

## Navigating DPAS Table of Contents

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## Navigating DPAS

DPAS Users who are familiar with other Windows based systems should have no trouble navigating DPAS.

This section will help to familiarize you with the general layout of DPAS, and explain the various methods of accessing the many process screens contained in the system.



The DPAS Main Menu displays icons for each of the main process areas, or modules, in DPAS.

These areas are:

- Document Register
- Authorizations
- Catalog
- Accounting
- Hand Receipt
- Hand Receipt Holder
- Maintenance and Utilization
- Inquiries
- Ad Hoc Reports
- Utilities
- Security

There is also an icon that allows you to exit the system



**HINT!**  
It is **STRONGLY** recommended that you do not exit DPAS using the **X** in the menu bar.

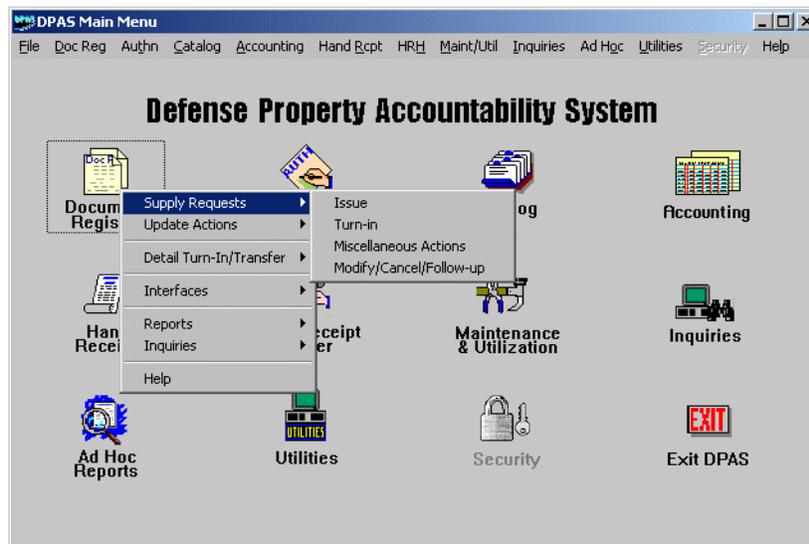
To access any system module, simply use your mouse to click on the corresponding icon.

At the top of the Main Menu screen, a menu bar is displayed. This menu bar can also be used to access the DPAS modules. To use the menu bar, you can click on the module name in the menu bar with the mouse, OR, press and hold the **Alt** key, while pressing the letter key that corresponds to the underlined letter in the module name.

**NOTE:**  
In Windows 2000/Professional, the underlines may not display until you depress the **Alt** key.

For example, to access the Hand Receipt Module, you would press and hold the **Alt** key, and press the **R** key at the same time.

Accessing any module will display a menu of processes available in the chosen module, as displayed below:



Some processes in each module will also produce sub-menus as shown in the illustration above.

To access a particular process, simply click on the process name with the mouse.

When any specific process is first accessed, DPAS will display a KEY DATA screen. This screen is used to enter information DPAS needs to complete the process.

In the example below, the End Item Increase Key Data screen is displayed:

This screen also contains examples of the various types of input fields used in DPAS:

**RADIO BUTTON:**

To select, click once with the mouse in the circle next to the desired action.

**CHECK BOX**

To activate a check box, click once with the mouse in the corresponding square. Click a second time to de-select (or deactivate) the process you just checked.

**DATA ENTRY FIELD:**

To navigate between data entry fields, use the **TAB** key or left-click the mouse with the cursor/pointer in the field.

**BROWSE BUTTONS:**

For certain fields, clicking on the browse button next to the data entry field will prompt DPAS to display a list of all possible entry items for that field. For example, clicking the browse button next to a UIC field will display a list of all UICs for which the user has permissions.

## FUNCTION BUTTONS:

Functions buttons are used in DPAS to perform specific actions with the data entered in a screen.

Some of the common function buttons in DPAS and their functions are:

: Tells DPAS you are done entering Key Data information.

: Clears all information from a specific screen.

: Cancels a specific process and returns you back a screen.

: Cancels the entire process and returns you to the DPAS Main Menu.

There are many other functions buttons used in DPAS. You will see more of them as you complete the DPAS Training course.

**Tool Bar Buttons**

In many DPAS process screens, you will see TOOL BAR buttons at the top of the screen. These buttons allow you to access other DPAS processes WITHOUT leaving the process you are working in.

Pictured below are the tool bar buttons from the End Item Increase screen:



The last four buttons that are displayed on this toolbar are standard on every DPAS screen. Other buttons will appear depending on the process you are using at the time.

	Allows you to access the DPAS Catalog module.		Allows you to access the DPAS Inquiry functions.
	Allows you to access the DPAS Catalog Manufacturer Key process.		Allows you to access the DPAS Report Generation screens.
	Allows you access to the DPAS Authorization module/Approved Authorization process.		Allows you to print a report.
	Allows you to access the DPAS Hand Receipt Holder Add/Change/Delete process.		Allows you to add a date/time stamp.

 **NOTE:** Not all functions will be available to all users, due to differences in DPAS User Security levels.

## DPAS Online Help Screens

There are four different ways to obtain on-line assistance while using DPAS:

- Help from the Main Menu
- Help in each DPAS module
- ? on each screen in DPAS
- Right-click in a data element field

Below are examples and exercises to help familiarize you with the on-line help.

### Main Menu Help

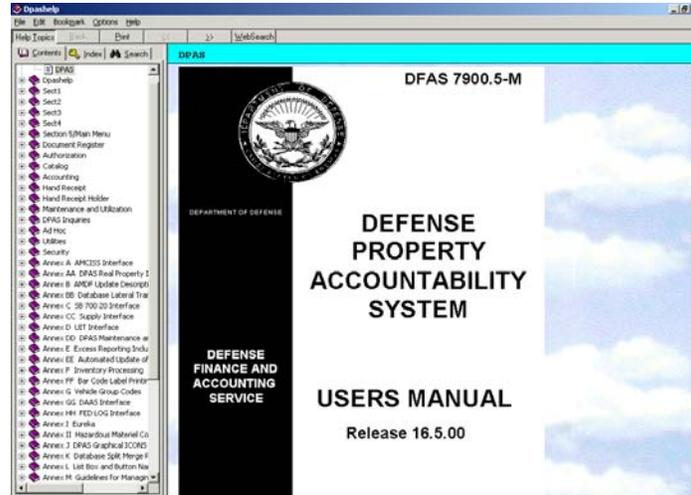
- Click on Help from the menu bar. This will list three options:
- **DPAS** – The main help screen
- **What's New** – The latest information about the release
- **About DPAS** – The User ID and Site Id, and the current release you are using. This is helpful if you need to contact the Help Desk for assistance.



## DPAS Help Menu

- a. Click on **Help** from the Main Menu and select **DPAS**.

This is the main Help screen from DPAS.



- The right side window is the text viewing side. Your selection answers will appear here.
- The left side window is the topic selection listing. The three tabs will allow you to select the type of Help method desired.

The icon tabs indicate their Help functions:

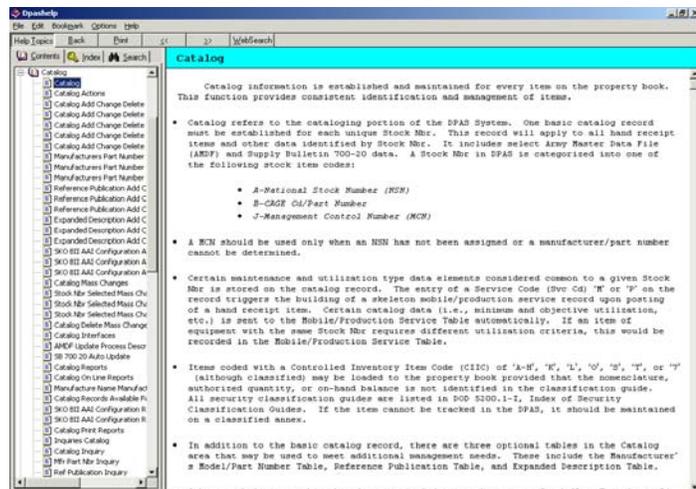


- b. The default is the **Contents** tab.
- c. **Double-click** on the "purple book" for Catalog. This will open the topics that are related to the Catalog Module.
- d. Click on the Catalog topic.

The following screen will appear:

The right side of the screen will display information relating to the topic that was selected.

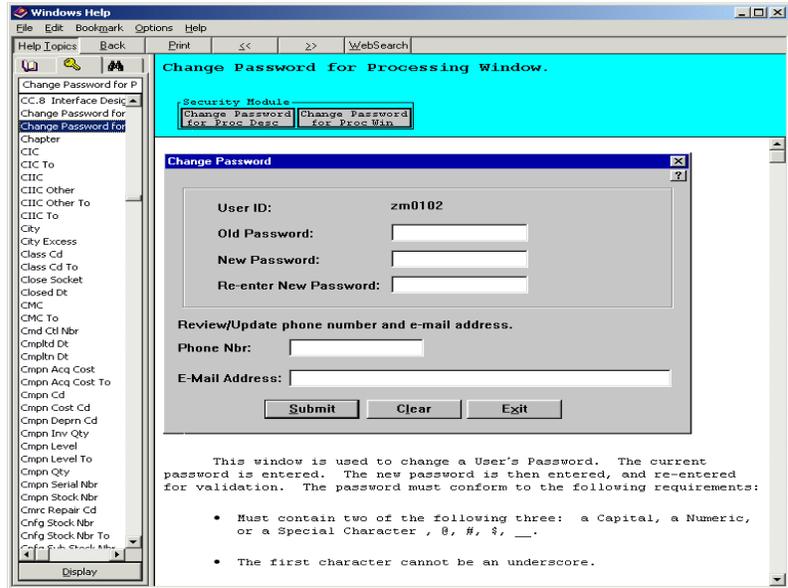
- e. Scroll down on the right side of the screen, there will be a paragraph titled **Catalog Pull Down Menu**.
- f. Click on one of the choices and it will list the processes involved to complete the transaction.



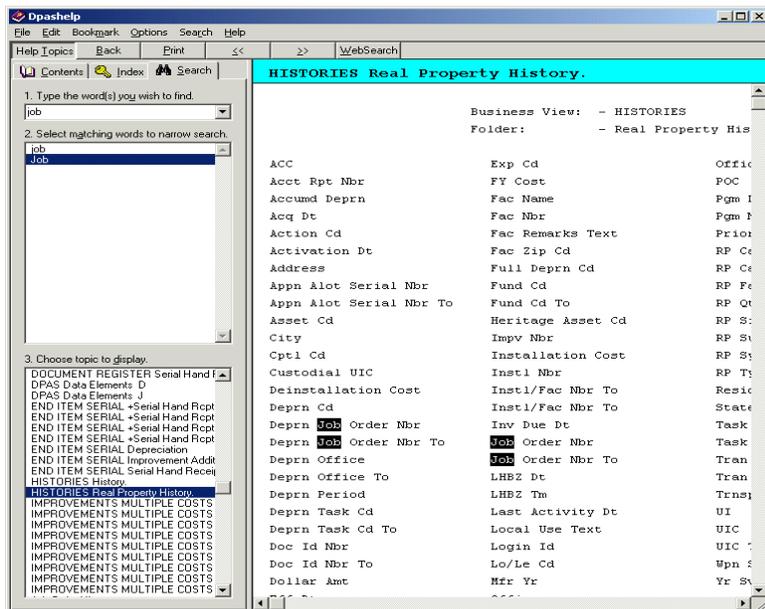
The **Index** tab on the left side of the window will display the help index; sorted alphanumerically, starting with numbers. As you start typing your search topic, the index menu will automatically jump to the first character in your search topic.

- g. Click on the **Index** tab.
- h. Type in **CHANGE**. Notice as you start typing, the menu will jump to the first letter and continue with the remaining letters.
- i. Click **Change Password for Processing Window**.

The following screen will appear:



The **Search** tab opens three windows on the left side. The first window, which is the **Search Topic**. The second window displays variations of the search topic, and third window shows the locations within the DPAS Help. The very first time you select the Search tab, it will create a word list using a wizard. This is a one-time process.

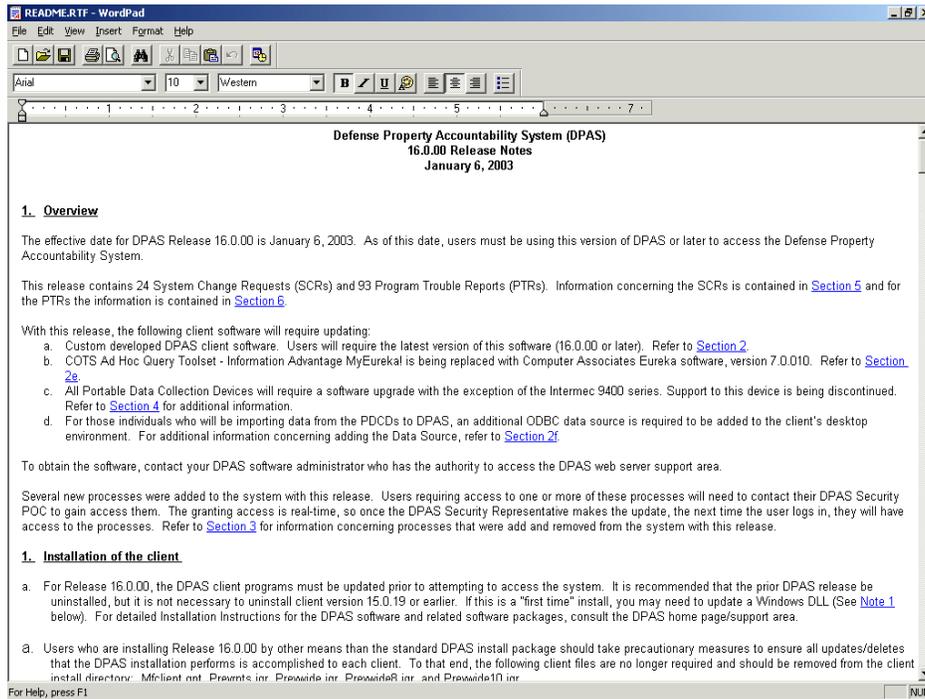


- j. In window 1, type **Job**. Notice that you have two selections (**job** and **Job**) in window 2.
- k. Highlight **Job**. Notice that in window 3, there are several topics to select.
- l. Scroll down the list of topics and highlight **HISTORIES Real Property History**. Notice on the right side of the screen that for the topic you selected, each occurrence of the word **Job** is highlighted.

## What's New

**What's New** will give you the information from the most current release. This contains the 1) System Change Requests (SCRs), 2) Program Trouble Reports (PTRs), 3) System Requirements and 4) Whom to Contact for the Release.

- a. Click on the **What's New** option.

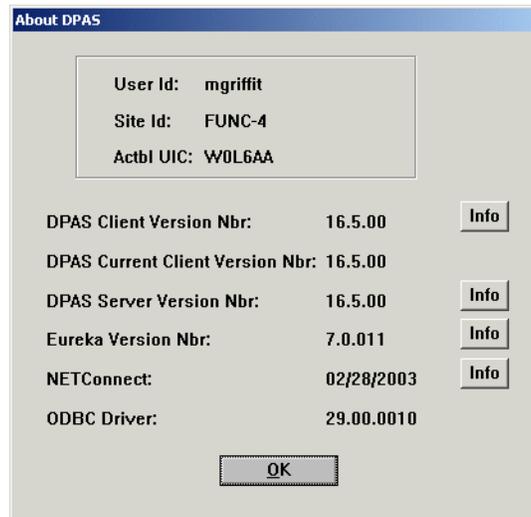


- b. Close out of the text document and return to the DPAS Main Menu.

## About DPAS

**About DPAS** lists the User Id, Site Id, and the Actbl UIC. This also shows the Version of DPAS that is installed on your system/server.

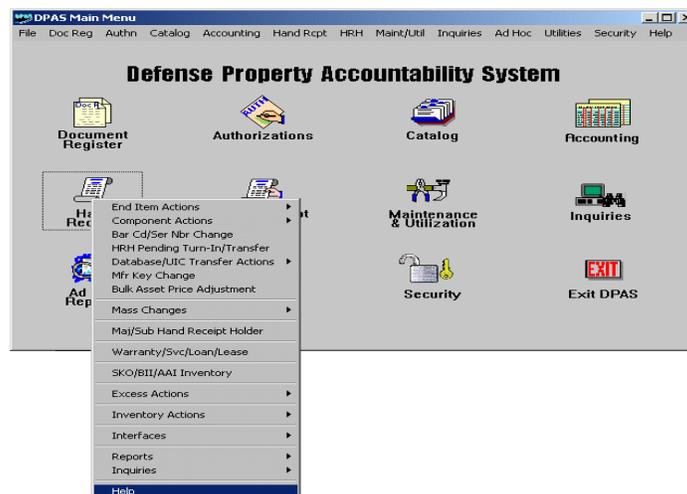
- a. Click on **About DPAS**.



- b. Click **OK** to return to the DPAS Main Menu.

## DPAS Module Help

- a. From the DPAS Main Menu, click on **Hand Receipt**.
- b. From the drop-down menu, click on **Help**.



After selecting **Help**, you will see screens similar to those in the other Help sections, but this time beginning specifically in the Hand Receipt.

## Process Level Help

Each process window contains access to help, via the ? located just below the title bar.

- Select the **Hand Receipt** icon.
- Select **End Item Actions** from the program group.
- Select **Increase** from the program list.

The following screen will appear:

- Click on the ? and the Help menu will appear as before. This time it will list the processes necessary to complete the transaction.

## Data Element Help

Data Element Help can be accessed by a right-click in the data input field.

- Select the **Hand Receipt** icon.
- Select **End Item Actions** from the program group.
- Select **Increase** from the program list.

- Right-mouse click in any data element field.
- Select either **What's This?** or **Who am I?**
  - What's This?** A similar Help screen will be displayed, with the appropriate inquiry already listed. This will give a definition of these selected data field.
  - Who am I?** It displays the **User Id**, **Site Id**, and **Actbl UIC**.

# Print Reports

## INTRODUCTION

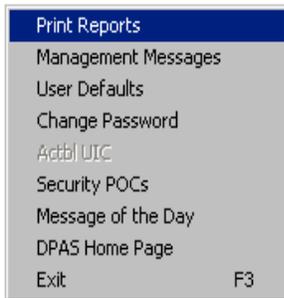
The DPAS Print Reports screen allows you to go directly to the Reports Menu. This menu will display all the reports in the print queue.

## PREREQUISITES

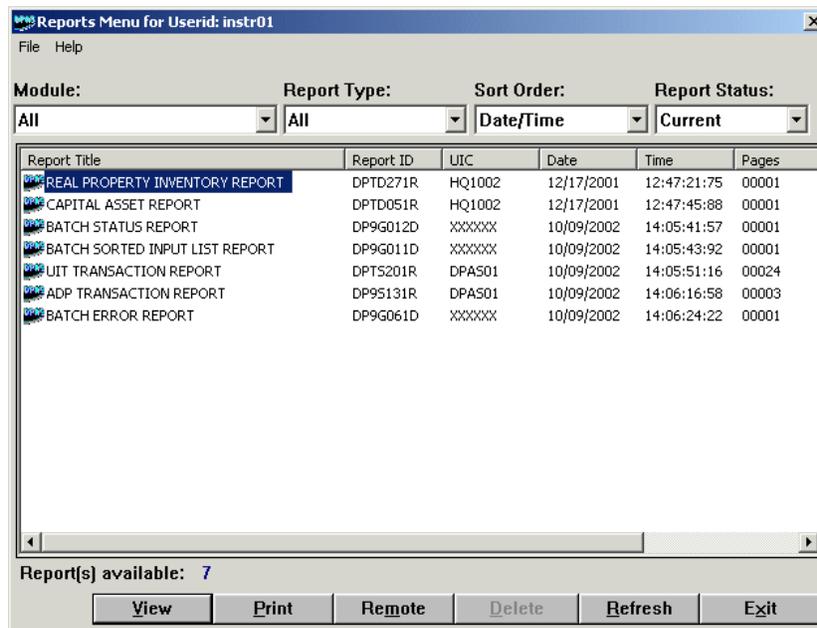
None

## STEPS TO PERFORM ACTION

1. Select **File** from the menu bar.
2. Select **Print Reports** from the program group.



Your Reports Menu will be displayed. For example:



# Displaying Management Messages

## INTRODUCTION

This process will allow the user to view management messages created by the processing programs within DPAS. Along with the view process, the delete function of a 'single' or 'all' message/s is available. As a reminder, all management messages older than (30) thirty days are deleted automatically during the batch cycle process. Additionally, a Management Messages Report (DP9D671R) showing messages by UIC/Module is available. The user can select one or more modules for the report.



**NOTE:**

The module/s the user has access to will be enabled once entering the screen for both the view and report processes.

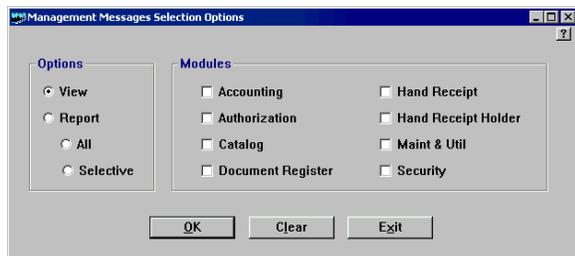
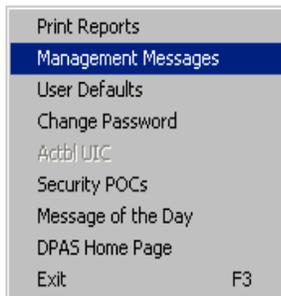
If viewing management messages, you must 'double click' or 'highlight' the message then click the 'OK' button in order to view the entire management message and additional user message text. Management messages are authored/controlled by DPAS, but the user message text is an option that allows the user to expand or clarify a specific processing action that is performed in other DPAS processes.

## PREREQUISITES

None

## STEPS TO PERFORM ACTION

1. Select **File** from the menu bar.
2. Select **Management Messages** from the program group.



### STEP 1:

- a. **Options:** Select whether you want to view the message(s) or print a report of all or a specific management message.
- b. **Modules:** Select the module(s) you want to view or report.
- c. Click **OK**.

**STEP 2:**

- a. Highlight the message you wish to view.
- b. Click **View**.

Management Message	User Message	Tran Dt	Pgm Name	User ID
This transaction for prog		20020912	DPTT0301	cstebbi
This transaction for prog		20020912	DPTT1001	cstebbi
This transaction for prog		20020912	DPTT1101	cstebbi
This transaction for prog		20020912	DP9T1301	cstebbi
This transaction for prog		20020917	DP9N0701	cstebbi
This transaction for prog		20020917	DP9N1401	cstebbi
This transaction for prog		20020925	DPTT0301	mgriffi
This transaction for prog		20020925	DPTT0301	mgriffi
This transaction for prog		20020925	DPTT0401	mgriffi
This transaction for prog		20020925	DPTT0401	mgriffi
Assets are available for	THIS IS AN EXAMPLE 0	20020930	DP9B2801	mgriffi



**NOTE:**

All management messages older than (30) thirty days are deleted automatically during the batch cycle process.

This is an example of a Management Message:

Mod Cd: RCT

Mgt Msg:  
Assets are available for transfer within your database From UIC WDU2AA, Doc Nbr W1234521541000, To UIC N00015

User Msg Text:  
THIS IS AN EXAMPLE OF THE MANAGEMENT MESSAGE.

- Once you have read the message(s), you can either delete it, or click **OK** to return to the previous screen.

## Setting User Defaults

### INTRODUCTION

The DPAS User Defaults screen allows you to enter and store commonly used information.

This saves time by populating the default settings into the data fields within the DPAS modules. Keep in mind that you have the ability to change the default data in the individual data fields.

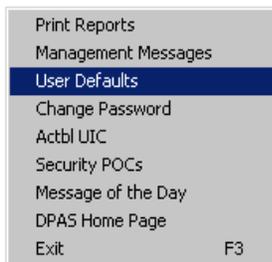
Information stored in the User Defaults screen will be used to populate DPAS data fields in various DPAS processes.

### PREREQUISITES

None

### STEPS TO PERFORM ACTION

1. Select **File** from the menu bar.
2. Select **User Defaults** from the program group.



 A screenshot of the 'User Defaults' dialog box. The title bar reads 'User Defaults'. Below the title bar is a tabbed interface with tabs for 'Basic', 'Doc Register', 'Catalog', 'Bar Code', 'Excess', 'Maintenance', 'File Locations', and 'Report'. The 'Basic' tab is selected. The dialog contains four input fields: 'UIC:' with a text box and a dropdown arrow; 'Office:' with a text box; 'HRH Nbr:' with two text boxes and a dropdown arrow; and 'Fund Cd/Appn:' with two text boxes and a dropdown arrow. At the bottom of the dialog are three buttons: 'OK', 'Clear', and 'Exit'.

### STEP 1:

- a. Enter any default information that you need. You may need to click on the other tabs to enter more information.



#### HINT!

Setting up defaults is not a mandatory process within DPAS. But if you want certain fields to always display on your Key Data and/or Process screens, then enter that information on this screen.

The defaults are NOT stored on your database, but on your computer. If you sign on to DPAS using a different computer, then you will need to change the pertinent information.

Once all desired default information has been entered, click **OK**.



**NOTE:**

Information stored as User Defaults will be used to populate all corresponding fields in other DPAS screens.

The information in the User Defaults will only be used when processing a new transaction.

The Transaction Processed dialog box will be displayed.

b. Click **OK**.

You will be returned to the DPAS Main Menu.

## Displaying Accountable UICs

### INTRODUCTION

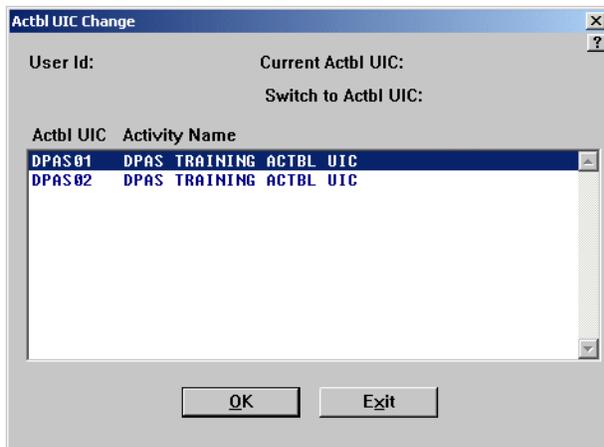
This process will allow you the capability to select a different Accountable UIC (the Accountable UICs are set up by the System Administrator at DECC-Dayton, at the direction of your Command/Major Claimant). A selection box will be provided to allow you to select another Accountable UIC from this window. This process can be selected under **File** while still logged into DPAS. This process window will also be displayed after login for those users who have access to multiple Accountable UICs.

### PREREQUISITES

None

### STEPS TO PERFORM ACTION

1. Select **File** from the menu bar.
2. Select **Actbl UIC** from the program group.



### STEP:

The list of Accountable UICs that are assigned to a user are displayed in the window.

- a. Select the Accountable UIC you want to use.
- b. Click **OK**.

# Displaying Security POCs

## INTRODUCTION

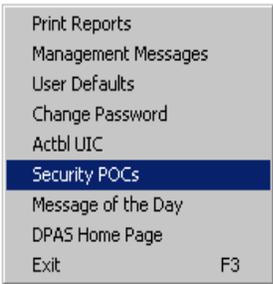
If you need to know who the security POCs are for your database, you can display them in DPAS. The DPAS Systems Administrator establishes these POCs when he adds them to the database.

## PREREQUISITES

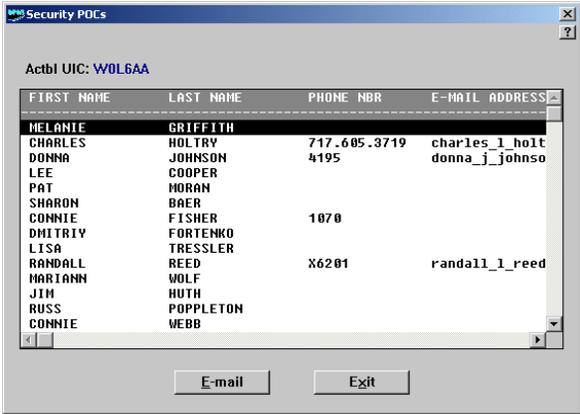
None

## STEPS TO PERFORM ACTION

1. Select **File** from the menu bar.
2. Select **Security POCs** from the program group.



A screen *similar* to the following is returned:



- a. Scroll over to the right to display the level of security each person has.
- b. If you need security assistance, select the security POC and click **E-mail**.

## Displaying The Message Of The Day

### INTRODUCTION

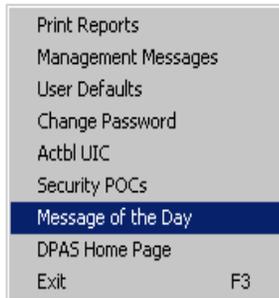
When you first log onto DPAS, the "Message of the Day" is displayed. All too often, users will click the **OK** button without reading the messages. This process will show you how to redisplay the "Message of the Day".

### PREREQUISITES

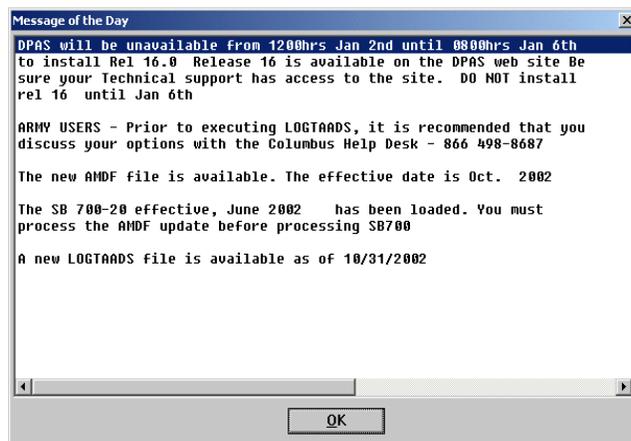
None

### STEPS TO PERFORM ACTION

1. Select **F**ile from the menu bar.
2. Select **M**essage of the Day from the program group.



A screen *similar* to the following is displayed:



- a. You are encouraged to read the message of the day periodically. These messages may include important information.
- b. When you are done reading the messages, click **OK**.

# Displaying The DPAS Home Page

## INTRODUCTION

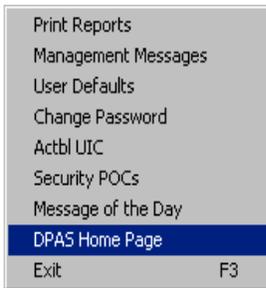
This process will show you how to display the DPAS Home Page while logged onto DPAS.

## PREREQUISITES

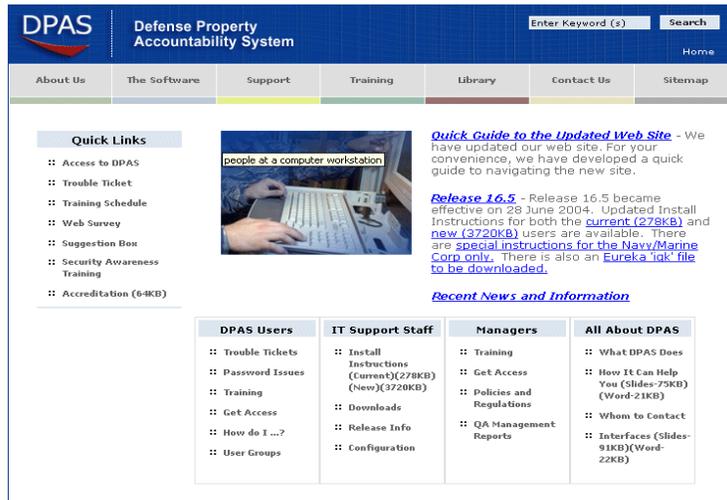
None

## STEPS TO PERFORM ACTION

1. Select **File** from the menu bar.
2. Select **DPAS Home Page** from the program group.



The following is displayed:



Keep in mind that this is just a sampling of the DPAS Home Page and is updated often. If you want to go to the DPAS Home Page outside of DPAS, the address is: **https://www.dpas.dod.mil.**

## Practical Exercise: Help #1

**Title:** Help #1

**Objectives:** At the completion of this case study the student should demonstrate a capacity to perform the necessary actions to query the DPAS online help.

**Prerequisites:**

**References:** Reference in the manual – Navigating DPAS

**Scenario:** Your activity is just newly converted to DPAS. You have been told that your office will have total responsibility for accounting for all property both physically and financially. You are a logistician and not very familiar with the financial accounting of property. However, you are willing to learn.

**Instructions:** Use the on-line help in DPAS to find out all you can about the financial aspects of tracking property.

**Given:**

**Summary:**

**Class Discussion:** Q & A

## Practical Exercise: Help #2

**Title:** Help #2

**Objectives:** At the completion of this case study the student should demonstrate a capacity to perform the necessary actions to query the DPAS online help.

**Prerequisites:**

**References:** Reference in the manual – Navigating DPAS

**Scenario:** Your commanding officer would like to know how many items on the property book are out on loan or on a lease. You look at the batch reports in DPAS and you see that there is a Warranty/Service/Loan/Lease report that may get the commander what he needs. However, you are not sure and you don't want to generate the report only to find out you can't use the information.

**Instructions:** Use the on-line help in DPAS, Annex "Y", to take a sneak peek at the warranty report to see if it will give the commander the information that he needs.

**Given:**

**Summary:**

**Class Discussion:** Q & A