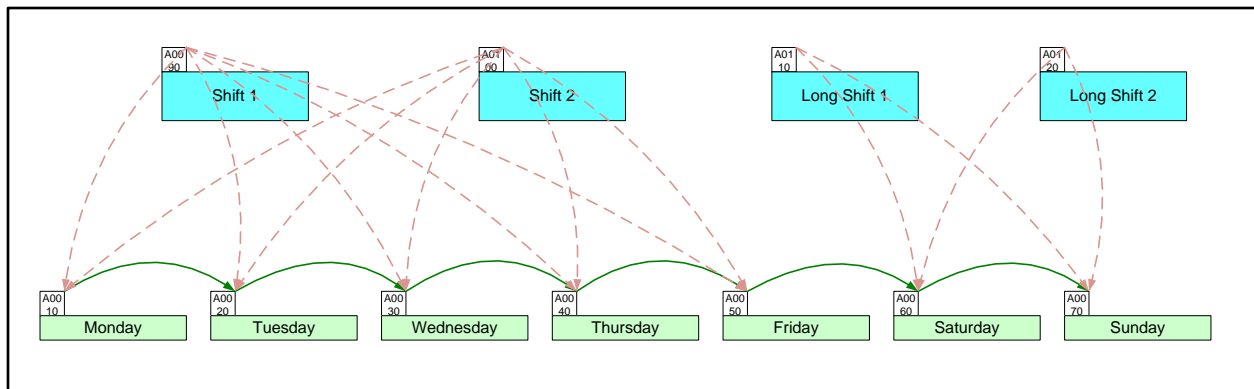


Facility Time Pro Wizard Tutorial

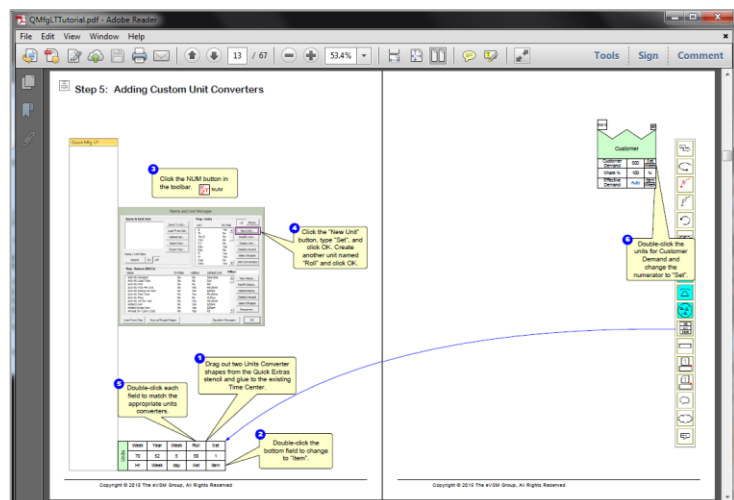
This tutorial will guide you through the steps to draw a simple map, perform common calculations, and plot charts using the Facility Time Pro Wizard.



Viewing/printing eVSM Tutorial:

This tutorial is designed for two page layout. If printing, you will need double-sided print.

For on-screen viewing, save the PDF file to your PC and then open it in Acrobat Reader (not in a web browser). In the Acrobat menus, click "View>Page Display", make sure "Show Cover Page in Two Page View" is checked and then select "Two Page View".



Step 1: Start eVSM

1 On your Desktop, click the "Start eVSM" icon.

2 If you see a message like this, you must "Enable" macros.

3 Click to enable macros.

4 Click "Trust all from publisher" to avoid the security notice in future.

Recycle Bin

Start eVSM

Microsoft Visio Security Notice

Microsoft Office has identified a potential security concern.

Note: The digital signature is valid, but the signature is from a publisher whom you have not yet chosen to trust.

File Path: C:\Program Files\evSM\Setup\Solutions\evSMIcons.vss

Macros have been disabled. Macros might contain viruses or other security hazards. Do not enable this content unless you trust the source of this file.

[More information](#)

[Show Signature Details](#)

Trust all from publisher Enable Macros Disable Macros

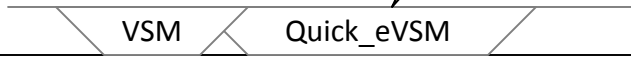
Step 2: Learn eVSM Basics



2 Avoid re-sizing eVSM shapes. Instead grow the drawing page when needed. To resize the page, hold down the “Ctrl” key, and then drag any page edge to the required size. This method works on all four edges of the page.



5 Save your Visio file and then insert a new page via the right-mouse menus on the page-tabs.



1

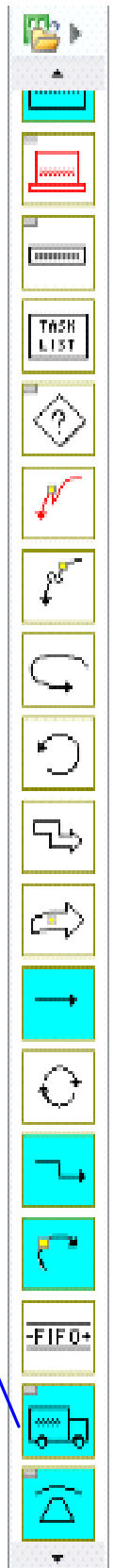
eVSM Help resources are available in the Learn module of the toolbar. Hover over each one to see what they do.

3

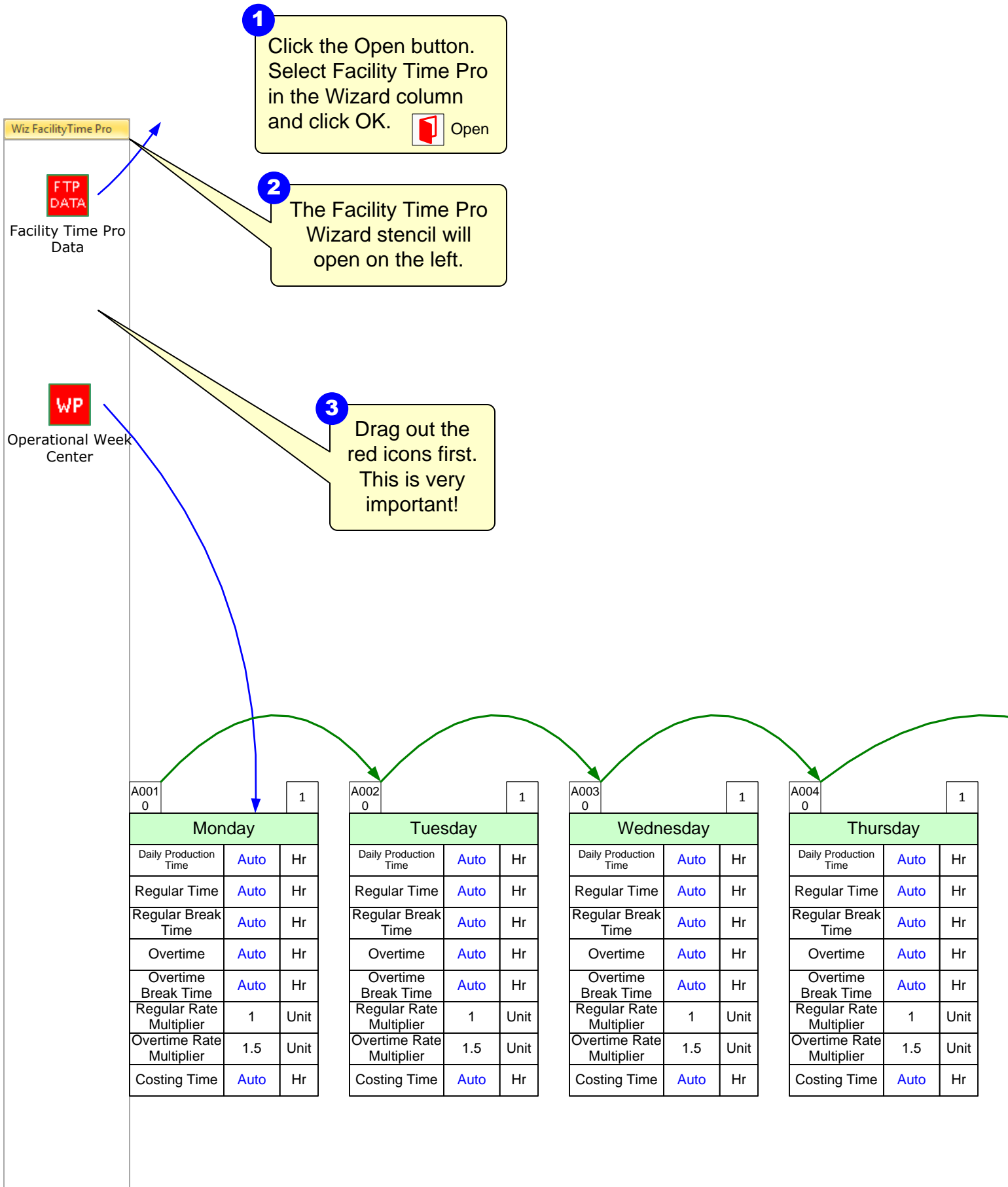
Blue icons in the main stencil represent families of shapes. Drag out the Transport icon.

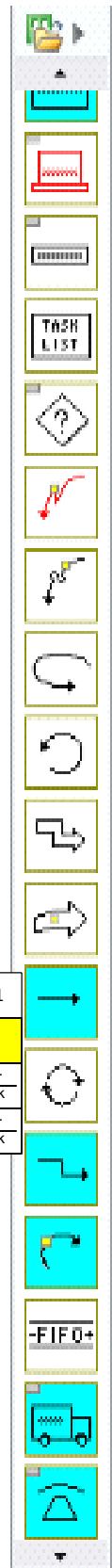
4

Use the shape's right-mouse menus to turn it into a car



Step 3: Initiate the map with Facility Time Pro Wizard





A005		1
Friday		
Daily Production Time	Auto	Hr
Regular Time	Auto	Hr
Regular Break Time	Auto	Hr
Overtime	Auto	Hr
Overtime Break Time	Auto	Hr
Regular Rate Multiplier	1	Unit
Overtime Rate Multiplier	1.5	Unit
Costing Time	Auto	Hr

A006		1
Saturday		
Daily Production Time	Auto	Hr
Regular Time	Auto	Hr
Regular Break Time	Auto	Hr
Overtime	Auto	Hr
Overtime Break Time	Auto	Hr
Regular Rate Multiplier	1	Unit
Overtime Rate Multiplier	1.5	Unit
Costing Time	Auto	Hr

A007		1
Sunday		
Daily Production Time	Auto	Hr
Regular Time	Auto	Hr
Regular Break Time	Auto	Hr
Overtime	Auto	Hr
Overtime Break Time	Auto	Hr
Regular Rate Multiplier	1	Unit
Overtime Rate Multiplier	2	Unit
Costing Time	Auto	Hr

A008		1
Weekly Summary		
Weekly Production Time	Auto	Hr Wk
Weekly Costing Time	Auto	Hr Wk

Step 4: Add Shift Centers

1

The green shapes are called "Centers". Drag out the necessary amount of Shift Centers.

Wiz FacilityTime



Shift Center

A009 0			all
Shift 1			
Shift Start	6	0_24	
Shift Duration	8	Hr	
Shift Break	0.5	Hr	
Shift Overtime	0	Hr	
Shift Overtime Break	0	Hr	

A010 0			all
Shift 2			
Shift Start	14	0_24	
Shift Duration	8	Hr	
Shift Break	0.5	Hr	
Shift Overtime	2	Hr	
Shift Overtime Break	0	Hr	

A001 0			1
Monday			
Daily Production Time	Auto	Hr	
Regular Time	Auto	Hr	
Regular Break Time	Auto	Hr	
Overtime	Auto	Hr	
Overtime Break Time	Auto	Hr	
Regular Rate Multiplier	1	Unit	
Overtime Rate Multiplier	1.5	Unit	
Costing Time	Auto	Hr	

A002 0			1
Tuesday			
Daily Production Time	Auto	Hr	
Regular Time	Auto	Hr	
Regular Break Time	Auto	Hr	
Overtime	Auto	Hr	
Overtime Break Time	Auto	Hr	
Regular Rate Multiplier	1	Unit	
Overtime Rate Multiplier	1.5	Unit	
Costing Time	Auto	Hr	

A003 0			1
Wednesday			
Daily Production Time	Auto	Hr	
Regular Time	Auto	Hr	
Regular Break Time	Auto	Hr	
Overtime	Auto	Hr	
Overtime Break Time	Auto	Hr	
Regular Rate Multiplier	1	Unit	
Overtime Rate Multiplier	1.5	Unit	
Costing Time	Auto	Hr	

A004 0			1
Thursday			
Daily Production Time	Auto	Hr	
Regular Time	Auto	Hr	
Regular Break Time	Auto	Hr	
Overtime	Auto	Hr	
Overtime Break Time	Auto	Hr	
Regular Rate Multiplier	1	Unit	
Overtime Rate Multiplier	1.5	Unit	
Costing Time	Auto	Hr	

2 Complete as shown below, including annotation and data values.

A011	0			all
Long Shift 1				
Shift Start	6	0_24		
Shift Duration	0	Hr		
Shift Break	0	Hr		
Shift Overtime	12	Hr		
Shift Overtime Break	1	Hr		

A012	0			all
Long Shift 2				
Shift Start	18	0_24		
Shift Duration	0	Hr		
Shift Break	0	Hr		
Shift Overtime	12	Hr		
Shift Overtime Break	1	Hr		

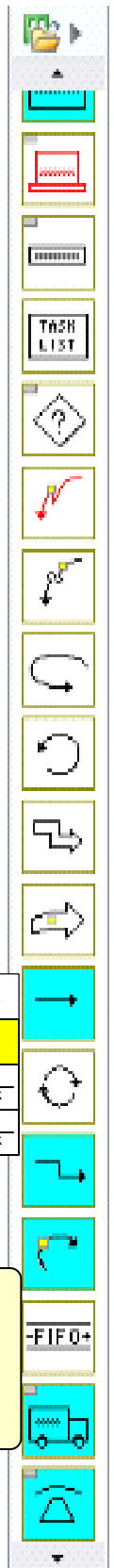
A005	0			1
Friday				
Daily Production Time	Auto	Hr		
Regular Time	Auto	Hr		
Regular Break Time	Auto	Hr		
Overtime	Auto	Hr		
Overtime Break Time	Auto	Hr		
Regular Rate Multiplier	1	Unit		
Overtime Rate Multiplier	1.5	Unit		
Costing Time	Auto	Hr		

A006	0			1
Saturday				
Daily Production Time	Auto	Hr		
Regular Time	Auto	Hr		
Regular Break Time	Auto	Hr		
Overtime	Auto	Hr		
Overtime Break Time	Auto	Hr		
Regular Rate Multiplier	1	Unit		
Overtime Rate Multiplier	1.5	Unit		
Costing Time	Auto	Hr		

A007	0			1
Sunday				
Daily Production Time	Auto	Hr		
Regular Time	Auto	Hr		
Regular Break Time	Auto	Hr		
Overtime	Auto	Hr		
Overtime Break Time	Auto	Hr		
Regular Rate Multiplier	1	Unit		
Overtime Rate Multiplier	2	Unit		
Costing Time	Auto	Hr		

A008	0			1
Weekly Summary				
Weekly Production Time	Auto	Hr	Wk	
Weekly Costing Time	Auto	Hr	Wk	

3 Do not change any of the "Auto" fields. These will be calculated later.



Step 5: Sequencing Using Pipe Arrows

1 Each Shift Centers must be connected to the day(s) of the week it appears in with Pipe Arrows. Hold down the SHIFT key and select the shapes in the order shown here.

A009	0	all
A		
Shift Start	6	0_24
Shift Duration	8	Hr
Shift Break	0.5	Hr
Shift Overtime	0	Hr
Shift Overtime Break	0	Hr


0	all
Shift 2	
Shift Start	14 0_24
Shift Duration	8 Hr
Shift Break	0.5 Hr
Shift Overtime	2 Hr
Shift Overtime Break	0 Hr

A001	0	1
B		
Daily Production Time	Auto	Hr
Regular Time	Auto	Hr
Regular Break Time	Auto	Hr
Overtime	Auto	Hr
Overtime Break Time	Auto	Hr
Regular Rate Multiplier	1	Unit
Overtime Rate Multiplier	1.5	Unit
Costing Time	Auto	Hr

A002	0	1
Tu C		
Daily Production Time	Auto	Hr
Regular Time	Auto	Hr
Regular Break Time	Auto	Hr
Overtime	Auto	Hr
Overtime Break Time	Auto	Hr
Regular Rate Multiplier	1	Unit
Overtime Rate Multiplier	1.5	Unit
Costing Time	Auto	Hr

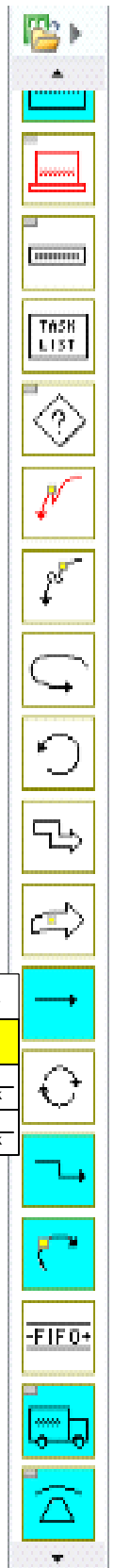
A003	0	1
We D		
Daily Production Time	Auto	Hr
Regular Time	Auto	Hr
Regular Break Time	Auto	Hr
Overtime	Auto	Hr
Overtime Break Time	Auto	Hr
Regular Rate Multiplier	1	Unit
Overtime Rate Multiplier	1.5	Unit
Costing Time	Auto	Hr

A004	0	1
Th E		
Daily Production Time	Auto	Hr
Regular Time	Auto	Hr
Regular Break Time	Auto	Hr
Overtime	Auto	Hr
Overtime Break Time	Auto	Hr
Regular Rate Multiplier	1	Unit
Overtime Rate Multiplier	1.5	Unit
Costing Time	Auto	Hr

2 Click the Auto Pipe button in the toolbar.  Auto Pipe

A011 0			all
Long Shift 1			
Shift Start	6	0_24	
Shift Duration	0	Hr	
Shift Break	0	Hr	
Shift Overtime	12	Hr	
Shift Overtime Break	1	Hr	

A012 0			all
Long Shift 2			
Shift Start	18	0_24	
Shift Duration	0	Hr	
Shift Break	0	Hr	
Shift Overtime	12	Hr	
Shift Overtime Break	1	Hr	



A005 0			1
F			
Daily Production Time	Auto	Hr	
Regular Time	Auto	Hr	
Regular Break Time	Auto	Hr	
Overtime	Auto	Hr	
Overtime Break Time	Auto	Hr	
Regular Rate Multiplier	1	Unit	
Overtime Rate Multiplier	1.5	Unit	
Costing Time	Auto	Hr	

A006 0			1
Saturday			
Daily Production Time	Auto	Hr	
Regular Time	Auto	Hr	
Regular Break Time	Auto	Hr	
Overtime	Auto	Hr	
Overtime Break Time	Auto	Hr	
Regular Rate Multiplier	1	Unit	
Overtime Rate Multiplier	1.5	Unit	
Costing Time	Auto	Hr	

A007 0			1
Sunday			
Daily Production Time	Auto	Hr	
Regular Time	Auto	Hr	
Regular Break Time	Auto	Hr	
Overtime	Auto	Hr	
Overtime Break Time	Auto	Hr	
Regular Rate Multiplier	1	Unit	
Overtime Rate Multiplier	2	Unit	
Costing Time	Auto	Hr	

A008 0			1
Weekly Summary			
Weekly Production Time	Auto	Hr	Wk
Weekly Costing Time	Auto	Hr	Wk

Step 6: Sequencing Shift 2

2 Repeat the steps for Shift 2.

1 Pipe arrows have been added from Shift 1 to the days of the week that it is running.

A009 0			all		
Shift 1					
Shift Start	6	0_24			
Shift Duration	8	Hr			
Shift Break	0.5	Hr			
Shift Overtime	0	Hr			
Shift Overtime Break	0	Hr			


A010 0			all		
A					
Shift Start	14	0_24			
Shift Duration	8	Hr			
Shift Break	0.5	Hr			
Shift Overtime	2	Hr			
Shift Overtime Break	0	Hr			

A001 0			1		
B					
Daily Production Time	Auto	Hr			
Regular Time	Auto	Hr			
Regular Break Time	Auto	Hr			
Overtime	Auto	Hr			
Overtime Break Time	Auto	Hr			
Regular Rate Multiplier	1	Unit			
Overtime Rate Multiplier	1.5	Unit			
Costing Time	Auto	Hr			

A002 0			1		
Tu C					
Daily Production Time	Auto	Hr			
Regular Time	Auto	Hr			
Regular Break Time	Auto	Hr			
Overtime	Auto	Hr			
Overtime Break Time	Auto	Hr			
Regular Rate Multiplier	1	Unit			
Overtime Rate Multiplier	1.5	Unit			
Costing Time	Auto	Hr			

A003 0			1		
We D					
Daily Production Time	Auto	Hr			
Regular Time	Auto	Hr			
Regular Break Time	Auto	Hr			
Overtime	Auto	Hr			
Overtime Break Time	Auto	Hr			
Regular Rate Multiplier	1	Unit			
Overtime Rate Multiplier	1.5	Unit			
Costing Time	Auto	Hr			

A004 0			1		
Th E					
Daily Production Time	Auto	Hr			
Regular Time	Auto	Hr			
Regular Break Time	Auto	Hr			
Overtime	Auto	Hr			
Overtime Break Time	Auto	Hr			
Regular Rate Multiplier	1	Unit			
Overtime Rate Multiplier	1.5	Unit			
Costing Time	Auto	Hr			

3 Click the Auto Pipe button in the toolbar.  Auto Pipe

A011 0			all
Long Shift 1			
Shift Start	6	0_24	
Shift Duration	0	Hr	
Shift Break	0	Hr	
Shift Overtime	12	Hr	
Shift Overtime Break	1	Hr	

A012 0			all
Long Shift 2			
Shift Start	18	0_24	
Shift Duration	0	Hr	
Shift Break	0	Hr	
Shift Overtime	12	Hr	
Shift Overtime Break	1	Hr	

A005 0			1
F			
Daily Production Time	Auto	Hr	
Regular Time	Auto	Hr	
Regular Break Time	Auto	Hr	
Overtime	Auto	Hr	
Overtime Break Time	Auto	Hr	
Regular Rate Multiplier	1	Unit	
Overtime Rate Multiplier	1.5	Unit	
Costing Time	Auto	Hr	

A006 0			1
Saturday			
Daily Production Time	Auto	Hr	
Regular Time	Auto	Hr	
Regular Break Time	Auto	Hr	
Overtime	Auto	Hr	
Overtime Break Time	Auto	Hr	
Regular Rate Multiplier	1	Unit	
Overtime Rate Multiplier	1.5	Unit	
Costing Time	Auto	Hr	

A007 0			1
Sunday			
Daily Production Time	Auto	Hr	
Regular Time	Auto	Hr	
Regular Break Time	Auto	Hr	
Overtime	Auto	Hr	
Overtime Break Time	Auto	Hr	
Regular Rate Multiplier	1	Unit	
Overtime Rate Multiplier	2	Unit	
Costing Time	Auto	Hr	

A008 0			1
Weekly Summary			
Weekly Production Time	Auto	Hr	Wk
Weekly Costing Time	Auto	Hr	Wk

Step 7: Sequencing the Long Shifts

Wiz FacilityTime Pro

A009 0			all		
Shift 1					
Shift Start	6	0_24			
Shift Duration	8	Hr			
Shift Break	0.5	Hr			
Shift Overtime	0	Hr			
Shift Overtime Break	0	Hr			

A010 0			all		
Shift 2					
Shift Start	14	0_24			
Shift Duration	8	Hr			
Shift Break	0.5	Hr			
Shift Overtime	2	Hr			
Shift Overtime Break	0	Hr			

A001 0			1		
Monday					
Daily Production Time	Auto	Hr			
Regular Time	Auto	Hr			
Regular Break Time	Auto	Hr			
Overtime	Auto	Hr			
Overtime Break Time	Auto	Hr			
Regular Rate Multiplier	1	Unit			
Overtime Rate Multiplier	1.5	Unit			
Costing Time	Auto	Hr			

A002 0			1		
Tuesday					
Daily Production Time	Auto	Hr			
Regular Time	Auto	Hr			
Regular Break Time	Auto	Hr			
Overtime	Auto	Hr			
Overtime Break Time	Auto	Hr			
Regular Rate Multiplier	1	Unit			
Overtime Rate Multiplier	1.5	Unit			
Costing Time	Auto	Hr			

A003 0			1		
Wednesday					
Daily Production Time	Auto	Hr			
Regular Time	Auto	Hr			
Regular Break Time	Auto	Hr			
Overtime	Auto	Hr			
Overtime Break Time	Auto	Hr			
Regular Rate Multiplier	1	Unit			
Overtime Rate Multiplier	1.5	Unit			
Costing Time	Auto	Hr			

A004 0			1		
Thursday					
Daily Production Time	Auto	Hr			
Regular Time	Auto	Hr			
Regular Break Time	Auto	Hr			
Overtime	Auto	Hr			
Overtime Break Time	Auto	Hr			
Regular Rate Multiplier	1	Unit			
Overtime Rate Multiplier	1.5	Unit			
Costing Time	Auto	Hr			

1 The Long Shifts only run on Saturday and Sunday. Connect Pipe Arrows from each Long Shift to both Saturday and Sunday.

A011 0		all
A		
Shift Start	6	0_24
Shift Duration	0	Hr
Shift Break	0	Hr
Shift Overtime	12	Hr
Shift Overtime Break	1	Hr

A012 0		all
Long Shift 2		
Shift Start	18	0_24
Shift Duration	0	Hr
Shift Break	0	Hr
Shift Overtime	12	Hr
Shift Overtime Break	1	Hr


A005 0		1
Friday		
Daily Production Time	Auto	Hr
Regular Time	Auto	Hr
Regular Break Time	Auto	Hr
Overtime	Auto	Hr
Overtime Break Time	Auto	Hr
Regular Rate Multiplier	1	Unit
Overtime Rate Multiplier	1.5	Unit
Costing Time	Auto	Hr


A006 0		1
B		
Daily Production Time	Auto	Hr
Regular Time	Auto	Hr
Regular Break Time	Auto	Hr
Overtime	Auto	Hr
Overtime Break Time	Auto	Hr
Regular Rate Multiplier	1	Unit
Overtime Rate Multiplier	1.5	Unit
Costing Time	Auto	Hr

A007 0		1
C		
Daily Production Time	Auto	Hr
Regular Time	Auto	Hr
Regular Break Time	Auto	Hr
Overtime	Auto	Hr
Overtime Break Time	Auto	Hr
Regular Rate Multiplier	1	Unit
Overtime Rate Multiplier	2	Unit
Costing Time	Auto	Hr

A008 0		1
Weekly Summary		
Weekly Production Time	Auto	Hr Wk
Weekly Costing Time	Auto	Hr Wk

Step 8: Perform Calculations

1 Click the “Check” and button fix any problems flagged  Check

2 Click the “Solve” button to calculate  Solve

Wiz FacilityTime Pro

A009 0			all		
Shift 1					
Shift Start	6	0_24			
Shift Duration	8	Hr			
Shift Break	0.5	Hr			
Shift Overtime	0	Hr			
Shift Overtime Break	0	Hr			

A010 0			all		
Shift 2					
Shift Start	14	0_24			
Shift Duration	8	Hr			
Shift Break	0.5	Hr			
Shift Overtime	2	Hr			
Shift Overtime Break	0	Hr			

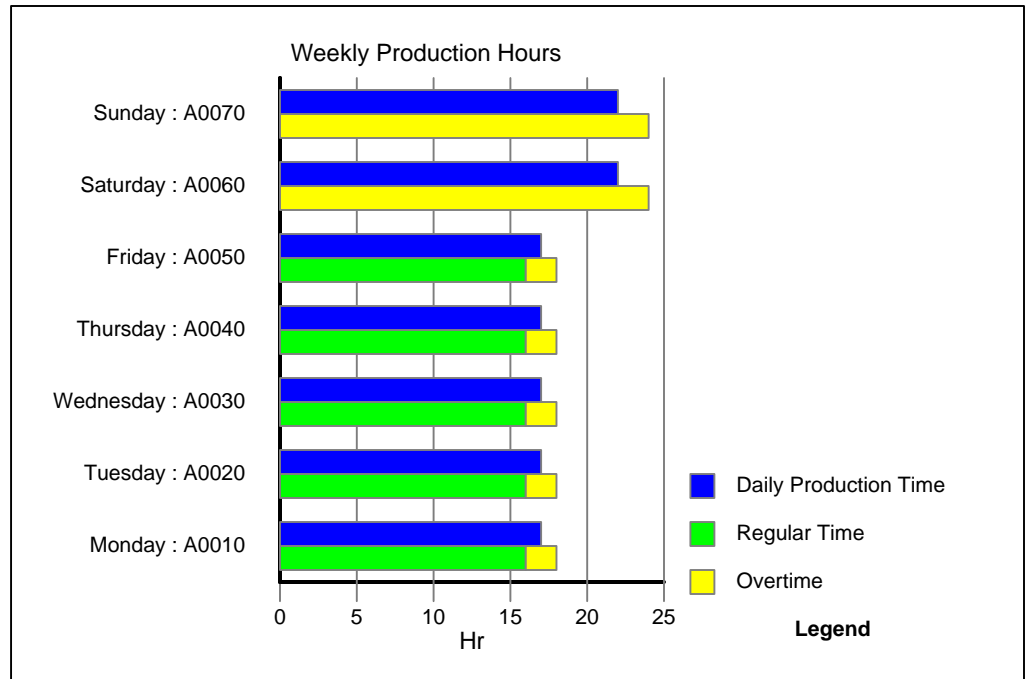
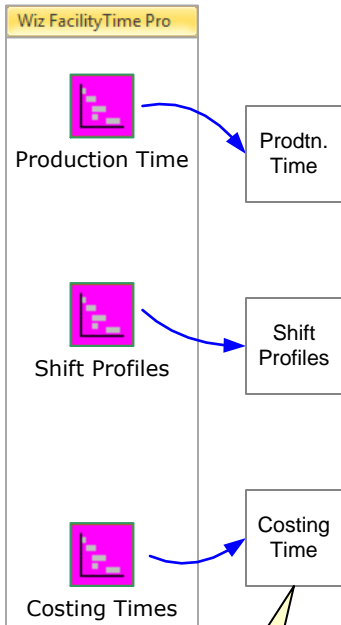
A001 0			1		
Monday					
Daily Production Time	17.00	Hr			
Regular Time	16.00	Hr			
Regular Break Time	1.00	Hr			
Overtime	2.00	Hr			
Overtime Break Time	0.00	Hr			
Regular Rate Multiplier	1	Unit			
Overtime Rate Multiplier	1.5	Unit			
Costing Time	19.00	Hr			

A002 0			1		
Tuesday					
Daily Production Time	17.00	Hr			
Regular Time	16.00	Hr			
Regular Break Time	1.00	Hr			
Overtime	2.00	Hr			
Overtime Break Time	0.00	Hr			
Regular Rate Multiplier	1	Unit			
Overtime Rate Multiplier	1.5	Unit			
Costing Time	19.00	Hr			

A003 0			1		
Wednesday					
Daily Production Time	17.00	Hr			
Regular Time	16.00	Hr			
Regular Break Time	1.00	Hr			
Overtime	2.00	Hr			
Overtime Break Time	0.00	Hr			
Regular Rate Multiplier	1	Unit			
Overtime Rate Multiplier	1.5	Unit			
Costing Time	19.00	Hr			

A004 0			1		
Thursday					
Daily Production Time	17.00	Hr			
Regular Time	16.00	Hr			
Regular Break Time	1.00	Hr			
Overtime	2.00	Hr			
Overtime Break Time	0.00	Hr			
Regular Rate Multiplier	1	Unit			
Overtime Rate Multiplier	1.5	Unit			
Costing Time	19.00	Hr			

Step 9: Visualize with Charts



1 Drag out each chart shape and right-click to Plot Chart.

A009
0

Shift 1		
Shift Start	6	0.24
Shift Duration	8	Hr
Shift Break	0.5	Hr
Shift Overtime	0	Hr
Shift Overtime Break	0	Hr

A010
0

Shift 2		
Shift Start	14	0.24
Shift Duration	8	Hr
Shift Break	0.5	Hr
Shift Overtime	2	Hr
Shift Overtime Break	0	Hr

A001
0

Monday		
Daily Production Time	17.00	Hr
Regular Time	16.00	Hr
Regular Break Time	1.00	Hr
Overtime	2.00	Hr
Overtime Break Time	0.00	Hr
Regular Rate Multiplier	1	Unit
Overtime Rate Multiplier	1.5	Unit
Costing Time	19.00	Hr

A002
0

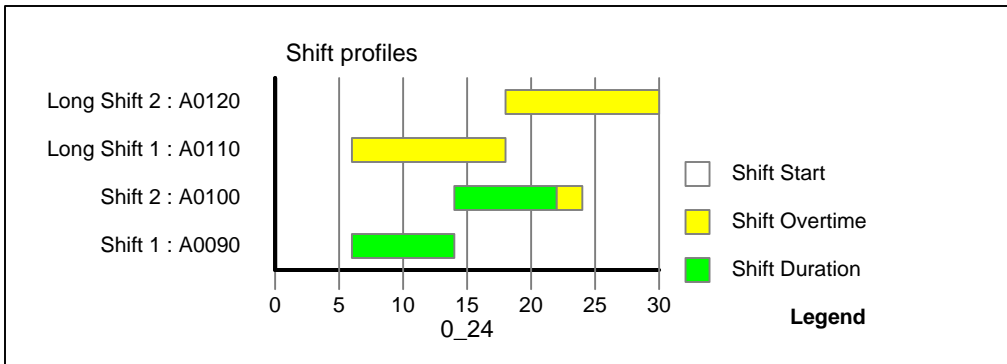
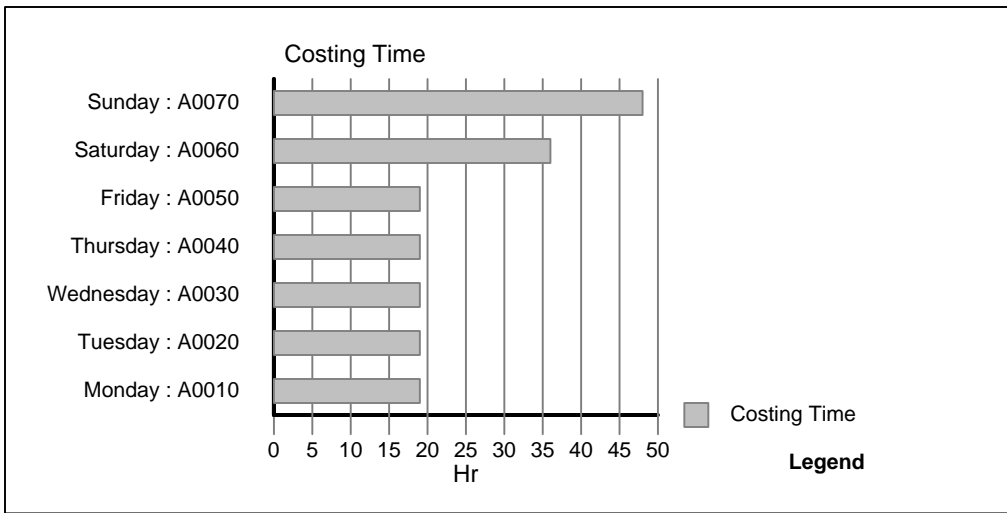
Tuesday		
Daily Production Time	17.00	Hr
Regular Time	16.00	Hr
Regular Break Time	1.00	Hr
Overtime	2.00	Hr
Overtime Break Time	0.00	Hr
Regular Rate Multiplier	1	Unit
Overtime Rate Multiplier	1.5	Unit
Costing Time	19.00	Hr

A003
0

Wednesday		
Daily Production Time	17.00	Hr
Regular Time	16.00	Hr
Regular Break Time	1.00	Hr
Overtime	2.00	Hr
Overtime Break Time	0.00	Hr
Regular Rate Multiplier	1	Unit
Overtime Rate Multiplier	1.5	Unit
Costing Time	19.00	Hr

A004
0

Thursday		
Daily Production Time	17.00	Hr
Regular Time	16.00	Hr
Regular Break Time	1.00	Hr
Overtime	2.00	Hr
Overtime Break Time	0.00	Hr
Regular Rate Multiplier	1	Unit
Overtime Rate Multiplier	1.5	Unit
Costing Time	19.00	Hr



A0110

Long Shift 1		
Shift Start	6	0_24
Shift Duration	0	Hr
Shift Break	0	Hr
Shift Overtime	12	Hr
Shift Overtime Break	1	Hr

A0120

Long Shift 2		
Shift Start	18	0_24
Shift Duration	0	Hr
Shift Break	0	Hr
Shift Overtime	12	Hr
Shift Overtime Break	1	Hr

A0050

Friday		
Daily Production Time	17.00	Hr
Regular Time	16.00	Hr
Regular Break Time	1.00	Hr
Overtime	2.00	Hr
Overtime Break Time	0.00	Hr
Regular Rate Multiplier	1	Unit
Overtime Rate Multiplier	1.5	Unit
Costing Time	19.00	Hr

A0060

Saturday		
Daily Production Time	22.00	Hr
Regular Time	0.00	Hr
Regular Break Time	0.00	Hr
Overtime	24.00	Hr
Overtime Break Time	2.00	Hr
Regular Rate Multiplier	1	Unit
Overtime Rate Multiplier	1.5	Unit
Costing Time	36.00	Hr

A0070

Sunday		
Daily Production Time	22.00	Hr
Regular Time	0.00	Hr
Regular Break Time	0.00	Hr
Overtime	24.00	Hr
Overtime Break Time	2.00	Hr
Regular Rate Multiplier	1	Unit
Overtime Rate Multiplier	2	Unit
Costing Time	48.00	Hr

A0080

Weekly Summary		
Weekly Production Time	129.00	Hr Wk
Weekly Costing Time	179.00	Hr Wk

