

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
	Short instruction	✓	steps
	Documentation	✓	details
	Areas of interest	✓	helptopics
	Overview	✓	learning
	Courses	✓	Course
	Concepts	✓	concepts
	User manual	✓	manual
	Help on Help	✓	hzh
	Kontakt	✓	ttsinterncontact
	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.



Producer documents	
Documentation	
Documentation	Detailed information ▼
Exercise sheet	Self-learning units ▼
Short instructions	Step-by-step ▼
E-learning	
Study mode	Self-learning units ▼
Assessment mode	Self-learning units ▼
Guide	
Editorial Guide	Step-by-step ▼
Creator	
Creator documents	Step-by-step ▼
richtext 	Hidden (hidden) ▼
	
Third-party content	
Links	Concepts and processes ▼
External documents	Detailed information ▼
Structure types	Step-by-step Detailed information Self-learning units Concepts and processes Hidden (hidden)
Processes	
Topics	
Courses	

Attention! Following a change with regard to the Performance Support categories, all elements have to be re-indexed for the search to work properly. This might take a few minutes. While the re-indexing is running, end users only have very limited access to the search function in QuickAccess, the WebAccess and the Curator.

OK Cancel

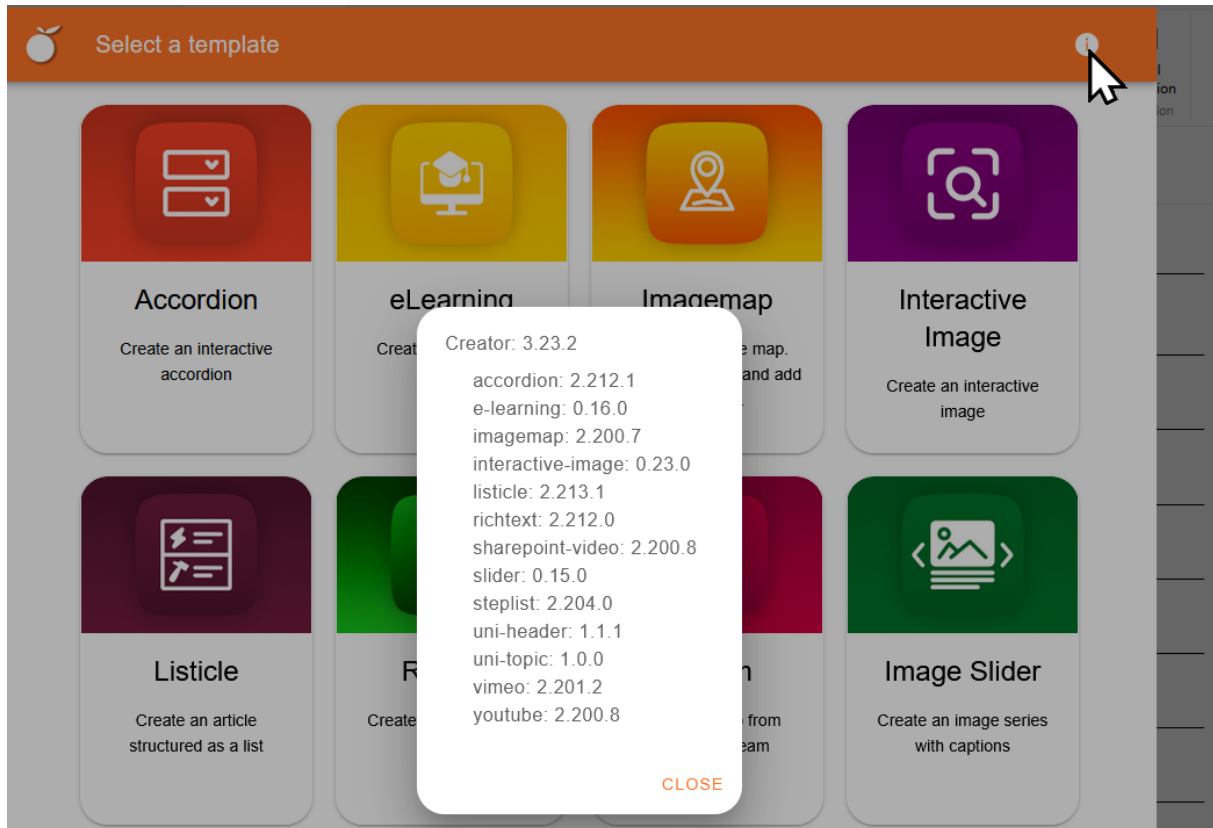
Let's assume you would like all third-party external documents to be regarded as "Concepts and processes" by default: Click the **External documents** dropdown button.

- 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 WebAccess, and the Curator).
-  Starting with the 2025 release, you can set the default values for each creator template as needed.

All you need is the technical name of the template. You can find this either when creating a creator document by clicking on the Info button in the selection window, or via the folder names in the "templates.zip" package (see screenshots below).



ols Help

ove Delete Info

ud.tts.dev\custom-wars\templates.zip\templates-dist\

ze	Name	Size	M
57	accordion	29 348 454	
27	button	38 675 964	
38	d-id	15 737 789	
36	dall-e	80 472 340	
17	destination	29 351 635	
38	dreamstudio	80 477 170	
37	e-learning	22 002 026	

Reserved Performance Support Categories

Reserved Performance Support Categories were developed to complement the SIOS feature (SIOS: Search In Other Sources). Further information can be found under the SIOS search term.

The Search In Other Sources function is designed to allow the display of additional, context-sensitive search sources and to pass on the various components of the QuickAccess search to these external search engines.

Performance Support Category for SIOS:

Technical name: sios-show-always



The "Pinned" Performance Support Category has the following three properties: It is displayed in the search result **to all users,in all contexts and for every search** . This function should be used sparingly, as pinned documents are always displayed. The "Pinned" Performance Support Category works in conjunction with the #pinned **context hashtag**:

Performance Support Category for pinned:

Technical name: pinned