8D Analysis Tool
User manual

Contents

1   Foreword

The 8D Analysis Tool is intended to support the audit process. The tool's design and content are based on the VDA Rotband 8D.

The Analysis Tool leads the user step-by-step through the entire process. The tool supports

- the product development process / serial production
- the service development process
- potential analyses

Evaluation criteria and grading standards are set out in VDA Rotband 8D. The online tool is not a replacement for VDA Rotband 8D but rather a supplementary interactive documentation and implementation tool.

The following processes can be carried out with the help of the tool:

Besides providing an introduction to technical functions and the technical structure of the tool, this handbook also provides information on IT functions such as data backups, restoring data etc.

1.1   Licence

The licence that you have acquired may only be used by the licence holder and may not be passed on to others. The number and type of devices that can be used is unlimited. The licence is valid for as long as the validity of the current Rotband. During this period, you will receive all patches and updates free of charge.
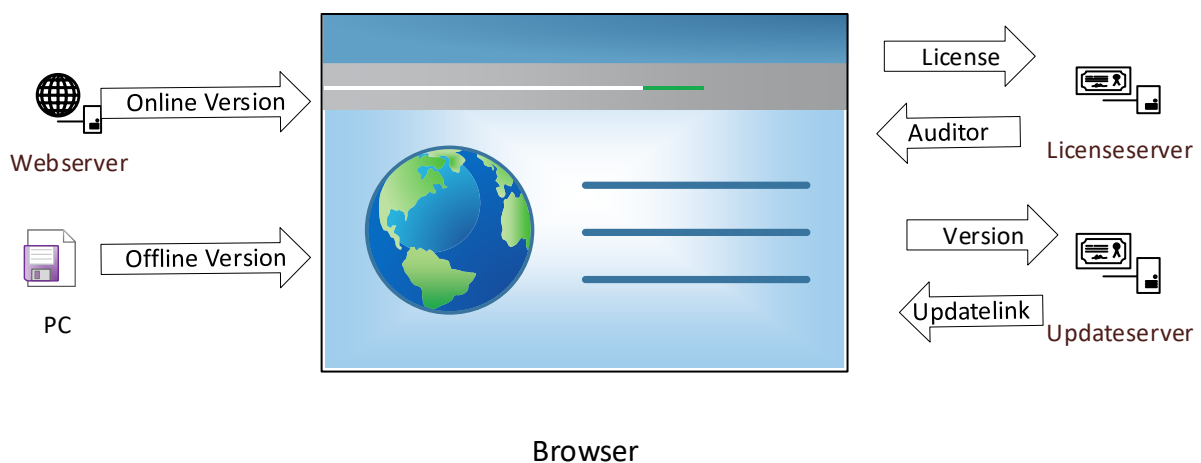
2   Description and installation of the tool

The tool is a web-based software, a browser is therefore required to use this product. However, just because a browser is used, this does not mean that there is also a permanent internet connection

and that data are being exchanged. The browser runs the programme and saves the data entered. The data are therefore stored in the browser and cannot be opened from within another browser. If you use Firefox and have the tool open in Chrome, you will not have access to your data. It is first necessary to interchange this data via a backup.

The tool is available in an online and an offline version. The figure shows that both versions must be run from a browser. The programme only communicates with a server when validating the licence and checking for updates. There is no other logging, communication or analysis of your data.

Your licence is sent to the server during validation and if the licence is correct, the first name, last name and company of the auditor is fed back.

Information on the version of the tool being used is sent when checking for updates. The server responds with yes or no and a link to the update.

Browser

2.1 Reports/ action plans / files

All documents and files created in the tool are available for download via the download function in your browser. Depending on your default settings, you will be asked whether you would like to save or run a file. In some browsers all downloads are saved in the browser's download folder. Reports and evaluation matrices are provided as PDF files. An excel document is created for the action plan. All data that you back up are stored in JSON format.

2.2 JSON file format

The tool uses the JSON format to create backups and exports. The JSON format is a structured text file which enables data to be filed away and then be imported again. You can edit the files again using the tool.

You can as well export a report into an xml file. An interface is needed to import that file.

2.3 Checking data retention settings/saving files

Before using the tool extensively, please check whether your browser deletes website data when the browser is closed. This is not the default setting of the browser and was activated at some point by

you or your IT. The tool can still be used in this case. However, you must create a backup every time prior to exiting the programme and import this backup again to continue working on your data. Should you still wish to delete all browser data every time you close the browser, we recommend that you use another browser which you could use exclusively for running the tool.

An active report is automatically added to the list of reports whenever it is printed or exported. When you create a new report or open another report, you will be asked whether the active report should be kept and added to the list of reports. A report selected from stored list can be edited directly.

2.4   Online version

The online version of the tool can be run immediately as Software as a Service. The VDA-QMC-Tool server is always required to launch the online version of the tool. All required data are downloaded from the server on start up and the licence is verified. After the data has loaded, the software runs in the user's browser. As long as the user does not exit the browser, an internet connection is no longer necessary.

The data entered do not leave the user's computer and are stored in the browser. Every browser has an in-built database and can save this data under the URL (https://8d-report.vda-qmc-tools.de) and re-load the data when the page is opened.

The advantage of using the online version is that every time you load the tool, you automatically load the most recent version.

2.5   Offline version / installation

The offline version is available as a ZIP file containing the full application. This file must be decompressed. On a Windows PC, you can open a ZIP file by double-clicking it and simply copying the folder in the ZIP file "8D Analysis Tool" to any space on your computer. By executing "start.html" you can launch the tool immediately. Please see section 2.3 "Supported browsers". Under "Settings", you must now enter the licence you have received. An internet connection is required to activate the tool and verify your licence.

After activation you can save the tool as a bookmark in your browser and use this to launch the tool in offline mode. It is not necessary to use the "start.html" every time.

Server: The tool can also be stored on a network drive which can be accessed by multiple users. In this case updates can be performed centrally. All users who have access to the tool have access to their own database.

Error message: All files in the tool must be fully decompressed before launching the tool, otherwise you will receive a warning: "8D-Analysis Tool ERROR: You are trying to open Start.html from within the zip file this won't work. Please unpack the 8D Analysis Tool folder by copying it out of the zip on your hard disk!"

2.5.1   14-Day Licence check

An activated licence remains permanently valid, however, after 14 days it will not be possible to print documents without the licence being verified on the licence server. This check is carried out every time the tool is started. To unblock the tool, you must ensure that you start it using an active internet connection.

2.5.2 Data stored differently in offline version

As previously mentioned, data from the tool is stored in the browser. The URL is your reference to this data. In the case of the offline version, your reference is the path to the start.html file (file:///.../Start.html). Renaming the folder in this path or moving the 8D Analysis Tool folder will mean that the reference is no longer correct, and the data cannot be loaded. Please carry out a backup beforehand.

By creating different folders with the tool, you can run multiple instances of the tool with your own data to edit different customers' reports separately.

2.6   Supported browsers

- Edge, Chrome, Firefox and Opera are fully supported but you must have the current version.
- Internet Explorer from Version 11 is supported in the online version but should not be used since this product works using old technologies and is not very fast. There is a workaround solution for using the offline version also in Internet Explorer.
    - Technical explanation: It is not possible to store data in the browser database in offline mode [file:///…]. However, a workaround solution is available and can be found in the folder of the offline version.
- Apple's Safari is not supported. This browser does not follow general standards and does not support the generation of PDF files. It is not possible to print reports using this browser.

3   Technical introduction

When using this tool, you will encounter the following functions:

- All reports
- Backup
- Import backup
- Edit report
- Export report
- Import report
- Delete report
- Reset database

3.1   Backup

It is very important to backup your data. In addition to the manual backup described below, the tool also has an automatic backup feature which is used whenever something on the website is changed. This backup is conducted automatically when the tool is first launched, after this the interval until the next backup can be selected under settings, the default setting is 14 days.

Create a backup on close after x days automatically (0 or Empty = Everytime)	14

If you change the setting to 0, a backup will be carried out every time a change is made to the browser website. The maximum value that can be entered is 365 days. **Exiting the browser can block this function, since the browser disables the execution of other functions. You will be warned by default message before leaving the page that some data hasn't been saved. Remain on that page to save the backup file.**

You will know that a backup is being generated as a "8D-Tool-Backup" file is downloaded. Please save this file in a secure place.

3.2   Backups - how to secure data entries you have made

As soon as you have entered your first set of data, you should secure this data using the backup function. The "backup" function can be found in two places:

1. Click on the "Settings" -> Backup & Database" menu and scroll down to the bottom of the page. Then click on the "backup" button.
2. Click on the "Start" menu on the homepage and select the "backup" function.
3. When the programme is closed, an automatic backup function is activated. You can select the number of days under "Settings".

In all cases a pop-up window opens in which you confirm your decision to "save file" by pressing the OK button or an automatic download starts. This file is generally stored in the download folder.
Every time you create a new backup, a new backup file is generated. The old one is not replaced.

3.3   Restoring data from a backup - re-importing backed-up data

Under certain circumstances it might make sense or be necessary to make previously backed-up data available again. This could be the case if, for instance, you

- carry out a browser update
- have activated the function "reset database" by accident
- have accidentally entered incorrect data and would like to resume work on the document from the previously saved status of the database.

The "import backup" function can be found as follows:

1. Click on the "Settings" menu and scroll down to the bottom of the page. Then click on the "import backup" button.

Once you select "import backup", a pop-up window will open. Here you first select where the backup is stored - often the download folder - and then select the desired file to be imported.
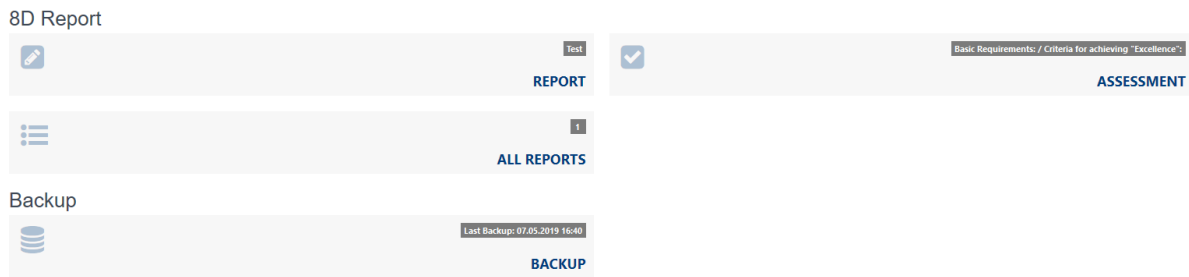
3.4   Creating a new report

To create a new report, first select the start button. After entering the Head Data please follow the 8D steps. Once you have entered all report data, create a backup to also secure the newly entered report data.
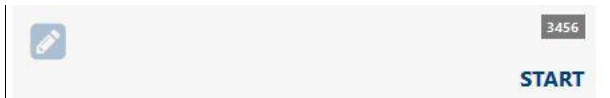When you print the newly created report, this is then filed and can be found under "all reports".
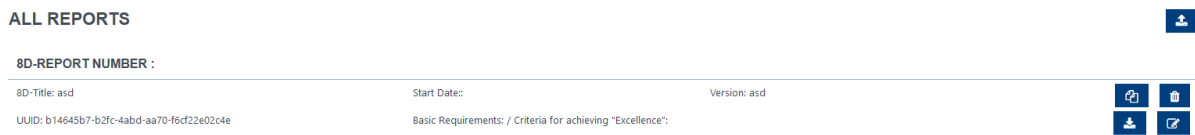
3.5   Editing existing reports

In "All Repots" you can access all existing and saved reports. You can find this option on the start page as well.

8D Report

✏️	Test REPORT	☑️	Basic Requirements: / Criteria for achieving "Excellence": ASSESSMENT
☰	1 ALL REPORTS		

Backup

🗄️	Last Backup: 07.05.2019 16:40 BACKUP

You can directly access the most-recently edited report by clicking on the start button of the relevant report type. The report can be identified using the report number.

✏️	3456 START

If several reports have already been created in one of the categories, these are listed under "all reports", as can be seen in the image below.

ALL REPORTS   ⬆️

8D-REPORT NUMBER :

8D-Title: asd	Start Date::	Version: asd	🗗 🗑️
UUID: b14645b7-b2fc-4abd-aa70-f6cf22e02c4e	Basic Requirements: / Criteria for achieving "Excellence":		⬇️ ✏️

Here you can also choose to "delete report" and "export report".

3.6   Exporting reports

To back-up an individual report please use the "export report" function. The export file is stored as "Report_3456.json" (example file name) in the downloads folder. This means you can re-import this report to make further changes to it if necessary. **We recommend that the JSON document and PDF of completed reports are stored together.**

3.7   Importing reports

The "import report" function enables you to upload previously saved and exported reports back into the tool for further editing. First select the backup location and then select the desired *.json file. The tool automatically identifies a report based on its data structure and inserts it into the correct storage place. The tool also recognises whether the file is a backup and loads this backup if you confirm this in the pop-up window.

Every report is assigned a unique ID (unique identification number) when it is imported. The tool verifies whether this ID already exists and asks the user again whether he/she really wishes to overwrite an existing report.

3.8   Deleting reports

You can also delete individual reports in "All Reports" menu item. Select the report with the desired report number and click on the "delete report" function.
Please be aware that deleting the report means that it is only possible to re-import the report for further editing if you have previously exported the report.

3.9 Copying reports

It is also possible to copy a report. The tool automatically removes values that will be changed. First, the first auditor is set as the user of the tool. Then the data fields report number, report date and audit date are cleared. If an audit is repeated, you can view and correct previous results.

3.10 Resetting the database

The "reset database" function deletes all active data from the tool. This includes all current settings and previous entries in the various fields. All previously exported reports and the completed backup are unaffected by this function and are still available after a reset.
After resetting the database, individual reports can be re-imported. The backup can also be re-imported.

4 Menu

The menu is displayed as a minimal version and on the primary level, the menu only contains the link to your own settings and the links to the process audits and potential analyses. Behind the above-mentioned menu items is the following, detailed overview, which cannot be found in the tool itself in this form. This list should simply help you better understand the structure of the tool.

Overview

- Start
- Settings

8D

- Report
    - Head Data
    - D1-D8 (print at D8)
- Assessment
- Templates

5 Settings

Under "Settings" you can enter your licence and other default settings. In addition to these options you can import backups at "Settings->Backup & Database" and fully delete the database.

5.1 General

5.1.1 Licence

Please enter the licence number here which you received per email after purchasing the product from the shop and naming the licence holder. The licence is immediately verified, and you will then be informed whether the licence is valid. Under "Auditor", the same name as the auditor provided in the webshop should be entered. If, after entering a correct serial number, 5 blocks each with 5 characters appear and the last block ends in X8DXX, check the internet connection and contact IT to see if a firewall is causing the problem. The address https://vda-qmc-tools.de must be reachable.

5.1.2 Language

The set-up language of the tool is chosen based on the language of the browser but can be changed at any point. Changing the language at this stage also changes the language of the questions and all terms supplied in the tool and report printout. Textual inputs are not affected.

The tool is delivered with all languages and can display these in the browser.

5.1.3   Author/Auditor

The name of the auditor is automatically fed back from the server after the correct serial number is entered and cannot be changed. It can only be changed if the licence holder is changed.

5.1.4   Audit organisation

The audit organisation is fed back with the licence but can be amended.

5.1.5   Logo

You can select a logo which is both displayed in the software and printed on the reports. There should not be any problem with displaying the logo in the browser. However, it can be problematic printing logos without a background. For this reason only logos in JPEG format are supported.

6   Questions, answers and updates

6.1   FAQ

FAQs have been compiled for the tool which are available in English. Send us your questions so that all other tool users can benefit from the answers provided.

6.2   Patches und Updates

The tool is continually being improved. A tool notification will inform you in the offline version about an official update. Patches are provided automatically, you won't be actively informed about these since you are not always necessarily affected by a patch (e.g. improvements made in one of the tool languages). Only in the offline version do patches and updates have to be manually performed. When a patch is provided, the server is updated and the online version delivers the current version when it is loaded again.

To perform an update or patch in the offline version, you must download the current version of the tool. You will receive this version via an email link, the update site in the case of an update, or via this link. After downloading the current version, you can overwrite your old 8D Analysis Tool using the existing folder from the ZIP file. When copying the files, you confirm that all data should be overwritten. You will now have the current version of the tool. Even if no data losses can occur, we recommend creating a backup before every update.
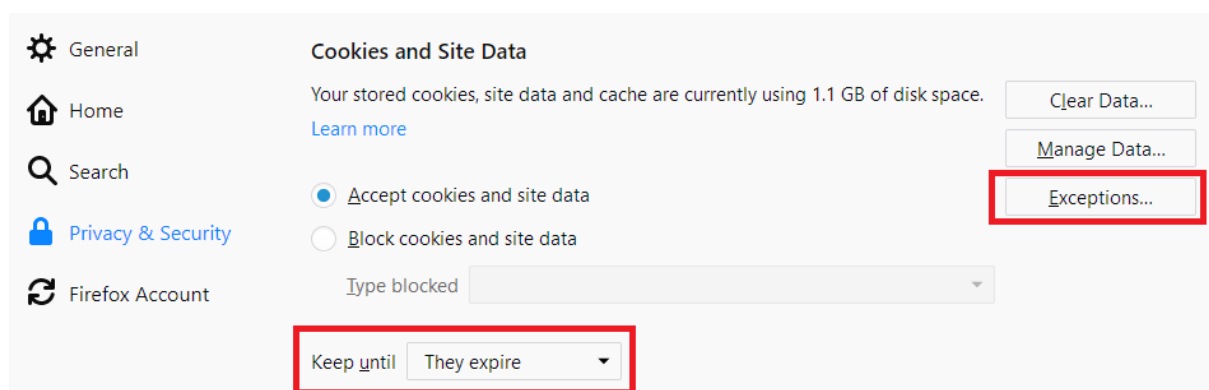
6.3   Deactivating the delete browser history function

To use the tool as creators intended, browser data should not be deleted every time the tool is closed. This also affects the part of the browser with the databases in which the 8D Analysis Tool data are stored.
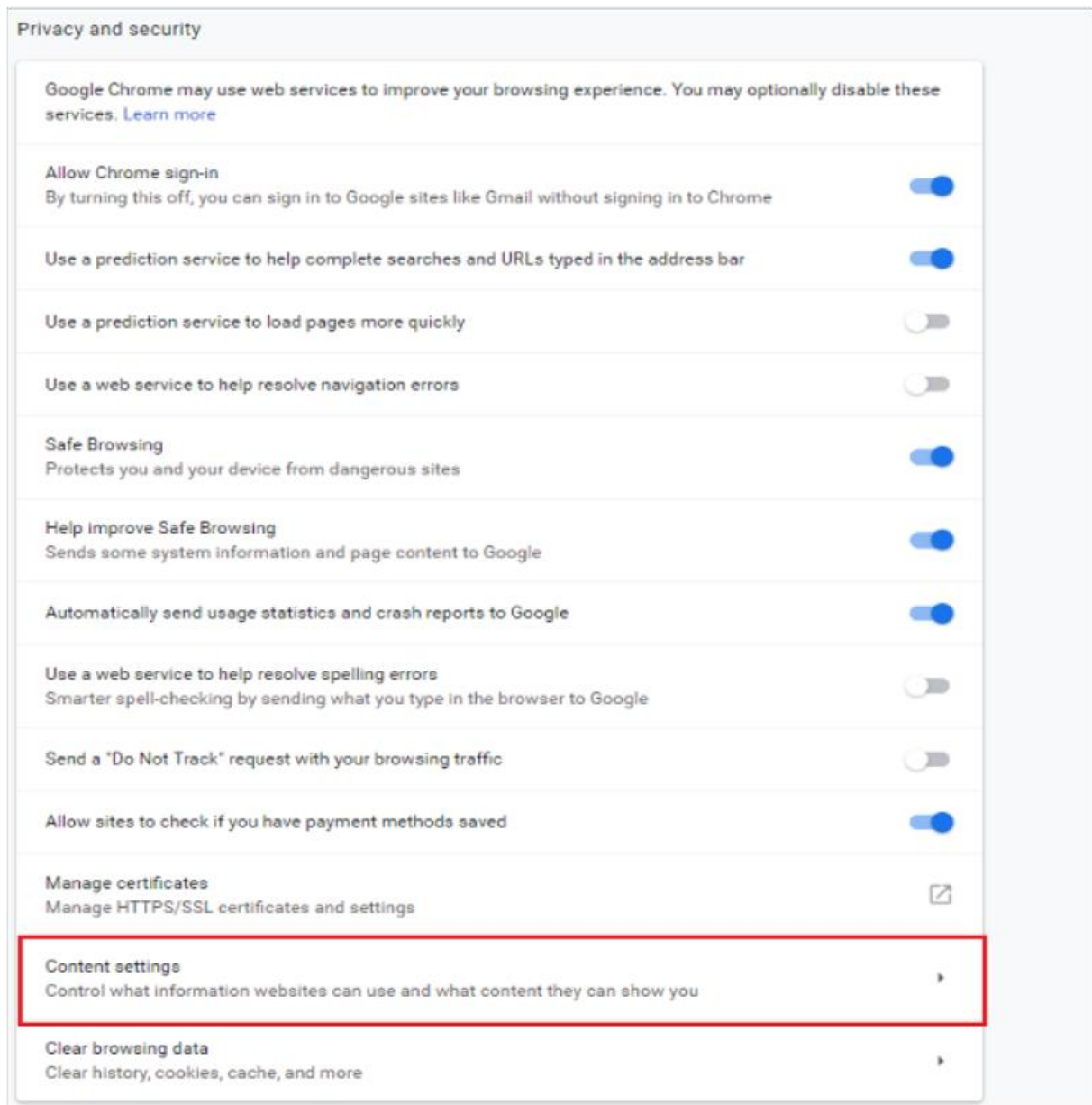
6.3.1   Firefox
You will find this function in "Options" in Firefox, then in "Privacy & Security" in the menu on the left.

In Firefox you have the possibility to choose to use this function in general or just for the 8D Analysis Tool. Under the sub-item "Cookies and Site Data", you can set an exception by entering the address of the tool. For the online version this address is https://8d-report.vda-qmc-tools.de. For the offline version, no exception can be made. Alternatively, you can also change the "Keep until" function to "they expire".
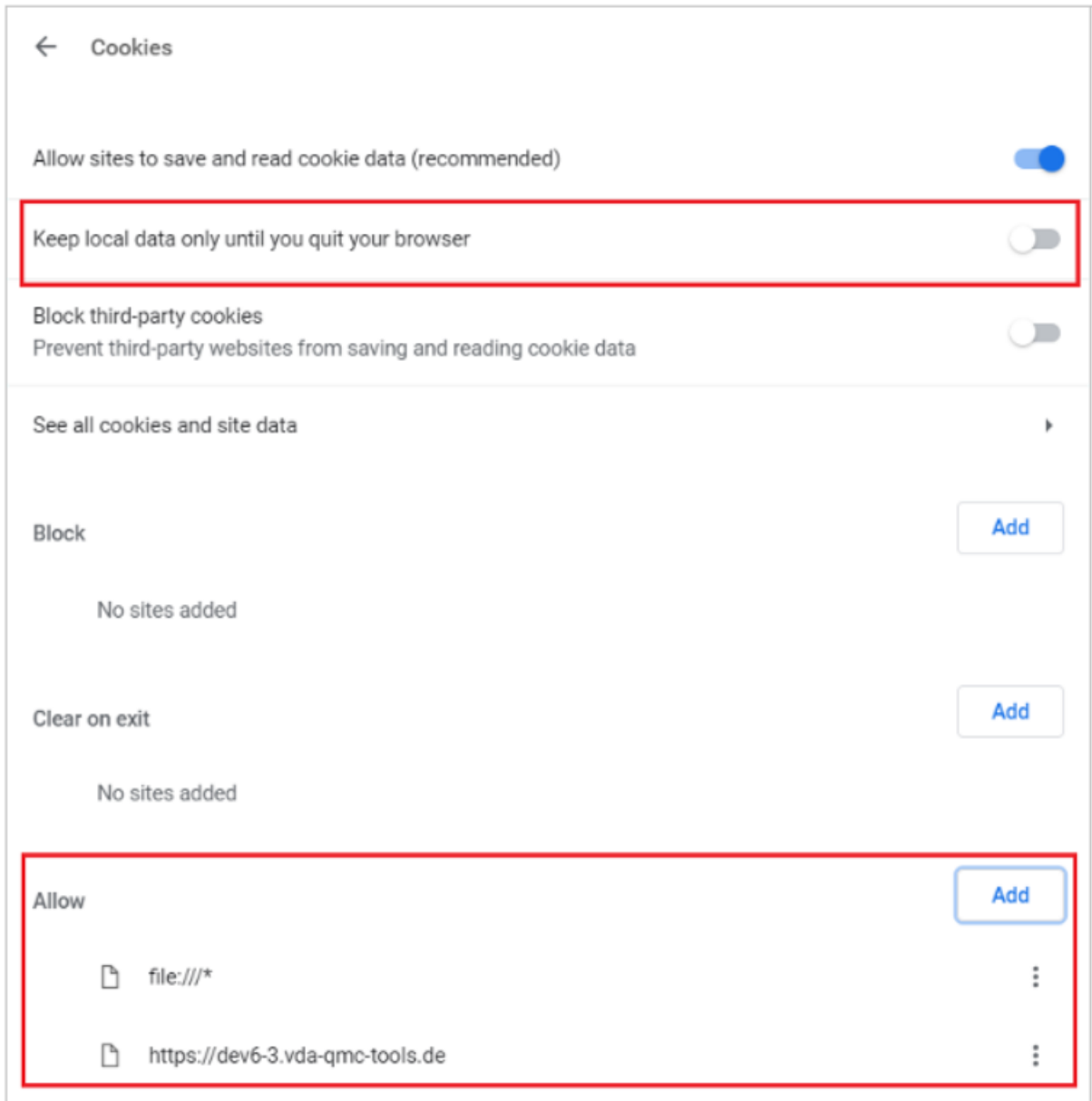
6.3.2 Chrome

You will find this function after opening the other points under Settings in Chrome by clicking on "Advanced" at the bottom of the page. In "Privacy and security", you will find "Content Settings" at the bottom. In this menu you will find the item "Cookies".

After the Cookies sub-menu opens, you can deactivate the function "Keep data until you quit your browser". From this point forward, data can be stored in the long term in the browser. It is also possible to create an exception for the online version by entering the URL "https://8d-report.vda-qmc-tools.de" and for the offline version "file:///*"

6.3.3   Edge
You will find this function in Edge in Settings, then the "Select elements to be deleted" in the "Delete Browser Data" menu item. The function "Keep local data only until you quit your browser" must be switched to "off".