
VDA Analysis Tools

User manual

Contents

| | | |
|-------|--|---|
| 1 | Foreword | 3 |
| 1.1 | Licence | 3 |
| 2 | Description and installation of the tool..... | 3 |
| 2.1 | Reports/ action plans / files | 3 |
| 2.2 | JSON file format..... | 4 |
| 2.3 | Checking data retention settings/ saving files | 4 |
| 2.4 | Online version | 4 |
| 2.4.1 | 14-Day Licence check | 4 |
| 2.5 | Supported browsers | 4 |
| 3 | Technical introduction..... | 5 |
| 3.1 | Backup | 5 |
| 3.2 | Backups - how to secure data entries you have made | 5 |
| 3.3 | Restoring data from a backup - re-importing backed-up data | 5 |
| 3.4 | Creating a new report..... | 6 |
| 3.5 | Editing existing reports | 6 |
| 3.6 | Exporting reports..... | 7 |
| 3.7 | Importing reports | 7 |
| 3.8 | Deleting reports..... | 8 |
| 3.9 | Copying reports | 8 |
| 3.10 | Using a report as a template..... | 8 |
| 3.11 | Resetting the database | 8 |
| 4 | Menu | 8 |
| 5 | Settings..... | 9 |
| 5.1 | General | 9 |
| 5.1.1 | Licence..... | 9 |

| | | |
|-------|--|----|
| 5.1.2 | Language | 9 |
| 5.1.3 | Author/Auditor | 9 |
| 5.1.4 | Audit organisation | 9 |
| 5.1.5 | Logo..... | 9 |
| 5.1.6 | Head of audit department..... | 9 |
| 5.1.7 | Print Settings | 9 |
| 5.1.8 | Application Settings | 9 |
| 5.2 | Address book..... | 10 |
| 6 | Product development process / Serial production - input mask..... | 10 |
| 6.1 | Header data..... | 10 |
| 6.2 | Questions: Process audit..... | 12 |
| 6.3 | Evaluation matrix..... | 13 |
| 6.4 | Report | 13 |
| 6.4.1 | Images..... | 13 |
| 6.4.2 | Using additional grading standards specific to your company..... | 13 |
| 6.4.3 | Grading monitor | 14 |
| 6.4.4 | Further entries..... | 14 |
| 6.4.5 | Print report..... | 14 |
| 6.5 | Management of requirements and gradings | 14 |
| 6.5.1 | Setting the language | 15 |
| 6.5.2 | Company-specific minimum requirements and examples..... | 15 |
| 6.5.3 | Defining additional grading standards specific to your company | 15 |
| 6.5.4 | Using additional grading standards specific to your company..... | 16 |
| 6.6 | Displaying a report in diagram form and comparing reports | 16 |
| 6.6.1 | Selecting reports..... | 17 |
| 7 | Other reports | 17 |
| 7.1 | Process audit service development process | 17 |
| 7.2 | Potential analysis..... | 17 |
| 8 | Questions, answers and updates | 18 |
| 8.1 | FAQ | 18 |
| 8.2 | Patches und Updates | 18 |
| 8.3 | Deactivating the delete browser history function | 18 |
| 8.3.1 | Firefox | 18 |
| 8.3.2 | Chrome..... | 18 |
| 8.3.3 | Edge | 20 |

1 Foreword

The VDA Analysis Tools is intended to support the audit process. The tool's design and content are based on different VDA volumes:

The VDA Rotband 6.3

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

The VDA Rotband 6.7

- the single product report
- potential analyses

The Field Failure Analysis & Audit Standard

- Field failure analysis report

Evaluation criteria and grading standards are set out in the VDA volumes. The online tool is not a replacement for the volume 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 using the web address and will be downloaded into your browser cache and be offline usable. The programme only communicates with a server when validating the licence and downloading 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.

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.

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 then import this backup again to continue working on your data. Should you still wish to delete all browser data every time you save, we recommend that you open another browser which you could, for instance, use exclusively for running the tool.

An active report is automatically saved 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 saved. A report on file can also be edited directly whilst loading.

2.4 Online version

The online version of the tool can be run immediately. All required data is downloaded from the server and the licence is verified. After the data has loaded, the software runs in the user's browser and can be started without an internet connection as long the user does not clear his browser cache/history.

The data entered does not leave the user's computer and is stored in the browser. Every browser has an in-built database and can save this data under the URL (<https://vda6-3.vda-qmc-tools.de>) and re-load the data when the page is opened..

2.4.1 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 launched. To unblock the tool, you must ensure that you launch it using an active internet connection.

2.5 Supported browsers

- Edge, Chrome, Firefox and Opera are fully supported but you must have the current version.
- Internet Explorer from Version 11 is supported but should not be used since this product works using old technologies and is not very fast.
- 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 know that a backup is being generated as a “VDA63-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. 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 a file is downloaded to your Downloads folder.

Every time you create a new backup, a new backup file with the name “Analysis-Tool-Backup” is generated.

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

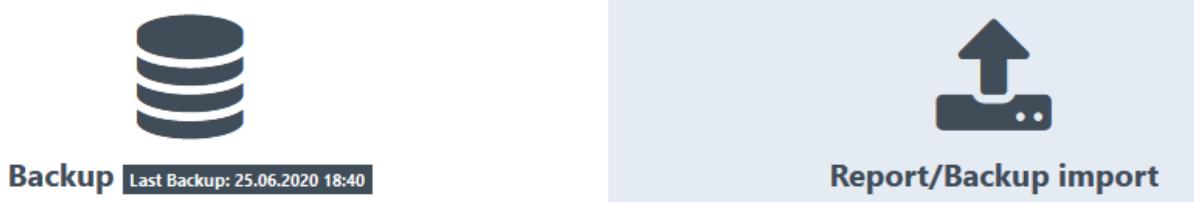
Under certain circumstances it might make sense or be necessary to make previously backed-up data available again. This could be the case if, for instance, you

- carry out a browser update

- your browser's cache was deleted
- you want to change your device

The “import backup” function can be found as follows:

1. Click on the “Settings->Backup & Database” menu and scroll down to the bottom of the page. Then click on the “import backup” button.
2. Alternatively you can find the “Import Backup/Report” Button on the start page

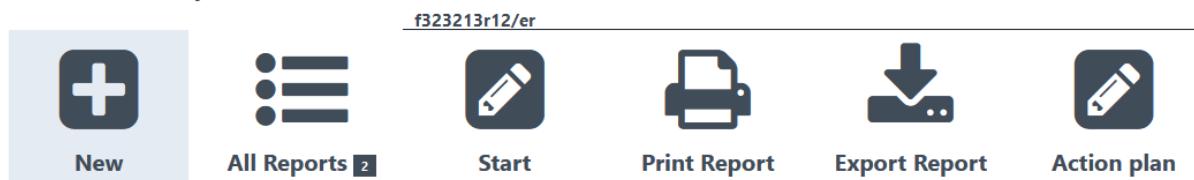


Once you select “import backup”, a pop-up window will open. Here you first select where the backup is stored - often the download folder - and then select the desired file to be imported.

3.4 Creating a new report

To create a new report, first select the desired form of report from either of the report types.

Potential Analysis



Then click on the “input mask” function. 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

Under the “Start” menu, you can access all existing and saved reports.



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.

Process audit single product



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.

A screenshot of a web-based application titled 'ALL REPORTS'. It shows three audit entries. Each entry includes fields for 'Order No.', 'Audit Request', 'Report Date', and 'Audited Organisation'. Below each entry are buttons for 'REPORT AS TEMPLATE' and other actions. The first entry has an order number of 45453, the second has 3456, and the third has an empty order number field.

Here you can also choose to “delete report” and “export report”.

3.6 Exporting reports

Process audit single product



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.



Backup | Last Backup: 25.06.2020 18:40



Report/Backup import

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

ORDER NO :

| | | |
|--|--------------|---------------------------|
| Audit Request: | Report Date: | Audited Organisation: |
| Unique Report ID: c1dc96ab-d4e6-4689-be22-3ad4fe1ed43d | | REPORT AS TEMPLATE |
| | | |

You can also delete individual reports under “all reports” menu item. Select the report with the desired report number and click on the “delete report” function (trash icon). 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. Use the two-sheet icon to copy 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 Using a report as a template

You can also use a previously created report as a template. A template provides you with all the master data from the previous report without the entries in the question fields. Just like when copying a file, the fields report number, report date and audit date are cleared and the first auditor is set as user of the tool.

3.11 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.

5 Settings

Under “Settings” you can enter your licence and other default settings. In addition to these options you can import backups under “Settings” 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 VDA63X, 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. However, fonts for the report printout must be included in the delivery. For this reason, there is a separate version for the Asia region which is also available under the link you received with your licence. It takes considerably longer to load the Asian version as the Asian fonts are in the MB size range. Data from one version can be transferred into another version via the backup function.

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.

5.1.6 Head of audit department

If you fill in this field, a field for the signature of this person will appear on the report printout. However, this can still be amended in the report. Leave this field empty if it is not needed.

5.1.7 Print Settings

1. **Do you want to print audit findings which are green or have ten points in the report as well?** - Defines if the printed report contains questions in audit findings which have all points.
2. **Do you want to print all added images after audit findings in the report?** – Defines if a paragraph with all uploaded images is attached to the printed report.

5.1.8 Application Settings

1. **Show minimum requirements and examples** - Defines if minimal requirements and examples are always shown in the application by default.

- 2. Adjust field findings in questions to text length** - Defines if the field findings only shows three lines of findings or grows with the amount of text.

5.2 Address book

You have the possibility to keep an address book. An address includes the name, organisation, department and email address. It is also possible for auditors to enter the certificate number. All saved addresses are used as suggestions when entering auditors, distributors and participants. Saved information on departments and organisations are also used as suggestions for these input fields.

Besides managing address in the address book, the programme automatically fills in addresses based on the entries in the input mask. The person's name functions as the reference in this case. Making changes under this name in the input mask leads to changes under this name in the address book as well.

The addresses can be filtered according to name, organisation and department. The programme verifies if text has been entered.

| FILTER | | |
|----------------------|----------------------|----------------------|
| Order No | Audited Organisation | Audit Request |
| <input type="text"/> | <input type="text"/> | <input type="text"/> |

6 Product development process / Serial production - input mask

The input mask contains the following sections which will be covered in more detail later on and is exemplary for service processes and potential analyses.

- Report data
- Audit team
- Process steps and products / Product groups
- Allocation of process steps to products / Product groups
- Distributors
- Participants

6.1 Header data

| Report data | |
|---|------------------|
| Based on the chosen report type | |
| Structure of report data input mask - internal | |
| Job-/Order no. | Report date |
| Audit date | |
| Signatory/Signatories of the areas audited | |
| Audit ordered by Department/ Abbreviation | |
| Grounds for audit | |
| Audit subject-matter | |
| Audited area / process Country | |
| Location | |
| Telephone no. | Fax no. |
| Audited shift | |
| CEO | Plant management |
| Structure of report data input mask - external | |

Audit team

The audit team always contains the licence holder, whose name is entered as the first auditor. Further auditors are entered into the address book or can be selected from the book if they are already entered.

| Name | Department/Abbreviation | Certificate No. / Auditor qualification |
|------------|-------------------------|---|
| 1. Auditor | | |
| 2. Auditor | | |

Process steps and products / Product groups

In question blocks P3 and P4, you can choose whether you wish to also answer questions on the product.

This is the stage where the set-up of the following tables / matrices is determined. Please enter the number of product groups that will be evaluated and the maximum number of process steps that occur and what these steps are. According to what you have entered, the matrix will then be established in which you can also assign process steps to the product groups.

Separate evaluation of process and product development in P3 and P4: yes / no

Number of product groups/ Product groups:

Product/ Product group 1:

Product/ Product group 2:

Product/ Product group n:

Number of process steps:

Process step 1:

Process step 2:

Process step 3:

Process step m:

Allocation of process steps to product / product group

| PROCESSES-PRODUCTS TABLE | | | |
|--------------------------|-----------|-----------|-----------|
| Process-Product | 1. Name 1 | 2. Name 2 | 3. Name 3 |
| 1. step1 | ■ | ■ | ■ |
| 2. step 2 | ■ | ■ | ■ |
| 3. step 3 | ■ | ■ | ■ |
| 4. step 4 | ■ | ■ | ■ |
| Number of Process Steps | 2 | 4 | 3 |

Distributors

All entered names are added to the address book or can be removed from the book if an entry already exists.

DISTRIBUTION

| Name | Department | Organisation | E-Mail |
|------|------------|--------------|--------|
| | | | |

Participants

All entered names are added to the address book or can be removed from the book if an entry already exists.

| PARTICIPANTS | | | |
|--------------|------------|--------------|--------|
| Name | Department | Organisation | E-Mail |
| | | | |

6.2 Questions: Process audit

Questions section: This is where the audit findings are recorded. The following process elements and the questions relating to these are found in this section and can be activated or deactivated.

- P2 - project management
 - General 7/5/7
- P3 Planning product and process development
 - Product: 5/4/5 (at activation)
 - Process: 5/4/5
- P4 Implementation of product and process development
 - Product: 6/4/6 (at activation)
 - Process: 8/4/8
- P5 Supplier management
 - General 7/5/7
- P6 Process analysis / production
 - Process 1-10: 26/18/26
- P7 Customer service / customer satisfaction / service
 - General 5/4/5

Before a result/finding can be entered, the user must first activate the relevant list of questions in step 1 by clicking on this. The selected list of questions will then turn blue (activated) and the questions will then be displayed. The corresponding evaluation results can now be entered for each question.

| | |
|--|-----------------------|
| P2 Project management | P2 Project management |
| Not activated | activated |
| 2.1 Is a project management established with a project organisation? <input type="checkbox"/> n.a. <input type="checkbox"/> 0 <input type="checkbox"/> 4 <input type="checkbox"/> 6 <input type="checkbox"/> 8 <input type="checkbox"/> 10 | |
| Findings | |

How to evaluate the individual questions is described in VDA Rotband 6.3 under *6.1 Evaluating the individual questions*. The questions relating to a special product and process risk are marked with a star (*). These individual questions are evaluated in the same way as the other questions.

For all deviations identified, record the immediate measure to be taken in the textbox “Findings”. The immediate measures listed here are incorporated later into an action plan which can be saved as an Excel file.

| | | | | | | | | | | | |
|---|------------------|--------------------------|---|--------------------------|---|-------------------------------------|---|--------------------------|---|--------------------------|----|
| 2.1 Is a project management established with a project organisation? | | | | | | | | | | | |
| <input type="checkbox"/> | n.a. | <input type="checkbox"/> | 0 | <input type="checkbox"/> | 4 | <input checked="" type="checkbox"/> | 6 | <input type="checkbox"/> | 8 | <input type="checkbox"/> | 10 |
| <input checked="" type="checkbox"/> | Immediate Action | | | | | | | | | | |
| Findings | | | | | | | | | | | |

Please record findings for each individual question in the textbox “Findings”.

Once all process areas and individual questions have been filled in, the “Continue” button takes you to a current presentation of results and shows you the evaluations/findings entered.

6.3 Evaluation matrix

The evaluation matrix summarises the data entered and provides insight into both the overall level of performance - evaluation of all product groups - and the result of an individual product group.

You can move between the general overview and the individual results of the product groups by clicking on the corresponding tab.

At the bottom of the page, you can continue using the following functions:

- Print evaluation matrix– delayed
(Creates a PDF file with all results to date - slightly delayed print)
- Print evaluation matrix
(Creates a PDF file with all results to date)
- Continue
Load “Report” page

6.4 Report

The first part of the page gives you a short overview of the audit findings. This lists the process components, the evaluated product groups and the grade assigned to each of these in accordance with the VDA 6.3 regulations.

6.4.1 Images

It is possible to add images to your reports. These are centrally managed on the report page. Each image can be uploaded and later removed. The images are scaled so that they do not take up too much space in the browser database. Under Settings - General - Printer settings, you can choose whether the images on the report should also be printed out or not.

6.4.2 Using additional grading standards specific to your company

If grading standards specific to your company have been defined, at this stage you will see a button

Additional Downgrading Rules

allowing you to also apply these standards. In chapter 6.5.3 you will learn how to set these additional grading standards specific to your company.

In doing so, it is important that the current definition of the standard is saved during activation. After activation, changes made to the definition of the grading standard no longer affect the standards used in the report. This procedure means that you can load reports with completely different grading standards without having to change these. When the grading standards specific to your company are

deactivated, all values are deleted. When the standards are reactivated, the standards are loaded once more from their saved definition.

6.4.3 Grading monitor

The grading monitor displays all grades that lead to the current ranking if the ranking differs from the calculated ranking (E_G). All grading standards are shown that lead to the current ranking, both the VDA6.3 standards and the company-specific grading standards, though the latter is marked as such.

If there is a calculated ranking of “A” and an overall ranking of “C” due to gradings, only the grading standards will be shown in the grading monitor which lead to the “C” ranking. Grading standards which lead to the “B” ranking are not displayed.

6.4.4 Further entries

After a summary of the audit results has been displayed, further information can now be added:

- Last audit results (Audit / order no.; report date; auditor)
- Findings / Requirements
There is a textbox for entering a summary, listing priorities and further action.
- Improvements Plan
Via the “Add” function, you can add an activity to an individual point, describe this and allocate it a time frame.

| IMPROVEMENT PLAN | | |
|------------------|----------|----------|
| Step | Activity | Deadline |
| | | |

The most recently entered activity for each point can be deleted from the list using the “delete” function.

By clicking on “print report” or “action plan in Excel format”, the process audit is completed. Both the report and the Excel file are made available to download. You also have the possibility to save the report as a JSON file. You can use this file to upload the complete report into the tool.

PRINT REPORT | ACTION PLAN AS EXCEL | EXPORT REPORT

6.4.5 Print report

Under Settings, General, Printer settings, you can choose whether you want to print all saved images along with the report and whether questions which have been completely fulfilled (10 points or have received a “green” in the potential analysis) are also printed with the report.

6.5 Management of requirements and gradings

It is possible to enter additional company-specific requirements and grading standards for the product development and service processes. You will find this menu item after the list of reports in the relevant sub-menu. Different requirements and gradings can be recorded for both types of report.

ADDITIONAL MINIMAL REQUIREMENTS & EXAMPLES

English ▾

- ▲ P2 PROJECT MANAGEMENT
- ▲ P3 PLANNING THE PRODUCT AND PROCESS DEVELOPMENT
- ▲ P4 IMPLEMENTATION OF THE PRODUCT AND PROCESS DEVELOPMENT
- ▲ P5 SUPPLIER MANAGEMENT
- ▲ P6 PROCESS ANALYSIS /PRODUCTION
- ▲ P7 CUSTOMER CARE / CUSTOMER SATISFACTION / SERVICE

ADDITIONAL DOWNGRADING RULES

+

You can add own downgrading possibilities. These downgradings won't have any automatic downgrading logic you will have to possibility to set them at the report page. A downgrading text is required otherwise you won't be able to choose. You can decide between 'n.a.', 'B' or 'C' or 'n.a.', 'B' and 'C' as possibilities.

Downgrading Text **Downgrading Options**

6.5.1 Setting the language

As a multilingual tool, company-specific requirements and gradings must also be entered in the other languages in which they will be used in future. You can change the language for requirements and gradings via the language field at the top left of the page.

6.5.2 Company-specific minimum requirements and examples

For each requirement and every example of a question, you have the option of entering company-specific entries in an editor tool with different formatting.

▼ P2 PROJECT MANAGEMENT

2.1 Is a project management established with a project organisation?
Minimum requirements relevant for assessment:

B I

Examples for implementation:

B I

2.2 Are all resources required for the project implementation planned and available and are changes reported?
Minimum requirements relevant for assessment:

B I

Examples for implementation:

B I

The selected formatting is also displayed in the tool and when files are printed.

You can always amend this information in the list of questions. There is no delay in implementing the changes.

Show minimum requirements and examples: No

To do so, you must simply activate the function "show minimum requirements and examples".

6.5.3 Defining additional grading standards specific to your company

Additional company-specific grading standards can be added. There is no cap on the number of standards that can be entered. These standards are in fact a functional enhancement of the tool which helps to implement internal or supplier requirements. There is no complex grading logic to these grading standards like those in the VDA6.3. Grading must be carried out by the auditor. The overall grade can be devalued based on the value set and is entered into the grading monitor.

When setting this up, a text must be set. During set-up you can also determine which gradings are possible. You must either choose between B and C or just B or just C. The language chosen is also important when setting up the grading. This can be determined by choosing the relevant language

page. In this way you can define in which language the standard is available. You can amend your choice at the top of the page into the relevant language in which the standard will be used in future. Your choice of options for this standard will remain unchanged.

ADDITIONAL DOWNGRADING RULES

+

You can add own downgrading possibilities. These downgradings won't have any automatic downgrading logic you will have to possibility to set them at the report page. A downgrading text is required otherwise you won't be able to choose. You can decide between 'n.a.', 'B' or 'C' or 'n.a.', 'B' and 'C' as possibilities.

| Downgrading Text | Downgrading Options |
|------------------|--|
| | <input type="checkbox"/> B,C <input type="checkbox"/> B <input type="checkbox"/> C Delete |

Making a change to the grading standards will be reflected immediately in the database but does not influence existing or active reports for which the additional company-specific standards have already been activated, so as not to distort report data.

Should you require company-specific grading standards for more than one supplier, please refer to chapter **Fehler! Verweisquelle konnte nicht gefunden werden..** In this chapter you will find a description of how you can have different databases in the offline version.

6.5.4 Using additional grading standards specific to your company

The additional grading standards you have defined are available on the report page. These will only be used once they have also been activated.

Additional Downgrading Rules

| NAME | <input type="checkbox"/> A <input type="checkbox"/> B <input checked="" type="checkbox"/> C | | |
|------------------------------------|---|-------|--------|
| AUDIT RESULT | | | |
| Evaluated process element | Evaluation Index | EG | Rating |
| P6,P7 | Eg (P6,P7) | 100 % | C |
| Evaluated product group | | | |
| 1. Name 1 | E _{PN} | 100 % | A |
| 2. Name 2 | E _{PN} | 100 % | A |
| 3. Name 3 | E _{PN} | 100 % | A |
| Responsible for Downgrading | | | |
| Additional Downgrading Rules: NAME | | | |

Each standard is set to A when activated and therefore has no influence on the VDA6.3 audit result. A devaluation that influences the calculated ranking is displayed in the grading monitor of the report and on the printout, just as it is in the VDA6.3 gradings. The company-specific grading standards are referred to in the grading monitor.

When the additional grading standards are activated, they become part of the report and are no longer influenced by changes made to the master data. This means that a report can be loaded by a colleague who does not have these standards in his/her master data.

To make a change to the additional standards, the "company-specific grading standards" must be deactivated. If the standards are re-activated, they are loaded once again from the master data and any changes made are applied.

6.6 Displaying a report in diagram form and comparing reports

Reports can be displayed in graphic form and can be compared with other reports in graphic form. You will find this function under menu item “all reports”.

| Order No | Audited Organisation | Audit Request |
|--|-------------------------|---|
| <input checked="" type="checkbox"/> ORDER NO : 45453 | | |
| Audit Request: fdfsf Unique Report ID: c3d33947-fc8c-4dc1-a654-578c893ff2c7 | Report Date: 17.09.2018 | Audited Organisation: gdfgfd REPORT AS TEMPLATE |
| <input checked="" type="checkbox"/> ORDER NO : 3456 | | |
| Audit Request: fdfsf Unique Report ID: d50a5215-3be5-4f57-b354-67e1674ba86c | Report Date: | Audited Organisation: gdfgfd REPORT AS TEMPLATE |
| <input type="checkbox"/> ORDER NO : | | |
| Audit Request: fdfsf Unique Report ID: aa5e143b-712a-4a46-80e3-d7a252f0852b | Report Date: | Audited Organisation: gdfgfd REPORT AS TEMPLATE |

6.6.1 Selecting reports

You must select between one and three reports. The field for making this selection is always found on the left next to the order/report number. After you have made your selection, you must click the button at the top left of the page to perform the comparison.

7 Other reports

For the other report types (process audit service development process and potential analysis), the same functions are available and work identically. In this chapter we will look at the special features in detail.

7.1 Process audit service development process

In this report type, there is no possibility to choose whether you would like a separate assessment of process and product development in P3 and P4. All other functions are identical.

7.2 Potential analysis

The potential analysis does not offer the option of allocating a process step to a product. You can select whether you wish to perform the potential analysis for 1 to 3 projects.

| Projects | |
|-----------|--|
| PROJECTS | |
| Projects | 2 |
| Project 1 | Project no: <input type="text"/> Project name: <input type="text"/> |
| Project 2 | Project no: <input type="text"/> Project name: <input type="text"/> |

In contrast to the process audits, you will not receive an evaluation matrix either. You will directly receive the results of your entries in the list of questions. This list must be filled in first so that a calculation can be made.

8 Questions, answers and updates

8.1 FAQ

FAQs have been compiled for the tool which are available in German and English. Please select the correct language and send us your questions so that all other tool users can benefit from the answers provided.

8.2 Patches und Updates

The tool is continually being improved. Patches are loaded automatically. When you start the tool, the newest version will be downloaded on the background. This functionality is controlled by your browser. On next start up the tool will start in the new version.

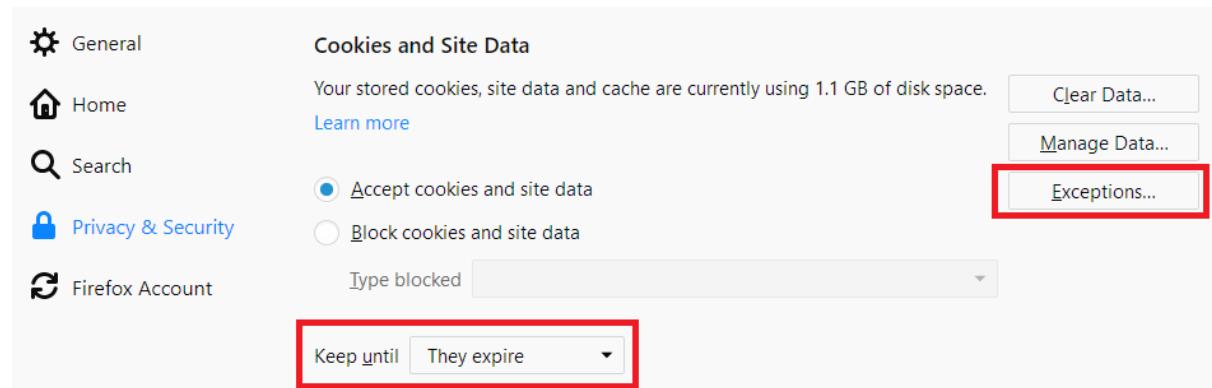
8.3 Deactivating the delete browser history function

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 VDA Analysis Tools data are stored.

8.3.1 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 VDA6.3 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://vda6-3.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”.



8.3.2 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”.

Privacy and security

Google Chrome may use web services to improve your browsing experience. You may optionally disable these services. [Learn more](#)

Allow Chrome sign-in

By turning this off, you can sign in to Google sites like Gmail without signing in to Chrome



Use a prediction service to help complete searches and URLs typed in the address bar



Use a prediction service to load pages more quickly



Use a web service to help resolve navigation errors



Safe Browsing

Protects you and your device from dangerous sites



Help improve Safe Browsing

Sends some system information and page content to Google



Automatically send usage statistics and crash reports to Google



Use a web service to help resolve spelling errors

Smarter spell-checking by sending what you type in the browser to Google



Send a 'Do Not Track' request with your browsing traffic



Allow sites to check if you have payment methods saved



Manage certificates

Manage HTTPS/SSL certificates and settings



Content settings

Control what information websites can use and what content they can show you



Clear browsing data

Clear history, cookies, cache, and more



Content settings

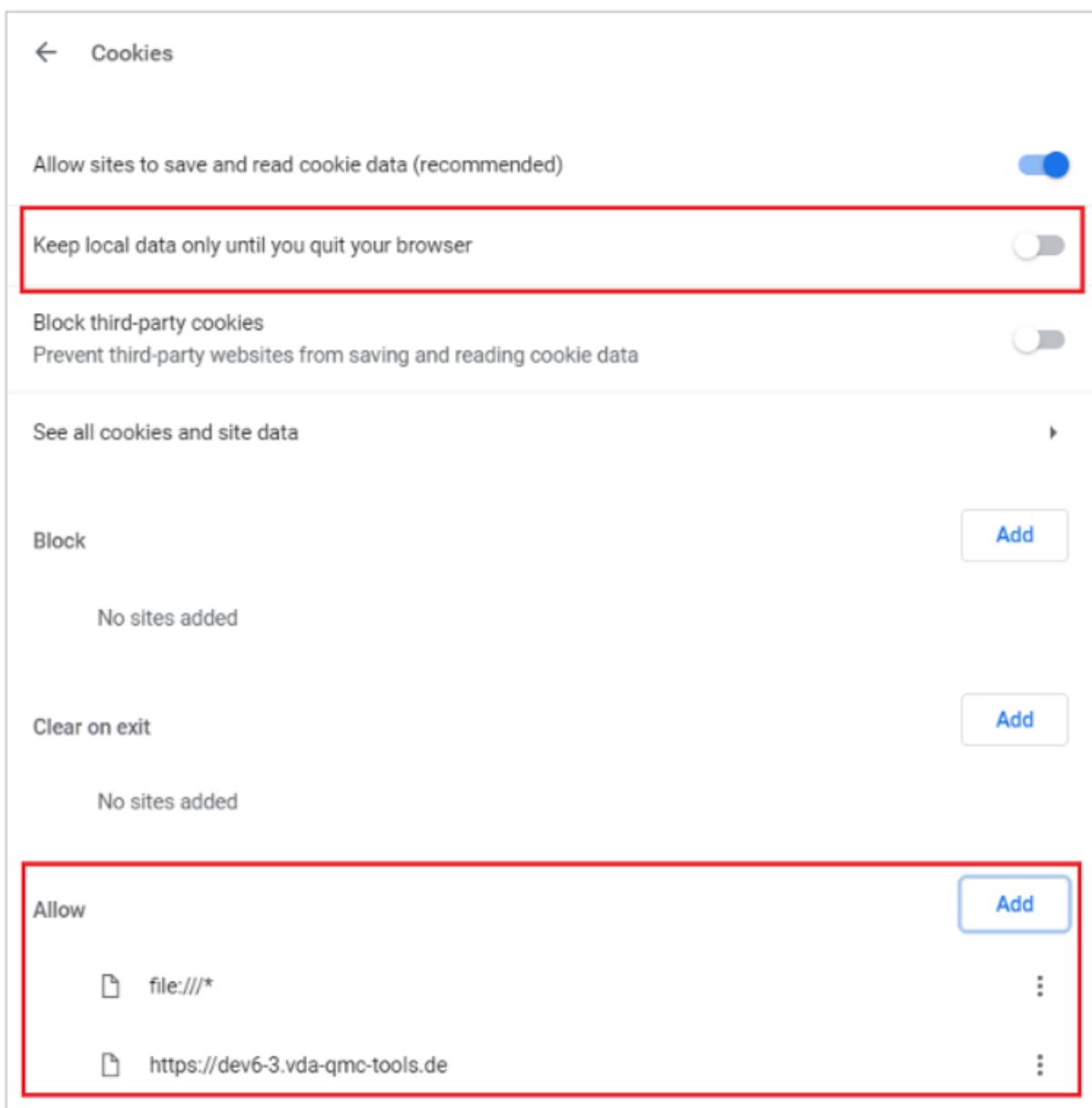


Cookies



Allow sites to save and read cookie data

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://vda6-3.vda-qmc-tools.de>" and for the offline version "file:///**"



8.3.3 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”.

