

Working with the Tool

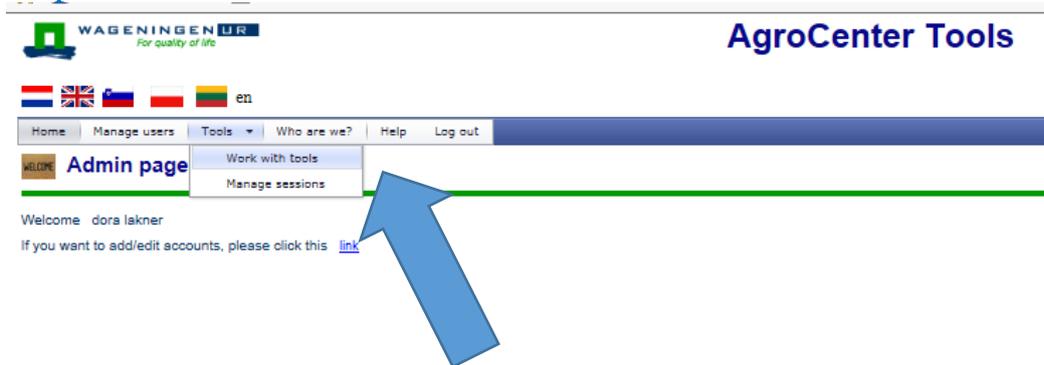
Getting started

The Strategic Management Report can be filled in online and you can access the tools on http://www3.lei.wur.nl/LEI_WebTools/

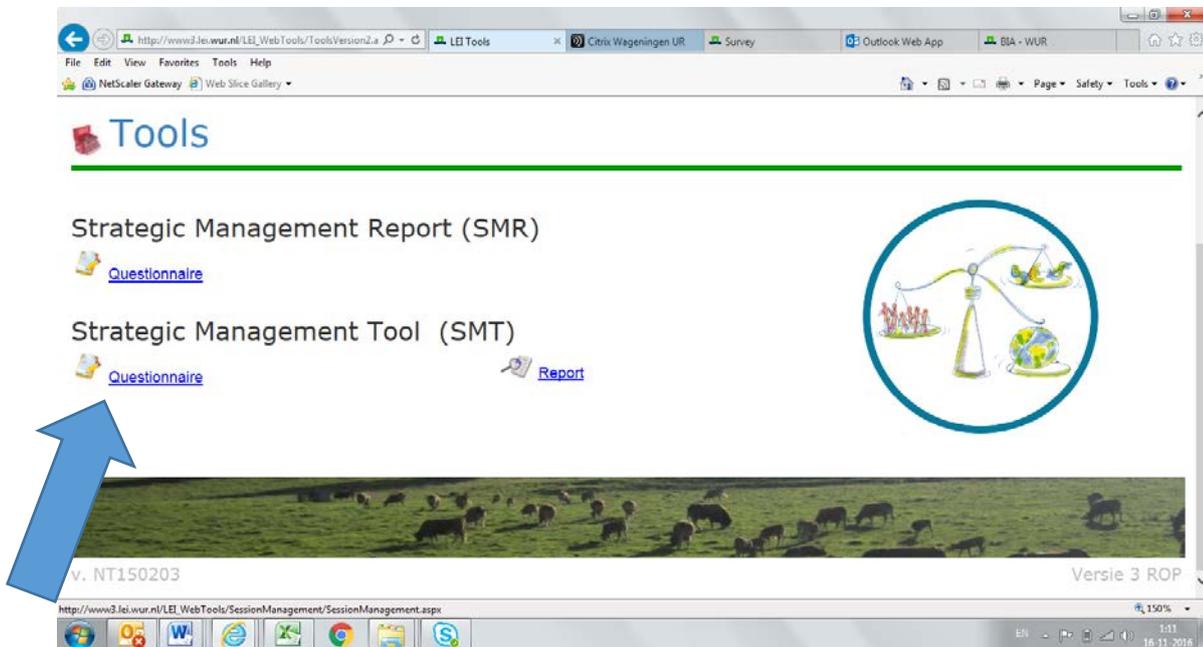
Step 1. Please log in.

You will get an user account and password from your trainer.

Step2. Chose Tools – Work with Tools



Step 3. Chose the Strategic Management Tool Questionnaire



Step 4. Click on Start Questionnaire

Answering Questions

The first two questions are introduction question about your sector and about the size of your company.

The Strategic Management Tool consists of 5 chapters (Entrepreneur, Enterprise, Environment, Strategy and Rapport).

- With the bulk above you can switch between the chapters.
- With the bulk on the left side you can switch between the questions within a specific chapter.

It can happen, that you click on the 'Next' button, however not all the questions have been answered. In this case the programme will remind you to fill in all the questions. Would like to continue without answering all of the questions, click one more time on the 'Next' button. We suggest, that you answer all of the questions, as it is not possible to get an entire rapport without filling in all of the questions.

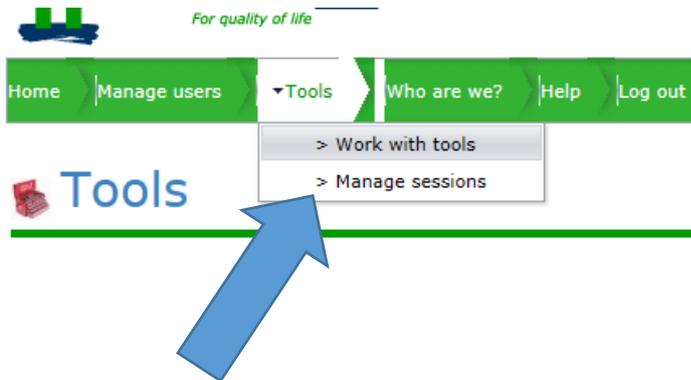
The screenshot displays the user interface of the Strategic Management Tool. On the left, a vertical list of questions is shown, with the first question, 'Introduction', selected. A blue box highlights this list with the text 'Bulk for switching between the questions'. At the top, a horizontal navigation bar contains several tabs: 'SMT start', 'Algemeen', 'Ondernemer', 'Onderneming', 'Omgeving', 'Strategieën', 'Rapportage', and 'SMR'. A second blue box highlights this bar with the text 'Bulk for switching between the chapters'. To the right of the tabs are buttons for '< Vorige' and 'Volgende >', along with a help icon. The main content area is titled 'Entrepreneur' and 'Introduction', with a sub-header 'Input entrepreneur'. Below this, there is a paragraph of text explaining the survey's purpose and the response scale. At the bottom right, a progress indicator shows 150% completion.

Session

Adding a session to your account is giving the possibility to use the tool for more than one person from the company e.g your business partner/ private partner. The results can be exported in one report.

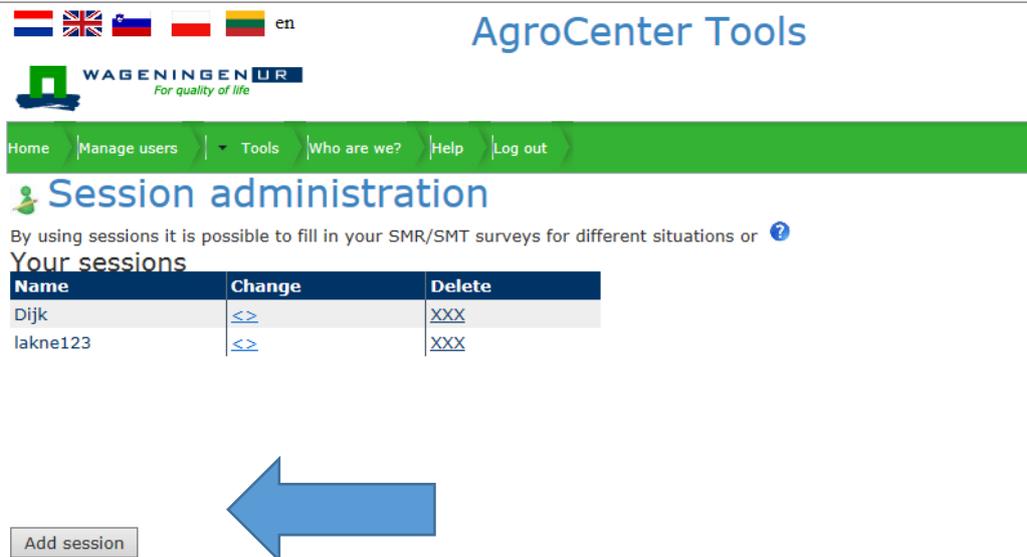
Create a session

Step 1. Choose the menu: Tools/ Manage session



The account is standard available with one session and the name is your login name. You can not delete this original session.

Step 2. Adding a session can be done with the button 'Add session'



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Session administration

By using sessions it is possible to fill in your SMR/SMT surveys for different situations or ?

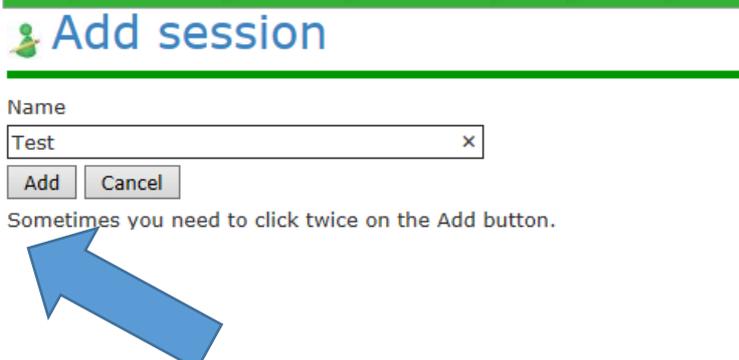
Your sessions

Name	Change	Delete
Dijk	<>	XXX
lakne123	<>	XXX

Add session

Step3. Fill in the uniec name of the session and press on 'Add'.

Sometimes you need to click twice on the 'Add' button.



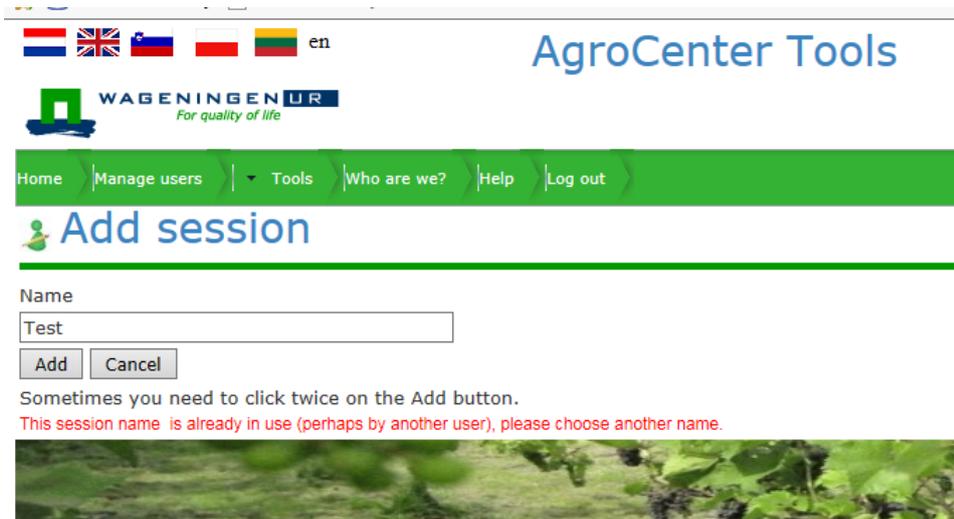
Add session

Name

Add Cancel

Sometimes you need to click twice on the Add button.

You might get the error message that the name is already in use by another account. In this case change the name and click on 'Add'



The new session will appear on the screen.



Name	Change	Delete
Dijk	<>	XXX
lakne123	<>	XXX

You can edit the name of the session or delete it.

Now that more sessions are available, before starting to use the tool a drop down box will be appear with the available sessions names. Choose the session you want to work with 'Start questionnaire'



Report of the Entrepreneur

Did you create a session, than you can choose the sessions you want the see in the report. These sessions will be shown in each spider webs. Click on 'Make report'

Make report

Choose sessions:

- @Dijk
- @lakne123
- BergR1
- KootJ12
- Noord1234
- Perso1
- txst
- Versc12
- Wisse1234



Did you answer all of the questions? If not, click on this button and you can see, which questions remain open. In case you answered all the questions this button will not responde.

Sessies Resultaat

Ingevoerd: 89 van 90 (99%) Kies gebruiker BoerP1



The open questions will be listed. Click on the blue text to reach the question.

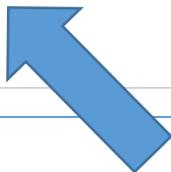
[Tool page](#)

Status

< Terug

Trainee	PID	Onderdeel	Question	Answer Status
boerp1	29		14a Productgericht	noanswer

Status: 1 / 89 (50)



In case you did not fill in all the questions, the related spider web is not available.

The screenshot shows a software interface with the following elements:

- At the top, there are two tabs: "Sessies" and "Resultaat".
- Below the tabs, a progress bar indicates "Ingevoerd: 89 van 90 (99%)".
- To the right of the progress bar is a dropdown menu labeled "Kies gebruiker" with "BoerP1" selected.
- The main content area contains a list of items, each with a star icon and a text label:
 - "Ondernemer" with a yellow star icon.
 - "Onderneming" with a red 'X' over the star icon and the text "invoer incompleet" in red below it. A blue arrow points to this item.
 - "Omgeving" with a yellow star icon.
 - "Strategie berekend & Strategie invoer" with a yellow star icon.
 - "GAP analyse" with a small thumbnail icon.
- At the bottom, there is a dropdown menu labeled "Kies een deelstrategie".