

ADHOC Search Tool

User Guide 29 JAN 2025

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*Hold the 'CTRL' key and click on paragraph to follow link.

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 the ADHOC Search Tool module 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 may be accessible to all users, its content is intended only for those users with access to specific modules. 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 and was taken from a test system.

REFERENCES

- <u>NAVSO P3683</u>-Navy Standard Operating Procedure 3683 (NAVSO P-3383), Navy and Marine Corps Product Data Reporting and Evaluation Program
- <u>NAVSEA 4855.39</u>-Naval Sea Systems Command Instruction 4855.39, Implementation of the 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

INTRODUCTION

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

The PDREP-AIS is accessible via the Product Data Reporting and Evaluation Program home page: <u>https://www.pdrep.csd.disa.mil/</u>

Getting Access

• First Time Users

First time users are required to submit an on-line PDREP-AIS System Authorization Access Request (SAAR) form. Instructions are available on the PDREP home page as linked above. Click on the <u>Request Access</u> link for instructions on filling out an access request form. When requesting an account, ensure all fields indicated as mandatory are 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

Contact us via submitting a help desk ticket either via the "Contact Help Desk" button in the lower right corner of our PDREP website or via the "Help" menu within the PDREP-AIS Application.

Additional Resources available on the NSLC Portsmouth Homepage

In order to aid PDREP-AIS users, reference these additional resources as needed:

- <u>FAQ</u> 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.
- <u>Guides & Manuals</u> 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.
- <u>Online Training</u> 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 AD HOC REPORT

This document is intended to guide personnel in the use of Ad Hoc Reports tabs within PDREP-AIS modules.

The PDREP-AIS ADHOC Search tool is designed to allow users to search PDREP's data warehouse. Additional report and search tools are also providing standard search mechanisms to locate records within a particular process or PDREP-AIS application. Proper use of the PDREP-AIS Ad Hoc Reports tabs and search tools should facilitate the user's ability to find and format data into their own unique formats for the generation of local reports and metrics.

The primary purpose of these tools is to permit users the ability to create their own user defined metrics, reports and in some cases their own defined worklists within each module.

This tool was created for smaller, relatively simple queries. If the query is complex or it results in a large data pull (more than 20,000 lines of data) users are encouraged to contact the NSLC Portsmouth Help Desk and coordinate assistance for larger or more complex queries.

In most modules, preformatted user reports (searches and worklists) are also available and provide a quick overview of data within a particular process or business area, but when the standard report does not suit the user's needs, the ad-hoc allows the flexibility to create their own defined metrics, reports and in some cases, their own defined worklists within the module using user defined data fields and parameters. Data dictionaries for each of the modules are in that module's User Guide.

1.1 Accessing Ad Hoc Reports Tab

A. Once the user has logged in, the PDREP-AIS home page will display (See Figure 1.1) unless they have chosen their own default application page. (See User Access Request User Guide).

Product Data Reporting	This system	uation Program			
Welcome, AD HOC USER GUIDE <u>Home</u> • <u>Help</u> ► APPLICATIONS		La:	st Logon: FEB 25, 2025 10:37 AM User Profile ► • Logout Record(s)		
Product Quality Deficiency Report (PQDR)► SEARCHES	Record Type	Record Control Number	Last Accessed Date/Time		
CAGE ►					
DODAAC ►					
External Links 🕨					
FSC ►					
NSN ►					
PDREP Search					
Requisition ►					
Routing Identifier Code					
UII Search					
User Search►					
PDREP-AIS Version : 6.0.32.1513, Build Date : 02/12/2025					

Figure 1.1

NOTE: Applications displayed may vary depending on User's level of access.

- B. From the PDREP-AIS Home page, hover your mouse pointer over any PDREP Application (also referred to as 'Modules') or Searches located on the menu and a list of 'flyout' hyperlinks for that application will appear. (See **Figure 1.2**). In this case, the options for the PQDR module are:
 - 1. Ad Hoc Reports
 - 2. Clone PQDR
 - 3. Create New PQDR
 - 4. Search >
 - 5. Worklist

APPLICATIONS	Rece		
ADMIN Links ►	Record Type Record Co		
Product Quality Deficiency Report (PQDR)	Ad Hoc Reports		
SEARCHES			
CAGE ►			
DODAAC ►	Create New PQDR		
External Links 🕨	Search 🕨		
FSC ►	Worklist		

Figure 1.2

C. Selecting the Ad Hoc Reports hyperlink will navigate browser to that tab within the application. (See **Figure 1.3**).

This system contains Col						
PRODUCT DATA REPORTING AND EVALUATION PROGRAM (PDREP)						
Home • Help ► User Profile: AD HOC USER GUIDE ► Logout						
PQDR Worklist Create New PQDR PQDR Search/Reports PQDR Ad hoc Reports PQDR Clone						
PQDR Ad hoc Report						
Instructions To use a previously saved Ad hoc report: 1. Select an ad hoc from My Ad hocs 2. Click Open My Ad hoc button 3. To share or delete a previously saved ad hoc, select Manage My Ad hocs button Please follow these steps to create new ad hoc report: 1. Select one or more Data Elements 2. Click Add Columns and/or Delete Columns to set the Selected Data Elements List 3. Select Data Element and click the Add Where button, to set the "where" condition(s) 4. Enter the Expression and Value in the "where" clause 5. To add more then one "where" condition, select a Logical Expression 6. Click on RUN QUERY						
Select Data Record: Product Quality Deficiency Reports 🗸 Get Data Elements						
Row Count:						
maximum rowcount: 20000 (Maximum size : 20,000)						
PDREP-AIS Version : 6.0.32.1513, Build Date : 02/12/2025						

Figure 1.3

D. From within the application, select the Application's Ad Hoc Reports tab at the top of the page. (See **Figure 1.4, Item 1**).

PF Home • <u>Help</u> ► PQDR Worklist Create New P0	This system ontains CUI ALUATION PROGRAM (PDREP) User Profile: AD HOC USER GUIDE > Logout DDR PQDR Search/Reports PQDR Ad hoc Reports PQDR Clone					
	Create New PQDR					
 Instructions (M) denotes a mandatory field 1. Enter RCN, which includes DODAAC, Year, and Serial Number. 2. You may optionally enter Requisition Number, FSC, and/or NIIN. 3. When entering a Requisition Number, include the suffix if available. 4. To add a DOD Unique Item Identifier (UII) manually, enter the UII into the field, and then click the Add UII button. 5. To add a UII using a scanner, click Scan Barcodes, and then immediately scan the 2D barcode. 6. Click Create New PQDR to create PQDR. 7. Selecting underlined items will provide help for that item 						
NOTE In order to receive financial credit from a deficient shipment:						
NOTE In order to receive financial credit from a deficient shipment: (1) Use the Original Document/Requisition Number from the original DD 1348						
 (1) Use the Original Document/Requisition Number from the original DD 1348 (2) Wait for shipment disposition from Action Point prior to returning deficient material (3) Attach all pertinent documentation to PQDR (DD-1348, photo of package label and material) 						
PQDR information if using same serialization: Last Used RCN by RSAND1 for Activity N45112 : None found Last Used RCN for Activity N45112 : None found						
	(M) DODAAC: 🌮 (M) Year: 🦻 (M) Serial Number: 🜮					
(M) <u>RCN:</u> 😵	DODAAC YY NNNN					
Requisition Number: ⁹						
<u>FSC:</u> ³	Manual Entry Scan Barcodes					
Dob onique item identifier.	Add UII					
	PRODUCT DATA REPORTING AI LUATION PROCRAM (PDREP) Der • Help > User Profile: AD HOC USER GUIDE > • Logout DDR Worklist Create New PODR PODR Search/Reports PODR Ad hoc Reports PODR Clone Create New PODR Nature New PODR Instructions (M) denotes a mandatory field 1 Enter RCN, which includes DODAAC, Year, and Serial Number. 2 You may optionally enter Requisition Number, FSC, and/or NIIN. 3 When entering a Requisition Number, include the suffix if available. 4 To add a DDO Unique line Indentifier (UI) manually, enter the UI into the field, and then cick the Add UII button. 5 To add a DDO Unique line Indentifier (UI) manually, enter the UI into the field wing a scamer, click Scan Barcodes, and then immediately scan the 2D barcode. 6 Cick Create New PODR To create PODR. 7 Selecting underlined items will provide help for that item NOTE In order to receive financial credit from a deficient shipment: (1) Use the Original DocumentRequisition Number from the original DD 1348 (2) Wait for shipment disposition from Action Point prior to returning deficient material (3) Attach all pertinent documentation to PODR (ID-1348, photo of package label and material)					
	PDREP-AIS Version : 6.0.32.1513, Build Date : 02/12/2025					
 You may optionally enter Requisition Number, FSC, and/or NIIN. When entering a Requisition Number, include the suffix if available. To add a DDD Unique Item Identifier (UII) manually, enter the UII into the field, and then click the Add UII button. To add a UDD Unique Item Identifier (UII) manually, enter the UII into the field, and then click the Add UII button. To add a UDD Unique Item Identifier (UII) manually, enter the UII into the field, and then click the Add UII button. To add a UII Ducenter the POR. Selecting underlined items will provide help for that item NOTE In order to receive financial credit from a deficient shipment: Use the Original Document/Requisition Number from the original DD 1348 Wait for shipment disposition from Action Point prior to returning deficient material Attach all pertinent documentation to PODR (DD-1348, photo of package label and material) PQDR information if using same serialization: Last Used RCN by RSAND1 for Activity N45112 : None found Last Used RCN by RSAND1 for Activity N45112 : None found Last Used RCN by RSAND1 for Activity N45112 : None found Last Used RCN by RSAND1 for Activity N45112 : None found Last Used RCN by RSAND1 for Activity N45112 : None found Last Used RCN by RSAND1 for Activity N45112 : None found Last Used RCN by RSAND1 for Activity N45112 : None found Last Used RCN by RSAND1 for Activity N45112 : None found Last Used RCN PODAC. Y NINN DoD Unique Item Identifier: Mint PODA (MIN) Secial Number: Add UII Create New PQDR						

Figure 1.4

1.2 Creating Ad Hoc Reports

A. Select Data Record: Some modules may have more than one data set. In this example PQDR has Product Quality Deficiency Reports and Shipment Tracking. Choose the record type from the drop-down menu if there are more than one. (See **Figure 1.5**).

This system contains CUI						
PRODUCT DATA REPORTING AND EVALUATION PROGRAM (PDREP)						
Home • Help ►	User Profile: <u>AD HOC USER GUIDE</u> ► • Logout					
PQDR Worklist Create New PQDR PQDR Search/Reports PQDR Ad	hoc Reports PQDR Clone					
PQDR Ad hoc Report						
Instructions						
To use a previously saved Ad hoc report:						
1. Select an ad hoc from My Ad hocs						
2. Click Open My Ad noc button	has aslest Manage Mr. Ad have butter					
3. To share or delete a previously saved ad	noc, select Manage wy Ad nocs button					
Please follow these steps to create new ad	hoc report:					
1. Select one or more Data Elements						
2. Click Add Columns and/or Delete Colu	mns to set the Selected Data Elements List					
Select Data Element and click the Add Where button, to set the "where" condition(s)						
4. Enter the Expression and Value in the "w	Enter the Expression and Value in the "where" clause					
5. To add more then one "where" condition, select a Logical Expression						
6. Click on KUN QUERY						
Select Data Record: Product Quality Deficiency Reports ~	Get Data Elements					
Row Count: Product Quality Deficiency Reports						
maximum rowcount: Shipment Tracking						
	1					
PDREP-AIS Version : 6.0.32.1513, Build Date : 02/12/2025						

Figure 1.5

- B. After selecting the desired data record set, select the "Get Data Elements" button. (See **Figure 1.6**, **Item 1**).
- C. The page will expand to include "Select Columns: Data Elements" (See Figure 1.6, Item 2) and "Selected Data Elements" (See Figure 1.6, Item 3).

This system contains CUI PRODUCT DATA REPORTING AND EVALUATION PROGRAM (PDREP)					
Home • Help ► User Profile: AD HOC USER GUIDE ► • Logout					
PQDR Worklist Create New PQDR PQDR Search/Reports PQDR Ad hoc Reports PQDR Clone					
PQDR Ad hoc Report					
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2. Click Open My Ad noc button 3. To share or delete a previously saved ad hoc, select Manage My Ad hocs button Please follow these steps to create new ad hoc report:					
Please follow these steps to create new ad hoc report: 1. Select one or more Data Elements 2. Click Add Columns and/or Delete Columns to set the Selected Data Elements List 3. Select Data Element and click the Add Where button to set the "where" condition(c)					
 4. Enter the Expression and Value in the "where" clause 5. To add more then one "where" condition, select a Logical Expression 6. Click on RUN QUERY 					
Select Data Record: Product Quality Deficiency Reports → Get Data Elements 4 Row Count: 5					
maximum rowcount: 20000 (Maximum size : 20,000)					
Select Columns: Data Elements Selected Data Elements					
*Report Control Number (RCN) A9 Indicator Action Office Action Officer Ack Date Action Officer Control Number Action Officer Major Command Action Point Ack Date Action Point Country Action Point Country Action Point DODAAC					
Data Element: 🔽 Add Where					
PDREP-AIS Version : 6.0.32.1513, Build Date : 02/12/2025					

Figure 1.6

- D. To determine the amount of data the query will retrieve from the data base before running the query with data the first time select the "Row Count" check box. (See Figure 1.6, Item 4). This will return the number of lines (not necessarily records) that the query will find in PDREP-AIS for the specified parameters. This will also identify if there are more than 20,000 records that match your query, as this will truncate the query results. Deselect the "Row Count" check box when ready to retrieve the actual data set.
- E. Users can also manually limit adjust the amount of data the query returns, if they are just looking for a set number of examples and not a completed data set. Adjust "maximum rowcount" as required. (See **Figure 1.6, Item 5**). This is defaulted to 20,000 rows, which is the maximum. If more than 20,000 rows of

data are required, consider breaking up the adhoc into smaller queries based on set time periods, for example.

- F. Select elements from the "Data Elements" field to include the elements of interest to include in the report. To select more than one element at a time hold down the CTRL key while selecting additional elements. Hold the shift key to select a contiguous string of elements box. (See **Figure 1.7, Item 1**).
- G. To add the selected data elements, select the "Add Columns" button. (See **Figure 1.7, Item 2).**

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PQDR Worklist Create New	PQDR PQDR Search/Reports PQDR Ad ho	oc Reports PQDR Clone	e				
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	3. Select Data Element and click the Add Wh	ere button, to set the "wi	here" condition(s)				
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Daw Count							
Row Count.							
maximum rowcount:	20000 (Maximum size : 20,000)						
Select Columns:	Data Elements		Selected Data Elements				
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	A9 Indicator	2					
	Action Office						
-	Action Officer Ack Date	Add Columns					
	Action Officer Control Number		No columns selected				
	Action Onicer Major Command	Delete Columns					
	Action Point City						
	Action Point Country						
	Action Point DODAAC						
Data Element:	Add Where						
	PDREP-AIS Version : 6.0.32.10	513 Build Date : 02/1	2/2025				
PDREP-913 Version : 0.0.32. 1313, Build Date : 02/12/2023							

Figure 1.7

H. The highlighted data elements will move to the "Selected Data Elements" field. (See Figure 1.8, Item 1). You may select up to fifty data elements for your report.

- I. To remove elements from the "Selected Data Elements" field, select data element(s) in the "Selected Data Elements" and select the "Delete Columns" button. (See **Figure 1.8, Item 2**).
- J. To move data elements up or down in the "Selected Data Elements" column, highlight a data element and select either the up or down arrow to the right of the table. (See **Figure 1.8, Item 3**).

	This system	contains CUI	
	PRODUCT DATA REPORTING AND) EVALUATION PRO	GRAM (PDREP)
<u>Home</u> • <u>Help</u> ►		User F	Profile: AD HOC USER GUIDE • Logout
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	PQDR Ad	hoc Report	
	Instructions		
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	3. To share or delete a previously saved ad l	hoc, select Manage My	Ad hocs button
	Please follow these steps to create new ad I	hoc report:	
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	3. Select Data Element and click the Add W	here button, to set the "	where" condition(s)
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	6. Click on RUN QUERY	select a Logical Express	ion
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Select Data Record.	Product Quality Deliciency Reports V	Get Data Elements	
Row Count:			
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Select Columns:	Data Elements		Selected Data Elements
	A9 Indicator		*Report Control Number (RCN) 🔺
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	Action Officer Ack Date		Screening Point DODAAC
	Action Officer Control Number	Add Columns	Action Point DODAAC
	Action Officer Major Command	Add Coldmins	Support Point DODAAC
	Action Point Ack Date	Doloto Columno	Date (Submitted)
	Action Point City	Delete Columns	
	Action Point Country		
	Action Point DSN Number		
	Action Point Due Date		· · · · · · · · · · · · · · · · · · ·
Data Element:	*Report Control Number (RCN) V Ad	ld Where	
	DDDED AIG Marrian - 6.0.33	1512 Ruild Data - 0	2/12/2025
	PUREP-AIS VEISION 0.0.32	. 1515, Dulid Date : 0.	2/12/2023

Figure 1.8

- K. Set the criteria for which records will appear in the results of the user defined query.
 - In the "Data Element" drop down box (to the left of the "Add Where" button), select a data element to provide search parameters. (See Figure 1.9, Item 1). DoDAACs, dates, or codes are commonly used as search criteria.

NOTE: Only Selected Data Elements will appear in the Data Element drop down.

- Select the "Add Where" button. (S0ee Figure 1.9, Item 2). A query build table will appear below. (See Figure 1.9, Item 3). The selected data element in the first row for the first element. (See Figure 1.9, Item 4). Subsequent elements will be added to the bottom of the table.
- 3. Elements can be added to the query table as needed by repeating previous steps.
- **NOTE**: This application is not for complex queries, so it is advisable to start with a smaller number of parameters to verify that the correct data is being selected before continuing and adding more filters.

Home • Hein 🕨	This system contains CUI PRODUCT DATA REPORTING AND EVALUATION PROGRAM (PDREP) User Profile: AD HOC USER GUIDE > Logout					
PODR Worklist Create Ne	W PODR PODR Search/Renords PODR Ad hos Panords PODR Clone					
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	To use a previously saved Ad hoc report					
	1. Select an ad hoc from My Ad hocs					
	2. Click Open My Ad hoc button					
	3. To share or delete a previously saved ad hoc, select Manage My Ad hocs button					
	Please follow these steps to create new ad hoc report:					
	1. Select one or more Data Elements					
	2. Click Add Columns and/or Delete Columns to set the Selected Data Elements List 3. Select Data Element and click the Add Where button to set the "where" condition(s)					
	4. Enter the Expression and Value in the "where" clause					
	5. To add more then one "where" condition, select a Logical Expression					
	6. CIICK ON RUN QUERY					
Select Data Record:	Product Quality Deficiency Reports Get Data Elements					
Row Count:						
maximum rowcount:	20000 (Maximum size : 20,000)					
Select Columns:	Data Elements Selected Data Elements					
	A9 Indicator A9 Indicator Report Control Number (RCN)					
	Action Office Originators DoDAAC					
	Action Officer Ack Date Screening Point DODAAC					
	Action Officer Control Number Add Columns Action Point DODAAC					
	Action Officer Major Command Support Point DODAAC					
	Action Point City Delete Columns					
	Action Point Country					
	Action Point DSN Number					
	Action Point Due Date					
Data Element:	Add Where 3					
	Data Data Logical Logical					
	Data Element Type Expression (M) Value Expression Delete A V					
4						
-	Run Query Reset					
	Examples of where condition for different expressions					
	1. CURRENT_DATE works on DD-MMM-YY Data Types and Expressions =, <>, <, <=, >, >=. Value should be					
	CURRENT_DATE (today's date), or CURRENT_DATE - a number. CURRENT_DATE - 7, for example					
	is today's date - / days 2. For Date Expressions with BETWEEN operator Expression should be: DD-MMM-YY AND DD-MMM-YY					
	where DD = day (01,02), MMM = Month (JAN,FEB) and YY = year (00,01,02)					
	3. For IN and NOT IN Operator, Expression should be: XXXXX, XXXXX					
	where XXXXX is any number or character 4. For LIKE and NOT LIKE Operator. Expression should be: %XXXX% or XXXX%					
	where XXXXX is any number or character and the % is used as a wildcard					
	PDREP-AIS Version : 6.0.32.1513, Build Date : 02/12/2025					

Figure 1.9

- 4. In the build query table, select an expression from the "Expression" drop down box relative to you selected data. (See **Figure 1.10, Item 1**). Expressions can be comparative (i.e. greater than, equal, less than), selective (in, not in), wild card (like, not like), or data present (null, not null).
- 5. Enter a value for the data element parameter in the "Value" field. (See **Figure 1.10, Item 2**).

- Current_Date (ensure user includes the underscore) values work on DD-MMM-YY Data Types. Expressions for Current date are =,
 <>, <, <=, >, or >=. Values for current date could be Current_Date (for today's date) or Current_Date-7 (for the last week).
- For date expressions using the BETWEEN operator, value format should be: DD-MMM-YY AND DD-MMM-YY where DD = day (01, 02...), MMM = Month (JAN, FEB...) and YY = year (00, 01, 02...).
- iii. For IN and NOT IN operators, value format should be: XXXXX, XXXXX where XXXXX is any number or appropriate characters.
- iv. For LIKE and NOT LIKE operators, value format should be: %XXXX% %XXXX, or XXXX% where XXXX is any number or character and the % is used as a wildcard.
- v. For NULL and NOT NULL operators, there should be no value parameters.
- Select a logical expression (AND/OR) from the "Logical Expression" drop down box if more than one data element parameter is entered. (See Figure 1.10, Item 3). Do not select a logical expression for the last element in the table.
- 6. Continue to build query table as required by repeating steps J.1 through G.5.
- If an error has been discovered during the build process, you can remove a single or multiple lines by selecting the "Delete" check box near the end of a row then selecting the "Delete" button in the heading row. (See Figure 1.10, Item 4). This will delete the line(s) and leave the rest of the build table intact.
- 8. If you have an element out of sequence, the element can be moved up or down in the query table by selecting the circle at the end of the row of the data element then select either the up or down arrow. (See Figure 1.10, Item 5).
- 9. If you need to start over again, you can select the "Reset" button and clear the query build table. (See **Figure 1.10, Item 6**).
- L. Select the "Run Query" button to create the report. (See Figure 1.10, Item 7).

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r abit workinst ofcate ric	WT GDIC IT GDIC SCA	chirepons 1	PQDR Ad hoc	Report	one			
	Instructions		r qontria noo	oport				
	To use a previously sa	aved Ad hoc re	eport:					
	 Select an ad hoc from the select an ad hoc from the selec	om My Ad hoo	3					
	3. To share or delete a	a previously sa	aved ad hoc, select I	Manage My A	Ad hocs button			
	Diagon follow these of	ana ta araata .	now ad bas report					
	1. Select one or more	Data Element	is au noc report.					
	2. Click Add Column	s and/or Delet	e Columns to set th	e Selected E	Data Elements List			
	4. Enter the Expression	on and Value in	h the "where" clause	, to set the v	where condition(s)			
	5. To add more then o	ne "where" co	ndition, select a Log	ical Expressi	ion			
	6. Click on RUN QUE	КY						
Select Data Record:	Product Quality De	ficiency Rep	orts ✔ Get Data	Elements				
Row Count:	✓							
maximum rowcount:	20000 (Maxim	num size : 20	0,000)					
Select Columns:	Data E	lements			Selected Da	ta Elements		
	A9 Indicator				*Report Control N	lumber (RCN)		
	Action Office			Originators DoDA	Originators DoDAAC			
	Action Officer Ack Date				Screening Point DODAAC			
	Action Officer Control Number Action Officer Major Command			Action Point DODAAC				
	Action Officer Majo	r Command			Support Point DODAAC			
	Action Point Ack Date Delete Columns Date (Sut			Date (Submitted)		V		
	Action Point Count	rv						
	Action Point DSN N	lumber						
	Action Point Due D	ate						
Data Elemente	Date (Submitted)				2	3	(4)	5
Data Element:	Date (Babinited)				6			
	Data Flement	Data Type	Expression		M) Value	Logical	Delete	ΛV
		Data 19po	Caprocolon	```	ing raido	Expression	Donoto	
	Originators DoDAAC	CHAR(6)	- ~	DODAC1		AND 🗸		0
	Date (Submitted)	DD-MMM-YY	BETWEEN 🗸	01-JAN-2	4 AND 01-JAN-25	- Select - 🗸		0
			Ru	n Query	Reset			
	Examples of where condit	ion for different ex	xpression					
	1. CURRENT_DATE works on DD-MMM-YY Data 1 Expressions =, <>, <, <=, > O le should be							
	is today's date - 7 days							
	2. For Date Expressions where DD = day (01.0	with BETWEEN (operator Expression sho	uld be: DD-MM	IM-YY AND DD-MMM-YY			
	3. For IN and NOT IN Ope	erator, Expression	1 should be: XXXXX, XX	XXX				
	where XXXXX is any r	umber or charac	ter	VN VVVV				
	+. For LINE and NOT LIK where XXXXX is any r	 Operator, Expression Derator, Expression 	ession should be: %XX) ter and the % is used as	a wildcard	0			
	PDR	EP-AIS Vers	sion : 6.0.32.1513	3, Build Dat	te : 02/12/2025			

Figure 1.10

M. The results will display on the "Ad Hoc Query Results" page. (See **Figure 1.11**). This figure shows the row count results.

This system contains CUI				
PRODUCT DATA REPORTING AND EVALUATION PROGRAM (PDREP)				
Home • Help > User Profile: AD HOC USER GUIDE > • Lo	ogout			
PQDR Worklist Create New PQDR PQDR Search/Reports PQDR Ad hoc Reports PQDR Clone				
Ad hoc Query Result				
Print Back				
Save PQDR Ad hoc to Profile				
Row Count: 1				
Data Download: Click here to download data in spreadsheet				
Product Quality Deficiency Reports - Record				
ROW COUNT				
192				
Print Back				
Save PQDR Ad hoc to Profile				
Row Count: 1				
Data Download: Click here to download data in spreadsheet				
PDREP-AIS_Version : 6.0.32 1513_Build Date : 02/12/2025				
T DALE AND VERSION . 0.0.2. 1915, Dalid Date . 0211212025				

Figure 1.11

N. Deselect the "Row Count" check box on subsequent queries after you have determined the size of data and retrieve the actual desired data. (See Figure 1.12).

		This syst	em contains CUI		
	PRODUCT DAT	TA REPORTING A	AND EVALUATION F	ROGRAM (PDR	
10me • Help Create Ne		arch/Reports POD	US R Ad box Reports _ POD	ELENE AD HC	
Create Ne	W PODK PODK Se	Ad boo Ou	R Ad hoc Reports Pool	K Clone	
		Ad Noc Qu			
		Print	Back		
		Save PQDR A	d hoc to Profile		
Row Count: 8					
Data Download: Click he	re to download dat:	a in spreadsheet			
	Produ	ct Quality Defici	ency Reports - Reco	ord	
*Report Control Number (RCN)	Date (Submitted)	Originators DoDAAC	Screening Point DODAAC	Action Point DODAAC	Support Point DODAAC
DODAC1240001	04/19/2024	DODAC1	DODAC2	DODAC3	DODAC4
DODAC1240002	05/03/2024	DODAC1	DODAC2	DODAC4	
DODAC1240003	07/31/2024	DODAC1	DODAC2	DODAC4	
DODAC1240004	07/31/2024	DODAC1	DODAC2	DODAC3	DODAC4
DODAC1240005	08/29/2024	DODAC1	DODAC2	DODAC3	DODAC4
DODAC1240006	09/09/2024	DODAC1	DODAC2	DODAC4	
DODAC1240007	09/09/2024	DODAC1	DODAC2	DODAC3	
DODAC1240008	09/09/2024	DODAC1	DODAC2	DODAC4	
		Print	Back		
		Save PQDR A	d hoc to Profile		
Row Count: 8					
Row Count: 8	are to download da	ta in enroadeboot			



- O. The results table can be sorted either by increasing/decreasing order by selecting the header for the column to be sorted.
- P. Select the "Back" button to return to the previous screen. The user can adjust the query and run it again as necessary until the report returns the desired data.
- Q. You can download the Ad Hoc results by selecting "here" in the "Data Download: Click here to download data in Microsoft Excel format" link at the top and bottom of the web page.
- R. Ad Hoc Reports can be saved and used for future use without needing to rebuild the same or similar query. Refer to Section 1.3 SAVING ADHOC REPORTS for more details.

1.3 Saving Ad Hoc Reports

A. Ad Hoc Reports can be saved and used for future use without needing to rebuild the same or similar query. To do this, select the "Save Ad Hoc to Profile" button to save the query you just created. (See **Figure 1.13, Step 1**).

lome • Help ►	PRODUCT DA	A REPORTING A		er Profile: AD HC	C USER GUIDE ►
QDR Worklist Create Ne	w PQDR PQDR Se	arch/Reports PQDF	R Ad hoc Reports PQD	R Clone	
	i i i	Ad hoc Qu	ery Result		
		Print	Back		
		Save PODP Ar	hos to Profile		
Pow Count: 9		Javer QDIVA			
tow count. a					
Data Download: Click <u>he</u>	re to download data	a in spreadsheet			
	Brodu	et Quality Deficie	ancy Penorts - Pec	ord	
*Denert Centrel	Produ		Sereening Deint	Action Doint	Current Deint
Number (RCN)	(Submitted)	DoDAAC	DODAAC	DODAAC	DODAAC
DODAC1240001	04/19/2024	DODAC1	DODAC2	DODAC3	DODAC4
DODAC1240002	05/03/2024	DODAC1	DODAC2	DODAC4	
DODAC1240003	07/31/2024	DODAC1	DODAC2	DODAC4	
DODAC1240004	07/31/2024	DODAC1	DODAC2	DODAC3	DODAC4
DODAC1240005	08/29/2024	DODAC1	DODAC2	DODAC3	DODAC4
DODAC1240006	09/09/2024	DODAC1	DODAC2	DODAC4	
DODAC1240007	09/09/2024	DODAC1	DODAC2	DODAC3	
DODAC1240008	09/09/2024	DODAC1	DODAC2	DODAC4	
		Print	Back		
		Save PQDR Ad	hoc to Profile		
Row Count: 8					
Data Daumia de Cliate he	are to download do	to in oproadaboot			
	ere to download da	ta in spreadsheet			

Figure 1.13

B. After selecting the Save Ad Hoc to Profile" button, you will be taken to the "Save to Profile" page. (See **Figure 1.14**).

	This system contains CUI	
	PRODUCT DATA REPORTING AND EVALUATION PROGRAM (PDREP)	
Home • Help ►	User Profile: AD HOC USER GUIDE ► • Log	out
CAGE Search	CAGE Ad Hoc Reports	
	Save to Profile	
	Instructions Please follow these steps to save Report to your Profile: 1. Enter a Report Title 2. click Save to Profile To delete existing reports: 1. Check the box for the report(s) to be deleted 2. Click the Delete button in the header of the table Share Ad hoc note Ad hocs with special characters in the title cannot be shared. Rename the Ad hoc so it does not contain any of these characters !@#\$%^&*(){}?<> in the title. Click Back to CAGE Ad hoc to return to previous page. Report Title: Save to Profile Back to CAGE Ad hoc	
No existing reports		
	PDREP-AIS Version : 6.0.32.1571, Build Date : 03/10/2025	_

Figure 1.14

- C. Enter a name for query to be saved in the "Report Title" block. (See **Figure 1.14**, **Step 1**).
- D. Select the "Save to Profile" button and the report will appear in the list of Existing Reports. (See **Figure 1.14, Step 2**).
- E. A table of saved ad hocs will appear at the bottom of the page for later use to share ad hocs with other users that have access to this module or to delete saved adhocs. (See **Figure 1.15, Step 1**).
- F. Select the "Back to *MODULE* Ad Hoc" button to return the "Ad Hoc Report" page where you can access all the reports you've saved and run them again as needed. (See **Figure 1.15, Step 2**).

PRODUCT	This system contains CUI DATA REPORTING AND EVALUATION PROGRAM (PDREP)	
Home • Help ►	User Profile: AD HOC USER GUIDE ►	Logout
	Save to Profile	
	Instructions Please follow these steps to save Report to your Profile: 1. Enter a Report Title 2. click Save to Profile	
	To delete existing reports: 1. Check the box for the report(s) to be deleted 2. Click the Delete button in the header of the table	
	Share Ad hoc note	
	Ad hocs with special characters in the title cannot be shared. Rename the Ad hoc so it does not contain any of these characters !@#\$%^&*(){}?<> in the title.	
	Click Back to CAGE Ad hoc to return to previous page.	
	• success	
Report Title:	My CAGE Ad Hoc Save to Profile Back to CAGE Ad hoc	
	Existing Reports	
Report Title Last Run Share A My CAGE Ad Hoc 03/20/2025 My CAGE	d hoc Delete Ad Hoc	
PDR	EP-AIS Version : 6.0.32.1571, Build Date : 03/10/2025	



- G. To run an Ad Hoc report you previously created:
 - 1. Select the report from the "My Ad Hocs:" drop down selection box. (See **Figure 1.16, Step 1**).
 - 2. Select the "Open My Ad Hoc" button. The Ad Hoc screen is automatically filled in with the Ad Hoc criteria you previously saved. (See **Figure 1.16**, **Step 2**).
 - 3. You can run the query as is or make modifications as desired using the previous steps. You'll have the option to save the updated query if desired.
 - 4. Select the "Run Query" button to create the saved/updated report. (See **Figure 1.17, Step 1**).

	This syst	em contains CUI		
PR	ODUCT DATA REPORTING A	ND EVALUATION PR		Tout
CAGE Search CA	GF Ad Hoc Reports	User	PIONE. <u>AD HOC USER GUIDE</u> • <u>EQ</u>	Jour
	CAGE -	Ad hoc Report		
My Ad hocs: Row Count: maximum rowcount:	Instructions To use a previously saved Ad hoc 1. Select an ad hoc from My Ad ho 2. Click Open My Ad hoc button 3. To share or delete a previously Please follow these steps to create 1. Select a Data Record and click 2. Select one or more Data Eleme 3. Click Add Columns and/or Del 4. Select Data Element and click A 5. Enter the Expression and Value 6. To add more then one where co 7. Click of QUERY (My CAGE Ad Hoc) Open 20000 (Maximum size :	report: ocs saved ad hoc, select Mana e new ad hoc report: Get Data Element ints ete Columns to set the Se Add Where to set the when in the Where clause indition select a Logical Ex ordition select a Logical Ex My Ad hoc Manage 20,000)	age My Ad hocs button elected Data Elements List re condition(s) xpression e My Ad hocs	
Select Columns	Data Elements		Selected Data Elements	
	*CAGE Code Boeing Indicator Business Size Code Business Size Literal Change Indicator City Company Name (1) Company Name (2) Company Name (3) Contract Admin Office	Add Columns Delete Columns	No columns selected	
Data Element	Add Where			
	PDREP-AIS Version : 6.0	0.32.1571, Build Date :	03/10/2025	

Figure 1.16

	PRODUCT DATA REPORTING AND EVALUATION PROGRAM (PDREP)
Home • Help ►	User Profile: AD HOC USER GUIDE . Logou
CAGE Search	CAGE Ad Hoc Reports
	CAGE - Ad hoc Report
	Instructions To use a previously saved Ad hoc report: 1. Select an ad hoc from My Ad hocs 2. Click Open My Ad hoc button 3. To share or delete a previously saved ad hoc, select Manage My Ad hocs button Please follow these steps to create new ad hoc report: 1. Select a Data Record and click Get Data Element 2. Select one or more Data Elements 3. Click Add Columns and/or Delete Columns to set the Selected Data Elements List 4. Select Data Element and click Add Where to set the where condition(s) 5. Enter the Expression and Value in the Where clause 6. To add more then one where condition select a Logical Expression 7. Click on RUN QUERY
My Ad boos	My CAGE Ad Hoc X Open My Ad hoc Manage My Ad hocs
Row Count:	
Row Count.	
maximum rowcount:	20000 (Maximum size : 20,000)
Select Columns	: Data Elements Selected Data Elements
Data Element	Contract Admin Office Country Code DLA Change Ind Government Indicator NASA Indicator P.O. Box Number Phone Number Replace CAGE Code ▼ Add Where
	Data Element Data Type Expression (M) Value Logical Expression Delete / / Company Name (1) CHAR(200) LIKE MY COMPANY NAME% - Select - V O
	Examples of where condition for different expressions 1. CURRENT_DATE works on DD-MMM-YY Data Types and Expressions =, <>, <, <=, >, >=. Value should be CURRENT_DATE (today's date), or CURRENT_DATE - a number. CURRENT_DATE - 7, for example is today's date - 7 days 2. For Date Expressions with BETWEEN operator Expression should be: DD-MMM-YY AND DD-MMM-YY where DD = day (01,02), MMM = Month (JAN,FEB) and YY = year (00,01,02) 3. For IN and NOT IN Operator, Expression should be: XXXXX, XXXXX where XXXXX is any number or character 4. For LIKE and NOT LIKE Operator, Expression should be: %XXXX% or XXXX% where XXXXX is any number or character and the % is used as a wildcard
	PDREP-AIS Version : 6.0.32.1571, Build Date : 03/10/2025

Figure 1.17

1.4 Managing Ad Hoc Reports

Once the user has a saved ad hoc, they can delete a saved ad hoc from their list if the ad hoc no longer suits their needs or they can share the ad hoc with other users. Sharing ad hoc is contingent upon the other user also having access to the module and possibly the right level of access within the module.

A. Selecting the "Manage My Ad Hoc" button takes you to your existing reports where you can remove Ad Hoc reports you no longer need or share an Ad Hoc with other PDREP users. (See **Figure 1.18, Step 1**).

	This	s system	contains (CUI	
PR	ODUCT DATA REPORT	ING ANI	D EVALUAT	TION PR	OGRAM (PDREP)
Home • Help ►				User	Profile: AD HOC USER GUIDE . Logo
CAGE Search CAG	GE Ad Hoc Reports			_1	
	C/	AGE - AC	i noc Repo	π	
My Ad hocs:	Instructions To use a previously saved A 1. Select an ad hoc from My 2. Click Open My Ad hoc b 3. To share or delete a prev Please follow these steps to 1. Select a Data Record an 2. Select one or more Data 3. Click Add Columns and 4. Select Data Element and 5. Enter the Expression and 6. To add more then one wit 7. Click on RUN QUERY	Ad hoc rep y Ad hocs outton riously sav o create ne d click Get Elements /or Delete l click Add d Value in i here condi	ort: ed ad hoc, se w ad hoc rep t Data Eleme Columns to Where to se the Where cla tion select a L	elect Mana bort: int set the Set the where use Logical Ex Logical Ex Manage	age My Ad hocs button elected Data Elements List re condition(s) epression
Ny Au nocs.		Obell Mi	Aunoc	Intallaye	a My Au noca
Row Count:					
maximum rowcount:	20000 (Maximum	size : 20	,000)		
Select Columns:	Data Elements				Selected Data Elements
Data Element	*CAGE Code Boeing Indicator Business Size Code Business Size Literal Change Indicator City Company Name (1) Company Name (2) Company Name (3) Contract Admin Office	Ĩ	Add Colu Delete Co	umns lumns	No columns selected
Data Element.					
	PDREP-AIS Version	n : 6.0.32	2.1571, Buik	d Date :	03/10/2025

Figure 1.18

NOTE: If you don't have an Ad Hoc report saved to your profile, the "My Ad Hocs" drop down selector, "Open My Ad Hoc" and "Manage My Ad Hoc" buttons will not appear

B. To remove a saved report from your profile:

- 1. Check the box next to the report in the "Delete" column. (See **Figure 1.19, Step 1**).
- 2. Select the "Delete" button. (See Figure 1.19, Step 2).
- 3. Ad Hoc report is removed from your list.

This system contains CUI	
PRODUCT DATA REPORTING AND EVALUATION PROGRAM (PDREP)	aout
Save to Profile	gout
Instructions Please follow these steps to save Report to your Profile: 1. Enter a Report Title 2. click Save to Profile To delete existing reports: 1. Check the box for the report(s) to be deleted 2. Click the Delete button in the header of the table Share Ad hoc note Ad hocs with special characters in the title cannot be shared. Rename the Ad hoc	
so it does not contain any of these characters !@#\$%^&*(){}?<> in the title. Click Back to CAGE Ad hoc to return to previous page. Report Title: My CAGE Ad Hoc 3 Save to Profile Back to CAGE Ad hoc	
Existing Reports Report Title Last Run Share Ad hoc Delete 2 My CAGE Ad Hoc 03/20/2025 My CAGE Ad Hoc Comparison Comparison My CAGE Ad Hoc 2 03/25/2025 My CAGE Ad Hoc 2 Comparison Comparison My CAGE Ad Hoc 3 03/25/2025 My CAGE Ad Hoc 3 Comparison Comparison My CAGE Ad Hoc 3 03/25/2025 My CAGE Ad Hoc 3 Comparison Comparison	
PDREP-AIS Version : 6.0.32.1603, Build Date : 03/25/2025	

Figure 1.19

- C. To share your Ad Hoc with other PDREP users
 - Select the link of the Ad Hoc in the "Share Ad Hoc" column. (See Figure 1.20). Your browser will navigate to a send message page. (See Figure 1.21).
 - 2. Select the activity (DoDAAC) from the "Choose Activity" drop down list. A secondary drop-down list will appear. (See **Figure 1.22**).
 - 3. Select the person at that activity from the "To PDREP User:" drop down list. (See **Figure 1.22, Step 1**).
 - 4. Select "Add Email to list" button next to PDREP user email. (See **Figure 1.22, Step 2**).

- 5. Select the "Share Ad Hoc" button, which will navigate you to a PDREP message" page, verifying your message was sent. (See **Figure 1.23**).
- 6. Select "continue" link, which will navigate you back to the "Save to Profile" page.

This system contains CUI PRODUCT DATA REPORTING AND EVALUATION PROGRAM (PDREP) Home • Help > User Profile: AD HOC USER GUIDE > • •	oqout
Save to Profile	<u>-9-4</u>
Instructions Please follow these steps to save Report to your Profile: 1. Enter a Report Title 2. click Save to Profile To delete existing reports:	
1. Check the box for the report(s) to be deleted	
2. Click the belete button in the header of the table	
Share Ad hoc note	
Ad hocs with special characters in the title cannot be shared. Rename the Ad hoc so it does not contain any of these characters !@#\$%^&*(){}?<> in the title.	
Click Back to CAGE Ad hoc to return to previous page.	
Report Title: My CAGE Ad Hoc 3 Save to Profile Back to CAGE Ad hoc	
Existing Reports	
Report Title Last Run Share Ad hoc Delete	
My CAGE Ad Hoc 03/20/2025 My CAGE Ad Hoc	
My CAGE Ad Hoc 2 03/ 1 My CAGE Ad Hoc 2	
PDREP-AIS Version : 6.0.32.1603, Build Date : 03/25/2025	

Figure 1.20

This system contains CUI	
Home • Help > User Profile: AD HOC USER GUIDE	► • Logout
Send Message	
Instructions	
 Select an Activity from the Choose Activity List Select an Email address from the To PDREP User List Click on Add Email To List to share this Ad hoc Report with the selected user Click on Share Ad hoc button to send email Click Back to return to previous page 	
Choose Activity: ACTIVITY	
Share Ad hoc Cancel	
PDREP-AIS Version : 6.0.32.1603, Build Date : 03/25/2025	

Figure 1.21

This system contains CUI
PRODUCT DATA REPORTING AND EVALUATION PROGRAM (PDREP)
Help ► User Profile: AD HOC USER GUIDE ► Logout
Send Message
Instructions
 Select an Activity from the Choose Activity List Select an Email address from the To PDREP User List Click on Add Email To List to share this Ad hoc Report with the selected user Click on Share Ad hoc button to send email Click Back to return to previous page
Choose Activity: DODAC1 - ACTIVITY NAME.
To PDREP User: AD HOC USER GUIDE - name.name.civ@us.navy.mil Add Email To List 2
1 Share Ad hoc Cancel
PDREP-AIS Version : 6.0.32.1603, Build Date : 03/25/2025

Figure 1.22

	This system contains CUI PRODUCT DATA REPORTING AND EVALUATION PROGRAM (PDREP)
<u>Home</u> • <u>Help</u> ►	User Profile: AD HOC USER GUIDE · Logout
	PDREP MESSAGE
	Share Ad Hoc Title: My CAGE Ad Hoc 2_20250325 Ad Hoc Report Emailed To: [name.name.civ@us.navy.mil] Message: Ad Hoc Report Shared Successfully
	Continue
	PDREP-AIS Version : 6.0.32.1603, Build Date : 03/25/2025

Figure 1.23

2 AD HOC REPORT RESULTS

2.1 Reviewing Results

- A. Users should use caution when reviewing ad hoc results. The first thing to take notice is the number of records returned. The ad hoc tool will return only 10,000 records on the screen in PDREP. This assists in keeping the user's connection from running sluggishly. There may be up to 20,000 records in the pull and all of the pulled records will appear in the spreadsheet if downloaded (see Section 2.2)
- B. If the total number of records pulled is 20,000, there is the possibility that you do not have all of the records that fit your criteria. Your data may be "clipped" and

there may be more records than what is in your ad hoc results. You may need to refine your search.

C. There is the appearance of "duplicate" records. For example, if you run a query of a user profile and you input PRIMARY DODAAC and SECONDARY DODAACs in the query, a single user may show multiple times depending on how many SECONDARY DODAACs are in their profile. The ad hoc returns every unique instance a record shows in the database. If AUSER has a PRIMARY DODAAC of DoDAC0 and has SECONDARY DODAACS that are DODAC1, DODAC2, DODAC3, DODAC4, and DODAC5, then the query returns 5 lines but there is only 1 USER. (See Figure 2.1).

	PRODUCT DATA	REPORTING AND EVALUATION	N PROGRAM (PDREP)	
Home • Help I			Jser Profile: AD HOC USER GUIDE	► • <u>Lo</u>
Ad Hoc Reports	User S	earch		
		Ad hoc Query Result		
		Print Back		
	S	ave User Ad hoc Report to Profile		
Row Count: 5				-
Data Download	: Click here to download data i	n spreadsheet		7
				-
		Users - Record		
*User ID	Name	Primary DODAAC	Secondary DODAAC	
AUSER	AD HOC USER GUIDE	DODAC0	DODAC1	
AUSER	AD HOC USER GUIDE	DODAC0	DODAC2	
411050	AD HOC USER GUIDE	DODAC0	DODAC3	
AUSER		DODACO	DODAC4	
AUSER	AD HOC USER GUIDE	DODAGO		
AUSER AUSER AUSER	AD HOC USER GUIDE AD HOC USER GUIDE	DODAC0	DODAC5]
AUSER AUSER AUSER	AD HOC USER GUIDE AD HOC USER GUIDE	DODAC0 Print Back	DODAC5	
AUSER AUSER AUSER	AD HOC USER GUIDE AD HOC USER GUIDE	DODAC0 Print Back ave User Ad hoc Report to Profile	DODAC5	
AUSER AUSER AUSER	AD HOC USER GUIDE AD HOC USER GUIDE	DODAC0 Print Back ave User Ad hoc Report to Profile	DODAC5	
AUSER AUSER AUSER Row Count: 5	AD HOC USER GUIDE AD HOC USER GUIDE	DODAC0 Print Back ave User Ad hoc Report to Profile	DODAC5	



D. The duplicate records appearance can be compounded, depending on how many elements have unique instances. For example, as a PDREP Coordinator, you want to know which personnel had what level of access and simply added ACCESS to the query. As a result, because there are 50 unique accesses, AUSER would show 250 times! (See **Figure 2.2**).

			This system contai	ns CUI
	PR	RODUCT DATA REP	PORTING AND EVAL	
<u>+ome • H</u>	<u>ieip</u> ►	Lloor Coarab		User Profile: AD HOC USER GUIDE •
Ad Hoc Re	eports	User Search		
			Ad noc Query Result	
			Print Back	
		Save	User Ad hoc Report to F	Profile
Row Cour	nt: 250			
Data Dow	nload: Click here to	download data in spr	eadsheet	
			Users - Record	
*User ID	Name	Primary DODAAC	Secondary DODAAC	Access •
AUSER	AD HOC USER GUIDE	DODAC0	DODAC1	ADHOC REPORTS-NO ACCESS
AUSER	AD HOC USER GUIDE	DODAC0	DODAC2	ADHOC REPORTS-NO ACCESS
AUSER	AD HOC USER GUIDE	DODAC0	DODAC3	ADHOC REPORTS-NO ACCESS
AUSER	AD HOC USER GUIDE	DODAC0	DODAC4	ADHOC REPORTS-NO ACCESS
AUSER	AD HOC USER GUIDE	DODAC0	DODAC5	ADHOC REPORTS-NO ACCESS
AUSER	AD HOC USER GUIDE	DODAC0	DODAC1	AM MISSION IMPACT APPLICATIONS-NO ACCESS
AUSER	AD HOC USER GUIDE	DODAC0	DODAC2	AM MISSION IMPACT APPLICATIONS-NO ACCESS
AUSER	AD HOC USER GUIDE	DODAC0	DODAC3	AM MISSION IMPACT APPLICATIONS-NO ACCESS
AUSER	AD HOC USER GUIDE	DODAC0	DODAC4	AM MISSION IMPACT APPLICATIONS-NO ACCESS
AUSER	AD HOC USER GUIDE	DODAC0	DODAC5	AM MISSION IMPACT APPLICATIONS-NO ACCESS

Figure 2.2

- E. Users must also be aware of what data they are asking. Refer to your Module User Guide for the data dictionary. In some modules there may be an ADDED DATE and a SUBMITTED date. A SUBMITTED date may be when a user entered a record into an IT system whereas an ADDED date may be when the record entered the PDREP database. For example, if a record originated from a different IT system and was created on MAY 1 (its SUBMITTED date), but the time lapse was two months before it needed to be transferred to a POC in PDREP, the ADDED date may be JUL 1.
- F. Beware of mutually exclusive data points. The below will return "No data found" because you cannot have a Secondary DoDAAC that is the same as your Primary DoDAAC. This would return no data found.

PRIMARY DODDAC	=	DODAC1	AND
SECONDARY DODAAC	=	DODAC1	

G. Be cognizant that records may be live and flowing from point to point. You can run an ad hoc and return 125 records and rerun the ad hoc 15 minutes later and only have 100 records. The report is only representative for that point in time.

H. Selecting the header of a column in the results will perform a simple sort or the table (ascending/descending) based on the data in that column.

2.2 Downloading Results into Spreadsheet

A. You can download the Ad Hoc results to MS Excel by selecting "here" in the "Data Download: Click <u>here</u> to download data in Microsoft Excel format" link at the top or bottom of the results page. (See **Figure 2.3**).

		This syst	em contains CUI		
	PRODUCT DAT	TA REPORTING A	ND EVALUATION F	ROGRAM (PDR	EP)
lome • Help ►	-		Us	er Profile: AD HC	<u>CUSER GUIDE</u> ►
QDR Worklist Create Nev	W PQDR PQDR Se	arch/Reports PODE	R Ad hoc Reports PQD	R Clone	
		Ad hoc Qu	ery Result		
		Print	Back		
		Save PQDR A	d hoc to Profile		
Row Count: 8					
Data Download: Click her	re to download data	a in spreadsheet			
	Produ	ct Quality Deficie	ency Reports - Reco	ord	
*Report Control Number (RCN)	Date (Submitted)	Originators DoDAAC	Screening Point DODAAC	Action Point DODAAC	Support Point DODAAC
DODAC1240001	04/19/2024	DODAC1	DODAC2	DODAC3	DODAC4
DODAC1240002	05/03/2024	DODAC1	DODAC2	DODAC4	
DODAC1240003	07/31/2024	DODAC1	DODAC2	DODAC4	
DODAC1240004	07/31/2024	DODAC1	DODAC2	DODAC3	DODAC4
DODAC1240005	08/29/2024	DODAC1	DODAC2	DODAC3	DODAC4
DODAC1240006	09/09/2024	DODAC1	DODAC2	DODAC4	
DODAC1240007	09/09/2024	DODAC1	DODAC2	DODAC3	
DODAC1240008	09/09/2024	DODAC1	DODAC2	DODAC4	
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B. Downloading the results into a spreadsheet may require reformatting of data. Columns may need to be formatted to a number as they may be saved as a character string. Dates may need to be formatted as 19XX and /or 20XX.

3 SUMMARY

This concludes the ADHOC Search Tool user guide.

Content provided within this document is maintained by the Product Data Reporting and Evaluation Program (PDREP) Team at the Naval Sea Logistics Center Portsmouth.

The ADHOC Search Tool user guide 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 ADHOC Search Tool or this guide should be directed to the PDREP Customer Support Desk.

To report an issue, ask a question, or submit suggestions for improvement to software may be made by active users by submitting a help desk ticket either via the "Contact Help Desk" button in the lower right corner of our PDREP-AIS website or via the "Help" menu within the PDREP-AIS application.