

Cause-Think

User Guide

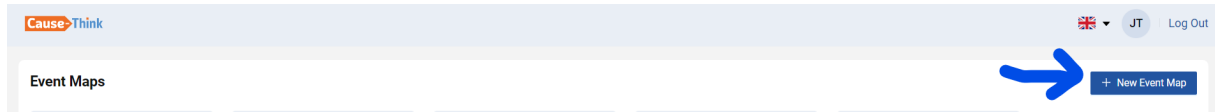


Contents

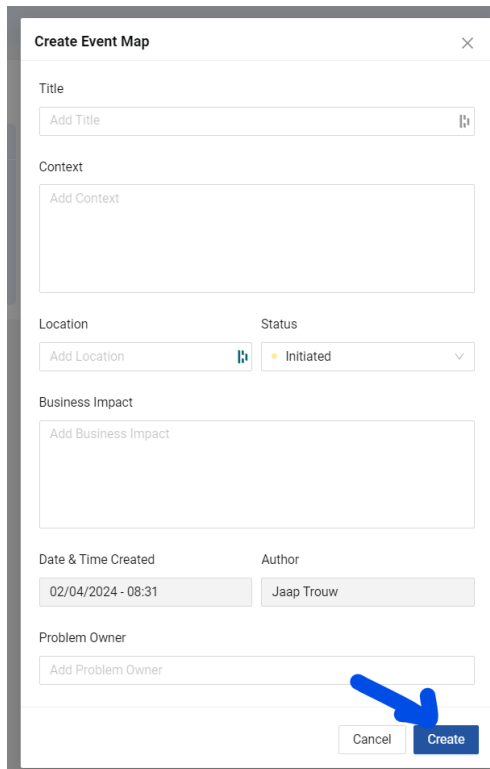
- Create a New Event Map 2
- Start building your Event Map 3
- Adding AND/OR port 5
- Delete Event Map items..... 6
- Move Event Map / Zoom in 8
- Adding pictures/visuals..... 8
- Export/print Event Map 9
- I don't see my Event Map items in the pdf! 11
- Actions/measures/owners 13
- Action list 14
- Export Action List to .csv 17
- FAQ's 18
 - I don't see the barrier-bars when exporting 18

Create a New Event Map

1. After logging in, click on “New Event Map” to create a new Event Map.

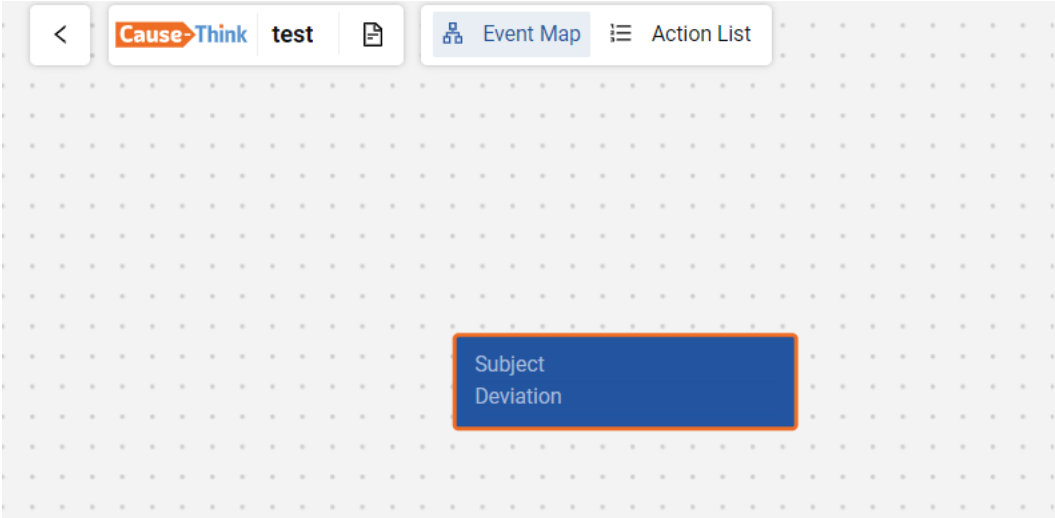


2. A pop up screen appears and you can fill in some details concerning the Event Map. They are not mandatory although very helpful. Click on Create to create the Event Map.

A screenshot of a 'Create Event Map' pop-up form. The form is titled 'Create Event Map' and has a close button (X) in the top right corner. It contains several input fields and a dropdown menu. The fields are: 'Title' (with 'Add Title' placeholder), 'Context' (with 'Add Context' placeholder), 'Location' (with 'Add Location' placeholder), 'Status' (a dropdown menu currently showing 'Initiated'), 'Business Impact' (with 'Add Business Impact' placeholder), 'Date & Time Created' (displaying '02/04/2024 - 08:31'), 'Author' (displaying 'Jaap Trouw'), and 'Problem Owner' (with 'Add Problem Owner' placeholder). At the bottom of the form, there are two buttons: 'Cancel' and 'Create'. A blue arrow points to the 'Create' button.

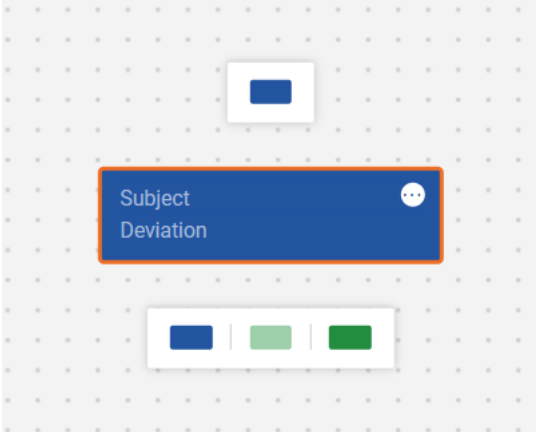
- 3.

The Event Map is created in your dashboard. Click on the Event Map to start building it. This is what you see:

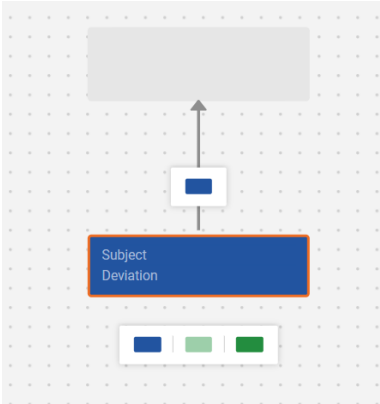


Start building your Event Map

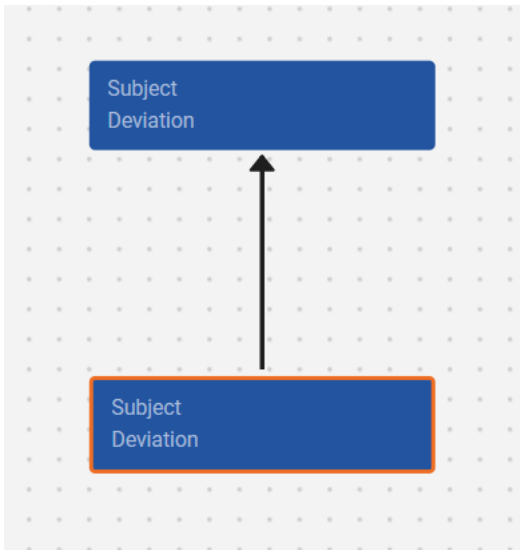
1. To start creating the Event Map, click on the Event. Options appear:



2. Hover over an option and a placeholder appears



3. Click on your choice of event map item and it appears in the Event Map

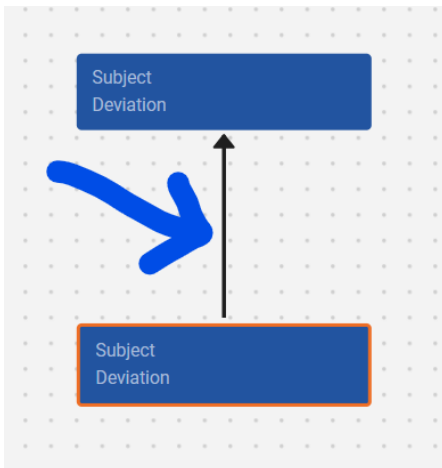


This works for every item in the Event Map. In short:

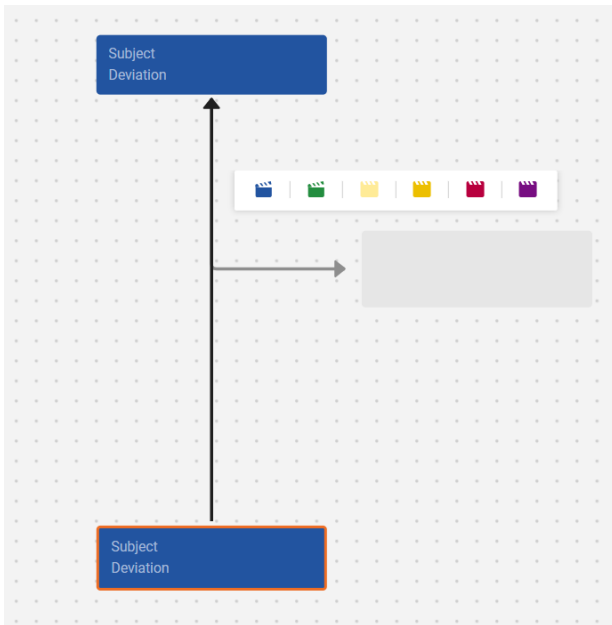
1. Click on an EM-item
2. Options appear
3. Hover and choose your option
4. Repeat

For (broken) barriers:

1. Click on the arrow:



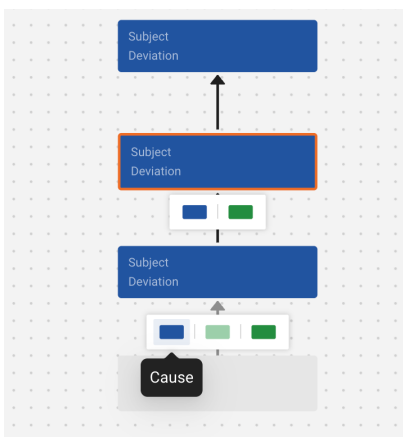
2. Options appear and you can now click on your choice.



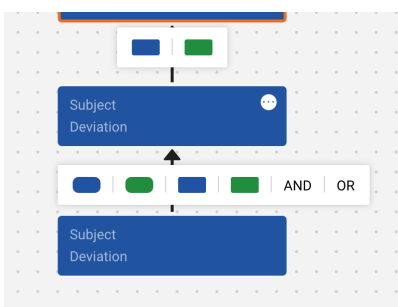
Adding AND/OR port

To add and AND or OR port, click on the relevant Cause.

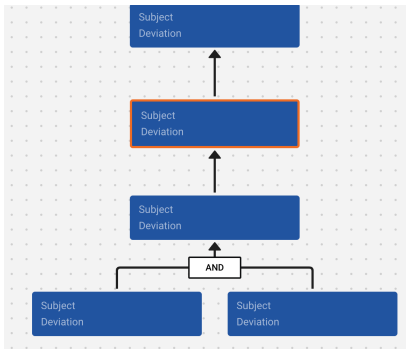
1. First add 1 cause below it



2. Click on the first Cause again. Now extra options appear



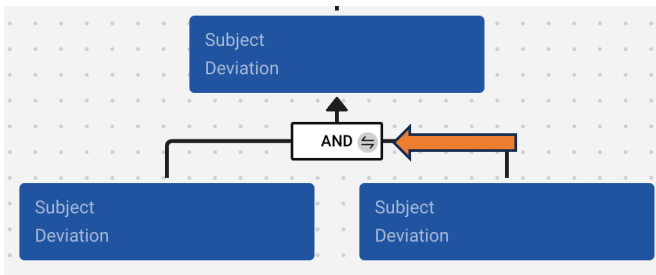
3. Choose AND or OR, and click on the item you want



4. To add even more items on the same split, redo step 2 and 3.

You can change the split from AND to OR and back

Click on the AND/OR port. You will see a “switch”- icon appear

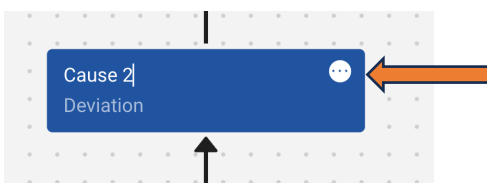


Click on the icon and the port changes from AND to OR and the other way around.

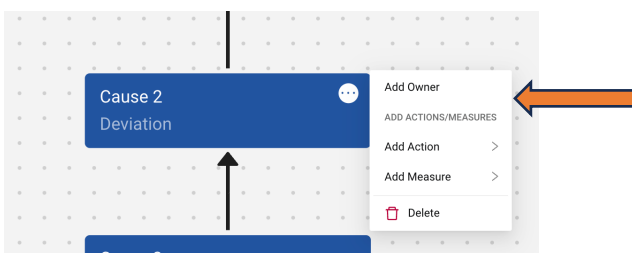
Delete Event Map items

It is possible to delete Event Map items from anywhere in the Event Map. To delete an item:

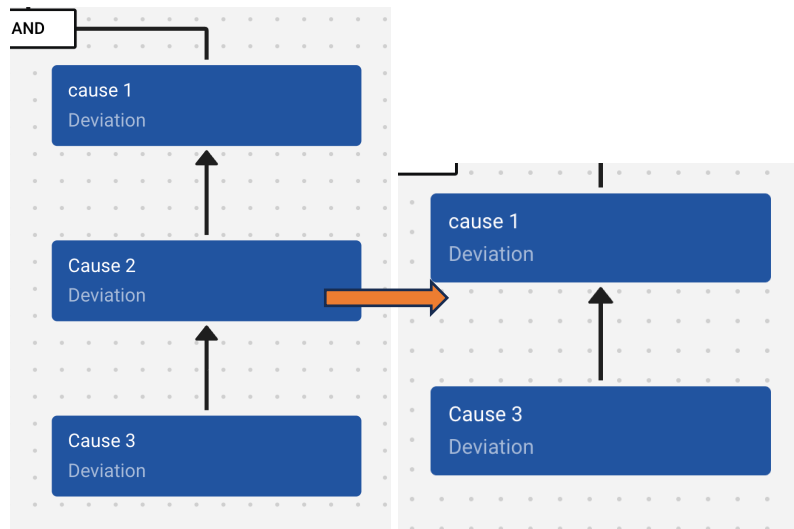
1. hover over the event map item. You see a white circle with 3 black dots appear.



2. Click the black dots and a menu box appears



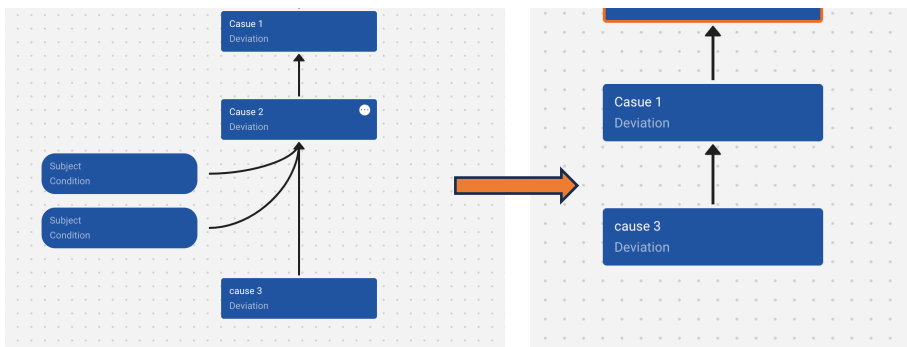
- Choose to delete. The Event Map item is deleted. The lower item attaches to the top item in the chain.



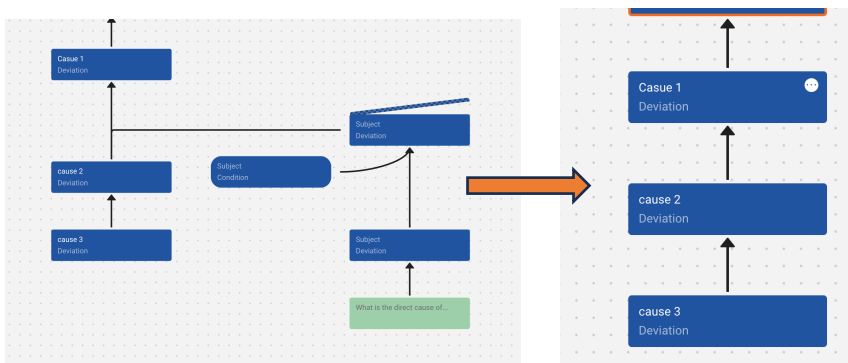
The same happens in the consequences and below broken barriers.

There are some things to understand:

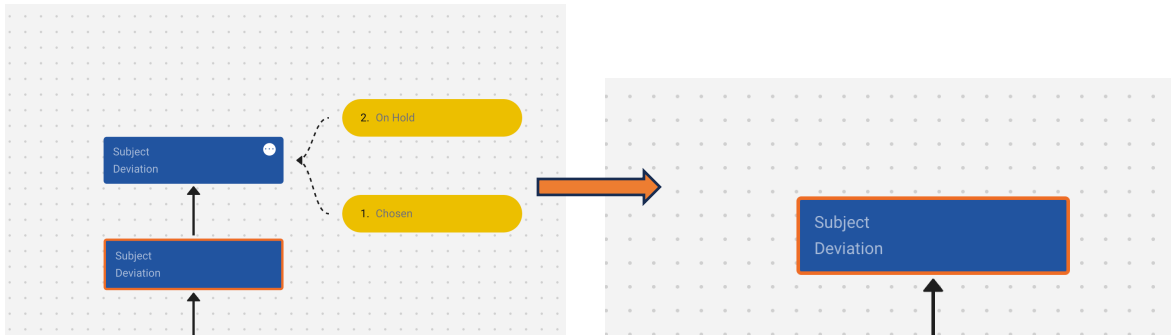
- When you delete a cause or consequence where there are contributing circumstance attached, they will all be deleted



- When you delete a broken barrier, everything under the broken barrier is deleted



- When you delete an Event map item with actions attached, the actions are deleted



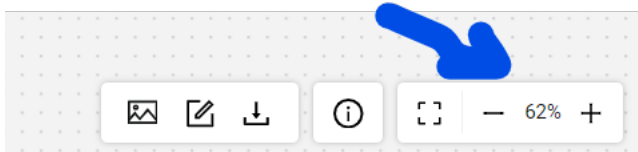
Move Event Map / Zoom in

You can move the entire Event Map to reposition it in your screen:

Place your mouse on a blank spot. Click and hold. Now move your mouse.

Zoom in

- Use the icons



- Or use the scroll function of your mouse to zoom in or out
- The square brackets gives you 100% zoom instantly



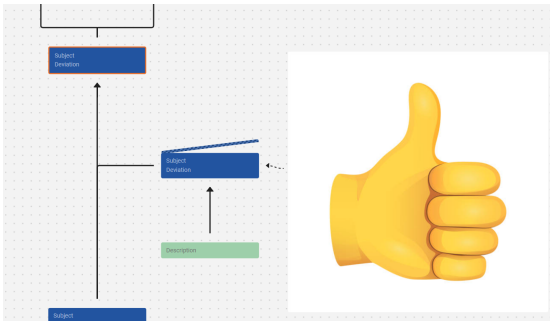
Adding pictures/visuals

You can add pictures and visuals to the Event map.

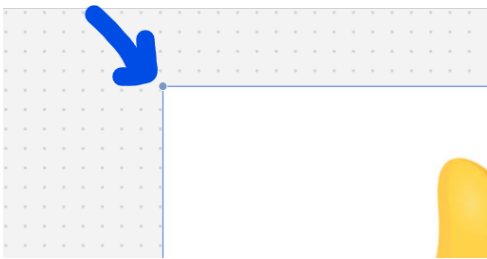
1. Click the icon to add



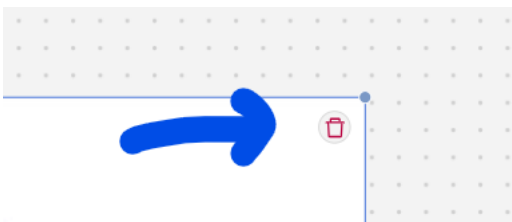
2. Choose an image from your computer (max size 5 mb, .jpeg .png only)
3. The image appears in your Event Map



4. Click on the image to resize by using the blue dots in the corners of the image.



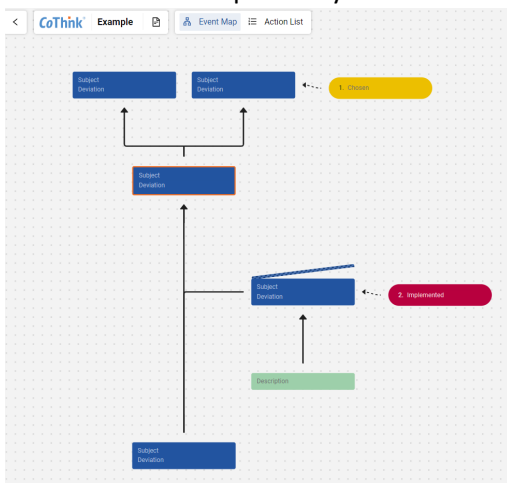
5. To delete the image, click on the image and use the garbage icon



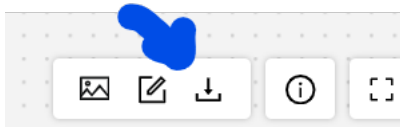
Export/print Event Map

You can export the Event Map to a pdf form (and then print). The PDF is “vector based”. That means you can zoom in and out and the pdf remains readable.

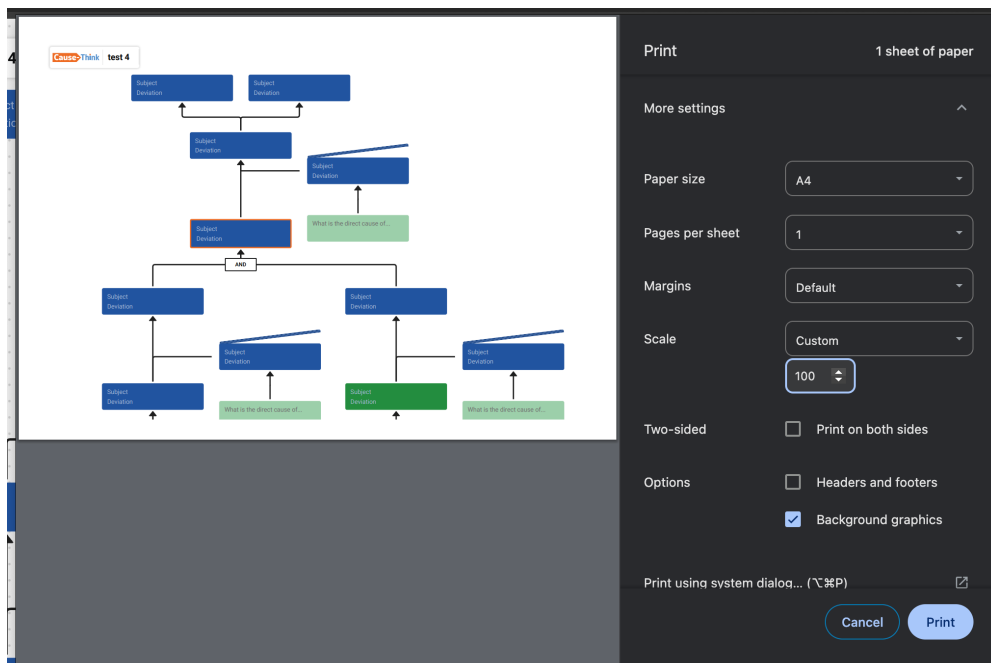
1. Place the Event Map directly under the title

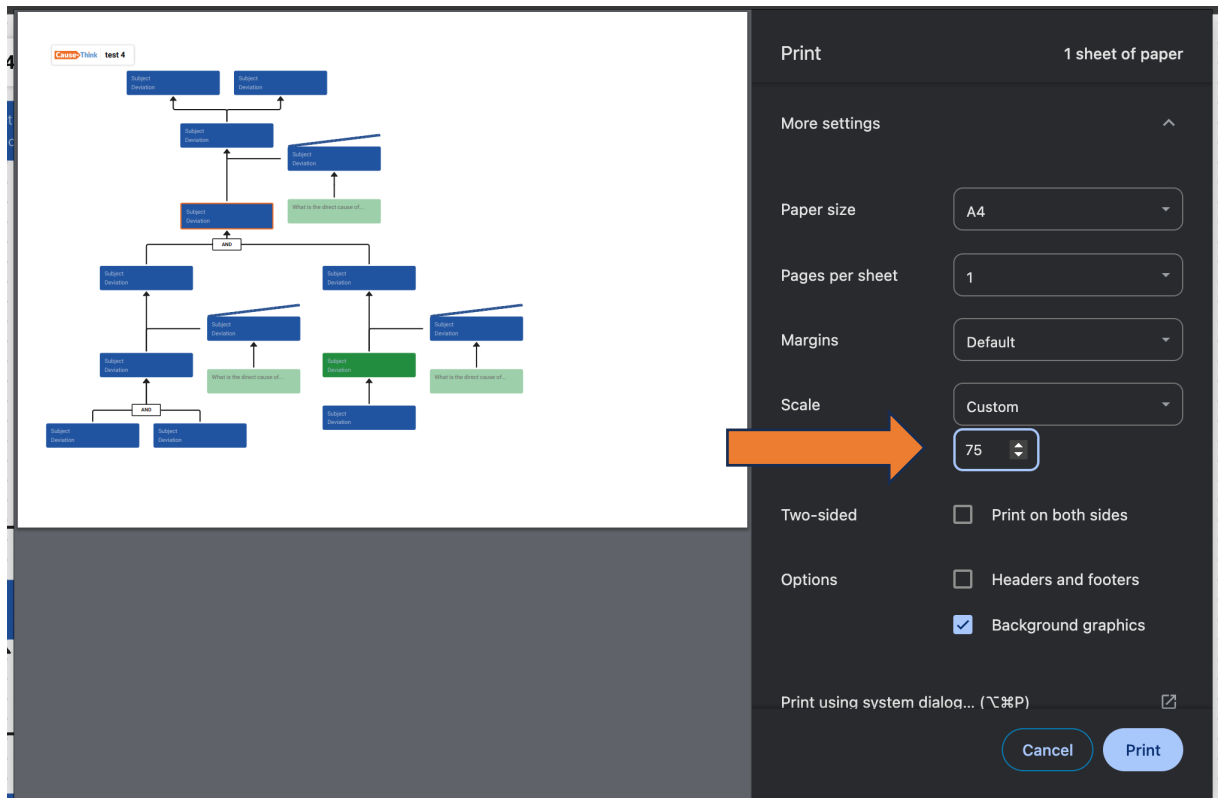


2. Click on the icon



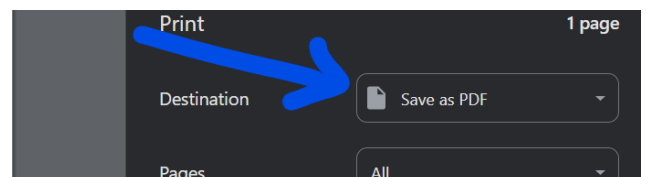
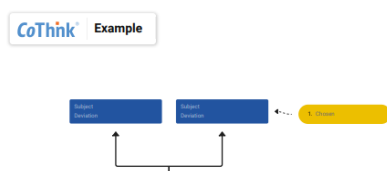
3. A pop-up appears. This is the pop-up of your browser and is browser specific. The image for this explanation are from the Chrome browser.
4. If your Event Map does not fit fully (see image), you can change the scale of the export using the browser print functionalities.





Look for Scale, choose custom and then readjust the percentage.

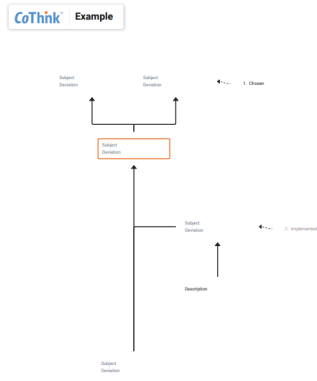
- To save as pdf: choose "Save as pdf" then click Save



- To print directly: choose your printer from the list and click print

I don't see my Event Map items in the pdf!

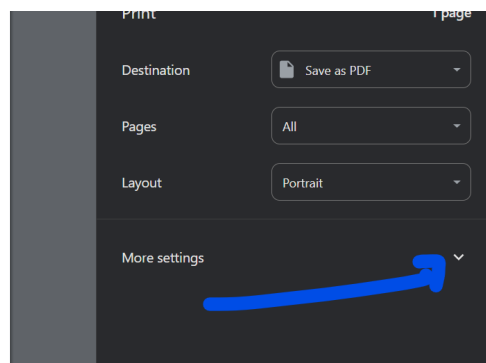
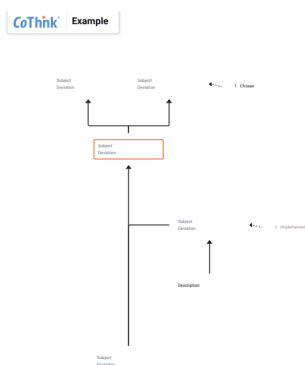
It could be that the first time you export an Event Map, you see this:



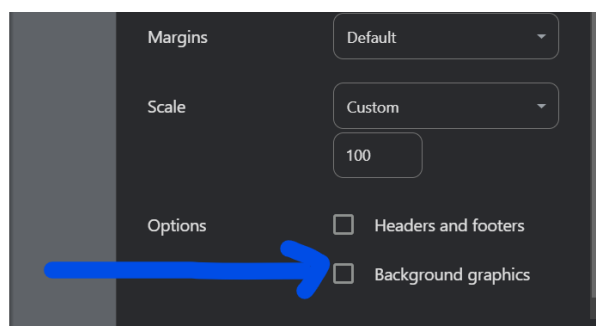
That means that in the export functionality of your browser, your background images are turned off.

To fix this, do the following:

1. Click on more settings

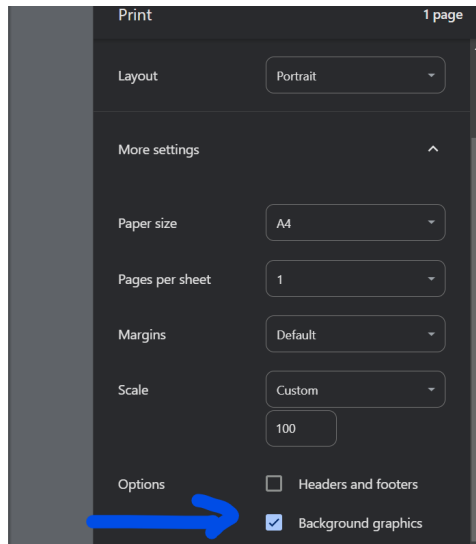
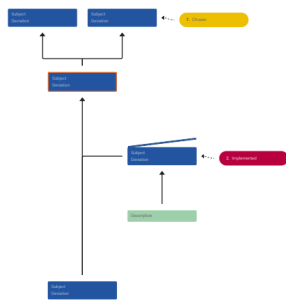


2. Scroll down to you see "Background graphics"



3. Tick the box and the Event Map items appear

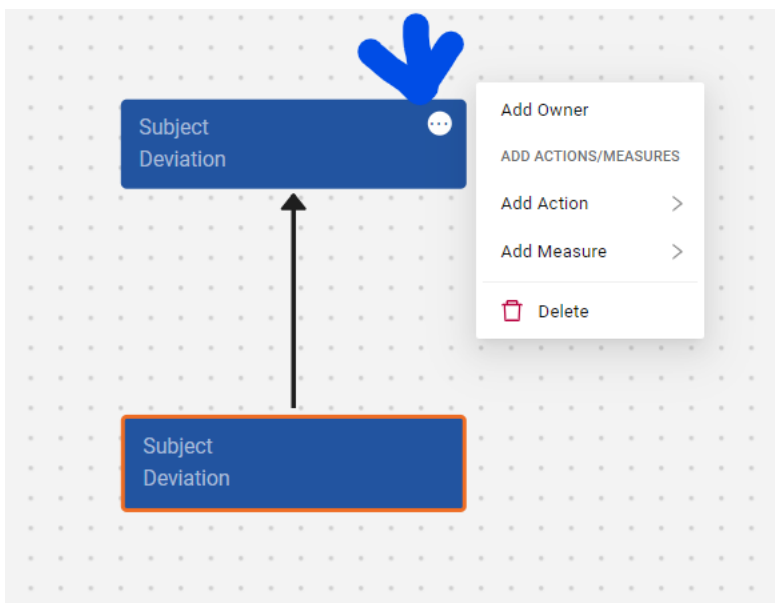
CoThink Example

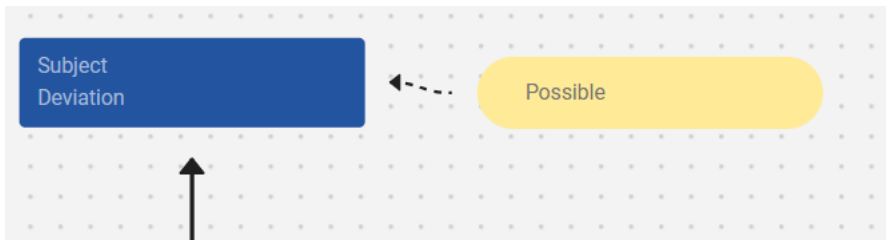


Actions/measures/owners

You can add actions/measures and the owner to an Event Map item. The actions and measures also appear in the action list. We'll first explain how to add them in the Event map and then cover the Action list itself.

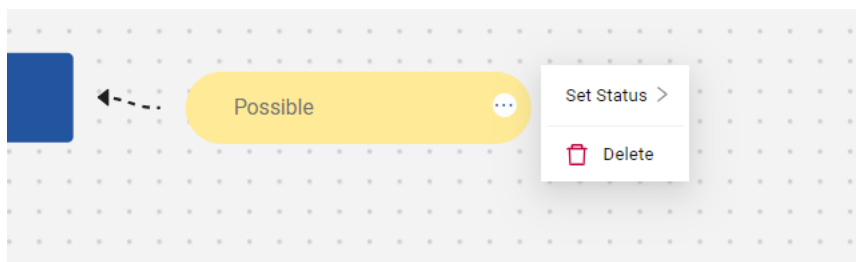
1. To add actions or the owner of an Event Map item, hover over the EM item. 3 dots appear in a circle.
2. Click it and you can choose to add actions/measures and an owner. You can also delete the item for here.





You can change the status of an action/measure

1. Hover over the action/measure. The circle with 3 blue dots appears
2. Click on the 3 dots
3. Hover over "set status"



4. Choose your status

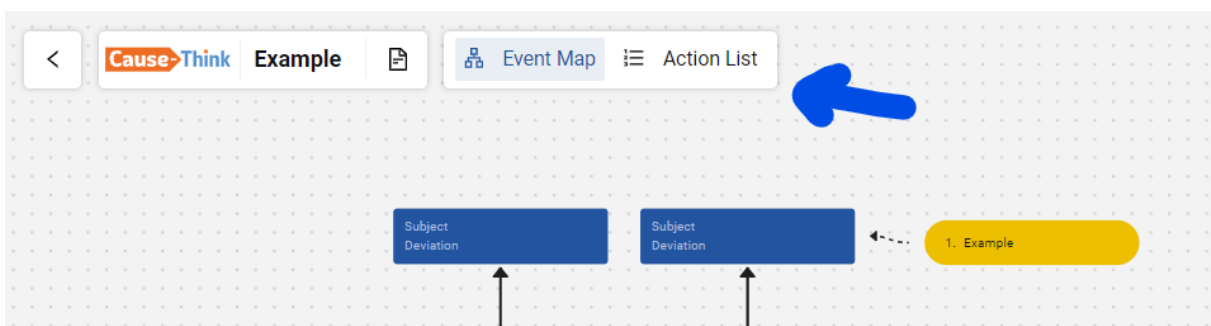


Note:

- **Possible** actions and measure do not appear in the action list. Only when they get a chosen status or more, do they get a number and appear in the action list.
- **New barriers**, do not appear in the action list (yet). We are working on that.

Action list

To go to the Action list, click on the icon near the title of your Event Map



You'll see the following

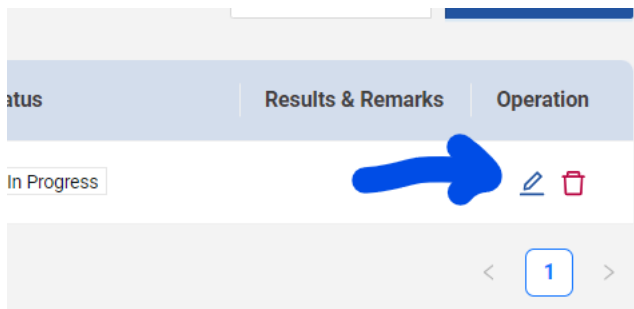
Action List Export CSV + New Action

#	Short Description	Long Description	Reference	Type	Owner	Planned End Date	Status	Results & Remarks	Operation
1			EM	Action			In Progress		

< 1 >

To change the information of your actions and measures

1. Click on the pencil

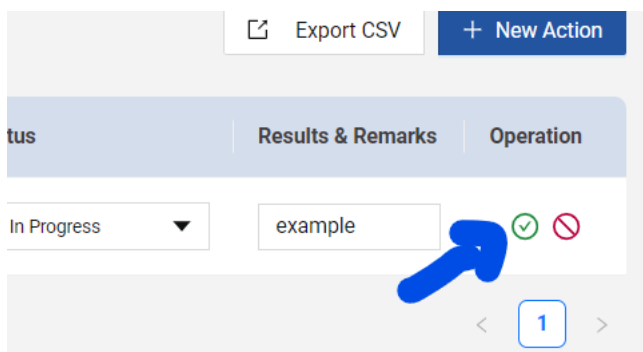


2. You can now change the different information items. Some of them are now mandatory.

#	Short Description	Long Description	Reference	Type	Owner	Planned End Date	Status	Results & Remarks	Operation
1	<input type="text" value="example"/>	<input type="text" value="example"/>	EM	Action	Jaap	03/04/2024	In Progress	<input type="text" value="example"/>	

< 1 >

3. To save the changes, click on the green tick box

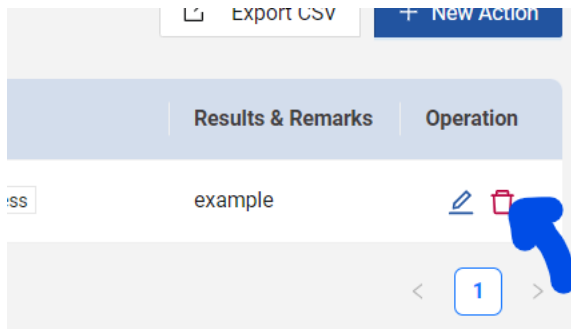


Now your changes are saved and synced with your Event Map



To delete an action from the action list

1. Click the garbage bin

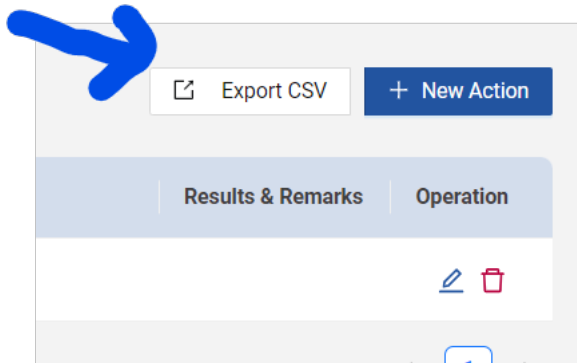


Your action list item is deleted and also deleted from the Event map

Export Action List to .csv

You can export the action list to a .csv file.

1. Click the export button



2. The action list is now automatically downloaded in .csv file to your computer.

Note:

- The .csv of the action list is in the file you've chosen as the standard file for your downloads from the browser. This is your own setting, we cannot choose that at this point in time
- You cannot upload changed statuses in the .csv to the Action list. Any changes need to be done manually in the action list.

FAQ's

I don't see the barrier-bars when exporting

Once you choose to export your EM, your browser gives several saving options. Please check if you see everything. For some users, when they choose the save option "Adobe pdf" the bars of the broken barriers disappear.

