



Request Custom Inventory

1. In Web DPAS, navigate to **Inventory > Generate Inventories > Custom**.
2. Select a value from the **Available Field(s)** drop-down list. There are a number of fields available to filter. However, depending on the Unit Identification Code (UIC) you are logged into, only the assets assigned for that UIC will be in the Available Field(s) drop-down list. For example, if you do not have any Sub Locations, this field will not be in your list.
3. Select a value from the **Available Value(s)** drop-down list. This is a dynamic list that is based upon the Available Field selected. This field will refresh when an Available Field is selected or updated.
4. The **Selected Value(s)** are displayed. Once an Available Value is selected, it is displayed in the Selected Value(s) field. You can also enter your own value(s). Multiple values must be separated with a semi-colon (;) with no spaces before or after. You can also enter your own criteria using the Selected Value(s) field. Use the “wildcard characters” (percent sign [%], greater than [>] or less than [<] symbols) to refine your search. Use the percent sign (%) before and after the value to return all records where that value is found. For example, if “item Description” is selected in the **Available Field(s)** and “%LAPTOPT% is entered in the **Selected Value(s)** field, you will retrieve all records containing “LAPTOP” in any part of the **Item Description**.
5. The total number of assets the user can access is displayed next to the **Record Cnt**. When specific values are selected, the record count shows how many assets meet the criteria.
6. Continue to next line to refine your search.
7. Select the **Alternate Search Criteria** button to add a new independent search criteria set. The results will be combined with the original search criteria when generating the inventory.
8. Select **Search** to continue to the **Search Results** page.

Search Crit				Record Cnt: 54
Available Field(s)	Available Value(s)	Selected Value(s)		Record Cnt
Item Desc	Select an Item	LAPTOP;NOTEBOOK		16
Mfr Name	Select an Item	DELL COMPUTER CORPORATION		9
Select an Item				
<input type="button" value="Alternate Search Criteria"/>				
<input type="button" value="Search"/> <input type="button" value="Reset"/>				



Custom Inventory Search Results

1. The top of the **Search Results** page displays the two sets of criteria that was created for the search. You can view each criteria set by selecting the title bar for that set.
2. You can change the **Number to Display** to show a given number of items per page. The default is 10; the other choices are 5, 20, 40 or All.
3. You can sort on any data fields on the **Search Results** table by selecting the underlined column header. An arrow indicating ascending or descending order is displayed in the selected column header.
4. Some or all assets can be included in the inventory. Check or un-check the **Select** boxes to determine whether the asset will be included.

First Criteria Set
 Available selections are: Item Desc is equal to LAPTOP, or NOTEBOOK,
 And: Mfr Name is equal to DELL COMPUTER CORPORATION

Second Criteria Set

1

First Criteria Set
 Second Criteria Set
 Available selections are: Item Desc is equal to SERVER,
 And: Mfr Name is equal to HONEYWELL CORPORATION

3

4

2

5

6

Select	Asset Id ▲	Stock Nbr	Serial Nbr	Custodian Nbr	Asset Level Cd	Loc	Item Desc	Diferable	Deprn Cd	Lot Nbr	Last Inv Dt	Rcl Lst Inv Dt	Loan Cd	Lease Cd	Mfr Name
<input checked="" type="checkbox"/>	HR10260000187021HPK400ABDESRVUX894			HC1004	EI	BLDG 21	SERVER	No	T		08/28/2009	08/28/2009	G	N	HONEYWELL CORPORATION
<input checked="" type="checkbox"/>	HR10260000197021HPK400ABDESRVUX897			HC1004	EI	BLDG 21	SERVER	No	T		08/28/2009	08/28/2009	G	N	HONEYWELL CORPORATION
<input checked="" type="checkbox"/>	HR10260000207021HPK400ABDESRVUX891			HC1004	EI	BLDG 21	SERVER	No	T		08/28/2009	08/28/2009	G	N	HONEYWELL CORPORATION
<input checked="" type="checkbox"/>	HR1026000044702100I010003		HP33ERT01	HC1004	EI	BLDG 4	LAPTOP	No	N		08/28/2009	08/28/2009	G	N	DELL COMPUTER CORPORATION
<input checked="" type="checkbox"/>	HR1026000045702100I010003		HP33ERT02	HC1004	EI	BLDG 4	LAPTOP	No	N		08/28/2009	08/28/2009	G	N	DELL COMPUTER CORPORATION
<input checked="" type="checkbox"/>	HR1026000046702100I010003		HP33ERT03	HC1004	EI	BLDG 4	LAPTOP	No	N		08/28/2009	08/28/2009	G	N	DELL COMPUTER CORPORATION
<input checked="" type="checkbox"/>	HR1026000049702100I010003		HP33ERT06	HC1004	EI	BLDG 4	LAPTOP	No	N		08/28/2009	08/28/2009	G	N	DELL COMPUTER CORPORATION
<input checked="" type="checkbox"/>	HR1026000051702100I010003		HP33ERT08	HC1004	EI	BLDG 4	LAPTOP	No	N		08/28/2009	08/28/2009	G	N	DELL COMPUTER CORPORATION
<input checked="" type="checkbox"/>	HR1026000052702100I010003		HP33ERT09	HC1004	EI	BLDG 4	LAPTOP	No	N		08/28/2009	08/28/2009	G	N	DELL COMPUTER CORPORATION
<input checked="" type="checkbox"/>	HR1026000054702100I010003		HP33ERT11	HC1004	EI	BLDG 4	LAPTOP	No	N		08/28/2009	08/28/2009	G	N	DELL COMPUTER CORPORATION

Select All Deselect All Continue Cancel

5. The **Select All** and **Deselect All** buttons can be used to determine what assets are included on the inventory. When choosing Select All, all assets on all pages will be selected. The Deselect All button will deselect all assets on all pages.
6. The **Continue** button is used to advance to the **Custom Inventories Update** page.





Custom Inventory Update

1. Type Action:

Init Inventory – Initializes the assets to be inventoried; no report will be generated.

Init Inventory & Gen Report – Initializes the assets to be inventoried and generates an inventory report.

Inquiry Process – Creates a custom inquiry from the search criteria results that were entered previously.

The screenshot shows a form titled 'Update'. The first field is '*Type Action', which is a dropdown menu. A red circle with the number '1' is placed over the dropdown. The dropdown menu is open, showing four options: 'Select an Item', 'Init Inventory', 'Init Inventory and Gen Report' (which is highlighted in blue), and 'Inquiry Process'.

2. Select *Asset Id* from the **Report Sort Seq** drop-down list. This determines how the auto generated custom inventory report will be sorted. Options include Location, Item Description and Stock number.
3. Select *Complete List: 1 Inventory* from the **Generate Inv** drop-down list. Other options include generating an inventory for each Location, Major Custodian or Sub Custodian within the search criteria of the inventory.
4. Use the **Calendar Tool** to select the date the inventory needs to be completed by.
5. Enter an **Inv Name** such as *Dell Laptops or Notebooks and Honeywell Servers*. This name will appear at the top of her report and other places in Web DPAS identifying the inventory.
6. Select the **Submit** button. The **Transaction Status** page displays.

The screenshot shows the 'Update' form with the following fields and values, each indicated by a red circle with a number:

- 1: '*Type Action' dropdown set to 'Init Inventory and Gen Report'.
- 2: '*Report Sort Seq' dropdown set to 'Asset Id'.
- 3: 'Generate Inv' dropdown set to 'Complete List: 1 Inventory'.
- 4: 'Sched Cmpltn Dt' set to '2/28/2099' with a calendar icon.
- 5: '*Inv Name' text box containing 'Dell Laptops or Notebooks and Honeywell Servers'.
- 6: The 'Submit' button.