



Defense Property Accountability System (DPAS) Inquiry / Report Toolbar Reference Document

The Inquiry-Report Toolbar is accessed by navigating through the Inquiry options of the Web DPAS menu.

You can use the tool bar to:

1. Navigate from one page to another if the arrows are highlighted.
2. Zoom In and out of the page.
3. Use the **Find/Next** feature to search for specific information on all result pages.
4. **Export** to Excel, Word or PDF formats for printing.

Asset Id	Item Desc	Loc	Mfr Name	Custodian Name
AID814200001	PRINTER DOT-MATRIX	409	EPSON	REINHART
AID814200006	PRINTER DOT-MATRIX	409	EPSON	REINHART
AID814200007	PRINTER DOT-MATRIX	409	EPSON	REINHART
AID814200008	PRINTER DOT-MATRIX	409	EPSON	REINHART
AID814200009	PRINTER DOT-MATRIX	409	EPSON	REINHART
AID814200010	PRINTER DOT-MATRIX	409	EPSON	REINHART
AID814200011	PRINTER DOT-MATRIX	409	EPSON	REINHART
AID814200012	PRINTER DOT-MATRIX	409	EPSON	REINHART
AID814200013	PRINTER DOT-MATRIX	409	EPSON	REINHART
AID814200014	PRINTER DOT-MATRIX	409	EPSON	REINHART
AID814200015	PRINTER DOT-MATRIX	409	EPSON	REINHART

The **Navigation** section of the Report Toolbar allows you to navigate the results from an inquiry. This section of the Toolbar contains the following controls:

Control	Description
	Use the left-hand pointing arrow with the vertical line (called a jump arrow) to move to the first page of results.
	Use the left-hand pointing arrow to move to the previous page of the results.
<input type="text" value="1"/>	The current page field displays the page number being viewed. To jump to a particular page number, enter the page number in the field and press the Enter key.
of 4	The page control tells you how many pages of records you retrieved.
	Use the right-hand pointing arrow to move to the next page of the results.
	Use the right-hand pointing arrow with the vertical line (called a jump arrow) to move to the last page of results.



<div> <div>1 of 4</div> <div>100%</div> <div>Find Next</div> </div>				
Asset Id	Item Desc	Loc	Mfr Name	Custodian Name
AID814200001	PRINTER DOT-MATRIX	409	EPSON	REINHART
AID814200006	PRINTER DOT-MATRIX	409	EPSON	REINHART
AID814200007	PRINTER DOT-MATRIX	409	EPSON	REINHART
AID814200008	PRINTER DOT-MATRIX	409	EPSON	REINHART
AID814200009	PRINTER DOT-MATRIX	409	EPSON	REINHART
AID814200010	PRINTER DOT-MATRIX	409	EPSON	REINHART
AID814200011	PRINTER DOT-MATRIX	409	EPSON	REINHART
AID814200012	PRINTER DOT-MATRIX	409	EPSON	REINHART
AID814200013	PRINTER DOT-MATRIX	409	EPSON	REINHART
AID814200014	PRINTER DOT-MATRIX	409	EPSON	REINHART
AID814200015	PRINTER DOT-MATRIX	409	EPSON	REINHART

The **Zoom** section of the Report Toolbar allows you to increase and decrease the size of the report text displayed. Available options are 10%, 25%, 50%, 75%, 100%, 150%, 200%, 500%, Whole Page and Page Width.

The **Find|Next** section of the Report Toolbar allows you to perform a search within the output. Enter text into the *text box* to activate the *Find hyperlink*. Select the *Find hyperlink* to start the search. To continue searching the output, select the *Next hyperlink*.

The **Export** section of the Report Toolbar allows you to export the results into an Excel (.xls), Word (.doc) or Acrobat (.pdf) file. Choose an output type to view or save the exported file.