

DPAS Quick Reference Guide

Materiel Management - Inquiries

Process an Inquiry

- In the DPAS Materiel Management module, navigate to the desired **Inquiry** from the **Inquiries** menu - The Results Grid displays a list of all items related to the inquiry.
- 2. Narrow the search by entering information into the fields of the Search Criteria section.

Inquiries has three types of requests:

- Inventory Inquiry this inquiry displays inventory levels in each of the linked RSAs for each stock number managed by the ICP.
- Inventory Transaction Inquiry this inquiry displays all the transactions associated with the inventory found within the ICP.
- Accounting Transaction Inquiry this inquiry displays all the transactions associated with any accounting interface within the ICP.
- 3. Select the Search button The requested items appear in the Search Results grid.
- 4. To customize the inquiry, place the mouse over Grid Options and slide down to Columns.
- 5. Select the Checkbox(es) to select or deselect the desired column header(s).
- 6. To print the inquiry, place the mouse over **Grid Options** and slide down to **Export**.
- 7. Select the desired format of the document The requested document is downloaded to the user's computer for viewing, saving, and printing.

Column headers can be dragged to the Grouping bar. When no column headers are in the bar, it states "No Grouping". Placing column headers in the Grouping bar changes the layout and appearance of the inquiry.

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