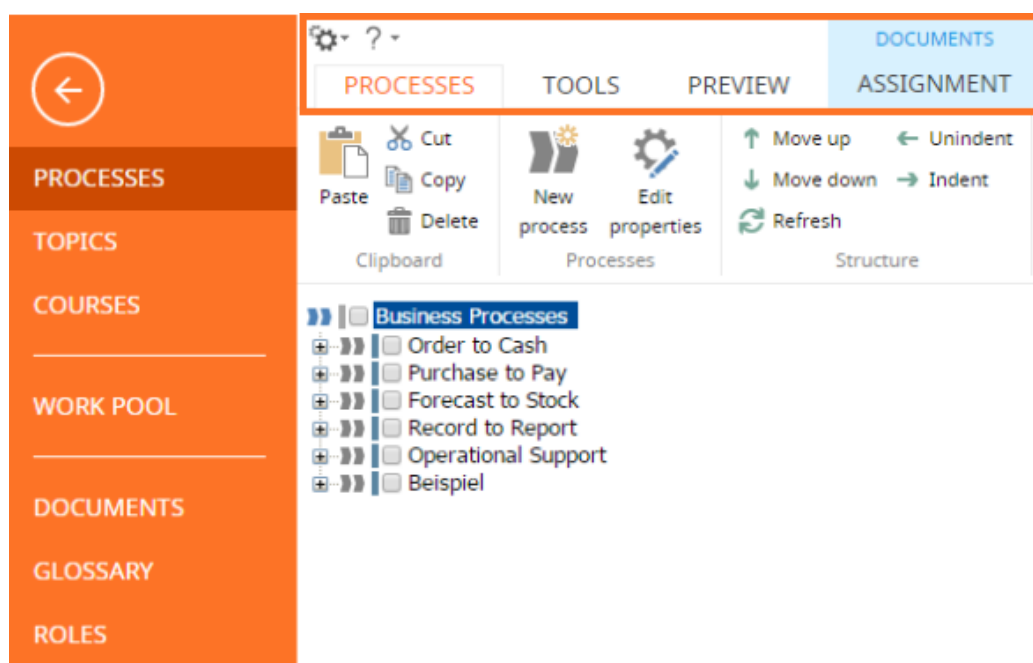


Perspective: Curator

The perspectives guide the user through the interface of tts performance suite. There are different perspectives for the maintenance, editing and management of documents. Keep reading to find out more about the "Curator" perspective.

1 Process, Topic and Course views

The **Curator** perspective provides access to all the documents stored there. Server-based, it can be used by several users simultaneously. Documents are stored in the **Process, Topic** or **Course views** in a structured manner.



Views

- Business processes are modeled in the **Process view**. The process modeling component was primarily designed as a tool for process-oriented documentation management. Documents and roles can be assigned to process steps.
- The **Topic view** facilitates the free compilation of lessons.
- The **Course view** facilitates the combination of individual lessons (documents) to form a course. Highly complex courses can be subdivided into course sections. The Course view supports the assignment of target groups (roles).

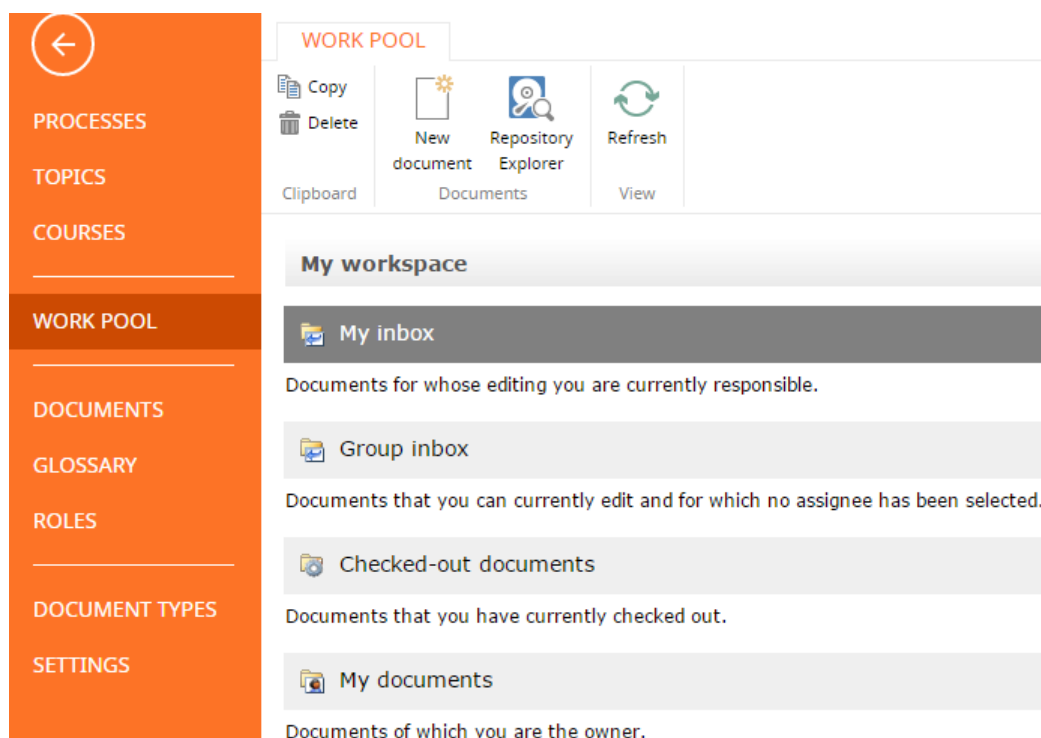
Tabs


Each view comes with **four tabs**.

- The tab on the left always refers to the view (Processes, Topics or Courses) that is currently being used. Functions involving the particular view are displayed on the accompanying menu ribbon.
- Each view also has its own **tools** which are displayed on the next tab.
- The **Preview** tab allows you to take a look at the content you just created in the WebAccess.
- The **Assignment** tab contains functions relating to the **documents** that are stored in the view being used.

2 Work Pool

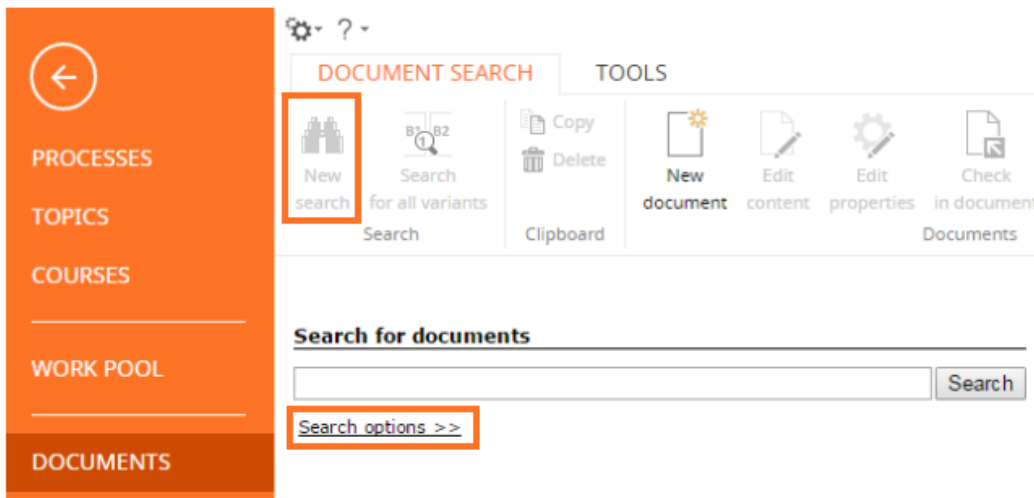
Documents that require editing by a particular author can be stored in the workflow-based **Work Pool**. This explains the presence of different **inboxes**. This allocation of documents makes it much easier to obtain an overview of all the documents that currently require editing. This can prove to be a huge help when working on highly complex projects. Checked-out documents – as well as all the user's own documents – are also displayed here in a clearly arranged manner.



 At least one workflow has to be defined on the appropriate Curator to avail of the workflow-based Work Pool.

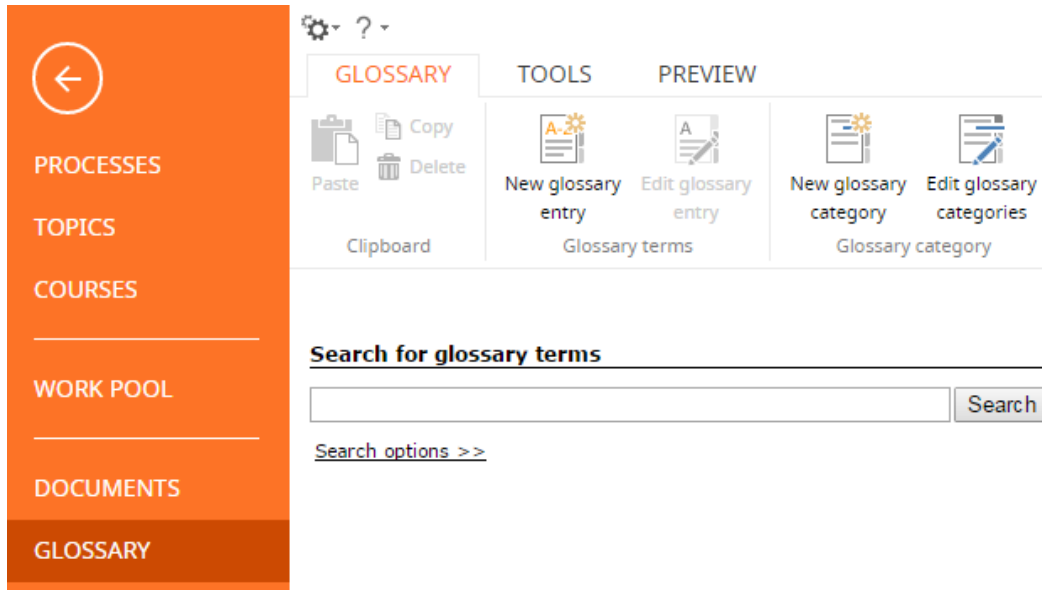
3 Searching for documents

The **document search** helps users to find documents in the Curator. You will also need to use the document search function to permanently delete a document. The document search can be found on the **Documents** menu. The search screen can be opened via the **New search** button. To find a particular document, you can either enter its title into the search field or use other **search options**, such as the author or content language.



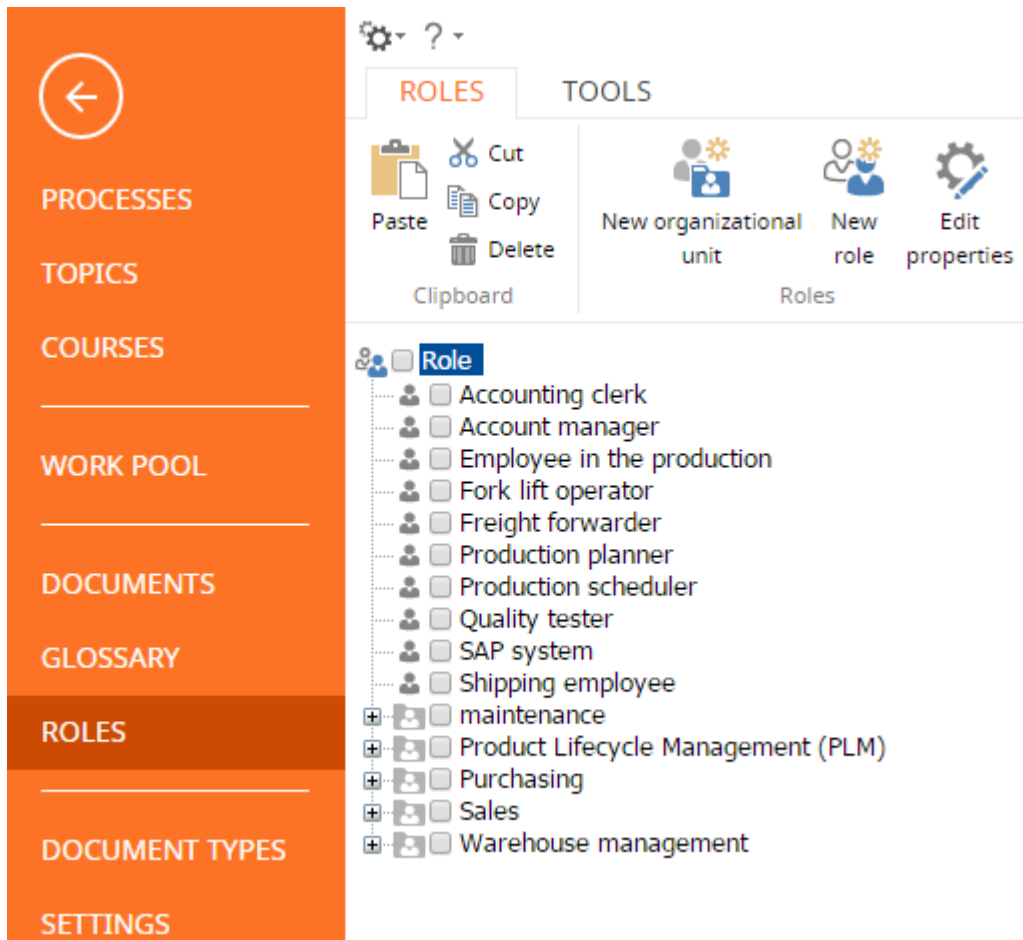
4 Glossary

The Glossary function can be used to maintain glossaries. Each of these glossaries contains any number of technical terms and their associated definitions and explanations. It's possible to supplement search terms so that a glossary entry is also found whenever synonyms for the term stored in the particular glossary are used. In some cases, it's also possible to supplement a glossary entry with a **QuickAccess signature** (for example) which would then act as a reference to a specific SAP field (field help). This way, the user will automatically receive definitions and assistance that precisely refer to the input field that is currently active.



5 Roles

Roles are used in conjunction with **processes** and **courses**. When it comes to courses, roles are used to define the target groups. In the case of processes, roles define the groups of people who execute a particular process step. One or more roles can be assigned to a user in authorization management.



6 User interface

The user interface in the **Curator** perspective is divided vertically. The **left side** is for displaying the elements located under the selected menu item in a tree structure. The associated documents or properties are displayed on the **right side**. The documents shown here can be checked out and edited via the dropdown menu.

The screenshot displays the TTS course management interface. On the left is a navigation sidebar with categories: PROCESSES, TOPICS, COURSES (highlighted), WORK POOL, DOCUMENTS, GLOSSARY, and ROLES. The main area is divided into tabs: COURSES, TOOLS, PREVIEW, COURSE OUTLINE (active), and ASSIGNMENT. The TOOLS tab contains icons for Clipboard (Paste, Copy, Delete), Courses (New category, New course, Edit properties), Attachment (Add an attachment, Delete attachment), Structure (Move up, Move down, Refresh, Unindent, Indent), and Filter (New filter, Remove filter). The COURSE OUTLINE tab shows a tree view of courses, with 'Sales Order Processing' selected and highlighted in blue. Below the tree, the 'Sales order' section is visible, containing a list of items with a context menu open over the second item. The context menu options are: Edit properties, Edit content, Replace content, and View content (without checkout recipient?).