HP ART 4.40 to ART 5.10 Delta Training



Training Guide

Note: This HP ART 4.40 to 5.10 Delta Course is a printable version of the online ART Delta course available **free of charge** on the HP Software Education website. When possible, it is our recommendation that you take the online version as we believe you will find it to be more interactive and a better learning experience.

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HP ART 4.40 to ART 5.10 Delta Training

Training Guide

Revision A

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HP ART 4.40 to ART 5.10 Delta Training

Training Guide August 2013

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Introduction

This delta course provides an introduction to the new features of HP Adoption Readiness Tool (ART) 5.10.

The material contained in this course is intended for all users of the ART 4.40 product.

The course is organized into the following topics:

- Product branding
- Supported environments
- DevKit installation
- Text to speech (TTS)
- Recording (.udc) features
- Course (.ulc) features
- ART website features

| Product Branding | ART Adoption Readiness Tool Powered by ANGLE Solutions" |
|--|---|
| ART 5.10 contains new product branding to support new HP marketing standards: Product installation screens Product icons Course skin Simulation skin Website launch pages | Image: Strategy and Strate |
| The HP ART template contains all product branding customizations and skins, which are included in the install package. | Coverview In this module, you will isom shout. Change Hunagement, Click the Launch Module buttom torise to view the elementing course module, or quickly more a source to a king internet a source to balk. Launch Module Launch Module Agerore at Dinnet - Agerore at Change - Operand Elinger - Diager - Monage Change Tasks - Rounge Change Tasks - Query in New Change Tasks - Gene in New Change Tasks - Operand Schedule at Dange - Operand Schedule at Dange |

Supported Environments

ART 5.10 supports the following new environments:

DevKit:

٠

- Microsoft Windows 8 (Desktop)
- Published content:
 - Microsoft Internet Explorer 10
 - o Google Chrome
 - Static/dynamic Adobe interactive forms
 - Rendered in Adobe Reader or Acrobat XI

| Author DevKit Installation | Custom |
|--|---|
| New in ART 5.10, the HP ART template and skin are automatically installed during the installation process of the ART DevKit. During installation, ART picks up the template and skin located in the Custom folder. | HP ART 5.10 Quick Reference Guide AUG2013.pdf HP ART 5.10 Release Notes AUG2013.pdf HP ART 5.10 Technical Specifications AUG2013.pdf HP ART 5.10 User Manual AUG2013.pdf MP_ART_5.10.0.full.exe |
| Hover over each icon to explore this topic. | CourseSkins Templates |
| | HPART-Rounded ART5_HP ART Template_1-0.udt |

- The Custom folder holds the template and skin files that are to be added during installation. The Custom folder must reside at the same level as the HP_ART_5.10.0.full.exe installation file.
- 2. Within the Custom folder is a CourseSkins folder that holds the custom skin file to be added during installation. This folder must be named exactly as shown here for ART to recognize it.
- 3. The Custom folder includes the Templates folder that holds the HP ART 5.10 template file to be added during installation. This folder must be named exactly as shown here for ART to recognize it.
- 4. The CourseSkins folder includes a customized skin (HPART-Rounded) that ART uses to create the prebuilt ART 5.10 content.
- 5. The Templates folder includes the HP ART 5.10 template used to create the prebuilt ART 5.10 content.

Template and Skin Activation

After installation, the HP ART 5.10 template and skin are located within your ART installation folder.

| ry 🔻 Share with 🔻 Burn | New folder | N |
|------------------------|--------------------|-------------|
| Name | Date modified | Туре |
| Configuration | 7/10/2013 10:14 PM | File folder |
| light fonts | 7/10/2013 10:14 PM | File folder |
| 📕 skins 🚽 🛶 👘 | 7/10/2013 10:13 PM | File folder |
| stencils | 7/10/2013 10:14 PM | File folder |
| Templates | 8/6/2013 12:10 PM | File folder |

To active the template and skin, simply open the ART 5.10 editor. During this process, the template and skin are pulled from the HP Adoption Readiness Tool installation folder and placed in your local resources folder within your environment. This local template and skin are used for all content development going forward.

Accessing your Local Template and Skin

Once your template and skin have been activated, they are accessible within your local resources folder. Using the Windows Start menu, navigate to HP Adoption Readiness Tool Resources. All resources used by the ART application are stored in your local resources folder.



| Prerequisites for Customizing the Template | |
|--|-----|
| Each time you launch the ART editor, ART will validate that the HP ART 5.10 Template is available in your lo esources folder. If the template is not found, ART will automatically copy the template into your local resource older. If you are planning on customizing the HP ART 5.10 template, please perform the following tasks: 1. Open the ART Editor to ensure your template and skin have been activated. 2. Navigate to your HP Adoption Readiness Tool installation folder. 3. Navigate to the Client > appdata >Templates folder. 4. | cal |
| Computer ► PC COE (C:) ► Program Files (x86) ► HP Adoption Readiness Tool ► Client ► appdata ► Templates | |



local

- 5.
- Remove the template from this folder and place in a backup location. Open your template using File > Open Template and begin customization. 6.

Managing Custom Skins

New in HP ART 5.10, you can manage custom skins using the Manage Local Custom Skins feature.

This feature is used if you have customized your skin and you would like to share the skin with others in your organization.

Hover over each icon to explore this topic.

| | ew Format | Tools Help | | |
|-------------------|------------------|------------|--------------------|------|
| New | | 1 In II | | |
| Open | | • E-40. | | |
| * Close | | | | |
| Manage Lo | cal Templates | | | |
| Manag : Lo | cal Custom Skin | S | | |
| Save | | 40 | | |
| Save As | | | | |
| | | | | |
| | | | | |
| nage Local Custom | Skins | | | * |
| Skins: | | Sele | ted: HPART-Rounded | |
| Name | Туре | | | 1060 |
| HPART-Rounded | Course | | | |
| | | | | |
| | | | | |
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| | | | | |
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| 0 | 0_0 | | | |
| Import. | port_] [Remove | Oeck in | | - |
| D E | port] [Remove | Oeckin | unan 111 con | Com |

- 1. The Manage Local Custom Skins feature is accessed within the File menu.
- 2. The Skins pane lists all custom skins.
- 3. You use the Import button to import a custom skin to your local resources. The imported skin must have the .uskin file extension.
- 4. You use the Export button to export a selected skin to your local drive. Exported skins are saved with the .uskin file extension.
- 5. You use the Remove button to remove a custom skin from your local resources folder.



Text to Speech (TTS)

ART 5.10 supports Text to Speech (TTS) for both courses and simulations.

TTS provides accessible outputs for visually impaired users. ART lets you convert course text and simulation step text into speech. Authors can configure ART to automatically convert text to audio that is available to the end user when playing the published output.

In addition, TTS allows audio to be translated and used in conjunction with XLIFF files.

| TTS General Settings | Text to Speech Store generated audio within documents and courses (Pause length: Medium Available voices Use server voices | 0 | | General Informat Images Data Filk Languag |
|---|---|----------------|-------------|---|
| | Culture Bahasa Indonesia (Indonesia) [id_ID] | Voice None | 6 Configure | Text to S |
| ou manage TTS configuration | català (català) [ca_ES] | None | | |
| | čeština (Česká republika) [cs_CZ] | None | | |
| ithin the HP ART template. | dansk (Danmark) [da_DK] | None | | |
| · | Deutsch (Deutschland) [de_DE] | None | | |
| | English (United Kingdom) [en_GB] | None | | |
| he General settings area of the | English (United States) [en_US] | Microsoft Anna | | |
| molate allows you to. | Espanol (Espana, anabetización internacional) (es_ES) francais (Canada) (fr. CA) | None | | |
| | français (Canada) (r_CA) | None | E | |
| Store generated audio | hrvatski (Hrvatska) [hr. HR] | None | | |
| within documents and | italiano (Italia) [t_IT] | None | | |
| within documents and | magyar (Magyarország) [hu_HU] | None | | |
| courses | Nederlands (België) [nl_BE] | None | | |
| Configure the available | Nederlands (Nederland) [nl_NL] | None | | |
| | norsk, bokmál (Norge) [nb_NO] | None | | |
| voices for each | polski (Polska) [pl_PL] | None | | |
| language | Portugues (brasil) [pt_6K] | None | | |
| | română (România) (ro. BO) | None | | |
| | suomi (Suomi) [fi_F]] | None | | |
| Hover over each icon to | svenska (Sverige) [sv_SE] | None | | |
| | Türkçe (Türkiye) [tr_TR] | None | | |
| | | | | |

- 1. To access configuration settings for TTS, select the General tab.
- 2. You access TTS configuration options using the Text to Speech menu item.
- 3. The Store generated audio within documents and courses option saves the generated audio with the source content. This feature allows authors to play the generated audio from the HP ART editor without having text-to-speech voices installed on their computer.

If this setting is disabled, ART only saves the text-to-speech audio when the document or course is published.

Note: Storing text-to-speech audio within the source file increases the size of the document or course.

- 4. Pause length setting changes the length of the pause between words for text-tospeech playback
- 5. You use the Available voices section to select the language. You can configure a different language for each language listed.
- 6. The Configure button configures the voice settings for each language.

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| Enable TTS - Course To enable the TTS feature for published courses, you must adjust the audio settings to one of the available TTS options within the Course Publications section of the template. | Course Rubication Settings Course General Settings Home Page Title Author Description Copyright Description Copyright Publish date Simulation Stancil Mode Order Simulation Stancil Mode Order Sequence Name 0 Auto playback mode 1 Sequence Name 0 Auto playback mode 2 Set Text mode 2 Set Text mode 3 Auto playback mode 2 Set Text mode 3 Securities Move Up Move Up Move Down PowerPoint Max Import Size • Match the course stage size • Specific dimensions Video | Publications Marage All Publications Configuration Information Course Package Exercise Data Sheet Glossary Guided Help Job Aid - Cue Card Job Aid |
|---|--|---|
| | Ceneral Properties Phrases (Publications) Styles Blocks Sections Ready | Glossary Videbile Package Editor |

- 1. To enable TTS for published courses, select the Publications tab.
- 2. Select the Course menu item within the Default Publications Settings section.
- 3. You enable TTS from the Audio source drop-down menu.

You must set the audio source to one of the available TTS options to enable TTS. If you select the Manual audio source, TTS is disabled for all course pages.

Note: If one of the TTS options is selected, the author can modify the audio settings for a specific course page. If Manual is selected, the author cannot enable TTS within a course page.

| Enable TTS - | Smulation Publication Settings | Publications |
|--|--|--|
| Simulations, you must set the audio settings to one of the available TTS options within the Simulation Publications section of the template. • Hover over each icon to explore this topic. | Simulation General Settings General Case-Sensitive Require enter press Right click: Inage Quality: 100 3 Bookmark: Mode Specific Mode Specific Mode Order: Sequence Name 0 4to playback mode 1 Standard mode 2 Self-Test mode 3 Assessment mode Move Up 3 Assessment mode Move Down Move Down Mo | Manage All Publications Configuration Information Course Course Package Exercise/Data Sheet Glossary Guided Help Job Aid - Cue Card Job Aid - Full Content Quick Reference (Step) Simulation Student Guide Test Document Test Script Website Default Publication Settings Document Simulation Simulation Sudent Guide Course Package Guided Help Course Glossary Website Package Editor |

- 1. To enable TTS for published simulations, select the Publications tab.
- 2. Select the Simulation menu item within the Default Publications section.
- 3. You enable TTS from the Audio source drop-down menu.

You must set the audio source to one of the available TTS options to enable TTS. If the Manual audio source is selected, TTS will be disabled for all simulation steps.

Note: If one of the TTS options is selected, the author can modify the audio settings for a specific recording step. If Manual is selected, the author cannot enable TTS within a recording.

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| This feature lets you override the default template selection. Preview text. Note that you must enable TTS in the template for the course or simulation Preview text. | TTS File PropertiesWithin the course (.ulc) and recording (.udc) files, the Properties window has a new Text to Speech menu option.You can use the Text to Speech menu option to configure the voice used in the selected course or recording file. This feature lets you override the default template selection.Note that you must enable TTS in the template for the course or simulation when using this feature | General Properties Text to Speech | Use default template voice Available voices Microsoft Anna Voice information: Name: Microsoft Anna Culture: English (United States) Gender: Female Age: Adult |
|---|---|---|--|
| when we is a this facture | | | Preview text: Play Voice options Volume: Reset |

Demonstration: Configuring Text to Speech

In this demonstration, you learn how to configure voices for TTS, and enable TTS for published courses and simulations.

Note: To view this demonstration, please access the HP ART 4.40 to 5.10 Delta Online ART Course available as a free of charge course on the <u>HP Software Education</u> website.





Recording (.udc) Features

The following ART 5.10 features are specific to recording (.udc) files:

- Ability to capture audio while recording
- Ability to add information notes while recording



1. You use the Record/Pause toggle button to begin and pause your recording. You can only capture audio when the recorder is enabled. When paused, audio is not captured.

2. You use the Audio toggle button to capture audio during the recording process. When first clicked, you are prompted to test your audio.

Tip: Do not speak while performing a task, such as typing. Rather, speak before or after performing the task.

| A | About Captured Audio | | | | | | |
|------------|--------------------------------|---|---|--|--|--|--|
| | | | | | | | |
| AF | T captures and | stores audio with each step. After you | stop recording, you can access audio files within the | | | | |
| Ste ste | ep Properties wir ep basis. | dow under the Audio menu item. This | s feature enables authors to review/edit audio on a per | | | | |
| S | ep Properties | | | | | | |
| | General | Audio source Manual v | | | | | |
| | - Auto Playback Screen | Audio file: | | | | | |
| | Context Information | recording-7df8a5f812fb48b7bb796cf2b721231f.wav Browse | | | | | |
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| | | 00.00 / 00.07 | | | | | |
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| | | | | | | | |
| | | OK Cancel | | | | | |
| | | I | | | | | |
| | | | | | | | |

Demonstration: Capture Audio During Recording

In this demonstration, you learn how to capture audio while recording a task in ART 5.10.

Note: To view this demonstration, please access the HP ART 4.40 to 5.10 Delta Online ART Course available as a free of charge course on the <u>HP Software Education</u> website.





1. You toggle the Record/Pause button to start and pause your recording. You can still add notes to the recording when the recording is paused.

2. You use the Add Note button to add an information note during the recording process. The note appears in the upper left of the window. You can add multiple notes to a single step.



Course (.ulc) Features

ART 5.10 offers the following new features that are specific to course (.ulc) files:

- Resource management
- Image management
- Support for animated GIFs
- Updated simulation stencils
- Embedded simulation management
 - New assessment stencils:
 - Hotspot Single
 - Drag and Drop Sequencing



Resources and Image Management

Managing resources and images has changed.

Recall that resources are links and/or documents that can be added to a course for additional information. For example, you can attach URLs, PDF documents, MS Word documents, MS Excel spreadsheets, and so forth, to a course.

| Adding a Resources In ART 4.40, you managed resources using the File > Resources menu item. In ART 5.10, you use the Manage > Resources menu item to manage resources: Manage Help Resources Embedded Simulations Images Hover over each icon to explore this topic. | Resources. Image: Constant of the second |
|---|--|
| | |

1. To add a new resource to a course, select the Add button.

2. Enter the name of the resource in the Name field. The name appears in the Downloads menu of the published course.

3. Enter a description of the resource in the Description field. The description appears directly under the name within the Downloads menu.

4. Within the Content section, select the resource details. There are two options:

- URL Type the fully qualified path to the URL.
- Document Browse to the location of the document.

The document is embedded with the course once added.

5. Click the OK button to save and exit.

| | king i | Kes | ources | | CIT LINK | |
|-----------------------------|---|--|-------------------------|--------|----------------------|---|
| J | | T | уре: | | | |
| | | | | | Resource Link 🕕 | - |
| w in A | ART 5.10, | you ca | n link a resource wit | thin a | available Resources: | |
| irse p | page or wit | thin a h | otspot pop-up wind | ow. | Name | Resource |
| link a | a resource | , nigniig | int the text within th | e | Hewlett-Packard Web | http://www.hp.com |
| urse p | bage or the | e notsp | ot text area, right-cli | ICK, | Course Outline | BetaTestResults.docx |
| ick he | Edit | ee the l | HP ART 5.0 Delta | | | |
| <mark>lick be</mark> ain | Edit Format Justify | ree the l | HP ART 5.0 Delta | | | |
| ick be ain | Edit Format Justify Insert | vee the | HP ART 5.0 Delta | | | |
| ick be ain | Edit Format Justify Insert Edit Page | vee the · · | HP ART 5.0 Delta | (| | O |
| rain | Edit Format Justify Insert Edit Page Edit Source | vee the · · · | HP ART 5.0 Delta | | ♥ Open in new window | O ► ✓ Localized Current: English (United States) |
| ick be ain | Edit Format Justify Insert Edit Page Edit Source | •== the • • • • • • • • • • • | HP ART 5.0 Delta | 6 | ♥ Open in new window | O ► ✓ Localized Current: English (United States) |

- 1. Select Resource Link in the Type field.
- 2. Select the desired resource from the available list.

Tip: You must first add the resource to the course before adding a resource link.

- 3. Click the Open in new Window checkbox if you would like your document opened in a separate window.
- 4. The Localized checkbox is used to mark the content for localization.
- 5. Click the OK button to save and exit.

Demonstration: Link a Resource to a Course Page

In this demonstration, you learn how to add and link a resource to a course page.

Note: To view this demonstration, please access the HP ART 4.40 to 5.10 Delta Online ART Course available as a free of charge course on the <u>HP Software Education</u> website.



| 40 Images | |
|--|--|
| Available Images: | |
| File name: coloredpencils_in_cup.png | Add |
| Dimensions: 400 × 600 File size: 317 KB | Show Preview |
| File name: 860x358glassawning_building.png | |
| Dimensions: 860 x 358 File size: 537 KB | |
| File name: meninlobby.png | |
| Dimensions: 497 x 513 File size: 396 KB | |
| File name: woman-bookshelf.png | |
| Dimensions: 400 x 499 File size: 255 KB | |
| File name: TTS-coursenublications nng | |
| Dimensions: 811 x 679 File size: 100 KB | |
| | |
| OK Cancel | |
| | Available Images: (2) Available Images: (2) Dimensions: 400 x 600 file size: 317 KB Dimensions: 400 x 600 file size: 317 KB File name: 860x358glassawning_building.png (3) Dimensions: 860 x 358 file size: 537 KB Dimensions: 860 x 358 file size: 537 KB Dimensions: 497 x 513 file size: 396 KB Dimensions: 497 x 513 file size: 396 KB Dimensions: 400 x 499 file size: 255 KB Dimensions: 400 x 499 file size: 100 KB |

- 1. You can use all images in the Available Images section in the course.
- 2. Click the Add button to add a new image to the course.

Note: When you exit the ART editor, all images that are not being used in the course are removed.

3. Click the Show Preview button to view the image in full size.

Support of Animated GIFs

ART 5.10 supports animated GIFs.

You can insert animated GIFs in the image pane using the same process as other images.

Animations play both in Preview and Publish modes.



| Manade | W Embedded Simulations |
|--|---|
| | Local Source File Location: C:\ART5_QC11-5\source\02_art5_work_with_releases_qc1: |
| Empedded | Name File name File loca Status |
| Simulations | 02_create_new_release_qc11-5 02_create_n Local Current 02_define_cycles_qc11-5 02_define_c Local Current |
| The Manage Embedded Simulations feature allows you to view, update, and bublish all embedded simulations from within a single window. You access embedded simulations by selecting the Manage >Embedded Simulations menu item. | 02_assign_reqs_releases_cycles 02_assign_t Local Current 02_assign_testsets_releases_cycl 02_assign_t Local Current 02_add_attachments_qc11-5 02_add_atta Local Current |
| Embedded Simulations | |

1. You set the Local Source File Location field to the folder where the embedded recording (.udc) files are located. All recording (.udc) source files linked to the course must reside in the same folder.

2. The Embedded Simulations window displays all recording (.udc) files in the local source file location and includes the recording's name, file name, file location, and status.

| Simulation Stencil | {Enter content title here} | |
|---|----------------------------|---|
| The simulation stencils have been redesigned to support the new Manage Embedded Simulation feature. Hover over each icon to explore this topic. | Add Picture | Enter content here} |
| | 2 | Edit Simulation Properties Update Simulations |
| | | |
| | | |

1. The content block of the simulation stencil is larger in ART 5.10. Simulation buttons are not displayed on the stencil until selected using the Edit Simulation Properties link.

As you select different outmode modes, the content block size adjusts to allow room for the added buttons.

2. The image block within the simulation stencil is fixed in size. The optimal image size is 415x355.

3. You use the Edit Simulation Properties link to select the simulation to embed in the page and the output mode visibility.

4. You use the Update Simulations link to publish the embedded simulations in the course.

| nsert Simulations | Insert: Local Source directory: |
|---|--|
| You add embedded simulations to a course page using the Insert Simulation window. Hover over each icon to explore this topic. | C:\ART5_QC11-5\source\02_art5_work_with_releases_qc11-5\ Source file: |
| | Insert |

1. The Insert drop-down menu has two options:

- Simulation: Lists all of the simulations that are currently embedded in the course
- Local: Lists all of the recordings contained within the Local directory
- 2. The Source directory field displays the full path of the local directory.

3. The Source File section displays the list of available recordings.

The recordings listed depend on the selected value of the Insert drop-down menu:

- Simulation: All recordings that are embedded in the course
- Local: All recordings that are stored in the local directory

4. You use the Mode visibility checkboxes to define which output modes are available for the selected course page. Only the selected output modes are available in the published course.

5. You use the Localized checkbox to mark the content for localization.
Demonstration: Manage Embedded Simulations

In this demonstration, you learn how to manage embedded simulations in ART 5.10.

Note: To view this demonstration, please access the HP ART 4.40 to 5.10 Delta Online ART Course available as a free of charge course on <u>the HP Software Education</u> website.



| Page ART ADOPTION READINESS TOOL | Assessment Stencils |
|---|--|
| ncils: Drag and Drop- Many-to-One Hotspot - Single Hotspot - Single Multiple Choice - Haf Multiple Correct | ART 5.10 has two new assessment stencils: Hot Spot - Single Drag and Drop - Sequencing |
| is stencil creates a standard content page for writing, editing, and formatting text. An optional image can be ced to the right. ne: OK Cancel | |



1. A hotspot stamp is the icon displayed on the image that learners use to make their selections during the assessment.

2. After the learner makes a selection, the learner clicks the Continue button.

3. The learner uses the Reset button to start over the selection.

4. The learner uses the Show Me button to view the answer to the question. When selected, the question is marked as incorrect.

This page provides an example of the Hotspot - Single assessment stencil. Using the mouse, click the correct location on the image below.

Where is the laptop in this picture?

Note: This is not an active assessment question.





1. You define the hotspot image used in the Hotspot - Single assessment page in the Stamp drop-down menu.

Note: The images that are available from the Stamp drop-down menu are the hotspot images added in the General tab of the template.

2. You use the Color field to select the background color of the hotspot area. The default value in the ART template is Transparent.

| Drag and | Drag each correct item into the drop area in | the proper sequenc | ce. | 1 |
|---|--|-----------------------|-----|---|
| Sequencing | What is the sequential order of the iter | as below? | | 1 |
| You use the Drag and Drop - Sequencing stencil for | One Five | One Two Three | | |
| learning checks and assessments. | Three | Four Five | 0 | |
| interaction page featuring one or more draggable | Four | | | |
| question. | | | | |
| Hover over each icon to explore this topic. | | | | |
| | | | | |

1. The left-side sequence list displays the order that the items appear in the learning check or assessment.

2. You use the left/right arrows to copy the elements from the left-side sequence list to the right-side sequence list to specify the desired correct order. The right-side sequence list is the correct order of the items. The learner must match the order displayed on the right side to obtain the correct answer.

3. You use the left/right arrows to copy the elements from the left-side sequence list to the right-side sequence list to specify the desired correct order.

4. You use the up/down arrows to move the elements within the right-side sequence list to obtain the desired correct order. You use the left/right arrows to copy the elements from the left-side sequence list to the right-side sequence list to specify the desired correct order.

HP ART 4.40 to ART 5.10 Delta Training

| This page provides an example of the Drag and Drop - S | equencing assessment stencil. | | | |
|--|-------------------------------|--|--|--|
| Drag each element from the left pane to the right pane in the correct order. | | | | |
| What is the sequential order of the items below? | | | | |
| | | | | |
| One | One Two | | | |
| Five | Three Four | | | |
| Three | i ive | | | |
| Two | | | | |
| Four | | | | |
| Note: This is not an active assessment question. | | | | |
| | | | | |





1. The top level of the ART website is the ART product. The ART product web page introduces you to ART. This page includes a short introduction to ART, as well as the prerequisites required to view ART content.

2. The second level of the ART website is the ART course web page. The course web page introduces you to the selected HP Software ART course. The course launch page includes an overview of the HP Software ART course, including the learning objectives.

All HP Software ART courses consist of several modules. The modules that are included in the selected course are accessible from the left navigation of the course launch page.

3. The Module launch page provides access to the ART content.

You can either launch the eLearning course module directly by clicking the Launch Module button or, to quickly master a specific task, by launching a simulation or job aid within the Launch Simulation or Launch Job Aid sections.

| Mohsita | Links: | | | 2 | 3 |
|---------------------------------|-----------------------------|----------|-----------|-----------------|---------------------|
| VEDSILE | Title | Туре | PORTFOLIO | Product | Module |
| | Create a Chart | Document | ITSM | Service Manager | Introduction |
| Organization | Create a Custom MySM Page | Document | ITSM | Service Manager | Introduction |
| | Create a Dashboard | Document | ITSM | Service Manager | Introduction |
| | Create a Favorite | Document | ITSM | Service Manager | Introduction |
| Shown here is a sample AR I | Export Records | Document | ITSM | Service Manager | Introduction |
| website source file for the HP | Introduction to HP Service | Course | ITSM | Service Manager | Introduction |
| Service Manager 9.3 ART | Log in to the Service Mana | Document | ITSM | Service Manager | Introduction |
| | Modify Columns | Document | ITSM | Service Manager | Introduction |
| product. | Search for Records | Document | ITSM | Service Manager | Introduction |
| | Navigate the User Interface | Document | ITSM | Service Manager | Introduction |
| Each file in the website source | Add a Required Action | Document | ITSM | Service Manager | Service Desk |
| ile is organized by portfolio | Apply Interaction Templates | Document | ITSM | Service Manager | Service Desk |
| | Close an Interaction | Document | ITSM | Service Manager | Service Desk |
| product, and module. | Duplicate Interaction Recor | Document | ITSM | Service Manager | Service Desk |
| | Escalate an Interaction | Document | ITSM | Service Manager | Service Desk |
| Hover over each icon to | Log an Interaction Using E | Document | ITSM | Service Manager | Service Desk |
| | Register an Interaction | Document | ITSM | Service Manager | Service Desk |
| explore this topic. | Search Interaction Records | Document | ITSM | Service Manager | Service Desk |
| | Service Desk | Course | ITSM | Service Manager | Service Desk |
| | Assign an Incident | Document | ITSM | Service Manager | Incident Management |
| | Close an Incident | Document | ITSM | Service Manager | Incident Management |
| | Incident Management | Course | ITSM | Service Manager | Incident Management |
| | Relate Records to an Incid | Document | ITSM | Service Manager | Incident Management |
| | Search for Incidents | Document | ITSM | Service Manager | Incident Management |

1. The PORTFOLIO field is a classification that Hewlett-Packard uses to categorize all HP Software products. Although the PORTFOLIO field is populated for all files, it is ignored during website organization. The software only uses the Product and Module fields to create the final website structure.

2. The Product field refers to the HP Software product of the ART course.

3. Each module in an HP Software ART course has one course file and one or more embedded recordings. The course (.ulc) file and each of the embedded recording (.udc) files for the module must have the exact same module name in the Module field so the ART website can organize the files appropriately.

ART Product Launch Page

The first page of the ART website introduces you to the ART product. This page includes a short introduction to ART, as well as the prerequisites required to view ART content. Each HP Software ART course included in the website is accessible from the left navigation under the Select a Course heading.

| Software Education | HP Adoption Readiness Tool (ART) Powered by ANCILE Solutions |
|--------------------------------|--|
| HP Adoption Readiness Tool (AF | 80 |
| • HP Service Manager 9.30 | Overview |
| | HP Adoption Readiness Tool (ART) is a learning and performance support solution accessible anytime, anywhere to help ensure your effective use of the software. |
| | Prerequisites |
| | High speed internet connection Mob Provinger (# 2.04) ModBle Electory 174: Coople Chrome 24: or Safart 5.0 |
| | Adobe Acrobat Reader 9.x, 10.x, or XI |
| | To begin, select a course from the left navigation menu. |
| | |
| | © Copyright 2013 HP Seftware Education. All Rights Reserved. Powered by Ancle. |

| Course | e Launch Page |
|--|--|
| The second lev to the selected course launch including the le | vel of the ART website is the Course web page. The Course web page is intended to introduce you HP Software ART course. In the example below, the Cloud Service Automation (CSA) 3.1 ART page is displayed. The Course launch page includes an overview of the HP Software ART course, earning objectives. |
| Software Education | HP Adoption Readiness Tool (ART) Peernstby AICILE Solutions |
| (3) (3) HE Adoption Readiness Tool (ART) | / HP Sinica Karapin 330 |
| Select a Module Introduction Service Deak Deak Management Dealgone Change Management Change Management Change Management Change Management Change Management Change Management | Bit MP Service Reasager 9.30 ARI course is comprised of 8 modules and is targeted for all users of the Service Reasager 9.30 product. Bit MP Service Reasager 9.30 product. Course 10 and discourses (no use) Describe the features and benefits of Service Manager. Connect to and discoursed from Service Manager dest. Nodyater the Service Manager terretare. Nodyater the Service Manager modules, as pertains toyour User Role. To begin, select a module from the left navigation menu. |
| | @ Capyign 2015 # ¹ Influent Excertise. All Rights Reserved Present by Becks. |

Module Launch Page

The module launch page provides access to the ART content. You can either launch the e-learning course module directly by clicking the Launch Module button or, to quickly master a specific task, by launching a simulation or job aid within the Launch Simulation or Launch Job Aid sections.

| Education | HP Adoption Readiness Tool (ART) Powered by ANCILE Solutions |
|--|---|
| (HP Adoption Readiness Tool () | RT) / HP Service Manager 9.30 / Change Management |
| Change Manage | ment |
| Overview | |
| | |
| in this module, you will learn abo | ut Change Management. Click the Launch Module button below to view the eLearning course module, o |
| In this module, you will learn abo quickly master a specific task by | ut Change Management. Click the Launch Module button below to view the eLearning course module, o launching a Simulation or Job Aid, |
| In this module, you will learn abo quickly master a specific task by Launch Module | ut Change Management. Click the Launch Module button below to view the eLearning course module, o launching a Simulation or Job Aid. |
| n this module, you will learn abc quickly master a specific task by Launch Module Launch Simulation | ut Change Management. Click the Launch Module button below to view the eLearning course module, o launching a Simulation or Job Ald. Launch Job Aid |
| n this module, you will learn abe guickly master a specific task by Launch Module Launch Simulation • Approve a Change | ut Change Management. Click the Launch Module button below to view the eLearning course module, o launching a Simulation or Job Ald. Launch Job Aid • Approve a Change |
| n this module, you will learn abe juickly master a specific task by Launch Module Launch Simulation • Approve a Change • Close a Change | ut Change Management. Click the Launch Module button below to view the eLearning course module, o launching a Simulation or Job Ald. Launch Job Aid • Approve a Change • Close a Change |
| n this module, you will learn abc puickly master a specific task by Launch Module Launch Simulation - Approve a Change - Close a Change - Manage Change Tasks | ut Change Management. Click the Launch Module button below to view the eLearning course module, o launching a Simulation or Job Ald. Launch Job Aid Approve a Change Close a Change Manage Change Tasks |
| n this module, you will learn abc juickly master a specific task by Launch Module Launch Simulation • Approve a Change • Close a Change • Manage Change Tasks • Open a New Change | ut Change Management. Click the Launch Module button below to view the eLearning course module, o launching a Simulation or Job Ald, Launch Job Aid - Approve a Change - Gose a Change - Manage Change Tasks - Ogen A lew Change |
| In this module, you will learn abc quickly master a specific task by Launch Module Launch Simulation - Approve a Change - Close a Change - Manage Change Tasks - Open a New Change Task | ut Change Management. Click the Launch Module button below to view the eLearning course module, o launching a Simulation or Job Ald. Launch Job Aid • Approve a Change • Close a Change • Manage Change Tasks • Open a New Change Task |

How to Create the ART 5.10 Website

When you purchase an ART course, the ART website output files are included in the content package within the output folder. If you want to create your own ART website, or customize the existing website, the high-level steps to create and ART 5.10 website are:

- 1. Prepare the ART files.
- 2. Create the website (.us) file.
- 3. Insert the source content files.
- 4. Organize the website.
- 5. Create the ART product launch page.
- 6. Create the course launch page.
- 7. Organize the website with new launch pages.
- 8. Batch publish the source files.
- 9. Publish the website.

See the Creating the ART 5.10 Website document for detailed information on how to perform these steps.



Adding Related Documents

New in ART 5.10, you can add related documents to the ART website. Once the file is added to the website, use the file properties to control where the document is displayed on the website.

| Service Desk Overview In this module, you will learn about Ser view the elearning course module, or q Simulation or Job Aid. | vice Desk. Click the Launch Module button below uickly master a specific task by launching a |
|--|---|
| Overview In this module, you will learn about Ser view the elearning course module, or q Simulation or Job Aid, | vice Desk. Click the Launch Module button below uickly master a specific task by launching a |
| In this module, you will learn about Ser- view the eLearning course module, or q Simulation or Job Aid, | vice Desk. Click the Launch Module button below uickly master a specific task by launching a |
| Launch Module | Launch Job Aid |
| Add a Regulred Action | Add a Required Action |
| Apply InteractionTemplates | Apply InteractionTemplates |
| Close an Interaction | Close an Interaction |
| Duplicate Interaction Records | Duplicate Interaction Records |
| Escalate an Interaction | Escalate an Interaction |
| Log an Interaction Using ESS | Log an Interaction Using ESS |
| Register an Interaction | Register an Interaction |
| | Launch Module Launch Simulation Adda Required Action Apply Interaction Templates Cose an Interaction Duplicate Interaction Records Escalate an Interaction Log an Interaction Using ESS Register an Interaction |

Demonstration: Add a Related Document

In this demonstration, you learn how to add a related document to the HP ART 5.10 website.

Note: To view this demonstration, please access the HP ART 4.40 to 5.10 Delta Online ART Course available as a free of charge course on the <u>HP Software Education</u> website.





End of Course

This concludes the ART 5.10 delta training.

In addition to the standard reference guides, we are providing additional documentation to our customers who are actively using 4.40 and now moving to 5.10.

You can find the additional documentation on the <u>Software</u> <u>Support Online (SSO)</u> HP Software Product Manuals page. This page is intentionally left blank.

Creating the HP ART 5.10 Website



Quick Reference Guide

Rev. A

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Creating the HP ART 5.10 Website

Quick Reference Guide

Revision A

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Printed in the USA

Creating the HP ART 5.10 Website

Quick Reference Guide August 2013

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Introduction

The **HP Adoption Readiness Tool (HP ART)** is an innovative authoring tool that allows consultants and clients to create customized training, documentation and support content, whether starting with HP prebuilt content or creating new material. As a single source, multiple output, object recognition technology, HP ART dramatically reduces content development time and improves software adoption.

This guide contains high-level step-by-step instructions to create the HP ART 5.10 website. This guide is designed as a supplemental support document only and is not intended to be a replacement for training.

For additional information on ART and ART Training and Services, contact your HPSW Sales Representative today or contact <u>hpsoftware.art@hp.com</u> for further information.

This document is updated based on consumer feedback. Please check the Software <u>Support</u> <u>Online (SSO)</u> HP Software Product Manuals page to ensure you have the current version.

HP ART 5.10 Website Structure

The HP ART 5.10 website is organized into three levels, each represented by a separate web page.



ART Product Launch Page

| Software Education | HP Adoption Readiness Tool (ART) Powered by ANCILE Solutions |
|--|--|
| HP Adoption Readiness Tool (HP ART) Select a Course Cloud Service Automation 3.1 | Overview HP Adoption Readiness Tool (ART) is a learning and performance support solution accessible anytime, anywhere to help ensure your effective use of the software. |
| | Prerequisites High speed internet connection Web Browser (IE 7.0+; Mozilla Firefox 17+; Google Chrome 24; or Safari 5.0) Adobe Acrobat Reader 9.x, 10.x, or XI To begin, select a course from the left navigation. |
| | © Copyright 2013 HP Software Education. All Rights Reserved. Powered by Ancile. |

The top level of the ART website is the ART product. The ART product web page introduces you to ART. This page includes a short introduction to ART, as well as the prerequisites required to view ART content. You can access each HP Software ART course included in the website from the left navigation menu of the ART product launch page under the Select a Course heading.

Important: When referring to the ART website, do not confuse the term "course" with the (.ulc) ART Developer Kit source file. The courses listed on the ART product launch page represent HP Software ART content, for example, the Cloud Service Automation 3.1 ART course or the HP Service Manager 9.30 ART course.

Course Launch Page

| Education Power Power Education Power Power Education Power Figure 2 - Power Service Design Essentials CSA Operations Essentials Introduction to Operations | Service Automation 3.1 Overview The Cloud Service Automation (CSA) 3.1 ART course is comprised of 9 modules and is targeted for all users of the CSA 3.1 product. Course Objectives |
|---|--|
| Orchestration Introduction to Server Automation Introduction to uCMDB Introduction to SiteScope Introduction to Network Automation | Course Objectives At the end of the course, you will be able to: Describe CSA features, functionality, and workflow. Explain CSA roles, manage users, and deploy service designs. Create resource offerings and designs. View and manage subscriptions and service instances for consumer organizations. To begin, select a module from the left navigation. |

The second level of the ART website is the course web page. The course web page introduces the selected HP Software ART course. In the example above, the Cloud Service Automation (CSA) 3.1 ART course launch page is displayed. The course launch page includes an overview of the HP Software ART course, including the learning objectives.

All HP Software ART courses consist of several modules. You can access the modules that are included in the selected course from the left navigation menu under the Select a Module heading.

Module Launch Page



HP Adoption Readiness Tool (ART) Powered by ANCILE Solutions

K IP Adoption Readiness Tool (HP ART) / Cloud Service Automation 3.1 / Introduction to Operations Orchestration

Introduction to Operations Orchestration

Overview

This module provides an introduction to Operations Orchestration. Click the Launch Module button below to view the eLearning course module, or quickly master a specific task by launching a Simulation or Job Aid.

Launch Module

Launch Simulation

- Log in and Navigate the OO Interface
- Monitor a Flow Run
- Run a Flow and Evaluate the Results
- Browse and Search the Flow Library
- View the Flow Run Results and Report

Launch Job Aid

- Log in and Navigate the OO Interface
- Monitor a Flow Run
- Run a Flow and Evaluate the Results
- Browse and Search the Flow Library
- View the Flow Run Results and Report

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The Module launch page provides access to the ART content. You can either launch the e-learning course module directly by clicking the Launch Module button or, to quickly master a specific task, by launching a simulation or job aid within the Launch Simulation or Launch Job Aid options.

Creating the ART 5.10 Website

When you purchase an HP Software ART course, the ART 5.10 website output files are included in the content package within the output folder.

To create your own ART website, or customize an existing website, you do the following:

- 1. Prepare the ART files.
- 2. Create the website (.us) file.
- 3. Insert the source content files.
- 4. Organize the website.
- 5. Create the ART product launch page.
- 6. Create the course launch page.
- 7. Organize the website with the new launch pages.
- 8. Batch publish source files.
- 9. Publish the website.

Step 1: Prepare the ART Files

Before creating the ART 5.10 website, it is important to organize the ART content into the following folder structure:

ART_Project

source

module1

(folder containing the course and recording source files for module 1)

module2

(folder containing the course and recording source files for module 2)

...

Below is a sample ART project folder for the HP Asset Manager 9.30 ART course:

| ART5_AM9-3_2013_08 |
|--------------------------|
| 4 🌗 source |
| art5_01_introduction |
| 🍌 art5_02_portfolio |
| 🍌 art5_03_contract |
| 🍌 art5_04_financial |
| art5_05_procurement |
| 🌗 art5_06_software_asset |

Page 6 of 32

For each module, the module folder contains all the course (.ulc) and recording (.udc) source files:

| 😑 art5_01_introduction-to-asset-manager | 7/2/2013 2:14 PM | HP ART Course | 226,969 KB |
|---|------------------|-----------------|------------|
| art5_01_apply-simple-filters_am9-3.udc | 7/2/2013 9:44 AM | HP ART Document | 1,107 KB |
| art5_01_apply-simple-filters-windows_a | 7/2/2013 1:52 PM | HP ART Document | 3,935 KB |
| art5_01_course-tour_am9-3.udc | 7/2/2013 1:38 PM | HP ART Document | 6,326 KB |
| art5_01_create-a-favorite_am9-3.udc | 7/2/2013 9:46 AM | HP ART Document | 1,645 KB |
| art5_01_create-a-query_am9-3.udc | 7/2/2013 9:47 AM | HP ART Document | 1,859 KB |
| art5_01_create-a-query-windows_am9-3 | 7/2/2013 9:48 AM | HP ART Document | 4,669 KB |
| art5_01_create-a-statistics-chart_am9-3.u | 7/2/2013 9:48 AM | HP ART Document | 682 KB |
| art5_01_create-a-statistics-chart-window | 7/2/2013 9:49 AM | HP ART Document | 1,480 KB |
| art5_01_export-lists_am9-3.udc | 7/2/2013 9:50 AM | HP ART Document | 1,111 KB |
| art5_01_export-lists-windows_am9-3.udc | 7/2/2013 9:50 AM | HP ART Document | 3,325 KB |
| art5_01_navigating-interface_am9-3.udc | 7/2/2013 9:51 AM | HP ART Document | 622 KB |
| 🔊 art5_01_navigating-interface-windows_a | 7/2/2013 9:52 AM | HP ART Document | 2,570 KB |
| art5_01_web-client-login_am9-3.udc | 7/2/2013 9:52 AM | HP ART Document | 1,046 KB |
| art5_01_windows-client-login_am9-3.udc | 7/2/2013 9:53 AM | HP ART Document | 1,296 KB |
| | | | |

Step 2: Create the Website (.uws) File

Select File>New from the ART editor window.

| / art5 | _assetm | nanager | 9-3_2013_ | 08.uv |
|--------|---------|---------|-----------|-------|
| File | Edit | View | Insert | For |
| | New | | | |
| | Open | | | |
| | CI | | | |

Within the New window, populate the following fields and click the OK button:

| File name | Enter the name of the website (.uws) file. | | | | | |
|---------------------------------------|--|--|--|--|--|--|
| Туре | Select Website from the drop-down menu. | | | | | |
| Template | Select the desired template. | | | | | |
| Language Select the desired language. | | | | | | |
| Location | Specify the location to store the website (.uws) file. | | | | | |

| New | × |
|--------------------------------------|-----------|
| ART Adoption Readiness Tool | |
| File name: | Туре: |
| art5_assetmanager_2013_08 | Website 👻 |
| Template: | |
| ART5_HP ART Template_1-0.udt | |
| Language: | |
| English (United States) [en_US] | |
| Location: | |
| C:\ART5_Projects\ART5_AM9-3_2013_08\ | Browse |
| | OK Cancel |

The ART editor displays the new website file.

| (|) art | 5_assetmanage | er9-3_2013_0 | 08.uws - HP Adoption Read | diness Tool™ – Powered | by ANCILE Solution | ons™ | aВ | |
|---|-------|---------------|--------------|---------------------------|--|--------------------|---------|----------|-------------------------------|
| | File | Edit View | Insert | Format Tools Help | | | | | |
| | | 📂 📂 🗎 🛛 | 🕘 📄 눹 | 🖬 🗄 👘 🕼 🕼 🖓 | 122000 | | | | |
| | A | B <u>U</u> I | el≡ ≡ | 目目に置わる | $arphi \mid x_2 \mid x^2 \mid \lambda \square$ | 🛛 🗶 🔊 🤊 | M 🕸 🖬 🛱 | 4 | QQDDD7DB8 |
| | Links | s: | | | | | | | Pages 💌 🗙 |
| | | Title | | Туре | PORTFOLIO | Product | Module | | |
| | | | | | | | | | alt3_assetinanager5-5_2015_00 |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |

If this is the first time you are creating a website, select View>Choose Details from the ART editor.

| 🅼 art5_assetm | nanager | 9-3_2013_ | 08.uws - Hi | O Adop | tion Readi |
|---------------|---------|-----------|-------------|--------|------------|
| File Edit | View | Insert | Format | Tools | Help |
| i 🗋 🤔 📂 | ш | oolbars | | | |
| : A B U | 🔁 с | hoose De | tails | | |
| Links: | R | efresh | 1 | | |
| Title | Т | ask Pane | | • | |
| | | | | | |

Within the Choose Details window, validate that the PORTFOLIO, Product, and Module columns are selected and click the OK button.

Step 3: Insert the Source Content Files

Select Insert>Insert Multiple Links from the ART editor menu.

| 🍈 art5_assetmanager9 | -3_2013_08.uws - HP Adoption Readiness |
|----------------------|--|
| File Edit View | Insert Format Tools Help |
| 1 🗅 📂 📂 🔛 1 🛽 | 🔒 Insert Link |
| ABUIS | 🚘 Insert Multiple Links 💊 🕠 |
| | 👍 Insert Website Page 😼 |
| Links: | |
| Telo | Tuno |

Navigate to the source folder of your project and click the OK button.

Note: All source files located within the source folder are imported into the website.



A progress menu displays during the import process.

| Please wait | x |
|--------------------------------|----------|
| ART Adoption Readiness Tool | |
| Adding Files | |
| 10/69 | |
| | Cancel |

The Links window pane lists each file. Notice that each file is categorized by PORTFOLIO, Product, and Module. HP ART creates the website structure based on how you configure the properties for each file. For this reason, it is very important to properly complete the properties for each file.

| Link | s: | | | | |
|------|-------------------------------|----------|---|---|---|
| | Title | Туре | PORTFOLIO Product Module | | * |
| | Apply Simple Filters (Windo | Document | ITSM Asset Manager Introduction | | |
| | Apply Simple Filters (Web C | Document | NITSM Asset Manager Introduction | | |
| | Create a Favorite | Document | ITSM Asset Manager Introduction | | Ξ |
| | Create a Query (Windows | Document | ITSM Asset Manager Introduction | | |
| | Create a Query (Web Client) | Document | ITSM Asset Manager Introduction | | |
| | Create a Statistics Chart (W | Document | ITSM Asset Manager Introduction | | - |
| | Create a Statistics Chart (W | Document | ITSM Asset Manager Introduction | | |
| | Export the List of Records (| Document | ITSM Asset Manager Introduction | | |
| | Export the List of Records (| Document | ITSM Asset Manager Introduction | | |
| | Introduction to HP Asset M | Course | ITSM Asset Manager Introduction | | |
| | Navigate the Interface (Wi | Document | ITSM Asset Manager Introduction | | |
| | Navigate the Interface (We | Document | ITSM Asset Manager Introduction | | |
| | Client Login (Web Client) | Document | ITSM Asset Manager Introduction | | |
| | Client Login (Windows Client) | Document | ITSM Asset Manager Introduction | | |
| | Associate a Portfolio Item (| Document | ITSM Asset Manager Portfolio Management | | |
| | Associate a Portfolio Item (| Document | ITSM Asset Manager Portfolio Management | | |
| | Create a Model (Windows | Document | ITSM Asset Manager Portfolio Management | | |
| | Create a Model (Web Client) | Document | ITSM Asset Manager Portfolio Management | | |
| | Create an Asset (Windows | Document | ITSM Asset Manager Portfolio Management | | |
| | Create an Asset (Web Client) | Document | ITSM Asset Manager Portfolio Management | | |
| | Create a Batch (Windows | Document | ITSM Asset Manager Portfolio Management | | Ŧ |
| • | | | | • | |

Step 4: Organize the Website

ART uses the Product and Module property values of each file to organize the structure of the website.

Select Tools>Organize Website from the editor menu.



A confirmation message displays. Click the Yes button.

| Organize V | Website |
|------------|---|
| ? | The current website structure will be replaced with new pages. Do you wish to continue? |
| | Yes No |

The new organization of the website displays within the Pages pane. The three organizational levels include:

- The root .uws file
- The HP Software ART course (Asset Manager in this example)
- All modules within the ART course

| Link | s: | | | | | Pages 🔻 | x |
|------|---|----------|-----------|---------------|----------------|---------------------------------------|---|
| | Title | Туре | PORTFOLIO | Product | Module | | |
| | Apply Simple Filters (Windows Client) | Document | ITSM | Asset Manager | Introduction | Employed art5_assetmanager9-3_2013_08 | |
| | Apply Simple Filters (Web Client) | Document | ITSM | Asset Manager | Introduction | 🖃 🛄 Asset Manager | |
| | ART Tour | Document | PPM | Asset Manager | Introduction | Introduction | |
| | Create a Favorite | Document | ITSM | Asset Manager | Introduction E | Portfolio Management | |
| | Create a Query (Windows Client) | Document | ITSM | Asset Manager | Introduction | | |
| | Create a Query (Web Client) | Document | ITSM | Asset Manager | Introduction | | |
| | Create a Statistics Chart (Windows Cl | Document | ITSM | Asset Manager | Introduction | | |
| | Create a Statistics Chart (Web Client) | Document | ITSM | Asset Manager | Introduction | Procurement Management | |
| | Export the List of Records (Windows | Document | ITSM | Asset Manager | Introduction | Software Asset Management | |
| | Export the List of Records (Web Client) | Document | ITSM | Asset Manager | Introduction | | |
| | Introduction to HP Asset Manager 9.3 | Course | ITSM | Asset Manager | Introduction | | |

By default, the root page is given the same name as the .uws file. HP recommends that you change the name to easily identify the course.

| ¢); | | | | | Pages |
|--|----------|-----------|---------------|--------------|---------------------------------|
| Title | Туре | PORTFOLIO | Product | Module | * F |
| Apply Simple Filters (Windows Client) | Document | ITSM | Asset Manager | Introduction | B- art5_assetmanager9-3_2013_08 |
| Apply Simple Filters (Web Client) | Document | ITSM | Asset Manager | Introduction | E- Asset Manager |
| ART Tour | Document | PPM | Asset Manager | Introduction | Introduction |
| Create a Favorite | Document | ITSM | Asset Manager | Introduction | E Portfolio Management |
| Create a Query (Windows Client) | Document | ITSM | Asset Manager | Introduction | -D. Contract Management |
| Create a Query (Web Client) | Document | ITSM | Asset Manager | Introduction | |
| Create a Statistics Chart (Windows Cl | Document | ITSM | Asset Manager | Introduction | Financial Management |
| Create a Statistics Chart (Web Client) | Document | ITSM | Asset Manager | Introduction | Procurement Management |

Select File>Properties from the editor menu.

| File | Edit Vie | ew Insert | Format | Tools | Help | |
|----------|--|--------------|--------|-------|-------|--|
| | New | | | | 11 | |
| | Open | | | | - • 6 | |
| 1 | Close | | | | - | |
| | Manage Loo | al Templates | | | | |
| | Manage Loo | al Custom Sl | cins | | | |
| | Save | | | | | |
| | Save As | | | | | |
| | Check in | | | | • | |
| ÷ | Get Latest Version | | | | | |
| 1 | Lock | | | | | |
| 8 | Unlock | | | | | |
| | Manage Co | ntent Langua | ge | | • | |
| 1 | Publish art5_assetmanager9-3_2013_08.uws | | | | | |
| ± | Batch Publish | | | | | |
| ÷. | Print | | | | | |
| B | Preview Sim | ulation | | | | |
| Q. | Properties | | | | | |
| | | 13 | | | | |

Within the Properties window, edit the Title field with the desired name.

| General | art5_assetmanager9-3_2013_08.uws | | |
|----------|----------------------------------|--|--|
| Topolius | Location: | C:\ART5_Projects\ART5_AM9-3_2013_08\art5_a | |
| | Size: | 12,289 bytes | |
| | GUID: | 925db9e4198240cda3ae3d8dea36cbee | |
| | Template: | ART5_HP ART Template_1-0.udt | |
| | Created: | 7/10/2013 10:41:40 AM | |
| | Last Modified: | 7/10/2013 10:43:10 AM | |
| | Last Accessed: | 7/10/2013 10:43:10 AM | |
| | Title: | | |
| | HP Adoption Readin | ess Tool (ART) | |
| | Language: | 2 | |
| | English (United Sta | stes) [en US] | |
Step 5: Create the ART Product Launch Page

The ART product page is the first page that displays when the ART 5.10 website is launched.



The ART product launch page is a logical link, not a physical web page. You create a link and configure its properties with the information you want to display on the launch page. When you publish the course, HP ART pulls the property information and formats it to create the launch page.

To create the ART product launch page, select Insert>Insert Link from the editor menu.

| 0 | art5 | j_assetm | nanager9 | -3_2013 | _08.uws - H | IP Adopti | on Rea | diness Tool [™] · |
|---|-------|----------|-------------|----------|-------------|-----------|--------|----------------------------|
| | File | Edit | View | Insert | Format | Tools | Help | |
| | | 1 | H () | 🔒 In | sert Link | N | | 11 2 10 |
| 1 | A | BU | IS | 📴 In | sert Multip | le Links. | | $\Im [X, \chi^2]$ |
| F | | | | 📮 In | sert Websit | e Page | | · |
| | Links | : | | | | | | · |
| | | Title | | | | Туре | | PORTF |
| | D | Apply Si | mole Filter | s (Windo | ws Client) | Documer | nt | ITSM |

Within the General section of the Insert Link window, populate the following fields as shown:

| Name | ART Produ | uct Launch Page |
|-----------------------|-----------|--|
| URL | http://du | mmy |
| Insert Link | | |
| General Properties | | Name: ART Product Launch Page |
| | | |
| | | Copy content to published website tolder |
| | | |
| | | N |
| | | 45° |
| | | |
| | | OK Cancel |

Navigate to the Properties section of the Insert Link window. Enter the information you want to display on the ART product launch web page.

You can use the following fields to populate the ART product launch web page. All fields are optional, with the exception of the InfoPage field. When you set the InfoPage field to **True**, ART recognizes the page as a launch page.

| Property Field | Description |
|-------------------------|---|
| InfoPage | Must be set to True for all logical website launch pages |
| Description | First paragraph that is displayed |
| DescriptionBullet1 | Description bullet list item #1 |
| DescriptionBullet2 | Description bullet list item #2 |
| DescriptionBullet3 | Description bullet list item #3 |
| DescriptionBullet4 | Description bullet list item #4 |
| Description2ndParagraph | Second paragraph displayed after description bullets |
| Objective1 | Objective list item #1 |
| Objective2 | Objective list item #2 |

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| Property Field | Description |
|----------------|--|
| Objective3 | Objective list item #3 |
| Objective4 | Objective list item #4 |
| Objective5 | Objective list item #5 |
| Audience | Statement that describes the intended audience of the ART product |
| BeginHere | Instructions to learner on what to do after reading the product launch page contents. Appears last on the product launch page. |
| Prerequisite1 | Prerequisite #1 |
| Prerequisite2 | Prerequisite #2 |
| Prerequisite3 | Prerequisite #3 |



| | Name | Value |
|-----|-------------------------|-------------------------------------|
| es | DescriptionBullet3 | |
| | DescriptionBullet4 | |
| | Description2ndParagraph | |
| | Module | |
| | Objective1 | |
| | Objective2 | |
| | Objective3 | |
| | Objective4 | |
| | Objective5 | |
| ► I | Audience | 1 |
| | Prerequisite1 | High speed internet connection |
| | Prerequisite2 | Web Browser (IE 7.0+; Mozilla Fir., |
| | Prerequisite3 | Adobe Acrobat Reader 9x, 10x, . |
| | InfoPage | True |

Click the OK button to save the properties.

The following information is included in the launch page for all prebuilt ART courses:

| Software HP Adop Education Powered b | tion Readiness Tool (ART) y ANCLE Solutions |
|--|--|
| HP Adoption Readiness Tool (HP ART) | |
| Select a Course Cloud Service Automation 3.1 Description | Overview HP Adoption Readiness Tool (ART) is a learning and performance support solution |
| | accessible anythme, anywhere to help ensure your effective use of the software. Prerequisites |
| Prerequiste1 Prerequiste2 Prerequiste3 | High speed internet connection Web Browser (IE 7.0+; Mozilla Firefox 17+; Google Chrome 24; or Safari 5.0) Adobe Acrobat Reader 9.x, 10.x, or XI |
| BeginHere | To begin, select a course from the left navigation. |
| @ Copyr | ight 2013 HP Software Education. All Rights Reserved. Powered by Anclie. |

| Prebuilt ART Product Launch Web Page Properties | | | | |
|---|--|--|--|--|
| InfoPage | True | | | |
| Description | HP Adoption Readiness Tool (ART) is a learning and performance support | | | |
| | solution accessible anytime, anywhere to help ensure your effective use of | | | |
| | the software. | | | |
| Prerequisite1 | High speed Internet connection | | | |
| Prerequisite2 | Web browser (IE 7.0+; Mozilla Firefox 17+; Google Chrome 24; or | | | |
| - | Safari 5.0) | | | |
| Prerequisite3 | Adobe Acrobat Reader 9.x, 10.x, or XI | | | |
| BeginHere | To begin, select a course from the left navigation. | | | |

You access the logical ART product page using the Page tab located on the bottom of the website (.uws) file. Notice that the page type is set to Link. To make changes to the virtual page properties, double-click the link to open the Properties window.

| Title: | Pages 🔻 🗙 |
|---|----------------------------------|
| HP Adoption Readiness Tool (ART) | |
| Description: | HP Adoption Readiness Tool (ART) |
| I | Introduction |
| | Portfolio Management |
| | Contract Management |
| | Financial Management |
| | Procurement Management |
| | Software Asset Management |
| | |
| Links: | |
| Title Type PORTFOLIO Product Module | |
| Asset Manager Page | |
| HP Adoption Readiness Tool (ART) Link | |
| | |
| | |
| | |
| | |
| | |
| | |
| A D D D D D D D D D D D D D D D D D D D | |
| | |
| | |
| Page All Content 922 links and pages remaining. | |

Step 6: Create the Course Launch Page

The course launch page displays when you select an HP Software ART course from the ART product launch page.



The process of creating the course launch web page is very similar to the ART product launch page.

Select Insert>Insert Link from the editor menu.

| 🧼 art5_assetmanager9 | -3_2013_0 | 08.uws - H | P Adopti | on Read | diness Tool [™] · |
|----------------------|-----------|-------------|----------|---------|----------------------------|
| File Edit View | Insert | Format | Tools | Help | |
| 1 🗋 📂 🏓 📓 🔘 | 🔒 Ins | ert Link | N | | |
| ABUIS | 🛜 Ins | ert Multipl | e Links | | $\otimes X, \chi^2 $ |
| | 👍 Ins | ert Websit | e Page | | |
| Links: | | | | | |
| Title | | | Туре | | PORTF |
| Apply Simple Filter | s (Window | s Client) | Documer | nt | ITSM |

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Within the General section of the Insert Link window, populate the following fields as shown:

| Name | <name art="" course="" of=""> Launch Page</name> |
|------|--|
| URL | http://dummy |

| Insert Link | |
|-------------|---|
| Properties | Name: HP Asset Manager 9.30 Launch Page File: Copy content to published website folder URL: http://dummy |

Navigate to the Properties section of the Insert Link window. Enter the desired information to be displayed on the course launch page.

Below are the property values that are typically entered for the course launch page.

Important: For the course launch page, you must select the product to ensure the launch page is organized at the HP Software course level.

| Course Properties | | |
|-------------------|---|--|
| InfoPage | True (required for all launch pages) | |
| Product | Product (select from the drop-down menu - used to organize website) | |
| Description | High level overview of the HP Software ART course | |
| Objective1 | Course Objective 1 | |
| Objective2 | Course Objective 2 | |
| Objective3 | Course Objective 3 | |
| Objective4 | Course Objective 4 | |
| Objective5 | Course Objective 5 | |
| BeginHere | Provides instructions to learner on how to begin the course | |







Click the OK button to save the properties.

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About the Module Launch Page

You manage the Module launch page within the Properties window of the module course (.ulc) source file. Authors populate the properties of each file during the development cycle.



Below are the property values that are typically entered for the Module launch web page:

| Module Properties | |
|-------------------|--|
| PORTFOLIO | PORTFOLIO of the HP software product |
| Product | HP software product |
| Description | High level overview of the module. |
| Build_num | yyyy.mm file was last modified (not displayed on website, used for versioning only). |
| Module | Name of module. The Module field is used to organize the file during the website publishing process. You must populate the Module field for every file in the ART project. |



Step 7: Organize the Website with the New Launch Pages

After you create the Product and course launch pages, organize the website to pick up the newly added pages.

Select Tools>Organize Website from the editor menu.



The following shows the product launch page listed at the correct level:

| HP Adoption Readness Tool (ART) Description: Asset Manager Asset Manager Asset Manager Page HP Adoption Readness Tool (ART) Link | |
|--|---|
| Description: Asset Manager Tale Tale Tale Asset Manager Potrolo Man Contract Man Protrolo Man Contract Man Procurement Software Asset Manager Page Procurement Software Asset Procurement Software Asset Procurement Procure | |
| Links: Title Type Asset Manager Page HP Adoption Readiness Tool (ART) Link | nagement Inagement anagement anagement It Management iset Management |
| < ۲ | |
| | 2 |

The following shows the course launch page listed at the correct level:



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Step 8: Batch Publish Source Files

Next, you are ready to publish the source files. Select File>Batch Publish from the ART editor menu.



Within the Batch Publish window, select the following options to be published:



In the lower half of the Batch Publish window, populate the following fields and click the Publish button:

| Inbox | Browse to the source folder. |
|--------|--|
| Outbox | Create a new folder named output, under the project root folder. |

| Inbox: | |
|---|----------------|
| C:\ART5_Projects\ART5_AM9-3_2013_08\source | |
| Outbox: | |
| C:\ART5_Projects\ART5_AM9-3_2013_08\output | |
| Express Publish | |
| Update term definitions before publishing documents | |
| Retrieve new terms from documents | |
| | |
| | Publish Cancel |

The Batch Publish process will take several minutes, the exact time depending on the number of files in the website. A progress window will display with notification of the status.



When the batch publish process completes, the Publishing Summary window displays. Click the OK button.



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Step 9: Publish the Website

The batch publish process publishes the source files contained within the website. The final step is to publish the website file itself. Click the Publish icon from the ART editor toolbar.

| | Ø, | art | 5_as | setn | nana | ger9 | -3_201 | 3_08.uv | ws - H | IP Adopt | tion Read |
|---|----|-------|------|------|------|------|--------|----------|--------|----------|-----------|
| | | File | E | dit | Vie | ew | Insert | For | mat | Tools | Help |
| ľ | ł | | 1 | 1 | | ۲ | | * | 10 | 000 | DİM |
| | 1 | D. | 1 | 6 | ų, | ¥ | | a b | | 9 D | |
| | | Title | | | | | | | | | |

Within the Publish window, select the xml checkbox. Ensure the Outbox is directed to the output folder created during the batch publish.

| Publish : art5_assetmanager9-3_2013_08.uws | x |
|--|----|
| Image: Second state and the second state | |
| Outbox: | |
| C:\ART5_Projects\ART5_AM9-3_2013_08\output | |
| Publish Canc | el |

When publishing is complete, click the Xml link to view the final website.

| Ø Publishing summary | - • × |
|---|--------------|
| □② att5_assetmanager9-3_2013_08.uws □③ Webste ③ Xml | |

Note: All output files are stored within the output folder specified within the Publish window. Click the index.htm file to launch the website.

| 3 | - | والمسلم والمرود والمحار المنتقي مستركات فالمترجون والمحصر مالا محيوي الحقي فالمسا | المحصور ورواح المعراض فسأتشر بمراهر والعاري | - and the second s |
|--------|---|---|---|--|
| ξ. | | art5_06_assign-software-license-rights_a | 7/11/2013 10:59 AM | File folder |
| (| | art5_06_assign-software-license-rights-w | 7/11/2013 10:59 AM | File folder |
| Ł | | art5_06_create-a-software-contract_am9-3 | 7/11/2013 10:57 AM | File folder |
| Š. | | art5_06_create-a-software-contract-wind | 7/11/2013 10:57 AM | File folder |
| Ż | | art5_06_create-software-counters_am9-3 | 7/11/2013 10:51 AM | File folder |
| Ş. | | art5_06_create-software-counters-windo | 7/11/2013 10:51 AM | File folder |
| i 2 | | art5_06_create-software-installation_am9-3 | 7/11/2013 10:50 AM | File folder |
| Ę. | | art5_06_create-software-installation-win | 7/11/2013 10:49 AM | File folder |
| 2 | | art5_06_create-software-license_an9-3 | 7/11/2013 10:54 AM | File folder |
| Ł | | art5_06_create-software-license-windows | 7/11/2013 10:53 AM | File folder |
| Ś | | art5_06_generate-reports-and-graphs-wi | 7/11/2013 10:52 AM | File folder |
| Į. | | art5_06_software-asset-management_am | 7/11/2013 10:39 AM | File folder |
| Š. | | art5_assetm_mager9-3_2013_08 | 7/11/2013 11:28 AM | File folder |
| Š. | e | index.htm | 7/11/2013 1:52 PM | HTML Document |
| 1. | | | | (|



Viewing the ART 5.10 Website Locally

When viewing the ART 5.10 website locally, you must enable browser security settings.

Mozilla FireFox

- 1. Navigate to about:config within the FireFox browser.
- 2. Change the preference security.fileuri.strict_origin_policy to False.

| 🔶 🕙 about:config | | | ☆ マ C 🛛 🖁 ד Google |
|--|----------------------------|---------------|--------------------|
| Sea <u>r</u> ch: | | | |
| Preference Name | Status | Туре | Value |
| profile.migration_directory | default | string | |
| profile.seconds_until_defunct | default | integer | -1 |
| profiler.enabled | default | boolean | false |
| profiler.entries | default | integer | 100000 |
| profiler.interval | default | integer | 10 |
| prompts.tab_modal.enabled | default | boolean | true |
| ecurity.OCSP.enabled | default | integer | 1 |
| ecurity.OCSP.require | default | boolean | false |
| ecurity.alternate_certificate_error_page | default | string | certerror |
| ecurity.ask_for_password | default | integer | 0 |
| ecurity.checkloaduri | default | boolean | true |
| security.csp.debug | default | boolean | false |
| ecurity.csp.enable | default | boolean | true |
| security.default_personal_cert | default | string | Ask Every Time |
| ecurity.dialog_enable_delay | default | integer | 2000 |
| ecurity.directory | default | string | |
| security.enable_md5_signatures | default | boolean | false |
| security.enable_ssl3 | default | boolean | true |
| security.enable_tls | default | boolean | true |
| security.enable_tls_session_tickets | default | boolean | true |
| ecurity.fileuri.strict_origin_policy | user set | boolean | false |
| ecurity.mixed_content.block_active_content | default | boolean | false |
| ecurity.mixed_content.block_display_content | default | boolean | false |
| security.notification_enable_delay | default | integer | 500 |
| ecurity.password_lifetime | default | integer | 30 |
| security.remember_cert_checkbox_default_setting | default | boolean | true |
| and the second | ماريمكراني المريم والتر | la se la sera | K-1 |

Google Chrome

- 1. Create a shortcut to Chrome. You can simply copy/paste the existing desktop shortcut, if you have one, or copy/paste the Chrome shortcut in the Start menu to your desktop.
- 2. Right-click the shortcut and go to Properties.
- 3. In the target field, add the following line:

--allow-file-access-from-files

For example, the entire target field will appear like the following:

C:\Users\UserName\AppData\Local\Google\Chrome\Application\chrome.exe --allow-fileaccess-from-files

4. Click OK.

Adding Related Documents to the HP ART 5.10 Website

You can add external documents to the HP ART website at the product, course, and/or module levels. Once added to the website, they are embedded with the file and accessible to all users.

To add a document to the website, perform the following steps:

- 1. Open the website (.uws) file.
- 2. Select Insert>Insert link from the ART editor menu.



- 3. Within the General menu item:
 - a. Enter a title for the document to be displayed in the website, and navigate to the external file.
 - b. Select the Copy content to published website folder checkbox to ensure the document is stored with the published files.

| Insert Link | X |
|-----------------------|--|
| General Properties | Name: Full Content Outline |
| | ART5_QTP11-0_2013_08_Outline.pdf |
| | Copy content to published website folder |
| | |

4. The information required in the Properties menu item depends on where you would like the related document displayed on the website.

| General | | Name | Value | |
|------------|---|-------------------------|-------|---|
| Properties | | PORTFOLIO | | - |
| | • | Product | | - |
| | | BeginHere | | |
| | | Keywords | | _ |
| | | Comments | | = |
| | | Owner | | |
| | | Keywords | | |
| | | Build_Num | | |
| | | Description | | |
| | | Description Bullet 1 | | |
| | | Description Bullet2 | | |
| | | Description Bullet3 | | |
| | | DescriptionBullet4 | | |
| | | Description2ndParagraph | | |
| | | Module | | |
| | | | | |
| | | | | |

a. To display the related document on the HP ART product launch page, leave all fields within the Properties window blank.

| HP Adoption Readiness Tool (ART) | |
|---|--|
| Select a Course • HP Quick Test Professional 11.0 | Overview |
| | HP Adoption Readiness Tool (ART) is a learning and performance support solution accessible anytime, anywhere to help ensure your effective use of the software. |
| Related Documents | |
| Full Content Outline | Prerequisites |
| | High speed internet connection |
| | Web Browser (IE 7.0+; Mozilla Firefox 17+; Google Chrome 24; or Safari 5.0) |
| | Adobe Acrobat Reader 9.x, 10.x, or XI |
| | To begin, select a course from the left navigation menu. |

b. To display the related document at the Course level, select the PORTFOLIO, Product fields.



c. To display the related document at the Module level, select the PORTFOLIO, Product fields, as well as the appropriate Module field.



| General | | Name | Value | |
|---|----|-------------------------|-------------------------|---|
| Properties | | PORTFOLIO | ALM | - |
| | 5 | Product | Quick Test Professional | - |
| Populate PORTFOLIO and Product fields to display the Related Document at Course | | BeginHe | | |
| | | keywords | | |
| Populate Module field to display the Related Document at Module Level. | | Comments | | |
| | | Owner | | |
| | | Keywords | | |
| | | Build_Num | | |
| | | Description | | |
| | - | DescriptionBullet1 | | |
| | | DescriptionBullet2 | | |
| | | DescriptionBullet3 | | |
| | | Description Bullet 4 | | |
| | | Description2ndParagraph | | |
| | 0 | Module | Introduction | |
| | | | | |
| | .0 | Module | Introduction | |

Important: Whenever you change the website page properties, you must refresh the website organization using Tools>Organize Website.

| art5_qtp11-0-2013_08.uws - HP Adoption Readiness Tool™ – Powered by ANCILE | | | | |
|--|-----------------------------|--|--|--|
| File Edit View Insert Format | Tools Help | | | |
| i 🗅 📂 📂 🔛 🔘 🔎 🖆 🖆 i 🕻 | Spellcheck | | | |
| ILABLE Q DOD | 💥 Spellcheck Options 🖪 | | | |
| | File Scrubber | | | |
| Title: | 💮 Generate Exercise Section | | | |
| Quick Test Professional | Mark Import a Glossary | | | |
| Description: | Export a Glossary | | | |
| | Apply Term Definitions | | | |
| | Browse Glossary | | | |
| | Update Term Definitions | | | |
| | 💂 Organize Website | | | |
| | Library / Repository | | | |
| | 🕞 🛛 Task List | | | |
| Links: | 🔀 Options | | | |
| Title | | | | |

This page is intentionally blank.