Enterprise Architect

Team Library

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Team Library

If the project team members require a forum in which to discuss the development and progress of the project, they can make use of the facilities of the Enterprise Architect Team Library.

Access

Ribbon	Start > Collaborate > Team Library
Keyboard Shortcuts	Ctrl+Alt+U

Features

Feature	Description
Structure	A point of discussion and the responses (Comments) to that point are created as Documents. Documents are held in Topic groups, which are in turn organized into Categories; your organization decides on the grouping and organization of Documents. You can create text to explain Categories and Topics, and you can create and respond to Documents and Comments on Documents.
Displays	The Team Library has two main displays: • The Team Library window is used to create new Categories and Topics and to delete messages; you operate on it by selecting options from the context menu Each item in the hierarchy displays a mouse-over tool-tip, showing the item title, the author's name and the date and time the item was created • The 'Team Document' tab, in the main work area, is used to create, view, edit, print, and comment on Documents, and to create and maintain the descriptions of Topics and Categories This tab has a status bar that shows the item author's name, the date and time the item was created, and the date and time the item was last modified
Facilities	Within the Team Library you can: • Select to display and edit an item in the 'Team Document' tab, by clicking on the item name in the Team Library window • Search for text strings in the item titles to locate Documents on a specific subject, using the 'Search' icon in the toolbar of the Team Library window • Add resources to a Category, Topic or Document, such as diagram images and XMI files of Packages; these are held in a *Resources* folder under the selected Team Library item • Link model elements, diagrams, external files and other Documents to a Document • Link to a Team Library Document from the Linked Document on an element • Change the loading behavior of the Team Library • Access Team Libraries from other projects, including those on other servers

Specification Manager	The Team Library acts as a repository for the review documents generated in the Specification Manager. These documents are automatically stored in Topics within the Formal Reviews Category, but you can redirect documents to a different Topic from the Team Library, using the 'Bind to Project Browser Package' option.
Icons	Each item in the Team Library window has an icon that indicates the nature or status of the item. The meaning of each of these icons is explained here: • 🗎 - Document name • 🖹 - Comment name • ! - Protected by password (also on Category and Topic icons); a blue icon indicates that a user with the password has opened the item, and a red icon indicates that the item is locked • 🗎 - Status 'Awaiting Approval' (also on Category and Topic icons) • 🗎 - Status 'Approved' (also on Category and Topic icons) • 🗎 - Status 'Rejected' (also on Category and Topic icons) • 🗀 - Category name • 🗐 - Topic name • 📂 - Resources folder for a Category, Topic or Document • 📂 - Linked objects folder for a Category, Topic or Document • 🖼 - Diagram or clipboard image within the Resources folder • 🗀 - XMI file of a Package, within the Resources folder

Notes

- You can transport your Team Library set-up between projects, using the 'Configure > Model > Transfer > Export Reference Data' and 'Import Reference Data' ribbon options

Work on Team Library Items

Within the Team Library, you can perform a wide range of operations on the Documents and the Topics and Categories that contain them. These operations include creating an item, commenting on a Document, password-protecting an item so that it is not accidentally changed, accessing protected items, adding resources to an item, and deleting an item. All of these operations are accessed through the context menu in the Team Library window.

Access

Open the Team Library window using one of the methods described here, then right-click on an item

Ribbon	Start > Collaborate > Team Library
Keyboard Shortcuts	Ctrl+Alt+U

Team Library Options

Option	Action
New Category New Topic New Document	Add a new Category, new Topic or new Document to the Team Library. Alternatively, click on the 'New Topic' or 'New Document' icon in the window toolbar.
New Category From Template New Topic From Template New Document from Template	Add a new Category, new Topic or new Document, based on a defined template.
New Comment	Create a response to the selected Document. Alternatively, click on the 'New Comment' icon in the window toolbar.
Rename	Edit the name of the currently-selected item, in situ. Shortcut: F2
Copy Path to Clipboard	Copy the path of the currently-selected item to the clipboard. You can then paste the path into a document or file to add the discussion to any text concerning the item. Shortcut: Ctrl+C
Show Contents	Display the description or text of the item selected from the Team Library window, if the 'Team Document' tab is not yet open.
Share Resource	(If anything other than a *Resources* folder is selected.) Add an item into the *Resources* folder under the selected Category, Topic or Document. If a *Resources* folder does not exist, one will be automatically created.

	Available options: • Package from Current Model • Image of Active Diagram • Active Profiler Report • Bookmark Active Website • Image from Clipboard
Add Package From Current Model	(If a *Resources* folder is selected.) Export a Package as an XMI file from the current model as a resource of the selected Category, Topic or Document. You browse for and select the required Package using the 'Select <item>' dialog.
Import to Current Model	(If a Package XMI file resource is selected.) Import the resource Package to the current model. You browse for and select the required target Package using the 'Select <item>' dialog; the resource is imported as a child of that Package. This is a useful option for transferring relevant Packages from the Team Library of one model into another model.
Image of Active Diagram	(If a *Resources* folder is selected.) Add an image of the currently-displayed diagram as a resource of the selected Category, Topic or Document. You are prompted to provide a reference name for this image.
Active Profiler Report	(If a *Resources* folder is selected.) Add an active Profiler Report as a resource of the selected Category, Topic or Document. You are prompted to browse for and select the appropriate active report.
Image From Clipboard	(If a *Resources* folder is selected.) Add an image held on the clipboard as a resource of the selected Category, Topic or Document.
View Image	(If a diagram image resource is selected.) Open the View Image window, containing an image of the selected diagram. Alternatively, double-click on the image name.
Copy Image To Clipboard	(If an image resource is selected.) Copy the image or diagram image to the clipboard.
Refresh Category 'xyz' Refresh Topic 'xyz' Refresh Document 'xyz' Refresh Comment 'xyz'	Refresh the currently-open Category, Topic, Document or Comment, getting new Comments, Documents and Topics that other users might have created. However, if you open a different Category, Topic or Document the Team Library always displays the latest information from the database. Alternatively, click on the 'Refresh' icon in the window toolbar.
Reload Current Connection	Reload the entire Team Library connection, getting new Categories, Topics and Documents.
	Assign or clear a status marker against the selected Category, Topic or Document;

Review Status	you can mark the item as: - Awaiting Approval - Approved - Rejected Or clear the marker (None).
Bind to Project Browser Package	Bind the selected Topic to a Package in the Browser window, so that Review Documents created in the Specification Manager for that Package are automatically stored in the Topic. When you select this option, the 'Select Package to Bind' dialog displays, on which you browse for and select the Package to bind the Topic to.
Security Options	Access one of three options: 'Apply Password Lock' - to display a prompt to enter a security password 'Unlock for Editing' - to display a prompt to enter the set password so that you can edit the item 'Remove Password Lock' - to display a prompt for the set password, which is then removed When you set the password, an exclamation mark icon is added to the Category, Topic or Document name.
Connections...	Access other Team Libraries from other Enterprise Architect models or models located on servers. Alternatively, click on the drop-down arrow in the 'Connection Options' field in the window toolbar, and select one of the listed models. Use the '<Configure Connections>' option to add and connect to additional Team Libraries.
Options...	Change the loading behavior of the Team Library.
Delete Category 'xyz' Delete Topic 'xyz' Delete Document 'xyz' Delete Resource 'xyz' Delete Comment 'xyz'	Delete this Category, Topic, Document or Comment and all sub-topics and sub-documents, or delete the resource attached to the item. Alternatively, click on the item and press the Delete key. A confirmation dialog displays; click on the Yes button to remove the item and any dependent items from the Team Library.
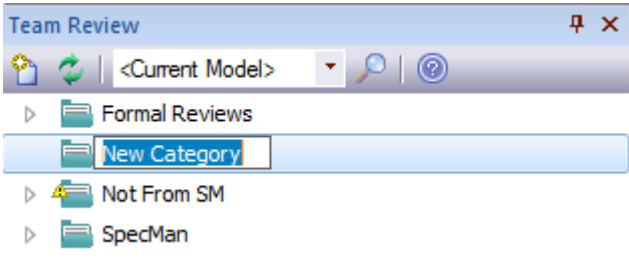
Add a New Category

You can add new Categories to the Team Library, in which to store related Topics and Documents.

Access

Ribbon	Start > Collaborate > Team Library
Keyboard Shortcuts	Ctrl+Alt+U

Create a Category

Step	Action
1	Right-click on a blank area in the Team Library window and select the 'New Category' option. A new 'Category' icon displays in the hierarchy.
2	Overtype the *New Category* text with the name of the Category, and click off the name. The Category description editor displays in the 'Team Document' tab; type the appropriate Category description, if required.
3	Add new Topics and/or resources to the Category.

Create a Category - Alternative

Step	Action
1	Right-click on a blank area in the Team Library window and select the 'New Category from template' option. A new 'Category' icon displays in the hierarchy.
2	Overtype the *New Category* text with the name of the Category, and click off the name. The 'New Category from Template' dialog displays.

3	Click on the 'Template' drop-down arrow and select a predefined template for the Category description. Click on the OK button.
4	The Category description editor displays in the 'Team Document' tab; type the appropriate Category description, if required.
5	Add new Topics and/or resources to the Category.

Add a New Topic

In the Team Library you can add new Topics to a Category, in which to store related Documents and their Comments.

Access

Ribbon	Start > Collaborate > Team Library
Keyboard Shortcuts	Ctrl+Alt+U

Create a new Topic

Step	Action
1	Either: • Right-click on the required Category name in the Team Library window and select the 'New Topic' option • Click on the Category name and click on the 'New Topic' icon in the Team Library toolbar, or • Click on the Category name and press Ctrl+N A new 'Topic' icon displays under the Category name.
2	Overtype the *New Topic* text with the name of the Topic, and click off the name. The Topic description editor displays in the 'Team Document' tab; type the appropriate Topic description, if required.
3	Add new Documents and/or resources to the Topic.

Create a new Topic - Alternative

Step	Action
1	Right-click on the required Category name in the Team Library window and select the 'New Topic from Template' option. A new 'Topic' icon displays under the Category name.
2	Overtype the *New Topic* text with the name of the Topic, and click off the name. The 'New Topic from Template' dialog displays.
3	Click on the 'Template' drop-down arrow and select a predefined template for the Topic description. Click on the OK button.

| 4 | The Topic description editor displays in the 'Team Document' tab; type the appropriate Topic description, if required. |
| 5 | Add new Documents and/or resources to the Topic. |

Notes

- If you already have the 'Team Document' tab open, the 'New Topic from Template' dialog displays as soon as you select the 'New Topic from Template' menu option; you can click on and overtype the Topic name after you have created the Topic description

Add a New Document

Within the Team Library, you can create a new Document on a Topic as either:

- A blank Document
- A Document based on a predefined template, or
- A Document from a file link

Access

Ribbon	Start > Collaborate > Team Library
Keyboard Shortcuts	Ctrl+Alt+U

Create a blank Document

Step	Action
1	Either: • Right-click on the appropriate Topic name in the Team Library window and select the 'New Document' option • Click on the Topic name and on the 'New Document' icon in the Team Library toolbar, or • Click on the Topic name and press Ctrl+N A new 'Document' icon displays underneath the Topic name.
2	Overtype the *New Document* text with the name of the Document, and click off the name. The text editor displays in the 'Team Document' tab.
3	Type the text of the Document as required.

Create a Document based on a predefined template

Step	Action
1	Right-click on the appropriate Topic name in the Team Library window and select the 'New Document from template' option. A new 'Document' icon displays in the hierarchy.
2	Overtype the *New Document* text with the name of the Document, and click off the name. The 'New Document from Template' dialog displays.
	Click on the drop-down arrow in the 'Template' field, and select a predefined template for the Document

3	contents.
4	Click on the OK button. The template structure is displayed in the 'Team Document' tab.
5	Type in or paste the text of the Document.

Create a Document based on a link to an external file

Step	Action
1	Open a file browser (such as Windows Explorer) and locate the file.
2	Click on the file name and drag it onto the appropriate Topic name in the Team Library window. A new 'Document' icon is created underneath the selected Topic, and the body of the Document is shown in the 'Team Document' tab. A link to the source file is created at the start of the message.
3	Click twice on the *New Document* text in the Team Library window, and overtype the text with the name of the Document.
4	In the 'Team Document' tab, create and edit text around the file link, and add further links if required.

When you have created the Document

You can	Detail
Create links from the Document	To elements and diagrams from the: • Browser window • Model Search • Model Views window, or • Package Browser
Create links from the Document to Team Library objects	Such as: • Categories • Topics, and • Documents
Create links from the Document to external files	These links can be either in the text of the Document or on the Category, Topic or Document in the Team Library window (the link is added to the *Model Links* folder for the Team Library item).
Add resources to the Document	It is simple and convenient to link to the resources that are the subject of discussion or that illustrate points in the discussion.

Receive Comments on the Document from other users	The objective of the Team Library is to discuss aspects of development, so you can expect to receive Comments on the Documents that you have posted, and to create Comments on the material posted by your colleagues.

Comment on a Document

You use the Team Library as a forum for discussion of items and issues within the project, so when you read a Document on a particular point (or a response to that Document) you might want to respond with your own Comment.

You can create a Comment directly from the Document you are responding to, from material that you want to use as your response, or from a predefined document template.

Access

Ribbon	Start > Collaborate > Team Library
Keyboard Shortcuts	Ctrl+Alt+U

Create a Comment in the Team Library

Step	Action
1	Either: • Right-click on the required Document (or Comment) in the Team Library window and select the 'New Comment' option • Click on the Document name and on the 'New Comment' icon in the Team Library toolbar, or • Click on the Document name and press Ctrl+N A *Re:<Documentname>* entry displays underneath the Document you are replying to, and the cursor becomes active in the 'Team Library ' tab so that you can create and edit your response.
2	Type in, format and save the contents of the Comment.

Create a Comment from external material

Step	Action
1	Open a file browser (such as Windows Explorer) and locate a file containing the material you want to use in your response.
2	Click on the file name and drag it into the Team Library window, over the Document to which you are replying. A prompt displays for you to specify whether to: • Create a new Comment containing the text of the file (the file name displays as the Comment name) or • Add the file to the original Document as a Model Link
3	If necessary, edit, format and save the contents of the reply.

Create a Comment based on a predefined template

Step	Action
1	Right-click on the appropriate Document name in the Team Library window and select the 'New Comment from template' option. A new 'Comment' icon displays in the hierarchy, and the 'New Document from Template' dialog displays.
2	Click on the drop-down arrow in the 'Template' field, and select a predefined template for the 'Comment' contents.
3	Click on the OK button. The template structure is displayed in the 'Team Library' tab.
4	Type in or paste the text of the Document.

When you have created the Comment

You can	Detail
Create links from the Comment	To elements and diagrams from the: • Browser window • Model Search • Model Views window, or • Package Browser
Create links from the Comment to Team Library objects	These links can be to related Team Libraries: • Categories • Topics and • Documents
Create links from the Comment to external files	These links can be either in the text of the Comment or on the parent Category, Topic or Document in the Team Library window (the link is added to the *Model Links* folder for the Team Library item).
Add resources to the Comment	It is simple and convenient to link to the resources that are the subject of discussion or that illustrate points in the discussion.
Receive replies to the Comment from other users	The objective of the Team Library is to discuss aspects of development, so you can expect to receive replies to the Comments that you have posted, and to create Comments on the material posted by your colleagues.

Protection Against Editing

When you have created a Team Library Category, Topic or Document containing text, the item text is exposed to change by any user who has access to the Team Library. You can protect the item against unrestricted changes by setting a password on it. The password only refers to that item; to protect the text of Topics, Documents or Comments subordinate to the item, you set a password on each of them as well.

When the password is set, only those users who have the password can edit that item, and only when they specifically enter the password to unlock that item. Any other user of the Team Library can still view the protected item.

The password does not protect the item from operations on the item as a whole, including being deleted.

Notes

- The use of a password on an item is indicated by an exclamation mark against the item in the Team Library window; a blue icon indicates that a user with the password has opened the item, and a red icon indicates that the item is locked

- When you click on an item to set a password, the item opens; you can edit the item after you have set the password, while it is still open

- Once a password-protected item is closed, any user who wants to edit the item must first select to unlock the item for editing and then enter the password set on the item

- Unlocking is specific to the user; the item remains locked to other users until they enter the password themselves

- If the password becomes unnecessary, you can remove it from the item

Edit an Item

When you have created a Category, Topic, Document or Comment, you edit the text within it using the Team Document editor. This is based on the Document editor, which is used to edit report documents and Linked Documents throughout Enterprise Architect.

You can also change the name of the item by selecting it, pressing F2 and typing the new name.

Access

Open the Team Library window using one of the methods outlined here, then double-click an item or select the item and press the Enter key, to open the Team Document editor.

Ribbon	Start > Collaborate > Team Library
Keyboard Shortcuts	Ctrl+Alt+U

Option Descriptions

The editor menu option descriptions are grouped according to the actions you are performing.

Actions
Creating and importing documents
Configuring the editor page display and formatting tools shown
Incorporating stylesheets, special texts and Tables of Contents Managing the base styles in the Normal.rtf style template file
Moving through, searching and selecting text
Formatting characters and text strings
Formatting paragraphs and text blocks
Inserting tab points
Inserting sections, columns and page breaks, and repaginating
Inserting and editing page headers and footers, and footnotes and endnotes
Inserting tables
Inserting hyperlinks and bookmarks (including using the 'New', 'Link to Existing Element' and 'Hyperlink' options on the 'Create' context menu)
Inserting images, OLE objects, frames and drawing objects

Printer set up and printing documents
Check spelling and use of terms
Tracking, accepting and rejecting changes to the text
Protecting document text from accidental change
Create and refer to definitions of Glossary terms in the Project Glossary (using the 'Create | Glossary Definition' context menu option)

Notes

- To undo one or more immediately previous edits, press Ctrl+Z, or select the 'Layout > Diagram > Undo' ribbon option; you can still undo a change even after you have saved the change

- To redo one or more immediately previous undone edits, press Ctrl+Y, or select the 'Layout > Diagram > Redo' ribbon option

Add Object Links

In the Team Library window you can create hyperlinks from a Document to any elements and diagrams that are associated with it. This helps you to:

- Rapidly navigate to the objects in the Browser window
- Access the element properties, and
- Open a diagram directly from the Team Library

You can also create links to:

- Other Categories, Topics and Documents in the Team Library window
- External files from a file browser

Facilities

Facility	Action
Associate an element, diagram, external file or Team Library item with a message	Drag the object over the required Category, Topic or Document in the Team Library window, from the: • Browser window • Package Browser • Model Views window • Model Search window or • External file browser To create a link to another Team Library item, press Ctrl as you drag that item over the required Category, Topic or Document. If it does not already exist, a *Model Links* folder is created under the selected Team Library item, and the link to the dragged object is added to the folder.
Associate an external file with the message text	From any browser, click on and drag the file name into the text of the message. The filename becomes a link to the file; click on it to display the contents of the file. The external file name also becomes a link to the file within the message when you drag the filename onto a Topic to create a Document.

Review Options

To review an object in the *Model Links* folder, right-click on the object to display the navigation context menu.

| Option	Action
Open	Open the linked diagram or external file. Alternatively, double-click on the diagram link.
Properties	Display the 'Properties' dialog for the selected element or diagram. Alternatively, double-click on the element, attribute or operation link to open the 'Properties' dialog of the object.

Create (Edit) Linked Document	Either: • Open the 'New Linked Document from Template' dialog, to begin creating a new Linked Document on the element, or • Open the 'Linked Document Editor' to change an existing Linked Document
Find in all Diagrams	Open the diagram in which the element is used, or display a list of several diagrams in which the element has been used.
Find in Project Browser	Highlight the element or diagram in the Browser window.
Locate Item	Highlight, in the Team Library window, the Team Library item linked to the message. Alternatively, double-click on the link in the *Model Links* folder.
Delete Model Link <name>	Delete the association between the Document and the object.

Team Library Resources

Whilst having a discussion through the Team Library, it is convenient to link to the resources that are the subject of discussion or that illustrate points in the discussion. Such resources include:

- XMI files of Packages within the current project
- Active Profiler reports
- Images of currently-active diagrams
- Images currently captured on the clipboard
- Bookmarks to currently active websites

You can link to such resources from Category or Topic notes, or from a Document. The resource links are created in a *Resources* folder underneath the selected Category, Topic or Document, as shown:
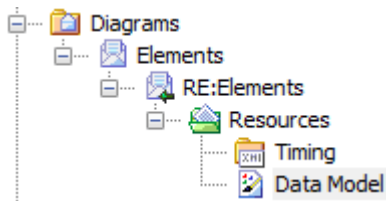
Access

Open the Team Library window using one of the methods outlined here, then;

Right-click on <object> | Share Resource | <resource type>

You create the *Resources* folder by creating a link to a resource underneath the selected Category, Topic or Document. Similarly, you delete the *Resources* folder by deleting the last resource within it. Having added a resource, you can right-click on it and use a further context menu to:

- Reimport the Package XMI files to the model or
- Display the images

Ribbon	Start > Collaborate > Team Library
Keyboard Shortcuts	Ctrl+Alt+U

Search Team Library

The Team Library provides the facility to search the titles of all Team Library items, to locate items referring to a specific subject.

Search the Team Library

Step	Action
1	In the Team Library window toolbar, click on the (Search) icon. The search panel displays underneath the toolbar.
2	In the blank field, type the text string to search for.
3	If required, select the 'Match Case' checkbox to locate text with the same case as the search string.
4	If required, select the 'Match Whole Word' checkbox to locate only complete words that match the search string.
5	Click on the Find button. The search locates the first instance of the search string in the title of a Category, Topic, Document or Comment, and displays the contents of that item in the 'Team Library' tab.
6	To locate further instances of the text string, click again on the Find button.
7	To close the search panel, click again on the 'Search' icon in the toolbar.

Team Library Options

You can change the loading behavior of the Team Library, using the 'Team Library Server Options' dialog. If you change the settings, the new loading behavior is not applied until you restart the Team Library.

Access

Open the Team Documents window using one of the methods outlined here, then right-click in the Team Documents window and select 'Options'.

Ribbon	Start > Collaborate > Team Library
Keyboard Shortcuts	Ctrl+Alt+U

Team Library Options

Option	Action
Preload items less than	Type the threshold item size (in KB) below which the items will be preloaded and above which item data is only loaded when selected.
Load item data when required	The fastest loading option. Team Library data is only loaded on demand; for example, when you read a Document.
Preload all data	Caches the entire contents of the Team Library on load; this takes longer to load but, once completed, navigating the Team Library is faster.

Team Library Connections

If you are modeling in a different model from the rest of your team, you can switch to Team Libraries from other Enterprise Architect models, including models located on servers. This connects only to the Team Library for the selected model; it does not change the model open in the Browser window or anywhere else in the system.
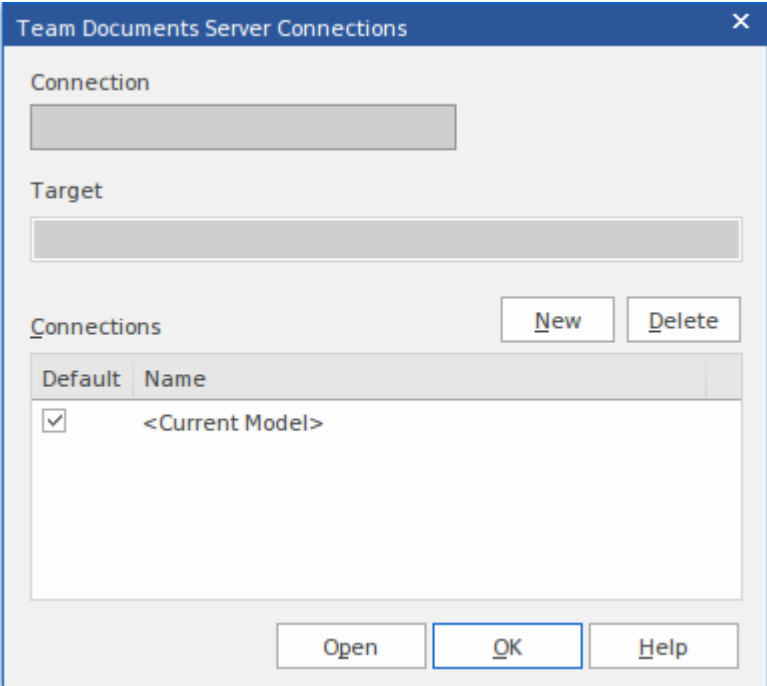
Access

Open the Team Documents window using one of the methods outlined here, then either:

- Right-click on the Team Documents window and select 'Connections', or
- Click on the 'Connection Options' drop-down field and choose 'Configure Connections'

Ribbon	Start > Collaborate > Team Library
Keyboard Shortcuts	Ctrl+Alt+U

Switch to another Team Library

Step	Action
1	Select the appropriate model name from the drop-down list in the '<current model>' field, to connect to the Team Library for that model. If the required model is not listed, click on the '<Configure Connections>' option; the 'Team Documents Server Connections' dialog displays. Go to Step 3.

2	Alternatively: Right-click anywhere in the Team Library window and select the 'Connections' option; the 'Team Documents Server Connections' dialog displays. In the list in the 'Connections' panel, select the checkbox against the appropriate model name to connect to the Team Library for that model, then click on the Open button. The connection now switches to the Team Library in the selected model. If the required model is not listed, go to Step 3.
3	Click on the New button and select the appropriate type of connection from the list. • For a local project file, a browser dialog displays through which you can search for and select the appropriate model • For a model in a DBMS data repository, select the 'Connection Wizard' option to display the Microsoft 'Data Link Properties' dialogs, through which you can locate and connect to the repository • For a Cloud connection, the 'Cloud Connection' dialog displays in which you specify the details of the model connection on the Cloud • For an external connection string, a prompt displays in which you type in or paste that connection string
4	When you have selected and opened or connected to the required Enterprise Architect model, and returned to the 'Team Documents Server Connections' dialog, the model name displays in the 'Connection Name' field and in the 'Connections' panel.
5	Select the checkbox against the model name and click on the Open button to connect to the Team Library for that model. The Team Library now shows the discussions in the selected model.

Fields/Options on the 'Team Documents Server Connections' dialog

Option	Action
Connection	Verify the name of the selected model.
Target	Verify the path to the selected model.
New	Click on this button to display the list of connection types you can select as the first step in identifying the model for a new Team Library connection.
Delete	Click on this button to delete the currently selected connection from the 'Connections' list. There is no confirmation prompt; the connection is immediately removed from the list.
Connections	View all Team Library connections created; click on the checkbox against the required connection.
Open	Click on this button to switch the Team Library to the selected connection and to close the dialog.