PDR Cloning User Manual

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What is the PDR Cloning page?

This PDR Cloning page will allow the PDR user to duplicate a previously entered PDR and assigned a new PDR number to it. The cloning function helps to eliminate the repetitive entry for the same information on the first and second page on the PDR entry form when you need to create multiple PDR to submit your samples.

What happens when you clone a previous PDR?

It will get assigned a new [PDR_NUMBER] and a new [PDR_CREATED_DATE]. The rest of the data remains the same on page 1.
All data in the fields on page 2 will remain the same; such as information regarding shipper, receiver, and owner are the same. Well, everything in this page will be duplicated from an existing PDR to the new PDR.
However, user will still have to enter all necessary data for the PDR Sample and Hosts. None of the data for this page will be carried over from the cloning.

**Important Note:** You must go through each of the PDR that you have cloned and enter in their respective samples and hosts. Otherwise the lap cannot log their result finding and determination if no sample or host is available.
Where is the Cloning webpage located?

Open this Link:  https://pdrdev.cdfa.ca.gov/phppsreports/Login.aspx

*** Login with your PHPPS account
*** If a user does not have access to the cloning page, contact PDAS@CDFA.CA.GOV for access.
User provides an existing PDR number to be cloned.

User supplies a unique new PDR number that has never been used before.

Enter both the existing and new PDR in the corresponding box and then click on the “Verify PDR” button.

Your PDR numbers are verified against the PDR database first before it will allow you to clone. It will first check to make sure that the PDR you want to clone exists in the PDR database and the new PDR does NOT already existed in the database.

Once you have 2 valid PDR number, the clone button will appear next to the “Verify PDR” for you to clone your PDR.
You have successfully cloned your PDR if you see the screen above.

But you are not done yet! Make sure you click on the link to take you back to the PDR system to finish entering your sample(s) and host(s).

Thank you for reading and using this cloning page.

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