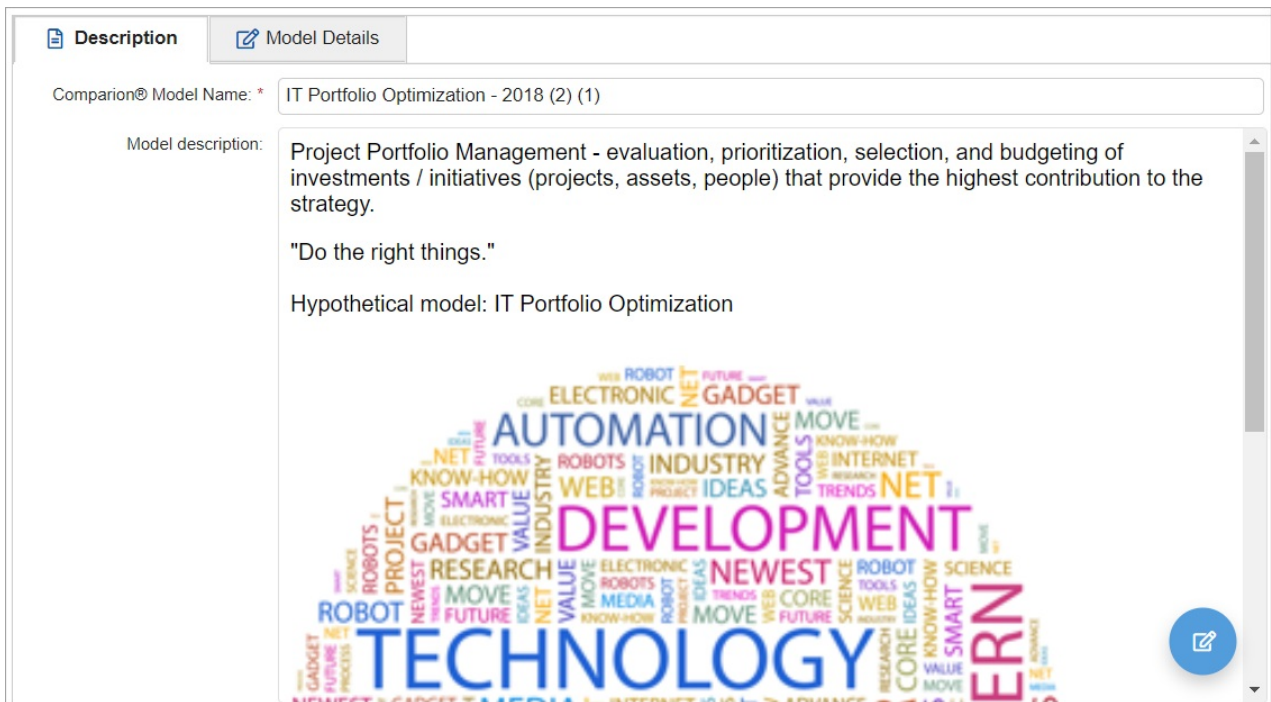


Model Description and Details

EDIT MODEL NAME AND MODEL DESCRIPTION

The **Description** tab allows you to edit the Model Name and the Model Description. This can be found on the **DEFINE MODEL > Description/Details** page.



Click to edit the model description. A rich text editor will be opened where you can add rich texts, images, links, etc.

MODEL DETAILS (ACCESS CODE, GET LINKS, WHITEBOARD ACCESS, MODEL STATISTIC)

The **Model Details** page shows the same information as in the **Description** tab with more details and project settings: Model Access Code, Links, Model Statistic, and **Download**. This can be found on the **DEFINE MODEL > Description/Details** page.

Comparison® Model Name: * IT Portfolio Optimization Demonstration Model

Model Title:

Model Description:

Project Portfolio Management - evaluation, prioritization, selection, and budgeting of investments / initiatives (projects, assets, people) that provide the highest contribution to the strategy.

"Do the right things."

Access code: * 4980-4139

Available by access code

Whiteboard available

Model Timeline Begins On:

Model Timeline Ends On:

Model Statistics: Projects count: 18
Objectives count: 22, terminal objectives: 15
Participants count: 13

DB version: 1.1.55

Created: 6/24/2024 5:01:02 AM

Last modified: 8/19/2024 7:05:41 AM


Model Access Code

The **model access code** is a unique code useful when the evaluators may be unknown beforehand (for example, in a model where participants are not known during the creation of the model) or if the Project Manager does not know the email address of one or more evaluators. In such cases, the Project Manager can enable the use of an access code using the "**Available by Access Code**" checkbox.

When "Available by Access code" is disabled, new users will not be able to join the evaluation using the access code.

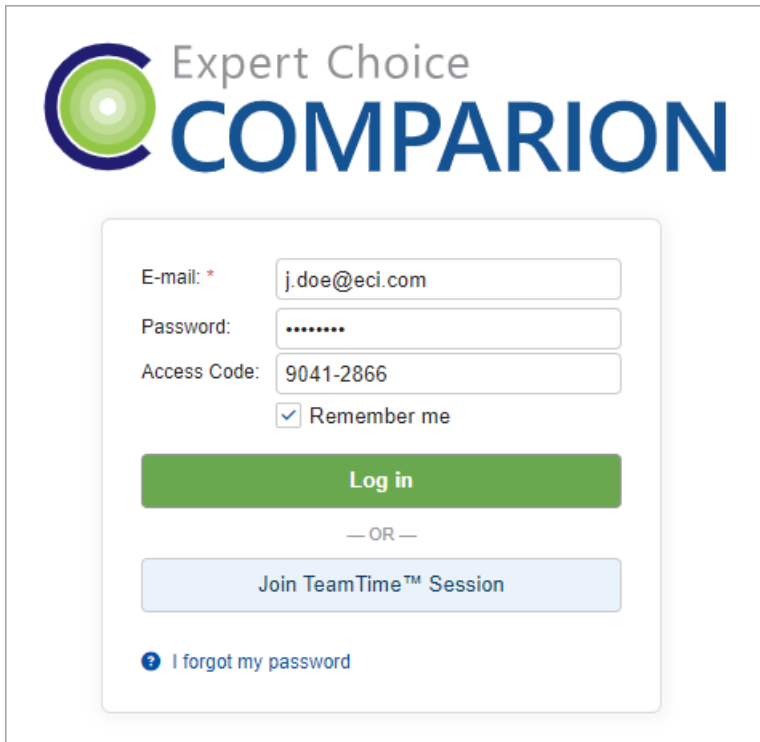
Access code: * 9041-2866

Available by access code

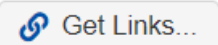
You can generate a new access code by clicking the . You can also modify the access code from the text box. Creating a new access code is helpful if in case you want to save a copy of your model and would like to continue collecting input on a new model using the same evaluation link(s) of the original model.

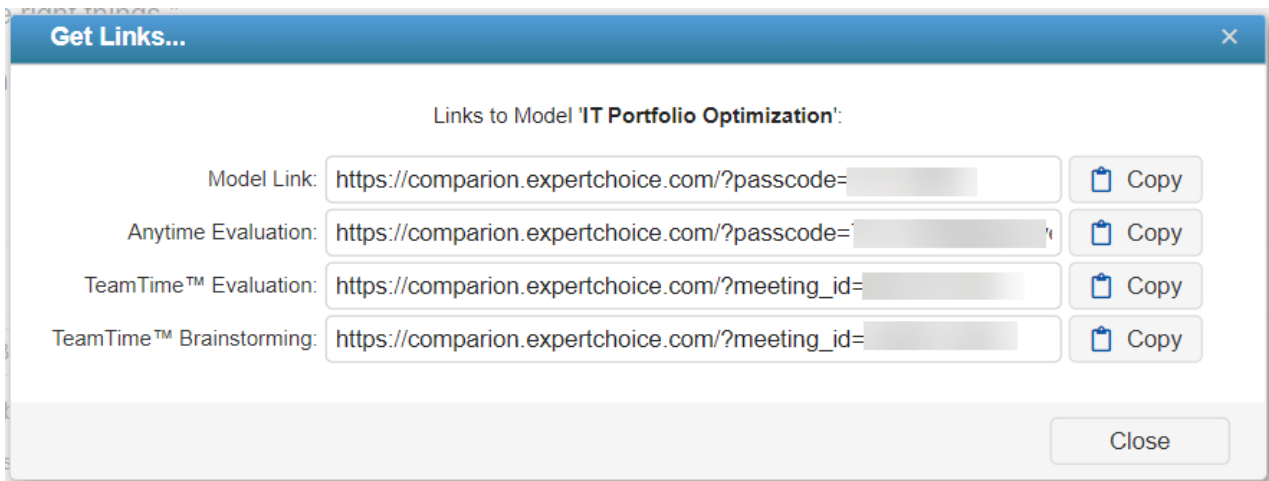
How to use the access code:

From the Comparison login page, specify your email, and password and then enter the access code, and click "Log in" (the access code is auto-filled when the Model link is used). Evaluators will be taken directly to evaluation screens where they can begin their evaluation. Project Managers will also open a specific model when using the access code during login.



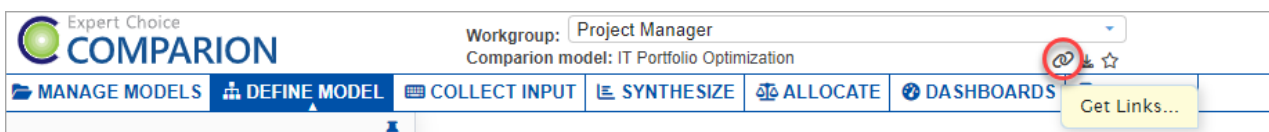
Get Links

Clicking the  button will open a modal where you can copy the model, anytime evaluation, teamtime meeting, and brainstorming links.



Click the Copy button to copy the link to your clipboard.

This is also accessible by clicking the  link icon to the right of the model name...

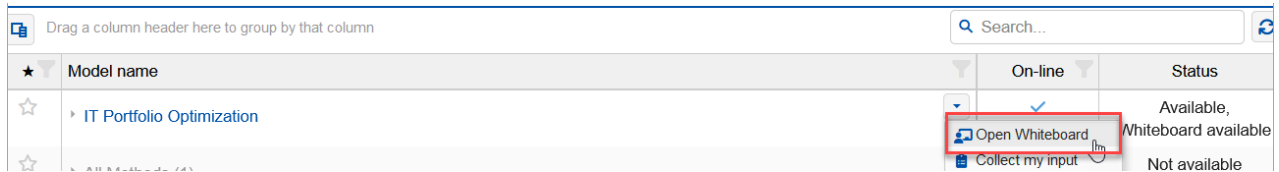


or from the Models list screen.

Collaborative Brainstorming Whiteboard Available

Existing users of a model can access the Collaborative Brainstorming Whiteboard even if the meeting has not been started by the Project Manager by checking the **Whiteboard available**

The users will be able to open the Brainstorming whiteboard from the Models list as shown below (not by using the CS link):



Model name	On-line	Status
IT Portfolio Optimization	<input checked="" type="checkbox"/>	Available, Whiteboard available
	<input type="checkbox"/>	Not available

Note: The model must be online for whiteboard access to be allowed.

Model Statistics

The **Model Statistics** displays the number of objectives, alternatives, and participants of the model.

Model Statistic: Alternatives count: 16
Objectives count: 22, terminal Objectives: 15
Participants count: 9

Clicking the number will redirect you to the Alternatives, Objectives, or Participants page.

DOWNLOAD MODEL

The most common use of Download Model is to save a copy of a model locally or in the cloud prior to permanently deleting it from the workgroup. This will allow you to restore it at a later date using New From File.

The Download option is available at the bottom of the **DEFINE MODEL > Description/Details > Model Details** tab:

Please select format for download:

EC Comparison® file (.ahps)

Download with snapshots data (EC Comparison® models only)

Here you can download the model and specific model information:

- EC Comparison® file (.ahps)
- Zipped EC Comparison® file (.zip)
- EC Desktop file (.ahpz)
- EC Desktop file (.ahp)
- Pipe parameters options (.xml)
- Anytime Evaluation links for all parti...
- TeamTime Evaluation links for all pa...
- MS Word MailMerge files (.zip)

You can also download one or more models from the [Models](#) list page.


ADVANCED MODE: MODEL TIMELINE


Use the Model Timeline to control the period of time allowed for evaluators to complete their judgments.

When Advanced mode is ON in the **DEFINE MODEL > Description/Details > [Model Details](#)** tab, you will see the advanced option:

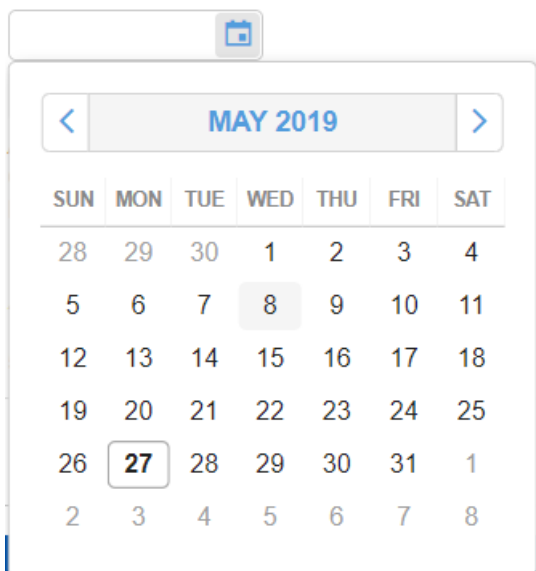
- **Model Timeline**

The Model Timeline is the evaluation period set by the Project Manager.

Model Timeline Begins On: 

Model Timeline Ends On: 

Click the calendar icon to open the date picker, then enter or select the begin and end dates for the model:



Alternatively, you can enter the date in the text box **mm/dd/yyyy** format.

Participants can do their evaluation only on the dates covered by the evaluation period; otherwise, a message that the model is already expired and will no longer accept judgments will be shown on the evaluation page.

Even if a model is online, participants can do their evaluation only on the dates covered by the evaluation period.

If the Project Manager did not set the model timeline, participants can do their evaluation without any date constraints.

MODEL WORDING

Model Wording

The default wording of your Comparison model is determined during model creation.

For existing models, the model wording can be edited from the model's **DEFINE MODEL > Model Properties > Model Details** page – scroll down the page to see the "Model Wording" section as shown below:

The screenshot shows the 'Model Details' page in the Expert Choice software. The page has a navigation bar with tabs: MANAGE MODELS, DEFINE MODEL (selected), COLLECT INPUT, SYNTHESIZE, ALLOCATE, DASHBOARDS, and REPORTS. Below the navigation bar, there are two tabs: Description and Model Details (selected). The main content area includes a large text input field for the model description. Below this, there are sections for Model Assumptions, Access code (9423-1213), and Model Statistics (Alternatives count: 16, Objectives count: 22, terminal objectives: 15, Participants count: 9). The 'Model Wording' section is highlighted with a red box and contains four input fields: Alternative (alternative), Objectives (objectives), Alternatives (alternatives), and Objectives (objectives). Below the 'Model Wording' section, there is a download section with a dropdown menu set to 'EC Comparison® file (.ahps)' and a 'Download' button. There is also a checked checkbox for 'Download with snapshots data (EC Comparison® models only)'.

Here you can define the terminologies for Comparison elements: **Objectives** and **Alternatives** – both singular and plural.

The default element names are displayed above, you can change the element names to what fits best in your organization.

The specified terminologies on this page will be applied throughout your model.

The plural terminologies here are in sync with what's on the **COLLECT INPUT > SET MEASUREMENT OPTIONS > Judgment Options** page where you can also define the wording for pairwise evaluation.

You can also change the wording from the left navigation menu and landing page (right-click):

The screenshot displays the Expert Choice software interface. At the top, a navigation bar includes tabs for 'MANAGE MODELS', 'DEFINE MODEL' (which is active), 'COLLECT INPUT', 'SYNTHESIZE', 'ALLOCATE', 'DASHBOARDS', and 'REPORTS'. On the left side, a sidebar menu lists various steps: 'Model Description' (with sub-items 'Description/Details' and 'TeamTime™ Brainstorming'), 'Review / Refine Model' (with sub-items 'Alternatives' and 'Objectives', both highlighted with a red box), 'Contributions', 'Information Documents', 'Define participants & roles' (with sub-items 'Participants' and 'Participant Roles'), 'Set Measurement Options' (with sub-item 'Measurement Methods'), and 'Define Insight questionnaires' (with sub-items 'Pre-Survey' and 'Post-Survey').

The main content area is titled 'DEFINE MODEL' and contains a description: 'Define model is where we "structure" a decision model by identifying Objectives (criteria) and Alternatives as well visit our HELP SECTION.' Below this, there are two main sections: 'MODEL DESCRIPTION FOR 'GOAL: OPTIMIZE IT PORTFOLIO TO IMPROVE PERFORMAN...' and 'REVIEW / REFINE MODEL'. The 'REVIEW / REFINE MODEL' section has a sub-item 'Alternatives' highlighted with a red box. A right-click context menu is open over this 'Alternatives' item, showing options: 'Change wording to:', 'Alternatives' (checked), 'Projects', 'Candidates', and 'Edit model wording...'. A red arrow points to the 'Candidates' option. To the right of the menu, there are statistics for 'Contributions' (16) and 'Information Documents' (22).

A red text label 'right-click context menu' is overlaid on the right side of the screenshot, pointing to the context menu.