



**Product Data Reporting and
Evaluation Program (PDREP)**

**Product Quality Deficiency Report
(PQDR)**

Attaching a File

**User Guide
07 Aug 2012**

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

FOREWORD

This document is intended to guide the use of the various search tools provided for Product Quality Deficiency Reports (PQDR) in PDREP.

Refer to the appropriate PQDR instructions and manuals for information about DoD PQDR program requirements.

REFERENCES:

- a. DLAI 4155.24
- b. SECNAVINST 4855.3B
- c. SECNAVINST 4855.5A
- d. DoDD 5000.2
- e. NAVSO P3683B

INTRODUCTION

The PQDR Attachment is the designated Service or Agency that allows the user to attach all necessary documentation this needed of the PQDR.

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

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 of the PDREP applications or NSLC Detachment Portsmouth home page 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/>

Click on the Feedback link at the top of the home page. The Customer Service Request (Feedback) form will open. Instructions for completion are located at the top of the form.

Customer Support 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

1 LOGGING ON TO PDREP

- f. Access the PDREP application from the NSLC Detachment Portsmouth's Home page: <https://www.pdrep.csd.disa.mil>.
- g. On the left hand column under PDREP ACCESS click on PDREP Logon.

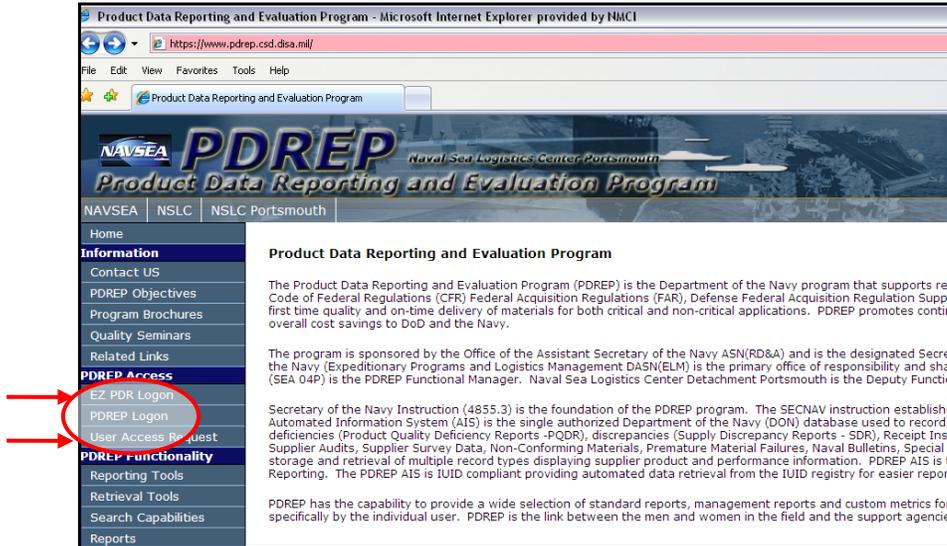


Figure 1.1

- h. The Log-on screen (Figure 1.2) displays.

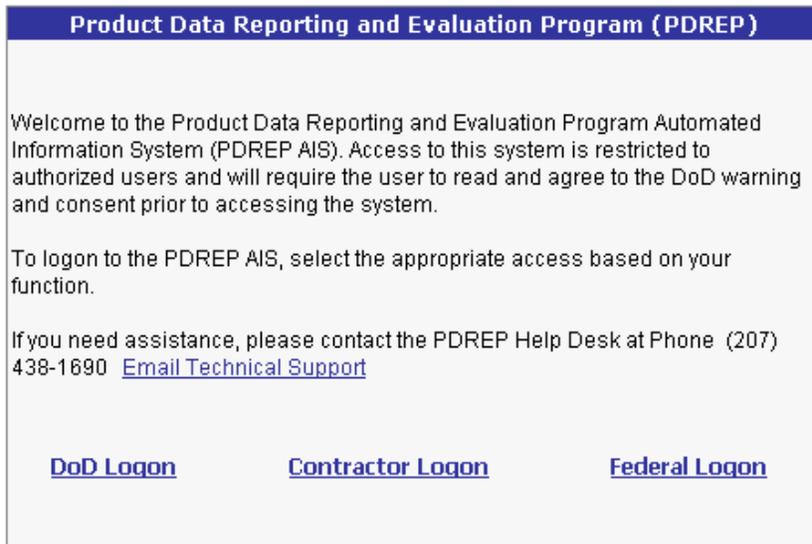


Figure 1.2

- i. DoD personnel possessing Common Access Cards (CAC) should click [DoD Logon](#). The Warning and Consent Banner (Figure 1.3) displays.

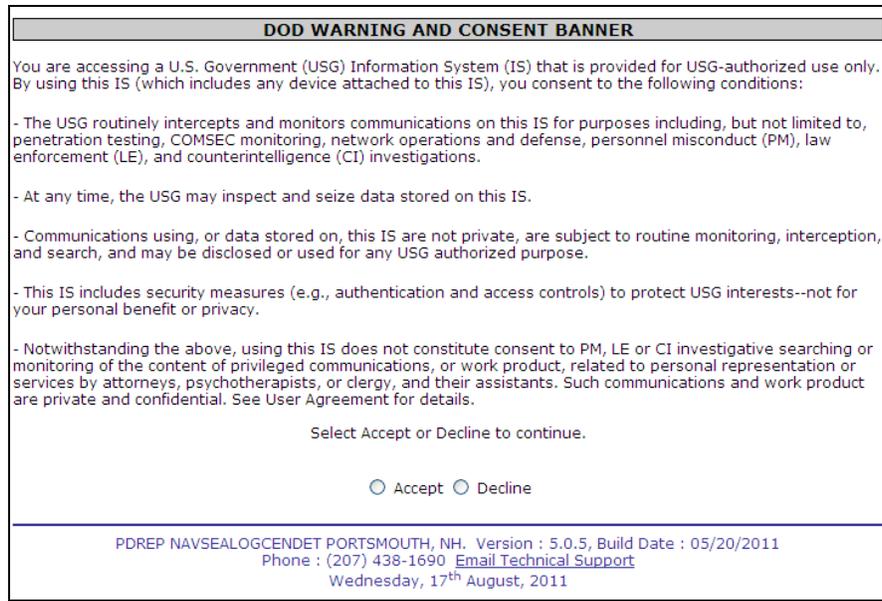


Figure 1.3

- j. Click the Accept button or access will be denied.
- k. The system will then prompt you to verify your identity from your CAC, or other DoD-issued Public Key Infrastructure (PKI) credentials as shown in Figure 1.4

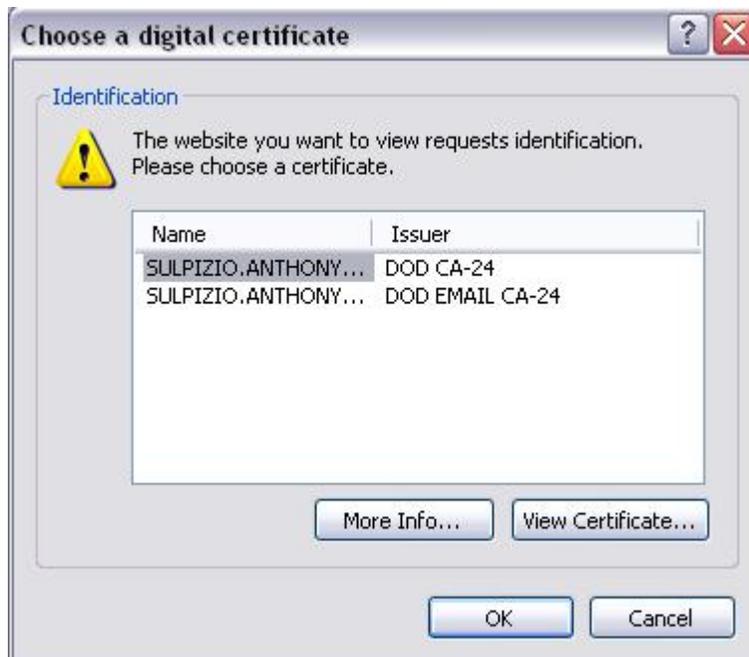


Figure 1.4

- l. If more than one certificate is shown, most users should choose the non e-mail certificate. After selecting the correct certificate, click the OK button to continue

logging into the system. If you have difficulty with a certificate and have more than one available, please try the other certificates before contacting the PDREP Customer Support Desk.

- m. In the PDREP Government Login screen that follows (Figure 1.5), enter your User ID and click the Login button.

PDREP Government Login

Instructions
1. Enter User ID.
2. Click **Login**

User ID:

Login

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Phone : (207) 438-1690 [Email Technical Support](#)

Figure 1.5

- n. After successfully logging in, the PDREP Main Menu (Figure 1.6) will display.

Product Data Reporting and Evaluation Program (PDREP)

DEFICIENCY MODULES ?

[DD-1348](#)
[Product Quality Deficiency Report](#)
[Supply Discrepancy Report](#)

DATA ENTRY ?

[Contract Award Data](#)
[Feedback](#)
[Material Inspection Record](#)
[Special Quality Data](#)
[Survey](#)
[Test](#)

DATA LOAD ?

[Download](#)
[Batch Update](#)

PDREP SEARCH ?

[Exhibit Search](#)
[GIDEP Search](#)
[PODR Search](#)
[SAP Search](#)
[SDR Search](#)
[Search](#)
[UII Search](#)
[View Records](#)

REPORTS ?

[Ad-Hoc Report](#)
[NAVSUP 874 Reports](#)
[NAVSUP Level 1 Reports](#)
[Special Reports](#)
[NASA Reports](#)

USER REPORTS ?

[Contractor Profile](#)
[DLA Contractor Summary](#)
[Feedback Status](#)
[Material Profile](#)
[MIR L1/SS Quarterly](#)
[MIR Report](#)
[PODR Statistics](#)
[PODR Summary](#)
[SDR Quarterly](#)

NSEP PROGRAMS

[Corrective Action Request](#)
[Facility Surveillance Inspection Plan](#)
[QAL/LOD](#)

OTHER PROGRAMS ?

[Ship CSI Program](#)
[HEDRS Program](#)
[Level 1/SubSafe](#)
[Supplier Audit Program](#)
[ADMIN \(Internal\)](#)
[Site Admin \(Internal\)](#)

Figure 1.6

2 PQDR ATTACHMENT

Once you have logged in the PDREP Home page (Figure 1.6) will display. You may not see all of the options listed below depending on your level of access.

- a. Under “Deficiency Modules” toward the upper left portion of the screen, click “Product Quality Deficiency Report” (PQDR). The Worklist screen will display.

Home • Feedback • Links • User Profile • PDREP Manuals User: TEST PLAN • [logout](#)

[PQDR Worklist](#) [Create New PQDR](#) [PQDR Search](#) [PQDR Clone](#) [PQDR Analysis Tool](#)

PQDR Worklist

Instructions
1. Select **Show Worklist for**
2. Select **Status** for the PQDR list
3. Enter **DODAAC** and/or **User Code**.
4. Add additional information as required to reduce the Worklist result set.
[For additional help](#)

Show Worklist For: Status:

From Date: To Date:

DODAAC: User Code:

Sort: Organization Code:

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Tuesday, 10th April, 2012

Figure 2.1

- b. Using your Worklist or PQDR search, select the RCN that you want to add an attachment, by. The Data Entry base page will display (Figure 2.2).

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[PQDR Worklist](#) [Create New PQDR](#) [PQDR Search](#) [PQDR Clone](#) [PQDR Analysis Tool](#)

Originator Point Data Entry

RCN: TPLAN0-10-7329 NSN: [9B2530009732355](#)
Category: CATEGORY II Status: DRAFT
Location of PQDR: ORIGINATOR

Origination Point - Editable Fields
(You may enter Origination Data using the SF-368 block order)
[Blocks 1- 21](#)

[View/Add Notes or Reference Briefs](#)
[Force PQDR Promotion](#)
[Add Additional Information](#)

Correspondence
Choose an option when you have completed entering in your data
[Assign Myself \(TPLAN \) as Screening Point](#)
[Process as Local Purchase PQDR](#)

Release PQDR
[Forward to Screening Point](#)

Send Message To
[Supervisor](#) | [Other](#)

Session Tracking: [TPLAN0107329](#)

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Monday, 9th April, 2012

Figure 2.2

- c. Once you have selected your record, click on “view/upload files” under “Attachments”, located on the left side of screen. The Upload Attachment screen (Figure 2.3) displays.

Note:

Next to the “view /upload files” you will see a number in parentheses “()”, this shows the number of attachments in the record.

Home • [Feedback](#) • [Links](#) • [User Profile](#) • [PDREP Manuals](#) User: TEST PLAN • [logout](#)

Upload Attachment Listing

Instructions
1. The listing displays attachments for the existing KeyInfo.
2. Click **Add Attachment** to add new attachment.
3. Click **Delete** to delete the attachment.
4. Click **Cancel** to return to the previous screen

Application Module: QDR
Key Info: TPLAN0107329

ID	File Name	Added Date
No Attachments		

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Monday, 9th April, 2012

Figure 2.3

- d. Clicking the Cancel button will bring you back to the previous screen.
- e. Click the “Add Attachment” button at the bottom of the page. The Upload Attachment page (Figure 2.4) displays.

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Unclassified Naval Nuclear Propulsion Information (U-NNPI/NOFORN) is NOT authorized.

RCN: TPLAN0-10-7329 **NSN:** 9B2530009732355

Location of PQDR: ORIGINATOR

View: [SF-368 \(HTML\)](#) [SF-368 \(PDF\)](#)

Upload Attachment

Instructions
(M) denotes a mandatory field
1. Click **Browse..** to select the file to upload. (Max file size is 10 Megabytes)
2. Enter the **Short Name for Attachment**.
3. Enter a **Brief Description**.
4. Click **Upload Attachment** to add the attachment to the PDREP.
5. Click **Reset** to clear Name and Description data entry fields.

Warning:
Documents that are uploaded may be manipulated and improperly used unless they are designated 'Read-Only'. Procedure to make your MS-Word documents 'Read-Only':
(1) Open document in MS-Word
(2) Choose 'Options' from the Tools menu
(3) Click the Save tab
(4) Enter a 'Password to Modify'
(5) Click OK
Note: Document may be opened as Read Only by clicking the 'Read-Only' button when prompted upon opening.

(M) File to Upload: (jpg,gif,bmp,doc,docx,txt,pdf,xls,xlsx,tif,png)

(M) Short Name for Attachment:

(M) Brief Description (Max 500 chars):

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Monday, 9th April, 2012

Figure 2.4

- f. Click the “Browse...” button to open your computer browser. Locate the file that you want to attach and select it. The file name will be reflected in the “File to Upload” field.

Note:

Maximum file size is 10 Megabytes. Only jpg, gif, bmp, doc, docx, txt, pdf, xls, xlsx, tif and png files are allowed.

Do not attach NOFORN or U-NNPI files

- g. Create a short name for the attachment and add a brief description. Click on “upload attachment”.
- h. Reset will clear name and description data fields.

Warning:

Documents that are attached may be manipulated and improperly used unless they are designated as “Read-Only”.

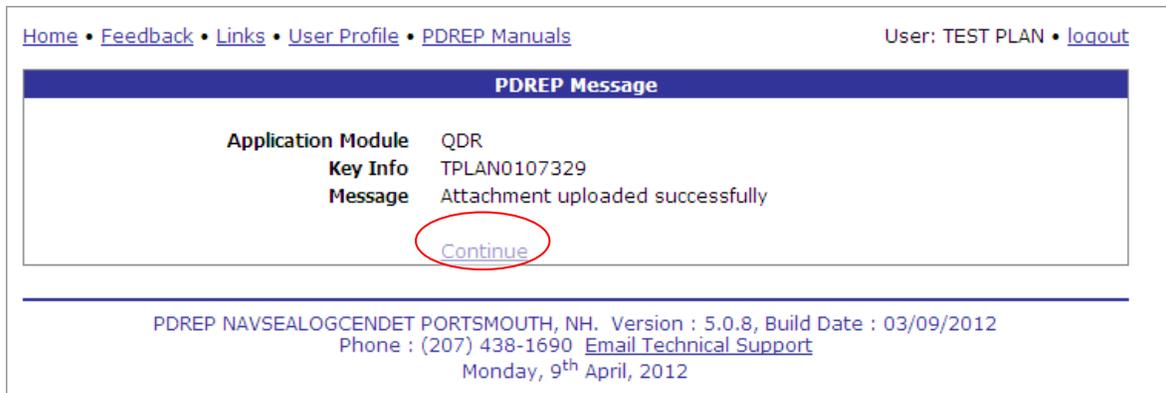
The following steps will make your MS-Word documents “Read-Only”.

1. Open document in MS-Word
2. Choose “options” from the Tool menu
3. Click the Save tab
4. Enter a “Password to Modify”
5. Click OK

Note:

Document may be opened as Read-Only by clicking the “Read-Only” button when prompted to.

- i. The following screen will display, stating that your attachment was uploaded successfully; click [Continue](#).



The screenshot shows a web interface with a navigation bar at the top containing links for Home, Feedback, Links, User Profile, and PDREP Manuals. On the right side of the navigation bar, it displays 'User: TEST PLAN' and a 'logout' link. Below the navigation bar is a dark blue header with the text 'PDREP Message'. The main content area contains a table with the following information:

Application Module	QDR
Key Info	TPLAN0107329
Message	Attachment uploaded successfully

Below the message, a 'Continue' button is highlighted with a red circle. At the bottom of the page, there is a footer with the text: 'PDREP NAVSEALOGCENDET PORTSMOUTH, NH. Version : 5.0.8, Build Date : 03/09/2012', 'Phone : (207) 438-1690', and 'Email Technical Support'. The date 'Monday, 9th April, 2012' is also displayed.

Figure 2.5

Home • Feedback • Links • User Profile • PDREP Manuals User: TEST PLAN • [logout](#)

Upload Attachment Listing

Instructions
 1. The listing displays attachments for the existing KeyInfo.
 2. Click **Add Attachment** to add new attachment.
 3. Click **Delete** to delete the attachment.
 4. Click **Cancel** to return to the previous screen

Application Module: QDR
Key Info: TPLAN0107329

File Name	File Description	Comments	Added Date	Uploaded By	Delete Attachment?
Winter.jpg	iluh	ljkh	04/09/2012	TPLAN	<input type="button" value="Delete"/>

PDREP NAVSEALOGCENDET PORTSMOUTH, NH. Version : 5.0.8, Build Date : 03/09/2012
 Phone : (207) 438-1690 [Email Technical Support](#)
 Monday, 9th April, 2012

Figure 2.6

- j. You will now see your attachment listed.
- k. Information displayed in the interface includes:
 1. Application module: Which PDREP module you are currently using.
 2. Key Info: The RCN of the record that you are in.
 3. File Name: Name of the file you attached.
 4. File Description: The “short name” of the file you attached.
 5. Comments: The “description of file” you attached.
 6. Added Date: Date the file was attached.
 7. Uploaded by: The user who uploaded file.
 8. Delete attachment: This option is only shown for the person who attached the file. The only person who can delete a file is the person who attached it.
 9. Add attachment: click to add another attachment.
 10. Cancel: will bring you back to the data entry page.

3 SUMMARY

This concludes the instructions for adding an attachment file to a PQDR record in PDREP. For instructions on other PDREP and PQDR processes please consult the other documents provided in this series. The PDREP Customer Support Desk is available to answer additional questions or to assist in data changes or exception processing and can be contacted as follows:

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