
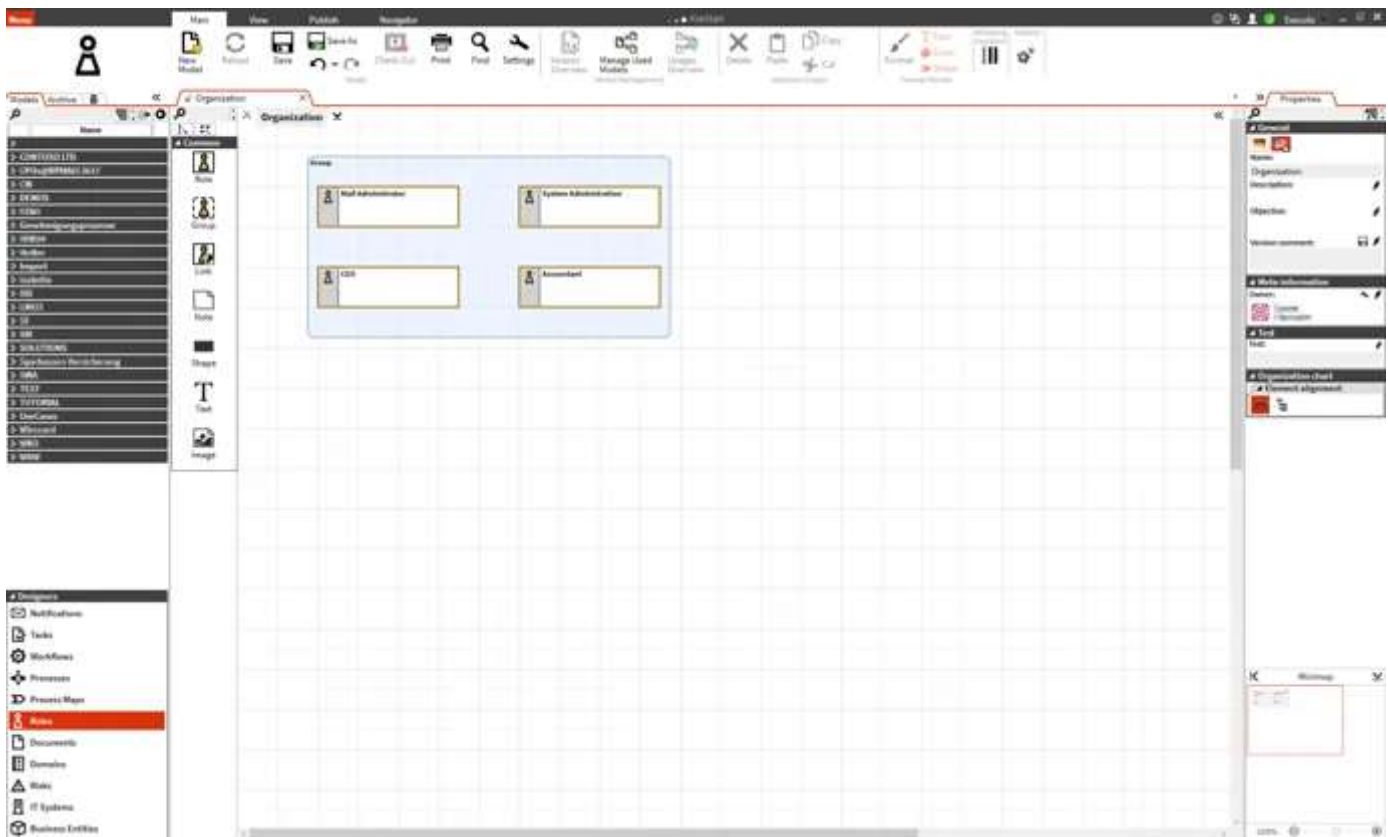


Create Role, Document, and IT System Models

Before using reference models, they have to be created. To do so, switch between the different designers and create a new model for each. Roles, Documents, IT Systems, and all other reference models follow the exact same steps.

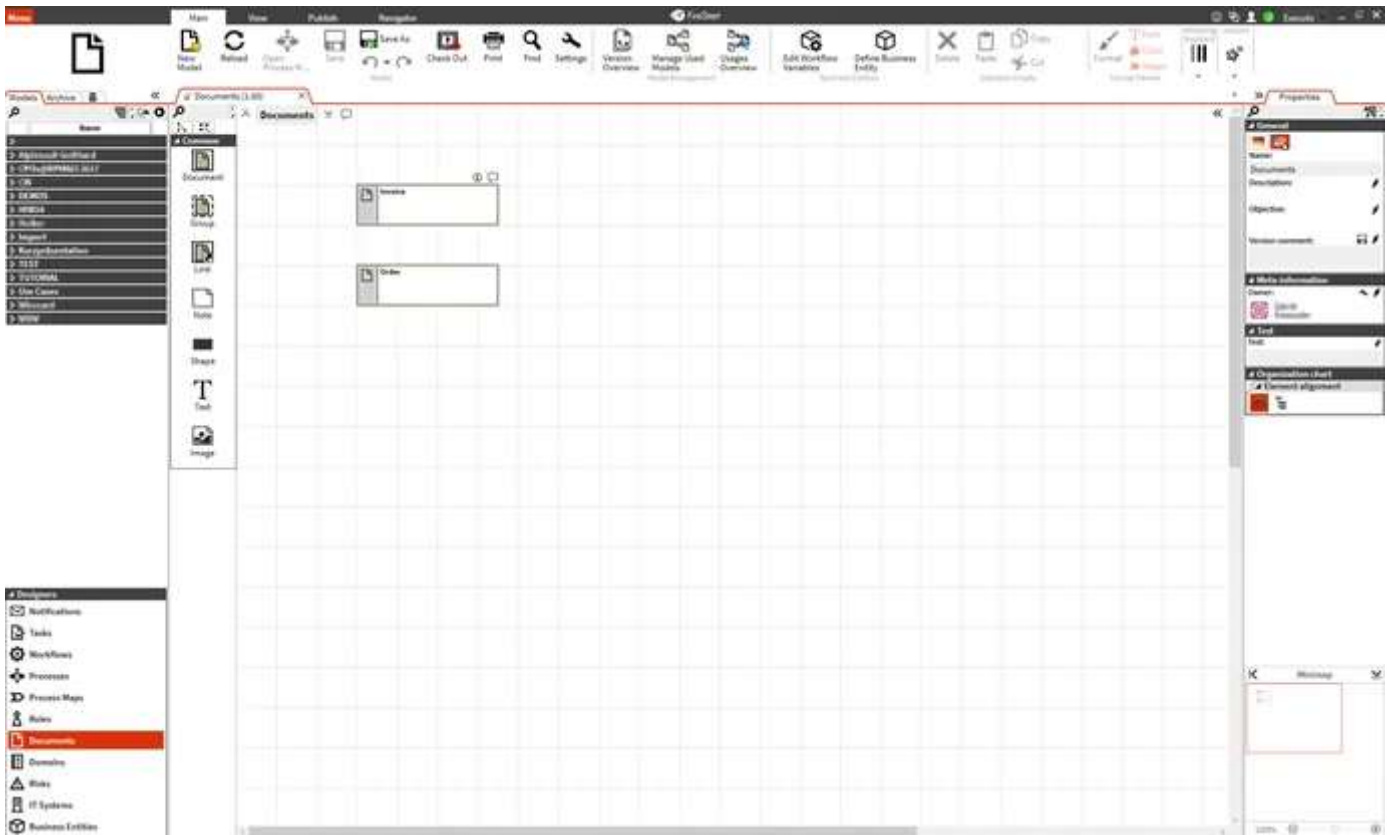
Roles

- Open the ROLES designer from the navigation pane.
- Create a new role model by clicking **New Model** from the ribbon menu **Main**. In the property pane, give the model a name, e.g., *Organization*.
- Drag & drop a role element from the element repository onto the canvas to add a new role. You can rename the role by double-clicking the role element. Create four roles: *Mail Administrator*, *System Administrator*, *CEO*, and *Accountant*.
- Drag & drop a group element from the element repository onto the canvas. You can change the shape and size of the group by clicking and dragging the dots of the group. Change the size of the group so it covers the four roles you created.
- You can attach the roles to the underlying group by clicking the **+**-pin on each role. If the **x**-pin is displayed at the role, the role has been successfully attached to the group. To attach all roles to an underlying group, click the  -icon. Change the group name to *Company* by double-clicking the group.
- Click **Save** from the ribbon menu **Main**.
- In the save-dialog select a scope (or create a new one) and click **Save**.



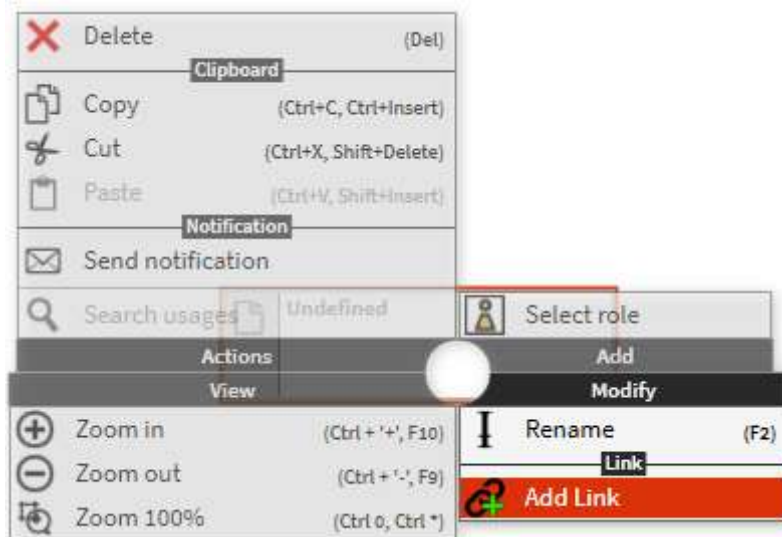
Documents

- Open the DOCUMENTS designer from the navigation pane.
- Create a new document model by clicking **New Model** from the ribbon menu **Main**. In the property pane, give the model a name, e.g. *Documents*.
- Drag & drop a document element from the element repository onto the canvas to add a new document. You can rename the document by double-clicking the document element. Please create 2 documents: *Invoice* and *Order*.
- There is no need for a group here.
- Click **Save** from the ribbon menu **Main**.
- In the save-dialog select a scope (or create a new one) and click **Save**.



Real documents can be linked to document elements, e.g., Word documents, PDFs, etc. To link a real document simply right-click the document element to open the Quad-Menu and select **Select document**.

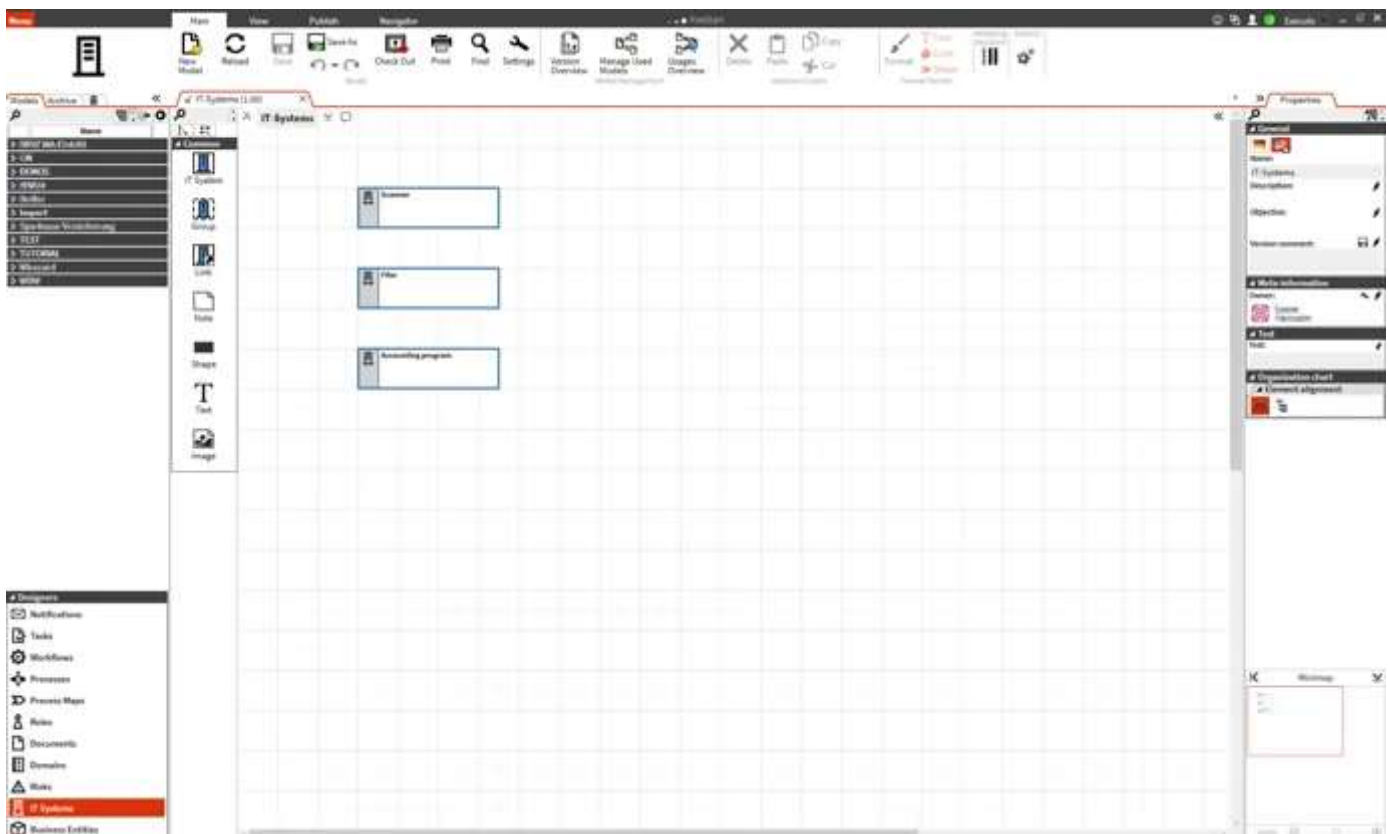
You can now select a file or enter a URL to the file location.



Important: Documents must be in a location where other users also have access.

IT-Systems

- Open the IT SYSTEMS designer from the navigation pane.
- Create a new IT system model by clicking **New Model** from the ribbon menu **Main**. In the property pane, give the model a name, e.g., *IT Systems*.
- Drag & drop an IT system element from the element repository onto the canvas to add a new IT System. You can rename the IT system by double-clicking the IT System element. Please create 3 IT Systems: *Scanner*, *Filer*, and *Accounting program*.
- There is no need for a group here either. Of course, you can add groups e.g., for different locations, production or test environments, etc.
- Click **Save** from the ribbon menu **Main**.
- In the save-dialog select a scope (or create a new one) and click **Save**.



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Yes

No

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