ADHOC Search Tool

User Guide
29 JAN 2025

Table of Contents

*Hold the 'CTRL' key and click on paragraph to follow link.

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 the ADHOC Search Tool 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 document may be accessible to all users, its content is intended only for those users with access to specific modules. 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

- NAVSO P3683-Navy Standard Operating Procedure 3683 (NAVSO P-3383), Navy and Marine Corps Product Data Reporting and Evaluation Program
- NAVSEA 4855.39-Naval Sea Systems Command Instruction 4855.39, Implementation of the Product Data Reporting and Evaluation Program
- SECNAV Instruction 4855.3-Secretary of the Navy Instruction 4855.3, 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) ADHOC Search Tool module.

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 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 via 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 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 AD HOC REPORT

This document is intended to guide personnel in the use of Ad Hoc Reports tabs within PDREP-AIS modules.

The PDREP-AIS ADHOC Search tool is designed to allow users to search PDREP's data warehouse. Additional report and search tools are also providing standard search mechanisms to locate records within a particular process or PDREP-AIS application. Proper use of the PDREP-AIS Ad Hoc Reports tabs and search tools should facilitate the user's ability to find and format data into their own unique formats for the generation of local reports and metrics.

The primary purpose of these tools is to permit users the ability to create their own user defined metrics, reports and in some cases their own defined worklists within each module.

This tool was created for smaller, relatively simple queries. If the query is complex or it results in a large data pull (more than 20,000 lines of data) users are encouraged to contact the NSLC Portsmouth Help Desk and coordinate assistance for larger or more complex queries.

In most modules, preformatted user reports (searches and worklists) are also available and provide a quick overview of data within a particular process or business area, but when the standard report does not suit the user’s needs, the ad-hoc allows the flexibility to create their own defined metrics, reports and in some cases, their own defined worklists within the module using user defined data fields and parameters. Data dictionaries for each of the modules are in that module’s User Guide.

1.1 Accessing Ad Hoc Reports Tab

A. Once the user has logged in, the PDREP-AIS home page will display (See **Figure 1.1**) unless they have chosen their own default application page. (See User Access Request User Guide).

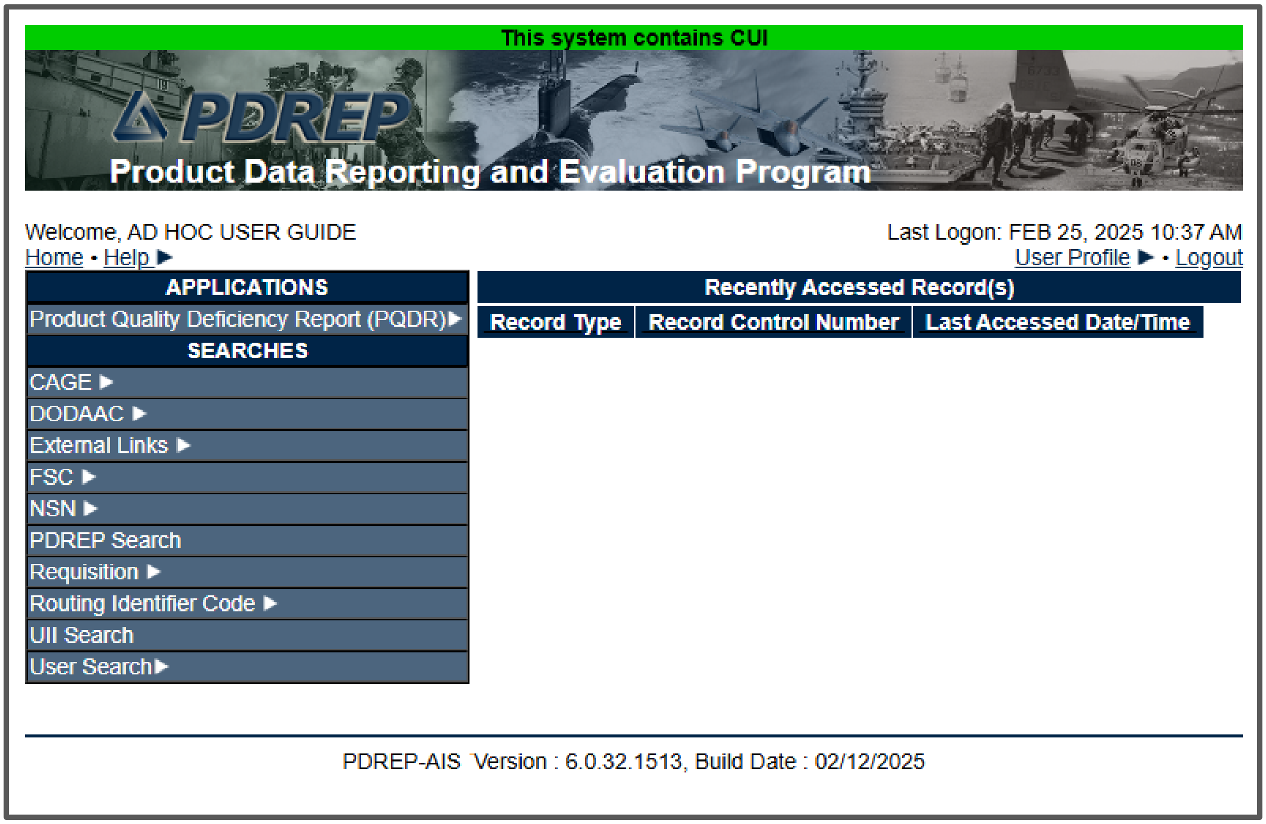


Figure 1.1

NOTE: *Applications displayed may vary depending on User's level of access.*

B. From the PDREP-AIS Home page, hover your mouse pointer over any PDREP Application (also referred to as ‘Modules’) or Searches located on the menu and a list of ‘flyout’ hyperlinks for that application will appear. (See **Figure 1.2**). In this case, the options for the PQDR module are:

1. Ad Hoc Reports
2. Clone PQDR
3. Create New PQDR
4. Search >
5. Worklist

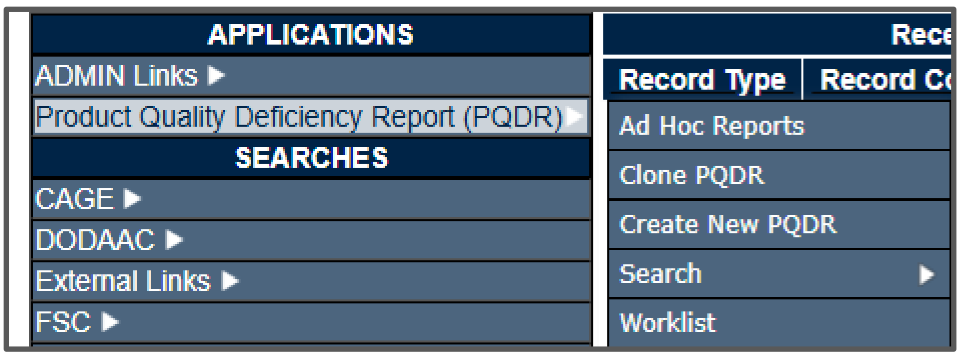


Figure 1.2

C. Selecting the Ad Hoc Reports hyperlink will navigate browser to that tab within the application. (See **Figure 1.3**).

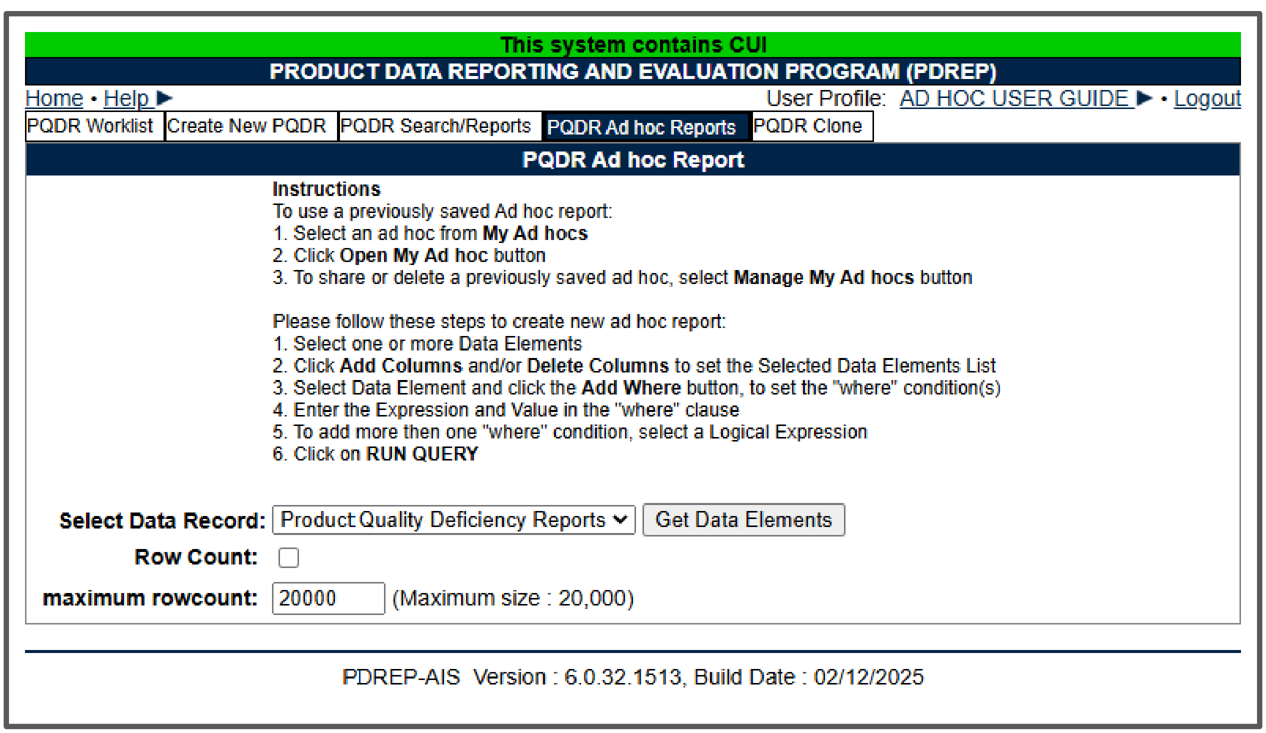


Figure 1.3

D. From within the application, select the Application’s Ad Hoc Reports tab at the top of the page. (See **Figure 1.4, Item 1**).

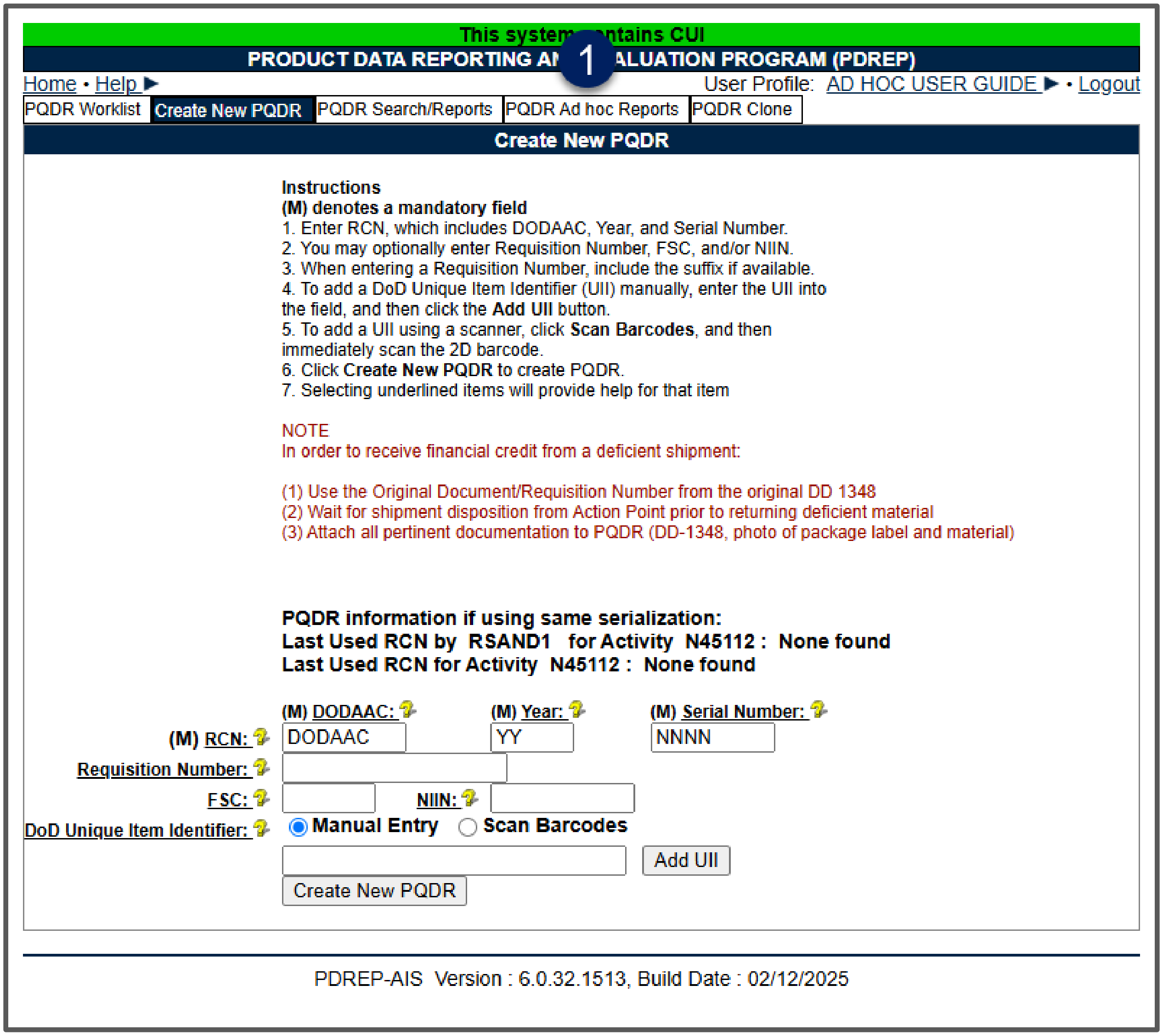


Figure 1.4

1.2 Creating Ad Hoc Reports

A. Select Data Record: Some modules may have more than one data set. In this example PQDR has Product Quality Deficiency Reports and Shipment Tracking. Choose the record type from the drop-down menu if there are more than one. (See **Figure 1.5**).

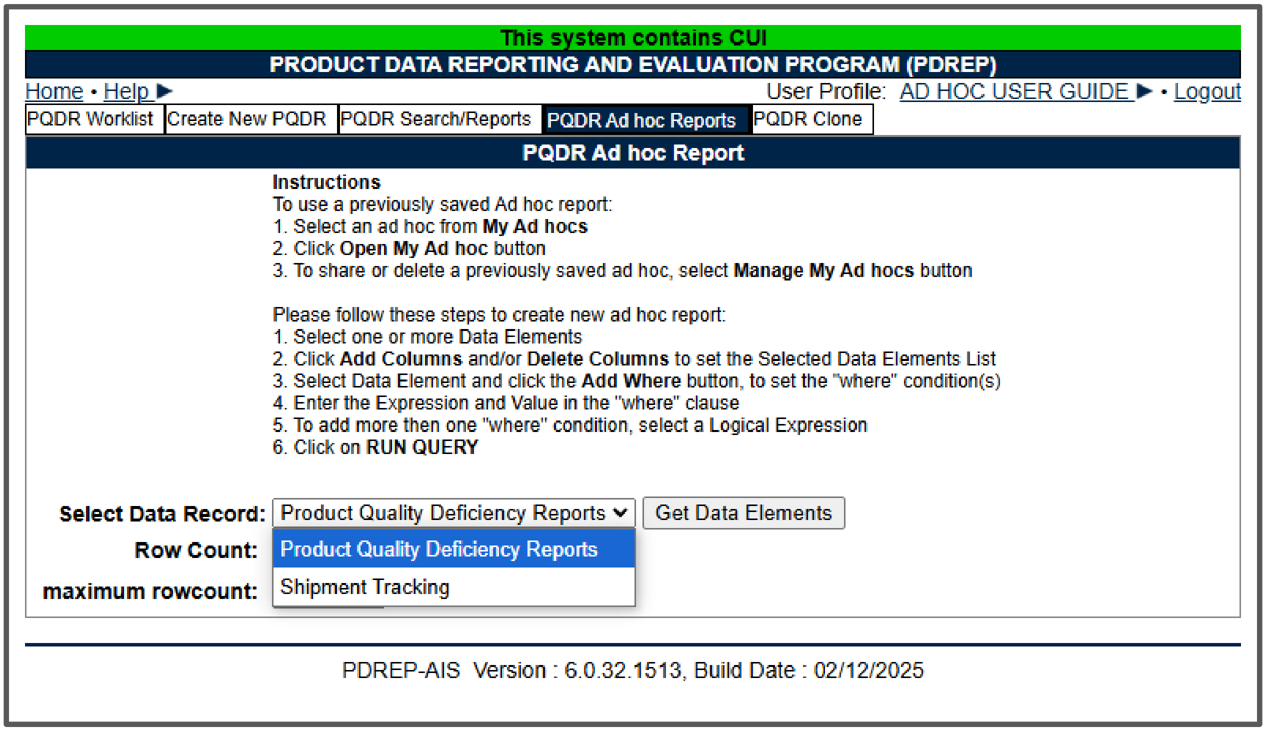


Figure 1.5

B. After selecting the desired data record set, select the “Get Data Elements” button. (See **Figure 1.6, Item 1**).

C. The page will expand to include “Select Columns: Data Elements” (See **Figure 1.6, Item 2**) and “Selected Data Elements” (See **Figure 1.6, Item 3**).

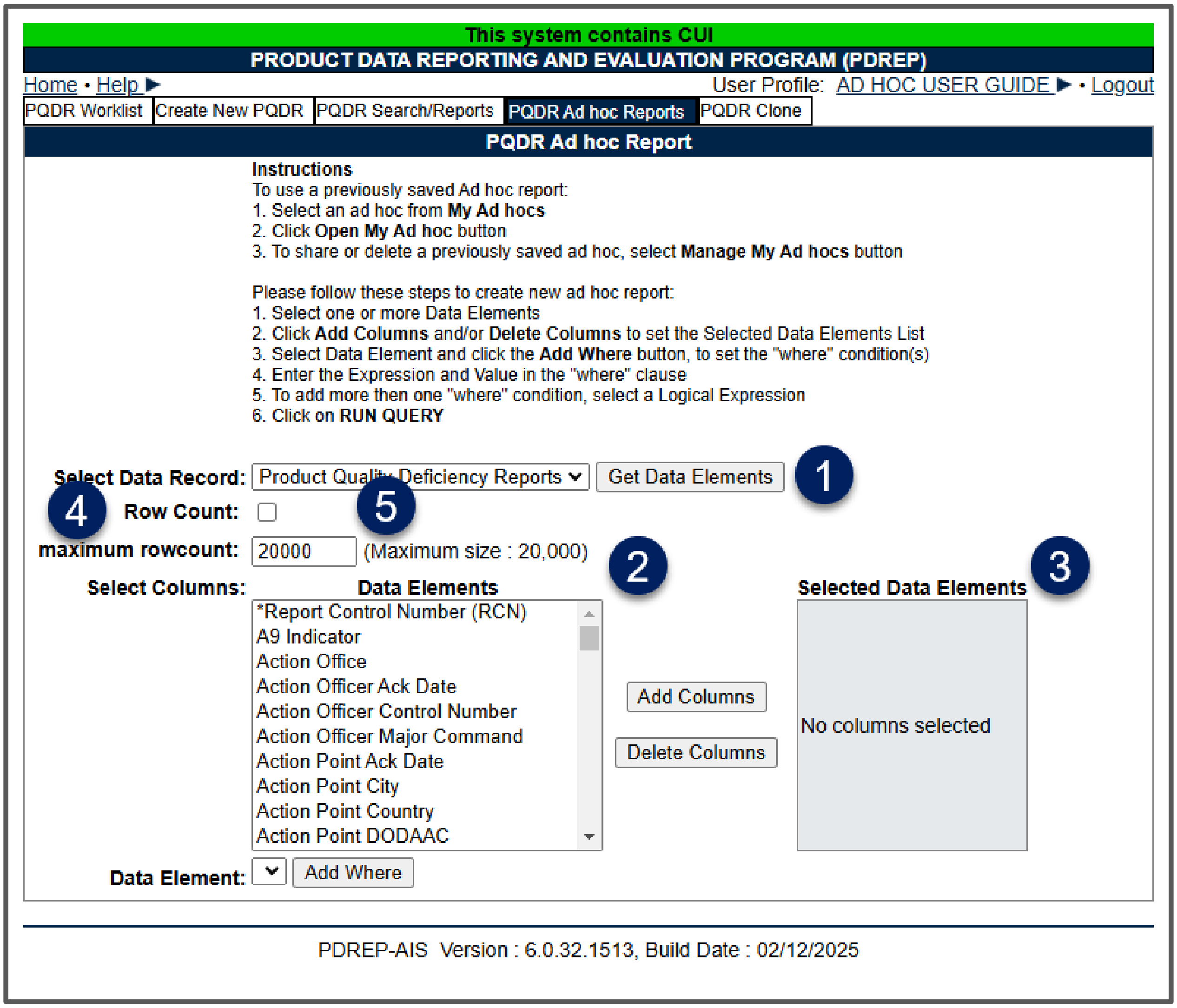


Figure 1.6

D. To determine the amount of data the query will retrieve from the data base before running the query with data the first time select the “Row Count” check box. (See **Figure 1.6, Item 4**). This will return the number of lines (not necessarily records) that the query will find in PDREP-AIS for the specified parameters. This will also identify if there are more than 20,000 records that match your query, as this will truncate the query results. Deselect the “Row Count” check box when ready to retrieve the actual data set.

E. Users can also manually limit adjust the amount of data the query returns, if they are just looking for a set number of examples and not a completed data set. Adjust “maximum rowcount” as required. (See **Figure 1.6, Item 5**). This is defaulted to 20,000 rows, which is the maximum. If more than 20,000 rows of data are required, consider breaking up the adhoc into smaller queries based on set time periods, for example.

F. Select elements from the “Data Elements” field to include the elements of interest to include in the report. To select more than one element at a time hold down the CTRL key while selecting additional elements. Hold the shift key to select a contiguous string of elements box. (See **Figure 1.7, Item 1**).

G. To add the selected data elements, select the “Add Columns” button. (See **Figure 1.7, Item 2).**

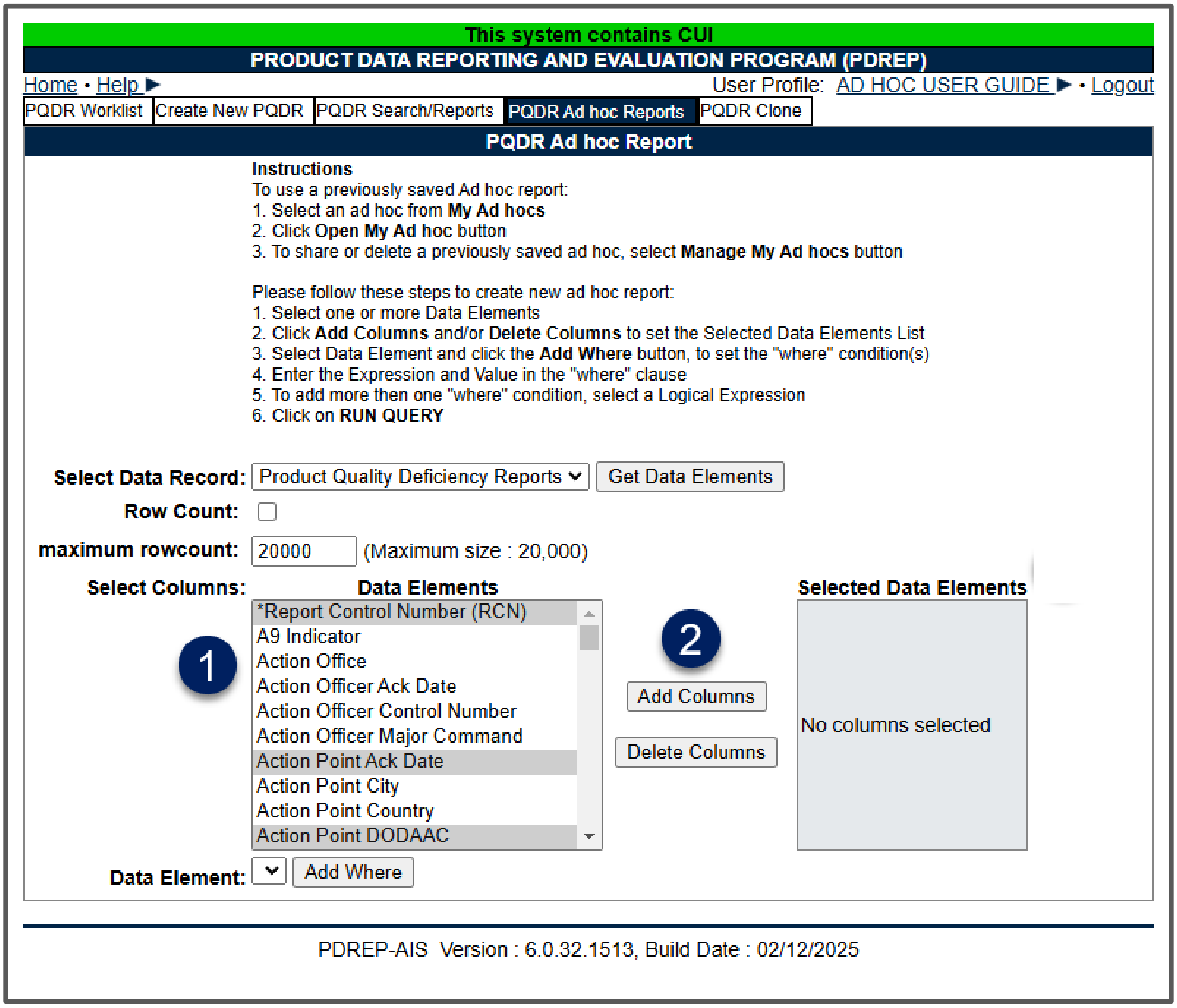


Figure 1.7

H. The highlighted data elements will move to the “Selected Data Elements” field. (See **Figure 1.8, Item 1**). You may select up to fifty data elements for your report.

I. To remove elements from the “Selected Data Elements” field, select data element(s) in the “Selected Data Elements” and select the “Delete Columns” button. (See **Figure 1.8, Item 2**).

J. To move data elements up or down in the “Selected Data Elements” column, highlight a data element and select either the up or down arrow to the right of the table. (See **Figure 1.8, Item 3**).

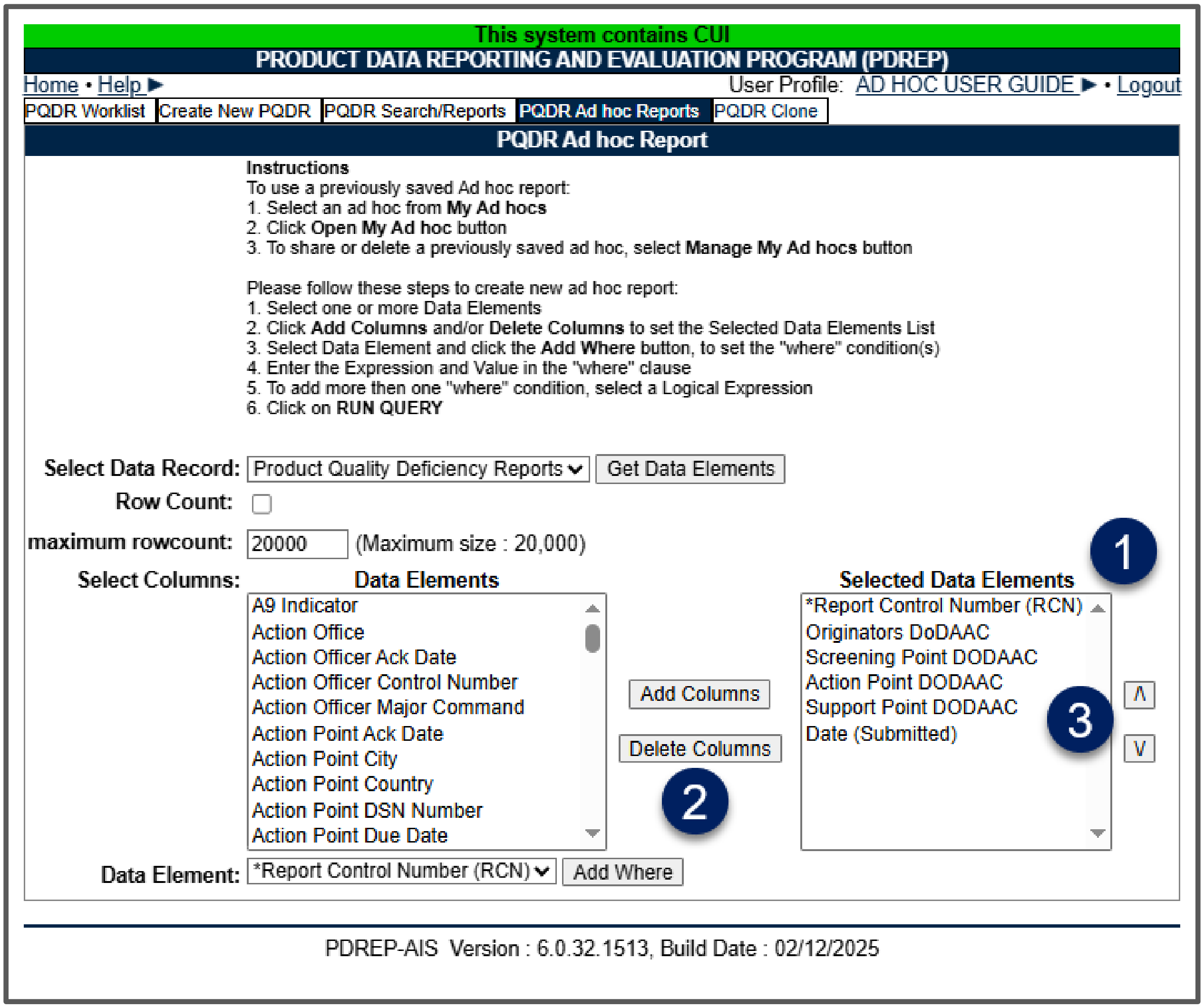


Figure 1.8

K. Set the criteria for which records will appear in the results of the user defined query.

1. In the “Data Element” drop down box (to the left of the “Add Where” button), select a data element to provide search parameters. (See **Figure 1.9, Item 1**). DoDAACs, dates, or codes are commonly used as search criteria.

NOTE: *Only Selected Data Elements will appear in the Data Element drop down.*

2. Select the “Add Where” button. (S0ee **Figure 1.9, Item 2**). A query build table will appear below. (See **Figure 1.9, Item 3**). The selected data element in the first row for the first element. (See **Figure 1.9, Item 4**). Subsequent elements will be added to the bottom of the table.

3. Elements can be added to the query table as needed by repeating previous steps.

NOTE: *This application is not for complex queries, so it is advisable to start with a smaller number of parameters to verify that the correct data is being selected before continuing and adding more filters.*

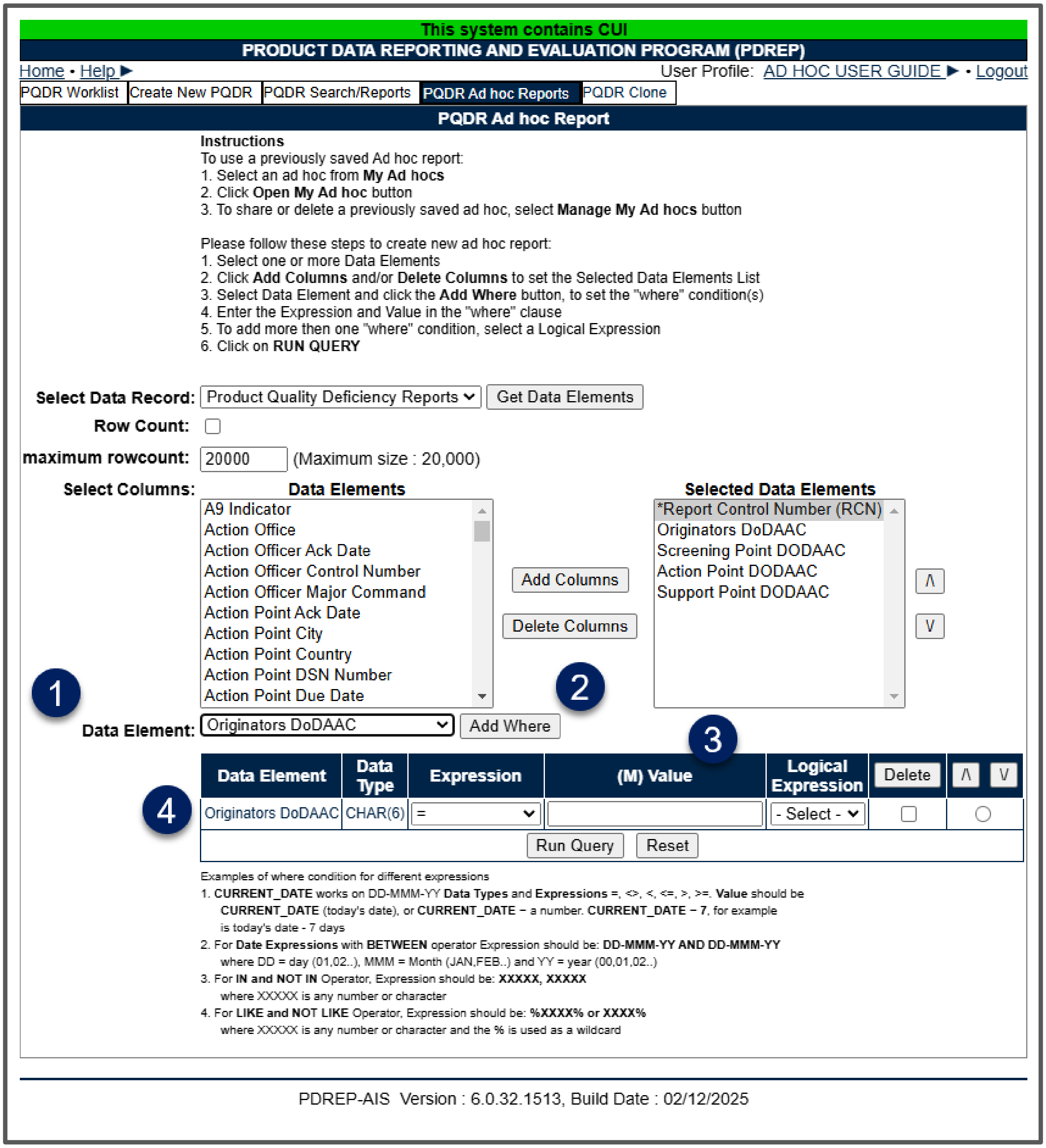


Figure 1.9

4. In the build query table, select an expression from the "Expression" drop down box relative to you selected data. (See **Figure 1.10, Item 1**). Expressions can be comparative (i.e. greater than, equal, less than), selective (in, not in), wild card (like, not like), or data present (null, not null).

5. Enter a value for the data element parameter in the "Value" field. (See **Figure 1.10, Item 2**).

        i. Current_Date (ensure user includes the underscore) values work on DD-MMM-YY Data Types. Expressions for Current date are =, <>, <, <=, >, or >=. Values for current date could be Current_Date (for today's date) or Current_Date-7 (for the last week).

        ii. For date expressions using the BETWEEN operator, value format should be: DD-MMM-YY AND DD-MMM-YY where DD = day (01, 02...), MMM = Month (JAN, FEB...) and YY = year (00, 01, 02...).

        iii. For IN and NOT IN operators, value format should be: XXXXX, XXXXX where XXXXX is any number or appropriate characters.

        iv. For LIKE and NOT LIKE operators, value format should be: %XXXX% %XXXX, or XXXX% where XXXX is any number or character and the % is used as a wildcard.

        v. For NULL and NOT NULL operators, there should be no value parameters.

    5. Select a logical expression (AND/OR) from the "Logical Expression" drop down box if more than one data element parameter is entered. (See **Figure 1.10, Item 3**). Do not select a logical expression for the last element in the table.

    6. Continue to build query table as required by repeating steps J.1 through G.5.

    7. If an error has been discovered during the build process, you can remove a single or multiple lines by selecting the "Delete" check box near the end of a row then selecting the "Delete" button in the heading row. (See **Figure 1.10, Item 4**). This will delete the line(s) and leave the rest of the build table intact.

    8. If you have an element out of sequence, the element can be moved up or down in the query table by selecting the circle at the end of the row of the data element then select either the up or down arrow. (See **Figure 1.10, Item 5**).

    9. If you need to start over again, you can select the "Reset" button and clear the query build table. (See **Figure 1.10, Item 6**).

L. Select the "Run Query" button to create the report. (See **Figure 1.10, Item 7**).

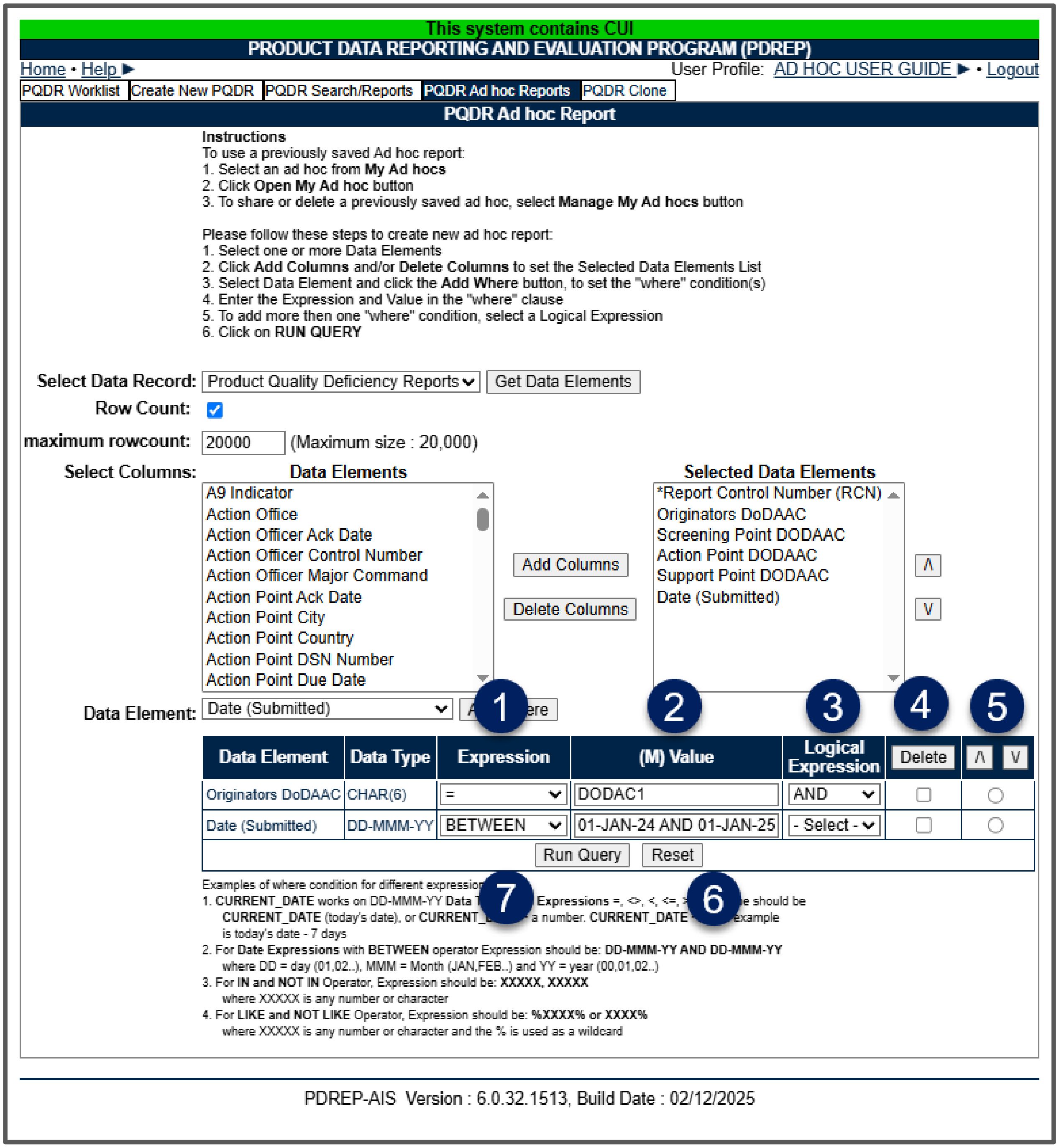


Figure 1.10

M. The results will display on the “Ad Hoc Query Results” page. (See **Figure 1.11**). This figure shows the row count results.

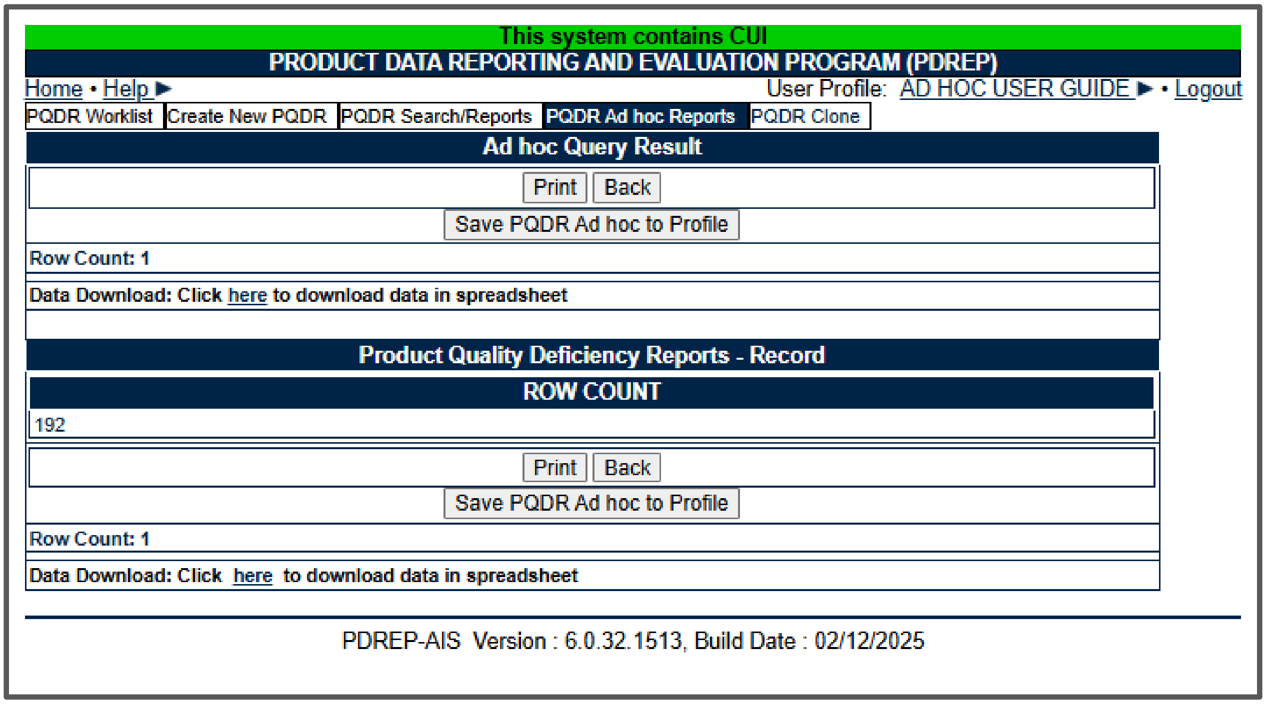
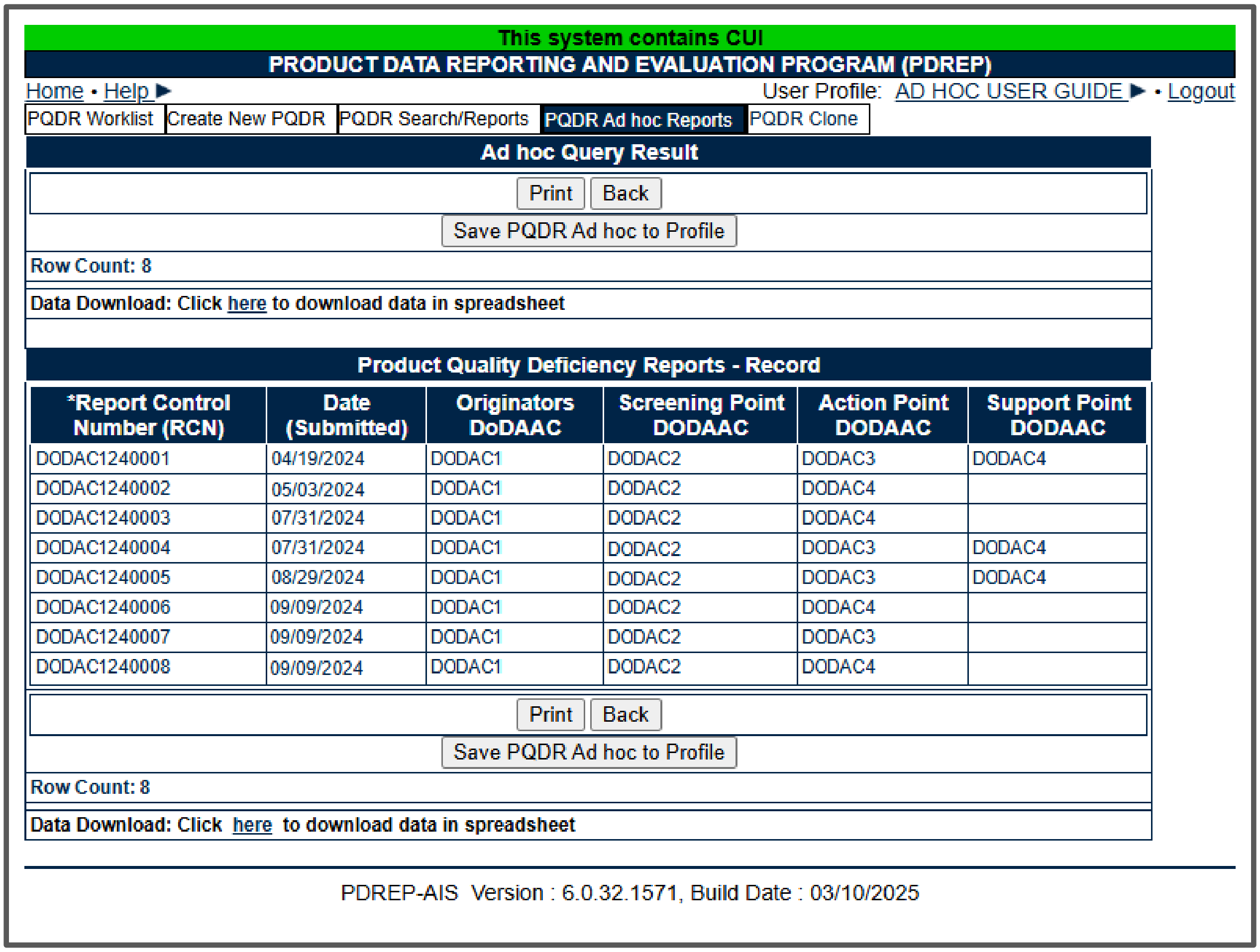


Figure 1.11

N. Deselect the “Row Count” check box on subsequent queries after you have determined the size of data and retrieve the actual desired data. (See **Figure 1.12**).



This system contains CUI

PRODUCT DATA REPORTING AND EVALUATION PROGRAM (PDREP)

Home • Help ▶ User Profile: AD HOC USER GUIDE ▶ • Logout

PQDR Worklist | Create New PQDR | PQDR Search/Reports | PQDR Ad hoc Reports | PQDR Clone

Ad hoc Query Result

Print Back

Save PQDR Ad hoc to Profile

Row Count: 8

Data Download: Click here to download data in spreadsheet

Product Quality Deficiency Reports - Record

*Report Control Number (RCN)	Date (Submitted)	Originators DoDAAC	Screening Point DODAAC	Action Point DODAAC	Support Point DODAAC
DODAC1240001	04/19/2024	DODAC1	DODAC2	DODAC3	DODAC4
DODAC1240002	05/03/2024	DODAC1	DODAC2	DODAC4	
DODAC1240003	07/31/2024	DODAC1	DODAC2	DODAC4	
DODAC1240004	07/31/2024	DODAC1	DODAC2	DODAC3	DODAC4
DODAC1240005	08/29/2024	DODAC1	DODAC2	DODAC3	DODAC4
DODAC1240006	09/09/2024	DODAC1	DODAC2	DODAC4	
DODAC1240007	09/09/2024	DODAC1	DODAC2	DODAC3	
DODAC1240008	09/09/2024	DODAC1	DODAC2	DODAC4	

Print Back

Save PQDR Ad hoc to Profile

Row Count: 8

Data Download: Click here to download data in spreadsheet

PDREP-AIS Version : 6.0.32.1571, Build Date : 03/10/2025

Figure 1.12

O. The results table can be sorted either by increasing/decreasing order by selecting the header for the column to be sorted.

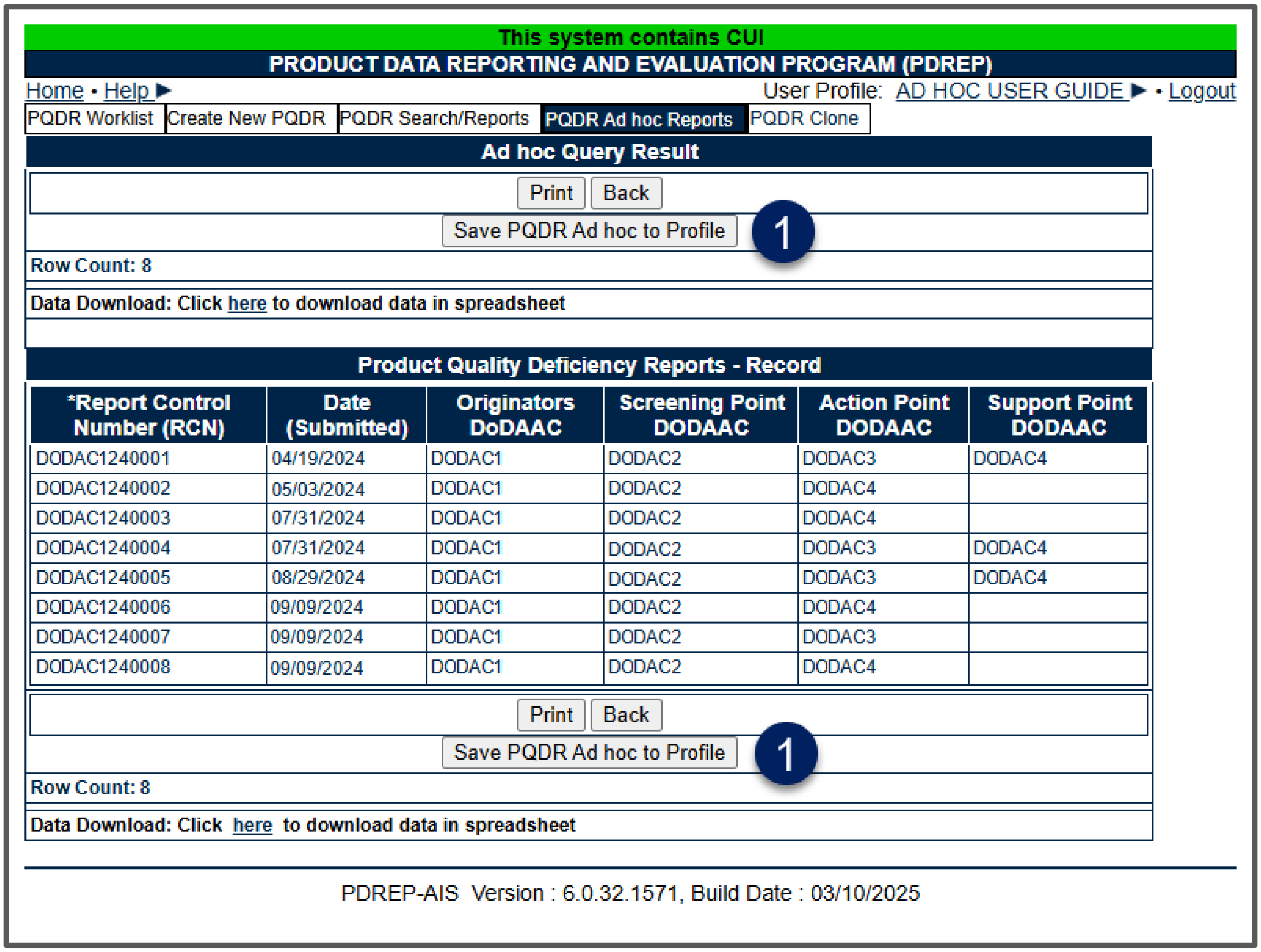
P. Select the “Back” button to return to the previous screen. The user can adjust the query and run it again as necessary until the report returns the desired data.

Q. You can download the Ad Hoc results by selecting “here” in the “Data Download: Click here to download data in Microsoft Excel format” link at the top and bottom of the web page.

R. Ad Hoc Reports can be saved and used for future use without needing to rebuild the same or similar query. Refer to Section 1.3 SAVING ADHOC REPORTS for more details.

1.3 Saving Ad Hoc Reports

A. Ad Hoc Reports can be saved and used for future use without needing to rebuild the same or similar query. To do this, select the “Save Ad Hoc to Profile” button to save the query you just created. (See **Figure 1.13, Step 1**).



*Report Control Number (RCN)	Date (Submitted)	Originators DoDAAC	Screening Point DODAAC	Action Point DODAAC	Support Point DODAAC
DODAC1240001	04/19/2024	DODAC1	DODAC2	DODAC3	DODAC4
DODAC1240002	05/03/2024	DODAC1	DODAC2	DODAC4	
DODAC1240003	07/31/2024	DODAC1	DODAC2	DODAC4	
DODAC1240004	07/31/2024	DODAC1	DODAC2	DODAC3	DODAC4
DODAC1240005	08/29/2024	DODAC1	DODAC2	DODAC3	DODAC4
DODAC1240006	09/09/2024	DODAC1	DODAC2	DODAC4	
DODAC1240007	09/09/2024	DODAC1	DODAC2	DODAC3	
DODAC1240008	09/09/2024	DODAC1	DODAC2	DODAC4	

Figure 1.13

B. After selecting the Save Ad Hoc to Profile” button, you will be taken to the “Save to Profile” page. (See **Figure 1.14**).

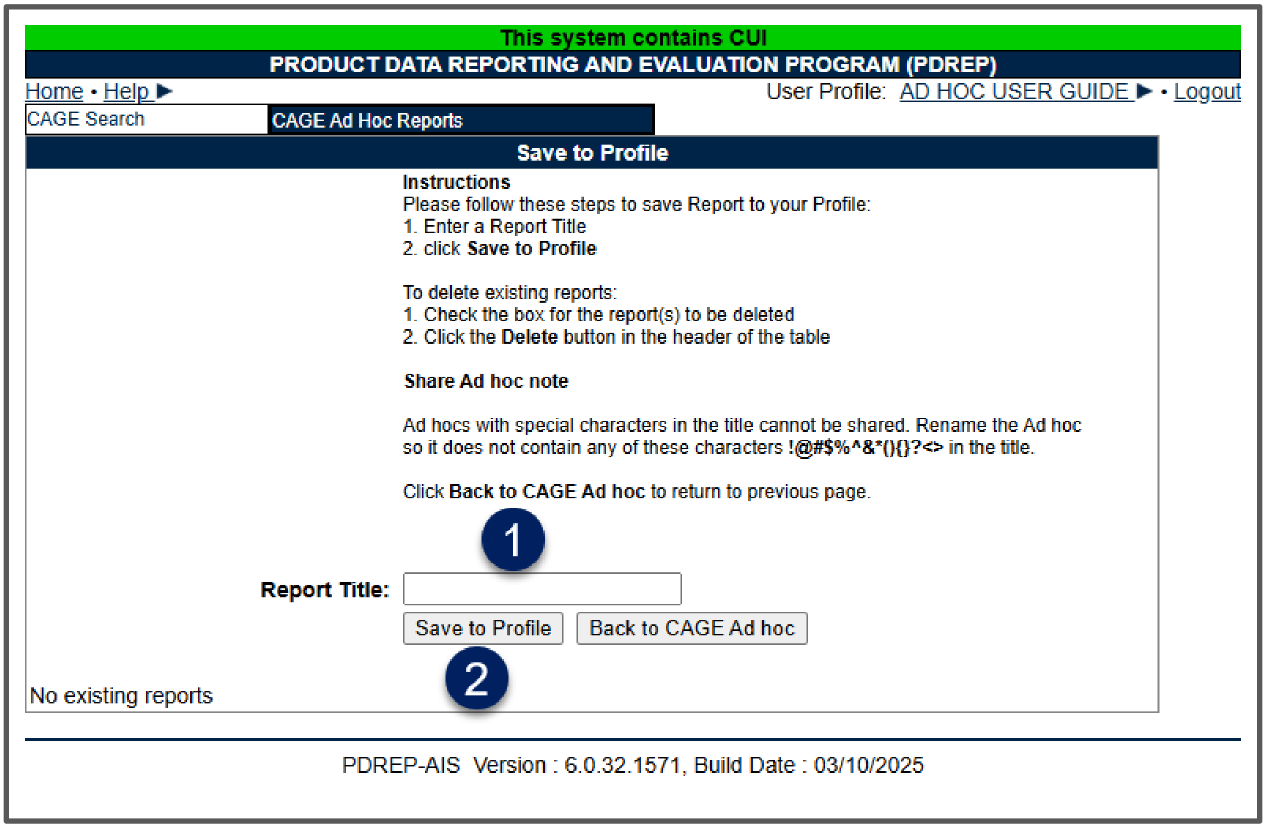


Figure 1.14

C. Enter a name for query to be saved in the "Report Title" block. (See **Figure 1.14, Step 1**).

D. Select the "Save to Profile" button and the report will appear in the list of Existing Reports. (See **Figure 1.14, Step 2**).

E. A table of saved ad hocs will appear at the bottom of the page for later use to share ad hocs with other users that have access to this module or to delete saved adhocs. (See **Figure 1.15, Step 1**).

F. Select the "Back to *MODULE* Ad Hoc" button to return the "Ad Hoc Report" page where you can access all the reports you've saved and run them again as needed. (See **Figure 1.15, Step 2**).

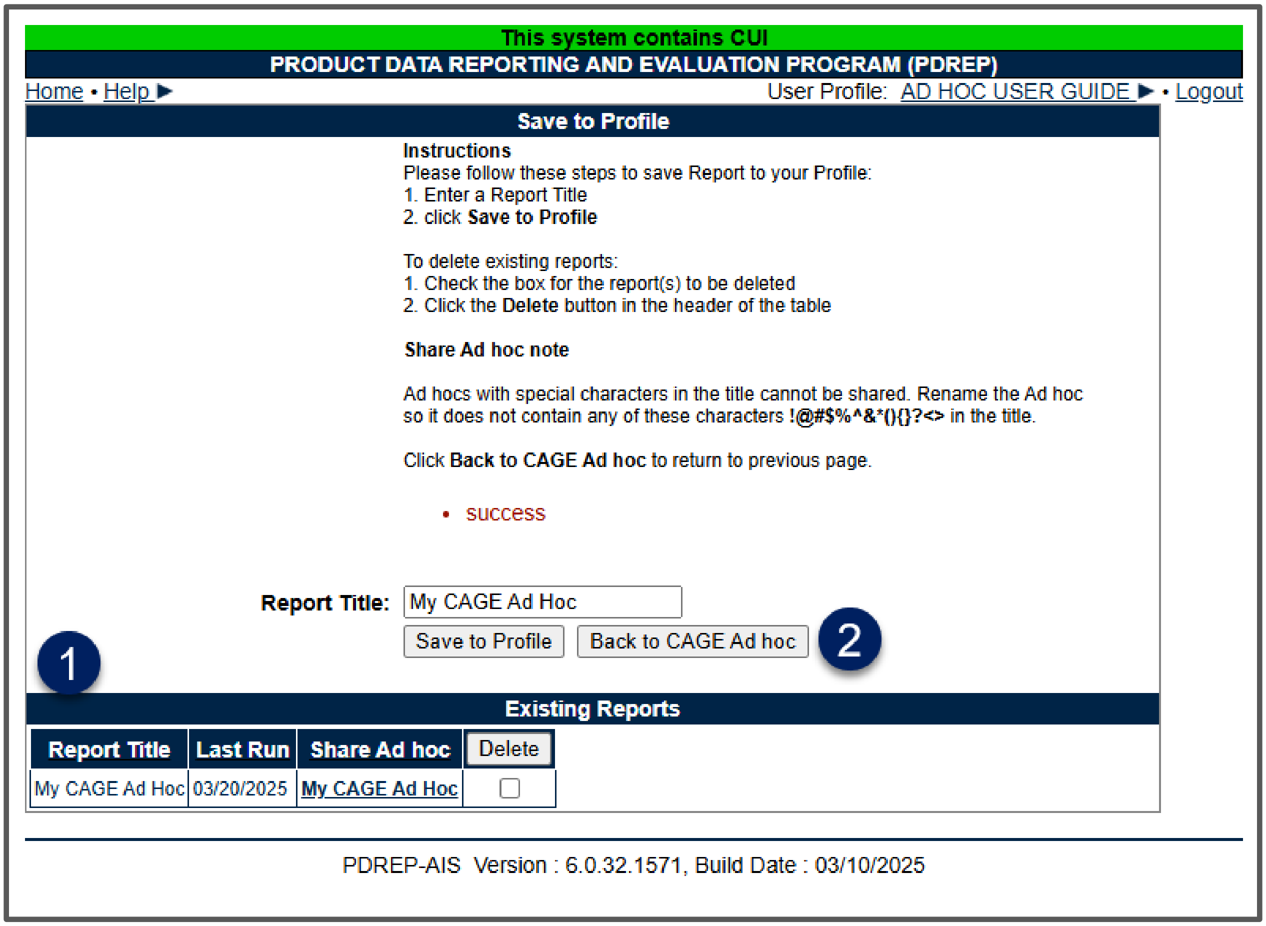


Figure 1.15

G. To run an Ad Hoc report you previously created:

1. Select the report from the “My Ad Hocs:” drop down selection box. (See **Figure 1.16, Step 1**).

2. Select the “Open My Ad Hoc” button. The Ad Hoc screen is automatically filled in with the Ad Hoc criteria you previously saved. (See **Figure 1.16, Step 2**).

3. You can run the query as is or make modifications as desired using the previous steps. You’ll have the option to save the updated query if desired.

4. Select the “Run Query” button to create the saved/updated report. (See **Figure 1.17, Step 1**).

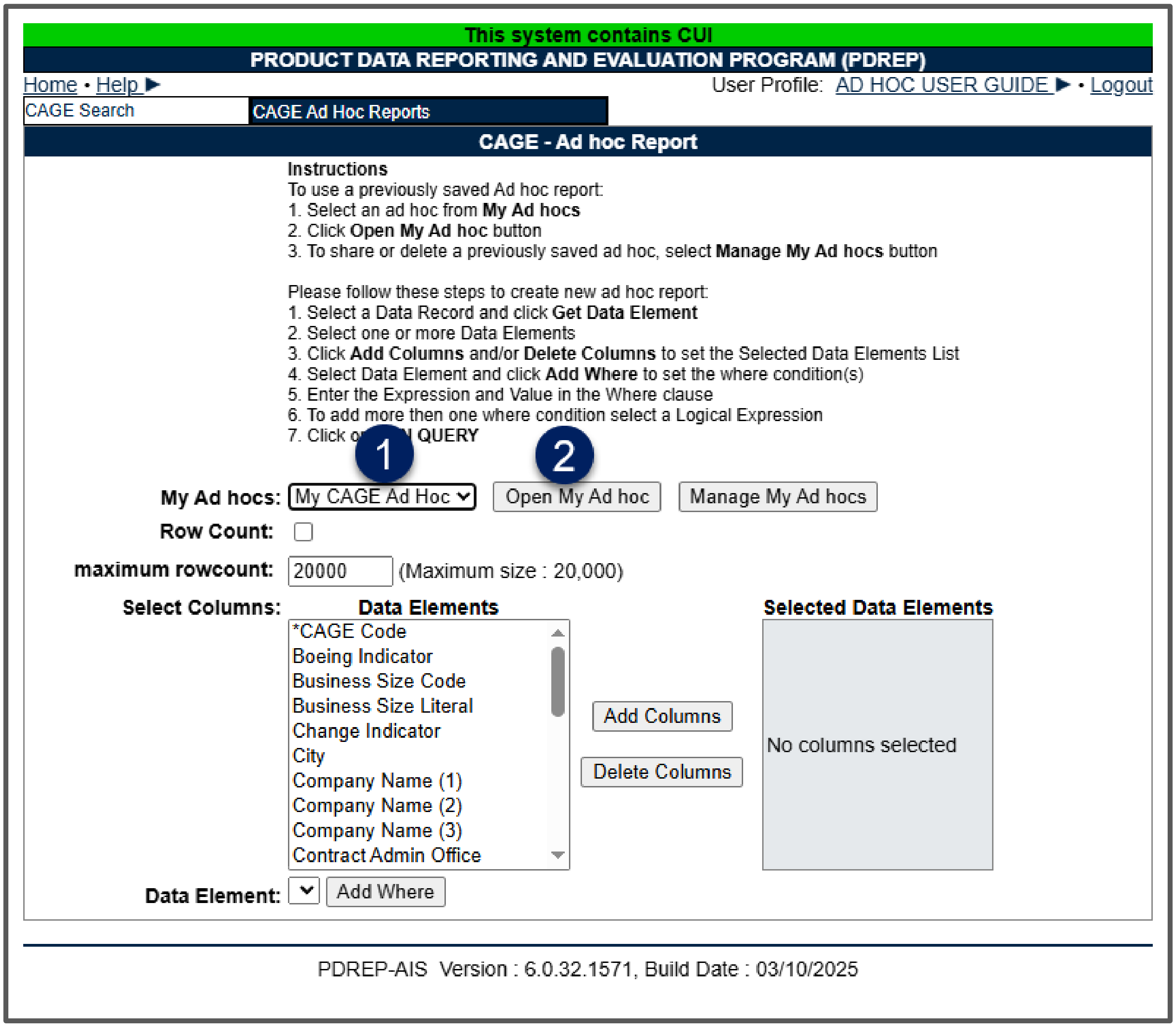

This system contains CUI
PRODUCT DATA REPORTING AND EVALUATION PROGRAM (PDREP)
Home • Help
User Profile: AD HOC USER GUIDE • Logout
CAGE Search
CAGE Ad Hoc Reports
CAGE - Ad hoc Report
Instructions
To use a previously saved Ad hoc report:
1. Select an ad hoc from My Ad hocs
2. Click Open My Ad hoc button
3. To share or delete a previously saved ad hoc, select Manage My Ad hocs 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 o
N QUERY
1
2
My Ad hocs:
My CAGE Ad Hoc
Open My Ad hoc
Manage My Ad hocs
Row Count:
maximum rowcount:
20000
(Maximum size : 20,000)
Select Columns:
Data Elements
*CAGE Code
Boeing Indicator
Business Size Code
Business Size Literal
Change Indicator
City
Company Name (1)
Company Name (2)
Company Name (3)
Contract Admin Office
Add Columns
Delete Columns
Selected Data Elements
No columns selected
Data Element:
Add Where
PDREP-AIS Version : 6.0.32.1571, Build Date : 03/10/2025

Figure 1.16

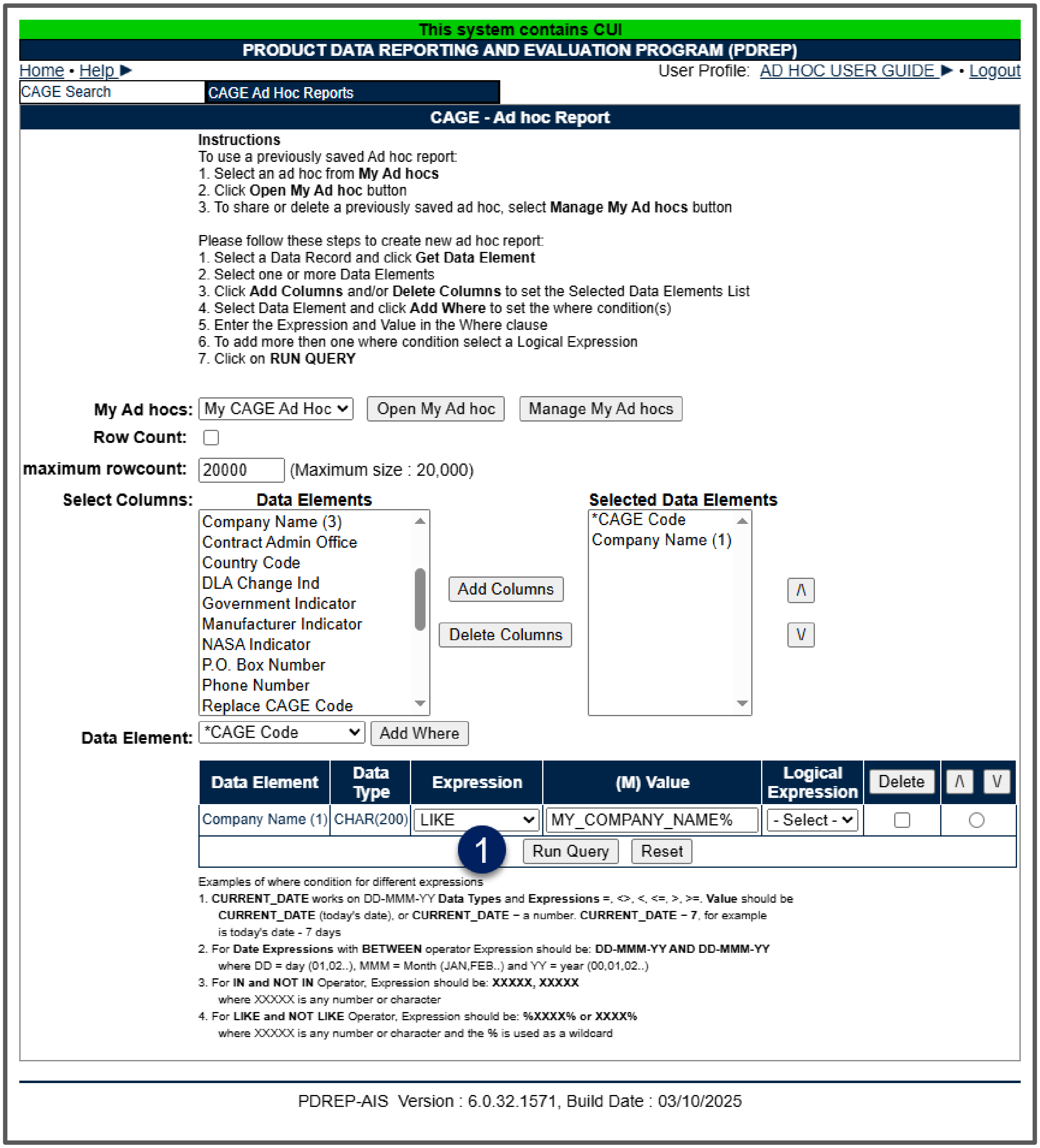

This system contains CUI
PRODUCT DATA REPORTING AND EVALUATION PROGRAM (PDREP)
Home • Help ▶
User Profile: AD HOC USER GUIDE ▶ • Logout
CAGE Search
CAGE Ad Hoc Reports
CAGE - Ad hoc Report
Instructions
To use a previously saved Ad hoc report:
1. Select an ad hoc from My Ad hocs
2. Click Open My Ad hoc button
3. To share or delete a previously saved ad hoc, select Manage My Ad hocs 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
My Ad hocs:
My CAGE Ad Hoc
Open My Ad hoc
Manage My Ad hocs
Row Count:
maximum rowcount:
20000
(Maximum size : 20,000)
Select Columns:
Data Elements
Company Name (3)
Contract Admin Office
Country Code
DLA Change Ind
Government Indicator
Manufacturer Indicator
NASA Indicator
P.O. Box Number
Phone Number
Replace CAGE Code
Add Columns
Delete Columns
Selected Data Elements
*CAGE Code
Company Name (1)
Data Element:
*CAGE Code
Add Where
Data Element
Data Type
Expression
(M) Value
Logical Expression
Delete
Company Name (1)
CHAR(200)
LIKE
MY_COMPANY_NAME%
- Select -
1
Run Query
Reset
Examples of where condition for different expressions
1. CURRENT_DATE works on DD-MMM-YY Data Types and Expressions =, <>, <, <=, >, >=. Value should be CURRENT_DATE (today's date), or CURRENT_DATE – a number. CURRENT_DATE – 7, for example is today's date - 7 days
2. For Date Expressions with BETWEEN operator Expression should be: DD-MMM-YY AND DD-MMM-YY where DD = day (01,02..), MMM = Month (JAN,FEB..) and YY = year (00,01,02..)
3. For IN and NOT IN Operator, Expression should be: XXXXX, XXXXX where XXXXX is any number or character
4. For LIKE and NOT LIKE Operator, Expression should be: %XXXX% or XXXX% where XXXXX is any number or character and the % is used as a wildcard
PDREP-AIS Version : 6.0.32.1571, Build Date : 03/10/2025

Figure 1.17

1.4 Managing Ad Hoc Reports

Once the user has a saved ad hoc, they can delete a saved ad hoc from their list if the ad hoc no longer suits their needs or they can share the ad hoc with other users. Sharing ad hoc is contingent upon the other user also having access to the module and possibly the right level of access within the module.

A. Selecting the “Manage My Ad Hoc” button takes you to your existing reports where you can remove Ad Hoc reports you no longer need or share an Ad Hoc with other PDREP users. (See **Figure 1.18, Step 1**).

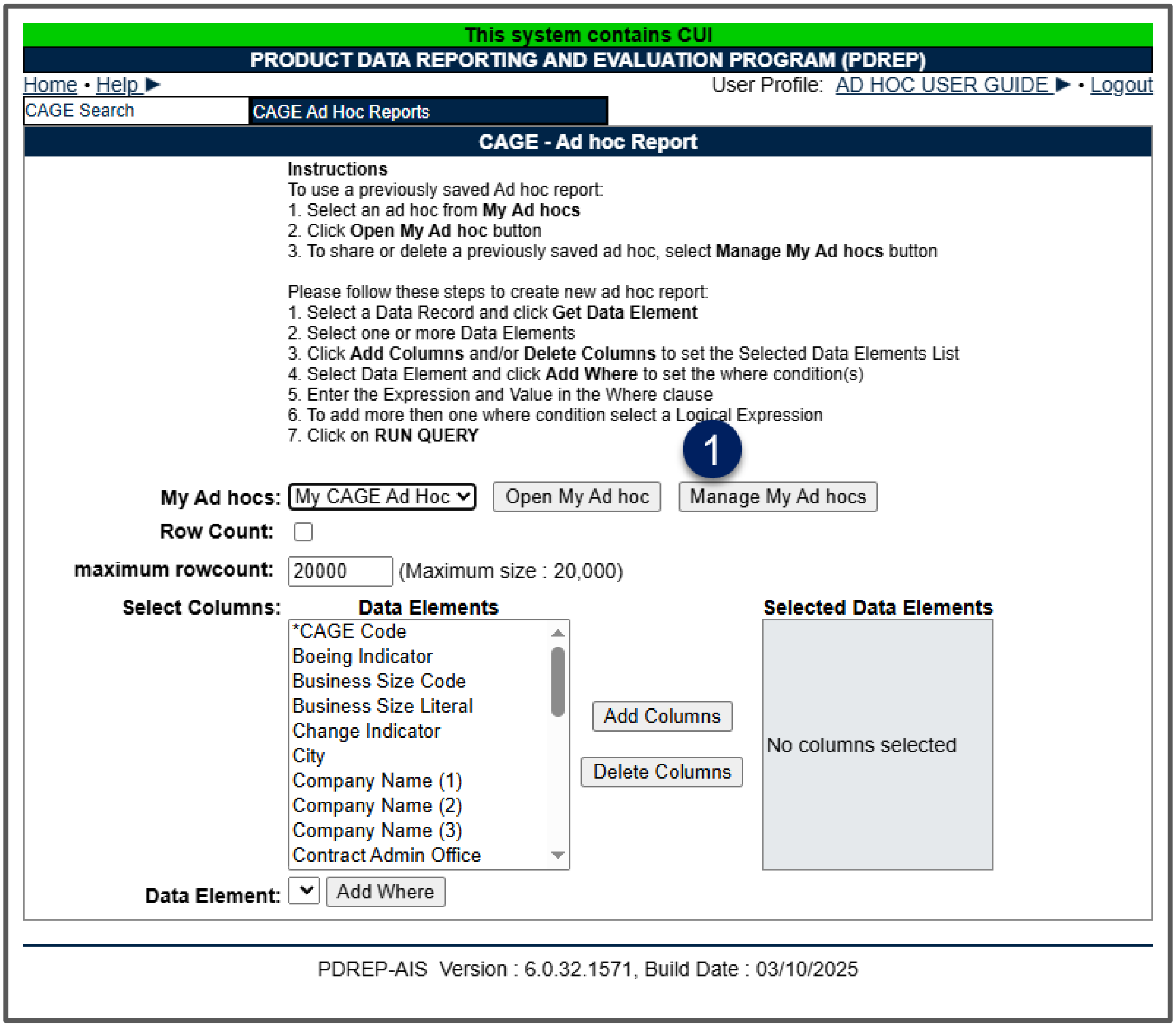


Figure 1.18

NOTE: *If you don’t have an Ad Hoc report saved to your profile, the “My Ad Hocs” drop down selector, “Open My Ad Hoc” and “Manage My Ad Hoc” buttons will not appear*

B. To remove a saved report from your profile:

1. Check the box next to the report in the “Delete” column. (See **Figure 1.19, Step 1**).
2. Select the “Delete” button. (See **Figure 1.19, Step 2**).
3. Ad Hoc report is removed from your list.

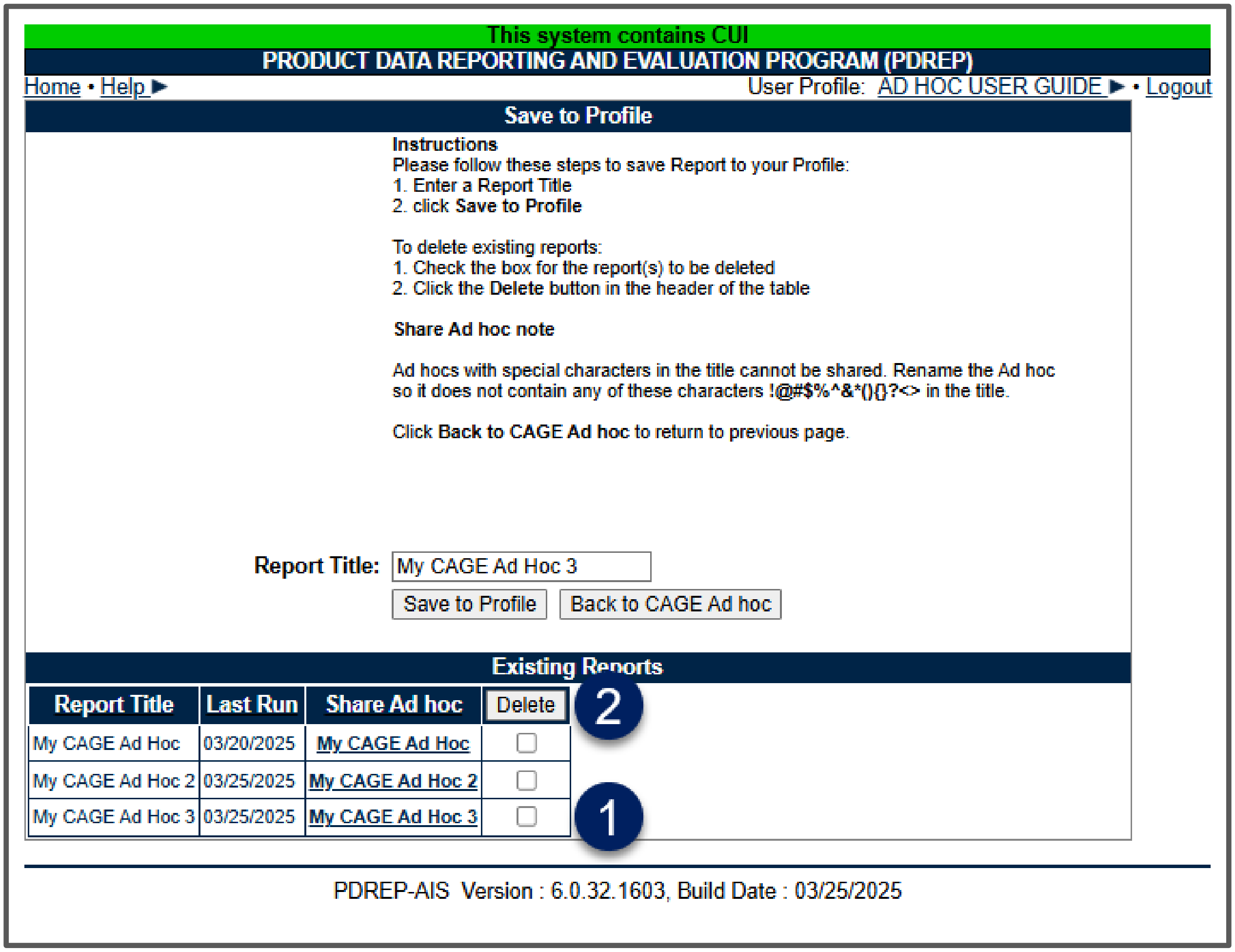


Figure 1.19

C. To share your Ad Hoc with other PDREP users

1. Select the link of the Ad Hoc in the “Share Ad Hoc” column. (See **Figure 1.20**). Your browser will navigate to a send message page. (See **Figure 1.21**).
2. Select the activity (DoDAAC) from the “Choose Activity” drop down list. A secondary drop-down list will appear. (See **Figure 1.22**).
3. Select the person at that activity from the “To PDREP User:” drop down list. (See **Figure 1.22, Step 1**).
4. Select “Add Email to list” button next to PDREP user email. (See **Figure 1.22, Step 2**).

5. Select the “Share Ad Hoc” button, which will navigate you to a PDREP message” page, verifying your message was sent. (See **Figure 1.23**).
6. Select “continue” link, which will navigate you back to the “Save to Profile” page.

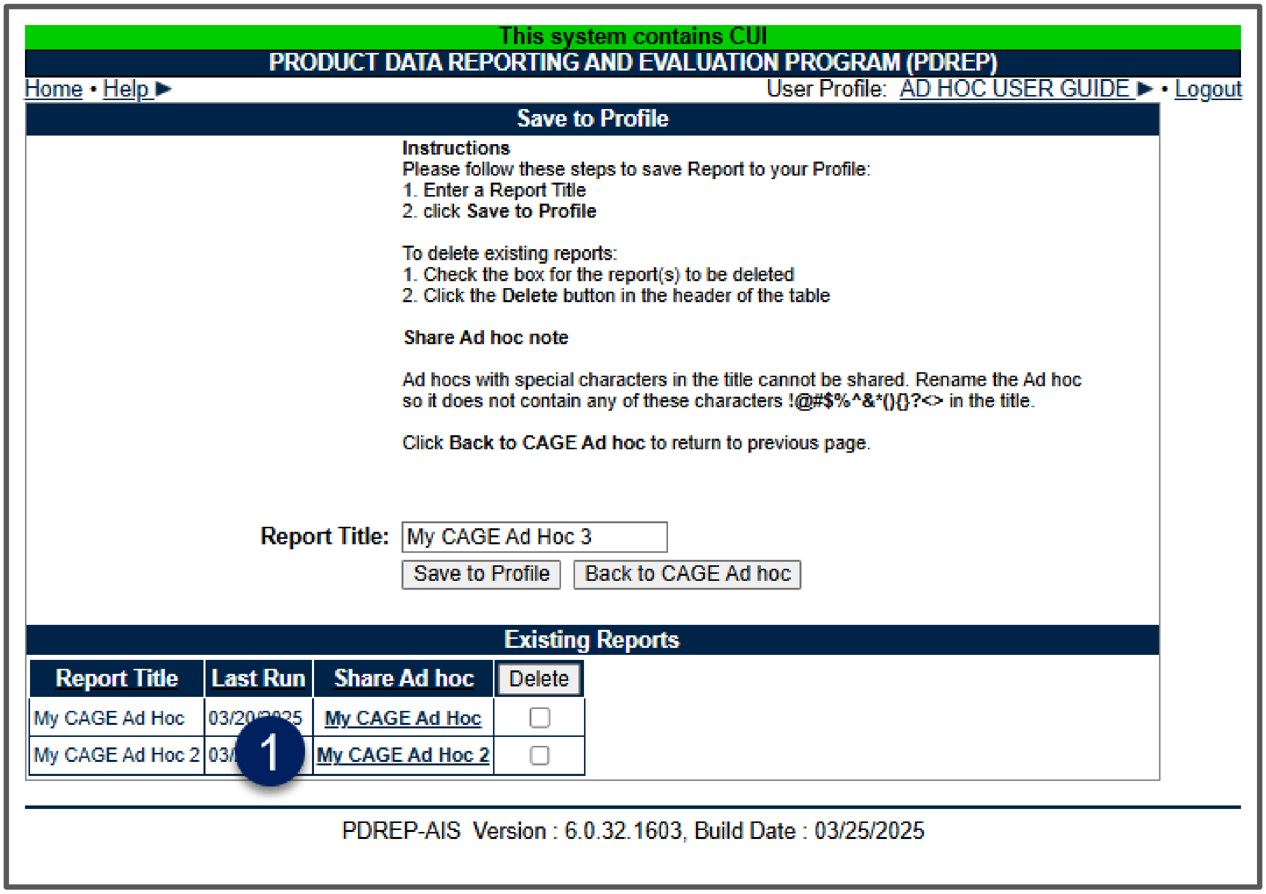


Figure 1.20

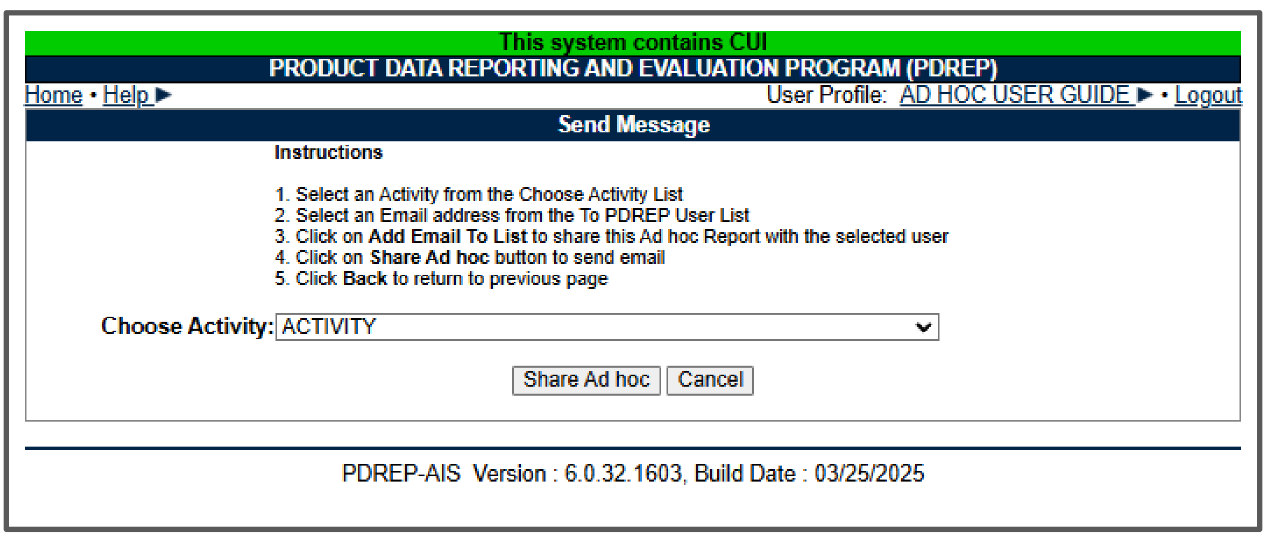


Figure 1.21

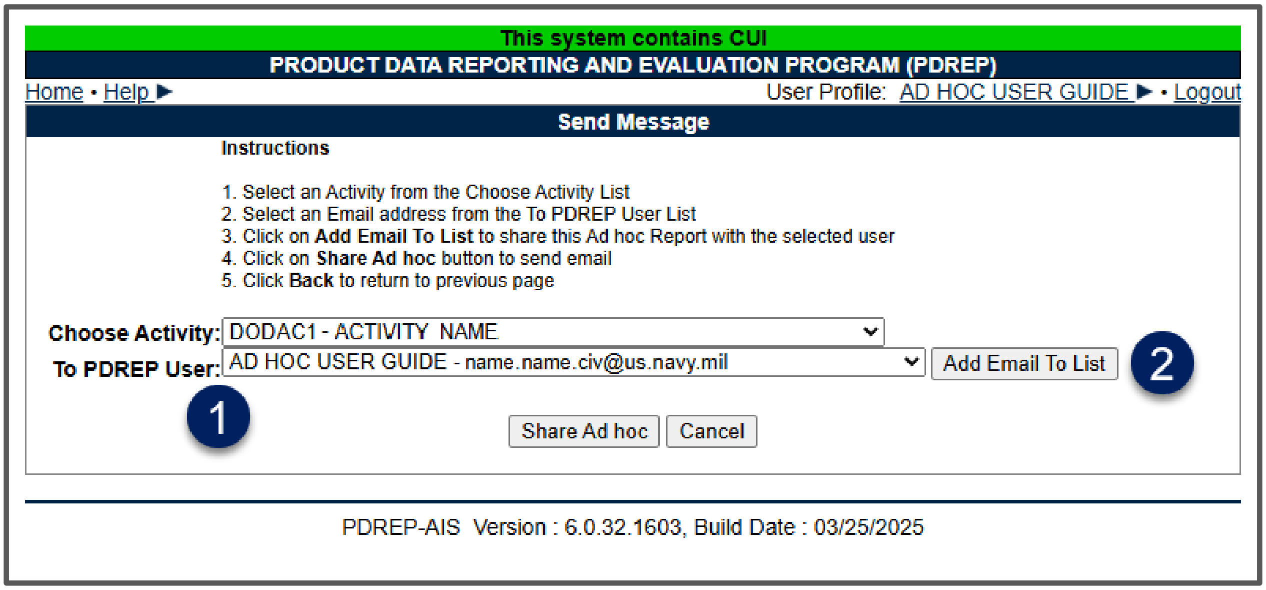


Figure 1.22

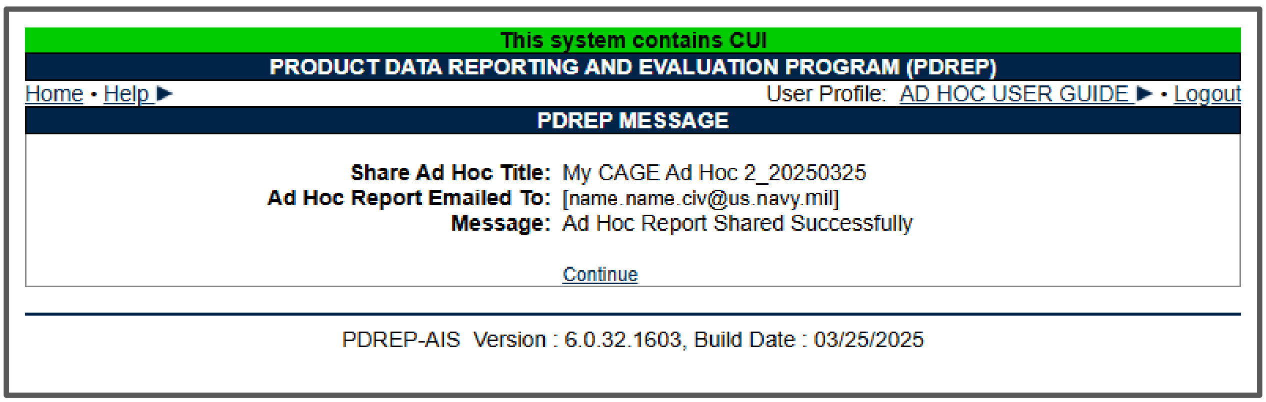


Figure 1.23

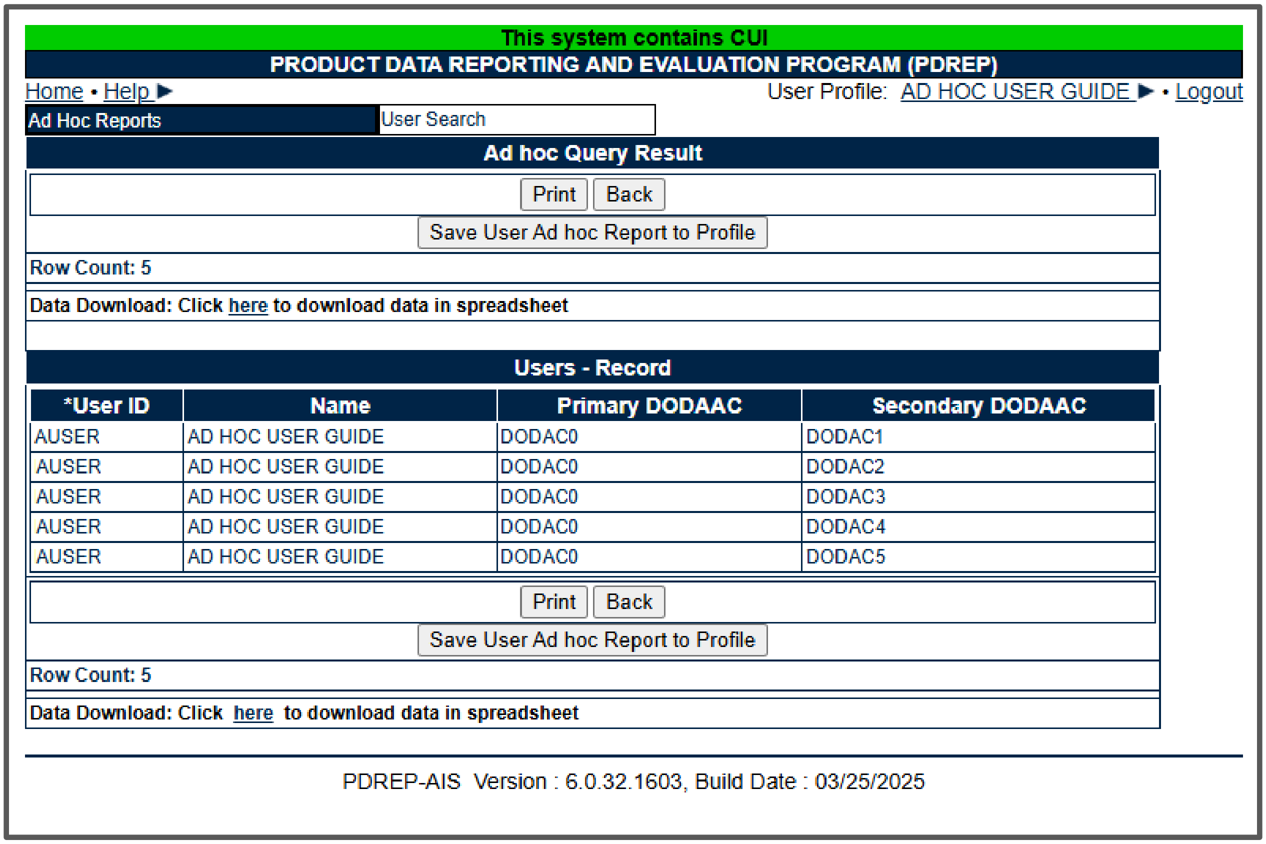
2 AD HOC REPORT RESULTS

2.1 Reviewing Results

A. Users should use caution when reviewing ad hoc results. The first thing to take notice is the number of records returned. The ad hoc tool will return only 10,000 records on the screen in PDREP. This assists in keeping the user's connection from running sluggishly. There may be up to 20,000 records in the pull and all of the pulled records will appear in the spreadsheet if downloaded (see **Section 2.2**)

B. If the total number of records pulled is 20,000, there is the possibility that you do not have all of the records that fit your criteria. Your data may be "clipped" and there may be more records than what is in your ad hoc results. You may need to refine your search.

C. There is the appearance of “duplicate” records. For example, if you run a query of a user profile and you input PRIMARY DODAAC and SECONDARY DODAACs in the query, a single user may show multiple times depending on how many SECONDARY DODAACs are in their profile. The ad hoc returns every unique instance a record shows in the database. If AUSER has a PRIMARY DODDAC of DoDAC0 and has SECONDARY DODAACS that are DODAC1, DODAC2, DODAC3, DODAC4, and DODAC5, then the query returns 5 lines but there is only 1 USER. (See **Figure 2.1**).


This system contains CUI

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Ad Hoc Reports | User Search

Ad hoc Query Result

Print | Back

Save User Ad hoc Report to Profile

Row Count: 5

Data Download: Click here to download data in spreadsheet

Users - Record

*User ID	Name	Primary DODAAC	Secondary DODAAC
AUSER	AD HOC USER GUIDE	DODAC0	DODAC1
AUSER	AD HOC USER GUIDE	DODAC0	DODAC2
AUSER	AD HOC USER GUIDE	DODAC0	DODAC3
AUSER	AD HOC USER GUIDE	DODAC0	DODAC4
AUSER	AD HOC USER GUIDE	DODAC0	DODAC5

Print | Back

Save User Ad hoc Report to Profile

Row Count: 5

Data Download: Click here to download data in spreadsheet

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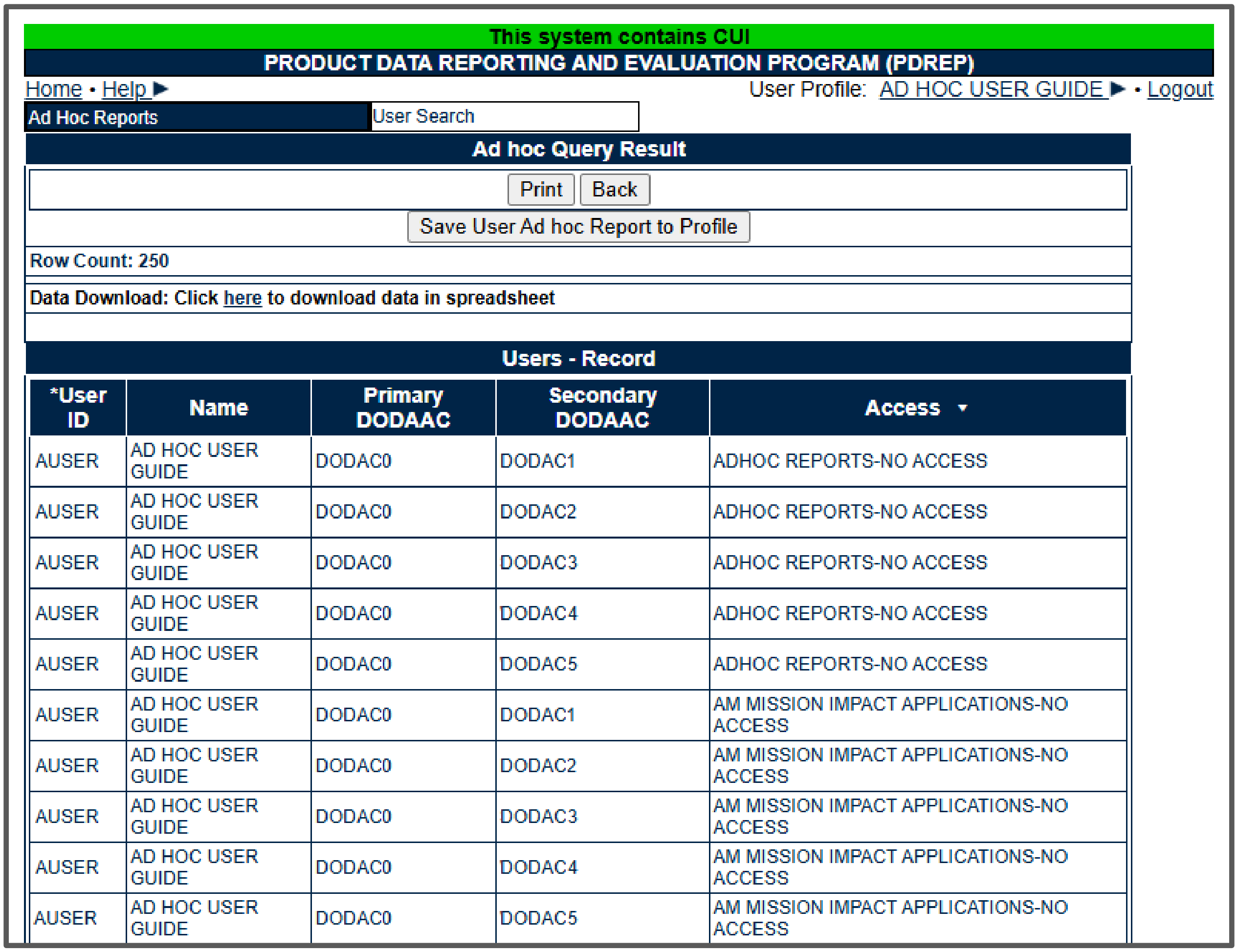
Figure 2.1

D. The duplicate records appearance can be compounded, depending on how many elements have unique instances. For example, as a PDREP Coordinator, you want to know which personnel had what level of access and simply added ACCESS to the query. As a result, because there are 50 unique accesses, AUSER would show 250 times! (See **Figure 2.2**).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PRODUCT DATA REPORTING AND EVALUATION PROGRAM (PDREP)
Home • Help ▶ User Profile: AD HOC USER GUIDE ▶ • Logout
Ad Hoc Reports User Search

Ad hoc Query Result

Print Back
Save User Ad hoc Report to Profile

Row Count: 250

Data Download: Click here to download data in spreadsheet

Users - Record

*User ID	Name	Primary DODAAC	Secondary DODAAC	Access ▼
AUSER	AD HOC USER GUIDE	DODAC0	DODAC1	ADHOC REPORTS-NO ACCESS
AUSER	AD HOC USER GUIDE	DODAC0	DODAC2	ADHOC REPORTS-NO ACCESS
AUSER	AD HOC USER GUIDE	DODAC0	DODAC3	ADHOC REPORTS-NO ACCESS
AUSER	AD HOC USER GUIDE	DODAC0	DODAC4	ADHOC REPORTS-NO ACCESS
AUSER	AD HOC USER GUIDE	DODAC0	DODAC5	ADHOC REPORTS-NO ACCESS
AUSER	AD HOC USER GUIDE	DODAC0	DODAC1	AM MISSION IMPACT APPLICATIONS-NO ACCESS
AUSER	AD HOC USER GUIDE	DODAC0	DODAC2	AM MISSION IMPACT APPLICATIONS-NO ACCESS
AUSER	AD HOC USER GUIDE	DODAC0	DODAC3	AM MISSION IMPACT APPLICATIONS-NO ACCESS
AUSER	AD HOC USER GUIDE	DODAC0	DODAC4	AM MISSION IMPACT APPLICATIONS-NO ACCESS
AUSER	AD HOC USER GUIDE	DODAC0	DODAC5	AM MISSION IMPACT APPLICATIONS-NO ACCESS

Figure 2.2

E. Users must also be aware of what data they are asking. Refer to your Module User Guide for the data dictionary. In some modules there may be an ADDED DATE and a SUBMITTED date. A SUBMITTED date may be when a user entered a record into an IT system whereas an ADDED date may be when the record entered the PDREP database. For example, if a record originated from a different IT system and was created on MAY 1 (its SUBMITTED date), but the time lapse was two months before it needed to be transferred to a POC in PDREP, the ADDED date may be JUL 1.

F. Beware of mutually exclusive data points. The below will return “No data found” because you cannot have a Secondary DoDAAC that is the same as your Primary DoDAAC. This would return no data found.

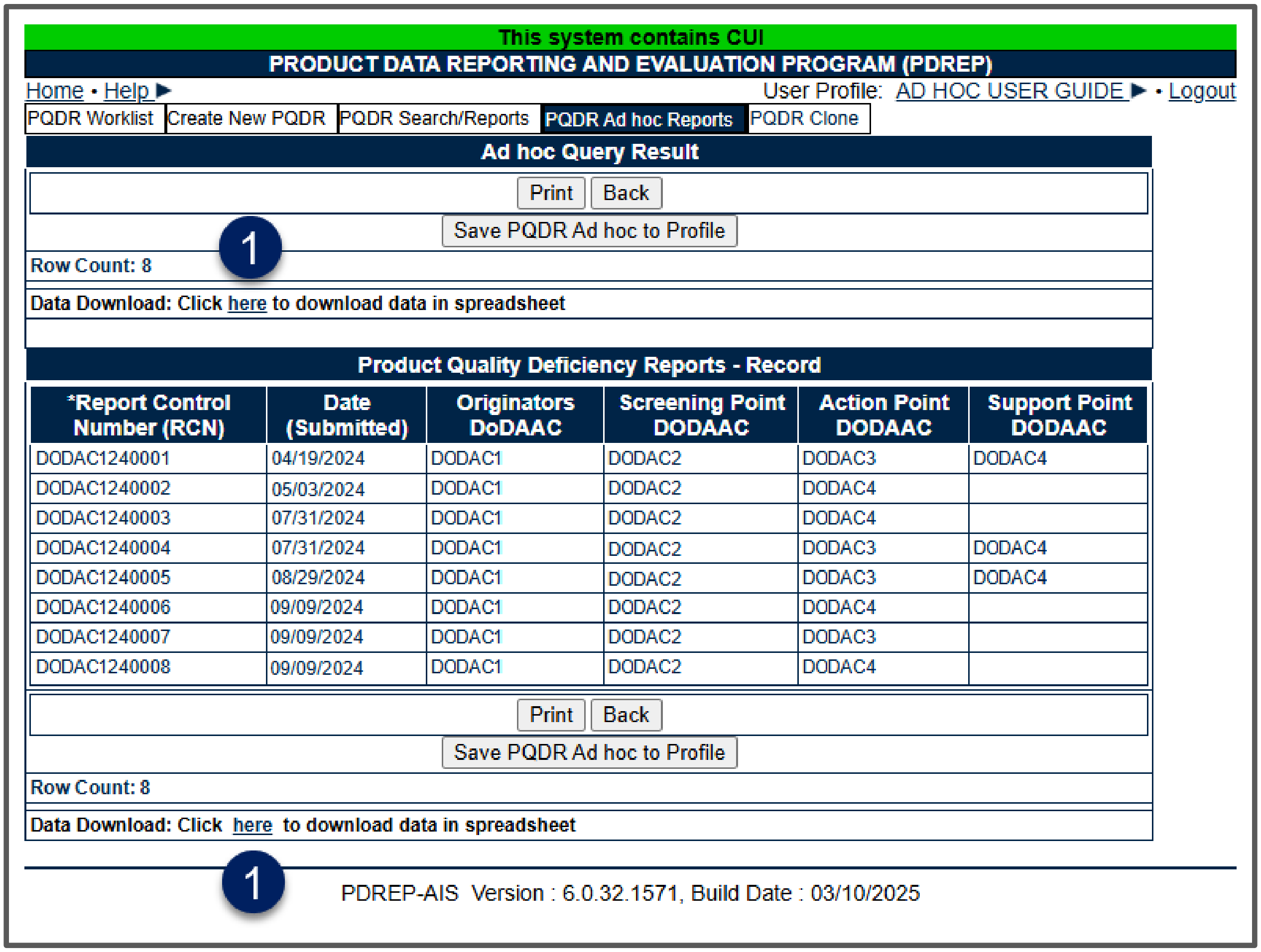
PRIMARY DODDAC	=	DODAC1	AND
SECONDARY DODAAC	=	DODAC1	

G. Be cognizant that records may be live and flowing from point to point. You can run an ad hoc and return 125 records and rerun the ad hoc 15 minutes later and only have 100 records. The report is only representative for that point in time.

H. Selecting the header of a column in the results will perform a simple sort or the table (ascending/descending) based on the data in that column.

2.2 Downloading Results into Spreadsheet

A. You can download the Ad Hoc results to MS Excel by selecting “here” in the “Data Download: Click *here* to download data in Microsoft Excel format” link at the top or bottom of the results page. (See **Figure 2.3**).



This system contains CUI

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Home • Help ▶ User Profile: AD HOC USER GUIDE ▶ • Logout

PQDR Worklist | Create New PQDR | PQDR Search/Reports | PQDR Ad hoc Reports | PQDR Clone

Ad hoc Query Result

Print Back

Save PQDR Ad hoc to Profile

1

Row Count: 8

Data Download: Click here to download data in spreadsheet

Product Quality Deficiency Reports - Record

*Report Control Number (RCN)	Date (Submitted)	Originators DoDAAC	Screening Point DODAAC	Action Point DODAAC	Support Point DODAAC
DODAC1240001	04/19/2024	DODAC1	DODAC2	DODAC3	DODAC4
DODAC1240002	05/03/2024	DODAC1	DODAC2	DODAC4	
DODAC1240003	07/31/2024	DODAC1	DODAC2	DODAC4	
DODAC1240004	07/31/2024	DODAC1	DODAC2	DODAC3	DODAC4
DODAC1240005	08/29/2024	DODAC1	DODAC2	DODAC3	DODAC4
DODAC1240006	09/09/2024	DODAC1	DODAC2	DODAC4	
DODAC1240007	09/09/2024	DODAC1	DODAC2	DODAC3	
DODAC1240008	09/09/2024	DODAC1	DODAC2	DODAC4	

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Save PQDR Ad hoc to Profile

Row Count: 8

Data Download: Click here to download data in spreadsheet

1

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Error! Reference source not found.**3**

B. Downloading the results into a spreadsheet may require reformatting of data. Columns may need to be formatted to a number as they may be saved as a character string. Dates may need to be formatted as 19XX and /or 20XX.

3 SUMMARY

This concludes the ADHOC Search Tool user guide.

Content provided within this document is maintained by the Product Data Reporting and Evaluation Program (PDREP) Team at the Naval Sea Logistics Center Portsmouth.

The ADHOC Search Tool 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 ADHOC Search Tool or this guide should be directed to the PDREP Customer Support Desk.

To report an issue, ask a question, or submit suggestions for improvement to software may be made by active users by submitting a help desk ticket either via the "Contact Help Desk" button in the lower right corner of our PDREP-AIS website or via the "Help" menu within the PDREP-AIS application.