How to Search a MIR Training Video Script

➢ **Slide 1: Power point script**

Welcome to the Product Data Reporting and Evaluation Program - Automated Information System – PDREP-AIS, training videos for Material Inspection Records (MIR).

This training video explains How to Search a MIR.

This training does not replace or amend any Department of Defense (DOD) **instructions, regulations, and/or policies. Its purpose is to assist users with the PDREP-AIS MIR module.**

➢ **Slide 2: Power Point Script Training Video**

If user has an active account log into PDREP-AIS (if user does not have an active account please refer to the User Access Training on the PDREP website under Online Training) Once signed in, the PDREP home page will display similar to what you see here.

Note: The options below Applications is dependent on your level of access and may differ from what you see in your PDREP-AIS account

On the left hand menu, locate the MIR application. Hover over the title to produce the fly out menu, then select MIR Search. If you are in the MIR module already you will select the MIR Search Tab. The reporting activity and date range will automatically populate with the users primary DoDAAC and the reporting period of the last 365 days. These may be changed if the search requires it. Adding a Serial Number or Cage Code will refine the search, but is not required. Once you put in your parameters click the Search button.

Your results will display at the bottom of the screen. From here you have the ability to create an excel spreadsheet, view, edit or delete. Edit and Delete capabilities vary depending on user's privileges. To View a record, click the records Serial Number in blue. This will bring you to the selected record as shown here. From this view you cannot make any changes the only function available is print.

If you select back it will bring you to the previous screen for MIR Search results. Depending on your account privileges the Edit button may appear. Selecting the "Edit" option here will open the record in a view similar to the "Create New" Screen. Also depending on you privileges the Delete button will appear. Selecting the "Delete" option here will remove this record permanently. A pop up will appear asking are you sure you want to Delete this record if you do, select ok, if you don't its ok, you can cancel it at this time. Now select back. And it will bring you to the previous screen for MIR Search results. Repeat the instructions as needed for your MIR search needs.

➢ **Slide 3: Power point script**

Training Resources: For additional training options go to

https://www.pdrep.csd.disa.mil/pdrep_files/reference/training/alltrain.htm

PDREP Help Desk: If none of the above mentioned resources resolve your issue contact the help desk at WEBPTSMH.fct@navy.mil Or call 207-438-1690

➢ **Slide 4: Power point script**

Thank you for watching how to Search the MIR Training video.