## 1    Purpose and Scope

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

## 2    How to Use OSQRE

2.1    Logging In

- Navigate to the OSQRE URL: https://osqre.pte.viasat.us/login

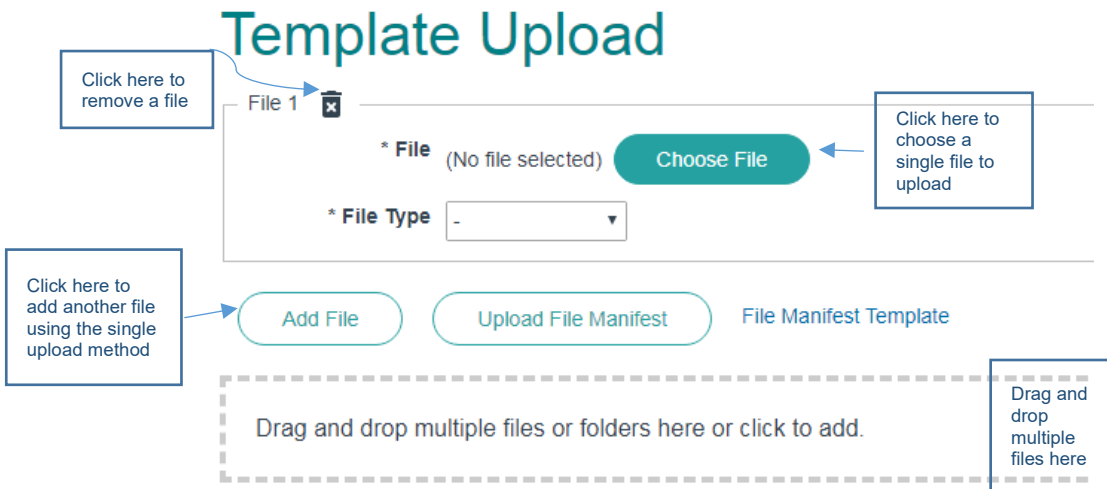- Suppliers: Domain name = Viaext (Case sensitive)

- Sign in with your Viasat username and password



2.2   Uploading 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 required file on your computer, highlight the files you'd like uploaded and drag and drop into box with dotted line (this method allows for multiple files to be chosen at a time)
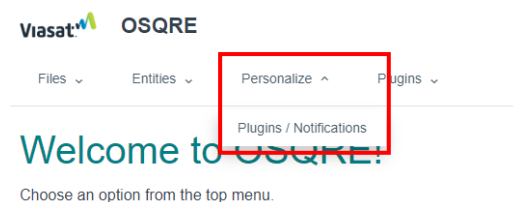
- To remove a file, click the trash can with an "x"

- Complete the required metadata fields if information was not auto filled upon upload.

    ***Tip**: If you would like to have your meta data fields auto populate, work with your SC rep to determine if the data being uploaded is a candidate!
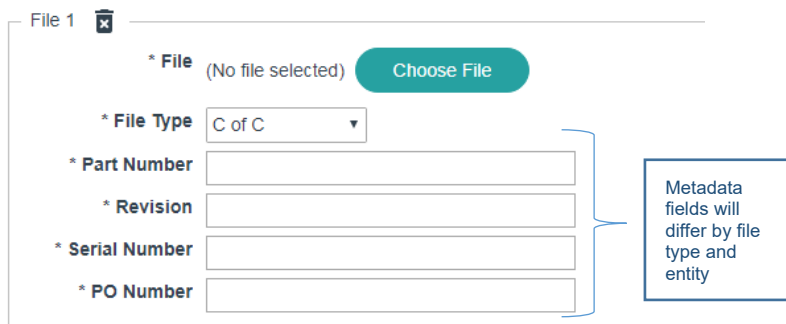


- Click "Upload File" to complete the upload. If something was unsuccessful in the upload, review the error message to determine what may need to be changed
- If you run into any problems or have any questions, reach out to your supply chain representative or Viasat IT Service desk at: itservicedesk@viasat.com

## 3   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.

  *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 )

## 4   References

See the below documents for related instructions.

**Documents**

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

**Definitions**

- OSQRE – Operations Supplier Quality Record Exchange