

# Maintaining Performance Support categories

This documentation shows how to maintain Performance Support categories in the administration view.

The **Maintain categories** tab provides all functions relevant to maintaining Performance Support categories on the server.

	Title	Visibility	Techn. name
<input type="checkbox"/>	Short instruction	✓	steps
<input type="checkbox"/>	Documentation	✓	details
<input type="checkbox"/>	Areas of interest	✓	helptopics
<input type="checkbox"/>	Overview	✓	learning
<input type="checkbox"/>	Courses	✓	Course
<input type="checkbox"/>	Concepts	✓	concepts
<input type="checkbox"/>	User manual	✓	manual
<input type="checkbox"/>	Help on Help	✓	hzh
<input type="checkbox"/>	Kontakt	✓	ttsinterncontact
<input type="checkbox"/>	not visible	✗	notvisible

In the right-hand part of the screen, all existing Performance Support categories are shown. There are several ways to manipulate that list:

- To add a new category, simply click the **New category** button at the top of the screen and then assign a **title** and **technical name** to it.  
You also need to specify whether this category is to be **visible** in QuickAccess. This option allows you to hide specific content in QuickAccess - e.g. to display e-learning content only in the form of courses, or documentation only in the form of complete course manuals.
- To delete a category, click the Trash bin icon.
- To edit an existing category's Title (in all available languages) or its Technical name, click the pencil icon.
- To reorder the categories, first select the one(s) to move by clicking the corresponding  checkbox(es), then use the "Move up" or "Move down" buttons found on the tab above.

Once the Performance Support categories are set up properly, you will want to make sure that the default values are set accordingly for all content types available. To accomplish this: Click the **Set default values** button.


Set category default values

TT documents	
<b>Documentation</b>	
Documentation	Detailed information
Exercise sheet	Self-learning units
Short instructions	Step-by-step
<b>E-learning</b>	
Study mode	Self-learning units
Assessment mode	Self-learning units
<b>Guide</b>	
Editorial Guide	Step-by-step
<b>Guides</b>	
Quick Guides	Step-by-step
<b>Third-party content</b>	
Links	Concepts and processes
External documents	Detailed information
Structure types	Step-by-step
Processes	Detailed information
Topics	Self-learning units
Courses	Concepts and processes
	Self-learning units

OK Cancel

Let's assume you would like all third-party external documents to be regarded as "Concepts and processes" by default: Click the **External documents** dropdown button.

- Click the **External documents** dropdown button.
- Click the **Concepts and processes** list item.
- Click the **OK** button.

 Please note that changing a default value will trigger a re-indexing of all elements stored on the server. During that process, end users will only have very limited access to the search function (as provided in the QA, the portal, and the Curator).