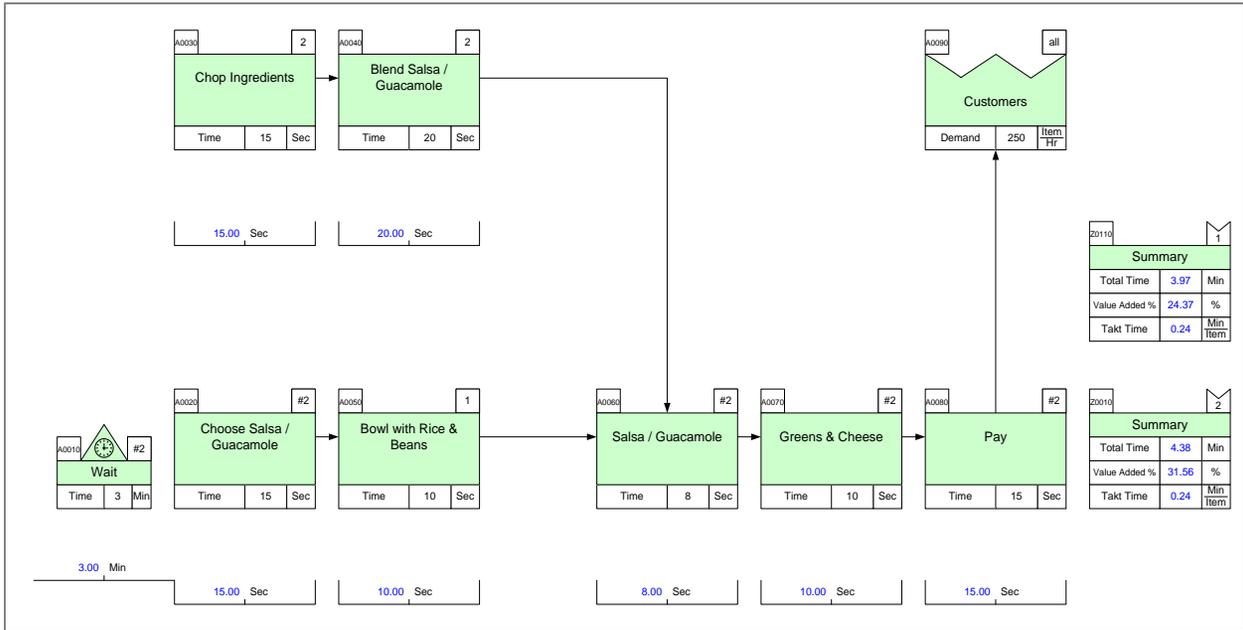


Quick Time Tutorial

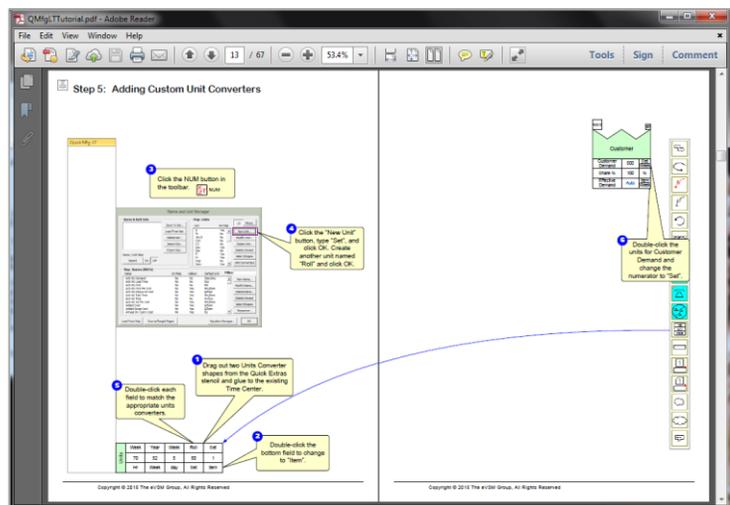
This tutorial will guide you through the steps to draw a simple map, perform common calculations, and plot charts using the Quick Time stencil.



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

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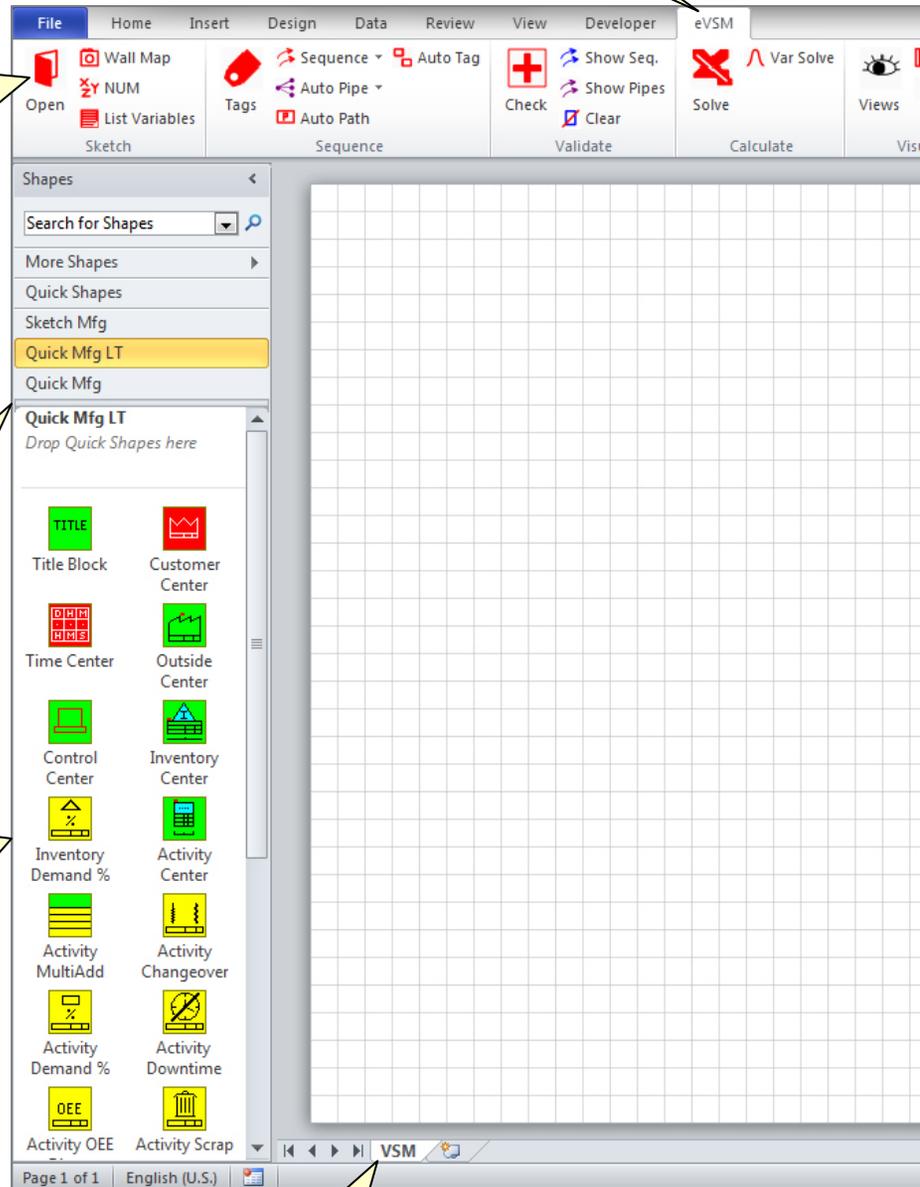
The eVSM Environment

eVSM adds this toolbar to Visio as well as the stencils on the left and right. If the eVSM toolbar disconnects, click File>Save As and save the file, close the file, then re-open it. This tip can be used for other crashes in eVSM.

A new map is initiated by selecting your application area from the "Open" button. Only the stencils required for your selected application area will open on the left side.

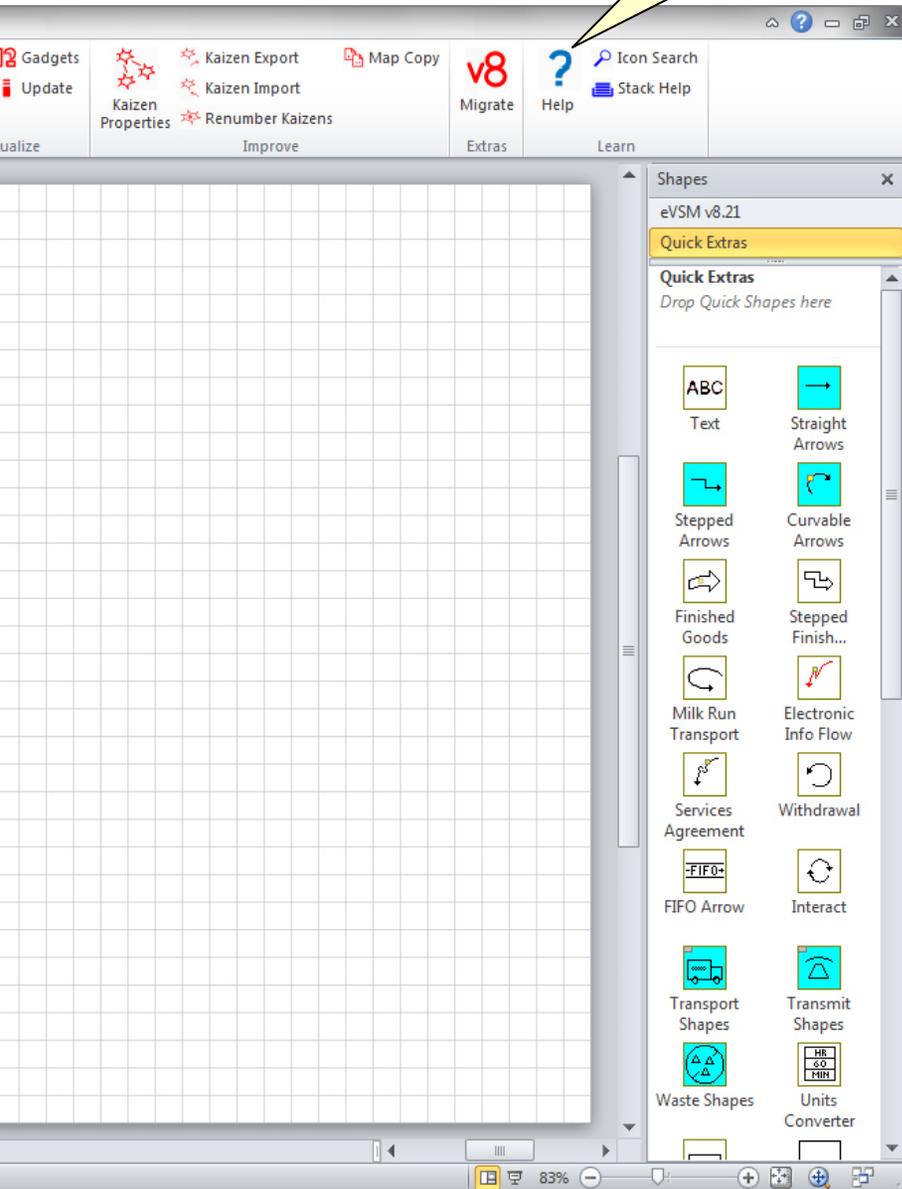
The left hand side has the Quick eVSM stencils which are optimized for specific application areas such as manufacturing vs office vs healthcare.

The Quick stencils contain macro shapes which are often collections of individual eVSM shapes with pre-built names, units, equations, and other properties.



A Visio file can have multiple pages which are accessed with these tabs. Each page gets locked to a chosen eVSM application and then not be used for other applications.

Hover over each button in the eVSM Toolbar to learn what it does. Detailed help and tutorials are available at the eVSM help site which can be accessed via this button.



The right side has two stencils. The main eVSM stencil, showing the eVSM version number, and the eVSM Extras stencil which is just a subset of the main stencil to help new users.

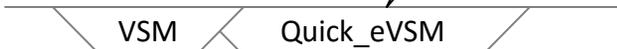
Step 2: Learn eVSM Basics

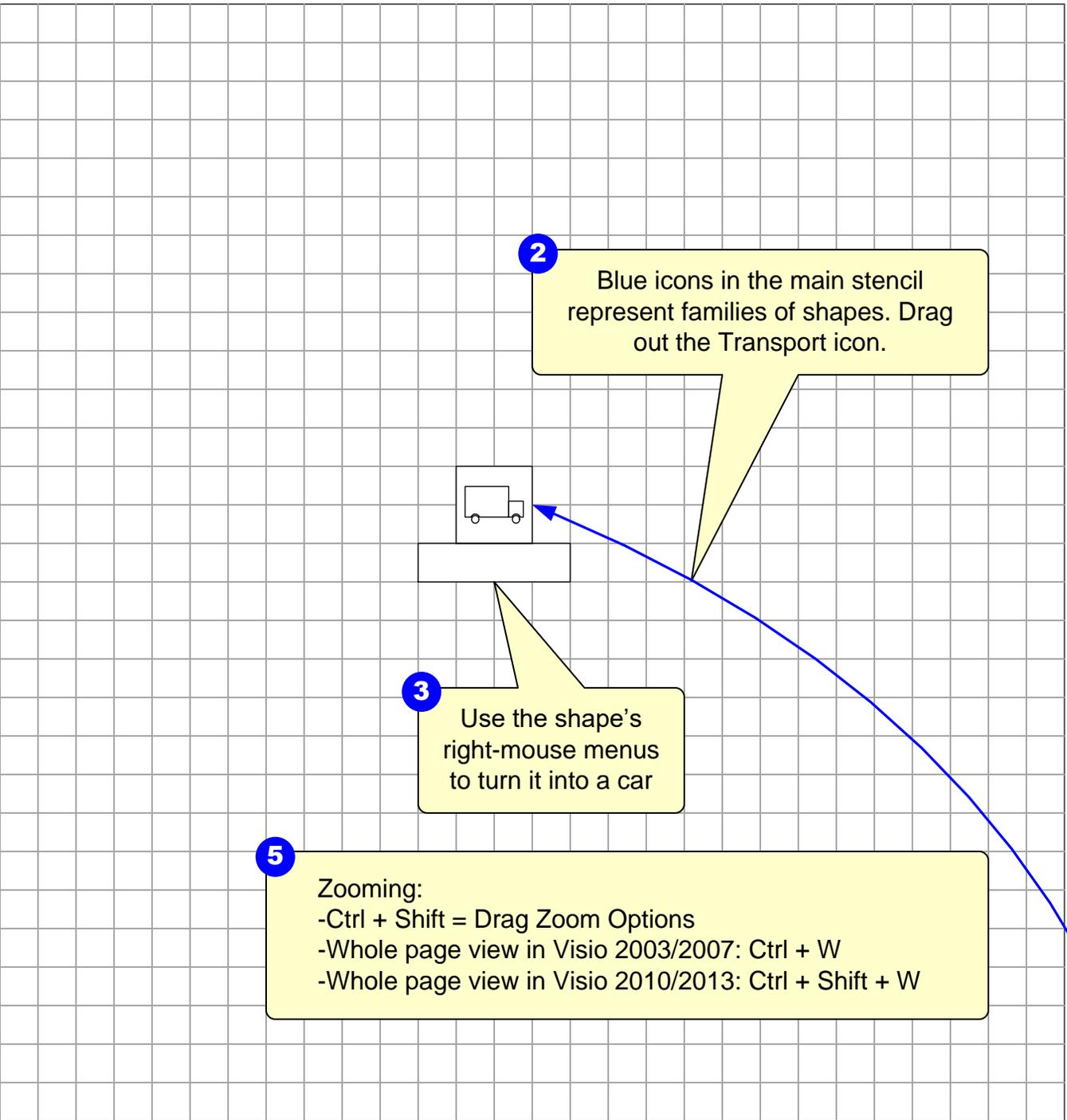


1 Avoid re-sizing eVSM shapes. Instead grow the drawing page when needed. To resize the page, hold down the “Ctrl” key, and then drag any page edge to the required size. This method works on all four edges of the page.



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

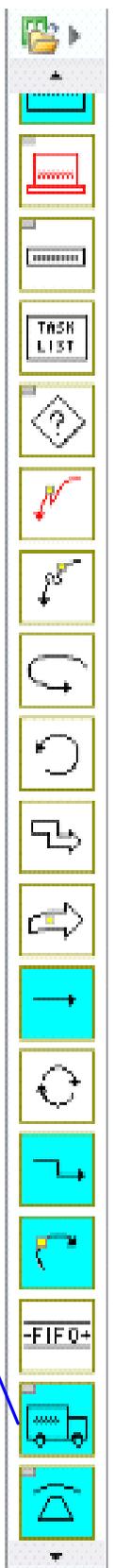




2 Blue icons in the main stencil represent families of shapes. Drag out the Transport icon.

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

5 Zooming:
-Ctrl + Shift = Drag Zoom Options
-Whole page view in Visio 2003/2007: Ctrl + W
-Whole page view in Visio 2010/2013: Ctrl + Shift + W



Quick Stencil Icon Colors

Below is an overview of the Quick Mfg stencil shapes.

The image shows a vertical list of icons from the QuickTime stencil library. The icons are arranged in a column, each with a colored square icon to its left and a text label to its right. The list includes: Stencil Data (red icon with 'TIME DATA' text), Customer Center (red crown icon), Activity Center (green icon with a speech bubble), Activity Capacity (yellow 'C' icon), Activity NVA (yellow 'NVA' icon), Wait Center (green icon with a clock), Resource Center (green icon with a gear), Resource Pipe (yellow icon with a pipe), Inventory Center (green icon with a triangle), Transport Center (green icon with a truck), Transmit Center (green icon with a signal tower), Summary Center (white icon with a clock), and Lead Time Chart (purple icon with a chart). Callout boxes provide additional information: a yellow box points to the red icons with the text '**DRAG RED SHAPES OUT FIRST**'; a yellow box points to the yellow icons with the text 'Yellow icons are additional add-on calculations to add to Centers'; a yellow box points to the green icons with the text 'Green icons represent Centers'; a yellow box points to the white icon with the text 'White icons represent Summary Centers'; and a yellow box points to the purple icon with the text 'Purple icons are the graphs and other charts'.

****DRAG RED SHAPES OUT FIRST****

Yellow icons are additional add-on calculations to add to Centers

Green icons represent Centers

White icons represent Summary Centers

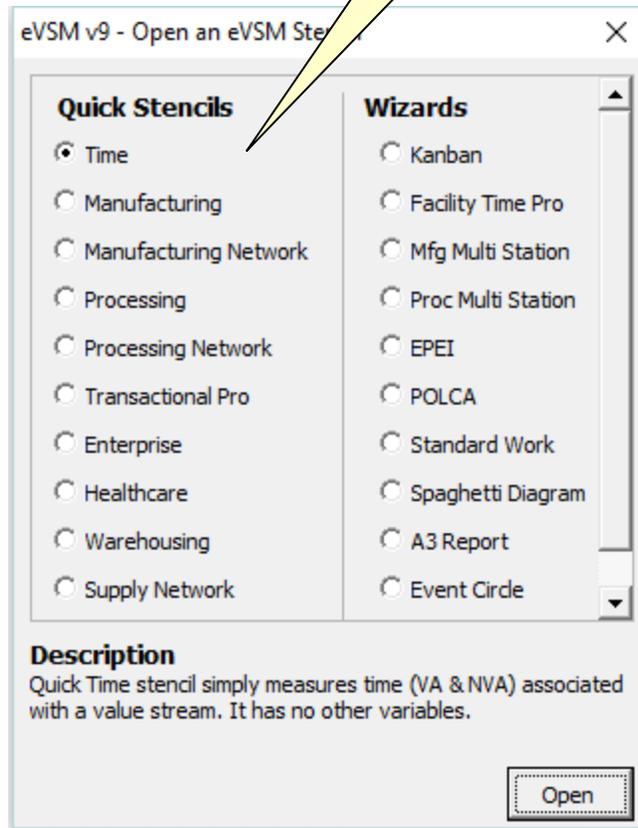
Purple icons are the graphs and other charts

Icon Color	Icon Description	Category
Red	Stencil Data	Summary Center
Red	Customer Center	Center
Green	Activity Center	Center
Yellow	Activity Capacity	Additional add-on calculations
Yellow	Activity NVA	Additional add-on calculations
Green	Wait Center	Center
Green	Resource Center	Center
Yellow	Resource Pipe	Additional add-on calculations
Green	Inventory Center	Center
Green	Transport Center	Center
Green	Transmit Center	Center
White	Summary Center	Summary Center
Purple	Lead Time Chart	Graphs and other charts

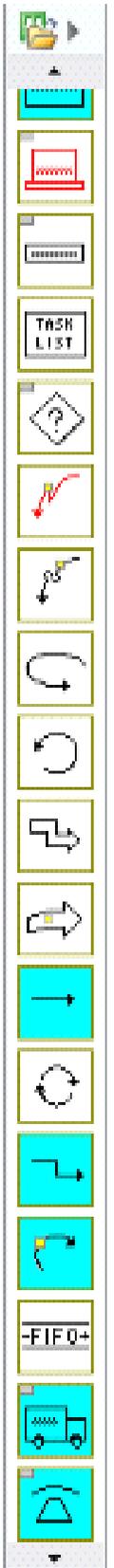
Step 3: Open the Quick Time stencil

1 Click the  Open button in the eVSM toolbar.

2 Select Time, and click Open.



3 The Quick Time stencil will open on the left.



Step 4: Initiate the map for Quick Time

QuickTime

 Stencil Data

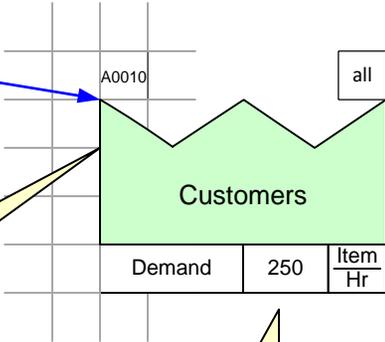
 Customer Center

eVSM Data
QuickTime
9/12/2016 9:2

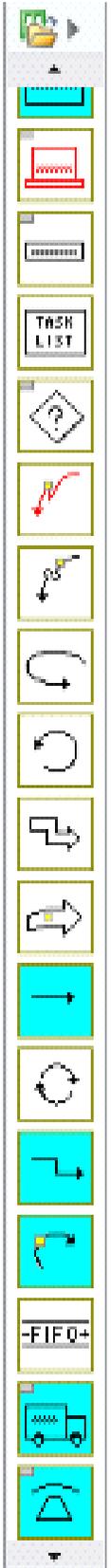
1

Drag out the red shapes from the stencil, these are mandatory.

2 Align all new shapes to the grid as you drop them.

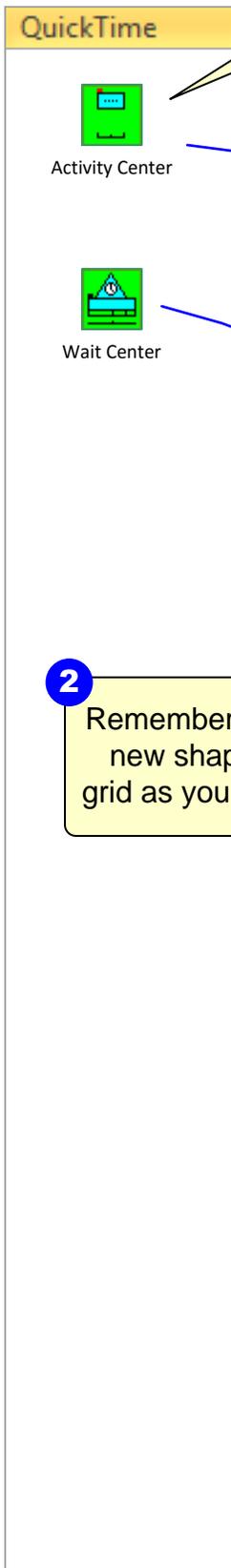


3 Enter customer demand here.



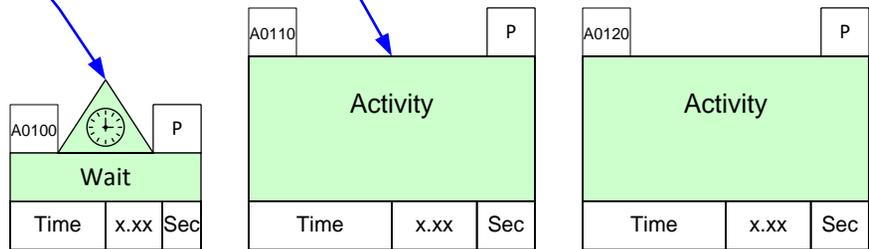
Step 5: Draw the flow

1 The green shapes are called "Centers". Use the centers to represent the flow.

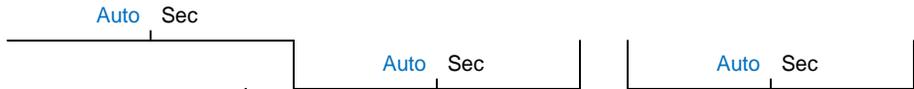


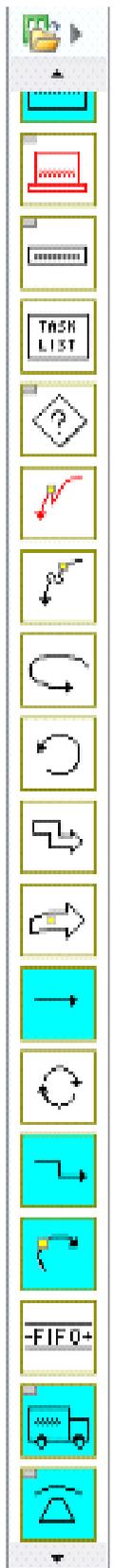
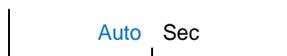
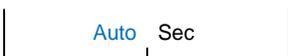
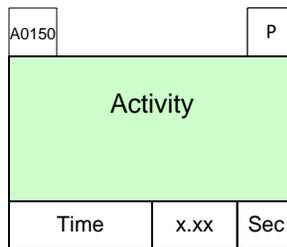
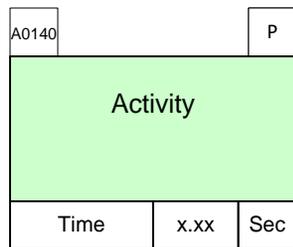
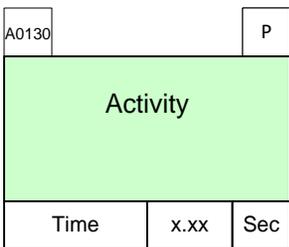
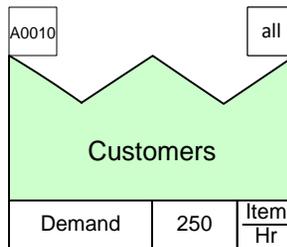
4 Operation Tag number may not match with your screen. This is OK, this will be handled later.

2 Remember to align all new shapes to the grid as you drop them.



3 If the Value Added and Non Value Added timeline is not lined up, use the "Align Timeline" command in the right-mouse button menu.

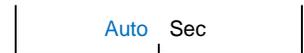
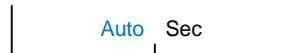
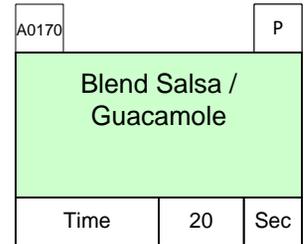
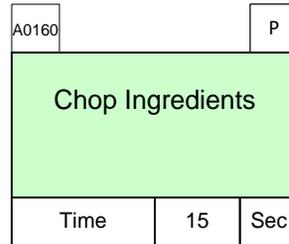




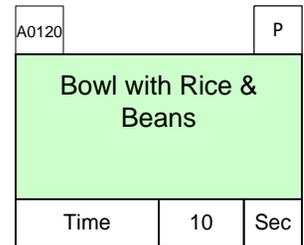
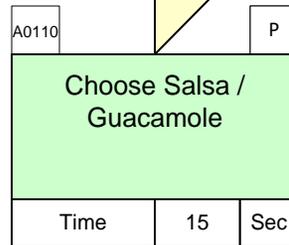
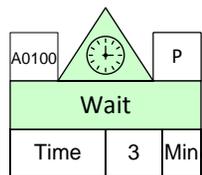
Step 6: Complete the flow and enter data



eVSM Data
QuickTime
9/12/2016 2:2



2 If text does not fit, avoid re-sizing eVSM shapes. Instead, make the font smaller.

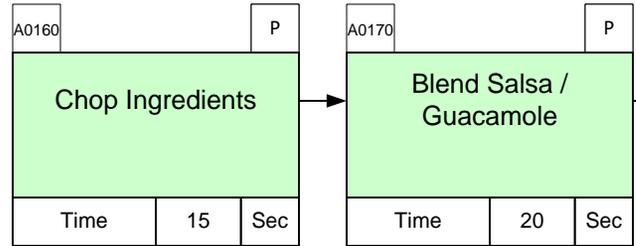


3 Check to make sure you have the appropriate units. If not, double-click the unit to change it.

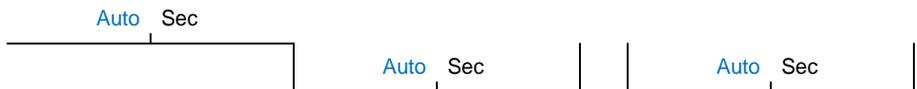
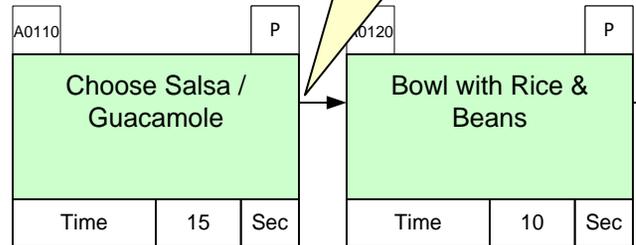
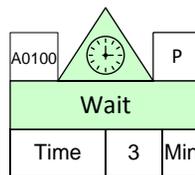
Step 7: Add Arrows from Main Stencil



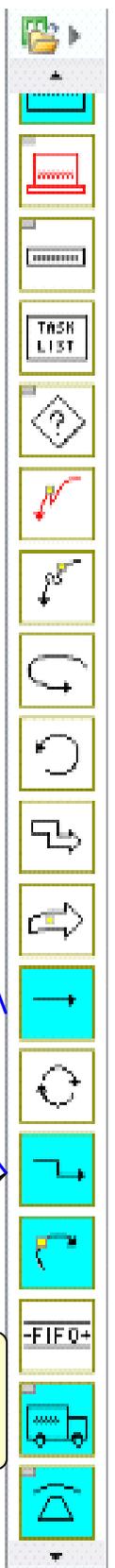
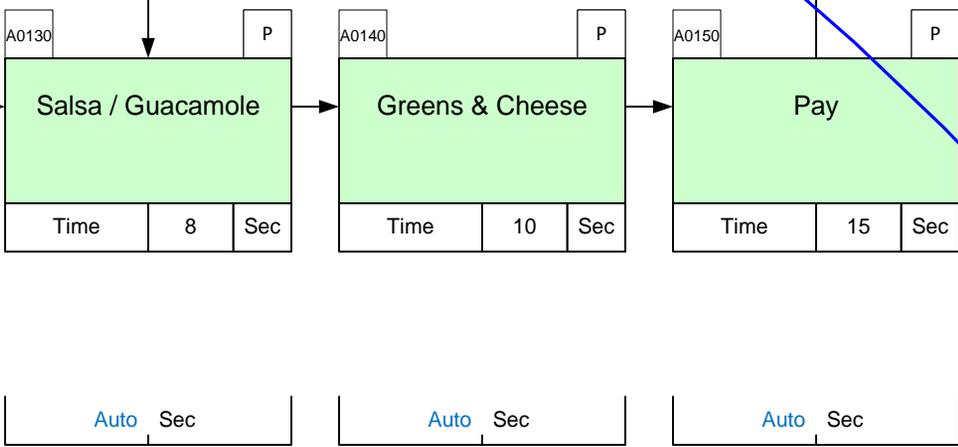
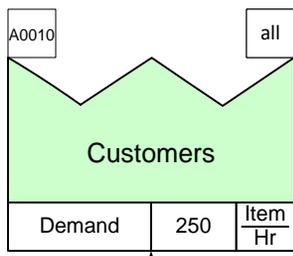
eVSM Data
QuickTime
8/12/2016 2:2



2 Glue all arrows at both ends by making sure a red glue connection appears.



3 Arrows and other blue stack shapes can be changed via the right-mouse menu.



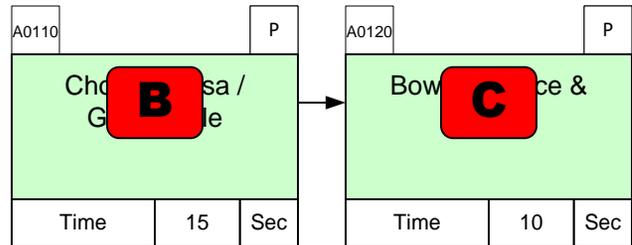
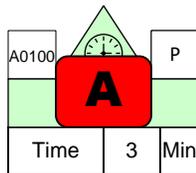
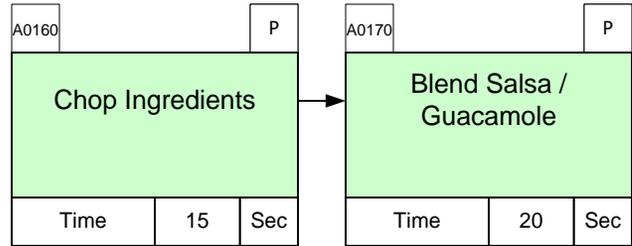
1 Drag the arrows from the Main stencil on the right.

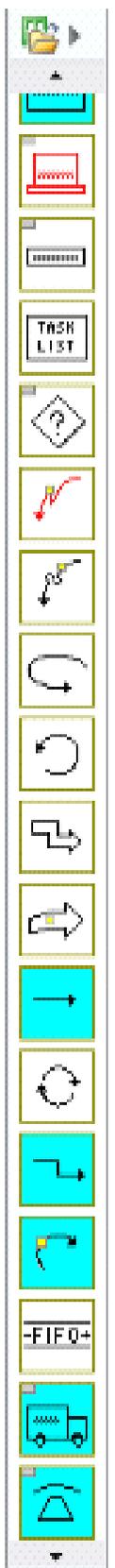
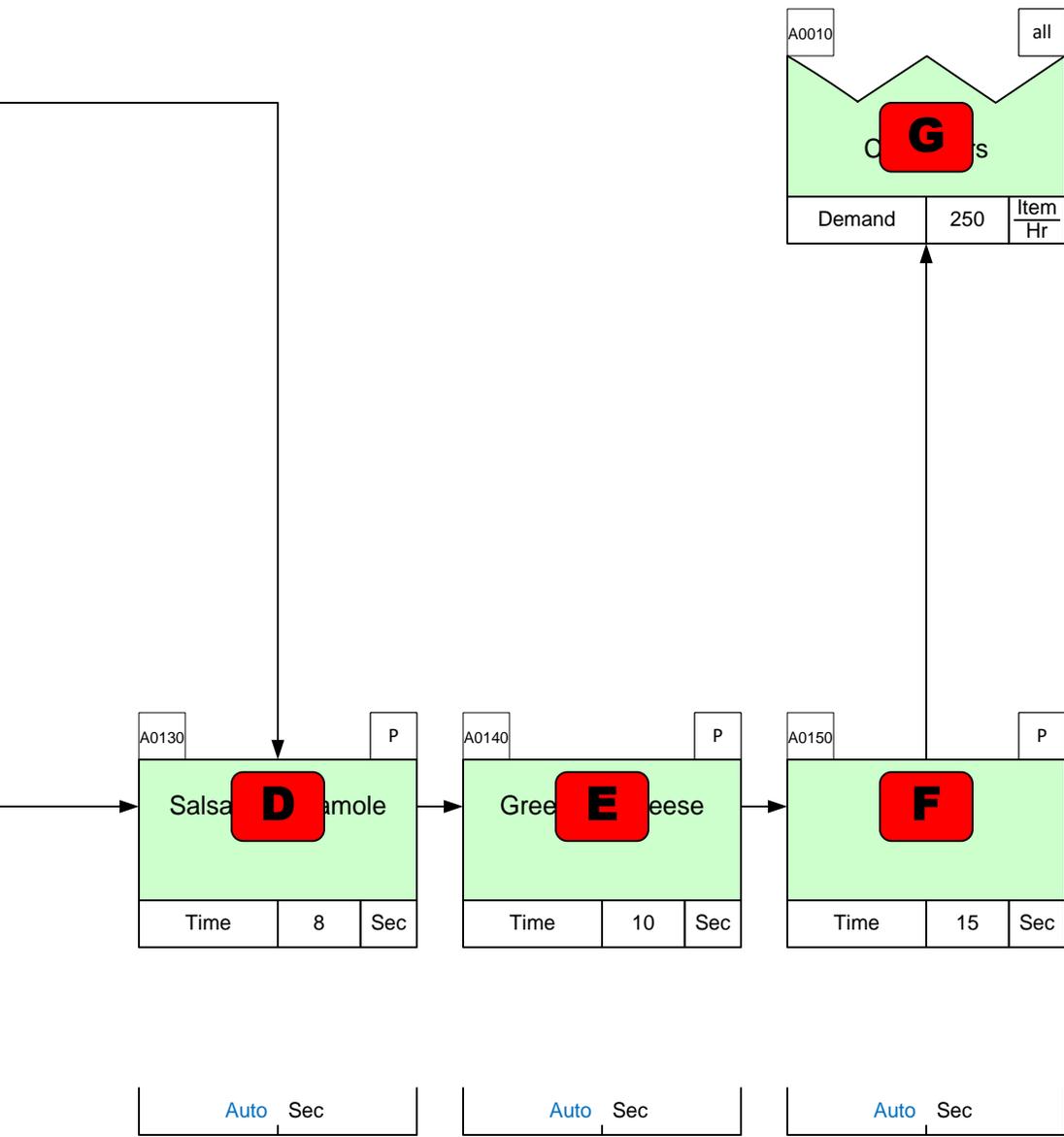
Step 8: Sequence Arrows

QuickTime

2 Click the Sequence button.  Sequence

1 Sequence arrows are needed for upstream and downstream calculations. To add them, hold down the SHIFT key and select the green shapes in the order shown here.



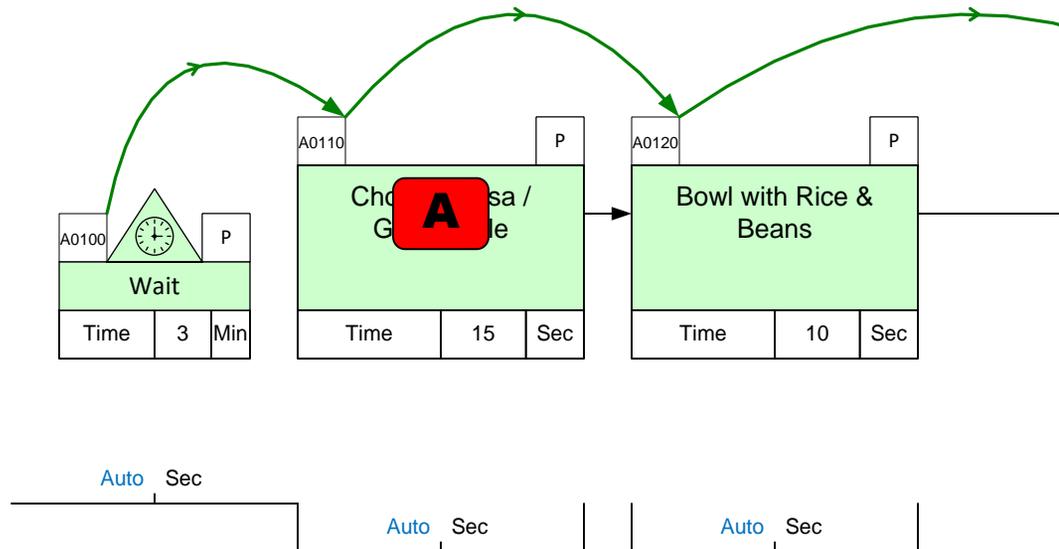
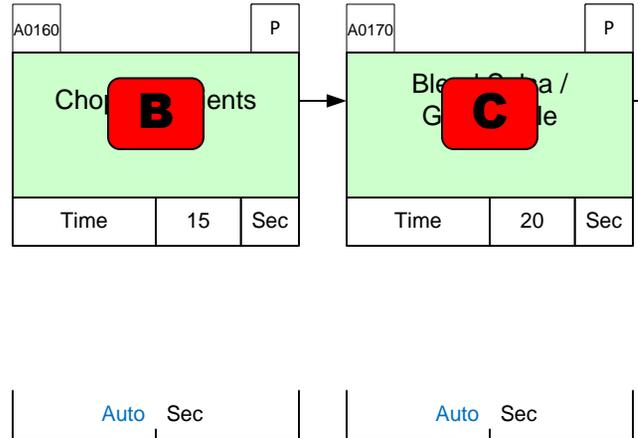


Step 9: Sequence Path 2

QuickTime

4/28/2016 10:15:00 AM
QuickTime
8.12.0039.2

2 For the second path, hold the SHIFT key and select the green shapes A to D in the order shown. Then click the Sequence button.

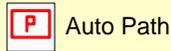


Step 10: Use Auto Path to Generate Path ID's based on Sequence Arrows

QuickTime

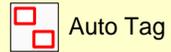
vSM Data
QuickTime
8/15/2016 9:2

2 Click Auto Path to automatically generate Path numbers based on Sequence arrows. The path numbers on your map might not exactly match the ones on this example, and that is okay.



Auto Path

3 Click AutoTag again to re-order the tags based on the new sequence arrows.



Auto Tag

A0010		#2
Wait		
Time	3	Min

A0020	#2	
Choose Salsa / Guacamole		
Time	15	Sec

A0050	1	
Bowl with Rice & Beans		
Time	10	Sec

Auto Sec

Auto Sec

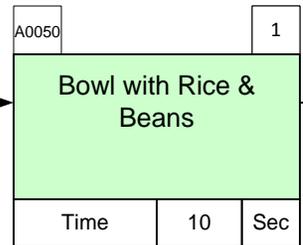
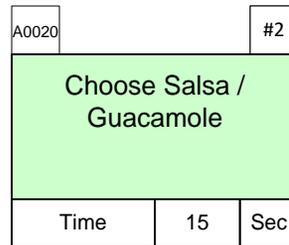
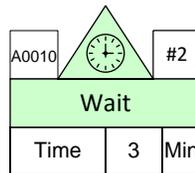
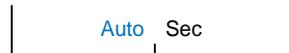
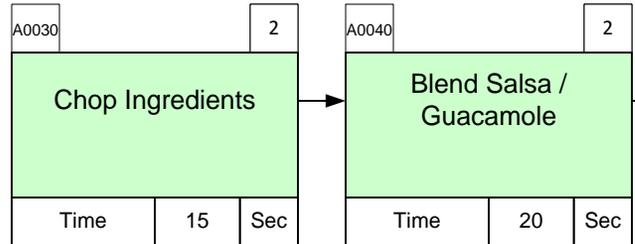
Auto Sec

Step 11: Time Summary by Path

QuickTime

Summary Center

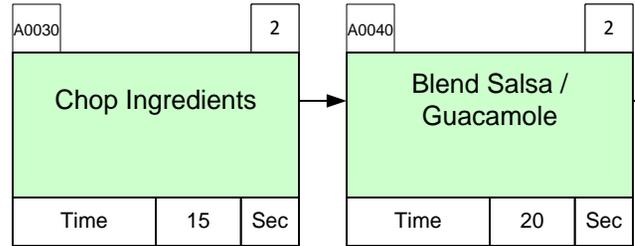
eVSM Data
QuickTime
9/12/2016 2:2



Step 12: Perform Calculations

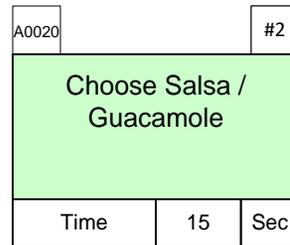
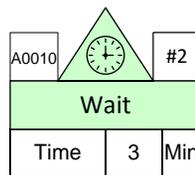


eVSM Data
QuickTime
9/15/2016 9:2



15.00 Sec

20.00 Sec



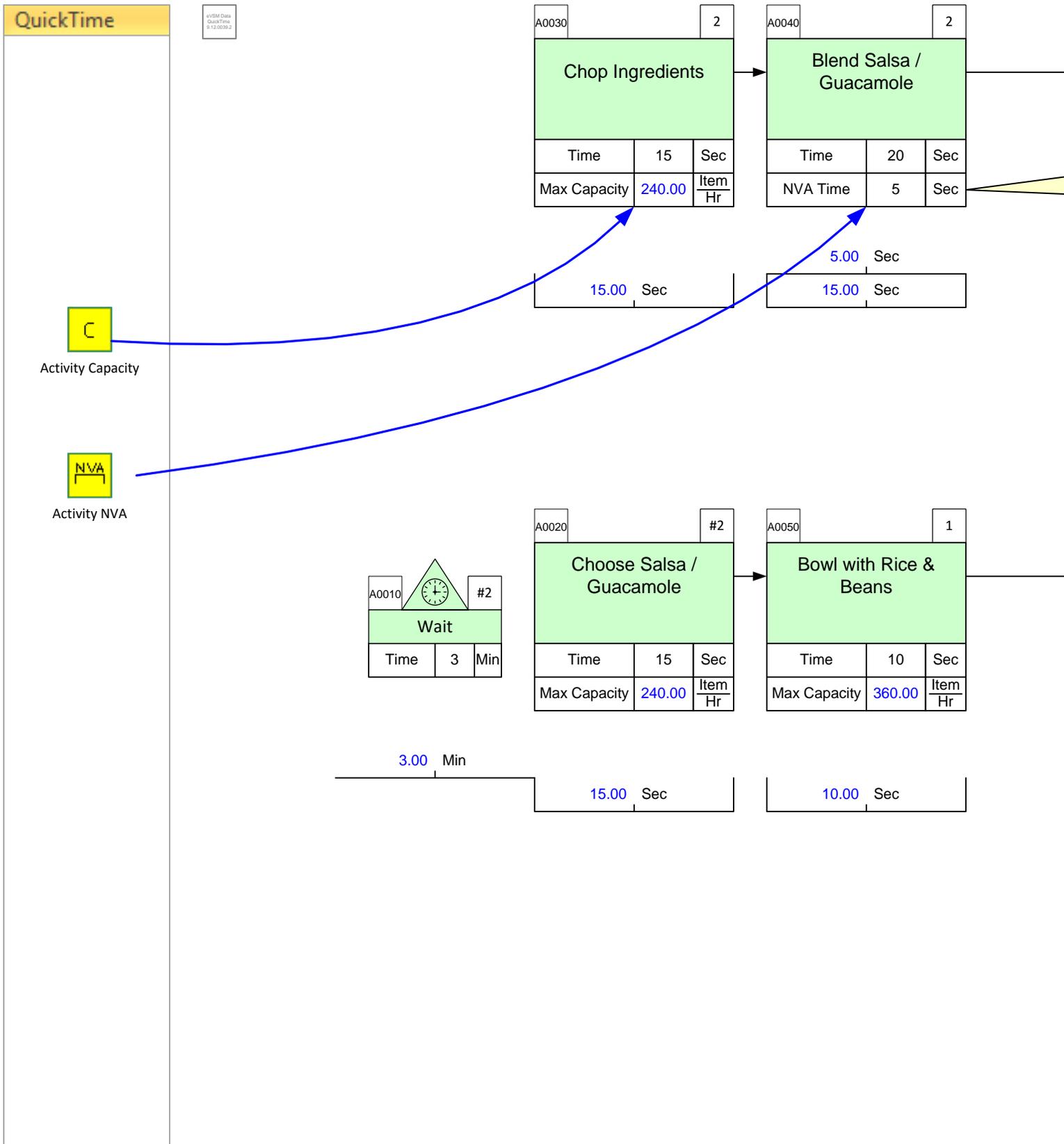
3.00 Min

15.00 Sec

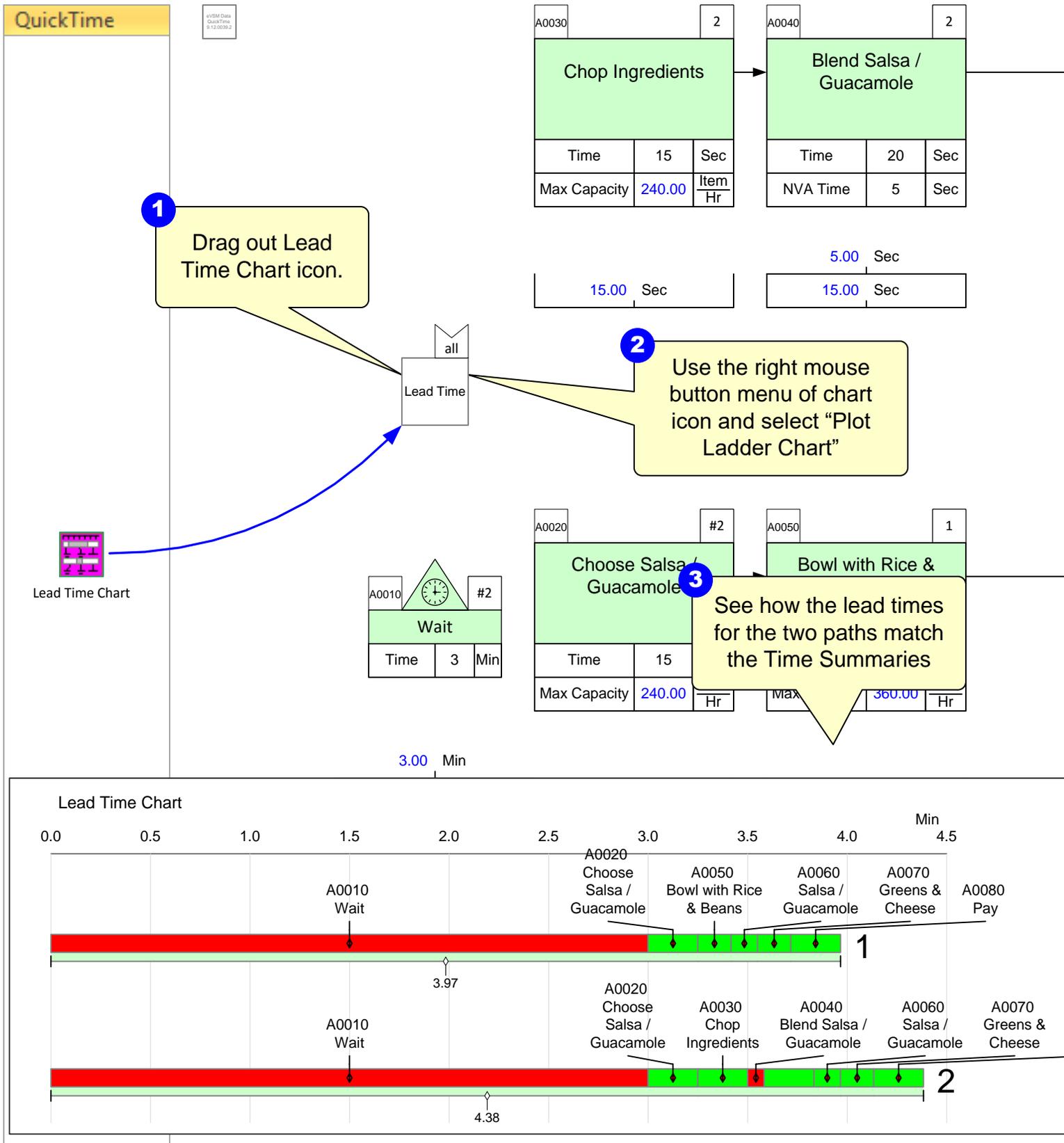
10.00 Sec

4 Double-click the unit if you would like to change it to minutes, or any other time measure.

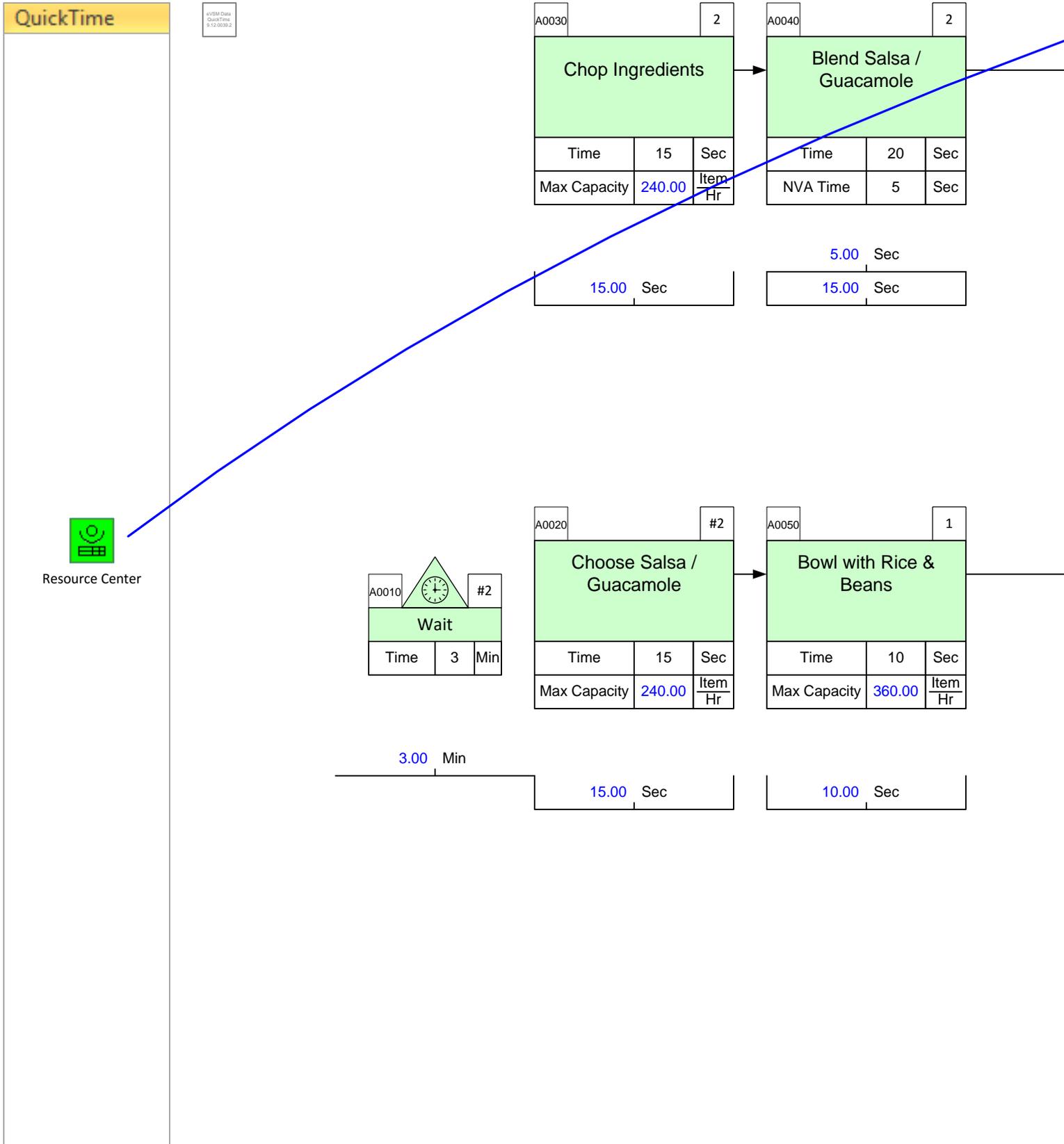
Step 13: Try Add-on Calculations



Step 14: Plot Lead Time Chart



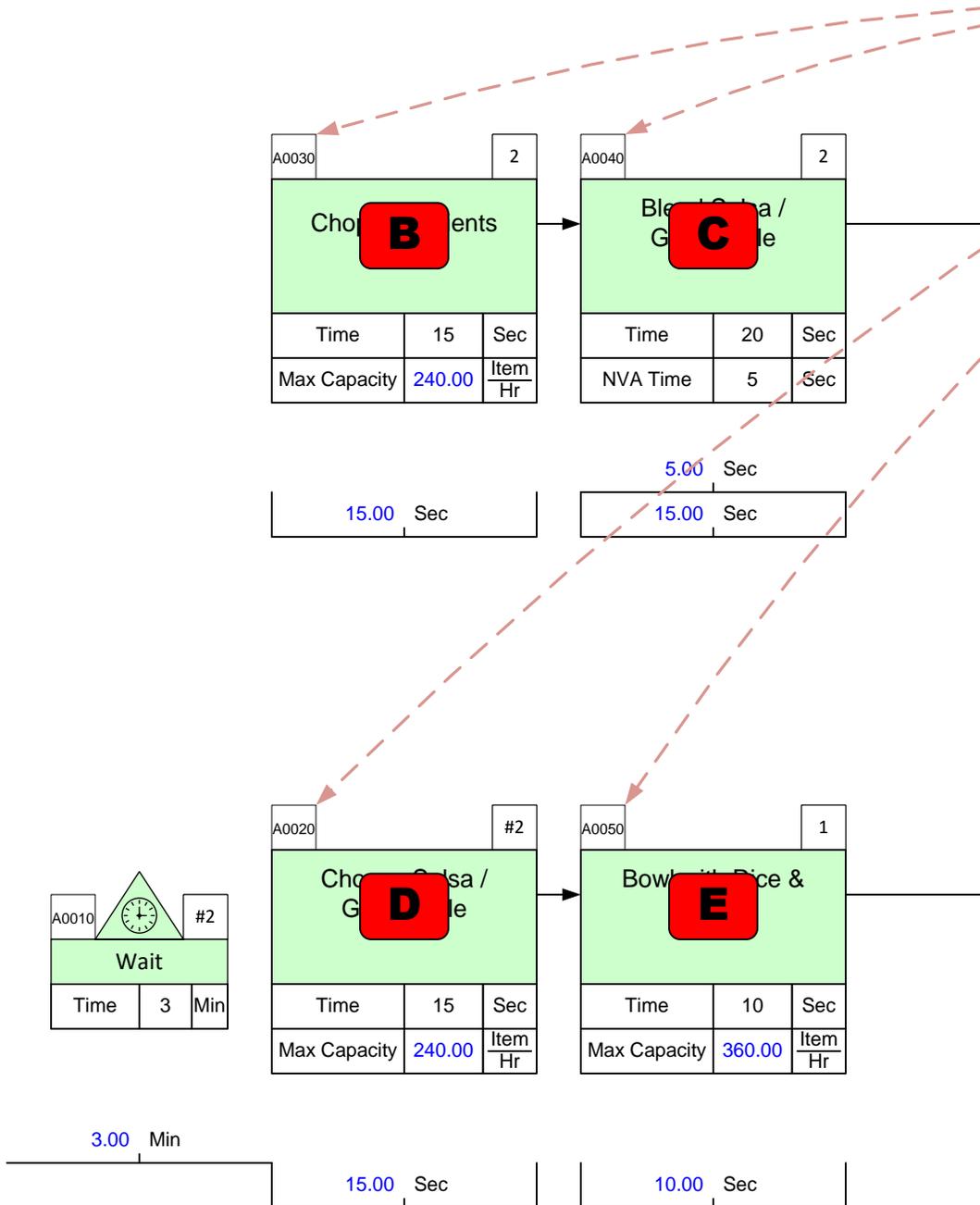
Step 15: Resource Modeling



Step 16: Adding Resource Pipes

QuickTime

eVSM Data
QuickTime
9/15/2016 2:2



Step 17: Kaizen Improvements

QuickTime

vSM Data
QuickTime
9/15/2016 2:2

002
Reduce chop time to 5 secs with chopping machine

2
Right click kaizen and select "Edit Kaizen". Add relevant information in the Kaizen Properties form, such as Impact and Ease of Implementation values.

3
Click the Kaizen Export button in the toolbar to create a kaizen report in Excel.



A0010		#2
Wait		
Time	3	Min

3.00	Min
------	-----

A0030	2	
Chop Ingredients		
Time	15	Sec
Max Capacity	240.00	Item/Hr

A0040	2	
Blend Salsa / Guacamole		
Time	20	Sec
NVA Time	5	Sec

15.00	Sec
-------	-----

5.00	Sec
15.00	Sec

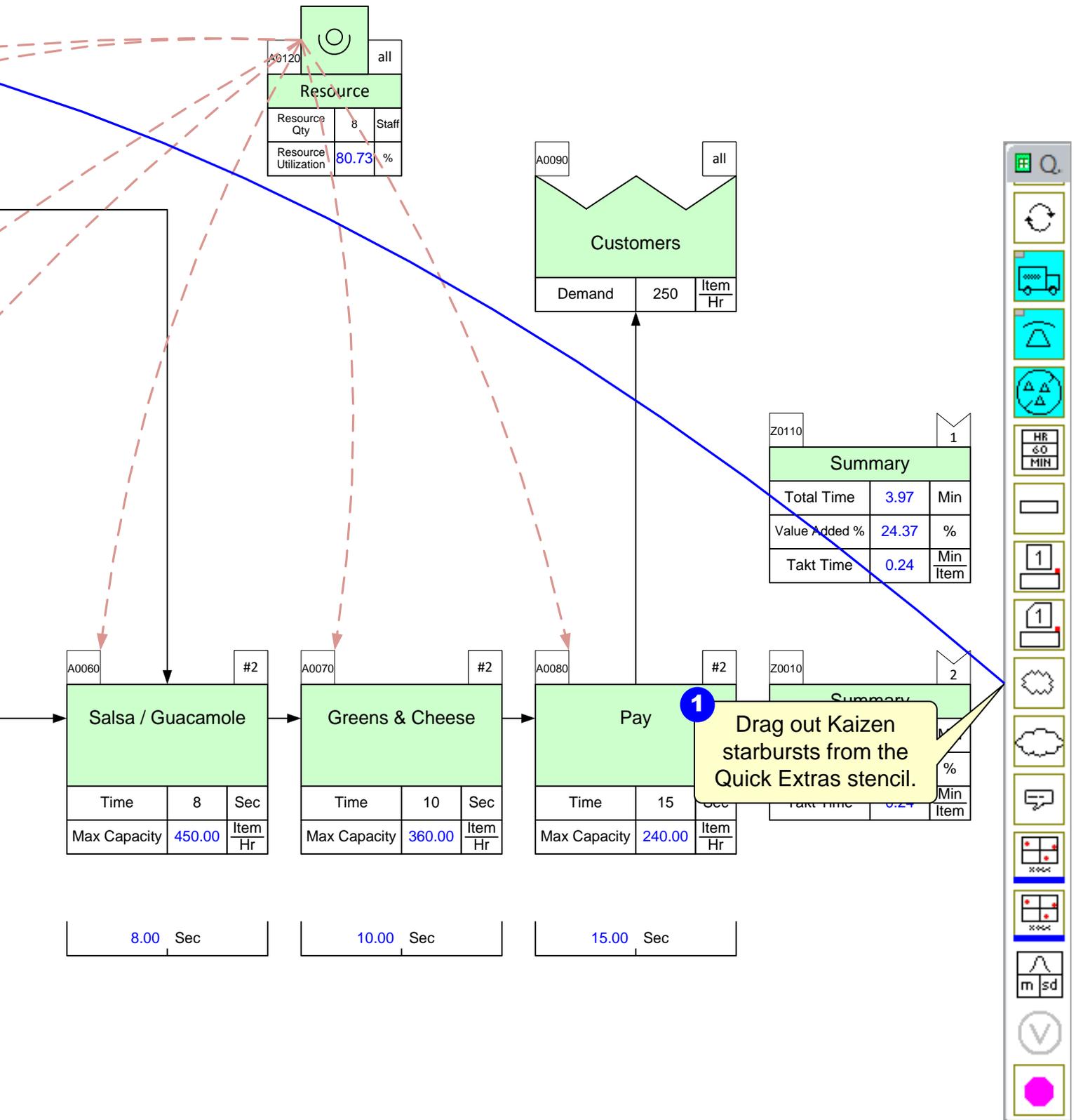
A0020	#2	
Choose Salsa / Guacamole		
Time	15	Sec
Max Capacity	240.00	Item/Hr

A0050	1	
Bowl with Rice & Beans		
Time	10	Sec
Max Capacity	360.00	Item/Hr

15.00	Sec
-------	-----

10.00	Sec
-------	-----

001
Reduce blend time to 10 secs because of finely chopped ingredients



Step 18: Kaizen Impact Matrix

QuickTime	

eVSM Data
QuickTime
8/12/2016 2:2

002
Reduce chop time to 5 secs with chopping machine

A0030	2
Chop Ingredients	
Time	15 Sec
Max Capacity	240.00 Item/Hr

A0040	2
Blend Salsa / Guacamole	
Time	20 Sec
NVA Time	5 Sec

001
Reduce blend time to 10 secs because of finely chopped ingredients

