

DPAS PA Inquiries/Forms & Reports Webinar– Post Session Report

Join us for our next Property Accountability Webinar where we will discuss DPAS Forms & Reports and Inquiries available to your use. For both options we will discuss the most common DPAS defined, Agency Defined and User generated options.

Presented by:

Brenda Kateluzos, Technical Trainer

Q&A:

Michelle Bowman, Technical Trainer

Recording Location:

Adobe Connect: <https://dpas.adobeconnect.com/pq2lq0wn8n6c/>

Screenshot:

The screenshot shows a promotional banner for the DPAS Support Team. It features a central image of a desktop computer setup including a tower PC, a monitor displaying a web application, a keyboard, and a mouse. To the right is a printer. On the left is a handheld mobile device. The banner includes the DPAS logo with 'Defense Property Accountability System' and 'Support Team' text. Below the image, it says 'Presented by Brenda Kateluzos' and 'Property Accountability – Forms, Reports, & Inquiries'. At the bottom, there are logos for the Office of the Under Secretary of Defense for Acquisition & Sustainment and the Office of Assistant Secretary of Defense for Sustainment/Logistics, along with the Leidos logo.

Session Statistics:

Session Date	11/03/2020
Number of Invited Users	8572
Number of Users Registered	495
Number of Attendees	231
Number of Internal Attendees	5

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Participant Questions and Answers:

Question: Will we be doing a live demo of an Inventory Reconciliation?

Answer: She will be going over how to pull the report but not a live demo doing the reconciliation process in this webinar, however there is going to be an inventory webinar coming in December.

Question: Can a digital signature be integrated into DPAS?

Answer: DPAS does not have the digital signature feature, but if you have a pdf editor like adobe, you can use the digital signature features using those applications.

Answer: I know we are adding digital signatures to several Forms and Reports. For the PA side you will need to submit an SCR for a certain Form or Report. Until that feature is implemented, you will have to use Adobe

Question: we use 601's and talk to VSCO's this replacing this process?

Answer: Hi Kenneth. We are only showing you the capability out of DPAS. It is up to your agency to determine your business process.

Question: Is there any type of integration of 1348 disposition form with the DLA disposition process?

Answer: Can you further explain your question?

Question: Do you only use 1348s for transfers

Answer: a 1348 can be generated from a Transfer transaction or a disposal transaction. What form you should use for your DPAS actions should be an agency policy. DPAS will allow you to generate either a 1348/1149/1150 for those transactions.

Question: There does not appear to be a link for the disposition process to DLA. Is there a way that DPAS can provide 1348s to DLA for disposition processing like they do with their ETIDs (electronic turn-in documents).

Answer: We currently do not have the capability to ETID documents to DLA. A customer has submitted a SCR for this but has not moved to being worked.

Answer: At this time it is not an electronic process from DPAS to DLA.

Question: if you had multiple assets on that 1149 and had to remove one after it was generated. how do you correct that?

Answer: The form is generated based off of the transaction data that has already taken place in DPAS. If you submitted a transaction with too many assets, you would need to fix that error in DPAS, redo your transaction with the right items, then you could generate the form again with the right item data.

Question: I noticed a Catalog Cleanup Report on one of the displayed screens. Is this report still available, as I can't seem to find where to generate it.

Answer: The Catalog Cleanup process was removed in Rel 7.0 when we upgraded the Catalog.

Question: can I inventory by UIC?

Answer: There is not an option to pull a report by UIC however the option is available to pull an inquiry of assets by an entire UIC.

Question: Are we able to change the names of the accounts? we've had changes to our structure and its based off the old org structure

Answer: What do you mean by names on what accounts?

Question: Sorry Custodian Number is what I meant by account name

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Answer: The custodian number no but you can update the name and the other custodian data fields. You can create new custodian and then do a custodian transfer. Then delete the old ones.

Question: How do you generate an inventory for a whole UIC?

Answer: You can generate an inventory by all custodians but not by a UIC. If you use the inquiries process, you can pull an asset inquiry for the entire UIC.

Question: Once you create a report, how long will these reports be available for you?

Answer: This depends on the type of report ranging from 7 day to a few months. A lot are set for 30 days. You always can regenerate a deleted reports.

Question: Sorry I think I missed the Custodian Asset Report while I was typing my questions. Is that a predefined Scheduled report?

Answer: Yes, the Custodian Asset Report is an available standard report that you can run at any time in DPAS

Question: I just saw inventory by UIC in her drop dowb

Answer: This is being done in the Inquiries process VS generating an inventory or scheduling a report. You can use the inquiries process and choosing by UIC.

Question: Before these Asset Inquires would stay under my Site (Shared) for about 30 days but that has changed, what is the new amount of days?

Answer: I dont see anything has changed with the retention of the inquiry extracts. If you still see this please submit a Help desk ticket.

Question: Inventory by a UIC, I have multiple that require inventory

Answer: At this time to generate an inventory, you can only pull it by Custodian, Location, Sensitive, Cyclic and Custom. Currently there is no way to generate an Inventory by UIC. If this is something your agency would like to request a Systems Change Request can be submitted.

Question: Plus can this inquires be put in a report instead of an inquiry?

Answer: inquiries can be extracted into an excel, pdf, and word file. However, those extracts will only include the data from the search, it will not include any report headers, etc.

Question: This process that she is going over. Are we able to do this for Custodian Asset reports? I would like to limit the amount of fields on these reports to only a few. Is that possible?

Answer: No. Reports are standard and DPAS does not provide any edit capabilities to those reports. Inquiries however do give you that capability to customize.

Question: are we able to inquire by document number? I have not seen that in the drop downs.

Answer: The asset activity inquiry will allow you to search by different doc nbrs.

Answer: You would have to know the asset you were looking for and search for the transactions by the doc nbrs, or you could pull an Asset Inquiry and select the fields and add the doc nbr types into the query then you can filter by doc nbrs and see all assets that were tied to that doc nbr.

Question: so if i enter a document number, I will be able to view what transaction was completed and what assets were involved?

Answer: yes, that inquiry will provide that information. Once you perform the inquiry, you will be given a list of assets that are related to your search, select the asset id to view more information on the transaction history

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Question: is this inquiry still limited to 5000 lines?

Answer: If you select show inquiry, then yes limited to 5000 rows. If you know it will be over 5000 rows you can then extract the data into excel.

Question: Can I download this presentation?

Answer: This presentation and video capture will be available next week on the DPAS Support Website - Webinar Archive

Question: where is the survey form??

Answer: You should have received the survey in a pop up window

Answer: <https://www.surveymonkey.com/r/25WLPWZ>

Question: Will be able to view this training virtually?

Answer: Yes, this training was recorded and will be available next week on the DPAS Support Site - Webinar Archive

Question: what does "UII" stand for?

Answer: Unique Item Identifier (UII)

Question: can I run inventory by UIC?

Answer: At this time to generate an inventory, you can only pull it by Custodian, Location, Sensitive, Cyclic and Custom. Currently there is no way to generate an Inventory by UIC. If this is something your agency would like to request a Systems Change Request can be submitted.

Question: When searching manufactures, can DPAS differentiate between IBM and International Business Machines, or DEC between Digital Equipment Corporation?

Answer: DPAS does not have the ability to differentiate. However, for IBM as an example, you may run an inquiry and do a LIKE as the operand and put an I% (% is the wildcard). And then press fields and then submit to generate an excel file. There you can at least do a filter of all the instances that were displayed that begins with I. Select all the IBM or International instances to get the total number of records for that.

Question: is there a way to get the CIIC and the Type Cargo code to load on 1348

Answer: If there is a CIIC code on the stock number it will show on the 1348. There is however, no way to populate from DPAS the Type Cargo. It would need to be entered manually by hand.

Question: Do the DD200 populate the asset automatically

Answer: If you mean will the asset id populate on the DD200, it does not. The stock number does however. And on an Inquiry it just shows that it was deleted

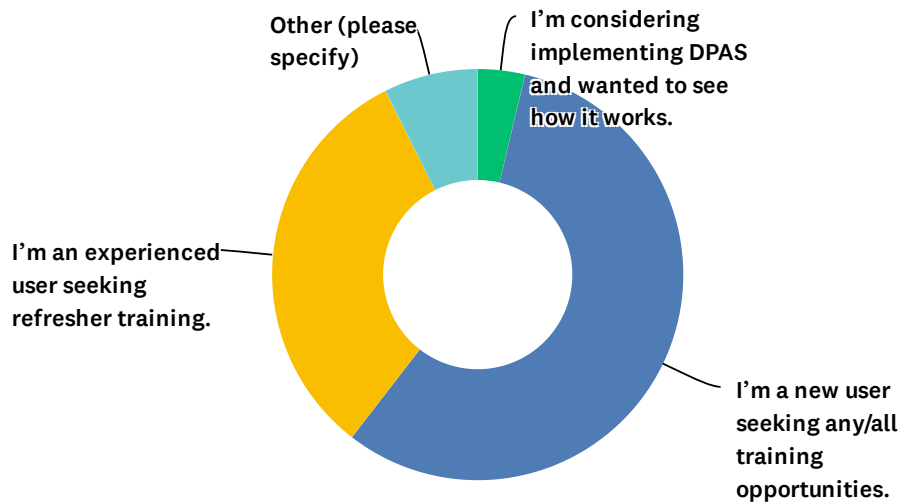
Question: Will there be a webinar on authorizations?

Answer: As of now we do not have one on the calendar. However, we are still reviewing potential webinars for the future. I will submit this as one to consider.

Webinar Survey Results to follow on next page

Q3 Which of the following best describes your reason for attending the webinar?

Answered: 81 Skipped: 0

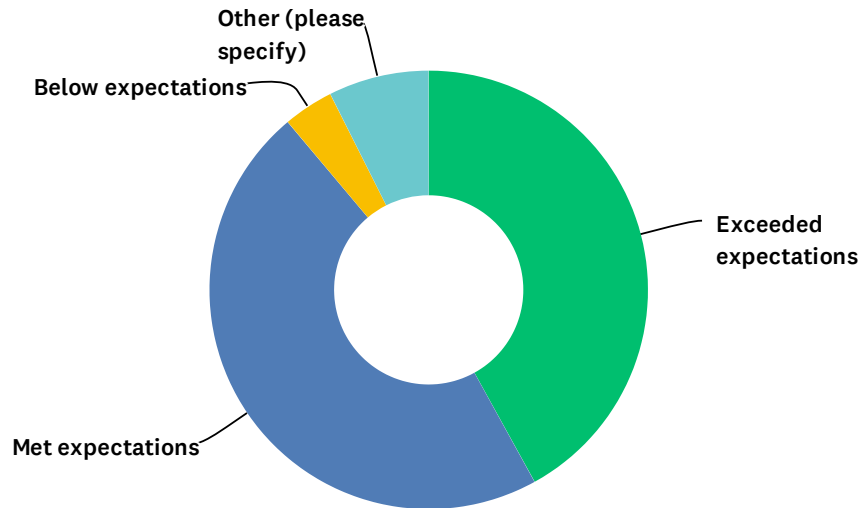


ANSWER CHOICES	RESPONSES
I'm considering implementing DPAS and wanted to see how it works.	3.70% 3
I'm a new user seeking any/all training opportunities.	56.79% 46
I'm an experienced user seeking refresher training.	32.10% 26
Other (please specify)	7.41% 6
TOTAL	81

#	OTHER (PLEASE SPECIFY)	DATE
1	I am a DPAS user always seeking refresher training	11/4/2020 8:11 AM
2	to increase knowledge of DPAS system	11/4/2020 7:45 AM
3	delegating by higher authority	11/3/2020 2:11 PM
4	I'm a new user seeking any/all training opportunities.	11/3/2020 2:09 PM
5	Provided by PBO as something to assist with learning	11/3/2020 2:09 PM
6	Trying to maintain my proficiency	11/3/2020 2:08 PM

Q4 How would you rate your instructor (subject matter knowledge, pace of instruction, organization, etc...)?

Answered: 81 Skipped: 0

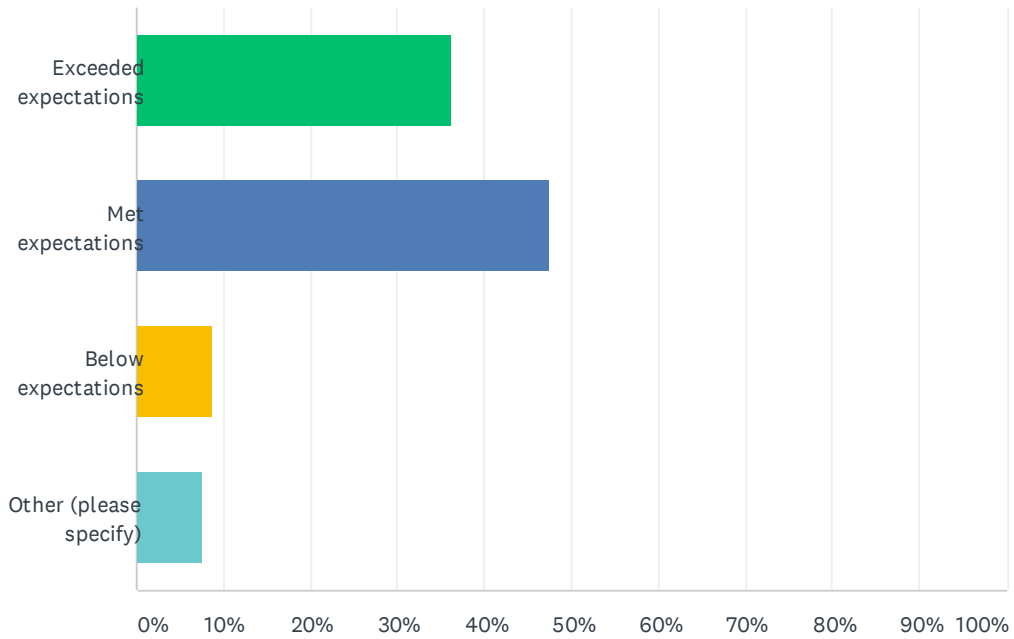


ANSWER CHOICES	RESPONSES	
Exceeded expectations	41.98%	34
Met expectations	46.91%	38
Below expectations	3.70%	3
Other (please specify)	7.41%	6
TOTAL		81

#	OTHER (PLEASE SPECIFY)	DATE
1	Went too fast to follow	11/3/2020 2:11 PM
2	the information is way over my head - i need very basic info before all of this I did not understand	11/3/2020 2:11 PM
3	I could hear the gum in her mouth	11/3/2020 2:10 PM
4	Exceeded expectations	11/3/2020 2:09 PM
5	A little bit fast because of time but overall it was good training	11/3/2020 2:09 PM
6	Good, but too fast.	11/3/2020 2:08 PM

Q5 How would you rate the usefulness of the webinar?

Answered: 80 Skipped: 1

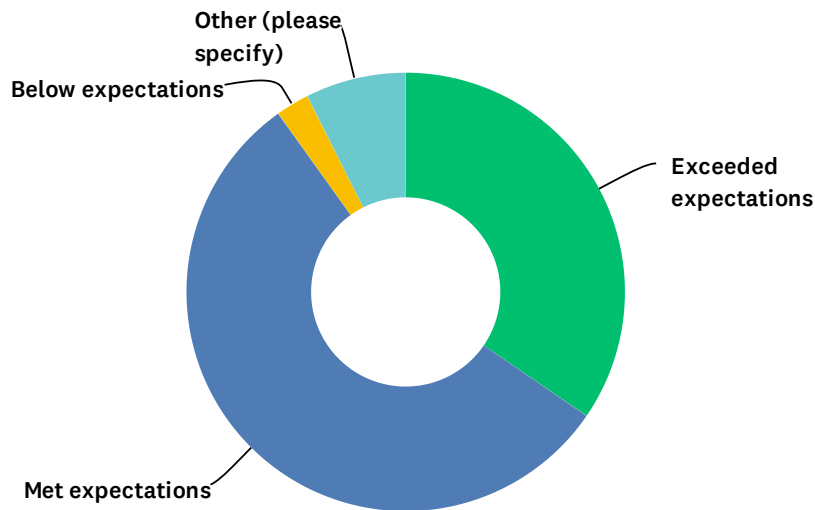


ANSWER CHOICES	RESPONSES	
Exceeded expectations	36.25%	29
Met expectations	47.50%	38
Below expectations	8.75%	7
Other (please specify)	7.50%	6
TOTAL		80

#	OTHER (PLEASE SPECIFY)	DATE
1	the pace was to fast to follow for a newbie	11/4/2020 10:25 AM
2	would have been better with visual aid	11/4/2020 7:45 AM
3	it was basically not useful being I understood none of it - I require a prerequisite just very basics then the next step and then the next and so on.	11/3/2020 2:11 PM
4	Met expectations	11/3/2020 2:09 PM
5	Unsure. Boring to listen to reading of the PPT Slides	11/3/2020 2:09 PM
6	Need more detailed information on DPAS as I am a new user	11/3/2020 2:09 PM

Q6 How would you rate the registration and login process?

Answered: 81 Skipped: 0

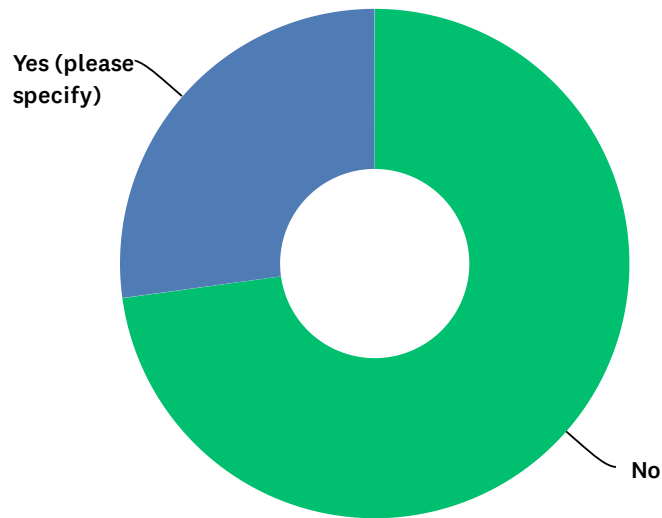


ANSWER CHOICES	RESPONSES	
Exceeded expectations	34.57%	28
Met expectations	55.56%	45
Below expectations	2.47%	2
Other (please specify)	7.41%	6
TOTAL		81

#	OTHER (PLEASE SPECIFY)	DATE
1	The registration portion was very smooth. The login portion would have been much easier had there been a note/comment in the confirmation email from registering that I would be needing to refer back to that email on the day of the event for the login/access link/URL. The emails that were sent as reminders the day before and the day of the event only advertised the information.	11/3/2020 4:37 PM
2	I miss most of the class, because the link wasn't working on my gov computer	11/3/2020 2:11 PM
3	Exceeded expectations	11/3/2020 2:09 PM
4	It was very broken communications	11/3/2020 2:09 PM
5	55 min late trying to sign in	11/3/2020 2:08 PM
6	CONFUSING AND WAS LATE TO CLASS	11/3/2020 2:07 PM

Q7 Did you experience any technical difficulties?

Answered: 81 Skipped: 0



ANSWER CHOICES	RESPONSES	
No	72.84%	59
Yes (please specify)	27.16%	22
TOTAL		81

DPAS Webinar Survey 2020

#	YES (PLEASE SPECIFY)	DATE
1	At first i heard music when loggin on which was fine but when the speaker came on it sounded very robotic for the first 10 minutes and then cleared up. It was jsut difficult to understand during the time	11/5/2020 11:58 AM
2	now sound or could not see what was going on. Was able to understand some of it because of the close caption.	11/4/2020 11:11 AM
3	audio	11/4/2020 10:25 AM
4	format of screen was visual but contents was not; screen was active when people were introducing themselves then went inactive for duration of webinar	11/4/2020 7:45 AM
5	Internet froze several times.	11/3/2020 2:24 PM
6	Audio and quality was bad very choppy	11/3/2020 2:17 PM
7	No sound when started. need to start in Chrome	11/3/2020 2:14 PM
8	Sometime volume kept going in and out.	11/3/2020 2:13 PM
9	Does not work with DoDIN IE	11/3/2020 2:12 PM
10	No sound however, I believe that is an internal issue.	11/3/2020 2:11 PM
11	Worked fine with my iPad	11/3/2020 2:11 PM
12	Voice was choppy at times	11/3/2020 2:11 PM
13	Logging in was difficult had to open all 3 different browsers to open	11/3/2020 2:10 PM
14	The audio went out occasionally	11/3/2020 2:10 PM
15	Had a hard time signing into the training	11/3/2020 2:10 PM
16	No	11/3/2020 2:09 PM
17	Connection was fine but voice was broken and screen was slow to refresh	11/3/2020 2:09 PM
18	computer	11/3/2020 2:09 PM
19	Sound issues initially	11/3/2020 2:08 PM
20	getting on	11/3/2020 2:08 PM
21	Web link expired	11/3/2020 2:08 PM
22	Could not log in at first	11/3/2020 2:08 PM

Q8 What other DPAS topics would you like to see offered in webinar format in the future?

Answered: 39 Skipped: 42

DPAS Webinar Survey 2020

#	RESPONSES	DATE
1	More reports for maintenance and utilization.	11/5/2020 1:40 PM
2	I think any DPAS topic would be helpful since there is not a lot of webinar training offered. This was very informative and I was actually able to logon to my DPAS and follow along with the instructor to better understand the process.	11/5/2020 11:58 AM
3	what the navy should be using in forms for turn in, transfer and update changes.	11/4/2020 11:11 AM
4	DPAS FFCIOGE SITE since this new to me	11/4/2020 10:40 AM
5	Inventory	11/4/2020 8:11 AM
6	System failure procedure's	11/4/2020 8:05 AM
7	Custodian inventory process from opening to closing	11/4/2020 7:40 AM
8	DRMO Training	11/4/2020 7:04 AM
9	Any items that assist with asset management and readiness to enable mission support.	11/3/2020 4:37 PM
10	undecided	11/3/2020 3:25 PM
11	The Catalog, Authorizations, and Asset Management.	11/3/2020 2:24 PM
12	All	11/3/2020 2:14 PM
13	Populating forms in more depth one on one training	11/3/2020 2:13 PM
14	Inventory	11/3/2020 2:13 PM
15	Traansfers outside of DPAS to GCSS-ARMY and LMP.	11/3/2020 2:12 PM
16	I am new, so any and all	11/3/2020 2:12 PM
17	Delete wrong data in system	11/3/2020 2:11 PM
18	Various Warehouse Module topics	11/3/2020 2:10 PM
19	Mostly Warehouse webinars	11/3/2020 2:10 PM
20	Set up printer to print labels for equipment	11/3/2020 2:10 PM
21	Scanner set ups	11/3/2020 2:10 PM
22	ANY	11/3/2020 2:09 PM
23	Asset Management: Custodian, Update, Transfer, and Disposition Steps and options	11/3/2020 2:09 PM
24	More training on inquiries please.	11/3/2020 2:09 PM
25	Warehouse	11/3/2020 2:09 PM
26	Just the basic processes	11/3/2020 2:09 PM
27	Getting custodians into their part of the system	11/3/2020 2:09 PM
28	ALL	11/3/2020 2:08 PM
29	all presentations	11/3/2020 2:08 PM
30	N/A	11/3/2020 2:08 PM
31	CIP Transactions for interfacing into DAI	11/3/2020 2:08 PM
32	Inventory	11/3/2020 2:08 PM
33	I'm new and need a lot of help.	11/3/2020 2:08 PM
34	n/a	11/3/2020 2:07 PM
35	MORE OF THE FORMS	11/3/2020 2:07 PM
36	Authorizations	11/3/2020 2:07 PM

DPAS Webinar Survey 2020

37	How to create signatures on forms	11/3/2020 2:07 PM
38	FSM Authorizations	11/3/2020 2:07 PM
39	NA	11/3/2020 2:07 PM