Search Tools

User Guide
21 MAY 2022

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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 the Supply Discrepancy Report (SDR) 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 documents 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 and was taken from a test system.

INTRODUCTION

This document is intended to guide personnel in the use of Product Data Reporting and Evaluation Program – Automated Information System (PDREP-AIS) Survey, Special Quality Data (SQD), and Test Records modules.

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

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 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 or selecting the web master email link located at the bottom of every PDREP-AIS webpage.

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 available on the NSLC Portsmouth Homepage
In order to aid PDREP-AIS users, reference these additional resources as needed:

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 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.

Figure 1.1

1.1 Finding the Fly Outs

Hovering your mouse pointer over any PDREP search tool located on the lower left portion of the screen, and a list of sub links for that search tool will appear (see **Figure 1.2**).

Figure 1.2

1.2 Accessing the Search Tools

To access any of the search tools, either select 'XXXX Search' from the main menu sub link, or click the 'XXXX Search' tab from within the search tool page (see **Figure 1.3** & **Figure 1.4**).
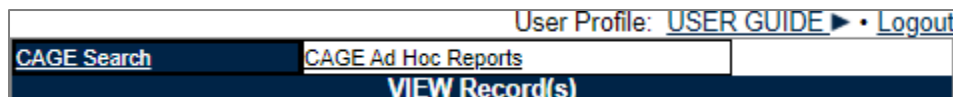

Figure 1.3

Figure 1.4

NOTE: *The search tool shown in this example is the CAGE Search; all the search tools in this User Guide are accessed in the same manner unless otherwise noted.*

2 CAGE

Contract and Government Entity (CAGE) search tool allows the user to find Vendor and Manufacturer codes utilized within PDREP applications. The CAGE codes receive a validation check against the PDREP database.

2.1 CAGE Search

Using the CAGE Search tool

A. After selecting 'CAGE Search', the VIEW Record(s) screen will appear (see **Figure 2.1**).

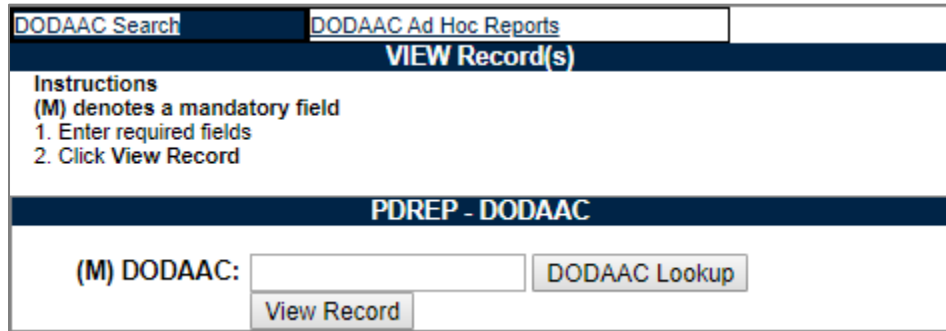**Figure 2.1**

B. Enter the CAGE code in the 'Cage Code:' field (see **Figure 2.2**).

Figure 2.2

C. Click on the 'View Record' button and the PDREP - CAGE CODE report appears (see **Figure 2.3**).

PRODUCT DATA REPORTING AND EVALUATION PROGRAM (PDREP)

Home • Help ► | User Profile: USER GUIDE ► • Logout

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PDREP - CAGE CODE
Date: 09/18/2019

CAGE: CPARS
REPLACED BY:
COMPANY: TEST CAGE TEST <, >, &.
PO BOX:
ADDRESS: TEST CAGE TEST <, >, &. TEST CAGE TEST <, >, &.
TEST CAGE TEST <, >, &.,
PHONE NUMBER:
CAO:

CODES:
STATUS:
SMALL BUSINESS:

INDICATORS:
MANUFACTURER:
GOVERNMENT IND: Y

Figure 2.3

D. The 'Print' button allows the user to print the report.

E. The 'Back' button will return the user to the CAGE Search Screen.

F. The 'CAGE Lookup' functionality is described in **Section 11**.

2.2 CAGE Ad Hoc Reports

Refer to **Section 11** for guidance on the use of CAGE Ad Hoc Reports.

3 DODAAC

Department of Defense Activity Address Code (DODAAC) search allows the user to search for information based upon a DODAAC, including organization names and addresses.

3.1 DODAAC Search

Using the DODAAC search tool

A. After selecting 'DODAAC Search', the VIEW Record(s) Screen will appear (see **Figure 3.1**).

Figure 3.1

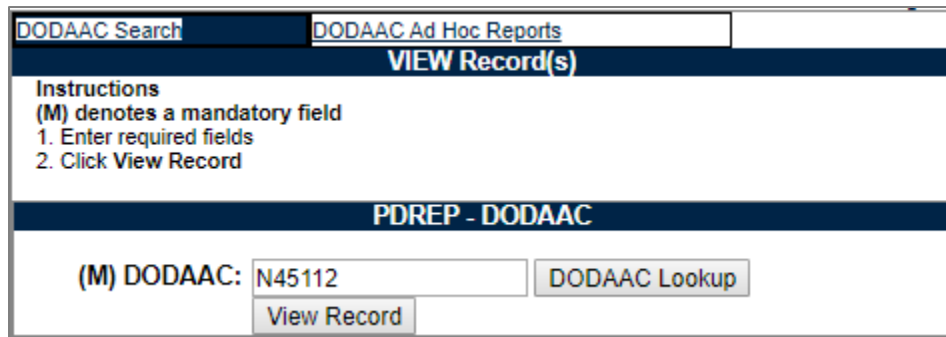B. Enter the DoDAAC in the 'DODAAC:' field (see **Figure 3.2**).

Figure 3.2

C. Click on the 'View Record' button and the PDREP - DODAAC report appears (see **Figure 3.3**).

Print   Back

PDREP - DODAAC
Date: 09/18/2019

DODAAC:	N45112
SYSCOM Code:	1-NAVSEA
Major Command Code:	-
DCAS Region:	-
Activity Type:	23-SUPPLY/LOGISTICS MANAGEMENT CENTERS
CAO Ind:	NO
TYCOM Code:	C1-NAVSEA

TAC1 Activity: NAVSEALOGCENDET PORTSMOUTH NH
NAVSEADET NAVAL MATERIAL QUALITY

TAC1 P.O. Box:
TAC1 Address: 80 DANIEL STREET SUITE 400

PORTSMOUTH, NH 03801-3884

TAC2 Activity: NAVSEALOGCEN DET PORTSMOUTH

TAC2 P.O. Box:
TAC2 Address: 80 DANIEL STREET SUITE 400

PORTSMOUTH, NH 03801-3884

TAC3 Activity: DEFENSE FINANCE AND ACCOUNTING SERV
CLEVELAND-CHARLESTON
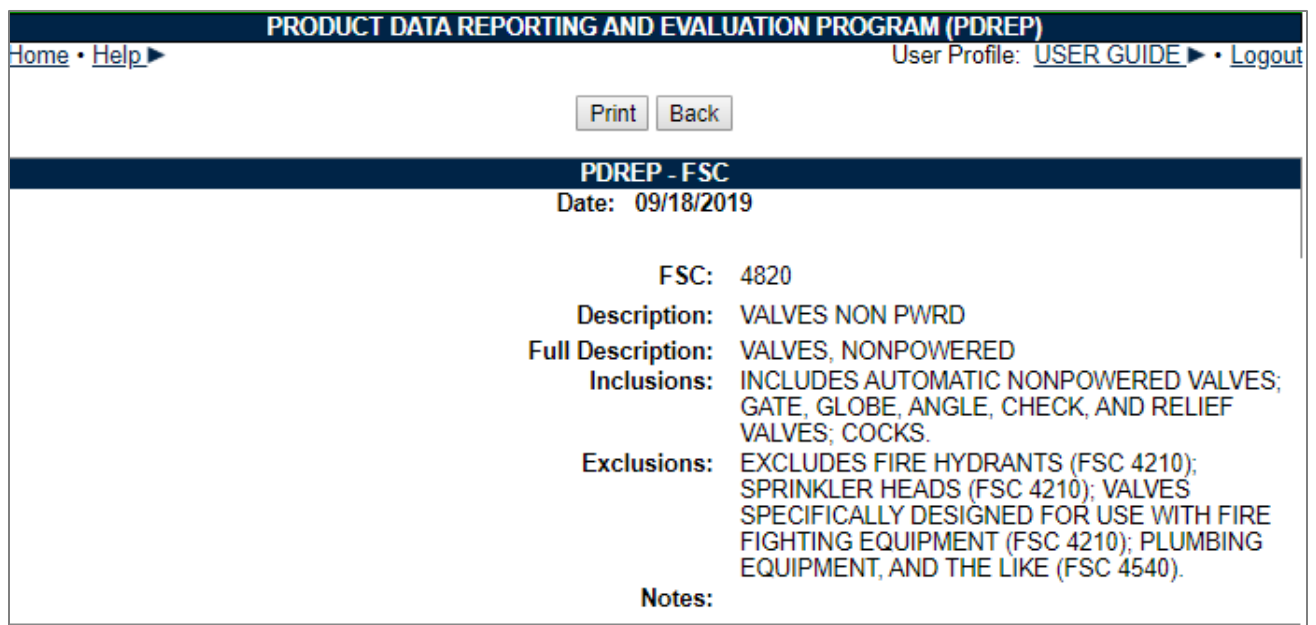TAC3 P.O. Box: 998022
TAC3 Address:

CLEVELAND, OH 44199-8022

Figure 3.3

D. The 'Print' button allows the user to print the report.

E. The 'Back' button will return the user to the DODDAC search screen.

F. The 'DODAAC Lookup' button functionality is described in **Section 11**.

3.2 DODAAC Ad Hoc Reports

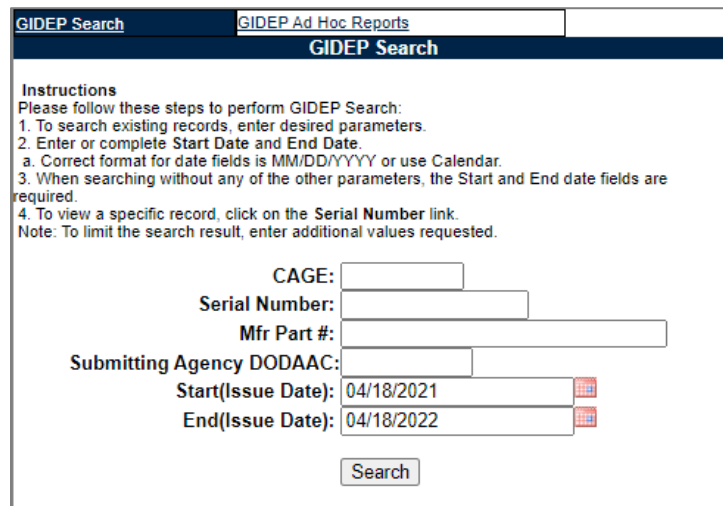Refer to **Section 11** for guidance on the use of DODAAC ad hoc reports.

4 FSC

Federal Supply Class (FSC) search tool allows the user to locate FSC descriptions and other information.

4.1 FSC Search

Using the FSC search tool

A. After selecting 'FSC Search', the VIEW Record(s) screen will appear (see **Figure 4.1**).

Figure 4.1

B. Enter the FSC code in the 'FSC:' field (see **Figure 4.2**).

Figure 4.2

C. Click on the 'View Record' button and the PDREP - FSC report appears (see **Figure 4.3**).

Figure 4.3

D. The 'Print' button allows the user to print the report.

E. The 'Back' button will return the user to the FSC Search Screen.

F. The 'FSC Lookup' button functionality is described in **Section 11**.

4.2 FSC Ad Hoc Reports

Refer to **Section 11** for guidance on the use of the FSC ad hoc reporting tool.

5 GIDEP

Government - Industry Data Exchange Program (GIDEP) search tool searches for records by DODAAC, serial number, or type. The records are a modified version of the original record GIDEP application that are uploaded to PDREP. The full record may be found at the GIDEP website located at the web address: http://www.gidep.org/.

5.1 GIDEP Search

Using the GIDEP search tool
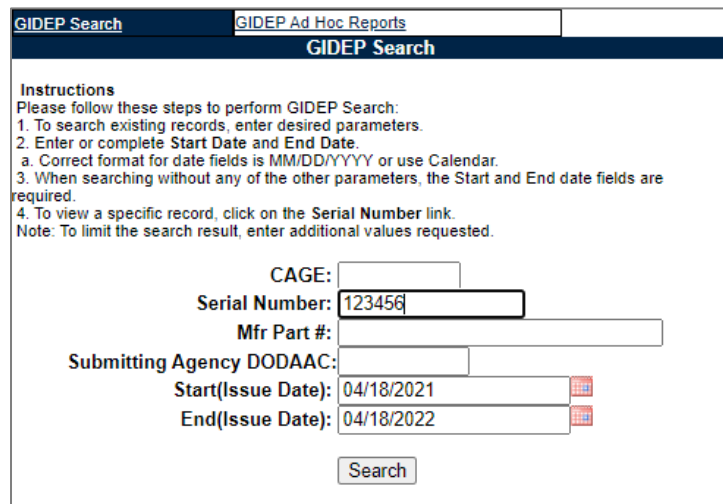
    A. After selecting 'GIDEP Search', the GIDEP search screen will appear (see **Figure 5.1**).

Figure 5.1

    B. Enter the criteria for the search in the appropriate field and set a date range (See **Figure 5.2**).

Figure 5.2

C. Click on the 'Search' button and the results of the query will appear below (see **Figure 5.3**).

Figure 5.3

D. The data may be downloaded in spreadsheet format by using the 'GIDEP Search List Download: Click here to download data in Microsoft Excel format' link (see **Figure 5.3**).

NOTE: *Partial searches are supported in the serial number field, but results exceeding 10,000 records will require further refinement of search parameters.*

E. Clicking the serial number hyperlink (see **Figure 5.3**) will display the PDREP - GIDEP ALERTS report (see **Figure 5.4**).

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PDREP - GIDEP ALERTS
Date: 05/28/2020

Serial Number:	1234567777		Added Date:	04/28/2009
Issue Date:	04/28/2009		Added Activity:	
Completion Date:			Update Date:	12/18/2014
Alert Class:	F FAILURE EXPERIENCE DATA		Update Activity:	

| Title: | | | Submitting Agency DODAAC: |
| Narrative: TEST | | | |

NSN	CAGE Code	MFR Part #	Commodity
4820-004772210			VALVES NON PWRD

Figure 5.4

F. The 'Print' button allows the user to print the report.

G. The 'Back' button will return the user to the GIDEP Search Screen.

5.2 GIDEP Ad Hoc Reports

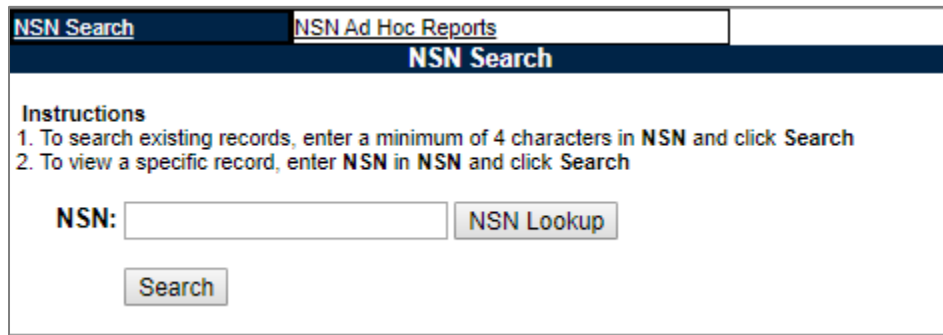Refer to **Section 11** for guidance on the use of GIDEP Ad Hoc Reports.

6 NSN

National Stock Number (NSN) search tool is used to locate NSN descriptions and other basic data.
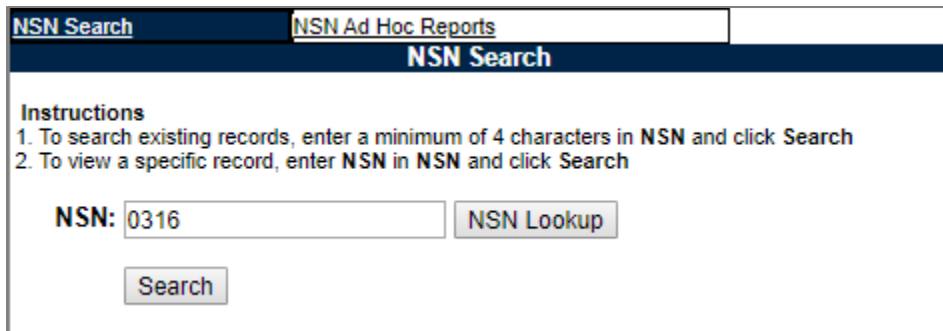
6.1 NSN Search

Using NSN Search

A. After selecting 'NSN Search', the NSN search screen will appear (see **Figure 6.1**).

Figure 6.1

B. Enter the NSN in the 'NSN' field, a minimum of four characters is required (See **Figure 6.2**).

Figure 6.2

C. Click on the 'Search' button to display the search results (see **Figure 6.3**).

Figure 6.3

D. Clicking on the NSN hyperlink will display the PDREP-NSN report (see **Figure 6.4**).

Figure 6.4

E. The 'Print' button allows the user to print the report.

F. The 'Back' button will return the user to the NSN Search Screen.

G. The 'NSN Lookup' button functionality is described in **Section 11**.

6.2 NSN Ad Hoc Reports

Refer to **Section 11** for guidance on the use of the NSN ad hoc reporting tool.

7 PDREP

Product Deficiency Reporting and Evaluation Program (PDREP) search tool searches and tabulates all available record types for PDREP, DLA, QEP, EBS, or ALL of the preceding within the specified date range.

After successfully logging into the PDREP home page, select the 'PDREP Search' link on the left panel below 'SEARCHES' (see **Figure 7.1**).

Figure 7.1

7.1 PDREP Search

Using PDREP Search

    A. After selecting 'PDREP Search', the PDREP Search Screen will appear (see **Figure 7.2**).

Figure 7.2

B. Select a date range, the date range will default to a year from the current date (see **Figure 7.2**).

C. From the 'Search By' drop down box select a type of record to search (see **Figure 7.3**).

Figure 7.3

D. Enter a value for the search in the 'Search For' field (see **Figure 7.4**).

Figure 7.4

E. Select the desired output by selecting the radio button for PDREP or DLA-QNR (see **Figure 7.4**).

Figure 7.5

F. Click on 'Select ALL' or 'Deselect ALL' to add or remove search fields. This allows the search criteria to be narrowed down (see **Figure 7.5**).

Figure 7.6

G. Click on individual boxes to search for required fields (See **Figure7.6**).

H. Click on the 'Search' button and the results of the search will appear. **Figure 7.7**, **Figure 7.8** & **Figure 7.9** show the number of records in PDREP and DLA-QNR respectively for the values entered in the search criteria.
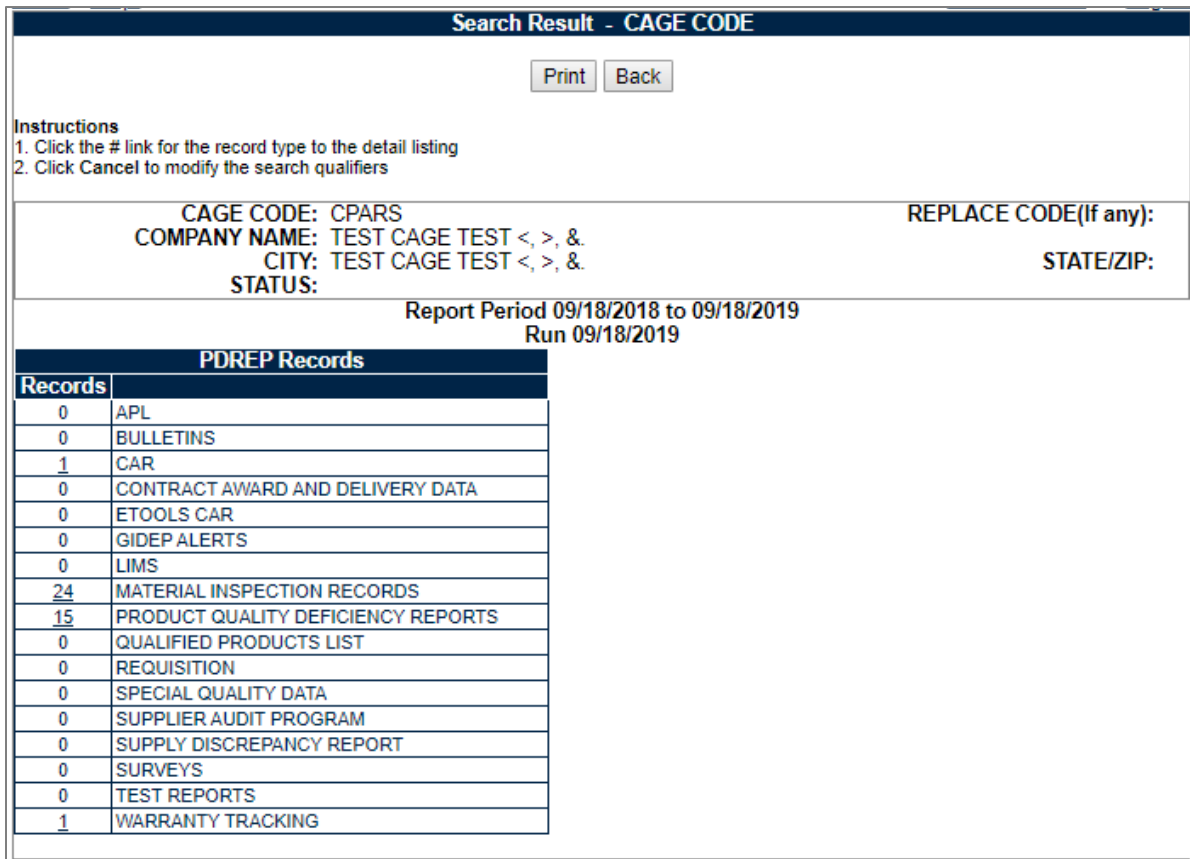
Search Result - CAGE CODE

[Print] [Back]

Instructions
1. Click the # link for the record type to the detail listing
2. Click **Cancel** to modify the search qualifiers

CAGE CODE: CPARS		**REPLACE CODE(If any):**
COMPANY NAME: TEST CAGE TEST <, >, &.		
CITY: TEST CAGE TEST <, >, &.		**STATE/ZIP:**
STATUS:		

Report Period 09/18/2018 to 09/18/2019
Run 09/18/2019

PDREP Records	
Records	
0	APL
0	BULLETINS
1	CAR
0	CONTRACT AWARD AND DELIVERY DATA
0	ETOOLS CAR
0	GIDEP ALERTS
0	LIMS
24	MATERIAL INSPECTION RECORDS
15	PRODUCT QUALITY DEFICIENCY REPORTS
0	QUALIFIED PRODUCTS LIST
0	REQUISITION
0	SPECIAL QUALITY DATA
0	SUPPLIER AUDIT PROGRAM
0	SUPPLY DISCREPANCY REPORT
0	SURVEYS
0	TEST REPORTS
1	WARRANTY TRACKING

Figure 7.7

Search Result - CAGE CODE

[Print] [Back]

Instructions
1. Click the # link for the record type to the detail listing
2. Click **Cancel** to modify the search qualifiers

CAGE CODE: CPARS		**REPLACE CODE(If any):**
COMPANY NAME: TEST CAGE TEST <, >, &.		
CITY: TEST CAGE TEST <, >, &.		**STATE/ZIP:**
STATUS:		

Report Period 06/02/2019 to 06/02/2020
Run 06/02/2020

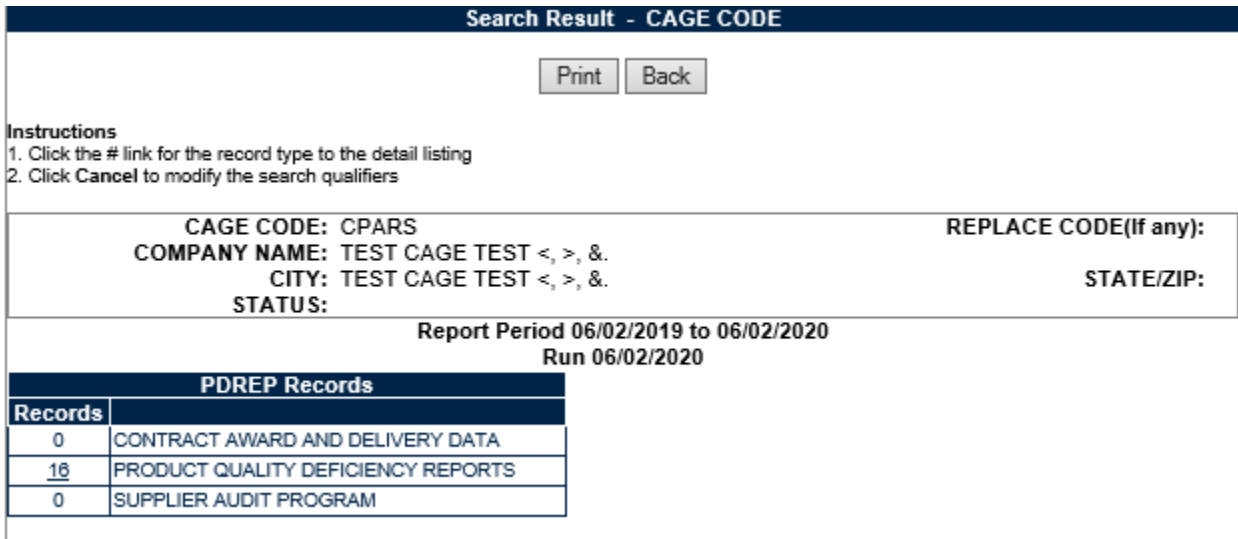| PDREP Records	
Records	
0	CONTRACT AWARD AND DELIVERY DATA
16	PRODUCT QUALITY DEFICIENCY REPORTS
0	SUPPLIER AUDIT PROGRAM

Figure 7.8

Search Result - CAGE CODE

Print | Back

Instructions
1. Click the # link for the record type to the detail listing
2. Click **Cancel** to modify the search qualifiers

CAGE CODE: CPARS		REPLACE CODE(If any):
COMPANY NAME: TEST CAGE TEST <, >, &.		
CITY: TEST CAGE TEST <, >, &.		STATE/ZIP:
STATUS:		

Report Period 09/18/2018 to 09/18/2019
Run 09/18/2019

DLA QNR Records

Records	
0	DLA QUALITY NOTIFICATION DATA (EBS)
0	DLA TECHNICAL DATA CODE (EBS)
0	DLA TERMINATION CODE (EBS)
0	DLA WEAPON SYSTEM DATA CODE (EBS)

Figure 7.9

I. Clicking the number hyperlink in the search results and the Search Detail screen will appear (see **Figure 7.10**).

Search Detail

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Instructions
1. Click the link to view the record details
2. Click **Cancel** to select other record type

Search Detail - CAGE CODE

CAGE CODE: CPARS		REPLACE CODE(If any):
COMPANY NAME: TEST CAGE TEST <, >, &.		
CITY: TEST CAGE TEST <, >, &.		STATE/ZIP:
STATUS:		

Lines Items for MATERIAL INSPECTION RECORDS

REPORTING ACTIVITY	CAGE CODE	SERIAL NUMBER	LOW SERIAL NUMBER	INSPECTION DATE
	CPARS	19214001		09/06/2019

Figure 7.10

J. Clicking the hyperlink in the first column shown in **Figure 7.10** will bring the user to a view only version of the record selected (see **Figure 7.11**).

Figure 7.11.

K. The 'Print' button shown on all screens allows the user to print the report.

L. The 'Back' button will return the user to the previous screen.

M. The 'Code Lookup' button (see **Figure 7.2**) may be used for Cage Code, DODAAC, FSC, NIIN or NSN and will bring the user to the lookup page for the code listed in the 'Search By' drop down box (see **Figure 7.12**).

Figure 7.12

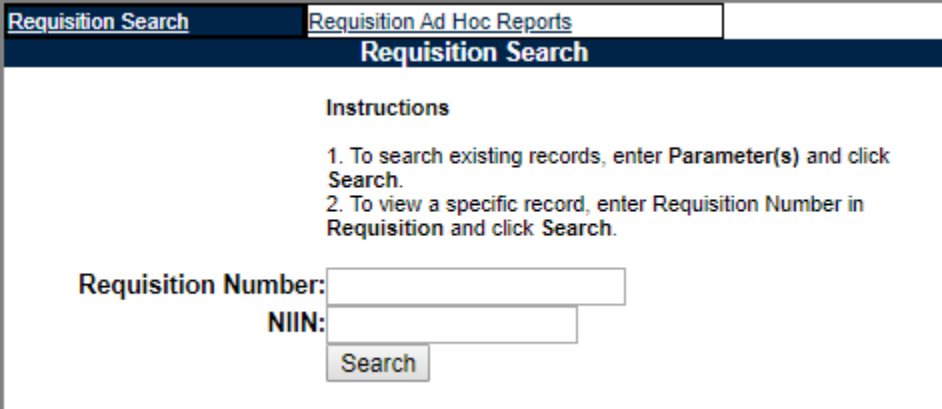**NOTE:** *For specific instruction for each Look Up page, refer to* .

8 REQUISITION

The requisition search tool is used to locate basic Army, navy, and Marine Corp requisition information.

8.1 Requisition Search
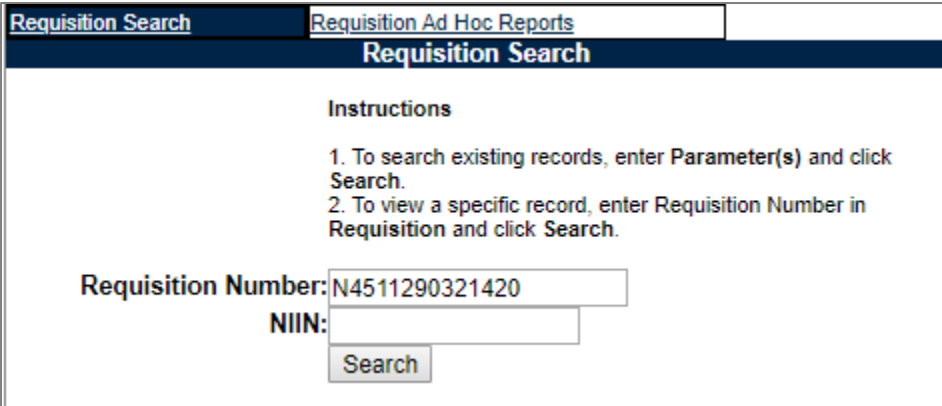
Using the Requisition search tool.

A. After selecting 'Requisition Search', the Requisition Search Screen will appear (see **Figure 8.1**).

Figure 8.1

B. Enter the Requisition number in the 'Requisition:' field (see **Figure 8.2**).

Figure 8.2

C. Click on the 'Search' button and the results of the search appears below (see **Figure 8.3**).

Figure 8.3

D. Entering the NIIN in the NIIN field (see **Figure 8.4**).

Figure 8.4

E. Click on the 'Search' button will return a list of all requisitions that contain that specific NIIN. The results of the search appears below (see **Figure 8.5**).

Figure 8.5

F. Clicking the hyperlink will bring the user to the PDREP - REQUISITION Report screen (see **Figure 8.6**).

PRODUCT DATA REPORTING AND EVALUATION PROGRAM (PDREP)

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PDREP - REQUISITION

Requisition Number:	N4511290321420	Suffix:
Raday Received Date:		
Status:		
Shipper RIC:		
Supplier Address:		
NSN (COG-FSC-NIIN-SMIC):	7H-4820-014090802-L1	
Nomenclature:	PARTS KIT,BALL VALV	
Quantity Shipped:	0	
Unit of Issue	KT	
Unit Cost:	0	
To RIC:		
From RIC:		
Ship Date:		
Transportation Number:		
Inventory Control Point:		
Priority Code:		
Media Status:		
Signal Code:		
Funding Code:		
Advice Code:		
Project Code:		

Figure 8.6

G. The 'Print' button allows the user to print the report.

H. The 'Back' button will return the user to the Requisition Search Screen.

NOTE: *Partial searches are supported in either field, but results exceeding 10,000 records will require further refinement of search parameters.*

8.2 Requisition Ad Hoc Reports

Refer to **Section 11** for guidance on the use of the Requisition ad hoc reporting tool.

9 ROUTING IDENTIFIER CODE

Routing Identifier Code (RIC) search tool is used to locate RICs including organization names and addresses.

9.1 Routing Identifier Code Search

Using the Routing Identifier Code search tool

A. After selecting 'Routing Identifier Code Search', the Routing Identifier Code Search Screen will appear (see **Figure 9.1**).
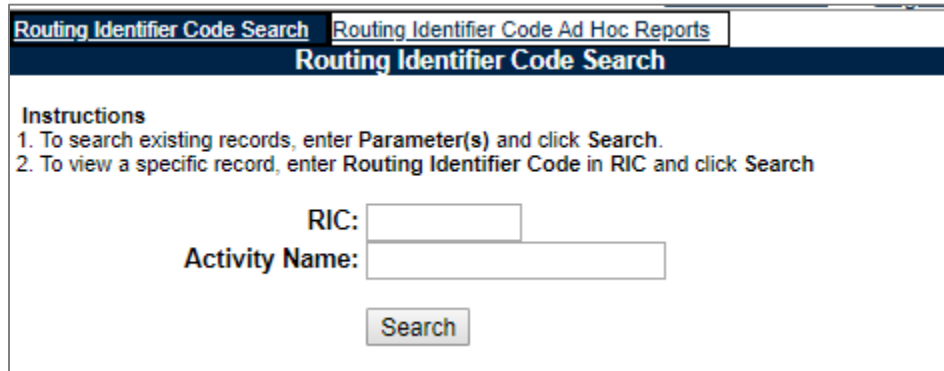

Figure 9.1

B. Enter the RIC code in the 'RIC:' or the Activity Name in the Activity Name fields (see **Figure 9.2**).
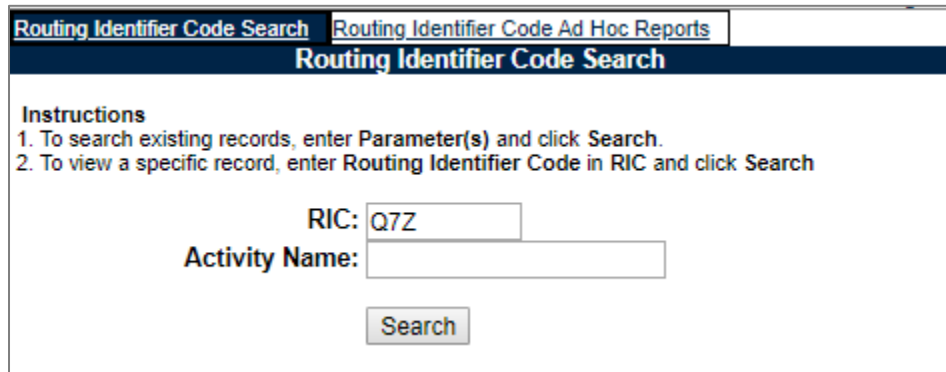

Figure 9.2

C. Click on the 'Search' button and the results of the search appears below the search function (see **Figure 9.3**).

Figure 9.3

D. Clicking the hyperlink will bring the user to the PDREP - ROUTING IDENTIFIER CODE Report screen (see **Figure 9.4**).

Figure 9.4

E. The 'Print' button allows the user to print the report.

F. The 'Back' button will return the user to the Requisition Search Screen.

NOTE: *Partial searches are supported in either field, but results exceeding 10,000 records will require further refinement of search parameters.*

9.2 Routing Identifier Code Ad Hoc Reports

Refer to **Section 11** for guidance on the use of the Routing Identifier Code ad hoc reporting tool.

10 USER SEARCH

The User Search tool is used to locate basic information regarding active PDREP-AIS user.

After successfully logging into the PDREP home page, select the 'User Search' link on the left panel below 'SEARCHES' (see **Figure 10.1**).

Figure 10.1

10.1 User Search

Using the User Search tool

    A. After selecting 'User Search', the User Search Screen will appear (see **Figure 10.2**).
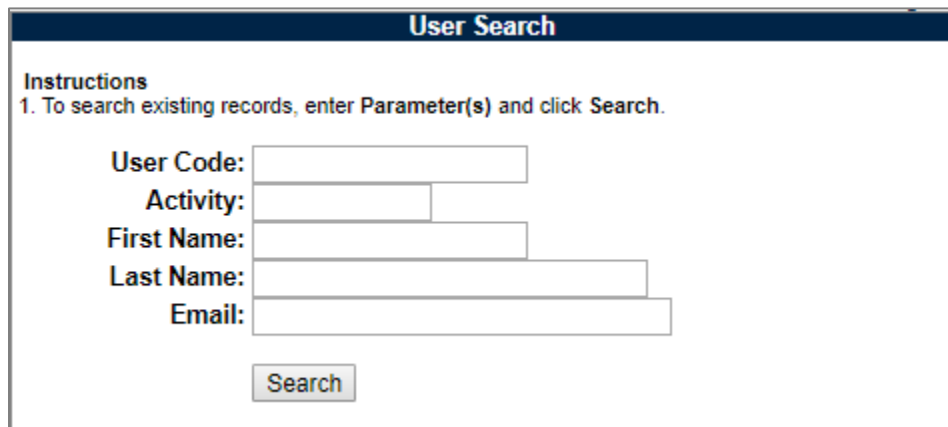

Figure 10.2

B. Enter the criteria for the search (see **Figure 10.3**).

User Search

Instructions
1. To search existing records, enter Parameter(s) and click Search.

User Code: PDREP
Activity:
First Name:
Last Name:
Email:

Search

Figure 10.3

C. Click on the 'Search' button and the results of the query appear below (see **Figure 10.4**).

User Search

Instructions
1. To search existing records, enter Parameter(s) and click Search.

User Code: PDREP
Activity:
First Name:
Last Name:
Email:

Search

Total number of rows: 1
User Search List Download: Click here to download data in Microsoft Excel format

User Code	First Name	Last Name	Activity	Email	User Status
PDREP	P	D R E P	N45112	pdrep@navy.mil	DEACTIVATED

Figure 10.4

D. The data may be downloaded to MS Excel by using the 'User Search List Download (see **Figure 10.4**).

NOTE: *Partial searches are supported in all fields, but results exceeding 10,000 records will require further refinement of search parameters.*
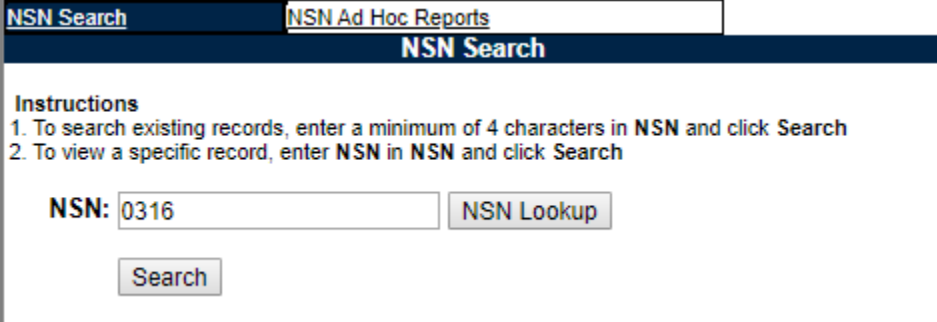
11 ADDITIONAL FUNCTIONALITY

11.1 Lookup Button

Using the Lookup button

NOTE: *The figures shown are from the NSN Lookup; however all lookup searches work in the same manner and have the same functionality.*

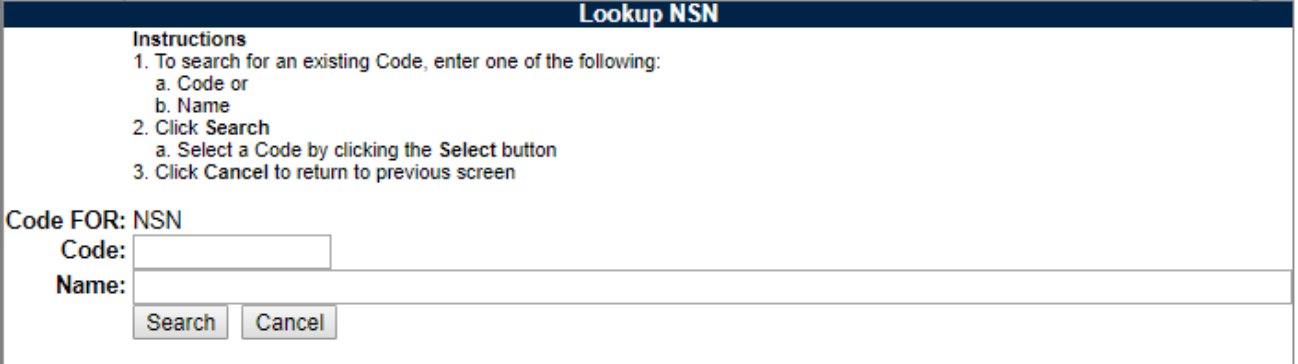A. The 'Lookup' button (see **Figure 11.1**).

Figure 11.1

B. The Lookup functionality allows the user to lookup information either by Code or Name (see **Figure 11.2**).

Figure 11.2

C. Enter the NSN in the 'NSN' field; a minimum of four characters is required (see **Figure 11.3**).

Lookup NSN

Instructions
1. To search for an existing Code, enter one of the following:
   a. Code or
   b. Name
2. Click **Search**
   a. Select a Code by clicking the **Select** button
3. Click **Cancel** to return to previous screen

Code FOR: NSN
Code: 003162411
Name:

[Search] [Cancel]

Figure 11.3

D. The results of entering the code are shown in **Figure 11.4**.

Lookup NSN

Instructions
1. To search for an existing Code, enter one of the following:
   a. Code or
   b. Name
2. Click **Search**
   a. Select a Code by clicking the **Select** button
3. Click **Cancel** to return to previous screen

Code FOR: NSN
Code: 003162411
Name:

[Search] [Cancel]

Code	Name	Select
1H1005003162411	PIN,FIRING	[Select]

Figure 11.4

E. The results of entering the Name are shown in **Figure 11.5**.

Lookup NSN		
Instructions		
1. To search for an existing Code, enter one of the following:		
a. Code or		
b. Name		
2. Click **Search**		
a. Select a Code by clicking the **Select** button		
3. Click Cancel to return to previous screen		

Code FOR: NSN
Code: [   ]
Name: firing pin

[Search] [Cancel]

Code	Name	Select
9B1010010432044	ACTUATOR,FIRING PIN	Select
9B1680008678780	ADAPTER,FIRING PIN	Select
9B1005009371397	ANVIL,FIRING PIN	Select
9G1377997177911	BRACKET,ROCKET FIRING PIN	Select
9W1377003286099	BREECH AND FIRING PIN ASS	Select
1R1377001410333LX	BREECH-FIRING PIN	Select
5365010969966	BUSHING,FIRING PIN	Select

Figure 11.5

NOTE: *Partial searches are supported in either field, but results exceeding 10,000 records will require further refinement of search parameters. CAGE look up only allows partial searches in the 'Name' field.*

F. Click the 'Select' button and the PDREP - XXXX report will appear (see **Figure 11.6**).

Figure 11.6

11.2 Ad Hoc Reports

A. Accessing Ad Hoc Reports

To access the Ad Hoc Reports, either select 'XXXX Ad Hoc Reports ' from the main menu sub links, or click the 'XXXX Ad Hoc Reports' tab once in the desired Search tool (see **Figure 11.7** & **Figure 11.8**).

Figure 11.7

PRODUCT DATA REPORTING AND EVALUATION PROGRAM (PDREP)

Home • Help ▶

CAGE Search   **CAGE Ad Hoc Reports**
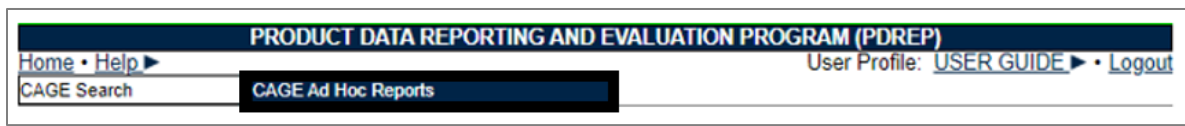
User Profile: USER GUIDE ▶ • Logout

Figure 11.8

B.   Using the Ad Hoc Reports tool

1. Please refer to the Product Data Reporting and Evaluation Program (PDREP) ADHOC Search Tool User Guide for assistance using the Adhoc Report Tool.

2. The ADHOC query generator can be used to generate a variety of reports; on-screen instructions are available as a reminder on how to create the ADHOC report. The report page provides a method for users to 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.

3. Users can run the query and adjust it if it is not exactly what they are looking for by returning to the ADHOC Report page after running a query. The results can be downloaded as an Excel spreadsheet when complete.

4. The Product Data Reporting and Evaluation Program (PDREP) ADHOC Search Tool User Guide can be located at: https://www.pdrep.csd.disa.mil/pdrep_files/reference/guides_manuals/guides _manuals.htm (see **Figure 11.9**) or can be found by clicking the User Guides selection under the Help menu on the top of any PDREP window (see **Figure 11.10**).

Guides and Manuals

PDREP Guides and Manuals

General

- Attaching a file in PDREP
- Customer Service Request (CSR)
- Search Tools
- User Access Request

PDREP Tools

- ADHOC Search
- Contract Award & Delivery (CAD) Data Application
- Contractor Profile
- Engineering Referral System (ERS)
- Material Inspection Records (MIR)
- Quality Assurance Letter of Instruction (QALI)
- Receipt Inspection Management System (RIMS)
- SPPI Bulletin (SB)
- Supply Action Module (SAM)
- Supplier Audit Program (SAP)
- Supply Discrepancy Report (SDR)
- Survey, Special Quality, & Test Records Applications
- Virtual Shelf (VS)

Product Quality Deficiency Reports (PQDR)

- 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 & Shipment Tracking
- PDREP Prime Contractor
- Warranty & Source of Repair Tracking

DCMA Tools

- DCMA Corrective Action Request (CAR)
- DCMA Letter of Delegation (LOD)
- DCMA Supplier Risk System (SRS)
- DCMA Surveillance Plan (SP)

Figure 11.9

Figure 11.10

12 SUMMARY

This concludes the PDREP Search Tools user guide.

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 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 Search Tools or this guide should be directed to the PDREP Customer Support Desk.

Contact information for the support desk is provided below.

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