



Note: Inventories must be Marked for Upload on the scanner before they can be uploaded back to Web DPAS.

1. Select **Upload from PDCD** from the AIT menu
2. Place the scanner in the cradle

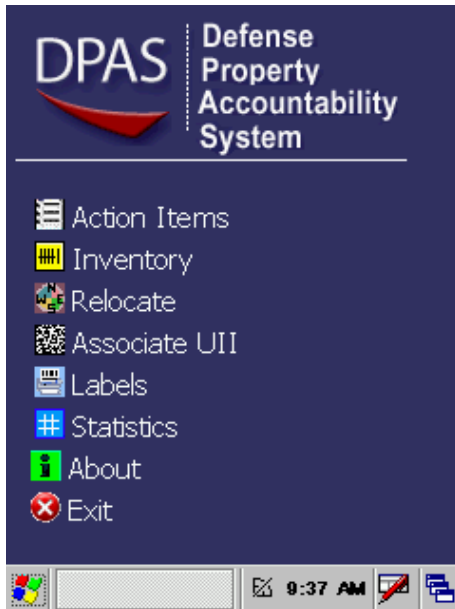


3. Establish a Guest Partnership





4. Verify the DpasAit application is running on the scanner



5. Select the **Continue** button

6. Choose the items and inventories for upload

a. Select Items for Upload section

- Upload Action Items – Indicates the number of Action Items specified for upload.
- Upload Asset Relocations – Shows the number of asset to be relocated outside of an inventory.
- Upload Label Requests – Displays the number of labels to be uploaded to Requested Labels.
- Upload UII Associations – Presents the number of UIIs to be associated to DPAS assets.
- Upload Inventories – Used to indicate that one or more inventories are ready for upload.

b. Select Inventories for Upload section

- Allows you to select the inventory(s) to upload to Web DPAS

c. Recon Report Options section

- Sort Seq – Determines the sort order in the resulting reconciliation report
- Optional Sections – Allows you to specify the sections that appear in the reconciliation report. View the [Reconciliation Report reference document](#) for additional information.
- Invs Not Ready for Upload – Indicates how many inventories remain on the scanner that have not been Marked for Upload.

7. Select the **Upload** button