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# CASQ-IT MANUAL

ISR SUPPLIER EDITION



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## **1 ISR SUPPLIER EDITION**

### **1.1 PRELIMINARY REMARK**

Via the ISR Supplier Edition, you may immediately display ISR data and also create ISRs.

The ISR Supplier Edition includes all functions required to create and edit ISRs.

### **1.2 INSTALLATION REQUIREMENTS**

For the installation of the ISR, the client workstation has to meet the following requirements:

Minimum 64 Mbyte RAM

Minimum resolution of 1024x768 pixels with a small font

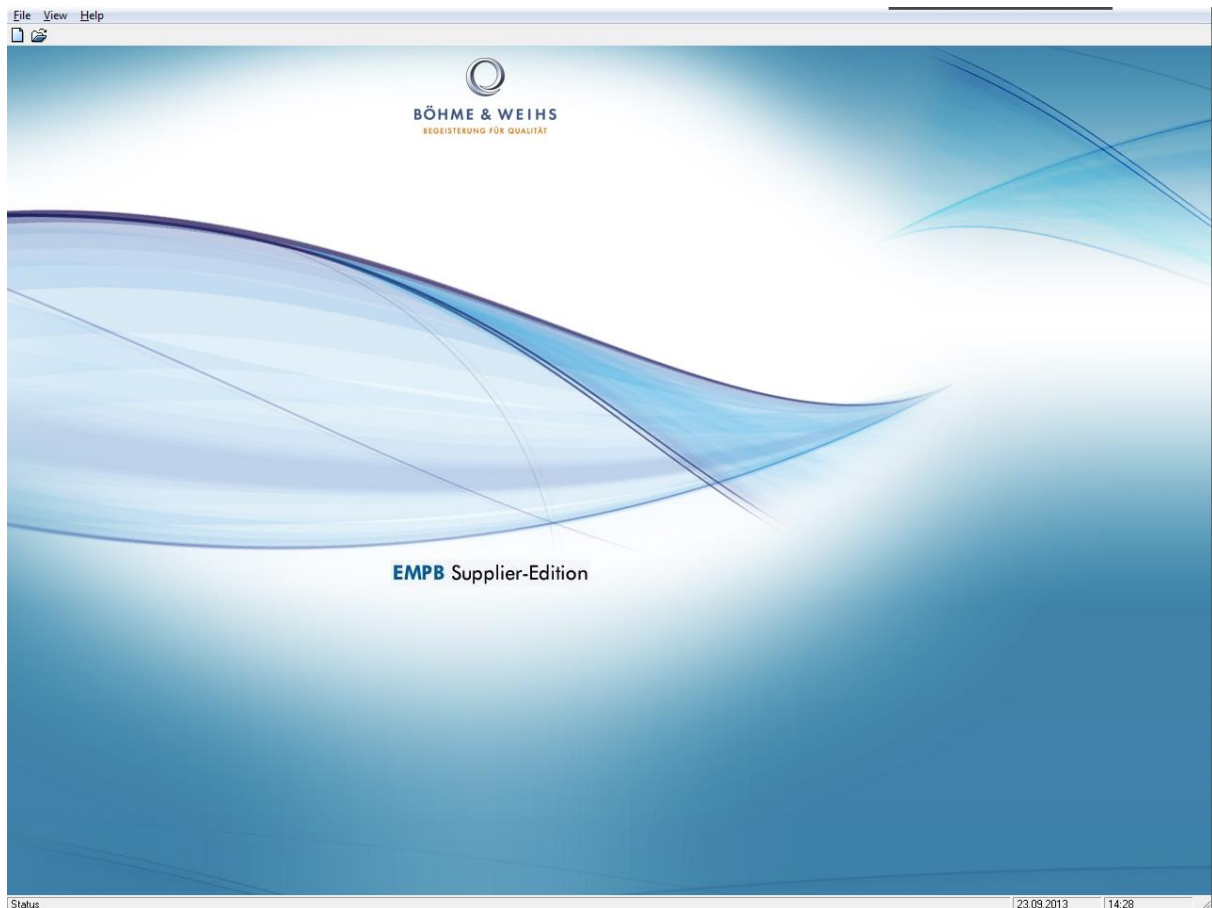
Minimum 200MHz Pentium

Windows XP, Windows 7, Windows 8

## 2 HOW TO WORK WITH THE ISR SUPPLIER EDITION

### 2.1 START SCREEN

You start the ISR Supplier Edition by clicking the respective icon.



The start screen includes the menu bar and the status bar.

## 2.2 OPEN ISR



⇒ Select the menu **Open**.

If you have already stored ISRs to a specific directory, you may select them from this directory and start them by clicking **Open**.

### 2.2.1 TOOLS (TASK BAR)

The icons (buttons, tools) from the left to the right:

You may also use a function key shortcut instead of using the icons.



#### 2.2.1.1 Clear Field Content (F3)

Clears the contents of the activated field.

#### 2.2.1.2 Previous Entry (F2)

Restores the previous entry.

#### 2.2.1.3 Special Characters (F8)

Shows the permissible special characters.

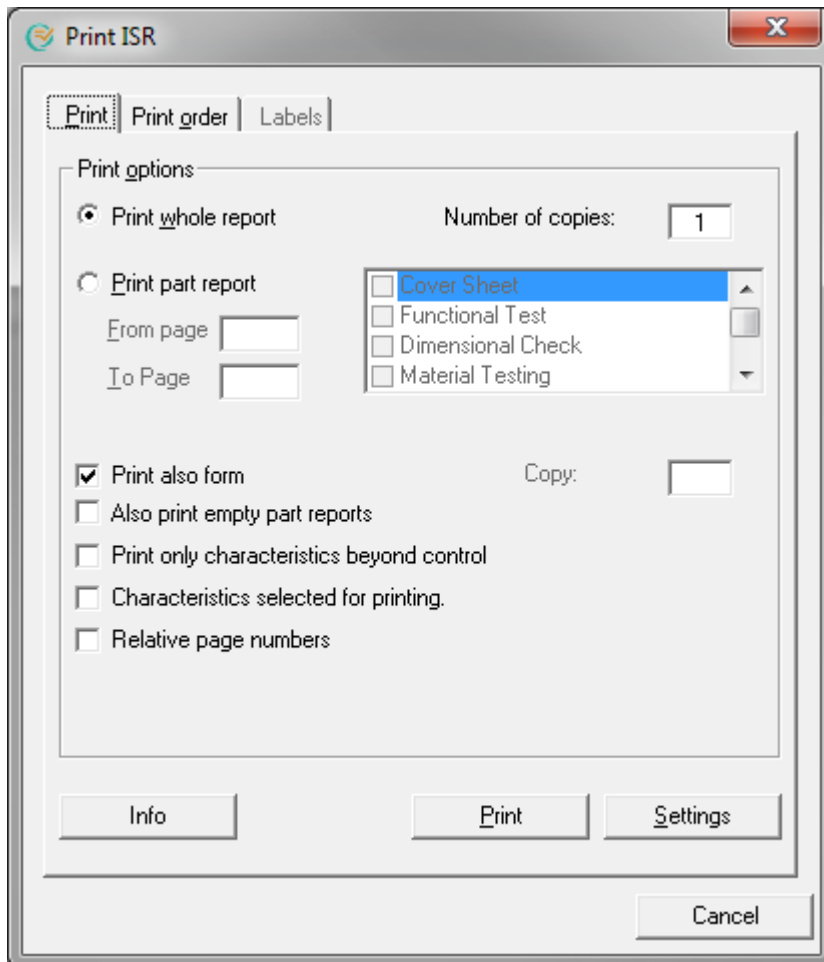
#### 2.2.1.4 Print (Ctrl+P)

Opens the dialog Print.

#### 2.2.1.4.1 Tab Print

##### Print Options

This includes the following options :



##### Print Whole Report

This function prints the whole report including all part reports. You may decide whether you want to print the form and empty part reports as well.

The checkbox **Print Also Form** is activated.

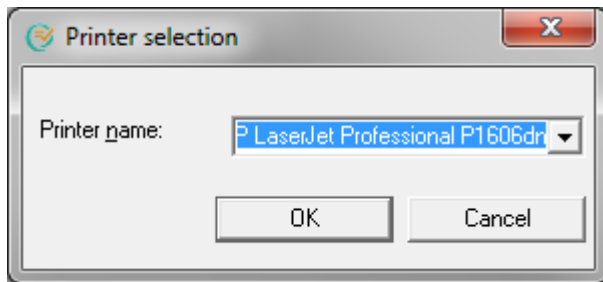
**Print Also Form** - If you don't want to print the form, only the data will be printed. This function may be useful when printing on predefined forms.

##### Button Print

A progress bar is displayed during printing. This allows you to easily monitor even remote printers.

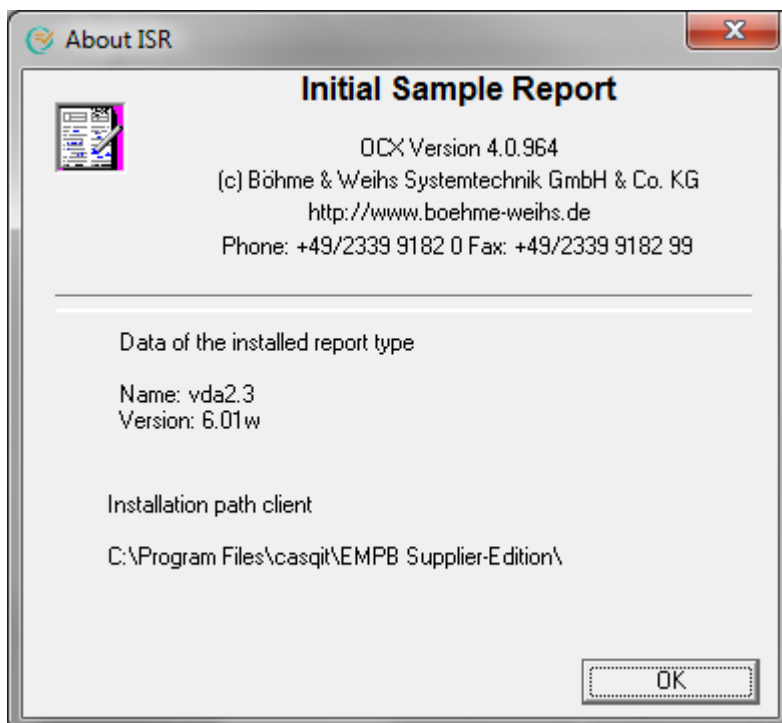


## Button Settings



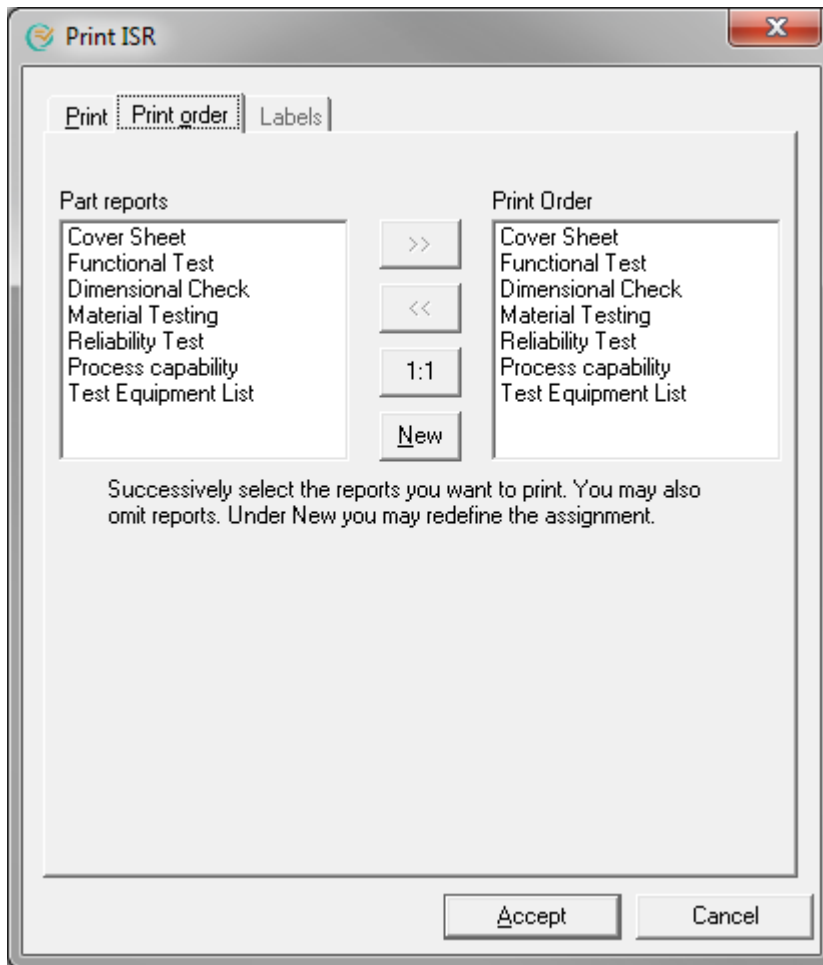
Via the button **Settings**, you configure the desired printer. Click the drop down menu to see all available printers.

## Button Info



The button Info provides information on the ISR version and on the installed report type.

#### 2.2.1.4.2 Tab Print Order



The screenshot above shows the default setting of the print order. If you want to change it, select **New**. The left pane will be empty then.

Select the desired part reports on the left and click the arrow to the right in order to insert them into the print order. Repeat this action until you have defined the print order. To undo an action, click the part report on the right, then the arrow pointing to the left. 1:1 means identical entries in both lists.

#### 2.2.1.4.3 Tab Labels (Optional Function)

The print of labels is not used in the ISR Viewer.

#### 2.2.1.5 Save Data Record (Ctrl + S)

Saves the modified data record.

#### 2.2.1.6 Quit (Ctrl + Q)

Click this button to quit the menu **Edit**.

## 2.3 PRINT THE ISR

Via **File / Print**, you may print the ISR on a previously set up Windows printer.

## 2.4 EDIT AND SAVE THE ISR

To perform changes, you directly edit the corresponding fields. Please read also the chapter **Create the ISR**.

Under **File / Save** or **File / Save As**, you save the changes made.

## 2.5 QUIT THE ISR / PROGRAM

Use **File / Close** to close an individual ISR, whereas **File / Quit** shuts down the ISR Supplier Edition.

## 2.6 CREATE THE ISR

Under this menu item, you may create, edit or print ISRs.

⇒ Select **File / New**.

The main mask varies depending on the selected form type (e. g. VDA2, 3<sup>rd</sup> Edition or QS9000) when starting the ISR.

⇒ Confirm your selection by clicking the **Open** button.

The following mask will be opened (e. g. VDA2, 3<sup>rd</sup> Edition):

The screenshot displays the 'Form' mask for VDA2, 3<sup>rd</sup> Edition. The interface includes a menu bar (File, View, Help), a header section for Report No., Supplier, and City, and a main form area with various input fields and checkboxes. The form is divided into sections for Identification Number, Supplier, Customer, and various test specifications. The bottom of the form features a tabbed interface with tabs for Supplier, Customer, Appendices, Confirmation, Decision, Conclusion, Functional, Dimensional, Material, Reliability, Process Cap., Gauge List, Haptics, Acoustics, Odors, Appearance, Mat. Sheet, and Purchas.

or

in QS9000

This mask enables you to quickly create reliable ISR. The graphic display allows you to check the individual pages of the ISR immediately. The tabs in the middle give you an immediate overview of all eventually needed part reports.

As you see, the tabs differ considerably from form to form.

Concerning the form VDA2.3 you proceed in a slightly different way for the creation of part reports. You do not call the part reports via tabs, but use a catalog that has been installed for these purposes. This makes sense because in VDA2.3, the report can have up to 17 enclosures.

The catalogs accelerate the entries. You may install and use them in a way to meet exactly your company realities.

The buttons visualize and accelerate recurring operations.

When calling a recently created or already existing ISR, you receive the main screen shown in the illustration above. The screen is divided into the following sections:

**Title Area:**

This section displays the essential elements of the ISR and does not change from one page to the next.

File View Help

Report No.: 700/890/DE Supplier: Fritz Muster GmbH & Co.KG City: Stadt

Part Report  
Cover Sheet | Positions: 39 Pages: 1 Page: 1 Enclosure: 0 Language: English

Use the field 'Language' to switch between the report languages German and English.

**Image Area:**

The image area always shows the current sheet filled with contents of the report. By double-clicking in this area the program switches to the full screen mode. Within this mode you may scroll through the whole part report.

- Cover Sheet -

Sender  
Fritz Muster GmbH & Co KG  
NordWest  
QWM Franz Muster  
Strasse 12  
D 44444 Stadt

Address  
Muster2 GmbH & Co. KG  
Abt.: QNK  
Muster Straße 2  
D 22222 MusterStadt2

☒ First Sample Test Report VDA Page 1 of 8

☐ First sampling  
☐ Re-sampling  
☐ New part  
☒ Product modification  
☐ Production transfer  
☐ Change in the production procedures  
☐ Long production pause  
☐ New subcontractor  
☐ Product with DwSpA  
☐ Production/Inspection and Test Plan prepared  
☐ FMEA carried out  
☐ Test Report other samples

**Appendices**

☐ 01 Functional Test ☐ 07 Evidence for Inspection and Test Equipment Capability ☐ 13 Appearance  
☒ 02 Dimensional Check ☐ 08 Inspection and Test Equipment List ☐ 14 Certificate  
☐ 03 Material Testing ☐ 09 EU-Safety Data Sheet ☐ 15 Design Approval  
☐ 04 Reliability Test ☐ 10 Haptics ☐ 16 Constituents of Purchased Parts  
☐ 05 Process Capability Evidence ☐ 11 Acoustics ☐ 17 Other  
☐ 06 Process Flow Chart ☐ 12 Odors

Identification Number, Supplier: 1		Identification Number, Customer: 1110001-020	
Test Report No.:	Revision:	Test Report No.:	Revision:
700/890/DE	1		
Subject Number: 9206		Subject Number: 1121501300050A	
Drawing Number: 9206/A140397		Drawing Number: "a" / 10.01.00	
Status/Date: "a" / 12.05.00		Status/Date: E AB71. M	
Revision Number: Schraube		Revision Number:	
Designation:		Designation:	
Order Call-off No./Date: 14.07.00			

View/Display

Previous Page  
Next Page  
Page: 1  
Size: 100 %  
☐ Change Applies to All Part Reports  
Accept  
Cancel

**Entry Dialog Area:**

The dialog area displays all entry fields of the report in form of a multiple-sheet dialog. Use the tabs to select the individual sections. When filling out the individual input fields, the corresponding field entries will figure in the original form. Entries from the individual fields are accepted into the graphics area once you quit the field. If the entries are made via a table (e.g. dimensional report), the entered values will figure in the graphics area once you exit the line.

The screenshot displays the CASQ-it software interface with a horizontal tab bar at the top. The tabs are labeled: Supplier, Customer, Appendices, Confirmation, Decision, Conclusion, Functional, Dimensional, Material, Reliability, Process Cap., Gauge List, Haptics, Acoustics, Odors, Appearance, Mat. Sheet, and Purchas. The 'Supplier' tab is active. Below the tabs, there are several data entry sections. The 'Supplier Specifications' section includes fields for Test Report No. (700/890/DE), Revision (1), Internal/External (5/67/647), Print as (Supplier), Due on (15.12.00), and Created on (14.09.00). The 'Supplier' section includes fields for Supplier (Fritz Muster GmbH & Co.), Identification No. (1), Plant Denotation (NordWest), Contact Person (Franz Muster), Department (QWM), Street/PO Box (Strasse 12), Country (D), ZIP (44444), and City (Stadt). The 'Initial Sample Specifications' section includes fields for Article Code (9206), Version, Drawing Number (9206/A140397), Version ("a"), Date (12.05.00), Revision Number, Denotation (Schraube), On-Call Order No., Date (14.07.00), Delivery Note No., Date, Quantity Delivered (500), Unit (Stück), Batch No., Sample Weight, and Unit. At the bottom of the window, there is a standard Windows taskbar with icons for file operations and a status bar.

The division of the report into individual tabs enables you to quickly and easily enter relevant report fields. Some fields are provided with catalogs so that the most frequent field entries can be stored here.

You may change the size of both graphics and tab area by moving the middle separating line.

Besides you may scroll up, down, to the right and to the left and also switch off the whole graphics area by clicking on the cross in the top right corner.

You can change the size of the tabs for individual tabs or for all tabs. Right-click the tab to open the corresponding shortcut menu.

This screenshot shows the same CASQ-it software interface as the previous one, but with a right-click context menu open over the tabs. The menu options are: Minimize, Maximize, Minimize all (highlighted), Maximize all, Save width, and Default width. The background data entry fields are visible but slightly dimmed.

This illustration shows the display of the settings *Minimize all*.

## 2.6.1 EDIT PART REPORTS

Report No.: 700/890/DE | Supplier: Fritz Muster GmbH & Co.KG | City: Stadt

Part Report

Dimensional Check | Positions: 30 | Pages: 2 | Page: 1 | Enclosure: 0 | Language: English

Form

Diameter 97.60 ±0.40 mm  
 Diameter 79.20 ±0.40 mm

97.60; 10.00; 9.00; 8.00; 7.00; 6.00  
 79.70

1 1 +0/+0  
 2 12.5 ±0.2  
 3 12.0 ±0.2  
 4 1.0 ±0.1  
 5 1.0 ±0.1  
 6 0.5 ±0.2

1.0000; 1.0000  
 2.0000; 2.0000  
 4.5000; 4.0000; 5.0000  
 6.0000; 6.0000  
 7.5000; 9.0000; 7.0000

7 5 ±1  
 8 30 ±1

Supplier Confirmation: \_\_\_\_\_ Customer Decision: \_\_\_\_\_

Comment: \_\_\_\_\_ Approved: \_\_\_\_\_

Supplier: Musterman | Customer: Musterman | Appendices: | Confirmation: | Decision: | Conclusion: | Functional: | Dimensional: | Material: | Reliability: | Process Cap.: | Gauge List: | Haptics: | Acoustics: | Odors: | Appearance: | Mat. Sheet: | Purchas.:

Name: Musterman | Department: QW | Phone: 0123/21160 | Fax: 0123/214160 | E-Mail: Wolfram.Musterman@Must | Date: 17.07.00

Approved: ☐ | Qual. Acc.: ☐ | Rejected: ☐ | Name: | Department: | Phone: | Fax: | E-Mail: | Date:

No.	Characteristic	Nominal val.	UT	LT	Unit	Remark	Actual Value Supplier	Format	Evaluation	Print
4										<input type="checkbox"/>
5	Diameter	97.60	0.40	-0.40	mm		97.60; 10.9; 8.7; 6			<input type="checkbox"/>
6	Diameter	79.20	0.40	-0.40	mm		79.70			<input type="checkbox"/>
7										<input type="checkbox"/>
8										<input type="checkbox"/>
9										<input type="checkbox"/>
10	1	1	0	0			*3/2*			<input type="checkbox"/>
11	2	12.5	0.2	-0.2			*2/2*			<input type="checkbox"/>
12	3	12	0.2	-0.2			*3/2*			<input type="checkbox"/>
13	4	1	0.1	-0.1			*2/2*			<input type="checkbox"/>

In the following, the dimensional report of the VDA2 form, 3<sup>rd</sup> edition, will be described as example.

Click the tab **Dimensional Report** to move to the characteristic level of the dimensional report .

The head data of the part reports are accepted directly from the report sheet and are displayed on the screen.

### Dimensional Report

The individual columns within the part reports result from the requirements of the used form. Catalog field with specific properties are activated.

#### 2.6.1.1 Possible Entries for the Individual Columns of the Part Report Table

In the entry tables of part reports, the following functions can be activated with a left-click: "Cut", "Copy" and "Paste" using the clipboard within the ISR. You may always move whole lines.

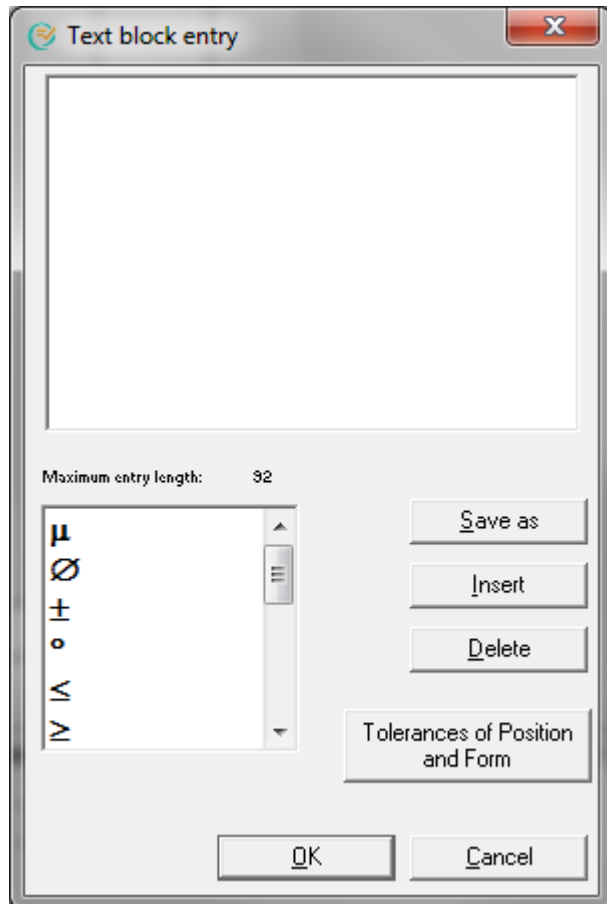
Before changes within a line become effective, you must quit the respective line. You must observe this rule in order to avoid unintentional loss of data.

##### 2.6.1.1.1 Actual Value Entries (Inspection Results)

All inspection results figure in the table.

	No.	Characteristic	Nominal val.	UT	LT	Unit	Remark	Actual Value Supplier	Format	Evaluation	Print
4											<input type="checkbox"/>
5		Diameter	97.60	0.40	-0.40	mm		97.80;10;9;8;7;6			<input type="checkbox"/>
6		Diameter	79.20	0.40	-0.40	mm		79.70			<input type="checkbox"/>
7											<input type="checkbox"/>
8											<input type="checkbox"/>
9											<input type="checkbox"/>
10	1		1	0	0			*3/2*			<input type="checkbox"/>
11	2		12.5	0.2	-0.2			*2/2*			<input type="checkbox"/>
12	3		12	0.2	-0.2			*3/2*			<input type="checkbox"/>
13	4		1	0.1	-0.1			*2/2*			<input type="checkbox"/>

<F8> opens the text block entry.



Via this dialog you can enter entire text blocks or units for a field. Please note: The catalog is only used for a quick entry of texts, special characters and all ASCII characters. These texts will be stored locally.

**Form and position tolerances** are displayed in the graphic area. In the entry area, the names are displayed as plain text.

The values can be entered in the field **Actual Value** in two different ways:

For the direct entry of measured values in the field **Actual Value (Inspection Results)** the entered values must be separated by a comma. If you open the catalog defined in the field **Actual Value** by pressing <F7> or a click the icon **Catalog** the evolution of values shown below will be prompted.

Please note: Measured values are entered with a point and are separated by a comma. The measured value entry window performs this separation automatically, e.g. 10.01, 10.02, 9.98.



**Acquisition of measured values**

Characteristic: 5 Nominal: 97.60 UT: 0.40 LT: -0.40

Name: Diameter

	Actual Value
1	97.80
2	10
3	9
4	8
5	7
6	6
*	

**Evolution of Values** **Histogram**

Sample Size:

☒ Samples (ones) ☐ Cavity entry Xbar ☐ Cavity entry

Size: 8

Mux Measuring Data Interface (MC3)

Channel: 1

Plug: ▼

Status: No PMServer available

Reset Value

Accept Cancel

Cavities can be entered with or without calculation of  $\bar{x}$ .

The Mux is assigned via the fields **Channel**, **Plug**.

#### 2.6.1.1.2 Format (Output)

Here you specify the format information for the respective characteristic.

Example of a format: (#min - #xmax) CPK Value: #cpk

Several formats are available for the output of measured values.

If you want an output of different actual value formats for one characteristic, it makes sense to select these by entering a text.

The format **Text Unformatted** is a specific function.

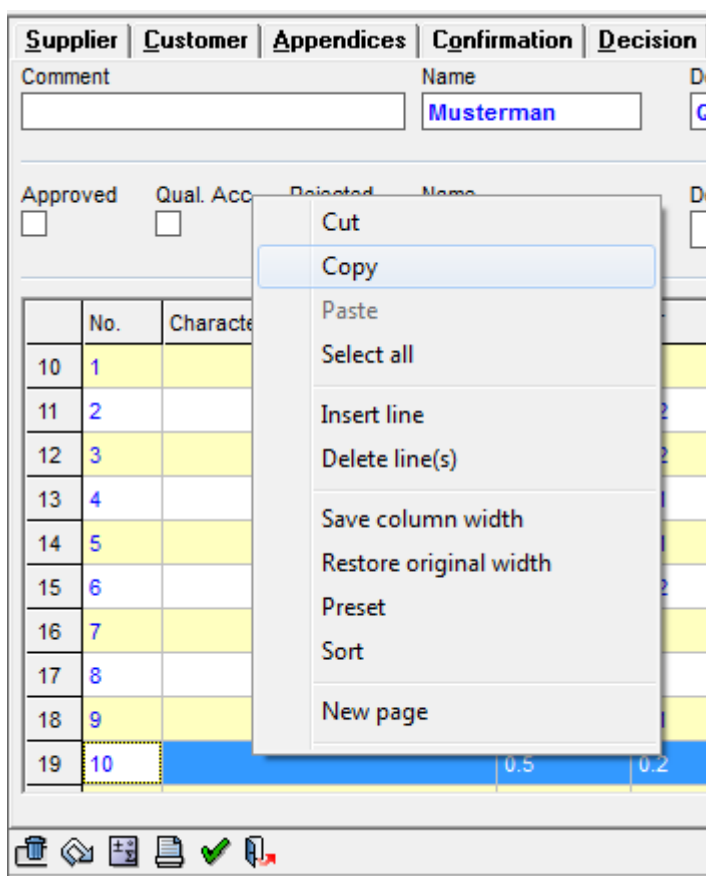
Via this format you can output a descriptive text or references to the following characteristics without having defined the used line as a characteristic. Lines defined as **Text Unformatted** will not be taken into account in the quantity of characteristics.

## 2.6.2 COPY CHARACTERISTICS

Select the characteristics by left-clicking the corresponding line in the utter left column or by holding down the left mouse button in order to select several lines at once.

Right-click to open the shortcut menu.

You may now choose whether you want to delete or copy the characteristic. If you store the characteristic you want to copy on the clipboard, you can also paste the previously selected characteristics into another test report.



You can define your own column width, and hide or extend whole columns by moving the separation lines.

If you want to change the height of columns, the cursor must be in the column 'Position'. The cursor must be placed in the head (label) of the column, in case you want to change the columns.

### 2.6.3 PRESET

With the function **Preset** you may assign a value to a column. If e.g. all upper tolerances shall have the same value, select in the field **Column** from the catalog the term **UT** and enter in the field **Text** 0.1. Now select **Everywhere** and confirm your entry with OK. The column **UT** will be predefined with the dimension 0.1.

The 'Preset' dialog box is shown with the 'Preset' tab selected. It contains the following fields and controls:

- Range** section:
  - From line**: 16
  - To line**: 35
  - Everywhere** button
  - Generate additional blank lines**: ☒
- Text**: 0.1
- Column**: UT (selected in a dropdown menu)
- OK** and **Cancel** buttons at the bottom.

### 2.6.4 NUMBER

On this tab, you may predefine the assignment of characteristic numbers. Determine the start value and the increment of the characteristic numbers.

The 'Preset' dialog box is shown with the 'Number' tab selected. It contains the following fields and controls:

- Range** section:
  - From line**: 1
  - To line**: 100
  - Everywhere** button
- Value Range** section:
  - Start Value**: 10
  - Increment**: 10
- Column**: Characteristic (selected in a dropdown menu)
- OK** and **Cancel** buttons at the bottom.

Via the catalog, you can assign a sorting criterion to a column. You have thus the possibility to format very extensive part reports according to your needs.

## 2.7 PROPERTIES

General	Operating Mode	Update client work station	Measuring surface	Parts history
<b>Definition of General System Settings</b>				
Working Directory:		<input type="text"/>		<input type="button" value="...."/>
Automatically save the report while processing		<input type="checkbox"/>	Interval in Minutes <input type="text"/>	
Store Reports to IGI:		<input type="checkbox"/>		
Call search mask for a more detailed search before calling the explorer:		<input type="checkbox"/>		
Save reports when printing.		<input type="checkbox"/>		
Transfer the data from the cover sheet to the head of the material data sheet?		<input type="checkbox"/>		
Mark the original report as invalid when copying a report		<input type="checkbox"/>		
Sender and address field meet the requirements of VW/Audi (only VDA23)		<input type="checkbox"/>		
Do not use report-specific page display		<input type="checkbox"/>		
Send attached documents as attachment when exporting mails.		<input type="checkbox"/>		
No. of Cavities		<input type="text" value="8"/>		
Threshold value for the automatic comparison of measured values.		<input type="text"/>	% beyond LT/UT	
<b>Decimal Places</b>				
Preset the Quantity of Decimals:		<input type="radio"/>	<input type="text" value="2"/>	
Calculate Number of Decimals Automatically:		<input checked="" type="radio"/>		
Decimals are not calculated:		<input type="radio"/>		
<input type="button" value="Info"/>		<input type="button" value="Save"/>		<input type="button" value="Cancel"/>

## 2.7.1 GENERAL

Configure the following fields carefully and according to your needs. You will find field settings referring to the global system (marked with G) or to the local client (marked with L).

### 2.7.1.1 Definition of General Operating Parameters

#### **Accept the Data from the Cover Sheet into the Head of the Material Data Sheet**

When activating this checkbox, the head data doesn't have to be entered twice.

#### **Sender and Address Field** Meet the Requirements of VW/Audi (Only VDA23)

VW and Audi have defined specific requirements regarding the sender and the address field.

#### **Do Not Use Report-Specific Page Display (L)**

The ISR page display will not be used.

#### **Send Attached Documents As Attachment When Exporting Mails. (L)**

Mail attachments will be sent with the ISR.

#### **Number of Cavities (L)**

Specify the quantity of cavities to be taken into account.

### 2.7.1.2 Digits

#### 2.7.1.2.1 Predefine Number of Digits (G)

This number defines the number of digits for the values in the table of characteristics. The default value is 2.

#### 2.7.1.2.2 Calculate Number of Digits Automatically (G)

If you have activated this function, the digits will be automatically determined via the fields 'Nominal Dimension', UT and LT of the table of characteristics.

#### 2.7.1.2.3 Without Calculation of Digits (G)

Via this function, you can deactivate the calculation of digits.

## 2.7.2 OPERATING MODE

The tab **Operating Mode** cannot be edited.

## 2.7.3 UPDATE CLIENT WORKSTATION

The tab **Update Client Workstation** cannot be edited.

#### 2.7.4 MEASURING SURFACE

The tab **Measuring Surface** cannot be edited.

#### 2.7.5 PARTS HISTORY

The tab **Parts History** cannot be edited.

### 3 HOW TO VISUALIZE ISR DATA

#### 3.1 VIEW / FULL SCREEN

**- Cover Sheet -**

Sender  
Fritz Muster GmbH & Co KG  
NordWest  
QWM Franz Muster  
Strasse 12  
D 44444 Stadt

Address  
Muster2 GmbH & Co. KG

Abt.: QNK

Muster Straße 2  
D 22222 MusterStadt2

☒ **First Sample Test Report VDA** Page 1 of 8

☐ First sampling

☐ Re-sampling

☐ New part

☒ Product modification

☐ Production transfer

☐ Change in the production procedures

☐ Long production pause

☐ New subcontractor

☐ Product with DwSpA

☐ Production/Inspection and Test Plan prepared

☐ FMEA carried out

☐ **Test Report other samples**

Appendices		
<input type="checkbox"/> 01 Functional Test	<input type="checkbox"/> 07 Evidence for Inspection and Test Equipment Capability	<input type="checkbox"/> 13 Appearance
<input checked="" type="checkbox"/> 02 Dimensional Check	<input type="checkbox"/> 08 Inspection and Test Equipment List	<input type="checkbox"/> 14 Certificate
<input type="checkbox"/> 03 Material Testing	<input type="checkbox"/> 09 EU-Safety Data Sheet	<input type="checkbox"/> 15 Design Approval
<input type="checkbox"/> 04 Reliability Test	<input type="checkbox"/> 10 Haptics	<input type="checkbox"/> 16 Constituents of Purchased Parts
<input type="checkbox"/> 05 Process Capability Evidence	<input type="checkbox"/> 11 Acoustics	<input type="checkbox"/> 17 Other
<input type="checkbox"/> 06 Process Flow Chart	<input type="checkbox"/> 12 Odors	

Identification Number, Supplier: 1	Identification Number, Customer: 1110001-020
Test Report No.: 700/890/DE	Test Report No.:
Revision: 1	Revision:
Subject Number: 9206	Subject Number: 1121501300050A
Drawing Number: 9206/A140397	Drawing Number:
Status/Date: "a" / 12.05.00	Status/Date: "a" / 10.01.00
Revision Number:	Revision Number: E AB71. M
Designation: Schraube	Designation:
Order Call-off No./Date: 14.07.00	

View/Display

Previous Page

Next Page

Page

1

Size

100 %

☐ Change Applies to All Part Reports

Accept

Cancel

**View / Full Screen** switches to the ISR full screen mode.

You may scroll forward or backward or go directly to the specified page. Use the slider to change the scaling.

Click **Accept** to save recently made settings.

**Cancel** switches to the form view.

### 3.2 VIEW / FORM

Report No.: <b>700/890/DE</b>	Supplier: <b>Bay Area Tech Inc.</b>	City: <b>Oakland</b>
Part Report		
<b>Cover Sheet</b>	Positions: 39   Pages: 1   Page: 1   Enclosure: 0   Language: English	

Form

<b>Customer Decision:</b>	<b>Overall</b>	<b>According to Appendix:</b>												
<b>Approved</b>	<input type="checkbox"/>	01 02 03 04 05 06 07 08 09 10 11 12 13 14 15 16 17												
<b>Conditionally approved</b>	<input type="checkbox"/>													
<b>Rejected, re-sampling necessary</b>	<input type="checkbox"/>													
Deviation Concession No.: When returning, Delivery Note No./Date:														
Name: Department: Telephone/Fax/E-Mail:		Comment:												
Date: _____ Signature: _____														
<b>Distribution:</b>	1	2	3	4	5	6	7	8	9	10	11	12	13	14

<b>Supplier</b>	<b>Customer</b>	<b>Appendices</b>	<b>Confirmation</b>	<b>Decision</b>	<b>Conclusion</b>	<b>Functional</b>	<b>Dimensional</b>	<b>Material</b>	<b>Reliability</b>	<b>Process Cap.</b>	<b>Gauge List</b>	<b>Haptics</b>	<b>Acoustics</b>	<b>Odors</b>	<b>App</b>
Test Report No. Customer		Version													
Customer Specifications:															
Customer	Identification No.	Plant Denotation	Contact Person	Department											
Street/PO Box	Country	ZIP	City												
Initial Sample Specifications:															
Article Code	Version	Drawing Number	Version	Date											
Modification Number	Designation	Receipt No.	Date	Delivery Destination											

View is used when editing forms.



## 4 HOW TO CREATE AN ISR

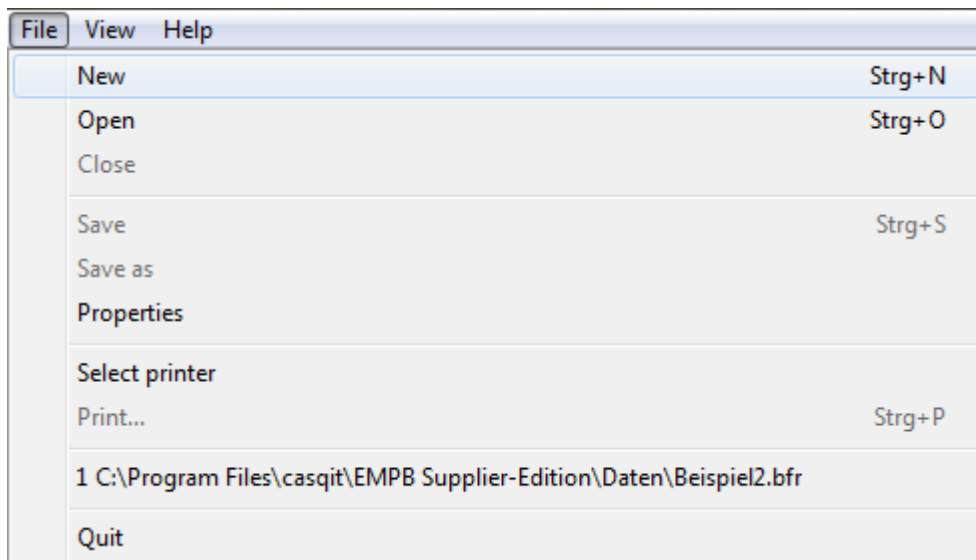
### 4.1 START THE PROGRAM



Click the Windows start icon to start the ISR Supplier Edition. You may also start the program from the program bar.

### 4.2 CREATE NEW REPORT

⇒ Select **File / New**.



Start by selecting the **form type (report type)**. Forms according to QS9000 and VDA2 3<sup>rd</sup> Edition are included in the ISR standard scope of delivery.

All required forms may be included in the ISR. If you want to include your customer-specific forms, please contact the Böhme & Weihs Customer Care.

Select VDA2, 3<sup>rd</sup> Edition for the present example.

Report No.:	Supplier:	City:
Part Report		
Cover Sheet	Positions: 1	Pages: 1 Page: 1 Enclosure: 0 Language: English

Form	
Identification Number, Supplier: Test Report No.: Subject Number: Drawing Number: Status/Date: Revision Number: Designation: Order Call-off No./Date: Delivery Note No./Date: Quantity delivered: Charge Number: Sample Weight:	Identification Number, Customer: Test Report No.: Subject Number: Drawing Number: Status/Date: Revision Number: Designation: Order Call-off No./Date: Incoming Goods No./Date: Delivery Destination:
Supplier Confirmation: It is hereby confirmed, that the sampling has been carried out according to VDA Volume 2 Chapter 4. Name: Department: Telephone/Fax/E-Mail: Date: Signature:	
Customer Decision:	Overall According to Appendix:

Supplier	Customer	Appendices	Confirmation	Decision	Conclusion	Functional	Dimensional	Material	Reliability	Process Cap.	Gauge List	Haptics	Acoustics	Odors	Appearance	Mat Sheet	Purchas
Test Report No. Supplier Revision Internal/External Print as Due on Created on Supplier Specifications: Supplier Identification No. Plant Denotation Contact Person Department Street/PO Box Country ZIP City Initial Sample Specifications: Article Code Version Drawing Number Version Date Revision Number Denotation On-Call Order No. Date Delivery Note No. Date Quantity Delivered Unit Batch No. Sample Weight Unit																	

All specifications made immediately figure in the form. The results are displayed in the graphic area.

#### 4.2.1 REPORT NO. (SUPPLIER INSPECTION REPORT NO.)

⇒ Enter the inspection report number directly in this field. The report number will also be shown in the graphic area.

Report No.:	Supplier:	City:
700/890/DE	Bay Area Inc.	Oakland
Part Report		
Cover Sheet	Positions: 39	Pages: 1 Page: 1 Enclosure: 0 Language: English

Form	
Identification Number, Supplier: Test Report No.: Subject Number: Drawing Number: Status/Date: Revision Number: Designation: Order Call-off No./Date: Delivery Note No./Date: Quantity delivered: Charge Number: Sample Weight:	Identification Number, Customer: Test Report No.: Subject Number: Drawing Number: Status/Date: Revision Number: Designation: Order Call-off No./Date: Incoming Goods No./Date: Delivery Destination:
Supplier Confirmation: It is hereby confirmed, that the sampling has been carried out according to VDA Volume 2 Chapter 4. Name: Department: Telephone/Fax/E-Mail: Date: Signature:	
Customer Decision:	Overall According to Appendix:

Supplier	Customer	Appendices	Confirmation	Decision	Conclusion	Functional	Dimensional	Material	Reliability
Test Report No. Supplier Revision Internal/External Print as Due on Created on 700/890/DE 1 5/67/647 Supplier 15.12.00 14.09.00									
Supplier Specifications: Supplier Identification No. Plant Denotation Contact Person Department Bay Area Inc. 1 South Frank Miller QM									

#### 4.2.2 VERSION

The version number indicates the ISR version. In case of modifications or amendments, you must change the version number..

#### 4.2.3 INTERNAL/EXTERNAL

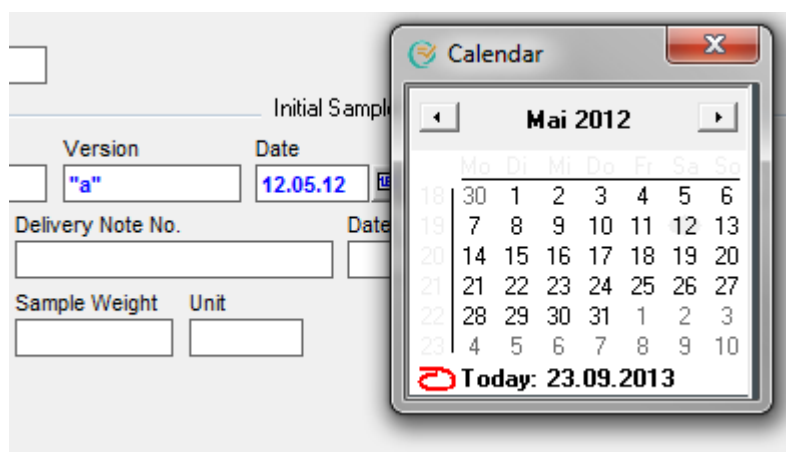
Specify whether it is an internal or external report.

#### 4.2.4 PRINT AS

You may print the ISR for both customers and suppliers.

#### 4.2.5 DUE DATE

Use the buttons **Current Date** and **Calendar** to specify the due dates.



#### 4.2.6 CREATED ON

Here you enter the creation date. You find here the same buttons as for the due date.

#### 4.2.7 SUPPLIER

Below you find the data concerning the supplier.

Supplier Specifications:				
Supplier	Identification No.	Plant Denotation	Contact Person	Department
Bay Area Inc.	1	South	Frank Miller	QM
Street/PO Box	Country	ZIP	City	
Minnesota Drive	USA		Oakland	

#### 4.2.8 ID NO.

Supplier identification number (supplier number).

#### 4.2.9 PLANT NAME

In this field you enter the plant name, if the supplier has several plants.

#### 4.2.10 CONTACT PERSON AND DEPARTMENT

The contact person and the department must always be specified.

#### 4.2.11 ADDRESS FIELDS

If the address fields have been filled out in the supplier master data, these specifications will figure in the corresponding fields.

#### 4.2.12 INITIAL SAMPLE REPORT

Initial Sample Specifications:							
Article Code	Version	Drawing Number	Version	Date	Revision Number		
9206		9206/A140397	"a"	12.05.12			
Denotation	On-Call Order No.	Date	Delivery Note No.	Date			
Screw		14.07.12					
Quantity Delivered	Unit	Batch No.	Sample Weight	Unit			
500	pcs.						

In these fields you enter all ISR specifications.

#### 4.2.13 ARTICLE CODE

IMPORTANT! The article code designates the article, the part being provided by the supplier. Via this number, you establish the connection to the modules IGI, SPC, OGI and II. In these modules, the article code is also called part, item or test plan number.

All transfers of ISR data (characteristics data) to other CASQ-it modules are controlled by the article code.

#### 4.2.14 DRAWING NO.

The number of the drawing belonging to the part.

#### 4.2.15 VERSION

Version number of the drawing.

#### 4.2.16 DATE (DRAW. NO.)

Date of the drawing number

#### 4.2.17 REVISION NUMBER

Revision number of the drawing

#### 4.2.18 NAME

Name of the part to be sampled.

#### 4.2.19 ORDER CALL-OFF NO.

The number for calling off the order.

#### 4.2.20 DELIVERY NOTE NO.

Enter the delivery note number

#### 4.2.21 (DELIVERY) DATE

Specify the delivery date.

#### 4.2.22 (CALL-OFF) DATE

On which date can the order be called-off.

#### 4.2.23 DELIVERY QTY

Enter the desired delivery quantity.

#### 4.2.24 UNIT

Specify the unit, i.e. number of pieces, weight, etc.

#### 4.2.25 BATCH NO.

Enter the batch number.

#### 4.2.26 SAMPLE WEIGHT

Write the sample weight in this field.

#### 4.2.27 UNIT

Unit of the sample weight.

### 4.3 CUSTOMER

The description of the tab **Supplier** also applies to the tab **Customer**. Please note that the customer inspection report number as well as the customer article code may differ from those used by the supplier. The ISR does not necessarily have the same number..

### 4.4 APPENDICES

Report No: <b>700/890/DE</b>	Supplier: <b>Bay Area Inc.</b>	City: <b>Oakland</b>			
Part Report					
<b>Cover Sheet</b>	Positions: 39	Pages: 1 Page: 1 Enclosure: 0 Language: English			
Form					
- Cover Sheet -					
Sender Bay Area Inc. South QM Frank Miller Minnesota Drive USA Oakland		<input checked="" type="checkbox"/> <b>First Sample Test Report VDA</b> Page 1 of 1 <input type="checkbox"/> First sampling <input type="checkbox"/> Re-sampling <input type="checkbox"/> New part <input checked="" type="checkbox"/> Product modification <input type="checkbox"/> Production transfer			
Customer Appendices Confirmation Decision Conclusion Functional Dimensional <b>Material</b> Reliability Process Cap. Gauge List Haptics Acoustics Odors Appearance Mat.Sheet Purchased Parts					
<table border="0"> <tr> <td>           Reason for Sampling  <input checked="" type="checkbox"/> Initial Sampling  <input type="checkbox"/> Re-Sampling  <input type="checkbox"/> New Part  <input checked="" type="checkbox"/> Product Change  <input type="checkbox"/> Product Transfer  <input type="checkbox"/> Change in Production Procedures  <input type="checkbox"/> Long Production Stop  <input type="checkbox"/> New Subcontractor  <input type="checkbox"/> Product with DwSpA  <input type="checkbox"/> Production/Inspection a. Test Plan  <input type="checkbox"/> FMEA Carried Out  <input type="checkbox"/> Test Report Other Samples         </td> <td>           Appendices  <input type="checkbox"/> 01 Functional Test  <input checked="" type="checkbox"/> 02 Dimensional Test  <input type="checkbox"/> 03 Material Test  <input type="checkbox"/> 04 Reliability  <input type="checkbox"/> 05 Process Capability Evidence  <input type="checkbox"/> 06 Process Flow Chart  <input type="checkbox"/> 07 Gauge Capability  <input type="checkbox"/> 08 Gauge List  <input type="checkbox"/> 09 EU Safety Data Sheet  <input type="checkbox"/> 10 Haptics  <input type="checkbox"/> 11 Acoustics  <input type="checkbox"/> 12 Odors         </td> <td> <input type="checkbox"/> 13 Appearance  <input type="checkbox"/> 14 Certificate  <input type="checkbox"/> 15 Design Approval  <input type="checkbox"/> 16 Const. of Purchased Parts  <input type="checkbox"/> 17         </td> </tr> </table>			Reason for Sampling <input checked="" type="checkbox"/> Initial Sampling <input type="checkbox"/> Re-Sampling <input type="checkbox"/> New Part <input checked="" type="checkbox"/> Product Change <input type="checkbox"/> Product Transfer <input type="checkbox"/> Change in Production Procedures <input type="checkbox"/> Long Production Stop <input type="checkbox"/> New Subcontractor <input type="checkbox"/> Product with DwSpA <input type="checkbox"/> Production/Inspection a. Test Plan <input type="checkbox"/> FMEA Carried Out <input type="checkbox"/> Test Report Other Samples	Appendices <input type="checkbox"/> 01 Functional Test <input checked="" type="checkbox"/> 02 Dimensional Test <input type="checkbox"/> 03 Material Test <input type="checkbox"/> 04 Reliability <input type="checkbox"/> 05 Process Capability Evidence <input type="checkbox"/> 06 Process Flow Chart <input type="checkbox"/> 07 Gauge Capability <input type="checkbox"/> 08 Gauge List <input type="checkbox"/> 09 EU Safety Data Sheet <input type="checkbox"/> 10 Haptics <input type="checkbox"/> 11 Acoustics <input type="checkbox"/> 12 Odors	<input type="checkbox"/> 13 Appearance <input type="checkbox"/> 14 Certificate <input type="checkbox"/> 15 Design Approval <input type="checkbox"/> 16 Const. of Purchased Parts <input type="checkbox"/> 17
Reason for Sampling <input checked="" type="checkbox"/> Initial Sampling <input type="checkbox"/> Re-Sampling <input type="checkbox"/> New Part <input checked="" type="checkbox"/> Product Change <input type="checkbox"/> Product Transfer <input type="checkbox"/> Change in Production Procedures <input type="checkbox"/> Long Production Stop <input type="checkbox"/> New Subcontractor <input type="checkbox"/> Product with DwSpA <input type="checkbox"/> Production/Inspection a. Test Plan <input type="checkbox"/> FMEA Carried Out <input type="checkbox"/> Test Report Other Samples	Appendices <input type="checkbox"/> 01 Functional Test <input checked="" type="checkbox"/> 02 Dimensional Test <input type="checkbox"/> 03 Material Test <input type="checkbox"/> 04 Reliability <input type="checkbox"/> 05 Process Capability Evidence <input type="checkbox"/> 06 Process Flow Chart <input type="checkbox"/> 07 Gauge Capability <input type="checkbox"/> 08 Gauge List <input type="checkbox"/> 09 EU Safety Data Sheet <input type="checkbox"/> 10 Haptics <input type="checkbox"/> 11 Acoustics <input type="checkbox"/> 12 Odors	<input type="checkbox"/> 13 Appearance <input type="checkbox"/> 14 Certificate <input type="checkbox"/> 15 Design Approval <input type="checkbox"/> 16 Const. of Purchased Parts <input type="checkbox"/> 17			

Via the tab **Appendices**, you state the reason for the sampling and all appendices you want to enclose.

Double-click to activate the corresponding field. The tag appears when moving to the next field. To deactivate the appendix, double-click and switch to another field.

## 4.5 CONFIRMATION

<b>Customer</b>	<b>Appendices</b>	<b>Confirmation</b>	<b>Decision</b>	<b>Conclusion</b>	<b>Functional</b>	<b>Dimensional</b>	<b>Material</b>	<b>Reliability</b>	<b>Process Cap.</b>
-----------------	-------------------	---------------------	-----------------	-------------------	-------------------	--------------------	-----------------	--------------------	---------------------

Supplier Confirmation: \_\_\_\_\_

Name  
  
Department  
  
Phone  
  
Fax  
  
E-Mail

Comment  
  
  
Date  

  
Signature

Via the tab **Confirmation**, the buyer confirms that all ISR specifications are correct and will be accepted. Only persons having sufficient privileges may fill out this tab.

## 4.6 DECISION

Report No.: <b>700/890/DE</b>	Supplier: <b>Bay Area Inc.</b>	City: <b>Oakland</b>
----------------------------------	-----------------------------------	-------------------------

Part Report: **Cover Sheet** | Positions: 39 | Pages: 1 | Page: 1 | Enclosure: 0 | Language: English

Form

<div> <input type="checkbox"/> Approved  <input type="checkbox"/> Conditionally approved  <input type="checkbox"/> Rejected, re-sampling necessary          Deviation Concession No.:          When returning, Delivery Note No./Date:          Name:          Department:          Telephone/Fax/E-Mail:          Date: _____ Signature: _____       </div>	Comment: <input type="text"/>
--	----------------------------------

Distribution: 1 2 3 4 5 6 7 8 9 10 11 12 13 14

<b>Customer</b>	<b>Appendices</b>	<b>Confirmation</b>	<b>Decision</b>	<b>Conclusion</b>	<b>Functional</b>	<b>Dimensional</b>	<b>Material</b>	<b>Reliability</b>	<b>Process Cap.</b>	<b>Gauge List</b>	<b>Haptics</b>	<b>Acoustics</b>	<b>Odoys</b>	<b>Appearance</b>	<b>Mat. Sheet</b>	<b>Purchased Parts</b>
-----------------	-------------------	---------------------	-----------------	-------------------	-------------------	--------------------	-----------------	--------------------	---------------------	-------------------	----------------	------------------	--------------	-------------------	-------------------	------------------------

Approved: ☒ Overall ☐ 01 ☐ 02 ☐ 03 ☐ 04 ☐ 05 ☐ 06 ☐ 07 ☐ 08 ☐ 09 ☐ 10 ☐ 11 ☐ 12 ☐ 13 ☐ 14 ☐ 15 ☐ 16 ☐ 17  
 Qualified Acceptance: ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐  
 Rejected: ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐

Concession No.:     Delivery Note No.:     Date:

Via the tab **Decision**, the buyer finishes the initial sampling. Buyer and inspector must not be identical.

## 4.7 DIMENSIONAL TEST

Via the following tabs, you switch to the individual appendices (tests/inspections), e.g. to dimensional, functional or material test.

Report No.: 700/890/DE Supplier: Bay Area Inc. City: Oakland

Part Report  
**Dimensional Check** | Positions: 30 | Pages: 2 | Page: 1 | Enclosure: 0 | Language: English

Form

1 2 3 4 5	angepasst.	97.80;10.00;9.00;8.00;7.00;6.00
	Diameter 97.60 ±0.40 mm	79.70
	Diameter 79.20 ±0.40 mm	
	1 +0/+0	
	12.5 ±0.2	
	12.0 ±0.2	
	1.0 ±0.1	
	1.0 ±0.1	

Customer: Appendices | Confirmation | Decision | Conclusion | Functional | Dimensional | Material | Reliability | Process Cap. | Gauge List | Haptics | Acoustics | Odors | Appearance | Mat. Sheet | Purchased Parts

Comment: Musterman Name: QW Department: 0123/21160 Phone: 0123/214160 Fax: 0123/214160 E-Mail: Wolfram.Musterman@Must Date: 17.07.00

Customer Decision:

Approved: ☐ Qual. Acc. ☐ Rejected ☐ Name: Department: Phone: Fax: E-Mail: Date:

No.	Characteristic	Nominal val.	UT	LT	Unit	Remark	Actual Value Supplier	Format	Evaluation	Print
5	Diameter	97.60	0.40	-0.40	mm		97.60;10;9;8;7;6		<input type="checkbox"/>	
6	Diameter	79.20	0.40	-0.40	mm		79.70		<input type="checkbox"/>	

In the following, we will take the dimensional report of the VDA2 form – 3<sup>rd</sup> edition as example.

If you click the tab **Dimensional Report**, you move to the level of characteristics of the dimensional report.

The head data from the part report are directly transferred from the report sheet and are displayed on the screen.

### Dimensional Report

The individual columns within the part reports result from the requirements of the form being used. The entry fields are catalog fields with specific properties.

#### 4.7.1 POSSIBLE ENTRIES IN THE INDIVIDUAL COLUMNS OF THE PARTS REPORT TABLE

You may activate the following functions in the entry table with a left-click: cut, copy and paste (using the clipboard) within the ISR. You always move whole lines.

If you want the changes within a line of the entry table to take effect, quit the line. Please remember this in order to avoid unintended data loss.

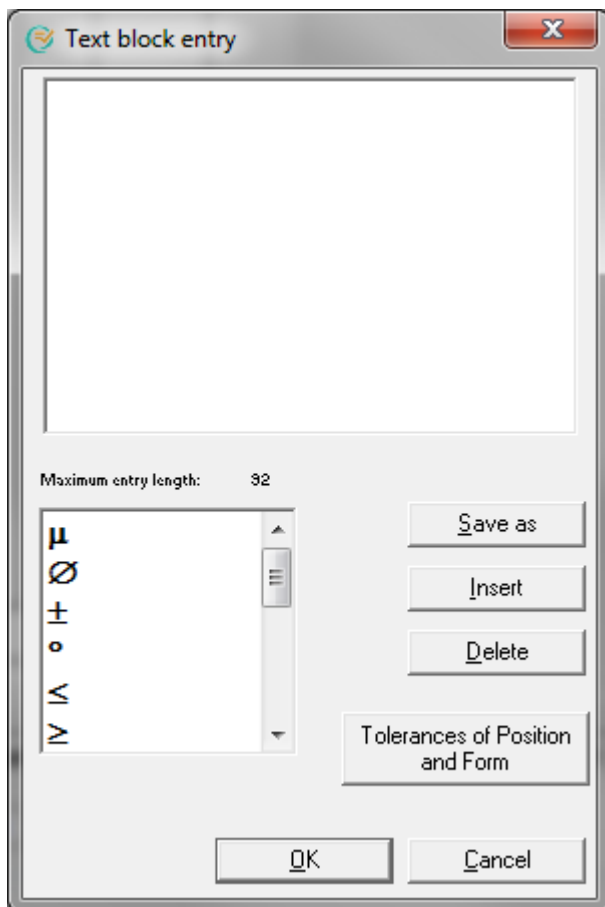


#### 4.7.2 ACTUAL VALUE ENTRIES (TEST RESULTS)

⇒ Select the tab **Dimensional Test**. The corresponding characteristic table will be displayed.

There are two ways of entering actual values into the form.

Via the button **Special Character**, you can call the text block entry. In this dialog you can type whole text blocks or units for a specific field. Please note: The function of this catalog is to be able to enter texts and special characters quickly and easily. These texts are stored locally. The text block entry is not to be confused with the catalog of characteristics.



When directly entering the measured values into the field **Actual Value (Test Results)**, you must separate the entered values by a semicolon.

Please note: Measured values are entered with a point and separated by a semicolon. The measured value entry dialog automatically performs this separation; e.g. 10.01; 10.02; 9.98.

**Acquisition of measured values**

Characteristic:  Nominal:  UT:  LT:

Name:

	Actual Value
1	97.80
2	97.50
3	97.40
4	97.70
5	97.75
6	97.65
7	97.60
8	97.61
9	97.63
10	97.64
11	97.62
12	97.58
13	97.55
14	97.60

**Evolution of Values** | Histogram

Graph showing values over 21 samples. Y-axis ranges from 97.2 to 98.0. Red lines indicate OTG (Upper Tolerance Limit) and UTG (Upper Specification Limit).

Sample Size:

- ☒ Samples (ones) Size:
- ☐ Cavity entry Xbar
- ☐ Cavity entry

Mux Measuring Data Interface (MC3):

Channel:

Plug:

Status:

Reset Value

Accept Cancel

#### 4.7.3 FORMAT (OUTPUT)

Choose the correct format information for the corresponding characteristic. Next to the buttons, you may also enter texts into the text box. The buttons just facilitate the input. Example of a format: (#min - #xmax) CPK Value: #cpk

Several formats are available for the output of measured values.

If you want to output different actual value formats for a characteristic, it makes sense to identify them by entering a text. The individually selected formats are separated by a semicolon.

#### 4.7.4 NAMES IN PART REPORTS

To make text entries into fields (e.g. Name) much easier, call the text entry window via the button **Special Characters**.

#### 4.7.5 SAVE THE INSPECTION

Once you have entered all characteristics, associated specifications and values, save the corresponding data set by clicking **Save**.

### 4.8 QUIT THE MENU

By clicking this button, you quit the creation or edition of reports.

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