

# **Quality Database (QDB) Public Site**

## **Software User Manual**

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## **1.0 SCOPE**

### **1.1 Identification**

This Software User Manual (SUM) is for the Quality Database (QDB) system, Public Site, version 2.6.1.

### **1.2 System Overview**

The QDB System is a Web-based application. QDB serves as the data purity tool used to maintain data integrity and purity of Federal Logistics Information System (FLIS) data. QDB tracks requested changes to FLIS data to maximize data integrity and assist in identifying discrepancies with the purpose of applying root-cause corrective action. The application consists of a database and Web interface.

There are three different types of users for QDB—Public Inquiry, Administrative, and Login using a Common Access Card (CAC). Public Inquiry users can search and view NIIN records and associated data only. Login users can collaborate on the action to take for a NIIN, record comments, close the item or recommend further action. Administrative users can access the Admin menu to perform administrative tasks.

#### **1.2.1 History: Why QDB Was Developed**

QDB was created in approximately 2000 as an interface to the Cataloging Workload Tracking (CWT) Database (DB) application. It was originally developed to house the FLIS National Stock Numbers (NSNs) identified to contain discrepant information targeted for data quality and purification review and update. Information from FLIS, Government Industry Reference Data Edit and Review (GIRDER) program, and Enterprise Business System (EBS) is incorporated into the QDB.

Currently, QDB interfaces with the CWT and FPW Databases to expedite the FLIS update process. Collaboration of these changes with the PICAs is often required. QDB provides four web services for EBS to receive updates from QDB and PDMI to perform quick lookups of QDB data. Neither the PDMI application nor EBS can update QDB data without logging into the QDB website.

All CAGE Mass changes are entered into the QDB for tracking per FLIS procedures volume 4, chapter 15. When the CAGE Status Code changes to an F, H, or R, CAGE Mass changes the impacted Reference Numbers automatically. Exceptions are Reference Numbers identified as critical or related to weapon systems.

QDB was developed as a secure Web site with a functional database accessed via the Internet. QDB provides a means through which DLA Logistics Information Services cataloging, GIRDER, catalogers, and the PICAs can view, receive, and return work via a database for the purification of FLIS data.

#### **1.2.2 QDB Maintenance**

DLA Logistics Information Services and its designated contractors at the Hart Dole Inouye Federal Center in Battle Creek, Michigan, maintain the QDB application. QDB application files require maintenance only as required for system updates and enhancements. DLA Logistics Information Services and its designated contractors perform this maintenance. The DISA(?) and

DLA Logistics Information Services provide backup storage for QDB, with backups typically to occur daily. The Defense Enterprise Computing Center (DECC) copies the back up to tape drive at the Center.

DLA Logistics Information Services and designated contractors at the Hart Dole Inouye Federal Center in Battle Creek, Michigan, maintain QDB, including the application files, database, and data tables. The servers that provide access to the system are maintained by the DECC.

### **1.2.3 Project Sponsor and Acquirer**

The Federal Cataloging Committee/DLA Logistics Information Services is the project sponsor and acquirer. The DLA Logistics Information Services program manager has management responsibilities. Catalogers, the GIRDER, and the PICAs are also the project acquirers and users.

DLA Logistics Information Services at the Hart Dole Inouye Federal Center in Battle Creek, Michigan, has tasked Northrop Grumman Technology Services and DLA Logistics Information Services with software analysis, development, and integration. DLA Logistics Information Services has also tasked Northrop Grumman and DLA Logistics Information Services with system documentation.

### **1.2.4 QDB Users**

DLA Cataloging personnel in DLA Logistics Information Services at the Hart Dole Inouye Federal Center in Battle Creek, Michigan, use QDB. Cataloging personnel around the world, the GIRDER manufacturers, vendors and suppliers, PICAs, and contractors who have Internet access have access to QDB, including but not limited to the following government services:

- Army
- Air Force
- Coast Guard
- DLA
- FAA
- Marine Corps
- Navy
- NATO

## **1.3 Document Overview**

This SUM provides information and instructions for using QDB Public Search and Login. There are no security or privacy considerations associated with the use of this manual.

This SUM was created using Microsoft Word®. Blue underlined text indicates a hyperlink for screen viewing which, when activated, jumps to the indicated location in the SUM. Depending on your personal settings in Word, you can hold the Ctrl button and click, or just click on the hyperlink to go to the reference point. Use the Word back arrow button on the Web toolbar to return to the original text area. The Table of Contents is interactive when viewing the document on-screen. Use the Microsoft Word back arrow button on the Web toolbar to return to the Table of Contents.

See the help documentation for your version of Microsoft Word for assistance in activating these features if they are not visible.

## **2.0 REFERENCED DOCUMENTS**

The documents listed in the table below have been used in earlier development of QDB:

- Quality Database (QDB) Software Test Plan (STP)

- DLA/DLIS Web Standards
- QDBSSDD

### 3.0 SOFTWARE SUMMARY

#### 3.1 Software Application

QDB is intended for cataloging collaborators, contractors, and PICAs to use as a tool via global communication to manage FLIS data requiring data quality and purification actions. Access to the application is either via a public Web site, which allows access to viewing capabilities only, or via a login, which allows access to viewing and defining record data.

QDB tracks requested changes to FLIS data to maximize data integrity and assist in identifying discrepancies with the purpose of applying root-cause corrective action. The application consists of a database and software.

The application tracks changes by first importing the requested changes into the database and then creating an action for each requested change. A problem set is imported into the QDB database as a request containing one request per discrepancy. Each request has an associated NIIN or Login# along with other optional data to allow the tracking of the associated FLIS data.

An action is created from a request using action-creation rules during an import. It can then be assigned to a Cataloger, PICA, or QDB Team to complete and is tracked by the QDB system until completion. Once all actions associated with a request are completed, the system closes the request.

The QDB application:

- Looks at NIINs in QDB to see if their PICA has changed, determines their destination, and evaluates whether the PICA needs notification.
- Sends an email notification to the PICA associated with the NIIN.
- For cataloging, using XML Data Editing allows CWT/CRS to pull the NIIN as an action to load to CWT/CRS.
- Provides an email maintenance feature that determines the email associated with a particular PICA or a group of PICAs.
- Interacts with Cataloging to accept uploads from Cataloging, and updates the upload records.
- Allows collaboration on an item based on groups associated with a user.

##### 3.1.1 Improvements and Benefits

The first version of Web QDB included a separate desktop widget for authorized QDB Team users to import discrepant items. That widget is now part of the Admin function. This desktop was part of the original QDB access database.

The original QDB (ACCESS front end with SQL 7.0 back end) was developed to house the FLIS NSNs containing discrepant information targeted for data quality and purification review and included a separate desktop widget for authorized QDB Team users to import discrepant items.



Information from FLIS, Government Industry Reference Data Edit and Review program (GIRDER), the Standard Automated Material Management System (SAMMS), and the Decision Support Database were incorporated into the QDB.

Currently, QDB interfaces with DLA Logistics Information Services' Cataloging database to expedite the FLIS update process. Collaboration of these changes with the Inventory Control Points (ICPs) is often required, thus the Web-based QDB was developed. The revision improves the user interface and uses CAC access, and user name and passwords.

QDB was recently upgraded to .Net 4.0, Infragistics 13, and PKI Authentication.

### **3.2 Minimum Access Requirements**

Your browser must have 128-bit encryption. Encryption is the ability of the browser to scramble the contents of a Web site so that no one else can see the information being entered. QDB needs 128-bit encryption to operate properly.

In addition, most QDB Web pages require the Web browser to support JavaScript and to accept session-based cookies. By default, the major Web browsers are configured to handle this requirement.

### **3.3 Software Environment**

The following describes the hardware, software, manual operations, and other resources required for using QDB. See also the QDB SSDD document, available from the QDB PM, for additional client/server/developer site environments and tools.

#### **3.3.1 Communications Software and Equipment**

##### **Client Site Environment**

- DLA Logistics Information Services Web/Internet connection Email address
- CAC login for the login function of QDB Web

##### **Server Environment**

- Microsoft Windows Web server running IIS 7.5® or later
- SQL® 2008 data server or later
- Common Error Reporting System (CERS)
- DLIS Master Pages

#### **3.3.2 Required Software**

Required Web browser software is any browser that is HTML 4.0 compliant. QDB is a Web-based application that does not require distribution.

#### **3.3.3 Required Operating System**

Windows Operating System with Internet Information Server™ (IIS) 7.5 or later shall provide the OS for the server hardware. The OS has no inherent security or privacy requirements associated with it. However, DLA Logistics Information Services shall have responsibility for securing a site license for use of the OS.

### **3.3.4 Required Facilities, Equipment, and Resources**

Following are key points about additional required facilities, equipment, and resources:

- QDB login requires CAC authentication, with user data and SCAT security software.
- Communication between the servers and the client is via HyperText Transport Protocol Secure (https) using ASP technology.

## **3.4 Software Organization and Operation Overview**

See section 6.0 Procedures for QDB Public Search and section 7.0 Procedures for Collaboration using QDB Login. The following subsections describe other important organization and operation QDB information.

### **3.4.1 Typical Response Time and Factors That Affect It**

The response time for QDB to execute a search varies depending on:

- Query criteria defined
- Whether a database or server is down at a particular location
- Volume of user traffic on the Internet or on the LAN/Intranet
- Server load
- Modem speed

The average response time is approximately 1 to 2 seconds with a high-speed connection and approximately 1 to 10 seconds with a standard modem connection.

If the response time exceeds 30 seconds, verify the cause by entering different criteria or by using another computer system, if possible. If that fails, try a different search. If you still have difficulty with response times, contact the Customer Support; see [Assistance and Problem Reporting](#) in Section 3.7 of this manual or click the Contact Us link in the QDB Web page.

### **3.4.2 Expected Error Rate**

QDB retrieves data from the various data tables it accesses for all defined search criteria at a reliability rate of approximately 98 percent. Error in data returned is a result of either criteria defined or the operational state of the database QDB is querying.

### **3.4.3 Supervisory Controls**

Through its reporting function based on login ID, QDB provides auditing information about who created collaboration responses and when they were created. No additional supervisory controls currently exist for QDB.

## **3.5 Contingencies, Alternate States and Modes of Operation**

There are no contingencies, alternate states or modes of operation for QDB. If you are unable to access QDB, contact the DLA Customer Interaction Center (CIC). (See [Section 3.7.](#))

## **3.6 Security and Privacy**

Access to the QDB Web login requires registration the Account Management and Provisioning System ([AMPS](#)) website.

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### 3.7 Assistance and Problem Reporting

If troubleshooting efforts have failed and you still cannot operate QDB, contact the DLA Customer Interaction Center (CIC) by clicking the **Contact Us** menu option to open the CIC web page. This page contains telephone, fax, and email contact information.



Figure 3 - 1. Contact Us Page

## 4.0 ACCESS TO THE SOFTWARE

### 4.1 First-Time Users of the Software

This section describes step-by-step procedures oriented to the first time user.

#### 4.1.1 Equipment Familiarization

To use QDB, you should have experience using computer systems as well as applications that require data query. You should have experience with data entry procedures. You should also be familiar with your Web browser and be comfortable using the Internet.

- a. Normal procedures are followed for powering up the workstation and making adjustments.

- b. QDB Web pages can be displayed on any size monitor. Optimum performance and viewing is achieved with a monitor resolution of 800 X 600 or greater. On a 17-inch or larger monitor screen, color settings should be set at high color (16 bit) or better.
- c. Place the pointer on any active navigation link and click once to activate that link and display the applicable screen. The Tab key may be used for navigating through text-entry fields, most buttons, and underlined links. When using the Tab key with Internet Explorer to navigate to a desired link, press the Enter key to invoke that link. Shift-Tab reverses the direction allowing navigation to a previously entered field.
- d. No special sequence of operations is required for turning off power to the workstation.
- e. For users with visual disabilities, the application provides hovering text when used with Assistive Technology (AT). These include:
  - Screen Reader (reads onscreen text and translates to speech)
  - Refreshable Braille (works with Screen Reader to translate text to Braille)
  - Screen Magnification (for low acuity vision)
  - High Contrast Color (for easier viewing)
- f. This Submit Inquiry button  and other similar buttons indicate a function link that performs the named function or a navigation that goes to the page indicated on the button. There are also underlined active text links to advance to the specified area.

#### 4.1.2 Access Control

Login is not required for Public Inquiry users. Users must login to the QDB application if using the Login function. The Login function requires a valid Common Access Card (CAC). Users register through the Account Management and Provisioning System (AMPS) for access to QDB. The next table shows security levels.

#### Security Levels

Security Level	Short Name	Description
(No Security Required)	Public Inquiry	View record and associated data only
CAC authorization at login level	Login	View record and associated data, choose a PICA response, enter comments, create an action

**Table 4 - 1. QDB Security Levels**

#### 4.2 Initiating a Session

You can initiate a session via the DLA Logistics Information Services Web site and the E-Cat application.

### 4.2.1 Initiating a Session to QDB Web

Open your Web browser and type or paste the QDB Web URL (<https://www.logisticsinformationservice.dla.mil/QDB/>) into the Web browser address field; click **Enter**. The QDB Home page is displayed as shown in the next figure.



**Figure 4 - 1. QDB Home Page**

Public users initiate a session by selecting Search from either the link in the left menu or from the Step 1 picture, which also serves as a link.

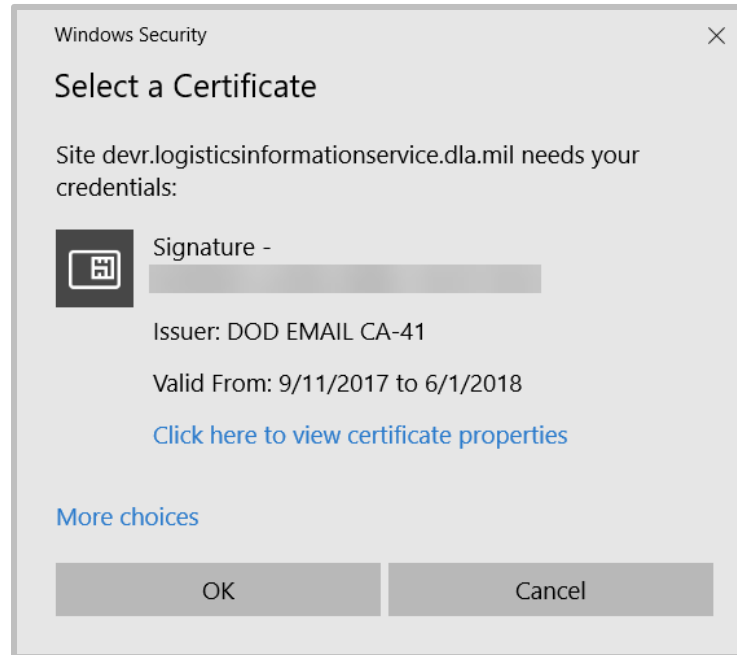
- See [Section 6](#) for Public user instructions.
- See [Section 7](#) for Login users and collaboration instructions.

### 4.2.2 Login With CAC

Access to the QDB Login function requires an authorized CAC card. Access using a username with password without a CAC is no longer an option.

To log into QDB:

1. Click the Logged in link on the top right corner of the QDB Search page.
2. The Select a Certificate window displays (see next figure.) If you have more than one certificate associated with you CAC card, choose the correct one for QDB, usually the one for email, and then click the **OK** button.



**Figure 4 - 2. Select a Digital Certificate**

3. The DoD Notice and Consent Banner is displayed (next figure.) Click the **OK** button to continue.



**Figure 4 - 3. DoD Notice and Consent Banner**

4. The Last Login page displays as shown in the next figure.

**Last Login**

Please review the following information, if you notice something that looks suspicious please inform DLA Logistics Information Services  
Account Management: EnterpriseITHelpdesk@dla.mil

Last valid login	05/14/2018 11:47
Last valid login IP address	164.87.163.134
<hr/>	
Last invalid login	04/24/2018 13:13
Last invalid login IP address	164.87.195.206

**Figure 4 - 4. Last Login Page**

5. Click **Continue** to complete your log in.

QDB  
Search

Welcome,                      [Logout](#)

[Home](#) » [QDB](#) » Search

---

**Search**

<b>NIIN *</b>	<input type="text"/>	<input type="button" value="Multiple NIINs"/>
<b>Log# *</b>	<input type="text"/>	
<b>FSC</b>	<input type="text"/>	
<b>PICA</b>	<input type="text"/>	
<b>CAGE</b>	<input type="text"/>	
<b>Part Number *</b>	<input type="text"/>	
<b>Project Name *</b>	<input type="text"/>	
<b>Location</b>	<input type="text"/>	▼

**Search for:**

**Results per page:**

**Search Archive**


**Include Reference Number Indicator**

\* This item supports a 'wild card' search, add an asterisk (\*) to the data you know.

**Figure 4 - 5. User Logged In**

6. You are logged in to QDB and can use any of the options displayed on the left menu.

### 4.3 Stopping and Suspending Work

To quit the QDB Web application, go to another Web site or click the close button  on the Web browser page to close the browser. Also, the system will time out after 20 minutes of inactivity, and you will need to log into QDB again.

## 5.0 CAPABILITIES/RULES

### 5.1 Capabilities

QDB provides functionality to three types of users: the public, collaborators who are authorized to log in, and administrators. Public users can search the QDB database, view the detailed data associated with a NIIN, and email the QDB team. Login users can collaborate on the action to take for a NIIN, record comments, close the item, or recommend further action.

Note: This manual describes public and login user procedures. If you need further assistance, please contact the QDB team.

### 5.2 Conventions

Conventions are the characteristics of the system that remain consistent among applications, screens, and reports.

- a. On the QDB Search page, partial character strings and the asterisk (\*) wild card are allowed for searches by NIIN, log number, part number, or project name. You can enter a partial string and add an asterisk as the wild card character to search for all items starting with the string; for example, enter 000123\* for the NIIN to retrieve all numbers with that pattern, such as 000123444, 000123555, 000123666, etc. Multiple NIINs can be entered. You can also use any combination for searches, including NIIN, Log#, FSC, PICA, CAGE, Part Number, Project Name, and Location. However, when using combinations, all values must be accurate to retrieve the desired record.
- b. In the QDB application, pages contain a [menu](#) in the left column. The menu links can be used to navigate throughout QDB, perform QDB tasks, find Help and other useful information, register to become a login user, and access associated external links. The menu links are available to all users in the QDB application.
- c. On a text entry action page, the Cancel button cancels an action before the action is processed and returns to the previous page. Clear Form clears entries from the form but leaves the form displayed.

### 5.3 Processing Procedures

Processing procedures are presented in three sections:

- [Public Search](#) (Section 6.0)
- [Collaboration using QDB Login](#) (Section 7.0)

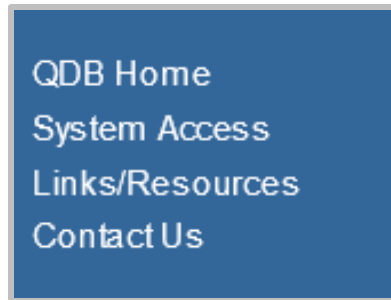
Screen captures provide visual aids with the instructions.

### 5.4 QDB Menus

Located on the left side of the QDB pages, the menu of QDB links are used to navigate within QDB and to access outside resources. Menus are grouped by category: QDB Home, System Access, Links/Resources, and Contact Us.

The figure below shows the QDB menu links.





**Figure 5 - 1. QDB Menus**

QDB links on the Home page menu contain these options:

- QDB Home - Returns to the QDB Home page from any other page.
- System Access:
  - Search Quality Database (QDB)—Displays the QDB Search page
  - Register for Quality Database—Displays Select a Certificate window and the AMPS Gateway Welcome page. Use this link to register for access to QDB.
- Links/Resources:
  - Activation Request (ACTREQ) Codes—Displays ACTREQCodes.pdf document
  - DD Form 1685—Displays the DD Form 1685 application
  - Demilitarization (DEMIL) Codes—Displays DEMILCodes.pdf document
  - Document Identifier Code (DIC)—Displays DICCodes.pdf document
  - Electronic Cataloging (E-Cat)—Displays E-Cat application main page
  - Interactive Government & Industry Data Edit & Review (iGIRDER)—Displays iGIRDER Login page
  - Quality Database (QDB) User Manual—Displays QDB user manual
  - Web Federal Logistics Information System (WebFLIS)—Displays WebFLIS Sign-In page

A sample of a pdf document, DEMIL Codes, is shown in the next figure.

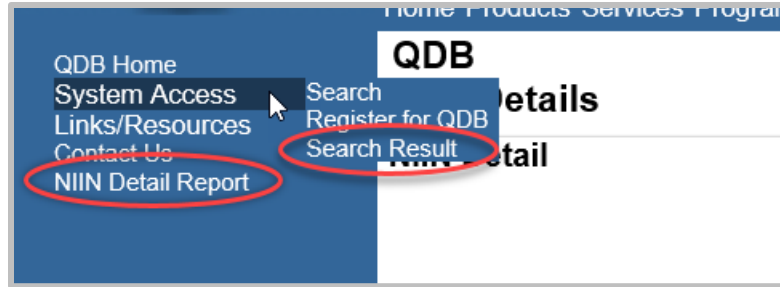
CODE	EXPLANATION
A	Non-MLI/Non-CCLI -- Demilitarization not required
B	MLI (Non-SME) -- Demilitarization not required. Trade Security Controls required at disposition.
C	MLI (SME) -- Remove and/or demilitarization installed key point(s), as prescribed in this manual, or lethal parts, components and accessories.
D	MLI (SME) -- Total destruction of item and components so as to preclude restoration or repair to a usable condition by melting, cutting, tearing, scratching, crushing, breaking, punching, neutralizing, etc. (As an alternate, burial or deep water dumping may be used when approved by the DoD Demilitarization Program Office.)
E	MLI (Non-SME) -- This code is obsolete - do not use. Materiel previously coded E was additional critical materiel determined by the DoD Demilitarization Policy Working Group to require demilitarization, either key point or total destruction with demilitarization instructions furnished by the DoD Demilitarization Program Office. This materiel has been incorporated into paragraphs A. or B., as appropriate, within each category of DoD 4160.21-M-1, Appendix 4.
F	MLI (SME) -- Demilitarization instructions to be furnished by the Item/Technical Manager/Equipment Specialist.
G	MLI (SME) -- Demilitarization required -- Ammunition, Explosives, and Dangerous Articles (AEDA). Demilitarization will be accomplished and the material rendered explosive free/inert prior to physical transfer to a disposal activity or release from DoD control. This code will be used for all unclassified AEDA items.
P	MLI (SME) -- Security Classified Item -- Declassification and demilitarization and removal of any sensitive markings or information will be accomplished prior to accountability or physical transfer to a disposal activity or release from DoD control. This code will also be assigned to classified AEDA items.
Q	CCLI -- Commerce Control list Item -- Demilitarization not required. CCLIs are dual use (military, commercial, and other strategic uses) items under the jurisdiction of the Bureau of Industry and Security, U.S. Department of Commerce, through the Export Administration Regulations. The types of items controlled under the CCL are commodities (i.e. equipment, materials, electronics, etc.), software and technology. The CCL does not include those items exclusively controlled by another department or agency of the U.S. government. (See DoD 4160.21-M-1, Chapter 3 and Appendix 5).

**Figure 5 - 2. Sample Resource for DEMIL Codes**

- Contact Us:
  - Quality Database (QDB) Team—Initiates an email to the QDB team
  - DLA Customer Interaction Center—Displays DLA CIC Home Page (See [Figure 3-1.](#))

After a successful search, Search Result and NIIN Detail Report are added to the menu when viewing details on the NIIN Detail page (see figure below.)

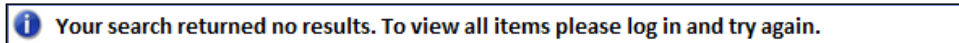
- Search Result is added to the System Access menu option and returns to the search result picklist, [Figure 6-3.](#)
- NIIN Detail Report displays a detail report for that NIIN with all action details included; [see Figure 6-6.](#)



**Figure 5 - 3. QDB Links Menu with NIIN Search Options**

## 5.5 Messages

Messages inform the user of some helpful information or instruction. All messages are intended to be self-explanatory, and the user need only follow the instructions given. The next figure is an example of an information message.



**Figure 5 - 4. Sample Information Message**

## 6.0 PROCEDURES FOR QDB PUBLIC SEARCH

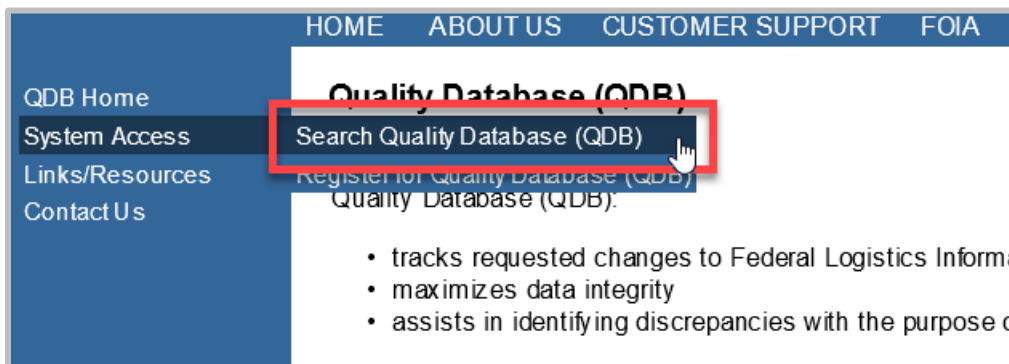
Anyone can access the QDB website as a public user. Public users can perform searches and view details of actions for a NIIN. They can send email to the QDB data quality team at [dataqualityqdb@dla.mil](mailto:dataqualityqdb@dla.mil). They can use the Register for QDB link to request login access.

### 6.1 Accessing QDB

Access QDB at the Web URL <https://www.logisticsinformationservice.dla.mil/QDB/>. The public site is on the Internet and accessible to anyone. It offers read-only functionality. Once you have accessed the application, the [QDB Home](#) page is displayed (see Figure 4-1).

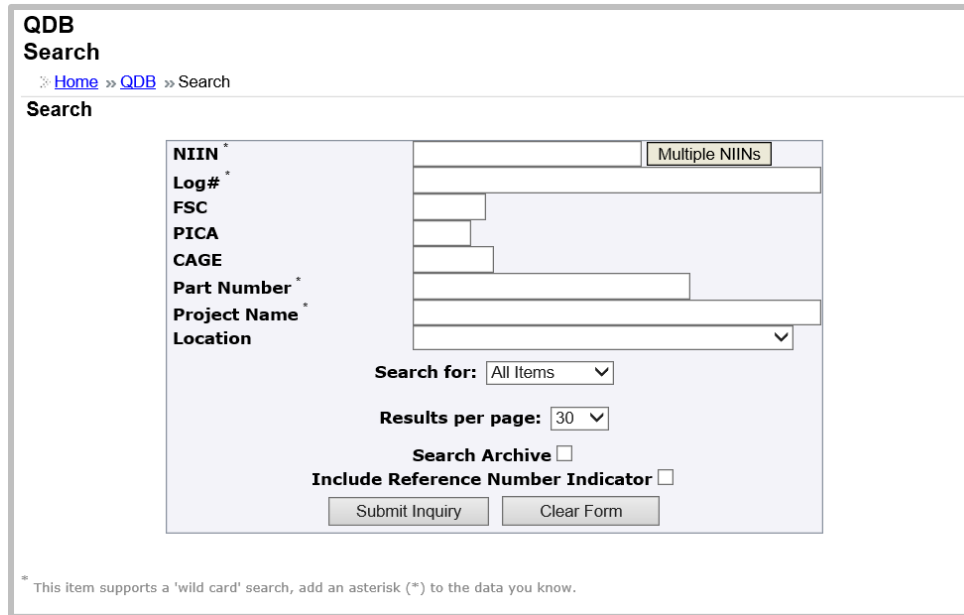
### 6.2 QDB Search

Access the NIIN records using the Search function. To perform a search, click on **System Access** in the menu on the left side of the page.



**Figure 6 - 1. Search Quality Database (QDB)**

1. Select Search Quality Database (QDB). The QDB Search page is displayed, as shown in the next figure.



**QDB Search**  
Home >> QDB >> Search

**Search**

NIIN\*

Log#\*

FSC

PICA

CAGE

Part Number\*

Project Name\*

Location

Search for:

Results per page:

Search Archive

Include Reference Number Indicator

\* This item supports a 'wild card' search, add an asterisk (\*) to the data you know.

**Figure 6 - 2. QDB Search**

2. Enter your search criteria. You can search on multiple criteria in any combination. The QDB Search page accepts any single criteria or combination for record searches, including NIIN, log number, FSC, PICA, CAGE, part number, and project name. Multiple NIINs can also be entered. [Wild card](#) searches are offered for several fields, where a partial number plus an asterisk (\*) results in a listing of all records matching those numbers.

The table below contains field names and descriptions for the QDB Search page.

Search Field	Description
*	NOTE A field name with an asterisk (*) allows a wild card search, where a partial number followed by an asterisk returns all similar numbers. For example, enter 000123* for the NIIN to find all numbers like 000123444, 000123456, 000123555, etc.
NIIN*	National Item Identifier Number, a subset of NSN (National Stock Number), it is the NSN minus the first four digits.
Multiple NIINs	Click the Multiple NIINs button to reveal the field where you can type or paste several NIINs. The field expands as needed. The wild card asterisk cannot be used for multiple NIINs.
Log#*	The log number is an alternative to the NIIN as a definitive identification number.
FSC	Federal Supply Classification, a classification identity used to denote specific supplies, with a unique FSC for each item. The last two digits of the NSN, a code for dividing the FSG (Federal Supply Group) into 99 classes.
PICA	Primary Inventory Control Activity, a code for the individual who controls the inventory count for the item.
CAGE	Commercial and Government Entity, a number associated with the name of the commercial source or government entity that stocks the item.
Part Number*	Part number of the item for the specific record.
Project Name*	Project name associated with the item or record.
Location	Location column on the search results shows the location code associated with the collaboration or the status.
Search for	Open Item, Closed Item, All Items are the drop-down options.
Results per page	The number of items to display per page if multiple records match the search criteria.
Search Archive	Also include the archived records of past years in the search.
Include Reference Number Indicator	Display the reference number with the search results detail.

**Table 6 - 1. Fields on the QDB Search Form**

**NOTE**

The Clear Form button clears the parameter data you defined on the page. Some options “stick” and do not automatically clear for the next search.


- When satisfied with entries, click on the **Submit Inquiry** button. When your search results in multiple records, a picklist of records is displayed on the Search Result page.

### 6.3 Search Results – Pick List

If the search returns multiple records, a pick list is displayed, as shown in the next figure.


**QDB**  
**Search Results**

**Search Result**  
NIIN: 0088\*  
Status: Open Items

1 - 10 of 66  Show  Rows

FSC	NIIN	PICA	Location
4140	<a href="#">008800262</a>	GX	GX
6220	<a href="#">008801624</a>	GX	Cataloging
5985	<a href="#">008802134</a>	GX	GX
4320	<a href="#">008803918</a>	GX	Cataloging
5945	<a href="#">008808162</a>	GX	GX
4320	<a href="#">008808658</a>	GX	Cataloging
4320	<a href="#">008808661</a>	GX	Cataloging
5310	<a href="#">008809344</a>	GX	GX
2920	<a href="#">008810640</a>	GX	Cataloging
4730	<a href="#">008811161</a>	GX	GX

**Figure 6 - 3. QDB Search Results Pick List of Records Page**

- Look through the list to find the record you are interested in.
  - Click on a column heading to re-sort the list in ascending order by that column; click again for descending order. By default the list is sorted in ascending NIIN order.
  - Click on the green arrow  to continue to the next page, when the search returned more than one page of NIINs.
- Click the NIIN link to continue to the NIIN Detail page.

### 6.4 NIIN Detail

If your search finds only one record, the NIIN Detail page is displayed directly.

**QDB**  
**NIIN Details**

**NIIN Detail**  
FSC: 6115  
NIIN / Log #: 000000100

<< < 1 of 1 > >>

Project	Location	Action Code	Ref #
20090813 Tst	Cataloging	LAR	False
20090813 Tst	Closed	LCR	False
20090813 Tst	Closed	REV	False
05-118-001	Closed	123	False
CAGEMASS	Cataloging	LCR	True
CAGEMASS	Closed	LAR	True
20090813 Tst	Cataloging	123	False

**Figure 6 - 4. NIIN Detail**

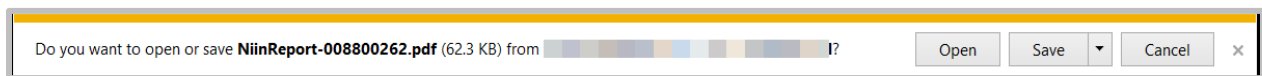
Notice the navigation arrows on the right side of the page above the Ref # column. For a single record, the arrows are grayed and inactive as shown in this example. When a search returns multiple records, the navigation function is green and active. The numbers reflect what number this is of the total number of records, for example, 1 of 5. The single arrows move ahead or back one record at a time through the list; double arrows jump back to the beginning or ahead to the end.

An explanation of the columns that are initially displayed is provided in the next table.

NIIN Detail Field	Description
Project	The name of the project, for example, GIRDER
Location	Location associated with the Action ID, for example, KE
Action Code	Action determines the DRNs that are required or optional and also the collaborator's options. See <a href="#">Table 7-3</a> for a listing of Action Codes and their explanations.
Ref #	True or False

**Table 6 - 2. Columns of the NIIN Details Page**

To view the QDB NIIN Detail Report, click on **NIIN Detail Report** in the left menu. A File Download window displays.

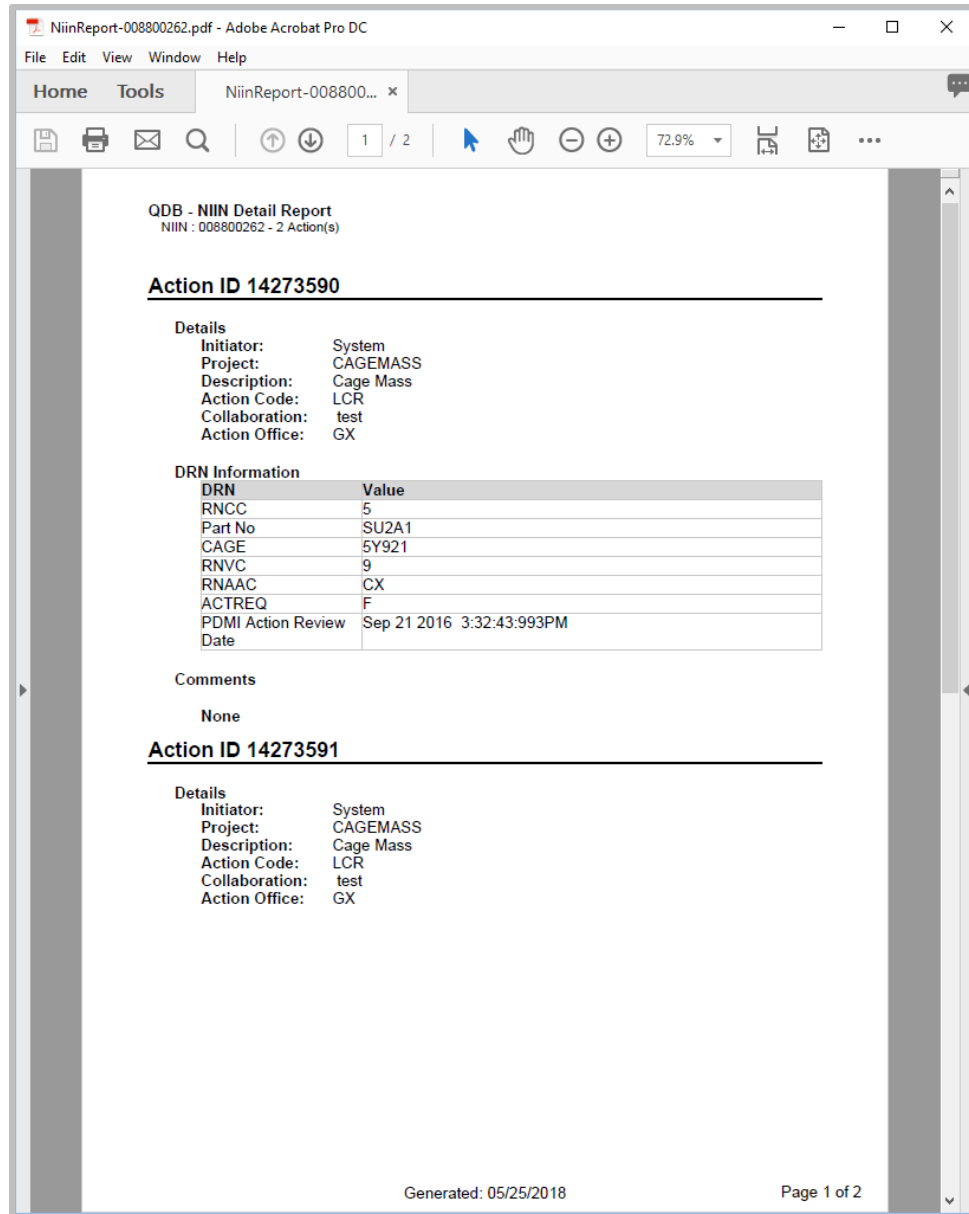


**Figure 6 - 5. File Download Window**

Click **Open** to open the PDF file, or click **Save** to save it to a location on your computer.

Click **Open** to view the document.





**Figure 6 - 6. QDB – NIIN Detail Report**

Figure 6-6 shows the first page as an example of the report. This QDB – NIIN Detail Report contains a list of Action IDs that include NIIN details, DDRN information, and a comments field.

**6.5 Expanded NIIN Details**

When an item is selected on the NIIN Detail page, the details of collaboration actions are displayed in the lower part of the page, and shown in the figure below.

**QDB**  
**NIIN Details**

**NIIN Detail**  
FSC: 6115  
NIIN / Log #: 000000100

◀◀ 1 of 1 ▶▶

Project	Location	Action Code	Ref #
20090813 Tst	Cataloging	LAR	False
CAGEMASS	Cataloging	LCR	True
20090813 Tst	Cataloging	123	False

Details

Project Name: **20090813 Tst**  
 Description: **Testing**  
 Action: **123 - test action code**  
 Collaboration:   
 Location: **Cataloging**  
 Reference Number Project: **False**  
 Initiator: **PICA**

DRNs

DRN	Value
PLT	123
DEMIL Appendix ID	A

Comments

Date	Comment
11/18/2014	test

Action History

Location	In	Out	Collaboration
Cataloging	06/02/2015		[4] Create Action

**Figure 6 - 7. NIIN Detail - Expanded**

DRNs and their Values are displayed in the Details panel. Comments are viewable. All data is read only. Only users who are logged in can see the author’s email address; public users cannot. The next table contains the names of the columns, the details, DRNs, Comments, and Action History sections of the NIIN Detail page that display when the record is expanded.

Section	NIIN Detail Field or Column	Description
Details	Project Name	The name of the project, for example, GIRDER
	Action	Action requested. See <a href="#">Table 7-3</a> for a listing of Action Codes and their explanations.
	Collaboration	Results of collaboration, such as Concur or nonconcur; choices are determined by the location.

Section	NIIN Detail Field or Column	Description
	Location	Location of Action ID, for example, KE. If the item is closed, the closed status is displayed in the Location column.
	Reference Number Project	The alternate number that can be used as the reference if a NIIN is not available.
	Initiator	Initiator of the action, such as System.
DRNs	DRN	Data Record Number. Available DRNs depend on the action.
	Value	The value to enter for the DRN.
Comments	Date	The date when the comment was entered.
	Comment	The text of the comment. Only a collaborator who has logged in can add a comment. Public search users can see the comments but cannot add comments.
Action History	Location	Location associated with the Action ID.
	In	In date for the action.
	Out	Out date for the action.
	Collaboration	The outcome of the collaboration, such as Concur or Nonconcur, according to how the collaboration choices for this location were set up.

**Table 6 - 3. Sections and Fields on NIIN Details Page (Expanded)**

## 7.0 PROCEDURES FOR COLLABORATION USING QDB LOGIN

### 7.1 QDB Login

You can initiate a session via the DLA Logistics Information Services Web site. Once you access the restricted QDB site, your Web browser displays the [QDB Home](#) page as shown in Figure 4-1. To log in, select **System Access** from the left menu, and then select **Search Quality Database (QDB)** for that submenu. See [section 4.2.2](#), Login With CAC, for more information and screenshots.

After login, the upper right corner of the Home page shows your name. Note that inactivity for a period of time results in an automatic log out. You would then need to log in again to resume the activities of a logged-in user.

This section describes the functions available to the login QDB users but not available to the [public users](#). The login users are authorized to collaborate on actions, enter comments, and create new actions.

### 7.2 QDB Menus

See [Section 5.4](#) for an explanation of the QDB menus on the left side of the QDB Home page.

## 7.3 QDB Search

To perform a search, enter search criteria and options on the Search page. Please refer to [Section 6.2](#) for details about the search.

### 7.3.1 Search Results – Pick List and Detail

A successful search returns a pick list (see [Section 6.3](#)) when there are multiple results or goes directly to the detail page if there is a single record found. When you are logged in, you can return to the search result pick list by selecting Search Result from the System Access menu option.

### 7.3.2 NIIN Detail for Logged In User

The NIIN Detail is displayed when a record is selected from the pick list or when a single record is found in the search. One or more projects may be listed in the grid. Click on a project to expand the detail.

**NIIN Detail**  
 FSC: 2920  
 NIIN / Log #: 000013474

WebFLIS

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Project	Location	Action Code	Ref #
GIRDER	Cataloging	LCR	True
GIRDER	Cataloging	LAR	True
GIRDER	Cataloging	LCR	True
GIRDER	Cataloging	LAR	True

**Figure 7 - 1. NIIN Detail Example**

Notice the navigation arrows on the right side of the page above the Ref #column. When a search returns multiple records, this navigation function reflects what number this is of the total number of records. When there are multiple records returned from the search, the record number of total records is shown, and the arrows are activated: the single arrows move ahead or back one record at a time through the list; double arrows jump back to the beginning or ahead to the end. For a single record, such as this example (1 of 1), the arrows are grayed and not available.

An explanation of the columns that are initially displayed is provided in the next table.

NIIN Detail Field	Description
Project	The name of the project, for example, GIRDER
Location	Location of Action ID, for example, KE
Action Code	Action requested. See <a href="#">Table 7-3</a> for a listing of Action Codes and their explanations.
Ref#	True or false

**Table 7 - 1. Columns of the NIIN Details Page**

Select a Project line to display further information about that project as shown in Figure 7-2.

**NIIN Detail**  
 FSC: 5330  
 NIIN / Log #: 006057255

WebFLIS

◀◀ 1428 of 11603 ▶▶

Project	Location	Action Code	Ref #
GIRDER	Cataloging	LCR	True
GIRDER	Cataloging	LAR	True
GIRDER	Cataloging	LCR	True
GIRDER	Cataloging	LAR	True

**Details**

Project Name: **GIRDER**  
 Description: **GIRDER Project**  
 Action: **LCR - Change Reference Number**  
 Collaboration:   ▼  
 Location: **Cataloging**  
 Reference Number Project: **True**  
 Initiator: **System**

**DRNs**

DRN	Value
Part No	CAFB1519B
RNCC	5
RNVC	9
CAGE	NGSCA
RNAAC	KZ
ACTREQ	J3

**Comments**

Date	Author	Comment
06/21/2018		This is a sample comment for documentation.

[Add a Comment](#)

**Action History**

Location	In	Out	Collaboration	Collaborator
Cataloging				

**Figure 7 - 2. NIIN Detail – Expanded with Collaboration**

The next table contains the names of the columns, the details, DRNs, Comments, and Action History sections of the NIIN Detail page that display when the record is expanded. (Public users cannot see the author or collaborator and cannot add a comment.)

Section	NIIN Detail Field or Column	Description
Details	Project Name	The name of the project, for example, GIRDER
	Action	Action requested. See <a href="#">Table 7-3</a> for a listing of Action Codes and their explanations.
	Collaboration	Conclusion of collaboration, such as Concur or nonconcur. This field is active for a logged-in user who is authorized to collaboration on this action. See <a href="#">Collaborations and Comments</a> , Section 7.4.4.
	Location	Location of Action ID, for example, KE. If the item is closed, the closed status is displayed in the Location column.
	Reference Number Project	The alternate number that can be used as the reference if a NIIN is not available.
	Initiator	Initiator of the action, such as System.
DRNs	DRN	Data Record Number. Available DRNs depend on the action.
	Value	The value to enter for the DRN.
Comments	Date	The date when the comment was entered.
	Author	Users who have logged in can see the email address of the person who performed the action. Click on the name link to open a blank email pre-addressed to the person who performed the action.
	Comment	The text of the comment. Only a user who has logged in can view the e-mail address of the commenter. Public search users can see the comments but cannot add comments. See <a href="#">Collaborations and Comments</a> , Section 7.4.4.
	Add a Comment	Click button to see a text field where you can report an action or add your views about the action to take. Click the Save button to add your comment or Cancel to discard it.
Action History	Location	Location associated with the Action ID.
	In	In date for the action.
	Out	Out date for the action.
	Collaboration	The outcome of the collaboration, such as Concur or Nonconcur, according to how the collaboration choices for this location were set up. See <a href="#">Collaborations and Comments</a> , Section 7.4.4. This dropdown option is available to select only if you are a member of the appropriate group; otherwise it is grayed and view-only.
	Collaborator	The individual responsible for collaborating on an action to an item or record. The email address of the person who performed the action is displayed for logged in users. Click to open a blank email pre-addressed to the person who performed the action. Public search users cannot see the collaborator's name or email address.

**Table 7 - 2. Sections and Fields on NIIN Details Page (Expanded)**

### 7.4.3 NIIN Detail Report

From the [NIIN Detail page](#), you can view a variety of information related to the record on the NIIN Detail Report.

Recall that the NIIN Detail Report is generated from the QDB Links menu when a report is available. The report is generated as a PDF and displayed in a separate window, from which you can view, save, and print. An example of a NIIN Detail Report for a logged in user is shown page by page in the three figures below. The email address of the author (blurred in these examples) of each action is included in the report for the logged in user but not for a public user.

**QDB - NIIN Detail Report**  
NIIN : 006057255 - 4 Action(s)

---

**Action ID 15193808**

---

**Details**  
**Initiator:** System  
**Project:** GIRDER  
**Description:** GIRDER Project  
**Action Code:** LCR  
**Collaboration:** test  
**Action Office:** Cataloging

**DRN Information**

DRN	Value
Part No	CAFB1519B
RNCC	5
RNVC	9
CAGE	NGSCA
RNAAC	KZ
ACTREQ	J3

**Comments**  
06/21/2018 - [blurred]  
This is a sample comment for documentation.

---

**Action ID 15193809**

---

**Details**  
**Initiator:** System  
**Project:** GIRDER  
**Description:** GIRDER Project  
**Action Code:** LAR  
**Collaboration:** test  
**Action Office:** Cataloging

**DRN Information**

DRN	Value
Part No	CAFB1519B
CAGE	7PZX0
RNCC	3
RNVC	2
ACTREQ	J3
DAC	5
RNAAC	KZ

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**Figure 7 - 3. NIIN Detail Report Sample – Page 1 of 3**

**QDB - NIIN Detail Report**  
 NIIN : 006057255 - 4 Action(s)

---

**Action ID 15193809**

**Comments**

None

---

**Action ID 15224726**

**Details**

**Initiator:** System  
**Project:** GIRDER  
**Description:** GIRDER Project  
**Action Code:** LCR  
**Collaboration:** test  
**Action Office:** Cataloging

**DRN Information**

DRN	Value
Part No	CAFB1519B
RNCC	5
RNVC	9
CAGE	NGSCB
RNAAC	KZ
ACTREQ	J3

**Comments**

None

---

**Action ID 15224727**

**Details**

**Initiator:** System  
**Project:** GIRDER  
**Description:** GIRDER Project  
**Action Code:** LAR  
**Collaboration:** test  
**Action Office:** Cataloging

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**Figure 7 - 4. NIIN Detail Report Sample – Page 2 of 3**



**QDB - NIIN Detail Report**  
NIIN : 006057255 - 4 Action(s)

**Action ID 15224727**

**DRN Information**

DRN	Value
Part No	CAFB1519B
CAGE	7PZX0
RNCC	3
RNVC	2
ACTREQ	J3
DAC	5
RNAAC	KZ

**Comments**

None

Generated: 06/21/2018 Page 3 of 3

**Figure 7 - 5. NIIN Detail Report Sample – Page 3 of 3**

Details for the Actions associated with the NIIN are displayed on the page. Use the links in the Author column of the Comments section to send an email to the author of the comment. Any navigation option can be used from the page - the browser Back button or select an item from the menu in the left side of the page.

#### **7.4.4 Collaboration and Comments**

As an authorized user of the Login function, you can respond to actions if you are a member of the appropriate group.

Collaboration and comments can be tailored to each group. To add collaborations opportunities for a group, contact the QDB team via the Send Email link in the Contact Us menu option on the left menu. The administrator maintains the users' profiles and associations to groups.

The collaboration response and comment is located on the [NIIN Detail](#) page when the detail is expanded.

1. Click on an item to expand the details on the NIIN Detail Page in order to collaborate on an action.
2. Choose the desired response from the Collaboration drop down list field on the NIIN Detail page, as shown in the next figure. (The field is grayed and unavailable if you are not a group member authorized to collaborate.)

Available options, such as Concur or Non Concur, are dependent on the location; Closed can also be an option if the action item is not yet closed.

Details

Project Name: **GIRDER**

Description: **GIRDER Project**

Action: **LCR - Change Reference Number**

Collaboration: **Concur**

Location: **Non Concur**

Reference Number Project: **test123**

Initiator: **Concur**

**Figure 7 - 6. NIIN Details (Expanded) Collaboration Option**

3. When a Collaboration value is selected, a Collaboration comments section is added to the Detail page as shown in Figure 7-7.

Details

Project Name: **GIRDER**

Description: **GIRDER Project**

Action: **LCR - Change Reference Number**

Collaboration: **Non Concur**

Location: **Cataloging**

Reference Number Project: **True**

Initiator: **System**

Collaboration

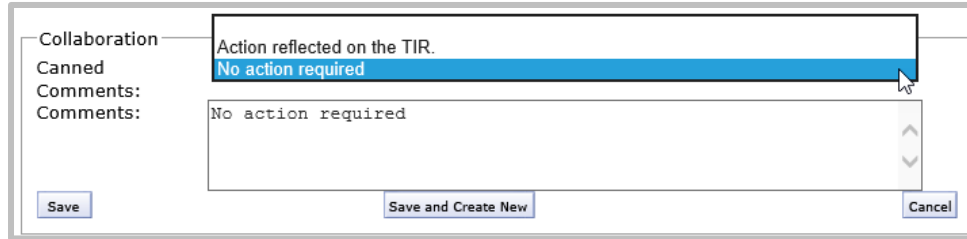
Canned Comments:

Comments:

Save Save and Create New Cancel

**Figure 7 - 7. NIIN Details (Expanded) Collaboration and Comments**

4. Use the drop down arrow in the Canned Comments field to display a selection of comments. When you select a canned comment, it is automatically copied to the Comments textbox.



**Figure 7 - 8. Select a Canned Comment**

If you use the canned comment, you can also add to the comment.  
 If desired, add a comment and click the **Save** button. If finished with this item, you can choose another menu item or exit QDB.

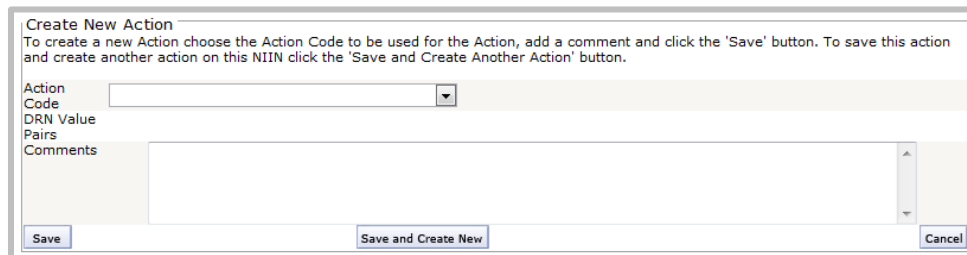
**NOTE:**

Continue to the next step if you are adding an action.

Click Cancel to discard the comment and also the collaboration choice.

**Create a new action**

1. When a Collaboration choice is selected, an additional button, Save and Create New, is offered under the Comments text box. Click the **Save and Create New** button to save your comment and create a new action. The Create New Action box is displayed as shown in Figure 7-7.



**Figure 7 - 9. Create New Action**

2. Select an Action Code from the drop-down menu. When an action is selected, the DRN Value Pairs section is populated with a listing of DRNs associated with the action code as shown in the next figure.

**Create New Action**  
 To create a new Action choose the Action Code to be used for the Action, add a comment and click the 'Save' button. To save this action and create another action on this NIIN click the 'Save and Create Another Action' button.

Action Code: 123 - test action code

DRN Value Pairs:

- \* PLT
- \* DEMIL Appendix ID
- PICA ECCN
- DEMIL Paragraph ID
- PICA DEMIL Category ID
- PICA DEMIL Appendix ID
- DEMIL
- ECCN

Comments

Buttons: Save, Save and Create New, Cancel

**Figure 7 - 10. DRN Value Pairs Displayed**

3. Enter or select values from drop-down menus as required. The DRN Value Pairs section is a listing of DRNs associated with the action code. Fields marked with an asterisk (\*) are required fields. Some collaborations require corrected values.
4. Type a comment in the Comments text area.
5. Click the **Save** button. To save this action and create another action on this NIIN, click the **Save and Create New** button. Cancel discards the action.

The next table shows a sample list of Action codes and their descriptions.

Action Code	Description
EDC	Test code for EDC
HDM	Test for Power Outage
INF	Information from cataloging personnel
LAD	Add Data Element
LAR	Add Reference Number
LCC	Change Characteristics
LCD	Change Data Element
LCR	Change Reference Number
LCU	Change MOE Rule
LDD	Delete Data Element
LDR	Delete Reference Number
LDU	Delete MOE Rule Number
LKD	Cancel NSN Duplicate
LKU	Cancel NSN Use
LKV	Cancel NSN Invalid
NPN	New NSN

Action Code	Description
OTE	EDC OT&E test
REV	Review-GIRDER
RMR	Review-MRAP Maintenance

**Table 7 - 3. Sample Action Codes and Descriptions**

### 7.4.5 Collaboration for a DEMIL NIIN

Collaboration fields available for DEMIL NIINs depend on the DEMIL code entered in the Recommended DEMIL, as shown in the next figures.

**NIIN Detail**  
 FSC: 5895  
 NIIN / Log #: 015680098 WebFLIS

Project	Location	Action Code	Ref #
DEMILMC	PA	LCD	False

**Details**

Project Name: **DEMILMC**  
 Description:  
 Action: **LCD - Change Data Element**  
 Collaboration: No Collab  
 Location: **PA**  
 Reference Number Project: **False**  
 Initiator: **System**

**Collaboration**

Recommended DEMIL:

**Enter a DEMIL Code to see the appropriate details.**

Canned Comments:

Comments:

**DRNs**

DRN	Value
DEMIL	B
Recommended DEMIL	A
ECCN	EAR99
Item Name	INSTALLATION KIT,EL

**Comments**

Date	Author	Comment
11/07/2008	System	USED ON WRECKER TRUCK

**Action History**

Location	In	Out	Collaboration	Collaborator
QDB Team	11/07/2008	01/12/2009		
PA	01/12/2009			

**Figure 7 - 11. NIIN Detail for DEMIL NIIN**

The recommended DEMIL is in the DRN section of the page. Enter this value in the Recommended DEMIL field in the Collaboration section, and see the next instructions.

- When the Recommended DEMIL code is A (Non-MLI/Non-CCLI -- Demilitarization not required), enter either the combination appendix and paragraph ID or the ECCN. The fields are activated for the radio button you select.

**Figure 7 - 12. Collaboration Panel when DEMIL Code = A**

- When the Recommended DEMIL code is B through G, or P, enter the appendix, category, and paragraph ID. (See next figure. The complete list of DEMIL codes is in QDB as a Help menu option.)

**Figure 7 - 13. Collaboration Panel when DEMIL Code = B, C, D, E, F, G, or P**

- When the Recommended DEMIL code is Q (commerce control list item), enter the ECCN.

**Figure 7 - 14. Collaboration Panel when DEMIL Code = Q**

When satisfied with entries, click **Save** or **Save and Create New** to add another action. Click the **Cancel** button when you don't want to save your work.

**APPENDIX A—GLOSSARY OF ACRONYMS AND TERMS**

<b><u>Acronym/Term</u></b>	<b><u>Explanation</u></b>
AAC	Acquisition Advice Code
ACTREQ	Action requested
ADPEC	Automated Data Processing Equipment Identification Code
AMC	Acquisition Method Code
AMSC	Acquisition Method Suffix Code
CAGE	Commercial and Government Entity, a number associated with the name of the commercial source or government entity that has/stocks the item
CIIC	Controlled Inventory Item Code
Collaborator	The individual responsible for collaborating an action to an item or record
DAC	Document Availability Code
DCN	Document Control Number, a required field on the page and used as the primary key for record searches
DD, DoD, DOD	Department of Defense
DEMIL	Demilitarization
DIC	Document Identifier Code, an alpha code assigned to the type of action initiated
DRN	Data Record Number
DSOR	Depot Source of Repair Code
EBS	Enterprise Business System
ECCN	Error Classification Code Number
ESDC	Electrostatic Discharge Code
FLIS	Federal Logistics Information System, a database that stores cataloging data
FSC	Federal Supply Classification, a classification identity used to denote specific types of supplies, with a unique FSC for each class of item; the first four digits, which can change, of a National Stock Number
HMIC	Hazardous Material Indicator Code
HTML	HyperText Markup Language, a communication language required for many Web-based applications
IIS	Internet Information Services, a Microsoft product required on the Web server to provide user access to the application.
IMC	Item Management Code
INC	Item Name Code
MOE	Major Organizational Entity

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NAIN	Non-Approved Item Name
NIIN	National Item Identifier Number, the last nine digits, which never change, of a National Stock Number.
NIMSC	Non-consumable Item Material Support Code
NSN	National Stock Number, a number used to identify an item of supply used by the government. Consists of FSC and NIIN. The NSN consists of the 4-digit FSC (changeable) plus the 9-digit NIIN (not changeable)
OS	Operating System
PDMI	Product Data Management Initiative
PICA	Primary Inventory Control Activity, a code for the activity that manages the item of supply for government use
PLC	Procurement Lead Time
PMIC	Precious Metals Indicator Code
QDB	Quality Database
QUP	Quantity Unit Pack
Quantitative Expression	Descriptive text about a data element
Receiver	The intended recipient of the action
Resp	Response
RNCC	Reference Number Category Code, a required field on the page when adding a reference number
RNFC	Reference Number Format Code
RNJC	Reference Number Justification Code
RNVC	Reference Number Variation Code, a required field on the page when adding a reference number
SADC	Service/Agency Designator Code
SCAT	Security Control and Administration Tool
SLC	Shelf Life Code
SOS	Source of Supply
SOS Modifier	Source of Supply Modifier Code
Factor	Unit of Issue Conversion Factor
WWW	World Wide Web
XML	Extensible Markup Language

## NOTE

See also Table 7-3 of [Action Codes](#) and descriptions.