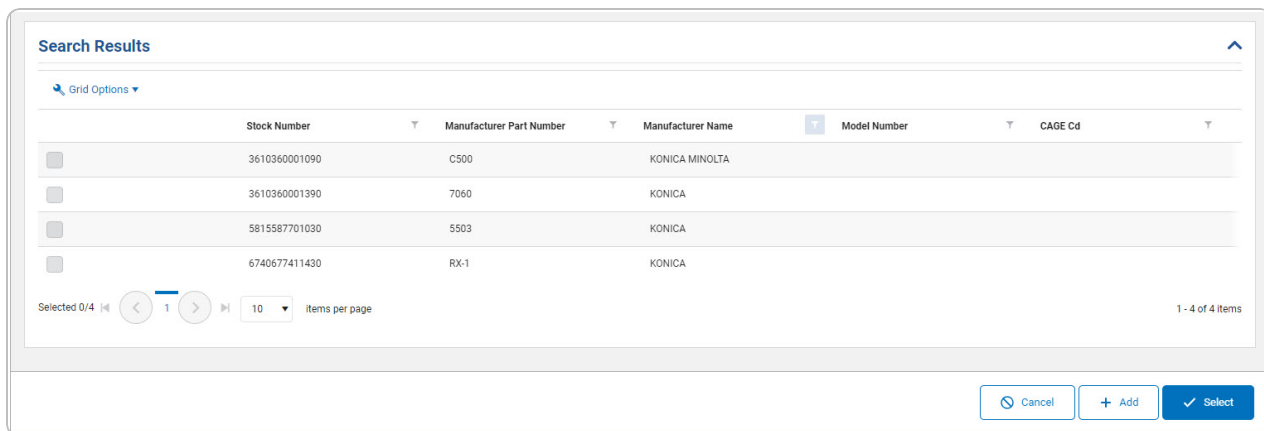


2. In the Search Criteria box, narrow the results by entering the following:
 - Enter the CAGE CD in the field provided. *This is a 5 alphanumeric character field.*
 - Enter the MANUFACTURER PART NBR in the field provided. *This is a 35 alphanumeric character field.*
 - Enter the STOCK NBR in the field provided. *This is a 15 alphanumeric character field.*




- Enter the MANUFACTURER NAME in the field provided. *This is a 36 alphanumeric character field.*
- Enter the MODEL NBR in the field provided. *This is a 48 alphanumeric character field.*

3. Select . The results appear in the **Internal Manufacturer Part Number Search Results** grid.



Stock Number	Manufacturer Part Number	Manufacturer Name	Model Number	CAGE Cd
3610360001090	C500	KONICA MINOLTA		
3610360001390	7060	KONICA		
5815587701030	5503	KONICA		
6740677411430	RX-1	KONICA		

4. Click to select the Internal Manufacturer Part Number. *This highlights the desired row.*
5. Click . *The desired Internal Manufacturer Part Number appears in the MFR PART NBR field on the previous screen.*

Add a Manufacturer Part Number

Select . The **Add a Manufacturer Part Number** page appears.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
-------	----------



125 — No record(s) match search criteria or you do not have the appropriate security access.

Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

PA

- Pending Catalog Transaction



Browse for Internal Stock Number

Overview

The Internal Stock Number Browse pop-up window allows searching for stock number assets.

Navigation

DPAS Modules > *VARIOUS PROCEDURAL STEPS* >  > Internal Stock Number Browse pop-up window

Page Fields

The following fields display on the **Internal Stock Number Browse** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
--------	-------

Search Criteria Grid

- Stock Item Type
- Stock Nbr
- LIN/TAMCN
- Item Desc
- Reportable Commodity Type

Search Results Grid

- Stock Number
- Stock Item Cd
- Item Desc

Mgmt Cd
LIN/TAMCN
FSC
CIIC
Type Asset Cd
Shelf Life Cd
Security Commodity Type
Reportable Commodity Type
Prev Stock Nbr
IT Device Cd
Accounting Req Cd
NIIN Status Cd


Procedures


DPAS Navigation Helpful Tips




Click the following link to display DPAS Navigation Tips.

Browse for an Internal Stock Number

One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting  at any point of this procedure returns all fields to the default "All" setting.

Selecting  at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

1. Use  to browse for the Stock Number entry. The **Internal Stock Number Browse** pop-up window displays.



Internal Stock Number Browse x

Search Criteria ^

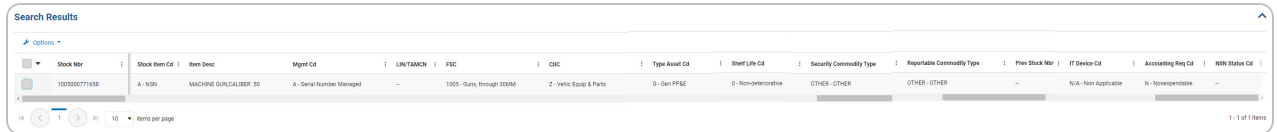
Stock Item Type <input style="width: 90%;" type="text" value="A - NSN"/>	Item Desc <input style="width: 90%;" type="text" value="All"/>
Stock Nbr <input style="width: 90%;" type="text" value="All"/>	Reportable Commodity Type <input style="width: 90%;" type="text" value="All"/>
LIN/TAMCN <input style="width: 90%;" type="text" value="All"/>	



Search Results ^

i Please enter criteria and click Search

2. In the Search Criteria grid, narrow the results by entering one or more of the following optional fields:
 - Enter the Stock Item Type in the field provided. *This is a 1 alphanumeric character field.*
 - Enter the STOCK NBR in the field provided. *This is a 15 alphanumeric character field.*
 - Enter the LIN/TAMCN in the field provided. *This is a 10 alphanumeric character field.*
 - Enter the ITEM DESC in the field provided. *This is a 256 alphanumeric character field.*
 - Use ▼ to select the Reportable Commodity Type.

3. Select . *The results appear in the **Stock Number Results** grid.*



4. Click  to select the Internal STOCK NBR.
5. Select . The **Internal Stock Number Browse** pop-up window closes and the selected STOCK NBR appears in the previous screen in the STOCK NBR field.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

M&U

- Manufacturer Part Nbr

PA

- Manufacturer Part Nbr



Browse for a Job Order Number

Overview

The Job Order Number Browse pop-up window allows searching for a Job Order Number in the DPAS catalog.

Navigation

DPAS Modules > *VARIOUS PROCEDURAL STEPS* >  > Job Order Number Browse pop-up window

Page Fields

The following fields display on the **Job Order Number Browse** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
--------	-------

Search By Grid

- Job Order Nbr ID
- Job Order Nbr Desc
- Reimbursable
- Effective Dt
- End Dt

Search Results Grid

- Select
- Job Order Nbr ID

Job Order Nbr Desc
 Effective Dt
 End Dt


Procedures

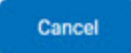
DPAS Navigation Helpful Tips



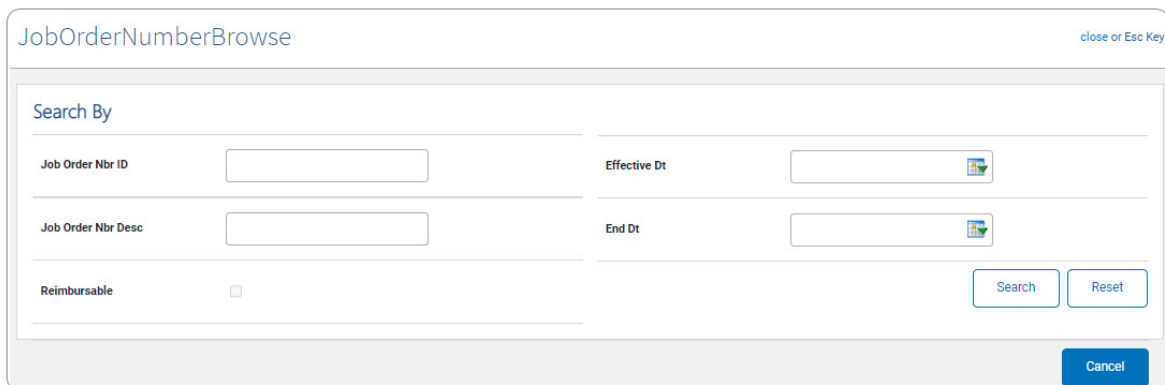
Click the following link to display DPAS Navigation Tips.

Browse for a Job Order Number

One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting  at any point of this procedure returns all fields to the default "All" setting.



Selecting  at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

1. Select . The **Job Order Number Browse** pop-up window appears.





2. In the Search By grid, narrow the results by entering one or more of the following optional fields:
 - Enter the Job Order Number the field provided. *This is a 15 alphanumeric character field.*
 - Enter the JOB ORDER NBR DESC in the field provided. *This is a 256 alphanumeric character field.*



- *The Reimbursable automatically populates and is not editable.*
 - Use  to select the Effective DT, or enter the date (MM/DD/YYYY) in the field provided.
 - Use  to select the End DT, or enter the date (MM/DD/YYYY) in the field provided.
3. Select . *The Search Results display in the Job Order Number Grid below.*

JobOrderNumberBrowse close or Esc Key

Search By

Job Order Nbr ID <input style="width: 90%;" type="text"/>	Effective Dt <input style="width: 90%;" type="text"/> 
Job Order Nbr Desc <input style="width: 90%;" type="text"/>	End Dt <input style="width: 90%;" type="text"/> 
Reimbursable <input type="checkbox"/>	<input type="button" value="Search"/> <input type="button" value="Reset"/>

Select	Job Order Nbr ID	Job Order Nbr Desc	Effective Dt	End Dt
Select	DDL12345679012	DDL123456789012	1/1/2022	12/31/2023

4. Click the Select hyperlink next to the desired Job Order Number. *The pop-up window closes and the selected Job Order Number appears in the previous screen.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 – No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

M&U

- Dispatch



Add a Maintenance Attachment

Overview

The Maintenance Attachment Add process provides the ability to add a new attachment for an agreement between the government and a manufacturer to supply equipment, parts and/or services.

Navigation

Master Data > *VARIOUS PROCEDURAL STEPS* > [Add Attachment](#) > Maintenance Attachment Add page

Page Fields

The following fields display on the **Maintenance Attachment Add** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Upload Grid

Contract Nbr
 File Path *
 Desc *
 Primary

Temporary Attachments Grid

Remove
 Desc

Size
 Type

(*) Asterisk identifies mandatory fields.

Procedures

DPAS Navigation Helpful Tips



Click the following link to display M&U Navigation Tips.

Add a Maintenance Attachment

Selecting at any point of this procedure removes all revisions and closes the page.
Bold numbered steps are required.

1. Select . The **Add a Maintenance Attachment** page appears.

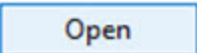

Upload File

Contract Nbr	TESTTT44HELP2		
*File Path	<input type="button" value="Choose File"/> No file chosen	*Desc	<div style="border: 1px solid #ccc; height: 40px;"></div>
		Primary	<input type="checkbox"/>

Temporary Attachments

- A. The **CONTRACT NBR** automatically populates and is not editable.
- B. Select in the File Path field. The Windows **Choose File to Upload** pop-up window appears.
- C. Choose the file to attach, and select it.




- D. Select . The **Choose File to Upload** pop-up window closes, and the file name appears in the File Name field.
- E. Enter the DESC in the field provided. *This is a 1024 alphanumeric character field.*
- F. Click to select the Primary. *This indicates which attachment the system should open first if there are multiple documents.*
- G. Select . *The file appears in the Temporary Attachments grid.*

Temporary Attachments			
	Desc	Size	Type
Remove	Document 4 Test	17.68KB	DOCX

- H. Repeat Steps B-G to attach multiple documents.

Remove an Attachment

Select the Remove hyperlink next to the desired document. *The document is deleted from the grid.*

- 2. Select . *The Attachment appears in the previous page under the Attachment(s) field.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 – No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.



<p>13 – Mandatory Entry: <i>FILE PATH.</i></p>	<p>Missing Entry. Enter the appropriate information in the desired field.</p>
<p>13 – Mandatory Entry: <i>DESC.</i></p>	
<p>161 – Remarks must be alphanumeric with supported special character(s) \$, -, /, #, &, comma, period, and space.</p>	<p>Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: \$, -, /, #, &, comma, period, and space. Special characters like ! or @ are prohibited.</p>
<p>349 – "Add Attachment" supports only JPG, JPEG, GIF, and PDF files.</p>	<p>Invalid Entry. Only JPG, JPEG, GIF, and PDF files are supported, and no other file types are attachable. Attach a correctly formatted file.</p>
<p>1004 – Attachment file size exceeds the maximum of (Size from table) for this file type. "Attachment" file size is (size).</p>	<p>Invalid File Size. The file size is too large. Reduce the file size and attach the file again.</p>
<p>353 – Attachment file size exceeds the maximum of 1 MB. The selected file size is {x}.</p>	<p>Invalid File Size. The file size is too large. Reduce the file size and attach the file again.</p>



Related Topics

M&U

- Add a Contract
- Update a Contract
- View the Contract Attachment
- Delete a Contract



Browse for an Operator/Technician

Overview

The Operator/Technician Browse pop-up window allows searching of Operators/Technicians in the DPAS catalog.

Navigation

DPAS Modules > *VARIOUS PROCEDURAL STEPS* >  > Operator/Technician Browse pop-up window

Page Fields

The following fields display on the **Operator/Technician Browse** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
--------	-------

Search By Grid

Opr/Tech Cd
Team Id

Search Results Grid

Select
Opr/Tech Cd
Opr/Tech Id
Last Name
First Name

Schedule
 Start Time
 End Time


Procedures

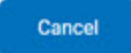
DPAS Navigation Helpful Tips



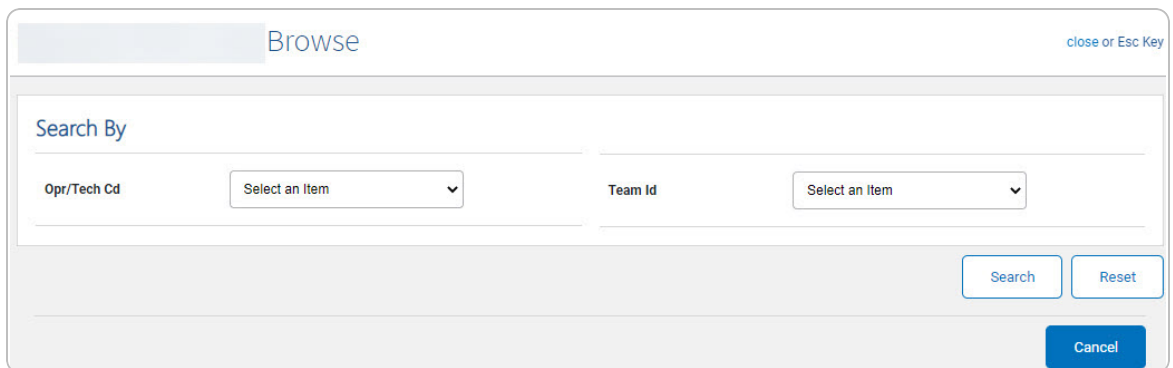
Click the following link to display DPAS Navigation Tips.

Browse for an Operator/Technician

One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting  at any point of this procedure returns all fields to the default "All" setting.

Selecting  at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

1. Select . The **Operator/Technician Browse** pop-up window appears.






Note



The Dispatch To Browse and the Operator List Browse have the same fields as the Operator/Technician Browse.

2. In the Search By grid, narrow the results by entering one or more of the following optional fields: .



- Use  to select the Opr/Tech Cd.
 - Use  to select the Team Id.
3. Select . *The Search Results display in the Operator/Technician Grid below.*

Browse close or Esc Key

Search By

Opr/Tech Cd: Team Id:

Select	Opr/Tech Cd	Opr/Tech Id	Last Name	First Name	Schedule	Start Time	End Time
Select	O - Operator	DJB	BRITT	DARRYL			
Select	O - Operator	ABC123	KATELUZOS	BRENDA			
Select	O - Operator	AKEYS	KEYS	ABIGAIL			
Select	O - Operator	MILESCOT	MILEWSKI	SCOTT			
Select	O - Operator	OPERATOR2	OPERATOR2	USER2			

4. Click the Select hyperlink next to the desired Operator/Technician. *The pop-up window closes and the selected Operator/Technician appears in the previous screen.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 – No record(s) match search criteria or you do not	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security

have the appropriate security access. access. Enter different Search Criteria and try the Search again.

Related Topics

M&U

- Dispatch

Browse for a Stock Number

Overview

The Stock Number Browse pop-up window allows searching for assets in the DPAS catalog.

Navigation

DPAS Modules > *VARIOUS PROCEDURAL STEPS* >  > STOCK NBR Browse pop-up window

Page Fields

The following fields display on the **Stock Nbr Browse** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
--------	-------

Search By Grid

Stock Nbr
Item Desc
FSC

Additional Search Criteria Grid

LIN/TAMCN

Search Results Grid

Select
Stock Nbr
Item Desc

FSC
 ECC
 Owing DoDAAC
 Ctlg Nm Cd
 LIN/TAMCN


Procedures

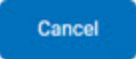
DPAS Navigation Helpful Tips



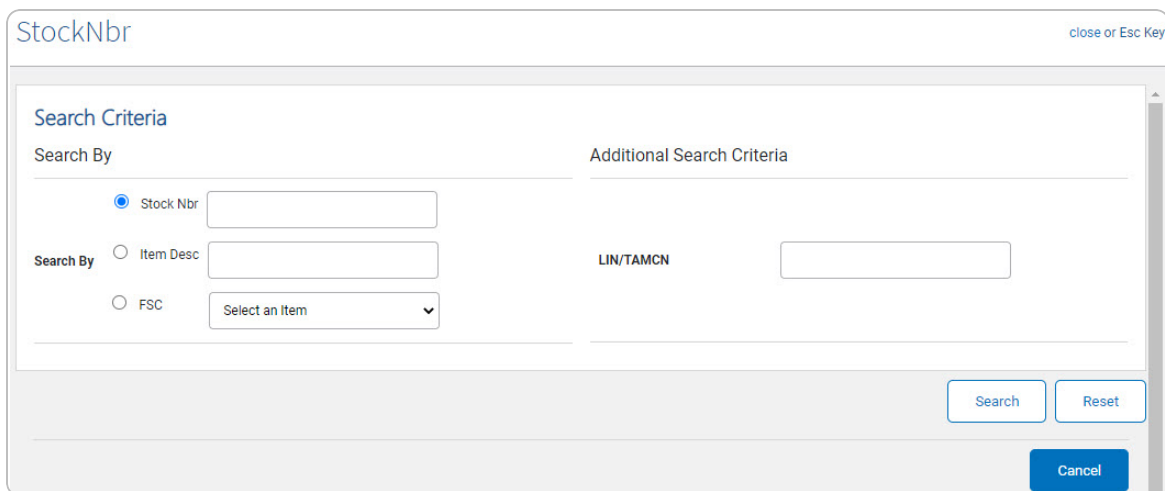
Click the following link to display DPAS Navigation Tips.

Browse for a STOCK NBR

One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting  at any point of this procedure returns all fields to the default "All" setting.

Selecting  at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.


1. Select . The **STOCK NBR Browse** pop-up window appears.





2. Select next to the desired Search By Criteria. Depending upon what is chosen:



Note

 Only choose one of the three options. STOCK NBR is the default option.

- Enter the STOCK NBR in the field provided. *This is a 15 alphanumeric character field.*
 - Enter the ITEM DESC in the field provided. *This is a 1024 alphanumeric character field.*
 - Use  to select the FSC.
3. Enter any desired additional search criteria.
- Enter the LIN/TAMCN in the field provided. *This is a 10 alphanumeric character field.*
4. Select . *The Search Results display in the STOCK NBR Grid below.*

StockNbr close or Esc Key

Search Criteria

Search By

Stock Nbr

Item Desc

FSC ▼

Additional Search Criteria

LIN/TAMCN

Select	Stock Nbr	Item Desc	FSC	ECC	Owning DODAAC	Ctlg Nm Cd
Select	WMJ52013B	TEST	1005	ZS		NAVY

5. Click the Select hyperlink next to the desired STOCK NBR. *The pop-up window closes and the selected STOCK NBR appears in the previous screen.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
13 – Mandatory Entry: STOCK NBR.	Missing Entry. Enter the appropriate information in the desired field.
13 – Mandatory Entry: ITEM DESC.	
13 – Mandatory Entry: FSC.	
128 - To perform search, ITEM DESC must be three positions.	Invalid Entry. The ITEM DESC field must contain at least three characters to perform a search. Enter three or more characters, then select the Search button again.
208 - You have exceeded the browse limit of a 250 row display. Refine Search Criteria.	Invalid Search Entry. The performed search returned more than 250 rows. Refine and re-enter the search criteria.

Related Topics

M&U

- Dispatch Rate



Browse for a Stock Number

Overview

The Stock Number Browse pop-up window allows searching for assets in the DPAS catalog.

Navigation

DPAS Modules > *VARIOUS PROCEDURAL STEPS* >  > STOCK NBR Browse pop-up window

Page Fields

The following fields display on the **Stock Nbr Browse** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
--------	-------

Search By Grid

Stock Nbr
Item Desc
FSC

Additional Search Criteria Grid

LIN/TAMCN

Search Results Grid

Select
Stock Nbr
Item Desc

FSC
 LIN/TAMCN
 ECC
 Util Measure Cd
 Util Measure Desc
 Util Meter


Procedures

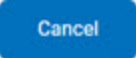
DPAS Navigation Helpful Tips



Click the following link to display DPAS Navigation Tips.

Browse for a STOCK NBR

One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting  at any point of this procedure returns all fields to the default "All" setting.


Selecting  at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.


1. Select . The **STOCK NBR Browse** pop-up window appears.



2. Select next to the desired Search By Criteria. *Depending upon what is chosen:*

Note

 Only choose one of the three options. STOCK NBR is the default option.

- Enter the STOCK NBR in the field provided. *This is a 15 alphanumeric character field.*
 - Enter the ITEM DESC in the field provided. *This is a 1024 alphanumeric character field.*
 - Use  to select the FSC.
3. Enter any desired additional search criteria.
- Enter the LIN/TAMCN in the field provided. *This is a 10 alphanumeric character field.*
4. Select . *The Search Results display in the STOCK NBR Grid below.*

StockNbr close or Esc Key

Search Criteria

<p>Search By</p> <p><input type="radio"/> Stock Nbr <input style="width: 100%;" type="text"/></p> <p><input checked="" type="radio"/> Item Desc <input style="width: 100%; border: 1px solid #ccc;" value="vehicle"/></p> <p><input type="radio"/> FSC <input style="width: 100%; border: 1px solid #ccc;" value="Select an Item"/></p>	<p>Additional Search Criteria</p> <p>LIN/TAMCN <input style="width: 100%; border: 1px solid #ccc;" type="text"/></p>
---	--

Select	Stock Nbr	Item Desc	FSC	LIN/TAMCN	ECC	Util Measure Cd	Util Measure Desc	Util Meter
Select	234001X510267	VEHICLE UTILITY 4X2 GASOLINE	2340			M	Miles	Yes

5. Click the Select hyperlink next to the desired STOCK NBR. *The pop-up window closes and the selected STOCK NBR appears in the previous screen.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
13 – Mandatory Entry: STOCK NBR.	Missing Entry. Enter the appropriate information in the desired field.
13 – Mandatory Entry: ITEM DESC.	
13 – Mandatory Entry: FSC.	
128 - To perform search, ITEM DESC must be three positions.	Invalid Entry. The ITEM DESC field must contain at least three characters to perform a search. Enter three or more characters, then select the Search button again.
208 - You have exceeded the browse limit of a 250 row display. Refine Search Criteria.	Invalid Search Entry. The performed search returned more than 250 rows. Refine and re-enter the search criteria.

Related Topics

M&U

- Wrnty/Svc/Subscription — Asset Assoc




Browse for Stock Number

Overview

The Stock Number Browse pop-up window allows searching for assets in the Force element.

Navigation

DPAS Force Systems Management Module > *VARIOUS PROCEDURAL STEPS* >  >
Stock Number Browse pop-up window

Page Fields

The following fields display on the **Stock Number Browse** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
--------	-------

Stock Number Search Criteria

- Stock Number
- LIN/TAMCN
- Item Desc
- FSC

Stock Number Results Grid

- Stock Number
- Item Description


Procedure


DPAS Navigation Helpful Tips



Click the following link to display FSM Navigation Tips.

Browse for a Stock Number

One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting  at any point of this procedure returns all fields to the default "All" setting.

1. Use  to browse for the Stock Number entry. The **Stock Number Browse** pop-up window displays.



Stock Number Browse
✕

Search Criteria ^

Stock Number <input style="width: 90%;" type="text"/>	LIN/TAMCN <input style="width: 90%;" type="text"/>
Item Desc <input style="width: 90%;" type="text"/>	FSC 1005 - Guns, through 30MM ▼

↶ Reset
🔍 Search


Search Results ^

	Stock Number ↑	Item Description
Select	1005000032251	RIFLE,CALIBER .22
Select	1005000038646	LINK,CAM
Select	1005000100240	RIFLE,CALIBER .30
Select	1005000739399	TESTING STILL
Select	1005007265217	SHIM,TRUNNION BLOCK
Select	1005009193921	HOUSING ASSEMBLY GU
Select	1005011182640	PISTOL,9 MILLIMETER,SEMI-AUTOMATIC
Select	1005013197111	BARREL,AUTOMATIC GUN
Select	1005PDS192	MDFP

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items per page

1 - 9 of 9 items

2. In the Search Criteria box, narrow the results by entering one or more of the following optional fields:
 - Enter the STOCK NBR in the field provided. *This is a 15 alphanumeric character field.*
 - Enter the LIN/TAMCN in the field provided. *This is a 10 alphanumeric character field.*
 - Enter the ITEM DESC in the field provided. *This is a 256 alphanumeric character field.*
 - Use to select the FSC.
3. Select . *The results appear in the **Stock Number Results** grid.*
4. Choose the Select hyperlink next to the desired STOCK NBR. *The pop-up window closes and the selected STOCK NBR appears in the previous screen.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 – No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

M&U

- Work Plan Detail - Parts





FSM

- Authorization Details
- Review Authorizations



Browse for a Technician

Overview

The Technician Browse pop-up window allows searching for the primary technician to perform the desired work assignment/order.

Navigation

DPAS Modules > *VARIOUS PROCEDURAL STEPS* >  > Technician Browse pop-up window

Page Fields

The following fields display on the **Technician Browse** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
--------	-------

Search By Grid

- Stock Nbr
- Serial Nbr
- Asset Id
- Work Plan

Saved Information Grid

- All
- Select
- Last Name

First Name
Assets Certs Missing
Work Plan Certs Missing

Procedures

DPAS Navigation Helpful Tips



Click the following link to display DPAS Navigation Tips.

Browse for a Technician








Selecting at any point of this procedure removes all revisions and closes the page.
Bold numbered steps are required.



1. Select . The **Technician Browse** pop-up window appears.

Technician close or Esc Key

Search By

Stock Nbr	12481632640006	Serial Nbr	DM0003	Asset Id	101240090351	Work Plan	MONTHLYCHECK
All	Select	Last Name	First Name	Asset Certs Missing	Work Plan Certs Missing		
	Select	BROOKS	DAVE	2	-		
	Select	HARKLESS	BRIAN	1	-		
	Select	HEIDBREDER	C	0	-		
	Select	KATELUZOS	BRENDA	2	-		
	Select	OPERATOR	USER	2	-		
	Select	SAYED	AKO	0	-		
	Select	SAYED	AKO	2	-		

Cancel

2. Verify the **STOCK NBR**.
3. Verify the **SERIAL NBR**.
4. Verify the **ASSET ID**.
5. Verify the **Work Plan**.
6. Verify the **Saved Information Grid** of the desired Technician.
 - A. Verify the **Last Name**.
 - B. Verify the **First Name**.
 - C. Verify the **ASSET CERTS Missing**.
 - D. Verify the **WORK PLAN CERTS Missing**.
7. Click the select hyperlink of the desired Technician. The **Technician Browse** pop-up window closes and the selected name appears in the **Primary Tech** field.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 – No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics


- Add Criteria to a Work Order
- Update a Work Order

Browse for the Type Designation

Overview

The Type Designation Browse pop-up window allows searching for the Type Designation and Acquisition program information.

Note



The TYPE DSG field only populates when M - Military is selected under the TYPE ASSET CD field.

Navigation

DPAS Modules > *VARIOUS PROCEDURAL STEPS* >  > Type Designation Browse pop-up window

Page Fields

The following fields display on the **Type Designation Browse** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
--------	-------

Search Criteria Grid

- Type Designator
- Acq Program
- Type Dsg Group

Search Results Grid

- Type Dsg
- Type Dsg Group
- Acq Program
- Yrs Svc Life
- Fdcry Deprn Method
- Util Measure
- Util Svc Life


Procedures

DPAS Navigation Helpful Tips




Click the following link to display DPAS Navigation Tips.

Browse for a Type Designation

One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting  at any point of this procedure returns all fields to the default "All" setting.

1. Select . The **Type Designation Browse** pop-up window appears.

2. In the Search Criteria box, narrow the results by entering the following:
 - Enter the Type Designator in the field provided. *This is a 1024 alphanumeric character field.*
 - Use ▼ to select the Acq Program.
 - Use ▼ to select the Type Dsg Group.
3. Select . The results appear in the **Type Designation Search Results** grid.

Search Results

Grid Options

Type Dsg	Type Dsg Group	Acq Program	Yrs Svc Life	Fdcry Deprn Method	Util Measure	Util Svc Life
<input type="checkbox"/> wmjtesttd2-test TD	6001 - AIR DEFENSE SYSTEMS	ABRAMS - ABRAMS	4	AB	H	6000

Selected 0/1 | 1 | 50 items per page | 1 - 1 of 1 items

- Click to select the Type Designation. *This highlights the desired row.*
- Click . *The desired Type Designation appears in the TYPE DSG field in the previous screen.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 – No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
102 – Inquiry already exists.	Invalid entry. The Inquiry is already established. Re-enter the inquiry or select 'update query' or 'delete inquiry' to modify the existing inquiry.



65 – No record(s) match search criteria.

Invalid Entry. Results for the search criteria entered do not exist. Enter different Search Criteria and try the Search again.

Related Topics

M&U

- Stock Number




Browse for a Unit Identification Code (UIC)

Overview

The UIC Browse pop-up window allows searching for UICs in the Force element.

Navigation

DPAS Force Systems Management Module > *VARIOUS PROCEDURAL STEPS* >  > UIC Browse pop-up window

Page Fields

The following fields display on the **UIC Browse** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
--------	-------

UIC Search Criteria

- Site Id
- DoDAAC
- Org Id
- UIC
- Major Command Code

UIC Results Grid

- Select
- UIC
- Organization Id




Procedure

DPAS Navigation Helpful Tips



Click the following link to display FSM Navigation Tips.

Browse for a UIC

One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting  at any point of this procedure returns all fields to the default "All" setting.



1. Select . The **UIC Browse** pop-up window appears.

UIC Browse
✕

Search Criteria

Site Id

Org Id

Major Command Code

DsDAAC

UIC

↺ Reset
🔍 Search


Search Results

Select	UIC ↑	Organization Id
Select	FE1822	
Select	FE6022	
Select	NG0002	0183MA/70001
Select	NG0019	
Select	RE0154	0911ALF70000

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Items per page

1 - 5 of 8 Items

2. In the Search Criteria box, narrow the results by entering one or more of the following optional fields:
 - Enter the SITE ID in the field provided. *This is a 3 alphanumeric character field.*
 - Enter the DoDAAC in the field provided. *This is a 6 alphanumeric character field.*
 - Enter the ORG ID in the field provided. *This is a 30 alphanumeric character field.*
 - Enter the UIC in the field provided. *This is a 6 alphanumeric character field.*
 - Enter the Major Command Code in the field provided. *This is a 2 alphanumeric character field.*
3. Select . *The results appear in the **UIC Search Results** grid.*
4. Choose the Select hyperlink next to the desired UIC. *The pop-up window closes and the selected UIC appears in the previous screen.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 – No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

FSM


- Authorization Management Overview
- Authorization Management Details
- Review Authorizations
- Apply Authorization

Browse for a Unit Identification Code (UIC) Real Property (RP) Installation Code

Overview

The UIC RP Installation Code Browse pop-up window allows searching for a real property's installation code within a UIC.

Navigation

DPAS Property Accountability Module > *VARIOUS PROCEDURAL STEPS* >  > UIC RP Installation Code Browse pop-up window

Page Fields

The following fields display on the **UIC RP Installation Code Browse** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
--------	-------

UIC RP Installation Code Search Criteria Grid

- Component Code
- Installation Code
- Installation Name

UIC RP Installation Code Search Results Grid

- Select
- Installation Code

Component Code
 Installation Name


Procedure

DPAS Navigation Helpful Tips

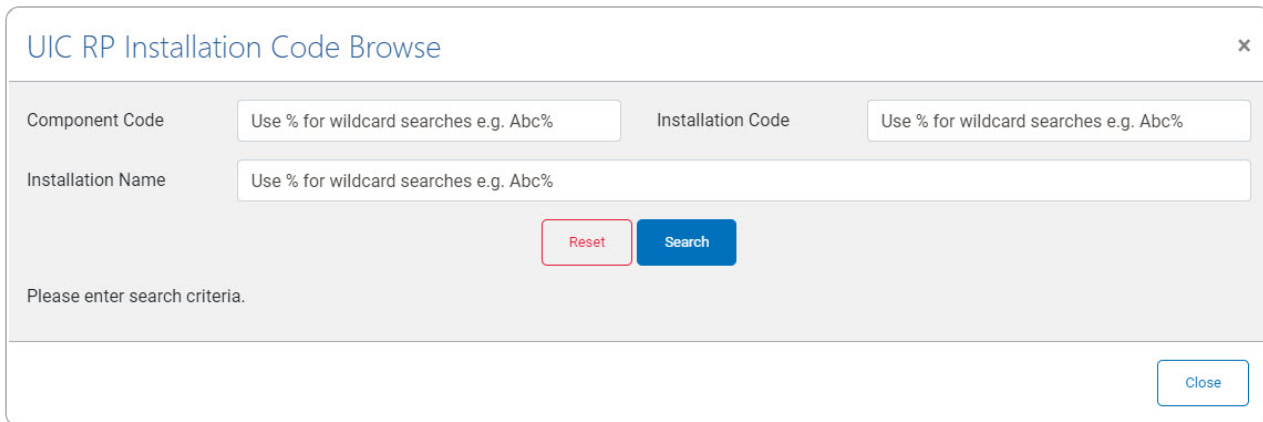


Click the following link to display PA Navigation Tips.

Browse for an Installation Code


One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting  at any point of this procedure returns all fields to the default "All" setting.

1. Select . The **UIC RP Installation Code Browse** pop-up window appears.



2. In the Search Criteria box, narrow the results by entering one or more of the following optional fields:
 - Enter the Component Code in the field provided. *This is a 7 alphanumeric character field.*
 - Enter the Installation Code in the field provided. *This is a 4 alphanumeric character field.*
 - Enter the Installation Name in the field provided. *This is a 100 alphanumeric character field.*



3. Select . The results appear in the **Search Results** grid.

UIC RP Installation Code Browse x

Component Code Installation Code

Installation Name

Reset
Search

Select	Installation Code	ComponentCode	Installation Name
Select	CNBC	AFACT	BROOKS CITY AFB, SA

Close

4. Choose the Select hyperlink next to the desired Installation Code. The pop-up window closes and the selected code appears in the previous screen.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
-------	----------

<p>125 — No record(s) match search criteria or you do not have the appropriate security access.</p>	<p>Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.</p>
--	--

Related Topics

PA

- Add an Accountable UIC/UIC
- Update an Accountable UIC/UIC

Browse for a Warehouse Stock Number

Overview

The Warehouse Stock Number Browse pop-up window allows searching for assets in the Warehouse catalog.

Navigation

DPAS M&U Module > *VARIOUS PROCEDURAL STEPS* >  > Warehouse STOCK NBR Browse pop-up window

Page Fields

The following fields display on the **WAREHOUSE STOCK NBR Browse** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
--------	-------

Search By Grid

Stock Nbr
Item Desc
FSC

Additional Search Criteria Grid

LIN/TAMCN

Search Results Grid

Select

Stock Nbr
 Item Desc
 FSC
 LIN/TAMCN

Procedures

DPAS Navigation Helpful Tips



Click the following link to display M&U Navigation Tips.

Browse for a Warehouse Stock Number

One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting at any point of this procedure returns all fields to the default "All" setting.


Selecting at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.



1. Select . The **WAREHOUSE STOCK NBR Browse** pop-up window appears.

2. Select next to the desired Search By Criteria. Depending upon what is chosen:



Note

 Only choose one of the three options. STOCK NBR is the default option.

- Enter the STOCK NBR in the field provided. *This is a 15 alphanumeric character field.*
 - Enter the ITEM DESC in the field provided. *This is a 1024 alphanumeric character field.*
 - Use  to select the FSC.
3. Enter any desired additional search criteria.
- Enter the LIN/TAMCN in the field provided. *This is a 10 alphanumeric character field.*
4. Select . *The Search Results display in the Warehouse STOCK NBR Grid below.*

WarehouseStockNbrBrowse close or Esc Key

Search By

Stock Nbr
 Item Desc
 FSC

Additional Search Criteria

LIN/TAMCN

Select	Stock Nbr	Item Desc	FSC	LIN/TAMCN
<input type="checkbox"/>	8440002210852	SUSPENDERS, TROUSERS, OD	8440	V43602F
<input type="checkbox"/>	8340015455869	ESS 305 W/ STOVEPIPE OPENING, GREEN	8340	C00452F

5. Select next to the desired STOCK NBR.

- Select . The pop-up window closes and the selected STOCK NBR appears in the previous screen.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
13 – Mandatory Entry: STOCK NBR.	Missing Entry. Enter the appropriate information in the desired field.
13 – Mandatory Entry: ITEM DESC.	
13 – Mandatory Entry: FSC.	
13 – Mandatory Entry: LIN/TAMCN.	
128 - To perform search, ITEM DESC must be three positions.	Invalid Entry. The ITEM DESC field must contain at least three characters to perform a search. Enter three or more characters, then select the Search button again.
208 - You have exceeded the browse limit of a 250 row display. Refine Search Criteria.	Invalid Search Entry. The performed search returned more than 250 rows. Refine and re-enter the search criteria.



Related Topics

M&U

- Add a Work Plan Association
- Update a Work Plan Association




Browse for a Work Order

Overview

The Work Order Browse pop-up window allows searching for Work Orders that are associated with the user's Maintenance Activity.

Navigation

DPAS Maintenance Utilization Module > *VARIOUS PROCEDURAL STEPS* >  > Work Order Browse pop-up window

Page Fields

The following fields display on the **Work Order Browse** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
--------	-------

Work Order — Search By Grid

- Work Order Id
- Status Cd
- Priority Cd
- Estbd Dt From
- Estbd Dt To
- Asset Id
- Stock Nbr
- Serial Nbr
- Secondary Serial Number
- UII

Doc Nbr

Search Results Grid

Select
Work Order Id
Estbd Dt
Work Order Desc
Work Order Status
Work Order State
Priority Cd
Asset Id
Serial Nbr
Secondary Serial Number
UII
Item Desc
Doc Nbr

Procedures

DPAS Navigation Helpful Tips



Click the following link to display M&U Navigation Tips.

Browse for a Work Order



One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting at any point of this procedure returns all fields to the default "All" setting.



1. Select . The **Work Order** pop-up window appears.

WorkOrder close or Esc Key

Search By

Work Order Id <input style="width: 90%;" type="text"/>	Stock Nbr <input style="width: 90%;" type="text"/>
Status Cd <input style="width: 90%;" type="text" value="Select an Item"/>	Serial Nbr <input style="width: 90%;" type="text"/>
Priority Cd <input style="width: 90%;" type="text" value="Select an Item"/>	Secondary Serial Number <input style="width: 90%;" type="text"/>
Estbd Dt From <input style="width: 90%;" type="text"/> 	Ull <input style="width: 90%;" type="text"/>
Estbd Dt To <input style="width: 90%;" type="text"/> 	Doc Nbr <input style="width: 90%;" type="text"/>
Asset Id <input style="width: 90%;" type="text"/>	

Note



The WORK ORDER ID Browse and Using WORK ORDER ID Browse have the same fields as Work Order Browse.



WorkOrderId close or Esc Key

Search By

Work Order Id <input type="text"/>	Stock Nbr <input type="text"/>
Status Cd <input type="text" value="Select an Item"/>	Serial Nbr <input type="text"/>
Priority Cd <input type="text" value="Select an Item"/>	Secondary Serial Number <input type="text"/>
Estbd Dt From <input type="text"/>	Ull <input type="text"/>
Estbd Dt To <input type="text"/>	Doc Nbr <input type="text"/>
Asset Id <input type="text"/>	

UsingWorkOrderId close or Esc Key

Search By

Work Order Id <input style="width: 90%;" type="text"/>	Stock Nbr <input style="width: 90%;" type="text"/>
Status Cd <input style="width: 90%;" type="text" value="Select an Item"/>	Serial Nbr <input style="width: 90%;" type="text"/>
Priority Cd <input style="width: 90%;" type="text" value="Select an Item"/>	Secondary Serial Number <input style="width: 90%;" type="text"/>
Estbd Dt From <input style="width: 90%;" type="text"/>	UII <input style="width: 90%;" type="text"/>
Estbd Dt To <input style="width: 90%;" type="text"/>	Doc Nbr <input style="width: 90%;" type="text"/>
Asset Id <input style="width: 90%;" type="text"/>	

2. In the Work Order Search By box, narrow the results by entering one or more of the following optional fields:
 - Enter the WORK ORDER ID. *This is a 20 alphanumeric character field.*
 - Use to select the Status Cd.
 - Use to select the Priority Cd.
 - Use to select the ESTBD DT FROM, or enter the date (MM/DD/YYYY) in the field provided.
 - Use to select the ESTBD DT To, or enter the date (MM/DD/YYYY) in the field provided.
 - Enter the ASSET ID. *This is a 12 alphanumeric character field.*
 - Enter the STOCK NBR. *This is a 15 alphanumeric character field.*
 - Enter the SERIAL NBR. *This is a 30 alphanumeric character field.*

- Enter the Secondary Serial Number. *This is a 30 alphanumeric character field.*
- Enter the UII. *This is a 50 alphanumeric character field.*
- Enter the DOC NBR. *This is a 14 alphanumeric character field.*

3. Select . *The results appear in the **Work Plan Search Results** grid.*

Select	Work Order Id	Estbd Dt	Work Order Desc	Work Order Status	Work Order State	Priority Cd	Asset Id	Serial Nbr	Secondary Serial Number	UII	Item Desc	Doc Nbr
Select	2019091800004	9/18/2019		O-Open		2-Urgent - 2 days	CAR4	CAR4			TRUCK,LIFT,FORK	
Select	2019091800005	9/18/2019		O-Open		2-Urgent - 2 days	CAR5	CAR5			TRUCK,LIFT,FORK	

4. Choose the Select hyperlink next to the desired WORK ORDER ID. *The pop-up window closes and the selected WORK ORDER ID appears in the previous screen.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
XXX — ESTBD DT FROM Date cannot be > Current Date.	Invalid Date Entry. The Current Date cannot occur before the ESTBD DT FROM Date. Re—enter the date.



<p>612 — Date format must be MM/DD/YYYY.</p>	<p>Invalid Date Entry. The date must following the MM/DD/YYYY format. Re—enter the date.</p>
<p>XXX — ESTBD DT To Date cannot be < Current Date.</p>	<p>Invalid Date Entry. The Current Date cannot occur after the ESTBD DT To Date. Re—enter the date.</p>
<p>408 — ASSET ID cannot contain special character(s).</p>	<p>Invalid Entry. The characters entered in the field include prohibited special characters. Enter alphanumeric (alphabetic "A" through "Z", numeric "0" through "9") characters. Special characters like \$, ! or @ are prohibited.</p>
<p>82 — STOCK NBR must be alphanumeric with valid special character(s) \$, -, /, #, &, comma, and period.</p>	<p>Invalid Entry. The characters entered in the field include prohibited special characters. Enter alphanumeric (alphabetic "A" through "Z", numeric "0" through "9") characters, or the following permitted special characters: \$, -, /, #, &, comma, and period. Special characters like ! or @ are prohibited.</p>
<p>195 — SERIAL NBR contains invalid special characters.</p>	<p>Invalid Entry. The field must have alphanumeric (alphabetic "A" through "Z", numeric "0" through "9") characters only. Re-enter the Serial Number.</p>
<p>37 — Entry must = A — Z and/or 0 — 9.</p>	<p>Invalid Entry. The characters entered in the field include prohibited special characters. Enter alphanumeric (alphabetic "A" through "Z",</p>





	numeric "0" through "9") characters.
682 – Invalid UII format. Pos 1 – 50 must be alphanumeric with pos 1 – 6 mandatory.	Invalid Entry. The UII must be at least 6 alphanumeric characters, and no more than 50 characters. Re-enter the UII.
409 – You have exceeded the browse limit of a 500 row display. Refine Search Criteria.	Invalid Search Entry. The performed search returned more than 500 rows. Refine and re-enter the search criteria.
142 – To perform "Search", data must be entered in one or more fields.	Invalid Search Entry. Enter at least one search criteria to perform a search. Refine and re-enter the search criteria.
94 – Select a record(s) to continue.	Missing Entry. <input type="button" value="Continue"/> was clicked without any records selected. Click <input type="checkbox"/> to select a record, then select <input type="button" value="Continue"/> .
714 – Selected rows exceeds 50 row maximum.	Invalid Entry. Too many rows are checked. Uncheck enough records so 50 or less are selected, then proceed.



Related Topics

M&U

- Add Criteria to a Work Order
- Update a Work Order



Browse for a Work Plan

Overview

The Work Plan Browse pop-up window allows searching for active Work Plans that are associated with the user's Maintenance Activity. This is for Work Plan Browse and Using WORK PLAN ID Browse.

Navigation

DPAS Modules > *VARIOUS PROCEDURAL STEPS* >  > Work Plan Browse pop-up window

Page Fields

The following fields display on the **Work Plan Browse** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
--------	-------

Search Criteria Grid

- Plan Id
- Plan Type Cd
- Plan Name
- Plan Selection

Search Results Grid

- Select
- Plan Id
- Plan Type Cd

Plan Name
 Plan Description
 Activity Name
 Public


Procedures

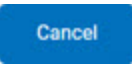
DPAS Navigation Helpful Tips



Click the following link to display DPAS Navigation Tips.

Browse for a Work Plan

One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting  at any point of this procedure returns all fields to the default "All" setting.

Selecting  at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.




1. Select . The **Work Plan Browse** pop-up window appears.

Note



This process is also used for Using Work Plan ID Browse.



2. In the Search Criteria grid, narrow the results by entering one or more of the following optional fields:
 - Enter the PLAN ID *This is a 50 alphanumeric character field.*
 - Use  to select the Plan Type Cd.
 - Enter the Plan Name *This is a 50 alphanumeric character field.*
 - Use  to select the Plan Selection.
3. Select . *The results appear in the **Work Plan Browse Search Results** grid.*

Brw close or Esc Key

Plan Id

Plan Type Cd ▼

Plan Name

Plan Selection ▼

Select	Plan Id	Plan Type Cd	Plan Name	Plan Desc	Activity Name	Public
Select	ABCTEST2	ANTE - Analyze/Test	TEST	A TEST 7	BROOKS MA	No

4. Choose the Select hyperlink next to the desired PLAN ID. *The pop-up window closes and the selected Work Plan ID appears in the previous screen.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution



125 — No record(s) match search criteria or you do not have the appropriate security access.

Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

M&U

- Work Plan



Browse for a Work Plan Identifier

Overview

The Work Plan ID Browse pop-up window allows searching for active Work Plans that are associated with the user's Maintenance Activity.

Navigation

DPAS Modules > *VARIOUS PROCEDURAL STEPS* > + Add > Select Work Plans pop-up window

Page Fields

The following fields display on the **Select Work Plans** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Search Criteria Grid

- Plan Id
- Plan Type Cd
- Plan Name
- Maintenance Activity
- Central Work Plan
- Plan Selection

Search Results Grid

Plan Id

Plan Type
Plan Name
Plan Description
Maint Activity
Public
Central Work Plan


Procedures

DPAS Navigation Helpful Tips



Click the following link to display DPAS Navigation Tips.

Browse for a Work Plan Identifier

One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting  at any point of this procedure returns all fields to the default "All" setting.



1. Select + Add. The **Select Work Plans** pop-up window appears.

Select Work Plans ✕

Search Criteria ^

Plan Id <input style="width: 90%;" type="text"/>	Plan Type Cd <input style="width: 90%;" type="text" value="All Plan Types"/>
Plan Name <input style="width: 90%;" type="text"/>	Maintenance Activity <input style="width: 90%;" type="text" value="BROOKS MA"/>
Central Work Plan <input style="width: 90%;" type="text" value="Both"/>	Plan Selection <input style="width: 90%;" type="text" value="My Activity Plans"/>

↺ Reset
🔍 Search

Search Results ^

Available Selected


	Plan Id	Plan Type	Plan Name	Plan Descrip...	Maint Activity	Public	Central Work...
i	No Data						

⏪
⏩

✖ Cancel
💾 Save

2. In the Search Criteria grid, narrow the results by entering one or more of the following optional fields:.

- Enter the PLAN ID. *This is a 50 alphanumeric character field.*
- Enter the Plan Name. *This is a 50 alphanumeric character field.*
- Use ▼ to select the Central Work Plan.
- Use ▼ to select the Plan Type Cd.
- Use ▼ to select the Maintenance Activity.
- Use ▼ to select the Plan Selection.

3. Select . The results appear in the **Work PLAN ID Search Results** grid under the Available tab.

Select Work Plans

Search Criteria


Plan Id <input style="width: 90%;" type="text" value="ABCTEST2"/>	Plan Type Cd <input style="width: 90%;" type="text" value="All Plan Types"/>
Plan Name <input style="width: 90%;" type="text"/>	Maintenance Activity <input style="width: 90%;" type="text" value="BROOKS MA"/>
Central Work Plan <input style="width: 90%;" type="text" value="Both"/>	Plan Selection <input style="width: 90%;" type="text" value="My Activity Plans"/>


Search Results

Available
Selected

	Plan Id	Plan Type	Plan Name	Plan Description	Maint Activity	Public	Central Work Plan
<input type="checkbox"/>	ABCTEST2	ANTE - Analyze/Test	TEST	A TEST 7	BROOKS MA	No	Yes

10 items per page
1 - 1 of 1 items

4. Click  to select the PLAN ID.

Select . The pop-up window closes and the selected PLAN ID appears in the previous screen.

5.

OR

Select the Selected tab to view and remove the checked Work Plan Identifiers.


Search Results

Available Selected
▲

Remove	Plan Id ↑	Plan Type	Plan Name	Plan Description	Maint Activity	Public	Central Work Plan
Remove	ABCTEST2	ANTE - Analyze/Test	TEST	A TEST 7	BROOKS MA	No	Yes
Remove	BLK	CSIS - COSIS	UPDATE TRUCK	PERIODIC	BROOKS MA	No	No
Remove	BROOKSPLAN1	PREV - Preventive Maintenance	PLANBROOKS1	BROOKSPLAN1	BROOKS MA	Yes	No

◀ 1 ▶
10 items per page
1 - 3 of 3 items

✖ Cancel
Save

- A. Select the Remove hyperlink. The selected Work Plan Identifier is removed from the grid.
- B. Select . The pop-up window closes and the selected PLAN ID appears in the previous screen.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security

have the appropriate security access. access. Enter different Search Criteria and try the Search again.

Related Topics

M&U



- Schedule Preventive Maintenance

Contact Us

Contact Name

DPAS Support Team

POC

 Leidos, Inc.	 DPAS Support
---	---

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Accessibility

The pages on the Defense Property Accountability System (DPAS) web-site are developed to be accessible to individuals with disabilities, in accordance with Section 508 of the Rehabilitation Act of 1973, as amended-29 U.S.C. § 794.

Specifically, the pages have been developed to comply with the following 508 web site accessibility requirements developed by the Architectural and Transportation Barriers Compliance Board (The Board) and published by the W3C as worldwide accessibility standards.

These requirements are based upon the Final Rule as Published in the Federal Register on December 21, 2000 at 36 CFR Part 1195 [Docket No. 2001-01] RIN 3014-AA25 and as published in The Board's on-line guide to the standards for Web-based Intranet and Internet Information and Applications (1194.22).

These requirements include the following:

A text equivalent for every non-text element shall be provided (e.g., via "alt," "longdesc," or in element content).

Equivalent alternatives for any multimedia presentation shall be synchronized with the presentation.

Web pages shall be designed so that all information conveyed with color is also available without color, for example from context or markup.

Documents shall be organized so they are readable without requiring an associated style sheet.

Redundant text links shall be provided for each active region of a server-side image map.

Client-side image maps shall be provided instead of server-side image maps except where the regions cannot be defined with an available geometric shape.

Row and column headers shall be identified for data tables.

Markup shall be used to associate data cells and header cells for data tables that have two or more logical levels of row or column headers.

Frames shall be titled with text that facilitates frame identification and navigation.

Pages shall be designed to avoid causing the screen to flicker with a frequency greater than 2 Hz and lower than 55 Hz.

A text-only page, with equivalent information or functionality, shall be provided to make a web site comply with the provisions of these standards, when compliance cannot be accomplished in any other way. The content of the text-only page shall be updated whenever the primary page changes.

When pages utilize scripting languages to display content, or to create interface elements, the information provided by the script shall be identified with functional text that can be read by assistive technology.

When a web page requires that an applet, plug-in or other application be present on the client system to interpret page content, the page must provide a link to a plug-in or applet that complies with §1194.21(a) through (l).

When electronic forms are designed to be completed on-line, the form shall allow people using assistive technology to access the information, field elements, and functionality required for completion and submission of the form, including all directions and cues.

A method shall be provided that permits users to skip repetitive navigation links.

When a timed response is required, the user shall be alerted and given sufficient time to indicate more time is required.

If you have trouble using this site, report the issue to the point of contact listed on the Contact Us page.



External Link Disclaimer

The appearance of hyperlinks does not constitute endorsement by the Department of Defense (DoD) or the Defense Finance and Accounting Service (DFAS) of this Web site or the information, products or services contained therein.

For other than authorized activities such as military exchanges and Morale, Welfare and Recreation sites, the DoD and the DFAS does not exercise any editorial control over these locations. All links are provided consistent with the Mission of the Defense Property Accountability System (DPAS).

Let us know about existing external links which you believe are inappropriate and about specific additional external links which you believe ought to be included.



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By using this IS (which includes any device attached to this IS), you consent to the following conditions:

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