A3 Report Wizard Tutorial

This tutorial will guide you through the steps of using the A3 template and the set of icons to make it easy to visualize.

ISSUE	TARGET CONDITION
BACKGROUND	
CURRENT CONDITION	
	COUNTERMEASURES
	IMPLEMENTATION PLAN
PROBLEM ANALYSIS	
	FOLLOW UP

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".
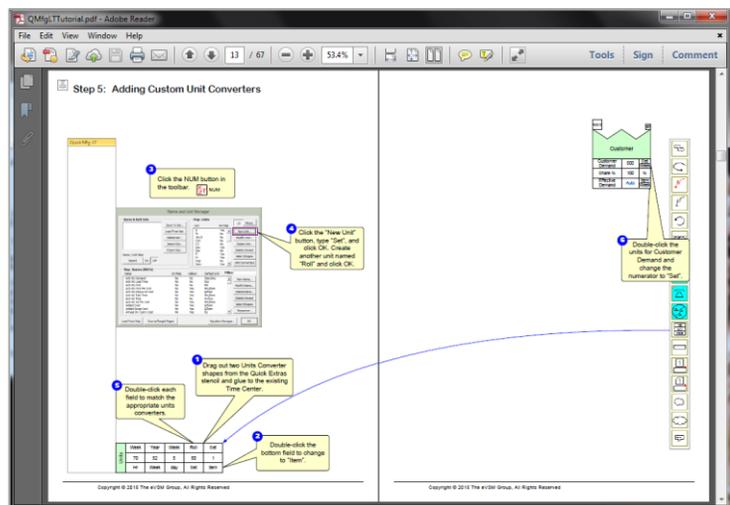
Step 1: Start eVSM

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

Recycle Bin

Start eVSM

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

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]

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

3
Click to enable macros.

This area intentionally left blank

Step 2: Explore the eVSM Environment

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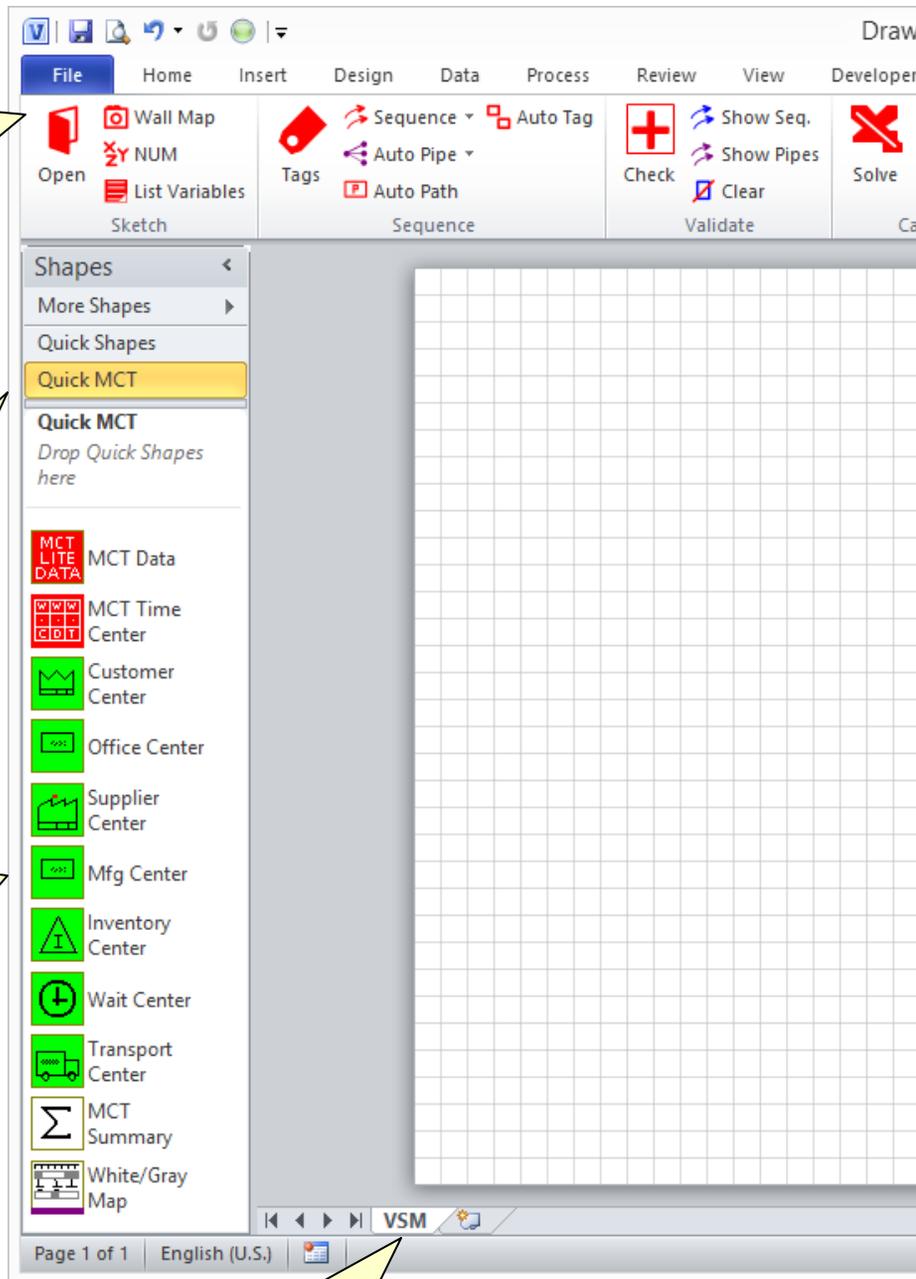
A Visio file can have multiple pages which are accessed with these tabs. Each page gets locked to a chosen eVSM application and then not be used for other applications.

File   Home   Insert   Design   Data   Process   Review   View   Developer

Open   Wall Map   NUM   List Variables   Tags   Sequence   Auto Pipe   Auto Path   Auto Tag   Check   Show Seq.   Show Pipes   Clear   Solve

Sketch   Sequence   Validate

Shapes
More Shapes
Quick Shapes
Quick MCT

Quick MCT
Drop Quick Shapes here

MCT LITE DATA MCT Data
WWW CDT MCT Time Center
Customer Center
Office Center
Supplier Center
Mfg Center
Inventory Center
Wait Center
Transport Center
MCT Summary
White/Gray Map

Page 1 of 1   English (U.S.)   VSM

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 used for other crashes in eVSM.

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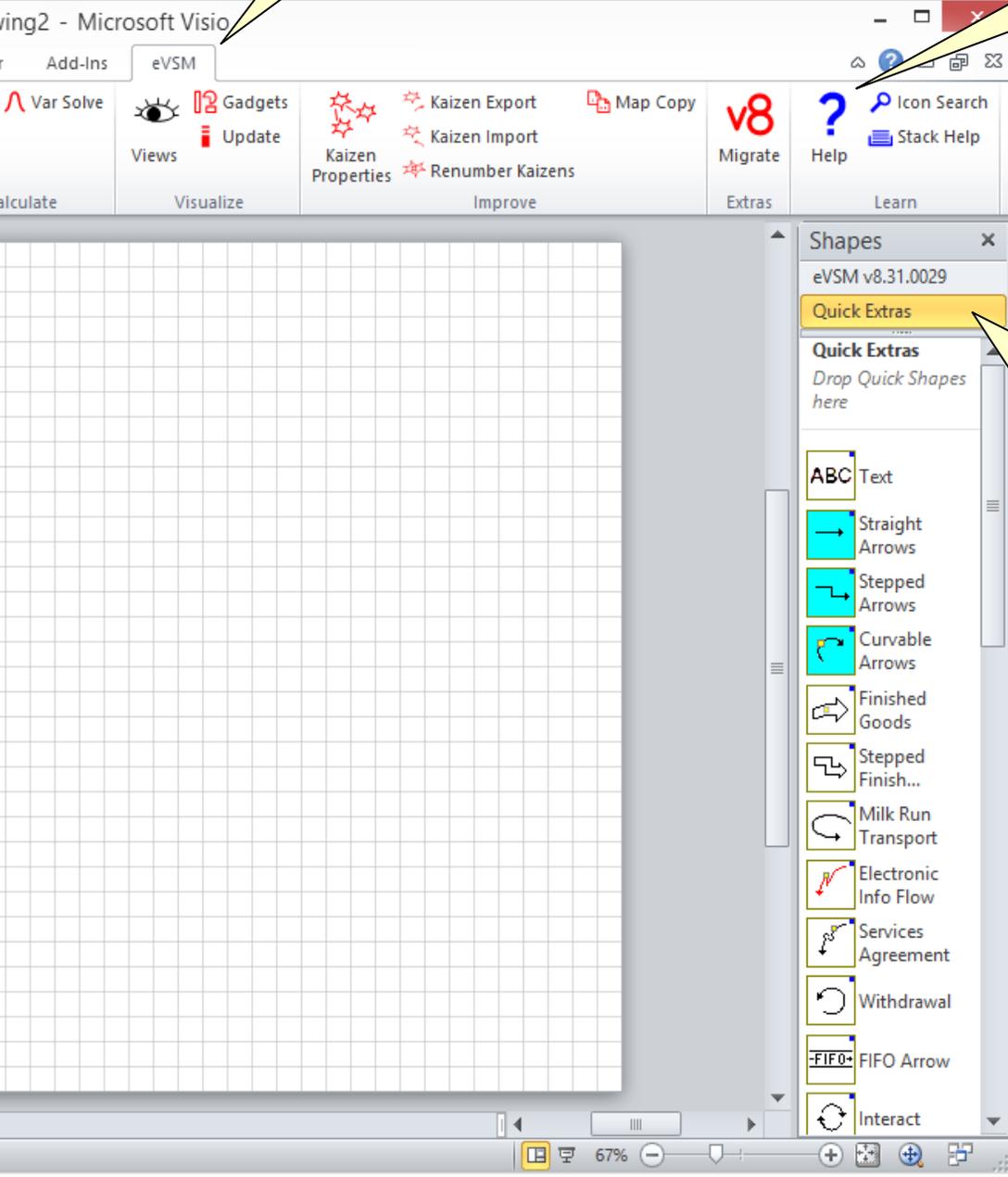
The right side has two stencils. The main eVSM stencil, showing the eVSM version number, and the eVSM Extras stencil which is just a subset of the main stencil to help new users.

ving2 - Microsoft Visio

Add-Ins   eVSM

∧ Var Solve   Gadgets   Kaizen Export   Map Copy   v8   ?   Icon Search
Views   Update   Kaizen Import   Migrate   Help   Stack Help
Kaizen   Renumber Kaizens
Properties
alculate   Visualize   Improve   Extras   Learn

Shapes   ✕
eVSM v8.31.0029
Quick Extras

Quick Extras
Drop Quick Shapes here

ABC Text
→ Straight Arrows
Stepped Arrows
Curvable Arrows
Finished Goods
Stepped Finish...
Milk Run Transport
Electronic Info Flow
Services Agreement
Withdrawal
-FIFO- FIFO Arrow
Interact

67%

Step 3: Learn Visio Basics

Wiz A3

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.

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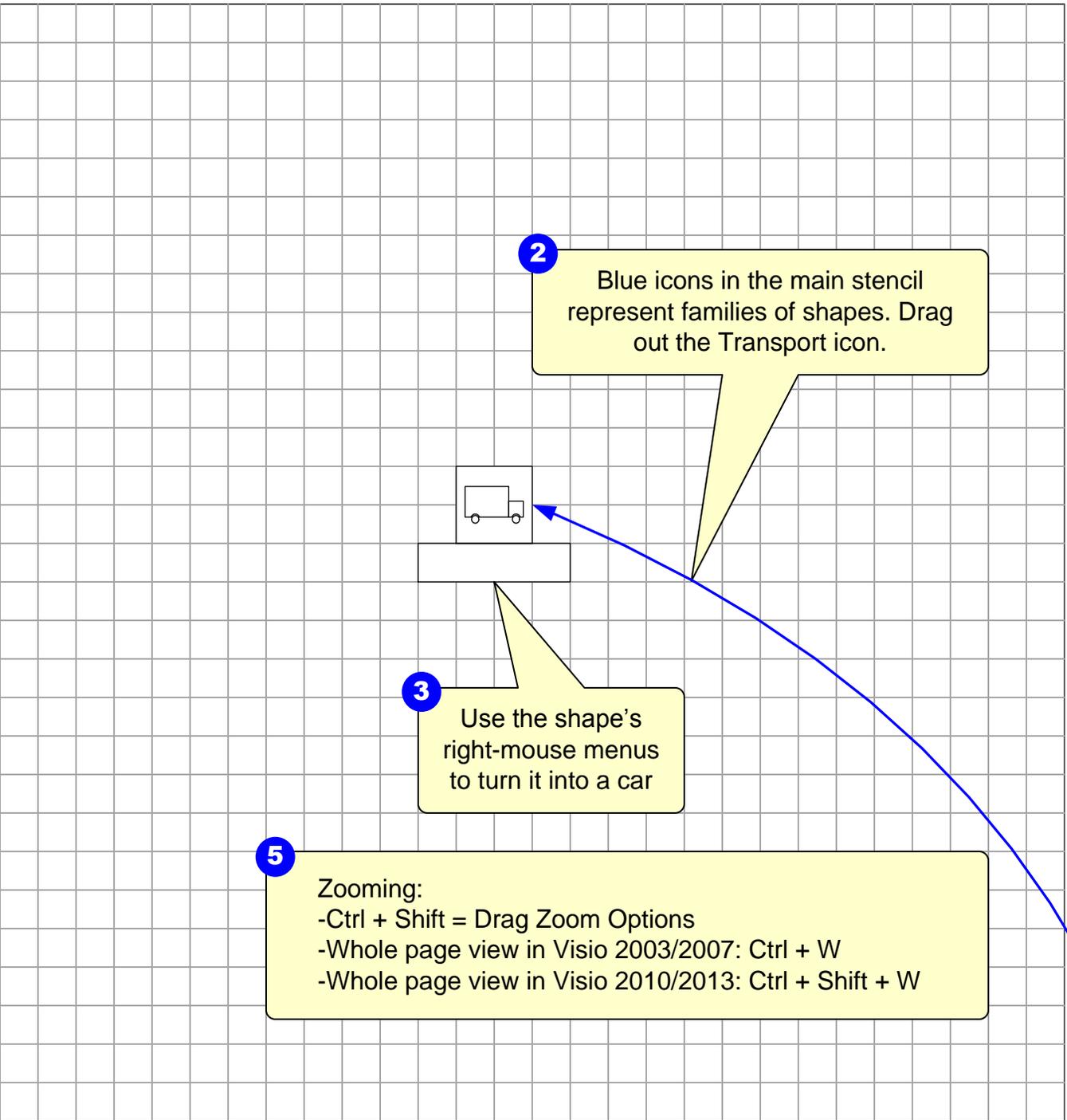
2 Blue icons in the main stencil represent families of shapes. Drag out the Transport icon.

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
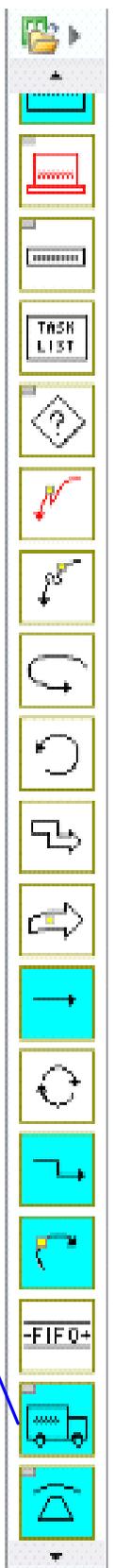
Step 4: Open the Wiz A3 Stencil

1 Click the Open button in the eVSM toolbar. 📕 Open

Wiz A3

3 The Wiz A3 stencil will open on the left.

eVSM v8 - Open an eVSM Stencil ✕

Quick Stencils
- ○ Manufacturing
- ○ Manufacturing Network
- ○ Processing
- ○ Processing Network
- ○ Transactional Pro
- ○ Enterprise
- ○ Healthcare
- ○ Warehousing
- ○ MCT

Wizards
- ○ Kanban
- ○ Facility Time Pro
- ○ Mfg Multi Station
- ○ Proc Multi Station
- ○ EPEI
- ○ POLCA
- ○ Standard Work
- ○ Spaghetti Diagram
- ● A3 Report
- ○ Event Circle

Description
Create A3 Reports in Visio with a starter template and a dedicated stencil of standard shapes from eVSM.

Open

2 Select A3 Report, and click Open.

eA3 Template

Page Size
- (•) Tabloid (11 x 17 in)
- ( ) A3 (297 x 420 mm)

[eA3 Help]   [Cancel]   [OK]

4 Select the page size.

New Page

Enter new page name (< 25 characters)

[|]

[Cancel]   [OK]
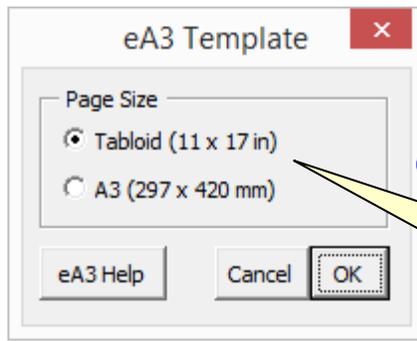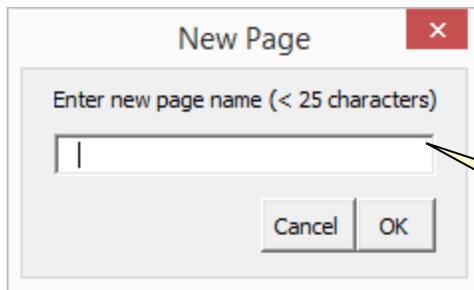
5 Enter a page name for the A3 Report.
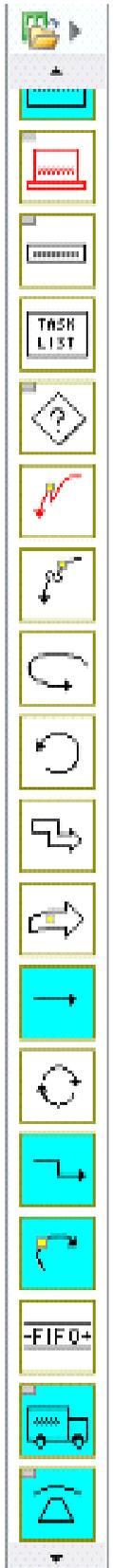
Step 5: Initiate the map for Wiz A3

Wiz A3

ISSUE

BACKGROUND

CURRENT CONDITION

DATA

eA3 Data

1 Drag out the red icon first. This is very important!

PROBLEM ANALYSIS

eVSM
Data
WizA3
8.04.0298
.0
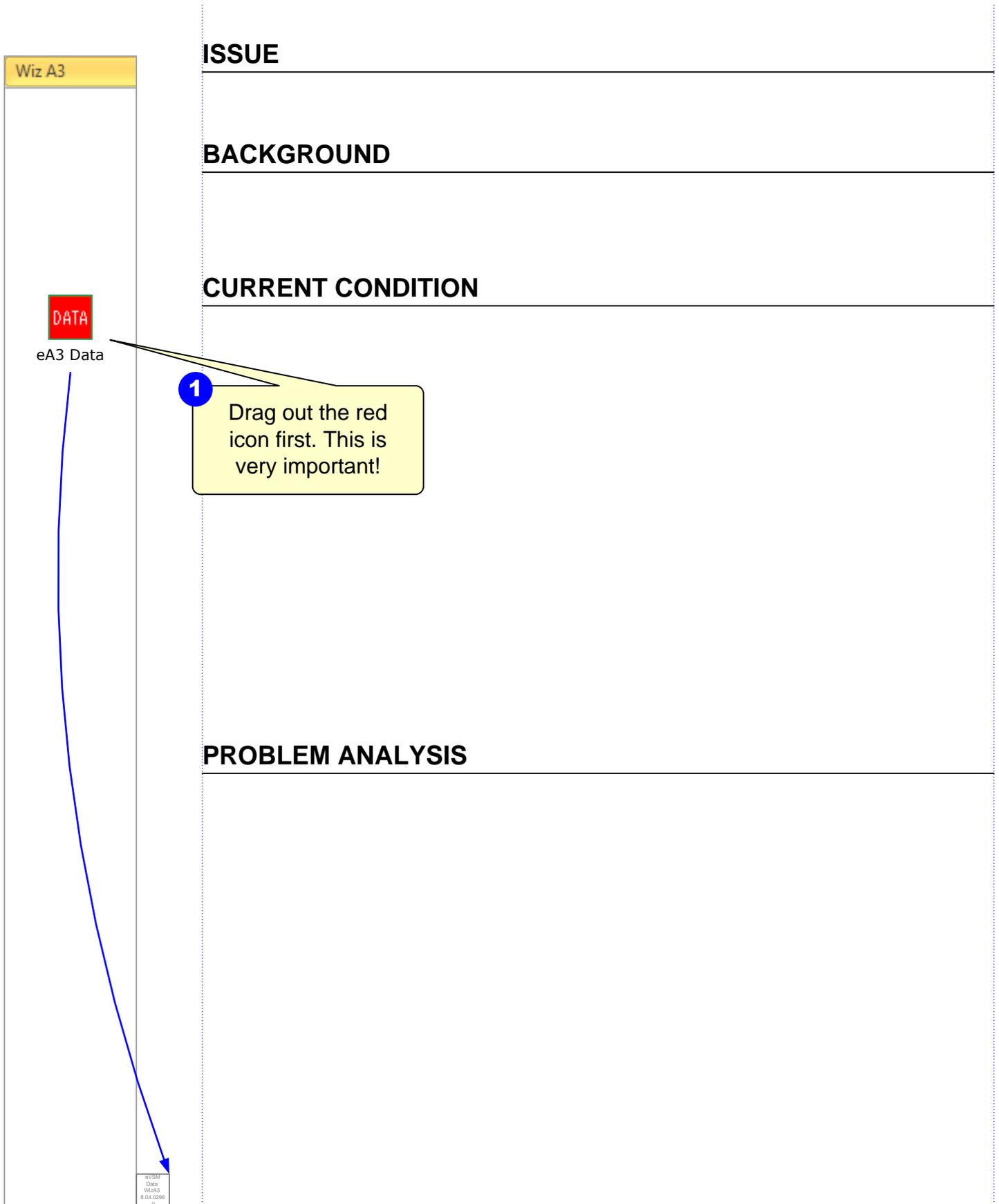
TARGET CONDITION

COUNTERMEASURES

IMPLEMENTATION PLAN
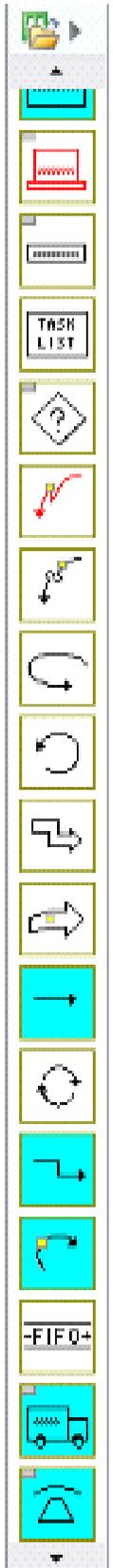
FOLLOW UP

Step 6: Create Current Condition with Available Icons

Wiz A3

ISSUE

BACKGROUND

1 A typical "Current Condition" diagram is being created.

CURRENT CONDITION

High Roof Place

3 Double-click the "Place" text to change the text to "Practice".

Practice

2 Drag out a "High Roof Place".

PROBLEM ANALYSIS

eVSM Data WizA3 8.04.0298 .0
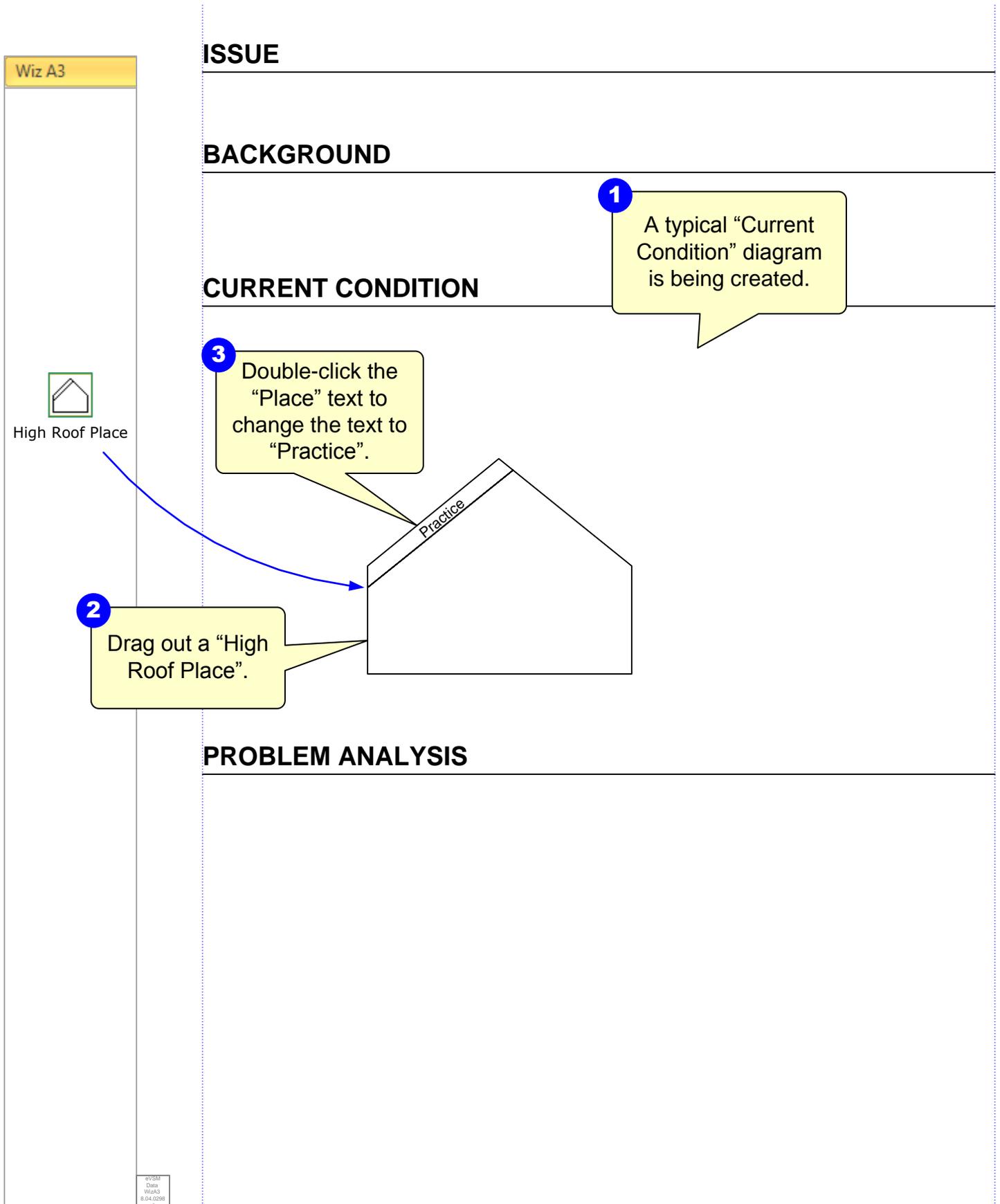
TARGET CONDITION

COUNTERMEASURES

IMPLEMENTATION PLAN

FOLLOW UP
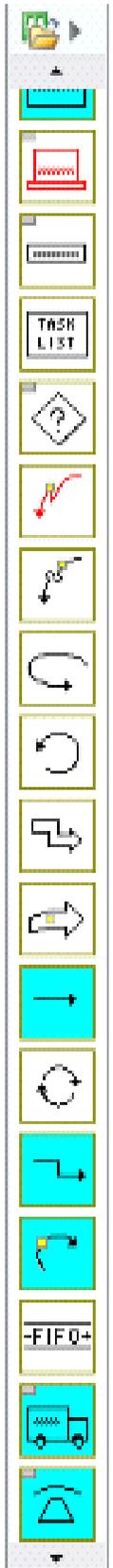
Step 7: Current Condition: Add People

Wiz A3

ISSUE

BACKGROUND

CURRENT CONDITION

Healthcare People A3

Practice

1 Drag out the Healthcare People A3 shape.

2 Right-click the shape to change the role to "Patient".

3 Right-click the shape to change it into a "Doctor", and change the expression to "Unhappy".

PROBLEM A...

eVSM
Data
WizA3
8.04.0298
.0
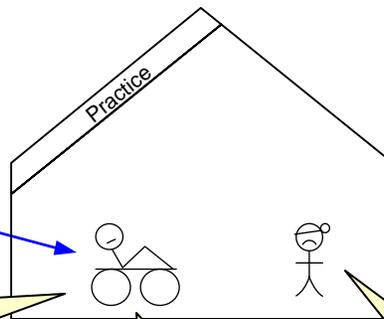
TARGET CONDITION

COUNTERMEASURES

IMPLEMENTATION PLAN

FOLLOW UP
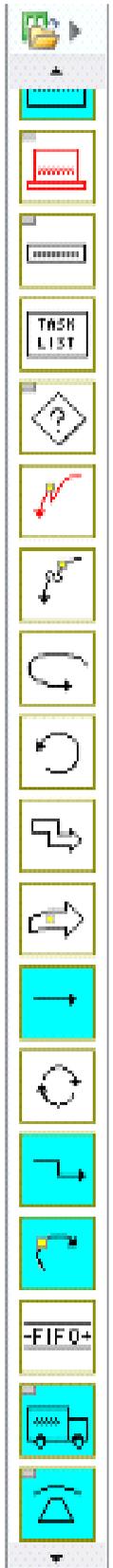
Step 8: Current Condition: Add Departments

Wiz A3

ISSUE

BACKGROUND

CURRENT CONDITION

1 Drag out two Icon of Place shapes, and double-click the text to change to "Hospital".

Icon Of Place

Practice

Hospital

3 Right-click the shape to turn the "Framing" off, for a simpler view.

Healthcare Depts A3

Hospital

PROBLEM ANALYSIS

2 Drag out a Healthcare Depts A3 shape and glue inside the Hospital. A red glue connection will appear in the middle, signifying that it is glued.

4 Any of the blue shapes in the stencil have other shapes available in the right-mouse menu.

eVSM
Data
WizA3
8.04.0298
.0

TARGET CONDITION

COUNTERMEASURES

IMPLEMENTATION PLAN

FOLLOW UP
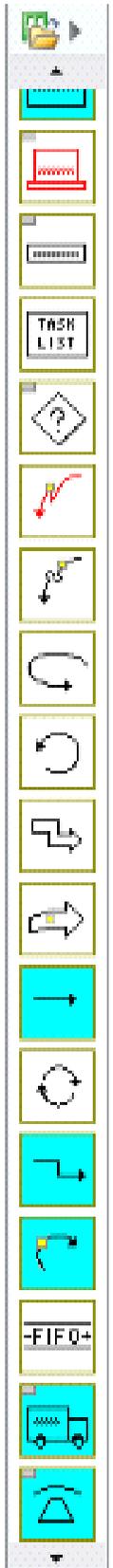
Step 9: Current Condition: Add Arrows

Wiz A3

ISSUE

BACKGROUND

CURRENT CONDITION

1 Drag out two Curvable Arrows.

Curvable Arrows

Transmit A3

Practice

Hospital

Hospital
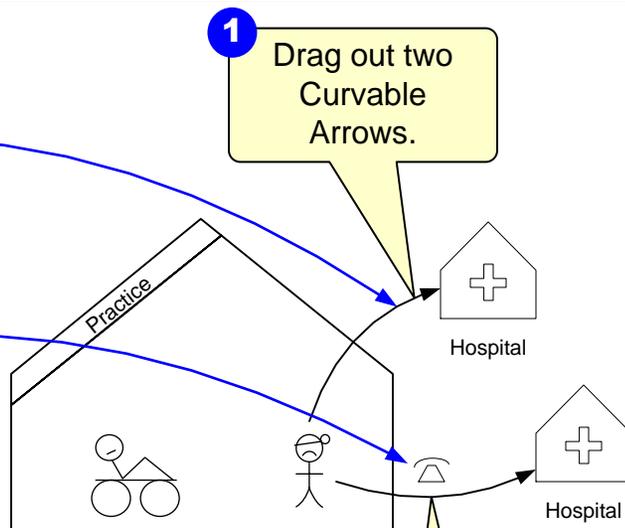
PROBLEM ANALYSIS

2 Drag out a Transmit A3 shape and turn the Framing off.

eVSM
Data
WizA3
8.04.0298
.0

TARGET CONDITION

COUNTERMEASURES

IMPLEMENTATION PLAN

FOLLOW UP
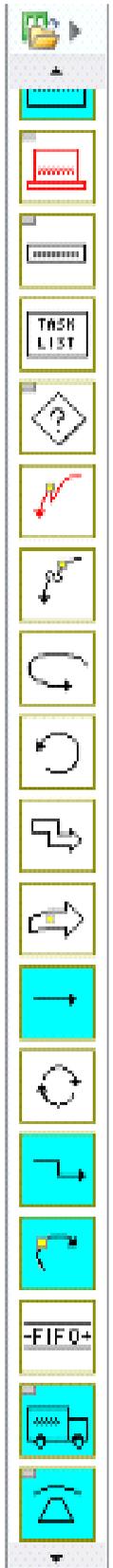
Step 10:   Current Condition: Add Arrows

Wiz A3

ISSUE

BACKGROUND

CURRENT CONDITION

1 Drag out three Kaizen Starbursts, and enter the text. These are typically used to identify problems.

Kaizen Starburst

Callout

Kaizen Cloud

002 Erratic OR Priority Overrides

001 Insurance Impacts

003 No centralized booking

Practice

When to Operate?

Hospital

Hospital
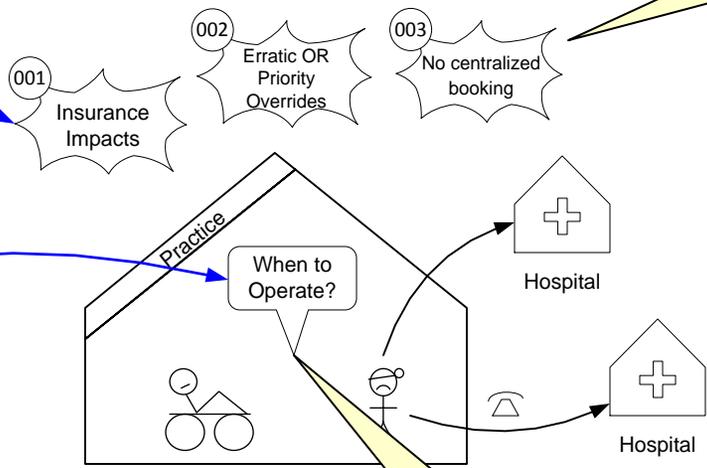
PROBLEM ANALYSIS

2 Drag out a Callout shape and enter the text. These are typically used to denote thoughts or verbal communication

3 Kaizen Clouds are used to identify solutions or positive attributes of the "Desired State".

eVSM Data WizA3 8.04.0298 .0

TARGET CONDITION

COUNTERMEASURES

IMPLEMENTATION PLAN

FOLLOW UP
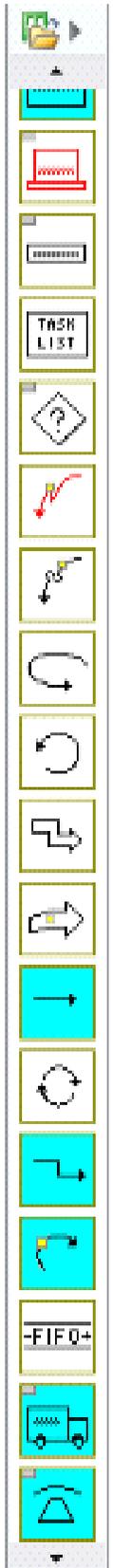
Step 11: Tables and Spreadsheets

Wiz A3

ISSUE

BACKGROUND

CURRENT CONDITION

001 Insurance Impacts

002 Erratic OR Priority Overrides

003 No centralized booking

Practice

When to Operate?

Hospital

Hospital

PROBLEM ANALYSIS
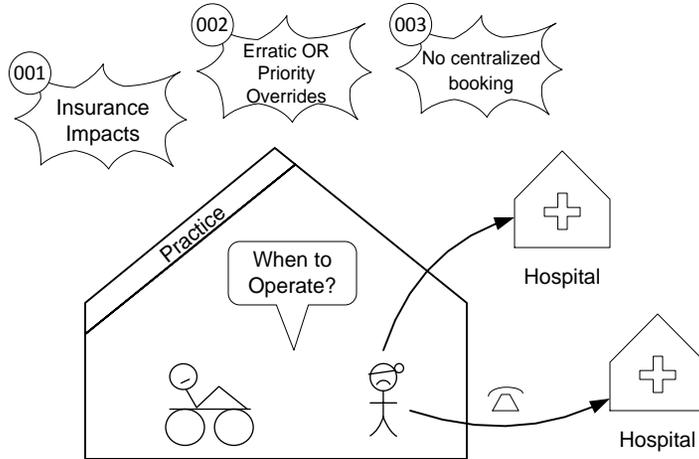
Operation Tag

Table

2 Drag out an Operation Tag and glue to the Table.

eVSM Data WizA3 8.04.0298.0

TARGET CONDITION

COUNTERMEASURES

IMPLEMENTATION

1 You can transfer table cell data to the spreadsheet with the "eVSM Calculator" button To transfer the data, the table has to be tagged first.

A0010

Header1	Header2
Value1	Value2

3 Each table creates its own worksheet page in an Excel Workbook. If the page name is "CS" and the tag is "A010" then the worksheet in Excel will be called "CS_A010". If formulas are created within cells in the spreadsheet, the results of those formulas will appear in the table when the eVSM Solve button is clicked. Solve

FOLLOW UP