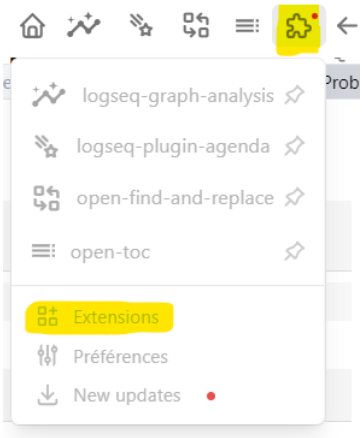
USER MANUAL

Quick guide to install the Logseq model

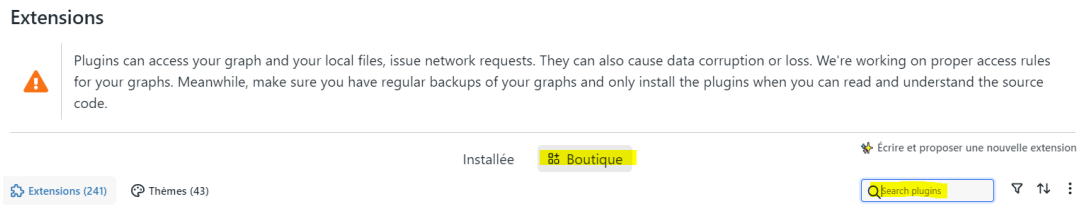
1. **Install Logseq on the computer, you can download the software from : https://logseq.com/**

2. **Install the following plugins in Logseq:**

For that you have to open Logseq and go to "Extensions":

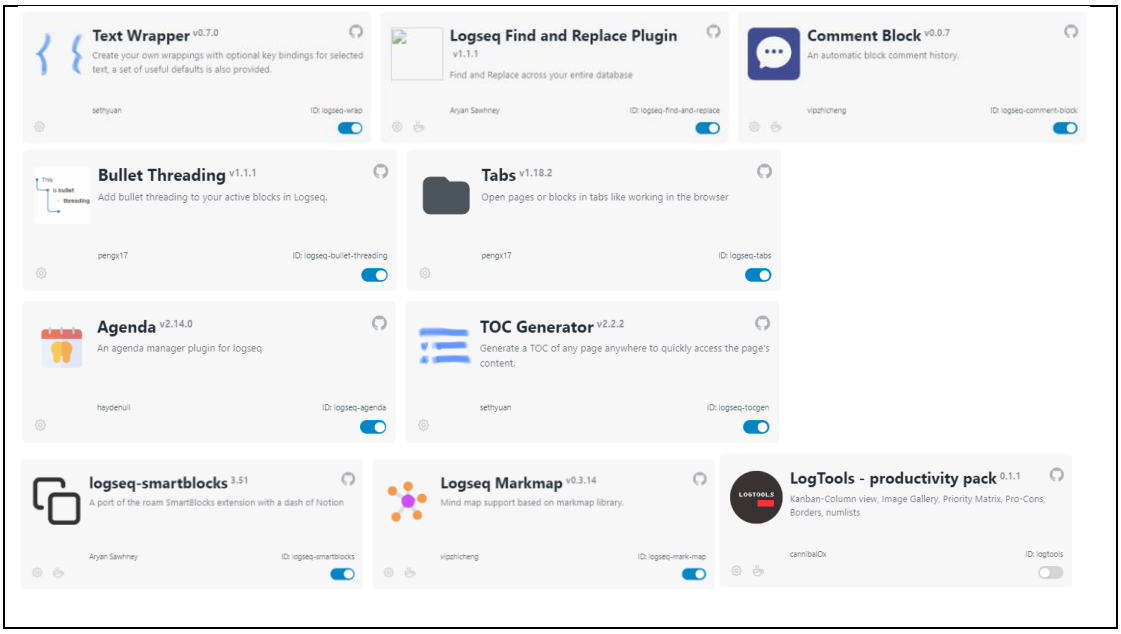


And then you look for the extensions by their name in the browser :

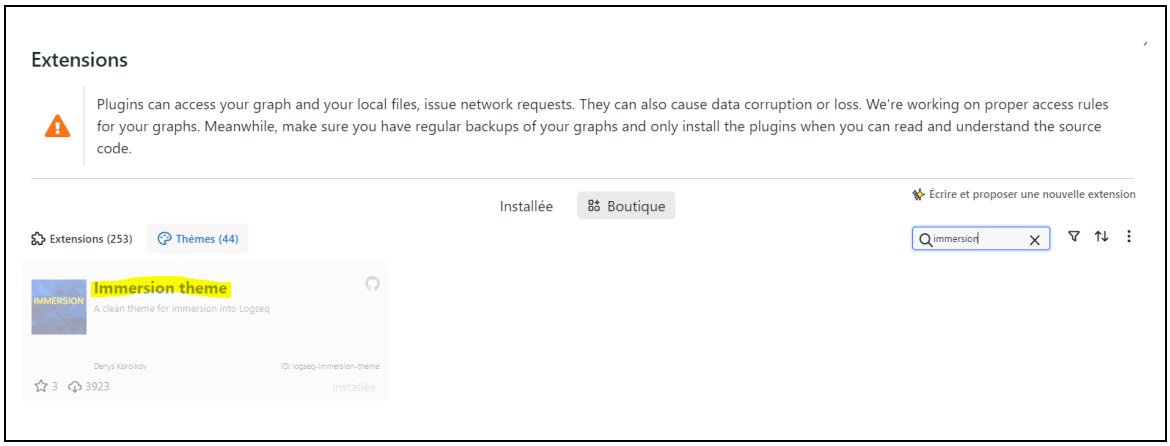


The names of the extensions are :

- Test Wrapper
- Logseq Find and Replace Plugin
- Comment Block
- Bullet Threading
- Tabs
- Agenda
- TOC Generator
- Logseq-smartblocks
- Logseq Markmap
- LogTools – productivity pack

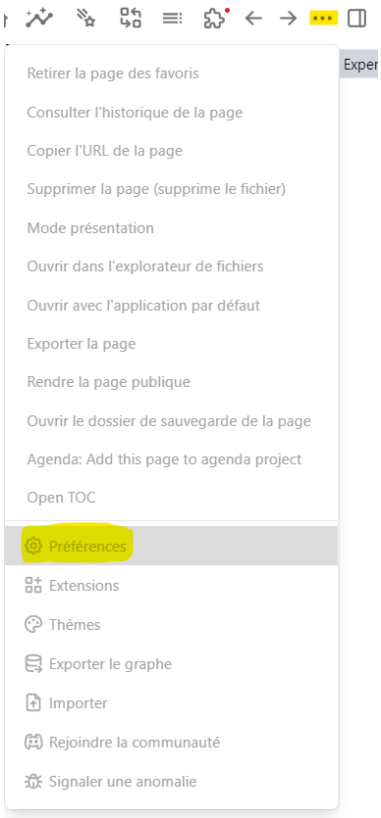


3. You can also install the “Immersion” theme from there :

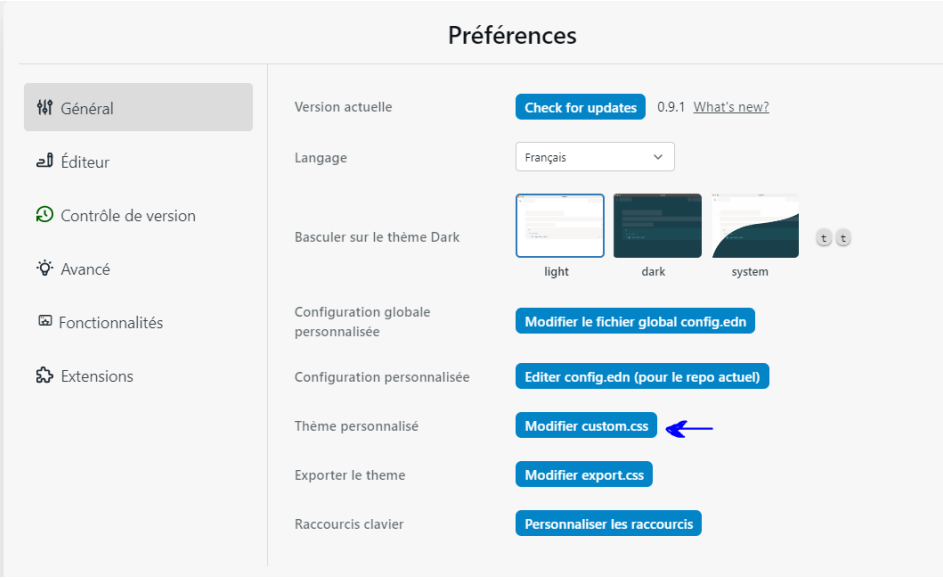


4. **Copy and paste the following code in the "Custom.css" of your Logseq :**

For that you have to open Logseq and click on "Preferences":



Once there, you go to the "General" preferences and you have to click on "Modify custom.css"

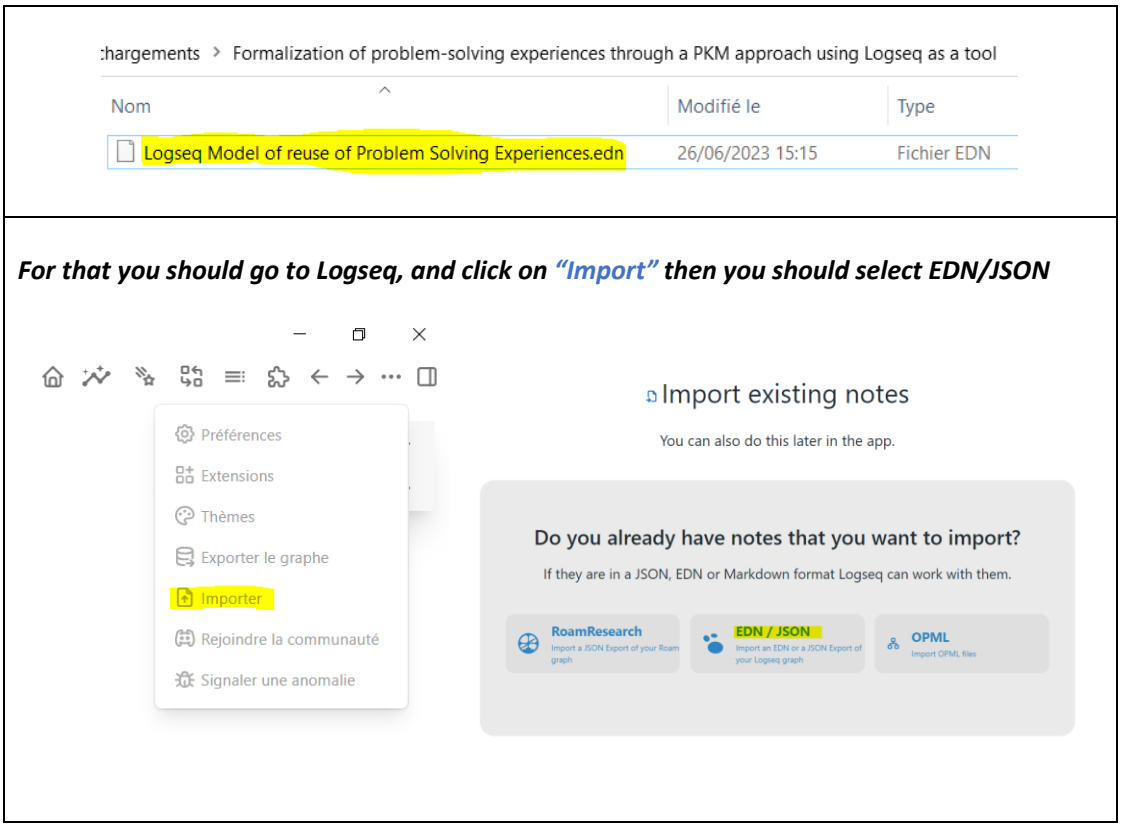


Once in the Custom.css you have to copy and paste the following code there (also you can find this code in the file "Formalization of problem-solving experiences through a PKM approach using Logseq as a tool"-> "Custom.css Code of the Model") :

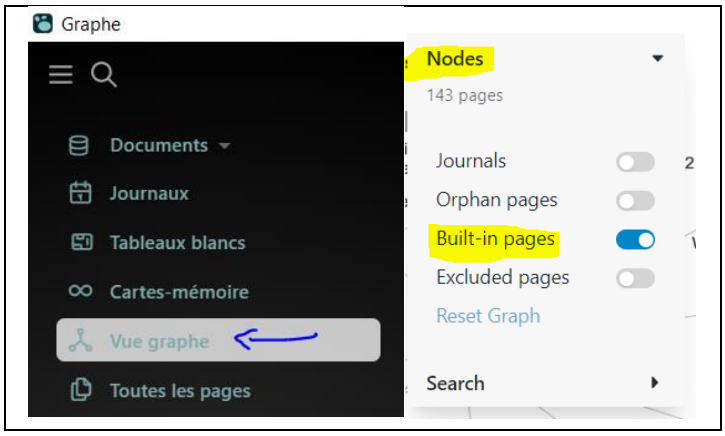
```
/* high */
  *:is(#main-content-container, #right-sidebar, .tippy-tooltip, .ls-card) a[data-ref=high].tag {
    background-color: var(--ls-primary-text-color);
    background-color: rgb(255, 0, 0);
    border-radius: 18px;
    color: var(--ls-primary-text-color);
    color: white

  }
/* medium */
  *:is(#main-content-container, #right-sidebar, .tippy-tooltip, .ls-card) a[data-ref=medium].tag {
    background-color: var(--ls-primary-text-color);
    background-color: rgb(231, 189, 18);
    border-radius: 18px;
    color: var(--ls-primary-text-color);
    color: white

  }
/* low */
  *:is(#main-content-container, #right-sidebar, .tippy-tooltip, .ls-card) a[data-ref=low].tag {
    background-color: var(--ls-primary-text-color);
    background-color: rgb(128, 255, 0);
    border-radius: 18px;
    color: var(--ls-primary-text-color);
    color: white

  }
/* verification in progress */
  *:is(#main-content-container, #right-sidebar, .tippy-tooltip, .ls-card) a[data-ref=verificationinprogress].tag {
    background-color: var(--ls-primary-text-color);
    background-color: rgb(17, 168, 232);
    border-radius: 18px;
    color: var(--ls-primary-text-color);
    color: white

  }
/* effective */
  *:is(#main-content-container, #right-sidebar, .tippy-tooltip, .ls-card) a[data-ref=effective].tag {
    background-color: var(--ls-primary-text-color);
    background-color: rgb(17, 232, 136);
    border-radius: 18px;
    color: var(--ls-primary-text-color);
    color: white

  }
/* ineffective */
  *:is(#main-content-container, #right-sidebar, .tippy-tooltip, .ls-card) a[data-ref=ineffective].tag {
    background-color: var(--ls-primary-text-color);
    background-color: rgb(232, 136, 17);
    border-radius: 18px;
    color: var(--ls-primary-text-color);
    color: white

  }
/* action planified */
  *:is(#main-content-container, #right-sidebar, .tippy-tooltip, .ls-card) a[data-ref=actionplanified].tag {
    background-color: var(--ls-primary-text-color);
    background-color: rgb(160, 160, 160);
    border-radius: 18px;
    color: var(--ls-primary-text-color);
    color: white

  }
/* work in progress */
  *:is(#main-content-container, #right-sidebar, .tippy-tooltip, .ls-card) a[data-ref=workinprogress].tag {
    background-color: var(--ls-primary-text-color);
    background-color: rgb(96, 96, 96);
    border-radius: 18px;
    color: var(--ls-primary-text-color);
    color: white

  }
/* work done */
  *:is(#main-content-container, #right-sidebar, .tippy-tooltip, .ls-card) a[data-ref=workdone].tag {
    background-color: var(--ls-primary-text-color);
    background-color: rgb(32, 32, 32);
    border-radius: 18px;
    color: var(--ls-primary-text-color);
    color: white
```

```
  }
/* Valid Cause */
  *:is(#main-content-container, #right-sidebar, .tippy-tooltip, .ls-card) a[data-ref=validcause].tag {
    background-color: var(--ls-primary-text-color);
    background-color: rgb(128, 255, 0);
    border-radius: 18px;
    color: var(--ls-primary-text-color);
    color: white

  }
/* Invalid Cause */
  *:is(#main-content-container, #right-sidebar, .tippy-tooltip, .ls-card) a[data-ref=invalidcause].tag {
    background-color: var(--ls-primary-text-color);
    background-color: rgb(255, 0, 0);
    border-radius: 18px;
    color: var(--ls-primary-text-color);
    color: white

  }
/* Validation In Progress */
  *:is(#main-content-container, #right-sidebar, .tippy-tooltip, .ls-card) a[data-ref=validationinprogress].tag {
    background-color: var(--ls-primary-text-color);
    background-color: rgb(231, 189, 18);
    border-radius: 18px;
    color: var(--ls-primary-text-color);
    color: white

  }
/* To Implement */
  *:is(#main-content-container, #right-sidebar, .tippy-tooltip, .ls-card) a[data-ref=toimplement].tag {
    background-color: var(--ls-primary-text-color);
    background-color: rgb(17, 232, 136);
    border-radius: 18px;
    color: var(--ls-primary-text-color);
    color: white

  }
/* Do Not Implement */
  *:is(#main-content-container, #right-sidebar, .tippy-tooltip, .ls-card) a[data-ref=donotimplement].tag {
    background-color: var(--ls-primary-text-color);
    background-color: rgb(232, 136, 17);
    border-radius: 18px;
    color: var(--ls-primary-text-color);
    color: white

  }
/* WithoutDecision */
  *:is(#main-content-container, #right-sidebar, .tippy-tooltip, .ls-card) a[data-ref=withoutdecision].tag {
    background-color: var(--ls-primary-text-color);
    background-color: rgb(17, 168, 232);
    border-radius: 18px;
    color: var(--ls-primary-text-color);
    color: White
  }
```

5. ***Import the graph of "Logseq Model of reuse of Problem Solving Experiences.edn" file to Logseq***

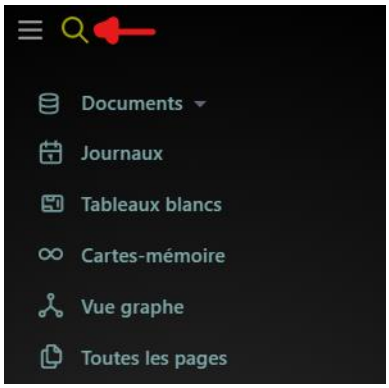


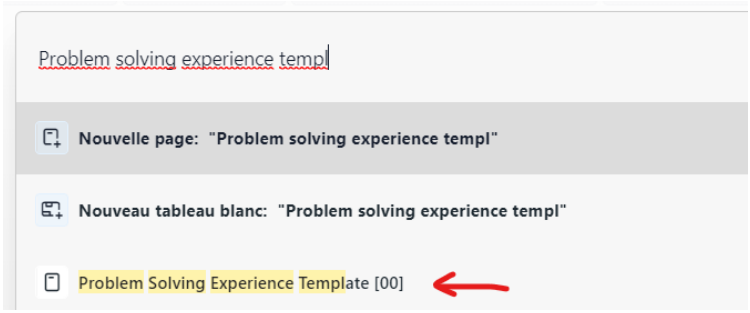
6. ***To visualize the graph of the model in Logseq please be sure of use the following filters in the settings of the graph, otherwise, the proposed model will not be displayed, and more allied nodes will appear (pages that were created for the model usage labels)***



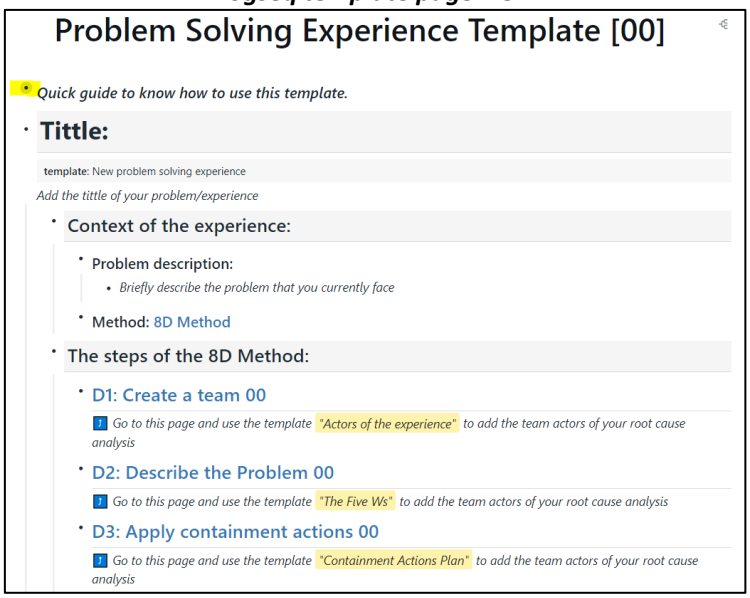
Start using the template

1. ***To start using the template of the model, you have to go to the browser and look for "Problem Solving Experience Template [00] " page, once you open the page you can follow the instructions listed there and use the template.***

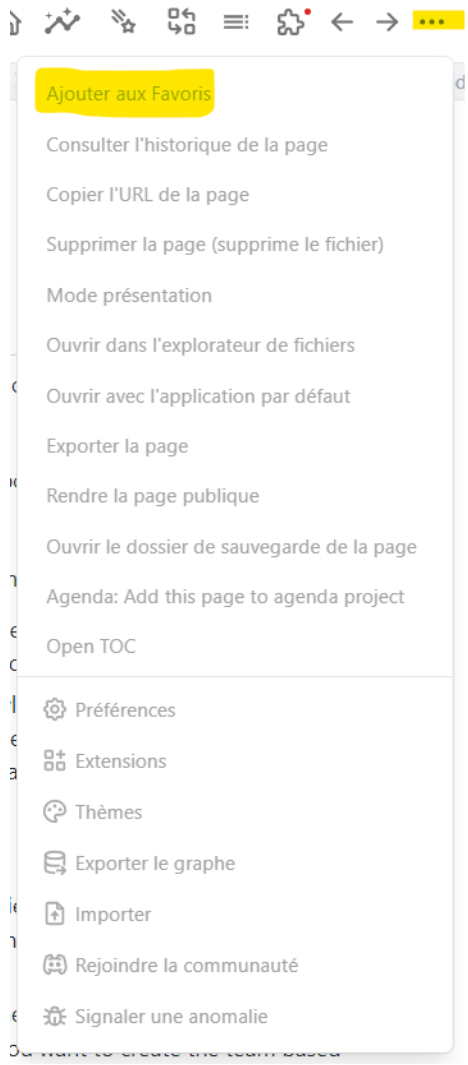




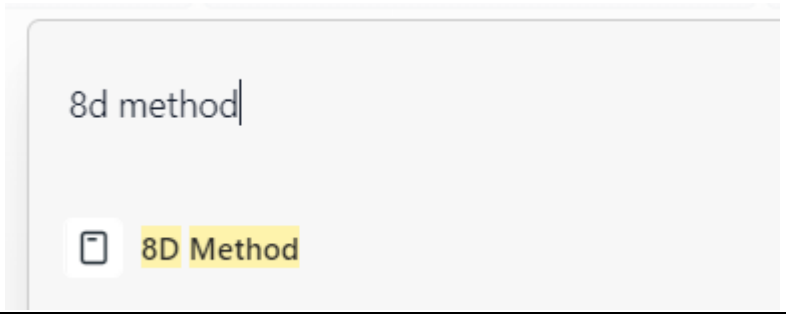
Logseq template page view

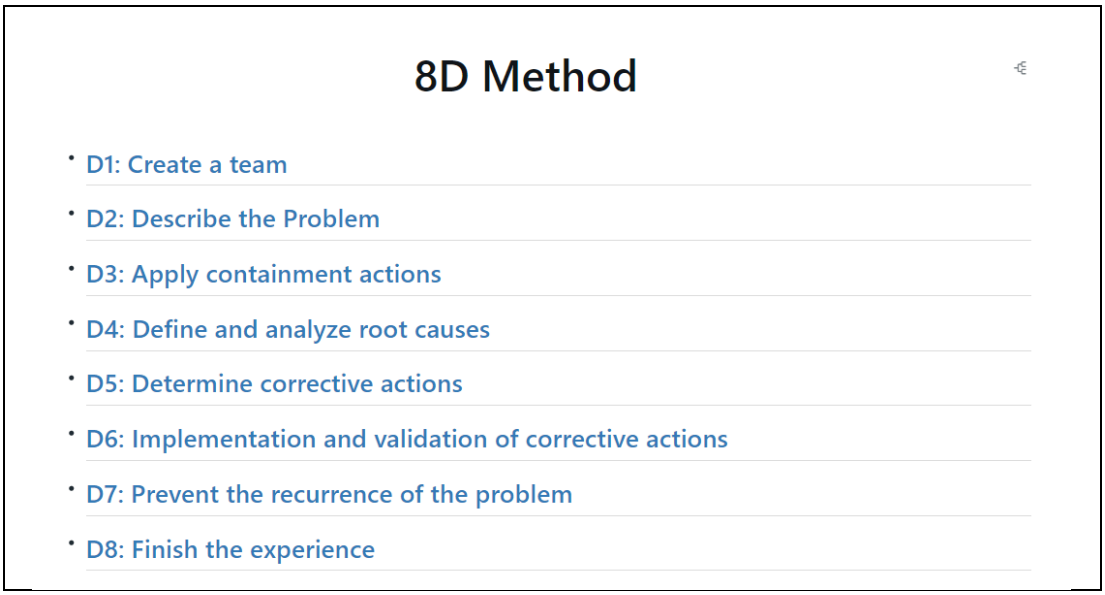


Once you found the page you can add the page to your Favorites, in that way it will be easy for you to find the page later, because it will appear in the left bar of the software

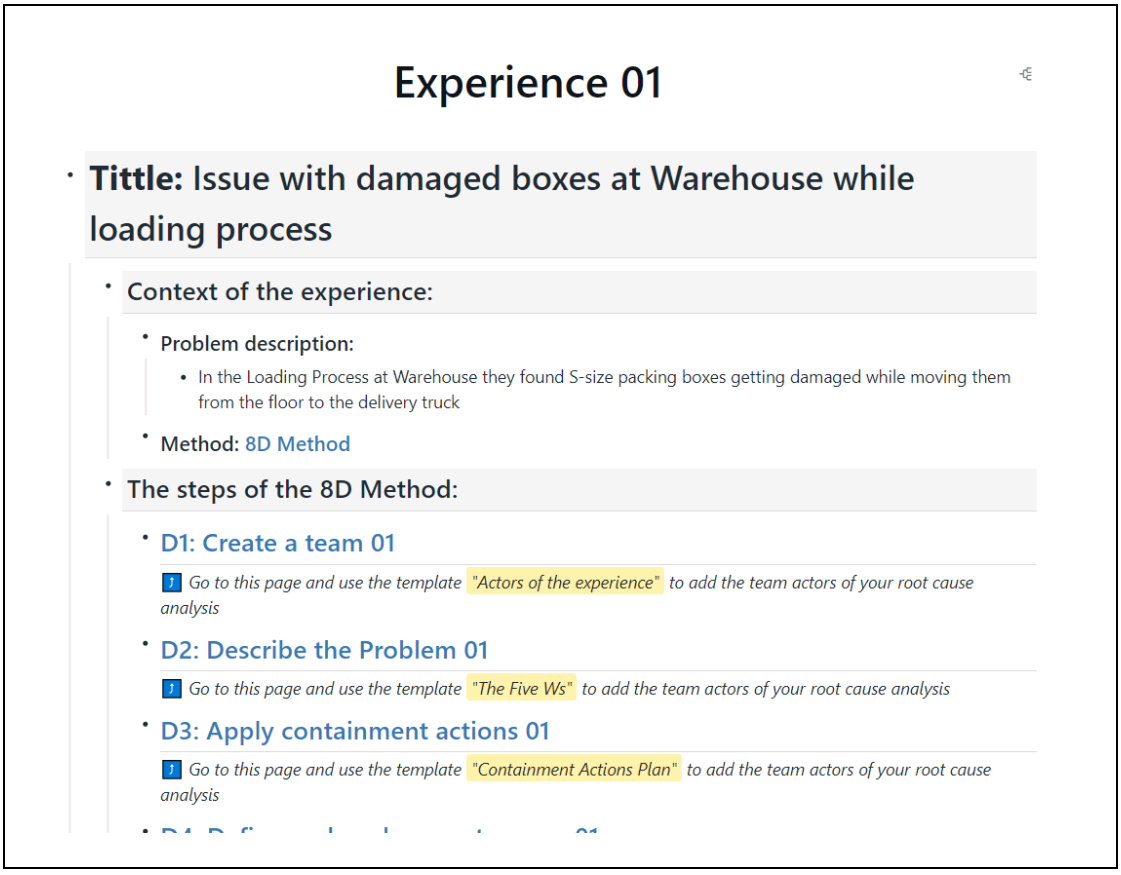


2. **In the proposed model, the 8D method is used to solve problems with the template. If you want to learn more about this method, you just have to search the *"8D Method"* search engine and open each of the stages from 1 to 8 to learn more about each one. You also can assing 8D Method as your favorites pages.**





3. ***Once you understood how to operate the 8D method on the template, you can look at previous cases of how the template was used. To do this you just have to search in the browser "Experience 01", "Experience 02", "Experience 03".***



Experience 02

- **Tittle:** Issue with damaged product when it arrives at final customer
  - Context of the experience:
    - Problem description:
      - In week 26 was reported a 90% increase in customer claims for damaged product, all complaints come from newly released product
    - Method: 8D Method
  - The steps of the 8D Method:
    - D1: Create a team 02

      Go to this page and use the template "Actors of the experience" to add the team actors of your root cause analysis
    - D2: Describe the Problem 02

      Go to this page and use the template "The Five Ws" to add the team actors of your root cause analysis
    - D3: Apply containment actions 02

      Go to this page and use the template "Containment Actions Plan" to add the team actors of your root cause analysis

Experience 03

- **Tittle:** Issue with damaged production batches
  - Context of the experience:
    - Problem description:
      - During week 23, 60% of production lots were reported damaged as a result of quality control performed before sending the product to the warehouse
    - Method: 8D Method
  - The steps of the 8D Method:
    - D1: Create a team 03

      Go to this page and use the template "Actors of the experience" to add the team actors of your root cause analysis
    - D2: Describe the Problem 03

      Go to this page and use the template "The Five Ws" to add the team actors of your root cause analysis
    - D3: Apply containment actions 03

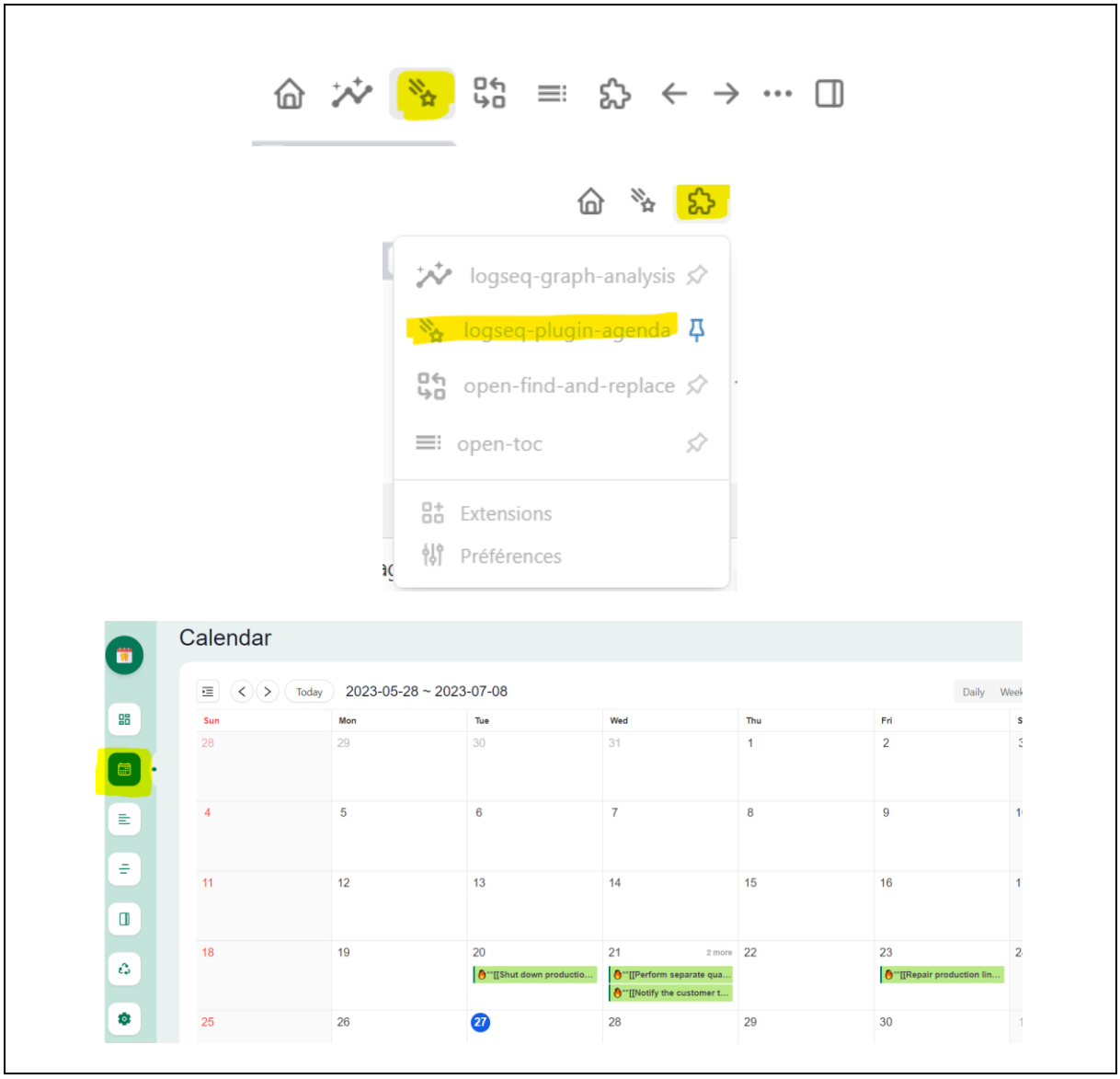
      Go to this page and use the template "Containment Actions Plan" to add the team actors of your root cause analysis
    - D4: Define and analyze root causes 03

      Go to this page and use the template "New Root Cause Analysis" to add the team actors of your root cause analysis

More details about some tools and functionalities of the template

Agenda Plugin:

If you want to check the deadline to execute the actions of your problem-solving experience (whether containment, corrective or preventive) you can use the Agenda Plugin to see all the actions on the calendar. For that you have to click on the icon of the start appearing in Logseq or in the extensions icon.



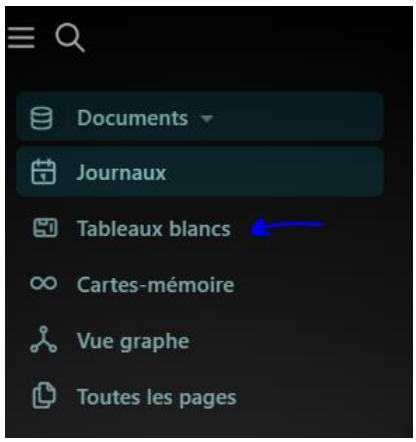
**It is important to remember that for the actions to appear in the agenda, the date you assigned when creating the action must be in the correct Logseq date format.*

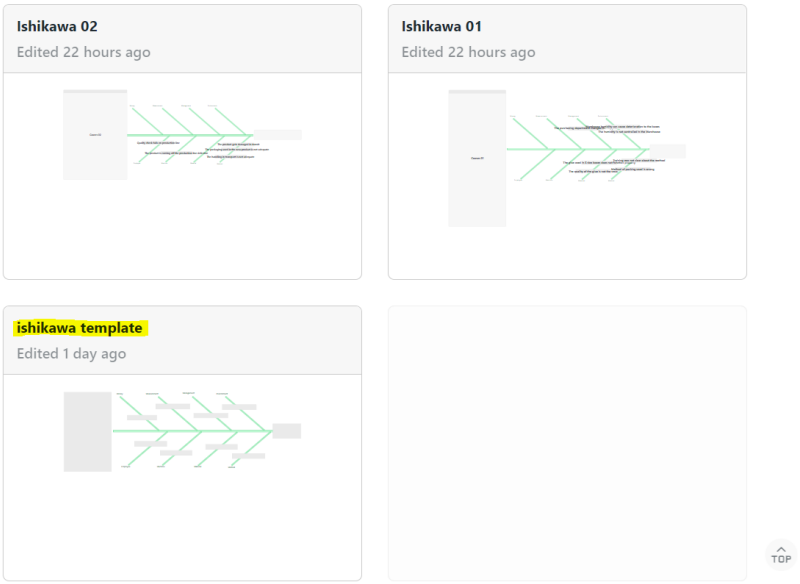
Markmap Plugin:

To have a better visualization of the 5Whys in stage D4 (Causes), you must right click on the block that contains the legend ***"Add a new case"*** and then click on **"Mindmap"*,*** in this way you will have a more structured diagram of the 5Whys of your causes.

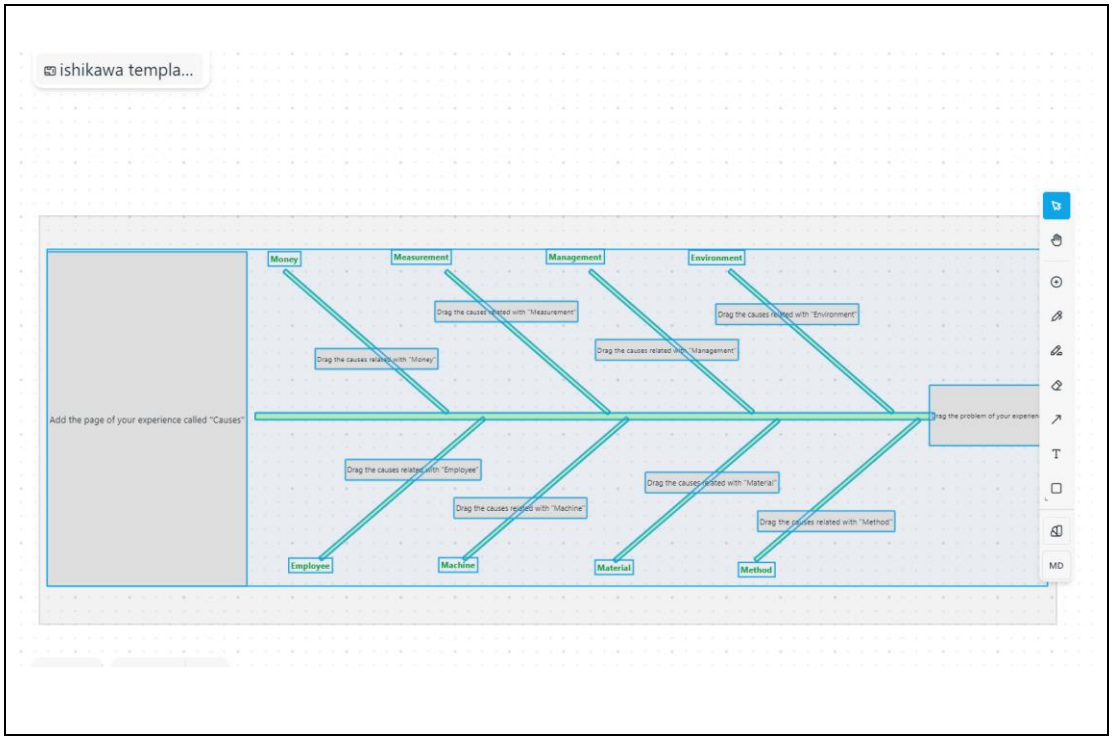
WhiteBoards/Ishikawa :

To create an Ishikawa from the causes you created in stage D4, you must go to the "Whiteboards" part of Logseq and open the whiteboard called "Ishikawa Template".

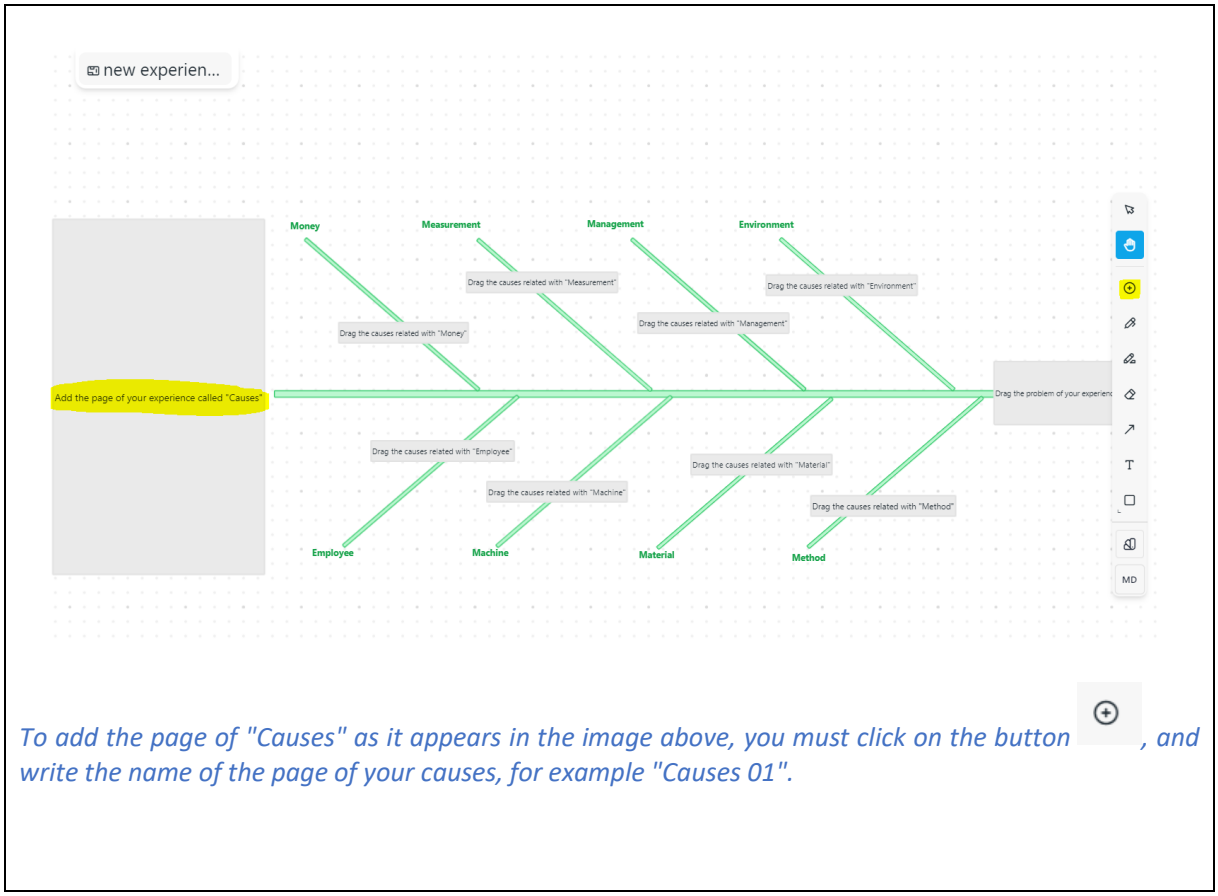




Once there copy the content of the Whiteboard, and open a new whiteboard for the new ishikawa of your case.



In your new whiteboard paste the content you already copy and follow the instructions of the Ishikawa.



To add the page of "Causes" as it appears in the image above, you must click on the button *, and write the name of the page of your causes, for example "Causes 01".*

To drag the causes you just have to select the block of your cause and drag it in the Ishikawa.