# How to Navigate in the Evaluation?

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The Project Manager decides the navigation options available during the evaluation.

By default, the following navigation box and buttons are available at the bottom of the evaluation page.

Sequential Navigation:

The easiest and most common way to proceed through the evaluation is sequential -- by clicking the [Next] button after entering any information requested on each page. You can go back to a previous step using the [Previous] button.
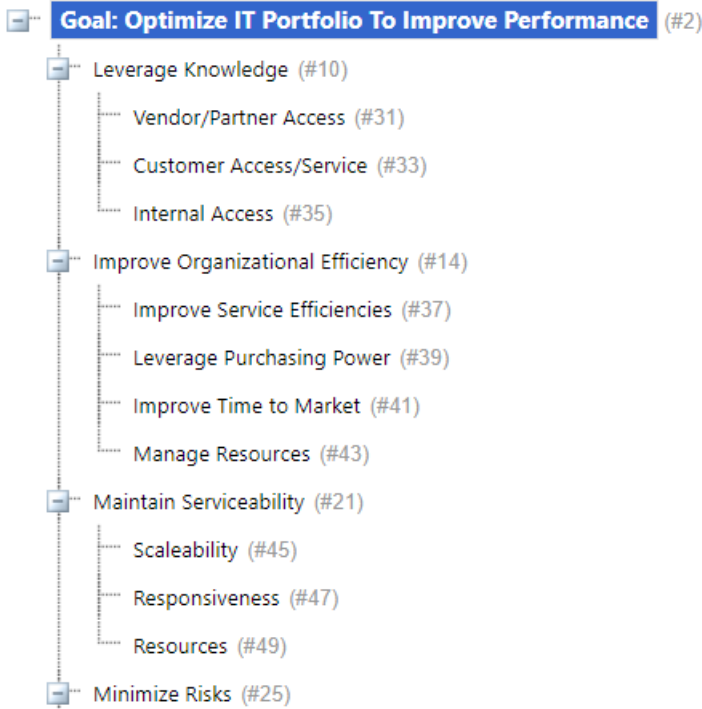
If you have previously entered judgments and request to go back to an earlier step (see below), click [Next Unassessed] to jump to the next screen that is unassessed.

Non-Sequential Navigation:

Depending on options set by the Project Manager, you may have considerable flexibility in navigating through the evaluation without sequentially going step by step. We recommend that you do this only if you have used Comparion before.

The "Current Step" icon at the bottom left of the screen can be used to display a pop-up view of the hierarchy. By clicking on any element in the hierarchy, you will jump to the first screen that elicits judgments with respect to that element. The "with respect to" for the current step is shown in blue.

If the Project Manager enables displaying the navigation box, you can click on any step to move either forward or backward.

The current step is displayed with a dark background. The step numbers are colored as follows:

- Red: judgment has not yet been made
- Black: judgment has been made
- Blue: Results or information steps

The number of steps (pages shown during the evaluation) is NOT the same as the number of evaluations because:

a) some pages show information or results; and

b) some pages may have multiple evaluations.

If you want to navigate directly to a step (assuming you remember what is at that step), you can click on the numbered step button, or you can click on the ellipses and be prompted for the step:

Click the "Current Step"

This option is very useful if you want to have a quick look at all the steps of the evaluation with their short descriptions, which enables you to quickly jump to any step. We recommend that you use this option for better navigation, especially on large structured models. Note that the color-coding is the same as for navigation box steps.