DPAS - Defense Property Accountability System

Transaction Journal Inquiry (M&U)

The Transaction Journal displays historical data specifically related to Work Orders

Work Orders are organized into Header (higher-level Work Order) and Detail (Sub-Work Order) data.

This is the only inquiry that has "Selections" under the **Search Criteria**.

- **Header Field Selections** has data elements that are higher-level and apply to all details associated with a Work Order. This information will display in the **Basic** tab of the Inquiry
- **Detail Field Selections** has data elements that apply to the **Sub-Work Order Detail** tab

1. Navigate to **Transaction Journal** from the **Inquiries > History** menu path.
2. Select the Maintenance Activity which you are logged into under the **Search Value(s)** drop-down list.

3. Use the **Header** and/or **Detail Field Selections** to choose the elements to display in the Inquiry results.
4. To see all of the Work Orders for the selected Activity, select the **Show All** button.

A listing of all the Work Orders for the Maintenance Activity displays.

5. Choose the Work Order you want to review by selecting the **Work Order Id** hyperlink.

PROPERTY & EQUIPMENT POLICY
OUSD • AT&L • ARA

DPAS Call Center
1-844-843-3727

DPAS Website
http://dpassupport.golearnportal.org

Transaction Journal Inquiry (M&U)

The Inquiry **Basic** tab displays. All of the Work Order fields which were selected in the **Header Field Selections** bar display in the **Basic** tab.

6. Select the **Sub Work Order Detail** tab.
7. Select the **View Sub Work Order** hyperlink to display the detail fields for each sub work order.
8. Select the **Hide Sub Work Order** hyperlink to collapse the sub work order details.
9. Select the **Cancel** button to return to the **Search Criteria** page.

DPAS Call Center
1-844-843-3727

DPAS Website
http://dpassupport.golearnportal.org

PROPERTY & EQUIPMENT POLICY
OUSD • AT&L • ARA

Journal Viewer Custom Select (M&U)

You can use **Custom Select** to see the number of Work Orders performed on a specific asset.

Start by pulling all Work Order information into one query as follows:

1. Select your maintenance activity from the **Search Value(s)** drop-down list.
2. Select **Asset Id** from the **Available Field(s)** drop-down list.
3. Accept the default of = (equal) from the **Operands** drop-down list.
4. Enter the **Asset Id** of the asset you want to review in the **Search Value(s)**.
5. Select the **Custom Select** button.

Search Criteria

Available Field(s)	Operands	Search Value(s)
*Maint Activity	=	MIDWEST MAINT (1)
Asset Id (2)	= (3)	UIC003000015 (4)

↳ Header Field Selections

↳ Detail Field Selections

Show All | **Custom Select** (5) | **Reset**

A listing of all the Work Orders that have been assigned for the asset displays. You have the choice of selecting some, or all, of the Work Orders to review in depth.

Selected Rows

Select	Work Order Id ▼	Select	Asset Id	WO Status Cd	Remarks	Tran Cd	Tran Dt	Sub Work Orders
(a) ☐	2011102800004	☐ (b)	C003000015	V		Update	10/28/2011 12:27:...	1
		☐	UIC003000015	O		Initial Creation	10/28/2011 12:25:...	1
☐	2011102800007	☐	UIC003000015	C		Initial Creation	10/31/2011 2:48:39 PM	1
		☐	UIC003000015	O		Initial Creation	10/28/2011 12:33:....	1
☐	2011103100004	☐	UIC003000015	C		Update	10/31/2011 2:38:44 PM	1
		☐	UIC003000015	O		Initial Creation	10/31/2011 2:28:59 PM	1
☐	2011110300003	☐	UIC003000015	O		Initial Creation	11/3/2011 2:30:47 PM	1

Select All | **Deselect All** | **Continue** | **Cancel**

6. Select the checkbox:
   a. To the left of the **Work Order Id** to select all of the transaction records for the Work Order, or
   b. Next to the individual transaction record(s) to view the specific record(s)
7. Select the **Continue** button to view the **Search Results** page.

PROPERTY & EQUIPMENT POLICY
OUSD • AT&L • ARA

DPAS Call Center
1-844-843-3727

DPAS Website
http://dpassupport.golearnportal.org