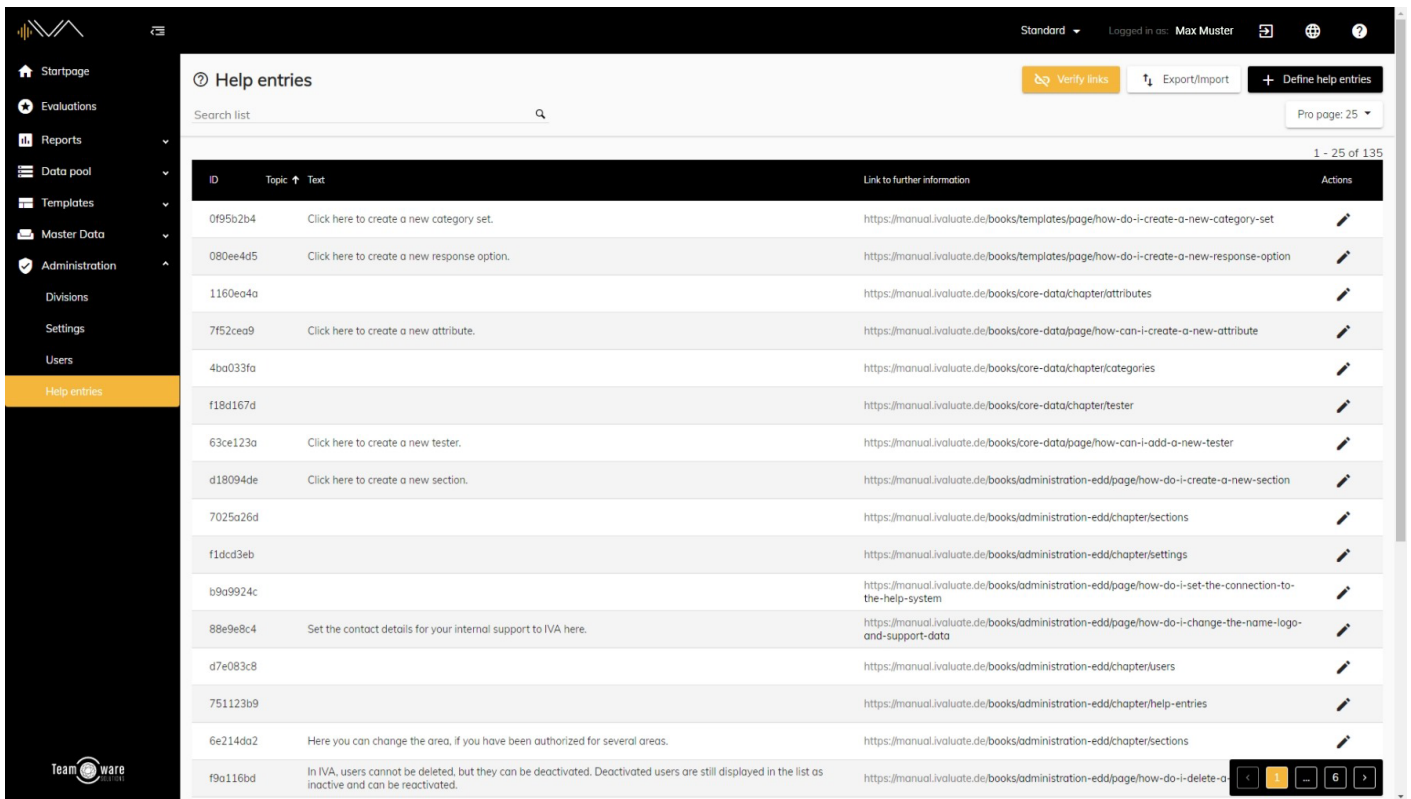


# Help entries

- What are help entries?
- How do I add a help entry or edit one?

# What are help entries?

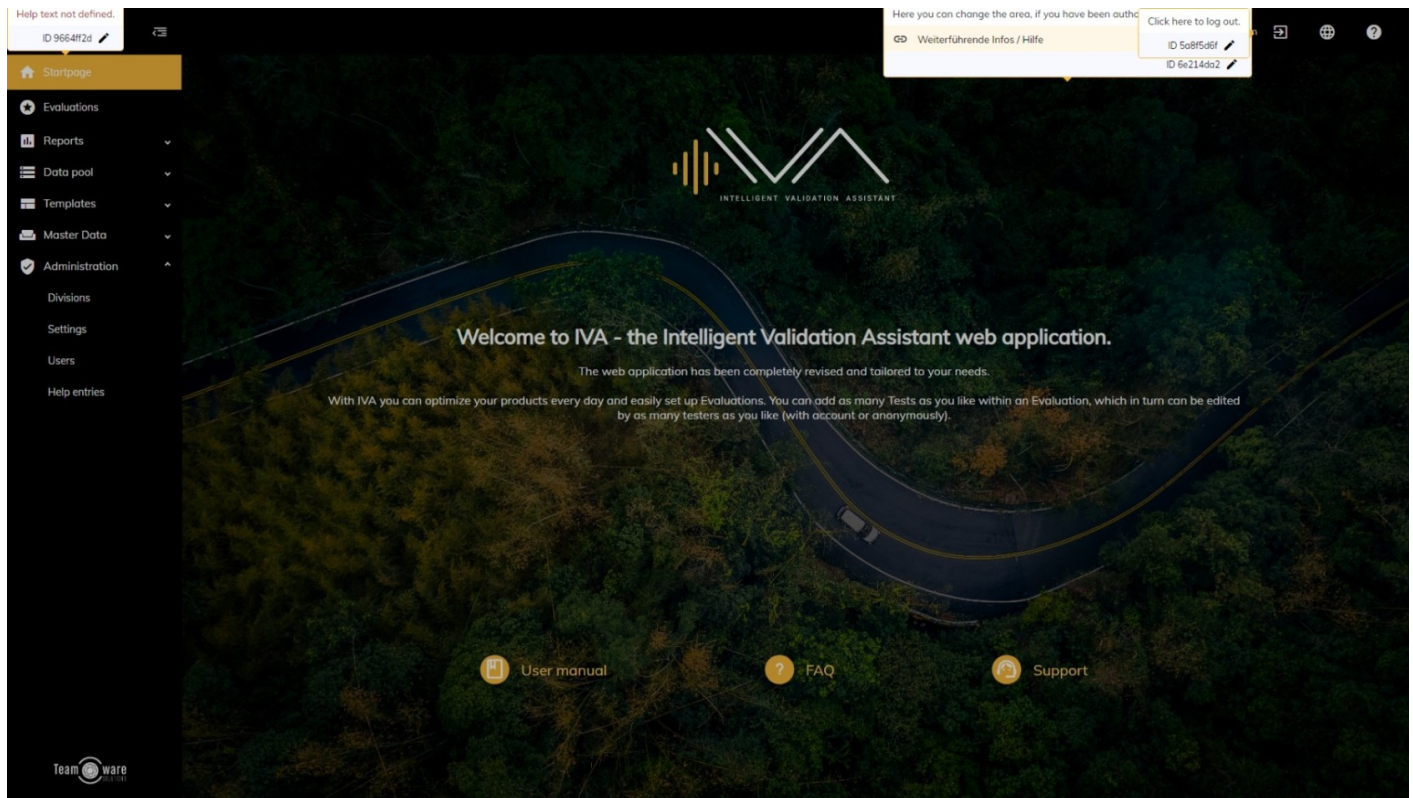


The screenshot displays the IVA Help entries interface. On the left is a dark sidebar with navigation options: Startpage, Evaluations, Reports, Data pool, Templates, Master Data, Administration, Divisions, Settings, Users, and Help entries (highlighted). The main content area is titled "Help entries" and includes a search bar, "Verify links", "Export/Import", and "Define help entries" buttons. A table lists 135 help entries, showing columns for ID, Topic, Text, Link to further information, and Actions. The table is paginated to show 1-25 of 135 entries.

ID	Topic	Text	Link to further information	Actions
0f95b2b4		Click here to create a new category set.	<a href="https://manual.ivaluate.de/books/templates/page/how-do-i-create-a-new-category-set">https://manual.ivaluate.de/books/templates/page/how-do-i-create-a-new-category-set</a>	
080ee4d5		Click here to create a new response option.	<a href="https://manual.ivaluate.de/books/templates/page/how-do-i-create-a-new-response-option">https://manual.ivaluate.de/books/templates/page/how-do-i-create-a-new-response-option</a>	
1160ea4a			<a href="https://manual.ivaluate.de/books/core-data/chapter/attributes">https://manual.ivaluate.de/books/core-data/chapter/attributes</a>	
7f52cea9		Click here to create a new attribute.	<a href="https://manual.ivaluate.de/books/core-data/page/how-can-i-create-a-new-attribute">https://manual.ivaluate.de/books/core-data/page/how-can-i-create-a-new-attribute</a>	
4ba033fa			<a href="https://manual.ivaluate.de/books/core-data/chapter/categories">https://manual.ivaluate.de/books/core-data/chapter/categories</a>	
f18d167d			<a href="https://manual.ivaluate.de/books/core-data/chapter/tester">https://manual.ivaluate.de/books/core-data/chapter/tester</a>	
63ce123a		Click here to create a new tester.	<a href="https://manual.ivaluate.de/books/core-data/page/how-can-i-add-a-new-tester">https://manual.ivaluate.de/books/core-data/page/how-can-i-add-a-new-tester</a>	
d18094de		Click here to create a new section.	<a href="https://manual.ivaluate.de/books/administration-edd/page/how-do-i-create-a-new-section">https://manual.ivaluate.de/books/administration-edd/page/how-do-i-create-a-new-section</a>	
7025a26d			<a href="https://manual.ivaluate.de/books/administration-edd/chapter/sections">https://manual.ivaluate.de/books/administration-edd/chapter/sections</a>	
f1dc3eb			<a href="https://manual.ivaluate.de/books/administration-edd/chapter/settings">https://manual.ivaluate.de/books/administration-edd/chapter/settings</a>	
b9a9924c			<a href="https://manual.ivaluate.de/books/administration-edd/page/how-do-i-set-the-connection-to-the-help-system">https://manual.ivaluate.de/books/administration-edd/page/how-do-i-set-the-connection-to-the-help-system</a>	
88e9e8c4		Set the contact details for your internal support to IVA here.	<a href="https://manual.ivaluate.de/books/administration-edd/page/how-do-i-change-the-name-logo-and-support-data">https://manual.ivaluate.de/books/administration-edd/page/how-do-i-change-the-name-logo-and-support-data</a>	
d7e083c8			<a href="https://manual.ivaluate.de/books/administration-edd/chapter/users">https://manual.ivaluate.de/books/administration-edd/chapter/users</a>	
751123b9			<a href="https://manual.ivaluate.de/books/administration-edd/chapter/help-entries">https://manual.ivaluate.de/books/administration-edd/chapter/help-entries</a>	
6e214da2		Here you can change the area, if you have been authorized for several areas.	<a href="https://manual.ivaluate.de/books/administration-edd/chapter/sections">https://manual.ivaluate.de/books/administration-edd/chapter/sections</a>	
f9a116bd		In IVA, users cannot be deleted, but they can be deactivated. Deactivated users are still displayed in the list as inactive and can be reactivated.	<a href="https://manual.ivaluate.de/books/administration-edd/page/how-do-i-delete-a">https://manual.ivaluate.de/books/administration-edd/page/how-do-i-delete-a</a>	

Help entries support planners in using the online tool. If you get stuck at any point, you can simply press the F2 key on your keyboard and see small help entries for the respective sections on the page. For some of them, there is also a "continuative link" that leads to the corresponding subpage of our online manual.

# How do I add a help entry or edit one?



First navigate to the corresponding page where you want to add the help entry. Now click the F2 key on your keyboard. All available help entries will appear. Click on the pencil icon to edit an entry.

Now a popup window opens. Enter a name ("Topic"), an optional description ("Text") and optionally a link to further information (e.g. IVA Wiki). Afterwards you can choose the position of the help text. You can therefore decide whether you prefer to display the help entry at the top, bottom, left or right of the respective target object.

Remember to click the "Save" button after editing.