



Scenaring Tools

Quick Start Mini Guide Scenaring Tools

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Create an account

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.

The screenshot shows the 'Member area' login form. It includes fields for 'Username' and 'Password', a 'Keep me logged in' checkbox, and a 'Log In' button. Below the form is a 'Forgot your pass?' link. At the bottom of the page, there is a link for users who don't have an account: 'You don't already have an account ? [Subscribe](#)'.



[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.

Screenshot 1: Sessions List

The screenshot shows the 'Sessions' list page. A red box highlights the 'Sessions' tab in the top navigation bar. In the top right corner, there is a yellow 'Add a session' button. A large red circle with the number '6' is drawn around the 'Add a session' button.

Screenshot 2: New Session Form

The screenshot shows the 'New session' form. It includes fields for 'Title' (with a placeholder 'Presentation'), 'Presentation' (with a large text area), 'Language' (set to English), and several checkboxes: 'Disable dimensions', 'Public', and 'Activated'. A red box highlights the 'Activated' checkbox. A large red circle with the number '7' is drawn around the 'Save' button at the bottom right of the form.

Screenshot 3: Update Session Confirmation

The screenshot shows a confirmation message: 'Your data has been successfully saved'. A red box highlights the 'Work in the session' button. A large red circle with the number '9' is drawn around the 'Close' button.



Work in a session

❑ Modules available

Note :

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

The screenshot shows the Scenaring Tools interface with the 'Test' menu open. The 'Session parameters' section is highlighted with a red circle around the 'Levels' option, which is set to '10'. Below it, 'Dimensions' and 'Variables' are highlighted with yellow boxes. A red arrow points from these two options down to the 'Radar' option. The 'Radar' option is also highlighted with a yellow box. A vertical red arrow on the left side of the 'Session parameters' list points downwards through the list items.

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

- 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

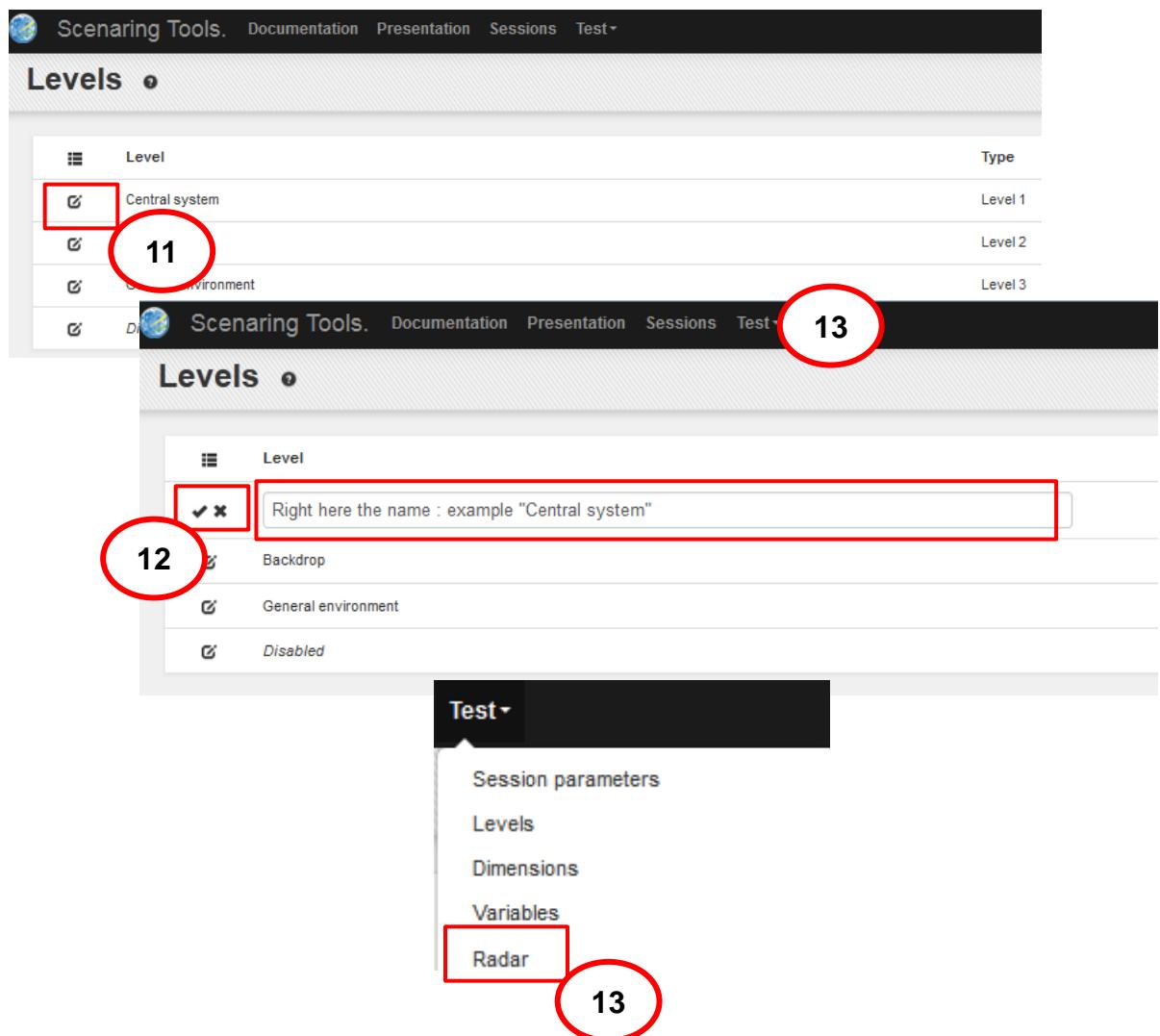


Work in a session

- 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 screenshots illustrate the process of working in a session:

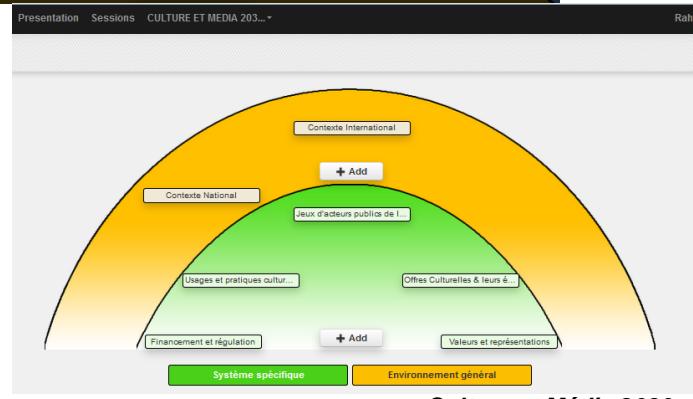
- Callout 11:** Shows the "Levels" section. A red box highlights the checkbox for "Central system". A red circle highlights the number "11" next to the row for "Central system".
- Callout 12:** Shows the "Levels" section. A red box highlights the input field where "Central system" has been typed. A red circle highlights the number "12" next to the "Backdrop" row.
- Callout 13:** Shows the "Test" section. A red box highlights the "Radar" button. A red circle highlights the number "13" next to the "Radar" button.



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.

The screenshot shows a 'Create a dimension' dialog box overlaid on a radar-level interface. The dialog box has fields for 'Dimension' (set to 'Dimension'), 'Level' (set to 'General environment'), and 'Rank'. A dropdown menu under 'Level' shows options: 'Central system', 'Backdrop', and 'General environment', with 'General environment' highlighted in blue. A red circle highlights the number '14' on the radar, and a red box highlights the '+ Add' button at the top of the radar's yellow band.





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 screenshot illustrates the workflow for adding a variable:

- Step 15:** On the radar chart titled "Culture et Média 2030", the "Contexte International" dimension is selected. A red circle highlights the "Contexte International" button on the dimension card.
- Step 16:** A modal window titled "Contexte International" is open, showing 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. A red dashed circle highlights the edit and delete icons for each variable entry.
- Step 17:** A detailed view of the "Contexte International" dimension card is shown. The "Name" field is populated with "Contexte International". The "Definition" field is empty. The "Dimension" dropdown is set to "Contexte International". The "Rank" is set to 5. A red dashed circle highlights the "Save" button at the bottom right of the card.



Create scenarios

□ Create scenarios in « classic mode »

1. Select « Scenarios »
2. Select a dimension
3. Select hypotheses
4. Name the scenario
5. 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 'Create a scenario' interface. On the left, a sidebar lists 'Session parameters' (Levels, Dimensions, Variables, Radar, Tree), 'Tree' (Scenarios, Morphol, Journal, Grammar), and '2 - Information' (Title, Description). A red box labeled '17' highlights the 'Scenarios' link in the Tree section. A red box labeled '20' highlights the 'Save' button at the bottom of the main form. The main area shows a 'Select a dimension' dropdown menu with 'Contexte International' highlighted, and a red box labeled '18' highlights this selection. Below it is a table titled '1 - Scenarios' with five rows. Rows 1, 2, 3, and 5 have three columns each, while Row 4 has four. Cells in the first column are labeled 'Démographie', 'Revenus des ménages', 'Contexte socio-économique', 'Politique de l'emploi', and 'Diversité culturelle'. Cells in the second column are labeled 'Vieillissement tempéré', 'Stagnation des revenus, creusement des inégalités', 'Croissance faible', 'Objectif : retour à l'emploi', 'Intégration', 'Globish "ghetto"', and 'Auberge Espagnole'. Cells in the third column are labeled 'Atolie : exode des cerveaux, baisse du taux de fécondité. Rebond par les migrations', 'Amélioration des revenus', 'Retour de la croissance', 'L'Europe se décale à l'origine d'un nouveau pacte fondateur, d'un Mosaïque', 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.*

The screenshot shows the Scenaring Tools interface with the title "Culture et Média 2030, « Without dimension » mode". The main area is a radar chart divided into three concentric rings. The innermost ring is light blue, the middle ring is yellow, and the outermost ring is green. Various hypotheses are plotted as red dots on these rings, with some labels visible: "Changement Climatique", "Intégration européenne", "Revenus des ménages", "DOUX RÉCHAUFFEM...", "VIEILLISSEMENT TEMPÉ...", "UNE EUROPE ORGANISÉE", "TERRITORIALISATION INÉ...", "RÉGNE DES NBC", "DURSUITÉ ET APPROF...", "Médiat", "Distribution des contenus", "Propriétés intellectuelles", "Droits sectoriels", "Objectif : RETOUR À L...', "LA DISSOLUTION DES A...", "UN DOMAINÉ PARTAGÉ", "Conceptions de l'art", "Budget de l'Etat", "Industries culturelles", "Culture et transmission", "Équipements culturels", "Evolution des usages des ...", "Légitimation", "Valeurs", "Tourisme Culturel", "Le temps", and "Dimensions culturelles". At the top right of the radar chart, there is a red box around the button "+ Creation / Viewing of scenarios" with the number 21. In the bottom right corner of the radar chart, there is a red circle with the number 22. In the bottom left corner of the radar chart, there is a red box around the edit icon (pencil) on a hypothesis dot with the number 23. To the right of the radar chart, a modal window titled "Scenario" is open, containing fields for "Title" and "Description", and a "Save" button with a red box around it and the number 24.



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.

Test -

Session parameters

Levels

Dimensions

Variables

Radar

Tree

Scenarios

Morphol

Journal

Grammar

Participant

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

Grammar

Système spécifique (Level 1)

	Value
Grammar	Général
↳ General	Definition
↳ General > Définition	Disabled
+ ↳ 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

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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.

The screenshot shows the 'Update session' page. A red box highlights the 'Session parameters' section in the sidebar, labeled 27. Another red box highlights the 'Public' checkbox under 'Disable dimensions', labeled 28. A third red box highlights the 'Public url' field containing 'http://app.scenaringtools.com/s/565c32df2b75a', labeled 29. The bottom right corner features a 'Save' button with a checkmark icon.

- 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.

The screenshot shows the 'Update session' page. A red box highlights the 'Session parameters' section in the sidebar, labeled 30. Another red box highlights the 'Password' field containing 'Password', labeled 31. The bottom right corner features a 'Save' button with a checkmark icon, labeled 32.



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 « Autohrize participants to change variables » on the « Session update »
 3. Save changes.

Test

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

Update session

Language English

Disable dimensions

Public

Password Password

Activated

Allow participants to update variables 33

Moderation scenario

Post publication

Public url <http://scenaring-tools.ens-lyon.fr/sessions/565c32df2b75a>

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

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

Save 34 35

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

Test

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

Participants

Participants 36

Add 37

Save 38



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.

Test

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

Session parameters

Levels

39

Update session

Activated

Allow participants to update variables

Moderation scenario

Public url <http://scenaring-tools.com/s/562d1a2e2eb7c>

Created at Oct 25, 2015 7:06:38 PM

Updated at Nov 30, 2015 2:53:59 PM

40

Post publication

41

Save

Set up the participants

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

Test

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

Session parameters

Levels

Participants

Participants

Report

42

Add a participant

First name

Name

Pseudonym

E-mail

Password 7cw2hl

Add

43

44

Save



Invite participants

Invite participants

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

Test -

Session parameters

Levels

Dimensions

Variables

Radar

Tree

Scenarios

Morphol

Journal

Grammar

Participants

Report

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