

How to Create a MIR Training Video Script

➤ Slide 1: Power Point Script

Welcome to the Product Data Reporting and Evaluation Program - Automated Information System – PDREP-AIS, training video for Material Inspection Records (MIR).

This training video explains How to Create a MIR.

This training does not replace or amend any Department of Defense (DOD) instructions, regulations, and/or policies. Its purpose is to assist users with the PDREP-AIS MIR module.

➤ Slide 2: Power Point Script Training Video

If user has an active account log into PDREP-AIS (if user does not have an active account please refer to the User Access Training on the PDREP website under Online Training) Once signed in, the PDREP home page will display similar to what you see here.

Note: The options below Applications is dependent on your level of access and may differ from what you see in your PDREP-AIS account.

On the left hand menu, locate the MIR application. Hover over the title to produce the fly out menu, then select Create New MIR.

On the Create New MIR page fill in the RCN which consists of a DoDAAC and Serial Number. These are the only mandatory fields on this page, all other fields are not mandatory to create a MIR and may be entered on the following screen.

The DODAAC will be automatically populated based on the user's primary DoDAAC from their user profile. Information about the latest MIR serial numbers used is displayed to give the user guidance on the next serial number to choose. All PDREP Modules use a Record Control Number (RCN) for the record identification. MIR RCNs are comprised of a 6 character DoDAAC and an 8 character Serial Number. Serial Numbers are not automatically assigned for MIRs

to allow for inspection activities to use their own formatting, however the standard used by many is:

- The first two digits indicate the year
- The next three digits indicate the Julian date
- The final three spaces are a serialized number or set of characters assigned to the inspection lot.

If a serial number is entered that already exists in the system, the user will be prompted by an error message.

Once the information is filled out, click the Create New MIR button on the bottom of the page. This will initiate the Material Inspection Record Add/Edit Page.

Any fields filled out on the Create New MIR page will auto populate to this screen.

When creating a new MIR fill in all Mandatory fields on the top half of the MIR webpage first. Letters in parentheses identify the fields required to fill out the MIR properly. (M) denotes a mandatory field, and (CM) denotes a conditionally mandatory field. Mandatory fields for MIRs include information about the material that has been inspected, as well as what kind of inspection took place – these are the inspection attributes.

Next

Select A **Material Level Code** in the drop down:

Inspection Completion Date:

Fill in **Vendor CAGE Code:**

The next mandatory field is **FSC**: here you will want to tab over.

Product Description: autopopulated from the FSC value, or NIIN value if provided

Contract Units Received:

Inspection Lot Size:

Production Units Defective:

Dollar Value Received:

Dollar Value Defective:

Inspecting DCMA:

The last mandatory field in the top half of the MIR is **Reject Indicator**. Please keep in mind that any field not indicated by (M) or (CM) may not be mandatory but should be filled in if the information is known for Data Analysis.

A minimum of one inspection attribute must be added to the MIR in order to save, in addition to the other Mandatory fields. Select a new inspection attribute via the dropdown and click the Add New Attribute button. Next, enter the required attribute data indicated by (M): Units Inspected, Inspection Type, Number of Defects and Defect Class (Critical, Major and Minor). Once all fields are filled out. Click on the Save Attribute button – repeat as needed for each type of technical inspection being reported.

To delete an Attribute put a check in the corresponding check box and click the Delete button.

For the bottom half of the MIR webpage, complete as many fields as possible when the appropriate information is available – none of these fields are mandatory, but if the information is known it is best to report it such that it can be used in data analysis. If you have any questions with a particular data element in MIR, a data dictionary for all fields is located within the MIR User Guide which can be found under Guides and Manuals on the PDREP Website under References.

Once complete, click the Save button. If there are any errors a warning will display at the top of the page. A confirmation of a successful save will also be displayed. To instead exit the MIR record and not save, click the Cancel button.

To add documents or view attached documents, click the Add/View Attachments button at the bottom of the page to proceed to the 'Upload Attachment Listing' page. Please refer to the How to Upload Attachments training video or User guide located on the PDREP Website.

You can also view and print a copy of the MIR using the 'Print' button

PLEASE NOTE: To create a PQDR or SDR from the saved MIR you may click the corresponding 'Save and Create PQDR or Save and Create SDR' link, or via the buttons present on a previously saved MIR.

Originator rights to PQDR and SDR are required in order to use those applications from MIR.

To return to the MIR main screen select the Cancel button once the record has been saved. Or to return to the Main Menu select Home in the top left hand corner.

➤ **Slide 3: MIR RCN Formatting**

All PDREP Modules use a Record Control Number (RCN) for the record identification. MIR RCNs are comprised of a 6 character DoDAAC and an 8-character Serial Number. Serial Numbers are not automatically assigned for MIRs to allow for inspection activities to use their own formatting, however the standard used by many is:

The first two digits indicate the year (ie:20)

The next three digits indicate the Julian date (ie:021)

The final three spaces are a serialized number or set of characters assigned to the inspection lot. (ie: 001,002 etc)

RCN Example: n45112-20021001

➤ **Slide 4: Power point script**

Training Resources: For additional training options go to

https://www.pdrep.csd.disa.mil/pdrep_files/reference/training/alltrain.htm

PDREP Help Desk: If none of the above mentioned resources resolve your issue contact the help desk at pdrep-helpdesk@us.navy.mil.

➤ **Slide 5: Power point script**

Thank you for watching how to Create a MIR.