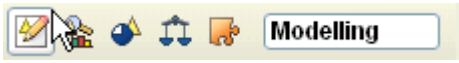


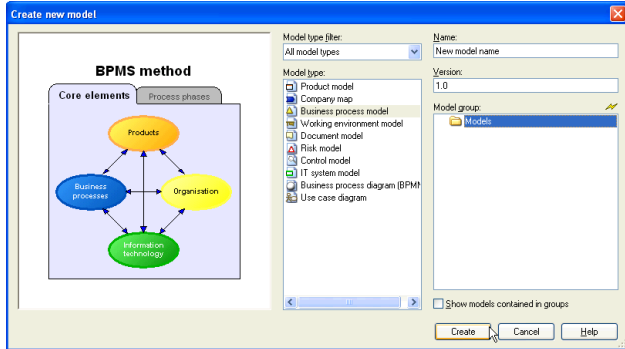
## Basic guidelines for users

### 1. Creating models

Select **Modelling** from the component bar:



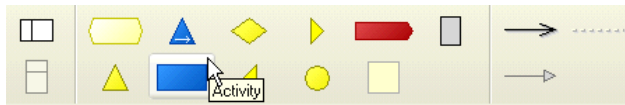
Select **New** from the menu **Model**. Following window will appear:



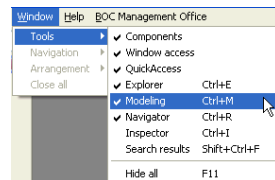
Use **Model type filter**, or click on the **BPMS method** graphic if you need guidance on model type selection. To create a new model select **Model type**, target **Model group**, and enter a **Name** (**Version** is optional).

### 2. Modelling

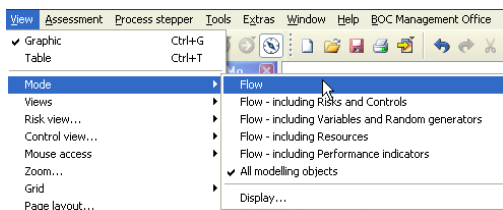
Depending on the selected model type, different **objects** are available. To see the name of the object hover your cursor over this object in the **modelling bar**.



*Hint: If you cannot see window you need (e.g. modelling bar) change settings in the menu **Window**→**Tools**.*



Objects in models can be shown, or hidden by selecting proper **Mode**:



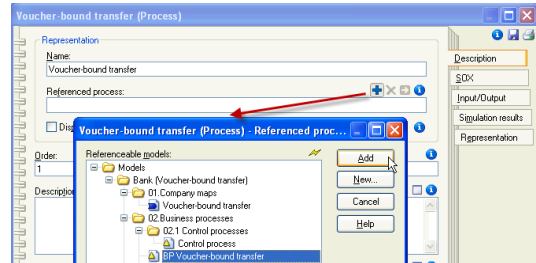
To insert a new object, select proper object class from the **modelling bar**, and left-click one time on the **drawing area** (white space). Each click inserts a new object of the selected class. Right-click switches from **drawing mode** (inserting and arranging objects) to **editing mode** (editing attributes of the object).

To connect objects, select proper class of connector (arrow) from the **modelling bar**, click one time on the start object, and one time on the end object. To insert bendpoint, left click on the **drawing area** prior to clicking on the end object.

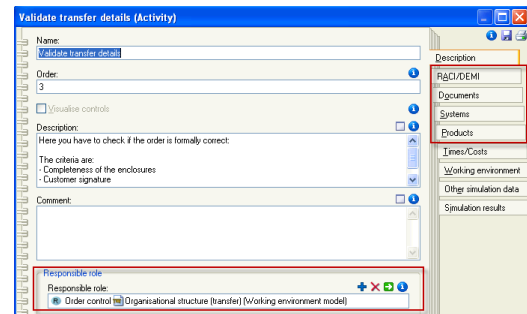
Double click on the object opens the **notebook**, containing all attributes of the object (e.g. name, description, comment).

### 3. Adding references

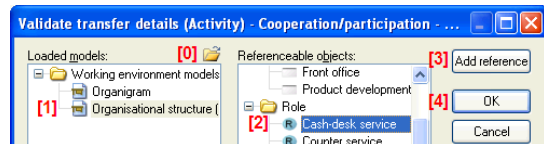
For some objects, such as: **Process** (Company map), **Subprocess** (Business process model), and **Cross-reference** it is possible to add references to other models in order to allow vertical (drill down to more detailed models) and horizontal navigation (navigating to preceding/succeeding models). To add a reference, click the **Create +** icon, select model from the list, and confirm by clicking **Add**.



Additionally, for selected object classes (e.g. Activity) it is possible to add references to the objects from existing models (e.g. organizational units and roles from working environment model, products, documents, IT systems etc.).

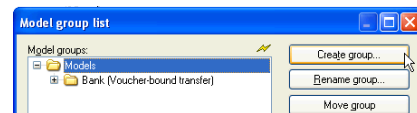


In this case adding reference requires two stages: firstly [1] model containing object, that we want to reference to, is selected, next [2] object is selected, [3] reference (or references) is added, and [4] selection is confirmed. If the list of **loaded models** does not contain needed model, it can be [0] loaded.

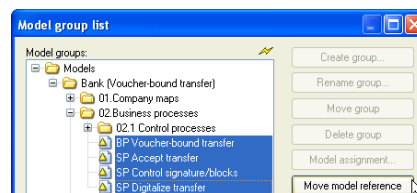


### 4. Managing model groups

Models can be grouped, by assigning them to the **model groups**. To manage models and model groups select **Model groups** from the **Model** menu. To create a new group, select the parent group and click **Create group**:



To change model assignment use **Move model reference**:



## Basic guidelines for users

### 5. Export model graphics to MS Office

To export model graphics for external programs, select part of the drawing area while pressing ALT key, and use the menu point **Edit→Generate graphics→Region** or use icon from the **quick access bar**. Graphic can be scaled and, either saved as a file (e.g. BMP, JPG, PNG), or stored in clipboard for quick paste.

### 6. Printing models

Menu point **Model→Print** allows defining print settings (page settings, scaling of the models, pages preview and selection etc.).

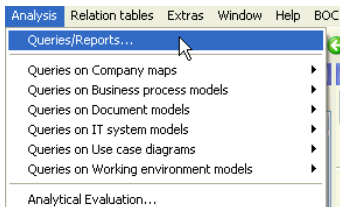
### 7. Running queries and saving reports

Select **Analysis** from the component bar:

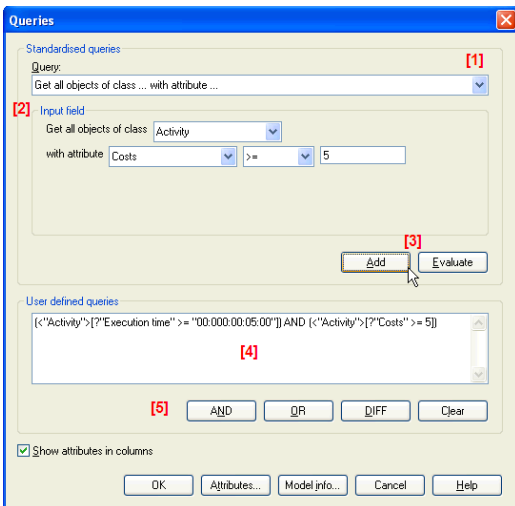


This component allows analysing models with both predefined and custom-made queries. Results of the queries can be saved as reports.

To create a custom query select **Queries/Reports** from the **Analysis** menu:



After selecting models for the analysis, [1] query type needs to be chosen. It can be e.g. selecting all objects of a particular class, or all objects of a particular class with a certain attribute value.



Content of the [2] input field adjusts to the selected query type. Input field allows easy creation of the query elements. Each ready query element can be [3] checked whether it returns results (**Evaluate**) and entered (**Add**) to the [4] final query. Elements of the query can be joined with the [5] logical operators. **OK** allows running the query.

*Hint: To see a reference list of the attributes for all objects use the **Attributes** button. **Model info** shows list of analysed models.*

Table with results of the query can be used to quickly edit multiple models. It can also be saved as a report (e.g. RTF or CSV). To customise content of the table, right click on a cell with data and use option **Select attributes** from the context menu.

### 8. Publishing models (as DOC and HTML)

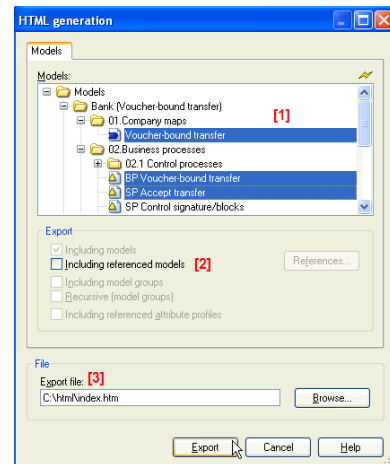
Select **Import/Export** from the component bar:



Menu point **Documentation→Options** allows configuring the model publishing.

To publish existing models, select **HTML Generation** or **WORD Generation** from the **Documentation** menu. Alternatively use icons from the quick access bar. In the documentation generation window [1] select models to be published and [3] path to the empty directory, where files will be saved.

*Hint: Use option [2] **Including referenced models** to make sure all referenced models are published and not only selected ones.*



### 9. Importing and exporting models

To move models between databases (for sharing models or backup) use options **ADL Import** and **ADL Export** from the menu **Model** (Import/Export component). Alternatively use icons from the quick access bar.

*Hint: Import file **Example-Bank.adl** (default location **C:\Program Files\BOC\ADONISCE\examples**) to see sample models.*

### 10. Tips and tricks

- ➔ To start the system help, press **F1**. To see info about objects and attributes use icons present in notebooks.
- ➔ **Navigator** (activated by **Ctrl + R**) offers pan and zoom functionalities that make working with big models easier.
- ➔ Context menu available by right clicking offers many functionalities (e.g. creating models and groups, changing zoom, showing submodels).
- ➔ Models can be edited in (default) graphic view, or in tabular view, that allows editing many objects at once and pasting to/from a spreadsheet. To toggle those views use **Ctrl + G** and **Ctrl + T** or quick access icons. After starting tabular view for a first time, select object class from the **modelling bar** to see a table for this class of objects.

