PDI WORKFLOW - QUICK REFERENCE GUIDE
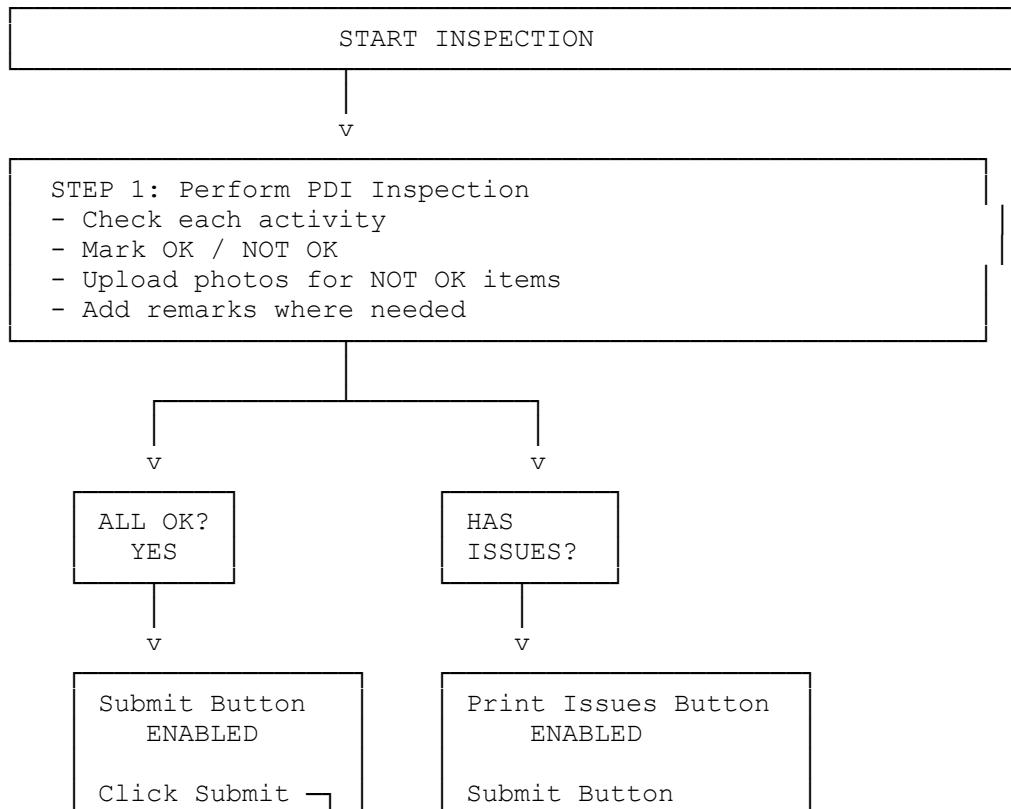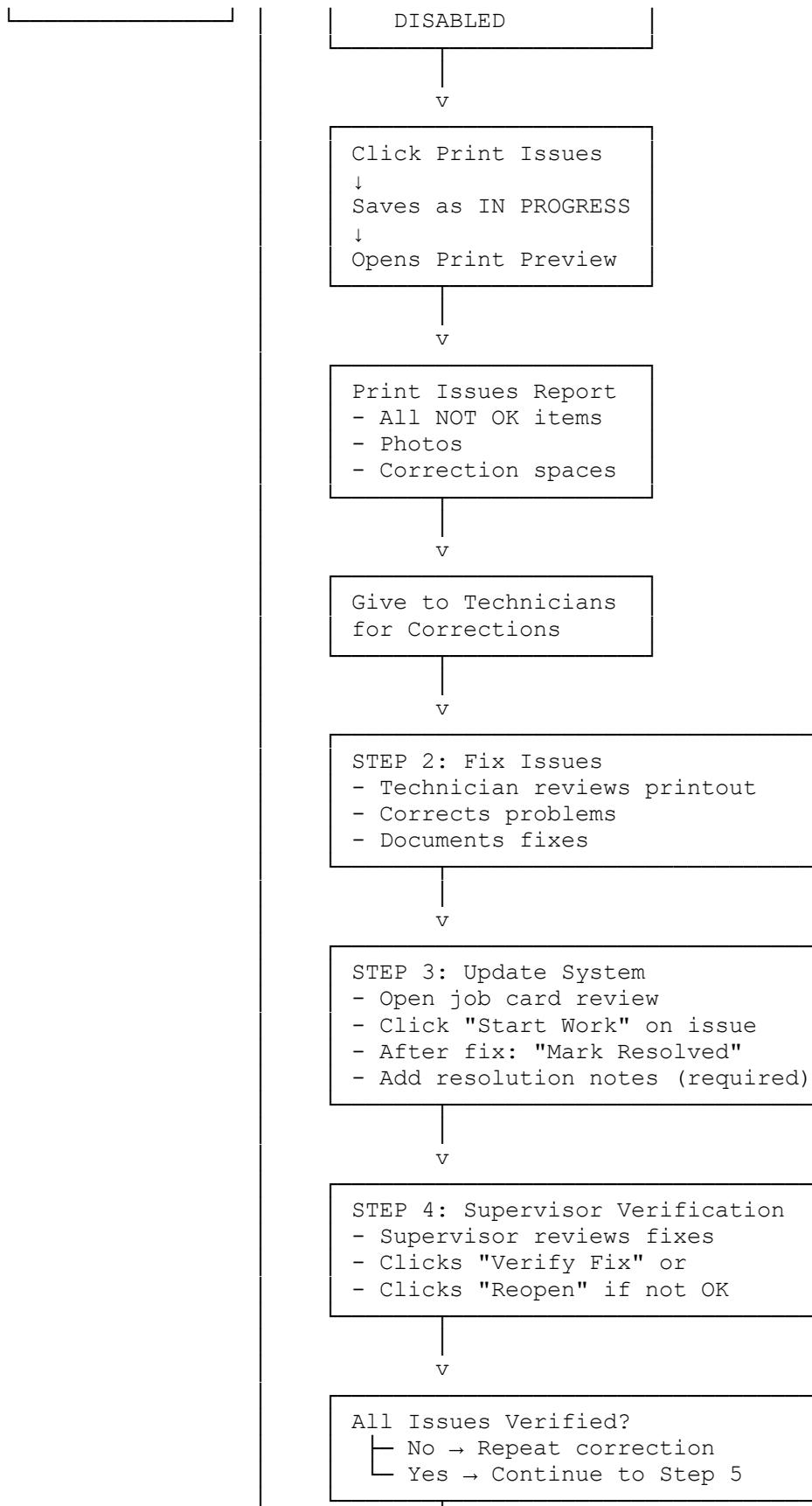
🎯 BUTTON BEHAVIOR RULES
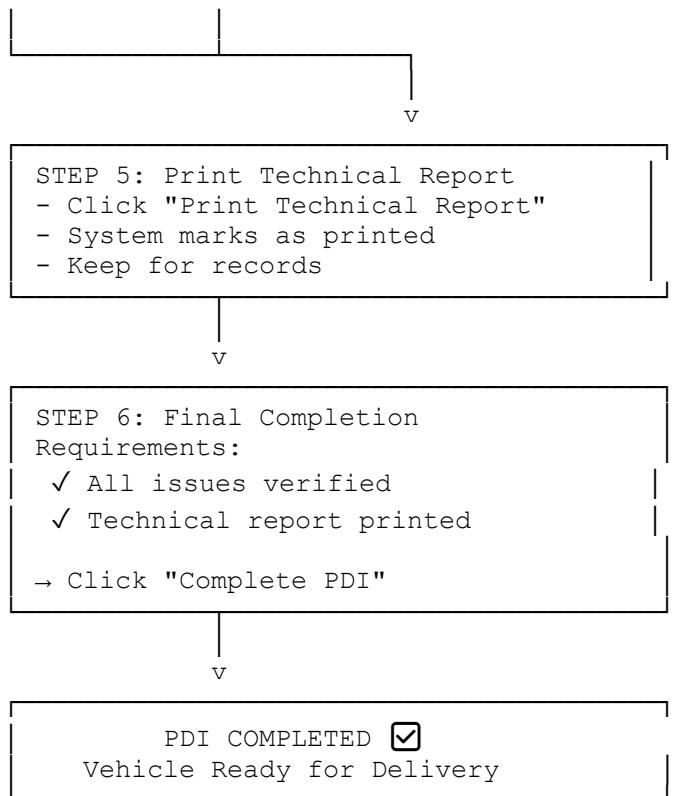
During Inspection (jobcard_create.php)

```
 INSPECTION STATUS            |  BUTTONS AVAILABLE
─────────────────────────────────────────────────────────
 ☑ All activities OK          |   [Submit PDI] ✓          |
                              |   Print Issues: Hidden    |
─────────────────────────────────────────────────────────
 ⚠  Has NOT OK items          |   [Print Issues] ✓        |
                              |   [Submit PDI] ✗ Disabled |
─────────────────────────────────────────────────────────
 📝 Incomplete inspection     |   Both buttons disabled   |
    (not all answered)        |                           |
```
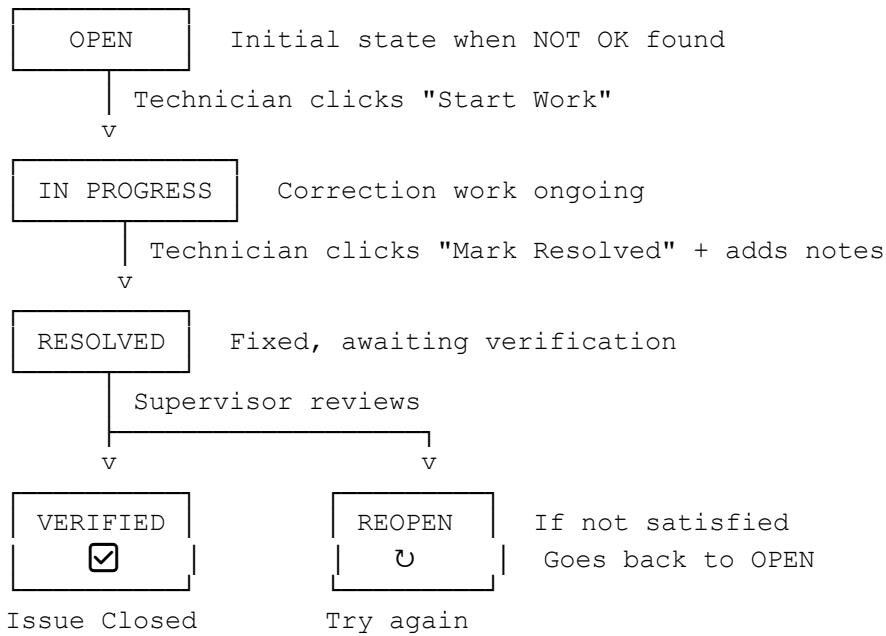
📋 COMPLETE WORKFLOW DIAGRAM

```
┌─────────────────────────────────────────────────────┐
│                  START INSPECTION                    │
└─────────────────────────────────────────────────────┘
      │
      v
┌─────────────────────────────────────────────────────┐
│ STEP 1: Perform PDI Inspection                       │
│ - Check each activity                                │
│ - Mark OK / NOT OK                                   │
│ - Upload photos for NOT OK items                     │
│ - Add remarks where needed                           │
└─────────────────────────────────────────────────────┘
           │
    ┌──────┴──────────────┐
    │                     │
    v                     v
┌────────┐          ┌────────┐
│ ALL OK?│          │ HAS    │
│  YES   │          │ ISSUES?│
└────────┘          └────────┘
    │                     │
    v                     v
┌────────────────┐  ┌────────────────────┐
│ Submit Button  │  │ Print Issues Button│
│   ENABLED      │  │   ENABLED          │
│                │  │                    │
│ Click Submit ┐ │  │ Submit Button      │
```

```
                                 ┌─────────────────────┐
  ┌─────────────────┐            │   DISABLED          │
  │                 │            │                     │
  └─────────────────┘            └─────────────────────┘
                  │                         │
                  │                         v
                  │              ┌─────────────────────┐
                  │              │ Click Print Issues   │
                  │              │ ↓                    │
                  │              │ Saves as IN PROGRESS │
                  │              │ ↓                    │
                  │              │ Opens Print Preview  │
                  │              └─────────────────────┘
                  │                         │
                  │                         v
                  │              ┌─────────────────────┐
                  │              │ Print Issues Report  │
                  │              │ - All NOT OK items   │
                  │              │ - Photos             │
                  │              │ - Correction spaces  │
                  │              └─────────────────────┘
                  │                         │
                  │                         v
                  │              ┌─────────────────────┐
                  │              │ Give to Technicians  │
                  │              │ for Corrections      │
                  │              └─────────────────────┘
                  │                         │
                  │                         v
                  │              ┌──────────────────────────┐
                  │              │ STEP 2: Fix Issues        │
                  │              │ - Technician reviews printout │
                  │              │ - Corrects problems       │
                  │              │ - Documents fixes         │
                  │              └──────────────────────────┘
                  │                         │
                  │                         v
                  │              ┌──────────────────────────────┐
                  │              │ STEP 3: Update System          │
                  │              │ - Open job card review         │
                  │              │ - Click "Start Work" on issue  │
                  │              │ - After fix: "Mark Resolved"   │
                  │              │ - Add resolution notes (required) │
                  │              └──────────────────────────────┘
                  │                         │
                  │                         v
                  │              ┌──────────────────────────────┐
                  │              │ STEP 4: Supervisor Verification │
                  │              │ - Supervisor reviews fixes      │
                  │              │ - Clicks "Verify Fix" or        │
                  │              │ - Clicks "Reopen" if not OK     │
                  │              └──────────────────────────────┘
                  │                         │
                  │                         v
                  │              ┌──────────────────────────────┐
                  │              │ All Issues Verified?            │
                  │              │   ├─ No → Repeat correction     │
                  │              │   └─ Yes → Continue to Step 5   │
                  │              └──────────────────────────────┘
                  │                         │
```

```
     |                    |
     |                    |
     |_____|
                          |
                          v
     ┌──────────────────────────────────────────────┐
     | STEP 5: Print Technical Report               |
     | - Click "Print Technical Report"             |
     | - System marks as printed                    |
     | - Keep for records                           |
     └──────────────────────────────────────────────┘
                          |
                          v
     ┌──────────────────────────────────────────────┐
     | STEP 6: Final Completion                     |
     | Requirements:                                |
     | ✓ All issues verified                        |
     | ✓ Technical report printed                   |
     |                                              |
     | → Click "Complete PDI"                       |
     └──────────────────────────────────────────────┘
                          |
                          v
     ┌──────────────────────────────────────────────┐
     |        PDI COMPLETED  ☑                      |
     |       Vehicle Ready for Delivery             |
     └──────────────────────────────────────────────┘
```

🔄 ISSUE LIFECYCLE

```
┌───────────┐
│   OPEN    │     Initial state when NOT OK found
└───────────┘
      │
      │   Technician clicks "Start Work"
      v
┌───────────────┐
│ IN PROGRESS   │   Correction work ongoing
└───────────────┘
      │
      │   Technician clicks "Mark Resolved" + adds notes
      v
┌───────────┐
│ RESOLVED  │   Fixed, awaiting verification
└───────────┘
      │
      │   Supervisor reviews
      │
      v                   v
┌───────────┐      ┌───────────┐
│ VERIFIED  │      │  REOPEN   │    If not satisfied
│    ☑      │      │    ↻      │    Goes back to OPEN
└───────────┘      └───────────┘

Issue Closed       Try again
```

📝 ISSUE RESOLUTION NOTES - REQUIRED FORMAT

When marking issue as resolved, provide detailed notes:

```
Example Good Notes:
───────────────────────────────────────────

Problem: Loose bolt on left mirror
Action Taken:
- Removed and cleaned bolt threads
- Applied threadlocker compound
- Torqued to specification (15 Nm)
- Tested stability - secure

Parts Used: Threadlocker (Loctite 243)
Time: 15 minutes
Technician: John Doe
───────────────────────────────────────────


Example Bad Notes (Will be rejected):
───────────────────────────────────────────

"Fixed it"    ✖ Too vague
"Tightened"   ✖ No details
(empty)       ✖ Required field
───────────────────────────────────────────
```

🚫 VALIDATION RULES

Cannot Complete PDI if:

1. ✖ Any issue not verified
2. ✖ Technical report not printed
3. ✖ Unresolved issues exist
4. ✖ Missing resolution notes

Cannot Verify Issue if:

1. ✖ Issue status is not "Resolved"
2. ✖ No resolution notes provided
3. ✖ You are not a supervisor

Cannot Mark Resolved if:

1. ✖ Resolution notes are empty
2. ✖ Less than 10 characters

🎨 COLOR CODING

Issue Status Colors:

- ◉ **RED** - Open (needs attention)
- ◉ **BLUE** - In Progress (being worked on)
- ☐ **ORANGE** - Resolved (awaiting verification)
- ☐ **GREEN** - Verified (issue closed)

Workflow Status Colors:

- ◯ **GRAY** - Draft
- ◉ **BLUE** - In Progress
- ◉ **RED** - Has Issues
- ☐ **YELLOW** - Under Review
- ☐ **GREEN** - Completed

💡 TIPS & BEST PRACTICES

For Inspectors:

1. ☑ Take clear photos of issues
2. ☑ Write detailed remarks
3. ☑ Print issues report immediately
4. ☑ Give printout to technicians

For Technicians:

1. ☑ Review printout carefully
2. ☑ Mark "In Progress" when starting
3. ☑ Document everything you do
4. ☑ Take before/after photos if possible
5. ☑ Write detailed resolution notes

For Supervisors:

1. ☑ Physically verify fixes (don't just click)
2. ☑ Check resolution notes are detailed
3. ☑ Reopen if not satisfied
4. ☑ Print technical report
5. ☑ Final check before completion

🆘 TROUBLESHOOTING

Problem: Submit button is disabled

Check:

- [ ] All activities have been answered?
- [ ] Any NOT OK items? (Use Print Issues instead)

Problem: Print Issues button not showing

Check:

- [ ] Is there at least one NOT OK item?
- [ ] Page fully loaded?

Problem: Can't mark issue as resolved

Check:

- [ ] Did you add resolution notes?
- [ ] Notes long enough (min 10 chars)?

Problem: Can't verify issue

Check:

- [ ] Is issue status "Resolved"?
- [ ] Are you logged in as supervisor?
- [ ] Is there a resolution note?

Problem: Can't complete PDI

Check:

- [ ] All issues verified (not just resolved)?
- [ ] Technical report printed?
- [ ] No open/in-progress issues remaining?

📞 NEED HELP?

Contact IT Support:

- Email: it@cargen.co.tz
- Phone: +255 XXX XXX XXX
- System: PDI Management v2.0

Remember: The system is designed to prevent mistakes and ensure quality. If a button is disabled, there's a good reason - check the requirements above!