



Process an Inquiry

1. In the DPAS Matériel 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.
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.

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.

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.

Stock Nbr	Managed DoDAAC	RSA	RSA DoDAAC	Cond Cd	Prj Cd	Stocking UI Price	MAC	Extended Price	Inventory Qty
1265015102314		Patrick	EB2096	A - Svcbl(w/o Qual)		\$44,012.00	\$44,012.00		1
5895016202299		Patrick	EB2096	A - Svcbl(w/o Qual)		\$5,500.00	\$5,500.00		3
5895016576119	CONVERTER, FRE	Patrick	EB2096	A - Svcbl(w/o Qual)		\$345.00	\$345.00		4
5930016246337	SWITCH, CHANNEL	Patrick	EB2096	B - Svcbl(With Qual)		\$2,295.00		\$2,295.00	3