



How to start

First steps with the contingency planning tool with specific focus on food security and biodiversity

Start

Step 1

- > Register for access to the tool

Step 2

- > In the dashboard select the menu item "View question lists".
- > Print the standard question list
- > Analyse the list and clarify necessary changes

Step 3

- > In the dashboard select the menu item "New question list"
- > Create a new question list and adapt the incorporated standard list to needs.

Step 4

- > In the dashboard select the program settings on top right of the dashboard
- > Select the menu item "Links"
- > Specify the web sources that should be available for consulting during planning

Step 5 (optional if new in contingency planning)

- > Select any of the menu items in "contingency environment" with interest
- > Learn about the subject starting from the tool and continue beyond

Step 6

- > In the dashboard select the menu item "New project" and specify question list to be used
- > Start working on the contingency plan

Step 7

- > In the dashboard select the program settings on top right of the dashboard
- > Select the menu item "Sign out"

End