

DPAS PA Asset Receiving Webinar – Post Report

Join us as we explore the Property Accountability Asset Receiving process. During this webinar you will learn the difference between New Transfers and the different types of correctional receipts. We will also cover the creation of Local Due-Ins and processing In on Loans from outside of DPAS. Finally, we will take an in depth look at the mass upload process utilizing the Mass Upload Template.

Presented by:

Brenda Kateluzos, Technical Trainer

Q&A:

Lisa Peters, Training Manager

Recording Location:

Adobe Connect: <https://dpas.adobeconnect.com/p1zx89rcaz37/>

Screenshot:



Session Statistics:

Session Date	3/23/2021
Number of Invited Users	2368
Number of Users Registered	268
Number of Attendees	127
Number of Internal Attendees	4

Participant Questions and Answers:

Question: If an asset is loaded with the wrong manufacturer, how is that later corrected?

Answer: You would go and do an Asset update. The update would be a stock number update and you could change the manufacturer.

Question: Please reclarify the purpose of the Asset ID Prefix. Thank you

Answer: The Asset ID Prefix is a way to generate asset id for receiving assets. Example you can set up a Prefix ID of DPAS and all the assets that are received under that prefix will be DPAS00001, DPAS00002, and so on

Answer: Every Asset in DPAS has to have a unique Asset ID, so some agencies create a prefix to keep a structure to the Asset ID's VS them entering a 12 character Asset ID.

Question: If the manufacturer you need is not listed though you would have to go into the Catalog and have that manufacturer added to that stock number first though, right?

Answer: Yes that is correct. If the manufacturer is not added to the catalog under that stock number then you would have to add it before you can receive the asset.

Question: paste using text only?

Answer: You just want to be careful when pasting so it won't add any additional data into the spreadsheet

Question: What is the difference if you select inventory by serial number?

Answer: with that selected you will have to enter the serial number everything time you do an inventory on it to validate its the same.

Question: Both locations have the same catalog and NSN numbes?

Answer: Correct to properly bring the asset into DPAS.

Question: Can we download this video for offline viewing?

Answer: not offline viewing, but the webinar was recorded and can be viewed online in the DPAS support site in the webinar archive

Question: is there a reason why valid NSN's are readily available to all UIC catalogs?

Answer: DPAS catalogs are managed at the Site level. if they select FLIS managed then they will be updated but if not then APO will have update them individually

Question: Is there a standard requirement for what docs need to be uploaded for each asset entry?

Answer: Its Based on your Agency's Policies

Question: Thank you. Can you briefly describe the difference between Stock Nbr and and the Asset ID?

Answer: Does SN stand for serial number or Stock number?

Question: SN's may duplicate across OEM's

Answer: the Catalog is kept at the PA Site level so and AUIC, UIC, and Custodian can see them

Question: so under the Actbl UIC, any sub UIC should be able to see the NSN's shown in other UIC under the Acbl UIC?

Answer: The Stock number catalog is shared at the Site level.

FOUO

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Question: what should we do if you are trying to receive assets and at the end the "auto assign asset ID" is greyed out? without being able to select the auto assign, I am unable to add multiple serial numbers for a certain stock number. Since the stock number I need to receive is serially managed.

Answer: It means that the UIC was set up to have the Asset ID Assignment as Manual Only. And that in conjunction with that, no Asset ID pre-fix was established. You will need to assign an asset ID manually. OR update the UIC controls to allow Manual and/or Auto assign. And if Auto is going to be an option, a pre-fix must be built.

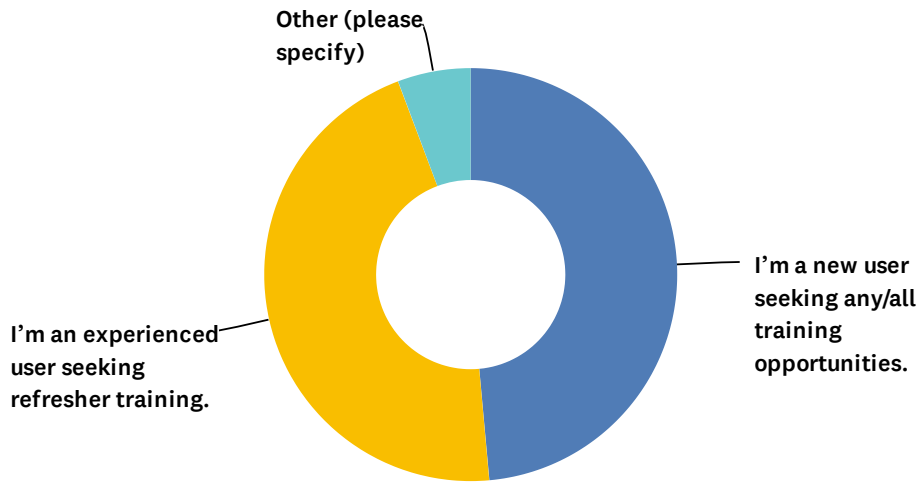
Question: Is there a way to search by CAGE code?

Answer: You may do a search for CAGE CD's via Master Data > Contractor > and then press search to look for all. Or via Inquiries > Master Data > Contractor

Webinar Survey Results to follow on next page

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

Answered: 35 Skipped: 0

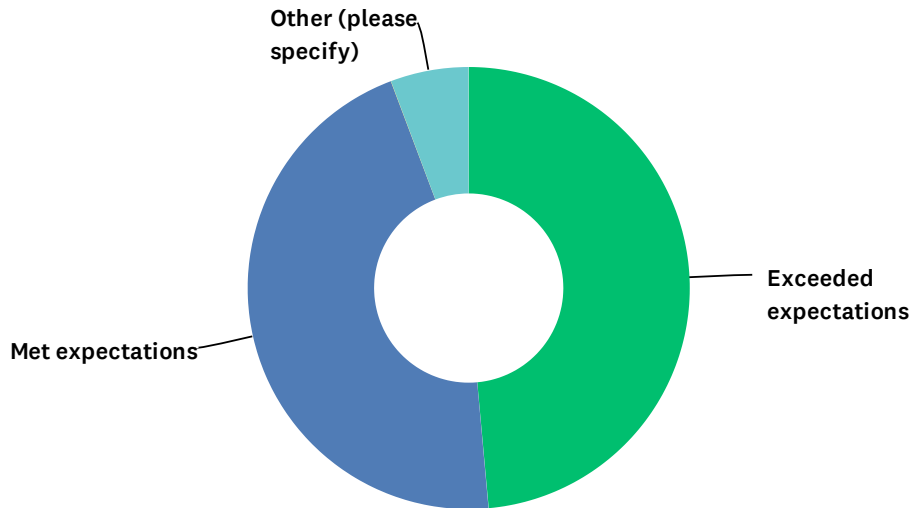


ANSWER CHOICES	RESPONSES	
I'm considering implementing DPAS and wanted to see how it works.	0.00%	0
I'm a new user seeking any/all training opportunities.	48.57%	17
I'm an experienced user seeking refresher training.	45.71%	16
Other (please specify)	5.71%	2
TOTAL		35

#	OTHER (PLEASE SPECIFY)	DATE
1	Expand DPAS knowledge	3/24/2021 7:23 AM
2	I will be using DPAS for additional capabilities in my organization	3/23/2021 2:00 PM

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

Answered: 35 Skipped: 0

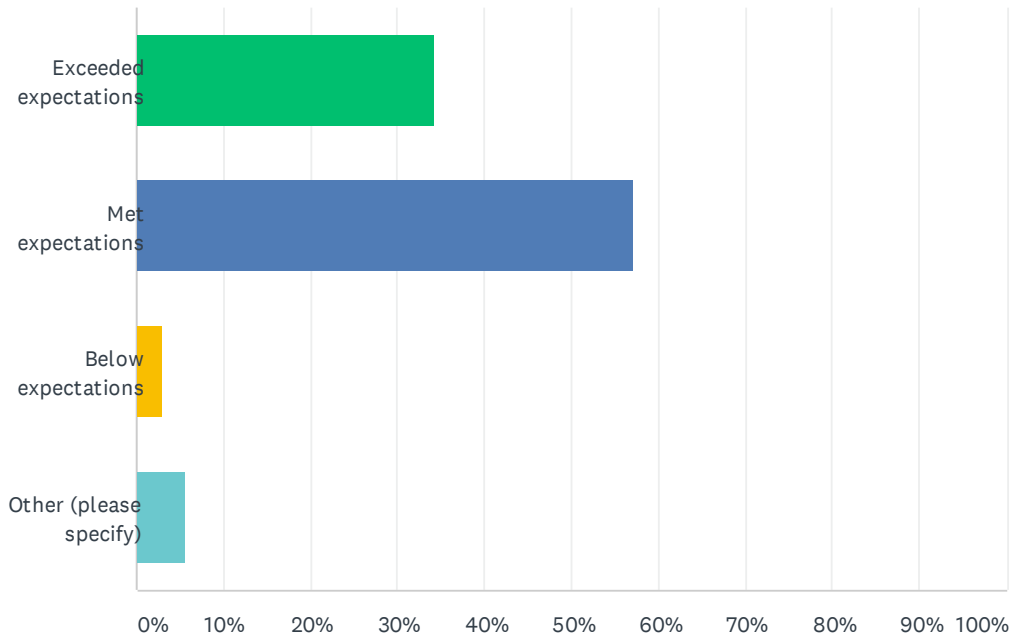


ANSWER CHOICES	RESPONSES	
Exceeded expectations	48.57%	17
Met expectations	45.71%	16
Below expectations	0.00%	0
Other (please specify)	5.71%	2
TOTAL		35

#	OTHER (PLEASE SPECIFY)	DATE
1	Pretty good but the presentation faded in and out at times and the audio was unclear a few times	3/24/2021 8:59 AM
2	Presentation was going in and out sometimes	3/23/2021 2:01 PM

Q5 How would you rate the usefulness of the webinar?

Answered: 35 Skipped: 0

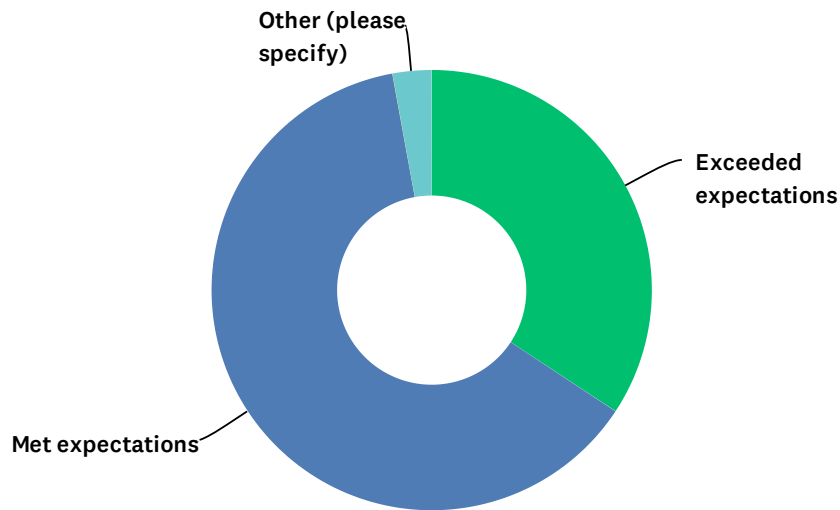


ANSWER CHOICES	RESPONSES	
Exceeded expectations	34.29%	12
Met expectations	57.14%	20
Below expectations	2.86%	1
Other (please specify)	5.71%	2
TOTAL		35

#	OTHER (PLEASE SPECIFY)	DATE
1	Presentation was going in and out	3/23/2021 2:01 PM
2	I	3/23/2021 1:58 PM

Q6 How would you rate the registration and login process?

Answered: 35 Skipped: 0

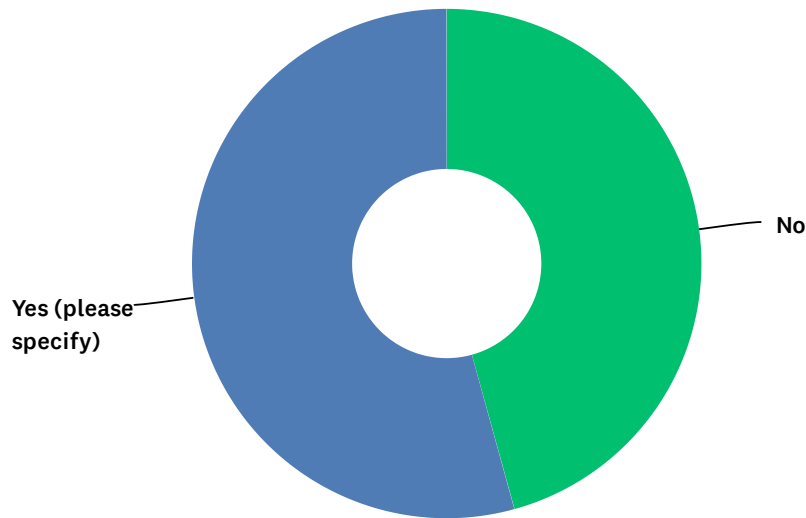


ANSWER CHOICES	RESPONSES	
Exceeded expectations	34.29%	12
Met expectations	62.86%	22
Below expectations	0.00%	0
Other (please specify)	2.86%	1
TOTAL		35

#	OTHER (PLEASE SPECIFY)	DATE
1	registration was quick but login process was a bit slow. I had to log in using Chrome. Once I did, log in was quick.	3/24/2021 7:50 AM

Q7 Did you experience any technical difficulties?

Answered: 35 Skipped: 0



ANSWER CHOICES	RESPONSES	
No	45.71%	16
Yes (please specify)	54.29%	19
TOTAL		35

#	YES (PLEASE SPECIFY)	DATE
1	Sound kept cutting in and out.	3/24/2021 11:06 AM
2	Pretty good but the presentation faded in and out at times and the audio was unclear a few times	3/24/2021 8:59 AM
3	Had to use a different browser for the trianing link to load. Chrome works.	3/24/2021 7:50 AM
4	Audio	3/24/2021 7:23 AM
5	Sound was often choppy	3/24/2021 7:01 AM
6	The audio was choppy and sped up 60% of the time during the training.	3/23/2021 3:39 PM
7	audio was choppy.. every 3-5 seconds I would have choppy audio for 1-2 seconds	3/23/2021 2:05 PM
8	A little difficult to get to the class, not sure which browser to use.	3/23/2021 2:04 PM
9	Had sound problems -	3/23/2021 2:02 PM
10	I used IPAD, could not get in on government laptop	3/23/2021 2:01 PM
11	Presentation going in and out at times	3/23/2021 2:01 PM
12	Audio	3/23/2021 2:00 PM
13	Audio going in and out.	3/23/2021 2:00 PM
14	audio problems, on and off	3/23/2021 1:59 PM
15	sound nothing major	3/23/2021 1:59 PM
16	the audio went out but only for a few seconds	3/23/2021 1:59 PM

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17	Sound quality	3/23/2021 1:58 PM
18	I had to switch to another computer on a different network because I was experiencing latency issues.	3/23/2021 1:58 PM
19	some breaking up of sound during presentation	3/23/2021 1:58 PM

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

Answered: 19 Skipped: 16

#	RESPONSES	DATE
1	Serial Number Updates/Changes; Creation of local serial numbers.	3/24/2021 11:06 AM
2	Asset Receiving is great, and maybe a session on something related to DRMO	3/24/2021 9:58 AM
3	all	3/24/2021 8:59 AM
4	Catalogue...I was deployed and had to temporary catalogue equipment from a contractor. I had no idea how to do it.	3/24/2021 7:50 AM
5	Transfers & Dispositions	3/24/2021 7:23 AM
6	FSM and how to read the file	3/24/2021 7:01 AM
7	Disposition	3/24/2021 5:57 AM
8	Authorizations	3/23/2021 3:39 PM
9	Initiating a turn-in	3/23/2021 2:04 PM
10	Removing assets	3/23/2021 2:03 PM
11	All that you can provide	3/23/2021 2:01 PM
12	Report of Survey Process	3/23/2021 2:00 PM
13	I am not sure yet. I will be a new user. So I will check all resources before providing feedback.	3/23/2021 2:00 PM
14	how to receive assets from other bases and how to transfer between	3/23/2021 1:59 PM
15	Cataloging	3/23/2021 1:58 PM
16	How to process Report of Survey Items.	3/23/2021 1:58 PM
17	N/A	3/23/2021 1:57 PM
18	Inventory Process	3/23/2021 1:57 PM
19	Inventories	3/23/2021 1:57 PM