

DPAS INVENTORY MANAGEMENT TRAINING MANUAL

- I. The DPAS Inventory Management Training Manual is changed as follows:
Remove pages listed below and insert revised pages.

Remove Old

Insert New

MASTER TABLE OF CONTENTS

i thru iv

Same

CHAPTER THREE

53 thru 56

Same

59 thru 60

Same

69 thru 70

Same

75 thru 82

Same

97 thru 98

Same

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Same

107 thru 108

Same

145 thru 152

Same

167 thru 168

Same

CHAPTER FIVE

169 thru 170

Same

CHAPTER SIX

211 thru 214

Same

CHAPTER SEVEN

243 thru 248

Same

II. **SIGNIFICANT CHANGES**

Revision represents minor corrections.

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GLOSSARY

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If the option to generate a report only was chosen in the generate inventory process, no inventory listing number will be generated. If the option was chosen to initialize only, the inventory listing report may be generated at a later time by the PBO or the Hand Receipt Holder using the Generate Inventory Listing related process button in Manage Inventories process from either the Hand Receipt Module or the Hand Receipt Holder Module. This report will be generated by collecting all asset records containing the Inventory List Number requested.

At this point the user has used the Generate Inventories process to generate one of nine types of inventories (Inventories Type Codes) and either generate a report only or has generated an inventory, creating a record on the Manage Inventory Table.

Due to changes to the asset record, its authorization, or related catalog record an asset may no longer qualify to be included on an initialized inventory. All processes within DPAS continually will monitor for these changes. If a change occurs that should remove an asset from an associated inventory the Inventory List Number will be removed from the asset.

If changes are made to the assets that will not remove the asset from an inventory, but results in a change to its position in the report, such as a change of the Serial Number, the report will be marked with a D-Details Change in the Inventory Modify Code. If the report already had assets removed from it due to prior actions the code would be changed from an R to a B for Both Assets Removed and Details Changed.

Manual Inventory Procedures

When conducting the inventory via the manual process, the user will take the hard copy of the Inventory Report, visually verify the existence of the assets and annotate any discrepancies in Location or Quantity on the report. Upon return to the Property Management Office the Reconciliation will be inputted manually into DPAS by the technician. The following steps apply:

1. Through the Generate Inventory process, the inventory type is selected and the appropriate assets are initialized with an Inventory List Number. This Inventory List Number is used to create an inventory record. For manual inventories, an inventory report should be generated for the inventory requested. The Inventory List Number is displayed on the upper right-hand section of the report header. Reconciliation reports are not applicable. The inventory report (in the sequence desired) is utilized to perform the inventory.
2. After the user is satisfied all assets are accounted for, based of the inventory report.
 - a. Use the Manage Inventory process to select the Inventory List Number for the inventory that was just conducted.
 - b. Select Close Inventory. This will take you to the Close Inventory process where the inventoried assets are updated with the user ID and Inventory Date. The inventory due date may be updated.
3. If there are discrepancies, the user can go to the Update Inventory Data process where an asset can be marked as a Suspected Loss. After all discrepancies are identified or accounted for, the user can choose to go to Close Inventory. This will close the inventory and update the inventoried assets with User ID and Inventory Date.

Generating A Hand Receipt Report By HRH Nbr

MODULE: Hand Receipt

INTRODUCTION

In this process, we will generate an inventory by Hand Receipt Holder (HRH). This is an inventory conducted of property listed on the hand receipt. This inventory is normally conducted between an incoming and outgoing hand receipt holder. The inventory should be completed before the new hand receipt holder assumes duties or the outgoing hand receipt holder leaves, whichever is first. This process is used for both manual and automated inventories.

OBJECTIVES

The student will be able to identify the parts and explain the functions of generating inventory by Hand Receipt Holder.

PREREQUISITES

None

APPLICATION

Generate an inventory by your Hand Receipt Holder (HRH).

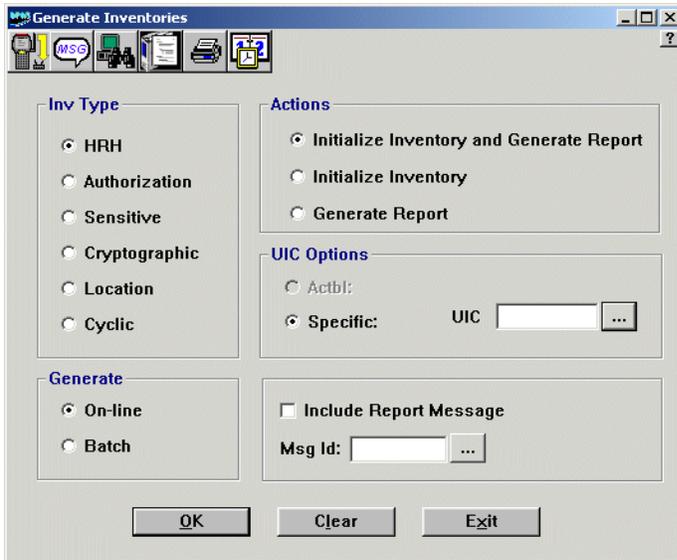
ACTIVITY

Instructor-led lecture with Student Hands-on

STEPS TO PERFORM ACTION

1. Select the **Hand Receipt** icon, or select **Hand Rcpt** from the menu bar.
2. Select **Inventory Actions** option from the program group.

3. Select **Generate Inventory** from the program list.



STEP 1:

Inventory Type Group Box:

- a. Accept the default **HRH**.

Actions Group Box:

- b. Select **Initialize Inventory and Generate Report**.

Generate Group Box:

- c. Select whether you want this report to run On-line (immediately) or in the Batch (overnight) process. If your property book is large, it may be a good idea to run this process in Batch so not to degrade the system.

UIC Options Group Box:

- d. **Specific UIC:** Enter or browse for your UIC.
- e. If you want to include a Report Message, check this box.
- f. **Msg Id:** If you chose to include a report message, browse for the message you wish to include. These messages are built in the **Utilities** module.
- g. Click **OK**.

STEP 2:

Sort Sequence Group Box:

- a. Select the order in which you want your report sorted.

Report Annexes Group Box:

- b. If desired, select a report annex report.



Report Type	
Sub Hand Receipt(s)	Check if you want a separate listing for each of your sub hand receipts.
SKO/BII/AAI Hand Receipt	Check if you want a hand report listing of your SKOs, BIIs, and AAIs.
SKO/BII/AAI Excess/Shortage	Check if you want an excess and shortage report of your SKOs, BIIs, and AAIs.

Options Group Box:

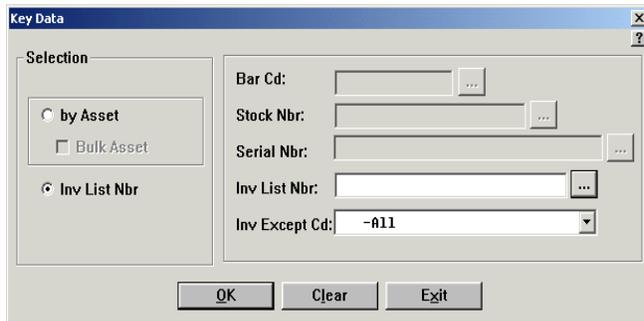
- c. If desired, select an option.

Option Type	
HRH Range	Select this check box if you want to request a range of Major HRH Nbrs. If you also want to include Subs, select the "Include Sub-Hand Receipt(s)" check box. The screen HRH Nbr input field will be deactivated when a HRH Range is entered.
Include Sub-Hand Receipt(s)	Select this check box if you want to request a range of Major HRH Nbrs with all of its Subs included (this can also be used with the HRH Range). The screen Sub HRH Nbr input field will be deactivated when this check box is selected.
Expanded Report	This will generate a more detailed report.

- d. **HRH Nbr:** Enter the hand receipt holder for which you are generating this report. If you selected HRH Range in the Options group box, you will be prompted to enter the beginning HRH Nbr and the ending HRH Nbr.
- e. **Sched Cmpltn Dt:** You can accept the default of 2 weeks from the current date or change to the expected completion date.
- f. **Next Inv Due Dt:** You can accept the default date or change the date to the expected next inventory due date. This date is determined by Agency. For Navy users, it defaults to 3 years out and all others it defaults to 1 year out.
- g. Click **Submit**.

UPDATE INVENTORY DATA

1. Select the **Hand Receipt** icon, or select **Hand Rcpt** from the menu bar.
2. Select **Inventory Actions** from the program group.
3. Select **Update Inventory Data** from the program list.



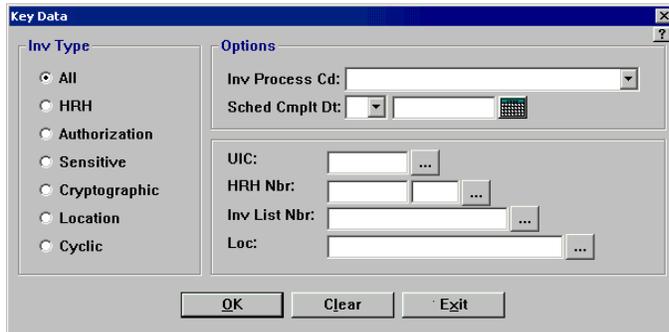
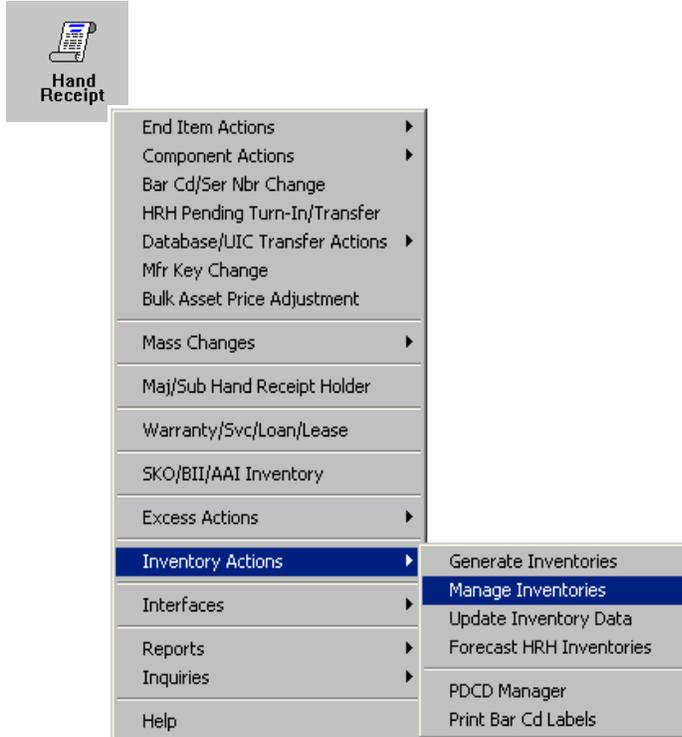
STEP 1:

- a. **Selection:** Select **Inv List Nbr**.
- b. **Inv List Nbr:** Enter or browse for the inventory list number of the inventory you will be updating.
- c. **Inv Except Cd:** Accept the default **All**.
- d. Click **OK**.

You will need to go to STEP 3, in the **Manage Inventories** process to view the unreconciled assets.

MANAGE INVENTORIES

1. Select the **Hand Receipt** icon, or select **Hand Rcpt** from the menu bar.
2. Select **Inventory Actions** from the program group.
3. Select **Manage Inventories** from the program list.



STEP 1:

- a. **Inv Type:** Select the type of inventory you conducted.
- b. **Inv Process Cd:** Since you are reconciling an **open** inventory, accept the default **O* -All Open Inventories**.
- c. **UIC:** Enter or browse for your UIC. This field is not mandatory. This field will further filter the inventories requesting to view/manage.
- d. **HRH Nbr:** Enter or browse for the HRH Nbr for which the inventory was conducted. This field is not mandatory. This field will further filter the inventories requesting to view/manage.
- e. **Inv List Nbr:** Enter or browse for the Inventory List number for the inventory you are going to reconcile.
- f. **Loc:** Enter or browse for the location. This field is not mandatory. This field will further filter the inventories requesting to view/manage.
- g. Click **OK**.

Once an inventory has been closed, the following updates will occur on the Serial, Component and Bulk Hand Receipt Tables Inventory tab, as applicable (see the End Item Serial, End Item Component, and End Item Bulk Inquiries):

- 1 Transaction Inv User Id is moved to Inv User Id and Rcl Inv User Id
- 2 Transaction Last Inv Dt is moved to the Last Inv Dt and Rcl Last Inv Dt. Also, moved to the Hand Receipt Holder Table's Last Inv Dt.
- 3 Transaction Inv List Nbr is moved to the Cause Lst Rcl Dt Chg and Cause of Last Inv Dt Chg. It is removed from the Inv List Nbr field.
- 4 A "0" is moved to the Inv Input Type and Rcl Inv Input Type.
- 5 Transaction UIC is moved to Inv UIC.
- 6 Transaction HRH Nbr is moved to Inv HRH Nbr.

The screenshot shows the 'End Item Serial Inquiry' window with the 'Inventory' tab selected. The 'INVENTORY RECONCILIATION DATA' section contains the following fields:

Rcl Inv User Id: INSTR01	Inv User Id: INSTR01
Rcl Last Inv Dt: 20030331	Last Inv Dt: 20030331
Cause of Last Rcl Dt Chg: 03058W0U6AA0001	Cause of Last Inv Dt Chg: 03058W0U6AA0001
Rcl Inv Input Type: 0	Inv Input Type: 0
UIC: W0U6AA	Inv UIC: W0U6AA
HRH Nbr: W0U6C8	Inv HRH Nbr: W0U6C8
Loc: BLDG 111	Inv Loc: BLDG 111

Arrows from the list items point to these fields: 1 to 'Rcl Inv User Id' and 'Inv User Id'; 2 to 'Rcl Last Inv Dt' and 'Last Inv Dt'; 3 to 'Cause of Last Rcl Dt Chg' and 'Cause of Last Inv Dt Chg'; 4 to 'Rcl Inv Input Type' and 'Inv Input Type'; 5 to 'UIC'; 6 to 'HRH Nbr' and 'Inv HRH Nbr'.



NOTE:

For bulk items only, the record Qty is moved to the Inv Qty.

The following updates will occur on the Inventory Table (see the Manage Inventories Inquiry):

The screenshot shows the 'Manage Inventories Inquiry' window with the following fields:

Actbl UIC: W0L6AA	UIC: W0L6AA
Inv Type Cd: HR	Inv Process Cd: CM
HRH Nbr: 01000	Loc:
Sched Cmpltn Dt: 20040303	Inv Closed Dt: 20040331
Inv Creatn Level: H	Inv Modfctn Cd:
Rpt HRH Sub Ctl Cd:	Prop Type Cd:
LIN:	LIN To:
Rpt Msg: 11111	

Arrows from the list items point to these fields: 1 to 'Inv Process Cd: CM'; 2 to 'Inv Closed Dt: 20040331'.

- 1 A "CM" is moved to the Inv Process Cd on the Inventory Table.
- 2 System Date is moved to the Inv Closed Dt.

The following updates will occur on the Hand Receipt Table (See Maj/Sub Hand Receipt Holder Inquiry). There are no updates for Cyclic or Location type inventories.

- Transaction Last Inv Dt is moved to the Last Inv Dt for the appropriate inventory type.
- Transaction Next Inv Due Dt is moved to Inv Due Dt for appropriate inventory type.

The screenshot shows a software window titled "Maj/Sub Hand Receipt Holder Inquiry" with three tabs: "Basic", "Inventory", and "Contract". The "Inventory" tab is selected. The window displays the following information:

UIC: WOMEAA HRH Major Nbr: 01000 HRH Sub Nbr:

INVENTORY			
HRH Last Inv Dt:	20030401	HRH Inv Due Dt:	20060401
Authn Last Inv Dt:	20030401	Authn Inv Due Dt:	20060401
Sensitive A Last Inv Dt:	20030401	Sensitive A Inv Due Dt:	20040401
Sensitive O Last Inv Dt:	20030401	Sensitive O Inv Due Dt:	20040401
Crypto Last Inv Dt:	20030401	Crypto Inv Due Dt:	20040401

At the bottom of the window, it shows "Record 1 of 4" and navigation buttons: "Previous", "Next", "New Inquiry", and "Exit".

Generating A Sensitive Items Inventory

INTRODUCTION

In this process we will generate a sensitive item inventory. Sensitive item inventory is the physical count of items identified as sensitive by a specific service (e.g., firearms, ammunition, night vision devices and navigation systems (GPS)). This also may include items that are identified as pilferable. This process is used for both manual and automated inventories.

OBJECTIVES

The student will be able to identify the parts and explain the functions of generating sensitive item inventory.

PREREQUISITES

None

APPLICATION

Generate a sensitive item inventory.

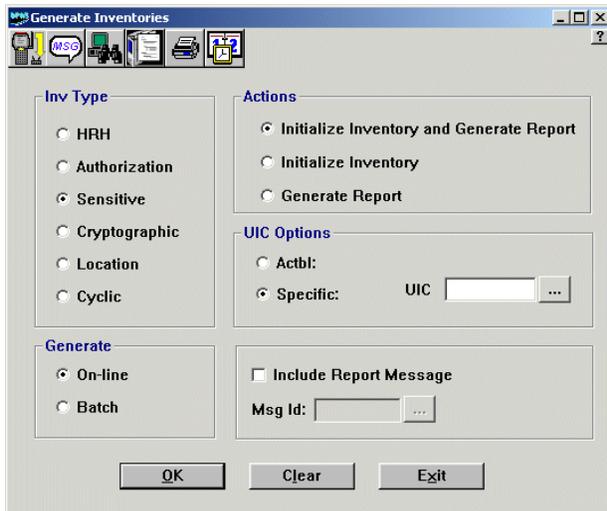
ACTIVITY

Instructor-led lecture with Student Hands-on

STEPS TO PERFORM ACTION

1. Select the **Hand Receipt** icon, or select **Hand Rcpt** from the menu bar.
2. Select **Inventory Actions** from the program group.

3. Select **Generate Inventories** from the program list.



STEP 1:

Inv Type Group Box:

a. Select **Sensitive**.

Actions Group Box:

b. If you want a copy of the inventory, select **Initialize and Generate Report**. If you do not need (or want) a copy of the report, select **Initialize Inventory**. If you only want a hard copy of the report with initializing the inventory, select **Generate Report**.

UIC Options Group Box:

- c. **Actbl UIC:** Click this radio button to submit the request at the Accountable UIC level.
- d. **Specific UIC:** Enter or browse for your UIC. If you selected **Actbl UIC**, this field will not be accessible.

Generate Group Box:

e. Select whether you want this report to run On-line (immediately) or in the Batch (overnight) process. If your property book is large, it may be a good idea to run this process in Batch so not to degrade the system.

- f. If you want to include a Report Message, check this box.
- g. **Msg Id:** If you chose to include a report message, browse for the message you wish to include. These messages are built in the **Utilities** module.
- h. Click **OK**.

STEP 2:

- a. **Sort Sequence Group Box:** Select how you want your report sorted. This will not be available if you only initialized the inventory.
- b. **Type Group Box:** Select the type of sensitive item inventory you wish to perform.

Type	
Both	Includes all items classified as sensitive in nature.
Weapons and Ammunition	Only weapons and ammunition.
Other Than Weapons and Ammunition	Items such as night vision goggles, Global Positioning Systems (GPS), STU III phones, etc.
Include Pilferables	You can also include items that are deemed pilferable.

- c. **Options:** If desired, you can choose for a specific HRH Nbr, a range of HRH Nbrs, and include all the sub-HRHs.

Options	
HRH Nbr	This selection will require the entry of a HRH Nbr. One Inventory Number will be created. If the HRH Nbr is not entered, a roll up report is not created, but instead individual Inv List Nbrs are created for each HRH Nbr under the UIC. If submitted for the Actbl UIC, an Inv List Nbr is created for each HRH Nbr or UIC change under the Actbl UIC.
Range	This selection will require a From and To HRH Nbr. An Inventory Number will be created for each HRH Nbr in the range. An Inv List Nbr will be created for each HRH within range.
Include Sub-Hand Receipt(s)	This selection will retrieve all assets for the sub-hand receipt holders associated with the Major-hand receipt holder entered.

- d. **Report Annex:** Check the **Sub Hand Receipt(s)** *only* if you want a separate report listing for each of the sub-HRH Nbrs for a specific HRH Nbr or range of HRH Nbrs. This will not be available if you only initialized the inventory.
- e. **HRH Nbr:** Enter or browse for the HRH Nbr and/or sub-HRH Nbr. If you did not select the HRH Nbr Option, this field will not be accessible. If you selected the **Range** option, you will need to enter the beginning HRH Nbr for which you are generating this report.
- f. **To HRH Nbr:** This field will only display *if* you selected the **Range** option. You will then need to enter the ending HRH Nbr for which you are generating this report.

- g. **Sched Cmpltn Dt:** The default date is 2 weeks from the current date. If needed, you can change this date to the desired expected completion date. This field is not accessible if you are only generating the report.
- h. **Next Inv Due Dt:** The default date is determined by your Agency. For Navy users, the default date is 3 years out and all other agencies the default date is 1 year out. This date can be changed per your Agency.
- i. Click **Submit**.

The following dialog box is displayed:



- j. Click **OK**.
 - k. Click  to print the inventory. You are returned to the Reports Menu screen where you can select the inventory report you wish to print.
 - l. Once you have selected your inventory report, click the **Print** button.
 - m. Your Windows Print dialog box is displayed and you can print your report.
- n. Return to the DPAS Main Menu.



NOTES:

Once the inventory is initialized, the system will automatically assign an inventory listing number. This number consists of the following format: ordinal number (YY+ Julian day) + UIC + a 4 position serial number that will be reset everyday.

The ordinal number is the 5-positions, first two are the year (example: 03) and the next three are the Julian day (example: 038).

Generating A Cryptographic Items Inventory

INTRODUCTION

In this process we will generate a Cryptographic Item inventory. Cryptographic Item inventory is the physical count of Communication Security (COMSEC) Equipment and Components as specified by a specific service or agency. This process is used for both manual and automated inventories.

OBJECTIVES

The student will be able to identify the parts and explain the functions of generating cryptographic item inventory.

PREREQUISITES

None

APPLICATION

Generate a Cryptographic Item inventory.

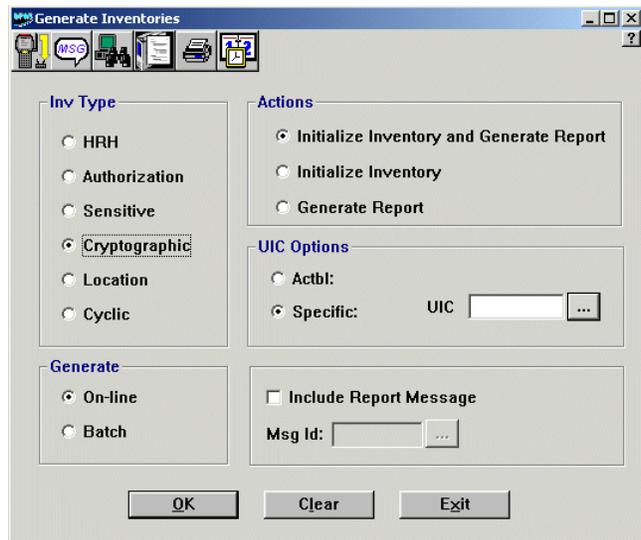
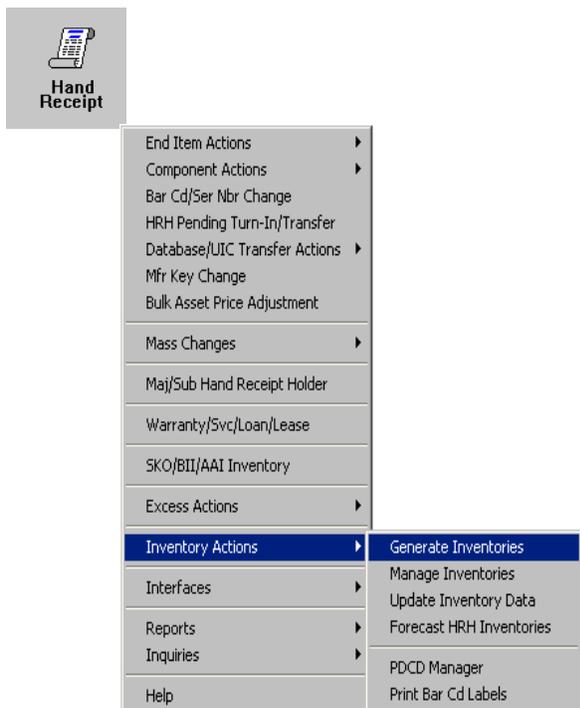
ACTIVITY

Instructor-led lecture with Student Hands-on

STEPS TO PERFORM ACTION

1. Select the **Hand Receipt** icon, or select **Hand Rcpt** from the menu bar.
2. Select **Inventory Actions** from the program group.

3. Select **Generate Inventories** from the program list.



STEP 1:

Inv Type Group Box:

a. Select **Cryptographic**.

Actions Group Box:

b. If you want a copy of the inventory, select **Initialize and Generate Report**. If you do not need (or want) a copy of the report, select **Initialize Inventory**. If you only want a hard copy of the report with initializing the inventory, select **Generate Report**.

UIC Options Group Box:

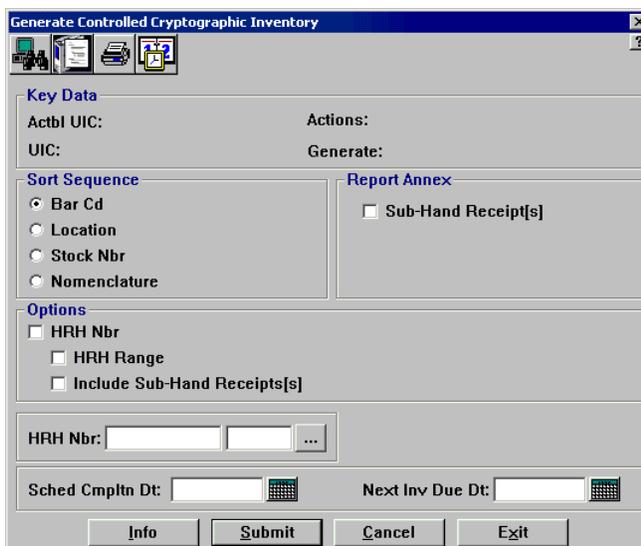
- c. **Actbl UIC:** Click this radio button to submit the request at the Accountable UIC level.
- d. **Specific UIC:** Enter or browse for your UIC. If you selected **Actbl UIC**, this field will not be accessible.

Generate Group Box:

- e. Select whether you want this report to run On-line (immediately) or in the Batch (overnight) process. If your property book is large, it may be a good idea to run this process in Batch so not to degrade the system.
- f. If you want to include a Report Message, check this box.
- g. **Msg Id:** If you chose to include a report message, browse for the message you wish to include. These messages are built in the **Utilities** module.
- h. Click **OK**.

STEP 2:

- a. **Sort Sequence:** Select how you want your report sorted. If you only initialized the inventory, then the sort sequence will not be available.
- b. **Report Annex:** Check the **Sub Hand Receipt(s)** *only* if you want a separate report listing for each of the sub-HRH Nbrs for a specific HRH Nbr or range of HRH Nbrs. This will not be available if you only initialized the inventory.
- c. **Options:** If desired, you can choose for a specific HRH Nbr, a range of HRH Nbrs, and include all the sub-HRHs.



Options	
HRH Nbr	This selection will require the entry of a HRH Nbr. One Inventory Number will be created. If the HRH Nbr is not entered, a roll up report is not created, but instead individual Inv List Nbrs are created for each HRH Nbr under the UIC. If submitted for the Actbl UIC, an Inv List Nbr is created for each HRH Nbr or UIC change under the Actbl UIC.
Range	This selection will require a From and To HRH Nbr. An Inventory Number will be created for each HRH Nbr in the range. An Inv List Nbr will be created for each HRH within range.
Include Sub-Hand Receipt(s)	This selection will retrieve all assets for the sub-hand receipt holders associated with the Major-hand receipt holder entered.

- d. **HRH Nbr:** Enter or browse for the HRH Nbr and/or sub-HRH Nbr. If you did not select the HRH Nbr Option, this field will not be accessible. If you selected the **Range** option, you will need to enter the beginning HRH Nbr for which you are generating this report.
- e. **To HRH Nbr:** This field will only display *if* you selected the **Range** option. You will then need to enter the ending HRH Nbr for which you are generating this report.
- f. **Sched Cmpltn Dt:** The default date is 2 weeks from the current date. If needed, you can change this date to the desired expected completion date. This field is not accessible if you are only generating the report.
- g. **Next Inv Due Dt:** The default date is determined by your Agency. For Navy users, the default date is 3 years out and all other agencies the default date is 1 year out. This date can be changed per your Agency.
- h. Click **Submit**.

The following dialog box is displayed:



- i. Click **OK**.
- j. Click  to print the inventory. You are returned to the Reports Menu screen where you can select the inventory report you wish to print.
- k. Once you have selected your inventory report, click the **Print** button.
- l. Your Windows Print dialog box is displayed and you can print your report.
- m. Return to the DPAS Main Menu.



NOTES:

Once the inventory is initialized, the system will automatically assign an inventory listing number. This number consists of the following format: ordinal number (YY+ Julian day) + UIC + a 4 position serial number that will be reset everyday.

The ordinal number is the 5-positions, first two are the year (example: 03) and the next three are the Julian day (example: 038).

Manual Inventory Process

INTRODUCTION

When conducting the inventory via the manual process, you will need to take the hard copy of the Inventory Report, visually verify the existence of the assets, and annotate any discrepancies in Location or Qty on the report. Upon its return to the Property Management Office, the Reconciliation will be input manually into DPAS by the technician.

OBJECTIVES

Students/users should be able to accomplish necessary steps and procedures relative to conducting a Manual Inventory process.

PREREQUISITES

For manual inventories, an inventory report should be generated for the inventory requested.

APPLICATION

Conduct manual inventory processes and functions.

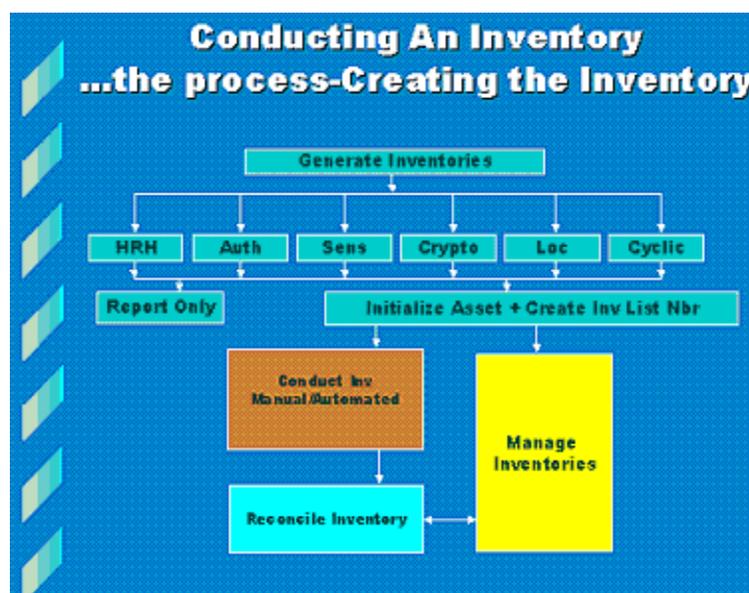
ACTIVITY

Instructor-led lecture and demonstration with Student Hands-on application.

STEPS TO PERFORM ACTION

The following chart outlines the procedure to create the inventory process

:



STEP 1: When generating an inventory, the first step is deciding what type of inventory to generate:

Hand Receipt Holder (HRH). This type of inventory will be used to inventory all assets on a given Major Hand Receipt, a Major Hand Receipt including all of its Sub HRHs, or a Specific Sub Hand Receipt by itself. This inventory is normally conducted between an incoming and outgoing Major HRH. Inventory should be completed before the new Major HRH assumes duties or the outgoing Major HRH departs whichever is first.

Authorization. This type of inventory will be used to inventory assets at the UIC, HRH (a Major Hand Receipt including all of its Sub HRHs) or a Specific Sub Hand Receipt by itself. This type of inventory also allows for the inventory of a specific LIN, Range of LINS or a specific Property Type Code. The reports generated will show both asset information and authorization quantities. This inventory is designed to physically account for assets authorized to an authorization document to verify items on hand.

Sensitive. The physical count of items identified as sensitive by a specific service, such as firearms, ammunition, night vision devices and navigation systems (GPS).

Sensitive Other than Weapons and Ammunition. This type of inventory allows for the inventory assets defined as Sensitive Items other than weapons and ammunition by the (CIIC). An option also exists to include pilferable assets on this inventory. This inventory can be run at the HRH, HRH including all of its Sub HRHs or a Specific Sub HRH only.

Cryptographic. This type of inventory allows for the inventory of controlled cryptographic assets as defined by the CIIC, such as a physical count of Communication Security (COMSEC) Equipment and Components as specified by an individual service or agency. This inventory can run at the HRH, HRH and Sub HRHs, or the Specific Sub HRH only.

Location. This type of inventory allows for the inventory of all assets within a specific physical location. The user has the options to generate individual inventories/reports for the Accountable UIC, each UIC, HRH Major including subs or to generate an inventory/report for each Major and Sub Hand Receipt with assets in the location. If the user intends to conduct location inventories, the format of the location data should be hierarchical. In relation to inventory DPAS tracks the physical whereabouts of an asset using two fields, Location and Sub Location. Since inventories will be conducted at the Location level the locations should be created to support the lowest level one would want to create an inventory.

Example: LOC=SITE C/BLDG 402 SUB LOC= ROOM 101, CUBE 10

This structure would allow the creation of inventories at the Building Level. If in a building, inventories conducted at this level would be too large to manage, the Room could be moved up into the LOC field or an additional descriptor such as floor could be used.

Example: LOC=SITE-C BLDG-402 FL -1 SUB LOC= ROOM 101, CUBE 10

This inventory not only determines and verifies the record location data but can be used to evaluate the condition of material. It allows for correcting records and determining the cause of discrepancies.

Cyclic. Counting some selected assets of a property account during a prescribed period (monthly, quarterly, or semiannually). Specific Department Regulations direct how cyclic inventories are to be conducted. DPAS allows for two types of cyclic inventory - Cyclic by HRH and Cyclic by Location. This type of inventory allows the user to complete the inventory for the HRH or Location by conducting individual inventories on a fraction of the assets at a time. Up to 36 inventories may be conducted over 36 months. Assets will be selected for inventory based on the Last Reconciled Inventory Date of the asset. The assets inventoried with the oldest inventory date will be scheduled in the next inventory. This method insures assets are inventoried on a regular basis, balances the number of assets to be counted on each inventory and eliminates the recount of assets that have already been accounted for on other types of inventory or as a result of transfer actions within the DPAS.



NOTE:

Property Managers can update all asset inventory data when an asset is originally received for or any time the asset is transferred between Major or Sub HRHs or UICs.

STEP 2: Decide what type of action to take regarding the inventory:

- Initialize Inventory and Generate report (by selecting this action, you will create an inventory report along with initializing the assets and creating an inventory. Initializing is to mark or establish (identify) as a starting position - set in motion.) This process generates an Inventory List Number that will be assigned to each asset in the inventory.
- Initialize Inventory (by selecting this action, you will initialize the assets and create an inventory.) This process generates an Inventory List Number that will be assigned to each asset in the inventory.
- Generate Report (by selecting this action, you will create (generate) an inventory report.) This will give you a report of the items assigned to a HRH and does not generate an Inventory List Number.

STEP 3: Decide when to run the process:

- On-line report
- Batch

STEP 4: Decide if you would like the information for a specific UIC or Accountable UIC:

- Specific UIC
- Accountable UIC (if applicable)

In continuing to generate the inventory process, you will further filter information regarding the particular type of inventory. It is also where you can choose whether or not you would like the expanded hand receipt report which displays additional data fields for Property Managers.

Inventory List Number:

DPAS will assign an Inventory List Number to each inventory generated. This number contains the Ordinal Date, the UIC of the inventory being requested and a 4-position serial number. Serial numbers are assigned in order beginning each day with 0001.

- A record containing this Inventory List Number is written to the Manage Inventory Table. Contained in this row is all the information that describes the type of inventory scheduled and its current status.
- When the inventory is initialized, the Inventory List Number record will have an Inventory Process Code of IE-Initialization Executing and will only be visible to the user from the Manage Inventory Inquiry.
- Upon completion of the Initialization of the inventory the Inventory Process Code will be updated.
- If no assets existed for the inventory the inventory record would be marked with an Inventory Process Code of CN-Closed no assets.
- If assets records did exist for the requested inventory the Inventory Process Code will be updated to an OI-Open Initialized.

All assets that do exist for an inventory generated will be initialized by placing the Inventory List Number assigned to that inventory in the associated inventory list number on the asset. This creates a snapshot in time and identifying all assets that are included on the inventory at the time of its creation.



NOTES:

If inventories were generated for a range of Hand Receipts, each Hand Receipt will be assigned a different Inventory List Number.

The selection of the inventory type is done and the appropriate assets are initialized with an Inventory List Number. This Inventory List Number is used to create an inventory record. The Inventory List Number is displayed on the upper right-hand section of the report header. Reconciliation reports are not applicable. The inventory report (in the sequence desired) is utilized to perform the inventory.

The following shows which Inventory List Number Field is used for each Inventory Type Code.

Inventory Type Code	Associated Inventory List Number
HR - Hand Receipt	HRH Inventory List Number
AU - Authorization	Authorization Inventory List Number
SA - Sensitive Ammunition and Weapons	SensitiveA Inventory List Number
SO - Sensitive Other than Weapons and Ammo	SensitiveO Inventory List Number
SP - Sensitive Other Wpns & Ammo Incl Pilferables	SensitiveO Inventory List Number
CR - Cryptographic	Crypto Inventory List Number
LO - Location	Location List Number
CH - Cyclic by HRH	Cyclic Inventory List Number
CL - Cyclic by Location	Cyclic Inventory List Number

If the option to generate a report only was chosen in the generate inventory process, no inventory listing number will be generated. If the option was chosen to initialize only, the inventory listing report may be generated at a later time by the PBO or the Hand Receipt Holder using the Generate Inventory

Listing related process button in Manage Inventories process from either the Hand Receipt Module or the Hand Receipt Holder Module. This report will be generated by collecting all asset records containing the Inventory List Number requested.

At this point the user has used the Generate Inventories process to generate one of nine types of inventories (Inventories Type Codes) and either generate a report only or has generated an inventory, creating a record on the Manage Inventory Table.

Due to changes to the asset record, its authorization, or related catalog record an asset may no longer qualify to be included on an initialized inventory. All processes within DPAS continually will monitor for these changes. If a change occurs that should remove an asset from an associated inventory the Inventory List Number will be removed from the asset.

If changes are made to the assets that will not remove the asset from an inventory, but results in a change to its position in the report, such as a change of the Serial Number, the report will be marked with a D-Details Change in the Inventory Modify Code. If the report already had assets removed from it due to prior actions the code would be changed from an R to a B for Both Assets Removed and Details Changed.

Manual Inventory Procedures

When conducting the inventory via the manual process, the user will take the hard copy of the Inventory Report, visually verify the existence of the assets and annotate any discrepancies in Location or Quantity on the report. Upon return to the Property Management Office the Reconciliation will be inputted manually into DPAS by the technician. The following steps apply:

1. Through the Generate Inventory process, the inventory type is selected and the appropriate assets are initialized with an Inventory List Number. This Inventory List Number is used to create an inventory record. For manual inventories, an inventory report should be generated for the inventory requested. The Inventory List Number is displayed on the upper right-hand section of the report header. Reconciliation reports are not applicable. The inventory report (in the sequence desired) is utilized to perform the inventory.
2. After the user is satisfied all assets are accounted for, based of the inventory report.
 - a. Use the Manage Inventory process to select the Inventory List Number for the inventory that was just conducted.
 - b. Select Close Inventory. This will take you to the Close Inventory process where the inventoried assets are updated with the user ID and Inventory Date. The inventory due date may be updated.
3. If there are discrepancies, the user can go to the Update Inventory Data process where an asset can be marked as a Suspected Loss. After all discrepancies are identified or accounted for, the user can choose to go to Close Inventory. This will close the inventory and update the inventoried assets with User ID and Inventory Date.

Generating A Hand Receipt Report By HRH Nbr

MODULE: Hand Receipt

INTRODUCTION

In this process, we will generate an inventory by Hand Receipt Holder (HRH). This is an inventory conducted of property listed on the hand receipt. This inventory is normally conducted between an incoming and outgoing hand receipt holder. The inventory should be completed before the new hand receipt holder assumes duties or the outgoing hand receipt holder leaves, whichever is first. This process is used for both manual and automated inventories.

OBJECTIVES

The student will be able to identify the parts and explain the functions of generating inventory by Hand Receipt Holder.

PREREQUISITES

None

APPLICATION

Generate an inventory by your Hand Receipt Holder (HRH).

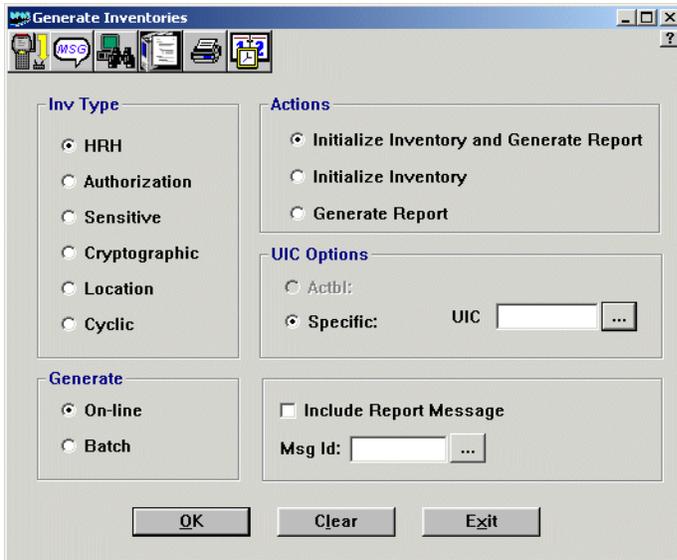
ACTIVITY

Instructor-led lecture with Student Hands-on

STEPS TO PERFORM ACTION

1. Select the **Hand Receipt** icon, or select **Hand Rcpt** from the menu bar.
2. Select **Inventory Actions** option from the program group.

3. Select **Generate Inventory** from the program list.



STEP 1:

Inventory Type Group Box:

- a. Accept the default **HRH**.

Actions Group Box:

- b. Select **Initialize Inventory and Generate Report**.

Generate Group Box:

- c. Select whether you want this report to run On-line (immediately) or in the Batch (overnight) process. If your property book is large, it may be a good idea to run this process in Batch so not to degrade the system.

UIC Options Group Box:

- d. **Specific UIC:** Enter or browse for your UIC.
- e. If you want to include a Report Message, check this box.
- f. **Msg Id:** If you chose to include a report message, browse for the message you wish to include. These messages are built in the **Utilities** module.
- g. Click **OK**.

STEP 2:

Sort Sequence Group Box:

- a. Select the order in which you want your report sorted.

Report Annexes Group Box:

- b. If desired, select a report annex report.



Report Type	
Sub Hand Receipt(s)	Check if you want a separate listing for each of your sub hand receipts.
SKO/BII/AAI Hand Receipt	Check if you want a hand report listing of your SKOs, BIIs, and AAIs.
SKO/BII/AAI Excess/Shortage	Check if you want an excess and shortage report of your SKOs, BIIs, and AAIs.

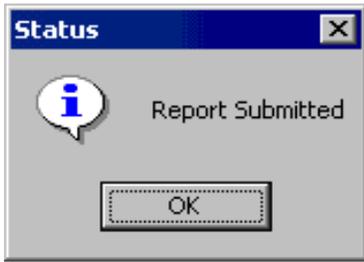
Options Group Box:

- c. If desired, select an option.

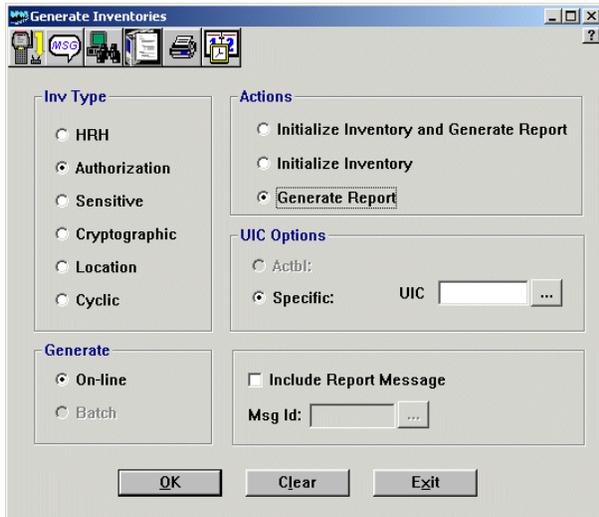
Option Type	
HRH Range	Select this check box if you want to request a range of Major HRH Nbrs. If you also want to include Subs, select the "Include Sub-Hand Receipt(s)" check box. The screen HRH Nbr input field will be deactivated when a HRH Range is entered.
Include Sub-Hand Receipt(s)	Select this check box if you want to request a range of Major HRH Nbrs with all of its Subs included (this can also be used with the HRH Range). The screen Sub HRH Nbr input field will be deactivated when this check box is selected.
Expanded Report	This will generate a more detailed report.

- d. **HRH Nbr:** Enter the hand receipt holder for which you are generating this report. If you selected HRH Range in the Options group box, you will be prompted to enter the beginning HRH Nbr and the ending HRH Nbr.
- e. **Sched Cmpltn Dt:** You can accept the default of 2 weeks from the current date or change to the expected completion date.
- f. **Next Inv Due Dt:** You can accept the default date or change the date to the expected next inventory due date. This date is determined by Agency. For Navy users, it defaults to 3 years out and all others it defaults to 1 year out.
- g. Click **Submit**.

The following dialog box is displayed:



h. Click **OK**.



STEP 3:

- a. Click  to print the inventory. You are returned to the Reports Menu screen where you can select the inventory report you wish to print.
- b. Once you have selected your inventory report, click the **Print** button.
- c. Your Windows Print dialog box is displayed and you can print your report.
- d. Return to the DPAS Main Menu.



NOTES:

Once the inventory is initialized, the system will automatically assign an inventory listing number. This number consists of the following format: ordinal number (YY+ Julian day) + UIC + a 4 position serial number that will be reset everyday.

The ordinal number is the 5-positions, first two are the year (example: 03) and the next three are the Julian day (example: 038).

STEP 4:

- a. Take the hard copy of your Inventory Report and visually verify the existence of the assets.
- b. Annotate any discrepancies in Location or Qty on the report.

The next process will help you to correct any discrepancies.

Reconciling A Manual Inventory

INTRODUCTION

Upon completion of the gathering of the inventory data, it must be compared to the data contained within the DPAS. After the discrepancies have been identified, the discrepancies must be researched and corrections must be made.

If there are discrepancies (i.e., missing or lost property) in your inventory, you should use this process to mark an asset as a Suspected Loss. After all discrepancies are identified or accounted for, you can choose to go to Close Inventory. This will close the inventory and update the inventoried assets with User Id and Inventory Date.

OBJECTIVES

Students/users should be able to successfully accomplish a property inventory reconciliation.

PREREQUISITES

An inventory was initialized and conducted for a specified listing of property assets with a report generated.

APPLICATION

Accomplish an inventory reconciliation using either the Update Inventory Data process or Manage Inventories process.

ACTIVITY

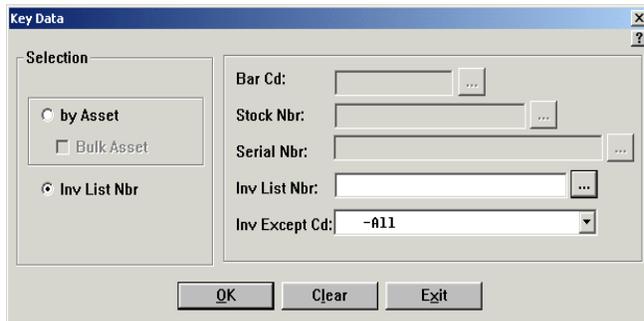
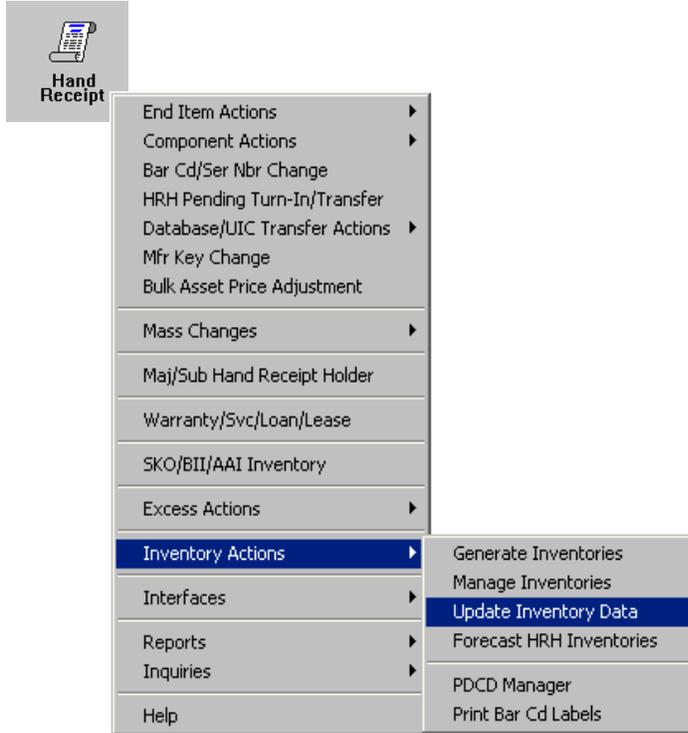
Instructor-led lecture and demonstration with Student Hands-on application.

STEPS TO PERFORM ACTION

This function can be accomplished two ways. The first, by going to the Update Inventory Data process and the second, by going to Manage Inventories process. Once you get to Step 3, the screens are the same for both processes. We will discuss the Update Inventory Data first.

UPDATE INVENTORY DATA

1. Select the **Hand Receipt** icon, or select **Hand Rcpt** from the menu bar.
2. Select **Inventory Actions** from the program group.
3. Select **Update Inventory Data** from the program list.



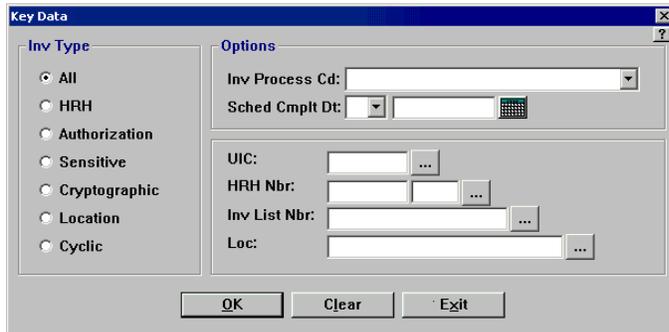
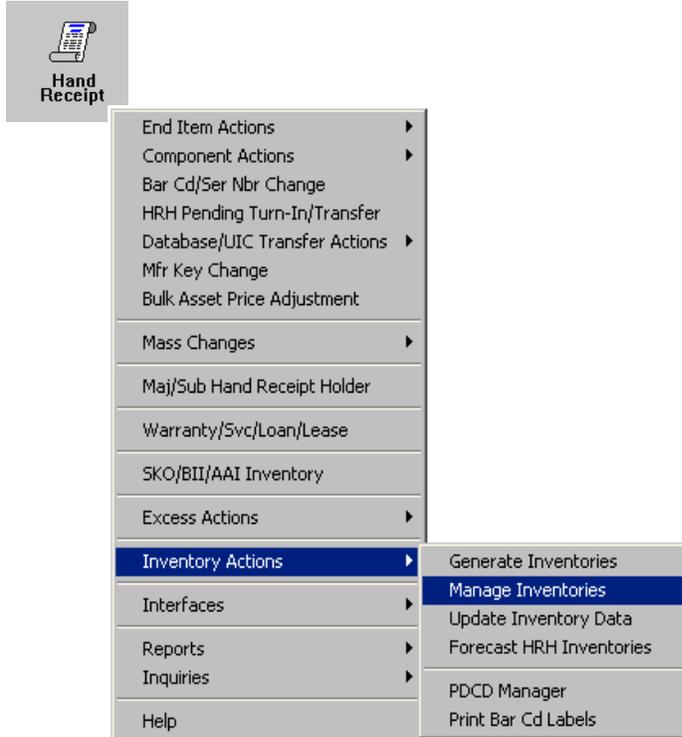
STEP 1:

- a. **Selection:** Select **Inv List Nbr**.
- b. **Inv List Nbr:** Enter or browse for the inventory list number of the inventory you will be updating.
- c. **Inv Except Cd:** Accept the default **All**.
- d. Click **OK**.

You will need to go to STEP 3, in the **Manage Inventories** process to view the unreconciled assets.

MANAGE INVENTORIES

1. Select the **Hand Receipt** icon, or select **Hand Rcpt** from the menu bar.
2. Select **Inventory Actions** from the program group.
3. Select **Manage Inventories** from the program list.

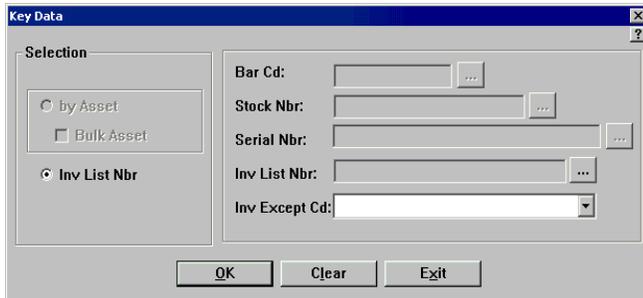
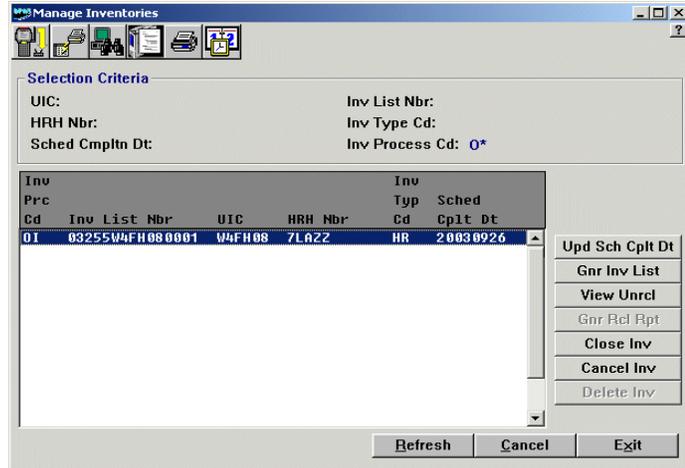


STEP 1:

- a. **Inv Type:** Select the type of inventory you conducted.
- b. **Inv Process Cd:** Since you are reconciling an **open** inventory, accept the default **O* -All Open Inventories**.
- c. **UIC:** Enter or browse for your UIC. This field is not mandatory. This field will further filter the inventories requesting to view/manage.
- d. **HRH Nbr:** Enter or browse for the HRH Nbr for which the inventory was conducted. This field is not mandatory. This field will further filter the inventories requesting to view/manage.
- e. **Inv List Nbr:** Enter or browse for the Inventory List number for the inventory you are going to reconcile.
- f. **Loc:** Enter or browse for the location. This field is not mandatory. This field will further filter the inventories requesting to view/manage.
- g. Click **OK**.

STEP 2A (Manage Inventories):

- Highlight the Inventory List Nbr for the inventory you are conducting.
- Click the **View Unrcl** button.

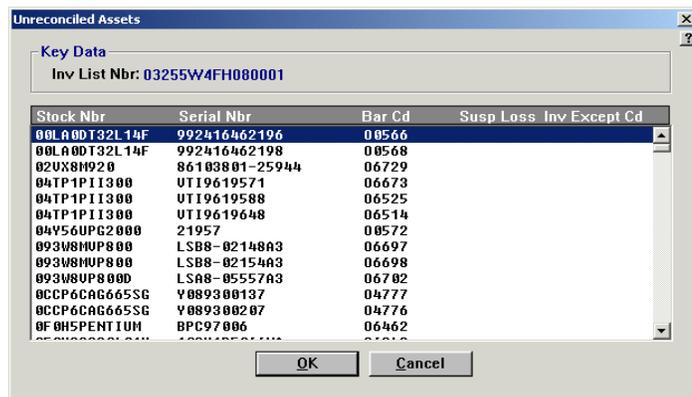


STEP 2B (Manage Inventories):

- Inv List Nbr:** The selected Inventory List Number will be displayed.
- Click **OK**.

STEP 3:

You can multi-select assets from this list that are in a row that have an Inventory Exception code of "OD", "OU", or "SL". You cannot multi-select items with an Inventory Exception Code of "OQ", "SQ", "SM", "SR", "TF", or "ON". **You also cannot multi-select Bulk assets.** To multi-select, hold the SHIFT key on your keyboard and hit the Down Arrow on your keyboard to select items.



To multi-select assets that are not in a row, hold the CTRL key and click on individual assets that you wish to update.

Multi-select will cause the changes that are made on the next screen to affect all the assets selected on this list box.

STEP 4:

If you multi-selected assets, then Multi-select will be the only thing displayed in the Key Data group box on this screen.

- a. **Inv Qty:** For bulk items, enter the correct quantity that was inventoried, if different from what is displayed. Multi-select is not an option.
- b. **Inv Loc:** Enter or browse for the location where the item was inventoried, if different from what is displayed.
- c. **Inv Sub Loc:** Enter the sub location where the item was inventoried, if different from what is displayed.
- d. **Last Inv Dt:** Enter the date the asset(s) (if multi-selected) was inventoried. If preferred, use the calendar button to select the appropriate date.
- e. **Inv User Id:** Enter the name (up to 8 characters) of the person who performed the inventory.
- f. **Suspected Loss Cd:** Use this code to flag an asset(s) as a suspected loss, report of survey, or an internal investigation.

Suspected Loss Codes	
I	Internal Investigation. This flags assets that are under an internal investigation.
R	Report of Survey. This flags assets that are to be deleted from the database as a report of survey. These would be items that have been lost or stolen.
S	Suspected Loss. This flags assets that you can not find and they are considered a suspected loss.

 **NOTES:** When the update has been performed, the Reconciliation and Inventory fields will be updated with the input data. The Cause of Last Reconciliation Date Change will also be updated with the Inv List Nbr, indicating the assets were counted as a result of this inventory, and the assets will be removed from the Unreconciled assets listbox.

Updates are made to both the inventory and reconciliation fields. The Inv List Nbr is moved into the Cause of Last Inv Dt Chg and Cause of Last Rcl Dt Chg fields.

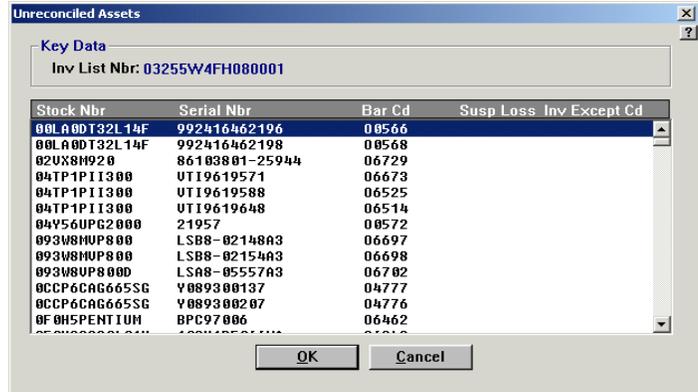
If the asset is marked as a Suspected Loss, a value of S, I or R is moved to the Suspect Loss Cd and Inv List Nbr is moved to the Cause of Suspected Loss fields on the asset.

STEP 5:

You are returned to the selection window (if any existed) to select the next item(s).

- a. Select the next asset to reconcile.
- b. Click **OK**.

When all of the update actions have been completed for the inventory and your are satisfied with the reconciliation, you can now close (complete) your inventory.



Discrepancy/Corrective Action Decision Matrix

Inventory Errors		Corrective Action(s)
Data Integrity	Incorrect Nomenclature	User must perform a Catalog Inquiry to find a stock number that matches the nomenclature of the equipment then process the End Item Stock Number Change in the Hand Receipt module.
	Incorrect Bar Code	In the Hand Receipt module, change the bar code through Bar Cd/Ser Nbr Change function.
	Incorrect Serial Number	In the Hand Receipt module, change serial number through Bar Cd/Ser Nbr Change function.
	Incorrect HRH or Sub-HRH	In the Hand Receipt module, the user must process a HRH Transfer in End Item Actions function.
	Incorrect Location	In the Hand Receipt module, change the asset's location through Update Inventory Data function in the Inventory Actions process.
Missing Bar Code Labels		In the Hand Receipt module, perform an End Item Serial Inquiry to gather correct bar code information and then use the Print Bar Code Label function in the Inventory Actions process.
Quantity Errors	<p>Overages</p> <p>Wrong location or assigned to a different HRH</p> <p>Asset was received but not recorded in the property book.</p>	<p>In the Hand Receipt module, perform an End Item Serial Inquiry to determine where the property should be and to whom it should be assigned. Then use the Update Inventory Data function in the Inventory Actions process to make the necessary changes to the location. If necessary, process a HRH Transfer in the End Item Actions or physically move the asset to the recorded location.</p> <p>Find the needed paperwork and using the Hand Receipt module, perform an Increase action in the End Item Actions process and then print the needed bar code label.</p>
	<p>Shortages</p> <p>Asset was physically moved to another location but change was not processed in DPAS.</p>	<p>In the Hand Receipt module, change the location using the Update Inventory Data process in the Inventory Actions function.</p>
	<p>An End Item Increase transaction was processed adding the item to the property book but the material was never physically received by the HRH.</p>	<p>Verify with the receiving activity to determine what action was taken with the asset, review the procedures, and conduct training as necessary. An End Item Increase should not be processed unless the material is confirmed received by the receiving activity. If the material was not received, using the Hand Receipt module, the PBO/PPM must process a reversal in DPAS, using the Decrease function of the End Item Actions process.</p>

Inventory Errors		Corrective Action(s)
	Asset is lost, stolen, or missing. Asset was transferred to DRMO or another activity but not removed from the property book.	Code item with a suspected loss code of I in the Update Inventory Data screen. Conduct an investigation and prepare a DD-200 and process and using the Hand Receipt module, process a Decrease action using the End Item Actions function. This must be supported by a DD 1348-1A.

Closing A Manual Inventory

INTRODUCTION

This on-line process can be used to close manual inventories. The process generates a Mass Change of both inventory and reconciliation fields for Last Inventory Date, User Id and Cause of Last Dt change on assets indicated by the Inventory List Nbr. If the inventory type is Hand Receipt, Authorization, Sensitive or Cryptographic, the Hand Receipt table is updated with the Last Inv Dt and Next Inv Due Dt entered on screen.

This action will update the inventory dates and User Ids on all assets not already reconciled. The Inv List Nbr will be removed from all of the assets. When the Inv Type Cd is: **HR, CR, SO, SA, SP**, or **AU**, the appropriate Inv date will be updated on the Hand Receipt Holder Table. The Inv Process Cd for the inventory will be updated to CM-Closed Mass.

Corrections can be made using the Update Inv Data process prior to closing the inventory. Assets that have previously been labeled as a Suspected Loss will not be updated and will have to be updated individually if they were discovered as a result of this inventory. You will be prompted if any Suspected Loss records exist.

OBJECTIVES

Students/users should be able to accomplish necessary steps and procedures relative to closing a manual inventory.

PREREQUISITES

Access to the Hand Receipt Module and an inventory was completed and a reconciliation was conducted. The inventory must have an inventory process code of OU or OI.

APPLICATION

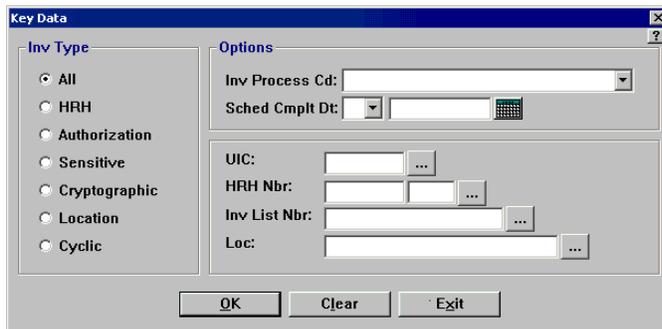
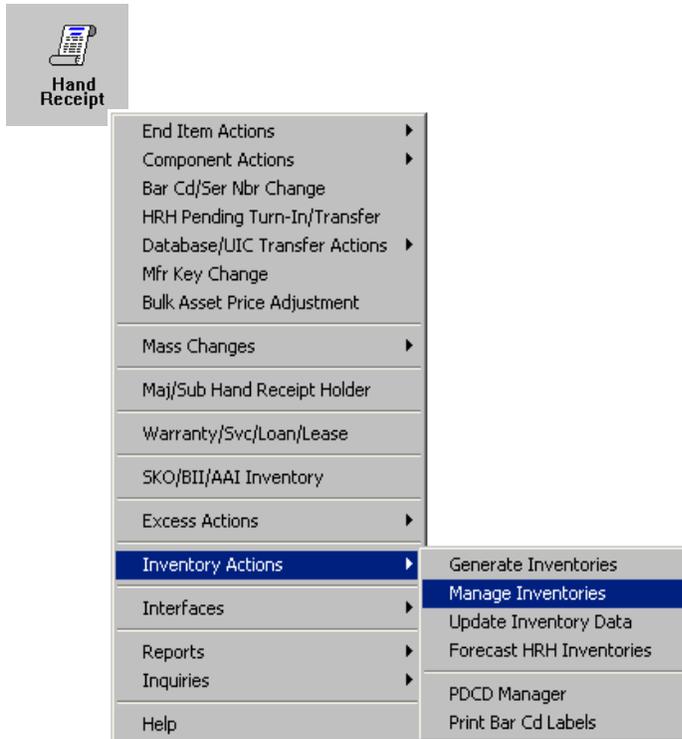
Conduct an inventory close action utilizing the Manage Inventories process.

ACTIVITY

Instructor-led lecture and demonstration with Student Hands-on application.

STEPS TO PERFORM ACTION

1. Select the **Hand Receipt** icon, or select **Hand Rcpt** from the menu bar.
2. Select **Inventory Actions** from the program group.
3. Select **Manage Inventories** from the program list.



STEP 1:

- a. **Inv Process Cd:** Accept the default.
- b. **Sched Cmpltn Dt:** If you want to display inventories with a specific Scheduled Completion Date, enter the date or use the calendar button to select the applicable date; otherwise, leave blank.
- c. **UIC:** Enter or browse for your UIC. This field is not mandatory. This field will further filter the inventories requesting to view/manage.
- d. **HRH Nbr:** Enter or browse for the HRH Nbr for which the inventory was conducted. This field is not mandatory. This field will further filter the inventories requesting to view/manage.
- e. **Inv List Nbr:** Enter or browse for the Inventory List number for the inventory you are going to reconcile.
- f. Click **OK**.

STEP 2:

- a. Highlight the Inventory List Number of the inventory you are closing.
- b. Click the **Close Inv** button.



NOTE:

When closing an inventory that has assets flagged as a suspected loss, a dialog box will display a warning that you still have assets that are suspected losses and asks if you still want to continue to close the inventory.

Inv Prc Cd	Inv List Nbr	UIC	HRH Nbr	Inv Typ Cd	Sched Cplt Dt
01	03255W4FH080001	W4FH08	7LAZZ	HR	20030926

STEP 3:

- a. **Inv User Id:** The user who logged on is displayed. If different from the user who performed the inventory, change to the correct user.
- b. **Last Inv Dt:** The current system date is displayed. If different from the date the inventory was performed, enter the correct date. You can also click on the calendar button to select the date.
- c. **Next Inv Due Dt:** The next date the inventory is due is displayed. This is based on your Agency. Change this as needed.
- d. Click **Save**.

Once an inventory has been closed, the following updates will occur on the Serial, Component and Bulk Hand Receipt Tables Inventory tab, as applicable (see the End Item Serial, End Item Component, and End Item Bulk Inquiries):

- 1 Transaction Inv User Id is moved to Inv User Id and Rcl Inv User Id
- 2 Transaction Last Inv Dt is moved to the Last Inv Dt and Rcl Last Inv Dt. Also, moved to the Hand Receipt Holder Table's Last Inv Dt.
- 3 Transaction Inv List Nbr is moved to the Cause Lst Rcl Dt Chg and Cause of Last Inv Dt Chg. It is removed from the Inv List Nbr field.
- 4 A "0" is moved to the Inv Input Type and Rcl Inv Input Type.
- 5 Transaction UIC is moved to Inv UIC.
- 6 Transaction HRH Nbr is moved to Inv HRH Nbr.

The screenshot shows the 'End Item Serial Inquiry' window with the 'Inventory' tab selected. It displays 'INVENTORY RECONCILIATION DATA' with the following fields:

Rcl Inv User Id:	INSTR01	Inv User Id:	INSTR01
Rcl Last Inv Dt:	20030331	Last Inv Dt:	20030331
Cause of Last Rcl Dt Chg:	03058W0U6AA0001	Cause of Last Inv Dt Chg:	03058W0U6AA0001
Rcl Inv Input Type:	0	Inv Input Type:	0
UIC:	W0U6AA	Inv UIC:	W0U6AA
HRH Nbr:	W0U6C8	Inv HRH Nbr:	W0U6C8
Loc:	BLDG 111	Inv Loc:	BLDG 111

Arrows from the list items point to these fields: Item 1 points to 'Rcl Inv User Id' and 'Inv User Id'; Item 2 points to 'Rcl Last Inv Dt' and 'Last Inv Dt'; Item 3 points to 'Cause of Last Rcl Dt Chg' and 'Cause of Last Inv Dt Chg'; Item 4 points to 'Rcl Inv Input Type' and 'Inv Input Type'; Item 5 points to 'UIC' and 'Inv UIC'; Item 6 points to 'HRH Nbr' and 'Inv HRH Nbr'.

NOTE: For bulk items only, the record Qty is moved to the Inv Qty.

The following updates will occur on the Inventory Table (see the Manage Inventories Inquiry):

The screenshot shows the 'Manage Inventories Inquiry' window with the following fields:

Actbl UIC:	W0L6AA	UIC:	W0L6AA
Inv Type Cd:	HR	Inv Process Cd:	CM
HRH Nbr:	01000	Loc:	
Sched Cmpltn Dt:	20040303	Inv Closed Dt:	20040331
Inv Creatn Level:	H	Inv Modfctn Cd:	
Rpt HRH Sub Ctl Cd:		Prop Type Cd:	
LIN:		LIN To:	

Arrows from the list items point to these fields: Item 1 points to 'Inv Process Cd' (CM); Item 2 points to 'Inv Closed Dt'.

- 1 A "CM" is moved to the Inv Process Cd on the Inventory Table.
- 2 System Date is moved to the Inv Closed Dt.

The following updates will occur on the Hand Receipt Table (See Maj/Sub Hand Receipt Holder Inquiry). There are no updates for Cyclic or Location type inventories.

- Transaction Last Inv Dt is moved to the Last Inv Dt for the appropriate inventory type.
- Transaction Next Inv Due Dt is moved to Inv Due Dt for appropriate inventory type.

The screenshot shows a software window titled "Maj/Sub Hand Receipt Holder Inquiry" with three tabs: "Basic", "Inventory", and "Contract". The "Inventory" tab is selected. The window displays the following information:

UIC: WOMEAA HRH Major Nbr: 01000 HRH Sub Nbr:

INVENTORY			
HRH Last Inv Dt:	20030401	HRH Inv Due Dt:	20060401
Authn Last Inv Dt:	20030401	Authn Inv Due Dt:	20060401
Sensitive A Last Inv Dt:	20030401	Sensitive A Inv Due Dt:	20040401
Sensitive O Last Inv Dt:	20030401	Sensitive O Inv Due Dt:	20040401
Crypto Last Inv Dt:	20030401	Crypto Inv Due Dt:	20040401

At the bottom of the window, it shows "Record 1 of 4" and navigation buttons: "Previous", "Next", "New Inquiry", and "Exit".

Generating An Authorization Inventory

INTRODUCTION

In this process, we will generate inventory by Authorization. This inventory is designed to physically account for assets authorized by an authorization document to verify items on hand. This process is used for both manual and automated inventories.

OBJECTIVES

The student will be able to identify the parts and explain the functions of generating inventory by Authorizations

PREREQUISITES

None

APPLICATION

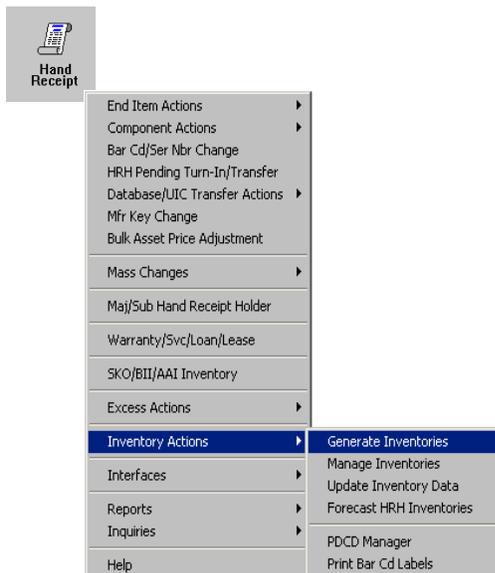
Generate an inventory by Authorizations. In this inventory you will have the option of selecting a LIN or a LIN Range.

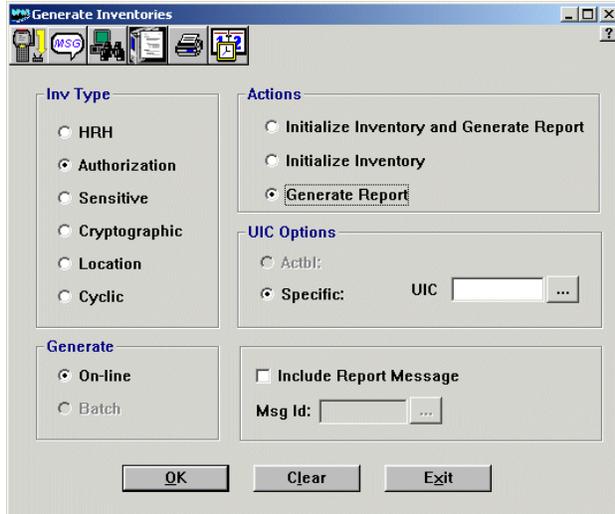
ACTIVITY

Instructor-led lecture with Student Hands-on

STEPS TO PERFORM ACTION

1. Select the **Hand Receipt** icon, or select **Hand Rcpt** from the menu bar.
2. Select **Inventory Actions** from the program group.
3. Select **Generate Inventories** from the program list.





STEP 1:
Inv Type Group Box:

- a. Select **Authorizations**.

Actions Group Box:

- b. If you want a copy of the inventory, select **Initialize and Generate Report**. If you do not need (or want) a copy of the report, select **Initialize Inventory**. If you only want a hard copy of the report with initializing the inventory, select **Generate Report**.

UIC Options Group Box:

- c. **Actbl UIC:** Click this radio button to submit the request at the Accountable UIC level.
- d. **Specific UIC:** Enter or browse for your UIC. If you selected **Actbl UIC**, this field will not be accessible.

Generate Group Box:

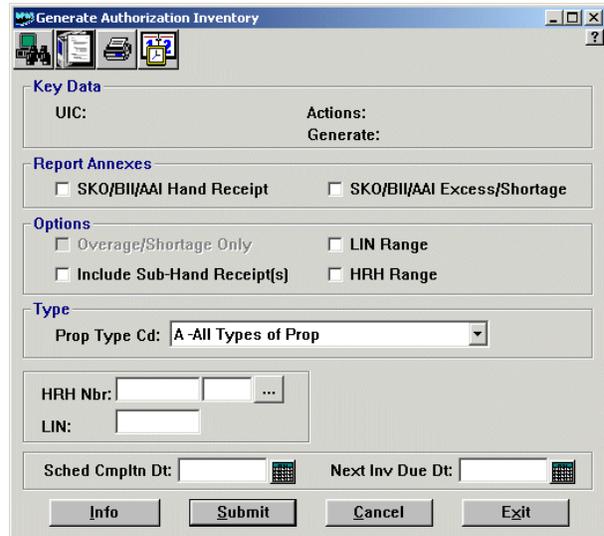
- e. Select whether you want this report to run On-line (immediately) or in the Batch (overnight) process. If your property book is large, it may be a good idea to run this process in Batch so not to degrade the system.
- f. If you want to include a Report Message, check this box.
- g. **Msg Id:** If you chose to include a report message, browse for the message you wish to include. These messages are built in the **Utilities** module.
- h. Click **OK**.

STEP 2:

Report Annexes Group Box:

- a. If desired, select a report annex report.

Report Type	
SKO/BII/AAI Hand Receipt	Check if you want a hand report listing of your SKOs, BIIs, and AAIs.
SKO/BII/AAI Excess/Shortage	Check if you want a excess and shortage report of your SKOs, BIIs, and AAIs.



Options Group Box:

- b. If desired, select an option.

Option Type	
Overage/Shortage Only	The Authorization Hand Receipt Report automatically generates an Overage/Shortage Annex (UIC/DPTD223R, HRH/DPTD224R) as part of the basic hand receipt report. If the user desires the Overage/Shortage only, then this box is checked.
Include Sub-Hand Receipt(s)	Select this check box if you want to request a range of Major HRH Nbrs with all of its Subs included (this can also be used with the HRH Range). The screen Sub HRH Nbr input field will be deactivated when this check box is selected.
LIN Range	This check box will allow the specific pulling of the Authorization Hand Receipt Report by a specified Line Item Number (LIN) range. This range is used primarily for Special/Cyclic inventories.
HRH Range	Select this check box if you want to request a range of Major HRH Nbrs. If you also want to include Subs, select the "Include Sub-Hand Receipt(s)" check box. The screen HRH Nbr input field will be deactivated when a HRH Range is entered.

Type Group Box:

- c. Click on the drop down list box to display the Property Type Codes. DPAS defaults to **A-All Types of Property**. Refer to **Adding Authorizations** for a description of the Property Type codes.
- d. **HRH Nbr:** Enter the hand receipt holder; and if desired, enter the sub HRH for which you are generating this report. If you selected HRH Range in the Options group box, you will be prompted to enter the beginning HRH Nbr and the ending HRH Nbr. If you desire the inventory by UIC, leave the HRH Nbr blank.
- e. **LIN:** If you want a listing of a specific LIN for your HRH Nbr, enter that LIN. If you selected LIN Range in the Options group box, you will be prompted to enter the beginning LIN and the ending LIN.
- f. **Sched Cmpltn Dt:** The default date is 2 weeks from the current date. If needed, you can change this date to the desired expected completion date. This field is not accessible if you are only generating the report.
- g. **Next Inv Due Dt:** The default date is determined by your Agency. For Navy users, the default date is 3 years out and all other agencies the default date is 1 year out. This date can be changed per your Agency.
- h. Click **Submit**.

The following dialog box is displayed:



- i. Click **OK**.

You are returned to the Generate Inventories screen.

- j. Click  to print the inventory. You are returned to the Reports Menu screen where you can select the inventory report you wish to print.
- k. Once you have selected your inventory report, click the **Print** button.
- l. Your Windows Print dialog box is displayed and you can print your report.
- m. Return to the DPAS Main Menu.



NOTES:

Once the inventory is initialized, the system will automatically assign an inventory listing number. This number consists of the following format: ordinal number (YY+ Julian day) + UIC + a 4 position serial number that will be reset everyday.

The ordinal number is the 5-positions, first two are the year (example: 03) and the next three are the Julian day (example: 038).

Generating A Sensitive Items Inventory

INTRODUCTION

In this process we will generate a sensitive item inventory. Sensitive item inventory is the physical count of items identified as sensitive by a specific service (e.g., firearms, ammunition, night vision devices and navigation systems (GPS)). This also may include items that are identified as pilferable. This process is used for both manual and automated inventories.

OBJECTIVES

The student will be able to identify the parts and explain the functions of generating sensitive item inventory.

PREREQUISITES

None

APPLICATION

Generate a sensitive item inventory.

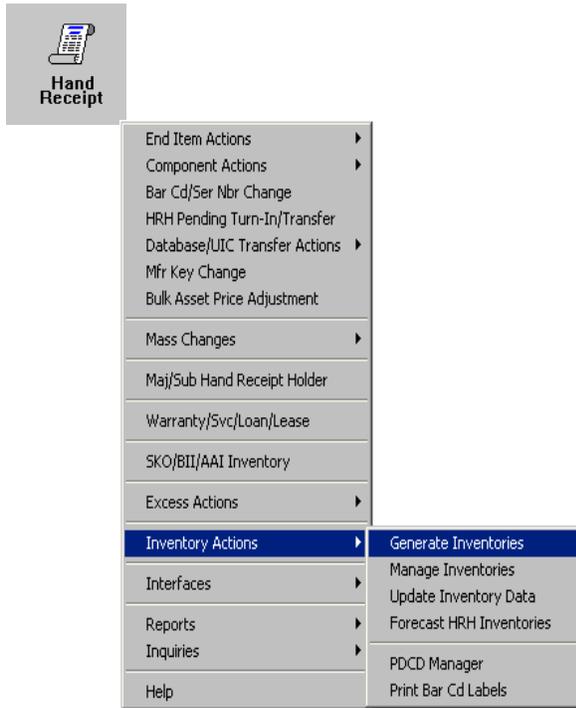
ACTIVITY

Instructor-led lecture with Student Hands-on

STEPS TO PERFORM ACTION

1. Select the **Hand Receipt** icon, or select **Hand Rcpt** from the menu bar.
2. Select **Inventory Actions** from the program group.

3. Select **Generate Inventories** from the program list.



STEP 1:

Inv Type Group Box:

a. Select **Sensitive**.

Actions Group Box:

b. If you want a copy of the inventory, select **Initialize and Generate Report**. If you do not need (or want) a copy of the report, select **Initialize Inventory**. If you only want a hard copy of the report with initializing the inventory, select **Generate Report**.

UIC Options Group Box:

- c. **Actbl UIC:** Click this radio button to submit the request at the Accountable UIC level.
- d. **Specific UIC:** Enter or browse for your UIC. If you selected **Actbl UIC**, this field will not be accessible.

Generate Group Box:

e. Select whether you want this report to run On-line (immediately) or in the Batch (overnight) process. If your property book is large, it may be a good idea to run this process in Batch so not to degrade the system.

- f. If you want to include a Report Message, check this box.
- g. **Msg Id:** If you chose to include a report message, browse for the message you wish to include. These messages are built in the **Utilities** module.
- h. Click **OK**.

STEP 2:

- a. **Sort Sequence Group Box:** Select how you want your report sorted. This will not be available if you only initialized the inventory.
- b. **Type Group Box:** Select the type of sensitive item inventory you wish to perform.

Type	
Both	Includes all items classified as sensitive in nature.
Weapons and Ammunition	Only weapons and ammunition.
Other Than Weapons and Ammunition	Items such as night vision goggles, Global Positioning Systems (GPS), STU III phones, etc.
Include Pilferables	You can also include items that are deemed pilferable.

- c. **Options:** If desired, you can choose for a specific HRH Nbr, a range of HRH Nbrs, and include all the sub-HRHs.

Options	
HRH Nbr	This selection will require the entry of a HRH Nbr. One Inventory Number will be created. If the HRH Nbr is not entered, a roll up report is not created, but instead individual Inv List Nbrs are created for each HRH Nbr under the UIC. If submitted for the Actbl UIC, an Inv List Nbr is created for each HRH Nbr or UIC change under the Actbl UIC.
Range	This selection will require a From and To HRH Nbr. An Inventory Number will be created for each HRH Nbr in the range. An Inv List Nbr will be created for each HRH within range.
Include Sub-Hand Receipt(s)	This selection will retrieve all assets for the sub-hand receipt holders associated with the Major-hand receipt holder entered.

- d. **Report Annex:** Check the **Sub Hand Receipt(s)** *only* if you want a separate report listing for each of the sub-HRH Nbrs for a specific HRH Nbr or range of HRH Nbrs. This will not be available if you only initialized the inventory.
- e. **HRH Nbr:** Enter or browse for the HRH Nbr and/or sub-HRH Nbr. If you did not select the HRH Nbr Option, this field will not be accessible. If you selected the **Range** option, you will need to enter the beginning HRH Nbr for which you are generating this report.
- f. **To HRH Nbr:** This field will only display *if* you selected the **Range** option. You will then need to enter the ending HRH Nbr for which you are generating this report.

- g. **Sched Cmpltn Dt:** The default date is 2 weeks from the current date. If needed, you can change this date to the desired expected completion date. This field is not accessible if you are only generating the report.
- h. **Next Inv Due Dt:** The default date is determined by your Agency. For Navy users, the default date is 3 years out and all other agencies the default date is 1 year out. This date can be changed per your Agency.
- i. Click **Submit**.

The following dialog box is displayed:



- j. Click **OK**.
 - k. Click  to print the inventory. You are returned to the Reports Menu screen where you can select the inventory report you wish to print.
 - l. Once you have selected your inventory report, click the **Print** button.
 - m. Your Windows Print dialog box is displayed and you can print your report.
- n. Return to the DPAS Main Menu.



NOTES:

Once the inventory is initialized, the system will automatically assign an inventory listing number. This number consists of the following format: ordinal number (YY+ Julian day) + UIC + a 4 position serial number that will be reset everyday.

The ordinal number is the 5-positions, first two are the year (example: 03) and the next three are the Julian day (example: 038).

Generating A Cryptographic Items Inventory

INTRODUCTION

In this process we will generate a Cryptographic Item inventory. Cryptographic Item inventory is the physical count of Communication Security (COMSEC) Equipment and Components as specified by a specific service or agency. This process is used for both manual and automated inventories.

OBJECTIVES

The student will be able to identify the parts and explain the functions of generating cryptographic item inventory.

PREREQUISITES

None

APPLICATION

Generate a Cryptographic Item inventory.

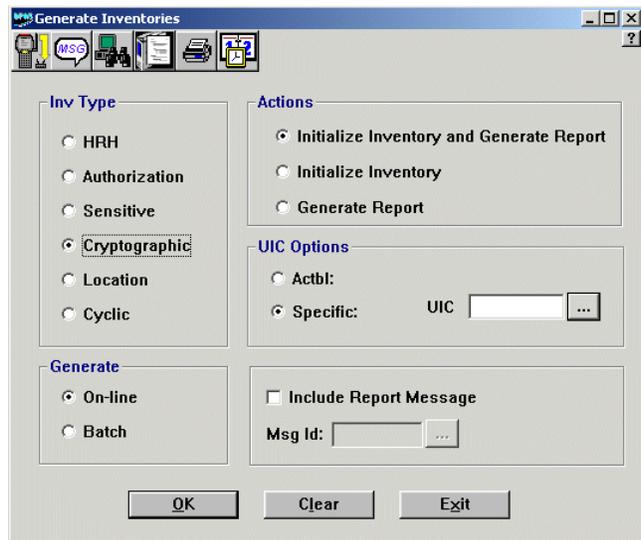
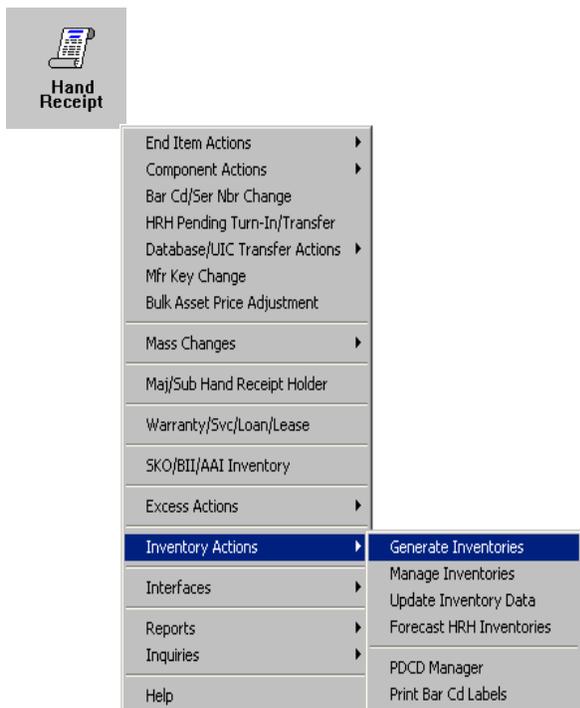
ACTIVITY

Instructor-led lecture with Student Hands-on

STEPS TO PERFORM ACTION

1. Select the **Hand Receipt** icon, or select **Hand Rcpt** from the menu bar.
2. Select **Inventory Actions** from the program group.

3. Select **Generate Inventories** from the program list.



STEP 1:

Inv Type Group Box:

a. Select **Cryptographic**.

Actions Group Box:

b. If you want a copy of the inventory, select **Initialize and Generate Report**. If you do not need (or want) a copy of the report, select **Initialize Inventory**. If you only want a hard copy of the report with initializing the inventory, select **Generate Report**.

UIC Options Group Box:

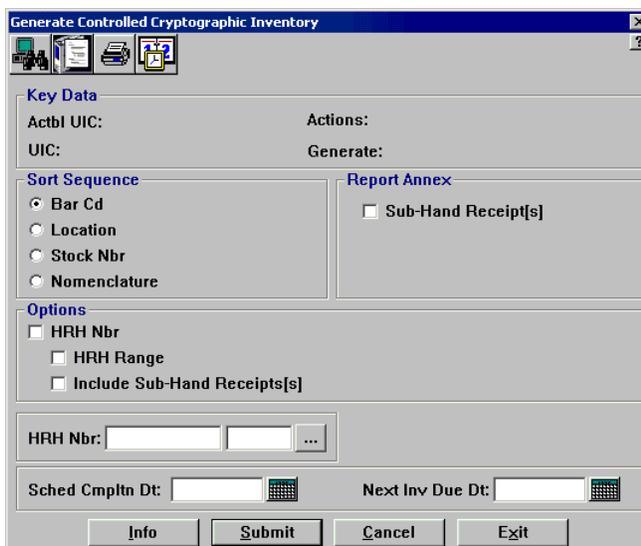
- c. **Actbl UIC:** Click this radio button to submit the request at the Accountable UIC level.
- d. **Specific UIC:** Enter or browse for your UIC. If you selected **Actbl UIC**, this field will not be accessible.

Generate Group Box:

- e. Select whether you want this report to run On-line (immediately) or in the Batch (overnight) process. If your property book is large, it may be a good idea to run this process in Batch so not to degrade the system.
- f. If you want to include a Report Message, check this box.
- g. **Msg Id:** If you chose to include a report message, browse for the message you wish to include. These messages are built in the **Utilities** module.
- h. Click **OK**.

STEP 2:

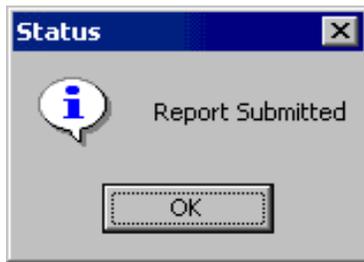
- a. **Sort Sequence:** Select how you want your report sorted. If you only initialized the inventory, then the sort sequence will not be available.
- b. **Report Annex:** Check the **Sub Hand Receipt(s)** *only* if you want a separate report listing for each of the sub-HRH Nbrs for a specific HRH Nbr or range of HRH Nbrs. This will not be available if you only initialized the inventory.
- c. **Options:** If desired, you can choose for a specific HRH Nbr, a range of HRH Nbrs, and include all the sub-HRHs.



Options	
HRH Nbr	This selection will require the entry of a HRH Nbr. One Inventory Number will be created. If the HRH Nbr is not entered, a roll up report is not created, but instead individual Inv List Nbrs are created for each HRH Nbr under the UIC. If submitted for the Actbl UIC, an Inv List Nbr is created for each HRH Nbr or UIC change under the Actbl UIC.
Range	This selection will require a From and To HRH Nbr. An Inventory Number will be created for each HRH Nbr in the range. An Inv List Nbr will be created for each HRH within range.
Include Sub-Hand Receipt(s)	This selection will retrieve all assets for the sub-hand receipt holders associated with the Major-hand receipt holder entered.

- d. **HRH Nbr:** Enter or browse for the HRH Nbr and/or sub-HRH Nbr. If you did not select the HRH Nbr Option, this field will not be accessible. If you selected the **Range** option, you will need to enter the beginning HRH Nbr for which you are generating this report.
- e. **To HRH Nbr:** This field will only display *if* you selected the **Range** option. You will then need to enter the ending HRH Nbr for which you are generating this report.
- f. **Sched Cmpltn Dt:** The default date is 2 weeks from the current date. If needed, you can change this date to the desired expected completion date. This field is not accessible if you are only generating the report.
- g. **Next Inv Due Dt:** The default date is determined by your Agency. For Navy users, the default date is 3 years out and all other agencies the default date is 1 year out. This date can be changed per your Agency.
- h. Click **Submit**.

The following dialog box is displayed:



- i. Click **OK**.
- j. Click  to print the inventory. You are returned to the Reports Menu screen where you can select the inventory report you wish to print.
- k. Once you have selected your inventory report, click the **Print** button.
- l. Your Windows Print dialog box is displayed and you can print your report.
- m. Return to the DPAS Main Menu.



NOTES:

Once the inventory is initialized, the system will automatically assign an inventory listing number. This number consists of the following format: ordinal number (YY+ Julian day) + UIC + a 4 position serial number that will be reset everyday.

The ordinal number is the 5-positions, first two are the year (example: 03) and the next three are the Julian day (example: 038).

Creating A New Location

MODULE: Utilities

INTRODUCTION

This process is used to build and standardize the different inventory locations for your assets. This process is used for both manual and automated inventories.

When designing your location format, take into consideration that if you are using Portable Data Collection Devices (PDCDs), not all special characters are available for input on the PDCD (e.g., there is no # on the Symbol scanner). If you created location labels that you would scan, you would have no problem but if the labels were not printed, there is no way for you to key that value into the PDCD.

OBJECTIVES

The student should be able to create new locations.

PREREQUISITES

None

APPLICATION

Add new locations

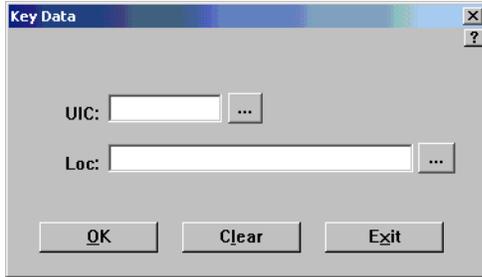
ACTIVITY

Instructor-led lecture with Student Hands-on

STEPS TO PERFORM ACTION

1. Select the **Utilities** icon, or select **Utilities** from the menu bar.
2. Select **Master Table Maint** from the program group.
3. Select **Location** from the program list.





STEP 1:

- a. **UIC:** Enter or browse for your UIC.
- b. **Loc:** Enter a new location.
- c. Click **OK**.

STEP 2:

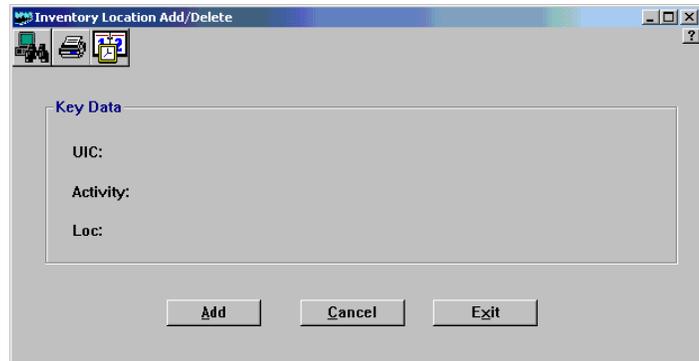
- a. Review the information that is displayed.
- b. If the data displayed is correct, click **Add**; otherwise, click **Cancel**.

The Transaction Processed dialog box will be displayed.

- c. Click **OK**.

You will be returned to the Key Data screen.

- d. Click **Exit**.



Deleting Locations

In order for the delete to process, there can be no assets assigned to the location you are deleting.

- 1. Enter or browse for the **UIC**.
- 2. Enter or browse for the location you are deleting.
- 3. Click **OK**.
- 4. Click **Delete**.

Generating A Location Inventory

INTRODUCTION

In this process, we will generate an inventory by Location (Loc). This inventory determines and verifies the record location data and condition of material assets. It allows for correcting records and determining the cause of discrepancies. This process is used for both manual and automated inventories.

OBJECTIVES

The student will be able to identify the parts and explain the functions of generating a Location (Loc) inventory.

PREREQUISITES

None

APPLICATION

Generate an inventory by Location.

ACTIVITY

Instructor-led lecture with Student Hands-on

STEPS TO PERFORM ACTION

1. Select the **Hand Receipt** icon, or select **Hand Rcpt** from the menu bar.
2. Select **Inventory Actions** from the program group.

3. Select **Generate Inventories** from the program list.



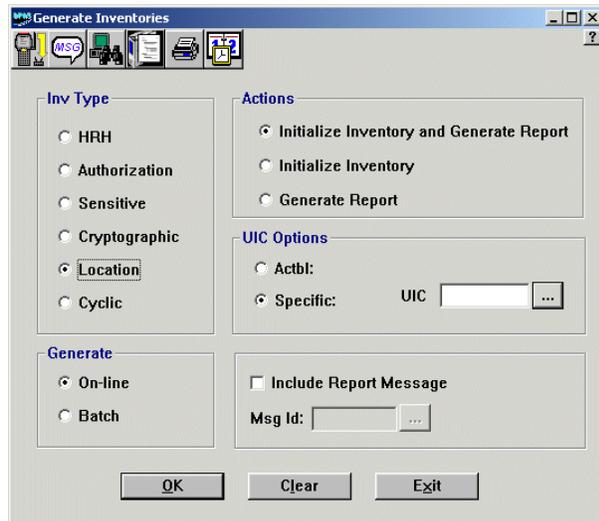
STEP 1:

Inv Type Group Box:

a. Select **Location**.

Actions Group Box:

b. If you want a copy of the inventory, select **Initialize and Generate Report**. If you do not need (or want) a copy of the report, select **Initialize Inventory**. If you only want a hard copy of the report with initializing the inventory, select **Generate Report**.



UIC Options Group Box:

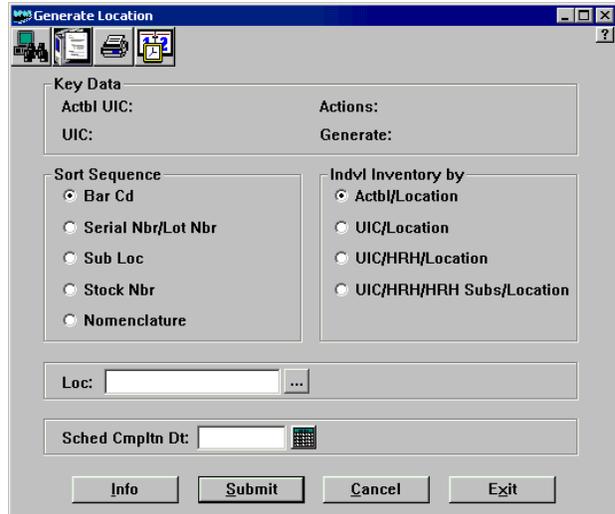
- c. **Actbl UIC:** Click this radio button to submit the request at the Accountable UIC level.
- d. **Specific UIC:** Enter or browse for your UIC. If you selected **Actbl UIC**, this field will not be accessible.

Generate Group Box:

- e. Select whether you want this report to run On-line (immediately) or in the Batch (overnight) process. If your property book is large, it may be a good idea to run this process in Batch so not to degrade the system.
- f. If you want to include a Report Message, check this box.
- g. **Msg Id:** If you chose to include a report message, browse for the message you wish to include. These messages are built in the **Utilities** module.
- h. Click **OK**.

STEP 2:

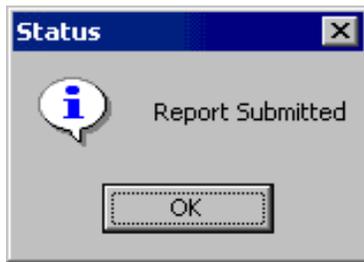
- a. **Sort Sequence:** Select the desired sort sequence. If you only initialized the inventory, the sort sequence will not be available.
- b. **Indvl Inventory by:** Select the desired individual inventory.



Individual Inventory By	
Actbl/Location	<p>This option will generate an inventory for the entire Accountable UIC for assets in the specified location.</p> <p>This option is only available when the Accountable UIC option was selected on previous window.</p>
UIC/Location	<p>This option will generate an inventory for a specific UIC for assets in the specified location.</p>
UIC/HRH/Location	<p>The option will generate an inventory for a specific UIC and HRH Nbr for assets in the specified location.</p>
UIC/HRH/HRH Subs/Location	<p>This option will generate an inventory for a specific UIC/HRH Nbr and each sub HRH for asset in the specified location.</p>

- c. **Loc:** Enter or browse for the appropriate location. The location can be "wildcarded" (e.g., *401 would bring up locations that ended with 401).
- d. **Sched Cmpltn Dt:** The default date is 2 weeks from the current date. If needed, you can change this date to the desired expected completion date. This field is not accessible if you are only generating the report.
- e. Click **Submit**.

The following dialog box is displayed:



- f. Click **OK**.
- g. Click  to print the inventory. You are returned to the Reports Menu screen where you can select the inventory report you wish to print.
- h. Once you have selected your inventory report, click the **Print** button.
- i. Your Windows Print dialog box is displayed and you can print your report.
- j. Return to the DPAS Main Menu.



NOTES:

Once the inventory is initialized, the system will automatically assign an inventory listing number. This number consists of the following format: ordinal number (YY+ Julian day) + UIC + a 4 position serial number that will be reset everyday.

The ordinal number is the 5-positions, first two are the year (example: 03) and the next three are the Julian day (example: 038).

Cyclic Inventory Data Update

MODULE: Utilities

INTRODUCTION

If your Activity requires cyclic inventories, you will need to update your UIC information update cyclic inventories. If you are updating the information, you may change how you run your cyclic inventory - either by HRH or by Location. You may also designate the cyclic inventory start date, months in the inventory period, the number of cyclic inventories in a particular inventory period, and how many inventories that have already been completed. This process is used for both manual and automated inventories.

OBJECTIVES

The student will be able to set up their UIC to generate a cyclic inventory.

PREREQUISITES

None

APPLICATION

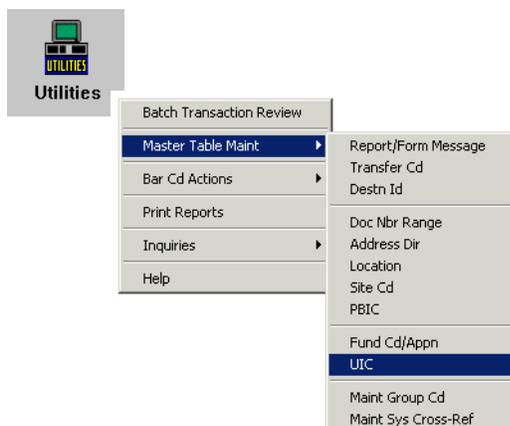
Change UIC information to generate a cyclic inventory.

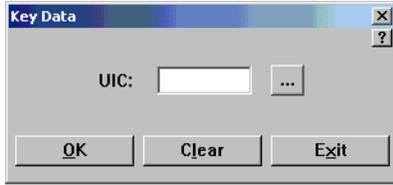
ACTIVITY

Instructor-led lecture with Student Hand-on.

STEPS TO PERFORM ACTION

1. Select the **Utilities** icon, or select **Utilities** from the menu bar.
2. Select **Master Table Maint** from the program group.
3. Select **UIC** from the program list.





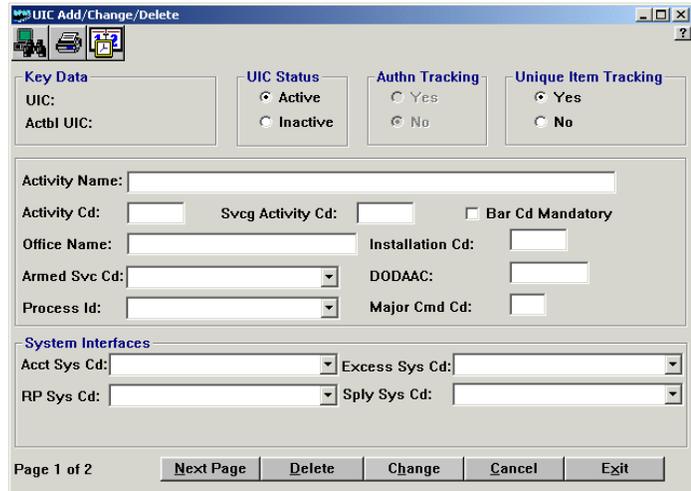
STEP 1:

- a. **UIC:** Enter or browse for the UIC you will be changing.
- b. Click **OK**.

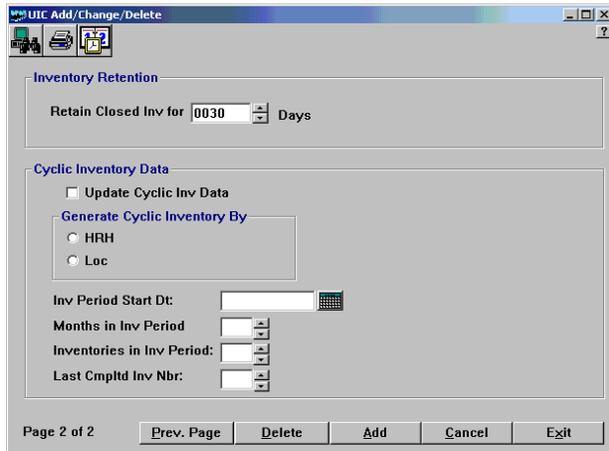
STEP 2:

Once you enter the UIC for which you are updating the inventory retention, UIC information will be displayed on the UIC screen. The cyclic inventory information is on the second screen.

- Click **Next Page**.



STEP 3:



- a. **Update Cyclic Inv Data:** Check this box to update the information pertaining to the cyclic inventory.
- b. **Generate Cyclic Inventory By:** If you are updating the information, you can change how to run your cyclic inventory -- either by HRH or by location.
- c. **Inv Period Start Dt:** This is the date you would like your inventory to start. This date cannot be a future date but it can be a past date (if the past date does not exceed past 3 years). So it can be either the current date or 3 years in the past.

- d. **Months in Inv Period:** This is how many months the inventory will go for. DPAS will put the following defaults: Army-12 months; Reserves-18 months; and all others-36 months. If desired, this field can be changed.
- e. **Inventories in Inv Period:** This is the number of inventories in a particular inventory period. You will have to figure the math to enter in this number. For example, if you would like to do 4 inventories over 36 months, you would enter 4 inventories.
- f. **Last Cmpltd Inv Nbr:** This is how many inventories that have already been completed. This is mostly used if you have completed some of your inventories and you switch to a cyclic inventory in the middle of the inventory process. This number can be changed at any time.
- g. Click **Add**.

The Transaction Processed dialog box will be displayed.

h. Click **OK**.

You will be returned to the Key Data screen.

i. Click **Exit**.

Generating A Cyclic Inventory

INTRODUCTION

In this process, we will generate a Cyclic inventory. A cyclic inventory is the physical count of some selected assets of a property account during a prescribed period (e.g., monthly, quarterly, or semiannually). This process is used for both manual and automated inventories.

OBJECTIVES

The student will be able to identify the parts and explain the functions of generating a Cyclic inventory.

PREREQUISITES

Establish how the UIC is going to conduct cyclic inventories.

APPLICATION

Generate a Cyclic inventory.

ACTIVITY

Instructor-led lecture with Student Hands-on

STEPS TO PERFORM ACTION

1. Select the **Hand Receipt** icon, or select **Hand Rcpt** from the menu bar.
2. Select **Inventory Actions** from the program group.

3. Select **Generate Inventories** from the program list.



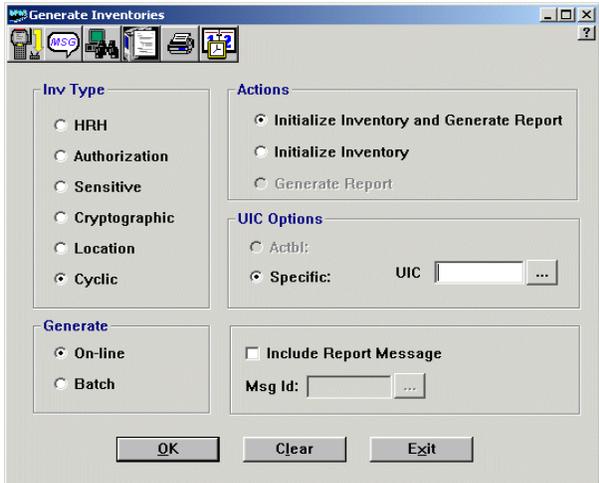
STEP 1:

Inv Type Group Box:

a. Select **Cyclic**.

Actions Group Box:

b. If you want a copy of the inventory, select **Initialize and Generate Report**. If you do not need (or want) a copy of the report, select **Initialize Inventory**. If you only want a hard copy of the report with initializing the inventory, select **Generate Report**.



UIC Options Group Box:

- c. **Actbl UIC:** This field is not accessible for a cyclic inventory.
- d. **Specific UIC:** Enter or browse for your UIC. If you selected **Actbl UIC**, this field will not be accessible.

Generate Group Box:

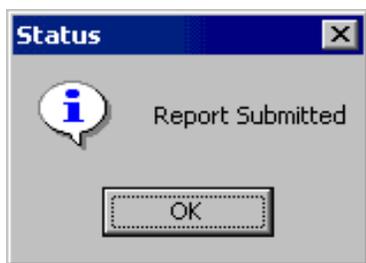
- e. Select whether you want this report to run On-line (immediately) or in the Batch (overnight) process. If your property book is large, it may be a good idea to run this process in Batch so not to degrade the system.
- f. If you want to include a Report Message, check this box.
- g. **Msg Id:** If you chose to include a report message, browse for the message you wish to include. These messages are built in the **Utilities** module.
- h. Click **OK**.

STEP 2:

- a. **Sort Sequence:** Select how you want your report sorted. If your UIC is set up for cyclic inventories by **HRH**, then Serial/Lot will not be available. If your UIC is set up for cyclic inventories by **Location**, then LIN is not available.
- b. **Report Annex:** Check the **Sub Hand Receipt(s)** if you want a separate report of your sub-hand receipts. If you only initialized the inventory, the report annex will not be available.
- c. **Expanded Report Option:** Check this box if you want the expanded report. If you only initialized the inventory, this option will not be available.
- d. **Sched Cmpltn Dt:** The default date is 2 weeks from the current date. If needed, you can change this date to the desired expected completion date. This field is not accessible if you are only generating the report.
- e. Click **Submit**.



The following dialog box is displayed:



- f. Click **OK**.
- g. Click  to print the inventory. You are returned to the Reports Menu screen where you can select the inventory report you wish to print.
- h. Once you have selected your inventory report, click the **Print** button.
- i. Your Windows Print dialog box is displayed and you can print your report.
- j. Return to the DPAS Main Menu.

NOTES:

Once the inventory is initialized, the system will automatically assign an inventory listing number. This number consists of the following format: ordinal number (YY+ Julian day) + UIC + a 4 position serial number that will be reset everyday.

The ordinal number is the 5-positions, first two are the year (example: 03) and the next three are the Julian day (example: 038).

Asset and General Inventory Type Table

Property/Assets	General Inventory Types	Reasons for Doing this Type of Inventory
<p>General PP&E to include:</p> <ul style="list-style-type: none"> - Office equipment (desks, chairs, safes, drafting tables, cash registers, engravers) - Industrial Plant Equipment - Vehicles - Material Handling Equipment (cranes, hoists, pallet jacks, forklifts, straddle truck) - Automated Data Processing (ADP) Equipment (desktop computers, printers, routers, laptop computers) - Government Furnished Equipment (GFE) - Training devices - Meteorological equipment - Railway equipment (locomotives, cars, cranes) - Machine tools (lathes, grinders, cutters, milling) - Electronic test equipment (Analyzers, meters, chargers) - Appliances (washer, dryer, refrigerator, freezers, washing machines) - Recreational boats and trailers - Construction equipment (Welding machines, earthmoving, elevators/conveyors, crushers, paving equipment, generators) - Firefighting equipment - Gym equipment - Public address systems - Photographic equipment - Communication equipment 	Cyclic	<p>Cyclic inventories are a way to divide all assets into manageable segments that can be inventoried at periodic intervals such that all assets are inventoried within the required timeframe. This balances the number of assets to be counted at any one time with the availability of resources and time necessary to complete the physical inventory.</p> <p>When choosing this method, a PPM must consider the following:</p> <p>*Organizational Method: location or custodian</p> <p>*Length of Inventory Period: 36 months.</p> <p>*Number of Inventories in the inventory period: This should be calculated based on available resources. DPAS default is 36 months but this can be changed by the Navy DPAS Support Team at the request of the PPM.</p>
General PP&E	Wall-to-Wall	A <u>scheduled</u> inventory of all items, as of a given date for a specific UIC, Hand Receipt Holder, or Location.
<p>General PP&E Or Sensitive/Pilferable/Cryptographic</p> <p>Sensitive items:</p> <ul style="list-style-type: none"> - Firearms, - Ammunition and explosives, - Items that are drug or other controlled substances, - Precious metals <p>Pilferable items:</p> <ul style="list-style-type: none"> - Hand tools and shop equipment - Individual clothing and equipment - Office machines - Photographic equipment - Communications/electronic equipment - Vehicular equipment and parts <p>Cryptographic items:</p> <ul style="list-style-type: none"> - Typically classified equipment (not maintained in DPAS for DON) 	Special	A <u>scheduled</u> physical inventory of selected items for reasons deemed appropriate by the agency.

Asset and General Inventory Type Table

Property/Assets	General Inventory Types	Reasons for Doing this Type of Inventory
General PP&E	Spot	<p>An <u>unscheduled</u> physical inventory usually conducted at random to determine record accuracy.</p> <p>NOTE: ALL of the assets in a chosen Location or HRH / Sub-HRH custody must be inventoried.</p>
Sensitive/Pilferable/Cryptographic	Selected Item	<p>An <u>unscheduled</u> physical inventory of specially targeted items.</p> <p>If a Sensitive inventory is scheduled ALL Sensitive (including Pilferable) items belonging to a selected HRH / Sub-HRH would be inventoried. Targeting specific types of assets (e.g., laptop computers) is not permitted.</p>

Skill Builder: Manual Inventory

Objectives: You will:

- **Review Manual Inventories**
- **Discussion Questions**

Complete the following exercise:

1. Which of the following are the steps involved in canceling an inventory?
 - A. The Inventory Process Code changes when an inventory is canceled. This automatically removes the inventory from the Manage Inventories List.
 - B. The Inventory Process Code changes when an inventory is canceled. However, this does not remove the inventory from the Manage Inventories List.
 - C. The Inventory Process Code changes when an inventory is canceled. However, this does not remove the inventory from the Manage Inventories List. The user must also process an End Item Decrease action.
 - D. The Inventory Process Code does **not** change when an inventory is canceled. The user simply cancels the inventory from the Manage Inventories List.

2. In DPAS, which of the following constitutes an overage?
 - A. The asset's HRH has been changed.
 - B. An asset listed on the inventory can not be found.
 - C. The item was transferred to DRMO or another activity and not properly removed from the property book.
 - D. The asset is missing a bar code label.

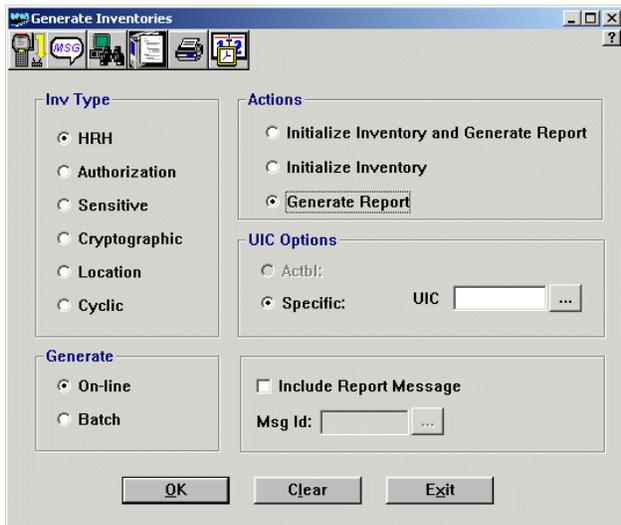
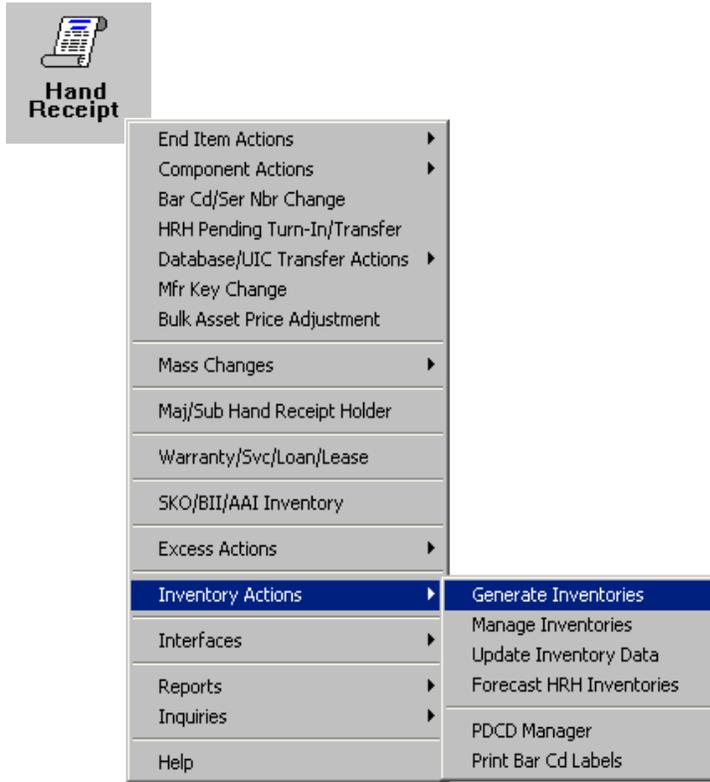
3. What is the proper order of the DPAS activities associated with the inventory process?
 - _____ Managing the inventories
 - _____ Reconciling the results of the inventories against the baseline
 - _____ Deciding what to inventory and generating it
 - _____ Conducting the inventory (using a manual or automated process)

4. Which inventory allows for individual inventories to be performed on fractions of accountable assets at specific intervals?
- A. Cryptographic
 - B. Cyclic
 - C. Hand Receipt Holder
 - D. Authorization
5. A common use of the location inventory might occur when the Commander, in response to forced or unlawful entry, or discovery of an open or unattended storage area, directs a special inventory. (**True or False**)
- True _____ False _____
6. It is a DPAS inventory best practice to track the physical whereabouts of an asset using the Location, and when feasible, Sub-Location fields. (**True or False**)
- True _____ False _____
7. After the user corrects all outstanding discrepancies for a manual inventory, the inventory will automatically close. (**True or False**)
- True _____ False _____
8. When conducting a manual inventory, the inventory personnel should be documenting quantity, nomenclature, serial number, condition and _____ on the inventory report.
- A. Cost
 - B. Bar Code
 - C. Location/Sub-Location
 - D. HRH Number

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3. Select **Generate Inventory** from the program list.



STEP 1:

Inventory Type Group Box:

- a. Accept the default **HRH**.

Actions Group Box:

- b. Select **Generate Report**.

Generate Group Box:

- c. Select whether you want this report to run On-line (immediately) or in the Batch (overnight) process. If your property book is large, it may be a good idea to run this process in Batch so not to degrade the system.

UIC Options Group Box:

- d. **Specific UIC:** Enter or browse for you UIC.
- e. If you want to include a Report Message, check this box.
- f. **Msg Id:** If you chose to include a report message, browse for the message you wish to include. These messages are built in the **Utilities** module.
- g. Click **OK**.

STEP 2:

Sort Sequence Group Box:

- a. Select the order in which you want your report sorted.

Report Annexes Group Box:

- b. If desired, select a report annex report.



Report Type	
Sub Hand Receipt(s)	Check if you want a separate listing for each of your sub hand receipts.
SKO/BII/AAI Hand Receipt	Check if you want a hand report listing of your SKOs, BIIs, and AAIs.
SKO/BII/AAI Excess/Shortage	Check if you want a excess and shortage report of your SKOs, BIIs, and AAIs.

Options Group Box:

- c. If desired, select an option.

Option Type	
HRH Range	Select this check box if you want to request a range of Major HRH Nbrs. If you also want to include Subs, select the "Include Sub-Hand Receipt(s)" check box. The screen HRH Nbr input field will be deactivated when a HRH Range is entered.
Include Sub-Hand Receipt(s)	Select this check box if you want to request a range of Major HRH Nbrs with all of its Subs included (this can also be used with the HRH Range). The screen Sub HRH Nbr input field will be deactivated when this check box is selected.
Expanded Report	This will generate a more detailed report.

- d. **HRH Nbr:** Enter the hand receipt holder for which you are generating this report. If you selected HRH Range in the Options group box, you will be prompted to enter the beginning HRH Nbr and the ending HRH Nbr.
- e. **Sched Cmpltn Dt:** DPAS will default this date to 2 weeks from the current date. If desired, change this date to the date you expect the inventory to be completed.
- f. **Next Inv Due Dt:** This date is determined by Agency. For Navy users, the default is 3 years out and for all other users, the default is 1 year out. If desired, change this date to the expected next inventory due date.
- g. Click **Submit**.

Generating A Sensitive Items Inventory

INTRODUCTION

In this process we will generate a sensitive item inventory. Sensitive item inventory is the physical count of items identified as sensitive by a specific service (e.g., firearms, ammunition, night vision devices and navigation systems (GPS)). This also may include items that are identified as pilferable. This process is used for both manual and automated inventories.

OBJECTIVES

The student will be able to identify the parts and explain the functions of generating sensitive item inventory.

PREREQUISITES

None

APPLICATION

Generate a sensitive item inventory.

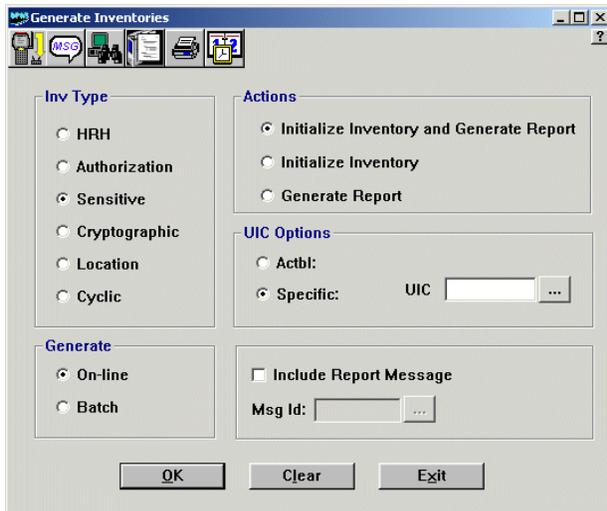
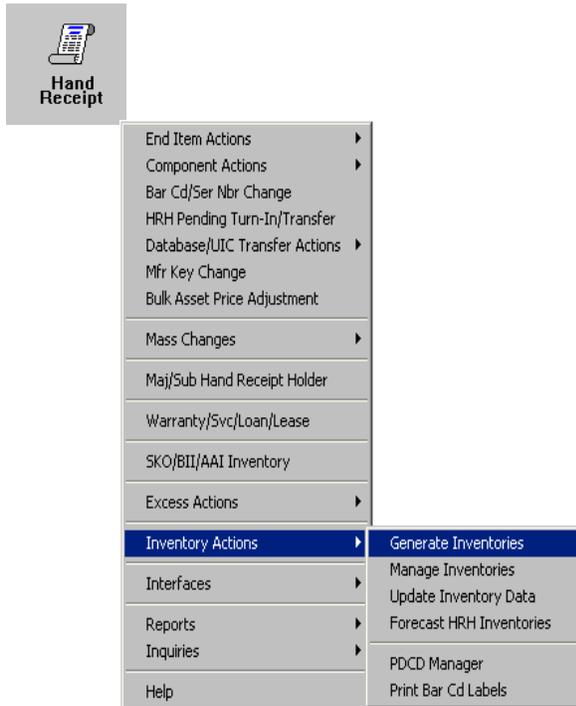
ACTIVITY

Instructor-led lecture with Student Hands-on

STEPS TO PERFORM ACTION

1. Select the **Hand Receipt** icon, or select **Hand Rcpt** from the menu bar.
2. Select **Inventory Actions** from the program group.

3. Select **Generate Inventories** from the program list.



STEP 1:

Inv Type Group Box:

a. Select **Sensitive**.

Actions Group Box:

b. If you want a copy of the inventory, select **Initialize and Generate Report**. If you do not need (or want) a copy of the report, select **Initialize Inventory**. If you only want a hard copy of the report with initializing the inventory, select **Generate Report**.

UIC Options Group Box:

c. **Actbl UIC:** Click this radio button to submit the request at the Accountable UIC level.
 d. **Specific UIC:** Enter or browse for your UIC. If you selected **Actbl UIC**, this field will not be accessible.

Generate Group Box:

e. Select whether you want this report to run On-line (immediately) or in the Batch (overnight) process. If your property book is large, it may be a good idea to run this process in Batch so not to degrade the system.

- f. If you want to include a Report Message, check this box.
- g. **Msg Id:** If you chose to include a report message, browse for the message you wish to include. These messages are built in the **Utilities** module.
- h. Click **OK**.

STEP 2:

- a. **Sort Sequence Group Box:** Select how you want your report sorted. This will not be available if you only initialized the inventory.
- b. **Type Group Box:** Select the type of sensitive item inventory you wish to perform.

Type	
Both	Includes all items classified as sensitive in nature.
Weapons and Ammunition	Only weapons and ammunition.
Other Than Weapons and Ammunition	Items such as night vision goggles, Global Positioning Systems (GPS), STU III phones, etc.
Include Pilferables	You can also include items that are deemed pilferable.

- c. **Options:** If desired, you can choose for a specific HRH Nbr, a range of HRH Nbrs, and include all the sub-HRHs.

Options	
HRH Nbr	This selection will require the entry of a HRH Nbr. One Inventory Number will be created. If the HRH Nbr is not entered, a roll up report is not created, but instead individual Inv List Nbrs are created for each HRH Nbr under the UIC. If submitted for the Actbl UIC, an Inv List Nbr is created for each HRH Nbr or UIC change under the Actbl UIC.
Range	This selection will require a From and To HRH Nbr. An Inventory Number will be created for each HRH Nbr in the range. An Inv List Nbr will be created for each HRH within range.
Include Sub-Hand Receipt(s)	This selection will retrieve all assets for the sub-hand receipt holders associated with the Major-hand receipt holder entered.

- d. **Report Annex:** Check the **Sub Hand Receipt(s)** *only* if you want a separate report listing for each of the sub-HRH Nbrs for a specific HRH Nbr or range of HRH Nbrs. This will not be available if you only initialized the inventory.
- e. **HRH Nbr:** Enter or browse for the HRH Nbr and/or sub-HRH Nbr. If you did not select the HRH Nbr Option, this field will not be accessible. If you selected the **Range** option, you will need to enter the beginning HRH Nbr for which you are generating this report.
- f. **To HRH Nbr:** This field will only display *if* you selected the **Range** option. You will then need to enter the ending HRH Nbr for which you are generating this report.

- g. **Sched Cmpltn Dt:** The default date is 2 weeks from the current date. If needed, you can change this date to the desired expected completion date. This field is not accessible if you are only generating the report.
- h. **Next Inv Due Dt:** The default date is determined by your Agency. For Navy users, the default date is 3 years out and all other agencies the default date is 1 year out. This date can be changed per your Agency.
- i. Click **Submit**.

The following dialog box is displayed:



- j. Click **OK**.
You are returned to the Generate Inventories screen.
- k. Click  to print the inventory. You are returned to the Reports Menu screen where you can select the inventory report you wish to print.
- l. Once you have selected your inventory report, click the **Print** button.
- m. Your Windows Print dialog box is displayed and you can print your report.
- n. Return to the DPAS Main Menu.



NOTES:

Once the inventory is initialized, the system will automatically assign an inventory listing number. This number consists of the following format: ordinal number (YY+ Julian day) + UIC + a 4 position serial number that will be reset everyday.

The ordinal number is the 5-positions, first two are the year (example: 03) and the next three are the Julian day (example: 038).

Generating A Cryptographic Items Inventory

INTRODUCTION

In this process we will generate a Cryptographic Item inventory. Cryptographic Item inventory is the physical count of Communication Security (COMSEC) Equipment and Components as specified by a specific service or agency. This process is used for both manual and automated inventories.

OBJECTIVES

The student will be able to identify the parts and explain the functions of generating cryptographic item inventory.

PREREQUISITES

None

APPLICATION

Generate a Cryptographic Item inventory.

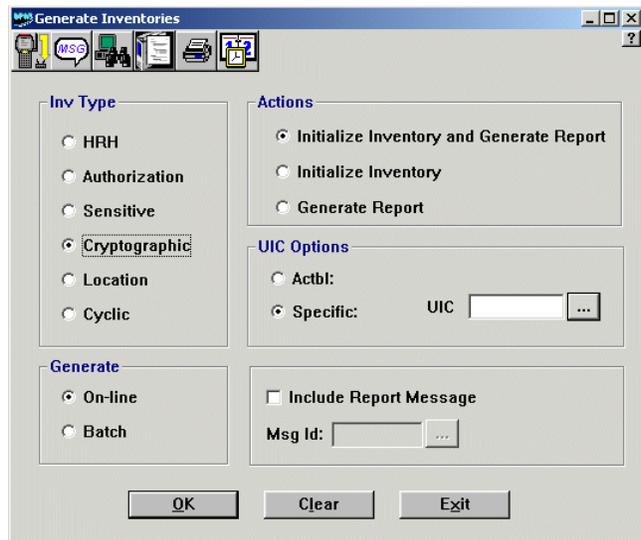
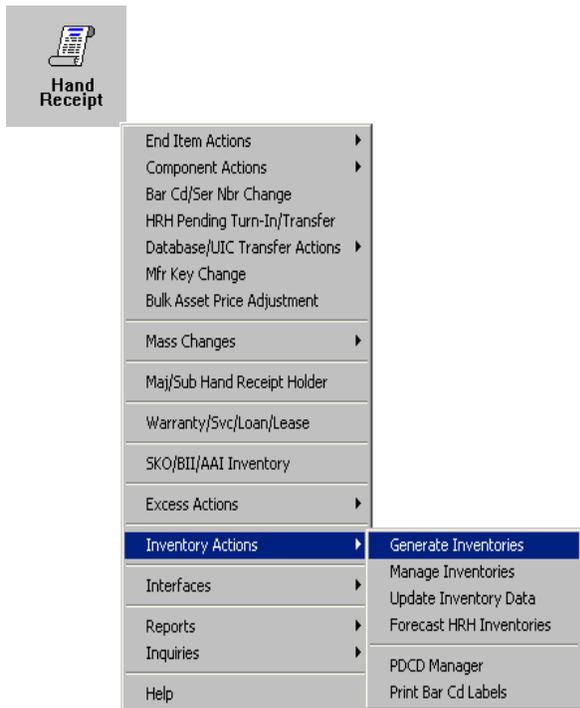
ACTIVITY

Instructor-led lecture with Student Hands-on

STEPS TO PERFORM ACTION

1. Select the **Hand Receipt** icon, or select **Hand Rcpt** from the menu bar.
2. Select **Inventory Actions** from the program group.

3. Select **Generate Inventories** from the program list.



STEP 1:

Inv Type Group Box:

a. Select **Cryptographic**.

Actions Group Box:

b. If you want a copy of the inventory, select **Initialize and Generate Report**. If you do not need (or want) a copy of the report, select **Initialize Inventory**. If you only want a hard copy of the report with initializing the inventory, select **Generate Report**.

UIC Options Group Box:

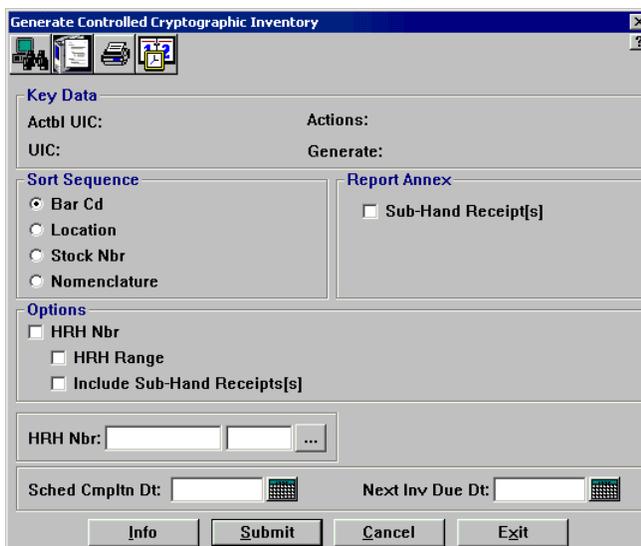
- c. **Actbl UIC:** Click this radio button to submit the request at the Accountable UIC level.
- d. **Specific UIC:** Enter or browse for your UIC. If you selected **Actbl UIC**, this field will not be accessible.

Generate Group Box:

- e. Select whether you want this report to run On-line (immediately) or in the Batch (overnight) process. If your property book is large, it may be a good idea to run this process in Batch so not to degrade the system.
- f. If you want to include a Report Message, check this box.
- g. **Msg Id:** If you chose to include a report message, browse for the message you wish to include. These messages are built in the **Utilities** module.
- h. Click **OK**.

STEP 2:

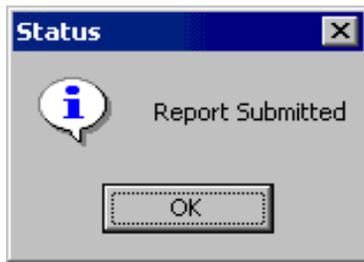
- a. **Sort Sequence:** Select how you want your report sorted. If you only initialized the inventory, then the sort sequence will not be available.
- b. **Report Annex:** Check the **Sub Hand Receipt(s)** *only* if you want a separate report listing for each of the sub-HRH Nbrs for a specific HRH Nbr or range of HRH Nbrs. This will not be available if you only initialized the inventory.
- c. **Options:** If desired, you can choose for a specific HRH Nbr, a range of HRH Nbrs, and include all the sub-HRHs.



Options	
HRH Nbr	This selection will require the entry of a HRH Nbr. One Inventory Number will be created. If the HRH Nbr is not entered, a roll up report is not created, but instead individual Inv List Nbrs are created for each HRH Nbr under the UIC. If submitted for the Actbl UIC, an Inv List Nbr is created for each HRH Nbr or UIC change under the Actbl UIC.
Range	This selection will require a From and To HRH Nbr. An Inventory Number will be created for each HRH Nbr in the range. An Inv List Nbr will be created for each HRH within range.
Include Sub-Hand Receipt(s)	This selection will retrieve all assets for the sub-hand receipt holders associated with the Major-hand receipt holder entered.

- d. **HRH Nbr:** Enter or browse for the HRH Nbr and/or sub-HRH Nbr. If you did not select the HRH Nbr Option, this field will not be accessible. If you selected the **Range** option, you will need to enter the beginning HRH Nbr for which you are generating this report.
- e. **To HRH Nbr:** This field will only display *if* you selected the **Range** option. You will then need to enter the ending HRH Nbr for which you are generating this report.
- f. **Sched Cmpltn Dt:** The default date is 2 weeks from the current date. If needed, you can change this date to the desired expected completion date. This field is not accessible if you are only generating the report.
- g. **Next Inv Due Dt:** The default date is determined by your Agency. For Navy users, the default date is 3 years out and all other agencies the default date is 1 year out. This date can be changed per your Agency.
- h. Click **Submit**.

The following dialog box is displayed:



i. Click **OK**.

You are returned to the Generate Inventories screen.

j. Click  to print the inventory. You are returned to the Reports Menu screen where you can select the inventory report you wish to print.

k. Once you have selected your inventory report, click the **Print** button.

l. Your Windows Print dialog box is displayed and you can print your report.

m. Return to the DPAS Main Menu.



NOTES:

Once the inventory is initialized, the system will automatically assign an inventory listing number. This number consists of the following format: ordinal number (YY+ Julian day) + UIC + a 4 position serial number that will be reset everyday.

The ordinal number is the 5-positions, first two are the year (example: 03) and the next three are the Julian day (example: 038).

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Inventory Retention Update

MODULE: Utilities

INTRODUCTION

This process provides the capability to designate the number of days that an inventory will be retained in DPAS. The date will default to 30 days, but may be set as low as 1 day and as high as 1095 days (3 years). After such time, DPAS will purge the inventory(ies) greater than the number of days you set. This process is used for both manual and automated inventory procedures.

PREREQUISITES

None

STEPS TO PERFORM ACTION

1. Select the **Utilities** icon, or select **Utilities** from the menu bar.
2. Select **Master Table Maint** from the program group.
3. Select **UIC** from the program list.



STEP 1:

- a. **UIC:** Enter or browse for the UIC you are changing.
- b. Click **OK**.

STEP 2:

Once you enter the UIC for which you are updating the inventory retention, UIC information will be displayed on the following screen:

- Click **Next Page**.

STEP 3:

- Retain Closed Inv for:** This is used to tell DPAS how long to keep past inventories on the system. The date will be defaulted to 30 days but you can set it as high as 1095 days (or 3 years).
- Click **Add**.

The Cyclic Inventory Data will be discussed later.

Printing Bar Code Labels

MODULE: Hand Receipt

INTRODUCTION

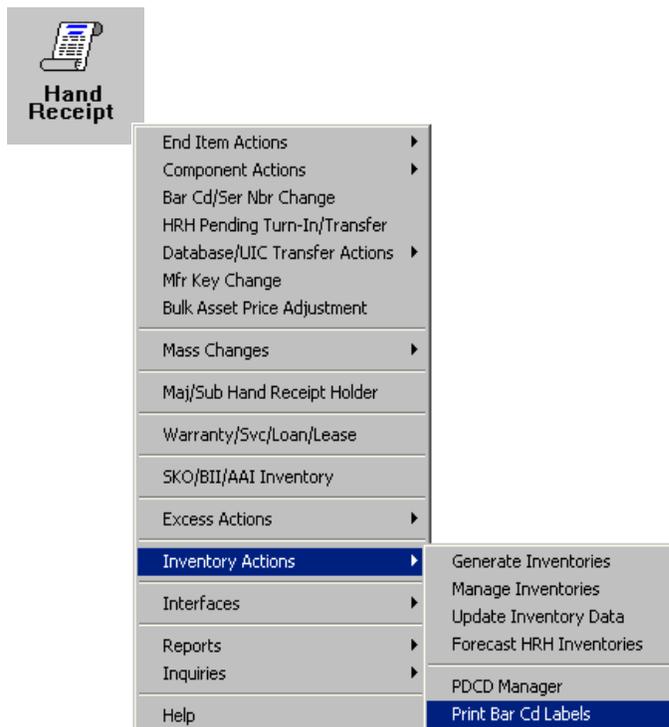
This process will show you how to print off bar code labels in DPAS.

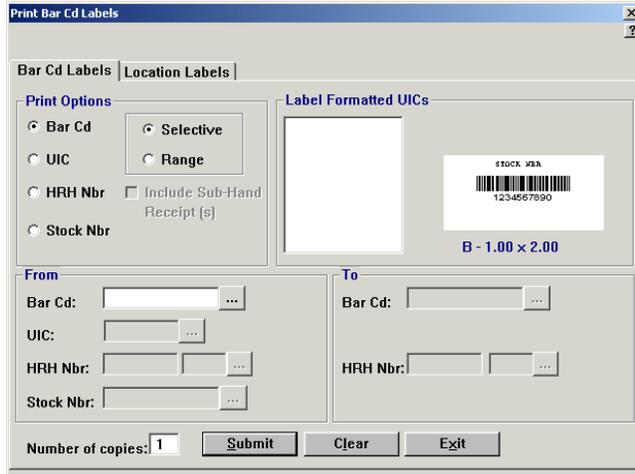
PREREQUISITES

You will need to have a bar code printer. DPAS supports the INTERMEC and ZEBRA printers.

STEPS TO PERFORM ACTION

1. Select the **Hand Receipt** icon, or select **Hand Rcpt** from the menu bar.
2. Select **Inventory Actions** from the program group.
3. Select **Print Bar Cd Labels** from the program list.





STEP 1:

a. **Print Options:** Select how you want the bar code labels to print.

Print Options	
Bar Cd	The user can request a label for a single asset or labels for assets within a bar code range.
UIC	The user can request labels for assets under a specific UIC.
HRH Nbr	The user can request labels for assets under a specific HRH Nbr or within a range of HRH Nbrs under a UIC. The user can also print labels for all Sub HRH Nbr assets under each Major.
Stock Nbr	The user can request labels for assets under a specific Stock Nbr.
Location	The user can request labels for assets under a specific location or within a range of locations.
Selective	Select this option if you want to print a specific bar code.
Range	Select this option if you want to print a range of bar code labels.

b. **Label Format:** Select the appropriate label format. This window will display only those UICs that have label formats created through the Bar Code Label Format process. The transaction UIC must have a bar code label format.

From Group Box:

- c. **Bar Cd:** If your print option was **Bar Cd**, enter the bar code label you wish to print. If you selected to print a range of bar codes, enter the beginning bar code label you wish to print.
- d. **UIC:** If your print option was **UIC**, enter or browse for the UIC.
- e. **HRH Nbr:** If your print option was **HRH Nbr**, enter or browse for the HRH Nbr. If you selected to print a range of HRH Nbrs, enter the beginning HRH Nbr you wish to print.
- f. **Stock Nbr:** If your print option was **Stock Nbr**, enter or browse for the stock number.

To Group Box:

- g. **Bar Cd:** If you selected to print a range of bar codes, enter the ending bar code label you wish to print.
- h. **HRH Nbr:** If you selected to print a range of HRH Nbrs, enter the ending HRH Nbr you wish to print.
- i. **Number of copies:** Enter the number of copies of labels you want to print.

j. Click **Submit**.

The Transaction Processed dialog box will be displayed.

k. Click **OK**.

You will be returned to the Print Bar Cd Labels screen.

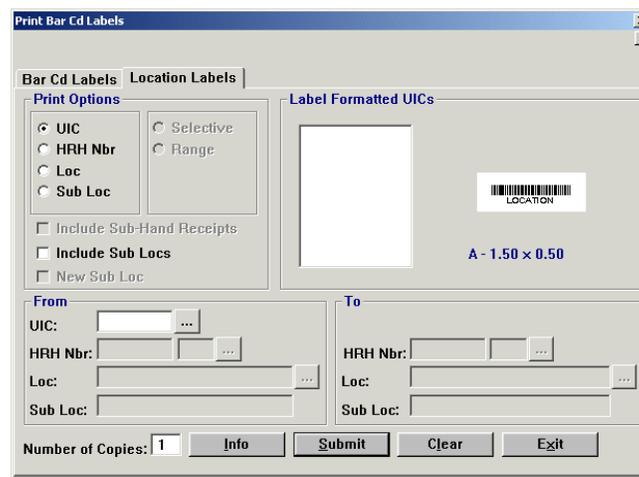
l. Click **Exit**.

Printing Location Labels

If you want to print bar code labels by location, from the Print Bar Cd Labels screen, select the

Location Labels tab.

STEP 1:



a. **Print Options:** Select the appropriate option.

Print Options	
UIC	The user can request labels for assets under a specific UIC.
HRH Nbr	The user can request labels for assets under a specific HRH Nbr or within a range of HRH Nbrs under a UIC. The user can also print labels for all Sub HRH Nbr assets under each Major.
Location	The user can request labels for assets under a specific location or within a range of locations.
Sub Location	The user can request labels for assets under a specific sub location or within a range of sub locations.
Selective	Select this option if you want to print location labels for a specific location.
Range	Select this option if you want to print a range of bar code labels.

b. **Label Formatted UICs:** This displays all the UICs that have formatted labels. Select the appropriate label format you wish to print.

- c. **Include Sub-Hand Receipts:** If you selected to print location labels for a Hand Receipt Holder, this check box becomes accessible. If you want to include the sub-HRHs, check this box.
- d. **Include Sub Locs:** Check this box if you want bar code labels to be added to the Sub Loc field.
- e. **New Sub Loc:** If you selected the print option for Sub Loc and this is a new sub location, check this box.

From Group Box:

- f. **UIC:** Enter or browse for your UIC.
- g. **HRH Nbr:** If your print option was HRH Nbr, enter or browse for your HRH Nbr. If you selected **Range**, enter the beginning HRH Nbr.
- h. **Loc:** If your print option was Loc, enter or browse for the location. If you selected **Range**, enter the beginning location.
- i. **Sub Loc:** If your print option was Sub Loc, enter the sub location. If you selected **Range**, enter the beginning sub location.

To Group Box:

- j. If you selected to print a range of HRH Nbrs, Locations, or Sub Locations, enter the ending entry in the appropriate data field.
- k. Click **Submit**.

Configuring The Portable Digital Assistants (PDAs)

This section is intended to provide the user with the procedures for installing and configuring the software that will allow the host computer to communicate with PDAs that have a Pocket PC operating system. These procedures are not intended to configure the PDA for use with other applications that may have been loaded to it. DPAS utilizes Microsoft ActiveSync as the communications software for communications between the desktop running DPAS and the PDA running the DPAS Inventory application. Microsoft ActiveSync, if not already installed, on the desktop is available as a free download from the Microsoft web site. The steps to configuring the PDA for use with DPAS are:

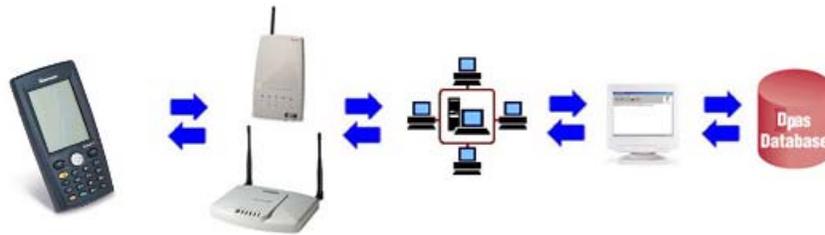
- Connecting the PDA Hardware
- Configuring the PDA for use
- Ensuring compatibility of Microsoft ActiveSync with the Host Computer
- Installing Microsoft ActiveSync
- Creating a Partnership between the Host Computer and the PDA
- Installing the DPAS Inventory Application
- Configuring the PDAs for Wireless Communications (Optional)

Background

DPAS has developed software for use with the Intermec© 700 Series, Symbol© PDT 8100 series, and the Symbol© PPT8800 series mobile computer. The operating system of these mobile computers must be Microsoft Windows for Pocket PC 2002 or greater. The mobile computers, herein referred to as PDAs, are available in a number of configurations. Kits containing the specific components required by DPAS have been created, and are available for viewing from the DPAS web site. Kits range from the basic model with monochrome display with a 1D scan engine, batch mode to a fully loaded model with color display, digital imager and wireless radio. Users should identify their specific requirements, and select the appropriate PDA that meets their requirements.

About the Pocket PC Mobile Computer

Portable Digital Assistants (PDAs) are available from many manufacturers. DPAS has selected one Intermec series and two Symbol series that contain either a linear bar code reader (1D) or an imager that is capable of reading linear bar codes, multi-dimensional bar codes (2D) and taking gray scale pictures. Most are available in either batch only or batch and wireless configurations. Each has a RS-232 serial communications port that is used to transfer data to and from the PC using Microsoft ActiveSync, and can be used to connect the Intermec 1555 RFID reader to accommodate those users who are utilizing Passive Tag (RFID) technology to conduct inventories. The wireless capability allows the terminal to communicate real-time with the host PC running the DPAS PDCD Manager. Communication is established through RF access points that accept wireless transmissions from the PDA to the local area network to the PC running the DPAS PDCD Manager application. For those users who require FIPS 140-2 wireless capabilities, the Pocket PC OS provides for the installation of the FIPS 140-2 client. Users who desire to use the wireless feature must ensure the radio contained within the PDA is compatible with the Wireless network that is in place. All of the wireless models, as of this writing, utilize the 2450 GHz range 802.11b Direct Sequence radio. The following diagram depicts a simple wireless network setup.



For additional information concerning the Intermec© 700 series PDA, refer to the User Guide or the Intermec web site at: <http://www.intermec.com>. For additional information concerning the Symbol PDT 8100 series or the PPT 8800 series, refer to the respective User Guide or the Symbol web site at: <http://www.symbol.com>. It is recommended that a review of the procedures for the care of the device and the batteries be reviewed and adhered to. If a User Guide is not readily available, it can be downloaded in PDF format from the vendor's web site.

Required Hardware for the PDA

To utilize one of the PDA's with DPAS there are several pieces of hardware that are required to complement the PDCD itself. They are: a Communications Docking Station, Power Supply for the Docking Station, RS-232 Null Modem cable, and a battery to power the terminal. For wireless connectivity, access points strategically connected to the LAN to provide a seamless RF environment are also required. To assist in the purchase of the required hardware, DPAS has developed 'Kits'. For additional information concerning the kits, refer to the DPAS web page at <https://www.dpas.dod.mil>.

Docking Station: The docking station (a.k.a. Communications Dock) allows for communication between the PDA and a host PC via RS-232 Serial Communications. Some models are also equipped with connections ports for communications via USB or LAN, if desired. DPAS utilizes Microsoft ActiveSync for its communications layer, thus any port of choice is acceptable. The docking station also doubles as the battery charger. The PDA can be placed in the docking station when not in use to recharge the batteries. Some docking stations are equipped with a second battery slot that permits the charging of a spare battery simultaneously as the one in the PDA is being charged. In lieu of a docking station, a cable connected directly to the PDA Comm port is also an acceptable method for establishing communications with the host PC.

Cable: The docking station requires a cable to connect to the host PC. Depending upon the port utilized, the cable will either be a RS-232 Serial cable, USB cable or a LAN cable.

Power Supply: To charge the battery of the PDA, a power supply is required that is compatible with the PDA. Depending upon the PDA and power supply, the power supply may be capable of being plugged into the docking station, and/or possibly directly into the PDA.

PDA Navigational Tips

As with any device, the vendor utilizes keyboard input to navigate the system and to input data. By selecting a common operating system 'Microsoft Pocket PC' for the PDA, this simplifies the navigational uniqueness among PDAs. The navigation process is virtually the same for all PDAs. The only real differences that should be noted is specific functions relating to hardware such as the warm/cold boot process, keyboard configurations, function keys and specific folders and processes the vendor may have incorporated into their units. The best source for this information is the specific PDA's User Guide. The following are some functions that you will need to know to get started:

Function	Intermec 700	Symbol 8100	Symbol 8800
Start Menu	←-----	Tap Upper Left Microsoft Symbol	-----→
Selecting	←-----	Single Tap -----	-----→
Accept	←-----	Double Tap -----	-----→
Warm Boot	Hold On/Off 15 Seconds	Hold On/Off 15 Seconds	Function & Enter & Scan Button
Cold Boot	←-----	Press Reset (inside back cover) while pressing the on/off button	-----→

Connecting The PDA Hardware

After unpacking the PDA and ensuring all of the required hardware is accounted for, perform the following actions:

1. Connect the docking station to the host computer using the RS-232 Serial Cable, USB cable, or LAN cable depending upon the type of connection desired.
2. Place the battery in the PDA.
3. Attach the Pistol Grip Handle to PDA, if purchased.
4. Connect the Power Supply to the Docking Station or directly to the PDA's power port.
5. Place PDA in the docking station to charge the battery if power supply is not connected directly to the PDA.



NOTE:

When placed in the docking station, one or more lights on the docking station or PDA should light, depending on the make and model. If equipped with a second battery slot, the second light will only light when the second battery is placed in the charging slot.

Configuring The PDA For Use

The PDA must have a unique 'Device Name' assigned prior to connecting it to the host computer to allow the docking station to be used to transfer data between more than one PDA and when a "Standard Microsoft ActiveSync Partnership" will be established for each PDA. There is also a number of other setup actions (owner, what to display in the Start Menu, what to display upon startup, what to display on the desktop, etc) that can be performed to individualize the PDA. If not familiar with the specific PDA, consult the User Guide. To assign/change the Device Name and verify Communication Settings.

1. Ensure PDA battery has been charged
2. Select **Start > Settings > System tab > About Icon > Device Id tab**.
3. Enter a Device Name that is unique to the device. The name must commence with an **alpha** character. An example might be: Int 00053503 where "Int" signifies that the device is an Inter-mec and '00053503' is the Bar Cd number. If the unit were a Symbol unit, then the Device Id might read as follows: 'Sym 00053503'.
4. Select **Start > Programs > ActiveSync** (if ActiveSync is not found on the start menu) to validate/set the port, the PDA will use the ActiveSync communication.
5. Select **Tool tab**, then **Options**.
6. Validate/Set the first list box to the type of port and port speed to use. For Serial Comm. Port communications, set it to "115200 Default".
7. Select the **Schedule** tab, ensure all are unchecked.
8. Select **OK** in upper right corner of the window and then exit ActiveSync to go back to main menu.

Ensuring Compatibility of Microsoft ActiveSync with the Host Computer

Microsoft ActiveSync requires a minimum PC configuration. The following is the list of those requirements. Should the designated PC fail to meet these requirements, it must be upgraded to the minimum level or replaced to use the DPAS Inventory application.

- Microsoft Windows XP, Windows 2000, Windows Millennium Edition, Windows NT Workstation 4.0 with SP6 or later, or Windows 98
- Microsoft Internet Explorer 4.01 SP1 or later
- Hard-disk drive with 12 to 65 MB of available hard-disk space (actual requirements will vary based on selection of features and user's current system configuration)
- Serial Port, infrared port, or USB port (available for Windows 98, Windows Me, Windows 2K, and Windows XP OSs only)
- VGA graphics card or compatible video graphics adapter at 256 color or later
- Keyboard
- Microsoft Mouse or compatible input device.

Installing Microsoft ActiveSync

DPAS utilizes Microsoft ActiveSync for the communications layer between the host computer and the PDA. If the host computer does not have Microsoft ActiveSync installed, it will need to be downloaded from the Microsoft website and installed prior to proceeding. If Microsoft ActiveSync is installed, proceed to **Creating A Partnership Between The Host Computer And The PDA** to establish a partnership between the host computer and the PDA.

As with all software, Microsoft periodically releases updated versions of their software. The ActiveSync software is no different. As of this writing, Microsoft had released version 3.7.1. Testing has been conducted with versions ranging from 3.5 through 3.7.1. There were no incompatibilities with DPAS on any of the versions. Whether future versions will be compatible is not known. Should there be a need to download a later version, it recommended that Microsoft’s release notes be reviewed prior to installing the later version as such action may require updates to the PDA’s Pocket PC or components. To download and install Microsoft ActiveSync:

1. Using an Internet browser, download ActiveSync from: <http://www.microsoft.com/windowsmobile/resources/downloads/pocketpc/default>.
2. Navigate the website and locate the download for Microsoft ActiveSync and save to your PC (**Note the location of the downloaded file**).
3. Once the install file is downloaded, locate the directory where it was placed and double-click on the **msasync** icon. The following screen will appear, or a similar one depending upon the version of ActiveSync being installed.



4. Select **Next>**. The following or similar window will appear if this is the initial install of ActiveSync.

5. Select **Next>** or browse for a new installation folder, then select **Next>**.

