Quality Database (QDB)

User Manual

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QDB 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.

There are two different types of users for QDB—Public Inquiry 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.

Actions are created from the requests during the import. Each created action can be assigned to an Action Office for completion. The action is tracked by QDB until it is complete. Once all actions associated with a request are complete, the request is closed.

Assistance and Problem Reporting

If QDB fails to retrieve the desired data, verify the parameters to make sure they are targeting the information you want. If you have difficulty accessing the Web site, try accessing it from another computer or try using another Web browser.

If troubleshooting efforts have failed and you still cannot operate QDB:

- Contact the QDB Team by email at dataqualityqdb@dla.mil. Use this email address for assistance with QDB or to report problems with the application.

- Contact Customer Service at 1-877-352-2255 or DSN 661-7766, or by email at dlacontactcenter@dla.mil.

First-Time Users of QDB

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.

QDB Home Page

Public users initiate a session by selecting Search from either the link in the left.

- See PROCEDURES FOR QDB PUBLIC SEARCH   for Public user instructions.

- See PROCEDURES FOR COLLABORATION USING QDB LOGIN for Login users
  and collaboration instructions. Login users use either of the two login links, one at the top
  of the page and one in the text above the collaboration overview. The link reads: logged
  in.

Register for QDB Login function

Access to the QDB Login function requires an authorized CAC card. There is a link on the left side of the QDB home page identified as *"Register for QDB"* that will take you to the forms you need to complete.

Processing Procedures

Processing procedures are presented in two sections:

- PROCEDURES FOR QDB PUBLIC SEARCH

- PROCEDURES FOR COLLABORATION USING QDB LOGIN

Screen captures provide visual aids with the instructions.

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 Links

- Help

- Register for QDB

- Other

The figure below shows the menu links.

QDB Menus

QDB Links

QDB links on the Home page menu contain these options:

- Home - Returns to the QDB Home page from any other page.

- Search - Displays the QDB Search page.

- Send Email – Opens a blank email addressed to the QDB team at dataqualityqdb@dla.mil.

- Some additional options are offered after a successful search:

  Search Result and NIIN Detail Report are added to this section when viewing details on the NIIN Detail page (see figure below.)

  o Search Result returns to the search result picklist, Search Results – Pick List.

  o NIIN Detail Report displays a detail report for that NIIN with all action details included.

QDB Links Menu with NIIN Search Options

Help

The Help menu links open useful resource documents: the QDB User Manual, Project Names listing, ACTREQ codes, DIC codes, and DEMIL codes.

Register for QDB

The Register for QDB menu option links to the registration form for US government employees and US government sponsored contractors. Instructions are included on the form.

Other Links

Other Links contains links to other applications and systems:

- WebFLIS
  https://www.logisticsinformationservice.dla.mil/webflis/

- BINCS
  https://www.bpn.gov/bincs/

- E-Cataloging
  https://www.logisticsinformationservice.dla.mil/ecat/default.aspx

- Data Discrepancy Challenge Program
  https://www.logisticsinformationservice.dla.mil/forms/challenge.asp

- DD Form 1685
  https://www.logisticsinformationservice.dla.mil/1685/default.asp

- Download Acrobat (free download for viewing PDFs.)
  http://www.adobe.com/prodindex/acrobat/readstep.html

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. They can request login access by filling out the information of the Register for QDB link. Public users also can use any links in the Help and Other Links menu areas.

Accessing QDB

Access QDB at the Web URL http://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.

The QDB Home page contains a pictorial overview of the Collaboration process, as shown in the next figure.

- Step 1: Search for a NIIN.

- Step 2: Choose your NIIN from the results.

- Step 3: (Login User only) Collaborate on an action for that NIIN.

NOTE
Steps 1 and 2, Search for a NIIN and Choose your NIIN from the results, are available for the public user. These are read-only functions. Public users can also see the NIIN detail but cannot see the private information of the collaborators. Only login users of QDB have the ability to collaborate on an action for a NIIN; they must also be in a group associated with the NIIN location. See PROCEDURES FOR COLLABORATION USING QDB LOGIN for details about logging in and performing those functions.

QDB Search

Access the NIIN records using the Search function.

1. Click the Search link or the Step 1 box on the QDB Home page.
2. Define the inquiry parameters for your search. You can define one or more parameters in any combination. The QDB Search page accepts any single or combination of parameters for record searches, including NIIN, log number, FSC, PICA, CAGE, part number, and

project name. Multiple NIINs can be entered. Wild card searches are offered for several fields, where a partial number plus an asterisk (*) result 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.

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.

3. 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.

Search Results – Pick List

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

QDB Search Results Pick List of Records Page

1. 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.
2. Click the NIIN link to continue to the NIIN Detail page.

NIIN Detail

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

NIIN Detail

Notice the navigation arrows on the right side of the page above the Action Code column. When a search returns multiple records, this navigation function reflects what number this is of the total

number of records, in the example in the figure above, 5 of 8. 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, 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 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.
Project Description	Description of the project.

Columns of the NIIN Details Page Click on a record to expand the information and show the expanded NIIN detail.

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 following figure.

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
	Project Description	Description of Project
	Action	Action requested. See Table 7-1 for a listing of Action Codes and their explanations.
	Collaboration	Results of collaboration, such as Concur or nonconcur; choices are determined by the location.
	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.

Sections and Fields on NIIN Details Page (Expanded)

View Record Information

From the NIIN Detail page, you can view a variety of information related to the record on the NIIN Detail Report. The report is generated as a PDF and displayed in a separate window, from which you can view, save and print the report. An example of a NIIN Detail Report for a public user is shown in the figure below.

QDB   Welcome, you are not logged in.

NIIN Detail Report
  NIIN: 000044621 (2 Action(s))

Action Id: 810345
  Initiator: AUTO
  Project: GIRDER
  DIC: LCR
  PICA Resp:
  Status: PICA - 75

  Details

DRN	Value
Part No	A09448-001
RNCC	5
RNVC	9
CAGE	50097
ACTREQ	R

  Comments

Date Created	Author	Comment
6/3/2004	(To see the author please login).	Opened for further review.
6/2/2004	(To see the author please login).	RNCC/RNVC coded obsolete in FLIS. Action closed.

Action Id: 2553868
  Initiator: AUTO
  Project: GIRDER
  DIC: LAR
  PICA Resp:
  Status: PICA - 75

  Details

DRN	Value
Part No	A09448-001
CAGE	1SQD9
RNCC	3
RNVC	2
ACTREQ	R

  Comments

Date Created	Author	Comment
6/3/2004	(To see the author please login).	Opened for further review.
6/2/2004	(To see the author please login).	Cage and Part number are reflected on th TIR. Action closed.

NIIN Detail Report Sample

The author of a comment is not displayed to the public user. If you are an authorized user and you want to log in to see the author, use one of the login links—"logged in" at the top right side of the page or "login" in the Comments, Author sections.

PROCEDURES FOR COLLABORATION USING QDB LOGIN

QDB Login

You can initiate a session via the DLIS Web site. Once you access QDB, your Web browser displays the QDB Home page. This section describes the functions available to the login QDB users but not available to the public users. The login users are authorized to collaboration on actions, enter comments, and create new actions.

Logging In

You must be authorized to access QDB as a login user or have a userid to log in, choose the Logged In link on the QDB Home page from either the upper right or from the Home Welcome sentence.

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 login again to resume the activities of a logged-in user.

QDB Search

To perform a search, click Search on the left menu on the Home page.

Search Results – Pick List and Detail

A successful search returns a pick list when there are multiple results or goes directly to the detail if there is a single record found.

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.
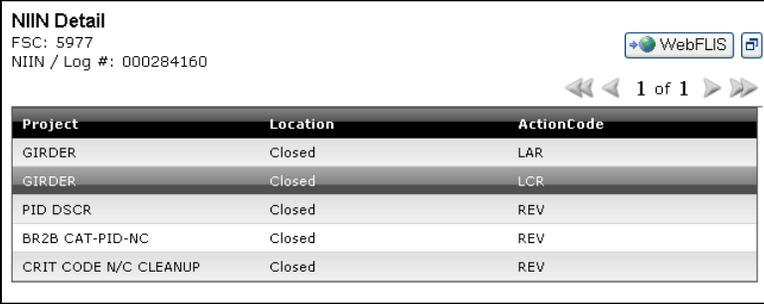
| NIIN Detail FSC: 5977 NIIN / Log #: 000284160			WebFLIS
		1 of 1	
Project	**Location**	**ActionCode**	
GIRDER	Closed	LAR	
GIRDER	Closed	LCR	
PID DSCR	Closed	REV	
BR2B CAT-PID-NC	Closed	REV	
CRIT CODE N/C CLEANUP	Closed	REV	

NIIN Detail Example

Notice the navigation arrows on the right side of the page above the Action Code 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.

Click on a project line item to expand the information and show all detail. The description of the other sections that display when the Detail is expanded is displayed in Sections and Fields on NIIN Details Page (Expanded) .

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.

Columns of the NIIN Details Page (Not Expanded)
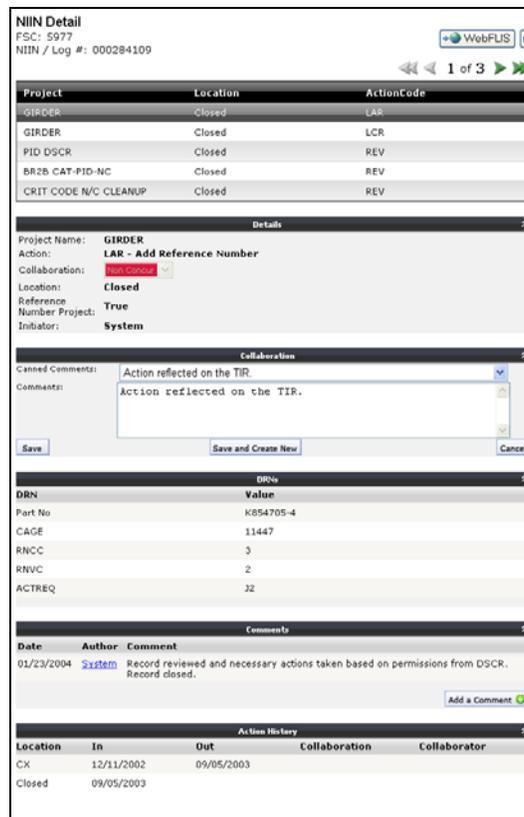
NIIN Detail – Expanded with Collaboration

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
	Action	Action requested.
	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.
	Location	Location of Action ID, for example, KE. If the item is closed, the closed status is displayed in the Location column.
	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.
	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. 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.

Sections and Fields on NIIN Details Page (Expanded)

NIIN Detail Report

From the NIIN Detail page, you can view a variety of information related to the record on the NIIN Detail Report. 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.

NIIN Detail Report Sample

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.

Collaboration and Comments

As an authorized user of the Login function, you have the capability to 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 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 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.

3. Add a Canned Comment and/or Comments; it may be required, depending on the collaboration value and location. When you select a canned comment, it is automatically copied to the Comments textbox. If you use the canned comment, you can also elaborate by adding more in the Comments section.

4. When the Collaboration choice is Non Concur, an additional button is offered under the Comments text area: Save and Create New. 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

5. If you need to request an additional action, click the button Save and Create New to display the Create New Action panel, as shown in the figure below.

6. Choose the action code to be used for the action.

7. The DRN Value Pairs section is a listing of DRNs associated with the action code you selected. When an action is selected, the DRNs Value Pairs section is populated with options to change; they are specific to the DRN action code that you selected. Fields

marked with an asterisk (*) are required fields and must have a value. Some collaborations require corrected values.

8. Type a comment in the Comments text area.

9. Click the Save button. To save this action and create another action on this NIIN, click the button Save and Create New. Cancel discards the action.

GLOSSARY OF ACRONYMS AND TERMS

Acronym/Term	Explanation
AAC	Acquisition Advice Code
ACTREQ	Action requested
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
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
IMC	Item Management Code
INC	Item Name Code
MOE	Major Organizational Entity
NAIN	Non-Approved Item Name
NIIN	National Item Identifier Number, the last nine digits, which never change, of a National Stock Number.
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)

PICA	Primary Inventory Control Activity, a code for the activity that manages the item of supply for government use
PMIC	Precious Metals Indicator Code
QDB	Quality Database
QUP	Quantity Unit Pack
Quantitative	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