BAIC BJEV

BTQIS-IRS　Phase I

Guide

2019.09

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Version Changes

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

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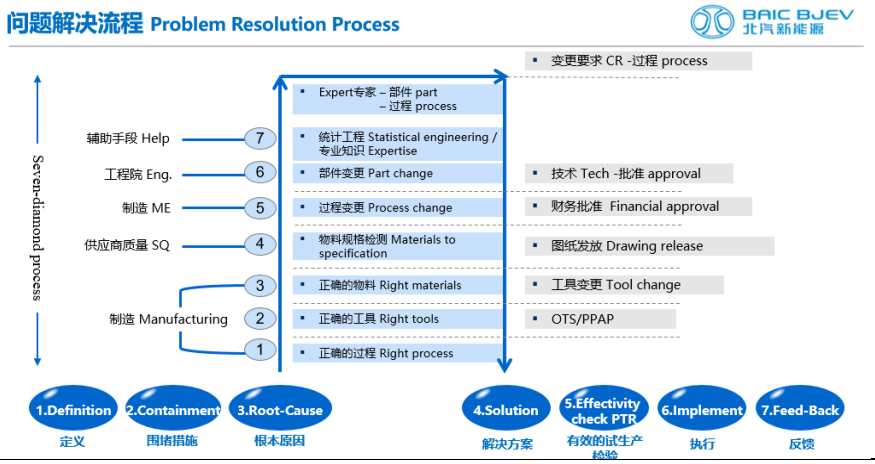
1 Business Description

BTQIS-IRS System Description

- Business Flow

Description	• Create Issue->Define Issue->Issue Defination->Issue Casue->Issue Solution->Issue Implementment->Issue confirmation ->Close Issue
Flow	
Department	

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:

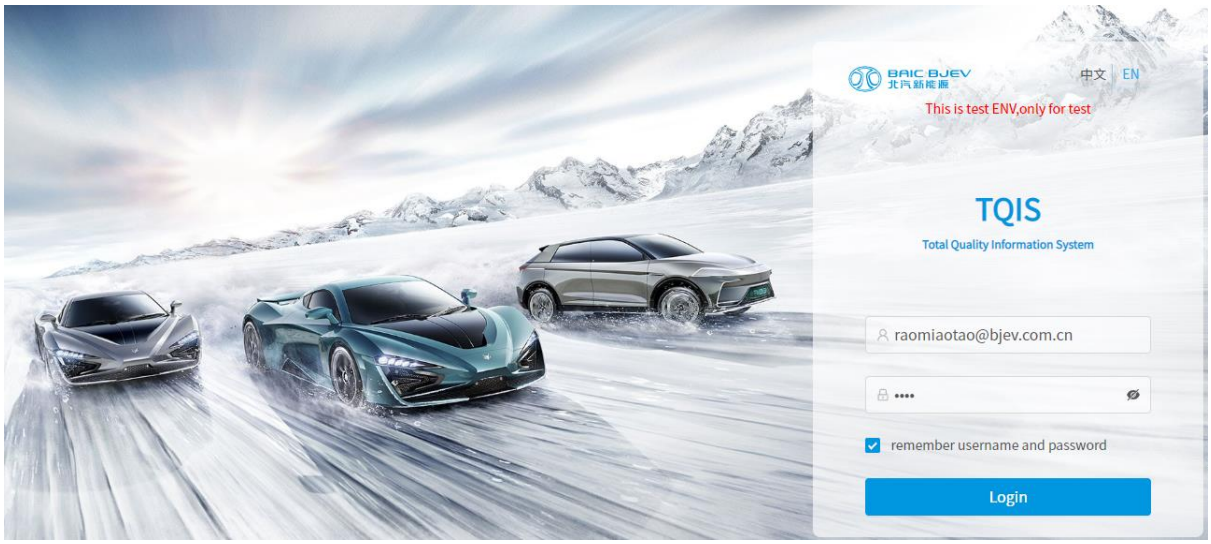
Account: use the email
(not support that many people use the same account online.)

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

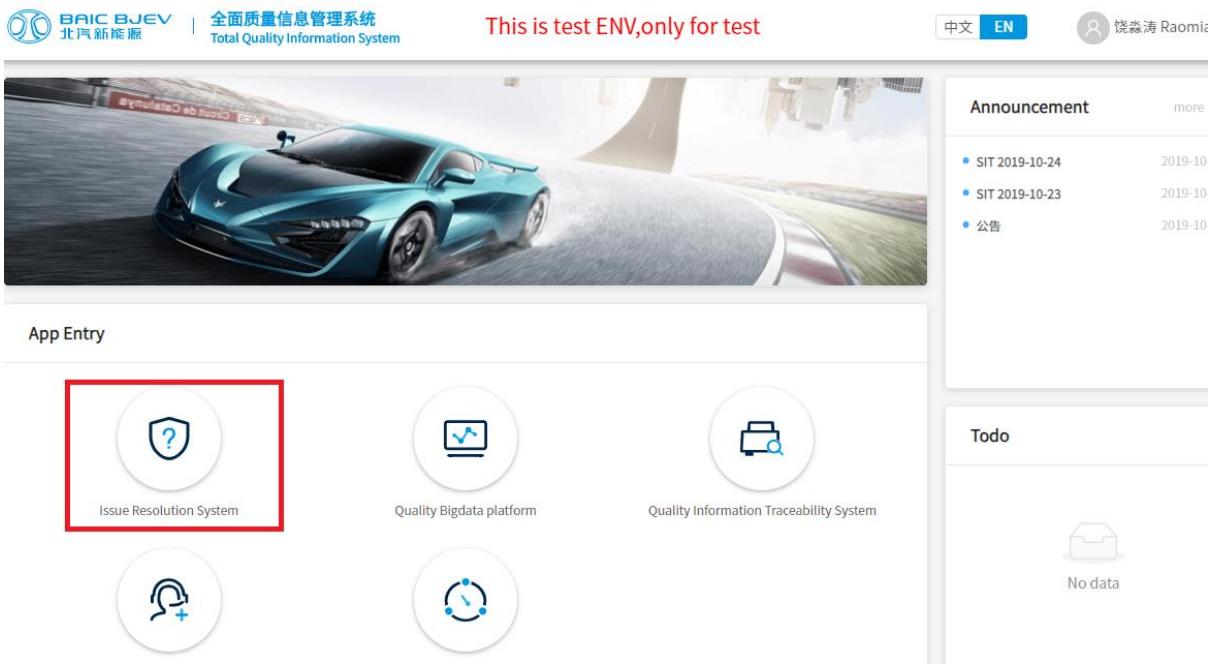
Description:

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

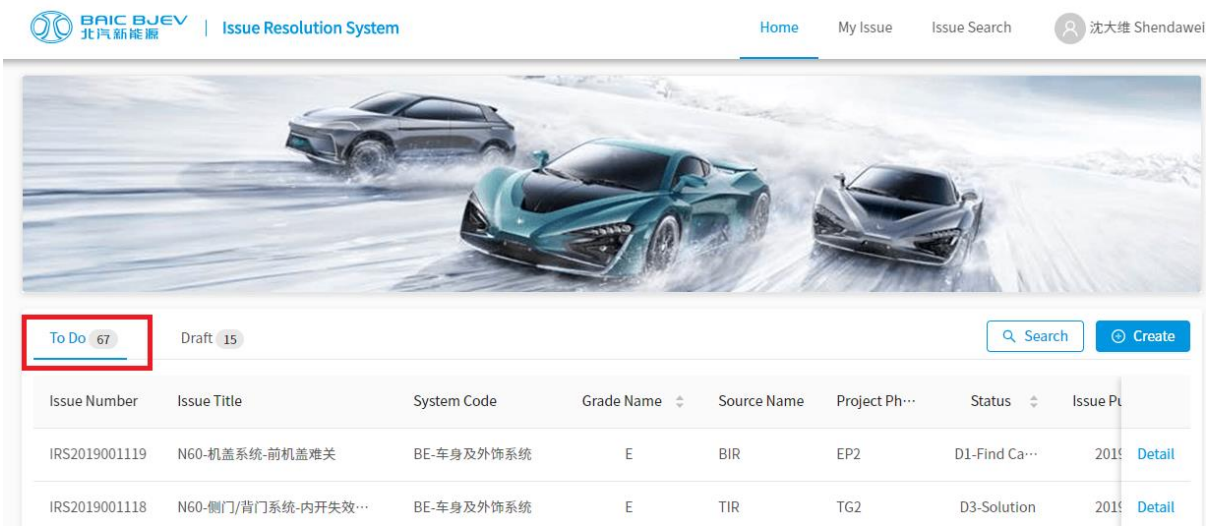
3.3 IRS Home

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”

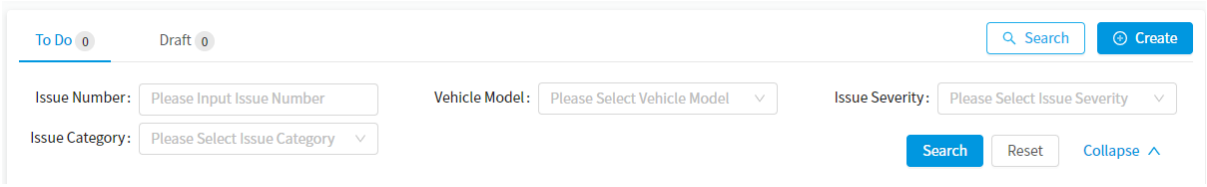
b) Description：

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

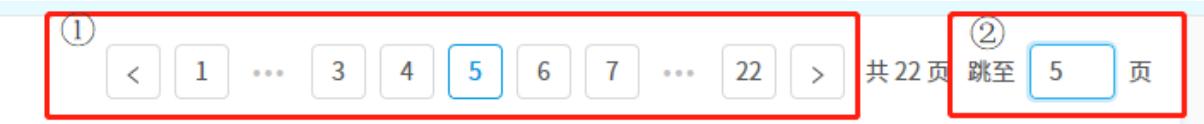
3. Cancel

4. Restore

3.3.5 Page Turning

a) Step：

1. drop down



b) Description：

1. click “first”

2. click “next”

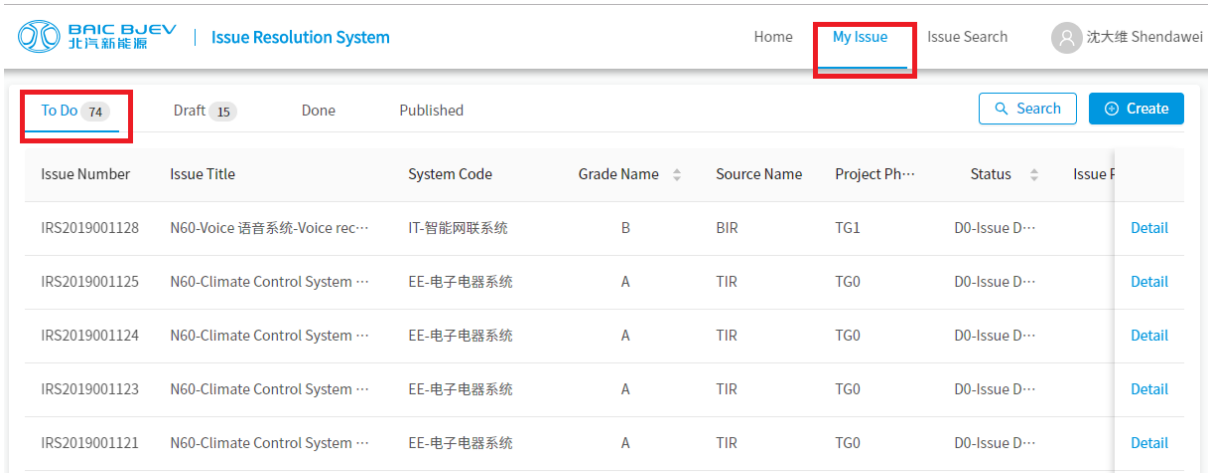
3. click “last”

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”

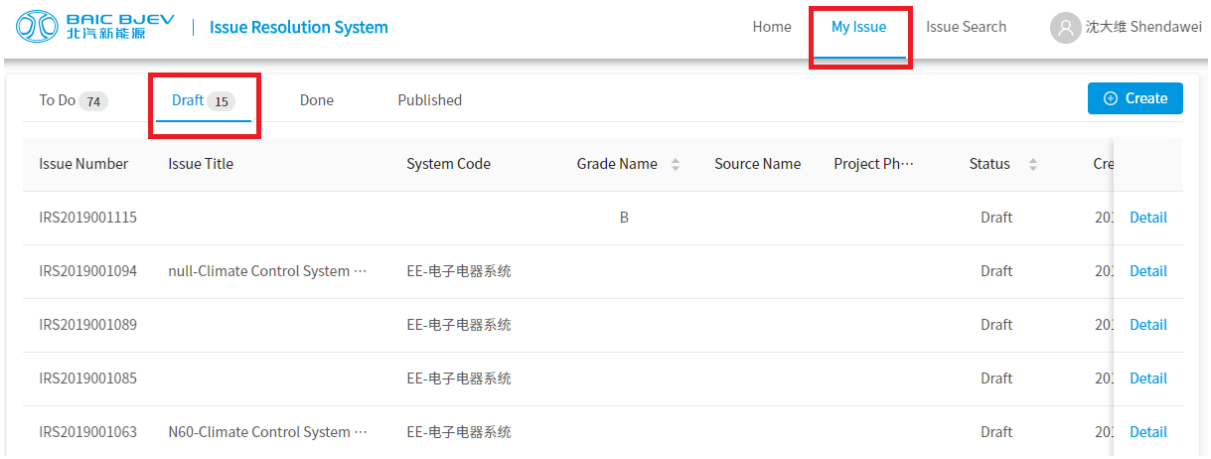
2. Search issue

3. Create issue

3.4.2 Draft

a) Step：

click tab “draft”



b) Description：

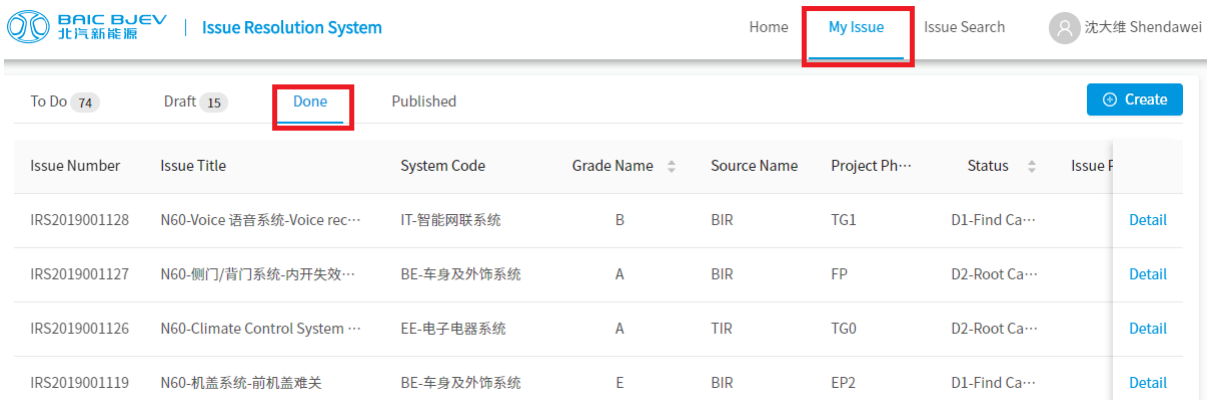
1. Menu Switch, ”To Do”, “Draft”, “Done”, “Published”

2. Create issue

3.4.3 Done

a) Step：

click tab “Done”



b) Description：

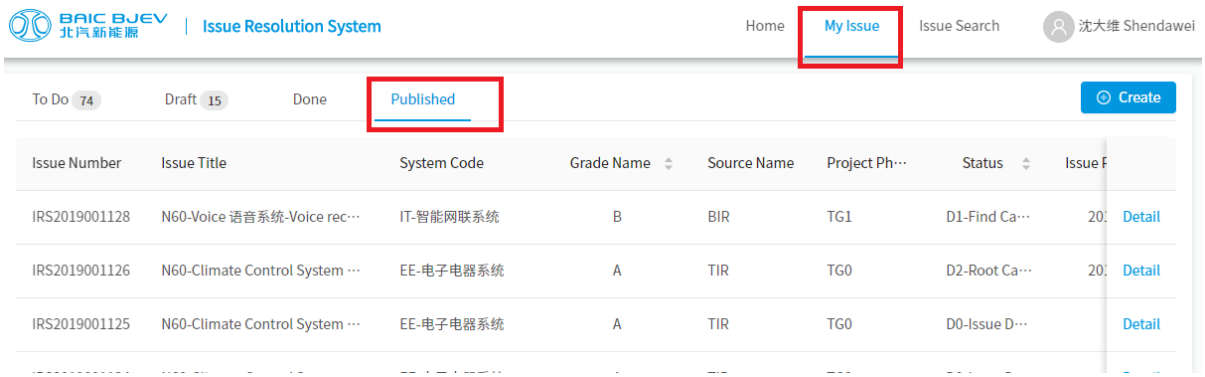
1. Menu Switch, ”To Do”, “Draft”, “Done”, “Published”

2. Create issue

3.4.4 Published

a) Step：

click tab “Published”



b) Description：

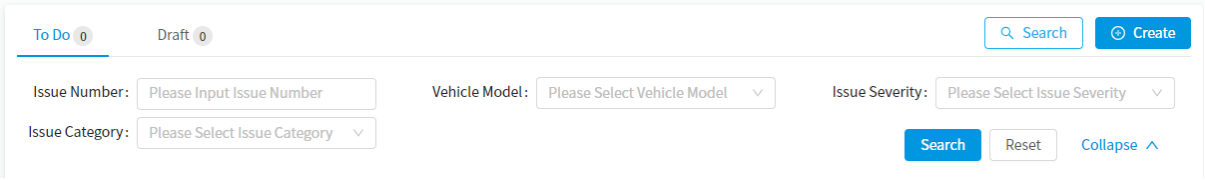
1. Menu Switch, ”To Do”, “Draft”, “Done”, “Published”

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”

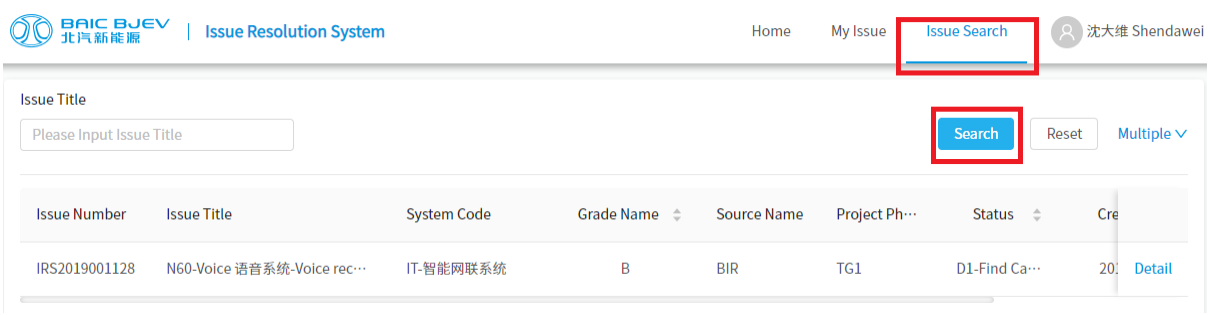
6. click “last”

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

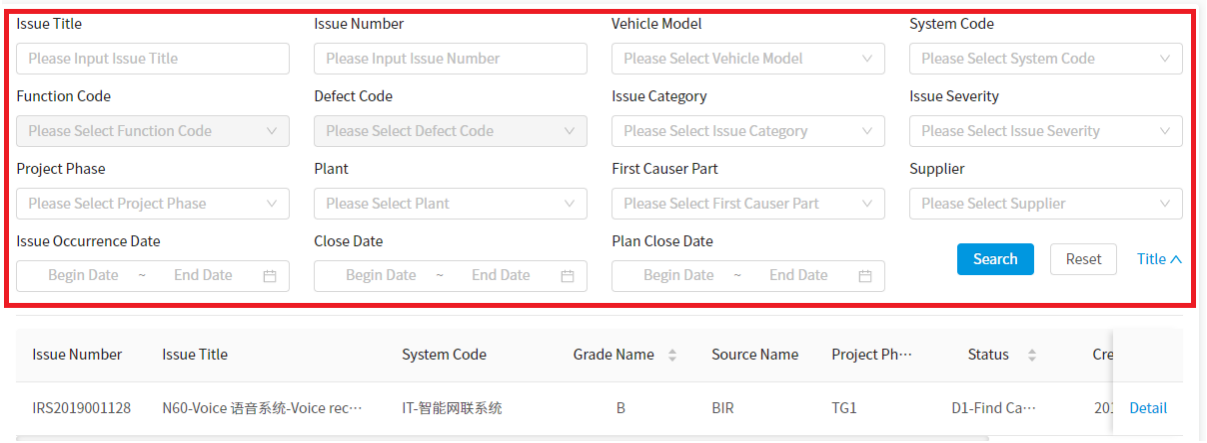
3. Reset

4. Collapse

3.5.2 Multiple

a) Step：

Click tab”multiple”



b) Description：

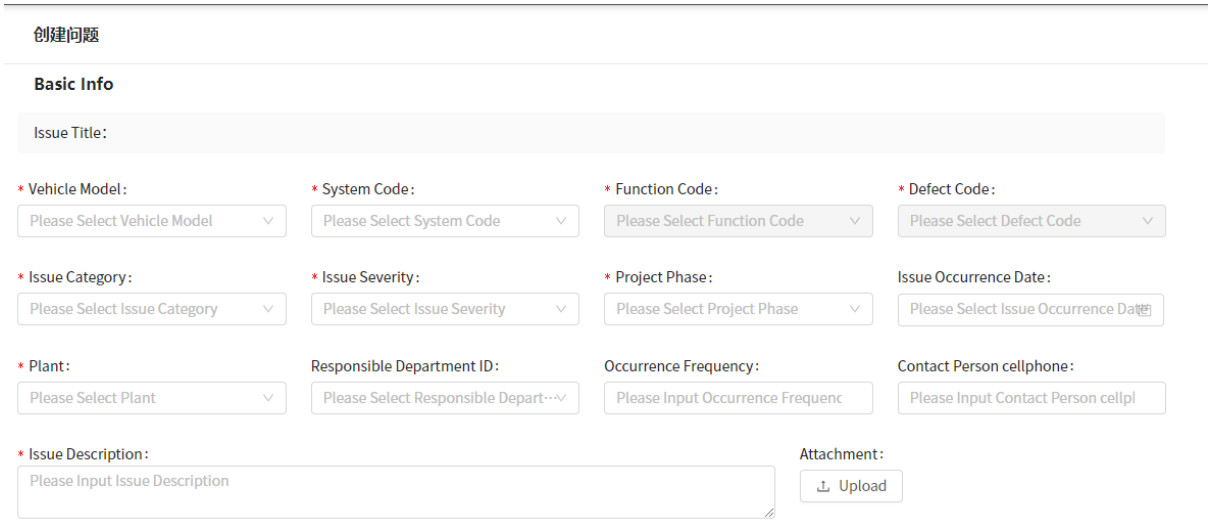
1. Option: Issue Number, Vehicle Model, Issue Severity, Issue Category
2. Search
3. Reset
4. Collapse

3.6 Create Issue

a) Step：

1. Click button “Create”

3.6.1 Issue Info



Description：

1. Return，go back the prior page

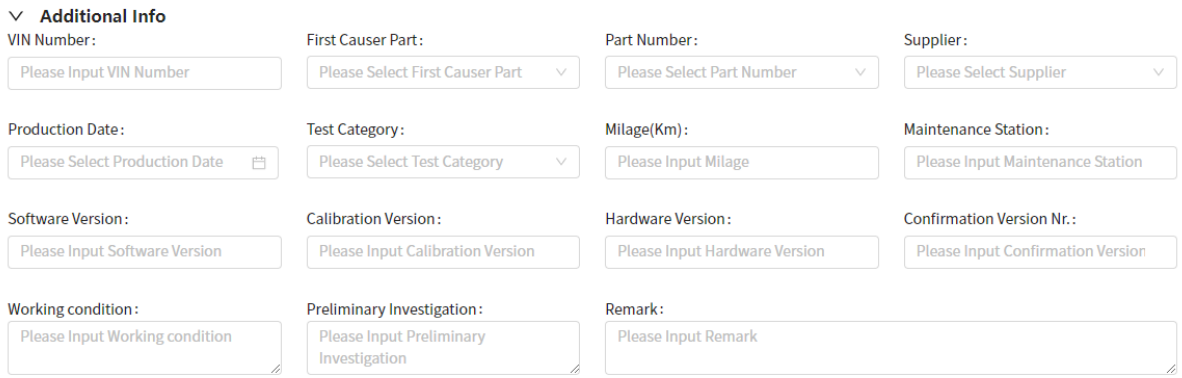
2. Submit, the issue can be found in the tab “Done”

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.

3.6.2 Additional Info



Description：

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:

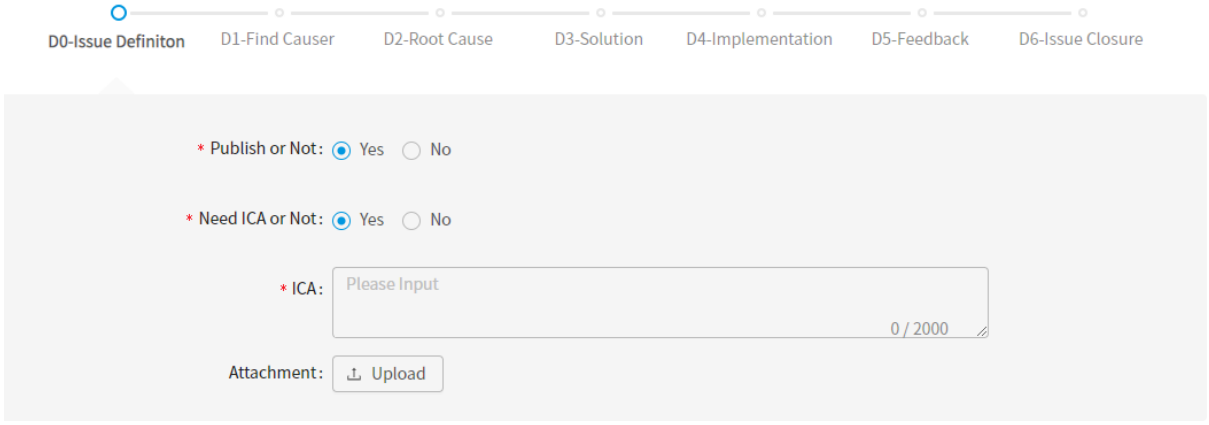
This issue can be assigned to the Step Monitor, then the Step Monitor define this issue.

b) Step：

1. click the tab “To-do”

2. click the “detail”

3.7.1 Approvation and Containment



Description：

1. Return，go back the prior page

2. Submit, the issue can be found in the tab “Done”

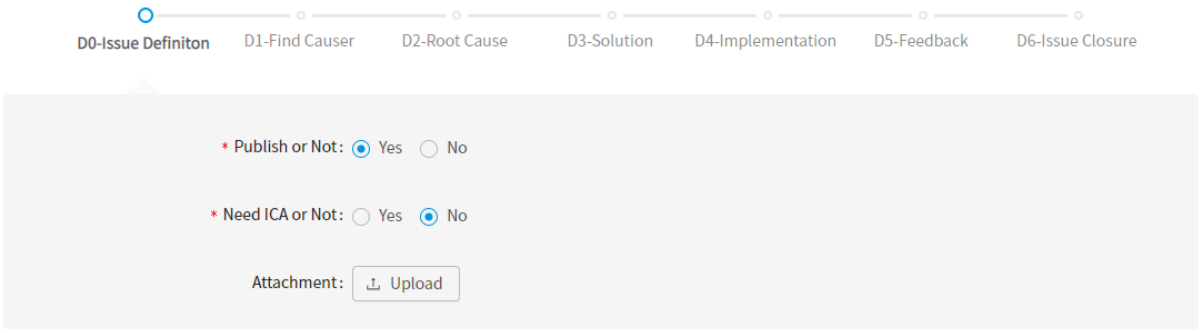
3. Save, the issue can be found in the tab “To-do”

4. Cancel，go back the prior page

5. Edit, the info of this issue can be modified.

6. Records，display the issue flow

3.7.2 Approvation and not Containment

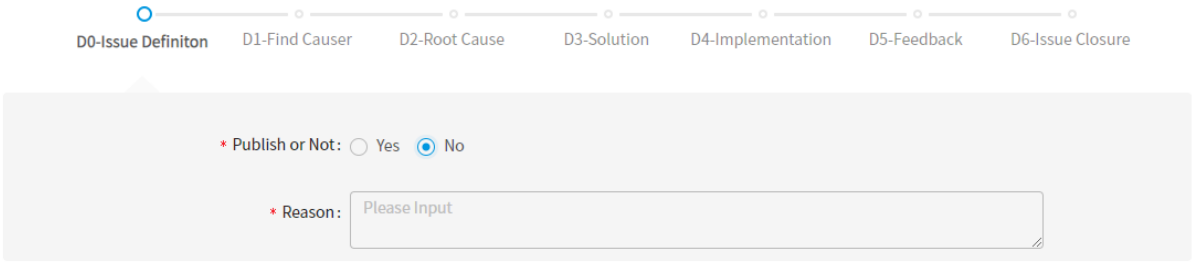


Description

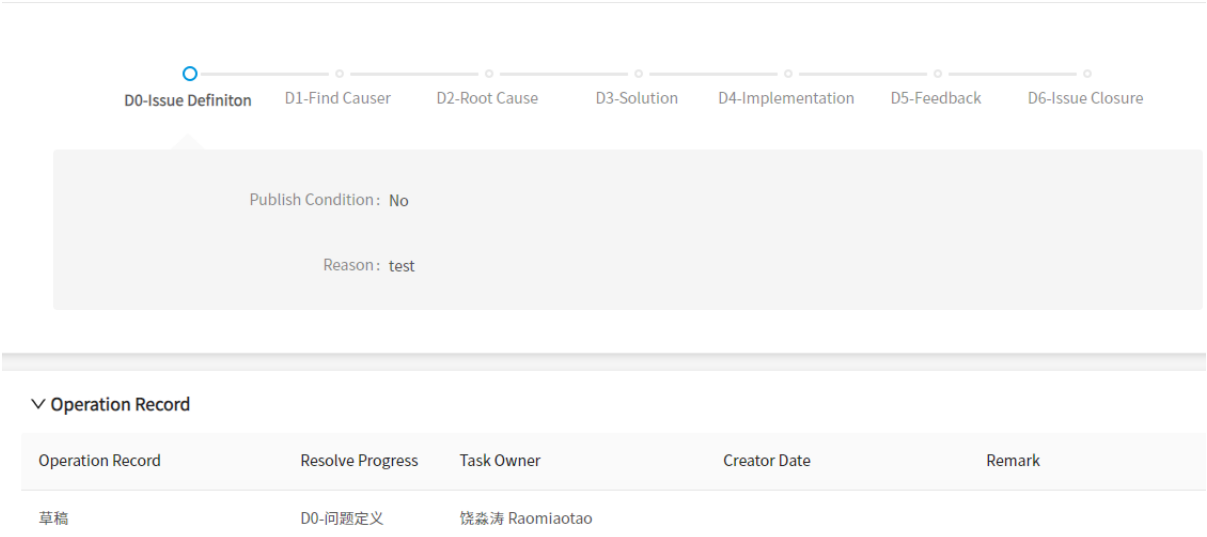
1. Not need the containment

3.7.3 Rejection

a) Need the reason why not approval the issue.



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



Descption：

1. find the reason of this issue

2. edit this issue

3.8 Issue Cause (D1)

a) Business description:

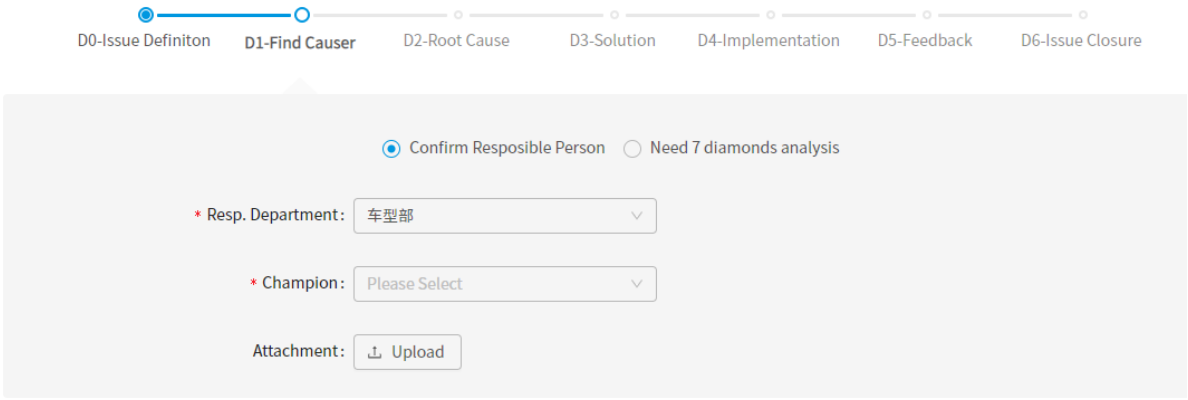
Step Monitor confirm the champion can handle this issue.

b) Step：

1. click the tab “to-do”

2. click the “detail” to edit this issue

3.8.1 Issue Judgement



Description：

1. Return, go back the prior page

2. Submit, the issue can be found in the tab “Done”

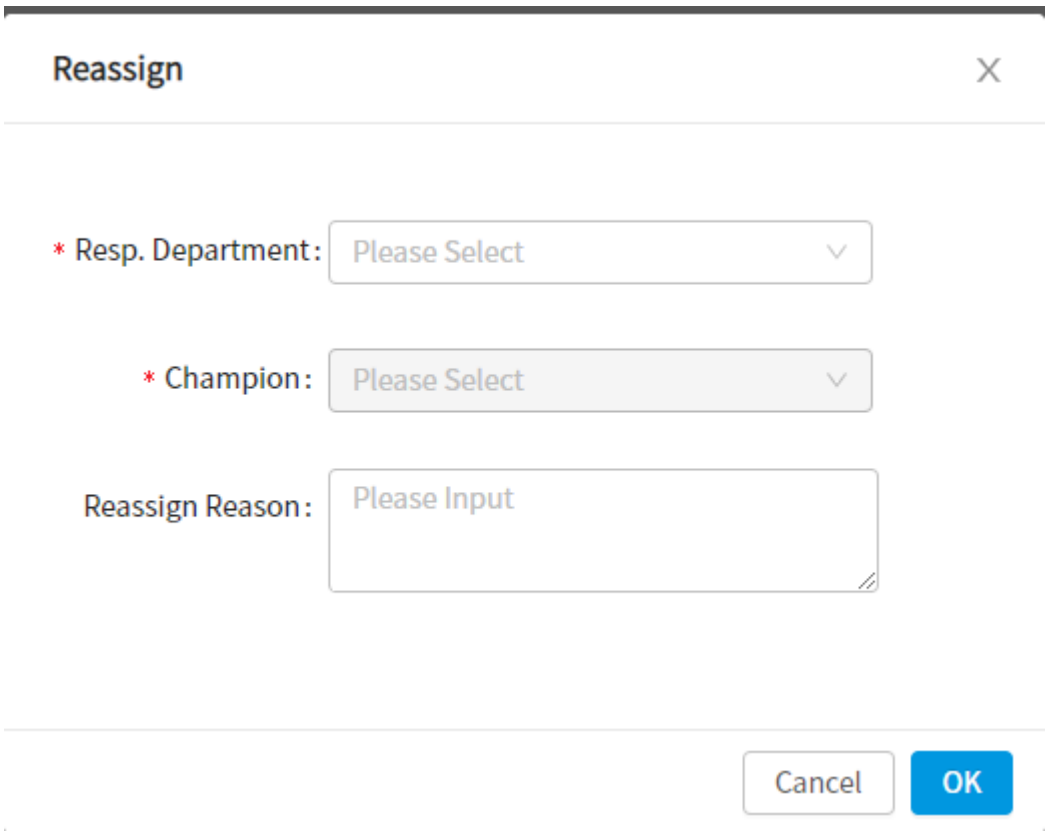
3. Save, the issue can be found in the tab “To-do”

4. Cancel, go back the prior page

5. Edit, the info of this issue can be modified.

6. Records, display the issue flow

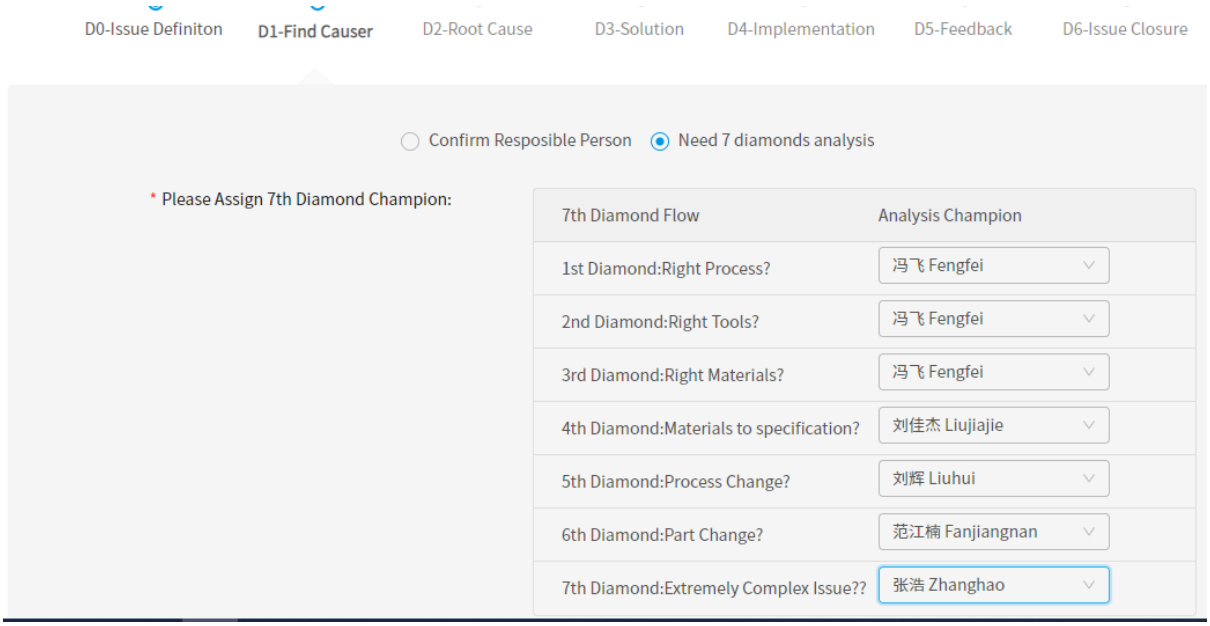
3.8.2 SM Reassign



Description：

SM Review , then Reassign

3.8.3 Issue Judgement with 7 flows



Description;

1. review the process progress of this issue.

2. select the champion to handle this issue.

3.9 7th Diamond Flow - 1~3 Diamond

a) Business description:

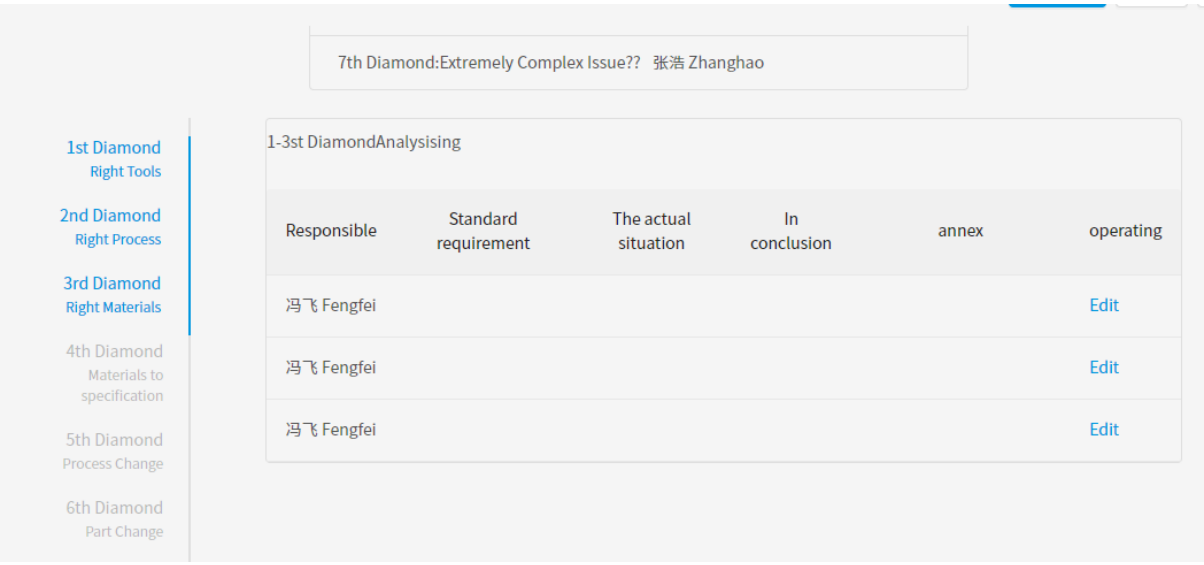
Step Monitor select 7th Diamond Flow， then select 1-3 champion to analysize the issue.

b) Step：

1. click the tab “to-do”

2. click the “detail” to edit this issue

3.9.1 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”

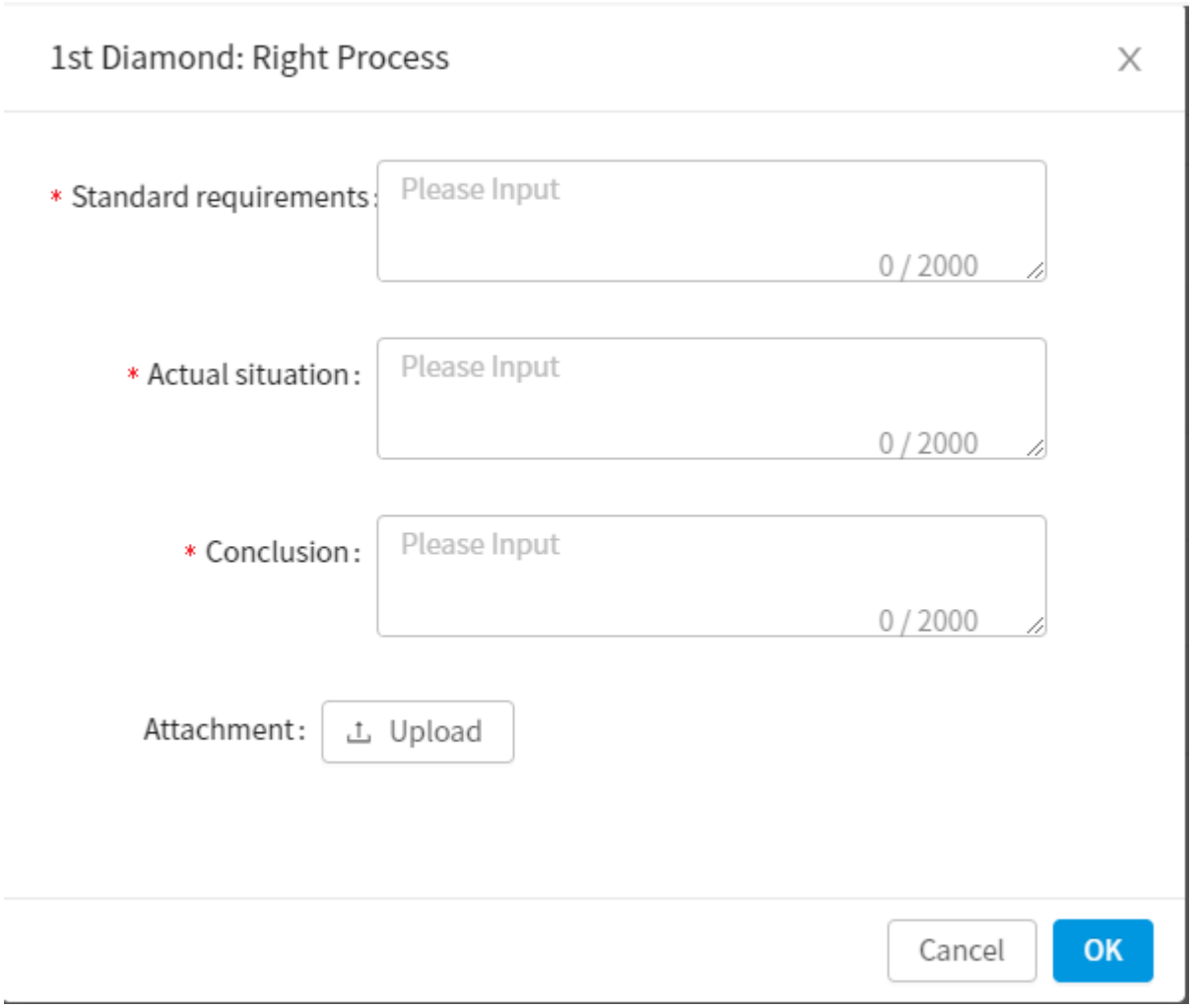
4. Cancel, go back the prior page

5. Edit, the info of this issue can be modified.

6. Records, display the issue flow

7. Reassign，this issue can be redistributed to this Champion in the same department.

8. 1~3 diamond，click the button “edit” to input Right Process

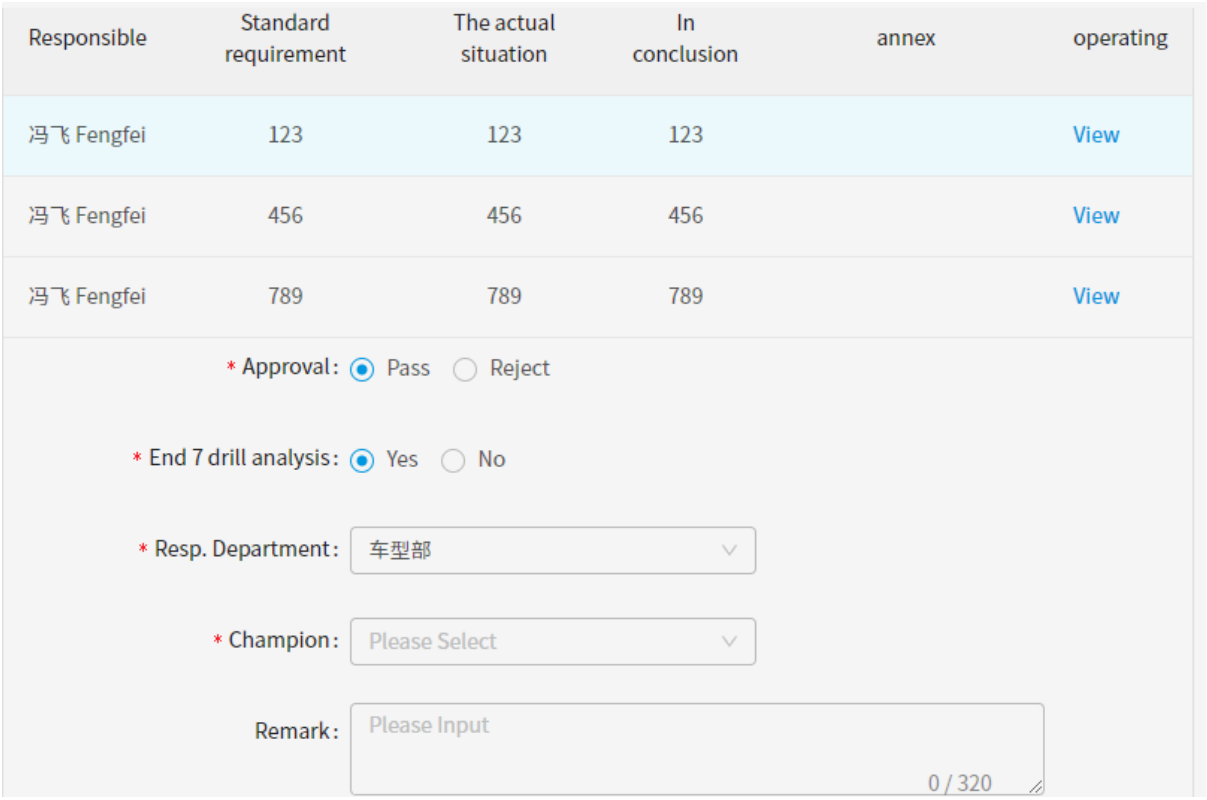


3.9.2 Approvation and Close 7 diamond flow

a) step：

1. the 1-3 diamond’s champion analysize and submit the feedback.

2. Step Monitor approve this issue, then this 7 diamond flow is closed.



Description：

1. 1~3 diamond，display the details

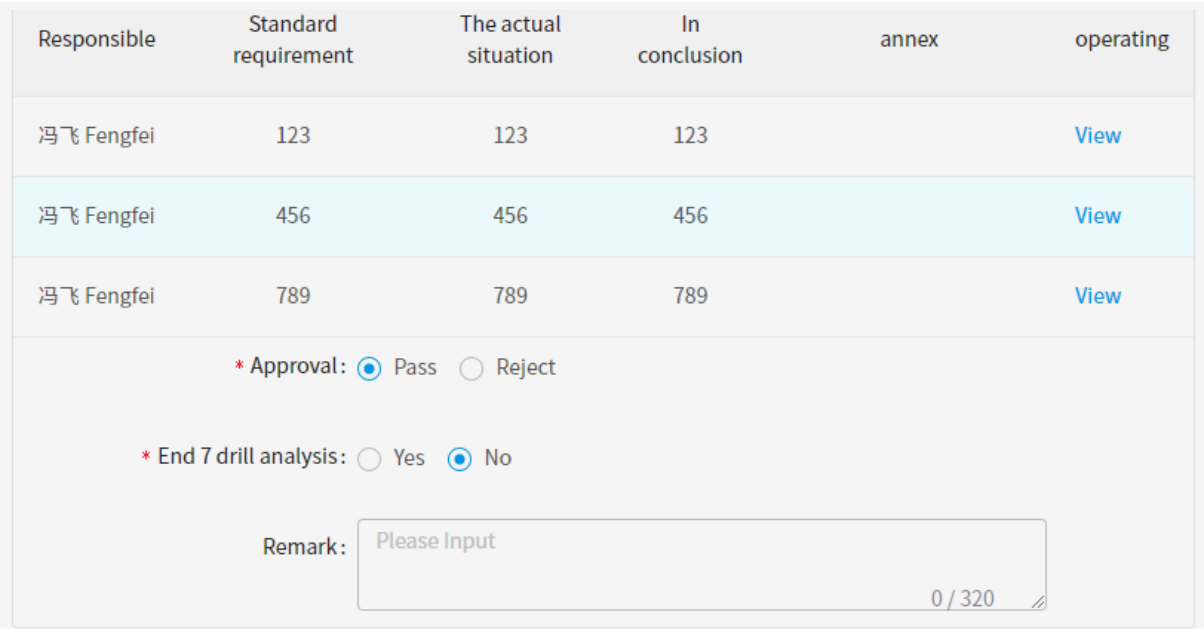
2. click”pass”, then approve this issue. click “reject”, then reject this issue. click”yes”, then End 7 drill analysis. click “no”, then continue to execut the 4 diamond.

3. if select to click “yes”, then Step Monitor confirm the champion can handle this issue.

3.9.3 Approvation and Continue to execute the 7 diamond flow

a) step：

1. the 1-3 diamond’s champion analysize and submit the feedback.
2. Step Monitor approve this issue, not end 7 drill analysis.
3. This 4 diamond’s champion analysize and submit the feedback.

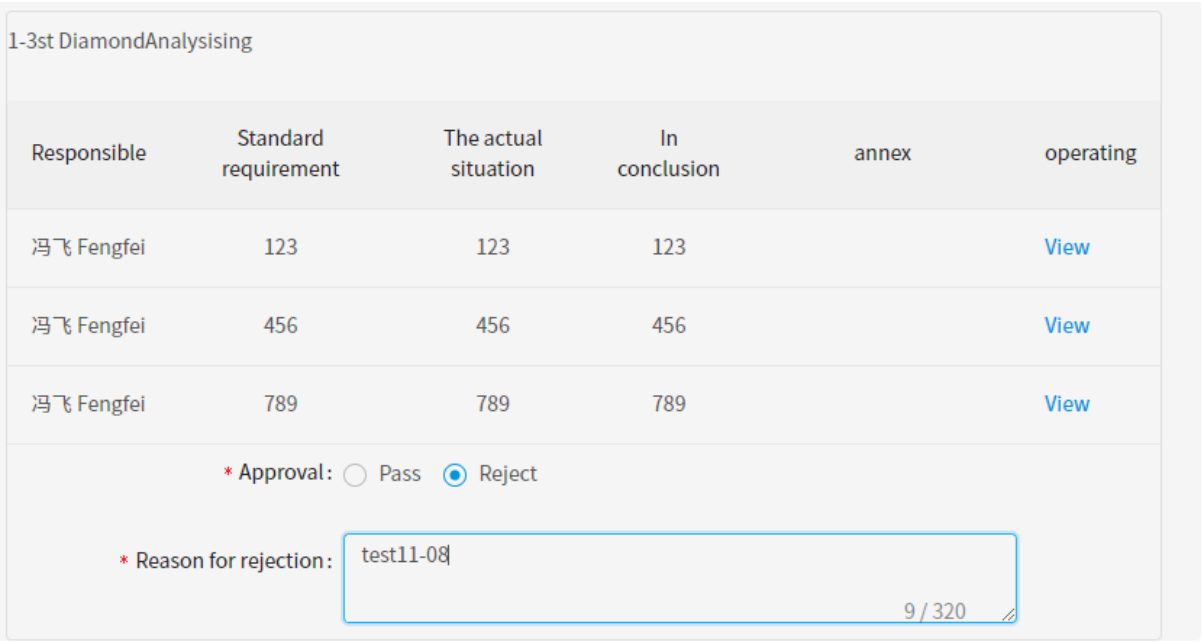


3.9.4 Rejection

a) Step：

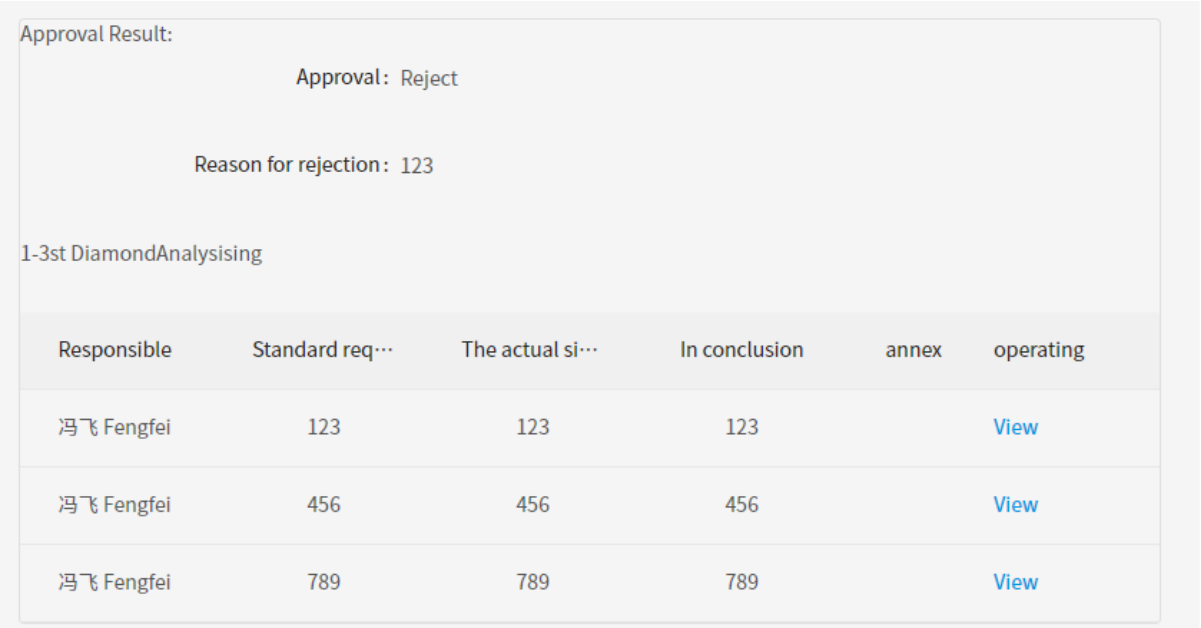
1. the 1-3 diamond’s champion analysize and submit the feedback.

2. Step Monitor not approve this issue



b) Description：

1.if not approve this issue， the 1-3 diamond champion continue to edit this issue, then submit this issue.



Approval Result:

Approval: Reject

Reason for rejection: 123

1-3st DiamondAnalysising

Responsible	Standard req···	The actual si···	In conclusion	annex	operating
冯飞 Fengfei	123	123	123		View
冯飞 Fengfei	456	456	456		View
冯飞 Fengfei	789	789	789		View

3.10 7th Diamond Flow - 4 Diamond

a) Business description:

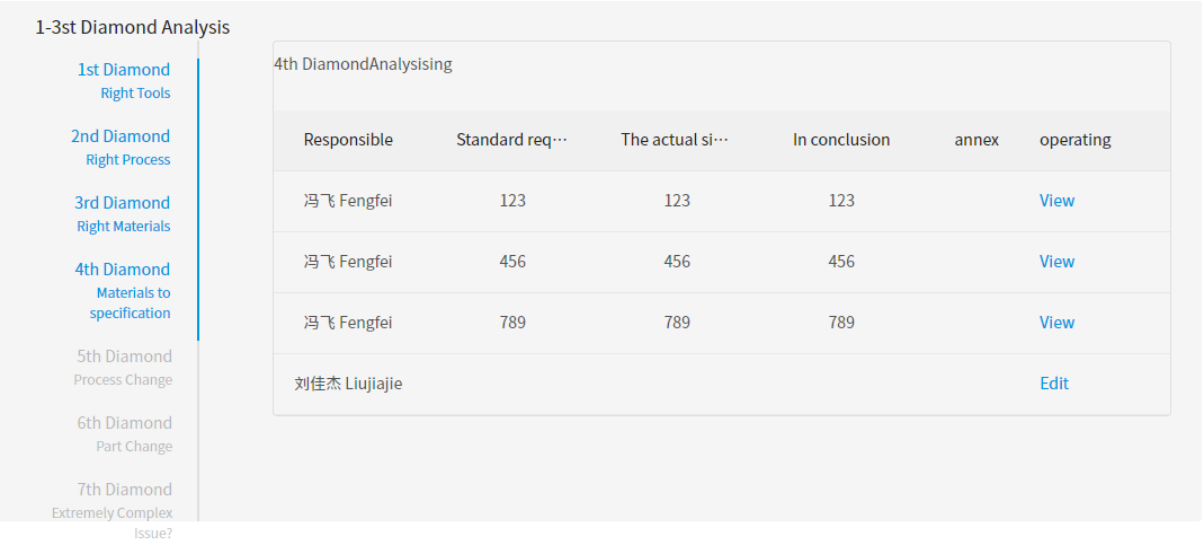
Step Monitor select 7th Diamond Flow， then select 1-3 champion to analysize the issue.

b) Step：

1. click the tab “to-do”

2. click the “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”

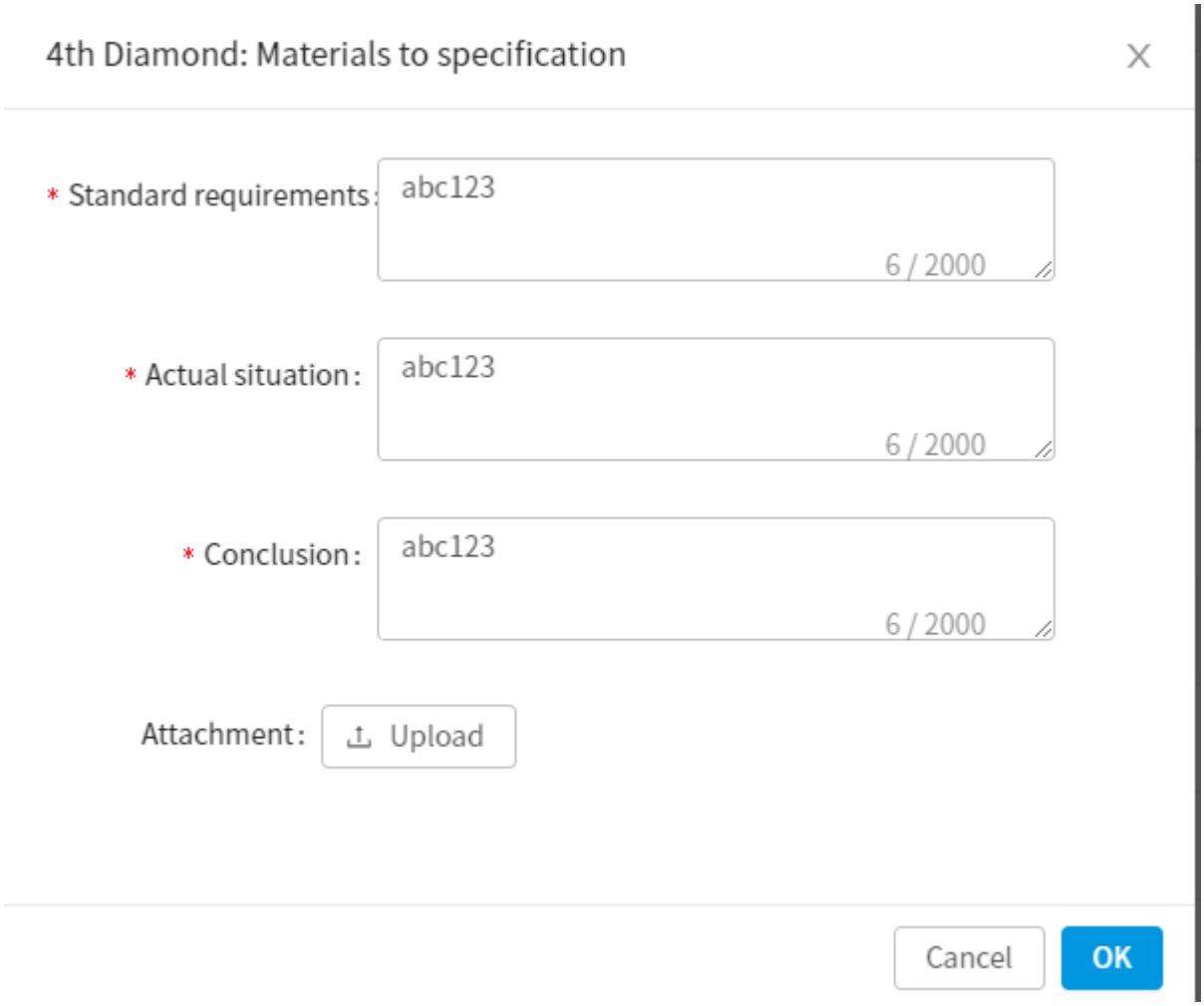
4. Cancel, go back the prior page

5. Edit, the info of this issue can be modified.

6. Records, display the issue flow

7. Reassign，this issue can be redistributed to this Champion in the same department.

8. 4 diamond，click the button “edit” to input Right Process

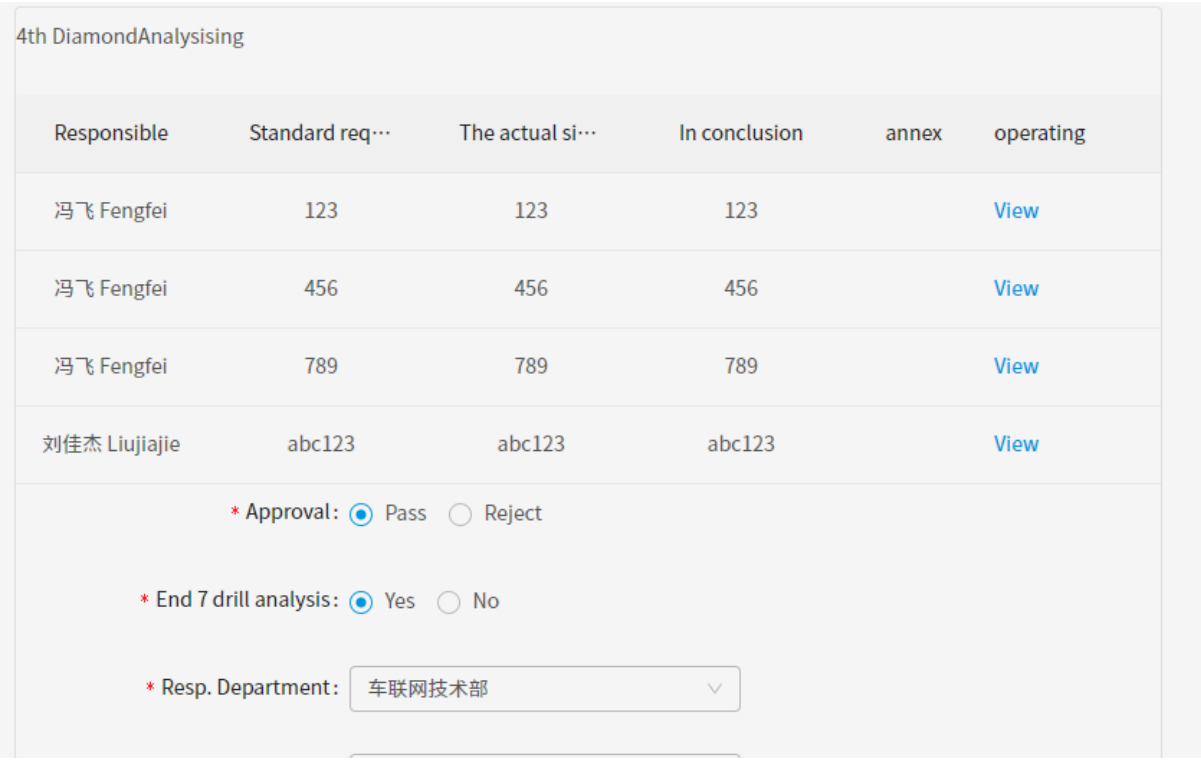


3.10.2 Approvation and Close 7 diamond flow

a) step：

1. the 4 diamond’s champion analysize and submit the feedback.

2. Step Monitor approve this issue, then this 7 diamond flow is closed.



Description：

1. 1~4 diamond， display the details

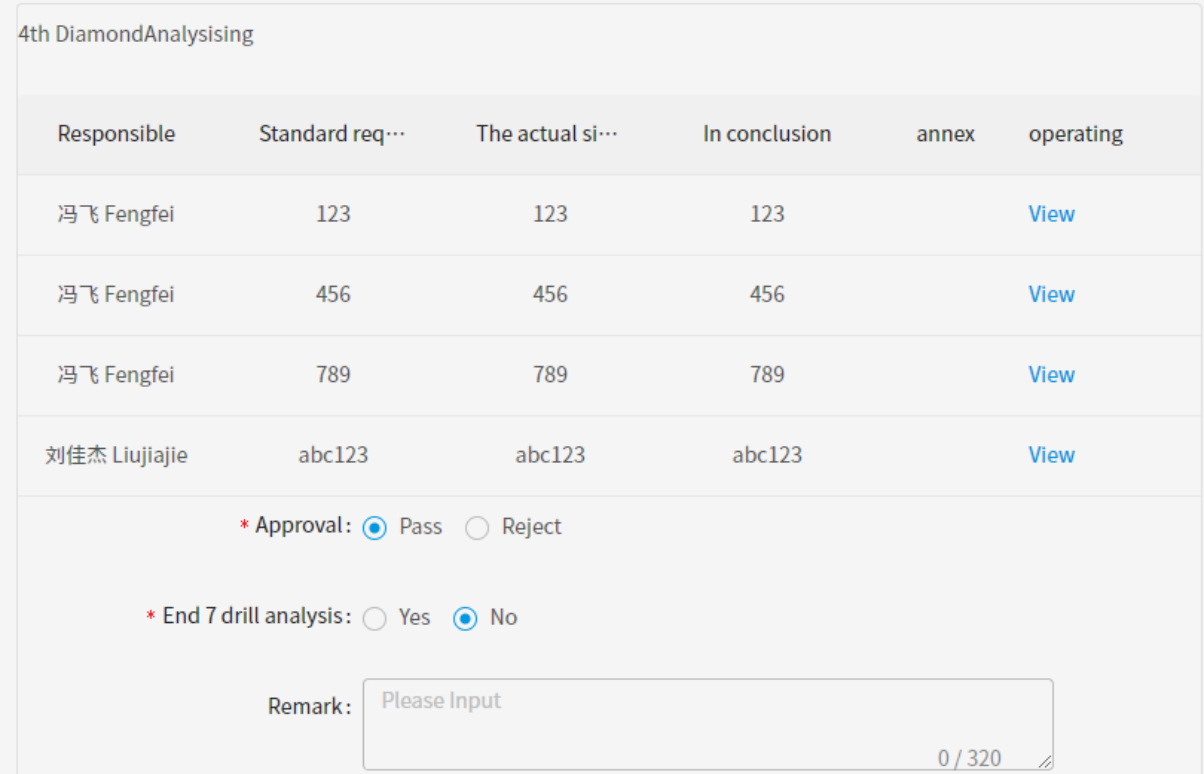
2. click”pass”, then approve this issue. click “reject”, then reject this issue. click”yes”, then End 7 drill analysis. click “no”, then continue to execut the 4 diamond.

3. if select to click “yes”, then Step Monitor confirm the champion can handle this issue.

3.10.3 Approvation and Continue to execute the 7 diamond flow

a) step：

1. This 4 diamond’s champion analysize and submit the feedback.



3.10.4 Rejection

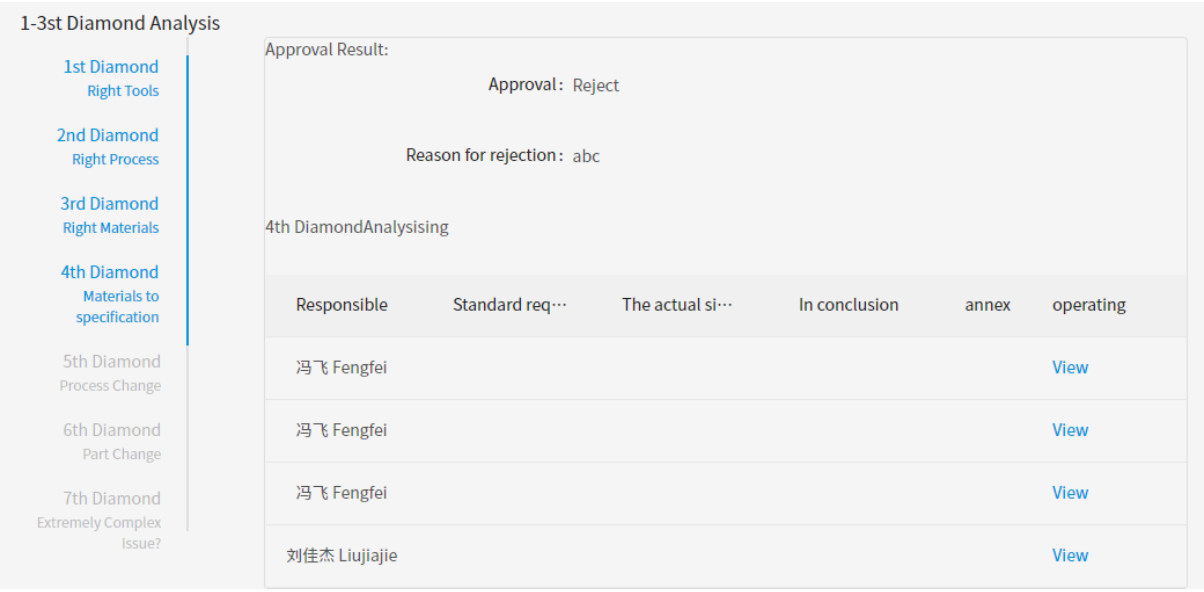
a) Step：

1. the 4 diamond’s champion analysize and submit the feedback.

2. Step Monitor not approve this issue

b) Description：

1.if not approve this issue， the 1-3 diamond champion continue to edit this issue, then submit this issue.



3.11 7th Diamond Flow - 5 Diamond

a) Business description:

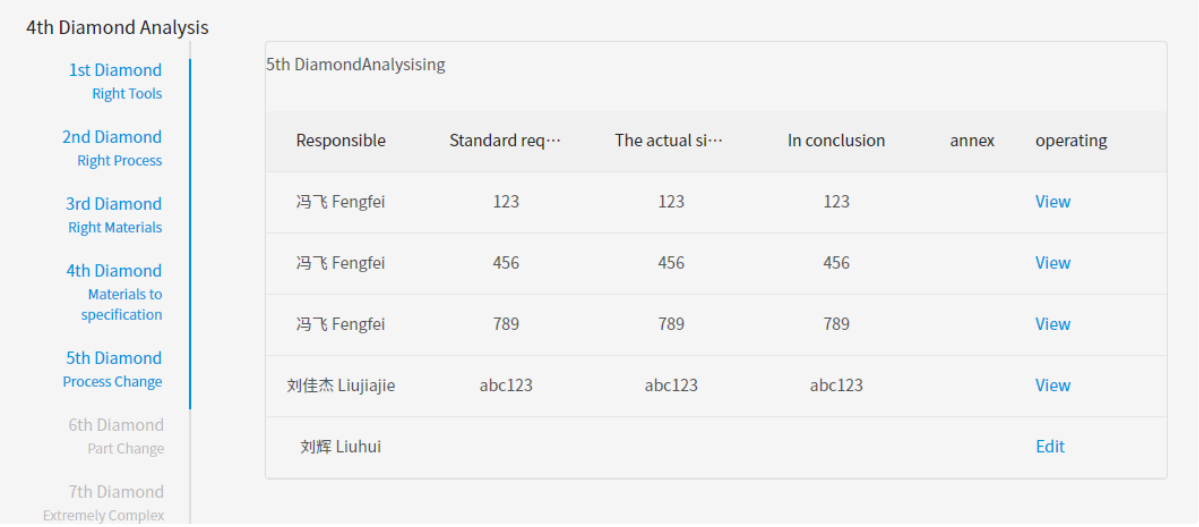
Step Monitor select 7th Diamond Flow， then select 1-3 champion to analysize the issue.

b) Step：

1. click the tab “to-do”

2. click the “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”

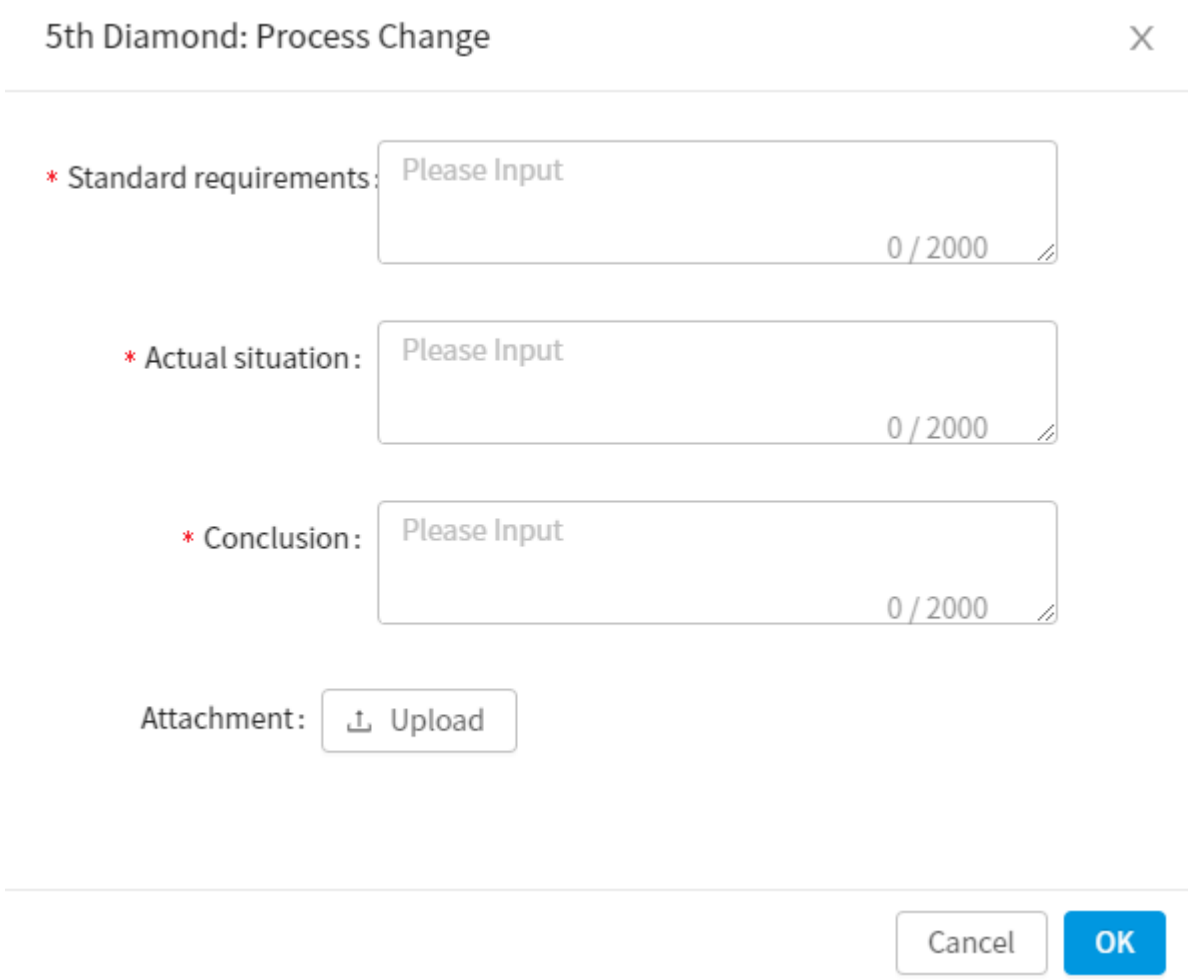
4. Cancel, go back the prior page

5. Edit, the info of this issue can be modified.

6. Records, display the issue flow

7. Reassign，this issue can be redistributed to this Champion in the same department.

8. 4 diamond，click the button “edit” to input Right Process

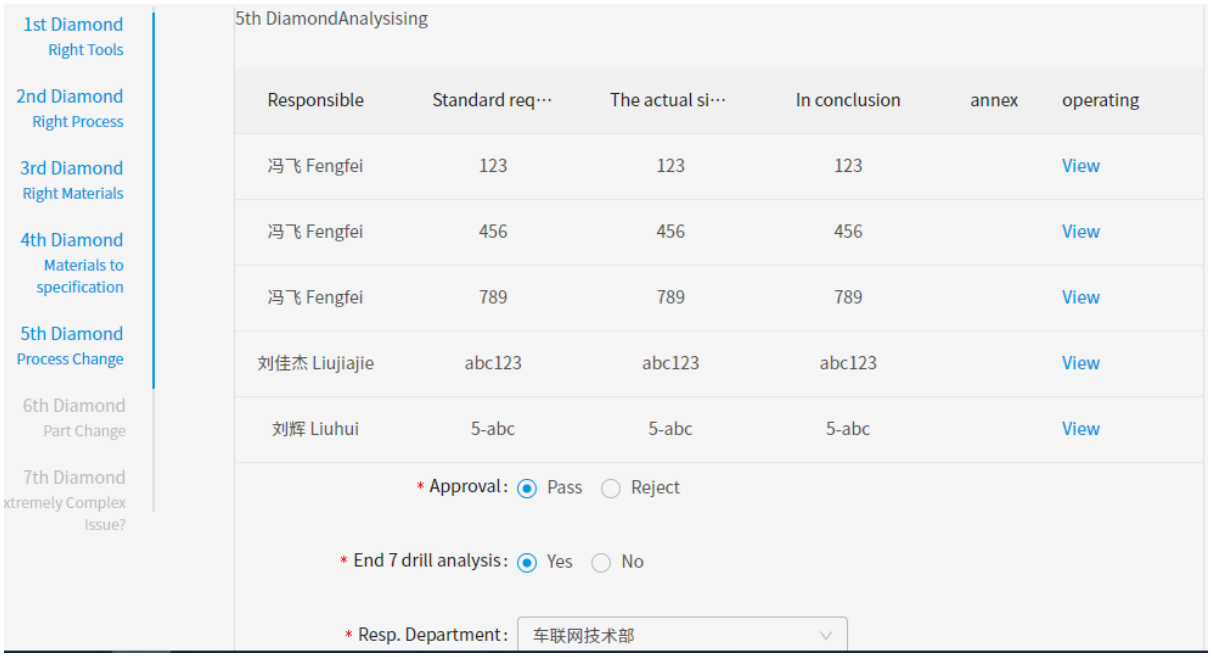


3.11.2 Approvation and Close 7 diamond flow

a) step：

1. the 5 diamond’s champion analysize and submit the feedback.

2. Step Monitor approve this issue, then this 7 diamond flow is closed.



3.11.3 Approvation and Continue to execute the 7 diamond flow

a) step：

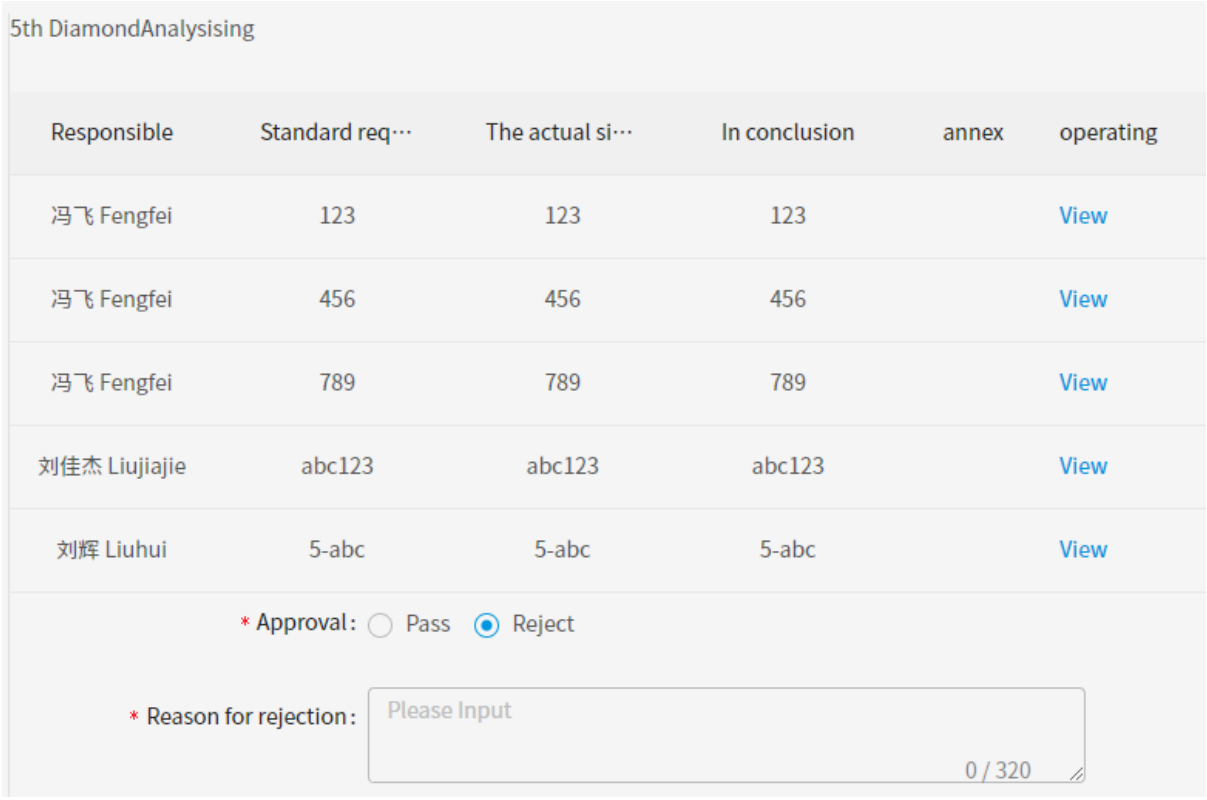
1. This 5 diamond’s champion analysize and submit the feedback.

3.11.4 Rejection

a) Step：

1. the 5 diamond’s champion analysize and submit the feedback.

2. Step Monitor not approve this issue



b) Description：

1.if not approve this issue，the 1-3 diamond champion continue to edit this issue, then submit this issue.

Approval Result:

Approval: Reject

Reason for rejection: 123

5th DiamondAnalysising

Responsible	Standard req···	The actual si···	In conclusion	annex	operating
冯飞 Fengfei	123	123	123		View
冯飞 Fengfei	456	456	456		View
冯飞 Fengfei	789	789	789		View
刘佳杰 Liujiajie	abc123	abc123	abc123		View

3.12 7th Diamond Flow - 6 Diamond

a) Business description:

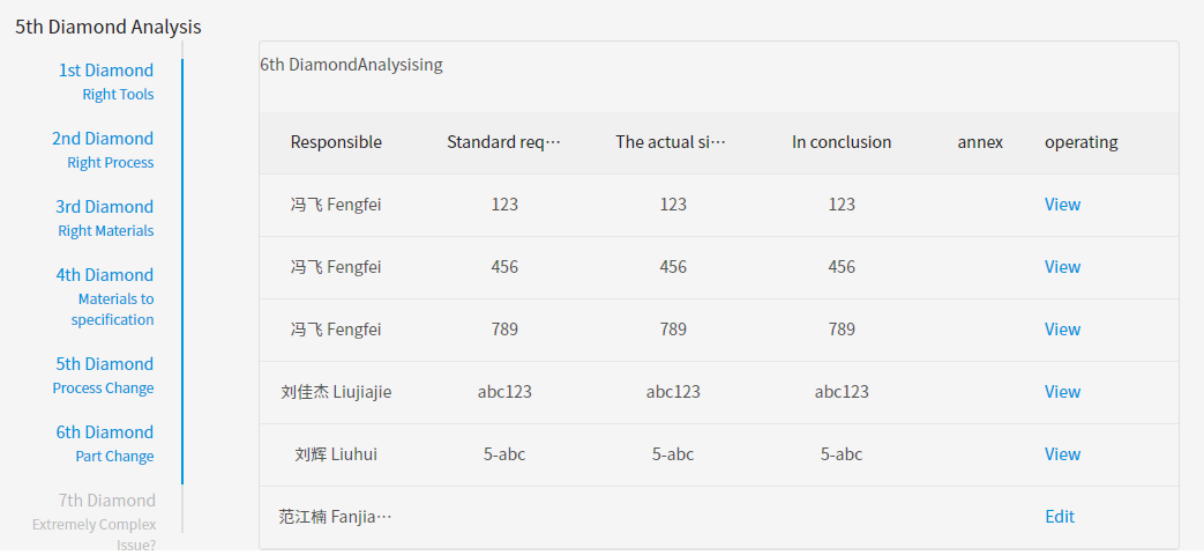
Step Monitor select 7th Diamond Flow， then select 1-3 champion to analysize the issue.

b) Step：

1. click the tab “to-do”

2. click the “detail” to edit this issue

3.12.1 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”

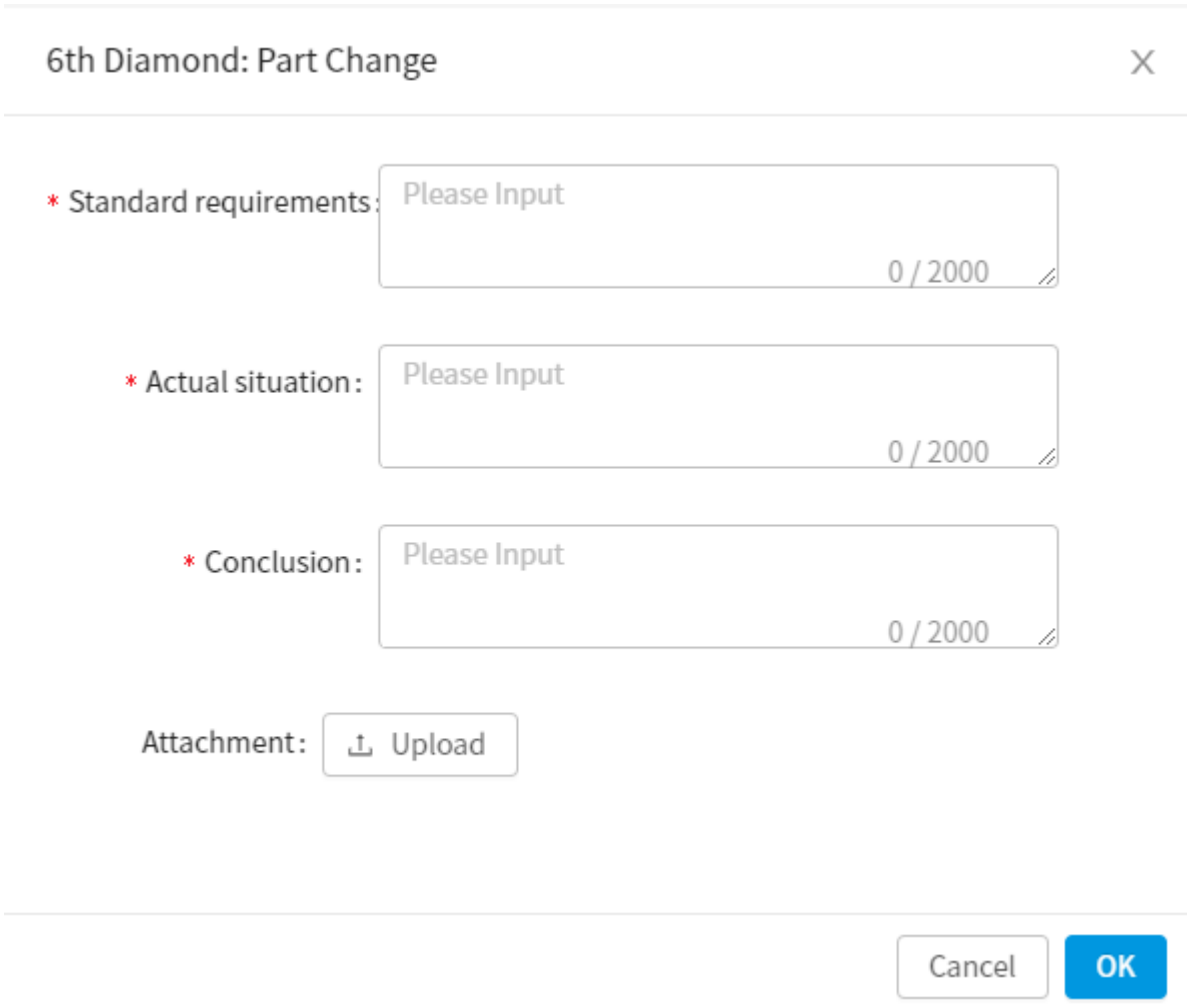
4. Cancel, go back the prior page

5. Edit, the info of this issue can be modified.

6. Records, display the issue flow

7. Reassign，this issue can be redistributed to this Champion in the same department.

8. 4 diamond，click the button “edit” to input Right Process

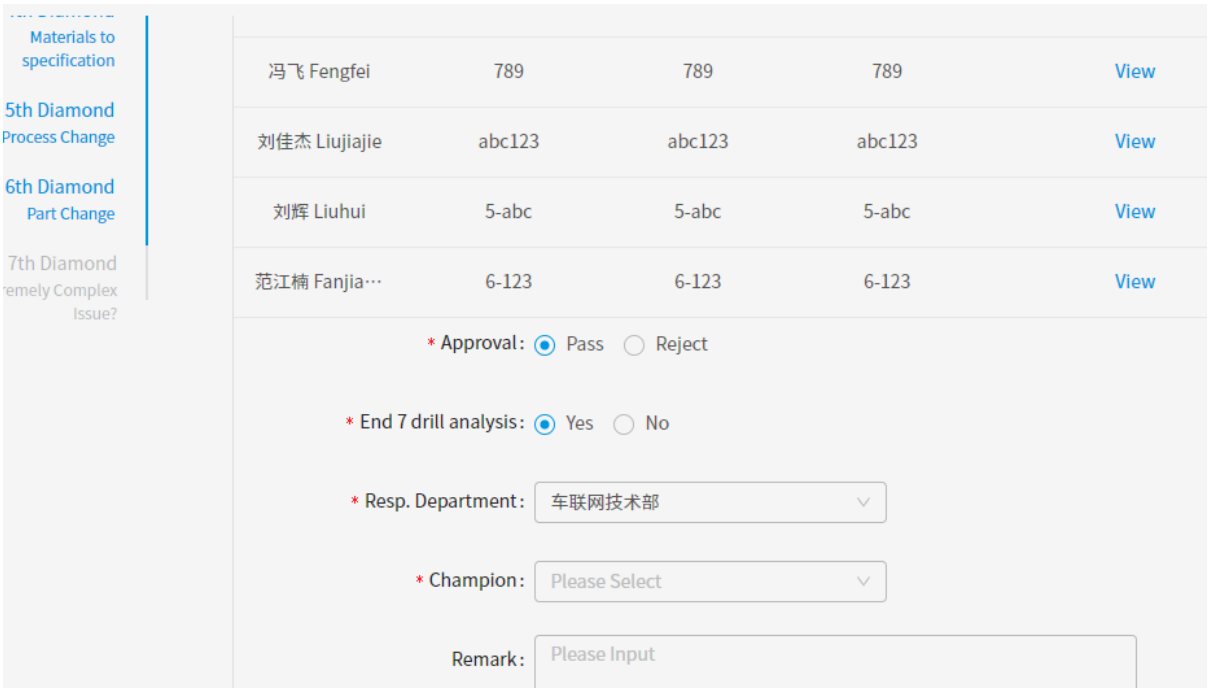


3.12.2 Approvation and Close 7 diamond flow

a) step：

1. the 6 diamond’s champion analysize and submit the feedback.

2. Step Monitor approve this issue, then this 7 diamond flow is closed.



3.12.3 Approvation and Continue to execute the 7 diamond flow

a) step：

1. This 6 diamond’s champion analysize and submit the feedback.

3.12.4 Rejection

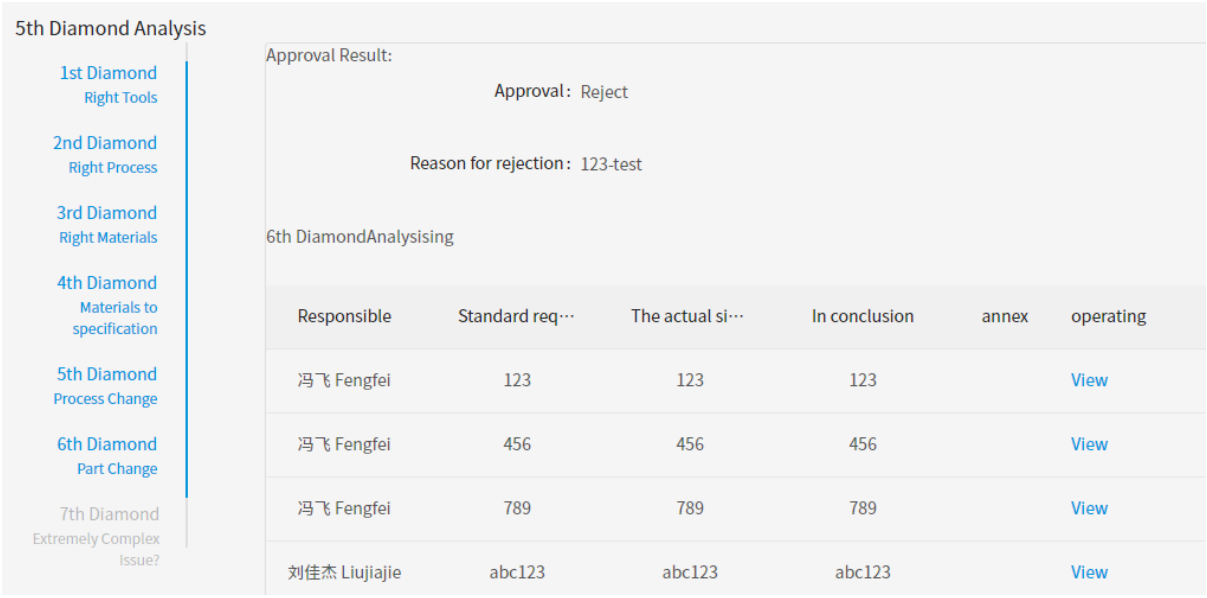
a) Step：

1. the 6 diamond’s champion analysize and submit the feedback.

2. Step Monitor not approve this issue

b) Description：

1.if not approve this issue， the 1-3 diamond champion continue to edit this issue, then submit this issue.



3.13 7th Diamond Flow – 7 Diamond

a) Business description:

Step Monitor select 7th Diamond Flow， then select 1-3 champion to analysize the issue.

b) Step：

1. click the tab “to-do”

2. click the “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”

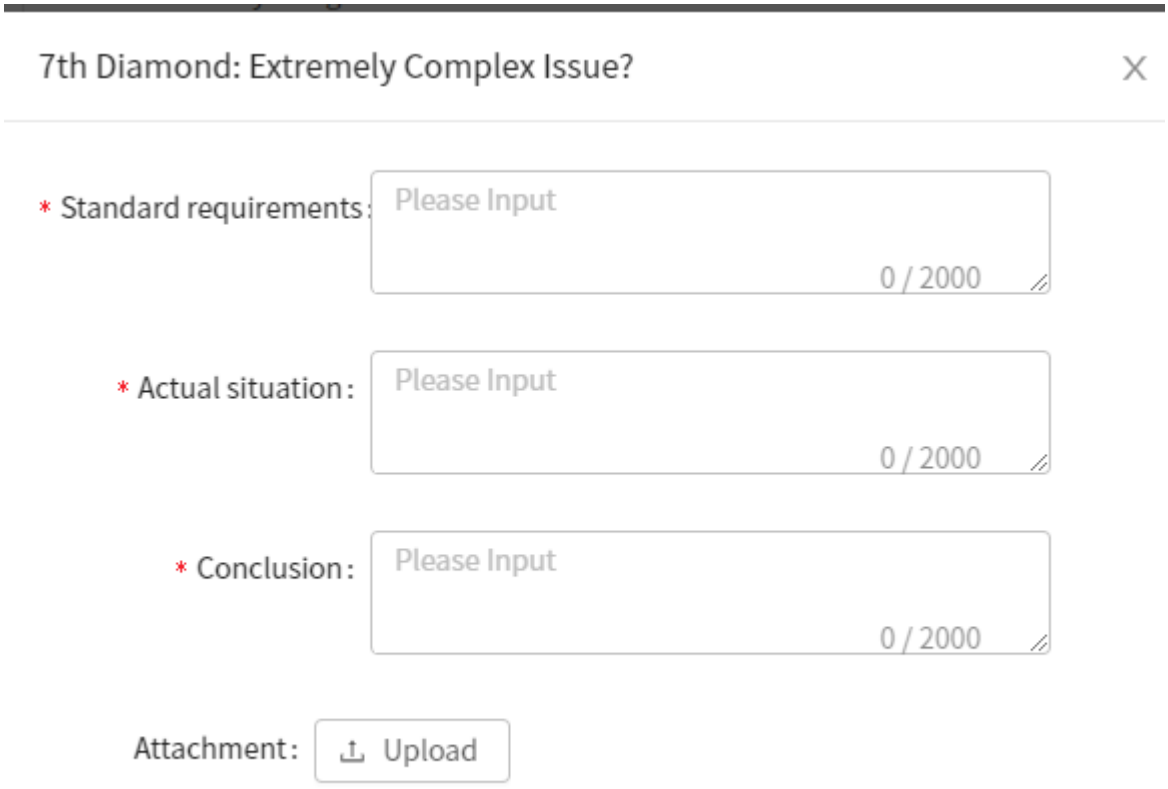
4. Cancel, go back the prior page

5. Edit, the info of this issue can be modified.

6. Records, display the issue flow

7. Reassign，this issue can be redistributed to this Champion in the same department.

8. 4 diamond，click the button “edit” to input Right Process

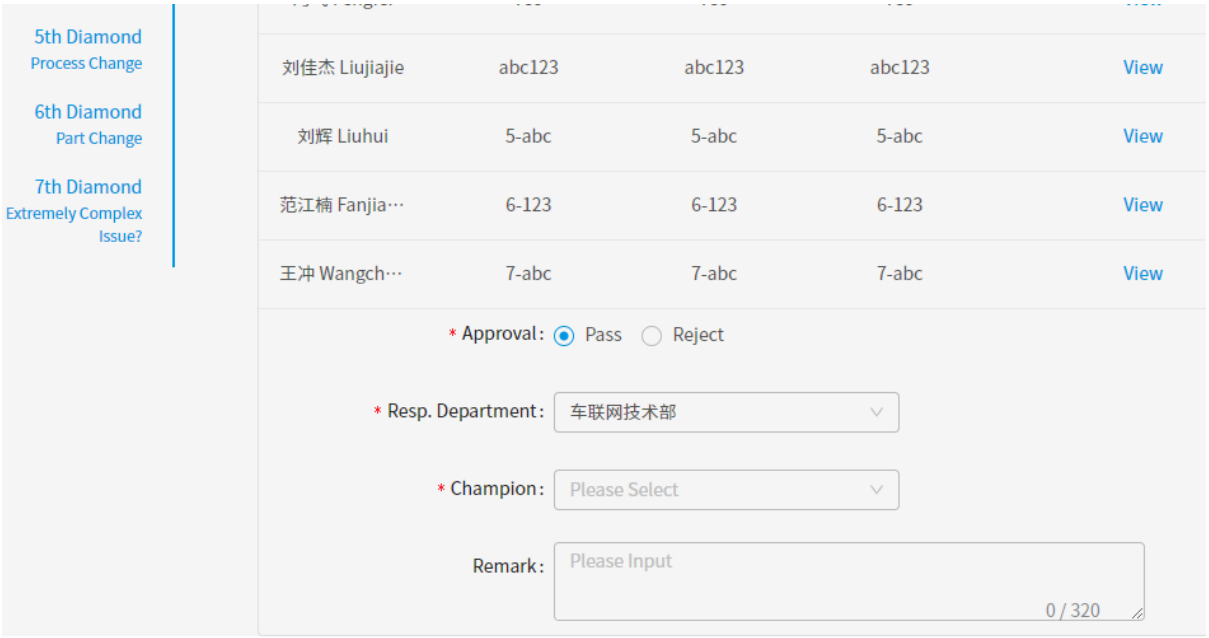


3.13.2 Approvation

a) step：

1. the 7 diamond’s champion analysize and submit the feedback.

2. Step Monitor approve this issue, then this 7 diamond flow is closed.



3.13.3 Rejection

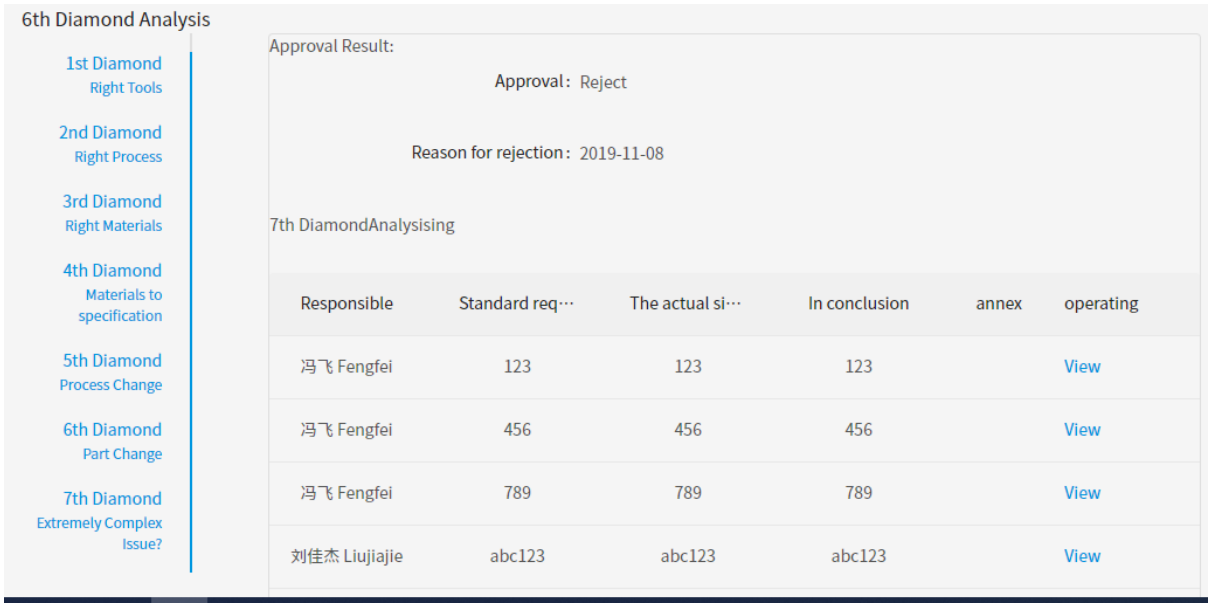
a) Step：

1. the 7 diamond’s champion analysize and submit the feedback.

2. Step Monitor not approve this issue

b) Description：

1.if not approve this issue，the 1-3 diamond champion continue to edit this issue, then submit this issue.


6th Diamond Analysis
1st Diamond
Right Tools
2nd Diamond
Right Process
3rd Diamond
Right Materials
4th Diamond
Materials to specification
5th Diamond
Process Change
6th Diamond
Part Change
7th Diamond
Extremely Complex Issue?
Approval Result:
Approval: Reject
Reason for rejection: 2019-11-08
7th DiamondAnalysising
Responsible
Standard req···
The actual si···
In conclusion
annex
operating
冯飞 Fengfei
123
123
123
View
冯飞 Fengfei
456
456
456
View
冯飞 Fengfei
789
789
789
View
刘佳杰 Liujiajie
abc123
abc123
abc123
View

3.14 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.

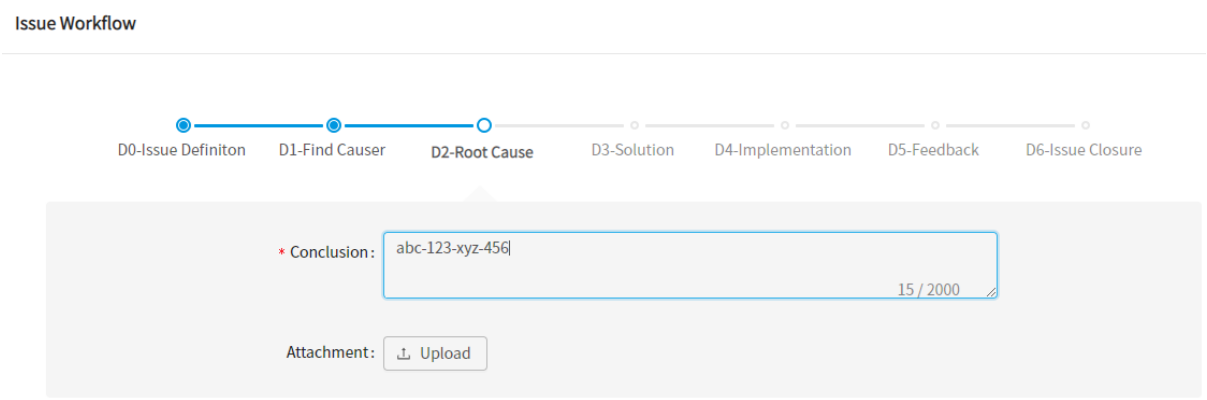
Issue Type C-E：Champion manager、Step Monitor Co-chair、Step Monitor will approve/reject this issue.

b) Step：

1. To-do

2. click “detail” to edit this issue.

3.14.1 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”

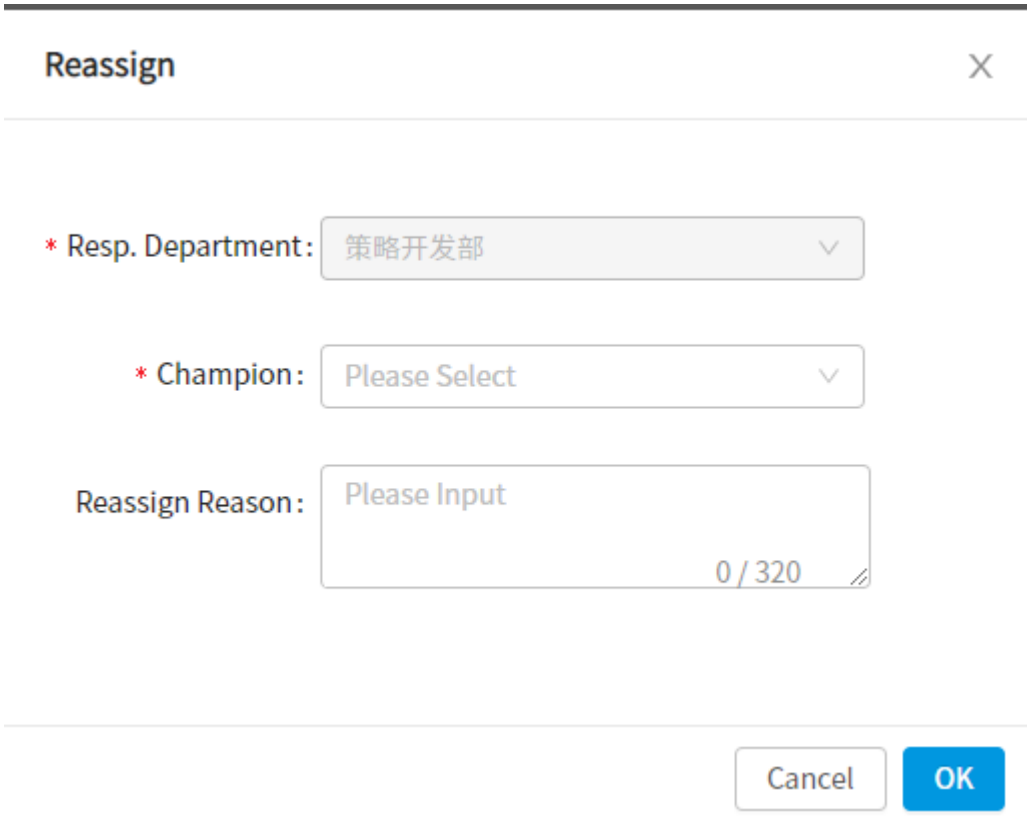
4. Cancel, go back the prior page

5. Edit, the info of this issue can be modified.

6. Records, display the issue flow

7. Reassign，this issue can be redistributed to this Champion in the same department.

3.14.2 Champion Reassign



Description：

1. Reassign，this issue can be redistributed to this Champion in the same department.

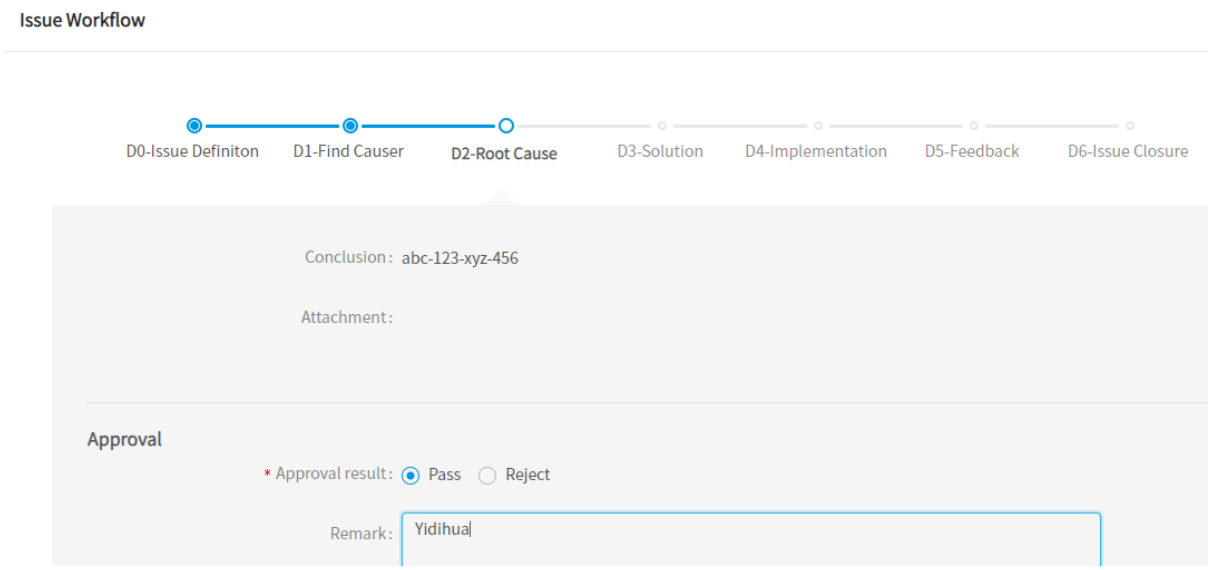
2. The assigned champion can find this issue in To-do page.

3.14.3 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.

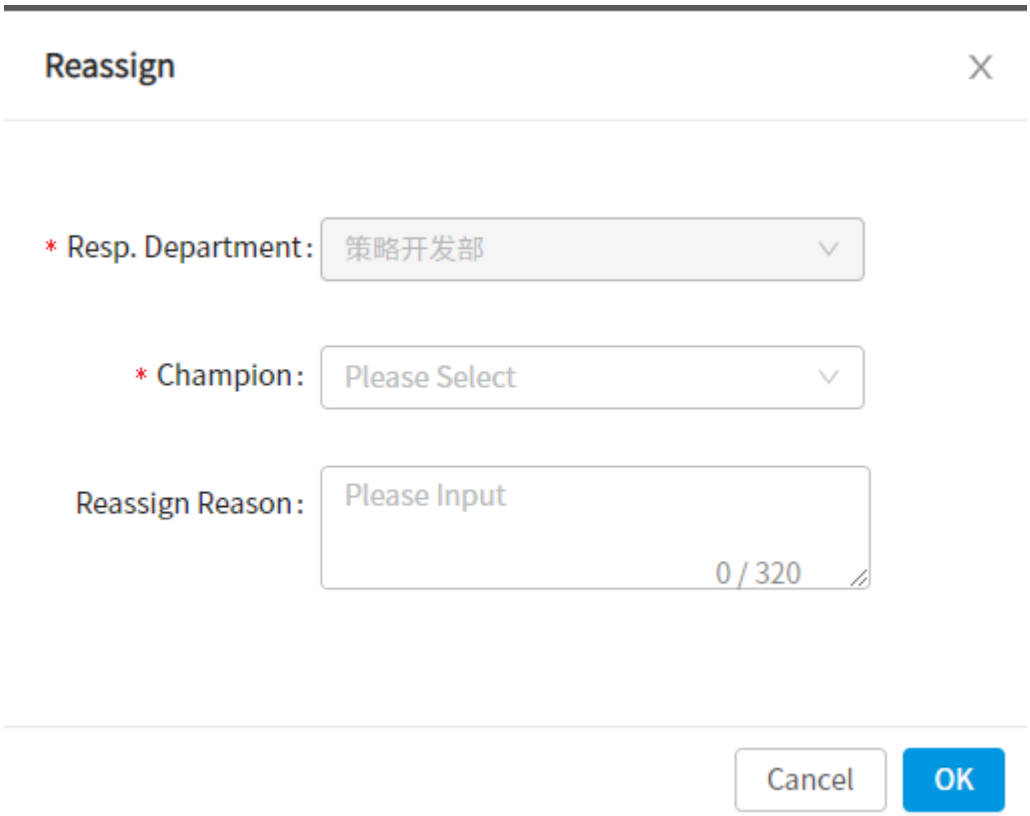


Description：

1. check the process progress, display the content

2. review the reason of this issue.

3.14.4 SM Reassign



Description：

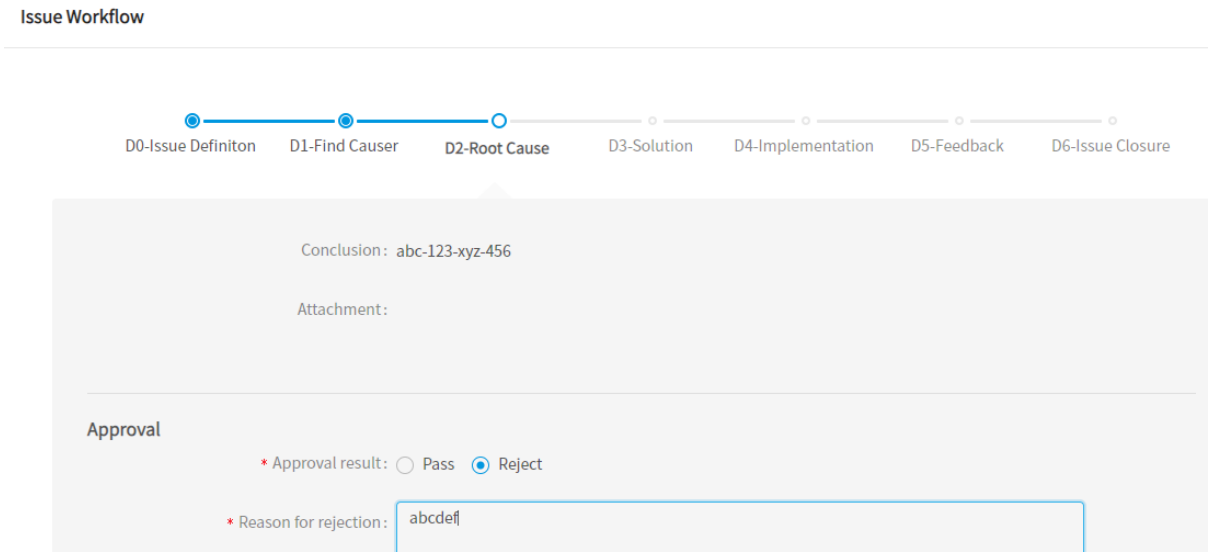
SM Review , then Reassign

3.14.5 Rejection

a) Step：

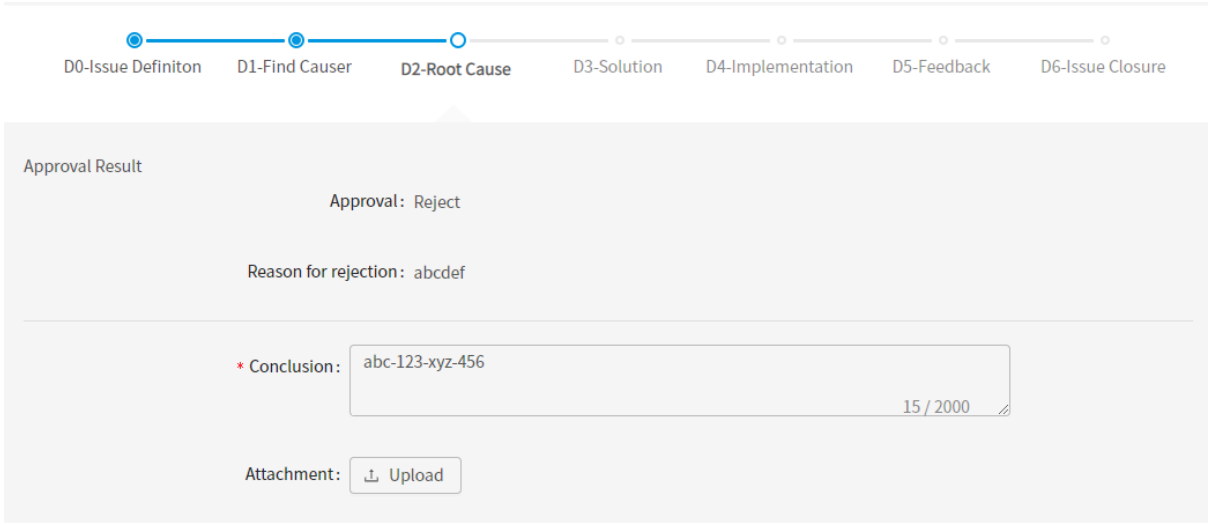
Issue Type A-B：Champion manager、Champion director、Step Monitor Co-chair、Step Monitor will approve/reject this issue.

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.

3.15 Issue Solution(D3)

a) Business description:

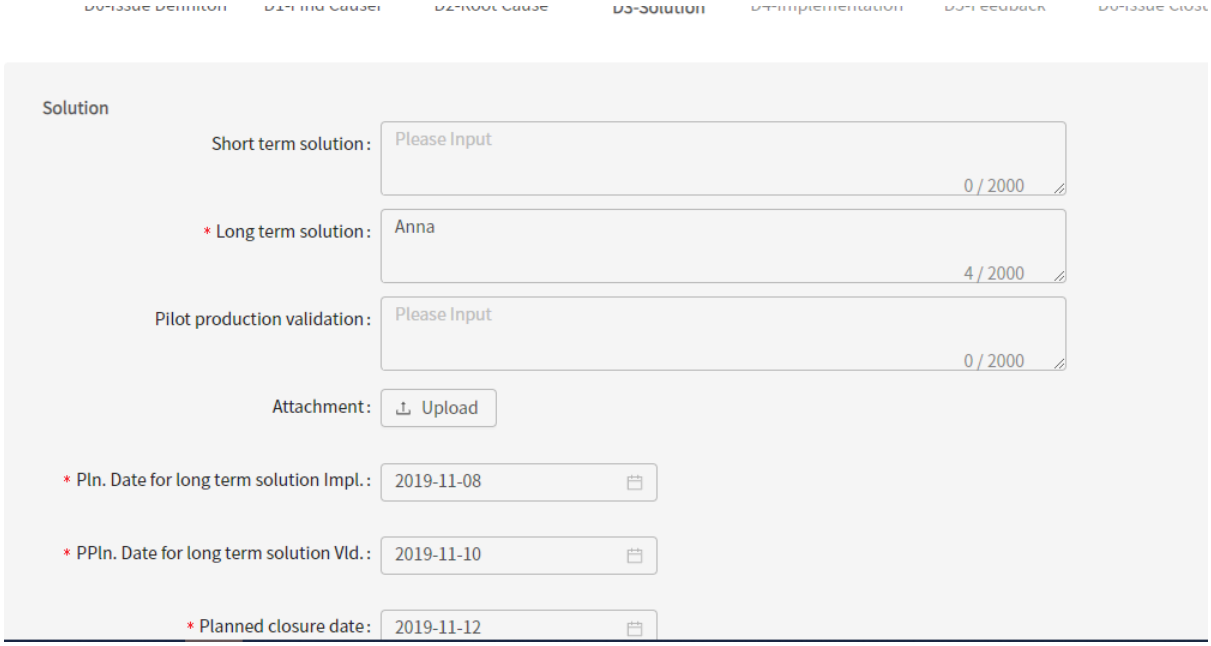
Finish the flow “Issue Reason”, then champion provide the issue solution, champion manager, champion director, step Monitor Co-chair, step Monitor will approve/reject this issue.

b) Step：

1. To-do

2. click “detail” to edit this issue.

3.15.1 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

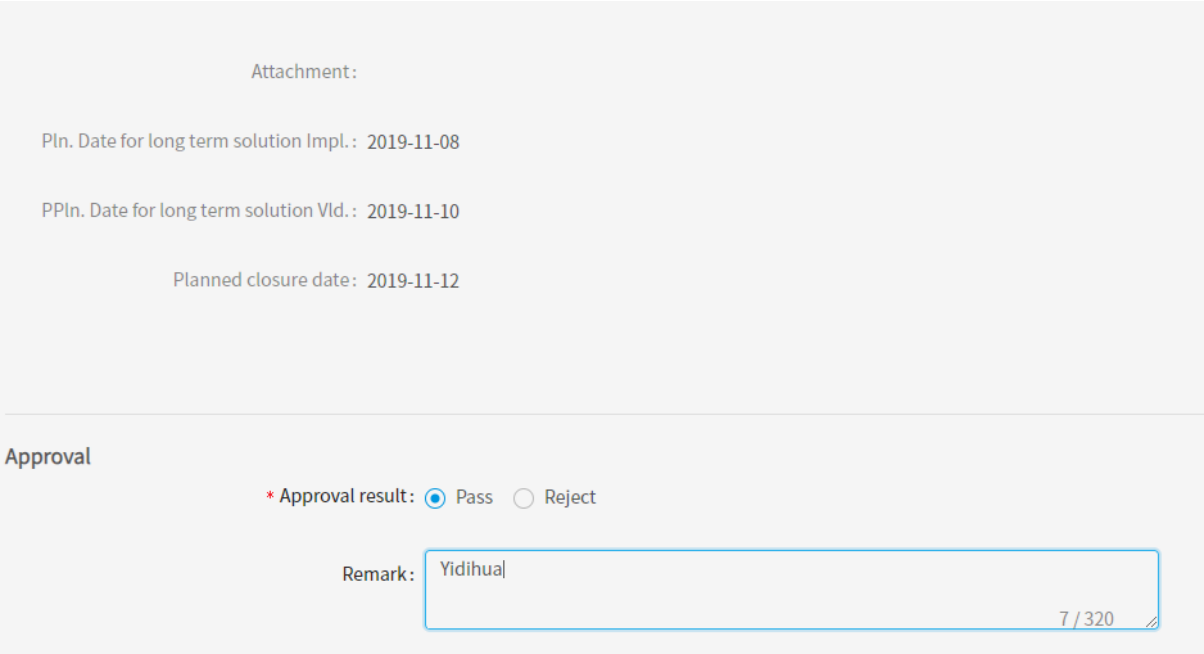
7. Reassign，this issue can be redistributed to this Champion in the same department.

3.15.2 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.

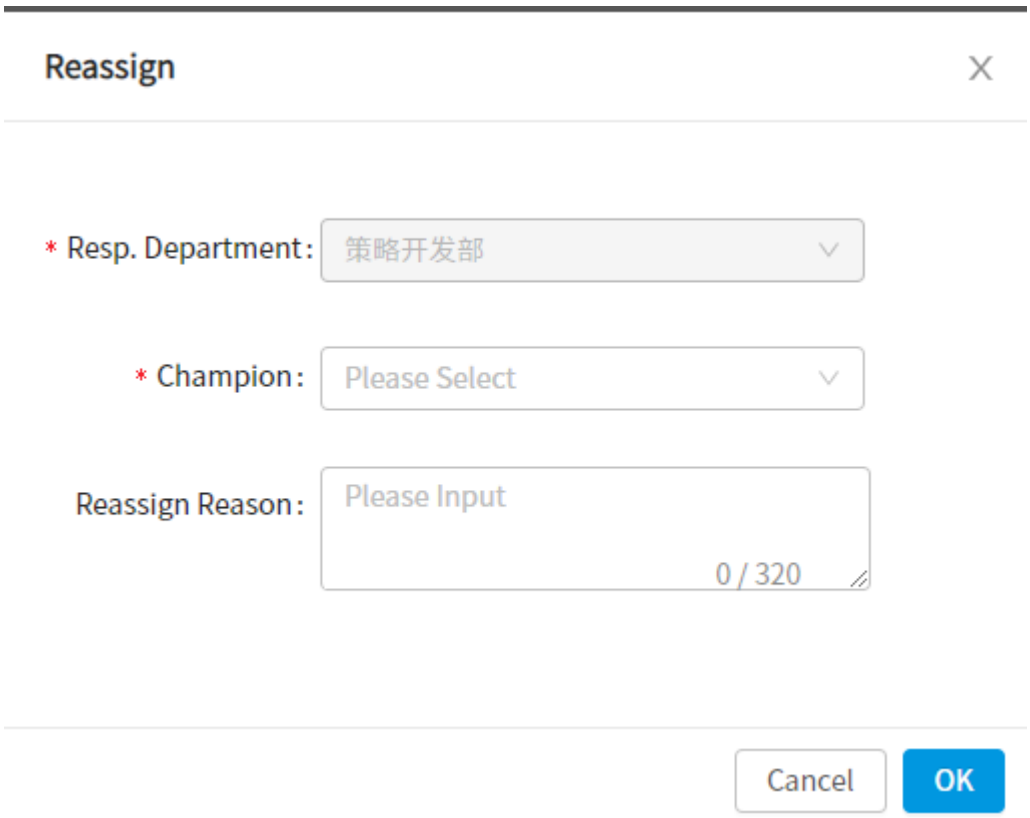


Description：

1. check the process progress, display the content

2. review the reason of this issue.

3.15.3 SM Reassign



description：

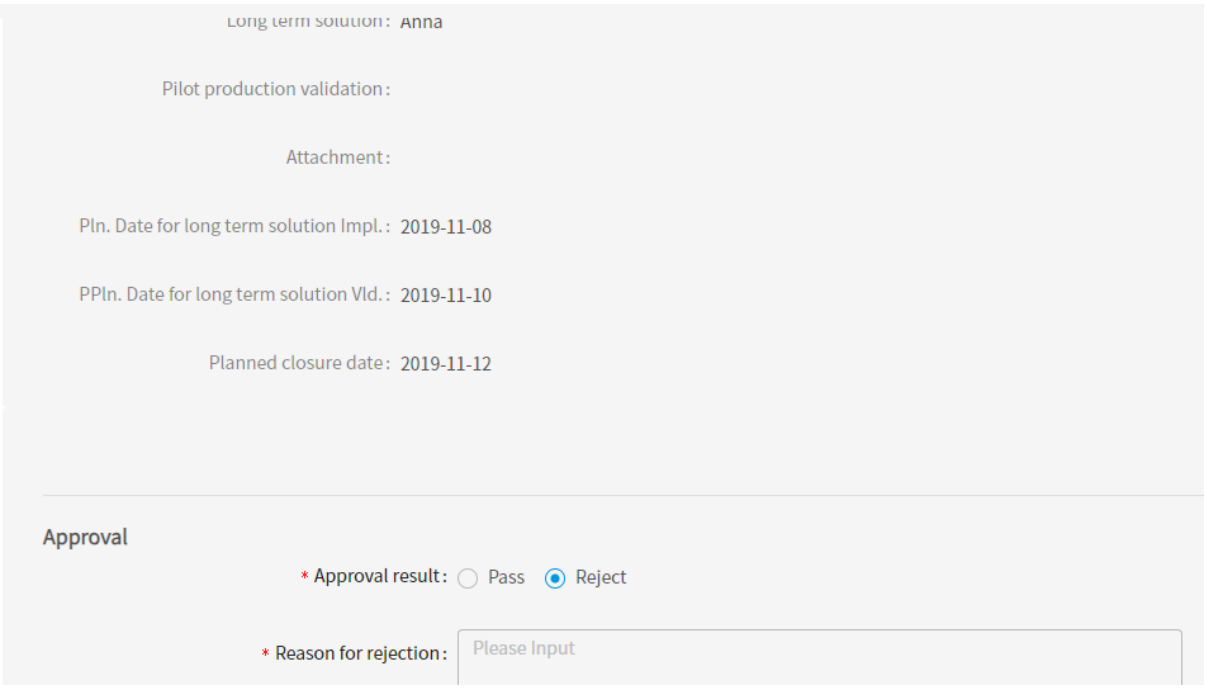
SM Review , then Reassign

3.15.4 Rejection

a) Step：

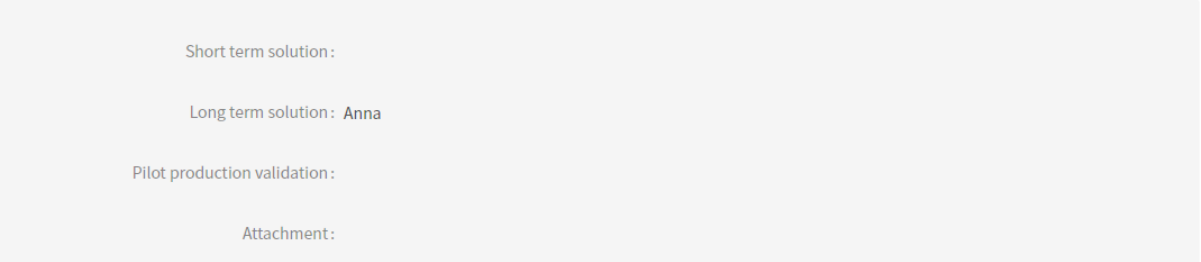
Issue Type A-B：Champion manager、Champion director、Step Monitor Co-chair、Step Monitor will approve/reject this issue.

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.



description：

1. check the reason

2. champion can edit this issue.

3.16 Issue Implementment (D4)

a) Business description:

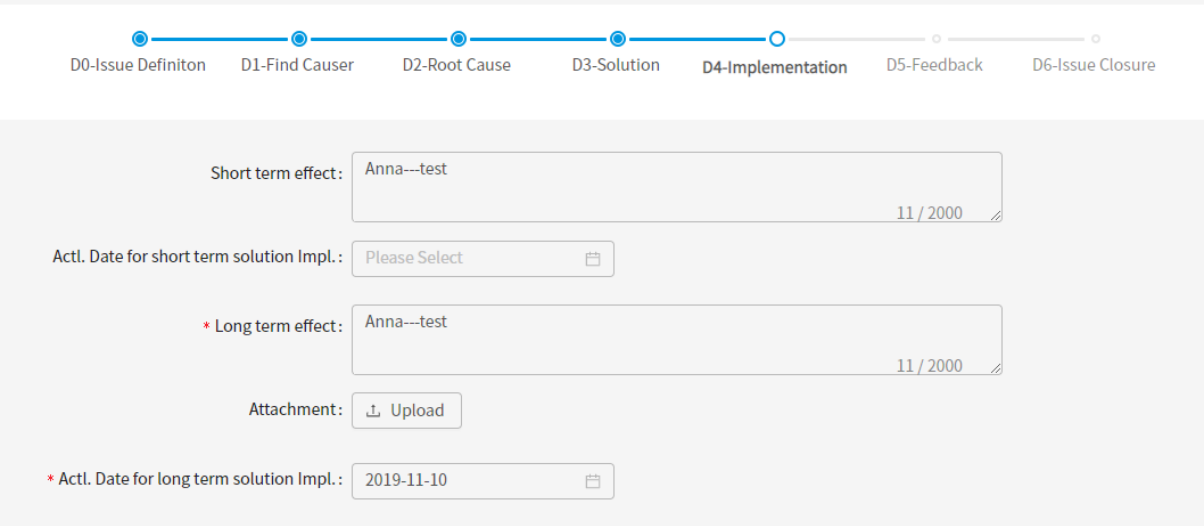
Finish the flow “Issue Solution”, then champion provide the issue solution, champion manager, champion director, step Monitor Co-chair, step Monitor will approve/reject this issue.

b) Step：

1. To-do

2. click “detail” to edit this issue.

3.16.1 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.

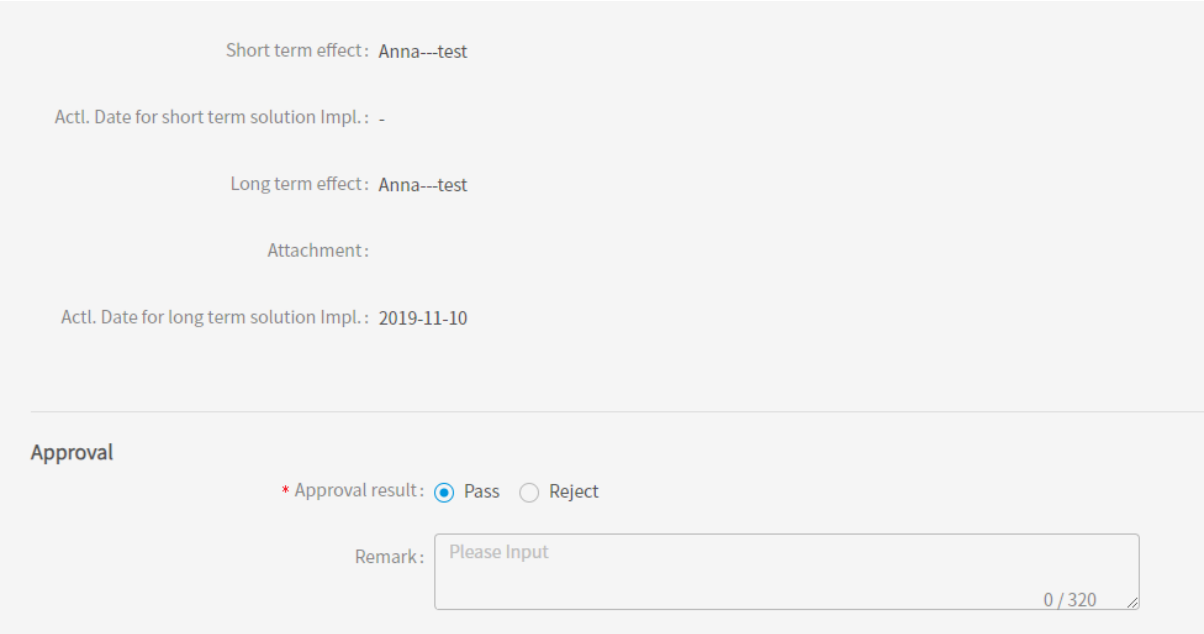
6. Records, display the issue flow

3.16.2 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.

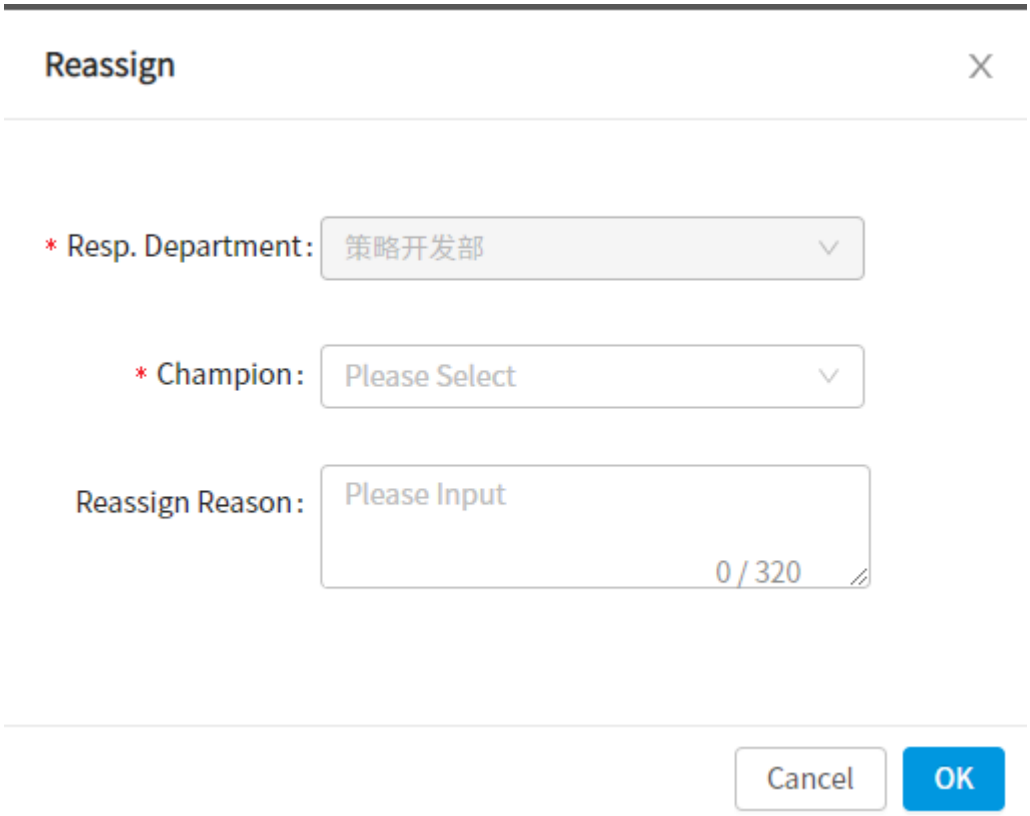


Description：

1. check the process progress, display the content

2. review the reason of this issue.

3.16.3 SM Reassign



description：

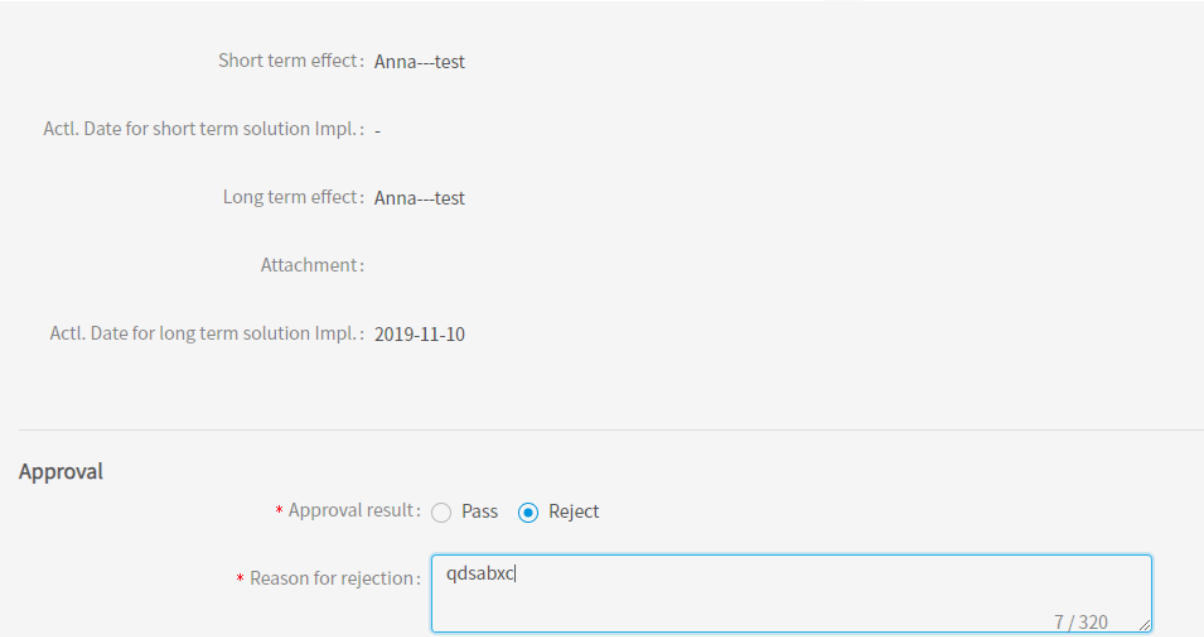
SM Review , then Reassign

3.16.4 Rejection

a) Step：

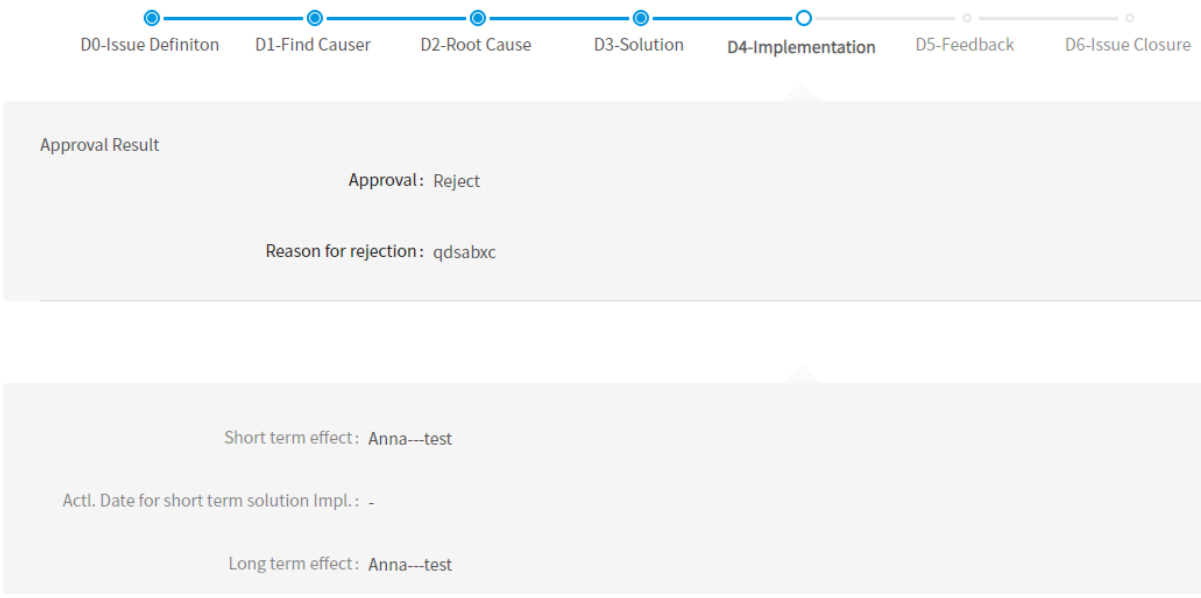
Issue Type A-B：Champion manager、Champion director、Step Monitor Co-chair、Step Monitor will approve/reject this issue.

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.



description：

1. check the reason

2. champion can edit this issue.

3.17 Issue Confirmation(D5)

a) Business description:

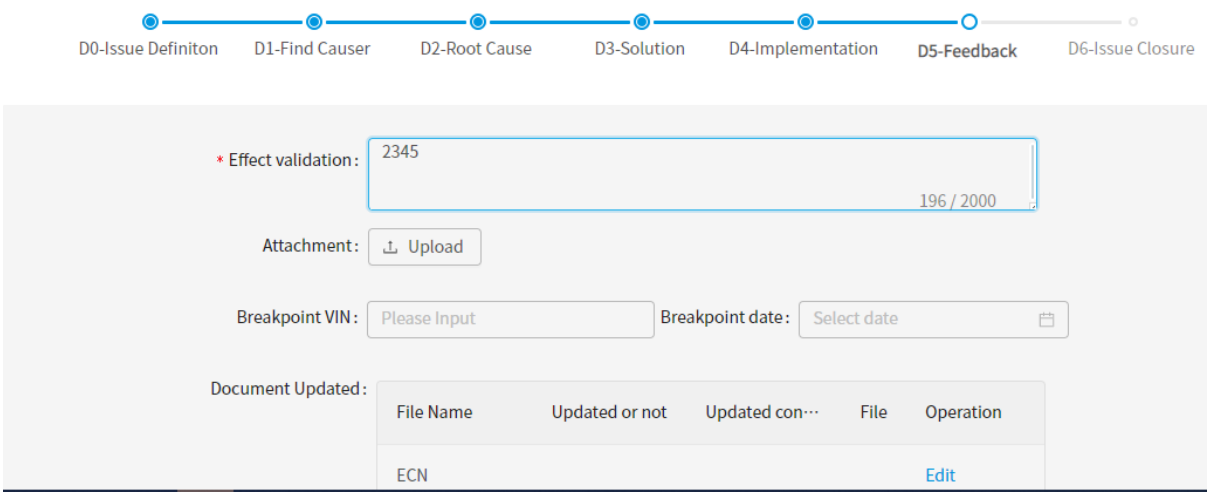
Finish the flow “Issue Solution”, then champion provide the issue solution, champion manager, champion director, step Monitor Co-chair, step Monitor will approve/reject this issue.

b) Step：

1. To-do

2. click “detail” to edit this issue.

3.17.1 Edit



Description：

1. Return, go back the prior page

2. Submit, the issue can be found in the tab “Done”

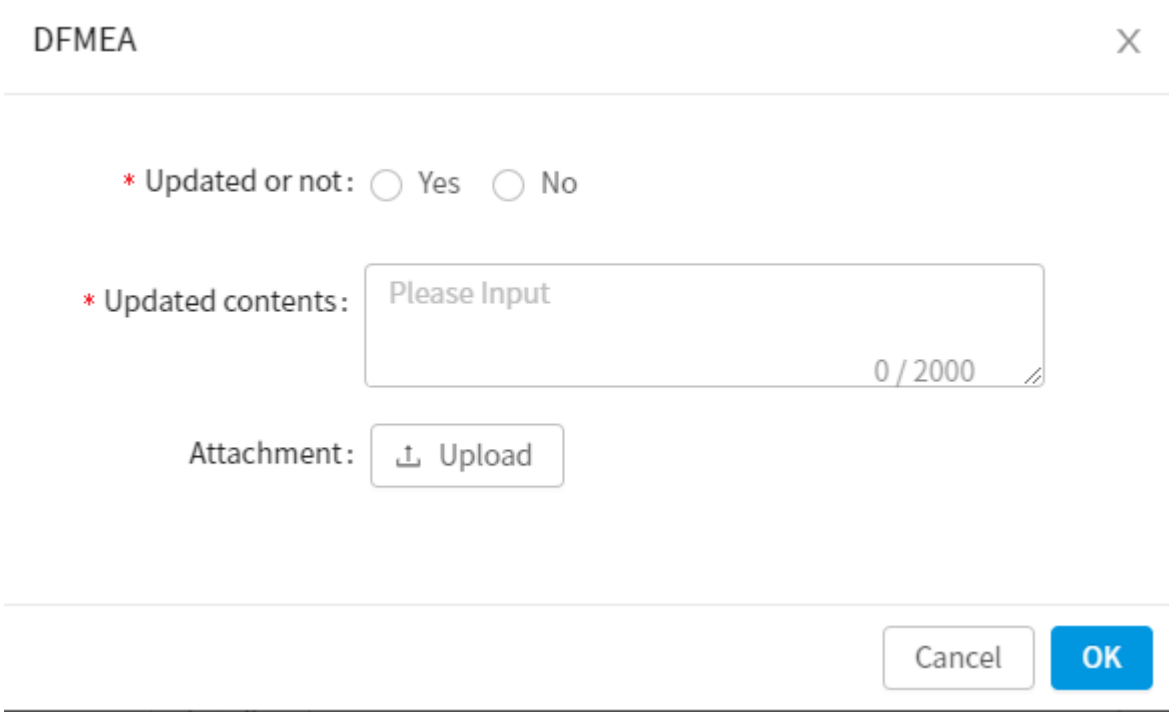
3. Save, the issue can be found in the tab “To-do”

4. Cancel, go back the prior page

5. Edit, the info of this issue can be modified.

6. Records, display the issue flow

a) Check if update the file



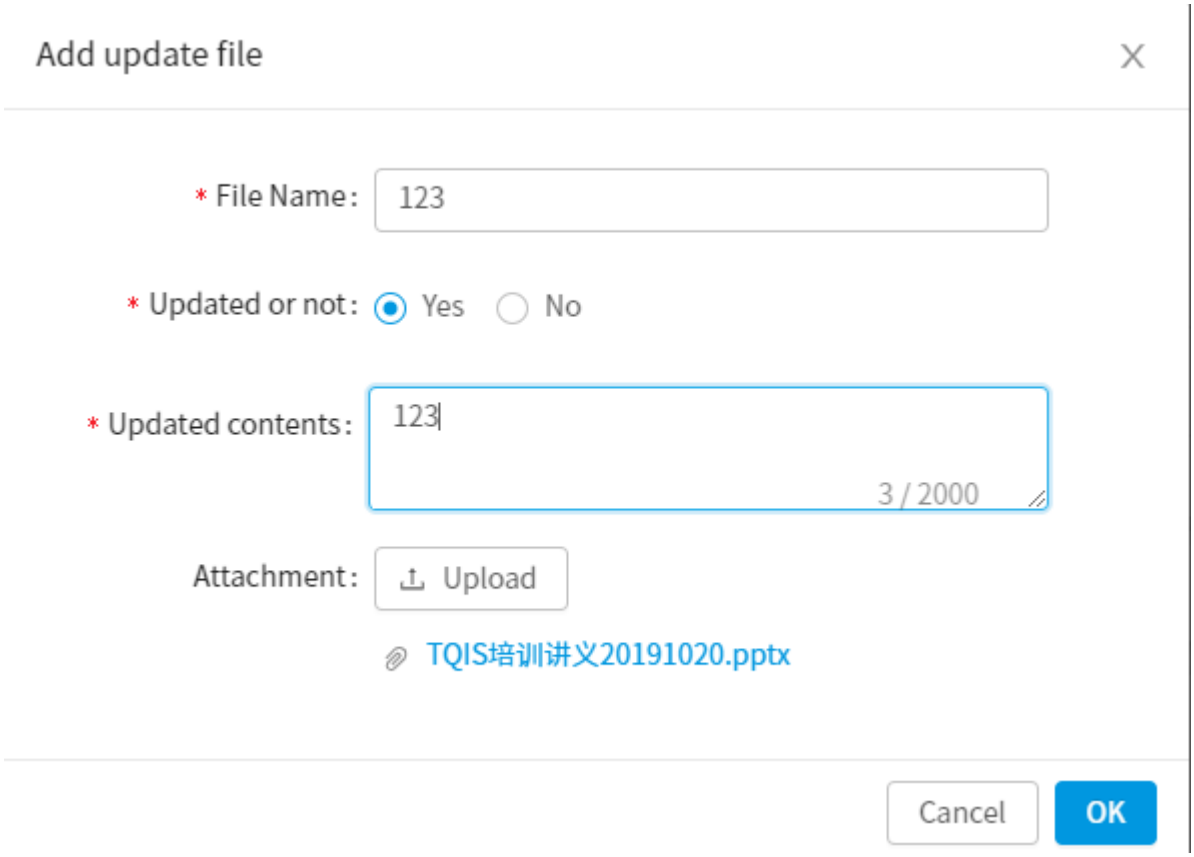
description：

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



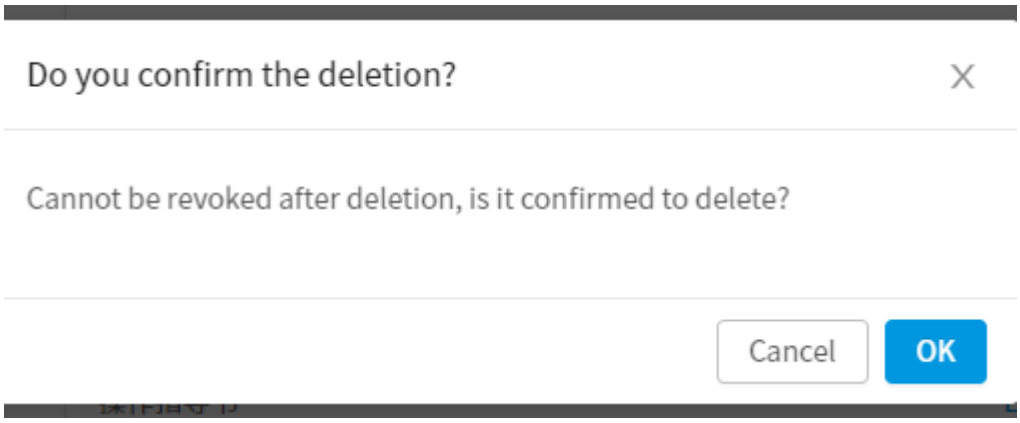
description：

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.

3.17.2 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

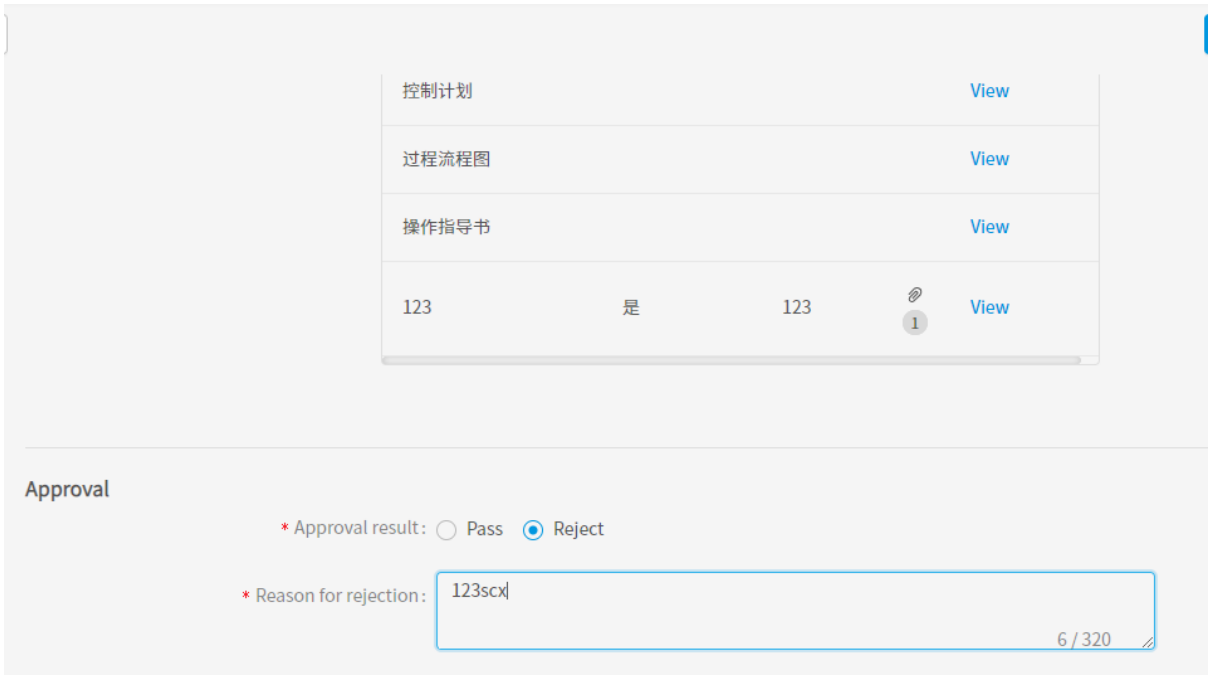
2. review the reason of this issue.

3.17.3 Rejection

a) Step：

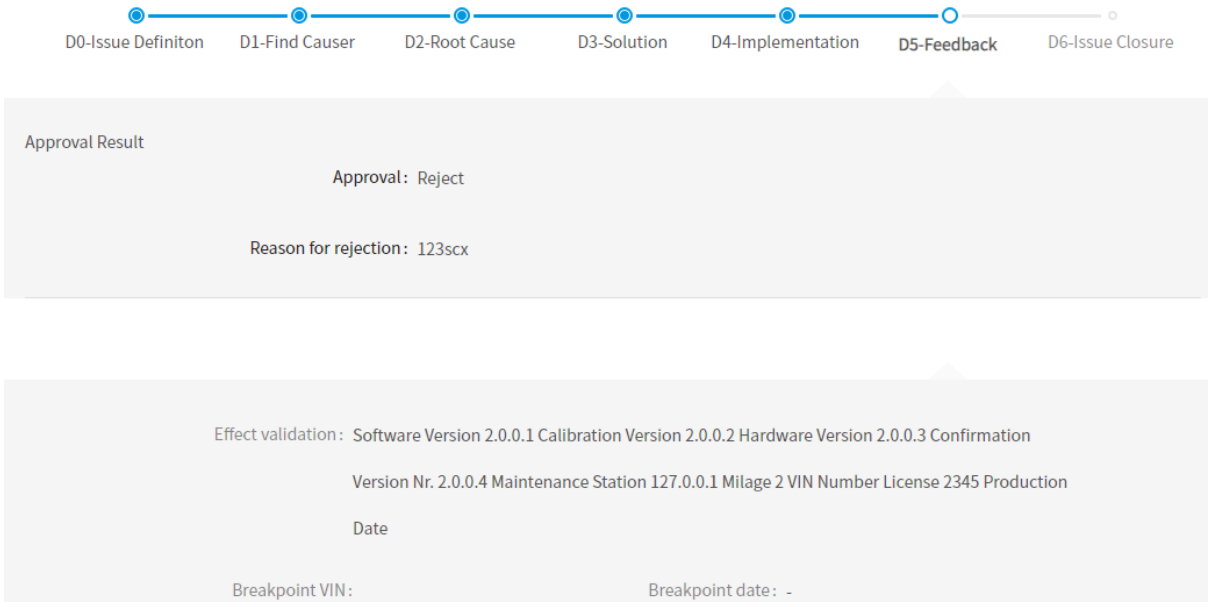
Issue Type A-B：Champion manager、Champion director、Step Monitor Co-chair、Step Monitor will approve/reject this issue.

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.



description：

1. check the reason

2. champion can edit this issue.

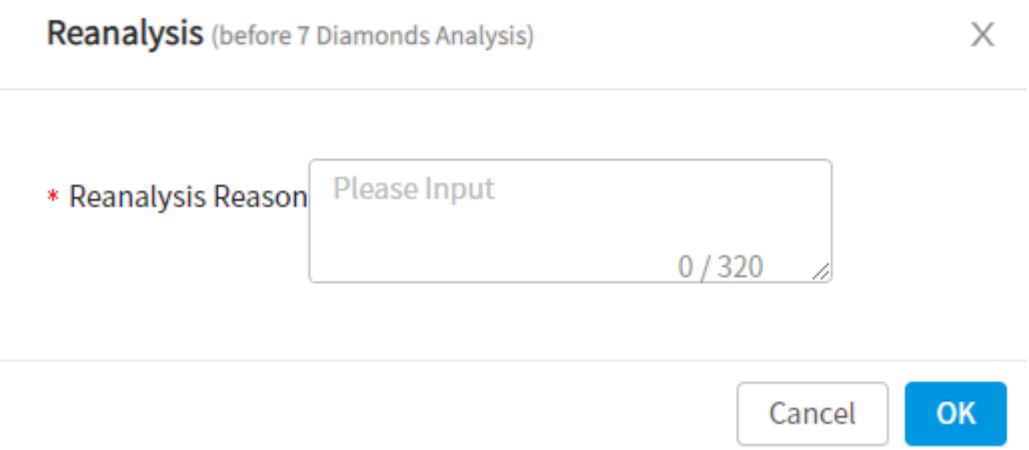
3.17.4 Issue Originator

description

1. check the reason

2. issue originator can edit this issue.

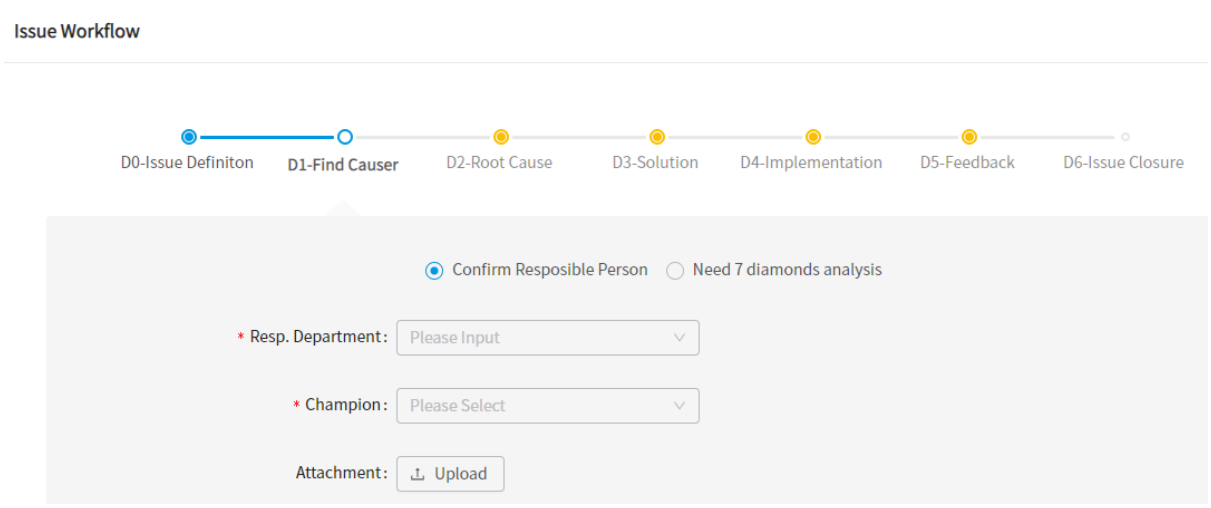
3.17.5 Issue Reanalysis



Description：

1. Step Monitor can reanalysis the issue to the other members.

2. Click the button, the issue can be confirmated again.



3.18 Close Issue(D6)

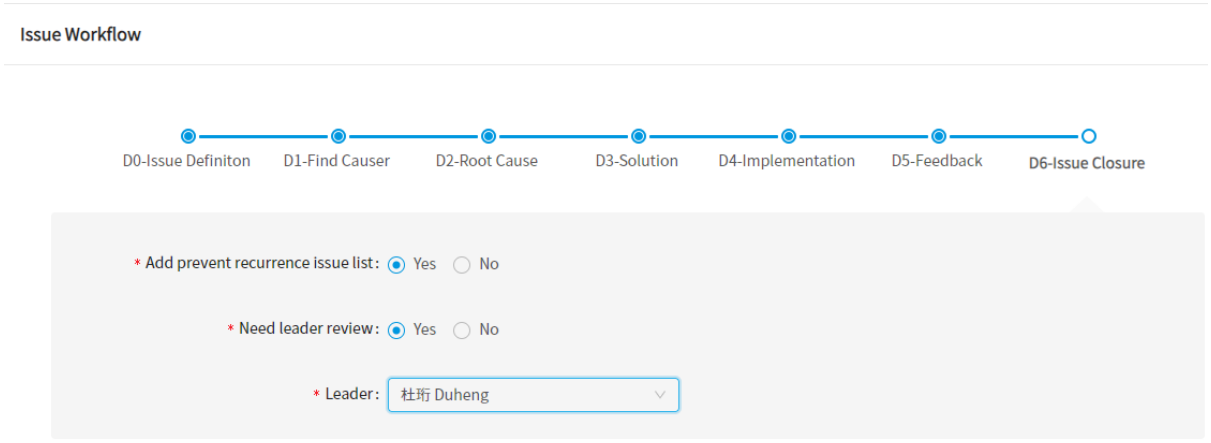
Finish the flow"Issue confirmation", Step Monitor can close this issue, then Step Monitor Director can approve/reject this issue.

a) Step：

1. To-do

2. click "detail" to edit this issue.

3.18.1 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

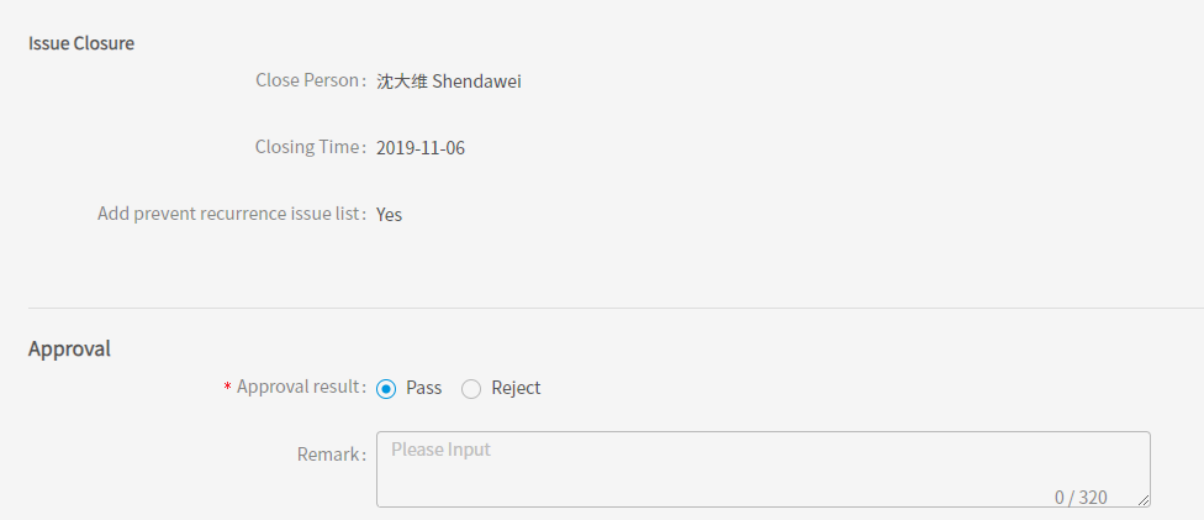
5. Edit, the info of this issue can be modified.

6. Records, display the issue flow

3.18.2 Additional Approvaltion

a) Step：

Step Monitor ->Step Monitor Director



description：

1. Step Monitor can select the step monitor director approval/reject this issue.

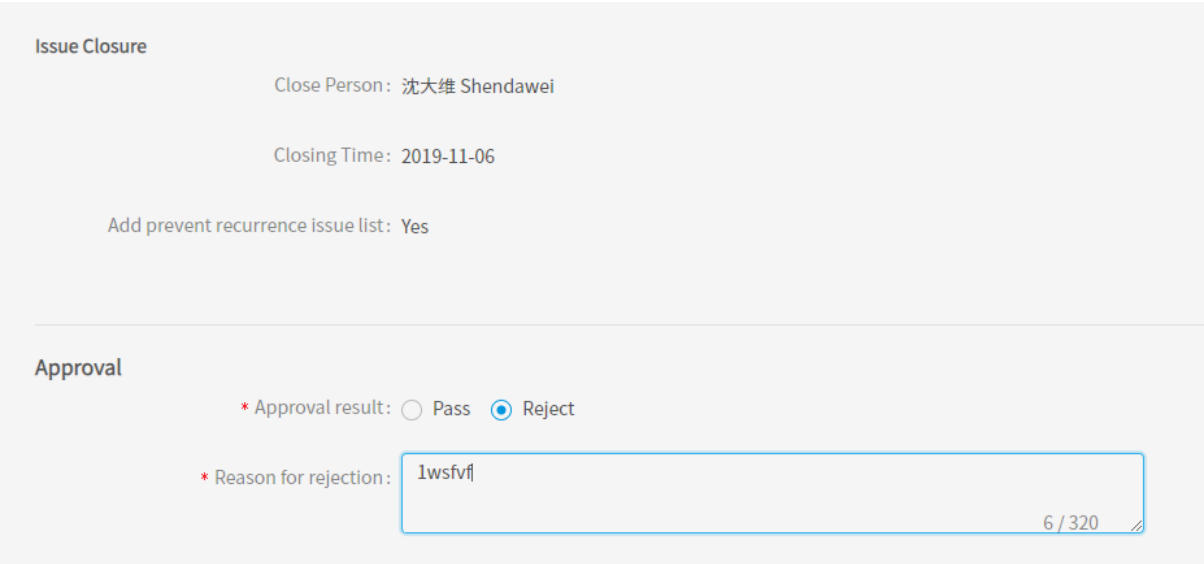
2. if the step monitor director approval this issue, then this issue is closed.

3. if the step monitor director reject this issue, then need Step Montior edit this issue again.

3.18.3 Rejection

a) Step：

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



description：

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.