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NAVAL SEA SYSTEMS COMMAND

Naval Sea Logistics Center

Product Data Reporting and Evaluation Program (PDREP)

ADHOC Search Tool User Guide

User Guide

Updated: October 2016

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*Hold the “CTRL” key and click on paragraph to follow link

FOREWORD

This guide does not replace or amend any Department of Defense (DoD) instructions, regulations, and/or policies. Its purpose is to assist users with the Product Data Reporting and Evaluation Program (PDREP) - Automated Information Systems (AIS) ADHOC Search, Reports, and Search tools. The PDREP-AIS ADHOC Search is designed to allow users to search any record type in PDREP's data warehouse. Additional report and search tools are also provide standard search mechanisms to locate records within a particular process or PDREP-AIS application. Proper use of the PDREP-AISADHOC report, 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.

Refer to the appropriate instructions and manuals for additional information about the meaning and use of data regarding the various record types available in PDREP.

REFERENCES:

A. PDREP Data Dictionary

INTRODUCTION

The PDREP ADHOC application was developed as a tool to allow a query of any record type in the PDREP Automated Information System (AIS) using abstracted structured query language (SQL) routines.

The primary purpose of the PDREP ADHOC application is to permit users to create their own user defined metrics and reports.

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

Various search tools were also created to enable users to locate reference data and individual records within each PDREP application.

Preformatted user reports are also available and provide a quick overview of data within a particular process or business area.

User access and login procedures can be located in the PDREP User Access and Login Procedures guide. First time PDREP users will need to submit a User Access request form, available on the NSLC home page. Click on *User Access Request Form* to download the form. Follow the directions on the form to submit the request for access to PDREP.

Requests for changes or improvement to any PDREP application or any of the NSLC Detachment Portsmouth web pages should be submitted to:

Customer Support Desk
Commercial Phone: (207) 438-1690 / DSN 684-1690
FAX: (207) 438-6535, DSN 684-6535
Email: webptsmh@navy.mil

Mailing Address
Naval Sea Logistics Center Detachment Portsmouth
Bldg. 153, 2nd Floor
Portsmouth, NH 03804-2058

Online in the PDREP Application
If you're already a PDREP User, log into the PDREP-AIS and click on the *"Submit Feedback"* at the top of most web pages.

1 AD HOC SEARCH

The AD HOC query generator can be used to generate a variety of reports; all results are downloadable to MS Excel spreadsheets. On-screen instructions are available as a reminder on how to create the AD HOC query. The web page in (Figure 1.2) provides a method for users to choose a record type to query, select specific data elements from that record, and base the query on criteria like a date range or code used in the record to get the results.

Users can run the query and adjust it if it is not exactly what they're looking for by returning to the ADHOC Report page after running a query. The results can be downloaded into MS Excel when complete. If you need the report run on a periodic basis, you can submit completed reports to the PDREP Customer Support Desk to have it added to a scheduler. The Customer Support Desk can set the report up to run on a daily, weekly, monthly, or quarterly basis and automatically e-mail it to the customer.

1.1 CREATING AN ADHOC REPORT

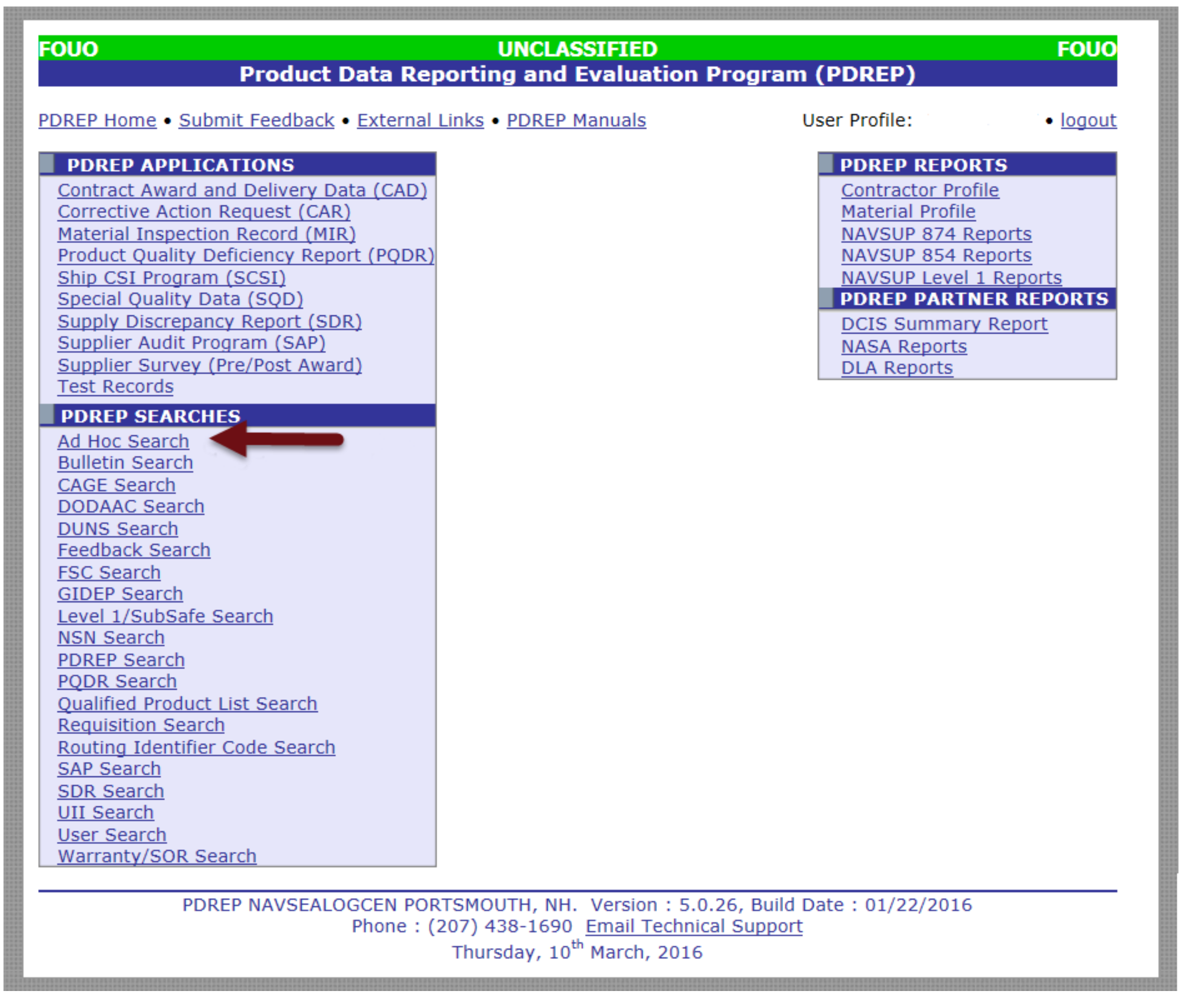


Figure 1.1

a. After successfully logging into the PDREP Main Menu click on the “Ad Hoc Search” link on the left panel below “PDREP Searches” (Figure 1.1).

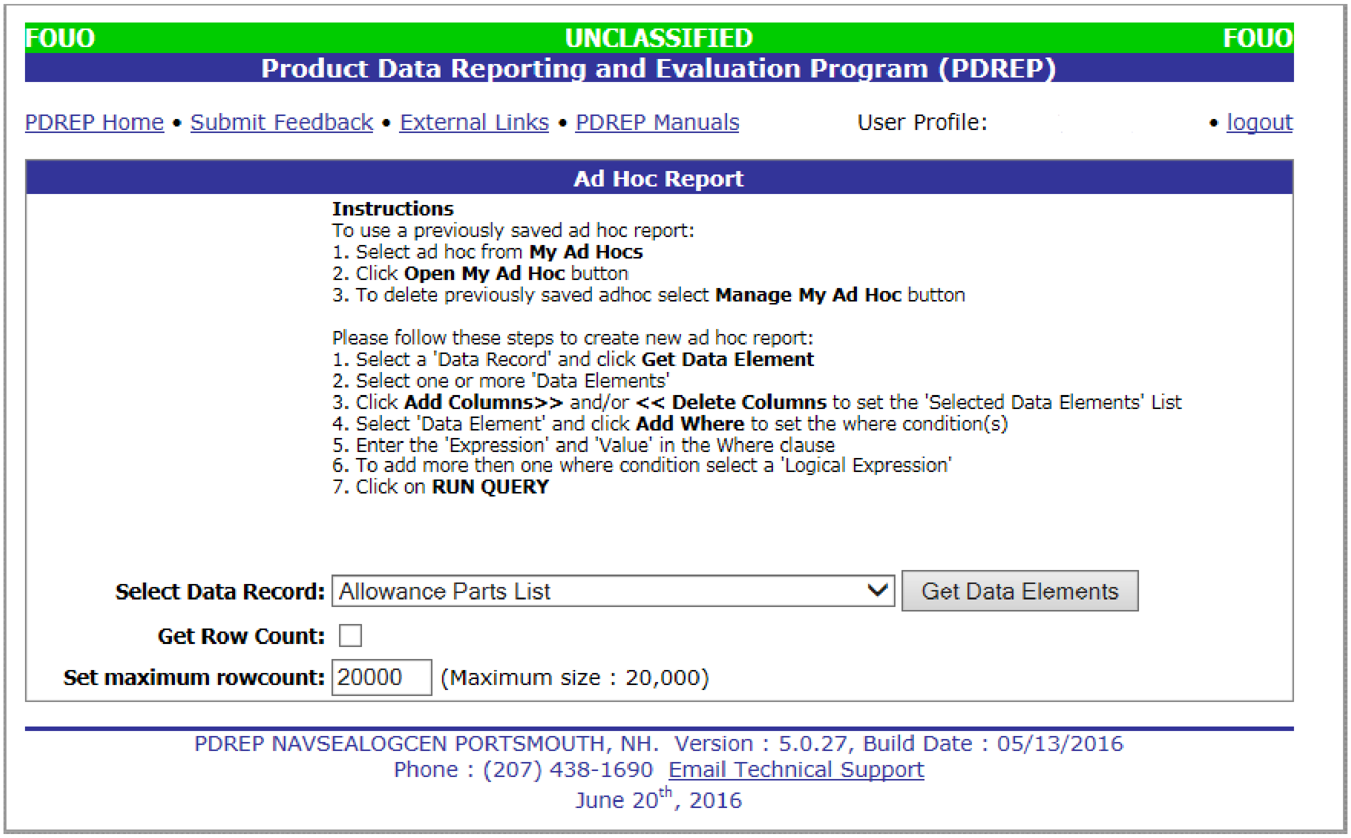


Figure 1.2

b. Select Data Record: Choose a record type from the drop down menu and then click the “Get Data Elements” button (Figure 1.2). The data elements associated with the selected record type display under the “Data Elements” heading (Figure 1.3).

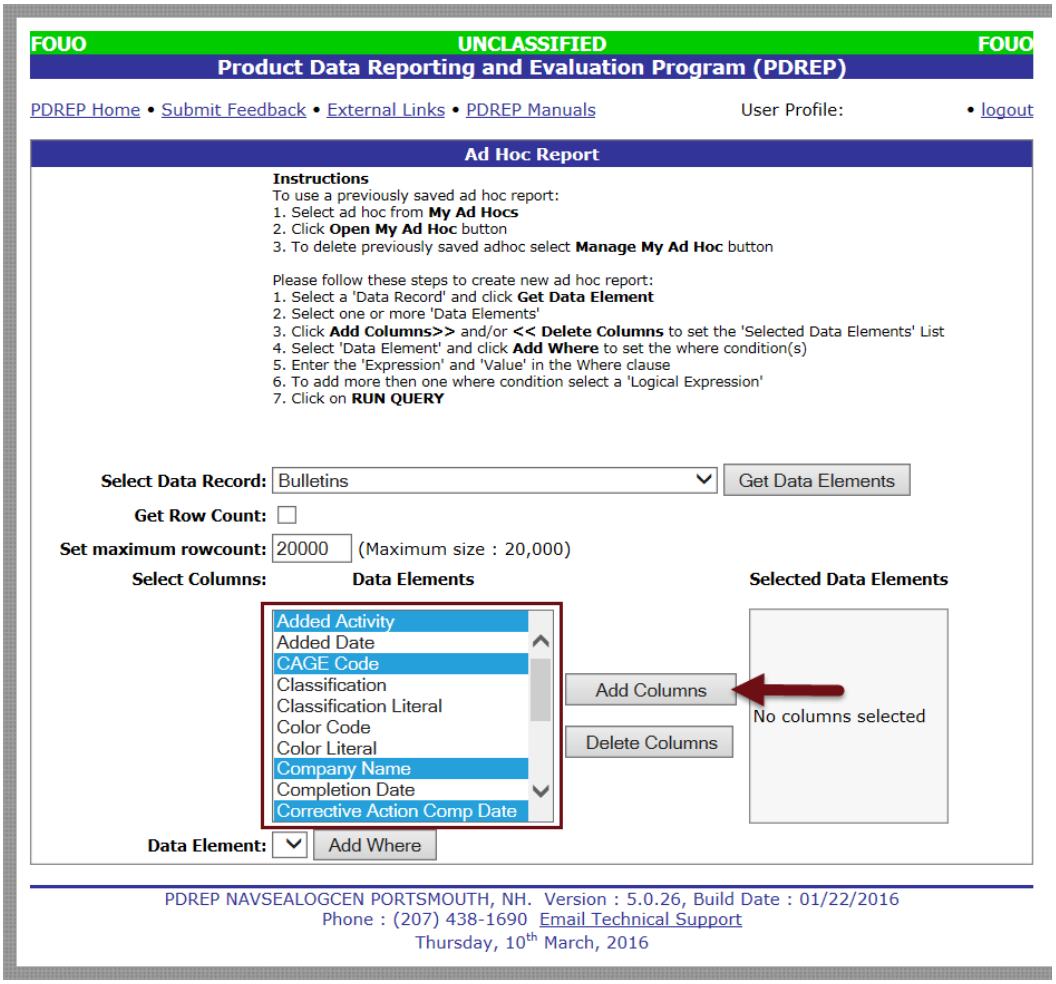


Figure 1.3

c. It is advisable to know the number of rows before running the query for the first time, check the "Get Row Count" check box. The initial query will return only the number of rows returned for the specified parameters. This is especially handy to check if there are more than 20,000 records that match your query. Remember to uncheck the "Get Row Count" box when you're ready to get the data.

d. Adjust "Set maximum row count" as required. This is defaulted to 20,000 rows, which is the maximum. If more than 20,000 rows of data are required, please contact the PDREP Customer Support Desk.

e. Select elements in the "Data Elements" field to highlight the elements to include in the report. To select more than one element at a time hold down the CTRL key while selecting additional elements; or the shift key to select contiguous elements.

f. Select the "Add Columns" button. The highlighted data elements will move to the "Selected Data Elements" field (Figure 1.4). You may select up to fifty data elements for your report.

To remove elements from the "Selected Data Elements" field, highlight an element in the "Selected Data Elements" and select the "Delete Columns" button.

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.

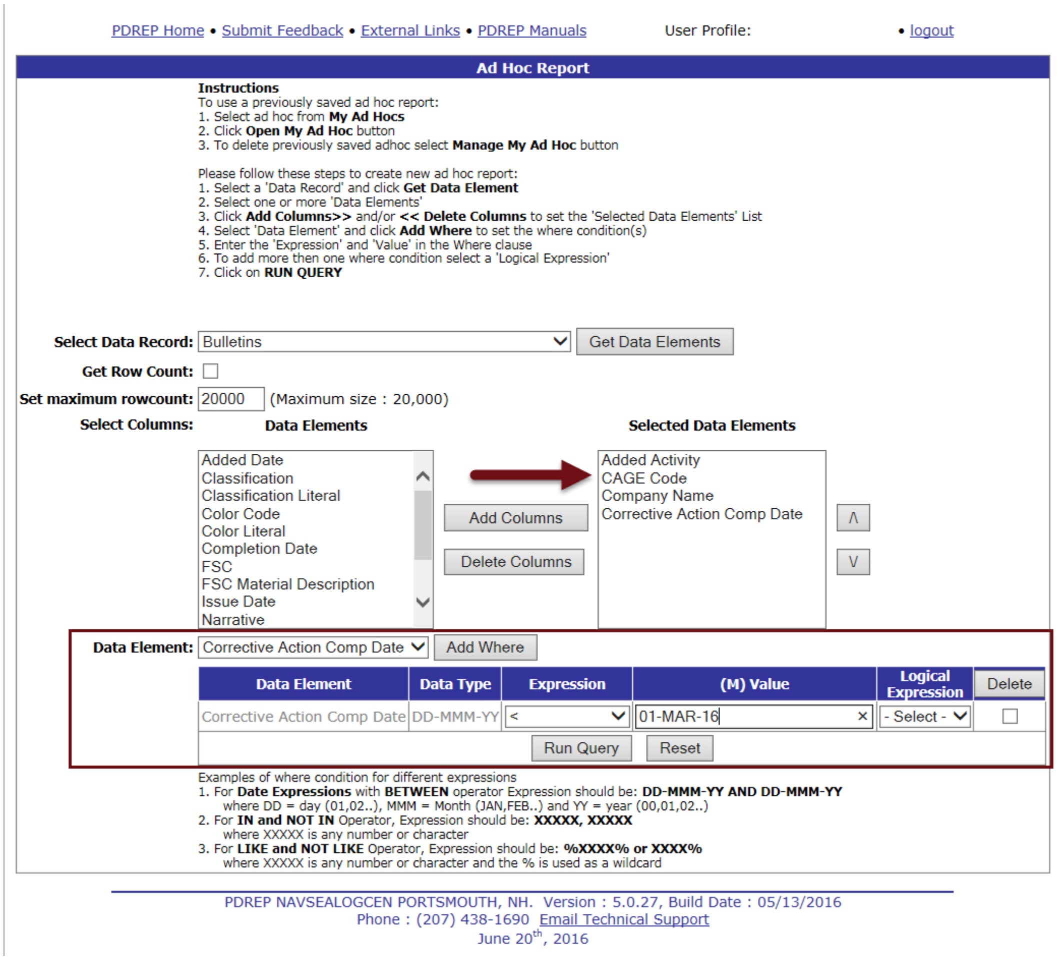


Figure 1.4

g. Set the criteria for what 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. Dates or codes are commonly used as search criteria (Figure 1.4).

2 Select the “Add Where” button and a query build table will appear below with the element in the first row for the first element. Subsequent elements will be added to the bottom of the table.

3 In the table, select an expression from the “Expression” drop down box. 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).

4 Enter a value for the data element parameter in the “Value” field.

a. 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...)

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

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

d. For NULL and NOT NULL operators, there should be no values.

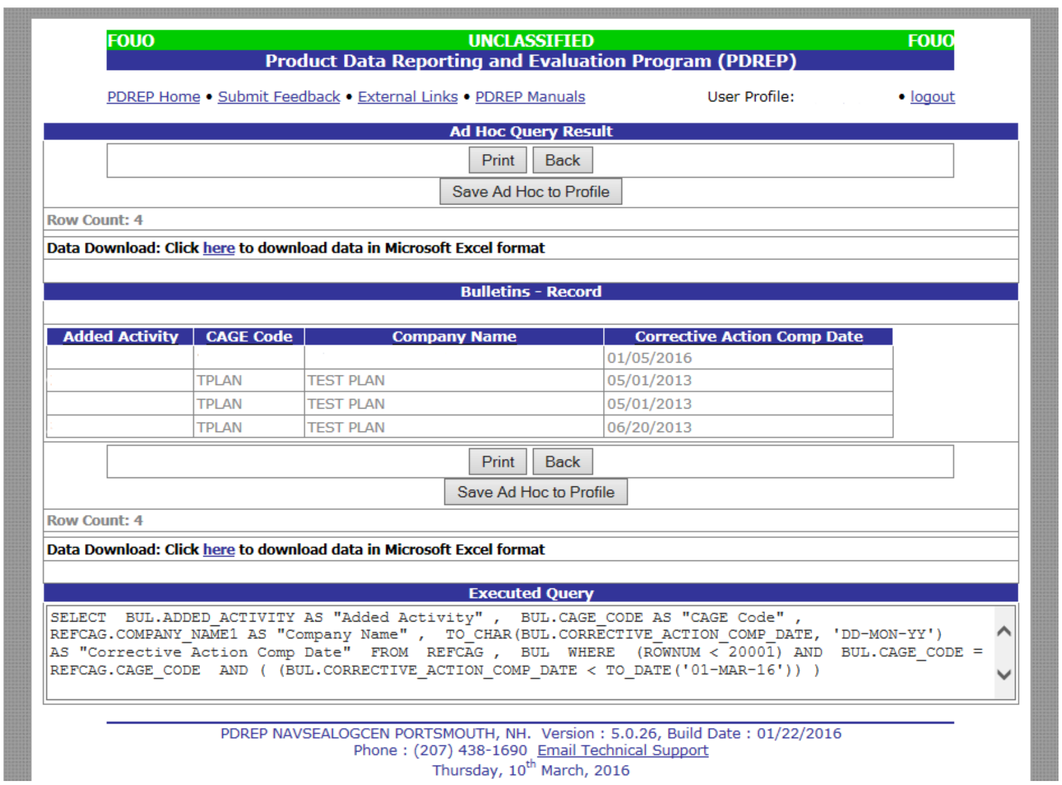
5 Select a logical expression (AND/OR) from the "Logical Expression" drop down box if more than one data element parameter is entered. Do not select a logical expression for the last element in the table.

6 Continue to build query table as required by repeating steps g.1 through5.

a. If an error has been discovered during the build process, you can remove a single line by selecting the "Delete" check box at the end of a row then selecting the "Delete" button in the heading row. This will delete the single line and leave the rest of the build table intact.

b. If you need to start over again, you can select the "Reset" button and clear the query build table.

h. Select the "Run Query" button to create the report. The results will display on the "Ad Hoc Query Results" page (Figure 1.5).


FOUO UNCLASSIFIED FOUO
Product Data Reporting and Evaluation Program (PDREP)
PDREP Home • Submit Feedback • External Links • PDREP Manuals User Profile: • logout
Ad Hoc Query Result
Print Back
Save Ad Hoc to Profile
Row Count: 4
Data Download: Click here to download data in Microsoft Excel format
Bulletins - Record

Added Activity	CAGE Code	Company Name	Corrective Action Comp Date
			01/05/2016
	TPLAN	TEST PLAN	05/01/2013
	TPLAN	TEST PLAN	05/01/2013
	TPLAN	TEST PLAN	06/20/2013

Print Back
Save Ad Hoc to Profile
Row Count: 4
Data Download: Click here to download data in Microsoft Excel format
Executed Query

```
SELECT BUL.ADDED_ACTIVITY AS "Added Activity" , BUL.CAGE_CODE AS "CAGE Code" ,
REFCAG.COMPANY_NAME1 AS "Company Name" , TO_CHAR(BUL.CORRECTIVE_ACTION_COMP_DATE, 'DD-MON-YY')
AS "Corrective Action Comp Date" FROM REFCAG , BUL WHERE (ROWNUM < 20001) AND BUL.CAGE_CODE =
REFCAG.CAGE_CODE AND ( (BUL.CORRECTIVE_ACTION_COMP_DATE < TO_DATE('01-MAR-16')) )
```

PDREP NAVSEALOGCEN PORTSMOUTH, NH. Version : 5.0.26, Build Date : 01/22/2016
Phone : (207) 438-1690 Email Technical Support
Thursday, 10th March, 2016

Figure 1.5

i. On the "Ad Hoc Query Results" page, select the "Print" button to print the web page.

j. 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.

k. 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 bottom of the web page.

l. To submit a report for automated creation, select “here” in the “Click here to add this report to a scheduler” button (Figure 1.6), this link only appears if your access privileges permit this function. Refer to Section 1.2 AUTOMATING AN ADHOC REPORT for more details.

m. Saving your Ad Hoc Reports makes the query available to you for future use. Saved Ad Hoc Reports can then be selected 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 (Figure 1.8). Refer to Section 1.3 MANAGING ADHOC REPORTS for more details.

1.2 AUTOMATING AN ADHOC REPORT

Once an ADHOC report is developed as described in Section 1.1, it can be submitted to the NSLC Customer Support Desk to have the report saved and subsequently sent to you on a periodic basis such as weekly, monthly, or quarterly.

a. Submit the report you've created by selecting the “Click here to add this report to a scheduler” link (Figure 1.6).

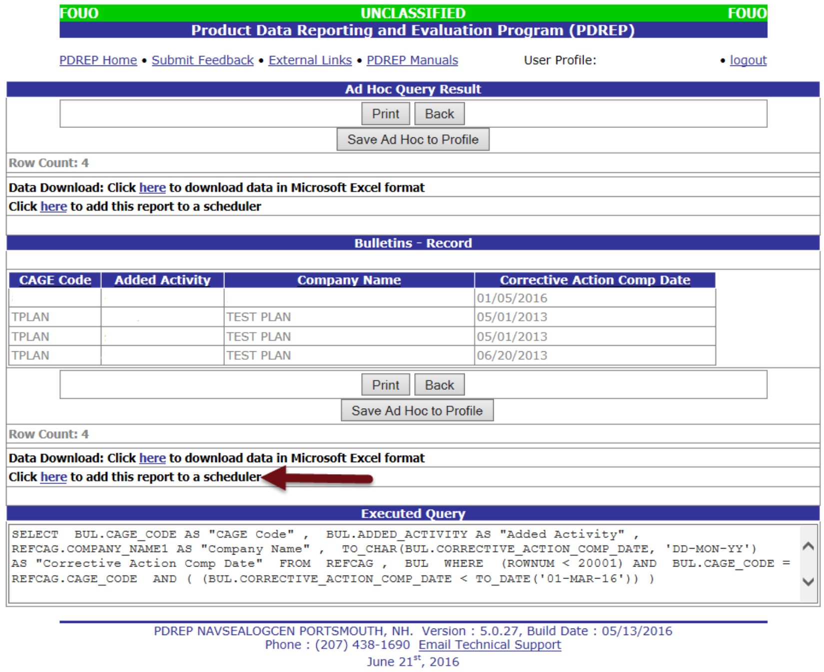


Figure 1.6

Note: This link only appears for users with access privileges to create and submit scheduled reports. If the link is missing, call the Customer Support Desk to request access to the link.

b. After selecting the Click *here* to add this report to a scheduler option, the “Store Ad Hoc Report” page (Figure 1.7) will appear.

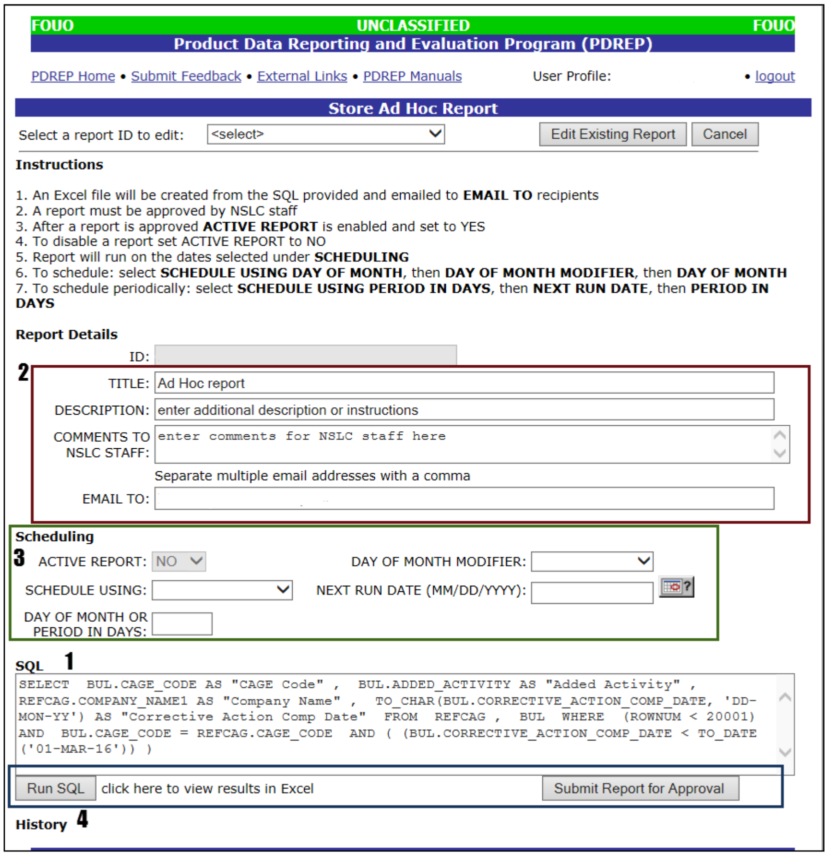


Figure 1.7

c. Complete the "Report Details" section.

1. The ID of the report defaults to user's ID and a sequential Ad Hoc number and is not editable.

2. Title: complete the title block with the name of the saved report. You should select a name that provides a basic identification of the report.

3. Description: enter a brief description of the report.

4. Comments to NSLC staff: enter comments to the NSLC staff, including special requirements or report requirements that will need to be reviewed or modified prior to the activation of the report. For example, you want the report to be executed quarterly, or indicate that the report should be executed on calendar year or fiscal year, or for monthly reports it should be executed on a rotating 12 month schedule.

5. Email to: enter e-mail addresses of whom the report should be sent to – note that multiple email addresses must be separated by a comma.

d. Complete the "Scheduling" section.

1. Active Report: the report being saved will default to NO and is not editable by the user. This field will be changed to YES after review and approval by NSLC staff.

2. To schedule a monthly or quarterly report, select SCHEDULE USING- DAY OF MONTH, then DAY OF MONTH MODIFIER (choices are monthly, quarterly or semiannual), then DAY OF MONTH- enter day you want the report executed.

3. To schedule a report for a period other than monthly or quarterly, select SCHEDULE USING- PERIOD IN DAYS, then NEXT RUN DATE (enter calendar date), then PERIOD IN DAYS- enter how often the report should be executed. (e.g., if you enter 5 the report will run every 5 days.)

e. SQL: This is transferred from the Ad Hoc Query Results page.

f. Run SQL button: select button to run SQL to verify your Ad Hoc prior to submitting. When completed, a link will appear to the right of the button to down load the result into an Excel spreadsheet.

g. Select "Click *here* to view results in excel" to download results and validate the report provides the data you are expecting.

h. Select the "Submit Report for Approval" button to send your request to NSLC staff for review and approval. An email is automatically sent with this selection to NSLC staff with notification of a new report request. You will be notified when the report has been accepted.

i. Your report will be activated after it's reviewed and approved by a PDREP administrator. If there are any problems with the report, you'll be contacted, so any issues can be resolved. Normally this is accomplished in just a few days.

1.3 MANAGING ADHOC REPORTS

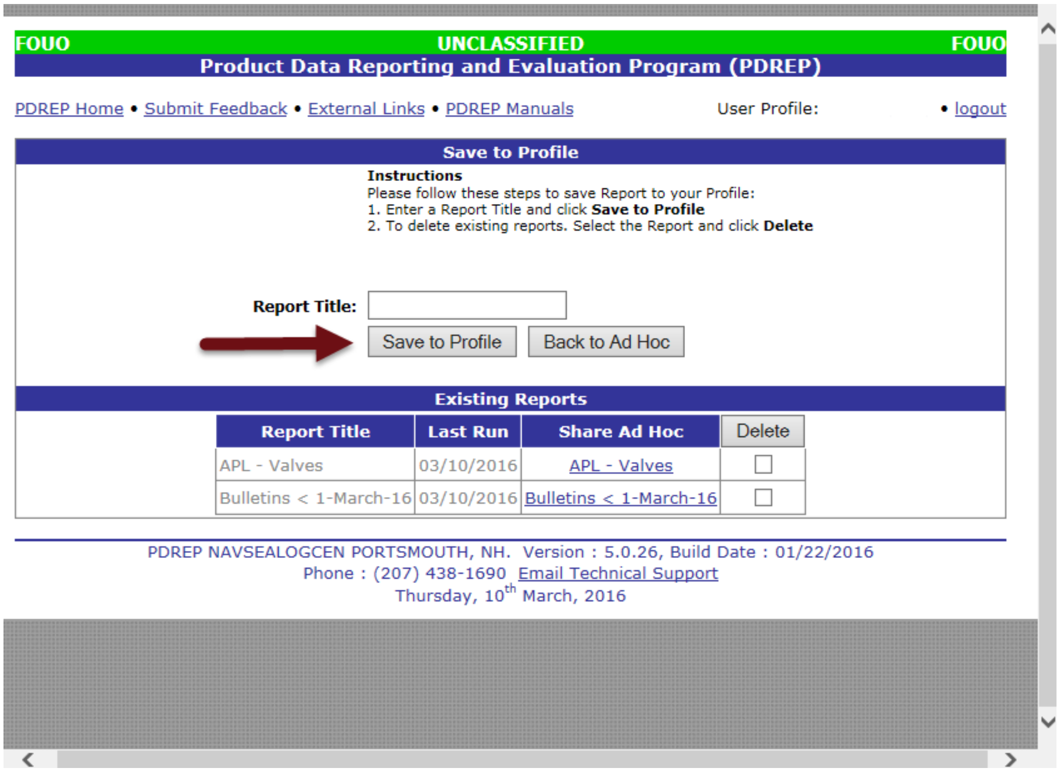


Figure 1.8

a. After selecting the Save Ad Hoc to Profile" button from "Ad Hoc Query Results" page, you will be taken to the "Save to Profile" page.

b. Enter a name for query to be saved in the "Report Title" block.

c. Select the "Save to Profile" button and the report will appear in the list of Existing Reports.

d. To remove a saved report from your profile, check the box next to the report in the "Delete" column and click the "Delete" button. This removes the Ad Hoc report from your list.

e. To share your Ad Hoc with pother PDREP users

1. Select the link of the Ad Hoc in the "Share Ad Hoc" column, which will navigate you to a send message page.
2. Select the activity (DoDAAC) from the "Choose Activity" drop down list. A secondary drop down list will appear.
3. Select the person at that activity from the "To PDREP User:" drop down list.
4. Select the "Share Ad Hoc" button, which will navigate you to a PDREP message" page, verifying your message was sent.
5. Select "continue" link, which will navigate you back to the "Save to Profile" page.

f. Select the "Back to 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 (Figure 1.9).

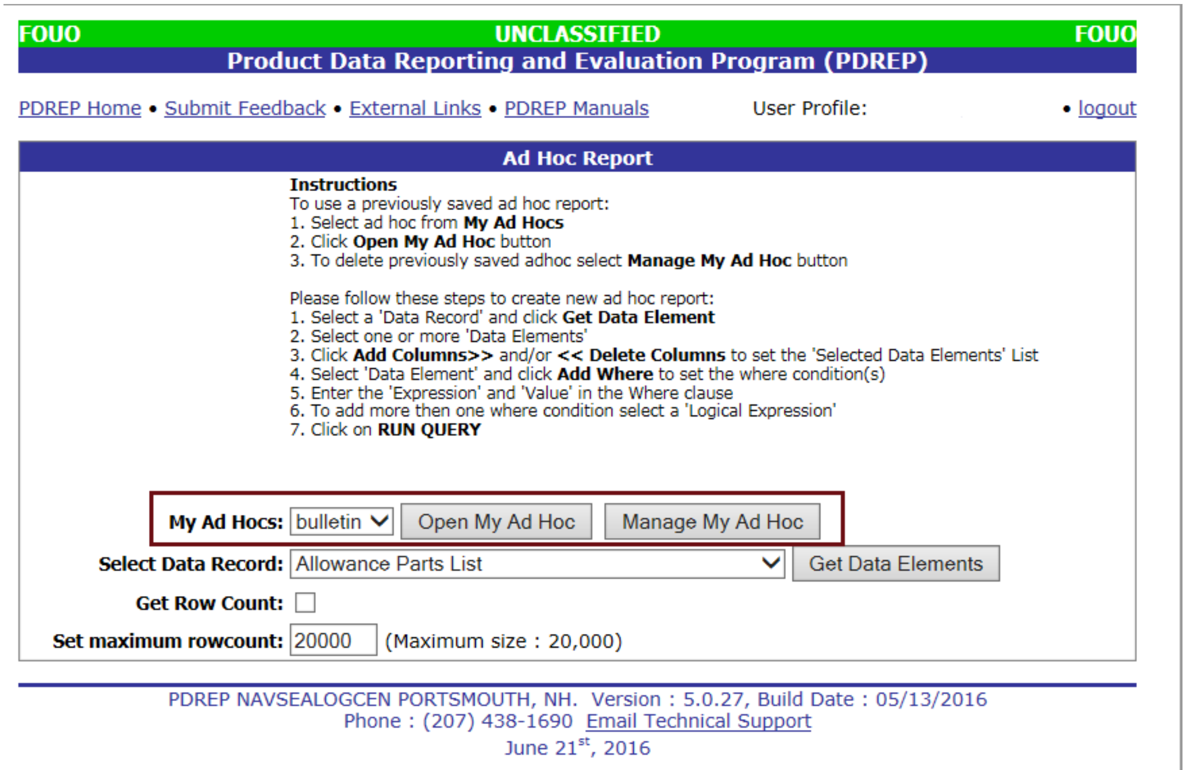


Figure 1.9

g. To run an Ad Hoc report you previously created, select the report from the "My Ad Hocs:" drop down selection box and then select the "Open My Ad Hoc" button. The Ad Hoc screen is automatically filled in with the Ad Hoc criteria you saved before, from here you can simply run the query as is or make modifications as desired using the previous steps. Again, you'll have the option to save the updated query if desired, but you cannot save it with the same name as a current Ad Hoc in your list.

h. Selecting the "Manage My Ad Hoc" button takes you to your existing reports (Figure 1.8) where you can remove Ad Hoc reports you no longer need, or share an Ad Hoc with other PDREP users.

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.

2 TIPS ON USING MS EXCEL

a. Download data to excel file.

1. Once the data is returned, at the bottom of the screen is a selection to download to excel. Select this link. This will open a new explorer window and prompt you to open or save the file.

2. Open/save file.

3. Close the explorer window that opened with the download.

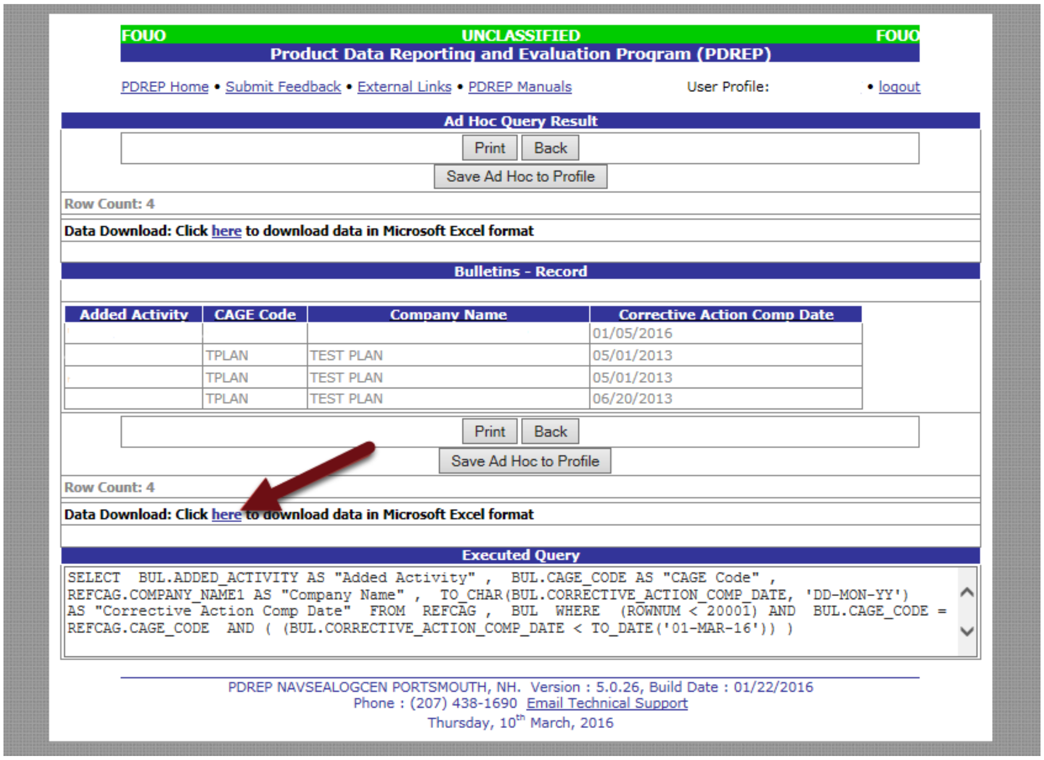


Figure 2.1

4. The downloaded data may need to be formatted for numbers and dates before you manipulate it to do the analysis.

   A. For each column, highlight the cells with numbers.

Figure 2.2

B. Select the exclamation point. The following options are returned like.

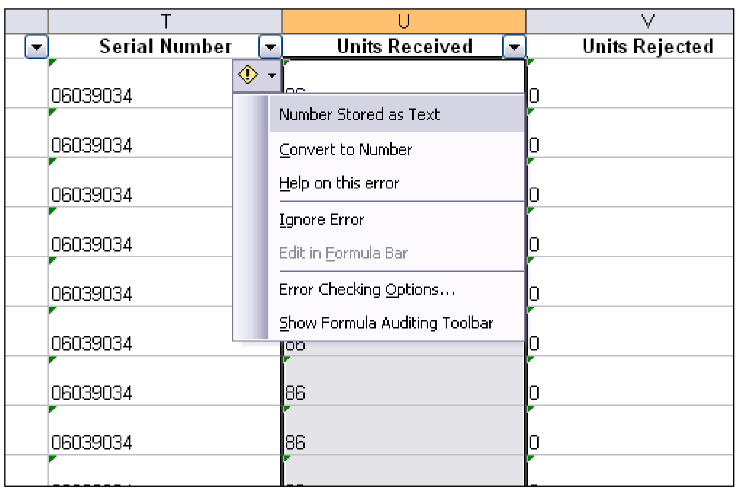


Figure 2.3

C. Select 'Convert to Number'

D. Repeat previous steps for each of the columns that contain numbers

5. For date fields, highlight the data within the column, follow the above process, but select 'Convert xx to 20xx'.

NOTE: Do not change the NIIN field as this may contain NIINs with alphanumeric cells.

b. Save the Excel file prior to performing the next steps.

c. Create a pivot table. Pivot tables can help to manipulate and make more sense out of masses of data.

1. To create a pivot table, make sure any cell within the data on the worksheet is selected. Select Data, Pivot Table and PivotChart Report (Figure 2.4)

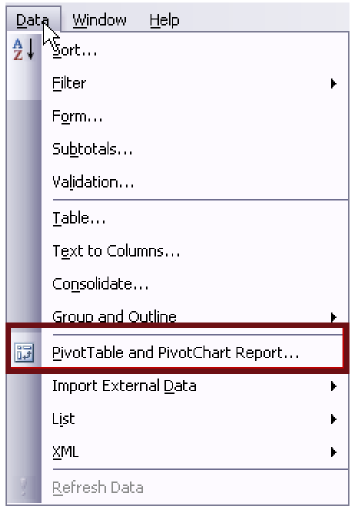


Figure 2.4

2. A pop up Pivot Table Wizard will come up (Figure 2.5) – select Next (auto selects a pivot table report), select Next (auto selects the entire data set on the worksheet); select Finish (will put the pivot table report onto a new worksheet within the file).

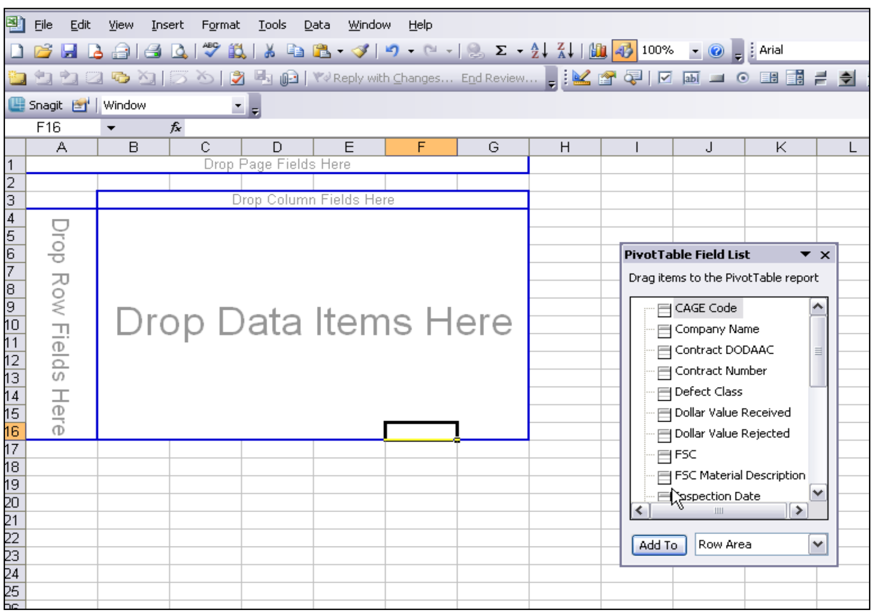


Figure 2.5

3. Populate the pivot table: The screen above provides the pivot table area – you can drag fields you want to manipulate into the pivot table for analysis.

A. From the Pivot Table Field list, drag the 'Inspection Date' and drop into the "Drop Row Fields Here" section

B. Right click the mouse on the *'Inspection Date'* heading, select Group and Show Detail, select Group (shown below)

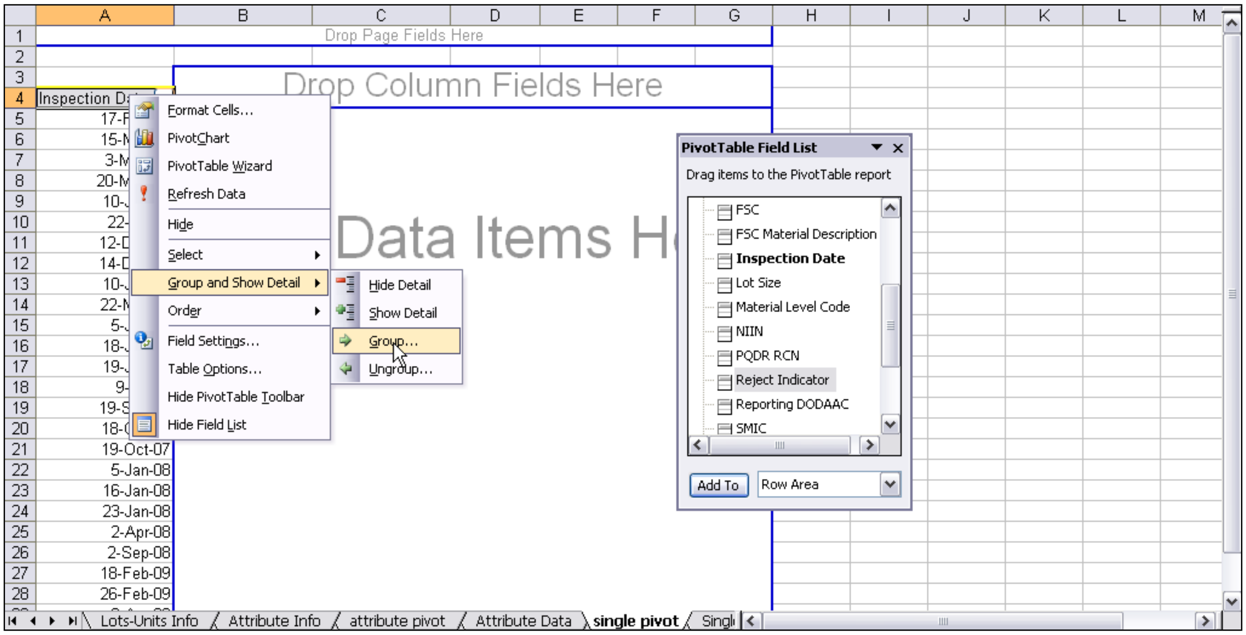


Figure 2.6

C. In the display below will pop up when selected. Deselect Months, scroll down and select Years. Click the *OK* button.

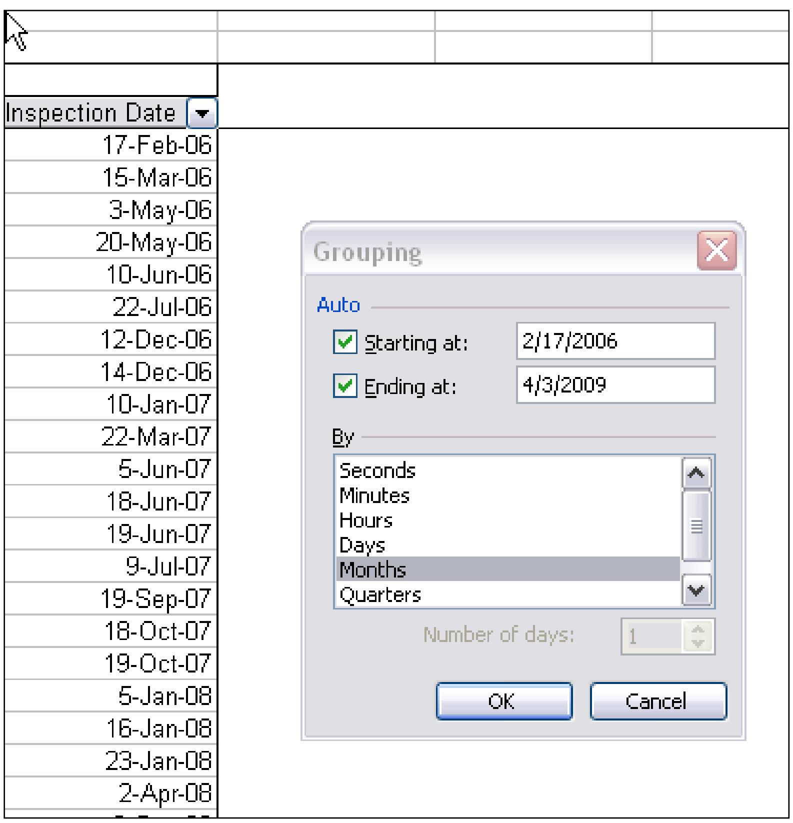


Figure 2.7

D. The result will look as below:

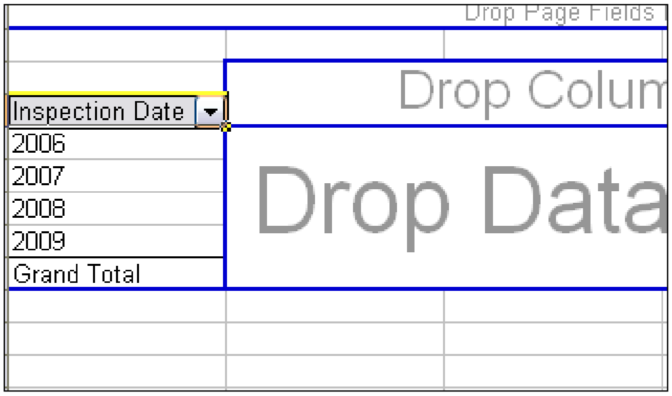


Figure 2.8

E. Now drag the Reject Indicator into the ‘Drop Column Fields Here’.

F. Then drag the Lot Size into the ‘Drop Data Items Here’. The Lot Size may show as a sum– if it does, double click on *Sum of Lot Size*. A new menu will pop up – change "Sum" to "Count" and select Ok.

Drop Page Fields Here

Sum of Lot Size	Reject Indicator		
Inspection Date	N	Y	Grand Total
2006	1448		1448
2007	1871	42	1913
2008	19	353	372
2009	290	41	331
Grand Total	3628	436	4064

Figure 2.9

G. The resulting data set will be similar to that shown below.

Count of Lot Size	Reject Indicator		
Inspection Date	N	Y	Grand Total
2006	9		9
2007	8	1	9
2008	2	3	5
2009	2	1	3
Grand Total	21	5	26

Figure 2.10

H. In this example, for the calendar year 2007 there were 9 total lots of material inspected, and 1 was rejected (Reject Indicator = Y).

MS Excel can provide lots of information. This section of the user guide provides some insight on using the pivot tables in Excel. Pivot tables can be a powerful tool in deciphering the meaning of large quantities data.

3 SUMMARY

This concludes the PDREP ADHOC instructions. PDREP Customer Support is available Monday through Friday from 7:00 AM to 6:00 PM Eastern time to answer additional questions or to assist with data changes or exception processing. The Customer Support Desk can be contacted as follows:

E-Mail: webptsmh@navy.mil
Commercial: (207) 438-1690
DSN: 684-1690
Fax: (207) 438-6535