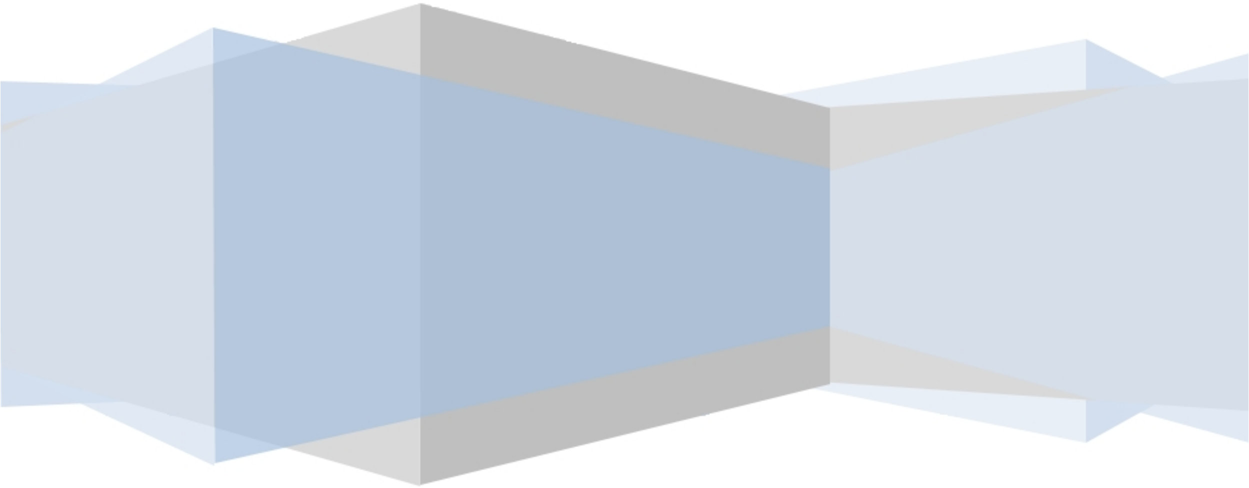
Maintenance and Utilization

Defense Property Accountability System



Printed Manual

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Welcome

Overview — DPAS

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

DPAS is a Department of Defense (DoD) property management system.

It is the Accountable Property System of Record (APSR) for over 20 DoD Agencies and Military Services.

This online system is administered by the Office of the Under Secretary of Defense for Acquisition, Technology and Logistics (OUSD AT&L), a branch of the Office of the Secretary of Defense (OSD).

Overview — M&U Help

This online help is designed to provide access to detailed information and instructions about the various processes contained within the Maintenance and Utilization (M&U) module.

The help topics provide assistance with managing large-ticket items, issues, and assets, in any DoD environment.

Navigation

DPAS M&U Module > Any Process Page > Help

Related Topics

- Contact Us
- DPAS M&U Overview
- Using DPAS Help Overview
- Using DPAS Help Menus
- Using DPAS Help Topics
- Using DPAS Help Toolbars

Inbound Resolution Rejection Confirm

Overview

The Defense Property Accountability System (DPAS) allows you to confirm rejection of work orders from external maintenance activities to be processed into DPAS.

Navigation

Maintenance > Inbound Resolution > Search > Rejection Confirmation

Page Fields

The following fields display on the Inbound Resolution Rejection Confirmation page. For more information on each field, select the appropriate hyperlink.

Asset ID
Customer Name
Work Order Desc
Error

* denotes a mandatory field

Procedures

To Confirm Rejection of an external maintenance activity work order:

1. Review the Asset Id, Customer Name, Work Order Desc, and Error for the record you wish to process.
2. Select Reject to remove the record or Cancel to return to the Search page.

Common Errors

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

Error	Solution
No Common Errors available for this process.	

Related Topics

- Inbound Resolution Search
- Inbound Resolution Work Order
- Inbound Resolution Work Order Status

Inbound Resolution Search

Overview

The Defense Property Accountability System (DPAS) allows you to process work orders from external maintenance activities. Work orders are received from outside sources through external transactions or XML files. DPAS processes the data for errors. If errors are found you need to resolve the discrepancies. DPAS allows you to correct the data so the work orders can be processed into DPAS.

Navigation

Maintenance > Inbound Resolution > Search

Page Fields

The following fields display on the Inbound Resolution Status page. For more information on each field, select the appropriate hyperlink.

Work Order Inbound Errors

Update
Reject
Asset ID
Customer Name
Work Order Desc
Error

Work Order Status Inbound Errors

Update
Reject
Asset ID
Work Order Nbr
Requested Work Order Status
Error

* denotes a mandatory field

Procedures

To Update or Reject a Word Order for processing into DPAS:

1. Review the ASSET ID, Customer Name, WORK ORDER DESC, and Error for the record you wish to process.
2. Select the **Update** hyperlink to access the record's update page to correct the error(s).

3. The **Reject** hyperlink will take you to the rejection confirmation 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
No Common Errors available for this process.	

Related Topics

- Inbound Resolution Work Order
- Inbound Resolution Work Order Status
- Inbound Resolution Rejection Confirmation

Inbound Resolution Work Order

Overview

The Defense Property Accountability System (DPAS) allows you to update work orders from external maintenance activities to be processed into DPAS.

Navigation

Maintenance > Inbound Resolution > Search > Work Order

Page Fields

The following fields display on the Inbound Resolution Rejection Confirmation page. For more information on each field, select the appropriate hyperlink.

Asset ID
Spec Instruct
Customer Name
Requested Dt
Customer Phone Number
Customer E-mail Address
Customer Remarks
Customer Mobile Phone Number
Work Order Desc
Service Requested
Required Cmpltn Dt
Maint Avail Dt
Preservation Level Cd
Cond Cd
Doc Nbr
Storage Type Cd

* denotes a mandatory field

Procedures

To Update an external maintenance activity work order:

1. Review the errors from the selected record in red at the top of the page.
2. Modify the field(s) to resolve the error(s).
3. Select Update to process the transaction, Reset to clear all entries, or Cancel to return to the Search page.

Common Errors

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

Error	Solution
No Common Errors available for this process.	

Related Topics

- Inbound Resolution Search
- Inbound Resolution Rejection Confirmation
- Inbound Resolution Work Order Status

Inbound Resolution Work Order Status

Overview

The Defense Property Accountability System (DPAS) allows you to update work order statuses from external maintenance activities to be processed into DPAS.

Navigation

Maintenance > Inbound Resolution > Search > Work Order Status

Page Fields

The following fields display on the Inbound Resolution Work Order Status page. For more information on each field, select the appropriate hyperlink.

Work Order Id
Work Order Status Cd
Special Instructions

* denotes a mandatory field

Procedures

To Update a work order to resolve error(s):

1. Review all of the error(s) listed in red at the top of the screen.
2. Modify the field(s) to resolve the error(s).
3. Select Update to process the transaction, Reset to clear all entries, or Cancel to return to the Search page.

Common Errors

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

Error	Solution
No Common Errors available for this process.	

Related Topics

- Inbound Resolution Search
- Inbound Resolution Work Order
- Inbound Resolution Rejection Confirmation

Export a Maintenance Asset Master Report

Overview

The Maintenance Asset Management Report Export page provides the ability to save the report in different formats.

Navigation

Maintenance > Maint Asset Master > Search Criteria > **Search** > Search Results > *Various Procedural Steps* > Transaction Status page > **Print** > Maintenance Asset Master Report Export page

Page Fields

No Page Fields are identified for this page. The following are Control buttons for this page.

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
⏮	Return to the first page of results.
◀	Return to the previous page of the results.
1	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
of7	Display how many pages retrieved.
▶	Advance to the next page of the results.
⏭	Advance to the last page of results.
100% ▾	Change the size of the characters displayed on the page.
☐ Find | Next	Find data within the Results page.
💾 ▾	Select the format to Export the report.

Procedure

DPAS Navigation Helpful Tips

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

Export the Maintenance Asset Management Report to a Printable Application

1. Select to choose the print format (Excel, PDF, or Word). *The procedure leaves the application based on the selection made.*
2. Follow the prompts provided by the computer.
3. Select **Search Criteria** to return to the **Maintenance Asset Management Search Criteria** page.

Search the Results

1. Select the empty field Find | Next.
2. Enter the characters or words to search. *Entries are not case sensitive.*
3. Select Find to search for the entry. *The entry appears highlighted in the file.*
4. Select Next to find the next matching value. *This feature is available if multiple results are found.*

Common Errors

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

Error	Solution
xxxx - Unable to get off page.	Select **Search Criteria** to return to the Search Results page.

Related Topics

- Search For Maintenance Asset Master Records - Criteria
- Search for Maintenance Asset Master - Results
- Verify the Maintenance Asset Master Selected Rows
- Update the Maintenance Asset Master Record(s)
- View the Maintenance Asset Master Transaction Status

Verify the Maintenance Asset Master Selected Rows

Overview

The Maintenance Asset Master Selected Rows page displays the records selected to profile. The page only displays when multiple records are selected.

Navigation

Maintenance > Maint Asset Master > Search Criteria > Search > Search Results > Continue > Maintenance Asset Master Selected Rows page

Page Fields

The following fields display on the **Maintenance Asset Master Selected Rows** page. For more information on each field, select the appropriate hyperlink.

Search Criteria

Metered

Asset Id

Maint Mgt Cd

UIC

Dispatch Cd

Equip Pool

Dispatch Ctgry

Sub Ctgry

Unavl Cd

Stock Nbr

Serial Nbr

DOD Serial Nbr

UII

Next Inspc Dt From

Next Inspc Dt To

Lot Control Nbr

FAST Rptbl

Vehicle Type

Location Withheld

Selected Rows

Asset Id

Stock Nbr
Item Desc
Serial Nbr
DOD Serial Nbr
Maint Mgt Cd
UIC
UII
FAST Rptbl
Vehicle Type
ACC
Acquired For FY
Owning System

Procedure

DPAS Navigation Helpful Tips

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

Review the Selected Records to Update (Profile)

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

1. Select ☐ next to the desired MAM records. ☑ *appears.*
2. Select Continue. *The* ***Maintenance Asset Master Selected Rows*** *page appears.*
3. Select Continue. *The* ***Maintenance Asset Master Update*** *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
xxxx — Selection of multiple rows requires the same Owning System.	Invalid Entry. If more than one row is selected, they must all have the same Owning System. Select Deselect All, and re-select

	the rows.
xxxx — Selection of multiple rows cannot have one or more assets selected that is mandatory for being FAST RPBL, and one or more assets selected that cannot be FAST RPBL.	Invalid Entry. If more than one row is selected, they must all have the same FAST RPBL status. There cannot be some that are mandatory, and some that are not mandatory. Select Deselect All, and re-select the rows.

Related Topics

- Search For Maintenance Asset Master Records - Criteria
- Search for Maintenance Asset Master - Results
- Update the Maintenance Asset Master Record(s)
- View the Maintenance Asset Master Transaction Status
- Export the Maintenance Asset Master Report

Search for Maintenance Asset Master Records — Criteria

Overview

The Maintenance and Utilization module Maintenance Asset Master (MAM) process provides the ability to profile assets. Profiling an M&U asset adds descriptive information in regards to the usage, location, equipment needed, certification and licensing, fuel type, as well as other important information.
For more information regarding FAST reporting, click here.

Helpful Tip

Assets for profiling can also be accessed from the **DPAS MAINT AND UTIL Home** page. Select the Asset expansion link located in the Message of the Day section to view the various asset profile hyperlinks.

Navigation

Maintenance > MAINT ASSET MASTER > Maintenance Asset Master Search Criteria

Page Fields

The following fields display on the **Maintenance Asset Master Search Criteria** page. For more information on each field, select the appropriate hyperlink.

Search Criteria

Metered

Asset Id

Maint Mgt Cd

UIC

Dispatch Cd

Equip Pool

Dispatch Ctgry

Sub Ctgry

Unavl Cd

Stock Nbr

Serial Nbr

DOD Serial Nbr

UII

Next Inspc Dt From

Next Inspc Dt To

Lot Control Nbr

FAST Rptbl

Vehicle Type

Location Withheld

Procedure

DPAS Navigation Helpful Tips

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

Search for a Maintenance Asset Master Record(s)

One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting Reset *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 of the following optional fields:
    - Use ⌄ to select the Metered status.
    - Enter the Asset Id, or use ... to browse for the entry. *This is a 12 alphanumeric character field.*
    - Use ⌄ to select the desired Maint Mgt Cd.
    - Use ⌄ to select the desired UIC.
    - Use ⌄ to select the desired Dispatch Cd.
    - Use ⌄ to select the desired Equip Pool.
    - Use ⌄ to select the desired Dispatch Ctgry.
    - Use ⌄ to select the desired Sub Ctgry.
    - Use ⌄ to select the desired Unavl Cd.
    - Enter the Stock Nbr, or use ... to browse for the entry. *This is a 15 alphanumeric character field.*
    - Enter the Serial Nbr in the field provided. *This is a 30 alphanumeric character field.*
    - Enter the DOD Serial Nbr in the field provided. *This is a 20 alphanumeric character field.*
    - Enter the UII in the field provided. *The 50 alphanumeric character UII*

field only displays if the agency is set to use the UII process.

- Use 📅 to select the Next Inspc Dt From, or enter the date (MM/DD/YYYY) in the field provided.
- Use 📅 to select the Next Inspc Dt To, or enter the date (MM/DD/YYYY) in the field provided.
- Enter the Lot Control Nbr in the field provided. *This is a 20 alphanumeric character field.*
- Use ⌄ to select the desired FAST Rptbl status.
- Use ⌄ to select the desired Vehicle Type.
- Use ⌄ to select the desired Location Withheld.

2. Select **Search** to begin the query. *The* ***Maintenance Asset Master Search Results*** *page appears. Results display 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.

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.
768 — Entry must be alphanumeric with supported special character (s) " — " and "_".	Invalid Entry. The characters entered in the field include prohibited special characters. Enter alphanumeric (alphabetic "A" through "Z", numeric "0" through "9") characters, or a — or a _. Special characters like ! or @ are prohibited.
350 — Must be alphanumeric with supported special characters $, — , /, #, &, ;, comma, period, and space.	Invalid Entry. The characters entered in the field include prohibited special characters. Enter alphanumeric (alphabetic "A" through "Z", numeric "0" through "9") characters, or the following permitted special characters: $, —, /, #, &, ;, comma, period, and space. Special characters like ! or @ are prohibited.

18 - Date format should be MM/DD/YYYY with valid month/day combination.	Invalid Date Format Entry. The date must be entered in the (MM/DD/YYYY) format. Re-enter the date.
238 — Date (To) must be > Date (From).	Invalid Date Entry. The NEXT INSPC DT FROM field must be before or the same as the NEXT INSPC DT TO field. Re-enter the date.
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.

Related Topics

- Search for Maintenance Asset Master - Results
- Verify the Maintenance Asset Master Selected Rows
- Update the Maintenance Asset Master Record(s)
- View the Maintenance Asset Master Transaction Status
- Export the Maintenance Asset Master Report

Search for Maintenance Asset Master — Results

Overview

The Maintenance Asset Master Search Results page provides the ability to view, update, or delete asset records.

Helpful Tip

There may be several pages returned from the Search Criteria. To page through the results, select the page number at the bottom of the page. The information is sorted in ascending order.

Navigation

Maintenance > Maint Asset Master > Search Criteria > **Search** > Maintenance Asset Master Search Results page

Page Fields

The following fields display on the **Maintenance Asset Master Search Results** page. For more information on each field, select the appropriate hyperlink.

Search Criteria

Metered

Asset Id

Maint Mgt Cd

UIC

Dispatch Cd

Equip Pool

Dispatch Ctgry

Sub Ctgry

Unavl Cd

Stock Nbr

Serial Nbr

DOD Serial Nbr

UII

Next Inspc Dt From

Next Inspc Dt To

Lot Control Nbr

FAST Rptbl

Vehicle Type

Location Withheld

Search Results

Select

Asset Id

Stock Nbr

Item Desc

Serial Nbr

DOD Serial Nbr

Maint Mgt Cd

UIC

UII

FAST Rptbl

Vehicle Type

ACC

Acquired For FY

Owning System

Procedure

DPAS Navigation Helpful Tips

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

Select Maintenance Asset Master Record(s) For Updating (Profiling)

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

1. Select ☐ next to the desired MAM record(s). ☑ *appears.*

> **Helpful Tip**
>
> Use Select All to choose all records for updating or Deselect All to remove all selections.

2. Select Continue.

   If only one record is selected, the ***Maintenance Asset Master Update*** *page appears.*

If multiple records are selected, the ***Maintenance Asset Master Selected Rows*** *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
765 — No record(s) selected. Select "Cancel" button to return to Search Criteria.	Invalid Entry. There are no selected records in the grid. Select at least one record to proceed.
xxxx — Selection of multiple rows requires the same Owning System.	Invalid Entry. If more than one row is selected, they must all have the same Owning System. Select Deselect All, and re-select the rows.
xxxx — Selection of multiple rows cannot have one or more assets selected that is mandatory for being FAST RPBL, and one or more assets selected that cannot be FAST RPBL.	Invalid Entry. If more than one row is selected, they must all have the same FAST RPBL status. There cannot be some that are mandatory, and some that are not mandatory. Select Deselect All, and re-select the rows.
714 — Selected rows exceed 50 row maximum.	Invalid Entry. Too many records are selected to proceed. Deselect enough records so that 50 or less are selected to proceed.

Related Topics

- Search For Maintenance Asset Master Records - Criteria
- Verify the Maintenance Asset Master Selected Rows
- Update the Maintenance Asset Master Record(s)
- View the Maintenance Asset Master Transaction Status
- Export the Maintenance Asset Master Report

View the Maintenance Asset Master Transaction Status

Overview

The Maintenance Asset Master Transaction Status page displays a verification of the updates performed.

Navigation

Maintenance > MAINT ASSET MASTER > Search Criteria > Search > Search Results > Continue > *VARIOUS PROCEDURAL STEPS* > Maintenance Asset Master Transaction Status page

Page Fields

The following fields display on the **Maintenance Asset Master Transaction Status** page. For more information on each field, select the appropriate hyperlink.

Transaction Status

Status

Action Required

Details

Procedure

DPAS Navigation Helpful Tips

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

The Transaction Status offers the following options:

- Select Print to print a report of the transaction. *The* ***Maintenance Asset Master Report Export*** *page appears.*
- Select Search Criteria to return to the **Maintenance Asset Master Search Criteria** page.

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
83 — Unexpected error encountered, contact DPAS Help Desk for	Contact the DPAS Call Center

assistance.

Related Topics

- Search For Maintenance Asset Master Records - Criteria
- Search for Maintenance Asset Master - Results
- Verify the Maintenance Asset Master Selected Rows
- Update the Maintenance Asset Master Record(s)
- Export the Maintenance Asset Master Report

Update the Maintenance Asset Master Record(s)

Overview

The Maintenance Asset Master Update page allows editing of assets for profiling. The page consists of two sections, Details and Asset Information. The Details section is displayed by default, and the Asset Information section is read only.

> **Helpful Tip**
>
> Verify the information about the asset before profiling. When more than one record is selected, multiple entries display in the Asset Id field. The Owner tab is hidden when selected assets have multiple owners. The Catalog tab is hidden when multiple records are selected which have different Stock Numbers.

The Asset Information displays the following:

- Asset
- Attributes *(Displays if attributes are associated to the asset's Stock Number. Attributes modified within the MAM process are reflected within the PA module.)*
- Owner
- Catalog

The Details manages the following:

- Basic
- Utilization (When the Maintenance Management Code is "UTL" or "MAU," the asset's Util Measure Cd is Hours, Miles, or Kilometers.)
- Cert(s)/License(s)
- Vehicle Characteristics (Displays when a FAST Reportable asset(s) is selected.)
- Vehicle Costs
- Equipment Add On

Navigation

Maintenance > Maint Asset Master > Search Criteria > [Search] > Search Results > [Continue] > *Various Procedural Steps* > Maintenance Asset Master Update page

Page Fields

The following fields display on the **Maintenance Asset Master Update** page. For more information on each field, select the appropriate hyperlink.

Asset Information

Asset Tab

Asset Id

Serial Nbr

DOD Serial Nbr

Loc

Total Cost

Dollar Amt

UII

Origl In Svc Dt

Acq Dt

PO Nbr

CLIN

Next Inspc Dt

Lot Control Nbr

Last Calibration Dt

Lease Cd

Attributes Tab

Fields vary depending on the Attribute Template applied

Owner Tab

UIC

UIC Name

Owning Cost Center

APO

Phone Nbr

APO E-Mail

Custodian Name

Custodian Phone Nbr

Custodian E-Mail

Catalog Tab

Stock Nbr

Item Desc

Mfr Name

Model Nbr
Mfr Part Nbr
Mfr Year
CAGE Cd
ECC
Haz Mat Cd
Util Measure Cd
Dmil Cd
LIN/TAMCN
Precious Mtl Cd
Maint Group Id
CIIC
Equivalence

Details

Basic Tab

Maint Mgt Cd *
Init Profiled Dt
Dispatch Cd *
Equip Pool
Dispatch Ctgry
Sub Ctgry
Dispatch Unavl Cd *
FAST Rpbl
Nbr of Passengers
Nbr of Bags
Possible Days Used
Util Target Monthly
Objective Percent
Min Objective Percent
Waiver Cd
Primary Maint Loc *
Fuel Assoc

Select
Fuel Cd

Desc

Default Fuel Type Cd
Remarks
History Remarks

Utilization Tab

Last Rptd Dt

Tran Ref Id

History Remarks

Util Measure Cd

WO Util Required

Mtr Rdng

Tot Util Qty

Util On Base

Util Off Base

Days Used

Days Idle

Days Unavl

Fuel Util

Fuel Cd

Fuel Type Cd

Fuel State Cd

Total Fuel Qty

Total Fuel Cst

Cert(s)/License(s) Tab

Select

Cert(s)/License(s) Name

Cert(s)/License(s) Desc

Vehicle Characteristics Tab

Vehicle Type Cd *

Vehicle Group Cd *

GSA - Report Utilization *

Veh Armor Cd *

Exec Veh Cd *

EPAct Coverage Cd *
Emer Response Veh
Law Enfrcmnt Veh
EO 13693 Designation
FAST Location Withheld
Fuel Config Cd *
EISA Acq Cd *
Veh Assign Type Cd *
GVWR *
EPAct 2005 Desig Cd *
Remarks

Vehicle Costs

Statement Dt
Statement Nbr
Acct Cd
Amt
Sales Cd
Veh Class
Veh Tag

Equipment Add-On Tab

Edit
Add New Item
Item
Item Description
Replacement Cost
Daily Base Rate
Utilization Rate

(*) Asterisk identifies mandatory fields.

Procedures

DPAS Navigation Helpful Tips

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

Update (Profile) a Maintenance Asset Master Record

Attention

Having multiple assets selected for updating limits the available fields for editing. Profiling an asset into the M&U module presents many empty fields.

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

1. Select ☐ next to the desired MAM record. ☑ *appears.*
2. Select **Continue**. *The* ***Maintenance Asset Master Update*** *page appears.*
3. Review the information on the Asset Information panel.
   - A. *Review the information provided on the Asset tab.*
     - a. *Verify the Asset Id.*
     - b. *Verify the Serial Nbr.*
     - c. *Verify the DoD Serial Nbr.*
     - d. *Verify the Loc.*
     - e. *Verify the Total Cost.*
     - f. *Verify the Dollar Amt.*
     - g. *Verify the UII.*
     - h. *Verify the Origl In Svc Dt.*
     - i. *Verify the Acq Dt.*
     - j. *Verify the PO Nbr.*
     - k. *Verify the CLIN.*
     - l. *Verify the Next Inspec Dt.*
     - m. *Verify the Lot Control Nbr.*
     - n. *Verify the Last Calibration Dt.*
     - o. *Verify the Lease Cd.*
   - B. *Review the information provided on the Attributes tab.*

     Either review or enter the fields that appear on this page. *The fields depend upon the Attribute template applied when the asset was initially profiled.*
   - C. *Review the information provided on the Owner tab.*

    a. *Verify the UIC.*
    b. *Verify the UIC Name.*
    c. *Verify the Owng Cost Center.*
    d. *Verify the APO.*
    e. *Verify the Phone Nbr.*
    f. *Verify the APO E-Mail.*
    g. *Verify the Custodian Name.*
    h. *Verify the Custodian Phone Nbr.*
    i. *Verify the Custodian E-Mail.*

  D. *Review the information provided on the Catalog tab.*

    a. *Verify the Stock Nbr.*
    b. *Verify the Item Desc.*
    c. *Verify the Mfr Name.*
    d. *Verify the Model Nbr.*
    e. *Verify the Mfr Part Nbr.*
    f. *Verify the Mfr Yr.*
    g. *Verify the CAGE Cd.*
    h. *Verify the ECC.*
    i. *Verify the Haz Mat Cd.*
    j. *Verify the Util Measure Cd.*
    k. *Verify the Dmil Cd.*
    l. *Verify the LIN/TAMCN.*
    m. *Verify the Precious Mtl Cd.*
    n. *Verify the Maint Grp Id.*
    o. *Verify the CIIC.*
    p. *Verify the Equivalence.*

4. Review the information on the Details panel.

  A. Update the information on the Basic tab.

    a. Update the Maint Mgt Cd, using ▾ to select the desired code.
    b. *Verify the Init Profiled Dt.*
    c. Update the Dispatch Cd, using ▾ to select the desired code.
    d. Update the Equip Pool, using ▾ to select the desired pool.

e. Update the Dispatch Ctgry, using ⌄ to select the desired category.

f. Update the Sub Ctgry, using ⌄ to select the desired category. *Sub Ctgry is required if the Dispatch Ctgry is designated.*

g. Update the Dispatch Unavl Cd, using ⌄ to select the desired code.

h. Verify the FAST Rptbl contains the appropriate ☑ or ☐. *The Vehicle Characteristic tab displays when selected.*

i. Update the Nbr of Passengers, entering the revised number in the field provided. *This is a 3 numeric character field.*

j. Update the Nbr of Bags, entering the revised number in the field provided. *This is a 3 numeric character field.*

k. Update the Possible Days Used, entering the revised number in the field provided. *This is a 3 numeric character field.*

l. Update the Util Target Monthly, entering the revised number in the field provided. *This is a 5 numeric character field.*

m. Update the Objective Percent, entering the revised percentage in the field provided. *This is a 3 numeric character field.*

n. Update the Min Objective Percent, entering the revised percentage in the field provided. *This is a 3 numeric character field.*

o. Update the Waiver Cd, using ⌄ to select the desired code.

p. Update the Primary Maint Loc, entering the revised location in the field provided. *This is a 20 alphanumeric character field.*

q. Select up to three ☐ Fuel Cd entries in the Fuel Assoc section.

Helpful Tip

When at least one Fuel Cd (other than "N/A") is selected, Fuel Cd, Fuel Type Cd, Fuel Qty and Fuel Cst fields display in the Utilization tab.

r. Update the Remarks, entering the revised information in the field provided. *This is a 1024 alphanumeric character field.*

s. Update the History Remarks, entering the revised information in the field provided. *This is a 1024 alphanumeric character field.*

t. Select **Update** to process the transaction. *The* ***Maintenance Asset Master Transaction Status*** *page appears.*

OR

Select the Utilization tab to continue adding information.

1. Update the Last Rptd Dt, using 📅 or entering the date (MM/DD/YYYY) in the field provided.
2. *Verify the Tran Ref Id.*
3. *Verify the History Remarks.*
4. Update the Util Measure Cd, using ⌄ to select the desired code.
5. Update the WO Util Required, using ⌄ to select the desired output.
6. Update the Mtr Rdng, entering the revised mileage in the field provided. *This is a 7 numeric character field.*
7. *Verify the Tot Util Qty.*
8. Update the Util On Base, entering the revised mileage in the field provided. *This is a 7 numeric character field.*
9. Update the Util Off Base, entering the revised mileage in the field provided. *This is a 7 numeric character field.*
10. Update the Days Used, entering the revised number of days in the field provided. *This is a 3 numeric character field.*
11. Update the Days Idle, entering the revised number of days in the field provided. *This is a 3 numeric character field.*
12. Update the Days Unavl, entering the revised number of days in the field provided. *This is a 3 numeric character field.*
13. *Verify the Fuel Util information.*
14. *Verify the Fuel Cd column information.*
15. *Verify the Fuel Type Cd column information.*
16. *Verify the Fuel State Cd column information.*
17. *Verify the Total Fuel Qty column information.*
18. *Verify the Total Fuel Cost column information.*
19. Select **Update** to process the transaction. *The **Maintenance Asset Master Transaction Status** page appears.*

    OR

    Select the Cert(s)/License(s) tab to continue adding information.

A. Verify the Select field in the corresponding Cert(s)/License(s) Name and Cert(s)/License(s) Desc row contains the appropriate ☑ or ☐.

Select Update to process the transaction. *The* ***Maintenance Asset Master Transaction Status*** *page appears.*

B.

OR

Select the Vehicle Characteristics tab to continue adding information.

- **a.** Update the Vehicle Type Cd, using ⌄ to select the desired code.
- **b.** Update the Vehicle Group Cd, using ⌄ to select the desired code.
- **c.** *Verify the GSA - Report Utilization.*
- **d.** Update the Vehicle Armor Cd, using ⌄ to select the desired code.
- **e.** Update the Exec Veh Cd, using ⌄ to select the desired code.
- **f.** Update the EPAct Coverage Cd, using ⌄ to select the desired code.
- **g.** Select ☐ next to the EMER RESPONSE VEH field to designate the asset as an Emergency Response Vehicle.
- **h.** Select ☐ next to the LAW ENFRCMT VEH field to designate the asset as an Law Enforcement Vehicle.
- i. Update the EO 13693 Designation, using ⌄ to select the desired designation.
- j. Select ☐ next to the FAST Location Withheld field to designate the asset cannot have the location revealed.
- **k.** Update the Fuel Config Cd, using ⌄ to select the desired code.
- **l.** Update the EISA Acq Cd, using ⌄ to select the

desired code.

m. Update the Veh Assign Type Cd, using ▾ to select the desired code.

n. Update the GVWR, entering the revised weight in the field provided. *This is a 5 numeric character field.*

o. Update the EPAct 2005 Desig Cd, using ▾ to select the desired code.

p. Enter comments in the Remarks field. *This is a 1024 alphanumeric character field.*

q. Select **Update** to process the transaction. *The **Maintenance Asset Master Transaction Status** page appears.*

OR

Review the information provided on the Vehicle Cost tab .

1. *Verify the STATEMENT DT column information.*
2. *Verify the STATEMENT NBR column information.*
3. *Verify the ACCT CD column information.*
4. *Verify the AMT column information.*
5. *Verify the SALES CD column information.*
6. *Verify the VEH CLASS column information.*
7. *Verify the VEH TAG column information.*
8. Select **Update** to process the transaction. *The **Maintenance Asset Master Transaction Status** page appears.*

   OR

   Select the Equipment Add-On tab to continue adding information.

   A. If there **are no** entries, select the Add New Item hyperlink. *The page displays the Add-On fields.*

      a. Enter the Item in the field provided.

This is a 15 alphanumeric character field.

b. Enter the Item Description in the field provided. *This is a 256 alphanumeric character field.*

c. Enter the Replacement Cost in the field provided. *This is a 15 numeric character field.*

d. Enter the Daily Base Rate in the field provided. *This is a 15 numeric character field.*

e. Enter the Utilization Rate in the field provided. *This is a 15 numeric character field.*

f. Select the Save hyperlink. *The entry appears at the top of the tab.*

B. If there **are** entries, select the Update hyperlink. *The page displays editable fields.*

a. Update the Item, entering the revised name in the field provided. *This is a 15 alphanumeric character field.*

b. Update the Item Description, entering the revised information in the field provided. *This is a 256 alphanumeric character field.*

c. Update the Replacement Cost, entering the revised amount in the field provided. *This is a 15 numeric character field.*

d. Update the Daily Base Rate, entering the revised amount in the field provided. *This is a 15 numeric character field.*

e. Update the Utilization Rate, entering the revised amount in the field provided. *This is a 15 numeric character field.*

f. Select the Save hyperlink. *The*

entry becomes fixed.

C. Select **Update** to process the transaction. *The* ***Maintenance Asset Master Transaction Status*** *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
13 - Mandatory Entry: ***Maint Mgmt Cd.***	Missing Entry. Enter the appropriate information in the desired field.
13 - Mandatory Entry: ***Dispatch Cd.***	
13 - Mandatory Entry: ***Equip Pool.***	
13 - Mandatory Entry: ***Dispatch Ctgry.***	
13 - Mandatory Entry: ***Sub Ctgry.***	
13 - Mandatory Entry: ***Dispatch Unavl Cd.***	
13 - Mandatory Entry: ***Nbr of Passengers mandatory when Dispatch Cd is not 'N'.***	
13 - Mandatory Entry: ***Nbr of Bags mandatory when Dispatch Cd is not 'N'.***	
13 - Mandatory Entry: ***Primary Maint Loc.***	
13 - Mandatory Entry: ***Default Fuel Type Cd.***	

13 - Mandatory Entry: *RPTD DT*.13 -	
13 - Mandatory Entry: *VEHICLE TYPE CD*.	
13 - Mandatory Entry: *VEHICLE GROUP CD*.	
13 - Mandatory Entry: *GSA Report Utilization*.	
13 - Mandatory Entry: *VEH ARMOR CD*.	
13 - Mandatory Entry: *EXEC VEH CD*.	
13 - Mandatory Entry: *VEH EXEMPT CD*.	
13 - Mandatory Entry: *FUEL CONFIG CD*.	
13 - Mandatory Entry: *EISA ACQ CD*.	
13 - Mandatory Entry: *History Remarks*.	
92 - Entry must be numeric: *MIN OBJECTIVE PERCENT*.	Invalid Entry. MIN OBJECTIVE PERCENT field contains letters, and it must be only numbers. Re-enter the field.
xxxx - Invalid Entry: Selected FUEL ASSOC exceeds maximum allowed FUEL ASSOC of 3.	Invalid Entry. Too many entries selected. Deselect enough entries so that 3 or less FUEL ASSOCS are selected.
2094 - Must be alphanumeric with supported special characters $, -, /, #, &, ;, (,), comma, period, and space.	Invalid Entry. The characters entered in the field include prohibited special characters. Enter alphanumeric (alphabetic “A” through “Z”, numeric “0” through “9”) characters, or the following permitted special characters: $, -, /, #, &, ;, (,), comma, period, and space. Special characters like ! or @ are prohibited.

xxxx - Cost must be a valid dollar amount.	Invalid Entry. The numeric amount entered is not formatted as a monetary amount. Re-enter the field, using the correct format.

Related Topics

- Search For Maintenance Asset Master Records - Criteria
- Search for Maintenance Asset Master - Results
- Verify the Maintenance Asset Master Selected Rows
- View the Maintenance Asset Master Transaction Status
- Export the Maintenance Asset Master Report

Export a Maintenance Movement Report

Overview

The Maintenance Movement Report Export page provides the ability to save the report in different formats.

Navigation

Maintenance > Maintenance Movement > Search Criteria > **Search** > Search Results > **Continue** > Update > **Update** > Transaction Status > **Print** > Maintenance Movement Report page

Page Fields

No Page Fields are identified for this page. The following are Control buttons for this page.

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
⏮	Return to the first page of results.
◀	Return to the previous page of the results.
1	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
of7	Display how many pages retrieved.
▶	Advance to the next page of the results.
⏭	Advance to the last page of results.
100% ▾	Change the size of the characters displayed on the page.
☐ Find | Next	Find data within the Results page.
💾 ▾	Select the format to Export the report.

Procedures

DPAS Navigation Helpful Tips

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

Export the Maintenance Movement Report to a Printable Application

1. Select to choose the print format (Excel, PDF, or Word). *The procedure leaves the application based on the selection made.*
2. Follow the prompts provided by the computer.
3. Select **Search Criteria** to return to the **Maintenance Asset Management Search Results** page.

Search the Results

1. Select the empty field ☐ Find | Next.
2. Enter the characters or words to search. *Entries are not case sensitive.*
3. Select Find to search for the entry. *The entry appears highlighted in the file.*
4. Select Next to find the next matching value. *This feature is available if multiple results are found.*

Common Errors

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

Error	Solution
xxxx - Unable to get off page.	Select **Search Criteria** to return to the Search Results page.

Related Topics

- Search for Maintenance Movement Record(s)
- View Maintenance Movement Search Results
- Update the Maintenance Movement Record(s)
- View the Maintenance Movement Transaction Status

Search for Maintenance Movement Record(s) — Criteria

Overview

The Maintenance Movement process provides the ability to move maintenance assets to a maintenance location for work that cannot be done at the Warehouse location.
The process permits selecting multiple assets to move into a single location at a time. Only valid maintenance locations, as determined by the Warehouse application, are visible to select.

Navigation

Maintenance > Maintenance Movement > Search Criteria

Page Fields

The following fields display on the **Maintenance Movement Search Criteria** page. For more information on each field, select the appropriate hyperlink.

Search Criteria

Warehouse

Asset Id

Stock Nbr

Serial Nbr

Work Order Id

Procedure

> **DPAS Navigation Helpful Tips**
>
> Click the following link to display M&U Navigation Tips.

Search for a Maintenance Asset Master Record(s)

One or more of the Search Criteria fields can be entered to isolate the results. If fields are left blank, all results are displayed. Selecting Reset *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 of the following optional fields:
   - Use ⌄ to select the Warehouse.
   - Enter the ASSET ID, or use ... to browse for the entry.

- Enter the STOCK NBR, or use … to browse for the entry.
- Enter the SERIAL NBR in the field provided.
- Enter the WORK ORDER ID, or use … to browse for the entry.

2. Select **Search** to begin the query. *The **Maintenance Movement Search Results** 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.
2094 - Must be alphanumeric with supported special characters $, -, /, #, &, ;, (,), comma, period, and space.	Invalid Entry. The characters entered in the field include prohibited special characters. Enter alphanumeric (alphabetic "A" through "Z", numeric "0" through "9") characters, or the following permitted special characters: $, -, /, #, &, ;, (,), comma, period, and space. Special characters like ! or @ are prohibited.

Related Topics

- View Maintenance Movement Search Results
- Update the Maintenance Movement Record(s)
- View the Maintenance Movement Transaction Status
- Export the Maintenance Movement Report

Search for a Maintenance Movement — Results

Overview

The Maintenance Movement Search Results page displays records based on search criteria requested.

Helpful Tip

There may be several pages returned from the Search Criteria. To page through the results, select the page number at the bottom of the page. The information is sorted in ascending order.

Navigation

Maintenance > Maintenance Movement > Search Criteria > **Search** > Maintenance Movement Search Results page

Page Fields

The following fields display on the **Maintenance Movement Search Results** page. For more information on each field, select the appropriate hyperlink.

Search Criteria

Warehouse

Asset Id

Stock Nbr

Serial Nbr

Work Order Id

Search Results

Select

Work Order Id

Warehouse

Asset Id

Stock Nbr

Serial Nbr

Location

Maintenance Location Section

Warehouse *

Maint Loc *

(*) Asterisk identifies mandatory fields.

Procedure

DPAS Navigation Helpful Tips

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

Select Maintenance Movement Record(s) For Updating

Selecting **Cancel** *at any point of this procedure removes all selections and returns to the* ***Maintenance Movement Search Criteria*** *page.* ***Bold*** *numbered steps are required.*

1. Select ☐ next to the desired Movement record(s). ☑ *appears.*

Helpful Tip

Use **Select All** to choose all records for updating or **Deselect All** to remove all selections.

2. Use ⌄ to select the desired Warehouse.

3. Use ⌄ to select the desired Maint Loc.

4. Select **Continue**. *The* ***Maintenance Movement Update*** *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
765 - No record(s) selected. Select "Cancel" button to return to Search Criteria.	Invalid Entry. There are no selected records in the grid. Select at least one record to proceed.
13 - Mandatory entry: *Warehouse*.	Missing Entry. Enter the appropriate information in the desired field.
13 - Mandatory entry: *Maint Location*.	

Related Topics

- Search for Maintenance Movement Record(s)
- Update the Maintenance Movement Record(s)

- View the Maintenance Movement Transaction Status
- Export the Maintenance Movement Report

View the Maintenance Movement Transaction Status

Overview

The Maintenance Movement Transaction Status page displays a verification of the updates performed.

Navigation

Maintenance > Maintenance Movement > Search Criteria > **Search** > Search Results > **Continue** > Update > **Update** > Maintenance Movement Transaction Status page

Page Fields

The following fields display on the **Maintenance Movement Transaction Status** page. For more information on each field, select the appropriate hyperlink.

Transaction Status

Status

Action Required

Details

Procedure

DPAS Navigation Helpful Tips

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

The Transaction Status offers the following options:

- Select **Print** to print a report of the transaction. *The* ***Maintenance Movement Report Export*** *page appears.*
- Select **Search Criteria** to return to the **Maintenance Movement Search Criteria** page.

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
83 — Unexpected error encountered, contact DPAS Help Desk for	Contact the DPAS Call Center

assistance.

Related Topics

- Search for Maintenance Movement Record(s)
- View Maintenance Movement Search Results
- Update the Maintenance Movement Record(s)
- Export the Maintenance Movement Report

Update the Maintenance Movement Record(s)

Overview

The Maintenance Movement Update page provides the ability to verify and complete requests to the Warehouse module.

Navigation

Maintenance > Maintenance Movement > Search Criteria > Search > Search Results > Continue > Maintenance Movement Update page

Page Fields

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

Maintenance Movement Update

Work Order Id

Asset Id

Stock Nbr

Serial Nbr

Location

Maint Loc

Procedure

Selecting Cancel *at any point of this procedure returns to the* ***Maintenance Movement Search Criteria*** *page.*

Update the Maintenance Movement Record(s)

1. *Verify the selected information.*
2. Select Update. *The* ***Maintenance Movement Transaction Status*** *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
No Common Errors have been identified for this page.	

Related Topics

- Search for Maintenance Movement Record(s)
- View Maintenance Movement Search Results
- View the Maintenance Movement Transaction Status
- Export the Maintenance Movement Report

Add/Update/Delete the Scheduled Preventive Maintenance Record(s)

Overview

The Scheduled Preventive Maintenance Add/Update/Delete page provides the ability to create a new PM Schedule, as well as edit or remove existing PM Schedules.
The page is divided into three sections:

- **The Search Criteria Header**
  — The header displays Read-Only information on the asset(s) being updated.
- **The Data Entry Grid - Add/Update/Delete**
  — This section provides the ability to add, enter, and save new Preventative Maintenance schedules. The fields available within this grid vary depending on the event type and frequency being scheduled. There are four possible event types: One Time Metered, One Time Unmetered, Recurring Metered, and Recurring Unmetered.
- **The Data Stored Grid**
  — This section displays existing PM Schedules. Schedules can be updated or deleted from here.

Navigation

Maintenance > Sched Prevent Maint > Search Criteria > Search > Search Results > Asset Id hyperlink > Schedule Preventive Maintenance Add/Update/Delete page

Page Fields

The following fields display on the **Schedule Preventive Maintenance Add/Update/Delete** page. For more information on each field, select the appropriate hyperlink.

Search Criteria Header

Asset Id

Stock Nbr

Serial Nbr

DOD Serial Nbr

Item Desc

Util Measure Cd

UII

Data Entry Grid (Unmetered Asset)

Plan Name *

Plan Id

Plan Desc

Plan Type

Occurrence *
One Time

Recurring
Team Id
Schedule (If Asset Not In Use)
Priority *
Schedule (If Saturday/Sunday)
Maint Loc *
Susp Until Dt

Days Before Sched Dt

Set Sched Dt *
Susp Until Dt

Recurring Mthd *
Every X Days

Weekly by Week of Month

Selected Days of Week

Selected Days of Month
Sched Mthd *

Frequency *

Interval *
Sched Eff Dt *

Select Week(s) of Month

Select Day(s) of Week
Sched Eff Dt *

Select Day(s) of Week
Sched Eff Dt *

Select Month(s)

Select Day(s)

Data Entry Grid (Metered Asset)

Plan Name *

Plan Id

Plan Desc

Plan Type

Occurrence *
One Time

Recurring
Team Id
Schedule (If Asset Not In Use)

Priority *

Schedule (If Saturday/Sunday)

Maint Loc *
Susp Until Dt

Days Before Sched Dt

Set Sched Dt *

Susp Until Util Qty

Set Sched Util Qty

Sched Before Util Qty
Susp Until Dt

Recurring Mthd *
Not Applicable

Every X Days

Weekly by Week of Month

Selected Days of Week

Selected Days of Month
Susp Until Util Qty

Sched Before Util Qty

Last Util Qty *

Util Qty Frequency *
Sched Mthd *

Frequency *

Interval *
Sched Eff Dt *

Select Week(s) of Month

Select Day(s) of Week
Sched Eff Dt *

Select Day(s) of Week
Sched Eff Dt *

Select Month(s)

Select Day(s)

Data Stored Grid

Update

Delete

Plan Type

Plan Id

Plan Desc

Occurrence
Recurring Mthd
Frequency
Set Sched Dt
Last Maint Dt
Sched Eff Dt
Set Sched Util Qty
Last Util Qty
Priority

(*) Asterisk identifies mandatory fields.

Procedures

DPAS Navigation Helpful Tips

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

Add a Preventative Maintenance Schedule

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

1. *Review the information provided in the Search Criteria Header.*
    - A. *Verify the Asset Id.*
    - B. *Verify the Stock Nbr.*
    - C. *Verify the Serial Nbr.*
    - D. *Verify the DoD Serial Nbr.*
    - E. *Verify the Item Desc.*
    - F. *Verify the Util Measure Cd.*
    - G. *Verify the UII.*

2. Use ... to enter the Plan Name. *The selection populates the Plan Id, Plan Desc and Plan Type. The Maint Loc populates if a single asset was selected.*

3. Use ⌄ to select the Occurrence. *Based on the selection and type of asset, Steps 9-12 provide the different procedural steps.*

4. Use ⌄ to select the Team Id.

5. Select ☐ to schedule the PM "If Asset Not In Use."

6. Use ⌄ to select the Priority.
7. Select ☐ to schedule the PM "If Saturday/Sunday."
8. Verify the MAINT LOC and update if necessary.
9. *For an Unmetered Asset with "Recurring" Occurrence, perform the following steps:*
    - A. Use 📅 to enter the SUSP UNTIL DT, or enter the date (MM/DD/YYYY) in the field provided.
    - **B.** Use ⌄ to select the Recurring Mthd.

      Every X Days

        - a. Enter the DAYS BEFORE SCHED DT in the field provided.
        - **b.** Use ⌄ to select the Sched Mthd.
        - **c.** Use ⌄ to select the Frequency.
        - **d.** Use 📅 to enter the SET SCHED DT, or enter the date (MM/DD/YYYY) in the field provided. *This field appears when the SCHED MTHD is set at SET SCHED DT.*
        - **e.** Enter the Interval in the field provided.
        - **f.** Use 📅 to enter the LAST MAINT DT, or enter the date (MM/DD/YYYY) in the field provided. *This field appears when the SCHED MTHD is set at LAST MAINT DT.*

      Weekly by Week of Month

        - **a.** Use 📅 to enter the SCHED EFF DT, or enter the date (MM/DD/YYYY) in the field provided.
        - **b.** Select ☐(s) for each desired week in the Select Week(s) of Month field.
        - **c.** Select ☐(s) for each desired day in the Select Day(s) of Week field.

      Selected Days of Week

        - **a.** Use 📅 to enter the SCHED EFF DT, or enter the date (MM/DD/YYYY) in the field provided.
        - **b.** Select ☐(s) for each desired day in the Select Day(s) of Week field.

      Selected Days of Month

        - **a.** Use 📅 to enter the SCHED EFF DT, or enter the date (MM/DD/YYYY) in the field provided.
        - **b.** Select ☐(s) for each desired month in the Select Month(s) field.

c. Select ☐(s) for each desired day in the Select Day(s) field.

10. For a Metered Asset with "Recurring" Occurrence, perform the following steps:

A. Use 📅 to enter the Susp Until Dt, or enter the date (MM/DD/YYYY) in the field provided.

B. Use ▾ to select the Recurring Mthd.

Not Applicable

a. Enter the Susp Until Util Qty in the field provided. *Susp Until Util Qty must be less than the Total Util Qty.*

b. Enter the Sched Before Util Qty in the field provided. *Sched Before Util Qty must be less than the Total Util Qty.*

c. Enter the Last Util Qty in the field provided.

d. Enter the Util Qty Frequency in the field provided.

Every X Days

a. Enter the Days Before Sched Dt in the field provided.

b. Use ▾ to select the Sched Mthd.

c. Use ▾ to select the Frequency.

d. Use 📅 to enter the Set Sched Dt, or enter the date (MM/DD/YYYY) in the field provided. *This field appears when the Sched Mthd is set at Set Sched Dt.*

e. Enter the Interval in the field provided.

f. Use 📅 to enter the Last Maint Dt, or enter the date (MM/DD/YYYY) in the field provided. *This field appears when the Sched Mthd is set at Last Maint Dt.*

g. Enter the Susp Until Util Qty in the field provided. *Susp Until Util Qty must be less than the Total Util Qty.*

h. Enter the Sched Before Util Qty in the field provided. *Sched Before Util Qty must be less than the Total Util Qty.*

i. Enter the Last Util Qty in the field provided.

j. Enter the Util Qty Frequency in the field provided.

Weekly by Week of Month

a. Use 📅 to enter the Sched Eff Dt, or enter the date (MM/DD/YYYY) in the field provided.

b. Select ☐(s) for each desired week in the Select Week(s) of Month field.

   c. Select ☐(s) for each desired day in the Select Day(s) of Week field.

   Selected Days of Week

   a. Use 📅 to enter the Sched Eff Dt or enter the date (MM/DD/YYYY) in the field provided.

   b. Select the ☐(s) for each desired day in the Select Day(s) of Week field.

   Selected Days of Month

   a. Use 📅 to enter the Sched Eff Dt, or enter the date (MM/DD/YYYY) in the field provided.

   b. Select ☐(s) for each desired month in the Select Month(s) field.

   c. Select ☐(s) for each desired day in the Select Day(s) field.

11. *For an Unmetered Asset with "One Time" Occurrence, perform the following steps:*

    A. Use 📅 to enter the Susp Until Dt, or enter the date (MM/DD/YYYY) in the field provided.

    B. Enter the Days Before Sched Dt in the field provided.

    C. Use 📅 to enter the Set Sched Dt, or enter the date (MM/DD/YYYY) in the field provided.

12. *For a Metered Asset with "One Time" Occurrence, perform the following steps:*

    > **Attention**
    >
    > ⚠ The "One Time" Occurrence for a Metered Asset requires Set Sched Dt or Set Sched Util Qty to be set. If both fields are set, the PM Schedule activates to whichever one occurs first.

    A. Use 📅 to enter the Susp Until Dt, or enter the date (MM/DD/YYYY) in the field provided.

    B. Enter the Days Before Sched Dt in the field provided.

    C. Use 📅 to enter the Set Sched Dt, or enter the date (MM/DD/YYYY) in the field provided.

    D. Enter the Susp Until Util Qty in the field provided. *Susp Until Util Qty must be less than the Total Util Qty.*

    E. Enter the Set Sched Util Qty in the field provided. *Set Sched Util Qty must be less than the Total Util Qty.*

   F. Enter the Sched Before Util Qty in the field provided. *Sched Before Util Qty must be less than the Total Util Qty.*

13. Select **Add** to move the record to the Data Stored Grid.
14. Repeat Steps 2-12 to create additional PM Schedule(s).
15. Select **Update** to complete the transaction. *The* ***Scheduled Preventive Maintenance Records Transaction Status*** *page appears.*

Update a Preventative Maintenance Schedule

Selecting **Reset** *at any time removes any changes from the Data Entry Grid and returns the schedule to the Data Store Grid.*

1. Select the Asset Id hyperlink from the Search Results grid. *The* ***Schedule Preventive Maintenance Add/Update/Delete*** *page appears.*
2. Verify the read-only Search Criteria Header information.
3. Select the Update hyperlink next to the desired schedule on the Data Stored Grid. *The schedule's information appears in the Data Entry Grid.*
4. Update the Plan Name, using **...** to enter the correct plan. *The selection populates the Plan Id, Plan Desc and Plan Type.The Maint Loc populates if a single asset was selected.*
5. Update the Occurrence, using ⌄ to select the desired occurrence. *Based on the selection and type of asset, Steps 11-14 provide the different procedural steps.*
6. Update the Team Id, using ⌄ to select the desired identifier.
7. Select ☐ to schedule the PM "If Asset Not In Use."
8. Update the Priority, using ⌄ to select the urgency.
9. Select ☐ to schedule the PM "If Saturday/Sunday."
10. Update the Maint Loc, entering the correct location in the field provided.
11. *For an Unmetered Asset with "Recurring" Occurrence, perform the following steps:*

    A. Update the Susp Until Dt, using 📅 or entering the date (MM/DD/YYYY) in the field provided.

    B. Update the Recurring Mthd, using ⌄ to select the desired method.

    Every X Days

      a. Update the Days Before Sched Dt, entering the correct number of days in the field provided.

b. Update the Sched Mthd, using ▾ to select the desired method.

c. Update the Frequency, using ▾ to select the desired time frame.

d. Update the Set Sched Dt, using 📅 or entering the date (MM/DD/YYYY) in the field provided. *This field appears when the Sched Mthd is set at Set Sched Dt.*

e. Update the Interval, entering the correct number in the field provided.

f. Update the Last Maint Dt, using 📅 or entering the date (MM/DD/YYYY) in the field provided. *This field appears when the Sched Mthd is set at Last Maint Dt.*

Weekly by Week of Month

a. Update the Sched Eff Dt, using 📅 or entering the date (MM/DD/YYYY) in the field provided.

b. Select ☐(s) for each desired week in the Select Week(s) of Month field.

c. Select ☐(s) for each desired day in the Select Day(s) of Week field.

Selected Days of Week

a. Update the Sched Eff Dt, using 📅 or entering the date (MM/DD/YYYY) in the field provided.

b. Select ☐(s) for each desired day in the Select Day(s) of Week field.

Selected Days of Month

a. Update the Sched Eff Dt, using 📅 or entering the date (MM/DD/YYYY) in the field provided.

b. Select ☐(s) for each desired month in the Select Month(s) field.

c. Select ☐(s) for each desired day in the Select Day(s) field.

12. *For a Metered Asset with "Recurring" Occurrence, perform the following steps:*

A. Update the Susp Until Dt, using 📅 or entering the date (MM/DD/YYYY) in the field provided.

B. Update the Recurring Mthd, using ▾ to select the desired method.

Not Applicable

a. Update the Susp Until Util Qty, entering the correct amount in the field provided. *Susp Until Util Qty must be less than the Total Util Qty.*

b. Update the Sched Before Util Qty, entering the correct amount in the field provided. *Sched Before Util Qty must be less than the Total Util Qty.*

c. Update the Last Util Qty, entering the correct amount in the field provided.

d. Update the Util Qty Frequency, entering the correct amount in the field provided.

Every X Days

a. Update the Days Before Sched Dt, entering the number of days in the field provided.

b. Update the Sched Mthd, using ⌄ to select the desired method.

c. Update the Frequency, using ⌄ to select the desired time frame.

d. Update the Set Sched Dt, using 📅 or entering the date (MM/DD/YYYY) in the field provided. *This field appears when the Sched Mthd is set at Set Sched Dt.*

e. Update the Interval, entering the correct number in the field provided.

f. Update the Last Maint Dt, using 📅 or entering the date (MM/DD/YYYY) in the field provided. *This field appears when the Sched Mthd is set at Last Maint Dt.*

g. Update the Susp Until Util Qty, entering the correct amount in the field provided. *Susp Until Util Qty must be less than the Total Util Qty.*

h. Update the Sched Before Util Qty, entering the correct amount in the field provided. *Sched Before Util Qty must be less than the Total Util Qty.*

i. Update the Last Util Qty, entering the correct amount in the field provided.

j. Update the Util Qty Frequency, entering the correct amount in the field provided.

Weekly by Week of Month

a. Update the Sched Eff Dt, using 📅 or enter the date (MM/DD/YYYY) in the field provided.

b. Select ☐(s) for each desired week in the Select Week(s) of Month field.

c. Select ☐(s) for each desired day in the Select Day(s) of Week field.

Selected Days of Week

a. Update the SCHED EFF DT, using 📅 or entering the date (MM/DD/YYYY) in the field provided.

b. Select ☐(s) for each desired day in the Select Day(s) of Week field.

Selected Days of Month

a. Update the SCHED EFF DT, using 📅 or entering the date (MM/DD/YYYY) in the field provided.

b. Select ☐(s) for each desired month in the Select Month(s) field.

c. Select ☐(s) for each desired day in the Select Day(s) field.

13. *For an Unmetered Asset with "One Time" Occurrence, perform the following steps:*

A. Update the SUSP UNTIL DT, using 📅 or entering the date (MM/DD/YYYY) in the field provided.

B. Update the DAYS BEFORE SCHED DT, entering the correct number of days in the field provided.

C. Update the SET SCHED DT, using 📅 or entering the date (MM/DD/YYYY) in the field provided.

14. *For a Metered Asset with "One Time" Occurrence, perform the following steps:*

Attention

⚠ The "One Time" Occurrence for a Metered Asset requires SET SCHED DT or SET SCHED UTIL QTY to be set. If both fields are set, the PM Schedule activates to whichever one occurs first.

A. Update the SUSP UNTIL DT, using 📅 or entering the date (MM/DD/YYYY) in the field provided.

B. Update the DAYS BEFORE SCHED DT, entering the correct number of days in the field provided.

C. Update the SET SCHED DT, using 📅 or entering the date (MM/DD/YYYY) in the field provided.

D. Update the SUSP UNTIL UTIL QTY, entering the correct amount in the field provided. *SUSP UNTIL UTIL QTY must be less than the TOTAL UTIL QTY.*

E. Update the SET SCHED UTIL QTY, entering the correct amount in the field provided. *SET SCHED UTIL QTY must be less than the TOTAL UTIL QTY.*

F. Update the SCHED BEFORE UTIL QTY, entering the correct amount in the field provided. *SCHED BEFORE UTIL QTY must be less than the TOTAL UTIL QTY.*

15. Select Save to move the record to the Data Stored Grid.
16. Select Update to complete the transaction. *The* ***Scheduled Preventive Maintenance Records Transaction Status*** *page appears.*

Delete a Preventative Maintenance Schedule

Selecting Reset *at any time removes any changes from the Data Entry Grid and returns the schedule to the Data Store Grid.*

1. Select the ASSET ID hyperlink from the Search Results grid. *The* ***Schedule Preventive Maintenance Add/Update/Delete*** *page appears.*
2. *Verify the read-only Search Criteria Header information.*
3. Select the Delete hyperlink next to the desired schedule on the Data Stored Grid. *The schedule's information appears in the Data Entry Grid.*
4. Select Delete. *The PM Schedule is removed from the Data Entry Grid.*
5. Select Update to complete the transaction. *The* ***Scheduled Preventive Maintenance Records Transaction Status*** *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
13 - Mandatory Entry: Plan *Name*.	Missing Entry. Enter the appropriate information in the desired field.
13 - Mandatory Entry: *Occurrence*.	
13 - Mandatory Entry: *MAINT LOC*.	
13 - Mandatory Entry: *SET SCHED DT*.	
13 - Mandatory Entry: *SET SCHED DT or SET SCHED UTIL QTY*.	

13 - Mandatory Entry: *Recurring Method*.	
13 - Mandatory Entry: *Sched Mthd*.	
13 - Mandatory Entry: *Set Sched Dt*.	
13 - Mandatory Entry: *Last Maint Dt*.	
13 - Mandatory Entry: *Frequency*.	
13 - Mandatory Entry: *Interval*.	
13 - Mandatory Entry: *Sched Eff Dt*.	
13 - Mandatory Entry: *Weeks of Months*.	
13 - Mandatory Entry: *Days of Week*.	
13 - Mandatory Entry: *Month*.	
13 - Mandatory Entry: *Day of Month*.	
13 - Mandatory Entry: *Last Util Qty*.	
13 - Mandatory Entry: *Util Qty Frequency*.	
xxxx - Susp Until Dt cannot be < Today's Date.	Invalid Date Entry. The Suspend Until Date must be after the current date. Re-enter the date.
xxxx - Susp Until Dt cannot be > Set Sched Dt.	Invalid Date Entry. The Suspend Until Date must be before the Set Scheduled Date. Re-enter the date.
xxxx - Susp Until Dt cannot be > Last Maint	Invalid Date Entry. The Suspend Until Date must be before the Last Maintenance Date.

Dt.	Re-enter the date.
xxxx - Date is not valid Susp Until Dt.	Invalid Date Format Entry. The date must be entered in the (MM/DD/YYYY) format. Re-enter the date.
xxxx - Date is not valid Last Maint Dt.	
xxxx - Date is not valid Sched Eff Dt.	
xxxx - Susp Until Util Qty cannot be > Set Sched Util Qty.	Invalid Date Entry. The Suspend Until Quantity must be less than the Set Scheduled Quantity. Re-enter the date.
xxxx - Set Sched Util Qty cannot be > Total Util Qty. Asset Id: xxxx.	Invalid Entry. The Suspend Until Utility Quantity must be less than the Total Utility Quantity for the Asset Id specified. Re-enter data.
xxxx - Susp Until Util Qty cannot be < Total Util Qty. Asset Id: xxxx.	Invalid Entry. The Suspend Until Utility Quantity must be more than the Total Utility Quantity for the Asset Id specified. Re-enter data.
xxxx - Set Sched Dt cannot be < Today's Date.	Invalid Entry. The Set Scheduled Date must be after the current date. Re-enter data.
xxxx - Last Maint Dt cannot be > Today's Date.	Invalid Entry. The Last Maintenance Date must be before the current date. Re-enter data.
514 - Interval is limited to 3 positions 1-999.	Invalid Entry. If Frequency = Day, the Interval is limited to three positions (1-999). Re-enter data.
515 - Interval is limited to 2 positions 1-99.	Invalid Entry. If Frequency = Week or Month, the Interval should be limited to two positions (1-99). Re-enter data.
516 - Interval is limited to 1 position 1-9.	Invalid Entry. If Frequency = Year, the Interval should be limited to one position (1-9). Re-enter data.
xxxx - Sched Eff Dt cannot be < Today's Date.	Invalid Entry. The Scheduled Effective Date must be after the current date. Re-enter data.

2061 - Invalid entry: *Interval*.	Invalid Entry. Entry must be numeric. Re-enter data.
2061 - Invalid entry: *Maint Loc*.	Invalid Entry. The Maintenance Location field supports 20 characters including $, -, /, #, &, comma, period, and space. Re-enter the location.
2061 - Invalid entry: *Days Before Sched Dt*.	Invalid Entry. Entry must not exceed two numbers. Re-enter data.
2061 - Invalid entry: *Susp Until Util Qty*.	Invalid Entry. Entry must be a number greater than zero. Re-enter data.
2061 - Invalid entry: *Set Sched Util Qty*.	
2061 - Invalid entry: *Sched Before Util Qty*.	
2061 - Invalid entry: *Last Util Qty*.	
2061 - Invalid entry: *Util Qty Frequency*.	
185 - Record already exists.	Invalid Entry. The PM Schedule request already exists. Re-enter the schedule.

Related Topics

- Search for Scheduled Preventive Maintenance Records
- View Scheduled Preventive Maintenance Search Results
- Verify the Scheduled Preventive Maintenance Selected Rows
- View the Scheduled Preventive Maintenance Transaction Status
- Export the Scheduled Preventive Maintenance Report

Export the Schedule Preventive Maintenance Report

Overview

The Schedule Preventive Maintenance Report Export page provides the ability to save the report in different formats.

Navigation

Maintenance > SCHED PREVENT MAINT > Search Criteria > **Search** > Search Results > *VARIOUS PROCEDURAL STEPS* > Transaction Status page > **Print** > Schedule Preventive Maintenance Report Export page

Page Fields

No Page Fields are identified for this page. The following are Control buttons for this page.

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
⏮	Return to the first page of results.
◀	Return to the previous page of the results.
1	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
of7	Display how many pages retrieved.
▶	Advance to the next page of the results.
⏭	Advance to the last page of results.
100% ▾	Change the size of the characters displayed on the page.
☐ Find | Next	Find data within the Results page.
💾 ▾	Select the format to Export the report.

Procedure

DPAS Navigation Helpful Tips

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

Export the Maintenance Asset Management Report to a Printable Application

1. Select ▾ to choose the print format (Excel, PDF, or Word). *The procedure leaves the application based on the selection made.*
2. Follow the prompts provided by the computer.
3. Select **Search Criteria** to return to the **Schedule Preventive Maintenance Search Criteria** page.

Search the Results

1. Select the empty field ☐ Find | Next.
2. Enter the characters or words to search. *Entries are not case sensitive.*
3. Select Find to search for the entry. *The entry appears highlighted in the file.*
4. Select Next to find the next matching value. *This feature is available if multiple results are found.*

Common Errors

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

Error	Solution
xxxx - Unable to get off page.	Select **Search Criteria** to return to the Search Results page.

Related Topics

- Search for Schedule Preventive Maintenance Records
- View Schedule Preventive Maintenance Search Results
- Verify the Schedule Preventive Maintenance Selected Rows
- Add/Update/Delete the Schedule Preventive Maintenance Record(s)
- View the Schedule Preventive Maintenance Transaction Status

Verify the Schedule Preventive Maintenance Selected Rows

Overview

The Schedule Preventive Maintenance Selected Rows page displays the records selected to add a PM Schedule. The page displays when there are multiple records to select.

Navigation

Maintenance > SCHED PREVENT MAINT > Search Criteria > **Search** > Search Results > **Continue** > Schedule Preventive Maintenance Selected Rows page

Page Fields

The following fields display on the **Schedule Preventive Maintenance Selected Rows** page. For more information on each field, select the appropriate hyperlink.

Search Criteria

Asset Id

Stock Nbr

Serial Nbr

DOD Serial Nbr

UII

Plan Name

Team Id

Maint Sched Exist

Search Results

Asset Id

Stock Nbr

Item Desc

Serial Nbr

DOD Serial Nbr

UII

Util Measure Cd

Total Util Qty

Nbr of Maint Sched(s)

Procedure

DPAS Navigation Helpful Tips

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

Verify Selected Assets to Add a Schedule Preventive Maintenance

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

1. Select Continue. *The* ***Selected Rows*** *page appears.*
2. *Verify the selected assets.*
3. Select Continue. *The* ***Schedule Preventive Maintenance Add/Update/Delete*** *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
No Common Errors have been identified for this page.	

Related Topics

- Search for Schedule Preventive Maintenance Records
- View Schedule Preventive Maintenance Search Results
- Add/Update/Delete the Schedule Preventive Maintenance Record(s)
- View the Schedule Preventive Maintenance Transaction Status
- Export the Schedule Preventive Maintenance Report

Search for Schedule Preventive Maintenance Records — Criteria

Overview

The Maintenance and Utilization module Schedule Preventive Maintenance process provides the ability to build Preventive Maintenance (PM) schedules for assets that have been identified for maintenance management.

Helpful Tip

If a Vehicle needs to be inspected every 10,000 miles and the last time the inspection was completed was at 50,000 miles, then the next time that the asset should be inspected again is 60,000 miles (50,000 + 10,000).

It is imperative that the user reports the asset use in DPAS.

However, if the user **has not** been reporting utilization, then the asset in DPAS is still at 50,000 miles. It doesn't matter that it has been three months since the last inspection point, and the asset had accumulated 13,000 miles, yielding a total utilization of 63,000 miles. Therefore, a Work Order **does not** generate for this asset because, according to the data provided in DPAS, the latest utilization quantity is 50,000 miles and the asset is not yet due for Maintenance at this point.

Navigation

Maintenance > SCHED PREVENT MAINT > Search Criteria

Page Fields

The following fields display on the **Schedule Preventive Maintenance Search Criteria** page. For more information on each field, select the appropriate hyperlink.

Search Criteria

Asset Id

Stock Nbr

Serial Nbr

DOD Serial Nbr

UII

Plan Name

Team Id

Maint Sched Exist

Procedure

DPAS Navigation Helpful Tips

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

Search for a Schedule Preventive Maintenance Record

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

Selecting Reset *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 of the following optional fields:
   - Use ... to select the ASSET ID, or enter it in the field provided.
   - Use ... to select the STOCK NBR, or enter it in the field provided.
   - Enter the SERIAL NBR in the field provided. *This is a 30 alphanumeric character field.*
   - Enter the DOD SERIAL NBR in the field provided. *This is a 20 alphanumeric character field.*
   - Enter the UII in the field provided. *This is a 50 alphanumeric character field.*
   - Use ... to select the Plan Name, or enter it in the field provided.
   - Use ⌄ to select the Team Id.
   - Use ⌄ to select the Maint Sched Exist.
2. Select Search to begin the query. *The* ***Schedule Preventive Maintenance Search Results*** *page appears.*

> **Attention**
>
> ⚠ If this is the first time a Search for an ASSET ID or STOCK NBR is attempted, and the system has no records of an earlier Schedule Preventive Maintenance, the **Schedule Preventive Maintenance Add/Update/Delete** 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	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security

you do not have the appropriate security access.	access. Enter different Search Criteria and try the Search again.
31 - To perform Search, data must be entered in one or more fields.	Missing Entry. Enter data into at least one Search Criteria field to begin query.
2094 - Must be alphanumeric with supported special characters $, -, /, #, &, ;, (,), comma, period, and space.	Invalid Entry. The characters entered in the field include prohibited special characters. Enter alphanumeric (alphabetic "A" through "Z", numeric "0" through "9") characters, or the following permitted special characters: $, -, /, #, &, ;, (,), comma, period, and space. Special characters like ! or @ are prohibited.
2061 - Invalid Entry: *Serial Nbr*.	Invalid Entry. The entry must be alphanumeric. Re-enter data.
2061 - Invalid Entry: *DOD Serial Nbr*.	
2061 - Invalid Entry: *UII*.	
504 - Only one search criteria can be used, in addition to Maint Sched Exist.	Invalid Entry. Only one additional field may be specified when using Maint Sched Exist.

Related Topics

- View Schedule Preventive Maintenance Search Results
- Verify the Schedule Preventive Maintenance Selected Rows
- Add/Update/Delete the Schedule Preventive Maintenance Record(s)
- View the Schedule Preventive Maintenance Transaction Status
- Export the Schedule Preventive Maintenance Report

Search for the Schedule Preventive Maintenance — Results

Overview

The Schedule Preventive Maintenance Search Results page provides the ability to add, to update, and to delete schedule records. Adding a schedule record can be done with a single asset or multiple assets selected.

Helpful Tip

There may be several pages returned from the Search Criteria. To page through the results, select the page number at the bottom of the page. The information is sorted in ascending order.

Navigation

Maintenance > SCHED PREVENT MAINT > Search Criteria > Search > Schedule Preventive Maintenance Search Results page

Page Fields

The following fields display on the **Schedule Preventive Maintenance Search Results** page. For more information on each field, select the appropriate hyperlink.

Search Criteria

Asset Id

Stock Nbr

Serial Nbr

DOD Serial Nbr

UII

Plan Name

Team Id

Maint Sched Exist

Search Results

Select

Asset Id

Stock Nbr

Item Desc

Serial Nbr

DOD Serial Nbr

UII

Util Measure Cd

Total Util Qty

Nbr of Maint Sched(s)

Procedures

DPAS Navigation Helpful Tips

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

Add/Update/Delete a Single Preventive Maintenance Record

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

Select the Asset Id hyperlink next to the desired entry. *The* ***Schedule Preventive Maintenance Add/Update/Delete*** *page appears.*

Select Multiple Assets to Add Preventive Maintenance Schedules

1. Select ☐ next to the desired entries. ☑ *appears.*

Attention

Multiple assets can only be selected when they have the same Util Measure Cd and the Nbr of Maint Sched equals 0. If these two requirements are met, use **Select All** to choose all records for updating or **Deselect All** to remove all selections.

2. Select **Continue**. *The* ***Schedule Preventive Maintenance Selected Rows*** *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
765 - No record(s) selected. Select "Cancel" button to return to Search Criteria.	Invalid Entry. Select at least one record to perform an action. Select at least one row, then click **Continue**.
603 - Selected rows must contain the same Util Measure Cd: Util	Invalid Entry. Multiple selected assets must have the same Utilization Measure Code.

MEASURE CD’s do not match.

Related Topics

- Search for Schedule Preventive Maintenance Records
- Verify the Schedule Preventive Maintenance Selected Rows
- Add/Update/Delete the Schedule Preventive Maintenance Record(s)
- View the Schedule Preventive Maintenance Transaction Status
- Export the Schedule Preventive Maintenance Report

View the Schedule Preventive Maintenance Transaction Status

Overview

The Schedule Preventive Maintenance Transaction Status page displays a verification of the actions performed.

Navigation

Maintenance > SCHED PREVENT MAINT > Search Criteria > Search > Search Results > Continue > *VARIOUS PROCEDURAL STEPS* > Schedule Preventive Maintenance Transaction Status page

Page Fields

The following fields display on the **Schedule Preventive Maintenance Transaction Status** page. For more information on each field, select the appropriate hyperlink.

Transaction Status

Status

Action Required

Details

Procedure

DPAS Navigation Helpful Tips

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

The Transaction Status offers the following options:

- Select Print to print a report of the transaction. *The* ***Scheduled Preventive Maintenance Report Export*** *page appears.*
- Select Search Criteria to return to the **Schedule Preventive Maintenance Search Criteria** page.

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
83 — Unexpected error encountered, contact	Contact the DPAS Call Center

DPAS Help Desk for assistance.

Related Topics

- Search for Schedule Preventive Maintenance Records
- View Schedule Preventive Maintenance Search Results
- Verify the Schedule Preventive Maintenance Selected Rows
- Add/Update/Delete the Schedule Preventive Maintenance Record(s)
- Export the Schedule Preventive Maintenance Report

Add a Work Order

Overview

The Work Order Add process provides the ability to create new Work Orders and Sub Work Orders.
Work Orders are created by manually entering all of the information, or by basing it on a previous Work Order. This enables importing of existing Labor, Task(s), Part(s), Tool(s) and Certification(s).

Navigation

Maintenance > Work Order > Search Criteria > Add > Add Criteria page

Page Fields

The following fields display on the **Work Order Add Criteria** page. For more information on each field, select the appropriate hyperlink.

Add Criteria

Add *

Add Work Order

New Work Order

Using Work Order

Add Sub Work Order

Work Order ID

Using Work Order

Using Work Order ID

Work Order

Basic Tab

Work Order ID

Asset Loc

Serial Nbr

Stock Nbr

Asset ID

Item Desc

Work Order Status Cd *

Priority Cd *

Work Order Reason *

NMC

NMC Status

NMC Strt Dt

NMC End Dt

Avail Dt

Receipt Dt

Approval Dt

Est Service End Dt *

Return Dt

Job Order Nbr

Cond Cd

Preservation Lvl Cd

Storage Type Cd

Prep for Shipment Cd

Doc Nbr

Special Instructions

Remarks

History Remarks

Utilization Tab

Util Record Type

Lst Mtr Rdng

Lst Rptd Dt

End Mtr Rdng *

Util On Base *

Util Off Base *

Days Used

Days Idle

Days Unavailable

Fuel Type Cd

Fuel Quantity

Fuel State

Fuel Cost

Saved Utilization Grid

Util Record Type

Meter Reading

Report Date

Customer Tab

UIC
UIC Name
Owning Cost Center
APO Name
APO Phone Number
APO E-Mail
Custodian Name
Custodian Phone Nbr
Custodian E-Mail
Customer Name
E-Mail Address
Phone Nbr
Mobile Phone Nbr
Remarks

Asset Info Tab

Stock Nbr
Serial Nbr
Mfr Name
Mfr Model
Mfr Part
Mfr Year
UII
DOD Serial Nbr
Loc
Dollar Amt
Total Cost
Haz Mat Cd
Dmil Cd
LIN/TAMCN
ECC
Meter
Precious Mtl Cd
Non Actbl

CIIC
DoDAAC
RIC
CAGE Cd
ACC
Asset Certs
Cert Name
Cert Desc

NMC

Work Order #
Asset ID
Total NMC Days
Total NMC Hours
NMCM Days
NMCM Hours
NMCS Days
NMCS Hours

Saved NMC Grid

Edit
Delete
Status
NMC Start Date
NMC End Date
Established By
Last Updated By

WRNTY/SVC/SUB

Contractor
Contract Nbr
Contract Use Cd
CLIN/SLIN
Clause Terms

Related Work Tab

Work Orders Grid

Update
Work Order ID
Work Order Status Cd
Priority Cd
Asset ID
Item Desc
Stock Nbr
Serial Nbr
DOD Serial Nbr
RIC
Cond Cd
Work Order Reason

Preventative Maintenance Grid

Plan Name
Occurrence
Recurring Method
Recurring Frequency
Util Frequency
Last Maint Dt
Last Util Qy
Current Meter Rdng

Sub Work Order

Sub Work Order(s)

Basic Tab

Work Order State Cd *
Sub Priority Cd *
Work Order Desc *
Work Plan Type Cd *
Serviced By *
Team
Primary Tech *
Maint Loc *

Requested Service *
Est Labor Hours
Actual Labor Hours
Est Hours To Perform
Actual Hours To Perform
Est Labor Cost
Labor Cost
Est Non-Labor Cost
Non-Labor Cost
Avg Nbr of Technicians
Service Start Dt
Service End Dt
Service Performed
Remarks

Labor Tab

Tech *
Labor Category *
Rate Type *
Base Rate
Base Hours
Overtime Rate
Overtime Hours

Saved Labor Information

Edit
Delete
Tech
Labor Category
Rate Type
Base Rate
Base Hours
Base Cost
Overtime Rate
Overtime Hours
Overtime Cost
Labor Cost

Task(s) Tab

Step Desc *
Allowable Result
Actual Result
Actual Hours to Perform

Saved Task(s) Information

Edit
Delete
Step Desc
Allowable Result
Actual Result
Actual Hours to Perform

Part(s)

Required
Rqst From Warehouse
Parts Required Qty *
Parts Ordered Qty
Parts Received Qty
Stock Nbr
Part Desc *
Mfr Name
Mfr Part Nbr
Unit Cost *
Parts Warranty

Saved Parts Information

Edit
Cancel
Req
Qty Req
Qty Ord
Qty Rcv
Rcv Dt
Stock Nbr
Part Desc

Mfr Name
Mfr Part Nbr
Unit Cost
Total Cost
Parts Warranty
Document Nbr
Document Status

Tool(s) / Equipment Tab

Required
Tool(s) / Equip Desc *
Tool(s) / Equip Qty *
Asset Tag / Serial Nbr

Saved Tool(s) Equipment Information

Edit
Delete
Required
Tool(s) / Equip Desc
Tool(s) / Equip Qty
Asset Tag / Serial Nbr

Cert(s) Tab

Cert Name
Cert Desc

Serviced By Tab

Address
UIC Name
DoDAAC
DSN
Phone Nbr
Org Name
Loc
Address 1
Address 2
City
State

ZIP Cd

Country Cd

FAX Nbr

E-Mail Address

POC

Doc Nbr

(*) Asterisk identifies mandatory fields.

Procedures

DPAS Navigation Helpful Tips

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

Add a Work Order

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

1. Select the Add button. *The* ***Add Criteria*** *page appears.*

2. Use ⌄ to select Work Order from the list. *The* ***Add Work Order*** *panel appears.*

If this is a Manual Entry

A. Choose ○ New Work Order.

B. Select Continue. *The* ***Work Order Add*** *page appears, open to the Basic tab.*

C. Enter the Basic Tab information.

   a. *The Work Order Id automatically populates once Asset Id is entered, and is not editable.*

   b. *The Asset Loc automatically populates once Asset Id is entered, and is not editable.*

   c. *The Serial Nbr automatically populates once Asset Id is entered, and is not editable.*

   d. *The Stock Nbr automatically populates once Asset Id is entered, and is not editable.*

   e. Enter the Asset Id, or use ... to browse for the asset. *This is a 12*

alphanumeric character field.

f. *The Item Desc automatically populates once Asset Id is entered, and is not editable.*

g. Use ⌄ to select the desired Work Order Status Cd. *The default status is Open*.

h. Use ⌄ to select the desired Priority Cd.

i. Use ⌄ to select the desired Work Order Reason.

j. Click ☐ to select the NMC . *This specifies if the asset is ready for a mission.*

k. Use ⌄ to select the desired NMC Status.

l. Use 📅 to select the NMC Start Dt, or enter the date (MM/DD/YYYY) in the field provided.

m. Use 📅 to select the NMC End Dt, or enter the date (MM/DD/YYYY) in the field provided.

n. Use 📅 to select the Avail Dt, or enter the date (MM/DD/YYYY) in the field provided.

o. Use 📅 to select the Receipt Dt, or enter the date (MM/DD/YYYY) in the field provided.

p. Use 📅 to select the Approval Dt, or enter the date (MM/DD/YYYY) in the field provided.

q. Use 📅 to select the Est Service End Dt, or enter the date (MM/DD/YYYY) in the field provided.

r. Use 📅 to select the Return Dt, or enter the date (MM/DD/YYYY) in the field provided.

s. Enter the Job Order Nbr in the field provided. *This is a 15 alphanumeric character field.*

t. Use ⌄ to select the desired Cond Cd.

u. Use ⌄ to select the desired Preservation Lvl Cd.

v. Use ⌄ to select the desired Storage Type Cd.

w. Use ⌄ to select the desired Prep for Shipment Cd.

x. Enter the Doc Nbr in the field provided. *This is a 14 alphanumeric character field.*

y. Enter the Special Instructions in the field provided. *This is a 1024 alphanumeric character field.*

z. Enter the Remarks in the field provided. *This is a 1024 alphanumeric character field.*

aa. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*

ab. Select **Add** to complete the work order. *The* ***Work Order Transaction Status*** *page appears.*

OR

Select the Utilization tab to continue adding information.

1. *The Util Record Type automatically populates and is not editable.*
2. *The Lst Mtr Rdng automatically populates and is not editable.*
3. *The LstRptd Dt automatically populates and is not editable.*
4. Enter the End Mtr Rdng in the field provided. *This is a 12 numeric character field.*
5. Enter the Util On Base in the field provided. *This is a 7 numeric character field.*
6. Enter the Util Off Base in the field provided. *This is a 7 numeric character field.*
7. Enter the Days Used in the field provided. *This is a 3 numeric character field.*
8. Enter the Days Idle in the field provided. *This is a 3 numeric character field.*
9. Enter the Days Unavailable in the field provided. *This is a 3 numeric character field.*
10. Use ⌄ to select the desired Fuel Type Cd.
11. Enter the Fuel Quantity, entering the revised number in the field provided. *This is a 5 numeric character field.*
12. Use ⌄ to select the desired Fuel State, using ⌄ to select the desired state.
13. Enter the Fuel Cost in the field provided. *This is a 3 numeric character field.*
14. *The Saved Utilization Grid appears if this has been updated*

more than once.

A. *The Util Record Type automatically populates and is not editable.*

B. *The Meter Reading automatically populates and is not editable.*

C. *The Report Date automatically populates and is not editable.*

15. Select **Add** to complete the work order. *The* ***Work Order Transaction Status*** *page appears.*

OR

Select the Customer Tab to continue adding information.

1. *The UIC automatically populates once Asset Id is entered, and is not editable.*
2. *The UIC Name automatically populates once Asset Id is entered, and is not editable.*
3. *The Owng Cost Center automatically populates once Asset Id is entered, and is not editable.*
4. *The APO Name automatically populates once Asset Id is entered, and is not editable.*
5. *The APO Phone Nbr automatically populates once Asset Id is entered, and is not editable.*
6. *The APO E-Mail automatically populates once Asset Id is entered, and is not editable.*
7. *The Custodian Name automatically populates once Asset Id is entered, and is not editable.*
8. *The Custodian Phone Number automatically populates once Asset Id is entered, and is not editable.*
9. *The Custodian E-Mail automatically populates once Asset Id is entered, and is not editable.*
10. Enter the Customer Name in the field provided. *This is a 50 alphanumeric character field.*
11. Enter the E-Mail Address in the field provided. *This is an 80 alphanumeric character field.*
12. Enter the Phone Nbr in the field provided. *This is a 25 alphanumeric character field.*
13. Enter the Mobile Phone Nbr in the field provided. *This is a*

25 alphanumeric character field.

14. Enter the Remarks in the field provided. *This is a 1024 alphanumeric character field.*

15. Select **Add** to complete the work order. *The* ***[Work Order Transaction Status](#)*** *page appears.*

    OR

    Select the Asset Info Tab to continue adding information.

    A. *The Stock Nbr automatically populates and is not editable.*
    B. *The Serial Nbr automatically populates and is not editable.*
    C. *The Mfr Name automatically populates and is not editable.*
    D. *The Mfr Model automatically populates and is not editable.*
    E. *The Mfr Part automatically populates and is not editable.*
    F. *The Mfr Year automatically populates and is not editable.*
    G. *The UII automatically populates and is not editable.*
    H. *The DOD Serial Nbr automatically populates and is not editable.*
    I. *The Loc automatically populates and is not editable.*
    J. *The Dollar Amt automatically populates and is not editable.*
    K. *The Tot Cost automatically populates and is not editable.*
    L. *The Haz Mat Cd automatically populates and is not editable.*
    M. *The Dmil Cd automatically populates and is not editable.*
    N. *The LIN/TAMCN automatically populates and is not editable.*
    O. *The ECC automatically populates and is not editable.*

P. *The Meter automatically populates and is not editable.*

Q. *The Precious Mtl Cd automatically populates and is not editable.*

R. *The Non-Actbl automatically populates and is not editable.*

S. *The CIIC automatically populates and is not editable.*

T. *The DoDAAC automatically populates and is not editable.*

U. *The RIC automatically populates and is not editable.*

V. *The CAGE Cd automatically populates and is not editable.*

W. *The ACC automatically populates and is not editable.*

X. *The Saved Asset Certs Grid appears if this has been updated more than once.*
   a. *The Cert Name automatically populates and is not editable.*
   b. *The Cert Desc automatically populates and is not editable.*

Y. Select Add to complete the work order. *The **Work Order Transaction Status** page appears.*

   OR

   Select the NMC to view the additional information.
   a. *The Work Order # automatically populates and is not editable.*
   b. *The Asset Id automatically populates and is not editable.*
   c. *The Total NMC Days automatically populates and is not editable.*
   d. *The Total NMC Hours automatically populates and is not editable.*
   e. *The NMCM Days automatically populates and*

is not editable.

f. *The NMCM Hours automatically populates and is not editable.*

g. *The NMCS Days automatically populates and is not editable.*

h. *The NMCS Hours automatically populates and is not editable.*

i. *The Saved NMC Grid appears if this has been updated more than once.*

   1. Select the Edit hyperlink to revise the information. *The fields above are repopulated and ready for updating.*
   2. Select the Delete hyperlink to remove the information. *The NMC is immediately removed.*
   3. *The Status automatically populates and is not editable.*
   4. *The NMC Start Date automatically populates and is not editable.*
   5. *The NMC End Date automatically populates and is not editable.*
   6. *The Established By automatically populates and is not editable.*
   7. *The Last Updated By automatically populates and is not editable.*

Select **Add** to complete the work order. *The* ***Work Order Transaction Status*** *page appears.*

j.

OR

Select the Wrnty/Svc/Sub Tab to view the additional information.

   1. *The Contractor automatically populates and is not editable.*
   2. *The Contract Nbr automatically populates and is not editable.*
   3. *The Contract Use Cd automatically*

populates and is not editable.

4. *The CLIN/SLIN automatically populates and is not editable.*
5. *The Clause Terms automatically populates and is not editable.*
6. Select **Add** to complete the work order. *The* ***Work Order Transaction Status*** *page appears.*

   OR

   Select the Attachment(s) Tab to continue adding information.

   A. Select **Add Attachment**. *The* ***Add Attachment*** *page appears, with Work Order Header automatically populated.*
   B. Select **Attach**.
   C. *A thumbnail image of the attached file appears on the Attachments tab.*
   D. Select **Add** to complete the work order. *The* ***Work Order Transaction Status*** *page appears.*

      OR

      Select the Related Work Tab to view the additional information.

      a. *Review the Work Orders grid.*
         1. Select the Update hyperlink next to the desired Work Order. *The* ***Work Order Update*** *page appears, open to the Basic tab.*
         2. *The WORK ORDER ID automatically populates*

and is not editable.

3. *The Work Order STATUS CD automatically populates and is not editable.*
4. *The PRIORITY CD automatically populates and is not editable.*
5. *The ASSET ID automatically populates and is not editable.*
6. *The ITEM DESC automatically populates and is not editable.*
7. *The STOCK NBR automatically populates and is not editable.*
8. *The SERIAL NBR automatically populates and is not editable.*
9. *The DOD SERIAL NBR automatically populates and is not editable.*
10. *The RIC automatically populates and is not editable.*
11. *The COND CD automatically populates and is not editable.*
12. *The Work Order Reason automatically populates and is not editable.*

b. *Review the Preventative Maintenance grid.*

   1. *The Plan Name automatically populates and is not editable.*
   2. *The Occurrence automatically populates and is not editable.*

3. *The Recurring Method automatically populates and is not editable.*
4. *The Recurring Frequency automatically populates and is not editable.*
5. *The Util Frequency automatically populates and is not editable.*
6. *The Last Maint Dt automatically populates and is not editable.*
7. *The Last Util Qty automatically populates and is not editable.*
8. *The Current Meter Rdng automatically populates and is not editable.*
9. Select **Add** to complete the work order. *The* ***Work Order Transaction Status*** *page appears.*

If this is a Copied Entry

A. Choose ○ Using Work Order.

B. Select **Continue**. *The Work Order Id field appears.*

C. Enter the Work Order Id, or use **...** to browse for the number. *The Sub Work Order grid appears.*

D. Select ☐ next to each Sub Work Order needed for this new Work Order.

E. Select **Continue**. *The* ***Work Order Add*** *page appears, open to the Basic tab.*

F. Enter the Basic Tab information.
   a. *The Work Order Id automatically populates once Asset Id is entered, and is not editable.*
   b. *The Asset Loc automatically populates once Asset Id is entered,*

and is not editable.

c. *The* Serial Nbr *automatically populates once* Asset Id *is entered, and is not editable.*

d. *The* Stock Nbr *automatically populates once* Asset Id *is entered, and is not editable.*

e. Enter the Asset Id, or use ... to browse for the asset. *This is a 12 alphanumeric character field.*

f. *The* Item Desc *automatically populates once* Asset Id *is entered, and is not editable.*

g. Use ⌄ to select the Work Order Status Cd. *The default status is Open*.

h. Use ⌄ to select the Priority Cd.

i. Use ⌄ to select the Work Order Reason.

j. Click ☐ to select the NMC . *This specifies if the asset is ready for a mission.*

k. Use ⌄ to select the NMC Status.

l. Use 📅 to select the NMC Start Dt, or enter the date (MM/DD/YYYY) in the field provided.

m. Use 📅 to select the NMC End Dt, or enter the date (MM/DD/YYYY) in the field provided.

n. Use 📅 to select the Avail Dt, or enter the date (MM/DD/YYYY) in the field provided.

o. Use 📅 to select the Receipt Dt, or enter the date (MM/DD/YYYY) in the field provided.

p. Use 📅 to select the Approval Dt, or enter the date (MM/DD/YYYY) in the field provided.

q. Use 📅 to select the Est Service End Dt, or enter the date (MM/DD/YYYY) in the field provided.

r. Use 📅 to select the Return Dt, or enter the date (MM/DD/YYYY) in the field provided.

s. Enter the Job Order Nbr in the field provided. *This is a 15 alphanumeric character field.*

t. Use ⌄ to select the Cond Cd.

u. Use ⌄ to select the Preservation Lvl Cd.

v. Use ⌄ to select the Storage Type Cd.

w. Use ⌄ to select the Prep for Shipment Cd.

x. Enter the Doc Nbr in the field provided. *This is a 14 alphanumeric character field.*

y. Enter the Special Instructions in the field provided. *This is a 1024 alphanumeric character field.*

z. Enter the Remarks in the field provided. *This is a 1024 alphanumeric character field.*

aa. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*

ab. Select **Add** to complete the work order. *The* ***Work Order Transaction Status*** *page appears.*

OR

Select the Utilization tab to continue adding information.

1. *The Util Record Type automatically populates and is not editable.*
2. *The Lst Mtr Rdng automatically populates and is not editable.*
3. *The LstRptd Dt automatically populates and is not editable.*
4. Enter the End Mtr Rdng in the field provided. *This is a 12 numeric character field.*
5. Enter the Util On Base in the field provided. *This is a 7 numeric character field.*
6. Enter the Util Off Base in the field provided. *This is a 7 numeric character field.*
7. Enter the Days Used in the field provided. *This is a 3 numeric character field.*
8. Enter the Days Idle in the field provided. *This is a 3 numeric character field.*
9. Enter the Days Unavailable in the field provided. *This is a 3 numeric character field.*
10. Use ⌄ to select the desired Fuel Type Cd.
11. Enter the Fuel Quantity, entering the revised number in the

field provided. *This is a 5 numeric character field.*

12. Use ▾ to select the desired Fuel State, using ▾ to select the desired state.
13. Enter the Fuel Cost in the field provided. *This is a 3 numeric character field.*
14. *The Saved Utilization Grid appears if this has been updated more than once.*
    A. *The Util Record Type automatically populates and is not editable.*
    B. *The Meter Reading automatically populates and is not editable.*
    C. *The Report Date automatically populates and is not editable.*
15. Select **Add** to complete the work order. *The* ***Work Order Transaction Status*** *page appears.*

    OR

    Select the Customer Tab to continue adding information.
    A. *The UIC automatically populates once Asset Id is entered, and is not editable.*
    B. *The UIC Name automatically populates once Asset Id is entered, and is not editable.*
    C. *The Owng Cost Center automatically populates once Asset Id is entered, and is not editable.*
    D. *The APO Name automatically populates once Asset Id is entered, and is not editable.*
    E. *The APO Phone Nbr automatically populates once Asset Id is entered, and is not editable.*
    F. *The APO E-Mail automatically populates once Asset Id is entered, and is not editable.*
    G. *The Custodian Name automatically populates once Asset Id is entered, and is not editable.*
    H. *The Custodian Phone Number automatically populates once Asset Id is entered, and is not editable.*
    I. *The Custodian E-Mail automatically populates once Asset Id is entered, and is not editable.*

J. Enter the Customer Name in the field provided. *This is a 50 alphanumeric character field.*

K. Enter the E-Mail Address in the field provided. *This is an 80 alphanumeric character field.*

L. Enter the Phone Nbr in the field provided. *This is a 25 alphanumeric character field.*

M. Enter the Mobile Phone Nbr in the field provided. *This is a 25 alphanumeric character field.*

N. Enter the Remarks in the field provided. *This is a 1024 alphanumeric character field.*

O. Select **Add** to complete the work order. *The* ***Work Order Transaction Status*** *page appears.*

OR

Select the Asset Info Tab to continue adding information.

  a. *The Stock Nbr automatically populates and is not editable.*
  b. *The Serial Nbr automatically populates and is not editable.*
  c. *The Mfr Name automatically populates and is not editable.*
  d. *The Mfr Model automatically populates and is not editable.*
  e. *The Mfr Part automatically populates and is not editable.*
  f. *The Mfr Year automatically populates and is not editable.*
  g. *The UII automatically populates and is not editable.*
  h. *The DOD Serial Nbr automatically populates and is not editable.*
  i. *The Loc automatically populates and is not editable.*
  j. *The Dollar Amt automatically populates and is not editable.*
  k. *The Tot Cost automatically populates and is not editable.*
  l. *The Haz Mat Cd automatically populates and is not*

editable.

m. *The DMIL CD automatically populates and is not editable.*
n. *The LIN/TAMCN automatically populates and is not editable.*
o. *The ECC automatically populates and is not editable.*
p. *The Meter automatically populates and is not editable.*
q. *The PRECIOUS MTL CD automatically populates and is not editable.*
r. *The NON-ACTBL automatically populates and is not editable.*
s. *The CIIC automatically populates and is not editable.*
t. *The DODAAC automatically populates and is not editable.*
u. *The RIC automatically populates and is not editable.*
v. *The CAGE CD automatically populates and is not editable.*
w. *The ACC automatically populates and is not editable.*
x. *The Saved ASSET CERTS Grid appears if this has been updated more than once.*
    a. *The CERT NAME automatically populates and is not editable.*
    b. *The CERT DESC automatically populates and is not editable.*
y. Select **Add** to complete the work order. *The **Work Order Transaction Status** page appears.*

    OR

    Select the NMC to view the additional information.

    1. *The WORK ORDER # automatically populates and is not editable.*

2. *The Asset Id automatically populates and is not editable.*
3. *The Total NMC Days automatically populates and is not editable.*
4. *The Total NMC Hours automatically populates and is not editable.*
5. *The NMCM Days automatically populates and is not editable.*
6. *The NMCM Hours automatically populates and is not editable.*
7. *The NMCS Days automatically populates and is not editable.*
8. *The NMCS Hours automatically populates and is not editable.*
9. *The Saved NMC Grid appears if this has been updated more than once.*
    - A. Select the Edit hyperlink to revise the information. *The fields above are repopulated and ready for updating.*
    - B. Select the Delete hyperlink to remove the information. *The NMC is immediately removed.*
    - C. *The Status automatically populates and is not editable.*
    - D. *The NMC Start Date automatically populates and is not editable.*
    - E. *The NMC End Date automatically populates and is not editable.*
    - F. *The Established By automatically populates and is not editable.*
    - G. *The Last Updated By automatically populates and is not editable.*
10. Select **Add** to complete the work order. *The* ***Work Order Transaction Status*** *page appears.*

    OR

Select the WRNTY/SVC/SUB Tab to view the additional information.

A. *The Contractor automatically populates and is not editable.*

B. *The CONTRACT NBR automatically populates and is not editable.*

C. *The CONTRACT USE CD automatically populates and is not editable.*

D. *The CLIN/SLIN automatically populates and is not editable.*

E. *The Clause Terms automatically populates and is not editable.*

F. Select **Add** to complete the work order. *The* ***Work Order Transaction Status*** *page appears.*

   OR

   Select the Attachment(s) Tab to continue adding information.

   a. Select **Add Attachment**. *The* ***Add Attachment*** *page appears, with Work Order Header automatically populated.*

   b. Select **Attach**.

   c. *A thumbnail image of the attached file appears on the Attachments tab.*

   d. Select **Add** to complete the work order. *The* ***Work Order Transaction Status*** *page appears.*

      OR

      Select the Related Work Tab to view the additional information.

      1. *Review the Work Orders grid.*

A. Select the Update hyperlink next to the desired Work Order. *The **Work Order Update** page appears, open to the Basic tab.*

B. *The WORK ORDER ID automatically populates and is not editable.*

C. *The Work Order STATUS CD automatically populates and is not editable.*

D. *The PRIORITY CD automatically populates and is not editable.*

E. *The ASSET ID automatically populates and is not editable.*

F. *The ITEM DESC automatically populates and is not editable.*

G. *The STOCK NBR automatically populates and is not editable.*

H. *The SERIAL NBR automatically populates and is not editable.*

I. *The DOD SERIAL NBR automatically populates and is not editable.*

J. *The RIC automatically populates and is not editable.*

K. *The COND CD automatically populates and is not editable.*

L. *The Work Order Reason automatically populates and is not editable.*

2. *Review the Preventative Maintenance grid.*
    - A. *The Plan Name automatically populates and is not editable.*
    - B. *The Occurrence automatically populates and is not editable.*
    - C. *The Recurring Method automatically populates and is not editable.*
    - D. *The Recurring Frequency automatically populates and is not editable.*
    - E. *The UTIL FREQUENCY automatically populates and is not editable.*
    - F. *The LAST MAINT DT automatically populates and is not editable.*
    - G. *The LAST UTIL QTY automatically populates and is not editable.*
    - H. *The CURRENT METER RDNG automatically populates and is not editable.*
    - I. Select **Add** to complete the work order. *The* ***Work Order Transaction Status*** *page appears.*

Add a SUB WORK ORDER

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

1. Select the **Add** button. *The* ***Add Criteria*** *page appears.*
2. **2.** Use ⌄ to select the Sub Work Order. *The* ***Add SUB WORK ORDER*** *panel*

appears.

3. Enter the Work Order Id, or use ... to browse for the number that requires the new Sub Work Order.

If this is based on an existing Sub Work Order

- A. Click ☐ to select Using Work Order. *The Using Work Order Id field appears.*
- **B.** Enter the Using Work Order Id, or use ... to browse for the number that contains the existing Sub Work Order information. *The Sub Work Order grid appears.*
- C. Select ☐ next to each Sub Work Order to copy into the initial Work Order.
- D. Select Continue. *The **Work Order Add** page appears, open to the Basic tab.*

*If this is **not** based on an existing Sub Work Order*

Select Continue. *The **Work Order Add** page appears, open to the Basic tab.*

4. Edit the main Work Order as needed.

5. Select ▸ Sub Work Order(s). *The Work Order section closes, and the Sub Work Order section appears, open to the Basic tab.*

6. Enter or Update the Basic Tab information.

- **A.** Update the Work Order State Cd, using ⌄ to select the desired code.
- **B.** Update the Sub Priority Cd, using ⌄ to select the desired code.
- **C.** Update the Work Order Desc, using ... to browse for the revised description. *This is a 25 alphanumeric character field.*
- **D.** Update the Work Plan Type Cd, using ⌄ to select the desired code.
- **E.** Update the Serviced By, using ⌄ to select the desired place.
- F. Update the Team, using ⌄ to select the desired name.
- **G.** Update the Primary Tech, using ⌄ to select the desired name, or

using [...] to browse for the name. *This is a 10 alphanumeric character field.*

H. Update the Maint Loc, using ⌄ to select the desired location.

I. Update the Requested Service, entering the revised description in the field provided. *This is a 1024 alphanumeric character field.*

J. Update the EST Labor Hours, entering the revised number in the field provided. *This is a 9 numeric character field.*

K. *Verify the Actual Labor Hours.*

L. Update the EST Hours To Perform, entering the revised amount in the field provided. *This is a 9 numeric character field.*

M. *Verify the Actual Hours To Perform.*

N. Update the EST Labor Cost, entering the revised amount in the field provided. *This is a 15 numeric character field.*

O. *Verify the Labor Cost.*

P. Update the EST Non-Labor Cost, entering the revised amount in the field provided. *This is a 15 numeric character field.*

Q. *Verify the Non-Labor Cost.*

R. *Verify the AVG NBR OF TECHNICIANS.*

S. Update the SERVICE START DT, using 📅 or entering the date (MM/DD/YYYY) in the field provided.

T. Update the SERVICE END DT, using 📅 or entering the date (MM/DD/YYYY) in the field provided.

U. Update the Service Performed, entering the revised description in the field provided. *This is a 1024 alphanumeric character field.*

V. Update the Remarks, entering the revised description in the field provided. *This is a 1024 alphanumeric character field.*

W. Select [Update] to process the Sub Work Order. *The* ***Work Order Transaction Status*** *page appears.*

OR

Select the Labor Tab to continue adding information.

  a. Update the Tech, using ⌄ to select the desired personnel.

  b. Verify the Labor Category, or update it, using ⌄ to select the desired category.

c. *Verify the Rate Type.*

d. *Verify the Base Rate.*

e. Update the Base Hours, entering the revised amount in the field provided. *This is a 19 numeric character field.*

f. *Verify the Overtime Rate.*

g. Update the Overtime Hours, entering the revised amount in the field provided. *This is a 19 numeric character field.*

h. Select Save. *The updated labor information is added to the Labor Grid.*

i. *Review the Saved Labor Information grid.*

    1. Select the Edit hyperlink to revise the information. *The fields above are repopulated and ready for updating.*
    2. Select the Delete hyperlink to remove the information. *The personnel is immediately removed.*
    3. *Verify the Tech.*
    4. *Verify the Labor Category.*
    5. *Verify the Rate Type.*
    6. *Verify the Base Rate.*
    7. *Verify the Base Hours.*
    8. *Verify the Base Cost.*
    9. *Verify the Overtime Rate.*
    10. *Verify the Overtime Hours.*
    11. *Verify the Overtime Cost.*
    12. *Verify the Labor Cost.*

j. Select Update to process the Sub Work Order. *The* ***Work Order Transaction Status*** *page appears.*

OR

Select the Task(s) Tab to continue adding information.

    1. Update the Step Desc, entering the revised description in the field provided. *This is a 1024 alphanumeric character field.*
    2. Update the Allowable Result, entering the revised information in the field provided. *This is a 50 alphanumeric character field.*

3. Update the Actual Result, entering the revised description in the field provided. *This is a 50 alphanumeric character field.*
4. Update the Actual Hours to Perform, entering the revised amount in the field provided. *This is a 9 numeric character field.*
5. Select **Save**. *The updated task information is added to the Steps Grid.*
6. *Review the Saved Steps Information grid.*
   - A. Select the Edit hyperlink to revise the information. *The fields above are repopulated and ready for updating.*
   - B. Select the Delete hyperlink to remove the information. *The task is immediately removed.*
   - C. *Verify the Step Desc.*
   - D. *Verify the Allowable Results.*
   - E. *Verify the Actual Result.*
   - F. *Verify the Actual Hours to Perform.*
7. Select **Update** to process the Sub Work Order. *The* ***Work Order Transaction Status*** *page appears.*

   OR

   Select the Part(s) Tab to continue adding information.
   - A. Verify the Required field contains the appropriate ☑ or ☐. *When checked, the Sub Work Order cannot be completed until this part is issued.*
   - B. Verify the Rqst From Warehouse contains the appropriate ☑ or ☐. *When checked, the part is in the associated Warehouse and must come from there.*
   - **C.** Update the Parts Required Qty, entering the revised amount in the field provided. *This is a 10 numeric character field.*
   - D. Update the Parts Ordered Qty, entering the revised amount in the field provided. *This is a 10 numeric character field.*
   - E. Update the Parts Received Qty, entering the revised amount in the field provided. *This is a 10 numeric*

character field.

F. Update the Stock Nbr, using ... to browse for the revised asset. *This is a 15 alphanumeric character field.*

G. Update the Part Desc, entering the revised description in the field provided. *This is a 255 alphanumeric character field.*

H. Update the Mfr Name, entering the revised name in the field provided. *This is a 36 alphanumeric character field.*

I. Update the Mfr Part Nbr, entering the revised identification in the field provided. *This is a 35 alphanumeric character field.*

J. Update the Unit Cost, entering the revised amount in the field provided. *This is a 15 numeric character field.*

K. Update the Parts Warranty, entering the revised description in the field provided. *This is a 120 alphanumeric character field.*

L. Select Add. *The updated part request is added to the Parts Grid.*

M. *Review the Saved Parts Information grid.*

   a. Select the Edit hyperlink to revise the information. *The fields above are repopulated and ready for updating.*

   b. Select the Cancel hyperlink to remove the information. *The part is immediately removed.*

   c. *Verify the Req field.*

   d. *Verify the QtyReq.*

   e. *Verify the QtyOrd.*

   f. *Verify the QtyRcv.*

   g. *Verify the Rcv Dt.*

   h. *Verify the Stock Nbr.*

   i. *Verify the Part Desc.*

   j. *Verify the Mfr Name.*

   k. *Verify the Mfr Part Nbr.*

l. *Verify the Unit Cost.*
m. *Verify the Total Cost.*
n. *Verify the Parts Warranty.*
o. *Verify the Document Nbr.*
p. *Verify the Document Status.*

N. Select **Update** to process the Sub Work Order. *The **Work Order Transaction Status** page appears.*

OR

Select the Tool(s) / Equipment Tab to continue adding information.

a. Verify the Required field contains the appropriate ☑ or ☐. *When checked, the Sub Work Order cannot be completed until this tool is used.*
b. Update the Tool(s)/Equip Desc, entering the revised description in the field provided. *This is a 255 alphanumeric character field.*
c. Update the Tool(s)/Equip Qty, entering the revised amount in the field provided. *This is a 5 numeric character field.*
d. Update the Asset Tag / Serial Nbr, entering the revised identification in the field provided. *This is a 20 numeric character field.*
e. Select **Save**. *The updated equipment information is added to the Tool(s)/Equip Grid.*
f. *Review the Saved Tool(s)/Equip Information grid.*
    1. Select the Edit hyperlink to revise the information. *The fields above are repopulated and ready for updating.*
    2. Select the Delete hyperlink to remove the information. *The tool is immediately removed.*
    3. *Verify the Req field.*

4. *Verify the Tool(s)/Equip Desc.*
5. *Verify the Tool(s)/Equip Qty.*
6. *Verify the Asset Tag / Serial Nbr.*

Select **Update** to process the Sub Work Order. *The* ***Work Order Transaction Status*** *page appears.*

g.

OR

Select the Certs(s) Tab to continue adding information.

1. *Verify the Cert Name.*
2. *Verify the Cert Desc.*

   Select **Update** to process the Sub Work Order. *The* ***Work Order Transaction Status*** *page appears.*

3.

   OR

   Select the Serviced By Tab to continue adding information.

   A. Update the Address, using **...** to browse for the revised asset. *This is a 35 alphanumeric character field.*
   B. *Verify the UIC Name.*
   C. *Verify the DoDAAC.*
   D. *Verify the DSN.*
   E. *Verify the Phone Nbr.*
   F. *Verify the Org Nm.*
   G. *Verify the Loc.*
   H. *Verify the Address 1.*
   I. *Verify the Address 2.*
   J. *Verify the City.*
   K. *Verify the State.*
   L. *Verify the ZIP Cd.*
   M. *Verify the Country Cd.*

N. *Verify the Fax Nbr.*

O. *Verify the E-Mail Address.*

P. *Verify the POC.*

Q. Update the Doc Nbr, entering the revised identification in the field provided. *This is a 14 alphanumeric character field.*

R. Select **Update** to process the Sub Work Order. *The* ***Work Order Transaction Status*** *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.
13 - Mandatory Entry: *Approval Dt*.	Missing Entry. When Service Start Dt is entered, Approval Dt is mandatory. Enter the Approval Dt. Missing Entry. When Work Order Status Cd is 'O'pen, and Work Order State Cd is not 'Rqst', Approval Dt is mandatory. Enter the Approval Dt.
13 - Mandatory Entry: *Est Service End Dt*.	Missing Entry. The Est Service End Dt field is required. Enter the Est Service End Dt.
13 - Mandatory Entry: *Return Dt*.	Missing Entry. When Work Order Status Cd is Closed, the Return Dt field is required. Enter the Return Dt.
13 - Mandatory Entry: *Unavl Maint Days*.	Missing Entry. When a Service End Dt is entered, the Unavl Maint Days field is required. Enter the Unavl Maint Days.

18 - Date format should be MM/DD/YYYY with valid month/day combination.	Invalid Date Format Entry. The date must be entered in the (MM/DD/YYYY) format. Re-enter the date.
92 - Entry must be numeric.	Invalid Entry. The characters entered in the field include prohibited characters. Enter numeric (“0” through “9”) characters.
331 — Entry must be numeric with no embedded spaces.	Invalid Entry. The characters entered in the field include spaces and/or letters. Enter numeric (“0” through “9”) characters.
346 - "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.
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.
350 — Must be alphanumeric with supported special characters $, — , /, #, &, ;, comma, period, and space.	Invalid Entry. The characters entered in the field include prohibited special characters. Enter alphanumeric (alphabetic “A” through “Z”, numeric “0” through “9”) characters, or the following permitted special characters: $, —, /, #, &, ;, comma, period, and space. Special characters like ! or @ are prohibited.
676 - Entry must be alphanumeric.	Invalid Entry. The characters entered in the field include prohibited special characters. Enter alphanumeric (alphabetic “A” through “Z”, numeric “0” through “9”) characters.
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.

722 — UNAVL MAINT DAYS and UNAVL SPLY DAYS cannot be > Days Being Serviced.	Invalid Date Entry. The total amount of days for UNAVL MAINT DAYS and UNAVL SPLY DAYS must be the same or less than the Days Being Serviced field. Re-enter the dates.
724 - SERVICE END DT must be < RETURN DT.	Invalid Date Entry. The RETURN DT field must be after or the same as the SERVICE END DT field. Re-enter the date.

Related Topics

- Search for a Work Order
- View the Work Order Search Results
- Select Rows in a Work Order
- Update a Work Order
- Process Multiple Work Orders
- View the Work Order Transaction Status

Process Multiple Work Orders

Overview

The Work Order Mass Template pop-up window allows editing or closing of multiple Work Orders and Sub Work Orders at the same time.

Navigation

Maintenance > Work Order > Search Criteria > Search > Search Results > ☐ > Continue > Selected Rows > Mass Template > Mass Template pop-up window

Page Fields

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

Mass Template

Area *

Action *

Area = Work Order

Area *

Action *

Work Order Status Cd

Priority Cd

Work Order Reason

NMC

NMC Status

NMC Strt Dt

NMC End Dt

Avail Dt

Receipt Dt

Approval Dt

Est Service End Dt

Return Dt

Job Order Nbr

Cond Cd

Preservation Lvl Cd

Storage Type Cd

Prep for Shipment Cd
Doc Nbr
Special Instructions
Remarks

Area = Sub Work Order

Area *
Action *
Work Order Status Cd
Work Order State Cd
Sub Priority Cd
Work Order Desc
Work Plan Type Cd
Team
Primary Tech
Maint Loc
Requested Service
Est Labor Hours
Est Hours To Perform
Est Labor Cost
Est Non-Labor Cost
Service Start Dt
Service End Dt
Inspection Status Cd
Next Insp Dt
Service Performed
Remarks

Area = Labor

Area *
Action *
Team
Tech
Tech
Labor Category *
Rate Type *
Base Rate

Base Hours

Overtime Rate

Overtime Hours

Area = Tasks

Area *

Action *

Step Desc

Allowable Result

Actual Result

Actual Hours to Perform

Area = Parts

Area *

Action *

Required

Rqst From Warehouse

Parts Required Qty

Parts Ordered Qty

Parts Received Qty

Stock Nbr

Part Desc

Mfr Name

Mfr Part Nbr

Unit Cost

Parts Warranty

Area = Tools

Area *

Action *

Required

Tool(s) / Equip Desc

Tool(s) / Equip Qty

Asset Tag / Serial Nbr

Procedures

DPAS Navigation Helpful Tips

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

Update Multiple Work Order Details

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

1. Confirm the Select/Deselect ☑ is to the left of the desired Work Orders.
2. Select **Mass Template**. *The* ***Mass Template*** *pop-up window appears.*
3. **Use ⌄ to select Work Order from the Area field.** *Additional fields appear.*
   - **A.** *The Action field automatically populates once the Area field is entered.*
   - B. Update the Work Order Status Cd, using ⌄ to select the desired code.
   - C. Update the Priority Cd, using ⌄ to select the desired code.
   - D. Update the Work Order Reason, using ⌄ to select the desired reason.
   - E. Verify the NMC contains the appropriate ☑ or ☐. *This specifies if the asset is ready for a mission.*
   - F. Update the NMC Status, using ⌄ to select the desired code.
   - G. Update the NMC Start Dt, using 📅 or entering the date (MM/DD/YYYY) in the field provided.
   - H. Update the NMC End Dt, using 📅 or entering the date (MM/DD/YYYY) in the field provided.
   - I. Update the Avail Dt, using 📅 or entering the date (MM/DD/YYYY) in the field provided.
   - J. Update the Receipt Dt, using 📅 or entering the date (MM/DD/YYYY) in the field provided.
   - K. Update the Approval Dt, using 📅 or entering the date (MM/DD/YYYY) in the field provided.
   - L. Update the Est Service End Dt, using 📅 or entering the date (MM/DD/YYYY) in the field provided.
   - M. Update the Return Dt, using 📅 or entering the date (MM/DD/YYYY) in the field provided.
   - N. Update the Job Order Nbr, entering the revised number in the field

provided. *This is a 15 alphanumeric character field.*

  O. Update the Cond Cd, using ▾ to select the desired code.
  P. Update the Preservation Lvl Cd, using ▾ to select the desired code.
  Q. Update the Storage Type Cd, using ▾ to select the desired code.
  R. Update the Prep for Shipment Cd, using ▾ to select the desired code.
  S. Update the Doc Nbr, entering the revised number in the field provided. *This is a 14 alphanumeric character field.*
  T. Update the Special Instructions, entering the revised directions in the field provided. *This is a 1024 alphanumeric character field.*
  U. Update the Remarks, entering the revised information in the field provided. *This is a 1024 alphanumeric character field.*
  V. Update the History Remarks, entering the revised information in the field provided. *This is a 1024 alphanumeric character field.*

4. Select **Apply**. *The **Mass Template** pop-up window closes, and the status is posted at the top of the **Selected Rows** page.*

   *If there are Validation Errors, an Error hyperlink appears to the left of the Sub Work Order(s) column. Click the Error hyperlink to view the list of errors in the **Validation Errors** pop-up window.*

5. Select **Update** to process the transaction. *The **Work Order Transaction Status** page appears.*

Update Multiple Sub Work Order Details

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

1. Click ☐ to select the desired Work Orders.
2. Select **Mass Template**. *The **Mass Template** pop-up window appears.*

3. Use ▾ to select Sub Work Order from the Area field. *Additional fields appear.*

  A. *The Action field automatically populates once the Area field is entered.*
  B. Update the Work Order Status Cd, using ▾ to select the desired code.
  C. Update the Work Order State Cd, using ▾ to select the desired code.
  D. Update the Sub Priority Cd, using ▾ to select the desired code.

   E. Update the Work Order Desc, entering the revised description in the field provided. *This is a 25 alphanumeric character field.*

   F. Update the [Work Plan Type Cd](), using ⌄ to select the desired code.

   G. Update the [Team](), using ⌄ to select the desired team code.

   H. Update the [Primary Tech](), using ⌄ to select the desired Tech.

   I. Update the [Maint Loc](), using ⌄ to select the desired location.

   J. Update the Requested Service, entering the revised description in the field provided. *This is a 1024 alphanumeric character field.*

   K. Update the Est Labor Hours, entering the revised number in the field provided. *This is a 9 numeric character field.*

   L. Update the Est Hours To Perform, entering the revised amount in the field provided. *This is a 9 numeric character field.*

   M. Update the Est Labor Cost, entering the revised amount in the field provided. *This is a 15 numeric character field.*

   N. Update the Est Non-Labor Cost, entering the revised amount in the field provided. *This is a 15 numeric character field.*

   O. Update the Service Start Dt, using 📅 or entering the date (MM/DD/YYYY) in the field provided.

   P. Update the Service End Dt, using 📅 or entering the date (MM/DD/YYYY) in the field provided.

   Q. Update the [Inspection Status Cd](), using ⌄ to select the desired code.

   R. Update the Next Inspection Dt, using 📅 or entering the date (MM/DD/YYYY) in the field provided.

   S. Update the Service Performed, entering the revised description in the field provided. *This is a 1024 alphanumeric character field.*

   T. Update the Remarks, entering the revised description in the field provided. *This is a 1024 alphanumeric character field.*

4. Select **Apply**. *The **Mass Template** pop-up window closes, and the status is posted at the top of the **Selected Rows** page.*

   *If there are Validation Errors, an Error hyperlink appears to the left of the Sub Work Order(s) column. Click the Error hyperlink to view the list of errors in the **Validation Errors** pop-up window.*

5. Select **Update** to process the transaction. *The **Work Order Transaction Status** page appears.*

Update Multiple Labor Details

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

1. Click ☐ to select the desired Work Orders.
2. Select Mass Template. *The* ***Mass Template*** *pop-up window appears.*

3. Use ⌄ to select Labor from the Area field. *Additional fields appear.*

   A. Update the Action, using ⌄ to select the desired code.

   B. Update the Team, using ⌄ to select the desired team code.

   C. Update the Tech, using ⌄ to select the desired personnel.

   D. Once TECH is entered, Labor Category either:

   - *automatically populates and is not editable.*

     OR

   - requires updating, using ⌄ to select the desired category.

   E. *Verify the Rate Type, once* TECH *and Labor Category are populated.*

   F. *Verify the Base Rate, once* TECH *and Labor Category are populated, and is not editable.*

   G. Update the Base Hours, entering the revised amount in the field provided. *This is a 19 numeric character field.*

   H. *Verify the Overtime Rate, once* TECH *and Labor Category are populated, and is not editable.*

   I. Update the Overtime Hours, entering the revised amount in the field provided. *This is a 19 numeric character field.*

4. Select Apply. *The* ***Mass Template*** *pop-up window closes, and the status is posted at the top of the* ***Selected Rows*** *page.*

   If there are Validation Errors, an Error hyperlink appears to the left of the Sub Work Order(s) column. Click the Error hyperlink to view the list of errors in the ***Validation Errors*** *pop-up window.*

5. Select Update to process the transaction. *The* ***Work Order Transaction Status*** *page appears.*

Update Multiple Task Details

Selecting Cancel *at any point of this procedure removes all revisions and*

*closes the page. **Bold** numbered steps are required.*

1. Click ☐ to select the desired Work Orders.
2. Select Mass Template. *The **Mass Template** pop-up window appears.*

3. Use ⌄ to select Tasks from the Area field. *Additional fields appear.*

   A. Update the Action, using ⌄ to select the desired code.

   B. Update the STEP DESC, entering the revised description in the field provided. *This is a 1024 alphanumeric character field.*

   C. Update the Allowable Result, entering the revised information in the field provided. *This is a 50 alphanumeric character field.*

   D. Update the Actual Result, entering the revised description in the field provided. *This is a 50 alphanumeric character field.*

   E. Update the Actual Hours to Perform, entering the revised amount in the field provided. *This is a 9 numeric character field.*

4. Select Apply. *The **Mass Template** pop-up window closes, and the status is posted at the top of the **Selected Rows** page.*

   *If there are Validation Errors, an Error hyperlink appears to the left of the Sub Work Order(s) column. Click the Error hyperlink to view the list of errors in the **Validation Errors** pop-up window.*

5. Select Update to process the transaction. *The **Work Order Transaction Status** page appears.*

Update Multiple Parts Details

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

1. Click ☐ to select the desired Work Orders.
2. Select Mass Template. *The **Mass Template** pop-up window appears.*

3. Use ⌄ to select Parts from the Area field. *Additional fields appear.*

   A. Update the Action, using ⌄ to select the desired code.

   B. Update the Required, using ⌄ to select if the desired part noted is necessary.

   C. Select ☐ RQST From Warehouse. *When checked, the part is in the associated Warehouse and must come from there.*

   D. Update the Parts Required Qty, entering the revised amount in the field provided. *This is a 10 numeric character field.*

   E. Update the Parts Ordered Qty, entering the revised amount in the field provided. *This is a 10 numeric character field.*

   F. Update the Parts Received Qty, entering the revised amount in the field provided. *This is a 10 numeric character field.*

   G. Update the Stock Nbr, using ... to browse for the revised asset. *This is a 15 alphanumeric character field.*

   H. Update the Part Desc, entering the revised description in the field provided. *This is a 255 alphanumeric character field.*

   I. Update the Mfr Name, entering the revised name in the field provided. *This is a 36 alphanumeric character field.*

   J. Update the Mfr Part Nbr, entering the revised identification in the field provided. *This is a 35 alphanumeric character field.*

   K. Update the Unit Cost, entering the revised amount in the field provided. *This is a 15 numeric character field.*

   L. Update the Parts Warranty, entering the revised description in the field provided. *This is a 120 alphanumeric character field.*

4. Select Apply. *The **Mass Template** pop-up window closes, and the status is posted at the top of the **Selected Rows** page.*

   *If there are Validation Errors, an Error hyperlink appears to the left of the Sub Work Order(s) column. Click the Error hyperlink to view the list of errors in the **Validation Errors** pop-up window.*

5. Select Update to process the transaction. *The **Work Order Transaction Status** page appears.*

Update Multiple Tool Details

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

1. Click ☐ to select the desired Work Orders.

2. Select Mass Template. *The **Mass Template** pop-up window appears.*

3. Use ▾ to select Tools from the Area field. *Additional fields appear.*

   A. Update the Action, using ▾ to select the desired code.

   B. Update the Required, using ▾ to select if the desired part noted is necessary.

C. Update the Tool(s)/Equip Desc, entering the revised description in the field provided. *This is a 255 alphanumeric character field.*

D. Update the Tool(s)/Equip Qty, entering the revised amount in the field provided. *This is a 5 numeric character field.*

E. Update the Asset Tag / Serial Nbr, entering the revised identification in the field provided. *This is a 20 numeric character field.*

4. Select Apply. *The **Mass Template** pop-up window closes, and the status is posted at the top of the **Selected Rows** page.*

   *If there are Validation Errors, an Error hyperlink appears to the left of the Sub Work Order(s) column. Click the Error hyperlink to view the list of errors in the **Validation Errors** pop-up window.*

5. Select Update to process the transaction. *The **Work Order Transaction Status** 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.
13 - Mandatory Entry: *Add*.	Missing Entry. Enter the appropriate information in the desired field.
13 - Mandatory Entry: *Work Order Id*.	
13 - Mandatory Entry: *Using Work Order Id*.	
13 - Mandatory Entry: *Receipt Dt*.	
13 - Mandatory Entry: *Approval Dt*.	
13 - Mandatory Entry:	

***UNAVL SPLY DAYS*.**	
13 - Mandatory Entry: *UVAVL MAINT DAYS*.	
716 - Work Order State cannot = 'RQST' when START DT is entered.	Invalid Entry. When a START DT is entered, the Work Order STATUS CD cannot be " RQST – Requested". Either re-enter the STATUS CD or remove the START DT.
715 — SUB PRIORITY CD must be < or = PRIORITY CD.	Invalid Entry. The SUB PRIORITY CD cannot require more days than the PRIORITY CD. Re—enter the priorities.
725 — SERVICE START DT must be < SERVICE END DT.	Invalid Date Entry. The SERVICE END DT field must be after or the same as the SERVICE START DT field. Re-enter the date.
724 - SERVICE END DT must be < RETURN DT.	Invalid Date Entry. The RETURN DT field must be after or the same as the SERVICE END DT field. Re-enter the date.
xxxx - RECEIPT DT must be less than SERVICE START DT.	Invalid Date Entry. The SERVICE START DT field must be after the RECEIPT DT field. Re-enter the date.
719 - APPROVAL DT must be < SERVICE START DT.	Invalid Date Entry. The SERVICE START DT field must be after the APPROVAL DT field. Re-enter the date.
722 - UNAVL MAINT DAYS and UNAVL SPLY DAYS cannot be < Days Being Serviced.	Invalid Date Entry. The total amount of days for UNAVL MAINT DAYS and UNAVL SPLY DAYS must be the same or less than the Days Being Serviced field. Re-enter the dates.
18 - Date format should be MM/DD/YYYY with valid month/day combination.	Invalid Date Format Entry. The date must be entered in the (MM/DD/YYYY) format. Re-enter the date.
92 - Entry must be numeric.	Invalid Entry. The characters entered in the field include prohibited characters. Enter numeric ("0" through "9") characters.
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.
350 — Must be alphanumeric with supported special characters $, — , /, #, &, ;, comma, period, and space.	Invalid Entry. The characters entered in the field include prohibited special characters. Enter alphanumeric (alphabetic "A" through "Z", numeric "0" through "9") characters, or the following permitted special characters: $, —, /, #, &, ;, comma, period, and space. Special characters like ! or @ are prohibited.
676 - Entry must be alphanumeric.	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

- Search for a Work Order
- View the Work Order Search Results
- Select Rows in a Work Order
- Add Criteria to a Work Order
- Update a Work Order
- View the Work Order Transaction Status

Select Multiple Work Order Rows

Overview

The Work Order Selected Rows page displays the work orders chosen for Mass Update or Mass Close.

Navigation

Maintenance > Work Order > Search Criteria > **Search** > Search Results > ☐ > **Continue** > Work Order Selected Rows page

Page Fields

The following fields display on the **Work Order Selected Rows** page. For more information on each field, select the appropriate hyperlink.

Selected Rows

Sub Work Order(s)
Select / Deselect
Edit
Work Order Nbr
Asset Id
Stock Nbr
Serial Nbr
Doc Nbr
Status Cd
Priority Cd
Reason Cd
Receipt Dt
Approval Dt
Est Svc End Dt
Return Dt
Unavl Maint Days
Unavl Sply Days
Preservation Lvl Cd
Storage Type Cd
Prep for Shipment Cd
Cond Cd

Sub Work Order Detail

Select / Deselect
Edit
Sub Id
State Cd
Sub Priority Cd
Work Plan Type Cd
Service Start Dt
Service End Dt
Next Insp Dt
Team
Primary Tech
Maint Loc
Service Requested
Service Performed
Inspection Status Cd
Remarks

Procedures

DPAS Navigation Helpful Tips

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

View Associated Sub Work Orders

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

1. Locate the Work Order which contains the desired Sub Work Order(s).
2. Select ↳. *All Sub Work Orders associated to that Work Order appear.*

Process Multiple Work Orders

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

1. Click ☐ to select the rows in the Search Results page.
2. Select Continue. *The* ***Selected Rows*** *page appears.*

3. Select Mass Template to advance to the **Mass Template** page.

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
729 - Must select at least 1 Sub Work Order.	Invalid Entry. Select at least one record to perform an action. Select at least one row, then select Continue or Print.

Related Topics

- Search for a Work Order
- Work Order Search Results
- Add Criteria to a Work Order
- Update a Work Order
- Process Multiple Work Orders
- View the Work Order Transaction Status

Search for Work Orders — Criteria

Overview

The Maintenance and Utilization module Work Order process provides the ability to manage the maintenance of the assets, and track all of the work involved.

Navigation

Maintenance > Work Order > Work Order Search Criteria page

Page Fields

The following fields display on the **Work Order Search Criteria** page. For more information on each field, select the appropriate hyperlink.

Search Criteria

Work Order

Work Order Has Asset

Asset Id

Work Order Status Cd

Work Order State Cd

Priority Cd

Work Order Reason

NMC

Cond Cd

Maint Loc

Work Plan Type Cd

Created By Dispatch

UII

RIC

Stock Nbr

Serial Nbr

DOD Serial Nbr

Team Id

Primary Tech

Doc Nbr

Customer Name

Estbd Dt From

Estbd Dt To

Procedures

DPAS Navigation Helpful Tips

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

Search 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 Reset *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 fields:
   - Enter the Work Order, or use ... to browse for the entry. *This is a 13 numeric character field.*
   - Use ⌄ to select the Work Order Has Asset entry.
   - Enter the ASSET ID, or use ... to browse for the entry. *This is a 12 alphanumeric character field.*
   - Use ⌄ to select the desired Work Order Status Cd.
   - Use ⌄ to select the desired Work Order State Cd.
   - Use ⌄ to select the desired Priority Cd.
   - Use ⌄ to select the desired Work Order Reason.
   - Use ⌄ to select the desired NMC.
   - Use ⌄ to select the desired Cond Cd.
   - Enter the MAINT LOC in the field provided. *This is a 20 alphanumeric character field.*
   - Use ⌄ to select the desired Work Plan Type Cd.
   - Use ⌄ to select the desired Created By Dispatch.
   - Enter the UII in the field provided. *This is a 50 alphanumeric character field.*
   - Enter the RIC in the field provided. *This is a 3 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 DoD Serial Nbr in the field provided. *This is a 20 alphanumeric character field.*
- Use ⌄ to select the desired Team Id.
- Use ⌄ to select the desired Primary Tech.
- Enter the Doc Nbr in the field provided. *This is a 14 alphanumeric character field.*
- Enter the Customer Name in the field provided. *This is a 50 alphanumeric character field.*
- 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.

2. Select Search. *The **Work Order Search Results** page appears. Results display in the Search Results grid.*

Scan a Work Order

1. Select Scan. *The **Scan Work Order** pop-up window opens.*
2. Scan one of the following:
   - Bar code on upper right corner of the Technician Work Order report.
   - Bar code for an individual work order on the Technician Work Order report.
   - Bar code for an individual work order on the Full Work Order report.

View the Work Order Search Results

Select Search. *The **Work Order Search Results** page appears.*

Add a Work Order

Select Add. *The **Add Criteria** page appears.*

Update a Work Order

Select the Update hyperlink to display the **Update a Work Order** page.

View the Work Order Transaction Status

Complete an Add or Update process to display the **Work Order Transaction Status** page.

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.
501 — Refine Search Criteria to retrieve the allowable maximum of records.	Invalid Search Entry. The performed search returned more than 500 rows. Refine the search criteria.
676 — Entry must be alphanumeric.	Invalid Entry. The characters entered in the field include prohibited special characters. Enter alphanumeric (alphabetic "A" through "Z", numeric "0" through "9") characters.
350 — Must be alphanumeric with supported special characters $, — , /, #, &, ;, comma, period, and space.	Invalid Entry. The characters entered in the field include prohibited special characters. Enter alphanumeric (alphabetic "A" through "Z", numeric "0" through "9") characters, or the following permitted special characters: $, —, /, #, &, ;, comma, period, and space. Special characters like ! or @ are prohibited.
18 — Date format should be MM/DD/YYYY with valid month/day combination.	Invalid Date Format Entry. The date must be entered in the (MM/DD/YYYY) format. Re-enter the date.
92 — Entry must be numeric.	Invalid Entry. The characters entered in the field include prohibited characters. Enter numeric ("0" through "9") characters.
195 — SERIAL NBR contains invalid special characters.	Invalid Characters Entered in the Serial Number field. The field must have alphanumeric characters only. Re-enter the Serial Number.

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.
238 — Date (To) must be > Date (From).	Invalid Date Entry. Either Date To is blank and Established Date From is entered, or the Date (To) is before the Date (From). Re-enter the date.
712 — All fields must be blank for Add action.	Invalid Entry. No search criteria can be selected prior to choosing **Add**. Delete the entries before selecting **Add**.

Related Topics

- View the Work Order Search Results
- Select Rows in a Work Order
- Add Criteria to a Work Order
- Update a Work Order
- Process Multiple Work Orders
- View the Work Order Transaction Status

Search for Work Orders — Results

Overview

The Work Order Search Results page provides the ability to view or update the work orders.

Helpful Tip

There may be several pages returned from the Search Criteria. To page through the results, select the page number at the bottom of the page. The information is sorted in ascending order.

Navigation

Maintenance > Work Order > Search Criteria > **Search** > Work Order Search Results page

Page Fields

The following fields display on the **Work Order Search Results** page. For more information on each field, select the appropriate hyperlink.

Search Criteria

Work Order

Asset Id

Work Order Status Cd

Work Order State Cd

Priority Cd

Work Plan Type Cd

Work Order Reason

Maint Loc

UII

RIC

Stock Nbr

Serial Nbr

DoD Serial Nbr

Team Id

Primary Tech

Cond Cd

Doc Nbr

Estbd Dt From

Customer Name

Estbd Dt To

Search Results

Sub Work Order(s)

Select / Deselect

Update

Work Order ID

Work Order Status Cd

Priority Cd

Asset Id

Item Desc

Stock Nbr

Serial Nbr

DoD Serial Nbr

RIC

Cond Cd

Work Order Reason

Sub Work Orders

Select

Sub Id

Work Order State Cd

Work Order Desc

Work Plan Type Cd

Team Id

Primary Tech

Maint Loc

Print

Form Type *

Print Type *

Labor

Tasks

Parts

Tool(s) / Equipment

Certs

Procedures

DPAS Navigation Helpful Tips

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

Select Rows to Process Multiple Work Orders

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

1. Check the Select/Deselect ☐ to the left of each required row in the Search Results page.

2. Select Continue to advance to the **Selected Rows** page.

Print a Work Order

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

1. Click ☐ to select the row(s) in the Search Results page.

2. Select Print. *The* ***Print*** *pop-up window appears.*

3. Use ⌄ to select the Form Type.

4. Use ⌄ to select the Print Type.

5. Click ☐ to select Labor. *The contents in the Sub Work Order Labor tab are included in the printed Work Order.*

6. Click ☐ to select Tasks. *The contents in the Sub Work Order Task(s) tab are included in the printed Work Order.*

7. Click ☐ to select Parts. *The contents in the Sub Work Order Part(s) tab are included in the printed Work Order.*

8. Click ☐ to select Tool(s) / Equipment. *The contents in the Sub Work Order Tool(s) / Equipment tab are included in the printed Work Order.*

9. Click ☐ to select Certs. *The contents in the Sub Work Order Certification(s) tab are included in the printed Work Order.*

10. Select Submit. *The requested Work Order opens as a PDF and is ready for printing.*

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: *Form Type*.	Missing Entry. Enter the appropriate information in the desired field.
13 — Mandatory Entry: *Print Type*.	
2 — Invalid entry: *Work Order Status Cd*.	Invalid Entry. The mentioned field's entry has the incorrect format. Remove the invalid entry and re—attempt, using the correct format.
501 — Refine Search Criteria to retrieve the allowable maximum of records.	Invalid Search Entry. The performed search returned more than 500 rows. Refine the search criteria.
713 — Selected rows must be in Open status to perform Mass Update or Mass Close.	Invalid Selection. To perform a Mass Update or Mass Close, the Work Orders must be in an Open status. Refine the search criteria to include only Closed work orders.
729 — Must select at least 1 Sub Work Order.	Invalid Entry. Select at least one record to perform an action. Select at least one row, then select Continue or Print.
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

- Search for a Work Order
- Select Rows in a Work Order
- Add Criteria to a Work Order

- Update a Work Order
- Process Multiple Work Orders
- View the Work Order Transaction Status

View the Work Orders Transaction Status

Overview

The Work Order Transaction Status page displays a verification of the creations and updates performed.

Navigation

Maintenance > Work Order > Search Criteria > Search > Search Results > *Various Procedural Steps* > Work Orders Transaction Status page

Page Fields

The following fields display on the **Work Order Transaction Status** page. For more information on each field, select the appropriate hyperlink.

Transaction Status

Status

Action Required

Details

Procedure

DPAS Navigation Helpful Tips

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

The Transaction Status offers the following options:

- Select Search Criteria returns to the **Work Order Search Criteria** page.
- Select Search Results returns to the **Work Order Search Results** page.
- Select View opens the PDF of this work order.

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
83 — Unexpected error encountered, contact DPAS Help Desk for assistance.	Contact the DPAS Call Center.

Related Topics

- Search for a Work Order
- View the Work Order Search Results
- Select Rows in a Work Order
- Add Criteria to a Work Order
- Update a Work Order
- Process Multiple Work Orders

Update a Work Order

Overview

The Work Order Update process allows editing of existing Work Orders and Sub Work Orders.

Navigation

Maintenance > Work Order > Search Criteria > Search > Search Results > Update hyperlink > Work Order Update page

Page Fields

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

Work Order

Basic Tab

Work Order ID

Asset Loc

Serial Nbr

Stock Nbr

Asset ID

Item Desc

Work Order Status Cd *

Priority Cd *

Work Order Reason *

NMC

NMC Status

NMC Strt Dt

NMC End Dt

Avail Dt

Receipt Dt

Approval Dt

Est Service End Dt *

Return Dt

Job Order Nbr

Cond Cd

Preservation Lvl Cd

Storage Type Cd
Prep for Shipment Cd
Doc Nbr
Special Instructions
Remarks
History Remarks

Utilization Tab

Util Record Type
Lst Mtr Rdng
Lst Rptd Dt
End Mtr Rdng *
Util On Base *
Util Off Base *
Days Used
Days Idle
Days Unavailable
Fuel Type Cd
Fuel Quantity
Fuel State
Fuel Cost

Saved Utilization Grid

Util Record Type
Meter Reading
Report Date

Customer Tab

UIC
UIC Name
Owning Cost Center
APO Name
APO Phone Number
APO E-Mail
Custodian Name
Custodian Phone Nbr
Custodian E-Mail

Customer Name
E-Mail Address
Phone Nbr
Mobile Phone Nbr
Remarks

Asset Info Tab

Stock Nbr
Serial Nbr
Mfr Name
Mfr Model
Mfr Part
Mfr Year
UII
DOD Serial Nbr
Loc
Dollar Amt
Total Cost
Haz Mat Cd
Dmil Cd
LIN/TAMCN
ECC
Meter
Precious Mtl Cd
Non Actbl
CIIC
DoDAAC
RIC
CAGE Cd
ACC
Asset Certs
Cert Name
Cert Desc

NMC

Work Order #
Asset ID

Total NMC Days
Total NMC Hours
NMCM Days
NMCM Hours
NMCS Days
NMCS Hours

Saved NMC Grid

Edit
Delete
Status
NMC Start Date
NMC End Date
Established By
Last Updated By

WRNTY/SVC/SUB

Contractor
Contract Nbr
Contract Use Cd
CLIN/SLIN
Clause Terms

Attachment(s) Tab

Add an Attachment
Attachments

Upload File

Work Order Header
File Path *
Desc *
Primary

Related Work Tab

Work Orders Grid

Update
Work Order ID
Work Order Status Cd

Priority Cd
Asset ID
Item Desc
Stock Nbr
Serial Nbr
DOD Serial Nbr
RIC
Cond Cd
Work Order Reason

Preventative Maintenance Grid

Plan Name
Occurrence
Recurring Method
Recurring Frequency
Util Frequency
Last Maint Dt
Last Util Qy
Current Meter Rdng

Sub Work Order

Sub Work Order(s)

Basic Tab

Work Order State Cd *
Sub Priority Cd *
Work Order Desc *
Work Plan Type Cd *
Serviced By *
Team
Primary Tech *
Maint Loc *
Requested Service *
Est Labor Hours
Actual Labor Hours
Est Hours To Perform
Actual Hours To Perform

Est Labor Cost
Labor Cost
Est Non-Labor Cost
Non-Labor Cost
Avg Nbr of Technicians
Service Start Dt
Service End Dt
Service Performed
Remarks

Labor Tab

Tech *
Labor Category *
Rate Type *
Base Rate
Base Hours
Overtime Rate
Overtime Hours

Saved Labor Information

Edit
Delete
Tech
Labor Category
Rate Type
Base Rate
Base Hours
Base Cost
Overtime Rate
Overtime Hours
Overtime Cost
Labor Cost

Task(s) Tab

Step Desc *
Allowable Result
Actual Result

Actual Hours to Perform

Saved Task(s) Information

Edit
Delete
Step Desc
Allowable Result
Actual Result
Actual Hours to Perform

Part(s)

Required
Rqst From Warehouse
Parts Required Qty *
Parts Ordered Qty
Parts Received Qty
Stock Nbr
Part Desc *
Mfr Name
Mfr Part Nbr
Unit Cost *
Parts Warranty

Saved Parts Information

Edit
Cancel
Req
Qty Req
Qty Ord
Qty Rcv
Rcv Dt
Stock Nbr
Part Desc
Mfr Name
Mfr Part Nbr
Unit Cost
Total Cost

Parts Warranty
Document Nbr
Document Status

Tool(s) / Equipment Tab

Required
Tool(s) / Equip Desc *
Tool(s) / Equip Qty *
Asset Tag / Serial Nbr

Saved Tool(s) Equipment Information

Edit
Delete
Required
Tool(s) / Equip Desc
Tool(s) / Equip Qty
Asset Tag / Serial Nbr

Cert(s) Tab

Cert Name
Cert Desc

Serviced By Tab

Address
UIC Name
DoDAAC
DSN
Phone Nbr
Org Name
Loc
Address 1
Address 2
City
State
ZIP Cd
Country Cd
FAX Nbr
E-Mail Address

POC
Doc Nbr

(*) Asterisk identifies mandatory fields.

Procedures

DPAS Navigation Helpful Tips

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

Update a Work Order

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

1. Perform a Work Order Search. *The* ***Search Results*** *page appears.*
2. Select the Update hyperlink next to the desired Work Order. *The* ***Work Order Update*** *page appears, open to the Basic tab.*
3. Update the Basic Tab information.
    - A. *Verify the Work Order Id.*
    - B. *Verify the Asset Loc.*
    - C. *Verify the Serial Nbr.*
    - D. *Verify the Stock Nbr.*
    - E. Update the Asset Id, using ... to browse for the revised asset. *This is a 12 alphanumeric character field.*
    - F. *Verify the Item Desc.*
    - **G.** Update the Work Order Status Cd, using ⌄ to select the desired code.
    - **H.** Update the Priority Cd, using ⌄ to select the desired code.
    - **I.** Update the Work Order Reason, using ⌄ to select the desired code.
    - J. Verify the NMC contains the appropriate ☑ or ☐. *This specifies if the asset is ready for a mission.*
    - K. Update the NMC Status, using ⌄ to select the desired code.
    - L. Update the NMC Start Dt, using 📅 or entering the date (MM/DD/YYYY) in the field provided.
    - M. Update the NMC End Dt, using 📅 or entering the date (MM/DD/YYYY)

in the field provided.

N. Update the Avail Dt, using 📅 or entering the date (MM/DD/YYYY) in the field provided.

O. Update the Receipt Dt, using 📅 or entering the date (MM/DD/YYYY) in the field provided.

P. Update the Approval Dt, using 📅 or entering the date (MM/DD/YYYY) in the field provided.

Q. Update the Est Service End Dt, using 📅 or entering the date (MM/DD/YYYY) in the field provided.

R. Update the Return Dt, using 📅 or entering the date (MM/DD/YYYY) in the field provided.

S. Update the Job Order Nbr, entering the revised number in the field provided. *This is a 15 alphanumeric character field.*

T. Update the Cond Cd, using ⌄ to select the desired code.

U. Update the Preservation Lvl Cd, using ⌄ to select the desired code.

V. Update the Storage Type Cd, using ⌄ to select the desired code.

W. Update the Prep for Shipment Cd, using ⌄ to select the desired code.

X. Update the Doc Nbr, entering the revised number in the field provided. *This is a 14 alphanumeric character field.*

Y. Update the Special Instructions, entering the revised directions in the field provided. *This is a 1024 alphanumeric character field.*

Z. Update the Remarks, entering the revised information in the field provided. *This is a 1024 alphanumeric character field.*

AA. Update the History Remarks, entering the revised information in the field provided. *This is a 1024 alphanumeric character field.*

AB. Select Update to process the transaction. *The* ***Work Order Transaction Status*** *page appears.*

OR

Select the Utilization tab to continue adding information.

  a. *Verify the Util Record Type.*
  b. *Verify the Lst Mtr Rdng.*
  c. *Verify the LstRptd Dt.*

d. Update the End MTR RDNG, entering the revised amount of miles in the field provided. *This is a 12 numeric character field.*

e. Update the UTIL ON BASE, entering the revised amount of miles in the field provided. *This is a 7 numeric character field.*

f. Update the UTIL OFF BASE, entering the revised amount of miles in the field provided. *This is a 7 numeric character field.*

g. Update the Days Used, entering the revised number in the field provided. *This is a 3 numeric character field.*

h. Update the Days Idle, entering the revised number in the field provided. *This is a 3 numeric character field.*

i. Update the Days Unavailable, entering the revised number in the field provided. *This is a 3 numeric character field.*

j. Update the Fuel Type Cd, using ⌄ to select the desired code.

k. Update the Fuel Quantity, entering the revised number in the field provided. *This is a 5 numeric character field.*

l. Update the Fuel State, using ⌄ to select the desired state.

m. Update the Fuel Cost, entering the revised number in the field provided. *This is a 3 numeric character field.*

n. *The Saved Utilization Grid appears if this has been updated more than once.*

   1. *Verify the UTIL RECORD Type.*
   2. *Verify the Meter Reading.*
   3. *Verify the Report Date.*

o. Select **Update** to process the transaction. *The* ***Work Order Transaction Status*** *page appears.*

   OR

   Select the Customer Tab to continue adding information.

   1. *Verify the UIC.*
   2. *Verify the UIC Name.*
   3. *Verify the Owning Cost Center.*
   4. *Verify the APO Name.*
   5. *Verify the APO PHONE NBR.*
   6. *Verify the APO E-MAIL.*

7. *Verify the Custodian Name.*
8. *Verify the Custodian Phone Nbr.*
9. *Verify the Custodian E-Mail.*
10. Update the Customer Name, entering the revised name in the field provided. *This is a 50 alphanumeric character field.*
11. Update the E-Mail Address, entering the revised address in the field provided. *This is an 80 alphanumeric character field.*
12. Update the Phone Nbr, entering the revised number in the field provided. *This is a 25 alphanumeric character field.*
13. Update the Mobile Phone Nbr, revised the correct number in the field provided. *This is a 25 alphanumeric character field.*
14. Update the Remarks, entering the revised information in the field provided. *This is a 1024 alphanumeric character field.*
15. Select **Update** to process the transaction. *The* ***Work Order Transaction Status*** *page appears.*

    OR

    Select the Asset Info Tab to view additional information.

    A. *Verify the Stock Nbr.*
    B. *Verify the Serial Nbr.*
    C. *Verify the Mfr Name.*
    D. *Verify the Mfr Model.*
    E. *Verify the Mfr Part.*
    F. *Verify the Mfr Year.*
    G. *Verify the UII.*
    H. *Verify the DOD Serial Nbr.*
    I. *Verify the Loc.*
    J. *Verify the Dollar Amt.*
    K. *Verify the Tot Cost.*
    L. *Verify the Haz Mat Cd.*
    M. *Verify the Dmil Cd.*
    N. *Verify the LIN/TAMCN.*
    O. *Verify the ECC.*
    P. *Verify the Meter.*

Q. *Verify the Precious Mtl Cd.*

R. *Verify the Non-Actbl.*

S. *Verify the CIIC.*

T. *Verify the DoDAAC.*

U. *Verify the RIC.*

V. *Verify the CAGE Cd.*

W. *Verify the ACC.*

X. *The Saved Asset Certs Grid appears if this has been updated more than once.*

Y. *Verify the Cert Name.*

Z. *Verify the Cert Desc.*

AA. Select Update to process the transaction. *The* ***Work Order Transaction Status*** *page appears.*

OR

Select the NMC to view the additional information.

   a. *Verify the Work Order #.*

   b. *Verify the Asset Id.*

   c. *Verify the Total NMC Days.*

   d. *Verify the Total NMC Hours.*

   e. *Verify the NMCM Days.*

   f. *Verify the NMCM Hours.*

   g. *Verify the NMCS Days.*

   h. *Verify the NMCS Hours.*

   i. *The Saved NMC Grid appears if this has been updated more than once.*

      1. Select the Edit hyperlink to revise the information. *The fields above are repopulated and ready for updating.*

      2. Select the Delete hyperlink to remove the information. *The NMC is immediately removed.*

      3. *Verify the Status.*

      4. *Verify the NMC Start Date.*

5. *Verify the NMC End Date.*
6. *Verify the Established By.*
7. *Verify the Last Updated By.*

Select **Update** to process the transaction. *The* ***Work Order Transaction Status*** *page appears.*

j.

OR

Select the Wrnty/Svc/Sub Tab to view the additional information.

1. *Verify the Contractor.*
2. *Verify the Contract Nbr.*
3. *Verify the Contract Use Cd.*
4. *Verify the CLIN/SLIN.*
5. *Verify the Clause Terms.*

   Select **Update** to process the transaction. *The* ***Work Order Transaction Status*** *page appears.*

6.

   OR

   Select the Attachment(s) Tab to continue adding information.

   A. Select **Add Attachment**. *The* ***Add Attachment*** *page appears, with Work Order Header automatically populated.*

   B. Select **Attach**.

   C. *A thumbnail image of the attached file appears on the Attachments tab.*

      Select **Update** to process the transaction. *The* ***Work Order Transaction Status*** *page appears.*

   D.

      OR

Select the Related Work Tab to view the additional information.

a. *Review the Work Orders grid.*
    1. Select the Update hyperlink next to the desired Work Order. *The* ***Work Order Update*** *page appears, open to the Basic tab.*
    2. *Verify the Work Order Id.*
    3. *Verify the Work Order Status Cd.*
    4. *Verify the Priority Cd.*
    5. *Verify the Asset Id.*
    6. *Verify the Item Desc.*
    7. *Verify the Stock Nbr.*
    8. *Verify the Serial Nbr.*
    9. *Verify the DOD Serial Nbr.*
    10. *Verify the RIC.*
    11. *Verify the Cond Cd.*
    12. *Verify the Work Order Reason.*

b. *Review the Preventative Maintenance grid.*
    1. *Verify the Plan Name.*
    2. *Verify the Occurrence.*
    3. *Verify the Recurring Method.*
    4. *Verify the Recurring Frequency.*
    5. *Verify the Util Frequency.*
    6. *Verify the Last Maint Dt.*
    7. *Verify the Last Util Qty.*
    8. *Verify the Current Meter Rdng.*
    9. Select Update to process the transaction. *The* ***Work Order Transaction***

***Status** page appears.*

Update a Sub Work Order

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

1. Perform a Work Order Search. *The* ***Search Results*** *page appears.*
2. Select the Update hyperlink next to the desired Work Order. *The* ***Work Order Update*** *page appears.*
3. Select ▸ Sub Work Order(s). *The Work Order section closes, and the* SUB WORK ORDER *section appears, open to the Basic tab.*
4. Use ⌄ to select the Sub Work Order.

Helpful Tip

To create a new Sub Work Order, select New. *The Sub Work Order(s) number increases by one, and the fields clear, ready for new entries.*

5. Update the Basic Tab information.
   - **A.** Update the Work Order State Cd, using ⌄ to select the desired code.
   - **B.** Update the Sub Priority Cd, using ⌄ to select the desired code.
   - **C.** Update the WORK ORDER DESC, using ... to browse for the revised description. *This is a 25 alphanumeric character field.*
   - **D.** Update the Work Plan Type Cd, using ⌄ to select the desired code.
   - **E.** Update the Serviced By, using ⌄ to select the desired place.
   - F. Update the Team, using ⌄ to select the desired name.
   - **G.** Update the Primary Tech, using ⌄ to select the desired name, or using ... to browse for the name. *This is a 10 alphanumeric character field.*
   - **H.** Update the Maint Loc, using ⌄ to select the desired location.
   - **I.** Update the Requested Service, entering the revised description in the field provided. *This is a 1024 alphanumeric character field.*
   - J. Update the EST Labor Hours, entering the revised number in the field provided. *This is a 9 numeric character field.*

K. *Verify the Actual Labor Hours.*

L. Update the Est Hours To Perform, entering the revised amount in the field provided. *This is a 9 numeric character field.*

M. *Verify the Actual Hours To Perform.*

N. Update the Est Labor Cost, entering the revised amount in the field provided. *This is a 15 numeric character field.*

O. *Verify the Labor Cost.*

P. Update the Est Non-Labor Cost, entering the revised amount in the field provided. *This is a 15 numeric character field.*

Q. *Verify the Non-Labor Cost.*

R. *Verify the Avg Nbr of Technicians.*

S. Update the Service Start Dt, using 📅 or entering the date (MM/DD/YYYY) in the field provided.

T. Update the Service End Dt, using 📅 or entering the date (MM/DD/YYYY) in the field provided.

U. Update the Service Performed, entering the revised description in the field provided. *This is a 1024 alphanumeric character field.*

V. Update the Remarks, entering the revised description in the field provided. *This is a 1024 alphanumeric character field.*

W. Select **Update** to process the Sub Work Order. *The **Work Order Transaction Status** page appears.*

OR

Select the Labor Tab to continue adding information.

a. Update the Tech, using ⌄ to select the desired personnel.

b. Verify the Labor Category, or update it, using ⌄ to select the desired category.

c. *Verify the Rate Type.*

d. *Verify the Base Rate.*

e. Update the Base Hours, entering the revised amount in the field provided. *This is a 19 numeric character field.*

f. *Verify the Overtime Rate.*

g. Update the Overtime Hours, entering the revised amount in the field provided. *This is a 19 numeric character field.*

h. Select **Save**. *The updated labor information is added to the Labor Grid.*

i. Review the Saved Labor Information grid.

  1. Select the Edit hyperlink to revise the information. *The fields above are repopulated and ready for updating.*
  2. Select the Delete hyperlink to remove the information. *The personnel is immediately removed.*
  3. *Verify the Tech.*
  4. *Verify the Labor Category.*
  5. *Verify the Rate Type.*
  6. *Verify the Base Rate.*
  7. *Verify the Base Hours.*
  8. *Verify the Base Cost.*
  9. *Verify the Overtime Rate.*
  10. *Verify the Overtime Hours.*
  11. *Verify the Overtime Cost.*
  12. *Verify the Labor Cost.*

j. Select **Update** to process the Sub Work Order. *The* ***Work Order Transaction Status*** *page appears.*

OR

Select the Task(s) Tab to continue adding information.

  1. Update the Step Desc, entering the revised description in the field provided. *This is a 1024 alphanumeric character field.*
  2. Update the Allowable Result, entering the revised information in the field provided. *This is a 50 alphanumeric character field.*
  3. Update the Actual Result, entering the revised description in the field provided. *This is a 50 alphanumeric character field.*
  4. Update the Actual Hours to Perform, entering the revised amount in the field provided. *This is a 9 numeric character field.*
  5. Select **Save**. *The updated task information is added to the Steps Grid.*
  6. Review the Saved Steps Information grid.
     A. Select the Edit hyperlink to revise the information. *The*

fields above are repopulated and ready for updating.

B. Select the Delete hyperlink to remove the information. *The task is immediately removed.*

C. *Verify the Step Desc.*

D. *Verify the Allowable Results.*

E. *Verify the Actual Result.*

F. *Verify the Actual Hours to Perform.*

7. Select Update to process the Sub Work Order. *The* ***Work Order Transaction Status*** *page appears.*

OR

Select the Part(s) Tab to continue adding information.

A. Verify the Required field contains the appropriate ☑ or ☐. *When checked, the Sub Work Order cannot be completed until this part is issued.*

B. Verify the Rqst From Warehouse contains the appropriate ☑ or ☐. *When checked, the part is in the associated Warehouse and must come from there.*

C. Update the Parts Required Qty, entering the revised amount in the field provided. *This is a 10 numeric character field.*

D. Update the Parts Ordered Qty, entering the revised amount in the field provided. *This is a 10 numeric character field.*

E. Update the Parts Received Qty, entering the revised amount in the field provided. *This is a 10 numeric character field.*

F. Update the Stock Nbr, using ... to browse for the revised asset. *This is a 15 alphanumeric character field.*

G. Update the Part Desc, entering the revised description in the field provided. *This is a 255 alphanumeric character field.*

H. Update the Mfr Name, entering the revised name in the field provided. *This is a 36 alphanumeric character field.*

I. Update the Mfr Part Nbr, entering the revised identification in the field provided. *This is a 35 alphanumeric character field.*

J. Update the Unit Cost, entering the revised amount in the field provided. *This is a 15 numeric character field.*

K. Update the Parts Warranty, entering the revised description in the field provided. *This is a 120 alphanumeric character field.*

L. Select **Add**. *The updated part request is added to the Parts Grid.*

M. Review the Saved Parts Information grid.

   a. Select the Edit hyperlink to revise the information. *The fields above are repopulated and ready for updating.*

   b. Select the Cancel hyperlink to remove the information. *The part is immediately removed.*

   c. *Verify the Req field.*

   d. *Verify the Qty Req.*

   e. *Verify the Qty Ord.*

   f. *Verify the Qty Rcv.*

   g. *Verify the Rcv Dt.*

   h. *Verify the Stock Nbr.*

   i. *Verify the Part Desc.*

   j. *Verify the Mfr Name.*

   k. *Verify the Mfr Part Nbr.*

   l. *Verify the Unit Cost.*

   m. *Verify the Total Cost.*

   n. *Verify the Parts Warranty.*

   o. *Verify the Document Nbr.*

   p. *Verify the Document Status.*

N. Select **Update** to process the Sub Work Order. *The* ***Work Order Transaction Status*** *page appears.*

OR

Select the Tool(s) / Equipment Tab to continue adding information.

   a. Verify the Required field contains the appropriate ☑

or ☐. *When checked, the Sub Work Order cannot be completed until this tool is used.*

b. Update the Tool(s)/Equip Desc, entering the revised description in the field provided. *This is a 255 alphanumeric character field.*

c. Update the Tool(s)/Equip Qty, entering the revised amount in the field provided. *This is a 5 numeric character field.*

d. Update the Asset Tag / Serial Nbr, entering the revised identification in the field provided. *This is a 20 numeric character field.*

e. Select **Save**. *The updated equipment information is added to the Tool(s)/Equip Grid.*

f. Review the Saved Tool(s)/Equip Information grid.

1. Select the Edit hyperlink to revise the information. *The fields above are repopulated and ready for updating.*
2. Select the Delete hyperlink to remove the information. *The tool is immediately removed.*
3. *Verify the Req field.*
4. *Verify the Tool(s)/Equip Desc.*
5. *Verify the Tool(s)/Equip Qty.*
6. *Verify the Asset Tag / Serial Nbr.*

Select **Update** to process the Sub Work Order. *The* ***Work Order Transaction Status*** *page appears.*

g.

OR

Select the Certs(s) Tab to continue adding information.

1. *Verify the Cert Name.*
2. *Verify the Cert Desc.*

Select **Update** to process the Sub Work Order. *The* ***Work Order Transaction Status*** *page appears.*

3.

OR

Select the Serviced By Tab to continue adding information.

A. Update the Address, using ... to browse for the revised asset. *This is a 35 alphanumeric character field.*

B. *Verify the UIC Name.*

C. *Verify the DoDAAC.*

D. *Verify the DSN.*

E. *Verify the Phone Nbr.*

F. *Verify the Org Nm.*

G. *Verify the Loc.*

H. *Verify the Address 1.*

I. *Verify the Address 2.*

J. *Verify the City.*

K. *Verify the State.*

L. *Verify the ZIP Cd.*

M. *Verify the Country Cd.*

N. *Verify the Fax Nbr.*

O. *Verify the E-Mail Address.*

P. *Verify the POC.*

Q. Update the Doc Nbr, entering the revised identification in the field provided. *This is a 14 alphanumeric character field.*

R. Select Update to process the Sub Work Order. *The* ***Work Order Transaction Status*** *page appears.*

Delete a Sub Work Order

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

1. Perform a Work Order Search. *The* ***Search Results*** *page appears.*
2. Select the Update hyperlink next to the desired Work Order. *The* ***Work Order***

__Update__ page appears, open to the Basic tab.

3. Select ▸ Sub Work Order(s). *The Work Order section closes, and the Sub Work Order section appears, open to the Basic tab.*
4. Use ⌄ to select the Sub Work Order.
5. Select **Delete**. *The Sub Work Order number is deleted.*
6. Select **Update** to complete the deletion.

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: *Approval Dt*.	Missing Entry. When Service Start Dt is entered, Approval Dt is mandatory. Enter the Approval Dt. Missing Entry. When Work Order Status Cd is 'O'pen, and Work Order State Cd is not 'Rqst', Approval Dt is mandatory. Enter the Approval Dt.
13 - Mandatory Entry: *Est Service End Dt*.	Missing Entry. The Est Service End Dt field is required. Enter the Est Service End Dt.
13 - Mandatory Entry: *Return Dt*.	Missing Entry. When Work Order Status Cd is Closed, the Return Dt field is required. Enter the Return Dt.
13 - Mandatory Entry: *Unavl Maint Days*.	Missing Entry. When a Service End Dt is entered, the Unavl Maint Days field is required. Enter the Unavl Maint Days.
18 - Date format should be MM/DD/YYYY with	Invalid Date Format Entry. The date must be entered in the (MM/DD/YYYY) format.

valid month/day combination.	Re-enter the date.
92 - Entry must be numeric.	Invalid Entry. The characters entered in the field include prohibited characters. Enter numeric (“0” through “9”) characters.
331 — Entry must be numeric with no embedded spaces.	Invalid Entry. The characters entered in the field include spaces and/or letters. Enter numeric (“0” through “9”) characters.
346 - "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.
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.
350 — Must be alphanumeric with supported special characters $, — , /, #, &, ;, comma, period, and space.	Invalid Entry. The characters entered in the field include prohibited special characters. Enter alphanumeric (alphabetic “A” through “Z”, numeric “0” through “9”) characters, or the following permitted special characters: $, —, /, #, &, ;, comma, period, and space. Special characters like ! or @ are prohibited.
676 - Entry must be alphanumeric.	Invalid Entry. The characters entered in the field include prohibited special characters. Enter alphanumeric (alphabetic “A” through “Z”, numeric “0” through “9”) characters.
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.
722 — UNAVL MAINT DAYS and UNAVL SPLY	Invalid Date Entry. The total amount of days for UNAVL MAINT DAYS and UNAVL SPLY

DAYS cannot be > Days Being Serviced.	DAYS must be the same or less than the Days Being Serviced field. Re-enter the dates.
724 - SERVICE END DT must be < RETURN DT.	Invalid Date Entry. The RETURN DT field must be after or the same as the SERVICE END DT field. Re-enter the date.

Related Topics

- Search for a Work Order
- View the Work Order Search Results
- Select Rows in a Work Order
- Add Criteria to a Work Order
- Process Multiple Work Orders
- View the Work Order Transaction Status

Add a Work Plan

Overview

The Work Plan Add process provides the ability to create new Work Plans, define the Plan Types, and standardize the procedures for equipment with specific maintenance requirements.

Navigation

Maintenance > Work Plan > Search Criteria > **Add** > Work Plan Add page

Page Fields

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

Add

Plan Id *

Plan Type Cd *

Plan Name *

Est Labor Hours

Est Hours to Perform

Est Labor Cost

Est Non-Labor Cost

Plan Desc *

Public

Remarks

History Remarks

Copy a Public Work Plan

Plan Id *

Plan Type Cd *

Plan Name *

Est Labor Hours

Est Hours to Perform

Est Labor Cost

Est Non-Labor Cost

Plan Desc *

Public

Task(s)

Part(s)
Tool(s)/Equip
Certification(s)
Remarks
History Remarks

(*) Asterisk identifies mandatory fields.

Procedure

DPAS Navigation Helpful Tips

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

Add a Work Plan

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

1. Select Work Plan from the Maintenance menu. *The* ***Work Plan Search Criteria*** *page opens.*
2. **Enter a new Plan Id, or use ... to browse for an existing plan.**
3. Leave the ☐ Copy Plan Id unchecked.
4. **Use ⌄ to select the desired Plan Type Cd.**
5. **Enter a new Plan Name in the field provided.**
6. Select **Add**. *The* ***Work Plan Add*** *page appears.*
7. Start entering the information.
   - **A.** The Plan Id field is pre-populated, but editable.
   - **B.** The Plan Type Cd field is pre-populated, but editable.
   - **C.** The Plan Name field is pre-populated, but editable.
   - D. Enter the Est Labor Hours in the field provided.
   - E. Enter the Est Hours To Perform in the field provided.
   - F. Enter the Est Labor Cost in the field provided.
   - G. Enter the Est Non-Labor Cost in the field provided.
   - **H.** Enter the Plan Desc in the field provided. *The field allows up to 255 alphanumeric characters.*

   I. Click ☐ to select Public. *The Work Plan becomes available to everyone.*

   J. Enter the Remarks in the field provided. *The field allows up to 1024 alphanumeric characters.*

   K. Enter the History Remarks in the field provided. *The field allows up to 1024 alphanumeric characters.*

8. Select Add to create the new plan. *The* ***Work Plan Transaction Status*** *page appears.*

Copy a Public Work Plan

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

1. Select Work Plan from the Maintenance menu. *The* ***Work Plan Search Criteria*** *page opens.*

2. Enter a new Plan Id, or use ... to browse for an existing plan.

3. Click ☐ to select Copy Plan Id. *The rest of the fields change.*

4. Enter an existing Using Plan Id, or use ... to browse for an existing plan.

5. Select Add. *The* ***Work Plan Add*** *page appears.*

6. Start entering the information. *The fields are all pre-populated, but editable.*

   A. Enter the Plan Id in the field provided. *This is a 25 alphanumeric character field.*

   B. Enter the Plan Type Cd in the field provided. *This is a 4 alphanumeric character field.*

   C. Enter the Plan Name in the field provided. *This is a 50 alphanumeric character field.*

   D. Enter the Est Labor Hours in the field provided. *This is a 9 numeric character field.*

   E. Enter the Est Hours To Perform in the field provided. *This is a 9 numeric character field.*

   F. Enter the Est Labor Cost in the field provided. *This is a 15 numeric character field.*

   G. Enter the Est Non-Labor Cost in the field provided. *This is a 15 numeric character field.*

   H. Enter the Plan Desc in the field provided. *This is a 255 alphanumeric character field.*

I. Click ☐ to select Public. *The Work Plan becomes available to everyone.*

> **Note**
>
> The next four fields have a notation following them, to help decide if the copied items should remain with the new Work Plan.
>
> - (#) means there are that amount of copied items from that tab. Click the (#) hyperlink to open a pop-up window to view the items.
> - **None** means there are no copied items from that tab, and the field is not available for selection.

J. Click ☐ to select Task(s). *The tasks are included from the copied Work Plan.*

K. Click ☐ to select Part(s). *The parts are included from the copied Work Plan.*

L. Click ☐ to select TOOL(S)/EQUIP. *The tools and equipment are included from the copied Work Plan.*

M. Click ☐ to select Certification(s) *The certifications are included from the copied Work Plan.*

N. Enter the Remarks in the field provided. *The field allows up to 1024 alphanumeric characters.*

O. Enter the History Remarks in the field provided. *The field allows up to 1024 alphanumeric characters.*

7. Select **Add** to create the new plan. *The* ***Work Plan Transaction Status*** *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.
13 — Mandatory Entry: *PLAN ID*.	Missing Entry. Enter the appropriate information in the desired field.

13 — Mandatory Entry: *PLAN TYPE CD*.	
13 — Mandatory Entry: *Plan Name*.	
13 — Mandatory Entry: *PLAN DESC*.	
676 — Entry must be alphanumeric.	Invalid Entry. The characters entered in the field include prohibited special characters. Enter alphanumeric (alphabetic "A" through "Z", numeric "0" through "9") characters.
350 — Must be alphanumeric with supported special characters $, — , /, #, &, ;, comma, period, and space.	Invalid Entry. The characters entered in the field include prohibited special characters. Enter alphanumeric (alphabetic "A" through "Z", numeric "0" through "9") characters, or the following permitted special characters: $, —, /, #, &, ;, comma, period, and space. Special characters like ! or @ are prohibited.
92 — Entry must be numeric.	Invalid Entry. The characters entered in the field include prohibited characters. Enter numeric ("0" through "9") characters.
185 — Record already exists.	Invalid Entry. The PLAN ID already exists. Check the PLAN ID again, and re-enter the identifier.
572 — EST Hours must be entered in quarter hour increments (.25, .50, .75).	Invalid Entry. The EST Hours contains a decimal value that is not in quarter hours (i.e. .00,.25, .50, .75). Re-enter the hours.
574 — PLAN ID entered was previously deleted. Select Add button to restore or enter new PLAN ID.	Invalid Entry. The PLAN ID previously existed, and was deleted. Check the PLAN ID again, and either select Add or enter a different identifier.

Related Topics

- Search for a Work Plan — Criteria
- Search for a Work Plan — Results
- Update a Work Plan
- Delete a Work Plan

- View the Work Plan Transaction Status
- Export a Work Plan Report

Delete a Work Plan

Overview

The Work Plan Delete process allows removal of a Work Plan.
The overall Work Plan can be restored, if necessary. Perform the **Add a Work Plan** process, using the same name as the deleted Work Plan. However, if the plan had any associated items (Tasks, Parts, Tool(s)/Equip, Certifications), those **cannot** be restored.

Navigation

Maintenance > Work Plan > Search Criteria > Search > Search Results > Delete hyperlink > Work Plan Delete page

Page Fields

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

Delete

Last Tran Dt

Last Updtd By

Plan Id *

Plan Type Cd *

Plan Name *

Est Labor Hours

Est Hours to Perform

Est Labor Cost

Est Non-Labor Cost

Plan Desc *

Public

Attachments

Remarks

History Remarks

(*) Asterisk identifies mandatory fields.

Procedure

DPAS Navigation Helpful Tips

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

Delete a Work Plan

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

1. Select Work Plan from the Maintenance menu. *The* ***Work Plan Search Criteria*** *page opens.*
2. Select Search. *The* ***Work Plan Search Results*** *page appears.*
3. Select the Delete hyperlink next to the desired entry. *The* ***Work Plan Delete*** *page appears.*
4. Review the fields, making sure this Work Plan is the correct one for deletion.
5. Enter comments in the History Remarks field provided. *The field allows up to 1024 alphanumeric characters.*
6. Select Delete. *The* ***Work Plan Transaction Status*** *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.
573 - Work Plan is associated with an active MAINT SCHEDULE. Cannot delete.	Invalid Deletion. A Work Plan cannot be deleted if there is any active SCHED PREVENT MAINT still associated to that Work Plan. Review the Work Plan again, and remove any remaining associated SCHED PREVENT MAINT so the Work Plan can be deleted.

Related Topics

- Search for a Work Plan — Criteria
- Search for a Work Plan — Results
- Add a Work Plan
- Update a Work Plan
- View the Work Plan Transaction Status

- Export a Work Plan Report

Export a Work Plan Report

Overview

The Work Plan Report Export process provides the ability to save the Work Plan in different formats.

Navigation

Maintenance > Work Plan > Search Criteria > **Search** > Search Results > *Various Procedural Steps* > Transaction Status page > **Print** > Work Plan Report Export page

Page Fields

No Page Fields are identified for this page. The following are Control buttons for this page.

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
⏮	Return to the first page of results.
◀	Return to the previous page of the results.
1	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
of7	Display how many pages retrieved.
▶	Advance to the next page of the results.
⏭	Advance to the last page of results.
100% ▾	Change the size of the characters displayed on the page.
☐ Find | Next	Find data within the Results page.
💾 ▾	Select the format to Export the report.

Procedure

DPAS Navigation Helpful Tips

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

Export the Work Plan Report to a Printable Application

1. Select 💾▾ to choose the print format (Excel, PDF, or Word). *The procedure leaves the application based on the selection made.*
2. Follow the prompts provided by the computer.
3. Select **Search Criteria** to return to the **Work Plan Search Results** page.

Search the Results

1. Select the empty field ☐ Find | Next.
2. Enter the characters or words to search. *Entries are not case sensitive.*
3. Select Find to search for the entry. *The entry appears highlighted in the file.*
4. Select Next to find the next matching value. *This feature is available if multiple results are found.*

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
Unable to get off page.	Select **Search Criteria** to return to the Search Results page.

Related Topics

- Search for a Work Plan — Criteria
- Search for a Work Plan — Results
- Add a Work Plan
- Update a Work Plan
- Delete a Work Plan
- View the Work Plan Transaction Status

Search for a Work Plan — Criteria

Overview

The Maintenance and Utilization module Work Plan process provides the ability to define the high level tasks being performed by the Work Order generated at the asset level to track the progress of the actual work being performed.
Each high level task has the following characteristics:

- Estimated Hours (to complete task)
- Estimated Labor and Non-Labor Costs

Work Plans are created as either Public or Private.

- A Public Work Plan is available to all DPAS Maintenance personnel to use, reducing the time to develop new plans.
- A Private Work Plan is only available to the Maintenance personnel within their Maintenance Activity.

Navigation

Maintenance > Work Plan > Search Criteria page

Page Fields

The following fields display on the **Work Plan Search Criteria** page. For more information on each field, select the appropriate hyperlink.

Search Criteria

Plan Id

Copy Plan Id

Plan Type Cd

Plan Name

Copy Plan Id = ☑

Plan Id

Copy Plan Id

Using Plan Id

Procedures

DPAS Navigation Helpful Tips

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

Search 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 ↻ Reset *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 of the following optional fields:
    - Enter the PLAN ID, or use ... to browse for a plan.
    - Select ☐ Copy PLAN ID to change the rest of the fields.

      If checked (☑), enter the Using PLAN ID, or use ... *to browse for a base plan. Proceed to Step 2.*
    - Use ⌄ to select the Plan Type Cd.
    - Enter the Plan Name in the field provided.
2. Select **Search** to begin the query. *The **Work Plan Search Results** page appears. Results display in the Search Results grid.*

Add a Work Plan

Select **Add** to display the **Add a Work Plan** page.

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: *PLAN ID*.	Missing Entry. Enter the appropriate information in the desired field.
676 - Entry must be alphanumeric.	Invalid Entry. The characters entered in the field include prohibited special characters. Enter alphanumeric (alphabetic "A" through "Z", numeric "0" through "9") characters.

185 - Record already exists.	Invalid Entry. The PLAN ID already exists. Check the PLAN ID again, and re-enter the identifier.
350 - Must be alpha-numeric with supported special characters $, - , /, #, &, ;, comma, period, and space.	Invalid Entry. The characters entered in the field include prohibited special characters. Enter alphanumeric (alphabetic "A" through "Z", numeric "0" through "9") characters, or the following permitted special characters: $, -, /, #, &, ;, comma, period, and space. Special characters like ! or @ are prohibited.
574 - PLAN ID entered was previously deleted. Select Add button to restore or enter new PLAN ID.	Invalid Entry. The PLAN ID previously existed, and was deleted. Check the PLAN ID again, and either select **Add** or enter a different identifier.

Related Topics

- Search for a Work Plan — Results
- Add a Work Plan
- Update a Work Plan
- Delete a Work Plan
- View the Work Plan Transaction Status
- Export a Work Plan Report

Search for a Work Plan — Results

Overview

The Work Plan Search Results page provides the ability to display work plans that match the data entered on the Search Criteria page.

Helpful Tip

There may be several pages returned from the Search Criteria. To page through the results, select the page number at the bottom of the page. The information is sorted in ascending order.

Navigation

Maintenance > Work Plan > Search Criteria > Search > Search Results page

Page Fields

The following fields display on the **Work Plan Search Results** page. For more information on each field, select the appropriate hyperlink.

Search Criteria

Plan Id

Plan Type Cd

Plan Name

Search Results

Update

Delete

Plan Id

Plan Type Cd

Plan Name

Plan Desc

Procedure

DPAS Navigation Helpful Tips

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

Add a Work Plan

Selecting Cancel *at any point of this procedure removes all revisions and*

closes the page. ***Bold*** *numbered steps are required.*

Select **Add** to display the **Add a Work Plan** page.

Update a Work Plan

Select the Update hyperlink to display the **Update a Work Plan** page.

Delete a Work Plan

Select the Delete hyperlink to display the **Delete a Work Plan** page.

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.
574 - Plan Id entered was previously deleted. Select Add button to restore or enter new Plan Id.	Invalid Entry. The Plan Id previously existed, and was deleted. Check the Plan Id again, and either select **Add** or enter a different identifier.
573 - Work Plan is associated with an active Maint Schedule. Cannot delete.	Invalid Deletion. A Work Plan cannot be deleted if there is any active Sched Prevent Maint still associated to that Work Plan. Review the Work Plan again, and remove any remaining associated Sched Prevent Maint so the Work Plan can be deleted.

Related Topics

- Search for a Work Plan — Criteria
- Add a Work Plan
- Update a Work Plan
- Delete a Work Plan
- View the Work Plan Transaction Status
- Export a Work Plan Report

View the Work Plans Transaction Status

Overview

The Work Plan Transaction Status page displays a verification of the creations, updates, or deletions performed.

Navigation

Maintenance > Work Plan > Search Criteria > *VARIOUS PROCEDURAL STEPS* > Transaction Status page

Page Fields

The following fields display on the **Work Plan Transaction Status** page. For more information on each field, select the appropriate hyperlink.

Status

Action Required

Details

Procedure

DPAS Navigation Helpful Tips

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

The Transaction Status offers the following options:

- Select Print to print a report of the transaction. *The* ***Export a Work Plan Report*** *page appears.*
- Select Search Criteria to return to the **Work Plan Search Criteria** page.

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
83 — Unexpected error encountered, contact DPAS Help Desk for assistance.	Contact the DPAS Call Center

Related Topics

- Search for a Work Plan — Criteria
- Search for a Work Plan — Results
- Add a Work Plan
- Update a Work Plan
- Delete a Work Plan
- Export a Work Plan Report

Update a Work Plan

Overview

The Work Plan Update process allows editing of a Work Plan, so any further Work Orders are kept current. It also allows adding attachments to the Work Plan.

Navigation

Maintenance > Work Plan > Search Criteria > Search > Search Results > Update hyperlink > Work Plan Update page

Page Fields

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

Update

Last Tran Dt

Last Updtd By

Plan Id *

Plan Type Cd *

Plan Name *

Est Labor Hours

Est Hours to Perform

Est Labor Cost

Est Non-Labor Cost

Plan Desc *

Public

Attachments

Remarks

History Remarks

(*) Asterisk identifies mandatory fields.

Procedure

DPAS Navigation Helpful Tips

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

Update a Work Plan

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

1. Select Work Plan from the Maintenance menu. *The* ***Work Plan Search Criteria*** *page opens.*
2. Select Search. *The* ***Work Plan Search Results*** *page appears.*
3. Select the Update hyperlink next to the desired entry. *The* ***Work Plan Update*** *page appears.*
4. Update the fields, as necessary.
    - A. *The* LAST TRAN DT *is automatically populated, and not editable.*
    - B. *The* LAST UPDTD BY *is automatically populated, and not editable.*
    - **C.** Update the PLAN ID, entering the correct identifier in the field provided.
    - **D.** Update the Plan Type Cd, using ⌄ to select the desired code.
    - **E.** Update the Plan Name, entering the correct name in the field provided.
    - F. Update the EST Labor Hours, entering the correct amount of hours in the field provided.
    - G. Update the EST Hours To Perform, entering the correct amount of hours in the field provided.
    - H. Update the EST Labor Cost, entering the correct cost in the field provided.
    - I. Update the EST Non-Labor Cost, entering the correct cost in the field provided.
    - **J.** Update the PLAN DESC, entering the correct description in the field provided. *The field allows up to 255 alphanumeric characters.*
    - K. Update the ☐ Public to change if this Work Plan is available to everyone.
    - L. Select Add Attachment. *The* ***Upload File*** *page appears.*
        - a. *Work Plan is automatically populated, and not editable.*
        - **b.** Select Browse... in the File Path field. *The Windows* ***Choose File To Upload*** *pop-up window appears.*

Note

Only JPG, JPEG, GIF, and PDF files are supported. No other file types are attachable.

c. Choose the file to attach, and select it.

d. Click Open ▾. *The **Choose File to Upload** pop-up window closes, and the file name appears in the File Path field.*

e. Update the DESC, entering the correct information in the field provided.

f. Select Primary ☐ if this attachment is the main file for the work plan.

g. Select Add. *The file appears below in the Temporary Attachments grid.*

If the file should not be a part of this work plan, select the Remove hyperlink to delete the attachment.

h. Repeat Steps b - g for multiple attachments.

i. Select Attach to keep the file and return to the **Work Plan Update** page.

To view the attachment, click the thumbnail. A second window opens, showing the attachment.

M. Update the Remarks, entering the correct information in the field provided. *The field allows up to 1024 alphanumeric characters.*

N. Update the History Remarks, entering the correct information in the field provided. *The field allows up to 1024 alphanumeric characters.*

5. Select Update. *The **Work Plan Transaction Status** 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.
13 - Mandatory Entry: *PLAN ID*.	Missing Entry. Enter the appropriate information in the desired field.
13 - Mandatory Entry: *PLAN TYPE CD*.	

13 - Mandatory Entry: ***Plan Name*.**	
13 - Mandatory Entry: ***Plan Desc*.**	
676 - Entry must be alphanumeric.	Invalid Entry. The characters entered in the field include prohibited special characters. Enter alphanumeric (alphabetic “A” through “Z”, numeric “0” through “9”) characters.
350 - Must be alphanumeric with supported special characters $, - , /, #, &, ;, comma, period, and space.	Invalid Entry. The characters entered in the field include prohibited special characters. Enter alphanumeric (alphabetic “A” through “Z”, numeric “0” through “9”) characters, or the following permitted special characters: $, -, /, #, &, ;, comma, period, and space. Special characters like ! or @ are prohibited.
92 - Entry must be numeric.	Invalid Entry. The characters entered in the field include prohibited characters. Enter numeric (“0” through “9”) characters.
185 - Record already exists.	Invalid Entry. The Plan Id already exists. Check the Plan Id again, and re-enter the identifier.
346 - "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.
572 - Est Hours must be entered in quarter hour increments (.25, .50, .75).	Invalid Entry. The Est Hours contains a decimal value that is not in quarter hours (i.e. .00,.25, .50, .75). Re-enter the hours.

Related Topics

- Search for a Work Plan — Criteria
- Search for a Work Plan — Results
- Add a Work Plan
- Delete a Work Plan
- View the Work Plan Transaction Status
- Export a Work Plan Report

Add a Work Plan Association

Overview

The Work Plan Association Add process provides the ability to create new associations between work plans defined in the Maintenance and Utilization (M&U) module and related information stored in the Warehouse module.

Navigation

Maintenance > Work Plan Assoc > Search Criteria > Search Results > Add page

Page Fields

The following fields display on the Work Plan Association Add page. For more information on each field, select the appropriate hyperlink.

Search Criteria

Plan Id

Warehouse Stock Nbr

Cond Cd

Preservation Level(Lvl) Cd

Storage Type Cd

Preparation (Prep) for Shipment Cd

Procedure

DPAS Navigation Helpful Tips

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

Add a Work Plan Association

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

1. Enter or select ... for the Warehouse Stock Nbr. This field is mandatory.
2. Select the Cond Cd drop-down list.

Helpful Tip

The Preservation Level (Lvl Cd), Storage Type Cd and the Prep for Shipment Cd fields are optional.

3. Choose Save to process the transactions or Reset to clear the page.

Update a Work Plan Association

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

1. You can modify the fields on the page available for update.
2. Select the Update hyperlink to process your modifications or Cancel to return to previous page.

Delete a Work Plan Association

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

1. Choose the Delete hyperlink to delete a particular row.
2. Select Cancel to return to previous page.

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
350 - Must be alphanumeric with supported special characters $, - , /, #, &, ;, comma, period, and space.	Invalid Entry. The characters entered in the field include prohibited special characters. Enter alphanumeric (alphabetic "A" through "Z", numeric "0" through "9") characters, or the following permitted special characters: $, -, /, #, &, ;, comma, period, and space. Special characters like ! or @ are prohibited.
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.
13 - Mandatory Entry.	Mandatory field is not entered. (*) Asterisk identifies mandatory fields.
185 - Record already exists.	Invalid Entry. The PLAN ID already exists. Check the PLAN ID again, and re-enter the identifier.

574 - PLAN ID entered was previously deleted. Select Add button to restore or enter new PLAN ID.	Invalid Entry. The PLAN ID previously existed, and was deleted. Check the PLAN ID again, and either select Add or enter a different identifier.
572 - EST Hours must be entered in quarter hour increments (.25, .50, .75).	Invalid Entry. The EST Hours contains a decimal value that is not in quarter hours (i.e. .00,.25, .50, .75). Re-enter the hours.
92 - Entry must be numeric.	Invalid Entry. The characters entered in the field include prohibited characters. Enter numeric (“0” through “9”) characters.

Related Topics

- Work Plan Association Search Criteria
- Work Plan Association Search Results
- Delete a Work Plan Association
- Update a Work Plan Association
- Work Plan Association Transaction Status
- Export a Work Plan Association Report

Delete a Work Plan Association

Overview

The Work Plan Association Delete process allows removal of Work Plan associations between work plans defined in the Maintenance and Utilization (M&U) module and related information stored in the Warehouse module.

Navigation

Maintenance > Work Plan Assoc > Search Criteria > Search Results > Delete page

Page Fields

The following fields display on the Work Plan Association Delete page. For more information on each field, select the appropriate hyperlink.

Warehouse Stock Nbr

Cond Cd

Preservation Level(Lvl) Cd

Storage Type Cd

Preparation (Prep) for Shipment Cd

Procedure

Delete a Work Plan Association

1. Verify the information displayed on the page is correct prior to selecting Delete.
2. Select Delete to remove the Work Plan Association or Cancel to return to the previous page.

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
350 - Must be alphanumeric with supported special characters $, - , /, #, &, ;, comma, period, and space.	Invalid Entry. The characters entered in the field include prohibited special characters. Enter alphanumeric (alphabetic “A” through “Z”, numeric “0” through “9”) characters, or the following permitted special characters: $, -, /, #, &, ;, comma, period, and space. Special characters like ! or @ are pro-

	hibited.
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.
13 - Mandatory Entry.	Mandatory field is not entered. (*) Asterisk identifies mandatory fields.
185 - Record already exists.	Invalid Entry. The PLAN ID already exists. Check the PLAN ID again, and re-enter the identifier.
574 - PLAN ID entered was previously deleted. Select Add button to restore or enter new PLAN ID.	Invalid Entry. The PLAN ID previously existed, and was deleted. Check the PLAN ID again, and either select Add or enter a different identifier.
572 - EST Hours must be entered in quarter hour increments (.25, .50, .75).	Invalid Entry. The EST Hours contains a decimal value that is not in quarter hours (i.e. .00,.25, .50, .75). Re-enter the hours.
92 - Entry must be numeric.	Invalid Entry. The characters entered in the field include prohibited characters. Enter numeric ("0" through "9") characters.

Related Topics

- Work Plan Association Search Criteria
- Work Plan Association Search Results
- Add a Work Plan Association
- Update a Work Plan Association
- Work Plan Association Transaction Status
- Export a Work Plan Association Report

Export a Work Plan Association Report

Overview

The Work Plan Association Report Export process provides the ability to save the Work Plan Association reports in different formats.

Navigation

Maintenance > Work Plan Assoc > Search Criteria > **Search** > Search Results > *Various Procedural Steps* > Transaction Status page > **Print** > Work Plan Association Report Export page

Page Fields

No Page Fields are identified for this page. The following are Control buttons for this page.

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
⏮	Return to the first page of results.
◀	Return to the previous page of the results.
1	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
of7	Display how many pages retrieved.
▶	Advance to the next page of the results.
⏭	Advance to the last page of results.
100% ▾	Change the size of the characters displayed on the page.
☐ Find | Next	Find data within the Results page.
💾 ▾	Select the format to Export the report.

Procedure

DPAS Navigation Helpful Tips

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

Export the Work Plan Association Report to a Printable Application

1. Select to choose the print format (Excel, PDF, or Word). *The procedure leaves the application based on the selection made.*
2. Follow the prompts provided by the computer.
3. Select **Search Criteria** to return to the **Work Plan Association Search Results** page.

Search the Results

1. Select the empty field ☐ Find | Next.
2. Enter the characters or words to search. *Entries are not case sensitive.*
3. Select Find to search for the entry. *The entry appears highlighted in the file.*
4. Select Next to find the next matching value. *This feature is available if multiple results are found.*

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
Unable to get off page.	Select **Search Criteria** to return to the Search Results page.

Related Topics

- Work Plan Association Search Criteria
- Work Plan Association Search Results
- Add a Work Plan Association
- Delete a Work Plan Association
- Update a Work Plan Association
- Work Plan Association Transaction Status

Search for a Work Plan Association — Criteria

Overview

The Maintenance and Utilization module Work Plan Association process provides the ability to establish and maintain associations between work plans defined in the Maintenance and Utilization (M&U) module and related information stored in the Warehouse module.

When the Warehouse module requests that a work order in M&U be created, the Warehouse specifies a particular (Warehouse-specific) stock number, item condition, and optionally, a preservation level, shipment preparation, and storage type. These Warehouse fields are mapped to M&U work plans using this process.

Work plan associations are used to determine which work plan a new work order requested by Warehouse will receive. Once a work plan for a work order is determined, the work order will be generated based off of information from that work plan. In particular, the generated work order's addendum information (tasks, parts, tools/equipment, and certifications) will come from the associated work plan.

Navigation

Maintenance > Work Plan Assoc > Search Criteria

Page Fields

The following fields display on the Work Plan Association Search Criteria page. For more information on each field, select the appropriate hyperlink.

Search Criteria

Plan Id *

Warehouse Stock Nbr

Cond Cd

Preservation Level (Lvl) Cd

Storage Type Cd

Preparation (Prep) for Shipment Cd

(*) Asterisk identifies mandatory fields.

Procedures

Search for a Work Plan Association

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

1. To perform a Search, data must be entered in one or more fields. To eliminate the number of rows returned from the database, select your search

criteria from one of the drop-down list.

2. Select Search to view the Search Results page or Reset to clear the page.

Add a Work Plan Association

1. Enter or select Plan Id .... This field is mandatory.
2. Select Add to create a new record or Reset to clear the page.

Common Errors

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

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

Related Topics

- Work Plan Association Search Results
- Add a Work Plan Association
- Delete a Work Plan Association
- Update a Work Plan Association
- Work Plan Association Transaction Status
- Export a Work Plan Association Report

Search for a Work Plan Association — Results

Overview

The Work Plan Association Search Results page provides the ability to display work plan associations that match the data entered on the Search Criteria page.

Helpful Tip

There may be several pages returned from the Search Criteria. To page through the results, select the page number at the bottom of the page. The information is sorted in ascending order.

Navigation

Maintenance > Work Plan Assoc > Search Criteria > Search Results

Page Fields

The following fields display on the Work Plan Association Search Results page. For more information on each field, select the appropriate hyperlink.

Search Criteria

Plan Id *

Warehouse Stock Nbr

Cond Cd

Preservation Level (Lvl) Cd

Storage Type Cd

Preparation (Prep) for Shipment Cd

Search Results Grid

Plan Id

Plan Name

Stock Nbr

Preservation Level (Lvl) Cd

Cond Cd

Preparation (Prep) for Shipment Cd

Storage Type Cd

(*) Asterisk identifies mandatory fields.

Procedure

DPAS Navigation Helpful Tips

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

Update a Work Plan Association

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

1. Choose the work plan association to update from the Search Results listed on the page.
2. Select the **Update** hyperlink next to the Work Plan Association to go to the Add/Update page.
3. Choose Cancel to return to the previous page.

Common Errors

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

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

Related Topics

- Work Plan Association Search Criteria
- Add a Work Plan Association
- Delete a Work Plan Association
- Update a Work Plan Association
- Work Plan Association Transaction Status
- Export a Work Plan Association Report

View the Work Plan Association Transaction Status

Overview

The Work Plan Association Transaction Status page displays a verification of the creations, updates, or deletions performed.

Navigation

Maintenance > Work Plan Assoc > Search Criteria > Search > Search Results > Continue > *VARIOUS PROCEDURAL STEPS* > Work Plan Association Transaction Status page

Page Fields

The following fields display on the Work Plan Association Transaction Status page. For more information on each field, select the appropriate hyperlink.

Transaction Status

Status

Action Required

Details

Procedure

DPAS Navigation Helpful Tips

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

The Transaction Status offers the following options:

- Select Print to print a report of the transaction. *The* ***Export a Work Plan Association Report*** *page appears.*
- Select Search Criteria to return to the **Work Plan Association Search Criteria** page.

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
83 — Unexpected error encountered, contact DPAS Help Desk for	Contact the DPAS Call Center

assistance.

Related Topics

- Work Plan Association Search Criteria
- Work Plan Association Search Results
- Add a Work Plan Association
- Delete a Work Plan Association
- Update a Work Plan Association
- Export a Work Plan Association Report

Update a Work Plan Association

Overview

The Work Plan Association Update process allows editing of a associations between work plans defined in the Maintenance and Utilization (M&U) module and related information stored in the Warehouse module.

Navigation

> Maintenance > Work Plan Assoc > Search Criteria > Search Results > Update page

Page Fields

The following fields display on the Work Plan Association Update page. For more information on each field, select the appropriate hyperlink.

Work Plan Section

Plan Id

Plan Name

Plan Desc

Association Section

Warehouse Stock Nbr

Cond Cd

Preservation Level (Lvl) Cd

Storage Type Cd

Preparation (Prep) for Shipment Cd

Procedure

Update a Work Plan Association

1. You can modify the fields on the page available for update.
2. Select Update to process your modifications or Cancel to return to previous page.

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
350 - Must be alpha-numeric with supported	Invalid Entry. The characters entered in the field include prohibited special characters.

special characters $, - , /, #, &, ;, comma, period, and space.	Enter alphanumeric (alphabetic "A" through "Z", numeric "0" through "9") characters, or the following permitted special characters: $, -, /, #, &, ;, comma, period, and space. Special characters like ! or @ are prohibited.
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.
13 - Mandatory Entry.	Mandatory field is not entered. (*) Asterisk identifies mandatory fields.
185 - Record already exists.	Invalid Entry. The Plan Id already exists. Check the Plan Id again, and re-enter the identifier.
574 - Plan Id entered was previously deleted. Select Add button to restore or enter new Plan Id.	Invalid Entry. The Plan Id previously existed, and was deleted. Check the Plan Id again, and either select **Add** or enter a different identifier.
572 - Est Hours must be entered in quarter hour increments (.25, .50, .75).	Invalid Entry. The Est Hours contains a decimal value that is not in quarter hours (i.e. .00,.25, .50, .75). Re-enter the hours.
92 - Entry must be numeric.	Invalid Entry. The characters entered in the field include prohibited characters. Enter numeric ("0" through "9") characters.

Related Topics

- Work Plan Association Search Criteria
- Work Plan Association Search Results
- Add a Work Plan Association
- Delete a Work Plan Association
- Work Plan Association Transaction Status

Work Plan Detail Certification(s)

Overview

The purpose of the Work Plan Detail part process is to provide the capability to identify the specific certification(s) required to perform the task(s) needed to complete the Work Plan.

This page is divided into two sections. The Data Entry Table displays the specifics about the Maintenance Work Plan and is used to enter the information about the Work Plan Detail. The Data Stored Table displays all of the certifications entered for the current Work Plan Detail.

You will be able to associate multiple certifications to a Maintenance Work Plan as well as organize the certifications in the order desired. Only one certification can be saved (move from Data Entry to Data Stored Table) at a time.

Navigation

Maintenance > Work Plan Detail > Search Criteria > Certification(s) page

Page Fields

The following fields display on the **Work Plan Detail Certification(s)** page. For more information on each field, select the appropriate hyperlink.

Data Entry Table

Plan Id

Plan Name

Certification Name

Certification Desc

Data Stored Table

Edit

Delete

Certification Name

Certification Desc

Plan Type

Procedure

DPAS Navigation Helpful Tips

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

Add a Certification Work Plan Detail

Selecting **Cancel** *at any point of this procedure removes all revisions and*

closes the page. ***Bold*** *numbered steps are required.*

1. Verify the correct work plan is displayed in the Data Entry Table.
2. Select a Certification Name from the drop-down list.
3. The Certification Description will populate and be display only.
4. Select Update to add the certification to the Work Plan Detail or Cancel to return to the Search Criteria page.

Update a Certification Work Plan Detail

1. Verify the correct work plan is displayed in the Data Entry Table.
2. Locate the certification to update in the Data Stored Table.
3. Select the **Edit** hyperlink for the certification.
4. Revise the Certification Name in the Data Entry Table.
5. Select Save to move the detail to the Data Stored Table or Reset to clear the Data Entry Table.
6. If the certifications are not in the order you would like them, simply drag and drop them into the desired order.
7. Select Update to update the certification(s) to the Work Plan Detail or Cancel to return to the Search Criteria.

Delete a Certification Work Pan Detail

1. Verify the correct work plan is displayed in the Data Entry Table.
2. Locate the certification to delete in the Data Stored Table.
3. Select the **Delete** hyperlink for the certification. The certification is immediately removed from the list
4. Select Update to update the certification(s) to the Work Plan Detail or Cancel to return to the Search Criteria.

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: *Certification name*.	The Certification Name field is mandatory.
576 - Certification Name already exists.	Invalid Entry. A certification can only be added to a Work Plan once. Review the information and try again.

Related Topics

- Work Plan Detail Search Criteria
- Work Plan Detail Task(s)
- Work Plan Detail Part(s)
- Work Plan Detail Tool(s)/Equipment
- Work Plan Detail Transaction Status
- Work Plan Detail Report Export

Work Plan Detail Part(s)

Overview

The purpose of the Work Plan Detail part process is to provide the capability to identify the specific part(s) required to perform the work needed to complete the Work Plan.

This page is divided into two sections. Data Entry Table displays the specifics about the Maintenance Work Plan and is used to enter the information about the Work Plan Detail. The Data Stored Table displays all of the parts entered for the current Work Plan Detail.

You will be able to associate multiple parts to a Maintenance Work Plan as well as to organize the parts in the order desired. Only one part can be saved (move from Data Entry to Data Stored Table) at a time.

If the Maintenance Activity is associated with a DPAS Warehouse, the Warehouse may be used for parts management. Parts may be requested and tracked from the Work Order to the Warehouse where the requests are filled.

Navigation

Maintenance > Work Plan Detail > Search Criteria > Tasks page

Page Fields

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

Data Entry Grid

Plan Id

Plan Type Cd

Plan Name

Plan Desc

Required

Rqst From Warehouse

Parts Requested Qty *

Stock Nbr

Part Desc *

Mfr Name

Mfr Part Nbr

Data Stored Grid

Edit

Delete

Req

Qty Req

Part Desc

Mfr Name

Stock Nbr

Mfr Part Nbr

Procedure

DPAS Navigation Helpful Tips

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

Add a Part Work Plan Detail

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

1. Verify the correct Work Plan is displays in the Data Entry Table.
2. Select the **Required** checkbox if the part is mandatory for the task.
3. Select the **Rqst From Warehouse** if the part will use Parts Management from an associated Warehouse.
4. Enter a **Parts Required Qty** (Quantity).
5. Browse for, or enter, the **Stock Nbr** (Number) of the requested part.
6. Complete the **Part Desc** field if not entered by Parts Management.
7. You may enter a **Mfr Name** and **Mfr Part Nbr** if known.
8. Select Add to move the part to the **Data Stored Table** or choose Reset to clear the **Data Entry Table**.
9. Continue entering parts as needed.
10. If the parts are not in the order you would like them, simply drag and drop them into the desired order.
11. Select Update to add the part(s) to the **Work Plan Detail** or choose Cancel to return to the **Search Criteria** page.

Update a Part Work Plan Detail

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

1. Verify the correct Work Plan displays in the **Data Entry Table**.
2. Locate the part to update in the **Data Stored Table**.
3. Select the **Edit** hyperlink for the part.
4. Revise any information in the **Data Entry Table**.
5. Select Save to move the detail to the **Data Stored Table** or choose Reset to clear the **Data Entry Table**.
6. If the parts are not in the order you would like them, simply drag and drop them into the desired order.
7. Select Update to update the part(s) to the **Work Plan Detail** or choose Cancel to return to the **Search Criteria**.

Delete a Part Work Plan Detail

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

1. Verify the correct Work Plan displays in the **Data Entry Table**.
2. Locate the part to delete in the **Data Stored Table**.
3. Select the **Delete** hyperlink for the part. The parts is immediately removed from the list
4. Select Update to update the part(s) to the **Work Plan Detail** or choose Cancel to return to the **Search Criteria**.

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: *PART QTY*.	The Step Description field is mandatory.
13 - Mandatory Entry: *PART DESC*.	The Part Description field is mandatory.
13 - Mandatory Entry: *Required*.	The Required field is mandatory.

92 - Entry must be numeric.	Invalid Entry. The characters entered in the field include prohibited characters. Enter numeric ("0" through "9") characters.

Related Topics

- Work Plan Detail Search Criteria
- Work Plan Detail Task(s)
- Work Plan Detail Tool(s)/Equipment
- Work Plan Detail Certification(s)
- Work Plan Detail Transaction Status
- Work Plan Detail Report Export

Export a Work Plan Detail Report

Overview

The Work Plan Detail Report Export process provides the ability to save the Work Plan Detail reports in different formats.

Navigation

Maintenance > Work Plan Detail > Search Criteria > **Search** > Search Results > *Various Procedural Steps* > Transaction Status page > **Print** > Work Plan Detail Report Export page

Page Fields

No Page Fields are identified for this page. The following are Control buttons for this page.

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
⏮	Return to the first page of results.
◀	Return to the previous page of the results.
1	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
of7	Display how many pages retrieved.
▶	Advance to the next page of the results.
⏭	Advance to the last page of results.
100% ▾	Change the size of the characters displayed on the page.
☐ Find | Next	Find data within the Results page.
💾 ▾	Select the format to Export the report.

Procedure

DPAS Navigation Helpful Tips

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

Export the Work Plan Association Report to a Printable Application

1. Select to choose the print format (Excel, PDF, or Word). *The procedure leaves the application based on the selection made.*
2. Follow the prompts provided by the computer.
3. Select **Search Criteria** to return to the **Work Plan Association Search Criteria** page.

Search the Results

1. Select the empty field ☐ Find | Next.
2. Enter the characters or words to search. *Entries are not case sensitive.*
3. Select Find to search for the entry. *The entry appears highlighted in the file.*
4. Select Next to find the next matching value. *This feature is available if multiple results are found.*

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
Unable to get off page.	Select **Search Criteria** to return to the Search Results page.

Related Topics

- Work Plan Detail Search Criteria
- Work Plan Detail Task(s)
- Work Plan Detail Part(s)
- Work Plan Detail Tool(s)/Equipment
- Work Plan Detail Certification(s)
- Work Plan Detail Transaction Status

Search for a Work Plan Detail — Criteria

Overview

The purpose of the Work Plan Detail process is to provide the ability to identify the specific Task(s), Part(s) required to perform the work, Tool(s) / Equipment required to perform the task(s), and the required Technician Certification(s) needed to complete the Work Plan.
In order to utilize this process, you must, first, establish a Maintenance Work Plan. A Work Plan can be associated with multiple Tasks, Parts, Tools / Equipment, and Certifications. There will be four pages available for you to identify the details needed to complete the Work Plan.

Navigation

Maintenance > Work Plan Detail> Search Criteria

Page Fields

The following fields display on the Work Plan Detail Search Criteria page. For more information on each field, select the select the appropriate hyperlink.

Search Criteria

Plan Id *

Radio Buttons

Task(s)
Part(s)
Tool(s)/Equip
Certification(s)

(*) Asterisk identifies mandatory fields.

Procedure

DPAS Navigation Helpful Tips

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

Search for a Work Plan Detail

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

1. Enter the Plan Id or use ... to display existing Plan Id's.
2. Use the radio buttons to select the type of work plan detail to search. The

available options are:

- **Task(s)**
- **Part(s)**
- **Tool(s)/Equip**
- **Certification(s)**

3. Select **Search** to view the corresponding detail page or **Reset** to clear all data entered and remain on Search Criteria page.

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: *PLAN ID*.	Missing Entry. Enter the appropriate information in the desired field.
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

- Work Plan Detail Task(s)
- Work Plan Detail Part(s)
- Work Plan Detail Tool(s)/Equipment
- Work Plan Detail Certification(s)
- Work Plan Detail Transaction Status
- Work Plan Detail Report Export

Work Plan Detail Task(s)

Overview

The purpose of the Work Plan Detail Task process is to provide the capability to identify the specific task(s) required to perform the work needed to complete the Work Plan.

This page is divided into two sections. The Data Entry Table displays the specifics about the Maintenance Work Plan and is used to enter the information about the Work Plan Detail. The Data Stored Table displays all of the tasks entered for the current Work Plan Detail.

Navigation

Maintenance > Work Plan Detail > Search Criteria > Tasks page

Page Fields

The following fields display on the Work Plan Detail Tasks page. For more information on each field, select the select the appropriate hyperlink.

Header

Plan Id

Plan Name

Data Entry Grid

Step Desc *

Allowable Result

Est Labor Hours

Est Hours to Perform

Avg Nbr of Technicians

Data Stored Grid

Step Desc

Allowable Result

Est Labor Hours

Est Hours to Perform

Avg Nbr of Technicians

Plan Type

Plan Desc

(*) Asterisk identifies mandatory fields.

Procedure

DPAS Navigation Helpful Tips

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

Add a Task Work Plan Detail

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

1. Verify the correct work plan is displayed in the Data Stored Table.
2. Enter a Step Desc. This may be up to 1024 alphanumeric characters with the following special characters allowed: $, -, /, #, &, comma, period, and space.
3. Complete the Allowable Result with up to 50 alphanumeric characters including the following special characters: $, -, /, #, &, comma, period, and space.
4. Select Save to move the detail to the Data Stored Table or Reset to clear the Data Entry Table.
5. Continue to add tasks as needed.
6. Est Labor Hours, Est Hours to Perform, and Avg Nbr of Technicians are display only.
7. Select Update to add the task(s) to the Work Plan Detail or Cancel to return to the Search Criteria.

Update a Task Work Plan Detail

1. Verify the correct work plan is displayed in the Data Stored Table.
2. Locate the task to update in the Data Stored Table.
3. Select the Edit hyperlink for the task.
4. Revise any information in the Data Entry Table.
5. Select Save to move the detail to the Data Stored Table or Reset to clear the Data Entry Table.
6. Select Update to update the task(s) to the Work Plan Detail or Cancel to return to the Search Criteria.

Delete a Task Work Plan Detail

1. Verify the correct work plan is displayed in the Data Stored Table.
2. Locate the task to delete in the Data Stored Table.
3. Select the Delete hyperlink for the task. The tasks is immediately removed from the list

4. Select Update to update the task(s) to the Work Plan Detail or Cancel to return to the Search Criteria.

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: *STEP DESC.*	The Step Description is mandatory.
2094 - Must be alphanumeric with supported special characters $, -, /, #, &, ;, (,), comma, period, and space.	Invalid Entry. The characters entered in the field include prohibited special characters. Enter alphanumeric (alphabetic "A" through "Z", numeric "0" through "9") characters, or the following permitted special characters: $, -, /, #, &, ;, (,), comma, period, and space. Special characters like ! or @ are prohibited.

Related Topics

- Work Plan Detail Search Criteria
- Work Plan Detail Part(s)
- Work Plan Detail Tool(s)/Equipment
- Work Plan Detail Certification(s)
- Work Plan Detail Transaction Status
- Work Plan Detail Report Export

Work Plan Detail Tool(s)/Equipment

Overview

The purpose of the Work Plan Detail part process is to provide the capability to identify the specific tool(s) and equipment required to perform the task(s) needed to complete the Work Plan.

This page is divided into two sections. The Data Entry Table displays the specifics about the Maintenance Work Plan and is used to enter the information about the Work Plan Detail. The Data Stored Table displays all of the tools/equipment entered for the current Work Plan Detail.

You will be able to associate multiple tools/equipment to a Maintenance Work Plan as well as organize the tools/equipment in the order desired. Only one tool/equipment can be saved (move from Data Entry to Data Stored Table) at a time.

Navigation

Maintenance > Work Plan Detail > Search Criteria > Tool(s)/Equip page

Page Fields

The following fields display on the Work Plan Detail Tool(s)/Equipment page. For more information on each field, select the select the appropriate hyperlink.

Data Entry Table

Plan Id

Plan Name

Tool(s)/Equip Desc *

Required *

Data Stored Table

Edit

Delete

Tool(s)/Equip Desc

Required

Qty

Plan Type

Plan Desc

Tool(s)/Equip Qty *

(*) Asterisk identifies mandatory fields.

Procedure

DPAS Navigation Helpful Tips

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

Add a Tool/Equipment Work Plan Detail

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

1. Verify the correct work plan is displayed in the Data Entry Table.
2. Enter a Tool(s)/Equip Desc.
3. Determine if the part is required by marking the checkbox, otherwise leave the checkbox empty.
4. Enter the Tool(s)/Equip Qty.
5. Select Save to move the tool/equipment to the Data Stored Table or Reset to clear the Data Entry Grid.
6. Continue entering tools/equipment as needed.
7. If the tools/equipment are not in the order you would like them, simply drag and drop them into the desired order.
8. Select Update to add the tool(s)/equipment to the Work Plan Detail or Cancel to return to the Search Criteria page.

Update a Tool/Equipment Work Plan Detail

1. Verify the correct work plan is displayed in the Data Entry Table.
2. Locate the tool/equipment to update in the Data Stored Table.
3. Select the **Edit** hyperlink for the tool/equipment.
4. Revise any information in the Data Entry Table.
5. Select Save to move the detail to the Data Stored Table or Reset to clear the Data Entry Table.
6. If the tools/equipment are not in the order you would like them, simply drag and drop them into the desired order.
7. Select Update to update the tool(s)\equipment to the Work Plan Detail or Cancel to return to the Search Criteria.

Delete a Tool/Equipment Work Plan Detail

1. Verify the correct work plan is displayed in the Data Entry Table.
2. Locate the tool/equipment to delete in the Data Stored Table.
3. Select the **Delete** hyperlink for the tool/equipment. The tool/equipment is immediately removed from the list
4. Select Update to update the tool(s)/equipment to the Work Plan Detail or Cancel to return to the Search Criteria.

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: Tool(s)/Equip Desc.	The Tool(s)/Equipment Description field is mandatory.
13 - Mandatory Entry: Tool(s)/Equip Qty.	The Tool(s)/Equipment Quantity field is mandatory.
13 - Mandatory Entry: Required.	The Required field is mandatory.
92 - Entry must be numeric.	Invalid Entry. The characters entered in the field include prohibited characters. Enter numeric ("0" through "9") characters.

Related Topics

- Work Plan Detail Search Criteria
- Work Plan Detail Task(s)
- Work Plan Detail Part(s)
- Work Plan Detail Certification(s)
- Work Plan Detail Transaction Status
- Work Plan Detail Report Export

View the Work Plan Detail Transaction Status

Overview

The Work Plan Detail Transaction Status page displays a verification of the creations, updates, or deletions performed.

Navigation

Maintenance > Work Plan Detail > Search Criteria > Search > Search Results > Continue > *VARIOUS PROCEDURAL STEPS* > Work Plan Detail Transaction Status page

Page Fields

The following fields display on the **Work Plan Detail Transaction Status** page. For more information on each field, select the appropriate hyperlink.

Transaction Status

Status

Action Required

Details

Procedure

DPAS Navigation Helpful Tips

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

The Transaction Status offers the following options:

- Select Print to print a report of the transaction. *The* ***Export a Work Plan Detail Report*** *page appears.*
- Select Search Criteria to return to the **Work Plan Detail Search Criteria** page.

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
83 — Unexpected error encountered, contact DPAS Help Desk for assistance.	Contact the DPAS Call Center

Related Topics

- Work Plan Detail Search Criteria
- Work Plan Detail Task(s)
- Work Plan Detail Part(s)
- Work Plan Detail Tool(s)/Equipment
- Work Plan Detail Certification(s)
- Work Plan Detail Report Export

Export a Asset Association Report

Overview

The Asset Association Report Export process provides the ability to save the Asset Association reports in different formats.

Navigation

Maintenance > WRNTY/SVC/SUBSCRIP >Asset Assoc > Search Criteria > **Search** > Search Results > *VARIOUS PROCEDURAL STEPS* > Transaction Status page > **Print** > Asset Association Report Export page

Page Fields

No Page Fields are identified for this page. The following are Control buttons for this page.

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
⏮	Return to the first page of results.
◀	Return to the previous page of the results.
1	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
of7	Display how many pages retrieved.
▶	Advance to the next page of the results.
⏭	Advance to the last page of results.
100% ▾	Change the size of the characters displayed on the page.
☐ Find | Next	Find data within the Results page.
💾 ▾	Select the format to Export the report.

Procedure

DPAS Navigation Helpful Tips

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

Export the Work Plan Association Report to a Printable Application

1. Select to choose the print format (Excel, PDF, or Word). *The procedure leaves the application based on the selection made.*
2. Follow the prompts provided by the computer.
3. Select **Search Criteria** to return to the **Asset Association Search Criteria** page.

Search the Results

1. Select the empty field ☐ Find | Next.
2. Enter the characters or words to search. *Entries are not case sensitive.*
3. Select Find to search for the entry. *The entry appears highlighted in the file.*
4. Select Next to find the next matching value. *This feature is available if multiple results are found.*

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
Unable to get off page.	Select **Search Criteria** to return to the Search Results page.

Related Topics

- Asset Association Search Criteria
- Asset Association Search Results
- Asset Association Update
- Asset Association Transaction Status

Search for an Asset Association — Results

Overview

The Warranty/Service/Subscription – Asset Association Search Results page provides the ability to display Asset Associations that match the data entered on the Search Criteria page.

Helpful Tip

There may be several pages returned from the Search Criteria. To page through the results, select the page number at the bottom of the page. The information is sorted in ascending order.

Navigation

Maintenance > WRNTY/SVC/SUBSCRIP > Asset Assoc > Search Criteria

Page Fields

The following fields display on the **Asset Association Search Results** page. For more information on each field, select the appropriate hyperlink.

Search Criteria

Contract Use Cd
CAGE Cd
Contract Nbr
Asset Id
Serial Nbr
DoD Serial Nbr
UII

Search Results

Update
CAGE Cd
Contract Nbr
Contract Use Cd
Dlvy Ord Nbr
CLIN
SLIN

Procedure

DPAS Navigation Helpful Tips

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

Update or Remove an Asset Association record

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

Helpful Tip

You may have several pages returned from your search criteria, to sort the rows select the CAGE Cd or Contract Nbr underlined column header. The information is sorted in ascending order, items starting with numbers first are moved to the top of the list, followed by items starting with letters. Select the column header again to sort your table in descending order. An underlined column header sort will affect ALL rows on every page of your results, not just those seen on the currently active page.

1. Select the Update hyperlink to update or remove an Asset Association record (s).
2. To return to Asset Association Search Criteria page, select **Cancel**.

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
765 - No record(s) selected. Select "Cancel" button to return to Search Criteria.	Invalid Entry. Select at least one record to perform an action. Select at least one row, then click **Cancel**.

Related Topics

- Asset Association Search Criteria
- Asset Association Update
- Asset Association Transaction Status
- Asset Association Report Export

Search for an Asset Association — Criteria

Overview

The Warranty/Service/Subscription – Asset Association Search addition, update, and deletion of warranty, extended warranty, service, and subscription information.
In order to add the terms and conditions, the following must exist:

- Commercial and Government Entity Code (CAGE Cd)/Contractor
- Contract Number (for new contracts, this can be created "on the fly")

Note

Your options for CAGE Cd are based on the contractors created in the Warranty/Service/Subscription Process. Choosing a CAGE Cd further helps to eliminate the number of rows returned from the database when searching for a record.

The terms of a warranty are considered to be:

- Parts or repair problems covered
- Conditions or limitations
- What is covered with regard to consequential damages

Clause Procedures should address what the company will do if the product fails or additional details about who to contact and how to enact the policy.

Navigation

Maintenance > WRNTY/SVC/SUBSCRIP > Asset Assoc > Search Criteria

Page Fields

The following fields display on the **Asset Association Search Criteria** page. For more information on each field, select the appropriate hyperlink.

Search Criteria

CAGE Cd

Contract Use Cd

Contract Nbr

Asset Id

Serial Nbr

DoD Serial Nbr

UII

Procedure

DPAS Navigation Helpful Tips

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

Search for a Warranty/Service/Asset Association Record

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

1. Select Contract Use Cd and make a selection from the drop-down list. The options are:
    - **M – Maintenance/Service**
    - **P – Equipment Purchase**
    - **S – Subscriptions**
    - **W – Extended Warranty**

Helpful Tip

When Search is selected, all fields are optional. It is recommended you select the drop-down list for Contract Use Cd or CAGE Cd to help limit the number of rows retrieved.

2. To search for a specific Contract Nbr or Asset Id select ... .
3. Select Search to display Search Results page or select Reset to clear data.

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

- Asset Association Search Results
- Asset Association Update
- Asset Association Transaction Status
- Asset Association Report Export

View the Asset Association Transaction Status

Overview

The Asset Association Transaction Status page displays a verification of the updates performed.

Navigation

Maintenance > WRNTY/SVC/SUBSCRIP > Asset Assoc >Search Criteria > Search > Search Results > Continue > *VARIOUS PROCEDURAL STEPS* > Asset Association Transaction Status Page

Page Fields

The following fields display on the **Asset Association Transaction Status** page. For more information on each field, select the appropriate hyperlink.

Transaction Status

Status

Action Required

Details

Procedure

DPAS Navigation Helpful Tips

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

The Transaction Status offers the following options:

- Select Print to print a report of the transaction. *The **Asset Association Report Export** page appears.*
- Select Search Criteria to return to the **Asset Association Search Criteria** page.

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
83 — Unexpected error encountered, contact DPAS Help Desk for	Contact the DPAS Call Center

assistance.

Related Topics

- Asset Association Search Criteria
- Asset Association Search Results
- Asset Association Update
- Asset Association Report Export

Update an Asset Association

Overview

On the Warranty/Service/Subscription – Asset Association Update page you can Add a new Asset Association or remove an existing Asset Association from the record.

Navigation

Maintenance > Wrnty/Svc/Subscrip >Asset Assoc > Search Criteria > Search Results > Update Page

Page Fields

The following fields display on the Asset Association Update page. For more information on each field, select the appropriate hyperlink.

CAGE Cd

Dlvy Ord Nbr

SLIN

Asset Id *

Select/Deselect

Remove

Asset Id

Item Desc

Stock Nbr

Serial Nbr

DOD Serial Nbr

UII

Status

Contract Nbr

CLIN

Procedure

DPAS Navigation Helpful Tips

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

Add an Asset Id(s) to an Asset Association Record

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

1. Select the Asset Id **...** to choose individual and/ or multiple bar codes to **Save**. The Asset Association page displays the selected Asset Ids each Asset Id is separated with a "|" (pipe symbol).

> **Helpful Tip**
>
> To associate more assets to the same Contract Nbr, do not select **Update** until all assets display at the bottom of the page. (a maximum of 50 assets can be added /removed at a time). To remove an associated asset, select the Remove checkbox before selecting **Update**.

2. For Asset Id(s) selected, you must select **Save**. The selected Asset Id(s) display at the bottom of the page. You must **Save** the Asset Id(s) prior to selecting **Update** to add the Asset Associations.

> **Note**
>
> To Select/Deselect records you have saved, use the checkbox under the Asset Id box.

3. To add the Asset Ids to the Asset Association record, select **Update** or **Reset** to clear the page.
4. Select **Cancel** to return to previous page.

Remove Asset Id(s) from the Asset Association Record

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

> **Note**
>
> There is no Delete page in this process. When you select a record to remove and select **Update** the Asset Association record is deleted.

1. Select single and/or multiple checkbox(s) to remove an Asset Id from the Asset Association record.
2. To remove the Asset Association select **Update** to display the Transaction Status page.

3. You can select **Reset** to clear the page or select **Cancel** to return to the previous page.

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
765 - No record(s) selected. Select "Cancel" button to return to Search Criteria.	Invalid Entry. There are no selected records in the grid. Select at least one record to proceed.
13 - Mandatory entry: ASSET ID.	Missing Entry. Enter the appropriate information in the desired field.
9 - No change(s) made to record.	Missing Entry. To Update you must add a record.

Related Topics

- Asset Association Search Criteria
- Asset Association Search Results
- Asset Association Transaction Status
- Asset Association Report Export

Add the Terms / Conditions

Overview

The Terms / Conditions Add process provides the ability to create new clauses per Contract Line. The asset’s original Placed In Service Date is used as the start date for all warranties covered by a time period. When the clause is used to manage extended warranties, services, or subscriptions, a start date is provided as part of the clause record.

Navigation

Maintenance > Wrnty/Svc/Sub > Terms / Conditions > Search Criteria > Add > Terms / Conditions Add page

Page Fields

The following fields display on the **Terms / Conditions Add** page. For more information on each field, select the appropriate hyperlink.

Add

Contract Use Cd *

New Contract

Contract Type Cd *

Contract Nbr *

CAGE Cd *

Dlvy Ord Nbr

CLIN

SLIN

Clause Desc *

Clause Terms *

Clause Procedures

Start Dt

End Dt

Util Measure Cd *

Util Measure Qty *

Service Loc Cd

Service Loc Name

Cost Amt *

Provider

When Checked:
Provided By

POC
Address 1
Address 2
City
State
ZIP Cd
Country
E-Mail

CAGE Cd
Org Nm
Phone Nbr
E-Mail Address
Attachment
Remarks
History Remarks

Clauses

Update
Delete
Contract Nbr
CLIN
SLIN
Seq Nbr
Desc
Util Measure Cd
Util Measure Qty

(*) Asterisk identifies mandatory fields.

Procedure

DPAS Navigation Helpful Tips

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

Add a Terms/Conditions

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

1. Use ⌄ to select the Contract Use Cd.
2. Select **Add**. *The **Add a Terms / Conditions** page appears.*
3. Enter the Contract Information.
   - **A.** *The Contract Use Cd automatically populates and is not editable.*
   - B. Click ☐ to select the New Contract. *Checking this makes the dimmed fields available for editing.*
   - **C.** Use ⌄ to select the Contract Type Cd.
   - **D.** Enter the Contract Nbr in the field provided. *This is a 19 alphanumeric character field.*
   - **E.** Use ⌄ to select the CAGE Cd.
   - F. Enter the Dlvy Ord Nbr in the field provided. *This is a 11 alphanumeric character field.*
   - G. Enter the CLIN in the field provided. *This is a 4 alphanumeric character field.*
   - H. Enter the SLIN in the field provided. *This is a 2 alphanumeric character field.*
4. Enter the Clause Information.
   - **A.** Enter the Clause Desc in the field provided. *This is a 1,024 alphanumeric character field.*
   - **B.** Enter the Clause Terms in the field provided. *This is a 8 alphanumeric character field.*
   - C. Enter the Clause Procedures in the field provided. *This is a 1,024 alphanumeric character field.*
   - D. Use 📅 to enter the Start Dt, or enter the date (MM/DD/YYYY) in the field provided.
   - E. Use 📅 to enter the End Dt, or enter the date (MM/DD/YYYY) in the field provided.
5. Enter the Utilization, Cost and Provider Information.
   - **A.** Use ⌄ to select the Util Measure Cd.
   - **B.** Enter the Util Measure Qty in the field provided. *This is an 8 numeric character field.*

Helpful Tip

> Select + to add one additional Util Measure Cd and Util Measure Qty set.

C. Use ⌄ to select the Service Loc Cd.

D. Enter the Service Loc Nm in the field provided. *This is a 55 alphanumeric character field.*

E. Enter the Cost Amt in the field provided. *This is an 12 numeric character field.*

F. Click ☐ to select the Provider. *Checking this removes the CAGE Cd, Org Nm, Phone Nbr, E-Mail Address fields, and opens new fields.*

   a. Use ... to browse for the Provider.

   b. *The Provided By automatically populates and is not editable.*

   c. *The POC automatically populates and is not editable.*

   d. *The Address 1 automatically populates and is not editable.*

   e. *The Address 2 automatically populates and is not editable.*

   f. *The City automatically populates and is not editable.*

   g. *The State automatically populates and is not editable.*

   h. *The ZIP Cd automatically populates and is not editable.*

   i. *The Country automatically populates and is not editable.*

   j. *The E-Mail automatically populates and is not editable.*

6. Enter the Remarks, and Clauses Information.

   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.*

7. Select Save. *The **Clauses** panel is populated with the information, and the fields above are reset.*

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

350 - Must be alphanumeric with supported special characters $, - , /, #, &, ;, comma, period, and space.	Invalid Entry. The characters entered in the field include prohibited special characters. Enter alphanumeric (alphabetic “A” through “Z”, numeric “0” through “9”) characters, or the following permitted special characters: $, -, /, #, &, ;, comma, period, and space. Special characters like ! or @ are prohibited.
13 - Mandatory Entry: *Util Measure Cd*.	Missing Entry. Enter the appropriate information in the desired field.
13 - Mandatory Entry: *Util Measure Qty*.	
13 - Mandatory Entry: *Clause Desc*.	
13 - Mandatory Entry: *Clause Terms*.	
13 - Mandatory Entry: *Service Location Name*.	
13 - Mandatory Entry: *Cost Amt*.	
13 - Mandatory Entry: *CLIN*.	
92 - Entry must be numeric.	Invalid Entry. The characters entered in the field include prohibited characters. Enter numeric (“0” through “9”) characters.
553 — Contract Nbr consists of 13 pos: pos 1—6 =DoDAAC, pos 7—8 and 10—13 numeric, pos 9 alpha and DoDAAC alphanumeric, except for "I" or "O".	Invalid Characters entered in the Contract Number field. The field must have 13 characters. The first 6 positions are the DoDAAC; the 7th and 8th positions must be numbers; the 9th position must be a letter (but not "I" or "O"); and positions 10—13 must be numbers.
492 — Invalid CLIN. First 2 — pos must be alphanumeric not to exceed 4 alphanumeric positions.	Invalid Entry. The first two positions of the CLIN must be alphanumeric. Re-enter the CLIN.

xxxx - Cannot commit clauses until current clause is updated.	Invalid Entry. The clause displayed at the top of the page must be saved prior to selecting a clause at the bottom of the page to update. Save the top information before continuing.

Related Topics

- Search for Terms/Conditions - Criteria
- Search for Terms/Conditions - Results
- Update the Terms / Conditions
- Delete the Terms / Conditions
- View the Terms/Conditions Transaction Status
- Export the Terms/Conditions Report

Delete the Terms / Conditions

Overview

The Terms / Conditions Delete process allows removal of existing clauses per Contract Line.

Navigation

> Maintenance > Wrnty/Svc/Sub > Terms / Conditions > Search Criteria > **Search** > Search Results > Delete hyperlink > Terms / Conditions Delete page

Page Fields

The following fields display on the **Terms/Conditions Delete** page. For more information on each field, select the appropriate hyperlink.

Delete

Contract Use Cd *

Contract Type Cd *

Contract Nbr *

CAGE Cd *

Dlvy Ord Nbr

CLIN

SLIN

History Remarks

Clauses

Seq Nbr

Desc

Util Measure Cd

Util Measure Qty

(*) Asterisk identifies mandatory fields.

Procedures

DPAS Navigation Helpful Tips

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

Delete a Clause(s) and Warranty/Service/Subscription record

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

1. Search for the existing contract.
2. Select the Delete hyperlink. *The* ***Delete the Terms / Conditions*** *page appears.*
3. *Verify the Contract Information.*
   - **A.** *Verify the Contract Use Cd.*
   - **B.** *Verify the Contract Type Cd.*
   - **C.** *Verify the Contract Nbr.*
   - **D.** *Verify the CAGE Cd.*
   - E. *Verify the Dlvy Ord Nbr.*
   - F. *Verify the CLIN.*
   - G. *Verify the SLIN.*
4. Update the History Remarks, entering the revised information in the field provided. *This is a 1024 alphanumeric character field.*
5. *Verify the Clauses Information.*
   - A. *Verify the Seq Nbr.*
   - B. *Verify the Desc.*
   - C. *Verify the Util Measure Cd.*
   - D. *Verify the Util Measure Qty.*
6. Select Delete to remove the transaction. *The* ***Terms / Conditions Transaction Status*** *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
350 - Must be alpha-numeric with supported special characters $, - , /, #, &, ;, comma, period, and space.	Invalid Entry. The characters entered in the field include prohibited special characters. Enter alphanumeric (alphabetic "A" through "Z", numeric "0" through "9") characters, or the following permitted special characters: $, -, /, #, &, ;, comma, period, and space.

	Special characters like ! or @ are prohibited.

Related Topics

- Search for Terms/Conditions - Criteria
- Search for Terms/Conditions - Results
- Add the Terms / Conditions
- Update the Terms / Conditions
- View the Terms/Conditions Transaction Status
- Export the Terms/Conditions Report

Export the Terms / Conditions Report

Overview

The Terms / Conditions Report Export process provides the ability to save the Terms / Conditions Report in different formats.

Navigation

Maintenance > WRNTY/SVC/SUBSCRIP > Terms/Cond > Search Criteria > **Search** > Search Results > *VARIOUS PROCEDURAL STEPS* > Transaction Status page > **Print** > Terms / Conditions Report Export Page

Page Fields

No Page Fields are identified for this page. The following are Control buttons for this page.

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
⏮	Return to the first page of results.
◀	Return to the previous page of the results.
1	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
of7	Display how many pages retrieved.
▶	Advance to the next page of the results.
⏭	Advance to the last page of results.
100% ▾	Change the size of the characters displayed on the page.
☐ Find | Next	Find data within the Results page.
💾 ▾	Select the format to Export the report.

Procedure

DPAS Navigation Helpful Tips

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

Export the Work Plan Association Report to a Printable Application

1. Select to choose the print format (Excel, PDF, or Word). *The procedure leaves the application based on the selection made.*
2. Follow the prompts provided by the computer.
3. Select **Search Criteria** to return to the **Terms / Conditions Search Criteria** page.

Search the Results

1. Select the empty field Find | Next.
2. Enter the characters or words to search. *Entries are not case sensitive.*
3. Select Find to search for the entry. *The entry appears highlighted in the file.*
4. Select Next to find the next matching value. *This feature is available if multiple results are found.*

Common Errors

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

Error	Solution
xxxx - Unable to get off page.	Select **Search Criteria** to return to the Search Results page.

Related Topics

- Search for Terms/Conditions - Criteria
- Search for Terms/Conditions - Results
- Add the Terms / Conditions
- Update the Terms / Conditions
- Delete the Terms / Conditions
- View the Terms/Conditions Transaction Status

Search for the Terms / Conditions — Criteria

Overview

The Maintenance and Utilization module Warranty / Service / Subscription Terms / Conditions process provides the ability for the addition, update and deletion of warranties, extended warranties, services and subscriptions information.

Navigation

> Maintenance > Wrnty/Svc/Sub > Terms / Conditions > Terms / Conditions Search Criteria page

Page Fields

The following fields display on the **Terms / Conditions Search Criteria** page. For more information on each field, select the appropriate hyperlink.

Search Criteria

Contract Use Cd *

CAGE Cd

Contract Nbr

Asset Id

Stock Nbr

Serial Nbr

DOD Serial Nbr

UII

(*) Asterisk identifies mandatory fields.

Procedure

DPAS Navigation Helpful Tips

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

Search for a Warranty/Service/Subscription Terms/Conditions

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

1. Use ⌄ to select the desired Contract Use Cd. *The choices for the CAGE Cd depend upon this code.*
2. Use ⌄ to select the desired CAGE Cd.

3. Enter the Contract Nbr, or use **…** to browse for the asset. *This is a 19 alphanumeric character field.*
4. Enter the Asset Id, or use **…** to browse for the asset. *This is a 12 alphanumeric character field.*
5. Enter the Stock Nbr, or use **…** to browse for the asset. *This is a 15 alphanumeric character field.*
6. Enter the Serial Nbr in the field provided. *This is a 30 alphanumeric character field.*
7. Enter the DoD Serial Nbr in the field provided. *This is a 20 alphanumeric character field.*
8. Enter the UII in the field provided. *This is a 50 alphanumeric character field.*
9. Select **Search**. *The **Terms / Conditions Search Results** page appears.*

Add a Warranty/Service/Subscription Terms/Conditions

1. Use ⌄ to select the desired Contract Use Cd. *The choices for the CAGE Cd depend upon this code.*
2. Select **Add**. *The **Add a Terms / Conditions** 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
13 — Mandatory Entry: *Contract Use Cd*.	Missing Entry. Enter the appropriate information in the desired field.
13 — Mandatory Entry: *CAGE Cd*.	
1 — Record must exist: *Contract Nbr*.	Select Contract Number **…** to search for a valid number.

Related Topics

- Search for Terms/Conditions - Results
- Add the Terms / Conditions
- Update the Terms / Conditions
- Delete the Terms / Conditions

- View the Terms/Conditions Transaction Status
- Export the Terms/Conditions Report

Search for the Terms / Conditions — Results

Overview

The Warranty / Service / Subscription Terms / Conditions Search Results page provides the ability to view, update, or delete a clause for a Contract Line.

Helpful Tip

There may be several pages returned from the Search Criteria. To page through the results, select the page number at the bottom of the page. The information is sorted in ascending order.

Navigation

Maintenance > WRNTY/SVC/SUB > Terms / Conditions > Search Criteria > Search > Terms / Conditions Search Results page

Page Fields

The following fields display on the **Terms / Conditions Search Results** page. For more information on each field, select the appropriate hyperlink.

Search Criteria

Contract Use Cd

CAGE Cd

Contract Nbr

Asset Id

Serial Nbr

DoD Serial Nbr

Stock Nbr

UII

Search Results

Update

Delete

CAGE Cd

Contract Nbr

Dlvy Ord Nbr

CLIN

SLIN

Procedure

DPAS Navigation Helpful Tips

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

Update a Terms/Conditions Record

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

Select the Update hyperlink. *The* ***Update the Terms / Conditions*** *page appears.*

Delete a Terms/Conditions Record

Select the Delete hyperlink. *The* ***Delete the Terms / Conditions*** *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
765 - No record(s) selected. Select "Cancel" button to return to Search Criteria.	Invalid Entry. There are no selected records in the grid. Select at least one record to proceed.

Related Topics

- Search for Terms/Conditions - Criteria
- Add the Terms / Conditions
- Update the Terms / Conditions
- Delete the Terms / Conditions
- View the Terms/Conditions Transaction Status
- Export the Terms/Conditions Report

View the Terms / Conditions Transaction Status

Overview

The Terms/Conditions Transaction Status page displays a verification of the creations, updates, or deletions performed.

Navigation

Maintenance > Wrnty/Svc/Subscrip > Terms/Cond >Search Criteria > Search > Search Results > Continue > *Various Procedural Steps* > Terms / Conditions Transaction Status Page

Page Fields

The following fields display on the **Terms / Conditions Transaction Status** page. For more information on each field, select the appropriate hyperlink.

Transaction Status

Status

Action Required

Details

Procedure

DPAS Navigation Helpful Tips

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

The Transaction Status offers the following options:

- Select Print to print a report of the transaction. *The **Terms / Conditions Report Export** page appears.*
- Select Search Criteria to return to the **Terms / Conditions Search Criteria** page.

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
83 — Unexpected error encountered, contact DPAS Help Desk for	Contact the DPAS Call Center

assistance.

Related Topics

- Search for Terms/Conditions - Criteria
- Search for Terms/Conditions - Results
- Add the Terms / Conditions
- Update the Terms / Conditions
- Delete the Terms / Conditions
- Export the Terms/Conditions Report

Update the Terms / Conditions

Overview

The Terms / Conditions Update process allows editing of existing clauses per Contract Line.

Navigation

Maintenance > WRNTY/SVC/SUB > Terms / Conditions > Search Criteria > Search > Search Results > Update hyperlink > Terms / Conditions Update page

Page Fields

The following fields display on the **Terms / Conditions Update** page. For more information on each field, select the appropriate hyperlink.

Update

Contract Use Cd *

Contract Type Cd *

Contract Nbr *

CAGE Cd *

Dlvy Ord Nbr

CLIN

SLIN

Clause Desc *

Clause Terms *

Clause Procedures

Start Dt

End Dt

Util Measure Cd *

Util Measure Qty *

Service Loc Cd

Service Loc Name

Cost Amt *

Provider

When Checked:
Provided By

POC

Address 1

Address 2

City
State
ZIP Cd
Country
E-Mail

CAGE Cd
Org Nm
Phone Nbr
E-Mail Address
Attachment
Remarks
History Remarks

Clauses

Update
Delete
Contract Nbr
CLIN
SLIN
Seq Nbr
Desc
Util Measure Cd
Util Measure Qty

(*) Asterisk identifies mandatory fields.

Procedure

DPAS Navigation Helpful Tips

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

Create a New Clause

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

1. Search for the existing contract.
2. Select the Update hyperlink. *The* ***Update the Terms / Conditions*** *page appears.*
3. Update the Contract Information.

   A. *Verify the Contract Use Cd.*

   B. *Verify the Contract Type Cd.*

   C. *Verify the Contract Nbr.*

   D. *Verify the CAGE Cd.*

   E. *Verify the Dlvy Ord Nbr.*

   F. *Verify the CLIN.*

   G. *Verify the SLIN.*

4. Update the Clause Information.

   A. Update the Clause Desc, entering the revised description in the field provided. *This is a 1,024 alphanumeric character field.*

   B. Update the Clause Terms, entering the revised terms in the field provided. *This is a 8 alphanumeric character field.*

   C. Update the Clause Procedures, entering the revised steps in the field provided. *This is a 1,024 alphanumeric character field.*

   D. Update the Start Dt, using 📅 or entering the date (MM/DD/YYYY) in the field provided.

   E. Update the End Dt, using 📅 or entering the date (MM/DD/YYYY) in the field provided.

5. Update the Utilization, Cost and Provider Information.

   A. Update the Util Measure Cd, using ⌄ to select the desired code.

   B. Update the Util Measure Qty, entering the revised amount in the field provided. *This is an 8 numeric character field.*

   > **Helpful Tip**
   >
   > 💡 Select ⊞ to add one additional Util Measure Cd and Util Measure Qty set.

   C. Update the Service Loc Cd, using ⌄ to select the desired code.

   D. Update the Service Loc Nm, entering the revised name in the field provided. *This is a 55 alphanumeric character field.*

   E. Update the Cost Amt, entering the revised quantity in the field provided. *This is an 12 numeric character field.*

   F. Verify the Provider contains the appropriate ☐ or ☑. *Checking this removes the CAGE Cd, Org Nm, Phone Nbr, E-Mail Address fields, and opens new fields.*

   a. Use [...] to browse for the Provider.
   b. *The Provided By automatically populates and is not editable.*
   c. *The POC automatically populates and is not editable.*
   d. *The Address 1 automatically populates and is not editable.*
   e. *The Address 2 automatically populates and is not editable.*
   f. *The City automatically populates and is not editable.*
   g. *The State automatically populates and is not editable.*
   h. *The ZIP CD automatically populates and is not editable.*
   i. *The Country automatically populates and is not editable.*
   j. *The E-MAIL automatically populates and is not editable.*

6. Update the Remarks and Clauses Information.
   A. Update the Remarks, entering the revised information in the field provided. *This is a 1024 alphanumeric character field.*
   B. Update the History Remarks, entering the revised information in the field provided. *This is a 1024 alphanumeric character field.*
7. Select [Save]. *The **Clauses** panel is populated with the information, and the fields above are reset.*
8. Select [Update] to process the transaction. *The **Terms / Conditions Transaction Status** page appears.*

Update A Clause

1. Select the Update hyperlink in front of the desired Clause. *The fields in the Update panel populate with the desired Clause information.*
2. Update the Clause Information.
   A. Update the CLAUSE DESC, entering the revised description in the field provided. *This is a 1,024 alphanumeric character field.*
   B. Update the Clause Terms, entering the revised terms in the field provided. *This is a 8 alphanumeric character field.*
   C. Update the Clause Procedures, entering the revised steps in the field provided. *This is a 1,024 alphanumeric character field.*
   D. Update the START DT, using 📅 or entering the date (MM/DD/YYYY) in the field provided.
   E. Update the END DT, using 📅 or entering the date (MM/DD/YYYY) in the field provided.

3. Update the Utilization, Cost and Provider Information.

   A. Update the Util Measure Cd, using ⌄ to select the desired code.

   B. Update the Util Measure Qty, entering the revised amount in the field provided. *This is an 8 numeric character field.*

   > **Helpful Tip**
   >
   > Select + to add one additional Util Measure Cd and Util Measure Qty set.

   C. Update the Service Loc Cd, using ⌄ to select the desired code.

   D. Update the Service Loc Nm, entering the revised name in the field provided. *This is a 55 alphanumeric character field.*

   E. Update the Cost Amt, entering the revised quantity in the field provided. *This is an 12 numeric character field.*

   F. Verify the Provider contains the appropriate ☐ or ☑. *Checking this removes the CAGE Cd, Org Nm, Phone Nbr, E-Mail Address fields, and opens new fields.*

      a. Use ... to browse for the Provider.

      b. *The Provided By automatically populates and is not editable.*

      c. *The POC automatically populates and is not editable.*

      d. *The Address 1 automatically populates and is not editable.*

      e. *The Address 2 automatically populates and is not editable.*

      f. *The City automatically populates and is not editable.*

      g. *The State automatically populates and is not editable.*

      h. *The ZIP Cd automatically populates and is not editable.*

      i. *The Country automatically populates and is not editable.*

      j. *The E-Mail automatically populates and is not editable.*

4. Select Add Attachment. *The **Add Attachment** page appears.*

5. Update the Remarks and Clauses Information.

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

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

6. Select **Update** to process the transaction. *The* ***Terms / Conditions Transaction Status*** *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
13 - Mandatory Entry: *Util Measure Cd*.	Missing Entry. Enter the appropriate information in the desired field.
13 - Mandatory Entry: *Util Measure Qty*.	
13 - Mandatory Entry: *Clause Desc*.	
13 - Mandatory Entry: *Clause Terms*.	
13 - Mandatory Entry: *Service Location Name*.	
13 - Mandatory Entry: *Cost Amt*.	
13 - Mandatory Entry: *CLIN*.	
13 - Mandatory Entry: *SLIN*.	
xxxx - Cannot commit clauses until current clause is updated.	Invalid Entry. The clause displayed at the top of the page must be saved prior to selecting a clause at the bottom of the page to update. Save the top information before continuing.
xxxx - Wrnty/Svc/Sub can only be added 50 at a time.	Invalid Entry. There can only be up to 50 clauses per Contract Number at a time. Start a new contract before adding any more clauses.

Related Topics

- Search for Terms/Conditions - Criteria

- Search for Terms/Conditions - Results
- Add the Terms / Conditions
- Delete the Terms / Conditions
- View the Terms/Conditions Transaction Status
- Export the Terms/Conditions Report

Add a Dispatch Record

Overview

The Dispatch Add process provides the ability to create new Dispatch records within the M&U module.
There are seven tabs to detail the complete dispatch process.

- **Basic** — Describes the details for the dispatch.
- **Utilization** — Tracks utilization of an asset.
  - *Available when the Dispatch Status is "Issued" or "Returned" and the asset is profiled for utilization.*
- **Customer** — Contains the Primary Operator and relevant information.
- **Previous Dispatches** — Lists the previous dispatches for the selected asset.
- **Asset Info** — Displays asset information from the PA module.
  - *Available when the Asset is selected.*
- **License(s)** — Displays the license(s) required to operate the dispatched asset.
  - *Available when a license has been specified for the selected asset.*
- **Rates** — Displays the usage rates for the asset.

Attention

A dispatch record cannot be created for dispatches older than 14 days. When the asset selected is metered, Utilization information is mandatory.

Navigation

Utilization > Dispatch > **Add** > Dispatch Add page

Page Fields

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

Basic Tab

Dispatch Id

Equip Pool

Dispatch Sts Cd *

Dispatch Ctgry *

Sub Ctgry *

Est Issue Dt/Tm *

Est Return Dt/Tm *

Asset Id

If ASSET ID is entered, Item Desc appears

Request Operator
Dispatch Purpose *
Dispatch Desc

If DISPATCH STS CD = "IS", Issue Dt/Tm * appears

Dispatcher *
Dispatched To *
Cost Center
Trip Cost
Loc
Sub Loc
Remarks

Utilization Tab

Last Mtr Rdng

Create New

If Create New Is Selected
Start Mtr Rdng *

Util On Base *

Util Off Base *

Customer Tab

Customer Account Id

Customer Address

If Customer Address Is Assigned
POC

Phone Nbr

Address 1

City

State

ZIP Cd

Country Cd

Loc

Customer Remarks
Reimbursable
Job Order Nbr ID
UIC
Organization
APO Name
APO Phone Nbr
APO E-mail Addr
Custodian Name
Custodian Phone Nbr
Custodian E-mail Addr
Owng Cost Center

Previous Dispatches

Dispatch Id

Dispatch Sts Cd

Dispatch To

Dispatch Ctgry

Sub Ctgry

Est Issue Dt/Tm

Issue Dt/Tm

Est Return Dt/Tm

Return Dt/Tm

Equip Pool

Dispatcher

Asset Info Tab

Asset Id

Item Desc

Dispatch Cd

Stock Nbr

Serial Nbr

DOD Serial Nbr

LIN/TAMCN

Mfr Part Nbr

Mfr Year

Mfr Name

Model Nbr

Loc

Sub Loc

Tot Cost

Origl In Svc Dt

Vehicle Group Cd

Maint Mgt Cd

Vehicle Type Cd

Util Measure Cd

Metered

UII

Dispatch Ctgry

Sub Ctgry

Lease Code

Equivalence

License(s) Tab

Asset

License(s) Name

License(s) Desc

Operator *(If "Dispatched To" is assigned)*

License(s) Name

License(s) Desc

Expr Dt

Issued By

Rates Tab

Dispatch Ctgry

Sub Ctgry

Asset Id

Daily Base Rate

Utilization Rate

Equipment Add On Base Rate

Equipment Add On Utilization Rate

Misc Description

Misc Rate

If Request Operator is selected

Operator Name
Labor Category
Operator Rate Type
Operator Base Rate
Operator Overtime Rate

Estimated Cost

(*) Asterisk identifies mandatory fields.

Procedures

DPAS Navigation Helpful Tips

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

Add a Dispatch Record

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

1. Either:

- Use ⌄ to select the Equip Pool.

  OR

- Enter the Asset Id, or use ... to browse for the entry. *This is a 12 alpha-numeric character field.*

2. Select Add. *The **Dispatch Add** page appears.*

3. *The Dispatch Id automatically populates, and is not editable.*

4. *The Equip Pool automatically populates, and is not editable.*

5. Use ⌄ to select the Dispatch Sts Cd. *If "IS" is selected, the Issue Dt/Tm field appears below.*

6. Use ⌄ to select the Dispatch Ctgry.

7. Use ⌄ to select the Sub Ctgry.

8. Use 📅 and ⌄ to choose the Est Issue Dt/Tm, or enter the date (MM/DD/YYYY) in the field provided.

9. Use 📅 and ⌄ to choose the [Est Return Dt/Tm](), or enter the date (MM/DD/YYYY) in the field provided.

10. Enter the Asset Id, or use ... to browse for the asset. *This is a 12 alphanumeric character field.*

    The Item Desc automatically populates, and is not editable.

11. Click ☐ to select the Request Operator. *Additional fields appear in the Rates tab when checked.*

> **Helpful Tip**
>
> If a driver is needed to operate the asset, select the Request Operator checkbox.

12. Use ⌄ to select the [Dispatch Purpose]().

13. Enter the Dispatch Desc in the field provided. *This is a 1024 alphanumeric character field.*

14. Use 📅 and ⌄ to choose the [Issue Dt/Tm](), or enter the date (MM/DD/YYYY) in the field provided.

15. Use ⌄ to select the [Dispatcher]().

16. Use ⌄ to select the [Dispatched To]().

17. *The Cost Center automatically populates, and is not editable.*

18. Enter the Trip Cost in the field provided. *This is a 7 numeric character field.*

19. *The Loc automatically populates, and is not editable.*

20. Enter the Sub Loc in the field provided. *This is a 20 alphanumeric character field.*

21. Enter comments in the Remarks field. *This is a 1024 alphanumeric field.*

22. Select **Add** to complete the dispatch. *The **[Dispatch Transaction Status]()** page appears.*

    OR

    Select the Utilization tab to continue adding information.

> **Note**

> The Utilization tab is only available when the Dispatch Status is "Issued" and the asset is profiled for utilization.

A. *The LAST MTR RDNG automatically populates, and is not editable.*

B. Click ☐ to select Create New. *Additional fields appear to enter a new Meter Reading.*

> **Attention**
>
> The Create New ☑ is disabled if no Utilization is recorded for the selected asset and the DISPATCH STS CD is "Issued."
>
> ☐ appears and is enabled when a previous meter reading exists or the the DISPATCH STS CD is "Issued".

C. Update the START MTR RDNG, entering the revised amount in the field provided. *This is a 12 numeric character field.*

D. Update the UTIL ON BASE, entering the revised amount in the field provided. *This is a 7 numeric character field.*

E. Update the UTIL OFF BASE, entering the revised amount in the field provided. *This is a 7 numeric character field.*

F. Select **Add** to complete the dispatch. *The **Dispatch Transaction Status** page appears.*

OR

Select the Customer tab to continue adding information.

a. Enter the CUSTOMER ACCOUNT ID in the field provided. *This is a 20 alphanumeric character field.*

b. Enter the Customer Address, or use **...** to browse for the entry. *When an address is selected, additional fields automatically appear.*

> **Helpful Tip**
>
> The Customer Address information is stored in the ADDRESS TYPE CD "MC – Maintenance Customer" within the Property Accountability Address section.

1. *The POC automatically populates, and is not editable.*
2. *The PHONE NBR automatically populates, and is not editable.*

   3. *The Address 1 automatically populates, and is not editable.*
   4. *The City automatically populates, and is not editable.*
   5. *The State automatically populates, and is not editable.*
   6. *The ZIP Cd automatically populates, and is not editable.*
   7. *The Country Cd automatically populates, and is not editable.*
   8. *The Loc automatically populates, and is not editable.*

c. Enter the Customer Remarks in the field provided. *This is a 1024 alphanumeric character field.*

d. Click ☐ to select Reimbursable. *When checked, any allocated amount spent is refunded.*

e. Enter the Job Order Nbr, or use ... to browse for the entry. *This is a 15 alphanumeric character field.*

f. *The UIC automatically populates, and is not editable.*

g. *The Organization automatically populates, and is not editable.*

h. *The APO Name automatically populates, and is not editable.*

i. *The APO Phone Nbr automatically populates, and is not editable.*

j. *The APO E-Mail Addr automatically populates, and is not editable.*

k. *The Custodian Name automatically populates, and is not editable.*

l. *The Custodian Phone Nbr automatically populates, and is not editable.*

m. *The Custodian E-Mail Addr automatically populates, and is not editable.*

n. *The Owng Cost Center automatically populates, and is not editable.*

o. Select Add to complete the dispatch. *The **Dispatch Transaction Status** page appears.*

   OR

   Select the Previous Dispatches tab to continue adding information.

Note

The Previous Dispatches tab displays previously issued assets in a list format. The previous 30 dispatches are displayed by default.

1. *The Dispatch Id automatically populates, and is not editable.*
2. *The Dispatch Sts Cd automatically populates, and is not editable.*
3. *The Dispatched To automatically populates, and is not editable.*
4. *The Dispatch Ctgry automatically populates, and is not editable.*
5. *The Sub Ctgry automatically populates, and is not editable.*
6. *The Est Issue Dt/Tm automatically populates, and is not editable.*
7. *The Issue Dt/Tm automatically populates, and is not editable.*
8. *The Est Return Dt/Tm automatically populates, and is not editable.*
9. *The Return Dt/Tm automatically populates, and is not editable.*
10. *The Equip Pool automatically populates, and is not editable.*
11. *The Dispatcher automatically populates, and is not editable.*
12. Select **Add** to complete the dispatch. *The **Dispatch Transaction Status** page appears.*

    OR

    Select the Asset Info tab to continue adding information.

    Helpful Tip

    The Asset Info is stored in the Property Accountability Asset Receiving section.

    A. *The Asset Id automatically populates, and is not editable.*
    B. *The Item Desc automatically populates, and is not editable.*
    C. *The Dispatch Cd automatically populates, and is not editable.*
    D. *The Stock Nbr automatically populates, and is not editable.*
    E. *The Serial Nbr automatically populates, and is not editable.*
    F. *The DoD Serial Nbr automatically populates, and is not*

editable.

G. *The LIN/TAMCN automatically populates, and is not editable.*

H. *The Mfr Part Nbr automatically populates, and is not editable.*

I. *The Mfr Year automatically populates, and is not editable.*

J. *The Mfr Name automatically populates, and is not editable.*

K. *The Model Nbr automatically populates, and is not editable.*

L. *The Loc automatically populates, and is not editable.*

M. *The Sub Loc automatically populates, and is not editable.*

N. *The Tot Cost automatically populates, and is not editable.*

O. *The Origl In Svc Dt automatically populates, and is not editable.*

P. *The Vehicle Grp Cd automatically populates, and is not editable.*

Q. *The Maint Mgt Cd automatically populates, and is not editable.*

R. *The Vehicle Type Cd automatically populates, and is not editable.*

S. *The Util Measure Cd automatically populates, and is not editable.*

T. *The Metered automatically populates, and is not editable.*

U. *The UII automatically populates, and is not editable.*

V. *The Dispatch Ctgry automatically populates, and is not editable.*

W. *The Sub Ctgry automatically populates, and is not editable.*

X. *The Lease Cd automatically populates, and is not editable.*

Y. *The Equivalence automatically populates, and is not editable.*

Z. Select **Add** to complete the dispatch. *The **Dispatch Transaction Status** page appears.*

OR

Select the License(s) tab to continue adding information.

> **Note**
>
> The Licenses tab displays the information in a list format.

a. *The Asset grid includes:*
    1. *The License(s) Name automatically populates, and is not editable.*
    2. *The License(s) Desc automatically populates, and is not editable.*

b. *The Operator grid includes:*
    1. *The License(s) Name automatically populates, and is not editable.*
    2. *The License(s) Desc automatically populates, and is not editable.*
    3. *The Expr Dt automatically populates, and is not editable.*
    4. *The Issued By automatically populates, and is not editable.*

c. Select **Add** to complete the dispatch. *The* ***Dispatch Transaction Status*** *page appears.*

    OR

    Select the Rates tab to continue adding information.
    1. *The Dispatch Ctgry automatically populates, and is not editable.*
    2. *The Sub Ctgry automatically populates, and is not editable.*
    3. *The Asset Id automatically populates, and is not editable.*
    4. *The Daily Base Rate automatically populates, and is not editable.*
    5. *The Utilization Rate automatically populates, and is not editable.*

6. *The Equipment Add On Base Rate automatically populates, and is not editable.*
7. *The Equipment Add On Utilization Rate automatically populates, and is not editable.*
8. Update the Misc Desc, entering the revised description in the field provided. *This is a 250 alphanumeric character field.*
9. Update the Misc Rate, entering the revised amount in the field provided. *This is a 20 numeric character field.*
10. *If Request Operator was selected on the Basic tab, additional fields appear.*
    - A. Use ⌄ to select the Operator Name.
    - B. *The Labor Category automatically populates, and is not editable.*
    - C. *The Operator Rate Type automatically populates, and is not editable.*
    - D. *The Operator Base Rate automatically populates, and is not editable.*
    - E. *The Operator Overtime Rate automatically populates, and is not editable.*
11. *The Estimated Cost is automatically calculated, and is not editable.*
12. Select **Add** to complete the dispatch. *The* ***Dispatch Transaction Status*** *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
13 — Mandatory Entry: *Asset Id*.	Missing Entry. Enter the appropriate information in the desired field.
13 — Mandatory Entry: *Dispatch Ctgry*.	

13 — Mandatory Entry: *Dispatch Purpose*.	
13 — Mandatory Entry: *Dispatched To*.	
13 — Mandatory Entry: *Equip Pool*.	
13 — Mandatory Entry: *Est Issue Dt/Tm*.	
13 — Mandatory Entry: *Est Return Dt/Tm*.	
13 — Mandatory Entry: *Sub Ctgry*.	
669 — Asset is currently dispatched or allocated to be dispatched; cannot dispatch.	Invalid Entry. This asset cannot be dispatched, as it is already dispatched. Assign an available Asset Id for the dispatch, or change the dates of Issue and Return for the current Asset Id.
18 — Date format should be MM/DD/YYYY with valid month/day combination.	Invalid Date Format Entry. The date must be entered in the (MM/DD/YYYY) format. Re—enter the date.
xxxx — Est Return Dt/Tm must be >= the Est Issue Dt/Tm.	Invalid Date Entry. Est Issue Dt/Tm is blank and Est Return Dt/Tm is entered, or the issue date is less than the return date. Re-enter the date.
670 — Operator does not have correct License(s) for asset.	Invalid Entry. The operator accreditation does not match the asset accreditation. Re-enter the operator.
xxxx — The selected operator ( ) does not have any rates configured and cannot be selected.	Invalid Entry. The Operator Name selected has not had any Labor Categories entered in the Operator/Technician process. Re-enter the Operator.
350 — Must be alphanumeric with supported special characters $, — , /, #, &, ;, comma,	Invalid Entry. The characters entered in the field include prohibited special characters. Enter alphanumeric (alphabetic "A" through "Z", numeric "0" through "9") characters, or

period, and space.	the following permitted special characters: $, —, /, #, &, ;, comma, period, and space. Special characters like ! or @ are prohibited.

Related Topics

- Search for a Dispatch Record — Criteria
- Search for a Dispatch Record — Results
- Update a Dispatch Record
- View the Dispatch Transaction Status

Search for a Dispatch Record — Criteria

Overview

The Maintenance and Utilization module Dispatch Record process provides the ability to view existing dispatch records, make a reservation for a sub-category of equipment, dispatch equipment, and record the return of equipment at the end of its dispatch period. Dispatch Categories and Sub Categories are user created and maintained.

Navigation

Utilization > Dispatch > Search Criteria

Helpful Tip

The DPAS M&U Dashboard, located on the home page, offers quick access to the Dispatch records. Records are categorized according to various statuses available.

Page Fields

The following fields display on the **Dispatch Record Search Criteria** page. For more information on each field, select the appropriate hyperlink.

Search Criteria

Equip Pool

Asset Id

Dispatch Id

Dispatch Sts Cd

Dispatch Cd

Dispatch Ctgry

Sub Ctgry

Dispatcher

Dispatched To

Stock Nbr

Serial Nbr

DOD Serial Nbr

UII

Estbd Dt From

Estbd Dt To

Procedures

DPAS Navigation Helpful Tips

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

Search for a Dispatch Record

One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting Reset *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 fields:
    - Use ⌄ to select the Equip Pool.
    - Enter the Asset Id, or use ... to browse for the entry. *This is a 12 alphanumeric character field.*
    - Enter the Dispatch Id, or use ... to browse for the entry. *This is a 15 alphanumeric character field.*
    - Use ⌄ to select the Dispatch Status Cd.
    - Use ⌄ to select the Dispatch Cd.
    - Use ⌄ to select the Dispatch Ctgy.
    - Use ⌄ to select the Sub Ctgry.
    - Use ⌄ to select the Dispatcher.
    - Use ⌄ to select the Dispatched To.
    - 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 DoD Serial Nbr in the field provided. *This is a 20 alphanumeric character field.*
    - Enter the UII in the field provided. *This is a 50 alphanumeric character field.*
    - 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.

2. Click **Search**. *The **Dispatch Search Results** page appears. Results display in the Search Results grid.*

Add a New Dispatch Record

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

1. Use ⌄ to select the Equip Pool.

2. Enter the Asset Id, or use **...** to browse for the entry. *This is a 12 alphanumeric character field.*

3. Enter the Dispatch Id, or use **...** to browse for the entry. *This is a 15 alphanumeric character field.*

4. Use ⌄ to select the Dispatch Status Cd.

5. Use ⌄ to select the Dispatch Cd.

6. Use ⌄ to select the Dispatch Ctgy.

7. Use ⌄ to select the Sub Ctgry.

8. Use ⌄ to select the Dispatcher.

9. Use ⌄ to select the Dispatched To.

10. Enter the Stock Nbr in the field provided. *This is a 15 alphanumeric character field.*

11. Enter the Serial Nbr in the field provided. *This is a 30 alphanumeric character field.*

12. Enter the DoD Serial Nbr in the field provided. *This is a 20 alphanumeric character field.*

13. Enter the UII in the field provided. *This is a 50 alphanumeric character field.*

14. Use 📅 to select the Estbd Dt From, or enter the date (MM/DD/YYYY) in the field provided.

15. Use 📅 to select the Estbd Dt To, or enter the date (MM/DD/YYYY) in the field provided.

16. Select **Add**. *The **Add a Dispatch** 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.
350 — Must be alphanumeric with supported special characters $, — , /, #, &, ;, comma, period, and space.	Invalid Entry. The characters entered in the field include prohibited special characters. Enter alphanumeric (alphabetic "A" through "Z", numeric "0" through "9") characters, or the following permitted special characters: $, —, /, #, &, ;, comma, period, and space. Special characters like ! or @ are prohibited.
18 — Date format should be MM/DD/YYYY with valid month/day combination.	Invalid Date Format Entry. The date must be entered in the (MM/DD/YYYY) format. Re—enter the date.
13 — Mandatory Entry: *ASSET ID*. **13 — Mandatory Entry: *Equipment Pool*.**	Missing Entry. Enter the appropriate information in the desired field.
501 — Refine Search Criteria to retrieve the allowable maximum of {x}.	Invalid Search Entry. The performed search returned more than 500 rows. Refine the search criteria.
238 — Date (To) must be > Date (From).	Invalid Date Entry. Either Date To is blank and Established Date From is entered, or the Date (To) is before the Date (From). Re-enter the date.
670 — Operator does not have correct License(s) for asset.	Invalid Entry. The operator accreditation does not match the asset accreditation. Re-enter the operator.

Related Topics

- Search for a Dispatch Record — Results
- Add a Dispatch Record
- Update a Dispatch Record
- View the Dispatch Transaction Status

Search for a Dispatch Record — Results

Overview

The Dispatch Search Results page Search Results page provides the ability to update a Dispatch record. Hovering over the ASSET ID hyperlink displays Dispatch, Manufacturer, Stock Number, and Serial Number information of the specific record.

Helpful Tip

There may be several pages returned from the Search Criteria. To page through the results, select the page number at the bottom of the page. The information is sorted in ascending order.

Navigation

Utilization > Dispatch > Search Criteria > Search > Dispatch Search Results page

Page Fields

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

Search Criteria

Equip Pool

Dispatch Id

Asset Id

Dispatch Cd

Dispatch Sts Cd

Dispatch Ctgry

Sub Ctgry

Dispatcher

Dispatched To

Stock Nbr

Serial Nbr

DOD Serial Nbr

UII

Estbd Dt From

Estbd Dt To

Search Results

Update

Dispatch Id

Dispatch Sts Cd

Dispatched To

Dispatch Ctgry

Sub Ctgry

Asset Id

Item Desc

Est Issue Dt/Tm

Issue Dt/Tm

Est Return Dt/Tm

Return Dt/Tm

Equip Pool

Dispatcher

Procedure

DPAS Navigation Helpful Tips

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

Update a Dispatch Record

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

Select the Update hyperlink. *The* ***Dispatch Update*** *page appears.*

Common Errors

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

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

Related Topics

- Search for a Dispatch Record — Criteria
- Add a Dispatch Record

- Update a Dispatch Record
- View the Dispatch Transaction Status

View the Dispatch Transaction Status

Overview

The Dispatch Transaction Status page displays a verification of the creations or updates performed.

Navigation

Utilization > Dispatch > Search Criteria > Search > Search Results > Continue > *VARIOUS PROCEDURAL STEPS* > Dispatch Transaction Status page

Page Fields

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

Transaction Status

Status

Action Required

Details

Procedures

DPAS Navigation Helpful Tips

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

The Transaction Status offers the following options:

- Select Search Criteria returns to the **Dispatch Search Criteria** page.
- Select Search Results returns to the **Dispatch Search Results** page.
- Select Print displays information for the **Schedule Reports Manager** page.
- Select View opens a PDF of the Equipment Utilization Form.

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

83 — Unexpected error encountered, contact DPAS Help Desk for assistance.	Contact the DPAS Call Center.

Related Topics

- Search for a Dispatch Record — Criteria
- Search for a Dispatch Record — Results
- Add a Dispatch Record
- Update a Dispatch Record

Update a Dispatch Record

Overview

The Dispatch Update process allows editing of Dispatch records within the M&U module.
After a record is created, the Attachment tab appears to attach relevant documents to the Dispatch record.
Updating a Dispatch Record's status follows certain parameters:

- The "RQ - Requested" status is editable to "AL - Allocated," "IS - Issued," or "CN - Canceled."
- The "AL - Allocated" status is editable to "RQ - Requested," "IS - Issued," or "CN - Canceled."
- The "IS - Issued" status is editable to "CN - Canceled," "RN - Return - Not Closed," or "RC - Returned - Closed."
- The "RN - Return - Not Closed" status is only editable to "RC - Returned - Closed."
- The "RC - Return - Closed" status is only editable to "RN - Returned - Not Closed."
- The "CN - Canceled" status is NOT editable. It is a Read Only status.

There are eight tabs to detail the complete dispatch process.

- **Basic** — Describes the details for the dispatch.
- **Utilization** — Tracks utilization of an asset.
    - *Available when the Dispatch Status is "Issued" or "Returned" and the asset is profiled for utilization.*
- **Customer** — Contains the Primary Operator and relevant information.
- **Previous Dispatches** — Lists the previous dispatches for the selected asset.
- **Asset Info** — Displays asset information from the PA module.
    - *Available when the Asset is selected.*
- **Attachment(s)** — Allows certain files to be attached to the Dispatch record.
    - *Available only when Updating the Dispatch.*
- **License(s)** — Displays the license(s) required to operate the dispatched asset.
    - *Available when a license has been specified for the selected asset.*

- **Rates** — Displays the usage rates for the asset.

Navigation

Utilization > Dispatch > Search Criteria > Search Results > Update hyperlink > Dispatch Update page

Page Fields

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

Basic Tab

Dispatch Id

Equip Pool

Dispatch Sts Cd *

Dispatch Ctgry *

Sub Ctgry *

Est Issue Dt/Tm *

Est Return Dt/Tm *

Asset Id

If ASSET ID is entered, Item Desc appears

Request Operator
Dispatch Purpose *
Dispatch Desc

If DISPATCH STS CD = "IS", Issue Dt/Tm * appears

If DISPATCH STS CD = "RN" or "RC", Return Dt/Tm * appears

Dispatcher *
Dispatched To *
Cost Center
Trip Cost
Loc
Sub Loc

If DISPATCH STS CD = "RN" or "RC", Dispatch Unavl Cd appears

Remarks

Utilization Tab

Last Mtr Rdng

Create New

If Create New Is Selected
Start Mtr Rdng *

Util On Base *

Util Off Base *

If DISPATCH STS CD Is "RC" or "RN"
End Mtr Rdng *

Util On Base *

Util Off Base *

Days Used

Days Idle

Days Unaval

Fuel Type Cd

Fuel Qty

Fuel Unit Cost

Fuel State

Customer Tab

Customer Account Id

Customer Address

If Customer Address Is Assigned
POC

Phone Nbr

Address 1

City

State

ZIP Cd

Country Cd

Loc

Customer Remarks
Reimbursable
Job Order Nbr ID
UIC
Organization
APO Name
APO Phone Nbr
APO E-mail Addr

Custodian Name
Custodian Phone Nbr
Custodian E-mail Addr
Owng Cost Center

Previous Dispatches

Dispatch Id
Dispatch Sts Cd
Dispatched To
Dispatch Ctgry
Sub Ctgry
Est Issue Dt/Tm
Issue Dt/Tm
Est Return Dt/Tm
Return Dt/Tm
Equip Pool
Dispatcher

Asset Info Tab

Asset Id
Item Desc
Dispatch Cd
Stock Nbr
Serial Nbr
DOD Serial Nbr
LIN/TAMCN
Mfr Part Nbr
Mfr Year
Mfr Name
Model Nbr
Loc
Sub Loc
Tot Cost
Origl In Svc Dt
Vehicle Group Cd
Maint Mgt Cd
Vehicle Type Cd

Util Measure Cd

Metered

UII

Dispatch Ctgry

Sub Ctgry

Lease Code

Equivalence

Attachment(s) Tab

Attachment

Attachment(s)

License(s) Tab

Asset

License(s) Name

License(s) Desc

Operator *(If "Dispatched To" is assigned)*

License(s) Name

License(s) Desc

Expr Dt

Issued By

Rates Tab

Dispatch Ctgry

Sub Ctgry

Asset Id

Daily Base Rate

Utilization Rate

Equipment Add On Base Rate

Equipment Add On Utilization Rate

Misc Description

Misc Rate

If Request Operator is selected

Operator Name
Labor Category
Operator Rate Type
Operator Base Rate

Operator Overtime Rate

Estimated Cost

(*) Asterisk identifies mandatory fields.

Procedures

DPAS Navigation Helpful Tips

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

Update a Dispatch Record

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

1. Perform a Dispatch Search. *The* ***Search Results*** *page appears.*
2. Select the Update hyperlink next to the desired record. *The* ***Dispatch Update*** *page appears.*
3. *Verify the* DISPATCH ID.
4. *Verify the* EQUIP POOL.
5. **5.** Update the Dispatch Status Cd, using ⌄ to select the desired code.
6. **6.** Update the Dispatch Ctgry, using ⌄ to select the desired category.
7. **7.** Update the Sub Ctgry, using ⌄ to select the desired category.
8. **8.** Update the Est Issue Dt/Tm, using 📅 and ⌄, or entering the date (MM/DD/YYYY) in the field provided.
9. **9.** Update the Est Return Dt/Tm, using 📅 and ⌄, or entering the date (MM/DD/YYYY) in the field provided.
10. Update the ASSET ID, using ... to browse for the asset. *This is a 12 alpha-numeric character field.*

    Verify the ITEM DESC.
11. Verify the Request Operator contains the appropriate ☑ or ☐. *Additional fields appear in the Rates tab when checked.*

    Helpful Tip

If a driver is needed to operate the asset, select the Request Operator checkbox.

12. Update the Dispatch Purpose, using ⌄ to select the desired code.
13. Update the Dispatch Desc, entering the revised description in the field provided. *This is a 1024 alphanumeric character field.*
14. Update the Issue Dt/Tm, using 📅 and ⌄, or entering the date (MM/DD/YYYY) in the field provided.
15. Update the Dispatcher, using ⌄ to select the desired name.
16. Update the Dispatched To, using ⌄ to select the desired name.
17. *Verify the Cost Center.*
18. Update the Trip Cost, entering the revised amount in the field provided. *This is a 7 numeric character field.*
19. *Verify the Loc.*
20. Update the Sub Loc, entering the revised location in the field provided. *This is a 20 alphanumeric character field.*
21. Update the Dispatch Unavl Cd, using ⌄ to select the desired code.
22. Update the Remarks, entering the revised information in the field provided. *This is a 1024 alphanumeric character field.*
23. Select **Update** to complete the dispatch. *The **Dispatch Transaction Status** page appears.*

    OR

    Select the Utilization tab to continue editing information.

Note

The Utilization tab is only available when the Dispatch Status is "Issued" or "Returned", and the asset is profiled for utilization.

A. *Verify the Last Mtr Rdng.*

B. Verify the Create New contains the appropriate ☑ or ☐. *Additional fields appear to enter a new Meter Reading.*

Attention

> ⚠ The Create New ☑ is disabled if no Utilization is recorded for the selected asset and the Dispatch Sts Cd is "Issued."
>
> ☐ appears and is enabled when a previous meter reading exists or the the Dispatch Sts Cd is "Issued".

C. Update the Start Mtr Rdng, entering the revised amount in the field provided. *This is a 12 numeric character field.*

D. Update the Util On Base, entering the revised amount in the field provided. *This is a 7 numeric character field.*

E. Update the Util Off Base, entering the revised amount in the field provided. *This is a 7 numeric character field.*

When the Dispatch Sts Cd is Return (RN or RC), the following fields appear.

  a. Update the End Mtr Rdng, entering the revised amount in the field provided. *This is a 12 numeric character field.*

  b. Update the Util On Base, entering the revised amount in the field provided. *This is a 7 numeric character field.*

  c. Update the Util Off Base, entering the revised amount in the field provided. *This is a 7 numeric character field.*

  d. Enter the Days Used in the field provided. *This is a 3 numeric character field.*

  e. Enter the Days Idle in the field provided. *This is a 3 numeric character field.*

  f. Enter the Days Unaval in the field provided. *This is a 3 numeric character field.*

  g. Use ⌄ to select the Fuel Type Cd.

  h. Enter the Fuel Qty in the field provided. *This is a 5 numeric character field.*

  i. Enter the Fuel Unit Cost in the field provided. *This is a 3 numeric character field.*

  j. Use ⌄ to select the Fuel State.

Select Update to complete the dispatch. *The* ***Dispatch Transaction Status*** *page appears.*

F.

OR

Select the Customer tab to continue editing information.

a. Update the Customer Account Id, entering the revised identifier in the field provided. *This is a 20 alphanumeric character field.*

b. Update the Customer Address, using [...] to browse for the revised address.

> **Helpful Tip**
>
> The Customer Address information is stored in the Address Type Cd "MC – Maintenance Customer" within the Property Accountability Address section.

   1. *Verify the POC.*
   2. *Verify the Phone Nbr.*
   3. *Verify the Address 1.*
   4. *Verify the City.*
   5. *Verify the State.*
   6. *Verify the ZIP Cd.*
   7. *Verify the Country Cd.*
   8. *Verify the Loc.*

c. Update the Customer Remarks, entering the revised information in the field provided. *This is a 1024 alphanumeric character field.*

d. Verify the Reimbursable contains the appropriate ☑ or ☐. *When checked, any allocated amount spent is refunded.*

e. Update the Job Order Nbr ID, using [...] to browse for the revised identifier.

f. *Verify the UIC.*

g. *Verify the Organization.*

h. *Verify the APO Name.*

i. *Verify the APO Phone Nbr.*

j. *Verify the APO E-Mail Addr.*

k. *Verify the Custodian Name.*

l. *Verify the Custodian Phone Nbr.*

m. *Verify the Custodian E-Mail Addr.*

n. *Verify the Owng Cost Center.*

o. Select [Update] to complete the dispatch. *The* ***Dispatch***

Transaction Status *page appears.*

OR

Select the Previous Dispatches tab to continue editing information.

Note

The Previous Dispatches tab displays previously issued assets in a list format. The previous 30 dispatches are displayed by default.

1. *Verify the Dispatch Id.*
2. *Verify the Dispatch Sts Cd.*
3. *Verify the Dispatched To.*
4. *Verify the Dispatch Ctgry.*
5. *Verify the Sub Ctgry.*
6. *Verify the Est Issue Dt/Tm.*
7. *Verify the Issue Dt/Tm.*
8. *Verify the Est Return Dt/Tm.*
9. *Verify the Return Dt/Tm.*
10. *Verify the Equip Pool.*
11. *Verify the Dispatcher.*
12. Select **Update** to complete the dispatch. *The* ***Dispatch Transaction Status*** *page appears.*

    OR

    Select the Asset Info tab to continue editing information.

    Helpful Tip

    The Asset Info is stored in the Property Accountability Asset Receiving section.

    A. *Verify the Asset Id.*
    B. *Verify the Item Desc.*
    C. *Verify the Dispatch Cd.*
    D. *Verify the Stock Nbr.*

E. *Verify the Serial Nbr.*
F. *Verify the DoD Serial Nbr.*
G. *Verify the LIN/TAMCN.*
H. *Verify the Mfr Part Nbr.*
I. *Verify the Mfr Year.*
J. *Verify the Mfr Name.*
K. *Verify the Model Nbr.*
L. *Verify the Loc.*
M. *Verify the Sub Loc.*
N. *Verify the Tot Cost.*
O. *Verify the Origl In Svc Dt.*
P. *Verify the Vehicle Grp Cd.*
Q. *Verify the Maint Mgt Cd.*
R. *Verify the Vehicle Type Cd.*
S. *Verify the Util Measure Cd.*
T. *Verify the Metered.*
U. *Verify the UII.*
V. *Verify the Dispatch Ctgry.*
W. *Verify the Sub Ctgry.*
X. *Verify the Lease Cd.*
Y. *Verify the Equivalence.*
Z. Select **Update** to complete the dispatch. *The **Dispatch Transaction Status** page appears.*

   OR

   Select the Attachments tab to continue editing information.

   a. Select **Add**. *The **Attachment Add** page appears.*
   b. Select **Update** to complete the dispatch. *The **Dispatch Transaction Status** page appears.*

      OR

Select the License(s) tab to continue editing information.

> **Note**
>
> The Licenses tab displays the information in a list format.

1. *The Asset grid includes:*
    - A. *Verify the License(s) Name.*
    - B. *Verify the License(s) DESC.*
2. *The Operator grid includes:*
    - A. *Verify the License(s) Name.*
    - B. *Verify the License(s) DESC.*
    - C. *Verify the EXPR DT.*
    - D. *Verify the Issued By.*

    Select **Update** to complete the dispatch. *The **Dispatch Transaction Status** page appears.*
3. **OR**

    Select the Rates tab to continue editing information.
    - A. *Verify the DISPATCH CTGRY.*
    - B. *Verify the SUB CTGRY.*
    - C. *Verify the ASSET ID.*
    - D. *Verify the Daily Base Rate.*
    - E. *Verify the Utilization Rate.*
    - F. *Verify the Equipment Add On Base Rate.*
    - G. *Verify the Equipment Add On Utilization Rate.*
    - H. Enter the MISC DESC in the field provided. *This is a 250 alphanumeric character field.*
    - I. Enter the MISC RATE in the field provided. *This is a 20 numeric character field.*

J. *If Request Operator was selected on the Basic tab, additional fields appear.*
   a. Update the Operator Name , using ⌄ to select the desired name.
   b. *Verify the Labor Category.*
   c. *Verify the Operator Rate Type.*
   d. *Verify the Operator Base Rate.*
   e. *Verify the Operator Overtime Rate.*

K. *Verify the Estimated Cost.*

L. Select **Update** to complete the dispatch. *The **Dispatch Transaction Status** 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
13 — Mandatory Entry: *Asset Id*.	Missing Entry: Enter the appropriate information in the desired field.
13 — Mandatory Entry: *Dispatch Ctgry*.	
13 — Mandatory Entry: *Dispatch Purpose*.	
13 — Mandatory Entry: *Dispatched To*.	
13 — Mandatory Entry: *Equip Pool*.	
13 — Mandatory Entry: *Est Issue Dt/Tm*.	
13 — Mandatory Entry: Est Return Dt/Tm.	
13 — Mandatory Entry: *Sub Ctgry*.	

18 — Date format should be MM/DD/YYYY with valid month/day combination.	Invalid Date Format Entry. The date must be entered in the (MM/DD/YYYY) format. Re—enter the date.
xxxx — EST RETURN DT/TM must be > or equal to the EST ISSUE DT/TM.	Invalid Entry. EST ISSUE DT/TM is blank and EST RETURN DT/TM is entered, or the date to is less than the date from.
670 — Operator does not have correct License(s) for asset.	Invalid Entry. The operator accreditation does not match the asset accreditation. Re-enter the operator.
xxxx — START MTR RDNG must be less than or equal to END MTR RDNG.	Invalid Entry. Ensure the END MTR RDNG has been entered and it is greater than or equal to the START MTR RDNG Check the amounts and re-enter the fields.
xxxx — UTIL ON BASE + UTIL OFF BASE must = the difference of the END MTR RDNG minus the Previous Meter Reading.	Invalid Entry. The total amount of the Utilization Off Base and Utilization Off Base must be the same as the total amount between the END MTR RDNG and the Previous Meter Reading. Check the amounts and re-enter the fields.
xxxx — The selected operator ( ) does not have any rates configured and cannot be selected.	Invalid Entry. The Operator Name selected has not had any Labor Categories entered in the Operator/Technician process. Re-enter the Operator.
350 — Must be alphanumeric with supported special characters $, — , /, #, &, ;, comma, period, and space.	Invalid Entry. The characters entered in the field include prohibited special characters. Enter alphanumeric (alphabetic "A" through "Z", numeric "0" through "9") characters, or the following permitted special characters: $, —, /, #, &, ;, comma, period, and space. Special characters like ! or @ are prohibited.

Related Topics

- Search for a Dispatch Record — Criteria
- Search for a Dispatch Record — Results
- Add a Dispatch Record
- View the Dispatch Transaction Status

Delete a Maintenance Asset Utilization Record

Overview

The Maintenance Asset Utilization Delete process allows removal of utilization records no longer within the Activity Based Depreciation.

Note

Prior to the Delete action, verify the correct utilization record is selected to be removed.

Navigation

Utilization > MAINT ASSET UTIL > Search Criteria > **Search** > Search Results > Delete hyperlink > Maintenance Asset Utilization Delete page

Page Fields

The following fields display on the **Maintenance Asset Utilization Delete** page. For more information on each field, select the appropriate hyperlink.

Delete

- Asset Id
- Stock Nbr
- Serial Nbr
- DOD Serial Nbr
- Custodian Nbr
- Loc
- Fdcry Deprn Mthd Cd
- Item Desc
- Util Measure Cd
- Util Svc Life
- Possible Days Used
- UII
- Obj Percent
- Min Obj Percent
- Prev Mtr Rdng
- Next Mtr Rdng
- Total Util Qty
- Prev Rptd Dt
- Tran Ref Id

Rptd Dt
Current Mtr Rdng
Replacement Mtr Rdng
Fuel Type Cd
Fuel Unit Cost
Fuel Qty
Fuel State Cd
Days Used
Days Not Used
Days Unavl
Util On Base
Util Off Base
History Remarks

Procedures

DPAS Navigation Helpful Tips

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

Delete a Maintenance Asset Utilization Record

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

1. Select the Delete hyperlink next to the desired record. *The* ***Maintenance Asset Utilization Delete*** *page appears.*
2. *Verify the Asset Id.*
3. *Verify the Stock Nbr.*
4. *Verify the Serial Nbr.*
5. *Verify the DOD Serial Nbr.*
6. *Verify the Custodian Nbr.*
7. *Verify the Loc.*
8. *Verify the Fdcry Deprn Mthd Cd.*
9. *Verify the Item Desc.*
10. *Verify the Util Measure Cd.*
11. *Verify the Util Scv Life.*
12. *Verify the Possible Days Used.*

13. *Verify the UII.*
14. *Verify the Obj Percent.*
15. *Verify the Min Obj Percent.*
16. *Verify the Prev Mtr Rdng.*
17. *Verify the Next Mtr Rdng.*
18. *Verify the Total Util Qty.*
19. *Verify the Prev Rptd Dt.*
20. *Verify the Tran Ref Id.*
21. *Verify the Rptd Dt.*
22. *Verify the Current Mtr Rdng.*
23. *Verify the Replacement Mtr Rdng.*
24. *Verify the Fuel Type Cd.*
25. *Verify the Fuel Unit Cost.*
26. *Verify the Fuel Qty.*
27. *Verify the Fuel State Cd.*
28. *Verify the Days Used.*
29. *Verify the Days Not Used.*
30. *Verify the Days Unavl.*
31. *Verify the Util On Base.*
32. *Verify the Util Off Base.*
33. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*
34. Select Delete to process the transaction. *The application advances to the **Maintenance Asset Utilization Transaction Status** page.*

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
350 — Must be alphanumeric with supported special characters $, — , /, #, &, ;, comma, period, and space.	Invalid Entry. The characters entered in the field include prohibited special characters. Enter alphanumeric (alphabetic "A" through "Z", numeric "0" through "9") characters, or

	the following permitted special characters: $, —, /, #, &, ;, comma, period, and space. Special characters like ! or @ are prohibited.
656 — UTIL RECORD is associated with a Dispatch record; cannot delete.	Invalid Deletion. An Asset's Utilization record cannot be deleted if a Dispatch Record exists, and the Dispatch STATUS CD is not 'RC' (Return-Closed) for any of the records being deleted. Review the Asset's Utilization record again, and remove any remaining associated information so the record can be deleted.

Related Topics

- Search for a Maintenance Asset Utilization Record — Criteria
- Search for a Maintenance Asset Utilization Record — Results
- Enter the Maintenance Asset Utilization Record(s)
- View a Maintenance Asset Utilization Detail
- Update a Maintenance Asset Utilization Record
- View a Maintenance Asset Utilization Transaction Status
- Export the Maintenance Asset Utilization Record(s)

View the Maintenance Asset Utilization Details

Overview

The Maintenance Asset Utilization Details page is View Only and displays information for a specific record. In addition, any attachments added to the record are available for display.

Navigation

Utilization > Maint Asset Util > Search Criteria > Search > Search Results > Asset Id hyperlink > Maintenance Asset Inquiry page

Page Fields

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

Basic Detail

- Site Id
- Actbl UIC
- UIC
- Process Action
- Stock Nbr
- Serial Nbr
- Item Desc
- Asset Status
- Asset Id
- Custodian Nbr
- Lot Nbr
- Expr Dt
- Qty
- Total Cost
- Loc
- Sub Loc
- Acq Cost
- Avg Unit Cost
- Acq Dt
- Rcpt Dt
- Origl In Svc Dt
- Retirement/Dspsl Dt

- Cond Cd
- Asset Level Cd
- Asset Cd
- Asset Sts Cd
- Embedded Cost
- HA Asset Id
- Sys Id
- Action Cd
- Catalog Pilferable
- Asset Pilferable
- Non-Actbl
- Owng Cost Center
- Owng Cost Center Desc
- Rcpt Doc Nbr
- Rcvd By
- Estbd Dt
- Estbd By
- Last Activity Dt
- Last Updtd By
- Cause of Suspt Loss
- Suspt Loss Sts Cd
- UII
- Remarks

Catalog Detail

- Asset Id
- Stock Nbr
- Serial Nbr
- Item Desc

Catalog

- FSC
- Reportable Cd
- Type Asset Cd
- IT Device Cd
- ACC
- ARC

- Dmil Cd
- CIIC
- Calibration Cd
- Acq Program
- LIN/TAMCN
- Type Dsg Cd
- Util Measur Cd
- Fdcry Deprn Mthd Cd
- Util Svc Life

MFR

- Mfr Name
- Mfr Model Nbr
- Mfr Part Nbr
- CAGE Cd
- Non-Actbl
- Mfr Yr
- DOD Serial Nbr

Accounting Detail

Accounting

- Asset Id
- Stock Nbr
- Serial Nbr
- Item Desc
- Acq Cost
- Acq Dt
- Asset Cd
- Deprn Cd
- Acct Rpt Nbr
- Cptl Cd
- Deprn Exp Cd
- Task Cd
- Transfer Type Cd
- Job Order Nbr
- Trading Partner Nbr

- Fund Cd/ASN
- Type Fund Id
- Dept Cd
- Pgm Yr
- Basic Symbol
- Subhead
- Obj Class Cd
- LOA
- Fndg Cost Center
- Fndg Cost Center Desc

Loan

- Loan Cd
- Loan Notify Cd
- Loaning DoDAAC/CAGE Cd
- Contract Nbr
- Activity
- Acty Address 1
- Acty Address 2
- City
- State
- ZIP Cd
- Country Cd
- Loan Start Dt
- Loan End Dt
- Mode of Shipment
- Shipment Dt
- TCN
- Loan Rcvd By
- Loan Rcvd Dt

Lease

- Lease Cd
- Activity
- Acty Address 1
- Acty Address 2
- City

    - State
    - ZIP Cd
    - Country Cd
    - Lease Start Dt
    - Lease End Dt

Contract

    - Oblign Doc Nbr
    - Cntr/PO Nbr
    - SPIIN
    - CLIN
    - SLIN
    - ACRN

Depreciation Detail

- Asset Id
- Serial Nbr
- Stock Nbr
- Item Desc
- Deprn Sts Cd
- Deprn Exp Cd
- Activation Dt
- Fdcry Deprn Mthd Cd
- Deprn Period
- Deprn Util Svc Life
- Deprn Period Days
- Deprn Util Qty
- Deprn Util Period
- Prr Deprn Util Qty
- Deprn SL Rebsin
- Deprn AB Rebsin
- Deprn SL Lst Rebsin
- Deprn AB Lst Rebsin
- Prr Deprn SL Rebsin
- Prr Deprn AB Rebsin
- Total Cost
- Net Book Value

- Accumd Deprn
- Prior Deprn
- Current Mth Deprn
- FY Cost
- Slvg Value
- Write Down Amt
- Deprn Cost Center
- Deprn Task Cd
- Deprn Job Order Nbr
- Util Measr Cd

Warranty Detail

- Expired
- Clause Desc
- CAGE Cd
- Contract Nbr
- Dlvy Ord Nbr
- CLIN
- SLIN
- Clause Terms

Attachment View

Tab contains icons of documents attached to Maintenance Asset Record for viewing.

Improvement Detail

- Impv Nbr
- Impv Cost
- ACC
- Eff Dt
- Estbd Dt
- Estbd By
- Last Activity Dt
- Last Updtd By
- History Remarks

Component View

- Asset Id
- Stock Nbr

- Loc
- Serial Nbr
- Item Desc
- Custodian Nbr
- Loan Cd
- Sys Id
- Suspt Loss Sts Cd
- Level

Maintenance Detail

- Asset Id
- Stock Nbr
- Serial Nbr
- Item Desc
- Maint Mgt Cd
- Maint Loc
- Dispatch Cd
- Equip Pool
- Dispatch Ctgry
- Sub Ctgry
- Dispatch Unavl Cd
- Obj Percent
- Min Obj Percent
- Possible Days Used
- Initial Dt Profiled
- Estbd Dt
- Estbd By
- Last Activity Dt
- Last Updtd By

Fuel Detail

- Asset Id
- Stock Nbr
- Serial Nbr
- Item Desc
- Fuel Cd
- Fuel Type Cd

Cert/License Detail

- Asset Id
- Stock Nbr
- Serial Nbr
- Item Desc
- Cert(s)/License(s) Cd
- Cert(s)/License(s) Name

Lifetime Cost Detail

- Asset Id
- Stock Nbr
- Serial Nbr
- Item Desc
- Work Plan Type Cd
- Actual Labor Hours
- Actual Labor Cost
- Actual Non-Labor Cost
- Total Labor and Non-Labor Cost

Open Work Order Detail

- Asset Id
- Stock Nbr
- Serial Nbr
- Item Desc
- Work Order Id
- Priority Cd
- Receipt Dt
- Approval Dt
- Est Svc End Dt
- Customer Name
- Customer E-Mail Address

Utilization Detail

- Asset Id
- Stock Nbr
- Serial Nbr
- Item Desc

- Tran Ref Id
- Rpt Dt
- Mtr Rdng
- Total Util Qty
- Util Measure Cd
- Util Svc Life

Vehicle Characteristics Detail

- Asset Id
- Serial Nbr
- Stock Nbr
- DoD Serial Nbr
- Item Desc
- Vehicle Type
- EISA Acq Cd
- Exec Vehicle Cd
- Vehicle Armor Cd
- Vehicle Exempt Cd
- GSA-Report Util
- Emer Response Veh
- Law Enfrcmt Veh
- EO 13693 Designation
- Fuel Configuration Cd
- Custdn_Nbr
- Country Cd
- State
- ZIP
- Remarks

Vehicle Cost

- Statement Dt
- Statement Nbr
- Acct Cd
- Amnt
- Vehicle Class
- Vehicle Tag
- Sales Cd

All Detail

This tab consolidates all fields from all tabs onto one tab.

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
⏮	Return to the first page of results.
◀	Return to the previous page of the results.
☐ 1	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
of7	Display how many pages retrieved.
▶	Advance to the next page of the results.
⏭	Advance to the last page of results.
100% ▾	Change the size of the characters displayed on the page.
☐ Find | Next	Find data within the Results page.
💾 ▾	Select the format to Export the report.

Procedures

DPAS Navigation Helpful Tips

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

Export the Maintenance Asset Utilization Details to a Printable Application

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

1. Select the desired tab.
2. Select 💾 ▾ to choose the print format (Excel, PDF, or Word). *The procedure*

leaves the application based on the selection made.

3. Follow the prompts provided by the computer.

Search the Maintenance Asset Utilization Details

1. Select the desired tab.
2. Select the empty field ☐ Find | Next.
3. Enter the characters or words to search. *Entries are not case sensitive.*
4. Select Find to search for the entry. *The entry appears highlighted in the file.*
5. Select Next to find the next matching value. *This feature is available if multiple results are found.*

Common Errors

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

Error	Solution
xxxx - Unable to get off page.	Select Search Criteria to return to the Search Results page.

Related Topics

- Search for a Maintenance Asset Utilization Record — Criteria
- Search for a Maintenance Asset Utilization Record — Results
- Enter the Maintenance Asset Utilization Record(s)
- Update a Maintenance Asset Utilization Record
- Delete a Maintenance Asset Utilization Record
- View a Maintenance Asset Utilization Transaction Status
- Export the Maintenance Asset Utilization Record(s)

Enter the Maintenance Asset Utilization Record(s)

Overview

The Maintenance Asset Utilization Record process provides the ability to enter a record for either one asset (Record Util - Single) or enter one record per each asset selected (Record Util - Multiple).

Navigation

Utilization > Maint Asset Util > Search Criteria > *Various Procedural Steps* > **Record Util** > Maintenance Asset Utilization Record page

Page Fields

The following fields display on the **Maintenance Asset Utilization Record** page. For more information on each field, select the appropriate hyperlink.

Record Single Util

Mass Change Section

- Mass Rptd Dt
- Mass Fuel Type Cd
- Mass Fuel Unit Cost
- History Remarks

Report Util

- Rptd Dt *
- Current Mtr Rdng *
- Util On Base
- Util Off Base
- Fuel Type Cd
- Fuel Qty
- Fuel Unit Cost
- Fuel State Cd
- Days Used
- Days Not Used
- Days Unavl
- Replacement Mtr Rdng
- Tran Ref Id
- History Remarks

Record Multiple UTIL

Mass Change Section

- Mass Rptd Dt
- Mass Fuel Unit Cost
- History Remarks

Report UTIL

- Asset Id
- Item Desc
- Rptd Dt *
- Current Mtr Rdng *
- Util On Base
- Util Off Base
- Fuel Type Cd
- Fuel Qty
- Fuel Unit Cost
- Fuel State Cd
- Days Used
- Days Not Used
- Days Unavl
- Replacement Mtr Rdng
- Tran Ref Id
- History Remarks

* Asterisk identifies mandatory fields.

Procedures

DPAS Navigation Helpful Tips

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

Enter a Single Utilization Record

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

1. *Disregard the MASS RPTD DT.*
2. *Disregard the Mass FUEL TYPE CD.*

3. *Disregard the Mass Fuel Unit Cost.*
4. *Disregard the History Remarks.*

Helpful Tip

For Single Entries within a Single Record, disregard the above fields.

For Multiple Entries within a Single Record, the Mass Update Section allows changing all entries at one time.

Revise the desired fields in the Mass Update Section and select **Change**. *All entries display the changes.*

5. Hover over the ASSET ID. *The details for that asset appear in a pop-up window.*
6. Update the RPTD DT, using 📅 or entering it (MM/DD/YYYY) in the field provided.
7. Enter the CURRENT MTR RDNG in the field provided. *This is a 12 numeric character field.*
8. Enter the UTIL ON BASE in the field provided. *This is a 7 numeric character field.*
9. Enter the UTIL OFF BASE in the field provided. *This is a 7 numeric character field.*

Helpful Tip

The sum of the UTIL ON BASE and the UTIL OFF BASE must equal the difference between the PREV MTR RDNG and the CURRENT MTR RDNG.

Therefore, CURRENT MTR RDNG — PREV MTR RDNG = UTIL ON BASE + UTIL OFF BASE

10. Update the Fuel Type Cd, using ⌄ to select the desired code.

Note

If the utilization does not record fuel usage, set the FUEL TYPE CD to *Select an Item*.

11. Enter the FUEL QTY in the field provided. *This is a 5 numeric character field.*
12. Enter the Fuel Unit Cost in the field provided. *This is a 3 numeric character field.*
13. Update the Fuel State Cd, using ⌄ to select the desired code.
14. Enter the Days Used in the field provided. *This is a 3 numeric character field.*
15. Enter the Days Not Used in the field provided. *This is a 3 numeric character*

field.

16. Enter the Days Unavl in the field provided. *This is a 3 numeric character field.*
17. Click ☐ to select the Replacement Mtr Rdng. *Check this to record the meter reading of the replacement meter at the time of replacement.*
18. Enter the Tran Ref Id in the field provided. *This is a 36 alphanumeric character field.*
19. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*
20. Select **New Row** to enter the another Asset Utilization Record for the same asset. *A new entry line appears. Repeat Steps 6-19.*

Helpful Tip

Select the Remove hyperlink if an entry is made in error. *The entry is removed.*

21. Select **Record Util** to complete the utilization. *The* ***Maintenance Asset Utilization Transaction Status*** *page appears.*

Enter Multiple Utilization Records

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

Note

To record utilization for multiple assets, all selected assets must have the same meter code.

1. Use 📅 to select the Mass Rptd Dt, or enter the date (MM/DD/YYYY) in the field provided.
2. Enter the Mass Fuel Unit Cost in the field provided. *This is a 3 numeric character field.*
3. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*
4. Select **Change**. *All below Utilization entries display the above changes.*
5. Hover over the Asset Id. *The details for that asset appear in a pop-up window.*
6. *The Item Desc automatically populates and is not editable.*

7. Update the Rptd Dt, using 📅 or entering it (MM/DD/YYYY) in the field provided.
8. Enter the Current Mtr Rdng in the field provided. *This is a 12 numeric character field.*
9. Enter the Util On Base in the field provided. *This is a 7 numeric character field.*
10. Enter the Util Off Base in the field provided. *This is a 7 numeric character field.*

> **Helpful Tip**
>
> The sum of the Util On Base and the Util Off Base must equal the difference between the Prev Mtr Rdng and the Current Mtr Rdng.
>
> Therefore, Current Mtr Rdng — Prev Mtr Rdng = Util On Base + Util Off Base

11. Update the Fuel Type Cd, using ⌄ to select the desired code.

> **Note**
>
> If the utilization does not record fuel usage, set the Fuel Type Cd to *Select an Item*.

12. Enter the Fuel Qty in the field provided. *This is a 5 numeric character field.*
13. Enter the Fuel Unit Cost in the field provided. *This is a 3 numeric character field.*
14. Update the Fuel State Cd, using ⌄ to select the desired code.
15. Enter the Days Used in the field provided. *This is a 3 numeric character field.*
16. Enter the Days Not Used in the field provided. *This is a 3 numeric character field.*
17. Enter the Days Unavl in the field provided. *This is a 3 numeric character field.*
18. Click ☐ to select the Replacement Mtr Rdng. *Check this to record the meter reading of the replacement meter at the time of replacement.*
19. Enter the Tran Ref Id in the field provided. *This is a 36 alphanumeric character field.*
20. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*
21. Select **Record Util** to complete the utilization. *The* ***Maintenance Asset Utilization Transaction Status*** *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
18 — Date format should be MM/DD/YYYY with valid month/day combination.	Invalid Date Format Entry. The date must be entered in the (MM/DD/YYYY) format. Re-enter the date.
13 — Mandatory Entry: *RPTD DT*.	Missing Entry. Enter the required information in the desired field.
13 — Mandatory Entry: *CURRENT MTR RDNG*.	
xxxx — Mandatory Entry: Fuel Unit Cost and FUEL QTY must have a value.	Missing Entry. If the Fuel Type drop-down has a value, the Fuel Unit Cost and Fuel Quantity must have a value. Enter the cost and quantity amounts.
350 — Must be alphanumeric with supported special characters $, — , /, #, &, ;, comma, period, and space.	Invalid Entry. The characters entered in the field include prohibited special characters. Enter alphanumeric (alphabetic "A" through "Z", numeric "0" through "9") characters, or the following permitted special characters: $, —, /, #, &, ;, comma, period, and space. Special characters like ! or @ are prohibited.
44 — Input date must be <= system date.	Invalid Date Entry. The system date (Today's Date) must be after or the same as the Input date. Re—enter the date.
xxxx — Nothing entered to mass update.	Missing Entry. No Mass changes were entered. Enter the changes for a Mass Update.
xxxx — UTIL ON BASE + UTIL OFF BASE must = the difference of the CURRENT MTR RDNG minus the Previous Meter Reading.	Invalid Entry. The total amount of the Utilization Off Base and Utilization Off Base must be the same as the total amount between the CURRENT MTR RDNGand the Previous Meter Reading. Check the amounts and re-enter the fields.

647 — Tran Ref Id already exists.	Invalid Entry. The Transaction Reference Identifier entered is a duplicate. Enter a valid identification.
503 — Util value exists for Rptd Dt; cannot record a Replacement Mtr.	Invalid Entry. The Replacement Meter Reading field has a value entered, and the Reported Date being entered already exists for the given asset. Verify the date and meter reading, and re-enter the information.
559 — Current Mtr Rdng must be >= Replacement Meter Reading.	Invalid Entry. The Replacement Meter Reading must be smaller than or equal to the Current Meter Reading. Re—enter the meter reading.
xxxx — Invalid Entry: Meter reading already exists for the date specified.	Invalid Entry. Meter reading matches a record already entered. Select a different date or update the existing entry.
92 — Entry must be numeric.	Invalid Entry. The characters entered in the field include letters. Enter numeric ("0" through "9") characters.

Related Topics

- Search for a Maintenance Asset Utilization Record — Criteria
- Search for a Maintenance Asset Utilization Record — Results
- View a Maintenance Asset Utilization Detail
- Update a Maintenance Asset Utilization Record
- Delete a Maintenance Asset Utilization Record
- View a Maintenance Asset Utilization Transaction Status
- Export the Maintenance Asset Utilization Record(s)

Export the Asset Utilization Record(s) Report

Overview

The Maintenance Asset Utilization Report Export page provides the ability to save the report in different formats.

Navigation

Utilization > MAINT ASSET UTIL > Search Criteria > **Search** > Search Results > *VARIOUS PROCEDURAL STEPS* > Transaction Status page > **Print** > Maintenance Asset Utilization Report Export page

Page Fields

No Page Fields are identified for this page. The following are Control buttons for this page.

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
⏮	Return to the first page of results.
◀	Return to the previous page of the results.
1	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
of7	Display how many pages retrieved.
▶	Advance to the next page of the results.
⏭	Advance to the last page of results.
100% ▾	Change the size of the characters displayed on the page.
☐ Find | Next	Find data within the Results page.
💾 ▾	Select the format to Export the report.

Procedure

DPAS Navigation Helpful Tips

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

Export the Maintenance Asset Utilization Report to a Printable Application

1. Select to choose the print format (Excel, PDF, or Word). *The procedure leaves the application based on the selection made.*
2. Follow the prompts provided by the computer.
3. Select **Search Criteria** returns to the **Maintenance Asset Utilization Search Criteria** page.

Search the Results

1. Select the empty field Find | Next.
2. Enter the characters or words to search. *Entries are not case sensitive.*
3. Select Find to search for the entry. *The entry appears highlighted in the file.*
4. Select Next to find the next matching value. *This feature is available if multiple results are found.*

Common Errors

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

Error	Solution
xxxx - Unable to get off page.	Select **Search Criteria** to return to the Search Results page.

Related Topics

- Search for a Maintenance Asset Utilization Record — Criteria
- Search for a Maintenance Asset Utilization Record — Results
- Enter the Maintenance Asset Utilization Record(s)
- View a Maintenance Asset Utilization Detail
- Update a Maintenance Asset Utilization Record
- Delete a Maintenance Asset Utilization Record
- View a Maintenance Asset Utilization Transaction Status

Search for a Maintenance Asset Utilization Record — Criteria

Overview

The Maintenance and Utilization module Maintenance Asset Utilization process provides the ability to record, to update, and to delete utilization records from within the M&U application. The process allows the input of data, cumulative utilization, and fuel used for a period of time. Only records that exist on the MAM and have a Maintenance Management Code of UTL or MAU are visible, provided the operating personnel has access to the asset.

Navigation

Utilization > MAINT ASSET UTIL > Search Criteria page

Page Fields

The following fields display on the **Maintenance Asset Utilization Search Criteria** page. For more information on each field, select the appropriate hyperlink.

Search Criteria

- Record Util - Single
- Record Util - Multiple
- Update/Delete Util

Record UTIL - Single or Update/Delete UTIL

- Rptd Dt *
- Asset Id
- UII

Record UTIL - Multiple

- Rptd From Dt *
- Rptd To Dt *
- Stock Nbr
- LIN/TAMCN
- Equip Pool
- Dispatch Cd
- Util Rptd

* Asterisk identifies mandatory fields.

Procedures

DPAS Navigation Helpful Tips

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

Search for a Maintenance Asset Utilization Record

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

1. In the Search Criteria box, select the Update/Delete UTIL ○.
2. Use 📅 to select the RPTD DT, or enter the date (MM/DD/YYYY) in the field provided.
3. Narrow the results by entering one of the following optional fields.
   - Enter the ASSET ID, or use ... to browse for the entry. *This is a 12 alpha-numeric character field.*
   - Enter the UII in the field provided. *This is a 50 alphanumeric character field.*
4. Select **Search**. *The **Maintenance Asset Utilization Search Results** page appears. Results display in the Search Results grid.*

Add a Single Utilization Record

1. In the Search Criteria box, select the Record UTIL - Single ○.
2. Use 📅 to select the RPTD DT, or enter the date (MM/DD/YYYY) in the field provided.
3. Narrow the results by entering one of the following optional fields.
   - Enter the ASSET ID, or use ... to browse for the entry. *This is a 12 alpha-numeric character field.*
   - Enter the UII in the field provided. *This is a 50 alphanumeric character field.*
4. Select **Record Util**. *The **Maintenance Asset Utilization Record** page appears. Results display in the Search Results grid.*

Add Multiple Utilization Records

1. In the Search Criteria box, select the Record UTIL - Multiple ○.
2. Use 📅 to select the RPTD FROM DT, or enter the date (MM/DD/YYYY) in the field provided. *RPTD FROM DT defaults to the first day of the month.*

3. Use 📅 to select the Rptd To Dt, or enter the date (MM/DD/YYYY) in the field provided. *Rptd To Dt defaults to the current date.*
4. Enter the Stock Nbr, or use ... to browse for the entry. *This is a 15 alphanumeric character field.*
5. Enter the LIN/TAMCN in the field provided. *This is a 10 alphanumeric character field.*
6. Use ⌄ to select the Equip Pool.
7. Use ⌄ to select the Dispatch Cd.
8. *The Util Rptd automatically populates and is not editable.*
9. Select Search. *The **Maintenance Asset Utilization Search Results** page appears. Results display 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.

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.
18 — Date format should be MM/DD/YYYY with valid month/day combination.	Invalid Date Format Entry. The date must be entered in the (MM/DD/YYYY) format. Re-enter the date.
13 — Mandatory Entry: *Rptd Dt*. .	Missing Entry. Enter the appropriate information in the desired field.
13 — Mandatory Entry: *Asset Id or UII*.	
13 — Mandatory Entry: *Rptd From Dt*.	
13 — Mandatory Entry: *Rptd To Dt*.	

2094 — Must be alphanumeric with supported special characters $, —, /, #, &, ;, (,), comma, period, and space.	Invalid Entry. The characters entered in the field include prohibited special characters. Enter alphanumeric (alphabetic "A" through "Z", numeric "0" through "9") characters, or the following permitted special characters: $, —, /, #, &, ;, (,), comma, period, and space. Special characters like ! or @ are prohibited.
44 — Input date must be <= system date.	Invalid Date Entry. The system date (Today's Date) must be after or the same as the Input date. Re—enter the date.
210 — ASSET ID Prefix cannot start with Bulk.	Invalid Entry. ASSET ID must be serially managed. Re-enter the ASSET ID prefix.
557 — STOCK NBR assigned to asset does not have a UTIL MEASURE CD established. Cannot establish Asset Utilization Record.	Invalid Entry. The Asset Stock Number selected does not have a Utilization Measure Code established for the Catalog record. Re-enter the Stock Number.
238 — Date (To) must be > Date (From).	Invalid Date Entry. Either Date To is blank and Established Date From is entered, or the Date (To) is before the Date (From). Re-enter the date.

Related Topics

- Search for a Maintenance Asset Utilization Record — Results
- Enter the Maintenance Asset Utilization Record(s)
- View a Maintenance Asset Utilization Detail
- Update a Maintenance Asset Utilization Record
- Delete a Maintenance Asset Utilization Record
- View a Maintenance Asset Utilization Transaction Status
- Export the Maintenance Asset Utilization Record(s)

Search for a Maintenance Asset Utilization Record — Results

Overview

The Maintenance Asset Utilization Search Results page provides the ability to view, update, or delete an asset utilization record.

Helpful Tip

There may be several pages returned from the Search Criteria. To page through the results, select the page number at the bottom of the page. The information is sorted in ascending order.

Navigation

Utilization > MAINT ASSET UTIL > Search Criteria > Search > Search Results page

Page Fields

The following fields display on the **Maintenance Asset Utilization Search Results** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
377	When available, select Update or Delete hyperlink to process a record.
5	Select "Hyperlink" to view details for specific record.
121	When available, select Change button to apply mass changes to all records in grid.
356	When available, select Record UTIL button to create a new record.
14	Select "Cancel" button to return to previous page.

Record Util - Multiple Search

Search Criteria

Rptd From Dt

Rptd To Dt

Stock Nbr

- LIN/TAMCN
- Equip Pool
- Dispatch Cd
- Util Rptd

Search Results

- Select / Deselect
- Asset Id
- Metered
- Mtr Rdng
- Total Util Qty
- Util Measure Cd
- Stock Nbr
- Serial Nbr
- DOD Serial Nbr
- UII
- Equip Pool
- Dispatch Cd
- Item Desc
- LIN/TAMCN
- Loc
- Fdcry Deprn Mthd Cd

Update/Delete Util Search

Search Criteria

- Rptd Dt
- Asset Id
- UII

Search Results

- Update
- Delete
- Asset Id
- Tran Ref Id
- Rptd Dt
- Updtd By

Metered
Mtr Rdng
Tran Util Qty
Util Measure Cd
Stock Nbr
Serial Nbr
DOD Serial Nbr
UII
Item Desc
LIN/TAMCN
Loc
Fdcry Deprn Mthd Cd
Locked By Dispatch

Procedures

DPAS Navigation Helpful Tips

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

Select Multiple Entries for a Utilization Record

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

1. Select ☐ next to the desired entry. ☑ *appears.*

Helpful Tip

All the selected assets must have the same meter code to proceed.

2. Select **Record Util**. *The* ***Maintenance Asset Utilization Record*** *page appears.*

Update a Maintenance Asset Utilization Record

Select the Update hyperlink. *The* ***Update an Asset Utilization Record*** *page appears.*

Delete a Maintenance Asset Utilization Record

Select the Delete hyperlink. *The* ***Delete an Asset Utilization Record*** *page appears.*

View the Details of a Maintenance Asset Utilization Record

Select the ASSET ID hyperlink. *The **Maintenance Asset Detail** 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
641 — Selected rows must match; Meter = Yes or No.	Invalid Entry. All selected assets must have the same Metered value (Yes or No). Re—select entries so that they have the same Metered value.

Related Topics

- Search for a Maintenance Asset Utilization Record — Criteria
- Enter the Maintenance Asset Utilization Record(s)
- View a Maintenance Asset Utilization Detail
- Update a Maintenance Asset Utilization Record
- Delete a Maintenance Asset Utilization Record
- View a Maintenance Asset Utilization Transaction Status
- Export the Maintenance Asset Utilization Record(s)

View an Asset Utilization Transaction Status

Overview

The Maintenance Asset Utilization Transaction Status page displays a verification of the creations, updates, or deletions performed.

Navigation

Utilization > MAINT ASSET UTIL > Search Criteria > Search > Search Results > Continue > *VARIOUS PROCEDURAL STEPS* > Asset Utilization Transaction Status page

Page Fields

The following fields display on the **Maintenance Asset Utilization Transaction Status** page. For more information on each field, select the appropriate hyperlink.

Transaction Status

Status
Action Required
Details

Procedure

DPAS Navigation Helpful Tips

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

The Transaction Status offers the following options:

- Select Print to print a report of the transaction. *The* ***Maintenance Asset Utilization Report Export*** *page appears.*
- Select Search Criteria to return to the **Maintenance Asset Utilization Search Criteria** page.

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
83 — Unexpected error encountered, contact DPAS Help Desk for	Contact the DPAS Call Center

assistance.

Related Topics

- Search Maintenance Asset Utilization Records
- View Maintenance Asset Utilization Search Results
- Enter the Maintenance Asset Utilization Record(s)
- View a Maintenance Asset Utilization Detail
- Update a Maintenance Asset Utilization Record
- Delete a Maintenance Asset Utilization Record
- Export the Maintenance Asset Utilization Record(s)

Update a Maintenance Asset Utilization Record

Overview

The Maintenance Asset Utilization Record Update process allows editing of a single utilization record. Only certain fields (depending on attributes assigned to assets) are available for update.

Navigation

Utilization > MAINT ASSET UTIL > Search Criteria > Search > Search Results > Update hyperlink > Maintenance Asset Utilization Update page

Page Fields

The following fields display on the **Maintenance Asset Utilization Update** page. 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).
13	Select "Reset" button to clear data.
14	Select "Cancel" button to return to previous page.

Update Section

Asset Id

Stock Nbr

Serial Nbr

DOD Serial Nbr

Custodian Nbr

Loc

Fdcry Deprn Mthd Cd

Item Desc

Util Measure Cd

Util Svc Life

Possible Days Used

UII

Obj Percent

Min Obj Percent
Prev Mtr Rdng
Next Mtr Rdng
Total Util Qty
Prev Rptd Dt
Tran Ref Id
Rptd Dt
Current Mtr Rdng
Replacement Mtr Rdng
Fuel Type Cd
Fuel Unit Cost
Fuel Qty
Fuel State Cd
Days Used
Days Not Used
Days Unavl
Util On Base
Util Off Base
History Remarks

Procedure

DPAS Navigation Helpful Tips

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

Update an Asset Utilization Record

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

1. Select Update next to the desired record to edit the entry.
2. *Verify the Asset Id.*
3. *Verify the Stock Nbr.*
4. *Verify the Serial Nbr.*
5. *Verify the DOD Serial Nbr.*
6. *Verify the Custodian Nbr.*
7. *Verify the Loc.*

8. *Verify the Fdcry Deprn Mthd Cd.*
9. *Verify the Item Desc.*
10. *Verify the Util Measure Cd.*
11. *Verify the Util Scv Life.*
12. *Verify the Possible Days Used.*
13. *Verify the UII.*
14. *Verify the Obj Percent.*
15. *Verify the Min Obj Percent.*
16. *Verify the Prev Mtr Rdng.*
17. *Verify the Next Mtr Rdng.*
18. *Verify the Total Util Qty.*
19. *Verify the Prev Rptd Dt.*
20. Update the Tran Ref Id, entering the revised identifier in the field provided. *This is a 36 alphanumeric character field.*
21. Update the Rptd Dt, using 📅 or entering the date (MM/DD/YYYY) in the field provided.
22. Update the Current Mtr Rdng, entering the correct value in the field provided. *This is a 12 numeric character field.*
23. Verify the Replacement Mtr Rdng contains the appropriate ☑ or ☐. *Check this to record the meter reading of the replacement meter at the time of replacement.*
24. Update the Fuel Type Cd, using ⌄ to select the desired code.
25. Update the Fuel Unit Cost, entering the revised price in the field provided. *This is a 3 numeric character field.*
26. Update the Fuel Qty, entering the revised amount in the field provided. *This is a 5 numeric character field.*
27. Update the Fuel State Cd, entering the revised identifier in the field provided. *This is a 2 alphabetic character field.*
28. Update the Days Used, entering the revised days in the field provided. *This is a 3 numeric character field.*
29. Update the Days Not Used, entering the revised days in the field provided. *This is a 3 numeric character field.*
30. Update the Days Unavl, entering the revised days in the field provided. *This is a 3 numeric character field.*
31. Update the Util On Base, entering the revised value in the field provided. *This*

is a 7 numeric character field.

32. Update the UTIL OFF BASE, entering the revised value in the field provided. *This is a 7 numeric character field.*
33. Update the History Remarks, entering the revised information in the field provided. *This is a 1024 alphanumeric character field.*
34. Select Update to process the transaction. *The* ***Maintenance Asset Utilization Transaction Status*** *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
18 — Date format should be MM/DD/YYYY with valid month/day combination.	Invalid Date Format Entry. The date must be entered in the (MM/DD/YYYY) format. Re-enter the date.
13 — Mandatory Entry: *RPTD DT*.	Missing Entry. Enter the required information in the desired field.
13 — Mandatory Entry: *CURRENT MTR RDNG*.	
13 — Mandatory Entry: *Fuel Unit Cost and FUEL QTY*.	
350 — Must be alphanumeric with supported special characters $, — , /, #, &, ;, comma, period, and space.	Invalid Entry. The characters entered in the field include prohibited special characters. Enter alphanumeric (alphabetic "A" through "Z", numeric "0" through "9") characters, or the following permitted special characters: $, —, /, #, &, ;, comma, period, and space. Special characters like ! or @ are prohibited.
44 — Input date must be <= system date.	Invalid Date Entry. The system date (Today's Date) must be after or the same as the Input date. Re—enter the date.
xxxx — UTIL ON BASE + UTIL OFF BASE must = the difference of the	Invalid Entry. The total amount of the Utilization Off Base and Utilization Off Base must be the same as the total amount between

Current Mtr Rdng minus the Previous Meter Reading.	the Current Mtr Rdng and the Previous Meter Reading. Check the amounts and re-enter the fields.
647 — Tran Ref Id already exists.	Invalid Entry. The Transaction Reference Identifier entered is a duplicate. Enter a valid identification.
503 — Util value exists for Rptd Dt; cannot record a Replacement Mtr.	Invalid Entry. The Replacement Meter Reading field has a value entered, and the Reported Date being entered already exists for the given asset. Verify the date and meter reading, and re-enter the information.
559 — Current Mtr Rdng must be >= Replacement Meter Reading.	Invalid Entry. The Replacement Meter Reading must be smaller than or equal to the Current Meter Reading. Re—enter the meter reading.
xxxx — Invalid Entry: Meter reading already exists for the date specified.	Invalid Entry. Meter reading matches a record already entered. Select a different date or update the existing entry.
92 — Entry must be numeric.	Invalid Entry. The characters entered in the field include letters. Enter numeric (“0” through “9”) characters.

Related Topics

- Search for a Maintenance Asset Utilization Record — Criteria
- Search for a Maintenance Asset Utilization Record — Results
- Enter the Maintenance Asset Utilization Record(s)
- View a Maintenance Asset Utilization Detail
- Delete a Maintenance Asset Utilization Record
- View a Maintenance Asset Utilization Transaction Status
- Export the Maintenance Asset Utilization Record(s)

Add an Address

Overview

The Address Add process provides the ability to create new addresses and directories that are used on a frequent basis.

Navigation

Master Data > Address > Search Criteria > Add > Address Add page

Page Fields

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

Add

DE, MO, EP, MC

UIC *

Address Type *

POC *

DSN

Phone Nbr

Activity Name *

FAX Nbr

Address 1 *

E-Mail Address

Address 2 *

City *

State *

ZIP Cd

Country Cd

Loc

FAST Report Long/Lat

Longitude

Latitude

DN

UIC *

Address Type *

POC *
DSN
DoDAAC *
Phone Nbr
Activity Name *
FAX Nbr
Address 1 *
E-Mail Address
Address 2 *
City *
State *
ZIP Cd
Country Cd
Loc
FAST Report Long/Lat
Longitude
Latitude

(*) Asterisk identifies mandatory fields.

Procedure

DPAS Navigation Helpful Tips

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

Add a New Address

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

1. Select **Add**. *The* ***Add an Address*** *page appears.*
2. ***2.*** *The UIC automatically populates and is not editable.*
3. **3.** Use ▾ to select the Address Type. *If the Address Type is DN, additional fields appear.*
4. **4.** Enter the POC in the field provided. *This is a 25 alphanumeric character field.*
5. Enter the DSN in the field provided. *This is a 20 alphanumeric character field.*
   - **A.** Enter the DoDAAC in the field provided. *This is a 6 alphanumeric*

character field.

6. Enter the PHONE NBR in the field provided. *This is a 25 alphanumeric character field.*
7. Enter the Activity Name in the field provided. *This is a 50 alphanumeric character field.*
8. Enter the FAX NUMBER in the field provided. *This is a 25 alphanumeric character field.*
9. Enter the Address 1 in the field provided. *This is a 25 alphanumeric character field.*
10. Enter the E-MAIL Address in the field provided. *This is an 80 alphanumeric character field.*
11. Enter the Address 2 in the field provided. *This is a 25 alphanumeric character field.*
12. Enter the City in the field provided. *This is a 22 alphanumeric character field.*
13. Use ⌄ to select the State.
14. Enter the ZIP CD in the field provided. *This is a 10 alphanumeric character field.*
15. Use ⌄ to select the Country Cd.
16. Enter the LOC in the field provided. *This is an 20 alphanumeric character field.*
17. Click ☐ to select the FAST Report LONG/LAT. *The ZIP CD field disappears and the Longitude and Latitude fields appear.*
18. Enter the Longitude in the field provided. *This is a 3 numeric character field.*
19. Enter the Latitude in the field provided. *This is a 3 numeric character field.*
20. Select **Add** to save the new address. *The **Address Transaction Status** 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
13 — Mandatory Entry: *Address Type*.	Missing Entry. Enter the appropriate information in the desired field.
13 — Mandatory Entry: *DoDAAC*.	
13 — Mandatory Entry:	

***POC*.**	
13 — Mandatory Entry: *Activity Name*.	
13 — Mandatory Entry: *Address 1*.	
13 — Mandatory Entry: *City*.	
13 — Mandatory Entry: *ZIP CD*.	
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.
419 — DoDAAC entry must be 6 — POS alphanumeric except for alpha "I" or "O".	Invalid Entry. The DoDAAC is a 6—position alphanumeric entry, but not "I"; "O"; or special characters. Re—enter the DoDAAC.

Related Topics

- Search for an Address — Criteria
- Search for an Address — Results
- Update an Address
- Delete an Address
- View the Address Transaction Status
- Export an Address Report

Delete an Address

Overview

The Address Delete process allows removal of an address that is no longer being used.
There are five reasons an address cannot be deleted:

- **DE – Destination** —
  The address is still associated with a Service Provider within a Work Order
- **DN – Destination Other** —
  The address is still associated with a Warranty / Service / Subscription provider
- **MO – Maintenance Officer** —
  The address is still associated with a Maintenance Activity
- **EP – Equipment Pool** —
  The address is still associated with an Equipment Pool
- **MC – Maintenance Center** —
  The address is still associated with an Open Dispatch

Navigation

Master Data > Address > Search Criteria > Search > Search Results > Delete hyperlink > Address Delete page

Page Fields

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

Delete

DE, MO, EP, MC

UIC

Address Type

POC

DSN

Phone Nbr

Activity Name

FAX Nbr

Address 1

E-Mail Address

Address 2

City

State
ZIP Cd
Country Cd
Loc
FAST Report Long/Lat
Longitude
Latitude

DN

UIC
Address Type
POC
DSN
DoDAAC
Phone Nbr
Activity Name
FAX Nbr
Address 1
E-Mail Address
Address 2
City
State
ZIP Cd
Country Cd
Loc
FAST Report Long/Lat
Longitude
Latitude

Procedure

DPAS Navigation Helpful Tips

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

Update an Existing Address

Selecting

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

1. Select the Delete hyperlink to display the **Delete an Address** page.
2. *Verify the UIC.*
3. *Verify the Address Type. If the Address Type is DN, additional fields appear.*
4. *Verify the POC.*
5. *Verify the DSN.*
    A. *Verify the DoDAAC.*
6. *Verify the Phone Nbr.*
7. *Verify the Activity Name.*
8. *Verify the FAX Number.*
9. *Verify the Address 1.*
10. *Verify the E-Mail Address.*
11. *Verify the Address 2.*
12. *Verify the City.*
13. *Verify the State.*
14. *Verify the ZIP Cd.*
15. *Verify the Country Cd.*
16. *Verify the Loc.*
17. *Verify the FAST Report Long/Lat.*
18. *Verify the Longitude.*
19. *Verify the Latitude.*
20. Select Delete to remove the address. *The **Address Transaction Status** 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
No Common Errors have been identified for this page.	

Related Topics

- Search for an Address — Criteria

- Search for an Address — Results
- Add an Address
- Update an Address
- View the Address Transaction Status
- Export an Address Report

Export an Address Report

Overview

The Address Report Export process provides the ability to save the address report in different formats.

Navigation

Master Data > Address > Search Criteria > **Search** > Search Results > VARIOUS PROCEDURAL STEPS > Transaction Status page > **Print** > Address Report Export page

Page Fields

No Page Fields are identified for this page. The following are Control buttons for this page.

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
⏮	Return to the first page of results.
◀	Return to the previous page of the results.
1	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
of7	Display how many pages retrieved.
▶	Advance to the next page of the results.
⏭	Advance to the last page of results.
100% ▾	Change the size of the characters displayed on the page.
☐ Find | Next	Find data within the Results page.
💾 ▾	Select the format to Export the report.

Procedure

DPAS Navigation Helpful Tips

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

Export the Address Report to a Printable Application

1. Select to choose the print format (Excel, PDF, or Word). *The procedure leaves the application based on the selection made.*
2. Follow the prompts provided by the computer.
3. Select Search Criteria to return to the **Address Search Criteria** page.

Search the Results

1. Select the empty field Find | Next.
2. Enter the characters or words to search. *Entries are not case sensitive.*
3. Select Find to search for the entry. *The entry appears highlighted in the file.*
4. Select Next to find the next matching value. *This feature is available if multiple results are found.*

Common Errors

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

Error	Solution
xxxx - Unable to get off page.	Select Search Criteria to return to the Search Results page.

Related Topics

- Search for an Address — Criteria
- Search for an Address — Results
- Add an Address
- Update an Address
- Delete an Address
- View the Address Transaction Status

Search for an Address — Criteria

Overview

The Maintenance and Utilization module Address process provides the ability to define location addresses and Points of Contact (POC) for later use in DPAS. There are five kinds of addresses:

- **DE – Destination** —
  The address of the Government activity when Serviced By is set to "External-GOVT Funded" and "External-GOVT Unfunded"
- **DN – Destination Other** —
  The address of Warranty / Service / Subscription providers
- **MO – Maintenance Officer** —
  The address of the Maintenance Officer
- **EP – Equipment Pool** —
  The address of the Equipment Pool
- **MC – Maintenance Center** —
  The address of the customer defined in a Dispatch

Navigation

Master Data > Address > Search Criteria

Page Fields

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

UIC

Address Type

Procedures

DPAS Navigation Helpful Tips

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

Search for Existing Addresses

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

1. *The UIC automatically populates and is not editable.*
2. Use ▾ to select the Address Type.
3. Select Search. *The **Address Search Results** page appears. Results display in the Search Results grid.*

Add a New Address

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

1. *The UIC automatically populates and is not editable.*

2. Use ▾ to select the Address Type.

3. Select Add. *The **Add an Address** 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.
13 — Mandatory Entry: *Address Type*.	Missing Entry. Enter the appropriate information in the desired field.

Related Topics

- Search for an Address — Result
- Add an Address
- Update an Address
- Delete an Address
- View the Address Transaction Status
- Export an Address Report

Search for an Address — Results

Overview

The Address Search Results page provides the ability to create a new address, as well as update or delete existing addresses.

Helpful Tip

There may be several pages returned from the Search Criteria. To page through the results, select the page number at the bottom of the page. The information is sorted in ascending order.

Navigation

Master Data > Address > Search Criteria > Search > Address Search Results page

Page Fields

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

Search Criteria

UIC

Address Type

Search Results

Update

Delete

UIC

Address Type

POC

Activity Name

Address

Procedures

DPAS Navigation Helpful Tips

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

Add a New Address

Selecting Cancel *at any point of this procedure removes all revisions and*

closes the page. ***Bold*** *numbered steps are required.*

Select Add. *The* ***Add an Address*** *page appears.*

Update an Existing Address

Select the Update hyperlink to display the **Update an Address** page.

Delete an Existing Address

Select the Delete hyperlink to display the **Delete an Address** page.

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: *Address Type*.	Missing Entry. Enter the appropriate information in the desired field.

Related Topics

- Search for an Address — Criteria
- Add an Address
- Update an Address
- Delete an Address
- View the Address Transaction Status
- Export an Address Report

Address Transaction Status

Overview

The Address Transaction Status page displays a verification of the creations, updates, and deletions performed.

Navigation

Master Data > Address > Search Criteria > Search > Search Results > VARIOUS PROCEDURAL STEPS > Address Transaction Status page

Page Fields

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

Transaction Status

Status

Action Required

Details

Procedure

DPAS Navigation Helpful Tips

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

The Transaction Status offers the following options:

- Select Print to print a report of the transaction. *The* ***Export an Address Report*** *page appears.*
- Select Search Criteria to return to the **Search for an Address — Criteria** page.

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
83 — Unexpected error encountered, contact DPAS Help Desk for assistance.	Contact the DPAS Call Center

Related Topics

- Search for an Address — Criteria
- Search for an Address — Results
- Add an Address
- Update an Address
- Delete an Address
- Export an Address Report

Update an Address

Overview

The Address Update process allows editing of address locations and contact information.

Navigation

Master Data > Address > Search Criteria > Search > Search Results > Update hyperlink > Address Update page

Page Fields

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

Update

DE, MO, EP, MC

UIC *

Address Type *

POC *

DSN

Phone Nbr

Activity Name *

FAX Nbr

Address 1 *

E-Mail Address

Address 2 *

City *

State *

ZIP Cd

Country Cd

Loc

FAST Report Long/Lat

Longitude

Latitude

DN

UIC *

Address Type *

POC *

DSN

DoDAAC *

Phone Nbr

Activity Name *

FAX Nbr

Address 1 *

E-Mail Address

Address 2 *

City *

State *

ZIP Cd

Country Cd

Loc

FAST Report Long/Lat

Longitude

Latitude

(*) Asterisk identifies mandatory fields.

Procedure

DPAS Navigation Helpful Tips

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

Update an Existing Address

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

1. Select the Update hyperlink to display the **Update an Address** page.

2. *Verify the UIC.*

3. Update the Address Type, using ▼ to select the desired type. *If the Address Type is DN, additional fields appear.*

4. Update the POC, entering the revised name in the field provided. *This is a 25 alphanumeric character field.*

5. Update the DSN, entering the revised number in the field provided. *This is a 20*

alphanumeric character field.

   A. Update the DoDAAC, entering the revised code in the field provided. *This is a 6 alphanumeric character field.*

6. Update the Phone Nbr, entering the revised number in the field provided. *This is a 25 alphanumeric character field.*
7. Update the Activity Name, entering the revised name in the field provided. *This is a 50 alphanumeric character field.*
8. Update the FAX Number, entering the revised number in the field provided. *This is a 25 alphanumeric character field.*
9. Update the Address 1, entering the revised address in the field provided. *This is a 25 alphanumeric character field.*
10. Update the E-Mail Address, entering the revised address in the field provided. *This is an 80 alphanumeric character field.*
11. Update the Address 2, entering the revised address in the field provided. *This is a 25 alphanumeric character field.*
12. Update the City, entering the revised place in the field provided. *This is a 22 alphanumeric character field.*
13. Update the State, using ⌄ to select the desired state.
14. Update the ZIP Cd, entering the revised code in the field provided. *This is a 10 alphanumeric character field.*
15. Update the Country Cd, using ⌄ to select the desired code.
16. Update the Loc, entering the revised place in the field provided. *This is an 20 alphanumeric character field.*
17. Verify the FAST Report Long/Lat contains the appropriate ☑ or ☐. *The ZIP Cd field disappears and the Longitude and Latitude fields appear.*
18. Update the Longitude, entering the revised degree in the field provided. *This is a 3 numeric character field.*
19. Update the Latitude, entering the revised degree in the field provided. *This is a 3 numeric character field.*
20. Select **Update** to save the revised address. *The **Address Transaction Status** 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
13 — Mandatory Entry: *Address Type*.	Missing Entry. Enter the appropriate information in the desired field.
13 — Mandatory Entry: *DoDAAC*.	
13 — Mandatory Entry: *POC*.	
13 — Mandatory Entry: *Activity Name*.	
13 — Mandatory Entry: *Address 1*.	
13 — Mandatory Entry: *City*.	
13 — Mandatory Entry: *ZIP Cd*.	
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.
419 — DoDAAC entry must be 6 — pos alphanumeric except for alpha "I" or "O".	Invalid Entry. The DoDAAC is a 6—position alphanumeric entry, but not "I"; "O"; or special characters. Re—enter the DoDAAC.

Related Topics

- Search for an Address — Criteria
- Search for an Address — Results
- Add an Address

- Delete an Address
- View the Address Transaction Status
- Export an Address Report

Add a Certification or License

Overview

The Certification and License Add process provides the ability to create new Certifications and Licenses in the accessed Maintenance Activity. It creates the associations between the Technicians / Operators, and the licenses / certifications required to perform the work required in the Work Plan.

Certifications and Licenses must be established **prior to completing** several processes in DPAS, including:

- Adding or updating an Operator or Technician
- Profiling assets
- Developing Work Plans

Navigation

Master Data > Cert/License > Search Criteria > **Add** > Add page

Page Fields

The following fields display on the **Certification/License Add** page. For more information on each field, select the appropriate hyperlink.

Cert Type Cd *

Cert/License Name *

Cert/License Desc

(*) Asterisk identifies mandatory fields.

Procedure

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

Add a Certification or License

1. From the Search Criteria page, click **Add**. *The* ***Certification/License Add*** *page opens.*
2. **2.** Use ⌄ to select the CERT TYPE CD.
3. **3.** Enter the CERT/LICENSE NAME in the field provided. *This is a 25 alphanumeric character field.*

Helpful Tip

The Cert Type Cd and Cert/License Name combination **must be unique** within the Maintenance Activity.

4. Enter the Cert/License Desc in the field provided. *This is a 256 alphanumeric character field.*

5. Click **Add**. *The* ***Transaction Status*** *page opens, with the new Certification or License displayed.*

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
Must be alphanumeric with supported special character(s) $, -, /, #, &, comma, period, and space.	Invalid Entry. The characters entered in the field include not permitted special characters. Enter alphanumeric (alphabetic "A" through "Z", numeric "0" through "9") characters, or the following permitted special characters: $, -, /, #, &, comma, period, and space. Special characters like ! or @ are not permitted.
Mandatory Entry: *Cert Type Cd*. **Mandatory Entry: *Cert/License Name*.**	Missing Entry. Enter the Cert Type Cd and Cert/License Name in the desired fields.
Record already exists for data entered.	Invalid Entry. First Search for the Cert Type Cd and Cert/License Name. If it is not found, enter the information again.

Related Topics

- Certification / License Search Criteria
- Certification / License Search Results
- Update a Certification / License
- Delete a Certification / License
- Certification / License Transaction Status
- Export a Certification / License Report

Delete a Certification or License

Overview

The Certification and License Delete process allows removal of Certifications and Licenses in the accessed Maintenance Activity.
A Certification or License cannot be deleted if it is associated to:

- Technician(s) or Operator(s)
- Work Plan(s)
- Asset(s) Profiled for Maintenance

Navigation

Master Data > Cert/License > Search Criteria > **Search** > Search Results > Delete page

Page Fields

The following fields display on the **Certification/License Delete** page. For more information on each field, select the appropriate hyperlink.

Cert Type Cd

Cert/License Name

Cert/License Desc

Procedure

Selecting **Cancel** *at any point of this procedure removes all revisions and returns to the **Certification/License Search Results** page.*

Delete a Certification or License

1. From the Search Results page, click the Delete hyperlink. *The **Certification/License Delete** page opens.*
2. Verify the correct Certification or License record displays.
3. Select **Delete** to remove the record. *The Transaction Status page opens, with the deleted Certification or License displayed.*

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
Cert/License associated to *Technician(s) or Oper-*	Invalid Deletion. A Certification / License

***ator(s).* Cannot delete.** **Cert/License associated to *Work Plan(s).* Cannot delete.** **Cert/License associated to *Asset(s) Profiled for Maintenance.* Cannot delete.**	cannot be deleted if there are any open Technician(s), Operator(s), Work Plan(s), or Asset(s) Profiled for Maintenance still associated to that Certification / License. Review the Certification / License again, and remove any remaining associated information so the Certification / License can be deleted.

Related Topics

- Certification / License Search Criteria
- Certification / License Search Results
- Add a Certification / License
- Update a Certification / License
- Certification / License Transaction Status
- Export a Certification / License Report

Export a Certification or License Report

Overview

The Certification Licensing Report Export page provides the ability to save the Certification or License in different formats.

Navigation

Master Data > Cert/License > Search Criteria > *VARIOUS PROCEDURAL STEPS* > Transaction Status page > **Print** > Certification Licensing Report Export page

Page Fields

No Page Fields are identified for this page. The following are Control buttons for this page.

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
⏮	Return to the first page of results.
◀	Return to the previous page of the results.
1	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
of7	Display how many pages retrieved.
▶	Advance to the next page of the results.
⏭	Advance to the last page of results.
100% ▾	Change the size of the characters displayed on the page.
☐ Find | Next	Find data within the Results page.
💾 ▾	Select the format to Export the report.

Procedures

DPAS Navigation Helpful Tips

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

Export the Certification Licensing Report to a Printable Application

1. Select to choose the print format (Excel, PDF, or Word). *The procedure leaves the application based on the selection made.*
2. Follow the prompts provided by the computer.
3. Select **Search Criteria** to return to the **Certification / License Search Results** page.

Search the Results

1. Select the empty field ☐ Find | Next.
2. Enter the characters or words to search. *Entries are not case sensitive.*
3. Select Find to search for the entry. *The entry appears highlighted in the file.*
4. Select Next to find the next matching value. *This feature is available if multiple results are found.*

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
Unable to get off page.	Select **Search Criteria** to return to the Search Results page.

Related Topics

- Certification / License Search Criteria
- Certification / License Search Results
- Add a Certification / License
- Update a Certification / License
- Delete a Certification / License
- Certification / License Transaction Status

Search for Certifications and Licenses — Criteria

Overview

The Maintenance and Utilization module Certification and License process maintains a master list of Certifications and Licenses for the accessed Maintenance Activity. It allows the creation of associations between the Technicians / Operators, and the licenses / certifications required to perform the work required in the Work Plan.

> **Note**
>
> Some search fields provide **Intellisense** *i* , which is the automatic completion of a field entry in a software application.
>
> The application displays a selectable word or phrase in that field, based on the input (that was previously entered), without having to completely type the entry.
>
> This is identified by a lowercase italic *i* preceding the field name.

Navigation

Master Data > Cert/License > Search Criteria page

Page Fields

The following fields display on the **Certification/License Search Criteria** page. For more information on each field, select the appropriate hyperlink.

Cert Type Cd

Cert/License Name *i*

Procedures

> **DPAS Navigation Helpful Tips**
>
> Click the following link to display M&U Navigation Tips.

Search for a Certification or License

One or more of the Search Criteria fields can be entered to isolate the results. If the fields are left blank, all Certifications or Licenses are displayed. Selecting **Reset** *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 of the following optional fields:
    - Use ▾ to select the Cert Type Cd.

      OR

- Enter the CERT/LICENSE NAME, using i to assist with the entry.

2. Select **Search** to begin the query. *The* ***Certification / License Search Results*** *page appears. Results display in the Search Results grid.*

View the Certification / License Search Results

Select **Search** to display the **Certification / License Search Results** page.

Add a Certification / License

Select **Add** to display the **Add a Certification / License** page.

Update a Certification / License

Select the Update hyperlink to display the **Update a Certification / License** page.

Delete a Certification / License

Select the Delete hyperlink to display the **Delete a Certification / License** page.

View the Certification / License Transaction Status

Complete an Add or Update process to display the **Certification / License Transaction Status** page.

Export a Certification / License Report

Select 💾 to display the **Export a Certification / License Report** page.

Common Errors

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

Error	Solution
No record(s) match search criteria or you do not have the appropriate security access.	Results for the search criteria entered do not exist; Incorrect Logistics Program is logged into; or Incorrect security access.
Must be alphanumeric with supported special character(s) $, -, /, #, &, comma, period, and space.	Invalid Entry. The characters entered in the field include not permitted special characters. Enter alphanumeric (alphabetic "A" through "Z", numeric "0" through "9") characters, or the following permitted special characters: $, -, /, #, &, comma, period, and space. Special characters like ! or @ are

	not permitted.
CERT TYPE CD and CERT/LICENSE NAME cannot be entered together as Search Criteria.	Invalid Entry. The Search cannot run with both items entered. Remove one entry and perform the Search again.

Related Topics

- Certification / License Search Results
- Add a Certification / License
- Update a Certification / License
- Delete a Certification / License
- Certification / License Transaction Status
- Export a Certification / License Report

Search for Certifications and Licenses — Results

Overview

The Certification and License Results page provides the ability to Add, Update, or Delete a Certification or License. It displays all of the Certification and License Names and Type Codes for the current Maintenance Activity.

Navigation

> Master Data > Cert/License > Search Criteria > **Search** > Search Results page

Page Fields

The following fields display on the **Certification/License Search Results** page. For more information on each field, select the appropriate hyperlink.

Search Criteria

Cert Type Cd

Cert/License Name

Search Results

Update

Delete

Cert Type Cd

Cert/License Name

Procedures

> **Helpful Tip**
>
> Results are initially sorted by Cert/License Name in ascending order. To sort the rows in the Search Results grid, click the underlined column header (the Cert Type Cd or Cert/License Name column).
>
> Each click on the column header reverses the sort results for the entire column, not only the results on the current page.

Add a Certification / License

Select **Add** to display the **Add a Certification / License** page.

Update a Certification / License

Select the Update hyperlink to display the **Update a Certification / License** page.

Delete a Certification / License

Select the Delete hyperlink to display the **Delete a Certification / License** page.

Common Errors

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

Error	Solution
No 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.
Cert Type Cd and Cert/License Name cannot be entered together as Search Criteria.	Invalid Entry. The Search cannot run with both items entered. Remove one entry and perform the Search again.
Cert/License associated to *Technician(s) or Operator(s).* Cannot delete.	Invalid Deletion. A Certification / License cannot be deleted if there is any open Technician(s), Operator(s), Work Plan(s), or Asset(s) Profiled for Maintenance still associated to that Certification / License. Review the Certification / License again, and remove any remaining associated information so the Certification / License can be deleted.
Cert/License associated to *Work Plan(s).* Cannot delete.	
Cert/License associated to *Asset(s) Profiled for Maintenance.* Cannot delete.	

Related Topics

- Certification / License Search Criteria
- Add a Certification / License
- Update a Certification / License
- Delete a Certification / License
- Certification / License Transaction Status
- Export a Certification / License Report

Transaction Status for Certifications and Licenses

Overview

The Certification and License Transaction Status page displays a verification of the add, update, or delete transaction just processed.

Navigation

Master Data > Cert/License > Search Criteria > *VARIOUS PROCEDURAL STEPS* > Transaction Status page

Page Fields

The following fields display on the **Certification/License Transaction Status** page.

Status

Action Required

Details

Procedure

DPAS Navigation Helpful Tips

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

The Transaction Status offers the following options:

- Select Print to print a report of the transaction. *The **Export a Certification / License Report** page appears.*
- Select Search Criteria to return to the **Certification / License Search Criteria** page.

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
83 — Unexpected error encountered, contact DPAS Help Desk for assistance.	Contact the DPAS Call Center

Related Topics

- Certification / License Search Criteria
- Certification / License Search Results
- Add a Certification / License
- Update a Certification / License
- Delete a Certification / License
- Export a Certification / License Report

Update a Certification or License

Overview

The Certification and License Update process allows editing of Certifications and Licenses in the accessed Maintenance Activity.

Navigation

Master Data > Cert/License > Search Criteria > Search > Search Results > Update page

Page Fields

The following fields display on the **Certification/License Update** page. For more information on each field, select the appropriate hyperlink.

Cert Type Cd *

Cert/License Name *

Cert/License Desc

(*) Asterisk identifies mandatory fields.

Procedure

Selecting Cancel *at any point of this procedure removes all revisions and returns to the **Certification/License Search Results** page. Selecting* Reset *at any point of this procedure removes all revisions and leaves the page open. **Bold** numbered steps are required.*

Update a Certification or License

1. From the **Certification/License Search Results** page, click the Update hyperlink. *The **Certification/License Update** page opens.*
2. ***2.*** *The Cert Type Cd field automatically populates, and is not editable.*
3. **3.** Update the Cert/License Name by entering the correct Cert/License Name in the field provided. *This is a 25 alphanumeric character field.*

Helpful Tip

The Cert Type Cd and Cert/License Name combination **must be unique** within the Maintenance Activity.

4. Update the Cert/License Desc by entering the correct Cert/License Desc in the field provided. *This is a 256 alphanumeric character field.*
5. Click Update. *The Transaction Status page opens, with the revised*

Certification or License displayed.

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
Must be alphanumeric with supported special character(s) $, -, /, #, &, comma, period, and space.	Invalid Entry. The characters entered in the field include not permitted special characters. Enter alphanumeric (alphabetic "A" through "Z", numeric "0" through "9") characters, or the following permitted special characters: $, -, /, #, &, comma, period, and space. Special characters like ! or @ are not permitted.
Mandatory Entry: *CERT TYPE CD*. **Mandatory Entry: *CERT/LICENSE NAME*.**	Missing Entry. Enter the CERT TYPE CD and CERT/LICENSE NAME in the desired fields.
Record already exists for data entered.	Invalid Entry. First Search for the CERT TYPE CD and CERT/LICENSE NAME. If it is not found, enter the information again.

Related Topics

- Certification / License Search Criteria
- Certification / License Search Results
- Add a Certification / License
- Delete a Certification / License
- Certification / License Transaction Status
- Export a Certification / License Report

Contract Add

Overview

The **Contract Add** page allows you to add a Contract Number for an agreement between the government and a manufacturer to supply equipment, parts and/or services.

Navigation

Master Data > Contract > Search Criteria > Add page

Page Fields

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

Contract Use Cd
*Contract Nbr
*Contractor
*Contract Start Dt **
*Issuing Ofc DoDAAC
Issuing Phone Nbr
Admin Ofc Phone Nbr
Prop Admin **
Prop Admin E-Mail Addr **
Attachment
Remarks
History Remarks

*Contract Type Cd
Dlvy Ord Nbr

Contract End Dt **
Issuing POC
Admin Ofc
*Contract Admin DoDAAC
Prop Admin Phone Nbr **

* denotes a mandatory field
** Only available for **Contract Use Cd** of *G – Govt Furn Prop*

Procedure

To Add a Contract:

1. The **Contract Use Cd** and **Contract Type Cd** are populated from the data entered on the **Search Criteria** page and are read-only.
2. Verify the **Contract Nbr** is correct from the **Search Criteria** page. If it is not, update the field.
3. Select the **Contractor** from the drop-down list. The contractor must be created prior to creating a Contract in the **Contractor** process.
4. Complete as much of the Issuing Office and Administration Office information as possible.

5. Select **Add** to add the Contract or **Cancel** to return to the previous page.

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. Use ⊞ **Instructions** located at the top left of the page for additional assistance.

Error	Solution
E-Mail Address structure is incorrect.	The E-Mail address is alphanumeric with allowed characters "@", ".", "_" and "-".
Phone NBR, DSN, or FAX NBR must be numeric, a minimum of 7-POS, with supported special characters (s) -, +, ( ), x, period and space.	Enter a numeric phone number that is at least seven digits long with supported special characters (s) -, +, ( ), x, period and space.
"Remarks" must be alphanumeric with supported special character(s) $, -, /, #, &, comma, period, and space.: Remarks.	You entered a character that was not alphanumeric with supported special character(s) $, -, /, #, &, comma, period, and space.
"Remarks" must be alphanumeric with supported special character(s) $, -, /, #, &, comma, period, and space.: History Remarks.	You entered a character that was not alphanumeric with supported special character(s) $, -, /, #, &, comma, period, and space.
Contract NBR consists of 13 POS: POS 1-6 = DODAAC, pos 7-8 and 10-13 numeric, POS 9 alpha and DODAAC alphanumeric, except for "I" or "O".	Enter a contract number that is 13 characters. The first six characters will be the DODAAC. Characters 7-8 and 10-13 will be numeric. Character 9 will be alpha. None of the alpha characters can be "I" or "O".
Date format should be MM/DD/YYYY with valid month/day combination: Contract Start DT.	Enter the date in format MM/DD/YYYY.
Date format should be MM/DD/YYYY with valid month/day combination: Contract End DT.	Enter the date in format MM/DD/YYYY.
Record already exists for data entered.	The CONTRACT NBR entered already exists.
CONTRACT END DT must be > CONTRACT START DT.	Enter a Contract End Date that is greater than the Contract Start Date.

Related Topics

- Contract Search Criteria
- Contract Search Result
- Contract Update
- Contract Delete
- Contract Transaction Status
- Contract Report Export

PageID Ref: WPMAN2003_1

Contract Delete

Overview

The **Contract Delete** page allows you to delete a Contract Number for an agreement between the government and a manufacturer to supply equipment, parts and/or services.

Navigation

Master Data > Contract > Search Criteria > Search Results > Delete page

Page Fields

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

Contract Use Cd
*Contract Nbr
Contractor
*Contract Start Dt **
*Issuing Ofc DoDAAC
Issuing Phone Nbr
Issuing POC
Admin Ofc Phone Nbr
Prop Admin **
Prop Admin E-Mail Addr **
Attachment
Remarks
History Remarks

*Contract Type Cd
Dlvy Ord Nbr
Contract End Dt **
Admin Ofc
*Contract Admin DoDAAC
Prop Admin Phone Nbr **

* denotes a mandatory field
** Only available for **Contract Use Cd**
of *G – Govt Furn Prop*

Procedure

To Delete a Contract:

1. Review the Contract information to confirm this is the contract to delete.
2. It is recommended that you enter **History Remarks** documenting the reason for the Contract removal.
3. Select **Delete** to delete the Contract or **Cancel** to return to the previous page.

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. Use ⊞ **Instructions** located at the top left of the page for additional assistance.

Error	Solution
"Remarks" must be alphanumeric with supported special character(s) $, -, /, #, &, comma, period, and space.: History Remarks.	You entered a character that was not alphanumeric with supported special character (s) $, -, /, #, &, comma, period, and space.

Related Topics

- Contract Search Criteria
- Contract Search Result
- Contract Add
- Contract Update
- Contract Transaction Status
- Contract Report Export

PageID Ref: WPMAN2003_4

Contract Report Export

Overview

This screen provides you with the report of your transaction. From this page, you can export the report.

Navigation

Master Data > Contract > Search Criteria > *VARIOUS PROCEDURAL STEPS* > Transaction Status page > Report Export page

Page Fields

No Page Fields are identified for this page. The following are Control buttons for this page.

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
⏮	Return to the first page of results.
◀	Return to the previous page of the results.
1	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
of7	Display how many pages retrieved.
▶	Advance to the next page of the results.
⏭	Advance to the last page of results.
100% ▾	Change the size of the characters displayed on the page.
☐ Find | Next	Find data within the Results page.
💾 ▾	Select the format to Export the report.

Procedure

DPAS Navigation Helpful Tips

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

Export the Contract Report to a Printable Application

1. Select to choose the print format (Excel, PDF, or Word). *The procedure leaves the application based on the selection made.*
2. Follow the prompts provided by the computer.
3. Select **Search Criteria** to return to the **Contract Search Criteria** page.

Search the Results

1. Select the empty field ☐ Find | Next.
2. Enter the characters or words to search. *Entries are not case sensitive.*
3. Select Find to search for the entry. *The entry appears highlighted in the file.*
4. Select Next to find the next matching value. *This feature is available if multiple results are found.*

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
Unable to get off page.	Select **Search Criteria** to return to the Search Results page.

Related Topics

- Contract Search Criteria
- Contract Search Result
- Contract Add
- Contract Update
- Contract Delete
- Contract Transaction Status

PageID Ref: WFHRN4903_11

Contract Search Criteria

Overview

DPAS provides a means to add, update or delete contract information. A contract is for an agreement between the government and a manufacturer to supply equipment, parts and/or services. Contracts must be associated with a contractor. Contractor information must be entered before any contracts can be entered in DPAS.

The Contract Search Criteria page allows you to search for a Contract Number.

Navigation

Master Data > Contract > Search Criteria

Page Fields

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

Contract Use Cd
Contract Type Cd
Contract Nbr
Contractor

Procedures

To Search for a Contract:

1. Choose a **Contract Use Cd** from the drop-down list. The available options are:
    - G – Govt Furn Prop
    - P – Equipment Purchase
    - M – Maintenance / Service
    - W – Extended Warranty
    - S – Subscriptions
    - B – Blanket Purchase Agreement
2. Select the **Contract Type Cd** from the drop-down list if known. The available options vary depending on the **Contract Use Cd** chosen.
3. Enter the **Contract Nbr** to find or add single contract, or leave blank to find all Contract Nbrs.
4. Choose a **Contractor** from the drop-down list.
5. Select Search to view the Search Results page or Reset to clear the page.

To Add a Contract:

1. Choose a **Contract Use Cd** from the drop-down list. The available options are:
    - G – Govt Furn Prop
    - P – Equipment Purchase
    - M – Maintenance / Service
    - W – Extended Warranty
    - S – Subscriptions
    - B – Blanket Purchase Agreement
2. Select the **Contract Type Cd** from the drop-down list. The available options vary depending on the **Contract Use Cd** chosen.
3. Enter the **Contract Nbr**.

> **Note**
>
> For **Contract Type**s other than *CSA – Cash or Charge Sales Agreement*, all Contract Numbers must be validated against the DFAR requirements for Contract Number structure.
>
> Positions 1 through 6 must be alphanumeric with no special characters (positions represent a DODAAC). Positions 7 and 8 must be numeric (positions reflect the last two digits of the fiscal year in which the Contract Number was assigned). Position 9 must be alphabetic and not "I" or "O" (position represents the type of instrument). Positions 10 through 13 must be numeric (positions represent the serial number). Contract numbers may not be more than 13 characters in length.

4. Choose a **Contractor** from the drop-down list.

> **Note**
>
> Contractors must be created using the **Master Data** > **Contractor** process prior to adding a Contract.

5. Select Add to view the **Contract Add** page or Reset to clear the page.

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. Use ⊞ Instructions located at the top left of the page for additional assistance.

Error	Solution
Mandatory Entry: CONTRACT NBR.	This error should only occur if you selected Add but the CONTRACT NBR field was blank. If you wish to add a contract, please enter the CONTRACT NBR and then select the Add button.
Mandatory Entry: CONTRACT TYPE CD.	This error occurs when a Contract Number has been selected and the Contract Type Code is left blank and Add is selected.
CONTRACT NBR consists of 13 POS: POS 1-6 = DODAAC, POS 7-8 and 10-13 numeric, POS 9 alpha and DODAAC alphanumeric, except for "I" or "O".	Enter a contract number that is 13 characters. The first six characters will be the DODAAC. Characters 7-8 and 10-13 will be numeric. Character 9 will be alpha. None of the alpha characters can be “I” or “O”.

Related Topics

- Contract Search Result
- Contract Add
- Contract Update
- Contract Delete
- Contract Transaction Status
- Contract Report Export

PageID Ref: WPMAN2001_05

Contract Search Results

Overview

The **Contract Search Results** page allows for the selection of a Contract Number to update or delete. A new Contract Number may also be initiated from this page.

Note

There may be multiple pages of data returned, please note the number of pages found at the bottom of the search results.

Navigation

Master Data > Contract > Search Criteria > Search Results

Page Fields

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

Search Criteria

Contract Use Cd
Contract Nbr
Contract Type Cd
Contractor

Search Results

Update
Delete
Contract Nbr
Contractor
CAGE Cd
DODAAC
Contract Start Dt **
Contract End Dt **

** Only available for **Contract Use Cd** of *G – Govt Furn Prop*

Procedures

To Select a Contract for Update:

1. In the Search Results, select the **Update** hyperlink to update the corresponding

Contract.

2. Select Cancel return to the **Search Criteria** page.

To Select a Contract for Deletion:

1. In the Search Results, select the **Delete** hyperlink to delete the corresponding Contract.
2. Select Cancel return to the **Search Criteria** page.

To Add a Contract:

1. Verify the correct **CONTRACT USE CD** displays.
2. Select Add to view the **Contract Add** page or Cancel to return to the **Search Criteria** page.

Common Errors

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

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

Related Topics

- Contract Search Criteria
- Contract Add
- Contract Update
- Contract Delete
- Contract Transaction Status
- Contract Report Export

PageID Ref: WPMAN2002_06

Contract Transaction Status

Overview

The Contract Transaction Status page displays information concerning the transaction just completed.

Navigation

Master Data > Contract > Search Criteria > *Various Procedural Steps* > Transaction Status page

Page Fields

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

Transaction Status

Status

Action Required

Details

Procedure

DPAS Navigation Helpful Tips

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

The Transaction Status offers the following options:

- Select **Print** to print a report of the transaction. *The **Contract Report Export** page appears.*
- Select **Search Criteria** to return to the **Contract Search Criteria** page.

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
83 — Unexpected error encountered, contact DPAS Help Desk for assistance.	Contact the DPAS Call Center

Related Topics

- Contract Search Criteria
- Contract Search Result
- Contract Add
- Contract Update
- Contract Delete
- Contract Report Export

PageID Ref: WFHRN4903_11

Contract Update

Overview

The **Contract Update** page allows you to update information for a Contract Number for an agreement between the government and a manufacturer to supply equipment, parts and/or services.

Navigation

Master Data > Contract > Search Criteria > Search Results > Update page

Page Fields

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

Contract Use Cd
*Contract Nbr
Contractor
*Contract Start Dt **
*Issuing Ofc DoDAAC
Issuing Phone Nbr
Admin Ofc Phone Nbr
Prop Admin **
Prop Admin E-Mail Addr **
Attachment
Remarks
History Remarks

*Contract Type Cd
Dlvy Ord Nbr

Contract End Dt **
Issuing POC
Admin Ofc
*Contract Admin DoDAAC
Prop Admin Phone Nbr **

* denotes a mandatory field
** Only available for **Contract Use Cd** of *G – Govt Furn Prop*

Procedure

To Update a Contract:

1. The **Contract Use Cd** and **Contract Type Cd** are populated from the original Contract creation and are read-only.
2. Verify the **Contract Nbr** is correct. If it is not, update the field. This field is mandatory and cannot be left blank.
3. Verify the **Contractor**. If the Contractor is incorrect, select the correct Contractor from the drop-down list. The contractor must be created prior to updating a Contract. This is done in the Contractor process.
4. Update as much of the Issuing Office and Administration Office information as

possible.

5. Use **Add Attachment** to add attachments to the Contract.
6. Select **Update** to update the Contract or **Cancel** to return to the previous page.

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. Use ⊞ **Instructions** located at the top left of the page for additional assistance.

Error	Solution
E-Mail Address structure is incorrect.	The E-Mail address is alphanumeric with allowed characters "@", ".", "_" and "-".
Phone Nbr, DSN, or FAX Nbr must be numeric, a minimum of 7-pos, with supported special characters (s) -, +, ( ), x, period and space.	Enter a numeric phone number that is at least seven digits long with supported special characters (s) -, +, ( ), x, period and space.
"Remarks" must be alphanumeric with supported special character(s) $, -, /, #, &, comma, period, and space.: Remarks.	You entered a character that was not alphanumeric with supported special character(s) $, -, /, #, &, comma, period, and space.
"Remarks" must be alphanumeric with supported special character(s) $, -, /, #, &, comma, period, and space.: History Remarks.	You entered a character that was not alphanumeric with supported special character(s) $, -, /, #, &, comma, period, and space.
Contract Nbr consists of 13 pos: pos 1-6 = DODAAC, pos 7-8 and 10-13 numeric, pos 9 alpha and DODAAC alphanumeric, except for "I" or "O".	Enter a contract number that is 13 characters. The first six characters will be the DODAAC. Characters 7-8 and 10-13 will be numeric. Character 9 will be alpha. None of the alpha characters can be "I" or "O".
Date format should be MM/DD/YYYY with valid month/day combination: Contract Start Dt.	Enter the date in format MM/DD/YYYY.
Date format should be MM/DD/YYYY with valid month/day combination: Contract End Dt.	Enter the date in format MM/DD/YYYY.

Record already exists for data entered.	The CONTRACT NBR entered already exists.
Contract End DT must be > Contract Start DT.	Enter a Contract End Date that is greater than the Contract Start Date.
"Add Attachment" supports only jpg, jpeg, gif, and pdf files.	The only file types DPAS supports for attachments are .jpg, .jpeg, .gif and .pdf.
Attachment file size exceeds the maximum allowable. : 2.01MB	The maximum attachment file size is 2.00 MB.

Related Topics

- Contract Search Criteria
- Contract Search Result
- Contract Add
- Contract Delete
- Contract Transaction Status
- Contract Report Export

PageID Ref: WPMAN2003_9

Add a Contractor

Overview

The **Contractor Add** page provides the ability to create a new Contractor entry for those contractors receiving Government Furnished Property (GFP) or those organizations that furnish warranty, service, subscription, and maintenance agreements.

Navigation

Master Data > Contractor > Search Criteria > *Various Procedural Steps* > Add > Contractor Add page

Page Fields

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

Add

Maint Activity / Owning UIC

CAGE Cd *

DODAAC

Contractor *

Division Name

Address 1 *

FAX Nbr

Address 2

E-Mail Address

City *

Contractor Phone Nbr

State *

ZIP Cd *

Country Cd *

Remarks

History Remarks

(*) Asterisk identifies mandatory fields.

Procedure

Selecting Cancel *at any time returns to the* ***Contractor Search Criteria*** *page.* ***Bold*** *numbered steps are required.*

Add a Contractor

1. Verify the Maint Acty displayed.
2. Enter the CAGE Cd in the field provided.
3. Enter the DODAAC in the field provided.
4. Enter the Contractor in the field provided.
5. Enter the Division Name in the field provided.
6. Enter the first line of the Contractor’s address in the Address 1 field.
7. Enter the Contractor's FAX Nbr in the field provided.
8. Enter the second line of the Contractor's address (if needed) in the Address 2 field.
9. Enter the Contractor's e-mail in the E-Mail Address field.
10. Enter the City of the Contractor in the field provided.
11. Enter the Contractor Phone Nbr in the field provided.
12. Use ⌄ to select the State.
13. Enter the ZIP Cd in the field provided.
14. Use ⌄ to select the Country Cd.
15. Enter any additional information in the Remarks field. *This field allows up to 1024 alphanumeric characters.*
16. Enter any History Remarks in the field provided. *This field allows up to 1024 alphanumeric characters.*
17. Select Add. *The **Contractor Transaction Status** 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
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.
13 - Mandatory Entry:	Missing Entry. Enter the appropriate inform-

***CAGE Cd*.**	ation in the desired field.
13 - Mandatory Entry: *Contractor*.	
13 - Mandatory Entry: *Address 1*.	
13 - Mandatory Entry: *City*.	
13 - Mandatory Entry: *State*.	
13 - Mandatory Entry: *ZIP Cd*.	
13 - Mandatory Entry: *Country Cd*.	
204 - Invalid CAGE / NCAGE Cd. Refer to Instruction Text.	Invalid Characters or Format Entered in the CAGE / NCAGE Cd field. For the CAGE Cd, enter a total of 5 characters. The **1st** and **5th** must be **numeric**, and the remaining characters may be any mixture of alphanumeric characters, but not "I"; "O"; or special characters. For the NCAGE Cd, enter a total of 5 characters. The **1st** character is **alphanumeric**. When the ***1st character is numeric***, the ***5th character must be alphabetic*** (but not "I"; "O"; or "X"). When the *1st character is alphabetic* (but not "O"), the *5th character must be numeric*. When the 1st character is "A", then the 5th character is alphanumeric (but not "I"; "L"; "O"; "Q"; or "V"; "W"; "X"; "Y"; "Z")
419 - DoDAAC entry must be 6 - pos alphanumeric except for alpha "I" or "O".	Invalid Entry. The DoDAAC is a 6-position alphanumeric entry, but not "I"; "O"; or special characters.
2061 - Invalid entry: *Address 1*.	Invalid Entry. A character that was not a letter or number was entered into the mentioned field. Remove the invalid character

2061 - Invalid entry: *Address 2*.	and re-attempt.
2061 - Invalid entry: *City*.	
2061 - Invalid entry: *ZIP Cd*.	
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.
185 - Record already exists.	Invalid Entry. The field entered is already in the system. Check the information again, and re-enter the record.

Related Topics

- Search for a Contractor
- View Contractor Search Results
- Update a Contractor
- Delete a Contractor
- View the Contractor Transaction Status
- Export a Contractor Report

Delete a Contractor

Overview

The **Contractor Delete** page allows removal of a contractor record.

Attention

⚠ A Contractor cannot be deleted if open Contracts exist.

Navigation

Master Data > Contractor > Search Criteria > Search Results > Delete > Contractor Delete page

Page Fields

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

Delete

Maint Activity / Owning UIC

CAGE Cd

DODAAC

Contractor

Division Name

Address 1

FAX Nbr

Address 2

E-Mail Address

City

Contractor Phone Nbr

State

ZIP Cd

Country Cd

Remarks

History Remarks

Procedure

Selecting Cancel *at any time returns to the **Contractor Search Results** page.*

Delete a Contractor

1. Verify the Contractor information for deletion.
2. Enter any commentary in the History Remarks field. *This field allows up to 1024 alphanumeric characters.*
3. Select Delete. *The **Contractor Transaction Status** 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
545 - Open contracts exists, cannot delete selected Contractor.	Invalid Deletion. A Contractor record cannot be deleted if there is any open Contract still associated to that Contractor. Review the Contractor record again, and remove any remaining associated information so the Contractor can be deleted.
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.

Related Topics

- Search for a Contractor
- View Contractor Search Results
- Add a Contractor
- Update a Contractor
- View the Contractor Transaction Status
- Export a Contractor Report

Export a Contractor Report

Overview

The Contractor Report Export page provides the ability to save the report in different formats.

Navigation

Master Data > Contractor > Search Criteria > *Various Procedural Steps* > Contractor Transaction Status > **Print** > Contractor Report Export page

Page Fields

No Page Fields are identified for this page. The following are Control buttons for this page.

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
⏮	Return to the first page of results.
◀	Return to the previous page of the results.
1	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
of7	Display how many pages retrieved.
▶	Advance to the next page of the results.
⏭	Advance to the last page of results.
100% ▾	Change the size of the characters displayed on the page.
☐ Find | Next	Find data within the Results page.
💾 ▾	Select the format to Export the report.

Procedures

DPAS Navigation Helpful Tips

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

Export the Contractor Report to a Printable Application

1. Select to choose the print format (Excel, PDF, or Word). *The procedure leaves the application based on the selection made.*
2. Follow the prompts provided by the computer.
3. Select **Search Criteria** to return to the **Contractor Search Criteria** page.

Search the Results

1. Select the empty field Find | Next.
2. Enter the characters or words to search. *Entries are not case sensitive.*
3. Select Find to search for the entry. *The entry appears highlighted in the file.*
4. Select Next to find the next matching value. *This feature is available if multiple results are found.*

Common Errors

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

Error	Solution
xxxx - Unable to get off page.	Select **Search Criteria** to return to the Search Results page.

Related Topics

- Search for a Contractor
- View Contractor Search Results
- Add a Contractor
- Update a Contractor
- Delete a Contractor
- View the Contractor Transaction Status

Contractor Search Criteria

Overview

The Maintenance and Utilization module Contractor feature provides a means to manage those entities that receive property furnished by the government, or Government-Furnished Property (GFP). This process allows users to add, update or delete contractor information for those contractors receiving GFP or for those contractors responsible for warranties.

The Contractor process is also used to track those organizations that furnish warranty, service, subscription and maintenance agreements.

Adding a Contractor uses the following rules:

- CAGE Cd must be 5 positions
  - 1st and 5th must be numeric
  - Remaining positions must be alphanumeric except I and O
- NCAGE Cd must be 5 positions
  - When positions 1 is 0-9, position 5 must be alpha (except I, O, or X).
  - When position 1 is A, position 5 must be alphanumeric (except I, L, O, Q, or V through Z).
  - When position 1 is alpha, but not O, position 5 must be 0-9.
- DODAAC entry must be 6 alphanumeric positions, except for I or O.

Navigation

Master Data > Contractor > Search Criteria

Page Fields

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

Search Criteria

Maint Activity / Owning UIC

CAGE Cd

DODAAC

Procedures

One or more of the Search Criteria fields can be entered to isolate the results. If fields are left blank, all results are displayed. Selecting Reset *at any point of this procedure returns all fields to the default "All" setting.* ***Bold*** *numbered steps are required.*

Search for a Contractor

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

- Use ⌄ to select the desired Maint Activity / Owning UIC. *The Default is currently logged Maintenance Activity.*
- Enter the CAGE Cd in the field provided.
- Enter the DODAAC in the field provided.

2. Select **Search** to begin the query. The page advances to **Contractor Search Results** page.

Add a Contractor

1. Use ⌄ to select the desired Maint Activity / Owning UIC. *The Default is currently logged Maintenance Activity.*
2. Enter the CAGE Cd in the field provided.
3. Select **Add**. *The **Contractor Add** page appears.*

> **Note**
>
> To search for a CAGE Cd and remain in the DPAS session, open another instance of Internet Explorer and enter the URL https://cage.dla.mil/.

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: *CAGE Cd*.	Missing Entry. Enter the appropriate information in the desired field.
204 - Invalid CAGE / NCAGE Cd. Refer to Instruction Text.	Invalid Characters or Format Entered in the CAGE / NCAGE Cd field. For the CAGE Cd, enter a total of 5 characters. The **1st** and **5th** must be **numeric**, and the remaining characters may be any mixture of alphanumeric characters, but not "I"; "O"; or special characters.

	For the NCAGE Cd, enter a total of 5 characters. The **1st** character is **alphanumeric**. When the ***1st character is numeric***, the ***5th character must be alphabetic*** (but not "I"; "O"; or "X"). When the *1st character is alphabetic* (but not "O"), the *5th character must be numeric*. When the 1st character is "A", then the 5th character is alphanumeric (but not "I"; "L"; "O"; "Q"; or "V"; "W"; "X"; "Y"; "Z")
419 - DoDAAC entry must be 6 - pos alphanumeric except for alpha "I" or "O".	Invalid Entry. The DoDAAC is a 6-position alphanumeric entry, but not "I"; "O"; or special characters.

Related Topics

- View Contractor Search Results
- Add a Contractor
- Update a Contractor
- Delete a Contractor
- View the Contractor Transaction Status
- Export a Contractor Report

View Contractor Search Results

Overview

The **Contractor Search Results** page displays records based on search criteria requested. The page also provides the ability to add new Contractors, to update existing Contractors, and to delete Contractors no longer used.

Navigation

Master Data > Contractor > Search Criteria > **Search** > Search Results

Page Fields

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

Search Criteria

Maint Activity / Owning UIC

CAGE Cd

DODAAC

Search Results

Update

Delete

Maint Activity

CAGE Cd

DODAAC

Contractor

Division Name

State

Country

Procedures

Selecting **Cancel** *at any time returns to the* ***Contractor Search Criteria*** *page.* ***Bold*** *numbered steps are required.*

Helpful Tip

Results are initially sorted by CAGE Cd in ascending order. To sort the rows in the Search Results grid, click the underlined column header (the CAGE Cd or Contractor column).

Each click on the column header reverses the sort results for the entire column, not only the results on the current page.

Add a Contractor

1. Verify the MAINT ACTY displayed.
2. Select **Add**. *The **Contractor Add** page appears.*

Update a Contractor

Select the Update hyperlink next to the desired entry. *The **Contractor Update** page appears.*

Delete a Contractor

Select the Delete hyperlink next to the desired entry. *The **Contractor Delete** page appears.*

Common Errors

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

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

Related Topics

- Search for a Contractor
- Add a Contractor
- Update a Contractor
- Delete a Contractor
- View the Contractor Transaction Status
- Export a Contractor Report

View the Contractor Transaction Status

Overview

The Contractor Transaction Status page displays a verification of the add, update, or delete transaction just processed.

Navigation

Master Data > Contractor > Search Criteria > *Various Procedural Steps* > Transaction Status page

Page Fields

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

Transaction Status

Status

Action Required

Details

Procedure

DPAS Navigation Helpful Tips

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

The Transaction Status offers the following options:

- Select Print to print a report of the transaction. *The* ***Contractor Report Export*** *page appears.*
- Select Search Criteria to return to the **Contractor Search Criteria** page.

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
83 — Unexpected error encountered, contact DPAS Help Desk for assistance.	Contact the DPAS Call Center

Related Topics

- Search for a Contractor
- View Contractor Search Results
- Add a Contractor
- Update a Contractor
- Delete a Contractor
- Export a Contractor Report

Update a Contractor

Overview

The **Contractor Update** page allows editing of contractor information for those contractors receiving Government Furnished Property (GFP) or those organizations that furnish warranty, service, subscription and maintenance agreements.

Navigation

> Master Data > Contractor > Search Criteria > Search Results > Update > Contractor Update page

Page Fields

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

Update

Maint Activity / Owning UIC

CAGE Cd *

DODAAC

Contractor *

Division Name

Address 1 *

FAX Nbr

Address 2

E-Mail Address

City *

Contractor Phone Nbr

State *

ZIP Cd *

Country Cd *

Remarks

History Remarks

(*) Asterisk identifies mandatory fields.

Procedure

Selecting Cancel *at any time returns to the **Contractor Search Results** page. **Bold** numbered steps are required.*

Update a Contractor

1. Verify the MAINT ACTY displayed.
2. Verify the CAGE CD displayed.

> **Note**
>
> The **CAGE CD** cannot be updated. If the CAGE CD was entered in error, the incorrect Contractor record must be deleted and a new record created.

3. Verify the DODAAC displayed.
4. Update the Contractor, entering the correct name in the field provided.
5. Update the Division Name, entering the correct name in the field provided.
6. Update the first line of the Contractor’s address in the Address 1 field.
7. Update the Contractor's FAX NBR, entering the correct number in the field provided.
8. Update the second line of the Contractor's address (if needed) in the Address 2 field.
9. Update the Contractor's e-mail in the E-Mail Address field.
10. Update the City of the Contractor, entering the correct city in the field provided.
11. Update the CONTRACTOR PHONE NBR, entering the correct number in the field provided.
12. Use ⌄ to update the State.
13. Update the ZIP Cd, entering the correct code in the field provided.
14. Use ⌄ to update the Country Cd.
15. Enter any additional information in the Remarks field. *This field allows up to 1024 alphanumeric characters.*
16. Enter any History Remarks in the field provided. *This field allows up to 1024 alphanumeric characters.*
17. Select **Update**. *The **Contractor Transaction Status** 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

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.
13 - Mandatory Entry: *Contractor*.	Missing Entry. Enter the appropriate information in the desired field.
13 - Mandatory Entry: *Address 1*.	
13 - Mandatory Entry: *City*.	
13 - Mandatory Entry: *State*.	
13 - Mandatory Entry: *ZIP Cd*.	
13 - Mandatory Entry: *Country Cd*.	
2061 - Invalid entry: *Address 1*.	Invalid Entry. A character that was not a letter or number was entered into the mentioned field. Remove the invalid character and re-attempt.
2061 - Invalid entry: *Address 2*.	
2061 - Invalid entry: *City*.	
2061 - Invalid entry: *ZIP Cd*.	
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.

Related Topics

- Search for a Contractor
- View Contractor Search Results
- Add a Contractor
- Delete a Contractor
- View the Contractor Transaction Status
- Export a Contractor Report

Dispatch Category Add

Overview

On this page you can add **Dispatch Category** information. **Dispatch Categories** enable Equipment Pool managers to assign a user-defined "category" to each asset to create groups of assets. Several examples are as follows:

- Auto
- Generator
- Light set
- Construction
- Hand Tools

This process also allows you to create **Sub Categories**. Many **Sub Categories** can be created per **Dispatch Category**. An example would be:

Dispatch Category:
- Passenger Vehicle

Sub Category:
- 4 Passenger Sedan
- 4 Passenger Compact, etc.

Navigation

Master Data > Dispatch Category > Search Criteria > Add page

Page Fields

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

Dispatch Category

*Dispatch Ctgry Id
*Dispatch Ctgry Desc
Dispatch Ctgry Long Desc
History Remarks

Sub Category

Delete
*Sub Ctgry Id
*Sub Ctgry Desc

* denotes a mandatory field

Procedure

To Add an Dispatch Category:

Dispatch Category

1. Enter the**Dispatch Category Id** (Mandatory).
2. Enter the **Dispatch Category Desc** (Mandatory).
3. Complete the **Dispatch Category Desc Long** (Optional).
4. **History Remarks** is optional.

Attention

⚠ Once you have created the **Dispatch Category**, you must create a **Sub Category**.

Sub Dispatch Category

1. Enter the **Sub Category Id** (Mandatory).
2. Enter the **Sub Category Desc** (Mandatory).
3. To remove a **Sub Dispatch Category**, select the **Delete** hyperlink.
4. Select New Row to add the **Sub Category**.
5. Choose Add to create the new record or choose Cancel to return to the **Search Criteria** page

Attention

⚠ A **Dispatch Category Id**must have at least one **Sub Category Id**. There is a maximum of fifty **Sub Categories** per **Dispatch Category**.

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.

676 - Entry must be alphanumeric.	Invalid Entry. The characters entered in the field include prohibited special characters. Enter alphanumeric (alphabetic "A" through "Z", numeric "0" through "9") characters.
350 - Must be alphanumeric with supported special characters $, - , /, #, &, ;, comma, period, and space.	Invalid Entry. The characters entered in the field include prohibited special characters. Enter alphanumeric (alphabetic "A" through "Z", numeric "0" through "9") characters, or the following permitted special characters: $, -, /, #, &, ;, comma, period, and space. Special characters like ! or @ are prohibited.
xxxx - Maximum of 50 Sub Ctgry's allowed for each Dispatch.	Sub Category maximum number of entries is 50.

Related Topics

- Dispatch Category Search Criteria
- Dispatch Category Search Results
- Dispatch Category Update
- Dispatch Category Delete
- Dispatch Transaction Status
- Dispatch Report Export

PageID Ref: WFMAN32_01

Dispatch Category Delete

Overview

On the **Dispatch Category Delete** page you can remove a record.

Navigation

Master Data > Dispatch Category > Search Criteria > Search Results

Page Fields

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

*Dispatch Ctgry Id
*Dispatch Ctgry Desc
Dispatch Ctgry Long Desc
History Remarks

* denotes a mandatory field

Procedure

To Delete an Dispatch Category:

1. Review and confirm the record selected for deletion.

> **Note**
>
> The message *There are no Sub Ctgry entries for the current Dispatch Ctgry*displays if there are no Sub Categories.

2. Select Delete to remove the record or choose Cancel to return to **Search Results** page.

Common Errors

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

Error	Solution
No common errors have been identified for this process.	

Related Topics

- Dispatch Category Search Criteria
- Dispatch Category Search Results
- Dispatch Category Add
- Dispatch Category Update
- Dispatch Category Transaction Status
- Dispatch Category Report Export

PageID Ref: WFMAN32_04

Dispatch Category Report Export

Overview

The Dispatch Category Report Export page provides the ability to save the report in different formats.

Navigation

Master Data > Dispatch Category > Search Criteria > *Various Procedural Steps* > Transaction Status page > Report Export page

Page Fields

No Page Fields are identified for this page. The following are Control buttons for this page.

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
⏮	Return to the first page of results.
◀	Return to the previous page of the results.
1	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
of7	Display how many pages retrieved.
▶	Advance to the next page of the results.
⏭	Advance to the last page of results.
100% ▾	Change the size of the characters displayed on the page.
☐ Find | Next	Find data within the Results page.
💾 ▾	Select the format to Export the report.

Procedures

DPAS Navigation Helpful Tips

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

Export the Dispatch Category Report to a Printable Application

1. Select to choose the print format (Excel, PDF, or Word). *The procedure leaves the application based on the selection made.*
2. Follow the prompts provided by the computer.
3. Select **Search Criteria** to return to the **Dispatch Category Search Criteria** page.

Search the Results

1. Select the empty field ☐ Find | Next.
2. Enter the characters or words to search. *Entries are not case sensitive.*
3. Select Find to search for the entry. *The entry appears highlighted in the file.*
4. Select Next to find the next matching value. *This feature is available if multiple results are found.*

Common Errors

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

Error	Solution
xxxx - Unable to get off page.	Select **Search Criteria** to return to the Search Results page.

Related Topics

- Dispatch Category Search Results
- Dispatch Category Add
- Dispatch Category Update
- Dispatch Category Delete
- Dispatch Category Transaction Status

PageID Ref: WFMAN32_11

Dispatch Category Search Criteria

Overview

This process provides you with the capability to add, update, and delete **Dispatch Category** information. Dispatch Categories allow Equipment Pool managers to assign a user-defined "category" to enable you to create groups of assets.
Several examples are as follows:

- Auto
- Generator
- Light set
- Construction
- Hand Tools

This process also allows you to create **Sub Categories**. Many **Sub Categories** can be created per **Dispatch Category**. An example would be:

Dispatch Category:
- Passenger Vehicle

Sub Category:
- 4 Passenger Sedan
- 4 Passenger Compact, etc.

The **Dispatch Category** enables the Equipment Pool Manager and the requestor to more easily locate the asset they want to dispatch. Sub Categories aide in requesting vehicles and helps the Dispatcher more accurately fulfill the request.
The **DISPATCH CATEGORY ID** is maintained at the Maintenance Activity level e.g., **DISPATCH CATEGORY ID** cannot be duplicated within a Maintenance Activity. **Sub Categories** are associated with the **Dispatch Category** and cannot be duplicated within the **Dispatch Category**.

Note

If using the **Dispatch** process, it is mandatory to have at least one **Dispatch Category**. **Dispatch Categories** must have at least one **Sub Category**.

Navigation

Master Data > Dispatch Category > Search Criteria

Page Fields

The following fields display on the **Dispatch Category Search Criteria** page. For more information on each field, select the appropriate hyperlink.

*Dispatch Ctgry Id
*Dispatch Ctgry Desc

Procedure

To Search or Add a Dispatch Category:

1. Select Search to display the **Search Results** page or choose Add to display the **Add Dispatch Category** page.
2. Choose Reset to clear the page.

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.
187 - Record already exists for data entered.	Invalid Entry. A field is entered that already exists. Check the information again, and re-enter the field.

Related Topics

- Dispatch Category Search Results
- Dispatch Category Add
- Dispatch Category Update
- Dispatch Category Delete
- Dispatch Category Transaction Status
- Dispatch Category Report Export

PageID Ref: WFMAN32_05

Dispatch Category Search Results

Overview

On the **Dispatch Category Search Results** page you can choose to Update, Delete, or Add a record.

Navigation

Master Data > Dispatch Category > Search Criteria > Search Results

Page Fields

The following fields display on the **Dispatch Category Search Results** page. For more information on each field, select the appropriate hyperlink.

Search Criteria

Dispatch Ctgry Id
Dispatch Ctgry Desc

Page Fields

Update
Delete
Dispatch Ctgry Id
Dispatch Ctgry Desc

Procedure

To Update or Delete a Dispatch Category:

1. Select the **Update** or **Delete** hyperlink for the action to be taken.
2. To return to the **Search Criteria** page, select Cancel.

To Add a Dispatch Category:

1. Select Add to create a new record.
2. To return to the **Search Criteria** page, select Cancel.

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.
DISPATCH CATEGORY ID is attached to Maintenance Asset. Cannot delete.	Dispatch Category Identification selected is attached to Maintenance Asset. Cannot delete. Verify record selected for deletion.

Related Topics

- Dispatch Category Search Criteria
- Dispatch Category Add
- Dispatch Category Update
- Dispatch Category Delete
- Dispatch Category Transaction Status
- Dispatch Category Report Export

PageID Ref: WFMAN32_06

Dispatch Category Transaction Status

Overview

The Dispatch Category Transaction Status page displays information concerning the transaction just completed.

Navigation

Master Data > Dispatch Category > Search Criteria > *Various Procedural Steps* > Transaction Status page

Page Fields

The following fields display on the **Dispatch Category Transaction Status** page. For more information on each field, select the appropriate hyperlink.

Transaction Status

Status

Action Required

Details

Procedure

DPAS Navigation Helpful Tips

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

The Transaction Status offers the following options:

- Select **Print** to print a report of the transaction. *The **Dispatch Category Report Export** page appears.*
- Select **Search Criteria** to return to the **Dispatch Category Search Criteria** page.

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
83 — Unexpected error encountered, contact DPAS Help Desk for assistance.	Contact the DPAS Call Center

Related Topics

- Dispatch Category Search Criteria
- Dispatch Category Search Results
- Dispatch Category Add
- Dispatch Category Update
- Dispatch Category Delete
- Dispatch Category Report Export

PageID Ref: WFMAN32_11

Dispatch Category Update

Overview

On this page you can add Dispatch Category information. Dispatch Categories enable Equipment Pool managers to assign a user-defined category to each asset to create groups of assets. Several examples are as follows:

- Auto
- Generator
- Light set
- Construction
- Hand Tools

This process also allows you to create Sub Categories. Many Sub Categories can be created per Dispatch Category. An example would be:

Dispatch Category:

- Passenger Vehicle

Sub Category:

- 4 Passenger Sedan,
- 4 Passenger Compact, etc.

Navigation

Master Data > Dispatch Category > Search Criteria > Add page

Page Fields

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

Dispatch Category

*Dispatch Ctgry Id

*Dispatch Ctgry Desc

Dispatch Ctgry Long Desc

History Remarks

Sub Category
Delete
*Sub Ctgry Id
*Sub Ctgry Desc

* denotes a mandatory field

Procedure

To Update a Dispatch or Sub Category:

1. Update data in the available fields.
2. History Remarks is optional.
3. To remove a **Sub Dispatch Category**, select the **Delete** hyperlink.
4. Select New Row to add the **Sub Category**.
5. Choose Update to modify the record or choose Cancel to return to the **Search Criteria** page

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.
676 - Entry must be alphanumeric.	Invalid Entry. The characters entered in the field include prohibited special characters. Enter alphanumeric (alphabetic "A" through "Z", numeric "0" through "9") characters.
350 - Must be alphanumeric with supported special characters $, - , /, #, &, ;, comma, period, and space.	Invalid Entry. The characters entered in the field include prohibited special characters. Enter alphanumeric (alphabetic "A" through "Z", numeric "0" through "9") characters, or the following permitted special characters: $, -, /, #, &, ;, comma, period, and space. Special characters like ! or @ are prohibited.
xxxx - Maximum of 50 Sub Ctgry's allowed for each Dispatch.	Sub Category maximum number of entries is 50.

Related Topics

- Dispatch Category Search Criteria
- Dispatch Category Search Results
- Dispatch Category Add
- Dispatch Category Delete

- Dispatch Category Transaction Status
- Dispatch Category Rpt Export

PageID Ref: WFMAN32_09

Dispatch Rate Add

Overview

The purpose of the Dispatch Rate process is to allow users to enter Dispatch Rates into DPAS so they may be used in calculating Dispatch costs.

The Dispatch Rate Add page offers the opportunity to add a new Dispatch Rate using a web-based interface.

Navigation

Master Data > Dispatch Rate > Search Criteria > Add

Page Fields

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

Stock Nbr
Item Desc
Ctlg Nm
*Lease Cd
*Daily Rate
Overtime Rate
History Remarks

Procedure

To Add a Dispatch Rate:

1. Select the Browse ... button to search for the **Stock Nbr** which will have rates associated – The **Item Desc** and **Ctlg Nm** displays.
2. Select the **Lease Cd** drop-down list to locate the appropriate Lease Code.
3. Enter a **Daily Rate**. (Required)
4. Enter a **Utilization Rate**. (Optional)

Helpful Tip

Zero (0) is an acceptable value for both the Daily Rate and Utilization Rate.

5. Enter any **History Remarks** for this transaction.
6. Choose the **Add** to view the **Dispatch Rate Transaction Status** page or the **Cancel** to return to previous page.

Helpful Tip

- Only one Dispatch Rate can be recorded for any **Stock Number**/**Lease Cd** combination.
- If the web-based process is used to add a new Dispatch Rate where one already exists (the same **Stock Number**/**Lease Cd** combination), the old Dispatch Rate will be overwritten without any notification.

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. Use ⊞ **Instructions** located at the top left of the page for additional assistance.

Error	Solution
Lease Code is a required field.	One of the Lease Codes must be selected from the drop-down list.
Daily Rate is a required field.	A Daily Rate must be entered prior to selecting the Add button.
Daily Rate must be numeric (##.##).	The Daily Rate must be in the numeric format shown.
Utilization Rate must be numeric (##.##).	The Utilization Rate must be in the numeric format shown.

Related Topics

- Dispatch Rate Search Criteria
- Dispatch Rate Search Results
- Dispatch Rate Update
- Dispatch Rate Delete
- Dispatch Rate Transaction Status
- Dispatch Rate Report Export

PageID Ref: WFMAN38_01

Dispatch Rate Delete

Overview

The purpose of the **Dispatch Rate** process is to allow users to enter Dispatch Rates into DPAS so they may be used in calculating Dispatch costs.

The **Dispatch Rate Delete** page offers the opportunity to remove an existing Dispatch Rate whether it was created using the web-based interface or mass uploaded.

Navigation

Master Data > Dispatch Rate > Search Criteria > Search Results > Delete

Page Fields

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

Stock Nbr
Item Desc
Ctlg Nm
*Lease Cd
*Daily Rate
Overtime Rate
History Remarks

Procedure

To Delete a Dispatch Rate:

1. Verify the **Stock Nbr**, **Item Desc** and **Ctlg Nm** are the item to be removed.
2. Verify the **Lease Cd** is the appropriate Lease Code to be removed.
3. Choose Delete to view the **Dispatch Rate Transaction Status** page or select Cancel to return to the **Dispatch Rate Search Results** page.

Common Errors

No common errors have been identified for this page.

Related Topics

- Dispatch Rate Search Criteria

- Dispatch Rate Search Results
- Dispatch Rate Add
- Dispatch Rate Update
- Dispatch Rate Transaction Status
- Dispatch Rate Report Export

PageID Ref: WFMAN38_04

Dispatch Rate Report Export

Overview

The Dispatch Rate Report Export page provides the ability to save the report in different formats.

Navigation

Master Data > Dispatch Rate > Search Criteria > *Various Procedural Steps* > Transaction Status page > Report Export page

Page Fields

No Page Fields are identified for this page. The following are Control buttons for this page.

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
⏮	Return to the first page of results.
◀	Return to the previous page of the results.
1	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
of7	Display how many pages retrieved.
▶	Advance to the next page of the results.
⏭	Advance to the last page of results.
100% ▾	Change the size of the characters displayed on the page.
Find | Next	Find data within the Results page.
💾 ▾	Select the format to Export the report.

Procedures

DPAS Navigation Helpful Tips

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

Export the Dispatch Rates Report to a Printable Application

1. Select to choose the print format (Excel, PDF, or Word). *The procedure leaves the application based on the selection made.*
2. Follow the prompts provided by the computer.
3. Select **Search Criteria** to return to the **Dispatch Rates Search Criteria** page.

Search the Results

1. Select the empty field Find | Next.
2. Enter the characters or words to search. *Entries are not case sensitive.*
3. Select Find to search for the entry. *The entry appears highlighted in the file.*
4. Select Next to find the next matching value. *This feature is available if multiple results are found.*

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
Unable to get off page.	Select **Search Criteria** to return to the Search Results page.

Related Topics

- Dispatch Rate Search Criteria
- Dispatch Rate Search Results
- Dispatch Rate Add
- Dispatch Rate Update
- Dispatch Rate Delete
- Dispatch Rate Transaction Status

Dispatch Rate Search Criteria

Overview

The purpose of the **Dispatch Rate** process is to allow users to enter Dispatch Rates into DPAS so they may be used in calculating Dispatch costs.

Dispatch Rates for a Stock Number can be entered using two methods:

- Using the DPAS web-based interface
- Uploading a spreadsheet with the necessary information

This topic will focus on the web-based interface entry method. When entering a Dispatch Rate, a Stock Number must be specified. Then the following data elements must be established:

- **Lease Cd** (Code)
- **Daily Rate** (The cost for using the equipment for one day)
- **Utilization Rate** (The cost for using the equipment by utilization unit (miles, kilometers, hours))

Note

Zero (0) is a valid value for both the **Daily Rate** and **Utilization Rate**.

Navigation

Master Data > Dispatch Rate > Search Criteria

Page Fields

The following fields display on the **Dispatch Rate Search Criteria** page. For more information on each field, select the appropriate hyperlink.

Stock Nbr
Lease Cd

Procedures

To Begin to Add a Dispatch Rate:

1. Enter or browse ... for the **Stock Nbr** which will have Dispatch Rates

associated. (Optional)

2. Select the **Lease Cd** from the drop-down list. (Optional)
3. Choose the Add to view the **Dispatch Rate Add** page or select the Reset button to restore the page back to its default values.

To Search for a Dispatch Rate:

1. Enter or browse ... for the **Stock Nbr** which will have Dispatch Rates associated. (Optional)
2. Select the **Lease Cd** from the drop-down list. (Optional)
3. Choose the Search button to view the **Dispatch Rate Search Results** page or select the Reset to restore the page back to its default values.

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. Use ⊞ **Instructions** located at the top left of the page for additional assistance.

Error	Solution
No record(s) match search criteria or you do not have the appropriate security access	Results for the search criteria you entered do not exist, you are logged into the wrong Maintenance Activity or you do not have security access.

Related Topics

- Dispatch Rate Search Results
- Dispatch Rate Add
- Dispatch Rate Update
- Dispatch Rate Delete
- Dispatch Rate Transaction Status
- Dispatch Rate Report Export

PageID Ref: WFMAN38_05

Dispatch Rate Search Results

Overview

The purpose of the Dispatch Rate process is to allow users to enter Dispatch Rates into DPAS so they may be used in calculating Dispatch costs.

The Dispatch Rate Search Results page displays all of the Dispatch Rates which match the information supplied on the Dispatch Rate Search Criteria page. The Search Results page offers the opportunity to Add a new Dispatch Rate or Update and Delete an existing Dispatch Rate.

Navigation

Master Data > Dispatch Rate > Search Criteria > Search Results

Page Fields

The following fields display on the **Dispatch Rate Search Results** page. For more information on each field, select the appropriate hyperlink.

Stock Nbr
Lease Cd

Search Results
Update
Delete
Stock Nbr
Item Desc
Lease Cd
Daily Rate
Overtime Rate
Ctlg Nm Cd

Procedures

To Begin to Add a Dispatch Rate:

1. Ensure the Dispatch Rate to be added does not already exist
2. Choose the Add to view the **Dispatch Rate Add** page or select Cancel to return to **Dispatch Rate Search Criteria** page.

To Begin to Update a Dispatch Rate:

1. Locate the row requiring revision.
2. Select the **Update** hyperlink to view the **Dispatch Rate Update** page or choose Cancel to return to the **Dispatch Rate Search Criteria** page.

> **Note**
>
> The number of rows which display in the **Search Results** can be adjusted by using the **Number to Display** drop-down list and choosing a value.

To Begin to Delete a Dispatch Rate:

1. Locate the row to remove.
2. Select the **Delete** hyperlink to view the **Dispatch Rate Delete** page or choose Cancel to return to the **Dispatch Rate Search Criteria** page.

Common Errors

No common errors have been identified for this page.

Related Topics

- Dispatch Rate Search Criteria
- Dispatch Rate Add
- Dispatch Rate Update
- Dispatch Rate Delete
- Dispatch Rate Transaction Status
- Dispatch Rate Report Export

PageID Ref: WFMAN38_06

Dispatch Rate Transaction Status

Overview

The **Dispatch Rate Transaction Status** page displays information concerning the transaction just completed.

Navigation

Master Data > Dispatch Rate > Search Criteria > Add page > Transaction Status page

Page Fields

The following fields display on the **Dispatch Rate Transaction Status** page. For more information on each field, select the appropriate hyperlink.

Transaction Status

Status

Action Required

Details

Procedure

DPAS Navigation Helpful Tips

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

The Transaction Status offers the following options:

- Select Print to print a report of the transaction. *The **Dispatch Rate Report Export** page appears.*
- Select Search Criteria to return to the **Dispatch Rate Search Criteria** page.

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
83 — Unexpected error encountered, contact DPAS Help Desk for assistance.	Contact the DPAS Call Center

Related Topics

- Dispatch Rate Search Criteria
- Dispatch Rate Search Results
- Dispatch Rate Add
- Dispatch Rate Update
- Dispatch Rate Delete
- Dispatch Rate Report Export

PageID Ref: WFMAN38_11

Dispatch Rate Update

Overview

The purpose of the **Dispatch Rate** process is to allow users to enter Dispatch Rates into DPAS so they may be used in calculating Dispatch costs.

The **Dispatch Rate Update** page offers the opportunity to revise an existing Dispatch Rate whether it was created using the web-based interface or mass uploaded.

Navigation

Master Data > Dispatch Rate > Search Criteria > Search Results > Update

Page Fields

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

Stock Nbr
Item Desc
Ctlg Nm
*Lease Cd
*Daily Rate
Overtime Rate
History Remarks

Procedure

To Update a Dispatch Rate:

1. Verify the **STOCK NBR**, **ITEM DESC** and **CTLG NM** are the item to be revised.
2. Verify the **LEASE CD** is the appropriate Lease Code.

Note

The **Lease Code** cannot be changed within the **Update** process. If the **Lease Code** is incorrect and is not needed for any other Dispatch, it may be deleted and the correct Dispatch Rate with the correct **Lease Code** can be created.

3. Correct the **Daily Rate** if needed. (A value is required)
4. Enter or correct the **Utilization Rate** if needed. (A value is optional)

Helpful Tip

Zero (0) is an acceptable value for both the **Daily Rate** and **Utilization Rate**.

5. Enter any **History Remarks** for this transaction.
6. Choose Update to view the **Dispatch Rate Transaction Status** page or select Cancel to return to the **Dispatch Rate Search Results** page.

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. Use ⊞ **Instructions** located at the top left of the page for additional assistance.

Error	Solution
Daily Rate is a required field.	A Daily Rate must be entered prior to selecting the Update button.
Daily Rate must be numeric (##.##).	The Daily Rate must be in the numeric format shown.
Utilization Rate must be numeric (##.##).	The Utilization Rate must be in the numeric format shown.

Related Topics

- Dispatch Rate Search Criteria
- Dispatch Rate Search Results
- Dispatch Rate Add
- Dispatch Rate Delete
- Dispatch Rate Transaction Status
- Dispatch Rate Report Export

PageID Ref: WFMAN38_09

Equipment Pool Add

Overview

The **Equipment Pool Add** page allows you to add Equipment Pools. The Equipment Pool provides you a means to group property along with the Point of Contact (POC) information and to allow for the management of Dispatches (Issue/Return).

Navigation

Master Data > Equip Pool > Search Criteria> Add page

Page Fields

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

- *Equip Pool Id
- *Equip Pool Name
- *Equip Pool Desc
- New Address
- Address Search
- Hrs of Operation
- *POC
- *Activity Name
- Remarks
- History Remarks
- *Address 1
- Address 2
- Loc
- *City
- *State
- ZIP Cd
- *Country Cd
- *Phone Nbr
- *E-Mail Address

* denotes a mandatory field

Procedure

To Add an Equipment Pool:

1. Enter an **Equip Pool Id** (Mandatory).
2. Enter an **Equip Pool Name** (Mandatory).
3. Complete the **Equip Pool Desc** (Mandatory).
4. Enter the **Hrs of Operation** (optional).

Helpful Tip

If an *EP - Equipment Pool* **Address Type** does not already exist, select the **New Address** checkbox and enter the required information to create a new Equipment Pool address.

5. To populate the **Address** and Point of Contact (**POC**) fields, select the **Address Search** ... to select an existing *EP-Equipment Pool* **Address Type**.

6. **Remarks** and **History Remarks** are optional fields.
7. Select **Add** to create the record or choose **Cancel** to return to the previous page.

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. Use ⊞ **Instructions** located at the top left of the page for additional assistance.

Error	Solution
Mandatory Entry Equip Pool Id.	Enter an Equipment Pool Id of up to 2 alpha-numeric characters
Mandatory Entry Equip Pool Name.	Enter the Equipment Pool Name up to 15 characters, must be unique within current user's maintenance activity. Valid special characters are "$", "-", "#", "/", "&", comma, period, and space
Mandatory Entry Equip Pool Desc.	Enter the Equipment Pool Description up to 125 alphanumeric with supported special characters $, -, /, #, &, comma, period, and space
Phone Nbr, DSN, orFax Nbr must be numeric with supported special characters -, +,( ),x, period and space.	Enter the Phone Nbr, DSN, or Fax Nbr as numeric with supported special characters -, +,( ),x, period and space.
Entry must be A-Z and/or 0-9 with no embedded spaces or special characters.	Re-enter the Equip Pool Id without any special characters
Record already exists for data entered	The information entered already exists. Re-enter the information for the record to add.

Related Topics

- Equipment Pool Search Criteria
- Equipment Pool Search Results
- Equipment Pool Update
- Equipment Pool Delete
- Equipment Pool Trans Status
- Equipment Pool Print/Export

PageID Ref: WFMAN07_03

Equipment Pool Delete

Overview

The **Equipment Pool Delete** process allows you to remove a record. Equipment Pools associated to active assets cannot be deleted.

Navigation

Master Data > Equip Pool > Search Criteria > Search Results > Delete page

Page Fields

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

* Equip Pool Id
* Equip Pool Name
*Equip Pool Desc

Hrs of Operation
*POC
*Activity Name

Remarks
History Remarks

*Address 1
Address 2
Loc
*City
State Cd
Zip Cd
*Country Cd
Phone Nbr
E-Mail Address

* denotes a mandatory field

Procedure

To delete an Equipment Pool Record:

1. Review information on the page to verify record selected for the delete action.
2. Select Delete to remove the record or choose Cancel to return to the **Search Results** page.

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. Use ⊞ Instructions located at the top left of the page for additional assistance.

Error	Solution
No common errors have been identified for this page.	N/A

Related Topics

- Equipment Pool Search Criteria
- Equipment Pool Search Results
- Equipment Pool Add
- Equipment Pool Update
- Equipment Pool Trans Status
- Equipment Pool Print/Export

PageID Ref: WFMAN07_03

Equipment Pool Report Export

Overview

The Equipment Pool Report Export page provides the ability to save the report in different formats.

Navigation

Master Data > Equipment Pool> Search Criteria > *Various Procedural Steps* > Transaction Status page > Report Export page

Page Fields

No Page Fields are identified for this page. The following are Control buttons for this page.

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
⏮	Return to the first page of results.
◀	Return to the previous page of the results.
1	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
of7	Display how many pages retrieved.
▶	Advance to the next page of the results.
⏭	Advance to the last page of results.
100% ▾	Change the size of the characters displayed on the page.
☐ Find | Next	Find data within the Results page.
💾 ▾	Select the format to Export the report.

Procedures

DPAS Navigation Helpful Tips

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

Export the Equipment Pool Report to a Printable Application

1. Select 💾 ▾ to choose the print format (Excel, PDF, or Word). *The procedure leaves the application based on the selection made.*
2. Follow the prompts provided by the computer.
3. Select **Search Criteria** to return to the **Equipment Pool Search Criteria** page.

Search the Results

1. Select the empty field ▭ Find | Next.
2. Enter the characters or words to search. *Entries are not case sensitive.*
3. Select Find to search for the entry. *The entry appears highlighted in the file.*
4. Select Next to find the next matching value. *This feature is available if multiple results are found.*

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
Unable to get off page.	Select **Search Criteria** to return to the Search Results page.

Related Topics

- Equipment Pool Search Criteria
- Equipment Pool Search Results
- Equipment Pool Add
- Equipment Pool Update
- Equipment Pool Delete
- Equipment Pool Transaction Status

Equipment Pool Search Criteria

Overview

The purpose of this process is to provide you with the capability to add, update and delete Equipment Pools. The **Equipment Pool** exists to allow you to group property along with the Point of Contact (POC) information and to allow for the management of Dispatches (Issue/Return).

A Maintenance Activity (MA) can have as many Equipment Pools as needed.

As new assets are profiled in the **Maintenance Asset Master** process, an Equipment Pool is associated.

Maintenance personnel may have their access restricted where they can only see specific Equipment Pools. This is accomplished in the **User Equipment Pool** process in conjunction with the *DPAS Roles Request Form*.

Helpful Tip

Prior to adding an Equipment Pool, an address can be created to populate the POC information on the **Add** page. Select **Master Data** > **Address**. You will find a **Address Type** of *EP - Equipment Pool*.

Navigation

Master Data > Equip Pool > Search Criteria

Page Fields

The following fields display on the Equipment Pool Search Criteria page. For more information on each field, select the appropriate hyperlink.

Equip Pool Id
Equip Pool Name

Procedure

To Search for Equipment Pool record:

1. To perform a search, all fields on the page are optional. It is recommended you select an **EQUIP POOL ID** from the drop-down list to refine your search.
2. Select **Search** to display the **Search Results** page or choose **Cancel** to reset the page.

To Add an Equipment Pool record:

1. Select **Add** to create a new record.
2. To refresh the page, select **Reset**.

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. Use ⊞ **Instructions** located at the top left of the page for additional assistance.

Error	Solution
No record(s) match search criteria or you do not have the appropriate security access.	Results for the search criteria you entered do not exist, you are logged into the wrong Maintenance Activity or you do not have security access.

Related Topics

- Equipment Pool Search Results
- Equipment Pool Add
- Equipment Pool Update
- Equipment Pool Delete
- Equipment Pool Trans Status
- Equipment Pool Print/Export

PageID Ref: WFMAN06_01

Equipment Pool Search Results

Overview

The **Equipment Pool Search Results** page displays two hyperlink options:

- **Update** - Used to make corrections to existing Equipment Pools
- **Delete** - Used to remove Equipment Pools no longer being used

> **Note**
>
> The **Delete** hyperlink is not available for Equipment Pools which are associated with active assets.

Navigation

Master Data > Equip Pool > Search Criteria > Search Results

Page Fields

The following fields display on the **Equipment Pool Search Results** page. For more information on each field, select the appropriate hyperlink.

Search Criteria

Equip Pool Id

Equip Pool Name

Search Results

Update

Delete

Equip Pool Id

Equip Pool Name

*Equip Pool Desc

Procedures

To Update or Delete an Equipment Pool:

> **Helpful Tip**
>
> You can sort on **Equipment Pool Name**. There may be several pages returned from your search criteria. To sort the rows select the underlined column header. The

information is sorted in ascending order. Select the column header again to sort your table in descending order. An underlined column header sort affects ALL rows on every page of your results.

1. Select the **Update** or **Delete** hyperlink to process the associated action.
2. To return to the **Search Criteria** page, select Cancel.

To Add an Equipment Pool:

1. Select Add to create a new **Equipment Pool** record.
2. To return to the **Search Criteria** page, select Cancel.

Common Errors

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

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

Related Topics

- Equipment Pool Search Criteria
- Equipment Pool Add
- Equipment Pool Update
- Equipment Pool Delete
- Equipment Pool Trans Status
- Equipment Pool Print/Export

PageID Ref: WFMAN06_01

Equipment Pool Transaction Status

Overview

The Equipment Pool Transaction Status page displays information concerning the transaction just completed.

Navigation

> Master Data > Equip Pool > Search Criteria > *Various Procedural Steps* > Transaction Status page

Page Fields

The following fields display on the **Equipment Pool Transaction Status** page. For more information on each field, select the appropriate hyperlink.

Transaction Status

Status

Action Required

Details

Procedure

DPAS Navigation Helpful Tips

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

The Transaction Status offers the following options:

- Select **Print** to print a report of the transaction. *The **Contractor Report Export** page appears.*
- Select **Search Criteria** to return to the **Contractor Search Criteria** page.

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
83 — Unexpected error encountered, contact DPAS Help Desk for assistance.	Contact the DPAS Call Center

Related Topics

- Equipment Pool Search Criteria
- Equipment Pool Search Results
- Equipment Pool Update
- Equipment Pool Delete
- Equipment Pool Report Export

Equipment Pool Update

Overview

The **Equipment Pool Update** page allows you to modify an existing record

Navigation

Master Data > Equip Pool > Search Criteria> Search Results > Update page

Page Fields

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

* Equip Pool Id
* Equip Pool Name
*Equip Pool Desc

Address Search
Hrs of Operation
*POC
*Activity Name

Remarks
History Remarks

*Address 1
Address 2
Loc
*City
State Cd
Zip Cd
*Country Cd
Phone Nbr
E-Mail Address

* denotes a mandatory field

Procedure

To Update an Equipment Pool:

1. Update data in the available fields.
2. You can modify the optional **HRS OF OPERATION** (Hours of Operation) - This field can be used to describe the times the Equipment Pool is available.

> **Helpful Tip**
>
> If changing the Address, the Equipment Pool Address must have been previously created using the **Address** process or the **Equipment Pool Add** process.

3. To populate the **Address** and Point of Contact (**POC**) fields, select the **Address Search** ... to select an existing *EP-Equipment Pool* **Address Type**.

4. Enter **Remarks** and **History Remarks** (Optional).
5. Select **Update** to modify the record or choose **Cancel** to return to previous page.

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. Use ⊞ **Instructions** located at the top left of the page for additional assistance.

Error	Solution
Mandatory Entry Equip Pool Id.	Enter an Equipment Pool Id of up to 2 alpha-numeric characters
Mandatory Entry Equip Pool Name.	Enter the Equipment Pool Name up to 15 characters, must be unique within current user's maintenance activity. Valid special characters are "$", "-", "#", "/", "&", comma, period, and space.
Mandatory Entry Equip Pool Desc.	Enter the Equipment Pool Description up to 125 alphanumeric with supported special characters $, -, /, #, &, comma, period, and space.
Phone Nbr, DSN, or Fax Nbr must be numeric with supported special characters -, +,( ),x, period and space.	Enter the Phone Nbr, DSN, or Fax Nbr as numeric with supported special characters -, +,( ),x, period and space.
Entry must be A-Z and/or 0-9 with no embedded spaces or special characters.	Re-enter the Equipment Pool Id without any special characters
Record already exists for data entered	The information entered already exists. Re-enter the information for the record to add.

Related Topics

- Equipment Pool Search Criteria
- Equipment Pool Search Results
- Equipment Pool Add
- Equipment Pool Delete
- Equipment Pool Trans Status
- Equipment Pool Print/Export

PageID Ref: WFMAN07_03

Add a Labor Category

Overview

The Labor Category Add process provides the ability to create new labor categories in the accessed Maintenance Activity. It also creates new labor rates for the new labor categories.

Navigation

> Master Data > Labor Category > Search Criteria > **Add** > Labor Category Add page

Page Fields

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

Add

Labor Category

Labor Category Desc

Remarks

History Remarks

Rates

Add

Edit

Delete

Rate Type

Base Rate

Overtime Rate

Procedures

DPAS Navigation Helpful Tips

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

Add a Labor Category

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

1. Select **Add**. *The **Labor Category Add** page appears.*
2. Enter the Labor Category in the field provided.
3. Enter the Labor Category Desc in the field provided.
4. Enter the Remarks in the field provided. *The field allows up to 1024 alphanumeric characters.*
5. Enter the History Remarks in the field provided. *The field allows up to 1024 alphanumeric characters.*
6. Use ⌄ to select the desired Rate Type.
7. Enter the Base Rate in the field provided.
8. Enter the Overtime Rate in the field provided.
9. Select the Add hyperlink. *The new rate information is saved.*
10. Repeat Steps 6 - 9 to add an additional Rate Type.
11. Select **Add**. *The **Labor Category Transaction Status** page opens, with the new Labor Category details listed.*

Common Errors

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

Error	Solution
No 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.
Mandatory Entry: *Labor Category Name*.	Missing Entry. Enter the appropriate information in the desired field.
Mandatory Entry: *Labor Category Desc*.	
Mandatory Entry: *Base Rate*.	
Mandatory Entry: *Rate Type*.	
Entry must be alphanumeric.	Invalid Entry. The characters entered in the field include prohibited special characters.

	Enter alphanumeric (alphabetic "A" through "Z", numeric "0" through "9") characters.
Entry must be a valid dollar amount.	Invalid Entry. The characters entered in the Base Rate and the Overtime Rate field(s) include prohibited characters. Enter numeric ("0" through "9") characters.
Rate Type can only have one set of Rates per Labor Category.	Invalid Entry. The second Rate Type is the same as the first for the current Labor Category. Change the Rate Type and re-enter the information.
Must be alphanumeric with supported special character(s) $, -, /, #, &, comma, period, and space.	Invalid Entry. The characters entered in the field include prohibited special characters. Enter alphanumeric (alphabetic "A" through "Z", numeric "0" through "9") characters, or the following permitted special characters: $, -, /, #, &, comma, period, and space. Special characters like ! or @ are prohibited.

Related Topics

- Search for a Labor Category
- View the Labor Category Search Results
- Update a Labor Category
- Delete a Labor Category
- View the Labor Category Transaction Status
- Export a Labor Category Report

Delete a Labor Category

Overview

The Labor Category Delete process allows removal of a labor category in the accessed Maintenance Activity.

Navigation

Master Data > Labor Category > Search Criteria > **Search** > Search Results > Delete hyperlink > Labor Category Delete page

Page Fields

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

Delete

Labor Category

Labor Category Desc

Remarks

History Remarks

Rates

Rate Type

Base Rate

Overtime Rate

Procedures

DPAS Navigation Helpful Tips

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

Delete a Labor Category

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

1. Select Labor Category from the Master Data menu. *The **Labor Category Search Criteria** page opens.*
2. Select **Search**. *The **Labor Category Search Results** page appears.*
3. Select the Delete hyperlink. *The **Labor Category Delete** page appears.*
4. *Verify the Labor Category.*

5. *Verify the Labor Category Desc.*
6. *Verify the Remarks.*
7. Enter the History Remarks in the field provided. *The field allows up to 1024 alphanumeric characters.*
8. *Verify the Rate Type.*
9. *Verify the Base Rate.*
10. *Verify the Overtime Rate.*
11. Select Delete. *The **Labor Category Transaction Status** page opens, with the removed Labor Category details listed.*

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
Labor Category Rate is attached to Team Member(s). Cannot Delete.	Invalid Deletion. A Labor Category Rate cannot be deleted if an attachment to one or more Team Members exists. Review the Labor Category again, and remove any remaining associated Team Member(s) so the record can be deleted.

Related Topics

- Search for a Labor Category
- View the Labor Category Search Results
- Add a Labor Category
- Update a Labor Category
- View the Labor Category Transaction Status
- Export a Labor Category Report

Export a Labor Category Report

Overview

The Labor Category Report Export page provides the ability to save the Labor Category in different formats.

Navigation

Master Data > Labor Category > Search Criteria > *VARIOUS PROCEDURAL STEPS* > Transaction Status page > **Print** > Labor Category Report Export page

Page Fields

No Page Fields are identified for this page. The following are Control buttons for this page.

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
⏮	Return to the first page of results.
◀	Return to the previous page of the results.
1	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
of7	Display how many pages retrieved.
▶	Advance to the next page of the results.
⏭	Advance to the last page of results.
100% ▾	Change the size of the characters displayed on the page.
☐ Find | Next	Find data within the Results page.
💾 ▾	Select the format to Export the report.

Procedures

DPAS Navigation Helpful Tips

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

Export the Labor Category Report to a Printable Application

1. Select to choose the print format (Excel, PDF, or Word). *The procedure leaves the application based on the selection made.*
2. Follow the prompts provided by the computer.
3. Select Search Criteria to return to the **Labor Category Search Criteria** page.

Search the Results

1. Select the empty field Find | Next.
2. Enter the characters or words to search. *Entries are not case sensitive.*
3. Select Find to search for the entry. *The entry appears highlighted in the file.*
4. Select Next to find the next matching value. *This feature is available if multiple results are found.*

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
Unable to get off page.	Select Search Criteria to return to the Search Results page.

Related Topics

- Search for a Labor Category
- View the Labor Category Search Results
- Add a Labor Category
- Update a Labor Category
- Delete a Labor Category
- View the Labor Category Transaction Status

Search for a Labor Category — Criteria

Overview

The Maintenance and Utilization module Labor Category process provides the ability to designate labor rates into Labor Categories. Each category has a Base Rate and an Overtime Rate. Each rate can have a Civilian rate, a Military rate, or both.
These categories are assigned to Operators, Technicians, Supervisors and Quality Control personnel which are used within the Work Order and Dispatch processes.

Navigation

Master Data > Labor Category > Search Criteria

Page Fields

The following fields display on the **Labor Category Search Criteria** page. For more information on each field, select the appropriate hyperlink.

Search Criteria

Labor Category

Rate Type

Procedures

DPAS Navigation Helpful Tips

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

Search for a Labor Category

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

1. Use ⌄ to select the Labor Category entry.
2. Use ⌄ to select the Rate Type entry.
3. Select **Search** to begin the query. *The* ***Labor Category Search Results*** *page appears. Results display in the Search Results grid.*

Add a Labor Category

Select **Add** to display the **Add a Labor Category** page.

Common Errors

The table below provides a list of common errors and possible solutions. There

may be more than one solution to a given error.

Error	Solution
No 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

- View the Labor Category Search Results
- Add a Labor Category
- Update a Labor Category
- Delete a Labor Category
- View the Labor Category Transaction Status
- Export a Labor Category Report

Search for a Labor Category — Results

Overview

The Labor Category Results page provides the ability to view the labor categories that match the data entered on the Search Criteria page.

Navigation

Master Data > Labor Category > Search Criteria > **Search** > Search Results page

Page Fields

The following fields display on the **Labor Category Search Results** page. For more information on each field, select the appropriate hyperlink.

Search Criteria

Labor Category

Rate Type

Search Results

Update

Delete

Labor Category

Description

Procedures

DPAS Navigation Helpful Tips

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

Add a Labor Category

Select **Add** to display the **Add a Labor Category** page.

Update a Labor Category

Select the Update hyperlink to display the **Update a Labor Category** page.

Delete a Labor Category

Select the Delete hyperlink to display the **Delete a Labor Category** page.

Common Errors

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

Error	Solution
No 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

- Search for a Labor Category
- Add a Labor Category
- Update a Labor Category
- Delete a Labor Category
- View the Labor Category Transaction Status
- Export a Labor Category Report

Transaction Status for Labor Categories

Overview

The Labor Category Transaction Status page displays a verification of the add, update, or delete transactions performed.

Navigation

Master Data > Labor Category > Search Criteria > *VARIOUS PROCEDURAL STEPS* > Transaction Status page

Page Fields

The following fields display on the **Labor Category Transaction Status** page. For more information on each field, select the appropriate hyperlink.

Status

Action Required

Details

Procedure

DPAS Navigation Helpful Tips

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

The Transaction Status offers the following options:

- Select **Print** to print a report of the transaction. *The **Export a Labor Category Report** page appears.*
- Select **Search Criteria** to return to the **Labor Category Search Criteria** page.

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
83 — Unexpected error encountered, contact DPAS Help Desk for assistance.	Contact the DPAS Call Center

Related Topics

- Search for a Labor Category

- View the Labor Category Search Results
- Add a Labor Category
- Update a Labor Category
- Delete a Labor Category
- Export a Labor Category Report

Update a Labor Category

Overview

The Labor Category Update process allows editing of labor categories in the accessed Maintenance Activity.

Navigation

Master Data > Labor Category > Search Criteria > **Search** > Search Results > Update hyperlink > Labor Category Update page

Page Fields

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

Update

Labor Category

Labor Category Desc

Remarks

History Remarks

Rates

Add

Edit

Delete

Rate Type

Base Rate

Overtime Rate

Procedures

DPAS Navigation Helpful Tips

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

Update a Labor Category

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

1. Select the Update hyperlink. *The **Labor Category Update** page appears.*
2. *Verify the Labor Category.*

3. Update the Labor Category Desc, entering the correct description in the field provided.
4. Update the Remarks, entering the correct information in the field provided. *The field allows up to 1024 alphanumeric characters.*
5. Update the History Remarks, entering the correct information in the field provided. *The field allows up to 1024 alphanumeric characters.*
6. Select the Edit hyperlink to update the desired Rate information.
7. Update the Rate Type, using ▼ to select the desired type.
8. Update the Base Rate, entering the correct rate in the field provided.
9. Update the Overtime Rate, entering the correct rate in the field provided.
10. Select the Save hyperlink. *The Rate information is saved.*
11. Repeat Steps 6 - 10 to edit the second Rate Type.
12. Repeat Steps 7 - 10 to add a second Rate Type.
13. Select the Delete hyperlink to remove the desired Rate information.
14. Select Update. *The **Labor Category Transaction Status** page opens, with the revised Labor Category details listed.*

Common Errors

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

Error	Solution
No 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.
Mandatory Entry: *Labor Category Name*.	Missing Entry. Enter the appropriate information in the desired field.
Mandatory Entry: *Labor Category Desc*.	
Mandatory Entry: *Base Rate*.	
Mandatory Entry: *Rate Type*.	

Entry must be alphanumeric.	Invalid Entry. The characters entered in the field include prohibited special characters. Enter alphanumeric (alphabetic "A" through "Z", numeric "0" through "9") characters.
Entry must be a valid dollar amount.	Invalid Entry. The characters entered in the Base Rate and the Overtime Rate field(s) include prohibited characters. Enter numeric ("0" through "9") characters.
Rate Type can only have one set of Rates per Labor Category.	Invalid Entry. The second Rate Type is the same as the first for the current Labor Category. Change the Rate Type and re-enter the information.
Must be alphanumeric with supported special character(s) $, -, /, #, &, comma, period, and space.	Invalid Entry. The characters entered in the field include prohibited special characters. Enter alphanumeric (alphabetic "A" through "Z", numeric "0" through "9") characters, or the following permitted special characters: $, -, /, #, &, comma, period, and space. Special characters like ! or @ are prohibited.

Related Topics

- Search for a Labor Category
- View the Labor Category Search Results
- Add a Labor Category
- Delete a Labor Category
- View the Labor Category Transaction Status
- Export a Labor Category Report

Export a Maintenance Activity Report

Overview

The Maintenance Activity Report Export process provides the ability to save the Maintenance Activity in different formats.

Navigation

Master Data > Maintenance Activity > Search Criteria > *VARIOUS PROCEDURAL STEPS* > Transaction Status page > **Print** > Maintenance Activity Report Export page

Page Fields

No Page Fields are identified for this page. The following are Control buttons for this page.

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
⏮	Return to the first page of results.
◀	Return to the previous page of the results.
1	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
of7	Display how many pages retrieved.
▶	Advance to the next page of the results.
⏭	Advance to the last page of results.
100% ▾	Change the size of the characters displayed on the page.
☐ Find | Next	Find data within the Results page.
💾 ▾	Select the format to Export the report.

Procedures

DPAS Navigation Helpful Tips

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

Export the Maintenance Activity Report to a Printable Application

1. Select to choose the print format (Excel, PDF, or Word). *The procedure leaves the application based on the selection made.*
2. Follow the prompts provided by the computer.
3. Select **Search Criteria** to return to the **Maintenance Activity Search Criteria** page.

Search the Results

1. Select the empty field ☐ Find | Next.
2. Enter the characters or words to search. *Entries are not case sensitive.*
3. Select Find to search for the entry. *The entry appears highlighted in the file.*
4. Select Next to find the next matching value. *This feature is available if multiple results are found.*

Common Errors

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

Error	Solution
xxxx - Unable to get off page.	Select **Search Criteria** to return to the Search Results page.

Related Topics

- Search for a Maintenance Activity
- Update a Maintenance Activity
- View the Maintenance Activity Transaction Status

Search for a Maintenance Activity — Criteria

Overview

The Maintenance and Utilization module Maintenance Activity (MA) process provides the ability to:

- Determine responsibility of performing maintenance for assets
- Create Equipment Pools
- Manage Operators and Technicians

The MA is associated to a Warehouse, so as to manage the parts needed during maintenance.
The MA is usually an in-house organization. However, if the maintenance is contracted out, then an external organization is identified as the MA.

Navigation

Master Data > Maintenance Activity > Search Criteria page

Page Fields

The following fields display on the **Maintenance Activity Search Criteria** page. For more information on each field, select the appropriate hyperlink.

Search Criteria

Agency

Site Id

UIC

Maint Activity

Procedures

DPAS Navigation Helpful Tips

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

Search for a Maintenance Activity

1. Select Maintenance Activity from the Master Data menu. *The **Maintenance Activity Search Criteria** page opens.*
2. Review the fields.
    - *The Agency is automatically populated, and not editable.*
    - *The Site Id is automatically populated, and not editable.*
    - *The UIC is automatically populated, and not editable.*

- *The* M*AINT* A*CTIVITY is automatically populated, and not editable.*

Update a Maintenance Activity

Select **Update** to display the **Update a Maintenance Activity** page.

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

- Update a Maintenance Activity
- View the Maintenance Activity Transaction Status
- Export a Maintenance Activity Report

Transaction Status for Maintenance Activity

Overview

The Maintenance Activity Transaction Status page displays a verification of the process performed.

Navigation

Master Data > Maintenance Activity > Search Criteria > *VARIOUS PROCEDURAL STEPS* > Transaction Status page

Page Fields

The following fields display on the **Maintenance Activity Transaction Status** page. For more information on each field, select the appropriate hyperlink.

Status

Action Required

Details

Procedure

DPAS Navigation Helpful Tips

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

The Transaction Status offers the following options:

- Select Print to print a report of the transaction. *The* ***Export a Maintenance Activity Report*** *page appears.*
- Select Search Criteria to return to the **Maintenance Activity Search Criteria** page.

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
83 — Unexpected error encountered, contact DPAS Help Desk for assistance.	Contact the DPAS Call Center

Related Topics

- Search for a Maintenance Activity
- Update a Maintenance Activity
- Export a Maintenance Activity Report

Update a Maintenance Activity

Overview

The Maintenance Activity Update process allows editing of a Maintenance Activity (MA).

Navigation

> Master Data > Maintenance Activity > Search Criteria > Update > Maintenance Activity Update page

Page Fields

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

Update

Agency *
Maint Activity Name *
Site Id *
Maint Activity Desc *
UIC *
Warehouse (Parts)
Address *
Warehouse Owning DoDAAC
POC *
Loc
Address 1 *
Address 2
City *
State Cd *
ZIP Cd
Country Cd *
Phone Nbr *
Hrs of Operation
Full Util Days
Full Util Miles
Full Util Hours
Remarks
History Remarks

(*) Asterisk identifies mandatory fields.

Procedure

DPAS Navigation Helpful Tips

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

Update a Maintenance Activity

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

— — Update a Maintenance Activity — —

1. Select Maintenance Activity from the Master Data menu. *The **Maintenance Activity Search Criteria** page opens.*
2. Select Update. *The **Maintenance Activity Update** page opens.*
3. Update the fields, as needed.

    A. *The Agency is automatically populated, and not editable.*

    B. Update the Maint Activity Name, entering the correct name in the field provided.

    C. *The Site Id is automatically populated, and not editable.*

    D. Update the Maint Activity Desc, entering the correct description in the field provided.

    E. *The UIC is automatically populated, and not editable.*

    F. *The Warehouse (Parts) is automatically populated, and not editable.*

    G. Update the Address, using ... to browse for the correct address.

    > **Note**
    >
    > If the desired address is incomplete, the MA is considered incomplete, and a "Mandatory Entry" error appears.
    >
    > Update the Address first, before updating the MA. See **Update an Address** for further information.

    H. *The Warehouse Owning DoDAAC is automatically populated, and not editable.*

    I. *The POC automatically populates once Address is entered, and is not editable.*

    J. *The Loc automatically populates once Address is entered, and is not editable.*

    K. *The Address 1 automatically populates once Address is entered, and is not editable.*

    L. *The Address 2 automatically populates once Address is entered, and is not editable.*

    M. *The City automatically populates once Address is entered, and is not editable.*

    N. *The State Cd automatically populates once Address is entered, and is not editable.*

    O. *The ZIP Cd automatically populates once Address is entered, and is not editable.*

P. *The Country Cd automatically populates once Address is entered, and is not editable.*

Q. *The Phone Nbr automatically populates once Address is entered, and is not editable.*

R. *The E-Mail Address automatically populates once Address is entered, and is not editable.*

S. Update the Hrs of Operation, entering the correct times in the field provided.

T. Update the Full Util Days, entering the correct amount in the field provided.

U. Update the Full Util Miles, entering the correct amount in the field provided.

V. Update the Full Util Hours, entering the correct amount in the field provided.

W. Update the Remarks, entering the correct information in the field provided. *The field allows up to 1024 alphanumeric characters.*

X. Update the History Remarks, entering the correct information in the field provided. *The field allows up to 1024 alphanumeric characters.*

4. Select Update to complete the process. *The* ***Maintenance Activity Transaction Status*** *page appears, with the revised Maintenance Activity details listed.*

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.

13 - Mandatory Entry: *Agency*.	Missing Entry. Enter the appropriate information in the desired field.
13 - Mandatory Entry: *Maint Activity Name*.	
13 - Mandatory Entry: *Site Id*.	
13 - Mandatory Entry: *Maint Activity Desc*.	
13 - Mandatory Entry: *UIC*.	
13 - Mandatory Entry: *Address*.	
13 - Mandatory Entry: *POC*.	
13 - Mandatory Entry: *Address 1*.	
13 - Mandatory Entry: *City*.	
13 - Mandatory Entry: *State Cd*.	
13 - Mandatory Entry: *Country Cd*.	
13 - Mandatory Entry: *Phone Nbr*.	
13 - Mandatory Entry: *E-Mail Address*.	
92 - Entry must be numeric.	Invalid Entry. The characters entered in the field include letters. Enter numeric (“0” through “9”) characters.
350 - Must be alphanumeric with supported special characters $, - , / , # , &, ;, comma, period, and space.	Invalid Entry. The characters entered in the field include prohibited special characters. Enter alphanumeric (alphabetic “A” through “Z”, numeric “0” through “9”) characters, or the following permitted special characters:

	$, -, /, #, &, ;, comma, period, and space. Special characters like ! or @ are prohibited.

Related Topics

- Search for a Maintenance Activity
- View the Maintenance Activity Transaction Status
- Export a Maintenance Activity Report

Maintenance Team Add

Overview

The **Maintenance Team Add** page allows you to establish a team of Maintenance Technicians which will be assigned to maintenance Work Orders.

On the page, the display reflects the Technician(s) assigned at the same Maintenance Activity as the user who is logged into DPAS. The following tables allow you to manage Team Member assignments:

- **Available Personnel**
- **Assigned Team Members**

Navigation

Master Data > Maintenance Team > Add page

Page Fields

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

Search Criteria

*Team Id
Team Name

Available Personnel

Add
Team Lead
First Name
Last Name

Assigned Team Members

Remove
Team Lead
First Name
Last Name

* denotes a mandatory field

Procedure

To Add a Maintenance Team Member and Team Lead:

Note

No Assigned Team Members displays to verify no members exist for selected **Team Id**. One Team Member must be assigned to create a **Team Id**.

Available Personnel

1. If **Team Id** or **Team Name** is not entered and Personnel are Saved, an error message displays. Both fields are mandatory.
2. Select the individual checkbox(s) under the **Add** column to assign Available Personnel to the Maintenance Team.
3. A Team Lead can be assigned by selecting the checkbox in the **Team Lead** column for a specified team member.
4. Select Save, the page refreshes and your selections are moved and displayed in the **Assigned Team Members** table on the page.

Assigned Team Members

1. Verify assignments in the **Assigned Team Members** table. At this time, you can remove a team member or team lead by selecting the individual checkbox (s) under the **Remove** and **Team Lead** fields.
2. You can also select a **Team Lead** by choosing the checkbox next to the selected team member. When checked, the associated team member has team lead authority.
3. Select Save to confirm assignments.
4. To process the team assignments select Add or Cancel to return to **Search Criteria** page.

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. Use ⊞ **Instructions** located at the top left of the page for additional assistance.

Error	Solution
Required Field: Team Id.	Enter a Team Id up to ten characters, must be unique within current user's maintenance activity and no spaces.
Required Field: Team Name.	Enter the Team Name up to 50 characters, must be unique within current user's maintenance activity. Valid special characters are "$", "-", "#", "/", "&", comma, period,

	and space.
Must be alphanumeric with supported special characters $, -, /, #, &, comma, period, and space.	Enter a Team Name that supports the following criteria. Must be alphanumeric with supported special characters $, -, /, #, &, comma, period, and space.
Team Id must have at least 1 team member.	To create a Team Id, select the checkbox in the Add column for the "Available Personnel" to assign to the team.
Invalid characters in Team Id field.	The Team Id is up to ten characters, must be unique within current user's maintenance activity and no spaces.

Related Topics

- Maintenance Team Search Criteria
- Maintenance Team Search Results
- Maintenance Team Update
- Maintenance Team Delete
- Maintenance Team Transaction Status
- Maintenance Team Report Export

PageID Ref: WFMAN07_03

Maintenance Team Delete

Overview

The **Maintenance Team Delete** process allows you to remove a team of Maintenance Technicians. You can remove any technicians that are at the same Maintenance Activity as the user who is logged in.

Navigation

Master Data > Maintenance Team > Search Criteria > Search Results > Delete page

Page Fields

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

Search Criteria

*Team Id
Team Name

Available Personnel

Add
Team Lead
First Name
Last Name

Assigned Team Members

Remove
Team Lead
First Name
Last Name

* denotes a mandatory field

Procedure

To delete a Maintenance Team Record:

1. Review information on the page to verify record selected for the delete action.
2. Select **Delete** to remove the record or **Cancel** to return to the **Search Results** page.

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. Use ⊞ **Instructions** located at the top left of the page for additional assistance.

Error	Solution
No common errors have been identified for this page.	N/A

Related Topics

- Maintenance Team Search Criteria
- Maintenance Team Search Results
- Maintenance Team Add
- Maintenance Team Update
- Maintenance Team Transaction Status
- Maintenance Team Report Export

PageID Ref: WFMAN07_03

Maintenance Team Report Export

Overview

This screen provides you with the report of your transaction. From this page, you can export the report.

Navigation

Master Data > Maintenance Team > Search Criteria > *VARIOUS PROCEDURAL STEPS* > Transaction Status page > Report Export page

Page Fields

No Page Fields are identified for this page. The following are Control buttons for this page.

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
⏮	Return to the first page of results.
◀	Return to the previous page of the results.
1	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
of7	Display how many pages retrieved.
▶	Advance to the next page of the results.
⏭	Advance to the last page of results.
100% ▾	Change the size of the characters displayed on the page.
☐ Find | Next	Find data within the Results page.
💾 ▾	Select the format to Export the report.

Procedures

DPAS Navigation Helpful Tips

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

Export the Maintenance Team Report to a Printable Application

1. Select to choose the print format (Excel, PDF, or Word). *The procedure leaves the application based on the selection made.*
2. Follow the prompts provided by the computer.
3. Select **Search Criteria** to return to the **Maintenance Team Search Criteria** page.

Search the Results

1. Select the empty field Find | Next.
2. Enter the characters or words to search. *Entries are not case sensitive.*
3. Select Find to search for the entry. *The entry appears highlighted in the file.*
4. Select Next to find the next matching value. *This feature is available if multiple results are found.*

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
Unable to get off page.	Select **Search Criteria** to return to the Search Results page.

Related Topics

- Maintenance Team Search Criteria
- Maintenance Team Search Results
- Maintenance Team Add
- Maintenance Team Update
- Maintenance Team Delete
- Maintenance Team Trans Status

PageID Ref: WFUTN0203_11

Maintenance Team Search Criteria

Overview

The **Maintenance Team Add/Update/Delete** process allows you to establish and maintain a team of maintenance technicians assigned to maintenance Work Orders. You will be able to assign any technicians that are in the same Maintenance Activity (MA) you are logged into.

Navigation

Master Data > Maintenance Team > Search Criteria

Page Fields

The following fields display on the **Maintenance Team Search Criteria** page. For more information on each field, select the appropriate hyperlink.

Team Id
Team Name

Procedure

To Search for a Maintenance Team:

Note

To initiate a search, enter the **Team Id** OR **Team Name**. Do not enter the Team Id and Team Name, this combination displays an error message. You will find IntelliSense functionality in select fields. IntelliSense enabled fields are represented by a lowercase **i** preceding the field name. Begin typing in a field – a list of complete values that match the characters you have typed displays. Continue typing to further refine you search. Select a value from the list when you can identify the value you are looking for.

1. Enter your search criteria using one of the following options:

- **Team Id**
- **Team Name**
- **Leave fields on the page blank**

2. Select Search to display **Maintenance Team Search Results** page or Reset to clear the page.

To Add a Maintenance Team:

1. Enter a **Team Id**, the Id must be unique within your Maintenance Activity.

2. You can enter a **Team Name**, the name must be unique within your Maintenance Activity.
3. Choose **Add** to display the **Maintenance Team Add** page.
4. Select **Reset** to clear the **Search Criteria** page.

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. Use ⊞ **Instructions** located at the top left of the page for additional assistance.

Error	Solution
Enter Either TEAM ID or Team Name, but not both.	TEAM ID and Team Name cannot be entered together as search criteria.
No record(s) match search criteria or you do not have the appropriate security access.	Results for the search criteria you entered do not exist, you are logged into the wrong Maintenance Activity, or you do not have security access.
Record already exists for data entered.	TEAM ID or Team Name combination exists.
No Results found.	Results for the search criteria you entered do not exist, you are logged into the wrong Maintenance Activity, or you do not have security access.

Related Topics

- Maintenance Team Search Results
- Maintenance Team Add
- Maintenance Team Update
- Maintenance Team Delete
- Maintenance Team Trans Status
- Maintenance Team Report Export.

PageID Ref: wfman0_01

Maintenance Team Search Results

Overview

On the **Maintenance Team Search Results** page you can choose to Update, Delete or Add a Maintenance Team.

The page displays **Team Id** and **Team Name** assigned at the same maintenance activity as the user who is logged into DPAS.

Navigation

Master Data > Maintenance Team > Search Criteria > Search Results

Page Fields

The following fields display on the **Maintenance Team Search Results** page. For more information on each field, select the appropriate hyperlink.

Search Criteria

Team Id

Team Name

Search Results

Update

Delete

Team Id

Team Name

Procedures

To Update or Delete a Maintenance Team:

Helpful Tip

You may have several pages returned from your search criteria, to sort the rows select the **Team Id** or **Team Name** underlined column header. The information is sorted in ascending order; items starting with numbers first are moved to the top of the list, followed by items starting with letters. Select the column header again to sort your table in descending order. An underlined column header sort will affect ALL rows on every page of your results, not just those seen on the currently active page.

1. Select the **Update** or **Delete** hyperlink to process the associated action.
2. To return to the **Search Criteria** page, Select Cancel.

To Add a Maintenance Team:

1. Select Add to create a new Maintenance Team.
2. To return to the **Search Criteria** page, Select Cancel.

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. Use ⊞ **Instructions** located at the top left of the page for additional assistance.

Error	Solution
Team Id has open work order(s). Cannot delete.	Verify Team Id selected is correct and take required action to remove associated Work Order. Select Maintenance > Work Order to remove associated Work Order.
Team Id has associated Maint Schedule(s). Cannot delete.	Verify Team Id selected is correct and take required action to remove associated Maintenance Schedule. Maintenance > Sched Prevent Maint.

Related Topics

- Maintenance Team Search Criteria
- Maintenance Team Add
- Maintenance Team Update
- Maintenance Team Delete
- Maintenance Team Transaction Status
- Maintenance Team Report Export

PageID Ref: wfman07_02

Maintenance Team Transaction Status

Overview

The **Maintenance Team Transaction Status** page displays information concerning the transaction just completed.

Navigation

Master Data > Maintenance Team > Search Criteria > *VARIOUS PROCEDURAL STEPS* > Transaction Status page

Page Fields

The following fields display on the **Maintenance Team Transaction Status** page. For more information on each field, select the appropriate hyperlink.

Status

Action Required

Details

Procedure

DPAS Navigation Helpful Tips

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

The Transaction Status offers the following options:

- Select Print to print a report of the transaction. *The* ***Export a Maintenance Activity Report*** *page appears.*
- Select Search Criteria to return to the **Maintenance Activity Search Criteria** page.

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
83 — Unexpected error encountered, contact DPAS Help Desk for assistance.	Contact the DPAS Call Center

Related Topics

- Maintenance Team Search Criteria
- Maintenance Team Search Results
- Maintenance Team Add
- Maintenance TeamUpdate
- Maintenance Team Delete
- Maintenance Team Report Export

PageID Ref: WPUTN1303_11

Maintenance Team Update

Overview

The purpose of the **Maintenance Team Update** process allows you to update and maintain a team of Maintenance Technicians. You can assign any technicians that are at current Maintenance Activity.

Navigation

Master Data > Maintenance Team > Search Criteria > Search Results > Update page

Page Fields

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

Search Criteria

*Team Id
Team Name

Available Personnel

Add
Team Lead
First Name
Last Name

Assigned Team Members

Remove
Team Lead
First Name
Last Name

* denotes a mandatory field

Procedure

To Update a Maintenance Team Member and Team Lead:

Note

The **Team Id** is up to ten characters, must be unique within current user's Maintenance Activity and no spaces. The **Team Name** is up to 50 characters, must be unique within current user's Maintenance Activity. Valid special characters are "$", "-", "#", "/", "&", comma, period, and space.

Available Personnel

1. Select the individual checkbox(s) under the **Add** and **Team Lead** columns to update team member assignments.
2. To updatethe page select **Save**, your selections are moved and display in the **Assigned Team Members** table on the page.

Assigned Team Members

Note

Once you have assigned **Team Members** and a **Team Lead** you have the option to remove a team member from the Team. If a Team Lead has not been assigned you have the opportunity to make an assignment in the Assigned Team Members table.

1. Verify assignments in the **Assigned Team Members** table. At this time, you can modify team member(s) or select a team lead by selecting the individual checkbox(s) under the **Remove** and **Team Lead** fields.
2. Select **Save** to confirm assignments.
3. To process the team assignments select **Add** or **Cancel** to return to **Search Criteria** page.

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. Use ⊞ **Instructions** located at the top left of the page for additional assistance.

Error	Solution
Required Field: TEAM ID.	Enter a TEAM ID up to ten characters, must be unique within current user's maintenance activity and no spaces.
Required Field: Team Name.	Enter the Team Name up to 50 characters, must be unique within current user's maintenance activity. Valid special characters are "$", "-", "#", "/", "&", comma, period, and space.
Must be alphanumeric with supported special characters $, -, /, #, &, comma, period, and space.	Enter a Team Name that supports the following criteria. Must be alphanumeric with supported special characters $, -, /, #, &, comma, period, and space.

TEAM ID must have at least 1 team member.	To create a TEAM ID, select the checkbox in the Add column for the "Available Personnel" to assign to the team.
Invalid characters in TEAM ID field.	The TEAM ID is up to ten characters, must be unique within current user's maintenance activity and no spaces.

Related Topics

- Maintenance Team Search Criteria
- Maintenance Team Search Results
- Maintenance Team Add
- Maintenance Team Delete
- Maintenance Team Transaction Status
- Maintenance Team Report Export

PageID Ref: WFMAN07_03

Operator/Technician Add

Overview

The **Operator Technician Add** page is a two part process. On the top portion of the page you enter the Personnel Information for an OPR/TECH ID. The lower portion of the page contains the Certificate/License Information of the OPR/TECH ID and any Rate information for an Operator or Operator and Technician.

In this process you can view errors on the **Certificate/License Tab**; by hovering over the column header containing the word *Error(s)* to display errors on that row.

In addition, you can select **Personnel Info** to hide/display the section. This section will be expanded by default.

- **Personnel Info Section –** General information about the Operator or Technician.

- **Available Certificate(s)/License(s) Tab –** Allows the addition of credentials for each Operator or Technician.
- **Labor Categories Tab** – Provides the ability to specify hourly rates using previously established Labor Categories.

Navigation

Master Data > Operator/Technician > Search Criteria > Add page

Page Fields

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

Personnel Info

*Opr/Tech Cd

*Opr/Tech Id

DPAS User Id

Tour Of Duty

*Last Name

*First Name

Loc

Cost Center

DSN Phone Nbr

Phone Nbr

Mobile Phone Nbr

E-Mail Address

Rate Type Assoc
Remarks
History Remarks

Available Certificate(s)/License(s) Tab
Select
Cert Type
Cert/License Name
Issued By
Expr Dt
Error(s)

Labor Categories Tab
Edit
Labor Category
Rate Type
Base Rate
Overtime Rate

* denotes a mandatory field

Procedure

To Add an Operator/Technician:

Personnel Info

1. The **OPR/TECH CD** displayed carries over from the **Search Criteria** page. You can select the drop-down list and choose another option. Your options are:

- **O - Operator,**
- **T - Technician,**
- **B - Operator/Technician**
- **Q - Quality Control**
- **S - Supervisor**

2. Enter an **OPR/TECH ID** up to 8 alphanumeric characters. The **Opr/Tech Id** is used in assigning Operators to Dispatches and Technicians to Work Orders.
3. Select the drop-down list for the **DPAS USER ID** (Use this option if the Operator/Technician is a registered DPAS User). Once you have made a selection, the information populates the following fields:

- **First Name**
- **Last Name**
- **Phone Nbr**
- **E-mail Address**

4. Enter a **Tour of Duty** (Optional).
5. Enter a **Last Name** (Mandatory).
6. Enter a **First Name** (Mandatory).

Note

The remaining fields are optional. Entering information in the fields will provide additional information for the record.

7. **Remarks** and **History Remarks** provide additional information for the record created.

Available Certificate(s)/License(s) Tab

1. Select the checkbox for the Certificate or License on the page to enter the **Issued By** and **Expiration Date** (EXPR DT).

Helpful Tip

The **Available Certificate(s)/License(s)** Tab displays a table with previously entered Certificates and Licenses. You may sort the table in ascending and descending order by simply selecting any underlined column header.

2. **Cert Type** is displayed as one of the following based on the entry in the **Personnel Info** section:

- If the **OPR/TECH CD** from the Personnel info Section is *T – Technician*, the **Cert Type** is *C*.
- If the **OPR/TECH CD** from the Personnel Info Section is *O – Operator*, the **Cert Type** is *L*.
- If the **OPR/TECH CD** from the Personnel Info Section is *B – Technician & Operator*, then display both certificates and licenses.

- If the **OPR/TECH CD** from the Personnel Info Section is *Q – Quality Control*, then display both certificates and licenses.
- If the **OPR/TECH CD** from the Personnel Info Section is *S – Supervisor*, then both certificates and licenses display.

3. Complete the **Issued** field (Optional). Below the data table is an alphabetical filter (A through Z + All) on **Certification/License Name** to help you locate the information. Each letter when selected filters the data table for any Certification/License Names which begin with the letter selected. At the far right after *Z* will be *All* which displays all Accreditations. The active selection will be bold.
4. Enter an **EXPR DT** (Expiration Date) or select the 📅 to populate the field (Optional). When entered, the EXPR DT entered cannot be less than or equal to the current date.
5. If errors exist the **Error(s)** column displays with the word *Error(s)* in red on the rows which contain errors. You can hover over the cell and all error messages that are present on that row will display in a tooltip. You are required to correct the error for the record selected. Errors will disappear as corrections are made.

Labor Categories Tab

> **Attention**
>
> - ⚠ The **Labor Categories** tab only allows data entry when at least one of the **Rate Type Assoc** is selected.
> - The use of the **Labor Categories** tab is optional.

1. Select a **Labor Category** from the drop-down list (The list populates with the values created using the **Master Data** > **Labor Category** process) – The **Rate Type**, **Base Rate** and **Overtime Rate** display.
2. Choose the **Add** hyperlink.
3. Continue adding Labor Categories until all needed categories have been associated to the Operator/Technician.
4. Select **Add** to create the record or **Reset** to clear the page.
5. Choose **Cancel** to return to 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. Use ⊞ **Instructions** located at the top left of the page for additional assistance.

Error	Solution
Entry must be > System Date/Time.	Select the 📅 and choose entry > System Date/Time.
Invalid date format, Valid date format is MM/DD/YYYY.	Enter valid date format of MM/DD/YYYY or use 📅.
Mandatory Entry.	Last Name and First Name are mandatory fields.
Name contains invalid special characters. Valid special characters are, "-", comma, period, space, and apostrophe.	Name contains invalid special characters. Valid special characters are, "-", comma, period, space, and apostrophe.
Must be alphanumeric with supported special characters $, -, /, #, &, comma, period, and space.	Must be alphanumeric with supported special characters $, -, /, #, &, comma, period, and space.
Record already exists for data entered.	Verify Operator and/or Technician information entered. The system does not allow duplicates.
EXPR DTmust be < 6 months before current date.	EXPR DT must be < 6 months before current date.
Certificate/License Info Section contains errors. Must correct to continue.	Certificate/License Info Section contains errors. Must correct to continue.
Errors have occurred on the Driver Rates tab.	Navigate to the Driver Rates tab to determine what errors may have occurred.
Shift start and end times cannot overlap and cannot have gaps. Shifts must cover an entire 24 hour day.	• Shift Start Times and End Times cannot overlap. • Shift Start Times and End Times cannot have gaps. • One of the shifts must be chosen as the default shift.
Mandatory Entry (Labor Category)	When adding Labor Categories to an Operator or Technician, the Labor Category field is required.

Related Topics

- Operator Technician Search Criteria
- Operator Technician Search Results
- Operator Technician Update
- Operator Technician Delete
- Operator Technician Trans Status
- Operator Technician Print/Export

Operator/Technician Delete

Overview

The **Operator/Technician Delete** process allows you to remove a record. You can remove any technicians that are at the same maintenance activity as the user who is logged in.

Note

A Primary Technician **cannot be deleted** if they are attached to open Work Order(s). (Primary Technicians are designated during the **Work Order Add/Update** processes).

Navigation

Master Data > Operator/Technician > Search Results > Delete page

Page Fields

The following fields display on the **Operator/Technician Delete** page. For more information on each field, select the appropriate hyperlink.

Search Criteria
*Team Id
Team Name

Available Personnel
Add
Team Lead
First Name
Last Name

Assigned Team Members
Remove
Team Lead
First Name
Last Name

* denotes a mandatory field

Procedure

To delete a Maintenance Team Record:

1. Review information on the page to verify record selected for the delete action.
2. Select Delete to remove the record or Cancel to return to the **Search Results** page.

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. Use ⊞ **Instructions** located at the top left of the page for additional assistance.

Error	Solution
No common errors have been identified for this page.	N/A

Related Topics

- Operator Technician Search Criteria
- Operator Technician Search Results
- Operator Technician Add
- Operator Technician Update

- Operator Technician Trans Status
- Operator Technician Print/Export

PageID Ref: WFMAN07_03

Operator/Technician Report Export

Overview

The Operator/Technician Report Export page provides the ability to save the report in different formats.

Navigation

Master Data > Operator/Technician > Search Criteria > *VARIOUS PROCEDURAL STEPS* > Transaction Status page > Report Export page

Page Fields

No Page Fields are identified for this page. The following are Control buttons for this page.

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
⏮	Return to the first page of results.
◀	Return to the previous page of the results.
1	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
of7	Display how many pages retrieved.
▶	Advance to the next page of the results.
⏭	Advance to the last page of results.
100% ▾	Change the size of the characters displayed on the page.
☐ Find | Next	Find data within the Results page.
💾 ▾	Select the format to Export the report.

Procedures

DPAS Navigation Helpful Tips

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

Export the Operator / Technician Report to a Printable Application

1. Select 💾 ▾ to choose the print format (Excel, PDF, or Word). *The procedure leaves the application based on the selection made.*
2. Follow the prompts provided by the computer.
3. Select **Search Criteria** to return to the **Operator / Technician Search Criteria** page.

Search the Results

1. Select the empty field ☐ Find | Next.
2. Enter the characters or words to search. *Entries are not case sensitive.*
3. Select Find to search for the entry. *The entry appears highlighted in the file.*
4. Select Next to find the next matching value. *This feature is available if multiple results are found.*

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
Unable to get off page.	Select **Search Criteria** to return to the Search Results page.

Related Topics

- Address Search Criteria
- Address Search Results
- Address Add
- Address Update
- Address Delete
- Address Transaction Status

PageID Ref: WFUTN0203_11

Operator/Technician Search Criteria

Overview

In this process you can add, update, and delete Operator and Technician information. This process is part of the overall Maintenance and Utilization (M&U) functionality of DPAS. The process will enable you to designate personnel as Operators and/or Technicians and associate the corresponding Licenses and/or Certifications, respectively.

The Operator/Technician Identifier (OPR/TECH ID), as well as the Operator/Technician Name are unique values within a Maintenance Activity and cannot be duplicated. The OPR/TECH ID is an alias for the Operator/Technician Name. The maximum length of the OPR/TECH ID is eight alphanumeric characters. The OPR/TECH ID will be used in assigning Operators to Dispatches and Technicians to Work Orders.

When creating your plan for assigning the OPR/TECH IDS, the concept is to devise a schema that is easily remembered. The following are examples of possible schemas:

Example: A concept that would work well is using the first three characters of the person’s last name and the first three characters of the first name followed by a two digit sequential number. An example would be a person with the name of ‘John Smith’ having an Id of ‘smijoh01’.

Note

Certifications and Licensing must be built before they can be used in association with Operators and Technicians to denote the skills/licenses of the Operator/Technician.

Navigation

Master Data > Operator/Technician > Search Criteria

Page Fields

The following fields display on the **Operator/Technician Search Criteria** page. For more information on each field, select the appropriate hyperlink.

- Opr/Tech Id
- Opr/Tech Cd
- Last Name
- First Name
- Cost Center

Procedure

To Search for an Operator/Technician:

Helpful Tip

You can select Search without entering a search criteria to display search results. It is recommended you enter a search criteria to help refine your search. You will find IntelliSense functionality in select fields. IntelliSense enabled fields are represented by a lowercase "*i*" preceding the field name. Begin typing in a field – a list of complete values that match the characters you have typed displays. Continue typing to further refine you search. Select a value from the list when you can identify the value you are looking for.

1. The **Opr/Tech Cd** (Operator/Technician Code) is a suggested field to conduct your search. Select from the following options:

- **O - Operator**
- **T - Technician**
- **B - Operator/Technician**
- **Q - Quality Control**
- **S - Supervisor**

2. Select Search to display **Operator/Technician Search Results** page or Reset to clear the page.

To Add an Operator/Technician:

1. Enter an **Opr/Tech Id** (Operator/Technician Identifier) (Optional)
2. Select the **Opr/Tech Cd** (Operator/Technician Code) drop-down list (Optional).
3. Enter the **Last Name** (Optional).
4. Enter the **First Name** (Optional).
5. Enter a **Cost Center** (Optional).
6. Select Add to display **Operator/Technician Add** page or Reset to clear the **Search Criteria** page.

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. Use ⊞ **Instructions** located at the top left of the page for additional assistance.

Error	Solution
No record(s) match search criteria.	Results for the search criteria you entered do not exist, you are logged into the wrong Maintenance Activity, or you do not have security access.
Record already exists for data entered.	OPR/TECH ID already exists on the team.
Record already exists for data entered.	Last Name and First Name combination exists.

Related Topics

- Operator Technician Search Results
- Operator Technician Add
- Operator Technician Update
- Operator Technician Delete
- Operator Technician Trans Status
- Operator Technician Print/Export

PageID Ref: WFMAN04_01

Operator/Technician Search Results

Overview

The **Operator/Technician Search Results** page displays records found and sorted in ascending order by Last Name. You can sort any column header by selecting the underscored column header.

An **Update** and **Delete** hyperlink are provided to display the page for the action selected.

Navigation

Master Data > Operator/Technician > Search Results

Page Fields

The following fields display on the **Operator Technician Search Results** page. For more information on each field, select the appropriate hyperlink.

Search Criteria

Opr/Tech Id

Opr/Tech Cd

Last Name

First Name

Cost Center

Search Results

Update

Delete

Opr/Tech Cd

Opr/Tech Id

Last Name

First Name

Cost Center

Procedures

To Update or Delete an Operator/Technician:

1. Select the **Update** or **Delete** hyperlink to process the associated action.
2. To return to the **Search Criteria** page, Select Cancel.

To Add an Operator/Technician:

1. Select Add to create a new Operator/Technician.
2. To return to the **Search Criteria** page, select Cancel.

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. Use ⊞ **Instructions** located at the top left of the page for additional assistance.

Error	Solution
Team Id has open work order(s). Cannot delete.	Verify Team Id selected is correct and take required action to remove associated Work Order. Select Maintenance > Work Order to remove associated Work Order.
Team Id has associated Maint Schedule(s). Cannot delete.	Verify Team Id selected is correct and take required action to remove associated Maintenance Schedule. Maintenance > Sched Prevent Maint.

Related Topics

- Operator Technician Search Results
- Operator Technician Add
- Operator Technician Update
- Operator Technician Delete
- Operator Technician Trans Status
- Operator Technician Print/Export

PageID Ref: WFMAN04_01

Operator/Technician Transaction Status

Overview

The Operator/Technician Transaction Status page displays information concerning the transaction just completed.

Navigation

Master Data > Operator Technician > Search Criteria > *VARIOUS PROCEDURAL STEPS* > Transaction Status page

Page Fields

The following fields display on the **Operator Technician Transaction Status** page. For more information on each field, select the appropriate hyperlink.

Transaction Status

Status

Action Required

Details

Procedure

DPAS Navigation Helpful Tips

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

The Transaction Status offers the following options:

- Select Print to print a report of the transaction. *The* ***Operator / Technician Report Export*** *page appears.*
- Select Search Criteria to return to the **Operator / Technician Search Criteria** page.

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
83 — Unexpected error encountered, contact DPAS Help Desk for assistance.	Contact the DPAS Call Center

Related Topics

- Operator Technician Search Criteria
- Operator Technician Search Results
- Operator Technician Search Update
- Operator Technician Search Delete
- Operator Technician Search Print/Export

PageID Ref: WPUTN1303_11

Operator/Technician Update

Overview

You can Update Operator and Technician records to designate personnel as Operators and/or Technicians and associate the corresponding Licenses and/or Certifications, respectively.

The **Available Certificate(s)/License(s)** tab provides you with an alphabetical listing of Available Certificate(s)/License(s) to add to a record. A *No Certificates/Licenses Available* displays when no records exist.

The **Operator Technician Update** page allows you to modify fields in the following sections:

- **Personnel Info -** general information about the Operator or Technician.
- **Available Certificate(s)/License(s) Tab -** Allows for the addition of credentials for each Operator or Technician.
- **Labor Categories Tab** - Provides the ability to specify hourly rates using previously established Labor Categories.

Navigation

Master Data > Operator/Technician > Search Criteria> Search Results > Update page

Page Fields

The following fields display on the **Operator/Technician Update** page. For more information on each field, select the appropriate hyperlink.

Personnel Info

*Opr/Tech Cd

*Opr/Tech Id

DPAS User ID

Tour Of Duty

*Last Name

*First Name

Loc

Cost Center

DSN Phone Nbr

Phone Nbr

Mobile Phone Nbr

E-Mail Address

Rate Type Assoc

Remarks
History Remarks

Certificate(s)/License(s) Info
Select
Cert Type
Cert/License Name
Issued By
Expr Dt
Error(s)

Labor Categories Tab
Edit
Labor Category
Rate Type
Base Rate
Overtime Rate

* denotes a mandatory field

Procedure

To Update an Operator Tech:

Helpful Tip

You can select **Personnel Info** to hide/display the upper section. This section will be expanded by default. You will find IntelliSense functionality in Cost Center field. IntelliSense enabled fields are represented by a lowercase **"i"** preceding the field name.Begin typing in a field – a list of complete values that match the characters you have typed displays. Continue typing to further refine you search. Select a value from the list when you can identify the value you are looking for.

Personnel Info

1. The **OPR/TECH CD** (Operator/Technician Code) displayed carries over from the **Search Criteria** page. You can select the drop-down list and choose

another option. Your options are:

- **O - Operator,**
- **T - Technician,**
- **B - Operator/Technician**
- **Q - Quality Control**
- **S - Supervisor**

2. Enter a new **OPR/TECH ID** up to 8 alphanumeric characters.
3. Select the **DPAS USER ID** from the drop-down list if the Operator/Technician is a DPAS registered user. Once you have made a selection, the following information populates:

- **First Name**
- **Last Name**
- **Phone Nbr**
- **E-mail Address**

4. Enter a **Tour of Duty** (Optional).
5. Enter a **Last Name** (Mandatory).
6. Enter a **First Name** (Mandatory).

> **Note**
>
> The remaining fields are optional. Entering information in the fields will provide additional information for the record.

7. **Remarks** and **History Remarks** provide additional information for the record created.

Available Certificate(s)/License(s) Tab

1. Select the checkbox for the Certificate on the page to enter the **Issued By** and **Expiration Date**.

> **Helpful Tip**
>
> The **Available Certificate(s)/License(s)** Info section displays a table with previously entered certificates and licenses. You may sort the table in ascending and descending order by simply selecting any underlined column header.

2. **Cert Type** is displayed as one of the following based on the entry in the **Personnel Info** section:

- If the **OPR/TECH CD** from the Personnel Section is *T – Technician*, the **Cert Type** is *C*.
- If the **OPR/TECH CD** from the Personnel Section is *O – Operator*, the **Cert Type** is *L*.

- If the **Opr/Tech Cd** from the Personnel Section is *B – Technician/Operator*, then both certificates and licenses display.
- If the (**Opr/Tech Cd** from the Personnel Section is *Q – Quality Control*, then both certificates and licenses display.
- If the (**Opr/Tech Cd** from the Personnel Section is *S – Supervisor*, then display both certificates and licenses.

3. Complete the **Issued By** field (Optional). Below the data table is an alphabetical filter (A through Z + All) on Certification/License Name to help you locate the information. Each letter when selected filters the data table for any Certification/License Names which begin with the letter selected. At the far right after *Z* will be *All* which displays all Accreditations. The active selection will be bold.
4. Enter an **Expr Dt** (Expiration Date) or select the 📅 to populate the field (Optional). The **Expr Dt** entered cannot be less than or equal to the current date.
5. If errors exist the **Error(s)** column is displayed with the word *Error(s)* in red on the rows that contain errors. You can hover over the cell and all error messages that are present on that row will display in a tool tip. You are required to correct the error for the record selected. Errors will disappear as corrections are made.

Labor Categories Tab

Attention

- ⚠ The **Labor Categories** tab only allows data entry when at lease one of the **Rate Type Assoc** is selected.
- The use of the **Driver Rates** tab is optional.

To Add a New Labor Category:

1. Select a **Labor Category** from the drop-down list (The list is populated with the values created using the **Master Data** > **Labor Category** process) – The **Rate Type**, **Base Rate** and **Overtime Rate** display.
2. Choose the **Add** hyperlink.

To Remove an Existing Labor Category:

1. Verify the **Labor Category** to remove.
2. Select the **Delete** hyperlink for the Labor Category.

3. Select **Add** to create the record or choose **Reset** to clear the page.
4. Choose **Cancel** to return to 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. Use ⊞ **Instructions** located at the top left of the page for additional assistance.

Error	Solution
Entry must be > System Date/Time.	Select the 📅 and choose entry > System Date/Time.
Invalid date format, Valid date format is MM/DD/YYYY.	Enter valid date format of MM/DD/YYYY or use 📅.
Mandatory Entry.	Last Name and First Name are mandatory fields.
Name contains invalid special characters. Valid special characters are, "-", comma, period, space, and apostrophe.	Name contains invalid special characters. Valid special characters are, "-", comma, period, space, and apostrophe.
Must be alphanumeric with supported special characters $, -, /, #, &, comma, period, and space.	Must be alphanumeric with supported special characters $, -, /, #, &, comma, period, and space.
Record already exists for data entered.	Verify Operator and/or Technician information entered. The system does not allow duplicates.
EXPIRATION DT must be < 6 months before current date.	EXPIRATION DT must be < 6 months before current date.
Certificate/License Info Section contains errors. Must correct to continue.	Certificate/License Info Section contains errors. Must correct to continue.
Errors have occurred on the Driver Rates tab.	Navigate to the Driver Rates tab to determine what errors may have occurred.
Shift start and end times cannot overlap and cannot have gaps. Shifts must cover an entire 24 hour day.	• Shift Start Times and End Times cannot overlap. • Shift Start Times and End Times cannot have gaps. • One of the shifts must be chosen as the default shift.
Mandatory Entry (Labor Category)	When adding Labor Categories to an Operator or Technician, the Labor Category field

is required.

Related Topics

- Operator Technician Search Criteria
- Operator Technician Search Results
- Operator Technician Update
- Operator Technician Delete
- Operator Technician Trans Status
- Operator Technician Print/Export

PageID Ref: WFMAN04_02

User Equipment Pool Add

Overview

The **Add** page allows you to create an association of a Maintenance and Utilization User to an Equipment Pool. The **USER ID** and **EQUIP POOL ID** are carried over from the **Search Criteria** page and are read-only.

Navigation

Master Data > User Equip Pool > Search Criteria > Add page

Page Fields

The following fields display on the **User Equipment Pool Add** page. For more information on each field, select the appropriate hyperlink.

User Id	User Name
Equip Pool Id	Equip Pool Name
History Remarks	

Procedure

To Add a User Equipment Pool Association:

1. Verify the information entered on the **Search Criteria** page is correct.
2. Enter the optional **History Remarks** to describe the reason for creating the association.
3. Select Add to complete the process or choose Cancel to return to the **Search Criteria** page.

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. Use ⊞ **Instructions** located at the top left of the page for additional assistance.

Error	Solution
Record already exists.	The USER ID specified already exists in the Equipment Pool chosen.
Invalid Entry: History Remarks.	History Remarks may contain up to 1024 alphanumeric characters and include the following special characters: “$”, “–“, “#”, “/”, “&”, comma, period, and space.

Related Topics

- User Equipment Pool Search Criteria
- User Equipment Pool Search Results
- User Equipment Pool Delete
- User Equipment Pool Transaction Status
- User Equipment Pool Report Export

PageID Ref: WFMAN2303_01

User Equipment Pool Delete

Overview

The **Delete** page allows you to remove an association of a Maintenance and Utilization User to an Equipment Pool.

Navigation

Master Data > User Equip Pool > Search Criteria > Search Results > Delete page

Page Fields

The following fields display on the **User Equipment Pool Add** page. For more information on each field, select the appropriate hyperlink.

User Id	User Name
Equip Pool Id	Equip Pool Name
History Remarks	

Procedure

To Delete a User Equipment Pool Association:

1. Verify the information displayed is for the association to be deleted.
2. Enter the optional **History Remarks** to describe the reason for deleting the association.
3. Select Delete to complete the **Delete** process or choose Cancel to return to the Search Results page.

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. Use ⊞ **Instructions** located at the top left of the page for additional assistance.

Error	Solution
Invalid Entry: History Remarks.	History Remarks may contain up to 1024 alphanumeric characters and include the following special characters: “$”, “–“, “#”, “/”, “&”, comma, period, and space.

Related Topics

- User Equipment Pool Search Criteria
- User Equipment Pool Search Results
- User Equipment Pool Add

- User Equipment Pool Transaction Status
- User Equipment Pool Report Export

PageID Ref: WFMAN2303_04

User Equipment Pool Report Export

Overview

This screen provides you with the report of your transaction. From this page, you can export the report.

Navigation

Master Data > User Equip Pool > Search Criteria > Add page > Transaction Status page > Report Export page

‡ Additional navigation methods possible.

Page Fields

No Page Fields are identified for this page. The following are Control buttons for this page.

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
⏮	Return to the first page of results.
◀	Return to the previous page of the results.
1	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
of7	Display how many pages retrieved.
▶	Advance to the next page of the results.
⏭	Advance to the last page of results.
100% ▾	Change the size of the characters displayed on the page.
☐ Find | Next	Find data within the Results page.
💾 ▾	Select the format to Export the report.

Procedures

DPAS Navigation Helpful Tips

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

Export the User Equipment Pool Report to a Printable Application

1. Select 💾 ▾ to choose the print format (Excel, PDF, or Word). *The procedure leaves the application based on the selection made.*
2. Follow the prompts provided by the computer.
3. Select **Search Criteria** to return to the **User Equipment Pool Search Criteria** page.

Search the Results

1. Select the empty field ☐ Find | Next.
2. Enter the characters or words to search. *Entries are not case sensitive.*
3. Select Find to search for the entry. *The entry appears highlighted in the file.*
4. Select Next to find the next matching value. *This feature is available if multiple results are found.*

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
Unable to get off page.	Select **Search Criteria** to return to the Search Results page.

Related Topics

- User Equipment Pool Search Criteria
- User Equipment Pool Search Results
- User Equipment Pool Add
- User Equipment Pool Delete
- User Equipment Pool Transaction Status

PageID Ref: WFMAN2303_11

User Equipment Pool Search Criteria

Overview

This process allows you to add and delete the association of a Maintenance and Utilization user to an Equipment Pool for your Maintenance Activity. This process maintains the association between users and Equipment Pools; therefore, there is no **Update** capability.

Associating a **User Id** to an **Equipment Pool** allows the user to view only equipment from the associated pool. This association only takes effect if the corresponding Equipment Pool is set using the *Roles Request Form*.

User Equipment Pool associations are created from the **Master Data** menu and must be built before you can work within an Equipment Pool.

The **Search Criteria** page allows you to locate existing User Equipment Pool associations or to create new ones.

Navigation

Master Data > User Equip Pool > Search Criteria

Page Fields

The following fields display on the **User Equipment Pool Search Criteria** page. For more information on each field, select the appropriate hyperlink.

User Id
Equip Pool Id

Procedures

To Search for a User Equipment Pool Association:

1. Select a **USER ID** from the drop-down list. The drop-down list displays the USER ID, Last name and First Name of any active user in the current Maintenance Activity.
2. Choose the **EQUIP POOL ID** from the drop-down list. The drop-down displays the **EQUIP POOL ID** and **EQUIP POOL NAME** for all active Equipment Pools in the current Maintenance Activity.

Note

If no data is selected for **USER ID** or **EQUIP POOL ID**, all available records aree returned.

3. Select Search to view the **Search Results** page or choose Reset to clear the page.

To Add a User Equipment Pool Association:

1. Select a **User Id** from the drop-down list. The drop-down list displays the User Id, Last Name and First Name of any active user in the current Maintenance Activity.
2. Choose the **Equip Pool Id** from the drop-down list. The drop-down displays the **Equip Pool Id** and **Equip Pool Name** for all active Equipment Pools in the current Maintenance Activity.

> **Attention**
>
> Both the **User Id** and **Equip Pool Id** are mandatory for an **Add** action.

3. Select Add to view the **Add** page or choose Reset to clear the page.

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. Use ⊞ **Instructions** located at the top left of the page for additional assistance.

Error	Solution
No record(s) match search criteria or you do not have the appropriate security access.	Results for the search criteria you entered do not exist, you are logged into the wrong Maintenance Activity, or you do not have security access.
Record already exists.	The User Id specified already exists in the Equipment Pool chosen.
Mandatory Entry – User Id.	The User Id cannot be blank on an Add action.
Mandatory Entry – Equip Pool Id.	The Equipment Pool Id cannot be blank on an Add action.

Related Topics

- User Equipment Pool Search Results
- User Equipment Pool Add
- User Equipment Pool Delete
- User Equipment Pool Transaction Status

- User Equipment Pool Report Export

PageID Ref: WFMAN2301_05

User Equipment Pool Search Results

Overview

The **Search Results** page displays the existing association of a Maintenance and Utilization User to an Equipment Pool specified from the **Search Criteria** page. If no data was specified on the **Search Criteria** page, all available information is displayed. The results are sorted in descending order by **User Id** and **Equip Pool Id**.

This process requires no **Update** capability because it merely maintains the association between users and Equipment Pools, no additional data applies. If data was entered in error, simply delete the erroneous entry and add the correct record.

Navigation

Master Data > User Equip Pool > Search Criteria > Search Results

Page Fields

The following fields display on the **User Equipment Pool Search Results** page. For more information on each field, select the appropriate hyperlink.

Search Criteria

User Id
Equip Pool Id

Search Results

Delete
User Id
User Name
Equip Pool Id
Equip Pool Name

Procedure

To Delete a User Equipment Pool Association:

1. Locate the row which contains the record to be deleted.
2. Select the **Delete** hyperlink to view the Delete page or choose Cancel to return to the Search Criteria page.

Common Errors

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

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

Related Topics

- User Equipment Pool Search Criteria
- User Equipment Pool Add
- User Equipment Pool Delete
- User Equipment Pool Transaction Status
- User Equipment Pool Report Export

PageID Ref: WFMAN2302_06

User Equipment Pool Transaction Status

Overview

The User Equipment Pool Transaction Status page displays information concerning the transaction just completed.

Navigation

Master Data > User Equip Pool > Search Criteria > *Various Procedural Steps* > Transaction Status page

Page Fields

The following fields display on the **User Equipment Pool Transaction Status** page. For more information on each field, select the appropriate hyperlink.

Transaction Status

Status

Action Required

Details

Procedure

DPAS Navigation Helpful Tips

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

The Transaction Status offers the following options:

- Select **Print** to print a report of the transaction. *The* ***User Equipment Pool Report Export*** *page appears.*
- Select **Search Criteria** to return to the **User Equipment Pool Search Criteria** page.

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
83 — Unexpected error encountered, contact DPAS Help Desk for assistance.	Contact the DPAS Call Center

Related Topics

- User Equipment Pool Search Criteria
- User Equipment Pool Search Results
- User Equipment Pool Add
- User Equipment Pool Delete
- User Equipment Pool Report Export

PageID Ref: WFMAN2303_11

Add a Job Order Number

Overview

The Job Order Nbr Add process provides the ability to create new information to track funding in Dispatches within the M&U module.

Navigation

Accounting > Job Order Nbr > Search Criteria > Add > Job Order Number Add page

Page Fields

The following fields display on the **Job Order Number Add** page. For more information on each field, select the appropriate hyperlink.

Add

Job Order Nbr Id *

Job Order Nbr Desc *

Effective Dt *

End Dt *

Reimbursable *

Remarks

Hist Remarks

Reimbursable Fields

Authorized Dollar Amount *

Remaining Dollar Amt

Total Charges Amt

(*) Asterisk identifies mandatory fields.

Procedures

DPAS Navigation Helpful Tips

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

Add a Job Order Number

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

1. Verify the **Job Order Nbr ID**, **Effective Dt** and**End Dt** is correct if entered on the **Search Criteria** page. If not previously entered, complete each of these mandatory fields.
2. Enter a **Job Order Nbr Desc**.
3. Select the **Reimbursable** checkbox if the Job Order Number is to track Dispatch costs. (Optional).
4. Enter the **Authorized Dollar Amt**. (Mandatory if the **Reimbursable** checkbox was selected)
5. Enter any **Remarks** or **Hist Remarks** to describe the reason for the Job Order Number creation.
6. Select **Add** to add the **Job Order Number** .

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: *Job Order Nbr ID*.	Missing Entry. Enter the appropriate information in the desired field.
13 - Mandatory Entry: *Job Order Nbr Desc*.	
13 - Mandatory Entry: *Effective Dt*.	
676 - Entry must be alphanumeric: *Job Order Nbr ID*.	Invalid Entry. The Job Order Nbr ID field contains special characters. Re-enter the field
2094 - Must be alphanumeric with supported special characters $, -, /, #, &, comma, period, and space.	Invalid Entry. The characters entered in the field include not permitted special characters. Enter alphanumeric (alphabetic "A" through "Z", numeric "0" through "9") characters, or the following permitted special characters: $, -, /, #, &, comma, period, and space. Special characters like ! or @ are not permitted.
Invalid Entry: End date must be greater than Effective date.	Invalid Entry. The Effective Date must be before the End Date. Re-enter the date.

Invalid entry: Entry must be numeric with up to 2 decimal positions: *AUTHORIZED DOLLAR AMT*.	Invalid Entry. The Authorized Dollar Amount field must be numeric with up to two decimal places. re-enter the amount.

Related Topics

- Job Order Number Search Criteria
- Job Order Number Search Results
- Job Order Number Update
- Job Order Number Delete
- Job Order Number Transaction Status
- Job Order Number Report Export

Delete a Job Order Number

Overview

The Job Order Number Delete process allows removal of Job Order Number information for those Job Order Numbers (JONs) no longer needed for dispatching.

Note

Job Order Numbers cannot be deleted if open Dispatches exist which use the JON.

Navigation

Accounting > Job Order Nbr > Search Criteria > Search > Search Results > Delete hyperlink > Job Order Number Delete page

Page Fields

The following fields display on the **Job Order Number Delete** page. For more information on each field, select the appropriate hyperlink.

Delete

Job Order Nbr ID *

Job Order Nbr Desc *

Effective Dt *

End Dt *

Reimbursable *

Remarks

Hist Remarks

Reimbursable Fields

Authorized Dollar Amount *

Remaining Dollar Amt

Total Charges Amt

(*) Asterisk identifies mandatory fields.

Procedures

DPAS Navigation Helpful Tips

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

Delete a Job Order Number

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

1. Review the information to confirm this is the **Job Order Nbr**you wish to delete.
2. Enter the optional **Hist Remarks**.
3. Select Delete to delete the JON.

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: Costs charged to Job Order Nbr; cannot delete.	Invalid Deletion. The Job Order Number cannot be deleted if there is any open Dispatches charged against it. Review the JON again, and remove any remaining associated Dispatches so the JON can be deleted.

Related Topics

- Job Order Number Search Criteria
- Job Order Number Search Results
- Job Order Number Add
- Job Order Number Update
- Job Order Number Transaction Status
- Job Order Number Report Export

Export a Job Order Number Report

Overview

The Job Order Number Report Export page provides the ability to save the report in different formats.

Navigation

Accounting > Job Order Number > Search Criteria > **Search** > Search Results > *Various Procedural Steps* > Transaction Status page > **Print** > Job Order Number Report Export page

Page Fields

No Page Fields are identified for this page. The following are Control buttons for this page.

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
⏮	Return to the first page of results.
◀	Return to the previous page of the results.
1	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
of7	Display how many pages retrieved.
▶	Advance to the next page of the results.
⏭	Advance to the last page of results.
100% ▾	Change the size of the characters displayed on the page.
☐ Find | Next	Find data within the Results page.
💾 ▾	Select the format to Export the report.

Procedure

DPAS Navigation Helpful Tips

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

Export the Job Order Number Report to a Printable Application

1. Select to choose the print format (Excel, PDF, or Word). *The procedure leaves the application based on the selection made.*
2. Follow the prompts provided by the computer.
3. Select **Search Criteria** to return to the **Job Order Number Search Criteria** page.

Search the Results

1. Select the empty field Find | Next.
2. Enter the characters or words to search. *Entries are not case sensitive.*
3. Select Find to search for the entry. *The entry appears highlighted in the file.*
4. Select Next to find the next matching value. *This feature is available if multiple results are found.*

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
Unable to get off page.	Select **Search Criteria** to return to the Search Results page.

Related Topics

- Job Order Number Search Criteria
- Job Order Number Search Results
- Job Order Number Add
- Job Order Number Update
- Job Order Number Delete
- Job Order Number Transaction Status

Search for Job Order Numbers — Criteria

Overview

The Maintenance and Utilization module Job Order Number (JON) process provides the ability to manage Job Order Numbers, which are later associated to Dispatches within the **Maintenance and Utilization** module. This process allows users to add, update or delete JONs and determine if the total cost associated with the JON is a reimbursable or non-reimbursable expense.
The **Job Order Number Search Criteria** page allows you to search for or add a Job Order Number.

Navigation

Accounting> Job Order Nbr > Search Criteria

Page Fields

The following fields display on the **Job Order Number Search Criteria** page. For more information on each field, select the appropriate hyperlink.

Job Order Number ID

Effective Dt

End Dt

Procedure

DPAS Navigation Helpful Tips

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

Search for a Job Order Number

One or more of the Search Criteria fields can be entered to isolate the results. If fields are left blank, all results are displayed. Selecting Reset *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 of the following optional fields:
   - Enter the **Job Order Nbr ID**.
   - Enter the **Effective Dt** or **End Dt** to find specific JONs based on dates, or leave blank to find all JONs.
2. Select Search to begin the query. *The **Job Order Number Search Results** page appears. Results display 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.

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.
676 - Entry must be alphanumeric: *JOB ORDER NBR ID*.	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

- Job Order Number Search Results
- Job Order Number Add
- Job Order Number Update
- Job Order Number Delete
- Job Order Number Transaction Status
- Job Order Number Report Export

Search for a Job Order Number — Results

Overview

The Job Order Number Search Results page provides the ability to update or delete a Job Order Number (JON). There may be multiple pages of data returned, remember to look at the number of pages found at the bottom of the page.

Navigation

Accounting > Job Order Nbr > Search Criteria > Search > Search Results

Page Fields

The following fields display on the **Job Order Number Search Results** page. For more information on each field, select the appropriate hyperlink.

Search Results

Update

Delete

Job Order Nbr ID

Job Order Number Desc

Effective Dt

End Dt

Effective Dt

Procedure

DPAS Navigation Helpful Tips

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

Add a Job Order Number

Choose Add to view the **Job Order Number Add** page.

Update an Existing Job Order Number

1. Locate the Job Order Number you wish to update.
2. In the **Search Results**, select the **Update** hyperlink to update the corresponding Job Order Number or choose Cancel to return to previous page.

Delete a Job Order Number

1. Locate the JON you wish to delete.
2. In the **Search Results**, select the **Delete** hyperlink to delete the corresponding JON.

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

- Job Order Number Search Criteria
- Job Order Number Add
- Job Order Number Update
- Job Order Number Delete
- Job Order Number Transaction Status
- Job Order Number Report Export

View the Job Order Number Transaction Status

Overview

The Job Order Number Transaction Status page displays a verification of the creations, updates, or deletions performed.

Navigation

Accounting > JOB ORDER NBR> Search Criteria > Search > Search Results > Continue > *Various Procedural Steps* > Job Order Number Transaction Status page

Page Fields

The following fields display on the **JOB ORDER NBR Transaction Status** page. For more information on each field, select the appropriate hyperlink.

Transaction Status

Status

Action Required

Details

Procedure

DPAS Navigation Helpful Tips

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

The Transaction Status offers the following options:

- Select Print to print a report of the transaction. *The* ***Job Order Number Report Export*** *page appears.*
- Select Search Criteria to return to the **Job Order Number Search Criteria** page.

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
83 — Unexpected error encountered, contact DPAS Help Desk for	Contact the DPAS Call Center

assistance.

Related Topics

- Job Order Number Search Criteria
- Job Order Number Search Results
- Job Order Number Add
- Job Order Number Update
- Job Order Number Delete
- Job Order Number Report Export

Job Order Number Update

Overview

The Job Order Number Update page allows you to update information for a previously added Job Order Number (JON).

Navigation

Accounting > Job Order Nbr > Search Criteria > Search Results > Update

Page Fields

The following fields display on the **Job Order Number Update** page. For more information on each field, select the appropriate hyperlink.

Job Order Nbr ID

Job Order Nbr Desc

Effective Dt

Reimbursable

Authorized Dollar Amt

Remaining Dollar Amt

Remarks

Hist Remarks

End Dt

Total Charges Amt

Procedure

DPAS Navigation Helpful Tips

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

Update a Job Order Number

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

1. Make necessary changes. All fields on the page are available for update.
2. Select Update to revise the **Job Order Number**.

Note

Mandatory fields cannot be left blank during an update.

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: *Job Order Nbr ID*.	The Add was selected without an entry in the Job Order Nbr ID. Please enter the Job Order Nbr ID and select the Add.
676 - Entry must be alphanumeric.	The Job Order Nbr ID field does not support special characters.
13 - Mandatory Entry: *Job Order Nbr Desc*.	The Add was selected without an entry in the Job Order Number Description. Please enter the Job Order Number Description and select the Add.
350 - Must be alphanumeric with supported special characters $, -, /, #, &, comma, period, and space.	The Job Order Number Description, Remarks and History Remarks fields only support the specific special characters listed.
13 - Mandatory Entry: *Effective Dt*.	The Add was selected without an entry in the Effective Date. Please enter an Effective Date in the following format, MM/DD/YYYY, and select the Add.
End date must be greater than Effective date.	The End Date must be higher than the Effective Date.
Entry must be numeric with up to 2 decimal positions: Authorized Dollar Amt.	The Authorized Dollar Amount field must be numeric with up to two decimal places.
Charges associated with Job Order Nbr exceed authorized amount; cannot update.	If there are charges tied to Job Order Number and the Authorized Dollar Amount is changed, ensure that the total charges does not exceed Authorized Dollar Amount.

Related Topics

- Job Order Number Search Criteria
- Job Order Number Search Results
- Job Order Number Add
- Job Order Number Delete
- Job Order Number Transaction Status
- Job Order Number Report Export

Update a FAST Outbound Display Accountable UIC Record

Overview

The Federal Automotive Statistical Tool (FAST) Outbound Display Accountable UIC Record Update process allows editing of any information regarding the UIC, as well as viewing any errors found during the UIC's processing.

Navigation

Utilities > Fleet > FAST Outbound DSPL > Search Criteria > Search > Search Results > Update hyperlink > FAST Outbound Display Accountable UIC Update page

Page Fields

The following fields display on the **FAST Outbound Display Accountable UIC Update** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
232	Select "Update" hyperlink to process an Update Action.
13	Select "Reset" button to clear data.
61	Select "Cancel" to return to Search Criteria page.

Update the Accountable UIC

Agency Cd

Site Id

Actbl UIC

Domestic

FAST Agency Name *

FAST Agency Abbrv *

POC Report To Nm

POC Report To Addr 1

POC Report To Addr 2

POC Report To City

POC Report To State

POC Report to ZIP *

POC Report To E-mail

POC Report To Phn Nbr

POC Report To Fax Nbr

Indirect Costs

Budget Element Cd

Hist Remarks

Errors

Clear

Syntactic Error

FAST Error Id

FAST Error Desc

Remarks

(*) Asterisk identifies mandatory fields.

Procedures

DPAS Navigation Helpful Tips

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

Update the Accountable UIC

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

1. *Verify the Agency Cd.*
2. *Verify the Site Id.*
3. *Verify the Actbl UIC.*
4. *Verify the Domestic checkbox.*
5. **5.** Enter the FAST Agency Nm in the field provided. *This is a 50 alphanumeric character field.*
6. **6.** Enter the FAST Agency Abbrv in the field provided. *This is a 20 alphanumeric character field.*
7. Enter the POC Report to Nm in the field provided. *This is a 25 alphanumeric character field.*
8. Enter the POC Report to Addr 1 in the field provided. *This is a 25 alphanumeric character field.*
9. Enter the POC Report to Addr 2 in the field provided. *This is a 25 alphanumeric character field.*

10. Enter the POC Report to City in the field provided. *This is a 25 alphanumeric character field.*
11. Use ⌄ to select the POC Report To State.
12. Enter the POC Report to ZIP in the field provided. *This is a 10 alphanumeric character field.*
13. Enter the POC Report to E-Mail in the field provided. *This is an 80 alphanumeric character field.*
14. Enter the POC Report to Phn Nbr in the field provided. *This is a 25 alphanumeric character field.*
15. Enter the POC Report to FAX Nbr in the field provided. *This is a 10 numeric character field.*
16. Enter the Indirect Costs in the field provided. *This is a 25 alphanumeric character field.*
17. Enter the Budget Element Cd in the field provided. *This is a 32 alphanumeric character field.*
18. Enter the Hist Remarks in the field provided. *This is a 1024 alphanumeric character field.*
19. *Verify the Errors listed, fixing them as needed.*
20. Select **Update**. *The record submits and the* ***FAST Outbound Display Transaction Status*** *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
13 — Mandatory Entry: *FAST Agency Nm*.	Missing Entry. Enter the appropriate information in the desired field.
13 — Mandatory Entry: *FAST Agency Abbrv*.	
13 — Mandatory Entry: *POC Report to ZIP*.	

Related Topics

- Search for a FAST Outbound Record — Criteria
- Search for a FAST Outbound Record — Results
- Update a FAST Outbound Agency File Status Record

- Edit a FAST Outbound Vehicle Record
- Update a FAST Outbound Vehicle Record En Masse
- View a FAST Outbound Vehicle Record
- Delete a FAST Outbound Record
- View the FAST Outbound Display Transaction Status
- Export a FAST Outbound Display Report

Update a FAST Outbound Display Agency File Status Record

Overview

The Federal Automotive Statistical Tool (FAST) Outbound Display Record Agency File Status Record Update process allows editing of any remarks regarding the agency, as well as viewing any errors found during the agency's processing.

Navigation

Utilities > Fleet > FAST Outbound DSPL > Search Criteria > Search > Search Results > Update hyperlink > FAST Outbound Display Agency File Status Update page

Page Fields

The following fields display on the **FAST Outbound Display Agency File Status Update** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
232	Select "Update" hyperlink to process an Update Action.
13	Select "Reset" button to clear data.
61	Select "Cancel" to return to Search Criteria page.

Update the Agency File Status

Agency Cd

Fiscal Year

Process Status Cd

FAST File Nm

FAST Submit Dt/Tm

FAST Response Dt/Tm

Remarks

Errors

Errors for Selected Record

Accountable UIC Errors for Agency

Vehicle Errors for Agency

Procedures

DPAS Navigation Helpful Tips

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

Update the Agency File Status

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

1. *Verify the Agency Cd.*
2. *Verify the Fiscal Year.*
3. *Verify the Process Status Cd.*
4. *Verify the FAST File Nm.*
5. *Verify the FAST Submit Dt/Tm.*
6. *Verify the FAST Response Dt/Tm.*
7. Enter the Remarks in the field provided. *This is a 1024 alphanumeric character field.*
8. *Verify the Errors listed, fixing them as needed.*
9. Select Update. *The record submits and the* ***FAST Outbound Display Transaction Status*** *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
xxxx — Invalid Record(s) selected for Update.	Invalid Entry. Status Codes of File Initialized (FI) or File Complete (FX) are not allowed to be updated. Choose correct records for updating.

Related Topics

- Search for a FAST Outbound Record — Criteria
- Search for a FAST Outbound Record — Results
- Update a FAST Outbound Accountable UIC Record
- Edit a FAST Outbound Vehicle Record
- Update a FAST Outbound Vehicle Record En Masse
- View a FAST Outbound Vehicle Record

- Delete a FAST Outbound Record
- View the FAST Outbound Display Transaction Status
- Export a FAST Outbound Display Report

Export a FAST Outbound Display Record Report

Overview

The Federal Automotive Statistical Tool (FAST) Outbound Display Record Report Export page provides the ability to save the report in different formats.

Navigation

Utilities > Fleet > FAST Outbound DSPL > Search Criteria > **Search** > Search Results > *VARIOUS PROCEDURAL STEPS* > Transaction Status page > **Print** > FAST Outbound Display Record Report Export page

Page Fields

No Page Fields are identified for this page. The following are Control buttons for this page.

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
⏮	Return to the first page of results.
◀	Return to the previous page of the results.
1	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
of7	Display how many pages retrieved.
▶	Advance to the next page of the results.
⏭	Advance to the last page of results.
100% ▾	Change the size of the characters displayed on the page.
☐ Find | Next	Find data within the Results page.
💾 ▾	Select the format to Export the report.

Procedure

DPAS Navigation Helpful Tips

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

Export the FAST Outbound Display Record Report to a Printable Application

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

1. Select 💾▾ to choose the print format (Excel, PDF, or Word). *The procedure leaves the application based on the selection made.*
2. Follow the prompts provided by the computer.
3. Select **Search Criteria** to return to the **FAST Outbound Display Search Criteria** page.

Search the Results

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

1. Select the empty field ☐ Find | Next.
2. Enter the characters or words to search. *Entries are not case sensitive.*
3. Select Find to search for the entry. *The entry appears highlighted in the file.*
4. Select Next to find the next matching value. *This feature is available if multiple results are found.*

Common Errors

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

Error	Solution
xxxx - Unable to get off page.	Select **Search Criteria** to return to the Search Results page.

Related Topics

- Search for a FAST Outbound Record — Criteria
- Search for a FAST Outbound Record — Results
- Update a FAST Outbound Agency File Status Record
- Update a FAST Outbound Accountable UIC Record

- Edit a FAST Outbound Vehicle Record
- Update a FAST Outbound Vehicle Record En Masse
- View a FAST Outbound Vehicle Record
- Delete a FAST Outbound Record
- View the FAST Outbound Display Transaction Status

Search for a FAST Outbound Display Record — Criteria

Overview

The Maintenance and Utilization module Federal Automotive Statistical Tool (FAST) Outbound Display process provides the ability to identify and correct any record from the FAST outbound report year-to-date process, as well as retrieve all vehicle reporting records that failed validation edits from the different processing steps.

Navigation

Utilities > Fleet > FAST Outbound DSPL > FAST Outbound Display Search Criteria

Page Fields

The following fields display on the **FAST Outbound Display Search Criteria** 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.
24	(*) Asterisk identifies mandatory fields.

Search Criteria

Fiscal Year *

Search Type *

Agency File Status

Search Mode *

Process Status Cd
If EN - Error Not Processed is entered, Error Type appears
Agency *

Accountable UIC

Search Mode *

Process Status Cd
If EN - Error Not Processed is entered, Error Type appears
Agency *
Site
Actbl UIC

Vehicle

Search Mode *

Process Status Cd
If EN - Error Not Processed is entered, Error Type appears
Agency *
Site
Actbl UIC
UIC

(*) Asterisk identifies mandatory fields.

Procedures

DPAS Navigation Helpful Tips

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

Search for Federal Automotive Statistical Tool (FAST) Outbound Errors

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

1. **1.** Use ▾ to select the Fiscal Year.
2. **2.** Use ▾ to select the Search Type.
   - Choose Agency File Status.
     - **A.** Use ▾ to select the Search Mode.
     - B. Use ▾ to select the Process Status Cd. *If EN - Error Not Processed is entered, Error Type appears.*

       The Error Type automatically populates, and is not editable.
     - **C.** Use ▾ to select the Agency.
   - Choose Accountable UIC.
     - A. *The Search Mode automatically populates and is not editable.*
     - B. Use ▾ to select the Process Status Cd. *If EN - Error Not Processed is entered, Error Type appears.*

       The Error Type automatically populates, and is not editable.

    C. Use ⌄ to select the Agency.

    D. Use ⌄ to select the Site.

    E. Use ⌄ to select the Actbl UIC.

- Choose Vehicle.

    A. Use ⌄ to select the Search Mode.

    > **Note**
    >
    > If FAST REPORT is chosen, the Agency field remains, all other fields are removed, and Generate replaces Search on the Search Criteria screen.
    >
    > Select Generate. *The FAST Report, named Export.xlsx, opens.*

    B. Use ⌄ to select the Process Status Cd. *If EN - Error Not Processed is entered, Error Type appears.*

    The Error Type automatically populates, and is not editable.

    C. Use ⌄ to select the Agency.

    D. Use ⌄ to select the Site.

    E. Use ⌄ to select the Actbl UIC.

    F. Use ⌄ to select the UIC.

3. Select Search. *The* ***FAST Outbound Display Search Results*** *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
13 — Mandatory Entry: *Fiscal Year*. **13 — Mandatory Entry: *Search Type*.**	Missing Entry. Enter the appropriate information in the desired field.

13 — Mandatory Entry:
***Search Mode*.**

13 — Mandatory Entry:
***Agency*.**

Related Topics

- Search for a FAST Outbound Record — Results
- Update a FAST Outbound Accountable UIC Record
- Update a FAST Outbound Agency File Status Record
- Edit a FAST Outbound Vehicle Record
- Update a FAST Outbound Vehicle Record En Masse
- View a FAST Outbound Vehicle Record
- Delete a FAST Outbound Record
- View the FAST Outbound Display Transaction Status
- Export a FAST Outbound Display Report

Search for a FAST Outbound Display Record — Results

Overview

The Federal Automotive Statistical Tool (FAST) Outbound Display Record Results page provides the ability to correct any errors and submit them for processing to the FAST outbound vehicle report.

Navigation

Utilities > Fleet > FAST Outbound DSPL > Search Criteria > **Search** > FAST Outbound Display Search Results page

Page Fields

The following fields display on the **FAST Outbound Display Search Results** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
61	Select "Cancel" to return to Search Criteria page.
232	Select "Update" hyperlink to process an Update Action.
xxxx	Select "Submit" button to send report.
xxxx	Click the (+) to expand or (-) to collapse the nested grid.
xxxx	Select "View" to see available data.

Search Criteria

Agency File Status

Update

Search Mode

Search Type

Fiscal Year

Agency

Process Status Cd

Error Type

Results Grid

Update
Organization
Process Status Cd
Last Tran Dt/Tm

Submit

Search Mode
Search Type
Fiscal Year
Agency
Process Status Cd

Results Grid

Submit
Agency
Process Status Cd

Accountable UIC

Search Mode
Search Type
Fiscal Year
Agency
Site
Actbl UIC
Process Status Cd
Error Type

Results Grid

Organization
Process Status Cd
Last Tran Dt/Tm

Vehicle

Search Mode
Search Type
Fiscal Year
Agency

Site
Actbl UIC
UIC
Process Status Cd
Error Type

Results Grid

Organization
Process Status Cd
Last Tran Dt/Tm

(*) Asterisk identifies mandatory fields.

Procedures

DPAS Navigation Helpful Tips

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

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

Update the FAST Agency File Status

1. Use ⌄ to select the Search Type. *Choose Agency File Status.*
2. Use ⌄ to select the Search Mode. *Choose Update.*
3. Select Search. *Results display in the Search Results grid.*
4. Click the Update hyperlink. *The* ***Agency File Status Update*** *page appears.*

Submit the FAST Agency File Status

1. Use ⌄ to select the Search Type. *Choose Agency File Status.*
2. Use ⌄ to select the Search Mode. *Choose Submit.*
3. Select Search. *Results display in the Search Results grid.*
4. Click ☐ to select the desired Agency.
5. Select Submit. *The record submits and the* ***FAST Outbound Display Transaction Status*** *page appears.*

Update the FAST Accountable UIC

1. Use ⌄ to select the Search Type. *Choose Accountable UIC.*
2. Select Search. *Results display in the Search Results grid.*
3. Use the (+) or (-) to expand or collapse the nested grid to select the record(s).
4. Click the Update hyperlink. *The **Accountable UIC Update** page appears.*

View the FAST Vehicle records

1. Use ⌄ to select the Search Type. *Choose Vehicle.*
2. Use ⌄ to select the Search Mode. *Choose View.*
3. Select Search. *Results display in the Search Results grid.*
4. Use the (+) or (-) to expand or collapse the nested grid to select the record(s).
5. Select ☐ next to the desired record(s).
6. Select View. *The **Vehicle Grid** page appears.*

Update the FAST Vehicle records

1. Use ⌄ to select the Search Type. *Choose Vehicle.*
2. Use ⌄ to select the Search Mode. *Choose Update.*
3. Select Search. *Results display in the Search Results grid.*
4. Use the (+) or (-) to expand or collapse the nested grid to select the record(s).
5. Select ☐ next to the desired record(s).
6. Select Update. *The **Vehicle Grid** page appears.*
7. Click the Edit hyperlink. *The **Edit Record** pop-up window appears.*

Delete the FAST Vehicle records

1. Choose Update in the Search Mode drop-down.
2. Select Search. *Results display in the Search Results grid.*
3. Use the (+) or (-) to expand or collapse the nested grid to select the record(s).
4. Select ☐ next to the desired record(s).
5. Select Update. *The **Vehicle Grid** page appears.*

6. Click the Delete hyperlink. *The **Delete Record** pop-up window appears.*

Common Errors

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

Error	Solution
xxxx — Invalid Record(s) selected for Update.	Invalid Entry. Status Codes of File Initialized (FI) or File Complete (FX) are not allowed to be updated. Choose correct records for updating.

Related Topics

- Search for a FAST Outbound Record — Criteria
- Update a FAST Outbound Accountable UIC Record
- Update a FAST Outbound Agency File Status Record
- Edit a FAST Outbound Vehicle Record
- Update a FAST Outbound Vehicle Record En Masse
- View a FAST Outbound Vehicle Record
- Delete a FAST Outbound Record
- View the FAST Outbound Display Transaction Status
- Export a FAST Outbound Display Report

View the FAST Outbound Display Record Transaction Status

Overview

The Federal Automotive Statistical Tool (FAST) Outbound Display Record Transaction Status page displays a verification of the creations and updates performed.

Navigation

Utilities > Fleet > FAST Outbound DSPL > Search Criteria > Search > Search Results > *VARIOUS PROCEDURAL STEPS* > FAST Outbound Display Record Transaction Status page

Page Fields

The following fields display on the **FAST Outbound Display Transaction Status** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Transaction Status

Status

Action Required

Details

Procedure

DPAS Navigation Helpful Tips

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

The Transaction Status offers the following options:

- Select Print to print a report of the transaction. *The **FAST Outbound Display Report Export** page appears.*
- Select Search Criteria to return to the **FAST Outbound Display Search Criteria** page.

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
83 — Unexpected error encountered, contact DPAS Help Desk for assistance.	Contact the DPAS Call Center.

Related Topics

- Search for a FAST Outbound Record — Criteria
- Search for a FAST Outbound Record — Results
- Update a FAST Outbound Accountable UIC Record
- Update a FAST Outbound Agency File Status Record
- Edit a FAST Outbound Vehicle Record
- Update a FAST Outbound Vehicle Record En Masse
- View a FAST Outbound Vehicle Record
- Delete a FAST Outbound Record
- Export a FAST Outbound Display Report

Delete a FAST Outbound Display Record

Overview

The Federal Automotive Statistical Tool (FAST) Outbound Display Vehicle Record Delete process allows removal of the record. When clicking the Delete hyperlink, the Undelete hyperlink appears, allowing restoration of the record.

Navigation

Utilities > Fleet > FAST Outbound DSPL > Search Criteria > Search > Search Results > Select ☐ > Update > Delete hyperlink > FAST Outbound Display Vehicle Grid page

Page Fields

The following fields display on the **FAST Outbound Display Vehicle Grid** 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.
232	Select "Update" hyperlink to process an Update Action.
61	Select "Cancel" to return to Search Criteria page.
xxxx	Select Apply to update entries made in header.

Mass Change

Field

Value

Vehicle Grid

Edit

Delete / Undelete

Asset Id

Process Status Cd

Details

Stk Nbr

VIN

Vehicle Class Tag

Vehicle Desc
Mfr Nm
Mdl Nbr
Mdl Yr
Vehicle Ownr Cd
EISA Acq Cd
Vehicle Armor Cd
Exec Vehicle Cd
GSA Report Util
EPAct Coverage Cd
Vehicle Type
Fuel Config Cd
Fuel Fleet Type Cd One
Fuel Fleet Type Cd Two
Emer Response Veh
Law Enfrcmnt Veh
EO 13693 Designation
Vehicle Age Amt
Acquired
Disposed
Vehicle Loc
Vehicle Loc ZIP
Vehicle Loc Street1
Vehicle Loc Street2
Vehicle Loc City
Vehicle Loc State
Vehicle Loc Ltd
Vehicle Loc Lng
Acq Cst Amt
Fuel Unit Cd One
Fuel Unit Cd Two
Fuel State Cd
Fuel Zip Cd
Tot FY To Dt Deprn
Tot FY To Dt Maint Labor
Tot FY To Dt Maint Non-Labor

Tot FY To Dt Lease
Tot FY To Dt Fuel Use Qy One
Tot FY To Dt Fuel Use Qy Two
Tot FY To Dt Fuel Cst One
Tol FY To Dt Fuel Cst Two
Tot FY To Dt Mileage
Location Withheld
Gross Vehicle Weight Requirement
Vehicle Assignment Type
LGHG AFV, Petroleum-Dedicated Vehicles
EPAct 701 Designation
Accident Repair Cost Amount
Indirect Cost Amount
Budget Element Code (BEC)

Procedures

DPAS Navigation Helpful Tips

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

Delete a FAST Record

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

1. *Verify the record to make sure it is the desired one.*
    - A. *Verify the Asset Id.*
    - B. *Verify the Process Status Cd.*
    - C. *Verify the Details.*
    - D. *Verify the Stk Nbr.*
    - E. *Verify the VIN.*
    - F. *Verify the Vehicle Class Tag.*
    - G. *Verify the Vehicle Desc.*
    - H. *Verify the Mfr Nm.*
    - I. *Verify the Mdl Nbr.*
    - J. *Verify the Mdl Yr.*

K. *Verify the Vehicle Ownr Cd.*
L. *Verify the EISA Acq Cd.*
M. *Verify the Vehicle Armor Cd.*
N. *Verify the Exec Vehicle Cd.*
O. *Verify the GSA Report Util.*
P. *Verify the EPAct Coverage Cd.*
Q. *Verify the Vehicle Type.*
R. *Verify the Fuel Config Cd.*
S. *Verify the Fuel Fleet Type Cd One.*
T. *Verify the Fuel Fleet Type Cd Two.*
U. *Verify the Emer Response Veh.*
V. *Verify the Law Enfrcmt Veh.*
W. *Verify the EO 13693 Designation.*
X. *Verify the Vehicle Age Amt.*
Y. *Verify the Acquired.*
Z. *Verify the Disposed.*
AA. *Verify the Vehicle Loc.*
AB. *Verify the Vehicle Loc ZIP.*
AC. *Verify the Vehicle Loc Street 1.*
AD. *Verify the Vehicle Loc Street 2.*
AE. *Verify the Vehicle Loc City.*
AF. *Verify the Vehicle Loc State.*
AG. *Verify the Vehicle Loc Ltd.*
AH. *Verify the Vehicle Loc Lng.*
AI. *Verify the Acq Cst Amt.*
AJ. *Verify the Fuel Unit Cd One.*
AK. *Verify the Fuel Unit Cd Two.*
AL. *Verify the Fuel State Cd.*
AM. *Verify the Fuel ZIP Cd.*
AN. *Verify the Tot FY to Dt Deprn.*
AO. *Verify the Tot FY to Dt Maint Labor.*
AP. *Verify the Tot FY to Dt Maint Non-Labor.*
AQ. *Verify the Tot FY to Dt Lease.*

AR. *Verify the Tot FY to Dt Fuel Use Qy One.*

AS. *Verify the Tot FY to Dt Fuel Use Qy Two.*

AT. *Verify the Tot FY to Dt Fuel Cst One.*

AU. *Verify the Tot FY to Dt Fuel Cst Two.*

AV. *Verify the Tot FY to Dt Mileage.*

AW. *Verify the Location Withheld.*

AX. *Verify the Gross Vehicle Weight Requirement.*

AY. *Verify the Vehicle Assignment Type.*

AZ. *Verify the LGHG AFV, Petroleum-Dedicated Vehicles.*

BA. *Verify the EPAct 701 Designation.*

BB. *Verify the Accident Repair Cost Amount.*

BC. *Verify the Indirect Cost Amount.*

BD. *Verify the Budget Element Code (BEC).*

2. Select the Delete hyperlink. *The hyperlink changes to Undelete*.

> **Note**
>
> If the deletion was accidental, select the Undelete hyperlink to restore the record.
>
> The record cannot be restored after **Update** is clicked.

3. Select **Update**. *The record erases and the* ***FAST Outbound Display Transaction Status*** *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
No Common Errors have been identified for this page.	

Related Topics

- Search for a FAST Outbound Record — Criteria
- Search for a FAST Outbound Record — Results
- Update a FAST Outbound Agency File Status Record
- Update a FAST Outbound Accountable UIC Record
- Edit a FAST Outbound Vehicle Record

- Update a FAST Outbound Vehicle Record En Masse
- View a FAST Outbound Vehicle Record
- View the FAST Outbound Display Transaction Status
- Export a FAST Outbound Display Report

Update a FAST Outbound Display Vehicle Record

Overview

The Federal Automotive Statistical Tool (FAST) Outbound Display Vehicle Record Update process allows editing of the vehicle's information.

Navigation

Utilities > Fleet > FAST Outbound DSPL > Search Criteria > **Search** > Search Results > Select ☐ > **Update** > Edit hyperlink > Edit Record pop-up window

Page Fields

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

Instructions

The table below provides the list of instructions.

Number	Value

Record

Asset Id

Stock Nbr

VIN

Process Status Cd

Details

Edit

Vehicle Class Tag *

Vehicle Desc *

Mfr Nm

Mdl Nbr

Mdl Yr

Vehicle Ownr Cd *

EISA Acq Cd *

Vehicle Armor Cd *

Exec Vehicle Cd *

GSA Report Util *

EPAct Coverage Cd *

Vehicle Type *
Fuel Config Cd *
Fuel Fleet Type Cd One
Fuel Fleet Type Cd Two
Emer Response Veh
Law Enfrcmnt Veh
EO 13693 Designation *
Vehicle Age Amt *
Acquired *
Disposed *
Vehicle Loc
Vehicle Loc ZIP
Vehicle Loc Street1
Vehicle Loc Street2
Vehicle Loc City
Vehicle Loc State
Vehicle Loc Ltd
Vehicle Loc Lng
Acq Cst Amt *
Fuel Unit Cd One
Fuel Unit Cd Two
Fuel State Cd
Fuel Zip Cd
Tot FY To Dt Deprn *
Tot FY To Dt Maint Labor *
Tot FY To Dt Maint Non-Labor *
Tot FY To Dt Lease *
Tot FY To Dt Fuel Use Qy One *
Tot FY To Dt Fuel Use Qy Two *
Tot FY To Dt Fuel Cst One *
Tol FY To Dt Fuel Cst Two *
Tot FY To Dt Mileage *
Location Withheld *
Gross Vehicle Weight Requirement *
Vehicle Assignment Type *
LGHG AFV, Petroleum-Dedicated Vehicles *

EPAct 701 Designation *
Accident Repair Cost Amount *
Indirect Cost Amount *
Budget Element Code (BEC)

(*) Asterisk identifies mandatory fields.

Procedures

DPAS Navigation Helpful Tips

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

Update the FAST Vehicle Record

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

1. Select the Edit hyperlink. *The* ***Edit Record*** *pop-up window appears.*
2. *Verify the Asset Id.*
3. *Verify the Stk Nbr.*
4. *Verify the VIN.*
5. *Verify the Process Status Cd.*
6. *Verify the Details.*

7. Enter the Vehicle Class Tag in the field provided. *This is a 15 alphanumeric character field.*

8. Enter the Vehicle Desc in the field provided. *This is a 250 alphanumeric character field.*

9. Enter the Mfr Nm in the field provided. *This is a 36 alphanumeric character field.*
10. Enter the Mdl Nbr in the field provided. *This is a 20 alphanumeric character field.*
11. Enter the Mdl Yr in the field provided. *This is a 4 numeric character field.*

12. Use ▾ to select the Vehicle Ownr Cd.

13. Use ▾ to select the EISA Acq Cd.

14. Use ▾ to select the Vehicle Armor Cd.

15. Use ▾ to select the Exec Vehicle Cd.

16. Click ☐ to select GSA Report Util. *This specifies if the asset uses FAST to report the utilization.*

17. Use ▾ to select the EPAct Coverage Cd.

18. Use ▾ to select the Vehicle Type.

19. Use ▾ to select the Fuel Config Cd.

20. Use ▾ to select the Fuel Fleet Type Cd One.

21. Use ▾ to select the Fuel Fleet Type Cd Two.

22. Click ☐ to select Emer Response Veh. *This specifies if the asset is designated as Emergency Response (S-7).*

23. Click ☐ to select Law Enfrcmt Veh. *This specifies if the asset is designated as Law Enforcement (S-6).*

24. Use ▾ to select the EO 13693 Designation.

25. Enter the Vehicle Age Amt in the field provided. *This is a 3 numeric character field.*

26. Click ☐ to select Acquired. *This specifies if the asset was obtained during the current Fiscal Year (checked).*

27. Click ☐ to select Disposed. *This specifies if the asset was disposed of during the current Fiscal Year (checked).*

28. Enter the Vehicle Loc in the field provided. *This is a 20 alphanumeric character field.*

29. Enter the Vehicle Loc ZIP in the field provided. *This is a 10 alphanumeric character field.*

30. Enter the Vehicle Loc Street 1 in the field provided. *This is a 25 alphanumeric character field.*

31. Enter the Vehicle Loc Street 2 in the field provided. *This is a 25 alphanumeric character field.*

32. Enter the Vehicle Loc City in the field provided. *This is a 22 alphanumeric character field.*

33. Enter the Vehicle Loc State in the field provided. *This is a 5 alphanumeric character field.*

34. Enter the Vehicle Loc Ltd in the field provided. *This is a 5 alphanumeric character field.*

35. Enter the Vehicle Loc Lng in the field provided. *This is a 5 alphanumeric character field.*

36. Enter the Acq Cst Amt in the field provided. *This is a 15 numeric character field.*

37. Use ⌄ to select the Fuel Unit Cd One.

38. Use ⌄ to select the Fuel Unit Cd Two.

39. Use ⌄ to select the Fuel State Cd.

40. Enter the Fuel ZIP Cd in the field provided. *This is a 10 alphanumeric character field.*

41. Enter the Tot FY to Dt Deprn in the field provided. *This is a 5 numeric character field.*

42. Enter the Tot FY to Dt Maint Labor in the field provided. *This is a 5 numeric character field.*

43. Enter the Tot FY to Dt Maint Non-Labor in the field provided. *This is a 5 numeric character field.*

44. Enter the Tot FY to Dt Lease in the field provided. *This is a 3 numeric character field.*

45. Enter the Tot FY to Dt Fuel Use Qy One in the field provided. *This is a 10 numeric character field.*

46. Enter the Tot FY to Dt Fuel Use Qy Two in the field provided. *This is a 10 numeric character field.*

47. Enter the Tot FY to Dt Fuel Cst One in the field provided. *This is an 18 numeric character field.*

48. Enter the Tot FY to Dt Fuel Cst Two in the field provided. *This is an 18 numeric character field.*

49. Enter the Tot FY to Dt Mileage in the field provided. *This is an 18 numeric character field.*

50. Click ☐ to select Location Withheld. *This specifies if the asset is secretive enough that the whereabouts cannot be known.*

51. Enter the Gross Vehicle Weight Requirement in the field provided. *This is a 5 numeric character field.*

52. Use ⌄ to select the Vehicle Assignment Type.

53. Click ☐ to select LGHG AFV Petroleum-Dedicated Vehicles. *This specifies if the vehicle meets all aspects of the definition for purposes of EPAct compliance.*

54. Use ⌄ to select the EPAct 701 Designation.

55. Enter the Accident Repair Cost Amount in the field provided. *This is an 18 numeric character field.*

56. Enter the Indirect Cost Amount in the field provided. *This is an 18 numeric*

character field.

57. Enter the Budget Element Code (BEC) in the field provided. *This is a 32 alpha-numeric character field.*
58. Select Save. *The **Edit Record** pop-up window closes, and the updated information is saved.*

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: *Vehicle Class Tag*.	Missing Entry. Enter the appropriate information in the desired field.
13 — Mandatory Entry: *Vehicle Desc*.	
13 — Mandatory Entry: *Vehicle Ownr Cd*.	
13 — Mandatory Entry: *EISA Acq Cd*.	
13 — Mandatory Entry: *Vehicle Armor Cd*.	
13 — Mandatory Entry: *Exec Vehicle Cd*.	
13 — Mandatory Entry: *GSA Report Util*.	
13 — Mandatory Entry: *EPAct Coverage Cd*.	
13 — Mandatory Entry: *Vehicle Type*.	
13 — Mandatory Entry: *Fuel Config Cd*.	
13 — Mandatory Entry: *EO 13693 Designation*.	
13 — Mandatory Entry: *Vehicle Age Amt*.	

13 — Mandatory Entry: ***Acquired*****.**

13 — Mandatory Entry: ***Disposed*****.**

13 — Mandatory Entry: ***ACQ CST AMT*****.**

13 — Mandatory Entry: ***TOT FY TO DT DEPRN*****.**

13 — Mandatory Entry: ***TOT FY TO DT MAINT Labor*****.**

13 — Mandatory Entry: ***TOT FY TO DT MAINT Non-Labor*****.**

13 — Mandatory Entry: ***TOT FY TO DT Lease*****.**

13 — Mandatory Entry: ***TOT FY TO DT FUEL USE QY One*****.**

13 — Mandatory Entry: ***TOT FY TO DT FUEL USE QY Two*****.**

13 — Mandatory Entry: ***TOT FY TO DT FUEL CST One*****.**

13 — Mandatory Entry: ***TOT FY TO DT FUEL CST Two*****.**

13 — Mandatory Entry: ***TOT FY TO DT Mileage*****.**

13 — Mandatory Entry: ***Location Withheld*****.**

13 — Mandatory Entry: ***Gross Vehicle Weight***

***Requirement*.**

13 — Mandatory Entry: ***Vehicle Assignment Type*.**

13 — Mandatory Entry: ***LGHG AFV, Petroleum-Dedicated Vehicles*.**

13 — Mandatory Entry: ***EPAct 701 Designation*.**

13 — Mandatory Entry: ***Accident Repair Cost Amount*.**

13 — Mandatory Entry: ***Indirect Cost Amount*.**

Related Topics

- Search for a FAST Outbound Record — Criteria
- Search for a FAST Outbound Record — Results
- Update a FAST Outbound Agency File Status Record
- Update a FAST Outbound Accountable UIC Record
- Update a FAST Outbound Vehicle Record En Masse
- View a FAST Outbound Vehicle Record
- Delete a FAST Outbound Record
- View the FAST Outbound Display Transaction Status
- Export a FAST Outbound Display Report

Mass Change FAST Outbound Display Records

Overview

The Federal Automotive Statistical Tool (FAST) Outbound Display Record Mass Change Update process allows editing of many records at the same time.

Navigation

Utilities > Fleet > FAST Outbound Dspl > Search Criteria > Search > Search Results > Select ☐ > Update > FAST Outbound Display Mass Change page

Page Fields

The following fields display on the **FAST Outbound Display Mass Change** 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.
232	Select "Update" hyperlink to process an Update Action.
61	Select "Cancel" to return to Search Criteria page.
xxxx	Select Apply to update entries made in header.

Mass Change

Field

Value

Vehicle Grid

Edit

Delete / Undelete

Asset Id

Process Status Cd

Details

Stk Nbr

VIN

Vehicle Class Tag

Vehicle Desc

Mfr Nm
Mdl Nbr
Mdl Yr
Vehicle Ownr Cd
EISA Acq Cd
Vehicle Armor Cd
Exec Vehicle Cd
GSA Report Util
EPAct Coverage Cd
Vehicle Type
Fuel Config Cd
Fuel Fleet Type Cd One
Fuel Fleet Type Cd Two
Emer Response Veh
Law Enfrcmnt Veh
EO 13693 Designation
Vehicle Age Amt
Acquired
Disposed
Vehicle Loc
Vehicle Loc ZIP
Vehicle Loc Street1
Vehicle Loc Street2
Vehicle Loc City
Vehicle Loc State
Vehicle Loc Ltd
Vehicle Loc Lng
Acq Cst Amt
Fuel Unit Cd One
Fuel Unit Cd Two
Fuel State Cd
Fuel Zip Cd
Tot FY To Dt Deprn
Tot FY To Dt Maint Labor
Tot FY To Dt Maint Non-Labor
Tot FY To Dt Lease

Tot FY To Dt Fuel Use Qy One
Tot FY To Dt Fuel Use Qy Two
Tot FY To Dt Fuel Cst One
Tol FY To Dt Fuel Cst Two
Tot FY To Dt Mileage
Location Withheld
Gross Vehicle Weight Requirement
Vehicle Assignment Type
LGHG AFV, Petroleum-Dedicated Vehicles
EPAct 701 Designation
Accident Repair Cost Amount
Indirect Cost Amount
Budget Element Code (BEC)

Procedures

DPAS Navigation Helpful Tips

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

Mass Update Selected FAST Outbound Records

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

1. Select ☐ next to multiple desired records. ☑ *appears.*
2. Select Update. *The* ***Mass Change*** *page appears.*
3. Use ⌄ to select the Field. *When the Field is chosen, the Value field appears.*
4. **Enter the Value in the field provided, or use ⌄ to select Value.** *The Value field is dependent upon the Field choice, so the entry depends upon which Field is chosen.*
    - **A.** Enter the Vehicle Class Tag in the field provided. *This is a 15 alphanumeric character field.*
    - **B.** Enter the Vehicle Desc in the field provided. *This is a 250 alphanumeric character field.*
    - C. Enter the Mfr Nm in the field provided. *This is a 36 alphanumeric character field.*

D. Enter the Mdl Nbr in the field provided. *This is a 20 alphanumeric character field.*

E. Enter the Mdl Yr in the field provided. *This is a 4 numeric character field.*

F. Use ⌄ to select the Vehicle Ownr Cd.

G. Use ⌄ to select the EISA Acq Cd.

H. Use ⌄ to select the Vehicle Armor Cd.

I. Use ⌄ to select the Exec Vehicle Cd.

J. Click ☐ to select GSA Report Util. *This specifies if the asset uses FAST to report the utilization.*

K. Use ⌄ to select the EPAct Coverage Cd.

L. Use ⌄ to select the Vehicle Type.

M. Use ⌄ to select the Fuel Config Cd.

N. Use ⌄ to select the Fuel Fleet Type Cd One.

O. Use ⌄ to select the Fuel Fleet Type Cd Two.

P. Click ☐ to select Emer Response Veh. *This specifies if the asset is designated as Emergency Response (S-7).*

Q. Click ☐ to select Law Enfrcmt Veh. *This specifies if the asset is designated as Law Enforcement (S-6).*

R. Use ⌄ to select the EO 13693 Designation.

S. Enter the Vehicle Age Amt in the field provided. *This is a 3 numeric character field.*

T. Click ☐ to select Acquired. *This specifies if the asset was obtained during the current Fiscal Year (checked).*

U. Click ☐ to select Disposed. *This specifies if the asset was disposed of during the current Fiscal Year (checked).*

V. Enter the Vehicle Loc in the field provided. *This is a 20 alphanumeric character field.*

W. Enter the Vehicle Loc ZIP in the field provided. *This is a 10 alphanumeric character field.*

X. Enter the Vehicle Loc Street 1 in the field provided. *This is a 25 alphanumeric character field.*

Y. Enter the Vehicle Loc Street 2 in the field provided. *This is a 25*

alphanumeric character field.

Z. Enter the Vehicle Loc City in the field provided. *This is a 22 alphanumeric character field.*

AA. Enter the Vehicle Loc State in the field provided. *This is a 5 alphanumeric character field.*

AB. Enter the Vehicle Loc Ltd in the field provided. *This is a 5 alphanumeric character field.*

AC. Enter the Vehicle Loc Lng in the field provided. *This is a 5 alphanumeric character field.*

AD. Enter the Acq Cst Amt in the field provided. *This is a 15 numeric character field.*

AE. Use ⌄ to select the Fuel Unit Cd One.

AF. Use ⌄ to select the Fuel Unit Cd Two.

AG. Use ⌄ to select the Fuel State Cd.

AH. Enter the Fuel ZIP Cd in the field provided. *This is a 10 alphanumeric character field.*

AI. Enter the Tot FY to Dt Deprn in the field provided. *This is a 5 numeric character field.*

AJ. Enter the Tot FY to Dt Maint Labor in the field provided. *This is a 5 numeric character field.*

AK. Enter the Tot FY to Dt Maint Non-Labor in the field provided. *This is a 5 numeric character field.*

AL. Enter the Tot FY to Dt Lease in the field provided. *This is a 3 numeric character field.*

AM. Enter the Tot FY to Dt Fuel Use Qy One in the field provided. *This is a 10 numeric character field.*

AN. Enter the Tot FY to Dt Fuel Use Qy Two in the field provided. *This is a 10 numeric character field.*

AO. Enter the Tot FY to Dt Fuel Cst One in the field provided. *This is an 18 numeric character field.*

AP. Enter the Tot FY to Dt Fuel Cst Two in the field provided. *This is an 18 numeric character field.*

AQ. Enter the Tot FY to Dt Mileage in the field provided. *This is an 18 numeric character field.*

AR. Click ☐ to select Location Withheld. *This specifies if the asset is secretive enough that the whereabouts cannot be known.*

AS. Enter the Gross Vehicle Weight Requirement in the field provided. *This is a 5 numeric character field.*

AT. Use ⌄ to select the Vehicle Assignment Type.

AU. Click ☐ to select LGHG AFV Petroleum-Dedicated Vehicles. *This specifies if the vehicle meets all aspects of the definition for purposes of EPAct compliance.*

AV. Use ⌄ to select the EPAct 701 Designation.

AW. Enter the Accident Repair Cost Amount in the field provided. *This is an 18 numeric character field.*

AX. Enter the Indirect Cost Amount in the field provided. *This is an 18 numeric character field.*

AY. Enter the Budget Element Code (BEC) in the field provided. *This is a 32 alphanumeric character field.*

5. Select Apply. *The appropriate field changes.*
6. Repeat steps 3 - 5 to revise more fields.
7. Select Update. *The records submit and the* ***FAST Outbound Display Transaction Status*** *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
No Common Errors have been identified for this page.	

Related Topics

- Search for a FAST Outbound Record — Criteria
- Search for a FAST Outbound Record — Results
- Update a FAST Outbound Agency File Status Record
- Update a FAST Outbound Accountable UIC Record
- Edit a FAST Outbound Vehicle Record
- View a FAST Outbound Vehicle Record
- Delete a FAST Outbound Record
- View the FAST Outbound Display Transaction Status
- Export a FAST Outbound Display Report

View a FAST Outbound Display Vehicle Record

Overview

The Federal Automotive Statistical Tool (FAST) Outbound Display Vehicle Record View page provides the ability to view the vehicle's information.

Navigation

Utilities > Fleet > FAST Outbound DSPL > Search Criteria > Search > Search Results > Select ☐ > View > FAST Outbound Display Vehicle Grid page

Page Fields

The following fields display on the **FAST Outbound Display Vehicle Grid** 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.
232	Select "Update" hyperlink to process an Update Action.
61	Select "Cancel" to return to Search Criteria page.
xxxx	Select Apply to update entries made in header.

Vehicle Grid

Asset Id

Process Status Cd

Details

Stk Nbr

VIN

Vehicle Class Tag

Vehicle Desc

Mfr Nm

Mdl Nbr

Mdl Yr

Vehicle Ownr Cd

EISA Acq Cd

Vehicle Armor Cd
Exec Vehicle Cd
GSA Report Util
EPAct Coverage Cd
Vehicle Type
Fuel Config Cd
Fuel Fleet Type Cd One
Fuel Fleet Type Cd Two
Emer Response Veh
Law Enfrcmnt Veh
EO 13693 Designation
Vehicle Age Amt
Acquired
Disposed
Vehicle Loc
Vehicle Loc ZIP
Vehicle Loc Street1
Vehicle Loc Street2
Vehicle Loc City
Vehicle Loc State
Vehicle Loc Ltd
Vehicle Loc Lng
Acq Cst Amt
Fuel Unit Cd One
Fuel Unit Cd Two
Fuel State Cd
Fuel Zip Cd
Tot FY To Dt Deprn
Tot FY To Dt Maint Labor
Tot FY To Dt Maint Non-Labor
Tot FY To Dt Lease
Tot FY To Dt Fuel Use Qy One
Tot FY To Dt Fuel Use Qy Two
Tot FY To Dt Fuel Cst One
Tol FY To Dt Fuel Cst Two
Tot FY To Dt Mileage

Location Withheld
Gross Vehicle Weight Requirement
Vehicle Assignment Type
LGHG AFV, Petroleum-Dedicated Vehicles
EPAct 701 Designation
Accident Repair Cost Amount
Indirect Cost Amount
Budget Element Code (BEC)

Procedures

DPAS Navigation Helpful Tips

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

View the Vehicle Record

1. Select **View**. *The **Vehicle Grid** page appears.*
2. *Verify the Asset Id.*
3. *Verify the Process Status Cd.*
4. *Verify the Details.*
5. *Verify the Stk Nbr.*
6. *Verify the VIN.*
7. *Verify the Vehicle Class Tag.*
8. *Verify the Vehicle Desc.*
9. *Verify the Mfr Nm.*
10. *Verify the Mdl Nbr.*
11. *Verify the Mdl Yr.*
12. *Verify the Vehicle Ownr Cd.*
13. *Verify the EISA Acq Cd.*
14. *Verify the Vehicle Armor Cd.*
15. *Verify the Exec Vehicle Cd.*
16. *Verify the GSA Report Util.*
17. *Verify the EPAct Coverage Cd.*
18. *Verify the Vehicle Type.*
19. *Verify the Fuel Config Cd.*

20. *Verify the Fuel Fleet Type Cd One.*
21. *Verify the Fuel Fleet Type Cd Two.*
22. *Verify the Emer Response Veh.*
23. *Verify the Law Enfrcmt Veh.*
24. *Verify the EO 13693 Designation.*
25. *Verify the Vehicle Age Amt.*
26. *Verify the Acquired.*
27. *Verify the Disposed.*
28. *Verify the Vehicle Loc.*
29. *Verify the Vehicle Loc ZIP.*
30. *Verify the Vehicle Loc Street 1.*
31. *Verify the Vehicle Loc Street 2.*
32. *Verify the Vehicle Loc City.*
33. *Verify the Vehicle Loc State.*
34. *Verify the Vehicle Loc Ltd.*
35. *Verify the Vehicle Loc Lng.*
36. *Verify the Acq Cst Amt.*
37. *Verify the Fuel Unit Cd One.*
38. *Verify the Fuel Unit Cd Two.*
39. *Verify the Fuel State Cd.*
40. *Verify the Fuel ZIP Cd.*
41. *Verify the Tot FY to Dt Deprn.*
42. *Verify the Tot FY to Dt Maint Labor.*
43. *Verify the Tot FY to Dt Maint Non-Labor.*
44. *Verify the Tot FY to Dt Lease.*
45. *Verify the Tot FY to Dt Fuel Use Qy One.*
46. *Verify the Tot FY to Dt Fuel Use Qy Two.*
47. *Verify the Tot FY to Dt Fuel Cst One.*
48. *Verify the Tot FY to Dt Fuel Cst Two.*
49. *Verify the Tot FY to Dt Mileage.*
50. *Verify the Location Withheld.*
51. *Verify the Gross Vehicle Weight Requirement.*
52. *Verify the Vehicle Assignment Type.*

53. *Verify the LGHG AFV, Petroleum-Dedicated Vehicles.*
54. *Verify the EPAct 701 Designation.*
55. *Verify the Accident Repair Cost Amount.*
56. *Verify the Indirect Cost Amount.*
57. *Verify the Budget Element Code (BEC).*

Common Errors

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

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

Related Topics

- Search for a FAST Outbound Record — Criteria
- Search for a FAST Outbound Record — Results
- Update a FAST Outbound Agency File Status Record
- Update a FAST Outbound Accountable UIC Record
- Edit a FAST Outbound Vehicle Record
- Update a FAST Outbound Vehicle Record En Masse
- Delete a FAST Outbound Record
- View the FAST Outbound Display Transaction Status
- Export a FAST Outbound Display Report

Upload Dispatch Rates Files

Overview

The Maintenance and Utilization module Dispatch Rates Upload process provides the ability to have maintenance activities include rates for dispatching assets. The ability to identify any errors during the process is also available. The process uses .CSV files to upload the data.

The process consists of a five step sequence:

1. **File Upload** – Locate the .CSV file to upload
2. **Choose Template** – Choose the type of data to convert
3. **Specify Columns** – Match the mandatory columns to the .CSV data
4. **Update DPAS** – Upload and initially verify the data
5. **Transaction Results** – Verify the results were processed successfully

Navigation

Utilities > File Upload > Dispatch Rates > Dispatch Rates File Upload page

Page Fields

The following fields display on the **Dispatch Rates File Upload** page. For more information on each field, select the appropriate hyperlink.

File Upload

Upload File Path

Choose Template

Template

Specify Columns

No Header

Stock Nbr *

Lease Code *

Daily Rate *

Utilization Rate *

History *

Ctlg Nm Cd *

(*) Asterisk identifies mandatory fields.

Procedure

DPAS Navigation Helpful Tips

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

Upload the Dispatch Rates file

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

1. **Select** Browse... in the Upload File Path field. *The Windows* ***Choose File to Upload*** *pop-up window appears.*
2. Choose the `.csv` file to attach, and select it.
3. Select Open. *The* ***Choose File to Upload*** *pop-up window closes, the file name appears in the Upload File Path field, and the Choose Template step automatically appears.*
4. **Use** ⌄ to select the Dispatch Rates file template. *The Specify Columns step automatically appears, with a grid showing the file's contents.*
5. Click ☐ to select the No Header. *Only select if the* `.csv` *file does NOT have a header row listing the column contents.*
6. **Use** ⌄ to select the correct column indicator for the Stock Nbr.
7. **Use** ⌄ to select the correct column indicator for the Lease Code.
8. **Use** ⌄ to select the correct column indicator for the Daily Rate.
9. **Use** ⌄ to select the correct column indicator for the Utilization Rate.
10. **Use** ⌄ to select the correct column indicator for the History.
11. **Use** ⌄ to select the correct column indicator for the Ctlg Nm Cd.
12. For all other rows, use ⌄ to select Not Used.
13. Select Continue. *The file upload starts validating.*

    If the validation fails:

    A. The following symbols specify the error for the individual cell:

    - ⚠ — Error
    - 🟩 — Invalid Data Type

  - 🔍 — Data not found in Look up
  - ⊕ — Value Required
  - ⚠ — Max Length of field exceeded. Max Length: x

B. Select Cancel twice to return to the **File Upload** page.

C. Review and edit the original .csv file outside of DPAS.

D. Return to Step 1.

If the validation passes:
The to the Update DPAS step appears.

14. Select Update. *The file is finalized, checked for errors, and the Transaction Results step appears.*

If the file ***does not*** *pass validation:*

A. Review and edit the original .csv file outside of DPAS.

B. Select Upload File. *The page returns to the* ***File Upload*** *page, and repeat the process with the revised file.*

If the file ***does*** *pass validation:*

A. Select Print to print a report of the transaction. *The* ***Print a File Upload*** *page appears.*

B. Select Upload File. *The file is processed and the* ***File Upload*** *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
xxxx — Only CSV (Comma Delimited) and XLS (Excel 97 - 2003) files can be uploaded.	Invalid File Format. Only CSV or XLS files can be uploaded. Choose a different file to upload.
13 — Mandatory Entry: *STOCK NBR*.	Missing Entry. The template columns must have one of each of the required column headers selected. Choose a column for the

13 — Mandatory Entry: *Lease Code*.	missing header.
13 — Mandatory Entry: *Daily Rate*.	
13 — Mandatory Entry: *Utilization Rate*.	
13 — Mandatory Entry: *History*.	
13 — Mandatory Entry: *Ctlg Nm Cd*.	
xxxx — Duplicate Column Header.	Invalid Selection. Each column must have a unique data element name. Select a valid choice from the drop-down menu.
xxxx — No header is selected.	Missing Entry. Select the required header to determine the type of validation to apply and target table column to store the value. Select a header from the drop-down menu.
xxxx — Required Column not selected.	Invalid Entry. The template requires specific columns to be selected. Select the required columns.
xxxx — Edit Validation Error.	Invalid Cell Contents. The value in the cell failed the validation edit. Click the icon to show the error, and re-enter the value.
xxxx — File upload error occurred. Please review data in error rows(s) of spreadsheet.	This indicates there is an issue with the data in the `.csv` file. An example of a possible issue is that the Stock Number listed in the `.csv` file is not profiled in the Maintenance Asset Master process.

Related Topics

- DLA Fuel Upload
- Driver Behavior Upload
- GSA Fleet Upload
- GSA Rates Upload
- Telematics Upload
- Vehicle Diagnostics Upload
- Export a File Upload Transaction Status Report

Upload DLA Fuel Files

Overview

The Maintenance and Utilization module Defense Logistics Agency (DLA) Fuel File Upload process provides the ability to upload one to many DLA Fuel records associated within the M&U module. The ability to identify any errors during the process is also available. The process uses .csv files to upload the data.
The process consists of a five step sequence:

1. **File Upload** – Locate the .csv file to upload
2. **Choose Template** – Choose the type of data to convert
3. **Specify Columns** – Match the mandatory columns to the .csv data
4. **Update DPAS** – Upload and initially verify the data
5. **Transaction Results** – Verify the results were processed successfully

Navigation

Utilities > File Upload > DLA Fuel > DLA Fuel File Upload page

Page Fields

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

File Upload

Upload File Path

Choose Template

Template

Specify Columns

No Header

EBS Billing Document Number *

Transaction Date *

Product Code *

Quantity *

Unit Cost *

Customer State *

Vehicle ID *

Odometer Reading *

(*) Asterisk identifies mandatory fields.

Procedure

DPAS Navigation Helpful Tips

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

Upload the DLA Fuel File

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

1. Select **Browse...** in the Upload File Path field. *The Windows* ***Choose File to Upload*** *pop-up window appears.*

2. Choose the `.csv` file to attach, and select it.

3. Select **Open**. *The* ***Choose File to Upload*** *pop-up window closes, the file name appears in the Upload File Path field, and the Choose Template step automatically appears.*

4. Use ⌄ to select the DLA Fuel file template. *The Specify Columns step automatically appears, with a grid showing the file's contents.*

5. Click ☐ to select the No Header. *Only select if the `.csv` file does NOT have a header row listing the column contents.*

6. Use ⌄ to select the correct column indicator for the EBS Billing Document Number.

7. Use ⌄ to select the correct column indicator for the Transaction Date.

8. Use ⌄ to select the correct column indicator for the Product Code.

9. Use ⌄ to select the correct column indicator for the Quantity.

10. Use ⌄ to select the correct column indicator for the Unit Cost.

11. Use ⌄ to select the correct column indicator for the Customer State.

12. Use ⌄ to select the correct column indicator for the Vehicle ID.

13. Use ⌄ to select the correct column indicator for the Odometer Reading.

14. For all other rows, use ⌄ to select Not Used.

15. Select **Continue**. *The file upload starts validating.*

If the validation fails:

A. The following symbols specify the error for the individual cell:

   - ⚠ — Error
   - 🟩 — Invalid Data Type
   - 🔍 — Data not found in Look up
   - ◎ — Value Required
   - ⚠ — Max Length of field exceeded. Max Length: x

B. Select Cancel twice to return to the **File Upload** page.

C. Review and edit the original .csv file outside of DPAS.

D. Return to Step 1.

If the validation passes:
The to the Update DPAS step appears.

16. Select Update. *The file is finalized, checked for errors, and the Transaction Results step appears.*

    If the file ***does not*** *pass validation:*

    A. Review and edit the original .csv file outside of DPAS.

    B. Select Upload File. *The page returns to the* ***File Upload*** *page, and repeat the process with the revised file.*

    If the file ***does*** *pass validation:*

    A. Select Print to print a report of the transaction. *The* ***Print a File Upload*** *page appears.*

    B. Select Upload File. *The file is processed and the* ***File Upload*** *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
xxxx — Only CSV (Comma Delimited) and XLS (Excel 97 - 2003) files can be uploaded.	Invalid File Format. Only CSV or XLS files can be uploaded. Choose a different file to upload.

13 — Mandatory Entry: *EBS Billing Document Number*.	Missing Entry. The template columns must have one of each of the required column headers selected. Choose a column for the missing header.
13 — Mandatory Entry: *Transaction Date*.	
13 — Mandatory Entry: *Product Code*.	
13 — Mandatory Entry: *Quantity*.	
13 — Mandatory Entry: *Unit Cost*.	
13 — Mandatory Entry: *Customer State*.	
13 — Mandatory Entry: *Vehicle ID*.	
13 — Mandatory Entry: *Odometer Reading*.	
xxxx — Duplicate Column Header.	Invalid Selection. Each column must have a unique data element name. Select a valid choice from the drop-down menu.
xxxx — No header is selected.	Missing Entry. Select the required header to determine the type of validation to apply and target table column to store the value. Select a header from the drop-down menu.
xxxx — Required Column not selected.	Invalid Entry. The template requires specific columns to be selected. Select the required columns.
xxxx — Edit Validation Error.	Invalid Cell Contents. The value in the cell failed the validation edit. Click the icon to show the error, and re-enter the value.
xxxx — File upload error occurred. Please review data in error rows(s) of spreadsheet.	This indicates there is an issue with the data in the `.csv` file. An example of a possible issue is that the Stock Number listed in the `.csv` file is not profiled in the Maintenance Asset Master process.

Related Topics

- Dispatch Rates Upload
- Driver Behavior Upload
- GSA Fleet Upload
- GSA Rates Upload
- Telematics Upload
- Vehicle Diagnostics Upload
- Export a File Upload Transaction Status Report

Upload Driver Behavior Files

Overview

The Maintenance and Utilization module Driver Behavior File Upload process provides the ability to upload one to many Driver Behavior associated within the M&U module. The ability to identify any errors during the process is also available. The process uses .CSV files to upload the data.
The process consists of a five step sequence:

1. **File Upload** – Locate the .CSV file to upload
2. **Choose Template** – Choose the type of data to convert
3. **Specify Columns** – Match the mandatory columns to the .CSV data
4. **Update DPAS** – Upload and initially verify the data
5. **Transaction Results** – Verify the results were processed successfully

Navigation

Utilities > File Upload > Driver Behavior > Driver Behavior File Upload page

Page Fields

The following fields display on the **Driver Behavior File Upload** page. For more information on each field, select the appropriate hyperlink.

File Upload

Upload File Path

Choose Template

Template

Specify Columns

No Header

Vehicle ID *

Speeding Violations *

Idling Violations *

(*) Asterisk identifies mandatory fields.

Procedure

DPAS Navigation Helpful Tips

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

Upload the Driver Behavior File

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

1. Select Browse... in the Upload File Path field. *The Windows* ***Choose File to Upload*** *pop-up window appears.*

2. Choose the .csv file to attach, and select it.

3. Select Open. *The* ***Choose File to Upload*** *pop-up window closes, the file name appears in the Upload File Path field, and the Choose Template step automatically appears.*

4. Use ⌄ to select the Driver Behavior file template. *The Specify Columns step automatically appears, with a grid showing the file's contents.*

5. Click ☐ to select the No Header. *Only select if the .csv file does NOT have a header row listing the column contents.*

6. Use ⌄ to select the correct column indicator for the Vehicle ID.

7. Use ⌄ to select the correct column indicator for the Speeding Violations.

8. Use ⌄ to select the correct column indicator for the Idling Violations.

9. For all other rows, use ⌄ to select Not Used.

10. Select Continue. *The file upload starts validating.*

   If the validation fails:

   A. The following symbols specify the error for the individual cell:

      - ⚠ — Error
      - 🟩 — Invalid Data Type
      - 🔍 — Data not found in Look up
      - ◎ — Value Required
      - ⚠ — Max Length of field exceeded. Max Length: x

   B. Select Cancel twice to return to the **File Upload** page.

   C. Review and edit the original .csv file outside of DPAS.

   D. Return to Step 1.

   If the validation passes:

The Update DPAS step appears.

11. Select Update. *The file is finalized, checked for errors, and the Transaction Results step appears.*

*If the file **does not** pass validation:*

A. Review and edit the original .CSV file outside of DPAS.

B. Select Upload File. *The page returns to the **File Upload** page, and repeat the process with the revised file.*

*If the file **does** pass validation:*

A. Select Print to print a report of the transaction. *The **Print a File Upload** page appears.*

B. Select Upload File. *The file is processed and the **File Upload** 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
xxxx — Only CSV (Comma Delimited) and XLS (Excel 97 - 2003) files can be uploaded.	Invalid File Format. Only CSV or XLS files can be uploaded. Choose a different file to upload.
13 — Mandatory Entry: *Vehicle ID*.	Missing Entry. The template columns must have one of each of the required column headers selected. Choose a column for the missing header.
13 — Mandatory Entry: *Speeding Violations*.	
13 — Mandatory Entry: *Idling Violations*.	
xxxx — Duplicate Column Header.	Invalid Selection. Each column must have a unique data element name. Select a valid choice from the drop-down menu.
xxxx — No header is selected.	Missing Entry. Select the required header to determine the type of validation to apply and target table column to store the value. Select a header from the drop-down menu.

xxxx — Required Column not selected.	Invalid Entry. The template requires specific columns to be selected. Select the required columns.
xxxx — Edit Validation Error.	Invalid Cell Contents. The value in the cell failed the validation edit. Click the icon to show the error, and re-enter the value.
xxxx — File upload error occurred. Please review data in error rows(s) of spreadsheet.	This indicates there is an issue with the data in the `.CSV` file. An example of a possible issue is that the Stock Number listed in the `.CSV` file is not profiled in the Maintenance Asset Master process.

Related Topics

- Dispatch Rates Upload
- DLA Fuel Upload
- GSA Fleet Upload
- GSA Rates Upload
- Telematics Upload
- Vehicle Diagnostics Upload
- Export a File Upload Transaction Status Report

Upload GSA Fleet Files

Overview

The Maintenance and Utilization module General Services Administration (GSA) Fleet File Upload process provides the ability to insert new records for the GSA Fleet via a browser upload. The ability to identify any errors during the process is also available. The process uses .csv files to upload the data.
The process consists of a five step sequence:

1. **File Upload** – Locate the .csv file to upload
2. **Choose Template** – Choose the type of data to convert
3. **Specify Columns** – Match the mandatory columns to the .csv data
4. **Update DPAS** – Upload and initially verify the data
5. **Transaction Results** – Verify the results were processed successfully

Navigation

Utilities > File Upload > GSA Fleet > GSA Fleet File Upload page

Page Fields

The following fields display on the **GSA Fleet File Upload** page. For more information on each field, select the appropriate hyperlink.

File Upload

Upload File Path

Choose Template

Template

Specify Columns

No Header

GSA Fuel Consumption Upload

Vehicle Tag *

VIN *

Mileage *

Region *

Account Code (BOAC) *

Purch Date *

Transaction Time *

State *

Zip *
Purchased Fuel Type *
Natural Units *

GSA Vehicle Cost Upload

Statement Number *
Statement Date *
Account Code *
Amount *
Vehicle Tag *
Vehicle Class *
Source Number *
Sales Code *

(*) Asterisk identifies mandatory fields.

Procedures

DPAS Navigation Helpful Tips

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

Upload the GSA Fleet File

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

1. **Select** Browse... **in the Upload File Path field.** *The Windows* ***Choose File to Upload*** *pop-up window appears.*
2. Choose the .csv file to attach, and select it.
3. Select Open. *The* ***Choose File to Upload*** *pop-up window closes, the file name appears in the Upload File Path field, and the Choose Template step automatically appears.*
4. **Use** ⌄ **to select the desired file Template.** *The Specify Columns step automatically appears, with a grid showing the file's contents.*

   For GSA Fuel Consumption Upload

   A. Click ☐ to select the No Header. *Only select if the .csv file does NOT have a header row listing the column contents.*

B. Use ⌄ to select the correct column indicator for the Vehicle Tag.

C. Use ⌄ to select the correct column indicator for the VIN.

D. Use ⌄ to select the correct column indicator for the Mileage.

E. Use ⌄ to select the correct column indicator for the Region.

F. Use ⌄ to select the correct column indicator for the Account Code (BOAC).

G. Use ⌄ to select the correct column indicator for the Purch Date.

H. Use ⌄ to select the correct column indicator for the Transaction Time.

I. Use ⌄ to select the correct column indicator for the State.

J. Use ⌄ to select the correct column indicator for the Zip.

K. Use ⌄ to select the correct column indicator for the Purchased Fuel Type.

L. Use ⌄ to select the correct column indicator for the Natural Units.

For GSA Vehicle Cost Upload

A. Click ☐ to select the Row. *Only select if the .csv file does NOT have a header row listing the column contents.*

B. Use ⌄ to select the correct column indicator for the Statement Number.

C. Use ⌄ to select the correct column indicator for the Statement Date.

D. Use ⌄ to select the correct column indicator for the Account Code.

E. Use ⌄ to select the correct column indicator for the Amount.

F. Use ⌄ to select the correct column indicator for the Vehicle Tag.

G. Use ⌄ to select the correct column indicator for the Vehicle Class.

H. Use ⌄ to select the correct column indicator for the Source Number.

I. Use ⌄ to select the correct column indicator for the Sales Code.

5. Select **Continue**. *The file upload starts validating.*

If the validation fails:

A. The following symbols specify the error for the individual cell:

- ▲ — Error
- 🟩 — Invalid Data Type
- 🔍 — Data not found in Look up
- ◎ — Value Required
- ⚠ — Max Length of field exceeded. Max Length: x

B. Select Cancel twice to return to the **File Upload** page.

C. Review and edit the original .csv file outside of DPAS.

D. Return to Step 1.

If the validation passes:
The Update DPAS step appears.

6. Select Update. *The file is finalized, checked for errors, and the Transaction Results step appears.*

*If the file **does not** pass validation:*

A. Review and edit the original .csv file outside of DPAS.

B. Select Upload File. *The page returns to the **File Upload** page, and repeat the process with the revised file.*

*If the file **does** pass validation:*

A. Select Print to print a report of the transaction. *The **Print a File Upload** page appears.*

B. Select Upload File. *The file is processed and the **File Upload** 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
xxxx — Only CSV (Comma Delimited) and XLS (Excel 97 - 2003) files can be uploaded.	Invalid File Format. Only CSV or XLS files can be uploaded. Choose a different file to upload.
13 — Mandatory Entry:	Missing Entry. This column is required by

***Vehicle Tag*.**	the system. Choose the row header in the drop-down menu.

13 — Mandatory Entry:
***VIN*.**

13 — Mandatory Entry:
***Mileage*.**

13 — Mandatory Entry:
***Region*.**

13 — Mandatory Entry:
***Account Code (BOAC)*.**

13 — Mandatory Entry:
***Purch Date*.**

13 — Mandatory Entry:
***Transaction Time*.**

13 — Mandatory Entry:
***State*.**

13 — Mandatory Entry:
***Zip*.**

13 — Mandatory Entry:
***Purchased Fuel Type*.**

13 — Mandatory Entry:
***Natural Units*.**

13 — Mandatory Entry:
***Statement Number*.**

13 — Mandatory Entry:
***Statement Date*.**

13 — Mandatory Entry:
***Account Code*.**

13 — Mandatory Entry:
***Amount*.**

13 — Mandatory Entry:
***Vehicle Class*.**

13 — Mandatory Entry:
***Source Number*.**

13 — Mandatory Entry:

***Sales Code*.**	
xxxx — Duplicate Column Header.	Invalid Selection. Each column must have a unique data element name. Select a valid choice from the drop-down menu.
xxxx — No header is selected.	Missing Entry. Select the required header to determine the type of validation to apply and target table column to store the value. Select a header from the drop-down menu.
xxxx — Required Column not selected.	Invalid Entry. The template requires specific columns to be selected. Select the required columns.
xxxx — Edit Validation Error.	Invalid Cell Contents. The value in the cell failed the validation edit. Click the icon to show the error, and re-enter the value.
xxxx — File upload error occurred. Please review data in error rows(s) of spreadsheet.	This indicates there is an issue with the data in the `.csv` file. An example of a possible issue is that the Stock Number listed in the `.csv` file is not profiled in the Maintenance Asset Master process.

Related Topics

- Dispatch Rates Upload
- DLA Fuel Upload
- Driver Behavior Upload
- GSA Rates Upload
- Telematics Upload
- Vehicle Diagnostics Upload
- Export a File Upload Transaction Status Report

Upload GSA Rates Files

Overview

The Maintenance and Utilization module General Services Administration (GSA) Rates File Upload process provides the ability to upload one to many GSA Rates associated within the M&U module. The ability to identify any errors during the process is also available. The process uses .csv files to upload the data.
The process consists of a five step sequence:

1. **File Upload** – Locate the .csv file to upload
2. **Choose Template** – Choose the type of data to convert
3. **Specify Columns** – Match the mandatory columns to the .csv data
4. **Update DPAS** – Upload and initially verify the data
5. **Transaction Results** – Verify the results were processed successfully

Navigation

Utilities > File Upload > GSA Rates > GSA Rates File Upload Page

Page Fields

The following fields display on the **GSA Rates File Upload** page. For more information on each field, select the appropriate hyperlink.

File Upload

Upload File Path

Choose Template

Template

Specify Columns

No Header

GSA Annual Vehicle Leased Rates

Vehicle Group Cd *

Vehicle Description *

Federal Standard Item *

Monthly Rate Am *

Mileage Rate Am *

Service Rate Year *

GSA Vehicle Cost Dependent Rates

History

Total Cost of Equipment - low range *
Total Cost of Equipment - high range *
Monthly Rate *
Mileage Rate *
Service Rate Year *
Rate Id *

(*) Asterisk identifies mandatory fields.

Procedure

DPAS Navigation Helpful Tips

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

Upload the GSA Rates File

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

1. **Select** Browse... **in the Upload File Path field.** *The Windows* ***Choose File to Upload*** *pop-up window appears.*
2. Choose the .csv file to attach, and select it.
3. Select Open. *The* ***Choose File to Upload*** *pop-up window closes, the file name appears in the Upload File Path field, and the Choose Template step automatically appears.*
4. **Use ⌄ to select the desired file Template.** *The Specify Columns step automatically appears, with a grid showing the file's contents.*

   For GSA Annual Vehicle Leased Rates

   A. Click ☐ to select the No Header. *Only select if the .csv file does NOT have a header row listing the column contents.*

   B. Use ⌄ to select the correct column indicator for the Vehicle Group Cd.

   C. Use ⌄ to select the correct column indicator for the Vehicle Description.

   D. Use ⌄ to select the correct column indicator for the Federal Standard Item.

   E. Use ⌄ to select the correct column indicator for the Monthly Rate Am.

   F. Use

⌄ to select the correct column indicator for the Mileage Rate Am.

G. Use ⌄ to select the correct column indicator for the Service Rate Year.

For GSA Vehicle Cost Dependent Rates

A. Click ☐ to select the Row. *Only select if the .csv file does NOT have a header row listing the column contents.*

B. Use ⌄ to select the correct column indicator for the History.

C. Use ⌄ to select the correct column indicator for the Total Cost of Equipment - low range.

D. Use ⌄ to select the correct column indicator for the Total Cost of Equipment - high range.

E. Use ⌄ to select the correct column indicator for the Monthly Rate.

F. Use ⌄ to select the correct column indicator for the Mileage Rate.

G. Use ⌄ to select the correct column indicator for the Service Rate Year.

H. Use ⌄ to select the correct column indicator for the Rate Id.

5. Select **Continue**. *The file upload starts validating.*

If the validation fails:

A. The following symbols specify the error for the individual cell:

- ⚠ — Error
- 🟩 — Invalid Data Type
- 🔍 — Data not found in Look up
- ◎ — Value Required
- ⚠ — Max Length of field exceeded. Max Length: x

B. Select **Cancel** twice to return to the **File Upload** page.

C. Review and edit the original .csv file outside of DPAS.

D. Return to Step 1.

If the validation passes:
The Update DPAS step appears.

6. Select **Update**. *The file is finalized, checked for errors, and the*

Transaction Results step appears.

*If the file **does not** pass validation:*

A. Review and edit the original .CSV file outside of DPAS.

B. Select Upload File. *The page returns to the **File Upload** page, and repeat the process with the revised file.*

*If the file **does** pass validation:*

A. Select Print to print a report of the transaction. *The **Print a File Upload** page appears.*

B. Select Upload File. *The file is processed and the **File Upload** 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
xxxx — Only CSV (Comma Delimited) and XLS (Excel 97 - 2003) files can be uploaded.	Invalid File Format. Only CSV or XLS files can be uploaded. Choose a different file to upload.
13 — Mandatory Entry: *VEHICLE GROUP CD*.	Missing Entry. This column is required by the system. Choose the row header in the drop-down menu.
13 — Mandatory Entry: *Vehicle Description*.	
13 — Mandatory Entry: *Federal Standard Item*.	
13 — Mandatory Entry: *Monthly Rate Am*.	
13 — Mandatory Entry: *Mileage Rate Am*.	
13 — Mandatory Entry: *Service Rate Year*.	
13 — Mandatory Entry: *Total Cost of Equipment*	

***- low range*.**	
13 — Mandatory Entry: *Total Cost of Equipment - high range*.	
13 — Mandatory Entry: *Monthly Rate*.	
13 — Mandatory Entry: *Mileage Rate*.	
13 — Mandatory Entry: *Service Rate Year*.	
13 — Mandatory Entry: *Rate Id*.	
xxxx — Duplicate Column Header.	Invalid Selection. Each column must have a unique data element name. Select a valid choice from the drop-down menu.
xxxx — No header is selected.	Missing Entry. Select the required header to determine the type of validation to apply and target table column to store the value. Select a header from the drop-down menu.
xxxx — Required Column not selected.	Invalid Entry. The template requires specific columns to be selected. Select the required columns.
xxxx — Edit Validation Error.	Invalid Cell Contents. The value in the cell failed the validation edit. Click the icon to show the error, and re-enter the value.
xxxx — File upload error occurred. Please review data in error rows(s) of spreadsheet.	This indicates there is an issue with the data in the `.csv` file. An example of a possible issue is that the Stock Number listed in the `.csv` file is not profiled in the Maintenance Asset Master process.

Related Topics

- Dispatch Rates Upload
- DLA Fuel Upload
- Driver Behavior Upload
- GSA Fleet Upload
- Telematics Upload

- Vehicle Diagnostics Upload
- Export a File Upload Transaction Status Report

Export a File Upload Transaction Status Report

Overview

The File Upload Transaction Status page provides the ability to print or save the status in different formats.

Navigation

Utilities > File Upload > Various File Upload page > *VARIOUS PROCEDURAL STEPS* > Transaction Status page > **Print** > File Upload Report Export page

Page Fields

No Page Fields are identified for this page. The following are Control buttons for this page.

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
⏮	Return to the first page of results.
◀	Return to the previous page of the results.
1	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
of7	Display how many pages retrieved.
▶	Advance to the next page of the results.
⏭	Advance to the last page of results.
100% ▾	Change the size of the characters displayed on the page.
☐ Find | Next	Find data within the Results page.
💾 ▾	Select the format to Export the report.

Procedures

Export the File Upload Report to a Printable Application

1. Select to choose the print format (Excel, PDF, or Word). *The procedure leaves the application based on the selection made.*
2. Follow the prompts provided by the computer.
3. Select **Search Criteria** to return to the previous File Upload page.

Search the Results

1. Select the empty field Find | Next.
2. Enter the characters or words to search. *Entries are not case sensitive.*
3. Select Find to search for the entry. *The entry appears highlighted in the file.*
4. Select Next to find the next matching value. *This feature is available if multiple results are found.*

Common Errors

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

Error	Solution
xxxx - Unable to get off page.	Select **Search Criteria** to return to the previous File Upload page.

Related Topics

- Dispatch Rates Upload
- DLA Fuel Upload
- Driver Behavior Upload
- GSA Fleet Upload
- GSA Rates Upload
- Telematics Upload
- Vehicle Diagnostics Upload

Upload Telematics Files

Overview

The Maintenance and Utilization module Telematics File Upload process provides the ability to upload one to many Telematics associated within the M&U module. The ability to identify any errors during the process is also available. The process uses .csv files to upload the data.
The process consists of a five step sequence:

1. **File Upload** – Locate the .csv file to upload
2. **Choose Template** – Choose the type of data to convert
3. **Specify Columns** – Match the mandatory columns to the .csv data
4. **Update DPAS** – Upload and initially verify the data
5. **Transaction Results** – Verify the results were processed successfully

Navigation

Utilities > File Upload > Telematics > Telematics File Upload page

Page Fields

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

File Upload

Upload File Path

Choose Template

Template

Specify Columns

No Header

Vehicle ID *

Distance *

(*) Asterisk identifies mandatory fields.

Procedure

DPAS Navigation Helpful Tips

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

Upload the Telematics File

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

1. **Select** Browse... **in the Upload File Path field.** *The Windows* ***Choose File to Upload*** *pop-up window appears.*
2. Choose the .csv file to attach, and select it.
3. Select Open. *The* ***Choose File to Upload*** *pop-up window closes, the file name appears in the Upload File Path field, and the Choose Template step automatically appears.*
4. **Use** ⌄ **to select the Telematics file template.** *The Specify Columns step automatically appears, with a grid showing the file's contents.*
5. Click ☐ to select the No Header. *Only select if the .csv file does NOT have a header row listing the column contents.*
6. **Use** ⌄ **to select the correct column indicator for the Vehicle ID.**
7. **Use** ⌄ **to select the correct column indicator for the Distance.**
8. For all other rows, use ⌄ to select Not Used.
9. Select **Continue**. *The file upload starts validating.*

   If the validation fails:

   A. The following symbols specify the error for the individual cell:
      - ⚠ — Error
      - 🟩 — Invalid Data Type
      - 🔍 — Data not found in Look up
      - ◎ — Value Required
      - ⚠ — Max Length of field exceeded. Max Length: x

   B. Select **Cancel** twice to return to the **File Upload** page.

   C. Review and edit the original .csv file outside of DPAS.

   D. Return to Step 1.

   If the validation passes:
   The Update DPAS step appears.

10. Select Update. *The file is finalized, checked for errors, and the Transaction Results step appears.*

    *If the file **does not** pass validation:*

    A. Review and edit the original `.csv` file outside of DPAS.

    B. Select Upload File. *The page returns to the **File Upload** page, and repeat the process with the revised file.*

    *If the file **does** pass validation:*

    A. Select Print to print a report of the transaction. *The **Print a File Upload** page appears.*

    B. Select Upload File. *The file is processed and the **File Upload** 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
xxxx — Only CSV (Comma Delimited) and XLS (Excel 97 - 2003) files can be uploaded.	Invalid File Format. Only CSV or XLS files can be uploaded. Choose a different file to upload.
13 — Mandatory Entry: *Vehicle ID*. **13 — Mandatory Entry: *Distance*.**	Missing Entry. The template columns must have one of each of the required column headers selected. Choose a column for the missing header.
xxxx — Duplicate Column Header.	Invalid Selection. Each column must have a unique data element name. Select a valid choice from the drop-down menu.
xxxx — No header is selected.	Missing Entry. Select the required header to determine the type of validation to apply and target table column to store the value. Select a header from the drop-down menu.
xxxx — Required Column not selected.	Invalid Entry. The template requires specific columns to be selected. Select the required columns.

xxxx — Edit Validation Error.	Invalid Cell Contents. The value in the cell failed the validation edit. Click the icon to show the error, and re-enter the value.
xxxx — File upload error occurred. Please review data in error rows(s) of spreadsheet.	This indicates there is an issue with the data in the `.csv` file. An example of a possible issue is that the Stock Number listed in the `.csv` file is not profiled in the Maintenance Asset Master process.

Related Topics

- Dispatch Rates Upload
- DLA Fuel Upload
- Driver Behavior Upload
- GSA Fleet Upload
- GSA Rates Upload
- Vehicle Diagnostics Upload
- Export a File Upload Transaction Status Report

Upload Vehicle Diagnostics Files

Overview

The Maintenance and Utilization module Vehicle Diagnostics File Upload process provides the ability to upload one to many Vehicle Diagnostics associated within the M&U module. The ability to identify any errors during the process is also available. The process uses `.csv` files to upload the data.

1. **File Upload** – Locate the `.csv` file to upload
2. **Choose Template** – Choose the type of data to convert
3. **Specify Columns** – Match the mandatory columns to the `.csv` data
4. **Update DPAS** – Upload and initially verify the data
5. **Transaction Results** – Verify the results were processed successfully

Navigation

Utilities > File Upload > Vehicle Diagnostics > Vehicle Diagnostics File Upload page

Page Fields

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

File Upload

Upload File Path

Choose Template

Template

Specify Columns

No Header

Vehicle ID *

Fault Reported Date *

Fault Code *

Fault Description *

(*) Asterisk identifies mandatory fields.

Procedure

DPAS Navigation Helpful Tips

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

Upload the Vehicle Diagnostics File

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

1. **Select** Browse... **in the Upload File Path field.** *The Windows* ***Choose File to Upload*** *pop-up window appears.*
2. Choose the .csv file to attach, and select it.
3. Select Open. *The* ***Choose File to Upload*** *pop-up window closes, the file name appears in the Upload File Path field, and the Choose Template step automatically appears.*
4. **Use ⌄ to select the Vehicle Diagnostics file template.** *The Specify Columns step automatically appears, with a grid showing the file's contents.*
5. Click ☐ to select the No Header. *Only select if the .csv file does NOT have a header row listing the column contents.*
6. **Use ⌄ to select the correct column indicator for the Vehicle ID.**
7. **Use ⌄ to select the correct column indicator for the Fault Reported Date.**
8. **Use ⌄ to select the correct column indicator for the Fault Code.**
9. **Use ⌄ to select the correct column indicator for the Fault Description.**
10. For all other rows, use ⌄ to select Not Used.
11. Select **Continue**. *The file upload starts validating.*

    If the validation fails:

    A. The following symbols specify the error for the individual cell:

    - ⚠ — Error
    - 🟩 — Invalid Data Type
    - 🔍 — Data not found in Look up
    - ◎ — Value Required
    - ⚠ — Max Length of field exceeded. Max Length: x

B. Select **Cancel** twice to return to the **File Upload** page.

C. Review and edit the original .csv file outside of DPAS.

D. Return to Step 1.

If the validation passes:
The Update DPAS step appears.

12. Select **Update**. *The file is finalized, checked for errors, and the Transaction Results step appears.*

*If the file **does not** pass validation:*

A. Review and edit the original .csv file outside of DPAS.

B. Select **Upload File**. *The page returns to the **File Upload** page, and repeat the process with the revised file.*

*If the file **does** pass validation:*

A. Select **Print** to print a report of the transaction. *The **Print a File Upload** page appears.*

B. Select **Upload File**. *The file is processed and the **File Upload** 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
xxxx — Only CSV (Comma Delimited) and XLS (Excel 97 - 2003) files can be uploaded.	Invalid File Format. Only CSV or XLS files can be uploaded. Choose a different file to upload.
13 — Mandatory Entry: *Vehicle ID*.	Missing Entry. The template columns must have one of each of the required column headers selected. Choose a column for the missing header.
13 — Mandatory Entry: *Fault Reported Date*.	
13 — Mandatory Entry: *Fault Code*.	
13 — Mandatory Entry: *Fault Description*.	

xxxx — Duplicate Column Header.	Invalid Selection. Each column must have a unique data element name. Select a valid choice from the drop-down menu.
xxxx — No header is selected.	Missing Entry. Select the required header to determine the type of validation to apply and target table column to store the value. Select a header from the drop-down menu.
xxxx — Required Column not selected.	Invalid Entry. The template requires specific columns to be selected. Select the required columns.
xxxx — Edit Validation Error.	Invalid Cell Contents. The value in the cell failed the validation edit. Click the icon to show the error, and re-enter the value.
xxxx — File upload error occurred. Please review data in error rows(s) of spreadsheet.	This indicates there is an issue with the data in the `.csv` file. An example of a possible issue is that the Stock Number listed in the `.csv` file is not profiled in the Maintenance Asset Master process.

Related Topics

- Dispatch Rates Upload
- DLA Fuel Upload
- Driver Behavior Upload
- GSA Fleet Upload
- GSA Rates Upload
- Telematics Upload
- Export a File Upload Transaction Status Report

Schedule Reports Search Results

Overview

Reports are used to review important information during the Maintenance and Utilization (M&U) process. The Schedule tab lists the available reports on the page. Within DPAS, maintenance reports enable you to generate information at a specific point in time.
All maintenance reports in DPAS are user initiated.

Navigation

Forms - Reports > Schedule Reports > Search Results

Page Fields

The following fields display on the **Schedule Reports Search Results** page. For more information on each field, select the appropriate hyperlink.

Rpt Id

Rpt Name

Rpt Type

Rpt Ctgry

Procedure

To Submit/Schedule a report:

1. Select the RptId hyperlink for the report to Submit/Schedule.
2. The Submit/Schedule page displays.

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
83 — Unexpected error encountered, contact DPAS Help Desk for assistance.	Contact the DPAS Call Center

Related Topics

- Schedule Reports Submit/Schedule
- Schedule Reports Transaction Status

Schedule Reports Submit/Schedule

Overview

Reports are used to review important information during the Maintenance and Utilization (M&U) process.

Reports are used to obtain pertinent maintenance information about your assets. Within DPAS, maintenance reports enable you to generate information at a specific point in time.

All maintenance reports in DPAS are user initiated. This page is divided into two sections:

- **General Attributes** – common for all reports
  - **Rpt Format – in PDF** (Adobe Acrobat Document format)
  - **Privacy Type**
    - Private – Can be viewed only by the report owner
    - Shared – Can be viewed by everyone with the appropriate access level
  - **Scheduled Dt** – Enter or select the date you want the report to run
  - **Remarks** – Enter optional comments you want displayed in the report queue
- **Specific Attributes** – for the individual report. The Specific Attributes vary by report.

The Maintenance and Utilization Schedule Reports/Forms are:

- **Equipment Pool Asset Report**
- **Equipment Utilization**
- **Utilization Report**
- **Work Order**

Helpful Tip

The person who initiates the report is the only one who can delete it.

Navigation

Forms-Reports > Schedule Reports > Submit/Schedule

Page Fields

The following fields display on the Schedule Reports Submit/Schedule page. For more information on each field, select the appropriate hyperlink.

Page fields vary based on the type of report you are creating.

Procedure

To Submit/Schedule Forms/Reports:

1. Complete the Reports Manager Submit/Schedule sections for the report selected.

Note

(*) Asterisk identifies mandatory fields.

2. Choose a Schedule DT for your report.
3. The **Work Order** report requires you to select the Work Order Id ... to search for the work order(s) for your report.
4. Select Submit. to schedule the report or Cancel to return to previous page.

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
83 — Unexpected error encountered, contact DPAS Help Desk for assistance.	Contact the DPAS Call Center

Related Topics

- Schedule Reports Search Results
- Schedule Reports Transaction Status

PageID Ref: WFUTR25_05

Schedule Reports Transaction Status

Overview

The Schedule Reports Transaction Status page displays a verification of the submissions performed.

Navigation

Forms-Reports > Schedule Reports > Search Results > Submit/Schedule page > Transaction Status page

Page Fields

The following fields display on the **Schedule Reports Transaction Status** page.

For more information on each field, select the appropriate hyperlink.

Transaction Status

Status

Action Required

Details

Procedure

DPAS Navigation Helpful Tips

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

The Transaction Status offers the following options:

- Select **Print** to print a report of the transaction.
- Select **Search Criteria** to return to the **Submit/Schedule** page.

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
83 — Unexpected error encountered, contact DPAS Help Desk for assistance.	Contact the DPAS Call Center

Related Topics

- Schedule Reports Search Results

— — Schedule Reports Transaction Status — —

- Schedule Reports Submit/Schedule

View Reports Delete

Overview

The Report Manager Delete page displays your selection for removal.

Navigation

Forms-Reports > View Reports > Reports Manager Search Criteria > Search Results > Details page > Delete page

Page Fields

The following fields display on the View Reports Delete page. For more information on each field, select the appropriate hyperlink.

Rpt Id
Rpt Name
Rpt Ctgry
Rpt Dt/Time
Rpt Owner
Rpt Status

Procedure

To delete a Report:

Upon reviewing the information on the page, select one of the following:

Delete to remove record(s).
Cancel to return to previous page.

Common Errors

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

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

Related Topics

- View Reports Search Criteria
- View Reports Search Results
- View Reports Details

— — View Reports Delete — —

- View Reports Results

View Reports Details

Overview

The View Reports Details page provides you with a listing of matching RptId's to view.

Navigation

Forms-Reports > View Reports > Reports Manager Search Criteria > Search Results > Details page

Page Fields

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

Select
Rpt Id
Rpt Name
Rpt Level
Rpt Ctgry
Rpt File Size
Rpt Dt/Time
Rpt Format
Rpt Owner
Rpt Status
Remarks

Procedure

To delete Reports on the Details page:

Keep in mind, to perform a delete action you MUST be the Rpt Owner. The Select column displays the reports available for delete with a checkbox.

All fields with an underscore are sort fields to help you view results returned from the database.

1. Make your selection(s) from the checkboxes displayed on the page.

A short cut to select more than one record is:

- Select All marks all rows, all pages for Mass Update/Delete actions.
- Deselect All clears all rows, all pages.

2. Select Delete to remove record(s) or Cancel to return to previous page

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. Use ⊞ **Instructions** located at the top left of the page for additional assistance.

Error	Solution
Select a record(s) to continue	At least one report must be selected prior to selecting **Delete**.
Unable to delete report. You are not the report owner	Select a report to delete with your Name In the RPT Owner field.

Related Topics

- View Reports Search Criteria
- View Reports Search Results
- View Reports Results
- View Reports Delete

PageID Ref: WFUTR25_03

View Reports Results

Overview

Choosing the RPT ID hyperlink displays the report in view only format.

Navigation

Forms-Reports > View Reports > Reports Manager Search Criteria > Search Results > Results page

Page Fields

Fields displayed vary based on report selected to view.

Procedure

To close the Results page:

You are on a display only page. To exit the page and return to the previous page:

1. On the Windows Standard menu select File.
2. Find and select Close from the drop down list.

Common Errors

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

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

Related Topics

- View Reports Search Criteria
- View Reports Search Results
- View Reports Details
- View Reports Delete

View Reports Search Criteria

Overview

To view the reports from the Reports Manager, select the View tab. The Search Criteria page displays.

The results can be filtered by the following fields:

- **Rpt Category** – Currently locked as Maintenance and Utilization
- **Rpt Status** – Processing status of the report
- **Rpt Type** – Source and Level of control

Navigation

Reports > View Reports > Reports Manager Search Criteria

Page Fields

The following fields display on the View Reports Search Criteria page. For more information on each field, select the appropriate hyperlink.

Rpt Category	Rpt Status
Rpt Type	

Procedure

To perform a Forms/RPTS search:

All fields are optional on the Reports Manager View Search Criteria page; it is recommended you enter a search criteria to help limit the number of rows retrieved.

For Example: Selecting a Rpt Category of Catalog to refine your search criteria to Catalog Forms/RPTS only.

1. Make a selection from the drop-down list from the following fields:

- RPT Category
- RPTStatus
- RPTType

2. If no search criteria is entered, select Search to display Search Results page or Reset to clear the page.

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

- View Reports Search Results
- View Reports Details
- View Reports Results
- View Reports Delete

PageID Ref: WFUTR0103_5

View Reports Search Results

Overview

You are on the View Reports Manager Search Results page displaying current and previous versions of reports that have been submitted.

- **Rpt Id** – Lists report identifiers (The most current report displays in the File Viewer window when a Rpt Id from the list is selected)
- **Rpt Name** – Lists the submitted report by name (All available versions of the report are displayed when this hyperlink is selected)
- **Rpt Level** – Displays the report organizational level
- **Rpt Ctgry** – Displays the functional type of the report
- **Rpt File/Size** – Displays the actual size of the report
- **Rpt Dt/Time** – Displays the date and time the report processed
- **Rpt Owner** – Displays the person or process that initiated the report
- **Remarks** – Displays any information entered when the report was initiated for processing

Navigation

Forms-Reports > View Reports > Reports Manager Search Criteria > Search Results

Page Fields

The following fields display on the View Reports Search Results page. For more information on each field, select the appropriate hyperlink.

Rpt Id
Rpt Name
Rpt Level
Rpt Ctgry
Rpt File Size
Rpt Dt/Time
Rpt Owner
Rpt Status
Remarks

Procedure

To select a Form/Report to view:

All fields with an underscore are sort fields to help you view results returned from the database.

Note

The RPTID provides identification for the report and how often a report is generated. For example, the "R" in RPTID WPHRR0102R reflects the report is Requested.

The following is a listing of **RPTID** codes:

- **A – Annual**
- **D – Daily**
- **M – Monthly**
- **Q – Quarterly**
- **R – Requested**
- **S – Semi – Annual**
- **W – Weekly**

1. To view the most recent version of a report select RPTID hyperlink.
2. If you want to Delete a report select the RPT Name hyperlink.
3. Refresh will refresh the page and Cancel returns you to previous page.

Note

Multiple rows may be returned, but only one can be viewed at a time.

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
83 — Unexpected error encountered, contact DPAS Help Desk for assistance.	Contact the DPAS Call Center

Related Topics

- View Reports Search Criteria
- View Reports Details
- View Reports Results
- View Reports Delete

PageID Ref: WFUTR25_02

Inquiry Search Criteria

Overview

Note

In this section of DPAS Help you will find the most important functions of creating, saving and exporting a basic inquiry. While we have not described every detail related to the functionality of each inquiry, we are providing you with the basic steps necessary to utilize the various inquiries available.

DPAS provides you with the ability to search for information and create inquiries based on your requirements. You can retrieve assets and associated information which is important in the management of your property book.
A series of pre-defined inquiries is available for you to choose from. In addition, each Agency is provided the option to request site specific Agency Pre-defined inquiries added to the DPAS Inquiry menu.
Inquiries initiated by you are the most common generated. Your access to information varies based by your role and permissions in the DPAS application.
The benefits of Inquiries include the following:

- You are able to customize your search criteria to create inquiries to meet your specific requirements for information. You can create a simple query or more complex, dynamic queries.
- You can select additional fields to display and determine the field (column) order for the results.
- View detail query pages and associated attachments for the asset. Attachments supported are jpg, jpeg, gif, and pdf files.
- Utilize an Agency Pre-defined Inquiry.
- Make use of the Inquiry Extract Viewer to select output format.
- Save or Export (MS Excel, Adobe PDF or MS Word) an Inquiry.
- Save your queries to use at a later time using My Queries.
- Create and save Field Selection lists to use at a later time using My Selection.

The two Inquiry types displayed on the Search Criteria page are:

- **Dynamic Search Criteria** - Offers search criteria fields in a drop-down list so you can choose only those fields which are necessary for your search.
- **Static Search Criteria** – The search criteria fields display on the page in a table. You complete only those fields which are necessary for your search.

If you use a search criteria repeatedly, you may choose to save it in My Queries. This allows you to save and reuse inquiry search criteria.

Navigation

Inquiries > Search Criteria

Page Fields

The following fields display on the Inquiry Search Criteria page.

Fields vary based on Inquiry selected.

Helpful Tip

A variety of inquiries require you to complete mandatory fields. An asterisk (*) identifies mandatory fields.

Procedures

To Create a Dynamic Search Criteria:

You are able to customize the search criteria for your inquiry. The most common options available on the page to create your query are:

- **Available Field(s)** drop-down list – The list of fields available to use as search criteria
- **Operands**: Equal (=), Not Equal, Less Than (<), Less Than or Equal To (<=), Greater Than (>), Greater Than or Equal To (>=), Like. The LIKE operand, if available, can be used for a wildcard search.
- **Search Value** entry options:
    - Drop-down list of available options
    - Text entry fields
    - Calendar tool () for date values

Example of Creating a Dynamic Search Criteria:

Note

The query you select determines the Available Field options accessible to create your search criteria. In some cases, your UIC may be displayed. Verify the UIC prior to making any selections on the page. Line one of Available Field(s) may be populated for you and you can modify the Operands and Search Value(s).

1. On the first available line of the **Available Field(s)**, select the drop-down list and make a selection or accept the default displayed.

2. The **Operands** field automatically populates with the equal (=) operator. Accept the Operand displayed or modify the Operand for your search criteria by selecting the drop-down list. Operands – (Equal (=), Not Equal, Less Than (<), Less Than or Equal To (<=), Greater Than (>), Greater Than or Equal To (>=), Like). The LIKE operator, if available, and can be used for a wildcard search.
3. Enter the **Search Value(s)** to construct your search criteria. Use the available drop-down list or text entry field to enter the Search Value. To help further refine your search criteria, a 📅 may be displayed on the page to select a date criterion for your query. To retrieve a field equal to space, a space must be entered by the space bar.

Helpful Tip

After your Search Criteria is entered, you can select the **Enter** or **Tab key** to generate additional Field Selection(s).

4. Select **Fields** to display the Field Selection page or **Reset** to clear the page.

Note

If the error message **"No record(s) match search criteria"** displays, you can modify/remove your selection. To remove a **"Select an Item"**, select the option chosen and pick the **"Remove Filter Category"** option. The page resets and you can make another selection.

To Create a Static Search Criteria:

The Static Search Criteria page lists fields related to the Inquiry selected. You can choose one or a combination of values to conduct the search. In some cases, your UIC may be displayed. Verify the UIC prior to making any selections on the page. The most common options available on the page to create your query are:

- **Fields** - Based upon the Inquiry selected the options on the page vary
- **Operands** – (Equal (=), Not Equal, Less Than (<), Less Than or Equal To (<=), Greater Than (>), Greater Than or Equal To (>=), Like). The LIKE operator, if available, and can be used for a wildcard search.
- **Search Value** entry options:
  - Drop-down list of available options
  - Text entry fields
  - Calendar tool (📅) for date values

Helpful Tip

Some inquiries allow you to search without any search criteria. It is recommended you enter a search criteria to further refine your search.

Example of Creating a Static Search Criteria:

1. Choose the logical operator that corresponds with the field you wish to use as a filter.
2. Enter the Search Value(s) to construct your search criteria. Use the available drop-down list or text entry field to enter the Search Value. To help further refine your search criteria, a 📅 may be displayed on the page to select a date criterion for your query. To retrieve a field equal to space, a space must be entered by the space bar.
3. Select **Search** to display the Search Results page or **Reset** to clear the page.

To Add, Use, Update and Delete My Queries Entries:

To Add My Queries:

Saving inquiries you have created to use at a later date is a time saving tool provided within Inquiries. The **New Query** allows you to save a new favorite inquiry that has not been previously saved or added. It is important to remember, adding "My Queries" are saved by the individual Web DPAS menu option you selected.

For example, an Asset Management > Custodian My Queries you created cannot be accessed from the Inventory Search Criteria page.

1. Select **New Query** on the Search Criteria page. The page refreshes and displays **Add Query** and **Cancel Query**.
2. Enter a descriptive name for the new inquiry into the My Queries text field.

Note

When you are creating My Queries, remember to construct a name with a description that is meaningful. Form a name that includes the purpose of the query.

Example: Asset Custodian Query or AllAssetsBldg20

3. Construct your inquiry utilizing the following most common options available on the page:

- **Fields and Available Field(s)** drop-down list
- **Operands** – Equal (=), Not Equal, Less Than (<), Less Than or Equal To (<=), Greater Than (>), Greater Than or Equal To (>=), Like
- **Search Values** using:
    - Fields drop-down list
    - Search Value(s)
    - Calendar Tool [cal icon] for date values

4. Select Add Query to save the query or choose Cancel Query to return to the New Query status. Once the Add Query is selected, the page refreshes and the Update Query and Delete Query display.
5. Select Fields to display Field Selection page or Search to display Search Results page.

To Use a My Queries Entry:

1. On the Search Criteria page, select the My Queries drop-down list to choose a saved query to display. The page refreshes and displays New Query, Update Query and Delete Query .
2. At this time you saved criteria displays. You can add another filter to your inquiry. Select the logical operator and enter your search criteria.
3. Select Fields to display Field Selection page or Search to display Search Results page.
4. Choose Reset to clear the page.

To Update a My Queries Entry:

1. Select the saved My Queries entry from the drop-down list. The page refreshes and the New Query, Update Query, and Delete Query options display.
2. At this time you can update or use your saved My Queries entry. On the page, you have the following options:

- For Dynamic Inquiries, you can use "**Enter**" or "**Tab**" key to generate additional Available Field(s) or Remove Available Field(s).
- Modify Operands – (Equal (=), Not Equal, Less Than (<), Less Than or Equal To (<=), Greater Than (>), Greater Than or Equal To (>=), Like). The LIKE operator, if available, can be used for a wildcard search.

- Modify or Remove Search Value(s).

3. If adjustments are made to the query, select the **Update Query** to save your modifications.
4. Select **Fields** to display Field Selection page or **Search** to display Search Results page.
5. Choose **Reset** to clear the page.

To Delete a My Queries Entry:

1. Choose the My Queries drop-down list to select the saved query to delete. The page refreshes and the **New Query**, **Update Query**, and **Delete Query** options are displayed.

   Note

   Selecting **Delete Query** immediately deletes the query.

   To remove the query, select **Delete Query**.
2. Select **Fields** to display Field Selection page or **Search** to display Search Results page.
3. Choose **Reset** to clear the page.

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. Use ⊞ **Instructions** located at the top left of the page for additional assistance.

Error	Solution
Mandatory Entry: Available Field(s) and Operands.	No data is entered.
Mandatory Entry: Available Field(s).	No data is entered in the Available Field(s) but an operand is selected.
Saved Inquiry already exists.	Inquiry already exists.
Must enter =, >,<, >=, <=, <>, or Like.	Value entered and no operand is selected.

No record(s) match search criteria.	Results for the search criteria you entered do not exist, you are logged into the wrong ACTBL UIC/UIC, or you do not have security access.

Related Topics

- Inquiry Field Selection
- Inquiry Search Results
- View Inquiry Extract

View the Details of the Asset Preventive Maintenance Schedule

Overview

The Asset Preventive Maintenance Schedule Inquiry Detail page displays the complete preventive maintenance schedule record of the selected asset.

Navigation

> Inquiries > Maintenance > Asset Prvn Maint Sch > Inquiry Search Criteria > **Show Inquiry** > Inquiry Search Results > Asset Row > Asset Preventive Maintenance Schedule Inquiry Detail page

Page Fields

The following fields display on the **Asset Preventive Maintenance Schedule Inquiry Detail** page. For more information on each field, select the appropriate hyperlink.

Asset Preventive Maintenance Inquiry — Basic Detail

Maint Activity

Equip Pool

Asset Id

Stock Nbr

Serial Nbr

Item Desc

Location

UII

DOD Serial Nbr

Do Not Sched - If Asset Not In Use

Asset Sts Cd

Do Not Sched - Saturday / Sunday

Plan Type Cd

Priority

Plan Name

Maint Team Name

Plan Desc

Maint Loc

Occurrence Cd

Util Measure Cd

Recurring Method Cd

Recurring XML

Schedule Mthd
Susp Until Dt
Susp Until Util Qty
Days Before Sched Dt
Sched Before Util Qty
Frequency
Util Qty Frequency
Interval
Set Sched Dt
Set Sched Util Qty
Last Maint Dt
Last Util Qty
Sched Eff Dt
Estbd Dt
Estbd By
Last Activity Dt
Last Updtd By

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
⏮	Return to the first page of results.
◀	Return to the previous page of the results.
1	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
of7	Display how many pages retrieved.
▶	Advance to the next page of the results.
⏭	Advance to the last page of results.
100% ▾	Change the size of the characters displayed on the page.

☐ Find | Next	Find data within the Results page.
💾 ▾	Select the format to Export the report.

Procedures

DPAS Navigation Helpful Tips

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

Export the Asset Preventive Maintenance Schedule Detail page to a Printable Application

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

1. Select 💾 ▾ to choose the print format (Excel, PDF, or Word). *The procedure leaves the application based on the selection made.*
2. Follow the prompts provided by the computer.
3. Select Cancel to return to the **Search for Asset Preventive Maintenance Schedule Inquiry — Criteria** page.

Search the Results

1. Select the empty field ☐ Find | Next.
2. Enter the characters or words to search. *Entries are not case sensitive.*
3. Select Find to search for the entry. *The entry appears highlighted in the file.*
4. Select Next to find the next matching value. *This feature is available if multiple results are found.*

Common Errors

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

Error	Solution
No Common Errors available for this process.	

Related Topics

- Search for Asset Preventive Maintenance Schedule Inquiry — Criteria
- Search for Asset Preventive Maintenance Schedule Inquiry — Results

— — View the Details of the Asset Preventive Maintenance Schedule — —

- Select Fields for the Asset Preventive Maintenance Schedule Inquiry
- View the Transaction Status of the Asset Preventive Maintenance Schedule Inquiry

Select Fields for the Asset Preventive Maintenance Schedule Inquiry

Overview

The Asset Preventive Maintenance Schedule Inquiry Field Selection page provides the ability to accept or modify the default data fields for the query. The column order is changed by dragging the Field Name up or down the grid. The field at the top of the list will determine the sort sequence.

Navigation

Inquiries > Maintenance > Asset Prvn Maint Sch > Asset Prvn Maint Sched Inquiry Search Criteria > **Fields** > Asset Prvn Maint Sched Inquiry Fields Selection page

Page Fields

The following fields display on the **Asset Prvn Maint Sched Inquiry Field Selection** page. For more information on each field, select the appropriate hyperlink.

Field Selection

Extract Excel File

Extract ID

Extract Text, Comma Separated File

Privacy Type

My Selections

Field Name Grid

Maint Activity

Equip Pool

Asset Id

Item Desc

Location

Plan ID

Plan Name

Plan Desc

Plan Type Cd

Occurrence Cd

Set Sched Dt

Last Maint Dt

Recurring Method Cd

Schedule Mthd

Last Util Qty

Total Util Qty

Util Measure Cd

Optional

ACC

Acq Pgm Desc

Acq Pgm Name

APO Name

Asset Sts Cd

Custodian Name

Custodian Nbr

Days Before Sched Dt

DOD Serial Nbr

Equip Grp Cd

Frequency Cd

FSC

Include Weekend

Interval

LIN/TAMCN

Maint Loc

Maint Team Desc

Maint Team Name

Mfr Name

Mfr Part Nbr

Mfr Model Nbr

Not In Use

Owning UIC

Priority Cd

Sched Before Util Qty

Sched Eff Dt

Serial Nbr

Set Sched Util Qty

Stock Nbr

Susp Until Dt

Susp Until Util Qty

Type Dsg Desc
Type Dsg Group Cd
Type Dsg Name
UII
Util Svc Life
Vehicle Grp Cd
Vehicle Type Cd

Procedures

DPAS Navigation Helpful Tips

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

Choose the Extracted Inquiry File Details

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

1. Select Fields. *The* ***Field Selection*** *page appears.*
2. **Choose the desired file type:**
   - Click ○ to select Extract Excel File. *The extracted file on the* ***View Inquiry Extract*** *page is an .XLS file.*

     OR

     Click ○ to select Extract Text, Comma Separated File. *The extracted file on the* ***View Inquiry Extract*** *page is a .CSV file.*
3. Enter a unique identifier in the Extract ID field provided. *This adds the identifier to the link on the* ***View Inquiry Extract*** *page, and does not change the file name.*
4. Use ⌄ to select the Privacy Type.

Use a Predetermined Choice of Fields

Select ⌄ to display the **My Selections** list.

Modify the Fields Used for the Inquiry

Selecting Cancel *at any point of this procedure removes all revisions and closes the page, whereas selecting* Reset *returns all fields to the default*

"All" setting.

1. Select **Fields**. *The **Field Selection** page appears.*
2. Select the fields required for the inquiry. *The first 17 fields are automatically selected.*

> **Note**
>
> The number of fields selected determines the amount of data returned from the database. The more data returned, the longer the inquiry takes.

- Verify the Maint Activity Name contains the appropriate ☑ or ☐.
- Verify the Equip Pool Name contains the appropriate ☑ or ☐.
- Verify the Asset Id contains the appropriate ☑ or ☐.
- Verify the Item Desc contains the appropriate ☑ or ☐.
- Verify the Location contains the appropriate ☑ or ☐.
- Verify the Plan Id contains the appropriate ☑ or ☐.
- Verify the Plan Name contains the appropriate ☑ or ☐.
- Verify the Plan Type Cd contains the appropriate ☑ or ☐.
- Verify the Occurrence Cd contains the appropriate ☑ or ☐.
- Verify the Set Sched Dt contains the appropriate ☑ or ☐.
- Verify the Last Util Qty contains the appropriate ☑ or ☐.
- Verify the Total Util Qty contains the appropriate ☑ or ☐.
- Verify the Util Measure Cd contains the appropriate ☑ or ☐.
- Click ☐ to select the ACC.
- Click ☐ to select the Acq Pgm Desc.
- Click ☐ to select the Acq Program Name.
- Click ☐ to select the APO Name.
- Click ☐ to select the Asset Sts Cd.
- Click ☐ to select the Custodian Name.
- Click ☐ to select the Custodian Nbr.
- Click ☐ to select the Days Before Sched Dt.

- Click ☐ to select the DOD SERIAL NBR.
- Click ☐ to select the EQUIP GRP CD.
- Click ☐ to select the FREQUENCY CD.
- Click ☐ to select the FSC.
- Click ☐ to select the Include Weekend.
- Click ☐ to select the Interval.
- Click ☐ to select the LIN/TAMCN.
- Click ☐ to select the MAINT LOC.
- Click ☐ to select the MAINT TEAM DESC.
- Click ☐ to select the MAINT TEAM NAME.
- Click ☐ to select the MFR NAME.
- Click ☐ to select the MFR PART NBR.
- Click ☐ to select the MFR MODEL NBR.
- Click ☐ to select the Not In Use.
- Click ☐ to select the OWNING UIC.
- Click ☐ to select the PRIORITY CD.
- Click ☐ to select the SCHED BEFORE UTIL QTY.
- Click ☐ to select the SCHED EFF DT.
- Click ☐ to select the SERIAL NBR.
- Click ☐ to select the SET SCHED UTIL QTY.
- Click ☐ to select the STOCK NBR.
- Click ☐ to select the SUSP UNTIL DT.
- Click ☐ to select the SUSP UNTIL UTIL QTY.
- Click ☐ to select the TYPE DSG DESC.
- Click ☐ to select the TYPE DSG GRP CD.
- Click ☐ to select the TYPE DSG NAME.
- Click ☐ to select the UII.
- Click ☐ to select the UTIL SVC LIFE.
- Click ☐ to select the VEHICLE GRP CD.

- Click ☐ to select the VEHICLE TYPE CD.

3. Select **Show Inquiry** for small volumes of data. *The* ***Search for Asset Preventive Maintenance Schedule Inquiry — Results*** *page appears.*

   OR

   Select **Submit** for large volumes of data. *The* ***Transaction Status of the Asset Preventive Maintenance Schedule Inquiry*** *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
No Common Errors available for this process.	

Related Topics

- Search for Asset Preventive Maintenance Schedule Inquiry — Criteria
- Search for Asset Preventive Maintenance Schedule Inquiry — Results
- View the Details of the Asset Preventive Maintenance Schedule
- View the Transaction Status of the Asset Preventive Maintenance Schedule Inquiry
- My Selections

Search for Asset Preventive Maintenance Schedule Inquiry — Criteria

Overview

The Maintenance and Utilization (M&U) module Asset Preventive Maintenance Schedule Inquiry process provides the ability to search for Preventive Maintenance Schedules that have been configured for a particular Asset Id.

Navigation

Inquiries > Maintenance > Asset Prvn Maint Sch > Asset Prvn Maint Sched Inquiry Search Criteria page

Page Fields

The following fields display on the **Asset Preventive Maintenance Schedule Inquiry Search Criteria** page. For more information on each field, select the appropriate hyperlink.

My Queries

My Queries

Search Criteria

Available Field(s)

Operands

Search Value(s)

Procedures

DPAS Navigation Helpful Tips

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

Create an Inquiry about a Preventive Maintenance Schedule for an Asset

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

1. Choose which Available Field(s) to use in the search.
   A. *The first Available Field(s) option (Maint Activity Name) automatically populates and is not editable.*
   B. Use ⌄ to select the second desired Available Field.

Note

> Select **Fields** to modify the fields used in the inquiry. *The Fields Selection page opens.*

2. Choose which Operands to use in the search.
   A. *The first Operands option (=) automatically populates and is not editable.*
   B. Use ⌄ to select the second desired Operands.
3. Choose which Search Value(s) to use in the search.
   A. *The first Search Value(s) option (the activity name associated with the accessed user ID) automatically populates and is not editable.*
   B. Enter the second desired Search Value in the field provided.
4. Select **Show Inquiry** to display the Search Results.

Revise the Fields for the Inquiry

Select **Fields** to display the **Fields Selection for Asset Preventive Maintenance Schedule Inquiry** page.

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: *Available Field(s) and Operands*.	Missing Entry. No data was entered. Enter the appropriate information in the desired field.
102 – Saved Inquiry already exists. Select Update Query or Delete Query.	Invalid Entry. The inquiry already exists in the database. Use the existing inquiry, or select **Update Query** to revise the existing query.

Related Topics

- Search for Asset Preventive Maintenance Schedule Inquiry — Results
- Select Fields for the Asset Preventive Maintenance Schedule Inquiry
- View the Details of the Asset Preventive Maintenance Schedule
- View the Transaction Status of the Asset Preventive Maintenance Schedule Inquiry
- Add My Inquiry

Search for Asset Preventive Maintenance Schedule Inquiry — Results

Overview

The Asset Preventive Maintenance Schedule Inquiry Results page provides the ability to view the search results, and save them in different formats.

Navigation

Inquiries > Maintenance > Asset Prvn Maint Sch > Inquiry Search Criteria > **Show Inquiry** > Inquiry Search Results page

Page Fields

The following fields display on the **Asset Preventive Maintenance Schedule Inquiry Search Results** page. For more information on each field, select the appropriate hyperlink.

Search Results Grid

Maint Activity Name

Equip Pool Name

Asset Id

Item Desc

Location

Plan Id

Plan Name

Plan Desc

Plan Type Cd

Occurrence Cd

Set Sched Dt

Last Maint Dt

Recurring Method Cd

Schedule Mthd

Last Util Qty

Total Util Qty

Utilization Measure Cd

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function

⏮	Return to the first page of results.
◀	Return to the previous page of the results.
1	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
of7	Display how many pages retrieved.
▶	Advance to the next page of the results.
⏭	Advance to the last page of results.
100% ▾	Change the size of the characters displayed on the page.
☐ Find | Next	Find data within the Results page.
💾▾	Select the format to Export the report.

Procedures

DPAS Navigation Helpful Tips

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

Export the Asset Preventive Maintenance Schedule Inquiry Results page to a Printable Application

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

1. Select 💾▾ to choose the print format (Excel, PDF, or Word). *The procedure leaves the application based on the selection made.*
2. Follow the prompts provided by the computer.
3. Select Cancel to return to the **Search for Asset Preventive Maintenance Schedule Inquiry — Criteria** page.

Search the Results

1. Select the empty field ☐ Find | Next.
2. Enter the characters or words to search. *Entries are not case sensitive.*

3. Select Find to search for the entry. *The entry appears highlighted in the file.*
4. Select Next to find the next matching value. *This feature is available if multiple results are found.*

View the Asset Preventive Maintenance Schedule Detail

Select the desired Asset Preventive Maintenance Schedule row. *The **Asset Preventive Maintenance Inquiry — Basic Detail** 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
No Common Errors available for this process.	

Related Topics

- Search for Asset Preventive Maintenance Schedule Inquiry — Criteria
- Select Fields for the Asset Preventive Maintenance Schedule Inquiry
- View the Details of the Asset Preventive Maintenance Schedule
- View the Transaction Status of the Asset Preventive Maintenance Schedule Inquiry

View the Asset Preventive Maintenance Schedule Inquiry Transaction Status

Overview

The Asset Preventive Maintenance Schedule Inquiry Transaction Status page displays a verification of the inquiry performed.

Navigation

Inquiries > Maintenance > Asset Prvn Maint Sch > Asset Prvn Maint Sched Inquiry Search Criteria > **Fields** > Asset Prvn Maint Sched Inquiry Fields Selection > **Submit** > Transaction Status page

Page Fields

The following fields display on the **Asset Prvn Maint Sched Transaction Status** page. For more information on each field, select the appropriate hyperlink.

Status
Action Required
Details

Procedure

DPAS Navigation Helpful Tips

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

The Transaction Status offers the following options:

- Select **Print** to print a report of the transaction. *The **Search for Asset Preventive Maintenance Schedule Inquiry — Results** page appears.*
- Select **Search Criteria** to return to the **Search for Asset Preventive Maintenance Schedule Inquiry — Criteria** page.

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
83 — Unexpected error	Contact the DPAS Call Center

encountered, contact DPAS Help Desk for assistance.

Related Topics

- Search for Asset Preventive Maintenance Schedule Inquiry — Criteria
- Search for Asset Preventive Maintenance Schedule Inquiry — Results
- Select Fields for the Asset Preventive Maintenance Schedule Inquiry
- View the Details of the Asset Preventive Maintenance Schedule

Inquiry Detail Page

Overview

The Inquiry Detail page displays the DPAS record of the asset selected.

Navigation

Inquiries > Search Criteria > Search Results
or
Inquiries > Search Criteria > Field Selection > Search Results

Page Fields

The following fields display on the Inquiry Detail page.

Fields vary based on Inquiry selected.

Procedures

To View Detail page:

> **Note**
>
> Use Back button to return to previous page.

1. The Detail page is **VIEW ONLY**, you can review the basic information for the record selected on the page.
2. To return to the Search Criteria page, Select Cancel.

Common Errors

No common errors have been identified for this page.

Related Topics

- Inquiry Search Criteria
- Inquiry Field Selection
- Inquiry Search Results
- View Inquiry Extract

Inquiry Field Selection

Overview

This page can be grouped into four sections:

- **Extract Report** - Output options including Extract file type, Extract Id (Name) and Privacy Type options (Used when creating an Inquiry Extract)
- **My Selections** – Allows you to save and use previously created Field Slection Lists.
- **Field Selection List** – Displays all data elements available for viewing
- **Action Buttons** – Used to complete the process: Show Inquiry, Submit, Reset and Cancel.

On the Inquiry Field Selection page you have the option to accept the default data fields for your query or modify the individual checkbox(s). You can also reorganize the column header order simply by dragging the Field Name up and down. The field at the top of the list will determine the sort sequence.

Inquiries can be viewed immediately by choosing **Show Inquiry** (used for smaller search results, displays a maximum of 5,000 records) or can be saved as a data extract by choosing **Submit** (used for larger search results). The data extract can create files in the following formats:

- **Extract Excel File** – Creates a .xls Excel spreadsheet.
- **Extract Text, Comma Separated File** – Creates a .csv Comma Separated value(CSV), flat text file for import into other applications.

Helpful Tip

Data Extract Inquiries are access by navigating to Inquiries > View Data Extract and are automatically deleted after 30 days.

On the Field Selection page you can also determine if the Data Extract Inquiry you are creating is Private or Shared.

- **Private** – only the creator is able to download this inquiry
- **Shared** – anyone with the appropriate level of access can download this inquiry

Navigation

Inquiries > Search Criteria > Field Selection

Page Fields

The following fields display on the Inquiry Field Selection page. For more information on each field, select the appropriate hyperlink.

Extract Excel File
Extract Text, Comma Separated File
Extract Id
Privacy Type

Select/Deselect
Field
Field Description

Procedures

To Select the Extract Excel File radio button:

> **Note**
>
> The Extract Excel File radio button is optional. Accepting the radio button creates an Excel .xls spreadsheet.

1. Accept the Extract Excel File radio button to create a .xls spreadsheet or modify the radio button to Extract Text, Comma Separated File – .csv flat text file for import into other applications.
2. You have the option to enter an Extract Id user-defined name that displays on the **Inquiry > View Inquiries Extract** page. It is recommended you enter a customized name to distinguish between multiple inquiries of the same name.
3. The Privacy Type default is Private. To save the query to allow anyone with the appropriate level of access to download, select the drop-down list and change to Shared.

To Modify the Default Field Selection List:

1. Choose the fields to display by selecting individual checkbox(s) or using the Select/Deselect header checkbox to toggle all checkboxes. Keep in mind, the number of Fields selected determines the amount of data returned from the database.

> **Note**
>
> You can select any "Field" name and drag the name up or down to modify the display order. The field at top will be the sort order of the inquiry.

2. For small volumes of data, select **Show Inquiry** or for large volumes of data choose **Submit**.
3. Select **Reset** to set default "**Fields**" selection(s) OR select **Cancel** to return to Search Criteria page.

To Add, Use, Update and Delete My Selections List:

To Add a My Selections List:

1. Field Selections can be saved as a favorite query by selecting **New Selection List**. The page refreshes and displays **Add Selection List** and **Cancel Selection**.
2. Enter your descriptive name for the New Selection List in the My Selections field.
3. Select **Add Selection List**.
4. To process your selections **Show Inquiry** for a small number of data or **Submit** for large amount of data. To cancel the New Selection List select **Cancel Selection**.
5. Select **Reset** to return the fields to their default selection or **Cancel** to return to Search Criteria page.

To Use a My Selections List:

1. Select the My Selections drop-down list and make a selection of a saved list.
2. The selection list check boxes will be populated and the field order set as saved.
3. Continue with the inquiry.

To Update a My Selections List:

1. Select the My Selections drop-down list and choose a saved Selections List.
2. You can select or deselect individual checkbox(s) to update your Field Selection List to display or export. The Select/Deselect header checkbox selects or removes all fields displayed.

Helpful Tip

Select any "Field" name and drag it up or down to update the field order. The field name at the top will be the sort order of the inquiry.

3. To update the Selection List, select **Update Selection List**.
4. To process your update **Show Inquiry** for a small number of data or **Submit** for large amount of data.
5. Select **Reset** to return the fields to their default selection or **Cancel** to return to Search Criteria page.

To Delete a My Selections List:

1. Select the My Selections drop-down list and choose the Selections List to delete.
2. Choose **Delete Selection List** to remove the My Selections List.
3. Select **Reset** to return the fields to their default selection or **Cancel** to return to Search Criteria page.

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. Use ⊞ **Instructions** located at the top left of the page for additional assistance.

Error	Solution
Entry must be alphanumeric with supported special character(s) "-" and "_ ".	Only enter supported characters in the Extract Id field.
You must choose at least 1 field before showing the query.	Select at least one field to be displayed in the results using the check boxes in the Select column.

Related Topics

- Inquiry Search Criteria
- Inquiry Search Results
- View Inquiry Extract

View the Details of the Maintenance Asset

Overview

The Maintenance Asset Inquiry Detail page displays the complete maintenance record of the selected asset.

Navigation

> Inquiries > Maintenance > MAINT Asset > Search Criteria > **Show Inquiry** > Search Results > Asset Row > Maintenance Asset Inquiry Detail page

Page Fields

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

Maintenance Asset Inquiry — Basic Detail

Site Id
Actbl UIC
UIC
Process Action
Stock Nbr
Serial Nbr
Item Desc
Asset Status
Asset Id
Custodian Nbr
Lot Nbr
Expr Dt
Qty
Total Cost
Loc
Sub Loc
Acq Cost
Avg Unit Cost
Acq Dt
Rcpt Dt
Origl In Svc Dt
Retirement / Dspsl Dt
Cond Cd

Asset Level Cd

Asset Cd

Asset Sts Cd

Embedded Cost

HA Asset Id

Sys Id

Action Cd

Catalog Pilferable

Asset Pilferable

Non-Actbl

Owng Cost Center

Owng Cost Center Desc

Rcpt Doc Nbr

Rcvd By

Estbd Dt

Estbd By

Last Activity Dt

Last Updtd By

Cause of Suspt Loss

Suspt Loss Sts Cd

UII

Remarks

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
⏮	Return to the first page of results.
◀	Return to the previous page of the results.
1	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
of7	Display how many pages retrieved.
▶	Advance to the next page of the results.

▶|	Advance to the last page of results.
100% ▾	Change the size of the characters displayed on the page.
☐ Find | Next	Find data within the Results page.
💾 ▾	Select the format to Export the report.

Procedures

DPAS Navigation Helpful Tips

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

Export the Maintenance Asset Detail page to a Printable Application

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

1. Select 💾 ▾ to choose the print format (Excel, PDF, or Word). *The procedure leaves the application based on the selection made.*
2. Follow the prompts provided by the computer.
3. Select Cancel to return to the **Search for Maintenance Asset Inquiry — Criteria** page.

Search the Results

1. Select the empty field ☐ Find | Next.
2. Enter the characters or words to search. *Entries are not case sensitive.*
3. Select Find to search for the entry. *The entry appears highlighted in the file.*
4. Select Next to find the next matching value. *This feature is available if multiple results are found.*

Common Errors

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

Error	Solution
No Common Errors available for this process.	

Related Topics

- Search for Maintenance Asset Inquiry — Criteria
- Search for Maintenance Asset Inquiry — Results
- Select Fields for the Maintenance Asset Inquiry
- View the Transaction Status of the Maintenance Asset Inquiry
- Add My Inquiry
- My Selections

Select Fields for the Maintenance Asset Inquiry

Overview

The Maintenance Asset Inquiry Field Selection page provides the ability to accept or modify the default data fields for the query. The column order is changed by dragging the Field Name up or down the grid. The field at the top of the list will determine the sort sequence.

Navigation

Inquiries > Maintenance > MAINT Asset > Search Criteria > Fields > MAINT Asset Inquiry Fields Selection page

Page Fields

The following fields display on the **MAINT Asset Inquiry Field Selection** page. For more information on each field, select the appropriate hyperlink.

Field Selection

Extract Excel File

Extract ID

Extract Text, Comma Separated File

Privacy Type

My Selections

Field Name Grid

Asset Id

Item Desc

Maint Mgt Cd

Location

Initial Dt Profiled

UIC

UIC Name

Maint Activity Name

Equip Pool

Dispatch Cd

FAST Rptbl

Vehicle Grp Cd

Vehicle Type Cd

Utilization Measure Cd

Optional

Accumd Deprn

Acq Pgm Desc

Acq Pgm Name

Activation Dt

Activity Cd

Address 1

Address 2

APO Address 1

APO Address 2

APO City

APO Country

APO E-mail

APO Name

APO Office Id

APO Office Name

APO Phone Nbr

APO State

APO ZIP Cd

ARC

Asset Level Cd

Asset Sts Cd

CAGE Cd

City

CLIN

Cond Cd

Country Cd

Custodian Name

Custodian Nbr

Deprn Cost Center

Deprn Period

Dispatch Ctgry

Dispatch Unavl Cd

Disposition Type Action Cd

Dmil Cd

DOD Serial Nbr

DSN
E-Mail Address
ECC
Fndng Cost Center
Haz Mat Cd
IT Device Cd
Last Maint Dt
Lease Cd
Lease End Dt
Lease Start Dt
LIN/TAMCN
LIN/TAMCN Desc
Loan Cd
Loan End Dt
Loan Start Dt
Location Withheld
Maint Grp
Maint Loc
Mfr Name
Mfr Part Nbr
Mfr Model Nbr
Mfr Yr
Min Obj Percent
Obj Percent Util
Office Id
Office Name
Origl In Svc Dt
Owng Cost Center
Petroleum Dedicated
Phone Nbr
Plan Desc
Plan ID
Plan Name
PO Nbr
Possible Days Used
Precious Mtl Cd

Retirement / Dspsl Dt

Serial Nbr

SPIIN

State

Stock Nbr

Sub Ctgry

Sub Custodian Nbr

Sub Loc

Total Cost

Type Action

Type Dsg Name

UII

Util Svc Life

Yr Service Life

ZIP Cd

Procedures

DPAS Navigation Helpful Tips

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

Choose the Extracted Inquiry File Details

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

1. Select Fields. *The* ***Field Selection*** *page appears.*
2. **Choose the desired file type:**
   - Click ○ to select Extract Excel File. *The extracted file on the* ***View Inquiry Extract*** *page is an .XLS file.*

     OR

     Click ○ to select Extract Text, Comma Separated File. *The extracted file on the* ***View Inquiry Extract*** *page is a .CSV file.*
3. Enter a unique identifier in the Extract ID field provided. *This adds the identifier to the link on the* ***View Inquiry Extract*** *page, and does not change the file*

name.

4. Use ⌄ to select the Privacy Type.

Use a Predetermined Choice of Fields

Select ⌄ to display the **My Selections** list.

Modify the Fields Used for the Inquiry

Selecting **Cancel** *at any point of this procedure removes all revisions and closes the page, whereas selecting* **Reset** *returns all fields to the default "All" setting.*

1. Select **Fields**. *The **Field Selection** page appears.*
2. Select the fields required for the inquiry. *The first 14 fields are automatically selected.*

Note

The number of fields selected determines the amount of data returned from the database. The more data returned, the longer the inquiry takes.

- Verify the Asset Id contains the appropriate ☑ or ☐.
- Verify the Item Desc contains the appropriate ☑ or ☐.
- Verify the Maint Mgmt Cd contains the appropriate ☑ or ☐.
- Verify the Location contains the appropriate ☑ or ☐.
- Verify the Initial Dt Profiled contains the appropriate ☑ or ☐.
- Verify the UIC contains the appropriate ☑ or ☐.
- Verify the UIC Name contains the appropriate ☑ or ☐.
- Verify the Maint Activity Name contains the appropriate ☑ or ☐.
- Verify the Equip Pool Name contains the appropriate ☑ or ☐.
- Verify the Dispatch Cd contains the appropriate ☑ or ☐.
- Verify the FAST Rpbl contains the appropriate ☑ or ☐.
- Verify the Vehicle Grp Cd contains the appropriate ☑ or ☐.
- Verify the Vehicle Type Cd contains the appropriate ☑ or ☐.

- Verify the UTIL MEASURE CD contains the appropriate ☑ or ☐.
- Click ☐ to select the ACCUMD DEPRN.
- Click ☐ to select the ACQ PGM DESC.
- Click ☐ to select the ACQ PROGRAM NAME.
- Click ☐ to select the ACTVN DT.
- Click ☐ to select the ACTIVITY CD.
- Click ☐ to select the Address 1.
- Click ☐ to select the Address 2.
- Click ☐ to select the APO Address 1.
- Click ☐ to select the APO Address 2.
- Click ☐ to select the APO City.
- Click ☐ to select the APO Country.
- Click ☐ to select the APO E-MAIL.
- Click ☐ to select the APO Name.
- Click ☐ to select the APO Office ID.
- Click ☐ to select the APO Office Name.
- Click ☐ to select the APO PHONE NBR.
- Click ☐ to select the APO State.
- Click ☐ to select the APO ZIP CD.
- Click ☐ to select the ARC.
- Click ☐ to select the ASSET LVL CD.
- Click ☐ to select the ASSET STS CD.
- Click ☐ to select the CAGE CD.
- Click ☐ to select the City.
- Click ☐ to select the CLIN.
- Click ☐ to select the COND CD.
- Click ☐ to select the Country CD.
- Click ☐ to select the Custodian Name.
- Click ☐ to select the CUSTODIAN NBR.

- Click ☐ to select the Deprn Cost Center.
- Click ☐ to select the Deprn Prd.
- Click ☐ to select the Dispatch Ctgry.
- Click ☐ to select the Dispatch Unavl Cd.
- Click ☐ to select the Disposition Type Action Cd.
- Click ☐ to select the Dmil Cd.
- Click ☐ to select the DOD Serial Nbr.
- Click ☐ to select the DSN.
- Click ☐ to select the E-Mail Address.
- Click ☐ to select the ECC.
- Click ☐ to select the Fndng Cost Center.
- Click ☐ to select the Haz Mat Cd.
- Click ☐ to select the IT Device Cd.
- Click ☐ to select the Last Maint Dt.
- Click ☐ to select the Lease Cd.
- Click ☐ to select the Lease End Dt.
- Click ☐ to select the Lease Start Dt.
- Click ☐ to select the LIN/TAMCN.
- Click ☐ to select the LIN/TAMCN Desc.
- Click ☐ to select the Loan Cd.
- Click ☐ to select the Loan End Dt.
- Click ☐ to select the Loan Start Dt.
- Click ☐ to select the Location Withheld.
- Click ☐ to select the Maint Grp.
- Click ☐ to select the Maint Loc.
- Click ☐ to select the Mfr Name.
- Click ☐ to select the Mfr Part Nbr.
- Click ☐ to select the Mfr Yr.
- Click ☐ to select the Min Obj Pct.

- Click ☐ to select the MFR MODEL NBR.
- Click ☐ to select the OBJ PCT UTIL.
- Click ☐ to select the Office ID.
- Click ☐ to select the Office Name.
- Click ☐ to select the ORIGL IN SVC DT.
- Click ☐ to select the OWNG COST CENTER.
- Click ☐ to select the Petroleum Dedicated.
- Click ☐ to select the PHONE NBR.
- Click ☐ to select the PLAN DESC.
- Click ☐ to select the PLAN ID.
- Click ☐ to select the Plan Name.
- Click ☐ to select the PO NBR.
- Click ☐ to select the Possible Days Used.
- Click ☐ to select the PRECIOUS MTL CD.
- Click ☐ to select the Retirement / DSPSL DT.
- Click ☐ to select the SERIAL NBR.
- Click ☐ to select the SPIIN.
- Click ☐ to select the State.
- Click ☐ to select the STOCK NBR.
- Click ☐ to select the SUB CTGRY.
- Click ☐ to select the SUB CUSTODIAN NBR.
- Click ☐ to select the SUB LOC.
- Click ☐ to select the Total Cost.
- Click ☐ to select the Type Action.
- Click ☐ to select the TYPE DSG NAME.
- Click ☐ to select the UII.
- Click ☐ to select the UTIL SVC LIFE.
- Click ☐ to select the YR SVC LIFE.
- Click ☐ to select the ZIP CD.

3. Select **Show Inquiry** for small volumes of data. *The* ***Search for Maintenance Asset Inquiry — Results*** *page appears.*

   OR

   Select **Submit** for large volumes of data. *The* ***View the Transaction Status of the Maintenance Asset Inquiry*** *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
No Common Errors available for this process.	

Related Topics

- Search for Maintenance Asset Inquiry — Criteria
- Search for Maintenance Asset Inquiry — Results
- View the Details of the Maintenance Asset Inquiry
- View the Transaction Status of the Maintenance Asset Inquiry
- Add My Inquiry
- My Selections

Search for Maintenance Asset Inquiry — Criteria

Overview

The Maintenance and Utilization (M&U) module Maintenance Asset Inquiry process provides the ability to search for Maintenance Activities that have been configured for a particular Asset Id.

Navigation

> Inquiries > Maintenance > MAINT Asset > Maintenance Asset Inquiry Search Criteria page

Page Fields

The following fields display on the **Maintenance Asset Inquiry Search Criteria** page. For more information on each field, select the appropriate hyperlink.

My Queries

My Queries

Search Criteria

Available Field(s)

Operands

Search Value(s)

Procedures

DPAS Navigation Helpful Tips

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

Create an Inquiry about a Maintenance Activity for an Asset

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

1. Choose which Available Field(s) to use in the search.
   A. *The first Available Field(s) option (Status) automatically populates and is not editable.*
   B. *The second Available Field(s) option (MAINT ACTIVITY / Owning UIC) automatically populates and is not editable.*
   C. Use ⌄ to select the third Available Field.

Note

> Select **Fields** to modify the fields used in the inquiry. *The Fields Selection page opens.*

2. Choose which Operands to use in the search.
   - A. *The first Operands option (=) automatically populates and is not editable.*
   - B. *The second Operands option (=) automatically populates and is not editable.*
   - C. Use ⌄ to select the third Operands.
3. Choose which Search Value(s) to use in the search.
   - A. *The first Search Value(s) option (Active) automatically populates and is not editable.*
   - B. *The second Search Value(s) option (the Activity Name currently logged into / the UIC currently logged into) automatically populates and is not editable.*
   - C. Enter the third Search Value in the field provided.
4. Select **Show Inquiry** to display the Search Results.

Revise the Fields for the Inquiry

Select **Fields** to display the **Fields Selection for Maintenance Asset Inquiry** page.

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: *Available Field(s)*.	Missing Entry. No data was entered. Enter the appropriate information in the desired field.

13 – Mandatory Entry: *Operands*.	
18 — Date format should be MM/DD/YYYY with valid month/day combination.	Invalid Date Format Entry. The date must be entered in the (MM/DD/YYYY) format. Re—enter the date.
102 – Saved Inquiry already exists. Select Update Query **or** Delete Query**.**	Invalid Entry. The inquiry already exists in the database. Use the existing inquiry, or select Update Query to revise the existing query.
106 — Operand must be =, >, <, >= , <= , <>, or Like.	Missing Entry. The Field value was entered, but no operand was selected. Choose an operand from the drop-down menu.

Related Topics

- Search for Maintenance Asset Inquiry — Results
- Select Fields for the Maintenance Asset Inquiry
- View the Details of the Maintenance Asset Inquiry
- View the Transaction Status of the Maintenance Asset Inquiry
- Add My Inquiry
- My Selections

Search for Maintenance Asset Inquiry — Results

Overview

The Maintenance Asset Inquiry Results page provides the ability to view the search results, and save them in different formats.

Navigation

Inquiries > Maintenance > MAINT Asset > Search Criteria > **Show Inquiry** > Maintenance Asset Inquiry Search Results page

Page Fields

The following fields display on the **Maintenance Asset Inquiry Search Results** page. For more information on each field, select the appropriate hyperlink.

Search Results Grid

Asset Id
Item Desc
Maint Mgt Cd
Location
Initial Dt Profiled
UIC
UIC Name
Maint Activity Name
Equip Pool
Dispatch Cd
FAST Rptbl
Vehicle Grp Cd
Vehicle Type Cd
Utilization Measure Cd
Petroleum Dedicated

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
⏮	Return to the first page of results.

◀	Return to the previous page of the results.
1	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
of7	Display how many pages retrieved.
▶	Advance to the next page of the results.
▶|	Advance to the last page of results.
100% ▾	Change the size of the characters displayed on the page.
☐ Find | Next	Find data within the Results page.
💾 ▾	Select the format to Export the report.

Procedures

DPAS Navigation Helpful Tips

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

Export the Maintenance Asset Inquiry Results page to a Printable Application

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

1. Select 💾 ▾ to choose the print format (Excel, PDF, or Word). *The procedure leaves the application based on the selection made.*
2. Follow the prompts provided by the computer.
3. Select **Cancel** to return to the **Search for Maintenance Asset Inquiry — Criteria** page.

Search the Results

1. Select the empty field ☐ Find | Next.
2. Enter the characters or words to search. *Entries are not case sensitive.*
3. Select Find to search for the entry. *The entry appears highlighted in the file.*

4. Select Next to find the next matching value. *This feature is available if multiple results are found.*

View the Maintenance Asset Detail

Select the desired Maintenance Asset row. *The **Maintenance Asset Inquiry — Basic Detail** 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
No Common Errors available for this process.	

Related Topics

- Search for Maintenance Asset Inquiry — Criteria
- Select Fields for the Maintenance Asset Inquiry
- View the Details of the Maintenance Asset Inquiry
- View the Transaction Status of the Maintenance Asset Inquiry
- Add My Inquiry
- My Selections

View the Maintenance Asset Inquiry Transaction Status

Overview

The Maintenance Asset Inquiry Transaction Status page displays a verification of the inquiry performed.

Navigation

Inquiries > Maintenance > MAINT Asset > Search Criteria > Fields > Fields Selection > Submit > Maintenance Asset Inquiry Transaction Status page

Page Fields

The following fields display on the **Maintenance Asset Inquiry Transaction Status** page. For more information on each field, select the appropriate hyperlink.

Transaction Status

Status

Action Required

Details

Procedure

DPAS Navigation Helpful Tips

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

The Transaction Status offers the following options:

- Select Print to print a report of the transaction. *The* ***Search for Maintenance Asset Inquiry — Results*** *page appears.*
- Select Search Criteria to return to the **Search for Maintenance Asset Inquiry — Criteria** page.

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
83 — Unexpected error	Contact the DPAS Call Center

encountered, contact DPAS Help Desk for assistance.

Related Topics

- Search for Maintenance Asset Inquiry — Criteria
- Search for Maintenance Asset Inquiry — Results
- Select Fields for the Maintenance Asset Inquiry
- View the Details of the Maintenance Asset Inquiry
- Add My Inquiry
- My Selections

View the Details of the Work Order

Overview

The Work Order Inquiry Detail page displays the complete Work Order and Sub Work Order record of the selected asset.

Navigation

Inquiries > Maintenance > Work Order > Search Criteria > Show Inquiry > Search Results > Asset Row > Work Order Inquiry Detail page

Page Fields

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

Work Order — Sub Work Order Selection

Work Order Id

Asset Id

Est Labor Cost

Work Order Status Cd

Item Desc

Est Non-Labor Cost

Priority Cd

Stock Nbr

Actual Labor Cost

Rcpt Dt

Serial Nbr

Actual Non-Labor Cost

Closed Dt

DOD Serial Nbr

Total Est Cost

Return Dt

UII

Total Actual Cost

Plan Name

Special Instructions

Sub Work Order

Sub Work Order Id

Work Order Status Cd

Sub Priority Cd
Team Id
Team Desc
Team Member First Name
Team Member Last Name
Maint Loc
Work Plan Type Cd
Work Order Desc
Serviced By Cd
Est Labor Hours
Est Labor Cost
Est Non-Labor Cost
Actual Labor Hours
Actual Labor Cost
Actual Non-Labor Cost
Claim Id
Service Requested
Service Performed
Service Start Dt
Service End Dt
Doc Nbr
Contractor Name
Contract Nbr
CLIN / SLIN
Contract Use Cd
Terms
Times Printed
Inspection Status Cd

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
⏮	Return to the first page of results.
◀	Return to the previous page of the results.

1	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
of7	Display how many pages retrieved.
▷	Advance to the next page of the results.
▷|	Advance to the last page of results.
100%	Change the size of the characters displayed on the page.
Find | Next	Find data within the Results page.
	Select the format to Export the report.

Procedures

DPAS Navigation Helpful Tips

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

Export the Work Order Detail page to a Printable Application

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

1. Select to choose the print format (Excel, PDF, or Word). *The procedure leaves the application based on the selection made.*
2. Follow the prompts provided by the computer.
3. Select Cancel to return to the **Search for Work Order Inquiry — Criteria** page.

Search the Results

1. Select the empty field Find | Next.
2. Enter the characters or words to search. *Entries are not case sensitive.*
3. Select Find to search for the entry. *The entry appears highlighted in the file.*
4. Select Next to find the next matching value. *This feature is available if multiple results are found.*

Common Errors

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

Error	Solution
No Common Errors available for this process.	

Related Topics

- Search for Work Order Inquiry — Criteria
- Search for Work Order Inquiry — Results
- Select Fields for the Work Order Inquiry
- View the Transaction Status of the Work Order Inquiry
- Add My Inquiry
- My Selections

Select Fields for the Work Order Inquiry

Overview

The Work Order Inquiry Field Selection page provides the ability to accept or modify the default data fields for the query. The column order is changed by dragging the Field Name up or down the grid. The field at the top of the list will determine the sort sequence.

Navigation

Inquiries > Maintenance > Work Order > Search Criteria > Fields > Work Order Inquiry Fields Selection page

Page Fields

The following fields display on the **Work Order Inquiry Field Selection** page. For more information on each field, select the appropriate hyperlink.

Field Selection

Extract Excel File

Extract ID

Extract Text, Comma Separated File

Privacy Type

My Selections

Field Name Grid

Work Order Id

Approval Dt

Asset Id

DOD Serial Nbr

ECC

Item Desc

Maint Activity

Priority Cd

Serial Nbr

Stock Nbr

Doc Nbr

Work Order Status Cd

Closed Dt

Work Order Has Asset

Optional

ACC

Actual Labor Hours

Asset LIN/TAMCN

Asset UIC

Avail Dt

Cond Cd

Dmil Cd

Equip Pool

Est Labor Cost

Est Labor Hours

Est Non-Labor Cost

Estbd By

Estbd Dt/Tm

Haz Mat Cd

Incoming Meter Reading

Incoming Util Report Date

Job Order Nbr

Labor Cost

Last Updtd By

Mfr Model Nbr

Mfr Name

Mfr Part Nbr

NMC Status

NMC Total Time in Days

NMC Total Time in Hours

NMCM Days

NMCM Hours

NMCS Days

NMCS Hours

Non-Labor Cost

Outgoing Meter Reading

Outgoing Util Report Date

Owning UIC

Preservation Level Cd

Rcpt Dt

Remarks
Requested Dt
Required Delivery Dt
Sched Exists
Site Id
Storage Type Cd
Total Actual Cost
Total Est Cost
Total Util Qty
UII
Work Order Reason

Procedures

DPAS Navigation Helpful Tips

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

Choose the Extracted Inquiry File Details

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

1. Select Fields. *The* ***Field Selection*** *page appears.*
2. **Choose the desired file type:**
   - Click ○ to select Extract Excel File. *The extracted file on the* ***View Inquiry Extract*** *page is an .XLS file.*

     OR

     Click ○ to select Extract Text, Comma Separated File. *The extracted file on the* ***View Inquiry Extract*** *page is a .CSV file.*
3. Enter a unique identifier in the Extract ID field provided. *This adds the identifier to the link on the* ***View Inquiry Extract*** *page, and does not change the file name.*
4. Use ⌄ to select the Privacy Type.

Use a Predetermined Choice of Fields

Select ⌄ to display the **My Selections** list.

Modify the Fields Used for the Inquiry

Selecting **Cancel** *at any point of this procedure removes all revisions and closes the page, whereas selecting* **Reset** *returns all fields to the default "All" setting.*

1. Select **Fields**. *The **Field Selection** page appears.*
2. Select the fields required for the inquiry. *The first 14 fields are automatically selected.*

Note

The number of fields selected determines the amount of data returned from the database. The more data returned, the longer the inquiry takes.

- Verify the Work Order Id contains the appropriate ☑ or ☐.
- Verify the Approval Dt contains the appropriate ☑ or ☐.
- Verify the Asset Id contains the appropriate ☑ or ☐.
- Verify the DoD Serial Nbr contains the appropriate ☑ or ☐.
- Verify the ECC contains the appropriate ☑ or ☐.
- Verify the Item Desc contains the appropriate ☑ or ☐.
- Verify the Maint Activity contains the appropriate ☑ or ☐.
- Verify the Priority Cd contains the appropriate ☑ or ☐.
- Verify the Serial Nbr contains the appropriate ☑ or ☐.
- Verify the Stock Nbr contains the appropriate ☑ or ☐.
- Verify the Doc Nbr contains the appropriate ☑ or ☐.
- Verify the Work Order Status Cd contains the appropriate ☑ or ☐.
- Verify the Closed Dt contains the appropriate ☑ or ☐.
- Verify the Work Order Has Asset contains the appropriate ☑ or ☐.
- Click ☐ to select the ACC.
- Click ☐ to select the Actual Labor Hours.
- Click ☐ to select the Asset LIN/TAMCN.

- Click ☐ to select the Asset UIC.
- Click ☐ to select the Avail Dt.
- Click ☐ to select the Cond Cd.
- Click ☐ to select the Dmil Cd.
- Click ☐ to select the Equip Pool.
- Click ☐ to select the Est Labor Cost.
- Click ☐ to select the Est Labor Hours.
- Click ☐ to select the Est Non-Labor Cost.
- Click ☐ to select the Estbd By.
- Click ☐ to select the Estbd Dt/Tm.
- Click ☐ to select the Haz Mat Cd.
- Click ☐ to select the Incoming Mtr Rdng.
- Click ☐ to select the Incoming Util Report Dt.
- Click ☐ to select the Job Order Nbr.
- Click ☐ to select the Labor Cost.
- Click ☐ to select the Last Updtd By.
- Click ☐ to select the Mfr Model Nbr.
- Click ☐ to select the Mfr Name.
- Click ☐ to select the Mfr Part Nbr.
- Click ☐ to select the NMC Status.
- Click ☐ to select the NMC Total Time in Days.
- Click ☐ to select the NMC Total Time In Hours.
- Click ☐ to select the NMCM Days.
- Click ☐ to select the NMCM Hours.
- Click ☐ to select the NMCS Days.
- Click ☐ to select the NMCS Hours.
- Click ☐ to select the Non-Labor Cost.
- Click ☐ to select the Outgoing Mtr Rdng.
- Click ☐ to select the Outgoing Util Report Dt.

- Click ☐ to select the Owning UIC.
- Click ☐ to select the Preservation Level Cd.
- Click ☐ to select the Rcpt Dt.
- Click ☐ to select the Remarks.
- Click ☐ to select the Requested Dt.
- Click ☐ to select the Required Delivery Dt.
- Click ☐ to select the Sched Exists.
- Click ☐ to select the Site Id.
- Click ☐ to select the Storage Type Cd.
- Click ☐ to select the Total Actual Cost.
- Click ☐ to select the Total Est Cost.
- Click ☐ to select the Total Util Qty.
- Click ☐ to select the UII.
- Click ☐ to select the Work Order Reason.

3. Select **Show Inquiry** for small volumes of data. *The* ***Search for Work Order Inquiry — Results*** *page appears.*

   OR

   Select **Submit** for large volumes of data. *The* ***Transaction Status of the Work Order Inquiry*** *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
No Common Errors available for this process.	

Related Topics

- Search for Work Order Inquiry — Criteria
- Search for Work Order Inquiry — Results
- View the Details of the Work Order Inquiry
- View the Transaction Status of the Work Order Inquiry
- Add My Inquiry
- My Selections

Search for Work Order Inquiry — Criteria

Overview

The Maintenance and Utilization (M&U) module Work Order Inquiry process provides the ability to search for any information regarding a Work Order.

Navigation

Inquiries > Maintenance > Work Order > Work Order Inquiry Search Criteria page

Page Fields

The following fields display on the **Work Order Inquiry Search Criteria** page. For more information on each field, select the appropriate hyperlink.

My Queries

My Queries

Search Criteria

Available Field(s)

Operands

Search Value(s)

Procedures

DPAS Navigation Helpful Tips

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

Create an Inquiry about a Work Order

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

1. Choose which Available Field(s) to use in the search.
   A. *The first Available Field(s) option (Query Type - Search By) automatically populates and is not editable.*
   B. Use ▼ to select the second desired Available Field.

Note

Select **Fields** to modify the fields used in the inquiry. *The Fields Selection page opens.*

2. Choose which Operands to use in the search.
   A. *The first Operands option (=) automatically populates and is not editable.*
   B. Use ▾ to select the second desired Operands.
3. Choose which Search Value(s) to use in the search.
   A. *The first Search Value(s) option (the type of Work Order) automatically populates and is not editable.*
   B. Enter the second desired Search Value in the field provided.
4. Select **Show Inquiry** to display the Search Results.

Revise the Fields for the Inquiry

Select **Fields** to display the **Fields Selection for Work Order Inquiry** page.

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: *Available Field(s) and Operands*.	Missing Entry. No data was entered. Enter the appropriate information in the desired field.
31 — To perform Search, data must be entered in one or more fields.	Missing Entry. At least one field is necessary to perform the search. Enter at least one field, then select the Search button.
102 – Saved Inquiry already exists. Select Update Query or	Invalid Entry. The inquiry already exists in the database. Use the existing inquiry, or select **Update Query** to revise the existing

Delete Query.	query.

Related Topics

- Search for Work Order Inquiry — Results
- Select Fields for the Work Order Inquiry
- View the Details of the Work Order Inquiry
- View the Transaction Status of the Work Order Inquiry
- Add My Inquiry
- My Selections

Search for Work Order Inquiry — Results

Overview

The Work Order Inquiry Results page provides the ability to view the search results, and save them in different formats.

Navigation

Inquiries > Maintenance > Work Order > Search Criteria > **Show Inquiry** > Work Order Inquiry Search Results page

Page Fields

The following fields display on the **Work Order Inquiry Search Results** page. For more information on each field, select the appropriate hyperlink.

Search Results Grid

Work Order Id

Approval Dt

Asset Id

DOD Serial Nbr

ECC

Item Desc

Maint Activity

Priority Cd

Serial Nbr

Stock Nbr

Doc Nbr

Work Order Status Cd

Closed Dt

Work Order Has Asset

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
⏮	Return to the first page of results.
◀	Return to the previous page of the results.
1	View the current page number. Enter the desired

	page number and press Enter to advance to the desired page.
of7	Display how many pages retrieved.
▶	Advance to the next page of the results.
▶❙	Advance to the last page of results.
100% ▾	Change the size of the characters displayed on the page.
☐ Find | Next	Find data within the Results page.
💾▾	Select the format to Export the report.

Procedures

DPAS Navigation Helpful Tips

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

Export the Work Order Inquiry Results page to a Printable Application

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

1. Select 💾▾ to choose the print format (Excel, PDF, or Word). *The procedure leaves the application based on the selection made.*
2. Follow the prompts provided by the computer.
3. Select Cancel to return to the **Search for Work Order Inquiry — Criteria** page.

Search the Results

1. Select the empty field ☐ Find | Next.
2. Enter the characters or words to search. *Entries are not case sensitive.*
3. Select Find to search for the entry. *The entry appears highlighted in the file.*
4. Select Next to find the next matching value. *This feature is available if multiple results are found.*

View the Work Order Detail

Select the desired Work Order row. *The **Work Order Inquiry — Detail** 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
No Common Errors available for this process.	

Related Topics

- Search for Work Order Inquiry — Criteria
- Select Fields for the Work Order Inquiry
- View the Details of the Work Order Inquiry
- View the Transaction Status of the Work Order Inquiry
- Add My Inquiry
- My Selections

View the Work Order Inquiry Transaction Status

Overview

The Work Order Inquiry Transaction Status page displays a verification of the inquiry performed.

Navigation

Inquiries > Maintenance > Work Order > Search Criteria > **Fields** > Fields Selection > **Submit** > Work Order Inquiry Transaction Status page

Page Fields

The following fields display on the **Work Order Inquiry Transaction Status** page. For more information on each field, select the appropriate hyperlink.

Status
Action Required
Details

Procedure

DPAS Navigation Helpful Tips

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

The Transaction Status offers the following options:

- Select **Print** to print a report of the transaction. *The* ***Search for Work Order Inquiry — Results*** *page appears.*
- Select **Search Criteria** to return to the **Search for Work Order Inquiry — Criteria** page.

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
83 — Unexpected error encountered, contact	Contact the DPAS Call Center

DPAS Help Desk for assistance.

Related Topics

- Search for Work Order Inquiry — Criteria
- Search for Work Order Inquiry — Results
- Select Fields for the Work Order Inquiry
- View the Details of the Work Order Inquiry
- Add My Inquiry
- My Selections

View the Details of the Maintenance Asset Utilization

Overview

The Maintenance Asset Utilization Inquiry Detail page displays the complete maintenance record of the selected asset.

Navigation

> Inquiries > Maintenance > Asset Utilization > Search Criteria > Show Inquiry > Search Results > Asset Row > Maintenance Asset Utilization Inquiry Detail page

Page Fields

The following fields display on the **Maintenance Asset Utilization Inquiry Detail** page. For more information on each field, select the appropriate hyperlink.

Maintenance Asset Utilization Inquiry — Asset Utilization

Asset Id

Stock Nbr

Serial Nbr

DOD Serial Nbr

Item Desc

UII

Util Measure Cd

LIN/TAMCN

Maint Activity Name

Equip Pool

Maintenance Asset Utilization Inquiry — Grid

Lst Util Rptd Dt

Tran Ref Id

Total Util

Tran Util Qty

Mtr Reading

Replacement Mtr Rdng

Replacement Mtr

Util On Base Qty

Util Off Base Qty

Days Used

Days Not Used

Days Unaval
Fuel Type Cd
Fuel State Cd
Fuel Unit Cost
Fuel Qty
Pgm Id
Tran Cd
Last Tran Dt
Last Updtd By
Estbd Dt
Estbd By
Source
History Remarks

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
⏮	Return to the first page of results.
◀	Return to the previous page of the results.
1	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
of7	Display how many pages retrieved.
▶	Advance to the next page of the results.
⏭	Advance to the last page of results.
100% ▾	Change the size of the characters displayed on the page.
☐ Find | Next	Find data within the Results page.
💾 ▾	Select the format to Export the report.

Procedures

DPAS Navigation Helpful Tips

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

Export the Maintenance Asset Utilization Detail page to a Printable Application

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

1. Select to choose the print format (Excel, PDF, or Word). *The procedure leaves the application based on the selection made.*
2. Follow the prompts provided by the computer.
3. Select Cancel to return to the **Search for Maintenance Asset Utilization Inquiry — Criteria** page.

Search the Results

1. Select the empty field Find | Next.
2. Enter the characters or words to search. *Entries are not case sensitive.*
3. Select Find to search for the entry. *The entry appears highlighted in the file.*
4. Select Next to find the next matching value. *This feature is available if multiple results are found.*

Common Errors

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

Error	Solution
No Common Errors available for this process.	

Related Topics

- Search for Maintenance Asset Utilization Inquiry — Criteria
- Search for Maintenance Asset Utilization Inquiry — Results
- Select Fields for the Maintenance Asset Utilization Inquiry
- View the Transaction Status of the Maintenance Asset Utilization Inquiry
- Add My Inquiry
- My Selections

Select Fields for the Maintenance Asset Utilization Inquiry

Overview

The Maintenance Asset Utilization Inquiry Field Selection page provides the ability to accept or modify the default data fields for the query. The column order is changed by dragging the Field Name up or down the grid. The field at the top of the list will determine the sort sequence.

Navigation

Inquiries > Maintenance > Asset Utilization > Search Criteria > Fields
> Maintenance Asset Utilization Inquiry Fields Selection page

Page Fields

The following fields display on the **Maintenance Asset Utilization Inquiry Field Selection** page. For more information on each field, select the appropriate hyperlink.

Field Selection

Extract Excel File
Extract ID
Extract Text, Comma Separated File
Privacy Type
My Selections

Field Name Grid

Asset Id
Agency Name
Status
Util Rptd From Dt
Tran Ref Id
Item Desc
Serial Nbr
DOD Serial Nbr
Maint Activity Name
Metered
Mtr Rdng
Tran Util Qty
Total Util Qty
Utilization Measure Cd
Util Svc Life

Optional

Days Not Used

Days Unaval

Days Used

Equip Pool Name

Estbd By

Estbd Dt

Fdcry Deprn Mthd Cd

Fuel Qty

Fuel Type Cd

Fuel Unit Cost

Fuel State Cd

Last Tran Dt

Last Updtd By

LIN/TAMCN Catalog

Loc

Maint Mgt Cd

Min Obj Percent

Obj Percent Util

Petroleum Dedicated

Pgm Id

Possible Days Used

Replacement Mtr

Replacement Mtr Rdng

Site Id

Source Cd

Stock Nbr

Sub Loc

UIC

UIC Name

UII

Util Off Base Qty

Util On Base Qty

Procedures

DPAS Navigation Helpful Tips

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

Choose the Extracted Inquiry File Details

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

1. Select **Fields**. *The* ***Field Selection*** *page appears.*
2. **Choose the desired file type:**
   - Click ○ to select Extract Excel File. *The extracted file on the* ***View Inquiry Extract*** *page is an .XLS file.*

     OR

     Click ○ to select Extract Text, Comma Separated File. *The extracted file on the* ***View Inquiry Extract*** *page is a .CSV file.*
3. Enter a unique identifier in the Extract ID field provided. *This adds the identifier to the link on the* ***View Inquiry Extract*** *page, and does not change the file name.*
4. Use ⌄ to select the Privacy Type.
5. Select **Show Inquiry** for small volumes of data. *The* ***Search for Maintenance Asset Inquiry — Results*** *page appears.*

   OR

   Select **Submit** for large volumes of data. *The* ***View the Transaction Status of the Maintenance Asset Inquiry*** *page appears.*

Use a Predetermined Choice of Fields

Select ⌄ to display the **My Selections** list.

Modify the Fields Used for the Inquiry

Selecting **Cancel** *at any point of this procedure removes all revisions and closes the page, whereas selecting* **Reset** *returns all fields to the default "All" setting.*

— — Select Fields for the Maintenance Asset Utilization Inquiry — —

1. Select **Fields** . *The* ***Field Selection*** *page appears.*
2. Select the fields required for the inquiry. *The first 15 fields are automatically selected.*

Note

The number of fields selected determines the amount of data returned from the database. The more data returned, the longer the inquiry takes.

- Verify the Asset Id contains the appropriate ☑ or ☐ .
- Verify the Agency Name contains the appropriate ☑ or ☐ .
- Verify the Status contains the appropriate ☑ or ☐ .
- Verify the Util Rptd From Dt contains the appropriate ☑ or ☐ .
- Verify the Tran Ref Id contains the appropriate ☑ or ☐ .
- Verify the Item Desc contains the appropriate ☑ or ☐ .
- Verify the Serial Nbr contains the appropriate ☑ or ☐ .
- Verify the DOD Serial Nbr contains the appropriate ☑ or ☐ .
- Verify the Maint Activity Name contains the appropriate ☑ or ☐ .
- Verify the Metered contains the appropriate ☑ or ☐ .
- Verify the Mtr Rdng contains the appropriate ☑ or ☐ .
- Verify the Tran Util Qty contains the appropriate ☑ or ☐ .
- Verify the Total Util Qty contains the appropriate ☑ or ☐ .
- Verify the Util Measure Cd contains the appropriate ☑ or ☐ .
- Verify the Util Svc Life contains the appropriate ☑ or ☐ .
- Click ☐ to select the Days Not Used.
- Click ☐ to select the Days Unaval.
- Click ☐ to select the Days Used.
- Click ☐ to select the Equip Pool Name.
- Click ☐ to select the Estbd By.
- Click ☐ to select the Estbd Dt.
- Click ☐ to select the Fdcry Deprn Mthd Cd.

- Click ☐ to select the Fuel Qty.
- Click ☐ to select the Fuel Type Cd.
- Click ☐ to select the Fuel Unit Cost.
- Click ☐ to select the Last Tran Dt.
- Click ☐ to select the Last Updtd By.
- Click ☐ to select the LIN/TAMCN Catalog.
- Click ☐ to select the Location.
- Click ☐ to select the Maint Mgmt Cd.
- Click ☐ to select the Min Obj Pct.
- Click ☐ to select the Obj Pct Util.
- Click ☐ to select the Petroleum Dedicated.
- Click ☐ to select the Pgm Id.
- Click ☐ to select the Possible Days Used.
- Click ☐ to select the Replacement Mtr.
- Click ☐ to select the Replacement Mtr Rdng.
- Click ☐ to select the Site Id.
- Click ☐ to select the Source Cd.
- Click ☐ to select the Stock Nbr.
- Click ☐ to select the Sub Loc.
- Click ☐ to select the UIC.
- Click ☐ to select the UIC Name.
- Click ☐ to select the UII.
- Click ☐ to select the Util Off Base Qty.
- Click ☐ to select the Util On Base Qty.

3. Select **Show Inquiry** for small volumes of data. *The **Search for Maintenance Asset Inquiry — Results** page appears.*

   OR

   Select **Submit** for large volumes of data. *The **View the Transaction Status of the Maintenance Asset Inquiry** 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
No Common Errors available for this process.	

Related Topics

- Search for Maintenance Asset Utilization Inquiry — Criteria
- Search for Maintenance Asset Utilization Inquiry — Results
- View the Details of the Maintenance Asset Utilization Inquiry
- View the Transaction Status of the Maintenance Asset Utilization Inquiry
- Add My Inquiry
- My Selections

Search for Maintenance Asset Utilization Inquiry — Criteria

Overview

The Maintenance and Utilization (M&U) module Maintenance Asset Utilization Inquiry process provides the ability to search for Utilization Activities that have been configured for a particular Asset Id.

Navigation

> Inquiries > Maintenance > Asset Utilization > Maintenance Asset Utilization Inquiry Search Criteria page

Page Fields

The following fields display on the **Maintenance Asset Utilization Inquiry Search Criteria** page. For more information on each field, select the appropriate hyperlink.

My Queries

My Queries

Search Criteria

Available Field(s)

Operands

Search Value(s)

Procedures

DPAS Navigation Helpful Tips

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

Create an Inquiry about a Utilization Activity for an Asset

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

1. Choose which Available Field(s) to use in the search.
    - A. *The first Available Field(s) option (Util Rptd) automatically populates and is not editable.*
    - B. *The second Available Field(s) option (Status) automatically populates and is not editable.*
    - C. *The third Available Field(s) option (Util Rptd From Dt) automatically populates and is not editable.*
    - D. *The fourth Available Field(s) option (Util Rptd To Dt) automatically populates and is not editable.*

   E. *The fifth Available Field(s) option (SITE ID) automatically populates and is not editable.*

   F. Use ⌄ to select the sixth Available Field.

Note

Select **Fields** to modify the fields used in the inquiry. *The Fields Selection page opens.*

2. Choose which Operands to use in the search.
   A. *The first Operands option (=) automatically populates and is not editable.*
   B. *The second Operands option (=) automatically populates and is not editable.*
   C. *The third Operands option (>=) automatically populates and is not editable.*
   D. *The fourth Operands option (<=) automatically populates and is not editable.*
   E. *The fifth Operands option (=) automatically populates and is not editable.*
   F. Use ⌄ to select the sixth Operands.
3. Choose which Search Value(s) to use in the search.
   A. *The first Search Value(s) option (Yes) automatically populates and is not editable.*
   B. *The second Search Value(s) option (Active) automatically populates and is not editable.*
   C. *The third Search Value(s) option (2 weeks before the current date) automatically populates and is not editable.*
   D. *The fourth Search Value(s) option (the current date) automatically populates and is not editable.*
   E. *The fifth Search Value(s) option (the Activity Name currently logged into / the UIC currently logged into) automatically populates and is not editable.*
   F. Enter the sixth Search Value in the field provided.
4. Select **Show Inquiry** to display the Search Results.

Revise the Fields for the Inquiry

Select **Fields** to display the **Fields Selection for Maintenance Asset**

Utilization Inquiry page.

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: *Available Field(s)*. **13 – Mandatory Entry: *Operands*.**	Missing Entry. No data was entered. Enter the appropriate information in the desired field.
18 — Date format should be MM/DD/YYYY with valid month/day combination.	Invalid Date Format Entry. The date must be entered in the (MM/DD/YYYY) format. Re—enter the date.
102 – Saved Inquiry already exists. Select Update Query **or** Delete Query**.**	Invalid Entry. The inquiry already exists in the database. Use the existing inquiry, or select Update Query to revise the existing query.
106 — Operand must be =, >, <, >= , <= , <>, or Like.	Missing Entry. The Field value was entered, but no operand was selected. Choose an operand from the drop-down menu.

Related Topics

- Search for Maintenance Asset Utilization Inquiry — Results
- Select Fields for the Maintenance Asset Utilization Inquiry
- View the Details of the Maintenance Asset Utilization Inquiry
- View the Transaction Status of the Maintenance Asset Utilization Inquiry
- Add My Inquiry
- My Selections

Search for Maintenance Asset Utilization Inquiry — Results

Overview

The Maintenance Asset Utilization Inquiry Results page provides the ability to view the search results, and save them in different formats.

Navigation

Inquiries > Maintenance > Asset Utilization > Search Criteria > **Show Inquiry** > Maintenance Asset Utilization Inquiry Search Results page

Page Fields

The following fields display on the **Maintenance Asset Utilization Inquiry Search Results** page. For more information on each field, select the appropriate hyperlink.

Search Results Grid

Asset Id

Agency Name

Status

Util Rptd From Dt

Tran Ref Id

Item Desc

Serial Nbr

DOD Serial Nbr

Maint Activity Name

Metered

Mtr Rdng

Tran Util Qty

Total Util Qty

Utilization Measure Cd

Util Svc Life

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
⏮	Return to the first page of results.

◀	Return to the previous page of the results.
1	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
of7	Display how many pages retrieved.
▶	Advance to the next page of the results.
▶❙	Advance to the last page of results.
100% ▾	Change the size of the characters displayed on the page.
☐ Find | Next	Find data within the Results page.
💾 ▾	Select the format to Export the report.

Procedures

DPAS Navigation Helpful Tips

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

Export the Maintenance Asset Inquiry Results page to a Printable Application

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

1. Select 💾 ▾ to choose the print format (Excel, PDF, or Word). *The procedure leaves the application based on the selection made.*
2. Follow the prompts provided by the computer.
3. Select Cancel to return to the **Search for Maintenance Asset Utilization Inquiry — Criteria** page.

Search the Results

1. Select the empty field ☐ Find | Next.
2. Enter the characters or words to search. *Entries are not case sensitive.*
3. Select Find to search for the entry. *The entry appears highlighted in the file.*

4. Select Next to find the next matching value. *This feature is available if multiple results are found.*

View the Maintenance Asset Detail

Select the desired Maintenance Asset row. *The **Maintenance Asset Utilization Inquiry — Basic Detail** 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
No Common Errors available for this process.	

Related Topics

- Search for Maintenance Asset Utilization Inquiry — Criteria
- Select Fields for the Maintenance Asset Utilization Inquiry
- View the Details of the Maintenance Asset Utilization Inquiry
- View the Transaction Status of the Maintenance Asset Utilization Inquiry
- Add My Inquiry
- My Selections

View the Maintenance Asset Utilization Inquiry Transaction Status

Overview

The Maintenance Asset Utilization Inquiry Transaction Status page displays a verification of the inquiry performed.

Navigation

Inquiries > Maintenance > Asset Utilization > Search Criteria > **Fields** > Fields Selection > **Submit** > Maintenance Asset Utilization Inquiry Transaction Status page

Page Fields

The following fields display on the **Maintenance Asset Utilization Inquiry Transaction Status** page. For more information on each field, select the appropriate hyperlink.

Transaction Status

Status

Action Required

Details

Procedure

DPAS Navigation Helpful Tips

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

The Transaction Status offers the following options:

- Select **Print** to print a report of the transaction. *The* ***Search for Maintenance Asset Utilization Inquiry — Results*** *page appears.*
- Select **Search Criteria** to return to the **Search for Maintenance Asset Utilization Inquiry — Criteria** page.

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

83 — Unexpected error encountered, contact DPAS Help Desk for assistance.	Contact the DPAS Call Center

Related Topics

- Search for Maintenance Asset Utilization Inquiry — Criteria
- Search for Maintenance Asset Utilization Inquiry — Results
- Select Fields for the Maintenance Asset Utilization Inquiry
- View the Details of the Maintenance Asset Utilization Inquiry
- Add My Inquiry
- My Selections

View an Inquiry Extract

Overview

The Maintenance and Utilization module Inquiry Extract Viewer process provides the ability to download large inquiries that are available to the Inquiry Owner (the personnel that created the inquiry) or publicly shared reports. The User ID Owner (Inquiry Owner) and Extract Date (created date) are shown for each report.

Note

Only the owner of the inquiry can delete it. If the owner does not delete it before 30 days, the inquiry is automatically deleted from DPAS.

Navigation

Inquiries > View Inquiry Extract

Page Fields

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

Delete

Download

Extract Date

User Id Owner

Procedures

DPAS Navigation Helpful Tips

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

View an Inquiry Extract

1. Navigate to the **View Inquiry Extract** page.
2. Select the hyperlink of the desired report. *The **File Download** pop-up window displays.*
3. Follow the prompts provided by the computer. *The file DpasExtract.zip downloads to the computer.*
4. The Excel spreadsheet automatically opens.

Note

The file name of the spreadsheet always has the same format:

DPASExcelData-{userid}-{date/time}.xls

Delete an Inquiry Extract

1. Navigate to the **View Inquiry Extract** page.
2. Select the Delete hyperlink of the desired report. *The report is immediately deleted.*
3. The *Extract has been deleted* notification 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
No Common Errors available for this process.	

Related Topics

- Select Fields for the Asset Preventive Maintenance Schedule Inquiry

Inquiry Detail Page

Overview

The Inquiry Detail page displays the DPAS record of the asset selected.

Navigation

Inquiries > Search Criteria > Search Results
or
Inquiries > Search Criteria > Field Selection > Search Results

Page Fields

The following fields display on the Inquiry Detail page.

Fields vary based on Inquiry selected.

Procedures

To View Detail page:

> **Note**
>
> Use Back button to return to previous page.

1. The Detail page is **VIEW ONLY**, you can review the basic information for the record selected on the page.
2. To return to the Search Criteria page, Select Cancel.

Common Errors

No common errors have been identified for this page.

Related Topics

- Inquiry Search Criteria
- Inquiry Field Selection
- Inquiry Search Results
- View Inquiry Extract

Inquiry Field Selection

Overview

This page can be grouped into four sections:

- **Extract Report** - Output options including Extract file type, Extract Id (Name) and Privacy Type options (Used when creating an Inquiry Extract)
- **My Selections** – Allows you to save and use previously created Field Slection Lists.
- **Field Selection List** – Displays all data elements available for viewing
- **Action Buttons** – Used to complete the process: Show Inquiry, Submit, Reset and Cancel.

On the Inquiry Field Selection page you have the option to accept the default data fields for your query or modify the individual checkbox(s). You can also reorganize the column header order simply by dragging the Field Name up and down. The field at the top of the list will determine the sort sequence.

Inquiries can be viewed immediately by choosing Show Inquiry (used for smaller search results, displays a maximum of 5,000 records) or can be saved as a data extract by choosing Submit (used for larger search results). The data extract can create files in the following formats:

- **Extract Excel File** – Creates a .xls Excel spreadsheet.
- **Extract Text, Comma Separated File** – Creates a .csv Comma Separated value(CSV), flat text file for import into other applications.

Helpful Tip

Data Extract Inquiries are access by navigating to Inquiries > View Data Extract and are automatically deleted after 30 days.

On the Field Selection page you can also determine if the Data Extract Inquiry you are creating is Private or Shared.

- **Private** – only the creator is able to download this inquiry
- **Shared** – anyone with the appropriate level of access can download this inquiry

Navigation

Inquiries > Search Criteria > Field Selection

Page Fields

The following fields display on the Inquiry Field Selection page. For more information on each field, select the appropriate hyperlink.

Extract Excel File
Extract Text, Comma Separated File
Extract Id
Privacy Type

Select/Deselect
Field
Field Description

Procedures

To Select the Extract Excel File radio button:

> **Note**
>
> The Extract Excel File radio button is optional. Accepting the radio button creates an Excel .xls spreadsheet.

1. Accept the Extract Excel File radio button to create a .xls spreadsheet or modify the radio button to Extract Text, Comma Separated File – .csv flat text file for import into other applications.
2. You have the option to enter an Extract Id user-defined name that displays on the **Inquiry > View Inquiries Extract** page. It is recommended you enter a customized name to distinguish between multiple inquiries of the same name.
3. The Privacy Type default is Private. To save the query to allow anyone with the appropriate level of access to download, select the drop-down list and change to Shared.

To Modify the Default Field Selection List:

1. Choose the fields to display by selecting individual checkbox(s) or using the Select/Deselect header checkbox to toggle all checkboxes. Keep in mind, the number of Fields selected determines the amount of data returned from the database.

   > **Note**
   >
   > You can select any "Field" name and drag the name up or down to modify the display order. The field at top will be the sort order of the inquiry.

2. For small volumes of data, select **Show Inquiry** or for large volumes of data choose **Submit**.
3. Select **Reset** to set default "**Fields**" selection(s) OR select **Cancel** to return to Search Criteria page.

To Add, Use, Update and Delete My Selections List:

To Add a My Selections List:

1. Field Selections can be saved as a favorite query by selecting **New Selection List**. The page refreshes and displays **Add Selection List** and **Cancel Selection**.
2. Enter your descriptive name for the New Selection List in the My Selections field.
3. Select **Add Selection List**.
4. To process your selections **Show Inquiry** for a small number of data or **Submit** for large amount of data. To cancel the New Selection List select **Cancel Selection**.
5. Select **Reset** to return the fields to their default selection or **Cancel** to return to Search Criteria page.

To Use a My Selections List:

1. Select the My Selections drop-down list and make a selection of a saved list.
2. The selection list check boxes will be populated and the field order set as saved.
3. Continue with the inquiry.

To Update a My Selections List:

1. Select the My Selections drop-down list and choose a saved Selections List.
2. You can select or deselect individual checkbox(s) to update your Field Selection List to display or export. The Select/Deselect header checkbox selects or removes all fields displayed.

Helpful Tip

Select any "Field" name and drag it up or down to update the field order. The field name at the top will be the sort order of the inquiry.

3. To update the Selection List, select **Update Selection List**.
4. To process your update **Show Inquiry** for a small number of data or **Submit** for large amount of data.
5. Select **Reset** to return the fields to their default selection or **Cancel** to return to Search Criteria page.

To Delete a My Selections List:

1. Select the My Selections drop-down list and choose the Selections List to delete.
2. Choose **Delete Selection List** to remove the My Selections List.
3. Select **Reset** to return the fields to their default selection or **Cancel** to return to Search Criteria page.

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. Use ⊞ **Instructions** located at the top left of the page for additional assistance.

Error	Solution
Entry must be alphanumeric with supported special character(s) "-" and "_ ".	Only enter supported characters in the Extract Id field.
You must choose at least 1 field before showing the query.	Select at least one field to be displayed in the results using the check boxes in the Select column.

Related Topics

- Inquiry Search Criteria
- Inquiry Search Results
- View Inquiry Extract

Inquiry Search Criteria

Overview

Note

In this section of DPAS Help you will find the most important functions of creating, saving and exporting a basic inquiry. While we have not described every detail related to the functionality of each inquiry, we are providing you with the basic steps necessary to utilize the various inquiries available.

DPAS provides you with the ability to search for information and create inquiries based on your requirements. You can retrieve assets and associated information which is important in the management of your property book.
A series of pre-defined inquiries is available for you to choose from. In addition, each Agency is provided the option to request site specific Agency Pre-defined inquiries added to the DPAS Inquiry menu.
Inquiries initiated by you are the most common generated. Your access to information varies based by your role and permissions in the DPAS application.
The benefits of Inquiries include the following:

- You are able to customize your search criteria to create inquiries to meet your specific requirements for information. You can create a simple query or more complex, dynamic queries.
- You can select additional fields to display and determine the field (column) order for the results.
- View detail query pages and associated attachments for the asset. Attachments supported are jpg, jpeg, gif, and pdf files.
- Utilize an Agency Pre-defined Inquiry.
- Make use of the Inquiry Extract Viewer to select output format.
- Save or Export (MS Excel, Adobe PDF or MS Word) an Inquiry.
- Save your queries to use at a later time using My Queries.
- Create and save Field Selection lists to use at a later time using My Selection.

The two Inquiry types displayed on the Search Criteria page are:

- **Dynamic Search Criteria** - Offers search criteria fields in a drop-down list so you can choose only those fields which are necessary for your search.
- **Static Search Criteria** – The search criteria fields display on the page in a table. You complete only those fields which are necessary for your search.

If you use a search criteria repeatedly, you may choose to save it in My Queries. This allows you to save and reuse inquiry search criteria.

Navigation

Inquiries > Search Criteria

Page Fields

The following fields display on the Inquiry Search Criteria page.

Fields vary based on Inquiry selected.

Helpful Tip

A variety of inquiries require you to complete mandatory fields. An asterisk (*) identifies mandatory fields.

Procedures

To Create a Dynamic Search Criteria:

You are able to customize the search criteria for your inquiry. The most common options available on the page to create your query are:

- **Available Field(s)** drop-down list – The list of fields available to use as search criteria
- **Operands**: Equal (=), Not Equal, Less Than (<), Less Than or Equal To (<=), Greater Than (>), Greater Than or Equal To (>=), Like. The LIKE operand, if available, can be used for a wildcard search.
- **Search Value** entry options:
  - Drop-down list of available options
  - Text entry fields
  - Calendar tool (📅) for date values

Example of Creating a Dynamic Search Criteria:

Note

The query you select determines the Available Field options accessible to create your search criteria. In some cases, your UIC may be displayed. Verify the UIC prior to making any selections on the page. Line one of Available Field(s) may be populated for you and you can modify the Operands and Search Value(s).

1. On the first available line of the **Available Field(s)**, select the drop-down list and make a selection or accept the default displayed.

2. The **Operands** field automatically populates with the equal (=) operator. Accept the Operand displayed or modify the Operand for your search criteria by selecting the drop-down list. Operands – (Equal (=), Not Equal, Less Than (<), Less Than or Equal To (<=), Greater Than (>), Greater Than or Equal To (>=), Like). The LIKE operator, if available, and can be used for a wildcard search.
3. Enter the **Search Value(s)** to construct your search criteria. Use the available drop-down list or text entry field to enter the Search Value. To help further refine your search criteria, a 📅 may be displayed on the page to select a date criterion for your query. To retrieve a field equal to space, a space must be entered by the space bar.

Helpful Tip

After your Search Criteria is entered, you can select the **Enter** or **Tab key** to generate additional Field Selection(s).

4. Select **Fields** to display the Field Selection page or **Reset** to clear the page.

Note

If the error message **"No record(s) match search criteria"** displays, you can modify/remove your selection. To remove a **"Select an Item"**, select the option chosen and pick the **"Remove Filter Category"** option. The page resets and you can make another selection.

To Create a Static Search Criteria:

The Static Search Criteria page lists fields related to the Inquiry selected. You can choose one or a combination of values to conduct the search. In some cases, your UIC may be displayed. Verify the UIC prior to making any selections on the page. The most common options available on the page to create your query are:

- **Fields** - Based upon the Inquiry selected the options on the page vary
- **Operands** – (Equal (=), Not Equal, Less Than (<), Less Than or Equal To (<=), Greater Than (>), Greater Than or Equal To (>=), Like). The LIKE operator, if available, and can be used for a wildcard search.
- **Search Value** entry options:
  - Drop-down list of available options
  - Text entry fields
  - Calendar tool (📅) for date values

Helpful Tip

Some inquiries allow you to search without any search criteria. It is recommended you enter a search criteria to further refine your search.

Example of Creating a Static Search Criteria:

1. Choose the logical operator that corresponds with the field you wish to use as a filter.
2. Enter the Search Value(s) to construct your search criteria. Use the available drop-down list or text entry field to enter the Search Value. To help further refine your search criteria, a 📅 may be displayed on the page to select a date criterion for your query. To retrieve a field equal to space, a space must be entered by the space bar.
3. Select **Search** to display the Search Results page or **Reset** to clear the page.

To Add, Use, Update and Delete My Queries Entries:

To Add My Queries:

Saving inquiries you have created to use at a later date is a time saving tool provided within Inquiries. The **New Query** allows you to save a new favorite inquiry that has not been previously saved or added. It is important to remember, adding "My Queries" are saved by the individual Web DPAS menu option you selected.

For example, an Asset Management > Custodian My Queries you created cannot be accessed from the Inventory Search Criteria page.

1. Select **New Query** on the Search Criteria page. The page refreshes and displays **Add Query** and **Cancel Query**.
2. Enter a descriptive name for the new inquiry into the My Queries text field.

Note

When you are creating My Queries, remember to construct a name with a description that is meaningful. Form a name that includes the purpose of the query.

Example: Asset Custodian Query or AllAssetsBldg20

3. Construct your inquiry utilizing the following most common options available on the page:

- **Fields and Available Field(s)** drop-down list
- **Operands** – Equal (=), Not Equal, Less Than (<), Less Than or Equal To (<=), Greater Than (>), Greater Than or Equal To (>=), Like
- **Search Values** using:
  - Fields drop-down list
  - Search Value(s)
  - Calendar Tool [cal icon] for date values

4. Select Add Query to save the query or choose Cancel Query to return to the New Query status. Once the Add Query is selected, the page refreshes and the Update Query and Delete Query display.

5. Select Fields to display Field Selection page or Search to display Search Results page.

To Use a My Queries Entry:

1. On the Search Criteria page, select the My Queries drop-down list to choose a saved query to display. The page refreshes and displays New Query, Update Query and Delete Query .

2. At this time you saved criteria displays. You can add another filter to your inquiry. Select the logical operator and enter your search criteria.

3. Select Fields to display Field Selection page or Search to display Search Results page.

4. Choose Reset to clear the page.

To Update a My Queries Entry:

1. Select the saved My Queries entry from the drop-down list. The page refreshes and the New Query, Update Query, and Delete Query options display.

2. At this time you can update or use your saved My Queries entry. On the page, you have the following options:

- For Dynamic Inquiries, you can use "**Enter**" or "**Tab**" key to generate additional Available Field(s) or Remove Available Field(s).
- Modify Operands – (Equal (=), Not Equal, Less Than (<), Less Than or Equal To (<=), Greater Than (>), Greater Than or Equal To (>=), Like). The LIKE operator, if available, can be used for a wildcard search.

- Modify or Remove Search Value(s).

3. If adjustments are made to the query, select the **Update Query** to save your modifications.
4. Select **Fields** to display Field Selection page or **Search** to display Search Results page.
5. Choose **Reset** to clear the page.

To Delete a My Queries Entry:

1. Choose the My Queries drop-down list to select the saved query to delete. The page refreshes and the **New Query**, **Update Query**, and **Delete Query** options are displayed.

   Note

   Selecting **Delete Query** immediately deletes the query.

   To remove the query, select **Delete Query**.
2. Select **Fields** to display Field Selection page or **Search** to display Search Results page.
3. Choose **Reset** to clear the page.

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. Use ⊞ **Instructions** located at the top left of the page for additional assistance.

Error	Solution
Mandatory Entry: Available Field(s) and Operands.	No data is entered.
Mandatory Entry: Available Field(s).	No data is entered in the Available Field(s) but an operand is selected.
Saved Inquiry already exists.	Inquiry already exists.
Must enter =, >,<, >=, <=, <>, or Like.	Value entered and no operand is selected.

No record(s) match search criteria.	Results for the search criteria you entered do not exist, you are logged into the wrong ACTBL UIC/UIC, or you do not have security access.

Related Topics

- Inquiry Field Selection
- Inquiry Search Results
- View Inquiry Extract

Inquiry Search Results

Overview

The Search Results page displays the output of your query for export to MS Excel, Adobe PDF or MS Word.

On the page you can perform the following:

- Scroll thru number of pages returned from query results
- Determine size of font
- Find/Next by entering the characters or words to search
- Select format for export
- View Detail page

Navigation

Inquiries > Search Criteria > Search Results
or
Inquiries > Search Criteria > Field Selection > Search Results

Page Fields

The following fields display on the Inquiry Search Results page.

Fields vary based on Inquiry selected.

Procedure

To View Search Results:

1. You can scroll thru the Number of Pages returned from your query results.

Button	Function
|◀	Return to the first page of results.
◀	Return to the previous page of the results.
1	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
of7	Display how many pages retrieved.
▶	Advance to the next page of the results.
▶|	Advance to the last page of results.
100% ▾	Change the size of the characters displayed on the page.

2. To modify the **Display Format/Font** on the page, select the drop-down list to change the size of the font displayed on the page.
3. The **Find Text in Report** feature allows you to enter the characters or words to search for in the Find|Next field. This is not case sensitive so you will find the

word truck if you enter it as Truck, truck or even TrUcK. Select the Find hyperlink. To find the next matching value select the Next hyperlink.

4. Select the **Export** 💾▾ and make a selection from the drop-down list to view the results in MS Excel, Adobe PDF or MS Word.

> **Attention**
>
> ⚠ Do not export large volumes of data, select the browsers Back button, then select **Submit** on the Field Selection Page.

5. Where available on the page, you can mouse over a data field or hyperlink to select a record to display additional information. A Detail page is displayed for the record selected.

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. Use ⊞ **Instructions** located at the top left of the page for additional assistance.

Error	Solution
Mandatory Entry From Date.	Transaction From Date is required.
Date format should be MM/DD/YYYY with valid month/day combination.	Re-enter a valid date format.
Transaction was not successful.	Contact Us.

Related Topics

- Inquiry Search Criteria
- Inquiry Field Selection
- View Inquiry Extract

My Queries

Overview

The Maintenance and Utilization module My Queries process provides the ability to use, create, edit, and delete saved inquiry search criteria.

Helpful Tip

Each saved My Queries inquiry is specific to the process where the inquiry was saved. For instance, if one inquiry is saved in the Equipment Pool inquiry page, it is not available when using the Dispatch Journal inquiry page.

Navigation

Inquiries > *VARIOUS PROCEDURAL STEPS* > My Queries text field

Page Fields

The following fields display on all of the **Inquiry Search Criteria** pages. For more information on each field, select the appropriate hyperlink.

My Queries

My Queries

Procedures

DPAS Navigation Helpful Tips

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

Use a My Queries Inquiry

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

1. Navigate to the desired **Inquiry Search Criteria** page.
2. Use ⌄ to select the desired My Queries. *The page refreshes, and the search criteria fields change.*
3. Continue with the procedure on the desired Inquiry Search Criteria help topic, at the "Select Show Inquiry" step.

Add a My Queries Inquiry

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

1. Navigate to the desired **Inquiry Search Criteria** page.
2. Select New Query. *The page refreshes, and My Queries changes from a drop-down field to a text field.*

> **Note**
>
> Selecting Cancel Query at any time from this point of the procedure removes all revisions and returns My Query to a drop-down field.

3. Enter the unique inquiry name in the My Queries field.

> **Note**
>
> Create a unique name with a meaningful description, and contains the purpose of the query.
>
> **Example**: AllAssetsBldg20 or EquipPoolSmallVehicleNoCert

4. Create the inquiry using the procedure on the desired Inquiry Search Criteria help topic, stopping before the "Select Show Inquiry" step.
5. Select Add Query. *The page refreshes, and* Add Query *is replaced by* Update Query *and* Delete Query.
6. Continue with the procedure on the desired Inquiry Search Criteria help topic, at the "Select Show Inquiry" step.

Update a My Queries Inquiry

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

1. Navigate to the desired **Inquiry Search Criteria** page.
2. Use ⌄ to select the desired My Queries. *The page refreshes, the search criteria fields change, and* New Query *is joined by* Update Query *and* Delete Query.
3. Edit the inquiry using the procedure on the desired Inquiry Search Criteria help topic, stopping before the "Select Show Inquiry" step.
4. Select Update Query. *The page refreshes.*
5. Continue with the procedure on the desired Inquiry Search Criteria help topic, at the "Select Show Inquiry" step.

Delete a My Queries Inquiry

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

1. Navigate to the desired **Inquiry Search Criteria** page.
2. Use ⌄ to select the desired My Queries. *The page refreshes, the search criteria fields change, and* New Query *is joined by* Update Query *and* Delete Query.
3. Select Delete Query. *The inquiry is immediately deleted.*

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: *Available Field(s) and Operands*.	Missing Entry. No data was entered. Enter the appropriate information in the desired field.
102 – Inquiry already exists.	Invalid Entry. The inquiry already exists in the database. Use the existing inquiry, or select Update Query to revise the existing query.

Related Topics

- Search for Asset Preventive Maintenance Schedule Inquiry — Criteria

My Selections

Overview

The Maintenance and Utilization module My Selections process provides the ability to use, create, edit, and delete saved field choices for an inquiry.

> **Helpful Tip**
>
> Each saved My Selections field list is specific to the process where the list was saved. For instance, if one My Selections field list is saved in the Equipment Pool Field Selections page, it is not available when using the Dispatch Journal Field Selections page.

Navigation

Inquiries > *VARIOUS PROCEDURAL STEPS* > Fields > My Selections drop-down field

Page Fields

The following fields display on all of the **Inquiry Field Selection** pages. For more information on each field, select the appropriate hyperlink.

My Selections

My Selections

Procedures

> **DPAS Navigation Helpful Tips**
>
> Click the following link to display M&U Navigation Tips.

Use a My Selections List

Selecting Cancel *at any point of this procedure removes all revisions and closes the page, whereas selecting* Reset *returns all fields to the default "All" setting.*

1. Navigate to the desired **Inquiry Field Selection** page.
2. Use ⌄ to select the desired My Selections. *The page refreshes, and the selected fields change.*
3. Continue with the procedure on the desired Inquiry Field Selection help topic, at the "Select Show Inquiry **OR** Select Submit" step.

Add a My Selections List

Selecting **Cancel** *at any point of this procedure removes all revisions and closes the page, whereas selecting* **Reset** *returns all fields to the default "All" setting.*

1. Navigate to the desired **Inquiry Field Selection** page.
2. Select **New Selection List**. *The page refreshes, and My Selections changes from a drop-down field to a text field.*

> **Note**
>
> Selecting **Cancel Selection** at any time from this point of the procedure removes all revisions and returns My Selections to a drop-down field.

3. Enter the unique field list name in the My Selections field.
4. Select the fields using the 2nd step on the desired Inquiry Field Selection help topic.
5. Select **Add Selection List**. *The page refreshes, and* **Add Selection List** *is replaced by* **Update Selection List** *and* **Delete Selection List**.
6. Continue with the procedure on the desired Inquiry Field Selection help topic, at the "Select **Show Inquiry** **OR** Select **Submit**" step.

Update a My Selections List

Selecting **Cancel** *at any point of this procedure removes all revisions and closes the page, whereas selecting* **Reset** *returns all fields to the default "All" setting.*

1. Navigate to the desired **Inquiry Field Selection** page.
2. Use ▼ to select the desired My Selections. *The page refreshes, the search criteria fields change, and* **New Selection List** *is joined by* **Update Selection List** *and* **Delete Selection List**.
3. Edit the fields using the 2nd step on the desired Inquiry Field Selection help topic.

4. Select **Update Selection List**. *The page refreshes.*
5. Continue with the procedure on the desired Inquiry Field Selection help topic, at the "Select **Show Inquiry** **OR** Select **Submit**" step.

Delete a My Selections List

Selecting **Cancel** *at any point of this procedure removes all revisions and closes the page, whereas selecting* **Reset** *returns all fields to the default "All" setting.*

1. Navigate to the desired **Inquiry Field Selection** page.
2. Use ⌄ to select the desired My Selections. *The page refreshes, the search criteria fields change, and* **New Selection List** *is joined by* **Update Selection List** *and* **Delete Selection List***.*
3. Select **Delete Selection List**. *The list is immediately deleted.*

Common Errors

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

Error	Solution
No Common Errors available for this process.	

Related Topics

- Select Fields for the Asset Preventive Maintenance Schedule Inquiry

DPAS Quick Reference Guides

The DPAS Support Site provides you with a complete listing of Quick Reference Guides and Resource Documents to assist in your usage of DPAS. You can select the following hyperlink to view or download Quick Reference Guides or Resource Documents:

- Maintenance & Utilization

To view all Quick Reference Guides and Resource Documents for other modules, select the following hyperlink:

- Quick Reference Guides

Address Browse

Reference Document:

The **Address Browse** process permits you to select ... to search for an existing **Address** based on the UIC (Unit Identification Code) entered. This same **Address Browse** process can be utilized in every program that can select an ADDR (Address) Type.

You are able to browse for specific **Addr Type**, depending on security permissions and need. The security access for a User Update Access Code(s) with a value of **0** or **9** can be used to access this process.
Values for **ADDR Type** are:

- **LO** - Loan
- **LE** - Lease
- **DI** - Disposition
- **DE** - Destination
- **RE** - Reporting (Excessing)
- **CW** - CIP Point of Contact (CIP POC)

1. While in the initial screen, as available, select the **Address** ....

Select Search, or select Cancel.
You now have three options:

2. Enter all or part of the **Address** to query existing Disposal Activities, as listed in the **Address Selected Rows** screen grid below.
3. Alternatively, if browse fields are left blank and Search is selected, all available **Address**(es) are displayed in the **Address Selected Rows** screen grid below.
4. Finally, you can leave the **Address** blank and select Search to retrieve all existing **Disposal Activities**.

When an **Address Browse** transaction is chosen while using the **Asset Disposition** program, the **Addr Type** results for a value of **DI** are changed in the **Address Browse Results** screen when the following values are chosen.

- **D** only shows results with CAGE Cd (Commercial and Government Entity Code)
- **LD** only shows results with DODAAC (Department of Defense Activity Address Code)
- **UN** only shows results with **DUNS** ([Dun & Bradstreet] Data Universal Numbering System)
- **N/A** only shows results with nothing in **CAGE Cd**, **DoDAAC** and **DUNS**
- **CW** only shows those names and addresses with an address equal to **CIP**.

5. Enter an existing **Address**, or select Cancel to return to the initial entry screen. Select the Reset to begin the process again.

Note

If no address is created for that **Addr Type**, the following error message is displayed: "Address does not exist. Establish a record using **Address A/U/D (Add/Update/Delete)**".

The **Address Browse Search Results** screen is displayed with fields and data in the following order:

- Select Hyperlink
- **DoDAAC** (Default is Ascending Order)
- **CAGE Cd** (Default is Ascending Order)
- **DUNS** (Default is Ascending Order)
- Acty Nm (Activity Name)
- POC (Point of Contact)
- **Address**
- **City**
- **State**
- **ZIP Cd**
- **County**
- Holding POC
- Holding Loc (Location)
- Holding DODAAC

Note

You can sort by any column by selecting the column heading in the **Address Browse Search Results** screen.

6. Select a row by selecting the **Select Hyperlink** next to the row needed. Only one selection can be made at one time.
7. Select the **Select Hyperlink** for the correct **Addr Type** needed.

The **Address Browse** screen is closed automatically and returns to the initial **Address Browse** screen with the selected **Address**. The **Addr Type** is moved to the **Addr Type** in the initial process screen for you to continue processing your transaction. Perform a subsequent browse(s) to change an incorrect selection.

Note

See the **Address A/U/D (Add/Update/Delete)** topics for further information on addresses.

Asset Identifier Browse

Reference Document

The Defense Property Accountability System (DPAS) **Asset Id Browse** process allows you to browse for an Asset Id (Identifier).
The **Asset Id Browse** process can be used in every process that can select an **Asset Id**.

Steps to Browse for an Asset Id

1. Select ... next to the **Asset Id** field.

The **Asset Id Browse** screen is displayed.

Data fields are displayed in the following order:

- **Asset Id** (Asset Identifier)
- Serial Nbr (Serial Number)
- Stock Nbr (Stock Number)
- Loc (Location)
- Maj Custodian Nbr (Major Custodian Number)

2. The **Search** criteria may be entered into one or multiple fields to narrow the search. Use of wildcard (%) entries is allowed. Or you may select Search without entering any search criteria to retrieve all **Asset Ids** that match your session UIC.
3. Select Search to continue or Reset to clear the search criteria. Cancel cancels the browse and returns you to the process screen.
4. The **Search** results are displayed:

The following fields are displayed:

- **Select** Hyperlink
- **Asset Id** (Asset Identifier)
- **Serial Nbr** (Serial Number)
- Item Desc (Item Description)
- **Stock Nbr** (Stock Number)
- **Loc** (Location)
- Lot Nbr (Lot Number)
- **Custodian Nbr** (Custodian Number)

5. Select the **Asset Id**. Data fields from the selected **Asset Id** are generated into the process screen and the **Asset Id Browse** screen closes automatically.

Asset Update Accounting Tab Business Rules:

Reference Document:

1. If records are bulk, the ASSET STS CD and CPTL CD fields are hidden.
2. If the bulk radio button is selected on the search criteria Page, the Acquisition cost as Unit cost is displayed.
3. If records are bulk, their unit cost must be less than $100,000. If bulk record unit cost is greater than $99,999.99, display Error– Unit Cost must be < $100,000 for bulk managed assets. Allows user to change unit price.
4. If records are bulk, the following fields are available:

- Job Ord Nbr
- Cost Center
- Task Cd
- Trading Partner Nbr
- Transfer Typ Cd

5. When the acquisition cost is entered (price adjustment) the remarks field is mandatory.
6. If Acquisition Cost is changed:

A warning message is displayed and allows the user to continue processing.

If cost variance (minimum) exists the following error messages are displayed:
- ACQ COST difference, Display Error – The ACQ COST difference from CTLG UNIT PRICE is $XXXX.XX.
- Calculated variance, Display Error – The variance is XX%.
- Display Error – The current Cost Variance Minimum threshold is XX%.
- Display Error – If ACQ COST is correct select "Continue" or enter the correct ACQ COST to Continue.

If cost variance (maximum) exists the following error messages are displayed:
- ACQ COST difference, Display Err Nbr 283 – The ACQ COST difference from CTLG UNIT PRICE is $XXXX.XX.
- Calculated variance, Display Err Nbr 284 – The variance is XX%.
- Cost Variance Maximum from the system_setting table:
- Display Err Nbr 286 – The current Cost Variance Maximum threshold is XX%.
- Display Err Nbr 287 – If ACQ COST is correct select "Continue" or enter the correct ACQ COST to Continue.

7. If records are capital assets, deprn_cd = "T" on the Acquisition table, and the rcpt_actn_cd = “ITRI” on the Asset Master table, then TRANSFER TYP CD and Trading Partner Number are mandatory.
8. Display value but disable Transfer Type Code when actn_cd = INPR and actn_

typ_cd = RCPT.

9. When the Stock Nbr has changed, validate asst_cd based on the asst_ctl_cd, to ensure the asset code is valid for the new STOCK NBR. If asst_cd is not valid, display Error – Asset code is invalid for STOCK NBR.
10. FUND CD/ASN is mandatory for Bulk records.
11. If LOAN CD is not equal to blank, C, or G, then Loan Address and Loan Start/End Dates are mandatory. If LOAN CD is not equal to blank, C, or G, and Loan Address and/or Loan Start Date, and/or Loan End Date are blank, display Error – Mandatory entry.
12. If LEASE CD is not equal to blank, B, X, or *, then Lease Address and Lease Start/End Dates are mandatory. If LEASE CD is not equal to blank, B, X, or *, and Lease Address and/or Lease Start Date, and/or Lease End Date are blank, display Error – Mandatory entry.
13. If the loan_end_dt is less than the loan_str_dt or the system date, display Error – Loan/Lease end date must be greater than start date.
14. If the leas_end_dt is less than the leas_str_dt, display Error – Loan/Lease end date must be greater than start date.
15. If record is a component, the LOAN CD, Loan Address, LOAN START DT, and LOAN END DT fields is hidden.
16. Process component assets with embedded cost in accordance with the following:

- If the embedded total is greater than the EC total_cst, display Err Nbr 341 – Cmpn Acq Cost is > End Item Acq Cost
- Disable the cptl cd on the price adjustment Page.

Asset Update Basic Tab Business Rules:

Reference Document:

1. If the selected records are bulk, the ASSET ID, SERIAL NBR, and Auto Assign Checkbox fields are hidden.
2. The LOT NBR field for serial records is hidden.
3. ASSET ID must be unique across the enterprise.
4. ASSET ID and Serial Number are mandatory.
5. No duplicate STK NBR/SER NBR combination in the application.
6. ASSET ID prefix/auto assign checkbox are mandatory for ASSET ID updates. The ASSET ID field is not open for data entry.
7. DOC NBR is mandatory for all transactions involving a Document Number.

- DOC NBR format must be DODAACJulianDTSerialNbr.

8. If record is a component, the location, sub location, and SYS ID field are hidden.

Attachment Detail Add

Reference Document:

You use this process to Add Attachment(s) items used as reference document(s).

1. After selecting Add Attachment from the **Asset Management Update** screen, the **Attachment Add** screen is displayed.

Fields displayed are:

- **Asset Id** (Identifier)
- * **File Path**
- * **DESC** (Description)
- **Primary**

2. If you know the path and filename of the document you wish to attach, you can enter the information in the ***File Path** field, or use ... to search for the document.
3. You must enter a Description of the file in the ***Desc** field
4. The **Primary** check box is optional. This can be used to indicate which attachment you wish the system to first land on if there are multiple documents.
5. Select Add.

Once you select Add, the system displays in the **Temporary Attachment** section an entry showing there is a file ready to be attached to the asset. You may continue to add additional files to the asset using steps 2-5 above.

Once you completed adding all the files you want to attach to the asset, select Update in the **Temporary Asset** section. The system returns you to the **Asset Update** screen, where you can complete the **Update** transaction.

Refer to the **Attachment Detail View** process for a discussion on viewing Attachments.

PageID Ref: WFUTN2301_99

Attachment Detail View

Reference Document:

You use this process to **View** Attachment(s) used as reference document(s). You can view the reference files attached to the asset, including both the thumbnail(s) for each file, and the **Attachment's** full size.

1. When available, select the **Attachment's** hyperlink on the Asset Detail screen.
2. The **Attachment View** screen is displayed. A Thumbnail(s) preview appears for each file previously attached.

Fields displayed are:

- A **Thumbnail** preview(s) of each file:
- **Cancel**

Note

The MIME type (Multipurpose Internet Mail Extension) determines the software used to display the Attachment document.

Refer to the **Attachment Add** process for a discussion on Adding Attachments. Refer to the **Attachment Viewer Detail/Delete** process for a discussion viewing and deleting the Attachments.

Attachment Viewer Detail/Delete

Reference Document:

This screen allows you to navigate to the various attachments associated with a particular asset. This screen may also allow you to delete an attachment associated with an asset.

Use the buttons in the lower portion of the screen to navigate through the various attachments available.

Button	Action
<<	Used to move to the first attachment.
<	Used to move to the previous attachment.
>	Used to move to the next attachment.
>>	Used to move to the last attachment.
Delete	Used to delete the displayed attachment. There is no delete verification prompt.
Close	Used to close the Attachment Viewer Detail window and return to DPAS.

Business Rules for Assigning she Virtual Unique Item Identifier (UII)

Reference Document:

The virtual UII shall be assigned and managed through use of the following business rules:

- An item shall have an existing innate serialized identity and qualify for item unique identification (IUID). Contractors in possession of Government property may use the property control number or asset identification number they use to track the item as the innate serialized identity.
- The innate serialized identity data (e.g., enterprise designation; part, lot or batch number; serial number; or property control number) must be affixed to the item (e.g., contact memory button, linear bar code, human readable data plate, etc).
- Items that require unique identification and are too small to have their innate serialized identity data physically placed on them may have this data placed on a tag attached to the item. The tag must remain attached to the item to assure unique identification is maintained. Once the tag is removed, unique identification is lost.

Component Viewer

Reference Document

This screen allows you to view the components/subassemblies that make up the end item .

Screen Fields

The following fields display on the Component Viewer screen. For more information on each field, select the appropriate hyperlink.

- Asset Id
- Loc
- Item Desc
- Custodian Nbr
- Sys Id
- Level
- Stock Nbr
- Serial Nbr
- Loan Cd
- Suspt Loss Sts Cd

- Asset Level Cd
- Level
- Asset Id
- Stock Nbr
- Serial Nbr
- Item Desc
- Cust Nbr
- Loan Cd
- Sys Id
- Suspt Loss Sts Cd

Procedure

To view component details:

1. Review the end item details in the top portion of the screen.
2. Select ⊞ to display the various components associated with the end item. If an component has a subassembly, use the ⊞ to view the available component's details.
3. Select **Cancel** to return to the previous screen.

Custodian Number Browse

Reference Document:

The Custodian Number browse capability permits you to use ... to search for a Custodian Number or Sub Custodian Number (if it exists). This Browse process may be used as available in **DPAS**, for example, when adding a custodian to an asset or using the transfer process. The **Browse** screen itself is superimposed in the upper right corner of the screen, and is for confirmation purposes only.

Select the **Custodian Nbr** .... The **Custodian Nbr Browse Results** screen is displayed with fields and data in the following order:

- Maj Cust Nbr (Major Custodian Number)
- Sub Custodian Nbr (Number)
- Custodian Nm (Name)
- Phone Nbr (Number)

Enter all or part of the **Custodian Nbr** and/or **Sub Custodian Nbr**, or leave these blank and select Search to retrieve all existing custodians and sub custodians.

Rows with existing Custodian Number(s)/Sub Custodian Number(s) are displayed at the bottom of the browse screen. Choose the **Select** Hyperlink for the Custodian Number/Sub Custodian Number needed. Only one selection can be made at one time. The **Custodian Nbr Browse** screen is closed automatically and returns to the initial entry screen, with the chosen Custodian Number and Sub Custodian Number for you to continue processing your transaction.

Perform a subsequent browse(s) to change an incorrect selection.

Document Number Browse

Reference Document

The Defense Property Accountability System (DPAS)**Document Number Browse** process allows you to:

- Browse for a stored Document Number(s) for the current type of transaction being used
- Add a **Document Number**

The Document Number Browse process can be used in every program that can select or generate a Document Number. In addition, the Doc Type (Document Type), according to the UIC (Unit Identification Code), is displayed for the current process, so that if you are in the **Asset Update** process, only update types of Document Number(s) are displayed.

You must have access to use this process. Only Document Number(s) that have been used in the last 60 (sixty) days prior to the current (today's) date are displayed.

A Doc Nbr must have this format:

- DoDAAC (Department of Defense Activity Address Code)
- Julian Date
- Serial Nbr (Serial Number) (Indicating the Doc Nbrs created in sequence)

The Document Number's Serial Number is increased by 1 for every document of that type created on the same day, thus creating a new Document Number. Refer to the glossary for **Doc Nbr** for a complete description.

Steps to Browse for a Document Number

1. Select ... next to the **Doc Nbr** (Document Number) field as available.

The **Document Number Browse** screen is displayed.
Fields and data are displayed in the following order:

- DoDAAC (Department of Defense Activity Address Code)
- Range Desc (Range Description)

2. Select Search to perform the search, or select Reset to clear data. You do not have to enter any data in the **Search Criteria** if any Document Numbers already exist.

The **Document Number Browse Results** screen is displayed.
Fields and data are displayed in the following order:

- **DoDAAC** (Department of Defense Activity Address Code)
- **Range Desc** (Range Description)
  Selection Grid
- Select (Hyperlink)
- **Doc Nbr**

- Doc Nbr Typ (Document Number Type) **DPAS** automatically reads and displays the Document Type by UIC. Document Types are:
  - **Increase**
  - **Disposition**
  - **Transfer** (However, a Custodian **Transfer Doc Type** is 'Change')
  - **Update**
  - Excess

3. Choose the **Select** hyperlink in the Selection Grid for the Doc Nbr you need.

   The **Doc Nbr Browse** screen is closed automatically and returns to the initial entry screen. The selected data populates the Doc Nbr for you to continue processing your transaction.

Steps to Add a Document Number

If a current Document Number for the type of transaction you are completing does not exist, you must add it. Prior to completing this transaction, a Document Number Range must be established, as you can only add a Doc Nbr (Document Number) using this process, not the Doc Nbr Range itself. It is from the drop-down list for the available Document Range Description(s) that you can add a Doc Nbr. Refer to the **Document Number Range** topic for further discussion.

Begin at the **Document Number Browse** screen.

1. Enter the DoDAAC (Department of Defense Activity Address Code.
2. Select the appropriate Doc Nbr Range Desc (Range Description) from the drop-down list.
3. Select **Add**.

The **Document Number Browse Add** screen is displayed.
The Document Number you created is displayed in the grid.

4. As discussed above, choose the Select hyperlink for the Doc Nbr you added from the grid.

   The **Document Number Browse Add** screen is closed automatically and returns to the initial entry screen. The selected data for the **Doc Nbr** is displayed.

   Continue processing your transaction.

Defense Property Accountability System Components

Reference Document:

Definition:

Components are subassemblies of an End Item, the latter of which is called a Higher Assemblage when used with **Components**. Generally, components are physically embedded/contained within a Higher Assemblage asset, for example, a monitor contained within a computer system or X-ray machine. The Defense Property Accountability System (DPAS) user should use the System Id (Identification) field to group/link assets to perform a specific function.

> **Note**
>
> Specific security requirements associated with **Component** actions are incorporated in the individual **End Item** process that combines with any attendant **Component** processes.

Details about assets recorded as a **Component(s)** in the **DPAS**.

- A **Component** cannot be a Bulk asset.
- A **Component** cannot be on a different Custodian Nbr (Number) than its associated **End Item**.
- The Location**/**Sub Location of a **Component** cannot be different than that for its **End Item**.
- All lower-level components transfer/decrease with their associated End Items (Higher Assemblages).
- The Embedded Cost check box for a **Component** cannot be changed on a Transfer/Decrease.
- A PIPC (Property in the Possession of a Contractor) Contract Number for a **Component**(s) must be the same as the **End Item**.
- A **System Id** of the **Component** must match the **System Id** of its **End Item**.
- A **Componen**t cannot have a different Loan Cd (Code) than its **End Item**.
- A **Component** cannot have a different Suspected Loss Cd (Code) than its **End Item**.

Points on Component Processing:

- The Asst Lvl Cd (Asset Level Code) in the Asset Master records table identifies an asset's **Component** status. **Asst Lvl Cd** values are:
  - C – **Component with Components**
  - CL – **Component Last Assemblage**
  - EC – **End Item with Components**
  - EI – **End Item with no Components**

Related Processes:

Note

All gaining transactions for the **End Item** must be completed prior to performing a **Component** gaining transaction. However, depending on the **Asst Lvl Cd** for the **Component**(s), a losing transaction(s) may delete the **Component**(s) records in tandem with the **End Item**(s).

- The following **End Item** processes can include processing a **Component** transaction:
    - **Asset Disposition** (Verifies that the asset has an **Asst Lvl Cd** has a value of 'CC', 'CL' or 'EC').
    - **Asset Property Update** (Verifies that the **Asst Lvl Cd** of the asset has a value of 'EC'.)
    - **Asset Receiving** (**End Item** action must be completed first.)
    - **Asset Reversal** (To be added to a later version of **DPAS**) (Verifies that the asset being reversed has an **Asst Lvl Cd** that has a value of 'CC', 'CL' or 'EC'.)
    - **Close Inventory** (Verifies that the **Asst Lvl Cd** of the asset has a value of 'EC'.)
    - **Excess Actions Transaction Update** (Verifies that the **Asst Lvl Cd** of the asset has a value of either 'EC' or 'CC'.)
    - **PIPC Assignment** (To be added to a later version of **DPAS**) (Used whenever the **Asst Lvl Cd** of the asset being assigned has a value of either 'CC', 'CL' or 'EC'. If the **Asst Lvl Cd** has a value of either 'CC' or 'CL', its **Asst Lvl Cd** is modified to 'EC' or 'EI'.
    - **Property Transfer** (Verifies that the **Asst Lvl Cd** of the asset has a value of 'EC'.)
    - **Update Inventory** (Verifies that the **Asst Lvl Cd** of the asset has a value of 'EC'.)

Note

The **Pending Transactions** process uses/is part of the applicable gaining/losing process: **Asset Disposition**; **Property Transfer**; or **Asset Receiving**.

Disposal Activity Browse

Reference Document:

The Dspsl Activity browse capability permits you to use ... for a disposal activity contact information. This Browse process may be used as available in DPAS, for example, when performing an excess action. The Browse Select the Dspsl Activity ... . on the Search Results screen. The browse box provides the following search criteria to Search By:

- Dspsl Activity
- State
- Country Cd

Enter all or part of the Dspsl Activity, or leave blank and select to retrieve all existing disposal activities.

Rows with existing disposal information are as follows:

- Select button
- Dspsl Activity
- Dspsl Activity Name
- Address
- City
- State
- Country Cd

Choose the Select hyperlink for the Dspsl Activity needed. Only one selection can be made at one time. The Dspsl Activity Browse screen is closed automatically and returns to the initial entry screen, with the chosen disposal activity for you to continue processing your transaction.

Disposal Designee Code Browse

Reference Document:

On the **Asset Disposition** record, the **DspslDsgCd** (Disposal Designee Code) ... permits you to designate a school or organization as the recipient of an asset marked as **Excess**. You have the ability to select the appropriate organization to which the asset is assigned by either:

1. Entering a **Dsg Cd** (Designee Code) and/or **City**, or
2. Browsing by **State**

Select the **Dspsl Dsg Cd** ....
The **Dspsl Dsg Cd Browse Search Criteria** screen is displayed with fields and data in the following order:

- **Dsg Cd**
- **City** (Drop-down box)
- **State** (Drop-down box. Displays all available States, listed by State abbreviation and name).

The browse screen itself is superimposed in the upper right corner of the screen, and is for confirmation purposes only.
You now have two options:

1. Enter all or part of the **Dspsl Dsg Cd** or City to query existing **Dspsl Dsg Cd** (s). Partial entries are permitted for the **Dsg Cd** or **City**.
2. Alternatively, if browse fields are left blank and Search is selected, *all***Dspsl Dsg Cd**(s) are displayed in the **Dspsl Dsg Cd Selected Rows** screen grid below.

Choose option **1** or **2** and select Search, or select Cancel to return to the previous screen. Select Reset to begin the process again.

If no **Search Criteria** is entered, all **Dspsl Dsg Cd**(s) are displayed. If no records exist for the **Dspsl Dsg Cd** or **City**, an error message is displayed to this effect.

The **Dspsl Dsg Cd Search Results** screen is displayed with fields and data in the following order. A grid of **Dspsl Dsg Cd**(s) is listed below the search results.

- **Designee Code** (Screen title)
- **Select hyperlink**
- **Dsg Cd** (Default is ascending order)
- **Dsg Acty Name**
- **Dsg Agency Name**
- **City**
- **State**

Note

Column headings with a **hyperlink** can be sorted for reference.

Choose the **Selecthyperlink** for the row to select the appropriate **Dspsl Dsg Cd**, such as a school, to which the asset is to be assigned, and, eventually sent.

Select Cancel to return to previous screen.
The selected **Dspsl Dsg Cd** appears in the **Dspsl Dsg Cd Browse** screen, which then is closed automatically for you to continue processing your transaction.

Perform a subsequent browse(s) to change an incorrect selection.

Note

See the **Asset Disposition**, (documents related to) **Excess**(ing) or **Address A/U/D** (**Add/Update/Delete**) topics for further information on **Disposal Designees**.

Browsing for a Facility Number Using the Web Registry

Reference Document

An **Facility Number Browse** is used in the Defense Property Accountability System (DPAS) via ... from several screens.
The **Facility Number Browse** process is used by other processes when the Instl Nbr (Installation Number) is used. This process is available to all users and roles within **DPAS**.

Steps to Browse for a Facility Number

Once the **Fac Nbr** ... is selected, the **Facility Number** browse screen is displayed. Since the **Fac Nbr** is a subset of the appropriate **Installation Number**, the **Facility Number** browse screen is displayed showing the **Instl Nbr** field for input.

1. Enter an **Installation Number** and select Search.

The **Facility Number Browse Results** screen is displayed with the following fields.

- Select (hyperlink)
- **RPUID**
- **FAC Nbr**
- **FAC Name**

2. Choose the **Select** hyperlink for the **Fac Nbr** you are planning to use.

The **Facility Number Browse Search Results** screen is closed automatically and returns you to the initial entry screen. The selected data populates the **RPUID Nbr** (Real Property Unique Identifier Number), **Instl Nbr** (Installation Number) and the **Fac Nbr** (Facility Number) for you to continue processing your transaction.

Higher Assemblage Browse

Reference Document:

On the Defense Property Accountability System (DPAS) **Asset** record, the HA (Higher Assemblage) ... permits you to query existing HA(s) for a Stock Nbr (Number)(s).

Specifically, when you select the HA ..., this process searches the Asset 'Master' records and displays all records for your UIC (Unit Identification Code). If you have access at the Custodian level, the HA records searched are limited to the records having the Custodian Id (Identifier) for your Security access.

The ability to use the HA browse program is based on your Security Level, and varies according to whether you have access to:

- Accountable property
- Non-Actbl (Accountable) property (Mfr [Manufacturer] record that has a Non-Actbl value of '1').
- Both

See the topics on Catalog A/U/D (Add/Update/Delete) and Mfr Data A/U/D (Add/Update/Delete) for further discussion.

1. From the initial entry screen, select the HA ....

Note

Only those assets with a Stock Nbr with a MgtCd (Management Code) that has a value of 'A' (serially managed) and a UIC/Custodian/Non-Actbl UIC combination that corresponds to the security access are displayed.

The HA Browse Search Criteria screen is displayed with fields and data in the following order:

- Asset Id (Identifier)
- **Stock Nbr (Number) PgmYr** (Program Year)
- Serial Nbr (Number) Basic Symbol
- Item Desc (Description) Subhead
- **Custodian Nbr (Number)**

Note

All records are listed in the display window. Limit the search by entering data in any of the HA data entry fields. Since all fields to search are optional, enter data to limit number of rows retrieved.

2. Select Search.

Note

If no Search Criteria is entered, all HA records are displayed for the Stock Nbr/Security setting based on browse data entered. If no records exist for the HA on the Catalog record or Asset Master record, an error message is displayed.

The HA Browse Search Results screen is displayed with fields and data in the following order:

- Select HyperlinkFormat
- Asset Id
- Stock Nbr
- Asset LVLCD
- Item Desc

Note

Column headings with a hyperlink can be sorted.

Select the Select Hyperlink for the Asset Id. The Asset Master record is displayed with the Asset Id displayed for the HA Asset Id on the initial entry screen.

- Stock Nbr
- Item Desc
- Asset Id
- Location
- ACQ (Acquisition) Cost
- Asset Lvl (Level) Cd (Code)
- Serial Nbr
- Custodian Id
- Sub Location
- Acq (Acquisition) Date
- Cost Embedded

Continue processing your transaction.

Perform a subsequent browse(s) to change an incorrect selection. New data based on the new selection criteria is then displayed.

Note

See the Asset Receiving, Asset Update and/or Asset Transfer topics for further information.

Inquiry File Download Run Option Overview

Reference Document

This chart details the actions associated with retrieving a Defense Property Accountability System (DPAS) inquiry that was run in the background process. If you selected **Run** from the presented download box, these are the steps you would follow.

Inquiry File Download Save Option Overview

Reference Document

This chart details the actions associated with retrieving a Defense Property Accountability System (DPAS) inquiry that was run in the background process. If you selected **Save** from the presented download box, these are the steps you would follow.

Installation Number Browse

Reference Document

An **Installation Number Browse** is used in the Defense Property Accountability System (DPAS) via ... from several screens.
This process is available to all users and roles within **DPAS**, according to the Site Id (Site Identification) being used.

Steps to Browse for an Installation Number

Once the **InstlNbr** (Installation Number) ... is selected, the following window is displayed.

The **Installation Number Browse** window displays in the upper right corner of the calling screen. Data fields are displayed on the screen as follows:

- **Country**
- **State**
- **ZIP Cd** (Zip Code)

1. Select the **Country** and **State** desired from the drop down lists. The **State** field is only available if the **Country** selected is the United States. **ZIP Cd** is an optional field.
2. Select Search.

The **Installation Number Browse Select** screen is displayed. The Installation information is displayed in a grid. Fields and data are displayed as follows:

- **Select** (Hyperlink)
- **Instl Nbr**
- **Instl Name**
- **Instl RptCmpnCd** (Installation Report Component Code)
- **Instl Close Dt** (Installation Close Date)

3. Choose the **Select** link for the installation required.

The **Installation Number Browse Search Results** screen is closed automatically and returns to the initial entry screen. The selected data populates the **Instl Nbr** (Installation Number) for you to continue processing your transaction.

Line of Accounting (LOA) Browse

Reference Document:

The Line of Accounting (LOA) **browse** process is used to build the following fields for use in designating or updating capital assets in the Defense Property Accountability System (DPAS):

- Ln Of Acctng (Line of Accounting)
- PgmYr (Program Year)
- Obj Class Cd (Object Class Code)

A Fund Cd/ASN (Fund Code/Allotment Serial Number) must pre-exist according to the UIC (Unit Identification Code) to complete this process.

Steps to Browse for an LOA

1. Select ... next to the **LOA** data entry field as available.

The **Line of Accounting Browse/Build** screen is displayed.
Fields and data are displayed in the following order:

- DeptCd (Department Code)
- **Pgm Yr** (Program Year)
- Basic Symbol
- Subhead
- **ASN** (Allotment Serial Number)
- **Obj Class Cd** (Object Class Code)

2. Select Build. You may input either all or part of any one field on the **Browse/Build** screen. The Fund Cd/ASN field cannot be blank.

If no data exists on the Appropriation table records for Dept Cd or Basic Symbol, the error message "Must select Fund Cd/ASN with data in the Dept Cd/Basic Symbol" is displayed.
The **Line of Accounting Build Select** screen is displayed.
If data exist for the FundCd/ASN, the fields are populated as follows:

- **Dept Cd** – Retrieved from the Appropriation table records.
- **Pgm Yr** – Date formats must be valid.
    - A four position field (YYYY) for one-year money.
    - An eight position field (YYYYYYYY) for multi-year money.
        - For multi-year money, the Ending Yr (Ending Year) must not exceed 2100 and must not be less than or equal to Beginning yr.
        - For multi-year money, the Beginning Yr (Beginning Year) must be > 1900 and < 2100.
- **Basic Symbol** – Retrieved from the Appropriation table records.
- **Subhead** – Retrieved from the Appropriation table records.
- **ASN** – Retrieved from the Appropriation table records.
- **Obj Class Cd** – Can contain spaces. The first two positions of the Object Class Code must be valid.

1. Choose the **Select** hyperlink for the **LOA** created, or select Reset to clear data.

The **Browse/Build** screen is closed automatically; the **LOA** is moved to your original processing screen and displayed in the **LOA** field.
Continue with your transaction.

Location Browse

Reference Document:

The Location browse capability permits you to use ... to search for a **Location** (if it exists). This browse program may be used by other Defense Property Accountability System (DPAS) programs, for example, when adding a custodian or an asset. The browse screen itself is superimposed in the upper right corner of the screen, and is for confirmation purposes only.

Select the **Location** .... The **Location Browse Search Criteria** screen is displayed with fields and data in the following order:

- **Location** (at top)
- UIC
- **Location**

You now have three options:

1. Enter all or part of the **Location** to query existing location(s) associated with the current **UIC**. These locations are listed in the **Location** selected rows screen grid below.
2. Alternatively, if browse fields are left blank and Search is selected, all **Location**(s) for the current **UIC** are displayed in the **Location Selected Rows** screen grid below.
3. Finally, you can leave the **Location** blank and select Search to retrieve all existing locations.

The **Location Browse Search Results** is displayed, with rows containing existing **Location**(s) displayed at the bottom of the browse screen.

Note

If a **Location** is entered and does not exist, the **Location Browse Search Results** screen returns the message "no records exist".

Choose the Select hyperlink for the **Location** needed. Only one selection can be made at one time.

The **Location Browse** screen is closed automatically and returns to the initial entry screen. The selected data populates the **Location** in the initial data screen for you to continue processing your transaction.

Perform a subsequent browse(s) to change an incorrect selection.

Note

See the **Location A/U/D (Add/Update/Delete)** topics for further information on locations.

Manufacturer Data Browse

Reference Document:

On a Defense Property Accountability System (DPAS) record, the Mfr Data (Manufacturer Data) ... permits you to query existing manufacturer information for a Stock Number.

The ability to use the Manufacturer Data browse is based on your security level and varies according to whether you have access to:

- Accountable property
- Non-Actbl (Accountable) property
- Both

Processing Overview:

Using the browse process for manufacturer data assumes that you have pre-established manufacturer information in the **Manufacturer Add/Update/Delete** by using the **Catalog** menu option.

- If you have access to Non-Accountable property only, the list box containing Manufacturer Data is displayed with only those records from the Catalog Manufacturer Part Number record that match the Asset Master record.
- If you have access to Accountable property only, the list box containing Manufacturer Data is displayed with all records on the Catalog Manufacturer Part Number record that match the Asset Master record.
- If you have access to both Accountable and Non-Accountable property, the list box only displays those records from the Catalog Manufacturer Part Number record that match the Asset Master record.

Browsing for Mfr Data:

1. From the initial transactions' data entry screen, select the **Mfr Data** ... .

The **Mfr Data Browse Search Criteria** screen is displayed.

Fields and data are displayed in the following order:

- **Search By** (Screen Title) (Display-only)
- Mfr Name (Manufacturer Name) – B Can be only the first letter of the Manufacturer
- Mfr Model Nbr (Manufacturer Model Number)
- Mfr Part Nbr (Manufacturer Part Number)
- CAGECd (Commercial and Government Entity Code)
- Non-Actbl (Non-Accountable)

You can search using any of the Manufacturer Data fields, or by selecting the first letter of the **Mfr Name**.

2. Select Search to search for specific Manufacturer Data, or select Cancel to return to the previous screen. Select Reset to begin the process again.

The **Mfr Data Browse Search Results** screen is displayed.
Fields and data are displayed in the following order:
Carried forward from the Search Criteria:

- **Search By** (Screen Title) (Display-only)
- **Mfr Name**
- **Mfr Model Nbr**
- **Mfr Part Nbr**
- **CAGE Cd**
- **Non-Actbl** (Check box (Indicates whether the **Stock Nbr** is associated with Accountable property))

If no Search Criteria is entered, all Manufacturer Data is displayed for the Stock Number based on the data entered.
Column headings for the **Search Results** vary only by replacing the **Search By** screen title with the Select hyperlink to choose which manufacturer you need.

3. Choose the **Select** Hyperlink to select the appropriate Manufacturer Data.

   Select Reset to begin the process again.

The selected Manufacturer Data appears in the initial screen you used for a **Mfr Data Browse**; the browse results screen is then closed automatically for you to continue processing your transaction, such as an update to an asset.
Perform a subsequent browse(s) to change an incorrect selection. New data based on the new selection criteria is then displayed.

Note

See the **Asset Receiving**, **Asset Update** and/or **Asset Transfer** topics for further information on Manufacturer records.

KEYBOARD USAGE ON THE PDCD

Reference Document:

This reference document will show how to use the keyboard on the Portable Data Collection Device (PDCD).

The following example shows entering data in the Inventory User Identifier field of the Inventory Information screen. The process is the same for any field where data needs to be typed in.

1. On the bottom of your **PDCD**, tap the icon that looks like a keyboard.

   A menu displays 2 options - **Keyboard** and **Hide Input Panel** (this option is grayed out).
2. Tap **Keyboard**. A keyboard displays on your PDCD.
3. Tap in the *Inv User Id field to position the cursor.
4. Using the displayed keyboard, tap in your user id.
5. Close the keyboard display by tapping on the keyboard icon.
6. Tap **Hide Input Panel**.

Present Value Calculator

Reference Document

The Defense Property Accountability System (DPAS) **Present Value Calculator** calculates the Present Value (PV) for Real Property Assets (RPA) that are under Capital Lease. When applicable, the **Present Value Calculator** is used in the **Real Property Update** process.

Steps to Use the Present Value Calculator

The **Present Value Calculator** screen is displayed after selecting Calculate on a **Real Property** Update screen.
The **Present Value Calculator** window contains the following data fields:

- **Lease Payment**
  This is a two part selection. The first data entry field is for the dollar amount of the lease payment. This entry is mandatory and must be greater than zero. The second entry field is a drop-down list indicating the frequency of the lease payment. The default is **Monthly**. Valid options are **Annual**, **Semi-Annual**, **Quarterly** or **Monthly**.
- **Annual Discount Rate**
  Interest rate for the lease. The default value is 0.00000%; the maximum value is 99.99999%.
- **Lease Period**
  This is a two part selection. The first data entry field is for the number of lease periods. This entry is mandatory and must be greater than zero. The second entry field is a drop-down list indicating the frequency of the lease period. The default is **Months**. Valid options are **Months** or **Years**.
- **Payment Due**
  A mandatory entry selection from a drop-down list. Valid options are **Beginning of Period** or **End of Period**.

Additional One Time Payments Section

- **Begin of Lease Period**
  Optional. Must meet dollar value field format as established in the screen standard for dollar amounts.
- **End of Lease Period**
  Optional. Must meet dollar value field format as established in the screen standard for dollar amounts.

Calculated Present Value Section

- **Dollar AMT** (Amount)
  When Calculate is selected, it displays the **Present Value**.
- **Interest Payable**
  When Calculate is selected, it displays the **Interest Payable**.

Action Selection Buttons

- **Calculate**
  When selected, the program displays the present value of the asset in the **Dollar Amt** Field, and the amount of interest in the **Interest Payable** field.
- **OK**
  Initially disabled. When Calculate is selected and calculations are complete, OK is displayed. When selected, the calculated **Present Value** is returned to the **Dollar AMT** field of the calling process.
- **Cancel**
  When selected, returns the user to the calling process without returning any values.

Prior Depreciation Calculator

Reference Document

The Defense Property Accountability System (DPAS) **Prior Depreciation Calculator** process allows you to calculate the Prior Depreciation for a **Personal Property** or **Real Property** asset.
The **Prior Depreciation Calculator** process is used in the **Depreciation Update** process.

Steps to Use the Prior Depreciation Calculator

1. Select Calculate next to the **Prior Depreciation** field.

The **Prior Depreciation Calculator** screen is displayed.
Data fields are displayed in the following order:

- Activation Date (display only)
- Deprn Period (Depreciation Period) (display only)
- Accumd Deprn (Accumulated Depreciation) (display only)
- Salvage Value (display only)
- Total Cost (display only)
- **Total Cost Less Salvage** (display only)
- **Current Prior Deprn** (Current Prior Depreciation) (display only)
- Last Deprn Dt (Last Depreciation Date) (📅)
- **New Prior Deprn** (New Prior Deprn)

The **Activation Date**, **Deprn Period**, **Accumd Deprn**, **Salvage Value**, **Total Cost**, and **Current Prior Deprn** fields are populated from the database. The **Total Cost Less Salvage** is calculated by subtracting the **Salvage Value** from the **Total Cost**.

2. Select the **Last Deprn Dt** using 📅 or enter manually. The format is MM/DD/YYYY.

3. Select Calculate.

The **Prior Depreciation Calculator** is redisplayed.
The **New Prior Deprn** is displayed.

4. Select OK. The **New Prior Deprn** is populated into the **Prior Deprn** field of the requesting screen.

Report Address Browse

Reference Document:

The browse capability permits you to use ... for a report address contact information. This Browse process may be used as available in DPAS, for example, when performing an excess action. The Browse Select the RPT ADDRESS ... . on the Search Results screen. The browse box provides the following options to proceed:

- Search
- Reset
- Cancel

Select Search to retrieve all existing report addresses. Reset to clear the screen or Cancel to return to Search Results screen.

The Report Address is information on the site that is reporting an asset as excess. Rows with existing disposal information are as follows:

- Select button
- Activity Name
- DoDAAC
- CAGE Cd
- DUNS
- POC
- Address
- City
- State
- ZIP Cd
- Country
- Holding POC
- Holding Loc
- Holding DODAAC

Choose the Select hyperlink for the RPT ADDRESS needed. Only one selection can be made at one time. The DSPSL ACTIVITY BROWSE screen is closed automatically and returns to the initial entry screen, with the chosen disposal activity for you to continue processing your transaction.

RPUID Browse

Reference Document

The Real Property UID (RPUID) (Real Property Unique Identifier) **Web Registry** browse process permits you to access the Real Property records table. This process allows the Defense Property Accountability System (DPAS) to retrieve facility data information based on the submission of the RPUID.
This process is available to all users and roles within **DPAS**.

Steps to Search for a Real Property Unique Identifier

Once the **RPUID** ... is selected, the following window is displayed.

1. The **Real Property UID** browse window appears superimposed in the upper right corner of the calling screen. There is only one field available for data entry; the **RPUID**. You must enter a valid **RPUID** and select Search. The entire **RPUID** must be entered. The Web Service Browse does not accept partial entries or wild card characters.

The **Real Property UID Search Results** screen is displayed. The facility information associated with the entered **RPUID** is displayed in a grid. Fields and data are displayed as follows:

- **RPUID** (Display-only)
- **Select** (Hyperlink)
- FacNbr (Facility Number)
- Fac Name (Facility Name)
- Fac Address (Facility Address)
- Fac City (Facility City)
- Fac State (Facility State)
- Fac Country (Facility Country)
- Fac Postal (Facility Postal)

2. Choose the **Select** link.

The **RPUID Browse Search Results** screen is closed automatically and returns to the initial entry screen. The selected data populates the **RPUID Nbr** (Real Property Unique Identifier Number), **Instl Nbr** (Installation Number) and the **Fac Nbr** (Facility Number) for you to continue processing your transaction.

Salvage Value Calculator

Reference Document

The Defense Property Accountability System (DPAS)**Salvage Value Calculator** process allows you to calculate the Salvage Value for a **Personal Property** or **Real Property** asset.
The **Salvage Value Calculator** process is used in the **Depreciation Update** process.

Steps to Use the Salvage Value Calculator

1. Select Calculate next to the **Salvage Value** field.

The **Salvage Value Calculator** screen is displayed.
Data fields are displayed in the following order:

- Total Cost (display only)
- Percentage
- **New Salvage Value**
- **Current Salvage Value** (display only)

The **Total Cost** and **Current Salvage Value** fields are populated from the database.

2. The **Percentage** defaults to the Agency Min. This field may be reset, but cannot be reset to a value below the **Agency Min**. When you click on this field, a selection scroll-down box appears. You may make a selection or enter the value manually.

3. Select Calculate.

The **Salvage Value Calculator** is redisplayed.
The **New Salvage Value** is displayed. The **New Salvage Value** is calculated by multiplying the **Total Cost** by the **Percentage**.

4. Select OK and the **New Salvage Value** is populated into the **Salvage Value** field of the requesting screen or select Cancel to return to the requesting screen without populating any data.

Secure File Transfer Protocol Outbound Process

Reference Document:

The SFTP (Secure File Transfer Protocol) **Outbound Process** sends files created by the Defense Property Accountability System (DPAS) to the appropriate interfaced site. This process is executed whenever a file has been created by DPAS for a site with which DPAS has an interface agreement. Ordinarily, an SFTP Outbound Process is on an automated daily schedule.

Each external system with which DPAS interfaces has an Outbound Interface file in the appropriate format placed in the appropriate sub-directory to interface with DPAS.

DAC (DPAS Administrator Console) External System Site records:
The presence of a file in the appropriate sub-directory is used to determine the External System 'Key', which in turn identifies which interface is being processed; the following fields are used in the process:

- FTP (File Transfer Protocol) Site Address
- **File Transfer Protocol** User Id (Identification)
- File Transfer Protocol Password

Process

- For processes scheduled automatically, DPAS checks to see if a file exists
    - When no file exists, DPAS ends the FTP process.
    - When a file exists, DPAS continues the FTP process.
- Using the FTP Site Address
    - Log in to the address using the User Id and Password
    - Move the Outbound Interface File to the address
    - When FTP is unsuccessful, DPAS ends the FTP process.
    - When FTP is successful, DPAS continues the FTP process.
- Move the Outbound Interface File to the appropriate backup sub-directory

Current External Interfaces (Outbound Interface Files):

- DBMS (Defense Business Management System) Outbound File
- STARS (Standard Accounting and Reporting System) Outbound File
- E-BIZ (Electronic Business [eBusiness]) Outbound File
- SABRS ([Marine Corps] Standard Accounting, Budgeting and Reporting System) Outbound File
- FAMIS (First Article Management Information System) Outbound File
- UIT (Unique Item Tracking) Outbound File
- IUID (Item Unique Identification) Outbound File
- DAISY (DRMS [Defense Reutilization Management System] Automated Information System) Outbound File
- WAWF (Wide Area Work Flow) Outbound XML (Extensible Markup Language) File

Standard Financial Information Structure Code

Reference Document

Defense Property Accountability System

Type Asset / ACC / SFIS Association

Type Asset Cd	Description	ACC	Description	Dprn Prd	Asset Ctgry Std Finl Cd
C	CIP - Personal Property	0	Military Equipment		0 50000000000014
C	CIP - Personal Property	4	Heritage Asset		4 50000000000004
C	CIP - Personal Property	L	IT Software in Dvlpmnt		L 50000000000025
C	CIP - Personal Property	T	Gen PP&E		T 50000000000045
D	CIP - Real Property	Q	Real Property Minor Dvlpmnt		Q 60000000000050
D	CIP - Real Property	R	Real Property Major Dvlpmnt		R 60000000000060
G	Gen PP&E	I	Other Assets	120	I 20000000000045
G	Gen PP&E	J	Machine Tooling	120	J 20000000000032
G	Gen PP&E	K	Other Assets	60	IT Equipment/Hardware
G	Gen PP&E	N	Medical Equip	60	N 20000000000033
G	Gen PP&E	P	Commercial Vehicle	60	P 20000000000034
G	Gen PP&E	S	Office Equip	120	S 20000000000035
G	Gen PP&E	T	Equip -Elect Gen (500KW+)	240	T 20000000000036
G	Gen PP&E	T	Equip -Print/Publ/Dupl	120	T 20000000000037
G	Gen PP&E	T	Equip -Radio/TV Broadcstng	60	T 20000000000038
G	Gen PP&E	T	Equip -Steam (12.5K + lbs/hr)	240	T 20000000000039
G	Gen PP&E	T	Equip - RDT&E	60	T 20000000000040
G	Gen PP&E	T	Equip -Telecomm & Towers	120	T 20000000000041
G	Gen PP&E	T	Equip -Vessels/Tugs/Barges	240	T 20000000000042
G	Gen PP&E	T	Equip -All Other	120	T 20000000000043
G	Gen PP&E	T	Fiber Optic Cable	240	T 20000000000044
G	Gen PP&E	T	Other Assets	120	T 20000000000045

H	Heritage	1	Art Collection		1 00000000000001
H	Heritage	2	Museum Collection		2 00000000000002
H	Heritage	3	Library Collection		3 00000000000003
H	Heritage	4	Other Heritage		4 00000000000004
M	Military Equipment	0	Other Mil Equip	240	0 10000000000014
M	Military Equipment	A	Fighters/Attck Aircraft	240	A 10000000000005
M	Military Equipment	B	Bombers	240	B 10000000000006
M	Military Equipment	C	Helicopters	240	C 10000000000007
M	Military Equipment	D	Transport Air	240	D 10000000000008
M	Military Equipment	E	Surface Combat	240	E 10000000000009
M	Military Equipment	F	Submarines	240	F 10000000000010
M	Military Equipment	G	Transport Vessels	240	G 10000000000011
M	Military Equipment	H	Tanks/Combat Vehicles	240	H 10000000000012
M	Military Equipment	W	Transport Vehicles	240	W 10000000000013
R	Real Property	Q	Real Property Minor - 20 Yrs	240	Q 40000000000051
R	Real Property	R	Real Property Major - 40 Yrs	480	R 40000000000061
R	Real Property	V	Other Natural Resources	480	V 40000000000065
S	Software	L	IT Software - Cmrcl Dev	120	L 30000000000020
S	Software	L	IT Software - Intrnl Dev	120	L 30000000000021

FEDLOG PROCESSES (Batch only)

Reference Document

Reference Information on Importing FedLog National Stock Numbers into DPAS:

The DPAS interface with the Defense Logistics Information Service (DLIS) provides a means for DPAS to interface with the National Stock Numbers (NSN)(s) in the Federal Logistics Record (FEDLOG). The FedLog is the official source of supply management **StockNBR** (Number)(s) for items authorized for all services. Tailored FedLog files have been created by DLIS to meet DPAS requirements, called the FedLog Mstr (Master) and Catalog FedLog SVC (Service) files.

The DPAS Data Processing Center is responsible for loading the tailored FedLog file to DPAS. NAVSISA (Navy Supply Information Systems Activity) receives add/update/delete files and is responsible for loading the tailored FedLog file to DPAS. The user can access the FedLog data utilizing the following programs: Catalog Add/Update/Delete, and the FedLog Inquiry (to be in a future release). DLIS creates an updated file monthly of adds/updates/deletes and send the file using FTP (File Transfer Protocol). The DPAS system administrator updates the Base Catalog for each catalog name and creates a report with updates/deletes.

Every month, DLIS creates and uses an FTP process to update the FedLog file with adds/updates/deletes to NSN(s). In September (currently around the 22nd day of the month), DLIS creates an annual, complete file to perform an annual reconciliation of the DPAS Catalog to the FedLog and generate a change report. The DPAS System Administrator loads the new file to the DPAS FedLog interface system - level tables and notify the DPAS CDA (Central Design Authority) staff when the file has transmitted successfully.
DLIS sends an email to the DPAS CDA and the FedLog functional analyst to let them know the FedLog files are ready to process. Once the DPAS CDA receives the files, the System Administrator for DPAS is notified in order to retrieve the files, place them on the production platform and schedule the FedLog Upload process.

This interface updates the DPAS Base Catalog, Catalog FedLog Mstr and Catalog FedLog Svc records. The FedLog Change report is generated as a result. Deleted files are renamed and archived to the Catalog Base History Table.

For records to be deleted, the process updates the Catalog Base and the Catalog FedLog Mstr with a NIIN Sts Cd (National Item Identifier Status Code) of '**8**'. DPAS receives only NIINs in the delete file.

Due to the number of records for the annual FedLog upload, the DLIS DPAS reconciliation file may need to be paused and restarted the following evening. If the Accounting data will be displayed in the following order: change/delete reconciliation is running in the morning, it can be paused and restarted in the afternoon or evening where it was paused previously. This only works for the files that are to be loaded (If paused, imports restart at the beginning).

For each Stock NBR, there is one 'Type 01' (master record) record and at least one 'Type 02' (service specific) record. There may be many 'Type 02' records for each 'Type 01' record. There may be many Stock Nbr(s) using service records for each master record. The 'Type 02' record is the service record from FedLog which designates service specific changes for the '01' record.

Annex A: Data Dependencies

Valid Demilitarization Codes and Controlled Inventory Item Codes combinations:

DMIL Cd(s) (Demilitarization Codes) Are:

P

A, B, Q

C, D, E, F

G

CIIC(s) (Controlled Item Inventory Codes) Are:

A, B, C, D, E, F, G, H, K, L, S, or T, 5, 6, 8 (Numerics = Small Arms, not AEDA*)

1, 2, 3, 4, 9, J, I, M, N, O, P, Q, R, U, V, W, X, Y, Z

1, 2, 3, 4, 7, 9, J, I, M, N, O, P, Q, R, V, W, X, Y, Z, $

1, 2, 3, 4, 5, 6, 7, 8, 9, A, B, C, D, E, F, G, H, J, K, L, M, N, O, P, Q, R, S, T,V, W, X, Y, Z (5, 6, 8 = AEDA, not small arms)

Annex B: FedLog Interface Report (Sample)

The FedLog Interface Change Report shows any changes occurring from the interface process. With an Excel spreadsheet format, it displays only changes (Part 1) and deletes (Part 2) to Stock Number(s) and associated fields in the FedLog file tailored to DPAS. This report is in the standard report format. It shows only the Stock Number along with the fields that have changed.

FedLog Interface Change Report

FedLog Change Load

The FedLog Change Load (batch) change program for the FedLog process updates the temp (temporary) tables and can run separately.

FedLog Recon Load

The FedLog Recon Load (batch) only runs once a year. This table gets loaded from the FedLog import file. When finished, the Catalog FedLog Master file replaces the Catalog FedLog Master file and the Catalog FedLog Svc temp file replaces the Catalog FedLog Svc file.

FedLog Recon Import

The FedLog Recon Import batch is the reconciliation import batch for the FedLog process. The Catalog FedLog Import Base Catalog file is loaded only when there is something on the DPAS Base Catalog, retrieving all records from the DLIS DPAS Reconciliation file.

Annex C

FedLog Interface Report

The purpose of this report is to show any deletes or changes that occurred from the process of the FedLog applications including, but not limited to, Stock Nbr, Item DESC, CIIC, Unit Price, etc. One report is created for each catalog name.

Unique Item Identifier (UII) Status Code Matrix

Reference Document:

The UII STATUS CD selected on the search criteria page determines your options on the UII Update / Assignment page. The following are the UII Status Codes:

Status Code	Description
ART	UII is assigned and exists in the IUID registry, recorded in DPAS and assert is tagged with UII label
ANN	UII is assigned and exists in the IUID registry, not recorded in DPAS and asset is not tagged with UII label
ARN	UII is assigned and exists in the IUID registry, recorded in DPAS and asset is not tagged with UII label
NNN	Meets criteria, UII is not assigned, not recorded in DPAS, and asset is not tagged with UII label (should not appear on search criteria)
ANT	UII is assigned and exists in the IUID registry, not recorded in DPAS and asset is tagged with a UII label
DMC	Asset does not meet criteria for UII labeling (Important: By Default NO UII record is created)
NDT	Not Determined

On the UII Update/Assignment Update page your options for UII STATUS CD are based on your search criteria. The following is a breakdown of what options display in the drop down listing for each UII STATUS CD:

If the UII STATUS CD is equal to NDT (Not Determined), options are:
- DMC
- ANN
- ANT
- NNN

If the UII STATUS CD is equal to DMC (Asset does not meet criteria for UII labeling), options are:
- ANN
- ANT
- NNN

If the UII STATUS CD is equal to NNN (Meets Criteria, UII is not assigned, not recorded in DPAS and asset is not tagged with UII label, options are:
- DMC
- NDT
- ANT

If the UII STATUS CD is equal to ANN (UII is assigned and exists in the IUID registry, not recorded in DPAS and asset is not tagged with UII label), options are:

- DMC
- NDT
- ANT
- NNN

If the UII STATUS CD is equal to ANT (UII is assigned and exists in the IUID registry, not recorded in DPAS and asset is tagged with UII label), options are:

- DMC
- NDT
- ANN

Additional Business Rules:

If the UII STATUS CD is equal to NDT or DMC and it is changed to ARN, update the uii_sts on the UII table to NNN.

If the UII STATUS CD uii_sts on the UII table record is equal to 'ARN' and it is changed to 'ART'. Update the uii_sts on the UII table to 'ART' and insert a record into the UII Outbound table as follows:

Unique Item Tracking Reporting

Reference Document

Unique Item Tracking (UIT) is the Department of Defense (DoD) program to maintain asset visibility of specific categories of equipment and Serial Numbers. It includes:
- Small Arms
- Cryptographic items
- Sensitive or Radioactive Testing Equipment
- Monitoring Equipment

Sub-programs of **UIT** include the DoD:
- Small Arms Serialization Program (DODSASP)
- Controlled Cryptographic Item Serialization Program (CCISP)

To ensure appropriate visibility, **UIT** requires transactional reporting to the UIT Central Registry from all elements in possession of reportable items. The U.S. Army Materiel Command Logistics Support Activity (USAMCLOGSA) executes the UIT Central Registry mission for all UIT programs, as well as the DODSASP Central Registry.

In addition to transaction reporting, an annual reconciliation of the Serial Numbers for all Reportable items is required between the UIT Central Registry and each of the Reporting activities. Within the Defense Property Accountability System (DPAS), the term **UIT** refers to Serial Number reporting (to the UIT Central Registry). Reporting only takes place if the Unit Identification Code (UIC) System Setting is set to Reportable. (The Setting Category has a value of 'EX', and the Setting Type has a value of 'UIT').

DPAS Table Records accessed are:
- Accountable UIC
- UIC
- UIC System Settings
- UIT Interface
- Base Catalog
- Asset Master
- Process Queue

Process Description:
UIT Transaction reporting is accomplished automatically each day without user intervention or request. Transactions that affect the Property Book balance for specific Reportable Codes are included in the UIT Transaction reporting process. This process creates a UIT Transaction Report for the user and a data file for transmission to the LOGSA, Huntsville, AL. As the data is received and processed at LOGSA, output reports are distributed by mail to DPAS users each month.

If the transaction is for a serially numbered item, all **Serial Numbers** for the Stock Number and **UIC** are included on the transaction. One record may hold 1024 Serial

Numbers associated with that Stock Number. Bulk Reportable assets only provide a Total Quantity for the Stock Number by UIC.

Each process that can trigger a **UIT** event calls the UIT Reporting 'Common Function' and send the necessary data. The UIT Reporting Common Function populates the fields on the UIT Interface Table Records.

Conditions that should create a transaction:

1. Changes to the **UIC Reportable Codes**.

   If the UIC Settings are changed on the UIC System Settings table records, and the UIC has reportable assets on the Asset Master table records, and the assets do not have a Loan Cd that has a value of either 'L' or 'N' (In On Loan), then the **UIT** generates a plus transaction or a minus transaction for each reportable asset.
2. Changes to the **Stock Number Reportable Code**.

   If the Reportable Cd on the Base Catalog table record is:
   1. Changed from '0' (Not Reportable) to 'A' (Reportable)
   2. The Asset Master has this Ctlg Base Ky (Catalog Base Key)
   3. The Loan Cd does not have a value of 'In on loan'
   4. The UICs are Reportable on the UIC System Settings records

   a plus **UIT** transaction is generated for each UIC containing all the Serial Numbers associated with that Stock Number.
   If the Reportable Cd on the Base Catalog table record is changed from 'A' to '0', a minus **UIT** transaction is generated.
3. Changes to the **Stock Number**.

   If the **Stock Number** changes
   1. From one **Stock Number** to another for a Reportable asset AND
   2. the **Loan Cd** is not 'L' or 'N' AND
   3. the **UIC**(s) is reportable

   a minus UIT transaction is generated for the 'From' Stock Number and a plus **UIT** transaction 'To' Stock Number. Transactions should be generated for each Reportable UIC with assets.
4. Changes to the **Stock Item Code**.

   If the
   1. **Stock ITM Cd** (Stock Item Code) on a Reportable Stock Number changes from 'B' to 'J',
   2. There are assets on the Asset Master table records,
   3. The **Loan Cd** is not 'L' or 'N',
   4. The **UIC**(s) is reportable,

a minus **UIT** transaction is generated for each Reportable UIC. If the Stock Itm Cd changes from a 'J' to a 'B', a plus **UIT** transaction is generated for each Reportable UIC.

5. Addition of a **Reportable** asset.

   When adding an asset with a

   1. Reportable Stock Number,
   2. Reportable UIC,
   3. **Loan Cd** that does not have a value of 'L' or 'N',
   4. **Stock Itm Code** = 'A' or 'B',

   a plus **UIT** transaction is generated.
6. Deletion of a **Reportable** asset.

   When deleting an asset with a Reportable Stock Number, a Reportable UIC, Loan Cd that does not have a value of 'L' or 'N', and Stock Itm Code that does not have a value of 'A' or 'B', a minus **UIT** transaction is generated.
7. Changes to a **Loan Cd**.

   1. If the Loan Cd changes from 'L' or 'N' to any other value,
   2. The UIC is reportable to **UIT**,
   3. The Stock Number is reportable to **UIT**,
   4. The Stock Itm Cd has a value of 'A' or 'B',

   a plus **UIT** transaction is generated. If the Loan Cd changes from any other value to 'L' or 'N', and all other conditions are met, a minus **UIT** transaction is generated.
8. Changes to the **Serial Number** of a **Reportable** asset.

   If the

   1. Serial Number of a Stock Number with a Reportable Cd that has a value of 'A' is changed,
   2. UIC is **UIT** reportable,
   3. Loan Cd does not have a value of either 'L' or 'N',
   4. Stock Itm Cd of the Stock Number has a value of either 'A' or 'B',

   both a minus and a plus **UIT** transaction are generated. The transactions should include all **Serial Numbers** for that **Stock Number** and **UIC**.

   Other Considerations:

   1. Management Message generation. (To be incorporated into DPAS at a later date.)

2. Form Numbers are determined by the Type Action Code on the Asset Master record and the Program ID (Identification). Any program that does not have a Type Action Code defaults to the Form Number of DD 4949.

Action	Action Code	Form Number
Transfer In	ITRI	DD 2765
New Procurement	INPR	DD 2765
Administrative Adjustment Report (AAR)	IAAR	DD 4949
Inventory Adjustment	IIAJ	DD 4949
Found on Installation	IFOI	DD 4949
Centrally Funded	ICFT	DD 3161
Donated	IDNT	DD 1131
Transfer Out	DTRO	DD 2765
Turn-In	DTNI	DD 2765
Disposal	DSPL	DD 2765
AAR	DAAR	DD 4949
Inventory Adjustment	DIAJ	DD 4949
Report of Survey, LDD	DLDD	DD 4697
Donated	DDNT	DD 1131
Sales	DSAL	DD 1131

Daily UIT Transaction Layout:

Field Position	Value
1 - 7	Program Identifier (Continuing Balance System Installation Equipment Management System (CBSIEMS))
8 - 20	National Stock Number (NSN)
21 -22	Blank (Null)
23	Reportable Item Control Code (RICC)
24	Plus Sign (+) or Minus sign (-)
25 - 29	Quantity
30 - 43	Document Number
44	Blank (Null)
45 - 50	Department of Defense Activity Address Code (DODAAC)
51 - 54	Form Number
55 - 58	Blank (Null)
59 - 62	Installation Code
63 - 68	Department of Defense Activity Address Code (DODAAC)
69 - 73	Date
74 - 79	Line Item Number (LIN)
80	Blank (Null)

Field Position	Value
81 - 84	Number of Serial Numbers in Positions 85-3025
85 - 3025	Every 20 positions is a Serial Number

User Identifier Browse

Reference Document

The purpose of this process in the Defense Property Accountability System (DPAS) is to allow users to browse for a User Id (User Identifier). Following the browse, the User Identifier is input into the User Id field of the particular **User Id Browse Search Criteria** screen.
This process may be used by any program requiring entry of a User Id. The program provides several retrieval options based upon the process calling the browse. These options and the processes using them are described below.
In addition to the individual User's permissions to perform a User Id browse, retrieval options are followed based on the process calling the browse:

- If the individual using the browse is an Application Security Officer, all active users are displayed.
- If the individual using the browse is a Site Security Officer, all active users are displayed that have access to the same sites as the security officer except those who are also Site Security Officers.
- If the individual using the browse is an Accountable Unit Identification Code Security Officer, all active users are displayed that have access to the same Accountable UICs (Unit Identification Code) as the security officer except those who are also Accountable UIC Security Officers.

Steps to Browse for A User Id

1. When necessary, select the **User Identifier** ... . The User Identifier Browse screen automatically opens when you enter the **ActblUIC/UIC/Custodian Nbr Access** (Accountable Unit Identification Code, Unit Identification Code, and Custodian Number Access) screen.

Fields are displayed in the following order:

- **Search By** (Display–only)
- User Id — Entry field into which you may enter all or any part of a User Identifier. You may use the wildcard character (a **'%'** percent sign) as a substitute for all or any number of characters.
- Last Name — An alternative data entry field into which you may enter all or any part of a user last name. You may use the wildcard character (a **'%'** percent sign) as a substitute for all or any number of characters.

2. Select Search to begin the search, or select Reset to clear data. All fields are optional; however, you must enter data to limit the number of rows retrieved. Full or partial values can be entered in either field.

The **User Id Search Browse Results** records are displayed.
Fields and data are displayed in the following order. Restrictions on those User Ids displayed are based on the User Type and security profile of the user.

- Carried forward from the **Search Criteria** screen:
- **Search By**

- **User Id**
- **Last Name**
- **Search Results** Grid display in the following order:
- **Select** (Hyperlink)
- **User Id** Default sort. Can sort on the column heading
- **Last Name**
- First Name

You may alphabetically sort the return list by selecting the User Id link at the top of the User Id data column.

3. Choose the **Select** link for the User Id needed.

The data selected after the search populates the User ID (Identifier) field in the initial transaction screen being used, allowing you to continue processing your transaction. The **User Id Browse Search Results** screen also closes automatically.

Processing considerations for a User Id

- **Site Id**
  - When a site Security Officer is using the browse, DPAS automatically determines what sites the security officer can access also.
  - When returning results for a Site Security Officer using the browse, DPAS determines whether the user has access to any site that the Site Security Officer can access, too.
- **User Accountable UIC** (Unit Identification Code)
  - When an Accountable UIC Security Officer is using the browse, DPAS determines which Accountable UIC(s) the security officer can access. This includes determining whether the user has access to any Site Id that the Accountable UIC Security Officer can access.

Wide Area Workflow Import Process:

Reference Document:

Introduction:

Wide Area Workflow (WAWF) is used for many purposes, including property transactions. The DPAS (Defense Property Accountability System) Wide Area Workflow (WAWF) interface process imports notification records, called Property System Notifications (PSNs), that are generated by WAWF. These transactions are sent to DPAS by sending data through the Global Exchange (GEX).

The interface, although transparent to/not seen by DPAS users, is important in two DPAS functions:

- Asset Receiving
- Asset Transfers

It is also recommended that WAWF be checked prior to adding a stock number to a Defense Property Accountability System (DPAS) Catalog. Users should search both the DPAS Catalog and the WAWF to verify whether the stock number in WAWF exists and is in a usable format (since WAWF stock number structures fall in different categories, e.g., National Stock Numbers (NSNs) and color).

The UIC (Unit Identification Code)/DoDAAC (Department of Defense Activity Address Code) must be both valid and recognized in DPAS. Otherwise, the import transaction is rejected in DPAS.

Login to the WAWF requires use of CAC (Common Access Card) reader and an account separate from the login for Defense Property Accountability System (DPAS). Refer to the section on WAWF security for users, access and privileges below.
In order to use the WAWF itself, some preliminary steps must be taken by individual user Activities – often by the Accountable Property Officer (APO) – to register with WAWF. The APO ensures that only data belonging to the Activity is received.

If your Activity does not currently use WAWF, you must first establish a WAWF account, as described below. See the Wide Area Work Flow web site, https://wawf.eb.mil, for more information.

Explanation:

PSNs in this process are generated when the Government accepts a shipment from a vendor for new procurements, as well as when property transfers occur between Government entities or between contractors (Return of Government Furnished Property). Currently, DPAS accepts and extracts from WAWF only those PSNs designated as ‘AS’ (i.e., new procurements).

In another process, individual unique identifications (IUID) are passed to the Unique Identification (UID) Registry maintained by the Department of Defense.

The PSNs update DPAS with required data elements pertaining to acquisitions or transfers. Initially, only PSNs containing Unique Item Identifiers (UIIs) are routed to the DPAS property book; these PSNs are routed to DPAS UICs (Unit Identification Codes) that have recognized Department of Defense Activity Address Codes (DoDAACs).

Why Use the WAWF Interface:

Although the use of this interface is optional, it is highly recommended that DPAS users employ it because its benefits include:

- Improved accuracy and efficient posting of information to the property book.
- Automatic updating of the Item Unique Identifier (IUID) Registry.
- Vendors supplying government equipment Contract Line Items (CLINs) are paid more quickly.

Discussion:

For new acquisitions, a vendor initiates the process by creating a WAWF Receiving Report (RR) using either:

- Electronic Data Interchange (EDI)
- Secure File Transfer Protocol (SFTP)
- Web entry

This RR is routed to a Government Acceptor who is assigned that role in WAWF. The appropriate data elements are extracted from the PSNs and used in DPAS to create ‘Due-Ins’ for the property manager. Once the DPAS property manager has received the assets, the ‘Due In’ established for that shipment can be used to post the assets to the property book.

Explanation of the WAWF interface used in conjunction with DPAS:

Currently, DPAS uses one-half of the types of numbering available in WAWF as stock numbers:

- FSCs (Federal Supply Classes)
- NSNs (National Stock Numbers)
- Manufacturer Part Numbers
- Serial Numbers

When the DPAS Activity using WAWF desires to receive PSNs, the Activity has WAWF updated to identify the property system that is aligned with one or more of the following offices/persons:

- Ship To Point – Ship To DoDAAC
- Property Receiver – DoDAAC/CAGE Cd, and/or
- Property Administrator – DoDAAC

This setup is critically important to having PSNs generated and correctly routed to DPAS. Prior to contacting the WAWF administrator, the DPAS user should know that the RAC (Receiving Activity Code) is DPAS.

Any/all stock number(s) being imported by using the WAWF process must already exist on a Catalog within DPAS. If not, the User receives an error message. No field data is accepted directly into DPAS without first being placed on the DPAS Pending Table records found in the Asset Receiving portion of DPAS. For a given PSN, there should be data elements populated on the Due-In Pending Table.

A PSN record without a readable data element associated with the assets is written to the WAWF Exception Table with the status of 'rejected'. You can view:

- The WAWF Interface Report for the rejected file.
- The Pending Supply Actions Report for data elements.
- The Inquiries for data elements.

Currently, the data elements in DPAS that can be populated with information received from the WAWF PSN fields are:

DPAS Field Name	**Length**
Catalog Stock Number	15
Serial Number	20
Acquisition Cost	15
Quantity	6
Contract/Purchase Order Number	13
Lot Nbr	20
Item Unique Identification (IUID)	50
Acquisition Date	8
Received By	N/A
Item Description	1024
Manufacturer Name	36
Manufacturer Model Number	N/A
Manufacturer Part Number	36
Contract Line Item Number (CLIN)	4
ACRN ([Line Of Accounting] Account Class Reference No)	2
Commercial and Government Entity Code (CAGE Cd)	5

Notes on IUID:

- If the IUID is present, the Asset information should be passed to the Pending Due-In Table.
- If no IUID is present, the Record information is sent to the Rejected Table or File.

Notes on the WAWF:

- The DoDAAC can contain an 'extension' of up to six (6) characters.
    - When the shipper inputs a DoDAAC with an extension, and the DoDAAC-Extension is identified with a RAC, a PSN is generated and routed to that RAC.

  - However, if the shipper
    - Inputs a DoDAAC with an extension.
    - The DoDAAC Extension is not identified with a RAC, while the DoDAAC without the extension is identified with a RAC; a PSN is generated and routed to the RAC identified with that DoDAAC.
  - If neither is identified with a RAC, no PSN is generated.
- When a vendor is ready to deliver an order for new assets to the Federal Government for goods/services, the vendor creates a shipment notice in the WAWF.
  - The shipment notice may include a mix of services, supplies, materials, assets, etc., that may or may not contain a Unique Item Identifier (UII).
  - These PSN WAWF transactions are the 'AS' type.
- Once the WAWF Government Acceptor accepts the shipment, WAWF generates one or more PSNs, which is then routed to DPAS via GEX.
- PSNs are generated for all receipts regardless of cost or type of activity.
  - For each shipment notice the Government receipts/accepts, a PSN is generated by WAWF to the GEX.
  - GEX presents each shipment as a single file.
  - DPAS applies filters to the data in attempt to exclude those transactions that are not applicable to Property Book (Supplies, Services, etc).
- It is envisioned that the GEX pushes the PSNs to DPAS in an XML format over a secure network.
  - DPAS has a WAWF/GEX folder to hold inbound files.
  - As the folder receives data, data is processed in the background.

Error Handling

The DPAS Application Administrator is responsible for monitoring the Interface Reports for errors and contacting the appropriate DPAS staff for assistance with problem resolution. A WAWF activity report is generated daily for the application administrator and others that have a need to view it. Refer to the PSN Import Status Report.

Whenever a DPAS user was expecting a PSN, and it was not received, the resolution procedures are as follows:

- Contact the DPAS Helpdesk and provide particulars of the transaction, such as:
  - Shipment Notice Number
  - Shipment Notice Date
  - Date of Acceptance by Government
  - Acceptance Location (DoDAAC)
- Should DPAS be unable to locate the transaction, the DPAS user contacts the WAWF representative providing the same information.
- Whenever the WAWF representative locates the entry, and it shows that a PSN was generated, the WAWF representative should open a trouble ticket with GEX to determine why the transaction was not sent to DPAS.

Instructions for User Sign-Up for Wide Area Work Flow (WAWF)

When the DPAS activity using WAWF desires to receive PSNs, it is necessary to update WAWF to identify the property system that is aligned with one or more of the following DoDAAC Code(s):

- The update is accomplished by contacting the WAWF Program Management Officer (PMO), and providing DPAS DoDAACs and corresponding Receiving Activity Code(s) (RACs) for the instance of DPAS ready to receive PSNs. The WAWF PMO has a database script written to add the DoDAAC(s) and corresponding RAC under the DPAS in the WAWF PSN table. This setup is 'key' to having PSNs generated and correctly routed to the DPAS; and
- Ensure that the DoDAACs currently assigned in DPAS are valid DoDAACs and recognized in DPAS. DoDAACs can be validated at the following website: https://www.daas.dla.mil/daasinq/. DoDAACs not contained in the DAAS (Defense Automatic Addressing System) Master File cannot be processed. If you wish to add a DoDAAC that is not in the Master File, contact the Department of Defense Activity Address Directory (DoDAAD) Focal Point for your Agency/Department.
- If you add an entirely new DoDAAC, delete an invalid DoDAAC, or make a change to an existing DoDAAC, remember to make the appropriate update in DPAS.

In the future, it is expected that PSNs designated as 'TS' (i.e., transfers) will be extracted into DPAS from WAWF.

See the discussion of the WAWF on the WAWF website: https://wawf.eb.mil.

WAWF security for users, access and privileges:
Users request access to a DoDAAC (Department of Defense Activity Address Code) (vendors request access to a Cage Code) during self-registration. Users fill in a Form 41 (DD 2875), signed by their supervisor and approved by the WAWF POC (for the government). For vendors, their Electronic Business POC signs the Form 41.

See registration instructions on the WAWF home page for more details https://wawf.eb.mil. Once activated, users only see documents for the authorized DoDAAC (Department of Defense Activity Address Code) (s) or CAGE Code (Commercial and Government Entity Code)(s).

WAWF-RA Customer Support Information:
DISAWESTHEM Area Command Ogden
Customer Service Center
CONUS ONLY: 1-866-618-5988
COMMERCIAL: 801-605-7095
DSN: 388-7095
FAX COMMERCIAL: 801-605-7453
FAX DSN: 388-7453
E-MAIL: CSCASSIG@CSD.DISA.MIL

Navy users: call the Navy WAWF Hotline. The toll-free phone number is: 1-800-559-WAWF (9293).

Two WAWF Training Websites:

1. http://www.wawftraining.com is the WAWF web based training site.
2. https://wawftraining.eb.mil is the WAWF practice server. Follow the directions in the 'Training Instructions' link to practice using WAWF.

For training, vendors should contact their local DCMA Office. DCMA users should contact their CMO WAWF lead.

Defense Property Accountability System (DPAS) Maintenance and Utilization (M&U) Module

Welcome to the Defense Property Accountability System (DPAS) Maintenance and Utilization (M&U) Help System.

DPAS Summary

The Defense Property Accountability System (DPAS) is a Department of Defense (DoD) property management system.

It is the Accountable Property System of Record (APSR) for over 20 DoD Agencies and Military Services.

This online system is administered by the Office of the Under Secretary of Defense for Acquisition, Technology and Logistics (OUSD AT&L), a branch of the Office of the Secretary of Defense (OSD).

M&U Summary

The DPAS M&U module is designed to provide a comprehensive solution to big-ticket equipment tracking and upkeep needs.

From this module, the asset has any repair or preservation work planned and ordered, as well as dispatching and returning the asset.

It is designed to manage the paperwork involved with use and care of military assets.

M&U User

Maintenance and Utilization is role-based, similar to all other DPAS modules.

User access is based on one or more roles, allowing for “need to know” and “separation of duty” access. In addition, a second level of security has been added through the use of Commodity Types. M&U users can only access equipment within their specified list(s) of assigned Commodity Types.

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

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

Related Topics

- Welcome
- Contact Us
- DPAS Maintenance and Utilization Navigation Tips
- Using DPAS Help Overview

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

Defense Property Accountability System (DPAS) M&U Module Navigation

Overview

This page describes the primary features found on the Maintenance and Utilization pages:

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

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

Navigation

DPAS M&U Module > Any Process Page > Menu Bar > Help

Blue Menu Bar

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

The item on the left side is:

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

The item on the right side is:

- **Page Name** DPAS Home Page — Shows which page is currently open.

Red Menu Bar

The Red Menu bar is directly below the Blue Menu bar.

The items on the left side are:

- **User ID —**
  Shows the current users identification name.
- **Site ID —**
  Shows the current users associated site.
- **Actbl UIC —**
  Shows the users financially accountable UIC.
- **UIC —**
  Shows the users UIC access level.

The items on the right side are:

- **Contact Us —**
  Opens the DPAS Support Team Information, including phone #s and email addresses.
- **Home —**
  Returns to the Home page.
- **Help —**
  Opens the Help System.
- **Log Out —**
  Ends the DPAS session.

Blue Title Bar

The Blue Title Bar is below the Red Menu Bar.

It contains a boldfaced title of the open module, and not boldfaced are any additional available modules (such as PA and Warehouse).

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. Hover the mouse over 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 an ⊞ **Instructions** link.

- Select ⊞ **Instructions**. *The **Instructions** pop-up window appears.*

- A bulleted list in the pop-up window assists with various options on the Process page.

Help

On the right of the Red Menu Bar is the Help link **Help**.

- Select **Help**. *The **Help System** opens in a separate tab.*

- The Overview topic for the current Process page appears.

Related Topics

- Welcome
- Contact Us
- DPAS Maintenance and Utilization Overview
- Using DPAS Help Overview
- Using DPAS Help Menus
- Using DPAS Help Topics
- Using DPAS Help Toolbars

Accessibility

The pages on the Defense Property Accountability System (DPAS) web-site are developed to be accessible to individuals with disabilities, in accordance with Section 508 of the Rehabilitation Act of 1973, as amended-29 U.S.C. § 794.

Specifically, the pages have been developed to comply with the following 508 web site accessibility requirements developed by the Architectural and Transportation Barriers Compliance Board (The Board) and published by the W3C as worldwide accessibility standards.

These requirements are based upon the Final Rule as Published in the Federal Register on December 21, 2000 at 36 CFR Part 1195 [Docket No. 2001-01] RIN 3014-AA25 and as published in The Board's on-line guide to the standards for Web-based Intranet and Internet Information and Applications (1194.22).

These requirements include the following:

> A text equivalent for every non-text element shall be provided (e.g., via "alt," "longdesc," or in element content).
>
> Equivalent alternatives for any multimedia presentation shall be synchronized with the presentation.
>
> Web pages shall be designed so that all information conveyed with color is also available without color, for example from context or markup.
>
> Documents shall be organized so they are readable without requiring an associated style sheet.
>
> Redundant text links shall be provided for each active region of a server-side image map.
>
> Client-side image maps shall be provided instead of server-side image maps except where the regions cannot be defined with an available geometric shape.
>
> Row and column headers shall be identified for data tables.
>
> Markup shall be used to associate data cells and header cells for data tables that have two or more logical levels of row or column headers.
>
> Frames shall be titled with text that facilitates frame identification and navigation.

Pages shall be designed to avoid causing the screen to flicker with a frequency greater than 2 Hz and lower than 55 Hz.

A text-only page, with equivalent information or functionality, shall be provided to make a web site comply with the provisions of these standards, when compliance cannot be accomplished in any other way. The content of the text-only page shall be updated whenever the primary page changes.

When pages utilize scripting languages to display content, or to create interface elements, the information provided by the script shall be identified with functional text that can be read by assistive technology.

When a web page requires that an applet, plug-in or other application be present on the client system to interpret page content, the page must provide a link to a plug-in or applet that complies with §1194.21(a) through (l).

When electronic forms are designed to be completed on-line, the form shall allow people using assistive technology to access the information, field elements, and functionality required for completion and submission of the form, including all directions and cues.

A method shall be provided that permits users to skip repetitive navigation links.

When a timed response is required, the user shall be alerted and given sufficient time to indicate more time is required.

If you have trouble using this site, report the issue to the point of contact listed on the Contact Us page.

Contact Us

Contact Name

DPAS Support Team

POC

Leidos, Inc.

DPASSupport

Address

4640 Trindle Rd; Camp Hill, PA 17011 USA

E-Mail Address

DPASSupport@Leidos.com

Toll-Free Phone Number:

Primary:

1-844-THE-DPAS

Alternate:

1-888-759-4851

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.