

# BP-VA

# Quick Start



**Business Process**  
**Visual ARCHITECT**

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## Getting started

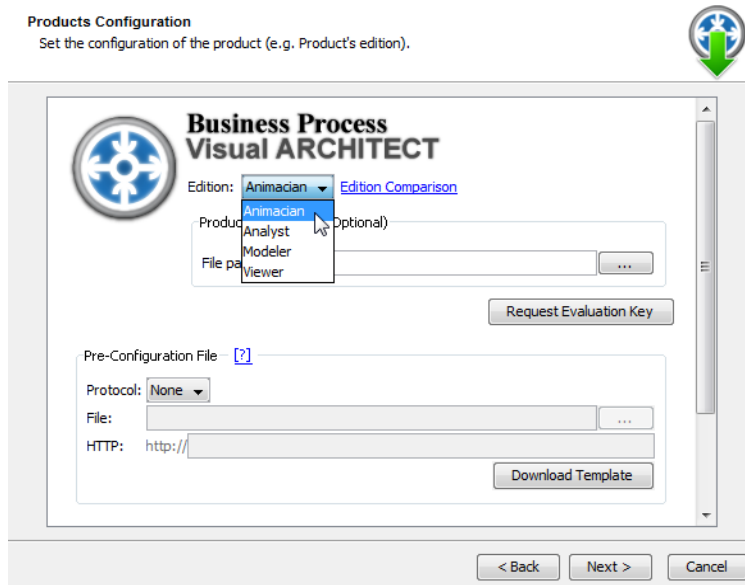
### Installing Business Process Visual ARCHITECT (BP-VA)

After you have downloaded Business Process Visual ARCHITECT (BP-VA) from our website, the next step you should do is to install it. The following steps are going to teach you how to install it:

1. Double click the downloaded installer file to execute it, then click **Next** button to go to next page.



2. Go through the **License Agreement**. Choose **I accept the agreement** after you finish reading the agreement and fully understand and accept the terms, and then click **Next**.
3. Select the destination you want BP-VA to be installed, and then click **Next**.
4. Select the location you want the Start Menu folder to be placed, which is the location where the program's shortcut is, under the Start menu. Click **Next**.
5. Select the file associations that you want to create. Click **Next**.
6. Fill out the **Products Configuration**. Select the edition you have purchased or you want to evaluate, then click **Next**.



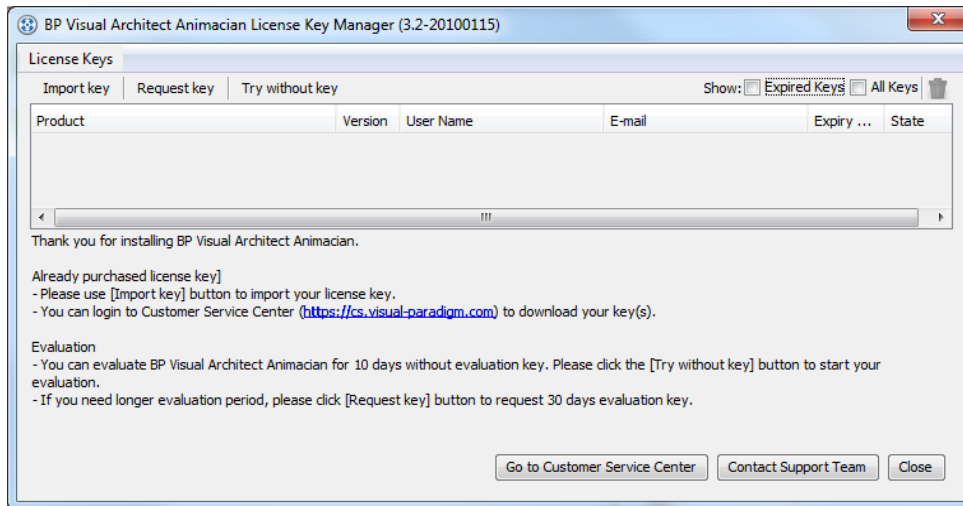
7. The installation has been completed. You can choose either to start it now by clicking **Business Process Visual ARCHITECT** and then click **Finish** or start it later on by clicking **Don't start**.

## Starting BP-VA

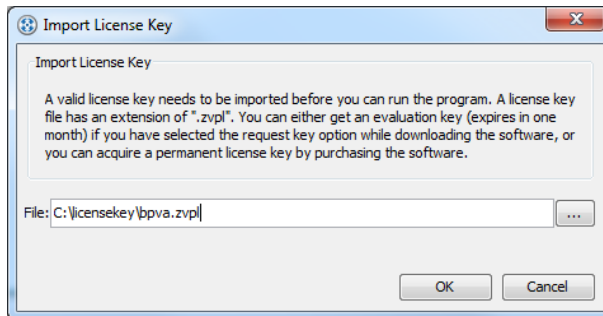
You can start BP-VA by selecting **Start Menu > Visual Paradigm > BP-VA Animacian Edition**.

## Importing license key

1. After you enter BP-VA, you will be asked to provide license key in **License Key Manager**.



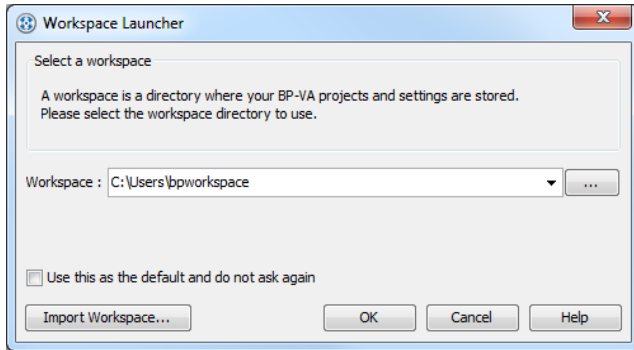
- a) If you have purchased BP-VA, you should have the permanent license key. Click **Import key** to import your permanent license key in **Key Manager**.



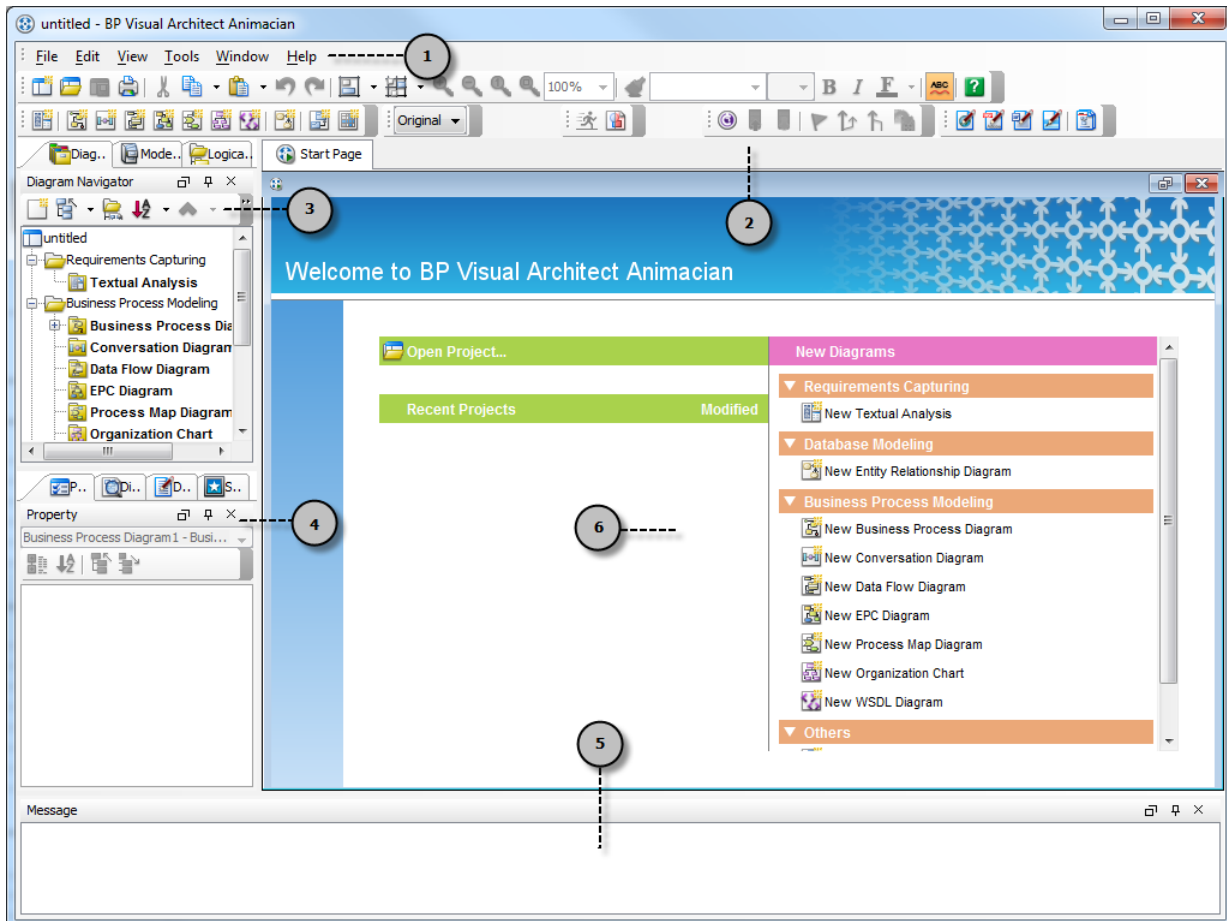
- b) For evaluation, please click either **Try without key** or **Request key**. Choosing **Try without key** provides 10 days evaluation period without input your email while choosing **Request key** lets you request for an evaluation key that allows you to evaluate 30 days. If you are our member, you will be asked to sign in after you click **Request key**. If you are not our member, you should register as a member on Internet by filling the Registration form. The key will be sent to your email account automatically after you have signed in.

## Selecting workspace

Workspace is a directory that can memorize your own setting and preferences. You will be asked to select a workspace every time you start BP-VA. If you would like to keep the application settings, always start with the same workspace. When you move to a new computer, you just need to copy the workspace, and then all settings will be kept. If you want to have a fresh working environment, start with a new workspace.



## Environment



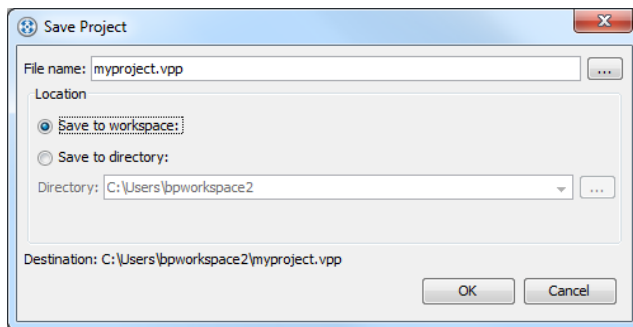
## Business Process Visual ARCHITECT Quick Start

Menu bar, Toolbar, Diagram Navigator, Property pane, Message Pane and Diagram Pane are shown on the environment of BP-VA window. The brief introduction of each function shows in the following table:

1	<b>Menu bar</b>	The menu bar at the top of the window allows you to select and perform various operations in BP-VA.
2	<b>Toolbar</b>	Toolbar, which is below the menu bar, is the extension of menu. All buttons are presented as groups of icons that handily placed for users.
3	<b>Diagram Navigator</b>	A place where diagrams are listed, and where you can create and access diagrams base on their types.
4	<b>Properties Pane</b>	The properties of chosen model/ shapes will be shown on properties pane upon selection.
5	<b>Message Pane</b>	Possible information or warnings will be shown here.
6	<b>Diagram Pane</b>	The diagram will be displayed in diagram pane.

### Saving and opening projects

To save your work, select either **File > Save Project** or **File Save Project as...** When you perform saving the first time, you can select to save the project in workspace, or to another directory you preferred.



To open an existing project, select **File > Open Project...** from the main menu and select the project to open.

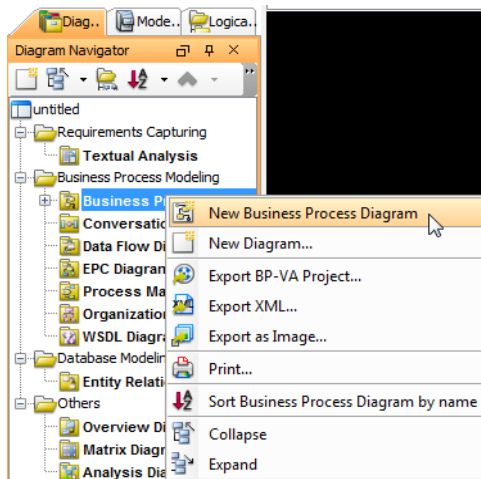
## Diagramming

After you are familiar with the environment of BP-VA, you should get to know how to create a diagram. This chapter is going to teach you not only how to create diagrams, but also how to create and connect diagram elements (shapes), documents their details, how to format them and a general description on the nickname and layers feature.

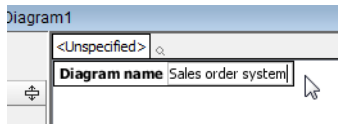
### Creating diagram

To create a diagram, say a business process diagram:

1. Right click **Business Process Diagram** in **Diagram Navigator** and select **New Business Process Diagram**.



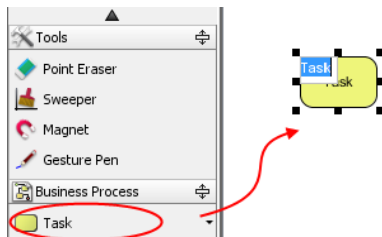
2. Enter the name for the new diagram as *Sales order system* after creating it.



### Creating shapes

To create a shape, select the type of shape from the diagram toolbar, click on diagram and start dragging it to create with a preferred size. Taking creating a task as an example:

1. Select **Task** from the diagram toolbar, press on the diagram and then start dragging. Release the mouse to confirm creation.



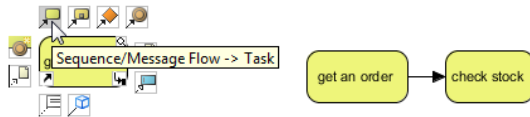
## Business Process Visual ARCHITECT Quick Start

2. Enter the name for the task as *get an order* and press **Enter** to confirm the name.



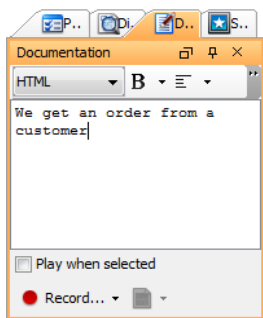
## Connecting shapes

Two shapes can be connected by making use of the resource icons surrounding a shape. Let say if we want to associate a task with another task, move the mouse pointer towards the task, press on its **Sequence/Message Flow - > Task** resource icon and drag it to another task, finally release the mouse button.

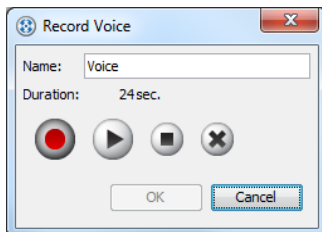


## Documenting model element

You can type in the textual description to your shape by opening the **Documentation Pane** at the bottom left of screen and typing in the space provided.



In addition to text description, you can describe by voice through recording. Click the **Record** button at the bottom of **Documentation Pane**. In the **Record Voice** dialog box, start recording by clicking the red circle button and stop recording by clicking **Stop** button. To save your recording, click **OK**.

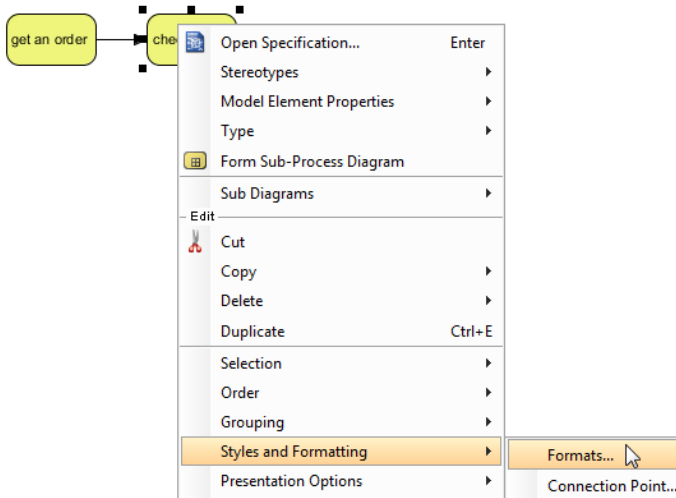


Note	Make sure your recording device is available in order to apply this feature.
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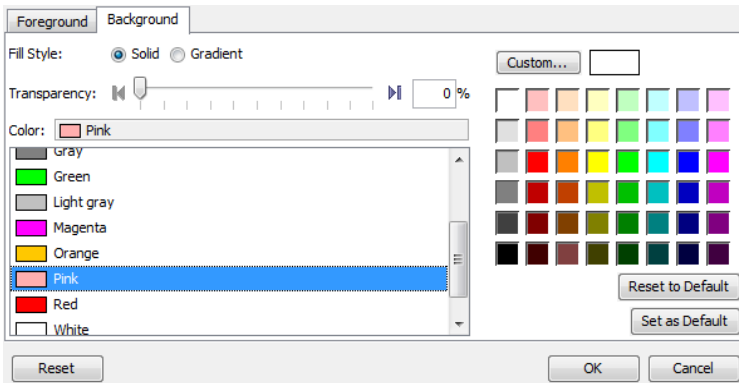
## Formatting shapes

You can format a shape with your preference by right clicking on it, selecting **Styles and Formatting** and then **Formats...** from the popup menu. Taking changing the task's background color as an example:

1. Right clicking on the task and select **Styles and Formatting** and then **Formats...** from the popup menu.

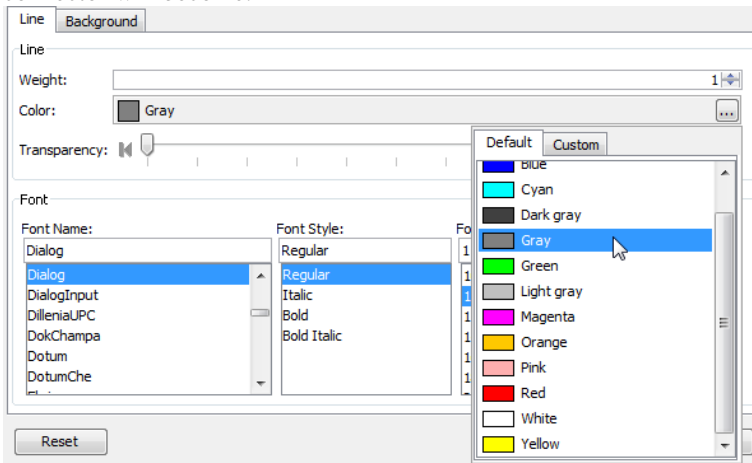


2. In the **Formats** dialog box, select a color such as *pink* in the **Background** tab and click **OK** to confirm the change, the color of task will be changed into pink.



Formatting the connector style as another example:

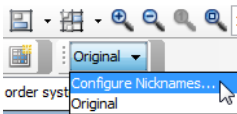
1. Right click a connector and select **Styles and Formatting** and then **Formats...** from the popup menu.
2. In the **Formats** dialog box, select *gray* as line color and click **OK** to confirm. As a side note, the option **Weight** is used to alter the thickness of the connector. The higher the value in **Weight**, the thicker the connector will become.



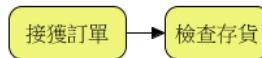
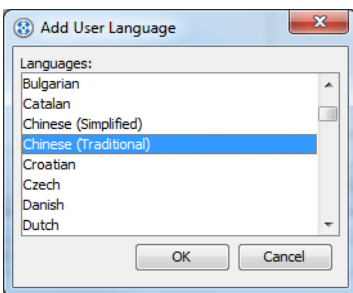
## Using nickname

Nickname is a feature which helps you to set up and manage multiple language sets of a model. The original nickname is defaulted as English. You can add a new nickname for example, Chinese:

1. Click on the dropdown menu **Original** on toolbar and choose **Configure Nickname....**



2. In the **Configure Nickname** dialog box, click **Add User Language** and select **Chinese (Traditional)** in the **Add User Language** dialog box and then click **OK**. Finally, click **OK** to go back to the diagram and start working with the Chinese version of model.



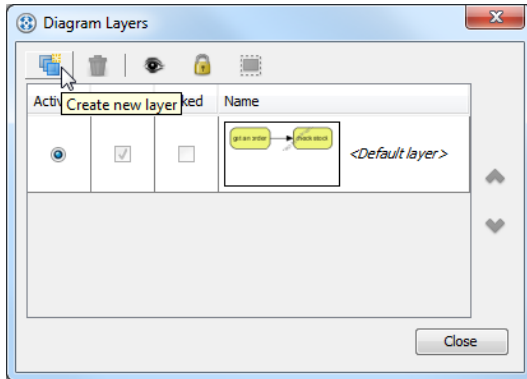
Note	This feature is only available for Analyst Edition or above.
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Note	To change the nickname back to English, choose the option <b>Original</b> in the dropdown menu of nickname.
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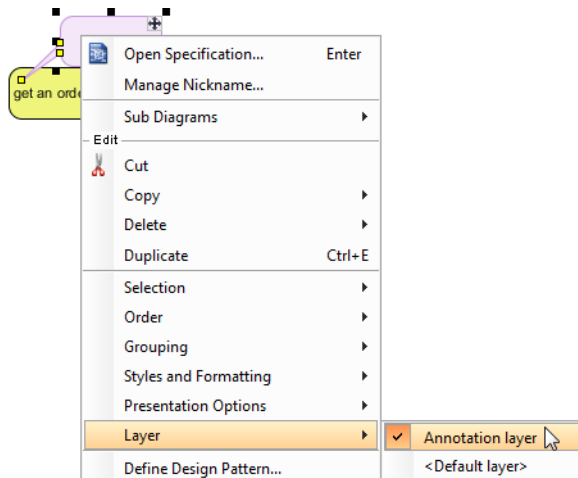
## Layer

Layer is a feature that lets you divide shapes on a diagram into logical groups, and perform various actions including changing their visibility, and disabling the editing on them.

You can create a new layer by selecting **View > Layers...** from the main menu. In the **Diagram Layers** dialog box, click on the **Create new layer** button. Name the new layer as *Annotation Layer* and then click **Close** to confirm the change.



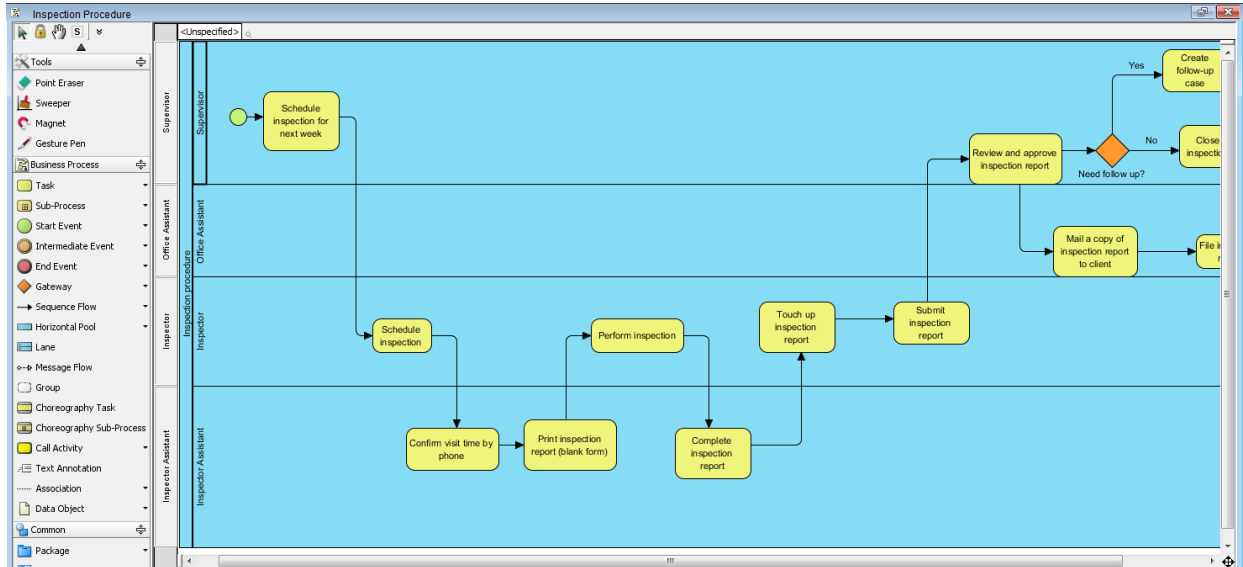
A shape can be moved to another layer by right clicking on it and selecting the layer to be moved to. For example, a callout can be moved from the current layer to a new layer specialized for annotation by right clicking on the callout shape and selecting **Annotation Layer**.



Visibility and accessibility of a layer, or we say the shapes on a layer, can be controlled by opening the **Diagram Layers** dialog box, and checking/un-checking the **Visible** or **Locked** columns of the corresponding layer. Note that a locked layer will result in making shapes on that layer not selectable or movable.

## Split diagram view

BP-VA can split diagram vertically or horizontally for viewing different parts of a huge and complicated diagram effectively instead of scrolling back and forth.

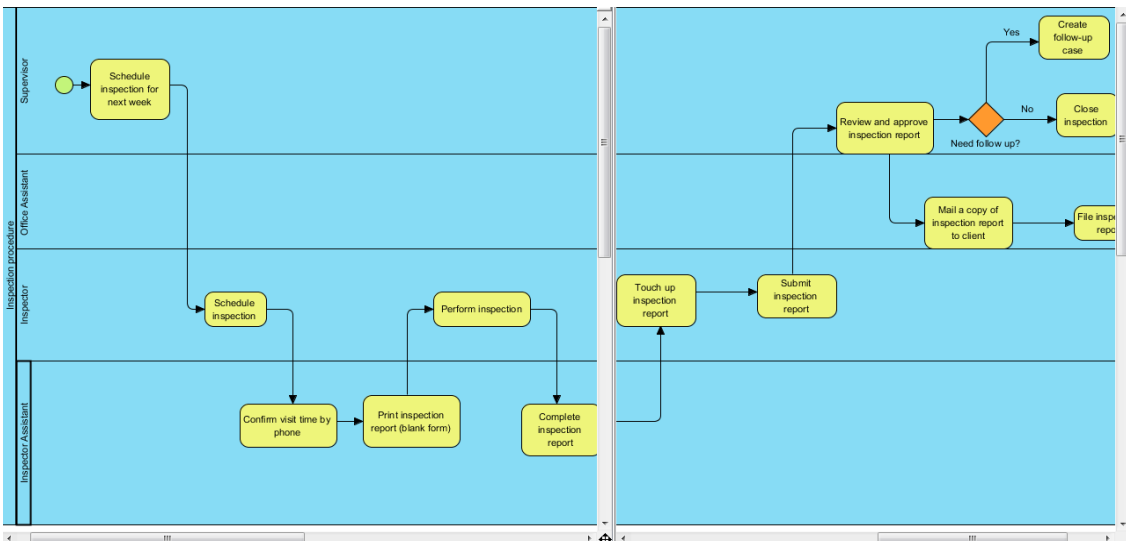


Demonstrating the steps of splitting diagram view as follows:

1. Press the left bottom corner of the diagram and drag it to split the view into two.



2. Release the mouse to confirm the size of views.

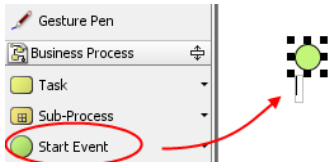


## Business process modeling

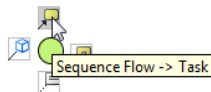
### Drawing business process diagram

A business process diagram is mainly formed by activities like tasks and sub-processes. Each of them represents work that an organization performs in a process. The following business process diagram illustrates how to place an order in a restaurant:

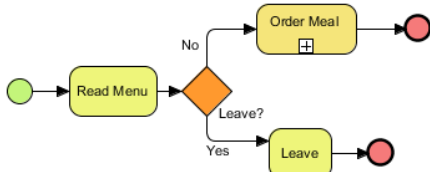
1. Select **Start Event** from the diagram toolbar and click it on the diagram pane.



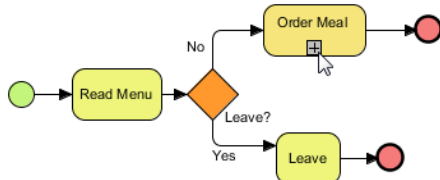
2. Press on the resource icon **Sequence Flow -> Task** of start event and drag it into the location you prefer to create a task flow from the start event. Name the task as *Read Menu*.



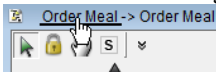
3. Press on the resource icon **Sequence/Message Flow -> Gateway** of task and drag it to the preferred place to create a gateway. Name the gateway as *Leave?*.
4. Press on the resource icon **Sequence/Message Flow -> Sub-process** of gateway to create a sub-process. Name the sub-process as *Order Meal*. Double click the line linking to *Order Meal* and name it as *No*. Press on the resource icon **Sequence/Message Flow -> Task** of gateway to create another task and name it as *Leave*. Double click the line linking to *Leave* and name it as *Yes*.
5. To create an end event, just press the generic resource and drag it to the desired place. Select **End Event** on the pop-up menu.



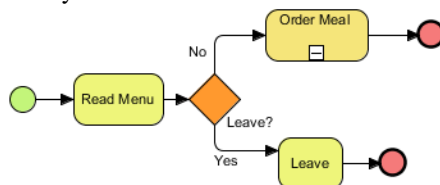
6. The sub-process of *Order Meal* can be specified by clicking the plus button in *Order Meal*.



7. A new business process diagram will then pop out. You can model the detail of sub-process in this diagram. When you want to return to the previous diagram, click Order Meal at the top left corner after you have finished editing the sub-process of *Order Meal*.



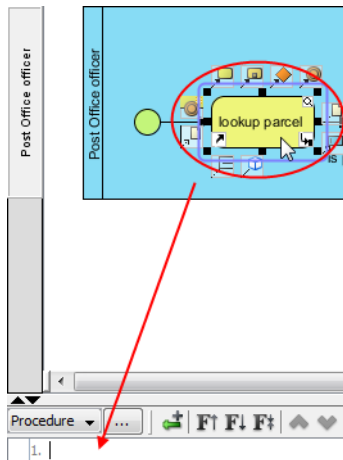
8. The symbol on *Order Meal* will eventually become minus instead of plus as the figure shown below:



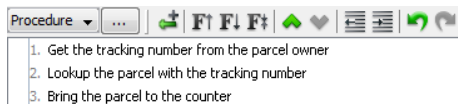
## Writing operation procedure

The necessary procedure for a task can be specified by filling in the operation procedure. Taking the example of *Lookup parcel* to illustrate the procedure for looking up parcel:

1. Create a task *lookup parcel* and click on it to make the procedure editor revealed at the bottom of diagram. If it is not revealed, right click on the background of diagram and select **Show Procedure Editor** in the pop-up menu.



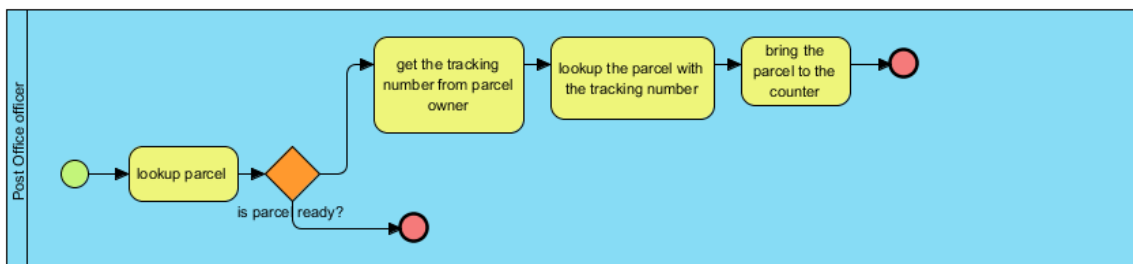
2. Enter *Get the tracking number from the parcel owner* as the first step in the first row. Press **Enter** to move to the next step. Enter *Lookup the parcel with the tracking number* and *Bring the parcel to the counter* as the second step and the third step respectively.



## Animating business process

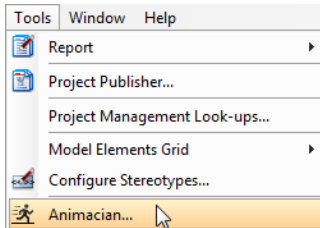
Animacian helps you to make a process design active by presenting the flow in animating form. This can also make your design more attractive and can help demonstrating your work to clients accurately.

1. Draw a business process diagram like this:

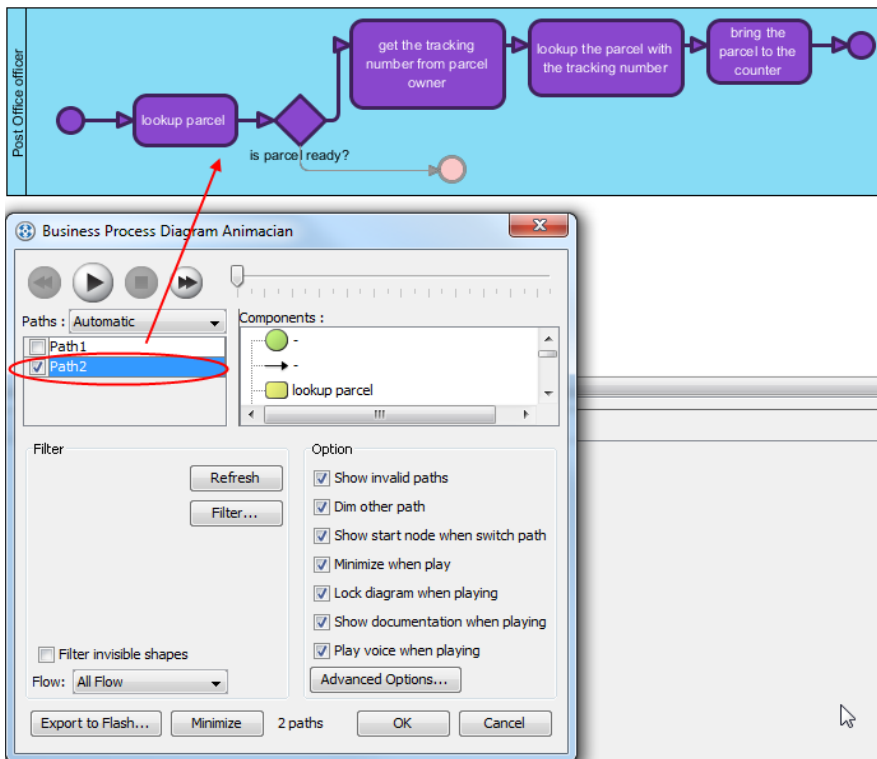


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2. Select **Tools> Animacion...** from the main menu or press the **Animacion** button on the toolbar directly to launch an animation.



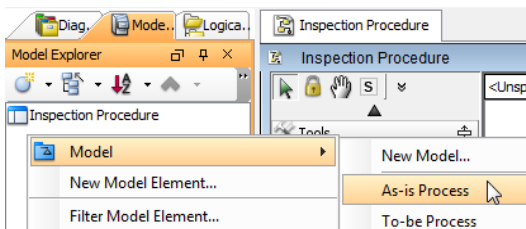
3. Select the path to be executed in the pop-up **Business Process Diagram Animacion** dialog box and then click **Play**.



## Constructing as-is and to-be processes

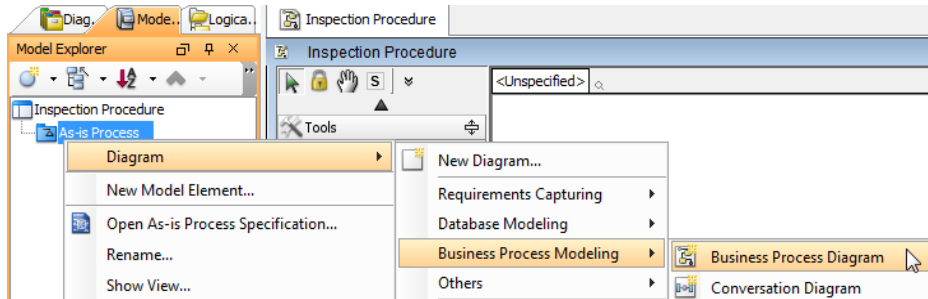
The current business process can be modeled, and then be transcribed into a to-be adopted process by making use of model transitor. Furthermore, the changes that have been made can be traced with visual diff.

1. To construct an as-is process, right click the project root node **Inspection Procedure** in **Model Explorer** and select **Model> As- is Process**.

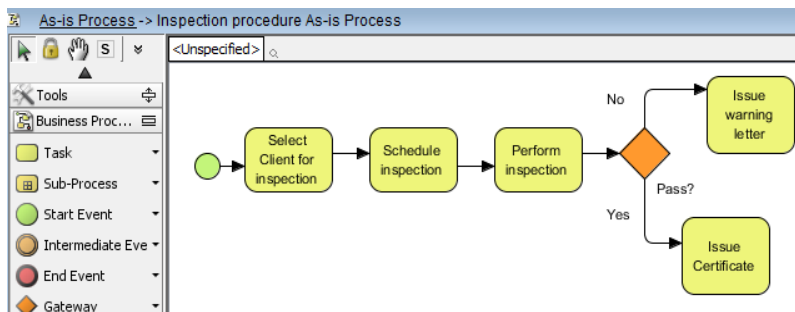


## Business Process Visual ARCHITECT Quick Start

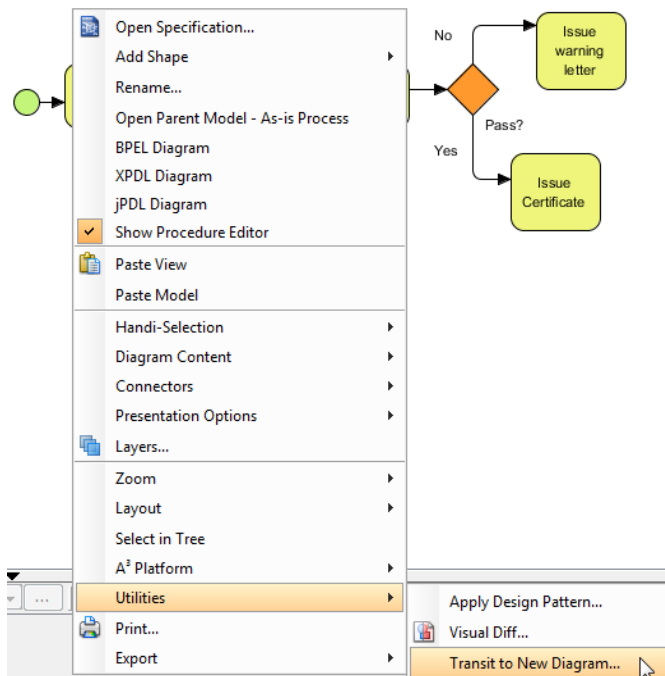
- To create a new business process diagram based on as-is process, right click **As-is-Process** and select **Diagram> Business Process Modeling> Business Process Diagram**.



- Name the diagram as *Inspection procedure As-is Process* and develop a inspection procedure diagram:

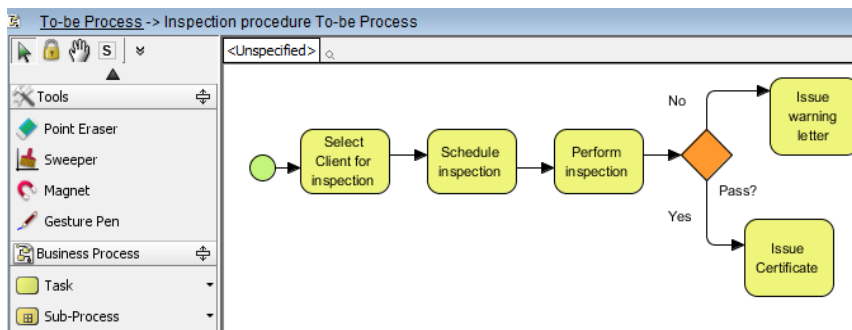
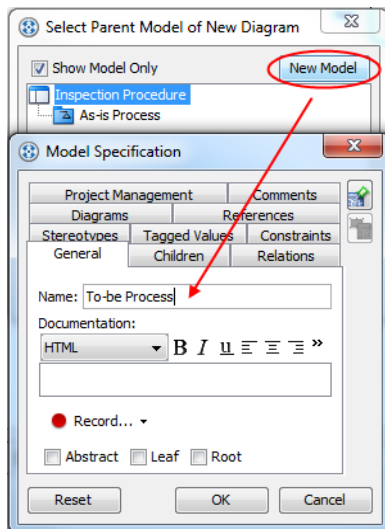


- Right click on the diagram and select **Utilities> Transit to New Diagram...** to transit it into to-be process.

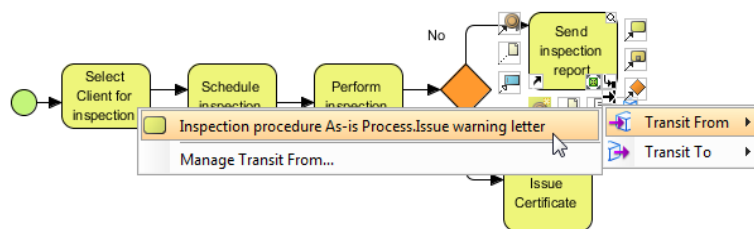


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5. Click **New Model** in **Select Parent Model of New Diagram** dialog box and type the name as *To-be Process* in the pop-up **Model Specification** dialog box. Finally, click **OK** in both dialog boxes to confirm.

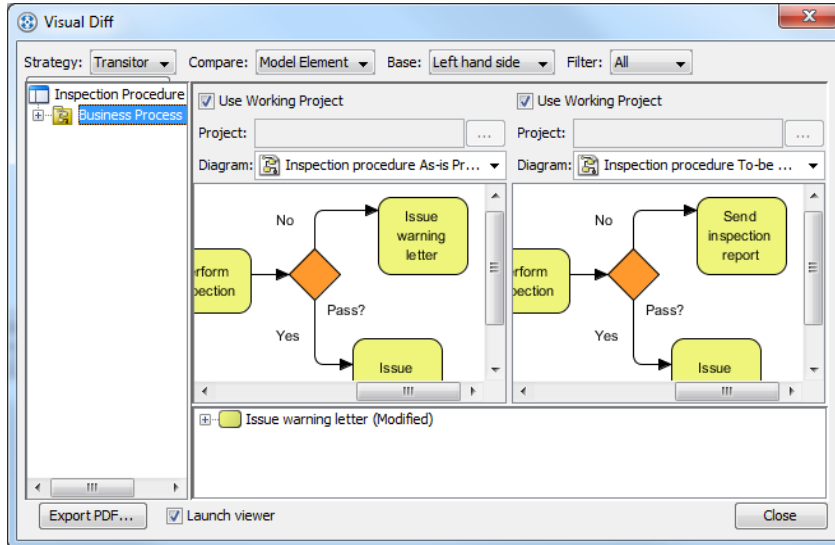


6. In the to-be process diagram, rename the task of *Issue warning letter* to *Send inspection report*. Make use of resource centric interface to jump back to as-is process to review the change.



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7. The visual diff tool helps you to review the changes between models. Select **Tools> Visual Diff...** from the main menu to start visual diff.
8. Select **Transitor** in Strategy and **Model Element** in Compare respectively in the pop-up **Visual Diff** dialog box. Check **Use Working Project** and select **To-be-process** in **Diagram** on the left dropdown menu. The modified model element has been revealed at the bottom of the dialog box.

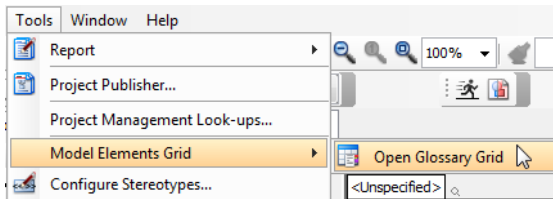


## General business modeling

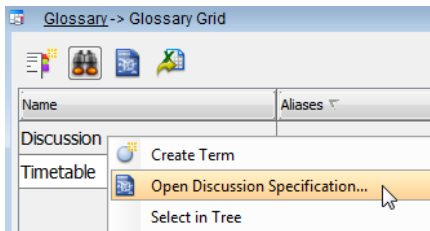
### Working with glossary

Glossary is a useful tool to help you manage domain-specific terminologies, and clarify them by defining aliases and entering documentation.

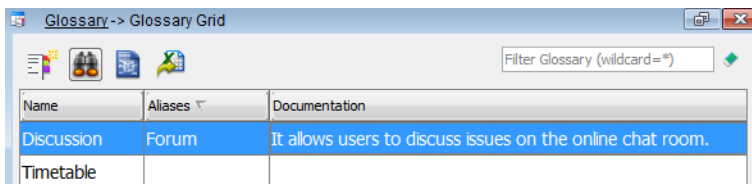
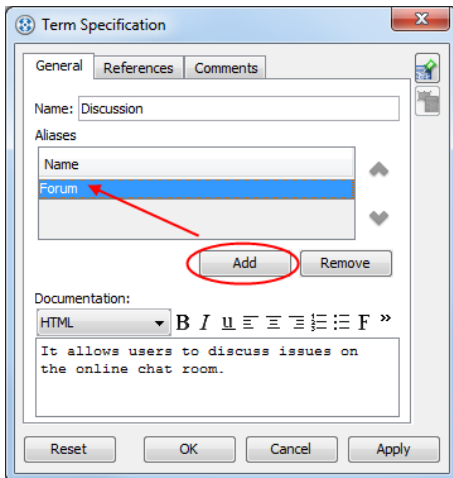
1. To start the glossary, select **Tools> Model Elements Grid> Open Glossary Grid** from the main menu.



2. To create a term, click the **Create Term (Insert)** button at the top of **Glossary Grid**. Right click the newly created term and select **Open Discussion Specification...** to open the **Term Specification**.



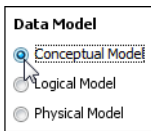
3. Click **Add** to insert an alias for the term. A brief description of the term can be typed in **Documentation**.



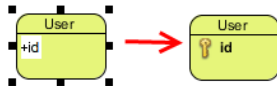
## Data modeling (ERD)

Entity relationship diagram (ERD) can be used to demonstrate the conceptual, logical and physical data structure of a database. Let see how to develop a conceptual model.

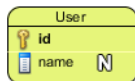
1. Right click **Entity Relationship Diagram** from the **Diagram Navigator** and select **New Diagram** to create an Entity Relationship Diagram (ERD). Select **Conceptual Model** which is on the top right corner of the diagram pane when the new ERD is opened.



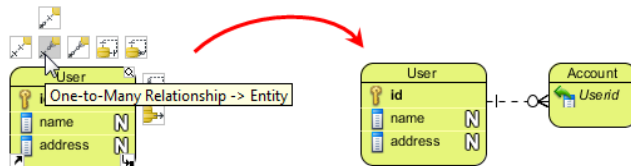
2. Select **Entity** on the diagram toolbar and drag it to the diagram. Name it as *User*. A primary key can be created by right clicking the entity and select **New column** and filling in the name by putting a plus sign in front of the new column's name, such as *+id*. Press **Enter** to confirm. The primary key is subsequently shown as the figure below.



3. Insert a new column without a primary key, just type the name as name in the newly created column.



4. Create another entity by pressing the resource icon **One-to-Many Relationship -> Entity** and name it as *Account*. Two entities should be linked simultaneously.

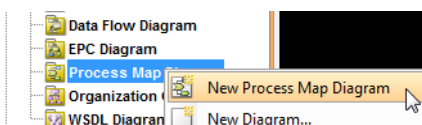


## Drawing process map

Process Map Diagram is supported as one of the business process modeling diagrams in BP-VA. It helps to draw a simple picture of processes in approaching a business goal and further helps to analyze the business process.

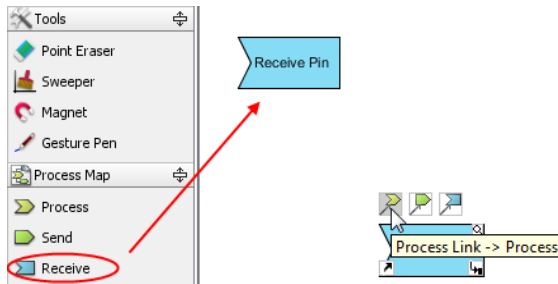
Taking Submit Assignment Online as an example:

1. A new process map diagram can be created by right clicking **Process Map Diagram** on **Diagram Navigator** and then selecting **New Process Map Diagram** from the pop-up menu. Enter the name for the new diagram when it is created.

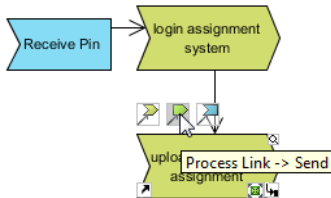


## Business Process Visual ARCHITECT Quick Start

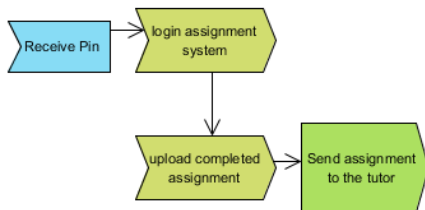
2. Press on **Receive** from the diagram toolbar and drag it on the diagram. Name the newly created receive element as *Receive Pin*. Move the mouse pointer on the receive element and press the resource icon **Process Link -> Process** to create a process.



3. Name the newly created process as *login assignment system*. Repeat the previous step to create another process *upload completed assignment*.



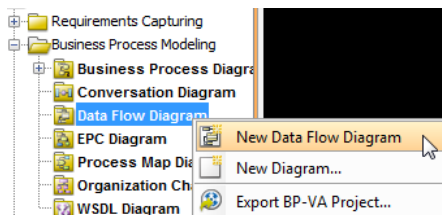
4. To terminate the process, move the mouse pointer on the process itself and press resource icon **Process Link -> Send**. Name the newly created send as *Send assignment to the tutor*.



## Drawing data flow diagram

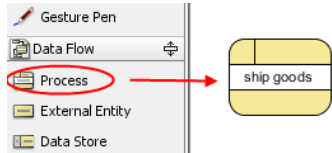
There are three main elements in a data flow diagram: process, data store and external entity. A process manipulates the input data while a data store indicates the location where data is stored. An external entity does either provide data/ information to the system or receive data/ information from it. In short, a data flow represents the data/ information flowing to or from a process.

A new data flow diagram can be created by right clicking **Data Flow Diagram** on **Diagram Navigator** and then selecting **New Data Flow Diagram** from the pop-up menu. Enter the name for newly created diagram.

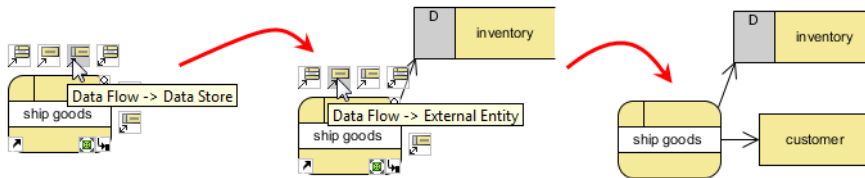


Taking Consignment as an example:

1. Press on **Process** from the diagram toolbar and drag it on the diagram pane. Name the newly created process as *ship goods*.

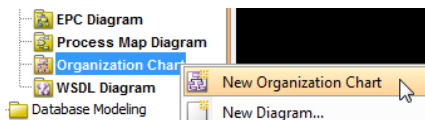


2. To create a data store, move mouse pointer on the ship goods process and press resource icon **Data Flow -> Data Store**. Name the newly created data store as *inventory*. Move mouse pointer on the ship goods process again and press resource icon **Data Flow -> External Entity** to create an external entity. Finally, name it as *customer*.



## Drawing organization chart

Organization chart shows the structure of an organization. It is usually drawn and read from the top to the bottom. Select **Organization Chart> New Organization Chart** from the **Diagram Navigator**. A new unit will reveal automatically. Enter the name for new diagram and name the newly created unit.



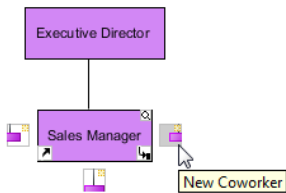
The structure of *ABC Company* is used as an example in the following steps. The top node is the *Executive Director* as the first level management, the second level managements includes *Sales Manager* and *Marketing Manager* and the third one is *Salesperson* and *Marketing staff*. The lines in organization chart show the relationships between staffs.

1. Name the newly created unit as *Executive Director*. Move mouse pointer on the *Executive Director* unit and press its resource icon **New Subordinate**.

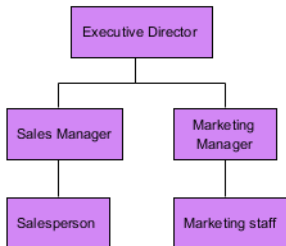


## Business Process Visual ARCHITECT Quick Start

2. Name the newly created subordinate as *Sales Manager*. To create a new coworker of *Sales Manager*, move mouse pointer on *Sales Manager* unit and press its resource icon **New Coworker**. New the new created coworker as *Marketing Manager*.



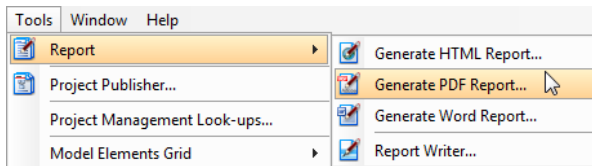
3. Finally, create a subordinate for both *Sales Manager* and **Marketing Manager** as *Salesperson* and *Marketing staff* respectively.



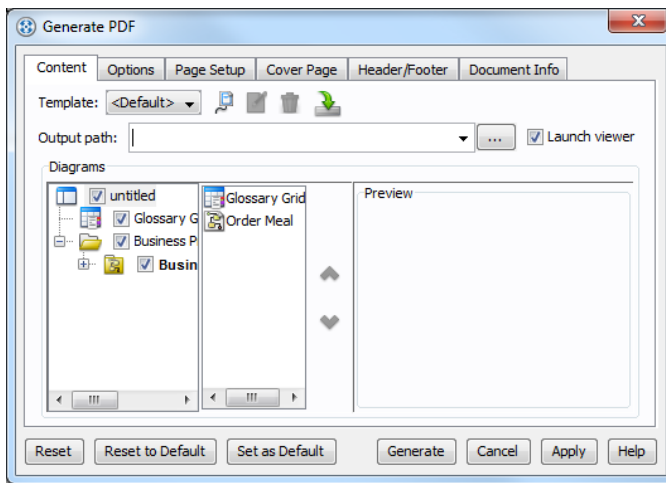
## Report Generation

### Generating report

You can generate a report in form of HTML, PDF or Word from your project by clicking **Tools** and selecting **Generate HTML/PDF/Word Report....** For example, select **Generate PDF Report...** if you would like to generate a PDF report.



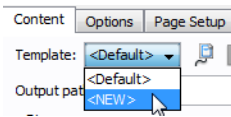
When the **Generate PDF** dialog box pops out, select the diagram(s) to be included in report. Fill in **Output Path** and click **Generate** to proceed with generation.



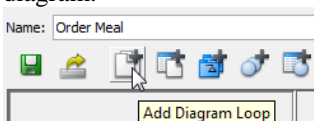
### Customizing report template

You may customize the output by designing your own template instead of generating report with the built-in template.

1. In the **Generate PDF/ HTML/ Word** dialog box, select **New** in the **Template** drop down menu.

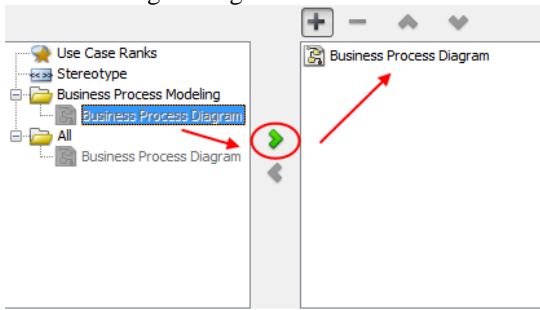


2. **Report Template** dialog box will subsequently pop out, type the name for your report template and start the editing. For example, click **Add Diagram Loop** below the name to create a loop of specific type(s) of diagram.

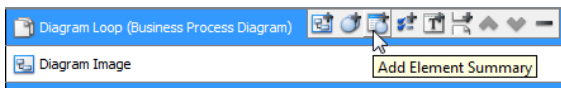


## Business Process Visual ARCHITECT Quick Start

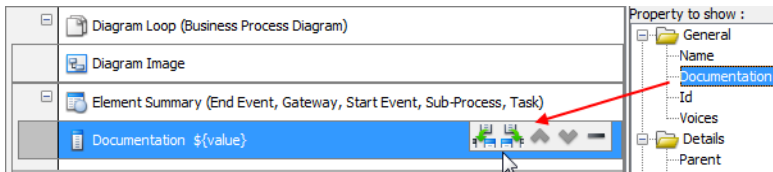
3. A tree will be revealed on the right hand side of the **Report Template**, select **Business Process Diagram** and click the green right arrow to insert it into the loop.



4. Click **Add Diagram Image** icon on the left hand side of the **Report Template**, click the **Add Element Summary** on **Diagram Loop (Business Process Diagram)** icon to insert the summary table of the diagram.



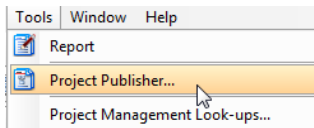
5. Select the elements which you prefer to be included from the right hand side and press the right arrow to insert it to the included element list.
6. Click the **Add Property Column** button from **Element Summary** to insert a property. Select **Documentation** from the right hand side and **Documentation \${value}** will automatically reveal on the left hand side. Click the **Add Property Column Below** icon on **Documentation \${value}**.



7. Select other desired elements on the right hand side respectively following the steps mentioned above.
8. After you have finished defining the template, click the **Save** button. You can then return to the **Report Generation** dialog box and select the template to generate report.

## Publishing report to website

1. You can publish your report to the website by selecting **Tools > Project Publisher...** from the main menu.



2. Enter the output path in the **Project Publisher** dialog box and click **OK** to publish.
3. It publishes the project and opens the published content in web browser. You should see three tabs: Diagram Navigator, Model Explorer and Logical View on the left and your diagram on the right. Click the diagram on the left, it will be shown on the right screen.

A screenshot of a web browser displaying the published content. The browser address bar shows 'file:///C:/Users/bpworkspace5/index.html'. The page title is 'order meal Documentation'. The main content area is titled 'Business Process Diagram - Order Meal'. It features a flowchart with a start event (green circle), a task 'Read Menu', a decision diamond 'Leave?', and two paths: 'No' leading to a sub-process 'Order Meal' and 'Yes' leading to a task 'Leave'. Both paths end with an end event (red circle). Below the diagram is a 'Model Elements' table.

Name	Documentation
● N/A : End Event	
● N/A : End Event	
◆ Leave? : Data-Based Exclusive Decision/Merge (XOR)	
● N/A : Start Event	
▣ Order Meal : Sub-Process	
▭ Read Menu : Task	
▭ Leave : Task	





- You can click on a shape, for example a task, on an image to enter its detail page, for reading its properties.

### Task - Read Menu



#### Properties

Name	Value
Start Quantity	1
Completion Quantity	1
Suppress Join Failure	false
Enable Instance Compensation	false
Process Type	None
Status	None
Procedures Editor Font Size	0
Id	3
Author	
Create Date Time	Jan 22, 2010 4:19:28 PM
Last Modified	Jan 22, 2010 4:28:10 PM
Compensation	false

#### Relationships Summary

Name	Begin	End
→ : Sequence Flow	 Read Menu : Task	 Leave? : Gateway
→ : Sequence Flow	 : Start Event	 Read Menu : Task

#### Relationships Detail

Name	Value
Type	Sequence Flow
From	 Read Menu : Task
To	 Leave? : Gateway

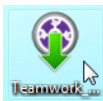
## Teamwork collaboration

Your team can work together on the same project effectively through the teamwork collaboration feature. BP-VA supports the integration with version control systems such as SVN, CVS, Perforce and Teamwork Server. In this section, we will cover basic setup of Teamwork Server, where SVN, CVS and Perforce users can skip, and basic teamwork operations with Teamwork Server. The techniques to be taught can be applied to the integration with SVN, CVS and Perforce, too.

Note	Teamwork Server is only available for Modeler Edition or above. SVN, CVS and Perforce integration are only available for Analyst Edition or above.
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## Installing and administrating teamwork server

1. Download Teamwork Server at:  
<http://www.visual-paradigm.com/download/vpts.jsp>
2. Check your Email account for the evaluation key of Teamwork Server. Save the key to your computer.
3. Execute the **Teamwork Server installer**.



4. Click **Next** in welcome page.
5. In the **License Agreement** page, read through the agreement, select **I accept the agreement** if you agree with the terms. Click **Next** to proceed.
6. Select a destination to install Teamwork Server. Click **Next** to proceed.
7. Enter the name of **Start Menu** folder and click **Next** to proceed.
8. In the **Windows Services** page, select whether or not to install Teamwork Server as service and click **Next** to proceed.
9. In the **Installation Type** page, keep the option Server and Admin selected and click **Next** to proceed.
10. In the **Server Configuration** page, scroll down to the part of **License**. Import the key you saved in step 2. Click **Next** to starting copying files.
11. Instead of finishing here, we also need to perform administration tasks like to create users and projects. Click **Start Server** in the final page, and click **Start Admin** with browser.
12. You should see the admin page being opened in web browser. Enter Admin for both name and password and click **Login** to login.

The image shows a screenshot of the Teamwork Server Administration login page. The page has a purple header with the text "Teamwork Server Administration" and "Authentication Required". Below the header, there is a light blue box containing a "Username" field with the value "Admin", a "Password" field with masked characters "\*\*\*\*\*", and a "Login" button.

13. Click on **Add User**.

14. In the **Add User** page, enter peter as name and password, click **Add User**.

**Add User**

Please enter user information and set permissions.

Username: \*

Password: \*

Confirm Password: \*

**PERMISSIONS**

<input type="checkbox"/> Create Project	<input type="checkbox"/> Create User
<input type="checkbox"/> Update Project	<input type="checkbox"/> Update User
<input type="checkbox"/> Delete Project	<input type="checkbox"/> Delete User

15. Click **Add User** again, enter john as name and password. Click **Add User**.
16. Open the **Projects** tab.
17. Click **Add Project**.
18. In the **Add Project** page, enter *My Project* as project name. At the **Project Users** section at the bottom of page, select *john* and *peter*, and click **Add as Read and Update**.

**Add Project**

Please specify project information and assign users to the project.

Project Name: \*

Relative Project Directory: \*

Description:

Project File:  Create new project  Import existing project

**PROJECT USERS**

Available Users:		Added Users:	
Username		Username	Permission
	<input type="button" value="Add as Read Only"/>	john	Read and Update
	<input type="button" value="Add as Read and Update"/>	peter	Read and Update
	<input type="button" value="Remove"/>		

19. Click **Add Project**.

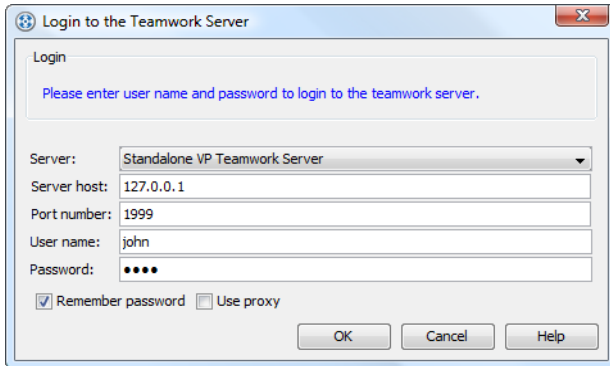
## Login to server

You can start working by logging into the **Teamwork Client** in BP-VA, manage, checkout and open the project. Manage project is to tell the client products that you are involved in a particular project.

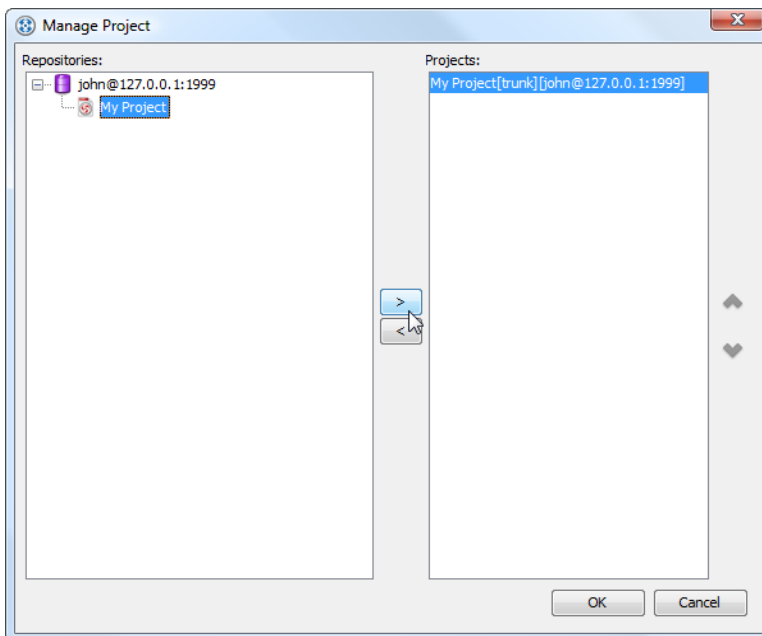
1. In BP-VA, select **Tools > Teamwork > Open Teamwork Client...** from the main menu.

## Business Process Visual ARCHITECT Quick Start

2. In the **Login** dialog box, enter *127.0.0.1* as server host, *john* as name and password (follow that defined in the last section). Click **OK**.



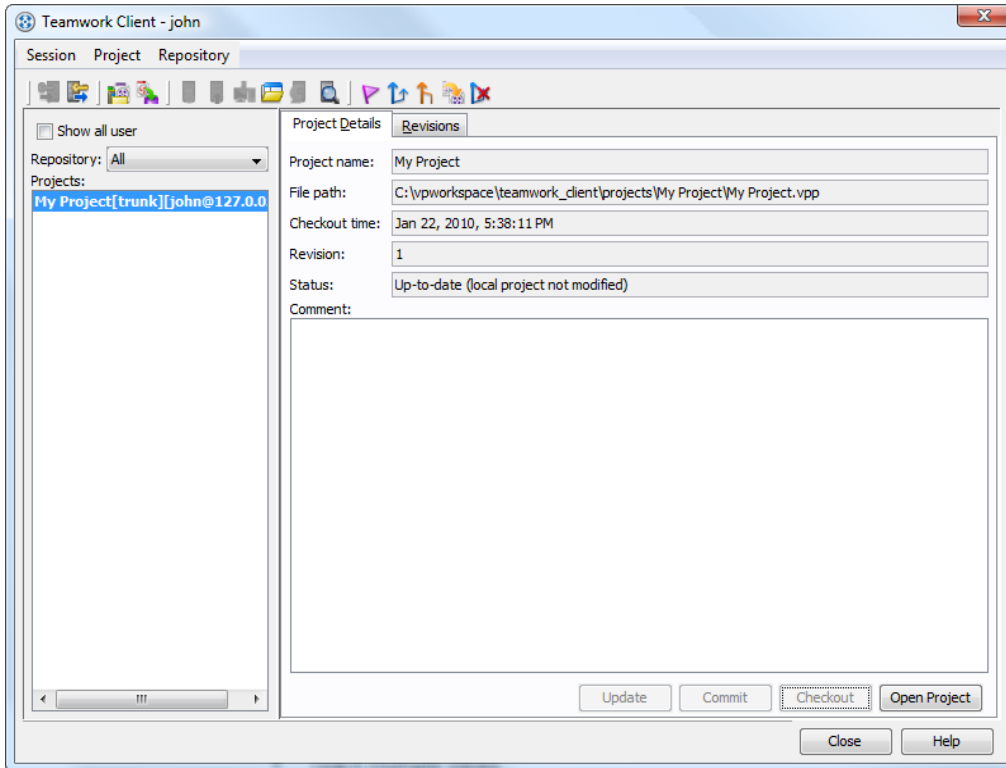
3. In the **Manage Project** dialog box, select **My Project** and click **>** to manage it. Click **OK** to proceed.



## Checkout and open project

Checkout project is to download a managed project from server to your computer. Open project is to open the downloaded project in BP-VA.

1. In the **Teamwork Client** dialog box, click **Checkout** at the bottom right corner of dialog box.

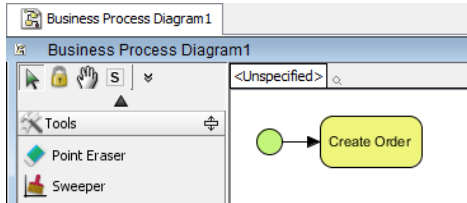


2. Click **Open Project**.

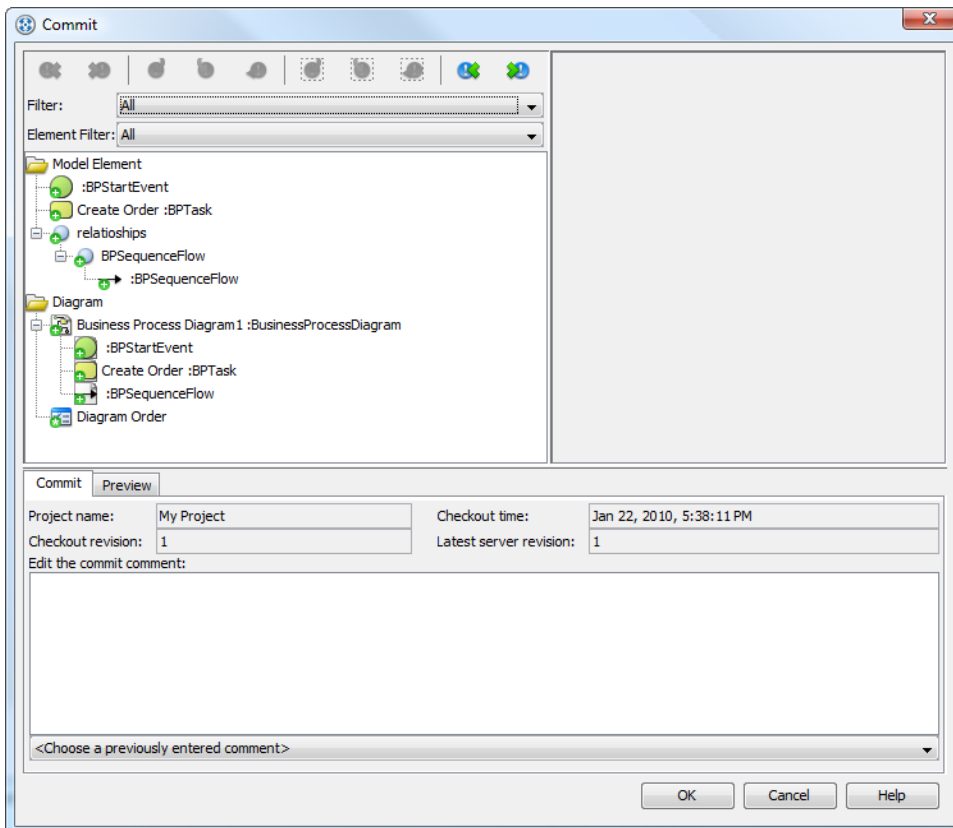
## Commit

Commit refers to the process of uploading local modifications to server.

Create a simple business process diagram as shown below:



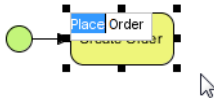
1. Select **Tools > Teamwork > Commit...** from the main menu to commit your changes to server.
2. The **Commit** dialog box displays the changes to be committed to server. Click **Next** to proceed.



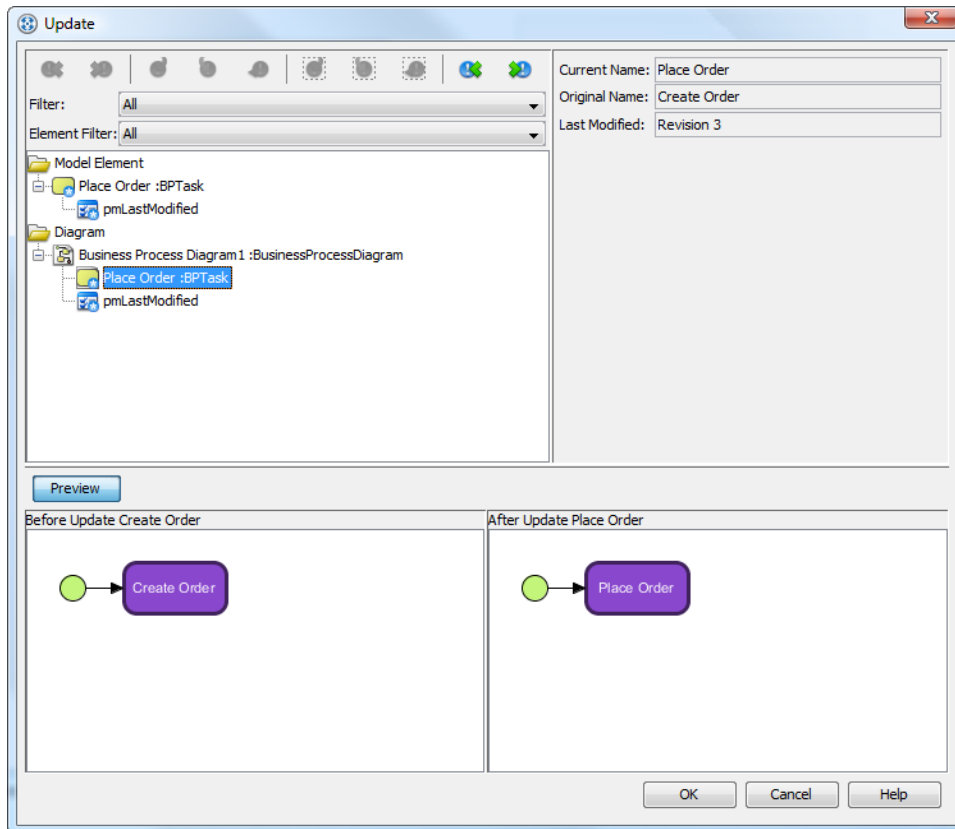
## Update

Update refers to the process of getting or downloading changes others have committed to server.

1. Ask another team member to start BP-VA in his/her computer.
2. Follow the steps as listed in the **Login to server** section to login to server as user *peter*.
3. Checkout and open project *My Project*.
4. Open the business process diagram, and rename the task.



5. Follow the steps as described in the **Commit** section to commit the change to server.
6. Now, go back to *john's* environment.
7. The **Update** dialog box displays the changes to be updated from server. Select **Diagram > Business Process Diagram1: BusinessProcessDiagram > Place Order : BPTask**. Click **Preview**. This is to foresee the changes before actually updating it. In case the change is not desired, you may click **Cancel** to abort the process. Click **OK**.



8. Check the task. Its name has been changed to *Place Order*.