Setting up a module and preparations

1 Invite the participants to the Fasplat system.
TIP: people who are already invited to the system can be found in the People menu.

2 Create a new module by clicking the Create new button on the front page. Select the desired module from the menu and click the Continue to selections button.
TIP: if the module says "Activated" in the Remaining section, skip directly to step 4.

3 Select the number of modules to be activated in the window that opens and click the Buy button.

4 Select the activated module from the module menu and press the Continue to selections button.

5 In the window that opens, give the module the desired name for later identification for and select the facilitator of the desired module.
TIP: another person from the organization can also be chosen as a facilitator

6 The created module can be found in the Modules menu. Select the right tab on the screen from the top edge. Click the Invite button next to the created module to continue to the next step.
TIP: if there are a lot of tabs, you can find more modules in the three-dot menu on the right side

1 When the new module has been created (see separate instructions), look for the R&D-plan module from the Modules menu on the right tab

2 Invite the people you want to use the module by clicking the Invite button for the desired module.
TIP: after inviting, you can no longer add people to the workshop

3 Select the people you want and click the Invite button
TIP: participants will automatically receive a message about the start of the workshop at this stage

4 Start working in the workshop by selecting the right module from the Modules menu and by clicking the Start button

5 In the first stage, the participants' task is to create ideas for each section of the project topic. Each thought can be 100 characters long, and the asked numbers of thought is indicated on the right side of the screen
TIP: participants can proceed on to their own schedule or schedule that you set for the different areas. You can follow the progress from the menu on the right side.

! Interpretation of the colors of the menu on the right side.
Red: the participant is in the view before your current view
Yellow: participant in the same view/stage as your view
Green: the participant is beyond your current view

6 Stop working by clicking the Stop voting button.
TIP: participants are automatically transferred to the waiting mode

7 Edit the outputs. Each section of the project topic is in its own tab. Proceed to the next step by clicking the Start voting button.
TIP: remove duplicates, correct typos, add a new thought if necessary

8 Select the people who you want to vote and click Send invitations.
TIP: you can invite new people or uninvite some to this step.

9 The participants choose each project topic according to their opinion of the most meaningful thoughts. In addition, participants can comment on their own thoughts about the sub-areas. Stop working by clicking Stop voting button.

! Interpretation of the formed graph: the system automatically raises the three highest ideas that received votes for each area. If a situation arises, where there are tie points in such a way that exactly three ideas cannot be separated, raised system all those with equal points visible.

10 Edit the texts entered by the participants in their own sub-areas in their input windows.
TIP: you can temporarily save from the Save button at the bottom

11 If you wish, you can send the resulting image to the comment round.
TIP: if you don't want a round of comments, click on Results and jump to section 17 of the instructions

12 Select the people who you want to vote and click Send invitations.
TIP: you can invite new people or uninvite some to this step.

13 The participants can comment on the compaction image formed. Participants enter the texts, what was true, what was not true, and what they would like to add.
TIP: the top two fields are mandatory. If the participant doesn't have any ideas, you can enter a single character in the field.

14 By clicking Stop survey, the commenting round ends, and the participants go to the waiting mode.

15 You can browse the comments and, if you wish, print the comments.
TIP: the green column has things that have been seen to be true, the red column has things that have not been seen to be true. The last column contains the things that would like to be added.

16 You can edit the section-specific text fields based on the comments. The resulting compaction image cannot be edited.

17 You can still send the picture to the comment round or finish working and click the Results button.

18 View the results. You can print the whole picture from the printer icon, or you can create an image from just a compression image by clicking the image icon. By adding a result image to the front page, even participants who are not members of the organization master users can view the resulting image (not the full report).
TIP: you can always return to this page as an administrator