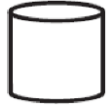




## Symbol

## Description of the



IT system

- Computerised system: storing and processing information
- Visualise electronic information flows



Manual  
information flow

- Information is physically transmitted
- Order, production plan or verbal agreement



Electronic  
information flow

- Document transmitted manually or electronically
- Enter the name of the document! (e.g. production order or purchase order)



Information

- Document transmitted manually or electronically
- Enter the name of the document



Levelling plan

- Recurring pattern for the scheduling of orders
- Even distribution of orders (defined batch size and fixed time horizon)
- Production in small batch sizes and high frequency



Pull signal

- Information from the customer to the supplier (*mostly: manual information*)
- Exchange of standardised information
- Defined control loops (customer & suppliers)



"Go-See"  
Planning

- Physical on-site visit to ... understand/clarify
- Examples: Check material availability, check order status.



Tray /  
letterbox

- Storage for physical and/or electronic information
- Place where e.g. Kanban cards are collected