



Perform an Inquiry

1. Select **Inquiries**, then the appropriate menu / sub-menu option.
2. From the **Search Criteria** page, choose the data elements to be filtered from the static list (Static Inquiry) or select the elements from the **Available Field(s)** list (Dynamic Inquiry).
3. Select the appropriate operand.
4. Enter (or select) search criteria.
5. Select the **Fields** button.

The **Show Inquiry** button is used to bypass the Field Selection page and go directly to the results. The default field selections are used and display with a maximum of 5,000 records. An extract is not created.

Field Name	Operand	Search Value
Cntr Status	=	Active
Cntr Use Cd		
Cntr Type Cd		
Cntr Nbr		
Cntr Name	LIKE	Clark%
Expr Dt		
Estbd By		

Example of a Static Inquiry

Example of a Dynamic Inquiry using Available Field(s)

Available Field(s)	Operands	Search Value(s)
Work Order Status Cd	=	O-Open
Select an Item		



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View Inquiries Within DPAS

6. Check the box next to the fields you want to display in the inquiry.
7. Select the **Show Inquiry** button to view the query of fewer than 5000 records.
(Continue to the next page.)

You may use the **Submit** button to extract fewer than 5000 records.

The inquiry extract is useful when you need to manipulate the results outside of DPAS.

View Inquiries Extracted from DPAS

6. Check the box next to the fields you want to display in the inquiry.
7. Select if the inquiry should be extracted in an Excel File or as a Text, Comma Separated File.
8. Select a **Privacy Type** of Private or Shared.
9. Enter an optional **Extract Id** to easily identify your inquiry.
10. Select the **Submit** button to extract inquiries of more than 5000 records.
(See Page 4 for instructions to view your inquiry extract.)

Field Selection

<input checked="" type="radio"/> Extract Excel File	Extract Id <input type="text"/>
<input type="radio"/> Extract Text, Comma Separated File	Privacy Type Private

My Selections

Select/Deselect	Field	Field Description
<input checked="" type="checkbox"/>	Work Order Nbr	Work Order Number
<input checked="" type="checkbox"/>	Approval Dt	Approval Dt
<input checked="" type="checkbox"/>	Asset Id	Unique locally assigned code used for identification purposes.
<input checked="" type="checkbox"/>	DOD Serial Nbr	Used to identify a particular serially managed asset. This field is also used for USA Registration Number.
<input checked="" type="checkbox"/>	Equip Grp Cd	Equipment Group Code
<input checked="" type="checkbox"/>	Item Desc	The description of an asset. For an asset with a valid national stock number, Item Description field will be automatically filled with Approved Item Name from the Fed Log.
<input checked="" type="checkbox"/>	Maint Activity / Owning UIC	Maint Activity / Owning UIC
<input checked="" type="checkbox"/>	Priority Cd	Priority Cd
<input checked="" type="checkbox"/>	Serial Nbr	Used to identify a particular serially managed asset. This field is also used for USA Registration Number. Also used to identify Real Property Assets.
<input checked="" type="checkbox"/>	Stock Nbr	Number assigned to each like asset of supply purchased, stocked or distributed within the Federal government. For turn-in of assets, if valid Stock Nbr not available, use FSC and description.
<input checked="" type="checkbox"/>	Work Order Status Cd	Work Order Status
<input type="checkbox"/>	Actual Labor Hours	Actual Labor Hours
<input type="checkbox"/>	Non-Labor Cost	Actual Non-Labor Cost
<input type="checkbox"/>	Avail Dt	Available date
<input type="checkbox"/>	Unavl Maint Days	Days unavailable for maintenance.
<input type="checkbox"/>	Unavl Supply Days	Days unavailable due to supply.
<input type="checkbox"/>	Est Labor Cost	Est Labor Cost
<input type="checkbox"/>	Est Labor Hours	Est Labor Hours
<input type="checkbox"/>	Est Non-Labor Cost	Est Non-Labor Cost
<input type="checkbox"/>	Est Non-Labor Hours	Est Non-Labor Hours





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8. Select the page arrow to show additional pages.
9. Select the **Export** icon () to save the results into either a PDF, Excel, or Word document.
10. Select a specific data element to view any available detail information.
11. Select **Cancel** to return to the **Search Criteria** page.

Work Order Nbr	Approval Dt	Asset Id	DOD Serial Nbr	Equip Grp Cd	Item Desc	Maint Activity / Owning U
2011102800001	10/28/2011	UIC003000016		VL-Passenger Carrying Vehicle	BUS,MOTOR	MIDWEST MAINT / UIC003
2011102800002	10/28/2011	UIC003000017		VL-Passenger Carrying Vehicle	BUS,MOTOR	MIDWEST MAINT / UIC003
2011102800003	10/28/2011	UIC003000009		VR-Trucks, Utility Vehicle	TRUCK, UTILITY, CLOT	MIDWEST MAINT / UIC003
2011102800004	10/28/2011					MIDWEST MAINT / UIC003
2011103100001	10/31/2011	DMB11081959		PL-Trucks, Forklifts, Other	TRUCK,LIFT,FORK	MIDWEST MAINT / UIC003
2011103100002	10/31/2011	UIC003000008		VR-Trucks, Utility	TRUCK, UTILITY, CLOT	MIDWEST MAINT / UIC003
2011103100003	10/31/2011	UIC003000010		VR-Trucks, Utility	TRUCK, UTILITY, CLOT	MIDWEST MAINT / UIC003
2011110300001		UIC003000013		VL-Passenger Carrying Vehicle	BUS,MOTOR	MIDWEST MAINT / UIC003
2011110300002		UIC003000014		VL-Passenger Carrying Vehicle	BUS,MOTOR	MIDWEST MAINT / UIC003
2011110300003		UIC003000015		VL-Passenger Carrying Vehicle	BUS,MOTOR	MIDWEST MAINT / UIC003

11 Cancel



View Inquiry Extract

1. After the **Submit** button is selected on the **Field Selection** page, navigate to **Inquiries / View Inquiry Extract**.
2. The **View Reports** page displays. Choose the inquiry to download and select the **Run** button on the **File Download Security Warning** dialog box.
3. Select the **Run** button on the **Internet Explorer Security Warning** dialog box.
4. The inquiry is saved to your desktop.

2 View Reports

Delete	Download	Extract Date	User Id Owner
Delete	Work Order Inquiry - Work Order TEAMA	01/10/2012 10:08:17	MOBRIAN
Delete	Contract Inquiry	11/04/2011 07:09:06	MOBRIAN

File Download - Security Warning

Do you want to run or save this file?

Name: DpasExtract.exe
 Type: Application, 132KB
 From: dpastest.navysisa.navy.mil

2 Run Save Cancel

While files from the Internet can be useful, this file type can potentially harm your computer. If you do not trust the source, do not run or save this software. [What's the risk?](#)

Internet Explorer - Security Warning

The publisher could not be verified. Are you sure you want to run this software?

Name: DpasExtract.exe
 Publisher: **Unknown Publisher**

3 Run Don't Run

This file does not have a valid digital signature that verifies its publisher. You should only run software from publishers you trust. [How can I decide what software to run?](#)

Extracts are saved to your desktop with the filename of: DpasExcelData-USERID-Date/Time.xls or .csv

