TeC+i

For Technical Documentation.

Help documentation

v1.0

Introduction

TeC+i is a web application that allows technical writers to save and manage standardized content. It works by leveraging predefined @categories and #tags. @categories pretty much reflect the structure of an instruction manual. #tags allow the writer to tag text blocks according to their own needs.
TeC+i also offers the writer to manage their own collections. It means that the writer can collect available blocks into their personal collection for easy retrieval at a later stage.

User account

Each user will be given a user account TeC+i, with user name and password.
If you forget your password, notify the administrator for a new password.

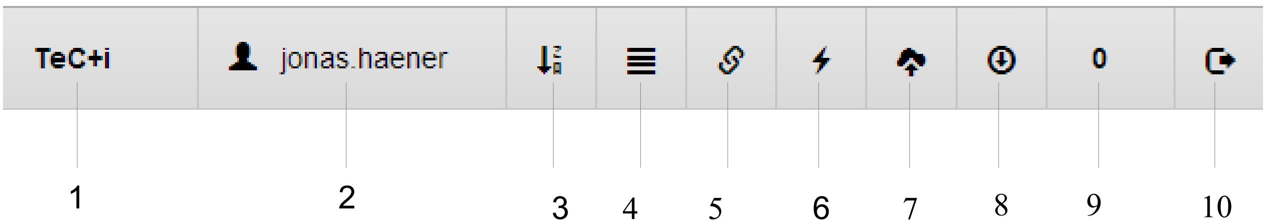
Access levels

TeC+i features different access levels, for content management.
There are four core tasks within TeC+i. Create, Read, Update and Delete. No all users will be granted to perform all tasks. For example a typesetter does not need to delete content.
The following access levels are available:

- ➔ Administrator : CRUD, Statistics, Auto import
- ➔ Publisher : CRUD
- ➔ Editor : CRU
- ➔ Reader : R

The “Reader” has the least access rights.

Navigation bar

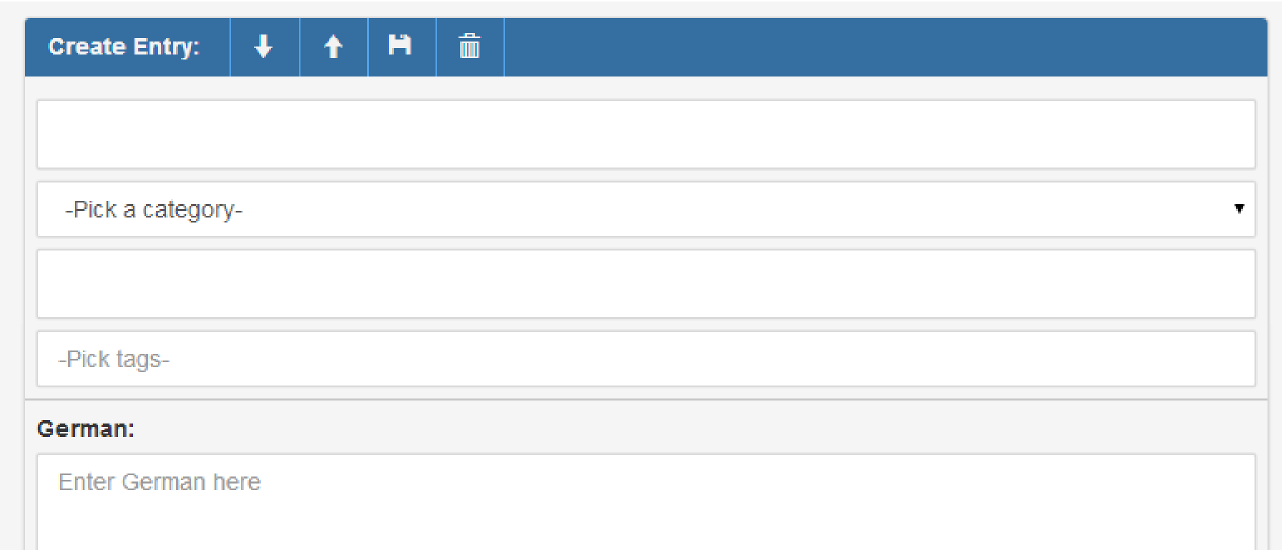


1 Home
2 Logged in user
3 Toggle language display (DE/EN or ALL)
4 No function
5 Statistics
6 Process in progress (orange)
7 Successful process completion (green)
8 Fetch more results (yellow)
9 Number of available results
10 Log out / exit

Note: Depending on your given access level you may not see all navigation

New entry

You may create new entries for the listed languages in the “Create Entry” form.
Open and close it with the corresponding arrows.



With the down and up arrows you may open and close the form.
To successfully submit and create an new entry the following criteria must be met:

- ➔ Pick a category
- ➔ Pick or enter at least one tag (Do not add the #-sign)
- ➔ Enter at least one character into the German language field

Press the save to save the entry.
To clear the form press the clear button .

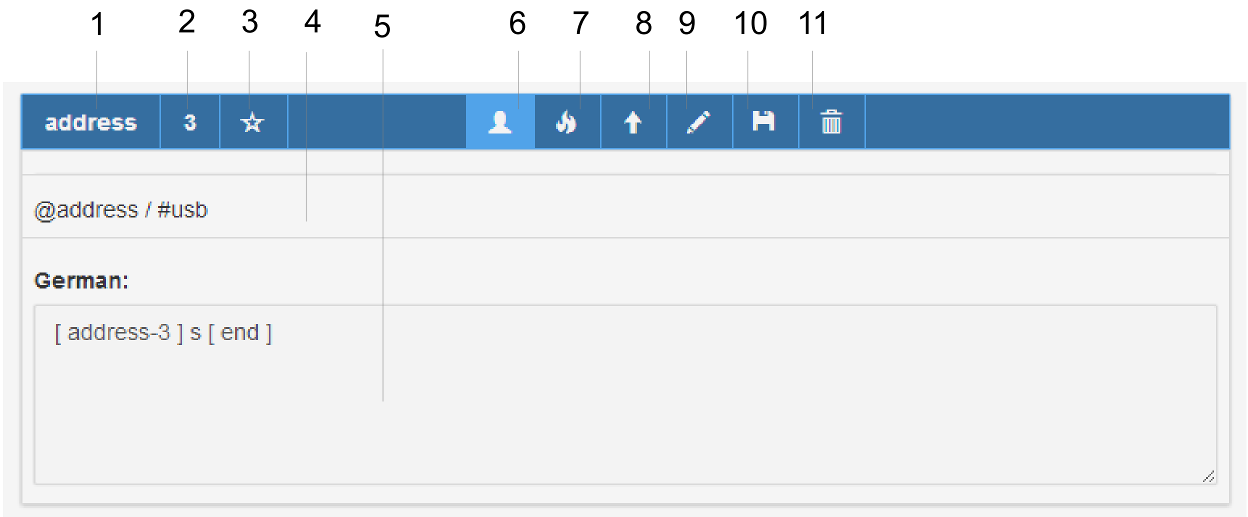
You can individually call up the last five created entries by clicking on the created entry under the Projects pane → Last created.

Note: The record is volatile. When you close the browser window, the record (five last created entries) is removed.

Entry explained

Each entry includes the following information:

- ➔ @Category
- ➔ #Tags
- ➔ Record id
- ➔ Languages



1 Category
2 Record id
3 Bookmark (manual, for quick reminders)
4 Quick summary of @category and #tags
5 Text block in corresponding language
6 Add to my collection (if the record is in the collection then highlighted)
7 Hide this record and remove from my collection
8 Close record
9 Edit record
10 Save record
11 Deleted record

Item 5:
The text block includes the prefix “[category-record_id]” and suffix “[end]”. When copying these to your layout program the following can be ensured:

- ➔ The entire text was copied
- ➔ Correct sequence when typesetting other languages
- ➔ Identical records in all languages

Edit entry

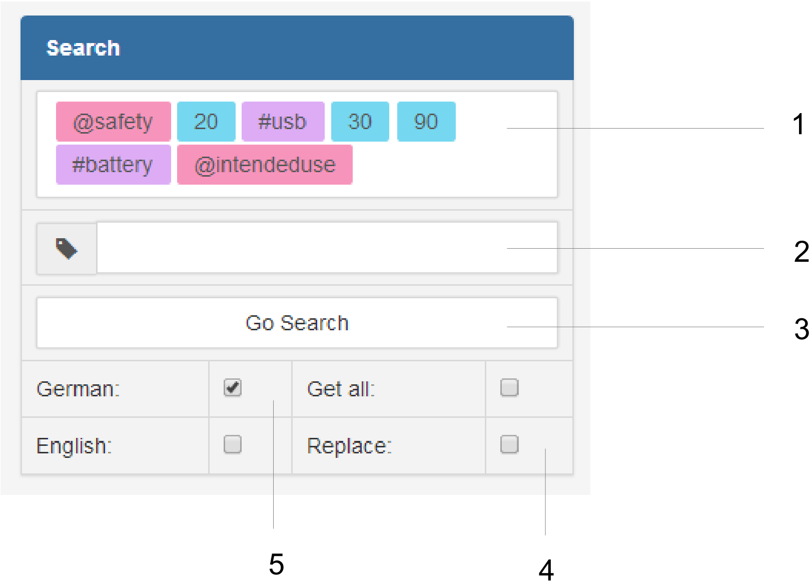
1. Click on Edit (9).
2. Make changes to @category, #tags, text
3. Save record (10)

Delete entry

1. Click on Delete (11).
2. Confirm warning
3. Record is deleted and removed from view and **currently active** personal collection

Note: Record is not totally removed but archived. If you remove by mistake, let the administrator know. It can be restored.

Search



1	What to search (@categories, #tags, record ids)
2	Input pane (tags start with #, categories start with @, ids simply insert numbers)
3	Start search
4	Replace (replaces all existing records in the results view)
5	Get German, English or all languages
	(if all is selected, German and English are ignored)

Clearing the "What to search field"
If you like to clear the "What to search field" (1) do the following:

- ➔ Only remove categories: Type **"!@"** into (2) and press enter
- ➔ Only remove tags: Type **"!#"** into (2) and press enter
- ➔ Only remove ids: Type **"!id"** into (2) and press enter
- ➔ Remove all: Type **"!kill"** into (2) and press enter

How the search algorithm works
Searches are precise. Fuzzy/approximate matches are not currently implemented.

Only one category can be matched against a single record. It means that one entry can only have one category assigned to it.

#tags are treated as a compound and are matched against as a unit/group.

Below some examples for easier understanding:

Search 1:

➔ Config: @safety, #usb, #electrical

Records are looked for that match @safety and (#usb, #electrical)

Search 2:

➔ Config: @safety, @intendeduse, #usb, #electrical

Records are looked for that match @safety and (#usb, #electrical), and
records are looked for that match @intendeduse and (#usb, #electrical)

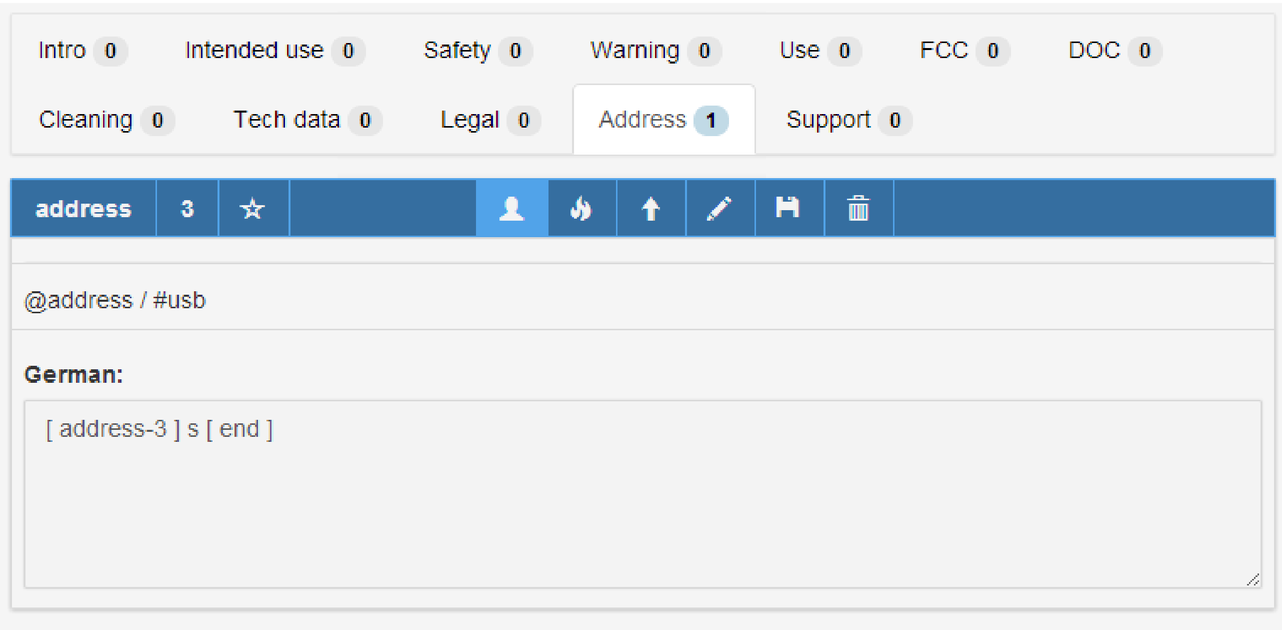
Search 3:

➔ Config: 10, 20, #usb, #electrical

Records are looked for that match (#usb, #electrical), and
records are looked for that match record_id 10 and 20.
Record_ids will always be returned, not matter they match the other configuration or not

Results pane/view

Search results will be displayed in the results pane.
Each result will be sorted by category and added to the total category count pane shown below. Click on the tabs to display the records.



Total record match

The first 10 records will automatically be fetched and inserted. If the matched records exceed 10, then the total available records (minus the 10 records already displayed) are displayed in the main navigation bar. Fetch further records from there.

Clearing results

As soon as you activate "Replace" all currently displayed records are remove from the results pane. If you like to clear the view without starting a new search do the following:

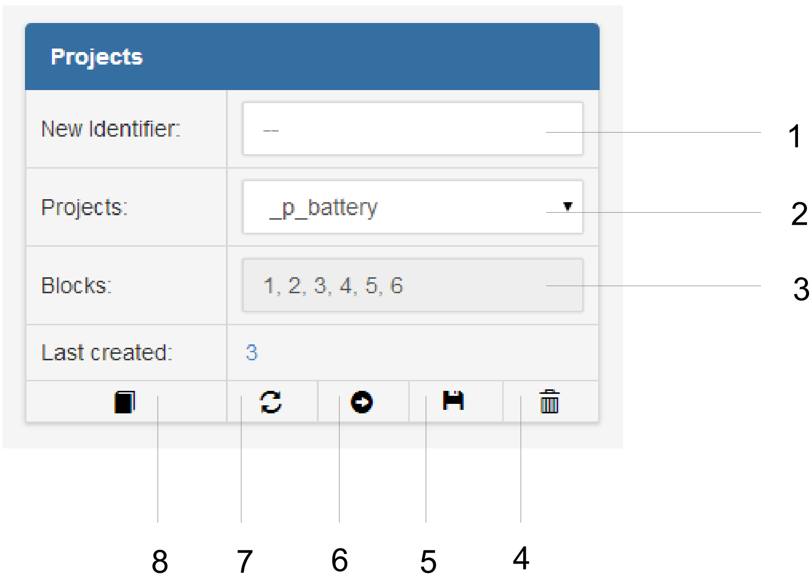
- ➔ Make sure the "What to search" field is empty
- ➔ Activate "Replace" (4)
- ➔ Click on "Go search" (3)
- ➔ The view will be cleared

Collections

A collection allows you to collect interesting blocks of content. Say you want a collection of content related to battery safety instructions. Create your collection called "battery_safety". There are two types of collections:

- ➔ Public (prefixed with "_p_", visible to anyone)
- ➔ Personal (visible to user only)

Public collection can only be managed by administrator (Create, update, delete). If you like to update or create a public collection, let the administrator know.



1 New collection name
2 Existing projects (_p_ projects are loaded automatically)
3 Record_ids (You can select all these and copy into search bar, if needed)
4 Delete collection (permanent removal)
5 Save collection
6 Add all currently display results records into the active collection
7 Retrieve the entire collection
8 Create a new collection (Click again to cancel creating)

Create a collection

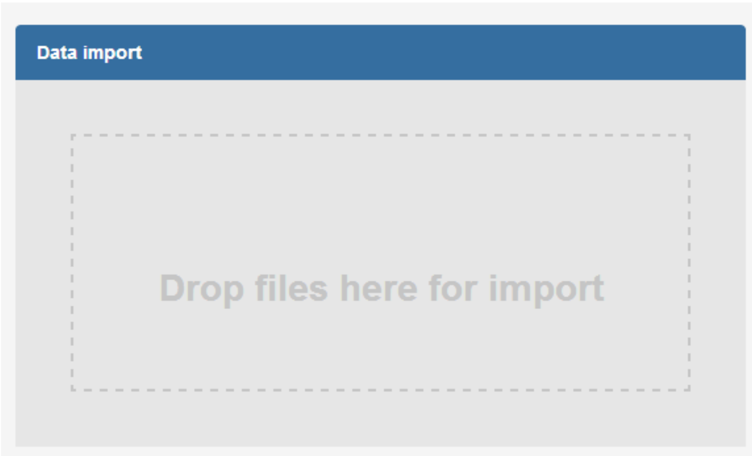
1. Click (8).
2. Enter collection name into (1).
3. Save collection (5).
4. Add all records to collection (6), or add individually via record entry.

Edit collection manually

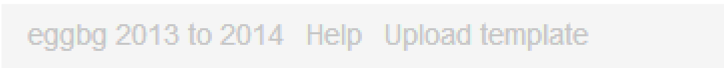
1. Double click on the “Record_ids” (3). The field is enabled.
2. Add or remove ids. Make sure ids are separated by comma.
3. After field loses focus, it's locked automatically again.

Bulk upload records

The interface allows drag & drop bulk upload of records via .csv (Comma separated values) files. Only the administrator can currently upload files.



If you have more than 5 records you would like to upload it may be easier to provide them in a .csv file. The .csv file must strictly adhere to a predefined format. A template is available for download from. Navigate to the application footer and download the template via “Upload template”.



	A	B	C	D	E	F	G	H	I	J
1	category	tags	german	english	french	dutch	italian	polish	spanish	japanese
2	safety	usb;safety								
3										
4										
5										
6										

Important: tags are separated by “;”

You may send the administrator the completed excel/ods document for conversion and upload.