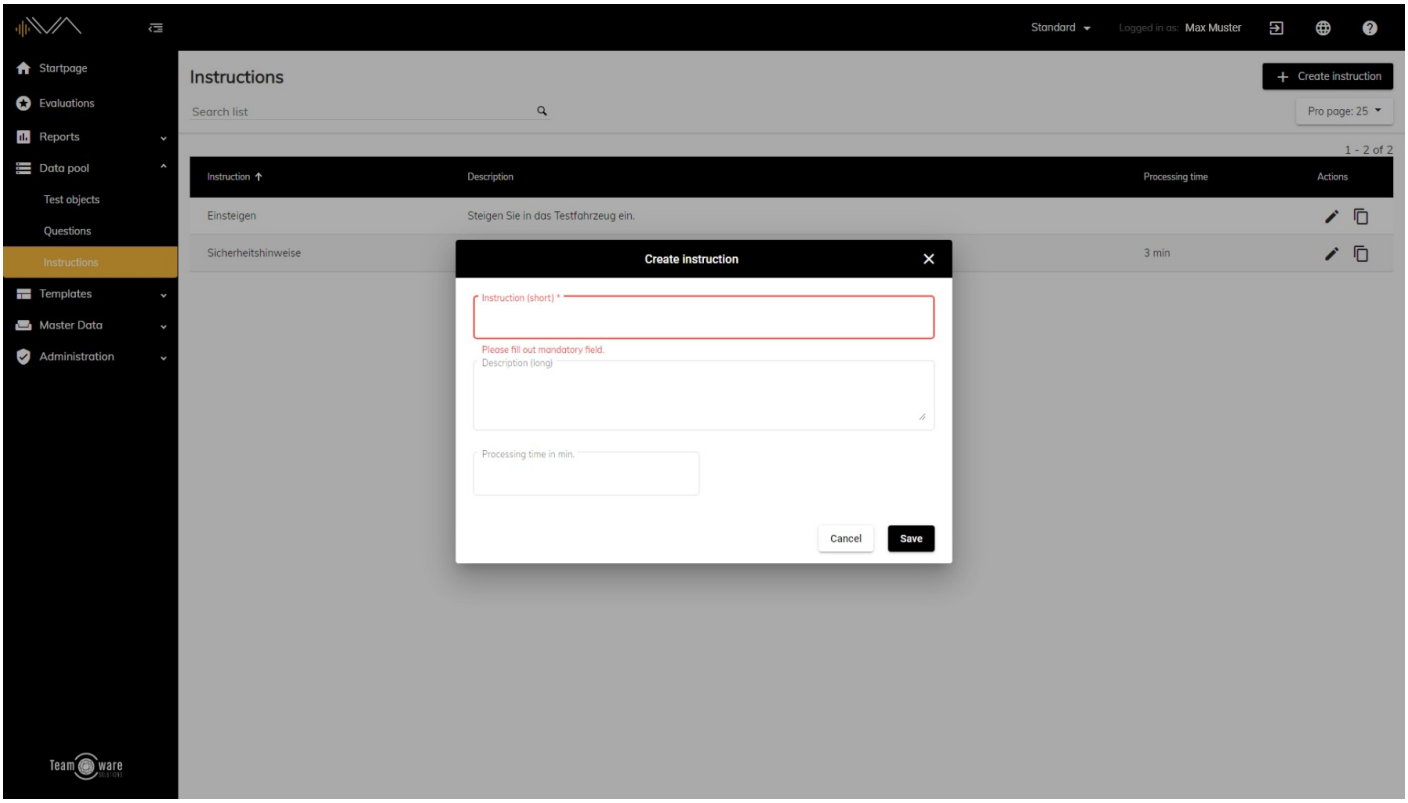
Instructions

- How do I create a new instruction?
- How do I edit an existing instruction?
- How do I delete an existing instruction?

How do I create a new instruction?



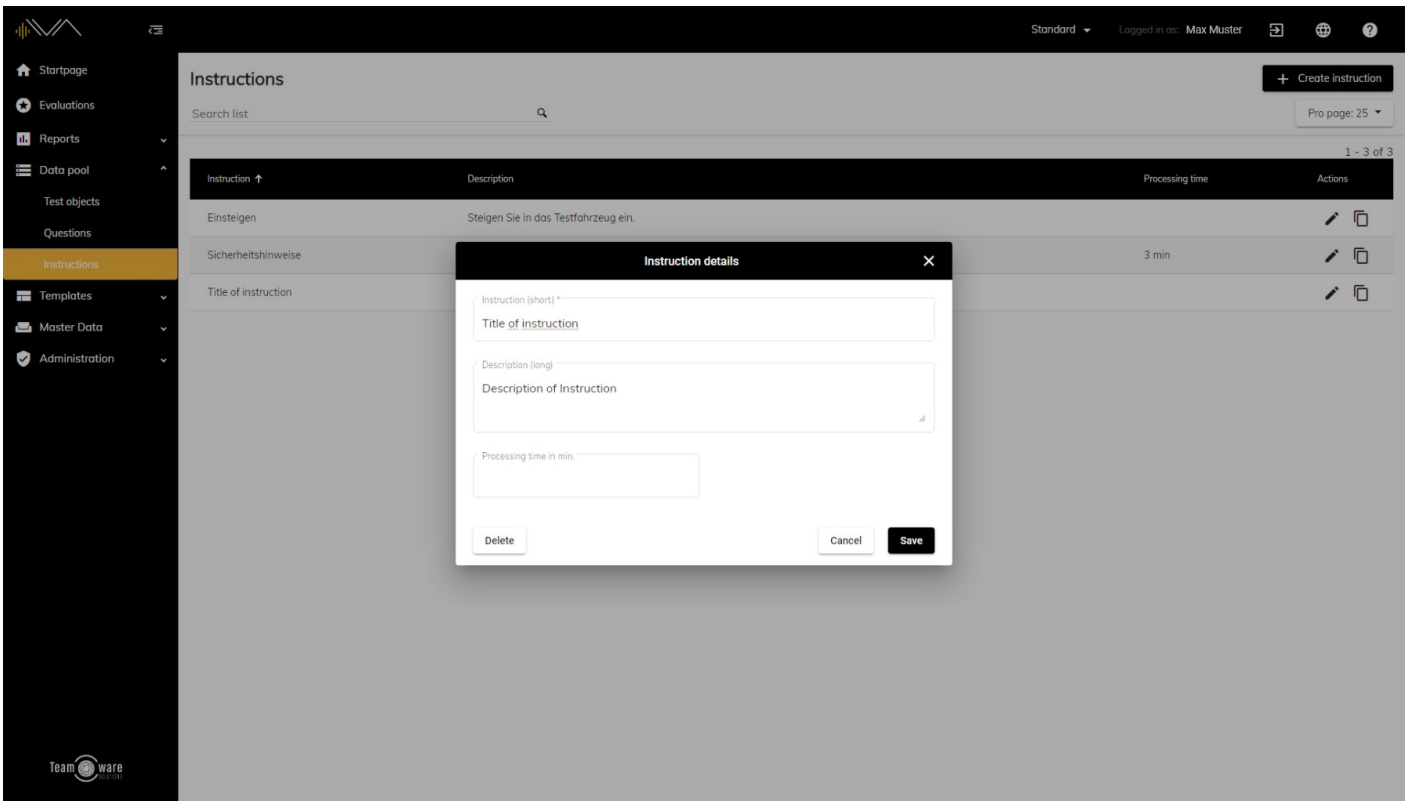
Navigate to the Data Pool > Instructions menu item and then click the Create Instruction button at the top right of the page. A pop-up dialog for creating a new instruction for the active division will appear. You can now add the following entries:

Instruction (mandatory field): enter a short and fitting name for your instruction here.

Description (optional): If required, you can add a descriptive text here to formulate your instruction in more detail or to explain individual steps in more detail.

Processing time in minutes (optional): You can enter an estimated time for processing your instruction. This way, an approximate duration for processing a created instruction catalog can be calculated.

How do I edit an existing instruction?



Navigate to the menu item Data pool > Instructions. You will now see an overview of all instructions in the selected area. Then double-click on the instruction you want to edit or click on the pencil. A pop-up dialog appears with the details of the selected instruction. You can now change the following entries:

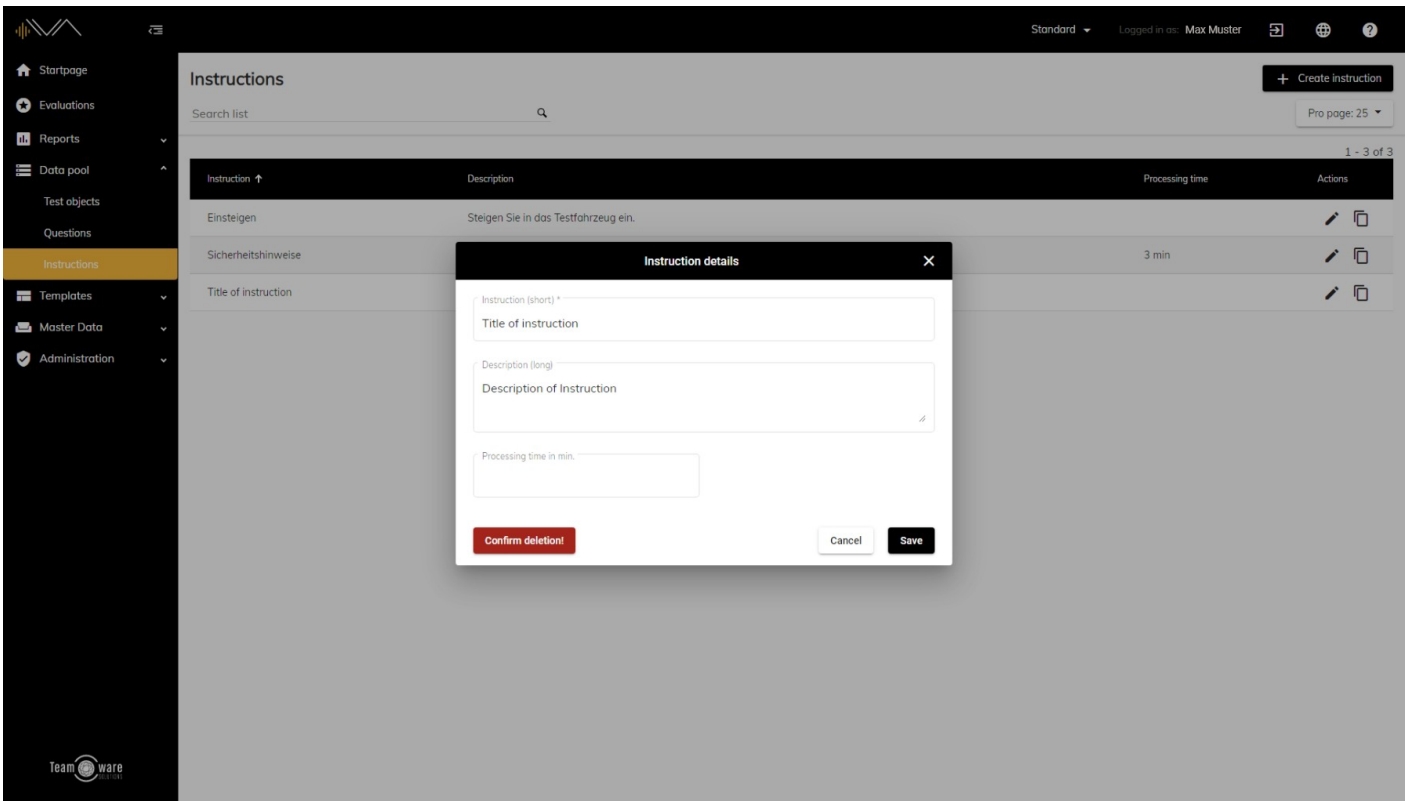
Instruction (mandatory field): enter a short and appropriate name for your instruction here.

Description (optional): If required, you can add a descriptive text here to formulate your instruction in more detail or to explain individual steps in more detail.

Processing time in minutes (optional): You can enter an estimated time for processing your instruction. This allows you to calculate an approximate duration for processing a created instruction catalog.

Instructions can be changed as long as they are not used in any evaluation or test. As soon as your instruction is used in one or more evaluations or tests, all fields are locked for editing. However, by clicking on one of the locks, the corresponding field can be unlocked and edited again if necessary.

How do I delete an existing instruction?



In IVA, instructions can only be deleted as long as they are not used in any tests. Otherwise, instructions can only be archived.

Navigate to the menu item Data pool > Instructions. You will now see an overview of all instructions in the selected range. Double-click on the instruction you want to delete or click on the pencil. A pop-up dialog will appear with the details of the selected instruction.

To delete the instruction, click on the "Delete" button at the bottom left of the dialog window. The button text will now change to "Confirm deletion!" - Click the button again to finally delete the instruction.