

Helpdesk

StoryBuilder Lite 2.2

Interface

24 August 2011

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STORYBUILDER LITE 2.2

Lite Help

The following files assist with using Lite:

StoryBuilder Lite Help (Filename: Lite help 2.2 EN.pdf or Lite help 2.2 EN.ppt)

Storybuilder.chm (general helpfile for the software, although not fully updated for version 2.2.Build 11.

Installer

The installer is as follows:

SetupStoryBuilderLite.....exe with the following files:






Name	Date modified	Type	Size
 blank	03/11/2009 01:02	SB File	214 KB
 SB Program Data	24/08/2011 15:11	Microsoft Office Access Record-...	1 KB
 SB Program Data	23/04/2011 21:43	Microsoft Office Access Database	212 KB
 Storybuilder	22/08/2011 23:43	Compiled HTML Help file	4905 KB
 StoryBuilderv2-2-11	24/08/2011 01:51	Application	3671 KB

Figure 1 Installed files for 2.2

Files

Open a file using Database, Open

OR



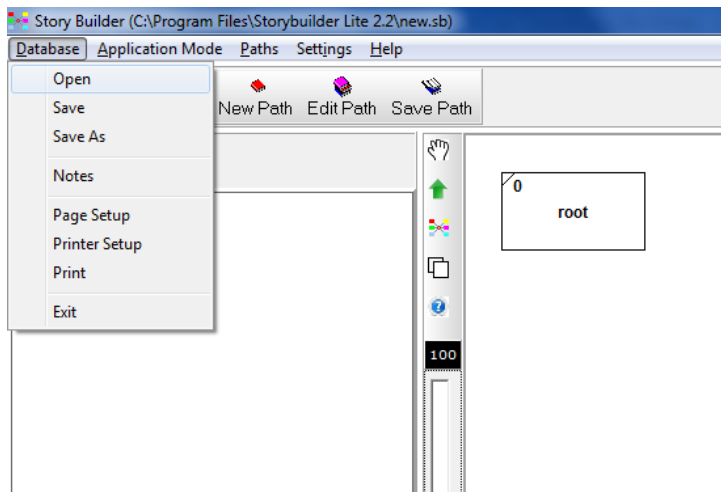


Figure 2 Opening a database from Lite mode

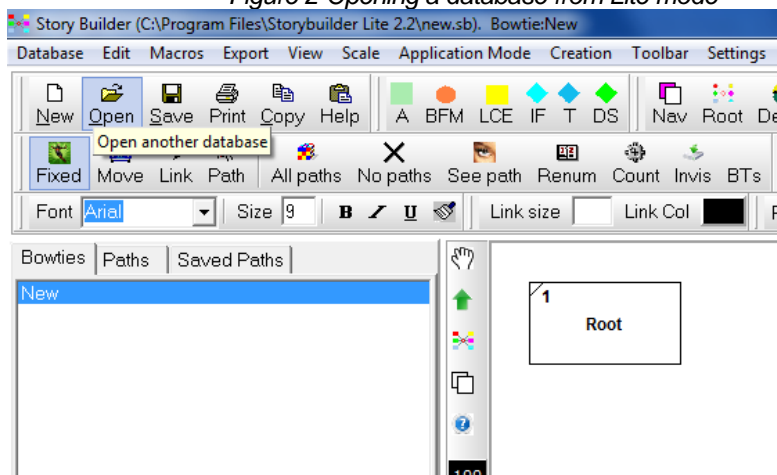


Figure 3 Opening a database from Expert Mode

110720 Superfile MOTHER CREATION 22_ANON.sb

110720 Superfile MOTHER CREATION 22_Blank.sb

The file 110720 Superfile MOTHER CREATION 22_ANON.sb contains the database of reported reportable serious accidents investigated by the Dutch Labour Inspectorate. These constitute an estimated 1% of occupational accidents in The Netherlands. The database contains accidents from the period 1998-Feb2004, and 2007-2009. In total it is calculated that there are now 17860 unique accidents with 18506 victims of the following 36 bowties:

Storybuilder Bowtie	
(4084)	08.1 Contact with moving parts of machine
(1861)	03.2 Contact with falling objects NOT cranes
(1561)	01.1.1 Fall from height ladders
(1519)	01.1.3 Fall from height - roof/platform/floor
(811)	02 Struck by moving vehicle
(744)	01.1.2 Fall from height scaffold
(710)	08.3 Trapped between/ against
(680)	11 In or on moving vehicle with loss of control
(633)	01.2 Fall on same level
(597)	04 Contact with flying/ ejected objects
(431)	03.1 Contact with falling objects CRANES
(423)	01.1.5.3 Fall from height - working on height unprotected
(402)	06 Contact with object used/ carried
(402)	07 Contact with handheld tools
(350)	08.2 Contact with swinging/hanging objects
(343)	01.1.5.2 Fall from height - non-moving vehicle
(315)	15 Loss of Containment from normally closed
(299)	12 Contact with electricity
(298)	01.1.5.1 Fall from height - moveable platform
(202)	27 Explosion
(197)	09 Moving into an object
(188)	01.3 Fall down stairs or ramp
(179)	17 Fire
(166)	14.1 LoC's Open containments
(148)	05 Hit by rolling/sliding object and person
(134)	14.2 Contact with hazardous substance without LOC
(131)	01.1.4 Fall from height - hole in the ground
(91)	20.1 Victim of Human Aggression
(57)	25 Extreme muscular exertion
(45)	20.2 Victim of animal behaviour
(43)	22.1 Contact with hazardous atmosphere in confined space
(37)	10 Buried by bulk mass
(37)	23 Impact by immersion in liquid
(23)	13 Contact with extreme hot or cold surfaces or open flame
(10)	22.2 Contact with hazardous atmosphere through breathing apparatus
(3)	24 Too rapid (de)compression

Figure 4 Storybuild bowties represented and numbers of accidents per bowtie (note that some accidents involve more than 1 bowtie)

Start-up

On starting up the user will see the splash screen followed by a mode version menu.

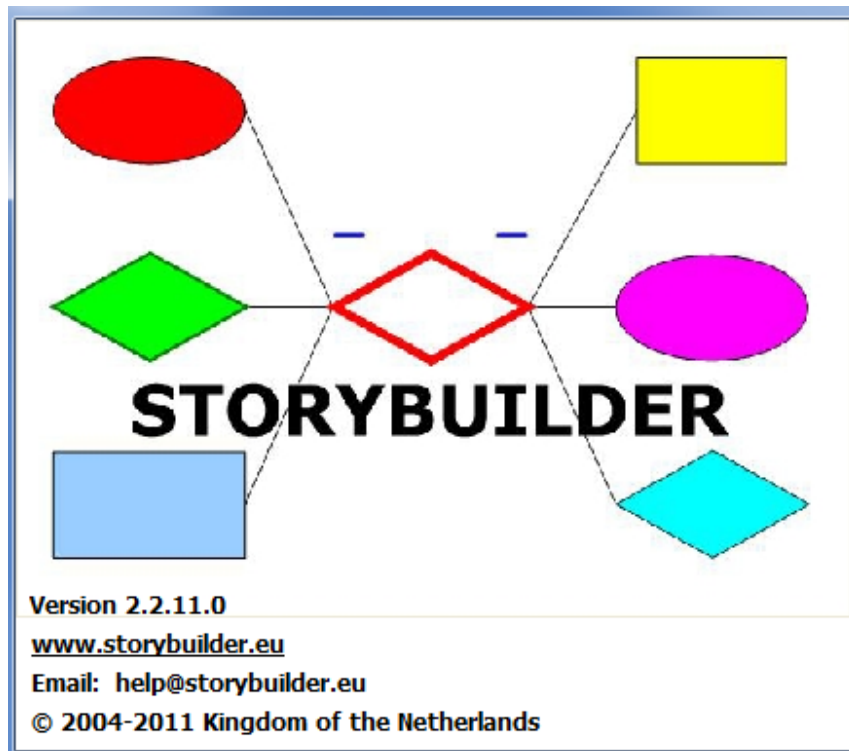


Figure 5 Splash screen

The user can choose to enter Expert or Lite Mode:

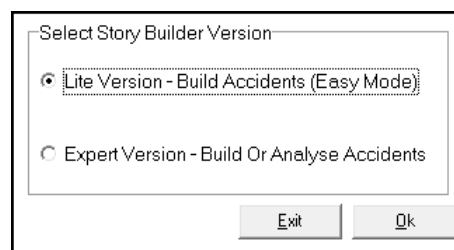


Figure 6 Mode choice on start up

The Lite Version provides a checklist approach for entering data for the 36 bowties (in the database provided).

Lite mode

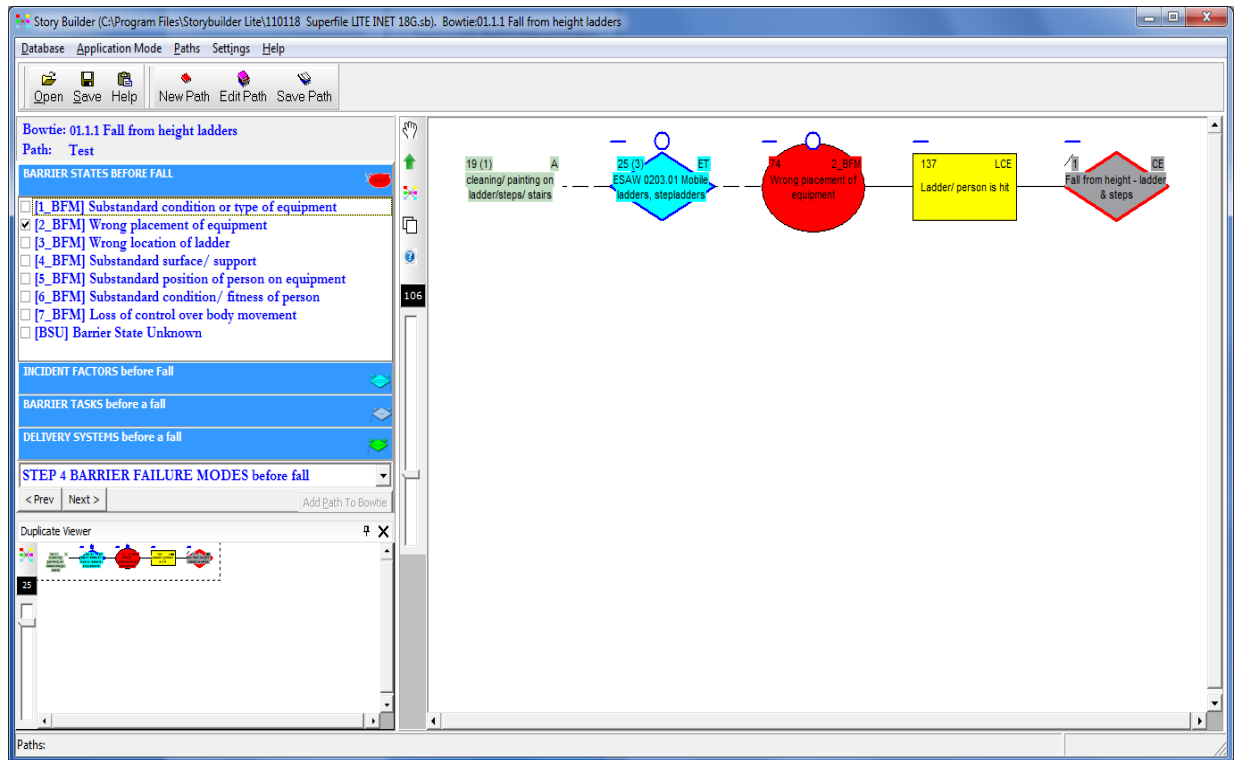


Figure 7 Storybuilder Lite Mode screen

To use the Lite mode checklist go to the Lite mode (at the start up or in the Application mode drop down window).

1. Select the relevant bowtie
2. Go to the next step and enter a path name. (NOTE – It is not necessary to keep to the steps order)
3. Go through each step. (NOTE It is not compulsory to fill every step in).
4. On the last step the Add path to bowtie button will become available. Pressing the button will do that and the user is taken to Expert mode.

Central Menu Bar

The Lite and Expert modes have a number of additional features including a central menu bar:

- Hand for dragging graphic
- Arrow cursor for selecting boxes and using box menu

- Got to root
- Duplicate view
- Help
- Slider to adjust scale

There are also added hints on buttons and a duplicate view (bottom left) for navigating.

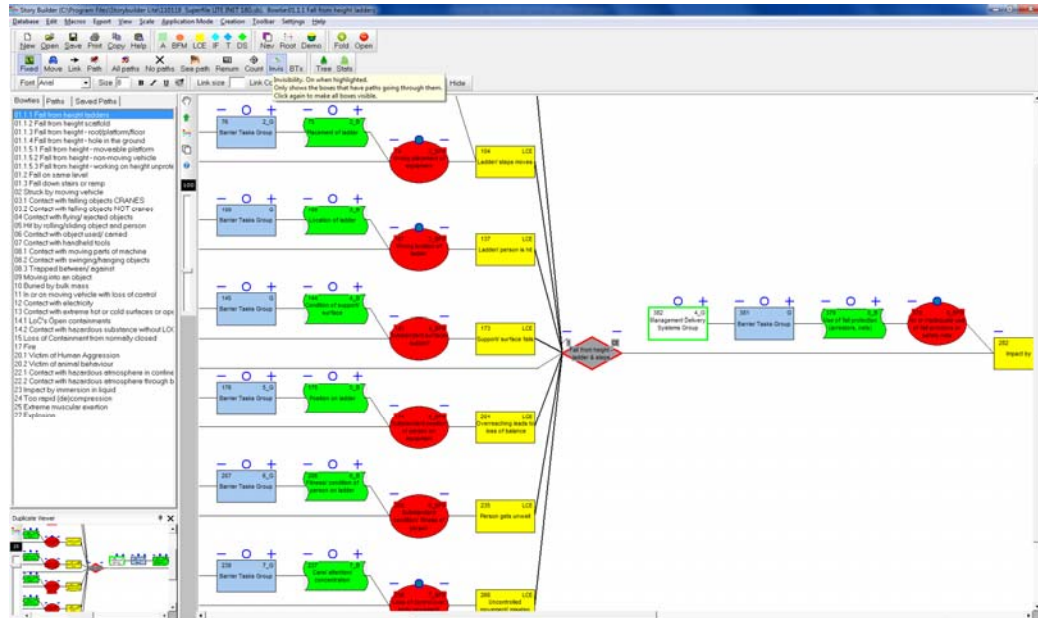


Figure 8 Expert mode view. The left frame now has 3 tabs for Bowties, Paths, and Saved Paths from searches. Below this is the Duplicate View for navigating. There is a new vertical bar between the left frame and the graphic on the right

Viewing a Lite 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. The user can then use the new Invisibility button if they wish. This button switches off all the boxes in the Storybuilder bowtie that do not have any paths going through them.

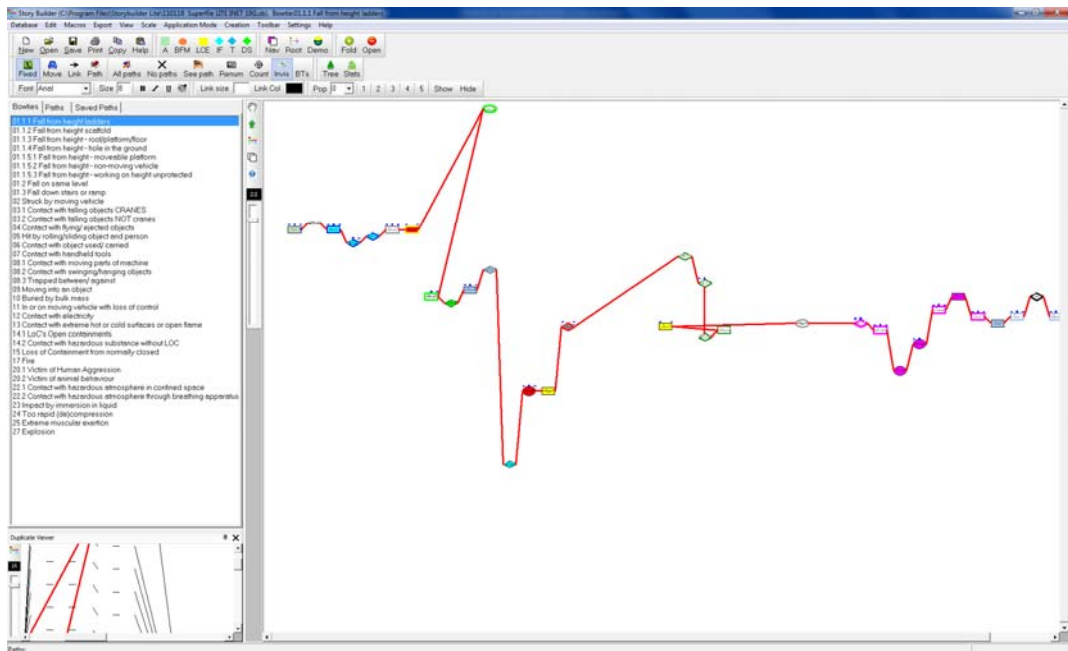


Figure 9 Use of the invisibility button in Expert Mode

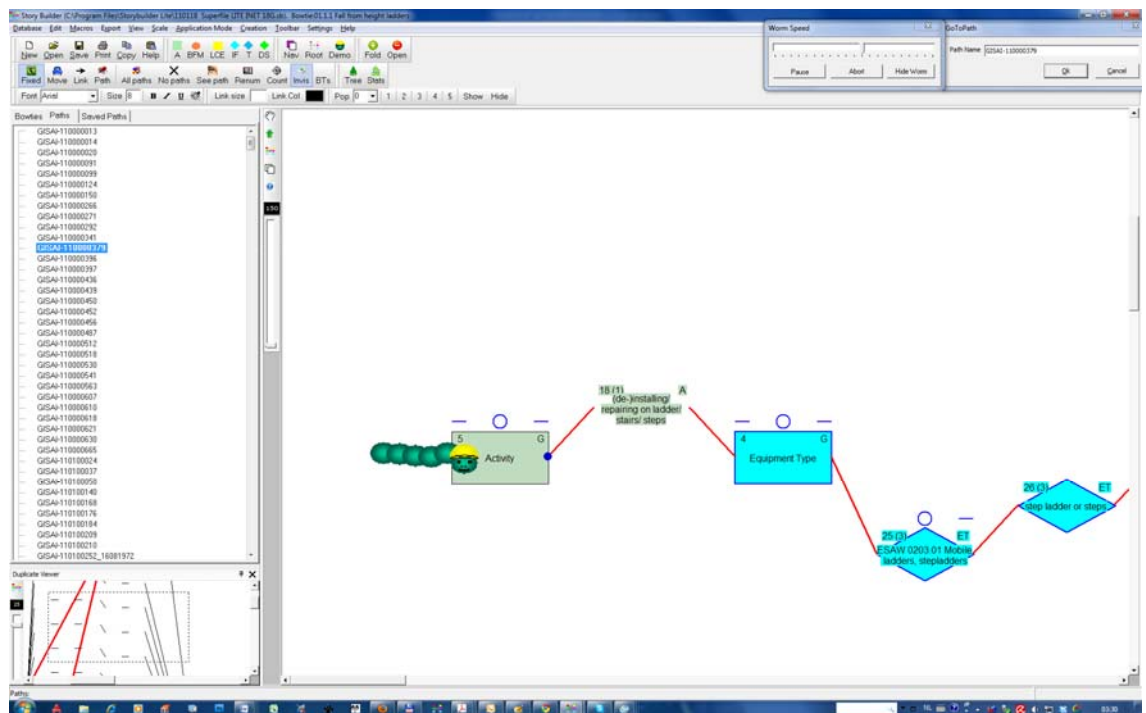


Figure 10 Any path can be demonstrated by the StoryBuilder bookworm who walks along the boxes. Click the Demo button.

Settings

NB language settings are described in the next section.

An extra feature of Lite is the settings menu. This has 4 tabs

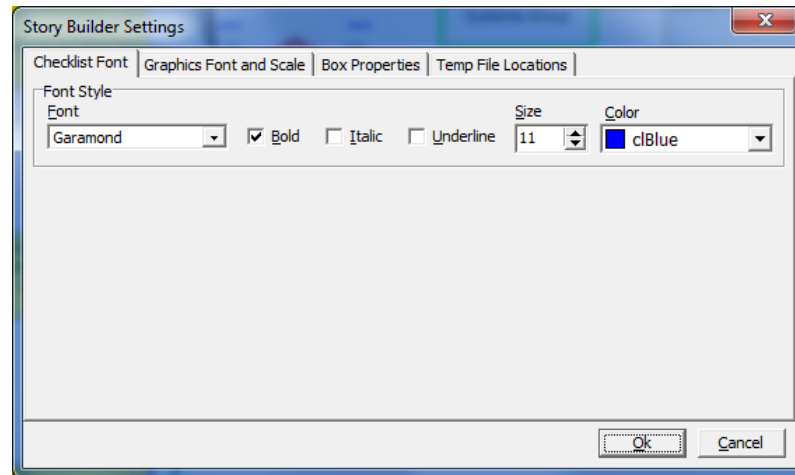


Figure 11 Checklist font: For changing the font of the checklists in Lite mode

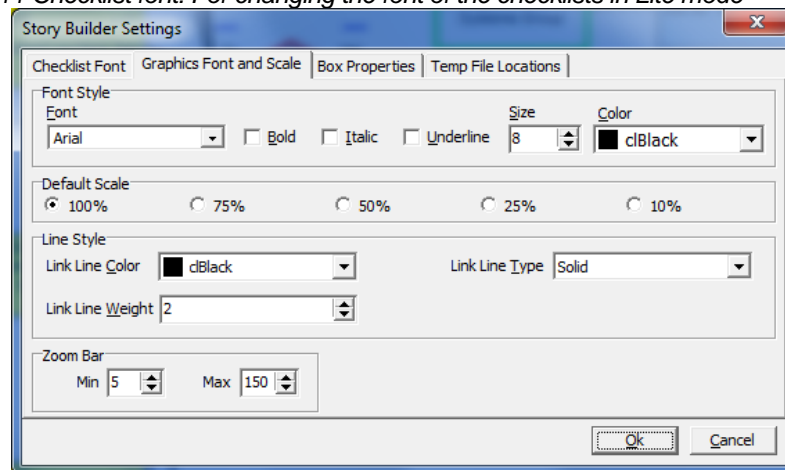


Figure 12 Graphics font and scale settings for changing the appearance of the graphic bowties with respect to font of the boxes, the default scale on opening, the link line colour (for expert building) and the limits of the zoom bar

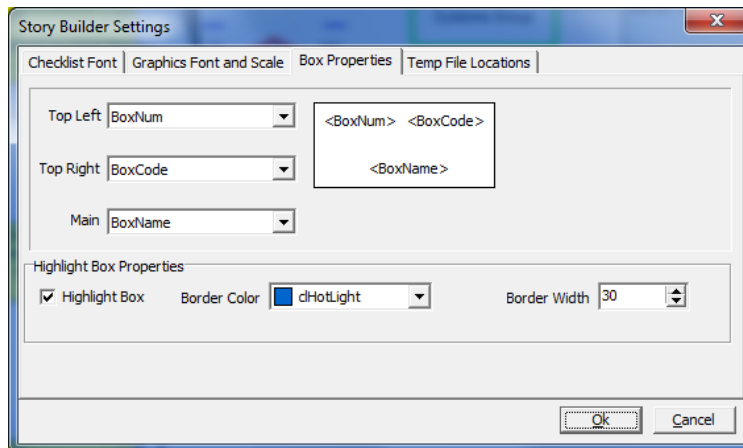


Figure 13 Box properties for determining what a box in the graphic will display. In addition a clicked on box will be highlighted according to the selected properties

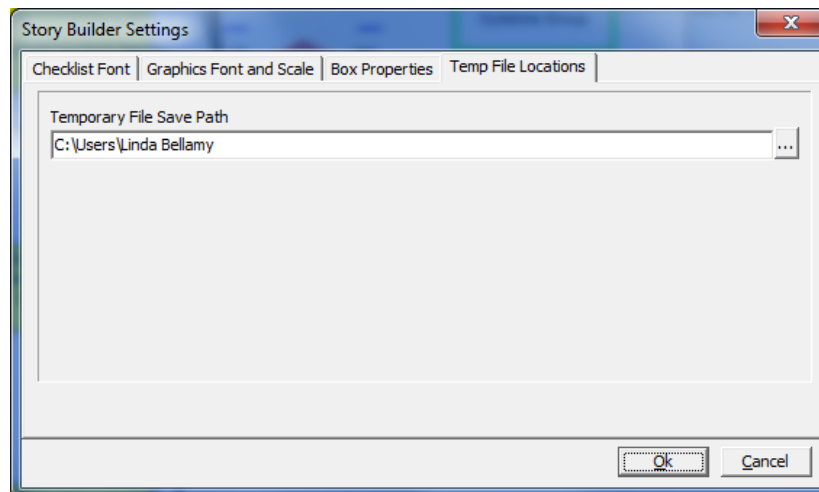


Figure 14 The temp file locations determines where the temp files will be produced. This is useful for users with limited access rights. Temp files cannot be created in locations where the user has no rights.

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).

Language settings

The dropdown settings menu also has a language settings option.

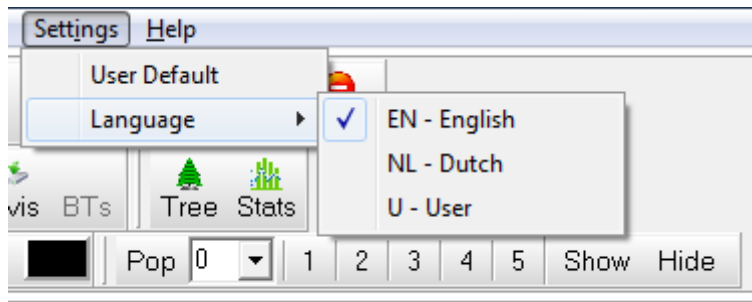


Figure 15 Select the preferred language to see the database in English or Dutch. User is currently free for the user to enter their own language data.

Double clicking on a box in expert mode provides the option to see and edit the other languages. When the box is open left click on the language icon to get the menu and tick the language you want. While the box is open you will be able to enter or edit the text in other languages.

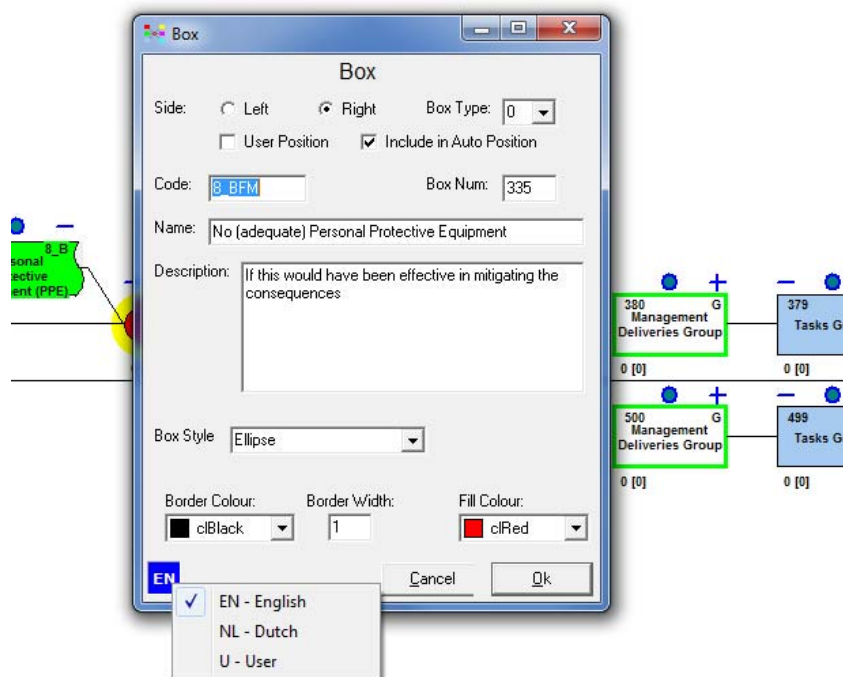


Figure 16 Changing the language in an individual box

Creations for Lite Mode- Making your own checklists

The checklists in Lite mode are produced by using a menu in Expert mode called creation:

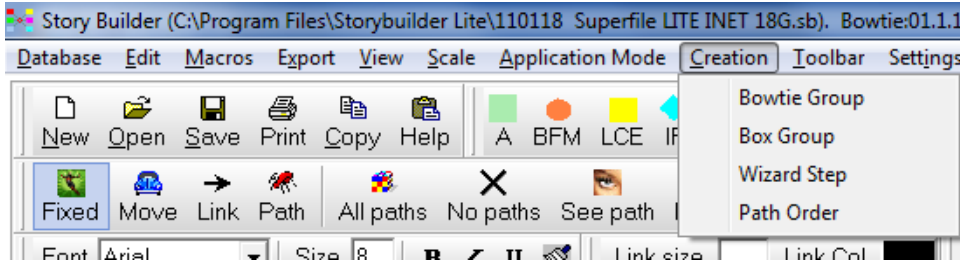


Figure 17 Creation menu

BOWTIE GROUP

In **Bowtie group** all the bowties are offered in Creation for sorting into Bowtie groups of the user's choice as they will appear in the Lite checklist.

All the essentials of how to work bowtie group are in the box group section.

In the bowtie group master choose add or update a group

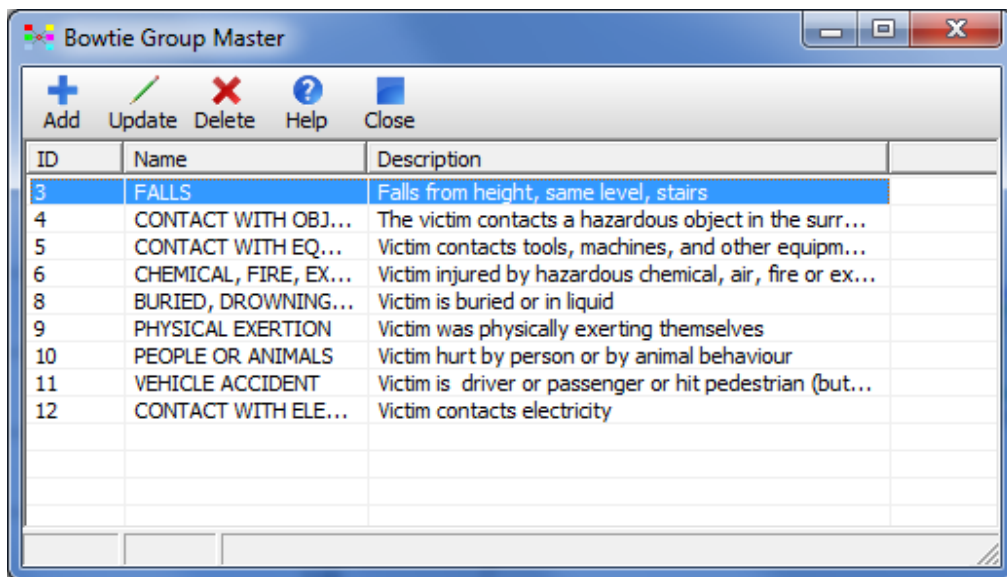


Figure 18 Bowtie group creator with already created groups

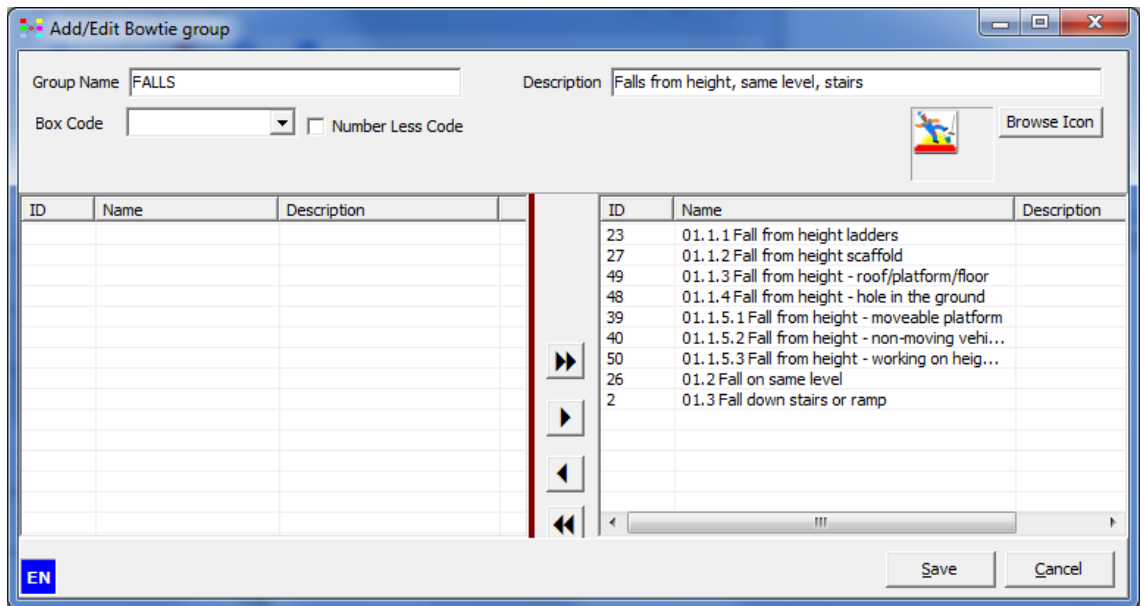


Figure 19 Bowtie group creator showing one of the bowtie groups in update mode

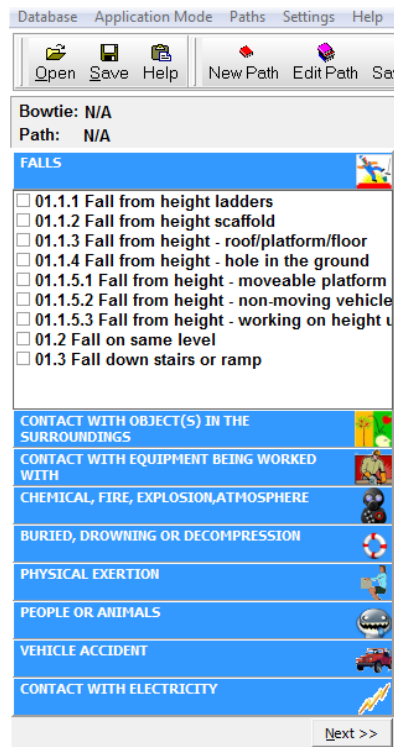


Figure 20 Bowtie group FALLS as it appears in the checklist

BOX GROUP

In **Box group** all the boxes of the currently selected bowtie are offered in Creation for sorting into box groups which can then be grouped into steps in Wizard Step.

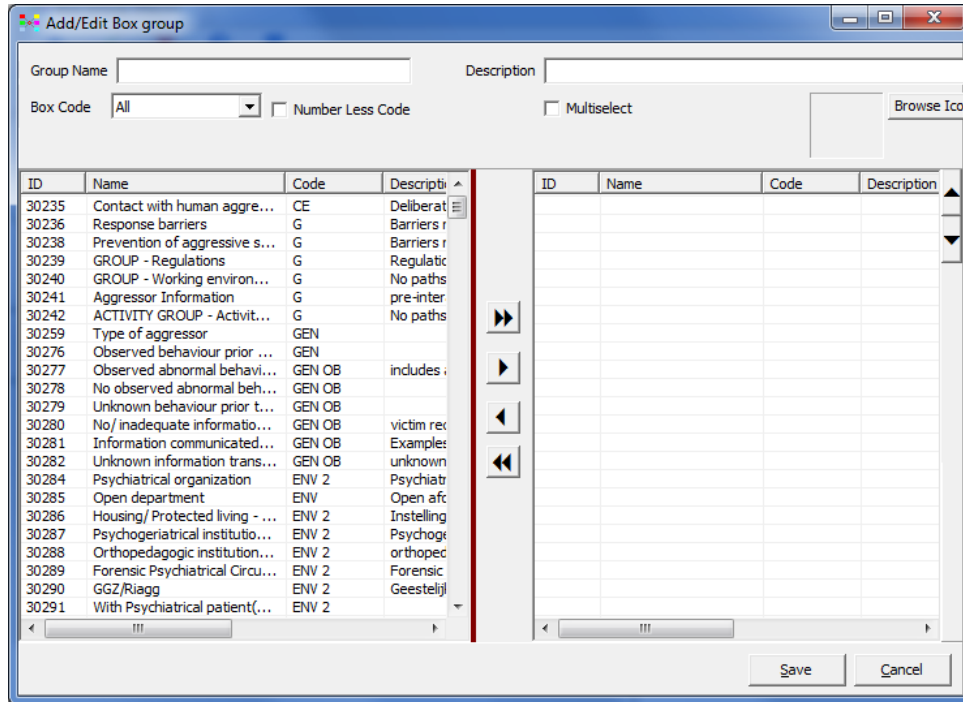


Figure 21 Available boxes from a storybuild are shown on the left and put in groups on the right



Figure 22 Group menu

Click 'Add' to create a new box group

Click on a box group and 'Update' to edit an existing box group.

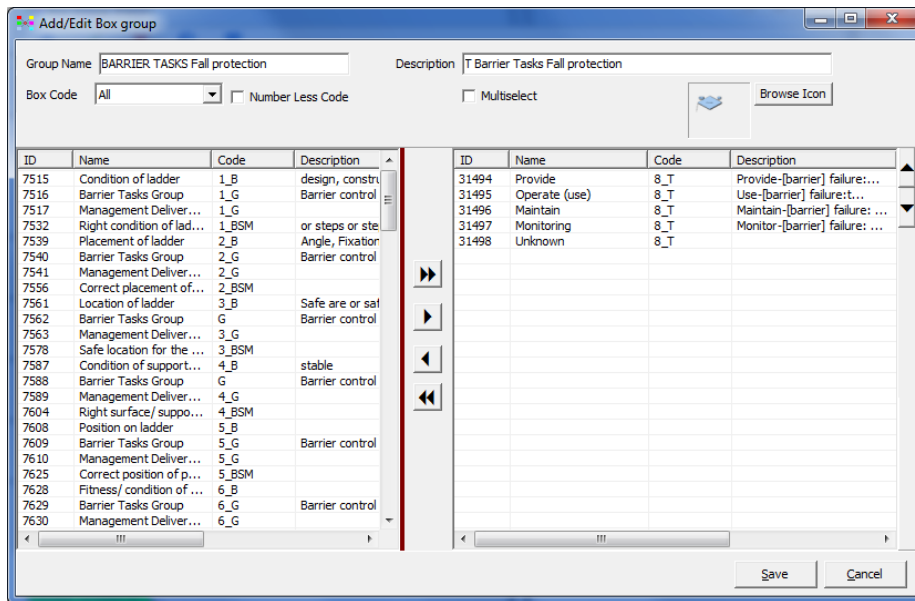


Figure 23 Box group for a set of barrier tasks

Each part of box group update is described below:

Name your box group in 'Group Name'

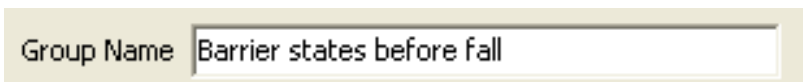


Figure 24 Group name

Add a description, if you choose to.

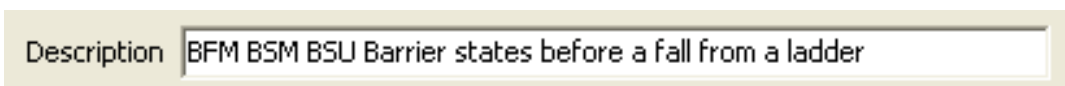


Figure 25 Description

You can click 'Browse icon' to choose a particular icon from file, which will appear next to the Box Group in Lite. You need icons files (ico extension) with icons of size 32x32 pixels.

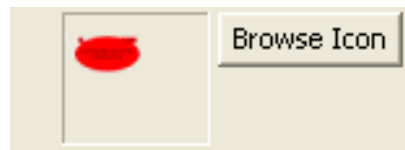


Figure 26 Icon

The list on the left-hand side shows the boxes that have not been put into box groups. Click the title of a column to order the boxes according to that column (e.g. click “Name” to order alphabetically by name, “Box Number” to order numerically by box number, or “Code” to order numerically/alphabetically by code). Click again to reverse the order.

ID	Name	Code	Description	Side	Type	BoxN...	Shape
7515	Condition or t...	1_B	type, design, ...	Left	1	4	Rhombus
7516	Tasks Group	G	Barrier contro...	Left	1	5	Ellipse
7517	Management ...	G		Left	1	6	Ellipse
7539	Placement of l...	2_B	Angle, Fixatio...	Left	1	143	Rhombus
7540	Tasks Group	G	Barrier contro...	Left	1	144	Ellipse
7541	Management ...	G		Left	1	145	Ellipse
7561	Location of e...	3_B	Safe are or s...	Left	1	180	Rhombus
7562	Tasks Group	G	Barrier contro...	Left	1	181	Ellipse
7563	Management ...	G		Left	1	182	Ellipse
7587	Condition of f...	4_B		Left	1	212	Rhombus
7588	Tasks Group	G	Barrier contro...	Left	1	213	Ellipse
7589	Management ...	G		Left	1	214	Ellipse
7608	Position on eq...	5_B		Left	1	243	Rhombus
7609	Tasks Group	G	Barrier contro...	Left	1	244	Ellipse
7610	Management ...	G		Left	1	245	Ellipse
7628	Fitness/ condi...	6_B		Left	1	276	Rhombus
7629	Tasks Group	G	Barrier contro...	Left	1	277	Ellipse
7630	Management ...	G		Left	1	278	Ellipse
7648	User ability fa...	7 BFM	Loss of contr...	Right	1	306	Small Rect

Figure 27 Fields of the boxes listed for selection

Filter the list of boxes by using the Box Code drop-down menu. Tick the 'Number Less Code' box to view box codes without numbers. Choose 'BFM' for example to see all BFM boxes not already in a box group.

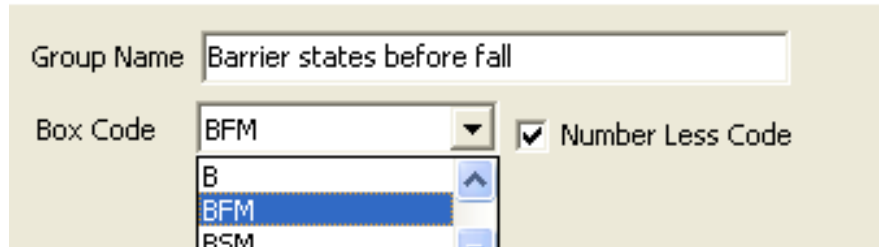


Figure 28 Filtering listed boxes for selection

In the figure below the right-hand side shows the boxes in the box group.

The order that the boxes will appear in the checklist will be as shown on the right hand. Select a box and use the up and down arrows on the right hand side to move box positions. You can also sort them by clicking on the column headings eg. by clicking on name they will be sorted in alphabetical order.

ID	Name	Code	Description	Side	T	ID	Name	Code	Description
7648	User ability fa...	7_BFM	Loss of contr...	Right	1	7514	Substandard conditio...	1_BFM	Substandar
						7538	Wrong placement of ...	2_BFM	Substandar
						7560	Hazardous location o...	3_BFM	Unsafe/ uns
						7586	Floor/ support constr...	4_BFM	Constructio
						7607	Substandard position...	5_BFM	e.g. standin
						7627	Substandard conditio...	6_BFM	on ladder/ s
						7532	Right condition/type ...	1_BSM	
						7556	Correct placement of...	2_BSM	
						7578	Safe location of equi...	3_BSM	
						7604	Right surface/ suppo...	4_BSM	
						7625	Correct position of p...	5_BSM	
						7645	(Physically) fit person	6_BSM	
						7666	User ability (to contr...	7_BSM	Correct care
						7512	Unknown state of all ...	BSU	

Figure 29 Boxes selected for a box group. The up and down arrows on the right hand side can be used to change the position of a selected box in the order of boxes in the list (which is how they will be displayed in the Lite Checklist). The arrows in the middle move a selected box or boxes.

Barrier states before fall	
<input type="checkbox"/>	[1_BFM] Substandard condition/ type of equipment (ladder/ steps)
<input checked="" type="checkbox"/>	[2_BFM] Wrong placement of equipment
<input type="checkbox"/>	[3_BFM] Hazardous location of equipment
<input type="checkbox"/>	[4_BFM] Floor/ support construction failure
<input type="checkbox"/>	[5_BFM] Substandard position of person on equipment
<input type="checkbox"/>	[6_BFM] Substandard condition/ fitness of person
<input type="checkbox"/>	[7_BFM] User ability failure (to control body and/or balance)
<input checked="" type="checkbox"/>	[1_BSM] Right condition/type of equipment (ladder/ steps)
<input type="checkbox"/>	[2_BSM] Correct placement of equipment
<input type="checkbox"/>	[3_BSM] Safe location of equipment
<input type="checkbox"/>	[4_BSM] Right surface/ support for the ladder
<input type="checkbox"/>	[5_BSM] Correct position of person on ladder
<input type="checkbox"/>	[6_BSM] (Physically) fit person
<input type="checkbox"/>	[7_BSM] User ability (to control body and/or balance) successful
<input type="checkbox"/>	[BSU] Unknown state of all barriers in this group

Figure 30 Box group as displayed in the checklist

To move a box from the left-hand side to the right (i.e. to add it to the box group), either drag it from left to right, double-click it, or click it once and then click the right-arrow between the two sides.

Using the arrows to move boxes:

Click the double-right arrow to move all the boxes in the left-hand side to the right. (i.e. add them all to the box group)

Click the single right arrow to move selected boxes from the left-hand side to the right. (i.e. add selected boxes to the box group)

Click the left arrow to move selected boxes from the right-hand side to the left. (i.e. remove selected boxes from the box group)

Click the double-left arrow to move all boxes from the right-hand side to the left. (i.e. remove all boxes from the box group).



Figure 31 Control for moving boxes

Tick 'Multi-select' if multiple boxes in the box group should be selectable in Lite. For example, REGs are multi-select because multiple regulations can be broken, BFM's are multi-select because multiple barriers can fail, INJP is multi-select because multiple body parts can be injured. Whereas Victim Nationality, ET (Equipment type), and ABS (absence from work) – for example – are not multi-select.

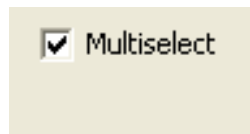


Figure 32 Multiselect ticked will allow user to tick more than one option in the Lite Checklist

Click Save to save the box group.

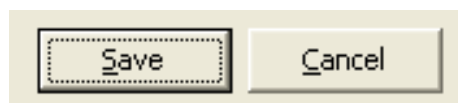


Figure 33 Save or cancel modifications to a box group

Once all box groups for a bowtie have been created, you can move on to Wizard Step

WIZARD STEP

Making creations is a laborious process. The user has to make box groups before they can make Steps. When making steps the user has to allocate box groups to each step.

ID	Name	Description	Hierarchy	Dependencies
17	STEP 1 ACTIVITY OF VICTIM	ACTIVITY OF VICTIM	True	False
18	STEP 2 TYPE OF LADDER	EQUIPMENT	True	False
21	STEP 3 LOSS OF CONTROL EVENT ...	LCE LHS	False	False
22	STEP 4 BARRIER FAILURE MODES ...	BFM IF T DS (LHS)	False	True
154	CENTRE OF BOWTIE	CE	False	False
37	STEP 5 LOSS OF CONTROL EVENTS...	LCE RHS	False	False
38	STEP 6 FALL PROTECTION	BFM IF T DS (RHS)	False	True
24	STEP 7 DOSE DETERMINING FACT...	DDF	False	False
39	STEP 8 EMERGENCY RESPONSE	BFM IF T DS (RHS)	False	True
25	STEP 9 PART OF BODY INJURED	INJP	True	False
40	STEP 10 TYPE OF INJURY	INJT	False	False
42	STEP 11 HOSPITALISATION	HOSP	False	False
23	STEP 12 CONSEQUENCES	FO CONSEQUENCES	False	False
43	STEP 13 ABSENCE FROM WORK	ABS	True	False
33	STEP 14 REGULATIONS VIOLATED	REG	False	False

Figure 34 Wizard step master

As in Box Group Creation, click Add to create a new step, and Update to edit an existing step.

Write a step name, with number.

Step Name

Figure 35 Step name in Wizard step

Add a description (if you so choose).

Description

Figure 36 Description in Wizard step

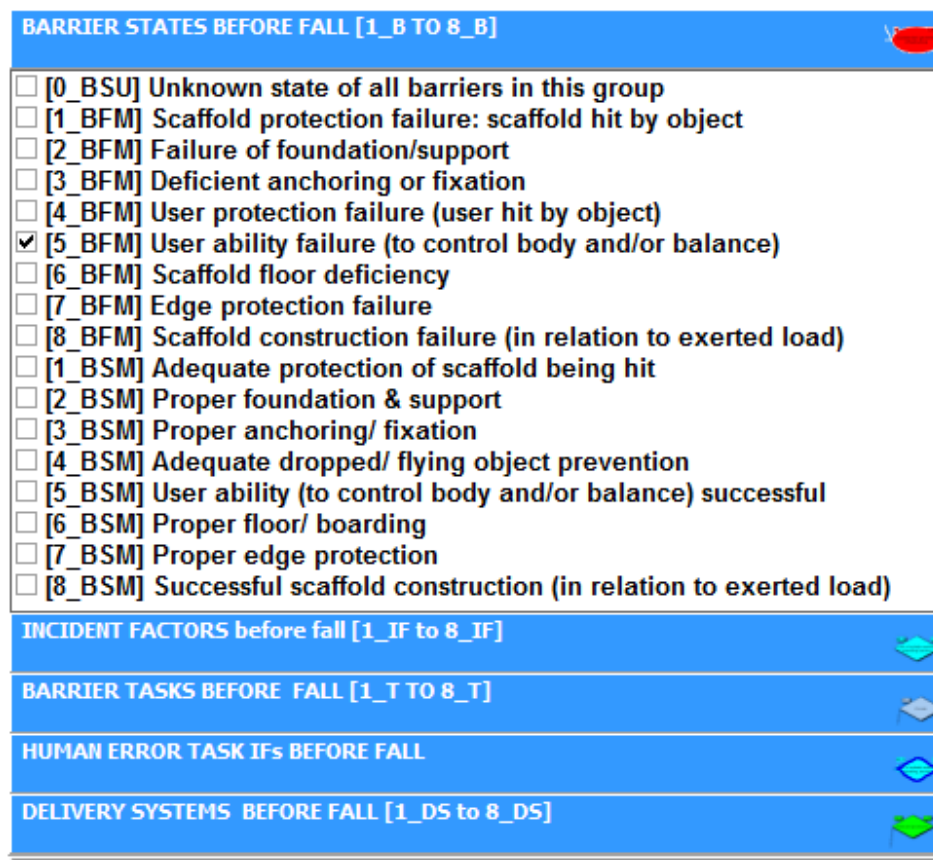


Figure 39 Appearance of box groups in a step in the Checklist

Click 'Hierarchy' if the box groups are multiple levels of the same box group (e.g. ET1, ET2, ET3,...).

Click 'Dependencies' if the box groups correspond to the same Barrier Failure Mode numbers (e.g. 1_BFM, 1_IF, 1_TIF, etc)

Leave unticked if the box groups in a step are unrelated or if there is only one.

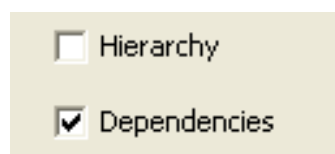


Figure 40 Hierarchy and dependency choices in a step

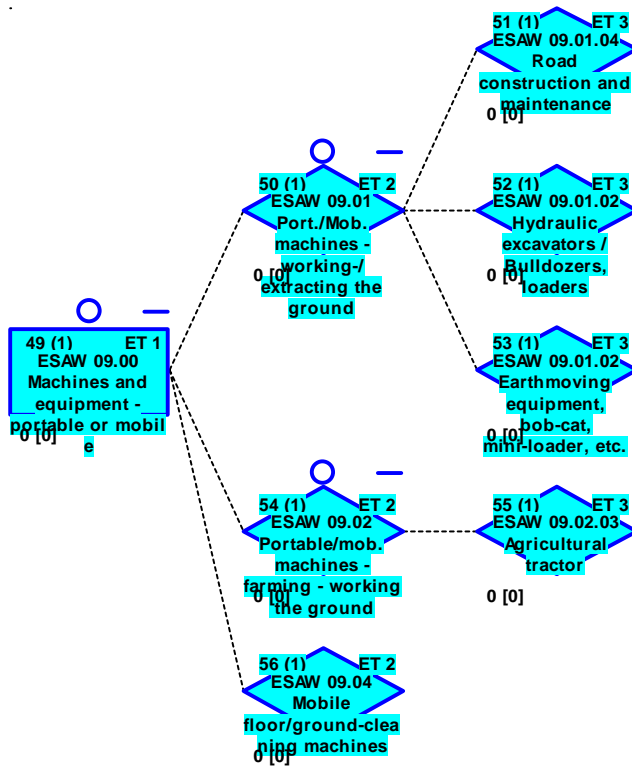


Figure 41 Example of a hierarchy from the graphic

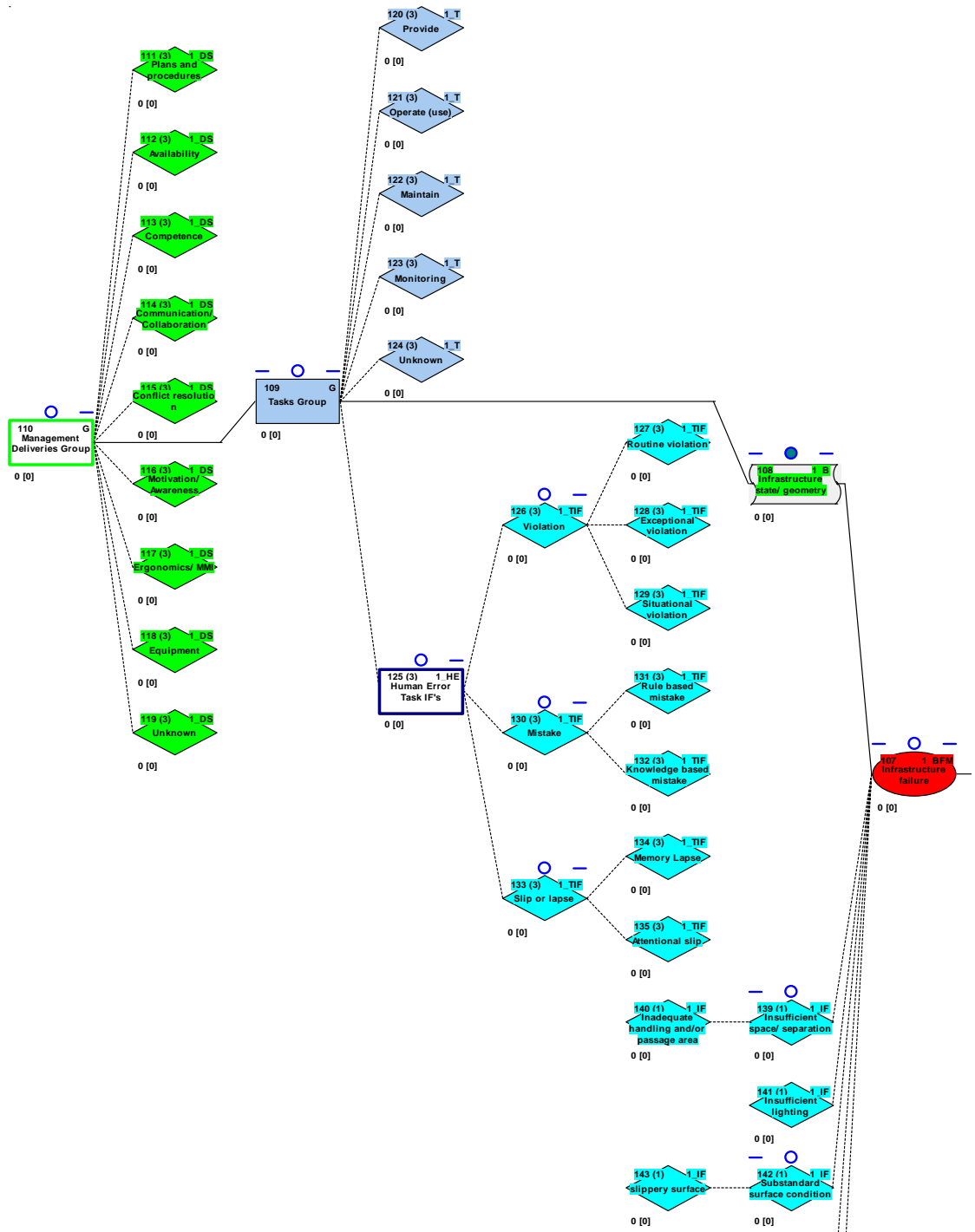


Figure 42 Example of boxes in a "dependency" group - Here all the boxes share the number 1_ in the code

In other words...

There may be only one box group in a step, or there may be multiple boxes if the user has to go through a number of levels of a variable or if there are dependencies between boxes. So, steps may have:

- On or more box groups that are not interdependent
- Box groups that are levels in a hierarchy –like for the equipment type ET classification or injured body parts.
- Dependencies between boxes like when they start with the same barrier failure mode number (e.g. 1_BFM, 1_IF, 1_T, 1_DS)

Save the step as in Box Group Creation using the save button.

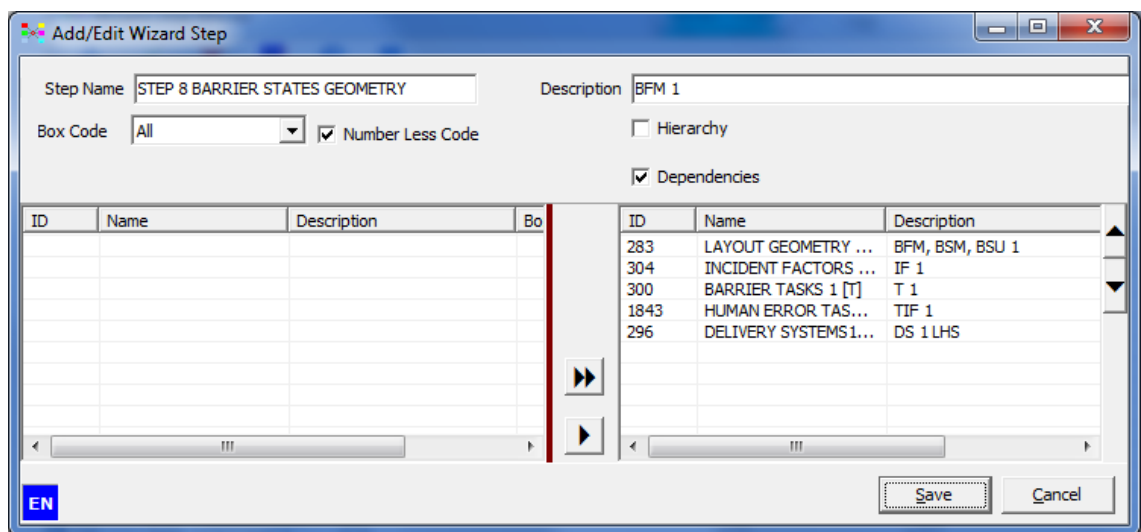


Figure 43 When a step is added/updated click the Save button

Click the “Order” button (next to the Add, Update, and Delete step buttons) to open the ‘Set Order’ Window. Change the order of steps (as they will be ordered in Lite) by selecting individual steps and moving them up or down using the arrows in the top-right corner. Click Save to save the step order.

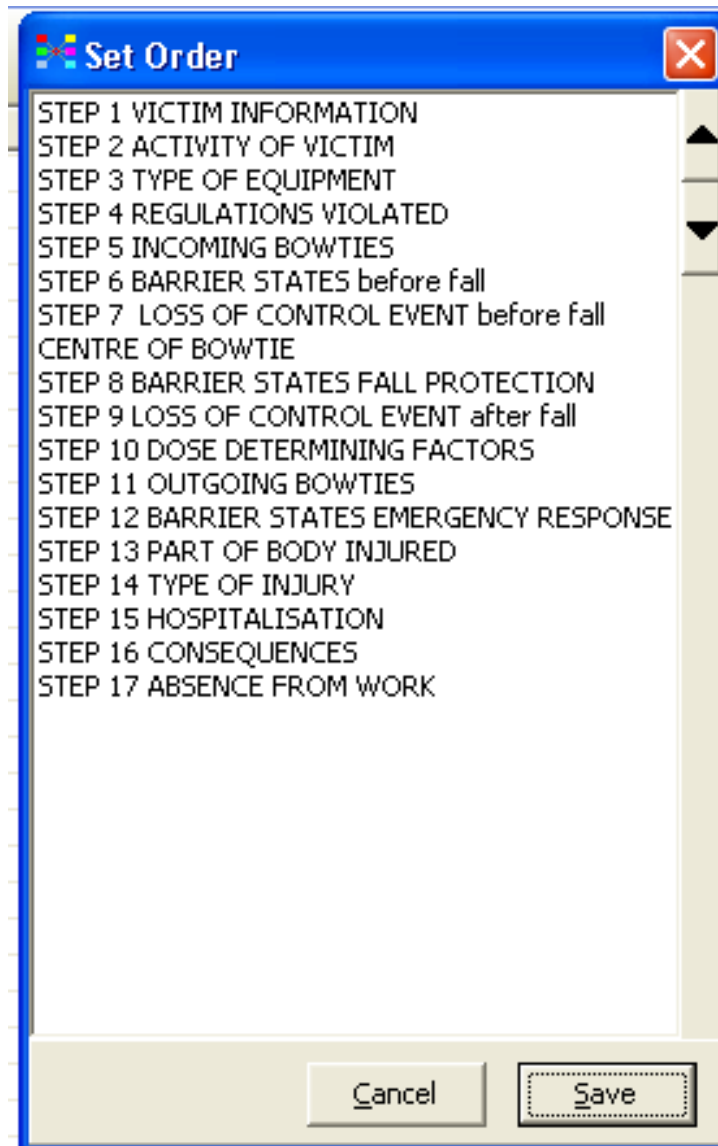


Figure 44 Adjust step order by selecting a step and using arrows on the right and then click save

PATH ORDER

In the Creations dropdown menu Creations >Path Order is then used to specify how the path will be drawn through the graphic in Expert mode.

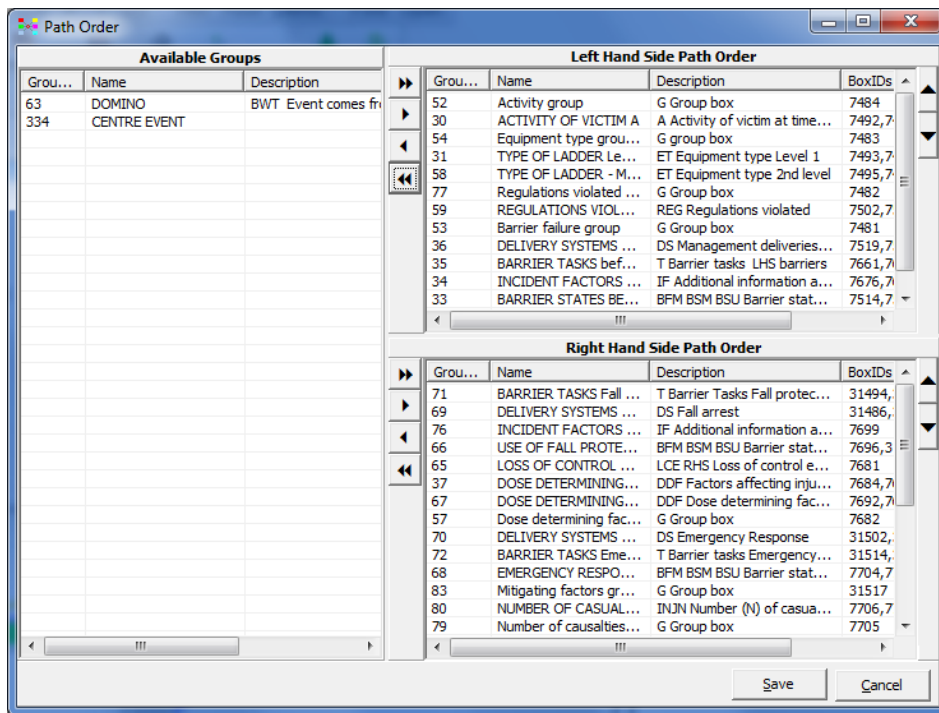


Figure 45 Finally the path order has to be specified

Use the arrows, as in Box Group Creation and Wizard Step, to move selected box groups into the appropriate order from 'Available Groups'. The Centre Event does not go into either left-hand or right-hand side path order, but remains in the "Available Groups".

In the path order it should be noted whether boxes in a hierarchy or dependencies expand to left or right in order to set the correct order.

e.g. in the mother database Barriers should be ordered as below.

70	Delivery systems em...	DS Emergency Respons
72	Barrier tasks emerge...	T Barrier tasks Emerger
1816	Human Error Task IF...	TIF Emergency respons
493	Incident Factors eme...	IF Emergency response
68	Barrier States emerg...	BFM BSM BSU Barrier st

Figure 46 Path order of items in a Barrier groups

Save the selected order