



**Product Data Reporting and  
Evaluation Program (PDREP)  
Quality Assurance Letter of Instruction  
& Letter of Delegation (QALI-LOD)  
Delegator and Delegatee User Guide**

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1 June 2016**

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## FOREWARD

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This document is intended to guide DoD personnel in the use of Product Data Reporting and Evaluation Program – Automated Information System (PDREP-AIS) in the processing of Quality Assurance Letters of Instruction (QALI) and Letters of Delegation (LOD).

The guide will assist users with system functionalities including submitting, acknowledging, and completing QALIs and LODs. PDREP applications are designed to work in concert with existing DoD policy and processes. Proper use of the PDREP application should facilitate compliance with DoD and component service policy.

This guide does not replace or amend any Department of Defense (DoD) instructions, regulations or policies.

## REFERENCES

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- a. SECNAV INSTRUCTION 4855.3B: Product Data Reporting and Evaluation Program
- b. Defense Contract Management Agency NSEP Instruction (DCMA-INST 320)

## INTRODUCTION

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The PDREP application is accessible via the Naval Sea Logistics Center (NSLC) Portsmouth web site. [Click here to access the NSLC Portsmouth PDREP website.](#)

DoD personnel must apply for a PDREP-AIS user account enabling them to submit and manage QALIs and LODs.

First time users must submit a User Access Request Form, available on the NSLC Portsmouth web site, and can do so by clicking on the following [User Access Request](#) link and following the instructions on the form.

Within this guide, *italics* indicate a clickable button.

To submit PDREP application Change Requests, provide feedback including recommending system improvements, or for customer support, contact:

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**PDREP Customer Support Desk**

(207) 438-1690 / DSN 684-1690  
Fax: (207) 438-6535 / DSN 684-6535  
Email: [webpmsmh@navy.mil](mailto:webpmsmh@navy.mil)

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**Mailing Address**

Naval Sea Logistics Center Portsmouth  
Building 153-2 Portsmouth Naval Shipyard  
Portsmouth, NH 03804-5000

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**Online Feedback**

PDREP users can log into PDREP and click on *Submit Feedback* at the top of most web pages

# CHAPTER 1 – VIEWING AND SEARCHING THE WORKLIST

1. Login to PDREP. Click on the *QALI/Letter of Delegation (LOD)* link on the PDREP Main Menu to enter the application (See [Figure 1.1](#)).

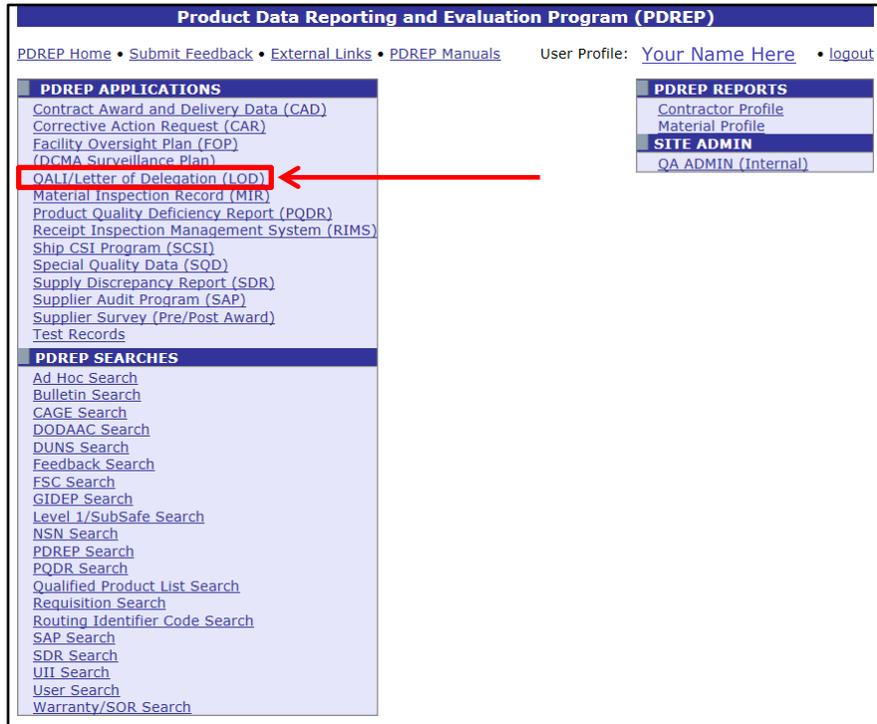


Figure 1.1

2. The PDREP - QALI/LOD search page will be displayed (See [Figure 1.2](#)).

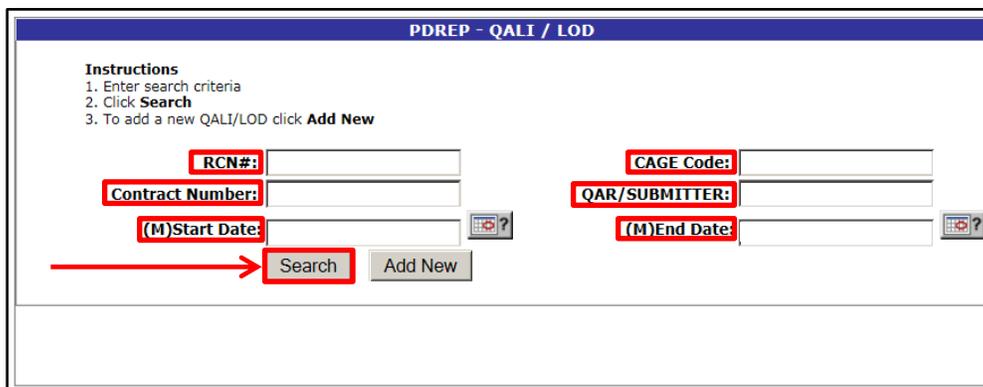


Figure 1.2

- RCN#** A Record Control Number (RCN) is a unique tracking number associated with each QALI/LOD
- CAGE Code** Contractor and Government Entity (CAGE) Code identified on the QALI/LOD.
- Contract Number** The contract number identified on the QALI/LOD.
- QAR/Submitter** The UserID of the person that is involved in the processing of the QALI/LOD. This field defaults to the current user's UserID.
- Start/End Date** The time frame in which to search. These fields default to a range of one year from the current date, and are mandatory fields.

3. To search for an existing QALI/LOD record, enter search criteria (shown below) and click the *Search* button. The results of the search will be displayed ([Figure 1.3](#)).

Pending Worklist Download: <a href="#">Click here to download data in Microsoft Excel format</a>								
Pending								
QALI/LOD	RCN	Delegator Activity	Delegated Activity	Ctr CAGE	Contract Number	PO Number	Issue Date	Action
NAVY QALI	<a href="#">N45112-2016-11 (Clone)</a>	N45112	N45112					<a href="#">Send NAVY QALI</a>
NAVY QALI	<a href="#">N45112-2016-13 (Clone)</a>	N45112	N45112	81316				<a href="#">Send NAVY QALI</a>
NAVY QALI	<a href="#">N45112-2016-14 (Clone)</a>	N45112	N45112	44444				<a href="#">Send NAVY QALI</a>
NAVY QALI	<a href="#">N45112-2016-10 (Clone)</a>	N45112	N45112	11111	111111111111111111			<a href="#">Send NAVY QALI</a>
NAVY QALI	<a href="#">N45112-2016-16 (Clone)</a>	N45112	N45112	81316				<a href="#">Send NAVY QALI</a>
NAVY QALI	<a href="#">N45112-2016-12 (Clone)</a>	N45112	N45112	11111				<a href="#">Send NAVY QALI</a>

In-Process Worklist Download: <a href="#">Click here to download data in Microsoft Excel format</a>								
In-Process								
QALI/LOD	RCN	Delegator Activity	Delegated Activity	Ctr CAGE	Contract Number	PO Number	Issue Date	Acknowledged
NAVY QALI	<a href="#">N45112-2016-4 (Clone)</a>	N45112	N45112	81316	N4511211111111	N/A	05/04/2016	<a href="#">Acknowledge NAVY QALI</a>
NAVY QALI	<a href="#">N45112-2016-5 (Clone)</a>	N45112	N45112	81316			05/03/2016	<a href="#">Acknowledge NAVY QALI</a>
NAVY QALI	<a href="#">N45112-2016-8 (Clone)</a>	N45112	N45112				05/03/2016	
NAVY QALI	<a href="#">N45112-2016-7 (Clone)</a>	N45112	N45112	81316			05/03/2016	
NAVY QALI	<a href="#">N45112-2016-6 (Clone)</a>	N45112	N45112	81316			05/03/2016	

Reconsidered Worklist Download: <a href="#">Click here to download data in Microsoft Excel format</a>								
Reconsidered								
QALI/LOD	RCN	Delegator Activity	Delegated Activity	Ctr CAGE	Contract Number	PO Number	Issue Date	Acknowledged
NAVY QALI	<a href="#">N45112-2016-15 (Clone)</a>	N45112	N45112	81316			05/25/2016	<a href="#">Complete NAVY QALI</a>

Acknowledged Worklist Download: <a href="#">Click here to download data in Microsoft Excel format</a>								
Acknowledged								
QALI/LOD	RCN	Delegator Activity	Delegated Activity	Ctr CAGE	Contract Number	PO Number	Issue Date	Acknowledged
NAVY QALI	<a href="#">N45112-2016-17 (Clone)</a>	N45112	N45112	81316			05/25/2016	<a href="#">Complete NAVY QALI</a>

Complete Worklist Download: <a href="#">Click here to download data in Microsoft Excel format</a>								
Completed								
QALI/LOD	RCN	Delegator Activity	Delegated Activity	Ctr CAGE	Contract Number	PO Number	Issue Date	Reconsideration
NAVY QALI	<a href="#">N45112-2016-9 (Clone)</a>	N45112	N45112	81316			05/04/2016	<a href="#">Reconsider NAVY QALI</a>

Figure 1.3

4. The results of the QALI/LOD search will produce five worklist categories:

<b>Pending</b>	Records that have not yet been submitted.
<b>In-Process</b>	Records that have been submitted but not yet acknowledged.
<b>Reconsidered</b>	Records that have been submitted for reconsideration.
<b>Acknowledged</b>	Records that have been acknowledged but have not yet been completed.
<b>Completed</b>	Records that have been completed.

5. Some worklists have links that permit further action, and all have sortable columns:

<b>QALI/LOD</b>	Indicates whether the record is a NAVY QALI or a LOD.
<b>RCN</b>	Displays the Record Control Number. When the link contained inside is clicked, it provides a view to the QALI/LOD data as well as access to any attachments. In the event that the record is one created by yourself, you will be able to edit the data within if the QALI has not been sent yet. The “Clone” link allows for cloning of the QALI and starts a new record based on a previously created one.
<b>Delegator Activity</b>	The DoDAAC of the activity that sent out the QALI/LOD.
<b>Delegated Activity</b>	The DoDAAC of the activity responsible for completing the QALI/LOD.
<b>Ctr CAGE</b>	The CAGE Code of the contractor referenced in the QALI/LOD.
<b>Contract Number</b>	The contract number associated with the QALI/LOD.
<b>PO Number</b>	The Purchase Order Number associated with the QALI/LOD.
<b>Issue Date</b>	The date that the QALI/LOD was issued to the Delegatee.
<b>Action/ Acknowledged/ Reconsideration</b>	The Status column entry varies between lists and includes links to continue the current step in the process. <b>Action</b> is located in the “Pending” Worklist and contains the <i>Send NAVY QALI</i> link; <b>Acknowledged</b> contains the <i>Acknowledge NAVY QALI</i> link when located in the “In-Process” Worklist, and contains the <i>Complete NAVY QALI</i> link when located in the “Reconsidered” and “Acknowledged” Worklists; <b>Reconsideration</b> is located in the “Completed” Worklist and contains the <i>Reconsider Navy QALI</i> link.

## CHAPTER 2 – CREATE AND SUBMIT A NEW QALI/LOD

1. To create a new QALI/LOD, login to PDREP and click on the QALI/Letter of Delegation (LOD) link to enter the application.
2. At the PDREP – QALI / LOD search page, click the *Add New* button (Figure 2.1)

The screenshot shows a web interface for 'PDREP - QALI / LOD'. At the top, there's a blue header with the text 'PDREP - QALI / LOD'. Below the header, there's a section titled 'Instructions' with three numbered steps: 1. Enter search criteria, 2. Click **Search**, and 3. To add a new QALI/LOD click **Add New**. The main area contains several input fields: 'RCN#:', 'Contract Number:', '(M)Start Date:', 'CAGE Code:', 'QAR/SUBMITTER:', and '(M)End Date:'. Each field has a small calendar icon to its right. Below the input fields are two buttons: 'Search' and 'Add New'. The 'Add New' button is highlighted with a red rectangular box, and a red arrow points from the right towards it.

**Figure 2.1**

3. Enter the information as requested on the QALI/LOD – New/Edit page (Figure 2.2). (M) denotes a mandatory field.

<b>Save</b>	Saves the QALI/LOD as a draft
<b>Submit to Delegatee</b>	Begins the process of submitting the QALI/LOD. This may only be done once the mandatory fields are entered correctly.
<b>Add/View Attachment</b>	Begins the process of attaching documents to the QALI/LOD. See <a href="#">Appendix 1</a> for detailed instructions on the attachment process.
<b>Cancel</b>	Button will exit the New/Edit page. If the record contained has not yet been saved, no record is created.
<b>Delegator DoDAAC</b>	Defaults to show the current user's DoDAAC that is listed in their profile. However, this can be changed to a different DoDAAC if desired. Press the <i>Auto-Fill DoDAAC Information</i> button to generate address information associated with the DoDAAC. This field is mandatory. After pressing the <i>Auto-Fill DoDAAC Information</i> button, the page will allow for selection of the delegator's name through a drop-down menu. To generate the delegator's information, press the <i>Auto-Fill Delegator Information</i> button.

**QALI / LOD - New/Edit**

**Instructions**  
**(M)** denotes a mandatory field  
 1. Enter **Delegator DoDaac** and click **Auto-fill** button  
 2. Select **Delegator DoDaac** and click **Auto-fill** button  
 3. If the **Delegator Email** is missing, enter **Delegator Email**  
 4. Enter **Delegatee Activity** and click **Auto-fill** button  
 5. Select **Delegatee Name** and click **Auto-fill** button  
 6. If the **Delegatee Email** is missing, enter **QAR Email**  
 7. Enter **QALI/LOD** information  
 8. Select values for **Mandatory Items**  
 9. Enter **Optional Items** by selecting **Defect Code** from the list and click **Add Attribute**  
 10. Click **Save** to save QALI/LOD and remain on current page  
 11. Click **Save and Exit** to save QALI/LOD and return to Worklist  
 12. Click **Forward to QAR** to forward QALI/LOD to QAR

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**FROM: Delegator**

**(M) Delegator DoDAAC:**

---

**TO: Delegatee**

**(M) Delegatee DoDAAC:**

---

**(M) Type:**

**Navy Memo Number:**  **Date:** 05/24/2016

**(M) Acknowledge Due Date:**

**(M) CAGE Code:**

**Prime Contract Agency:**

**Contract #:**  **Line Item #:**  **Order #:**

**SubContractor/Purchase Order#:**  **P.O. Delivery Date:**

**NSTR 2000:**  **Material Level Code:**

**COG**  **FSC**  **NIIN**  **SMIC**

**NSN:**

**Nomenclature:**

**Notes:**

---

**Inspection Items/Product Verification**

**Inspection Attribute:**

**Figure 2.2**

**Delegatee DoDAAC** Is to be filled with the DoDAAC of the delegatee that will be assigned the QALI/LOD. Press the *Auto-Fill DoDAAC Information* button to generate address information associated with the DoDAAC. After pressing the *Auto-Fill DoDAAC Information* button, the page will allow for selection of the delegatee’s name through a drop-down menu. To generate the delegatee’s information, press the *Auto-Fill Delegatee Information* button.

**Type** Drop-down menu allows for the selection of a either a Navy QALI or a Standard LOD.

<b>Navy Memo Number</b>	A number typically placed on letters to assist with filing
<b>Date</b>	Set as the current date. Used in the tracking process.
<b>Acknowledgement Due Date</b>	Date that the delegatee is expected to respond by. Defaults to 10 calendar days from the current date.
<b>CAGE Code</b>	A unique identifier code for the prime contractor responsible for the work on the contract. Press the <i>Auto-Fill CAGE Information</i> button to generate address information associated with the CAGE
<b>Prime Contract Agency</b>	The agency responsible for the contract. This may be the Contract Administration Office (CAO). Usually identified by a DoDAAC.
<b>Contract Number</b>	The contract number associated with the QALI/LOD.
<b>Line Item Number</b>	Number assigned to the subject item within the contract.
<b>Order Number</b>	The order number associated with the QALI/LOD.
<b>Purchase Order Delivery Date</b>	The date that the PO was received.
<b>NSTR 2000</b>	If the item is NSTR 2000, select “Yes” from the drop-down menu.
<b>Material Level Code</b>	Drop-down menu contains the various applicable Material Level Codes.
<b>NSN, Nomenclature</b>	The National Stock Number & name of the item the QALI/LOD is being written for. Press the <i>Auto-Fill NSN</i> button after entering the NIIN to generate the rest of the NSN as well as the Nomenclature.
<b>COG</b>	Cognizance Code
<b>FSC</b>	Federal Supply Code
<b>NIIN</b>	National Item Identification Number
<b>SMIC</b>	Special Material Identifier Code
<b>Notes</b>	Space to provide relevant additional information

- Inspection attributes are added to a QALI by selecting the desired attribute from the drop-down menu under the Inspection Items/Product Verification header, and clicking the *Add Attribute* button (See Figure 2.2). After selecting the attribute to add, the form will allow input of Percentage, Narrative, and Reference (See Figure 2.3). Press the *Save Attribute* button to save all inputted text. For an example of what the list of attributes looks like after adding several attributes, see Figure 2.4.

**Figure 2.3**

- Percentage**                      The required percentage of the inspected feature that must pass the specified inspection test.
  
- Narrative**                        Additional remarks about the specific test being performed.
  
- Reference**                        The document that provides instruction to performing the specified test.
  
- Sat/UnSat**                        Cannot be selected by the delegator. Sat/UnSat is selected by the delegatee during the process of completing the inspection.

CODE	LITERAL	Percentage	Narrative	Reference	Sat/Unsat	Edit	Delete
1	(1) DOCUMENTATION	100%		SEE QALI PARA 3.2.1-3.2.2		Edit	Delete
2	(2) DAMAGE					Edit	Delete
3	(3) PRESERVATION/PACKING/LABELING	AQL of 1.0% contractual compliance		SEE QALI PARA 3.2.3-3.2.3.2		Edit	Delete
4	(4) VISUAL	AQL of 1.0%		SEE QALI PARA 3.4.1		Edit	Delete
5	(5) MATERIAL IDENTIFICATION (MARKING)	100%		SEE QALI PARA 3.2.4		Edit	Delete
7	(7) RADIOGRAPHY	100%		SEE QALI PARA 4.1-4.1.1.1		Edit	Delete
8	(8) MAGNETIC PARTICLE	AQL of 1.0%		SEE QALI 4.1.2-4.1.2.4		Edit	Delete
9	(9) ULTRASONIC TEST	AQL of 1.0%		SEE QALI PARA 4.1.2-4.1.2.4		Edit	Delete
10	(10) LIQUID PENETRANT TEST	AQL of 1.0%		SEE QALI PARA 4.1.2-4.1.2.4		Edit	Delete
12	(12) PRESSURE TEST	Insert Percentage Here	Insert Narrative Here	Insert Reference Here		Edit	Delete
14	(14) MISSING/WRONG/IMPROPERLY ASSEMBLED PARTS	AQL of 1.0%		SEE QALI PARA 4.1.6		Edit	Delete
19	(19) FINISH	AQL of 1.0%		SEE QALI PARA 4.1.5		Edit	Delete

**Figure 2.4**

**Edit** Allows for the editing of a previously added attribute.

**Delete** Deletes the attribute from the list.

5. When ready to submit the QALI/LOD, click the *Submit to Delegatee* button, and the Correspondence page will open (See Figure 2.5).

The screenshot displays a web interface for composing an email. At the top, a blue header bar contains the word "Correspondence". Below this, a "To:" field is populated with "Delegatee E-Mail Address". The main content area is titled "Content" and features the Department of Defense seal on the left. A box on the right contains "Delegator Address Information". The "FROM:" field is filled with "Delegator Address Information", and the "TO:" field is filled with "Delegatee Address Information". Below these are two large text areas: "Letter Body" and "PVI Requirements". At the bottom left, a "List of attachments:" section shows a link for "Attachment List". A red arrow points to the "Send" button, which is highlighted with a red box. A "Back" button is also visible. Small text at the bottom provides instructions: "To send all attachments select the first options 'All Attachments'. To select multiple attachments, press and hold CTRL key and click on attachment name."

**Figure 2.5**

**All information on this page has been automatically filled in based on the information from the previous step.**

6. All text can be edited if changes to the format/wording of the letter are desired.

**List of Attachments** Any file that has been uploaded to this QALI/LOD. For detailed instructions on attachments, see [Appendix 1](#). Select “All Attachments” to send every file listed in this box to the delegatee. To only send specific files listed, hold the CTRL key and click on the individual attachments desired.

**Send** Send the QALI/LOD

**Back** Return to the New/Edit screen.

7. Click the *Send* button to send the QALI/LOD to the delegatee.

## CHAPTER 3 – ACKNOWLEDGE A QALI/LOD

1. Locate QALI/LOD on the worklist. See [Chapter 1](#) for detailed instructions on how to search the worklist. See [Figure 1.3](#) for an example of the worklist.
2. Click on *Acknowledge*. The QALI/LOD Acknowledge page will load (See [Figure 3.1](#))

**Figure 3.1**

<b>Accept/Reject/ Maybe</b>	Drop-down menu that contains the following options: PVI Requirements will be performed, PVI Requirements will be performed with exceptions, PVI Requirements cannot be performed.
<b>Reason</b>	Reasoning for the option chosen in the Accept/Reject/Maybe field.
<b>Qualification Date</b>	Date of QAR qualification.
<b>Expiration Date</b>	Date of QAR qualification expiration.
<b>Acknowledge Date</b>	Date of acknowledgement. This field defaults to the current date.
<b>Add/View Attachment</b>	For detailed instructions on attachments, see <a href="#">Appendix 1</a> .
<b>Send</b>	Opens the Correspondence page. Functions identically to the one described in <a href="#">Chapter 2</a> , and shown in <a href="#">Figure 2.5</a> .
<b>Cancel</b>	Go back to the worklist without saving or sending.

3. Click the *Send* button, and then verify the information is correct and all applicable attachments are selected on the Correspondence page, and then click the *Send* button to finalize the Acknowledge process.

## CHAPTER 4 – COMPLETE A QALI/LOD

1. Locate QALI/LOD on the worklist. See [Chapter 1](#) for detailed instructions on how to search the worklist. See [Figure 1.3](#) for an example of the worklist.
2. Click the *Complete* link. The QALI/LOD Complete page will load. (See [Figure 4.1](#))
3. Provide Sat/UnSat results for each inspection attribute.

**QALI / LOD Complete**

Send
Save and Exit
Add/View Attachment
Cancel

**QALI PDREP#:** N45112-2016-15

Insert inspection results here.

**Inspection Results:**

Assigned Inspection						
CODE	LITERAL	Percentage	Narrative	Reference	Sat/UnSat	Edit
1	(1) DOCUMENTATION	100%		SEE QALI PARA 3.2.1-3.2.2	Satisfactory	Edit
2	(2) DAMAGE				Satisfactory	Edit
3	(3) PRESERVATION/PACKING/LABELING	AQL OF 1.0% CONTRACTUAL COMPLIANCE		SEE QALI PARA 3.2.3-3.2.3.2	Satisfactory	Edit
4	(4) VISUAL	AQL OF 1.0%		SEE QALI PARA 3.4.1	Satisfactory	Edit
5	(5) MATERIAL IDENTIFICATION (MARKING)	100%		SEE QALI PARA 3.2.4	Satisfactory	Edit
7	(7) RADIOGRAPHY	100%		SEE QALI PARA 4.1-4.1.1.1	Satisfactory	Edit
8	(8) MAGNETIC PARTICLE	AQL OF 1.0%		SEE QALI 4.1.2-4.1.2.4	Satisfactory	Edit
9	(9) ULTRASONIC TEST	AQL OF 1.0%		SEE QALI PARA 4.1.2-4.1.2.4	Satisfactory	Edit
10	(10) LIQUID PENETRANT TEST	AQL OF 1.0%		SEE QALI PARA 4.1.2-4.1.2.4	Satisfactory	Edit
12	(12) PRESSURE TEST	INSERT PERCENTAGE HERE	INSERT NARRATIVE HERE	INSERT REFERENCE HERE	Satisfactory	Edit
14	(14) MISSING/WRONG/IMPROPERLY ASSEMBLED PARTS	AQL OF 1.0%		SEE QALI PARA 4.1.6	Satisfactory	Edit
19	(19) FINISH	AQL OF 1.0%		SEE QALI PARA 4.1.5	Satisfactory	Edit

**Figure 4.1**

**Send** Opens the Correspondence page. Functions identically to the one described in [Chapter 2](#), and shown in [Figure 2.5](#).

**Save and Exit** Saves the record and exits the page.

***Add/View Attachment*** For detailed instructions on attachments, see [Appendix 1](#).

***Cancel*** Exit the page without saving.

***QALI PDREP#*** The RCN associated with the QALI/LOD.

***Inspection Results*** Fill in with a description of the inspection results.

***Sat/UnSat*** Denotes whether the attribute has been marked as Satisfactory or Unsatisfactory

***Edit*** Allows for selection of Sat/UnSat from a drop-down menu.

4. Click the *Send* button then verify the information is correct and all applicable attachments are selected on the Correspondence page, and then click the *Send* button to finalize the Completion process.

## CHAPTER 5 – RETURN A QALI/LOD FOR RECONSIDERATION

1. Locate QALI/LOD on the worklist. See [Chapter 1](#) for detailed instructions on how to search the worklist. See [Figure 1.3](#) for an example of the worklist.
2. Click on the *Reconsider* link. The QALI/LOD Reconsideration page will load (See [Figure 5.1](#))

**Figure 5.1**

<b>Reconsideration Date</b>	Date that the QALI/LOD is being reconsidered. This field defaults to the current date.
<b>Remarks</b>	Notes regarding the reconsideration of the QALI/LOD.
<b>Save</b>	Opens the Correspondence page. Functions identically to the one described in <a href="#">Chapter 2</a> , and shown in <a href="#">Figure 2.5</a> .
<b>Cancel</b>	Exit the page without saving.

3. Click the *Save* button then verify the information is correct and all applicable attachments are selected on the Correspondence page, and then click the *Send* button to finalize the Reconsideration process. In this instance, a copy of the email will also be sent to Ted Hohman (DCMA).

## CHAPTER 6 – RECALL A QALI/LOD

1. Locate QALI/LOD on the worklist. See [Chapter 1](#) for detailed instructions on how to search the worklist. See [Figure 1.3](#) for an example of the worklist.
2. Click on the *RCN#* for the QALI/LOD that will be recalled. The QALI/LOD – New/Edit page will load.
3. Click the *Recall* button located between the *Submit to Delegatee* and *Add/View Attachment* buttons. (See [Figure 6.1](#)) The QALI/LOD Recall page will load. (See [Figure 6.2](#))



Figure 6.1

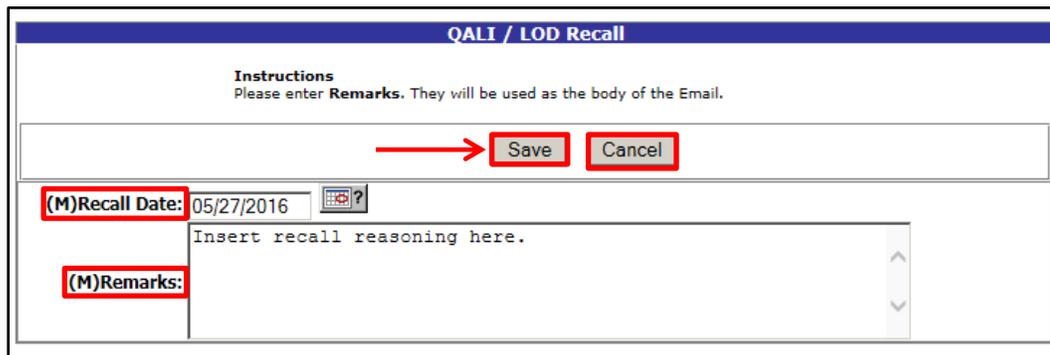


Figure 6.2

- Recall Date** Date that the QALI/LOD is being recalled. This field defaults to the current date and is a mandatory field.
- Remarks** Notes regarding the recall of the QALI/LOD. This field is mandatory.
- Save** Opens the Correspondence page. Functions identically to the one described in [Chapter 2](#), and shown in [Figure 2.5](#).
- Cancel** Exit the page without saving.

4. Click the *Save* button then verify the information is correct and all applicable attachments are selected on the Correspondence page, and then click the *Send* button to finalize the Recall process.

## CHAPTER 7 – SUMMARY

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This concludes the QALI/LOD user guide. The PDREP Customer Service Desk is always available to answer additional questions or to assist in data changes or exception processing and can be contacted at:

E-Mail:	<a href="mailto:webptsmh@navy.mil">webptsmh@navy.mil</a>
Commercial:	(207) 438-1690
DSN:	684-1690
Fax:	(207) 438-6535

## APPENDIX I: ATTACHMENT INSTRUCTIONS

1. Upon clicking the Add/View Attachments button during the various stages of the QALI/LOD process, the Current Attachment(s) page will load. (See [Figure AI.1](#))

**Current Attachment(s)**

**Application Module:** QAL  
**Key Info:** N45112201615

**Instructions**

1. The listing displays attachments for the existing KeyInfo.
2. Click **Add Attachment** to add new attachments.
3. Click **Edit** to update File/Description, Comments.
4. Click **Delete** to delete the attachment.
5. Click **Back** to return to previous screen.

**No Attachments**

**Add New Attachment** **Back**

**Figure AI.1**

**Add New Attachment** Begin the process of adding a new file to the QALI/LOD record.

**Back** Exit the page.

2. Click the *Add New Attachment* button. The Upload Attachment(s) screen will load. (See [Figure AI.2](#))

**Upload Attachment(s)**

**Application Module:** QAL  
**Key Info:** N45112201615

**Instructions**

1. Click **Browse..** to select the file to upload. (Max file size is 25 Megabytes)
2. Click **Edit** to update File/Description, Comments.
3. Click **Remove** to remove file from upload list.
4. Click **Upload All** to save attachments.
5. Click **Cancel** to undo changes and return to previous screen.

**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

**NOTES:** Document may be opened as Read Only by clicking the 'Read-Only' button when prompted upon opening.

**WebSDR:** WebSDR will only take the following attachment types: BMP, DCO, GIF, JPG, JPEG, PDF, TXT, DOCX, XLS, and XLSX. Maximum file size of 5 MB.

**File to Upload:**

**Browse...**

**Upload All** **Back**

**Figure AI.2**

**Browse** Opens a Windows Explorer window to allow for the selection of the desired attachment file.

**Upload All** Cannot be selected until a file has been uploaded.

**Back** Exit the page.

3. Click the *Browse* button and select the desired file to attach.
  - Not all filetypes are allowed.
  - Filetypes that are allowed include: .doc, .docx, .xlsx, .xls, .txt, .pdf, .jpeg, .jpg, .gif, and .bmp
4. The selected file will appear in a list below the *Browse* button. After all the desired files have been selected and appear in the list, click the *Upload All* button.  
(See Figure AI.3)

**Application Module:** QAL  
**Key Info:** N45112201615  
**Instructions**  
1. Click **Browse..** to select the file to upload. (Max file size is 25 Megabytes)  
2. Click **Edit** to update File/Description, Comments.  
3. Click **Remove** to remove file from upload list.  
4. Click **Upload All** to save attachments.  
5. Click **Cancel** to undo changes and return to previous screen.

**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

**NOTES:** Document may be opened as Read Only by clicking the 'Read-Only' button when prompted upon opening.  
**WebSDR:** WebSDR will only take the following attachment types: BMP, DCO, GIF, JPG, JPEG, PDF, TXT, DOCX, XLS, and XLSX. Maximum file size of 5 MB.

**File to Upload:**

File Name	Description	Comments	Edit Description / Comments	Remove File
QALI test file.xlsx			<b>Edit</b>	<b>Remove</b>

**Upload All** **Cancel**

**Figure AI.3**

**Browse** Functions as described above.

**Edit** Allows adding a description and comment to the selected file that will show up in the respective columns.

**Remove** Will remove the file from the list.

**Upload All** Will upload all the files listed.

**Cancel** Exit the page.

5. Upon clicking the Upload All button, you will be returned to the Current Attachment(s) page (See Figure AI.4)

**Current Attachment(s)**

**Application Module:** QAL  
**Key Info:** N45112201615

**Instructions**  
1. The listing displays attachments for the existing KeyInfo.  
2. Click **Add Attachment** to add new attachments.  
3. Click **Edit** to update File/Description, Comments.  
4. Click **Delete** to delete the attachment.  
5. Click **Back** to return to previous screen.

File Name	Description	Comments	Added Date	Uploaded By	Edit Description /Comments	Delete Attachment
QALI test file.xlsx			05/25/2016	MROBIS	Edit	Delete

Add New Attachment    Back

**Figure AI.4**

**File Name** Clicking the file name in this column will open the listed file.

**Edit** Allows adding a description and comment to the selected file that will show up in the respective columns.

**Delete** Will remove the file from the list.

**Add New Attachment** Begin the process of adding a new file to the QALI/LOD record. Functions as described previously.

**Back** Exit the page.

6. Click *Back* to return to the previous page.
7. When on the Correspondence page, a box featuring all the attachments uploaded to the QALI/LOD record will appear. (See Figure AI.5) To send every attachment associated with the QALI/LOD record, select “All Attachments”. To send a specific attachment, select it on the list. To send multiple specific attachments, hold the CTRL key and click on the attachment names.

**List of attachments:** 1 attachment(s) associated with this QALI.recordType.

All Attachments  
QALI test file.xlsx : null

To send all attachments select the first options 'All Attachments'.

To select multiple attachments, press and hold CTRL key and click on attachment name.

**Figure AI.5**

8. When the *Send* button is clicked on the Correspondence page, an e-mail will be sent to the listed recipients, and any attachments selected (as described above) will be attached to the automated email.

## APPENDIX II: USER ACCESS LEVELS

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### 1. Non-Management:

**Delegator** user with this access level is given the ability to create, edit and recall a record only if the DODAAC matches and it is assigned to the user.

**Delegatee** user with this access level is given the ability to edit (acknowledge, complete, reconsider, decline) a record only if the DoDAAC matches and it is assigned to the user.

### 2. Management:

**Delegator** user with this access level is given the ability to create, edit and recall any record assigned to the DoDAAC, regardless of person actually assigned.

**Delegatee** user with this access level is given the ability to edit (acknowledge, complete, reconsider, decline) any record assigned to the DoDAAC, regardless of person actually assigned.

### 3. Full-Access:

Access level is reserved for NSLC employees. Allows for changing of all data fields in a record.

### 4. View Access:

User with this access level is given the ability to search and view existing QALI/LOD records. Cannot create or edit a record.