

### Application Web Address

[www.youraddress.com](http://www.youraddress.com)

**Contact Information:**  
**Virtual Corporation**  
Office: 973-426-1444  
Fax: 973-426-1014  
[www.virtual-corp.net](http://www.virtual-corp.net)

### Accessing Sustainable Planner™

Using your User ID and password, log on to Sustainable Planner™.

If you have forgotten your password, click on **Lost Password**. You will be prompted to enter your User ID. Once entered, an email will be sent to you containing your password.

If this is your first log on or if it has been a while since you last accessed Sustainable Planner™, you may be prompted to change your password.

Once you are logged on, your **Dashboard** will display a survey list under **My Surveys**. Click on the hyperlink to the survey you wish to complete.

### Using the Sustainable Planner™ Assistant

The Assistant is a step by step guide to using this application.

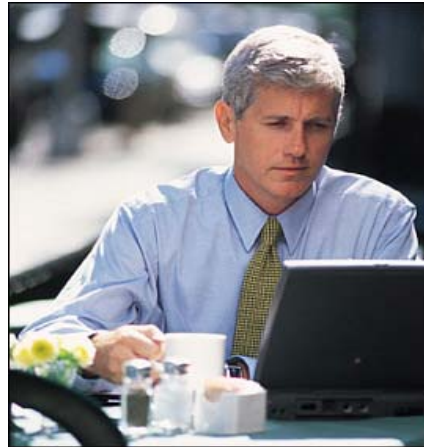
The Assistant can be activated by clicking on **i** found at the top of every screen in this application.

If you want to close the Assistant, click on **X** at the top or on **(Turn off the Assistant)** at the bottom of the Assistant screen.

The Assistant also gives you access to further help by providing you contact information for your Coordinator at the bottom of the Assistant screen.

For assistance, please contact your Coordinator:

**Jane Mitchell; (555) 555-5555**



### Navigating Your Survey

Navigating through the survey is easily done through buttons or a drop-down box, which are

Scroll Down | << Previous Page | Next Page >> | Check Spelling | Finish  
Employee Functions

available at the top and bottom of the screen.

Add Page Note | Update

Scroll Up | << Previous Page | Next Page >> | Check Spelling | Finish

### Sample Survey Pages

- Contact Information
- Worst Case Scenarios Defined
- Business Processes
- Vital Records
- Vendor List
- Department Call Tree
- Recovery Team Members
- Recovery Tasks by Scenario
- Operational Characteristics
- Business Impact Factors
- Resource Entry Instructions
- Recovery Resources
- Critical Applications
- Survey Validation Procedure

### Completing Your Survey

If you have completed your survey, the next step is to validate it. Validation scans your survey and check for any errors. To start the validation process, click "Finish", then "Validate".

### Generating Reports

After validation completes, you will be asked if you would like to generate reports and a screen will display a listing of available reports. Check the box next to the report(s) that you want to run and click "Generate".

The *Report Generation Queue* will open and the status of your request(s) will be displayed. Once your report(s) complete, click **<<Return to Dashboard**. You will be able to access your report(s) in **My Documents** at the bottom of the **Dashboard**.

Click on your folder and you will be redirected to **Document Management**.

The newly run report will be displayed in the list. Click **(View)** to open the report. The report will open in Adobe Acrobat Reader and can be printed from there.

### Updating Documents

You are able to access components assigned to you in **My Documents** at the bottom of the **Dashboard**.

Click on your folder and you will be redirected to **Document Management**.

A list of available components will be displayed. Click **(Edit)** to open the document.

When you have completed your edits, select the "Check-in" option for this document on the Document Management page. You will then be able to upload the edited document.

### Exiting Your Survey

If you are unable to complete the survey in one sitting, from any page within the survey click "Finish", then click "Log Off".