



# Scenaring Tools

## Quick Start Mini Guide Scenaring Tools

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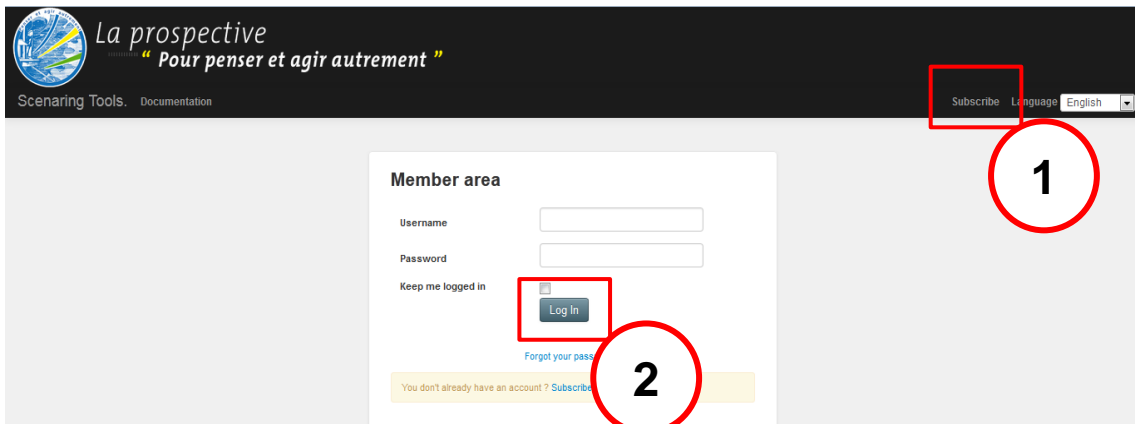
## Create an account

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### Introduction

**This handy guide is designed to help the user get started step by step when trying Scenaring Tools for the first time. Far from exhaustive, it reviews the basic commands only and would not suit the full scenario experience.**

- Register then confirm the account by connecting with your e-mail address.**
- Connect using an identifier (e-mail address) and password.**

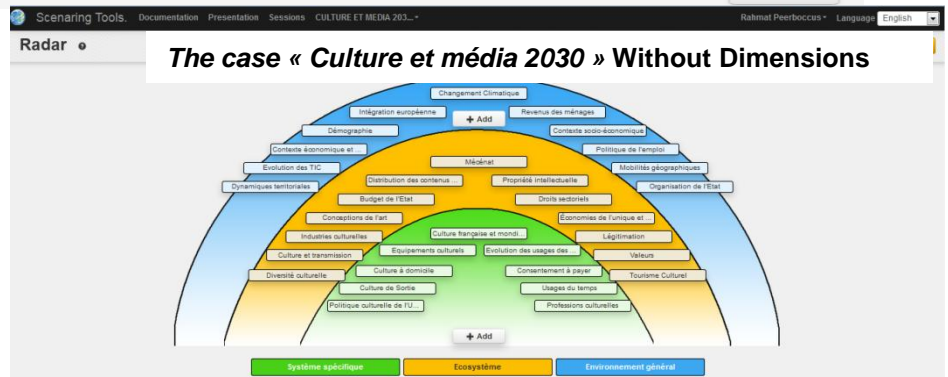
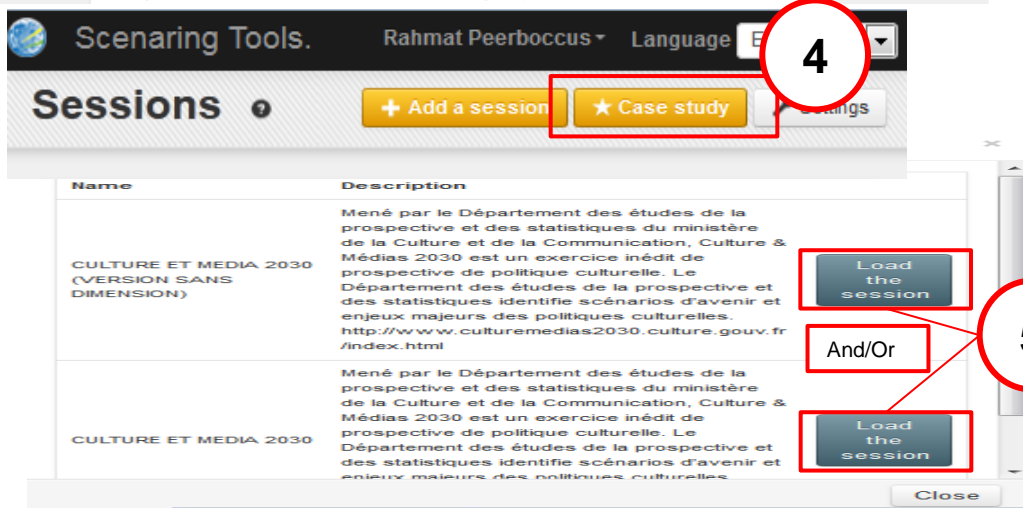




# Download a demonstration session

- ❑ The case study « **Culture et média 2030** » ; is available in two modes:
  - Classic; variables distributed by dimension
  - Without Dimensions ; variables directly integrated in the radar levels with no notion of dimension taken into account

*Note: This case is presented in 2 modes to show how the tool works. The modes are to be considered separately without looking to link them.*

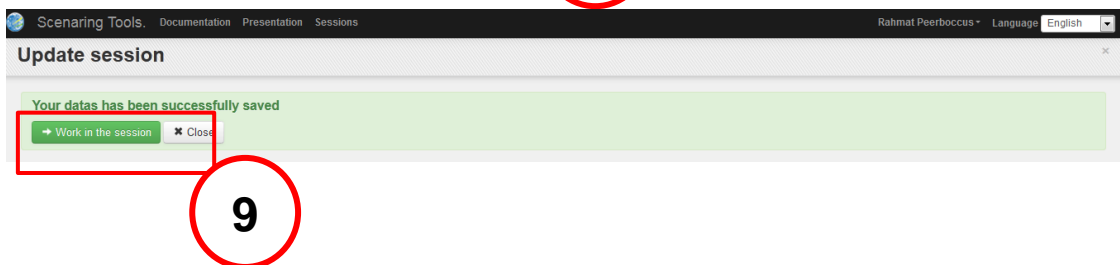
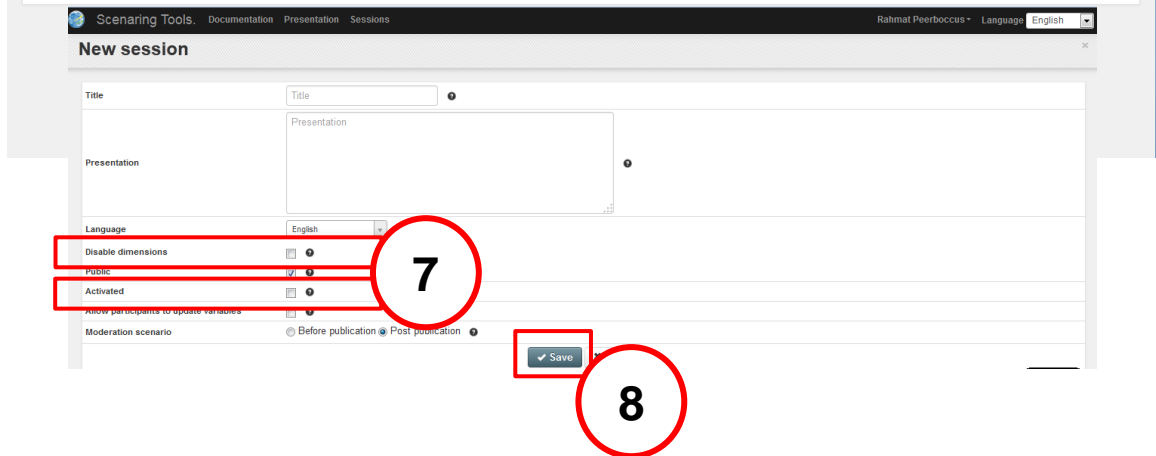
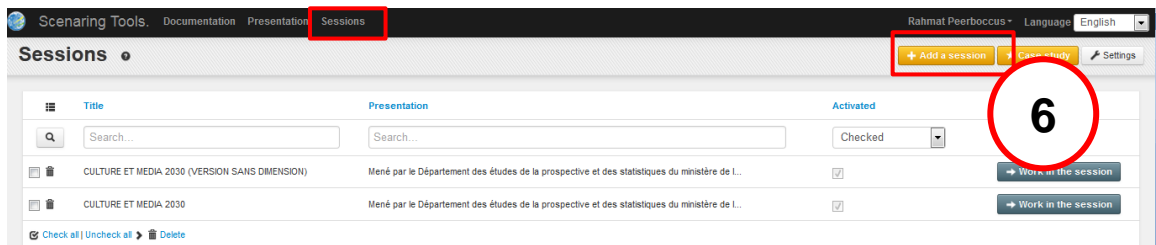




# Create a new session

## ❑ Create a new session

1. Select/click on « Sessions » then click on « Add a session »
2. Fill in the fields « Title » and « Presentation »
3. Check / uncheck the box « Activated » according to whether or not you want the session to be activated and accessible to participants and web users.
4. Check / uncheck the box « Dimension » in order to choose the « mode »
5. Register/save the session
6. Work in the session.





# Work in a session

☐ Modules available

Note :

*It is best to follow the order of the modules to build up a case.*

Scenaring Tools, Documentation Presentation Sessions Test - Rahmat Pe

**Journal**

Variable	No comment to moderate	Messages	No comment to moderate
Retrospective	No comment to moderate	Scenarios	No comment to moderate
Development hypotheses	No contribution to moderate	Journal	No comment to moderate
Scenarios	No comment to moderate	Participants	No comment to moderate



**Test**

- Session parameters
- Levels **10**
- Dimensions
- Variables
- Radar
- Tree
- Scenarios
- Morphol
- Journal
- Grammar
- Participants
- Report
- Save a copy of the current session
- Import dimensions / variables
- Export dimensions / variables

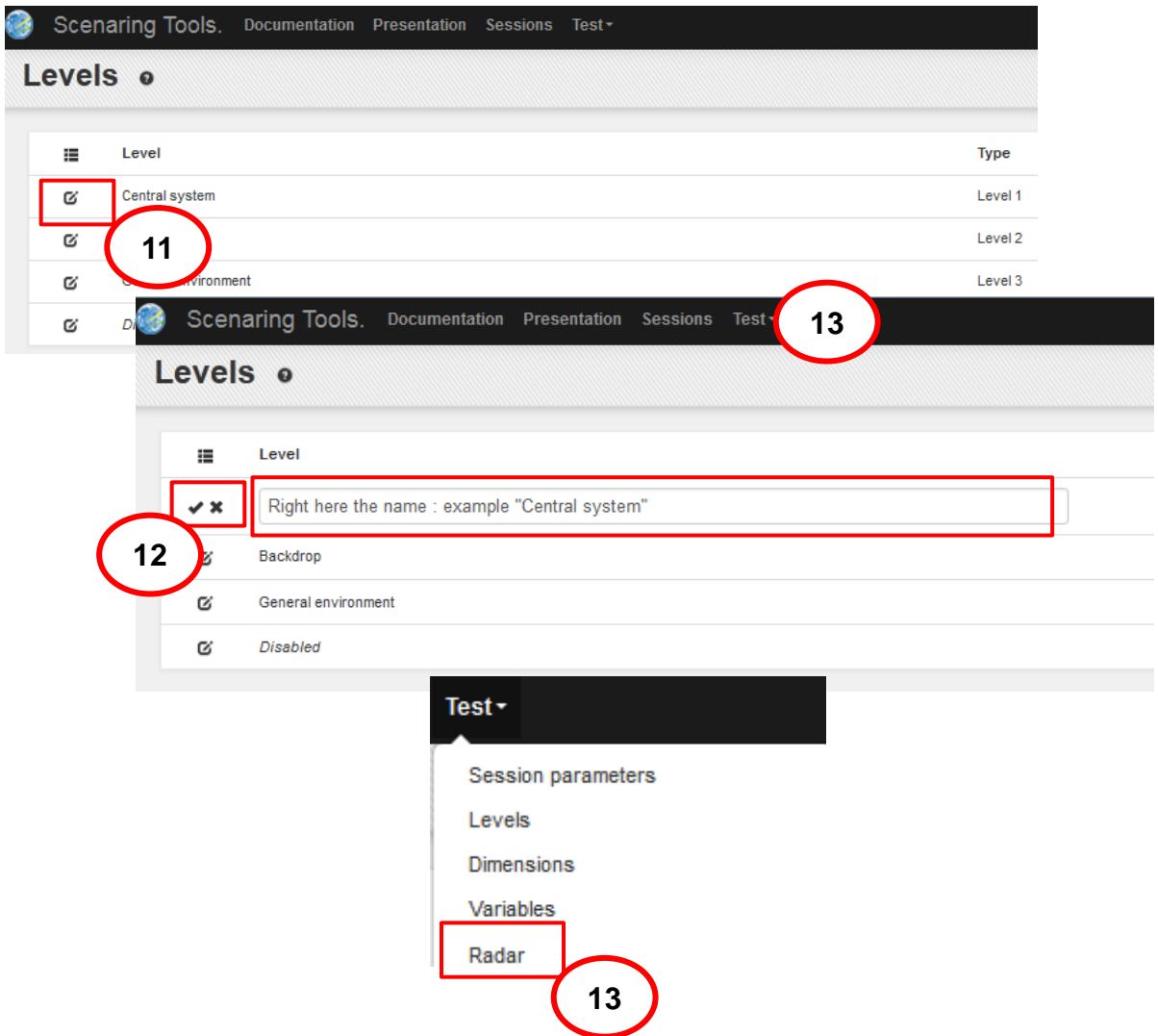
**Note:** *The creation of dimensions, variables (and scenarios, in the « Without Dimension » mode ) can be carried out directly on the Radar*



# Work in a session

- ❑ Write and change content (Example : levels of *prospective radar*)
- ❑ Select the pencil symbol 
  1. Fill in the field
  2. Confirm by clicking on the checkmark 
  3. Activate the **Prospective Radar**.

Note: a case may be broken down into two, three or four levels.



The screenshot shows the 'Scenaring Tools' interface with a 'Levels' table. The table has columns for 'Level' and 'Type'. The first row is 'Central system' (Level 1). A red box highlights the pencil icon next to it, labeled '11'. The second row is 'Backdrop' (Level 2). A red box highlights the checkmark icon next to it, labeled '12'. The third row is 'General environment' (Level 3). A red box highlights the pencil icon next to it, labeled '13'. Below the table, the 'Test' dropdown menu is open, showing options: 'Session parameters', 'Levels', 'Dimensions', 'Variables', and 'Radars'. A red box highlights the 'Radars' option, labeled '13'.

Level	Type
Central system	Level 1
Backdrop	Level 2
General environment	Level 3

Right here the name : example "Central system"

Test ▾

- Session parameters
- Levels
- Dimensions
- Variables
- Radars

# Create dimensions in a Radar level

- ❑ Create dimensions on the Radar
  1. Select the « Add » button
  2. Fill/name the dimension field
  3. Select « level » of the « dimension »
  4. Register/save the dimension
  5. Repeat the above according to the number of dimensions.

**14**

**Create a dimension**

Dimension: Dimension

Level: General environment

Rank:

Contexte International

Contexte National

Jeux d'acteurs publics de l...

Usages et pratiques cultur...

Offres Culturelles & leurs b...

Financement et régulation

Valeurs et représentations

Système spécifique

Environnement général

*Culture et Média 2030*



## Add a variable

- ❑ Create variables in the dimensions directly on the radar
  1. Select the dimension containing the variable
  2. Add/modify/eliminate a variable
  3. Select « the level » of « the dimension »
  4. Register/save the dimension
  5. Repeat the above according to the number of dimensions.

The image illustrates the process of adding a variable to a dimension in the Scenaring Tools interface. It is divided into three main sections:

- Top Section:** A radar chart titled "Culture et Média 2030" with concentric arcs representing dimensions. The outermost arc is yellow and labeled "Contexte International". A red box highlights this arc, and a red circle with the number "15" points to it.
- Middle Section:** A modal window titled "Contexte International" is open. It has "Update" and "Delete" buttons. Under the heading "Variables", there is a list of variables: "Changement Climatique", "Intégration européenne", "Contexte économique et géopolitique international", and "Evolution des TIC". A red box highlights the "+ Add a variable" button, and a red circle with the number "16" points to the edit/delete icons for the selected variable "Contexte économique et géopolitique international".
- Bottom Section:** A second modal window titled "Contexte International /" is open, showing the "Fiche variable" form. It has tabs for "Général", "Analyse prospective", "Hypothèses d'évolutions", and "Fiche variable". The "Général" tab is active, showing fields for "Name", "Definition", "Dimension" (set to "Contexte International"), and "Rank" (set to "5"). A red box highlights the "Save" button, and a red circle with the number "16" points to it.



# Create scenarios

❑ Create scenarios in « **classic mode** »

1. Select « Scenarios »
2. Select a dimension
2. Select hypotheses
3. Name the scenario
4. Register/save the scenario.

Note :

- In « **classic mode** », scenarios can be created from the «**Scenario**» tab but not directly from the **Radar**.

The screenshot shows the 'Scenaring Tools' interface. On the left is a sidebar menu with options: Session parameters, Levels, Dimensions, Variables, Radar, Tree, Scenarios (17), Morphol, Journal, and Grammar. The main area is titled 'Create a scenario'. At the top, there's a 'Select a dimension' dropdown menu with 'Contexte International' and 'Contexte National' (18). Below this is a '2 - Information' section with fields for 'Title' and 'Description', and a 'Save' button (20). The bottom part shows a '1 - Scenarios' grid with 5 rows and 5 columns. The grid contains various scenario options, with 'Creusement des inégalités dans un contexte de croissance' (19) highlighted in a red box. Other highlighted cells include 'Vieillesse tempérée', 'Croissance ravivée', 'Objectif : retour à l'emploi', and 'Mosaïque'.



# Create scenarios

- ❑ Create scenarios **in the « Without dimension » mode** on the Radar
  1. Choose a level
  2. Select a hypothesis for each variable by running through the line-up of hypotheses (lefthand click with the mouse, on the variable).
  3. Select the « pencil », name and save the scenario

*Note: Creating scenarios directly on the **Prospective Radar** is possible only in the « Without Dimension ». mode. One hypothesis per variable per level must be selected to create a scenario.*





















# Change the content of the « Prospective Grammar»

- ❑ Change the content of the variable specification sheets\*\*\*\*\*fiches variables
  1. Select « Grammar »
  2. Select « the pencil » icon, name the « value» 
  3. Select the « flame » icon to activate/deactivate a « value » 
  4. Select the «+» symbol to activate a « value » .

Note:

- The same operation must be carried out for each level of the Radar.

Grammar		
Système spécifique (Level 1)		
	Grammar	Value
	General	Général
	General > Définition	Définition
	Key message	Disabled
	Retrospective	Disabled
	Resources	Fiche variable
	Development hypotheses / Options	Development Hypotheses
	Prospective analysis	Analyse prospective
	Prospective analysis: Heavy Trends	Heavy trends
	Prospective analysis: Inertia	Disabled
	Prospective analysis: Major uncertainties	Incertitudes majeures
	Prospective analysis: Possible breakdowns	Disabled
	Prospective analysis: Seeds of change	Emergences
	Prospective analysis: Events	Disabled
	Prospective analysis: Demands	Disabled
	Prospective analysis: Stakes	Disabled
	Prospective analysis: Potentials (or room to manoeuvre)	Disabled
	Prospective analysis: Orientations	Disabled
	Prospective analysis: Fundamental	Disabled



## Set parameters for the visibility of the session

- ❑ Authorize « **all e-users** » who know the address of the "**Mini site**" to come view the session
  1. Select « Session parameters »
  2. Select « **Open to all** » in the « Session update »
  3. Save changes.

Test ▾

Scenaring Tools. Documentation Presentation Sessions CULTURE ET MEDIA 203... ▾

Session parameters

Levels **27**

Update session

Language English ⓘ

Disable dimensions  ⓘ

Public  ⓘ **28**

Activated  ⓘ

Allow participants to update variables  ⓘ

Moderation scenario  Before publication  Post publication ⓘ

Public url <http://app.scenaringtools.com/s/565c32df2b75a> ⓘ

Created at Nov 30, 2015 12:28:31 PM

Updated at Nov 30, 2015 12:28:31 PM

**29**

Adresse du mini site

- ❑ Authorize only the « **e-users/e-participants** » who know the password and address of the « **Mini site** » to view the session
  1. Select « Parameters of the session »
  2. Unselect « **Open to all** » dans « session update »
  3. Select a password
  4. Save changes.

Test ▾

Scenaring Tools. Documentation Presentation Sessions CULTURE ET MEDIA 203... ▾

Session parameters

Levels **30**

Update session

Language English ⓘ

Disable dimensions  ⓘ

Public  ⓘ **31**

Password  ⓘ

Activated  ⓘ

Allow participants to update variables  ⓘ

Moderation scenario  Before publication  Post publication ⓘ

Public url <http://app.scenaringtools.com/s/565c32df2b75a> ⓘ

Created at Nov 30, 2015 12:28:31 PM

Updated at Nov 30, 2015 4:25:35 PM

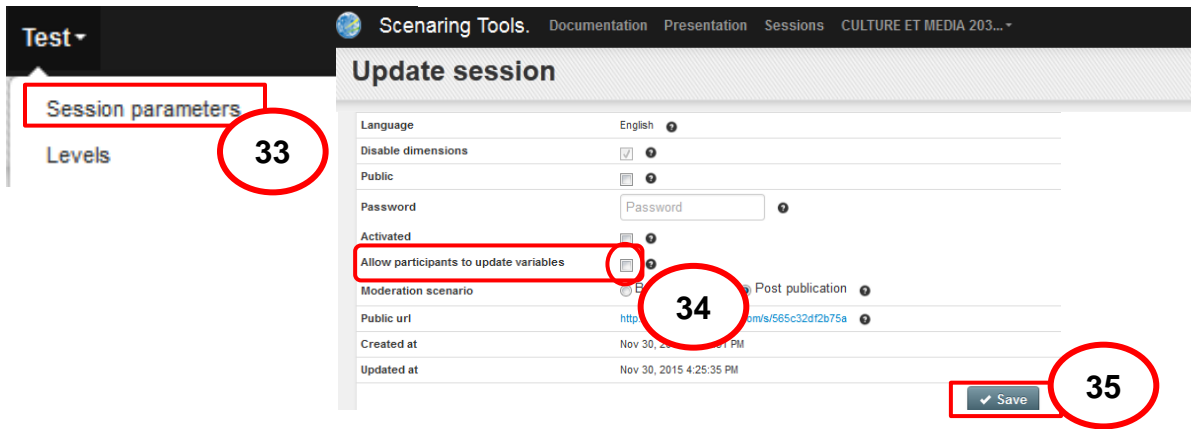
**32**

Adresse du mini site

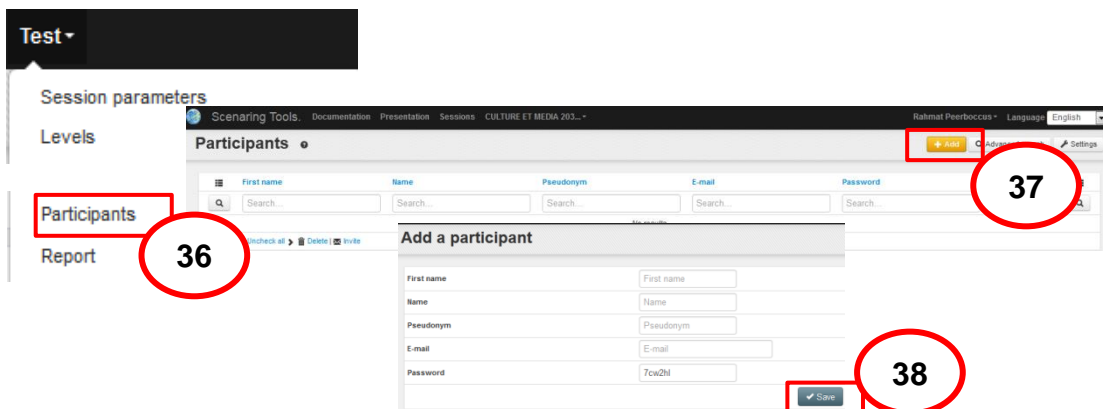


# Ask participants to make suggestions/comments

- Ask participants to « **comment** » on the variables and/or « **suggest hypotheses** ».
  1. Select « Session parameters »
  2. **DO NOT** select « Autohize participants to change variables » on the « Session update »
  3. Save changes.



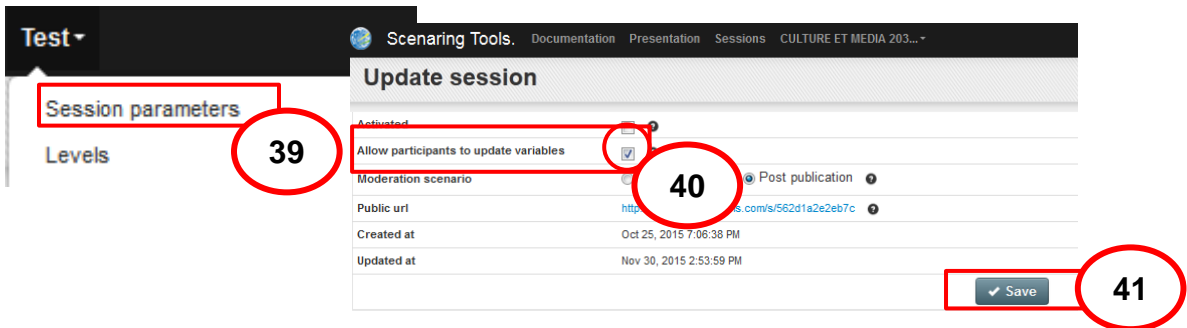
- Set up the participants
  1. Select « Participants »
  2. Select « Add »
  3. Fill in the fields, choose a password, as needed, and save.



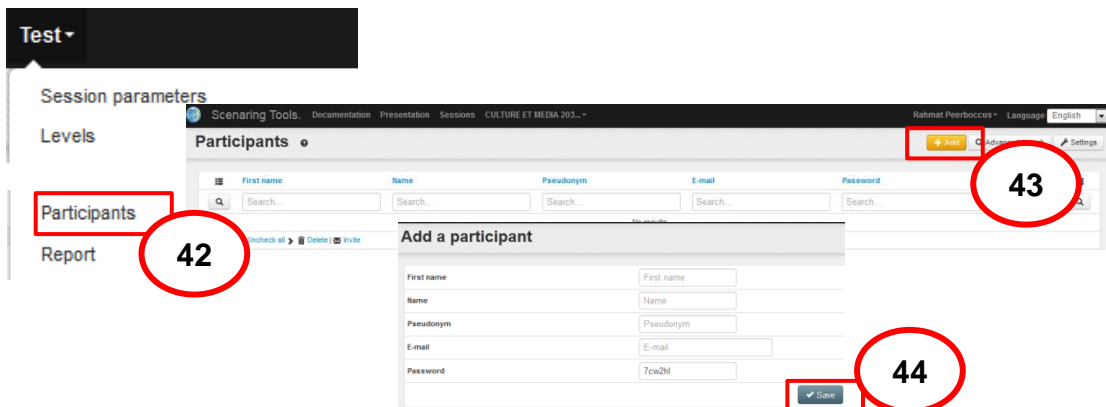


# Ask participants to take part in the creation process

- ❑ Ask participants to **take part in creating the Radar**
  1. Select « Session parameters »
  2. Select « **Authorize participants to change variables** » in the « Session update »
  3. Save the changes
  4. Set up the participants.



- ❑ Set up the participants
  1. Select « Participants »
  2. Select « Add »
  3. Fill in the fields, choose a password as needed and save.





# Invite participants

## □ Invite participants

1. Invite the participants either individually or collectively
2. Write and send the actual invitation message.

