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.

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