



## Defense Property Accountability System (DPAS) Creating A Customized Action List

1. Place the PDCD in docking station.

The **New Partnership** window is displayed. For the:

- **751G Win CE.net** - Select the **No** radio button.
- **741 PPC 2003** - Select the **Guest partnership** radio button
- **CN3G Win Mobile 6** - Select the **Cancel** button

2. Select the **Next** button. (does not apply for the CN3G Win Mobile 6).

The ActiveSync Guest Partnership window is displayed.

3. Hover mouse pointer over **Explore** and click to select.

The Mobile Device Windows Explorer window opens. For the:

- **751G Win CE.net** - Select **Program Files** by double-clicking it.
- **741 PPC 2003** - Select **My Windows Mobile Based Device/Program Files**.
- **CN3G Win Mobile 6** - Select **My Windows Mobile Based Device/Program Files**.

The **Program Files** window opens.

4. Open the **DpasAit** folder by double-clicking it.  
The **DpasAit** window opens.
5. Locate the **action.txt** file and click on it once to highlight it.
6. Right-mouse click to display menu options.
7. Select **Copy**.
8. Minimize **DpasAit**.
9. Click once on your Desktop.



10. Right-mouse click to display menu options.

11. Select **Paste**.

The **action.txt** file is copied to your Desktop.

12. Open the **action.txt** file by double-clicking it. **NOTE:** If asked to open with a program, use Notepad or Wordpad.

The action list is displayed.

**NOTE:** You should save a copy of this original text for back up purposes. To do this:

- Select **File > Save As**
- Save In: Desktop
- File Name: Originalaction.txt
- Save as type: Text Documents (\*.txt)

13. Select the **Save** button.

14. Close new **action.txt** file.

15. Open **action.txt**.

16. Make any additions/changes to list.

17. Save **action.txt**.

18. Close document.

19. Click once on **action.txt** on your desktop to highlight.

20. Right-mouse click to display menu.

21. Select **Copy**.

22. Make sure ActiveSync Guest connection window is displayed.



23. Hover mouse pointer over the **Explore** button/icon and click once.
24. Navigate to **Program Files>DpasAit**.
25. Select **Edit** from the menu bar and select **Paste**.
26. A **File Conversion** dialog box displays informing you that ActiveSync may need to convert files when syncing between mobile device and desktop; select **OK**.
27. A **Confirm File Replace** dialog box displays - select **Yes** to replace.
28. From **DpasAit** Main Menu on the PDCD, double-tap **Action Items**.
29. Next to the **Action** field, select the drop down arrow to display the Action list - your updates/additions should be displayed.