

Transcript: How to Upload an Attachment in PDREP-AIS.

Slide 1

Welcome to the Product Data Reporting and Evaluation Program - Automated Information System (PDREP-AIS) Training Videos.

This video explains How to Upload an Attachment. This training does not replace or amend any Department of Defense (DOD) instructions, regulations, and/or policies. Its purpose is to assist users with Uploading an Attachment within PDREP-AIS.

Slide 2

Agenda

1. Link to PDREP <https://www.pdrep.csd.disa.mil/#>
2. Selecting Attachment Tools
3. Utilizing the Functionality
4. Controlled Unclassified Information (CUI)
5. Limited Distribution Controlled Markings (LDC)

Begin demonstration video.

On screen: PDREP website home page

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).

On screen: PDREP-AIS application home page

Once signed in to your PDREP account, 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.

From within any application on the left hand menu that you can add attachments.

On screen: PDREP-AIS within a module

You may select one of the following options: *View/Upload files*, *Add/View Attachment* or *Add attachments*, to be directed to the attachment tool.

There are two different screens for adding attachments depending on the browser you are using (showing both, but continue with New access screen).

On screen: Internet Explorer screen

The old attachments screen looks like this, you will find this in Internet Explorer we are no longer using this attachments page.

On screen: New Attachments Screen

So more than likely you will see this attachment this is the view attachment as this will be the screen that is most often used we will utilize this for our video.

Once in the Upload attachment tool, select the *Add Attachment* button to proceed with uploading an attachment or select the *Back* button to return to the previous screen.

On screen: Demonstrating linking a file or drag and drop function

You have the opportunity to select a file using your browser or by dragging and dropping from an open file location.

When choosing to drag and drop files, you will need to “grab” your file and move it over the “or Select Files” button.

You may identify the CUI category and Limited Distribution Control for each attachment separately at this time.

You will need to select *Upload Attachments* after selecting the document to confirm the upload.

On screen: Attachments log screen

If you have uploaded a file in error, you may delete it from the record by selecting *Delete*. A notification box will populate asking for confirmation for the file to be deleted. *OK* is defaulted.

NOTE: *Uploading and Deletion of attachment rules vary within the different modules in PDREP-AIS per different business process rules.*

After you have selected *Upload Attachments*, you will have the option to edit your upload selection.

It is Important to note that the record will show the added date and the user code of the person who originally uploaded the attachment.

It is also important to note that non-Nuclear Users are NOT AUTHORIZED to upload or attach Unclassified Naval Nuclear Propulsion Information (U-NNPI/NOFORN). You can see the notice in red on each upload screen.

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

However when utilizing the following applications with Nuclear access in your user profile housed within PDREP-AIS, Receipt Inspection Management System (RIMS), Supply Action Module (SAM), or Engineering Referral System (ERS) – Unclassified Naval Nuclear Propulsion Information (U-NNPI/NOFORN) is authorized for upload and there will be no notice in red on each upload screen.

Occasionally, further explanation is required regarding the attached items. It is possible to add a description or comment about your selection; you may also select the Controlled Unclassified Information (CUI) Category or Limited Distribution Control (LDC) selection.

The CUI Category and LDC selections have been added to all attachment/upload screens in PDREP-AIS according to guidance set forth in DoD 5200.48.

The person originating the uploaded document is responsible for determining if the information is considered to be CUI and requires appropriate CUI marking. Implementation of marking documents may vary based on business process for the users' activity.

The Limited Distribution Control Markings (LDC) are:

- **NONE** - attachments are visible to any user.
- **FED ONLY** - attachments will not be visible for Support or Prime Contractors.
- **FEDCON** - attachments will not be visible for Prime Contractors.
- **NOCON** - attachments will not be visible for Support or Prime Contractors.
- **NOFORN/NF** - selection of this LDC will populate an error notifying the user that this record type is not authorized to be uploaded in PDREP-AIS.

Attachments that are marked as CUI will be filtered out on Send Message and all Forward screens within PDREP-AIS based on the LDC selection of the attachment.

LDC markings are provided for each business area. If the document has been designated with an LDC and not a CUI category, an error will populate.

On screen: Error Dialog Box appears then clicked off
"Must select a CUI category when a LDC is selected"

The defaulted value for each is NONE; however, the categories are in alphabetical order to assist with quick selection. Save the changes made.

Once all documents are uploaded that the user requires select back.

On screen: PDREP-AIS within a module

This will bring you back to the previous screen where you can continue on with whatever you were working on before you needed to add an attachment.

On screen: Things to Note

Restrictions- Users that are using IE will lose the ability to utilize VUE Access and the system will revert back to the old attachment upload Style.

Restrictions- There are no file type restrictions for PDREP although maximum individual file size is 25 MB.

Locating attachment Tools- The attachment tool is a functionality that exists within several applications hosted by PDREP-AIS and does not function as a share Drive.

CUI Markings- for More Guidance on CUI Markings and Instructions go to this link
<https://www.dodcui.mil/>

PDREP Help Desk- If the resources available do not resolve your issue please contact the help desk at pdrep-helpdesk@us.navy.mil.

On screen: End Slide

Thank you for watching how to upload an Attachment Training Video.