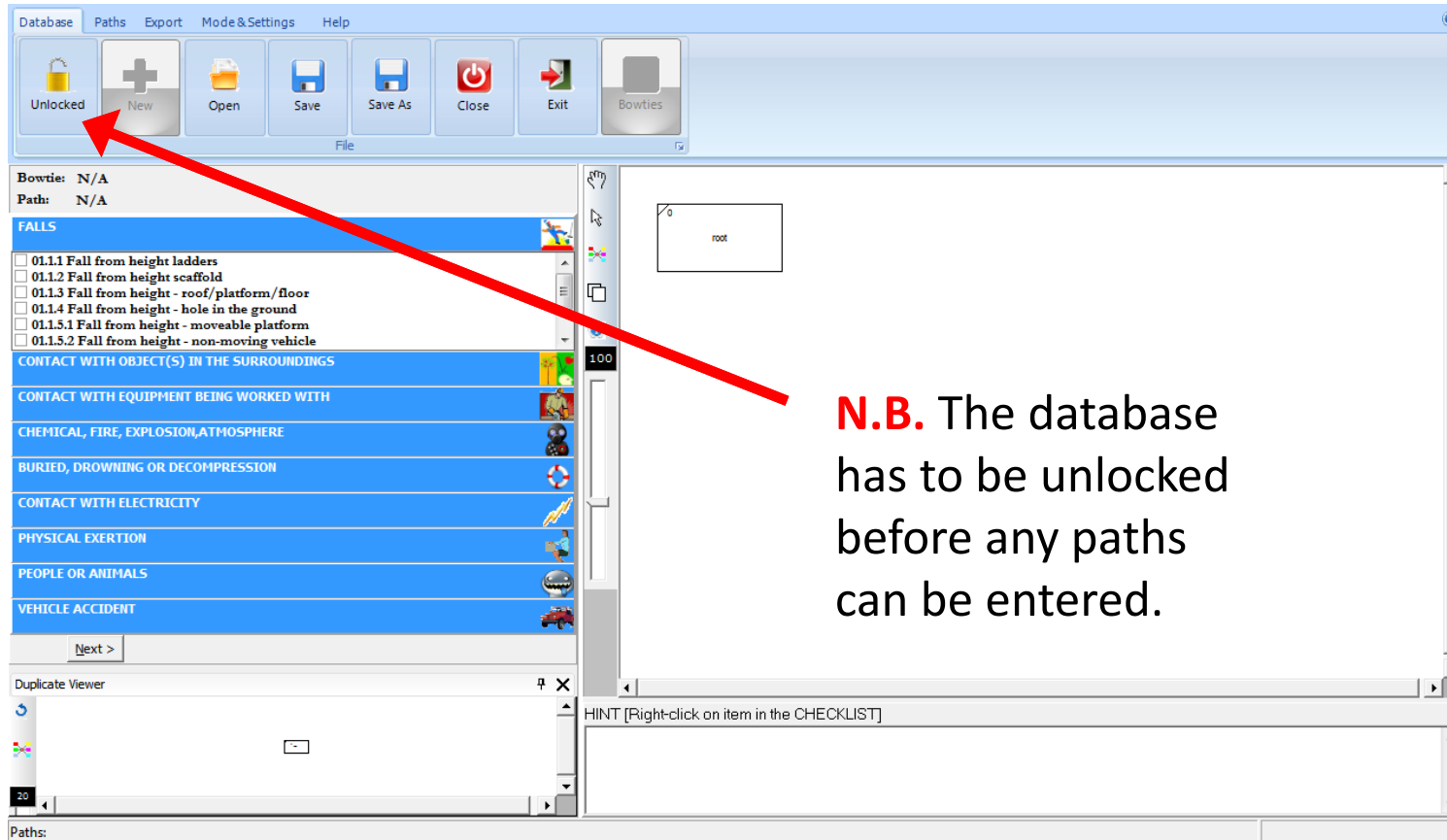


LITE HELP

December 2012

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Quick Start: Make a Path

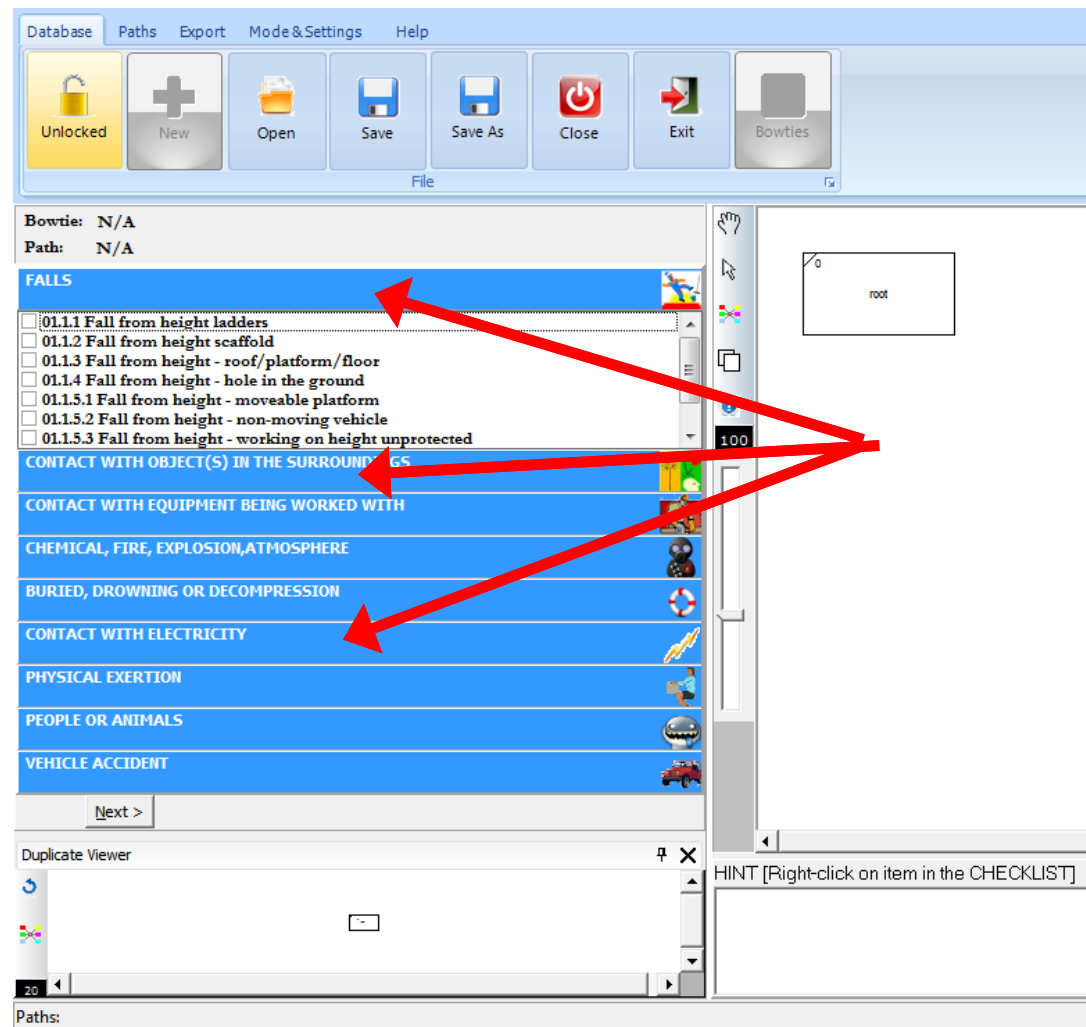


The screenshot shows a software interface with a menu bar at the top containing 'Database', 'Paths', 'Export', 'Mode & Settings', and 'Help'. Below the menu bar is a toolbar with icons for 'Unlocked' (a padlock), 'New' (a plus sign), 'Open' (a folder), 'Save' (a floppy disk), 'Save As' (a floppy disk with a plus sign), 'Close' (a power button), 'Exit' (a red arrow), and 'Bowties' (a grey square). A red arrow points from the 'Unlocked' button to a text box on the right. The main window displays a list of categories on the left, including 'FALLS' (with sub-items like '01.1.1 Fall from height ladders'), 'CONTACT WITH OBJECT(S) IN THE SURROUNDINGS', 'CONTACT WITH EQUIPMENT BEING WORKED WITH', 'CHEMICAL, FIRE, EXPLOSION, ATMOSPHERE', 'BURIED, DROWNING OR DECOMPRESSION', 'CONTACT WITH ELECTRICITY', 'PHYSICAL EXERTION', 'PEOPLE OR ANIMALS', and 'VEHICLE ACCIDENT'. The main area shows a diagram with a box labeled 'root'. A 'Duplicate Viewer' window is open at the bottom left. A 'HINT' box at the bottom right says 'HINT [Right-click on item in the CHECKLIST]'. The status bar at the bottom left says 'Paths:'.

N.B. The database has to be unlocked before any paths can be entered.

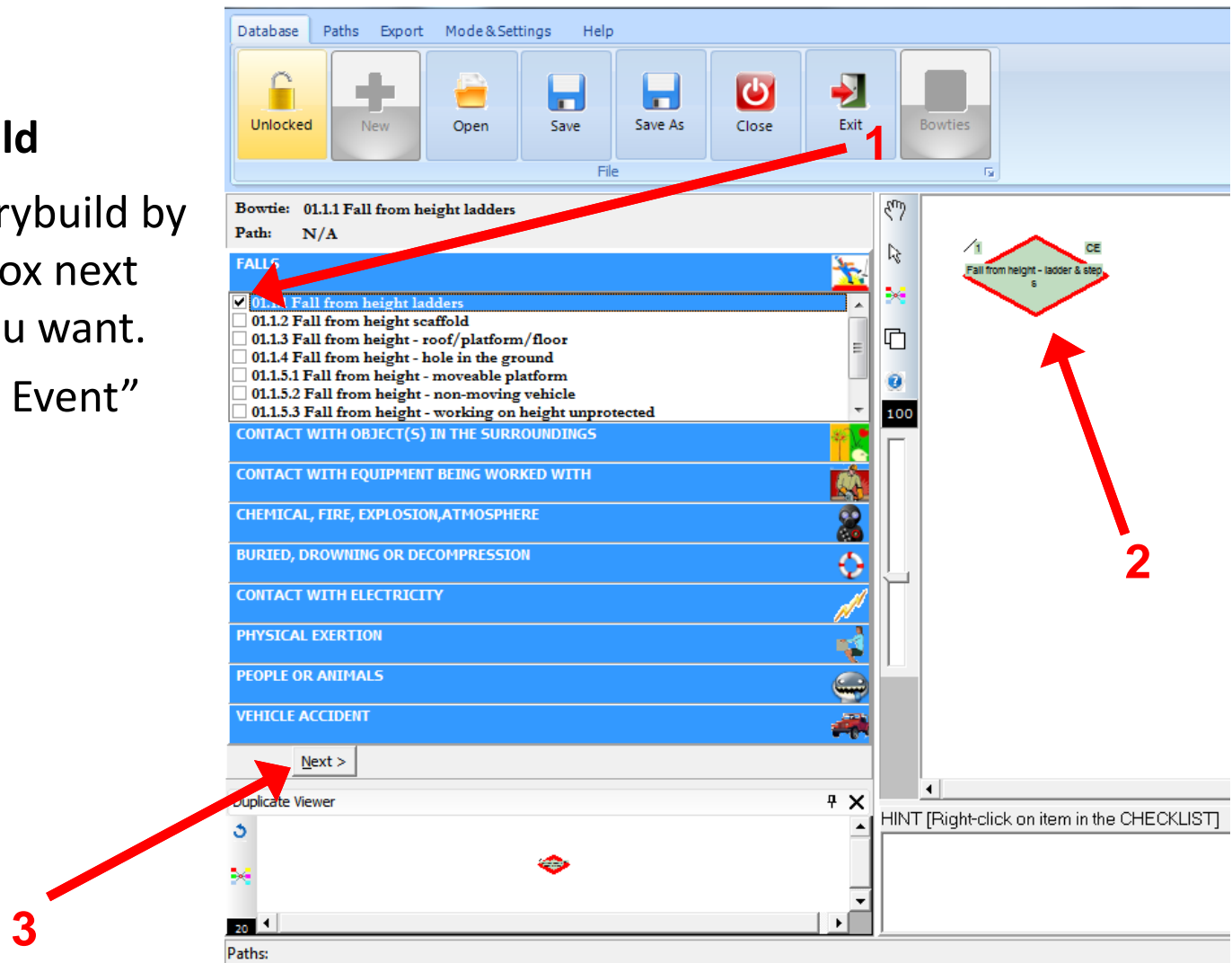
A) Getting started

Browse different Storybuilds by clicking the blue bar headings.



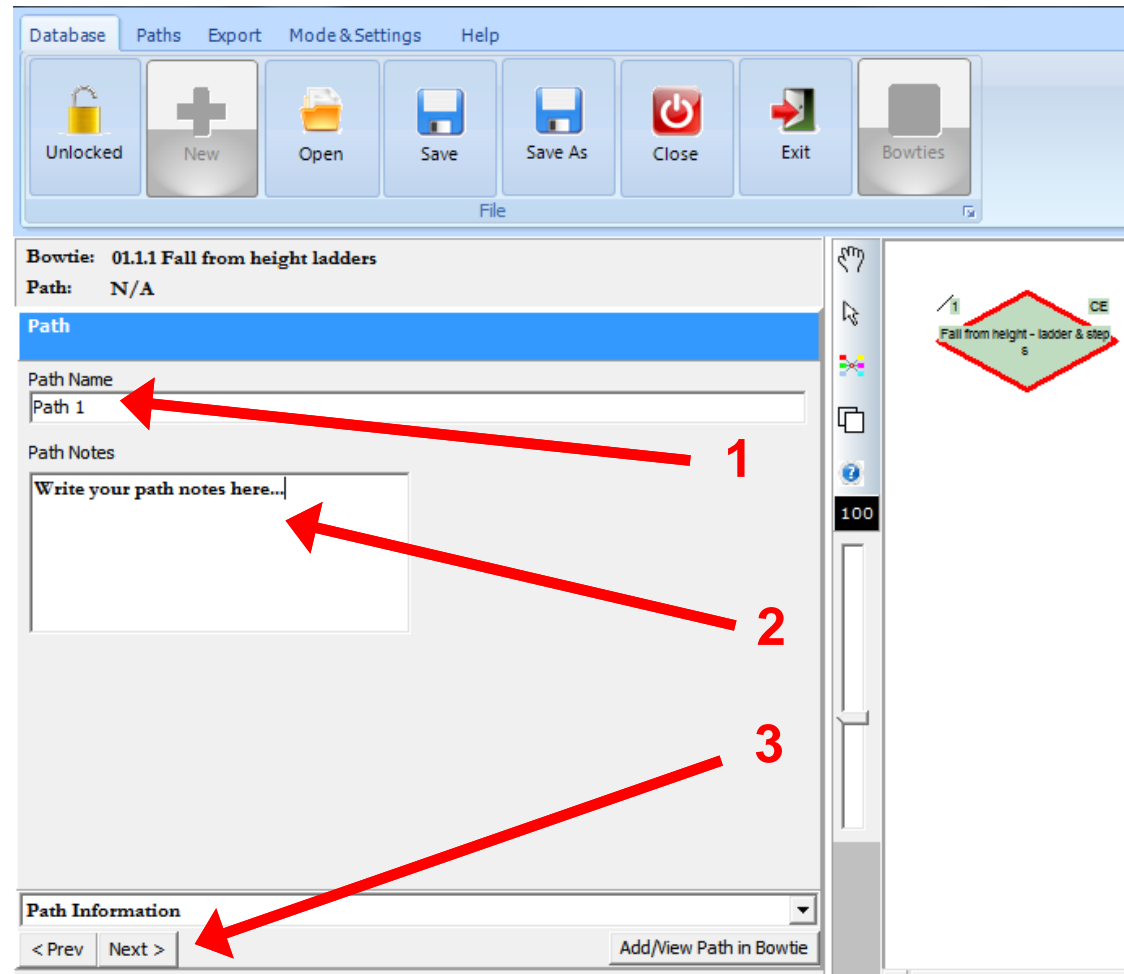
B) Pick a Storybuild

1. Choose a Storybuild by clicking the box next to the one you want.
2. Your “Central Event” will appear.
3. Click “Next”.



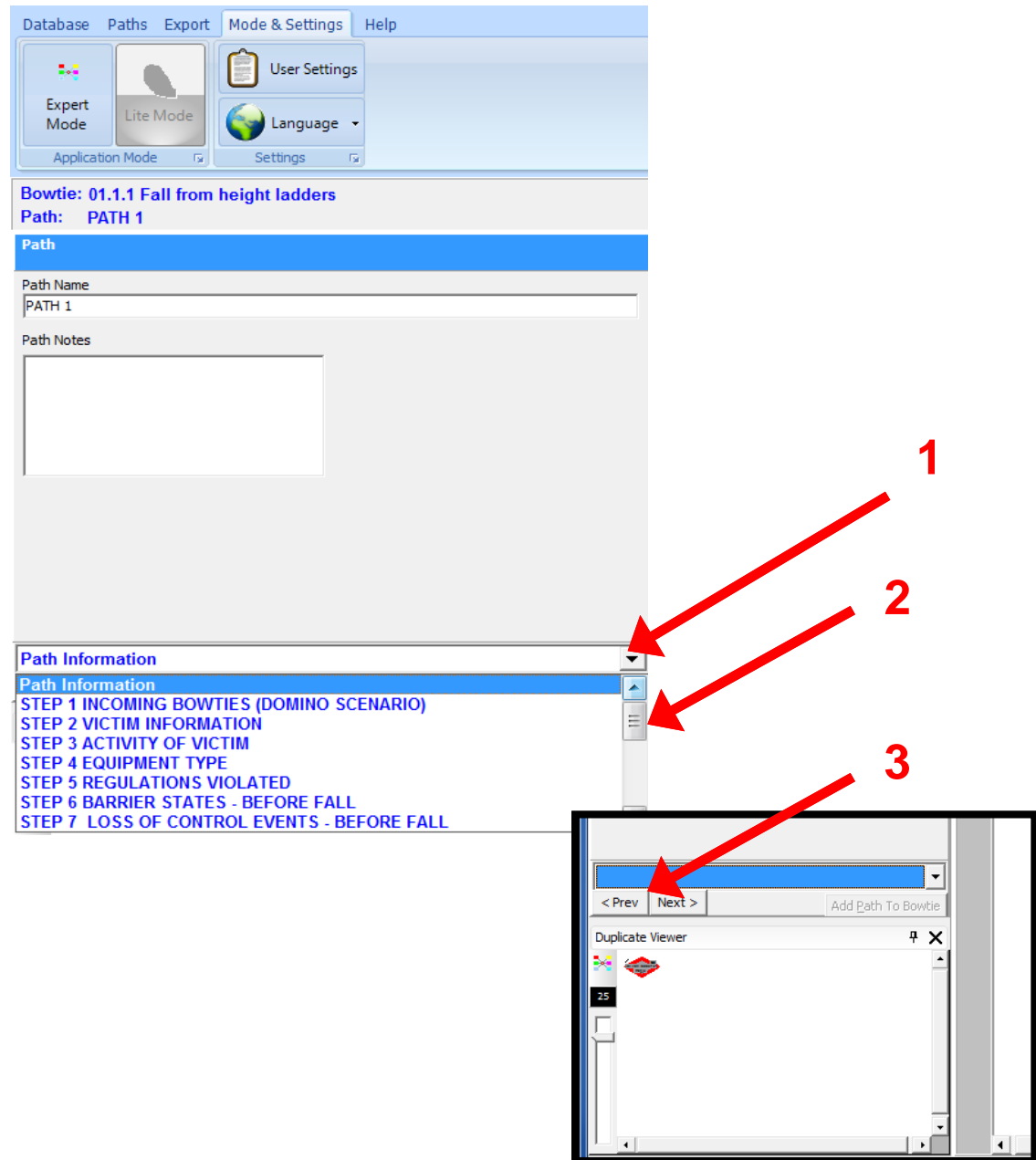
C) Name Your Path

1. Under “Path Name”, enter the name of your accident path.
2. Fill in any other path information in the space below (optional)
3. Click “Next”.



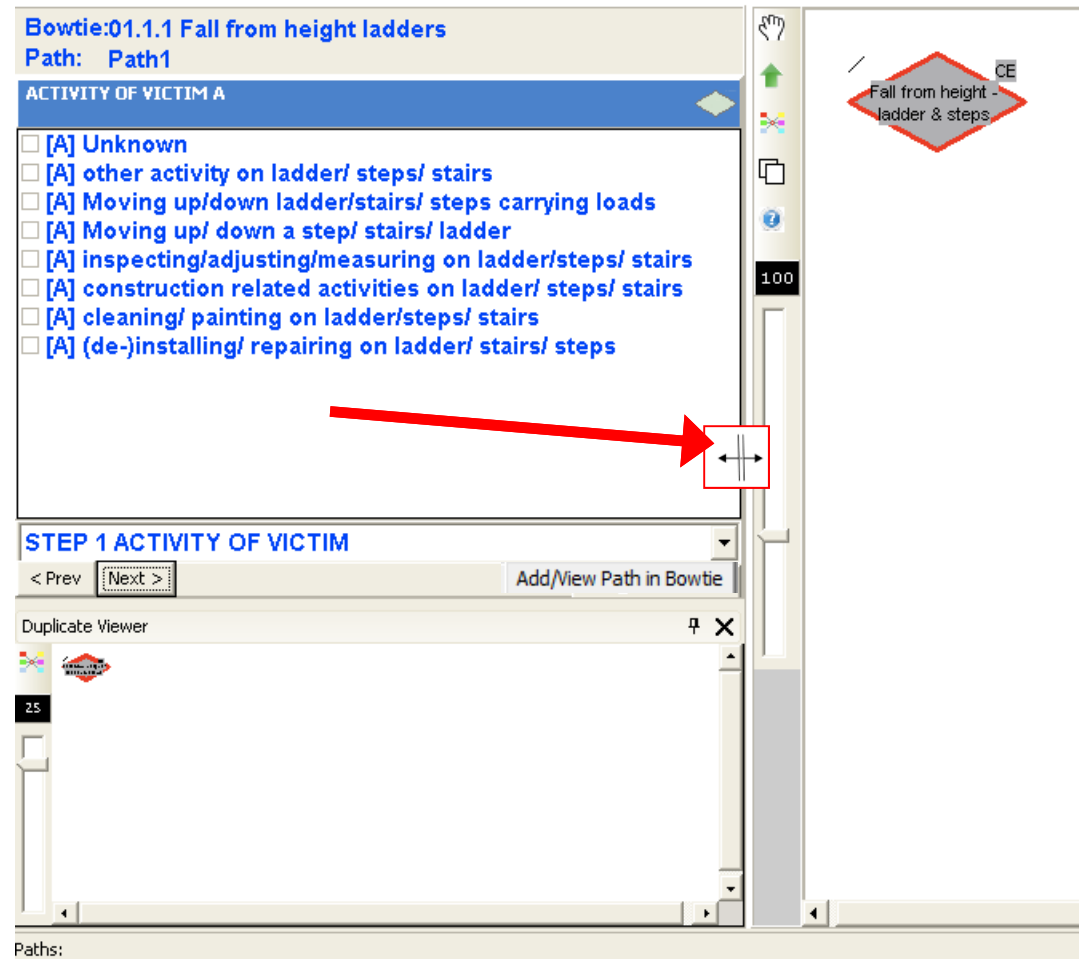
D) Path Information Menu

1. Click here to choose a particular step along the path
2. Use the scroll to see all the steps
3. Skip this to automatically view the steps in order using the “Next” and “Previous” buttons.



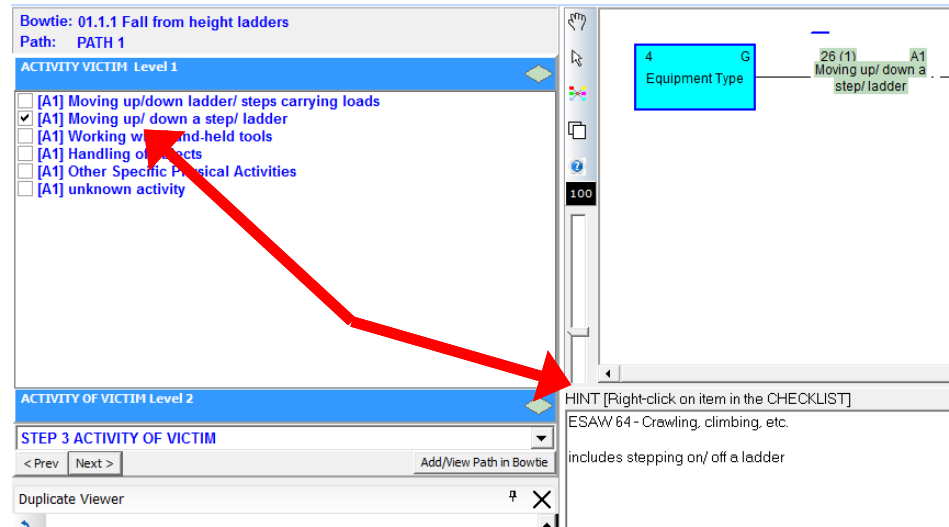
E) Widening the field

Hold your cursor over the edge of the left-hand window, click and drag to the right to make the window larger. Drag to the left to make the window smaller.



F) View Description

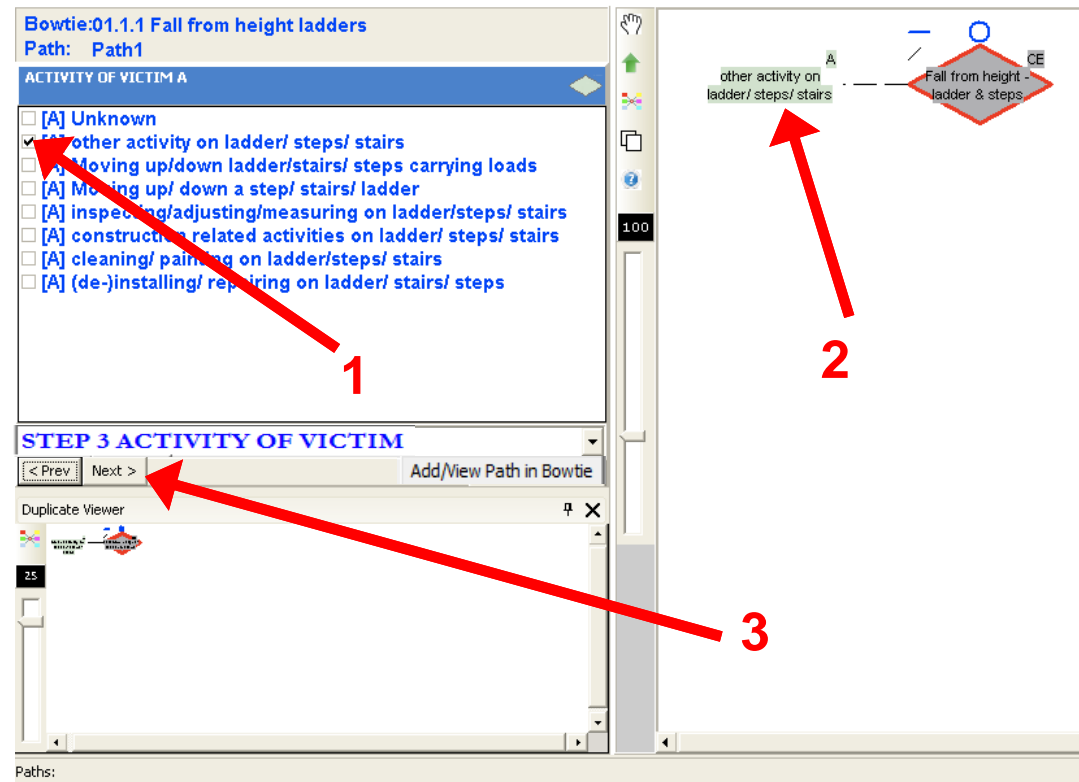
Right-click any box option to see a further description in the field below the graphic (Note: not all items will have a description).



S3) Step 3: Activity of Victim

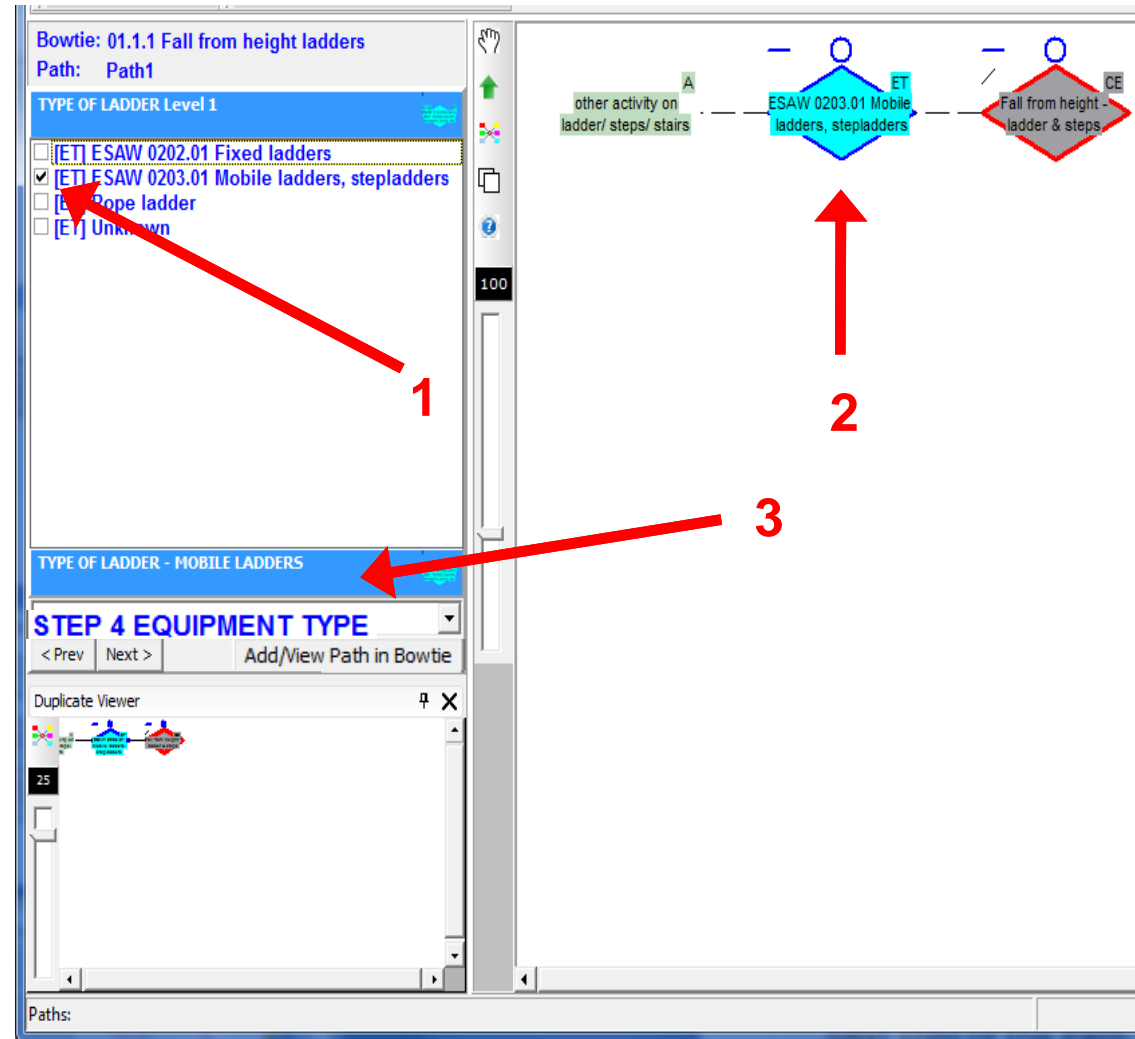
1. Choose an activity by clicking the box next to the one you want (Click again to de-select).
2. The corresponding box will appear in the appropriate place in the path in the right-hand window.
3. Click “Next” to go to the next step of the Path, or “Previous” to return to the previous screen.

NOTE: NOT ALL STEPS ARE LISTED IN THIS HELP



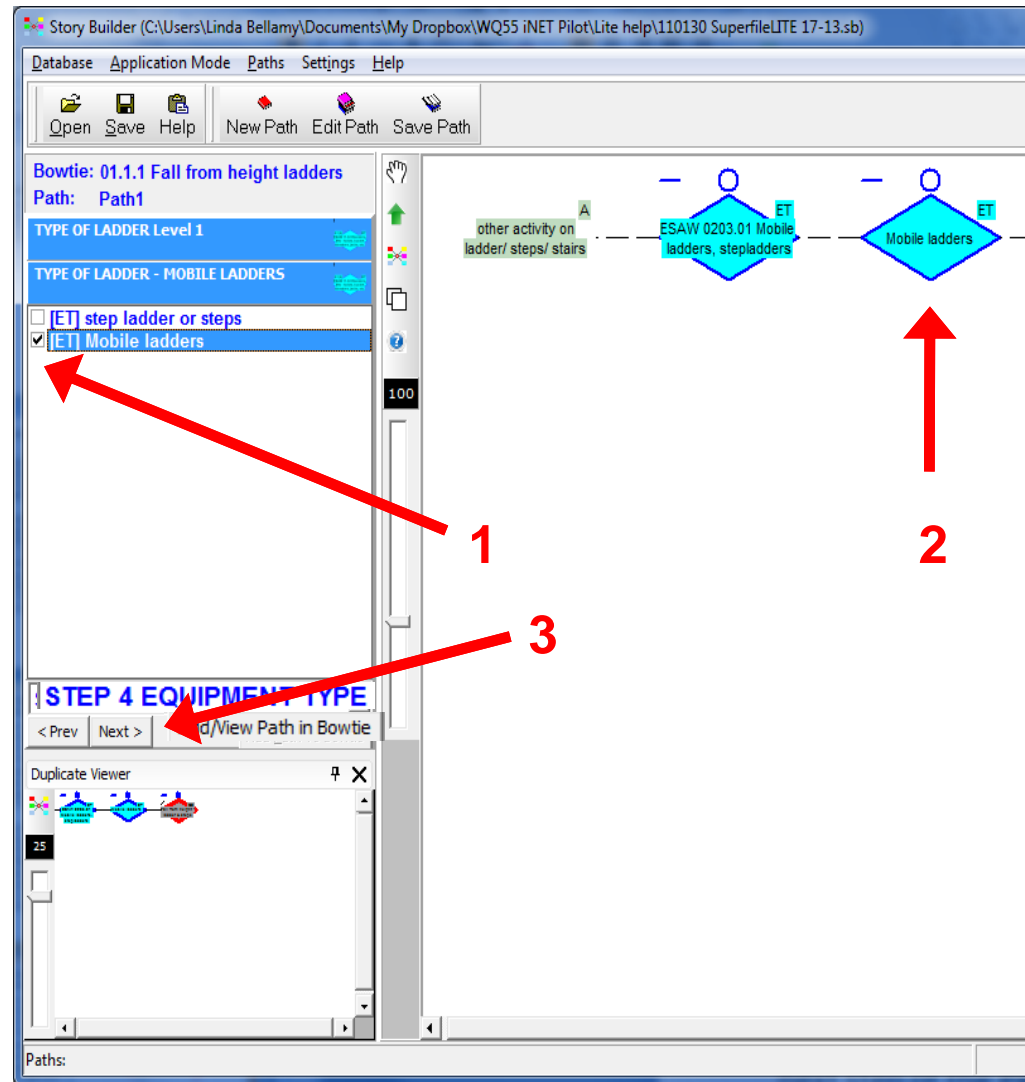
S2) Step 4a Type of Equipment Level 1

1. Choose an item by clicking the box next to the one you want (Click again to de-select).
2. The corresponding box will appear in the appropriate place in the path in the right-hand window.
3. If there are more blue bars visible click here to see if there are further levels of detail



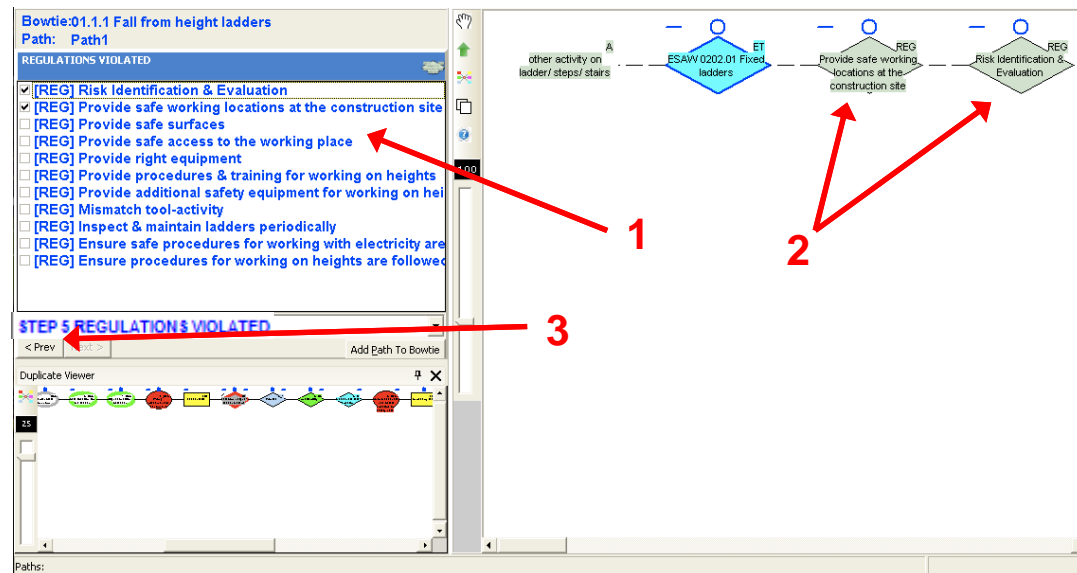
S2) Step 4b Type of Equipment Level 2

1. If available and appropriate choose an item by clicking the box next to the one you want (Click again to de-select).
2. The corresponding box will appear in the appropriate place in the path in the right-hand window.
3. Click “Next” to go to the next step of the Path, or “Previous” to return to the previous screen.



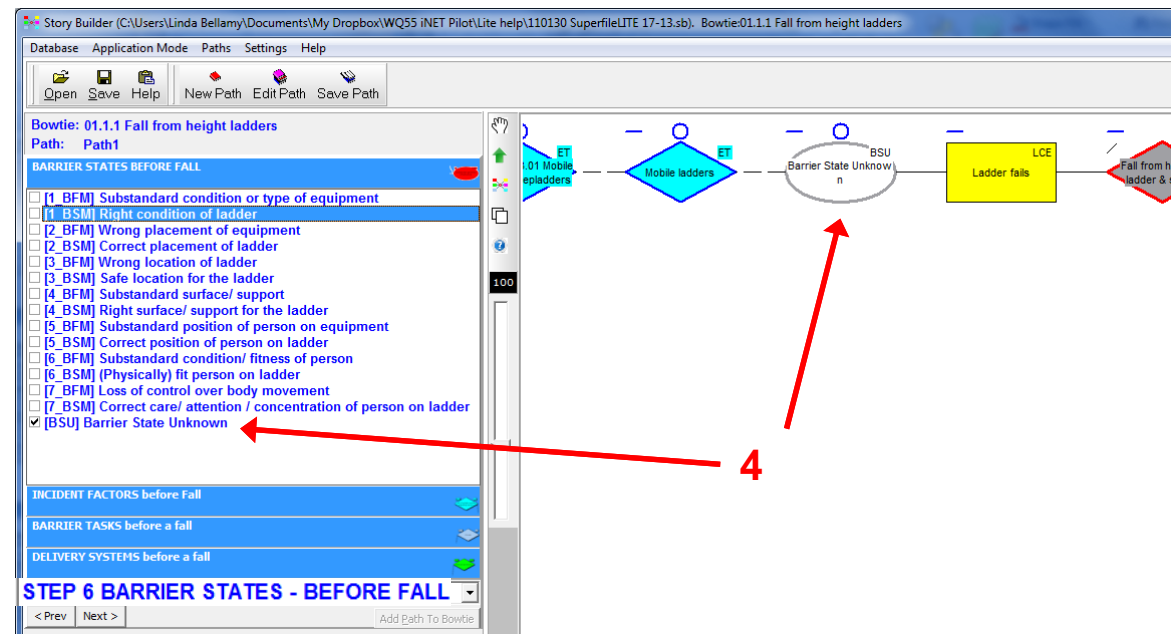
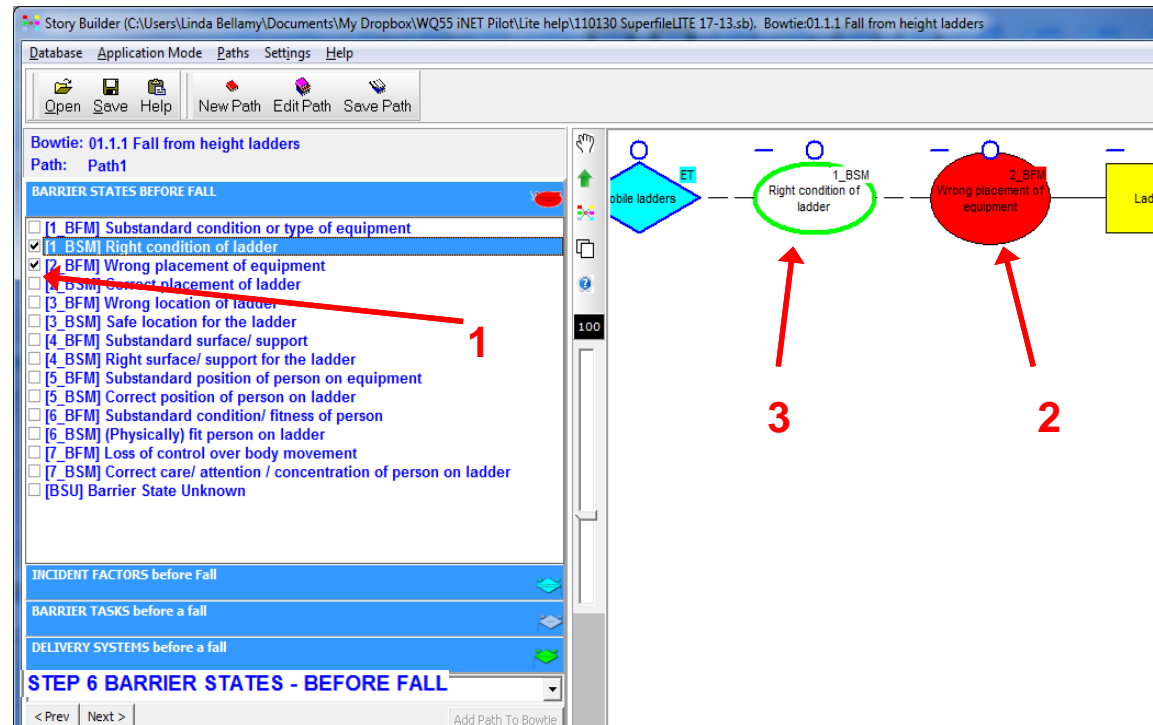
S5) Step 5: Regulations Violated

1. Select all regulations violated by clicking the boxes next to the corresponding regulations (click again to de-select).
2. Your selections will appear in the appropriate place in the path in the right-hand window. Note: regulations violated appear on the left-hand side of the bowtie.
3. Click “Previous” to return to previous steps.



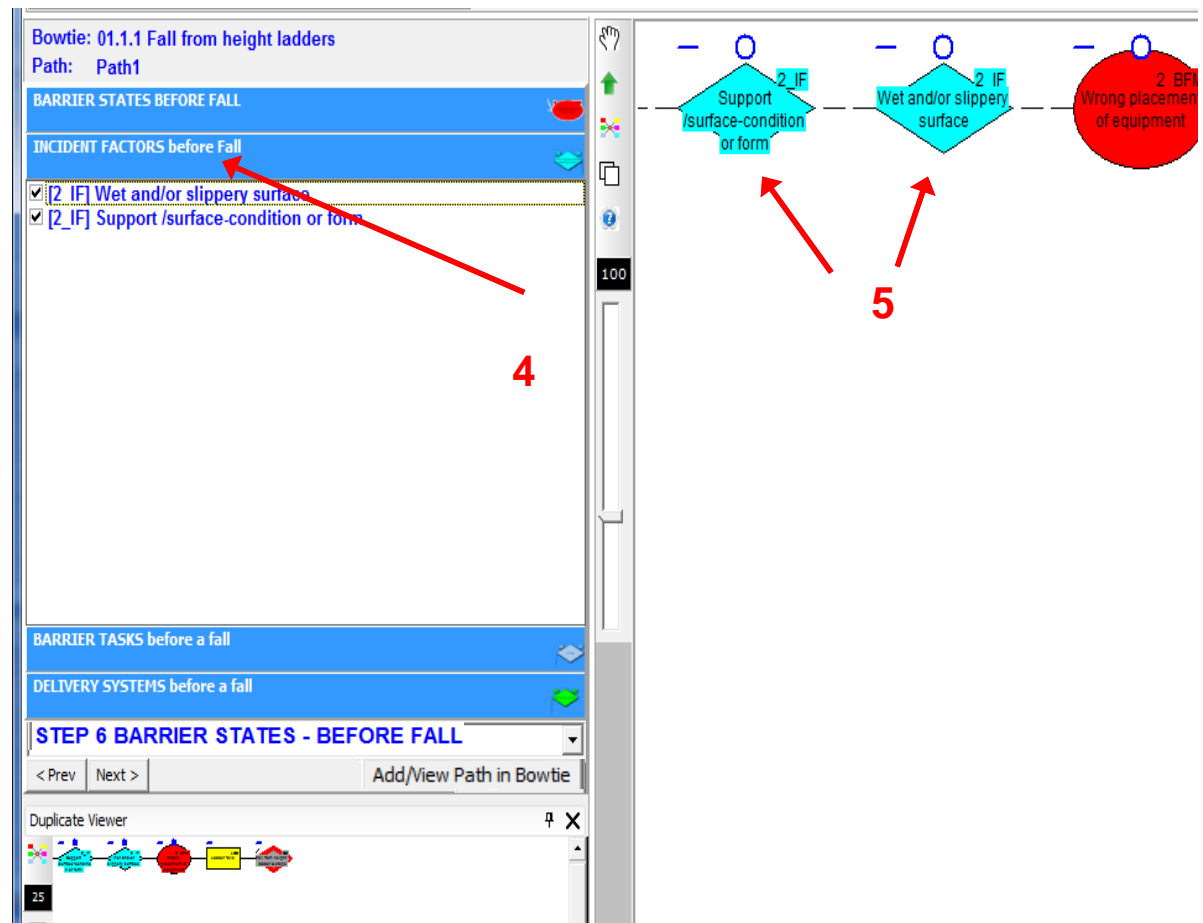
S4) Step 6a: Barrier States - Failure Modes [BFM] and Success Modes [BSM]

1. Select all appropriate, known Barrier States by clicking the boxes as before (see previous 3 steps). You may select more than one box.
2. Each barrier failure [BFM] will appear as a red filled circle.
3. Sometimes barriers are successful. Each barrier success [BSM] appears as a green unfilled circle.
4. If a Barrier State is unknown, tick [BSU] Barrier State Unknown. This will appear as a grey, unfilled circle in the path.



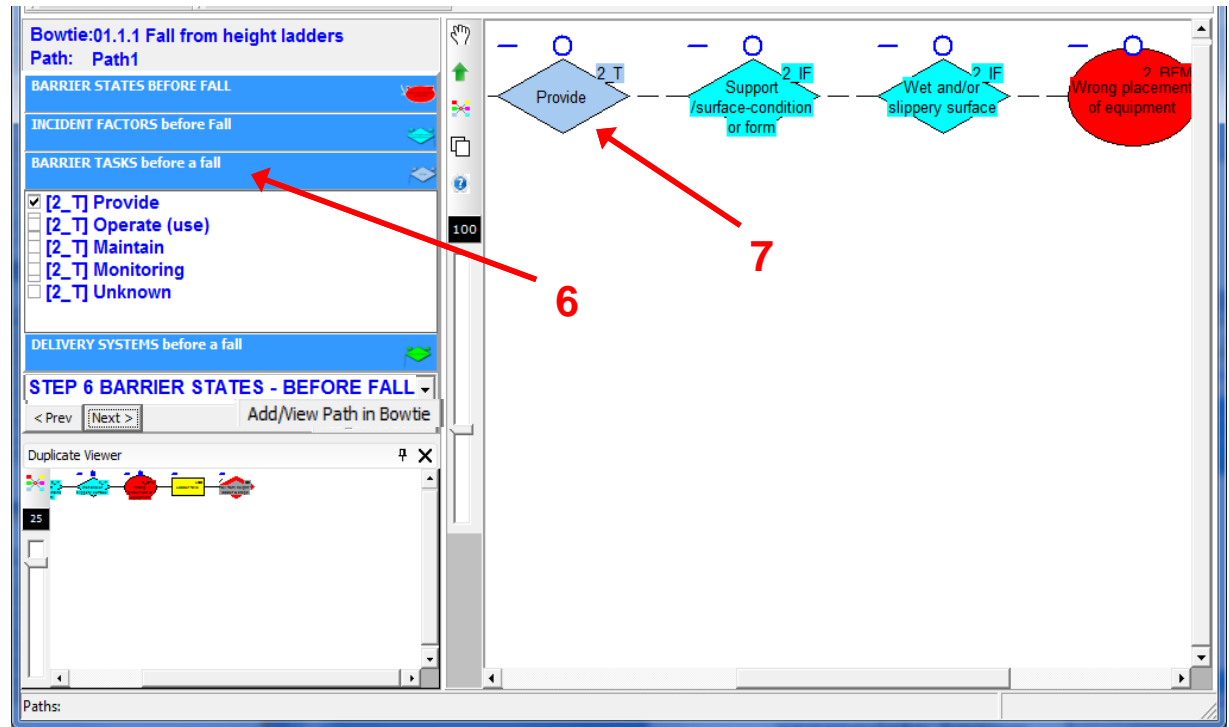
Step 6b: Barrier Failure Modes (Incident Factors)

- Click the blue bar heading “Incident Factors”, and Storybuilder Lite will automatically show you the incident factors appropriate to the Barrier States you have selected. Tick all appropriate, known incident factors.
- Each incident factor appears in the path as a turquoise rhombus.



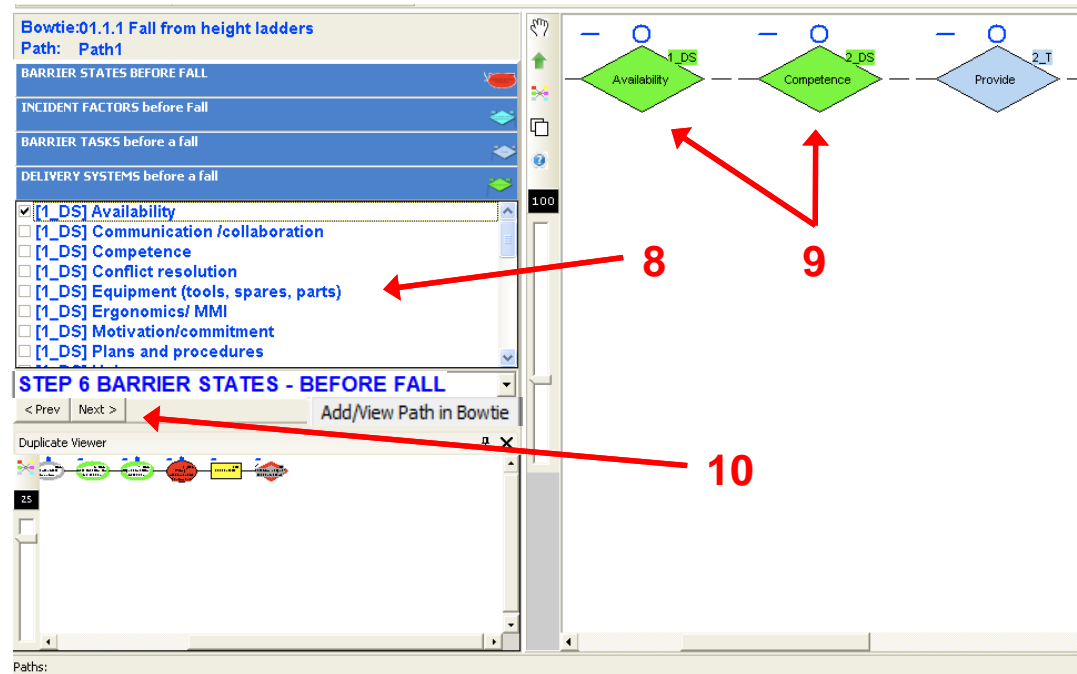
Step 6c: Barrier Failure Modes (Barrier Tasks)

- Click the blue bar heading “Barrier Tasks”, and Storybuilder Lite will automatically show you the barrier tasks appropriate to the Barrier States you have selected. Tick all appropriate, known barrier tasks.
- Each barrier task appears in the path as a blue rhombus.



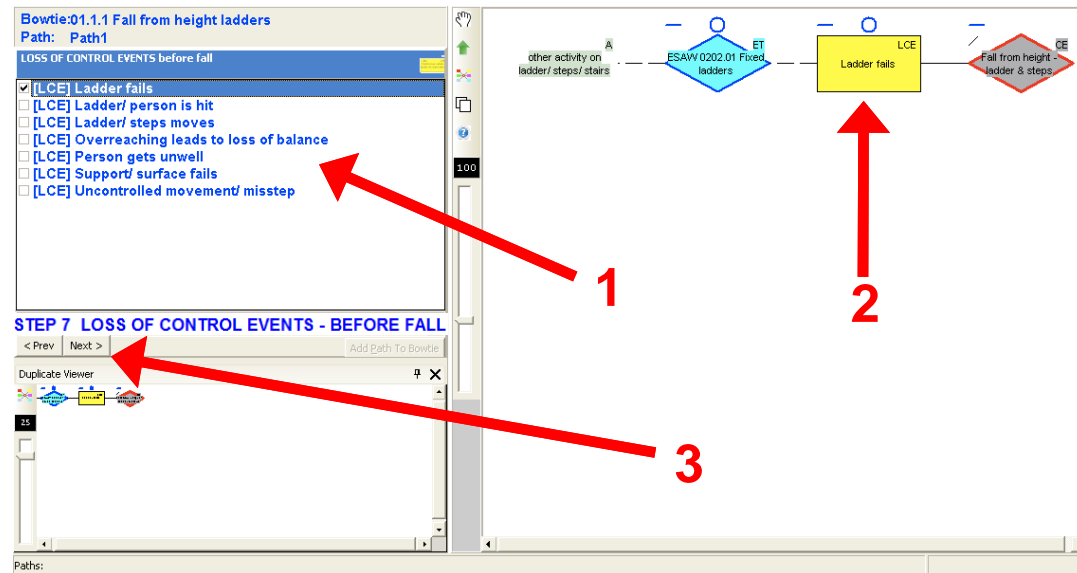
Step 6d: Barrier Failure Modes (Delivery Systems)

- Click the blue bar heading “Delivery Systems”, and Storybuilder Lite will automatically show you the delivery systems appropriate to the Barrier States you have selected. Tick all appropriate, known delivery systems.
- Each delivery system appears in the path as a green rhombus.
- Click “Next”.



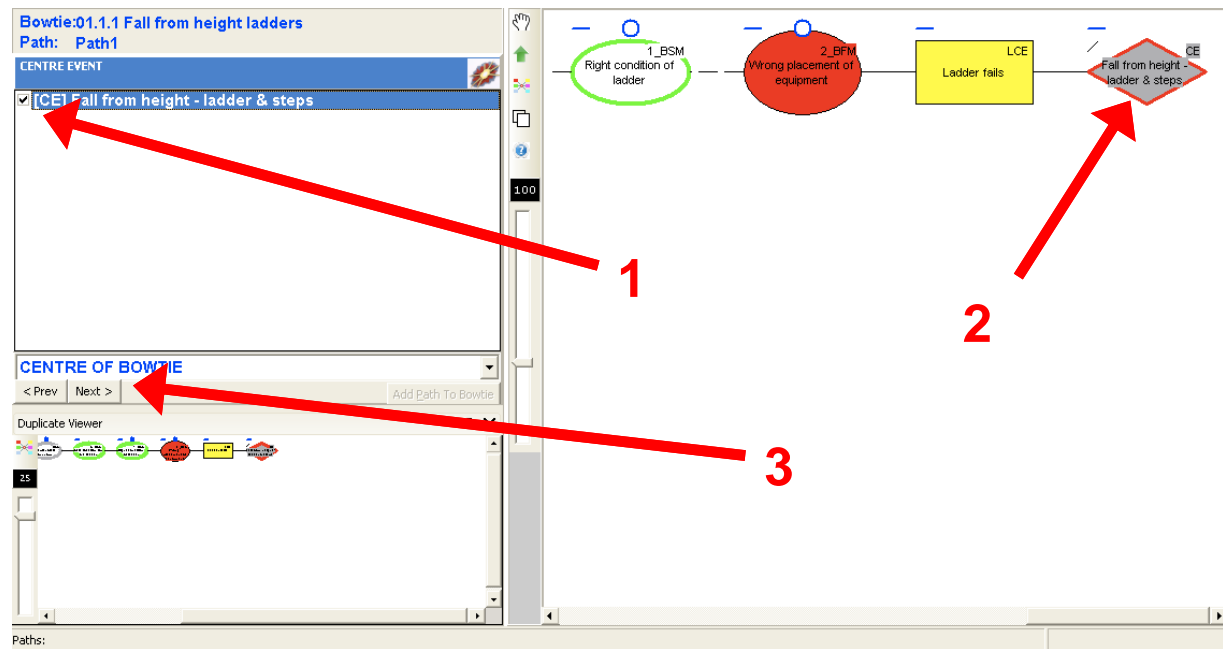
S3) Step 7: Loss of Control Event before Centre Event

1. Choose a loss of control event by clicking the box next to the one you want (Click again to de-select).
2. The corresponding box will appear in the appropriate place in the path in the right-hand window.
3. Click “Next” to go to the next step of the Path, or “Previous” to return to the Previous screen.



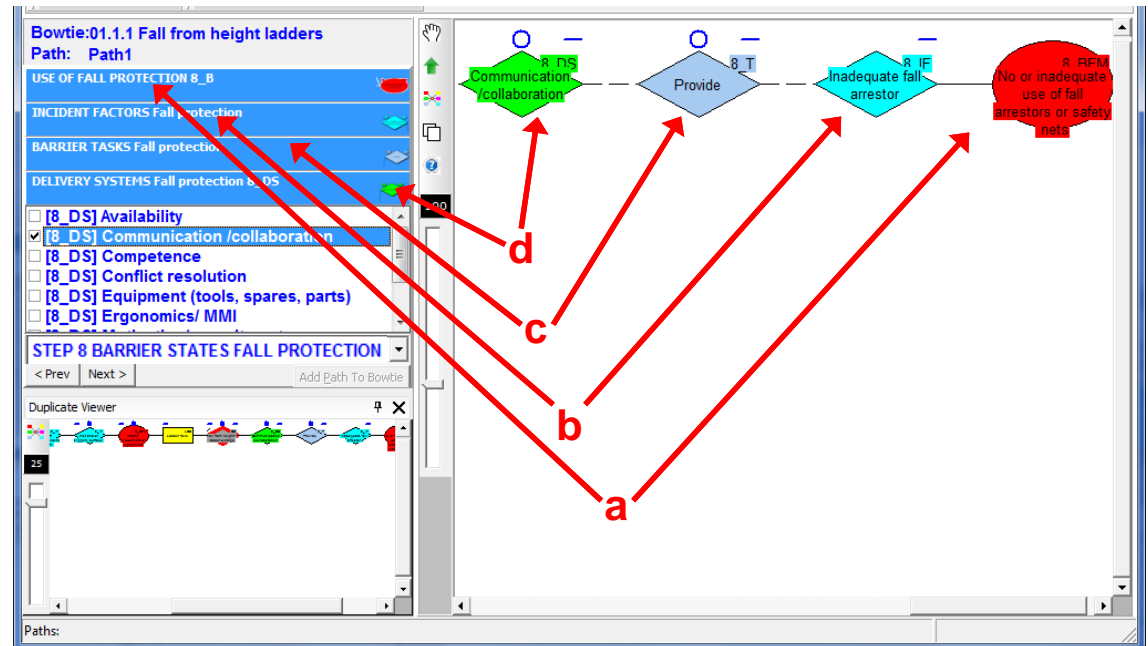
G) Centre of Bowtie

1. This step tells you that you have reached the centre event of the bowtie. Click the box next to the centre event (Click again to de-select).
2. The centre event already exists as a box in the appropriate place in the path in the right-hand window.
3. Click “Next” to go to the next step of the Path, or “Previous” to return to the Previous screen.



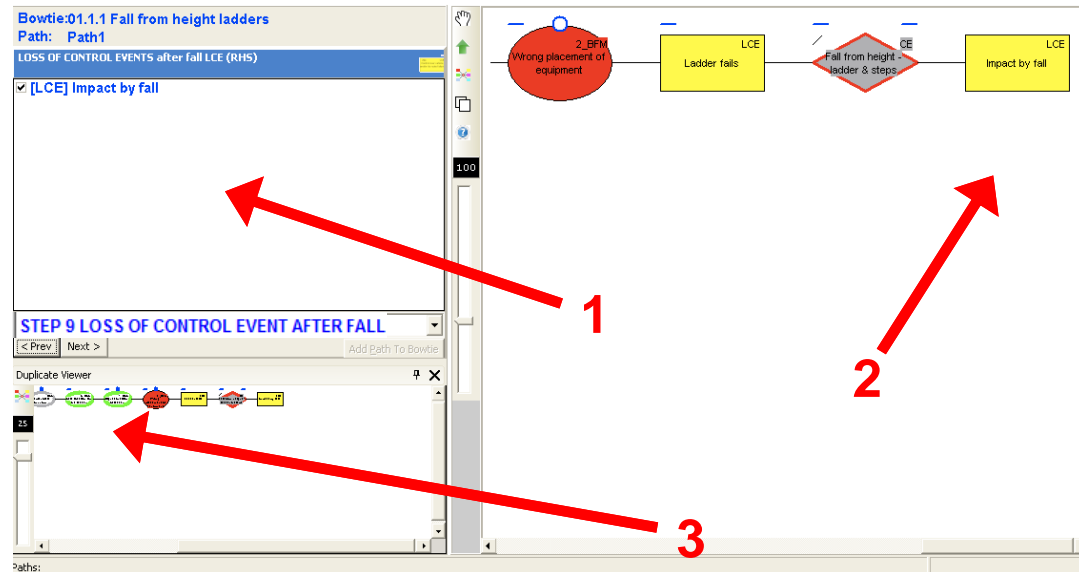
S8) Step 8

For Step 8, repeat instructions for Step 6: Barrier Failure Modes (a through d) in Slides 13 through 16.



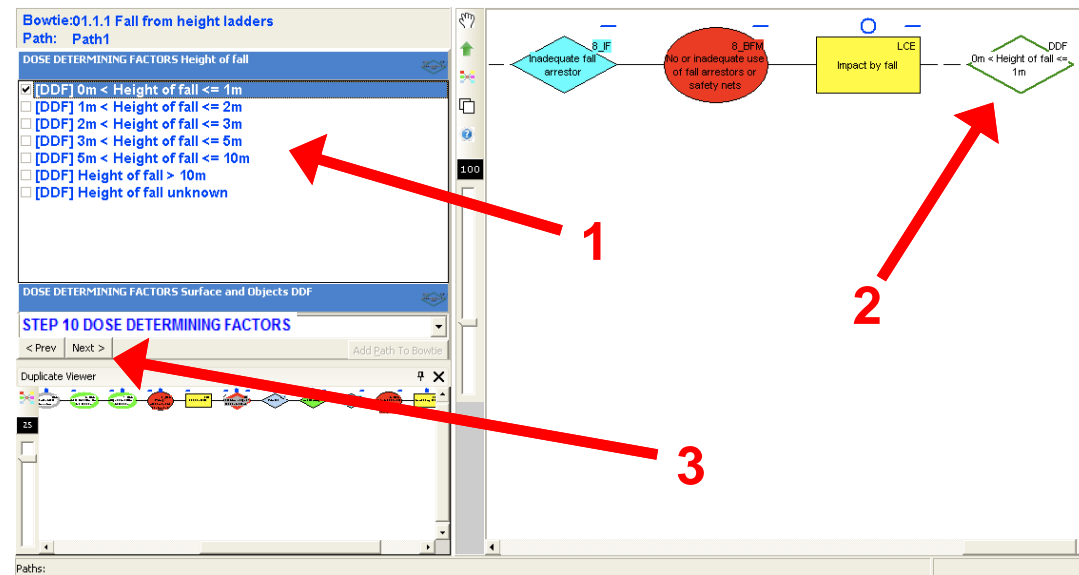
S9) Step 9: Loss of Control Event after Centre Event

1. Choose a loss of control event by clicking the box next to the one you want (Click again to de-select).
2. The corresponding box will appear in the appropriate place in the path in the right-hand window.
3. Click “Next” to go to the next step of the Path, or “Previous” to return to the Previous screen.



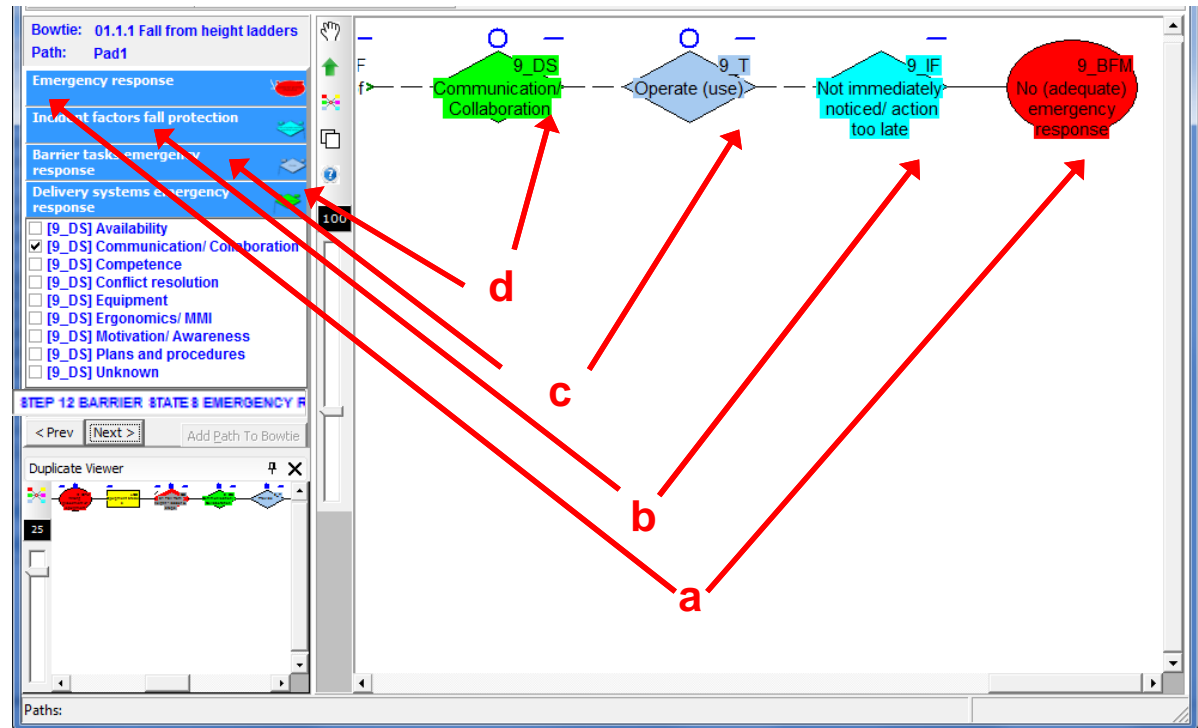
S10) Step 10: Dose Determining Factors

1. Choose a dose determining factor by clicking the box next to the one you want (Click again to de-select).
2. The corresponding box will appear in the appropriate place in the path in the right-hand window.
3. Click “Next” to go to the next step of the Path, or “Previous” to return to the Previous screen.



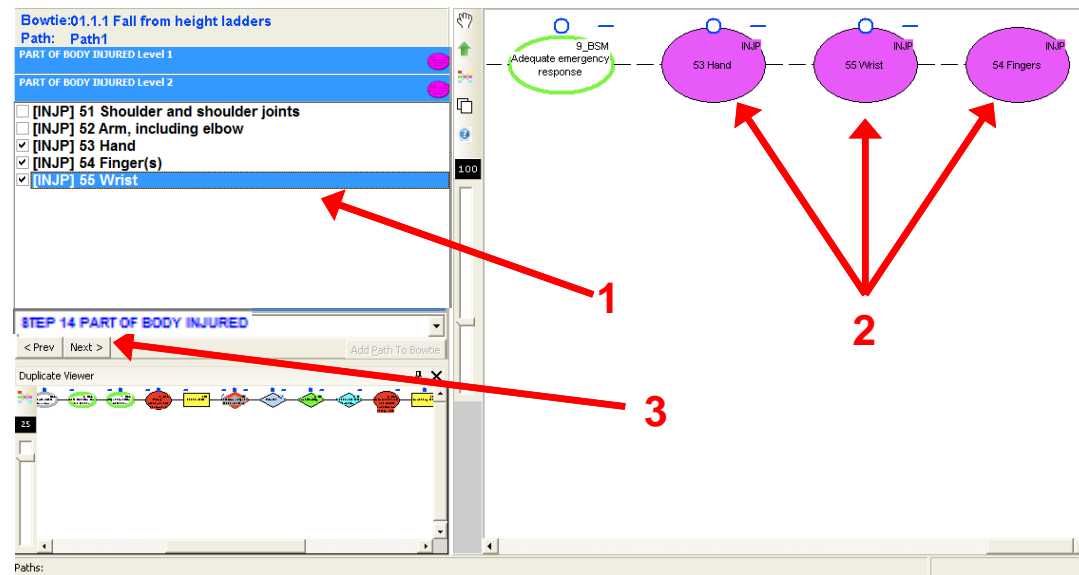
S13) Step 12: Emergency Response

For Step 12, repeat instructions for Step 6: Barrier Failure Modes (a, c, and d)



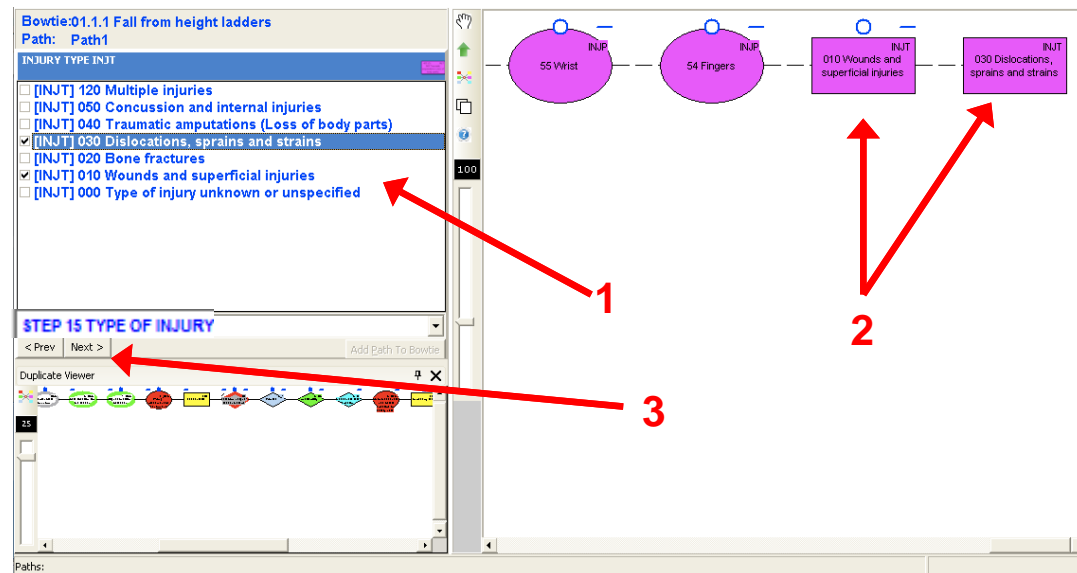
S14) Step 14: Part of Body Injured

1. Select all parts of body injured by clicking the boxes next to the appropriate body parts (click again to de-select).
2. Your selections will appear in the appropriate place in the path in the right-hand window.
3. Click “Next” to go to the next step of the Path, or “Previous” to return to the Previous screen.



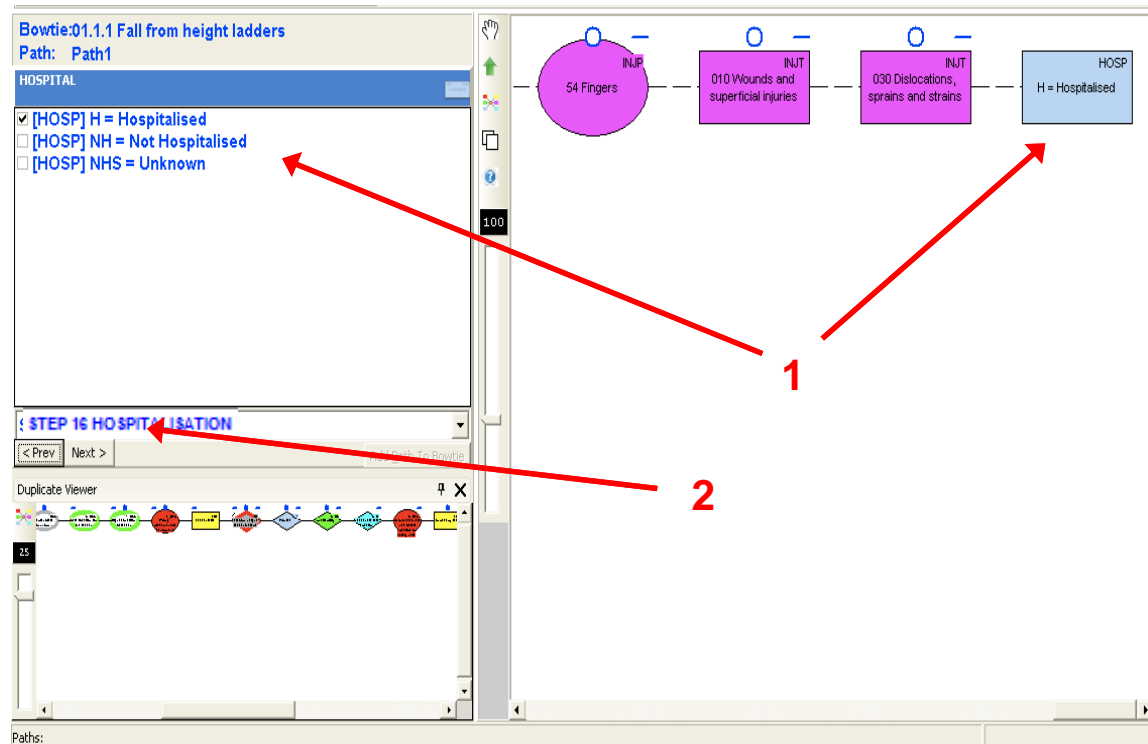
S15) Step 15: Type of Injury

1. Select all occurring types of injury by clicking the boxes next to the appropriate injuries (click again to de-select).
2. Your selections will appear in the appropriate place in the path in the right-hand window.
3. Click “Next” to go to the next step of the Path, or “Previous” to return to the Previous screen.



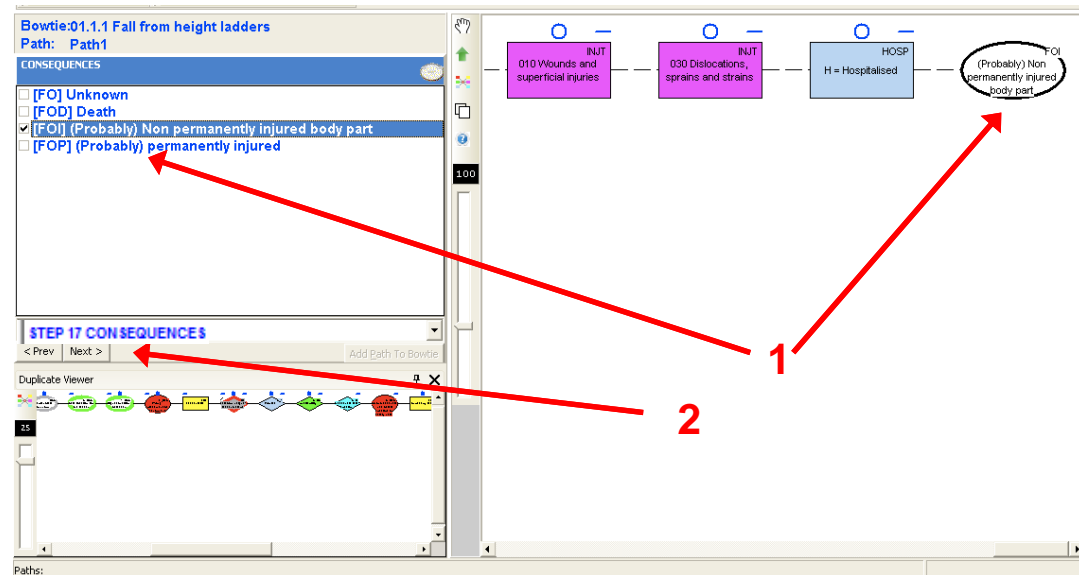
S16) Step 16: Hospitalisation

1. Select either Hospitalised, Not Hospitalised, or Unknown. The corresponding box will appear in the path.
2. Click “Next” to go to the next step of the Path, or “Previous” to return to the Previous screen.



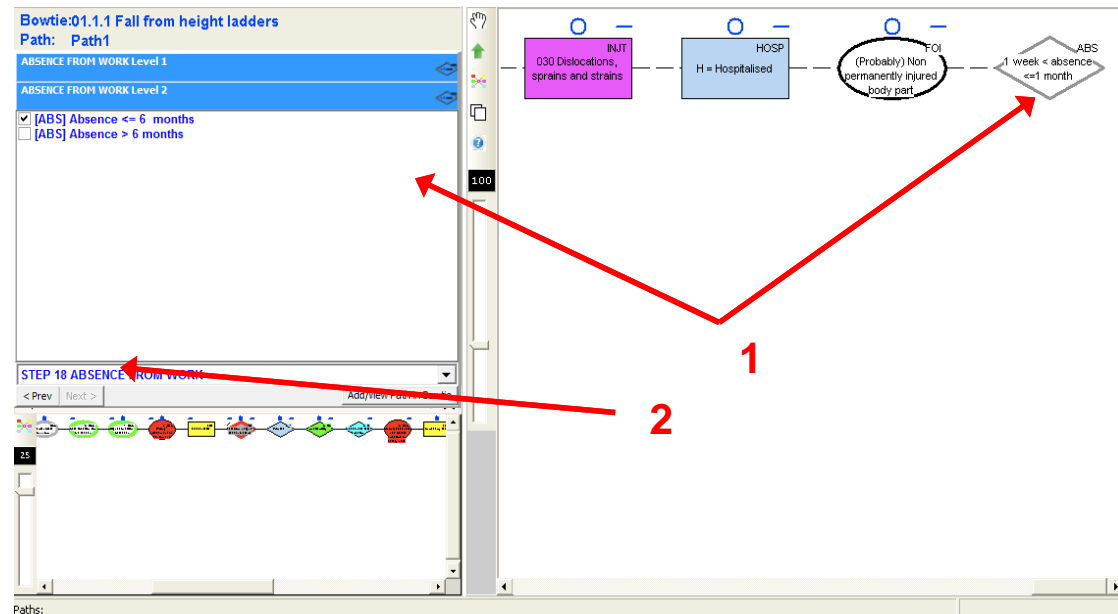
S17) Step 17: Consequences

1. Select what happened to the victim. The corresponding box will appear in the path.
2. Click “Next” to go to the next step of the Path, or “Previous” to return to the Previous screen.



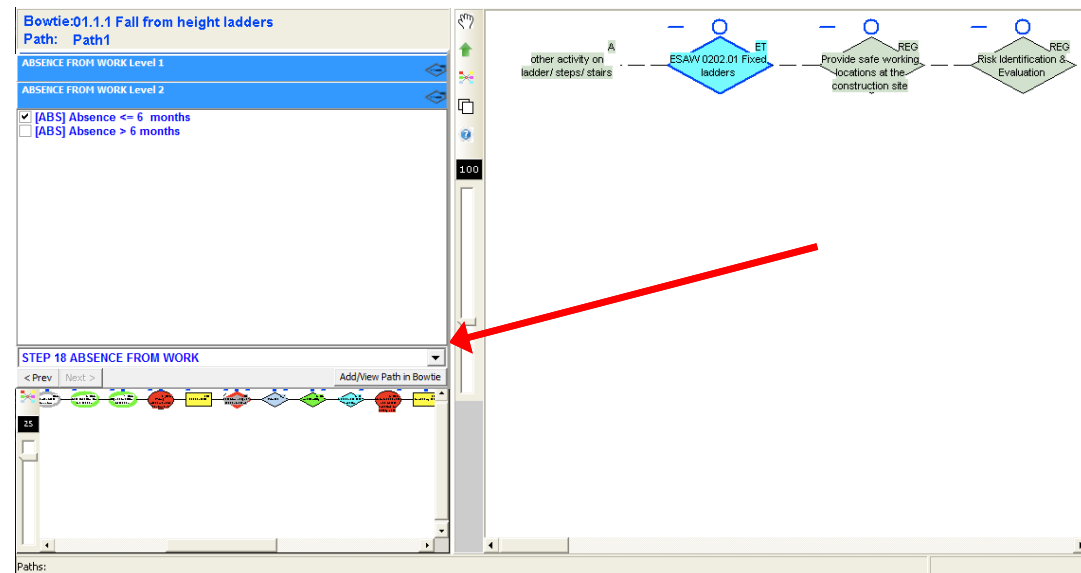
S18) Step 18: Absence from Work

1. Select the length of absence from work. The corresponding box will appear in the path.
2. Click “Next” to go to the next step of the Path, or “Previous” to return to the Previous screen.



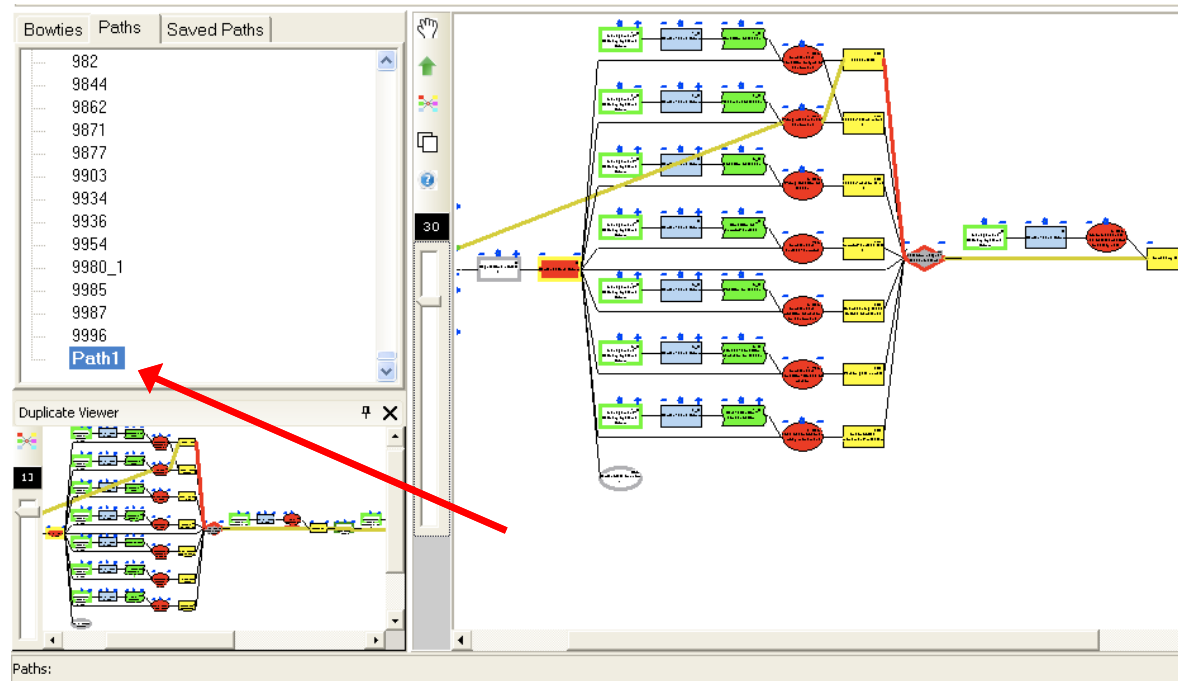
H) Add Path to Bowtie

Click “Add/View Path in Bowtie” to add your path to the bowtie for that root event in Storybuilder. You will be automatically taken to Expert mode.



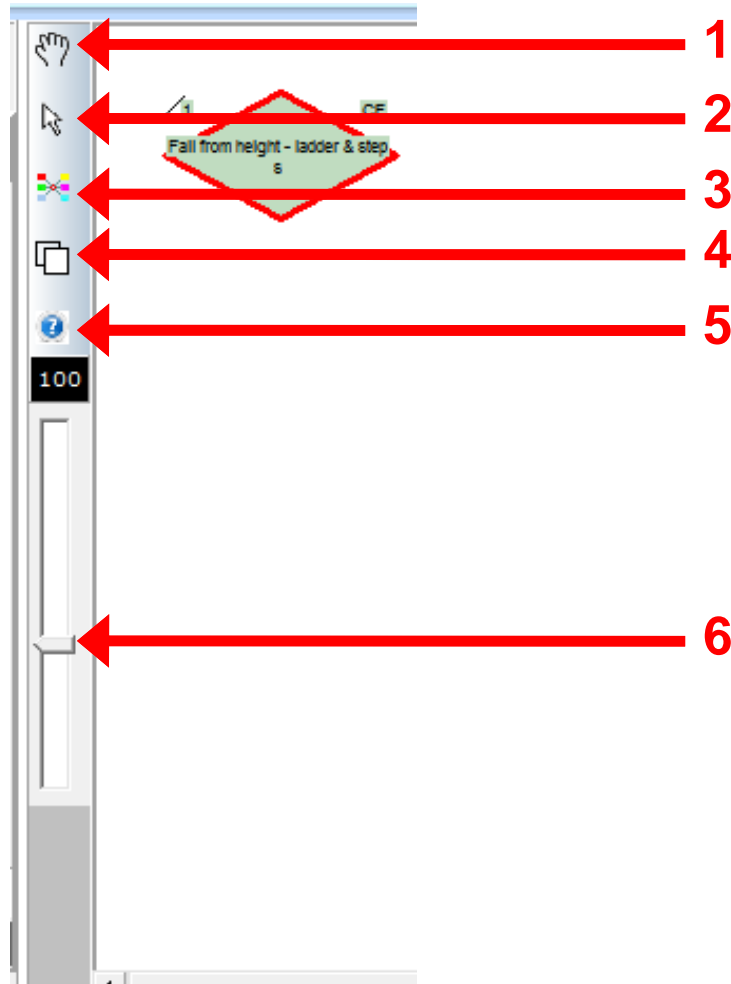
Your Path in Expert Mode

When a user creates a path in Lite mode they can then add it to the bowtie at the end of the process. The application switches to Expert mode and shows the path.



Central Menu Bar

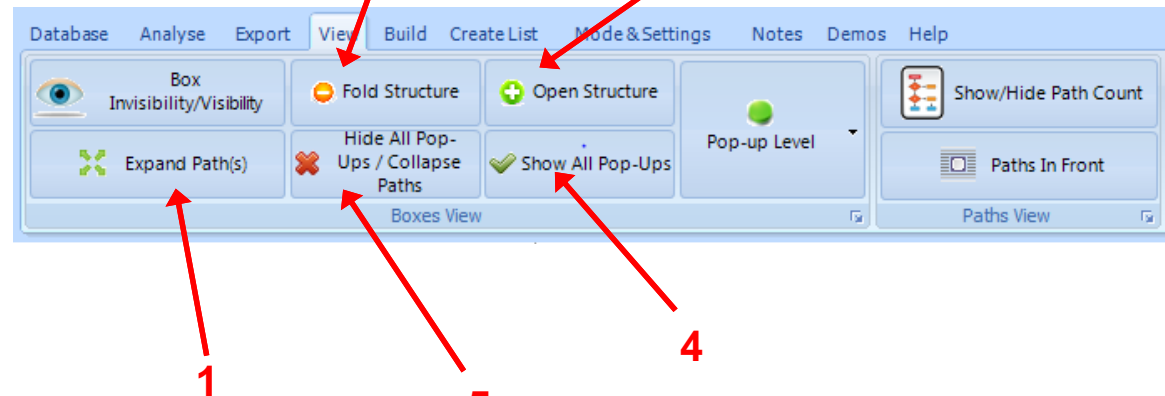
1. Hand tool: Use to drag the graphic around, but not to select paths or boxes.
2. Normal cursor: Use to select boxes. Right-click on a box to get the menu.
3. Root button: Click to centre the graphic on the root event.
4. Duplicate viewer: Click to toggle the duplicate viewer window in the bottom-left corner of your Storybuilder screen.
5. Help button: Click to open the help file.
6. Slider: Use the slider to zoom in and out of the graphic. Up to zoom out, down to zoom in.



Opening out the bowtie in Expert Mode

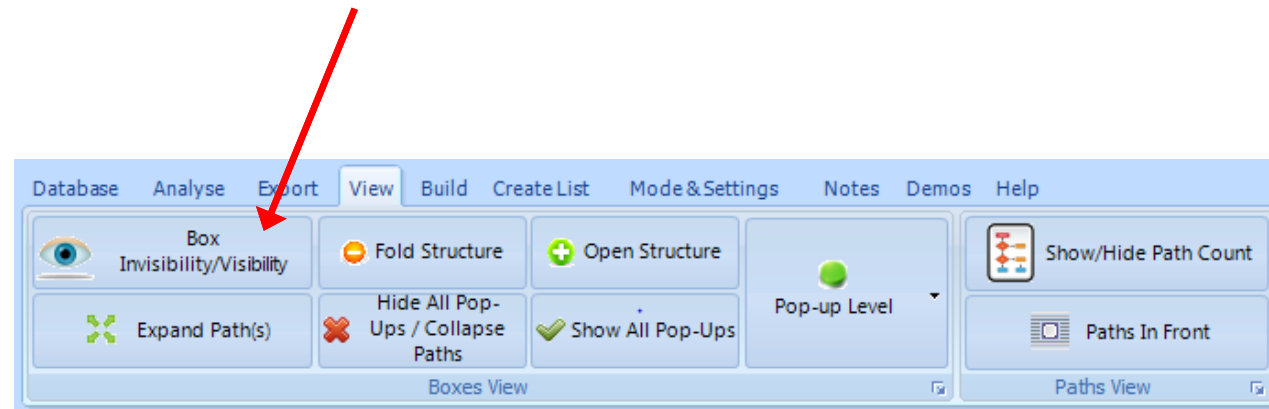
Use the buttons to display or hide parts of the bowtie

1. Make path visible.
2. Folds up the entire structure to the root box.
3. Opens out the structure (but does not affect the pop-ups).
4. Shows all the pop-ups
5. Hides all the pop-ups



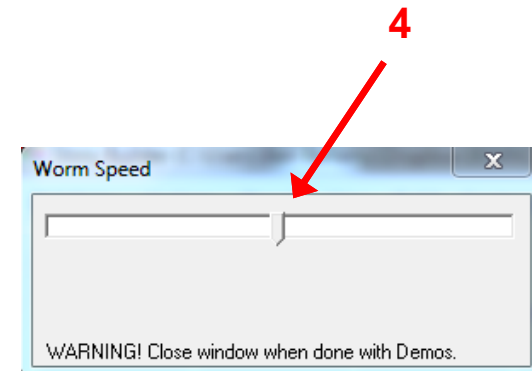
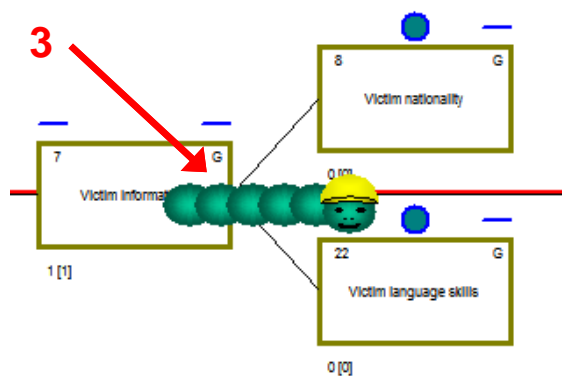
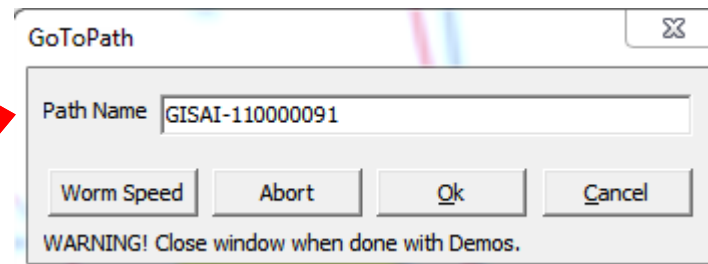
Invisibility Button

Click the Invisibility button (Invis) to switch off all the boxes in the Storybuild not in your path, and see only the boxes in your path. This button allows you to toggle between viewing the entire bowtie and viewing individual paths.



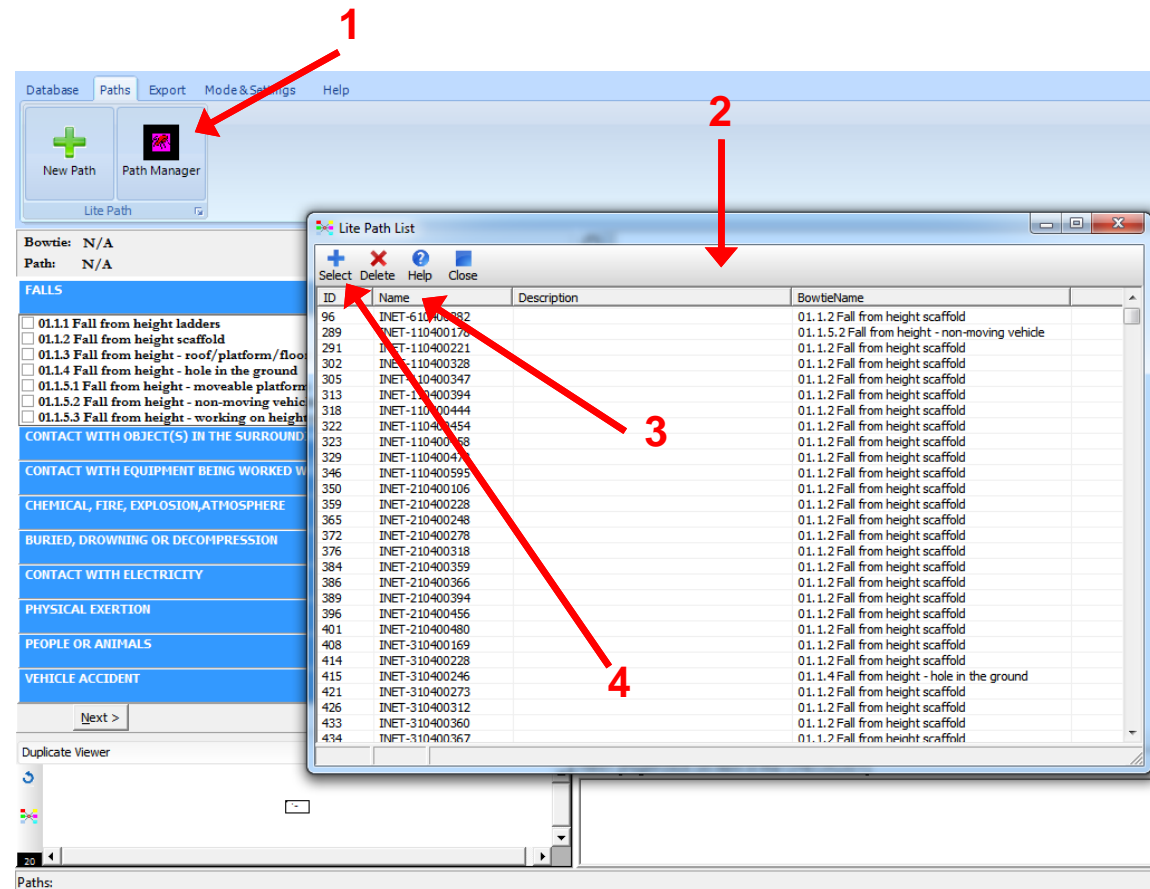
The Storybuilder Bookworm

1. Click “Path Demo” under the Demo tab
2. The Go To Path window will appear. Choose your path and click OK.
3. The Storybuilder bookworm will demonstrate your path by walking along it.
4. Use the Worm Speed window to adjust the bookworm’s speed, pause him, or click abort to stop the demo.



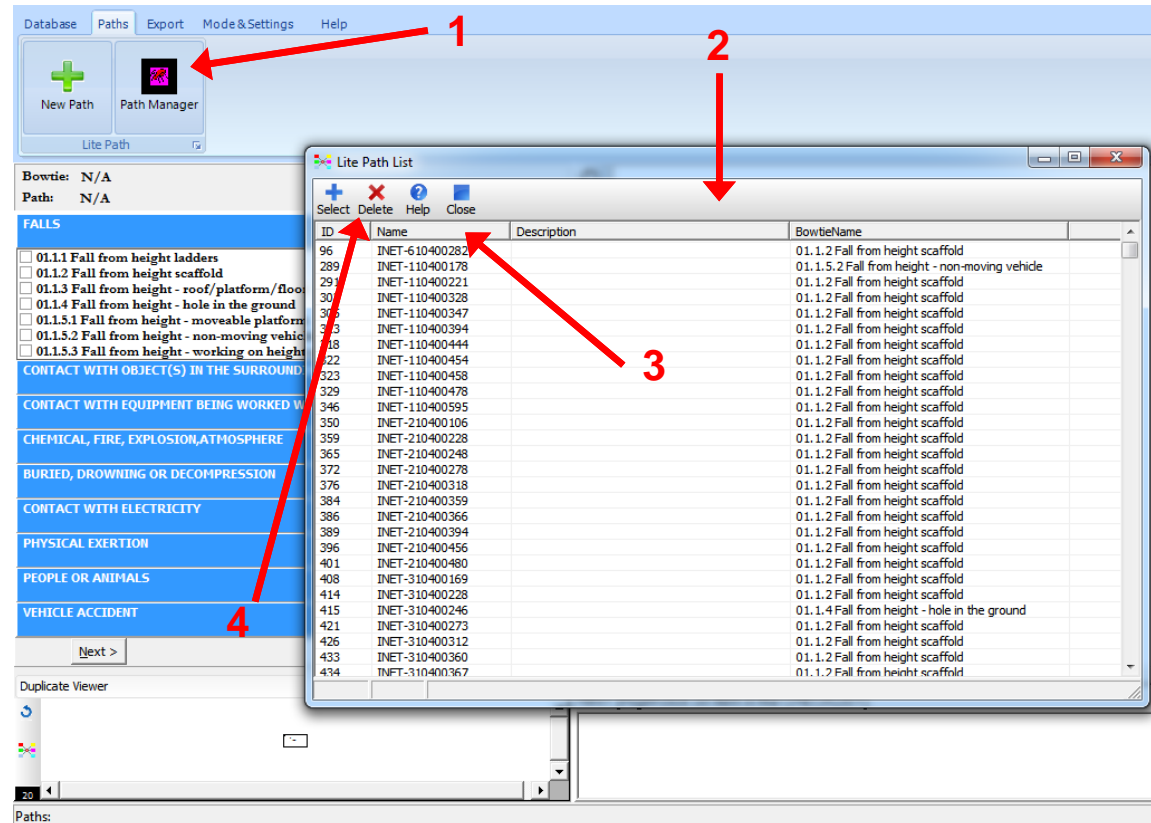
J) Edit Your Path

1. Click “Path Manager”
2. The Lite Path List window will appear.
3. Click “Name” to arrange the path list in name order.
4. Click your path in the list, and then click “Select”.



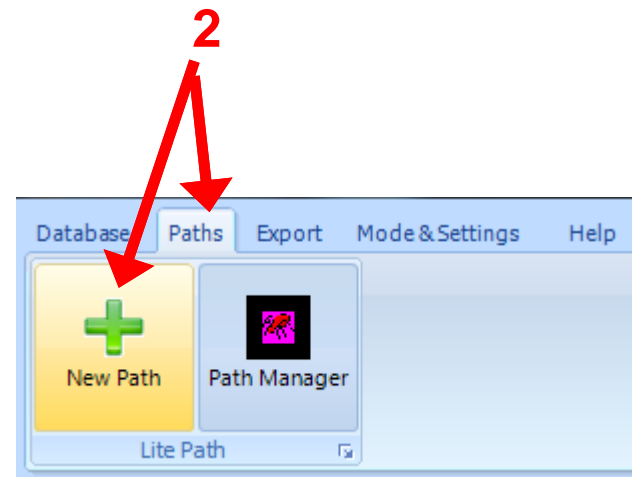
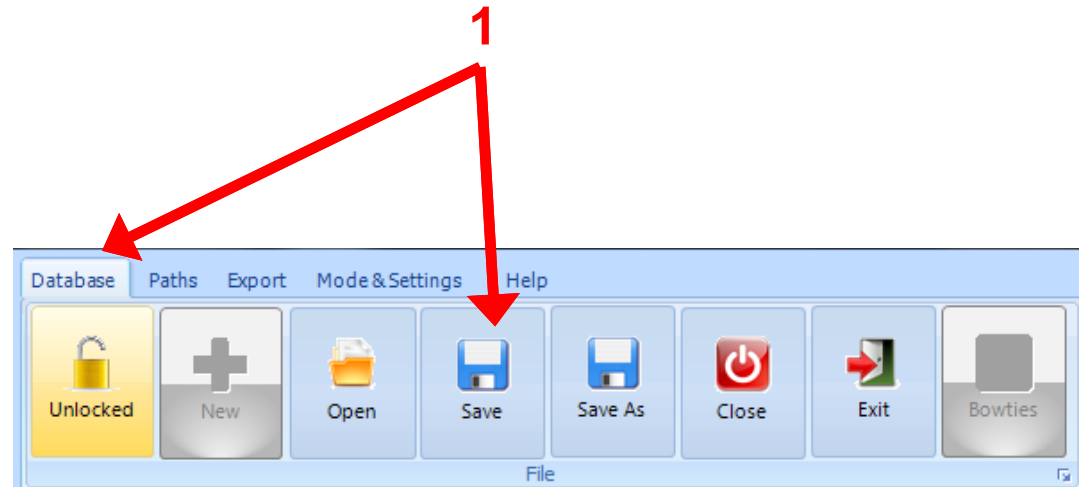
K) Delete Your Path

1. Click “Path Manager”
2. The Lite Path List window will appear.
3. Click “Name” to arrange the path list in name order.
4. Click your path in the list, and then click “Delete”.



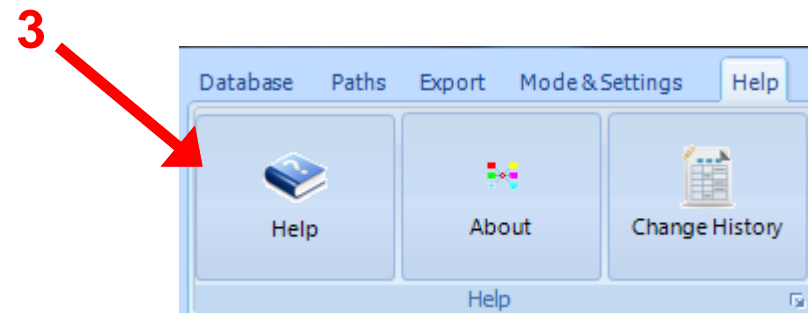
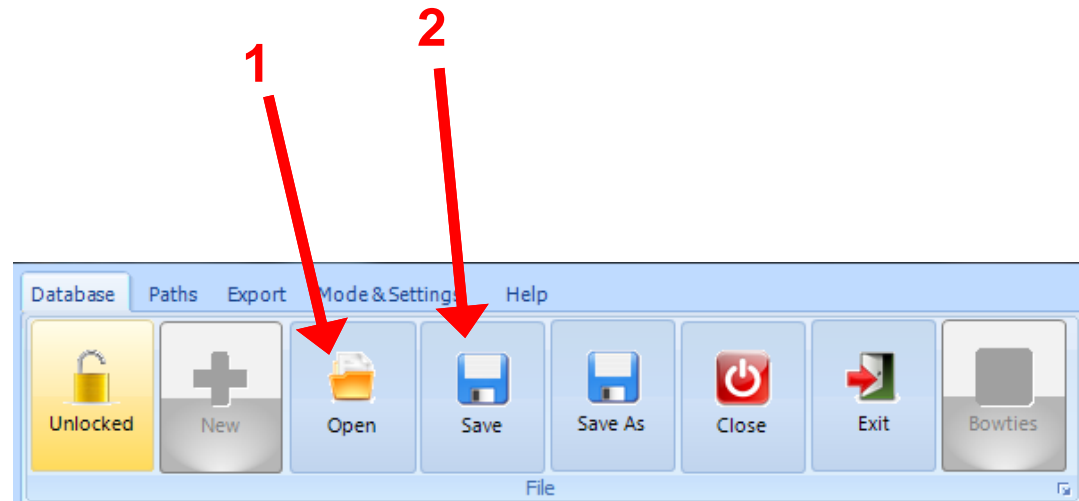
L) New Path, Save Path

1. To save your path at any time, simply click “Save” under the Database tab to save the database
2. To start a new path, simply click “New Path” under the Paths tab.



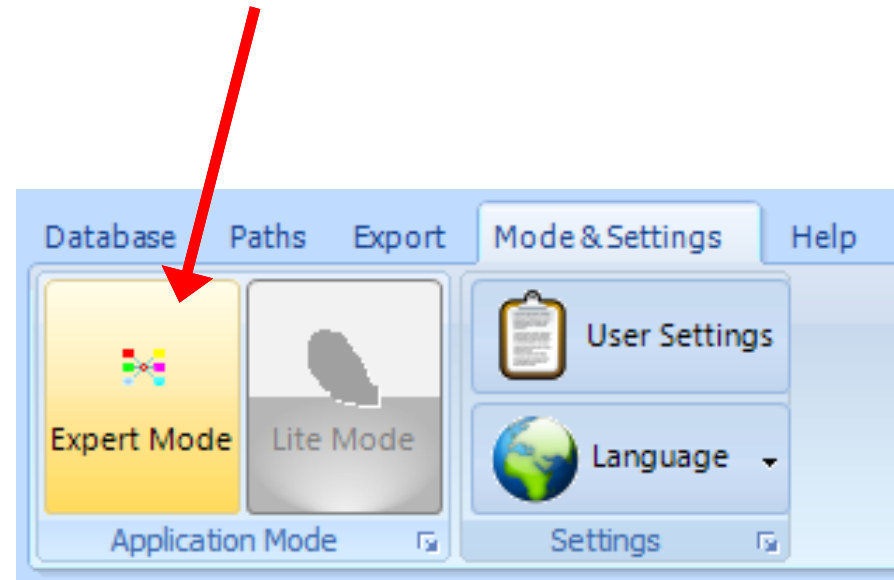
M) Open/Save Database, Open Help Files

1. Click “Open” to open a different database under the Database tab.
2. Click “Save” to save database (boxes and paths).
3. Click “Help” under the Help tab to open the help files.



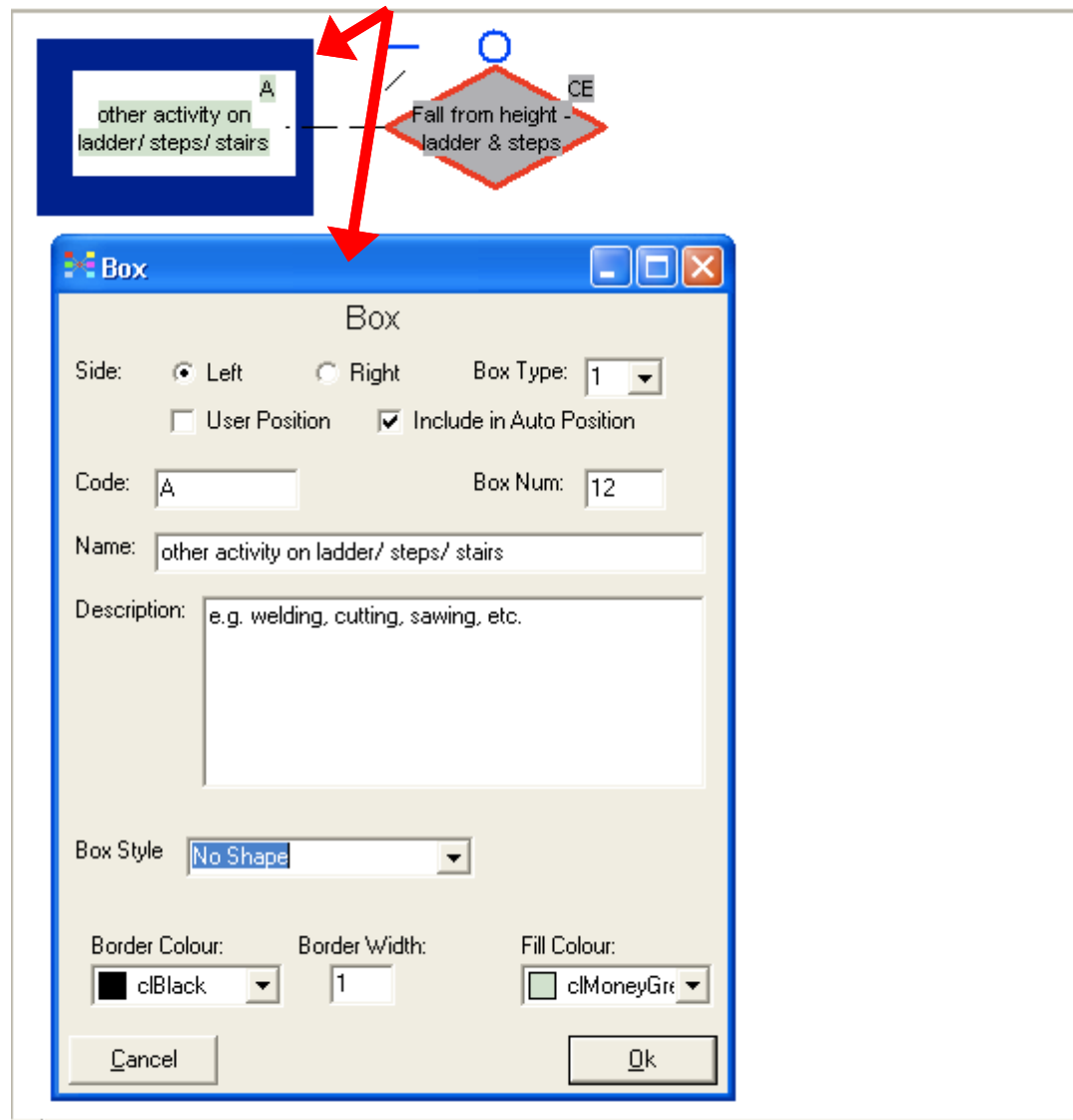
N) Application Mode

Use the “Application Mode” subsection under the Mode & Settings tab to switch between Storybuilder Lite and Storybuilder Expert modes.



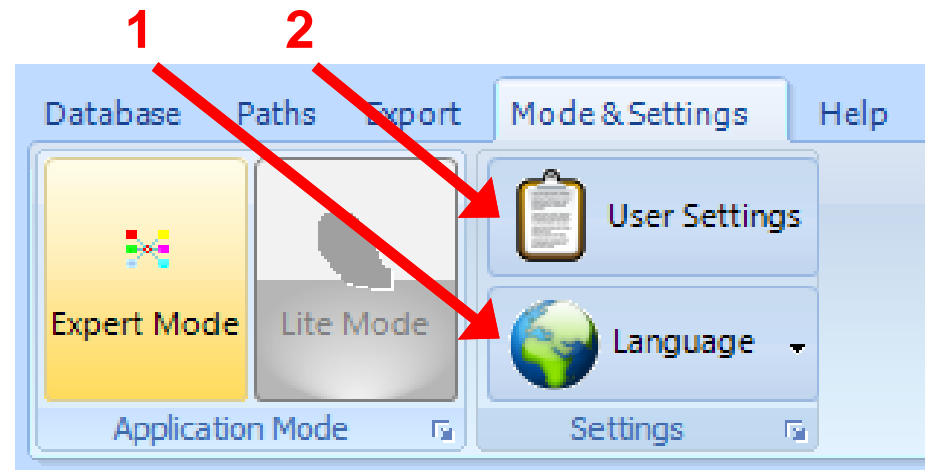
P) Edit Box

Double-click any box in your path to edit that box. You can change side, box type, position, code, number, name, description, style, border colour, border width, and fill colour...if you so choose.

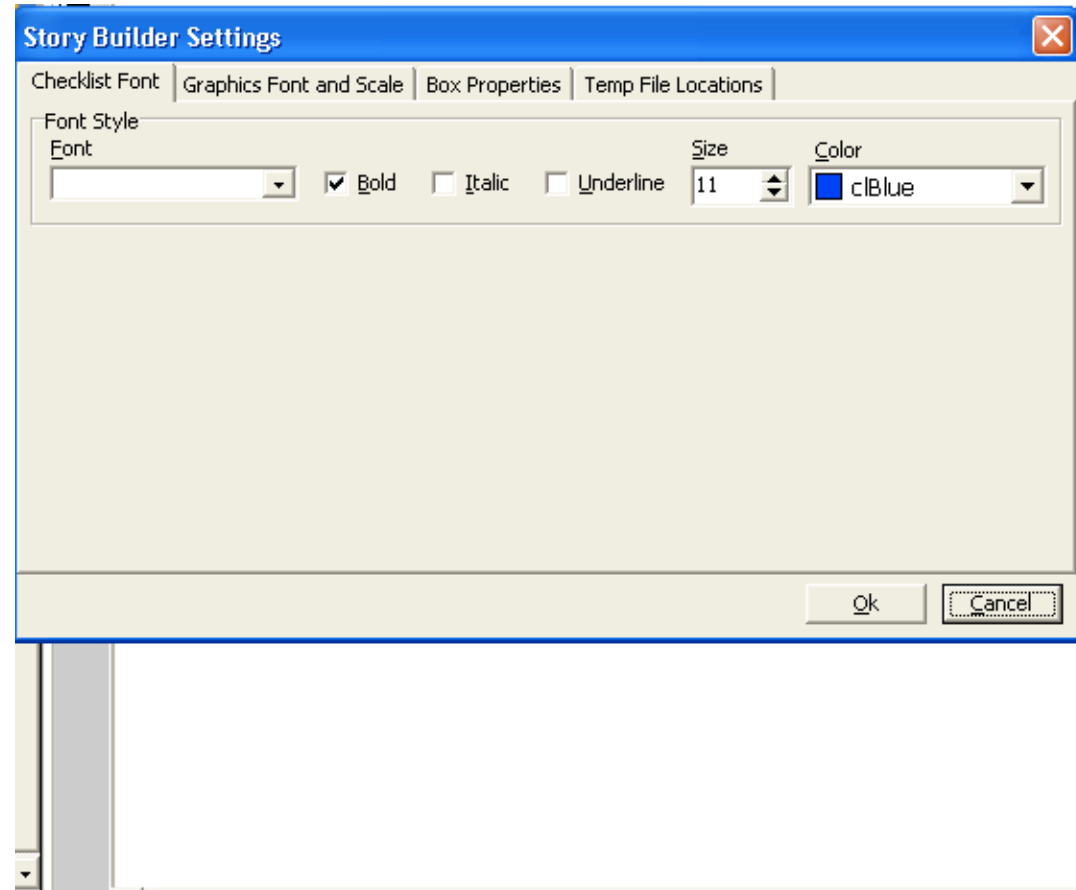


Settings

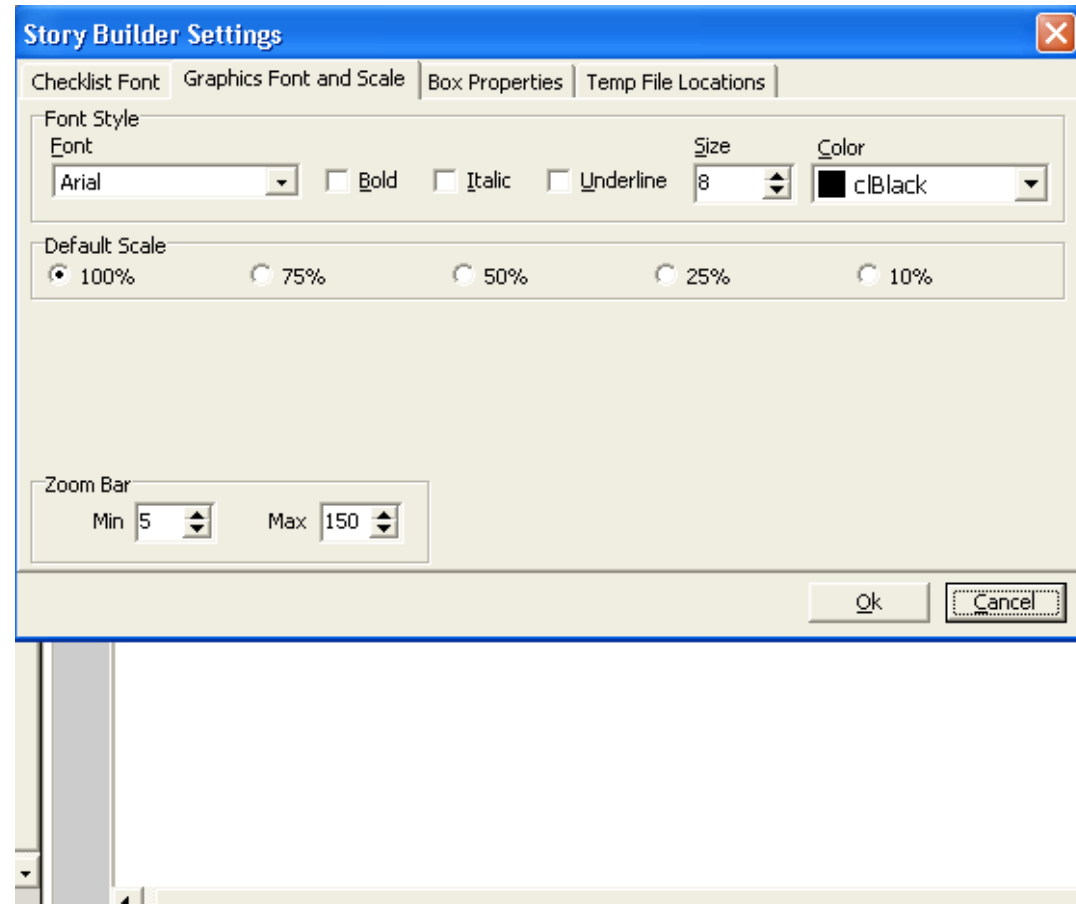
1. Click Language under the Mode & Settings tab to switch between English (EN) and Dutch (NL)
2. Click User Settings to open the Settings window.



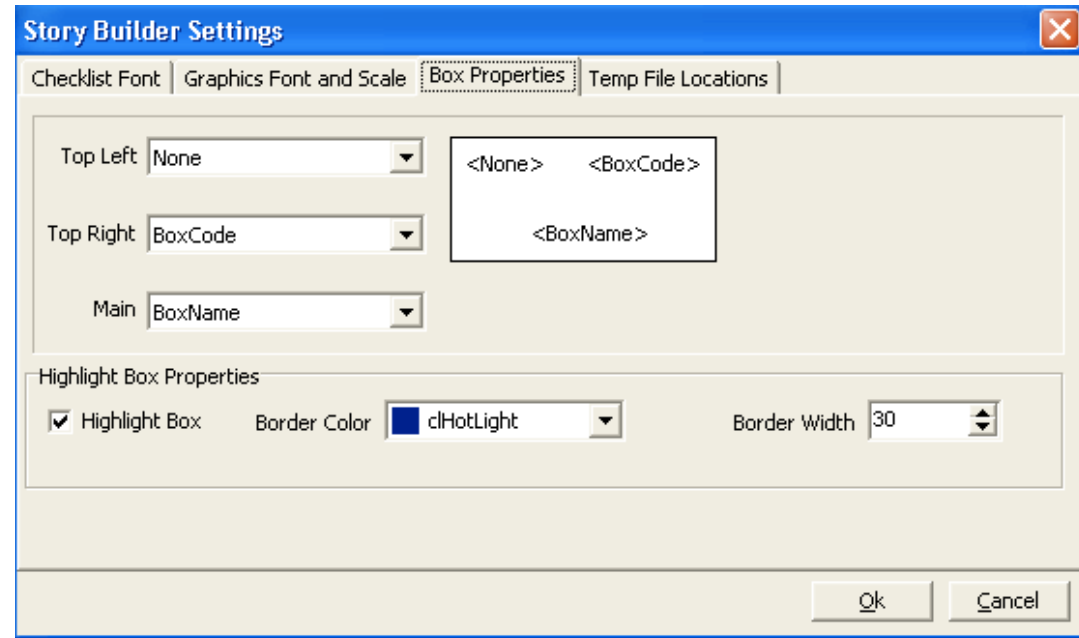
3. Use the Checklist Font tab to change the font of the checklists in Lite mode.



4. Use the Graphics Font and Scale tab to change the appearance of the graphic bowties with respect to font of the boxes, the default scale on opening, the link line colour (for expert building) and the limits of the zoom bar.



5. Use the Box Properties tab to determine what a box in the graphic will display, and how a box will be highlighted when clicked on.



6. Use the Temp File Locations tab to change where Story Builder Lite saves temporary files. This is useful for users with limited access rights. Temp files cannot be created in locations where the user has no rights.

Temp files include:

- SBLite.ini which sets the temp file location.
- A filename.tmp file created of the storybuilder file.
- A filename.ldb file created of the storybuilder file (MS access file).

