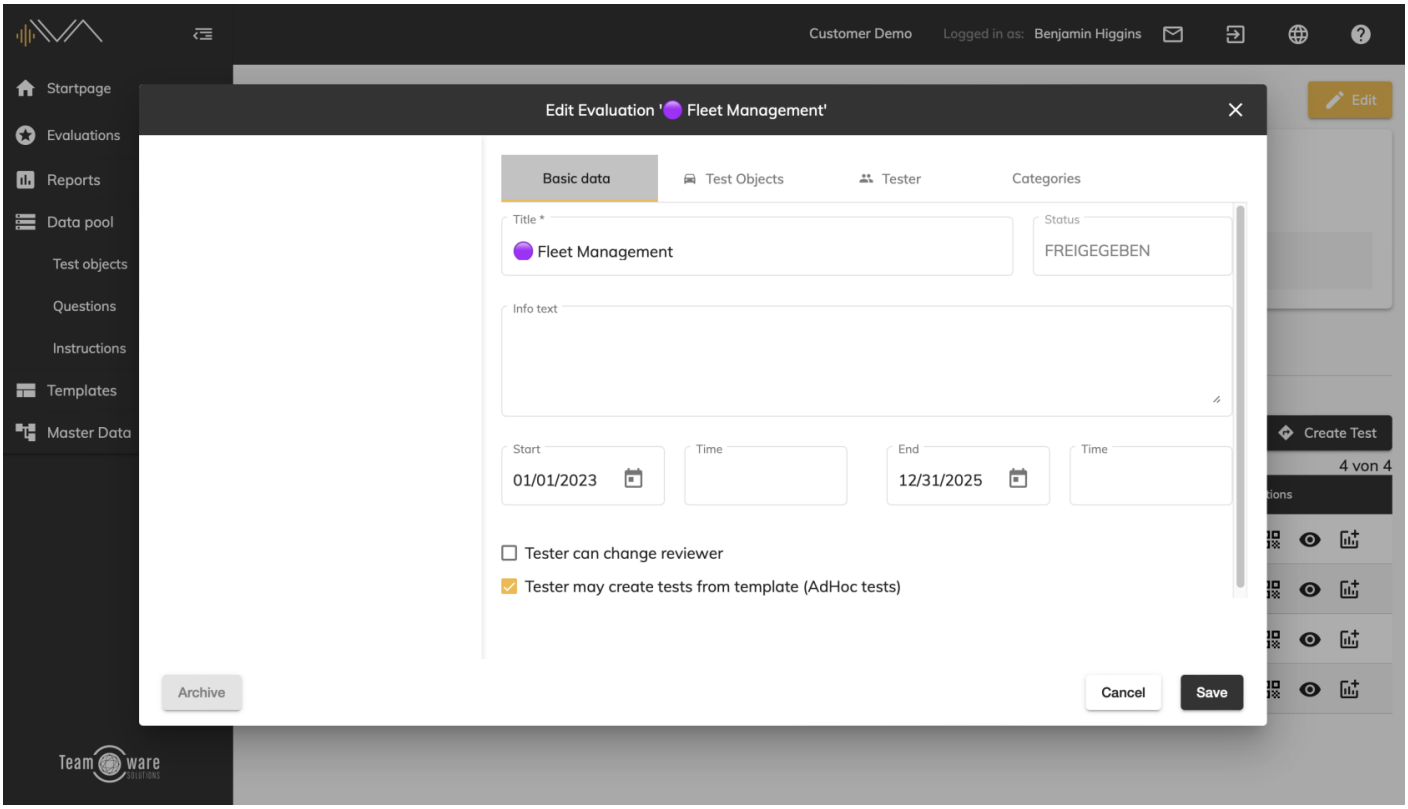
How do I edit an evaluation?



To edit an existing evaluation, click Evaluations in the left navigation bar. Then click on the eye icon or double-click on the corresponding line. Now a new page opens. You will see the overview page of the selected evaluation. It is divided into an upper and a lower section. In the upper section you will find some information like the current status of the evaluation. The lower section is divided into four categories:

- You can see an overview of all **tests** of the evaluation, you can take a closer look at a test and you can create a new test.
- In the tester tab you can see all **testers** assigned to the evaluation and you can also search this list.
- In the **test objects** tab you can see all test objects assigned to the evaluation and you can also search this list
- In the **categories** tab, you can see all categories and subcategories assigned to the evaluation.

You can now switch to **edit mode** to be able to edit the evaluation. To do so, click on the "Edit" button in the upper right corner. A popup with four tabs will open.

Basic data

- The **title** is a mandatory field and can be changed

- The **status** of the evaluation is automatically generated based on the status of the tests
- Optionally, the info text can be changed
- The **start** is a mandatory field (optional: time information), must be specified in the date format DD.MM.YYYY and can be changed
- The **end** is a mandatory field (optional: time information), must be specified in the date format DD.MM.YYYY and can be changed
- If you want to use alternative appraisers*, please check the box.
- If the tester is allowed to create tests from templates (AdHoc tests), please activate the corresponding checkbox.

*Alternate evaluators can be used if, for example, several people are testing a test object together but only have one device available. A tester who is not logged in on the device now wants to give feedback and it should also be assigned to him in the system. In this case, the entering tester selects the appropriate name under "Alternative assessor".

Test objects

The screen is divided in two. On the left side you will find all objects from the data pool. You can also search this list. You can add a test object from the data pool to the evaluation by double-clicking or using drag & drop. You can also create a new test object.

On the right side you will find all test objects that are assigned to the evaluation. You will see the picture, the name, the key value and the attributes. You can also search this list. If an added test object is not used in at least one test, you can remove the test object from the evaluation by clicking on the X symbol (wait a moment until the symbol turns red and press again to confirm).

Tester

The screen is also divided into two here. On the left side you will find all available testers from the data pool and you can search this list. You can add a tester from the data pool to the evaluation by double-clicking or using drag & drop. You can also create a new tester.

On the right side you will find all testers who are assigned to the evaluation. You will see the first name, last name, company/department and e-mail address. You can also search this list. If an added tester is not yet assigned to at least one test, you can remove the tester from the evaluation by clicking on the X symbol (wait a moment until the symbol turns red and press again to confirm).

Categories

The screen is also split in two here. On the left you will find all available categories and you can category sets. You can search this list. You can add a category to the evaluation by double-clicking or using drag & drop.

On the right side you will find all categories and subcategories that are assigned to the evaluation. If added, you will see an icon and the name of the category. If a down arrow icon appears in front of the icon, it is a category with subcategories. This means that this list can be expanded. If there is

no arrow, it is a normal category or subcategory. In the end, a category hierarchy can be built that contains many sub-levels. If an added category is not yet assigned to at least one test, you can remove the category from the evaluation by clicking on the X symbol (wait a moment until the symbol turns red and press again to confirm).

Clicking on Save closes the pop-up window and takes you to the overview page.

Words marked in bold indicate mandatory entries.

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