

Tips and Tricks

Tips and Tricks for Beginners and Experts to help you on your Comparison experience!

BASIC AND ADVANCED MODE

Basic Mode - A revised, simplified user interface.

Advanced Mode - Advanced mode shows advanced option(s) on each screen. This allows advanced users to go deeper into the application. The left navigation is only displayed when this option is ON.



When you switch to Advanced mode, the advanced options on the page, if any, will flicker for few seconds.

An eye icon also appears as shown above where there are Advanced options on the page, and hovering on the icon will flicker those advanced options.

WORKGROUP, MODEL AND EVALUATION WORDING

Comparison has a flexible way of defining the wording to be used on your model.

The Model Wording is initially defined for new models from:

1. [Default Options Sets](#) - use the wording as specified on the default option sets Judgments Options wording.
2. [Workgroup Wording Templates](#) - check the "Use workgroup wording templates" check box to apply the "Workgroup Wording Templates" to the new model's Judgments Options terminologies.

New Model

Model name:
New Model

Brief Description:

Based on Option Set:
Choice project with few alternatives

☒ Use workgroup wording templates

Create Close

NOTE: When uploading existing models, or creating models from Archive or Templates, the wording will be based on its Judgments Options wording.

Based on the selected option above, the wording will be applied to the created model's **JUDGMENTS OPTIONS WORDING** which will be used throughout the model.

Change the wording when making pairwise comparisons for Objectives and sub-Objectives:	Change the wording when making pairwise comparisons for Alternatives:
Which of the two Objectives below is more important	Which of the two Alternatives below is more preferable

NOTE: Since the Judgments Options terminologies only have a plural form, few places which use the singular form will use the Workgroup Templates' singular terminologies.

You can also select the evaluation phrase to be used in the evaluation; by default, we show the wording for pairwise comparison both for Objectives (left) and Alternatives (right) as shown above.

Expand the dropdown to select the phrase.

For Objectives:

is more important

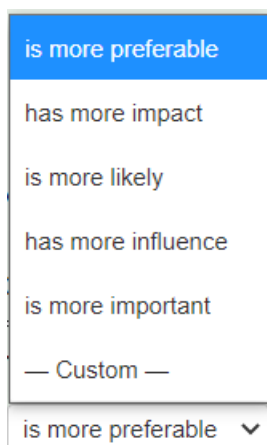
has more impact

has more influence

— Custom —

is more important

For Alternatives:

A dropdown menu for selecting a phrase for Alternatives. The menu is open, showing a list of options: "is more preferable" (highlighted in blue), "has more impact", "is more likely", "has more influence", "is more important", and "— Custom —". Below the list is a button labeled "is more preferable" with a downward arrow.

Alternatively, you can also select **Custom** and type in the desired phrase (e.g., is more influential, has more importance, etc.).

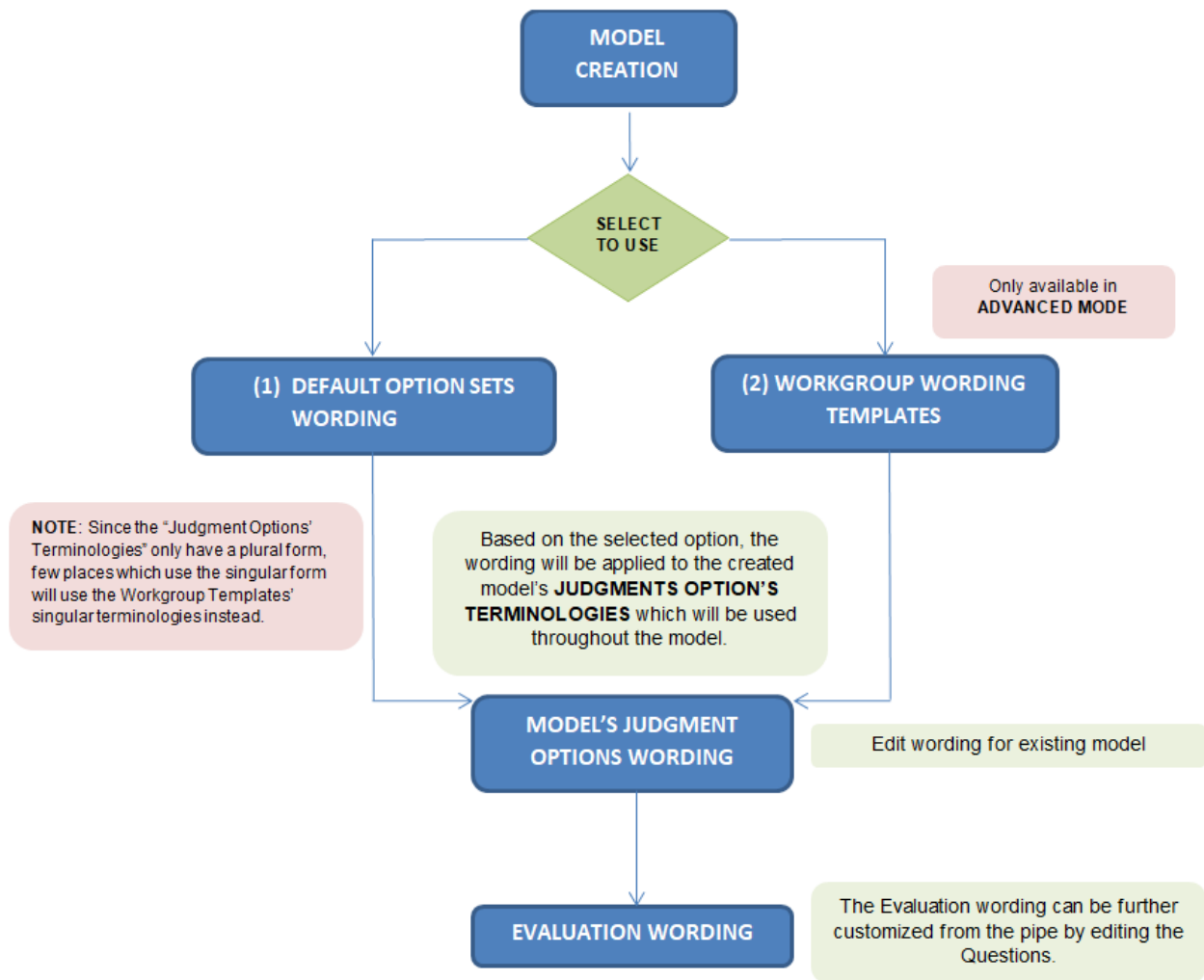
When you select from the predefined phrase on the dropdown, the wording will also be applied to the Rating evaluation.

For example, if you selected "**is more important**," the Rating wording on the evaluation page will be **Rate the importance.**" Custom wording is not applicable for Ratings.

If you want to fully customize the evaluation questions, you can [edit the question directly on the evaluation page](#)

A screenshot of the evaluation question editor. It features a toolbar with icons for text formatting (bold, italic, underline, link, unlink, list, indent, outdent, decrease indent, increase indent, undo, redo) and buttons for "Templates...", "Reset to default", "Apply changes", "Apply to...", and "Cancel". The main text area contains the placeholder text: "%%Ratewording%% of %%Alternatives%% with respect to %%nodename%%". The "%%nodename%%" part is highlighted with a yellow dashed border.

A summary of how wording works are shown in the diagram below:

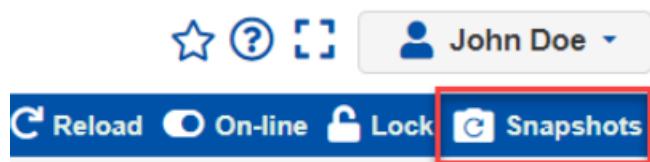


MODEL SNAPSHOTS

In this page:

- [Automatic Snapshots](#)
- [Manual Snapshots](#)
- [Filter Snapshots](#)
- [Edit and Delete Snapshots](#)
- [Restore Snapshots](#)
- [Forgot or Reset Password](#)
- [Project Manager Reset Participant's Password](#)
- [Application Shortcuts](#)
- [Rich text editor Shortcuts](#)

Model Snapshots allows you to restore your Comparison model to a specific snapshot or restore point.



You can open Snapshots from the upper right menu as shown above, which is available on every page when the model is open, or in the [Model's list](#) command when the model is closed.

View Mode






Model Snapshots can be displayed in Grid or List View.

Click  **View mode** to toggle between Grid and List view.

Grid View

The Grid View groups the similar snapshot actions (see 1st column) and shows the corresponding Date/Timestamps on the succeeding columns.

For example below, the "Update pipe setting" action has snapshots with ID #183, #180, #177, and so on for different dates/times.

Model snapshots											
Model snapshots (All snapshots)											
⌚ Last restored as #172 (8/7/2019 03:20:31) from #97 (7/29/2019 08:12:57)											
<div>  Create new  Filter...  Delete...  View mode  Refresh </div>											
Action	8/21/2019 05:29:59	8/21/2019 02:35:27	8/20/2019 23:02:28	8/20/2019 22:48:10	8/19/2019 07:25:54	8/18/2019 23:54:45	8/16/2019 06:10:27	8/16/2019 06:08:05	8/7/2019 04:09:20	8/7/2019 03:20:31	8/7/2019 00:09:19
Edit infodoc	#184										
Update pipe setting		#183		#180		#177		#175			#1
Set role(s)			#182								
Open project					#178		#176		#173		#171
Restore back to project snapshot									#172 Restored from #97		
Erase judgments											

List View

Simply shows the snapshots' actions in a list view.



Automatic Snapshots

A - (Auto) snapshots created automatically when modifying the model (i.e., add nodes, change contributions, model options, etc.). Automatic snapshots are created **after** the change in the model.

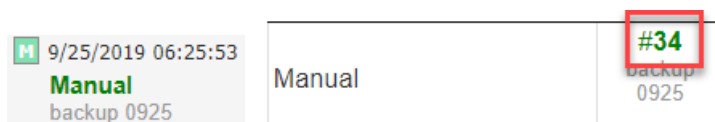
Manual Snapshots

M - (Manual) created by the user at any time for any reason.

You can manually create a restore point by clicking the  button.

A dialog box prompt will be displayed where you can add a comment:

Manual snapshots have a **green** font color.



Filter Snapshots


To filter the grid or list of snapshots, click the  button. You can choose to show all snapshots, only automatic snapshots, or only manual snapshots.

Edit and Delete Snapshots

Hovering on a snapshot name (List View) or Snapshot ID (Grid View) displays the pencil and delete icons.



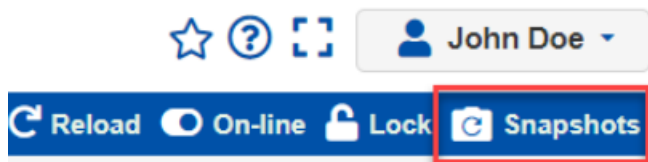
Clicking the pencil icon will show the edit window where you can edit the snapshot comment.

To delete multiple snapshots at the same time, click the  **Delete...** button, then select the snapshot(s) to delete, and then click Delete Selected. You can also empty the list using Delete All.

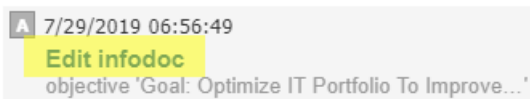
Restore Snapshots

To restore your model to a specific snapshot (model version):

1. Open Snapshots



2. Click on the Snapshot name in the **List View**



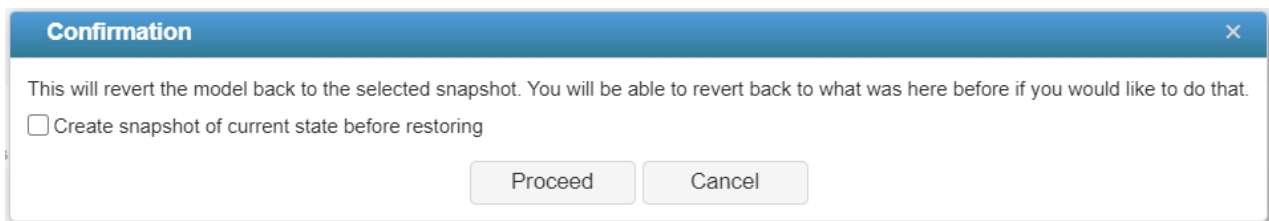
or the Snapshot

number in the **Grid view**



of the version you want to revert to.

3. A confirmation prompt will appear:



3. If you wish to create a snapshot of the current state before restoring, click the applicable checkbox, enter the snapshot name, and then click Proceed.

FORGOT PASSWORD (RESET PASSWORD)

Forgot or Reset Password

In case you have forgotten or want to reset your password, just click on the **I forgot my password** link on the Comparion login page.

A login form with the following elements: "E-mail: *" with a text input field; "Password:" with a text input field; "Access Code:" with a text input field; a checked checkbox labeled "Remember me"; a green "Log in" button; a separator "— OR —"; a light blue "Join TeamTime™ Session" button; and a link "I forgot my password" with a blue circular icon, which is highlighted by a red rectangle.

A prompt will be displayed where you need to enter the email address of your Comparison account.

A "Password reminder" dialog box. The title bar is blue with a close button. The main text reads: "Please enter email address for your registered account. We will send you your password information to this address. If you do not receive it shortly, be sure to check your SPAM filter, or junk-mail." Below this is an "E-mail:" label and a text input field. At the bottom are "Send" and "Close" buttons.

Comparison will send you an email with a link (valid for 72 hours) to reset your password.

Simply click the reset link and you will be prompted to create your new password. After doing so, click OK and you will be redirected to the login page where you can type in your email and your new password.

Project Manager Reset Participant's Password

The Project Manager can also change a participant's password.

1. Go to Workgroup Management/Model's Participants List
2. Search for the Participant that you want to change the password
3. Click the key icon at the right where you can see two options to reset the password:
 - Generate random password
 - Manually set password - by typing in the desired password in the text box provided

Regardless of the option selected, the participant will receive an email with the link to create a new password. The manually set password allows the participant to log in using the temporary password set by the Project Manager; s/he will be asked to create a new password after logging in.

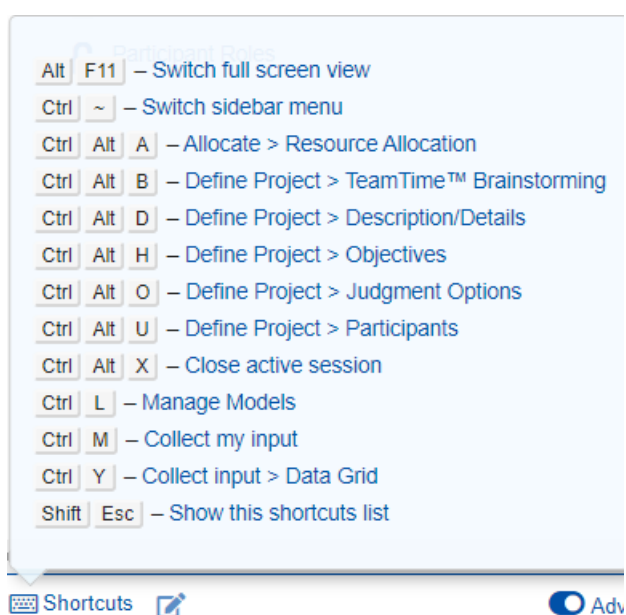
If you just want to change your password, you can go to the **Personal Settings** page after logging in and then update your password.

SHORTCUT KEYS

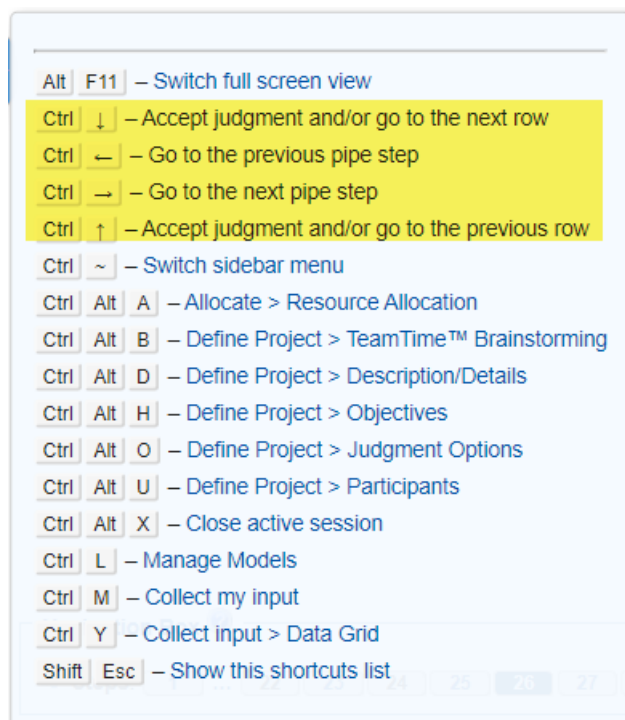
Application Shortcuts

Comparison provides you with shortcuts to easily navigate and perform actions within the application. You can see the list of keyboard shortcuts by clicking the Shortcuts link at the bottom left of every page.

The shortcuts list may vary depending on the user's permission and the current page. For example, the shortcuts below are for the Project Manager.

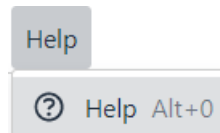


When the user is in the evaluation, shortcuts for navigating the evaluation and accepting judgments (when applicable) will be included in the list (see highlighted):



Rich text editor Shortcuts

You can use the rich text editor shortcuts to easily perform formatting options/actions within the editor. You can see the complete list by clicking the Help menu on the editor, or by pressing Alt+0:



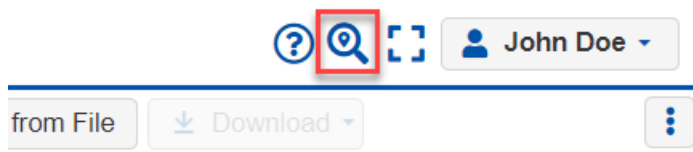
Action	Shortcut
Bold	Ctrl + B
Italic	Ctrl + I
Underline	Ctrl + U
Select all	Ctrl + A
Redo	Ctrl + Y or Ctrl + Shift + Z
Undo	Ctrl + Z
Header 1	Shift + Alt + 1
Header 2	Shift + Alt + 2
Header 3	Shift + Alt + 3
Header 4	Shift + Alt + 4
Header 5	Shift + Alt + 5
Header 6	Shift + Alt + 6
Paragraph	Shift + Alt + 7
Div	Shift + Alt + 8
Address	Shift + Alt + 9
Open help dialog	Alt + 0
Focus to menubar	Alt + F9
Focus to toolbar	Alt + F10
Focus to element path	Alt + F11

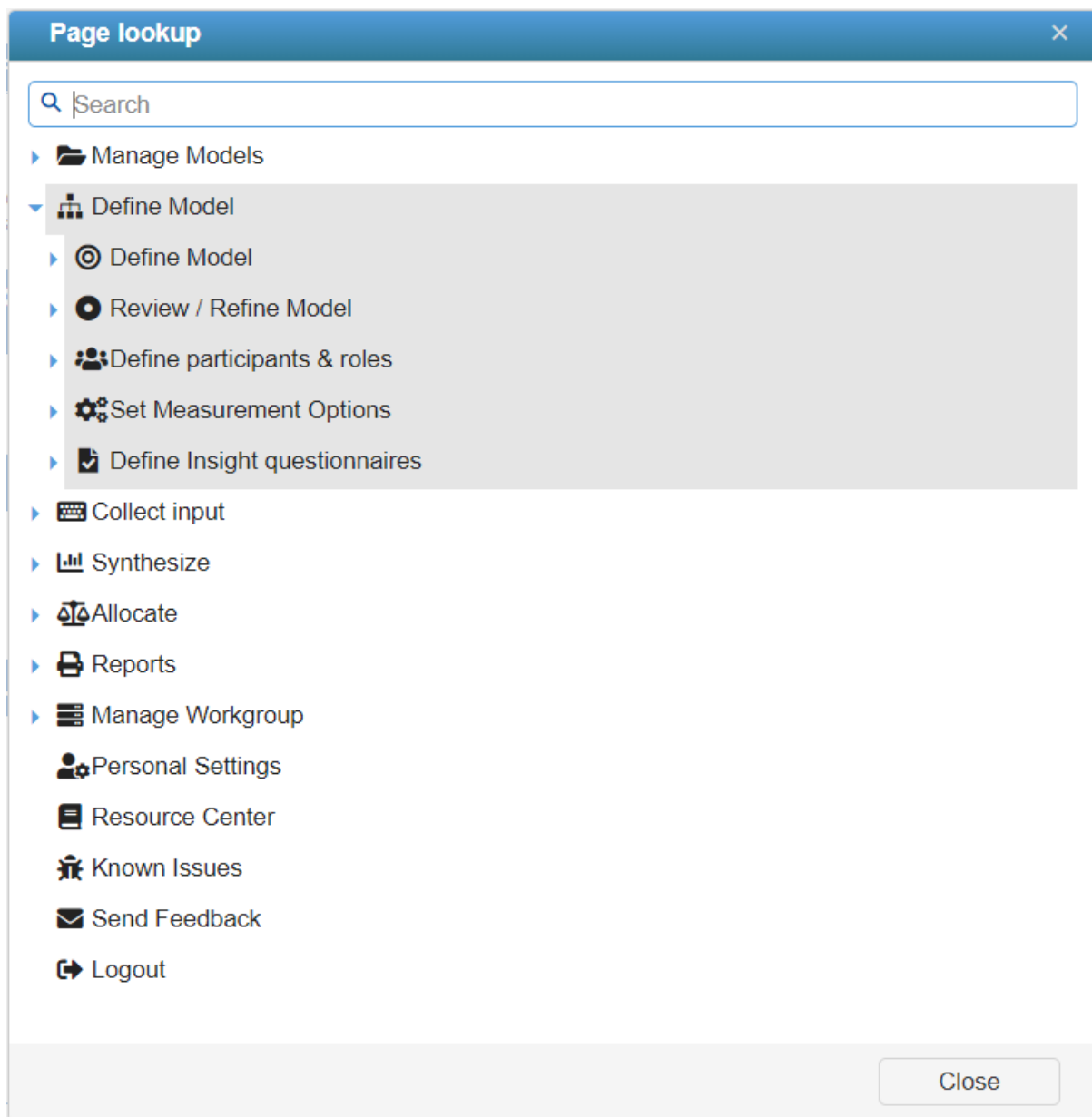
Action	Shortcut
Focus to contextual toolbar	Ctrl + F9
Open popup menu for split buttons	Shift + Enter
Insert link (if link plugin activated)	Ctrl + K
Save (if save plugin activated)	Ctrl + S
Find (if searchreplace plugin activated)	Ctrl + F
Switch to or from fullscreen mode	Ctrl + Shift + F

PAGE LOOKUP

The Page Lookup allows you to open a dialog box that lists all the Comparion pages.


This can be found by clicking the magnifying glass icon at the top right of the page.









You can expand/collapse the menus. You can search for the page name.

Clicking the page name will redirect you to that page.






Workgroup: Project Manager
Model: IT Portfolio Optimization




 John Doe





Manage Models **Define Model** Collect input Synthesize Allocate Reports





DEFINE MODEL




Define model is where we "structure" a decision model by identifying Objectives (criteria) and Alternatives as well as identifying decision participants and assigning them roles. Preferences for display settings, measurement methods, or optional insight surveys. If you have more questions, visit our [HELP SECTION](#).



DEFINE MODEL FOR 'GOAL: OPTIMIZE IT PORTFOLIO TO IMPROVE PERFORMANCE'
 Description/Details  TeamTime™ Brainstorming 

SET MEASUREMENT OPTIONS
 Measurement Methods  Judgment Options
 Default Scales

REVIEW / REFINE MODEL
 Alternatives 16  Contributions
 Objectives 22  Information Documents

DEFINE PARTICIPANTS & ROLES
 Participants 8  Participant display options
 Participant Roles  Evaluation settings

DEFINE INSIGHT QUESTIONNAIRES
 Pre-Survey 0  Surveys settings
 Post-Survey 0

 Shortcuts  Advanced mode is OFF

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