

Presented by Duane Gore



## **DPAS Basic Inquiries**



OUSD (AT&L) Acquisition Resources and Analysis (ARA) Property and Equipment Policy

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#### Presenter

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## Q&A

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- Jud Crook, IT Support Specialist

### Ground Rules

- Submit questions through the question pod we will discuss them throughout the session
- Turn your volume Up and let the presentation team know if you have trouble hearing the presentation (through the question pod)
- You can maximize the presentation pod (toggle Full Screen)
- Download the presentation from the File Sharing pod



- Purpose
- Web DPAS Inquiry Types
  - Agency Pre-Defined Inquiries
  - User Initiated Inquiries
- Inquiry Process
- Saving Inquiries
- Summary
- Q & A/ Polls





- Viewing Agency Pre-Defined Inquiries
- Creating Inquiries to View Data
- Saving Created Inquiries for Future Use



- Each module in DPAS contains Inquiries
  - Property Accountability
  - Supply Store
  - Maintenance and Utilization (M&U)
- The processes covered in this Webinar address the most common functionality in each module
- The M&U module contains special historical inquiries not covered in this Webinar
  - Audit Viewer
  - Transaction Journal

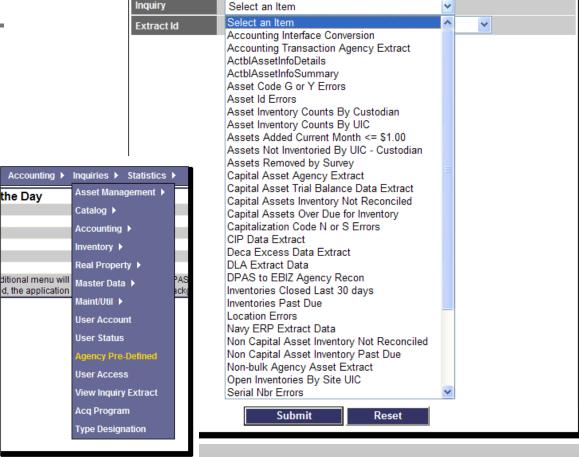


### **DPAS Inquiry Types**

## Agency Pre-Defined -

Reoccurring Inquiries that have been identified by various Agencies for their specific use

Approximately 37
different inquiries
from the
Inquiries > Agency
Pre-Defined menu



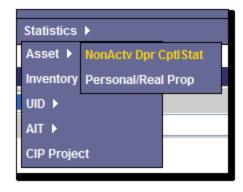
Agency Pre-Defined Inquiry



### **DPAS Inquiry Types**







## <u>User Initiated</u> – Inquiries that are produced by the user to obtain information

- Approximately 55 different inquiries from within the Inquiry sub menus
- One Custom Inventory inquiry from the Inventory menu
- Eight Statistical inquiries from the Statistics menu

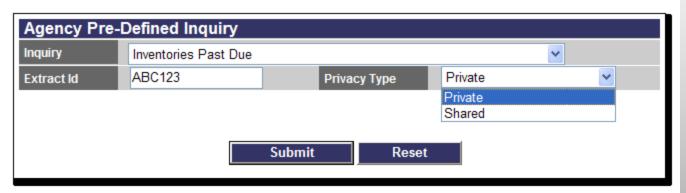


## **DEMO**

## Agency Pre-Defined and User-Initiated Inquiries



- Agency Pre-Defined Steps:
  - 1. From the Inquiries Menu, select Agency Pre-Defined
  - 2. Select the desired Inquiry (the number available is based on Agency's request)
  - 3. Determine if extract will be Private or Shared
  - 4. Enter an Extract Id, if desired
  - 5. Submit Inquiry



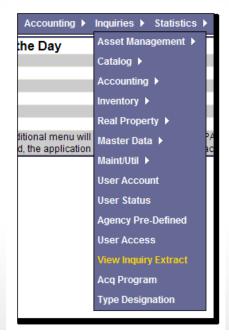




- Agency Pre-Defined Steps (Cont'd)
  - To view query:
    - From the Inquiries Menu, select View Inquiry Extract
    - 2. Select Extracted Inquiry
    - 3. Run Inquiry to view results. This will save the inquiry on the desktop of the requestor



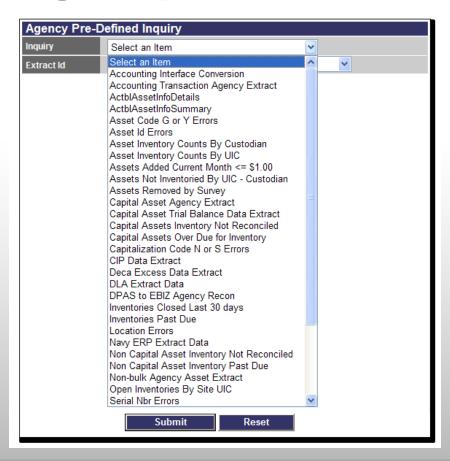
After 30 days the inquiry will be automatically deleted from Web DPAS



Data View	My Reports 💌		
Delete	Download	Extract Date	User Id Owner
<u>Delete</u>	Inventories Past Due ABC123	06/08/2012 15:39:08	DMBROOKS
<u>Delete</u>	Asset Inventory Inquiry	04/02/2012 10:05:53	DMBROOKS
<u>Delete</u>	Asset Inventory Inquiry	04/02/2012 10:00:24	DMBROOKS
<u>Delete</u>	Inventory Detail Inquiry	02/23/2012 11:28:16	DMBROOKS
<u>Delete</u>	User UICs	02/17/2012 15:02:16	DMBROOKS
<u>Delete</u>	Asset Inquiry	02/10/2012 11:02:44	DMBROOKS
<u>Delete</u>	Acquisition Program/Asset Inquiry	06/11/2010 08:34:57	DMBROOKS
<u>Delete</u>	Acquisition Program/Asset Inquiry	06/11/2010 08:13:28	DMBROOKS
<u>Delete</u>	Acquisition Program/Asset Inquiry	06/11/2010 07:51:17	DMBROOKS
<u>Delete</u>	Asset Activity Inquiry	06/10/2010 17:14:24	DMBROOKS



## Demo of Agency Pre-Defined Inquiries



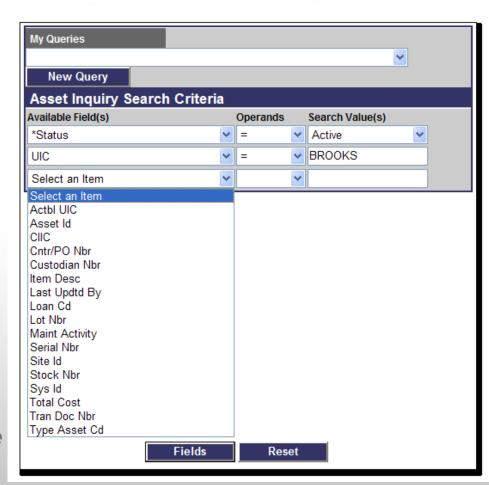


# User Initiated Inquiries





- User Initiated Steps
  - From the Inquiries menu, navigate to the process for inquiring
  - 2. Select the desired Inquiry
  - From Search Criteria page, apply the desired filter values (two types)
    - Static Search Criteria Fields (Location)
    - Dynamic Search Criteria Fields (Asset)
  - 4. If additional data elements are available for selection after the Search Criteria page, then a Fields button will appear; else the Search button appears

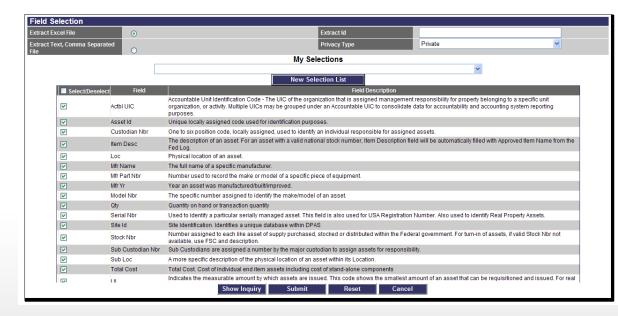






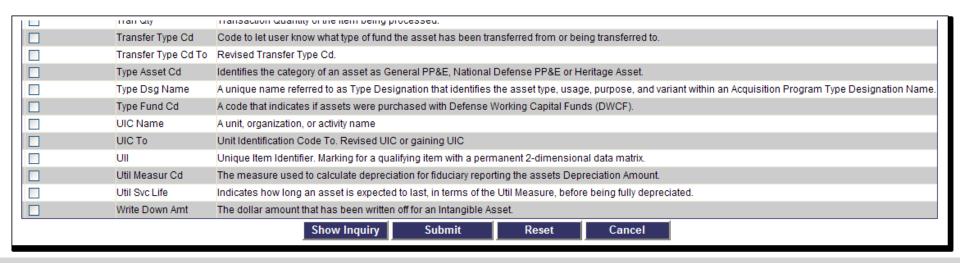
#### 5. Select the Fields button:

- The first set of alphabetized fields are the more common data elements that will be displayed
- The second set of alphabetized fields are the remaining data elements that can be displayed
- Fields can be selected or deselected based on your needs/requirements
- Fields can be arranged in the user's desired viewing order
- First field determines the sort order of the inquiry





- 6. To process the query, select:
  - Show Inquiry button Limited number of results
  - Submit button Large number of results



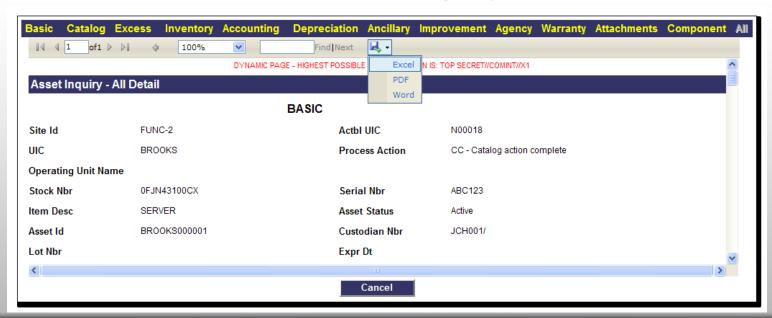


- Selecting the Show Inquiry Button
  - Results shown on screen
    - 1. Displays the number of records retrieved
    - 2. Use the right arrow to move to different pages to view additional records
    - 3. Able to search for a specific record
    - 4. Results can be exported to:
      - Microsoft Excel
      - PDF
      - Microsoft Word



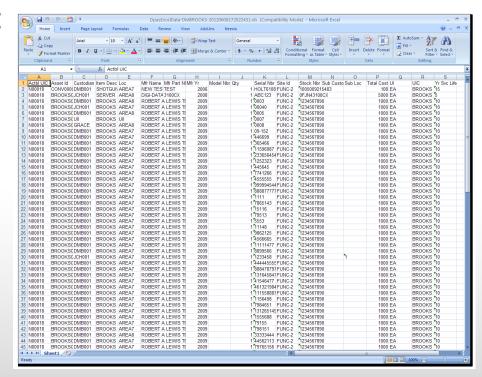


- Selecting the Show Inquiry Button
  - Results shown on screen
    - Select individual record to show specific details
      - BasicInventoryAncillaryWarrantyAll
      - CatalogAccountingImprovementAttachments
      - ExcessDepreciationAgencyComponents





- Selecting the Submit button:
  - Query processed same as an Agency Pre-Defined
  - To view query:
    - Navigate to Inquiry Menu and select View Inquiry Extract
    - 2. Select the extract
    - 3. Select query from desktop
    - 4. Results shown in Excel format



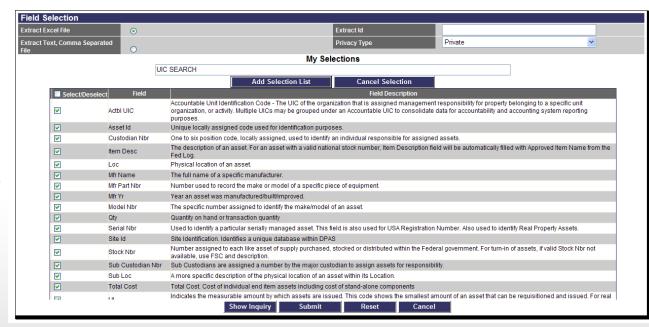


## Saving Inquiries





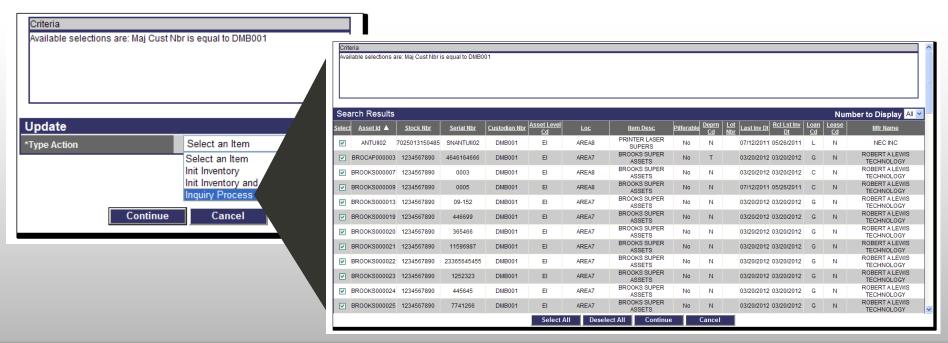
- User-Generated Inquiries:
  - The query can be saved for future use
    - The filtered elements using the "New Query"
    - The result fields using the "New Selections List"
  - Once saved, the queries are selected
    - My Query
    - My Selections
  - Once selected, the saved query can be
    - Updated
    - Deleted





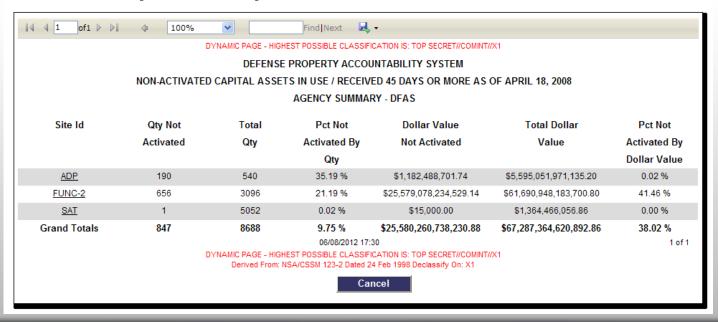
## Custom Inventory Inquiry

- The query is located within the Custom Inventory process
- Offers numerous data elements to query
- Query cannot be saved
- Field selectable
- Results are viewed either by using the Show Inquiry or Submit button





- Statistical Inquiries
  - The queries are located within the Statistics menu
  - Offers summarized information on various process such as:
    - Number of Non-Activated Capital Assets
    - Personal/Real Property Statistics
    - Monthly Inventory Statistics





- Demo of User-Initiated Inquiries
  - Show Location Inquiry Using Show Inquiry button
  - Show Asset Inquiry Using Submit button
  - Saving Query
  - Updating or Deleting Saved Query
  - Show Custom Inventory Inquiry
  - Show Number of Non-Activated Capital Assets Inquiry



- DPAS provides capability for:
  - Obtaining data based on Agency defined inquiries
  - Creating data inquiries to satisfy your specific requirements
  - Saving queries and criteria for future use
  - Exporting inquiry results to view in different media



## For More Information

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Training (Online, Instructor led, Webinar)

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**DPAS** eLearning

http://dpaselearning.golearnportal.org

**DPAS Support Site** 

http://dpassupport.golearnportal.org



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