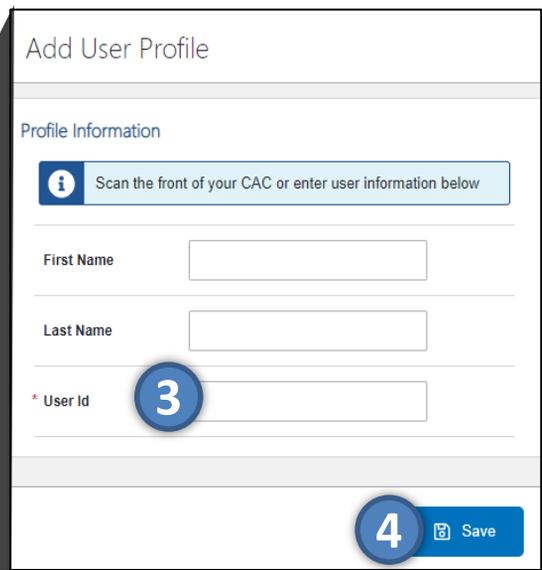
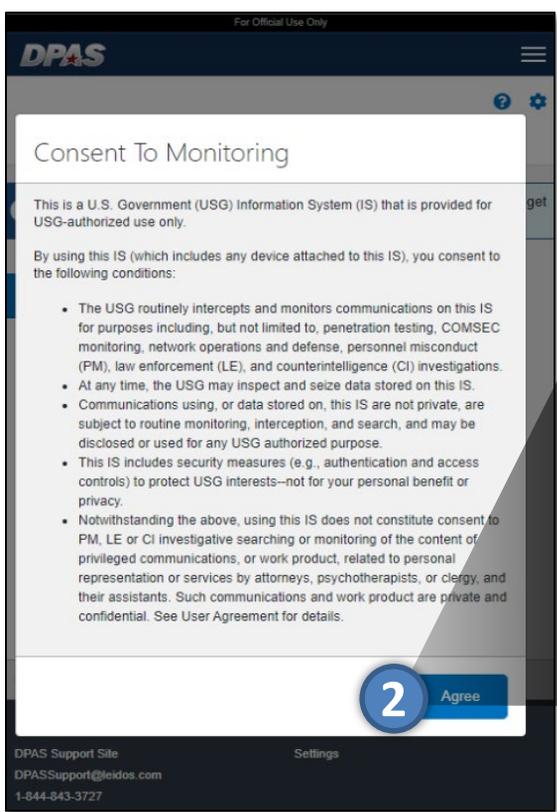




User Profile

1. Navigate to the desired DPAS application.
2. Select **Agree** to Consent to Monitor – the **Add User Profile** window displays.
3. Enter the information, or scan the front of your CAC to retrieve credentials
4. Select **Save** to save the User Profile information.

- For the User Profile to save:
- First Name and Last Name are optional
 - User Id is required
 - User Id does not have to be a valid DPAS user Id



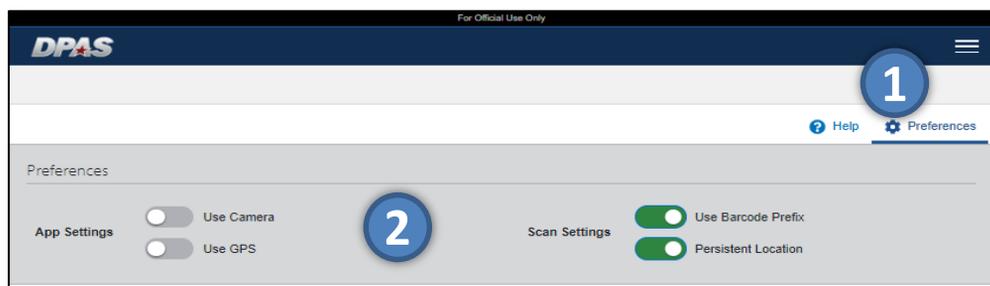


Preferences

1. Expand the **Preferences** section at the top of the page.
2. Select the Toggle Switch of the desired settings to enable that setting.

App settings will be used to enable/disable the application to access a devices camera and/or collect GPS information via the browser

Scan settings will be used to configure how the application will direct scanned values within the application



The following describes the settings:

Use Camera

- When enabled – the user will be presented a camera control next to all fields the camera is able to be used for.
- When disabled – the user will not be presented a camera control next to any fields and will not be able to use the camera for scanning purposes.

Use GPS

- When enabled – the application will collect GPS data when items are saved as long as the application is running and browser allows.
- When disabled – the application will not collect GPS information at any time.

Use Barcode Prefix

- When enabled – the application will use prefixes (when present on barcode label) to direct the value scanned into the appropriate field (if applicable)
- When disabled – User must place cursor into desired field for scan to be displayed. Prefix values will not be removed if present.

Persistent Location

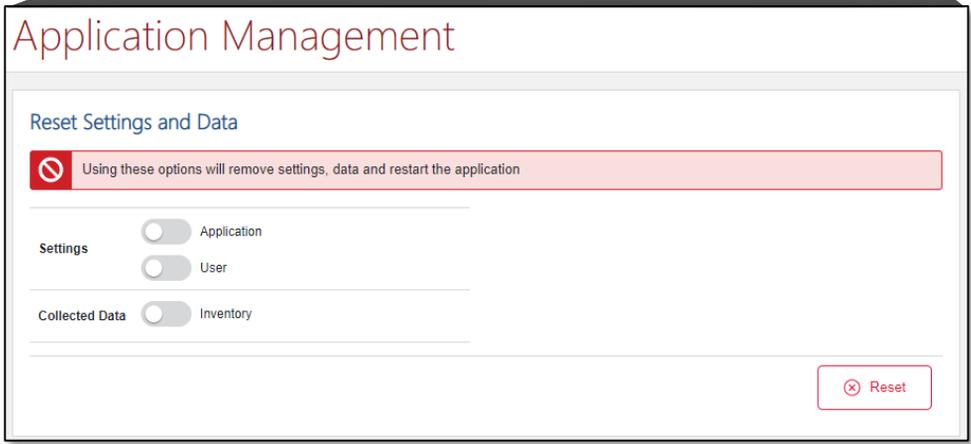
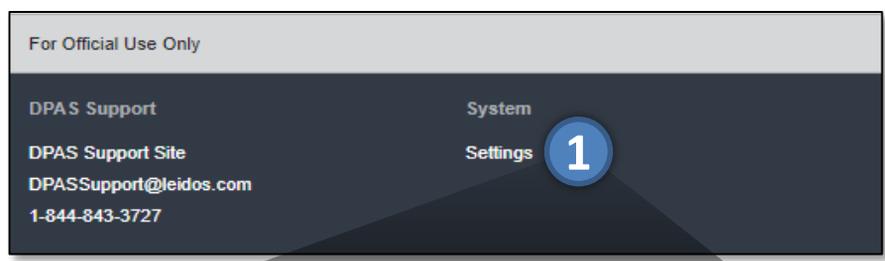
- When enabled – the first location specified will repopulate into the location field after an individual item is saved. The location will persist until another location is selected and saved, or the current location is cleared.
- When disabled – all values are cleared including location every single time an item is saved.



App Settings

1. Navigate to **Settings** at the bottom of any page.
2. Review the **Reset Settings and Data** section.

Settings will be available at the bottom of every page. At this time, the user should only need to come here if they desire to reset all settings and data, or to modify the barcode prefixes being used when scanning.



When *Application* settings are selected to be reset, all application preferences and controls will be reset to default setting.

When *User* settings are selected to be reset, all user preferences and information will be reset.

When *Inventory* collected data is selected to be reset, all information imported and/or captured will be deleted.





App Settings

1. Review the Barcode Prefixes.

Use Barcode Prefix must be enabled within preferences for this section to display on the application management page.

If you need to set/manage the barcode prefixes being used, this is where those updates can take place. You should disable this preference entirely if you do not have prefixes on all barcodes.

Barcode Prefixes

* Location

* Serial

* Stock Number

Location - This field is used to identify which prefix value (when present) denotes a location barcode has been scanned. The default value shown will be (L).

Serial - This field is used to identify which prefix value (when present) denotes a serial barcode has been scanned. The default value shown will be (S).

Stock Number - This field is used to identify which prefix value (when present) denotes a stock number barcode has been scanned. The default value shown will be (N).

Additional Considerations

ICN - If ICN labels have been printed out of the Warehouse Module, when this barcode is scanned, the prefix value expected will be (30T). This will display as the Asset Id.

Asset Id - If Asset Id labels have been printed out of the Property Accountability module, when this barcode is scanned, there is no prefix value. Upon the first time scanning an asset Id, you will have the option to set a default which, when set, will always direct the scan to the Asset Id field.

**To operate the application without using barcode prefixes, you simply must select the desired field before scanning*