PA Inventory – Post Session Report

This online session will provide participants instruction to conduct and reconcile inventories.
Topics include:

- Search for open Inventories
- Initialize an Inventory and Inventory Report
- Create a Custom Inventory
- Conduct an Inventory - Manual and Automated
- Reconcile an Inventory

Presented by:

Presenter Name, David Brooks   DPAS Support

Q&A:

Scott Milewski   IT Training Specialist
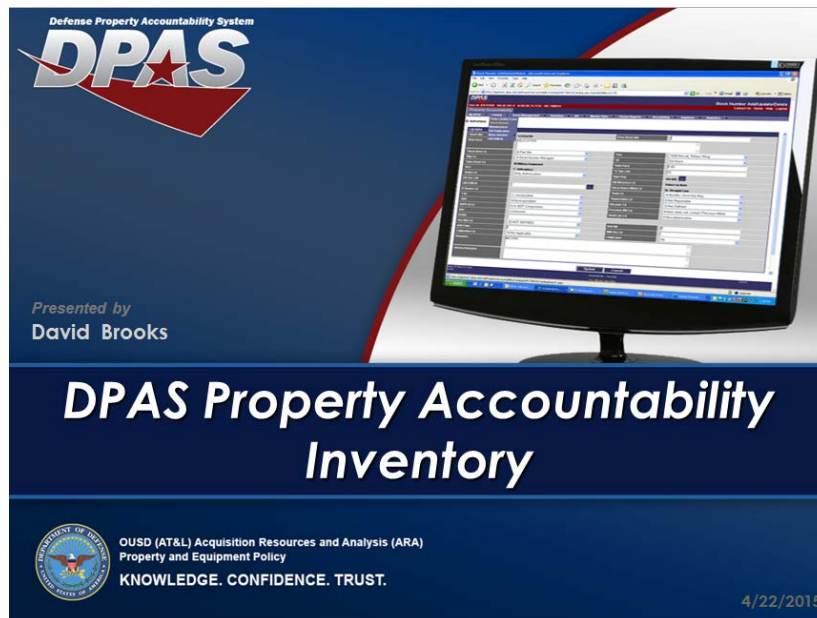**Craig Corwin**   IT Training Specialist

Recording Location:

 DPAS Support: https://dpassupport.golearnportal.org/index.php/training/webinar-archive/383-inventory-process - Search for the webinar title.
(Note: this link will only play the newest webinar on this topic)

Screenshot:

DPAS Property Accountability Inventory

Session Statistics:

Session Date	April 22, 2015
Number of Registered Attendees	182
Number of Internal Attendees	5

Poll Results:

Did you find the content in this webinar useful? – 76 Responses

Answer	Percent
Extremely Useful – I learned a useful technique or tip	40%
Somewhat Useful – This content was not new for me but is useful	54%
Not Useful – I did not learn anything new	3%
Other – I am providing a detailed answer in the chat pod	3%

How would you rate the presentation? i.e. Speaker, Format – 80 Responses

Answer	Percent
Excellent – I would highly recommend this presentation to others	24%
Good - I enjoyed this format and the interaction	46%
Okay - The presentation needed some improvement	24%
Poor - The presentation underperformed for me	6%
Other – I am providing a detailed answer in the chat pod	6%

What topic would you be most interested in for a future webinar? – 196 Responses

Answer	Percent
PA Dispositions	29%
PA Receiving	26%
PA Transfers	25%
PA Updates	19%
PA IT Management	18%
CIP	9%
Government Furnished Property (GFP)	36%
Inquiries	21%
IUID – in Depth	25%
MU Dispatch	3%
MU Work Order	6%
MU FAST	4%
RFID Basics	13%
WAWF	30%
Warehouse Management Module	9%
OTHER - I am providing a detailed answer in the chat pod	4%

DPAS Property Accountability Inventory

Participant Questions and Comments:

Question: Is there a report to find out which inventories are due for the next month?
Answer: There is no one report which gives you that information. You can view the Inventories to view those that are open. There are also several Agency Pre-Defined Inquiries which generate Inventory Spreadsheets such as Inventories Past Due and Inventories Closed in the Last 30 Days.

Question: What are the other options for sorting the inventory? Can it be sorted by Stock Number?
Answer: It can be sorted by Stock Number, Items Description and Location.

Question: Can you remove Custodian Numbers? We have a ton we do not use.
Answer: Custodians can be removed as long as no assets are assigned to them. This is completed in the Asset Management menu.

Question: How do I close inventory for assets going to DRMO?
Answer: You would inventory the assets and when the inventory is complete, you can use the Disposition process to send them to DRMO.

Question: I need a report that tells me the "Next Initialization Date".
Answer: There are several inventory reports available that will meet your requirements.

Question: How do I create my own signature block? I only see the default.
Answer: Your Agency user can create specialized signature blocks.

Question: How do I take the asset id off DPAS record for those sent to DRMO?
Answer: The Disposition process removes assets from the property book.

Question: When scanning, does the scanner add the Sub Location when an asset is scanned?
Answer: You will need to indicate the Sub Location before scanning the asset, either manually or using a Sub Location label.

Question: Can you explain what takes place with partial inventory uploads? Thanks.
Answer: Each partial can do part of the inventory. So a single inventory can be done by multiple people. When everyone is done, the last person to Upload must mark the Inventory Upload as "Full".

Question: Does NMCI support these PDCDs?
Answer: Depending on the model, yes.

Question: Who approves which available device for Agency use?
Answer: That would be up to your Agency.

Question: We have been told that we cannot get the scanner software because of NMCI. Is there an approval that has taken place that I can show my command?
Answer: You may wish to speak with the Navy DPAS Help Desk for more specific information concerning the Navy.

DPAS Property Accountability Inventory

Question: Are the items uploaded removed from the scanner during a partial upload?
Answer: The Partial Inventory is not removed. It would need to be cleared on the next inventory upload.

Question: "Your agency user can create signature blocks." I am the PPM and would like to know how to do this. If I cannot create one, who do I go to? The higher command we report to?
Answer: The person at your Site/Agency that has the Agency Coordinator role.

Question: When I try to get into DPAS on the PDCD, I get the banner...scroll...hit ok...and end up back at the main screen where I have to select DPAS again. Is this normal for everyone?
Answer: That is not normal. If you scroll to the bottom of the Consent to Monitor page and choose OK, you should end up in the DpasAit application. You may need to contact the DPAS Call Center.

Question: OK; I do not move right on after choosing ok. I get back to the main menu where I then have to click on the DPAS application again.
Answer: Please contact the DPAS Call Center and they can give you the detailed attention you may need. This should not be happening. I am sorry for your trouble.

Question: Our activity has tried for many months, with NMCI assistance, to get the software operational with no success. Any suggestions?
Answer: Do you have the Windows Mobile Device Center loaded. This is NMCI approved. Then we would need to verify you are installing the latest version of the DpasAit software. Please contact the DPAS Call Center if you have difficulties getting the DpasAit software running.

Question: What can be done with the option "take a picture"? Does it let you take a picture of data plate with UII and upload?
Answer: This option is disabled per regulation.

Question: If we had a very large inventory, removing items from the scanner during a partial upload would be very beneficial in tracking what remains to be inventory. But I guess the Remaining Inventory does that as well.
Answer: You cannot remove items from an active inventory. It is a "snapshot" of the assets at the time the inventory was established.

Question: In previous years when using a PDCD and scanned a barcode, we could scan the asset one after another without issue. However this year after we scanned each asset we had to key in okay. This cause great delay do to having to tap on "OK" for each item. Is there an easy fix to auto enter the asset upon scanning?
Answer: The scanning of assets should not have changed. I do not recall seeing the "OK" button. Please register this issue with the DPAS Call Center so we can look into it.

Question: Is there a way to auto generate an Asset ID?
Answer: When Receiving an asset there is an option to use an Asset ID Prefix, which will automatically generate a prefix and a sequential number as your asset id.

Question: Is it possible to change the condition code of the item you inventoried on the handheld? Or would you need to do that through the DPAS application?
Answer: You can indeed change the Condition Code while on the scanner or during a manual inventory.

Question: Has the Sub Location overwriting issue been resolved?
Answer: The situation of overwriting Sub Locations is not an issue really. It is a matter of needing to enter/update the Sub Locations before scanning the assets.

Question: Does person identified as the Inventory User ID need to be in DPAS or can it be anyone?
Answer: User IDs are assigned when a user is granted access to DPAS. A person conducting an inventory does not have to be a registered DPAS user, but does need to enter an ID when conducting an AIT inventory. The DPAS standard is the initial of the first name followed by the last name.

Question: When you dispose an item in DPAS, does DPAS interface with and update the info in the IUID registry? Is the item deleted from the registry or only its life event is updated to a disposed status?
Answer: DPAS does update the lifecycle event in the IDUI Registry. Items are not deleted from the IUID Registry so they can be referenced in the future.

Question: So if multiple supply tech's conduct a large account inventory, each supply tech is using their PDCD, when they upload their inventories back into DPAS (on the computer), would the scanned items from each PDCD cross reference the same account inventoried?
Answer: All scanners will be performing the same inventory, which is why the last upload must be "Full" to run reconciliation.

Question: Does Suspected Loss or Report of Survey take you to any other automated forms, or what happens?
Answer: This is simply a status which placed the asset in an "investigation" mode. To complete the inventory, you would need to clear the suspected loss.

Question: Once the inventory report is signed, should it be uploaded or is that automated?
Answer: DPAS does not upload completed/signed recon reports.

Question: How can we modify the signature block to include two signatures?
Answer: There is a process to update the signature block, but the Agency Coordinator creates them.

Question: Say I have a shortage with no reason as to why, is there a way to go back out to see if I can find the asset and scan into the PCDC?
Answer: Once you have marked the inventory as "Full", you will need to completed the reconciliation report. You would have to come back and update the reconciliation report.

Question: If you do a manual inventory, what use is the recon report?
Answer: The recon report will be generated at the end of a manual inventory for signature.

Question: How do we know if we will have a manual or scanned inventory?

Answer: An inventory in OIN status is set to be done on a PDCD, in OUM it is set to be manual

Question: Inventory User ID can be anyone; most of the people in my group that take the inventory are not DPAS users.
Answer: Yes, you are correct.

Question: How would you get software updates for the Intermec's?
Answer: You would download the latest DpasAit software from within DPAS itself.

Question: So if I did an inventory, and found a bunch of overages because items were moved to the UIC from another one without being transferred, what would I select for the resolution CD because that is where they now need to be?
Answer: You could mark them as "Other" and then complete the transfer.

Question: I did do "Other" then entered UIC Transfer
Answer: If this caused a problem - you may have to call our help center

Question: What if a PDCD was not used for an inventory, but a manual/physical inventory was done and uploaded manually how does DPAS react to that?
Answer: DPAS can process manual inventories.

Question: Can we generate our own barcodes to be used within DPAS?
Answer: Yes, but they must be unique. DPAS has an Asset ID Prefix process that will generate Asset IDs.

Question: On the upload inventory sometimes you would get an error message that the inventory with that number was not processed. You go to form and reports and the report is there.
Answer: This can happen if the PDCD was not running the DpasAit software when the download was requested.

Question: What happened to the "countdown" clock in the DPAS software?
Answer: You may need to add DPAS to your Trusted Sites in Internet Explorer.

Question: How do we generate a location barcode?
Answer: There is an option in the inventory process.

Question: How do we generate location barcode for scanning during inventories?
Answer: There is an option in the Inventory process to print the labels from DPAS or you can order labels and enter the location names into DPAS.

Question: Are there any rules for asset barcodes? Do we need to buy labels?
Answer: Asset Ids are mandatory and must be unique within DPAS. You may purchase the labels from a vendor.

Question: I am new to DPAS I took required training but have no clue on how to use program. I have transferred items from one Location to another and have pulled reports. How do I go about doing

DPAS Property Accountability Inventory

Reconciliation? What reports should I run? I just pulled an Inventory report for our UIC we have about 60 items on the inventory, am I required to have a hand held device?

Answer: To run reconciliation you need to have initialized an Inventory. The 5000.64 states you must use AIT unless you can justify not using it.