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.

Revision #3
Created 3 February 2023 11:14:18
Updated 2 June 2024 20:59:54