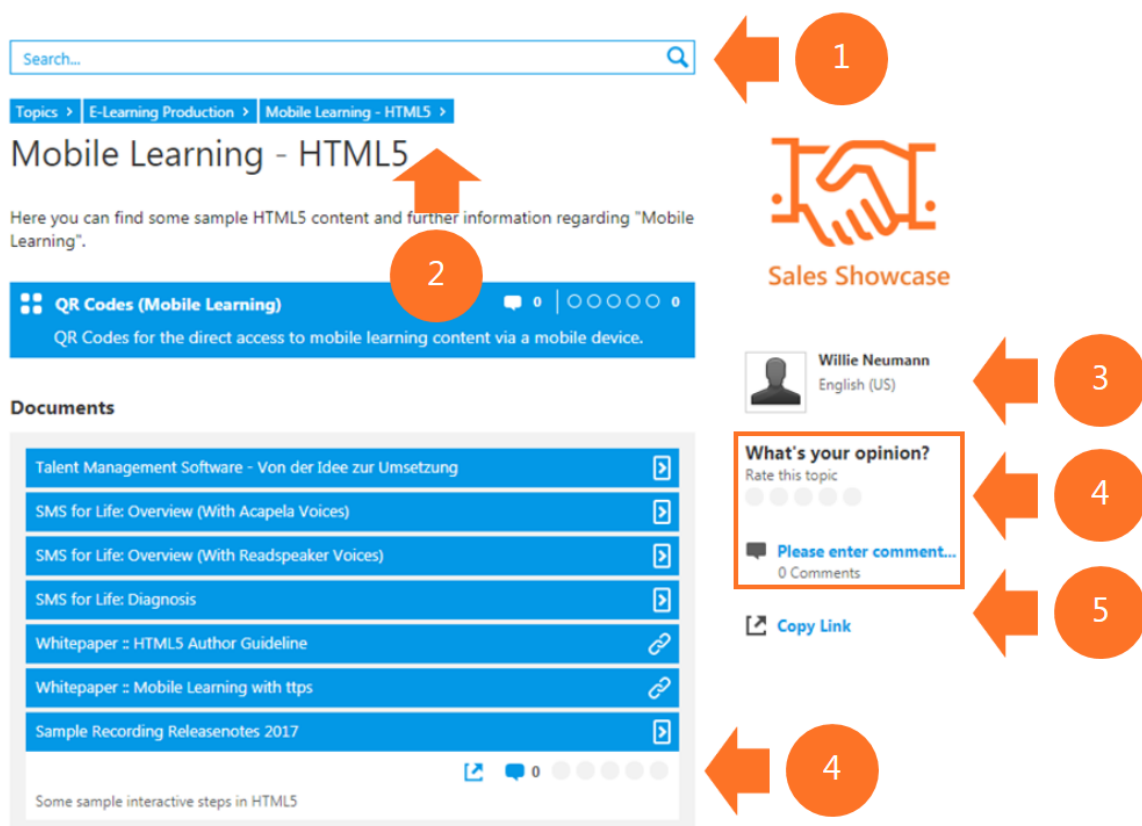# The Portal's interface elements

The Portal is a central location where information and documents are stored, and from where they can be accessed by users. The following documentation gives you an overview of the structure of the Portal.

1 Content area

Every Portal view has a **content area**, as shown above. Some elements are visible in every view (Processes/Topics/Courses):

1. The **search bar**, with which you can search for desired content, is the uppermost element on the page. Please refer to the document titled **The search function in the Portal** for further details on the search function.

2. **Breadcrumb navigation** provides an overview of your current position within the structural tree of the respective   process/topic/course. A simple click allows you to switch to the higher-level areas at any time. The arrows open a menu which allows you to easily navigate deeper.

3. The **profile area** displays your profile picture, name, role and system language.

4. The **evaluation and comments** section is where you can enter feedback on the respective content (in this example: "Mobile Learning - HTML5") in the form of an **evaluation** or **comment**.
In addition to processes, topics and courses, this function is also available for documents.

5. Furthermore, here you can also click the corresponding button to **copy the portal link** – for example to pass on the content that is currently visible to other users or to use it for other purposes.

🖊 The Portal's content can be accessed by simply clicking the respective icon. Here follows an explanation for some of the icons:

Start e-learning

Display documentation

Open guide

Open link

Display work instruction

Display image

Display text

Display PDF

tts

2 Views

2.1 News

The **News** tab contains information or news about the Portal's content. An entry here may refer to a document (2) or to a process, topic or course (1).

2.2 Processes

The **Processes** section is where you can access the available business processes. The display mode here can vary between a list display or a process display. The list display is selected in order to group processes (see above), whereas the process display shows the step-by-step sequence of the process (see below).

The process view can also be role-specific, meaning that you then only have access to the processes that are actually assigned to you. All the other processes are then inaccessible to you (shown in gray here).

If you click the desired process, you can branch to the individual process steps and view the assigned content such as documentation and e-learnings. The entire process can therefore be tracked in stages and broken down into its various steps.

The roles (👥) involved in every process step are displayed just above the actual step. The result (🚩) that should be achieved after every process step can also be displayed.

All the roles involved in the entire process are listed just below the process.

2.3 Topics

The **Topics** tab contains document compilations on specific topics involving frequently asked questions or other relevant topics.

Mobile Learning - HTML5

Here you can find some sample HTML5 content and further information regarding "Mobile Learning".

A topic can include documents (1) as well as other sub-topics (2).

This way, you can inform yourself in a targeted manner via content such as documentation, e-learnings or links to further information.

2.4 Courses

The **Courses** tab is where course categories and courses can be accessed. The Course view can also be role-specific, meaning that you only have access to the courses that are actually assigned to you.

🖉 Once you have successfully passed a course, this will be noted on the right side of the Portal. Here you also have the option of issuing a certificate to confirm course completion:

Passed the course

You successfully completed the course. If you like, have the certificate issued.

CERTIFICATE

2.5 Guides

The **Guides** tab includes all the guides that were compiled via the Guide Creator. You can arrange them as you want via the **New, Favorite** and **Unpublished** buttons. If you have the appropriate authorization, you can create and download **reports** on the **right side of the screen**. The **Export** button is for exporting guides, whereas the **Import** button allows you to import them.

Guides that were created in the Document Editor are not displayed in this view. They can be found via the search function. When searching, guides that were created via the Document Editor can be identified via this icon ( ), whereas guides that were created via the Guide Creator are marked with this icon ( ).

2.6 Role

The **Role** tab allows you to switch between roles. The Portal is then automatically adapted to display only the content that is relevant to the specific role.

2.7 Language

The **Language** tab is where you can specify your preferred language for the Portal.

🖉 Please note that only the content available in that language is then displayed. If the Portal has been configured accordingly, it's also possible that documents in your so-called fallback language will also be displayed. In concrete terms, this means: If the

document you are looking for is not available in your preferred language, but does exist in the fallback language, this document will be displayed.

2.8 Dashboard
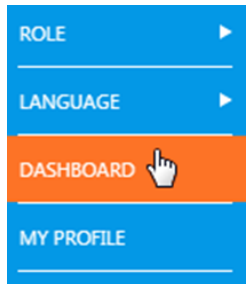
The Analytics Dashboard, which provides a visualization of usage data, can be opened via the Dashboard tab. The data are generated via the web-tracking interface of tts performance suite. These raw data are anonymously collected and saved during every user interaction within the WebAccess Portal and QuickAccess. The Dashboard offers a range of analysis options that are designed to check the effectiveness of portal usage or Performance Support initiatives, providing you with a basis for subsequent optimization activities.

Please refer to the document titled **Analytics Dashboard** for more information.

2.9 My Profile

ein **Schloß** (🔒) gekennzeichnet.
Änderbar ist Ihr **Passwort**. Es ist ebenso möglich, ein **Foto** hochzuladen.

You can view your own profile in the **My Profile** section. Some parts of the profile, such as your first and last names, cannot be changed. The information that cannot be changed is marked with a **padlock** (🔒).

Needless to say, you can change your **password**. You also have the option of uploading a **photo**.