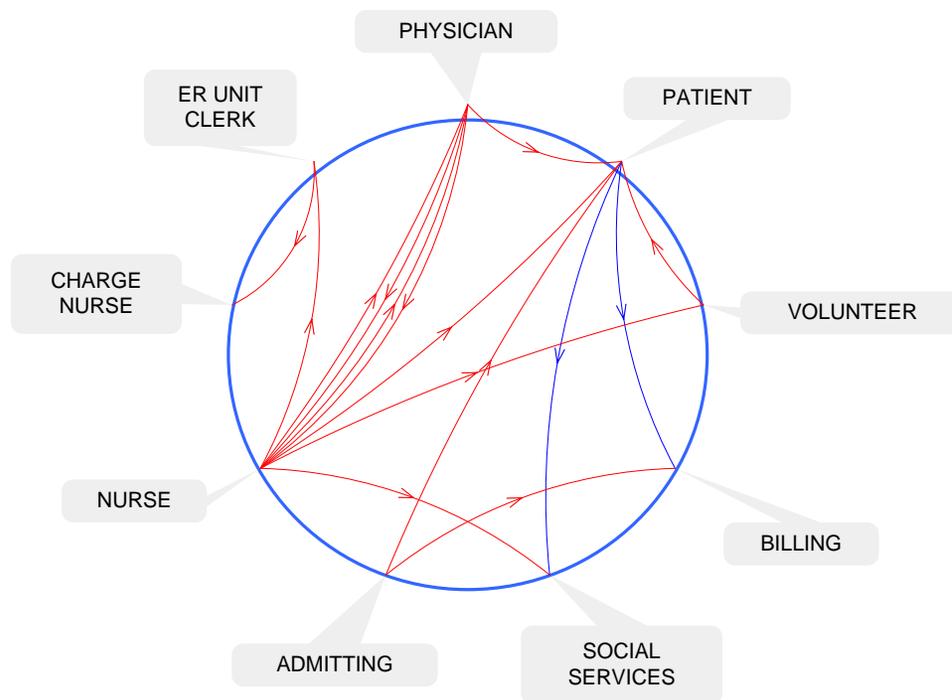# Event Circle Wizard Tutorial

Event or Communication Circles allow you to visualize all the transactions in a given pathway or process. This tutorial will guide you through the steps to generate an Event Circle using the Event Circle Wizard.
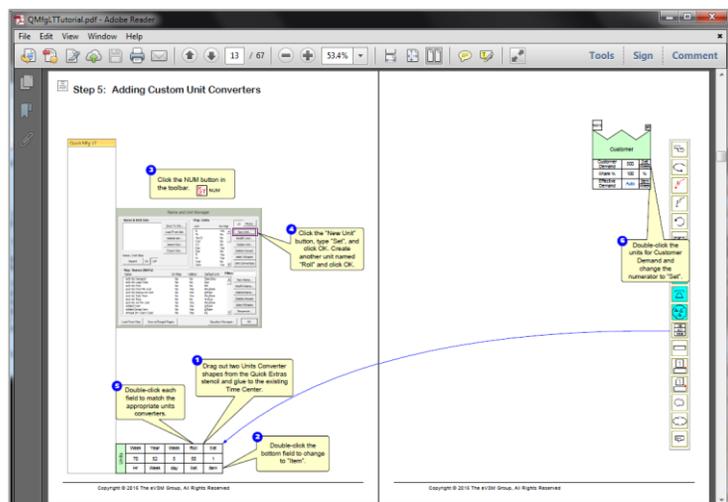

Number Of Steps = 15

Viewing/printing eVSM Tutorial:

This tutorial is designed for two page layout. If printing, you will need double-sided print.

For on-screen viewing, save the PDF file to your PC and then open it in Acrobat Reader (not in a web browser). In the Acrobat menus, click "View>Page Display", make sure "Show Cover Page in Two Page View" is checked and then select "Two Page View".

Step 1: Start eVSM

1 On your Desktop, click the "Start eVSM" icon.

Recycle Bin

Start eVSM

2 If you see a message like this, you must "Enable" macros.

Microsoft Visio Security Notice

Microsoft Office has identified a potential security concern.

Note: The digital signature is valid, but the signature is from a publisher whom you have not yet chosen to trust.

File Path: C:\Program Files\eVSM\Setup\Solutions\eVSMIcons.vss

Macros have been disabled. Macros might contain viruses or other security hazards. Do not enable this content unless you trust the source of this file.

More information

Show Signature Details

[Trust all from publisher]   [Enable Macros]   [Disable Macros]

4 Click "Trust all from publisher" to avoid the security notice in future.

3 Click to enable macros.

Step 2: Learn eVSM Basics

2 Avoid re-sizing eVSM shapes. Instead grow the drawing page when needed. To resize the page, hold down the "Ctrl" key, and then drag any page edge to the required size. This method works on all four edges of the page.

5 Save your Visio file and then insert a new page via the right-mouse menus on the page-tabs.
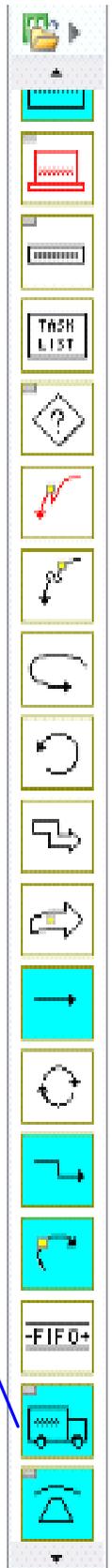
VSM   Quick_eVSM

1 eVSM Help resources are available in the Learn module of the toolbar. Hover over each one to see what they do.
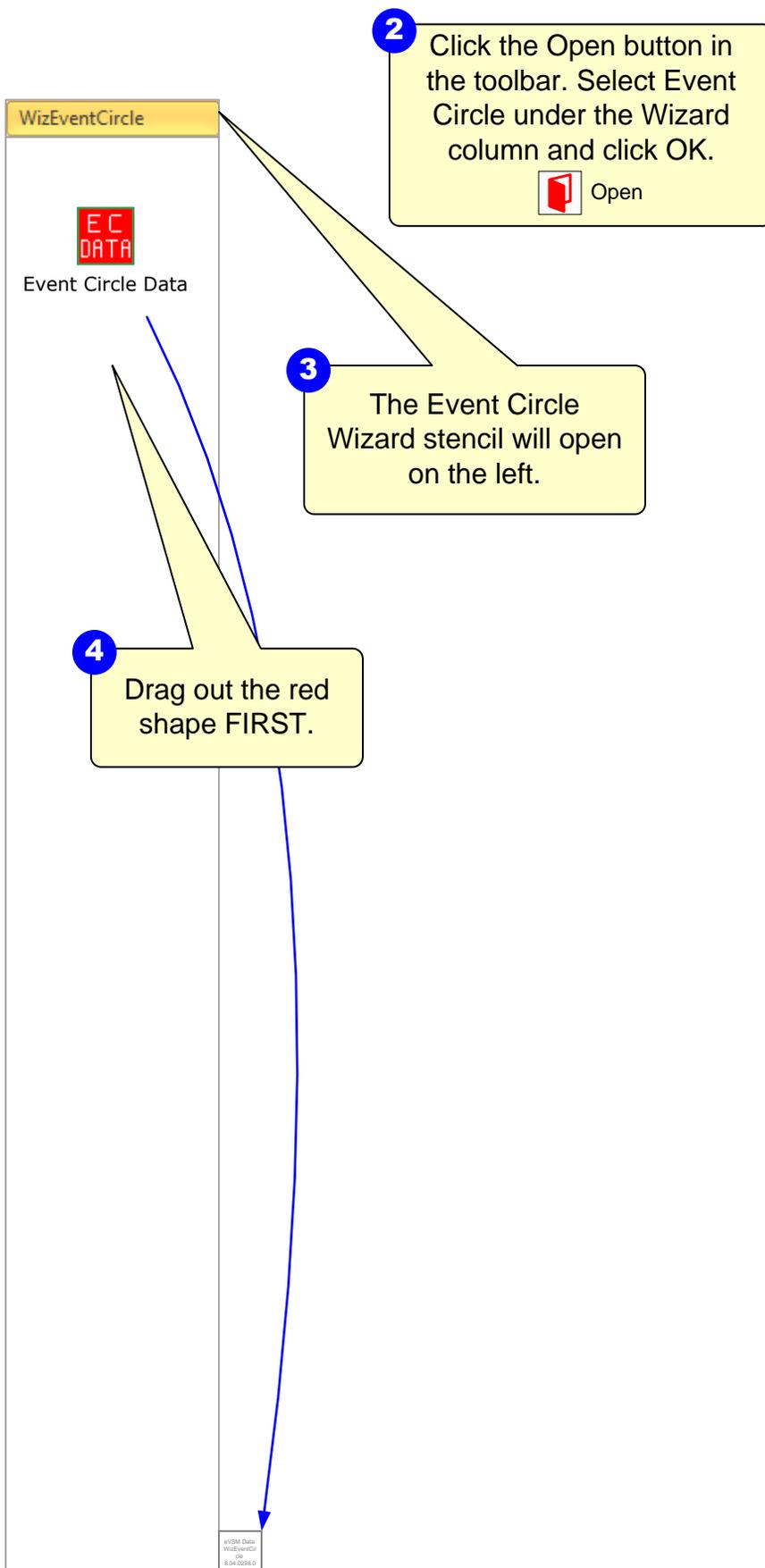
3 Blue icons in the main stencil represent families of shapes. Drag out the Transport icon.

4 Use the shape's right-mouse menus to turn it into a car

Step 3: Initiate the map for the Event Circle Wizard

WizEventCircle

E C DATA

Event Circle Data

2 Click the Open button in the toolbar. Select Event Circle under the Wizard column and click OK.

Open

3 The Event Circle Wizard stencil will open on the left.

4 Drag out the red shape FIRST.

eVSM Data
WizEventCir
cle
8.04.0298.0

1

Follow a pathway or process and record all transactions in an Excel table in the following format. The first row in the spreadsheet must contain the exact column headers as shown. The communication circle code is looking for the "From" field in cell A1 in the worksheet. Save the Excel file anywhere on your machine.

	A	B
1	From	To
2	Registration	Patient
3	Registration	Nurse
4	Nurse	Patient
5	Nurse	Unit Clerk
6	Physician	Patient

Step 4: Import Communications

WizEventCircle

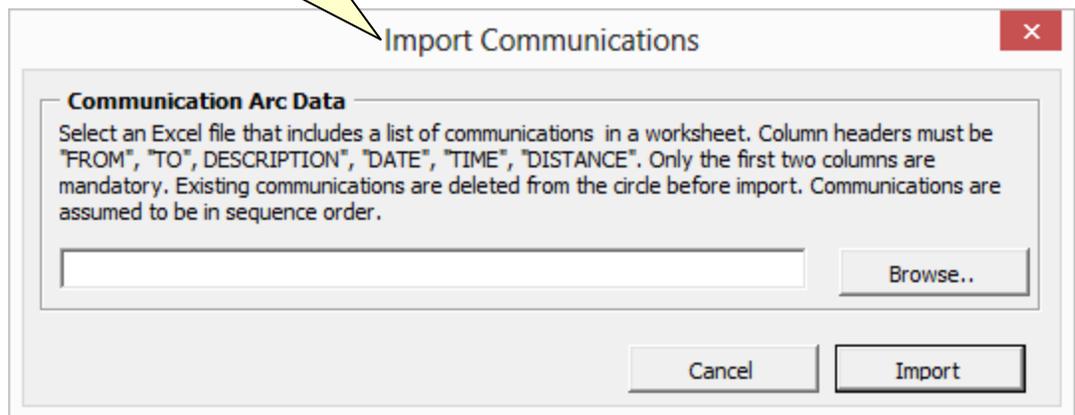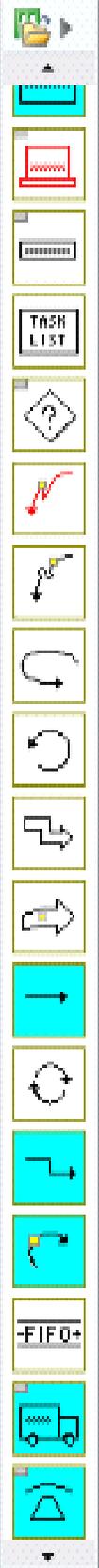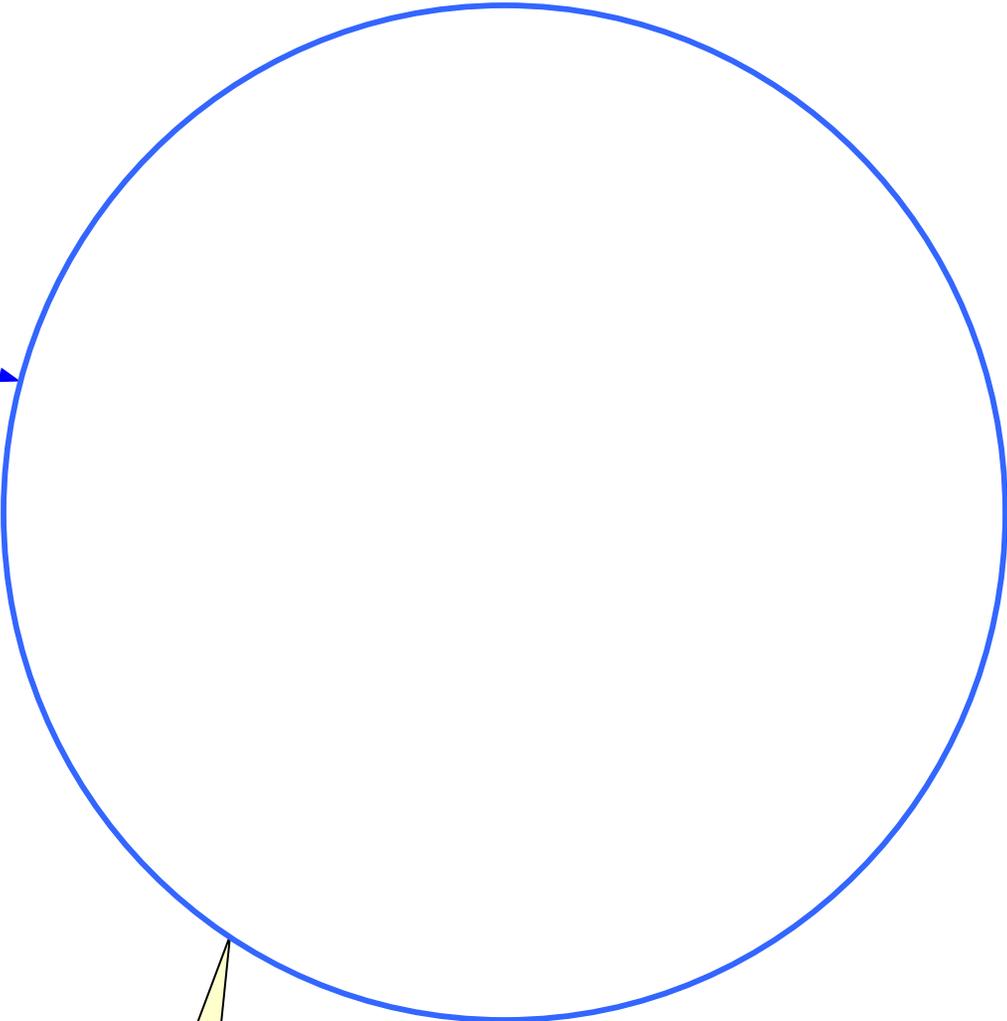○ Circle

1 Drag out a Communication Circle shape. Adjust the position and size of the circle to your liking.

3 Select the Excel file and click OK. If you have more then one worksheet in the Excel file with communications data, then you will be prompted to select the worksheet to use. Click Import when finished.

Import Communications ✕

Communication Arc Data

Select an Excel file that includes a list of communications in a worksheet. Column headers must be "FROM", "TO", DESCRIPTION", "DATE", "TIME", "DISTANCE". Only the first two columns are mandatory. Existing communications are deleted from the circle before import. Communications are assumed to be in sequence order.

[   ] [Browse..]

[Cancel] [Import]

eVSM Data
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Number Of Steps = XX

2 Right-click the circle, and select the "Import Communications From Excel" command from the menu.

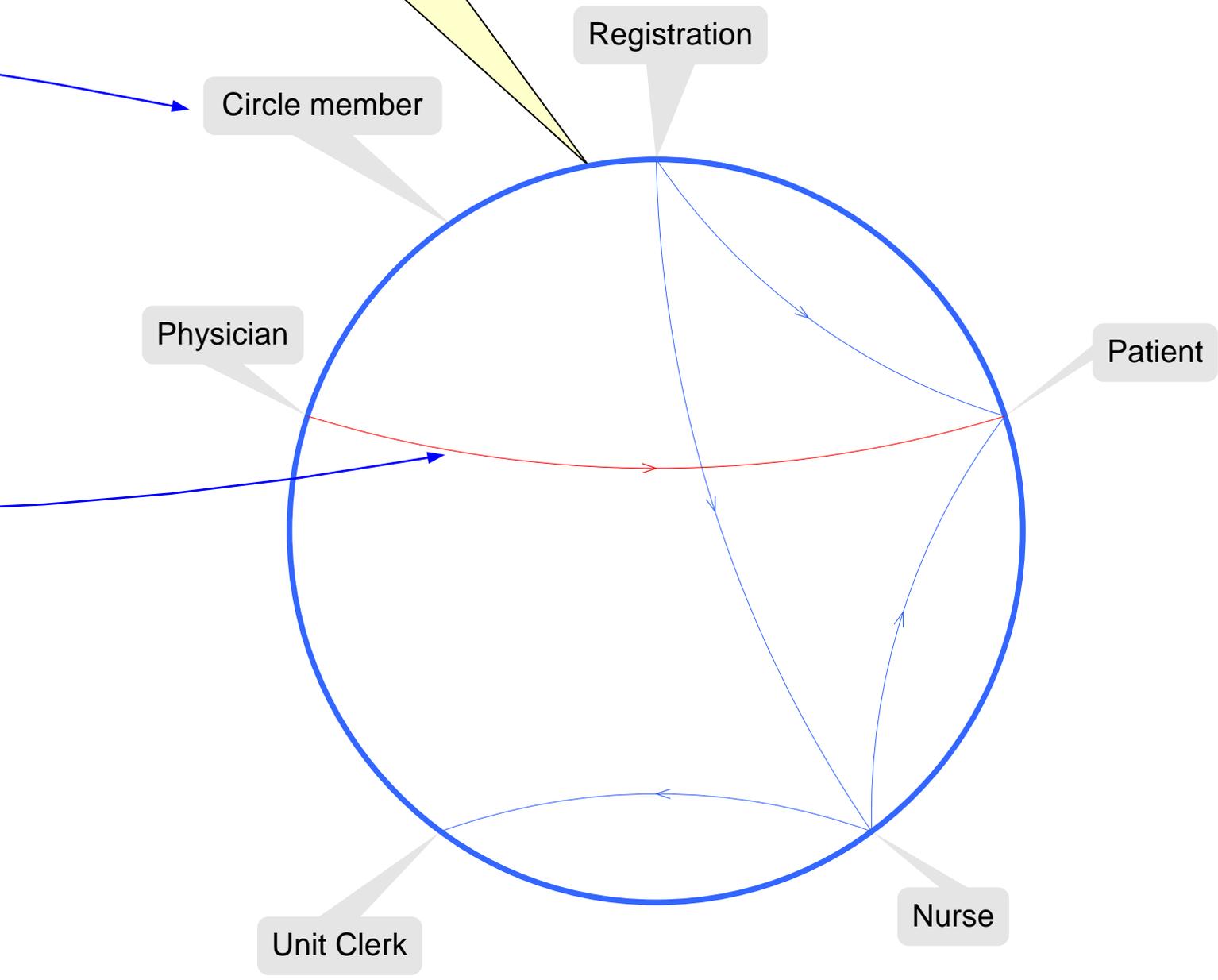| Import members from Excel |
|---|
| Import Communications From Excel |
| Export Members To Excel |
| Export Communications To Excel |
| Update Number of Steps |

Step 5: Adding Members or Paths

WizEventCircle

Member

Path

eVSM Data
WizEventCir
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Registration

Circle member

Physician

Patient

Unit Clerk

Nurse

Number Of Steps = 5

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