



# Survey, Special Quality Data & Test Records Applications User Guide

User Guide  
10 October 2023

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## FOREWORD

This user guide provides information about the Product Data Reporting and Evaluation Program - Automated Information System (PDREP-AIS) and is intended to assist users with module functionality. This document does not cover specific policy or procedure and is designed to work in concurrence with existing processes. This guide does not replace or amend any Department of Defense (DoD) instructions, regulations, and/or policies. Revisions to this guide are made after application changes have been implemented. Date of last amendment is located on the title page. Though this documents is accessible to all users, its content is intended for those individuals with module access. Module access is granted on a case by case and need to know basis.

**NOTE:** The data contained within this guide is NOT real data and it is NOT to be used for business purposes. The material presented is intended to serve as an example only and was taken from a test system.

## REFERENCES

- Defense Contract Management Agency (DCMA) Guide Book
- SECNAV Instruction 4855.3  
Secretary of the Navy Instruction 4855.3, Product Data Reporting and Evaluation Program
- NAVSO P3683  
Navy Standard Operating Procedure 3683 (NAVSO P-3383), Navy and Marine Corps Product Data Reporting and Evaluation Program

## INTRODUCTION

This document is intended to guide personnel in the use of Product Data Reporting and Evaluation Program – Automated Information System (PDREP-AIS) Survey, Special Quality Data (SQD), and Test Records modules.

The PDREP-AIS is accessible via the Product Data Reporting and Evaluation Program home page: <https://www.pdrep.csd.disa.mil/>

### Getting Access

- **First Time Users**

First time users are required to submit an on-line PDREP-AIS System Authorization Access Request (SAAR) form. Instructions are available on the PDREP home page as linked above. Click on the [Request Access](#) link for instructions on filling out an access request form. When requesting an account, ensure all fields indicated as mandatory are completely filled out. Mandatory fields are indicated by (M). The application will not be accepted if required information is missing.

- **Existing PDREP Users**

Existing PDREP users may request additional or updated access privileges by submitting an updated SAAR. To do this, log into the PDREP-AIS and hover over your name in the upper right corner of the page and select 'Access Change Request'. Update the SAAR and enter a narrative to describe requested changes, read and acknowledge the User Agreement and click 'Sign and Submit Account Change Request' button to complete the submission.

### Contact us

Contact us by submitting a help desk ticket either via the "Contact Help Desk" button in the lower right corner of our PDREP website or via the "Help" menu within the PDREP-AIS Application.

Additional contact information is below if you do not have an active PDREP-AIS account:

**NSLC Portsmouth Help Desk**

Commercial Phone: (207) 438-1690 / DSN 684-1690

FAX: (207) 438-6535 / DSN 684-6535

**Mailing Address**

Naval Sea Logistics Center Portsmouth

Bldg. 153, 2nd Floor

Portsmouth Naval Shipyard

Portsmouth, NH 03804-5000

**Additional Resources available on the NSLC Portsmouth Homepage**

In order to aid PDREP-AIS users, reference these additional resources as needed:

[FAQ](#) – On the PDREP website under References, the Frequently Asked Questions page gives quick answers to the most commonly received inquiries. Your question(s) may be easily answered there.

[Guides & Manuals](#) – This area of the PDREP website (under References) houses the PDREP-AIS' technical documents. These comprehensive guides serve to offer directive on operational tasks and enable users to pinpoint or problem solve without expert assistance. These manuals do not instruct on policy or process and are instead stepwise instructions on using the PDREP-AIS application. Relevant process and policy are however referenced in the beginning of each of these manuals.

[Online Training](#) – Computer-based distance learning may be accessed through the Reference fly-out of the PDREP website. Instruction takes place remotely via instructor-led directive, module simulation, video-conferencing, application demonstration, or recorded lesson.

FAQ, User Guides, and Online Training are also accessible within PDREP-AIS by hovering over the 'Help' link located at the top left of each application page.

# 1 MAIN PDREP APPLICATION SCREEN

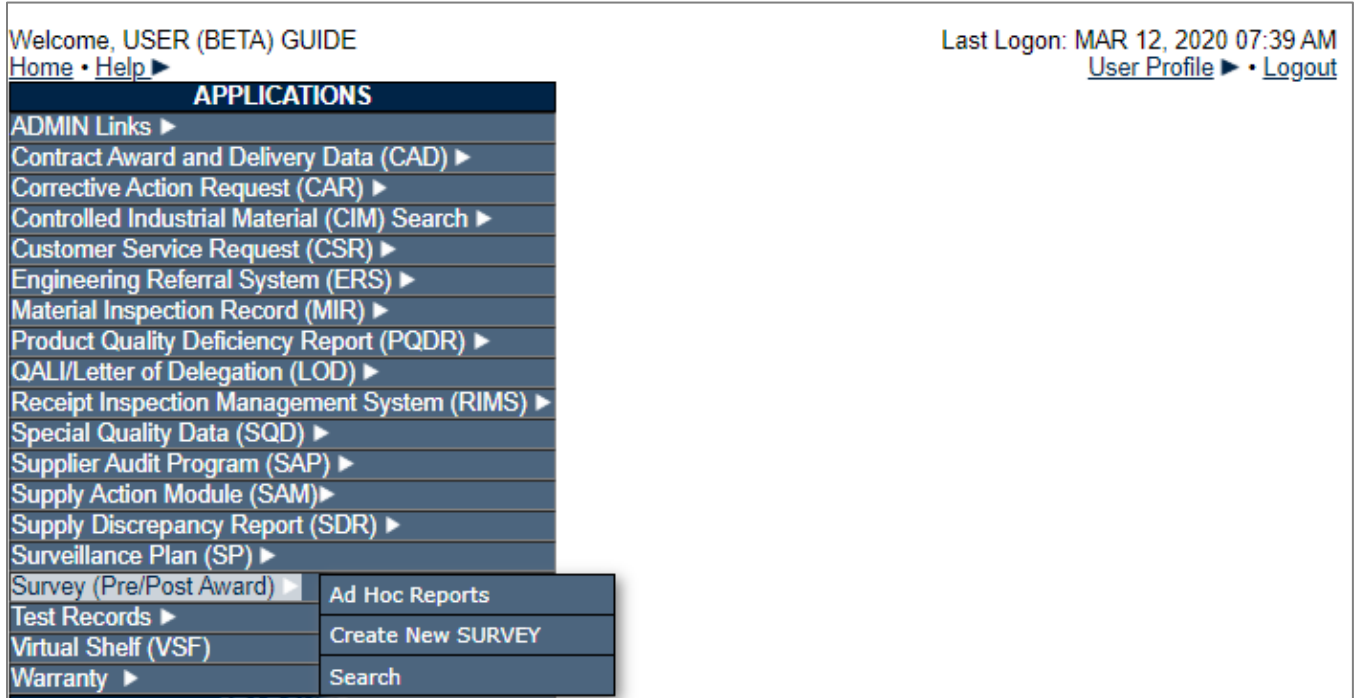
Once you have logged in, the PDREP Home page will display (see **Figure 1.1**). You may not see all of the options listed depending on your level of access. Accessing the different modules in this user guide is the same as described in this section. If the module link does not appear on the PDREP Main Menu, the user should complete an Access Change Request (see User Access User Guide). Links on the PDREP Main Menu only appear if the user has been granted access to that module in their user profile.



Figure 1.1

## 1.1 Finding the Fly Outs

Hover your mouse pointer over any PDREP Application located on the upper left portion of the screen and a list of sub-links for that application will appear (see **Figure 1.2**).



**Figure 1.2**

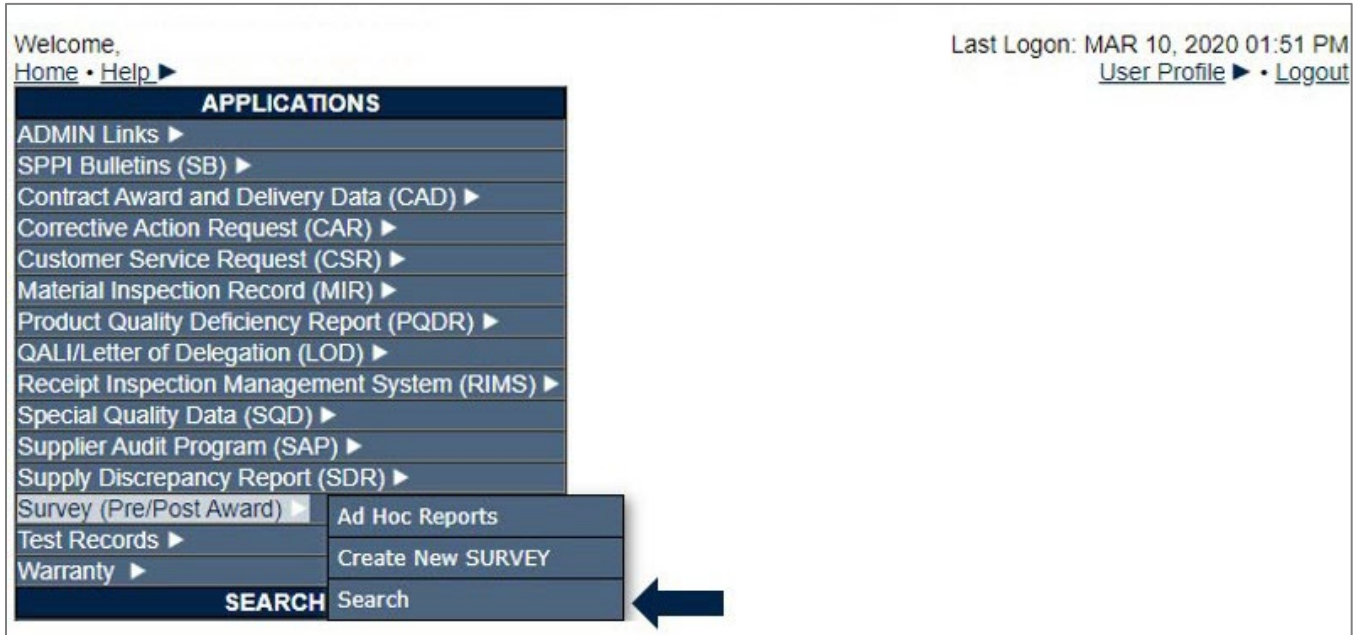
## 1.2 Selecting the Fly Outs

Selecting any of the sub-links will allow the user to go directly to that page within the application (see **Figure 1.2**).

## 2 SURVEY (PRE/POST) AWARD RECORDS

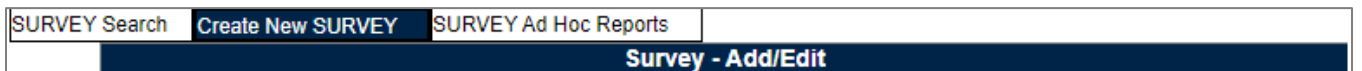
### 2.1 Searching and Viewing Existing Survey Records

To access the “Search” function, select the hyperlink from the Survey (Pre/Post Award) fly out options (see **Figure 2.1**).



**Figure 2.1**

If already working in the Survey (Pre/Post Award) module, the user may access the *Search* screen by selecting the Survey Search tab (see **Figure 2.2**).



**Figure 2.2**



Upon selecting either option, the user will be navigated to the Survey Search page (see **Figure 2.3**).

**SURVEY Search** **Create New SURVEY** **SURVEY Ad Hoc Reports**

### Survey Record

**Instructions**

1. To add a new record, click on **Create New Survey**
2. To Search, enter desired parameters and click **Search**.
  - a. To view, click on the **Activity - Serial Number** link.
  - b. To edit, click the **Edit** link for the record
  - c. To delete, click the **Delete** link for the record

**Reporting Activity:**

**Serial Number:**



**CAGE Code:**

**Start(Added Date):** 03/16/2019

**End(Added Date):** 03/16/2020

**Figure 2.3**

- A. Enter the Reporting Activity's six character DODAAC, the company's five-character CAGE Code, or the record's unique identifying Serial Number.
- B. The Start Date and End Date provide the date range for the search query. These dates limit returned results based on the 'Report Issue Date' of the record. The Report Issue Date refers to the date the Survey Report was signed out.
- C. Click the "Search" button to display the list of Survey records retrieved. The resulting set may be filtered by Reporting Activity, Serial Number, CAGE Code and/or date range. A sample result set is shown in **Figure 2.4**.

<a href="#">SURVEY Search</a>	<a href="#">Create New SURVEY</a>	<a href="#">SURVEY Ad Hoc Reports</a>								
<b>Survey Record</b>										
<b>Instructions</b> 1. To add a new record, click on <b>Create New Survey</b> 2. To Search, enter desired parameters and click <b>Search</b> . a. To view, click on the <b>Activity - Serial Number</b> link. b. To edit, click the <b>Edit</b> link for the record c. To delete, click the <b>Delete</b> link for the record										
<b>Reporting Activity:</b>	<input type="text" value="M98820"/>									
<b>Serial Number:</b>	<input type="text"/>									
<b>CAGE Code:</b>	<input type="text"/>									
<b>Start(Added Date):</b>	<input type="text" value="03/10/2019"/>									
<b>End(Added Date):</b>	<input type="text" value="03/10/2020"/>									
	<input type="button" value="Search"/>									
Total number of rows: 1 Summary Download: Click <a href="#">here</a> to download data in Microsoft Excel format										
<table border="1"> <thead> <tr> <th>Activity - Serial Number</th> <th>Added Date</th> <th>Edit</th> <th>Delete</th> </tr> </thead> <tbody> <tr> <td><a href="#">M98820200001</a></td> <td>03/10/2020</td> <td><a href="#">Edit</a></td> <td><a href="#">Delete</a></td> </tr> </tbody> </table>			Activity - Serial Number	Added Date	Edit	Delete	<a href="#">M98820200001</a>	03/10/2020	<a href="#">Edit</a>	<a href="#">Delete</a>
Activity - Serial Number	Added Date	Edit	Delete							
<a href="#">M98820200001</a>	03/10/2020	<a href="#">Edit</a>	<a href="#">Delete</a>							

**Figure 2.4**

D. Clicking the ‘*Activity - Serial Number*’ (see **Figure 2.5**) hyperlink for the record of interest will display a view of the Survey as seen in **Figure 2.6**.

Activity - Serial Number	Added Date	Edit	Delete
<a href="#">M98820200001</a>	03/10/2020	<a href="#">Edit</a>	<a href="#">Delete</a>

**Figure 2.5**

E. To return to the previous screen click the “Back” button.

F. To print the displayed data, click the “Print” button.

PRODUCT DATA REPORTING AND EVALUATION PROGRAM (PDREP)		
Home • Help ▶		User Profile: <a href="#">USER (BETA) GUIDE</a> ▶ • <a href="#">Logout</a>
<input type="button" value="Print"/> <input type="button" value="Back"/>		
Survey - View Data		
Date: 03/16/2020		
Reporting/Requesting Activity:		Added Date: 09/11/2019
Serial Number: 190883		Added Activity:
CAGE Code: CPARS		Update Date: 09/12/2019
Survey Type: POST-AWARD		Update Activity:
Report Issue Date: 09/02/2019		
Contractor Assessment Code: AWARD		
Material Level Code: QA-1, QC-22, LEVEL 1 NON-NUCLEAR		
External Control Number: 0010001		
Contract Number:		
Corrective Action Indicator: NO		
Corrective Action Completed Date:		
Navy Participation Indicator: YES		
Narrative: TEST FOR USER GUIDE		
FSC		
FSC Material Description		
9999	MISCELLANEOUS ITEM	
Specification		
MIL1222		
Category		
Cat Reviewed	Literal	No of Deficiencies
11	PRODUCTION CAPABILITY	1

Figure 2.6

## 2.2 Add or Edit Survey Records

- A. To add a new Survey record, select the “Create New SURVEY” tab shown in **Figure 2.2**. The user is directed to a blank Survey – Add/Edit form shown in **Figure 2.7**.

**SURVEY Search** **Create New SURVEY** **SURVEY Ad Hoc Reports**

**Survey - Add/Edit**

**Instructions**  
(M) denotes a mandatory field  
1. Enter mandatory fields  
2. Select a Quality Indicator if Survey Type is Pre-Award  
3. Enter optional fields, if information is known  
4. To add an FSC, enter the FSC and click **Add FSC**  
5. To remove an FSC from the list, highlight the FSC and click **Remove FSC**  
6. To add a Specification, enter the Spec and click **Add Specification**  
7. To remove a Specification from the list, highlight the Spec and click **Remove Specification**  
8. To add a Category Reviewed, click **Add Category**  
9. To edit/delete an existing Category, click **Edit** or **Delete**  
10. Correct format for Date Elements is **MM/DD/YYYY** or use Calendar  
11. To save the record, click **Save**  
12. To cancel the process, click **Cancel**

(M) Reporting/Requesting Activity:

(M) CAGE Code:

(M) Survey Type: 1-PRE-AWARD

(M) Report Issue Date:

(M) Contractor Assessment Code: 1-AWARD

(M) Material Level Code: 20-FLIGHT CRITICAL (NAVAIR)

External Control Number:

Contract Number:

(M) Corrective Action Indicator: N

(M) Navy Participation Indicator:

(M) Narrative:

(M) FSC:

Specification:

**Figure 2.7**

B. To edit an existing Survey record, the user should follow the search procedures in Section 2.1 to locate a specific record. Once the record is located, click the “Edit” hyperlink shown in **Figure 2.4** for the record of interest. The user is then directed to an existing Survey – Add/Edit form where the fields have been pre-populated (see **Figure 2.8**).

**NOTE:** *Editing is only permitted for records for which the user has permissions, which is based on the access level of their user profile.*

**Survey - Add/Edit**

**Instructions**  
**(M) denotes a mandatory field**  
1. Enter mandatory fields  
2. Select a Quality Indicator if Survey Type is Pre-Award  
3. Enter optional fields, if information is known  
4. To add an FSC, enter the FSC and click **Add FSC**  
5. To remove an FSC from the list, highlight the FSC and click **Remove FSC**  
6. To add a Specification, enter the Spec and click **Add Specification**  
7. To remove a Specification from the list, highlight the Spec and click **Remove Specification**  
8. To add a Category Reviewed, click **Add Category**  
9. To edit/delete an existing Category, click **Edit** or **Delete**  
10. Correct format for Date Elements is **MM/DD/YYYY** or use Calendar  
11. To save the record, click **Save**  
12. To cancel the process, click **Cancel**

**Reporting/Requesting Activity:** M98820  
**Serial Number:** 200002  
**(M) CAGE Code:** TPLAN  
**(M) Survey Type:** 1-PRE-AWARD  
**(M) Report Issue Date:** 03/10/2020  
**(M) Contractor Assessment Code:** 1-AWARD  
**(M) Material Level Code:** 20-FLIGHT CRITICAL (NAVAIR)  
**External Control Number:**  
**Contract Number:**  
**(M) Corrective Action Indicator:** N  
**(M) Navy Participation Indicator:** N  
**(M) Narrative:** test test

**Added Date:** 03/10/2020  
**Added Activity:** BRICH2  
**Update Date:**  
**Update Activity:**

**(M) FSC:**    
**List of Selected FSC(s):** 9999   
**Specification:**

Cat Reviewed	Literal	No of Deficiencies	Edit	Delete
26	OTHER - INFORMAL	1	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>

**Figure 2.8**

C. To enter data into the Survey – Add/Edit form, follow the instructions below:

1. Data fields preceded by an **(M)** require data entry.
2. Select a Quality Indicator if Survey Type is Pre-Award.
3. Enter optional fields, if information is known.
4. To add a Federal Supply Class (FSC), enter the FSC and click the “Add FSC” button.
5. To remove an FSC from the list, highlight the FSC and click “Remove FSC” button.
6. To add a Specification, enter the specification and click “Add Specification” button.
7. To remove a Specification from the list, highlight the specification and click “Remove Specification” button.
8. To upload an attachment to the Survey, click the “Save and Add Attachment” button.
9. To add a Category Reviewed, click “Add Category” button. Add Category will appear directly below the “Add Category” button (see **Figure 2.9**).

**Figure 2.9**

10. Select a category from the Category drop-down box and Click the “Add” button.
11. Once the Add button is clicked, the following window will appear (see **Figure 2.10**).

Category Reviewed	Literal	No of Deficiencies
18	OTHER	0
<input type="button" value="Save Category"/> <input type="button" value="Cancel Category Add"/>		

**Figure 2.10**

12. Enter the number of deficiencies, if any.
13. Click the “Save Category” button to save or click the “Cancel Category” button to escape.
14. Once the “Save Category” button is clicked, the category has been saved, as shown in **Figure 2.11**.

Cat Reviewed	Literal	No of Deficiencies	Edit	Delete
18	OTHER	0	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>

**Figure 2.11**

15. To edit/delete an existing Category, click “Edit” or “Delete” buttons in **Figure 2.11**.
  16. Correct format for Date Elements is MM/DD/YYYY or use Calendar button.
  17. To save the record, click the “Save” button.
  18. To cancel the process, click the “Cancel” button.
- D. To Add Attachments, click the “Save & Add Attachment” button.
1. Follow the onscreen instructions to add or view attachments to the Test Record.
  2. When attachments have been \successfully uploaded, the record will automatically be saved and the user returned to the Survey-Add/Edit page (see **Figure 2.3**).

## 2.3 Deleting a Survey

Follow the instructions below to delete a Survey.

- A. To delete an existing Survey, the user should follow the search procedures in Section 2.1. Once the record is located, click the “Delete” link in the result set displayed on the Survey tab.
- B. The delete screen displays (see **Figure 2.12**).

**NOTE:** Records can only be deleted if the user has edit rights, which are based on their user profile.

- C. Click the “Delete” button. A pop up will appear to confirm the deletion. Click “OK” to affirm the record should be deleted. Click “Cancel” to cancel the request.

- D. To print a copy of what is to be deleted, click the “Print” button at the top of the page.
- E. To abort the delete, click the “Back” button at the top of the page.

Home • Help User Profile: [USER \(BETA\) GUIDE](#) • [Logout](#)

---

**Survey - View Data**  
Date: 03/17/2020

Reporting/Requesting Activity: Serial Number: 190883 CAGE Code: CPARS Survey Type: POST-AWARD Report Issue Date: 09/02/2019 Contractor Assessment Code: AWARD Material Level Code: QA-1, QC-22, LEVEL 1 NON-NUCLEAR External Control Number: 0010001 Contract Number: Corrective Action Indicator: NO Corrective Action Completed Date: Navy Participation Indicator: YES Narrative: TEST FOR USER GUIDE	Added Date: 09/11/2019 Added Activity: Update Date: 09/12/2019 Update Activity:
--	--

---

**FSC**

FSC Material Description
9999 MISCELLANEOUS ITEM

**Specification**

MIL1222
---------

---

Category		
Cat Reviewed	Literal	No of Deficiencies
11	PRODUCTION CAPABILITY	1

---

Attachments		
File Name	File Description	Comments
.docx		

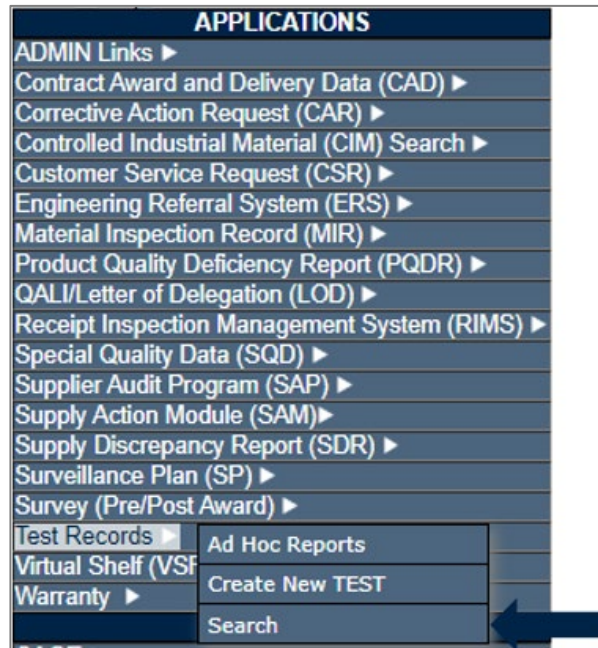
**Figure 2.12**



### 3 TEST RECORDS

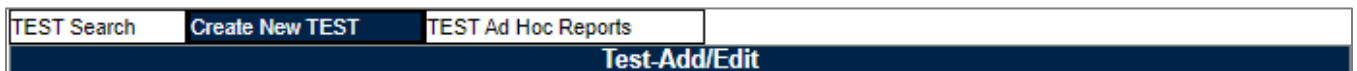
#### 3.1 Searching and Viewing Existing Test Records

- A. To access the *Search* functionality, select the hyperlink from Test Records fly out options (see **Figure 3.1**).



**Figure 3.1**

- B. If already working in the Test Records module, the user may also access the Search screen by selecting the TEST Search tab (see **Figure 3.2**) from the menu on the top of the screen.



**Figure 3.2**

- C. When either link is selected, the TEST Search screen will display (see **Figure 3.3**).

The screenshot shows a web interface with three tabs at the top: "TEST Search" (selected), "Create New TEST", and "TEST Ad Hoc Reports". Below the tabs is a dark blue header with the text "Test Record". Underneath the header, there is a section titled "Instructions" with the following text: "1. To add a new record, click on Create New TEST", "2. To Search, enter desired parameters and click Search.", "a. To view, click on the Activity - Serial Number link.", "b. To edit, click the Edit link for the record", and "c. To delete, click the Delete link for the record". Below the instructions are several input fields: "Reporting Activity:" (a long text box), "Serial Number:" (a text box), "CAGE Code:" (a text box), "NIIN:" (a text box), "Start(Added Date):" (a date field with a calendar icon, showing "03/16/2019"), and "End(Added Date):" (a date field with a calendar icon, showing "03/16/2020"). At the bottom of the form is a "Search" button.

**Figure 3.3**

- D. Enter the Reporting Activity's six character DODAAC, or a company's five character CAGE Code or the record's unique identifying Serial Number.
- E. The Start Date and End Date provide a date range which may be changed if desired. These dates limit returned results based on the Added Date of the record. The Added Date refers to the date the record was added to the database.
- F. Click the "Search" button to display the list of Test records to view. The results set may be filtered by Reporting Activity, Serial Number, CAGE Code or date range. A sample result set is shown in **Figure 3.4**.

<a href="#">TEST Search</a>	<a href="#">Create New TEST</a>	<a href="#">TEST Ad Hoc Reports</a>				
Test Record						
<b>Instructions</b> 1. To add a new record, click on <b>Create New TEST</b> 2. To Search, enter desired parameters and click <b>Search</b> . a. To view, click on the <b>Activity - Serial Number</b> link. b. To edit, click the <b>Edit</b> link for the record c. To delete, click the <b>Delete</b> link for the record						
<b>Reporting Activity:</b>	M98820					
<b>Serial Number:</b>						
<b>CAGE Code:</b>						
<b>NIIN:</b>						
<b>Start(Added Date):</b>	03/10/2019					
<b>End(Added Date):</b>	03/10/2020					
<input type="button" value="Search"/>						
Total number of rows: 1						
Summary Download: Click <a href="#">here</a> to download data in Microsoft Excel format						
Activity - Serial Number	CAGE Code	NIIN	Final Disposition	Added Date	Edit	Delete
<a href="#">M98820200001</a>	TPLAN		ACCEPT	03/10/2020	<a href="#">Edit</a>	<a href="#">Delete</a>

**Figure 3.4**

G. Clicking the “Activity Serial Number” link for the record of interest will display a view of the Test Record as seen in **Figure 3.5**.

Activity - Serial Number	CAGE Code	NIIN	Final Disposition	Added Date	Edit	Delete
<a href="#">M98820200001</a>	TPLAN		ACCEPT	03/10/2020	<a href="#">Edit</a>	<a href="#">Delete</a>

**Figure 3.5**

H. To return to the previous screen click the “Back” button as seen in **Figure 3.6**.

I. To print the displayed data click the “Print” button as seen in **Figure 3.6**.

<input type="button" value="Print"/>	<input type="button" value="Back"/>
Test - View Data	
Date: 03/10/2020	
<b>Reporting Activity:</b> M98820	<b>Added Date:</b> 03/10/2020
<b>Serial Number:</b> 200001	<b>Added Activity:</b> BRICH2
<b>CAGE Code:</b> TPLAN	<b>Update Date:</b>
<b>NSN:</b> 9999-	<b>Update Activity:</b>
<b>Issue Date:</b> 03/10/2020	
<b>Test Type Code:</b> FIRST ARTICLE	
<b>Final Disposition:</b> ACCEPT	
<b>Contract Number:</b>	
<b>Satisfactory Results Ind:</b> N	
<b>Material Specification:</b>	
<b>Narrative:</b> Test	

**Figure 3.6**

### 3.2 Add or Edit Test Records

- A. To edit an existing Test Record, the user should follow the search procedures to locate a specific record. Once the record is located, click the “Edit” link (see **Figure 3.5**) for the record of interest. The user is then directed to the existing Test – Add/Edit form where the fields have been pre-populated (see **Figure 3.7**).

**NOTE:** *Editing records is only permitted for records for which the user has permissions; based on their user profile.*

The screenshot shows a web form titled "Test-Add/Edit". At the top, there are instructions: "(M) denotes a mandatory field", "1. Enter mandatory fields", "2. Enter optional fields, if information is known", "3. Correct format for date fields is MM/DD/YYYY or use Calendar.", "4. To save the record, click Save", and "5. To cancel the process, click Cancel". The form contains several fields: "Reporting Activity:" (empty), "Serial Number:" (200002), "(M) CAGE Code:" (CPARS), "(M) FSC NIIN:" (9999 - [empty]), "(M) Issue Date:" (03/13/2020), "(M) Test Type Code:" (FIRST ARTICLE), "(M) Final Disposition:" (ACCEPT), "Contract Number:" (empty), "(M) Satisfactory:" (Yes), and "Material Specification:" (empty). On the right side, "Added Date:" is 03/16/2020 and "Added Activity:" is empty. At the bottom, there is a "Narrative:" text area and a "User Guide" link. The form has buttons for "Spell Check", "Save", "Save & Add attachment", and "Cancel".

**Figure 3.7**

- B. To add a new Test Record, select the “Create New TEST” Tab from the Test Record form (see **Figure 3.2**). The blank Test – Add/Edit form displays (see **Figure 3.8**).

**Test-Add/Edit**

**Instructions**  
**(M)** denotes a mandatory field  
 1. Enter mandatory fields  
 2. Enter optional fields, if information is known  
 3. Correct format for date fields is MM/DD/YYYY or use Calendar.  
 4. To save the record, click Save  
 5. To cancel the process, click Cancel

(M) Reporting Activity:   
 (M) CAGE Code:   
 (M) FSC NIIN  
 NSN:  -   
 (M) Issue Date:   
 (M) Test Type Code: FIRST ARTICLE ▼  
 (M) Final Disposition: ACCEPT ▼  
 Contract Number:   
 (M) Satisfactory: No ▼  
 Material Specification:   
 Narrative:

Spell Check Save Save & Add attachment Cancel

**Figure 3.8**

C. Steps to enter a new Test Record are as follows:

1. Data fields preceded by an **(M)** require data entry.
2. Enter optional fields, if information is known.
3. Enter the *CAGE Code* of the company being reported on.
4. Enter the *NSN*, which is made up of the Federal Supply Class (FSC) and national item identification number (NIIN), for material tested.
5. Enter the *Issue Date*; the date the actual report was created.
6. Enter a *Test Type Code* from the drop-down box provided.
7. Choose a *Final Disposition* from the drop-down box provided that describes the result of the test.
8. Enter the *Contract Number* for which the test was performed.
9. If the test of the material met all contract and specification requirements select “Yes” in the *Satisfactory* drop-down, otherwise select “No”.
10. Enter any specification to which the material tested was tested to in the *Material Specification* block.
11. In the *Narrative* block enter a summary of work performed and any amplifying information concerning the Test Record.

12. To add attachments, click the “Save & Add Attachment” button.
  - i. Follow the onscreen instructions to add or view attachments to the Test Record.
  - ii. When attachments have been successfully uploaded, the record will automatically be saved and the user returned to the Test – Add/Edit page (see **Figure 3.8**).
13. To save the record without attachments, click the “Save” button.
14. To cancel without saving any data since the last save action, click the “Cancel” button.

### 3.3 Deleting Test Records

Follow the instructions below to delete a Survey.

- A. To delete an existing Survey, first follow the search procedures as outlined in Section 3.1. Once the record is located, click the “Delete” link in the result set displayed on the Survey tab.
- B. The delete screen (see **Figure 3.9**) displays.

**NOTE:** *Records can only be deleted if the user has edit rights, which are based on their user profile.*

- C. Click the “Delete” button. A pop up will appear to confirm the deletion. Click “OK” to affirm the record should be deleted. Click “Cancel” to cancel the request.
- D. To print a copy of what is to be deleted, click the “Print” button at the top of the page.
- E. To abort the delete, click the “Back” button at the top of the page.

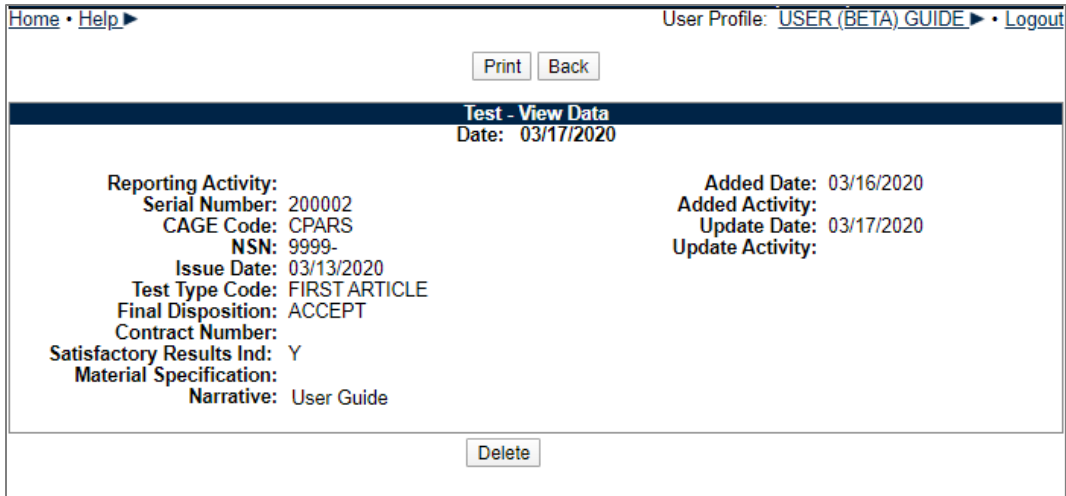


Figure 3.9

## 4 SPECIAL QUALITY DATA (SQD) RECORDS

### 4.1 Searching and Viewing Special Quality Data Records

- A. To access the *Search* screen, select the hyperlink from Special Quality Data fly-out menu (see Figure 4.1).

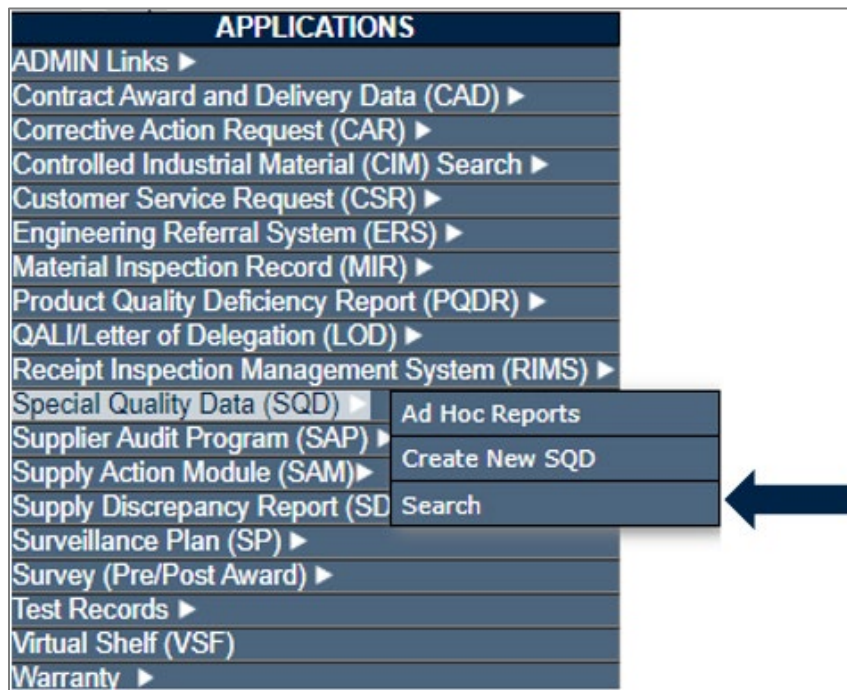
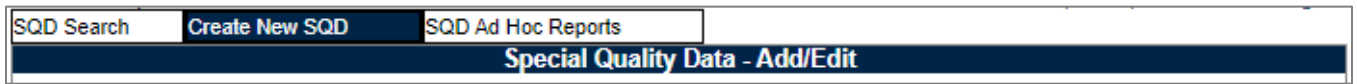


Figure 4.1

- B. If already working in the Special Quality Data module, the user may access the *Search* screen by selecting the *SQD Search* tab (see **Figure 4.2**).



**Figure 4.2**

- C. After clicking either of the links, the SQD Search screen will display (see **Figure 4.3**).



The image shows the "SQD Search" screen. At the top, there are three tabs: "SQD Search", "Create New SQD", and "SQD Ad Hoc Reports". Below the tabs is a dark blue bar with the text "Special Quality Data". Underneath, there are "Instructions" for using the system. Below the instructions are input fields for "Reporting Activity:", "Serial Number:", and "CAGE Code:". There are also date pickers for "Start(Added Date):" (set to 03/16/2019) and "End(Added Date):" (set to 03/16/2020). A "Search" button is located at the bottom of the form.

**Figure 4.3**

- D. Enter the Reporting Activity's six character DODAAC, the company's five character CAGE Code, and/ or the unique identifying Record Serial Number.
- E. Users may enter only a Reporting Activity when the serial number is not known.
- F. The Start Date and End Date provide a date range, which may be changed if desired. These dates limit returned results base on the Issue Date of the record. The Issue Date refers to the date the Special Quality Data record was entered in the PDREP-AIS database.



G. Click the “Search” button. The results of the search will display below the Search button as shown in **Figure 4.4**.

SQD Search	Create New SQD	SQD Ad Hoc Reports	
<b>Special Quality Data</b>			
<b>Instructions</b> 1. To add a new record, click on <b>Create New SQD</b> 2. To Search, enter desired parameters and click <b>Search</b> . a. To view, click on the <b>Activity - Serial Number</b> link. b. To edit, click the <b>Edit</b> link for the record c. To delete, click the <b>Delete</b> link for the record			
Reporting Activity:	<input type="text" value="N65726"/>		
Serial Number:	<input type="text"/>		
CAGE Code:	<input type="text"/>		
Start(Added Date):	<input type="text" value="03/16/2019"/>		
End(Added Date):	<input type="text" value="03/16/2020"/>		
<input type="button" value="Search"/>			
Total number of rows: 1			
Summary Download: Click <a href="#">here</a> to download data in Microsoft Excel format			
Activity - Serial Number	Added Date	Edit	Delete
<a href="#">N65726200009</a>	03/16/2020	<a href="#">Edit</a>	<a href="#">Delete</a>

**Figure 4.4**

H. Clicking the “Activity - Serial Number” (see **Figure 4.5**) hyperlink for the record of interest will display the Special Quality Data – View Data form (see **Figure 4.6**).

Activity - Serial Number	Added Date	Edit	Delete
<a href="#">N65726200009</a>	03/16/2020	<a href="#">Edit</a>	<a href="#">Delete</a>

**Figure 4.5**

I. To return to the previous screen click the “Back” button.

J. To print the displayed data click the “Print” button.

PRODUCT DATA REPORTING AND EVALUATION PROGRAM (PDREP)	
Home • Help ▶	User Profile: <a href="#">USER (BETA) GUIDE</a> ▶ • <a href="#">Logout</a>
<input type="button" value="Print"/> <input type="button" value="Back"/>	
Special Quality Data - View Data	
Date: 03/16/2020	
Reporting Activity: N65726	Added Date: 03/16/2020
Serial Number: 200009	Added Activity:
CAGE Code: CPARS	Update Date:
Issue Date: 03/11/2020	Update Activity:
Completion Date: 03/12/2020	
Narrative: user guide	
FSC	
FSC	COMMODITY
9999	MISCELLANEOUS ITEM

Figure 4.6

## 4.2 Add or Edit Special Quality Data Records

- A. To edit an existing Special Quality Data Record, the user should follow the search procedures in Section 4.1 to locate the specific record. Once the record is located, click the “Edit” link (see **Figure 4.4**) for the record of interest. The user is then directed to the existing Special Quality Data – Add/Edit form, where associated data fields have been pre-populated (see **Figure 4.7**).

**NOTE:** Records can only be deleted if the user has edit rights, which are based on their user profile. Use spell check to check Narrative spelling.

Special Quality Data - Add/Edit	
<p><b>Instructions</b>  <b>(M)</b> denotes a mandatory field            1. Enter mandatory fields            2. Enter optional fields, if information is known            3. To add an FSC, enter the FSC and click <b>Add FSC</b>            4. To remove an FSC from the list, highlight the FSC and click <b>Remove FSC</b>            5. Correct format for Date Elements is <b>MM/DD/YYYY</b> or use Calendar            6. To save the record, click <b>Save</b>            7. To cancel the process, click <b>Cancel</b></p>	
<p><b>Reporting Activity:</b>            Serial Number: 200009  <b>(M)</b> CAGE Code: CPARS  <b>(M)</b> Issue Date: 03/11/2020            Completion Date: 03/12/2020</p>	<p><b>Added Date:</b> 03/16/2020  <b>Added Activity:</b>  <b>Update Date:</b>  <b>Update Activity:</b></p>
<p><b>(M) Narrative:</b></p>	<p>user guide</p>
<p><b>(M) FSC:</b></p>	<p>Add FSC</p> <p>9999</p> <p>Remove FSC</p>
<p>Spell Check   Save   Save &amp; Add attachment   Cancel</p>	

**Figure 4.7**

- B. To add a new Special Quality Data record, select the “Create New SQD” hyperlink from the fly-out menu, or from the menu tab at the top of the screen. The Special Quality Data – Add/Edit form displays (see **Figure 4.8**).

Home • Help ▶ User Profile: USER (BETA) GUIDE ▶ • Logout


SQD Search Create New SQD SQD Ad Hoc Reports


### Special Quality Data - Add/Edit

**Instructions**  
**(M)** denotes a mandatory field  
 1. Enter mandatory fields  
 2. Enter optional fields, if information is known  
 3. To add an FSC, enter the FSC and click Add FSC  
 4. To remove an FSC from the list, highlight the FSC and click Remove FSC  
 5. Correct format for Date Elements is MM/DD/YYYY or use Calendar  
 6. To save the record, click Save  
 7. To cancel the process, click Cancel

(M) Reporting Activity:

(M) CAGE Code:

(M) Issue Date:  

Completion Date:  

(M) Narrative:

(M) FSC:

**Figure 4.8**

C. To enter data into the Special Quality Data record, follow the instructions below:

1. Data fields preceded by an **(M)** require data entry.
2. Enter optional fields, if information is known.
3. Enter the CAGE Code of the company being reported on.
4. Enter an Issue Date.
5. Enter a Completion Date.
6. In the *Narrative* block enter a summary of work performed and any amplifying information concerning the Special Quality Data Record.
7. To add a Federal Supply Class (FSC), enter the FSC and click the “Add FSC” button. To remove an FSC from the list, highlight the FSC and click “Remove FSC” button.
8. To add attachments, click the “Save & Add Attachment” button and follow the onscreen instructions to add or view attachments to the Special Quality Data Record.

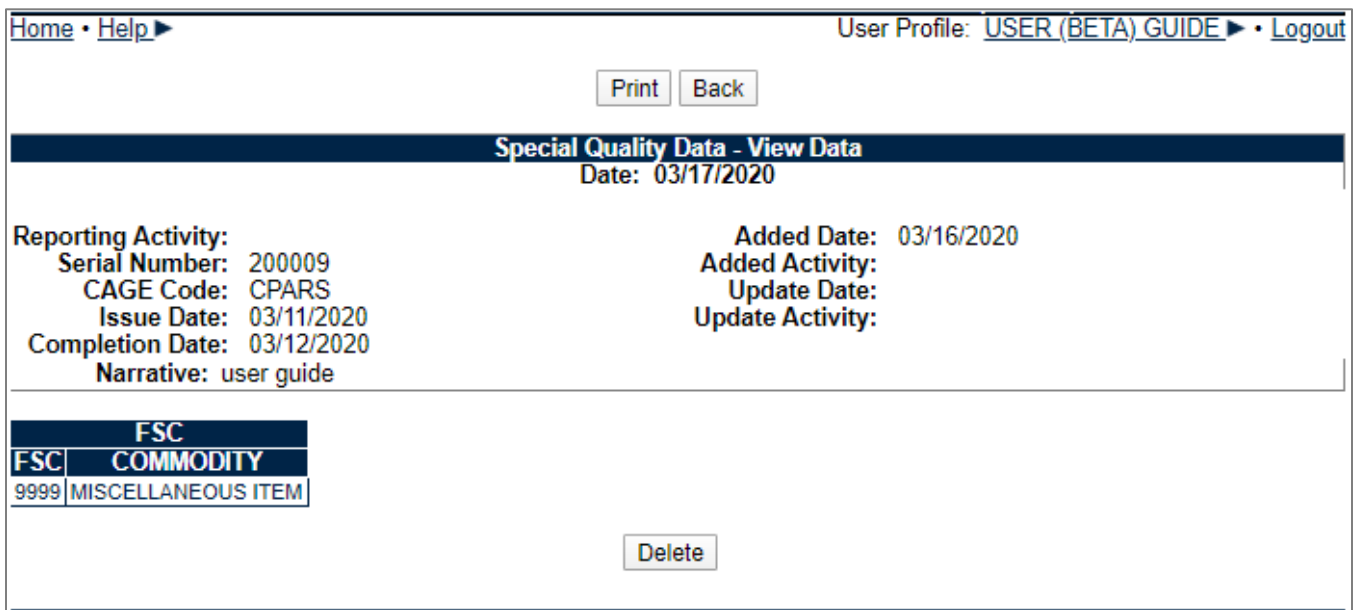
9. To save the record, click the “Save” button.
10. To cancel the process, click “Cancel” button.

### 4.3 Deleting Special Quality Data Records

- A. Follow the instructions below to delete a SQD record.
  1. To delete an existing SQD record, the user should follow the search procedures in Section 4.1. Once the record is located, click the “Delete” link in the result set displayed on the Survey tab.
  2. The delete screen (see **Figure 4.9**) displays.

**NOTE:** Records can only be deleted if the user has edit rights, which are based on their user profile.

3. Click the “Delete” button. A pop up will appear to confirm the deletion. Click “OK” to affirm the record should be deleted. Click “Cancel” to cancel the request.
4. To print a copy of what is to be deleted, click the “Print” button at the top of the page.
5. To abort the delete, click the “Back” button at the top of the page.



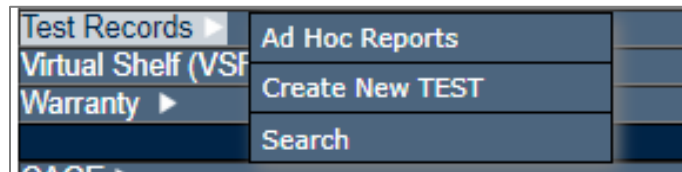
**Figure 4.9**

## 5 AD HOC REPORTS

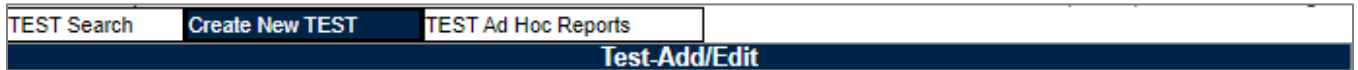
### 5.1 Accessing Ad Hoc Reports

Accessing the Ad Hoc report screen is the same for each module in this guide. Detailed information on how to perform Ad Hoc queries may be found in the ADHOC Search User Guide, located in the Guides and Manuals section of the PDREP website.

This section will utilize the Test Records module as an example. Select Ad hoc from the main menu fly-out, or click the Ad Hoc tab once in the module (see **Figure 5.1** and **Figure 5.2**). **Figure 5.3** illustrates the default display of the Ad Hoc Report interface. Instructions on the screen provide additional direction for using the interface for performing queries.



**Figure 5.1**



**Figure 5.2**

**TEST - Ad Hoc Report**

**Instructions**  
 To use a previously saved Ad Hoc report:  
 1. Select an ad hoc from **My Ad Hoc**  
 2. Click **Open My Ad Hoc** button  
 3. To share or delete a previously saved ad hoc, select **Manage My Ad Hoc** button

Please follow these steps to create new ad hoc report:  
 1. Select a Data Record and click **Get Data Element**  
 2. Select one or more Data Elements  
 3. Click **Add Columns** and/or **Delete Columns** to set the Selected Data Elements List  
 4. Select Data Element and click **Add Where** to set the where condition(s)  
 5. Enter the Expression and Value in the Where clause  
 6. To add more then one where condition select a Logical Expression  
 7. Click on **RUN QUERY**

Get Row Count:

Set maximum rowcount:  (Maximum size : 20,000)

<b>Select Columns:</b>	<b>Data Elements</b>		<b>Selected Data Elements</b>
	Added Activity Added Date CAGE Code Company Name Contract and Order Number Contract DODAAC Contract Order Number Contract Serial Number Final Disposition Code Final Disposition Literal	<input type="button" value="Add Columns"/>  <input type="button" value="Delete Columns"/>	No columns selected
<b>Data Element:</b>	<input type="text" value=""/>	<input type="button" value="Add Where"/>	

**Figure 5.3**

## 5.2 Using the Ad Hoc Report Tool

Please refer to the ADHOC Search User Guide, located in the Guides and Manuals section of the PDREP website for detailed assistance using the Ad Hoc Report tool. [https://www.pdrep.csd.disa.mil/pdrep\\_files/reference/guides\\_manuals/guides\\_manuals.htm](https://www.pdrep.csd.disa.mil/pdrep_files/reference/guides_manuals/guides_manuals.htm)

The Ad Hoc query generator can be used to generate a variety of reports; all results are downloadable to spreadsheets. On-screen instructions are available as a reminder on how to create an ad hoc query. The user is able to choose the record type to query, select specific data elements from that record, and base the query on criteria like a date range or identifying code used in the record to obtain adjustable, customizable search results.

## 6 SUMMARY

This concludes the Survey, Special Quality Data (SQD), and Test Records user guide.

Content provided within this document is maintained by the Product Data Reporting and Evaluation Program under the guidance of Naval Sea Logistics Center Portsmouth's Deputy Functional Manager and the Automated Information System Manager.

This user guide is intended to be used as a technical reference document to assist users with system navigation and basic operational functionality within PDREP-AIS. Questions, comments or concerns regarding the Survey, SQD, or Test Records modules or this guide should be directed to the PDREP Customer Support Desk.

Contact us by submitting a help desk ticket either via the "Contact Help Desk" button in the lower right corner of our PDREP website or via the "Help" menu within the PDREP-AIS Application.

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