

UNCLASSIFIED

DEFENSE LOGISTICS AGENCY

Established 1961



Technical Data Management Transformation (TDMT)

Level 1 Training

October 22, 2025



THE NATION'S LOGISTICS COMBAT SUPPORT AGENCY

UNCLASSIFIED

WARFIGHTER ALWAYS

PEOPLE ★ PRECISION ★ POSTURE ★ PARTNERSHIPS

Last updated: September 30, 2025



Technical Data Management Transformation Level 1

Purpose:

Introduction to the Technical Data Management Transformation (TDMT)

Agenda:

- Introduction to TDMT
- Accessing TDMT
- Navigating the Interface
- Customizing Your Workspace
- Searching for Information in TDMT
- Report Filter

Briefing Type:

- Information



- Log in to TDMT and select the appropriate working environment based on your role
- Navigate the TDMT interface using the navigation panel and application tiles
- Locate and open key item types using the table of contents
- Perform basic searches using filters, wildcards, and paging tools
- View item details using the properties and form preview panels
- Adjust user preferences to personalize your TDMT workspace



What is TDMT?

- The Defense Logistics Agency's (DLA) new document repository
- It replaces:
 - Document Management system (for TDP Builds)
 - Cfolders (for vendor TDP access)



Module 1

Accessing TDMT

Accessing the Login Page



Begin by opening a web browser and navigate to **https://tdmt.dla.mil**

A screenshot of a web browser window. The browser tab is titled "DSP Digital Sustainment Platform". The address bar shows "https://tdmt.dla.mil" with a red box around the URL and a red arrow pointing to the address bar. The page content features a large image of a woman in a white lab coat looking at a smartphone. Overlaid on this is a white box with the TDMT logo (a blue network diagram) and the text "TDMT TECHNICAL DATA MANAGEMENT TRANSFORMATION". To the right of the logo is a login form with a "Database" dropdown menu set to "TDMT_STAGE", "Username" and "Password" input fields, and a "Login" button. At the bottom right of the page, it says "Release 30 Build 14.0.22.40048".

Selecting the Correct Database



Next, select the correct database for your system. In most cases, the Database field will auto-populate.

For this training, the **TDMT_Training** database is being used.

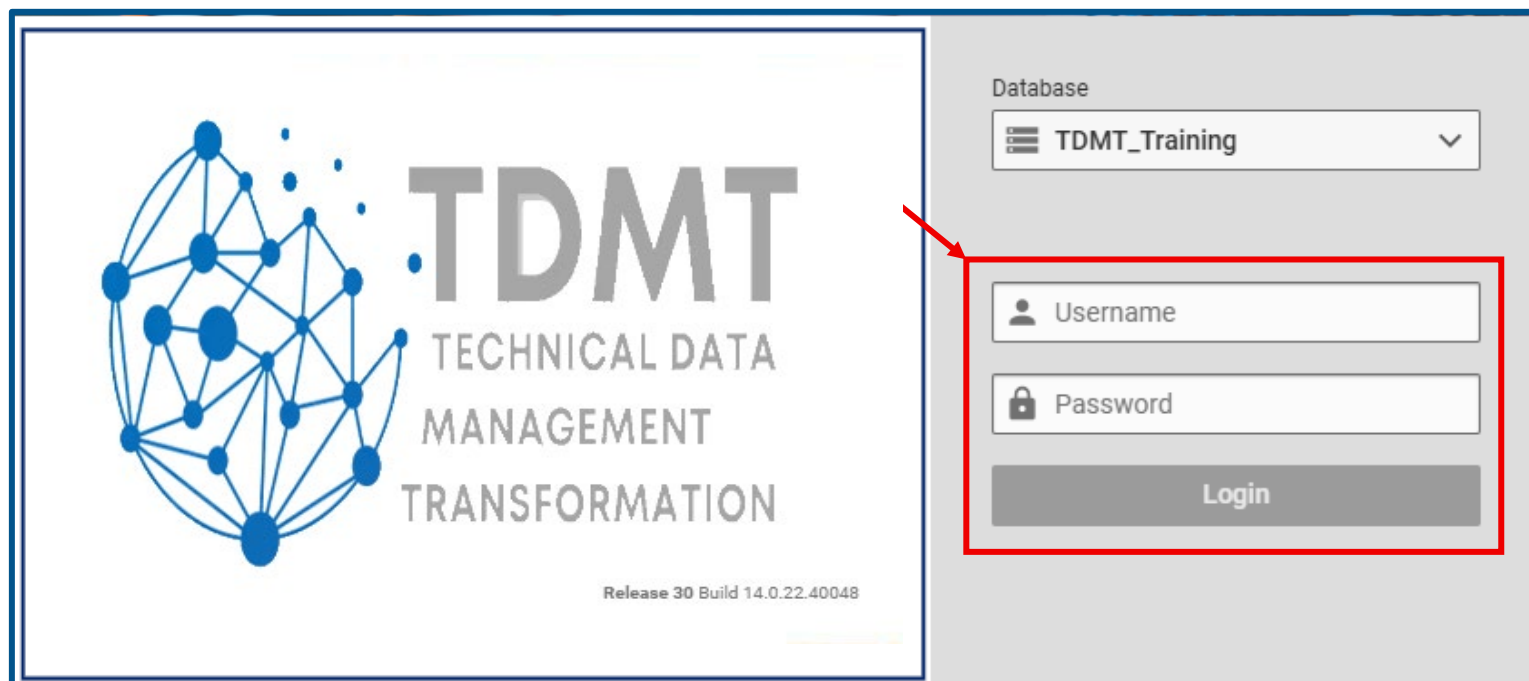
The screenshot displays the login interface for the TDMT (Technical Data Management Transformation) system. On the left, there is a logo consisting of a network of blue nodes and lines, with the text "TDMT TECHNICAL DATA MANAGEMENT TRANSFORMATION" and "Release 30 Build 14.0.22.40048" below it. On the right, there is a login form with the following fields:

- A "Database" dropdown menu, which is highlighted with a red box and a red arrow pointing to it. The dropdown menu shows "TDMT_Training" selected.
- A "Username" input field.
- A "Password" input field.
- A "Login" button.

Logging In with Your Credentials



1. Next, enter your supplied **Username** and **Password**. The password is case-sensitive.
2. Then, select the **Login** button.



The screenshot shows the login interface for TDMT (Technical Data Management Transformation). On the left, there is a logo consisting of a network of blue nodes and lines, with the text "TDMT TECHNICAL DATA MANAGEMENT TRANSFORMATION" and "Release 30 Build 14.0.22.40048" below it. On the right, there is a login form with a "Database" dropdown menu set to "TDMT_Training". Below the dropdown are two input fields: "Username" and "Password", both highlighted with a red box. A "Login" button is located below the input fields. A red arrow points from the "Login" button area towards the "Username" and "Password" fields.



Read the user agreement and click **I agree** proceeding any further with TDMT system.

Welcome to the Technical Data Management Transformation (TDMT) System

USER AGREEMENT - STANDARD MANDATORY NOTICE AND CONSENT PROVISION:

By signing this document, you acknowledge and consent that when you access Department of Defense (DoD) information systems:

- You are accessing a U.S. Government (USG) Information System (IS) (which includes any device attached to this IS) that is for USG-authorized use only.
- You consent to the following conditions:
 - The USG routinely intercepts and monitors communications occurring on this IS, and any device attached to this IS, for purposes including, but not limited to, penetration testing, communications security (COMSEC) monitoring, network operations and defense, quality control, personnel misconduct (PM), law enforcement (LE), and counterintelligence (CI) investigations.
 - At any time, the USG may inspect and seize data stored on this IS.
 - Communications using, or data stored on, this IS are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any USG-authorized purpose.
 - This IS includes security measures (e.g., authentication and access controls) to protect USG interests—not for your personnel benefit or privacy.
 - Notwithstanding the above, using this IS does not constitute consent to PM, LE, or CI investigative searching or monitoring of the content of privileged communications, or work product, related to personal representation or services by attorneys, psychotherapists, or clergy, and their assistants. Such communications and work product are private and confidential.
- All of the above conditions apply regardless of whether the access or use of an IS includes the display of a Notice and Consent Banner ("banner"). When a banner is used, the banner functions to remind the user of the conditions that are set forth in this User Agreement, regardless of whether the banner describes these conditions in full detail or provides a summary of such conditions, and regardless of whether the banner expressly references this User Agreement.

TDMT Systems Warning Statements (As of <insert Date that this gets posted>)

- Warning:** There is the potential that information presented and exported contains Controlled Unclassified Information (CUI) in accordance with Department of Defense Instruction (DoDI) 5200.48. It is the responsibility of all users to ensure information extracted is appropriately marked and properly safeguarded.
- Warning:** This IS contains data including but not limited to, export-controlled information, technical data, and intellectual property, (collectively, "Data"), the export of which is restricted by the Arms Export Control Act (Title 22, U.S.C. 2751, et seq.) and (or) the Export Administration Act of 1979 (Title 50, U.S.C. App. 2401 et seq.), as amended. Export of information contained herein, which includes, in some circumstances, release to foreign nationals within the United States, without first obtaining written approval or license from the Department of State for items controlled by the International Traffic in Arms Regulations (ITAR), or the Department of Commerce for items controlled by the Export Administration Regulations, (EAR), may constitute a violation of law. Violations of these export control laws are subject to civil and criminal penalties, including fines up to \$1,000,000 or imprisonment up to 20 years, or both.
- Warning:** Pursuant to Title 10, U.S.C. 150, 32 C.F.R. 250, and the Department of Defense Directive (DoDD) 5200.25, only qualified U.S. contractors or officers can access export-controlled information that is needed to bid or perform on a contract with the Department of Defense or other U.S. Government Agency in connection with a legitimate business purpose for which they are certified. Upon conclusion of the need for access to Data, all Data shall be destroyed and removed from any device in accordance with DoDI 5200.48, DoDI 5200.24, ISOO Notice 2019-01, 32 C.F.R. 2022.14(f)(2), and National Institute of Standards and Technology (NIST) Special Publication (SP) 800-99, Revision 1: Guidelines for Media Sanitization. Upon request by the DLA controlling authority or designee, users will certify in writing that all Data and copies thereof have been destroyed. DLA may suspend or permanently revoke TDMT access of any user to violate this term. Moreover, if there is a violation of U.S. export control laws and regulations, it may result in DLA revoking the company's or individual's access to TDMT or DoD permanently revoking their JCP certificate, which may result in the termination of existing awards requiring access to export-controlled information.
- Warning:** Pursuant to ITAR, EAR, DoDI 5200.25, and DoDI 5200.24, downloading any Data including export-controlled information (other than documents assigned Distribution Statement "A") from TDMT and disseminating it to an unauthorized company, organization, or individual without DLA prior written consent is prohibited. DLA may suspend or revoke the company's or individual's access to TDMT and/or DoD permanently revoking their JCP certificate, which may result in the termination of existing awards requiring access to export-controlled information. ITAR and EAR violations may result in civil and (or) criminal penalties.
- Warning:** Downloading export-controlled information from TDMT to locations outside of the United States or its territories is prohibited without the Defense Logistics Agency's (DLA) written prior consent. The only exception to this rule is Canadian contractors with an active Joint Certification Program (JCP) certificate and DLA written approval who may download export-controlled information only to Canada. Any violations of this policy will be viewed as an export-control violation under the ITAR or EAR and may result in DLA revoking the company's or individual's access to TDMT. Any violations of this policy may also result in the DoD permanently revoking their JCP certificate, which may result in the termination of existing awards requiring access to export-controlled information. Please direct questions or comments to: DLA1440ayCustodian@dlm.mil
- Warning:** The use of virtual private networks (VPNs) and other services that mask a user's IP address when accessing TDMT is prohibited without DLA's prior written consent. Violation of this rule could result in the suspension or termination of access to TDMT, which may result in the termination of existing awards requiring access to export-controlled information. Please direct questions or comments to: DLA1440ayCustodian@dlm.mil
- Warning:** The use of IT automation scripts or other means to download any Data including export-controlled information from TDMT is strictly prohibited. DLA may suspend or permanently revoke TDMT access of any user to violate this term.
- Warning:** Sharing account information with unapproved and/or unauthorized company, organization, or individual is prohibited. DLA may suspend or terminate access to TDMT of any user found to violate this term.
- Warning:** This IS contains Data owned or provided by the Original Equipment Manufacturers (OEM) or its successors. Users must abide by the restrictions set forth in the relevant non-disclosure agreement (NDA) as specified in DFARS 227.7100-7 or in accordance with DFARS Clause 252.227-7025 if they received the data under the performance of a contract including all applicable destruction requirements. Upon conclusion of the need for access to Data, all Data shall be destroyed and removed from any device in accordance with Part 2002, Title 32, and DoDI 5200.48. Upon request by the DLA controlling authority or designee, the users will certify in writing that all Data and copies thereof have been destroyed. Any suspected or actual breach of the restrictions set forth in the NDA may result in the removal from the qualified bidders list for that license agreement. Violations of the NDA may be grounds for legal proceedings by the Government and (or) the OEM.

USER RESPONSIBILITIES:

I understand that to ensure the confidentiality, integrity, availability, and security of DoD Information Technology (IT) resources and information, when using those resources, I shall:

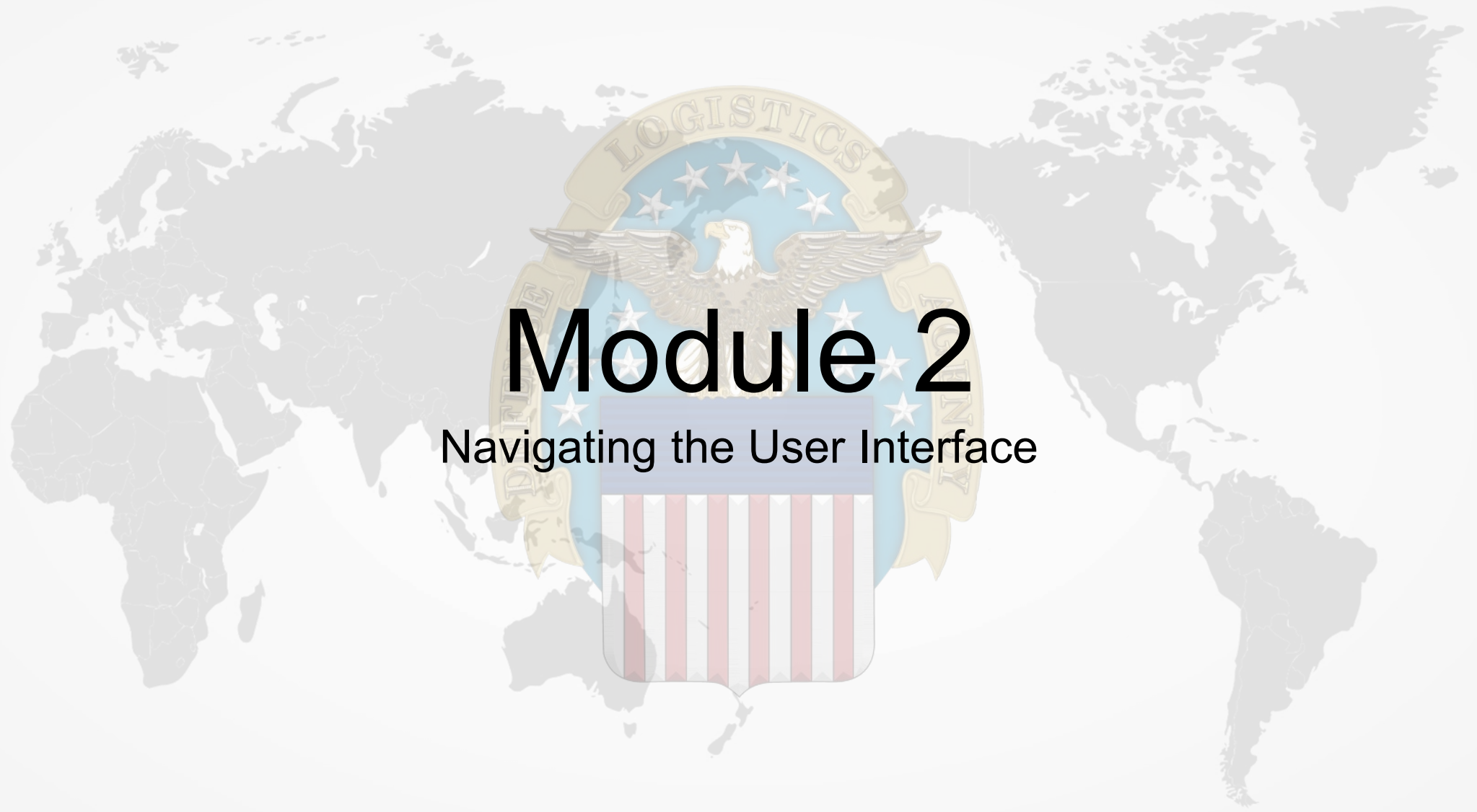
- Safeguard information and IS from unauthorized or inadvertent modification, disclosure, destruction, or misuse.
- Protect Controlled Unclassified Information (CUI), to include Personally Identifiable Information (PII), and classified information to prevent unauthorized access, compromise, tampering, or exploitation of the information.
- Protect authenticators (e.g., Password and Personal Identification Numbers (PIN)) required for Logon Token authentication at the same classification as the highest classification of the information accessed.
- Protect authentication tokens (e.g., Common Access Card (CAC), Alternate Logon Token (ALT), Personal Identity Verification (PIV), National Security Systems (NSS) tokens, etc.) at all times. Authentication tokens shall not be left unattended at any time unless properly secured.
- Virus-check all information, programs, and other files prior to uploading onto any DoD IT resource.
- Observe all policies and procedures governing the secure operation and authorized use of an information system.

By clicking I AGREE you have read and agree to the terms of the User Agreement.

Vendors should contact the DISA Global Service Desk for:

- TDMT password Issues/Resets.
- TDMT accounts will be locked after 30 days of inactivity.
- Accounts not used within one year will be terminated.
- DISA Global Service Desk: 1-844-247-2457, Press 5, and then speak or enter D-L-A.

Please note, wait times could be in excess of 100+ minutes, however we cannot expedite or control this request.



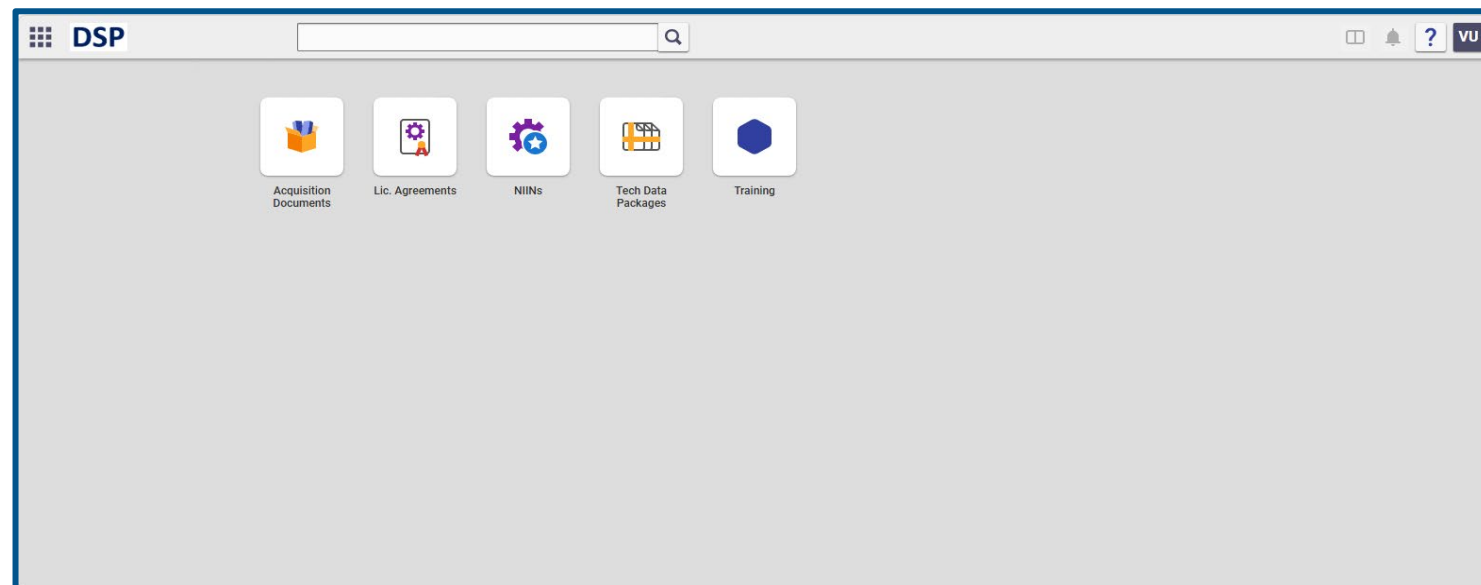
Module 2

Navigating the User Interface



The TDMT Dashboard:

- Provides immediate visibility
- Launches key applications
- Enables fast access to frequently used item types
- Highlights alerts or system notifications
- Improves navigation efficiency



The TDMT Navigation Button



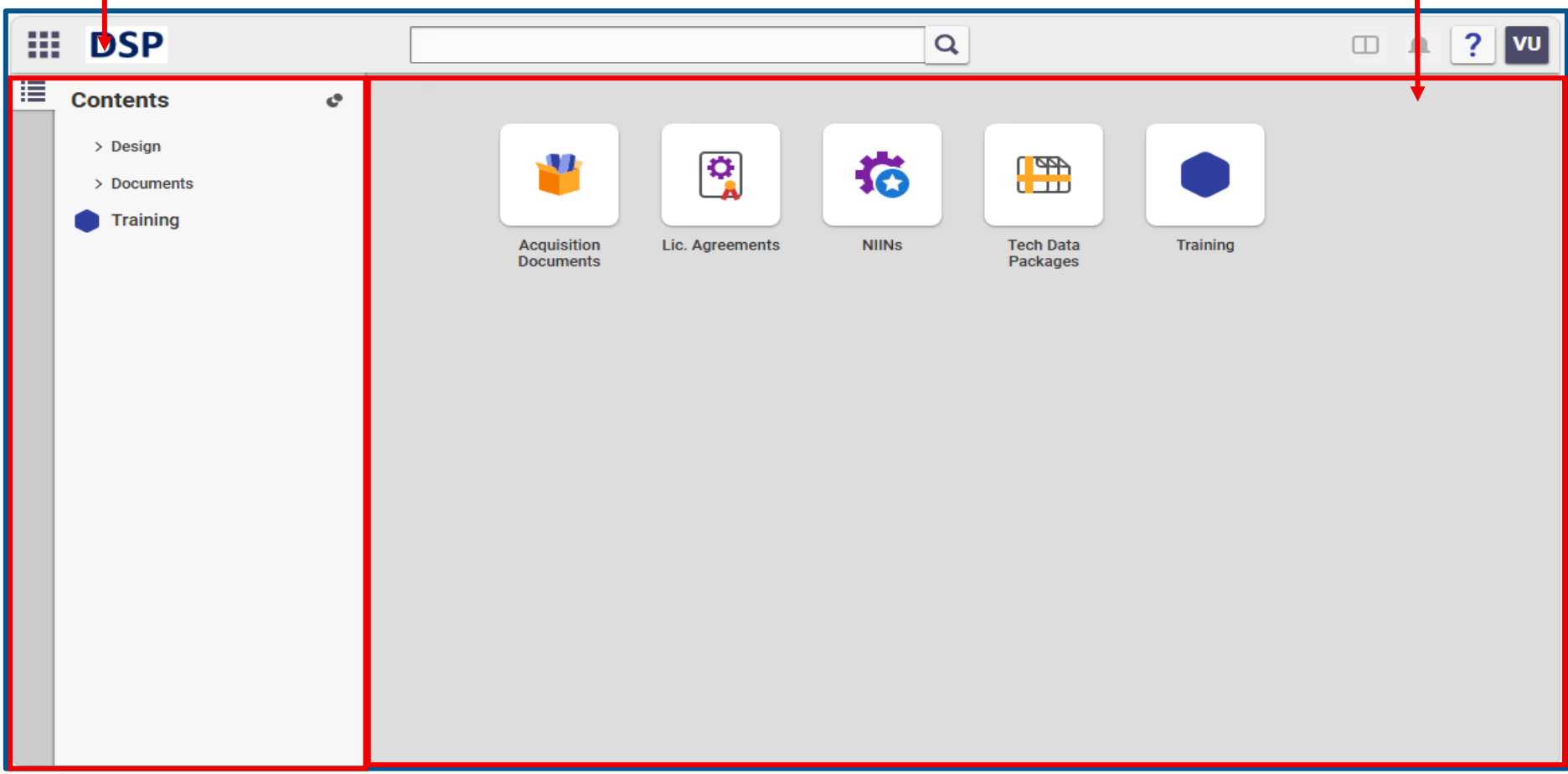
A screenshot of the DSP (Defense Support Platform) interface. The top navigation bar includes a grid icon (the navigation button) highlighted with a red box and a red arrow pointing to it, the text "DSP", a search bar, and utility icons for window management, notifications, help, and a "VU" button. Below the navigation bar, the text "Navigation button" is displayed. Five menu items are shown in a row: "Acquisition Documents" (orange box icon), "Lic. Agreements" (gear and document icon), "NIINs" (purple gear and star icon), "Tech Data Packages" (yellow grid icon), and "Training" (blue hexagon icon).

The TDMT Interface



Navigation Panel
or
Table of Contents

Main Screen





The screenshot shows the DSP interface. On the left is a "Contents" sidebar with a tree view containing "Design", "Documents", and "Training". The main area displays five application icons: "Acquisition" (orange box), "Lic. Agreements" (blue gear), "NIINs" (purple gear), "Tech Data" (yellow grid), and "Training" (blue hexagon). A text box is overlaid on the main area.

Categories vs. Item Types

Categories: The functional modules you open to perform specific tasks.

Item Types: The specific types of data (like Parts or Documents) that can be created or edited within an application

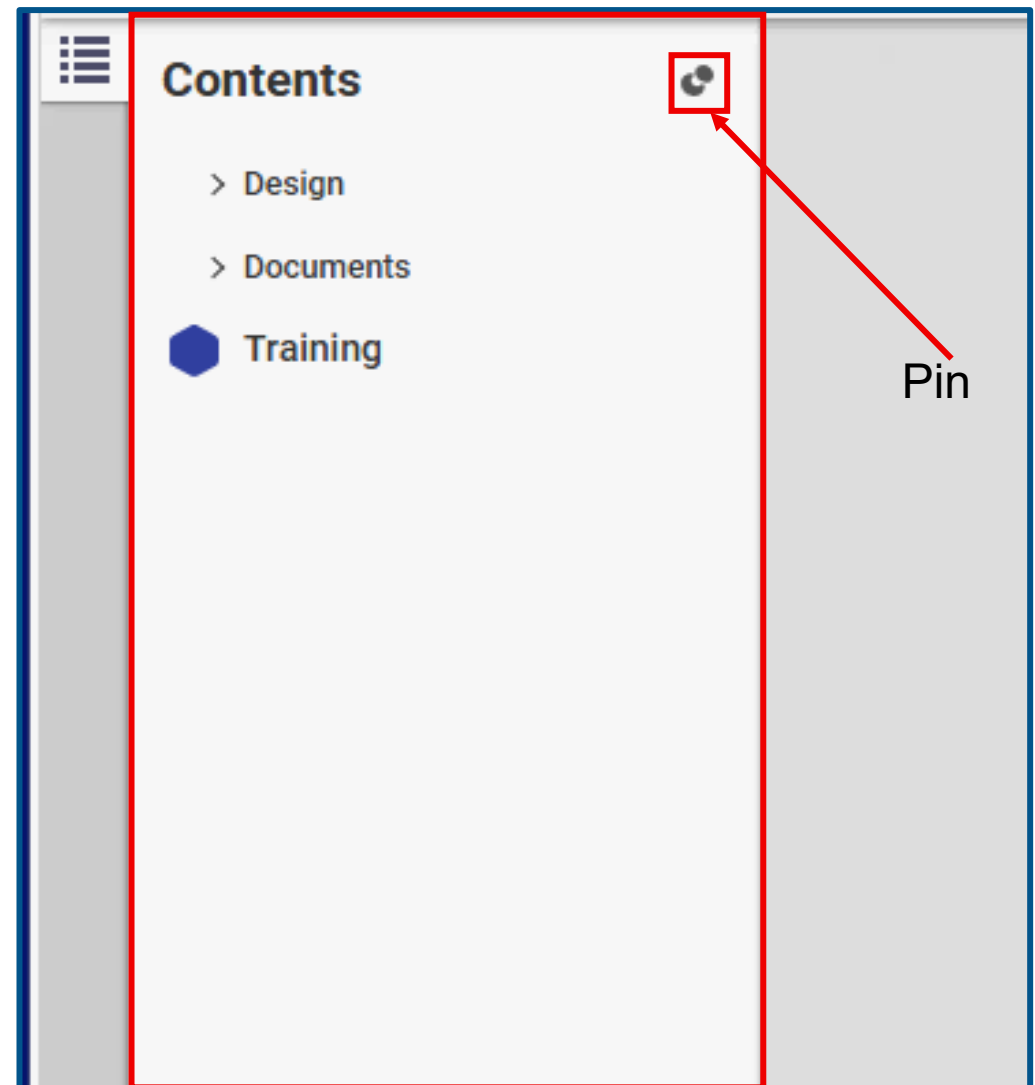
The Navigation Panel



The Navigation Panel displays functional categories in TDMT's **Table of Contents**.

The items in the Table of Contents depend on the user's role in the system.

Use the pin button to keep the panel opened while working.



The Navigation Panel



Selecting a category in the **Table of Contents** will expand and collapse it.

Expanding a category will show the items within that category

Collapsed Category

Expanded Category

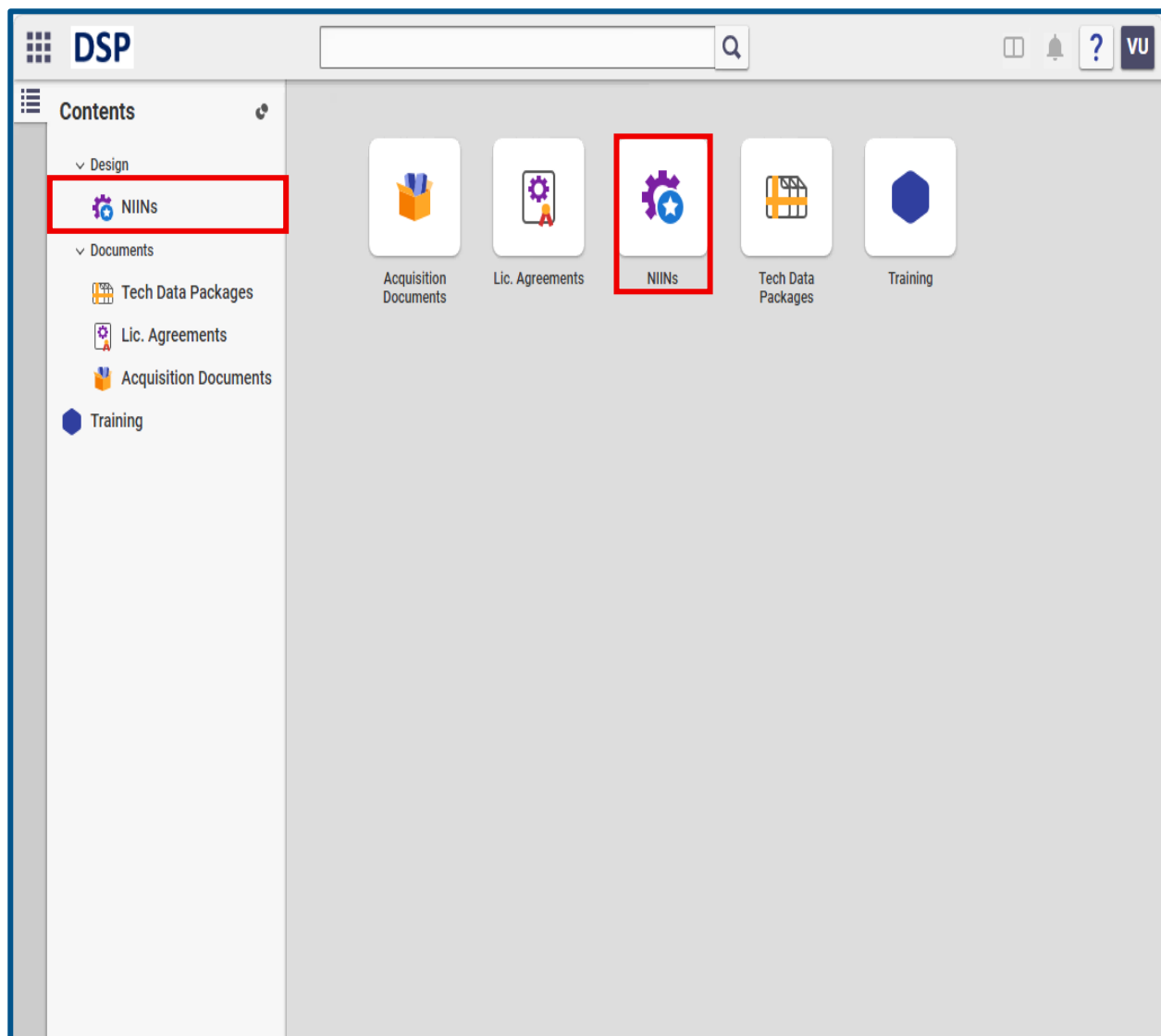
The screenshot shows the DSP interface. On the left, a 'Contents' sidebar is visible. The 'Documents' category is expanded, showing sub-items: Tech Data Packages, Lic. Agreements, and Acquisition Documents. The 'Design' category is collapsed. The main content area displays five icons: Acquisition Documents, Lic. Agreements, NIINs, Tech Data Packages, and Training.

The Navigation Panel



For every icon in the **Table of Contents** navigation panel, there is a corresponding tile on the Main Screen.

Notice the **NIINs** icon in the Table of Contents corresponds to the **NIINs** Tile on the Main Screen.



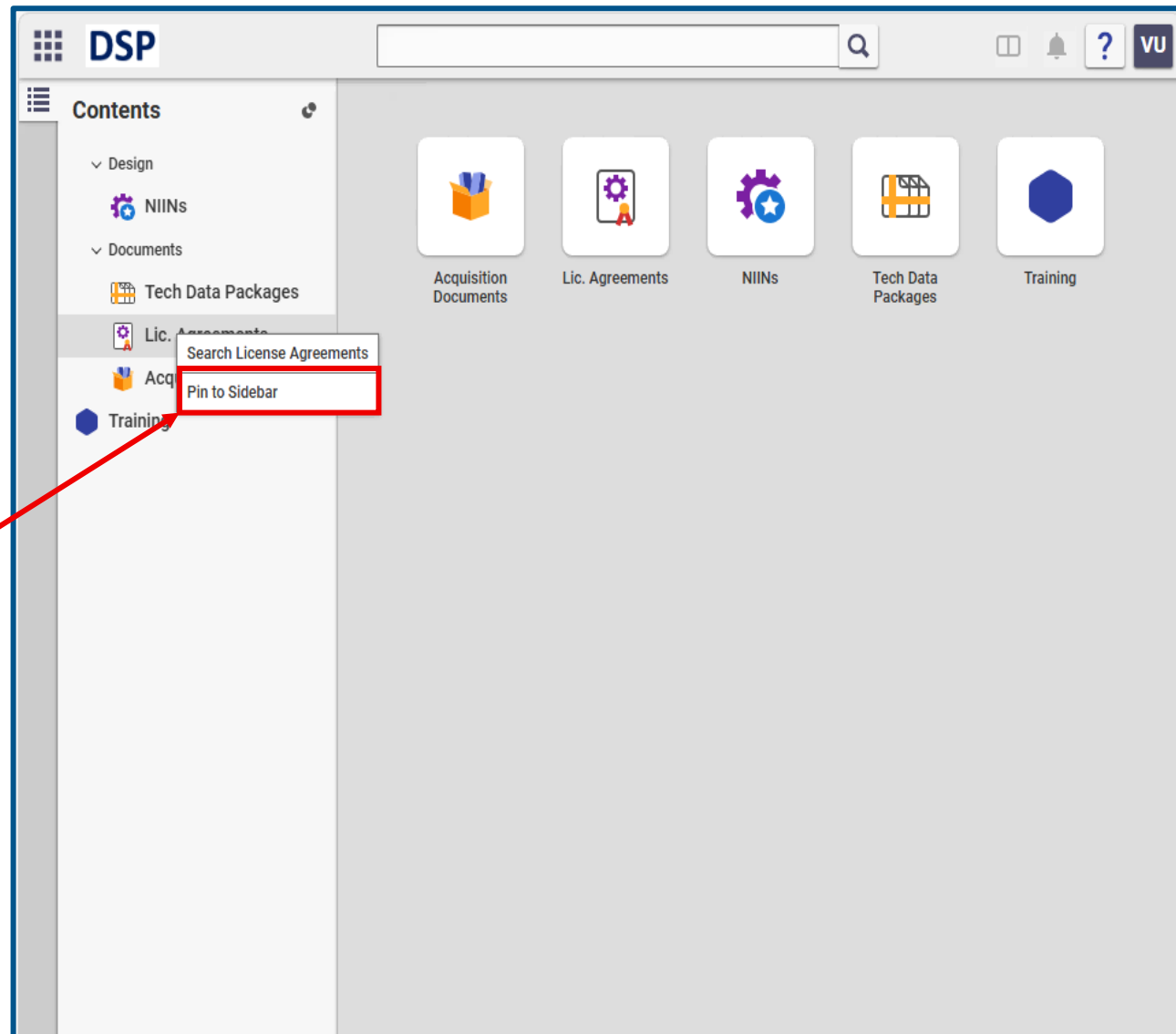
Pinning Items to the Sidebar



To pin an application or item type to the side bar:

1. Locate the desired application or item type in the table of contents.
2. Right-click on the application or item type and a popup menu will appear.
3. Select the **Pin to Sidebar** menu item.

The new application or item type will now appear in the side bar.



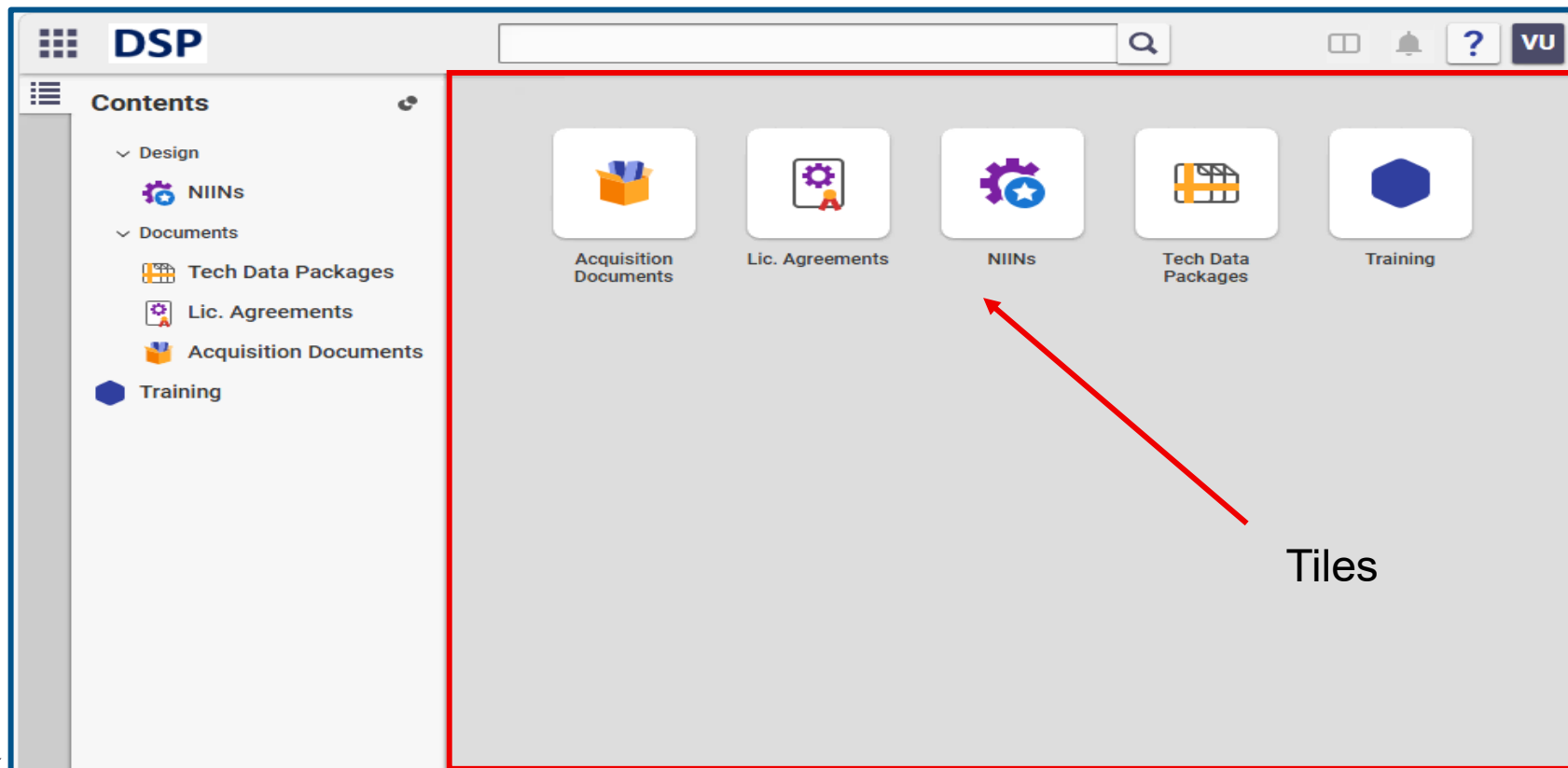
Main Screen Tiles



The Main Screen area contains tiles.

Tiles are shortcuts to available applications and item types within TDMT.

Each user will see different tiles depending on their individual role and their previous work in TDMT.

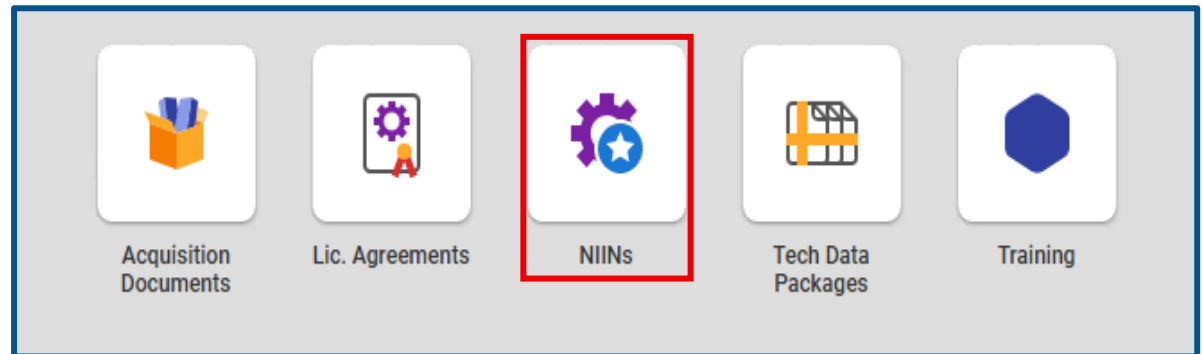


Opening an Item from the Main Screen



To open an application or item from the Main Screen, select its corresponding tile.

The item opens in a new tab.



DSP

NIINs x

NIINs

Search Clear Simple Current Today Default

NIIN ↑	Name	Critical	AMC	AMSC	Product Specialist [...]
000009009			1	A	Doug Fosnaught
000009019			1	A	Doug Fosnaught
000013051			1	A	Doug Fosnaught

Opening an Item from the Main Screen



One of the convenient features in TDMT is its ability to open multiple tabs, allowing users to easily switch between multiple items as needed.

As more items are opened, additional tabs will appear across the top of the work area on the Main Screen.

Tabs can be closed by selecting the **X** in the corner of each tab.

Tabs can be rearranged by selecting, holding, and dragging them to a new location.

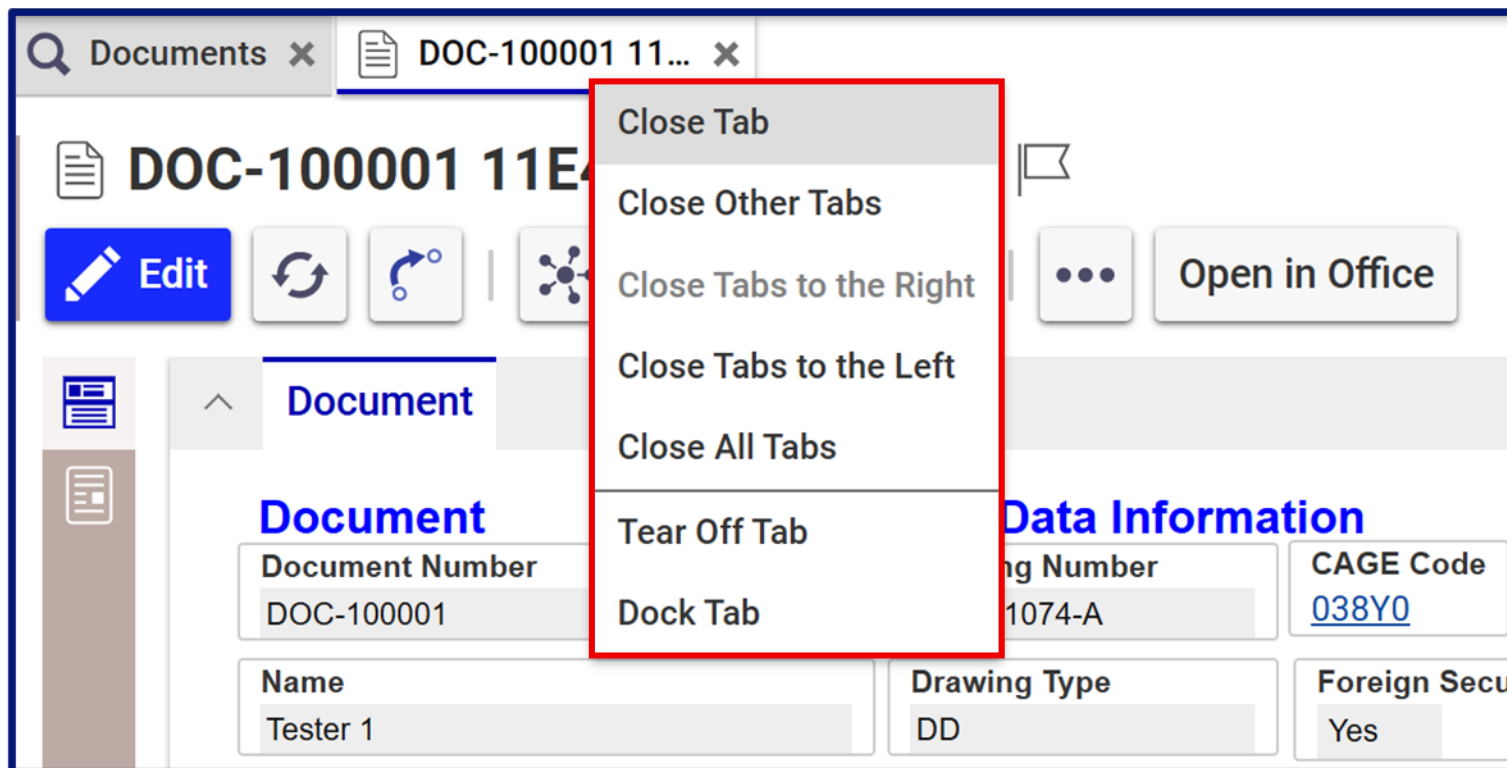
The screenshot shows the TDMT interface with three tabs open at the top: 'NIINs', 'Acquisition Doc...', and 'Technical Data ...'. A red box highlights these tabs, and a red arrow points to the 'X' in the corner of the 'Technical Data ...' tab. Below the tabs is a search bar with 'NIINs' entered, and a table of NIINs.

NIIN ↑	Name	Critical	AMC	AMSC
000000048			1	G
000000049			1	G
000000051		X	1	B
000000057		X	1	G
000000059			1	G
000000060		X	1	G
000000064			3	Z
000000069			3	Z

Right Clicking an Open Tab



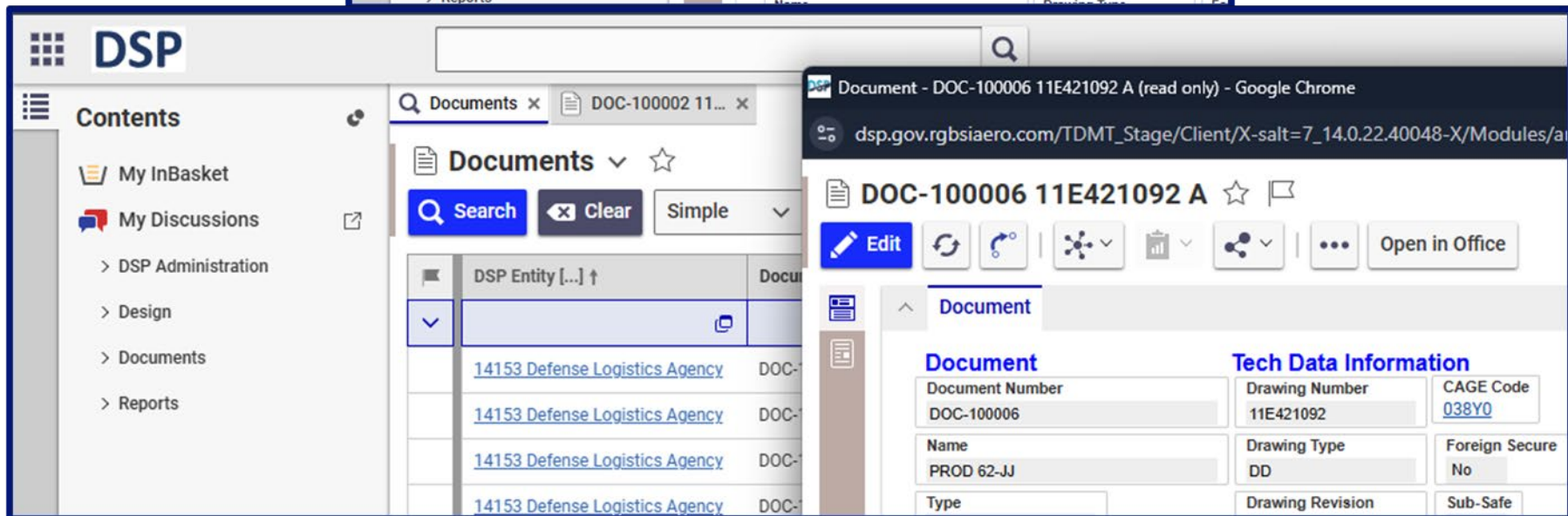
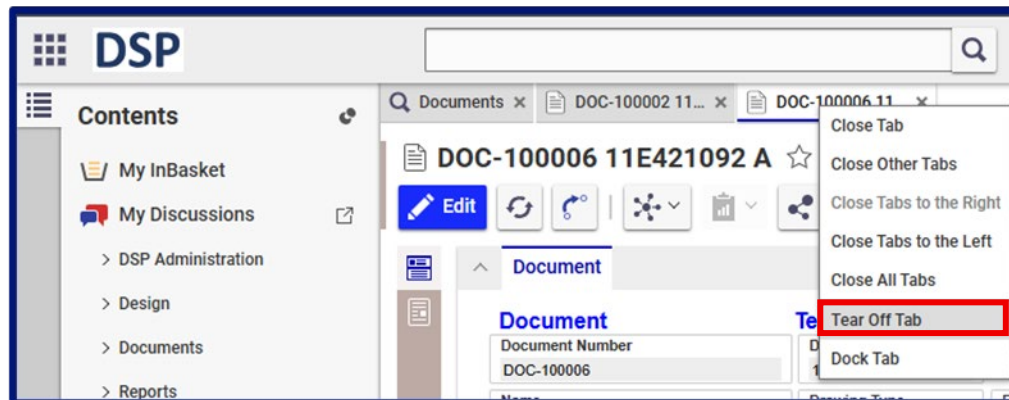
Right Clicking an open tab gives a list of options including closing, tearing off, and docking active tabs.



Right Click an Open Tab - Tear Off Tab



Tear Off Tab is available only when opening specific item from the main screen. Ensure pop up blocker is turned off as it opens that item in a separate window for focused viewing.



Right Clicking an Open Tab – Dock Tab



Selecting **Dock Tab** will split the current window into two panes and place the tab in the Left pane. Each tab that is docked will appear in the left pane of the split window. You can move a tab back to the right, by right clicking and choosing **Undock Tab**.

The screenshot displays a software interface with a split window. The left pane shows a document titled 'DOC-100001 11E4' with a tab labeled '74-A A'. The right pane shows a document titled 'DOC-100002 11E4' with a tab labeled 'Document'. A context menu is open over the right pane, listing options: 'Close Tab', 'Close Other Tabs', 'Close Tabs to the Right', 'Close Tabs to the Left', 'Close All Tabs', 'Tear Off Tab', and 'Dock Tab'. The 'Dock Tab' option is highlighted with a red box. Below the context menu, the document details for 'DOC-100002 11E4' are visible, including fields for 'Document Number', 'Name', 'Type', 'Description', 'Drawing Type', 'Drawing Revision', 'Number Of Sheets', 'Number Of Images', 'Foreign Secure', 'Sub-Safe', 'Nuclear', 'Security Code', 'Document Data Code', 'Control Code', 'Rights in Data', 'Export Control', 'License Agreement', and 'Tech Data Avail Code'.

Right Clicking an Open Tab – Close Tab



Users can close individual tabs or close all tabs to the right or left of the currently active tab by right-clicking on a tab and selecting the corresponding option, effectively closing all tabs except the one that was right-clicked on.

The screenshot shows a document viewer interface with a tab titled "DOC-100001 11...". A right-click context menu is open over the tab, listing the following options: "Close Tab", "Close Other Tabs", "Close Tabs to the Right", "Close Tabs to the Left", "Close All Tabs", "Tear Off Tab", and "Dock Tab". The "Close Tab" option is highlighted. The interface also shows a search bar, an "Edit" button, and a "Data Information" section with fields for "Document Number" (DOC-100001), "Name" (Tester 1), "Drawing Type" (DD), "CAGE Code" (038Y0), and "Foreign Security" (Yes).

Opening an Item from the Table of Contents



Items can also be opened from the **Table of Contents** on the Navigation Bar under each Category.

The screenshot displays the DSP (Defense Support Platform) interface. On the left, a navigation bar titled "Contents" is highlighted with a red border. It lists several categories under "Design" and "Documents":

- Design
 - NIINs
- Documents
 - Tech Data Packages
 - Lic. Agreements
 - Acquisition Documents
- Training

The main content area on the right shows a grid of five categories, each with an icon and a label:

- Acquisition Documents (Icon: Open box)
- Lic. Agreements (Icon: Document with gear)
- NIINs (Icon: Gear with star)
- Tech Data Packages (Icon: Document with grid)
- Training (Icon: Blue hexagon)

Opening an Item from the Table of Contents



Expand the category that contains the item and then select.

Category

Expanded

The screenshot displays the DSP interface. On the left, a 'Contents' sidebar is shown with a red box highlighting the 'Documents' category, which is expanded to show sub-items: 'Tech Data Packages', 'Lic. Agreements', 'Acquisition Documents', and 'Training'. Red arrows point from the text 'Category' to the 'Documents' header and from 'Expanded' to the red box. The main content area on the right features five large icons: 'Acquisition Documents', 'Lic. Agreements', 'NIINs', 'Tech Data Packages', and 'Training'. The top of the interface includes a search bar, a 'VU' logo, and a notification bell.



The Split Screen feature in TDMT displays the information from two different open tabs side by side within the main workspace.

The screenshot displays the DSP (Defense Support Platform) interface. On the left is a 'Contents' sidebar with a tree view containing 'Design', 'Documents' (expanded to show 'Tech Data Packages', 'Lic. Agreements', and 'Acquisition Documents'), and 'Training'. The main workspace shows five document categories: 'Acquisition Documents', 'Lic. Agreements', 'NIINs', 'Tech Data Packages', and 'Training', each with a representative icon. At the top right, a toolbar contains a search bar, a 'Split Screen' icon (a window with two panes, highlighted by a red box and a red arrow), a notification bell, a help icon, and a 'VU' button. The text 'Split Screen' is written in the workspace area above the document icons.



Now that the **Split Screen** pane is open, any subsequent item will appear in the right pane. Use the Dock Tab and Undock Tab controls discussed earlier to move tabs between the panes.

The screenshot shows the DSP interface with a split-screen view. The left pane displays a list of NIINs (National Item Identification Numbers) with columns for NIIN, Name, Critical, AMC, and AMSC. The right pane displays the detailed view for NIIN 00000048, including fields for National Item Identification Number (NIIN), National Stock Number (NSN), Name, Item Name, Material Type, Procurement Group Code (PGC), Special Procurement Code (SPC), Federal Stock Class (FSC), Acquisition Method Code (AMC), Acquisition Method Suffix Code (AMSC), Tech Data Controls, and Material Control.

NIIN ↑	Name	Critical	AMC	AMSC
00000048			1	G
00000049			1	G
00000051		X	1	B
00000057		X	1	G
00000059			1	G
00000060		X	1	G
00000064			3	Z
00000069			3	Z
00000070			3	Z
00000077			3	C
00000080			1	T

National Item Identification Number (NIIN)

NIIN: 00000048, National Stock Number (NSN): [Redacted]

Critical Part

Name: [Redacted], Item Name: [Redacted]

Material Type: DLA1, Procurement Group Code (PGC): [Redacted]

Special Procurement Code (SPC): [Redacted]

Federal Stock Class (FSC): 2840

Acquisition Method Code (AMC): 1

Acquisition Method Suffix Code (AMSC): G

Tech Data Controls

Distribution Statement: D - Distribution Statement D

Rights in Data: U - unlimited government rights

Export Control: Yes

License Agreement: [Redacted]

Material Control

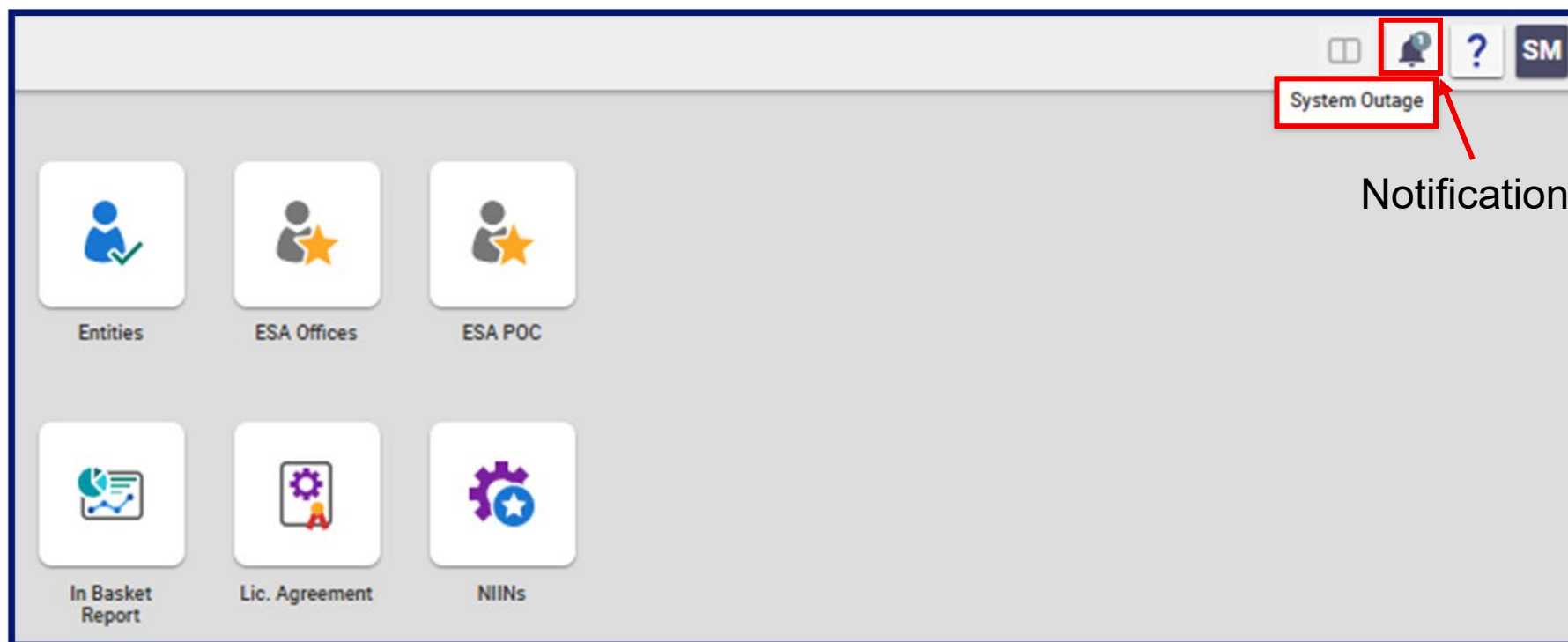
PPN: [Redacted]

Nomenclature: ENGINE,AIRCRAFT,TUI

NAICS: 000000

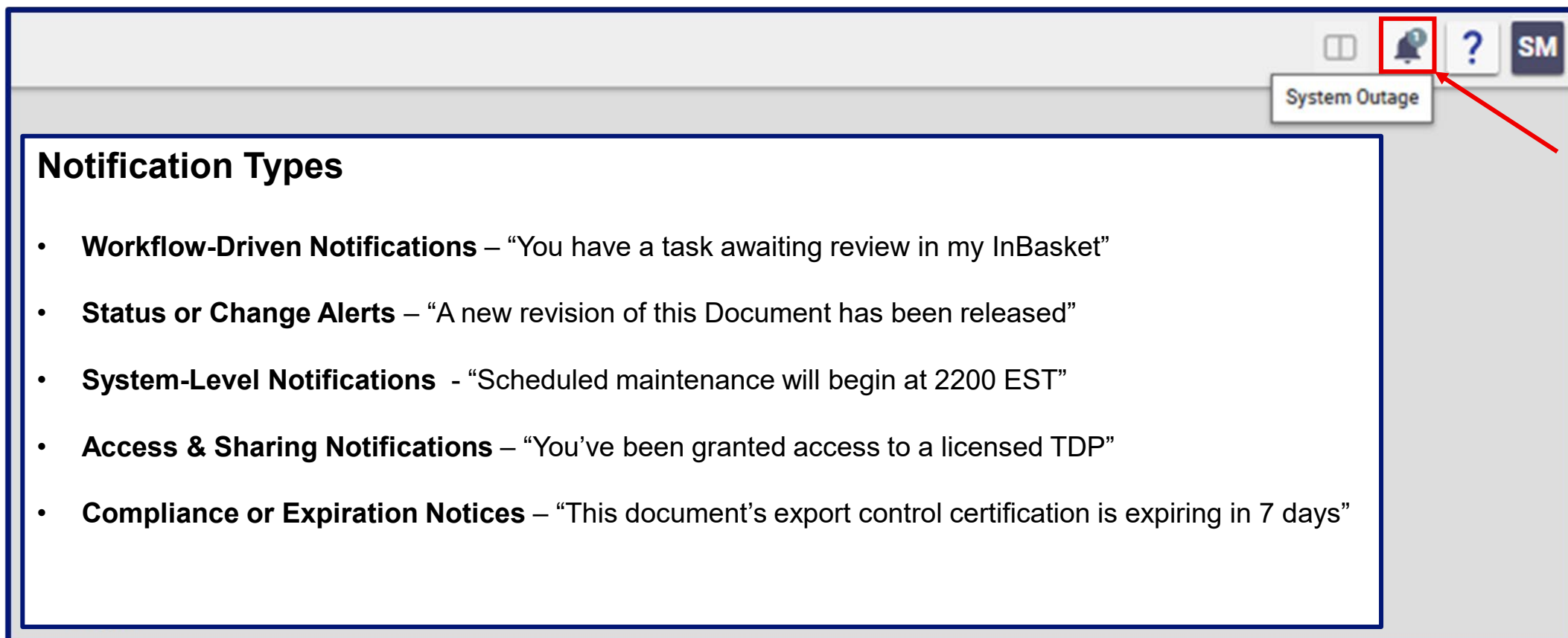


When users select the Notification button, it displays alerts including TDMT updates and system maintenance.





There are many types of notifications, below are examples of a few:

A screenshot of a user interface showing a notification bell icon highlighted with a red box and a red arrow pointing to it. A tooltip below the bell icon reads "System Outage". To the right of the bell icon are a question mark icon and a "SM" button. The main content area is titled "Notification Types" and lists five categories of notifications.

Notification Types

- **Workflow-Driven Notifications** – “You have a task awaiting review in my InBasket”
- **Status or Change Alerts** – “A new revision of this Document has been released”
- **System-Level Notifications** - “Scheduled maintenance will begin at 2200 EST”
- **Access & Sharing Notifications** – “You’ve been granted access to a licensed TDP”
- **Compliance or Expiration Notices** – “This document’s export control certification is expiring in 7 days”



Module 3

Customizing Your Workspace

Configuring Preferences



To configure preferences, select the user icon at the top right of the screen and select **Preferences**.

The screenshot displays the DSP (Data Support Platform) interface. The top right corner features a user icon labeled 'TB' with a question mark, which is highlighted with a red box. A dropdown menu is open, listing various options: 'Use Wildcards' (checked), 'Sort Across Pages', 'Append Results', 'Set Tabs as Login View', 'Change Password', 'Change e-Signature', 'Discussion', and 'ProAppDesigner Themes'. The 'Preferences' option is also visible in the dropdown menu, highlighted with a red box. The main content area shows a grid of icons for 'Acquisition Documents', 'Lic. Agreements', 'NIINs', and 'Tech Data Packages'. The left sidebar contains a 'Contents' menu with options like 'Design', 'Documents', 'Tech Data Packages', 'Lic. Agreements', 'Acquisition Documents', and 'Training'.

Configuring Preferences



It is recommended to have the Wildcards feature turned on. This feature allows wildcards to be used during a search. There will be more about searching within TDMT in Module 5.

The screenshot shows the DSP interface with a search bar and a navigation menu on the left. The main content area displays several document categories: Acquisition Documents, Lic. Agreements, NIINs, and Tech Data Packages. A user profile icon labeled 'TB' is in the top right corner, and a dropdown menu is open, showing the following options:

- Use Wildcards
- Sort Across Pages
- Append Results
- Set Tabs as Login View
- Change Password
- Change e-Signature
- Discussion >
- ProAppDesigner Themes >

On the right side of the dropdown menu, there is a 'Preferences >' section with the following options:

- Actions >
- Reports >
- Help
- Session
- About
- Logout



It is recommended to have the Wildcards feature turned on. This feature allows wildcards to be used during a search. There will be more about searching within TDMT in Module 5.

The screenshot displays the DSP (Data Search Platform) interface. On the left, there is a 'Contents' sidebar with categories: Design, Documents (including Tech Data Packages, Lic. Agreements, and Acquisition Documents), and Training. The main area shows several document categories: Acquisition Documents, Lic. Agreements, NIINs, and Tech Data Packages. In the top right corner, a user profile icon 'VU' is visible. A red box highlights the user profile area, which includes a question mark icon and a 'TB' icon. A dropdown menu is open, showing the following options:

<input checked="" type="checkbox"/> Use Wildcards	Preferences >
Sort Across Pages	Actions >
Append Results	Reports >
Set Tabs as Login View	Help
Change Password	Session
Change e-Signature	About
Discussion >	Logout
ProAppDesigner Themes >	

Sort Across Pages



By default, sorting is limited to the current page. To sort across all pages, enable the **Sort Across Pages** preference. Using the **Sort Across Pages** option is recommended for more comprehensive results.

The screenshot displays the DSP interface. On the left is a 'Contents' sidebar with categories: Design, Documents (including Tech Data Packages, Lic. Agreements, and Acquisition Documents), and Training. The main area shows document categories: Acquisition Documents, Lic. Agreements, NIINs, and Tech Data Packages. A user profile menu is open in the top right, showing options like 'Use Wildcards', 'Sort Across Pages', 'Append Results', 'Set Tabs as Login View', 'Change Password', 'Change e-Signature', 'Discussion', and 'ProAppDesigner Themes'. The 'Sort Across Pages' option is highlighted with a red box. The user profile menu also includes 'Preferences >', 'Actions >', 'Reports >', 'Help', 'Session', 'About', and 'Logout'.



Configuring Search Preferences – Append Results

Starting a new search replaces the previous search results. To keep past results and include new ones, select **Append Results** before running the next search. Be sure to deselect this option before performing another search afterward.

The screenshot shows the DSP (Data Search Platform) interface. On the left is a 'Contents' sidebar with categories like Design, Documents, Tech Data Packages, Lic. Agreements, Acquisition Documents, and Training. The main area displays search results for 'Acquisition Documents', 'Lic. Agreements', 'NIINs', and 'Tech Data Packages'. A user profile dropdown menu is open in the top right corner, showing options like 'Use Wildcards', 'Sort Across Pages', 'Append Results', 'Set Tabs as Login View', 'Change Password', 'Change e-Signature', 'Discussion', and 'ProAppDesigner Themes'. The 'Append Results' option is highlighted with a red box. The user's initials 'TB' are also highlighted with a red box.

Set Tabs as Login View



The TDMT start screen serves as the main tile interface. To customize the login view, open the desired tabs and select **Set Tabs as Login View**. The next time TDMT is opened, all selected tabs will appear on the login screen. To clear the customized view, close all tabs and select **Set Tabs as Login View**.

The screenshot displays the DSP (Defense Support Platform) interface. On the left, there is a 'Contents' sidebar with categories: Design, Documents (including Tech Data Packages, Lic. Agreements, and Acquisition Documents), and Training. The main area shows several tiles for 'Acquisition Documents', 'Lic. Agreements', 'NIINs', and 'Tech Data Packages'. In the top right corner, a user menu is open, showing options like 'Use Wildcards', 'Sort Across Pages', 'Append Results', 'Set Tabs as Login View', 'Change Password', 'Change e-Signature', 'Discussion', and 'ProAppDesigner Themes'. The 'Set Tabs as Login View' option is highlighted with a red box. The user's initials 'VU' are visible in the top right corner.

Accessing the Help Menu



The **Help** menu is under the user settings.

The screenshot displays the DSP (Defense Support Platform) interface. On the left, a 'Contents' sidebar lists categories: Design, Documents (with sub-items: Tech Data Packages, Lic. Agreements, Acquisition Documents), and Training. The main area shows five document categories with icons: Acquisition Documents, Lic. Agreements, NIINs, Tech Data Packages, and Training. In the top right corner, a user profile dropdown menu is open, showing options: Preferences, Actions, Reports, Help (highlighted with a red box), Session, About, and Logout. The user profile icon 'VU' is also highlighted with a red box.

Viewing Sessions Information



To view **Session Information**, select the session button in the user settings dropdown.

The screenshot displays the DSP (Defense Support Platform) interface. On the left is a 'Contents' sidebar with categories: Design, Documents (Tech Data Packages, Lic. Agreements, Acquisition Documents), and Training. The main area features five icons: Acquisition Documents, Lic. Agreements, NIINs, Tech Data Packages, and Training. A search bar is at the top. In the top right corner, there is a user profile 'VU' with a question mark icon. A dropdown menu is open, showing options: Preferences >, Actions >, Reports >, Help, Session (highlighted with a red box), About, and Logout. A dialog box titled 'About My Session' is centered, containing the following information:

Login Name	TDMT_Vendor
Database	TDMT_STAGE
Server	https://tdmt.stage.dla.mil/tdmt_STAGE/Service

An 'OK' button is located at the bottom of the dialog box.



To **Logout** of the session, select the logout button at the bottom of the user settings dropdown.

The screenshot displays the DSP (Defense Support Platform) interface. On the left, there is a 'Contents' sidebar with a tree view including 'Design', 'Documents', 'Tech Data Packages', 'Lic. Agreements', 'Acquisition Documents', and 'Training'. The main area shows five icons: 'Acquisition Documents', 'Lic. Agreements', 'NIINs', 'Tech Data Packages', and 'Training'. On the right, a user profile dropdown menu is open, showing options: 'Preferences >', 'Actions >', 'Reports >', 'Help', 'Session', 'About', and 'Logout'. The 'Logout' option is highlighted with a red rectangular border.



Module 4

Searching for Information in TDMT

Main Search Grid



The main search grid, which is standard, appears when an **Item Tile** or **Table of Contents** item is selected.

The screenshot displays the rgbsi Main Search Grid interface. At the top, there is a search bar and a 'Documents' tab. Below the tab, there are search filters: 'Search', 'Clear', 'Simple', 'Current', 'Today', and 'Default *'. The main area contains a table with the following data:

DSP Entity [...]	Document Nu... ↑	Name	Document Type	Drawing Number	Drawing Type	Drawing Revi...	CAGE Code [...]
14153 Defense Logistics Agency	DOC-100001	Tester 1	Drawing	11E421074-A	Detailed Draw...		038Y0
14153 Defense Logistics Agency	DOC-100005	US 100.1	Drawing	11E421088			038Y0
14153 Defense Logistics Agency	DOC-100006	PROD 62-JJ	Drawing	11E421092	Detailed Draw...		038Y0
14153 Defense Logistics Agency	DOC-100007	US 100.2TT	Drawing	11E421092			038Y0
14153 Defense Logistics Agency	DOC-100008	US 100.1BB	Drawing	11E421074-A			038Y0

At the bottom of the interface, there are navigation controls: '< Prev', 'Next >', 'Page: 1', a menu icon, '5', and a download icon.

Main Search Grid (continued)



Command Bar is used to execute searches, customize the properties display in the search grid columns, and export search results as Microsoft Word, Excel, or PDF documents.

DSP Entity [...]	Document Nu... ↑	Name	Document Type	Drawing Number	Drawing Type	Drawing Revi...	CAGE Code [...]
14153 Defense Logistics Agency	DOC-100001	Tester 1	Drawing	11E421074-A	Detailed Draw...		038Y0
14153 Defense Logistics Agency	DOC-100005	US 100.1	Drawing	11E421088			038Y0
14153 Defense Logistics Agency	DOC-100006	PROD 62-JJ	Drawing	11E421092	Detailed Draw...		038Y0
14153 Defense Logistics Agency	DOC-100007	US 100.2TT	Drawing	11E421092			038Y0
14153 Defense Logistics Agency	DOC-100008	US 100.1BB	Drawing	11E421074-A			038Y0

Search Row is used to specify search criteria in one or more item properties displayed as columns in the grid.

Main Search Grid (continued)



Results Panel

displays the search results. Items can be selected, opened, and managed directly from the grid.

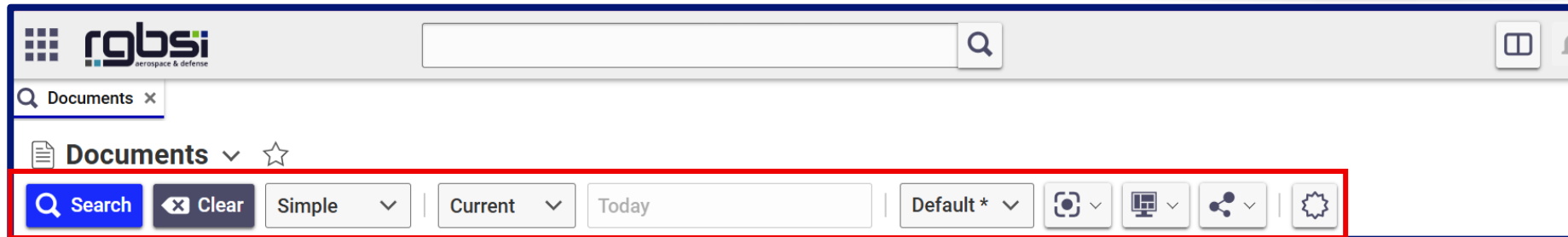
The screenshot shows the rgbsi search interface. The search results are displayed in a table with the following columns: DSP Entity [...], Document Nu..., Name, Document Type, Drawing Number, Drawing Type, Drawing Revi..., and CAGE Code [...]. The first row of results is highlighted in yellow and enclosed in a red box. The paging controls at the bottom, including 'Prev', 'Next', 'Page: 1', and a dropdown for '5' results per page, are also enclosed in a red box.

DSP Entity [...]	Document Nu...	Name	Document Type	Drawing Number	Drawing Type	Drawing Revi...	CAGE Code [...]
14153 Defense Logistics Agency	DOC-100001	Tester 1	Drawing	11E421074-A	Detailed Draw...		038Y0
14153 Defense Logistics Agency	DOC-100005	US 100.1	Drawing	11E421088			038Y0
14153 Defense Logistics Agency	DOC-100006	PROD 62-JJ	Drawing	11E421092	Detailed Draw...		038Y0
14153 Defense Logistics Agency	DOC-100007	US 100.2TT	Drawing	11E421092			038Y0
14153 Defense Logistics Agency	DOC-100008	US 100.1BB	Drawing	11E421074-A			038Y0

Paging Controls

are used to navigate through and control the Number of viewable results.

Main Search Grid – Command Bar



1

2

3

4

5

6

7

8

9

10

- 1 Run a **Search** or Cancel a running search
- 2 **Clear** Search criteria
- 3 Select **Search Mode** (Simple, Advanced, AML, Hide Search Criteria)
- 4 Select **Query** Type (Current, Largest, Released and Effective)
- 5 Enter a **Date** value for dated Query Types
- 6 Select the Default **layout** or save and restore multiple named grid layouts by picking from a pulldown menu
- 7 **Refine Search** – Select the properties that display as Columns in the search grid. Administrators configure which Properties are available
- 8 **Display** – Show a preview of selected search results in the grid. Choose Properties or Form Preview
- 9 **Share** – Export results to Word, Excel, or PDF
- 10 **Create** New Item

Main Search Grid – Paging Controls



Prev and Next –
When search results exceed on page, use the Prev and Next buttons to navigate through the pages.

The screenshot shows the rgsi search interface. At the top, there is a search bar and a 'Documents' filter. Below the search bar, there are controls for search (Search, Clear), view (Simple), sort (Current), and date (Today). The main area contains a table of search results. The table has columns for DSP Entity, Document Number, Name, Document Type, Drawing Number, Drawing Type, Drawing Revision, and CAGE Code. The first row is highlighted in yellow.

DSP Entity [...]	Document Nu... ↑	Name	Document Type	Drawing Number	Drawing Type	Drawing Revi...	CAGE Code [...]
14153 Defense Logistics Agency	DOC-100001	Tester 1	Drawing	11E421074-A	Detailed Draw...		038Y0
14153 Defense Logistics Agency	DOC-100005	US 100.1	Drawing	11E421088			038Y0
14153 Defense Logistics Agency	DOC-100006	PROD 62-JJ	Drawing	11E421092	Detailed Draw...		038Y0
14153 Defense Logistics Agency	DOC-100007	US 100.2TT	Drawing	11E421092			038Y0
14153 Defense Logistics Agency	DOC-100008	US 100.1BB	Drawing	11E421074-A			038Y0

At the bottom of the grid, a paging control bar is highlighted with a red box. It contains the following elements: a 'Prev' button, a 'Next' button, 'Page: 1', a menu icon, a '5' icon, and a download icon.

Show Total Pages and Results - Click the ellipsis to view the total number of results and/or pages returned.

Main Search Grid – Paging Controls



Type Result Page Number - Specify a page of results to view.

Results per Page - Specify the number of rows to appear on each page. Clear the value to display all results on one page.

Maximum results - Limit the number of results, to reduce the strain on the system of large data set results, by entering a number. Clear the field to allow unlimited results.

The screenshot shows the rgbsi search interface. At the top, there is a search bar and a 'Documents' filter. Below the search bar, there are controls for search (Search, Clear), view (Simple), sort (Current), and date (Today). The main area displays a table of search results. The table has columns for DSP Entity, Document Number, Name, Document Type, Drawing Number, Drawing Type, Drawing Revision, and CAGE Code. The first row is highlighted in yellow.

DSP Entity [...]	Document Nu... ↑	Name	Document Type	Drawing Number	Drawing Type	Drawing Revi...	CAGE Code [...]
14153 Defense Logistics Agency	DOC-100001	Tester 1	Drawing	11E421074-A	Detailed Draw...		038Y0
14153 Defense Logistics Agency	DOC-100005	US 100.1	Drawing	11E421088			038Y0
14153 Defense Logistics Agency	DOC-100006	PROD 62-JJ	Drawing	11E421092	Detailed Draw...		038Y0
14153 Defense Logistics Agency	DOC-100007	US 100.2TT	Drawing	11E421092			038Y0
14153 Defense Logistics Agency	DOC-100008	US 100.1BB	Drawing	11E421074-A			038Y0

At the bottom of the interface, a red box highlights the paging controls, which include: < Prev, Next >, Page: 1, a menu icon, a field containing '5', and a download icon.

Main Search Grid – Simple Search



rgbsi aerospace & defense

Documents x

Documents v ☆

Search Clear Simple v | Current v Today | Default * v [Refresh] [Print] [Share] [Settings]

DSP Entity [...]	Document Nu... ↑	Name	Document Type	Drawing Number	Drawing Type	Drawing Revi...	CAGE Code [...]
▼			▼		▼		038Y0
14153 Defense Logistics Agency	DOC-100001	Tester 1	Drawing	11E421074-A	Detailed Draw...		038Y0
14153 Defense Logistics Agency	DOC-100005	US 100.1	Drawing	11E421088			038Y0
14153 Defense Logistics Agency	DOC-100006	PROD 62-JJ	Drawing	11E421092	Detailed Draw...		038Y0
14153 Defense Logistics Agency	DOC-100007	US 100.2TT	Drawing	11E421092			038Y0
14153 Defense Logistics Agency	DOC-100008	US 100.1BB	Drawing	11E421074-A			038Y0

< Prev Next > Page: 1 ... 5

Search Row →

To begin a Simple Search, specify the search criteria in one or more item properties displayed as columns in the grid and then click the **Search** button. For example, by typing in ***038Y0*** in the **CAGE Code** field only documents with this code are being displayed.

Main Search Grid - Clear



rgbsi aerospace & defense

Documents x

Documents v ☆

Search Clear Simple v Current v Today Default * v [Refresh] [Print] [Share] [Settings]

DSP Entity [...]	Document Nu... ↑	Name	Document Type	Drawing Number	Drawing Type	Drawing Revi...	CAGE Code [...]
14153 Defense Logistics Agency	DOC-100001	Tester 1	Drawing	11E421074-A	Detailed Draw...		038Y0
14153 Defense Logistics Agency	DOC-100005	US 100.1	Drawing	11E421088			038Y0
14153 Defense Logistics Agency	DOC-100006	PROD 62-JJ	Drawing	11E421092	Detailed Draw...		038Y0
14153 Defense Logistics Agency	DOC-100007	US 100.2TT	Drawing	11E421092			038Y0
14153 Defense Logistics Agency	DOC-100008	US 100.1BB	Drawing	11E421074-A			038Y0

< Prev Next > Page: 1 [More] [5] [Download]

Clear the form: the **Clear** button removes all search values and resets the form to its original state.

Main Search Grid – Effectivity Type



Current displays the most recent revision of an item as of today and is set as the default option.

Latest shows the most recent revision of an item based on the date chosen in the calendar.

Released displays the most recently released revision of an item as of the date selected in the calendar.

Effective returns the latest (highest) revision of an item whose effective date matches the date criteria selected in the calendar.

The screenshot shows the DSP interface with a search grid. The 'Effectivity Type' dropdown menu is open, showing the following options: Latest, Current, Released, and Effective. A calendar is also visible, showing the month of September 2025.

DSP Entity [...]	Document	Revision	Effectivity Type	Effective Date	Drawing Type	Drawing Rev
14153 Defense Logistics Agency	DOC-100047	HA92907	Latest	Today	Controlled/D...	
14153 Defense Logistics Agency	DOC-100047	HA92907	Current	Today	Controlled/D...	B
14153 Defense Logistics Agency	DOC-100048	DAE0002	Latest	Today	Controlled/D...	R
14153 Defense Logistics Agency	DOC-100051	HA92907	Released	Today	Controlled/D...	B
14153 Defense Logistics Agency	DOC-100052	HA92907	Effective	Today	Controlled/D...	L1
14153 Defense Logistics Agency	DOC-100053	HA92907	Effective	Today	Controlled/D...	D

In Simple search mode, searches are done by revision using various query types: Current, Latest, Released, and Effective. When Latest, Released or Effective query types are selected, a calendar will open to for date and time selection, as necessary.

Main Search Grid – Advanced Search



Add criteria

Multiple criteria rows

Operators (like, null, etc.)

The screenshot displays the rgbsi Advanced Search interface. At the top, there is a search bar and a 'Documents' filter. Below this, there are buttons for 'Search', 'Clear', 'Advanced', and '+ Add criteria'. A search grid is shown with columns for Item Type, Property, Operation, and Criteria. The first row is highlighted, showing 'Document' for Item Type, 'CAGE Code' for Property, and '≠' for Operation. A dropdown menu is open for the Operation column, showing options like 'like', 'not like', 'null', and 'not null'. A red arrow points to the '+ Add criteria' button, another red arrow points to the first row of the search grid, and a third red arrow points to the '≠' operator in the dropdown menu.

Item Type	Property	Operation	Criteria [...]
Document	CAGE Code	≠	038Y0

DSP Entity [...]	Document Nu... ↑	Name	Drawing Number	Type	Drawing Type	Drawing Revi...	CAGE Code [...]
14153 Defense Logistics Agency	DOC-100002	Test	11E421077	DLA Controlled	Detailed Draw...		59678
14153 Defense Logistics Agency	DOC-100003	Test	11E421088	DLA Controlled	Detailed Draw...		59678
14153 Defense Logistics Agency	DOC-100004	License Agreement Example	1	DLA Controlled	Detailed Draw...	D	19200
14153 Defense Logistics Agency	DOC-100010	License Agreement Example	1	DLA Controlled		D	19200
14153 Defense Logistics Agency	DOC-100011	jeff test	adasdas	DLA Controlled/D...			1EEY1
14153 Defense Logistics Agency	DOC-100012	Prod - 61 doc01	324231432	DLA Controlled/D...			1EEY1
14153 Defense Logistics Agency	DOC-100013	Prod - 61 doc02	324231432	DLA Controlled/D...			1EEY1

Selecting **Advanced** search allows you to use other operators for comparison. For example, by selecting **≠** and **038Y0** in the **CAGE Code** field, all documents not with this CAGE Code will be displayed.

*Wildcard reference see Appendix A

Main Search Grid – Wild Card Example



rgbsi
aerospace & defense

Documents

Documents

Search Clear Simple Current Today Default*

DSP Entity [...]	Document Nu... ↑	Name	Drawing Number	Type	Drawing Type	Drawing Revi...	CAGE Code [...]
		prod					
14153 Defense Logistics Agency	DOC-100006	PROD 62-JJ	11E421092	DLA Controlled	Detailed Draw...		038Y0
14153 Defense Logistics Agency	DOC-100012	Prod - 61 doc01	324231432	DLA Controlled			1EEY1
14153 Defense Logistics Agency	DOC-100013	Prod - 61 doc02	324231432	DLA Controlled/D...			1EEY1
14153 Defense Logistics Agency	DOC-100014	Prod - 61 doc03	324231432	DLA Controlled			1EEY1
14153 Defense Logistics Agency	DOC-100015	Prod - 61 doc04	324231432	DLA Controlled			1EEY1
14153 Defense Logistics Agency	DOC-100016	Prod - 61 doc05	324231432	DLA Controlled			1EEY1
14153 Defense Logistics Agency	DOC-100017	Prod - 61 doc06	324231432	DLA Controlled			1EEY1
14153 Defense Logistics Agency	DOC-100018	Prod - 61 doc07	324231432	DLA Controlled			1EEY1
14153 Defense Logistics Agency	DOC-100019	Prod - 61 doc08	324231432	DLA Controlled			1EEY1

Search for any document with “prod” in its Name.

Main Search Grid – Working With the Grid



Sort results by clicking the heading of the desired column. To sort by multiple columns, hold the control key while selecting additional columns. Click a heading again to toggle between ascending or descending sort order.

The screenshot displays the rgbsi Main Search Grid interface. The table contains the following data:

DSP Entity [...]	Document Nu... ↑	Name	Document	Revi...	CAGE Code [...]
14153 Defense Logistics Agency	DOC-100001	Tester 1	Drawing		038Y0
14153 Defense Logistics Agency	DOC-100005	US 100.1	Drawing		038Y0
14153 Defense Logistics Agency	DOC-100006	PROD 62-JJ	Drawing		038Y0
14153 Defense Logistics Agency	DOC-100007	US 100.2TT	Drawing		038Y0
14153 Defense Logistics Agency	DOC-100008	US 100.1BB	Drawing	11E421074-A	038Y0

Freeze columns by dragging the vertical freeze column bar to the desired location. Columns to the left of the bar remain visible, while columns to the right can be scrolled horizontally using the bottom scroll bar.

Rearrange by dragging the column heading to a new position in the grid.

Main Search Grid – Working With the Grid



Standard layout is used as Default if the user does not set a Default.

Save New Layout captures the current search grid layout, allowing for a Descriptive name for future use and saving any adjustments to be applied to another search grid for the same ItemType.

The screenshot shows the rgbsi search grid interface. A dropdown menu is open, showing the following options:

- Default *
- Default (checked)
- Standard
- Save New Layout...
- Update Default Layout
- Delete Layout

The search grid table below the menu contains the following data:

DSP Entity [...]	Document Nu... ↑	Name	Document	Revi...	CAGE Code [...]
14153 Defense Logistics Agency	DOC-100001	Tester 1	Drawing		038Y0
14153 Defense Logistics Agency	DOC-100005	US 100.1	Drawing		038Y0
14153 Defense Logistics Agency	DOC-100006	PROD 62-JJ	Drawing		038Y0
14153 Defense Logistics Agency	DOC-100007	US 100.2TT	Drawing		038Y0
14153 Defense Logistics Agency	DOC-100008	US 100.1BB	Drawing	11E421074-A	038Y0

Update Default Layout overwrites the **Default** layout with the current grid layout and applies it to future search grids of the same ItemType.

Delete Layout deletes the current layout of search grid from the Layouts list.

Main Search Grid – Form Preview



A preview preference is available for each Item Type in the main search grid. The default setting **Hide Preview** can be changed to one of the following options:

Form Preview – show the Form for the selected item in the main search grid.

The screenshot shows the rgbsi web application interface. At the top, there is a search bar and a navigation menu. Below the search bar, there is a table of documents. The table has columns for DSP Entity, Document Number, Name, Document Type, Drawing Number, Revision, and CAGE Code. The selected document is highlighted in yellow.

DSP Entity [...]	Document Nu... ↑	Name	Document Type	Drawing Number	Revi...	CAGE Code [...]
14153 Defense Logistics Agency	DOC-100001	Tester 1	Drawing	11E421074-A		038Y0

Below the table, there is a form preview section. A red box highlights the preview options: **Form Preview**, **Properties Preview**, and **Hide Preview**. The **Form Preview** option is selected.

The form preview section contains several tabs: **Document**, **Tech Data Information**, **Tech Data Controls**, **Thumbnail**, **Document Team**, and **Document Lifecycle**.

Document tab:

- Document Number: DOC-100001
- Name: Tester 1
- Document Type: Drawing
- Description: [Empty text area]

Tech Data Information tab:

- CAGE Code: 038Y0
- Drawing Number: 11E421074-A
- Drawing Revision: [Empty text area]
- Revision Date: 5/15/2025

Tech Data Controls tab:

- Distribution Statement: [Distribution Statement A](#)
- Rights in Data: [U - unlimited government rights.](#)
- Export Control: [No](#)
- License Agreement: [Empty text area]

Document Team tab:

- Team: [00000000_TDM_Team](#)
- Assigned Creator: [TDP Admin](#)
- Designated User: [Empty text area]
- Created By: [Super User](#)
- Type: [DLA Controlled](#), [permission_id](#), [DIR - Released](#)

Document Lifecycle tab:

- State: [Ready/Released](#)
- Revision: [A](#), [Generation](#): [5](#)
- Released
- Is Current
- DSP Entity: [14153 Defense Logistics Agency](#)
- Effective Date: [7/18/2025 2:14:20 PM](#)

Main Search Grid – Properties Preview



Properties Preview

show the system Properties panel to the left of the search grid.

The screenshot shows the rgsi web application interface. At the top, there is a search bar and a 'Documents' filter. Below this is a table with columns: DSP Entity [...], Document Nu..., Name, Document Type, Drawing Number, Dra..., and CAGE Code [...]. The first row is highlighted in yellow. A dropdown menu is open over the table, showing three options: 'Form Preview', 'Properties Preview' (which is selected with a checkmark), and 'Hide Preview'. The 'Properties Preview' option is highlighted with a red box.

DSP Entity [...]	Document Nu...	Name	Document Type	Drawing Number	Dra...	CAGE Code [...]
14153 Defense Logistics Agency	DOC-100001	Tester 1	Drawing	11E421074-A	Detailed Draw...	038Y0
14153 Defense Logistics Agency	DOC-100005	US 100.1	Drawing	11E421088		038Y0
14153 Defense Logistics Agency	DOC-100006	PROD 62-JJ	Drawing	11E421092	Detailed Draw...	038Y0
14153 Defense Logistics Agency	DOC-100007	US 100.2TT	Drawing	11E421092		038Y0
14153 Defense Logistics Agency	DOC-100008	US 100.1BB	Drawing	11E421074-A		038Y0

Main Search Grid - Share



Share allows to export the current view to Excel, PDF or Word.

The screenshot shows the rgbsi Main Search Grid interface. At the top, there is a search bar and a 'Documents' tab. Below the search bar, there are filters for 'Simple', 'Current', and 'Today'. A 'Share' icon (three connected circles) is highlighted with a red box. A dropdown menu is open from this icon, showing three options: 'Export to Excel', 'Export to PDF', and 'Export to Word', all of which are also highlighted with a red box.

DSP Entity [...]	Document Nu... ↑	Name	Drawing Number	Type	Dr...	Revi...	CAGE Code [...]
		prod					
14153 Defense Logistics Agency	DOC-100006	PROD 62-JJ	11E421092	DLA Controlled	De...		038Y0
14153 Defense Logistics Agency	DOC-100012	Prod - 61 doc01	324231432	DLA Controlled			1EEY1
14153 Defense Logistics Agency	DOC-100013	Prod - 61 doc02	324231432	DLA Controlled/D...			1EEY1
14153 Defense Logistics Agency	DOC-100014	Prod - 61 doc03	324231432	DLA Controlled			1EEY1
14153 Defense Logistics Agency	DOC-100015	Prod - 61 doc04	324231432	DLA Controlled			1EEY1
14153 Defense Logistics Agency	DOC-100016	Prod - 61 doc05	324231432	DLA Controlled			1EEY1
14153 Defense Logistics Agency	DOC-100017	Prod - 61 doc06	324231432	DLA Controlled			1EEY1
14153 Defense Logistics Agency	DOC-100018	Prod - 61 doc07	324231432	DLA Controlled			1EEY1
14153 Defense Logistics Agency	DOC-100019	Prod - 61 doc08	324231432	DLA Controlled			1EEY1

At the bottom of the grid, there are navigation controls: '< Prev', 'Next >', 'Page: 1', a dropdown menu showing '5', and a download icon.

Main Search Grid – Create New Item



Create New Item will create a blank item to be filled out by the user.

Most users will not have permission to create new items.

The screenshot displays the 'rgsi' (aerospace & defense) interface for 'Documents'. It includes a search bar, a filter menu with options like 'Search', 'Clear', 'Simple', 'Current', 'Today', and 'Default *', and a table of document entries. A gear icon in the filter area is highlighted with a red box.

DSP Entity [...]	Document Nu... ↑	Name	Document Type	Drawing Number	Drawing Type	Drawing Revi...	CAGE Code [...]
14153 Defense Logistics Agency	DOC-100001	Tester 1	Drawing	11E421074-A	Detailed Draw...		038Y0
14153 Defense Logistics Agency	DOC-100005	US 100.1	Drawing	11E421088			038Y0
14153 Defense Logistics Agency	DOC-100006	PROD 62-JJ	Drawing	11E421092	Detailed Draw...		038Y0
14153 Defense Logistics Agency	DOC-100007	US 100.2TT	Drawing	11E421092			038Y0
14153 Defense Logistics Agency	DOC-100008	US 100.1BB	Drawing	11E421074-A			038Y0

Navigation controls at the bottom include: < Prev, Next >, Page: 1, a menu icon, a refresh icon, 5, and a download icon.



Module 5

Report Filter

Report Filter – Property Filter



Some reports in TDMT use a different filtering process. These filters are very similar to Microsoft Excel Data Filters.

Clicking any of the funnels will pull up the Filter Properties window.

Assigned To	Type Of W...	Status	Activity	NIIN	Start Date	Date assign...	Closed Date	Item	Workflow
Super User	TDP - Workflow	Active	Draft TDP		6/30/2025 12:04:25 PM	6/30/2025 12:04:25 PM		TDP-100003 License Agreement Example	TDP-100003 License Agreement Example
Innovator Admin	TDP - Workflow	Active	Draft TDP		7/21/2025 4:48:15 PM	7/21/2025 4:48:15 PM		TDP-100025 Prod-61 TDP03	TDP-100025 Copy of Pr 61 TDP01
TDP Business Process Analyst	TDP - Workflow	Active	Draft TDP	004842747	9/21/2025 7:24:26 AM	9/21/2025 7:24:26 AM		TDP-100033 00482747-WARNER ROBINS TDP	TDP-100033 00482747-WARNER ROBINS TDP
Innovator Admin	TDP - Workflow	Active	Draft TDP		7/21/2025 4:47:55 PM	7/21/2025 4:47:55 PM		TDP-100024 Prod-61 TDP02	TDP-100024 Copy of Pr 61 TDP01

Count vs Activity

Count

Approve TDP

Property Filter

Property Filter

Property

Operator

Value

AND OR ()

Filter Cancel

Report Filters – Property, Operator, and Value



The image shows four sequential screenshots of the 'Property Filter' dialog box, illustrating the steps to create a filter:

- Step 1:** The 'Property' dropdown is set to 'Activity'. The 'Operator' is 'Contains' and the 'Value' field is empty. A plus sign (+) is visible next to the Value field.
- Step 2:** The 'Operator' dropdown is open, showing a list of operators including 'Contains', 'EqualTo', 'NotEqualTo', 'StartsWith', 'EndsWith', 'LessThan', 'GreaterThan', 'LessThanEqualTo', 'GreaterThanEqualTo', 'DoesNotContains', 'DoesNotStartWith', 'DoesNotEndWith', and 'Length'.
- Step 3:** The 'Value' field now contains the text 'Approve'. The plus sign (+) is highlighted with a red box.
- Step 4:** The 'Expression' field now contains the text 'Activity Contains Approve'. The plus sign (+) is still highlighted with a red box.

To build a filter, select a **Property**, select an **Operator** and type in a **Value**. Pressing the plus sign adds the expression to the filter. Clicking the filter button applies it to the report.

In the example above, the filter returns all items that contain the word Approve in the **Activity Property**.

Report Filters - Results



The filtered screen shows 11 **Approve TDP** activities now in the report.

Assigned To	Type Of W...	Status	Activity	NIIN	Start Date	Date assig...	Closed Date	Item	Workflow ...	Instructions	Workflow ...	Latest Date Of Status Change
TDP Admin	TDP - Workflow	Closed	Approve TDP		7/22/2025 12:42:13 PM	7/22/2025 12:42:13 PM	7/22/2025 12:42:35 PM	TDP-100007	TDP-100007	Approve Technical Data Package (TDP)	Closed	7/22/2025 12:42:35 PM
TDP Admin	TDP - Workflow	Closed	Approve TDP	200016897_01	7/22/2025 12:39:29 PM	7/22/2025 12:39:29 PM	7/22/2025 12:40:07 PM	TDP-100021 Prod-61 TDP01	TDP-100021	Approve Technical Data Package (TDP)	Closed	7/22/2025 12:40:07 PM
Jameel_Wahid_PS	TDP - Workflow	Closed	Approve TDP		7/22/2025 12:37:57 PM	7/21/2025 4:49:08 PM	7/22/2025 12:38:49 PM	TDP-100028 Prod-61 TDP06	TDP-100028 Copy of Prod-61 TDP01	Approve Technical Data Package (TDP)	Closed	7/22/2025 12:38:49 PM
TDP Admin	TDP - Workflow	Closed	Approve TDP		7/22/2025 12:37:33 PM	7/22/2025 12:37:33 PM	7/22/2025 12:38:03 PM	TDP-100004	TDP-100004	Approve Technical Data Package (TDP)	Closed	7/22/2025 12:38:03 PM
TDP Admin	TDP -	Active	Approve TDP	014914205	9/26/2025	9/26/2025		TDP-100035	TDP-100035	Approve	Active	9/26/2025 12:38:38 PM

Count vs Activity

Report Filters – Additional Property, Operator, and Value



The screenshot illustrates the process of building a complex filter expression in a report tool. It is divided into four panels:

- Panel 1 (Property Filter):** Shows a list of properties. 'Start Date' is selected from the dropdown menu.
- Panel 2 (Property Filter):** Shows the 'Start Date' property selected with the 'LessThan' operator. A date picker is visible next to the 'Value' field.
- Panel 3 (Start Date):** A calendar view for September 2025. The date '26' is selected, indicating the filter is for dates before September 26, 2025.
- Panel 4 (Property Filter):** Shows the final expression: 'Activity Contains Approve AND Start Date LessThan 9/1/2025 12:00:00 AM'.

To add additional filters, press the filter button again to build the next expression. It is also necessary to choose how to join the expressions, either **AND** or **OR**. Additionally, the examples above require that the "Approve TDP" activities must have started before September 1st 2025.

Report Filters - Results



Note that there are currently only 10 Approve TDP activities listed in the report.

Assigned To	Type Of W...	Status	Activity	NIIN	Start Date	Date assig...	Closed Date	Item	Workflow ...	Instructions	Workflow ...	Latest Date Of Status Change
TDP Admin	TDP - Workflow	Closed	Approve TDP		7/22/2025 12:42:13 PM	7/22/2025 12:42:13 PM	7/22/2025 12:42:35 PM	TDP-100007	TDP-100007	Approve Technical Data Package (TDP)	Closed	7/22/2025 12:42:35 PM
TDP Admin	TDP - Workflow	Closed	Approve TDP	200016897_01	7/22/2025 12:39:29 PM	7/22/2025 12:39:29 PM	7/22/2025 12:40:07 PM	TDP-100021 Prod-61 TDP01	TDP-100021	Approve Technical Data Package (TDP)	Closed	7/22/2025 12:40:07 PM
Jameel Wahid_PS	TDP - Workflow	Closed	Approve TDP		7/22/2025 12:37:57 PM	7/21/2025 4:49:08 PM	7/22/2025 12:38:49 PM	TDP-100028 Prod-61 TDP06	TDP-100028 Copy of Prod-61 TDP01	Approve Technical Data Package (TDP)	Closed	7/22/2025 12:38:49 PM
TDP Admin	TDP - Workflow	Closed	Approve TDP		7/22/2025 12:37:33 PM	7/22/2025 12:37:33 PM	7/22/2025 12:38:03 PM	TDP-100004	TDP-100004	Approve Technical Data Package (TDP)	Closed	7/22/2025 12:38:03 PM
TDP Admin	TDP -	Closed	Approve TDP		7/22/2025	7/22/2025	7/22/2025	TDP-100006	TDP-100006	Approve	Closed	7/22/2025 12:42:31 PM

Count vs Activity

Activity	Count
Approve TDP	10

Report Filters – Delete Filter



Property Filter

Property Operator Value ?

Activity Contains Approve

Expression AND OR ()

Activity Contains Approve AND
Start Date LessThan 9/1/2025 12:00:00 AM

Filter Cancel

Property Filter

Property Operator Value ?

AND Start Date LessThan 9/1/2025 12:00:00 AM

*Expression Missing before Logical Operator

Filter Cancel

Property Filter

Property Operator Value ?

Start Date LessThan 9/1/2025 12:00:00 AM

Filter Cancel

To delete a filter, first select it and then press the red trash can icon. Any join operators that are no longer needed must also be removed. After that, press the **Filter** button.

Report Filter - Results



There are now 10 Approve TDPs and 30 Draft TDPs that started before September 1st 2025.

Assigned To	Type Of W...	Status	Activity	NIIN	Start Date	Date assign...	Closed Date	Item	Workflow ...	Instructions	Workflow ...	Latest Date Of Status Change
Super User	TDP - Workflow	Active	Draft TDP		6/30/2025 12:04:25 PM	6/30/2025 12:04:25 PM		TDP-100003 License Agreement Example	TDP-100003 License Agreement Example	Review Technical Data Package (TDP)	Active	6/30/2025 12:04:25 PM
Innovator Admin	TDP - Workflow	Active	Draft TDP		7/21/2025 4:48:15 PM	7/21/2025 4:48:15 PM		TDP-100025 Prod-61 TDP03	TDP-100025 Copy of Prod-61 TDP01	Review Technical Data Package (TDP)	Active	7/21/2025 4:48:15 PM
Innovator Admin	TDP - Workflow	Active	Draft TDP		7/21/2025 4:47:55 PM	7/21/2025 4:47:55 PM		TDP-100024 Prod-61 TDP02	TDP-100024 Copy of Prod-61 TDP01	Review Technical Data Package (TDP)	Active	7/21/2025 4:47:55 PM
TDP Admin	TDP - Workflow	Closed	Approve TDP		7/22/2025 12:42:13 PM	7/22/2025 12:42:13 PM	7/22/2025 12:42:35 PM	TDP-100007	TDP-100007	Approve Technical Data Package (TDP)	Closed	7/22/2025 12:42:35 PM

Count vs Activity

Activity	Count
Approve TDP	10
Draft TDP	30



Appendix A

Main Search Grid – Search Operator and Wildcard Quick Reference



Wildcard	Description	Example
*	Asterisk: Zero or more characters	Use * or % as wildcards, for example 'a*b' means anything beginning with 'a' and ending with 'b.' Use * on its own to select non-blank values.
%	Percent sign: Zero or more characters	
	Pipe symbol: OR operator	a* b* returns all results that begin with the letter a OR b.
0, 1	In Boolean fields, such as columns with checkboxes.	1 = checked (true) 0 = not checked (false)
Operators for Numerical Data Use the following operators to filter on numeric properties using mathematical comparisons.		
...	Range: Search for numbers within a specific range	10...1000 returns numbers from 10 to 1000
=	Equal to	=10 returns numbers equal to 10 (Note: This operator is not required for Simple Search mode)
>	Greater than	>10 returns numbers greater than 10
<	Less than	<10 returns numbers less than 10
>=	Greater than or equal to	>=10 returns numbers greater than or equal to 10
<=	Less than or equal to	<=10 returns numbers less than or equal to 10
< >	Not equal to	<10 >10 returns numbers NOT equal to 10

