DPAS Defense Property Accountability System

Updating Maintenance Activities

The DPAS Account Management team will have responsibility for the initial setup of the Maintenance Activity.

1. Navigate to the **Master Data / Maintenance Activity** menu.
2. The current **Agency**, **Site Id**, **UIC** and **Maint Activity** display. To change Maint Activities, select the **Activity Nm** from the red User Info bar.
3. Select the **Update** button.
4. Update any available mandatory or optional fields.
5. Select the **Update** button to complete the process.

Search Criteria

Agency	DSS
Site Id	CO-LEARN
UIC	UIC003
Maint Activity	MIDWEST MAINT

Update

Update

*Agency	DSS	*Maint Activity Name	MIDWEST MAINT
*Site Id	CO-LEARN	*Maint Activity Desc	VEHICLE MAINTENANCE SHO
*UIC	UIC003	Supply Room	
*Address	...		
*POC	MITCH ABBOTT	Loc	
*Address 1	3990 E BROAD ST	Address 2	
*City	COLUMBUS	*State Cd	OH-Ohio
ZIP Cd	43213	*Country Cd	US-UNITED STATES OF AMERICA
*Phone Nbr	6145551212	*E-Mail Address	MITCH.ABBOTT@DSS.MIL
Hrs of Operation	0600 - 2000	Full Util Days	17
Full Util Miles	1600	Full Util Hours	136
Remarks			
History Remarks			

Update   **Cancel**

The *MO-Maintenance Officer* Address must be created from the **Master Data** menu prior to it being available to this process.

PROPERTY & EQUIPMENT POLICY OUSD • AT&L • ARA

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DPAS Call Center
1-844-843-3727

DPAS Website
http://dpassupport.golearnportal.org