

COURSE PROFILE: ENVISION USER TRAINING

Title	Envision User Training
Length	3 days
Description	<p>This course teaches Envision Visual Information Portal (VIP) users how to use the tool. It is design to help the user get the maximum benefit from the tool. The student uses the tool throughout this course.</p> <p>Envision provides a means to electronically document virtually everything about a business process, system or the information used in that process or system. Envision can produce all types of deliverables using it's custom reporting facility and matrix analysis tool. In business modeling, system analysts and designers use a variety of documentation techniques to model different aspects of a business system. No one technique completely describes a business process or system. Just like builders who use a variety of blueprints, models and written specifications, business and software engineers need a variety of models and written specifications to develop business or software systems. Each technique looks at the business process from a different perspective and has a different purpose. This course uses a variety of modeling techniques.</p>
Target Audience	This course targets business/system analysts and designers who are responsible for modeling business and systems processes.
Prerequisites	The analysts should be familiar with analysis and design techniques, and Microsoft Windows.
Learning Objectives	<p>The student will be able to:</p> <ul style="list-style-type: none"> • maneuver through the various models, • add and modify model diagrams, • add and modify the specifications for business objects, • use repository tools such as the data browser, repository tool box, and matrix analysis tool, • create reports and deliverables, and • generate reports and deliverables.
Course Material	Each student will receive the Envision End User Training Manual
Cost	<p>Because this is an intensive hands-on course, the class size is limited to a maximum of 10 students. The minimum cost for up to 10 students is \$7800.00*.</p> <p>*Effective Date: 01/01/2010. This price does not include travel outside the Baltimore, MD or District of Columbia area.</p>

Course Content**Introduction to Envision VIP**

- Envision description
- Envision hardware/software requirements
- Demo project
- Models used in the course
- Envision support
- Envision's data repository
- Using the mouse
- Mouse cursor appearance

Login into Envision

- How to login to Envision
- Exercise: login

Tour of the Envision Window

- Envision status bar
- Envision menu bar
- File menu option
- Edit menu option
- Item menu option
- Diagram menu option
- Tools menu option
- Options menu options
- Window menu option
- Help - F1 menu option

Touring the Envision Models

- Envision color interpretation
- Subviews
- Accessing an item's subview
- Returning to a parent diagram from a subview diagram
- Exercise overview
- Specification sheet
- Accessing an item's specification sheet
- Check-in and check-out items
- Recording textual information

**Course Content,
Continued**

Diagramming - Basics

- Creating diagrams
- How to draw in envision
- Exercise: access the process model diagram for receive customer order
- How to check-out a diagram
- Exercise
- How to check-in a diagram

- Process model
- Samples of the process model items
- Description of the process model items
- How to access the items you can draw
- How to size the item toolbar
- How to move the item toolbar
- Exercise: item toolbar
- Creating new diagrams
- Drawing objects and connectors on a diagrams
- Naming an item
- Exercise: draw and name objects

- How to delete selected objects and connectors from a diagram
- Undoing and redoing the last action

- Moving an item on the same diagram
- Exercise: moving connectors

- Adjusting the size of an item
- Exercise: resize objects and connectors

- Moving an item's label
- Exercise: drawing, clearing, deleting and moving items on a diagram

- Changing the style of a connector

Diagramming - Duplicating Objects and Connectors

- Duplicating blank items on diagrams
- Duplicating named objects using a different name and modified attributes and subviews
- Duplicating an object with the same name and attributes
- Exercise: duplicating objects using a different name and modified attributes and subviews
- Duplicating connectors (data flows) using a different name and modified attributes and subviews

**Course Content,
Continued**

Diagramming - Grouping and Aligning

- Grouping items on a diagram
- Alignment buttons
- Ungrouping items on a diagram
- Exercise - grouping
- Letting envision draw the connector for hierarchical diagrams
- Exercise: drawing a hierarchal diagram

Exiting Envision

- How to logoff
- Exercise
- Other exiting options

Envision Data Repository - Basics

- Using the data entry approach to modify, delete, duplicate, and add items
- The data browser
- How to expand or contract the data browser tree
- Exercise: expanding the model branch
- Exercise: expanding the class branch

Envision Data Repository - Modifying Items

- Modifying items using the data browser
- Using the data browser to drag and drop items into the text editor
- Exercise: modifying an item using the data browser

Envision Data Repository - Deleting Items

- Deleting items using the data browser
- Exercise: deleting an item using the data entry mode

Envision Data Repository - Duplicating Items

- Duplicating or adding items using the data browser
- Exercise: adding an item using the data entry mode
- Exercise: duplicating an item using the data entry mode

**Course Content,
Continued**

Decomposing Items Using Subviews

- Data and types of data
- Decomposing data flows, stores and groups
- Using the contains graphical method
- Exercise: accessing a contains diagram

- Overview: entering contains information on the diagram graphically
- Procedure 1: using the item tool bar
- Procedure 2: using the data browser model information
- Procedure 3: using the data browser class information to name items on you diagram
- Exercise: using the contains graphical method

- Deleting contains items graphically
- Moving contains items graphically
- Multi-level contains

- Using the contains textual method
- Entering contains list information
- Exercise: using the contains textual method
- Modifying the contains list information textually
- Changing the type of an item in the contains list
- Deleting contains information textually
- Moving (reordering) contains information textually

The Repository Tool Box

- Accessing the repository tool box
- Diagram criteria dialog box
- Item criteria dialog box
- Modifying items using the repository tool
- Deleting items using the repository tool
- Adding or duplicating items using the repository tool box approach

The Matrix Analysis Tool

- Creating a new matrix
- Matrix type: item attribute (by class)
- Filter items
- The matrix window menu options
- Matrix button bar
- Matrix input box and cells
- Matrix type: item attribute (by type)
- Matrix type: relational
- Relational attribute dialog box
- Matrix type: connections - objects (all) to objects (all)
- Display attribute dialog box

**Course Content,
Continued**

Output Documentation

- Printing diagrams
- Printing diagrams using the file/print/print diagram - menu option
- Exercise: printing diagrams

- Printing diagrams using the diagram's pop-up menu - print option
- Printing diagrams using the custom print documentation facility

- Printing item specifications
- Printing item specifications using the file/print/print spec sheets – menu option

- Item specification sample
- Sample: element specifications
- Sample: group specifications (group, store, flow, couple
- Sample: screen display task programming/review task
- Sample: function programmer review package

- Printing item specification using the item's pop-up menu print option
- Printing item specifications using the custom print documentation facility
- Exercise: printing documentation

Standard Query Language Facility

- Running an Envision SQL query

Tool Bars

- Envision tool bars
- Command toolbar
- How to turn the command toolbar on
- How to turn the command toolbar off
- How to size the command toolbar
- How to customize the command toolbar
- How to move the command bar
- Exercise - command toolbar

**Course Content,
Continued**

Using the Prepare Documentation Facility

- Developing custom documents using the prepare documentation facility
- Developing the requirements for an envision report
- Outline reports
- Overview: case study building a document in the prepare documentation facility

- Templates
- Creating custom templates in envision

%Component Keyword

- %Components with sorting
- %components with other options
- Exercise: adding %component keyword statement

%Connections Keyword

- %Connections keyword statement
- Sample connections templates
- Sample defobjin.txt template output
- The defobjot.txt template
- The defedgec.txt template
- Customizing the %connection keyword statement

- %connections with sorting
- Completeness options
- Item qualifiers

- Connections button templates
- Default spec sheet template
- Class specific spec sheet template

Working with Documents

- Prepare documentation dialog box
- Document commands
- Creating a document
- Adding markers
- Setting the title font
- Exercise
- Setting the title text
- Exercise
- Setting the marker level

**Course Content,
Continued**

Working with Documents, Continued

- Adding and modifying layouts
- Overview: parts of the dialog
- Instance titles by section type
- Page footers by section type
- Fonts buttons
- Margins button
- Page # button
- Exercise
- Tabs
- Exercise

- Adding diagram sections
- Selecting the diagrams
- Refining your diagram selection
- Selecting items to be included in the diagram section
- Setting the diagram layout
- Setting the diagram order
- Setting the item order
- Setting the diagram page size
- Returning to the document formatter
- Exercise

- Adding an item section
- Selecting items
- Refining your item selection
- Setting the item order
- Pick templates by class
- Pick templates by type
- Procedure: selecting a template file
- Exercise

- Adding a text file section
- Adding a text section
- Adding a form feed section
- Adding a documents section
- Exercise

- Running a custom report
- Modifying documents

Importing Data

- Importing data into the data repository
- Import data using the simple cut and paste method
- Import data using the import/export facility