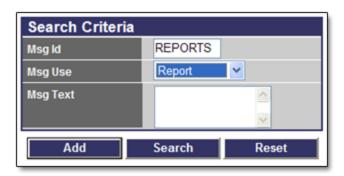
DPAS Quick Reference Guide

## **Report/Form Messages**

- Navigate to the Master Data > Report/Form Message menu path.
- 2. Enter a Msg Id.
- 3. Select where the message will be used (Reports or Forms).
- 4. Enter the text of the message (up to 120 alphanumeric characters with \$, -, \_, /, #, &, comma, period, and space being the only valid special characters). You can enter the message here or on the **Add** page.
- 5. Select the **Add** button (or **Search** when updating or deleting).

The Report/Form Message is free-form text that is created for later use when generating asset reports and forms.





6. Select the **Add** button to complete the process.

