

# Training - ADONIS Modeller

ADONIS NP – Business Process Management



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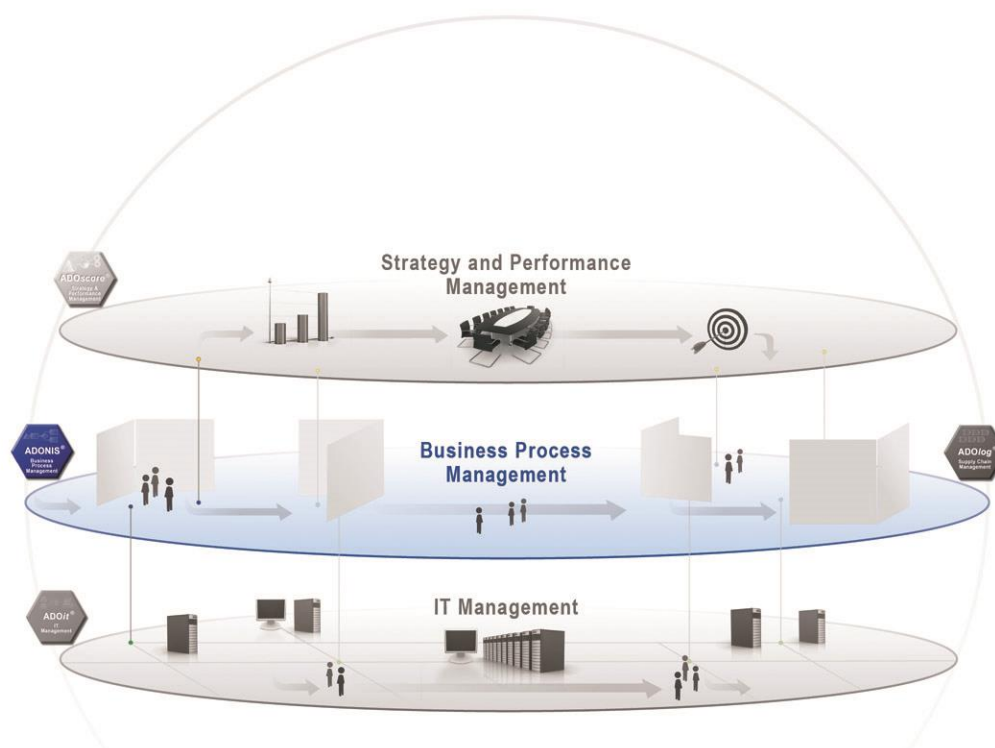
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# 1.1 User Interface

The tool interface is very intuitive to simplify access to information. The contributor has access to **different scenarios** depending on the configuration:

- ▶ **Design & Document**
  - ▶ **Online edition of the repository**, contributing to the object catalogue and modeling new models.
- ▶ **Control & Release**
  - ▶ Manage the **validation workflow** of models, review models and provide feedback before the release of a new version
- ▶ **Read & Explore**
  - ▶ **Browse** the repository with the **search** function and access to **indicators of the repository** and **create reports**

This training material focuses on the scenario “Design & Document”.

Each principal scenario includes:

- ▶ **A personalized homepage**, which allows access to relevant shortcuts
- ▶ **Specific sub scenarios**, which target specific use cases (ex: Responsibilities)

The user interface is composed of the following main fields:

- ▶ **Vertical navigation bar**: access to the scenarios and principal functionalities
- ▶ **Shortcut navigation bar**: quick access to the common functionalities
- ▶ **Explorer**: navigation in the repository of both models and objects
- ▶ **Navigator**: complete overview and easy navigation of large models
- ▶ **Modeling bar**: selection of objects or relations to insert to the model (available when editing a model)
- ▶ **Drawing area**
- ▶ **Collaboration tool**: exchanges in a chat on the content of a model or object with co-workers

Note: Most of the common keyboard shortcuts are functional in the Web portal.

# Scenario Selection

## ADONIS NP

make processes work

? ⚙️ 🔌

- Design & Document
- Control & Release
- Read & Explore

**Design & Document**

Model and create transparency in a structured way.

**Control & Release**

Review and release processes with a single click.

**Read & Explore**

Read processes, explore working instructions and process handbooks.

# Modeling Interface

Open Model Explorer

Shortcut Navigation Bar

Drawing Area

Navigation bar

Modeling Bar

Navigator

Explorer

## 1.2 Creating a new model

### Building a Model

Using the Model Explorer:

1. Click on the widget « New Model »
2. Select one **Model Type**
  - ▶ **Note:** Depending on what type of model you choose, the architectural elements in the model will be different.
3. Enter a **Model Name**
4. Select the **Target Model Group**
5. Click on « **OK** »

**Hint:** A new model can also be created directly from the homepage “Design & Document” or from the **model Explorer**. Right-click on an existing model group and select “**Create model in group**”. Enter the desired **model name** and **model type**.

### Selecting the right model type

The standard ADONIS metamodel offers different model types, each of them with a specific view and specific number of architectural elements and relations available.

**Hint:** Each model type consists of various Settings that can be used to limit the displayed architectural elements and relationships.

## Creation of a new model

The screenshot shows the 'Create New Model' dialog box. At the top left, there is a search bar labeled 'Filter...' and a refresh icon. A blue box labeled '1.' highlights the top-left corner of the dialog. On the left side, there is a tree view showing the folder structure: 'Models' (expanded), '01 Roadtrip example', and '02 Insurance (incl. ICS, Co...'. A blue box labeled '3.' highlights the '02 Insurance' folder. In the center, there is a list of 'Model type' options including Analysis Model, Business Process Diagram, Choreography Diagram, Company Map, Control Objective Pool, Control Pool, Conversation Diagram, Data Model, and Document Model. A blue box labeled '2.' highlights this list. On the right side, there is a 'Target group' field with a dropdown menu showing the same folder structure as the left tree view. A blue box labeled '4.' highlights this dropdown menu. At the bottom right, there are 'OK' and 'Cancel' buttons.

## Objects available according to the type of model (extract)

The image displays a grid of icons for various model types:


- Company Map:** Process, Actor, KPI, Connection, Performance, External Partner, Cross-reference.
- Product Model:** Product, Product Component.
- Document Model:** Document.
- Business Process Diagram:** Start Event, Task, Exclusive Gateway, Intermediate Event (sequence flow), Data Object, KPI, Resource, End Event, Subprocess, Intermediate Event (boundary), Message, Group, Cross-reference.
- Choreography Diagram:** Choreography Task, Sub Choreography, Message, End Event, Start Event.
- Conversation Diagram:** Conversation, Sub-Conversation, Participant.
- Working Environment Model:** Performer, Role, Organisational Unit.
- IT System Model:** Application, Infrastructure Element, Interface, Service, Operation.
- Data Model:** Entity, No entry.
- Risk and Control Pool:** Risk Group, Risk, Control.

# 1.3 Model Management

## Renaming a model

- ▶ Right-click in the Model Explorer to open the context menu. Choose **"Rename"**.
- ▶ Open the model and in the menu **"Properties"** change the name of the model

## Save a model

- ▶ Open the model and click directly on the widget icon 
  - ▶ **Hint:** You can also use the keyboard shortcut **"Ctrl + S "** for it.

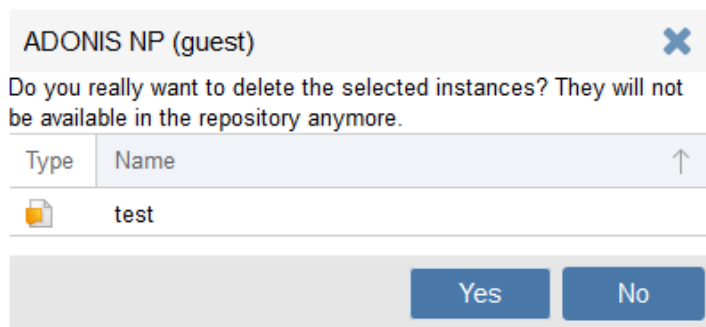
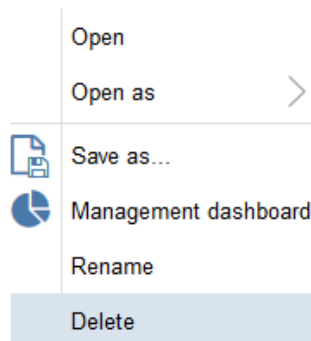
**Hint:** If a model is not saved, , the model name will appear in red text and the save icon in the shortcut navigation bar is visible again.

## Deleting a model

- ▶ Choose the specific model or all the models you want to delete in the model Explorer .
- ▶ In the context menu, select **"Delete"**.
  - ▶ Note: it is also possible to use the keyboard shortcut **"Del"**
- ▶ Verify that the correct model or selection of models is selected and confirm with **"Yes"**.

**Hint:** If a model is referenced to other architectural elements or models, an information window will appear indicating that the model is used in the repository. If you click on **"Delete"**, the model will be deleted and **broken references** will appear in the repository. Therefore, it is recommended to remove first the references to the model and then to proceed with the deletion of the model

## Deletion of a referenced model from the repository





## 1.3 Model Management


### Opening a model

- ▶ In the model Explorer, double-click on the selected name of a model or selecting "**Open**" by a right click to use the context menu.

### Close a model



- ▶ Click on the small cross close to the desired model to close it.

### Close all open models

- ▶ Use the widget icon  on the top right corner of the drawing area, then click on «Close all »

### Save a copy of a model

- ▶ Choose the model to copy in the Explorer
- ▶ In the context menu, click on « **Save as...** »
- ▶ Select the target model group
- ▶ Click on « **OK** »
  - ▶ Note: Two models of the same type can't have the same name in the Repository

Note: When the model is open, it is possible to access widget « Save as... » with the arrow on the right of the button  | 

### Model Explorer

The Explorer appears as a conventional windows tree structure. Each folder can contain subfolders as well as models or objects.

- ▶ To search a model in the Explorer, insert at least 3 characters in the search bar and press « **Enter** »
- ▶ Click on the cross to cancel the search criteria

## 1.4 Drawing Area

### Setting up the Drawing area

The Size of the **Drawing area** varies from 10x10cm to 50x50m and it can be changed anytime. Once an architectural element is placed outside the drawing area, the drawing area expands automatically to include the architectural element. The modeler can also manually change the border size of the drawing area.

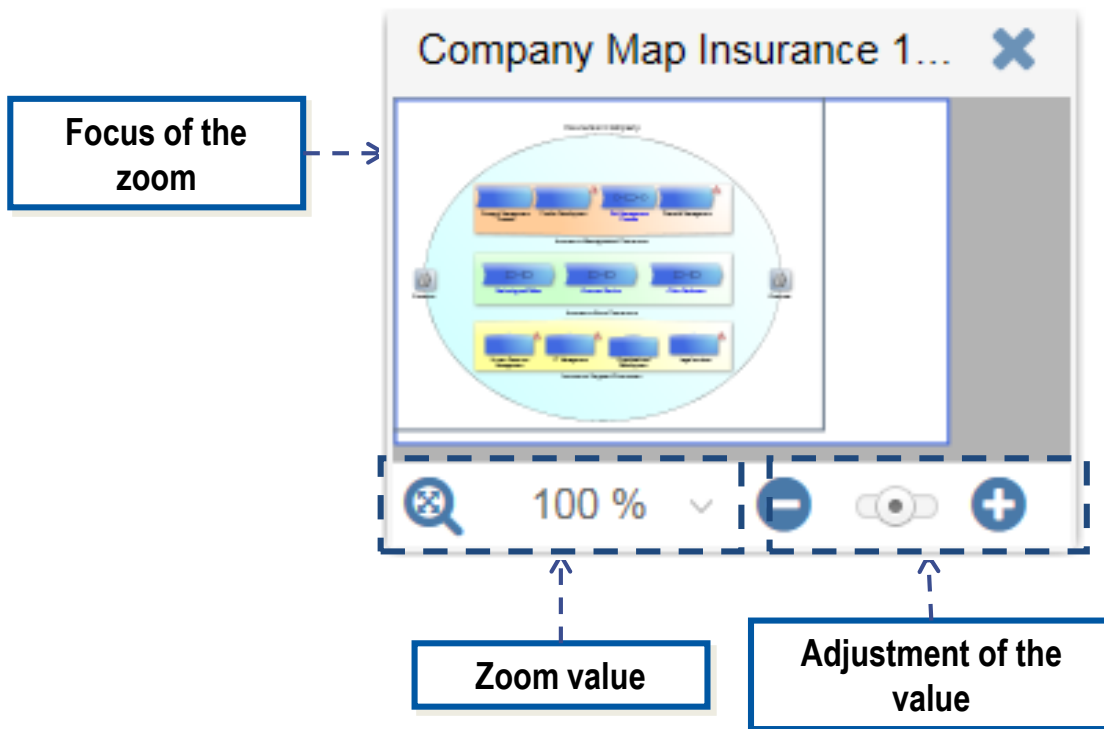
**Note:** It is recommended that the drawing area size always adapts to the content. Otherwise, unnecessary spare white space appears when exporting the file (Word, HTML).

### Adjusting the zoom levels

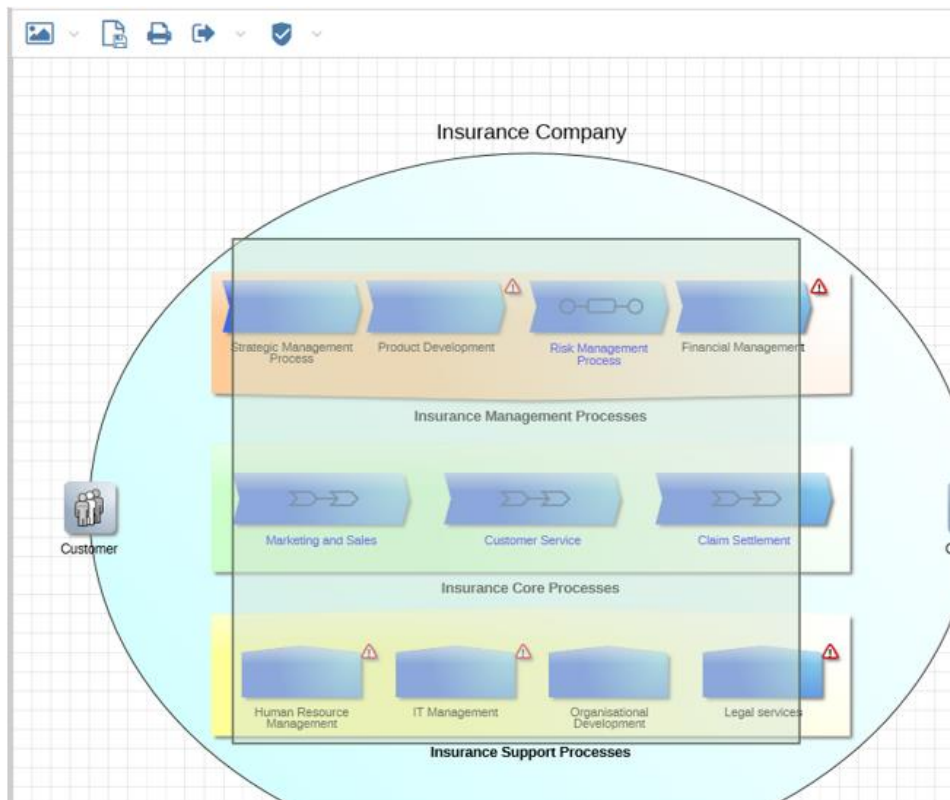
The zoom level of a model can be adapted from the window of the navigator:

- ▶ Select one of the three zoom shortcuts to perform a free zoom, a zoom adjusted with the model and a full size zoom
- ▶ Click on the zoom value to edit its numerical value or make a right click to select a zoom from the predefined values
- ▶ In the **Navigator** move the edges of the blue borders to focus on a part of the model.
- ▶ While selecting on the zoomed area with a right click, it shows the details of the model.

## Adjusting zoom level using the navigator



## Definition of a zoom area with a right click



# 1.5 Creating objects in a model

## Creating and adding objects in a model

ADONIS offers different ways to do this.

From the modeling bar:

- ▶ Select an object type in the modeling bar
- ▶ Click on the canvas and add the object at the desired position
  - ▶ **Hint:** After inserting an object or relationship, the option **Insert** remains active and thus further objects of the same type can be inserted. Right-clicking or using the **Escape key** ends the insert mode and returns to **Edit mode**.

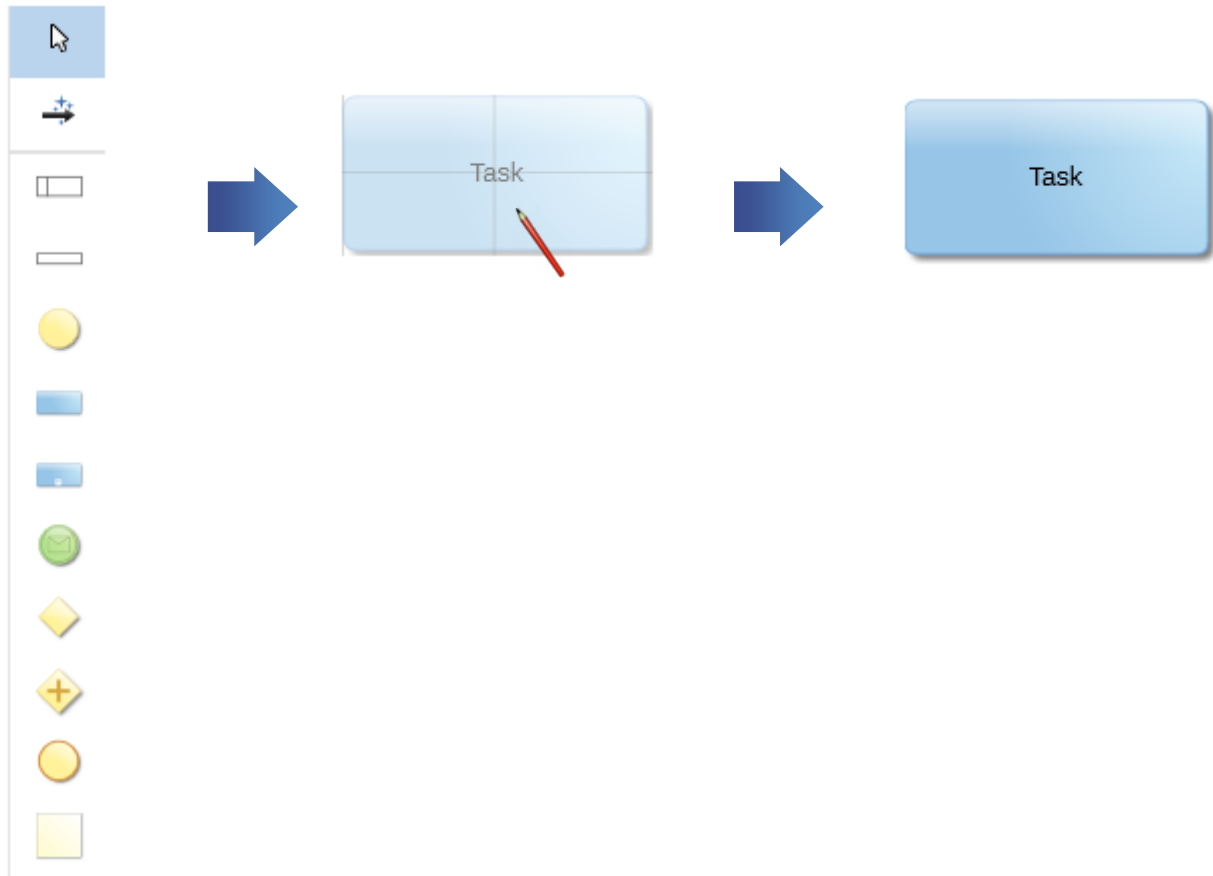
From the Object repository you can "Drag-and-Drop":

- ▶ Open a model
- ▶ From the Explorer select a folder and then, right click on it.
- ▶ Choose « **Create object in group** »
- ▶ Click on the type of model, then on the type of object to create
- ▶ Enter the **name of the object**
- ▶ From the object Explorer, drag the object created to the drawing area
  - ▶ **Note:** by default, all relations of the inserted object are automatically displayed in the model

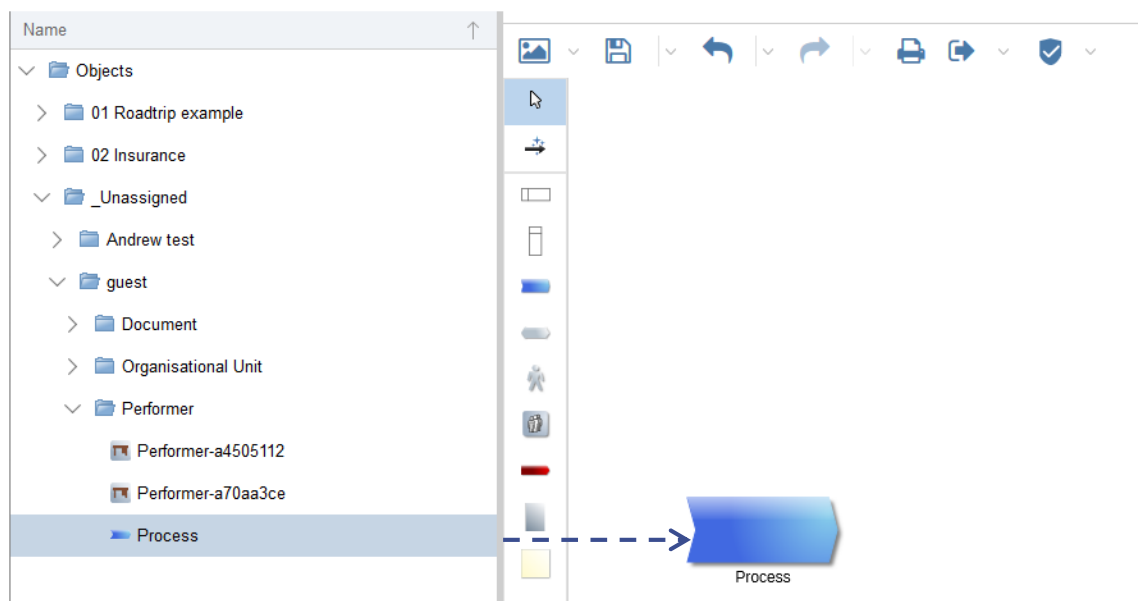
From the tabular editor of a model

- ▶ Using the first button of the shortcut navigation bar above the drawing area, click on « Table » to display the tabular editor of the open model.
- ▶ Select a type of object in the modeling bar to display the corresponding table
- ▶ In the shortcut navigation bar, click on « **Create a new object of the selected type** »
  - ▶ **Note:** The object is placed automatically in the model. It can be moved later.

## Creating and inserting a new object from the Modeling bar



## Insertion of an object by « Drag-and-Drop »



## 1.6 The object management and object Explorer

### Rename an object

- ▶ In the context menu of the object, choose « **Rename** » from the options or
- ▶ Double-click on the object from the Explorer and edit the name of the object in the properties.

### Save modifications

- ▶ Click on the widget « **Save** » when the properties of the object are open
  - ▶ Note: it is also possible to use the command key «**Ctrl + S** »

**Hint:** When an object is not saved, the name of the object appears in red and the widget in the navigation bar becomes visible.

### Delete objects

- ▶ Select one or several objects in the Explorer
- ▶ In the context menu, select « **Delete** »
  - ▶ Note: It is also possible to use the command key « **Delete** »
- ▶ Check that the selection of objects is correct and click on « **Yes** » to validate the deletion.

**Hint:** When an object is used in at least one model, it can not be deleted from the repository.

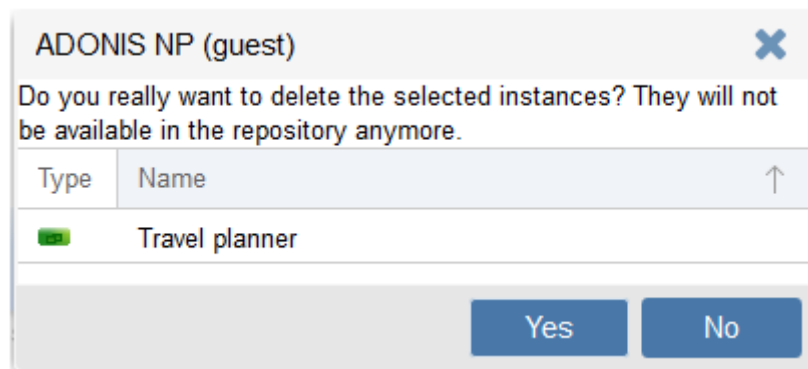
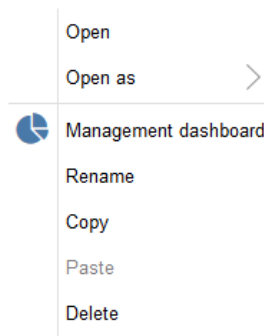
- ▶ From the context menu, click on « **Usage Analysis** » then on « **Usage in models** » to know where this object is being used.
- ▶ The models must be deleted first or at least the object must be deleted from the models in order to delete the objects from the repository

### Object Explorer

The Explorer appears as a conventional tree structure. Each folder can contain subfolders as well as objects.

- ▶ To search an object in the Explorer, insert at least 3 characters in the search bar and press « Enter »
- ▶ Click on the cross to cancel the search criteria

## Deleting a referenced object from the repository



## 1.7 Vertical and horizontal object alignment

### Show/Hide the grid

For architectural elements and connectors to be arranged as simply as possible, the snap grid is used. In the shortcut bar click on "Grid" and then on "Visible",

### Enable / disable the snap grid

The snap grid, even if it is not visible allows objects to be aligned on a grid. To enable or disable the grid snap:

- ▶ In the context menu of the drawing area, click on "**Grid**" and to activate select "**Active**".

### Changing the settings of the snap grid

Using the Grid Settings, the active snap grid height and width of every individual model can be customized:

- ▶ In the context menu of the drawing area, choose « **Grid** », « **Settings** ».

### Moving an object

When moving an object in a model, vertical and horizontal lines appear to make the alignment of objects easier.



## Display and settings of the grid

The screenshot shows a software interface for displaying and setting a grid. On the left, a toolbar contains various icons for selection, zoom, and object creation. The main workspace displays a BPMN diagram with a yellow circular 'Start Event' connected to a blue rectangular 'Task'. A 'Grid settings' dialog box is open, showing options for 'Active' and 'Visible' (both checked), and numerical inputs for 'Offset (left)', 'Width', 'Offset (top)', and 'Height'. A context menu is open over the grid, listing actions such as 'Select all', 'Number objects', 'All objects: update all relations', 'Print...', 'Generate image...', 'Show navigator', 'Mode', 'Grid', 'Management dashboard', 'Paste', and 'Reports'. The 'Grid' option is highlighted, and a sub-menu is visible with 'Visible' and 'Active' checked, and a 'Settings...' option.

## Moving an object

The screenshot shows the software interface with a BPMN diagram. A yellow circular 'Start Event' is connected to a red rectangular 'Task', which is further connected to a yellow circular 'End Event'. The 'Task' is highlighted with a red border and a selection handle, indicating it is being moved. The toolbar on the left is visible, showing various icons for selection and object creation.

## 1.8 Properties of objects, connectors and models

In ADONIS NP, properties of objects, connectors and models can be organized in the Notebook.

In the case of an object or connector, there are two possibilities to access this page:



- ▶ Double-click on the object to open the Notebook or
- ▶ In the object context menu, click on “**Open**”

In the case of a model, you just need to open a model and change the view, clicking on “**Properties**” in the shortcut navigation bar.

To facilitate the reading and documentation of object properties, the Notebook is organized and presented as follows:

- ▶ **Chapters**, which divide the objects attributes into categories
- ▶ **Pages**, which enable to display all the attributes of the chapter
- ▶ **Attribute groups**, which graphically group attributes inside the Notebook
- ▶ **Attributes** can be edited by inserting the desired value in the corresponding field

The Notebook also assists with information capture:

- ▶ The item **Info**  , which is accessible via the context menu in the Notebook provides information text about the use of an object or of one of its attributes
- ▶ Help windows, independent of the type of attribute, are available and help the user in the defining the values to document the attributes(  )

## Example of the properties of an object/connector

Sequenzfluss-534a9b28

Read Close

General information

Name:

Representation

Description:

Comment:

Object relevance

Object properties



**Information:** Help for Notebook and Attributes



**Edit Text:** Displays advanced formatting options



**Window for Input Support:** Large box for convenient text entry with advanced formatting options



**Add:** Selection of existing objects from the repository



**Create:** Create new object that does not exist in the repository



**Delete:** Delete selected object reference



**Full Erase:** Delete selected object reference and object in the repository



**Notebook:** View the selected Notebook of the referenced object



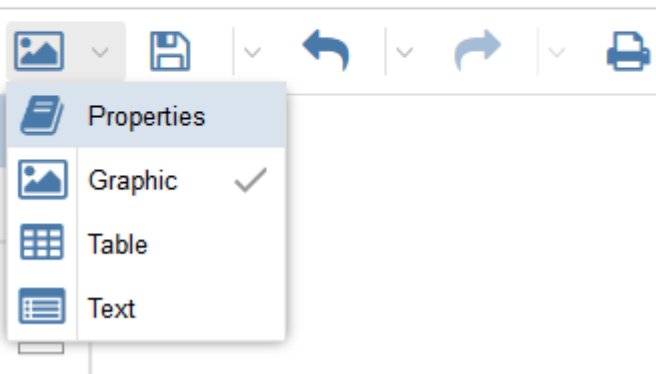
**Notebook of reference:** Open the Notebook of the reference

## Access to the properties of a model

**test 0.01**

Process owner: No entry

Valid from: --.------



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**OUTLOOK: Provided as  
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