Creating IT documentation for an application

This "How To" document reveals how to prepare a tt document in such a way that you can use it to create IT documentation for an application.

The purpose of this document is to give you an overview of how to prepare a tt document, and what settings you need to make, in order to create IT documentation for an application.

IT documentation depicts all the steps that a user needs in order to be able to execute a transaction or particular work step. The Recording function in tt performance suite automates this procedure.

Please refer to the **Recording** help document for detailed information on this. You should also pay attention to the information in the **Tips and tricks when Recording** help document.

IT documentation can then be structured in the following manner:

1. Start page as an introduction
   This normally includes the learning goals. The best way of creating this involves using a template that is equally suitable for output in the documentation and in the e-learning.

2. Recording the IT application
   In this example, the two sections titled *SAP Easy Access* and *SAP HANA*.

3. Summary page in which you should one again summarize the most important learning goals.
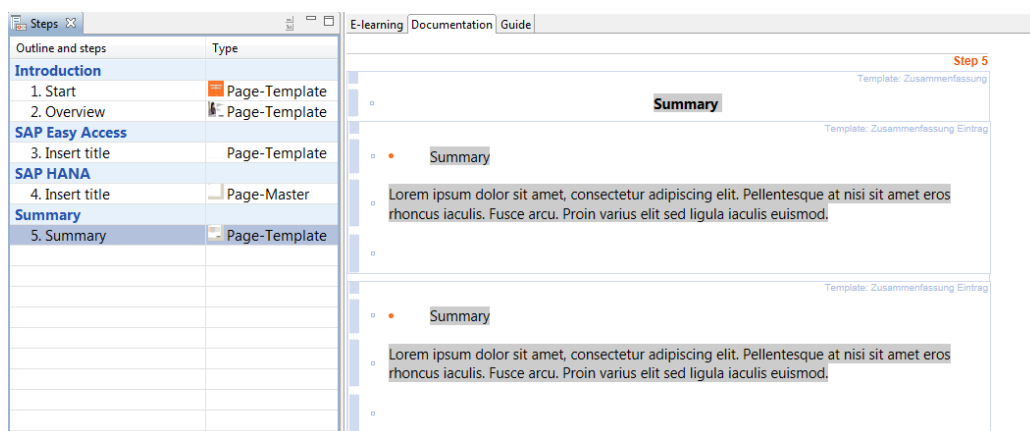
All screenshots, including instructions and highlighting elements, are automatically generated during the recording. Furthermore, outline elements are

created automatically in cases where the Recorder recognizes logically delimited screens.

💡 An interactive simulation is also automatically generated in the e-learning, along with a guide in the form of step-by-step instructions.

Keep reading for an overview of how to set up the document and to find out which settings need to be specifically considered.

1 Preparation: Document properties

With regard to the document properties, please pay attention to the following settings:

Documentation tab

- Here you can find options involving the numbering of interactions.

Publishing tab

- The desired export format has to be set in the Documentation section. Three options are supported: *HTML*, *Word* and *PDF*.
  Furthermore, it is also possible to export an *exercise sheet* and *short instructions*.

2 Editing a recording

To add additional text to the documentation, simply select an image and start writing. A new textbox is automatically inserted below the image.
Alternatively, you can also use the **Insert textbox** function in the **Presentation objects** function group on the **Start** tab.

💡 If you also want to use the automatically generated simulation in the e-learning, we recommend that you use appropriately prepared object templates that have a suitable design in the e-learning. The standard configuration includes many of these.

If you want to modify the size of a simulation image, use the *Crop* function in the context menu for the image. If you would like to merge simulation images, or insert some new ones, please refer to the corresponding help documents for information on the various options.

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3 Summary page in the last step

The summary page is where you once again outline the most essential learning goals, thereby offering learners an overview of the IT documentation's most important topics. A standard template for the summary is provided.

4 How to make the lesson available to learners

There are many ways of making IT documentation available to the learners:

- **Publishing via the tt performance suite portal**
  As soon as the document becomes part of a view (e.g. of a course) and has been released (workflow status in the document properties), it can be accessed in the portal by the learners.
- **Publishing via QuickAccess**
  As soon as the document has been released (workflow status in the document properties), learners can access it via QuickAccess.
- **Linking in an LMS or other portals**
  As soon as the document has been released (workflow status in the document properties), learners can access it in the portal via a deep link.
- **Export for use in third-party systems or other portals**
  The document content can be exported via an LMS package (please refer to the help document titled *LMS package)*. This package contains all the export formats that were selected in the document properties.
  If the document is part of a course, process or topic, it can be exported via a WBT export and integrated into a third-party system (please refer to the help document titled *WBT export)*.

For further information, please refer to the *Publishing training material* help document.

🖉 Please note that the learners are always only provided with the export formats that you defined on the **Publishing** tab in the **document properties**.

♀ If you perform a product preview in the Document Editor, you also generate a Word document that can be used too.