How to Find an MDS

Version: IMDS Release 10.0
Search All MDS/Modules (or on tab if you know what you’re looking for)

- **Have IMDS ID?**
  - Yes
    - On Material or All MDS/Module tab, search on Accepted, Published, And Own, Version > All
  - No
    - Going to have to search on Part Number, supplier, Partial Name
      - See General MDS Search Tips

- **Found?**
  - Yes
    - Apply or view
  - No
    - **Created by Your Company?**
      - Yes
        - Looks like someone has deleted the MDS – you will have to reenter
      - No
        - **Published?**
          - Yes
            - Go to Section on Searching for Published MDSs
          - No
            - Go to Section on Searching for Published MDSs

**Note:** It is important to get in the habit of selecting all choices for Origin and Version > All. If your supplier has created the MDS, he may not have given you access to the latest version.
Filters – Ingredients Page Filters

**Article Name** – the description given on the Ingredients page if your company created it or you are searching in Published data. The description from the Recipient Data page if it was sent/proposed to your company. **Note:** if you cannot find the MDS, you may want to do a wildcard search as there must be an **EXACT** match to display and leading spaces may be an issue.

**Part/Item No.** – the Part/Item number from the Ingredients page if your company created it or you are searching in Published data. The information from the Recipient Data page if it was sent/proposed to your company. **Note:** if you cannot find the MDS, you may want to do a wildcard search as there must be an **EXACT** match to display and leading spaces may be an issue.

**ID-No.** – the IMDS ID number

**Language** – only appropriate if searching for a material

**Version**

**Current** – the highest version number or all the versions in edit mode if your company created it. The highest version number that you have visibility to if another company created it – **warning** – *if your supplier uses the practice of creating a copy/new version every time they send to another company, you may not have visibility to the latest version of the MDS and will need to use All Versions.*

**All Versions** – All versions of the ID.

**Development Sample Report** – If checked, will only return MDSs where the Development Sample Report box has been checked on the Ingredients page

**Note:** The **BEST** way to find anything in IMDS is by IMDS ID. You must also be looking in the right place:

- Was it created by your company or another
- If you cannot find with current versions, try All versions
- Use Wild card searches – e.g. if looking for published SAE 1010 steel, use *1010 in the Name field*
Filters – Creation Dates

Published / accepted / internally released – this option will return only RELEASED MDSs (whole number version) and whether they are created by your own company or a supplier or both will depend on how you set other flags.

Created (own MDS) – this option will return only MDSs and modules created by your company, regardless of whether they have been released or not.

Date - this option will limit your results to MDSs released during the time frame (if first box checked) or created during the time frame (if 2\text{nd} box checked).

Note: The dates must be given in the specified format. Only MDSs have the date tracked.

Date (only for MDSs)
- published / accepted / internally released
- created (own MDSs)

from 03/18/2016 to 04/18/2016
Filters – Supplier Created

**Accepted MDSs** – return only data that has been accepted by my company

**Published MDSs** – return only data that has been published

**Own MDSs / own Modules** – return only data from my own company

You can limit your search to supplier data to data from a select list.

If the box “Enable search by supplier” is not ticked, this will search all suppliers
Filters – Supplier Created II

**Supplier List** – restrict search returns to the suppliers listed. Material searches will automatically have the 3 IMDS-Committee companies listed (see next page for how to add/remove suppliers and a more complete discussion of how this works)

**Disc icon** – saves the supplier list for future sessions – this list is saved to the login ID

If you want other than the 3 Committee Companies on the list, you will have to customize your list by using the search screen and adding other companies/removing the Committee companies.

**Additional note** – the Disc icon from the search screen is also attached to the Inbox screen allowing a company to have users focused on certain suppliers. There is also a Disc icon available in the Outbox.

**IF YOU DO NOT ACTIVELY REMOVE COMPANIES FROM THE SUPPLIER LIST, ONLY DATASHEETS CREATED BY THE COMPANIES LISTED WILL BE RETURNED!!!!**
Filters – Supplier List – Add

To add a supplier to the customized list, click on the little House with the +

The company search screen will appear, where you can either search on a Company or an Org.-Unit.

After a search, you select your supplier and hit apply – in this case, I have added HPE (IMDS Boarding) to my list (note – the company numbers displayed are not from the production system).

Multiple suppliers may be selected to apply at one time if click individually on the desired companies or Org.-Units and then click on Apply all.
Filters – Supplier List – Remove

To remove a supplier from the customized list, first highlight the supplier to remove (HPE (IMDS Boarding) above) and then click on the little house with the -
**Filters – Organizational Info**

**Own MDSs** – the search results will only return MDSs and not modules

**Own Modules** – the search results will only return modules and not MDSs

**Assigned Org.-Unit** – the search result will be limited to MDSs assigned to a particular Organizational Unit

**Assigned Contact** – the search result will be limited to MDSs with the contact person as selected

**Last edited by me** – the search result will be limited to those MDSs or Modules last edited by the user ID currently logged in

*Note: The Contacts are from a pull-down list modified by the Company Administrator under Administration > Contact Person*
Special Filters for Materials
Filters – Material Specific

Trade name – if given, the trade name of the material (e.g. Teflon)

Std. Mat.-No. – Standard material number - only available on selected material classifications.

Symbol – Material symbol – only available on selected material classifications.

Norm – the given Norm/Standard

Classification – the material classification
Material Search Tips

Best to use IMDS ID.

Wild cards (*), partial names, etc. may also be useful (discussed later).

You only have access to materials your company has created, data that has been published, and data that was sent to your company and accepted.

The IMDS-Committee only publishes materials to a Public Norm and where that Norm has been defined by the basic substances that sum to 100%. (Some public norms give characteristics of the material but not the substances defined to 100%.)
Searching for Materials

Note: It is important to get in the habit of selecting all choices for Origin and Version > All. If your supplier has created the MDS, he may not have given you access to the latest version.
Invoking Material Search

Materials can be found either through the Material Search option or the +green circles on Create > Ingredients window
Searching for Published Materials
Searching for Published Materials (ID Not Known)

Note: You should not be using Published Materials from an unknown source – just because someone has published does not mean it is quality data.

No one polices the Published Materials list. Users use the non-IMDS Committee MDSs at their own risk. It is recommended that unless the user knows that the MDS supplier is their supplier or manufactures the material, they should take the time to validate the MDS before attaching it to their tree.
The IMDS Steering Committee has published MDSs that comply with a material standard and many companies prefer that you use this data instead of creating your own. If you want a material standard published, send to the IMDS Service Center and we will try to add. Not all standards contain a complete list of substances. We can only publish if the standard includes substances that sum to 100%. These have been added to your saved company list when searching for materials.

Guide to the IMDS Steering Committee Published Materials:

Stahl und Eisen Liste (313) - predominantly steels and steel alloys –no norm/standard on most of them but contain a material number of form 1.nnnn where nnnn is a 4 digit number.

IMDS-Committee (423) – coatings and alloys and also some semi-components

IMDS-Committee / ILI Metals (18986) – steels published to other standards not in the Stahl und Eisen Liste.
Searching for IMDS Committee Published Materials II

The IMDS Committee materials, with very few exceptions, have been entered with the UNS or JIS number as the standard material number. It is suggested that you perform a wildcard search on the standard material number (i.e. *10211 in the Std. Mat. No field as it may have been entered as G10211 or G 10211).

The IMDS Committee materials, with very few exceptions, have been entered with the public norm. It is suggested that you perform a wildcard search on the norm (i.e. select norm ASTM and *32 as it may have been entered as B32 or B 32)

Since IMDS Committee materials are undergoing cleanup of duplicate data, it is suggested that you get in the habit of performing a search each time on the norm or standard material number instead of relying on an MDS ID.