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.**
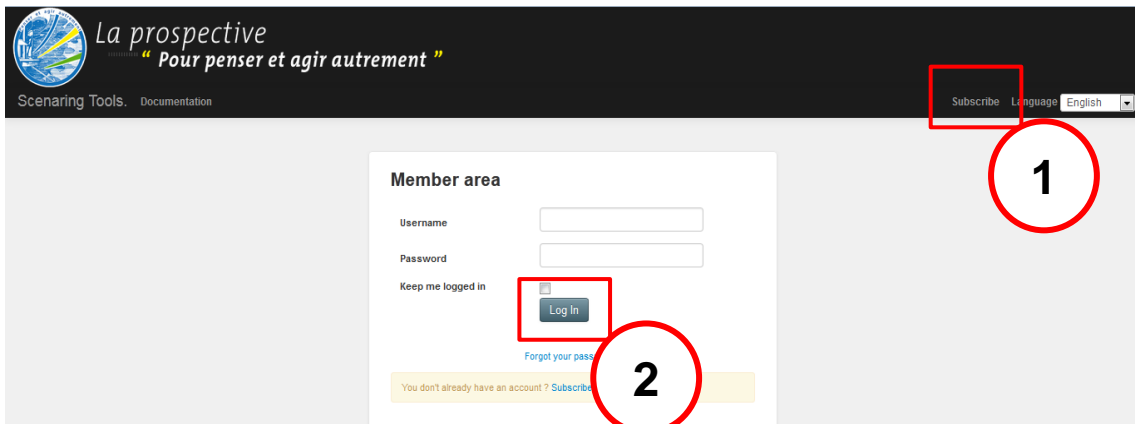
Download a demonstration session

❑ The case study **« Culture et média 2030 »** ; is available in two modes:
   o Classic; variables distributed by dimension
   o 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 considred separately without looking to link them.
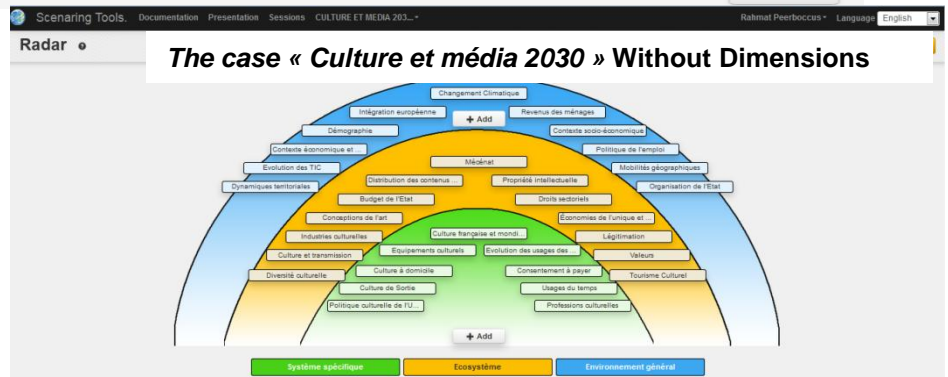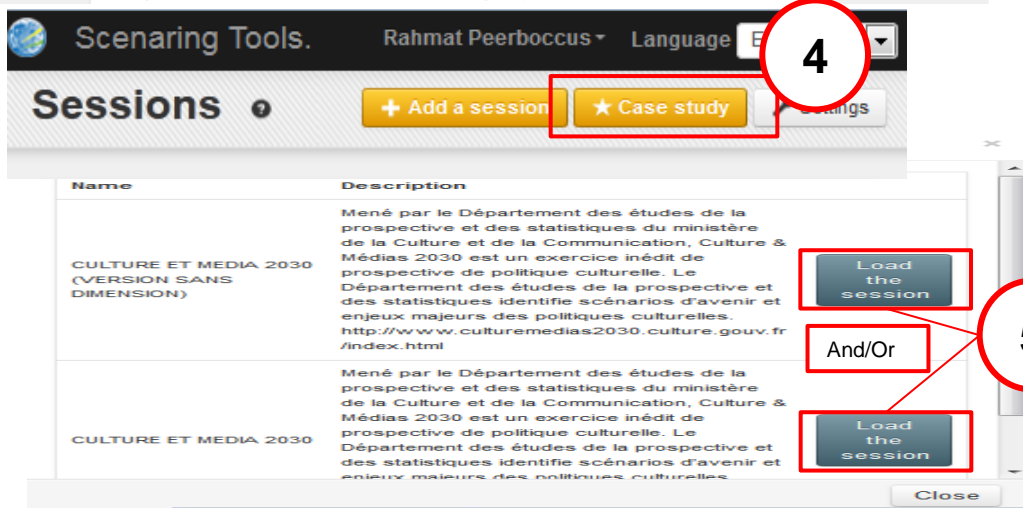
Create a new session

❑ Create a new session
1. Select/click on « Sessions » then click on « Add a session »
2. Fill in the fiields « 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.
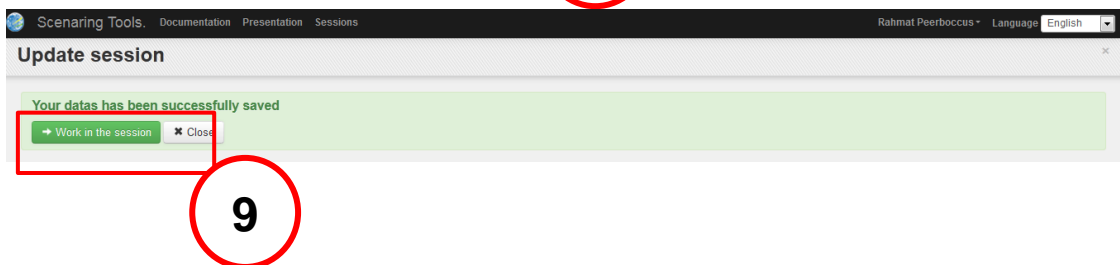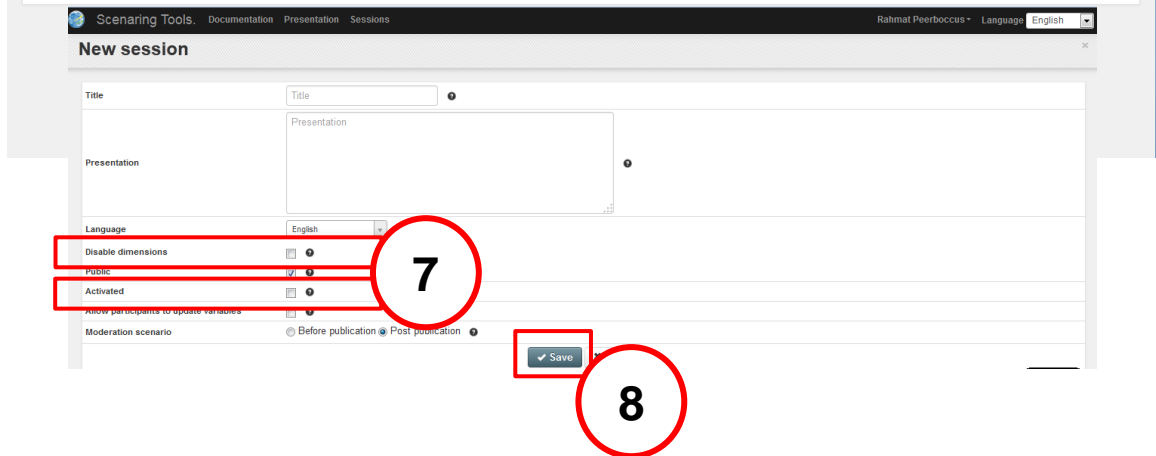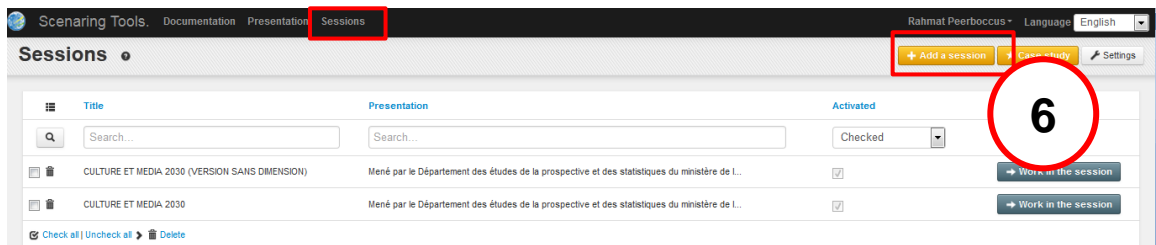
Work in a session

❑ Modules available

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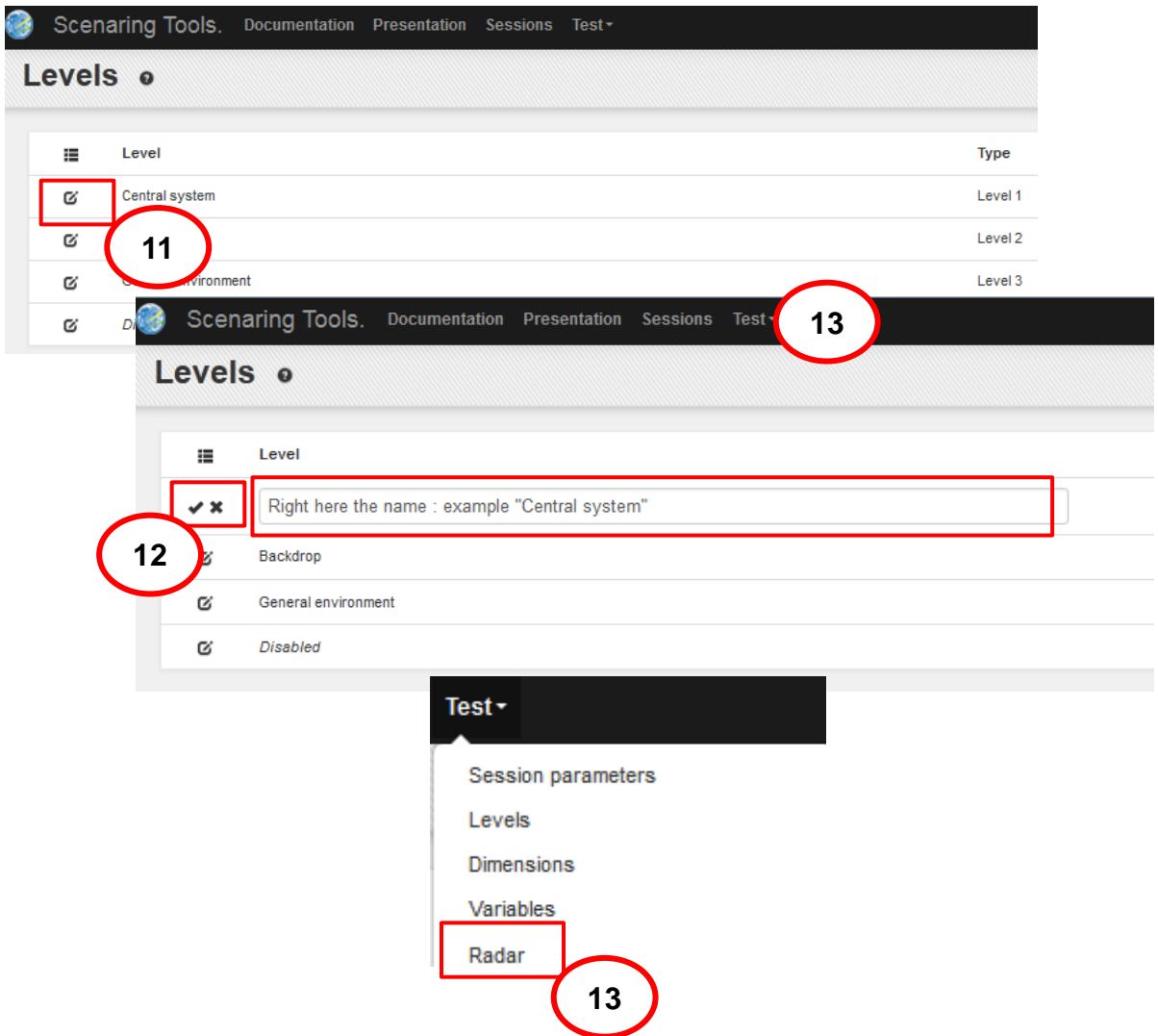*It is best to follow the order of the modules to build up a case.*

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.

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.

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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.

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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 :
   o *In « **classic mode** », scenarios can be created from the «Scenario» tab <u>but</u> not directly from the **Radar**.*

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:
   o *The same operation must be carried out for each level of the Radar.*

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.

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.

Adresse du mini site

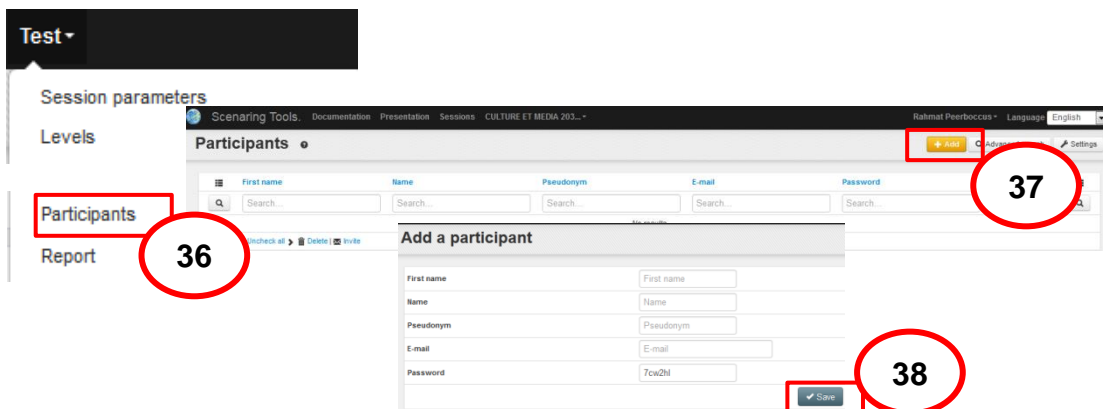# Ask participants to make suggestions/comments

❑ Ask participants to **« comment»** on the variables and/or **« suggest hypotheses »**.
1. Select « Session parameters »
2. **DO NOT** select « Autohrize participants to change variables » on the « Session update »
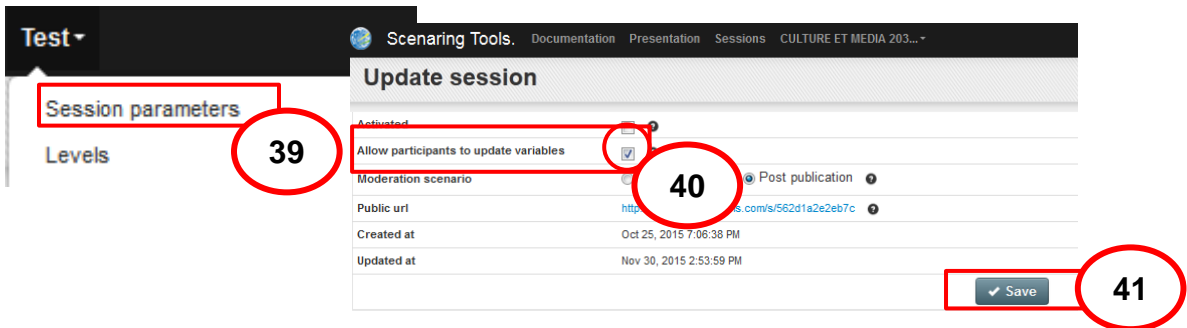3. Save changes.
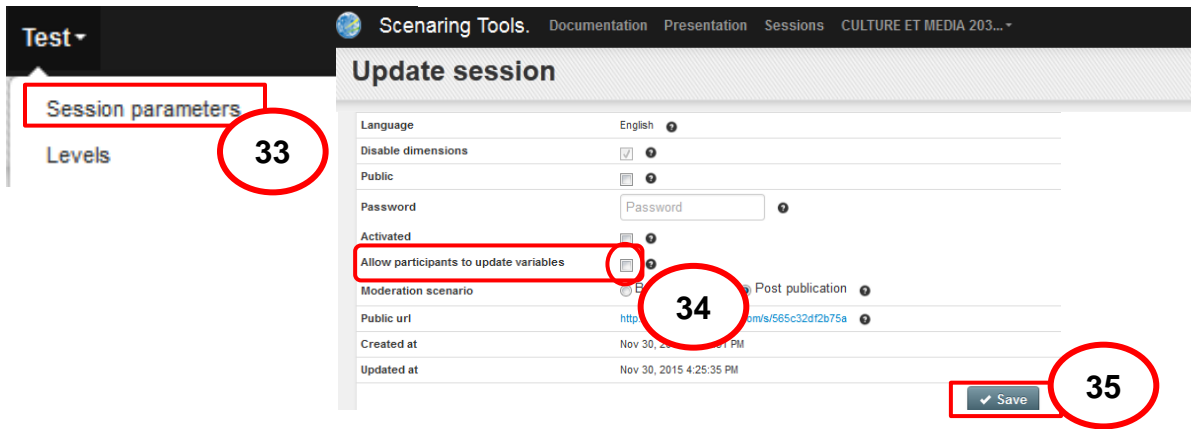
❑ Set up the participants
1. Select « Participants »
2. Select « Add »
3. Fill in the fields, choose a password, as needed, and save.

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.
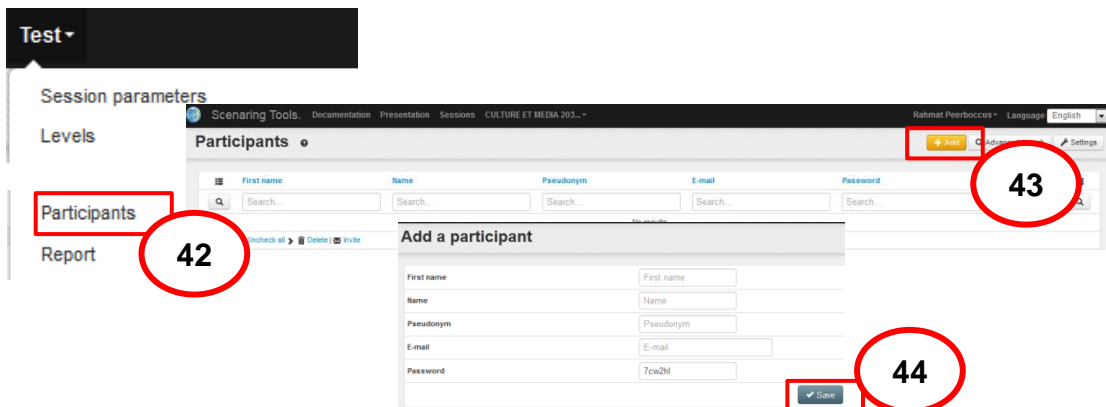
Invite participants

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