



# *Profit Surge VSM*

## Software Instructions

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# Overview

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- The following presentation outlines instructions for the Profit Surge VSM software.
- This software requires Excel 2007 or later.
- The next three slides show downloading steps.
- Please email questions and feedback to:

**[eliot.fumagalli@profit-surge.com](mailto:eliot.fumagalli@profit-surge.com)**

# Downloading and Opening

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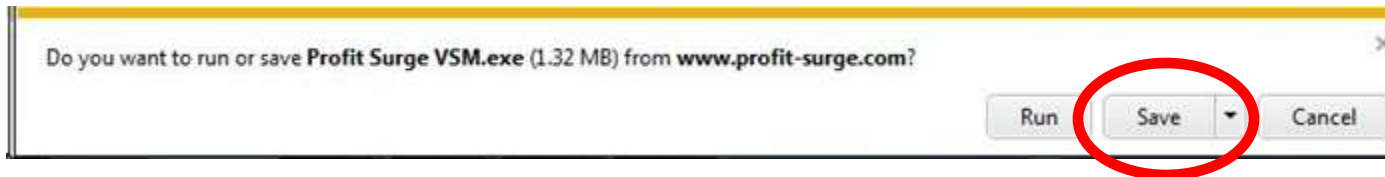


- The next three slides in this presentation show typical downloading and opening steps for the software.
- Once download is requested, the software downloads immediately from the internet browser. The software is **not** emailed.
- To run properly this software needs to be named “**Profit Surge VSM**”. When you make multiple downloads the file might be renamed, for example to “Profit Surge VSM (2)”. To ensure proper functionality please rename it to the original name.
- Examples for Internet Explore 9 and Firefox browsers are shown. Most other browsers have similar steps.

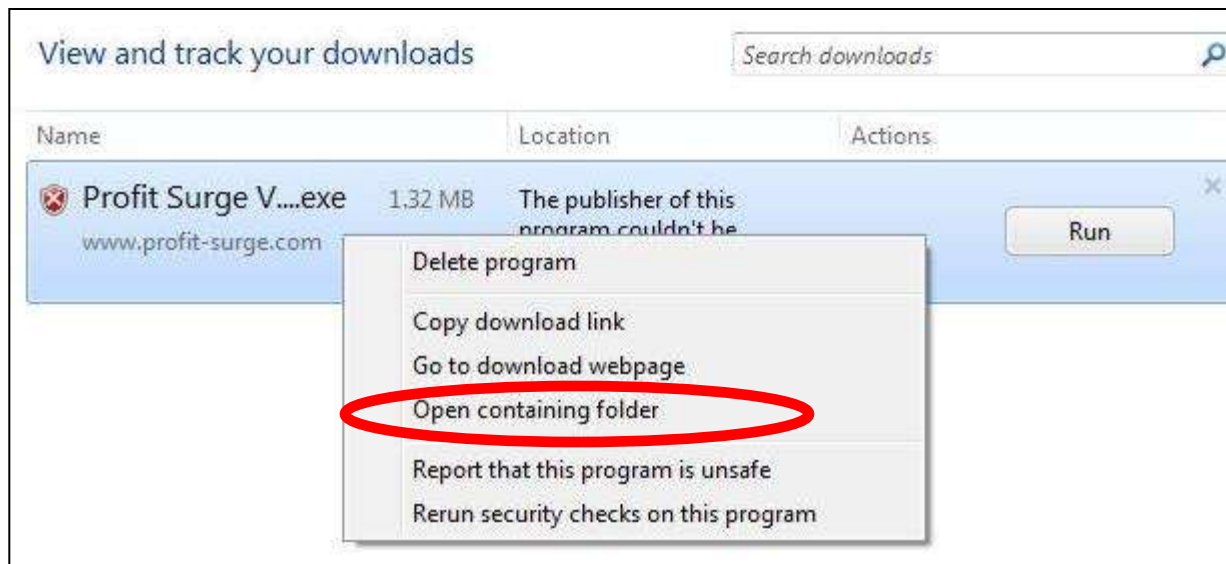
# Downloading – IE 9



For Internet Explorer 9: After clicking the **Download Software** button a message window like the one below will appear on the bottom of the screen. **Click** the **Save** button:



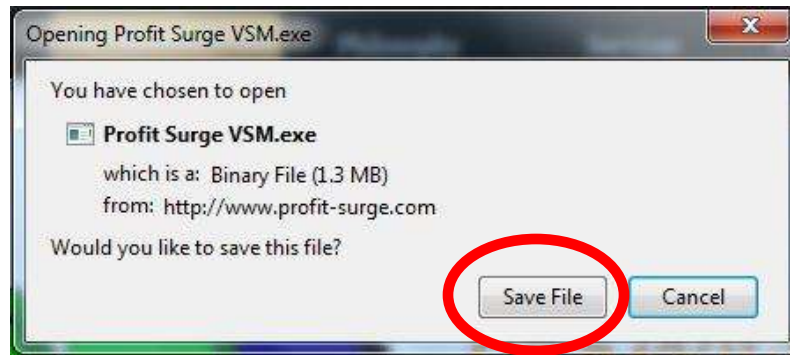
To determine where the software is saved **right** click on “Profit Surge VSM.exe” in the download tracking window and then click on **Open Container Folder**. Remember this location for future access or move the file to a more convenient location:



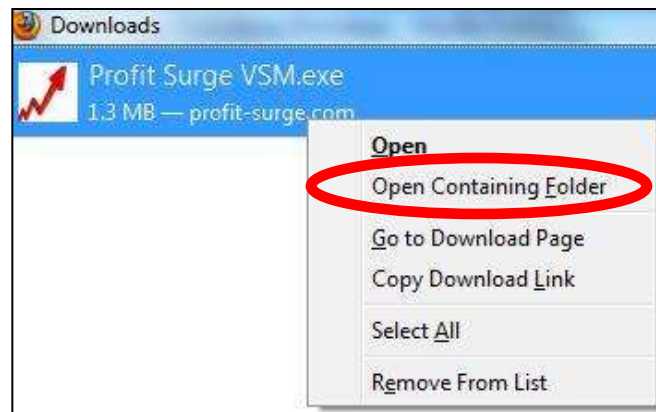
# Downloading – Firefox



For Mozilla Firefox: After clicking the **Download Software** button a message window like the one below will appear. **Click the Save File** button:



To determine where the software is saved **right** click on "Profit Surge VSM.exe" in the download tracking window and then click on **Open Container Folder**. Remember this location for future access or move the file to a more convenient location:




# Opening

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To open the Profit Surge VSM software simply go to the location it was saved and click on the file:

Name	Date modified	Type	Size
 Profit Surge VSM	7/16/2012 9:32 AM	Application	1,356 KB

Value Stream Maps made with this software will be created in Excel. They can be saved under any Excel file name.

# Welcome Screen



Additional software instructions at [Profit-Surge.com](http://Profit-Surge.com) (click here for quick access)

There are 5 basic functions.  
Hold down the "Ctrl" and "Alt" keys along with the letter key to use functions:

Ctrl Alt m	Sets default process <b>M</b> etrics (before starting your first VSM)
Ctrl Alt n	Creates a <b>N</b> ew VSM
Ctrl Alt p	Adds a <b>P</b> rocess step in existing VSM
Ctrl Alt u	<b>U</b> dates a VSM drawing with new inputs in the data sheet
Ctrl Alt s	Inserts <b>S</b> hapes into the VSM drawing (e.g. truck, airplane, FIFO lane, etc)

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On starting *Profit Surge VSM*, you will see a welcome screen that summarizes the key functions. Click on the blue box at the top of the welcome screen to access this full instruction presentation at any time.

# Set Process Parameters

The 'Set Process Parameters' dialog box is shown on the left. It has a title bar with the text 'Set Process Parameters' and a close button (X). The main area is divided into two columns: 'Parameters' and 'Units'. There are eight rows, numbered 1 to 8. Row 1: Cycle Time, Mins. Row 2: Batch Size, Units. Row 3: Resources, Quantity. Row 4: FPY, %. Rows 5, 6, 7, and 8 are empty. Below the main area is a section for 'Timeline Units' with a dropdown menu currently set to 'Mins'. At the bottom are 'Cancel' and 'Save' buttons. Two black arrows point from the text box on the right to the 'Parameters' and 'Units' columns of the dialog box.

Before building your first VSM, set your default VSM parameters by clicking:



In the window that pops up, enter up to 8 process parameters and also the units for the timeline and then click "Save."

Every time you start a new VSM, these will be the default parameters. However, you can modify the parameters for each VSM.



# Starting a New VSM

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To start a new VSM click:



# Starting a New VSM

The screenshot shows a dialog box titled "Set Process Parameters" with a close button (X) in the top right corner. The dialog is divided into two main sections. The upper section is a table with two columns: "Parameters" and "Units". It contains eight rows, numbered 1 through 8. Row 1 has "Cycle Time" and "Mins". Row 2 has "Batch Size" and "Units". Row 3 has "Resources" and "Quantity". Row 4 has "FPY" and "%". Rows 5, 6, 7, and 8 have empty input fields. The lower section is titled "Timeline Units" and contains a single input field with "Mins" selected. At the bottom of the dialog are two buttons: "Cancel" and "Save".

	Parameters	Units
1	Cycle Time	Mins
2	Batch Size	Units
3	Resources	Quantity
4	FPY	%
5		
6		
7		
8		

Timeline Units

Mins

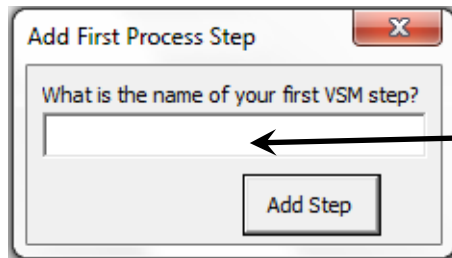
Cancel Save

The first window that pops up will allow you to update your default parameters for the new VSM.

Leave these as the default parameters or add VSM specific parameters and then click "Save."

# Starting a New VSM

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In the next window that pops up, enter the first process step name and click "Add Step."

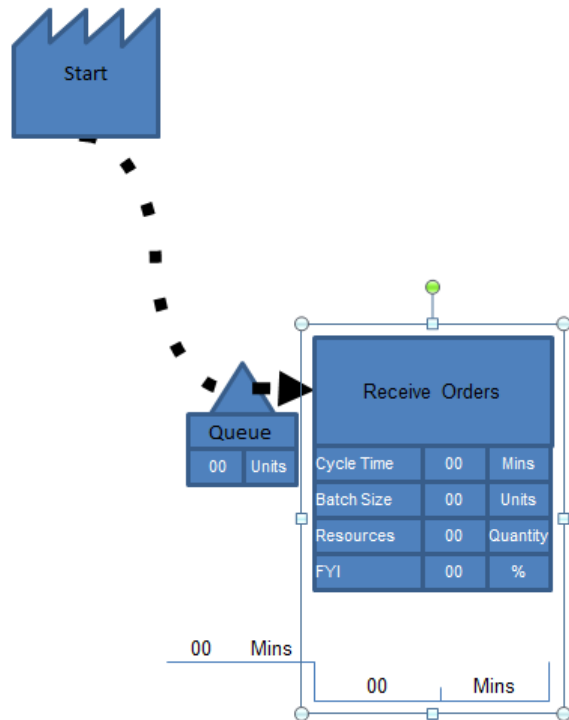
# Starting a New VSM

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A screenshot of a software dialog box titled "Add First Process Step". The dialog box has a close button (X) in the top right corner. Below the title bar, there is a text prompt: "What is the name of your first VSM step?". Underneath the prompt is a text input field containing the text "Receive Orders". Below the input field is a button labeled "Add Step". Two black arrows originate from the text box on the right: one points to the text "Receive Orders" in the input field, and the other points to the "Add Step" button.

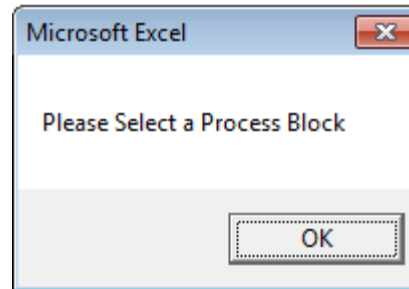
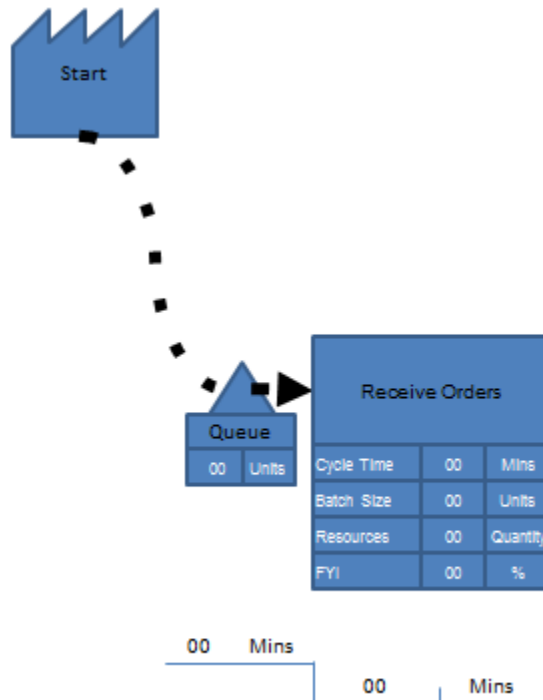
In the next window that pops up, enter the first process step name and click "Add Step."

# Starting a New VSM



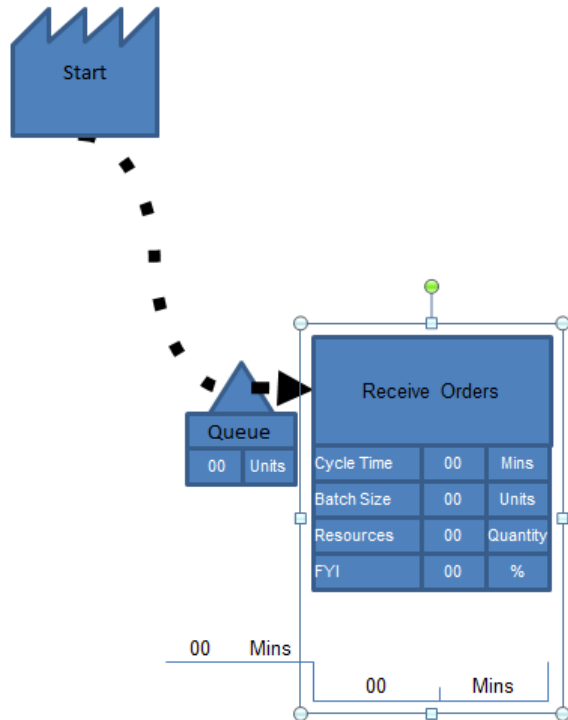
After clicking “Add Step,” the first process will appear. It will be selected with a square and green circle above it. If you unselect it, be sure to click on it before adding the next process step.

# Adding a Process Step



If you don't have a VSM process step selected, an error message will appear when you try to insert another process step. Click "OK" and then click on the process step from which the VSM should continue.

# Adding a Process Step



Adding Process Step

You are adding a process step after:  
Receive Orders

Do you want the next process step to branch?  
 No, go straight  
 Branch down  
 Branch up

Input the next step name  
Enter Orders

Cancel Add Step

To add another step, click:

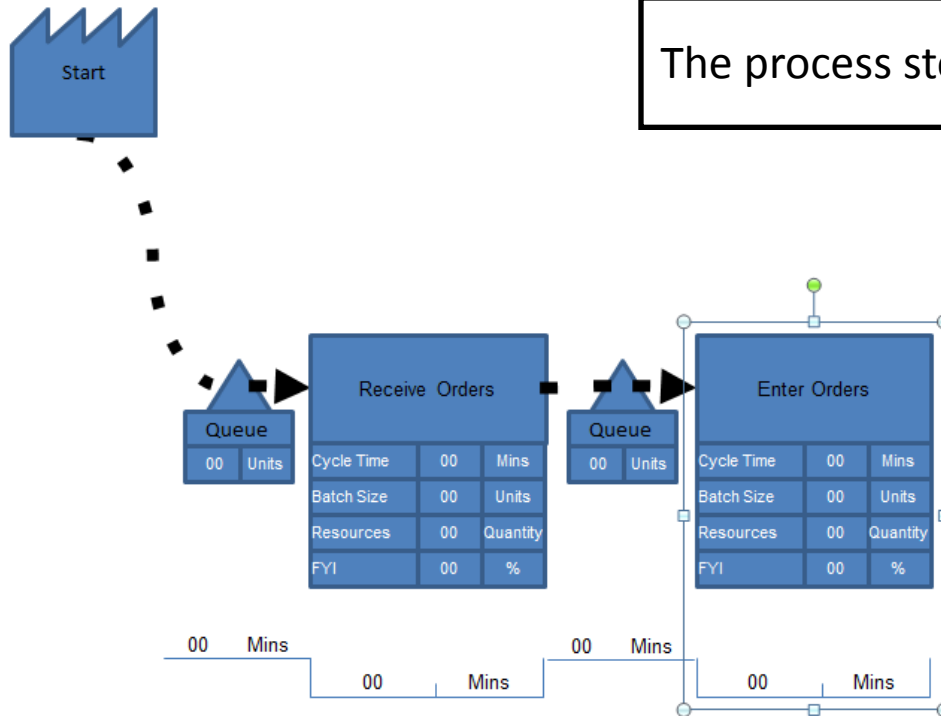


This will make the “Add Process Step” window appear. Enter the next step name then click “Add Step.”

# Adding a Process Step




The process step addition will look like this.





# Adding Data




	A	B	C	D	E	F	G	H
1		Queue	Non-Value Added Time	Value Added Time	Cycle Time	Batch Size	Resources	FPY
2				Mins	Mins	Units	Quantity	%
3								
4								
5	Receive Orders	400	40	10	200	20	2	50
6	Enter Orders	500	50	10	100	10	5	95
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								

Map Data

To add data to your VSM, click on the "Data" tab and enter numbers or equations.

# Adding Data



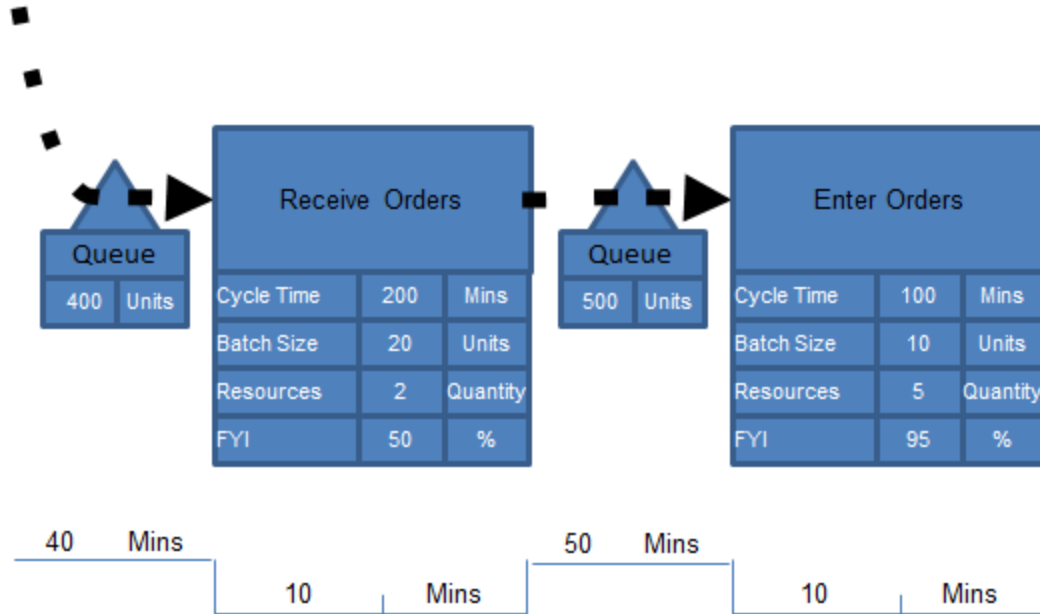
	A	B	C	D	E	F	G	H
1		Queue	Non-Value Added Time	Value Added Time	Cycle Time	Batch Size	Resources	FPY
2				Mins	Mins	Units	Quantity	%
3								
4								
5	Receive Orders	400	40	10	200	20	2	50
6	Enter Orders	500	50	10	100	10	5	95
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								

After entering data, click:



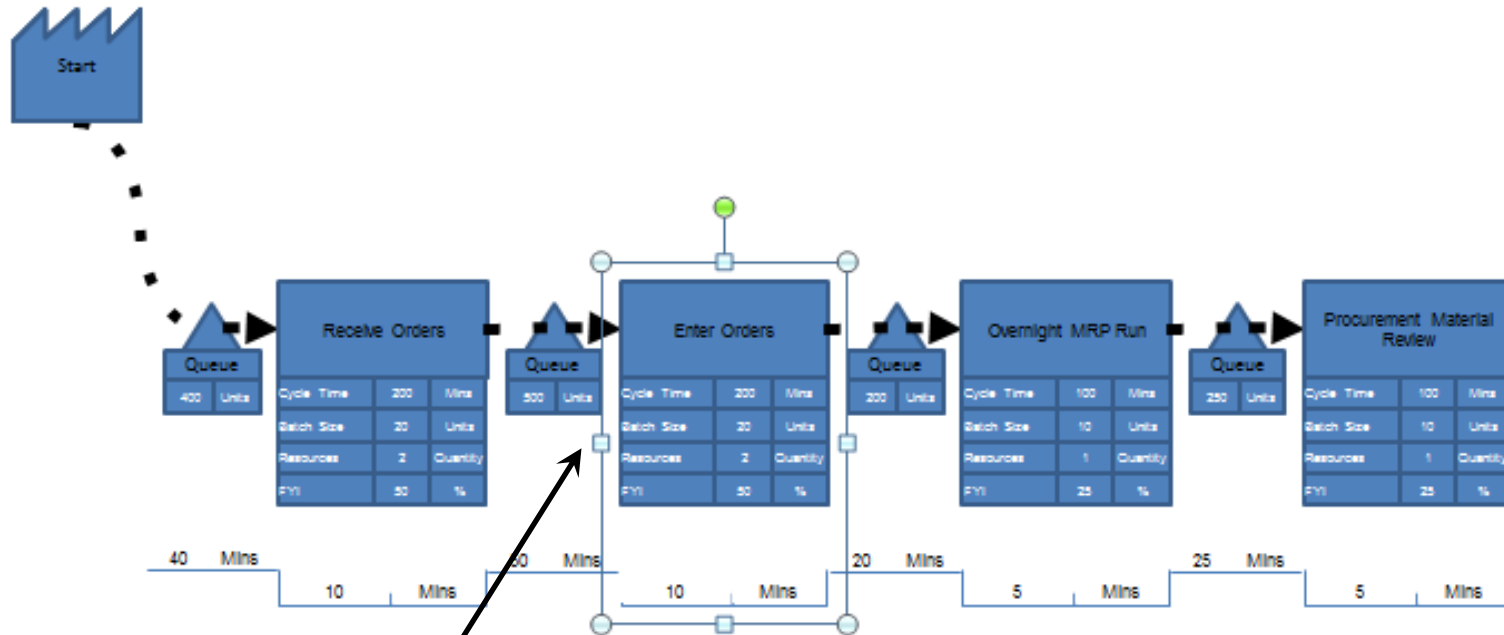
to update the VSM drawing.

# Adding Data



When you return to the "Map" tab, your data inputs will automatically be entered on the VSM.

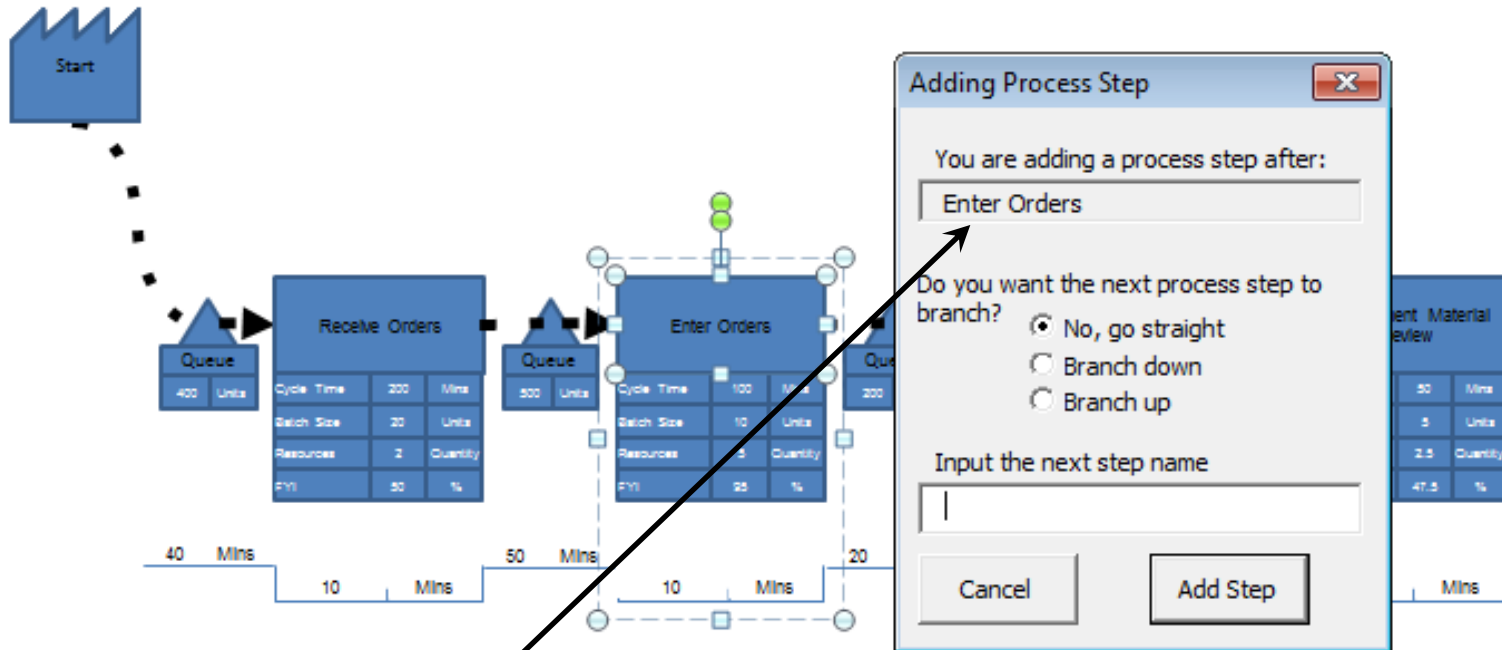
# Branching Process Steps



You can branch new steps from any point in the VSM. To do this, select the process step (green circle will appear above it) and click:

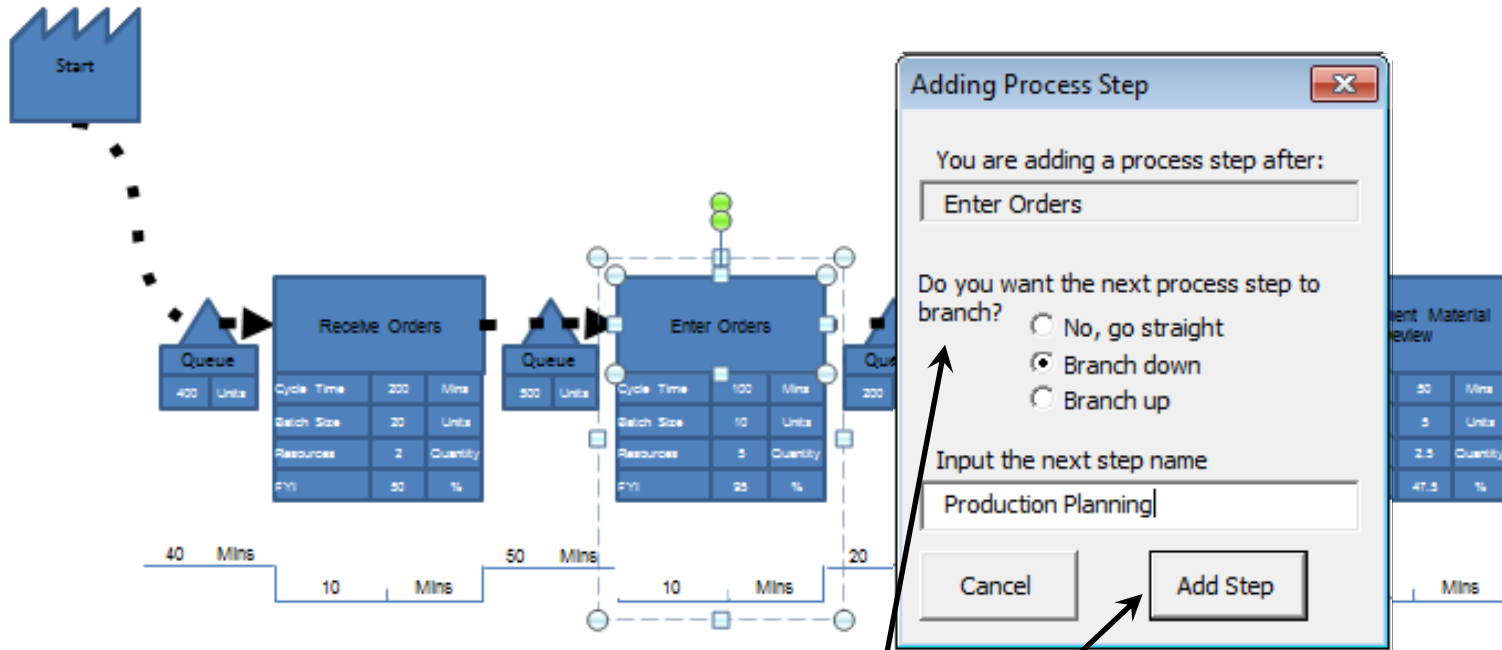


# Branching Process Steps



Always check to make sure the new step is continuing from the correct process step. If needed, click "Cancel" and then select the correct process step.

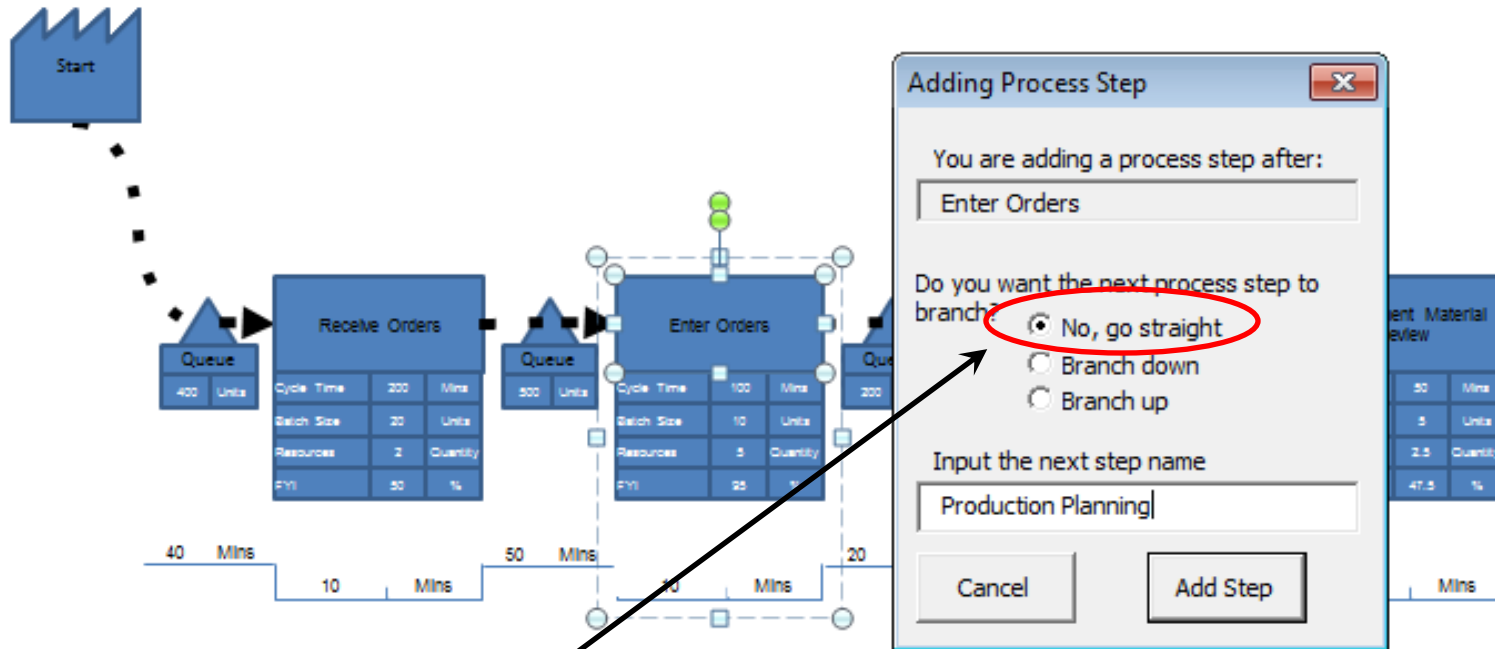
# Branching Process Steps



When continuing from a point within the VSM, you will need to:

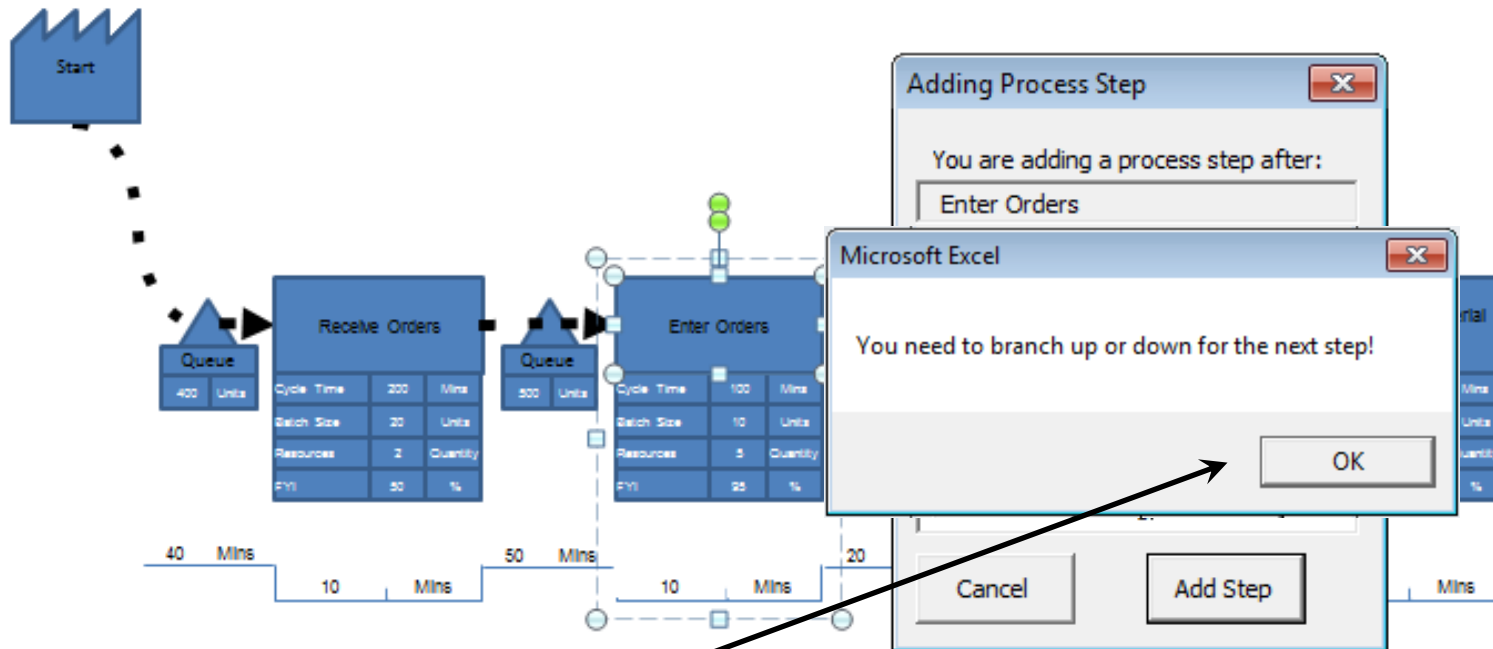
- Decide if you want to branch up or down
- Enter the new step name
- Click "Add Step"

# Branching Process Steps



If you don't select branch up or down when trying to continue from the middle of a VSM, you will get an error message when you click "Add Step".

# Branching Process Steps



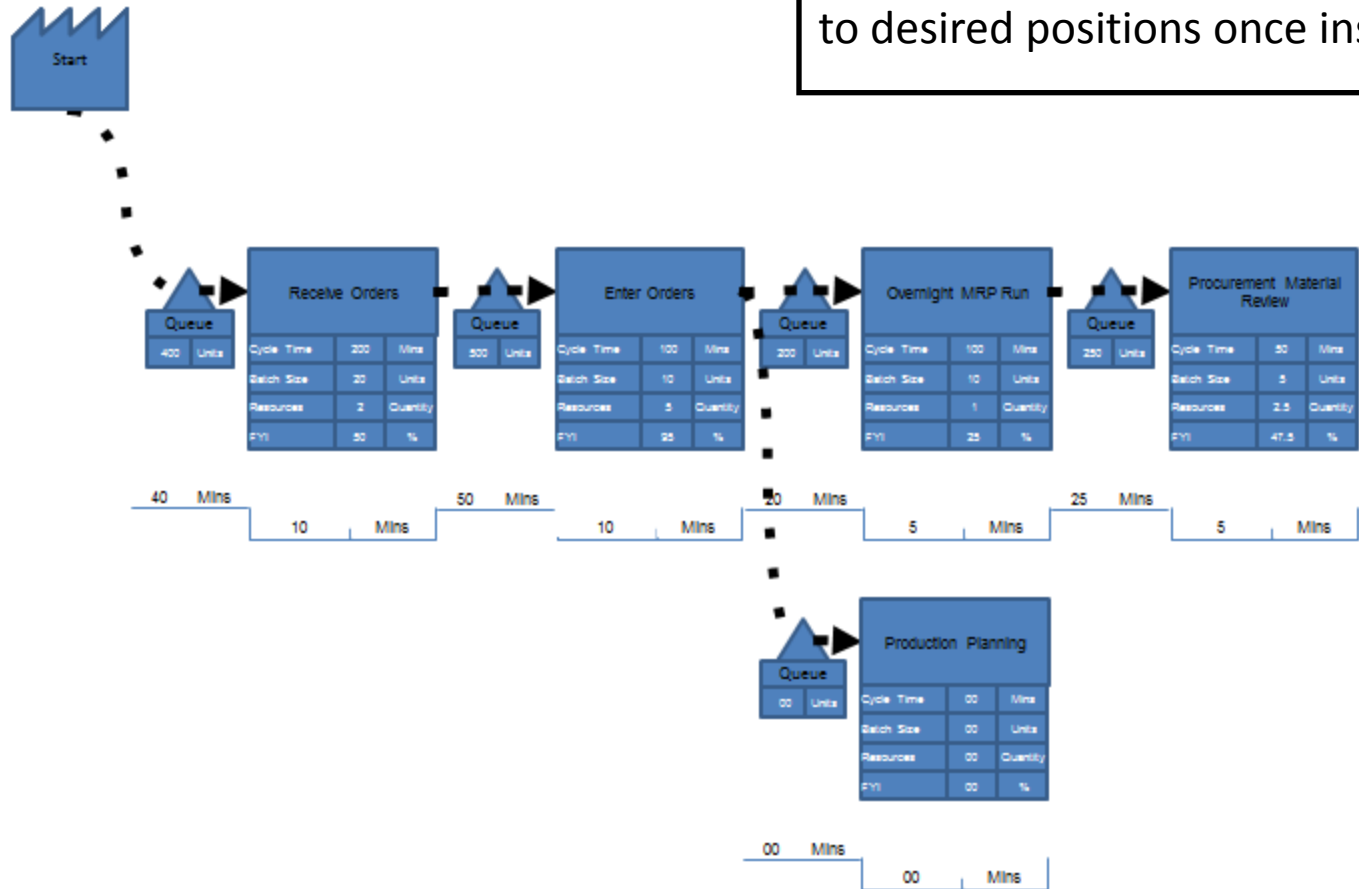
If you get the error message, click "OK" and then click on "Branch up" or Branch Down".



# Moving VSM Steps



The VSM process steps can be moved to desired positions once inserted.



# Moving VSM Steps



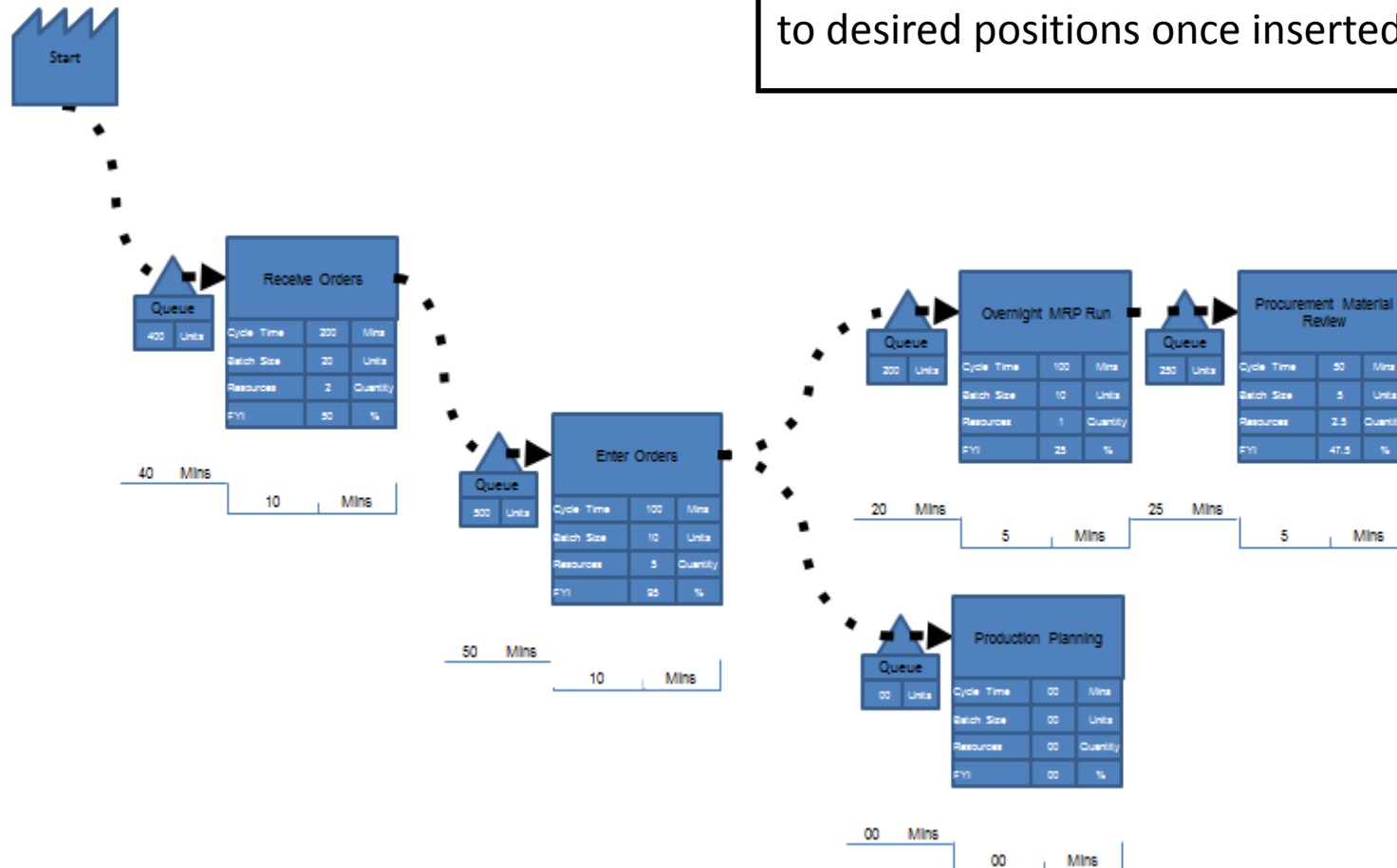
The VSM process steps can be moved to desired positions once inserted.



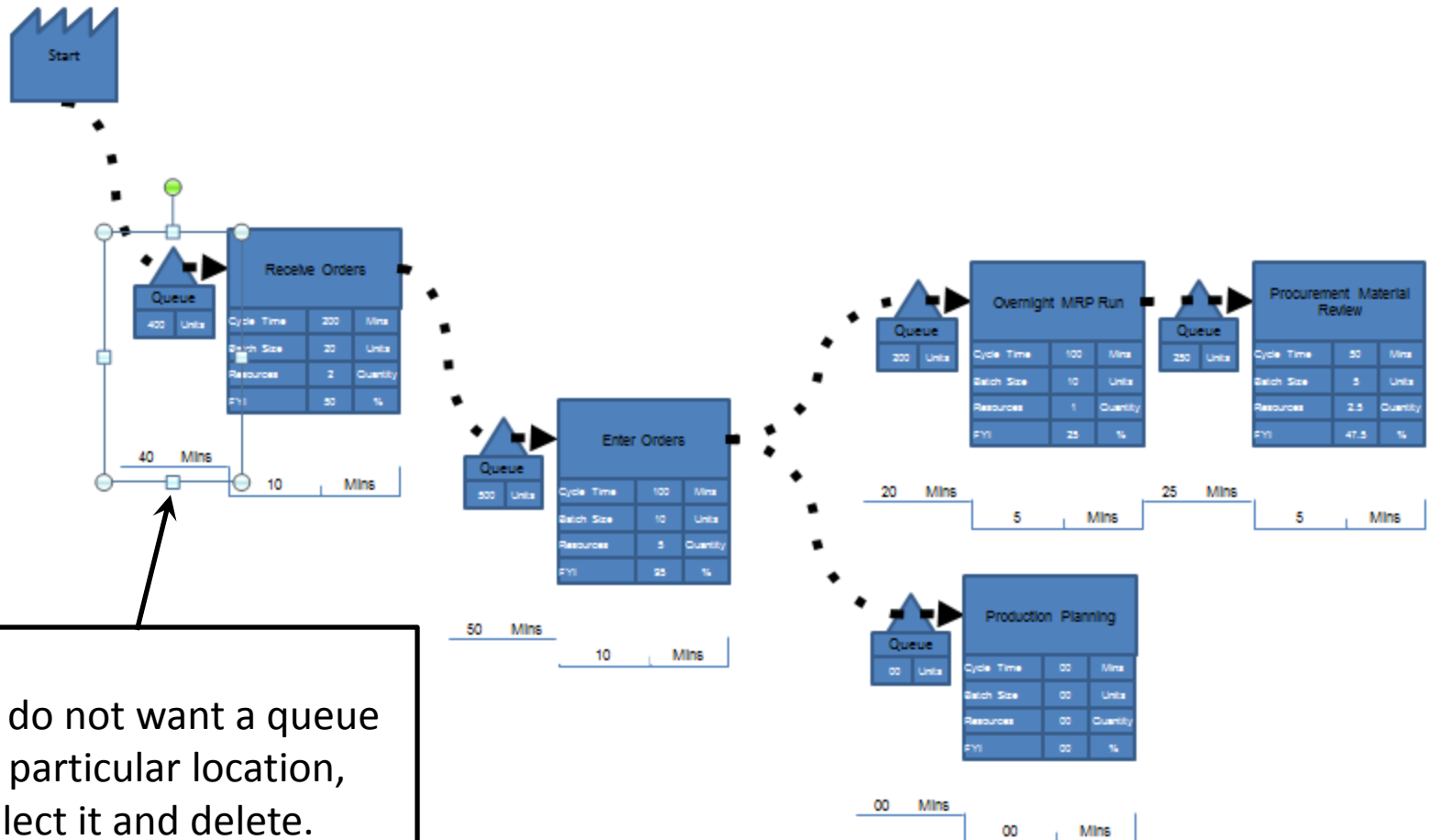
# Moving VSM Steps



The VSM process steps can be moved to desired positions once inserted.

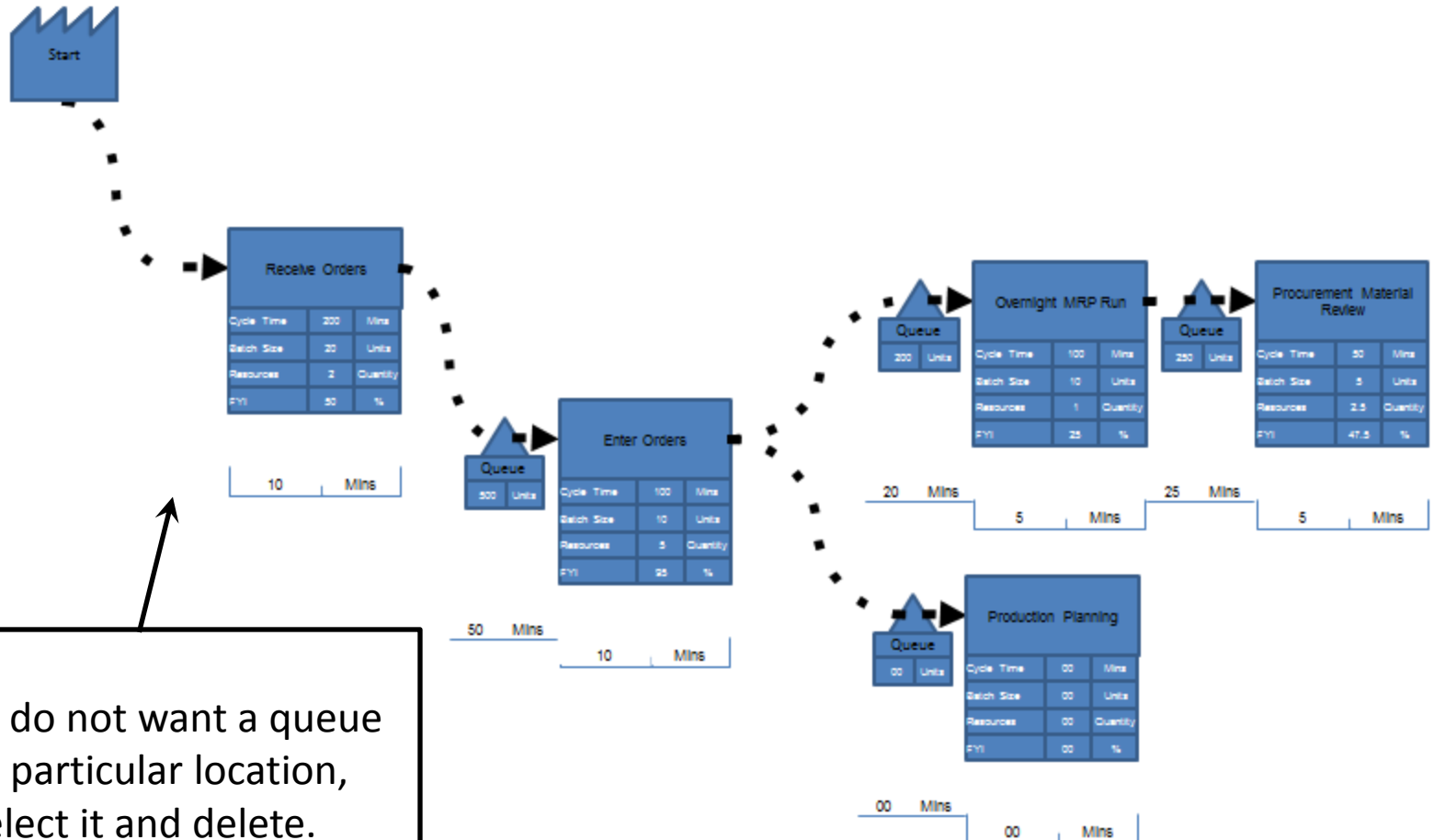


# Removing Queue

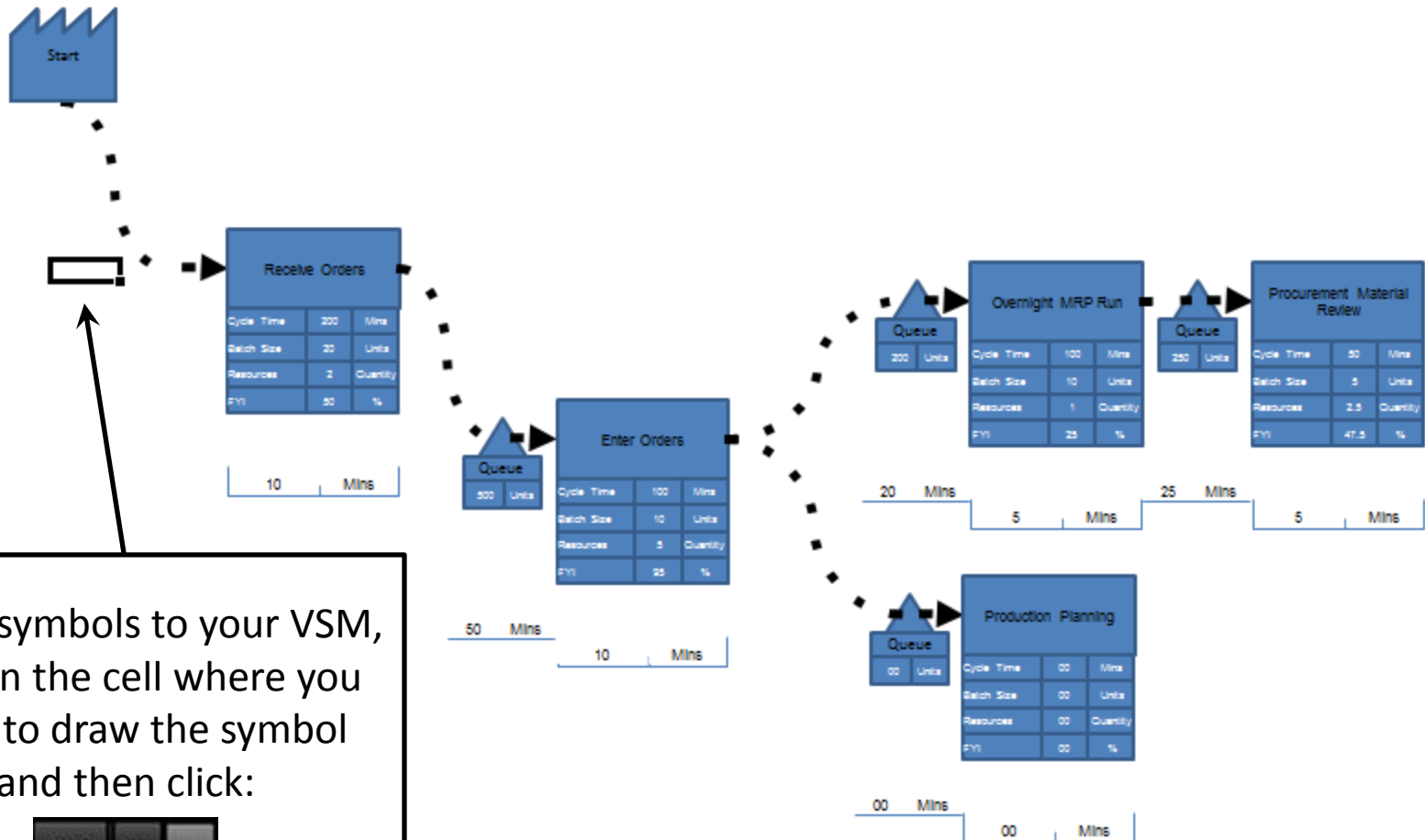


If you do not want a queue at a particular location, select it and delete.

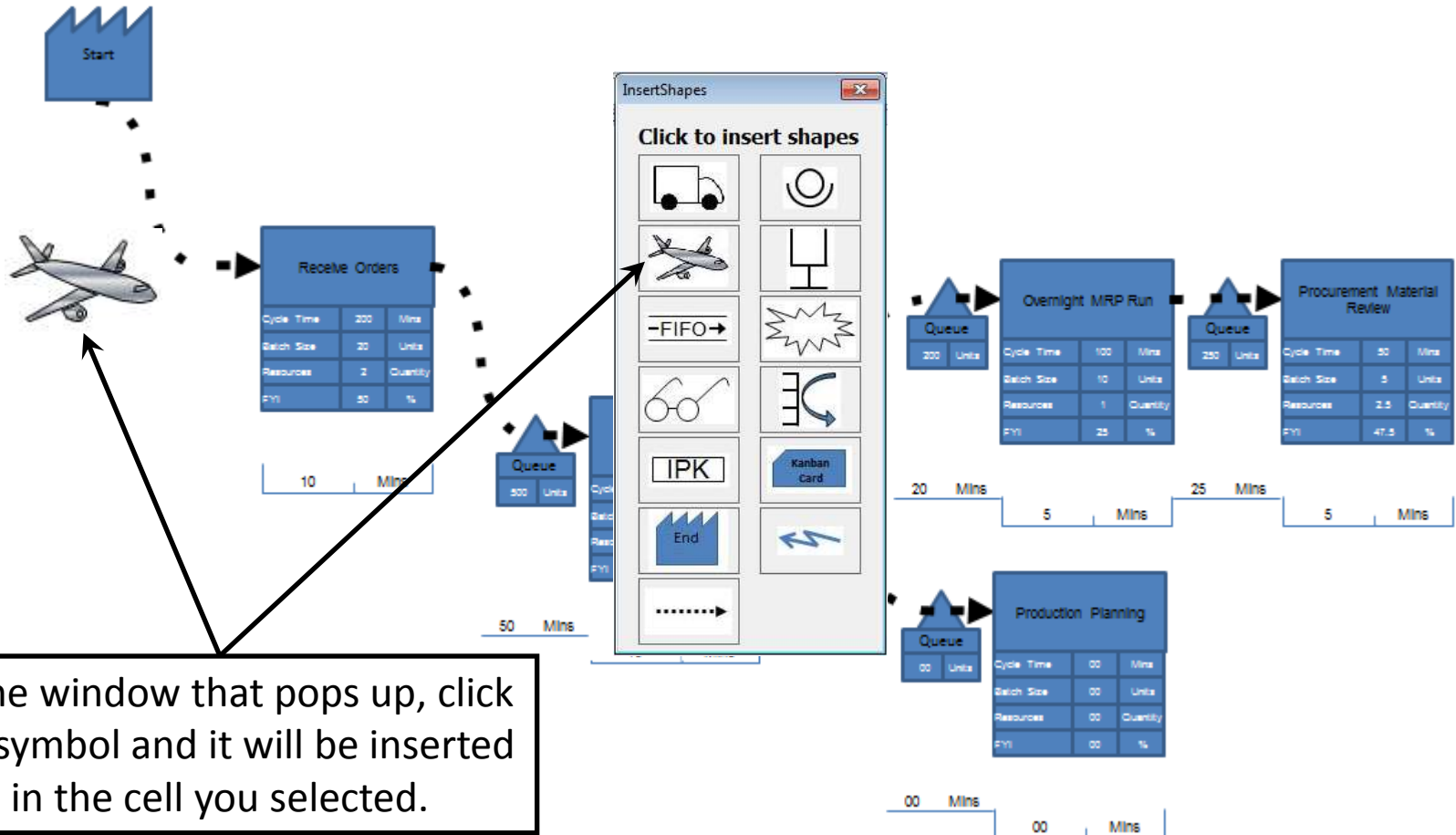
# Removing Queue



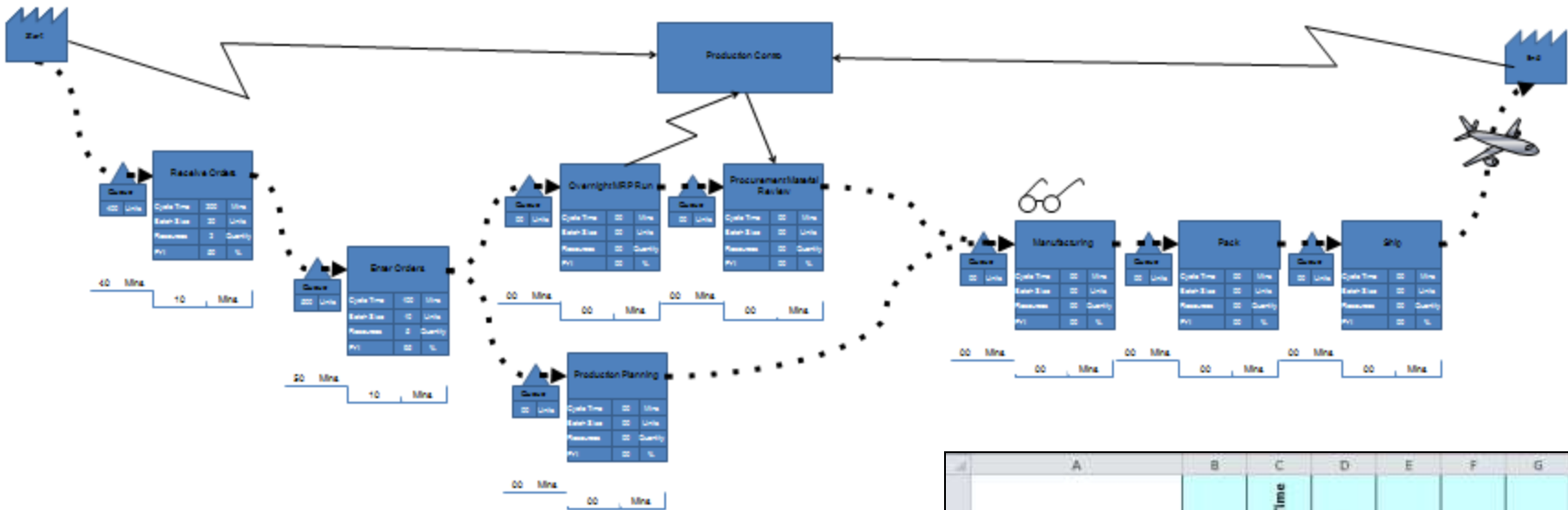
# Adding Symbols



# Adding Symbols



# Completed VSM



Linked with Calculations

	A	B	C	D	E	F	G	H
	Update VSM drawing by clicking 'Ctrl, Alt, u'	Queue	Non-Value Added Time	Value Added Time	Cycle Time	Batch Size	Resources	FYI
				Mins	Mins	Units	Quantity	%
1								
2								
3								
4								
5	Receive Orders	400	40	10	200	20	2	50%
6	Enter Orders	500	50	10	100	10	5	95%
7	Overnight MRP Run	400	40	10	200	20	2	50%
8	Procurement Material Review	500	50	10	100	10	5	95%
9	Production Planning	400	40	10	200	20	2	50%
10	Manufacturing	500	50	10	100	10	5	95%
11	Pack	400	40	10	200	20	2	50%
12	Ship	500	50	10	100	10	5	95%
13	Totals	3600	360	80	1200	120	28	5%



# Sharing VSMs

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Completed VSMs can be shared with others via email.

To modify a shared VSM, the recipient will need to download the *Profit Surge VSM* software.

# Contact

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Profit Surge will continue to make changes and improvements to this software. Your feedback is appreciated.

Please send your questions and feedback to Eliot Fumagalli at:

**[eliot.fumagalli@profit-surge.com](mailto:eliot.fumagalli@profit-surge.com)**