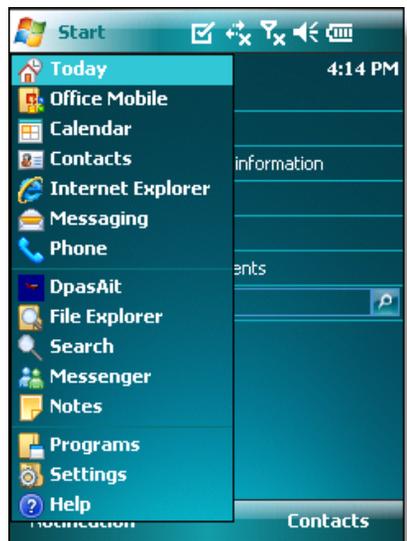
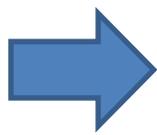
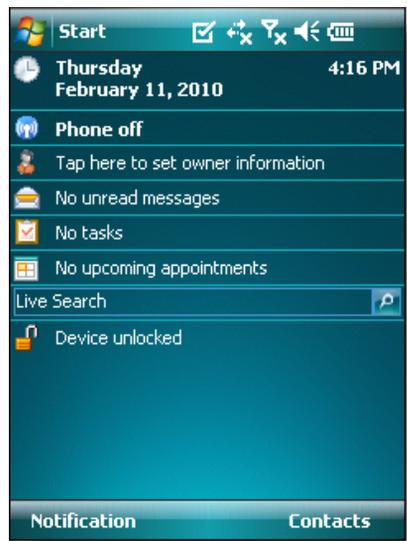




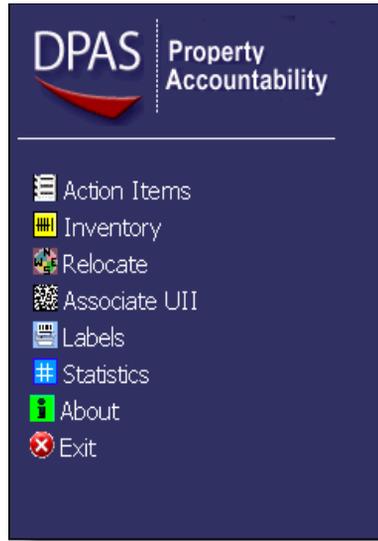
# Getting to DPAS Property Accountability Screen

On the scanner, navigate to **Start / DpasAit**.



## DPAS Property Accountability Screen

The **DPAS Property Accountability** screen appears. This is considered the main screen.





## Action Items

On the scanner, select **Action Items** from the DPAS Property Accountability screen. Action Items are notes or requests for a specific asset.

1. Scan or manually enter the **Asset Id**.
2. Select an **Action Item** from drop-down list. Entries include: Add Asset to DPAS, Arrange for Pick-Up, Call Item In For Service, Inspection Completed, Order Parts, Order Supplies, Print Asset Id Label or Print Location Label.
3. Enter **User Id** by using the scanner number pad or touchpad 'keyboard'.
4. Enter comments in the **Description** text field for later reference
5. Select or enter a location in the **Location/Sub Location** field as the current location of the asset.
6. Select the **Save** button.
7. Select **Exit** button to return to DPAS Property Accountability screen.

**Record Action Items**

\*Asset Id: HR1026000062

\*Action: Call Item In For Service

\*User Id: CIRWIN

Description: COMPUTER

Location / Sub Location: BLDG 10

Buttons: Save, Exit

## Relocate Assets

On the scanner, select **Relocate** from the DPAS Property Accountability screen. The Relocate option is used to move assets to a new location/sub location.

1. Enter or verify user Id displays in the **User Id** field.
2. Manually enter or select new location in the **Loc To/Sub Loc To** fields .
3. Scan or manually enter the asset Id into the **Asset Id** field.
4. Verify **Asset Id** and **Loc To/Sub Loc to** fields.
5. Select **Exit** button to return to DPAS Property Accountability screen.

**Relocate Assets**

\* User Id: CIRWIN

\* Loc To/Sub Loc To: BLDG 4

\*Asset Id: [Empty]

Asset Id	Loc To	Sub Loc To
HR1026000066	BLDG 4	

Buttons: Enter, Exit



## Associate UII

On the scanner, select **Associate UII** from the DPAS Property Accountability screen. The Associate UII option is used to match an Asset Id to a 2-D matrix assigned to the item.

1. Enter User Name into the **User Id** field.
2. Scan the **Asset Id**.
3. Scan the **UII** tag located on the asset. The lower table displays the UII information.
4. Select **Exit** button to return to DPAS Property Accountability screen.

## Request Label

On the scanner, select **Request Label** from the DPAS Property Accountability screen. The Request Label option is used to request to print a new label for a specific asset.

1. Enter **User Id**.
2. Select the **Asset Id** label type.
3. Enter number of labels needed into the **Qty** field.
4. Key or scan the Asset Id.
5. Select **Save** button.
6. Select **Exit** button to return to DPAS Property Accountability screen.

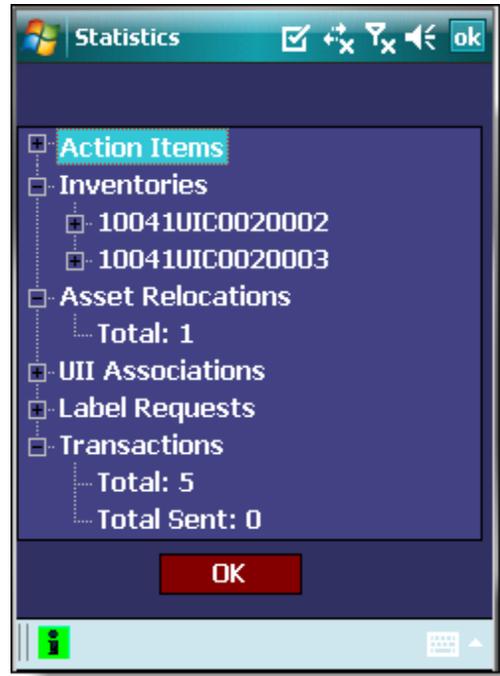


## Statistics

On the scanner, select **Statistics** from the DPAS Property Accountability screen. The Statistics option is used to view the amount of activity for each scanner function.

The **Statistics** categories are:

- **Action Items** - Asset Id of any asset that has an action assigned. Further expands to display the Action, Location, Description and User Id.
- **Inventories** - Inventories that have been downloaded. Further expands to display the count of initialized assets, the count of assets inventoried, and the count of non-initialized assets scanned.
- **Asset Relocations** and **UII Associations** - Total number of each process that has occurred within the scanner.
- **Label Requests** - Number of requests processed. Further expands to display Asset, Location, and Sub Location Requests.
- **Transactions** – Total number of requests and count of processed.



## About

On the scanner, select **About** from the DPAS Property Accountability screen. The About option displays the version of the DpasAit software.

This information is only for informational purposes and may be requested by the Call center if a problem with the scanner arises.

The **DpasAit** software will update to the latest version automatically whenever a new release is available.

