



**Product Quality Deficiency
Report (PQDR)
User Profile in Product Data
Reporting and Evaluation
Program (PDREP)**

**User Guide
13 August 2012**

Table of Contents

FOREWORD	1
INTRODUCTION	2
1 LOGGING ON TO PDREP	3
2 USER PROFILE	6
3 USER INFORMATION TAB	9
4 E-MAIL INFORMATION TAB	10
5 POINTS OF CONTACT TAB	12
5.1 ADD NEW POC	13
5.2 POINT OF CONTACT LIST	14
6 CHANGE PASSWORD TAB	15
7 SUMMARY	16

FOREWORD

This document is intended to guide the use of the User Profile tool 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

This document is intended to guide the use of the user profile tool provided for Product Quality Deficiency Reports (PQDR) in PDREP.

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

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

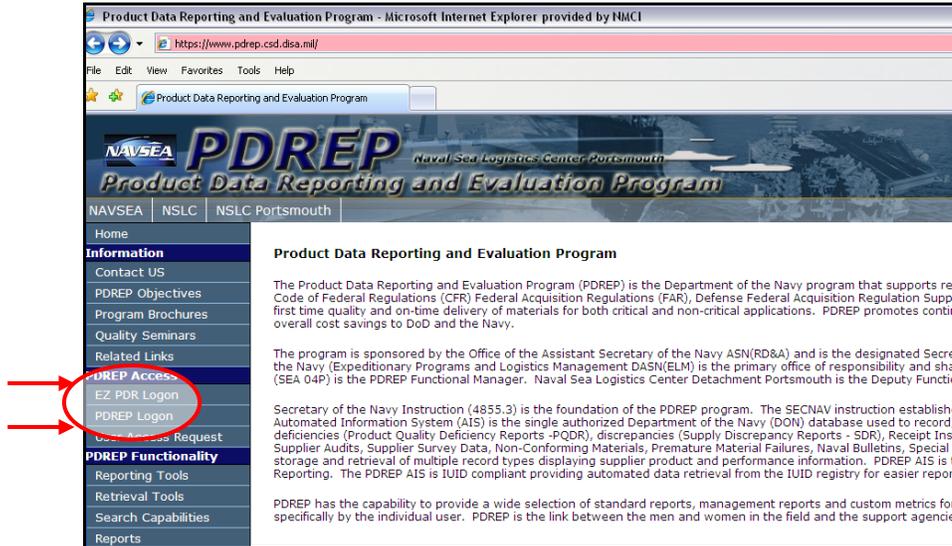


Figure 1.1

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

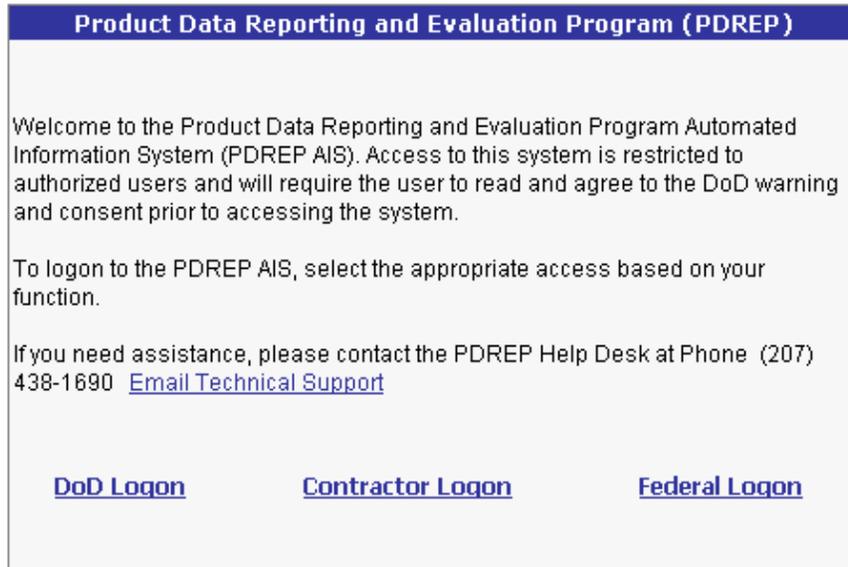


Figure 1.2

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

DOD WARNING AND CONSENT BANNER

You are accessing a U.S. Government (USG) Information System (IS) that is provided for USG-authorized use only. By using this IS (which includes any device attached to this IS), you consent to the following conditions:

- The USG routinely intercepts and monitors communications on this IS for purposes including, but not limited to, penetration testing, COMSEC monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counterintelligence (CI) investigations.
- At any time, the USG may inspect and seize data stored on this IS.
- Communications using, or data stored on, this IS are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any USG authorized purpose.
- This IS includes security measures (e.g., authentication and access controls) to protect USG interests--not for your personal benefit or privacy.
- Notwithstanding the above, using this IS does not constitute consent to PM, LE or CI investigative searching or monitoring of the content of privileged communications, or work product, related to personal representation or services by attorneys, psychotherapists, or clergy, and their assistants. Such communications and work product are private and confidential. See User Agreement for details.

Select Accept or Decline to continue.

Accept Decline

PDREP NAVSEALOGCENDET PORTSMOUTH, NH. Version : 5.0.5, Build Date : 05/20/2011
Phone : (207) 438-1690 [Email Technical Support](#)
Wednesday, 17th August, 2011

Figure 1.3

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

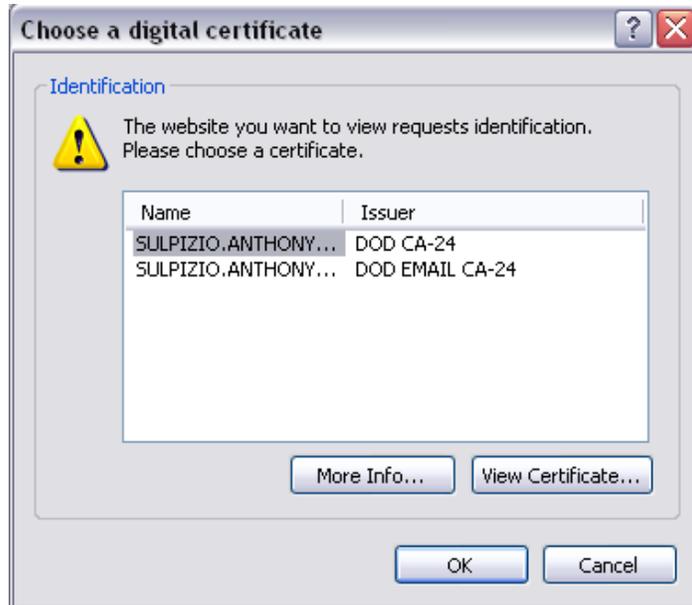


Figure 1.4

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

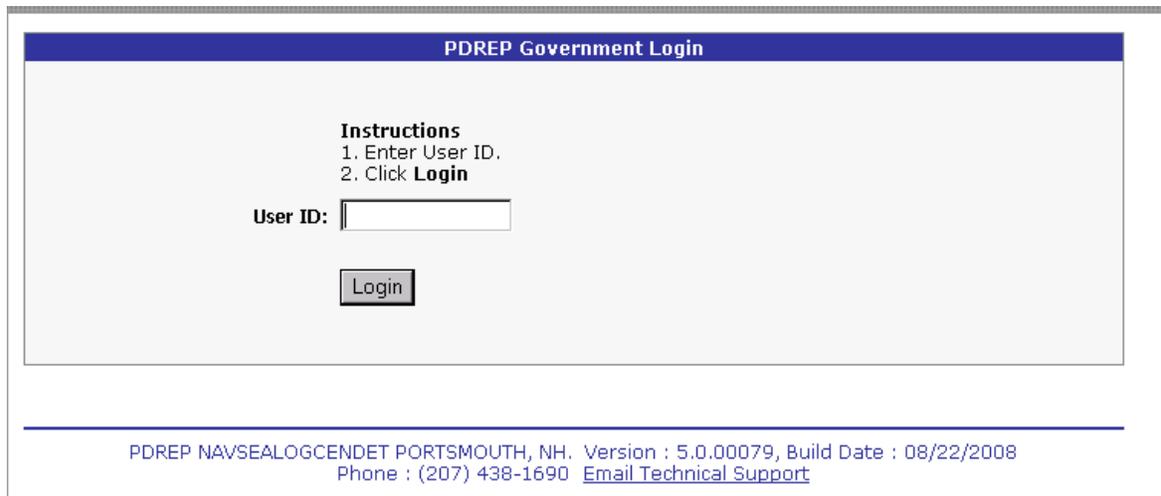


Figure 1.5

- i.** After successfully logging in, the PDREP Main Menu (Figure 2.1) will display.

2 USER PROFILE

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

The screenshot displays the PDREP Home page interface. At the top, there is a navigation bar with links: Home, Feedback, Link, User Profile (circled in red), and PDREP Manuals. The user is identified as 'User: TEST PLAN' with a 'logout' link. Below this is a main header for 'Product Data Reporting and Evaluation Program (PDREP)'. The page is organized into several menu sections:

- 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, PQDR 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, PQDR Statistics, PQDR Summary, SDR Quarterly.
- NSEP PROGRAMS**: Corrective Action Request, Facility Surveillance Inspection Plan, QALT/LOD.
- OTHER PROGRAMS**: Ship CSI Program, HEDRS Program, Level 1/SubSafe, Supplier Audit Program, ADMIN (Internal), Site Admin (Internal).

At the bottom of the page, there is a footer containing the following information: 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 2.1

Every PDREP user has a User Profile. The accuracy of the information in this profile is important both for correspondence purposes and for the correct operation of work lists and other features in PDREP.

- a. To view your User Profile, click on [User Profile](#) at the top of the Main Menu page toward the upper left corner to review and update your profile. Figure 2.2 shows the User Profile – View display.

User Profile - View

To update information [Click here](#) 

Name: TEST PLAN
Title: TEST
P.O.Box:
Address: 999 SOME STREET
City/State/Zip: SOME CITY MICHIGAN 52888
Country: UNITED STATES
Phone: 555-555-5555
DSN Phone:
Email Address: test@aboutblank.com
Organization Code: 0541
Logo:

Email Distribution List

Email Address	Name	List Type
IMPORTANTCONTACT@CONTACTME.COM	IMPORTANT CONTACT	0

Point of contact

Name	Email Address	Activity/Organization	Contact Type	Phone
ONE POINTOFCONTACT	POC@CONTACTME.COM	COMPANY ONE	GOVERNMENT	555-555-5555

PDREP NAVSEALOGCENDET PORTSMOUTH, NH. Version : 5.0.6, Build Date : 09/09/2011
Phone : (207) 438-1690 [Email Technical Support](#)
Tuesday, 24th January, 2012

Figure 2.2

- b. Your contact information will have been entered initially by the PDREP administrator when your access was granted. Your e-mail distribution and point of contact lists are entered by you if needed.
- c. To edit or update any of this information, click on the “Click here” link above your contact information. The User Profile – Edit page will display (Figure 2.3).

[User Information](#) | [Email Information](#) | [Points of Contact](#) | [Change Password](#)

User Profile - Edit

Instructions
(M) denotes a mandatory field
1. Enter mandatory fields
2. Enter known optional fields
3. To update User Profile, click **Save**

Changing Profile data will not update previously saved records

(M) First Name: (M) Last Name:

(M) Title:

P.O.Box:

Address:

(M) City:

State/Province: Zip/Postal Code:

Country:

Telephone Number: Ext:

DSN Telephone Number:

(M) Email Address:

Organization Code:

Logo:

Figure 2.3

There are four tabs on the user profile update page: User Information; Email Information; Points of Contact; and Change Password. Each tab is described in the sections that follow.

3 USER INFORMATION TAB

The first tab contains the most critical User Information and is depicted in Figure 2.3. You should ensure that your contact information is accurate, particularly phone and e-mail. Organization Code can be critical to the operation of the worklist so if your organization uses a consistent set of office codes or team designators then please enter this code here. The Logo selected will appear on any formal PDREP letters that you may generate.

Enter your User Information and click Save to commit the updated information. Click the Cancel button to exit without saving.

4 E-MAIL INFORMATION TAB

The email information tab contains any e-mail addresses that you might use on distribution lists for PDREP messages. Distribution lists are used in PDREP forwarding messages, e-mail messages, and letters in much the same way that a personal address book might function in Microsoft Outlook. Click the “Email Information” tab and the Add Email to Distribution List page displays (Figure 4.1).

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

[User Information](#) | **Email Information** | [Points of Contact](#) | [Change Password](#)

Add Email to Distribution List

Instructions
(M) denotes a mandatory field

1. To add new email contact, click **Add New Email**
2. Enter mandatory fields
3. Click **Save** to save changes to PDREP system
4. Click **Cancel** to cancel process

ID	Email Address	Name	List Type	Edit	Delete
4904	IMPORTANTCONTACT@CONTACTME.COM	IMPORTANT CONTACT		<input type="button" value="Edit"/>	<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](#)
Tuesday, 10th April, 2012

Figure 4.1

Any current email addresses on any of your distribution lists will appear here. The “List Type” indicates which of your three defined distribution lists a particular address appears on. No entry in the “List Type” column indicates that the address in question appears on all of your defined distribution lists.

- a. To edit or delete an address from your list click the appropriate button.
- b. To add a new email address, click the “Add New Email” button. The Add Email to Distribution List page (Figure 4.2) will display.

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

[User Information](#) | [Email Information](#) | [Points of Contact](#) | [Change Password](#)

Add Email to Distribution List

Instructions
(M) denotes a mandatory field
 1. To add new email contact, click **Add New Email**
 2. Enter mandatory fields
 3. Click **Save** to save changes to PDREP system
 4. Click **Cancel** to cancel process

(M) Contact Name:

(M) Email Address:

(M) Email List Type: All Lists ▼
All Lists
Primary
List 2
List 3

ID	Email	Name	List Type	Edit	Delete
4904	IMPORTANTCONTACT@CONTACTME.COM	IMPORTANT CONTACT		<input type="button" value="Edit"/>	<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](#)
 Tuesday, 10th April, 2012

Figure 4.2

- c. All three fields for each new address are mandatory. Enter the contact's name and email address and then select the list type on which the new contact should be included. This will default to "All Lists" but any contact can be set to appear only on a single list if desired. Click "Save" to save the new email to your distribution list.

- d. When sending PDREP messages other than formal letters, a checkbox will appear near the bottom left of the message page that allows you to select a distribution list. If a list is selected then all members of that list will receive a copy of the message. Any address with a list type of "All Lists" will be included if any of the three lists (Primary, List 2 or List 3) is selected. When using any of the address lookup tools in PDREP messages or formal letters, the selection of "Distribution List" will appear at the very end of the list of activities in the lookup, and addresses can be selected from your distribution lists just as they can for any activity.

5 POINTS OF CONTACT TAB

Points of Contact are used primarily by Support Point or Action Point users for identifying Government, Contractor or Supplier investigators but can also be used as a supplemental address list.

- a. Click the “Points of Contact” tab and the Add Point of Contact page (Figure 5.1) displays.

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

[User Information](#) | [Email Information](#) | **Points of Contact** | [Change Password](#)

Add Point of Contact

Instructions

1. To add new Point of Contact, click **Add New POC**
2. Point of Contact (POC) filter instructions
 - a My POCs - only users POCs shown
 - b POCs my Activity - Filters by users activity
 - c All POCs - Filters all activities and cage codes assigned
3. Click **Cancel** to exit this screen

Point of Contact Filter
POCs my Activity ▼

Point of Contact					
User Code	Name	Organization	Contact Type	Edit	Delete
[TPLAN]	MR. VALENTINE	TEST PLAN	G	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
[TPLAN]	POC 2		S	<input type="button" value="Edit"/>	<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](#)
Tuesday, 10th April, 2012

Figure 5.1

- b. The table at the bottom of the page will show all current points of contact, including the user code of user who entered the POC record, contact name, the government organization or company of which the person is a member and the contact type (G for Government, C for Contractor or S for Supplier).
- c. The Point of Contact Filter will allow you to filter your POC’s by “My POC’s”; “POC’s my Activity”, and “All POCs.
- d. Any existing Point of Contact can be edited or deleted using the buttons to right of each entry in this table.

Note:

You can only Edit/Delete POC’s that you have entered into the system.

5.1 Add New POC

To add a new contact click the “Add New POC” button and the Add Point of Contact page (Figure 5.2) will display.

User: TEST PLAN • [logout](#)

[Home](#) • [Feedback](#) • [Links](#) • [User Profile](#) • [PDREP Manuals](#)

[User Information](#) | [Email Information](#) | [Points of Contact](#) | [Change Password](#)

Add Point of Contact

Instructions
 1. Enter mandatory fields
 2. Enter known optional fields
 3. Enter DODAAC of Gov't POC or CAGE Code of Contractor/Supplier POC
 4. Click **Save** to add to list
 5. Click **Cancel** to cancel the process

(M) POC Name:

(M) Contact Type:

Activity/Company Name:

DODAAC:

CAGE Code:

Address:

City:

State/Province:

Country:

Zip/Postal Code:

Phone Number:

Fax Number:

(M) Email Address:

Point of Contact					
User Code	Name	Organization	Contact Type	Edit	Delete
[TPLAN]	MR. VALENTINE	TEST PLAN	G	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
[TPLAN]	POC 2		S	<input type="button" value="Edit"/>	<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](#)
 Tuesday, 10th April, 2012

Figure 5.2

Fields in the Add Point of Contact page are described below.

- a. POC Name (mandatory): Enter the POC Name.
- b. Contact Type (mandatory): Select the contact type from the dropdown list provided. Choose “Government, Contractor or Supply.

- c. Activity/Company Name: Organizational name.
- d. DoDAAC: Enter the DoDAAC if the contact type is Government, and click “Auto Fill” next to the DoDAAC field to automatically complete the activity or company name and address fields. If for any reason the company or activity entered does not exist in PDREP or the information is incorrect then you may complete or edit the information manually.
- e. CAGE Code: Enter the CAGE if the contact type is Contractor or Supplier, and click “Auto Fill” next to the CAGE field to automatically complete the activity or company name and address fields. If for any reason the company or activity entered does not exist in PDREP or the information is incorrect then you may complete or edit the information manually.
- f. Address, City, State/Province, Country and Zip Code: Enter the address information of contract.
- g. Phone Number/ Fax Number: Enter any phone or fax information
- h. Email Address (mandatory): Enter email address of contact.
- i. Click “Save” to add the new contact or “Cancel” to exit the page without saving.

NOTE:

When you next review or use your POC list the new contact will be included.

5.2 Point of Contact List

When using the POC list for the assignment of investigators on the “View Points of Contact” page, the available list of contacts will include every point of contact for any user with the same primary DoDAAC. Because PDREP users frequently change work assignments, you may move from one activity to another and when this occurs it is important to review your POC list and to delete points of contact who will not be participating in investigations through your current activity. Contact the PQDR focal point for your activity or the PDREP help desk for additional guidance in this area.

6 CHANGE PASSWORD TAB

In order to comply with DoD information security requirements PDREP requires a change of password every 60 days. If you choose to change your password manually then you may do so via the fourth tab in your User Profile. Otherwise PDREP will redirect your automatically to this page if you log in with a password that has expired or if you log in with a temporary password acquired through the “Forgot Password. The Change Password form is illustrated in Figure 6.1

Change Password

Instructions

1. - must be 15-20 characters
2. - must contain at least two upper and lower case letters
3. - must contain at least two numbers
4. - must contain at least two special characters
5. - cannot reuse your last 10 passwords
6. - must differ from previous password by at least four characters
7. - must not contain personal information such as:
names, phone numbers, account names, birthdates, or dictionary words

Current Password:

New Password:

Confirm New Password:

[Forgot Password?](#)

PDREP NAVSEALOGCENDET PORTSMOUTH, NH. Version : 5.0.8, Build Date : 03/09/2012
Phone : (207) 438-1690 [Email Technical Support](#)
Wednesday, 11th April, 2012

Figure 6.1

- a. Follow the instructions provided in the interface to change the User Password.
- b. Click the Save Password button to complete the change.

7 SUMMARY

This concludes the instructions for editing/using the user profile 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