

HOW TO

GET THE BEST

Results

FROM YOUR

MAGNA VISUAL

CONTROL BOARD



MAGNETIC VISUAL COMMUNICATION SYSTEMS

www.magnavisual.com

PLANNING YOUR MAGNA VISUAL CONTROL BOARD

The key to getting the most out of your communication control board is by doing some preliminary planning. Magna Visual's wide range of magnetic accessories and board surfaces with various graphic layouts will give you a flexible system to fit your specific board needs.

DEFINE YOUR OBJECTIVES

The most important first step is to define your goal and objectives.

- What information do you want to get from the system?
- What information do you want to capture and analyze?
- How do you want to update this information and how often?

You want to show an overall picture of the information but try to avoid too much detail. KEEP IT SIMPLE.

Visual communication boards are used to give an instant update of key facts which is faster than analyzing information on your computer.

LET'S GET STARTED:

List the nature of the information to be shown.

What items are to be shown?

What headings will you need to use?

What projects do you want to schedule and/or control?

How do you want to track time-critical dates, due dates?

Do you need codes? Magnetic indicators in a variety of colors and/or shapes can be used to code different types of information.

How many items of data?

This will determine the number of horizontal and vertical rows your board will need.

What information is needed regarding the data?

Do you need simple words or numbers or more detailed information?

What data is constant?

Constant items can be listed down the left hand column with progress headings across the top of the board or vice-versa.

What data is variable?

Variable data can be written directly on the board or on write-on/wipe-off magnetic strips or written, typed or printed on data cards (used with magnetic cardholders).

At what distance is the board to be read?

Will the board be close to your desk, a few feet away or across the room?

Choose the size of your posting items accordingly.

Who will need to refer to the board?

Which departments?

How many different people?

How often will you need to update the board?

Hourly, daily, weekly, monthly?

Who will be responsible for keeping the board up-to-date?

This preliminary listing will help you think through the best way to use your system. It will not only guide the way you set up your board...but also help you determine which of our many posting systems will best fit your situation.

DETERMINE THE LOGICAL FLOW OF INFORMATION

After you have listed the facts to be included in your system, the next step is to determine the flow of information on the board. What step-by-step or time period sequence is the most effective way to visually control your progress? Try a few different arrangements. With our magnetic accessories you can make changes in seconds.

Determine the flow of information.

Does scheduling involve calendar dates, project stages, or different operations?

Over what total period of time?

Will you be able to cover the full schedule on one board, or will multiple boards be more effective? You may want to consider rotating boards to conserve space and keep the schedule always in the right order.

What is the smallest time increment within the total system?

For example, 8-hour days, 5 or 7 day weeks, weekly, monthly, yearly, etc.

Is the time period referred to as a point or a duration of time?

Is retained information necessary to the system?

Many people post future projects on a "holding column" to the right of or below the current schedule and insert them into the working schedule when they enter the active stage.

Can information be removed when completed or is it necessary to keep information on board for a longer period for future reference?

PLANNING AND DESIGNING BOARD

1. **Sketch it** or lay it out in an Excel spread sheet. All you will need is a rough sketch of your board concept. This will determine the number of vertical columns and horizontal rows you will need.

The sketch shows a rectangular board with a header row and several data rows. The header row contains the company name 'ALL STAR MFG. CO.' on the left and 'LOGO HERE' on the right. Below the header, the columns are labeled: 'CUSTOMER', 'JOB #', 'DATE', 'Lay Out', 'MFG. START', 'APPROVED', and 'COMMENTS'. The first data row contains the text '28-1' under 'CUSTOMER' and 'ROWS' under 'JOB #'. Dimensions are indicated: a vertical dimension of 15" on the left side, a horizontal dimension of 4' at the bottom, and individual column widths of 12", 6", 6", 6", 6", 3", and 9" from left to right.

ALL STAR MFG. CO.						LOGO HERE
CUSTOMER	JOB #	DATE	Lay Out	MFG. START	APPROVED	COMMENTS
28-1	ROWS					

2. **Size it.**

Your board size will be determined by the number of rows and columns you need for your specific application and the size of the area you need printed. If you need 12 columns, 2 3/4" wide, your board will need to be at least 34" wide.

GRID PATTERNS

Your board can be blank, have one of the four standard grid patterns shown on page 5, or you can order a custom-designed board gridded to your specific needs.

Keep in mind that a board frame covers 1/2" of the board surface on all sides...so, for example, a 36" x 48" size board will have usable surface of 35" x 47". This is important to remember when figuring the number of columns and rows you can use on a given size board.

Most Popular grid patterns...Two most popular grid sizes are 1" x 2" and 1" x 1". The smallest size recommended for a grid is 1/2" x 1/2". Space layout boards which utilize a 1/4" x 1/4" grid are ideal for 1/4" scale layouts, which can be special ordered.

Customize your standard board...You can use chart tape to add lines to the grids on your board. For example, you can divide your board into four sections by applying chart tape to the board. This adds flexibility, and the chart tape is easily removed to make a different layout or to highlight certain parts of the board. You can add columns, or make wider divisions with chart tape to adapt your board to your changing needs.

Custom-Design Boards...Our speciality

Call us when a standard grid does not seem to fit your needs. For more than 50 years we have specialized in designing custom visual control boards with gridding to fit specific requirements.

Magna Visual also offers custom designed dry-erase boards in 4 color process to meet all of your specific needs. Check our website at www.magnavisual.com/custom.html.



STANDARD GRID PATTERNS

Use these actual-size sample grids to figure space available for your data. *Note: components size are actually fractionally smaller to fit within the grid lines on the board.* Not shown is our 2" x 3" accented grid. Refer to catalog or website.

1/2" x 1/2"

1" x 1"

1/2" x 2"

1" x 2"

POSTING INFORMATION TO YOUR BOARD

There are various ways to post data on a Magna Visual board. Your choice will depend on such factors as type of information and size, required coding, ease and speed of updating, etc. You can use one method or combine several – flexibility is a major advantage of magnetic visual control systems from Magna Visual.

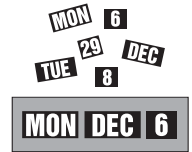
- All Magna Visual boards feature write-on/wipe-off surfaces.
- Write directly on the board with dry-erase markers or water soluble pens.
- Use Magna Ribbon magnetic strips...a fast and flexible posting method.
- Use our water soluble pen to write directly onto Magna Ribbon strips.
- Use Magnetic Cardholders and Data Cards to post information on boards.

Magnetic Charting Accessories

When you buy a Magna Visual “kit” it comes complete with certain charting components needed to set up the board. However, there is a vast array of other magnetic charting components you can use to augment the kit. Magnetic components can also be used to create your own custom system on a Magna Visual board, or any other magnetic board. *Check the Magna Visual catalog and website for complete descriptions.*

Magnetic Column Headings

Sets of flat printed headings for: months, days, dates.
White letters on red, blue or black backgrounds.



Magnetic Letters and Numbers

Individual sets of letters and numbers are available for use on calendars or other time control schedules. (White letters and numbers on black, blue or red backgrounds. Red and black numbers and letters on white background.)

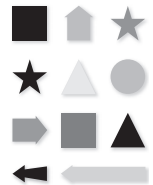


Set-up and change information easily with magnetic self aligning letters and numbers. Available in 2 colors: Black on White or Black on Yellow. 4 sizes: 2", 3", 4" or 6".



Magnetic Symbols and Indicators

Here is the “short hand” method of showing current status, different functions, stages of projects, or any facts key-coded to the shape and/or color of the indicators used. Five basic flow chart symbols are available in 7 standard colors and in sizes from 3/4" to 2 1/4" (circles, squares, stars, triangles, and arrows). Use press-on letters/numbers or write-on the indicators for added flexibility. High-strength ceramic magnet components are also available for extra holding power. Surfaces can be marked or imprinted.



Magna Ribbon Magnetic Strips

Magna Ribbon magnetic strips are a fast and flexible way to post information. Strips have write-on/wipe-off surface for use with water soluble markers only. Strips come in pre-cut sizes (1" to 6" long and 3/8" to 3" wide), 30' pre-cut lengths, and 50' rolls. Available in 8 standard colors, strips are easily cut with scissors, knife, or paper cutter.

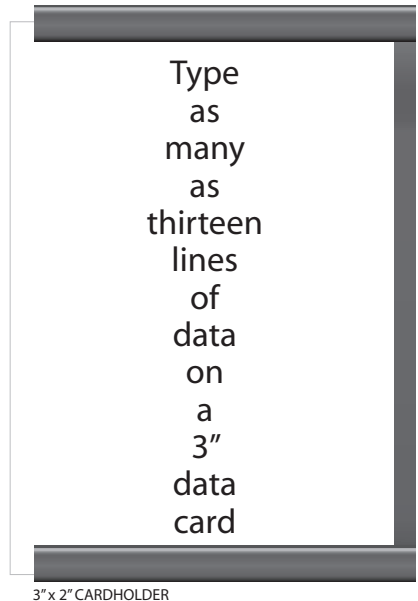
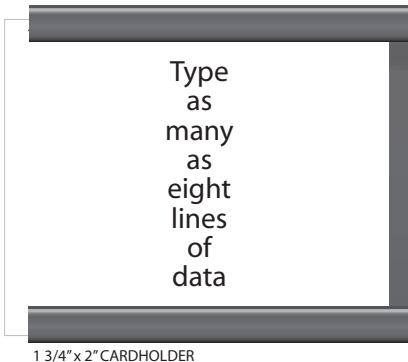
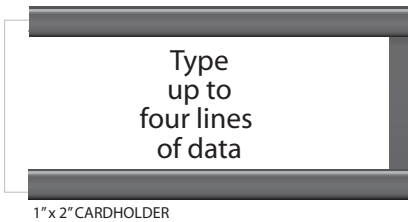
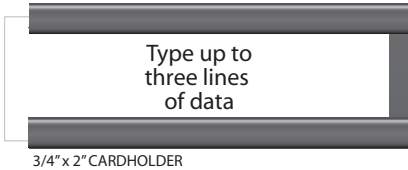
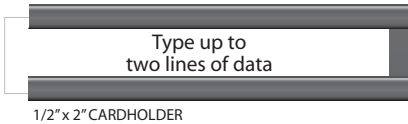
Write-On/Wipe-Off



MAGNETIC CARDHOLDERS AND DATA CARDS

The ideal choice for posting more detailed data on your board. Give charts a neat, professional appearance.

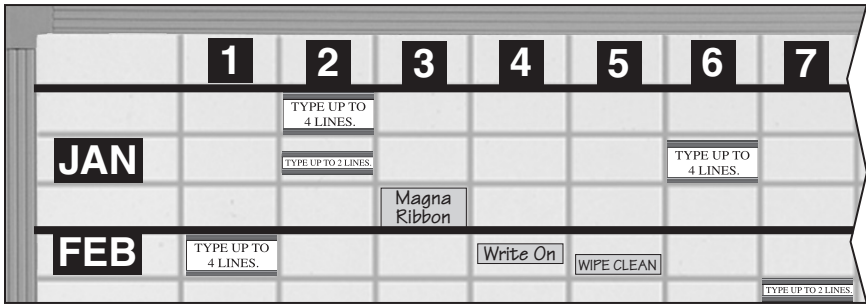
- Type or write information on data cards and slip into cardholders for fast and easy updates.
- Move cardholders to update progress with no rewriting or erasing.
- Choice of 14 colors of data cards for easy coding.
- 6 widths ranging from 1/2" to 3" and 6 pre-cut lengths ranging from 1" to 12".
- You can order exact size needed or cut to length with scissors using our 50' rolls.
- Can be used with pre-printed insert headings to set up your board, or make your own headings with data card inserts.
- **Will accept computer-generated data cards. Available for 1/2", 3/4", 1", 1 3/4", and 2" cardholders.**
- **Templates for computer generated data cards available on our website or call for information.**



SOME TYPICAL APPLICATIONS

The examples on pages 8 through 13 are intended to illustrate some common uses of Magna Visual board systems with alternate types of posting media being used. They are a good reference for you in deciding how to set up your system, and what posting media to use. Flexibility, as always, is the key to Magna Visual magnetic visual control systems. You can use any combination of ideas here to create the best system to fit your needs.

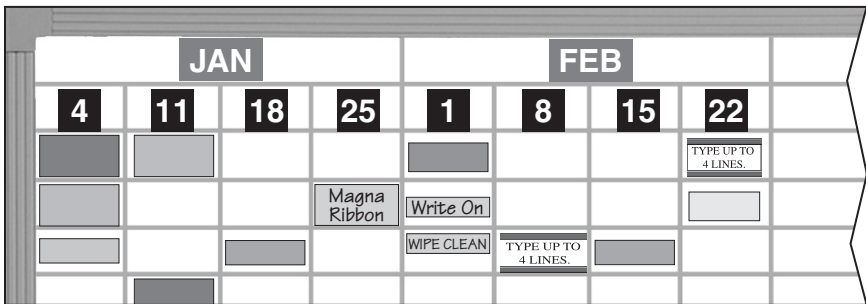
MAGNETIC ACTIVITY CALENDAR 1" x 2" GRID



Accessory Products on board:

- Die-Cut flat Magnetic dates 1-31 across the top
- Die-Cut flat Magnetic month headings down the left size
- 1/2" x 2" and 1" x 2" magnetic cardholders and data cards to post appointments, activities, etc.
- Write-on Magna Ribbon

QUARTERLY ACTIVITY PLANNER / SCHEDULE – BY “WEEK OF” 1" x 2" GRID



Accessory Products on board:

- Month and date headings are Die-Cut flat magnets
- Data for each week is posted with write-on Magna Ribbon pieces 1" x 2"
- 1" x 2" magnetic cardholders and data cards

Monday date for each week is posted at top of column. To show a full year, you could use either one horizontal board, or a series of rotating vertical boards, moving a completed quarter to right side, and moving the other three to the left, so you are always reading data in chronological order.

PROJECT CONTROL – BY TIME PERIOD
 1" x 1" GRID, LEFT COLUMN IS 4" WIDE

PROJECT	JAN				FEB				MAR				APR	
	4	11	18	25	1	8	15	22	1	8	15	22	1	8
CARDHOLDER & DATA CARD	[Bar]				[Bar]				[Bar]				[Dot]	
	[Bar]				[Bar]				[Bar]					
MAGNA RIBBON WRITE ON WIPE OFF	[Bar]				[Bar]				[Bar]					

Accessory Products on board:

- Month and date headings are Die-Cut flat magnets
- 1" x 4" magnetic cardholders and data cards for project column. Data cards are color coded for customer, department or project (14 colors available)
- Color-coded Magna Ribbon 1/2" is cut to length to show timed planned for each operation. Write-on Magna Ribbon to post additional data
- Magnetic indicators to signal "delay", "on hold", etc.


Time frame is week-of for 6 months or a year.

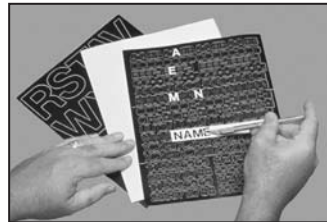
PRODUCTION SCHEDULE – STEP-BY-STEP

CUSTOMER	JOB NO	DATE OPEN	COPY	LAY OUT	OPERATION
BAKER INC	2793	1/17	12	2/3	
HUNT MFG	5495				

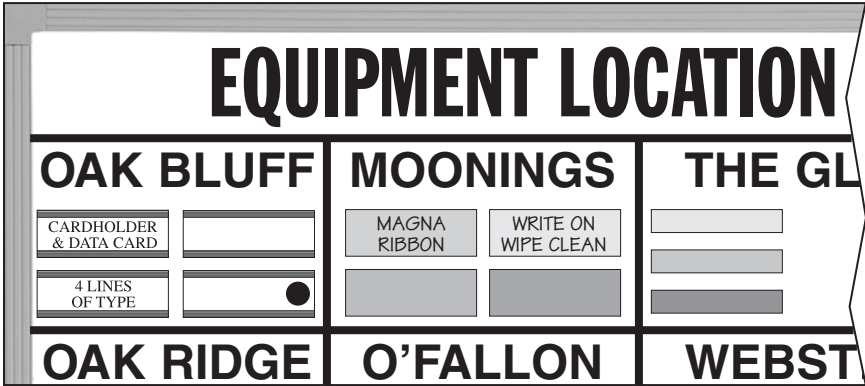
Accessory Products on board:

- 6" long magnetic cardholders and data cards
- 6" long Magna Ribbon write-on strips
- Magnetic write-on square indicators

Headings across the top of the board show steps in production process. Write headings on board, or use press-on letters. See photo 



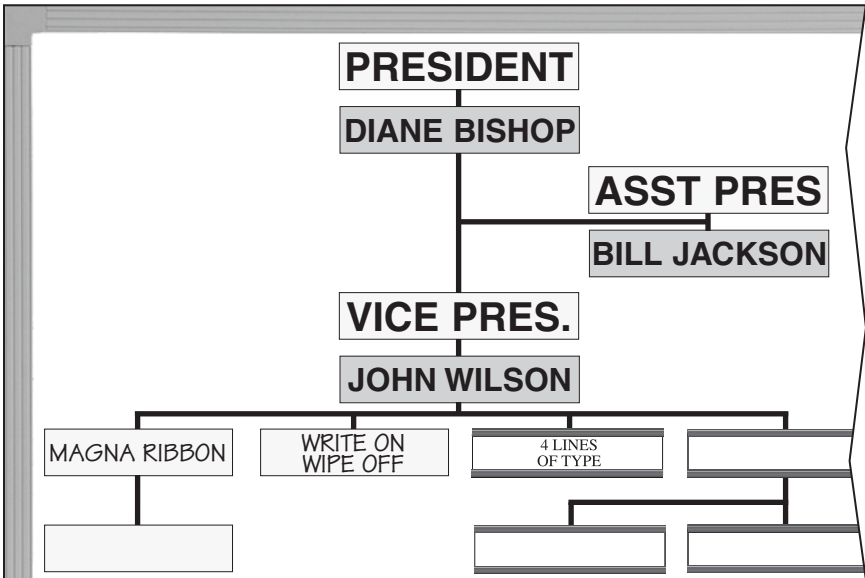
EQUIPMENT LOCATOR BOARD



Accessory Products on board:

- Magnetic letters or press on letters for location headings
- Chart tape to divide board into sections, columns
- Magnetic cardholders and Magna ribbon to post equipment location
- Magnetic indicators to signal status: "Available", "Out", "Repair"

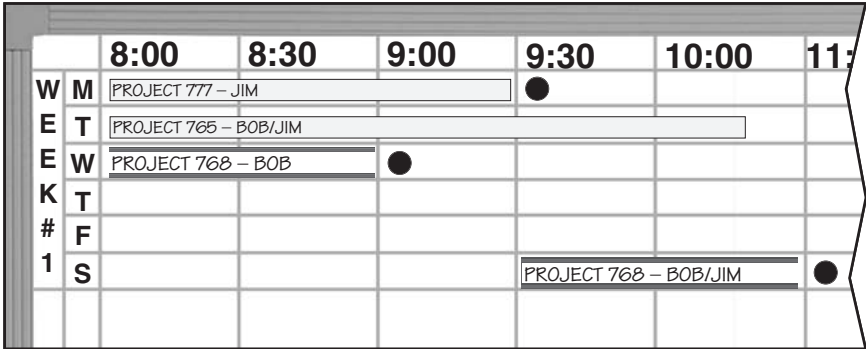
ORGANIZATIONAL CHARTS / PERSONNEL ALLOCATION



Accessory Products on board:

- Magna ribbon strips (various sizes and colors)
- Data cards (various sizes and colors)
- Magnetic cardholders (various sizes and colors)
- Chart tape to show lines of authority
- Different colors indicate code by department or function

MACHINE LOADING

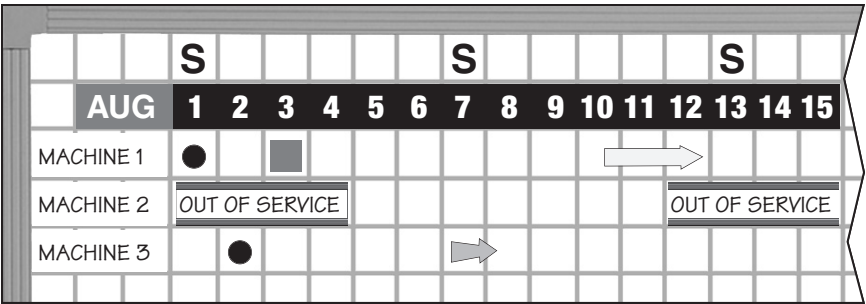


System shows machine loading in 1/2 hour time segments – 8 hours per day – 6 days per week.

Accessory Products on board:

- Magna ribbon strips cut to length to indicate time span for job
- Magnetic cardholders and data cards to post jobs at start of operation
- Magnetic indicators to show end of operation

PREVENTIVE MAINTENANCE SCHEDULE



This set-up shows maintenance scheduled for a current month.

Accessory Products on board:

- Flat die cut months and date magnets
- Magnetic indicators to show maintenance to be performed
- 4" Magna ribbon strips with Machine #'s
- Magnetic cardholders and data cards

FREE CUSTOM DESIGN SERVICE

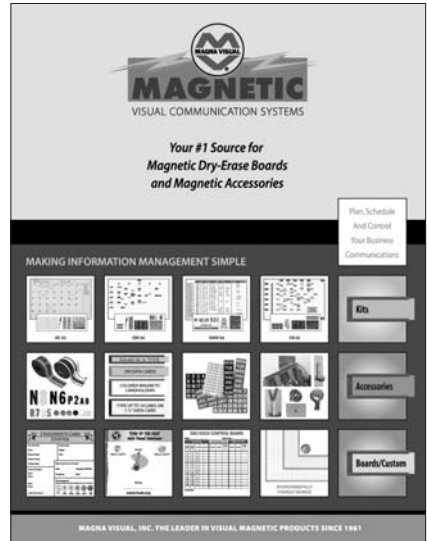
If one of our in stock visual control boards or kits do not meet your specific needs we can produce a Custom Designed Board. Call us today at 1-800-843-3399 and one of our designers will work with you to design your custom board. This is a FREE service.

FREE MAGNA VISUAL CATALOG

Our general catalog presents the broadest assortment of magnetic control boards and magnets for any kind of visual control system. It is filled with pictures and ideas that can save you time and money... help you plan, schedule, and control your work more effectively. From all-purpose visual organizers to complex scheduling systems, you will find what you need in our full line catalog or in a custom system we can create just for your use.

FOR YOUR FREE CATALOG, ASK YOUR MAGNA VISUAL DEALER, OR:

- Call 1-800-843-3399
- FAX your request to 314-843-0000
- E-mail your request to mvsales@magnavisual.com
- Go to www.magnavisual.com



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Designers and manufacturers of magnetic visual control systems since 1961.

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