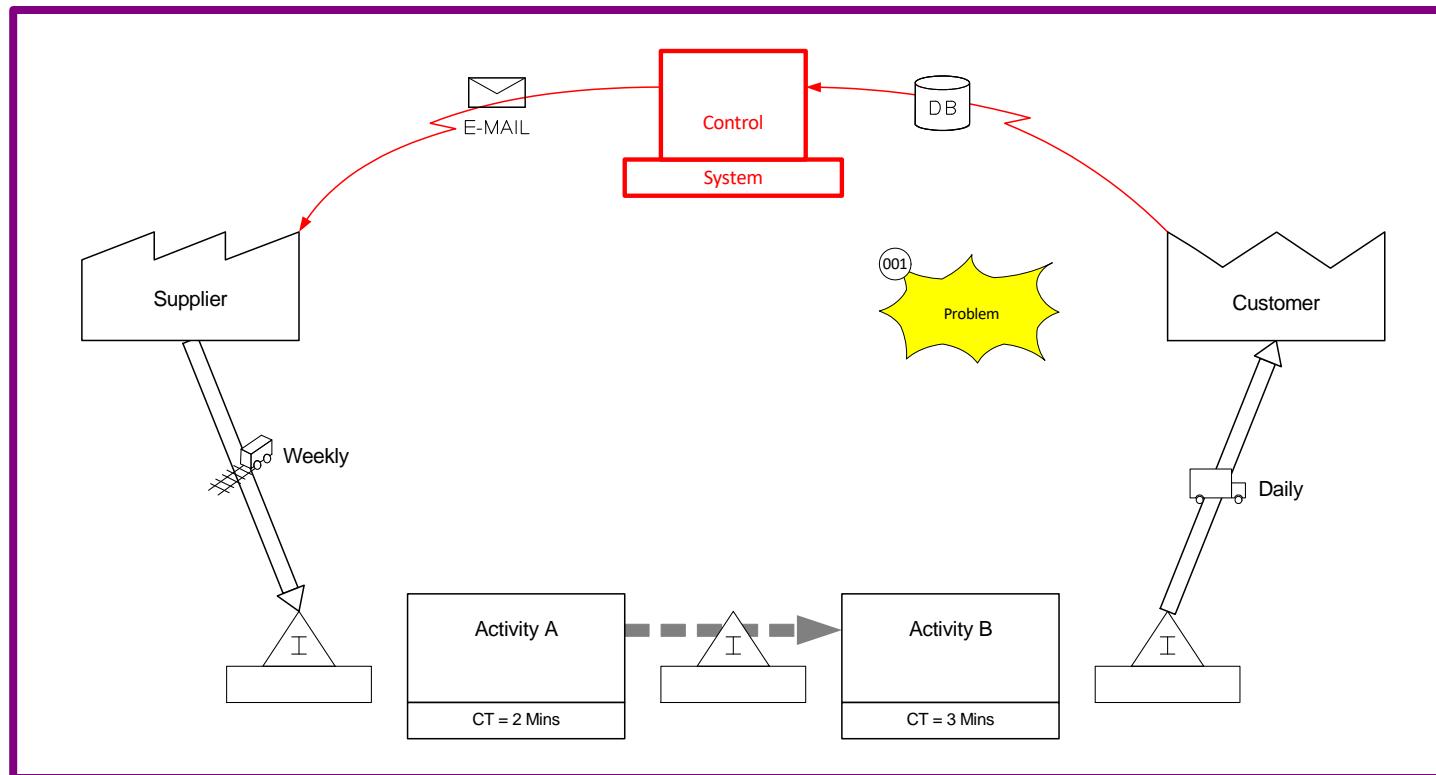


Fast Draw

Learn the eVSM environment and how to capture value streams as flowcharts with no data values. This course is a pre-requisite for all other courses in eVSM.



eVSM Version: v12

Course version: 014

Date Published: 9 April 2025

www.evsm.com

How to Use this File

This file contains the reading materials and the exercise pages from the course (title on previous page). While the course can only be taken on a computer, this booklet can be useful for note taking and later for refresher training.

This booklet is designed for on screen and print use. For on screen use, we recommend Acrobat Reader with the page display set to "Single Page View". If you are using this booklet on-screen while going through the exercises in eVSM, a second monitor is very helpful.

For hardcopy use, print the file on 8.5x11 or A4, and bind along the long edge.

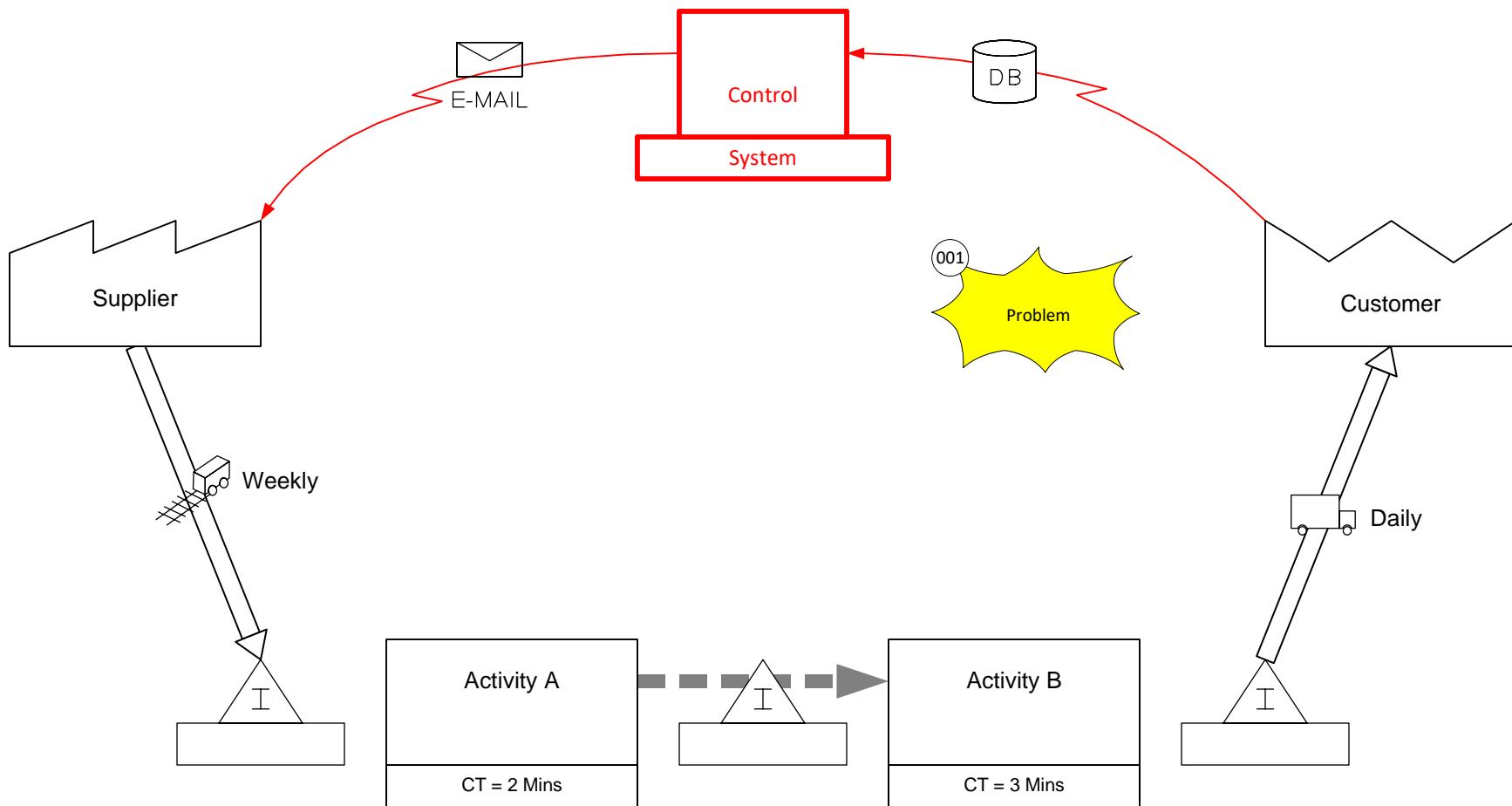
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Fast Draw

eVSM has a complete set of value stream mapping icons that makes it very easy to capture value stream maps with simple drag and drop, and a minimal learning curve (this Lesson!).

With this approach, anyone can quickly draw or capture value stream maps and then do any associated calculations or charts by hand. Users who do mapping often also have the option to do advanced courses where lean calculations and charting are automated for different value stream types.

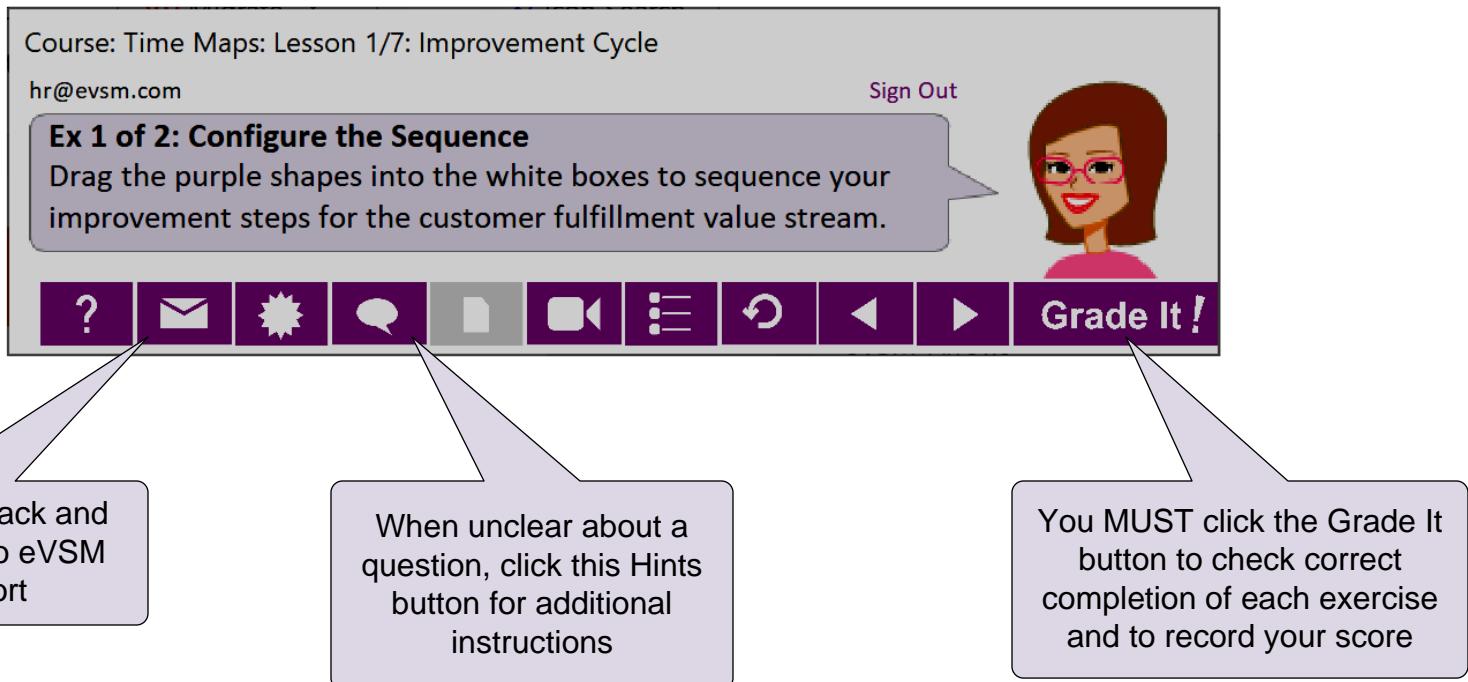


Fast Draw

Working with eLeanor

The eLeanor learning system includes a range of essential functions. A brief description of each button is provided in the button tooltip. Just hold the cursor on the button to see the tooltip.

Please explore each button in the control panel now to understand its function. In the next exercise, you will need to know what each button does.



Important Notes

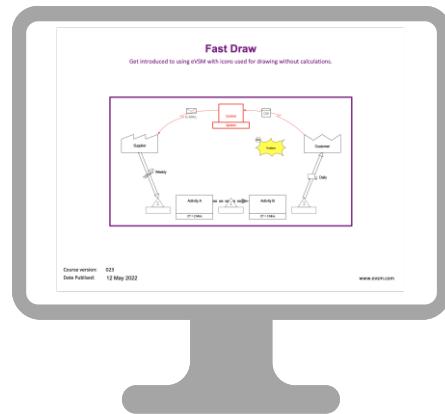
1. When you complete an exercise, you **MUST** click the “Grade It” button
2. You **WILL** lose points if you get an exercise wrong the first time
3. If you are stuck on an exercise, check the Hint. If that does not help, go back and review the preceding Readme pages. If you are still unsure, click the Feedback button in the eLeanor panel and ask your question.

Ideal Setup to work with eLeanor

To run eLeanor, you must have Visio, Excel, eVSM, and an internet connection. See full checklist at <https://evsm.com/eLeanorSetup>

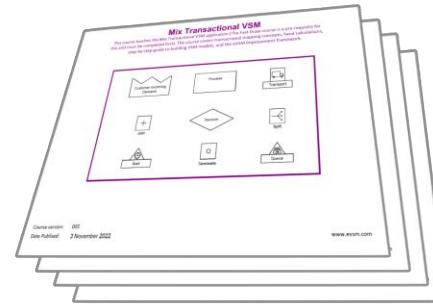
Your PC screen must have a minimum of 1280x720 pixel resolution.

Additionally, you must have a second monitor or a printed copy of the course notes.



Second Monitor to view
the course notes

OR



Printed hardcopy of
course notes

Note

The course notes are included in the downloaded course ZIP file. You can also download a fresh copy by clicking the “See Reference Materials” button in the eLeanor control panel.

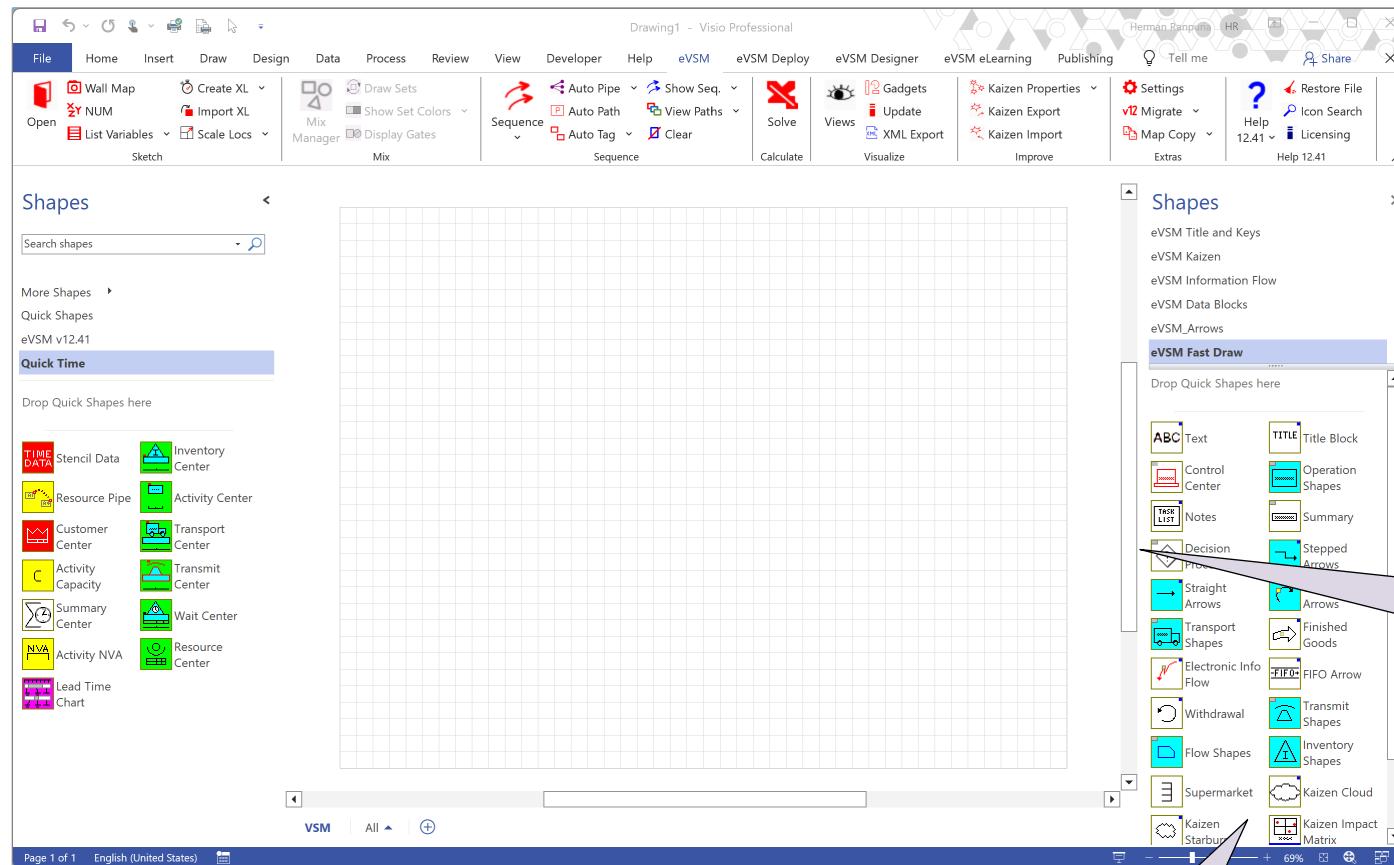
Which of the following statements are true about the eLeanor control panel?
Tick ALL 4 that are TRUE.

-  Allows you to connect with the eVSM Support Team with feedback and problems
-  Provides additional information when the quiz question is unclear
-  Shows a video on lean concepts
-  Allows you to Jump to the table of contents (TOC) list for the current lesson
-  Has a function to reset the exercise and start over

Maximize the Drawing Area

When you open a pre-created Visio file, you might find that the stencils on the left and/or right take up a significant amount of screen space, leaving less room for the drawing page. To resolve this, simply make the stencils narrower.

Here is the recommended layout.



Grab the edge of the stencil and move it to the left or right to control the stencil width.

Two columns of icons is the ideal stencil width

eVSM Base Icons Stencils

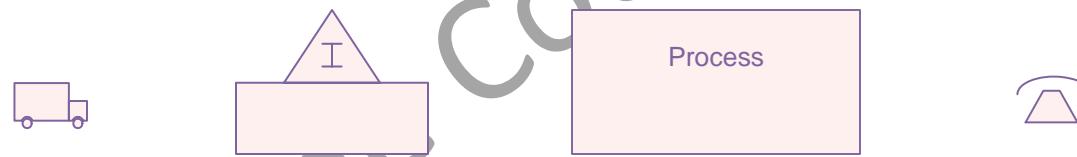
eVSM base icons are basic icon shapes without built-in intelligence. These can be found on the right side of the Visio window. On the left are the Quick eVSM stencils, which contain combo smart shapes. The next few exercises requires icons only from the eVSM Fast Draw stencil on the right. This stencil contains the most commonly used icons.

eVSM Quick stencils on the left

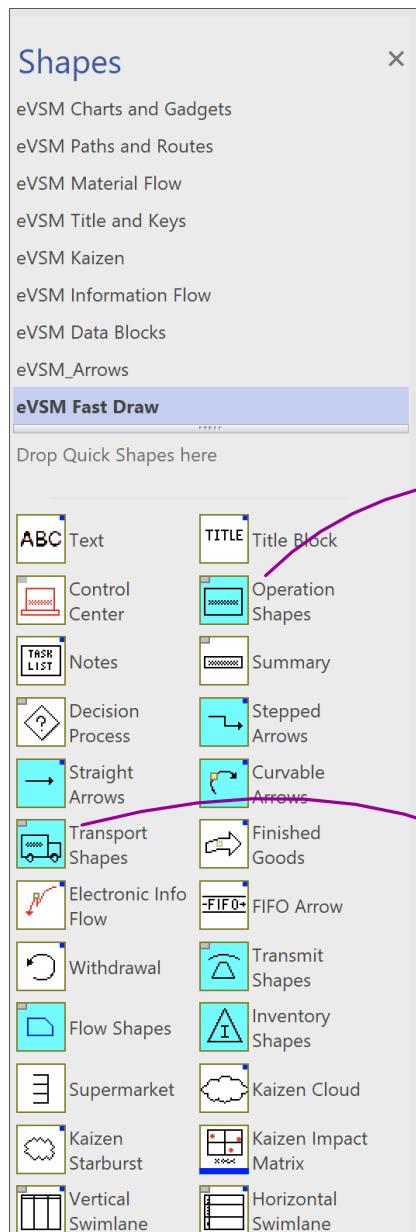
eVSM base icons stencils on the right

Here is the eVSM Fast Draw stencil

If the stencils on the right are accidentally closed, click the "Restore File" button here to recover.



eVSM Base Stencils

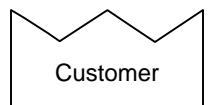
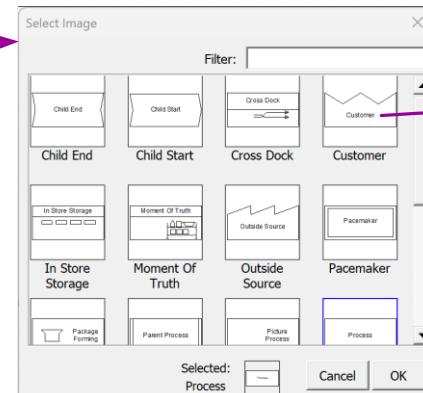


The base icon stencils contain icons in two colors:

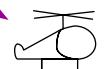
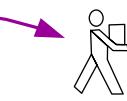
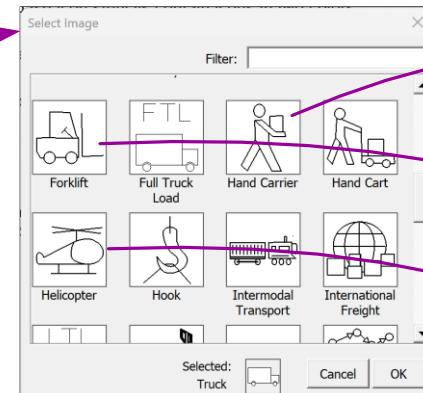
- White icons represent single shapes that can be dropped onto the page and positioned as needed.
- Blue icons represent families of shapes. After dropping a blue icon onto the page, you can convert it into other similar shapes using the right-click menu.

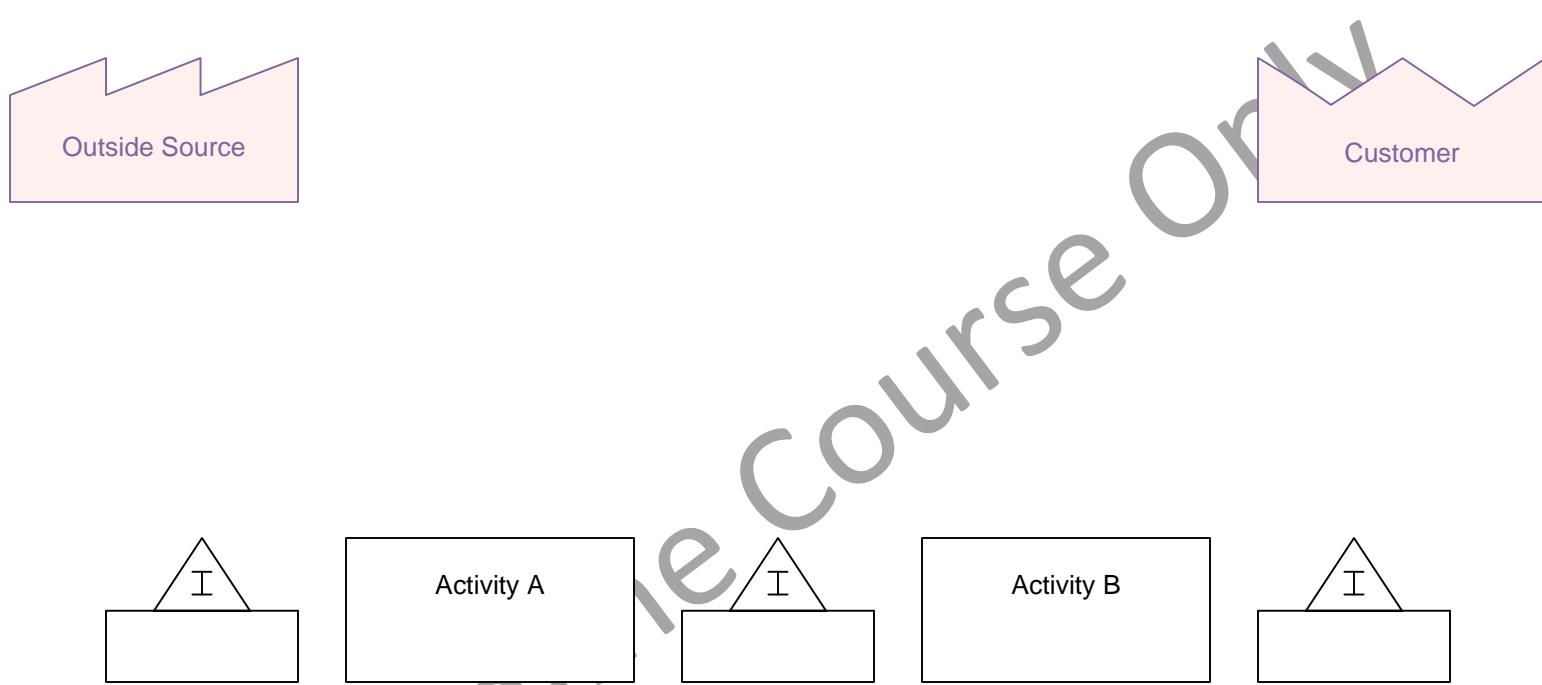


Pick Icon
⋮
⋮
⋮



Pick Icon
⋮
⋮
⋮

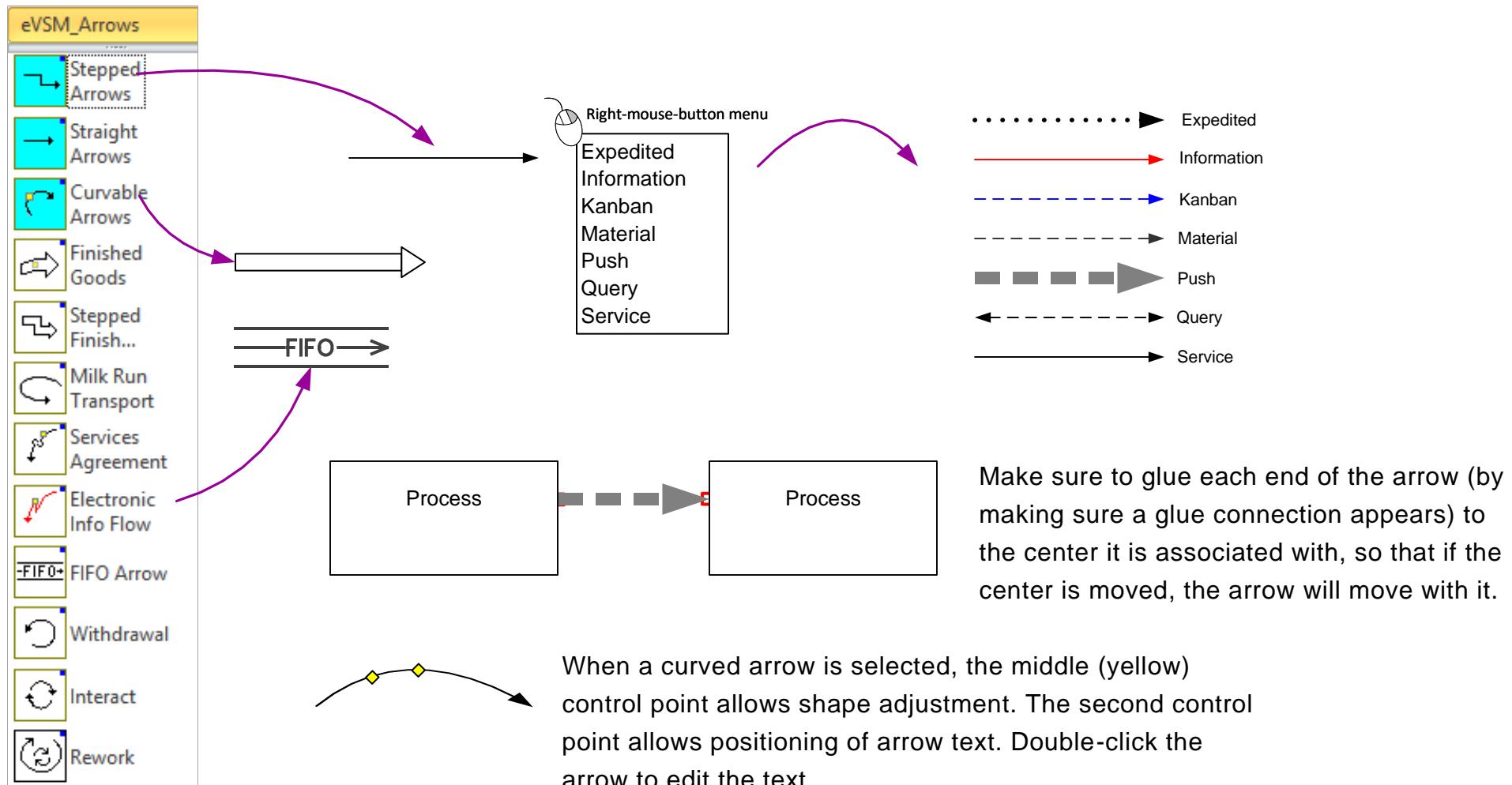


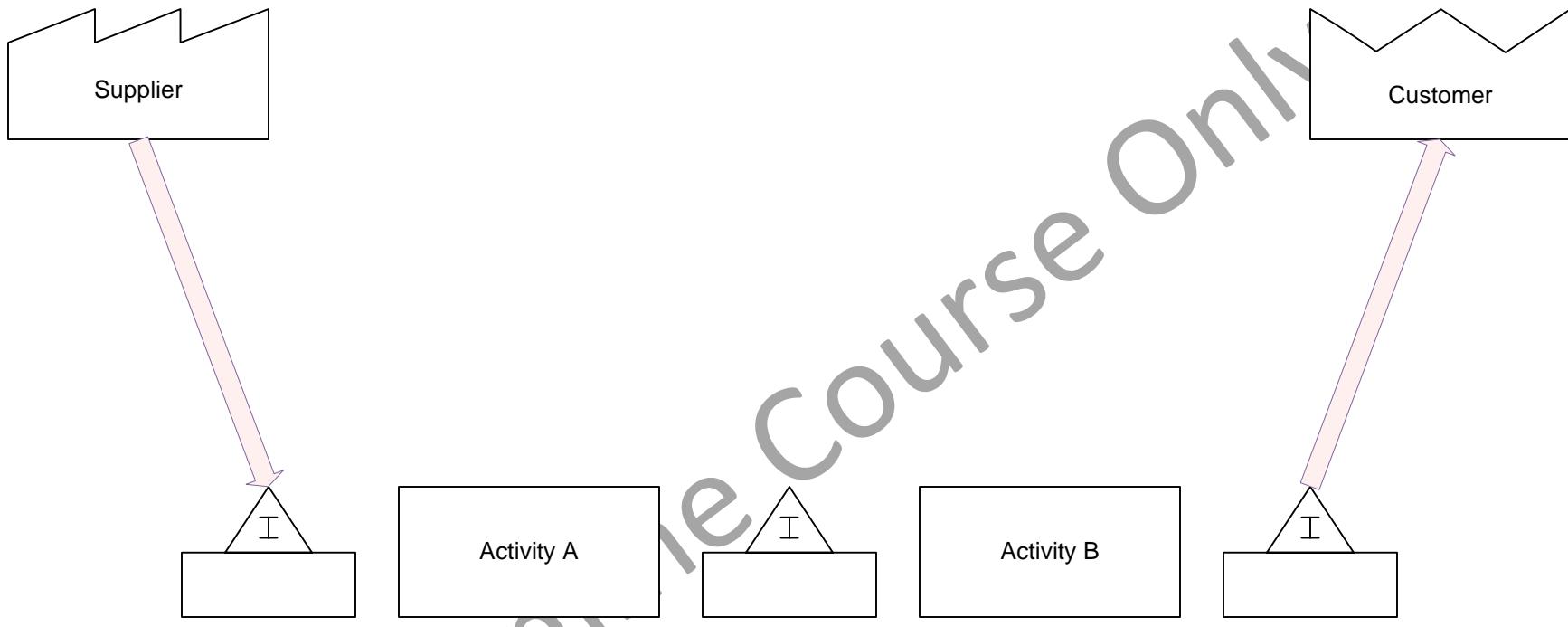


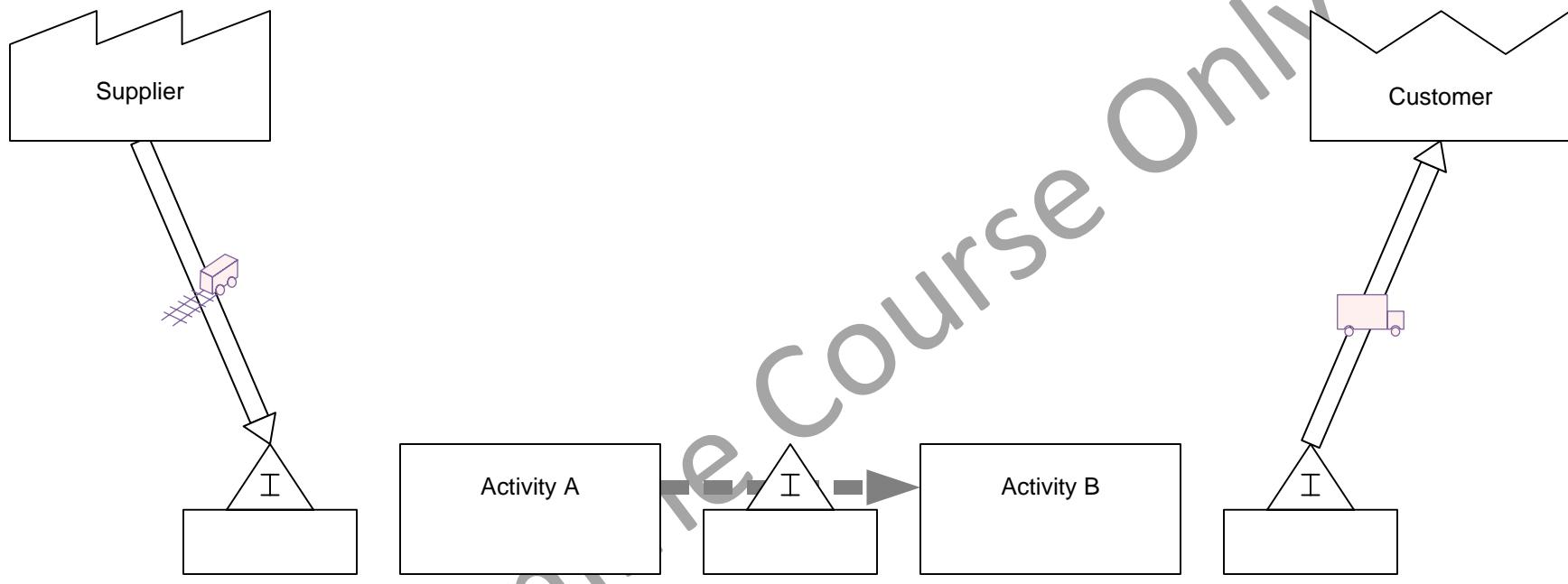
Arrows on Value Stream Maps

Each arrow type on the value stream map represents a different type of flow, such as material, information, push, pull, and others.

The common arrows are included in the Fast Draw stencil. To access the full set of arrows, see the eVSM Arrows stencil (also on the right side of the screen).

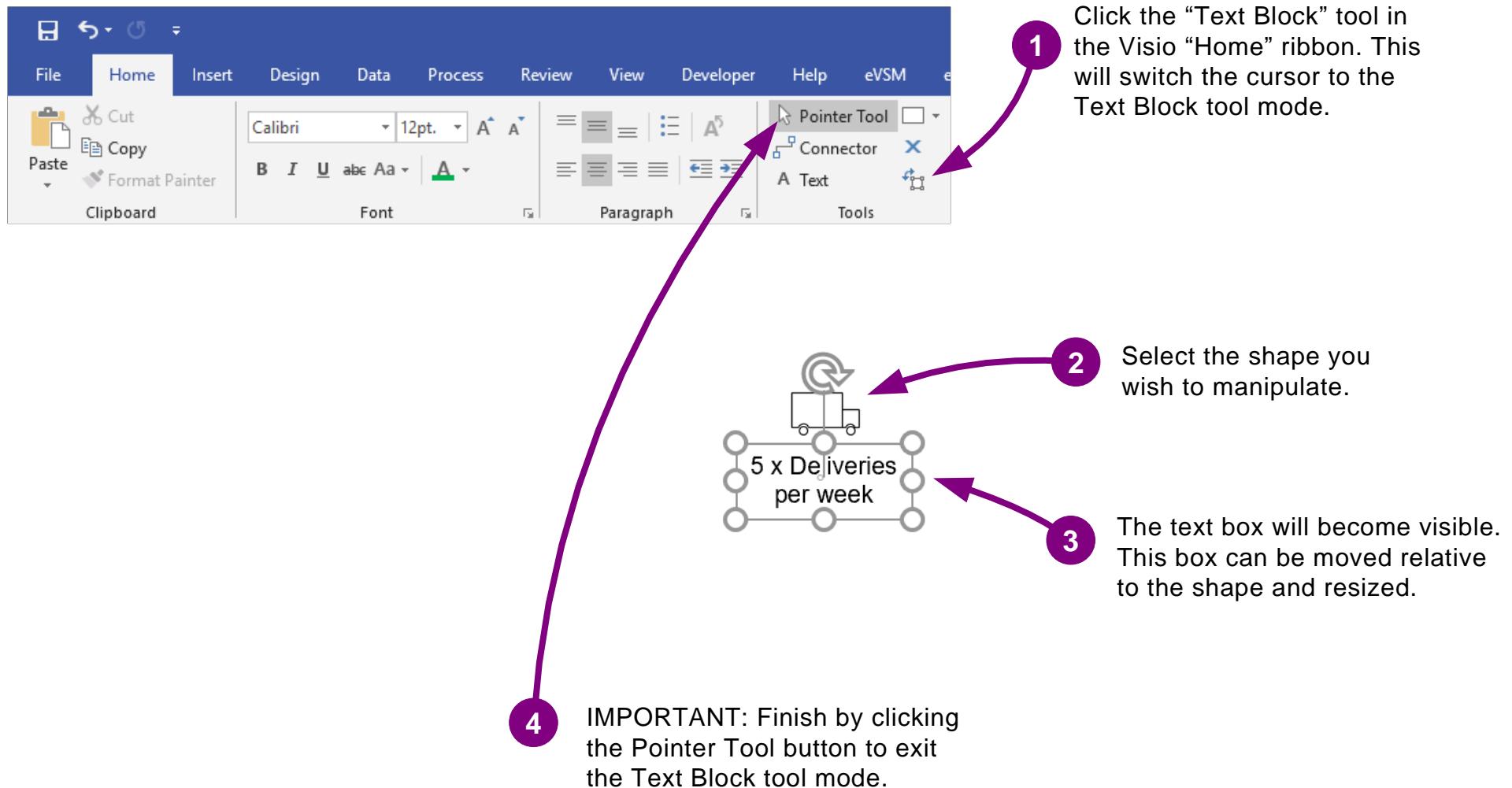






Using the Visio Text Block Tool

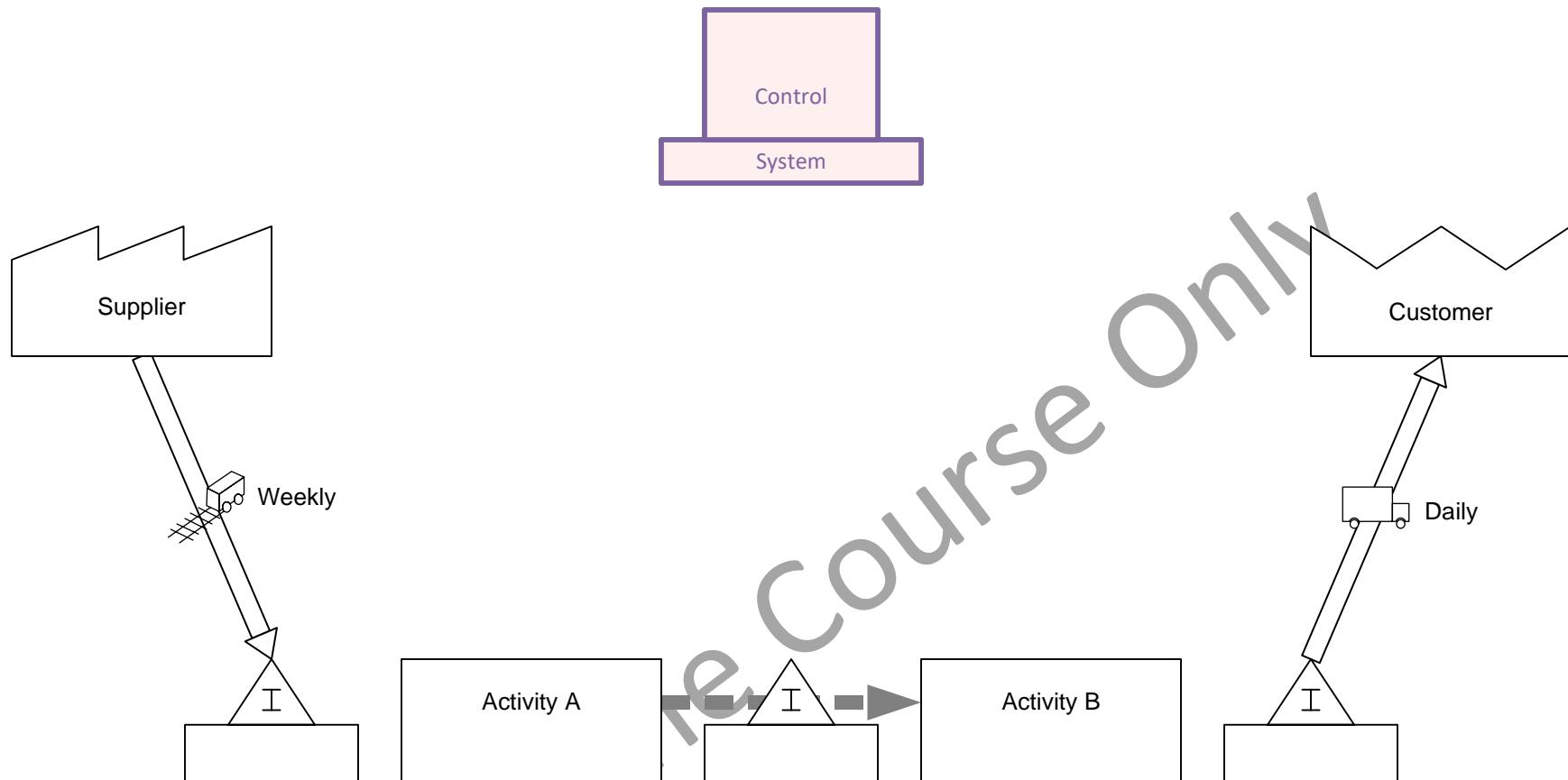
Any shape on a Visio page can have its own text. The text will move with the shape and get deleted when the shape is deleted. To edit this text, just double-click on the shape. It is also possible to move the position of the text relative to the shape. Here are the steps:

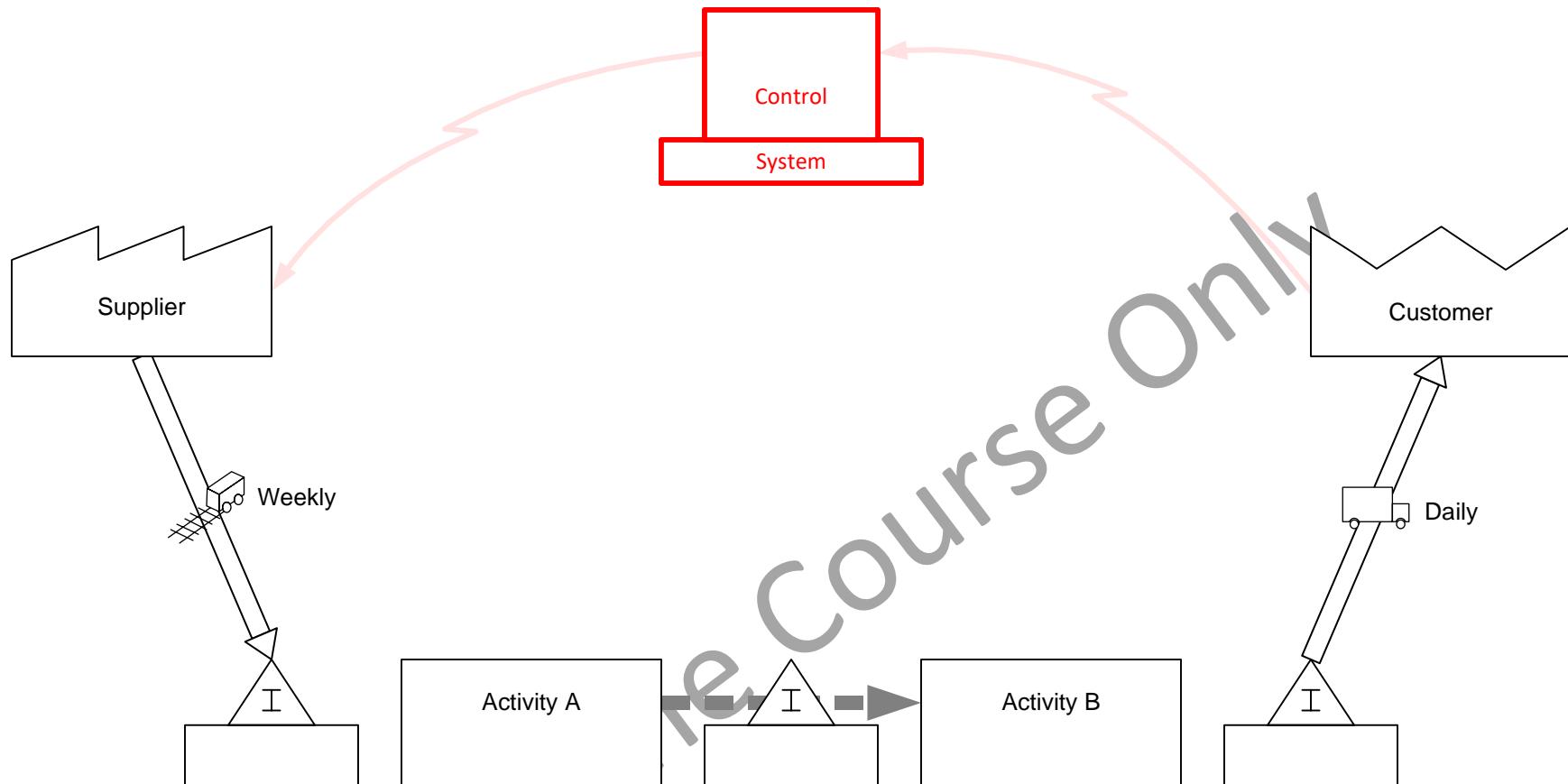




Weekly

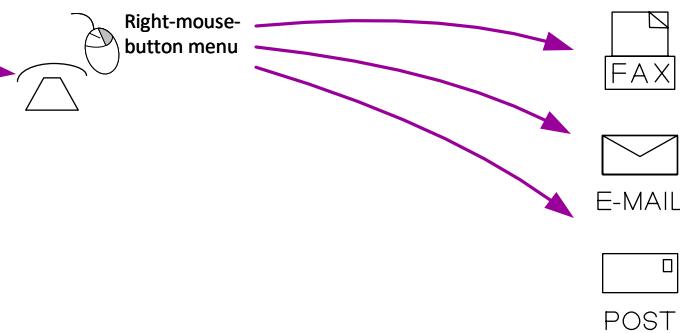
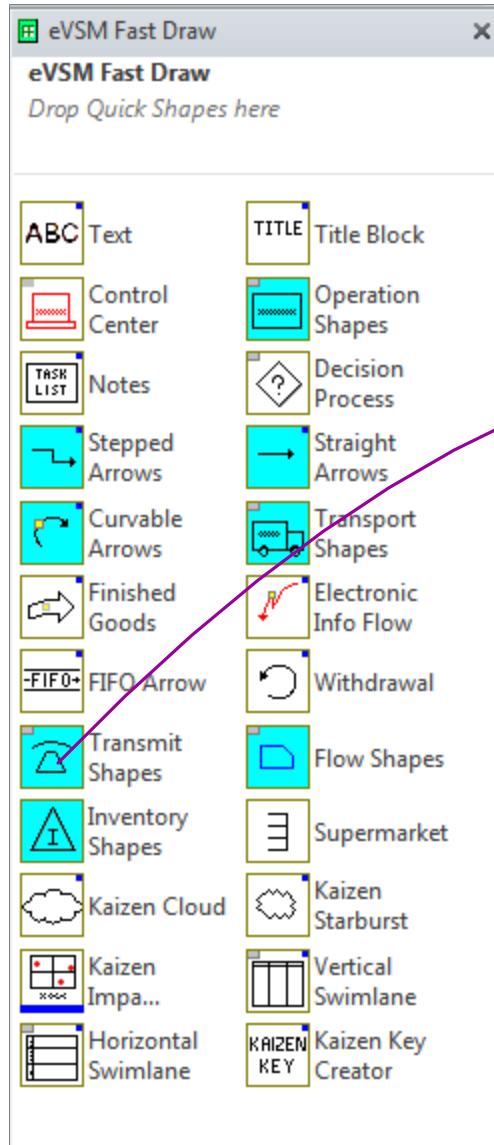
For Online Course Only



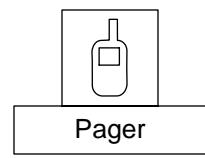


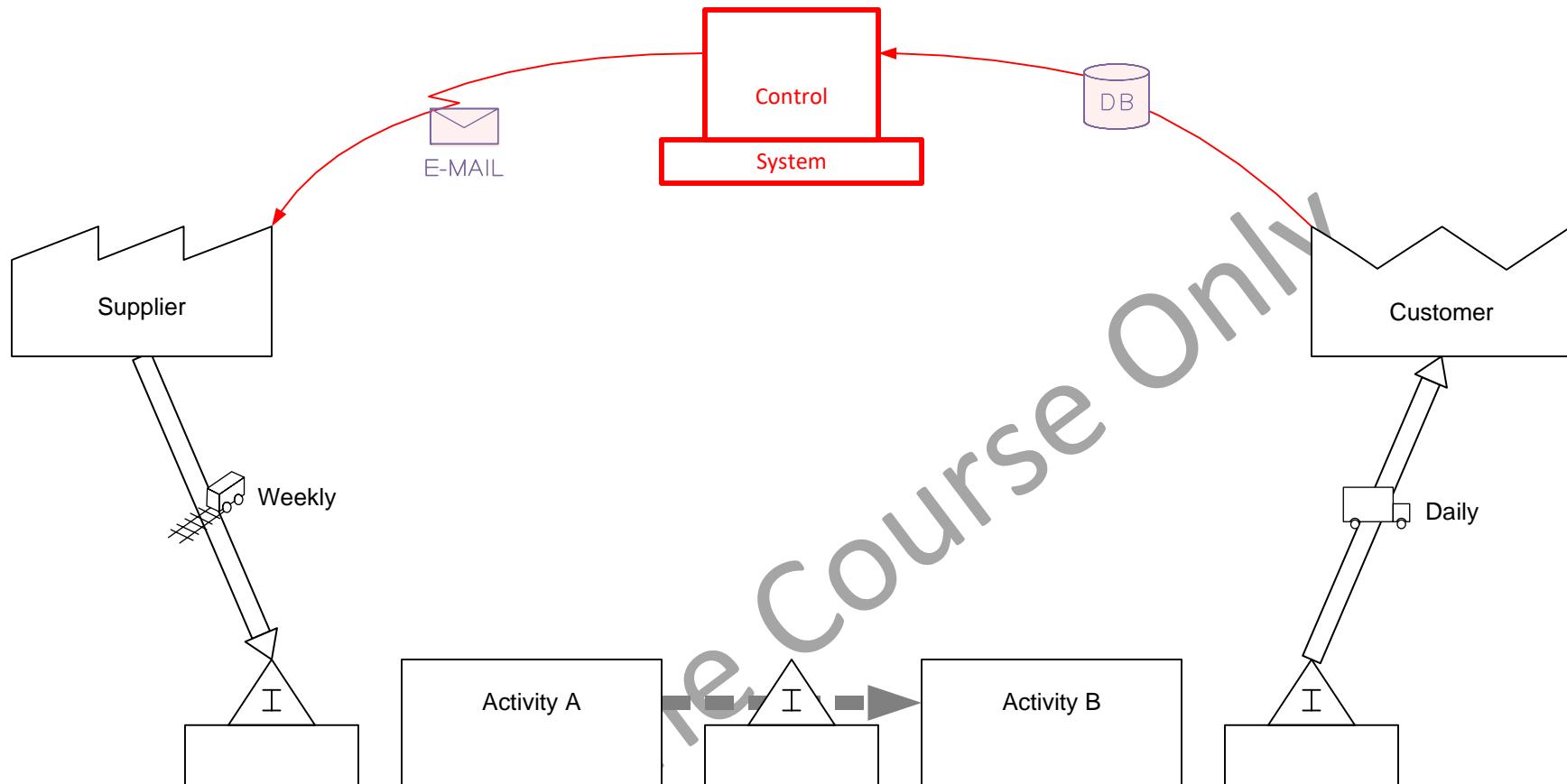
eVSM Transmit Shapes

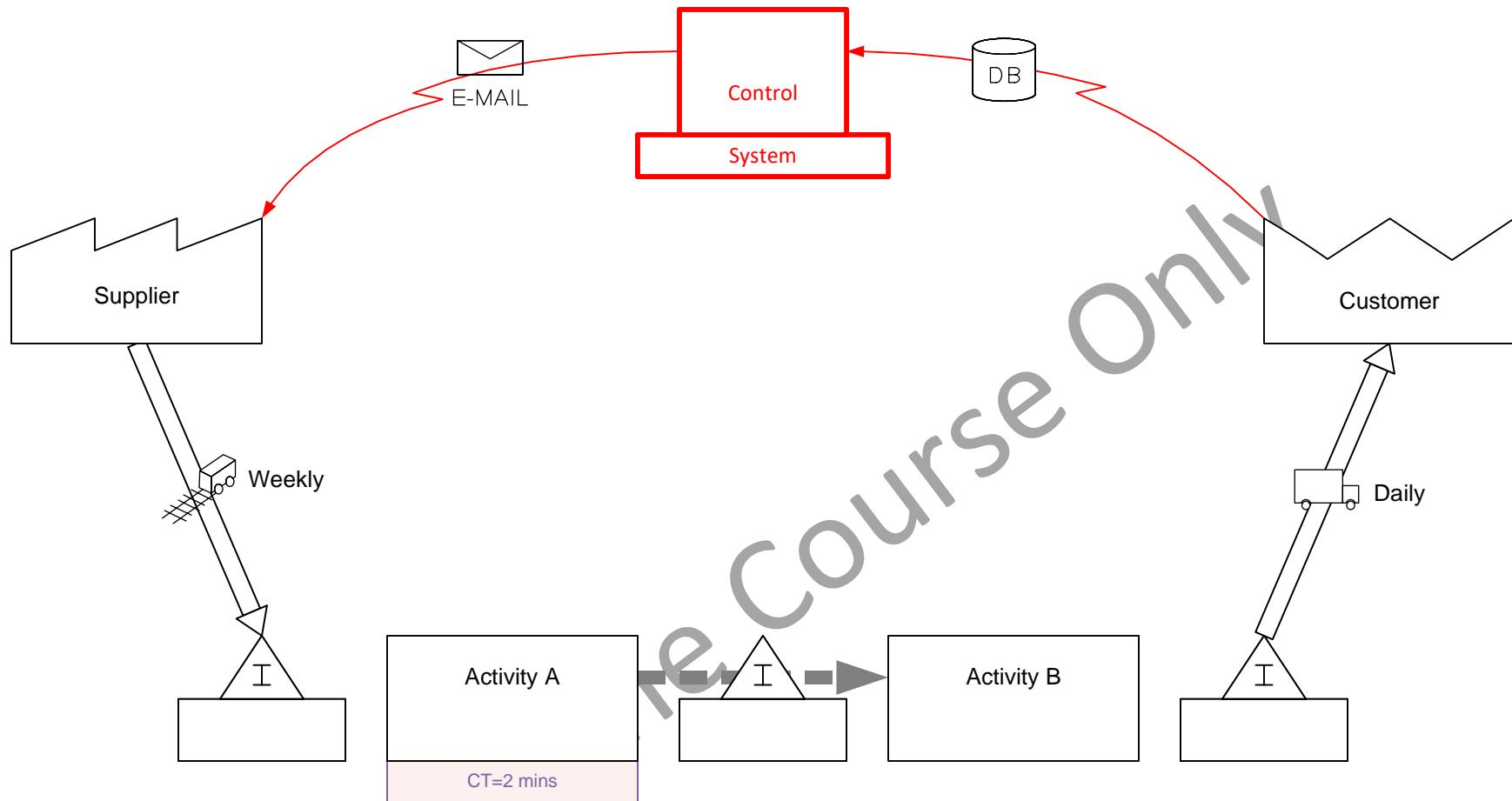
Transmit shapes work just like Transport shapes. They are generally used to show the method for information transmission.

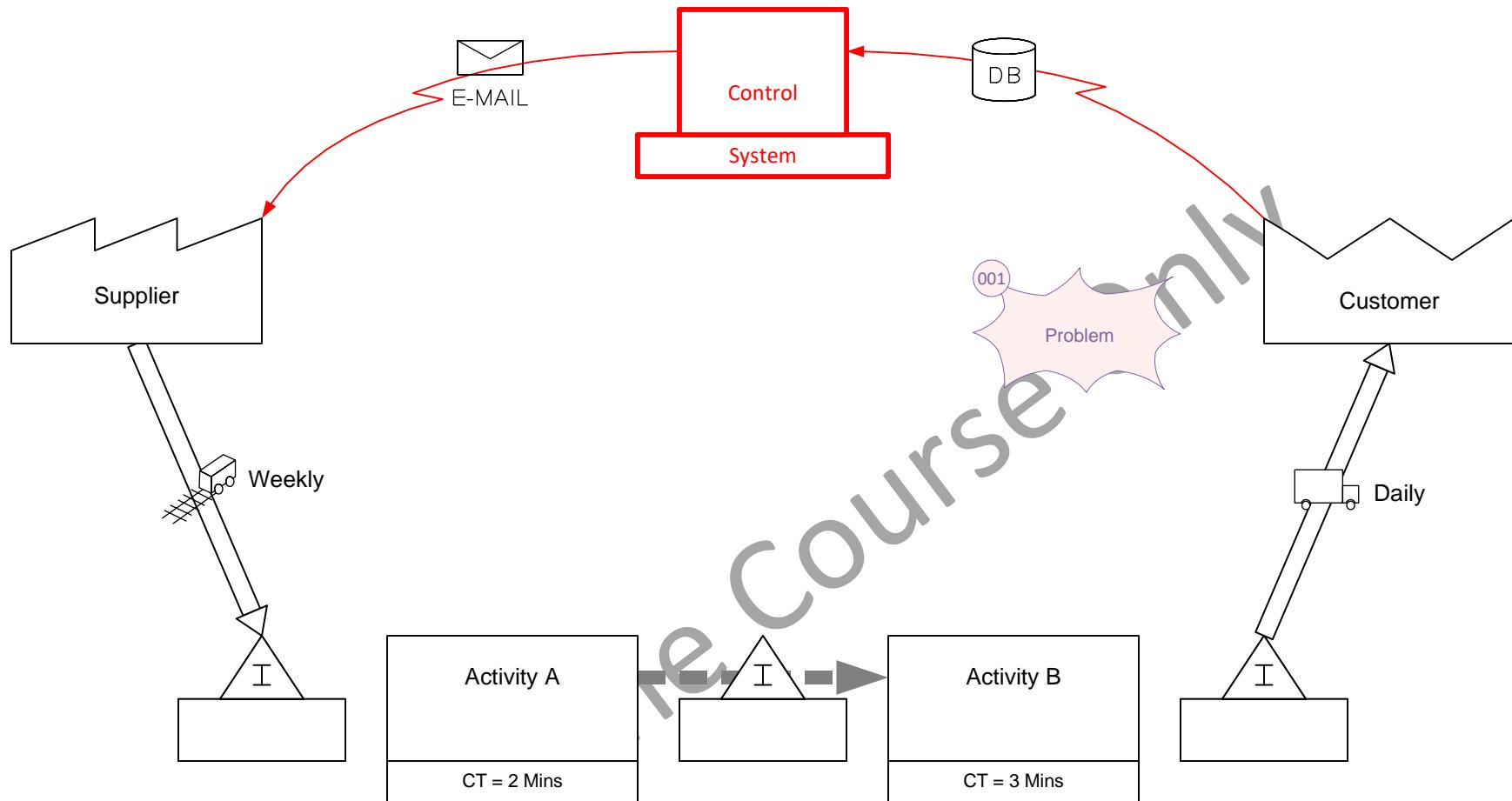


There are also right-click options to change the framing around the shape.



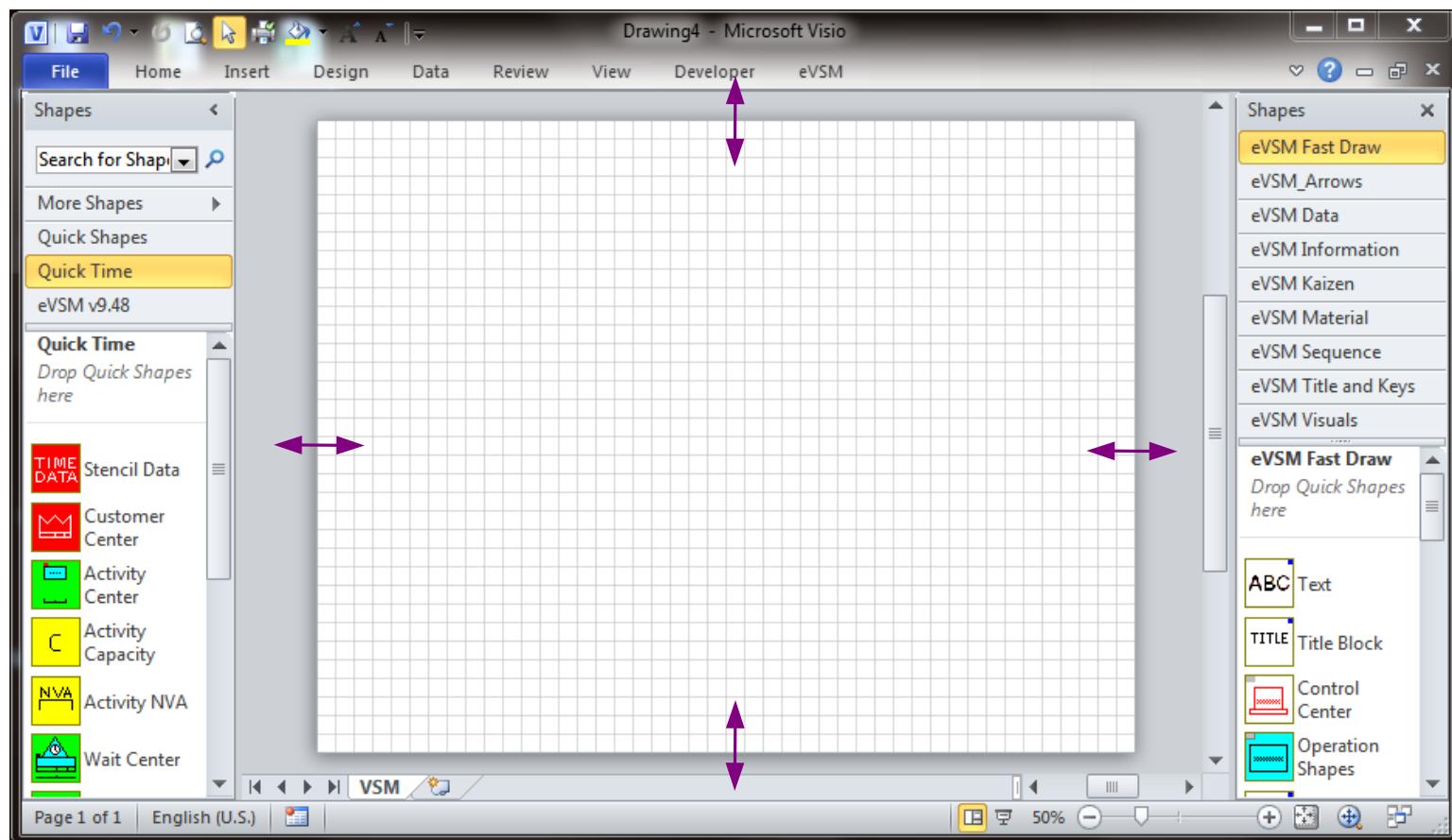


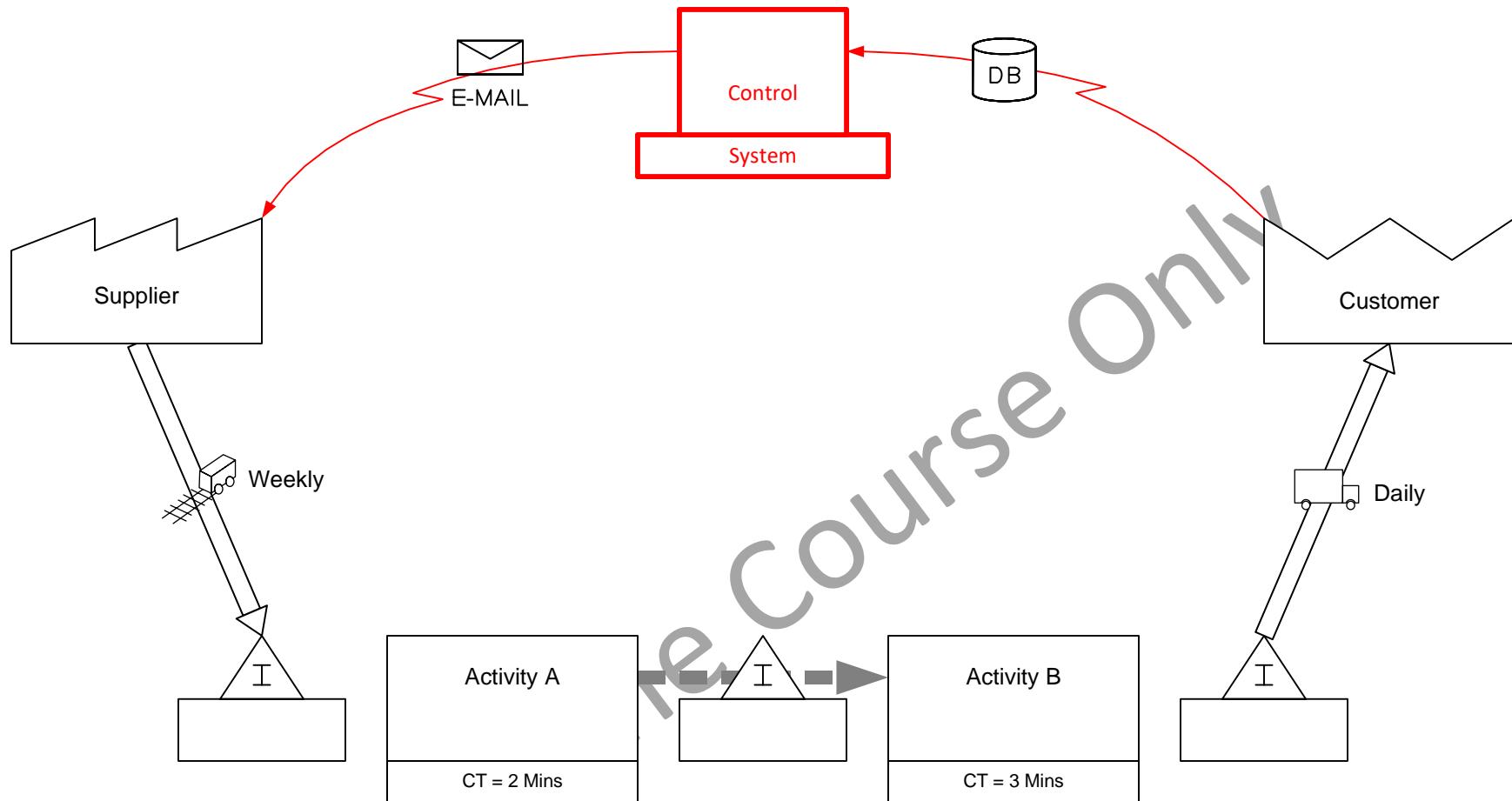




Visio Page Re-sizing

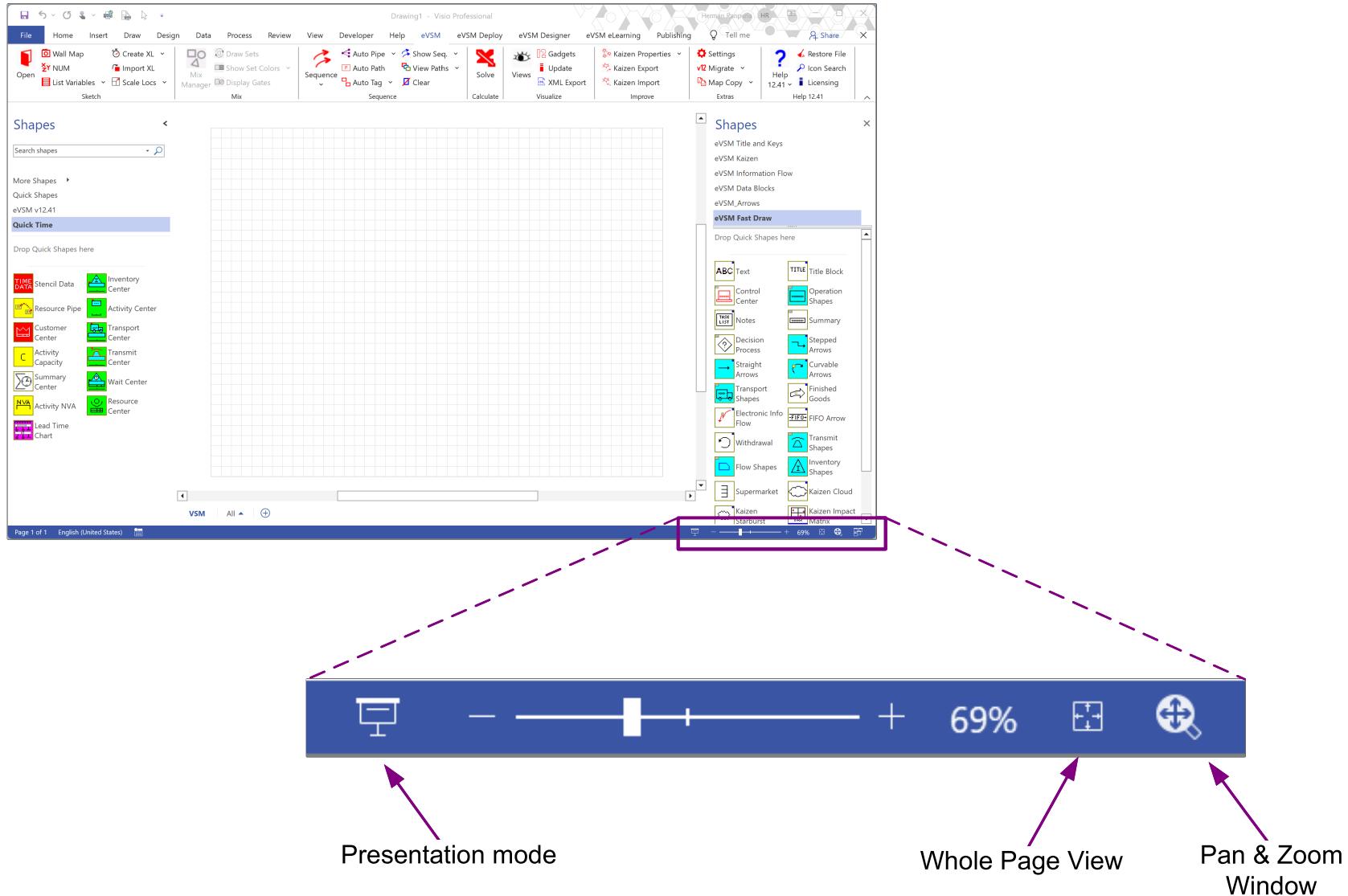
Visio pages can be any size. They do not have to conform to standard page sizes (8.5x11, A4, etc.). To re-size the Visio page, hold down the CTRL key and drag the page edge. This works on all four edges of the page. Simply make the page as big as you need to accommodate your value stream.



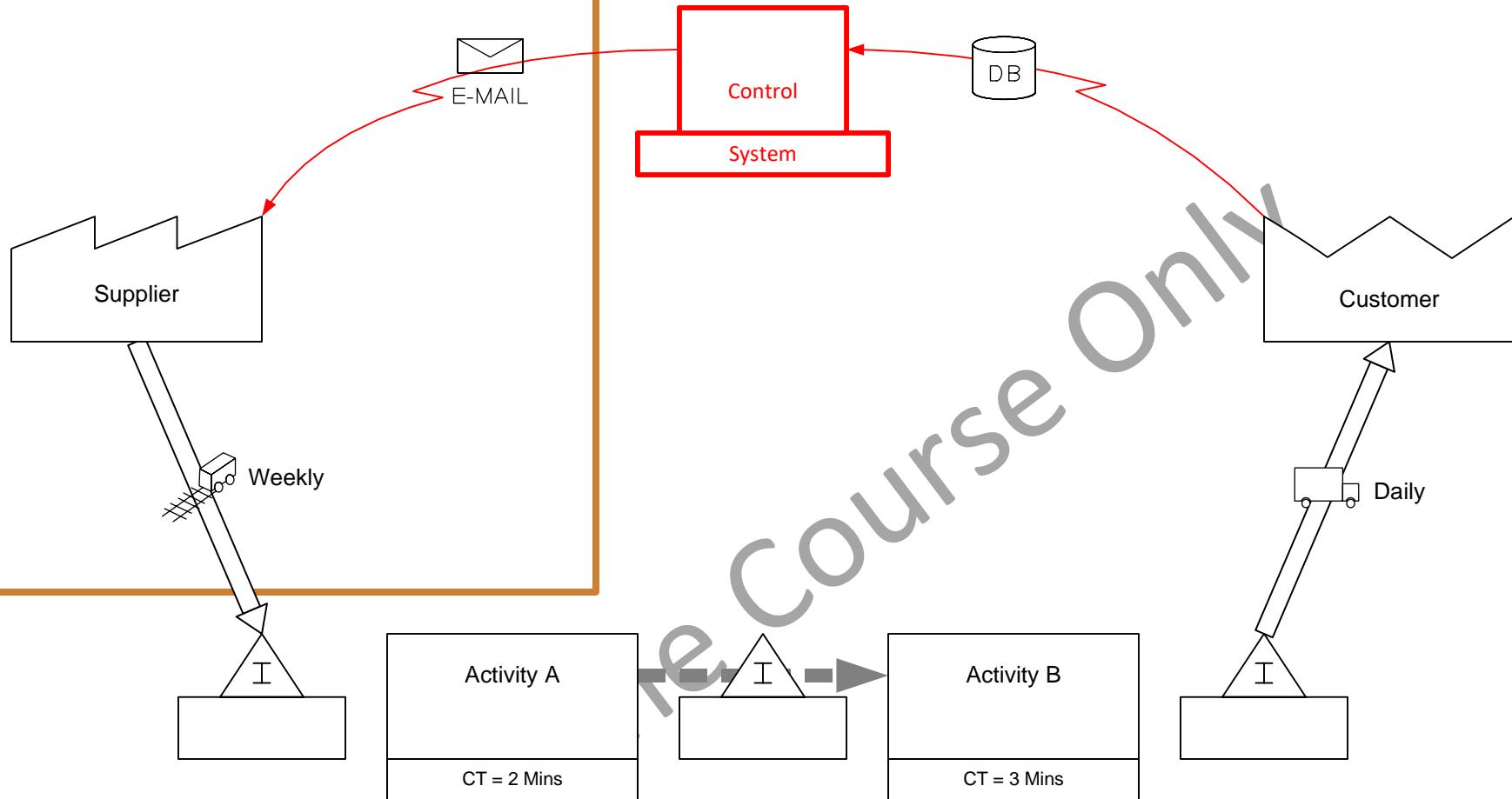


Zooming Methods

When working with large diagrams on a screen, it is useful to be able to quickly zoom in and out of areas of interest. You can use the zoom controls at the bottom-right corner of the Visio screen.

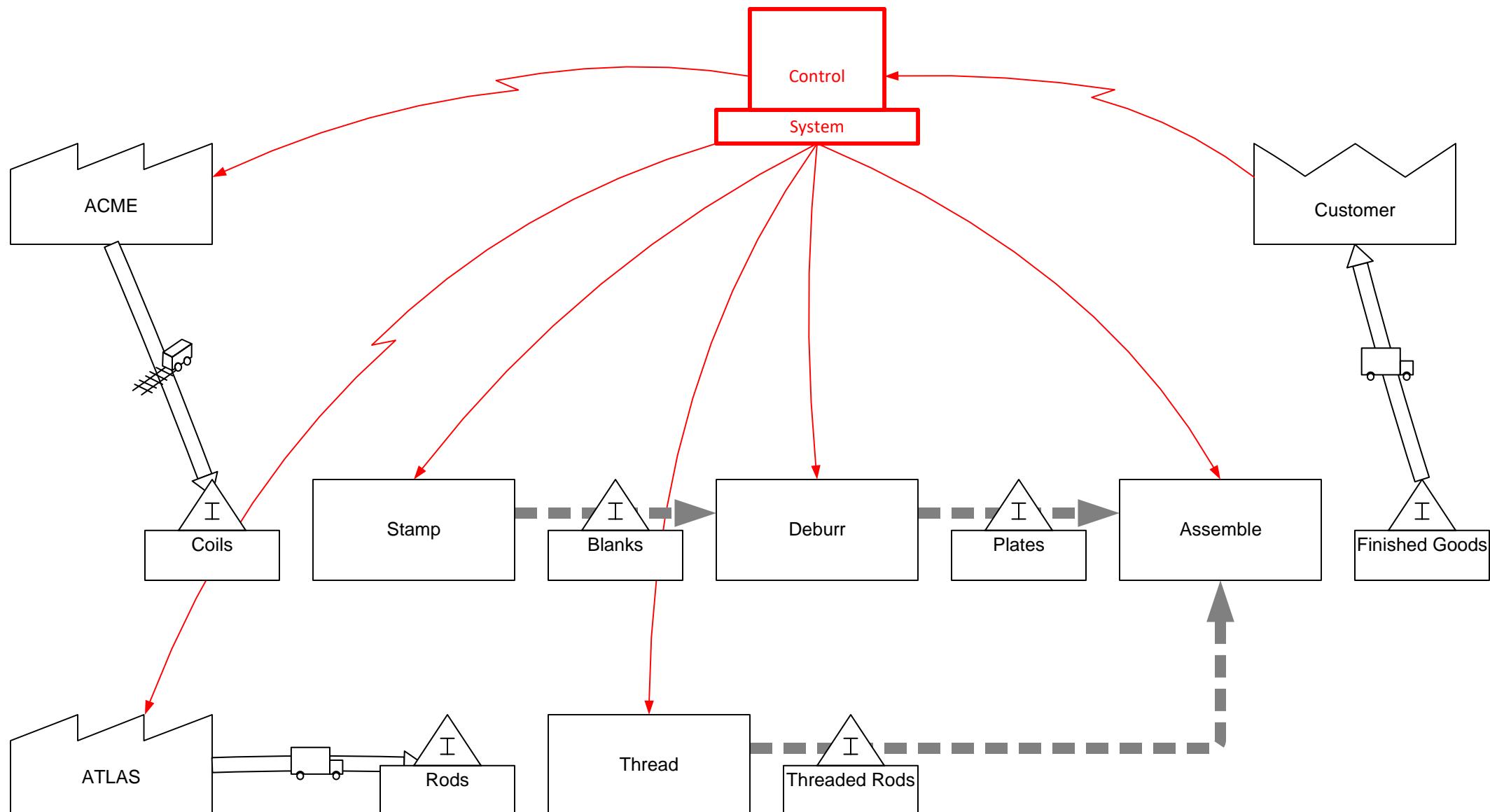


For help on other methods of zoom/pan, search the internet for “Visio zoom functions”.



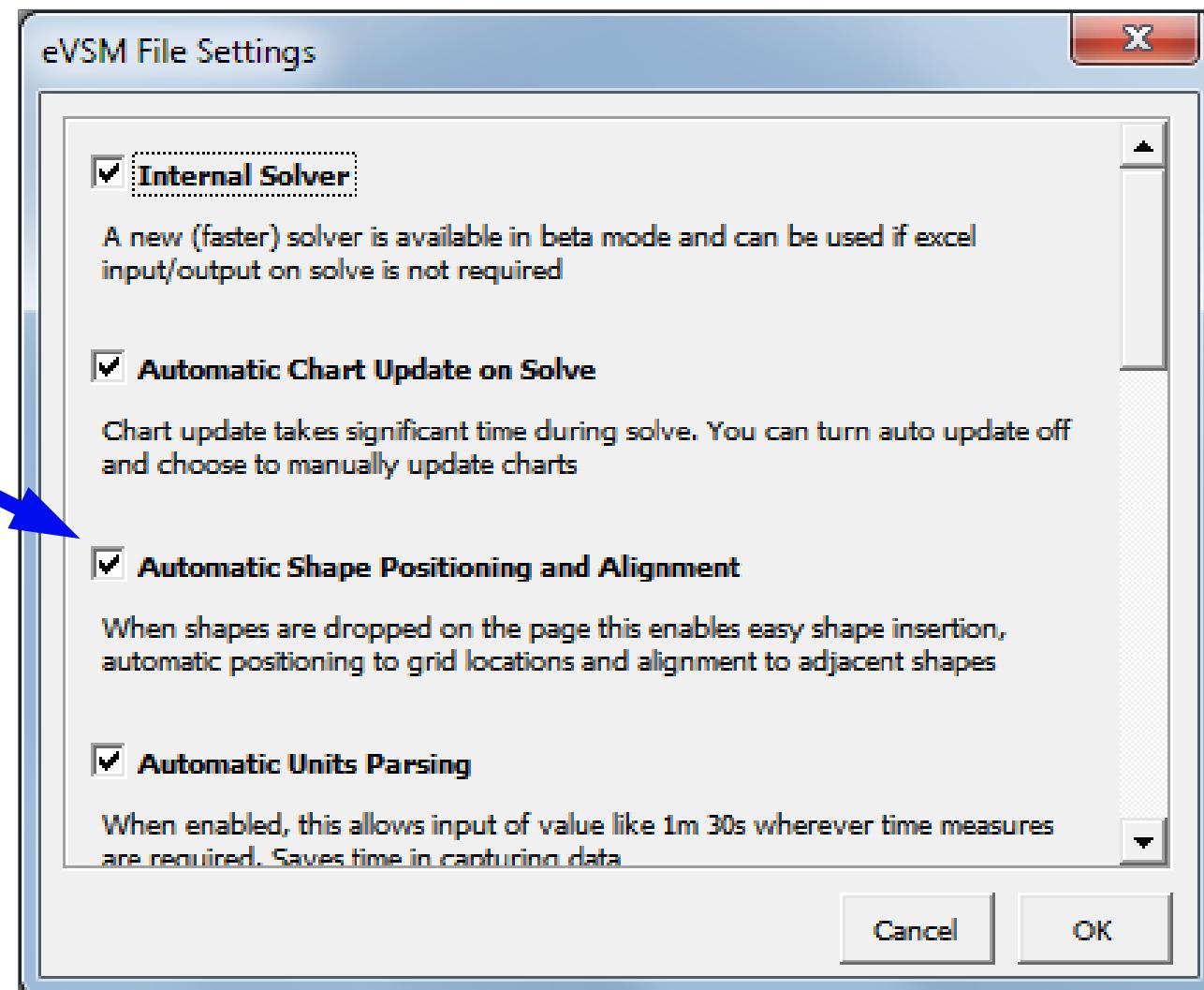
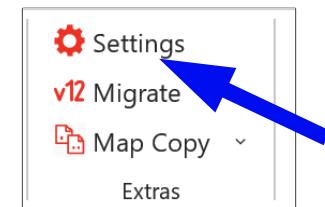
Practice map to test yourself

Draw this map in a new file with the Fast Draw stencil.



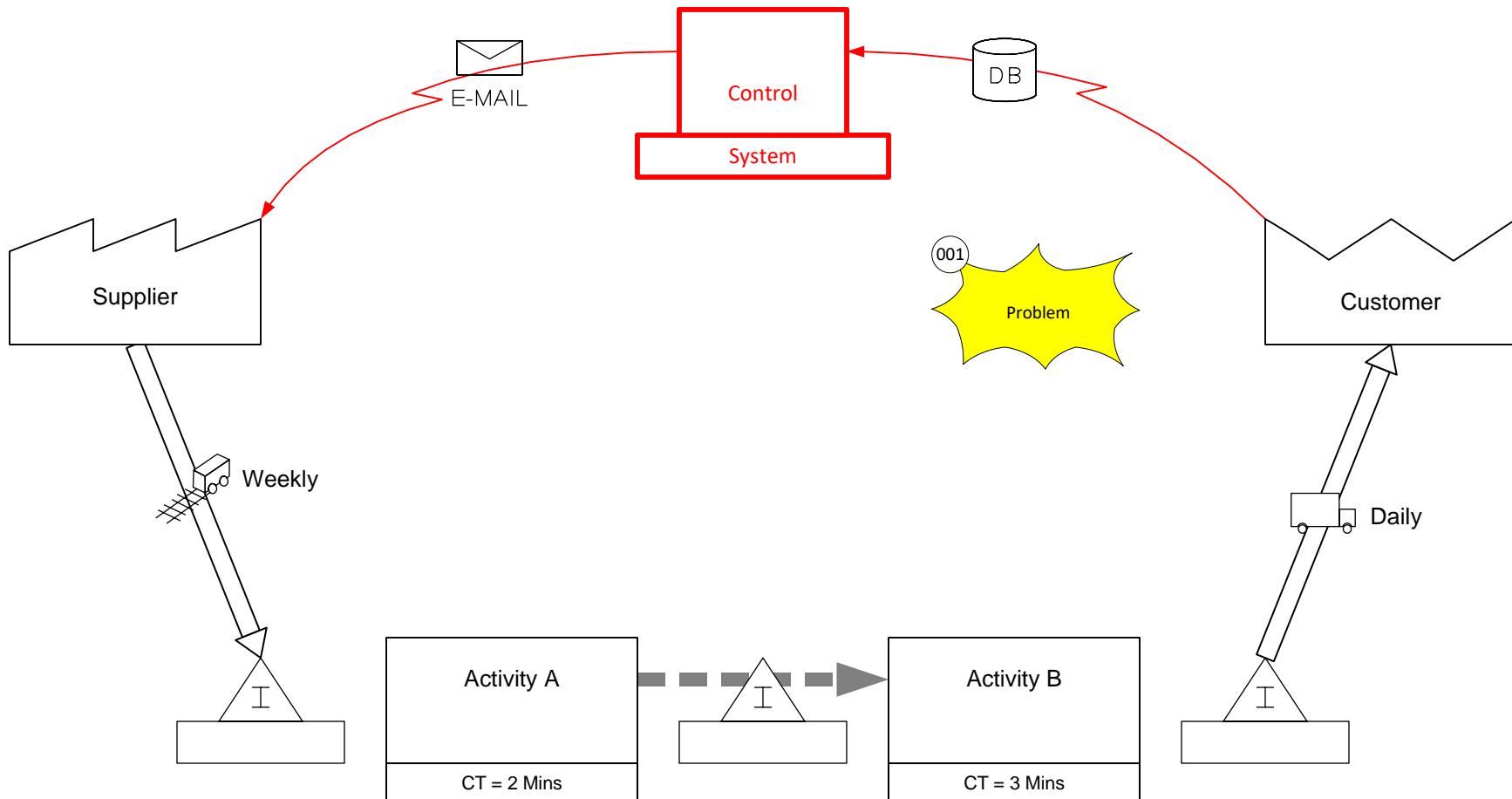
eVSM Drag and Drop Behavior

The “Settings” button in the eVSM toolbar opens the form below. The “Automatic Shape positioning and alignment” option is “On” by default. When active, new shapes dropped on the page try to align with the grid and with their neighbors on the left and can even be dropped between shapes that then automatically adjust to make room.



You learned that:

eVSM features a comprehensive set of VSM icons, enabling easy drawing and modification of value stream maps with drag-and-drop functionality. The method is quick to learn and is excellent for capturing current state value streams and discussing root causes of waste.

**What's next:**

Now you are ready to do the Mix Time course which will teach you the mechanics of building eVSM models.

Useful Links

eVSM Toolbar Guide

evsm.com/toolbarguide

eVSM Productivity Guide

evsm.com/productivity

eVSM Blogs

evsm.com/blog

eVSM Support FAQ

evsm.com/support

Download the Latest Version

evsm.com/install