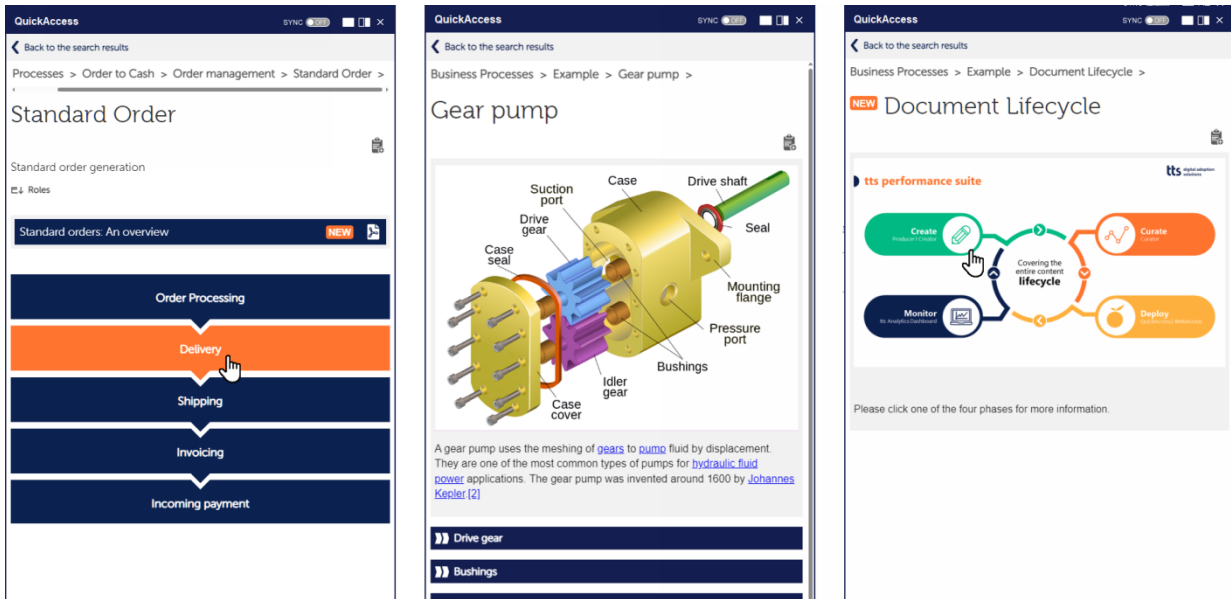# Business Guidance – Implementing navigation in non-linear processes or topics

Here you will discover how to depict non-linear processes or subject areas in such a way that allows employees to navigate clearly in an appropriate visual design and access in-depth information on sub-processes or sub-topics.
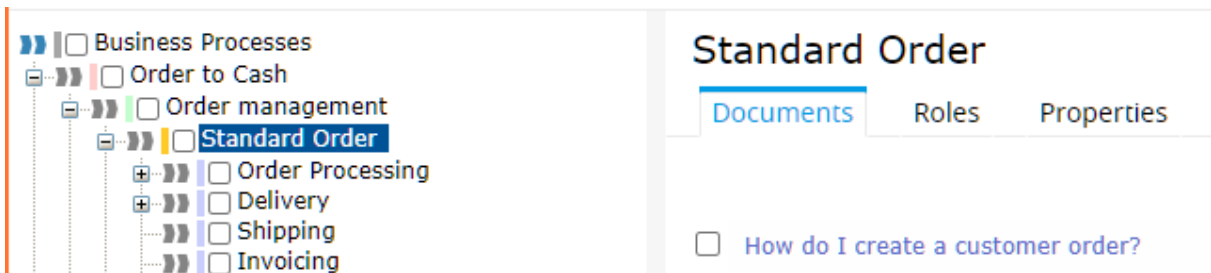
Processes can come in many forms. They can be linear, sequential, parallel, repeatable, cyclical and iterative, to mention just a few. It is therefore crucial to choose a suitable form of depiction that clearly conveys their interrelationships and facilitates easy access to in-depth information. What applies to processes also applies to topics. Access to individual sub-topics does not necessarily have to be linear, as is usually the case with a classic text structure, for example. An exploratory investigation of subject areas represents a well-known counter-example.

The graphic below depicts three examples: a linear process flow on the left, an exploratory array of topics relating to a technical device in the middle and a circular, repetitive process on the right.
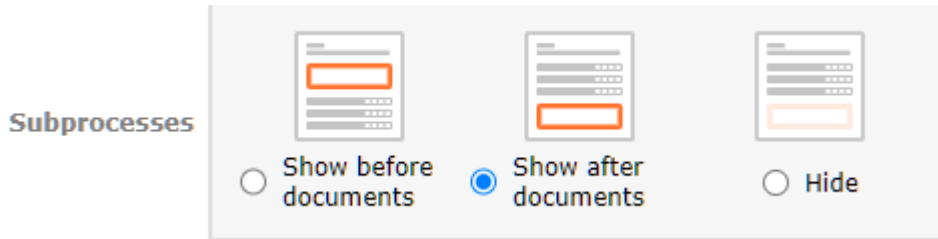
1 Linear processes and the classic structuring of topics

One of the Curator's key functions is the creation of linear process flows or topic sequences. To do this, you need to create the desired sequence and subordination in the tree structure of the Processes or Topics view.

In this example, sub-processes and a document are assigned to the "Standard Order" process step. In the properties for the "Standard Order" process step, you define how the sub-processes and documents are to be displayed in QuickAccess and WebAccess. In this example, the sub-processes are displayed after the actual document.
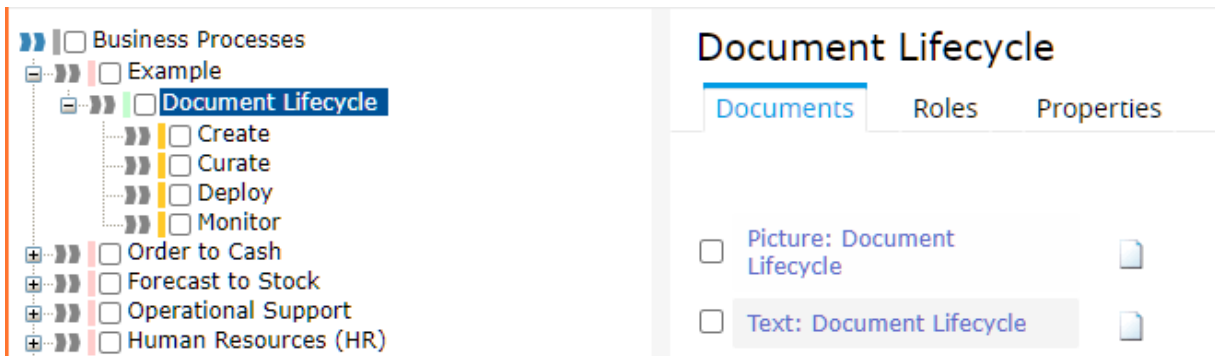
The view for employees in QuickAccess and WebAccess is then automatically generated from these specifications. All sub-processes are interactive and can be opened with a click.
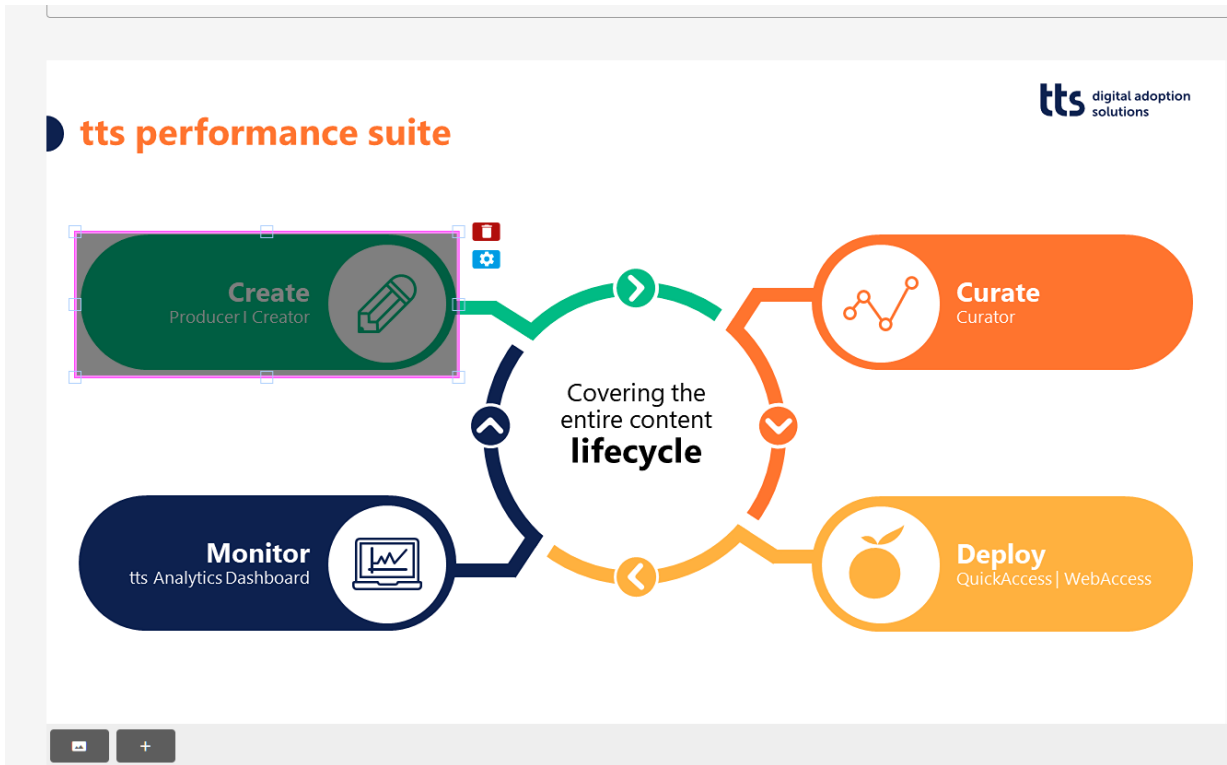
2 Navigation in non-linear processes or topics

To depict non-linear processes or topics and enable navigation within these structures, you should proceed as follows:
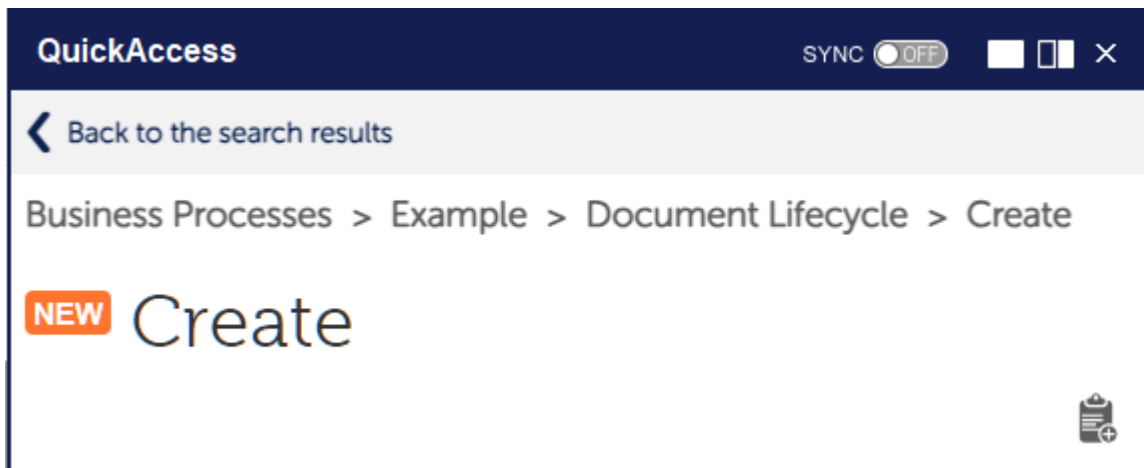
1   The first step involves creating the desired process structure, as demonstrated here with the example "Document Lifecycle":
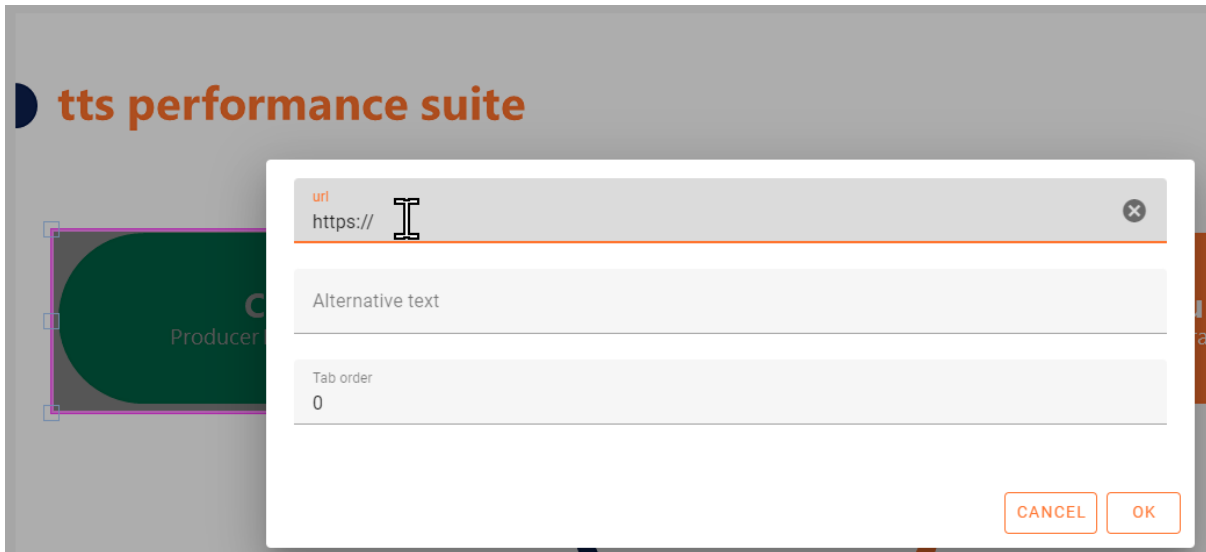

2   You then need to embed an **Imagemap** in the main process via the **Creator template** and add **clickzones** to all the appropriate areas.
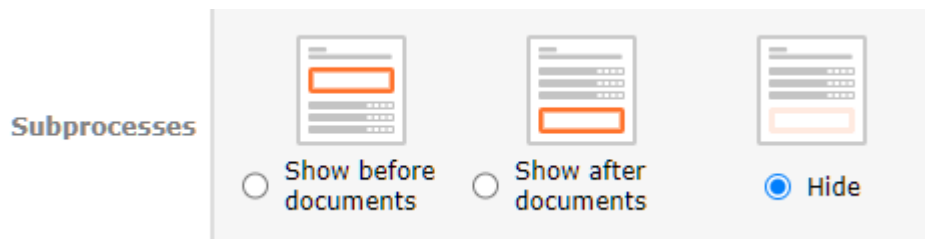
3 You can copy the **links** to the sub-processes via the view of the actual sub-process in QuickAccess. To do this, use the button at the bottom right-hand corner of the graphic.

4 This link should be inserted into the appropriate **clickzone**.

5   Finally, you need to go to the properties of the main process – in this example "Document Lifecycle" – and specify that the **sub-processes are to be hidden**.

By following this procedure, you have you a graphically based navigation structure in a process step. This means you can avail of all the options for flexible process documentation or unrestricted topic design.

🖉   You can also adopt a text-based approach in the same manner. To do this, use the Richtext Creator template and the link function in the text to link to sub-processes or topics.