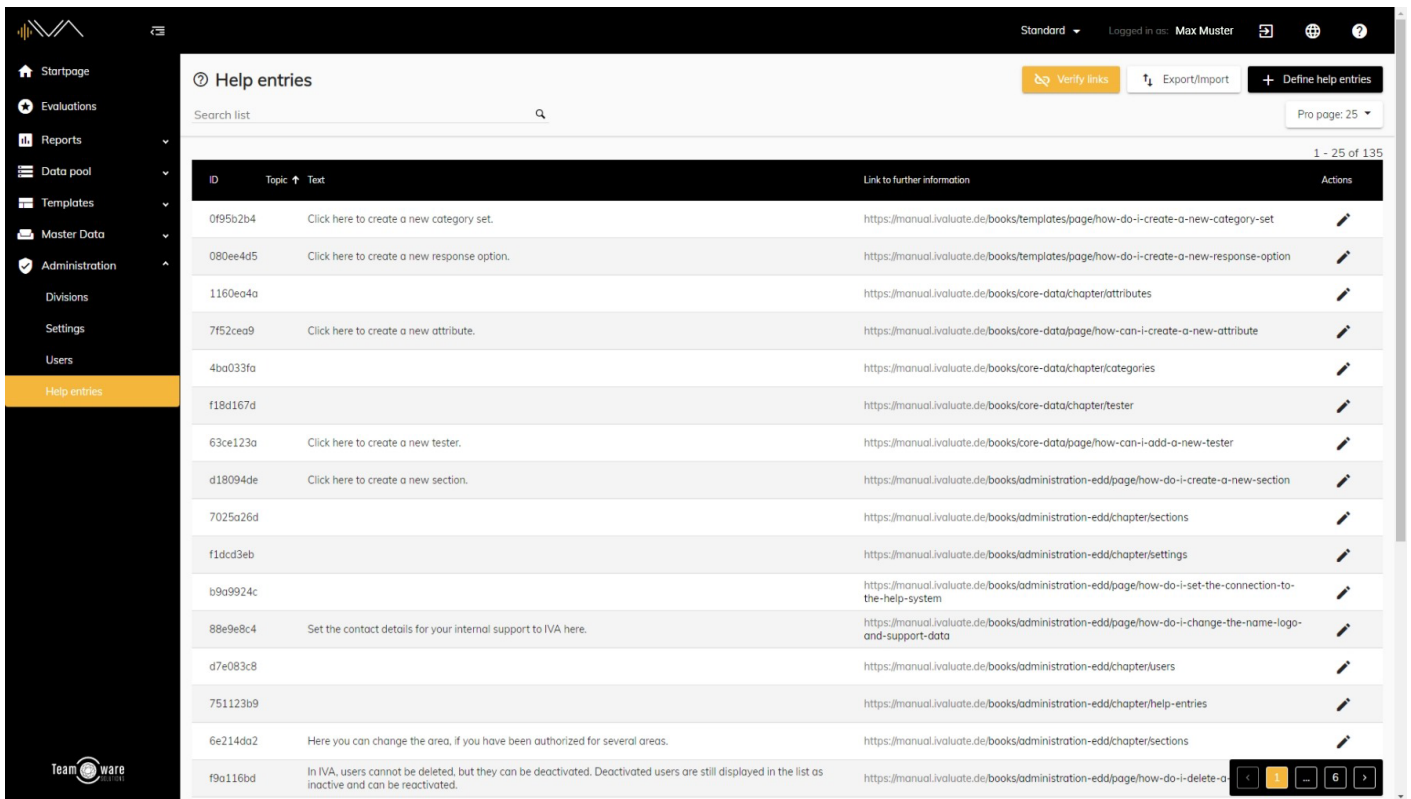


Help entries

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

What are help entries?

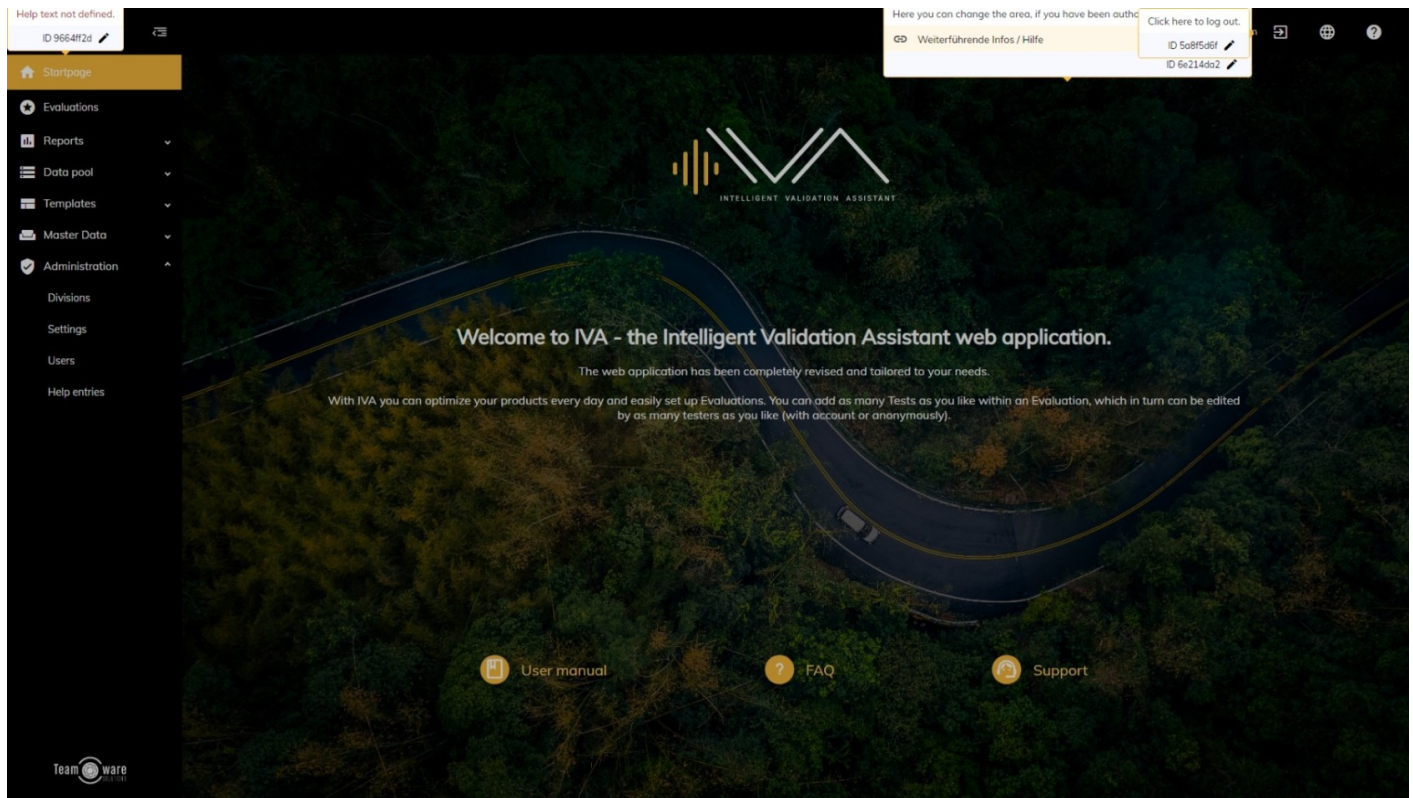


The screenshot displays the IVA Help entries interface. On the left is a dark sidebar with navigation options: Startpage, Evaluations, Reports, Data pool, Templates, Master Data, Administration, Divisions, Settings, Users, and Help entries (highlighted in orange). The main content area is titled "Help entries" and includes a search bar, a "Verify links" button, an "Export/Import" button, and a "Define help entries" button. Below the search bar, a table lists 25 help entries (page 1 of 135). Each entry has an ID, a topic, a text description, a link to further information, and an edit action icon.

ID	Topic	Text	Link to further information	Actions
0f95b2b4		Click here to create a new category set.	https://manual.ivaluate.de/books/templates/page/how-do-i-create-a-new-category-set	
080ee4d5		Click here to create a new response option.	https://manual.ivaluate.de/books/templates/page/how-do-i-create-a-new-response-option	
1160ea4a			https://manual.ivaluate.de/books/core-data/chapter/attributes	
7f52cea9		Click here to create a new attribute.	https://manual.ivaluate.de/books/core-data/page/how-can-i-create-a-new-attribute	
4ba033fa			https://manual.ivaluate.de/books/core-data/chapter/categories	
f18d167d			https://manual.ivaluate.de/books/core-data/chapter/tester	
63ce123a		Click here to create a new tester.	https://manual.ivaluate.de/books/core-data/page/how-can-i-add-a-new-tester	
d18094de		Click here to create a new section.	https://manual.ivaluate.de/books/administration-edd/page/how-do-i-create-a-new-section	
7025a26d			https://manual.ivaluate.de/books/administration-edd/chapter/sections	
f1dc3eb			https://manual.ivaluate.de/books/administration-edd/chapter/settings	
b9a9924c			https://manual.ivaluate.de/books/administration-edd/page/how-do-i-set-the-connection-to-the-help-system	
88e9e8c4		Set the contact details for your internal support to IVA here.	https://manual.ivaluate.de/books/administration-edd/page/how-do-i-change-the-name-logo-and-support-data	
d7e083c8			https://manual.ivaluate.de/books/administration-edd/chapter/users	
751123b9			https://manual.ivaluate.de/books/administration-edd/chapter/help-entries	
6e214da2		Here you can change the area, if you have been authorized for several areas.	https://manual.ivaluate.de/books/administration-edd/chapter/sections	
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.	https://manual.ivaluate.de/books/administration-edd/page/how-do-i-delete-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.