



Product Data Reporting and Evaluation Program (PDREP)

Attachment Tool

**User Guide
24 June 2016**

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

1 FOREWORD

This document is intended to guide the use of the various search tools provided for Product Quality Deficiency Reports (PQDR) in PDREP.

Refer to the appropriate PQDR instructions and manuals for information about DoD PQDR program requirements.

REFERENCES:

- a. DLAR 4155.24
- b. SECNAVINST 4855.3C
- c. SECNAVINST 4855.5A
- d. DoDD 5000.2
- e. NAVSO P3683B

2 INTRODUCTION

The PQDR Attachment Tool allows the designated Service or Agency user to attach all necessary documentation as needed for the PQDR.

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

First time PDREP users will need to submit a User Access request form, available on the NSLC home page. Click on [User Access Request Form](#) to download the form. Follow the directions on the form to submit the request for access to PDREP.

Requests for changes or improvement to any of the PDREP applications or NSLC Detachment Portsmouth home page should be submitted to:

Online in the PDREP Application

If you're already a PDREP User, log on to PDREP: <https://www.pdrep.csd.disa.mil/>

Click on the Feedback link at the top of the home page. The Customer Service Request (Feedback) form will open. Instructions for completion are located at the top of the form.

Customer Support Desk

Commercial Phone: (207) 438-1690 / DSN 684-1690

FAX: (207) 438-6535, DSN 684-6535

Mailing Address

Naval Sea Logistics Center Portsmouth

Bldg. 153, 2nd Floor

Portsmouth Naval Shipyard

Portsmouth, NH 03804-5000

3 ATTACHMENT TOOL

The attachment tool is a part of several applications inside of PDREP. It does not function as a stand-alone application. Once you have clicked the *View/Upload files* for whatever module you are working in you will be presented the attachment screen (Figure 3.0).

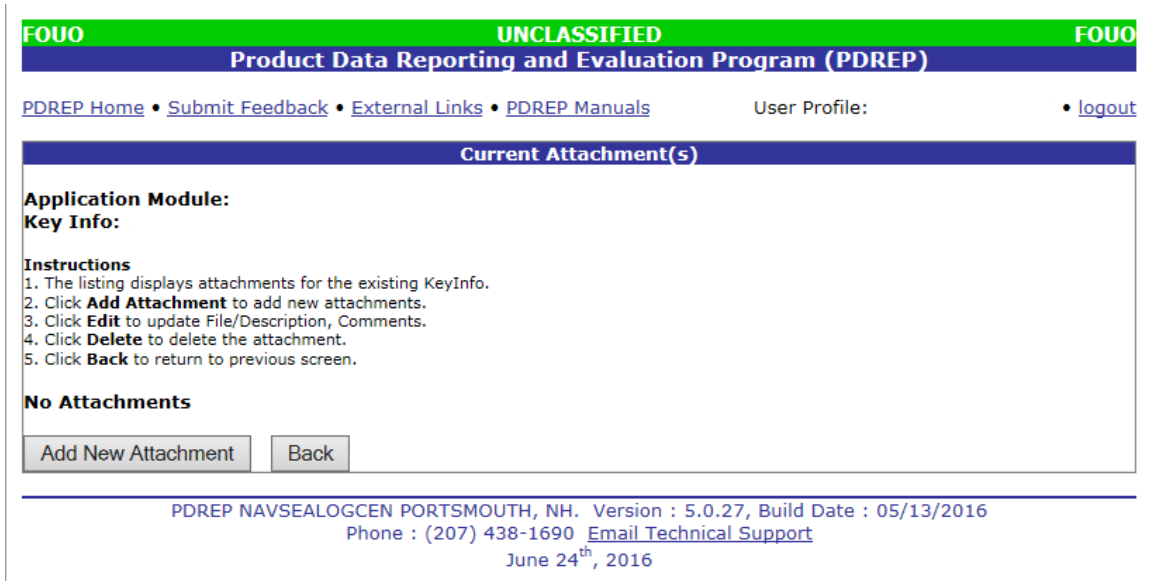


Figure 3.0

- a. Clicking the *Add New Attachment* button will take you to the Upload Attachment(s) screen (Figure 3.1). There are no file type restrictions for PDREP and the maximum individual file size is 25MB.

Note: Supply Discrepancy Reports (SDRs) that are required to flow through WebSDR (those records that have a non-DON action point) have additional restrictions. See Warnings listed on Upload Attachment(s) screen (Figure 3.1).

*****DO NOT UPLOAD ANY CLASSIFIED DATA TO PDREP*****

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Upload Attachment(s)

Instructions

1. Click **Browse..** to select the file to upload. (Max file size is 25 Megabytes)
2. Click **Edit** to update File/Description, Comments.
3. Click **Remove** to remove file from upload list.
4. Click **Upload All** to save attachments.
5. Click **Cancel** to undo changes and return to previous screen.

Warning:
Documents that are uploaded may be manipulated and improperly used unless they are designated 'Read-Only'. Procedure to make your MS-Word documents 'Read-Only':

- (1) Open document in MS-Word
- (2) Choose 'Options' from the Tools menu
- (3) Click the Save tab
- (4) Enter a 'Password to Modify'
- (5) Click OK

NOTES: Document may be opened as Read Only by clicking the 'Read-Only' button when prompted upon opening.

WebSDR: WebSDR will only take the following attachment types: BMP, DCO, GIF, JPG, JPEG, PDF, TXT, DOCX, XLS, and XLSX. Maximum file size of 5 MB.

File to Upload:

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Figure 3.1

- b. Click the *Browse...* button to open your computer's file manager. Your file manager may differ from what is shown in (Figure 3.2) depending on your operating system.

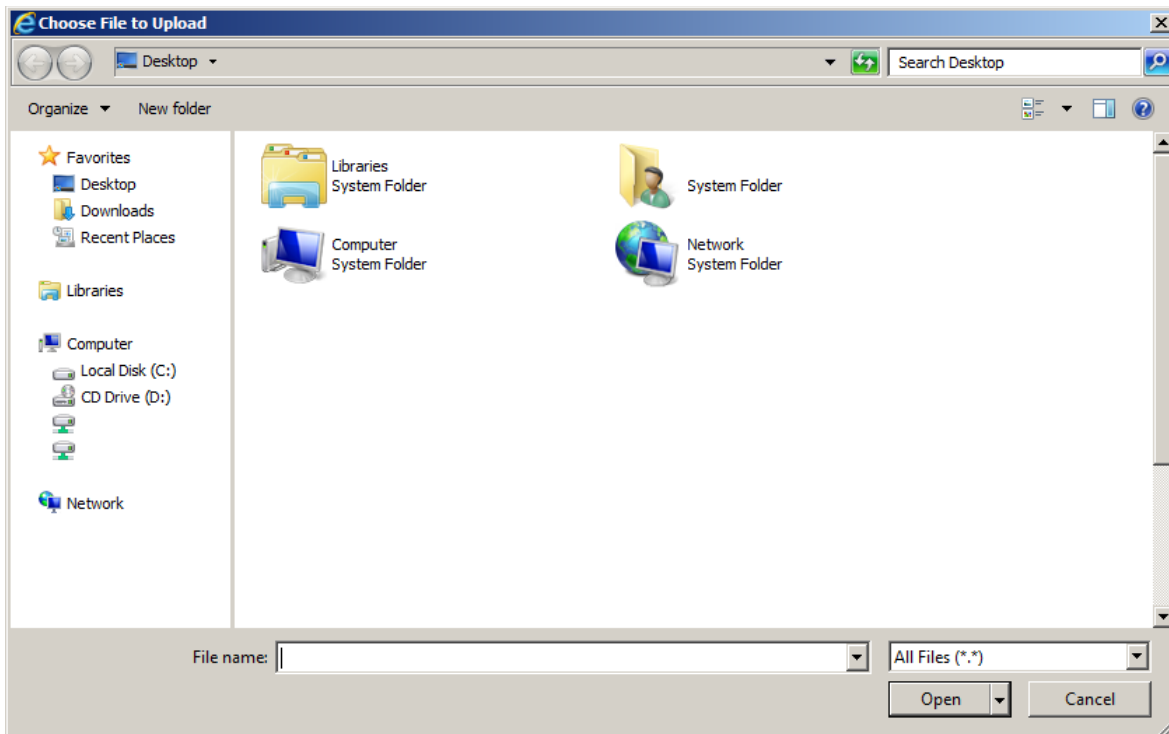


Figure 3.2

- c. Navigate to whatever file you are attempting to upload and select it. Click *Open*. Repeat as necessary to upload multiple attachments
- d. You may choose to add a Description and Comments to your attachment by clicking the *Edit* button ([Figure 3.3](#)) and the text boxes will show to add the information. Click *Save Edits* to add them to the attachments or *Cancel Edits* to discard them.
- e. If you have uploaded a file in error you may delete it from the record by clicking the *Remove* button ([Figure 3.3](#)).

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Instructions

1. Click **Browse..** to select the file to upload. (Max file size is 25 Megabytes)
2. Click **Edit** to update File/Description, Comments.
3. Click **Remove** to remove file from upload list.
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Warning:
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- (5) Click OK

NOTES: Document may be opened as Read Only by clicking the 'Read-Only' button when prompted upon opening.

WebSDR: WebSDR will only take the following attachment types: BMP, DCO, GIF, JPG, JPEG, PDF, TXT, DOCX, XLS, and XLSX. Maximum file size of 5 MB.

File Name: 1.PNG
Description (Max 100 chars):

Comments (Max 500 chars):

Save Edits Cancel Edits

File Name	Description	Comments	Edit Description /Comments	Remove File
1.PNG			<input type="button" value="Edit"/>	<input type="button" value="Remove"/>
2.PNG			<input type="button" value="Edit"/>	<input type="button" value="Remove"/>
3.PNG			<input type="button" value="Edit"/>	<input type="button" value="Remove"/>

Upload All Cancel

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Figure 3.3

- f. Once you are satisfied with the files selected and added any desired descriptions or comments click the *Upload All* button. Your files will be added to the record and you will be returned to the Attachment module home page (Figure 3.4).
- g. You may still delete attachments or add a descriptions or comments as described above. In addition, the record will show the added date and the user code of the person who uploaded the attachment.

Note: Only the user who originally uploaded an attachment will see the “Delete” button on the attachment module page. Users may not modify any other user’s attachments.

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Current Attachment(s)

Application Module:
Key Info:

Instructions
 1. The listing displays attachments for the existing KeyInfo.
 2. Click **Add Attachment** to add new attachments.
 3. Click **Edit** to update File/Description, Comments.
 4. Click **Delete** to delete the attachment.
 5. Click **Back** to return to previous screen.

File Name	Description	Comments	Added Date	Uploaded By	Edit Description /Comments	Delete Attachment
1.PNG	Picture 1	First screenshot			<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
3.PNG					<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
2.PNG					<input type="button" value="Edit"/>	<input type="button" value="Delete"/>

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Figure 3.4

4 SUMMARY

This concludes the instructions for adding an attachment file to a PQDR record in PDREP. For instructions on other PDREP and PQDR processes please consult the other documents provided in this series. The PDREP Customer Support Desk is available to answer additional questions or to assist in data changes or exception processing and can be contacted as follows:

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