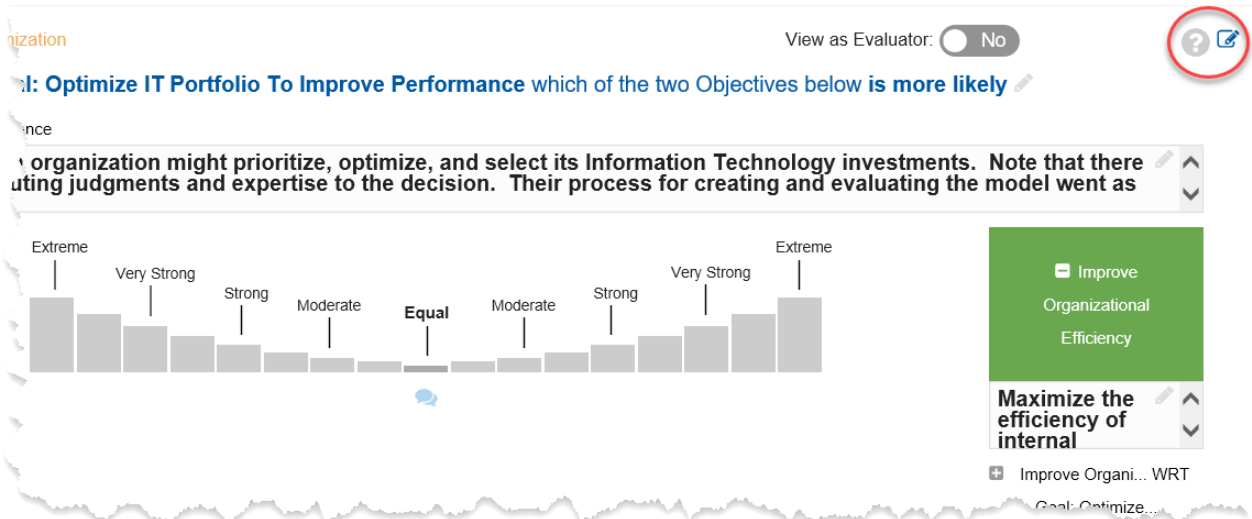# Create Evaluation Quick Help
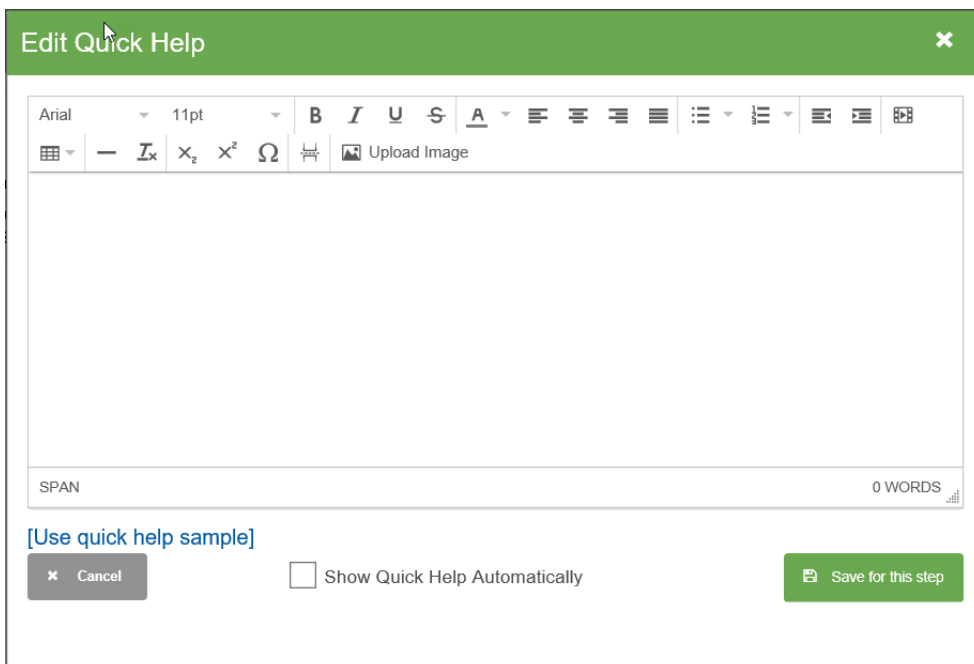
Quick Help is custom help set up by the Project Manager to be shown during the evaluation process.

The Project Manager can view and set up Quick Help (QH) from the QH icons found at the top right of every evaluation step.

An empty Quick Help is indicated by ? with gray background as shown above; it will be orange when there is content. Evaluators won't see the ? icon at all when it is empty.

To add or edit Quick Help, click the icon beside ?. This will open the **Rich Text Editor** where the Project Manager can enter texts, tables, images, videos, etc.

The Project Manager can also use the quick help sample (if available) by clicking the "**[Use quick help sample]**" link:

The Project Manager can set the Quick Help to auto-display by checking the

 check box.

This will automatically open the Quick Help dialog box when the Evaluator comes to the step where the QH was added. Evaluators can turn this off any time and just click the orange Quick Help button manually to open the QH dialog box.

Using the Rich Text Editor