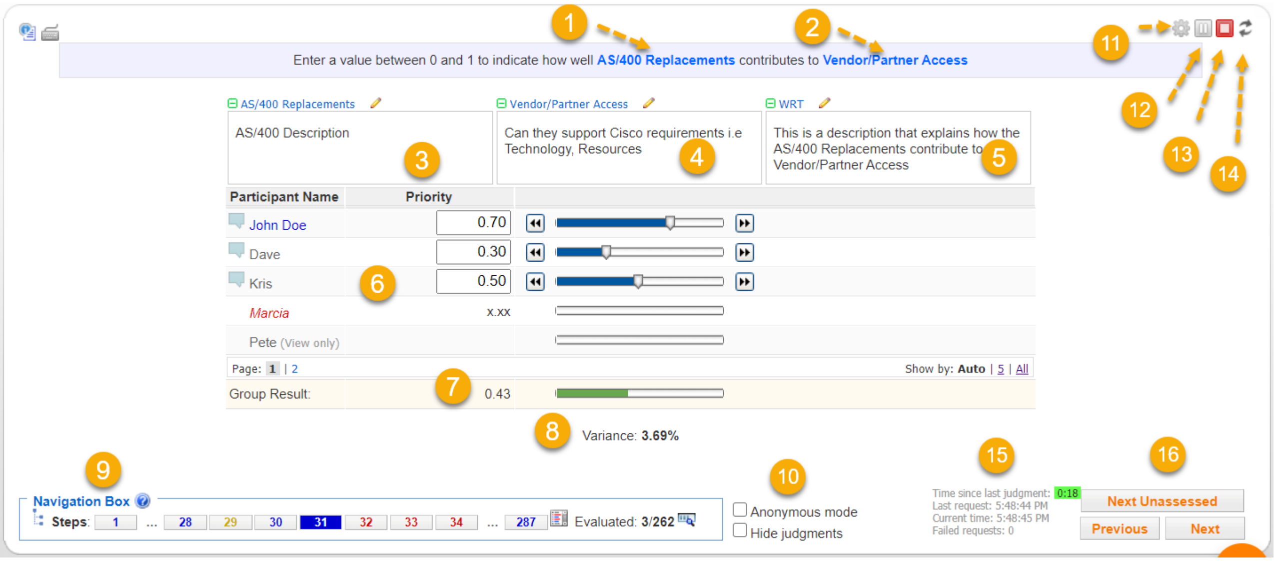
TeamTime Direct Entry

Direct Entry is a measurement method used to evaluate alternatives and/or objectives with respect to another objective or criterion. Direct Entry measurement accepts numbers from 0.0 to 1.0 (i.e. 0% to 100%)



Participants enter Direct priorities in TeamTime by using keypads (see Select Participants) or by logging in to the Comparion TeamTime Session using an invitation sent by the Project Manager (see Invite Participants).

The screen as seen by the Project Manager is shown above. Participants who log in to the TeamTime session see a very similar screen with their name at the top of the list of participants.

Legend:

1) Name of the element (objective or alternative) being evaluated. Direct Entries are made by typing the priority into the text box provided.

2) Name of the objective or criterion (or the complete objective path, if specified in the project settings) for which this alternative or objective is being rated.

3) Information document for the alternative being rated. The pencil icons allow the Project Manager to edit or create an information document.

You can show the information document or descriptions in a frame or in the tool-tip by clicking the information document icon .

4) Information document for the objective for which this alternative or sub-objective is being rated. The pencil icons allow the Project Manager to edit or create an information document.

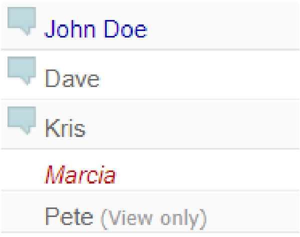
5) Information document for the objective or sub-objective being evaluated with respect to (WRT) the alternative being rated. The pencil icons allow the Project Manager to edit or create an information document.

6) Names and direct entry judgments for participants. Direct Entry is made by the participants by typing in the priority (from 0 to 1) in the text box or by dragging the slider.

The names are shown formatted as follows:

- **Bold** – a change is made by the user; appears for only a few seconds
- Blue – participant is online
- Normal (gray) – offline
- Red – no roles for making judgments on the current step

If the participant is in view-only mode, you can see a (View only) note next to the participant name.



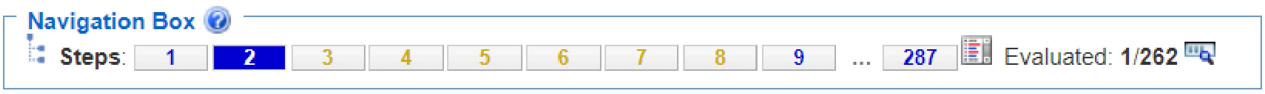
When there are many participants, the list will be paginated. By default, the "**Smart**" option is selected, which auto-detects the number of participants to display that will best fit the screen and make the loading faster. You can select users per page by clicking on the links at the right. You can then navigate through the pages using the page numbers at the left.

You can enter comments by clicking .

7) The arithmetic mean of the rating priorities.

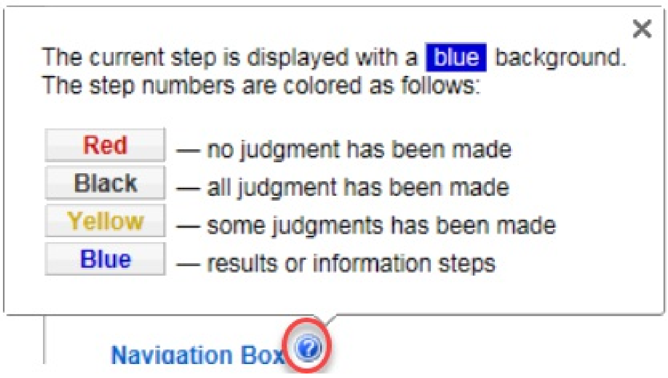
8) The arithmetic variance of the rating priorities.

9) A **Navigation Box** at the bottom of the screen contains a number for each step in the evaluation sequence.

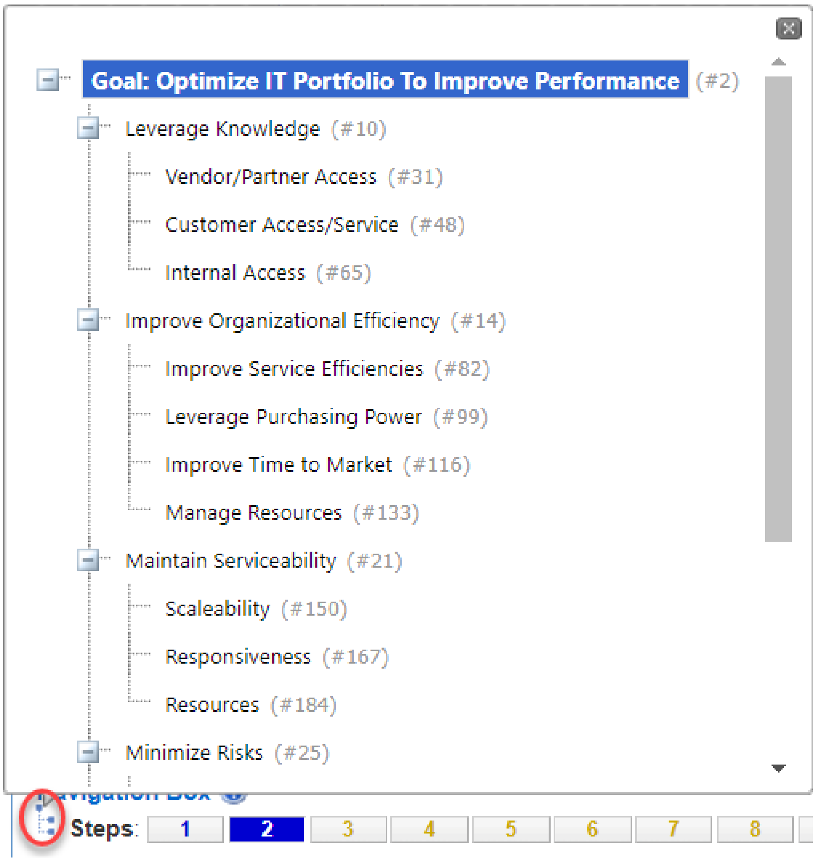


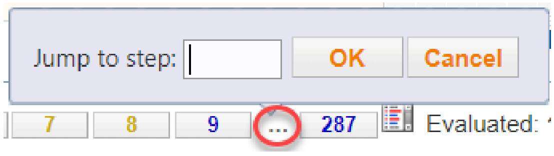
a. Steps - The number of steps is NOT the same as the number of evaluations because (1) there may be additional pages showing results; and (2) some pages may have multiple evaluations.

You can click the "?" icon to see what the step colors pertain to:



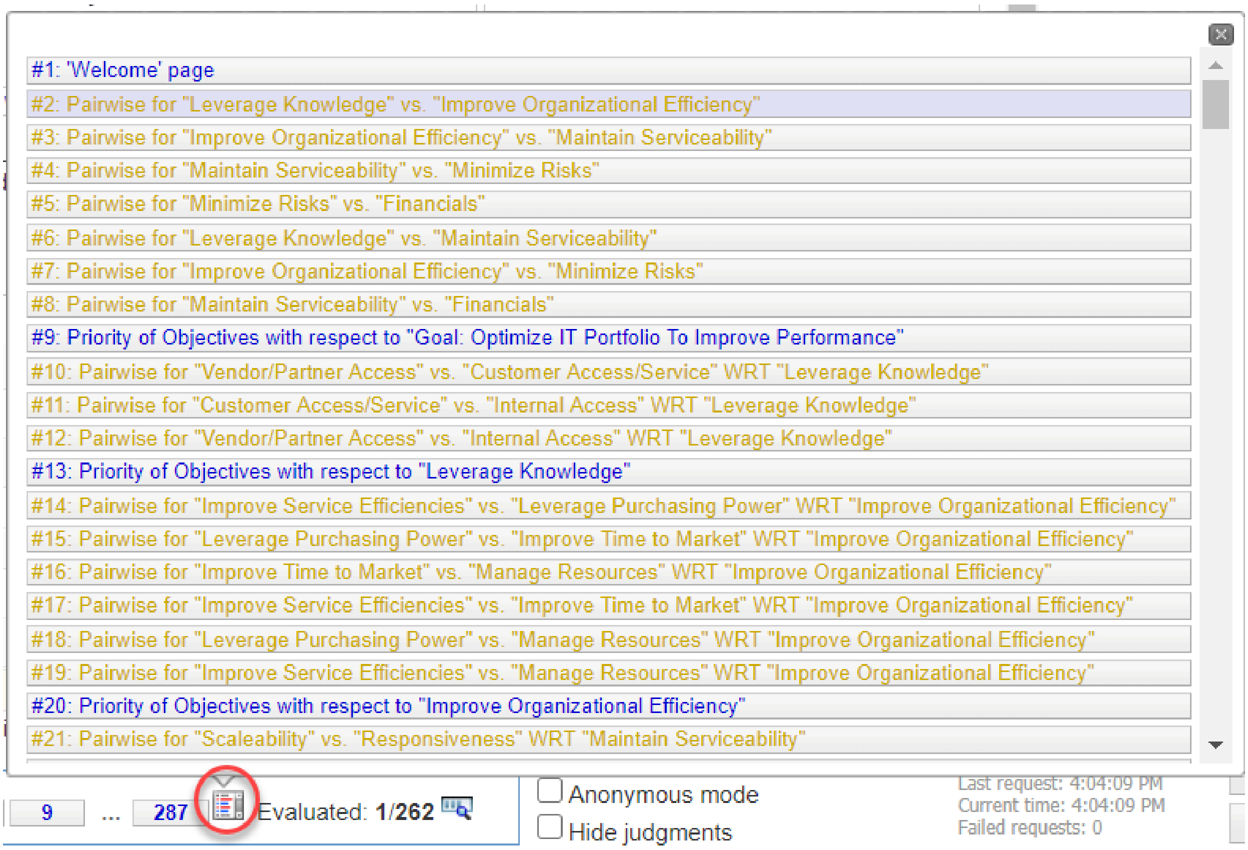
b. Click the "Current Cluster" icon to open the Objectives hierarchy, where you can select the parent to jump to the first step "with respect to" the selected node.



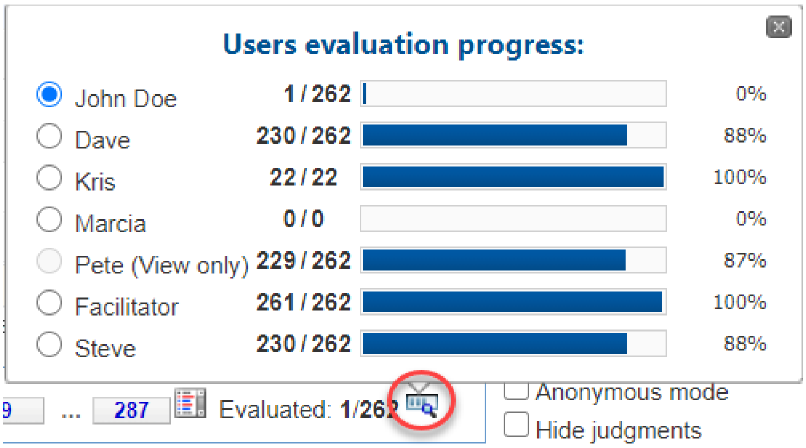
c. Jump to a step by clicking on the ellipses 

, and then entering the step number.

d. Click the steps list and select a step.



e. Click to show the participants' evaluation progress.



By default, the Project Manager's evaluation progress is displayed in the navigation box. The Project Manager can select another user to display by selecting the radio button beside the user's name.

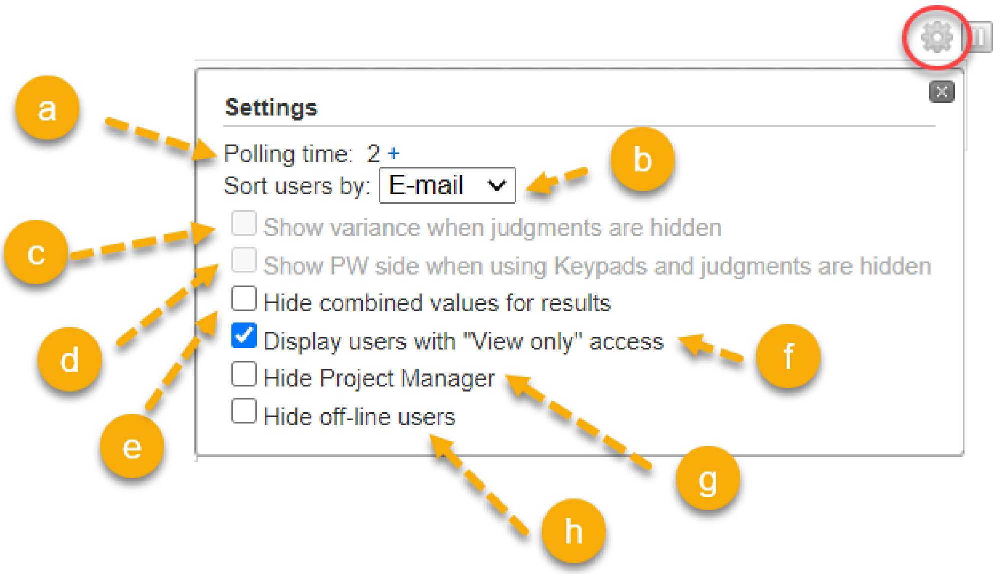
The "Next Unassessed" button will also depend on the selected participant.

When a user other than the Project Manager is selected, a person icon will appear; hovering on it will display the user's name/email.

10) A check-box is provided to enter anonymous mode where participant names are replaced by nominal names; e.g., "Person 1."

A check-box is also provided for hiding judgments. A typical and recommended process consists of hiding judgments when entering a step and then showing the judgments for discussion once they have been made. The time since the last judgment is indicated in (19) as discussed below.

11) TeamTime Evaluation option settings:



a) The polling time interval for sending judgments to the server is set to 2 seconds. This can be increased if desired by clicking on the + sign.

b) Select the sorting of the evaluator list (by name, email, or keypad number (if any)).

c) Option to show the variance when the judgments are hidden.

d) Option to show the pairwise side when using Keypads and when the judgments are hidden.

e) Option to hide the combined results on the results page.

f) Option to hide the participants in "View Only" mode.

g) Option to hide the project manager in the list.

12) The project manager can pause collecting judgments by clicking on the pause icon .

13) The TeamTime meeting can be ended by clicking on the end meeting .

14) The project manager can make changes to the project during the TeamTime session, including the objectives, alternatives, information documents, participants' roles, etc. The reload project icon can be used to reload the updated project into the TeamTime session. Normally the changes are automatically detected; there will be a prompt that will inform the Project Manager of changes in the evaluation. Clicking OK will reload the page.

15) Current status of communications with server and time since last judgment.

16) Jump to the previous or next or next unassessed step.