What is this 'new' inventory process?

The 'new' inventory process provides means for a user to conduct a physical inventory without reliance on network/internet connectivity, utilizing AIT technologies.

Is this replacing the old way to conduct inventories using AIT?

In time, yes… we still plan to support the legacy AIT application for as long as your IT dept allows you to have WMDC installed on your desktops & HHT devices can connect. We advise you continue to conduct your inventories in your standard means until you have been trained on the new process and/or the new process is feature complete for your organization. Manual online inventories remain an option in both Warehouse and Property Accountability.

Who can use the new process? Do they need to have DPAS access?

As long as you have a valid CAC, you will be able to utilize the inventory tool. The only time DPAS authentication (DPAS role) is required is at the time of scheduling and exporting the inventory, and importing the inventory findings back into DPAS. If you had access to the legacy applications, you will have access to the new inventory process. If you do not know or are unsure, confirm your user role has access to LPAID31 Physical Inventory Resolution.

How does one use this new inventory process?

Whether you use Property Accountability or Warehouse module, you will create the inventory as you typically would, ensuring it is in OIN or ORL status depending on the module you're in. If you're a warehouse user, no, it does not have to be 'AIT' type. Use the 'export' feature to export the inventory contents into an excel file. You will want to save this file to the device the inventory will be conducted with.

With the device that will be used to collect the inventory counts, navigate to or open the new Physical Inventory page and import the file. Now you can begin manually entering asset information, or utilize the scanning capabilities of the device, to collect counts. Visual progress is available throughout the inventory process. Once you have counted all assets, export the file, and upload into the new Physical Inventory Resolution. Any unexpected or unknown data that has been collected will be presented prior to starting the reconciliation process to find discrepancies.

Where do I access the new tool from? Where do I upload my inventory file to?

To access the tool from within Property Accountability, go to AIT MGMT > Physical Inventory. To access the tool from within Warehouse, go to AIT > Physical Inventory. Once you have conducted the inventory, under the same menu option navigate to Physical Inventory Resolution. Use the Import function to upload the file generated in Physical Inventory. If you do not have DPAS user access, navigate to this URL https://dpas.dape.dla.mil/physicalinventory

Is excel required? Do I really need it?

The first deployment is 'disconnected functionality' – meaning the excel portion is mandatory if you want to see asset information at the time of the inventory. We will be working to provide the 'connected' version, where the excel file is no longer needed to take inventory information offline but it will remain an option.

Can I use the new process for anything else?

Yes, you can use the inventory tool to conduct surveys or simply build lists of assets that you need to compile into a formatted list. This data collection tool can be used for various functions.

Does anything need to be installed? Who needs to be involved to install the software? How can I install the application?

You do not NEED to install the application, but you are ABLE to install the application. When you open the inventory tool using Chrome browser, you will receive an install prompt which allows the application to function like a native application on your device. You will receive the option to add it to your homepage/desktop, and can utilize this shortcut to navigate quickly, and when offline.

What type(s) of device(s) can be used? What has been tested and is known to work? What devices do you recommend?

Devices listed here (https://dpassupport.golearnportal.org/index.php/support/software-hardware) have been tested and are known to work with the inventory tool. They are not the ONLY devices that are capable of being used, but they are the only ones that we ensure have been tested for release functionality and can answer hardware specific/configuration questions on. Ultimately, as long as you have a method of CAC authentication, you should be able to access the major DPAS application and/or the inventory tool using any device. If there are any other devices you have approved for use, you may send any/all device questions to our dpassupport@leidos.com mailbox to see if we are already in the process of testing them, or if we are able to obtain a device to consider support. We will keep our support site up to date as we receive requests for device specific support or testing.

Is this covered under the existing ATO? What accreditation does the tool have?

The DPAS Physical Inventory site is currently under review by the DLA ISSM team that supports DPAS and will be submitted to the Authorizing Official for review and approval. The goal is to have the approval included in the main DPAS ATO, but that judgement is up to the AO's office and is still pending. The site is not a true mobile application and connections to DPAS and DPAS data still rely on the existing and approved security model for handling and upload. These processes are valid and approved under the current DPAS ATO. Use of the site, until official approval, is up to the discretion of the customer. Use of the site is not required to maintain DPAS access or to perform inventory tasks. The DPAS team will provide an update as soon as the AO decision is made and the ATO is updated

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DPAS Call Center
E-Mail: DPASSupport@Leidos.com
Toll Free: 1-844-843-3727