

# BP-VA

# Quick Start



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

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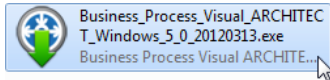
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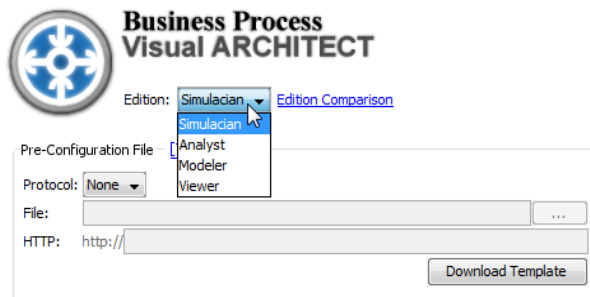
## Getting Started

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

1. Run the BP-VA installer after your download it.



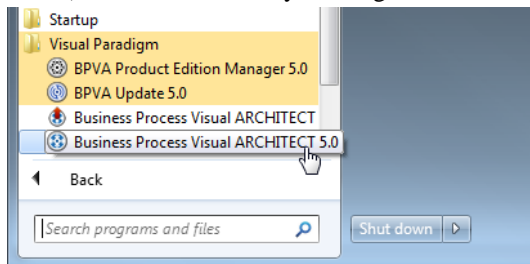
2. Click **Next** on the welcome page. This will bring you to the **License Agreement** page.
3. Read through the license agreement. **Choose I accept the agreement** after you finish reading the agreement and fully understand and accept the terms. Click **Next**.
4. Specify the directory for installing BP-VA. Click **Next** to continue.
5. Select the location for the start menu folder, under which you will find the program's shortcut. Click **Next**.
6. Decide on whether to enable your system to recognize .vpp project files and .zvpl key files. If enabled, you will be able to open the file in the appropriate application directly by double clicking it. Keep both .vpp and .zvpl associations checked and click **Next**.
7. Select the edition of BP-VA you want to install. Click **Next** to start the file copying.



8. Once the file copying is finished, you can choose to start BP-VA immediately, or just finish the installation without starting BP-VA. Choose the option **Don't Start** and click **Finish**. This will end the installation of BP-VA.

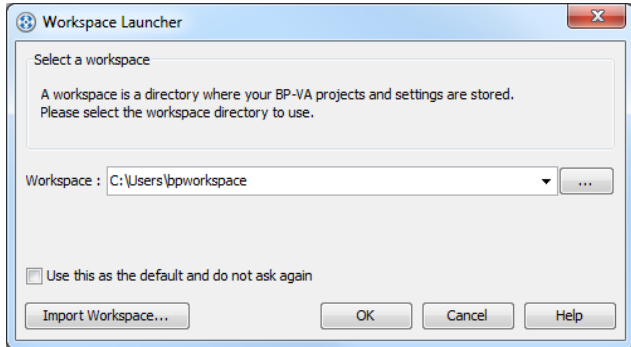
### Starting BP-VA

Start BP-VA from the shortcut in the Start menu. If you selected not to create an entry in the Start menu (during the installation), you can look under the installation folder of BP-VA (the same path specified in step 4 in the section above) and start BP-VA by running the launcher in the launcher folder.



## Selecting a Workspace

When you start BP-VA, you need to specify a folder for workspace. A workspace is a folder in which application preferences, like the look-and-feel settings, are stored.



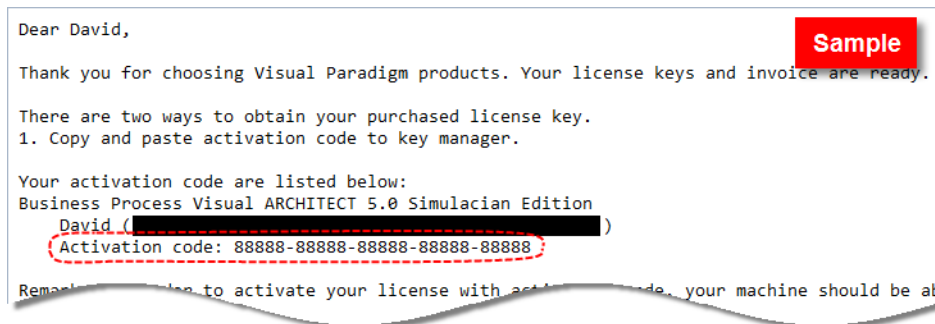
You need to select a workspace every time you start BP-VA but the workspace selected need not always be the same. If you want to keep applying the same set of preferences, always start BP-VA with the same workspace folder. If you are moving to a new machine and want to keep the application preferences, simply copy the workspace folder over and choose it as workspace when starting BP-VA on the new machine. If you want a fresh working environment, select a new folder and proceed. Now, select any folder you like and click **OK** to continue.

## Importing License Key

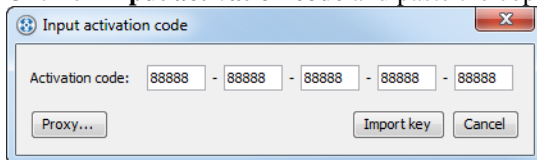
After you select a workspace, the Key Manager will open, asking you for a valid key to 'unlock' BP-VA. Depending on whether you own a purchased copy or an evaluation copy of BP-VA, you can get the key by following the steps below:

### For customers

If you purchased a copy of BP-VA, you should receive our notification (Email) with an activation code. The same activation code can also be found from the license key listed in your customer account. Copy the activation code.



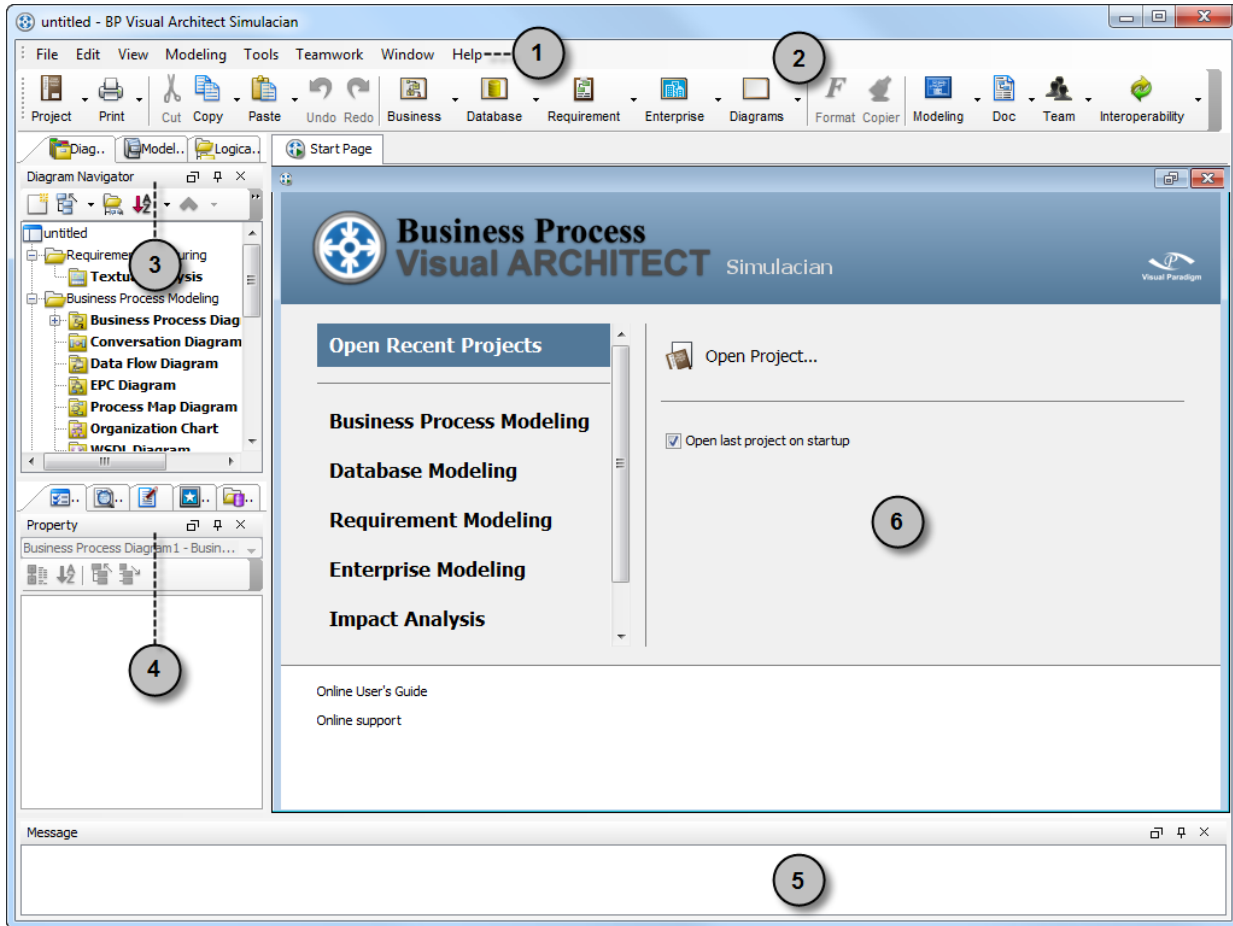
Click on **Input activation code** and paste the copied activation code in the dialog box.



### For evaluators

For evaluation copy of BP-VA, you can click either **Try without key** or **Request key**. Choosing **Try without key** enables you to evaluate BP-VA for 10 days. To evaluate for 30 days instead, choose **Request key** and sign in. If you are not our member yet, fill the Registration form to register. After you sign in and make a request, you will receive the key file via email.

## Environment

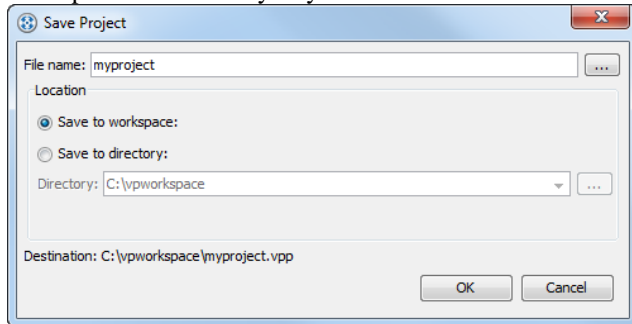


In the BP-VA environment, you will see areas such as the Menu bar, Toolbar, Diagram Navigator, Property pane, Message Pane and Diagram Pane. The following table provides more details about each function.

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>	The toolbar is below the menu bar. It is an extension of the menu bar. All buttons are presented in groups of icons which are readily accessible.
3	<b>Diagram Navigator</b>	An area in which diagrams are listed and grouped by their type. You can access existing diagrams as well as creating new ones here.
4	<b>Properties Pane</b>	An area in which properties of the shape currently selected is displayed.
5	<b>Message Pane</b>	An area displaying information or warning from the system, if any.
6	<b>Diagram Pane</b>	An area in which diagrams are displayed.

## Saving and Opening Projects

To save your work, select either **File > Save Project** or **File > Save Project as...** When you are saving a project for the first time, you will be asked to specify the location. You can save the new project either in your current workspace or a directory of your choice.



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

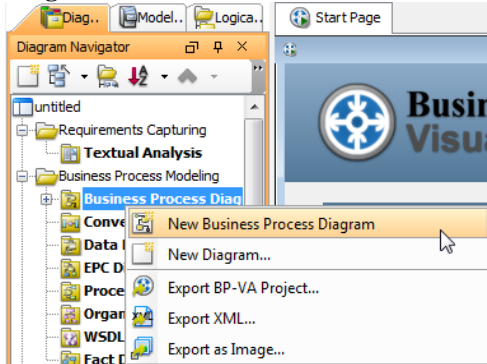
## Diagramming

After you familiarize yourself with the BP-VA environment a little bit, you are ready to learn how to create a diagram. In showing how to create diagrams, we will also talk about how to create, format, document and connect diagram elements (shapes).

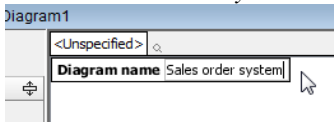
### Creating a Diagram

To create a diagram, say a business process diagram:

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



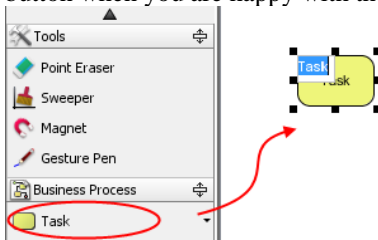
2. Name it *Sales order system*.



### Creating Shapes

To create a shape in your diagram, select the shape type you want from the Diagram Toolbar. In the diagram, click once and drag to resize the shape. Release the mouse button when you are happy with the dimensions. Let's say we want to create a task.

1. Select **Task** from the diagram toolbar. Press in the diagram and then start dragging. Release the mouse button when you are happy with the shape's size.

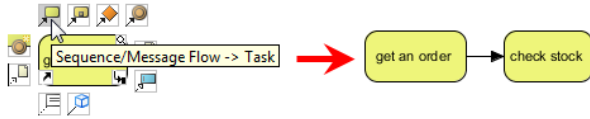


2. Name the task *get an order*. Press **Enter** to confirm the name.



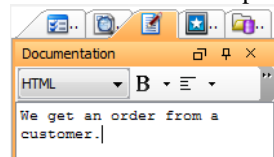
## Connecting Shapes

You can connect two shapes by making use of the resource icons surrounding a shape. Let's say we want to associate a task with another task. Place your mouse over the task. Click the **Sequence/Message Flow -> Task** resource icon around it and drag it to another task. Release the mouse button.

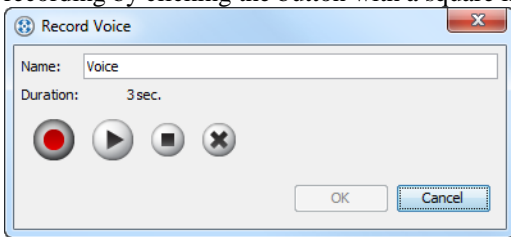


## Documenting Model Elements

You can enter a description for your shape in the **Documentation Pane** at the bottom left of the screen.



In addition to the form of text, you can also voice-record a description. Click the **Record** button at the bottom of the **Documentation Pane**. In the **Record Voice** dialog box, start recording by clicking the red circle button and stop recording by clicking the button with a square inside. To save your recording, click **OK**.

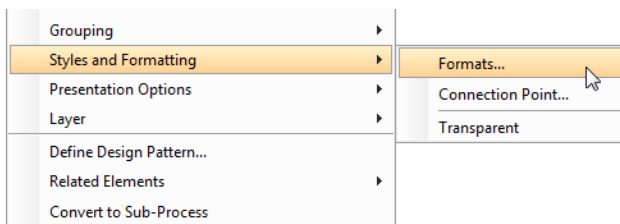


Note	Make sure your recording device is available in order to use this feature.
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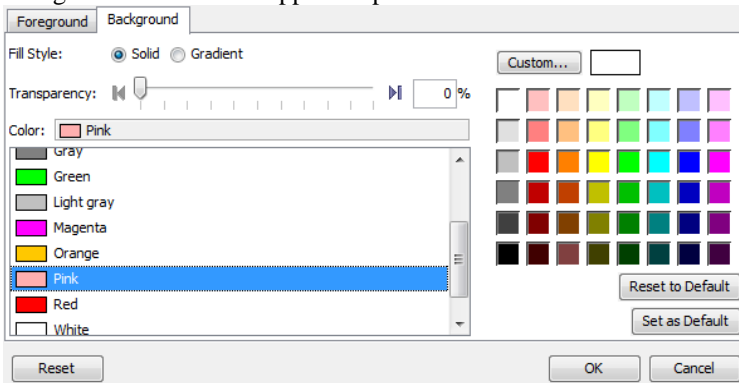
## Formatting Shapes

You can format a shape according to your preference by right clicking it to select **Styles and Formatting** and then **Formats...** from the popup menu. Let's say we want to change a task's background color.

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

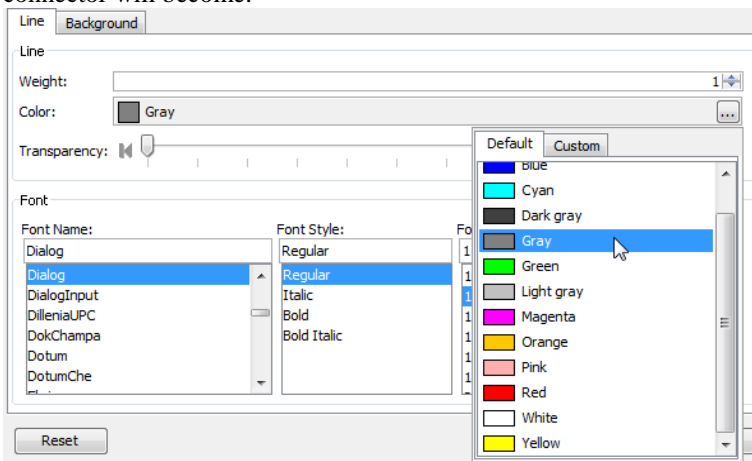


2. In the **Formats** dialog box, select a color such as *Pink* in the **Background** tab and click **OK** to confirm the change. The task should appear in pink now.



As another example, let's format a connector's style.

1. Right click a connector and select **Styles and Formatting** and then **Formats...** from the pop-up menu.
2. In the **Formats** dialog box, select *Gray* for 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.

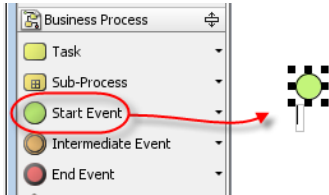


## Business Process Modeling

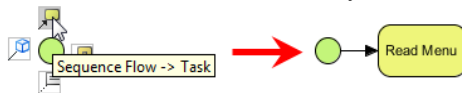
### Drawing a Business Process Diagram

Generally speaking, business process diagram is primarily made of activities such as tasks and sub-processes. They both represent work that an organization performs in a business process. As an example, we will show you how to create a business process diagram which illustrates how to place an order in a restaurant.

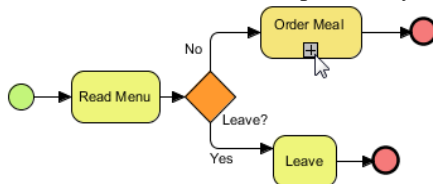
1. Select **Start Event** from the Diagram Toolbar and click once in the diagram to place it.



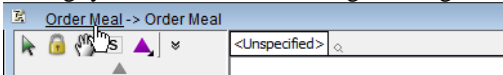
2. Place your mouse pointer over the start event. Click and drag the resource icon **Sequence Flow -> Task**. Release the mouse button when you reach the location you want for the task. Name the task *Read Menu*.



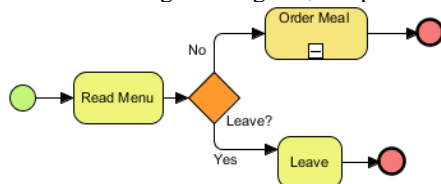
3. Place your mouse pointer over the *Read Menu* task. Click and drag the resource icon **Sequence/Message Flow -> Gateway**. Release the mouse button when you reach where you want to place the gateway. Name it *Leave?*.
4. Place your mouse pointer over the *Leave?* gateway. Click and drag the resource icon **Sequence/Message Flow -> Sub-process**. Release the mouse button when you reach where you want to place the sub-process. Name it *Order Meal*. Double click the line linking *Leave?* and *Order Meal* to name it *No*. Place your mouse pointer over *Leave?*. Click and drag the resource icon **Sequence/Message Flow -> Task**. Release the mouse button when you want to place the task there. Name the task *Leave*. Double click the line linking *Leave?* and *Leave* to rename it *Yes*.
5. To create an end event, place your mouse pointer over *Order Meal*. Press and drag the generic resource icon. Release the mouse button when you reach the desired place. Select **End Event**> **End Event** from the pop-up menu. Repeat to add an end event from the *Leave* task.
6. Define the *Order Meal* sub-process by clicking the plus button in it.



7. In the new business process diagram opened, you can model the details of the sub-process. After you finish editing, you can return to the original diagram by clicking the *Order Meal* link in the top left corner.



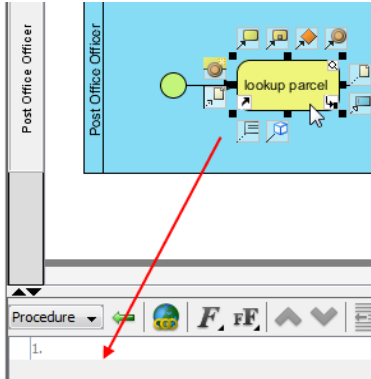
8. Back in the original diagram, the plus button inside *Order Meal* will turn into a minus button.



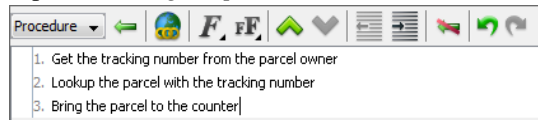
## Writing Operating Procedure

The necessary procedure to handle a task can be specified by filling in the operating procedure. In the following example, we will show you how to do that.

1. Create a task called *lookup parcel* and click on it to enable the procedure editor below the diagram. If the editor does not show up to begin with, right click on the background of the diagram and select **Show Procedure Editor** in the pop-up menu.



2. In the first row, enter *Get the tracking number from the parcel owner* for the first step. Then press **Enter** to move to the second step. Enter *Lookup the parcel with the tracking number* and press **Enter**. For the third step, enter *Bring the parcel to the counter*.

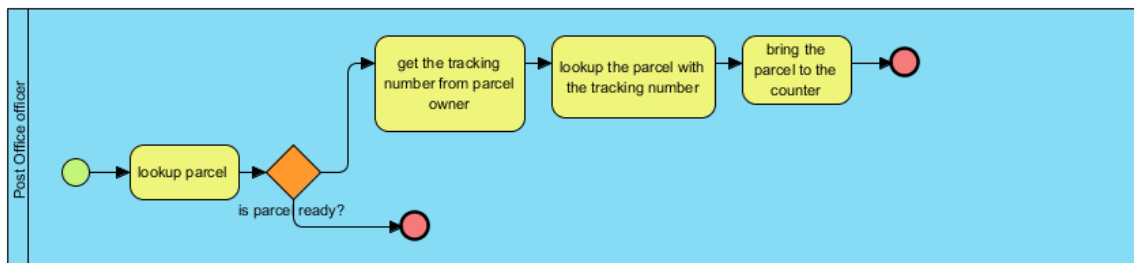


[Simulacian only]

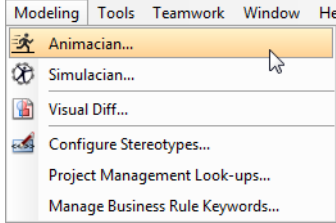
## Animating a Business Process

Animacian is a feature that allows you to animate a business process. The ability to present your ideas in a dynamic way could help your clients understand your design better.

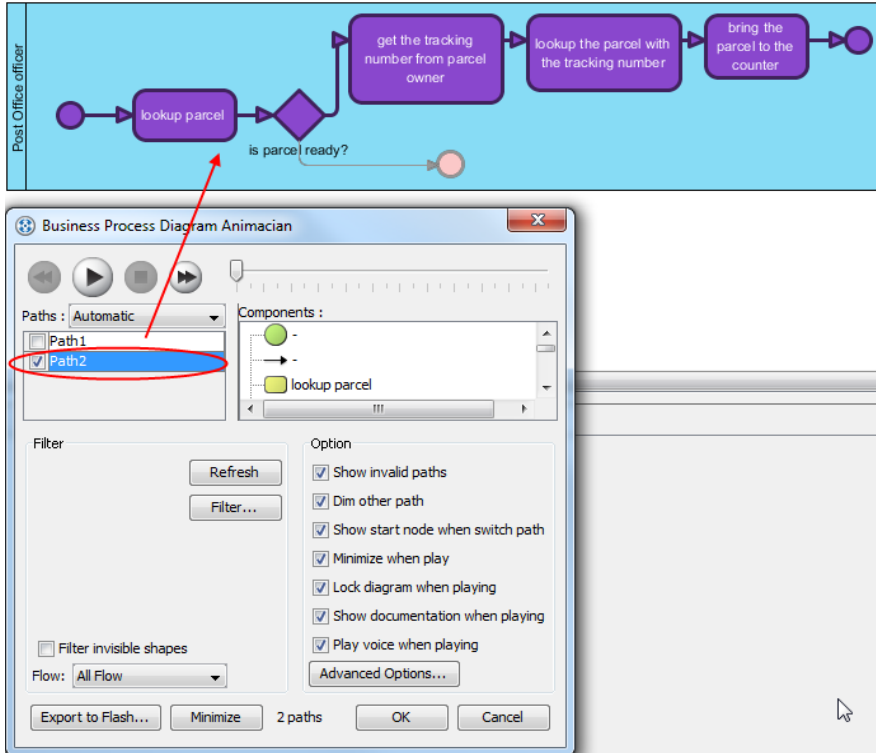
1. Draw a business process diagram like this:



2. Select **Modeling > Animacion...** from the main menu or select **Modeling > Animacion...** from the toolbar.



3. In the dialog box opened, select the path to be executed and then click **Play**.

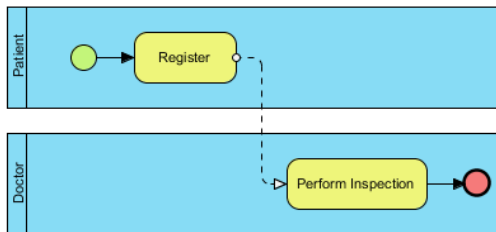


[Simulacion only]

## Simulating a Business Process

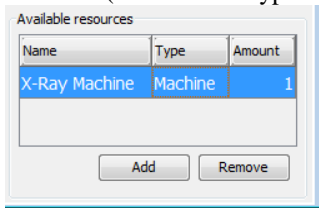
Simulacion is a set of tools that allow you to record and study the resource consumption in a business process, monitor the duration of activities and identify bottlenecks. And these study results would, in turn, help improve a process.

1. Draw the following business process diagram *X-Ray Inspection*:

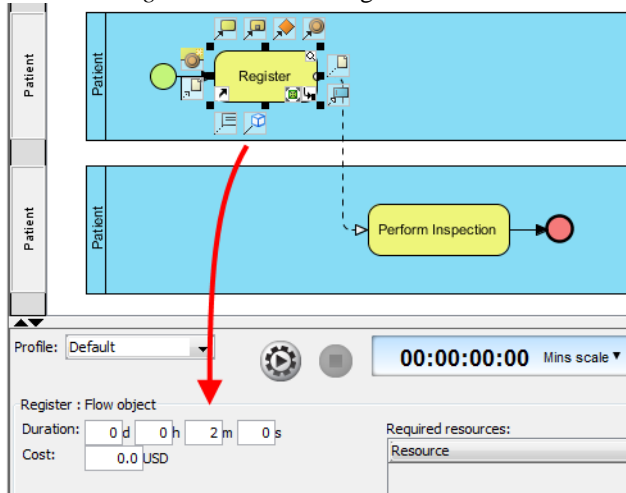


2. Right click on the diagram background and select **Diagram Type > Simulacion** from the popup menu.

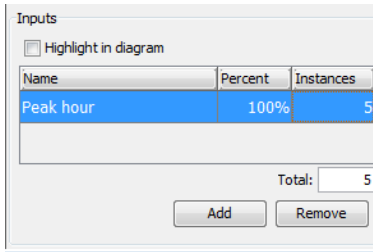
- In the **Simulacian Control Panel**, click **Add** under **Available resources** to add a resource called *X-Ray Machine* (*Machine* for type and *1* for amount).



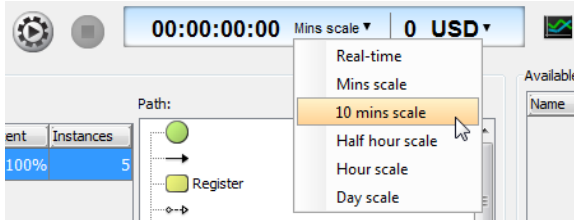
- Select the *Register* task in the diagram. In the **Simulacian Control Panel**, enter *2 m* for duration.



- Repeat the previous step to set *Perform Inspection*'s duration to *15 m*.
- Select the *Patient* pool. In the **Simulacian Control Panel**, enter *1* for instance. Use similar steps to set *Doctor*'s instance to *1*.
- Click on **Show Inputs** in the **Simulacian Control Panel**.
- Under **Inputs**, click **Add** to add an input named *Peak hour*. Enter *5* for instances.



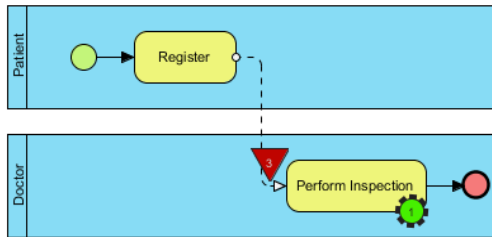
- In the **Simulacian Control Panel**, set the scale to *10 Mins scale*.



- Click **Start**.



- Study the simulation outcome. The green running circle represents a task in execution, while the red inverted triangle symbolizes pending jobs and shows a number indicating the number of jobs pending.



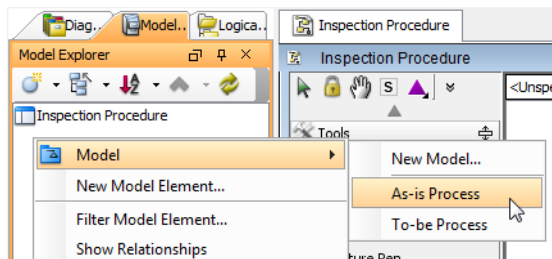
You can see that the bottleneck occurs in the *Perform Inspection* task. In order to improve this process, you can employ more doctors (by increasing the instance of pool *Doctor*) and buy more X-Ray Machines (by increasing the amount of resource *X-Ray Machine*).

[Analyst Edition or above]

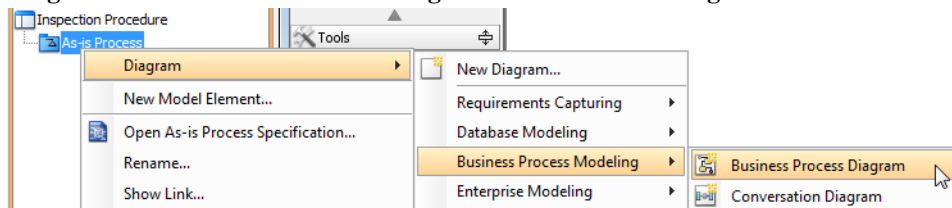
## Constructing As-Is and To-Be Processes

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

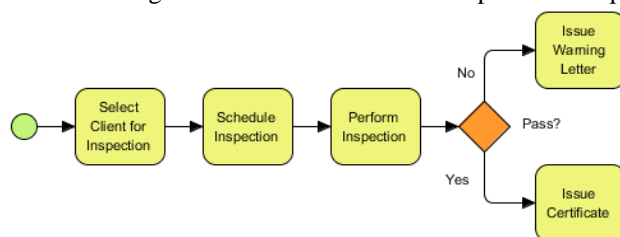
- To construct an as-is process, right click on the background of the **Model Explorer** and select **Model > As-is Process**.



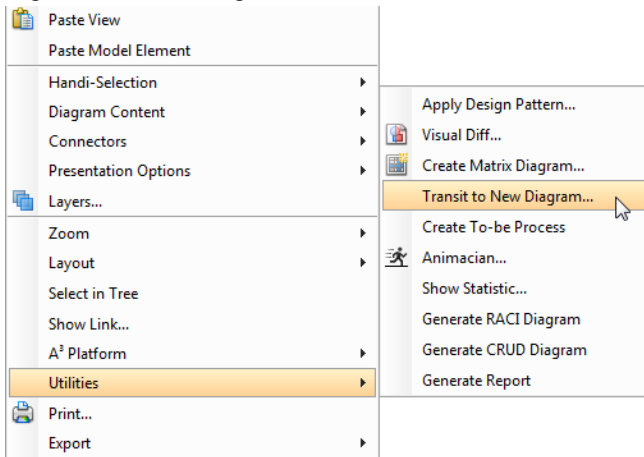
- To create a new business process diagram based on the as-is process, right click **As-is-Process** and select **Diagram > Business Process Modeling > Business Process Diagram**.



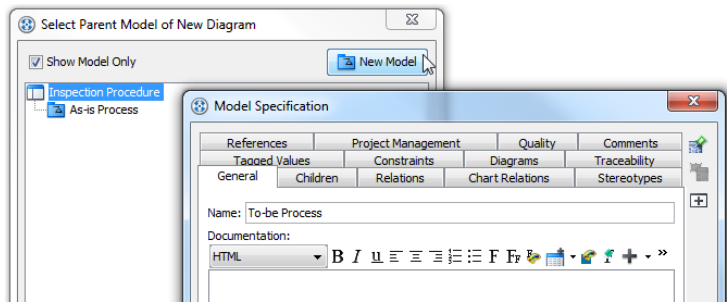
- Name the diagram *As-is Process* and develop it to an inspection procedure diagram as shown below.



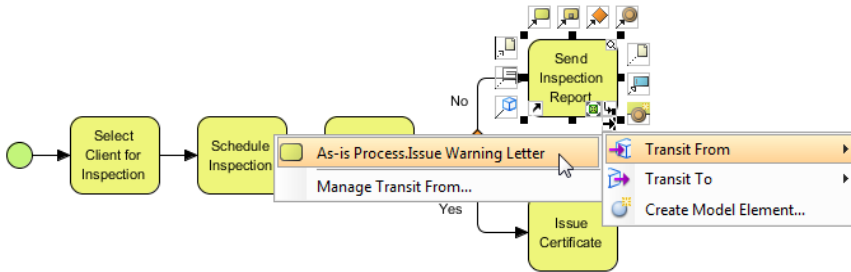
- Right click on the diagram and select **Utilities > Transit to New Diagram...** to transit it to a to-be process.



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

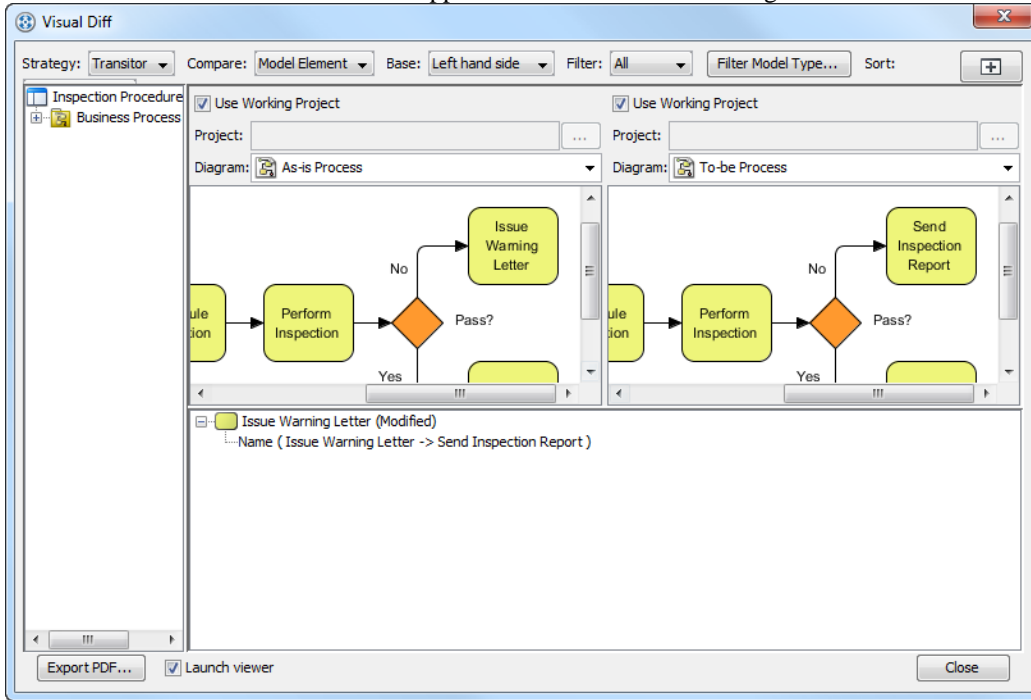


- In the to-be process diagram, rename the *Issue warning letter* task to *Send Inspection Report*. Use the resource centric interface to jump back to as-is process to review the change.



- The visual diff tool helps you to review the changes between models. Select **Modeling > Visual Diff...** from the main menu to start visual diff.

8. In the **Visual Diff** dialog box, select **Transitor** for Strategy and **Model Element** for Compare. Check the checkbox for **Use Working Project** and select **To-be-process** for **Diagram** in the right section. Model elements that have been modified will appear at the bottom of the dialog box.



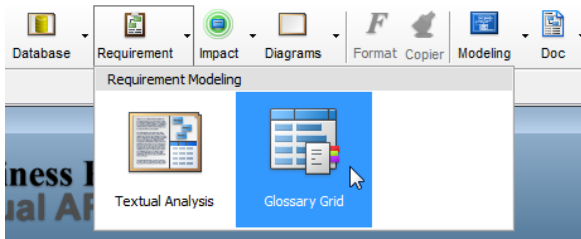
## General Business Modeling

[Analyst Edition or above]

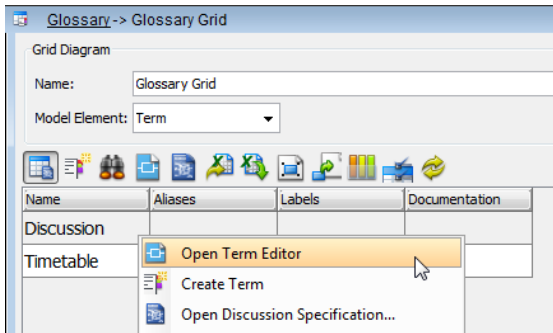
### Working with Glossary

Glossary is a documentation tool that allows you to define and manage domain-specific terms by defining their meanings and aliases.

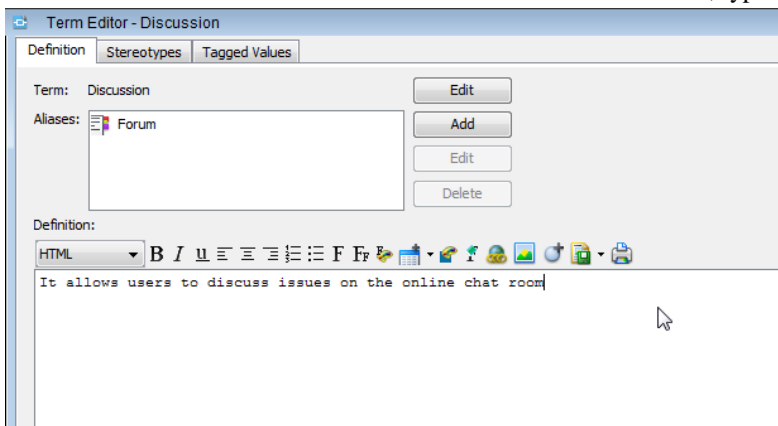
1. To begin, select **Requirement > Glossary Grid** from the toolbar.



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



3. Click **Add** to insert an alias for the term. In the **Definition** section, type in the meaning of the term.

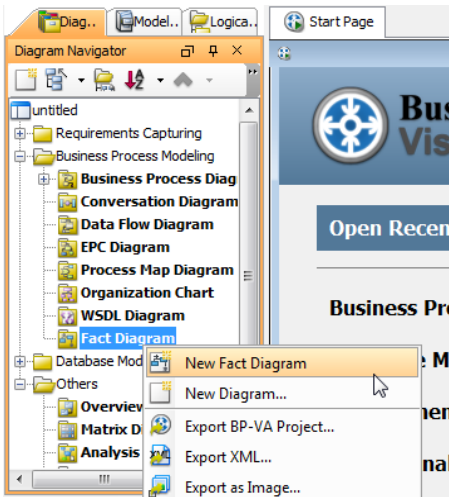


[Simulacion only]

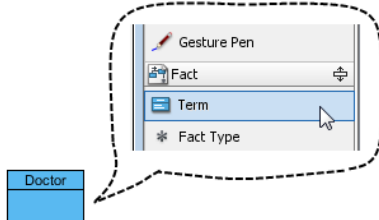
## Drawing a Fact Diagram

Apart from glossary grid, you can even model business vocabularies as well as the relationships between them by forming a fact in a fact diagram.

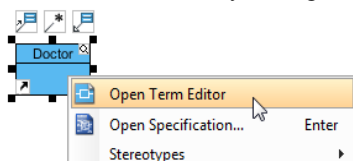
1. To create a fact diagram, right click on **Fact Diagram** in the **Diagram Navigator** and select **New Fact Diagram** from the popup menu.



2. To create a term in the diagram, select **Term** from the diagram toolbar and click on the diagram.



3. To describe a term, right click on the term and select **Open Term Editor**. Note that you are not allowed to rename a term directly through inline editing.

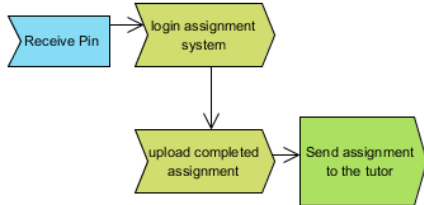


## Drawing a Process Map Diagram

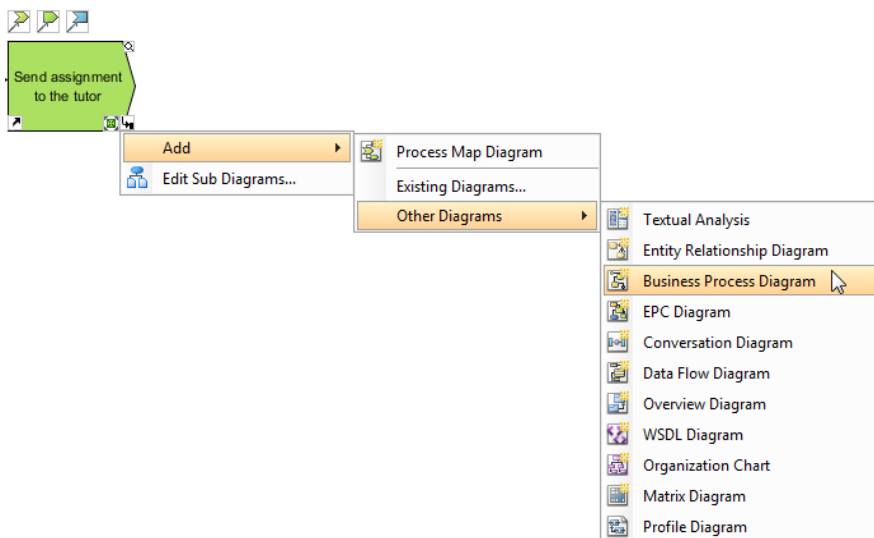
Process Map Diagram is supported as one of the business process modeling diagrams in BP-VA. This section will show you how to insert a sub-diagram in a process map diagram.

Let's say we want to add a BPD sub-diagram.

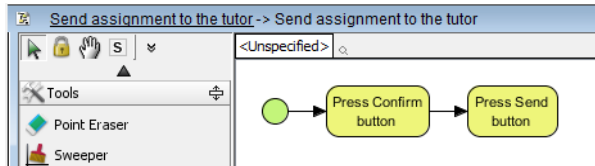
1. Draw a process map as shown below.



2. Hover your mouse over *Send assignment to the tutor* and click the **Sub Diagrams** resource icon. Select **Add > Other Diagrams > Business Process Diagram** from the pop-up menu.



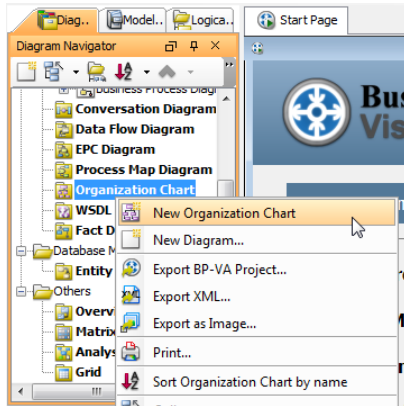
3. A new business process diagram will open for you to put in the details.



[Analyst Edition or above]

## Drawing an Organization Chart

An organization chart is a graphical representation of an organization's structure. It is usually drawn and read from top to bottom. To create one, select **Organization Chart > New Organization Chart** in the **Diagram Navigator**. It will open a new organization chart diagram with a unit in it to start with. Enter a name for the new diagram and the unit.

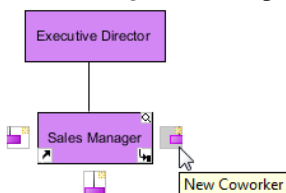


We are going to use the structure of *ABC Company* as an example in the following steps. The top node is *Executive Director* as the first level management. The second level management includes *Sales Manager* and *Marketing Manager* and the third level is made up of *Salesperson* and *Marketing staff*. The lines in the organization chart show the relationships between staffs.

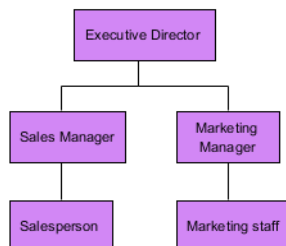
1. Name the newly created unit *Executive Director*. Hover the mouse over the *Executive Director* unit and press its resource icon **New Subordinate**.



2. Name the newly created subordinate *Sales Manager*. To add a new coworker, hover your mouse over the *Sales Manager* unit and press its resource icon **New Coworker**. Name it *Marketing Manager*.



3. To finish it, create subordinates *Salesperson* and *Marketing staff* for *Sales Manager* and *Marketing Manager*, respectively.



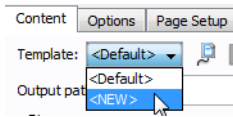
## Report Generation

[Analyst Edition or above]

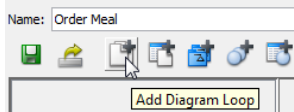
### Customizing Report Templates

In addition to using built-in templates, you can also design and customize your own report templates.

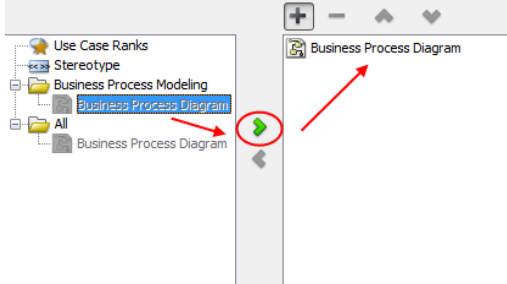
1. In the **Generate PDF/ HTML/ Word** dialog box opened, select **New** in the **Template** drop down menu.



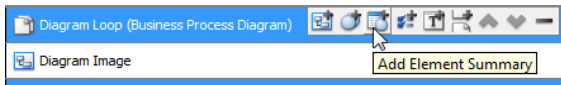
2. In the **Report Template** dialog box opened, type in a name for your report template and start editing. For example, click **Add Diagram Loop** below the name to create a loop of specific type(s) of diagrams.



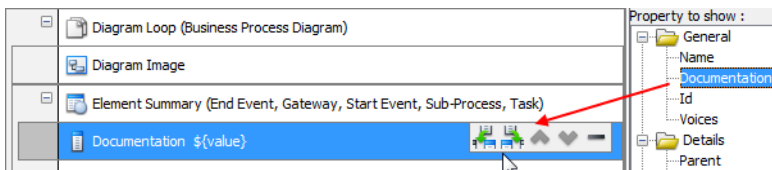
3. A tree will appear on the right hand side of the **Report Template**. Select **Business Process Diagram** and click the green right arrow to insert it to the loop.



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



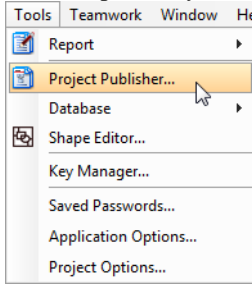
5. Select the elements that you want to include on the right hand side and press the right arrow to insert it to the included element list.
6. Click the **Add Property Column** button from **Element Summary** to insert a property. Select **Documentation** from the right hand side and **Documentation \${value}** will show 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 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 from which to generate report.

## Publishing Report to a Website

1. You can publish your report to a 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 will then publish the current project and open the published content in a web browser. You should see three tabs: **Diagram Navigator**, **Model Explorer** and **Logical View** on the left and the actual diagram on the right. After you select a diagram in the **Diagram Navigator**, it will appear on the right.

The screenshot shows a web browser window with the following content:

- Browser Address Bar:** file:///C:/Users/bpworkspace5/index.html
- Page Title:** order meal Documentation
- Diagram Navigator (Left Sidebar):**
  - Show All Diagrams
  - Business Process Diagram
- All Diagrams (Bottom Left):**
  - Order Meal
- Main Content Area:**

### Business Process Diagram - Order Meal

Jump to: Please select a model element

```

graph LR
    Start((N/A : Start Event)) --> ReadMenu[Read Menu]
    ReadMenu --> Decision{Leave?}
    Decision -- No --> OrderMeal[Order Meal]
    Decision -- Yes --> Leave[Leave]
    OrderMeal --> End1((N/A : End Event))
    Leave --> End2((N/A : End Event))
    
```

The flowchart illustrates a process starting with a 'Read Menu' task, leading to a decision point 'Leave?'. If 'No', the process continues to 'Order Meal' and then to an end event. If 'Yes', the process goes to 'Leave' and then to another end event.

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 (e.g. a task) on the image to enter its detail page to read 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

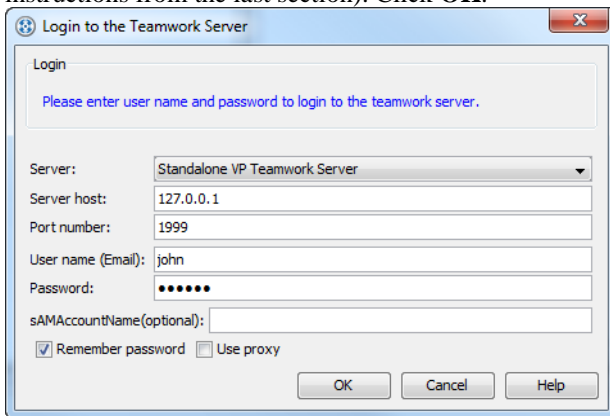
## Teamwork Collaboration

Through the teamwork collaboration feature, your team can work together on the same project in parallel effectively. 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 (which SVN, CVS and Perforce users can skip) and basic teamwork operations with Teamwork Server. Techniques covered here can be applied to the integration with SVN, CVS and Perforce as well.

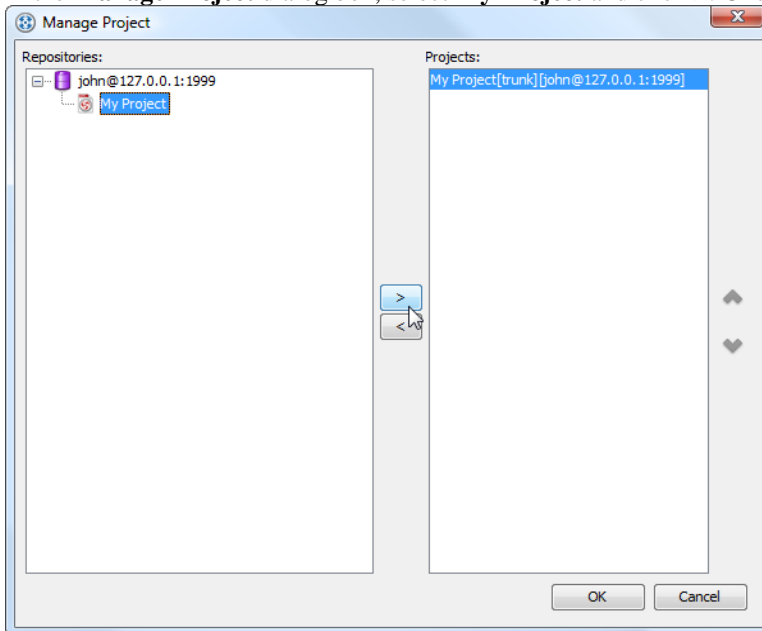
### Login to Server

We will begin by logging to the **Teamwork Client** in BP-VA.

1. In BP-VA, select **Teamwork > Open Teamwork Client...** from the main menu.
2. In the **Login** dialog box, enter *127.0.0.1* for server host, *john* for name and a password. (You can follow the instructions from the last section). Click **OK**.



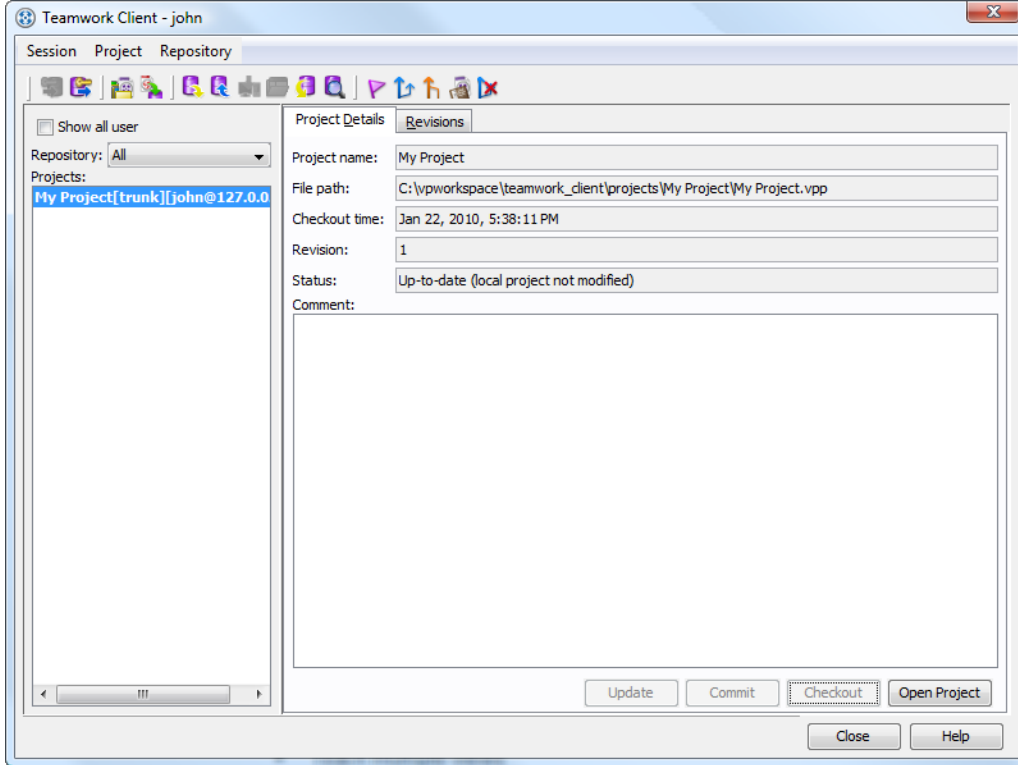
3. In the **Manage Project** dialog box, select **My Project** and click **>**. Click **OK**.



## Checkout and Open Projects

Checkout project means downloading a project from server to your computer. Open project refers to opening the downloaded project in BP-VA.

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

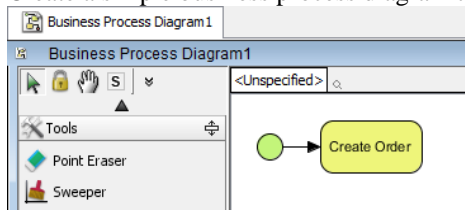


2. Click **Open Project**.

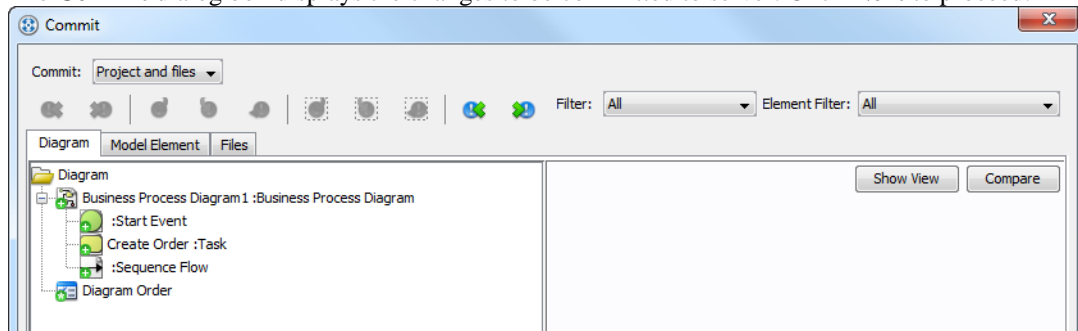
## Commit Local Modifications

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

Create a simple business process diagram as shown below.



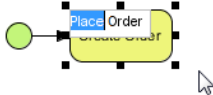
1. Select **Teamwork > Commit...** from the main menu to commit your changes to server.
2. The **Commit** dialog box displays the changes to be committed to server. Click **Next** to proceed.



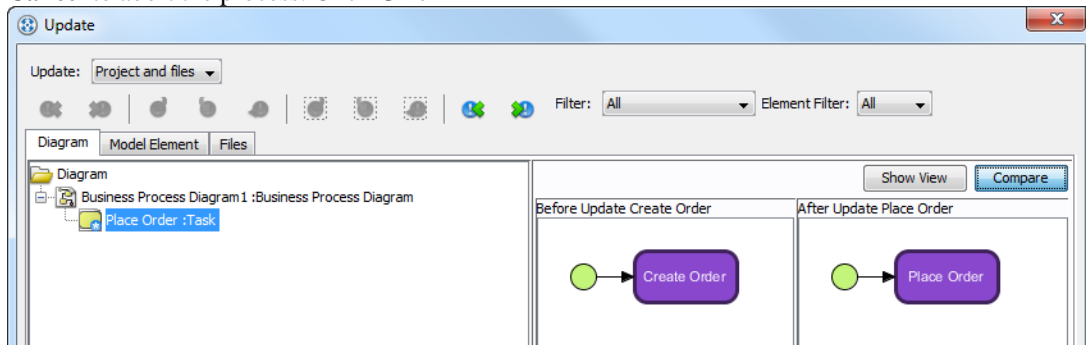
## Update Server Changes to Local

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

1. Ask another team member to start BP-VA on his/her computer.
2. Follow the steps 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 described in the **Commit** section to commit the changes to server.
6. Now, go back to *john's* environment.
7. Select **Teamwork > Update...** from the main menu.
8. The **Update** dialog box displays the changes to be updated from server. Select **Diagram > Business Process Diagram1: BusinessProcessDiagram > Place Order : BPTask**. Click **Compare**. This is to preview the changes before the actual update. In the event that the changes are not desirable, you can click **Cancel** to abort the process. Click **OK**.

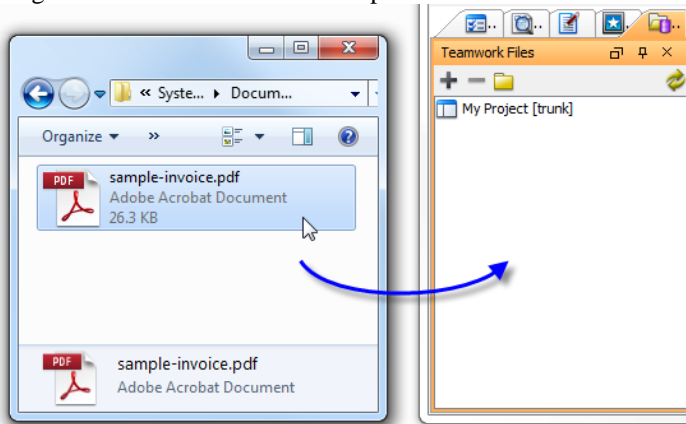


9. Check the task. Its name should have been changed to *Place Order*.

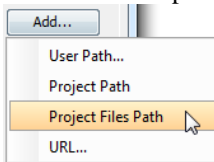
## File Referencing with Teamwork Support

When modeling, there may be external resources you want to attach to a model which help describe it in details or include data that cannot be modeled, like a text document. You can do this by adding file references to models. If you are working in a team-based environment with Teamwork Server, you do not need to copy any referenced files over for other team members to open. Instead, you could commit your model along with the referenced files to the server.

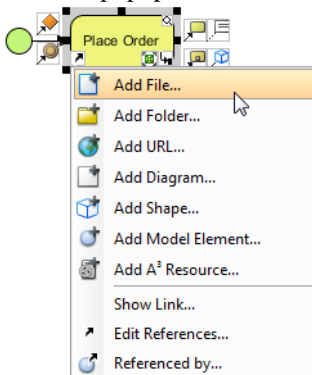
1. Open the **Teamwork Files** pane in the panes group at the bottom left of the user interface.
2. Drag a file to the **Teamwork Files** pane.



3. Click **OK** when you are asked to confirm putting the file to workspace. You must click **OK** here. Otherwise, the file won't be added as a teamwork file nor committed to server.
4. Select **Tools > Application Options** from the main menu.
5. In the **Application Options** window, select **User Path** on the left hand side.
6. On the right hand side, click **Add...** and select **Project Files Path** from the popup menu. Click **OK** at the bottom of the Options window to close it.

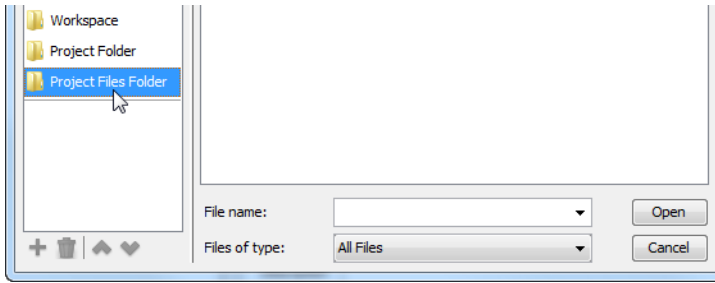


7. Move the mouse pointer over the *Place Order* task to show the resource icons.
8. Click on the **References** resource icon at the bottom left of the requirement shape and select **Add File...** from the popup menu.

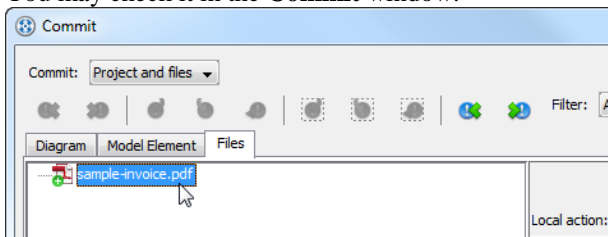


9. In the **Task Specification** window, click on the **...** button next to the **Path** field.

10. Click on the **Project Files Folder** shortcut. Note that if you have not completed steps 4 to 6, you will not see this shortcut.



11. Select the teamwork file and click **Open** at the bottom right to choose it.
12. Click **OK** in **Task Specification** to return to the diagram.
13. Commit the changes to server. Note that the commit action will bring along the teamwork file(s) to server. You may check it in the **Commit** window.



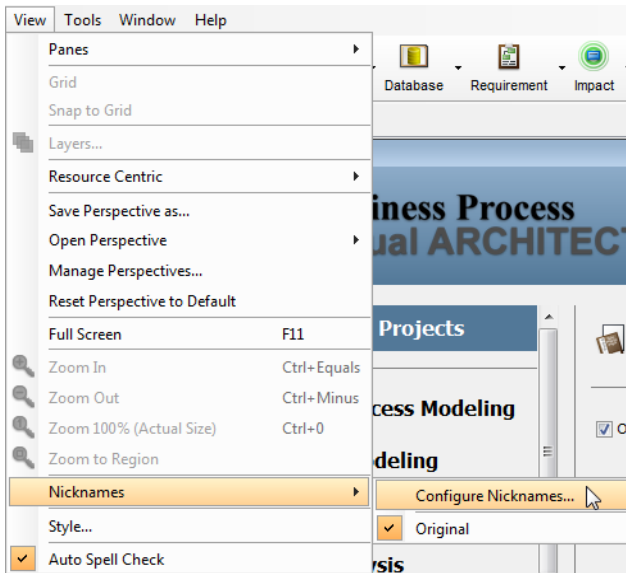
## Advanced Modeling

[Analyst Edition or above]

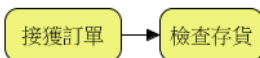
### Using Nicknamer

“Nicknamer” is a feature which helps you to set up and manage multiple language sets for a model. For example, if a multinational corporation needs to present models in several languages to local staff, this feature proves to be particularly useful. While the default language set (or “nickname”) is English, you are free to add others, such as Traditional Chinese in the following example.

1. Select **View > Nicknames > Configure Nicknames...** from the main menu.



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 the model.

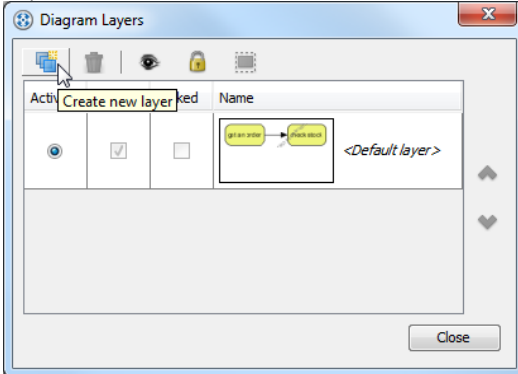


Note	To change the nickname back to English, select <b>View &gt; Nicknames &gt; Original</b> from the main menu.
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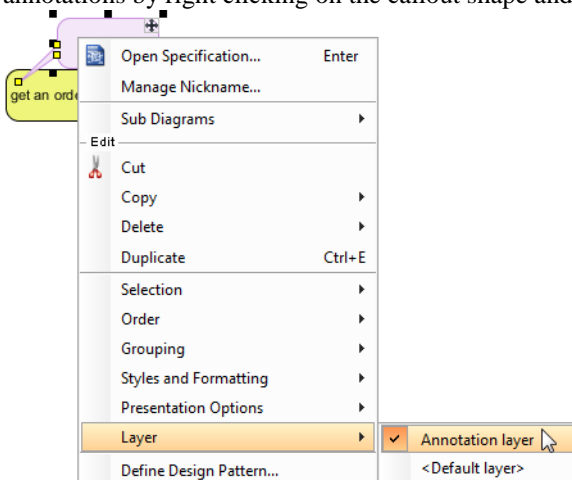
## Layers

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

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



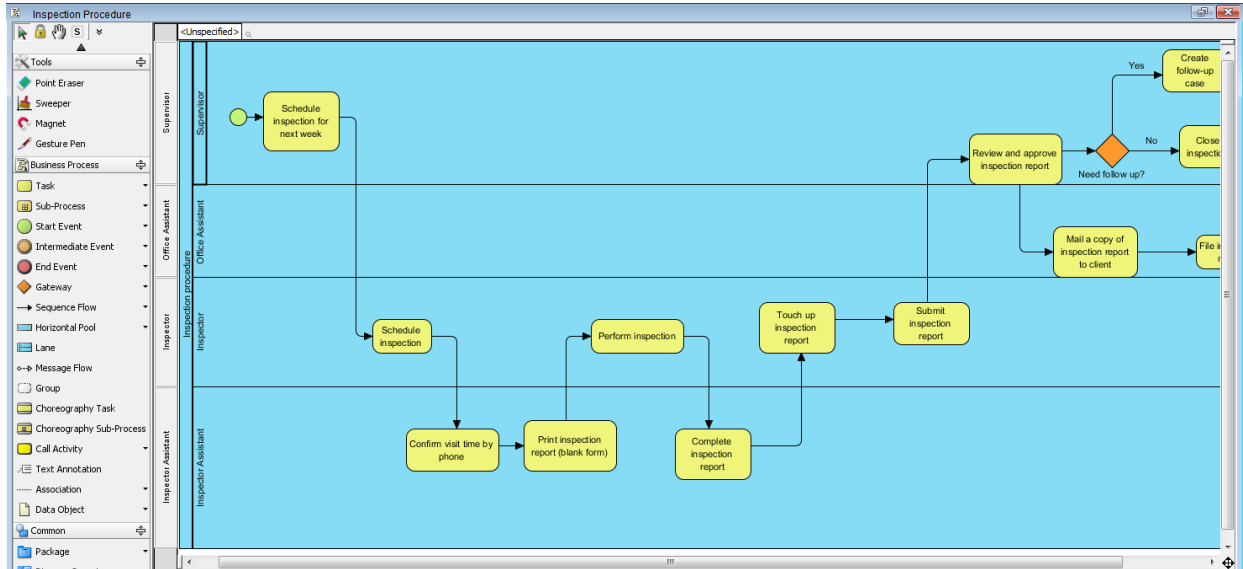
3. You can move a shape to another layer by right clicking on it and selecting the layer to which it moves. For example, you might want to move a callout from the current layer to another defined specifically for annotations by right clicking on the callout shape and selecting **Annotation Layer**.



You can choose to show/hide model elements or disable edit for them by layer. To do that, in the **Diagram Layers** dialog box, specify your choice by checking/unchecking the **Visible** and/or **Locked** columns, respectively.

## Splitting a Diagram View

Instead of scrolling back and forth, BP-VA can split a diagram vertically or horizontally for you to view different parts of a huge and complicated diagram effectively.



Below are the steps to split a diagram view.

1. Move your mouse over the left vertical bar on the bottom slider. You should see a double arrow over it. Then move the slider to the right.



2. Release the mouse when you reach about half way through the diagram horizontally.

