

# Add a comment

To start a communication, first navigate to the corresponding menu item. Click on "Evaluation" > "Select tests" in the left-hand navigation bar and click on the "Feedback" tile of a test under the corresponding evaluation.

This will take you to the detailed feedback analysis. Click on the "Validate feedback" button in the top right-hand corner to access the list of all feedback for the selected test objects.

To add a comment, click on the three dots in the "Actions" column and then on "Add comment".

The screenshot shows the Teamware Report interface. The left sidebar contains navigation items: Startpage, Evaluations, Reports, Select Tests (highlighted), Select Test Objects, Excel report templates, Data pool, Templates, Master Data, and Buchungskalender. The main area displays a report for 'Fleet Management > Drive - IN 6290 / Garner Matthew > Feedback'. It shows a table of feedback entries with columns: Validated, Test Objects name, Test Objects key, Time, Tester, Category, and Rating. The first entry is highlighted, and a context menu is open over it, showing options: Details / edit, Duplicate, Add comment (highlighted), Complete, and Delete. The table also includes a 'Selection' column with checkboxes and a 'Comments' column with comment counts.

Validated	Test Objects name	Test Objects key	Time	Tester	Category	Rating
<input type="checkbox"/>	04-SUV_FM_1	212 3435	10/09/2023 10:07	Matthew Garner	Transmission	3
<input type="checkbox"/>	04-SUV_FM_1	212 3435				6
<input type="checkbox"/>	04-SUV_FM_1	212 3435	10/09/2023 10:04	Matthew Garner	Interior	7
<input type="checkbox"/>	04-SUV_FM_1	212 3435	09/07/2023 04:47	Matthew Garner	Exterior	9

Select from the following three options directly above the text field:

1. **Toggle Confidential** – signals to other users that the comment should not be forwarded
2. **Tester can reply to your comment only once**
3. **Forward comment to tester** - means that the comment will be sent to the tester and the iOS app. This option can only be used for completed feedback

Click on the respective checkbox to activate the relevant function for your comment. Then use the input field below the checkboxes to add your comment and proceed by saving it.

- Startpage
- Evaluations
- Reports
  - Select Tests
  - Select Test Objects
  - Excel report templates
  - Data pool
  - Templates
  - Master Data
  - Buchungskalender

Customer Demo

Logged in as: Evan Wood

**Report**

Reload

New Excel report template

Create report

Analysis

Select Tests > Fleet Management > Drive - IN 6290 / Garner Matthew > Feedback

Search list

Y

1 / 1

matrix

Create feedback

Settings

Affected Test Objects: 1 of 1

5 of 5, with 0 validated, 5 completed

Validated	Test Objects name	Test Objects key	Time	Tester	Category	Rating
<input type="checkbox"/>	04-SUV_FM_1	212 3435	10/09/2023 10:07 am Transmission slips out of gears.	Matthew Garner	Transmission	3

2 comments

Benjamin Higgins - 10/09/2023 10:12 am  
Does this happen when shifting?

Matthew Garner - 10/09/2023 10:14 am  
It happens sporadically.

Benjamin Higgins - 10/09/2023 10:15 am  
Please contact the responsible mechanic and if possible continue to observe how the transmission reacts.

☐ Forward comment to tester
☐ Tester can reply to your comment only once

Confidential

Write a comment on this feedback

<input type="checkbox"/>	04-SUV_FM_1	212 3435	10/09/2023 10:06	Matthew Garner	Transmission	6
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You can delete and edit your own comments as long as they have not yet been forwarded to the iOS app.

#### For **other's** comments:

- the Toggle button "Confidential" can be activated/deactivated by the planner and analyst. The comment can then be forwarded.
- the text content cannot be edited or deleted (crossed-out pencil symbol in the text field).

Revision #3

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