



Defense Property Accountability System (DPAS) Add Attachment Reference Document

Definitions:

An attachment is any printed item added to an asset for informational purposes. Examples of attachments are user or repair manuals. Attachments are linked to the asset itself.

The "Add Attachment" process will allow you to attach picture files (.bmp, .jpg, .jpeg, and .gif) and Adobe Acrobat files (.pdf) to an asset. You can add as many files as you want.



1. After selecting the **Add Attachment** button from the **Update** page, the **Upload File** page is displayed.
2. If you know the path and filename of the document you wish to attach, you can enter the information in the ***File Path** field, or use the **Browse** button to search for the document.

NOTE: Keep in mind that the maximum length for each file you attach is only 1.03Mg.

A screenshot of the "Upload File" form. The form has a dark blue header with the text "Upload File". Below the header, there are several fields: "Asset Id" with the value "A99999000007", "*File Path" with a text input field and a "Browse..." button, and "*Desc" with a text area. A "Primary" checkbox is located below the description field. At the bottom of the form, there is an "Add" button. Below the form, there is a section titled "Temporary Attachments" with "Attach" and "Cancel" buttons. Numbered callouts (1-5) are placed over the form: 1 is over the "Add" button, 2 is over the "Browse..." button, 3 is over the "*Desc" text area, 4 is over the "Primary" checkbox, and 5 is over the "Add" button.



3. You must enter a Description of the file in the ***Desc** field.
4. The **Primary** check box can be used to indicate which attachment you wish the system to first land on if there are multiple files. This is optional.
5. Select the **Add** button.
6. Once you select the **Add** button, the system displays in the **Temporary Attachment** section an entry showing there is a file ready to be attached to the asset. You may continue to add additional files to the asset using steps 2-5 above.

Temporary Attachments				
	File Name	Desc	Size	Type
Remove	20090529_135031_(A99999000007)_b1bede731a9642378541	Example figure	162.95KB	JPG
Remove	20090529_135302_(A99999000007)_7f72a3bd4c284c1e9e10	CAC Example1	45.52KB	JPG
Remove	20090529_135334_(A99999000007)_54c52f29c64a40f98777	CAC	34.15KB	JPG

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Once you have completed attaching all the files you want to the asset, select the **Attach** button in the **Temporary Attachments** section. This will return you to the **Asset Update** page, where you can complete the transaction.

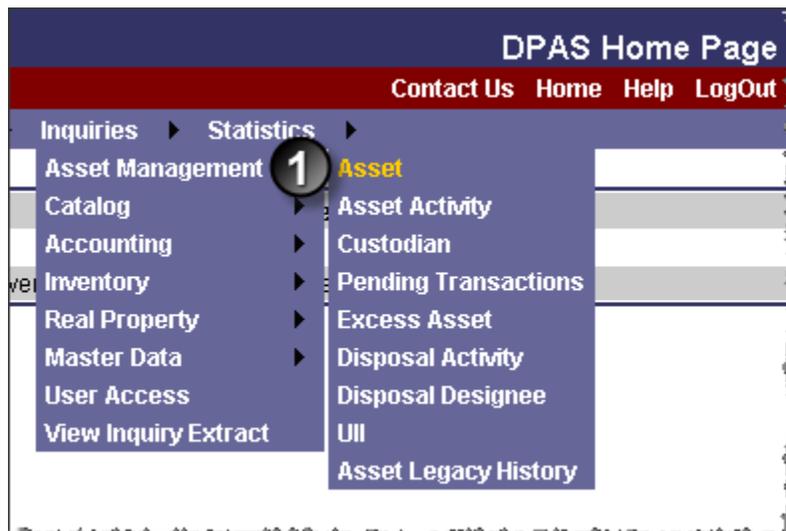


Viewing Attachments

There are two ways to view any attachments to an asset. The most common is to view them using the **Asset Inquiry** and the other is through the **Details** (this is a hyperlink from either the **Search Results** or **Selected Rows** pages).

We will discuss using the **Asset Inquiry** to view your attachments, first.

1. Select the **Inquiries>Asset Management>Asset** menu path.



2. On the **Search** Criteria page, enter the Asset Id of the item in the **Asset Id** field and select the **Fields** button.



- On the **Field Selection** page, select the fields you wish to display. If there are fields that you do not want displayed but have been pre-selected for you, just uncheck those fields.

Field Selection

Extract Excel File Extract Id

Extract Text, Comma Separated File Privacy Type

My Selections

New Selection List

Select	Field Name	Description	Up	Down
<input checked="" type="checkbox"/>	Actbl UIC	Accountable Unit Identification Code - The UIC of the organization that is assigned management responsibility for property belonging to a specific unit organization, or activity. Multiple UICs may be grouped under an Accountable UIC to consolidate data for accountability and accounting system reporting purposes.	▲	▼
<input checked="" type="checkbox"/>	Asset Id	Unique locally assigned code used for identification purposes.	▲	▼
<input checked="" type="checkbox"/>	Custodian Nbr	One to six position code, locally assigned, used to identify an individual responsible for assigned assets.	▲	▼
<input checked="" type="checkbox"/>	Item Desc	(1) 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"/>	Loc	Physical location of an asset.	▲	▼
<input checked="" type="checkbox"/>	Mfr Name	The full name of a specific manufacturer.	▲	▼
<input checked="" type="checkbox"/>	Mfr Part Nbr	Number used to record the make or model of a specific piece of equipment.	▲	▼

- Once you have selected/deselected fields, select the **Show Inquiry** button. Your query results are displayed.

Asset Id	Custodian Nbr	Loc	Mfr Yr	Model Nbr	Qty	Serial Nbr
00074877	KENNYG	BLDG 3	2008		1	123
000889	USR009	BLDG 10	2003		1	62390
44404792	KENNYG	KENNY	2008		1	12
4523AC0033	USR001	BLDG 5	2006	R0UND3R	1	00251108798
525252	USR001	BLDG 1	2008		1	555555
666666	125463	BLDG 4	2007	RRT-456	1	555555
919191	USR002	BLDG 6	1999	LAT-123	1	828282
9876543	USR006	BLDG 3	1995		1	USBB175064
9999	USR001	BLDG 2	2008	11111	1	23456
A99999000007	777777	SAC AREA 7	2008	65432168	1	25146540685049

- Place your mouse pointer on any of the data that is displayed under the column headings (your cursor will turn to a Hand object when you do this) and click your left mouse button.



6. The details of the item you selected are displayed.

Basic Catalog Excess Inventory Accounting Depreciation Ancillary All Attachments Component

1 of 1 100% Find|Next Select a format Export

Asset Inquiry - Basic Detail

Site Id	SAT-1	Actbl UIC	A00001
UIC	AA0013	Process Action	
Stock Nbr	1048	Serial Nbr	23456
Item Desc	WEAPON		
Asset Id	9999	Custodian Nbr	USR001/004
Lot Nbr		Expr Dt	
Qty	1	Total Cost	\$100,000.00
Loc	BLDG 2	Sub Loc	
Acq Cost	\$100,000.00	Avg Unit Cost	
Acq Dt	06/12/2008	Rcpt Dt	06/12/2008

Cancel

7. Using the tabs at the top of the page, select the **Attachments** tab. The **Attachment View** page displays all files that are attached to the asset. These are shown as “thumbnails” which you select to open the file.

Asset Attachment Viewer

Computer.jpg User Guide.pdf Admin Guide.pdf

8. Select the thumbnail you want to open to view your attachment.



The second way to view an attachment is when you are viewing the **Details** of an asset. The details of an asset are viewed through the **Search Results** or **Selected Rows** page. Let's discuss this option using the **Search Results** from the **Transfer** process.

Search Results																								
	Qty	Asset Id	Stock Nbr	Serial Nbr	Item Desc	Cust Nbr																		
<input type="checkbox"/>	1	A99999000007	7025015230020	25146540685049	SERVER	777777																		
<input type="checkbox"/>	1	Z11111100006	7040	TYPE1	TYPEWRITER	DMB007																		
<input type="checkbox"/>	1	Z11111100007	7040	<table border="1"> <thead> <tr> <th colspan="6">Selected Rows</th> </tr> <tr> <th>Asset Id</th> <th>Qty</th> <th>Chg Qty</th> <th>Stock Nbr</th> <th>Serial Nbr</th> <th>Maj Cust Nbr</th> </tr> </thead> <tbody> <tr> <td>A99999000007</td> <td>1</td> <td></td> <td>7025015230020</td> <td>25146540685049</td> <td>777777</td> </tr> </tbody> </table>			Selected Rows						Asset Id	Qty	Chg Qty	Stock Nbr	Serial Nbr	Maj Cust Nbr	A99999000007	1		7025015230020	25146540685049	777777
Selected Rows																								
Asset Id	Qty	Chg Qty	Stock Nbr	Serial Nbr	Maj Cust Nbr																			
A99999000007	1		7025015230020	25146540685049	777777																			
<input type="checkbox"/>	1	A99999000017	SW132IC	6662	TRUCK CARGO 4X2 1 TO	SAC001																		
<input type="checkbox"/>	1	A99999000018	SW132IC	6664	TRUCK CARGO 4X2 1 TO	SAC001																		

Select the hyperlink for the asset you want to view the details.

1. The **Details** page for the asset will display.

Activation Dt	10/23/2008
Accumd Deprn	13375.68
Attachments	3 Attachments
Remarks	

2. Select the Attachment hyperlink to open the **Asset Attachment Viewer**. The **Asset Attachment View** page displays all files that are attached to the asset. These are shown as “thumbnails” which you select to open the file.
3. Select the thumbnail you want to open to view your attachment.