Attaching a File in PDREP

User Guide
18 SEP 2021

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FOREWORD

This user guide provides information about the Product Data Reporting and Evaluation Program - Automated Information System (PDREP-AIS) and is intended to assist users with attaching a file and its functionality. This document does not cover specific policy or procedure and is designed to work in concurrence with existing processes. This guide does not replace or amend any Department of Defense (DoD) instructions, regulations, and/or policies. Revisions to this guide are made after application changes have been implemented. Date of last amendment is located on the title page. Though this document is accessible to all users, its content is intended for those individuals with module access. Module access is granted on a case-by-case and need-to-know basis.

NOTE: The data contained within this guide is <u>NOT</u> real data and it is <u>NOT</u> to be used for business purposes. The material presented is intended to serve as an example only.

REFERENCES

- <u>DLAR 4155.24</u>
  Product Quality Deficiency Report Program
- <u>DoD Instruction 5000.2</u>
  Operation of the Defense Acquisition System
- <u>DoD Instruction 5200.48</u>
  Controlled Unclassified Information (CUI)
- <u>NAVSO P3683</u>
  Navy Standard Operating Procedure 3683 (NAVSO P-3383), Navy and Marine Corps Product Data Reporting and Evaluation Program
- <u>SECNAV Instruction 4855.3</u>
  Secretary of the Navy Instruction 4855.3, Product Data Reporting and Evaluation Program
- <u>SECNAV Instruction 4855.5</u>
  Secretary of the Navy Instruction 4855.5, Product Quality Deficiency Report Program

INTRODUCTION

This document is intended to guide personnel in the use of Product Data Reporting and Evaluation Program – Automated Information System (PDREP-AIS) Attachment Tool.

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

User access and login procedures can be located in the PDREP User Access and Login Procedures guide.

Getting Access

- **First Time Users**

  First time users are required to submit an on-line PDREP-AIS System Authorization Access Request (SAAR). Instructions are available on the PDREP home page as linked above. Click on the Request Access link for instructions on filling out an access request form. When requesting an account, ensure all fields indicated as mandatory are completely filled out. Mandatory fields are indicated by (M). The application will not be accepted if required information is missing.

- **Existing PDREP Users**

  Existing PDREP users may request additional or updated access privileges by submitting an updated SAAR. To do this, log into the PDREP-AIS and hover over your name in the upper right corner of the page and select "Access Change Request". Update the SAAR and enter a narrative to describe requested changes, read and acknowledge the User Agreement and click "Sign and Submit Account Change Request" button to complete the submission.

Contact us

To report an issue, ask a question, or submit suggestions for improvement to software may be made by active users within PDREP-AIS by hovering over the "Help" link on the PDREP-AIS main menu.

Additional contact information is below if you do not have an active PDREP-AIS account:

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

Additional Resources are available on the NSLC Portsmouth Homepage

The following references are available for PDREP-AIS users:

FAQ – On the PDREP website under References, the Frequently Asked Questions page gives quick answers to the most commonly received inquiries. Your question(s) may be easily answered there.

Guides & Manuals – This area of the PDREP website (under References) houses the PDREP-AIS' technical documents. These comprehensive guides serve to offer directive on operational tasks and enable users to pinpoint or problem solve without expert assistance. These manuals do not instruct on policy or process and are instead stepwise instructions on using the PDREP-AIS application. Relevant process and policy are however referenced in the beginning of each of these manuals.

Online Training – Computer-based distance learning may be accessed through the Reference fly-out of the PDREP website. Instruction takes place remotely via instructor-led directive, module simulation, video-conferencing, application demonstration, or recorded lesson.

FAQ, User Guides and Online Training are also accessible within PDREP-AIS by hovering over the "Help" link located at the top left of each application page.

1. MAIN PDREP APPLICATION SCREEN

Once you have logged in, the PDREP-AIS Home page will display (see **Figure 1.1**). You may not see all of the options listed below; this is dependent on your level of access.

* Please refer to PDREP User Access Request and Login Procedures or contact your PDREP Coordinator for further clarification.

Figure 1.0

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1.1 Restrictions

Users that are using the antiquated Microsoft Internet Explorer browser will lose the ability to utilize the Vue Access and the system will revert to the old attachment upload style.

2. LOCATING ATTACHMENT TOOL

The attachment tool is functionality that exists within several applications hosted by PDREP-AIS. It does not function as a stand-alone application.

2.1 Selecting the Attachment Tool

From within any application, you can select one of the following options: *View/Upload files, Add Attachment*, or *View Attachment* to be directed to the attachment tool. See **Figure 2.1** & **Figure 2.2** for accessing this from a PDREP-AIS main menu.

Figure 2.1

Figure 2.2

A. Selecting the *Add Attachment* button will take you to the Upload Attachment(s) screen (see **Figure 2.3**). There are no file type restrictions for PDREP, although the maximum individual file size is 25MB. The *Back* button will return you to the previous screen. It is important to note that non-Nuclear Users are NOT AUTHORIZED to upload or attach Unclassified Naval Nuclear Propulsion Information (U-NNPI/NOFORN). You can see the notice in red on each upload screen (see **Figure 2.3**).

DO NOT UPLOAD ANY CLASSIFIED DATA TO PDREP
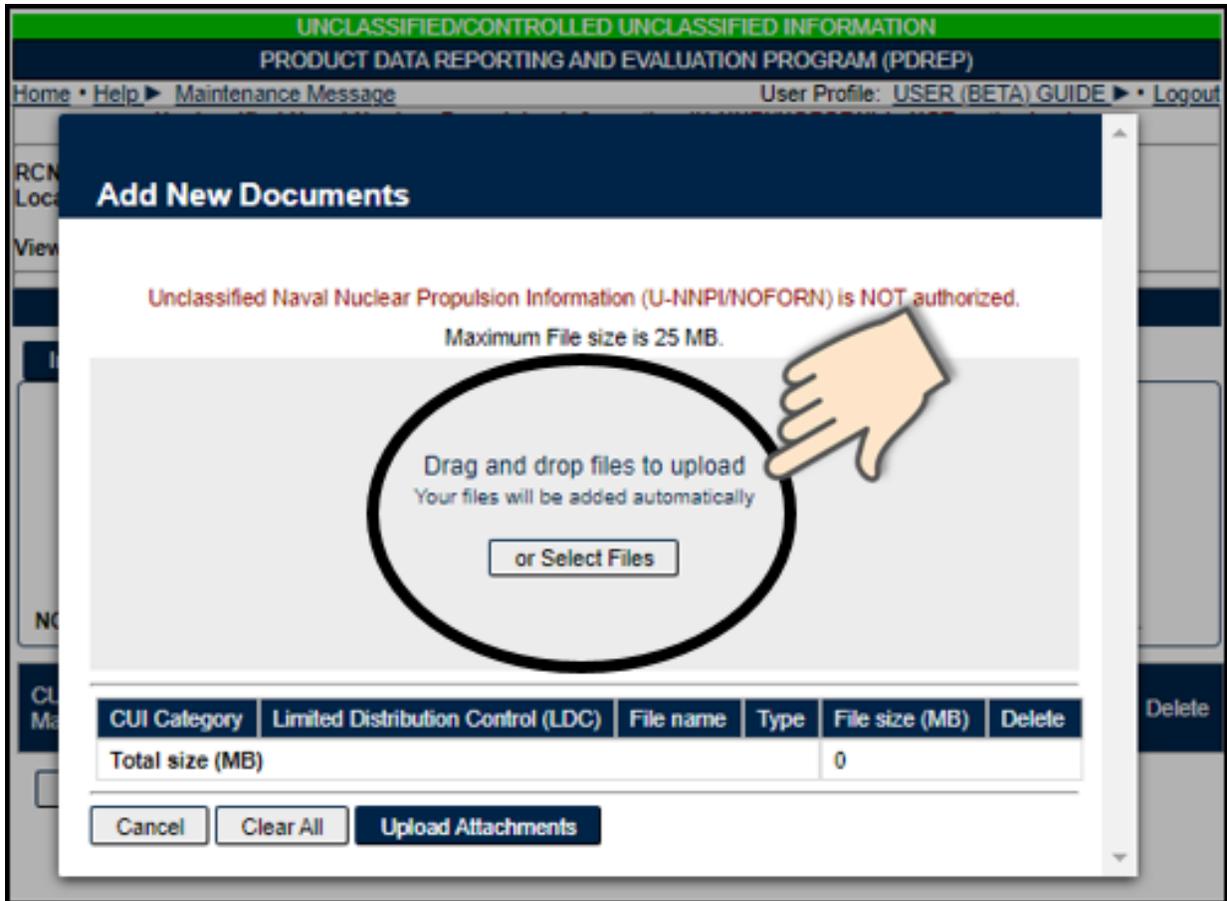
Figure 2.3

2.2 Utilizing the Functionality

When utilizing the following applications with Nuclear User access housed within PDREP – Receipt Inspection Management System (RIMS), Supply Action Module (SAM), or Engineering Referral System (ERS) – Unclassified Naval Nuclear Propulsion Information (U-NNPI/NOFORN) is authorized for upload. This upload screen does not have a notification (see **Figure 2.4**).
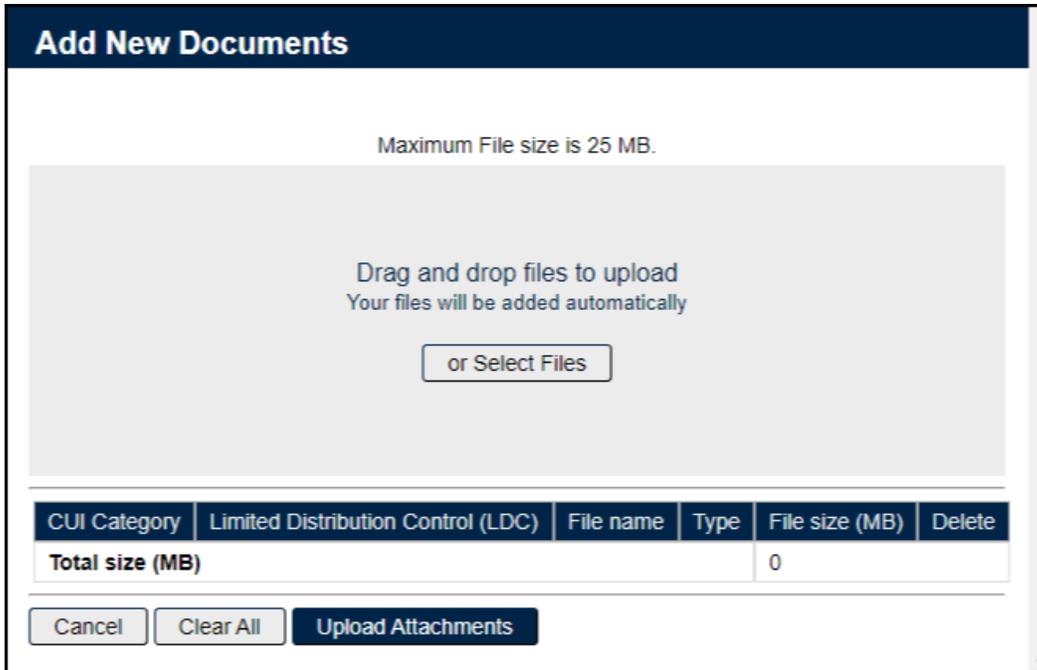
Figure 2.4

A. You have the opportunity to select a file using your browser or by dragging and dropping files from an open file location. Please note that your file manager may differ from what is shown in **Figure 2.5**, and is dependent on your operating system.
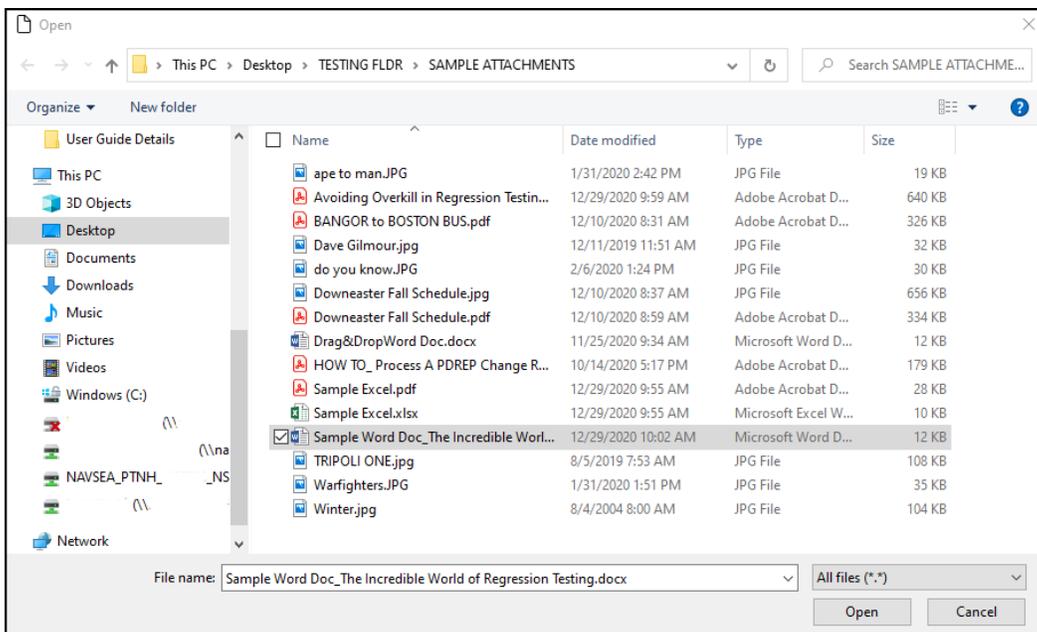
Figure 2.5

B. When choosing to drag and drop files, you will need to "grab" your file and move it over the "Select Files" button (see **Figure 2.6**).
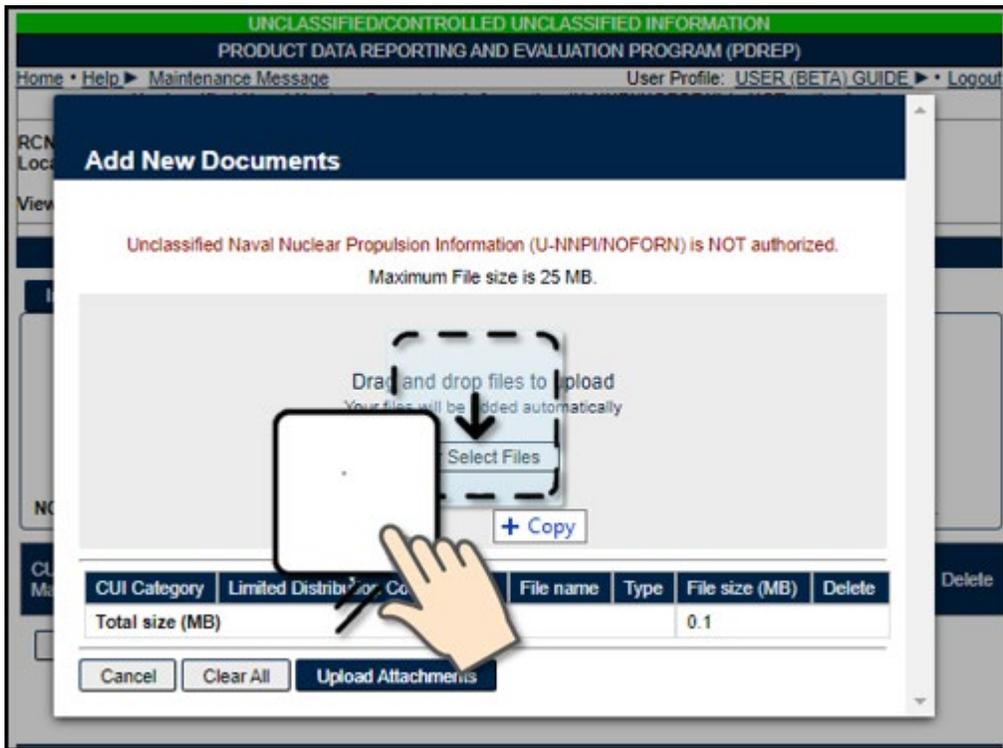
Figure 2.6

C. You will need to select *Upload Attachments* after selecting the document (see **Figure 2.7)** to confirm the upload.
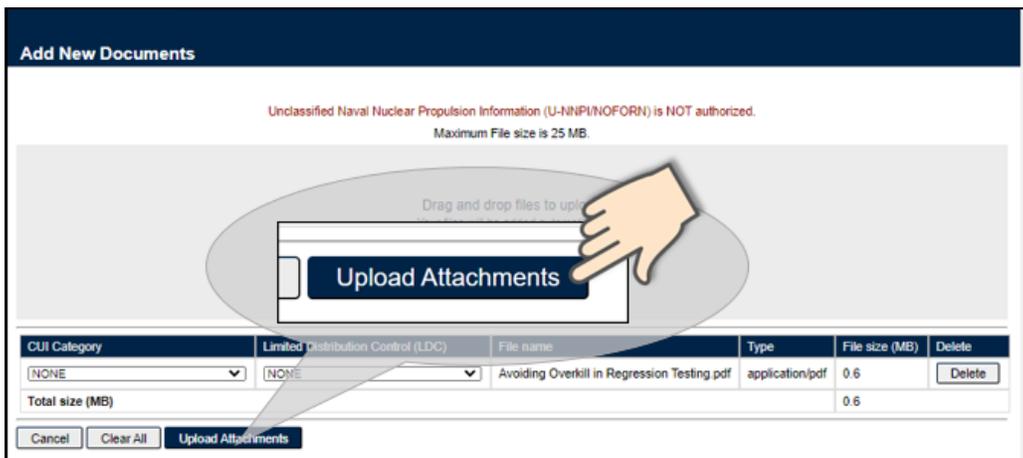
Figure 2.7

D. If you have uploaded a file in error, you may delete it from the record by selecting the *Delete* button (see **Figure 2.8** and **Figure 2.9**). A notification box will populate asking for confirmation for the file to be deleted. *OK* is defaulted.
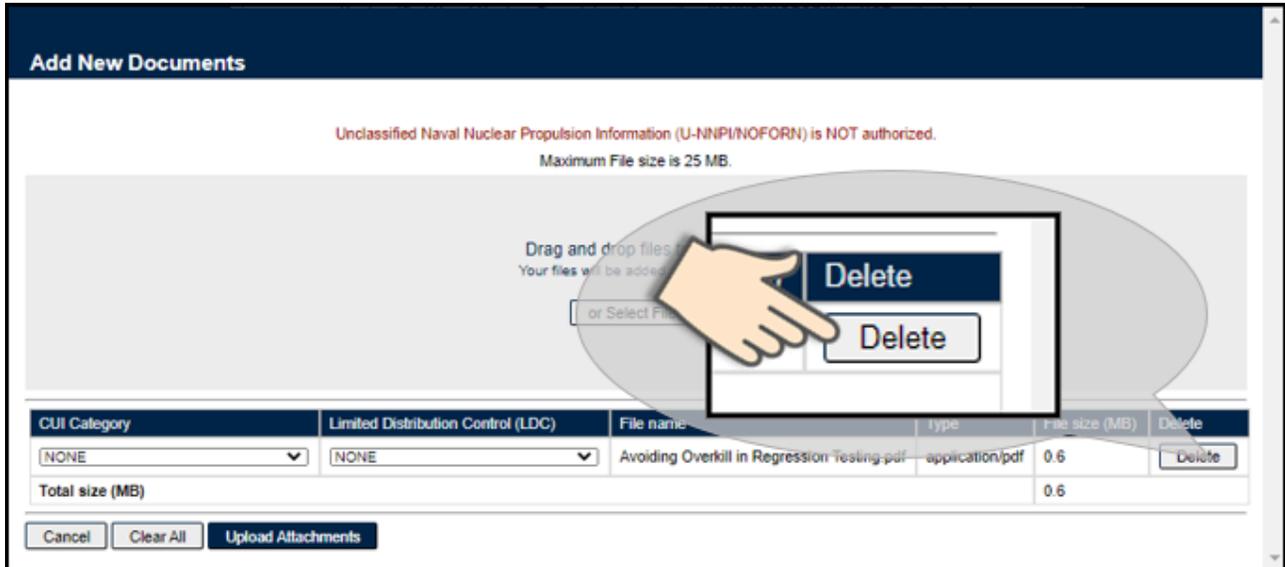
Figure 2.8
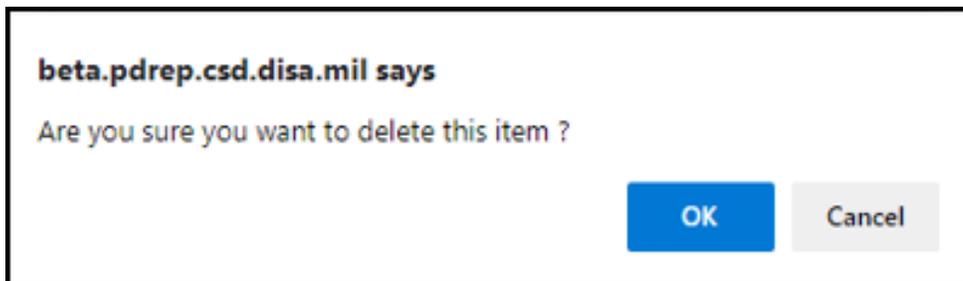
Figure 2.9

NOTE: *Deletion of attachment rules vary within the different modules in PDREP per different business process rules.*

E. After you have selected *Upload Attachments*, you will have the option to edit your upload selection (see **Figure 2.10**). Important to note that the record will show the added date and the user code of the person who originally uploaded the attachment.
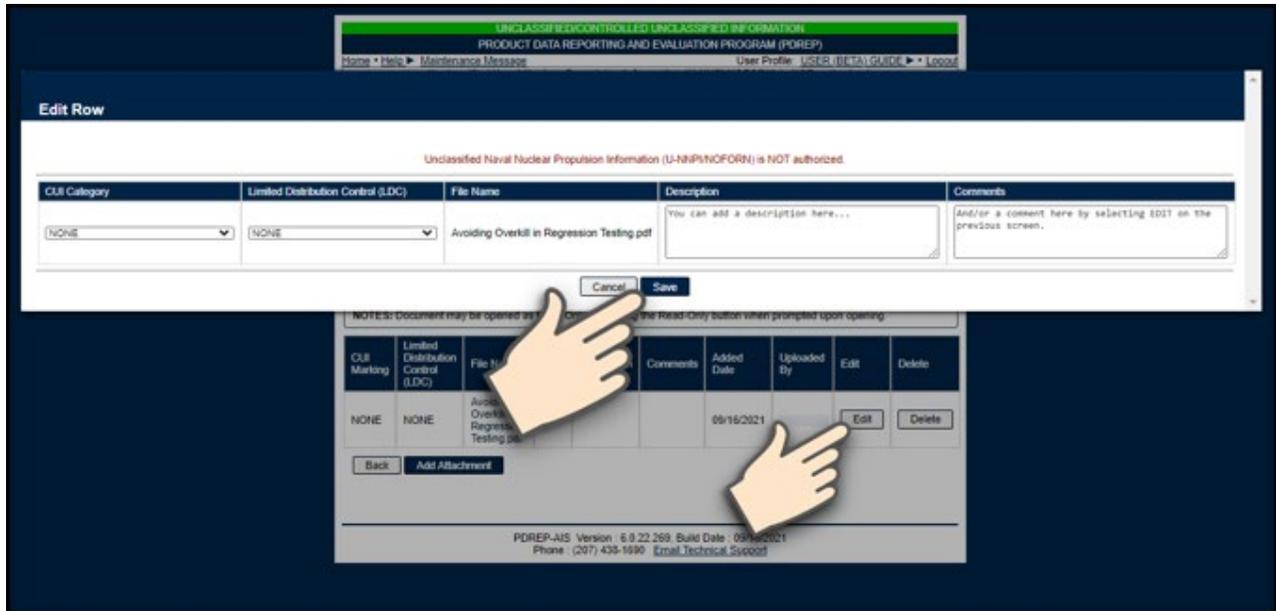
Figure 2.10

F. Occsaionally, further explanation is required regarding the attached items. It is possible to add a description or comment about your selection; you may also select the Controlled Unclassified Information (CUI) Category or Limited Distribution Control (LDC) selection (see **Section 3** for more information on this).

3. CUI MARKING

The CUI Category and LDC selections have been added to all attachment/upload screens in PDREP-AIS (see **Figure 3.1**) according to guidance set forth in DoDI 5200.48.

3.1 Determining Responsibility

The person originating the uploaded document is responsible for determining if the information is considered to be CUI and requires appropriate CUI marking. Implementation of marking documents may vary based on business process for the users' activity.
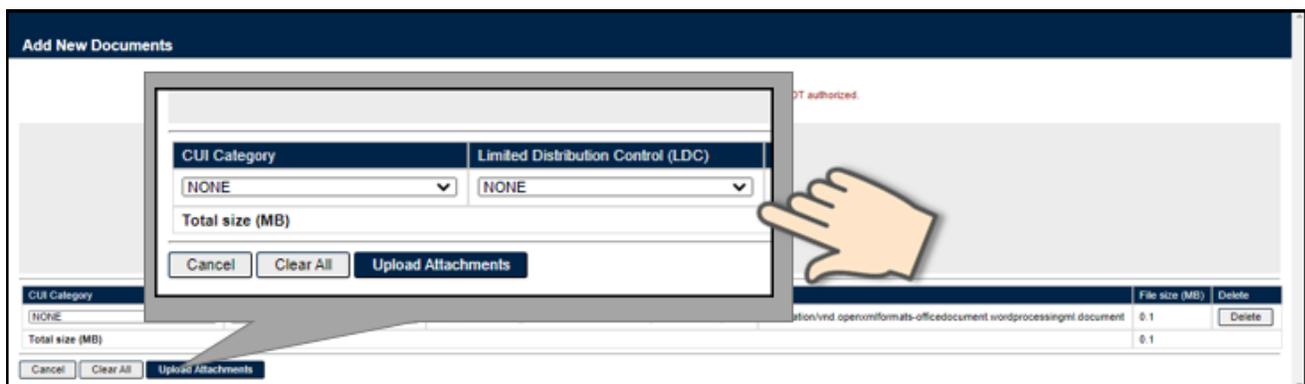
Figure 3.1

A. The Limited Distribution Control Markings (LDC) are:

- **NONE** - attachments are visible to any user.
- **FED ONLY** - attachments will not be visible for Support or Prime Contractors.
- **FEDCON** - attachments will not be visible for Prime Contractors.
- **NOCON** - attachments will not be visible for Support or Prime Contractors.
- **NOFORN/NF** - selection of this LDC will populate an error notifying the user that this record type is not authorized to be uploaded in PDREP-AIS.

B. Attachments that are marked as CUI will be filtered out on Send Message and all Forward screens within PDREP-AIS based on the LDC selection of the attachment.

C. LDC markings are provided for each business area. If the document has been designated with an LDC and not a CUI category, an error will populate (see **Figure 3.2**). The defaulted value for each is NONE; however, the categories are in alphabetical order to assist with quick selection.

Figure 3.2

NOTE: *For more guidance on CUI Marking and Instruction, go to this link:* **https://www.dodcui.mil/**

4. SUMMARY
This concludes the instructions for attaching a file in PDREP-AIS.

Content provided within this document is maintained by the Product Data Reporting and Evaluation Program under the guidance of Naval Sea Logistics Center Portsmouth's Deputy Functional Manager and the Automated Information System Manager.
This user guide on file attachments is intended to be used as a technical reference document to assist users with system navigation and basic operational functionality within PDREP-AIS. Questions, comments or concerns regarding the file attachments tool or this guide should be directed to the NSLC Portsmouth Help Desk.

Contact information for the support desk is provided below.

E-Mail:	WEBPTSMH@navy.mil
Commercial:	207.438.1690
DSN:	684.1690
Fax:	207.438.6535