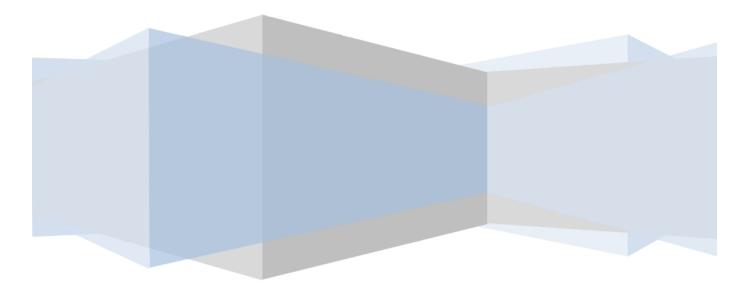


## **Force System Management**

## **Defense Property Accountability System**



## **Printed Manual**

Version 28 Mar 2025



## Welcome

#### Overview — DPAS

Welcome to the Defense Property Accountability System (DPAS) 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 50 DoD Agencies and Military Services.

The DPAS program office is located within DLA Logistics Catalog and Data Solutions (LCDS), a Portfolio of the Information Operations of the Defense Logistics Agency. The DPAS PMO receives sponsorship from the Equipment Office, under the Office of the Assistant Secretary of Defense (OASD) for Sustainment / Logistics.

## 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 >

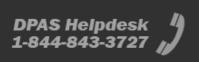
View DPAS Help

Instructions
Select 'Refresh' button to refresh search results.

2

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







- Using DPAS Help Topics
- Using DPAS Help Menus

Version 28 Mar 2025



## 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**

Welcome to the Defense Property Accountability System (DPAS) 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 50 DoD Agencies and Military Services.

The DPAS program office is located within DLA Logistics Catalog and Data Solutions (LCDS), a Portfolio of the Information Operations of the Defense Logistics Agency. The DPAS PMO receives sponsorship from the Equipment Office, under the Office of the Assistant Secretary of Defense (OASD) for Sustainment / Logistics.

## **FSM Summary**

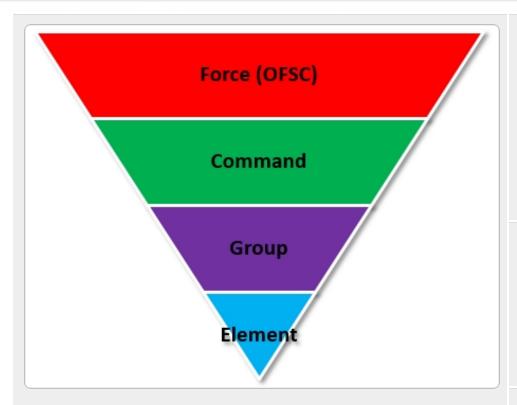
The DPAS Force System Management (FSM) module is designed to provide integrated functionality between the Property Accountability (PA) Module and the Force System Management (FSM) module, using the PA SITE ID Catalog to connect to FSM.

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

6

- 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

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

View DPAS Help

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

## **Navigation**

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







#### 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
  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 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 Help link.

- Select Help . 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 DPAS Help

#### View the Help System

- Select View DPAS Help . 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.

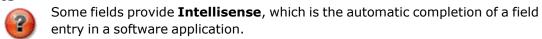
#### Search Criteria

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.
  - $^{ullet}$  Start entering characters in the fields with  $^{ullet}$  .

#### Note



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.

- 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 —



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

Individual Records —



Shows the rows of data in the Results Grid.

Bottom Scroll —



## **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 + Add -

Creates a new record in the process results grid.

#### **Individual Records**

• Edit — — Revises a record in the process.

• Delete — — — Erases a record in the process.

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

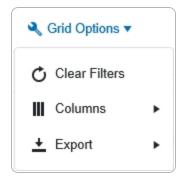
## **Navigation**

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**

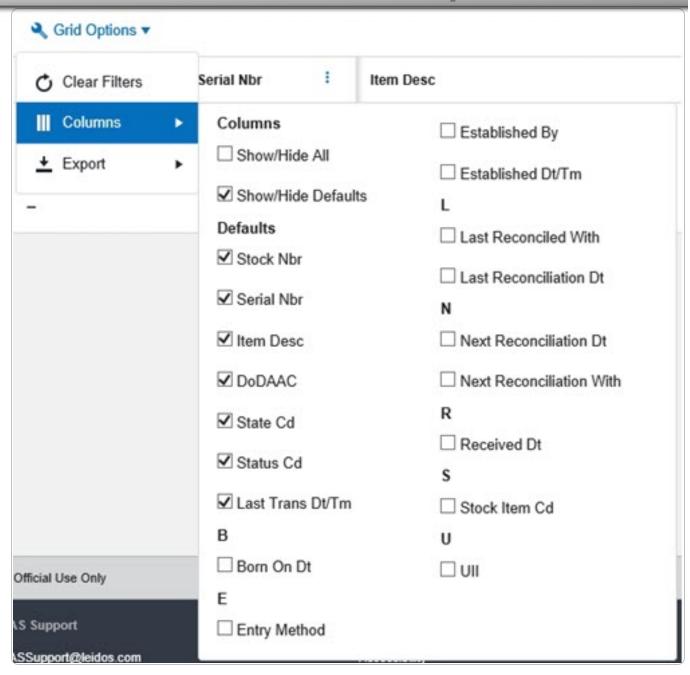
Erases any filters used within the Results Grid columns.



#### **Columns**

Changes what columns are viewed in the Results Grid.

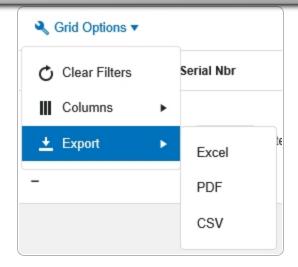




### **Export**

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

- Welcome
- Contact Us
- DPAS FSM Overview
- DPAS FSM Navigation Tips
- Using DPAS Help Overview
- 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**



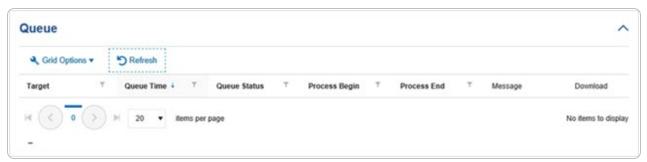
Click the following link to display FSM Navigation Tips.

#### 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.







No Common Errors have been identified for this page.

- 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

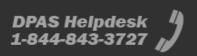
Force (E-mail)

#### **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.



- 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.

- 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.

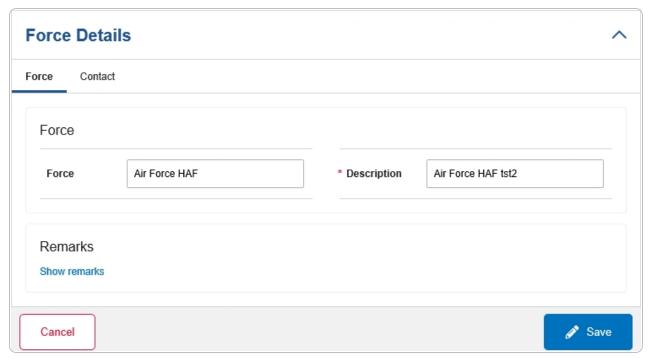
Selecting retains the information and returns to the previous page. **Bold** numbered steps are required.

- 1. Select the desired entry. *The Force System is highlighted.*
- 2. Select . The **Force Details** page displays.





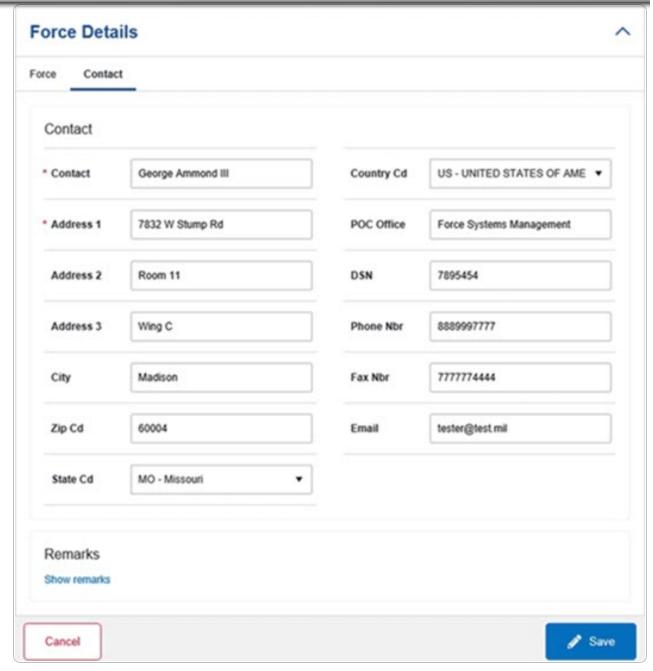
3. View the Force tab.



- A. Update the Force, entering the revised name in the field provided. *This is a 100 alpha-numeric 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.*







- **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 alpha-numeric 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.	
13 — Mandatory Entry: Contact.	Missing Entry. Enter the appropriate information in the desired field.
13 — Mandatory Entry: Address 1.	
761 — Phone Nbr, DSN, FAX Nbr, or Mobile Phone Nbr must be numeric, a min- imum of 7 — pos, with sup- ported 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 Management

30



## **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.

<b>17</b> Sele	ect "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**



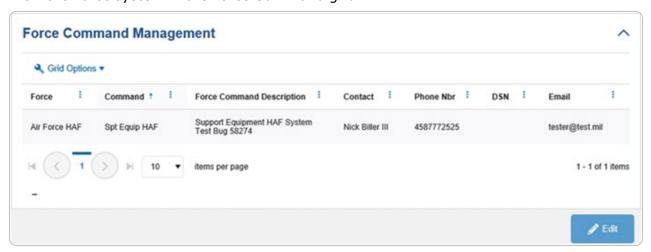
Click the following link to display FSM Navigation Tips.

#### **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.



- 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.
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.

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





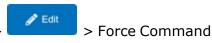
## **Update a Force Command System**

#### **Overview**

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

## **Navigation**

MASTER DATA MGMT > Force Command Management > 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**

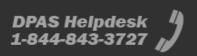


Click the following link to display FSM Navigation Tips.

## **Update a Force Command**

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

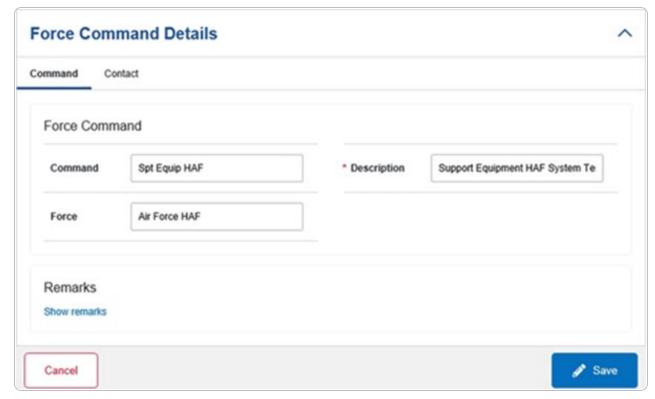
- 1. Select the desired entry. *The Force Command is highlighted.*
- 2. Select . The **Force Command Details** page displays.







3. View the Command tab.



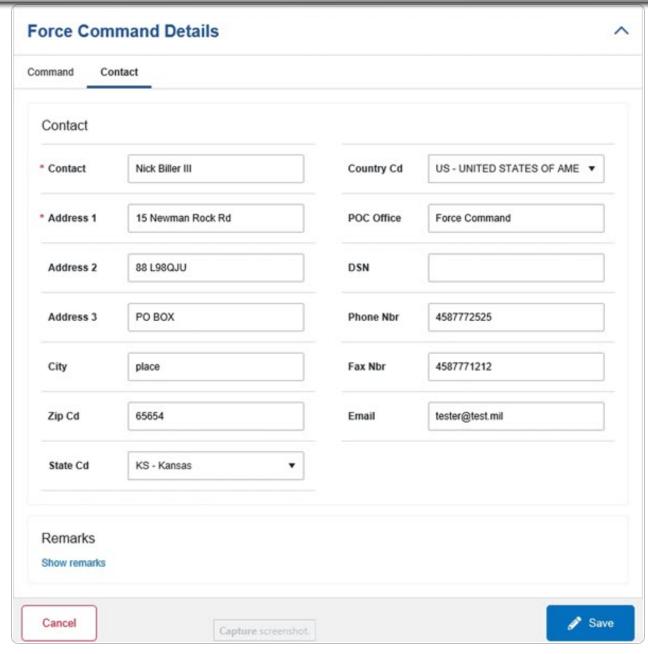
- A. Update the Command, entering the revised name in the field provided. *This is an 100 alphanumeric character field.*
- **B.** Update the Description, entering the revised information in the field provided. *This is a 250 alphanumeric character field.*
- C. Update the Force, entering the revised name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

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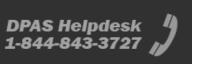
- a. Update the Remarks, entering the revised information in the field provided. *This is a 1024 alphanumeric character field.*
- b. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*
- 4. Select the Contact Tab. *The Force tab closes and the Contact tab opens.*







- **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 alpha-numeric 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**







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
13 — Mandatory Entry: Contact.	in the desired field.
761 — Phone Nbr, DSN, FAX Nbr, or Mobile Phone Nbr must be numeric, a min- imum of 7 — pos, with sup- ported 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 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).

42

#### **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



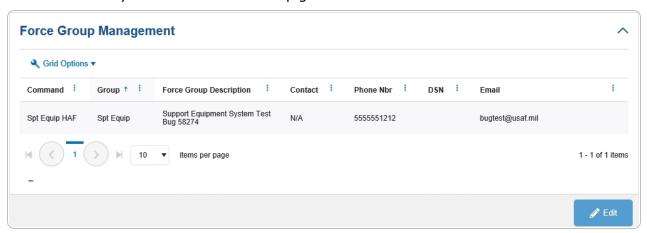
Click the following link to display FSM Navigation Tips.

## **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.



- 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**

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.

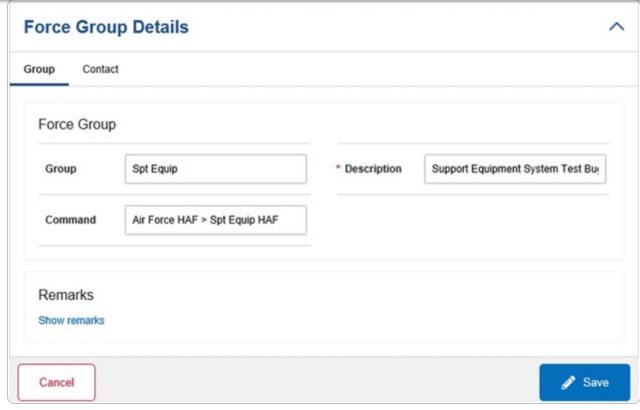
- 1. Select the desired entry. *The Force Group is highlighted.*
- 2. Select . The **Force Group Details** page displays.
- 3. View the Group tab.







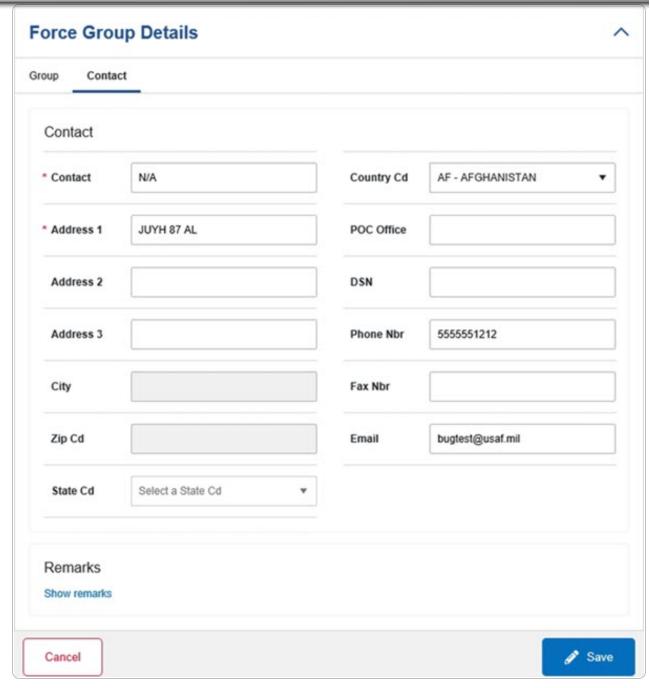




- A. Update the Group, entering the revised name in the field provided. *This is an 100 alphanumeric character field.*
- **B.** Update the Description, entering the revised information in the field provided. *This is an 250 alphanumeric character field.*
- C. Update the Command, entering the revised 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.*







- **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 alpha-numeric 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**









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
13 — Mandatory Entry: Contact.	in the desired field.
761 — Phone Nbr, DSN, FAX Nbr, or Mobile Phone Nbr must be numeric, a min- imum of 7 — pos, with sup- ported 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 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.

53

## **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.

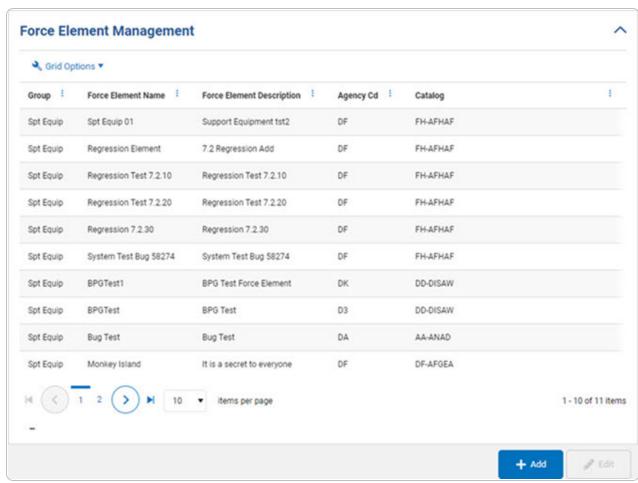
#### **View a Force Element**

Selecting 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 Element grid.



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

#### Add a Force Element



. 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**

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





**– 1234, 12345 1234).** 

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**



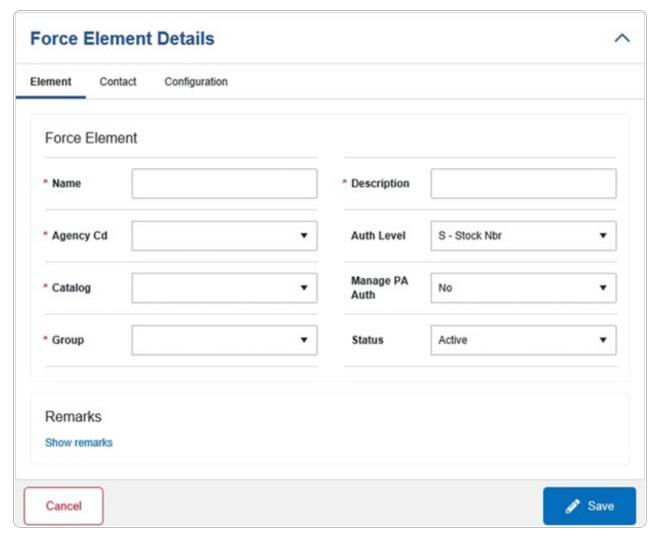
Click the following link to display FSM Navigation Tips.



#### **Add a Force Element**

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

- 1. Select + Add a Force Element page appears.
- 2. View the Element tab.



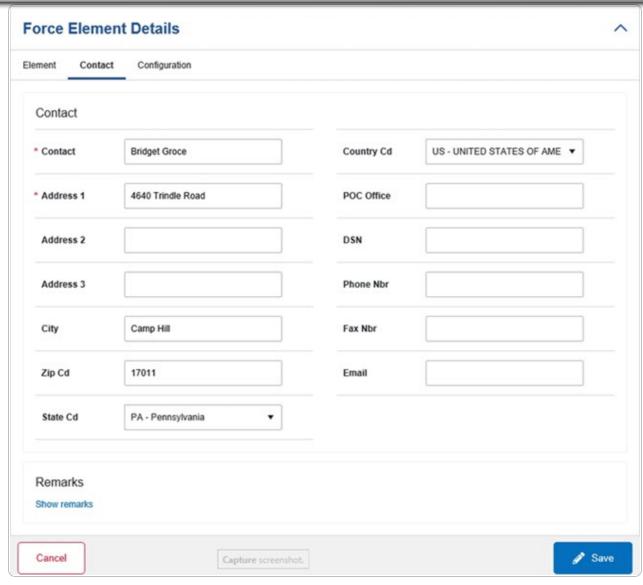
- **A.** Enter the Name in the field provided. This is a 25 alphanumeric character field.
- **B.** Enter the Description in the field provided. *This is a 250 alphanumeric character field.*



- **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.





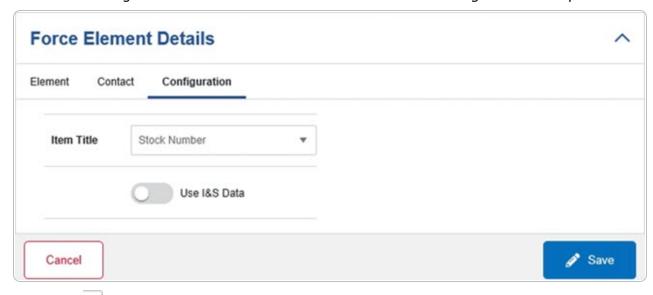


- **A.** Enter the Contact in the field provided. *This is a 50 alphanumeric character field.*
- B. Use to select the Country Cd.
- **C.** Enter the Address 1 in the field provided. *This is a 25 alphanumeric character field.*
- D. Enter the POC Office in the field provided. *This is a 30 alphanumeric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



- 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 Save . The **Force Element Details** page closes, and the **Force Element Management** page displays the updated information.





#### **Common Errors**

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
13 — Mandatory Entry: Contact.	in the desired field.
761 — Phone Nbr, DSN, FAX Nbr, or Mobile Phone Nbr must be numeric, a min- imum of 7 — pos, with sup- ported 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 > page



> Force Element Details

## **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**



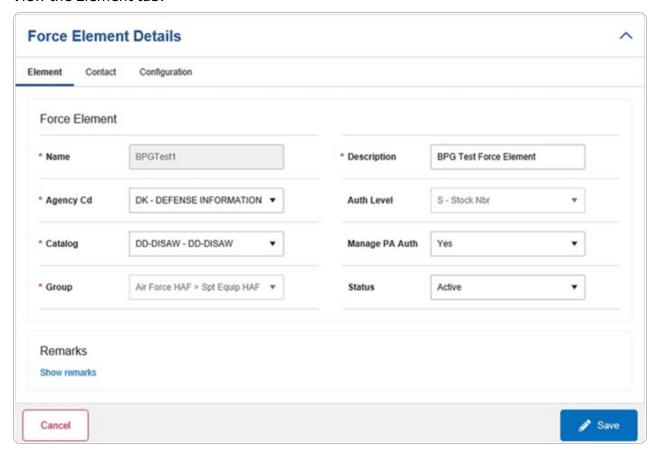
Click the following link to display FSM Navigation Tips.



#### **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 Element Details page displays.
- 3. View the Element tab.



- **A.** Verify the Name.
- **B.** Update the Description, entering the revised information in the field provided. *This is an 250 alphanumeric character field.*

68

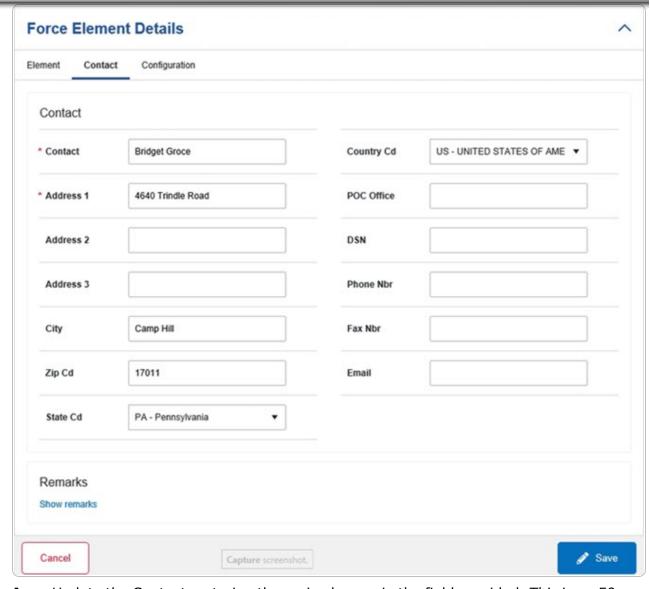
- **C.** Update the Agency Cd, using to select the desired code.
- D. Verify the Auth Level.



- **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.







- **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.*

70

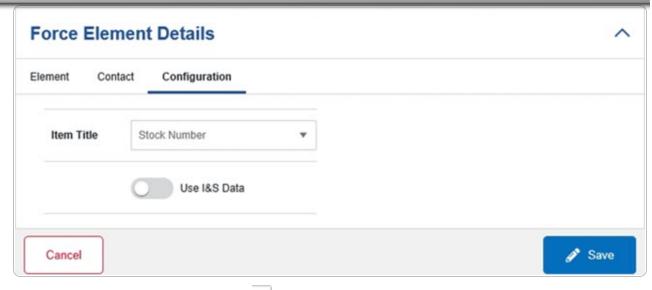




- E. Update the Address 2, entering the revised residence in the field provided. *This is an 25 alphanumeric character field.*
- F. Update the DSN, entering the revised number in the field provided. *This is a 20 alphanumeric character field.*
- G. Update the Address 3, entering the revised residence 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 alpha-numeric 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.*







- 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**

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	Invalid Characters Entered in the Remarks field.







alphanumeric with sup-
<pre>ported special character(s)</pre>
\$, - , /, #, &, comma,
period, and space, and max
length of 256.

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
- 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** 

### **Procedures**

#### **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.

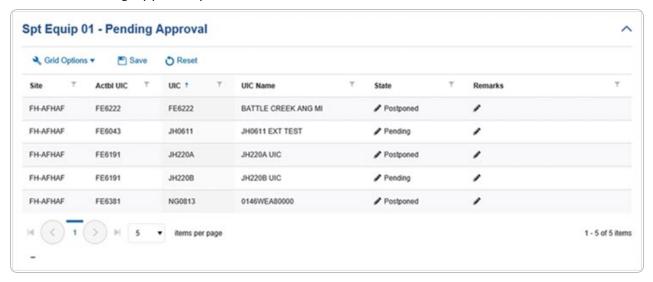
1. Select the desired Force Element hyperlink in the Force Elements panel. *The Pending Approval and Completed panels appear and populate.* 







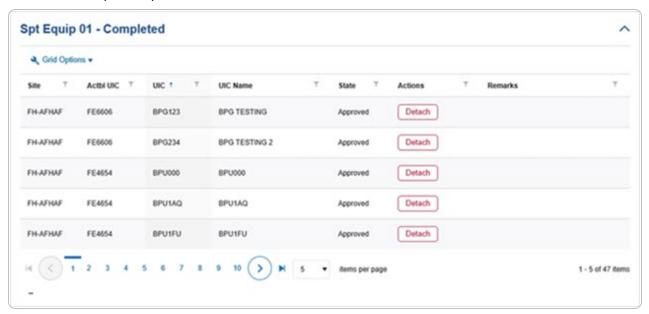
2. View the Pending Approval panel.



- 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.

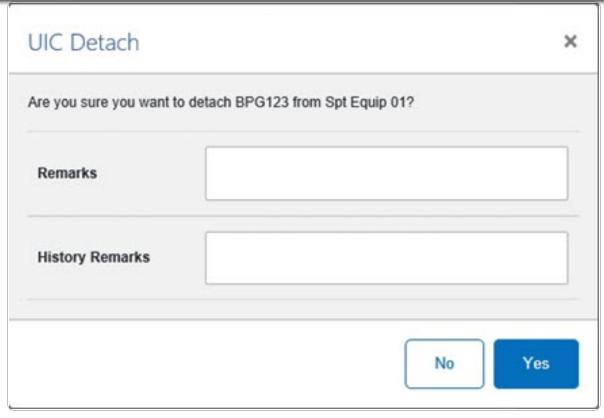


- Use to select the State.
- Select In the Remarks column. An empty text field appears.
- Enter the Remarks in the field provided. This is a 1,024 alphanumeric character field.
- The DoDAAC automatically populates and is not editable.
- The Org ID automatically populates and is not editable.
- The Major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



- 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.



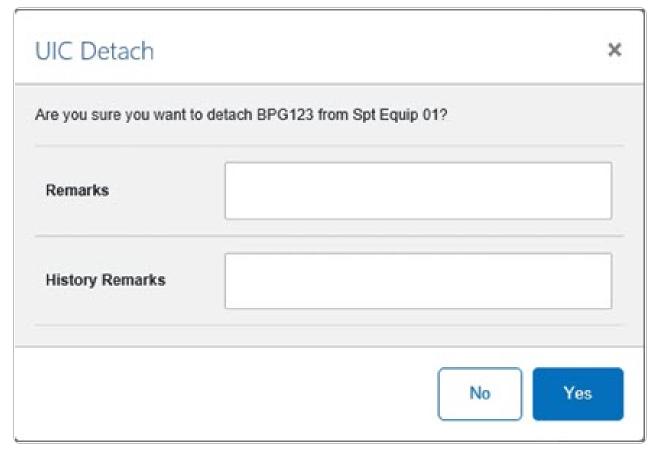


- 1. Enter the Remarks in the field provided. *This is a 1,024 alphanumeric character field.*
- 2. Enter the History Remarks in the field provided. *This is a 1,024 alphanumeric character field.*
- 3. Select Yes . The record is removed from the Completed panel.
- The Remarks automatically populates and 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 pop-up window appears.



- 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.

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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.

Select "Search" button to view Search Results page.	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**

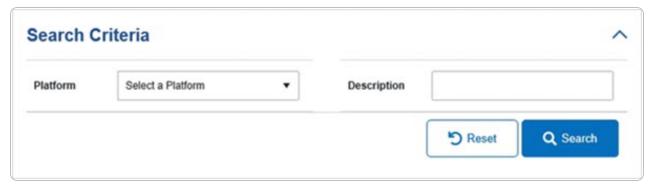


Click the following link to display FSM Navigation Tips.

#### Search for a Platform

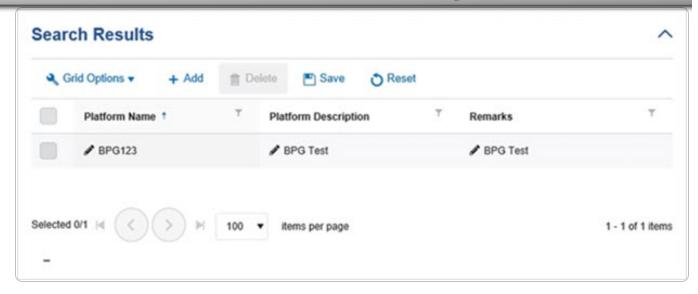
One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting at any point of this procedure returns all fields to the default "All" setting.

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

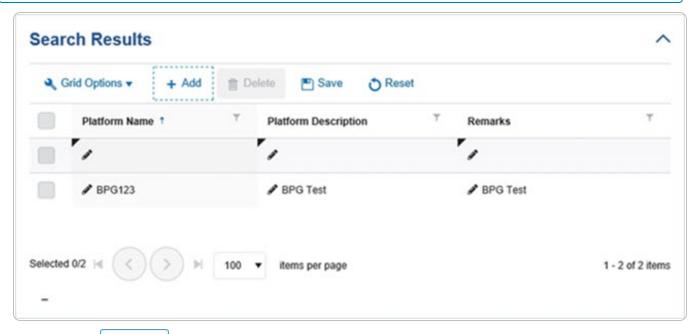


- Use to select the Platform.
- Enter the Description in the field provided. *This is a 1,024 alphanumeric character field.*
- 2. Select Q search . The Search Results panel opens, showing the list of Platforms.





#### Add a Platform



- 1. Select + Add . 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.*

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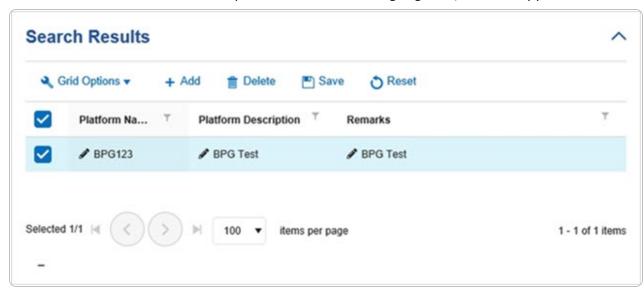
4. Select in the Platform Description column. *An empty text field appears.* 



- 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  $\checkmark$  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.*

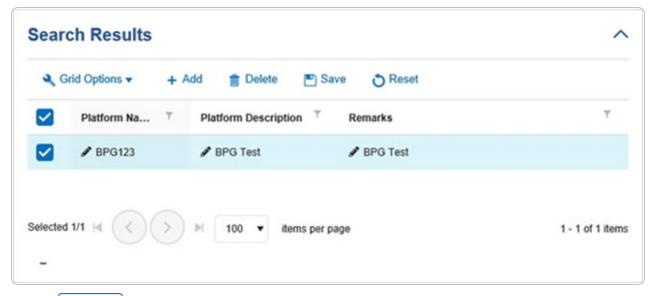




8. Select Save . The revised Platform saves, and is no longer editable.

#### **Delete a Platform**

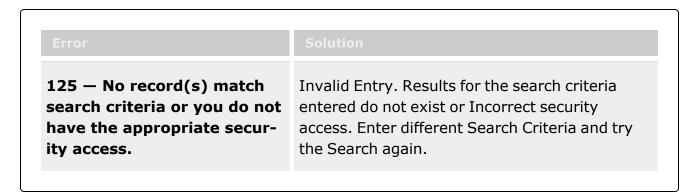
1. Select in front of the desired platform. The row is highlighted, and  $\stackrel{\checkmark}{}$  appears.



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.









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 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.

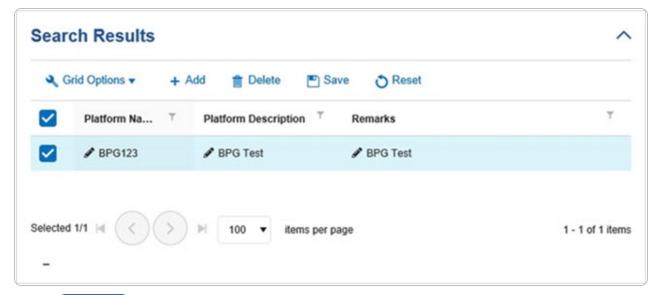
#### **Delete a Platform**

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

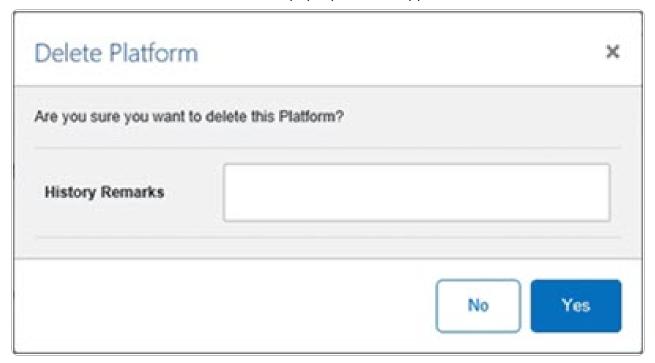


retains the information and returns to the previous page. **Bold** numbered steps are required.

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



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







- 3. Enter the History Remarks in the field provided. *This is a 1,024 alphanumeric character field.*
- 4. Select 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) \$, -, /, #, &, 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**

- 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.

	пе
12 Selec	ct "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.

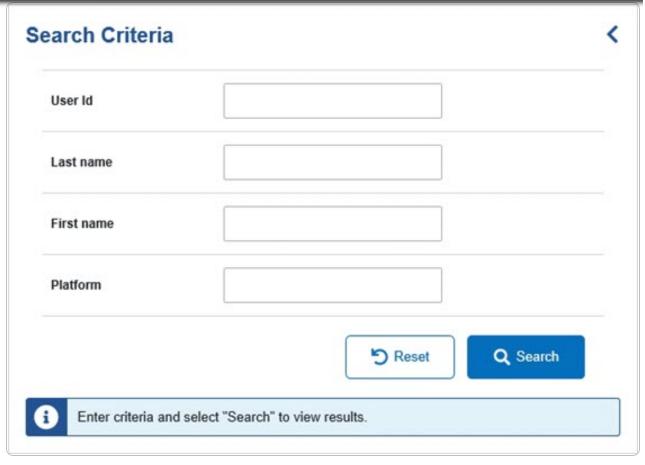
### **Search for an Authorization Manager**

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.

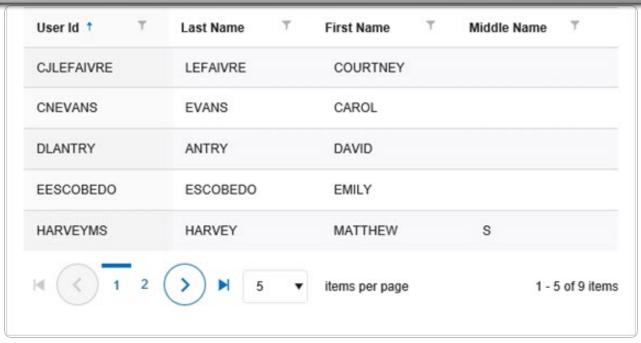
1. In the Search Criteria box, narrow the results by entering one or more of the following optional fields:.



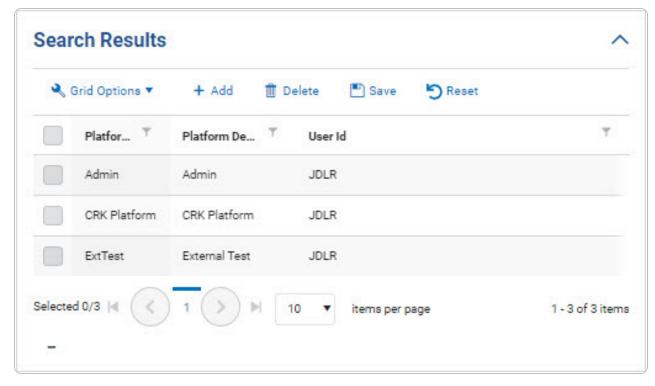


- Enter the USER ID in the field provided. This is a 25 alphanumeric character field.
- Enter the Last Name in the field provided. This is a 50 alphanumeric character field.
- Enter the First Name in the field provided. This is a 50 alphanumeric character field.
- Enter the Platform in the field provided.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





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





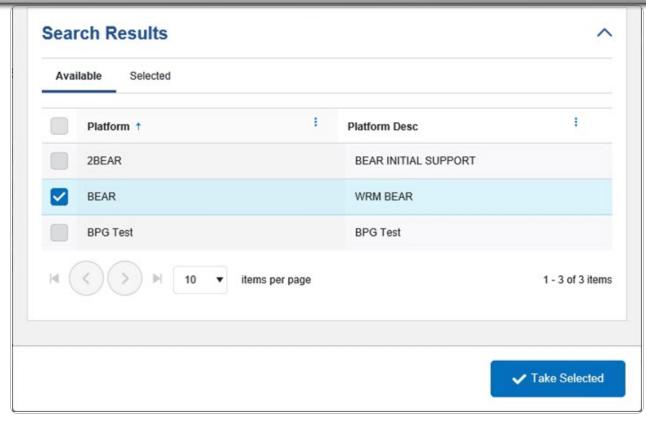
### **Add an Authorization Manager**

- 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:.



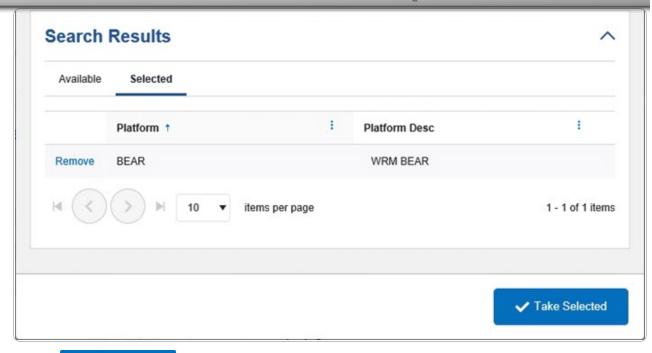
- Enter the Platform in the field provided. This is a 30 alphanumeric character field.
- Enter the Platform DESC in the field provided. This is a 1,024 alphanumeric character field.
- 3. Select . The Search Results panel opens, open to the Available tab with the entire list of Platforms.



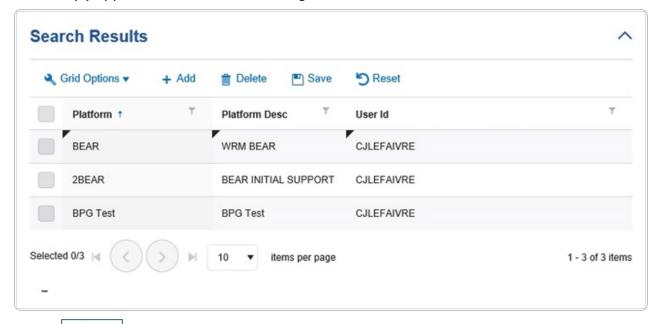


- 4. Select in front of the desired platform(s). The row(s) are highlighted, and  $\checkmark$  appears.
- 5. Choose the Selected tab. *The tab shows all the Platforms selected.*





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



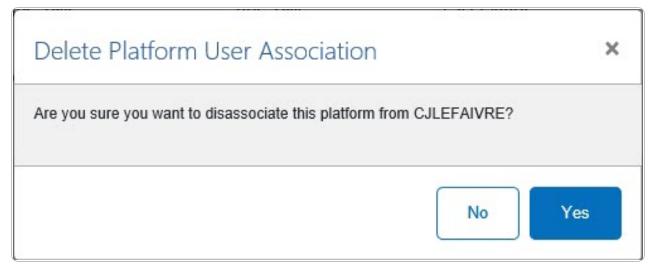
7. Select . The Platform(s) are associated to the USER ID.





### **Delete an Authorization Manager**

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



3. Select Yes . 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.

	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.





350 — Must be alphacial characters \$, -, /, #, &, comma, period, and space.

Invalid Entry. The characters entered in the field include prohibited special characters. Enter numeric with supported spe- 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.

### **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

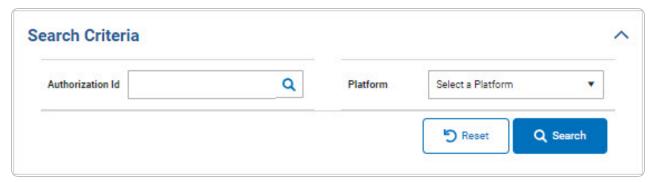


Click the following link to display FSM Navigation Tips.

#### **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:.



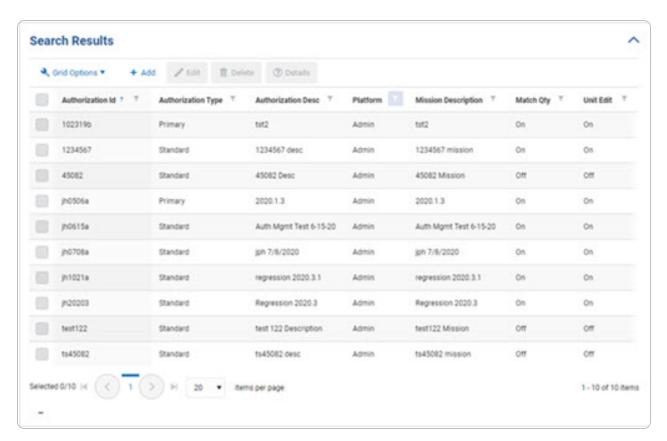




• Enter the Authorization ID, or use to browse for the entry. *This is a 4-7 alpha-numeric character field*.

Authorization Browse help

- Use to select the Platform.
- 2. Select . The results appear in the **Authorization Management Search Results** panel.



#### Add an Authorization

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

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#### **Update an Authorization**

- 1. Click to select the desired entry. The Authorization Management record is highlighted, and Edit , in Delete , and Details become available.
- 2. 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 Delete , and 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 , in 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.

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 an Authorization Management**

### **Overview**

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

### **Navigation**

Authorization MGMT > Authorization Management > + Add > 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.

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#### **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**



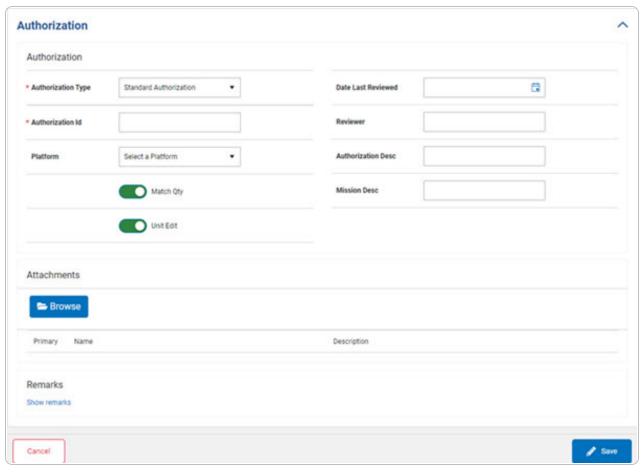
Click the following link to display FSM Navigation Tips.

#### **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.*

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- 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 Open . The **Choose File to Upload** pop-up window closes, and the file name appears in the Name field.
  - C. Click  $\square$  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 Edit

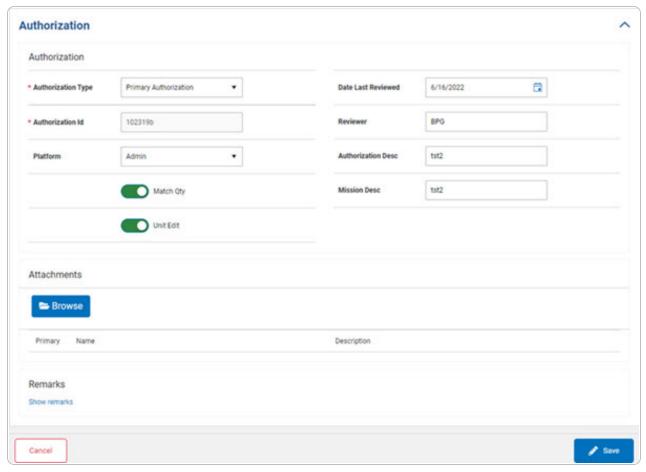


② Details

become available.



2. Select Edit . The **Update the Authorization Management** page appears.



- **3.** Update the Authorization Type, using  $\stackrel{\sim}{\longrightarrow}$  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 alpha-numeric 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 Open . 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 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**

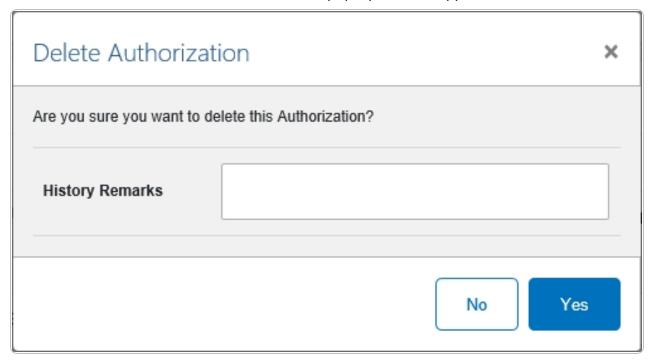
Selecting at any point of this procedure removes all revisions and closes the page. Selecting





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 Edit, and pelete, and become available.



- 3. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*
- 4. Select Yes . 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

## **Procedures**

#### **DPAS Navigation Helpful Tips**



Click the following link to display FSM Navigation Tips.

#### **Search for the Authorization Details**

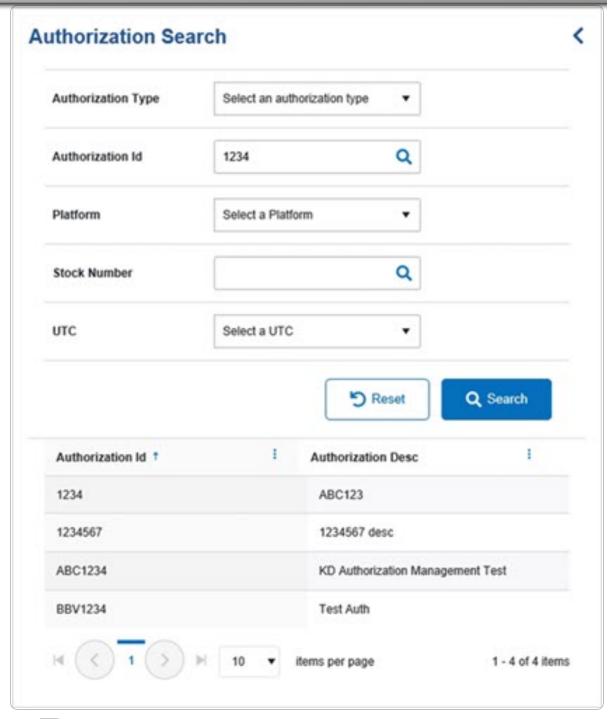
One or more of the Search Criteria fields can be entered to isolate the results. By default, all

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:.







• Use to select the Authorization Type.





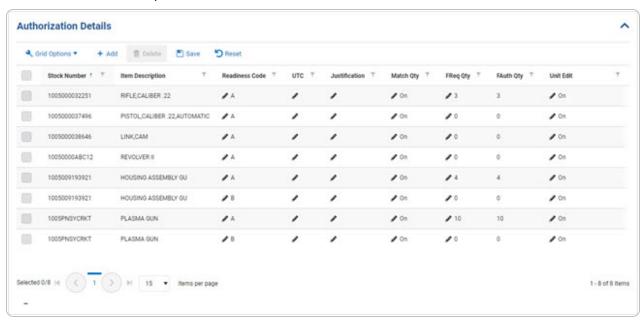
• Enter the Authorization ID, or use to browse for the entry. *This is a 4-7 alpha-numeric character field.* 

Authorization Browse help

- Use to select the Platform.
- Enter the Stock Number, or use to browse for the entry. *This is a 15 alpha-numeric 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.*





#### **Add an Authorization Detail**

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

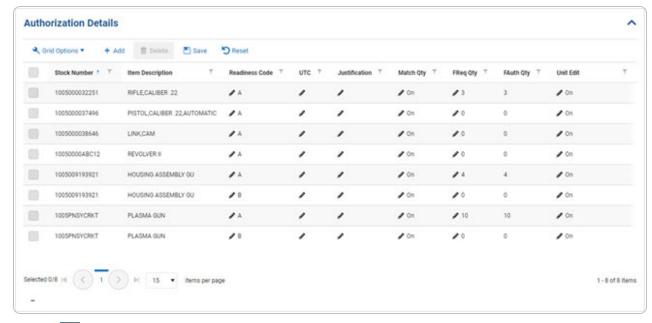
Note

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 Delete Page 1, and Delete become available.



- 2. Select in the Readiness Code column. *A drop-down field appears*.
- 3. Update the Readiness Code, using \_\_\_\_ to select the desired code.

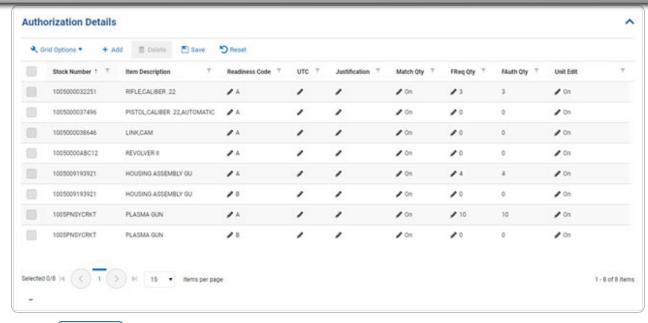


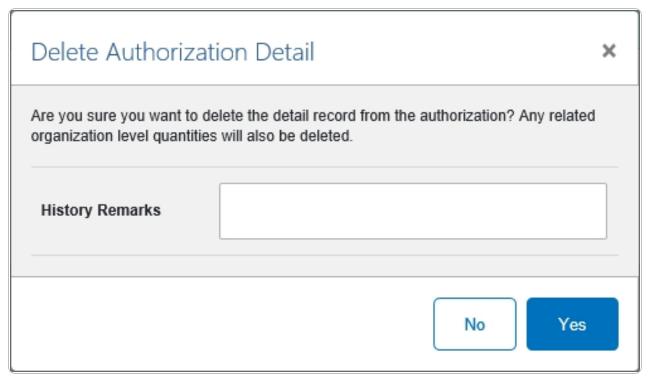
- 4. Select in the UTC column. *The field becomes editable.*
- 5. Update the UTC, entering the revised code in the field provided. *This is a 6 alphanumeric character field.*
- 6. Select in the Justification column. *The field becomes editable.*
- 7. Update the Justification, entering the revised explanation 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 become available.







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 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

127







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.

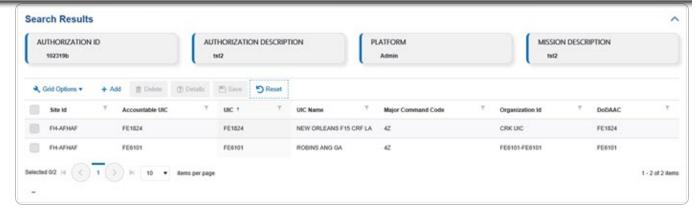
Select the Authorization ID tab.



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

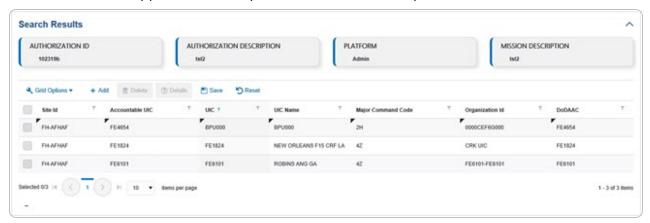
Authorization Browse help





#### Add a UIC

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

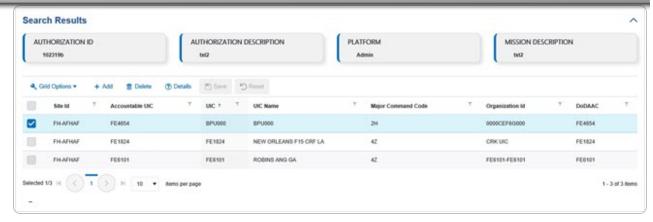


3. Select . The fields close and the record is permanently added to the **Authorization ID Search Results** panel.

#### **Delete a UIC**

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

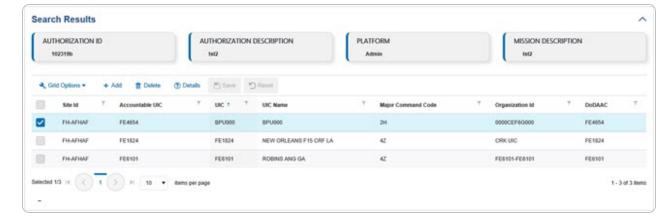




2. Select \_\_\_\_\_\_\_\_. The **Delete UIC From Authorization** pop-up window appears.

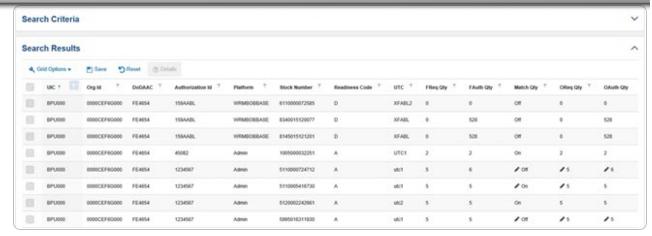
#### View the Details of a UIC

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



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





#### Search for a UIC

1. Select the UIC tab.

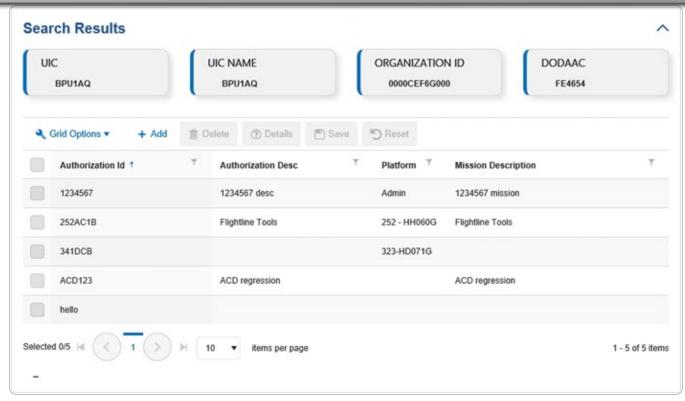


• Enter the UIC, or use to browse for the entry. This is a 6 alphanumeric character field.

Unit Identification Code Browse help

2. Select Q search . The results appear in the **UIC Search Results** panel.



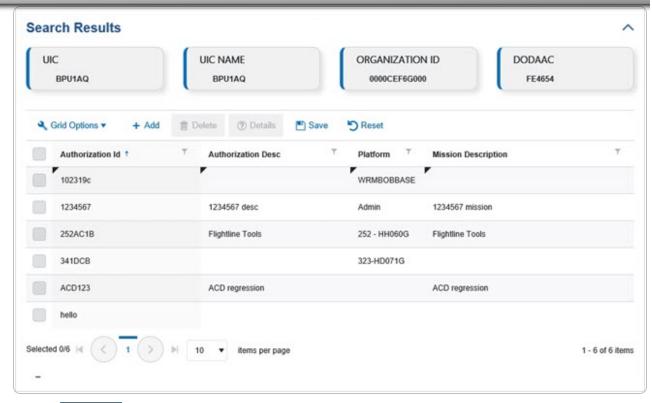


## **Add an Authorization ID**

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





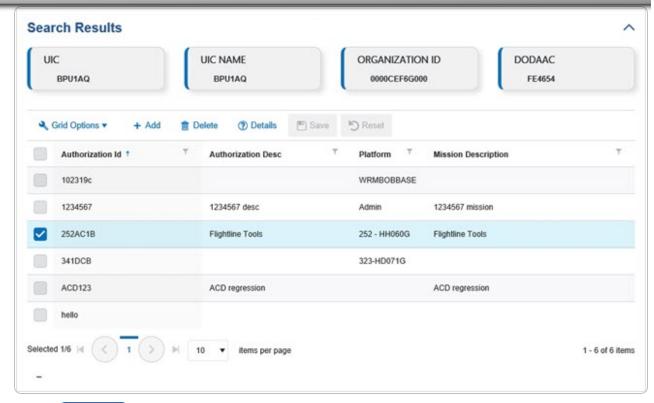


3. Select . The fields close and the record is permanently added to the **UIC Search Results** panel.

### **Delete an Authorization ID**

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



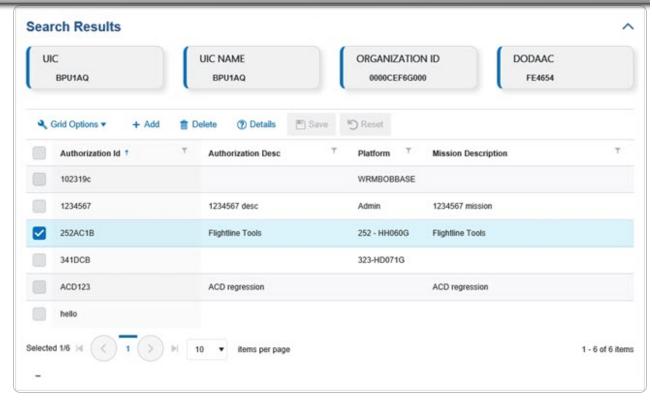


2. Select \_\_\_\_\_\_\_\_. The **Delete UIC From Authorization** pop-up window appears.

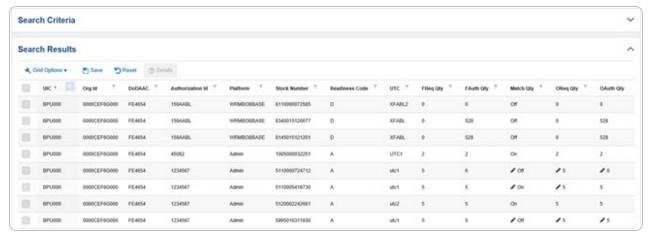
## View the Details of a Authorization ID

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





2. Select \_\_\_\_\_\_\_. The **Review 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.

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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 are 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

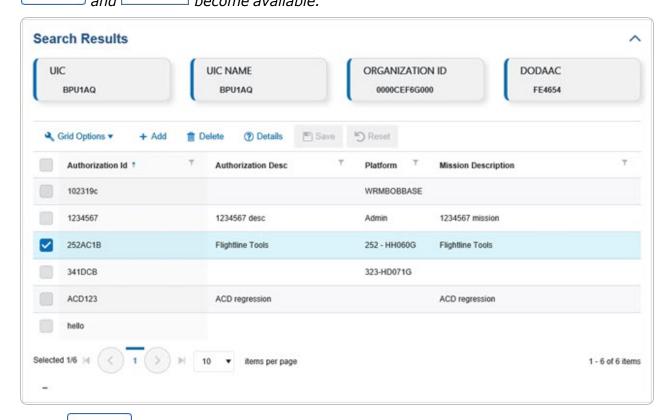
Selecting at any point of this procedure removes all revisions and closes the page. Selecting





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

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





# 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 No Yes

- 3. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*
- 4. Select Yes . 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.

Invalid Characters Entered in the Remarks field.

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 pro-





length of 256.	hibited.

# **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 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**

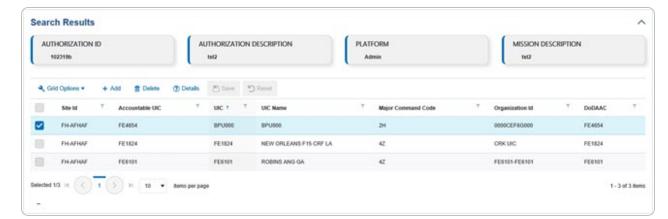
Selecting at any point of this procedure removes all revisions and closes the page. Selecting



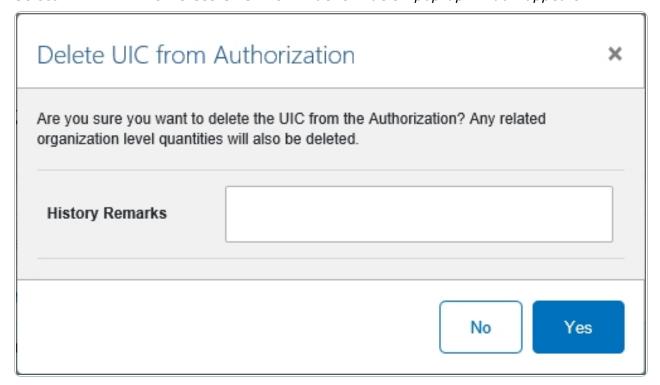


retains the information and returns to the previous page. **Bold** numbered steps are required.

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



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







- 3. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*
- 4. Select Yes . 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.

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**

- 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.

Value
Select "Reset" button to clear data.
Select "Search" button to view Search Results page.
Select "Grid Options" button for additional actions.
Select "Save" to save the changes made to the Record(s).
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**



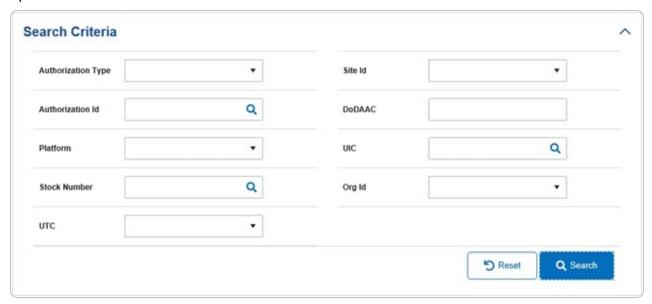
Click the following link to display FSM Navigation Tips.



### **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.

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



- 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 alpha-numeric character field*.

**Authorization Browse** 

- 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.



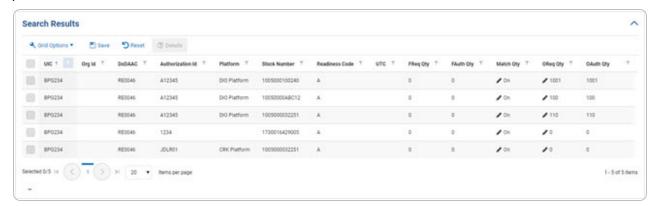


#### Unit Identification Code Browse

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

Stock Number Browse

- Use to select the Org Id.
- Use to select the UTC.
- 2. Select . The results appear in the **Review Authorization Search Results** panel.



### View the Details of an Authorization

- 1. Click to select the desired entry. *The Authorization record is highlighted, and*Details 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.

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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.

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# **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 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.

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### **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.

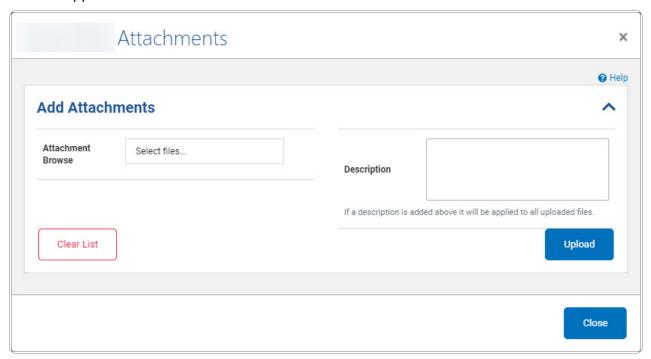




### Attach a Document to a Record

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

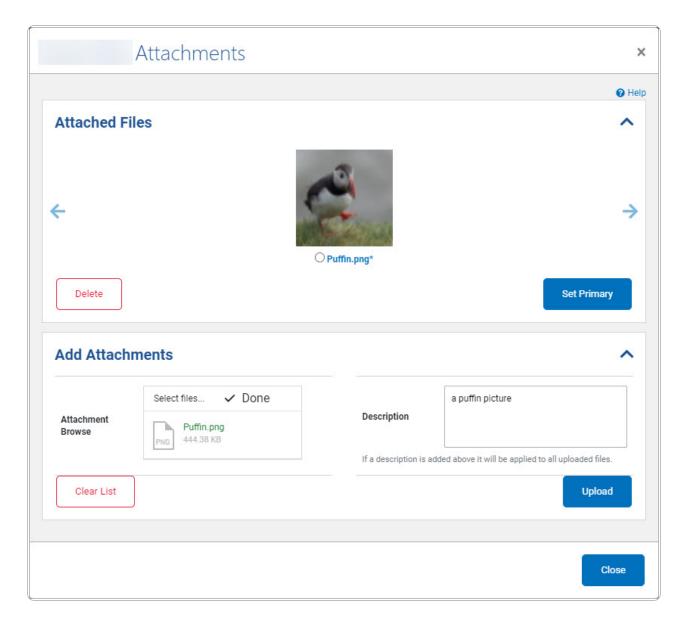
- 1. Click to select the entry. The record is highlighted, and becomes available.
- 2. Select Attachments to add any additional files to the record. The **Attachments** pop-up window appears.



- 3. Select Select files... 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 Open . 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	Invalid File Size. The file size is too large. Reduce the file size and attach the file again.



type. "Attachment" file size is (size).

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 Appropriation**

### **Overview**

The Appropriation Browse pop-up window allows searching for appropriation data.

## **Navigation**

DPAS Modules > VARIOUS PROCEDURAL STEPS > Appropriation Browse pop-up window



## Page Fields

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

#### Instructions

The table below provides the list of instructions.

## **Search By Grid**

Dept Cd

Basic Symbol

Subhead

Program Yr

Program/Project

#### Saved Information Grid

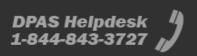
Select

Dept Cd

Basic Symbol

Subhead

Program Yr







Program/Project

### **Procedures**

### **DPAS Navigation Helpful Tips**

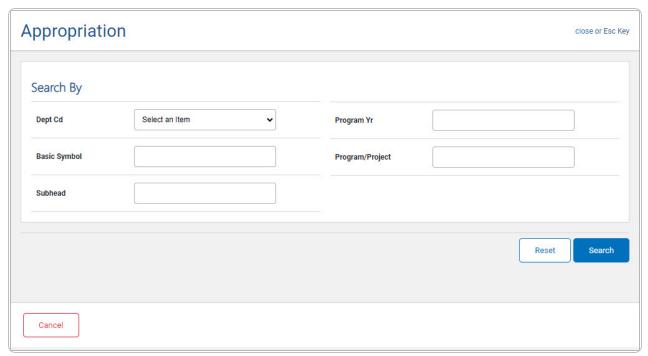


Click the following link to display DPAS Navigation Tips.

### **Browse for an Appropriation**

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

1. Select  $\stackrel{ extstyle e$ 



- Use to select the Dept Cd.
- Enter the Basic Symbol in the field provided. *This is a 4 alphanumeric character field.*
- Enter the Subhead in the field provided. This is a 4 alphanumeric character field.
- Enter the Program YR in the field provided. *This is a 8 alphanumeric character field.*





- Enter the Program/Project in the field provided. *This is a 24 alphanumeric character field*.
- 2. Select Search . The results appear in the Search Results grid.

				Program Yr	Program/Project
Select 0	097	4930	7000	XXXXXXX	00000001620000000
Select 0	097	4930	7000	XXXXXXX	00000001630000000
Select 0	097	4930	7000	xxxxxxx	00000001640000000

3. Choose the Select hyperlink of the desired Appropriation row. *The Appropriation*\*\*Browse pop-up window closes and the selected information appears in the APPN fields.

### **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**

Appropriation



# **Assign Assets to a Maintenance Schedule**

### **Overview**

The Assign Assets to Maint Schedule pop-up window allows searching for a single asset or a range of assets.

# **Navigation**

## Page Fields

The following fields display on the **Assign Assets to Maint Schedule** 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

Site Id

Maint Activity

Stock Nbr

Item Description

Maint Group Id

Asset UIC

Serial Nbr

Equipment Pool Id

Cage Cd

LIN/TAMCN

Secondary Serial Number





#### Search Results Grid

Select

Asset Id

Stock Number

Serial Number

Item Description

Asset UIC

Maint Group Id

Maint Activity

**Equipment Pool** 

Util Measure Cd

(\*) Asterisk identifies mandatory fields.

### **Procedures**

### **DPAS Navigation Helpful Tips**



Click the following link to display DPAS Navigation Tips.

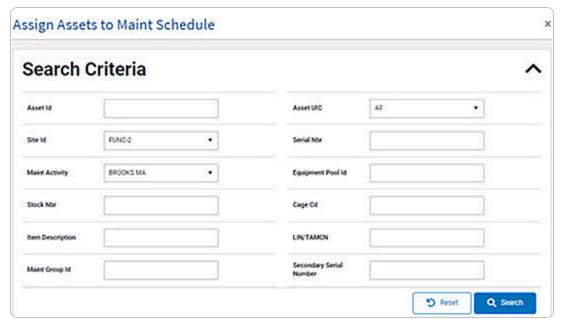
## **Assign Assets to a Maintenance Schedule**

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 Assign Assets to MAINT SCHEDULE pop-up window appears.

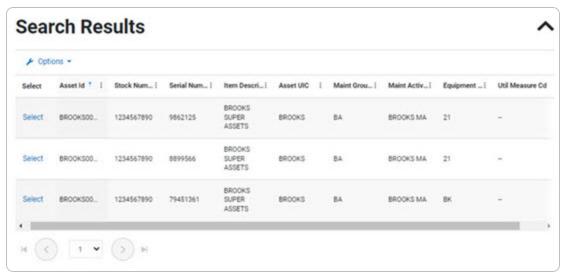


- 2. In the Search Criteria grid, narrow the results by entering one or more of the following optional fields:
  - Enter the ASSET ID in the field provided. This is a 12 alphanumeric character field.
  - Use \* to select the Site Id.
  - Use \* to select the Maint Activity.
  - Enter the STOCK NBR in the field provided. This is a 15 alphanumeric character field.
  - Enter the Item Description in the field provided. *This is a 256 alphanumeric character field.*
  - Enter the Maint Group ID in the field provided. *This is a 2 alphanumeric character field.*
  - Use \* to select the Asset UIC.
  - Enter the Serial NBR in the field provided. This is a 30 alphanumeric character field.
  - Enter the EQUIPMENT POOL ID in the field provided. *This is a 2 alphanumeric character field.*





- Enter the CAGE CD in the field provided. This is a 5 alphanumeric character field.
- Enter the LIN/TAMCN in the field provided. This is a 10 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 Search Results Grid.



4. Choose the Select hyperlink next to the desired ASSET ID. The pop-up window closes and the selected ASSET ID information 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.

No Common Errors have been identified for this page.



# **Related Topics**

### M&U

• Schedule Preventive Maintenance — Asset Assignment



# **Assign Assets to a Maintenance Schedule**

### **Overview**

The Assign Assets to Maint Schedule pop-up window allows searching for a single asset or a range of assets.

## **Navigation**

## Page Fields

The following fields display on the **Assign Assets to Maint Schedule** 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

Site Id

Maint Activity

Stock Nbr

Item Description

Maint Group Id

Asset UIC

Serial Nbr

Equipment Pool Id

Cage Cd

LIN/TAMCN

Secondary Serial Number





#### Search Results Grid

#### **Available Tab**

ΑII

Asset Id

Stock Number

Serial Number

**Item Description** 

Asset UIC

Maint Group Id

**Maint Activity** 

**Equipment Pool** 

Util Measure Cd

#### **Selected Tab**

Remove

Asset Id

Stock Number

Serial Number

**Item Description** 

**Asset UIC** 

Maint Group Id

Maint Activity

**Equipment Pool** 

Util Measure Cd

(\*) Asterisk identifies mandatory fields.

## **Procedures**

### **DPAS Navigation Helpful Tips**



Click the following link to display DPAS Navigation Tips.

## Assign Assets to a Maintenance Schedule

One or more of the Search Criteria fields can be entered to isolate the results. By

default, all results are displayed. Selecting returns all fields to the default "All" setting.



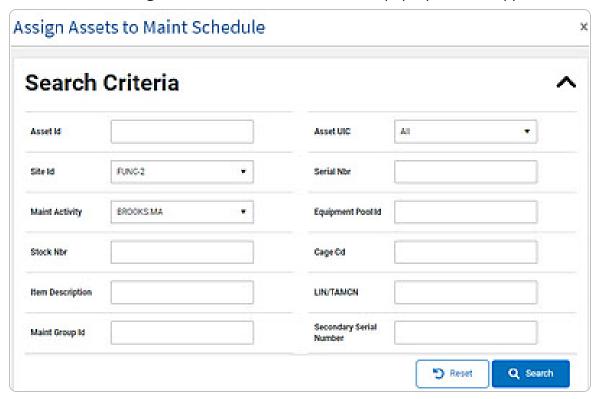
at any point of this procedure





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

1. Select . The **Assign Assets to MAINT SCHEDULE** pop-up window appears.

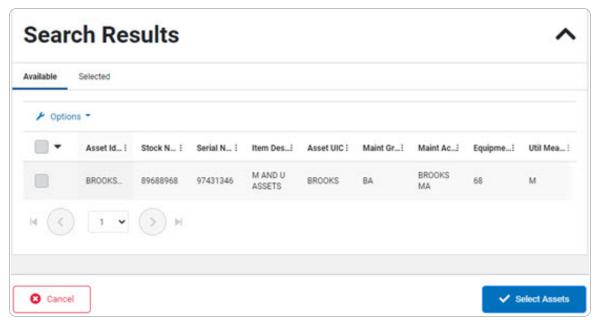


- 2. In the Search Criteria grid, narrow the results by entering one or more of the following optional fields:.
  - Enter the ASSET ID in the field provided. This is a 12 alphanumeric character field.
  - Use \* to select the Site Id.
  - Use \* to select the Maint Activity.
  - Enter the STOCK NBR in the field provided. This is a 15 alphanumeric character field.
  - Enter the Item Description in the field provided. *This is a 256 alphanumeric character field.*
  - Enter the MAINT GROUP ID in the field provided. *This is a 2 alphanumeric character field.*





- Use \* to select the Asset UIC.
- Enter the Serial NBR in the field provided. This is a 30 alphanumeric character field.
- Enter the EQUIPMENT POOL ID in the field provided. *This is a 2 alphanumeric character field.*
- Enter the CAGE CD in the field provided. *This is a 5 alphanumeric character field.*
- Enter the LIN/TAMCN in the field provided. This is a 10 alphanumeric character field.
- Enter the Secondary Serial Number in the field provided. *This is a 30 alpha-numeric character field*.
- 3. Select Results display in the Search Results Grid.



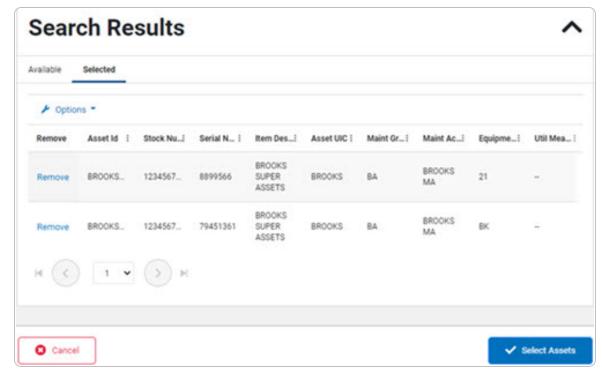
4. Click to select the Asset ID. The Asset ID is selected and  $\checkmark$  appears.

Select . The **Asset Assignment to Maintenance Schedule** pop-up window closes and the selected ASSET ID appears in the previous screen in the Search Results grid.

5. **OR** 



Select the Selected Tab. The selected ASSET ID appears for verification.



- A. Select the Remove hyperlink. *The Asset ID is removed from the Selected Search Results grid.*
- 6. Select . The **Asset Assignment to Maintenance Schedule** pop-up window closes and the selected ASSET ID appears in the previous screen in 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.

No Common Errors have been identified for this page.



# **Related Topics**

### M&U

• Schedule Preventive Maintenance — Asset Assignment



## **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.

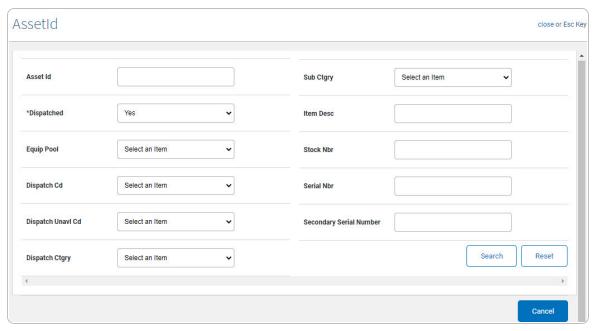
#### **Browse for an Asset Identifier**

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 Ctgry.
  - Use to select the Sub Ctgry.
  - 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 search . Results display in the ASSET ID Results Grid below.



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.

lumber

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

### **Procedures**

### **DPAS Navigation Helpful Tips**

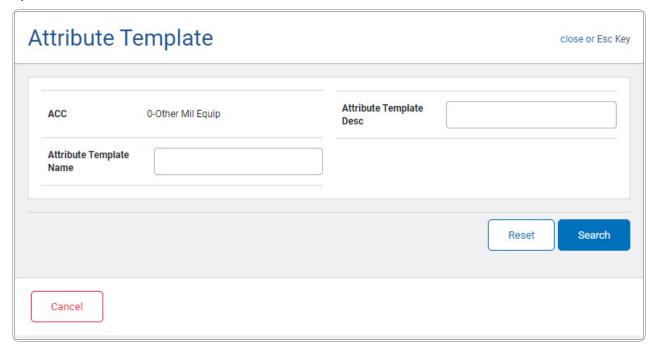


Click the following link to display PA Navigation Tips.

### **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:.

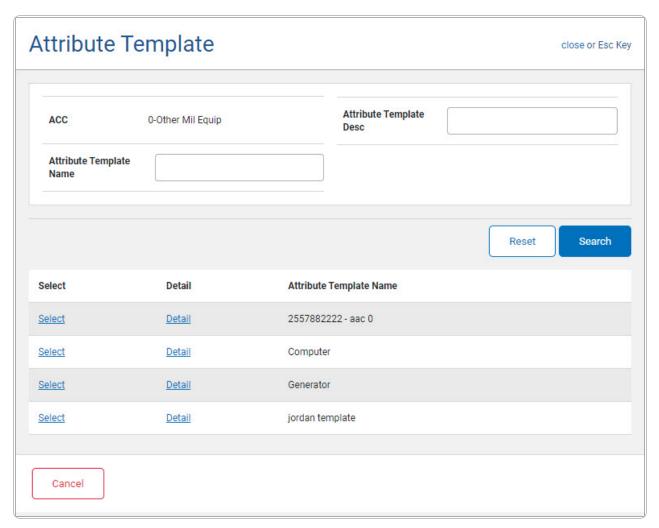


- Verify the ACC.
- Enter the Attribute Template Name in the field provided. *This is a 50 alphanumeric character field.*
- Enter the Attribute Template DESC in the field provided. *This is a 250 alphanumeric character field.*

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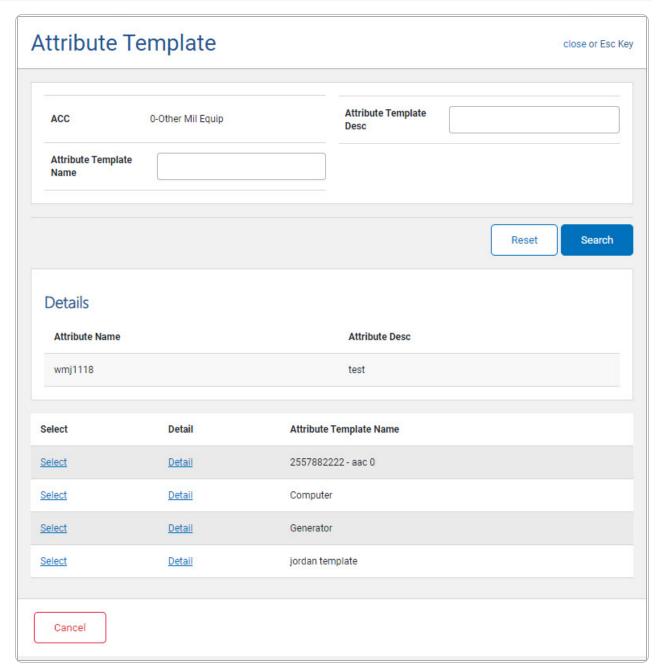
3. Select . The results appear in the **Attribute Template Search Results** grid.



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







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

# **Related Topics**

### PA

Stock Number Mass Change Search Criteria



# **Select an Audit Field Name**

### **Overview**

The Audit Field Selection process provides the ability to select the audit field name to view associated records.

# **Navigation**

DPAS > VARIOUS PROCEDURAL STEPS > Select Field Name hyperlink > Audit Field Selection pop-up window

## **Page Fields**

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

#### **Instructions**

The table below provides the list of instructions.

Number Value

#### **Audit Field Selection Grid**

## **Procedures**

#### **DPAS Navigation Helpful Tips**



Click the following link to display DPAS Navigation Tips.

#### Select an Audit Field Name

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





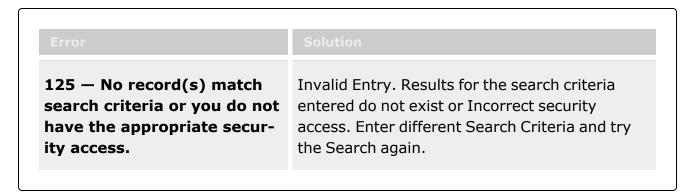
1. Enter the Field Name, or use the hyperlink to select a Field Name. *The Audit Field Selection* pop-up window appears.



- 2. Use \* to select the Field.
- 3. Click . The pop-up window closes, and the selected field name appears in the Field Names 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.



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# **Related Topics**

Audit Viewer Inquiry



# **Select an Audit Program**

### **Overview**

The Audit Program Selection process provides the ability to select the audit program to view associated records.

# **Navigation**

DPAS > VARIOUS PROCEDURAL STEPS > Select Program Name hyperlink > Audit Program Selection pop-up window

## **Page Fields**

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

### Instructions

The table below provides the list of instructions.

Number Value

### **Audit Program Selection Grid**

# **Procedures**

#### **DPAS Navigation Helpful Tips**



Click the following link to display DPAS Navigation Tips.

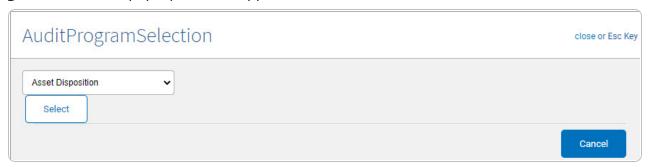
## Select an Audit Program

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





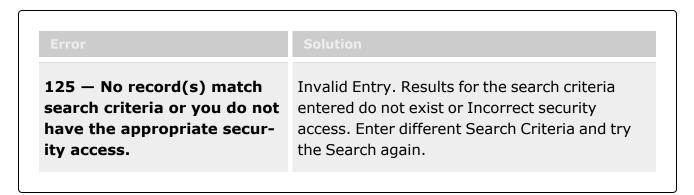
1. Enter the Program ID, or use the hyperlink to select a Program Name. *The Audit Program Selection* pop-up window appears.



- 2. Use \* to select the Field.
- 3. Click Select . The pop-up window closes, and the selected audit program appears in the Programs 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.



# **Related Topics**

Audit Viewer Inquiry





## **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

## **Procedures**

### **DPAS Navigation Helpful Tips**



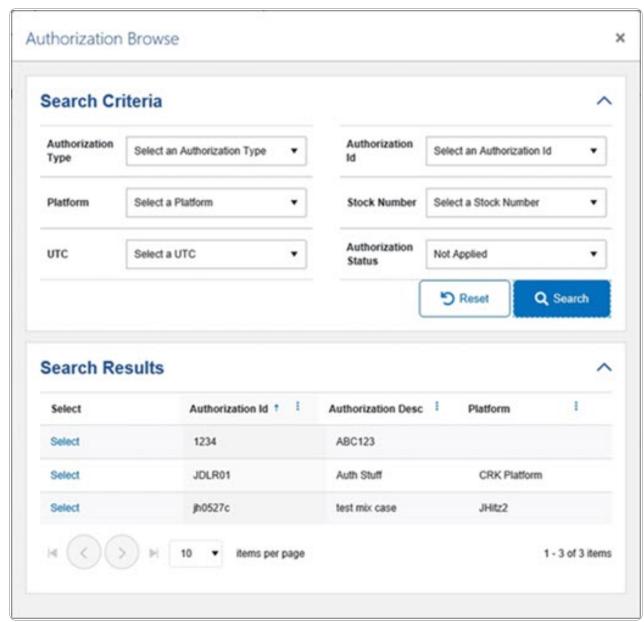
Click the following link to display FSM Navigation Tips.

#### **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.



- 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.
- 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 CAGE CD**

### **Overview**

The CAGE Master Browse pop-up window allows searching for CAGE codes.

# **Navigation**

DPAS Modules > VARIOUS PROCEDURAL STEPS > CAGE Master Browse pop-up window



## **Page Fields**

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

#### Instructions

The table below provides the list of instructions.

#### Search Criteria Grid

CAGE Cd Contact Phone Physical Address Postal Cd Legal Business Name Physical Address State Status Code

#### **Search Results Grid**

CAGE Cd Legal Business Name Doing Business As Division





Status Code Status Description Business Established Date Source Data Last Update Expiry

#### **Optional**

Contact Email

Contact Mobile

Contact Name

Contact Phone

Contact Voice Ext

Mail Address Line 2

Mail City

Mail Country

Mail County

Mail Postal Code

Mail State

Physical Address City

Physical Address Country

Physical Address Country Desc

Physical Address County

Physical Address Line 1

Physical Address Line 2

Physical Address PO Box

Physical Address Postal Cd

Physical Address Postal Ext

Physical Address State

## **Procedures**

#### **DPAS Navigation Helpful Tips**



Click the following link to display DPAS Navigation Tips.

#### **Browse for a CAGE CD**

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

results are displayed. Selecting default "All" setting.



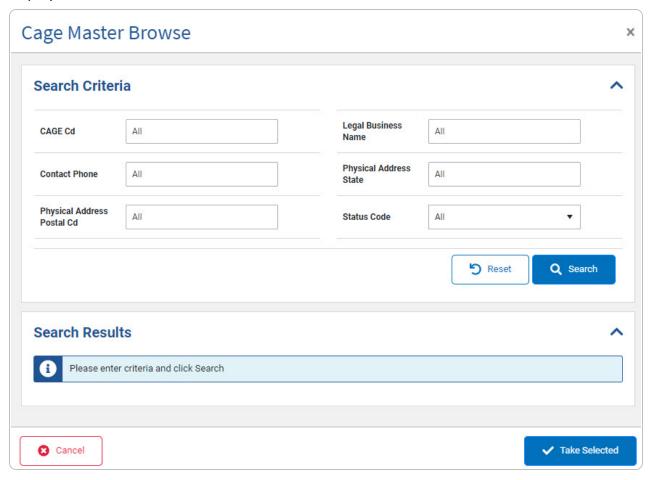
at any point of this procedure returns all fields to the





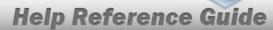
Selecting at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

1. Use to browse for the CAGE CD entry. The **CAGE Master Browse** pop-up window displays.

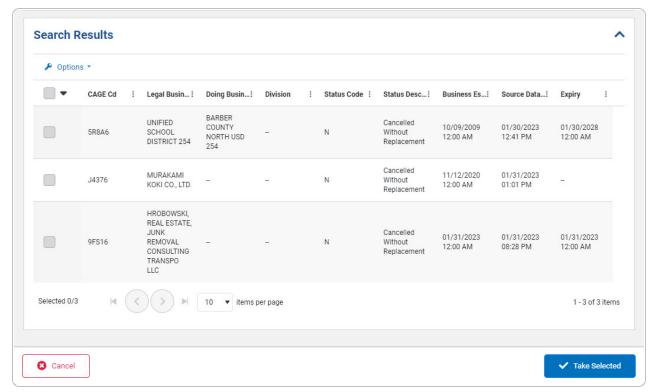


- 2. In the Search Criteria grid, narrow the results by entering one or more of the following optional fields:.
  - Enter the CAGE CD in the field provided. This is a 5 alphanumeric character field.
  - Enter the Contact Phone in the field provided. *This is a 25 alphanumeric character field.*
  - Enter the Physical Address Postal CD in the field provided. *This is a 10 alphanumeric character field.*
  - Enter the Legal Business Name in the field provided. *This is a 50 alphanumeric character field.*





- Enter the Physical Address in the field provided. *This is a 25 alphanumeric character field.*
- Use \* to select the Status Code.
- 3. Select Q search . The results appear in the **Search Results** grid.



- 4. Click to select the CAGE CD.
- 5. Select Take Selected. The **CAGE Master Browse** pop-up window closes and the selected CAGE CD appears in the previous screen in the CAGE CD 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.







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 Contract Number**

### **Overview**

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

# **Navigation**

DPAS Modules > VARIOUS PROCEDURAL STEPS > Q > 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**



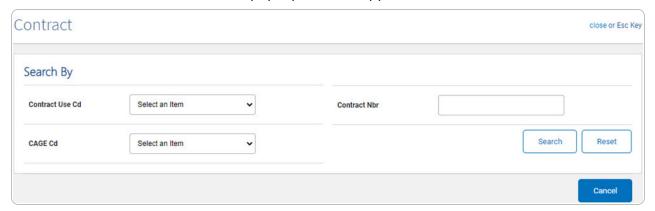
Click the following link to display DPAS Navigation Tips.

#### **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.

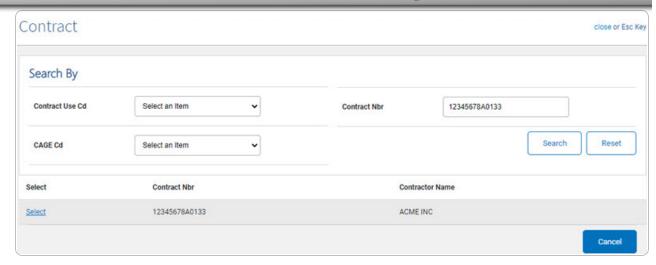
Selecting at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

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 search . The results display in the Contract Search Results Grid below.

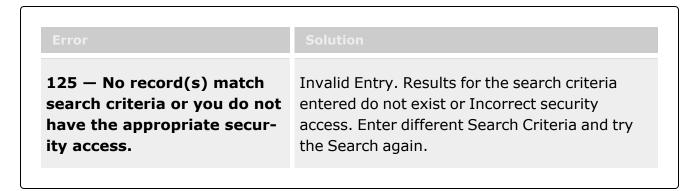




4. Click the Select hyperlink next to the desired contract. *The pop-up window closes and the selected contract number appears in the previous screen.* 

### **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.



# **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**

# **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.



- 4. Select Take Selected. 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 > \( \frac{Q}{2} \) > 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.

### 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**



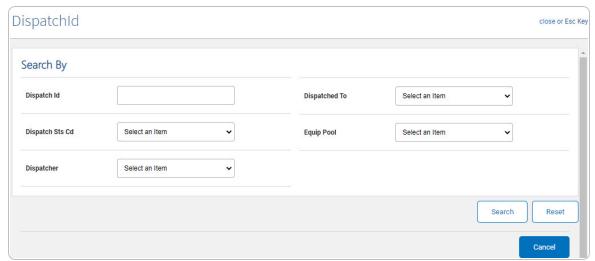
Click the following link to display DPAS Navigation Tips.

## **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.

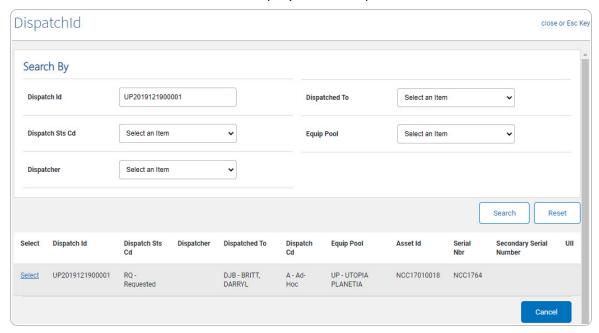
1. Select  $^{\mathbf{Q}}$ . The **Dispatch ID Browse** pop-up window appears.



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 Search . The Search Results display in the Dispatch ID Grid below.



4. 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 row display. Refine Search Criteria.	Invalid Search Entry. The performed search returned more than 500 rows. Refine and re—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 > CC 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

#### **ECC Search Criteria**

Equipment Class Cd

#### **ECC Results Grid**

Equip Control Cd Equip Control Desc Equip Control Detailed Desc

### **Procedures**

#### **DPAS Navigation Helpful Tips**



Click the following link to display PA Navigation Tips.



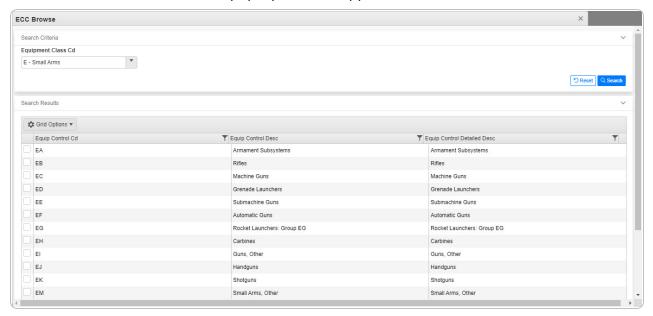




#### **Browse for an ECC**

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.



- 2. In the Search Criteria box, narrow the results by entering the following:.
  - Use to select the Equipment Class Cd.
- 3. Select Q search . The results appear in the **ECC Search Results** grid.
- 4. Click  $\square$  to select the Equip Control Cd. This highlights the desired row.
- 5. 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.

201





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**

### PΑ

Add a Stock Number



# **Browse for an External LIN/TAMCN**

### **Overview**

The External LIN/TAMCN Browse process allows searching for an external LIN/TAMCN in the DPAS catalog.

# **Navigation**

DPAS Modules > VARIOUS PROCEDURAL STEPS > Sexternal LIN/TAMCN Browse popup window

## Page Fields

The following fields display on the **External LIN/TAMCN 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

Select Interface \* LIN/TAMCN LIN/TAMCN Desc

### **Procedures**

### **DPAS Navigation Helpful Tips**



Click the following link to display DPAS Navigation Tips.





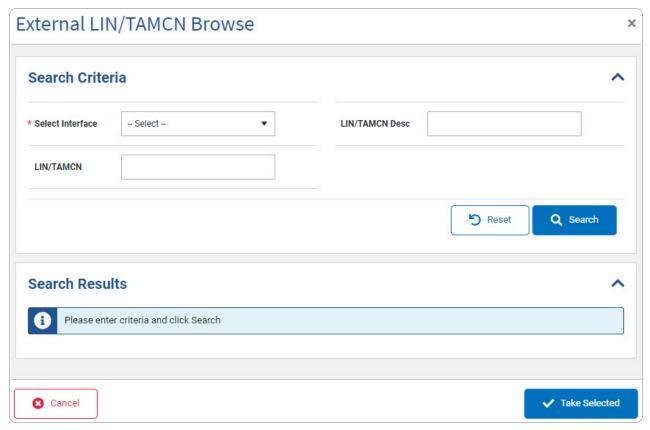


### Browse for a LIN/TAMCN

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 LIN/TAMCN 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 Select Interface.
  - Enter the LIN/TAMCN in the field provided. *This is a 10 alphanumeric character field.*





- Enter the LIN/TAMCN DESC in the field provided. This is a 1024 alphanumeric character field.
- 3. Select Q search . The results display in the Search Results Grid below.
- 4. Click to select the LIN/TAMCN. This highlights the desired row.
- 5. Click Take Selected. The desired LIN/TAMCN appears in the LIN/TAMCN 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**

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 >  $^{ extstyle Q}$  > 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.

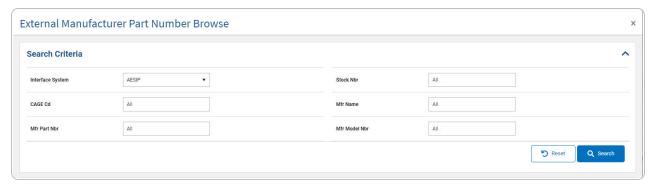
#### **Browse for an External Manufacturer Part Number**

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.





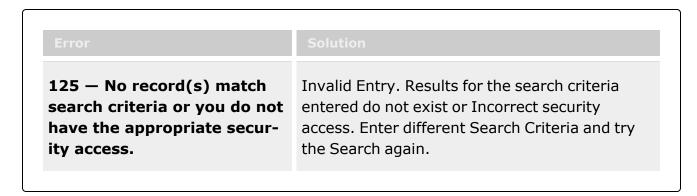
- Enter the MFR MODEL NBR in the field provided. This is a 48 alphanumeric character field.
- 3. Select . The results appear in the **External Manufacturer Part Number Search Results** grid.



- 4. Click to select the External Manufacturer Part Number. *This highlights the desired row.*
- 5. Click Take Selected. 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.



## **Related Topics**

#### M&U

Manufacturer Part Nbr





# **Browse for a FSM Authorization ID Browse**

### **Overview**

The FSM Authorization ID Browse pop-up window allows searching for authorization identifiers in the DPAS catalog.

# **Navigation**

DPAS Modules > VARIOUS PROCEDURAL STEPS > Q > FSM Authorization ID Browse popup window

## Page Fields

The following fields display on the **FSM Authorization 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

Authorization Type Platform Authorization ID Force Element Stock Nbr

#### Search Results Grid

Select
Authorization Type
Platform
Authorization ID
Force Element







Stock Nbr

### **Procedures**

#### **DPAS Navigation Helpful Tips**



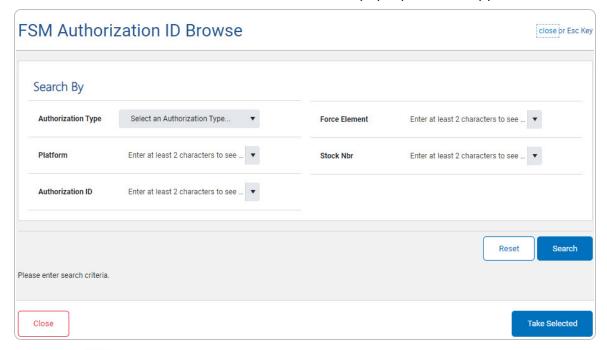
Click the following link to display DPAS Navigation Tips.

#### **Browse for a FSM Authorization ID Browse**

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.

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



- A. Use to select the Authorization Type.
- B. Use to select the Platform.



- C. Use to select the Authorization ID.
- D. Use to select the Force Element.
- E. Use to select the Stock Nbr.
- 2. Select . The Search Results display in the **FSM AuthorizationID** Grid below.
- 3. Click the Select hyperlink next to the desired FSM Authorization ID. *The pop-up window closes and the selected FSM 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**

#### PA

Report Manager Schedule Reports





# **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 >  $^{ extstyle }$  > 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

### **Procedures**

### **DPAS Navigation Helpful Tips**



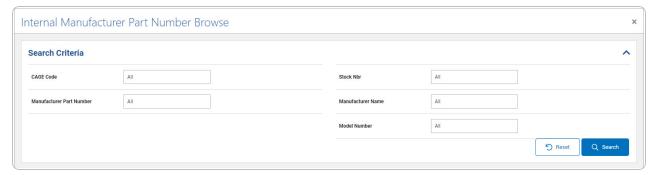
Click the following link to display DPAS Navigation Tips.

#### **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.

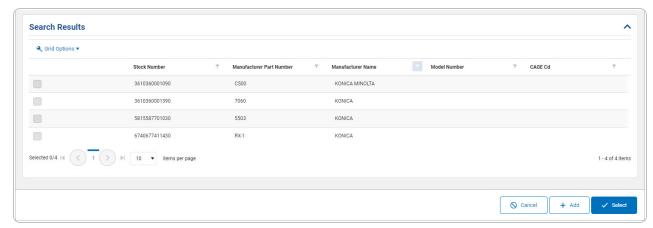
1. Select . The **Internal Manufacturer Part Number Browse** pop-up window appears.



- 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.



- 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.

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**

## **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**

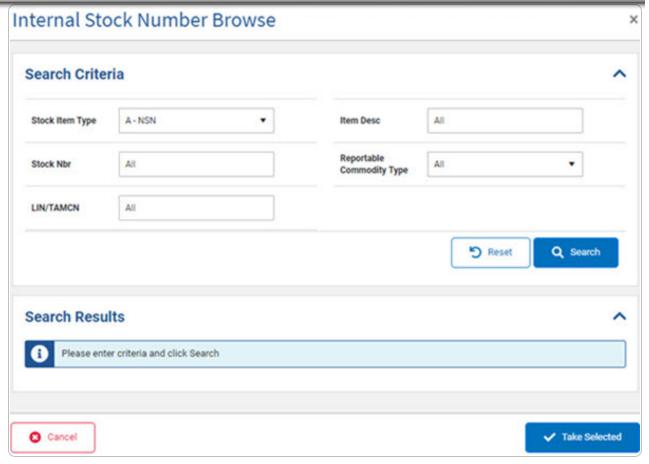
One or more of the Search Criteria fields can be entered to isolate the results. By default, all

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.





- 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 Search . The results appear in the **Stock Number Results** grid.





- 4. Click to select the Internal STOCK NBR.
- 5. Select Take Selected. 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 secur-	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try
ity access.	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 > Q > 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**



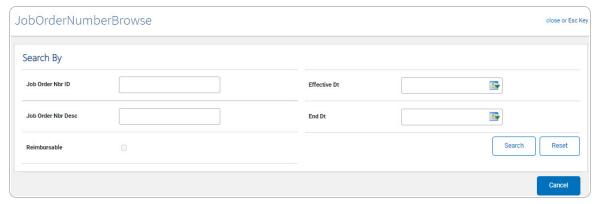
Click the following link to display DPAS Navigation Tips.

### **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.



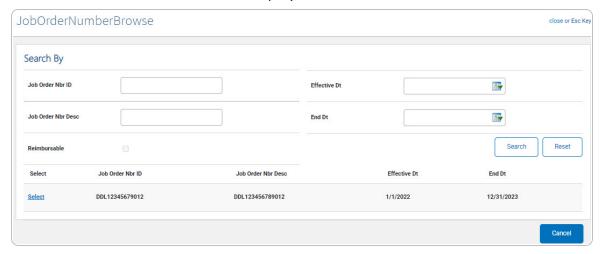
- 2. In the Search By grid, narrow the results by entering one or more of the following optional fields:.
  - Enter the Job Order Number the field provided. *This is a 15 alphanumeric character field.*
  - Enter the JOB ORDER NBR DESC in the field provided. *This is a 256 alphanumeric character field*.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





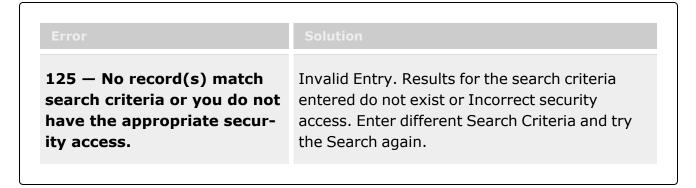
3. Select Search . The Search Results display in the Job Order Number Grid below.



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.



## **Related Topics**

### M&U

Dispatch





# Browse for a LIN/TAMCN

## **Overview**

The LIN/TAMCN Browse process allows searching for a LIN/TAMCN in the DPAS catalog.

## **Navigation**

DPAS Modules > VARIOUS PROCEDURAL STEPS > S > LIN/TAMCN Browse pop-up win-dow

## **Page Fields**

The following fields display on the **LIN/TAMCN 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

LIN/TAMCN LIN/TAMCN Desc Size Category Status

#### Search Results Grid

LIN/TAMCN LIN/TAMCN Desc Size Category Status

#### **Optional**

Catalog Name Code





## **Procedures**

### **DPAS Navigation Helpful Tips**

**Q** 

Click the following link to display DPAS Navigation Tips.

### Browse for a LIN/TAMCN

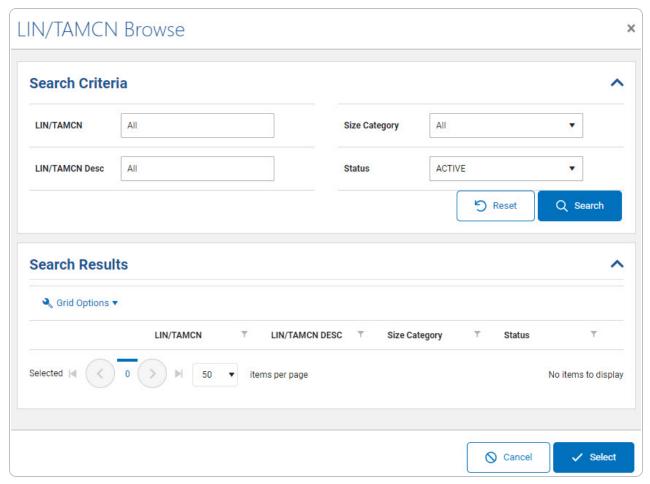
One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting at any point of this procedure returns all fields to the default "All" setting.

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



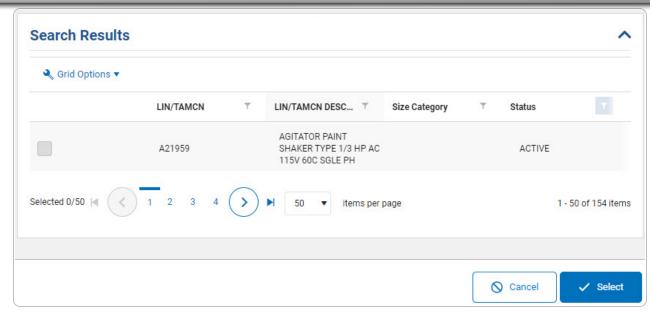


1. Select . The LIN/TAMCN Browse pop-up window appears.



- 2. In the Search By grid, narrow the results by entering one or more of the following optional fields:.
  - Enter the LIN/TAMCN in the field provided. *This is a 10 alphanumeric character field.*
  - Enter the LIN/TAMCN DESC in the field provided. This is a 1024 alphanumeric character field.
  - Use \* to select the Size Category.
  - Use \* to select the Status.

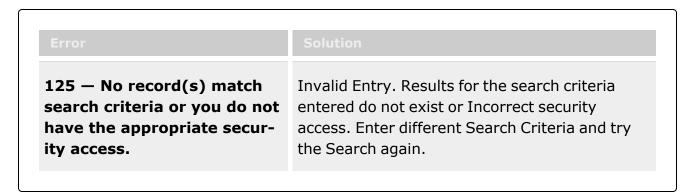




- 4. Click to select the LIN/TAMCN. This highlights the desired row.
- 5. Click . The desired LIN/TAMCN appears in the LIN/TAMCN field on the previous screen.

## **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.



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# **Related Topics**

Stock Number





# Browse for a Maintenance Schedule

### **Overview**

The Maintenance Schedule Browse pop-up window allows searching for a single maintenance or a range of maintenance schedules.

# **Navigation**

DPAS Modules > Various Procedural Steps > Q > Maintenance Schedule Browse pop-up window

## Page Fields

The following fields display on the **Maintenance Schedule 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

Maint Schedule Id
Maint Schedule Name
Maint Schedule Desc
Work Plan Name
Maintenance Activity
Occurrence
Central Maint Sched

#### Search Results Grid

Select Maint Sched Id Maint Sched Name







Maint Sched Desc Maint Activity Occurrence Recurring Method

(\*) Asterisk identifies mandatory fields.

### **Procedures**

### **DPAS Navigation Helpful Tips**



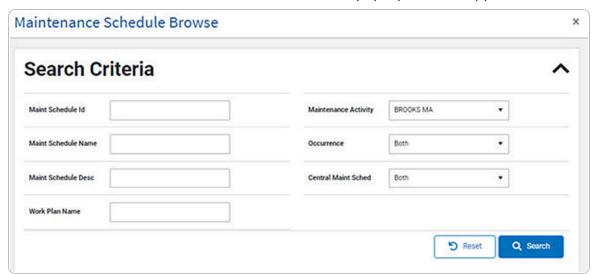
Click the following link to display DPAS Navigation Tips.

### **Browse for a Maintenance Schedule**

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 **Maintenance Schedule Browse** pop-up window appears.

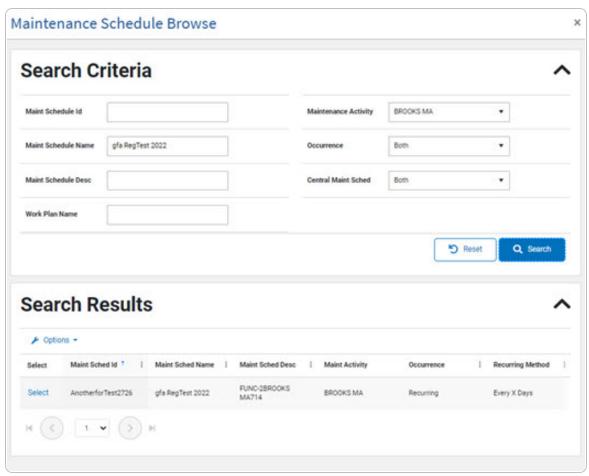


- 2. In the Search Criteria grid, narrow the results by entering one or more of the following optional fields: .
  - Enter the Maint Schedule Id in the field provided. *This is a 85 alphanumeric character field.*





- Enter the MAINT SCHED NAME in the field provided. *This is a 50 alphanumeric character field.*
- Enter the Maint Sched Desc in the field provided. *This is a 250 alphanumeric character field*.
- Enter the Work Plan Name in the field provided. *This is a 50 alphanumeric character field.*
- Use \* to select the Maintenance Activity.
- Use \* to select the Occurrence.
- Use \* to select the Central Maint Sched.
- 3. Select Q search . Results display in the Search Results Grid.





4. Choose the Select hyperlink next to the desired MAINT SCHEDULE ID. The pop-up window closes and the selected MAINT SCHEDULE ID information 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.

No Common Errors have been identified for this page.

# **Related Topics**

### M&U

Schedule Preventive Maintenance - Asset Assignment



# Browse for a Maintenance Schedule

## **Overview**

The Maintenance Schedule Browse pop-up window allows searching for a single maintenance or a range of maintenance schedules.

# **Navigation**

DPAS Modules > Various Procedural Steps >  $^{ extstyle Q}$  > Maintenance Schedule Browse pop-up window

## Page Fields

The following fields display on the **Maintenance Schedule 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

Maint Schedule Id Maint Schedule Name Maint Schedule Desc Work Plan Name Maintenance Activity Occurrence Central Maint Sched

#### Search Results Grid

#### **Available Tab**

Select





Maint Sched Id

Maint Sched Name

Maint Sched Desc

Maint Activity

Occurrence

**Recurring Method** 

#### **Selected Tab**

Remove

Maint Sched Id

Maint Sched Name

Maint Sched Desc

Maint Activity

Occurrence

**Recurring Method** 

(\*) Asterisk identifies mandatory fields.

### **Procedures**

### DPAS Navigation Helpful Tips



Click the following link to display DPAS Navigation Tips.

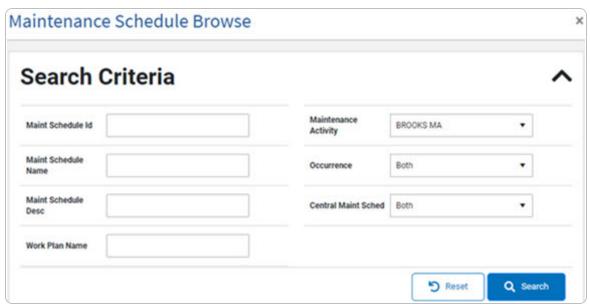
### **Browse for a Maintenance Schedule**

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.

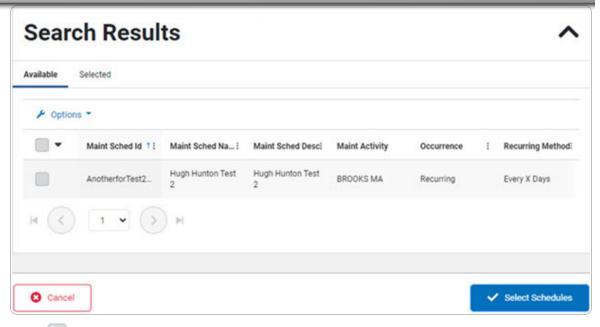


1. Select . The **Maintenance Schedule Browse** pop-up window appears.



- 2. In the Search Criteria grid, narrow the results by entering one or more of the following optional fields:.
  - Enter the MAINT SCHEDULE ID in the field provided. *This is a 85 alphanumeric character field.*
  - Enter the Maint Sched Name in the field provided. *This is a 50 alphanumeric character field.*
  - Enter the Maint Sched Desc in the field provided. *This is a 250 alpha-numeric character field.*
  - Enter the Work Plan Name in the field provided. *This is a 50 alphanumeric character field.*
  - Use \* to select the Maintenance Activity.
  - Use \* to select the Occurrence.
  - Use \* to select the Central Maint Sched.
- 3. Select Q Search . Results display in the Search Results Grid.





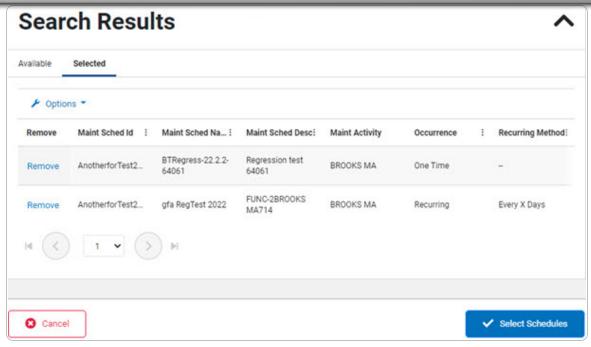
4. Click to select the Maint Schedule Id. The Maint Schedule Id is selected and appears.

Select . The **Asset Assignment to Maintenance Schedule** pop-up window closes and the selected ASSET ID appears in the previous screen in the Search Results grid.

5. **OR** 

Select the Selected Tab. The selected MAINT SCHEDULE ID appears for verification.





- A. Select the Remove hyperlink. The MAINT SCHEDULE ID is removed from the Selected Search Results grid.
- 6. Select . The **Maintenance Schedule Browse** pop-up window closes and the selected MAINT SCHEDULE ID appears in the previous screen in 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.





# **Related Topics**

## M&U

• Schedule Preventive Maintenance — Asset Assignment



# **Browse for a Manufacturer Part Number**

### **Overview**

The Manufacturer Part Number Browse pop-up window allows searching for manufacturer number information.

# **Navigation**

## **Page Fields**

The following fields display on the **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

Manufacturer Name Manufacturer Model Number Manufacturer Part Number

### **Search Results Grid**

Manufacturer Name Manufacturer Model Number Manufacturer Part Number CAGE Code FAST Reportable







### **Procedures**

### **DPAS Navigation Helpful Tips**



Click the following link to display DPAS Navigation Tips.

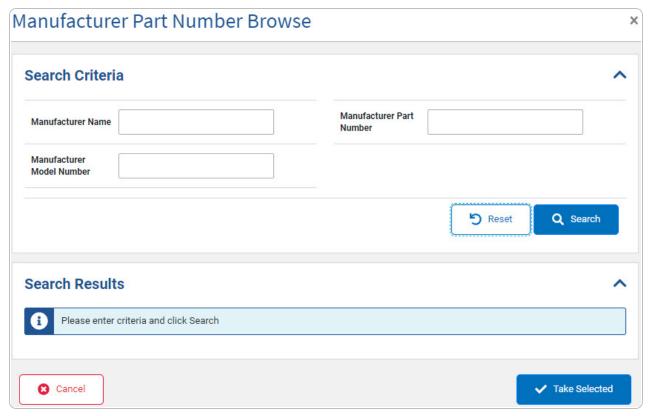
### **Browse for a Manufacturer Part Number**

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

'D Reset results are displayed. Selecting at any point of this procedure returns all fields to the default "All" settina.

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

to browse for the Manufacturer Part Number. The Manufacturer Part Number 1. Browse pop-up window displays.

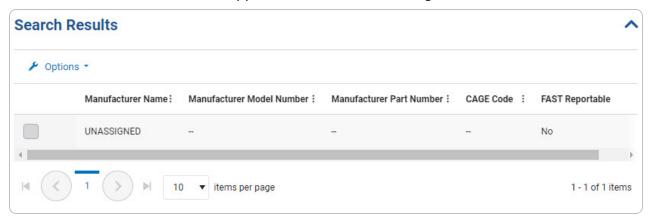


238





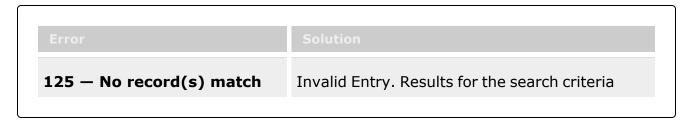
- 2. In the Search Criteria grid, narrow the results by entering one or more of the following optional fields:.
  - Enter the Manufacturer Name in the field provided. This is a 36 alphanumeric character field.
  - Enter the Manufacturer Model Number in the field provided. *This is a 48 alpha-numeric character field*.
  - Enter the Manufacturer Part Number in the field provided. *This is a 35 alphanumeric character field.*
- 3. Select Search . The results appear in the search results grid.



- 4. Click to select the Manufacturer Part Number.
- 5. Select Take Selected. The **Manufacturer Part Number Browse** pop-up window closes and the selected manufacturer information appears in the previous screen in the Manufacturer Part Number 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.





search criteria or you do not have the appropriate security access.

entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

# **Related Topics**

### M&U

Maintenance Asset Master



# **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**

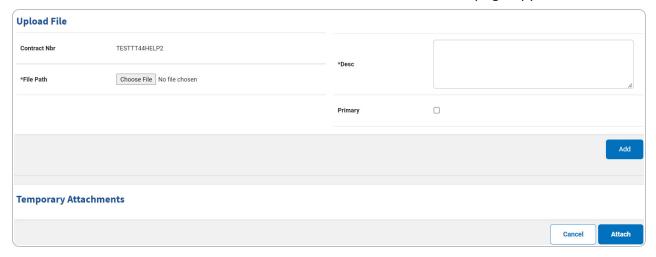


Click the following link to display M&U Navigation Tips.

### **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 Add Attachment . The Add a Maintenance Attachment page appears.



- A. The Contract NBR automatically populates and is not editable.
- **B.** Select Choose File 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 Open . 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  $\square$  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.



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.
13 — Mandatory Entry: FILE	Missing Entry. Enter the appropriate information







Ратн.	in the desired field.
13 — Mandatory Entry: DESC.	
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 1 MB. 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**

### 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 >  $^{ extstyle Q}$  > Operator/Technician Browse popup 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 Valu

### **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**



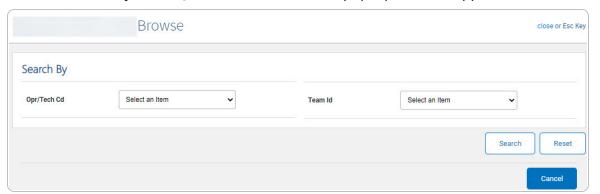
Click the following link to display DPAS Navigation Tips.

### **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

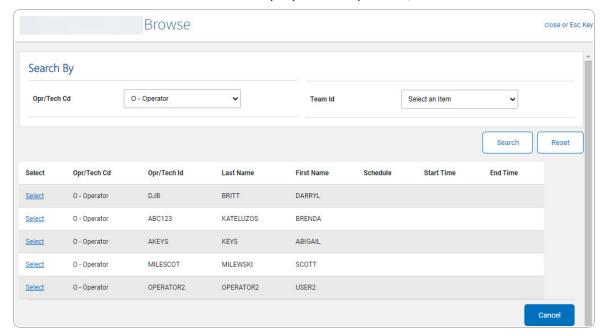
The Dispatch To Browse and the Operator List Browse have the same fields as the Operator/Technician Browse.

- 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 Search Results display in the Operator/Technician Grid below.



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.

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



# **Browse for Points of Contact**

### **Overview**

The Points of Contact pop-up window allows searching for point of contact information.

## **Navigation**

DPAS Modules > VARIOUS PROCEDURAL STEPS > Points of Contact pop-up window

## **Page Fields**

The following fields display on the **Points of Contact** 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

Contact

### **Search Results Grid**

Contact

Phone

Mobile Phone

**Email** 

Maint Division

Type

Address

City

State







Zip Code Country

## **Procedures**

#### DPAS Navigation Helpful Tips



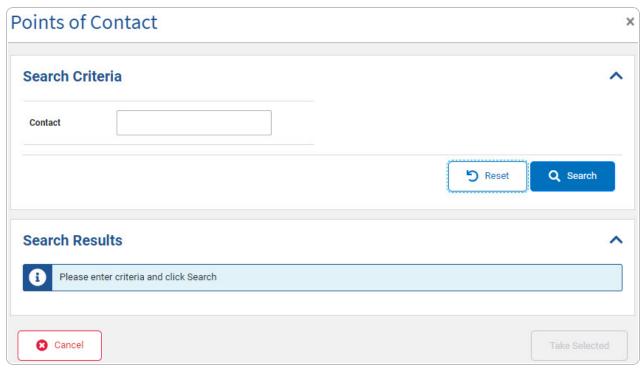
Click the following link to display DPAS Navigation Tips.

### **Browse for Points of Contact**

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.

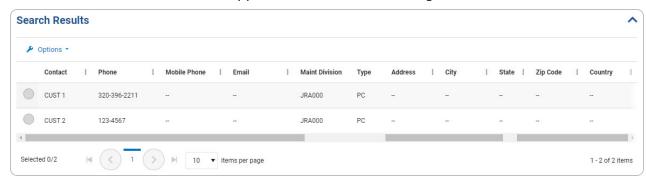
1. Use to browse for the Point of Contact. The **Points of Contact** pop-up window displays.







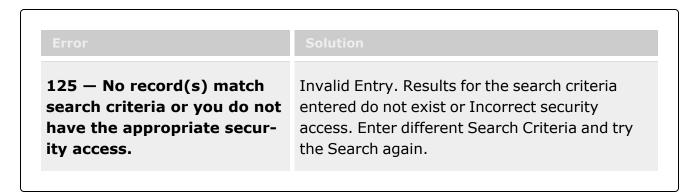
- 2. In the Search Criteria grid, narrow the results by entering the following optional field:.
  - Enter the Contact in the field provided. This is a 30 alphanumeric character field.
- 3. Select Search . The results appear in the search results grid.



- 4. Click to select the Contact.
- 5. Select Take Selected. The **Points of Contact** pop-up window closes and the selected contact appears in the previous screen in the Point of Contact 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.



## **Related Topics**

### M&U

Work Order





# **Browse for a Signature Block**

### **Overview**

The Signature Block Browse pop-up window allows viewing of signature blocks. Signature blocks are added during the Agency Settings process.

# **Navigation**

DPAS Modules > VARIOUS PROCEDURAL STEPS > Signature Block Browse pop-up window



# **Page Fields**

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

#### Instructions

The table below provides the list of instructions.

# Signature Block Detail Browse Grid

Signature Block Name

### **Procedures**

#### DPAS Navigation Helpful Tips



Click the following link to display DPAS Navigation Tips.



### **Browse for a Signature Block**

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

1. Select . The **Signature Block Browse** pop-up window appears.



• Verify the Signature Block Name.

### **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**

Request Custom Inventory



# **Browse for an SRD**

### **Overview**

The SRD Browse pop-up window allows searching for standard reporting designators.

### **Navigation**

DPAS Modules > VARIOUS PROCEDURAL STEPS > SRD Browse pop-up window



### **Page Fields**

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

#### Instructions

The table below provides the list of instructions.

#### Search Criteria Grid

SRD

**MICAP** 

**Equipment Designator** 

Nomenclature

### **Search Results Grid**

ΑII

SRD

**MICAP** 

**Equipment Designator** 

Nomenclature





### **Procedures**

### **DPAS Navigation Helpful Tips**



Click the following link to display DPAS Navigation Tips.

#### **Browse for an SRD**

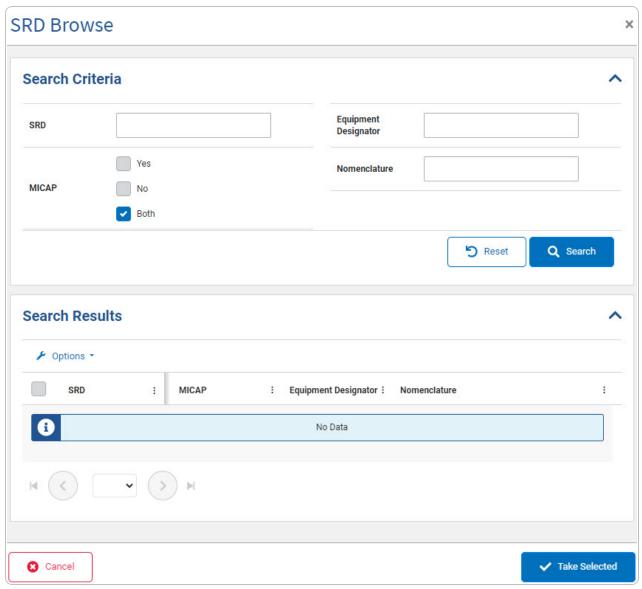
One or more of the Search Criteria fields can be entered to isolate the results. By default, all

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.

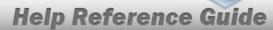


1. Use to browse for the SRD. The **SRD Browse** pop-up window displays.

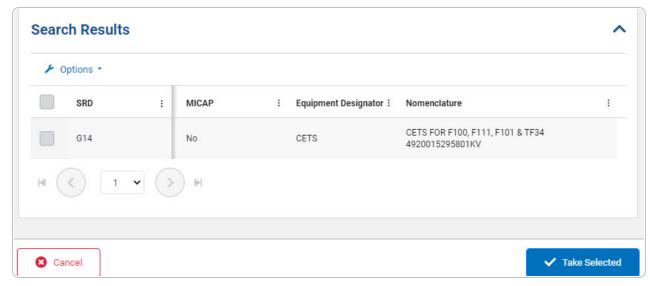


- 2. In the Search Criteria grid, narrow the results by entering one or more of the following optional fields:.
  - Enter the SRD in the field provided. This is a 3 alphanumeric character field.
  - Click to select the MICAP. This determines the MICAP status that will appear in the search results grid. The default is Both.





- Enter the Equipment Designator in the field provided. This is an alphanumeric character field.
- Enter the Nomenclature in the field provided. This is an alphanumeric character field.
- 3. Select . The results appear in the **SRD Results** grid.



- 4. Click to select the SRD.
- 5. Select Take Selected. The **SRD Browse** pop-up window closes and the selected SRD information appears in the previous screen in the SRD 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
-	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

Requisition



# **Browse for a Stock Number — Dispatch**

### **Overview**

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

### **Navigation**

DPAS Modules > VARIOUS PROCEDURAL STEPS > Q > 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** 

Owning DoDAAC









Ctlg Nm Cd LIN/TAMCN

### **Procedures**





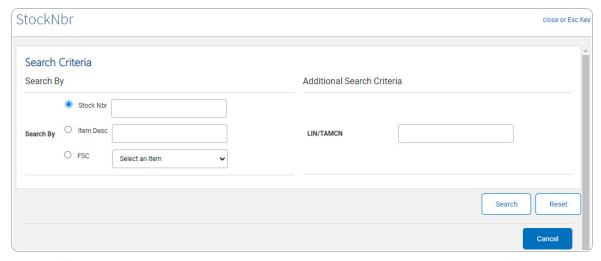
Click the following link to display DPAS Navigation Tips.

#### 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:* 

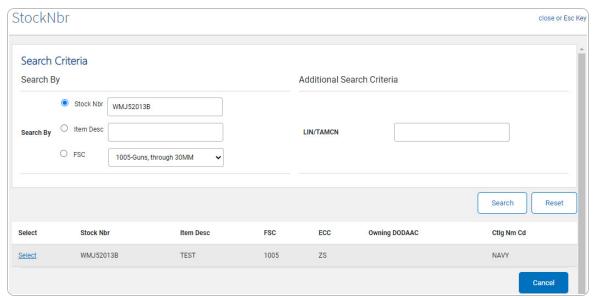




Only choose one of the three options. STOCK NBR is the default option.



- 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 Search Results display in the STOCK NBR Grid below.



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	<b>Entry:</b>
STOCK NBR.	

13 — Mandatory Entry: *ITEM DESC*.

Missing Entry. Enter the appropriate information in the desired field.

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 reenter the search criteria.

# **Related Topics**

#### M&U

Dispatch Rate



# **Browse for a Stock Number — Utilization**

### **Overview**

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

# **Navigation**

DPAS Modules > Various Procedural Steps > <a> Stock Nbr Browse pop-up window</a>

# **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**



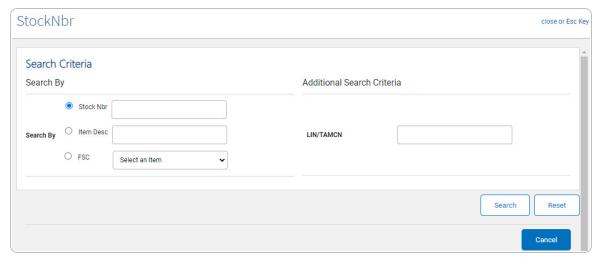
Click the following link to display DPAS Navigation Tips.

#### 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:* 

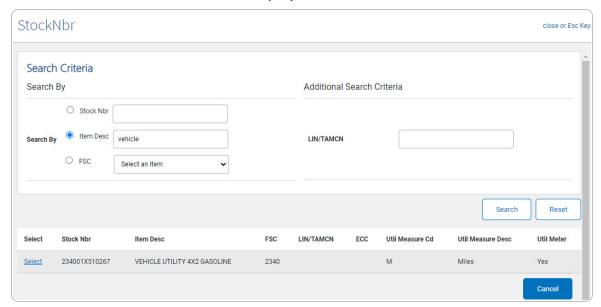






Only choose one of the three options. STOCK NBR is the default option.

- 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 Search Results display in the STOCK NBR Grid below.



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: Sтоск Nвr.	
13 — Mandatory Entry: <i>ITEM DESC</i> .	Missing Entry. Enter the appropriate information in the desired field.
13 — Mandatory Entry: <i>FSC</i> .	
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 reenter the search criteria.

# **Related Topics**

### M&U

Wrnty/Svc/Subscription — Asset Assoc



# **Browse for Stock Number — FSM**

### **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





### **Procedures**

### **DPAS Navigation Helpful Tips**



Click the following link to display FSM Navigation Tips.

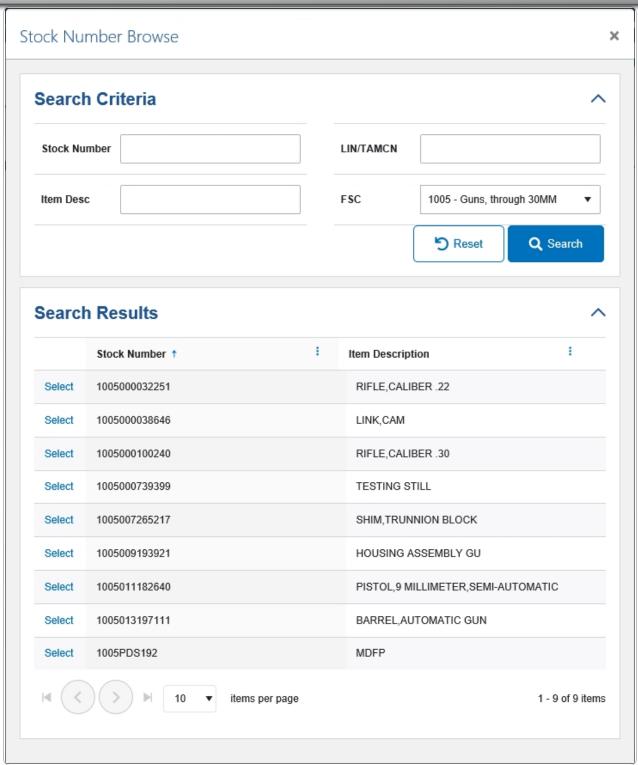
#### **Browse for a Stock Number**

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.* 











- 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 Search . 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**

dow



# **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.

### Search By Grid

Stock Nbr

Serial Nbr

Asset Id

Work Plan

#### Saved Information Grid

ΑII

Select

Last Name

First Name

**Assets Certs Missing** 







Work Plan Certs Missing

### **Procedures**

### **DPAS Navigation Helpful Tips**

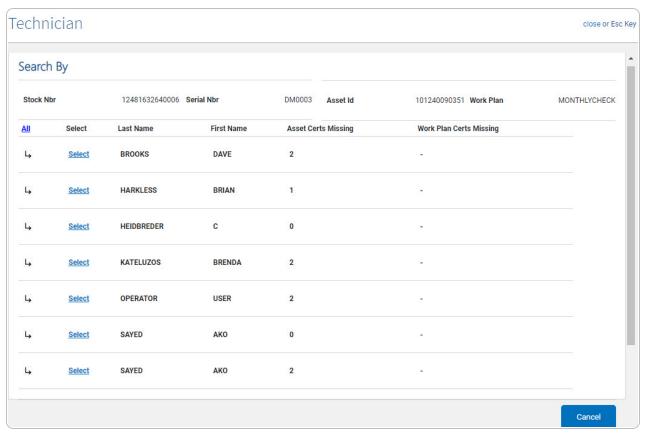


Click the following link to display DPAS Navigation Tips.

#### **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.



- 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. Choose 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 > Q > 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.

276

#### Instructions

The table below provides the list of instructions.

Number

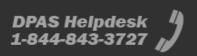
Value

#### 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.

'S Reset

### **Browse for a Type Designation**

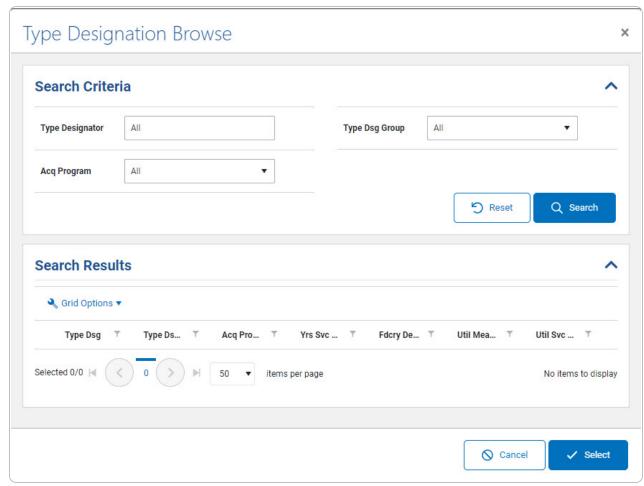
One or more of the Search Criteria fields can be entered to isolate the results. By default, all

results are displayed. Selecting default "All" setting.

at any point of this procedure returns all fields to the



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

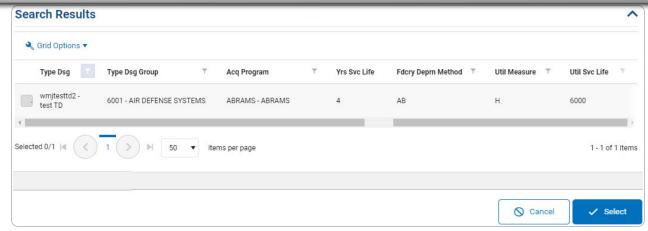


- 2. In the Search Criteria box, narrow the results by entering the following:.
  - Enter the Type Designator in the field provided. *This is a 1024 alphanumeric character field.*
  - Use \* to select the Acq Program.
  - Use \* to select the Type Dsg Group.
- 3. Select . The results appear in the **Type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

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- 4. Click to select the Type Designation. *This highlights the desired row.*
- 5. 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	Invalid Entry. Results for the search criteria

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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





### **Procedures**

### **DPAS Navigation Helpful Tips**



Click the following link to display FSM Navigation Tips.

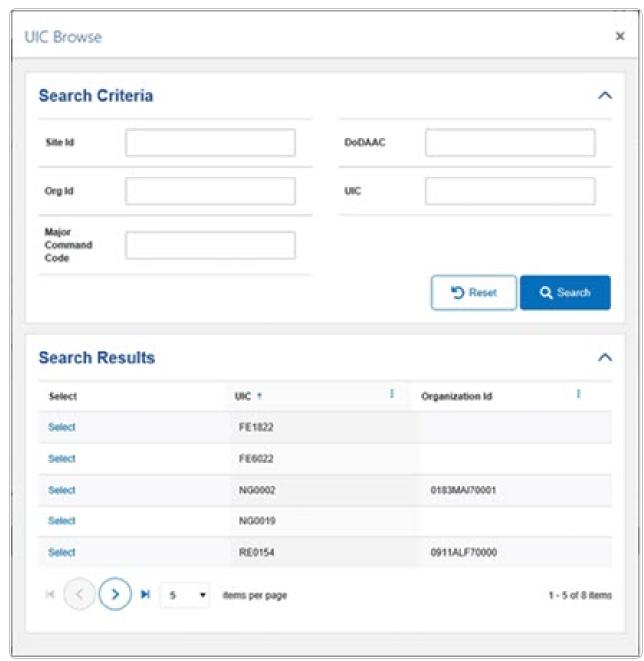
#### **Browse for a UIC**

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.



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





### **Procedures**

#### **DPAS Navigation Helpful Tips**

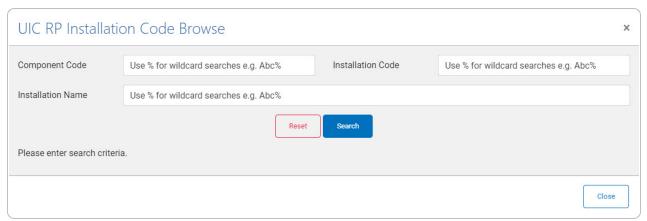


Click the following link to display PA Navigation Tips.

#### **Browse for an Installation Code**

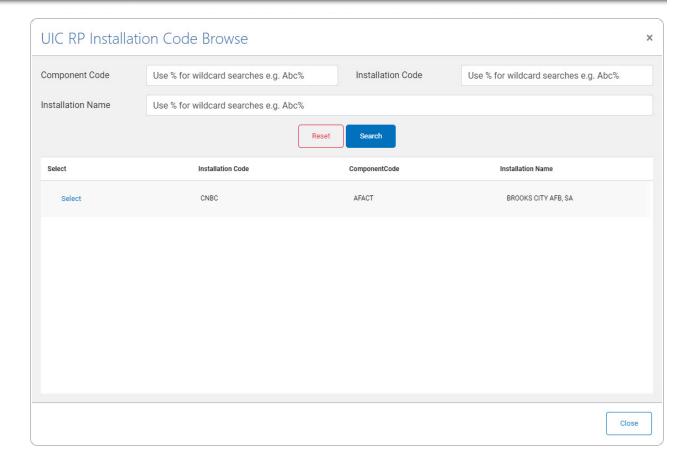
One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting at any point of this procedure returns all fields to the default "All" setting.

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





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.

125 — No record(s) match search criteria or you do not have the appropriate secur
Solution

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





**ity access.** the Search again.

# **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 >  $^{ extstyle Q}$  > 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**



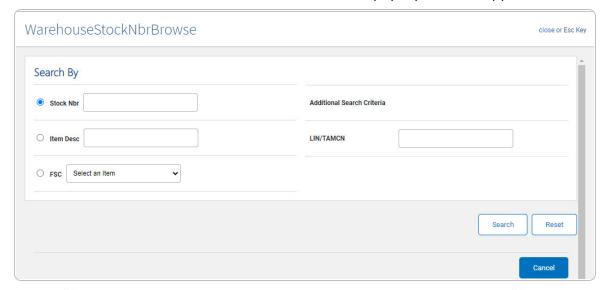
Click the following link to display M&U Navigation Tips.

#### **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 Onext to the desired Search By Criteria. *Depending upon what* is *chosen:* 



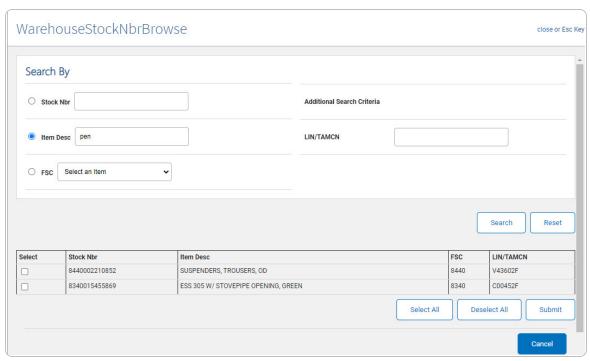


Only choose one of the three options. STOCK NBR is the default option.





- 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 Search Results display in the Warehouse STOCK NBR Grid below.



- 5. Select □ next to the desired STOCK NBR.
- 6. Select 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.		
13 — Mandatory Entry: <i>ITEM DESC</i> .	Missing Entry. Enter the appropriate information in the desired field.	
13 — Mandatory Entry: <i>FSC</i> .	in the desired field.	
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 reenter 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 > Q > 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**



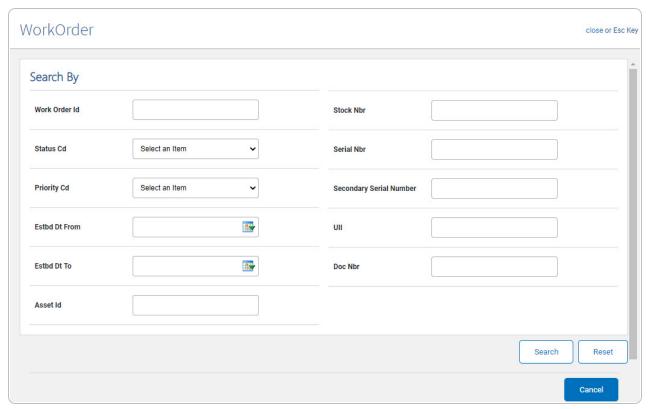
Click the following link to display M&U Navigation Tips.

### **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.



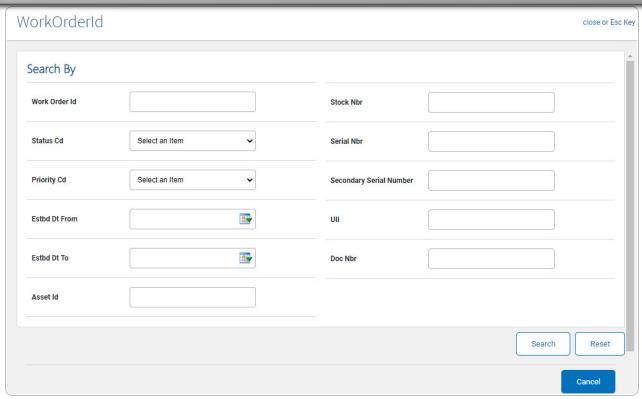
1. Select . The **Work Order** pop-up window appears.



#### Note

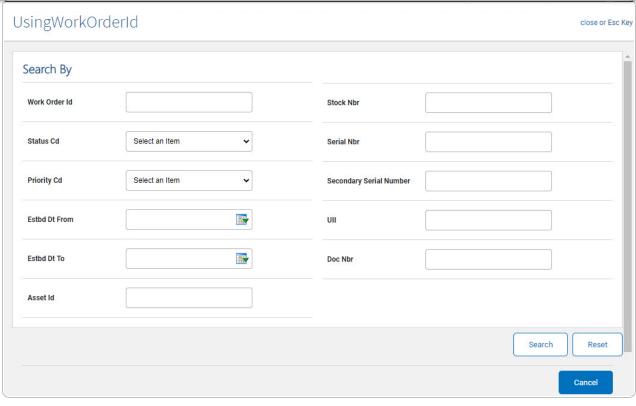
The Work Order Id Browse and Using Work Order Id Browse have the same fields as Work Order Browse.





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- 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 search . 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
Select	2019091800004	9/18/2019		0-Open		2-Urgent - 2 days	CAR4	CAR4			TRUCK,LIFT,FORK	
Select	2019091800005	9/18/2019		0-Open		2-Urgent - 2 days	CAR5	CAR5			TRUCK,LIFT,FORK	
											Cano	cel

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.
612 — Date format must be MM/DD/YYYY.	Invalid Date Entry. The date must following the MM/DD/YYYY format. Re—enter the date.





XXX — ESTBD DT To Date cannot be < Current Date.	Invalid Date Entry. The Current Date cannot occur after the ESTBD DT To Date. Re—enter the date.
408 — ASSET ID cannot contain special character(s).	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.
82 — STOCK NBR must be alphanumeric with valid special character(s) \$, — , /, #, &, comma, and period.	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.
195 — SERIAL NBR contains invalid special characters.	Invalid Entry. The field must have alphanumeric (alphabetic "A" through "Z", numeric "0" through "9") characters only. Re-enter the Serial Number.
37 — Entry must = A — Z and/or 0 — 9.	Invalid Entry. The characters entered in the field include prohibited special characters. Enter alphanumeric (alphabetic "A" through "Z", numeric "0" through "9") characters.
682 — Invalid UII format.  Pos 1 — 50 must be alphanumeric with Pos 1 — 6	Invalid Entry. The UII must be at least 6 alphanumeric characters, and no more than 50 characters. Re-enter the UII.



mandatory.	
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. was clicked without any records selected. Click to select a record, then select 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 Order ID

### **Overview**

The Work Order Id Browse pop-up window allows searching for Work Order Id's that are associated with the user's Maintenance Activity.

## **Navigation**

DPAS Maintenance Utilization Module > VARIOUS PROCEDURAL STEPS > Q > WORK ORDER ID Browse pop-up window

## Page Fields

The following fields display on the **WORK ORDER 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 Va

#### Search Criteria Grid

Asset Id Work Order Status Code Has Assets

#### **Has Assets Grid**

All No Yes

Work Order Id Stock Number

NMC





#### **NMC Grid**

ΑII

No

Yes

#### Search Results Grid

Select

Work Order ID

Work Order Status Code

Priority Code

Asset ID

Stock Number

Item Desc

Serial Number

Secondary Serial Number

Work Order Reason

#### **Procedures**

#### **DPAS Navigation Helpful Tips**



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

#### Browse for a WORK ORDER ID

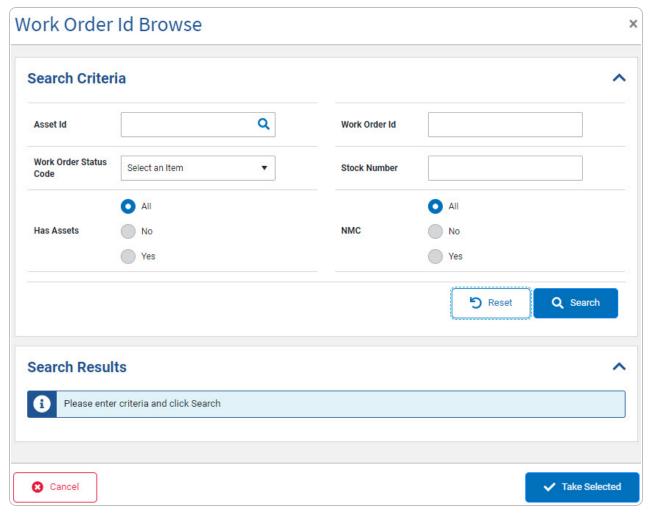
One or more of the Search Criteria fields can be entered to isolate the results. By default, all

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 **WORK ORDER ID** pop-up window appears.

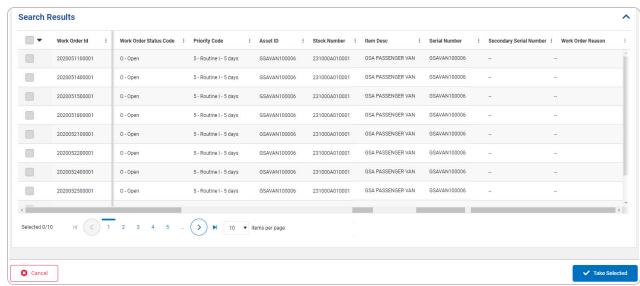


- 2. In the WORK ORDER ID Search Criteria box, narrow the results by entering one or more of the following optional fields:.
  - Enter the ASSET ID. This is a 12 alphanumeric character field.
  - Use to select the Work Order Status Code.
  - Select Has Assets. Determines whether the results includes or excludes work orders with assets.
  - Enter the WORK ORDER ID, or use  $\stackrel{\mathbf{Q}}{=}$  to browse for the entry. This is a 20 numeric character field.

Work Order Browse help



- Enter the Stock Number. This is a 15 alphanumeric character field.
- Enter the Work Order Id. This is a 20 alphanumeric character field.
- Select NMC. Determines whether the results includes or excludes work orders with NMC assets.
- 3. Select . The results appear in the **Work Order Id Search Results** grid.



- 4. Click to select the WORK ORDER ID. This highlights the desired row.
- 5. Click Take Selected. The desired WORK ORDER ID appears in the WORK ORDER ID 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	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access.





not have the appropriate	Enter different Search Criteria and try the	
security access.	Search again.	
408 — ASSET ID cannot contain special character(s).	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.	
82 — STOCK NBR must be alphanumeric with valid special character(s) \$, — , /, #, &, comma, and period.	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.	
37 — Entry must = A — Z and/or 0 — 9.	Invalid Entry. The characters entered in the field include prohibited special characters. Enter alphanumeric (alphabetic "A" through "Z", numeric "0" through "9") characters.	
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. was clicked without any records selected. Click to select a record, then select 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

- Search for 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 > Q > 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 V

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**



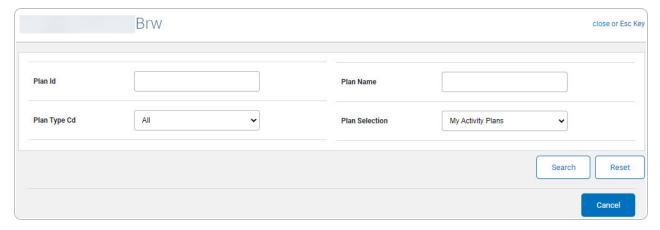
Click the following link to display DPAS Navigation Tips.

#### **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

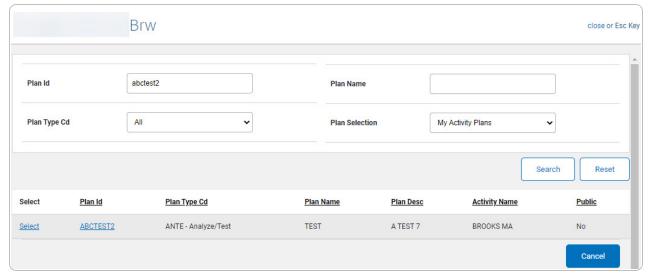


This process is also used for Using Work Plan ID Browse.

- 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 Search Results appear in the Work Plan Browse Search Results grid.



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.

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

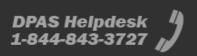
Plan Selection

#### Search Results Grid

ΑII

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.

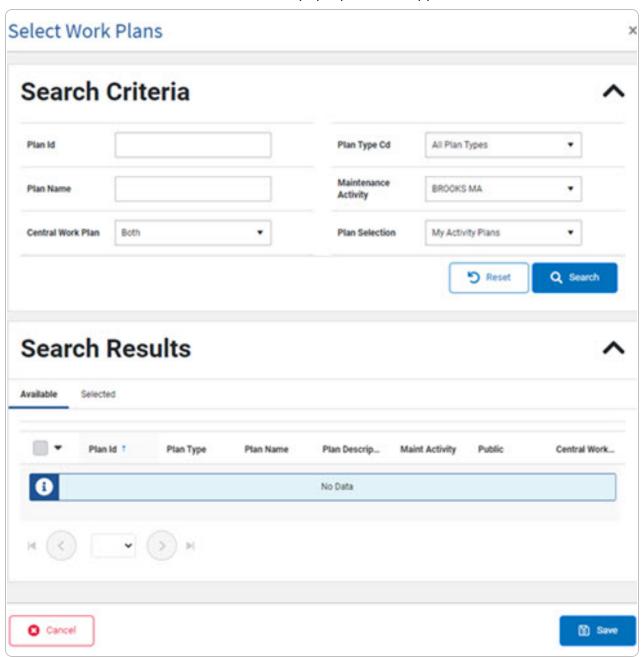
#### Browse for a Work Plan Identifier

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.





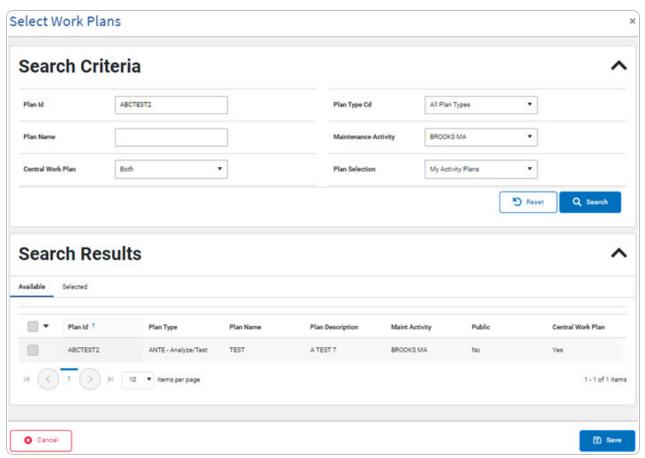
1. Select + Add . The **Select Work Plans** pop-up window appears.



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.



4. Click to select the PLAN ID.



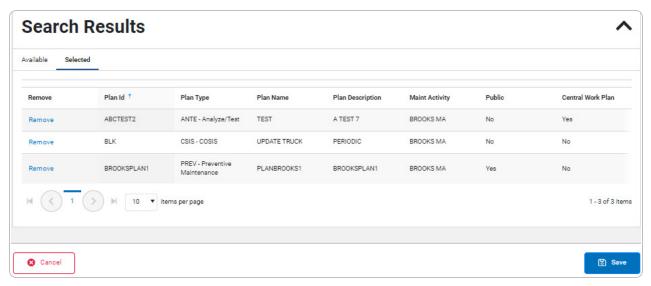


Select . The pop-up window closes and the selected PLAN ID appears in the previous screen.

5.

#### OR

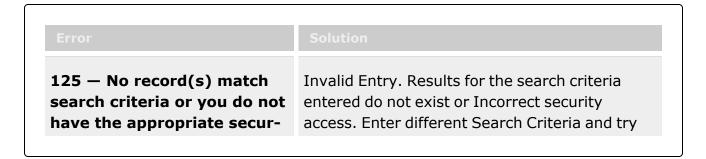
Select the Selected tab to view and remove the checked Work Plan Identifiers.



- 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.







**ity access.** the Search again.

# **Related Topics**

#### M&U

Schedule Preventive Maintenance



## **Contact Us**

#### **Contact Name**

**DPAS Support Team** 

### **POC**



Leidos, Inc.



**DPAS Support** 

### **Address**

4530 Lena Drive, 2nd Floor; Mechanicsburg, PA 17055 USA

## **E-Mail Address**

DPASSupport@Leidos.com

### **Toll-Free Phone Number:**

## **Primary:**

1-844-THE-DPAS

#### **Alternate:**

1-888-759-4851



# **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 (I).

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.



## **Consent To Monitoring**

This is a U.S. Government (USG) Information System (IS) that is provided for USG-authorized use only.

By using this IS (which includes any device attached to this IS), you consent to the following conditions:

The USG routinely intercepts and monitors communications on this IS for purposes including, but not limited to, penetration testing, communications security (COMSEC) monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counterintelligence (CI) investigations.

At any time, the USG may inspect and seize data stored on this IS.

Communications using, or data stored on, this IS are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any USG authorized purpose.

This IS includes security measures (e.g., authentication and access controls) to protect USG interests — not for your personal benefit or privacy.

Notwithstanding the above, using this IS does not constitute consent to PM, LE or CI investigative searching or monitoring of the content of privileged communications, or work product, related to personal representation or services by attorneys, psychotherapists, or clergy, and their assistants.

Such communications and work product are private and confidential. See User Agreement for details.