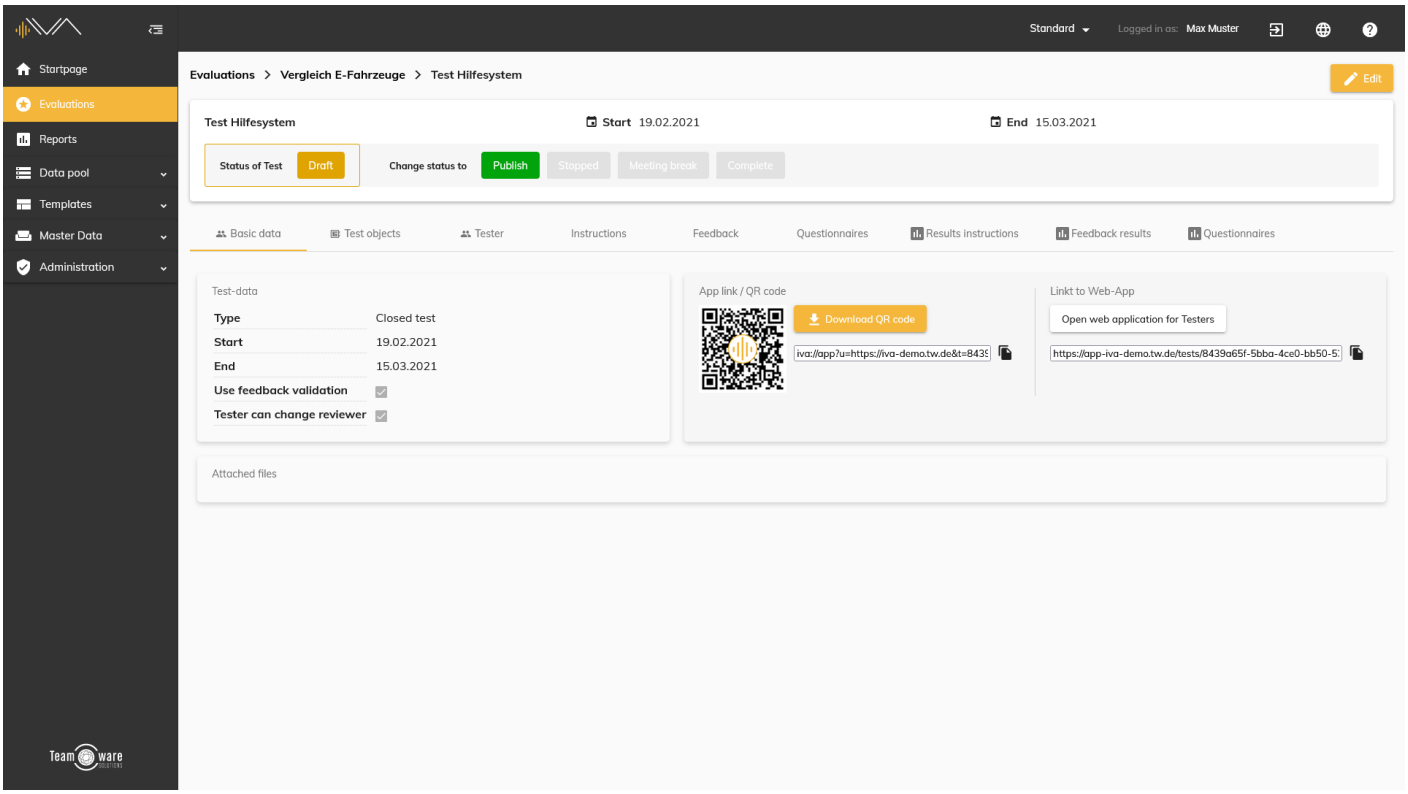
How do I edit an existing test?



To edit an existing test, you must first select the corresponding evaluation. In the detailed view of the evaluation, you then double-click on the line or on the eye symbol of the corresponding test. Now a new page opens with detailed information about the test. On the top right there is a button called "Edit". However, this button can only be clicked if you change the status of the evaluation. To do this, click on "Stop". Please be aware that testers can no longer participate in a stopped test.

- Basic data
  - Should your test be closed (i.e. only for explicitly assigned testers), open (i.e. for all registered testers) or anonymous (i.e. anyone can participate)?
  - Give your test a title and optionally an info text. The status will be added automatically.
  - Add a start date (with optional time) and an end date (with optional time).
  - Optional: Use alternative assessors (testers do not have to log in separately, but can be selected from a list -> Suitable for "tablet/smartphone sharing".
  - Optional: Iterative procedure (input from testers can be marked as validated -> No need for new testers to re-enter)
- Test objects

    - In the left column you can see all test objects assigned to the current evaluation or all test objects from the data pool
    - By drag & drop or double click you can add a test object to your current test
    - Of course, you can also create a new test object directly
    - Tip: If you want to import all test objects from the evaluation, click on the button "Import test objects from evaluation" -> This saves time!
- Tester
    - In the left column you can see all testers assigned to the current evaluation or all testers from the data pool
    - By drag & drop or double click you can add a tester to your current test
    - Of course, you can also create a new tester directly
    - Tip: If you want to import all testers from the evaluation, click on the button "Import tester from evaluation" -> This saves time!
- Instructions
    - In the left column you see all instruction sets resp. all instructions from the data pool
    - By drag & drop or double click you can add a set or instruction to your current test
    - Of course you can also create a new instruction directly
- Feedback
    - In the left column you can see the different feedback types emoticons, star rating as well as the net promoter score (rating). You can switch between the different types at any time.
    - Free feedback: Activate this option if you want your testers to be able to enter free (i.e. explorative) feedback
    - Configuration: Allow audio (i.e. testers can also record audio to the written feedback), Allow photos and videos (i.e. testers can also add photos and videos to the written feedback), Record GPS coordinates (i.e. testers can also add GPS coordinates to the written feedback), Manual time (i.e. testers can also manually add a time to the written feedback (e.g. if the vehicle clock has a different time zone, ...).
    - Depending on the feedback type you have some configuration options. You can also save a configured feedback type as a template and reuse it later.
- Questionnaires
    - In the left column you can see all questionnaires
    - You can add a questionnaire to your current test by dragging & dropping or double-clicking
    - Of course, you can also directly reate a new questionnaire

Remember to click on the Save button after the editing is done.

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