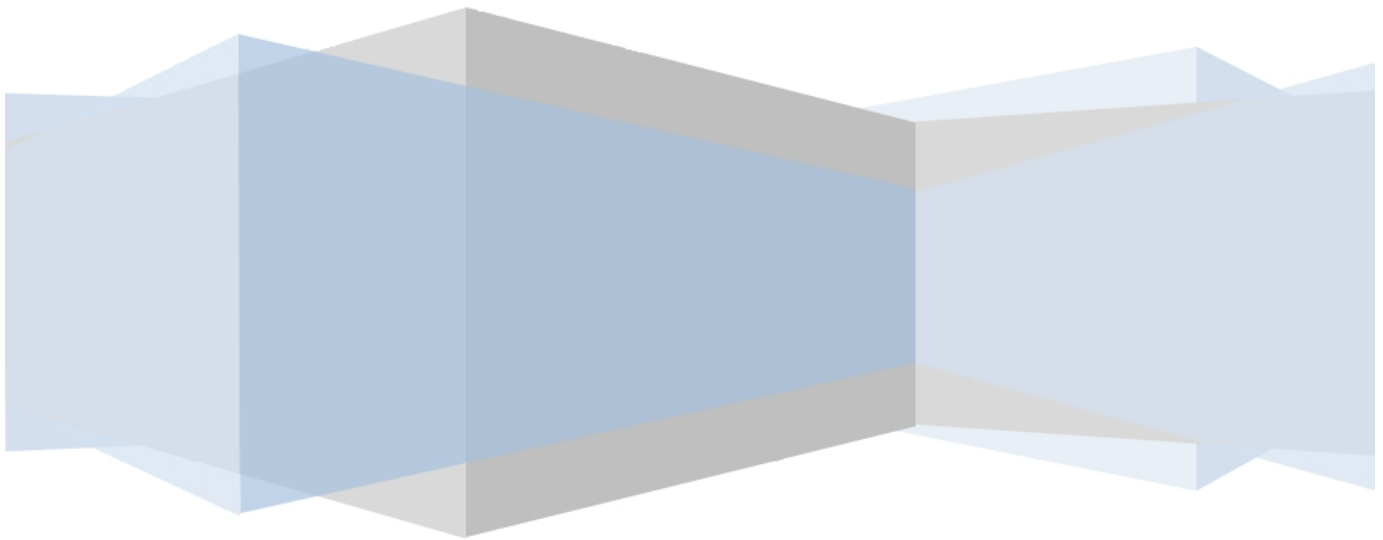




Small Arms / Light Weapons Registry Management

Defense Property Accountability System



Printed Manual

Version 31 Dec 2024



Welcome

Overview – DPAS

Welcome to the Defense Property Accountability System (DPAS) Help System. The Defense Property Accountability System (DPAS) is a Department of Defense (DoD) property management system. It is the Accountable Property System of Record (APSR) for over 50 DoD Agencies and Military Services. The DPAS program office is located within DLA Logistics Catalog and Data Solutions (LCDS), a Portfolio of the Information Operations of the Defense Logistics Agency. The DPAS PMO receives sponsorship from the Equipment Office, under the Office of the Assistant Secretary of Defense (OASD) for Sustainment / Logistics.

Overview – Small Arms / Light Weapons Registry Help

This online help is designed to provide access to detailed information and instructions about accountability for all weapons within the DoD. This module is in response to a MILSTRAP policy that was DoD mandated.

Navigation

DPAS Small Arms / Light Weapons Registry Module > Any Process Page > [Help](#) >

[View DPAS Help](#)

Instructions

Select "Refresh" button to refresh search results.

[View DPAS Help](#)

Related Topics

- Contact Us
- DPAS Registry Overview
- Registry Navigation Tips
- Registry Grid Options Overview
- Using DPAS Help Overview
- Using DPAS Help Topics
- Using DPAS Help Menus



Help Reference Guide

Version 31 Dec 2024





Defense Property Accountability System (DPAS) Small Arms / Light Weapons Registry Module

Welcome to the Defense Property Accountability System (DPAS) Small Arms / Light Weapons Registry Help System.

DPAS Summary

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

The Defense Property Accountability System (DPAS) is a Department of Defense (DoD) property management system.

It is the Accountable Property System of Record (APSR) for over 50 DoD Agencies and Military Services.

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

Registry Summary

The Small Arms / Light Weapons Registry module is designed to create accountability for all weapons within the DoD. This module is in response to a MILSTRAP policy that was DoD mandated.

There are three ways to enter and manage weapons:

- **Auto Add (DPAS Managed)**
 - The weapons are entered in either the PA or Warehouse modules.
- **Auto Add (Externally Managed)**
 - The weapons are entered through DLMS Transactions.
- **Manually Add**
 - The weapons are entered manually through the Registry module.

Registry Structure

The Registry module is set up in a hierarchy type model:





Registry — created by the DPAS User Account Team
 — Completes a MILSTRAP Policy Requirement; all Registry works together for the DoD.

Agency — created by the DPAS User Account Team
 — Air Force, SOCOM; the specified branch of the military.

Accounts — created by the DPAS User Account Team
 — DoDAACs; where the weapon physically resides.

Assets — created by the DPAS User Account Team
 — Includes the history, where it is now, and where it is being shipped, etc.



Registry Key Functions

The main parts of the Registry module include:

- Registry Management, which includes:
 - Registry Asset Management
 - Account Management
 - In-Transit Management
 - Account Reconciliation
 - DLMS Transactions
- Inquiries
 - Registry Asset History
- Report Manager
 - View Reports

Registry User

Registry is role-based, similar to all other DPAS modules. Those roles include:

- **Registry Manager**— the all-encompassing role
- **Registry Administrator** — the utility role
- **Serialization Officer**— the role specific to a DoDAAC
- **Registry Inquiry** — the inquiry role
- **Agency Manager** — the most basic role

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

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





Related Topics

- [Welcome](#)
- [Contact Us](#)
- [Registry Navigation Tips](#)
- [Registry Grid Options Overview](#)
- [Using DPAS Help Overview](#)
- [Using DPAS Help Topics](#)
- [Using DPAS Help Menus](#)



Defense Property Accountability System (DPAS) Small Arms / Light Weapons Registry Module Navigation

Overview

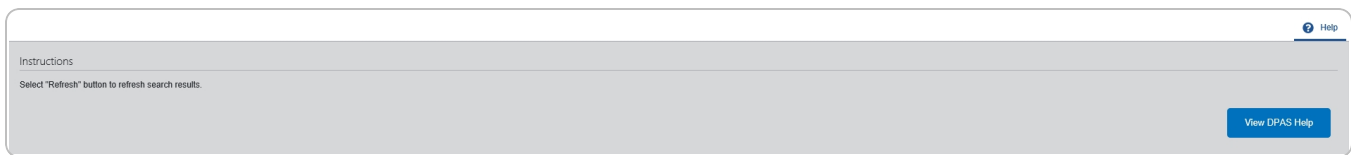
This page describes the primary features found on the Registry pages:

- Blue Menu Bar
- Menu Bar
- Instructions
- Help
- Search Criteria
- Results Grid
- Standard Buttons

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

Navigation

DPAS Small Arms / Light Weapons Registry Module > Any Process Page >  Help >



Blue Menu Bar

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

The items on the left side are:

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



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

The items on the right side are:

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

Menu Bar

The Menu bar is between the Red Menu bar and the Process page. While each user's Menu Bar contains different items, they all work the same way to open a Process page. There are two methods to open a Process page: either the Menu item drop-down lists, or the Search field.

Use the Menu item drop-down lists

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.*

Use the Search field


1. Select the down arrow in the Search field. *The complete list of all the Registry processes appears.*
2. Select a process from the drop-down list. *The Process page appears.*

OR

1. Start entering characters in the Process name in the Search field. *Using Intellisense, the Process names with those characters appear.*

Note



Some search fields provide **Intellisense** , 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.

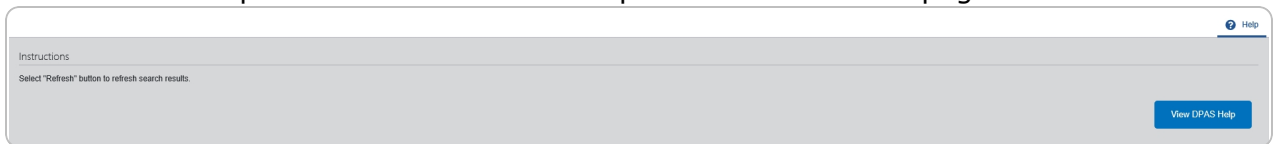
2. Select a process from the drop-down list. *The Process page appears.*

Instructions


At the top of each Process page is a collapsed Instructions panel.

View the Instructions


- Select . The Instructions panel expands.
- The Instructions panel assists with various options on the Process page:



Help

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

View the Help System

- Select . *The Help System opens in a separate tab.*
- The Help System is context-specific, and opens to the Overview topic for the current Process page.


Search Criteria

Most Registry Processes have a Search Criteria panel. *Use it to narrow the number of records in the Results Grid.*


Use the Search Criteria panel


1. Enter the available information in the fields.



2. Use the field assistance available:

- Use the drop-down  to select the field entry.
- Start entering characters in the fields with **i**.

Note

 Some search fields provide **Intellisense** **i**, which is the automatic completion of a field entry in a software application. The application displays a selectable word or phrase in that field, based on the input (that was previously entered), without having to completely type the entry. This is identified by a lowercase italic **i** preceding the field name.

- Use  to open the Browse pop-up window.

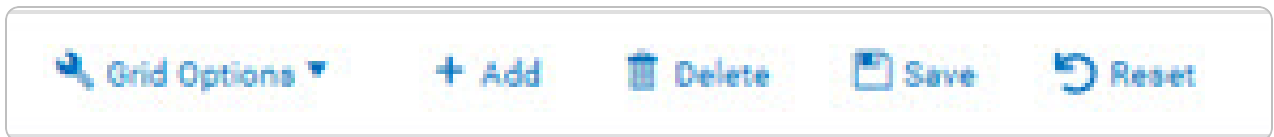
Select  to perform the search, or select  to clear the fields.

Results Grid

Each Process page displays the corresponding data in a Results Grid. Each Results Grid has basic properties that are always the same.

Those include:

- **Title Bar** —



Shows the overall Results Grid buttons.

- **Column Header** —



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

- **Individual Records** —



Shows the rows of data in the Results Grid.

- **Bottom Scroll** —



Standard Buttons

Each Registry process page has some basic buttons that are always the same. *Those include:*

Search Criteria

- **Search**  —

Searches the data within the process results grid.

- **Reset**  —

Erases the entered fields and starts over.

- **Scan CAC**  —

Opens the pop-up window containing the CAC field, ready for the scanned information.

Results Grid

- **Add**  —

Creates a new record in the process results grid.



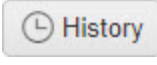
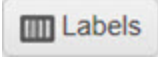
- **Grid Options**  —

Changes the way information appears in the Results Grid. See *Grid Options Overview* for additional information.





Individual Records

- **Edit**  —
Revises a record in the process.
- **Delete**  —
Erases a record in the process.
- **History**  —
Opens the History pop-up window, and shows the past edits of the record in the process.
- **Labels**  —
Opens the Print Labels pop-up window, and prints the labels for that record in the process.

Related Topics

- Welcome
- Contact Us
- DPAS Registry Overview
- Registry Grid Options Overview
- Using DPAS Help Overview
- Using DPAS Help Topics
- Using DPAS Help Menus

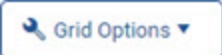


Defense Property Accountability System (DPAS) Small Arms / Light Weapons Registry Module Grid Options

Overview

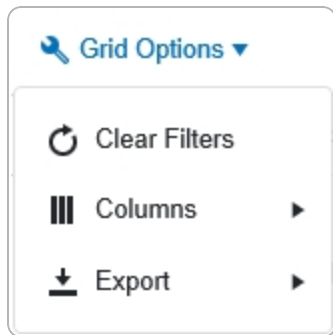
This page describes the features of the Grid Options within the Results Grid in the Small Arms / Light Weapons Registry Management module.

Navigation

DPAS Small Arms / Light Weapons Registry Module > Any Process Page > Results Grid > Title Bar > 

Grid Options

Select . The Grid Options drop-down menu appears:



Note



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

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


Clear Filters

Erases any filters used within the Results Grid columns.





 Grid Options ▾

 Clear Filters

 Columns ▶

 Export ▶

Columns

Changes what columns are viewed in the Results Grid.





Grid Options ▾

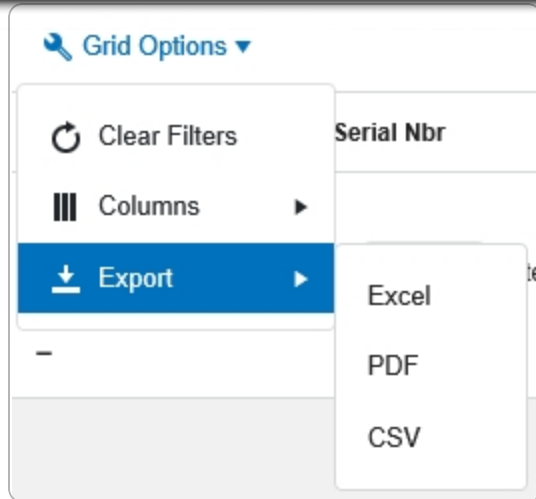
Serial Nbr	Item Desc
<input type="checkbox"/> Show/Hide All	<input type="checkbox"/> Established By
<input checked="" type="checkbox"/> Show/Hide Defaults	<input type="checkbox"/> Established Dt/Tm
Defaults	L
<input checked="" type="checkbox"/> Stock Nbr	<input type="checkbox"/> Last Reconciled With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

Official Use Only
AS Support
ASSupport@leidos.com

Export

Saves the Inquiry Grid in a different format.





The format choices are:

- **Excel** - editable spreadsheet
- **PDF** (Portable Document Format) - non-editable document
- **CSV** (Comma Separated Values) - editable text

Related Topics

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





Registry Asset Management

Overview

The Small Arms / Light Weapons Registry module Registry Asset Management process provides the ability to view, create, update, or delete assets within a registry.

Navigation

Registry MGMT > Registry Asset MGMT > Registry Asset A/U/D page

Page Fields

The following fields display on the **Registry Asset A/U/D** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

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

Search Criteria

- Stock Nbr
- DoDAAC
- Serial Nbr
- State
- Item Desc
- Status
- Last Trans Dt From
- Last Trans Dt To





Search Results Grid

Stock Nbr
 Serial Nbr
 Item Desc
 DoDAAC
 State Cd
 Status Cd
 Last Trans Dt/Tm

Optional

Stock Item Cd
 Born On Dt
 Received Dt
 Last Reconciliation Dt
 Last Reconciled With
 Next Reconciliation Dt
 Next Reconciliation With
 UII
 Entry Method
 Established By
 Established Dt/Tm


Procedures

DPAS Navigation Helpful Tips



Click the following link to display Registry Navigation Tips.

Search for a Registry Asset

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



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







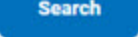


Help Reference Guide

Search Criteria

Stock Nbr	<input type="text"/>	DoDAAC	<input type="text"/>
Serial Nbr	<input type="text"/>	State	Active ▼
Item Desc	<input type="text"/>	Status	▼
Last Trans Dt From	<input type="text"/> 	Last Trans Dt To	<input type="text"/> 

- Enter the STOCK NBR in the field provided. *This is a 15 alphanumeric character field.*
- Enter the DoDAAC in the field provided. *This is a 6 alphanumeric character field.*
- Enter the SERIAL NBR in the field provided. *This is a 30 alphanumeric character field.*
- Use  to select the State.
- Enter the ITEM DESC in the field provided. *This is a 256 alphanumeric character field.*
- Use  to select the Status.
- Use  to select the LAST TRANS DT From, or enter the date (MM/DD/YYYY) in the field provided.
- Use  to select the LAST TRANS DT To, or enter the date (MM/DD/YYYY) in the field provided.

2. Select . *The results display in the Search Results grid.*



Search Results [Add Asset](#)

Grid Options

Stock Nbr	Serial Nbr	Item Desc	DoDAAC	State Cd	Status Cd	Last Trans Dt/Tm
1005000100240	KD021420S012	RIFLE,CALIBER .30	FE1822	Active	In Transit	02/14/2020 10:53:00
1005000100240	S112219-01	RIFLE,CALIBER .30	SC0010	Active	In Transit	11/22/2019 05:31:00
1005000100240	S112219-02	RIFLE,CALIBER .30	SC0010	Active	In Transit	11/22/2019 05:31:00
1005000100240	S112219-03	RIFLE,CALIBER .30	SC0010	Active	In Transit	11/22/2019 05:31:00
1005000100240	S112219-04	RIFLE,CALIBER .30	SC0010	Active	In Transit	11/22/2019 05:31:00
1005000100240	S112219-05	RIFLE,CALIBER .30	SC0010	Active	In Transit	11/22/2019 05:31:01
1005000100240	S112219-06	RIFLE,CALIBER .30	SC0010	Active	Active	11/22/2019 05:31:01
1005000100240	S112219-07	RIFLE,CALIBER .30	SC0010	Active	Active	11/22/2019 05:31:01
1005000100240	S112219-08	RIFLE,CALIBER .30	SC0010	Active	Active	11/22/2019 05:31:01
1005000100240	S112219-09	RIFLE,CALIBER .30	SC0010	Active	Active	11/22/2019 05:31:01

10 items per page 1 - 10 of 11 items

Add a Registry Asset

Select [Add Asset](#). The **Add a Registry Asset** page appears.

Update a Registry Asset

- Select the desired record.
- Select [Edit](#). The **Update the Registry Asset** 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
-------	----------



Help Reference Guide

<p>125 — No record(s) match search criteria or you do not have the appropriate security access.</p>	<p>Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.</p>
<p>161 — Remarks must be alphanumeric with supported special character(s) \$, -, /, #, &, comma, period, and space, and max length of 256.</p>	<p>Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: \$, -, /, #, &, comma, period, and space, with a max length of 256. Special characters like ! or @ are prohibited.</p>
<p>13 — Mandatory Entry: Entry Method.</p>	<p>Missing Entry. Enter the appropriate information in the desired field. .</p>
<p>13 — Mandatory Entry: STOCK ITEM CD.</p>	
<p>13 — Mandatory Entry: STOCK NBR.</p>	
<p>13 — Mandatory Entry: Gaining DoDAAC / UIC.</p>	
<p>13 — Mandatory Entry: SERIAL NBR.</p>	
<p>13 — Mandatory Entry: UII.</p>	
<p>44 — Input date must be</p>	<p>Invalid Date Entry. The system date (Today's</p>





Help Reference Guide

<p>< = system date.</p>	<p>Date) must be after or the same as the Input date. Re—enter the date.</p>
<p>6 — Entry must be 6 positions, A — Z and/or 0 — 9.</p>	<p>Invalid Entry. The characters entered in the field include prohibited special characters. Enter six alphanumeric (alphabetic "A" through "Z", numeric "0" through "9") characters.</p>
<p>82 — STOCK NBR must be alphanumeric with valid special character(s) \$, —, /, #, &, comma, and period.</p>	<p>Invalid Entry. The characters entered in the field include prohibited special characters. Enter alphanumeric (alphabetic "A" through "Z", numeric "0" through "9") characters, or the following permitted special characters: \$, —, /, #, &, comma, and period. Special characters like ! or @ are prohibited.</p>
<p>117 — STOCK NBR SERIAL NBR combination already exists.</p>	<p>Invalid Entry. The item entered already exists in the inventory. Re—enter the Stock Number or Serial Number.</p>

Related Topics

- Add a Registry Asset
- Update the Registry Asset
- View the Details of a Registry Asset
- View the Registry Asset History
- DPAS Registry Overview
- DPAS Registry Navigation Tips
- DPAS Registry Grid Options Overview





Add a Registry Asset

Overview

The Registry Asset Add process provides the ability to create a new asset within a registry.

Navigation

Registry MGMT > Registry Asset MGMT > [Add Asset](#) > Add Registry Asset slider

Page Fields

The following fields display on the **Add Registry Asset** slider. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

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

Add Registry Asset

- Receipt Method *
- Stock Nbr *
- Stock Item Code *
- Serial Nbr *
- UII
- Gaining DoDAAC *
- State
- Status





Help Reference Guide

Received Dt *
Born On Dt
File Attachment
Add/Edit Remarks

History Remarks

(*) Asterisk identifies mandatory fields.



Procedures

DPAS Navigation Helpful Tips



Click the following link to display Registry Navigation Tips.

Add a Registry Asset

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





1. Select **Add Asset**. The **Add Registry Asset** slider appears.

Add Registry Asset
✕

* Receipt Method Product Registration ▼

* Stock Nbr

* Stock Item Code NSN ▼

* Serial Nbr

Ull

* Gaining DoDAAC

State Active

Status Active

* Received Dt 6/19/2020

Born On Dt 6/19/2020 2:48 PM

File Attachment Select files...

Add/Edit Remarks

Add Asset

Close





2. Use to select the Receipt Method.
3. Enter the STOCK NBR in the field provided. *This is a 15 alphanumeric character field.*
4. Use to select the Stock Item Code.
5. Enter the SERIAL NBR in the field provided. *This is a 30 alphanumeric character field.*
6. Enter the UII in the field provided. *This is a 50 alphanumeric character field.*
7. Enter the Gaining DoDAAC in the field provided. *This is a 6 alphanumeric character field.*
8. Use to select the State.
9. Use to select the Status.
10. Use to select the Received DT, or enter the date (MM/DD/YYYY) in the field provided.
11. Use to select the Born On DT/TM, or enter the date and time (MM/DD/YYYY HH:MM) in the field provided.
12. Select the File Attachment field. *The **Choose File to Upload** pop-up window appears.*
 - a. Choose the file to attach, and select it.
 - b. Select . *The **Choose File to Upload** pop-up window closes, and the file name appears in the File Attachment field.*
13. Select the Add / Edit Remarks hyperlink. *The History Remarks fields appears.*
 - a. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*
14. Select . *The **Add Registry Asset** slider closes, and the **Registry Asset** page displays the new information.*

Common Errors

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





Help Reference Guide

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





Help Reference Guide

<p>44 – Input date must be <= system date.</p>	<p>Invalid Date Entry. The system date (Today's Date) must be after or the same as the Input date. Re—enter the date.</p>
<p>6 – Entry must be 6 positions, A – Z and/or 0 – 9.</p>	<p>Invalid Entry. The characters entered in the field include prohibited special characters. Enter six alphanumeric (alphabetic "A" through "Z", numeric "0" through "9") characters.</p>
<p>82 – STOCK NBR must be alphanumeric with valid special character(s) \$, -, /, #, &, comma, and period.</p>	<p>Invalid Entry. The characters entered in the field include prohibited special characters. Enter alphanumeric (alphabetic "A" through "Z", numeric "0" through "9") characters, or the following permitted special characters: \$, -, /, #, &, comma, and period. Special characters like ! or @ are prohibited.</p>
<p>117 – STOCK NBR SERIAL NBR combination already exists.</p>	<p>Invalid Entry. The item entered already exists in the inventory. Re—enter the Stock Number or Serial Number.</p>

Related Topics

- Registry Asset
- Update the Registry Asset
- View the Details of a Registry Asset
- View the Registry Asset History





View the Details of a Registry Asset

Overview

The Registry Asset Details page is view only and displays the particular information of the asset, as well as the shipment information.

Navigation

VARIOUS PROCEDURAL STEPS > SERIAL NBR hyperlink > Registry Asset Details page

Page Fields

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

Instructions

The table below provides the list of instructions.

Number	Value

Registry Asset Details

Stock Item Cd
 Item Desc
 State
 Stock Nbr
 DoDAAC
 Status
 Serial Nbr
 Last Reconciliation
 Born On Dt
 UII
 Received Dt





Shipment Information

Doc Nbr
 Suffix
 Losing Activity
 Gaining Activity
 State
 Status
 Ship Notice
 Receipt Ack
 Shipped Dt
 Receipt Dt
 Follow-Up Dt
 Last Trans Dt

Optional

CONUS / OCONUS
 Estbd By
 Estbd Dt/Tm

Procedures


DPAS Navigation Helpful Tips



Click the following link to display Registry Navigation Tips.

View the Details of a Registry Asset

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

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

1. Select the SERIAL NBR hyperlink. *The Registry Asset page appears, with the Details tab open.*



Details History

Registry Asset Details

Stock Item Cd	NSN	Item Desc	RIFLE,CALIBER .30	State	Active
Stock Nbr	1005000100240	DoDAAC	SC0010	Status	In Transit
Serial Nbr	S112219-02	Last Reconciliation	11/22/2019	Born On Dt	11/22/2019
UII		Received Dt	11/22/2019		

- A. Verify the STOCK ITEM CD.
- B. Verify the ITEM DESC.
- C. Verify the State.
- D. Verify the DoDAAC.
- E. Verify the Status.
- F. Verify the SERIAL NBR.
- G. Verify the Last Reconciliation.
- H. Verify the Born On DT.
- I. Verify the UII.
- J. Verify the Received DT.
- K. View the information in the Shipment Information grid.

Shipment Information

Grid Options

Doc Nbr	Suffix	Losing Activity	Gaining Activity	State	Status	Ship Notice	Receipt Ack	Shipped Dt	Receipt Dt	Follow-Up Dt	Last Trans Dt
SC001001280002		SC0010	SC0010	Open	Shipped			05/07/2020 10:08:00	05/07/2020 10:08:00		05/07/2020 10:08:00
SC001001919000		SC0010	FE4646	Open	Shipped			07/09/2020 12:54:00	07/09/2020 12:54:00		07/09/2020 12:54:00

1 - 2 of 2 items

Common Errors

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



Help Reference Guide

Error

Solution

No common errors have been identified for this page.

Related Topics

- Registry Asset
- Add the Registry Asset
- Update the Registry Asset
- View the Registry Asset History





View a Registry Asset History

Overview

The Registry Asset History page displays where the asset has been since it was entered into the registry.

Navigation

Registry MGMT > Registry Asset MGMT > SERIAL NBR hyperlink > History tab > Registry Asset History page

Page Fields

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

Instructions

The table below provides the list of instructions.

Number	Value

Search Criteria

Doc Nbr
 State
 Event Type
 Status
 Event Dt From
 Event Dt To

Registry Asset History Results

Event Dt/Tm
 State
 Status
 Doc Nbr





Help Reference Guide

Suffix
Event Type
Reconciliation State
History Remarks
File Attachment

Optional

Original DoDAAC
New DoDAAC
Original Stock Number
New Stock Number
Original Serial Number
New Serial Number
Original UII
New UII
Losing Activity
Gaining Activity
Modified By


Procedures

DPAS Navigation Helpful Tips



Click the following link to display Registry Navigation Tips.

View the Registry Asset History

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

1. Select the SERIAL NBR hyperlink. *The Registry Asset page appears, with the Details tab open.*
2. Select the History tab. *The Registry Asset page appears, with the History tab open.*






Details
History

Search Criteria ^

Doc Nbr <input style="width: 90%;" type="text"/>	State <input style="width: 90%;" type="text"/>
Event Type <input style="width: 90%;" type="text"/>	Status <input style="width: 90%;" type="text"/>
Event Dt From <input style="width: 90%;" type="text"/>	Event Dt To <input style="width: 90%;" type="text"/>

- Enter the DOC NBR in the field provided. *This is a 14 alphanumeric character field.*
- Use to select the State.
- Use to select the Event Type.
- Use to select the Status.
- Use to select the Event DT From, or enter the date (MM/DD/YYYY) in the field provided.
- Use to select the Event DT To, or enter the date (MM/DD/YYYY) in the field provided.



- Select . The results display in the Search Results grid.

Registry Asset History

Grid Options

Event Dt/Tm	State	Status	Doc Nbr	Suffix	Event Type	Reconciliation State	History Remarks	File Attachment
07/09/2020 12:54:00	Active	In Transit	SC001001919000		Shipment			
06/24/2020 11:57:09	Active	In Transit			Multi-Field Correction		BPG TRIAL	Red-Sunglasses.png
05/07/2020 10:08:00	Active	In Transit	SC001001280002		Shipment			
11/22/2019 05:31:00	Active	Active			Product Registration	Reconciled		

10 items per page | 1 - 4 of 4 items

Common Errors

The 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

- Registry Asset
- Add the Registry Asset
- Update the Registry Asset
- View the Details of a Registry Asset



Update a Registry Asset

Overview

The Registry Asset Update process allows editing of a registry asset.

Navigation

Registry MGMT > Registry Asset MGMT > SERIAL NBR hyperlink >  > Registry Asset Update page

Page Fields

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

Instructions

The table below provides the list of instructions.

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

Details Tab

Registry Asset Details

- Stock Item Cd
- Item Desc
- State
- Stock Nbr
- DoDAAC
- Status
- Serial Nbr
- Last Reconciliation
- Born On Dt
- UII
- Received Dt





File Attachment
History Remarks

Procedures


DPAS Navigation Helpful Tips



Click the following link to display Registry Navigation Tips.

Update a Registry Asset

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

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

1. Select the SERIAL NBR hyperlink. The Registry Asset page appears, with the Details tab open.

Details History

Registry Asset Details

Stock Item Cd	NSN	Item Desc	RIFLE,CALIBER .30	State	Active
Stock Nbr	1005000100240	DoDAAC	SC0010	Status	In Transit
Serial Nbr	S112219-02	Last Reconciliation	11/22/2019	Born On Dt	11/22/2019
Ull		Received Dt	11/22/2019		

[Edit](#)

- A. Verify the **STOCK ITEM CD**.
- B. Verify the **ITEM DESC**.
- C. Verify the **State**.
- D. Verify the **DoDAAC**.
- E. Verify the **Status**.



- F. Verify the SERIAL NBR.
- G. Verify the Last Reconciliation.
- H. Verify the Born On DT.
- I. Verify the UII.
- J. Verify the Received DT.

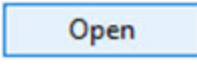

K. Select . Two editable fields appear.

Registry Asset Details ^

Stock Item Cd	NSN	Item Desc	RIFLE,CALIBER .30	State	Active
Stock Nbr	1005000100240	DoDAAC	SC0010	Status	In Transit
Serial Nbr	S112219-02	Last Reconciliation	11/22/2019	Born On Dt	11/22/2019
UII		Received Dt	11/22/2019		

File Attachment

History Remarks

- L. Select the File Attachment field. *The **Choose File to Upload** pop-up window appears.*
 - a. Choose the file to attach, and select it.
 - b. Select . *The **Choose File to Upload** pop-up window closes, and the file name appears in the File Attachment field.*
- M. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*
- N. Select . *The fields disappear, and History tab displays the updated information.*

Common Errors

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



Help Reference Guide

Error	Solution
<p>161 – Remarks must be alphanumeric with supported special character(s) \$, -, /, #, &, comma, period, and space, and max length of 256.</p>	<p>Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: \$, -, /, #, &, comma, period, and space, with a max length of 256. Special characters like ! or @ are prohibited.</p>

Related Topics

- Registry Asset
- Add the Registry Asset
- View the Details of a Registry Asset
- View the History of a Registry Asset





Registry Account

Overview

The Small Arms / Light Weapons Registry module Registry Account process provides the ability to view, create, edit, and remove accounts that are responsible for small arms and light weapons.

Navigation

Registry MGMT > Account MGMT > Registry Account Search Criteria page

Page Fields

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

Instructions

The table below provides the list of instructions.

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

Search Criteria Grid

DoDAAC
 Account Description
 UIC

Search Results Grid

DoDAAC
 Account Description
 UIC
 Agency
 Reconciliation State
 Next Reconciliation Dt/Tm
 Last Reconciliation Dt/Tm



Established By
Established Dt/Tm

(* Asterisk identifies mandatory fields.


Procedures

DPAS Navigation Helpful Tips



Click the following link to display Registry Navigation Tips.

Search for a Registry Account

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

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


Search Criteria


DoDAAC	<input type="text"/>	Account Description	<input type="text"/>
UIC	<input type="text"/>		

- Enter the DoDAAC in the field provided. *This is a 6 alphanumeric character field.*
- Enter the Account Description in the field provided. *This is a 250 alphanumeric character field.*
- Enter the UIC in the field provided. *This is a 6 alphanumeric character field.*




2. Select . The results appear in the **Registry Account Search Results** panel.

Search Results 

 Grid Options ▾


DoDAAC	UIC	Account Description
SC0010	FE4664	No Description Found
SEP928		No Description Found
TEST01	TESTX2	No Description Found
2YTA7D	KD0106	BETHESDA POLICE DEPT
SYD184		DLA DISPOSITION SERVICES SASP


10 ▾ items per page
1 - 5 of 5 items

Add an Account

1. Select . The **Add an Account** slide-out window appears.

Update an Account

1. Select the DoDAAC hyperlink. The **Registry Account Details** page appears.
2. Select . The **Update a Registry Account** page appears.



Delete an Account

1. Select the DoDAAC hyperlink. *The Registry Account Details page appears.*
2. Select . *The **Delete a Registry Account** slide-out window appears.*

View the Account Details

Select the DoDAAC hyperlink. *The **Registry Account Details** page appears.*

Common Errors

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

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

Related Topics

- Add a Registry Account
- Update a Registry Account
- Delete a Registry Account
- View the Details of a Registry Account
- Assign a Serialization Officer





Add a Registry Account

Overview

The Registry Account Add process provides the ability to create a new asset within a registry.

Navigation

Registry MGMT > Account MGMT > [Add](#) > Add Registry Account slide-out window

Page Fields

The following fields display on the **Add Registry Account** slide-out window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Add Registry Account Grid

DoDAAC *
 UIC
 Description *
 Add / Edit Remarks

History Remarks

(*) Asterisk identifies mandatory fields.





Procedures

DPAS Navigation Helpful Tips

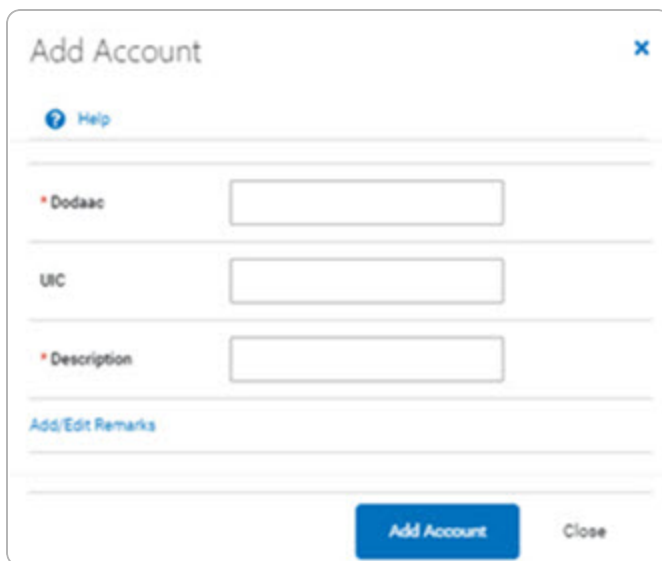



Click the following link to display Registry Navigation Tips.

Add a Registry Account

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

1. Select . The **Add Account** slide-out window appears.



2. Enter the DoDAAC in the field provided. *This is a 6 alphanumeric character field.*
3. Enter the UIC in the field provided. *This is a 6 alphanumeric character field.*
4. Enter the Description in the field provided. *This is a 250 alphanumeric character field.*
5. Select the Add / Edit Remarks hyperlink. *The History Remarks fields appears.*
 - a. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*
6. Select . The **Add Account** slide-out window closes, and the **Registry Account** page displays the new information.





Common Errors

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

Error	Solution
<p>161 – Remarks must be alphanumeric with supported special character(s) \$, -, /, #, &, comma, period, and space, and max length of 256.</p>	<p>Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: \$, -, /, #, &, comma, period, and space, with a max length of 256. Special characters like ! or @ are prohibited.</p>
<p>13 – Mandatory Entry: DoDAAC.</p>	<p>Missing Entry. Enter the appropriate information in the desired field. .</p>
<p>13 – Mandatory Entry: Description.</p>	

Related Topics

- Registry Account
- Update a Registry Account
- Delete a Registry Account
- View the Details of a Registry Account
- Assign a Serialization Officer



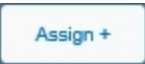


Assign a Registry Account Serialization Officer

Overview

The Registry Account Assign a Serialization Officer process provides the ability to place a person in charge of all the Registry Assets of one or more Accounts assigned to them within a registry.

Navigation

Registry MGMT > Account MGMT > DoDAAC hyperlink > Registry Account Details > Serialization Officers tab >  > Assign Serialization Officer slide-out window

Page Fields

The following fields display on the **Assign Serialization Officer** slide-out window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

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

Assign Serialization Officer Grid

- User Id
- First Name
- Last Name
- Phone
- Email

Procedures

DPAS Navigation Helpful Tips

 Click the following link to display Registry Navigation Tips.

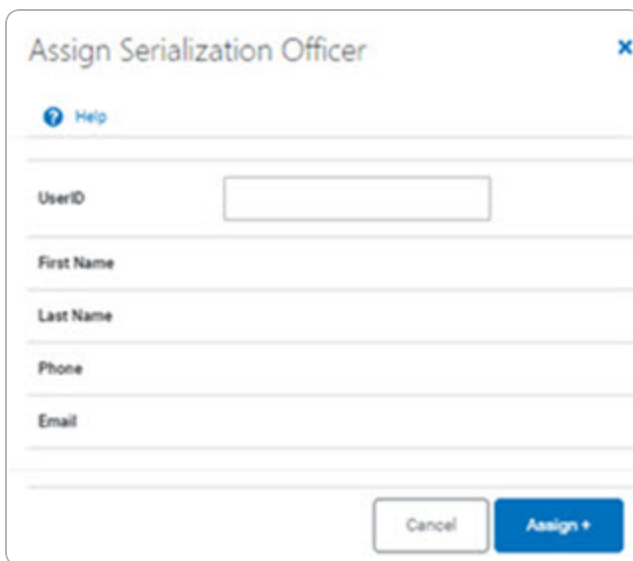




Assign a Serialization Officer

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

1. Select . The **Assign Serialization Officer** slide-out window appears.



2. Enter the USER ID in the field provided. *This is an 8 alphanumeric character field.*
3. *The First Name automatically populates and is not editable.*
4. *The Last Name automatically populates and is not editable.*
5. *The Phone automatically populates and is not editable.*
6. *The Email automatically populates and is not editable.*
7. Select . The **Assign Serialization Officer** slide-out window closes, and the **Serialization Officers tab** page displays the new information.

Common Errors

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





Help Reference Guide

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

Related Topics

- Registry Account
- Add a Registry Account
- Update a Registry Account
- Delete a Registry Account
- View the Details of a Registry Account





Delete a Registry Account

Overview

The Registry Account Delete process provides the ability to remove an account that are responsible for small arms and light weapons.

Navigation

Registry MGMT > Account MGMT > Search Criteria > DoDAAC hyperlink >  > Registry Account Delete slide-out window

Page Fields

The following fields display on the **Registry Account Delete** slide-out window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Delete

History Remarks

Procedures

DPAS Navigation Helpful Tips



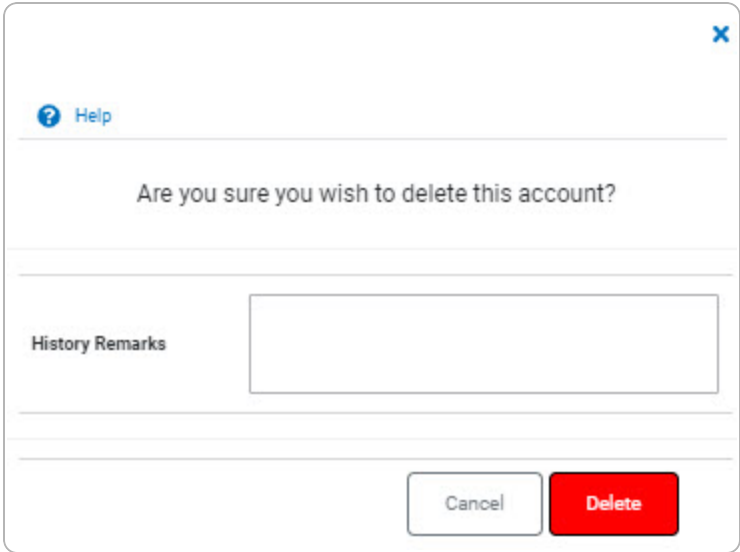
Click the following link to display Registry Navigation Tips.



Delete a Registry Account

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

1. Select the DoDAAC hyperlink. *The Registry Account Details page appears.*
2. Select . *The Delete a Registry Account slide-out window appears.*



3. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*
4. Select . *The slide-out window closes, and the account is removed from the Search Results 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
-------	----------



Help Reference Guide

161 — Remarks must be alphanumeric with supported special character(s) \$, — , /, #, &, comma, period, and space, and max length of 256.

Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: \$, — , /, #, &, comma, period, and space, with a max length of 256. Special characters like ! or @ are prohibited.

Related Topics

- Registry Account
- Add a Registry Account
- Update a Registry Account
- View the Details of a Registry Account
- Assign a Serialization Officer





View the Details of a Registry Account

Overview

The Registry Account Details page is view only and displays all the available fields for the accounts that are responsible for small arms and light weapons.

Navigation

Registry MGMT > Account MGMT > DoDAAC hyperlink > Registry Account Details page

Page Fields

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

Instructions

The table below provides the list of instructions.

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

Details Tab

- DoDAAC *
- Reconciliation State
- UIC
- Last Reconciliation Dt/Tm
- Account Description *
- Next Reconciliation Dt/Tm *
- Remarks

Assets Tab

Search Criteria Grid

- Stock Nbr
- State





Help Reference Guide

Serial Nbr
 Status
 Item Desc
 Last Trans Dt From
 Last Trans Dt To

Search Results Grid

Stock Nbr
 Serial Nbr
 Item Desc
 DoDAAC
 Reconciliation State
 State Cd
 Status Cd
 Last Trans Dt/Tm

Optional

Born On Dt
 Received Dt
 Last Reconciliation Dt
 Last Reconciled With
 Next Reconciliation Dt
 Next Reconciliation With
 UII
 Entry Method
 Established By
 Established Dt/Tm

History Tab

Event Dt/Tm
 Event Type
 DoDAAC
 UIC
 Account Description
 Reconciliation State
 User Id
 History Remarks
 Established By
 Established Dt/Tm

Optional

Last Reconciliation Dt/Tm





Help Reference Guide

Next Reconciliation Dt/Tm
 First Name
 Last Name
 Phone Number
 Email

Serialization Officers

Serialization Officer Id
 First Name
 Last Name
 Phone Number
 Email
 Established By
 Established Dt/Tm

(* Asterisk identifies mandatory fields.

Procedures

DPAS Navigation Helpful Tips



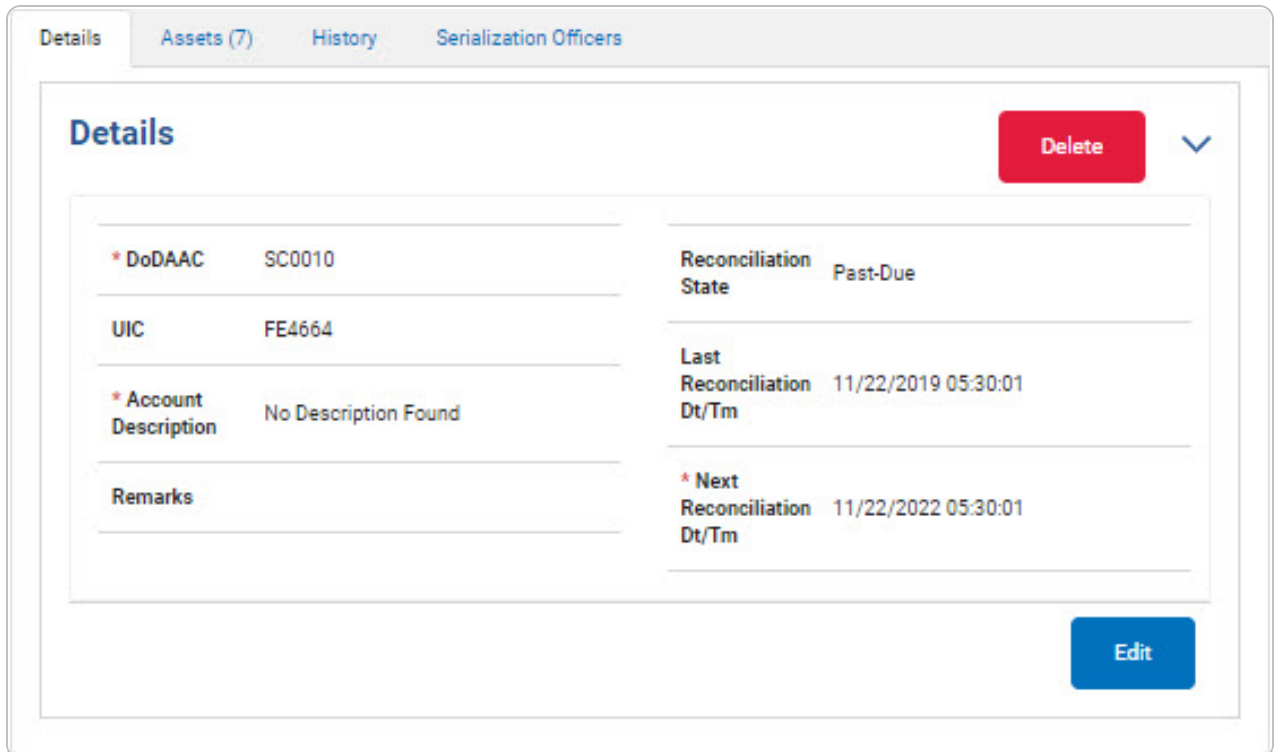
Click the following link to display Registry Navigation Tips.

View the Details of a Registry Account

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



1. In the Search Results box, select the DoDAAC hyperlink. *The Details page appears.*



The screenshot shows a web interface with tabs for 'Details', 'Assets (7)', 'History', and 'Serialization Officers'. The 'Details' tab is active, displaying the following information:

* DoDAAC	SC0010	Reconciliation State	Past-Due
UIC	FE4664	Last Reconciliation Dt/Tm	11/22/2019 05:30:01
* Account Description	No Description Found	* Next Reconciliation Dt/Tm	11/22/2022 05:30:01
Remarks			

Buttons for 'Delete' (red) and 'Edit' (blue) are visible in the top right and bottom right corners of the details panel.

2. Review the available fields:.
- *The DoDAAC automatically populates and is not editable.*
 - *The Reconciliation State automatically populates and is not editable.*
 - *The UIC automatically populates and is not editable.*
 - *The Last Reconciliation DT/TM automatically populates and is not editable.*
 - *The Account Description automatically populates and is not editable.*
 - *The Next Reconciliation DT/TM automatically populates and is not editable.*
 - *The Remarks automatically populates and is not editable.*

Select the Assets tab. *The Assets Tab page appears.*

3.

OR

Select the Edit button. *The **Update a Registry Account** page appears.*

OR

Select the Delete button. *The **Delete a Registry Account** page appears.*





[Details](#)
[Assets \(7\)](#)
[History](#)
[Serialization Officers](#)



Search Criteria


Stock Nbr	<input type="text"/>	State	Active <input type="button" value="v"/>
Serial Nbr	<input type="text"/>	Status	<input type="button" value="v"/>
Item Desc	<input type="text"/>	Last Trans Dt To	<input type="text"/> <input type="button" value="calendar"/>
Last Trans Dt From	<input type="text"/> <input type="button" value="calendar"/>		

Search Results

- A. In the Search Criteria box, narrow the results by entering one of the following optional fields:
- Enter the STOCK NBR in the field provided. *This is a 15 alphanumeric character field.*
 - Use to select the State.
 - Enter the SERIAL NBR in the field provided. *This is a 30 alphanumeric character field.*
 - Use to select the Status.
 - Enter the ITEM DESC in the field provided. *This is a 250 alphanumeric character field.*



- Use  to select the LAST TRANS DT TO, or enter the date (MM/DD/YYYY) in the field provided.
- Use  to select the LAST TRANS DT FROM, or enter the date (MM/DD/YYYY) in the field provided.

B. Select . The results display in the Search Results grid.

Search Results

Grid Options

Stock Nbr	Serial Nbr	Item Desc	DoDAAC	Reconciliation Sta...	State Cd	Status Cd	Last Trans Dt/Tm
1005000739999	SER080819502	TESTING STILL	SC0010	Reconciled	Active	Active	11/24/2021 04:01:02
1005000739999	SER080819503	TESTING STILL	SC0010	Reconciled	Active	Active	11/24/2021 04:01:02
1005000739999	SER080819512	TESTING STILL	SC0010	Reconciled	Active	Active	11/24/2021 04:01:02
1005000739999	SER080819513	TESTING STILL	SC0010	Reconciled	Active	Active	11/24/2021 04:01:02

1 - 4 of 4 items

- The STOCK NBR automatically populates and is not editable.
 - The SERIAL NBR automatically populates and is not editable.
 - The ITEM DESC automatically populates and is not editable.
 - The DoDAAC automatically populates and is not editable.
 - The Reconciliation State automatically populates and is not editable.
 - The STATE CD automatically populates and is not editable.
 - The STATUS CD automatically populates and is not editable.
 - The Last Reconciliation DT/TM automatically populates and is not editable.
4. Select the History tab. The History Tab page appears.



Details Assets (7) History **Serialization Officers**

Search Results

Grid Options

Event Dt/Tm	Event Type	DoDAAC	UIC	Account Description	Reconciliation State	User ID	History Remarks	Established By	Established Dt/Tm
12/24/2021 00:01:00	Update	SC0010	FE6864	No Description Found	Past-Due			Background User	11/22/2019 09:30:01
11/23/2021 04:01:00	Update	SC0010	FE6864	No Description Found	In-Progress			Background User	11/22/2019 09:30:01
12/29/2020 09:39:15	Update	SC0010	FE6864	No Description Found	Past-Due			Background User	11/22/2019 09:30:01
11/23/2020 04:01:00	Update	SC0010	FE6864	No Description Found	In-Progress			Background User	11/22/2019 09:30:01
11/22/2019 09:30:11	Add	SC0010	FE6864	No Description Found	Reconciled			Background User	11/22/2019 09:30:01
11/22/2019 09:30:11	Add	SC0010	FE6864	No Description Found				Background User	11/22/2019 09:30:01

1 - 6 of 6 items

- A. Review the listed fields:.
- The Event DT/TM automatically populates and is not editable.
 - The Event Type automatically populates and is not editable.
 - The DoDAAC automatically populates and is not editable.
 - The UIC automatically populates and is not editable.
 - The Account Description automatically populates and is not editable.
 - The Reconciliation State automatically populates and is not editable.
 - The USER ID automatically populates and is not editable.
 - The History Remarks automatically populates and is not editable.
 - The Established By automatically populates and is not editable.
 - The Established DT/TM automatically populates and is not editable.

5. Select the Serialization Officers tab. The Serialization Officers Tab page appears.


Details Assets (7) History **Serialization Officers**

Serialization Officers

Assign + Unassign -

Serialization Officer ID	First Name	Last Name	Phone Number	Email	Established By	Established Dt/Tm
No records available.						

10 items per page

- A. Review the listed fields:
- *The Serialization Officer ID automatically populates and is not editable.*
 - *The First Name automatically populates and is not editable.*
 - *The Last Name automatically populates and is not editable.*
 - *The Phone Number automatically populates and is not editable.*
 - *The E-MAIL automatically populates and is not editable.*
 - *The Established By automatically populates and is not editable.*
 - *The Established DT/TM automatically populates and is not editable.*
- B. Select . The **Assign a Serialization Officer** slide-out 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
161 – Remarks must be alphanumeric with supported special character(s) \$, – , /, #, &, comma, period, and space, and max length of 256.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: \$, – , /, #, &, comma, period, and space, with a max length of 256. Special characters like ! or @ are prohibited.

Related Topics

- Registry Account
- Add a Registry Account
- Update a Registry Account
- Delete a Registry Account
- Assign a Serialization Officer



Update a Registry Account

Overview

The Registry Account Update process allows editing of the accounts that are responsible for small arms and light weapons.

Navigation

Registry MGMT > Account MGMT > DoDAAC hyperlink > Registry Account Details > [Edit](#) > Registry Account Details Update page

Page Fields

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

Instructions

The table below provides the list of instructions.

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

Details Update

- DoDAAC
- Reconciliation State
- UIC
- Last Reconciliation Dt/Tm
- Account Description
- Next Reconciliation Dt/Tm
- Remarks
- History Remarks

(* Asterisk identifies mandatory fields.

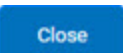
Procedures

DPAS Navigation Helpful Tips



Click the following link to display Registry Navigation Tips.

Update a Registry Account

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

1. Select . The **Update a Registry Account** page appears.


The screenshot shows the 'Update a Registry Account' page with the following details:

- DoDAAC: SC0010
- UIC: FE4664
- Account Description: No Description Found
- Reconciliation State: Past-Due
- Last Reconciliation Dt/Tm: 11/22/2019 05:30:01
- Next Reconciliation Dt/Tm: 11/22/2022
- Remarks: (Empty text area)
- History Remarks: (Empty text area)
- Buttons: Save, Cancel

- A. Update the DoDAAC, entering the revised code in the field provided. *This is a 6 alphanumeric character field.*





- B. *Verify the Reconciliation State.*
- C. *Update the UIC, entering the revised code in the field provided. This is a 6 alphanumeric character field.*
- D. *Verify the Last Reconciliation DT/TM.*
- E. *Update the Account Description, entering the revised explanation in the field provided. This is a 250 alphanumeric character field.*
- F. *Update the Next Reconciliation DT/TM, using  or entering the revised date (MM/DD/YYYY) in the field provided.*
- G. *Update the Remarks, entering the revised explanation in the field provided. This is a 1024 alphanumeric character field.*
- H. *Enter the History Remarks in the field provided. This is a 1024 alphanumeric character field.*

2. Select . *The fields close, and the revised information appears in the Details 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
161 – Remarks must be alphanumeric with supported special character(s) \$, -, /, #, &, comma, period, and space, and max length of 256.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: \$, -, /, #, &, comma, period, and space, with a max length of 256. Special characters like ! or @ are prohibited.

Related Topics

- Registry Account
- Add a Registry Account
- Delete a Registry Account
- View the Details of a Registry Account





Help Reference Guide

- Assign a Serialization Officer





Registry Account Reconciliation

Overview

The Small Arms / Light Weapons Registry module Registry Account Reconciliation process provides the ability to view the current Reconciliation State and upcoming Reconciliation Dates for all Accounts within the current Agency.

Navigation

Registry MGMT > Account Reconciliation > Account Reconciliation Search Criteria page

Page Fields

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

Instructions

The table below provides the list of instructions.

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

Search Criteria

- DoDAAC
- Stock Nbr
- Account Description
- Serial Nbr
- Fr Last Reconciliation Dt
- Fr Next Reconciliation Dt
- To Last Reconciliation Dt
- To Next Reconciliation Dt

Search Results


- DoDAAC
- Account Desc




Reconciliation State
 Last Reconciliation Dt/Tm
 Next Reconciliation Dt/Tm

Optional
 UIC

Procedures





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


Search for an Account Reconciliation




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

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

Search Criteria ^

DoDAAC <input type="text"/>	Stock Nbr <input type="text"/>
Account Desc <input type="text"/>	Serial Nbr <input type="text"/>
Fr Last Reconciliation Dt <input type="text"/> 	Fr Next Reconciliation Dt <input type="text"/> 
To Last Reconciliation Dt <input type="text"/> 	To Next Reconciliation Dt <input type="text"/> 

- Enter the DoDAAC in the field provided. *This is a 6 alphanumeric character field.*
- Enter the STOCK NBR in the field provided. *This is a 15 alphanumeric character field.*
- Enter the Account Description in the field provided. *This is a 250 alphanumeric character field.*
- Enter the SERIAL NBR in the field provided. *This is a 30 alphanumeric character field.*
- Use  to select the FR LAST RECONCILIATION DT, or enter the date (MM/DD/YYYY) in the field provided.

- Use  to select the FR NEXT RECONCILIATION DT, or enter the date (MM/DD/YYYY) in the field provided.
- Use  to select the TO LAST RECONCILIATION DT, or enter the date (MM/DD/YYYY) in the field provided.
- Use  to select the TO NEXT RECONCILIATION DT, or enter the date (MM/DD/YYYY) in the field provided.

2. Select . The results appear in the **Registry Account Reconciliation Search Results** panel.


Search Results ▼

0 In-Progress


1 Reconciled

0 Past-Due

All Reconciliations

 Grid Options ▼

DoDAAC	Account Desc	Reconciliation State	Last Reconciliation Dt	Next Reconciliation Dt
SC0010	BPG TEST 2	Reconciled	11/12/2020	11/12/2021


10 items per page
1 - 1 of 1 items

View the DoDAAC Details

Select the DoDAAC hyperlink. The **Registry Account Details** page appears.

Common Errors

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

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



Related Topics

- Registry Asset
- Registry Account





Registry Asset History Inquiry

Overview

The Small Arms / Light Weapons Registry module Registry Asset History Inquiry process displays all the assets within a registry.

Navigation

Registry MGMT > Inquiries > Registry Asset History > Registry Asset History page

Page Fields

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

Instructions

The table below provides the list of instructions.

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

Search Criteria

- Agency
- DoDAAC / UIC
- Stock Nbr
- State
- Serial Nbr
- Status
- Doc Nbr
- Event Type
- Event Dt From
- Event Dt To

Search Results Grid

Event Dt/Tm





Help Reference Guide

Stock Nbr
 Serial Nbr
 State
 Status
 Event Type
 Reconciliation State
 History Remarks
 File Attachment

Optional

Doc Nbr
 Suffix
 Original DoDAAC
 New DoDAAC
 Original Stock Number
 New Stock Number
 Original Serial Number
 New Serial Number
 Original UII
 New UII
 Losing Activity
 Gaining Activity
 Modified By


Procedures

DPAS Navigation Helpful Tips



Click the following link to display Registry Navigation Tips.

Search for a Registry Asset History

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

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






Help Reference Guide

Search Criteria

Agency	<input type="text" value="DLA"/>	DoDAAC/UIC	<input type="text"/>
Stock Nbr	<input type="text"/>	State	<input type="text"/>
Serial Nbr	<input type="text"/>	Status	<input type="text"/>
Doc Nbr	<input type="text"/>	Event Type	<input type="text"/>
Event Dt From	<input type="text"/>	Event Dt To	<input type="text"/>

- Use to select the Agency.
- Enter the DoDAAC or UIC in the field provided. *This is a 6 alphanumeric character field.*
- Enter the STOCK NBR in the field provided. *This is a 15 alphanumeric character field.*
- Use to select the State.
- Enter the SERIAL NBR in the field provided. *This is a 30 alphanumeric character field.*
- Use to select the Status.
- Enter the DOC NBR in the field provided. *This is a 14 alphanumeric character field.*
- Use to select the Event Type.
- Use to select the Event DT From, or enter the date (MM/DD/YYYY) in the field provided.
- Use to select the Event DT To, or enter the date (MM/DD/YYYY) in the field provided.



2. Select . The results display in the Search Results grid.

Registry Asset History

Grid Options

Event Dt/Tm	Stock Nbr	Serial Nbr	State	Status	Event Type	Reconciliation State	History Remarks	File Attachment
06/15/2020 09:26:00	1005000032267	07B843CBFA9B4683932D3C812D3FA	Inactive	Demilitarized	Demilitarization			
02/27/2020 08:10:25	1005123456789	A0000000000007992535	Inactive	Loss	Inventory Adjustment - Loss			
01/30/2020 02:27:28	1005123456789	A0000000000007992474	Inactive	Loss	Inventory Adjustment - Loss			

10 items per page | 1 - 3 of 3 items

View a Registry Asset's Details

Select the SERIAL NBR hyperlink. The **Registry Asset Details** page appears.

View a Registry Asset's History

1. Select the SERIAL NBR hyperlink. The **Registry Asset Details** page appears.
2. Select the History tab. The **Registry Asset History** 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

- Registry Asset
- View the Details of a Registry Asset
- View the History of a Registry Asset
- Registry Account
- Registry Account Reconciliation
- DPAS Registry Overview
- DPAS Registry Navigation Tips
- DPAS Registry Grid Options Overview





Registry Account History Inquiry

Overview

The Small Arms / Light Weapons Registry module Registry Account History Inquiry process displays all the Account history records for all associated agencies in the current Registry.

Navigation

Registry MGMT > Inquiries > Registry Account History > Registry Account History page

Page Fields

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

Instructions

The table below provides the list of instructions.

Number	Value

Search Criteria

Agency
 UIC
 DoDAAC
 Account Description
 Established By
 Reconciliation State
 Event Dt From
 Event Dt To
 Last Reconciliation Dt From
 Last Reconciliation Dt To
 Next Reconciliation Dt From
 Next Reconciliation Dt To
 Event Type





Search Results Grid

Current DoDAAC
 Event Dt/Tm
 Event Type
 DoDAAC
 UIC
 Account Description
 Reconciliation State
 User Id
 History Remarks
 Established By

Optional

Agency
 Established Dt/Tm
 Last Reconciliation Dt/Tm
 Next Reconciliation Dt/Tm
 First Name
 Last Name
 Phone Number
 Email


Procedures

DPAS Navigation Helpful Tips



Click the following link to display Registry Navigation Tips.

Search for a Registry Account History

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

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










Help Reference Guide


Search Criteria

Agency	<input type="text" value="DLA"/>	UIC	<input type="text"/>
DoDAAC	<input type="text"/>	Account Description	<input type="text"/>
Established By	<input type="text"/>	Reconciliation State	<input type="text" value="All"/>
Event Dt From	<input type="text" value=""/>	Event Dt To	<input type="text" value=""/>
Last Reconciliation Dt From	<input type="text" value=""/>	Last Reconciliation Dt To	<input type="text" value=""/>
Next Reconciliation Dt From	<input type="text" value=""/>	Next Reconciliation Dt To	<input type="text" value=""/>
Event Type	<input type="text" value="All"/>		

- Use to select the Agency.
- Enter the UIC in the field provided. *This is a 6 alphanumeric character field.*
- Enter the DoDAAC in the field provided. *This is a 6 alphanumeric character field.*
- Enter the Account Description in the field provided. *This is a 250 alphanumeric character field.*
- Enter the Established By in the field provided. *This is a 25 alphanumeric character field.*
- Use to select the Reconciliation State.
- Use to select the Event DT From, or enter the date (MM/DD/YYYY) in the field provided.
- Use to select the Event DT To, or enter the date (MM/DD/YYYY) in the field provided.



- Use  to select the LAST RECONCILIATION DT FROM, or enter the date (MM/DD/YYYY) in the field provided.
- Use  to select the LAST RECONCILIATION DT To, or enter the date (MM/DD/YYYY) in the field provided.
- Use  to select the NEXT RECONCILIATION DT FROM, or enter the date (MM/DD/YYYY) in the field provided.
- Use  to select the NEXT RECONCILIATION DT To, or enter the date (MM/DD/YYYY) in the field provided.
- Use  to select the Event Type.

2. Select . *The results display in the Search Results grid.*

Search Results

Grid Options

Current DoDAAC	Event Dt/Tm	Event Type	DoDAAC	UIC	Account Description	Reconciliation State	User ID	History Remarks	Established By
SC0010	11/22/2019 05:30:11	Add	SC0010	FE4664	No Description Found	Reconciled			Background User
SC0010	11/22/2019 05:30:11	Add	SC0010	FE4664	No Description Found				Background User

10 items per page | 1 - 2 of 2 items

View a Registry Account's Details

Select the DoDAAC hyperlink. *The **Registry Account Details** page appears.*

Common Errors

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

Error	Solution
125 — No record(s) match	Invalid Entry. Results for the search criteria



Help Reference Guide

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

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

Related Topics

- Registry Account
- View the Details of a Registry Account
- Registry Account Reconciliation
- Registry Asset
- DPAS Registry Overview
- DPAS Registry Navigation Tips
- DPAS Registry Grid Options Overview





In-Transit Registry Assets Inquiry

Overview

The Small Arms / Light Weapons Registry module In-Transit Registry Assets Inquiry process displays records of transported weapons and where the weapons are in their journey from one place to another.

Note



For all In-Transit codes and their meanings, please refer to In-Transit States and Statuses.
For all Asset codes and their meanings, please refer to Asset States and Statuses.

Navigation

Registry MGMT > Inquiries > In-Transit MGMT > In-Transit Registry Assets page

Page Fields

The following fields display on the **In-Transit Registry Assets** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

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

Search Criteria

- Agency
- In-Transit State
- Serial Number
- Stock Number
- Document Number
- In-Transit Status
- Gaining Activity





Help Reference Guide

Losing Activity
 Last Trans Dt From
 Last Trans Dt To
 Follow-Up Dt
 Receipt Dt
 Shipped Dt

Search Results Grid

Serial Nbr
 Stock Nbr
 Document Nbr
 Asset Status
 Asset State
 In-Transit Status
 In-Transit State
 Gaining Activity
 Losing Activity
 Shipped Dt
 Receipt Dt
 Follow-Up Dt
 Last Transaction Dt

Optional

Agency
 Established Dt
 Established By
 CONUS / OCONUS


Procedures

DPAS Navigation Helpful Tips



Click the following link to display Registry Navigation Tips.

Search for In-Transit Registry Assets

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









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

Search Criteria ^

Agency <input style="width: 90%;" type="text" value="DLA"/>	In-Transit State <input style="width: 90%;" type="text" value="Open"/>
Serial Number <input style="width: 90%;" type="text"/>	Stock Number <input style="width: 90%;" type="text"/>
Document Number <input style="width: 90%;" type="text"/>	In-Transit Status <input style="width: 90%;" type="text"/>
Gaining Activity <input style="width: 90%;" type="text"/>	Losing Activity <input style="width: 90%;" type="text"/>
Last Trans Dt From <input style="width: 90%;" type="text"/>	Last Trans Dt To <input style="width: 90%;" type="text"/>
Follow-up Dt <input style="width: 90%;" type="text"/>	Receipt Dt <input style="width: 90%;" type="text"/>
Shipped Dt <input style="width: 90%;" type="text"/>	

- Use to select the Agency.
- Use to select the In-Transit State.
- Enter the Serial Number in the field provided. *This is a 30 alphanumeric character field.*
- Enter the Stock Number in the field provided. *This is a 15 alphanumeric character field.*
- Enter the Document Number in the field provided. *This is a 14 alphanumeric character field.*
- Use to select the In-Transit Status.
- Enter the Gaining Activity in the field provided. *This is a 6 alphanumeric character field.*

- Enter the Losing Activity in the field provided. *This is a 6 alphanumeric character field.*
- Use  to select the LAST TRANS DT FROM, or enter the date (MM/DD/YYYY) in the field provided.
- Use  to select the LAST TRANS DT To, or enter the date (MM/DD/YYYY) in the field provided.
- Use  to select the Follow-Up DT, or enter the date (MM/DD/YYYY) in the field provided.
- Use  to select the RECEIPT DT, or enter the date (MM/DD/YYYY) in the field provided.
- Use  to select the Shipped DT, or enter the date (MM/DD/YYYY) in the field provided.

2. Select . *The results display in the Search Results grid.*

Search Results

Grid Options

Serial Nbr	Stock Nbr	Document Nbr	Asset Status	Asset State	In-Transit Status	In-Transit State	Gaining Activity	Losing Activity	Shipped Dt	Receipt Dt	Follow-up Dt	Last Transacti...
0082810	100500037493	IM9835792401000	History - Receipt Acknowledged	History	Receipt - Pending Shipment	Open	MMR00D	SC4400		08/28/2019	09/29/2020	09/29/2020 00:01:00

1 - 1 of 1 Items

View a Registry Asset's Details

Select the SERIAL NBR hyperlink. *The **Registry Asset Details** page appears.*

View a Registry Asset's History

1. Select the SERIAL NBR hyperlink. *The Registry Asset Details page appears.*
2. Select the History tab. *The **Registry Asset History** 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.





Help Reference Guide

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

Related Topics

- Registry Asset
- Registry Account
- View the Details of a Registry Account
- Registry Account Reconciliation
- DPAS Registry Overview
- DPAS Registry Navigation Tips
- DPAS Registry Grid Options Overview





DLMS Transactions

Overview

The Small Arms / Light Weapons Registry module Defense Logistics Management Standards DLMS Transaction page displays all the incoming and outgoing DLMS transactions.

Navigation

Registry > DLMS Transactions > DLMS Transactions page

Page Fields

The following fields display on the **DLMS Transactions** 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.

Search Criteria Grid

- Direction
- DIC
- Trans Set Type
- Processed Dt/Tm From
- Document Number
- Processed Dt/Tm To
- Stock Number

DLMS Transactions Grid

Direction





Help Reference Guide

Processed Dt/Tm
Process Status
Doc Nbr
Suffix Cd
Stock Nbr
Set Type
Action Cd
Small Arms Transaction Code
Small Arms Error Code
DIC
Doc ID Desc
Message From
Message To

Optional

Supplementary Address
Error Message


Procedures

DPAS Navigation Helpful Tips



Click the following link to display Registry Navigation Tips.

Search for a DLMS Transaction

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

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





Help Reference Guide

Search Criteria

Direction	<input type="text"/>	DIC	<input type="text"/>
Trans Set Type	<input type="text"/>	Processed Dt From	<input type="text"/>
Document Number	<input type="text"/>	Processed Dt To	<input type="text"/>
Stock Number	<input type="text"/>		

- Use to select the Direction.
- Use to select the DIC.
- Use to select the Trans Set Type.
- Use to select the PROCESSED DT/TM FROM, or enter the date (MM/DD/YYYY) in the field provided.
- Enter the Document Number in the field provided. *This is a 14 alphanumeric character field.*
- Use to select the PROCESSED DT/TM TO, or enter the date (MM/DD/YYYY) in the field provided.
- Enter the STOCK NBR in the field provided. *This is a 15 alphanumeric character field.*

2. Select . The Search Results appear in the panel below.



Search Results

Direction	Processed Dt	Processed Sta...	Doc Nbr	Suffix Cd	Stock Nbr	Set Type	Action Code	Small Arms Transaction Code	Small Arms Error Code	DKC
Outbound	01/08/2020	PCD - Processed	FB460800085000		1005011182640	140A		R - Receipt		DSM
Outbound	01/08/2020	PCD - Processed	FB460800085000		1005011182640	140A	T	S - Shipment		DSM
Outbound	01/09/2020	PCD - Processed	FB460800094400		1005009337672	140A		S - Shipment		DSM
Outbound	03/04/2020	PCD - Processed	FE182200640001		1005000100240	140A		S - Shipment		DSM
Outbound	03/04/2020	PCD - Processed	FE182200640001		1005000100240	140A	T	R - Receipt		DSM
Outbound	03/26/2020	PCD - Processed	M6775200865001		1005000032267	140A		S - Shipment		DSM
Outbound	03/26/2020	PCD - Processed	M6775200865001		1005000032267	140A	T	R - Receipt		DSM

1 - 7 of 17 items

Common Errors

The 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 the ICP DLMS Transaction





View Reports

Overview

The Small Arms / Light Weapons Registry module View Reports page displays all the available scheduled reports available for viewing.

Navigation

Reports Manager > View Reports > View Scheduled Reports page

Page Fields

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

Instructions

The table below provides the list of instructions.

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

Search Criteria Grid

- Report Name
- Report Status
- Report Format
- Scheduled Dt
- Completed Dt
- Established By

Scheduled Reports

- All
- Report Id
- Report Name
- Format
- Scheduled Dt



Completed Dt
 Report Status


Procedures

DPAS Navigation Helpful Tips





Click the following link to display Registry Navigation Tips.

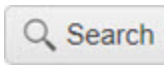
View a Scheduled Report

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

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

Search Criteria ^

Report Name <input style="width: 90%;" type="text"/>	Scheduled Dt <input style="width: 90%;" type="text"/> 
Report Status <input style="width: 90%;" type="text"/> ▼	Completed Dt <input style="width: 90%;" type="text"/> 
Report Format <input style="width: 90%;" type="text"/> ▼	Established By <input style="width: 90%;" type="text"/>


- Use to select the Report Category.
 - Use to select the Report Type.
 - Use to select the Report / Form.
2. Select  to display the search results.



Scheduled Reports												
<input type="checkbox"/> All	Rpt Id	Is Private	Rpt Format	Rpt Name	Rpt Category	File Size	Scheduled Dt	Entered Dt	Completed Dt	Established By	Rpt Status	Remarks
<input type="checkbox"/>	LPMAR04	Yes	Excel	CFO Accounting Detail Report	Accounting	31.9KB	03/30/2022 12:15:00 PM	03/30/2022 12:15:17 PM	03/30/2022 12:15:19 PM	BPGROCE	Complete	
<input type="checkbox"/>	LPMAR03	Yes	Excel	CFO Report	Accounting	45KB	03/30/2022 12:13:00 PM	03/30/2022 12:15:00 PM	03/30/2022 12:15:57 PM	BPGROCE	Complete	
<input type="checkbox"/>	LPMAR01	Yes	Excel	OM&S Trial Balance	Accounting	0B	03/30/2022 12:13:00 PM	03/30/2022 12:13:48 PM		BPGROCE	Error	BPG Test

Selected 0/3 Page 1 of 1 50 items per page 1 - 3 of 3 items

View an Existing Report

1. Click to select the desired Report. *The Report row is highlighted.*
2. Select . *The report is produced.*
3. Follow the prompts provided by the computer. *The report opens outside of DPAS.*

Common Errors

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

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

Related Topics



Add Attachments

Overview

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

Navigation

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

Page Fields

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

Instructions

The table below provides the list of instructions.


Number	Value

Attachments

Attachment Browse
Description

Procedures

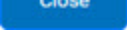
DPAS Navigation Helpful Tips




 Click the following link to display DPAS Navigation Tips.

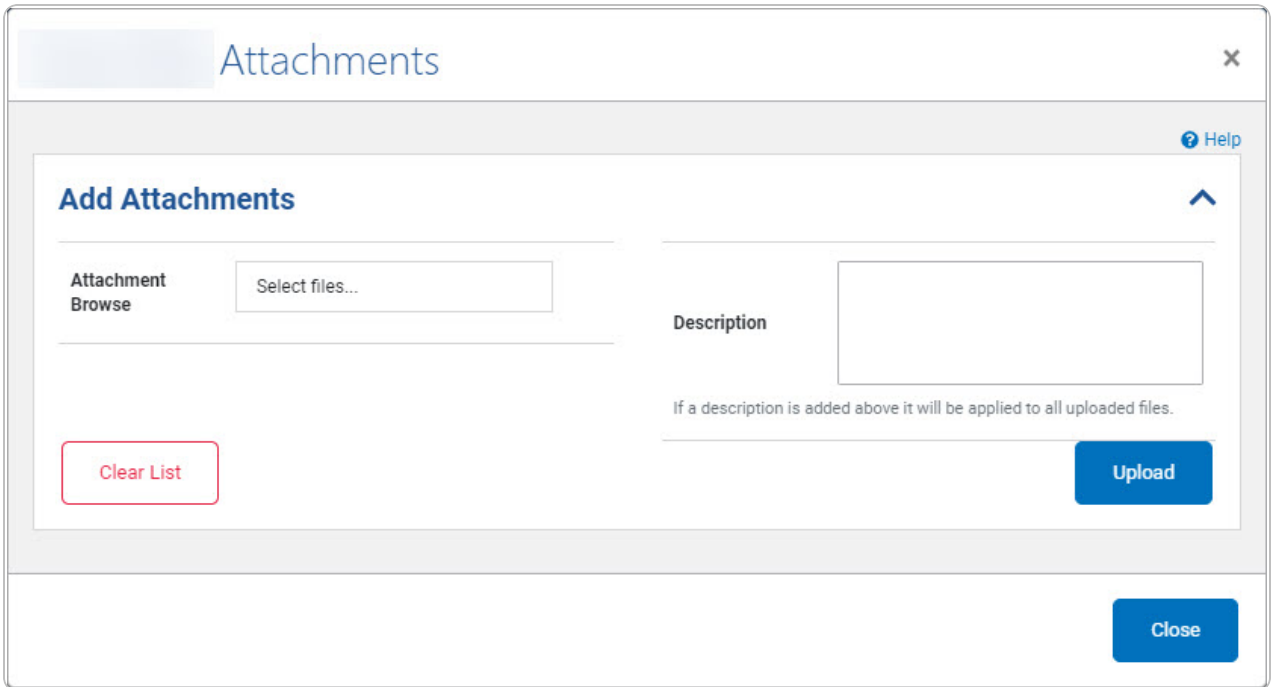


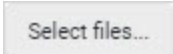
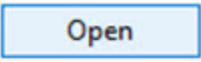


Attach a Document to a Record

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

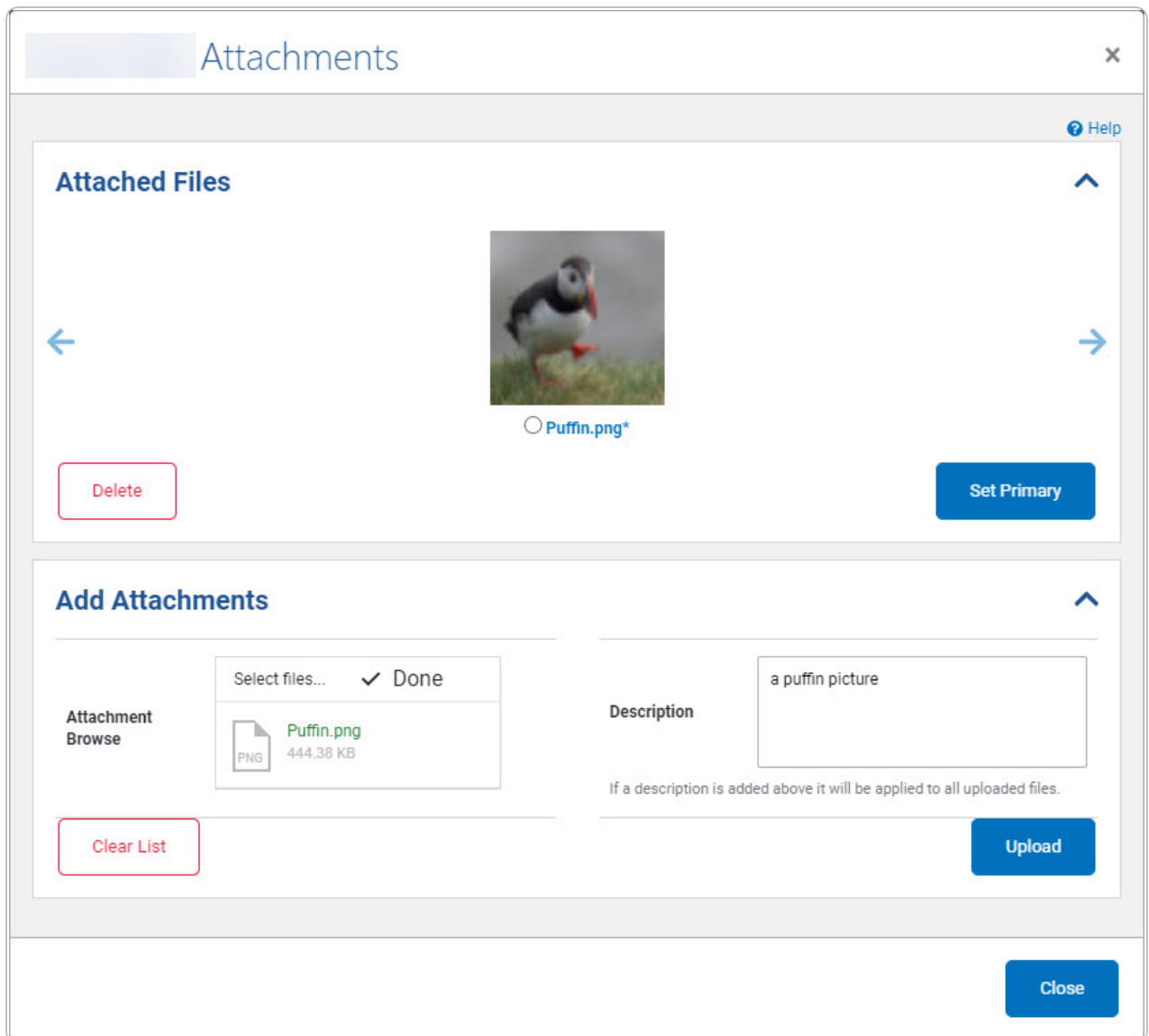
- Click  to select the entry. The record is highlighted, and  becomes available.
- Select  to add any additional files to the record. The **Attachments** pop-up window appears.



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




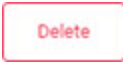
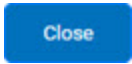
7. Select **Upload**. The file uploads and appears in the Attached Files panel.



8. Repeat Steps 2 - 6 to attach multiple documents.
9. Select beneath the main attachment.
10. Select **Set Primary**. The attachment is marked as the main attachment to the record.



Remove an Attachment

- A. Select  beneath the desired attachment.
 - B. Select . *The attachment is removed permanently from the record.*
11. Select . *The **Attachments** pop-up window closes, and the file appears in the Attachments field of the Search Results grid.*

Common Errors

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

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
161 — Remarks must be alphanumeric with supported special character(s) \$, -, /, #, &, comma, period, and space.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: \$, -, /, #, &, comma, period, and space. Special characters like ! or @ are prohibited.
349 — "Add Attachment" supports only JPG, JPEG, GIF, and PDF files.	Invalid Entry. Only JPG, JPEG, GIF, and PDF files are supported, and no other file types are attachable. Attach a correctly formatted file.
1004 — Attachment file size exceeds the maximum of (Size from table) for this file	Invalid File Size. The file size is too large. Reduce the file size and attach the file again.



Help Reference Guide

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

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

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

Related Topics

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





Assign Assets to a Maintenance Schedule

Overview

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

Navigation

DPAS Modules > *VARIOUS PROCEDURAL STEPS* >  > Assign Assets to MAINT SCHEDULE pop-up window

Page Fields

The following fields display on the **Assign Assets to MAINT SCHEDULE** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Search Criteria Grid

- Asset Id
- Site Id
- Maint Activity
- Stock Nbr
- Item Description
- Maint Group Id
- Asset UIC
- Serial Nbr
- Equipment Pool Id
- Cage Cd
- LIN/TAMCN
- Secondary Serial Number





Search Results Grid

Select
Asset Id
Stock Number
Serial Number
Item Description
Asset UIC
Maint Group Id
Maint Activity
Equipment Pool
Util Measure Cd

(*) Asterisk identifies mandatory fields.

Procedures


DPAS Navigation Helpful Tips



Click the following link to display DPAS Navigation Tips.

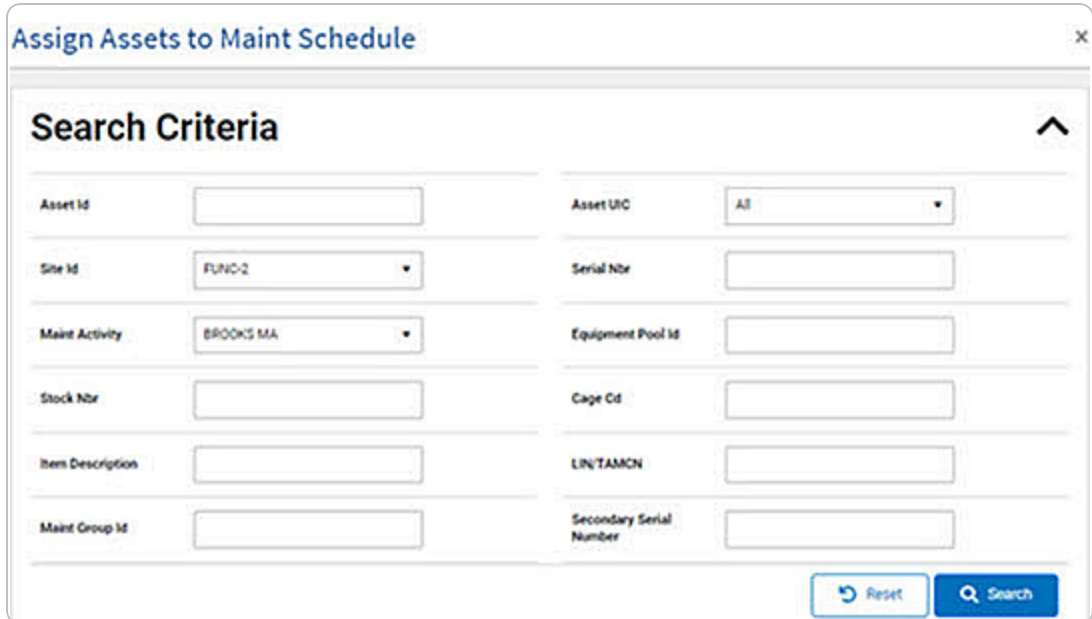
Assign Assets to a Maintenance Schedule

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

default, all results are displayed. Selecting  at any point of this procedure returns all fields to the default "All" setting.



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



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



- Enter the CAGE Cd in the field provided. *This is a 5 alphanumeric character field.*
- Enter the LIN/TAMCN in the field provided. *This is a 10 alphanumeric character field.*
- Enter the Secondary Serial Number in the field provided. *This is a 30 alphanumeric character field.*

3. Select . *Results display in the Search Results Grid.*

Search Results ^

[Options](#)

Select	Asset Id	Stock Num...	Serial Num...	Item Descri...	Asset UIC	Maint Grou...	Maint Activ...	Equipment ...	Util Measure Cd
Select	BROOKS00...	1234567890	9862125	BROOKS SUPER ASSETS	BROOKS	BA	BROOKS MA	21	--
Select	BROOKS00...	1234567890	8899566	BROOKS SUPER ASSETS	BROOKS	BA	BROOKS MA	21	--
Select	BROOKS00...	1234567890	79451361	BROOKS SUPER ASSETS	BROOKS	BA	BROOKS MA	BK	--

1

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

Common Errors

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

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



Related Topics

M&U

- Schedule Preventive Maintenance — Asset Assignment





Assign Assets to a Maintenance Schedule

Overview

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

Navigation

DPAS Modules > *VARIOUS PROCEDURAL STEPS* >  > Assign Assets to MAINT SCHEDULE pop-up window

Page Fields

The following fields display on the **Assign Assets to MAINT SCHEDULE** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Search Criteria Grid

- Asset Id
- Site Id
- Maint Activity
- Stock Nbr
- Item Description
- Maint Group Id
- Asset UIC
- Serial Nbr
- Equipment Pool Id
- Cage Cd
- LIN/TAMCN
- Secondary Serial Number





Search Results Grid

Available Tab

All
 Asset Id
 Stock Number
 Serial Number
 Item Description
 Asset UIC
 Maint Group Id
 Maint Activity
 Equipment Pool
 Util Measure Cd

Selected Tab

Remove
 Asset Id
 Stock Number
 Serial Number
 Item Description
 Asset UIC
 Maint Group Id
 Maint Activity
 Equipment Pool
 Util Measure Cd

(* Asterisk identifies mandatory fields.

Procedures


DPAS Navigation Helpful Tips




Click the following link to display DPAS Navigation Tips.

Assign Assets to a Maintenance Schedule

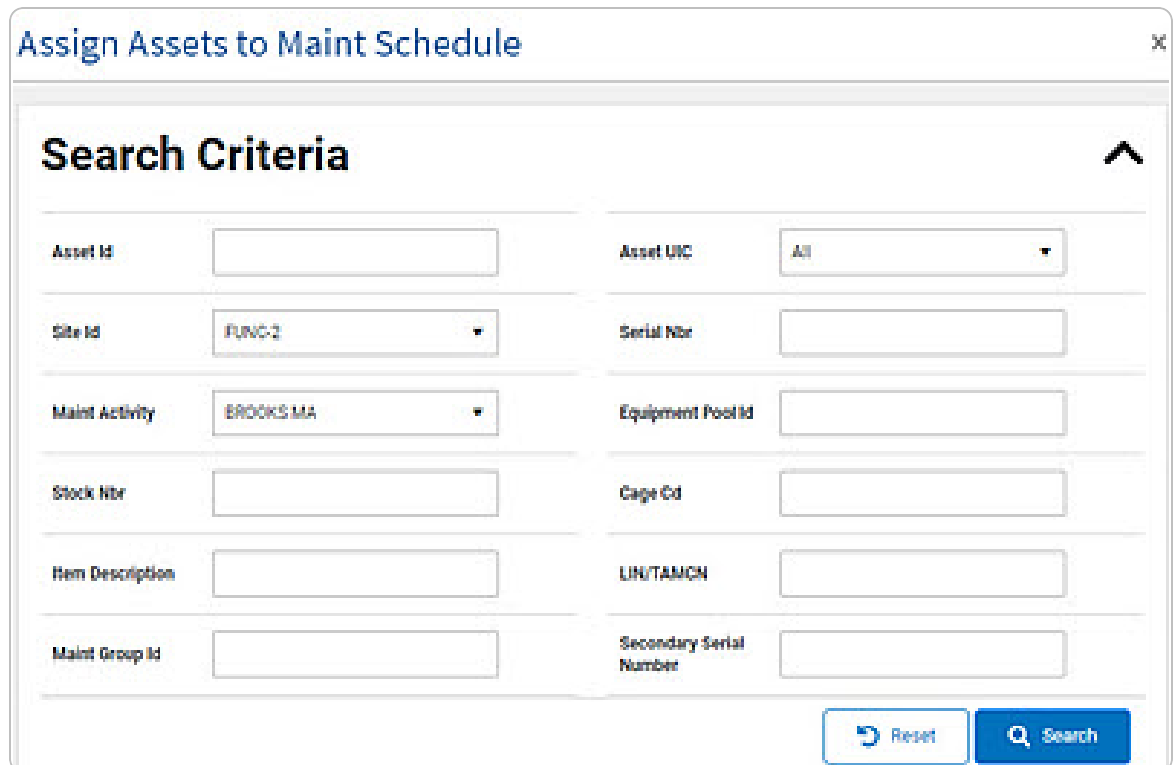
One or more of the Search Criteria fields can be entered to isolate the results. By

default, all results are displayed. Selecting  at any point of this procedure returns all fields to the default "All" setting.




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

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

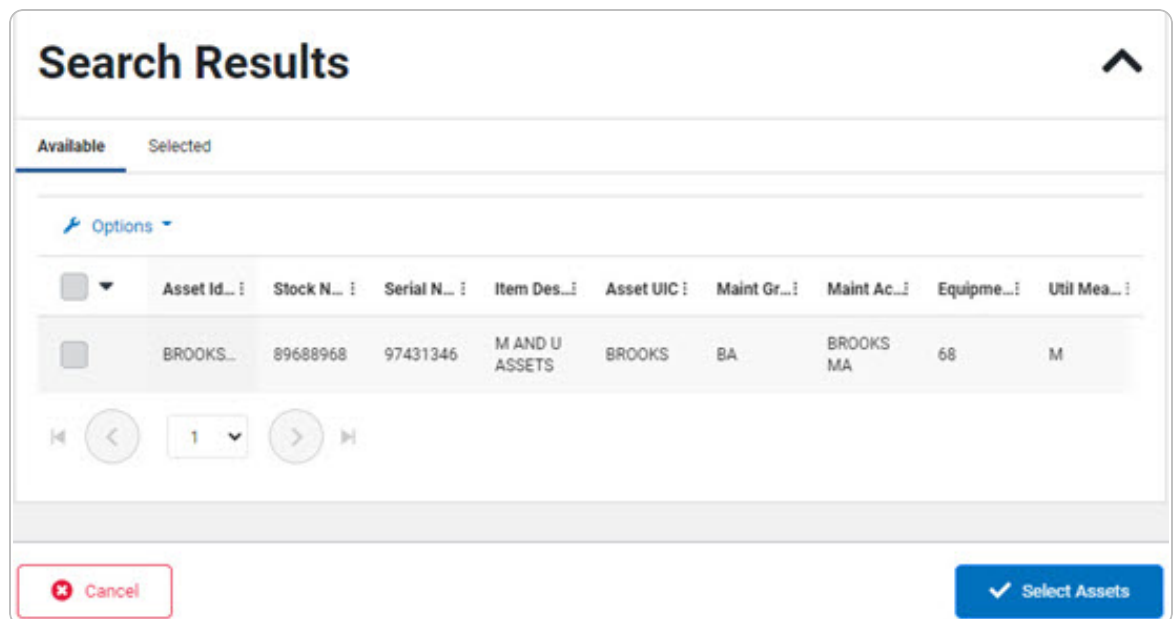


2. In the Search Criteria grid, narrow the results by entering one or more of the following optional fields:
 - Enter the **ASSET ID** in the field provided. *This is a 12 alphanumeric character field.*
 - Use ▼ to select the **Site Id**.
 - Use ▼ to select the **Maint Activity**.
 - Enter the **STOCK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



- Use  to select the Asset UIC.
- Enter the SERIAL NBR in the field provided. *This is a 30 alphanumeric character field.*
- Enter the EQUIPMENT POOL ID in the field provided. *This is a 2 alphanumeric character field.*
- Enter the CAGE Cd in the field provided. *This is a 5 alphanumeric character field.*
- Enter the LIN/TAMCN in the field provided. *This is a 10 alphanumeric character field.*
- Enter the Secondary Serial Number in the field provided. *This is a 30 alphanumeric character field.*

3. Select . Results display in the Search Results Grid.



Search Results

Available Selected

Options

<input type="checkbox"/>	Asset Id...	Stock N...	Serial N...	Item Des...	Asset UIC	Maint Gr...	Maint Ac...	Equipme...	Util Mea...
<input type="checkbox"/>	BROOKS...	89688968	97431346	M AND U ASSETS	BROOKS	BA	BROOKS MA	68	M

Cancel Select Assets

4. Click to select the ASSET ID. *The ASSET ID is selected and  appears.*

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

5.

OR



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

Search Results

Available Selected
^

Options ▾

Remove	Asset Id	Stock Nu...	Serial N...	Item Des...	Asset UIC	Maint Gr...	Maint Ac...	Equipme...	Utili Mea...
Remove	BROOKS...	1234567...	8899566	BROOKS SUPER ASSETS	BROOKS	BA	BROOKS MA	21	--
Remove	BROOKS...	1234567...	79451361	BROOKS SUPER ASSETS	BROOKS	BA	BROOKS MA	BK	--

⏪ < 1 > ⏩

✖ Cancel
✔ Select Assets

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

Common Errors

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

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



Related Topics

M&U

- Schedule Preventive Maintenance — Asset Assignment





Browse for an Asset Identifier

Overview

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

Navigation

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

Page Fields

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

Instructions

The table below provides the list of instructions.

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

Search Criteria Grid

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





Search Results Grid

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

(* Asterisk identifies mandatory fields.

Procedures

DPAS Navigation Helpful Tips



Click the following link to display DPAS Navigation Tips.

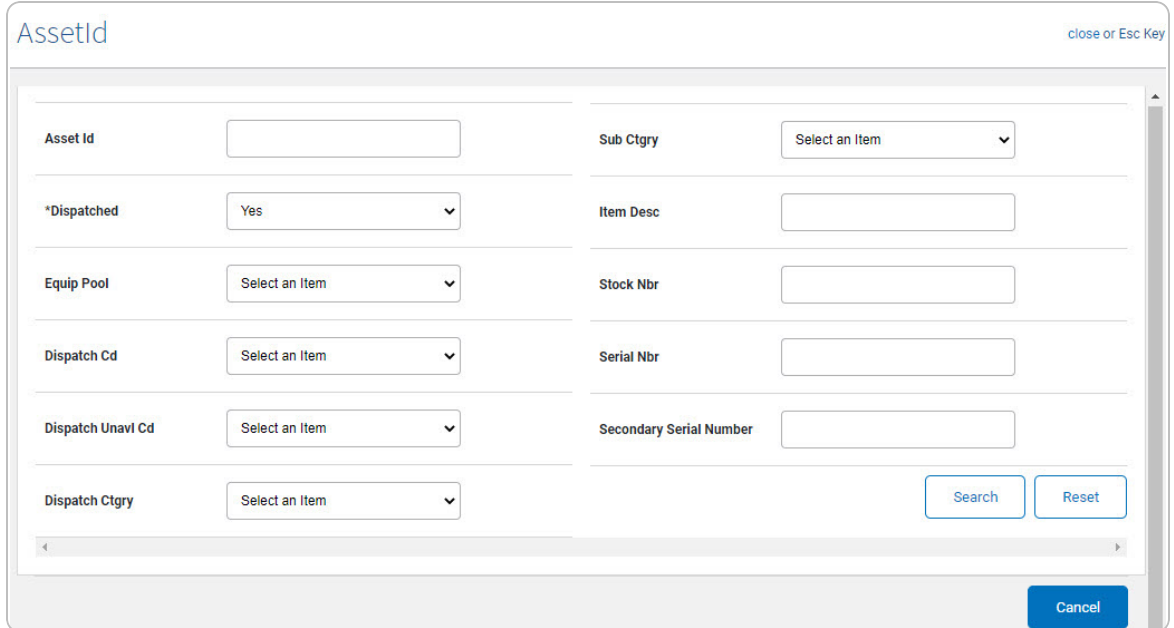
Browse for an Asset Identifier







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

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



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



2. In the Search By grid, narrow the results by entering one or more of the following optional fields:
 - Enter the ASSET ID in the field provided. *This is a 12 alphanumeric character field.*
 - Use  to select the Dispatched.
 - Use  to select the Equip Pool.
 - Use  to select the Dispatched Cd.
 - Use  to select the Dispatch Unavl Cd.
 - Use  to select the Dispatch Ctgr.
 - Use  to select the Sub Ctgr.
 - Enter the ITEM DESC in the field provided. *This is a 256 alphanumeric character field.*



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

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

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

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

Common Errors

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

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

Related Topics

M&U

- Dispatch




Browse for an Attribute Template

Overview

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

Navigation

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

Page Fields

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

Instructions

The table below provides the list of instructions.

Number	Value

Attribute Template Search Criteria Grid

ACC
Attribute Template Name
Attribute Template Desc

Attribute Template Results Grid

Select
Detail
Attribute Template Name

Detail Grid

Attribute Template Name



Attribute Template Desc

Procedures


DPAS Navigation Helpful Tips



Click the following link to display PA Navigation Tips.

Browse for an Attribute Template

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

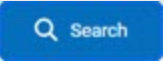
1. Select . The **Attribute Template Browse** pop-up window appears.
2. In the Search Criteria box, narrow the results by entering one or more of the following optional fields:.

Attribute Template close or Esc Key

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

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



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

Attribute Template close or Esc Key

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

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

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

Attribute Template close or Esc Key

ACC	0-Other Mil Equip	Attribute Template Desc	<input style="width: 90%;" type="text"/>
Attribute Template Name	<input style="width: 95%;" type="text"/>		

Details

Attribute Name	Attribute Desc
wmj1118	test

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

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



Common Errors

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

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

Related Topics

PA

- Stock Number Mass Change Search Criteria






Browse for an Authorization

Overview

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

Navigation

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

Page Fields

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

Instructions

The table below provides the list of instructions.

Number	Value

Authorization Search Criteria

Authorization Type
Authorization Id
Platform
Stock Number
UTC
Authorization Status

Authorization Results Grid

Select
Authorization Id
Authorization Desc





Platform


Procedures

DPAS Navigation Helpful Tips



Click the following link to display FSM Navigation Tips.

Browse for an Authorization

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



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

Authorization Browse
✕

Search Criteria

Authorization Type

Authorization Id

Platform

Stock Number

UTC

Authorization Status

Search Results

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


items per page

1 - 3 of 3 items

2. In the Search Criteria box, narrow the results by entering one or more of the following optional fields:
 - Use ▼ to select the Authorization Type.
 - Use ▼ to select the Authorization Id.



Help Reference Guide

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

Common Errors

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

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

Related Topics

FSM

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





Browse for a Contract Number

Overview

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

Navigation

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

Page Fields

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

Instructions

The table below provides the list of instructions.

Number	Value

Search By Grid

Contract Use Cd
CAGE Cd
Contract Nbr

Search Results Grid

Select
Contract Nbr
Contractor Name





Procedures

DPAS Navigation Helpful Tips



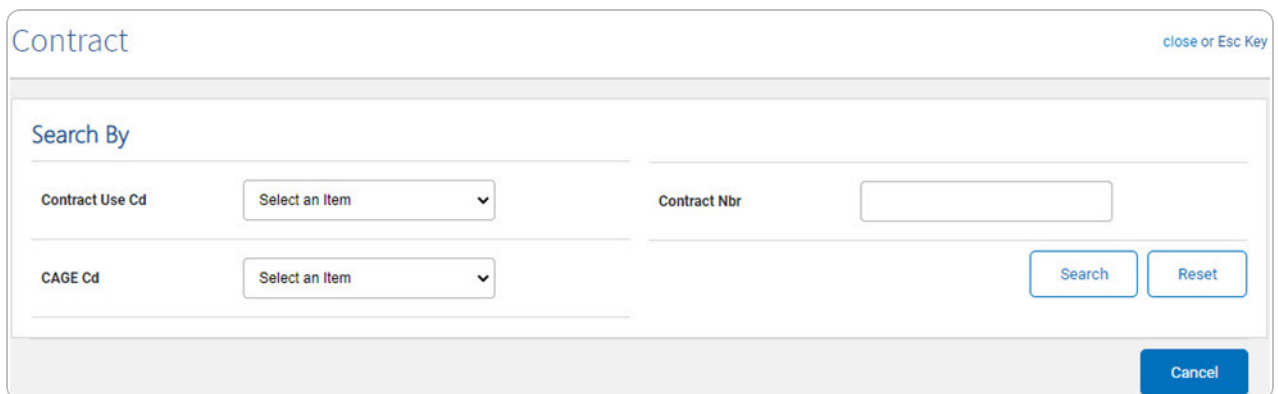
Click the following link to display DPAS Navigation Tips.



Browse for a Contract Number

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

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

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



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



Contract close or Esc Key

Search By

<p>Contract Use Cd <input type="text" value="Select an Item"/></p>	<p>Contract Nbr <input type="text" value="12345678A0133"/></p>
<p>CAGE Cd <input type="text" value="Select an Item"/></p>	<p><input type="button" value="Search"/> <input type="button" value="Reset"/></p>

Select	Contract Nbr	Contractor Name
Select	12345678A0133	ACME INC

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

Common Errors

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

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

Related Topics

- Wrnty/Svc/Subscription - Terms/Cond




Browse for a Deferred Task/Parts

Overview

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

Navigation

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

Page Fields

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

Instructions

The table below provides the list of instructions.

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

Deferred Parts Criteria

Deferred Parts Results Grid






Procedures


DPAS Navigation Helpful Tips




Click the following link to display DPAS Navigation Tips.

Browse for Deferred Task/Parts







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

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

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



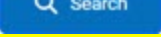

2. In the Search Criteria box, narrow the results by entering one or more of the following optional fields:.

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





Help Reference Guide

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

Common Errors

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

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

Related Topics

M&U

- Work Order

FSM

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





Browse for a Dispatch Id

Overview

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

Navigation

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

Page Fields

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

Instructions

The table below provides the list of instructions.

Number	Value

Search By Grid

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

Search Results Grid

- Select
- Dispatch Id
- Dispatch Sts Cd
- Dispatcher
- Dispatched To





Dispatch Cd
 Equip Pool
 Asset Id
 Serial Nbr
 Secondary Serial Number
 UII


Procedures

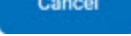
DPAS Navigation Helpful Tips



Click the following link to display DPAS Navigation Tips.

Browse for a Dispatch Id






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

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

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

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



- Enter the Dispatch ID in the field provided. *This is a 15 alphanumeric character field.*
 - Use  to select the Dispatch Sts Cd.
 - Use  to select the Dispatcher.
 - Use  to select the Dispatched To.
 - Use  to select the Equip Pool.
3. Select . *The Search Results display in the Dispatch ID Grid below.*

DispatchId close or Esc Key

Search By

Dispatch Id <input type="text" value="UP2019121900001"/>	Dispatched To <input type="text" value="Select an Item"/>
Dispatch Sts Cd <input type="text" value="Select an Item"/>	Equip Pool <input type="text" value="Select an Item"/>
Dispatcher <input type="text" value="Select an Item"/>	

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

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

Common Errors

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



Help Reference Guide

Error	Solution
125 – No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
409 – You have exceeded the browse limit of a 500 row display. Refine Search Criteria.	Invalid Search Entry. The performed search returned more than 500 rows. Refine and re-enter the search criteria.
182 – Entry must be A – Z and/or 0 – 9 with no embedded spaces or special characters.	Invalid Entry. The characters entered in the field include prohibited special characters. Enter alphanumeric (alphabetic "A" through "Z", numeric "0" through "9") characters.

Related Topics

M&U

- Dispatch





Browse for an Equipment Category Code (ECC)

Overview

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

Navigation

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

Page Fields

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

Instructions

The table below provides the list of instructions.

Number	Value

ECC Search Criteria

Equipment Class Cd

ECC Results Grid

Equip Control Cd
 Equip Control Desc
 Equip Control Detailed Desc

Procedures


DPAS Navigation Helpful Tips



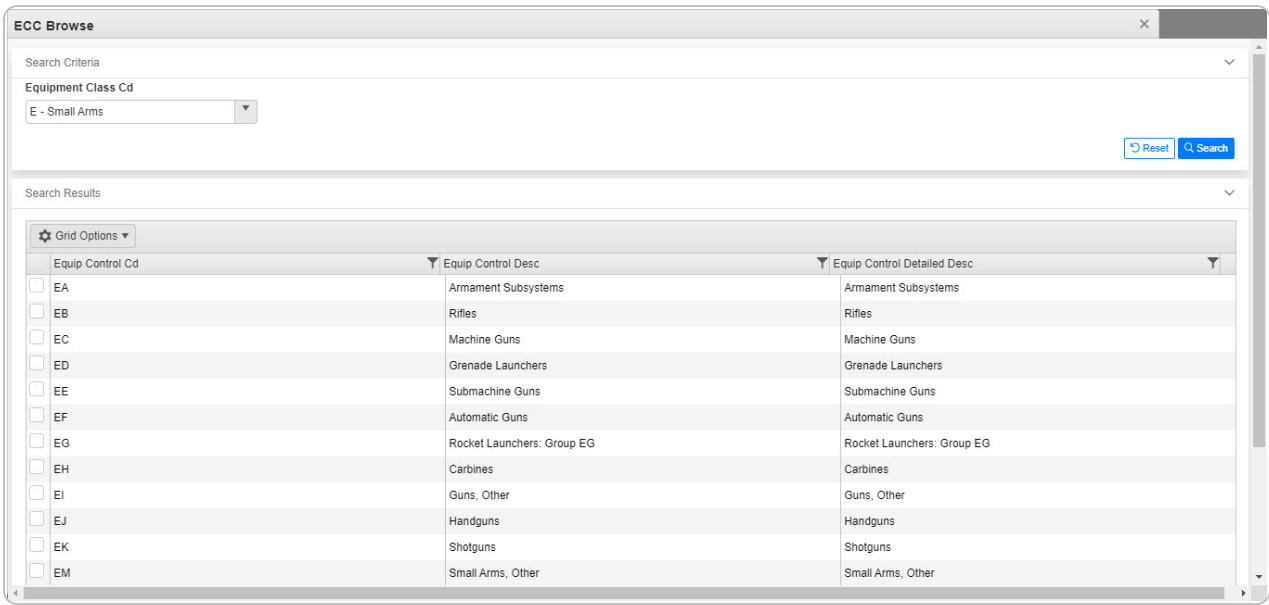
Click the following link to display PA Navigation Tips.



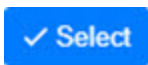


Browse for an ECC

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

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



2. In the Search Criteria box, narrow the results by entering the following:
 - Use  to select the Equipment Class Cd.
3. Select . The results appear in the **ECC Search Results** grid.
4. Click to select the Equip Control Cd. This highlights the desired row.
5. Select . The desired Equipment Control Code appears in the ECC field in the previous screen.

Common Errors

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



Help Reference Guide

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

Related Topics

PA

- Add a Stock Number





Browse for the External Manufacturer Part Number

Overview

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

Navigation

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

Page Fields

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

Instructions

The table below provides the list of instructions.

Number	Value

Search Criteria Grid

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

Search Results Grid

Stock Nbr
 Item Desc
 Mfr Part Nbr





Mfr Name
Mfr Model Nbr
CAGE Cd


Procedures


DPAS Navigation Helpful Tips



Click the following link to display DPAS Navigation Tips.

Browse for an External Manufacturer Part Number

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


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

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

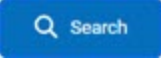
External Manufacturer Part Number Browse x

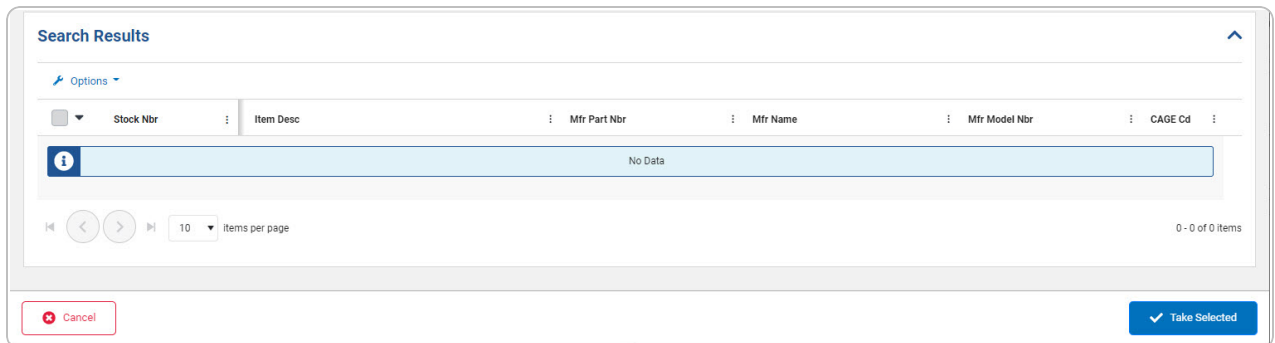
Search Criteria ^

Interface System <input type="text" value="AESIP"/>	Stock Nbr <input type="text" value="All"/>
CAGE Cd <input type="text" value="All"/>	Mfr Name <input type="text" value="All"/>
Mfr Part Nbr <input type="text" value="All"/>	Mfr Model Nbr <input type="text" value="All"/>

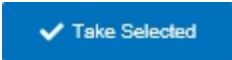
2. In the Search Criteria box, narrow the results by entering the following:
 - Use  to select the Interface System.
 - Enter the CAGE CD in the field provided. *This is a 5 alphanumeric character field.*
 - Enter the MFR PART NBR in the field provided. *This is a 35 alphanumeric character field.*
 - Enter the STOCK NBR in the field provided. *This is a 15 alphanumeric character field.*
 - Enter the MFR NAME in the field provided. *This is a 36 alphanumeric character field.*



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



The screenshot shows a 'Search Results' window with a table header containing columns: Stock Nbr, Item Desc, Mfr Part Nbr, Mfr Name, Mfr Model Nbr, and CAGE Cd. The table body is empty with a 'No Data' message. Below the table are navigation controls (back, forward, page 10, items per page) and a status bar showing '0 - 0 of 0 Items'. At the bottom, there are 'Cancel' and 'Take Selected' buttons.

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

Common Errors

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

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

Related Topics

M&U

- Manufacturer Part Nbr






Browse for the Internal Manufacturer Part Number

Overview

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

Navigation

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

Page Fields

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

Instructions

The table below provides the list of instructions.

Number	Value

Search Criteria Grid

CAGE Cd
 Manufacturer Part Nbr
 Stock Nbr
 Manufacturer Name
 Model Nbr

Search Results Grid

All
 Stock Nbr
 Manufacturer Part Nbr
 Manufacturer Name
 Model Nbr



CAGE Cd


Procedures


DPAS Navigation Helpful Tips



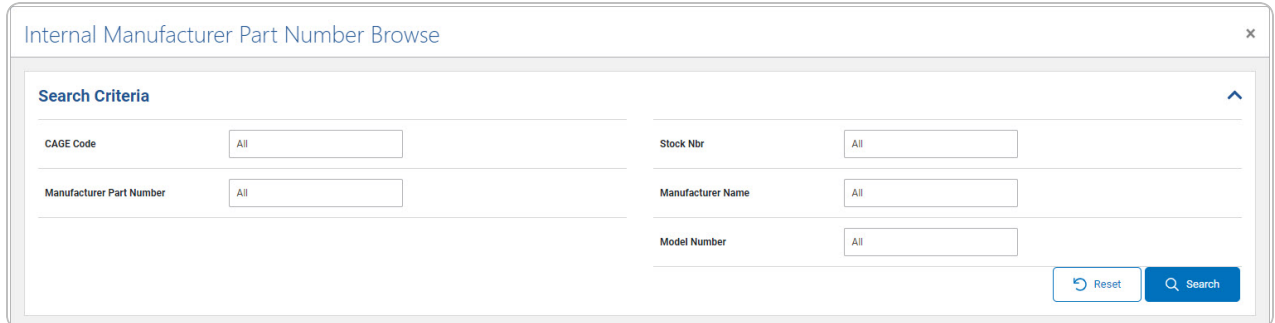
Click the following link to display DPAS Navigation Tips.

Browse for an Internal Manufacturer Part Number

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


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

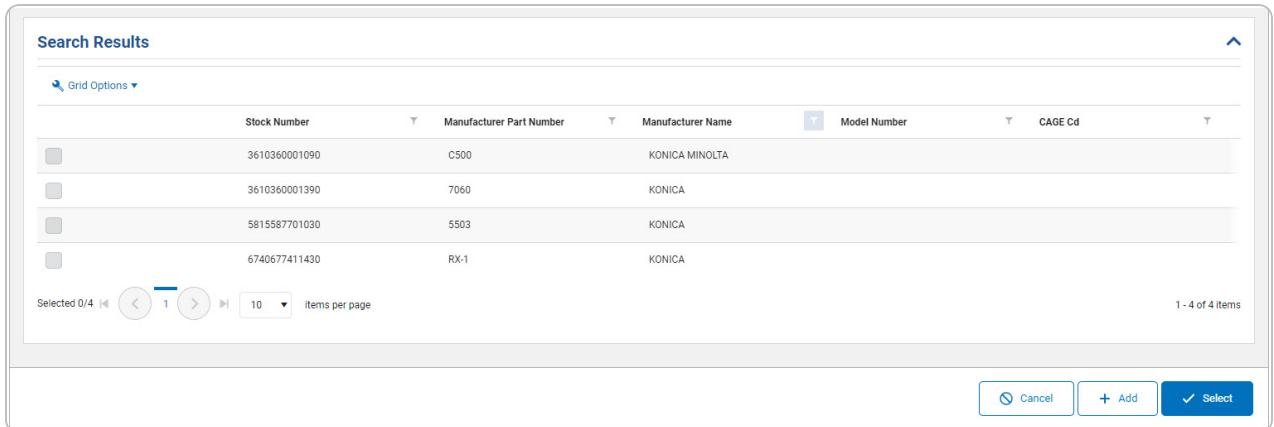
1. Select . The **Internal Manufacturer Part Number Browse** pop-up window appears.




2. In the Search Criteria box, narrow the results by entering the following:
 - Enter the CAGE CD in the field provided. *This is a 5 alphanumeric character field.*
 - Enter the MANUFACTURER PART NBR in the field provided. *This is a 35 alphanumeric character field.*
 - Enter the STOCK NBR in the field provided. *This is a 15 alphanumeric character field.*
 - Enter the MANUFACTURER NAME in the field provided. *This is a 36 alphanumeric character field.*
 - Enter the MODEL NBR in the field provided. *This is a 48 alphanumeric character field.*



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



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

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

Add a Manufacturer Part Number

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

Common Errors

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

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



Related Topics

PA

- Pending Catalog Transaction





Browse for Internal Stock Number

Overview

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

Navigation

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

Page Fields

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

Instructions

The table below provides the list of instructions.

Number	Value

Search Criteria Grid

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

Search Results Grid

Stock Number
 Stock Item Cd
 Item Desc
 Mgmt Cd
 LIN/TAMCN





Help Reference Guide

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


Procedures


DPAS Navigation Helpful Tips




Click the following link to display DPAS Navigation Tips.

Browse for an Internal Stock Number

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

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

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





Internal Stock Number Browse x

Search Criteria ^

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

Search Results ^

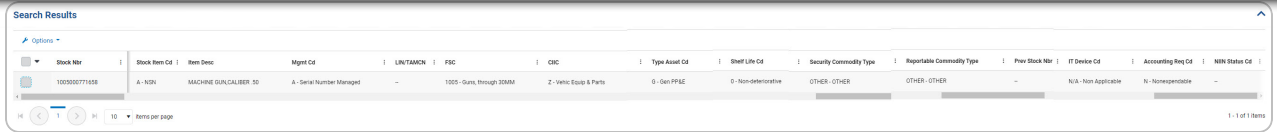
i Please enter criteria and click Search


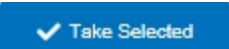
✖ Cancel

✔ Take Selected

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





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

Common Errors

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

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

Related Topics

M&U

- Manufacturer Part Nbr

PA

- Manufacturer Part Nbr





Browse for a Job Order Number

Overview

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

Navigation

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

Page Fields

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

Instructions

The table below provides the list of instructions.

Number	Value

Search By Grid

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

Search Results Grid

Select
 Job Order Nbr ID
 Job Order Nbr Desc
 Effective Dt
 End Dt




Procedures

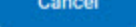
DPAS Navigation Helpful Tips





Click the following link to display DPAS Navigation Tips.

Browse for a Job Order Number

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

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

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

2. In the Search By grid, narrow the results by entering one or more of the following optional fields:
 - Enter the Job Order Number the field provided. *This is a 15 alphanumeric character field.*
 - Enter the JOB ORDER NBR DESC in the field provided. *This is a 256 alphanumeric character field.*
 - *The Reimbursable automatically populates and is not editable.*
 - Use  to select the Effective DT, or enter the date (MM/DD/YYYY) in the field provided.
 - Use  to select the End DT, or enter the date (MM/DD/YYYY) in the field provided.



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

JobOrderNumberBrowse close or Esc Key

Search By

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

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

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

Common Errors

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

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

Related Topics

M&U

- Dispatch



Browse for a LIN/TAMCN

Overview

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

Navigation

DPAS Modules > *VARIOUS PROCEDURAL STEPS* >  > LIN/TAMCN Browse pop-up window

Page Fields

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

Instructions

The table below provides the list of instructions.

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

Search Criteria Grid

- LIN/TAMCN
- LIN/TAMCN Desc
- Size Category
- Status

Search Results Grid

- LIN/TAMCN
- LIN/TAMCN Desc
- Size Category
- Status

Optional

- Catalog Name Code






Procedures


DPAS Navigation Helpful Tips



Click the following link to display DPAS Navigation Tips.

Browse for a LIN/TAMCN

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

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




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

LIN/TAMCN Browse
✕

Search Criteria ^

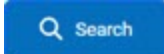
LIN/TAMCN <input style="width: 90%;" type="text" value="All"/>	Size Category <input style="width: 90%;" type="text" value="All"/>
LIN/TAMCN Desc <input style="width: 90%;" type="text" value="All"/>	Status <input style="width: 90%;" type="text" value="ACTIVE"/>

Search Results ^

 Grid Options ▾

	LIN/TAMCN	LIN/TAMCN DESC	Size Category	Status
Selected ◀ ▶ 0 ▶ ▶▶ <input style="width: 40px;" type="text" value="50"/> items per page				

No items to display

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

Search Results ^

Grid Options ▾

	LIN/TAMCN ▾	LIN/TAMCN DESC... ▾	Size Category ▾	Status ▾
<input type="checkbox"/>	A21959	AGITATOR PAINT SHAKER TYPE 1/3 HP AC 115V 60C SGLE PH		ACTIVE

Selected 0/50 ◀ ▶ 1 2 3 4 ▶▶ 50 items per page 1 - 50 of 154 items

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

Common Errors

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

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

Related Topics

- Stock Number



Browse for a Maintenance Schedule

Overview

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

Navigation

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

Page Fields

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

Instructions

The table below provides the list of instructions.

Number	Value

Search Criteria Grid

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

Search Results Grid


- Select
- Maint Sched Id
- Maint Sched Name




Maint Sched Desc
 Maint Activity
 Occurrence
 Recurring Method

(* Asterisk identifies mandatory fields.

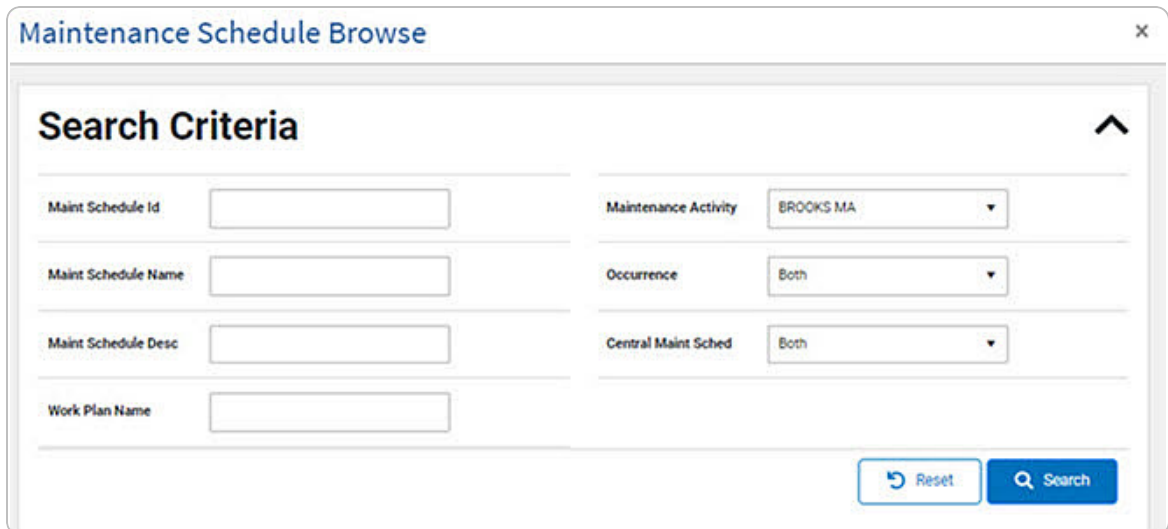
Procedures

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

Browse for a Maintenance Schedule

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

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



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

- Enter the MAINT SCHED NAME in the field provided. *This is a 50 alphanumeric character field.*
- Enter the MAINT SCHED DESC in the field provided. *This is a 250 alphanumeric character field.*
- Enter the Work Plan Name in the field provided. *This is a 50 alphanumeric character field.*
- Use ▼ to select the Maintenance Activity.
- Use ▼ to select the Occurrence.
- Use ▼ to select the Central Maint Sched.

3. Select . *Results display in the Search Results Grid.*

Maintenance Schedule Browse

Search Criteria

Maint Schedule Id <input style="width: 90%;" type="text"/>	Maintenance Activity <input style="width: 90%;" type="text" value="BROOKS MA"/>
Maint Schedule Name <input style="width: 90%;" type="text" value="gfa RegTest 2022"/>	Occurrence <input style="width: 90%;" type="text" value="Both"/>
Maint Schedule Desc <input style="width: 90%;" type="text"/>	Central Maint Sched <input style="width: 90%;" type="text" value="Both"/>
Work Plan Name <input style="width: 90%;" type="text"/>	

Search Results

[Options](#)

Select	Maint Sched Id ↑	Maint Sched Name	Maint Sched Desc	Maint Activity	Occurrence	Recurring Method
Select	AnotherforTest2726	gfa RegTest 2022	FUNC-2BROOKS MA714	BROOKS MA	Recurring	Every X Days



Help Reference Guide

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

Common Errors

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

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

Related Topics

M&U

- Schedule Preventive Maintenance - Asset Assignment





Browse for a Maintenance Schedule

Overview

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

Navigation

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

Page Fields

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

Instructions

The table below provides the list of instructions.

Number	Value

Search Criteria Grid

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

Search Results Grid

Available Tab

Select





Help Reference Guide

Maint Sched Id
Maint Sched Name
Maint Sched Desc
Maint Activity
Occurrence
Recurring Method

Selected Tab

Remove
Maint Sched Id
Maint Sched Name
Maint Sched Desc
Maint Activity
Occurrence
Recurring Method

(*). Asterisk identifies mandatory fields.

Procedures


DPAS Navigation Helpful Tips



Click the following link to display DPAS Navigation Tips.

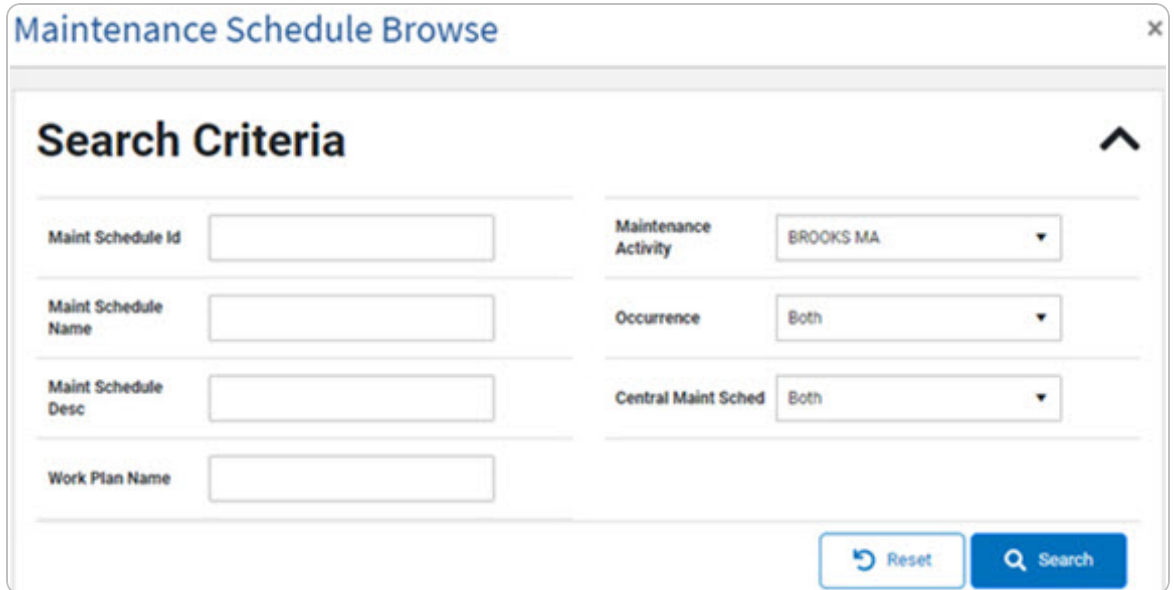
Browse for a Maintenance Schedule

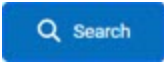
One or more of the Search Criteria fields can be entered to isolate the results. By

default, all results are displayed. Selecting  at any point of this procedure returns all fields to the default "All" setting.



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



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





Search Results

Available Selected

Options

<input type="checkbox"/>	Maint Sched Id	Maint Sched Na...	Maint Sched Desc:	Maint Activity	Occurrence	Recurring Method:
<input type="checkbox"/>	AnotherforTest2...	Hugh Hunton Test 2	Hugh Hunton Test 2	BROOKS MA	Recurring	Every X Days

1

Cancel Select Schedules

4. Click to select the MAINT SCHEDULE ID. *The MAINT SCHEDULE ID is selected and appears.*

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

5.

OR

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



Search Results

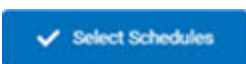
Available Selected

Options

Remove	Maint Sched Id	Maint Sched Na...	Maint Sched Desc:	Maint Activity	Occurrence	Recurring Method:
Remove	AnotherforTest2...	BTRegress-22.2.2-64061	Regression test 64061	BROOKS MA	One Time	-
Remove	AnotherforTest2...	gfa RegTest 2022	FUNC-2BROOKS MA714	BROOKS MA	Recurring	Every X Days

1

Cancel Select Schedules

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

Common Errors

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

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



Related Topics

M&U

- Schedule Preventive Maintenance — Asset Assignment





Browse for a Manufacturer Part Number

Overview

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

Navigation

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

Page Fields

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

Instructions

The table below provides the list of instructions.

Number	Value

Search Criteria Grid

Manufacturer Name
 Manufacturer Model Number
 Manufacturer Part Number

Search Results Grid

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






Procedures


DPAS Navigation Helpful Tips




Click the following link to display DPAS Navigation Tips.

Browse for a Manufacturer Part Number

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

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

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

Manufacturer Part Number Browse x

Search Criteria ^

Manufacturer Name <input style="width: 90%;" type="text"/>	Manufacturer Part Number <input style="width: 90%;" type="text"/>
Manufacturer Model Number <input style="width: 90%;" type="text"/>	

Reset
 Search

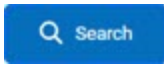
Search Results ^

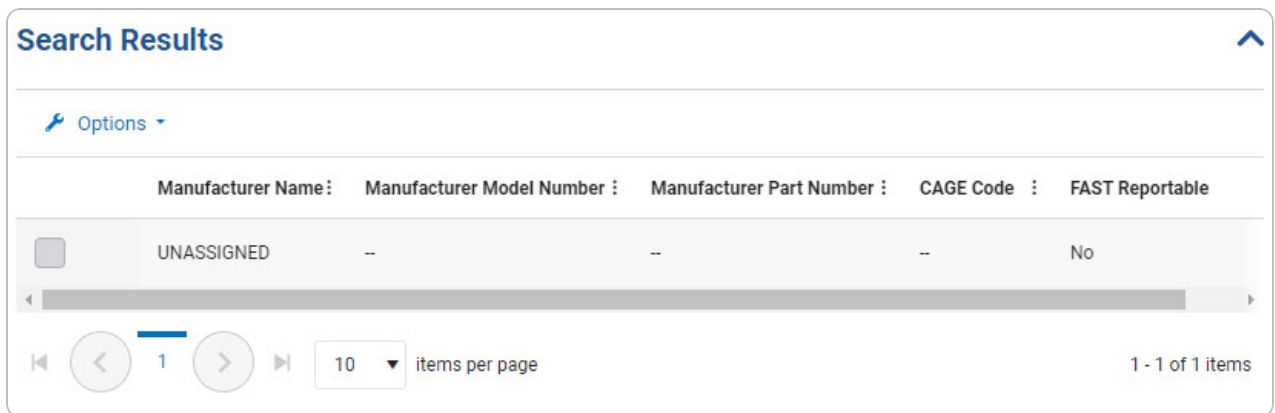
Please enter criteria and click Search


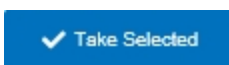
Cancel
 Take Selected



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

- Select . *The results appear in the search results grid.*



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

Common Errors

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

Error	Solution
125 – No record(s) match	Invalid Entry. Results for the search criteria



Help Reference Guide

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

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

Related Topics

M&U

- Maintenance Asset Master





Add a Maintenance Attachment

Overview

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

Navigation

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

Page Fields

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

Instructions

The table below provides the list of instructions.

Number	Value

Upload Grid

- Contract Nbr
- File Path *
- Desc *
- Primary





Temporary Attachments Grid

Remove
Desc
Size
Type

(*) Asterisk identifies mandatory fields.

Procedures

DPAS Navigation Helpful Tips



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

Add a Maintenance Attachment

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

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

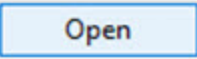

Upload File

Contract Nbr	TESTTT44HELP2	*Desc	
*File Path	<input type="button" value="Choose File"/> No file chosen	Primary	<input type="checkbox"/>

Temporary Attachments

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




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

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

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

Remove an Attachment

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

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

Common Errors

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

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



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

Related Topics

M&U

- Add a Contract
- Update a Contract





Help Reference Guide

- View the Contract Attachment
- Delete a Contract





Browse for an Operator/Technician

Overview

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

Navigation

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

Page Fields

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

Instructions

The table below provides the list of instructions.

Number	Value

Search By Grid

Opr/Tech Cd
Team Id

Search Results Grid

Select
Opr/Tech Cd
Opr/Tech Id
Last Name
First Name
Schedule
Start Time
End Time






Procedures

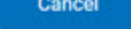
DPAS Navigation Helpful Tips



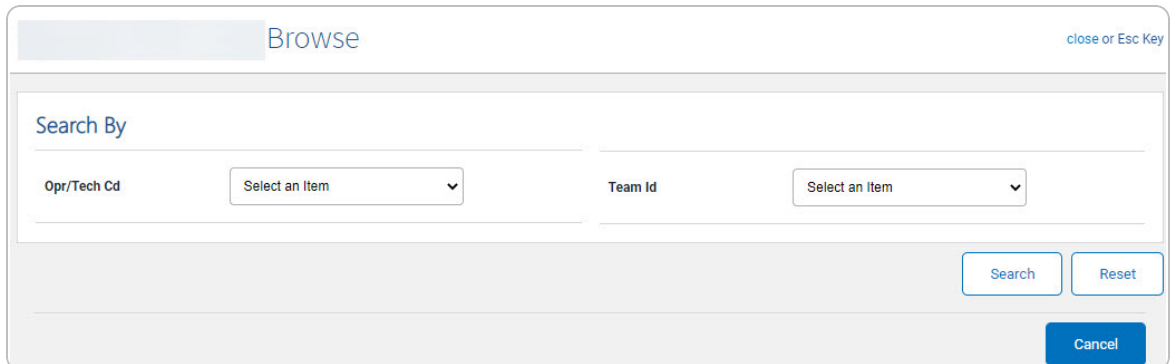
Click the following link to display DPAS Navigation Tips.

Browse for an Operator/Technician

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

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



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



Note



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

2. In the Search By grid, narrow the results by entering one or more of the following optional fields:
 - Use  to select the Opr/Tech Cd.
 - Use  to select the Team Id.



3. Select . *The Search Results display in the Operator/Technician Grid below.*

Browse close or Esc Key

Search By

Opr/Tech Cd: Team Id:

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

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

Common Errors

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

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





Related Topics

M&U

- Dispatch





Browse for an SRD

Overview

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

Navigation

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

Page Fields

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

Instructions

The table below provides the list of instructions.

Number	Value

Search Criteria Grid

SRD
MICAP
Equipment Designator
Nomenclature

Search Results Grid

All
SRD
MICAP
Equipment Designator
Nomenclature






Procedures


DPAS Navigation Helpful Tips




Click the following link to display DPAS Navigation Tips.

Browse for an SRD

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

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




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

SRD Browse ✕

Search Criteria ^

SRD <input style="width: 100%;" type="text"/>	Equipment Designator <input style="width: 100%;" type="text"/>
MICAP <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Both	Nomenclature <input style="width: 100%;" type="text"/>

Search Results ^

 Options ▾


<input type="checkbox"/> SRD	<input type="checkbox"/> MICAP	<input type="checkbox"/> Equipment Designator	<input type="checkbox"/> Nomenclature
------------------------------	--------------------------------	---	---------------------------------------

i No Data


✕ Cancel

✓ Take Selected





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



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


Search Results ^

 Options ▾

	SRD		MICAP		Equipment Designator		Nomenclature
<input type="checkbox"/>	G14	:	No	:	CETS	:	CETS FOR F100, F111, F101 & TF34 4920015295801KV



1



 Cancel
 Take Selected

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

Common Errors

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

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



Related Topics

M&U

- Requisition





Browse for a Stock Number – Dispatch

Overview

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

Navigation

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

Page Fields

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

Instructions

The table below provides the list of instructions.

Number	Value

Search By Grid

Stock Nbr
Item Desc
FSC

Additional Search Criteria Grid

LIN/TAMCN

Search Results Grid

Select
Stock Nbr
Item Desc
FSC
ECC
Owning DoDAAC



Ctlg Nm Cd
 LIN/TAMCN


Procedures

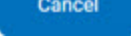
DPAS Navigation Helpful Tips



Click the following link to display DPAS Navigation Tips.

Browse for a STOCK NBR

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

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

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



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

Note



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



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

StockNbr close or Esc Key

Search Criteria

Search By

Stock Nbr

Item Desc

FSC

Additional Search Criteria

LIN/TAMCN

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

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

Common Errors

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

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



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

Related Topics

M&U

- Dispatch Rate





Browse for a Stock Number – Utilization

Overview

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

Navigation

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

Page Fields

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

Instructions

The table below provides the list of instructions.

Number	Value

Search By Grid

Stock Nbr
Item Desc
FSC

Additional Search Criteria Grid

LIN/TAMCN

Search Results Grid

Select
Stock Nbr
Item Desc
FSC
LIN/TAMCN
ECC



Util Measure Cd
 Util Measure Desc
 Util Meter


Procedures

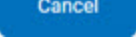
DPAS Navigation Helpful Tips



Click the following link to display DPAS Navigation Tips.

Browse for a STOCK NBR

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


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

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



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



Note



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

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

StockNbr close or Esc Key

Search Criteria

Search By Additional Search Criteria

Stock Nbr

Item Desc

FSC

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

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

Common Errors

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



Help Reference Guide

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

Related Topics

M&U

- Wnty/Svc/Subscription — Asset Assoc






Browse for Stock Number — FSM

Overview

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

Navigation

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

Page Fields

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

Instructions

The table below provides the list of instructions.

Number	Value

Stock Number Search Criteria

Stock Number
LIN/TAMCN
Item Desc
FSC

Stock Number Results Grid

Stock Number
Item Description






Procedures


DPAS Navigation Helpful Tips



Click the following link to display FSM Navigation Tips.

Browse for a Stock Number

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

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





Help Reference Guide

Stock Number Browse ×

Search Criteria ^

Stock Number

LIN/TAMCN

Item Desc

FSC

1005 - Guns, through 30MM ▼

Reset

Search

Search Results ^

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

⏪
⏩
⏴
⏵
 items per page

1 - 9 of 9 items





Help Reference Guide

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

Common Errors

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

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

Related Topics

M&U

- Work Plan Detail - Parts

FSM

- Authorization Details
- Review Authorizations





Browse for a Technician

Overview

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

Navigation

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

Page Fields

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

Instructions

The table below provides the list of instructions.

Number	Value

Search By Grid

Stock Nbr
Serial Nbr
Asset Id
Work Plan

Saved Information Grid

All
Select
Last Name
First Name
Assets Certs Missing



Work Plan Certs Missing

Procedures

DPAS Navigation Helpful Tips



Click the following link to display DPAS Navigation Tips.

Browse for a Technician

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

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

Technician close or Esc Key

Search By

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

2. Verify the **STOCK NBR**.
3. Verify the **SERIAL NBR**.



Help Reference Guide

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

Common Errors

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

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

Related Topics

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





Browse for the Type Designation

Overview

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

Note



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

Navigation

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

Page Fields

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

Instructions

The table below provides the list of instructions.

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

Search Criteria Grid

Type Designator
 Acq Program
 Type Dsg Group

Search Results Grid

Type Dsg





Help Reference Guide

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


Procedures

DPAS Navigation Helpful Tips



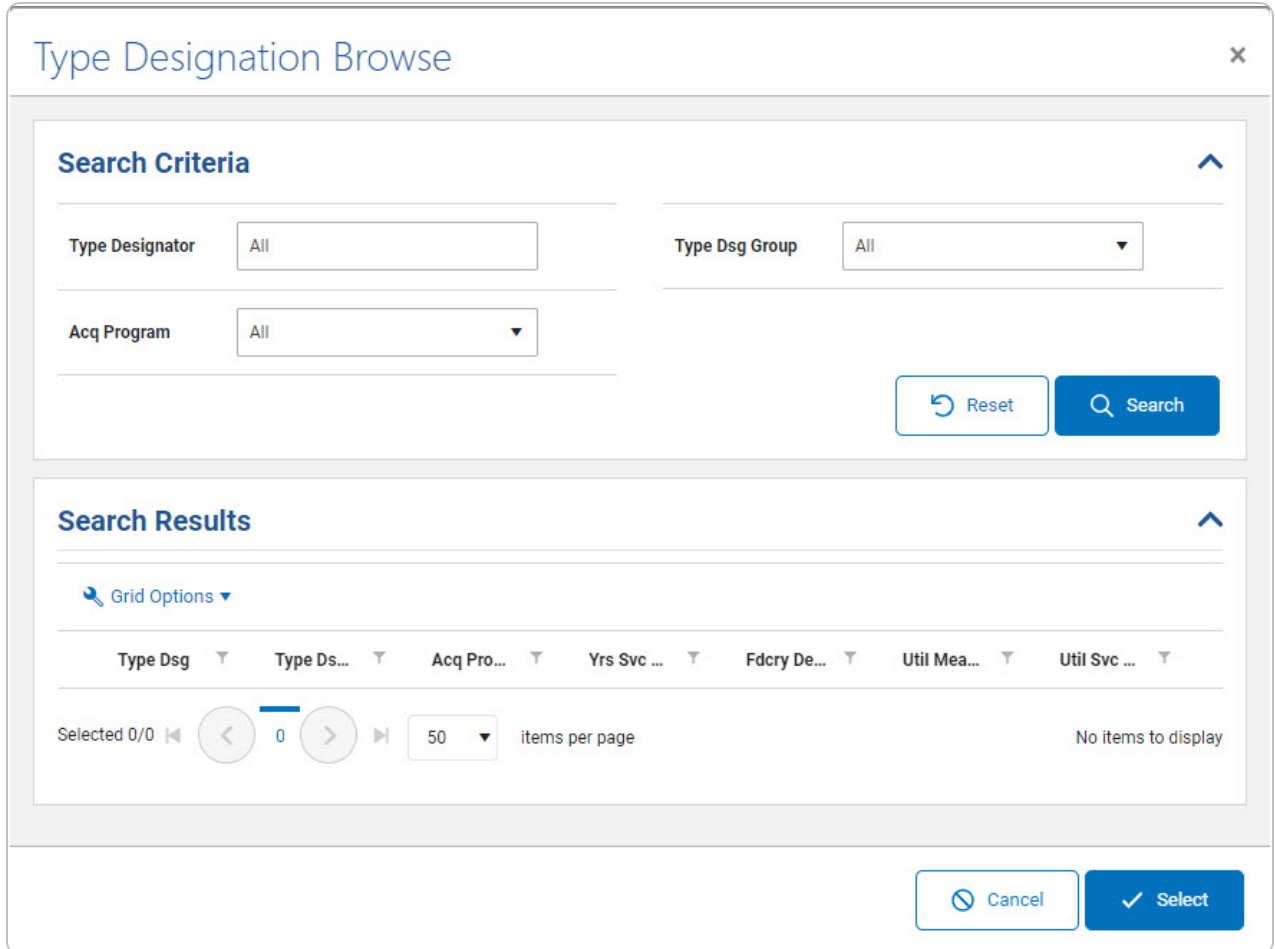
Click the following link to display DPAS Navigation Tips.


Browse for a Type Designation

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

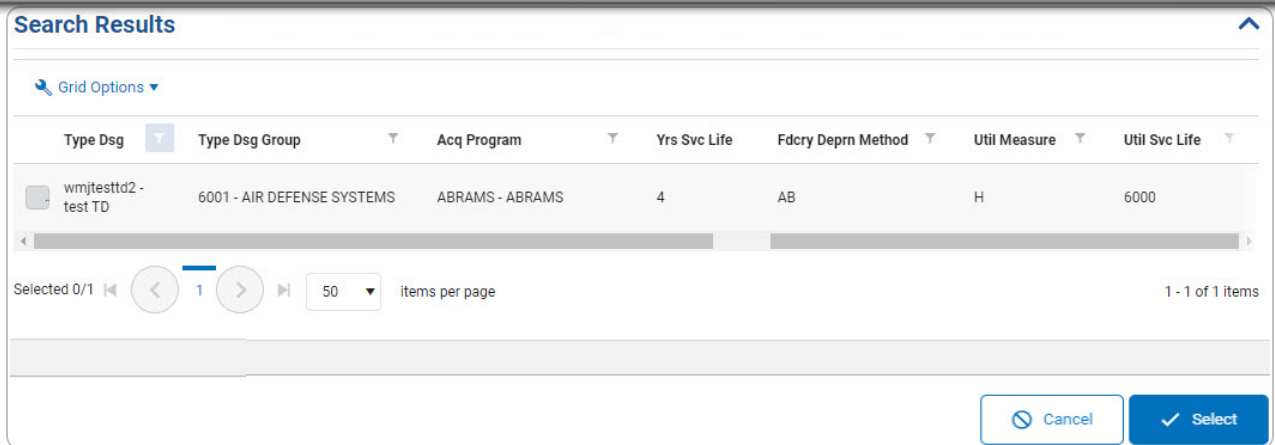


1. Select . The **Type Designation Browse** pop-up window appears.



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





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

Common Errors

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

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





Help Reference Guide

search criteria.

entered do not exist. Enter different Search Criteria and try the Search again.

Related Topics

M&U

- Stock Number






Browse for a Unit Identification Code (UIC)

Overview

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

Navigation

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

Page Fields

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

Instructions

The table below provides the list of instructions.

Number	Value

UIC Search Criteria

Site Id
DoDAAC
Org Id
UIC
Major Command Code

UIC Results Grid

Select
UIC
Organization Id






Procedures

DPAS Navigation Helpful Tips



Click the following link to display FSM Navigation Tips.

Browse for a UIC

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



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

UIC Browse ✕

Search Criteria ^

Site Id <input style="width: 90%;" type="text"/>	DsDAAC <input style="width: 90%;" type="text"/>
Org Id <input style="width: 90%;" type="text"/>	UIC <input style="width: 90%;" type="text"/>
Major Command Code <input style="width: 90%;" type="text"/>	

Search Results ^

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

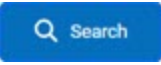
⏪ ⏩ 5 items per page

1 - 5 of 8 items

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



Help Reference Guide

- Enter the SITE ID in the field provided. *This is a 3 alphanumeric character field.*
 - Enter the DoDAAC in the field provided. *This is a 6 alphanumeric character field.*
 - Enter the ORG ID in the field provided. *This is a 30 alphanumeric character field.*
 - Enter the UIC in the field provided. *This is a 6 alphanumeric character field.*
 - Enter the Major Command Code in the field provided. *This is a 2 alphanumeric character field.*
3. Select . *The results appear in the **UIC Search Results** grid.*
 4. Choose the Select hyperlink next to the desired UIC. *The pop-up window closes and the selected UIC appears in the previous screen.*

Common Errors

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

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

Related Topics

FSM

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






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

Overview

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

Navigation

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

Page Fields

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

Instructions

The table below provides the list of instructions.

Number	Value

UIC RP Installation Code Search Criteria Grid

Component Code
Installation Code
Installation Name

UIC RP Installation Code Search Results Grid

Select
Installation Code
Component Code
Installation Name




Procedures

DPAS Navigation Helpful Tips



Click the following link to display PA Navigation Tips.

Browse for an Installation Code

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

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

UIC RP Installation Code Browse


Component Code Use % for wildcard searches e.g. Abc% Installation Code Use % for wildcard searches e.g. Abc%

Installation Name Use % for wildcard searches e.g. Abc%

Reset Search

Please enter search criteria.

Close

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



UIC RP Installation Code Browse x

Component Code Installation Code

Installation Name

Reset
Search

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

Close

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

Common Errors

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

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



ity access.

the Search again.

Related Topics

PA

- Add an Accountable UIC/UIC
- Update an Accountable UIC/UIC






Browse for a Warehouse Stock Number

Overview

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

Navigation

DPAS M&U Module > *VARIOUS PROCEDURAL STEPS* >  > Warehouse STOCK NBR Browse pop-up window

Page Fields

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

Instructions

The table below provides the list of instructions.

Number	Value

Search By Grid

Stock Nbr
Item Desc
FSC

Additional Search Criteria Grid

LIN/TAMCN

Search Results Grid

Select
Stock Nbr
Item Desc
FSC



LIN/TAMCN

Procedures

DPAS Navigation Helpful Tips



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

Browse for a Warehouse Stock Number

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

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

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

close or Esc Key

WarehouseStockNbrBrowse

Search By

Stock Nbr

Item Desc

FSC

Additional Search Criteria

LIN/TAMCN



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

Note



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



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

WarehouseStockNbrBrowse close or Esc Key


Search By

Stock Nbr
Additional Search Criteria

Item Desc
LIN/TAMCN

FSC

Select	Stock Nbr	Item Desc	FSC	LIN/TAMCN
<input type="checkbox"/>	8440002210852	SUSPENDERS, TROUSERS, OD	8440	V43602F
<input type="checkbox"/>	8340015455869	ESS 305 W/ STOVEPIPE OPENING, GREEN	8340	C00452F

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

Common Errors

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



Help Reference Guide

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

Related Topics

M&U

- Add a Work Plan Association
- Update a Work Plan Association






Browse for a Work Order

Overview

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

Navigation

DPAS Maintenance Utilization Module > *VARIOUS PROCEDURAL STEPS* >  > Work Order Browse pop-up window

Page Fields

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

Instructions

The table below provides the list of instructions.

Number	Value

Work Order — Search By Grid

Work Order Id
 Status Cd
 Priority Cd
 Estbd Dt From
 Estbd Dt To
 Asset Id
 Stock Nbr
 Serial Nbr
 Secondary Serial Number
 UII
 Doc Nbr





Search Results Grid

Select
Work Order Id
Estbd Dt
Work Order Desc
Work Order Status
Work Order State
Priority Cd
Asset Id
Serial Nbr
Secondary Serial Number
UII
Item Desc
Doc Nbr

Procedures

DPAS Navigation Helpful Tips



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

Browse for a Work Order



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



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

WorkOrder close or Esc Key

Search By

Work Order Id <input style="width: 90%;" type="text"/>	Stock Nbr <input style="width: 90%;" type="text"/>
Status Cd <input style="width: 90%;" type="text" value="Select an Item"/>	Serial Nbr <input style="width: 90%;" type="text"/>
Priority Cd <input style="width: 90%;" type="text" value="Select an Item"/>	Secondary Serial Number <input style="width: 90%;" type="text"/>
Estbd Dt From <input style="width: 90%;" type="text"/> 	Ull <input style="width: 90%;" type="text"/>
Estbd Dt To <input style="width: 90%;" type="text"/> 	Doc Nbr <input style="width: 90%;" type="text"/>
Asset Id <input style="width: 90%;" type="text"/>	

Note



The WORK ORDER ID Browse and Using WORK ORDER ID Browse have the same fields as Work Order Browse.



Help Reference Guide

WorkOrderId

close or Esc Key

Search By

Work Order Id

Stock Nbr

Status Cd

Serial Nbr

Priority Cd

Secondary Serial Number

Estbd Dt From

Ull

Estbd Dt To

Doc Nbr

Asset Id

Search



Reset





Cancel



UsingWorkOrderId close or Esc Key

Search By

Work Order Id <input type="text"/>	Stock Nbr <input type="text"/>
Status Cd <input type="text" value="Select an Item"/>	Serial Nbr <input type="text"/>
Priority Cd <input type="text" value="Select an Item"/>	Secondary Serial Number <input type="text"/>
Estbd Dt From <input type="text"/> 	UII <input type="text"/>
Estbd Dt To <input type="text"/> 	Doc Nbr <input type="text"/>
Asset Id <input type="text"/>	

2. In the Work Order Search By box, narrow the results by entering one or more of the following optional fields:
 - Enter the WORK ORDER ID. *This is a 20 alphanumeric character field.*
 - Use  to select the Status Cd.
 - Use  to select the Priority Cd.
 - Use  to select the ESTBD DT FROM, or enter the date (MM/DD/YYYY) in the field provided.
 - Use  to select the ESTBD DT To, or enter the date (MM/DD/YYYY) in the field provided.
 - Enter the ASSET ID. *This is a 12 alphanumeric character field.*
 - Enter the STOCK NBR. *This is a 15 alphanumeric character field.*
 - Enter the SERIAL NBR. *This is a 30 alphanumeric character field.*
 - Enter the Secondary Serial Number. *This is a 30 alphanumeric character field.*

- Enter the UII. *This is a 50 alphanumeric character field.*
 - Enter the DOC NBR. *This is a 14 alphanumeric character field.*
3. Select . *The results appear in the **Work Plan Search Results** grid.*

Select	Work Order Id	Estbd Dt	Work Order Desc	Work Order Status	Work Order State	Priority Cd	Asset Id	Serial Nbr	Secondary Serial Number	UII	Item Desc	Doc Nbr
Select	2019091800004	9/18/2019		O-Open		2-Urgent - 2 days	CAR4	CAR4			TRUCK,LIFT,FORK	
Select	2019091800005	9/18/2019		O-Open		2-Urgent - 2 days	CAR5	CAR5			TRUCK,LIFT,FORK	

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

Common Errors

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

Error	Solution
125 – No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
XXX – ESTBD DT FROM Date cannot be > Current Date.	Invalid Date Entry. The Current Date cannot occur before the ESTBD DT FROM Date. Re—enter the date.
612 – Date format must be MM/DD/YYYY.	Invalid Date Entry. The date must following the MM/DD/YYYY format. Re—enter the date.



Help Reference Guide

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





<p>mandatory.</p>	
<p>409 – You have exceeded the browse limit of a 500 row display. Refine Search Criteria.</p>	<p>Invalid Search Entry. The performed search returned more than 500 rows. Refine and re—enter the search criteria.</p>
<p>142 – To perform "Search", data must be entered in one or more fields.</p>	<p>Invalid Search Entry. Enter at least one search criteria to perform a search. Refine and re—enter the search criteria.</p>
<p>94 – Select a record(s) to continue.</p>	<p>Missing Entry. <input type="button" value="Continue"/> was clicked without any records selected. Click <input type="checkbox"/> to select a record, then select <input type="button" value="Continue"/>.</p>
<p>714 – Selected rows exceeds 50 row maximum.</p>	<p>Invalid Entry. Too many rows are checked. Uncheck enough records so 50 or less are selected, then proceed.</p>

Related Topics

M&U

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





Browse for a Work Plan

Overview

The Work Plan Browse pop-up window allows searching for active Work Plans that are associated with the user's Maintenance Activity. This is for Work Plan Browse and Using WORK PLAN ID Browse.

Navigation

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

Page Fields

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

Instructions

The table below provides the list of instructions.

Number	Value

Search Criteria Grid

Plan Id
Plan Type Cd
Plan Name
Plan Selection

Search Results Grid

Select
Plan Id
Plan Type Cd
Plan Name
Plan Description
Activity Name





Public


Procedures

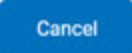
DPAS Navigation Helpful Tips



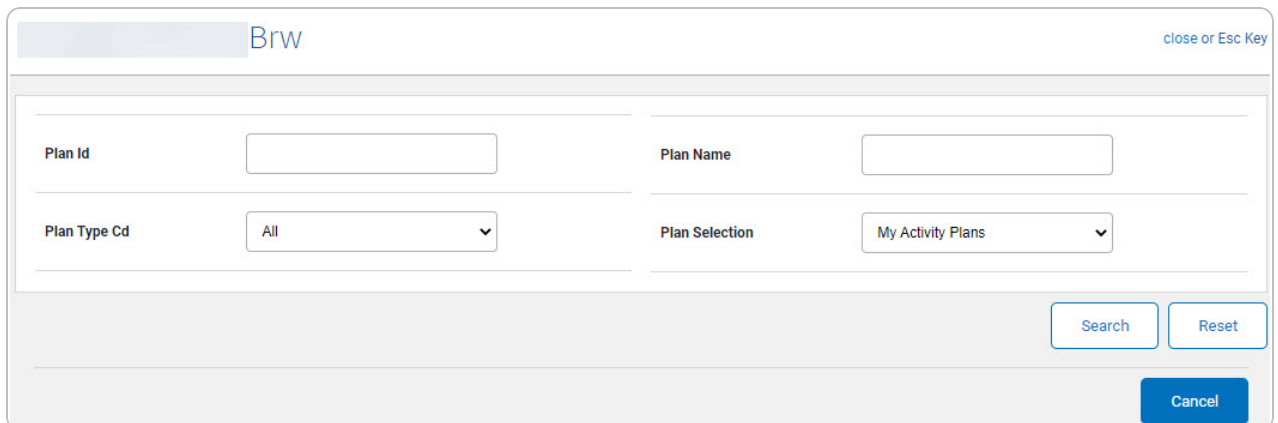
Click the following link to display DPAS Navigation Tips.

Browse for a Work Plan

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

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


1. Select . The **Work Plan Browse** pop-up window appears.





Note



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

2. In the Search Criteria grid, narrow the results by entering one or more of the following optional fields:
 - Enter the PLAN ID *This is a 50 alphanumeric character field.*
 - Use  to select the Plan Type Cd.



- Enter the Plan Name *This is a 50 alphanumeric character field.*
 - Use  to select the Plan Selection.
3. Select . *The results appear in the **Work Plan Browse Search Results** grid.*

Select	Plan Id	Plan Type Cd	Plan Name	Plan Desc	Activity Name	Public
Select	ABCTEST2	ANTE - Analyze/Test	TEST	A TEST 7	BROOKS MA	No

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

Common Errors

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

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





Related Topics

M&U

- Work Plan



Browse for a Work Plan Identifier

Overview

The Work Plan ID Browse pop-up window allows searching for active Work Plans that are associated with the user's Maintenance Activity.

Navigation

DPAS Modules > *VARIOUS PROCEDURAL STEPS* >  > Select Work Plans pop-up window

Page Fields

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

Instructions

The table below provides the list of instructions.

Number	Value

Search Criteria Grid

- Plan Id
- Plan Type Cd
- Plan Name
- Maintenance Activity
- Central Work Plan
- Plan Selection

Search Results Grid

- All
- Plan Id
- Plan Type



Help Reference Guide

Plan Name
Plan Description
Maint Activity
Public
Central Work Plan


Procedures

DPAS Navigation Helpful Tips



Click the following link to display DPAS Navigation Tips.

Browse for a Work Plan Identifier

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

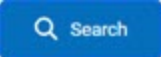


1. Select . The **Select Work Plans** pop-up window appears.

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



- Enter the PLAN ID. *This is a 50 alphanumeric character field.*
- Enter the Plan Name. *This is a 50 alphanumeric character field.*
- Use ▼ to select the Central Work Plan.
- Use ▼ to select the Plan Type Cd.
- Use ▼ to select the Maintenance Activity.
- Use ▼ to select the Plan Selection.

3. Select . *The results appear in the **Work PLAN ID Search Results** grid under the Available tab.*

Select Work Plans

Search Criteria


Plan Id <input type="text" value="ABCTEST2"/>	Plan Type Cd <input type="text" value="All Plan Types"/>
Plan Name <input type="text"/>	Maintenance Activity <input type="text" value="BROOKS MA"/>
Central Work Plan <input type="text" value="Both"/>	Plan Selection <input type="text" value="My Activity Plans"/>


Search Results

Available
Selected

	Plan Id	Plan Type	Plan Name	Plan Description	Maint Activity	Public	Central Work Plan
<input type="checkbox"/>	ABCTEST2	ANTE - Analyze/Test	TEST	A TEST 7	BROOKS MA	No	Yes

10 items per page
1 - 1 of 1 items

4. Click  to select the PLAN ID.



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

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


Search Results

Available Selected

Remove	Plan Id ↑	Plan Type	Plan Name	Plan Description	Maint Activity	Public	Central Work Plan
Remove	ABCTEST2	ANTE - Analyze/Test	TEST	A TEST 7	BROOKS MA	No	Yes
Remove	BLK	CSIS - COSIS	UPDATE TRUCK	PERIODIC	BROOKS MA	No	No
Remove	BROOKSPLAN1	PREV - Preventive Maintenance	PLANBROOKS1	BROOKSPLAN1	BROOKS MA	Yes	No

 1  10 items per page 1 - 3 of 3 items

✖ Cancel
Save

- A. Select the Remove hyperlink. The selected Work Plan Identifier is removed from the grid.
- B. Select . The pop-up window closes and the selected PLAN ID appears in the previous screen.

Common Errors

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

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



Help Reference Guide

ity access.

the Search again.

Related Topics

M&U

- Schedule Preventive Maintenance





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.





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.

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