User's guide

2c8
LITE

Table of contents

2c8

Chapter 1
Introduction

This is the user manual for 2c8 Lite. It begins with descriptions of commonly used terms followed by a detailed walk through of the program and its functions.

2c8

<div align="right">

Chapter 2
Terminology

</div>

The main purpose op 2c8 Lite is to create and maintain models. The models are stored locally on your computer or on a server shared by multiple users. This chapter describes some of the terms that are most commonly used throughout this manual.

Model

A model is a graphic representation of some kind. It could describe for example a business process or an organisation. The model contains a set of symbols and relations between these that together makes up the content of the model. In addition to the visual content you can also connect describing texts and links to documents directly on the model.

Object

An object describes some kind of entity that can be a part of a model. It could be for example a business object, an activity or an individual. The available object types in a model depends on the type of model you are working with.

Symbol

When you place an object in a model it is represented by a symbol. All the object's data such as its title, description and documents belong to the object itself and will therefore be the same regardless of which model the object is shown in. The appearance of the symbol on the other hand can be changed without having the changes show in other models where the object is used. The symbol's size, position, color and font settings are all examples of settings that only affects the appearance of the symbol and not the object itself.

2c8

Chapter 3

User interface

3.1 Inloggning

When starting 2c8 Lite, you will notice a log-in prompt. This is where you log in using your email address and the password you chose when you activated your account.
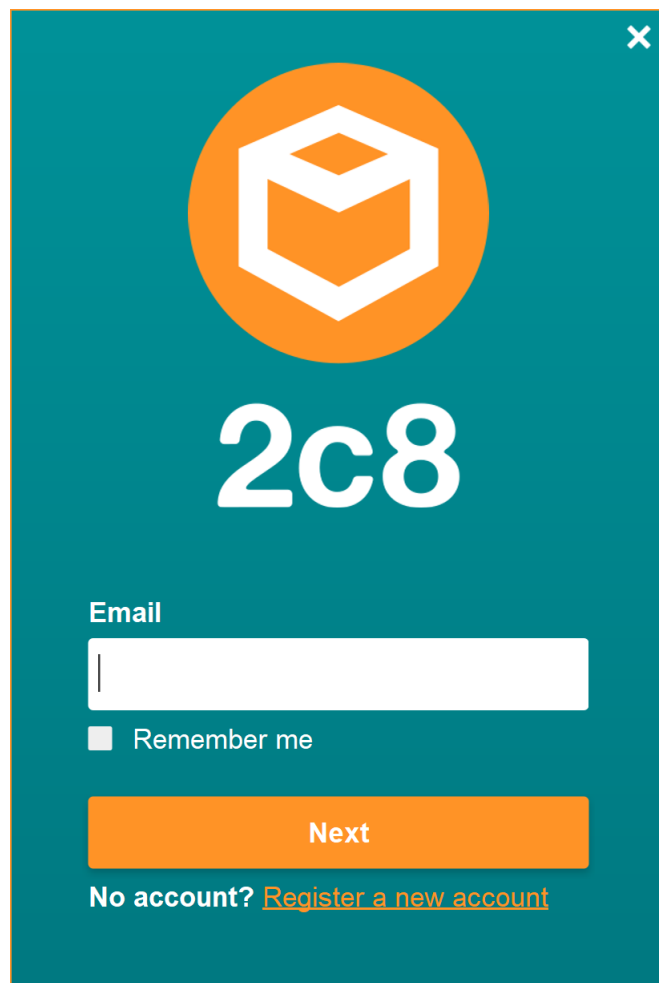
2c8

Figure 3.1 Login dialogue

Once you log in, 2c8 Lite will start. A dialogue will appear where you can choose which server to connect to and the application's language. You can also work in 2c8 Lite locally, thereby storing your models locally on your computer. .
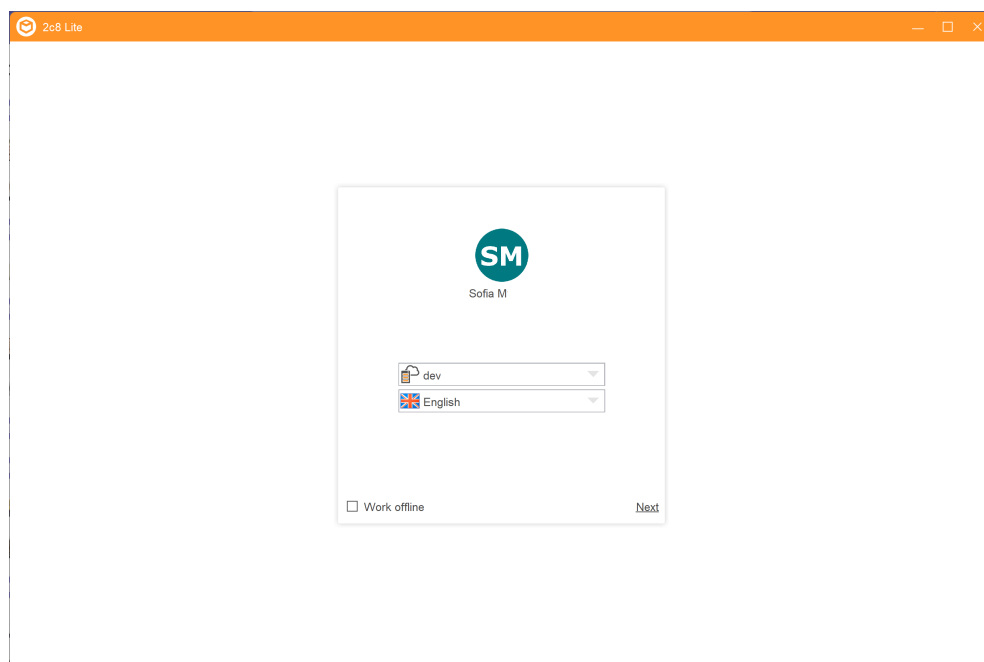
Figure 3.2 Choice of serverr

All your models are saved to your organization's server when working online. On this server, other users of 2c8 Lite or 2c8 Modeling Tool within your organization can work with their models. 2c8 Lite gives all of these users the possibility to collaborate, streamline, and distribute the work. This is a process we call "maintenance flow". If you were to work with your models locally on your computer, these models would have to be imported to the server later.

3.2 Dashboard

All your models are saved to your organization's server when working online. On this server, other users of 2c8 Lite or 2c8 Modeling Tool within your organization can work with their models. 2c8 Lite gives all of these users the possibility to collaborate, streamline, and distribute the work. This is a process we call "maintenance flow".
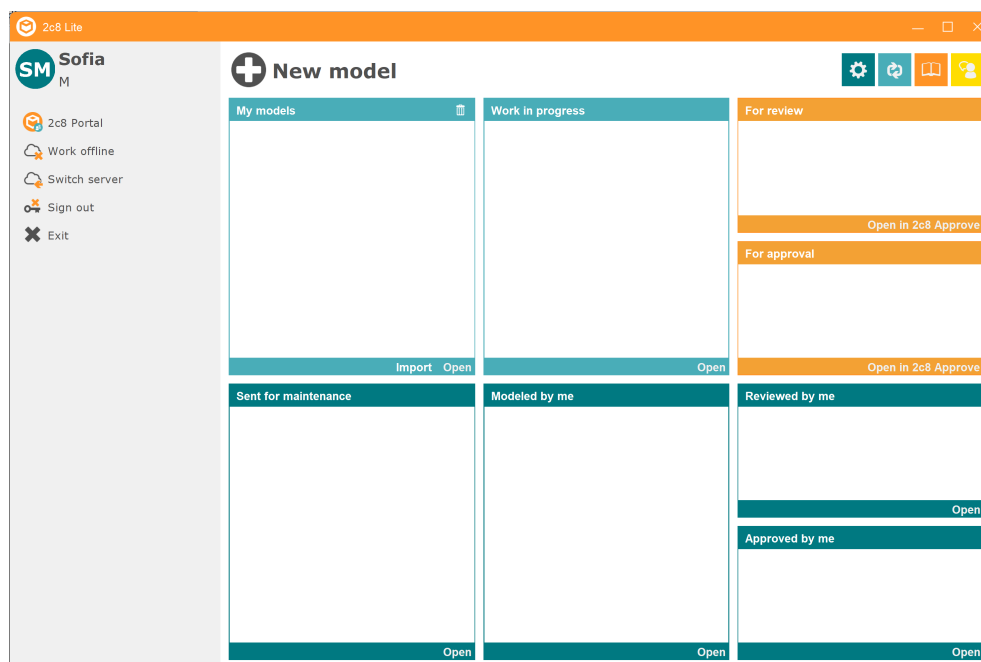
Figure 3.3 Dashboard

3.2.1 Left panel
From the left panel you can access some basic functions for the session. At the top of the left panel, you can see an avatar, followed by your first- and lastname.

2c8 Portal	This will open 2c8 Portal. In 2c8 Portal, you can edit your profile and change your account password. Portal administrators have more permissions in 2c8 Portal. Read more about 2c8 Portal here.
Work offline	This is where you log out from the server and work with your locally stored models.
Log out	This is where you log out from the server and end the current session. This will take you back to the start page.
Quit	This is where you click to shut down the application.

3.2.2 Top panel
The top panel consists of a number of buttons, and their functionality is described below as shown (left to right).

New model	Create a new empty model.
Reload the view	Reload and update the view in the main panel from the server.
Open the user manual	This button will open this user manual in your computer's standard PDF reader.
Support	Opens a dialouge with information on how to contact out support.

3.2.3 Main panel

The main panel contains a matrix of 8 boxes, where each box consists of a list of models. The different colored boxes represent the different areas within the maintenance flow. In which box the models are placed is based on the maintenance status and your maintenance role. See Maintenance states och Responsibility of the different states in the maintenance flow for more information regarding this. Below, you can read a description of how each box relates to the different maintenance statuses.

My models	This box contains models with the status "Draft" which you have created. These are new models in 2c8 Lite which do not yet belong in a repository on the server. Instead, they are simply drafts and need to be sent to a user with 2c8 Modeling Tool, who can place them in a repository. When a user with 2c8 Modeling Tool accepts the model and puts it in a repository, the model is assigned a model type. A draft is as standard a general model.
Sent for maintenance	This box contains models with the status "New model" which you have created. These models are part of a repository and are therefore a part of a structure.
Work in progress	Contains models with the status "editable model" or "dissapproved" where you are set as a "Modeler". Your task is to maintain these models by making changes in them.
Modeled by me	It contains all models where you are set a "Modeler". In comparison to the models in the box "Work in progress", these models can already be approved.

2c8

For approval It contains models with the status "under approval" and where you are set as an approver for the models. Other users on the server have sent these models for approval and are awaiting you to approve them. These models are approved via the web app 2c8 Approve. Read more about 2c8 Approve here.

Approved by me It contains all the models where you are set as an approver. In comparison to the box "For approval", these models can already be approved. In other words, this box gives you an overview of all models you are set as an approver for.

For review It contains models with the status "for review" and where you are set as a reviewer of the models. Other users on the server have sent these models to be reviewed and are awaiting you to check them.

Reviewed by me It contains all the models where you are set as a reviewer. In comparison to the box "For review" these models may already be reviewed and approved. In other words, this box gives you an overview of all the models you are set as a reviewer for.

3.3 The modeling area

The modeling area is the part of the application where the actual mapping of models occurs.
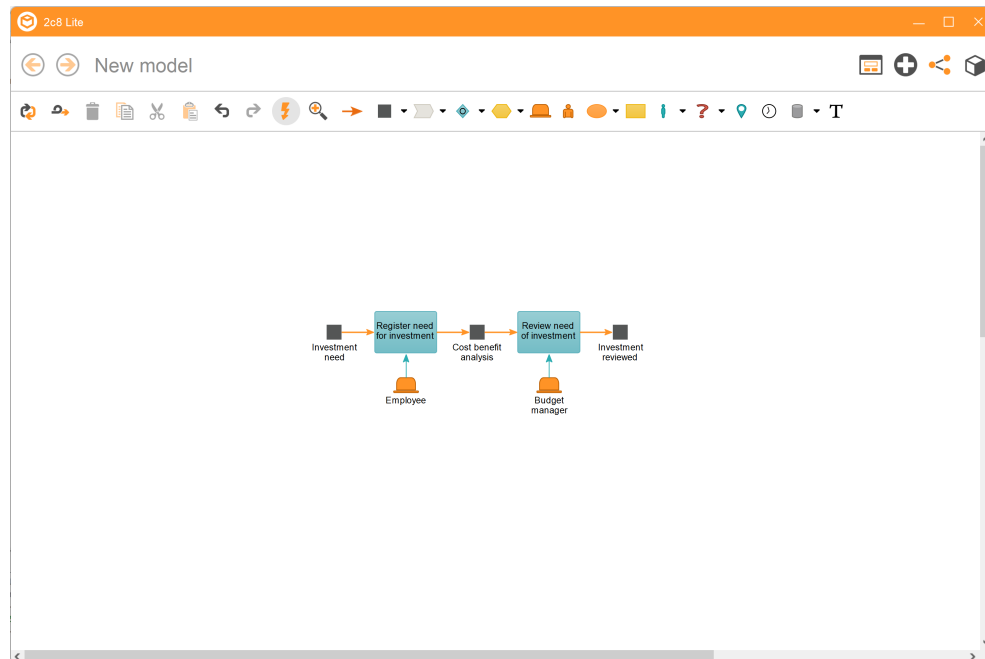
2c8

Figure 3.4 The modeling area

see chapter Models for more information about this.

Models

The main purpose of 2c8 Lite is to create and maintain models of the business. This chapter describes how to create and edit models in 2c8 Lite.

4.1 Create new model

Click on the button »New model« to create a new model. You can then choose which type of model to create. What model types to choose from depends on the application profile. When the model has been created it is automatically opened for editing.
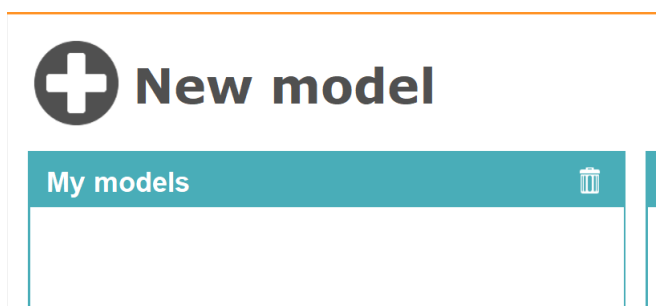

Figure 4.1 Create new model

4.2 Open model

To open an existing model select it an then click »open«. A model can also be opened by double clicking on it.
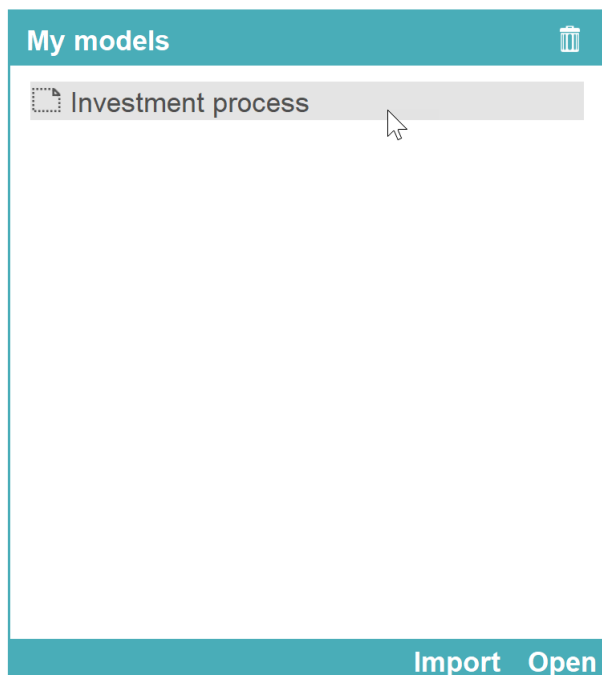
2c8

Figure 4.2 Open existing model

4.3 Change model name

To change a models name first open the model and then click on the
model title above the model. The title then become editable.

Figure 4.3 Change the model's title

4.4 Remove model

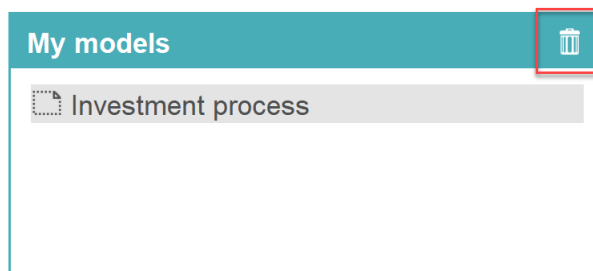To remove a model select it and click the »Remove« button.

Figure 4.4 Remove model

4.5 Edit modell

When you open a model it is shown in the editing view. The editing view consists of a toolbar and a modeling area. The toolbar has buttons for common functions together with buttons for placing the available object types and relation types in the model. The modeling area shows the graphical representation of the model, consisting of symbols and relations between these.

4.5.1 Add symbols

To create a new object and add it to the model you choose one of the object types from the toolbar and click somewhere in the model. You can also use the number buttons 0-9 on your keyboard to quickly choose a type based on its position in the toolbar. Pressing the same button multiple times will toggle between the available types within a group. When you have entered a title for the new object in the popup you click somewhere outside it or press »Enter«. The object is created and a new symbol is created for it and placed in the model.
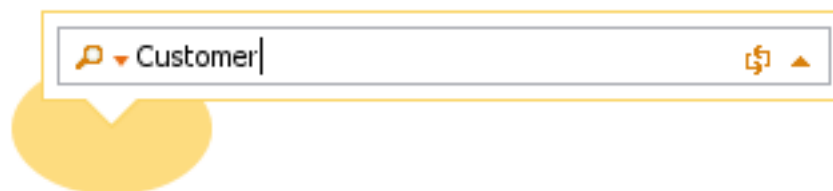

Figure 4.5 Adding a new object

You can also add a new symbol for an existing object. Start by adding it the same way as a new object. When you start entering the title of the object you will get a list of objects matching this title. If you

2c8

choose one of the objects in the list this object will be reused instead of creating a new one.
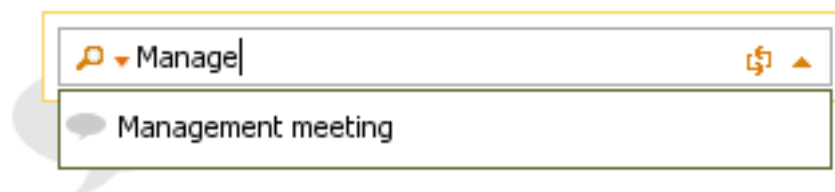

Figure 4.6 Add existing object

4.5.1.1 Snabbval

If »QuickDraw« has been enabled in the toolbar then there is a quicker way to build a model from its existing symbols. When you hover with the mouse above one of the symbols in the model you can see arrows appearing in the directions where the program has suggested relations available. Move the mouse above one of the arrows to see the suggested object types to place in this direction. When you click one of them and enter a title a new object of this type will be created.
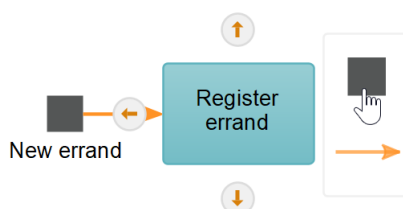

Figure 4.7 Quickdraw

The new symbol is placed at a fixed distance from the source symbol in the correct direction and a new relation of the recommended type is created to it.
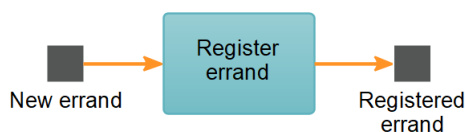
2c8

Figure 4.8 Result of Quickdraw

You can also use the keyboard shortcuts for Quickdraw. Use »Ctrl+arrow keys« to move the selection and then »Ctrl+Shift+arrow keys« to add a new symbol in a given direction. Press multiple times to toggle between the recommended types in that direction.

4.5.1.2 Add multiple symbols

You can add multiple objects at once by choosing a type and then clicking and dragging across an area in the model. The popup that shows lets you enter a title and suggests how many symbols to place, based on the default size of the symbol type and the size of the area.

Figure 4.9 Add multiple symbols

4.5.2 Add relations

To add a new relation between two symbols you choose »Relation (R)« in the toolbar and click the symbol you wish the relation to start from. You then click the other symbol to create the relation. You can also

2c8

click the empty area of the model to control the way the relation takes
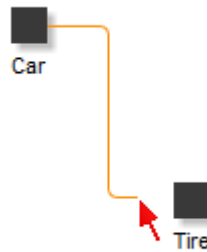by adding new control points.

Figure 4.10 Add new relation

You can create relations from one symbol to multiple others with one
operation. Just click the »start« symbol and then click and drag around
all the »end« symbols. The new relations will automatically get the rec-
ommended types.

2c8

Figure 4.11 Add multiple relations

4.5.3 Select symbols and relations

All editing of symbols and relations are based on the current selection. There is a number of ways to control which symbols and relations that are part of the current selection:

- Click on a symbol or relation to select this and deselect everything else.
- Drag around an area to select everything within it.
- Press »Shift« while selecting to add or remove symbols and relations to/from the selection.
- Use »Ctrl+arrow keys« to change selection based on direction in the model. This only works when a single symbol is selected.
- Use »Ctrl+A« to select everything.
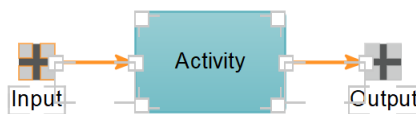- Click somewhere in the model to deselect everything.

2c8

Figure 4.12 Selected symbols and relations

4.5.4 Remove symbols and relations

To remove symbols and relations you select them and do one of the following:

• Click the »Remove« button in the toolbar.
• Right click the selection and choose »Remove«.
• Press »Delete« on the keyboard.

Note that only the symbols and relations will be removed and not the objects. You can add new symbols and relations using the same objects but you will loose any appearance settings that was made to the old symbols and relations.

4.5.5 Redigera symboler

This section covers the different ways you can edit a symbol in the model. Most settings affects only the symbol and not the underlying object, but some of them will affect the object as well and could thereby have effect on other models as well.

4.5.5.1 Size and position

To move a selection you drag it with the mouse. If you drag in one of the corners of the selection you will resize the symbols instead. You can also move the selection by using the arrow keys on the keyboard. Hold »Shift« down to move the selection one pixel at a time for finer control of the placement.
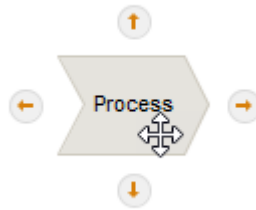
Figure 4.13 Moving a symbol
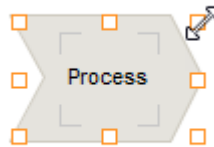
Figure 4.14 Resizing a symbol

4.5.5.2 Title and font

To change the title of an object you can double click the symbol, right click it and choose »Edit label«, or use the keyboard shortcut »F2«. If you click the arrow at the right side of the title popup you can also change the font and color of the text. Note that the title is an object setting which will affect all models where the object is used, while the font settings will only affect the currently selected symbol.

Figure 4.15 Change title and font

A list of matching objects will be shown when you edit the title in the same way as when you add a new object. You can select an object in the list to switch to another object instead of renaming the current one. The old object will still exist and you can place a new symbol for it later in the current model or in another model.
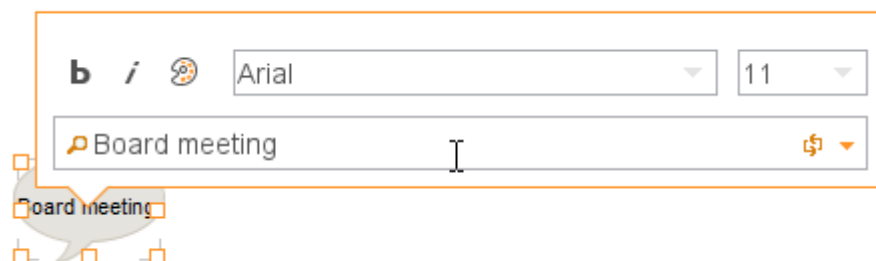
To change the size and position of the label you press »Ctrl« on the keyboard and then position and resize it the same way you would a selected symbol.

4.5.5.3 Set default size
Each object type has a standard size. To reset symbols to their standard size you right click them and choose »Set default size«.

4.5.5.4 Center align label
The label of a symbol can be moved and resized independently of the symbol. By right clicking the symbol and choosing »Center align label« you can keep the text centered within the symbol. It will keep centered as long as you do not manually move or resize the label.

4.5.5.5 Image
If you wish to you can replace the default appearance of a symbol with an image. Right click the symbol and choose »Image«. In the popup shown you can see the images available in the repository. You can create new images by clicking the browse button or by dragging image files from the file explorer. You can also use the button for pasting from the clipboard if you have previously copied an image from somewhere else. When you have selected the image to use for the symbol you can use the »Set default size« function to set the correct size of the symbol based on the image size.
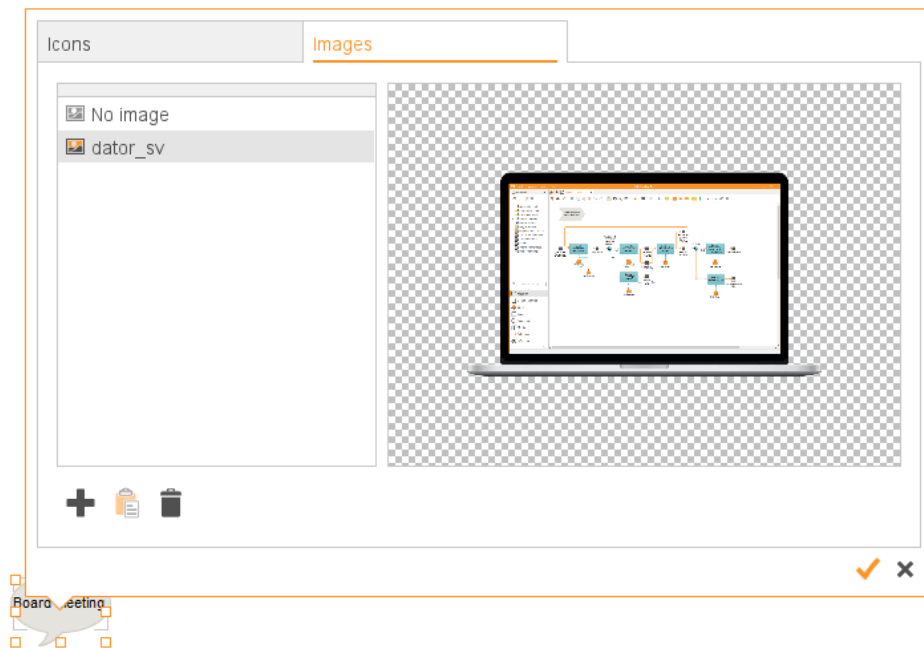
Figure 4.16 Image on symbol

4.5.5.6 Order

When right clicking a symbol the sub menu »Order« contains options for controlling the depth order of selected symbols, i.e. the drawing order of the symbols. The figure below shows three symbols »A«, »B« and »C«. If you select »A« and choose »Move forward« the symbol will be placed between »B« and »C«. If you instead choose »Move to front« it will be placed above both of the other symbols. The options »Move backwards« and »Move to back« work in the same way but in the opposite direction.

Figure 4.17 Depth order

2c8

4.5.5.7 Change object type

You can change the type of an object by right clicking it and choosing »Change object type…« or by using the keyboard shortcut »X«. This is a change of the object and will therefore affect all symbols which points to it.
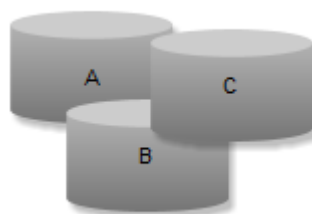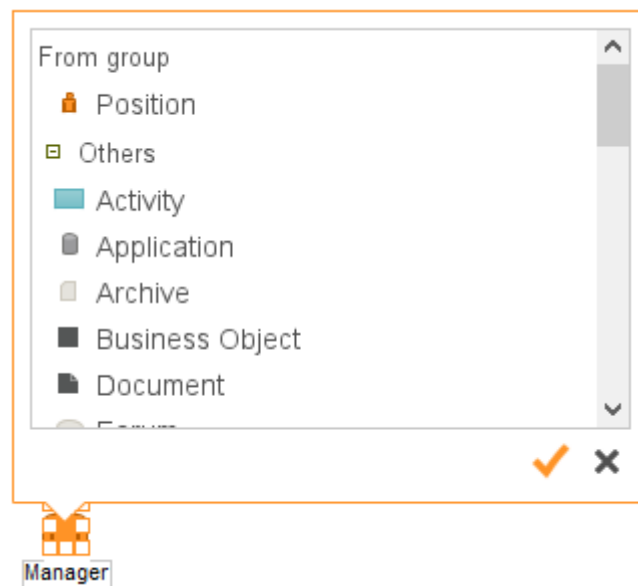

Figure 4.18 Change object type

In the popup shown when changing the type you can see the types you can change to. At the top you can see the types within the same »group«, followed by all other types. In some cases such as in the example below with »individual« you only change between different alternative appearances of the same object type, i.e. the type is still »individual« but the appearance can be switched between a woman and a man.

4.5.6 Redigera relationer

A relation is always drawn between two symbols and the appearance of the relation is determined by a number of control points placed along its path.

4.5.6.1 Control points

A relation is defined by its control points. The points divide the relation into one or more segments. Every time you select a relation you actually select a specific segment of the relation. You can then drag the segment with the mouse or move it with the arrow keys on

the keyboard. If you move the first or last segment then new control points will automatically be created when needed.
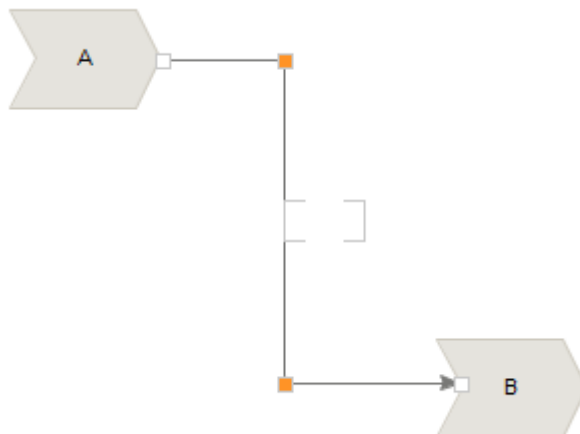
Figure 4.19 Selected segment

You can also drag a single control point to move it. This will move both of the segments at that control point.

To align segments that are close to each other you can select the symbols that the relations are connected to and press »Space«.

2c8
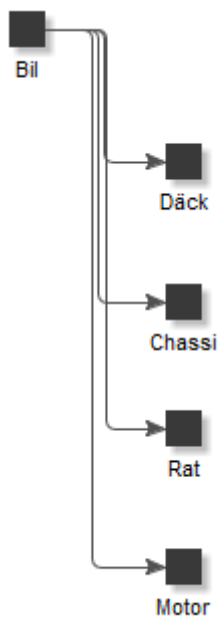
Figure 4. 20 Press space to automatically align relations.

4.5.6.2 Title and font

To edit the title of a relation you either double click the label, right click the relation and select »Edit label« or use the keyboard shortcut »F2«. If you click the arrow to the right in the popup shown you can also edit the font and text color of the relation label.

2c8
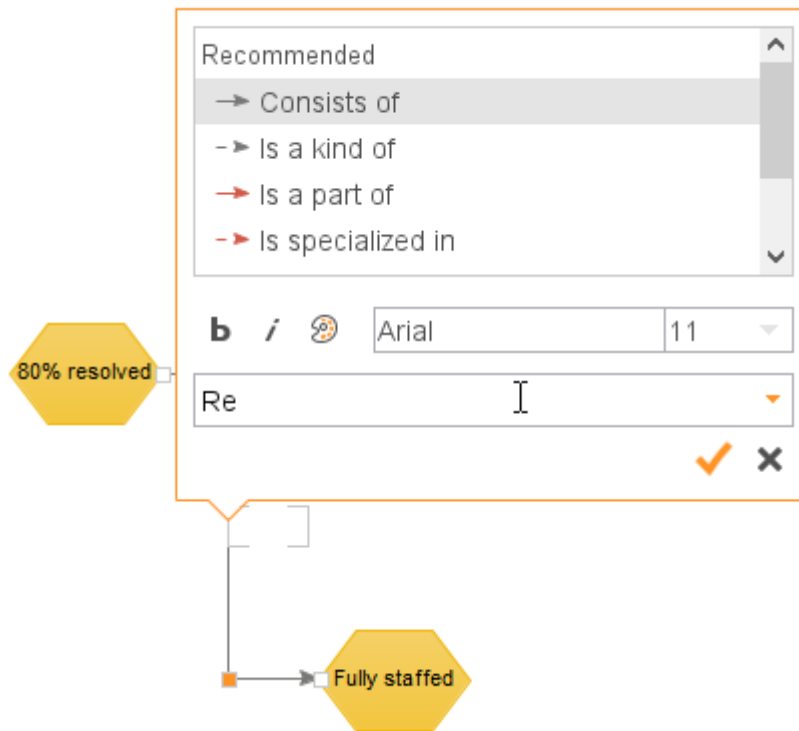
Figure 4.21 Change title and font of relation

To edit the size and position of the label you press »Ctrl« and click the label. You can then change the size and position in the same way as for a symbol. If the relation does not have a title you can select the relation to see where the label is, it will be drawn as part of the selection.

4.5.6.3 Appearance
Under »Appearance« you can change the appearance of the relation by choosing line type, width and color.

4.5.6.4 Change relation type
To change the type of a relation you right click the relation and choose »Change relationship type...«. You can also use the keyboard shortcut »X«. The popup shown is the same that is used to edit the title but lets you choose type as well. The recommended types are shown at the top followed by all other types available in the model.

2c8

Figure 4.22 Change relation type

4.5.6.5 Reverse direction

By right clicking a relation and choosing »Reverse direction« you can reverse the direction of the relation, making it start in the current »end« symbol and end in the current »start« symbol.

4.5.6.6 Rotate label along relation

By toggling the »Rotate label along relation« option you can control how the text is laid out along the relation. If this option is active the text will be drawn vertically when close to vertical segments, otherwise it will always be drawn horizontally.

2c8
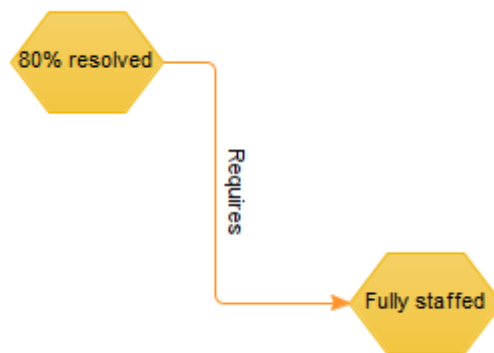
Figure 4.23 Text that follows the relation

4.5.7 Align symbols

When you have selected multiple symbols you can right click the selection and choose »Align...« or use the shortcut »A«. The popup shown contains options that align the symbols in the selection in some way in reference to a »start« symbol. You can see which of the selected symbols is the start symbol on the color of the selection. Many of these alignment options also have keyboard shortcuts that are shown next to the options.

2c8

Figure 4.24 Aligning symbols

Auto adjust	The application will try to adjust the position of the symbols according to their current position. If you place symbols in a somewhat straight horizontal line they will be adjusted to a straight line, and the same way for vertical lines.
Horizontal line	Places symbols with their center points on a horizontal line.

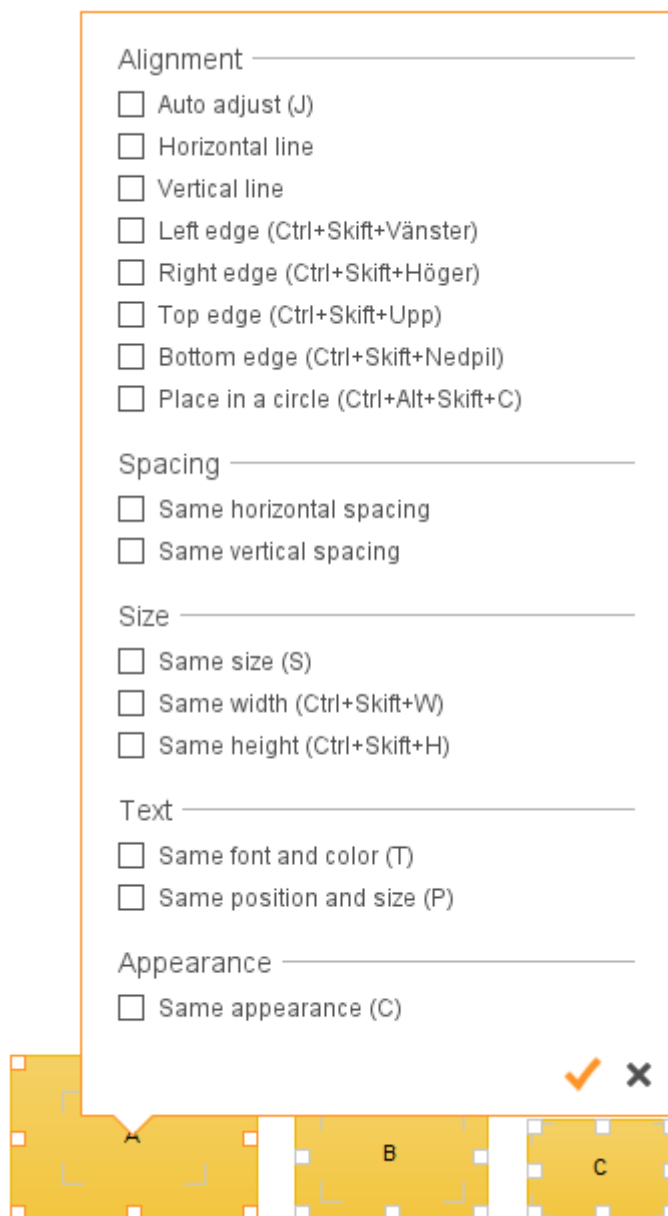|	
Vertical line	Places symbols with their center points on a vertical line.
Left edge	Places the left edges of the symbols along a vertical line.
Right edge	Places the right edges of the symbols along a vertical line.
Top edge	Places the top edges of the symbols along a horizontal line.
Bottom edge	Places the bottom edges of the symbols along a horizontal line.
Same horizontal spacing	Moves symbols that lie on a horizontal line so that the distance between each symbol is the same.
Same vertical spacing	Moves symbols that lie on a vertical line so that the distance between each symbol is the same.
Same size	Makes all symbols the same size.
Same width	Makes all symbols the same width
Same height	Makes all symbols the same height.
Same font and color	Makes all symbol labels the same font and text color.
Same position and size	Changes the position and size of the labels so that they all have the same position and size relative to their symbols.
Same appearance	Sets the same color and border settings on all symbols.

4.5.8 Copy, cut and paste

The choices for copying, cutting and pasting are available both in the context menu and in the toolbar. You can also use the shortcuts »Ctrl+C«, »Ctrl+X« and »Ctrl+V«. When you paste copied or cut material into a model you create new symbols and relations pointing to the same objects. If you wish to create completely new copies (new objects) instead you can choose »Paste as copy« instead (»Ctrl+Shift+V«).

4.5.9 Text objects

Text objects behaves somewhat differently from the other types and are used to show text in the model. When you create a text object you

2c8

give it a title but it is not the title that is shown in the model but instead the object's description (see Descriptions). The description can contain formatted text, images and links to other objects and models.
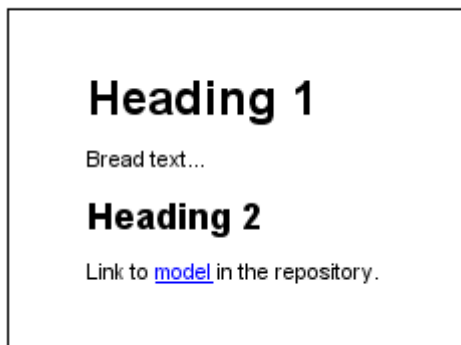

Figure 4.25 Text object

4.5.10 Zoom

To zoom in or out in a model you press »Ctrl+Plus« or »Ctrl+Minus« on the keyboard or press »Ctrl« and use the mouse wheel. The model will zoom around the current location of the mouse pointer in the model. To reset the zoom level to 100% use the keyboard shortcut »Ctrl+0«. You can also use the zoom control in the toolbar to control the current zoom level.

4.5.11 Undo/redo

Most of the operations you make in the modeling editor can be undone and redone by using the »Undo« and »Redo« buttons in the toolbar or by using the shortcuts »Ctrl+Z« and »Ctrl+Y«.

4.5.12 Refresh model

The toolbar contains a button that refreshes the model from the data source. This is mostly useful in server environments where other users might have done changes since the model was last loaded. You can also use the keyboard shortcut »F5« to refresh the model.

4.6 Swimlane models

There is one standard model type that behaves differently from other models in 2c8 Modeling Tool and this is the swimlane model. In a swimlane model some object types are shown as »swimlanes«. When you create a new swimlane model you get to choose the object types

2c8

that will be swimlanes and which types to automatically create relations to when symbols are placed within the swimlanes.
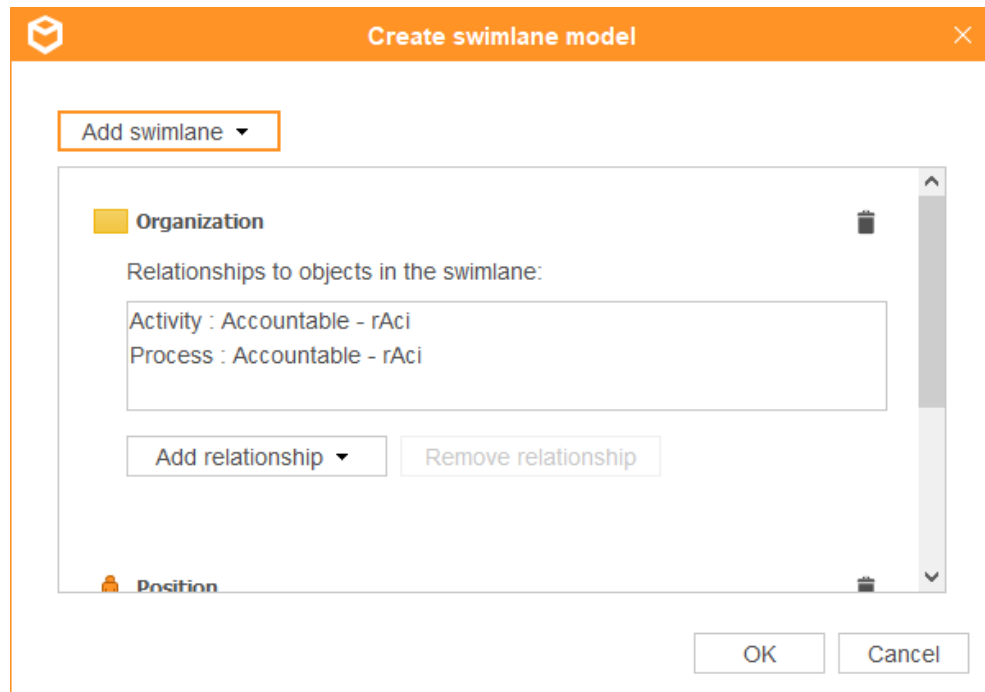
Figure 4.26 Create new swimlane model

In the example above all positions will be drawn as swimlanes and if you place an activity or a process within the swimlane a relation of type »Accountable - RACI« will automatically be created from the swimlane to the activity/process. The relation will not be visible in the model but is equal to other relations in all other ways. It will be visible in the object properties and can be used to create lists etc.
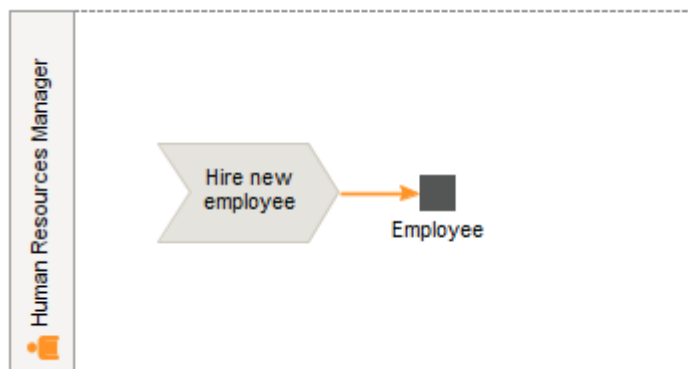
Figure 4.27 Swimlane with automatic relation to process

4.7 Document links

2c8 Modeling Tools is not intended as a document management tool. Instead there is a function to create named links to documents in external document management tools, or on a shared network drive. It is also possible for third part plugins to work directly against an external system from inside the program to easily link documents to models or objects.

To create or edit document links right click on a symbol and choose »Documents« from the context menu. To edit document links connected to the model, right click on an empty part of the model and choose »Documents«.

4.8 Descriptions

Descriptions are longer, formatted texts connected to objects or models. To add or edit an object's description, right click on the symbol and choose »Description « from the context menu. To edit a model's description right click on an empty part of the model and choose »Description«.

Chapter 5

Maintenance of models

In 2c8 Apps you can handle changes in models with version management and divide the responsibility for your models using maintenance roles. Maintenance of models is handled in 2c8 Modeling Tool, 2c8 Lite, and the web app 2c8 Approve.

With version management in 2c8 Apps you can view previous versions of models and ensure that your models are approved to be published. If you have not set maintenance roles on a model, as a modeler, you can approve the model directly in the toolbar. The model is then locked for editing, and you need to create a new version to edit it again. This chapter will go through everything you need to know about the maintenance of models in 2c8 Apps.
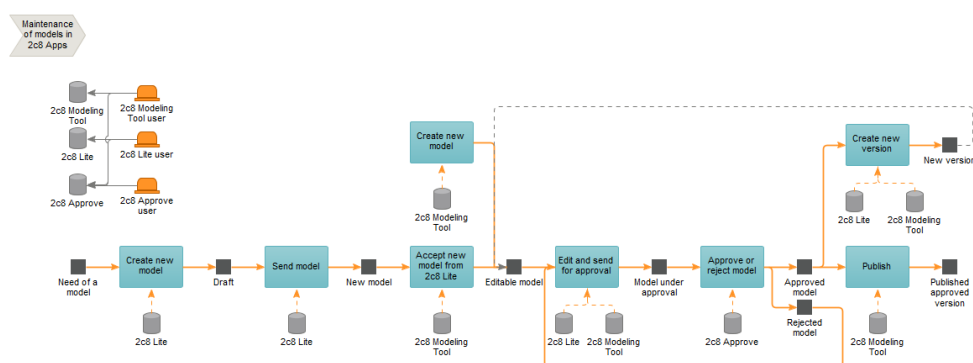

Figure 5.1 Overview of the maintenance flow (without reviewer).

5.1 Maintenance roles

Users of 2c8 Modeling Tool set maintenance roles for models. This way, you distribute the responsibility of modeling, reviewing, and approving your models. These are the different maintenance roles a user can have for a model:

Modeler	The Modeler is in charge of editing the model, ensuring it's correct, and keeping it up to date by adding objects, descriptions, documents, etc.
Reviewer	The reviewer is in charge of reviewing the models and their information. This role ensures that the model is described methodologically correct.
Approver	The approver is in charge of either approving the model or rejecting it. The approver decides if the model correctly describes reality.

A »Modeler« is either a 2c8 Modeling Tool user or a 2c8 Lite user, and this role is the one making the actual changes in a model. When the changes are made, the model goes through a »maintenance flow« to a »Reviewer« and »Approver«, to be reviewed and approved. Reviewing and approving models is performed in the web app 2c8 Approve. Users of 2c8 Lite can automatically access 2c8 Approve.

5.2 Maintenance states
The maintenance flow of a model consists of six different states, where each state describes where in the flow the model currently is.

Draft	Drafts are new models created in 2c8 Lite. In this state, the model does not yet belong to a repository. The model may not even have the correct model type and is simply a draft.
New model	A new model is a draft that has been sent from 2c8 Lite to 2c8 Modeling Tool. The model is awaiting placement into a repository where it belongs in a more extensive structure and is given a model type. The difference between a draft and a new model is that a draft is working material, and a new model is a model that has been sent to a 2c8 Modeling Tool user. To receive a draft sent from 2c8 Lite, as a 2c8 Modeling Tool user, you need to have the permission "Accept drafts" checked on your user. This is a setting in 2c8 Portal.
Editable model	An editable model is a model that has been placed in a repository and given a model type. All new models created in 2c8 Modeling Tool are by default in this state of the maintenance flow.

2c8

A model that has been previously approved and later unlocked for editing (a new version has been created) is also in this state. To put it shortly, models in this state can be edited by both 2c8 Modeling Tool users and 2c8 Lite users, given that the 2c8 Lite user is set as the maintenance role »Modeler« for this model.

Under review   In this state, the Modeler has sent the model to a reviewer. The model is no longer editable and is awaiting a reviewer to review the model. The review of the model occurs in 2c8 Approve.

Under approval   In this state, the modeler or the reviewer has sent the model to be approved. The model is no longer editable and is awaiting the approver to approve the model. The approval of the model occurs in 2c8 Approve.

Rejected   In this state, a model sent to be reviewed/ approved has been rejected. This state is equal to an editable model and indicates that the model has been rejected.

Approved model   A model is approved once an Approver has decided it correctly describes reality and approves the model. An approved model cannot be edited, with the exception that you allowed small changes to approved models.

5.3 Responsibility of the different states in the maintenance flow

The main purpose of 2c8 Lite is to conduct changes in models, which the maintenance role »Modeler« does. However, a 2c8 Lite user can also be »Reviewer« and »Approver« of models, but reviewing and approving models is done via 2c8 Approve.
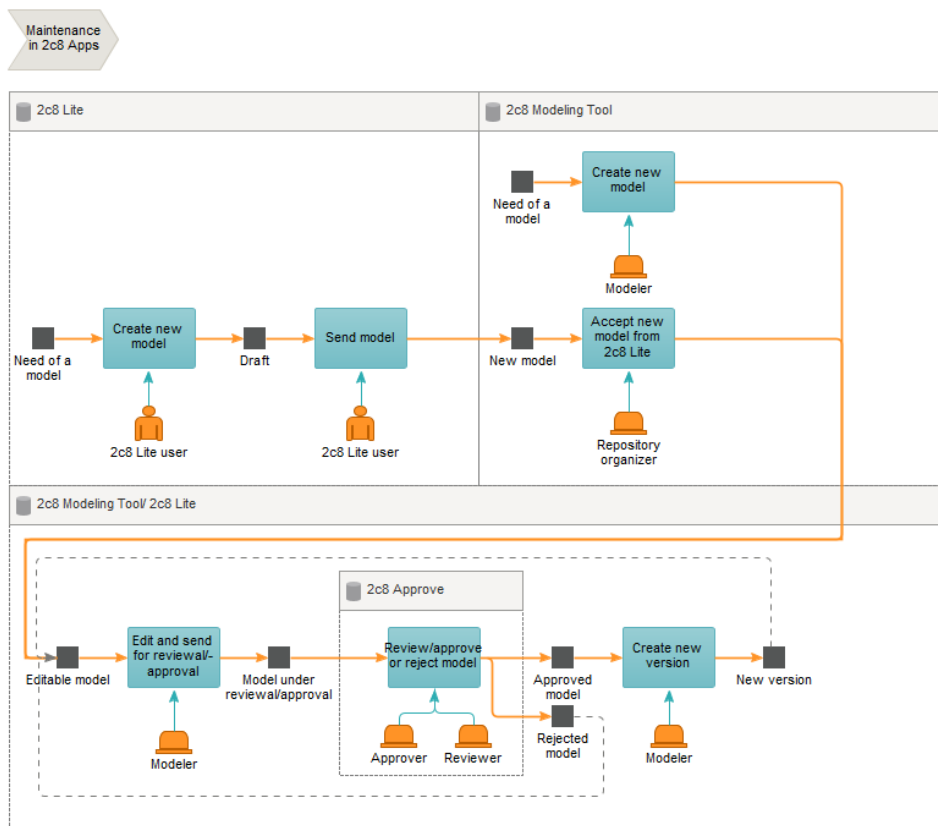
2c8

Figure 5.2 The division of responsibility in the maintenance cycle

5.4 Working with maintenance in 2c8 Lite

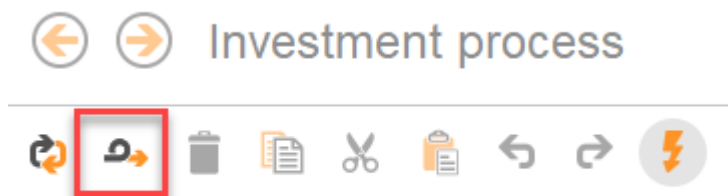To pass on a model in the maintenance flow, you use the button »Maintenance«.

Figure 5.3 Pass on a model in the maintenance flow

This will open a dialogue showing where the model is currently located in the maintenance cycle. In this dialogue, you can also see one or more buttons to pass the model to the next state. The dialogue will also show any messages submitted the last time the model changed state. To pass the model to the next state, enter a message in the text field (if you want) and click the button representing the state to which you want to move the model. For example, you can see a draft from 2c8 Lite in the image below, and the only button visible is »Send model« which will pass the model to the state »New model«.
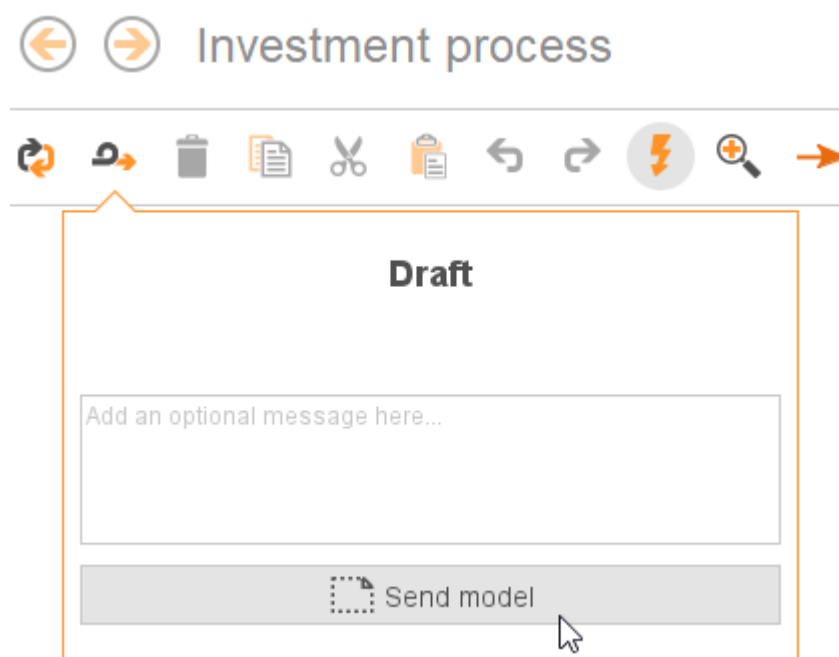

Figure 5.4 Maintenance dialogue

5.5 In which state is the model?

Models are stamped with an icon in the top right corner, indicating which state the model is currently in. This stamp will not be visible in the published material or when exporting your model to an image. The following icons and colors are used:

 Draft (only visible in 2c8 Lite)

Under review

Under approval

Rejected model

Approved model

If the user does not have permission to make changes in the model, this is also visible in the top right corner and is indicated by a lock. This can be visible regardless of which state the model is in.

No write permissions
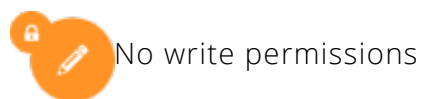
5.6 Summary of the maintenance cycle

The maintenance cycle is a process that will pass a model through different stages. The process either starts with an »Editable model« in 2c8 Modeling Tool or a »Draft« in 2c8 Lite. In this case, we will present the maintenance cycle from a 2c8 Lite perspective.

A model starts its cycle in 2c8 Lite as a »Draft«. This model does not yet belong in a repository and is simply working material, a model draft. The »Draft« needs to be sent to a 2c8 Modeling Tool user with "Accept drafts" permission. To send the model to a repository the 2c8 Lite user needs to click on the »maintenance button« in the toolbar in 2c8 Lite and click »send model«. In this state, the 2c8 Modeling user can set the maintenance roles »Modeler«, »Reviewer«, and »Approver« for the model. When the »Draft« is sent, the model is in the »New model« stage. When the model has been placed in a repository by a 2c8 Modeling Tool user, the model moves to the stage »Ed-

2c8

itable model«. The model is now a part of a repository. A Modeler, which can be both a 2c8 Modeling Tool user and a 2c8 Lite user, can edit the model by changing the process flows, adding symbols, documents, descriptions, etc. his occurs during the activity »Edit and send to be reviewed« which ends with the modeler sending the model to be reviewed. The models it then passed to the state »Under review« and a new activity is started, where the responsibility is moved to a Reviewer.

During the activity »Review and send to be approved« the Reviewer reviews the model. The reviewal of the model happens in the web app 2c8 Approve by the individual set at Reviewer of the model. There are two choices: accept the model and send it to the state »Under approval« or decline it and send it to the state »Rejected«. In the latter mentioned choice, the model is sent back to the Modeler, which can make the changes necessary and send it to be reviewed again.

The activity »Approve or reject« includes an Approver examining the model and deciding whether the model describes the reality correctly or not. As mentioned earlier, the approval of a model occurs in the web app 2c8 Approve. There are two possible ways to go: the model is either approved and moved to the state »Approved model« or declined and moved to the state »Rejected«. In the latter case, the model is sent back to the Modeler, which can edit the model and make the necessary changes to be reviewed/approved again. An approved model is locked for editing and is considered an accurate description of reality.

Approved models are passed through the maintenance flow by the activity »Create new version« which will bring the model back to the state »Editable model« , and the cycle starts over.

Note that it is not always necessary to send models for approval or reviewal. Which states are used depends on which sort of responsibility has been distributed for the model. For the most effortless possible maintenance where you only want to keep track of the different versions of a model, you can pass through the maintenance flow without an Approver or a Reviewer. The Modeler can then approve the model straight away and create new versions when needed. The image below shows the maintenance flow without a Reviewer.
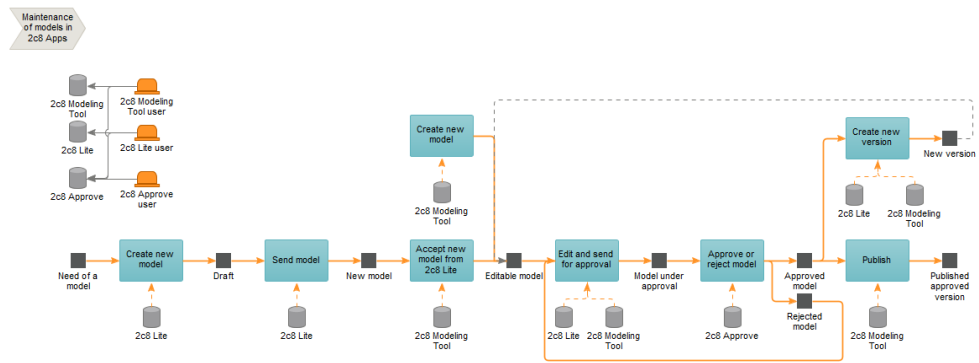
2c8

Figure 5.5 Overview of the maintenance flow (without reviewer).