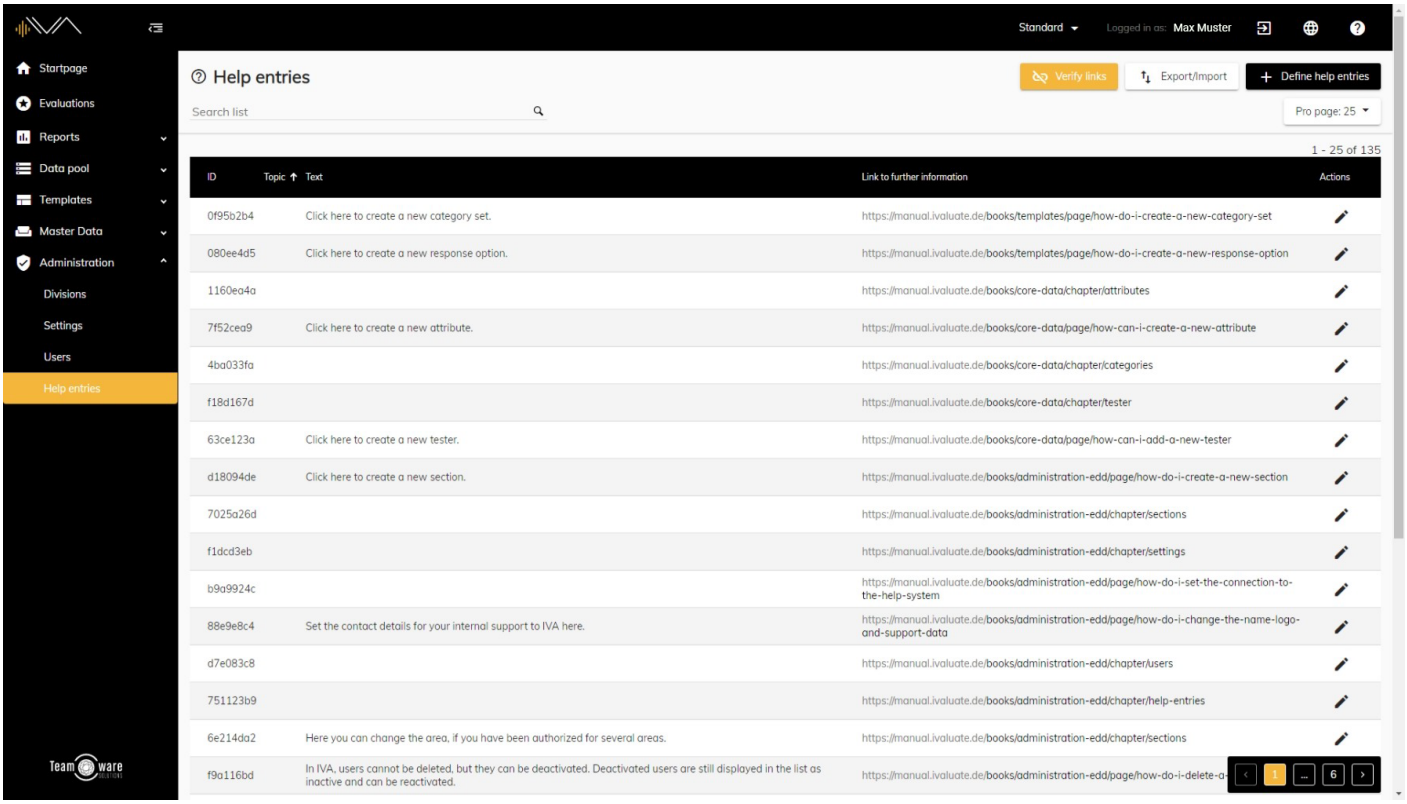
Help entries

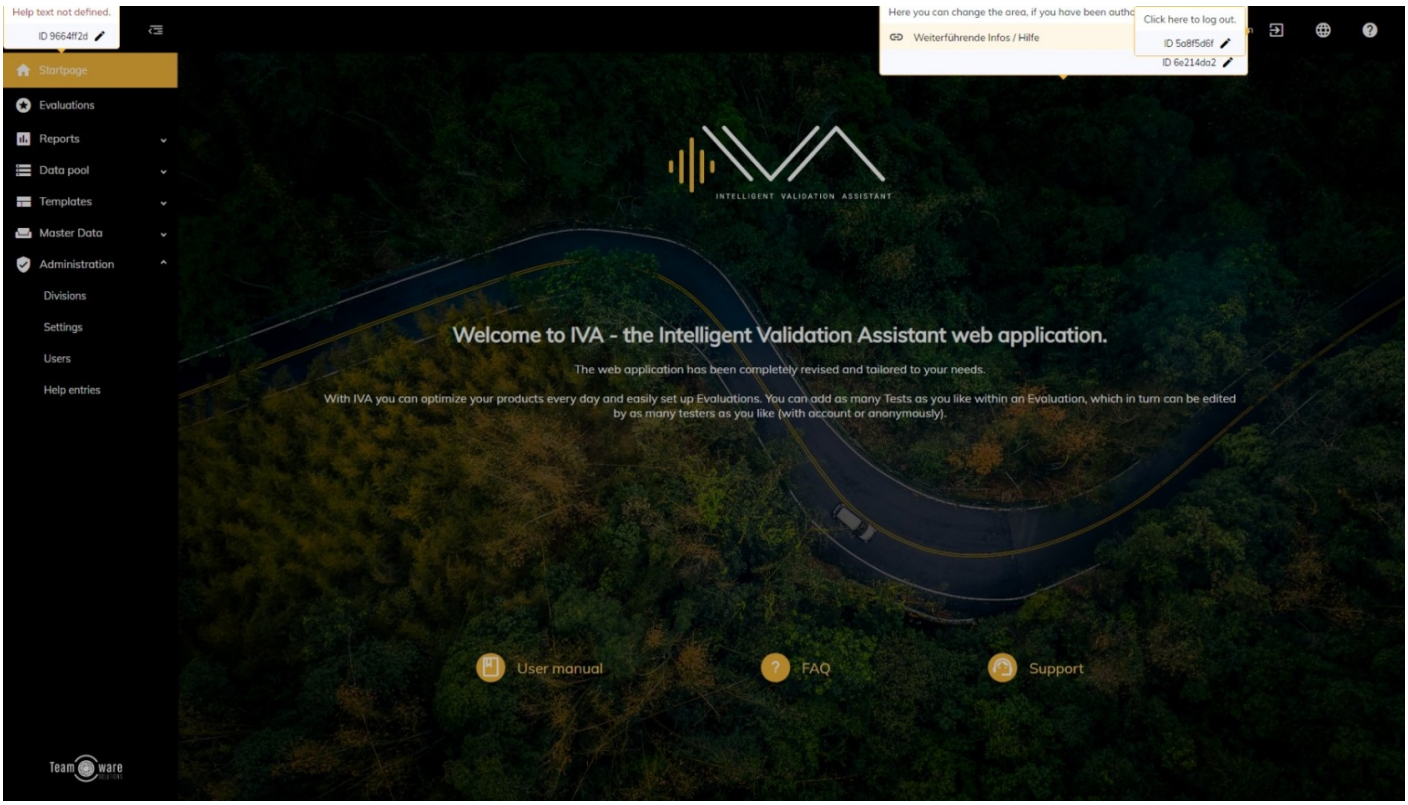
- What are help entries?
- How do I add a help entry or edit one?

What are help entries?



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.