

BAIC BJEV BTQIS-IRS Phase I

Guide

2019.09



Version Changes

Version	Date	Location	Context	Name	Comments
1.0	2019/09/20		Create		
1.1	2019/10/18		Add system info		



Directory

I	BU	SINESS DESCRIPTION	.5
2	SYS	STEM ENVIRONMENT	. 6
	2.1 H	PC Info:	. 6
		TQIS Info:	
3	OP	ERATION DESCRIPTION	.7
		LOGIN TQIS	
		TQIS HOME	
		P. 1 TQIS Home Function	
	3 . 2	2.2 Announcement	
	3.3 I	IRS HOME	10
	<i>3. 3</i>	3.1 To-do list	10
	<i>3. 3</i>	3.2 Draft	10
	<i>3. 3</i>		
	<i>3. 3</i>		
	3. 3		
		My Issue	
	3. 4		
	3. 4		
	3. 4		
	3. 4 3. 4		
	3. 4 3. 4		
		4.7 Page Turning	
		ISSUE SEARCH	
		5.1 Search	
		5.2 Multiple	
		Create Issue	
	<i>3. 6</i>	6.1 Issue Info	19
	<i>3. 6</i>	6.2 Additional Info	20
	3.7 I	SSUE DEFINATION (D0)	
		7.1 Approvation and Containment	
	• • •	7.2 Approvation and not Containment	
		7.3 Not approvation	
		(Issue Cause (D1)	
		3.1 Issue Judgement	
	3.8		
	3. 8 3.9 I	8.3 Issue Judgement with 7 flows	
	3.9		
	3. 9		
	3. <i>9</i>		
	3 . 9		
		0.5 Rejection	
	3.10	ISSUE SOLUTION(D3)	
		10. 1 Edit	
		10.2 Approvaltion	
		10.3 SM Redistribution	



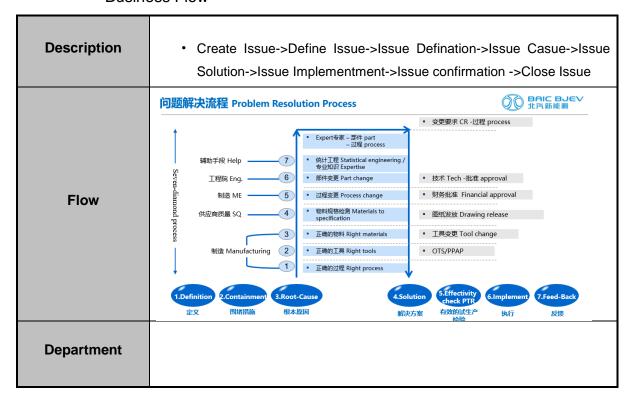
32
34
34
35
36
36
38
38
41
41
43
44
45
45
46
47



1 Business Description

BTQIS-IRS System Description

Business Flow





2 System Environment

2.1 PC Info:

OS: Windows 64, version 7 and later

Browser: Firefox 52 and later, Chrome 71 and later. (IE not support)

Language: English

2.2 TQIS Info:

Account: use the @bjev email (not support that many people use the same account online.)



3 Operation Description

3.1 Login TQIS

a) Description:

Use the email to login TQIS



- b) Step
- 1. url (http://10.68.11.215:9011)
- 2. username
- 3. password
- 4. check box
- 5. login



3.2 TQIS Home

Description:

You can see the Announcement and To-do list

3.2.1 TQIS Home Function

- a) Preconditions:
- 1. Use the account to login the IRS system.



- 2. Description:
- 1. IRS Shortcut Entry
- 2. Announcement
- 3. To-do list
- 4. Language change
- 5. Menu Bar, include user guide, TQIS Home, exit

3.2.2 Announcement

- a) Step:
- 1. Click "more"





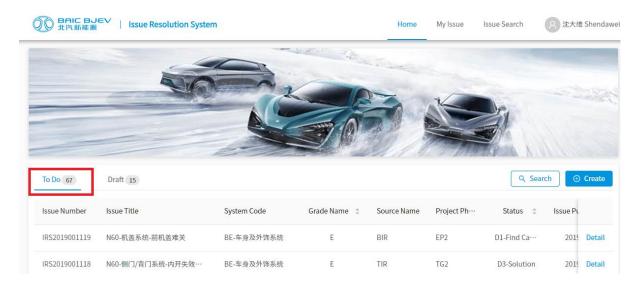
- b) Description:
- 1. One Detail
- 2. All Details



3.3 IRS Home

3.3.1 To-do list

- a) Step:
- 1. Click "Issue Resolution System"
- 2. Display the page "To-do"



- b) Description:
- 1. Submodule, click "Home", "My Issue", "Issue Search" module
- 2. Menu Switch, "To Do" and "Draft"
- 4. Issue Search, sigle "Issue Title" or multiple ("Issue Title", "Issue Number", "Vehicle Model", "System Code", "Defect Code", "Issue Category", "Issue Severity", "Project Phase", "Plant", "First Causer Part", "Supplier")
- 5. Create issue, input the Required field to save/submit this issue.
- 6. List field, click the list field to sequence
- 7. Define list field
- 8.To-do list, click the detail to handle this issue.

3.3.2 Draft

a) Step:



click the tab"draft"



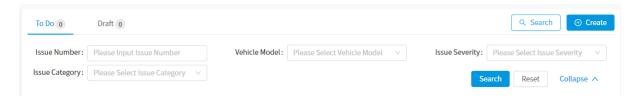
b) Description:

Display all the pending issues, then click the detail to handle this issue.

3.3.3 Search bar

a) Step:

click button "search"



- b) Description:
- 1. Option: Issue Number, Vehicle Model, Issue Severity, Issue Category
- 2. Search
- 3. Reset
- 4. Collapse

3.3.4 Define list field

a) Step:

click the field" List field"

b) Description:



- 1. Define field
- 2. Save
- 3. Cancel
- 4. Restore

3.3.5 Page Turning

- a) Step:
- 1. drop down



- b) Description:
- 1. click "first"
- 2. click "next"
- 3. click "last"

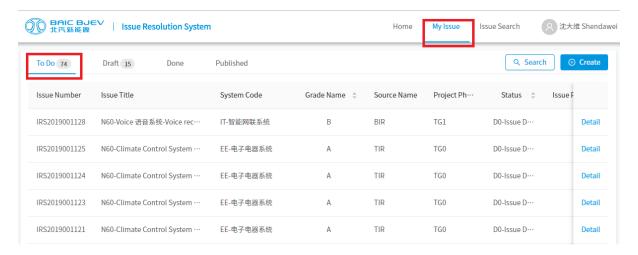


3.4 My Issue

3.4.1 To-do

a) Step:

click tab "my issue", then click menu"To-do"



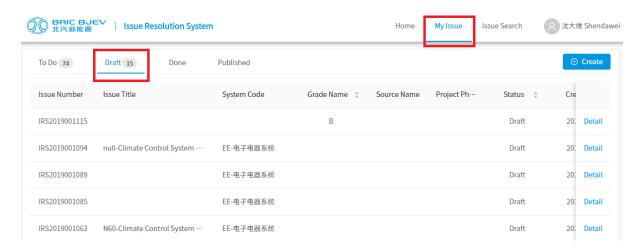
- b) Description:
- 1. Menu Switch, "To Do", "Draft", "Done", "Published"
- 2. Search issue
- 3. Create issue

3.4.2 Draft

a) Step:

click tab "draft"



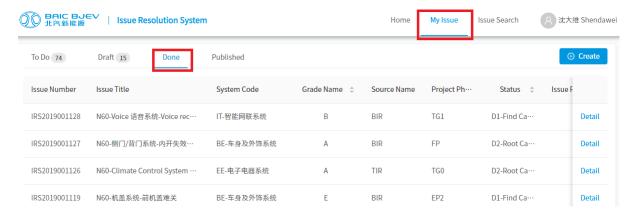


- b) Description:
- 1. Menu Switch, "To Do", "Draft", "Done", "Published"
- 2. Create issue

3.4.3 Done

a) Step:

click tab "Done"



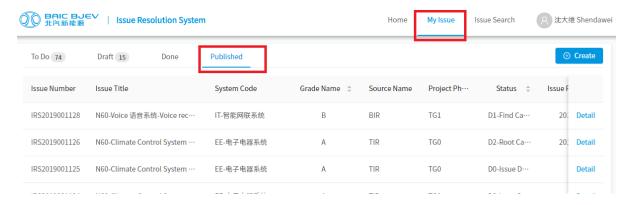
- b) Description:
- 1. Menu Switch, "To Do", "Draft", "Done", "Published"
- 2. Create issue

3.4.4 Published

a) Step:



click tab "Published"

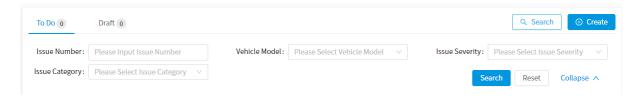


- b) Description:
- 1. Menu Switch, "To Do", "Draft", "Done", "Published"
- 2. Create issue

3.4.5 Search bar

a) Step:

click button "search"



- b) Description:
- 1. Option: Issue Number, Vehicle Model, Issue Severity, Issue Category
- 2. Search
- 3. Reset
- 4. Collapse

3.4.6 Defind list field

a) Step:

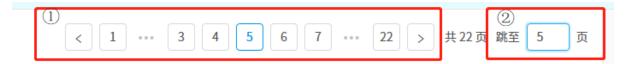


click the field" List field"

- b) Description:
- 1. Define field
- 2. Save
- 3. Cancel
- 4. Restore

3.4.7 Page Turning

- a) Step:
- 1. drop down



- c) Description:
- 4. click "first"
- 5. click "next"
- 6. click "last"

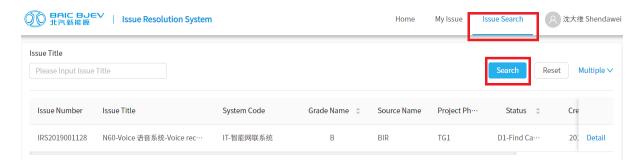


3.5 Issue Search

3.5.1 **Search**

a) Step:

Click button "Search"

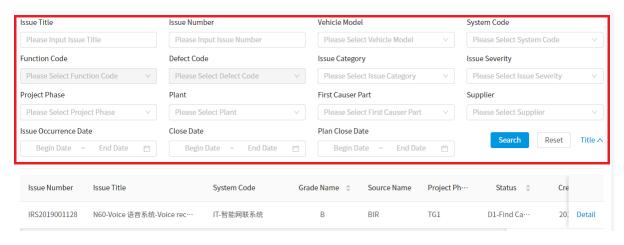


- b) Description:
- 1. Option: Issue Number, Vehicle Model, Issue Severity, Issue Category
- 2. Search
- 3. Reset
- 4. Collapse

3.5.2 Multiple

a) Step:

Click tab"multiple"



b) Description:



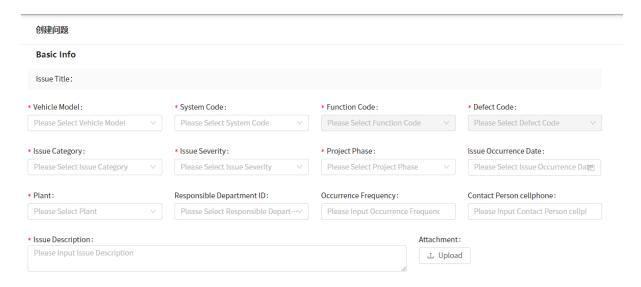
- 1. Option: Issue Number, Vehicle Model, Issue Severity, Issue Category
- 2. Search
- 3. Reset
- 4. Collapse



3.6 Create Issue

- a) Step:
- 1. Click button "Create"

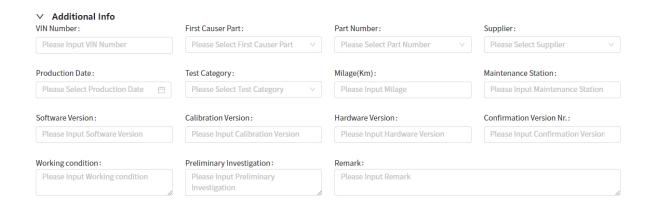
3.6.1 Issue Info



- 1. Return, go back the prior page
- 2. Submit, the issue can be found in the tab "Done"
- 3. Save, the issue can be found in the tab "To-do"
- 4. Cancel, go back the prior page
- 5. Edit, the info of this issue can be modified.



3.6.2 Additional Info



- 1. Expand/ Shrink
- 2. Additional info (VIN Number, First Causer Part, Part Number, Supplier, Production Date, Test Category, Test Category, Milage, Maintenance Station, Software Version, Calibration Version, Hardware Version, Hardware Version, Working condition, Preliminary Investigation, Remark)



3.7 Issue Defination (D0)

a) Business description:

This issue can be assigned to the Step Monitor, then the Step Monitor define this issue.

- b) Step:
- 1. click the tab "To-do"
- 2. click the "detail"

3.7.1 Approvation and Containment



- 1. Return, go back the prior page
- 2. Submit, the issue can be found in the tab "Done"
- 3. Save, the issue can be found in the tab "To-do"
- 4. Cancel, go back the prior page
- 5. Edit, the info of this issue can be modified.
- 6. Records, display the issue flow



3.7.2 Approvation and not Containment



Description

1. Not need the containment

3.7.3 Not approvation

a) Need the reason why not approval the issue.



b) The issue will go back the to-do of the issue originator





- 1. find the reason of this issue
- 2. edit this issue



3.8 Issue Cause (D1)

a) Business description:

Step Monitor confirm the champion can handle this issue.

- b) Step:
- 1. click the tab "to-do"
- 2. click the "detail" to edit this issue

3.8.1 Issue Judgement



- 1. Return, go back the prior page
- 2. Submit, the issue can be found in the tab "Done"
- 3. Save, the issue can be found in the tab "To-do"
- 4. Cancel, go back the prior page
- 5. Edit, the info of this issue can be modified.
- 6. Records, display the issue flow



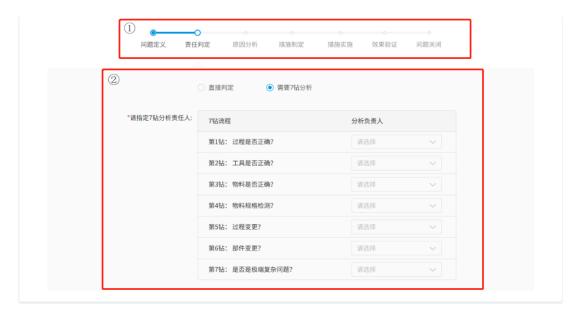
3.8.2 SM Redistribution



Description:

SM Review, then Redistribution

3.8.3 Issue Judgement with 7 flows



- 1. review the process progress of this issue.
- 2. select the champion to handle this issue.



3.9 Issue Reason(D2)

a) Description:

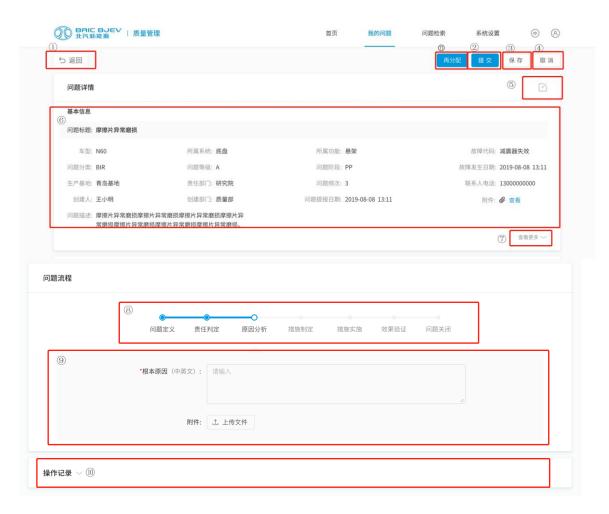
The champion can handle this issue

Issue Type A-B: Champion manager、Champion director、Step Monitor Co-chair、Step Monitor will approve/reject this issue.

Issue Type C-E: Champion manager、Step Monitor Co-chair、Step Monitor will approve/reject this issue.

- b) Step:
- 1. To-do
- 2. click "detail" to edit this issue.

3.9.1 Edit





- 1. Return, go back the prior page
- 2. Submit, the issue can be found in the tab "Done"
- 3. Save, the issue can be found in the tab "To-do"
- 4. Cancel, go back the prior page
- 5. Edit, the info of this issue can be modified.
- 6. Records, display the issue flow
- 7. Redistribution, this issue can be redistributed to this Champion in the same department.

3.9.2 Champion Redistribution



Description:

- 1. Redistribution, this issue can be redistributed to this Champion in the same department.
- 2. The assigned champion can find this issue in To-do page.

3.9.3 Approvaltion

a) Step:

Issue Type A-B: Champion manager, Champion director, Step Monitor Co-chair, Step Monitor will approve/reject this issue.

Issue Type C-E: Champion manager. Step Monitor Co-chair. Step Monitor will approve/reject this issue.





Description:

- 1. check the process progress, display the content
- 2. review the reason of this issue.

3.9.4 SM Redistribution



Description:

SM Review, then Redistribution

3.9.5 Rejection

a) Step:

Issue Type A-B: Champion manager. Champion director. Step Monitor Co-chair. Step Monitor will approve/reject this issue.

Issue Type C-E: Champion manager. Step Monitor Co-chair. Step Monitor will approve/reject this issue.





description:

1. Rejection, then submit this reason of the issue.



- 1. check the reason
- 2. champion can edit this issue.

3.10 Issue Solution(D3)

a) Business description:

Finish the flow "Issue Reason", then champion provide the issue solution, champion manager, champion director, step Monitor Co-chair, step Monitor will approve/reject this issue.



- b) Step:
- 1. To-do
- 2. click "detail" to edit this issue.

3.10.1 Edit





description:

1. Return, go back the prior page



- 2. Submit, the issue can be found in the tab "Done"
- 3. Save, the issue can be found in the tab "To-do"
- 4. Cancel, go back the prior page
- 5. Edit, the info of this issue can be modified.
- 6. Records, display the issue flow
- 7. Redistribution, this issue can be redistributed to this Champion in the same department.

3.10.2 Approvaltion

a) Step:

Issue Type A-B: Champion manager. Champion director. Step Monitor Co-chair. Step Monitor will approve/reject this issue.

Issue Type C-E: Champion manager. Step Monitor Co-chair. Step Monitor will approve/reject this issue.



- 1. check the process progress, display the content
- 2. review the reason of this issue.



3.10.3 SM Redistribution



description:

SM Review, then Redistribution

3.10.4 Rejection

a) Step:

Issue Type A-B: Champion manager、Champion director、Step Monitor Co-chair、Step Monitor will approve/reject this issue.

Issue Type C-E: Champion manager、Step Monitor Co-chair、Step Monitor will approve/reject this issue.





1. Rejection, then submit this reason of the issue.



- 1. check the reason
- 2. champion can edit this issue.



3.11 Issue Implementment (D4)

a) Business description:

Finish the flow "Issue Solution", then champion provide the issue solution, champion manager, champion director, step Monitor Co-chair, step Monitor will approve/reject this issue.

- b) Step:
- 1. To-do
- 2. click "detail" to edit this issue.

3.11.1 Edit







Description:

- 1. Return, go back the prior page
- 2. Submit, the issue can be found in the tab "Done"
- 3. Save, the issue can be found in the tab "To-do"
- 4. Cancel, go back the prior page
- 5. Edit, the info of this issue can be modified.
- 6. Records, display the issue flow

3.11.2 Approvaltion

a) Step:

Issue Type A-B: Champion manager, Champion director, Step Monitor Co-chair, Step Monitor will approve/reject this issue.

Issue Type C-E: Champion manager. Step Monitor Co-chair. Step Monitor will approve/reject this issue.





Description:

- 1. check the process progress, display the content
- 2. review the reason of this issue.

3.11.3 SM Redistribution



description:

SM Review, then Redistribution

3.11.4 Rejection

a) Step:

Issue Type A-B: Champion manager、Champion director、Step Monitor Co-chair、Step Monitor will approve/reject this issue.



Issue Type C-E: Champion manager、Step Monitor Co-chair、Step Monitor will approve/reject this issue.



description:

1. Rejection, then submit this reason of the issue.



- 1. check the reason
- 2. champion can edit this issue.



3.12 Issue Confirmation(D5)

a) Business description:

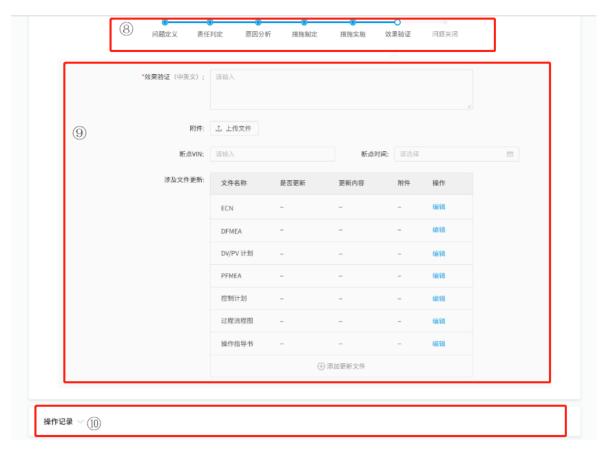
Finish the flow "Issue Solution", then champion provide the issue solution, champion manager, champion director, step Monitor Co-chair, step Monitor will approve/reject this issue.

- b) Step:
- 1. To-do
- 2. click "detail" to edit this issue.

3.12.1 Edit







- 1. Return, go back the prior page
- 2. Submit, the issue can be found in the tab "Done"
- 3. Save, the issue can be found in the tab "To-do"
- 4. Cancel, go back the prior page
- 5. Edit, the info of this issue can be modified.
- 6. Records, display the issue flow
- a) Check if update the file





description:

- 1. Click the button "edit", then popup the page to upload the files.
- 2. click button"yes", then the new files can be found.
- 3. click button"no", then the new files cannot be found.

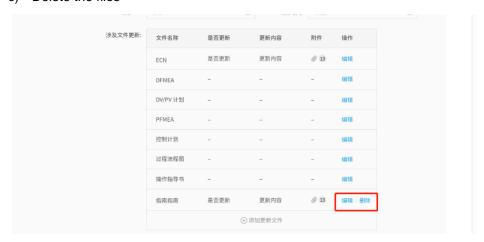
b) Upload the files



description:

- 1. update the file name and content
- 2. upload the file
- 3. click the button"yes", then the new files can be displayed. Click button"no", then no any files can be displayed.

c) Delete the files



description:

1.click button"delete", then delete all files.



3.12.2 Approvaltion

a) Step:

Issue Type A-B: Champion manager、Champion director、Step Monitor Co-chair、Step Monitor will approve/reject this issue.

Issue Type C-E: Champion manager、Step Monitor Co-chair、Step Monitor will approve/reject this issue.



description:

- 1. check the process progress, display the content
- 2. review the reason of this issue.

3.12.3 Rejection

a) Step:



Issue Type A-B: Champion manager、Champion director、Step Monitor Co-chair、Step Monitor will approve/reject this issue.

Issue Type C-E: Champion manager. Step Monitor Co-chair. Step Monitor will approve/reject this issue.



description:

1. Rejection, then submit this reason of the issue.





- 1. check the reason
- 2. champion can edit this issue.

3.12.4 Issue Originator



description

- 1. check the reason
- 2. issue originator can edit this issue.



3.12.5 Issue Reanalysis



- 1. Step Monitor can reanalysis the issue to the other members.
- 2. Click the button, the issue can be confirmated again.





3.13 Close Issue(D6)

Finish the flow Issue confirmation, Step Monitor can close this issue, then Step Monitor Director can approve/reject this issue.

- a) Step:
- 1. To-do
- 2. click "detail" to edit this issue.

3.13.1 Edit





Description:

1. Return, go back the prior page



- 2. Submit, the issue can be found in the tab "Done"
- 3. Save, the issue can be found in the tab "To-do"
- 4. Cancel, go back the prior page
- 5. Edit, the info of this issue can be modified.
- 6. Records, display the issue flow

3.13.2 Additional Approvaltion

a) Step:

Step Monitor -> Step Monitor Director



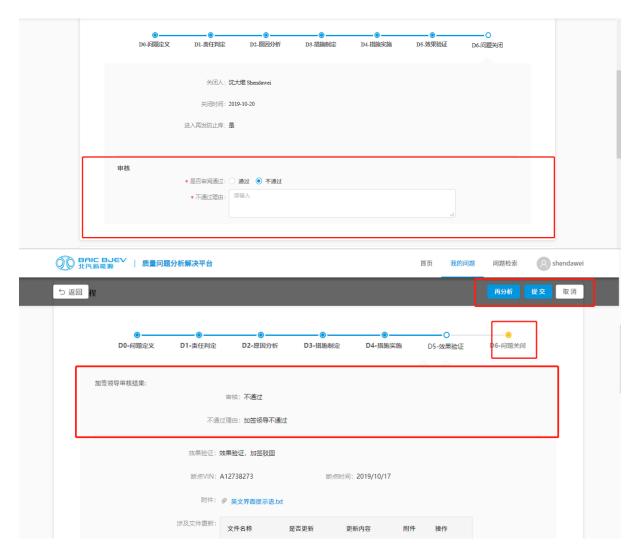
- 1. Step Monitor can select the step monitor director approval/reject this issue.
- 2. if the step monitor director approval this issue, then this issue is closed.
- 3. if the step monitor director reject this issue, then need Step Montior edit this issue again.



3.13.3 Rejection

a) Step:

Step Monitor Director rejection->Step Monitor edit, then approval this issue again.



- 1. Step Monitor Director reject this issue, then submit the reason.
- 2. Step Monitor can check the reason.
- 3. Step Monitor need to edit this issue, then submit this issue again.