

Under “Process status,” you can see the processing stage of the entry:

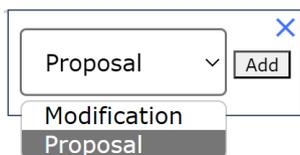
proposed	A proposal for the entry has been submitted in the "New proposal" form but has not been edited yet.
in process	A member of the working group is currently processing the entry.
for approval	The working group members are coordinating approval for the entry.
expert approval	The working group members are finished checking and approving the entry. The working group declares the concept binding for tekomp.



2. How to submit new proposals

By default, you search via the three terminology databases "tekomp-TTK", "Proposals" and "Modification" and receive hits from all three databases. This also allows you to see all new proposals submitted to date.

- Don't see your proposal listed? Click on the blue plus sign (+) on the right-hand side and select "Proposal" from the drop-down menu. Fill out the form and save it.



- If your proposal is already listed, you can comment on it in the right-hand section using the comment symbol at the top or bottom right  .

The WG TTK will discuss your new proposal and reply to you in the "Answer - to be filled out by tekomp working group" field.

3. How to submit a modification for an existing entry

When searching across all three termbases, you can also see all previously submitted modifications.

- Would you like to suggest a modification? Click on the plus sign in the right-hand area and select the form "modification". Fill in the form with your comments on spelling mistakes, other terms, other rejected terms, etc. and save it.
- If your modification is already included, you can comment on it in the right-hand section using the comment symbol at the top or bottom right  .

The WG TTK will discuss your modification request and reply to you in the "Answer - to be filled out by tekomp working group" field.

4. General information on the terminology work of the working group TTK:

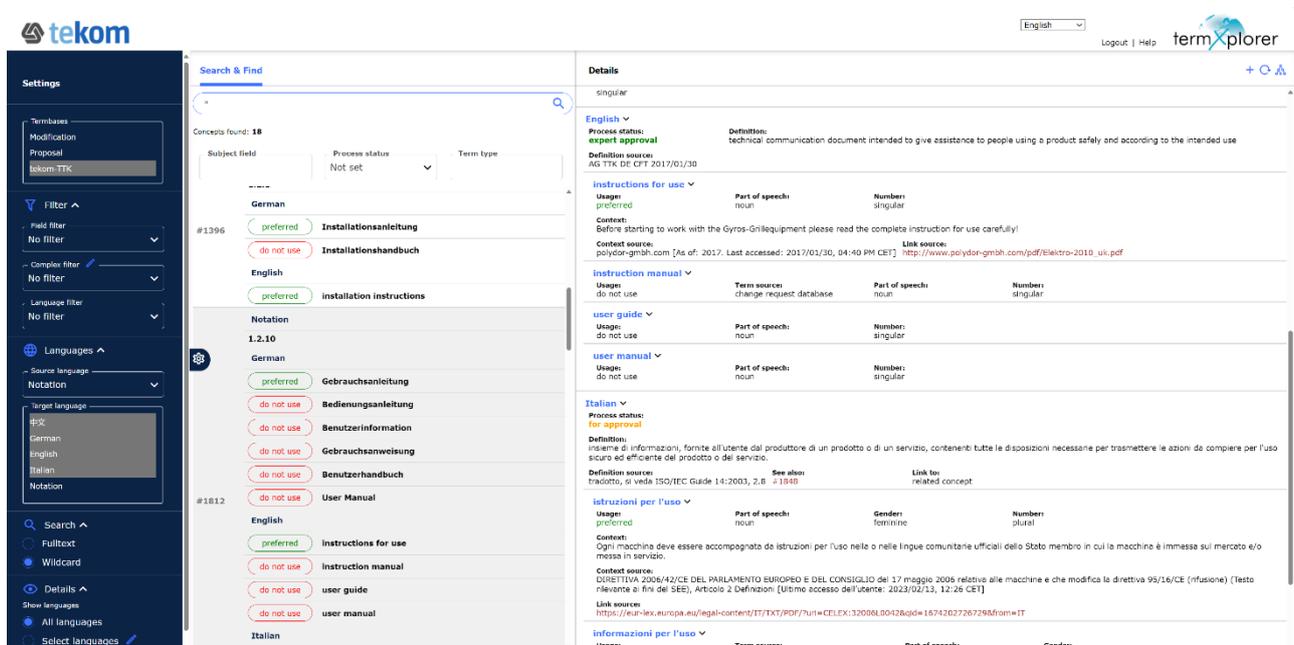
- Terminology work is concept-oriented: A separate entry is created in the online terminology database for each term. Synonyms are included in the same entry; homonyms (polysemes) are managed in several entries.
- Each entry consists of at least one English term and one English definition.
- The terminology database has a normative character: in each language there is one preferred term per term/entry. The terms that can be used are given the attribute "admitted". The terms that cannot be used, on the other hand, are given the attribute "do not use". We have limited ourselves to the most common spelling variants.

5. Display term systems

You can use the subject field search to make an initial subdivision of the technical documentation terminology.

You can obtain a precise assignment of the terms via the notation, which places the individual terms in a termbase in a hierarchical relationship between generic term and subterm.

- You can display these relationships between terms by selecting the "tekom-TTK" termbase, setting "Notation" as the source language and "English" and other languages as target languages, for example.
- By searching for *, you will receive all terms that have already been classified into headings and subheadings by specifying a notation.



The screenshot displays the tekom terminology database interface. On the left is a 'Settings' sidebar with filters for Termbases, Field, Complex, Language, and Languages. The main area is divided into 'Search & Find' and 'Details'.

Search & Find: Shows 18 concepts found. The search results are organized by Notation (1.2.10). For each notation, terms are listed in German and English with their status (preferred or do not use).

Notation	Language	Status	Term
1.2.10	German	preferred	Installationsanleitung
	English	preferred	Installationshandbuch
	German	do not use	Bedienungsanleitung
	English	do not use	Instruction manual
#1812	German	do not use	Gebrauchsanleitung
	English	do not use	User Manual
	German	do not use	Benutzerinformation
	English	do not use	User guide

Details: Shows the details for the term 'Instructions for use'. It includes the process status (expert approval), definition (technical communication document intended to give assistance to people using a product safely and according to the intended use), and various usage and context information for different languages and parts of speech.

You can also display this term system graphically by clicking on the symbol  .

