HOW TO

GET THE BEST

Results

FROM YOUR

MAGNA VISUAL

CONTROL BOARD

MAGNA VISUAL

MAGNETIC VISUAL CONTROL 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 written directly on the board or on write-on 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 you 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?
What 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.
Is scheduling involved against 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 you board concept. This will determine the number of vertical columns and horizontal rows you will need.

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 here, 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 charting tape to add lines to the grids on your board. For example, you can divide your board into four sections by applying charting tape to the board. This adds flexibility, and the charting 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 charting 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 then 40 years we have specialized in designing custom visual control boards with gridding to fit specific requirements. Custom-size boards and components are also available.

Check our website at www.magnavisual.com.

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.)
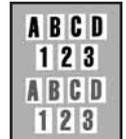
Use pre-spaced letters and numbers, which are characters on rectangular background pieces that line up for correct letter spacing allow for fast, easy alignment. Custom colors are available on special orders.

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 future flexibility. High-strength ceramic magnet components are also available for extra holding power. Surfaces can be marked or imprinted.
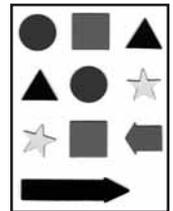
Magna Ribbon Magnetic Strips
Magna Ribbon magnetic strips are a fast and flexible way to post information. Strips have write-on/wipe-off surface for use with water soluble markers only. Strips come in pre-cut sizes (1" to 6" long and $3/8$" to 3" wide), 30" pre-cut lengths, and 50' rolls. Available in 10 standard colors, strips are easily cut with scissors, knife, or paper cutter.
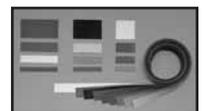
MAGNETIC CARDHOLDERS AND DATA CARDS

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 15 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.**
- **Call for information to create data cards templates on Microsoft Word.**

NEW

Type up to two
lines of data.

$1/2$" x 2" cardholder

Type up to
three lines
of data.

$3/4$" x 2" cardholder

Type up
to four
lines
of data.

1" x 2" cardholder

Type
as
many
as
eight
lines
of
data.

1 $3/4$" x 2" cardholder

Type
as
many
as
ten
lines
of data
on a
2"
data card.

2" x 2" cardholder

Type
as
many
as
thirteen
lines
of
data
on
a
3"
data
card.

3" x 2" cardholder
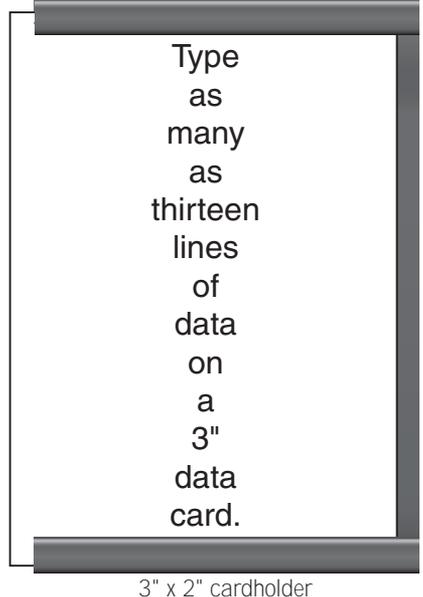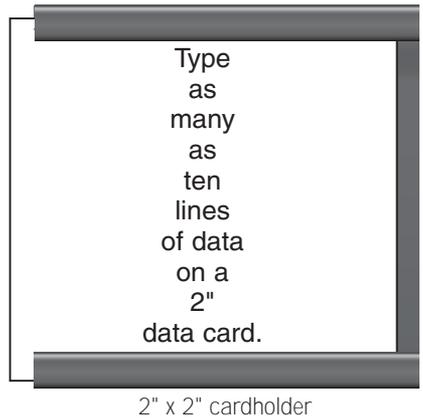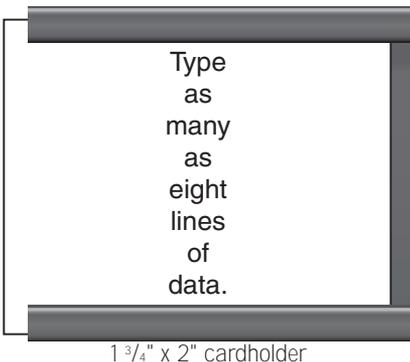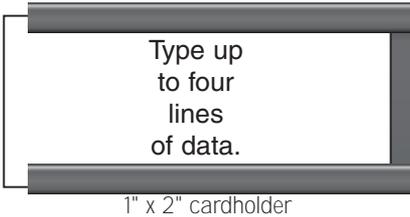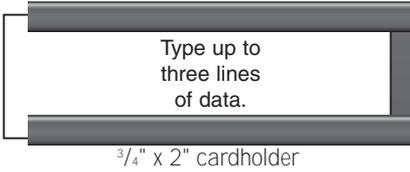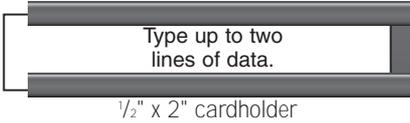
SOME TYPICAL APPLICATIONS

The examples on pages 8 through 13 are intended to illustrate some common uses of Magna Visual board systemswith…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

	1	2	3	4	5	6	7	8
		TYPE UP TO 4 LINES.						
JAN		TYPE UP TO 4 LINES.						
		TYPE UP TO 2 LINES.						
	TYPE UP TO 4 LINES.	Magna Ribbon						
FEB		Write On WIPE CLEAN						

Accessory Products on board:
- Die-Cut flat Magnetic dates 1-31 across the top
- Die-Cut flat Magnetic month headings down the left size
- $\frac{1}{2}$" 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

	JAN			FEB			MAR		
4	11	18	25	1	8	15	22	1	8
			Magna Ribbon						
			Write On WIPE CLEAN		TYPE UP TO 4 LINES.			TYPE UP TO 4 LINES.	
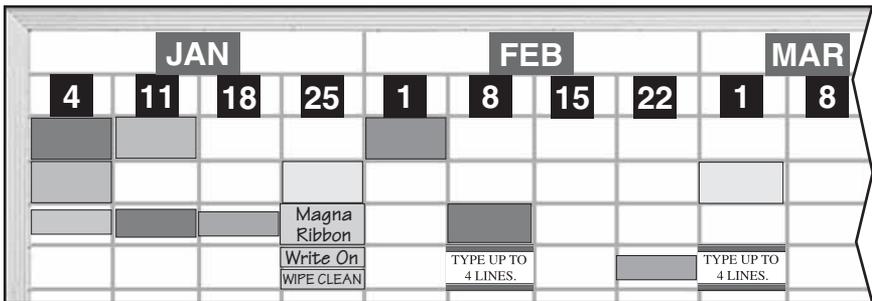
Accessory Products on board:
- Month and date headings are Die-Cut flat magnets.
- Data for each week is posted with write-on Magna Ribbon pieces 1" x 2"
- 1" x 2" magnetic cardholders and data cards

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	15	22
CARDHOLDER & DATA CARD														
MAGNA RIBBON WRITE ON WIPE OFF														
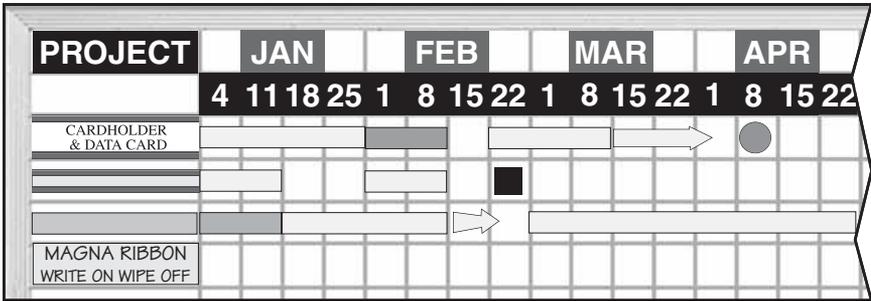
Accessory Products on board:
- Month and date headings are Die-Cut flat magnets
- 1" x 4" magnetic cardholders and data cards for project column, data cards are color coded for customer, department or project (15 colors available)
- Color-coded Magna Ribbon $1/2$" is cut to length to show timed planned 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		OK
BAKER INC	2793	1/17				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

EQUIPMENT LOCATION

OAK BLUFF	MOONINGS	THE GL
CARDHOLDER & DATA CARD	MAGNA RIBBON	WRITE ON WIPE CLEAN	
4 LINES OF TYPE	●		

OAK RIDGE	O'FALLON	WEBST
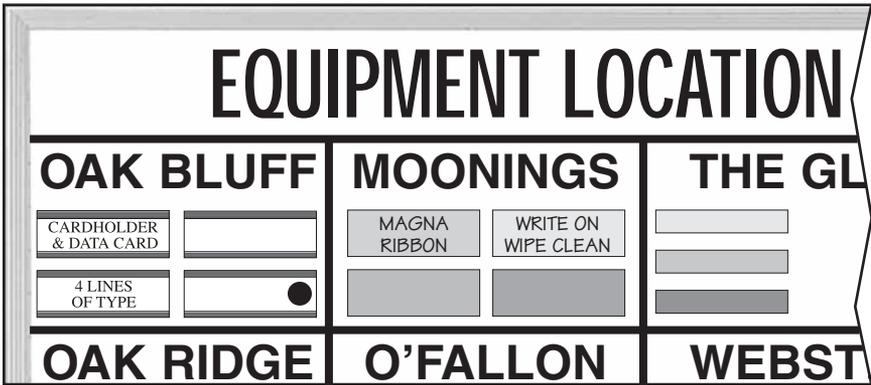
Accessory Products on board:

- 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"

ORGANIZATION CHARTS / PERSONNEL ALLOCATION

PRESIDENT
DIANE BISHOP

ASST PRES
BILL JACKSON

VICE PRES.
JOHN WILSON

| MAGNA RIBBON | WRITE ON WIPE OFF | 4 LINES OF TYPE | |
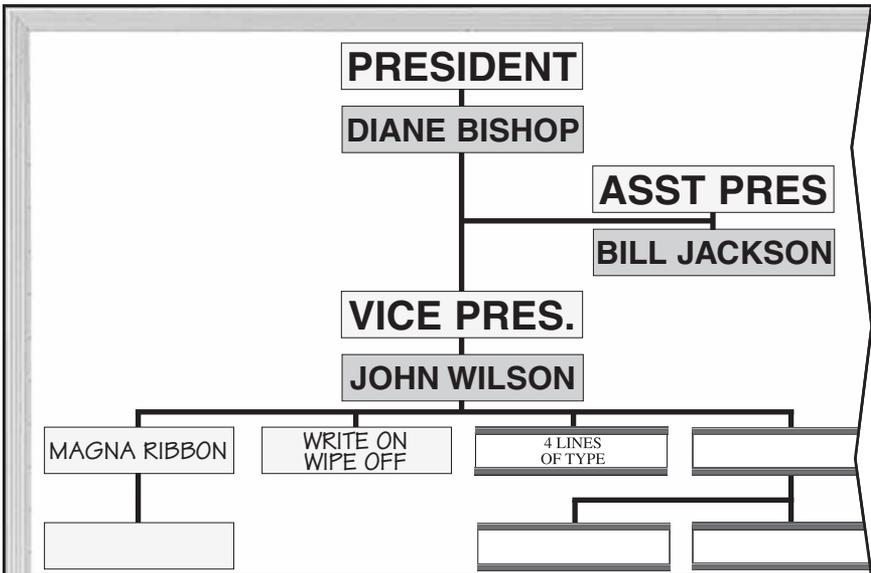
Accessory Products on board:

- Magna Ribbon Strips (various sizes and colors)
- Data Cards (various sizes and colors)
- Magnetic Card holders (various sizes and colors)
- Chart tape to show lines of authority
  Different colors indicate code by department or function.

MACHINE LOADING

		8:00	8:30	9:00	9:30	10:0
W	**M**	PROJECT 777 – JIM			●	PROJEC
E	**T**	PROJECT 765 – BOB/JIM				OPEN FO
E	**W**	PROJECT 768 – BOB		●		
K	**T**					
#	**F**			PROJECT 770 – JIM		●
1	**S**					

System shows machine loading in $\frac{1}{2}$ 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

	S						S						S		
AUG	**1**	**2**	**3**	**4**	**5**	**6**	**7**	**8**	**9**	**10**	**11**	**12**	**13**	**14**	**15**	**16**
MACHINE #1	●		☐								⟶				
MACHINE #2							OUT FOR SERVICE								
MACHINE #3		●				⟶									
MACHINE #4	OUT FOR SERVICE														

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

ORGANIZE, SCHEDULE, PLAN & DISPLAY INFORMATION
VISUAL COMMUNICATION SYSTEM DESIGN IDEAS

ADMINISTRATION
- Organization charts
- Employee bulletin boards
- Office layout & planning
- Vacation schedules
- Personnel assignment

ADVERTISING
- Space scheduling
- Client contact schedules
- Copy and art assignment scheduling
- Activity Planning
- Promotional Planning

BANKING
- Loan status control
- Current rate displays

CITY and GOVERNMENT
- Fire & Police department work schedules/ inspection report status
- Highway department construction schedules
- Long range planning control

CHARTING
- Magnetic bar charts & changeable data displays
- Building schedules from site survey to closing

DATA PROCESSING
- Computer schedules
- IT crew assignments & work schedule
- Flow charts
- Program design & Programmer training

ENGINEERING
- Project control charts
- Plant layout and space planning
- Job Assignments

FINANCIAL
- Accounts payable
- Delinquent accounts
- Budget control
- Expenditures compared to allocations

HOSPITALS
- Admitting board to show room type and availability
- Nurses station control
- Operating room schedules
- Personnel assignment and location
- Emergency room schedule
- Patient Room boards

INVENTORY CONTROL
- Status of material on hand
- Order status and due dates
- Material location

LAW OFFICES
- In-and-Out boards
- Case load schedules
- Traffic accident display boards for courtroom use

MAINTENANCE
- Preventive Maintenance Schedule
- Equipment Repair Status
- Vehicle and Equipment Maintenance Schedule
- Vehicle Status

MANUFACTURING
- Production scheduling
- Machine loading to show open time for best scheduling
- Shipping schedules
- Daily Production scoreboard
- Corrective Action
- Goal and performance scoreboard
- Hourly Production rates
- Vacation Scheduling
- Work Schedules

MAPPING
- Geographic visual display with movable magnetic symbols

MILITARY
- Status boards in military installations
- Recruitment Boards
- Charts and visual displays

FINANCIAL
- Accounts payable
- Delinquent accounts
- Budget control
- Expenditures compared to allocations

ORDER PROCESSING
• Show status of orders

PRINTING
• Schedule press time
• Job status

PUBLISHING
• Schedule editorial assignments

PURCHASING
• Purchase order processing and follow-up

R&D
• Project development
• Personnel assignments
• Product developments

SALES
• Chart sales results by salesman or territory
• Schedule salesmen's activities
• Sales incentive contest boards
• Motivational boards

SAFETY
• Safety tracker / record
• Safety awareness
  – Lost Accident Hours
  – Safety record
  – Health and safety lost hours
  – Safety Motivation system

SCHOOLS
• Classroom and faculty schedules
• Audio-visual equipment location control
• Teacher location and enrollment status
• Academic scheduling
• Bus & driver scheduling
• Music staff boards

SPORTS
- Recruiting & Roster boards
- Personal depth charts
- Personal rating boards
- Magnetic boards for showing plays & assignments
- "Sports record boards" for clubs, schools and organizations

TELEVISION
- Story and crew locations
- Personnel Schedules
- Program Schedules

TRAINING
- Training Status
- Training class schedule
- Cross training schedule

TRANSPORTATION
- Truck dispatcher boards
- River barge traffic control
- Equipment location
- Maintenance & inventory control
- Aircraft maintenance
- Airline Luggage tracking

UTILITIES
- Dispatching Assignments
- Equipment Location
- Equipment Maintenance

WAREHOUSING
- Product location

AND A FEW MISCELLANEOUS
- Realtor listing boards
- Automotive Shop Repair tracking
- Changeable signs
- Laboratory test schedules
- Rental equipment availability and location
- Restaurant changeable menu boards
- Visual displays in trade show exhibits

Your own imagination and common sense will suggest more ways to solve visual management problems with MAGNA VISUAL magnetic visual control systems.

FREE SYSTEM DESIGN SERVICE

Although we offer hundreds of established visual control systems, we would be pleased to design and produce a customized system to fit your specific needs. Custom systems have been our specialty for more than 40 years.

Our professional, experienced system designers are ready to analyze your needs and develop a system that meets your objectives...and helps you manage more effectively.

There is no obligation. Call 1-800-843-3399 for assistance.

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...and 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 Magna Visual magnetic visual control systems since 1962.