Layout of the user interface

Here you will find an overview of the layout of the user interface and its handling.

1 Overview of the various perspectives in the user interface
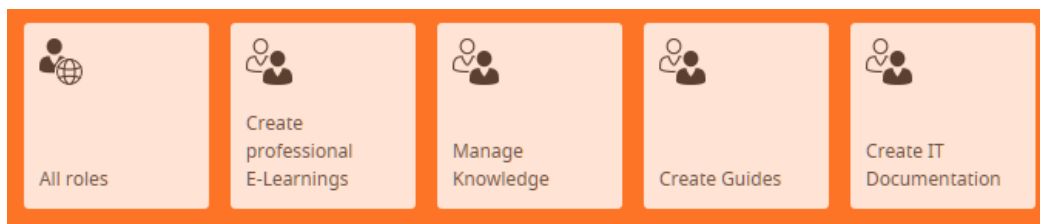
The user interface is divided into various **perspectives**. The **Perspective toggle**, which can be found at the top right-hand corner, can be used to switch from one perspective to the other. The Perspective toggle has three buttons. The button on the left is for selecting the role on the **Login page**, the one on the right is for accessing the **Local Workspace** and the one in the middle is for switching to the **Curator**.
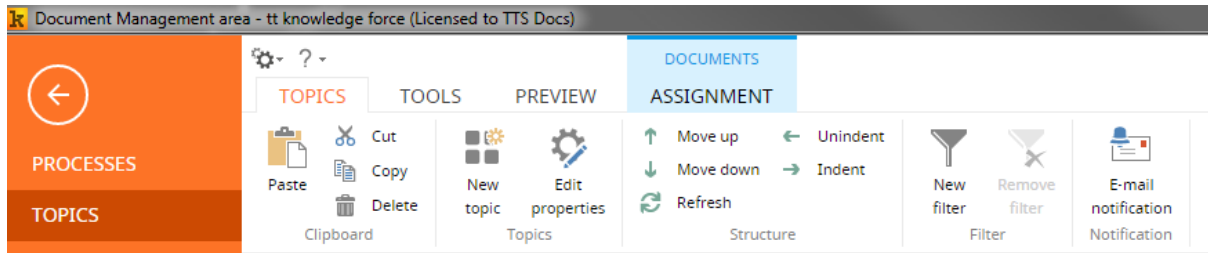
Perspectives

- **Login page/Role selection**

  The Login page, on which you log in with your role, appears when the program is opened. Logging in is mandatory. Your administrator or project manager is responsible for providing you with the necessary login data.
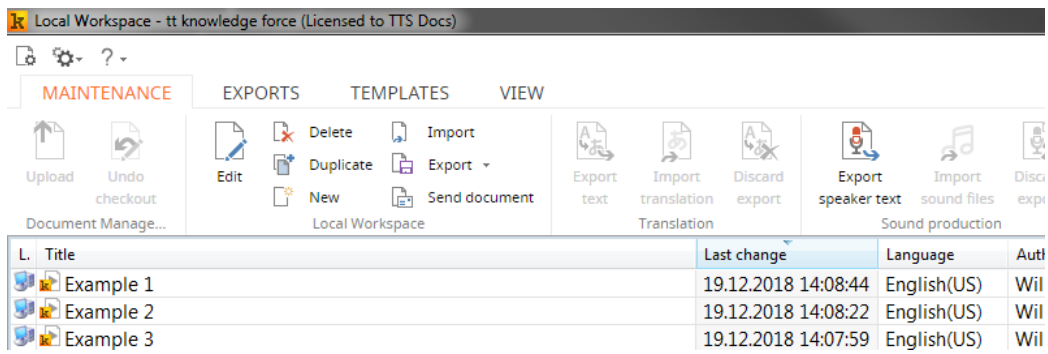
- **Curator**

  The **Curator** perspective provides access to all documents. It's server-based and can be used by several users simultaneously. Whenever you want to edit a document, it should be downloaded to the **Local Workspace**, where it is also saved. It is then blocked for all other users. The document should be uploaded again once editing has been completed.
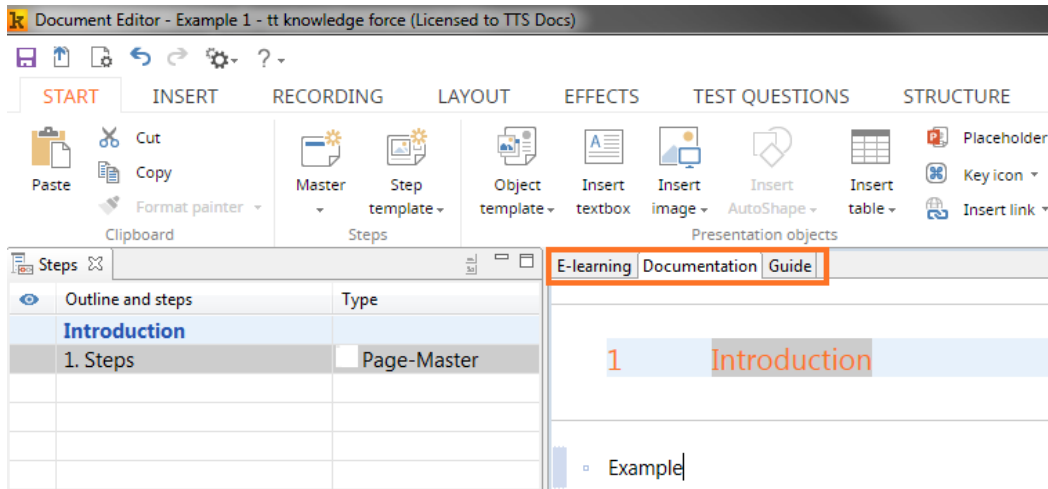
- **Local Workspace**
  The **Local Workspace** acts as a local repository for documents. The list of documents shows all the documents that the particular user has checked out for editing.
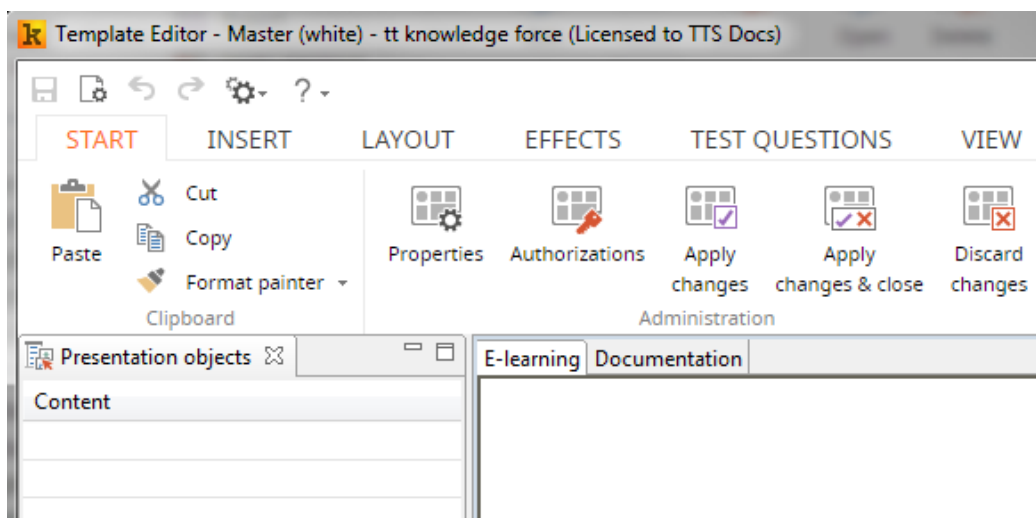

- **Document Editor**
  The **Document Editor** is for the editing of documents created with tts performance suite (**Producer documents**). The E-learning, Documentation and Guide media are all Producer documents. The outstanding thing about tts performance suite is that the E-learning, Documentation and Guide can be generated – and subsequently edited – at the same time. You can switch between the three media by selecting the appropriate **tab** just above the editing window. These are known as **views**.
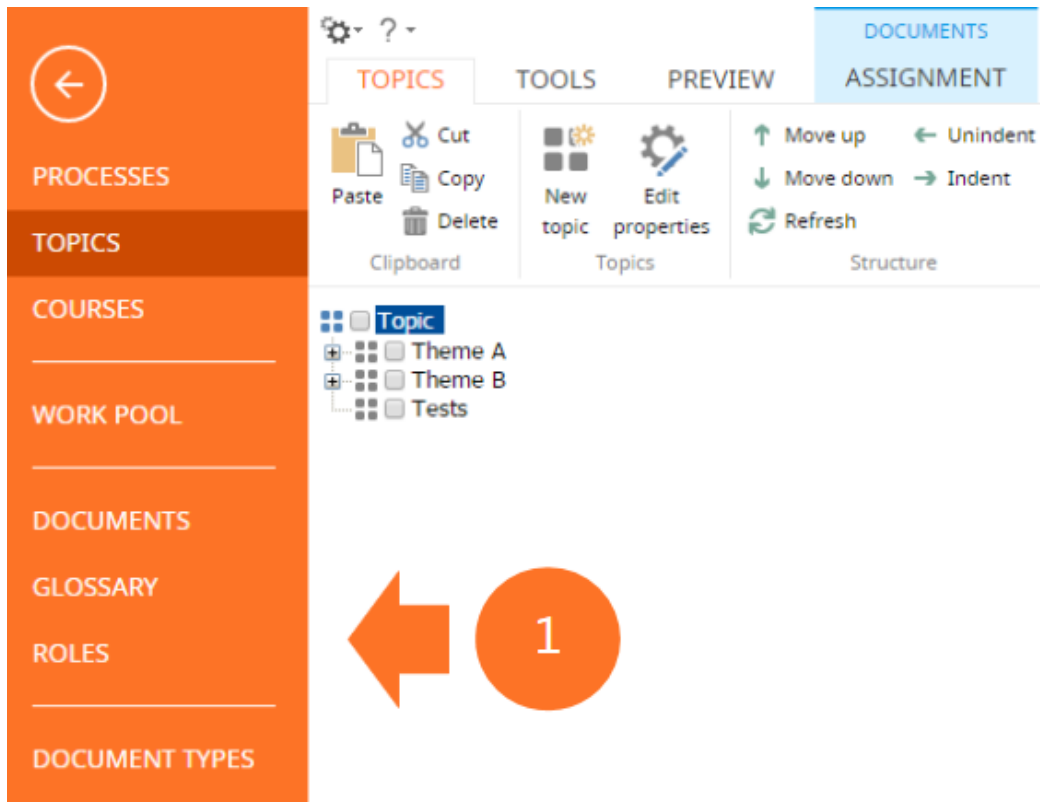
- **Template Editor**

  The **Template Editor** is for the creation and maintenance of templates. This perspective opens automatically whenever a template is opened. Templates are included in the configuration and are available to all authors.
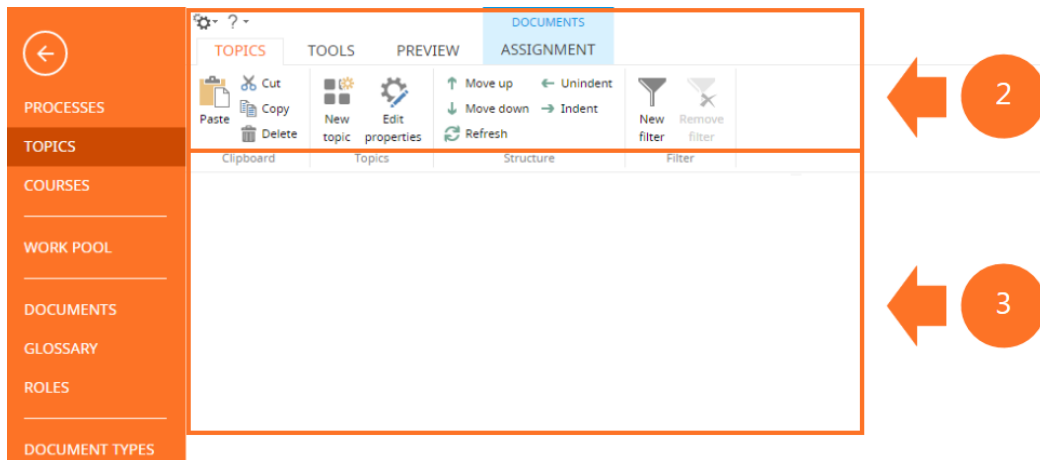

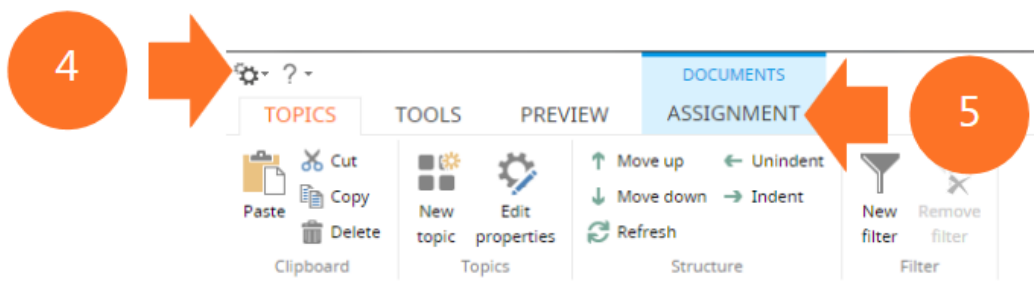# 2 Layout of the user interface in the perspectives

Documents are stored in the **Processes**, **Topics** and **Courses** views in the **Curator** perspective. This perspective is also the place where the various **roles**, which determine who exactly is to be allowed access a particular document, are maintained. It also includes a **document search** function (**Documents** menu option), along with your own personal Work Pool. The orange **menu bar (1)** on the left of the interface is for navigating.

The various program functions are grouped together in **tabs** in every perspective. When it comes to the general layout, we call the top half of the perspective the **function area (2)** and the bottom half the **work area (3)**.
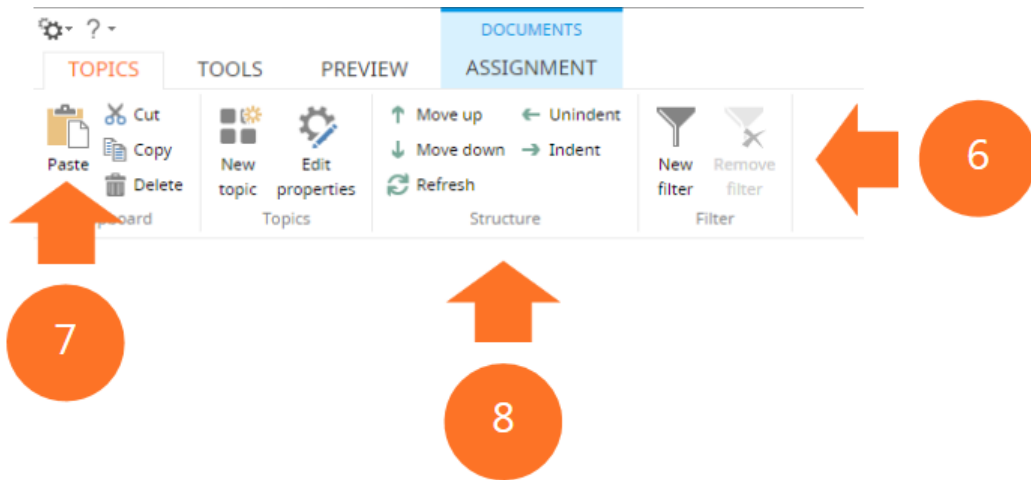
3   Function area

- **Standard toolbar** (**4**)
  The standard toolbar provides access to the main functions in the respective perspective. No matter where you are within the program, the **User Preferences** and **Help** are always visible.
- **Tabs** (**5**)
  All program functions are grouped together, according to the respective work context, in tabs. The corresponding functions can be found on menu ribbons just below the standard toolbar. They are arranged from left to right, according to their frequency of use.

4   Tabs

Every tab has its own **menu ribbon** (**6**) in which the various **functions** (**7**) are arranged in **function groups** (**8**).
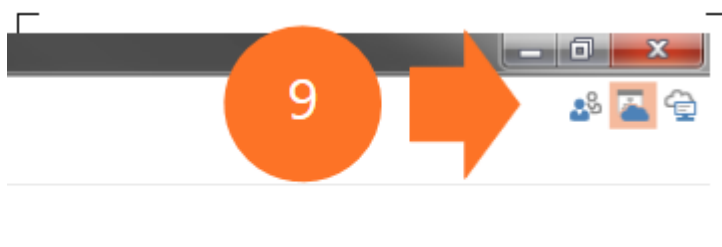
The position of the **tabs (5)**, along with the arrangement of the **function groups (8)** and **functions (7)**, is predefined and cannot be changed. No user-specific modifications can be made in the function area. It's also impossible to regroup functions or to hide/show particular functions.

The appearance of the function area depends on the user's author role and the components included in the license. The author role is loaded whenever tts performance suite is started and this leads to the activation of the corresponding tabs, function groups and functions. Functions that are not included in the particular role are not visible.
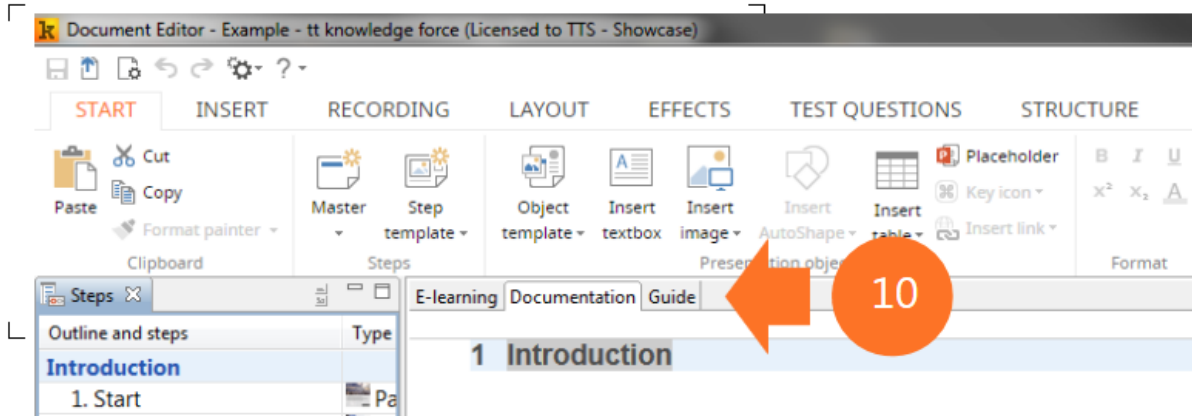
5   Perspective toggle

The three buttons for **switching perspective (9)** – **Functional scope**, **Curator** and **Local Workspace** – allow you to quickly jump from one perspective to the other.
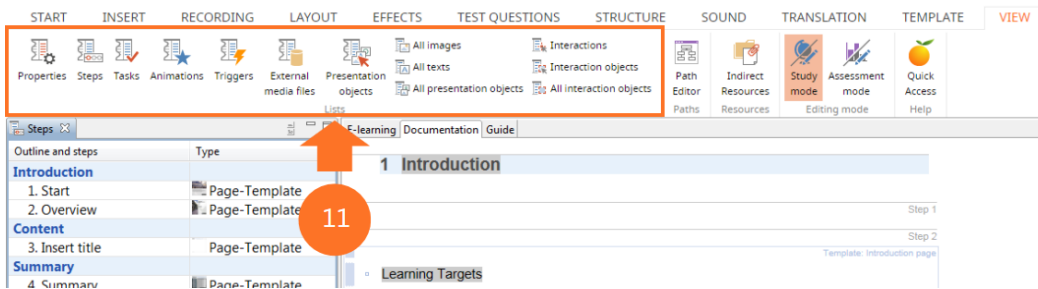

6   Views and lists in the Document and Template Editor

Depending on the perspective chosen, the matching interface is displayed in the work area.

When editing a document, these are the **views** for the **E-learning, Documentation** and **Guide (10).**

The **Lists** available on the **View (11)** tab in the **Document Editor** can be **positioned anywhere** you want, either inside or outside the document window, via drag & drop (dockable windows).

Lists can be hidden, minimized or maximized whenever you want.
To move a list, drag it by its frame or tab (while keeping the left mouse button pressed) to its desired new position and then let go of the mouse button.

7 List of documents in the Local Workspace

The **document list (12)** is for editing the documents in the Local Workspace: