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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. The Product Data Reporting and Evaluation Program's (PDREP) Survey application is designed to work in concert with existing DoD and Navy policies and processes. Its purpose is to assist users with the functionality of the PDREP-Survey, Special Quality Data, and Test Records application and to facilitate compliance with DoD and Navy policy.

Refer to the appropriate service instructions and/or manuals for more information about DoD and Navy Survey program processes and requirements.

REFERENCES

- Secretary of the Navy Instruction (SECNAVINST) 4855.3D
- Navy Standard Operating Procedure (NAVSO) P-3683C

INTRODUCTION

This document is intended to guide personnel in the use of the PDREP Survey, Special Quality Data, and Test Records application. The application provides:

1. Access to Survey records from various DoD agencies.
   - Pre-Award, Post Award, or Product Oriented Surveys.
   - Test Records and First Article Tests.
   - Special Quality Data which includes any data not mentioned above including a summary of that data and any attachments for support.

2. Capability to manually enter or batch load reports.

3. Capability to search supplier data.

4. Various reports and lists of suppliers that have reports entered through the application.

The PDREP-AIS is primarily used to provide supplier information to U.S. Government procurement and quality assurance personnel. The applications covered in this guide are used to enable reporting in three areas:

A. The Survey application provides a method to collect and analyze data concerning a prime contractor’s capabilities to perform a particular contract, based upon an analysis of a broad range of areas such as financial resources, operational controls, technical skills, quality assurance system, and past performance.
B. Test Records application provides a method to collect data for First Article, Production Lot Testing, and Periodic Sampling Test data for analytical purposes (both positive and negative).

C. Special Quality Data Records provide a method to collect and analyze data for analytical purposes (both positive and negative) that does not fit into normal quality elements of the PDREP. Special quality data types include: surveys of subcontractors performed by prime contractors, telephone calls relating quality information, contractor visits/interface meetings, corrective actions, suspected cases of fraud or malpractice, etc.

First time PDREP users will need to submit a User Access request form. Instructions are available on the PDREP home page. Click on User Access Request for instructions on filling out an access request form. Follow additional directions on the form itself to submit the request for access to the PDREP team.

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 ‘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 assistance, improvement, or changes to any of the PDREP applications or the NSLC Detachment Portsmouth PDREP home page should be submitted to:

**Online in the PDREP Application**

If you are already a PDREP User, log on to PDREP: [https://www.pdrep.csd.disa.mil/](https://www.pdrep.csd.disa.mil/)

Hover over ‘Help’ link at the top of any PDREP page. Select the first option on the fly out to ‘Contact Help Desk with comment, question, or feedback’.

If you wish to provide suggestions to change PQDR or other PDREP-AIS modules, from the same Help menu, select the ‘Suggest a Change’ option. The Customer Service Request (CSR) 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.

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**NSLC Portsmouth Help Desk**

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

**Mailing Address**

Naval Sea Logistics Center Portsmouth
Bldg. 153, 2nd Floor
Portsmouth Naval Shipyard
Portsmouth, NH 03804-5000
1 MAIN PDREP APPLICATION SCREEN

A. Once you have logged in, the PDREP Home page will display (See Figure 1.1). You may not see all of the options listed depending on your level of access. Accessing the different modules in this user guide is the same as described in this section. If the module link does not appear on the PDREP Main Menu, the user should complete an Access Change Request (See User Access User Guide). Links on the PDREP Main Menu only appear if the user has been granted access to that module in their user profile.
1.1 FINDING THE FLY OUTS
Hover your mouse pointer over any PDREP Application located on the upper left portion of the screen and a list of sub-links for that application will appear (See Figure 1.2).

![Figure 1.2](image)

1.2 SELECTING THE FLY OUT
Selecting either of the sub-links will allow the user to go directly to that page within the application (See Figure 1.2).
2 SURVEY (PRE/POST) AWARD RECORDS

2.1 SEARCHING AND VIEWING EXISTING SURVEY RECORDS

A. To access Search select the hyperlink from Supplier Survey (Pre/Post Award) fly out options (See Figure 2.1).

![Figure 2.1](image1)

B. If already, working in the Supplier Survey (Pre/Post Award) module the user may access the Search screen by selecting the SURVEY Search tab (See Figure 2.2).

![Figure 2.2](image2)

C. Whether which option is used, the SURVEY Search screen will display (See Figure 2.3).

![Figure 2.3](image3)
D. Enter a Reporting Activity’s six character DoDAAC, a company’s five-character CAGE Code, or the record’s unique identifying Serial Number.

E. The Start Date and End Date provide a date range, which may be changed if desired. These dates limit returned results based on the ‘Report Issue Date’ of the record. The Report Issue Date refers to the date the Survey Report was signed out.

F. Click the **Search** button to display the list of Survey records retrieved. The resulting set may be filtered by Reporting Activity, Serial Number, CAGE Code and/or date range. A sample result set is shown in **Figure 2.4**.
G. Clicking the ‘Activity - Serial Number’ (See Figure 2.5) hyperlink for the record of interest will display a view of the Survey as seen in Figure 2.6.

![Figure 2.5](image)

H. To return to the previous screen click the Back button.

I. To print the displayed data, click the Print button.

![Figure 2.6](image)
2.2 ADDING OR EDIT SURVEY RECORDS

A. To add a new Survey record, select the Create New SURVEY Tab shown in Figure 2.2. The user is directed to a blank Survey – Add/Edit form shown in Figure 2.7.

B. To edit an existing Survey record, the user should follow the search procedures in Section 2.1 to locate a specific record. Once the record is located, click the ‘Edit’ hyperlink shown in Figure 2.4 for the record of interest. The user is then directed to an existing Survey – Add/Edit form where the fields have been pre-populated (See Figure 2.8).
NOTE: Editing is only permitted for records for which the user has permissions; based on their access level in their user profile.

C. To enter data into the Survey – Add/Edit form, follow the instructions below:

1. Data fields preceded by an (M) require data entry.
2. Select a Quality Indicator if Survey Type is Pre-Award.
3. Enter optional fields, if information is known.
4. To add a Federal Supply Class (FSC), enter the FSC and click the **Add FSC** button.
5. To remove an FSC from the list, highlight the FSC and click **Remove FSC** button.
6. To add a Specification, enter the specification and click **Add Specification** button.
7. To remove a Specification from the list, highlight the specification and click **Remove Specification** button.
8. To upload an attachment to the Survey, click the **Save and Add Attachment** button.
9. To add a Category Reviewed, click **Add Category** button. **Add Category** will appear directly below the **Add Category** button (See **Figure 2.9**).

![Figure 2.9](image)

10. Select a category from the Category drop-down box and Click the **Add** button.
11. Once the Add button is clicked, the following window will appear **Figure 2.10**.

![Figure 2.10](image)

<table>
<thead>
<tr>
<th>Category Reviewed</th>
<th>Literal</th>
<th>No of Deficiencies</th>
</tr>
</thead>
<tbody>
<tr>
<td>18</td>
<td>OTHER</td>
<td>0</td>
</tr>
</tbody>
</table>

![Save Category](image)  
![Cancel Category Add](image)

12. Enter the number of deficiencies, if any.
13. Click the **Save Category** button to save or click the **Cancel Category** button to escape.
14. Once the **Save Category** button is clicked, a category has been saved, as shown in **Figure 2.11**.

<table>
<thead>
<tr>
<th>Cat Reviewed</th>
<th>Literal</th>
<th>No of Deficiencies</th>
<th>Edit</th>
<th>Delete</th>
</tr>
</thead>
<tbody>
<tr>
<td>18 OTHER</td>
<td>0</td>
<td>Edit</td>
<td>Delete</td>
<td></td>
</tr>
</tbody>
</table>

**Figure 2.11**

15. To edit/delete an existing Category, click **Edit** or **Delete** buttons in **Figure 2.11**.
16. Correct format for Date Elements is MM/DD/YYYY or use Calendar button.
17. To save the record, click the **Save** button.
18. To cancel the process, click the **Cancel** button.

D. To Add Attachments, click the **Save & Add Attachment** button.
   1. Follow the onscreen instructions to add or view attachments to the Test Record.
   2. When attachments have been successfully uploaded, the record will automatically be saved and the user returned to the Survey-Add/Edit page (See **Figure 2.3**).

### 2.3 Delete a Survey

Follow the instructions below to delete a Survey.

A. To delete an existing Survey, the user should follow the search procedures in **Section 2.1**. Once the record is located, click the **Delete** link in the result set displayed on the Survey tab.
B. The delete screen (See Figure 2.12) displays.

**NOTE:** *Records can only be deleted if the user has edit rights, which are based on their user profile.*

C. Click the Delete button. A pop up will appear to confirm the deletion. Click ‘OK’ to affirm the record should be deleted. Click ‘Cancel’ to cancel the request.
D. To print a copy of what is to be deleted, click the Print button at the top of the page.
E. To abort the delete, click the Back button at the top of the page.
Figure 2.12
3 TEST RECORDS

3.1 SEARCHING AND VIEWING EXISTING TEST RECORDS

A. To access **Search** select the hyperlink from Test Records fly out options (See **Figure 3.1**).

![Figure 3.1](image)

B. If already, working in the Test Records module the user may access the Search screen by selecting the TEST Search tab (See **Figure 3.2**).

![Figure 3.2](image)

C. Whether which option is used, the TEST Search screen will display (See **Figure 3.3**).
D. Enter a Reporting Activity’s six character DoDAAC, or a company’s five character CAGE Code or the records unique identifying Serial Number.

E. The Start Date and End Date provide a date range which may be changed if desired. These dates limit returned results based on the ‘Added Date’ of the record. The Added Date refers to the date the record was added to the database.

F. Click the Search button to display the list of Test records to view. The results set may be filtered by Reporting Activity, Serial Number, CAGE Code or date range. A sample result set is shown in Figure 3.4.
G. Clicking the ‘Activity Serial Number’ link for the record of interest will display a view of the Test Record as seen in Figure 3.5.

H. To return to the previous screen click the **Back** button as seen in Figure 3.6.
I. To print the displayed data click the **Print** button as seen in Figure 3.6.
3.2 ADD OR EDIT TEST RECORDS

A. To edit an existing Test Record, the user should follow the search procedures to locate a specific record. Once the record is located, click the ‘Edit’ link (See Figure 3.5) for the record of interest. The user is then directed to the existing Test – Add/Edit form where the fields have been pre-populated (See Figure 3.7).

**NOTE:** Editing records is only permitted for records for which the user has permissions; based on their user profile.
B. To add a new Test Record, from the Test Record form (See Figure 3.2), select the Create New TEST Tab. The blank Test – Add/Edit form displays (See Figure 3.8).

![Figure 3.8](image)

C. Steps to enter a new Test Record are as follows:

1. Data fields preceded by an (M) require data entry.
2. Enter optional fields, if information is known.
3. Enter the CAGE Code of the company being reported on.
4. Enter the NSN, which is made up of the Federal Supply Class (FSC) and national item identification number (NIIN), for material tested.
5. Enter the Issue Date; the date the actual report was created.
6. Enter a Test Type Code from the drop-down box provided.
7. Choose a Final Disposition from the drop-down box provided that describes the result of the test.
8. Enter the Contract Number for which the test was performed.
9. If the test of the material met all contract and specification requirements select ‘Yes’ in the Satisfactory drop-down, otherwise select ‘No’.
10. Enter any specification to which the material tested was tested to in the Material Specification block.
11. In the Narrative block enter a summary of work performed and any amplifying information concerning the Test Record.
12. To add attachments, click the Save & Add Attachment button.
i. Follow the onscreen instructions to add or view attachments to the Test Record.

ii. When attachments have been successfully uploaded, the record will automatically be saved and the user returned to the Test-Add/Edit page (See Figure 3.8).

13. To save the record without attachments, click the **Save** button.

14. To cancel without saving any data since the last save action, click the **Cancel** button.

### 3.3 DELETING TEST RECORDS

Follow the instructions below to delete a Survey.

A. To delete an existing Survey, the user should follow the search procedures in **Section 3.1**. Once the record is located, click the ‘Delete’ link in the result set displayed on the Survey tab.

B. The delete screen (See **Figure 3.9**) displays.

*NOTE:* Records can only be deleted if the user has edit rights, which are based on their user profile.

C. Click the **Delete** button. A pop up will appear to confirm the deletion. Click ‘OK’ to affirm the record should be deleted. Click ‘Cancel’ to cancel the request.

D. To print a copy of what is to be deleted, click the **Print** button at the top of the page.

E. To abort the delete, click the **Back** button at the top of the page.

![Figure 3.9](image)
4 SPECIAL QUALITY DATA (SQD) RECORDS

4.1 SEARCHING AND VIEWING SPECIAL QUALITY DATA RECORDS

A. To access **Search** select the hyperlink from Special Quality Data fly out options (See **Figure 4.1**).

![Figure 4.1](image)

B. If already, working in the Special Quality Data module the user may access the Search screen by selecting the SQD Search tab (See **Figure 4.2**).

![Figure 4.2](image)

C. Whether which option is used, the SQD Search screen will display (See **Figure 4.3**).
D. Enter a Reporting Activity’s six character DoDAAC, or a company’s five character CAGE Code, or the unique identifying Record Serial Number.

E. Users may enter only a Reporting Activity when the serial number is not known.

F. The Start Date and End Date provide a date range, which may be changed if desired. These dates limit returned results base on the ‘Issue Date’ of the record. The Issue Date refers to the date the Special Quality Data record was completed in the PDREP-AIS.

G. Click the Search button. The results of the search will display below the Search button as shown in Figure 4.4.
H. Clicking the ‘Activity - Serial Number’ (See Figure 4.5) hyperlink for the record of interest will display the ‘Special Quality Data – View Data’ form (See Figure 4.6).

I. To return to the previous screen click the **Back** button.

J. To print the displayed data click the **Print** button.
4.2 ADD OR EDIT SPECIAL QUALITY DATA RECORDS

A. To edit an existing Special Quality Data Record, the user should follow the search procedures in Section 4.1 to locate a specific record. Once the record is located, click the ‘Edit’ link (See Figure 4.4) for the record of interest. The user is then directed to the existing ‘Special Quality Data – Add/Edit’ form where the fields have been pre-populated (See Figure 4.7).

NOTE: Records can only be deleted if the user has edit rights, which are based on their user profile. Use spell check to check Narrative spelling.
B. To add a new Special Quality Data record, from the ‘Special Quality Data’ form (See Figure 4.3), select the Create New SQD Tab. The ‘Special Quality Data – Add/Edit’ form displays (See Figure 4.7).
C. To enter data into the Special Quality Data record, follow the instructions below:

1. Data fields preceded by an (M) require data entry.
2. Enter optional fields, if information is known.
3. Enter the CAGE Code of the company being reported on.
4. Enter an Issue Date.
5. Enter a Completion Date.
6. In the Narrative block enter a summary of work performed and any amplifying information concerning the Special Quality Data Record.
7. To add a Federal Supply Class (FSC), enter the FSC and click the **Add FSC** button. To remove an FSC from the list, highlight the FSC and click **Remove FSC** button.
8. To add attachments, click the **Save & Add Attachment** button and follow the onscreen instructions to add or view attachments to the Special Quality Data Record.
9. To save the record, click the **Save** button.
10. To cancel the process, click **Cancel** button.
4.3 DELETING SPECIAL QUALITY DATA RECORDS

A. Follow the instructions below to delete a Survey.

1. To delete an existing Survey, the user should follow the search procedures in Section 4.1. Once the record is located, click the ‘Delete’ link in the result set displayed on the Survey tab.

2. The delete screen (See Figure 4.8) displays.

**NOTE:** Records can only be deleted if the user has edit rights, which are based on their user profile.

3. Click the Delete button. A pop up will appear to confirm the deletion. Click ‘OK’ to affirm the record should be deleted. Click ‘Cancel’ to cancel the request.

4. To print a copy of what is to be deleted, click the Print button at the top of the page.

5. To abort the delete, click the Back button at the top of the page.

Figure 4.9
5 ADHOC REPORTS

5.1 ACCESSING ADHOC REPORTS

Accessing the Ad Hoc report screens is the same for each module in this guide. This section will utilize the Test Records module. Either select Ad hoc from the main menu flyout, or click Ad Hoc tab once in module (See Figure 5.1 and Figure 5.2). Figure 5.3 illustrates the default display of the Ad Hoc Report interface. Instructions on the screen provide additional direction for using the interface for query development.

![Figure 5.1](image1.png)

![Figure 5.2](image2.png)
5.2 USING ADHOC REPORT

Please refer to the Ad hoc Search Tool User Guide for assistance using the Ad hoc Report.

The ad hoc query generator can be used to generate a variety of reports; all results are downloadable to spreadsheets. On-screen instructions are available as a reminder on how to create the ad hoc query. The web page 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 necessary. The results can be downloaded to a spreadsheet when complete.

The Ad hoc Search Tool User Guide can be located at:

(See Figure 5.5) or can be found by clicking the selection for user guides under the help menu on the top of any PDREP window (See Figure 5.4).
Guides and Manuals

PDREP Guides and Manuals (pdf format)

General
- Attaching a file in PDREP
- Search Tools
- User Access Request

PDREP Tools
- ADHOC Search
- Contract Award and Delivery (CAD) Data Application
- Contractor Profile
- Corrective Action Request (CAR)
- Customer Service Request Module
- Engineering Referral System (ERS)
- Material Inspection Records (MIR)
- PDREP Search
- Quality Assurance Letter of Instruction/Letter of Delegation (QALI/LOD)
- Receipt Inspection Management System (RIMS)
- Supply Action Module (SAM)
- Supplier Audit Program (SAP)
- Supply Discrepancy Report (SDR)
- Surveillance Plan (SP)
- Survey, Special Quality, and Test Records Applications
- Virtual Shelf

Product Quality Deficiency Reports
- Originator Documents
  - Originator Instructions
  - Local Purchase Instructions
- Screening Point Documents
  - Screening Point Instruction
  - Army Master Screener Instruction
- Action Point Documents
  - Action Point Instructions
  - Army Action Officer Instruction
- Support Point Documents
  - 1227 Instructions
  - QAR Investigation
  - DRPM Investigation

Other Programs
- Exhibit and Shipment Tracking
- PDREP Prime Contractor
- Warranty and Source of Repair Tracking

Figure 5.4

Figure 5.5
6 SUMMARY

This concludes the PDREP Survey, Test Record, and Special Quality Data application instructions. 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