

Viasat	Process Area: Quality	Document Number: PR002702	Revision: 002
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1 Purpose and Scope

The purpose of this document is to provide instruction on how to login, upload documents, and set notifications on the Operations Supplier Quality Record Exchange (OSQRE) web interface.

2 How to Login to OSQRE

2.1 Web Page Login

- Navigate to the OSQRE URL: <https://osgre.ptc.viasat.us/login>
- Suppliers: Domain name = ViaExt
- Sign in with your Viasat username and password

Viasat  OSQRE

Login

Domain name

Username

Password

☒ Stay logged in

2.2 SFTP Login

Host Name: sftp.osgre.ptc.viasat.us

Port: 22

Username: ViaExt\username

2.3 Common Login Issues

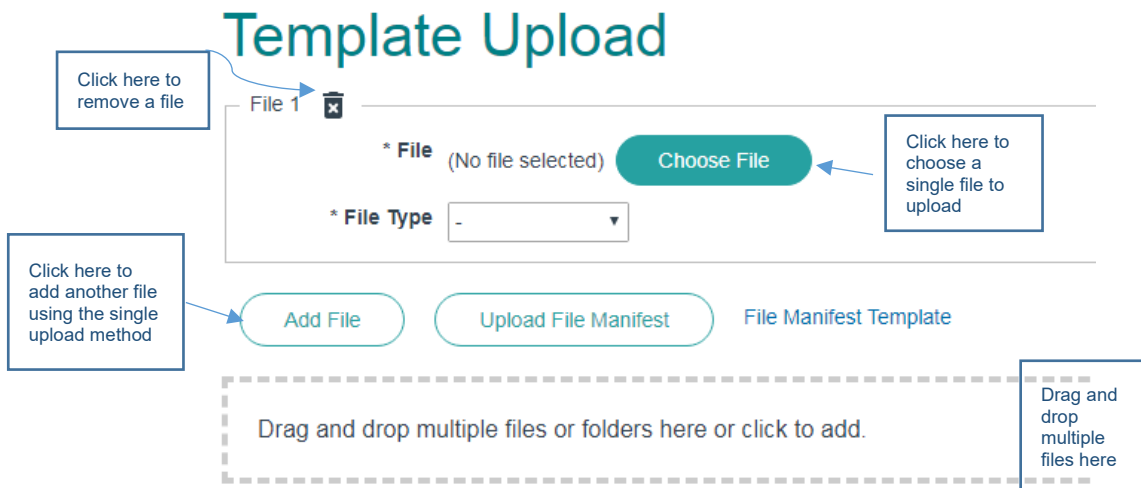
- Password has expired (happens every 90 days) and needs to be reset
 - o Click the "Forgot Password" link at the bottom of the login screen to reset your password
- Account has been disabled due to inactivity (happens if login hasn't been used in over 90 days)
 - o Contact IT Service Desk to re-enable your account (760-476-2345)

3 Uploading Files

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3.1 Adding Files

- From the home page navigate to the “Files” tab and click “Upload Files”
- Select the proper entity that the files should be uploaded to. If there are programs with sensitive data, ensure that the files are being uploaded to the correct program entity
- There are two methods to upload files
 1. Select “Choose File” and browse to the required documents (this only allows a single file to be chosen at a time). To upload another file this same way, click on the “Add File” button below the first file.
 2. Open the folder on your computer, select the files you’d like uploaded (ctrl select) and drag and drop into box with dotted line (this method allows for multiple files to be chosen at a time)
- To remove a file, click the trash can with an “X”




3.2 Adding Metadata

- Metadata can be provided in different ways
 1. Manually input the metadata associated with each file
 2. Follow a file naming convention where metadata can be pulled from the file name
 3. A combination of 1&2 where certain fields are pulled from the file name and others are manually added


The screenshot shows the metadata input form for a file upload. At the top, there's a 'File 1' label and a trash icon. Below it, there's a '* File (No file selected)' label and a 'Choose File' button. Below this, there's a '* File Type' dropdown menu with 'C of C' selected. Below the dropdown, there are four input fields: '* Part Number', '* Revision', '* Serial Number', and '* PO Number'. A callout points to these fields saying 'Metadata fields will differ by file type and entity'.

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- If you are utilizing filenames to parse the metadata, you can hover over the File Type Drop Down and a tool tip will appear showing what the expected filename should be (highlighted in the image below)

File 1 

* File (No file selected) [Choose File](#)

* File Type C of C 

* PO Number [PO Number]_[Part Number]_[Part Revision]_[Serial Number(s)] - Optional in file name. Multiple Serial Numbers separated by comma_[Part Quantity]

* Part Number

* Viasat Part Revision

Serial Number (s)

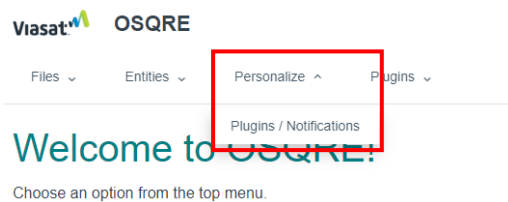
* Part Quantity

Lot Number

- Once Files and Metadata have been added, click “Upload File” to complete the upload. If something was unsuccessful in the upload, review the error message to determine what may need to be changed

4 How to Setup Email Notifications

- On the top menu bar – Click Personalize and then Plugins / Notifications



- Select the entity that you would like to receive email updates for
- Select the frequency that you would like to be notified. Real time will give you a notification at time of upload and daily digest will run at 1am and pull everything from the day prior.
- The default when selecting these options is to receive notifications for all file types. If you only want to see a specific or a select few file types, those file type names need to be added in the File Type Names filter.
- Click save when the updates are complete.

*Note: You can hover over the file type filter text box for instructions on how to format your list. Ensure that you are using the **exact file type name** when using the filter.

Doug Test User Plugins / Notifications

Email Notification (Email Notification)

Enable Real-Time Emails? ☒

Custom Real-Time Email Subject Doug Test OSQRE Notifications

Enable Daily Digest Emails? ☐

Custom Daily Digest Email Subject

File Type Names Filter C of C, Test Data

[Save](#)

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5 System Contact Information

For any file upload issues or errors contact OSQRE@viasat.com

For issues logging in with your account contact Viasat IT: 760-476-2345

If you have questions regarding additional programs you'd like to use OSQRE for or with new file types you'd like to get added, contact your supply chain or quality representative.

6 References

See the below documents for related instructions.

Documents

- 1331577 – BOM, OPERATIONS SUPPLIER QUALITY RECORD EXCHANGE, OSQRE

Definitions

- OSQRE – Operations Supplier Quality Record Exchange