Feedback Reports

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How do I interpret simple feedback reports?

First of all, you have to navigate to the corresponding menu item. To do this, click on Evaluation->Select Tests in the left navigation bar and click on the relevant test under the relevant evaluation. Now you can select the desired test object and click on the "Feedback" tile. You will now be taken to a new page. You will see the overview tile and the feedback tile there.

In the overview tile, you can display the feedback results by category or by test object in tabular or graphical form. To switch between tabular and graphical representation of the results, select the appropriate tab at the top left. To switch between vehicle and category view, click on the table icon at the top right.

The feedback tile includes a list of the feedbacks that have been sent and the following information:

- Name of the **test object/test**
- A **comment**
- indication of the **rating**
- **tester**'s name
- **time** at which the feedback was given
- **status**
- **validation**
- Number of **attachments** (photos, videos, GPS coordinates, audio, etc.) -> Clicking on the icon opens a list of downloadable attachments

In the list under the Actions column, you can edit the corresponding feedback by clicking on the pen icon, view attachments by clicking on the paper clip icon and view and write comments on the feedback by clicking on the speech bubble icon.

In this view you have the option of creating a report. To do this, click on the "Create report" button at the top right. A popup with two columns opens. In the left column, select whether you want to create the report for the feedback, the instructions or the questionnaires. Then, in the right-hand column, determine the settings that should be valid for the report and click on the corresponding button to create the report in the desired format.

If you make any changes, remember to click the Save button at the bottom right at the end.

How do I interpret advanced feedback reports?

First you need to navigate to the appropriate menu item. To do this, click on Evaluation->Select Tests in the left navigation bar and click on the relevant test under the relevant evaluation. Now you can select the desired test object and click on the Feedback tile. You will now be taken to a new page. Click on the "Advanced reports" button at the top right. You will now be taken to a new page.

In the smaller column on the left you can select different test objects and tests from different evaluations as you wish. This can be helpful if, for example, you want to compare results from different tests. To select or deselect further evaluations, tests or test items, simply click on the checkbox to the left of the relevant evaluation, test or test item.

The larger right column shows the overview tile (top) and the feedback tile (bottom).

In the overview tile, you can display the feedback results by category or by test object in tabular or graphical form. To switch between tabular and graphical representation of the results, select the appropriate tab at the top left. To switch between vehicle and category view, click on the table icon at the top right.

The feedback tile includes a list of the feedbacks that have been sent and the following information:

- Name of the **test object/test**
- **Description** of the feedback
- **Comments** on the feedback
- indication of the **rating**
- **tester**'s name
- **time** at which the feedback was given
- **status**
- **validation**
- Number of **attachments** (photos, videos, GPS coordinates, audio, etc.) -> Clicking on the icon opens a list of downloadable attachments

In the list, under the Actions column, you can view attachments by clicking on the paperclip icon and view and write comments on the feedback by clicking on the speech bubble icon. You can also edit or validate the feedback by clicking on the three dots.

If you make any changes, remember to click the Save button at the bottom right at the end.

The "Simple report" button takes you back to the previous page.

How do I interpret feedback validation?

First you need to navigate to the appropriate menu item. To do this, click on Evaluation->Select Tests in the left navigation bar and click on the relevant test under the relevant evaluation. Now you can select the desired test object and click on the "Feedback" tile. You will now be taken to a new page. Click on the "Validate feedback" button in the upper right corner. You will now be taken to a new page.

In this view, you can check the received free feedback and, if necessary, mark it as validated. The main part of this page is a list with all feedback on the selected test objects and a matrix at the end of the list.

The list has the following columns:

- validated
- time
- tester
- category
- Evaluation
- All configured additional columns can be edited inline
- Column with different actions
  - Show/hide feedback by clicking the eye icon
  - View comments on feedback using the speech bubble icon
  - See tester's attachments for feedback by clicking the paperclip icon
  - Delete, complete or duplicate feedback by clicking the three points
  - View details of the feedback by clicking the three points
  - Add comments by clicking the three points
- Across multiple columns: Feedback from tester

At the top right above the table you can scroll through the various feedback pages and edit all additional columns inline.

At the right end of the list is a checkbox matrix. Here, feedback can be assigned to other test objects by clicking on the respective checkbox. The matrix can be hidden using the "Hide matrix" button on the right above the list.

In this view you have the option of creating a report. To do this, click on the "Create report" button at the top right. A popup with two columns opens. In the left column, select whether you want to create the report for the feedback, the instructions or the questionnaires. Then, in the right-hand column, determine the settings that should be valid for the report and click on the corresponding button to create the report in the desired format.

If you make any changes, remember to click the Save button at the bottom right at the end.

The "Simple report" button at the top right takes you to the previous page.

How do I create feedback?

First you need to navigate to the appropriate menu item. To do this, click on Evaluation->Select Tests in the left navigation bar and click on the relevant test under the relevant evaluation. Now you can select the desired test object and click on the "Feedback" tile. You will now be taken to a new page. Click on the "Validate feedback" button in the upper right corner. You will now be taken to a new page.

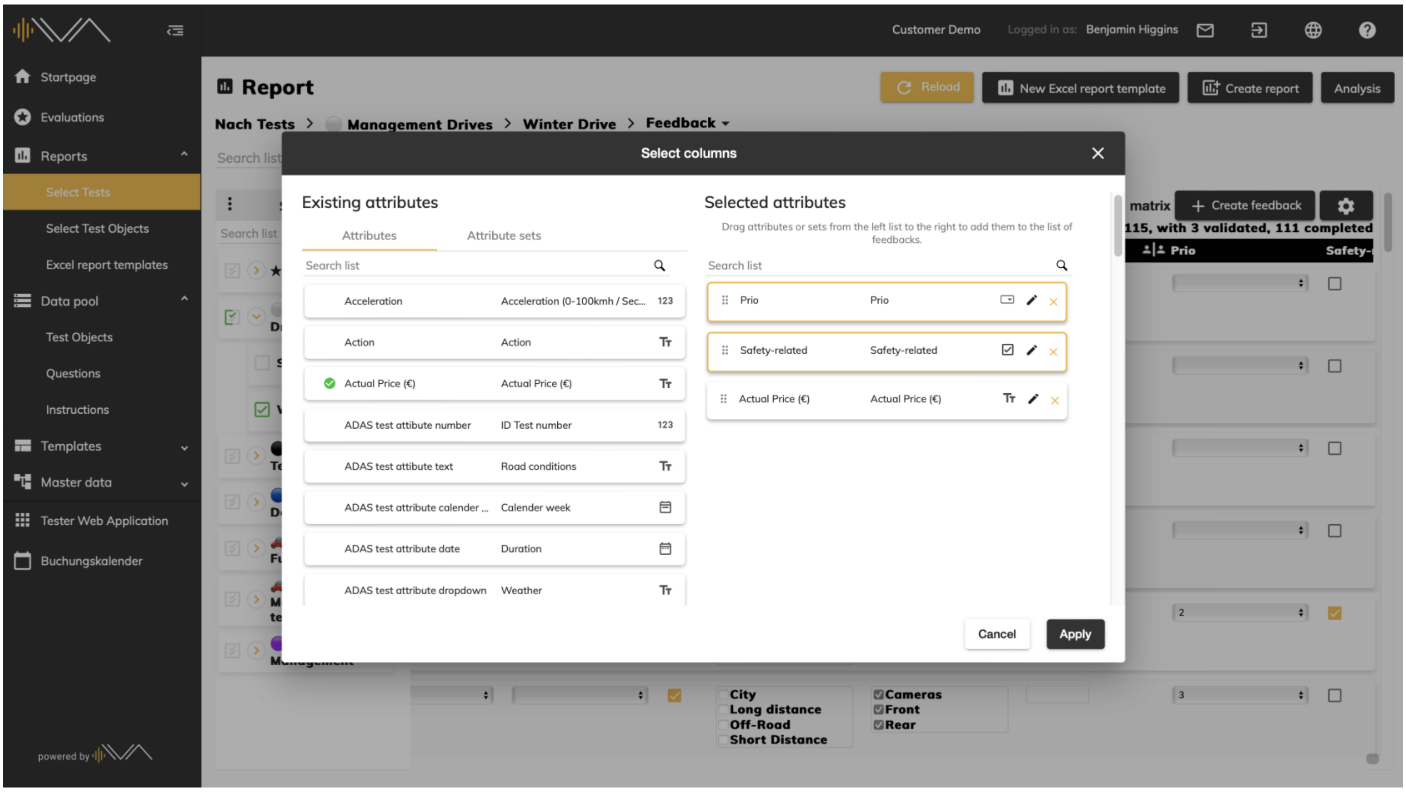
Click on the "+ Create feedback" button above the list of feedbacks. A pop-up window will open where you can describe the feedback, choose a rating, category, tester, set a manual time, and add attachments. You can also create a new tester directly using the "Create as tester..." button instead of selecting an existing tester. Then click on "Apply" to create the feedback.

When you're done, don't forget to hit the save button.

How do I add (additional) columns to the feedback list?

First you need to navigate to the appropriate menu item. To do this, click on Evaluation-> Select Tests in the left navigation bar and click on the relevant test under the relevant evaluation. Now you can select the desired test object and click on the "Feedback" tile. You will now be taken to a new page. Click on the "Validate feedback" button in the upper right corner. You will now be taken to a new page.

Then click on the button with the gear symbol in the top right above the feedback list.



A pop-up with two columns opens. In the left column you see a searchable list with all attributes or attribute sets available in the system. If you would like to adopt an attribute as an additional column, simply double-click on the corresponding row or drag and drop it to the right-hand side. To add an attribute set as columns, drag and drop the set to the right side. Then click on "Apply".

You can configure additional attributes here as required and add, delete or edit them. These attributes are then displayed in the additional columns.

To make it easier to distinguish the overview of attributes used in the additional columns, a new label with six states has been introduced in the left-hand column:

	not assigned	assigned and without value	assigned and with value
Tester Attribute	No change	grayed out	Border with accent color
Planer Attribute	No change	green check Icon	green check Icon and border with accent color

How do I validate feedback?

Validated feedback shows future testers that they don't need to report that specific point again. First you need to navigate to the appropriate menu item. To do this, click on Evaluation->Select Tests in the left navigation bar and click on the relevant test under the relevant evaluation. Now you can select the desired test object and click on the "Feedback" tile. You will now be taken to a new page. Click on the "Validate feedback" button in the upper right corner. Now you get to a new view with a list of all feedbacks for the selected test items.

To mark feedback as validated, first find the relevant feedback in the list. You can either use the search bar at the top left or the filter next to it to find it faster.

Once you have found the right feedback, you can check the Validated column. If the feedback is to be validated for other test objects, simply check the box on the far right under the corresponding test objects. The validated feedback is displayed in the app under the 'Validated Feedback' tab.

When you're done, don't forget to hit the save button.

How do I assign feedback to other test objects?

First you need to navigate to the appropriate menu item. To do this, click on Evaluation->Select Tests in the left navigation bar and click on the relevant test under the relevant evaluation. Now you can select the desired test object and click on the "Feedback" tile. You will now be taken to a new page. Click on the "Validate feedback" button in the upper right corner. You will now be taken to a new page.

Then, in the matrix next to the table, click on the checkbox in the row of the feedback and in the column of the test object to which you want to assign the feedback.

When you're done, don't forget to hit the save button.

Edit Feedbacks

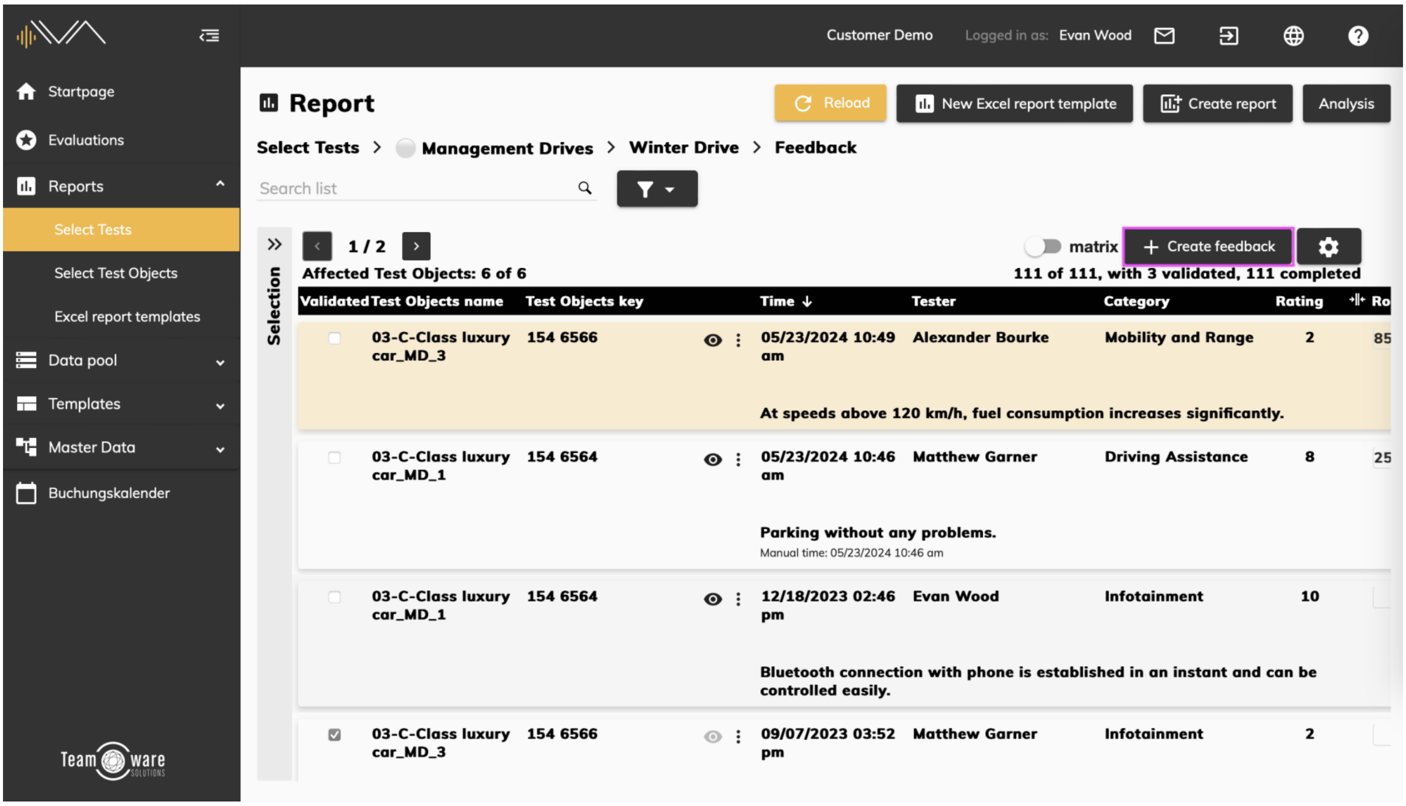
Create/edit manual time

In the feedback validation, you can create new feedback using the “+ Create feedback” button.

Here you are able to:

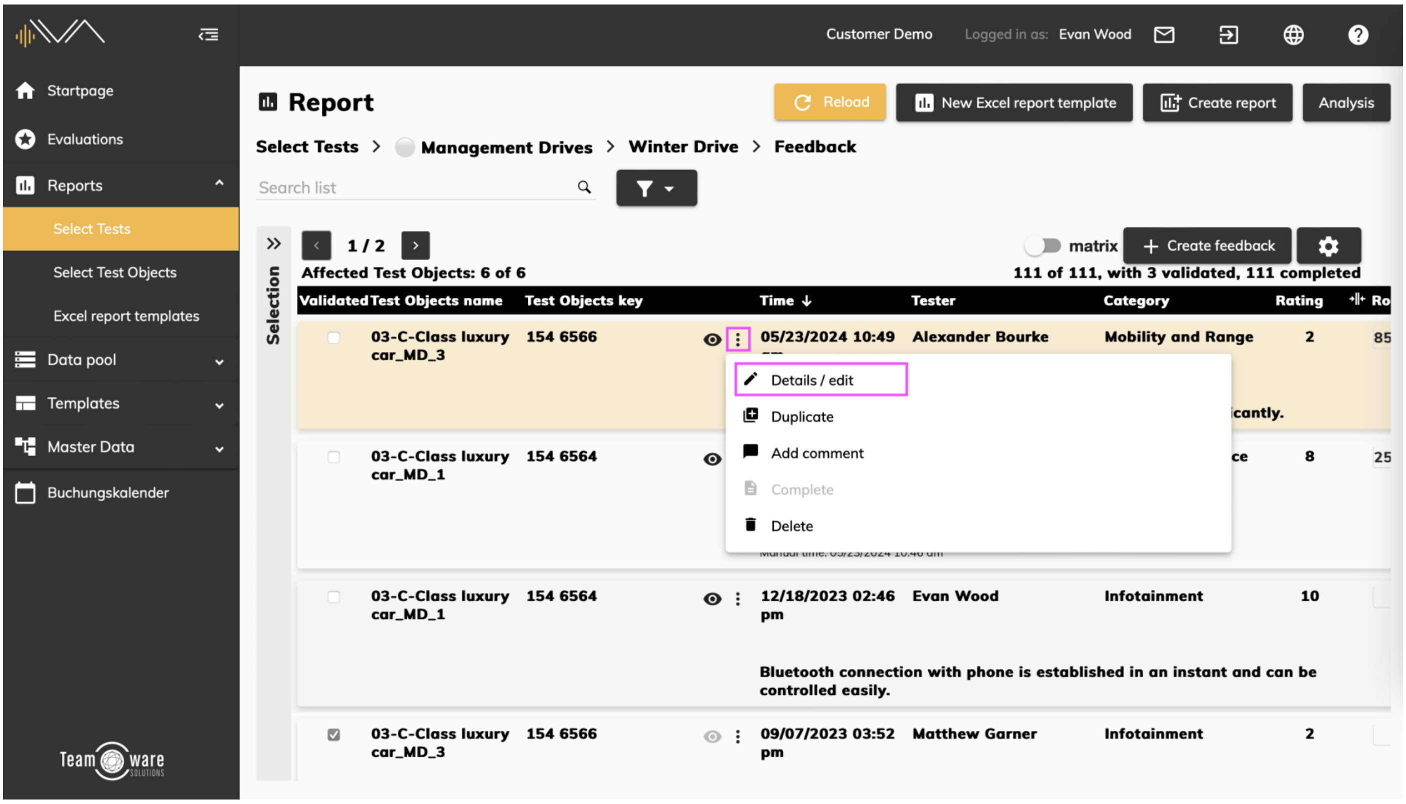
- create
- save and
- delete

the feedback’s manual time.



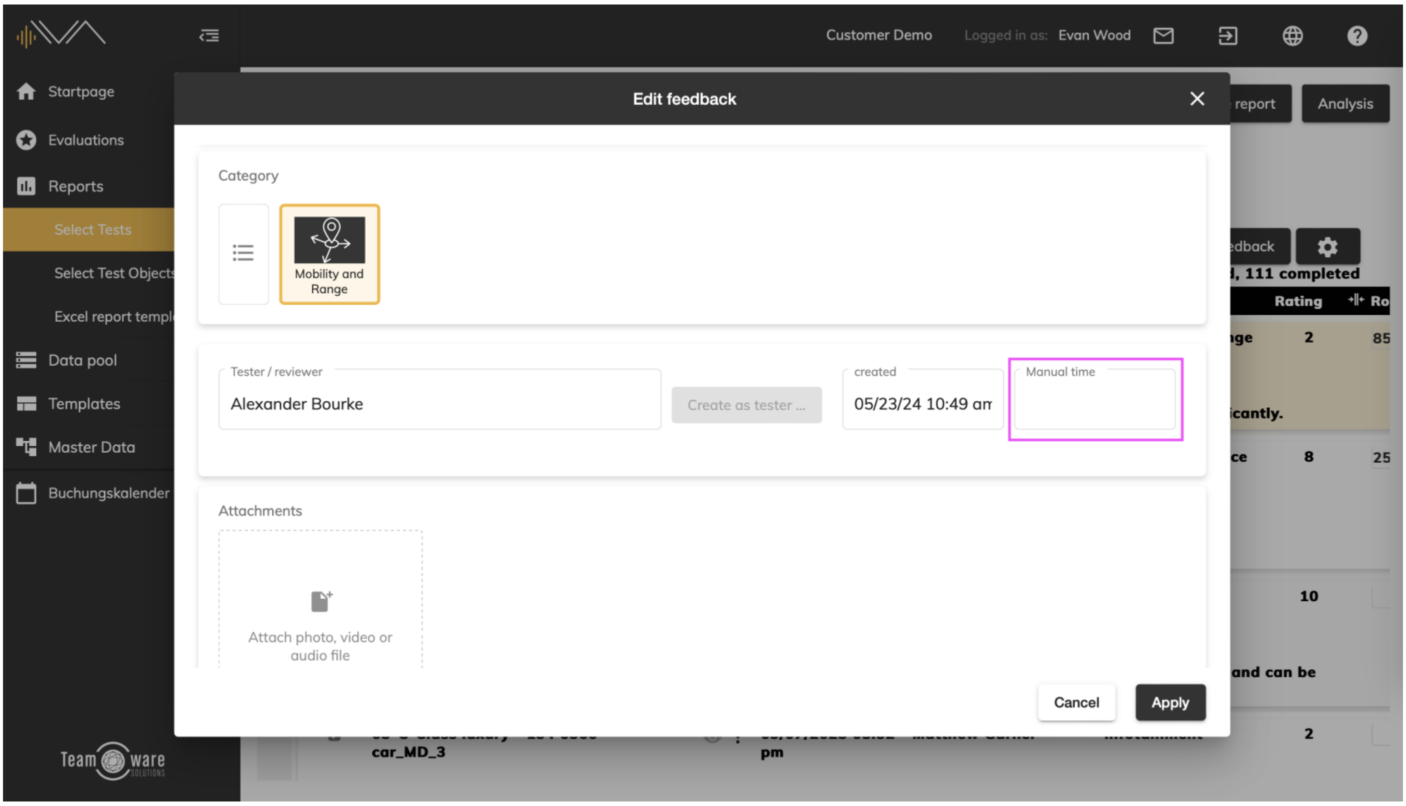
The manual time can also be changed for a existing feedback.

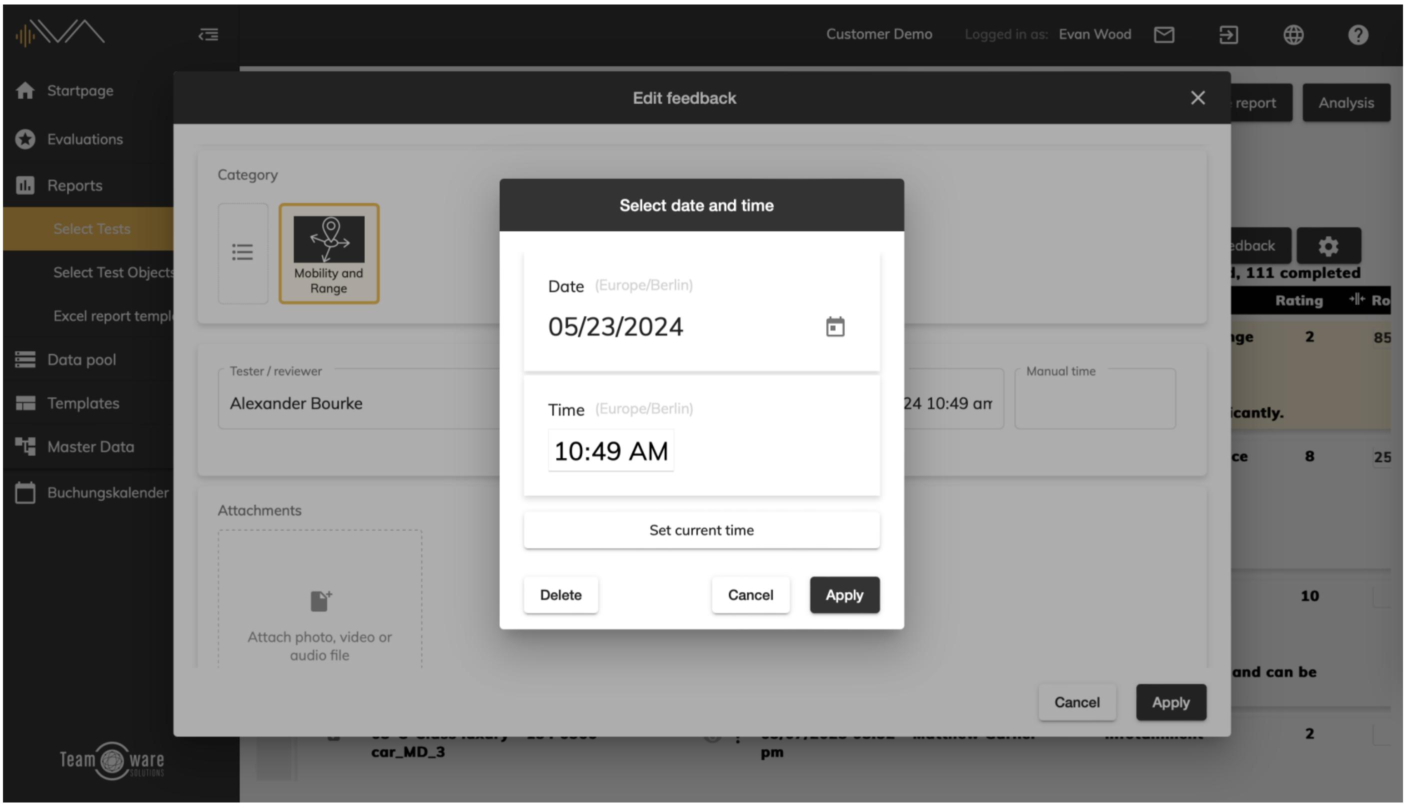
To do this, open the detailed view of a feedback by clicking on the 3-dot icon (“More” symbol) and select “Details / edit”. A new window “Edit feedback” will open. Here you will find the input field for the “Manual time” to the right of the “Tester / reviewer” input field.



Click on the input field to open the “Select date and time” pop-up window. Here you can use the “Calendar” icon to set a specific date and the “Clock” icon to set a specific time.

If instead you want to set the current time, click on the “Set current time” button. Continue by clicking the “Apply” button and then again click "Apply" in the "Edit feedback" window . Complete the editing by using the “Save” button.





Once the new time you have set has been saved, you will see the following two things in the corresponding feedback tile:

- the time of creation
- the manual time that was added

There is a special case when you create new feedback and set a manual time at the same time, in which case the time set is the same as the time of creation.