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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 providing standard search mechanisms to locate records within a particular process or PDREP-AIS application. Proper use of the PDREP-AIS ADHOC 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:
None
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 web 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 PDREP web page. Select the User Access Request link to complete the form. Follow the directions on the form to submit the request for access to PDREP.

Existing PDREP users can submit an access change request. To do this, log into the PDREP-AIS and hover over ‘[Your Name]’ in the upper right corner of the page and click the sub-link ‘Access Change Request’. Update access request as desired. Enter a narrative to describe your change request and click submit account change request button.

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

**Online in the PDREP Application**

If you're already a PDREP User, log on to PDREP: https://www.pdrep.csd.disa.mil/

Hover over “Help” at the top of the home page. Select the first option for the Help Desk.

If you wish to provide suggestions to change Ad Hoc Search or other PDREP-AIS modules, from the same Help menu, select the “Suggest a Change” option. The Feedback form will open. Instructions for completion are located at the top of the form.

Also, visit our FAQ Page – your question(s) may be easily answered there.

**Customer Support Desk**

Commercial Phone: (207) 438-1690 / DSN 684-1690
FAX: (207) 438-6535 / DSN 684-6535
E-Mail: WEBPTSMH@navy.mil

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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.

1.1 Creating an Ad Hoc Report

![Figure 1.1]
A. After successfully logging into the PDREP home page, select the “Ad Hoc Search” link on the left panel below “PDREP Searches” (See Figure 1.1).

**NOTE:** Your PDREP home page view may be different depending on which applications/searches you have requested and are authorized for use.

![Figure 1.2](image)

Figure 1.2

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

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 (See 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 to the right of the table.

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 (See 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.
   i. 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...)
   ii. For IN and NOT IN operators, value format should be: XXXXX, XXXXX where XXXXX is any number or appropriate character.
   iii. For LIKE and NOT LIKE operators, value format should be: %XXXX%, %XXXXXX, or XXXXX% where XXXX is any number or character and the % is used as a wildcard.
   iv. 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. 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 through 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 at the end of a row then selecting the “Delete” button in the heading row. This will delete the line(s) and leave the rest of the build table intact.

8 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 (See Figure 1.5). Remember to deselect the “Get Row Count” check box on subsequent queries after you have determined the size of data retrieved.
I. The results table can be sorted either by increasing/decreasing order by selecting the header for the column to be sorted.

J. On the “Ad Hoc Query Results” page, select the “Print” button to print the web page.

K. 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.

L. 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 and bottom of the web page.

M. Ad Hoc Reports can be saved and used for future use without needing to rebuild the same or similar query. Refer to Section 1.2 SAVING ADHOC REPORTS for more details.

1.2 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 1.6).
B. After selecting the Save Ad Hoc to Profile” button, you will be taken to the “Save to Profile” page (See Figure 1.7).

C. Enter a name for query to be saved in the “Report Title” block.

D. Select the “Save to Profile” button and the report will appear in the list of Existing Reports.

E. 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.

F. To share your Ad Hoc with other 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.

G. 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 (See Figure 1.8).
H. 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.

I. Selecting the “Manage My Ad Hoc” button takes you to your existing reports (See 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 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:

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