



# **Product Data Reporting and Evaluation Program (PDREP) User Profile**

**User Guide  
Updated: 28 September 2015**

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## **FOREWORD**

This document is intended to guide the use of the User Profile tool within various applications of the PDREP automated information system.

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

## INTRODUCTION

The PDREP User Profile application provides PDREP users the ability to modify select data in their user profile. User profiles are used to provide contract information, addresses, and other data about the user.

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

Requests for changes or improvement to any PDREP application or any of the NSLC Detachment Portsmouth web pages should be submitted to:

### **Customer Support Desk**

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

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

Email: [webpmsmh@navy.mil](mailto:webpmsmh@navy.mil)

### **Mailing Address**

Naval Sea Logistics Center Detachment Portsmouth

Bldg. 153, 2nd Floor, Portsmouth Naval Shipyard

Portsmouth, NH 03804-5000

### **Online in the PDREP Application**

If already a PDREP User, log into PDREP and click on “[Submit Feedback](#)” at the top of most web pages.

# 1 USER PROFILE

The screenshot displays the PDREP Main Menu interface. At the top, a green banner contains the text "FOUO UNCLASSIFIED FOUO". Below this, a dark blue banner reads "Product Data Reporting and Evaluation Program (PDREP)". Navigation links include "PDREP Home", "Submit Feedback", "External Links", and "PDREP Manuals". The user profile section shows "User Profile: YOUR NAME" with a red circle around the name and a "Logout" link. The main content area is divided into two columns of menu items. The left column includes "PDREP APPLICATIONS" (Product Quality Deficiency Report (PQDR), Supply Discrepancy Report (SDR)), "PDREP SEARCHES" (Ad Hoc Search, Bulletin Search, CAGE Search, DODAAC Search, DUNS Search, Feedback Search, FSC Search, GIDEP Search, Level 1/SubSafe Search, NSN Search, PDREP Search, PQDR Search, Qualified Product List Search, Requisition Search, Routing Identifier Code Search, SDR Search, UII Search, User Search, Warranty/SOR Search), "PDREP REPORTS" (Contractor Profile, Material Profile), "PDREP PARTNER REPORTS" (DCIS Summary Report), and "SITE ADMIN" (QA ADMIN (Internal)). At the bottom, a footer provides contact information: "PDREP NAVSEALOGCEN PORTSMOUTH, NH. Version : , Build Date : Phone : (207) 438-1690 Email Technical Support".

**Figure 1.1**


- a. After successfully logging in, the PDREP Main Menu (Figure 1.1) will display. You may not see all of the options listed depending on your level of access. Every PDREP user has a User Profile. The accuracy of the information in this profile is important both for correspondence purposes and for the correct operation of work lists and other features in various PDREP applications.
- b. To view or update your User Profile, click on your name displayed next to the User Profile label at the top of the Main Menu. Figure 1.2 shows the User Profile – View display.

Print Back

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**User Profile - View**

To update information [Click here](#)



**Name:** YOUR DATA HERE  
**Title:** YOUR DATA HERE  
**P.O.Box:** YOUR DATA HERE  
**Address:** YOUR DATA HERE

**City/State/Zip:** YOUR DATA HERE  
**Country:** YOUR DATA HERE  
**Phone:** YOUR DATA HERE  
**DSN Phone:** YOUR DATA HERE  
**Email Address:** YOUR DATA HERE  
**Organization Code:** YOUR DATA HERE  
**Logo:** YOUR DATA HERE  
**SubjectCN:** YOUR DATA HERE

**Figure 1.2**

- c. Your contact information will have been entered initially by the PDREP administrator when your access was granted. Your e-mail distribution and point of contact lists are entered by you if needed.
- d. To edit or update any of this information, click on the “Click here” link above your contact information. The User Profile – Edit page will display (Figure 1.3).

## Product Data Reporting and Evaluation Program (PDREP)

[PDREP Home](#) • [Submit Feedback](#) • [External Links](#) • [PDREP Manuals](#)

User Profile: [YOUR NAME](#) • [logout](#)

User Information	Distribution Lists	Points of Contact	Access Change Request
<b>User Profile - Edit</b>			
<p><b>Instructions</b>  <b>(M)</b> denotes a mandatory field            1. Enter mandatory fields            2. Enter known optional fields            3. To update User Profile, click <b>Save</b></p> <p style="text-align: center;"><b>Changing Profile data will not update previously saved records</b></p>			
<b>(M) First Name:</b> NON EDITABLE		<b>(M) Last Name:</b> NON EDITABLE	
<b>(M) Title:</b> <input type="text"/>			
<b>P.O.Box:</b> <input type="text"/>			
<b>Address:</b> <input type="text"/>			
<b>(M) City:</b> <input type="text"/>			
<b>State/Province:</b> <input type="text"/>		<b>Zip/Postal Code:</b> <input type="text"/>	
<b>Country:</b> <input type="text"/>			
<b>Telephone Number:</b> <input type="text"/>		<b>Ext:</b> <input type="text"/>	
<b>DSN Telephone Number:</b> <input type="text"/>			
<b>(M) Email Address:</b> NON EDITABLE			
<b>Organization Code:</b> <input type="text"/>			
<b>Logo:</b> <input type="text"/>			
<input type="button" value="Save"/> <input type="button" value="Cancel"/>			

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 Phone : (207) 438-1690 [Email Technical Support](#)

**Figure 1.3**

There are four tabs on the user profile update page: User Information; Distribution Lists; Points of Contact; and Access Change Request. Each tab is described in the sections that follow.

## **2 USER INFORMATION TAB**

The first tab contains the most critical User Information and is depicted in Figure 1.3. You should ensure that your contact information is accurate, particularly phone and e-mail. Organization Code can be critical to the operation of the worklist so if your organization uses a consistent set of office codes or team designators then please enter this code here. The Logo selected will appear on any formal PDREP letters that you may generate.

Enter your User Information and click Save to commit the updated information. Click the Cancel button to exit without saving.



### 3 E-MAIL INFORMATION TAB

The email information tab contains any e-mail addresses that you might use on distribution lists for PDREP messages. Distribution lists are used in PDREP forwarding messages, e-mail messages, and letters in much the same way that a personal address book might function in Microsoft Outlook. Click the “Email Information” tab and the Add Email to Distribution List page displays (Figure 3.1).

User Information | **Distribution Lists** | Points of Contact | Access Change Request

**Create Distribution List**

**Instructions**

1. To create a new list, click **Create New**
2. To edit an existing list, click **Edit**
3. To delete an existing list, click **Delete**

List Name:

Existing Lists:

**Figure 3.1**

Any current email addresses on any of your distribution lists will appear here. The “List Type” indicates which of your three defined distribution lists a particular address appears on. No entry in the “List Type” column indicates that the address in question appears on all of your defined distribution lists.

- a. To edit or delete an address from your list click the appropriate button.
- b. To add a new email address, click the “Add New Email” button. The Add Email to Distribution List page (Figure 3.2) will display.

<a href="#">User Information</a>	<a href="#">Distribution Lists</a>	<a href="#">Points of Contact</a>	<a href="#">Access Change Request</a>
<b>Edit Distribution List</b>			
<p><b>Instructions</b></p> <ol style="list-style-type: none"> <li>1. To change the name of a list, enter a new name and select <b>Update Name</b></li> <li>2. To add or update an item in the list, select <b>Add/Update</b></li> <li>3. To delete an item from the list, select <b>Delete</b></li> <li>4. To cancel an edit, or return to the distribution lists, select <b>Cancel</b></li> </ol> <p style="color: red; text-align: center;">• Record saved</p>			
List Name:	<input type="text" value="TEST LIST"/>	<input type="button" value="Update Name"/>	
Existing Lists:	<input type="text" value="TEST LIST"/> ▼		
Name:(M)	<input type="text"/>	Email:(M)	<input type="text"/>
		<input type="button" value="Add/Update"/>	<input type="button" value="Cancel"/>
Name	Email Address	Edit	Delete
USER 1	BLANK@NOEMAIL.MIL	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
USER 2	VOID@TESTDATA.MIL	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>

PDREP NAVSEALOGCEN PORTSMOUTH, NH. Version : , Build Date :  
 Phone : (207) 438-1690 [Email Technical Support](#)

**Figure 3.2**

- c. All three fields for each new address are mandatory. Enter the contact’s name and email address and then select the list type on which the new contact should be included. This will default to “All Lists” but any contact can be set to appear only on a single list if desired. Click “Save” to save the new email to your distribution list.
  
- d. When sending PDREP messages other than formal letters, a checkbox will appear near the bottom left of the message page that allows you to select a distribution list. If a list is selected then all members of that list will receive a copy of the message. Any address with a list type of “All Lists” will be included if any of the three lists (Primary, List 2 or List 3) is selected. When using any of the address lookup tools in PDREP messages or formal letters, the selection of “Distribution List” will appear at the very end of the list of activities in the lookup, and addresses can be selected from your distribution lists just as they can for any activity.

## 4 POINTS OF CONTACT TAB

Points of Contact are used primarily by Support Point or Action Point users for identifying Government, Contractor or Supplier investigators but can also be used as a supplemental address list.

- a. Click the “Points of Contact” tab and the Add Point of Contact page (Figure 4.1) displays.

Point of Contact					
User Code	Name	Organization	Contact Type	Edit	Delete
[TPLAN]	MR. VALENTINE	TEST PLAN	G	Edit	Delete
[TPLAN]	POC 2		S	Edit	Delete

**Figure 4.1**

- b. The table at the bottom of the page will show all current points of contact, including the user code of user who entered the POC record, contact name, the government organization or company of which the person is a member and the contact type (G for Government, C for Contractor or S for Supplier).
- c. The Point of Contact Filter will allow you to filter your POC’s by “My POC’s”; “POC’s my Activity”, and “All POCs.
- d. Any existing Point of Contact can be edited or deleted using the buttons to right of each entry in this table.

### **Note:**

**You can only Edit/Delete POC’s that you have entered into the system.**

### **4.1 Add New POC**

To add a new contact click the “Add New POC” button and the Add Point of Contact page (Figure 4.2) will display.

**Add Point of Contact**

**Instructions**

1. Enter mandatory fields
2. Enter known optional fields
3. Enter DODAAC of Gov't POC or CAGE Code of Contractor/Supplier POC
4. Click **Save** to add to list
5. Click **Cancel** to cancel the process

(M) POC Name:

(M) Contact Type:

Activity/Company Name:

DoDAAC:

CAGE Code:

Address:

City:

State/Province:

Country:

Zip/Postal Code:

Phone Number:

Fax Number:

(M) Email Address:

Point of Contact					
User Code	Name	Organization	Contact Type	Edit	Delete
[TPLAN]	MR. VALENTINE	TEST PLAN	G	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
[TPLAN]	POC 2		S	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>

**Figure 4.2**

Fields in the Add Point of Contact page are described below.

- a. POC Name (mandatory): Enter the POC Name.
- b. Contact Type (mandatory): Select the contact type from the dropdown list provided. Choose “Government, Contractor or Supply.
- c. Activity/Company Name: Organizational name.
- d. DoDAAC: Enter the DoDAAC if the contact type is Government, and click “Auto Fill” next to the DoDAAC field to automatically complete the activity or company name and address fields. If for any reason the company or activity entered does not exist in PDREP or the information is incorrect then you may complete or edit the information manually.
- e. CAGE Code: Enter the CAGE if the contact type is Contractor or Supplier, and click “Auto Fill” next to the CAGE field to automatically complete the activity or company name and address fields. If for any reason the company or activity entered does not exist in PDREP or the information is incorrect then you may complete or edit the information manually.

- f. Address, City, State/Province, Country and Zip Code: Enter the address information of contract.
- g. Phone Number/ Fax Number: Enter any phone or fax information
- h. Email Address (mandatory): Enter email address of contact.
- i. Click “Save” to add the new contact or “Cancel” to exit the page without saving.

**NOTE:**

**When you next review or use your POC list the new contact will be included.**

## **4.2 Point of Contact List**

When using the POC list for the assignment of investigators on the “View Points of Contact” page, the available list of contacts will include every point of contact for any user with the same primary DoDAAC. Because PDREP users frequently change work assignments, you may move from one activity to another and when this occurs it is important to review your POC list and to delete points of contact who will not be participating in investigations through your current activity. Contact the PQDR focal point for your activity or the PDREP help desk for additional guidance in this area.

## **5 ACCESS CHANGE REQUEST**

To request access to different applications, DODAACs or to change the level of access you currently have for an application simply select the appropriate field and the access needed. An email notifying your supervisor (the email given when the account was originally created) will be sent. Requesting access to RIMS will send an email to your shipyard RIMS POC for approval. Your account will not be updated until permission is given. Certain Army DODAACs require approval for PQDR Action Officer and Master Screener access as well.

<a href="#">User Information</a>	<a href="#">Distribution Lists</a>	<a href="#">Points of Contact</a>	<a href="#">Access Change Request</a>
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**PDREP - Account Change Request**

**Instructions**  
**(M)** denotes a mandatory field  
1. Change any editable field that needs to be updated  
2. Enter Comments to summarize your Account Change Request  
3. Click **Submit Account Change Request** to complete your Account Change Request  
4. Click **Cancel** to cancel your Account Change Request

User Access Request Type: UPDATE

User Information

Last Name: NON-EDITABLE First Name: NON-EDITABLE Middle Initial: NON-EDITABLE  
(M)Primary DODAAC: Additional DODAAC: Additional DODAAC:

Are you a DoD Contractor?  Yes  No

DoD Data Required

Govt Email Address: NON-EDITABLE

PDREP Reporting Tools

Product Quality Deficiency Report - PQDR Application

:Originator Point     :Screening Point     :Action Point     :Support Point  
-SELECT- :Access for ARMY ONLY  
-SELECT- :Access for DCMA ONLY

Supply Discrepancy Report - SDR Application

:Originator Point  
 :Action Point

Receipt Inspection Management System (RIMS)

:Nuclear User  
No Access- :Receipt Inspection Management System (RIMS)

Naval Special Emphasis Program(NSEP)

:Corrective Action Request(CAR)  
 :Quality Assurance Letter of Instruction (QALIs) and Letters of Delegation (LODs)  
No Access :Facilities Operation Plan (FOP)

PDREP Retrieval Tools

:Hull, Mechanical and Electrical (HM&E) Equipment Data Research System (HEDRS)  
No Access :Ships Critical Safety Item - SCSI (DON Only)

:Level I & Sub-Safe Verification Program  
 :Material Inspection Record (MIR)  
 :Contract Award and Delivery Data (CAD)  
 :Test Records (TST)  
 :Survey Records (SRV)  
 :Special Quality Data (SQD)  
 :Supplier Audit Program (SAP)

Other PDREP Tools

:Batch File Loading  
 :Naval Bulletins  
 :Supplier Audit Alerts

:ADHOC  
 :Contractor Profile  
 :Material Profile  
 :DLA Reports  
 :NASA Reports  
 :DCIS Reports  
 :NAVSUP Level 1 Report  
 :NAVSUP 874 Report  
 :NAVSUP 854 Report

(M) Comments

Submit Account Change Request    Cancel

**Figure 5.1**

## 6 SUMMARY

This concludes the instructions for editing/using the user profile 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:

E-Mail:	<a href="mailto:webptsmh@navy.mil">webptsmh@navy.mil</a>
Commercial:	(207) 438-1690
DSN:	684-1690
Fax:	(207) 438-6535