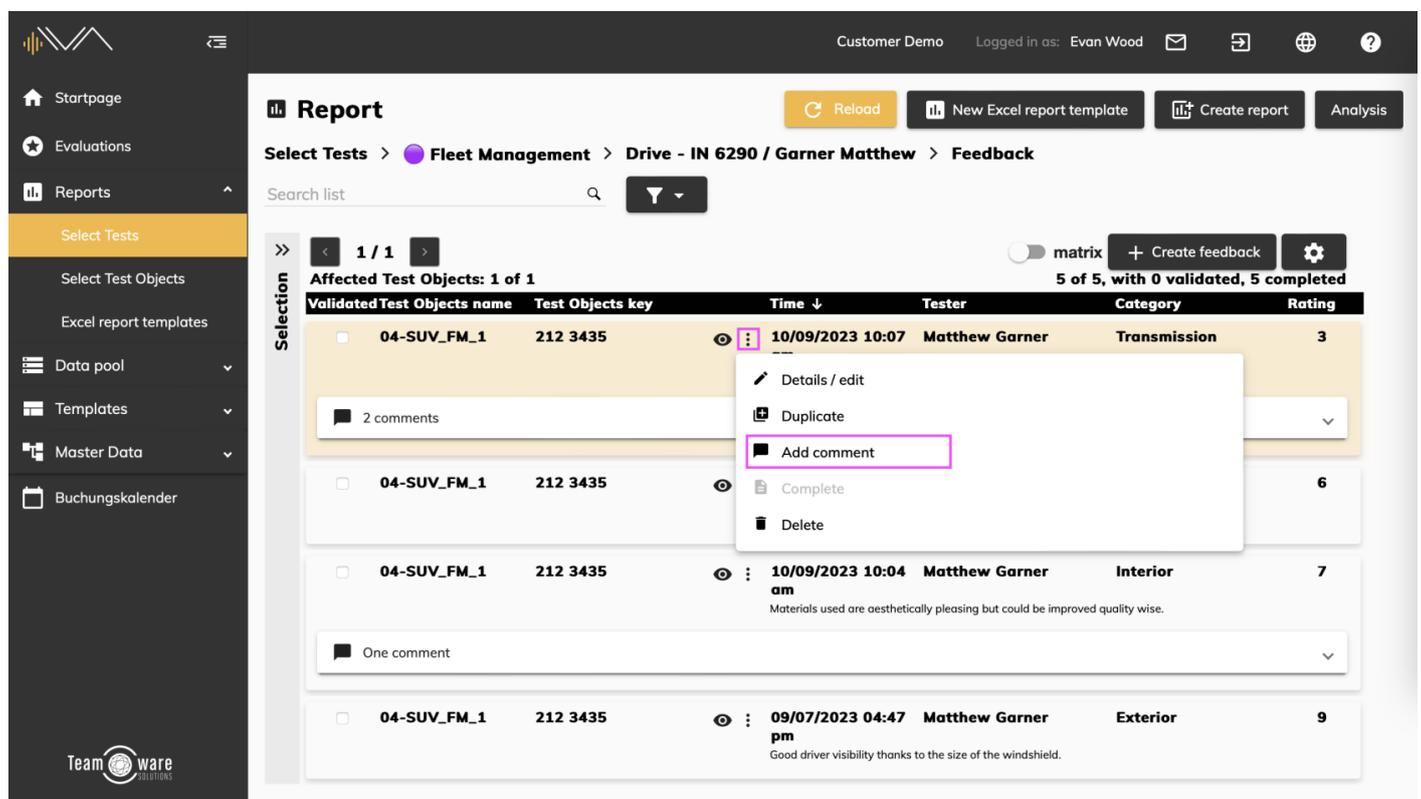


Add a comment

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 content area is titled "Report" and shows a breadcrumb path: "Select Tests > Fleet Management > Drive - IN 6290 / Garner Matthew > Feedback". Below the breadcrumb is a search list and a filter icon. The main table displays feedback for "Affected Test Objects: 1 of 1". The table has columns: Validated, Test Objects name, Test Objects key, Time, Tester, Category, and Rating. The first row is highlighted in yellow and has a context menu open over it. The context menu options are: Details / edit, Duplicate, Add comment (highlighted with a pink box), Complete, and Delete. The second row has a comment count of "2 comments". The third row has a comment count of "One comment". The fourth row has a comment: "Materials used are aesthetically pleasing but could be improved quality wise." The fifth row has a comment: "Good driver visibility thanks to the size of the windshield." The top right of the interface shows "Customer Demo", "Logged in as: Evan Wood", and buttons for "Reload", "New Excel report template", "Create report", and "Analysis".

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 am	Matthew Garner	Interior	7
<input type="checkbox"/>	04-SUV_FM_1	212 3435	09/07/2023 04:47 pm	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.

The screenshot displays a software interface for managing test reports. On the left is a dark sidebar with navigation items: Startpage, Evaluations, Reports, Select Tests (highlighted), Select Test Objects, Excel report templates, Data pool, Templates, Master Data, and Buchungskalender. The main area is titled 'Report' and shows a breadcrumb path: Select Tests > Fleet Management > Drive - IN 6290 / Garner Matthew > Feedback. Below this is a search bar and a table of affected test objects. The table has columns: Validated Test Objects name, Test Objects key, Time, Tester, Category, and Rating. The first row is highlighted and expanded to show a feedback comment. The comment is from Benjamin Higgins (10/09/2023 10:12 am) asking 'Does this happen when shifting?'. A reply from Matthew Garner (10/09/2023 10:14 am) says 'It happens sporadically.' Below the comment is a 'Confidential' toggle and a text input field for adding a comment. The interface also shows '2 comments' and 'Forwarded at 09.10.2023 10:12' and '10:15'.

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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