

**Oracle® Business Process Publisher**

Quick Start Guide

10g Release 3 (10.1.3.1.0)

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# Preface

This Preface contains the following topics:

- [Audience](#)
- [Documentation Accessibility](#)
- [Related Documents](#)
- [Conventions](#)

## Audience

*Oracle Business Process Publisher - Quick Start Guide* is intended for:

- Unexperienced users of Oracle Business Process Publisher

## Documentation Accessibility

Our goal is to make Oracle products, services, and supporting documentation accessible, with good usability, to the disabled community. To that end, our documentation includes features that make information available to users of assistive technology. This documentation is available in HTML format, and contains markup to facilitate access by the disabled community. Accessibility standards will continue to evolve over time, and Oracle is actively engaged with other market-leading technology vendors to address technical obstacles so that our documentation can be accessible to all of our customers. For more information, visit the Oracle Accessibility Program Web site at

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## Related Documents

For more information, see the following document in the Oracle Other Product One Release 7.0 documentation set or in the Oracle Other Product Two Release 6.1 documentation set:

- *Oracle Business Process Architect - Quick Start Guide*
- *Oracle Business Process Analysis Suite - Method*
- *Oracle Business Process Analysis Suite - Installation Guide*
- *Oracle Business Process Analysis Suite - Administration Guide*
- *Oracle Business Process Analysis Suite - XML Export/Import Interface*

## Conventions

The following text conventions are used in this document:

Convention	Meaning
<b>boldface</b>	Boldface type indicates graphical user interface elements associated with an action, or terms defined in text or the glossary.
<i>italic</i>	Italic type indicates book titles, emphasis, or placeholder variables for which you supply particular values.
monospace	Monospace type indicates commands within a paragraph, URLs, code in examples, text that appears on the screen, or text that you enter.

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## Introduction

Oracle Business Process Publisher is integrated in the **Administration** module of Oracle Business Process Architect. Business Publisher administrators (Page 30) use this product to create (Page 9) Web exports of your **Oracle BPA Suite** databases once you have installed Oracle Business Process Publisher Server (Page 2).

Oracle Business Process Publisher is used for publishing modeled processes. You can both integrate Oracle Business Process Publisher into an enterprise portal and adapt its appearance to your company's corporate design.





This chapter contains step-by-step instructions.

## 2.1 Oracle Business Process Publisher Server

You need an Oracle Business Process Publisher Server to create Web exports. This chapter contains information about installation and configuration.

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**Note:** Generate new Web exports after installation of the current version. Web exports that you generated with the previous version can no longer be used.

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### 2.1.1 How to install Oracle Business Process Publisher Server

Oracle Business Process Publisher Server enables you to manage Web exports. Web exports are Web applications based on **J2EE**. They use Java Servlets and Java Server Pages (**JSP**) which, in addition to a Java environment (**JDK**), also require a Web application server (for example, **Apache Tomcat**) as the operating environment. The data is held in a relational database system and is exchanged with the program via a **JDBC** interface.

You can also install Oracle Business Process Publisher Server on other Web application servers. A description of the procedure may be found in the Installation Guide (**Start/Programs/Oracle BPA Suite/Documents/Oracle BPA Suite Installation Guide**).

#### **Procedure**

1. Ensure that the system requirements for all components are met; see chapter **Hardware and Software Requirements** in the Administration Guide (**Start/Programs/Oracle BPA Suite/Documents/Oracle BPA Suite Administration Guide**).
2. If the start page is not displayed automatically, run the relevant **Setup.exe** file.
3. Follow the instructions in the wizard.
4. If you have installed Oracle Business Process Publisher Server on an external computer, change the IP address in the configuration file (Page 5).

In order to create Web exports, and for users to be able to use them, you need to launch (Page 3) Oracle Business Process Publisher Server and communicate the URL.

After the Oracle Business Process Publisher Server standard installation, the URL is **http://<server name>:8090/businesspublisher**, if you have not changed the standard settings during installation.

## 2.1.2 How to launch Oracle Business Process Publisher Server

Oracle Business Process Publisher Server enables you to manage Web exports. Web exports are Web applications based on **J2EE**. They use Java Servlets and Java Server Pages (**JSP**) which, in addition to a Java environment (**JDK**), also require a Web application server (for example, **Apache Tomcat**) as the operating environment. The data is held in a relational database system and is exchanged with the program via a **JDBC** interface.

You can also install Oracle Business Process Publisher Server on other Web application servers. A description of the procedure may be found in the Installation Guide (**Start/Programs/Oracle BPA Suite/Documents/Oracle BPA Suite Installation Guide**).

### Procedure

1. Make sure that Oracle Business Process Publisher Server is correctly configured.
2. Launch the server using the **start.bat** file in the Oracle Business Process Publisher Server installation directory or launch the **Oracle Business Process Publisher** service (**Control Panel/Administrative Tools/Services**).

Once the server has been launched, you can establish a connection (Page 8) in Oracle Business Process Architect. You can then create Web exports. Make sure that Oracle Business Process Publisher Server is not exited. If that happens, users will no longer be able to use Web exports.

## 2.1.3 How to configure Oracle Business Process Publisher Server

### Prerequisite

You have access privileges for the Oracle Business Process Publisher Server installation directory.

### Procedure

1. If you have installed Oracle Business Process Publisher Server on an external computer, change the IP address (Page 5).
2. Display news (Page 5).
3. Configure the server for LDAP login (Page 6).
4. Configure the settings for automatic e-mailing (Page 7)

### 2.1.3.1 How to change the port number (Oracle Business Process Publisher Server)

The installation program automatically enters **8080** as the port. To use another free port on your Web server, you need to enter the required port in the Tomcat Server Port box.

### Prerequisite

You have access privileges for the Oracle Business Process Publisher Server installation directory.

### Procedure

1. Open the **server.xml** file in the Oracle Business Process Publisher Server installation directory **..\BPSServer\tomcat\conf\** with a text editor.
2. Change the port number value in the following line:

`<Connector port="8090" />`.

1. Save your change and close the file.

The change only takes effect after you have restarted Oracle Business Process Publisher Server.

### 2.1.3.2 How to change the IP address (Oracle Business Process Publisher Server)

If you have installed Oracle Business Process Publisher Server on an external computer rather than locally, you must enter the IP address of that computer in the configuration file.

#### Prerequisite

You have access privileges for the Oracle Business Process Publisher Server installation directory.

#### Procedure

1. Open the **webappserver.cfg** file in the Oracle Business Process Publisher Server installation directory `..\BPServer\tomcat\webapps\businesspublisher\config\` with a text editor.
2. In the **bpservicehost value** line, change the value for the IP address of the computer on which Oracle Business Process Publisher Server is installed, e.g. `<bpservicehost value="172.30.111"/>`
3. Save the change and close the file.

The change only takes effect after you have restarted Oracle Business Process Publisher Server.

### 2.1.3.3 How to display news

The **News** section in the **Home** module is not used in the standard export. If you have knowledge of RSS Feed and XML programming, you can insert links in this area.

#### Prerequisite

You have access privileges for the Oracle Business Process Publisher Server installation directory.

#### Procedure

1. Open the **news.rdf.xml** file in the Oracle Business Process Publisher Server installation directory `BPserver\tomcat\webapps\businesspublisher\layouts\default\data` with your editor. The following content is displayed:

```
<?xml version="1.0" encoding="ISO-8859-1" ?>
<rss version="2.0">
<channel>
<title>News</title>
<link>http://www.ids-scheer.com/</link>
<description>Oracle Corporation</description>
<language>en-en</language>
<lastBuildDate>Thu, 19 May 2006 11:28:45 +0000</lastBuildDate>
<copyright>Copyright (C) Oracle Corporation</copyright>
</channel>
</rss>
```

2. Under the `</copyright>` tag, insert the `<item>` tags for each entry. Use the following tags:

1. **<title>**: Title of the link.
  2. **<link>**: URL of the link that is to be displayed in the list.
  3. **<description>**: Description that is to be displayed below the link.
3. Save your changes.

For example, if you have changed the file as follows:

```
<item>
<title>Oracle Corporation</title>
<description>The software and consulting company Oracle Corporation develops
Business Process Management solutions for corporations and public authorities.
With its Oracle BPA Suite for Process Excellence, the company offers an integrated
and complete tool portfolio.
</description>
<link>http://www.ids-scheer.com</link>
</item>
<item>
<title>Oracle Business Process Publisher</title>
<description>Dynamic Publication of Process Portals
</description>
<link>http://www.oracle.com/international/english/products/</link>
</item>
</channel>
</rss>
```

the content is displayed in the News area.

#### 2.1.3.4 How to configure LDAP user management

If you manage users with an LDAP system, the system is also used for authentication. In order for the Oracle Business Process Publisher administrator to assign LDAP user groups to **Oracle BPA Suite** user groups, you must adjust the configuration file.

##### Prerequisite

You have access privileges for the Oracle Business Process Publisher Server installation directory.

##### Procedure

1. Open the **webappserver.cfg** file in the Oracle Business Process Publisher Server installation directory `..\BPSServer\tomcat\webapps\businesspublisher\config\` with a text editor.
2. Find the **<ldap>** tag. In this section, configure the login using an LDAP system.
3. Enter the required settings. Information about settings is provided in the **<ldap>** section.
4. Save the changes and restart Oracle Business Process Publisher Server.

The Oracle Business Process Publisher administrator can now assign (Page 19) **Oracle BPA Suite** user groups to LDAP user groups.

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**WARNING:** If your LDAP server is set up so that it allows anonymous authentication (unauthenticated bind mechanism), it is sometimes possible for users to log in without a password.

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### 2.1.3.5 How to configure automatic e-mailing

If you are resetting passwords (Page 16), for example, automatic e-mails containing the initial passwords are sent to the appropriate users.

#### Prerequisite

You have access privileges for the Oracle Business Process Publisher Server installation directory.

#### Procedure

1. Open the **webappserver.cfg** file in the Oracle Business Process Publisher Server installation directory `..\BPServer\tomcat\webapps\businesspublisher\config\` with a text editor.
2. Find the **<badmin>** tag. In this section, configure the mail server settings.
3. Enter the required settings. Information about settings is provided in the **<badmin>** section.
4. Save the changes and restart Oracle Business Process Publisher Server.

## 2.2 Oracle Business Process Architect

This chapter describes how to create Web exports with Oracle Business Process Architect.

### 2.2.1 How to change the password (Oracle Business Process Publisher)

Any user who knows the Business Publisher administrator password can create (Page 9) or update Web exports (Page 12). After installation, the password is **BPADMIN**. You should change (Page 8) the password immediately to prevent unauthorized actions.

Only administrators who identify themselves with this password can create or update Web exports. If you use these defaults on the **Login** options page, the password request is skipped.

If other users also use your computer, you should not enable the automatic login to prevent unauthorized access.

#### Procedure

1. Click on **Administration** in the **Modules** bar.
2. Right-click on a server in the **Navigation** bar and select **Change password/Business Publisher administrator**.
3. Enter the passwords in the appropriate fields and click on **OK**.

### 2.2.2 How to connect with an Oracle Business Process Publisher Server

To be able to create Web exports, you must establish a connection between Oracle Business Process Repository Server and an Oracle Business Process Publisher Server.

#### Procedure

1. Make sure that Oracle Business Process Publisher Server has been launched.
2. Click on **Administration** in the **Modules** bar.
3. Click on the desired Oracle Business Process Repository Server in the **Navigation** bar.

4. Click on **Business Publisher Server** in the **Navigation** bar.
5. In the **Business Publisher Server** bar, click on **Add server**.
6. Enter the Oracle Business Process Publisher Server name and enable the **Test connection** check box. The name of the server can be obtained from your system administrator.
7. Click on **OK**.

The connection is established. If a connection cannot be established, a corresponding message is displayed. In this case, contact your system administrator.

## 2.2.3 How to create Web export profiles

Profiles are used to define the model appearance, as well as the number of enlargement increments, the sorting options in tables, and links to documents, URLs, and systems that can be run in the Web export.

### Procedure

1. Click on **View/Options**.
2. In the tree view, click on **Web export profiles**.
3. Click on **New**.
4. Follow the instructions in the wizard.
5. Close the options page.

The Web export profile is available in the Web Export Wizard.

## 2.2.4 How to export databases to the Web

Oracle Business Process Publisher allows you to provide the entire content of a database dynamically as a portal. In each Web export user access is customized in the Administration section. In the **Administration** module, you can manage Web exports either at the database level or on each Oracle Business Process Publisher Server.

Portals are essential items for integrating business processes and company information systems. They function as a process interface for the company both outwards to customers, partners, and suppliers, and inwards to the company's own staff. Portals combine the business information provided by all services. These are displayed in an aggregated form. Information is protected from unauthorized access and is thus only accessible to specific users or user groups.

### Prerequisite

Ensure that:

- at least one Oracle Business Process Publisher Server has been configured and launched.
- an Oracle Business Process Publisher Server has been added (Page 8) to an Oracle Business Process Repository Server.
- at least one user group has been created in the **Oracle BPA Suite** database. This user group controls access to the Web export.
- all users who can open the Web export in their browser are assigned to this user group. An access profile is created for each user group and users can use this to log in.

- access privileges for the groups whose content is to be displayed in the Web export are assigned to this user group. The access privileges of individual users are **not** taken into account.
- method filters are assigned to this user group. An access profile is created for each method filter and users can use this to log in.
- the user who creates the Web export has the **Database export** function privilege and can authenticate him or herself as an administrator (Page 30).
- a profile is defined (Page 9) on the **Web export profiles** options page (**View/Options**).

#### Procedure

1. Click on **Administration** in the **Modules** bar.
2. In the tree view, click on the Oracle Business Process Repository Server's Business Publisher Server on which you want to manage the Web export. You can also log in to the required database and select **Web exports** from the database tree view.
3. Click on the **New** button in the **Web exports** bar and authenticate yourself as an administrator, if required. Only ARIS Business Publisher administrators are entitled to create Web exports. If you have entered the password in the **Business Publisher** field on the **Login** options page (**View/Options**) and have enabled the **Use defaults** check box, the password request is skipped.
4. Follow the instructions in the wizard.
5. Once the process is complete, activate the Web export (Page 12) so that users can open it in a browser. You can activate Web exports either in **Oracle BPA Suite**, on the **Web exports** tab, or in the **Profiles** module of the Web export. Should you want to edit exports you can lock activated Web exports at any time. Then users can no longer open them.
6. To open them, enter the URL for your Web export in your browser's address bar, e.g. `http://localhost:8090/businesspublisher`.
7. Log in as a system administrator (**User:** root; **Password:** root). The Web export administration opens. Ensure that you change the system administrator's **root** password immediately to prevent unauthorized access to the database content. To do this, log in again with the **root** user and click on **Change password**.
8. Check the content and, if necessary, create new administrators, substitutes or users.

## 2.2.5 How to manage Web exports

#### Prerequisite

- To enable users to open the Web export you must activate it in the **Administration** module on the **Web exports** tab.
- If you manage users with an LDAP system (Page 19), you need to assign LDAP user groups.

#### Procedure

1. Enter the URL (<Oracle Business Process Publisher Server root directory>/<context>) in the address bar of your browser. The URL can be obtained from your system administrator. After the standard installation of Oracle Business Process Publisher Server, the URL is `http://<server>`

**name>:8090/businesspublisher**, if you did not change the default settings during installation.

2. Log in as a system administrator (**User:** root; **Password:** root) or administrator.

The Web export administration opens.

1. If necessary, create new administrators, substitutes or users and assign access profiles to users, or change the status of exports (Page 14).

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**Note:** Ensure that you change the system administrator's **root** password immediately to prevent unauthorized access to the database content. To do this, log in again with the **root** user and click on **Change password**.

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**WARNING:** If you use an LDAP system to control the login, make sure that only authorized users can log in.

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## 2.2.6 How to activate/lock Web exports (Oracle Business Process Architect)

A Web export, when created, is locked for users. Administrators can check and activate Web exports. A checked Web export must be activated for use so that users can open it in the browser. You can change the status either in Oracle Business Process Architect or in Oracle Business Process Publisher Administrator.

### Prerequisite

A Web export was created on the Oracle Business Process Publisher Server.

### Procedure

1. In the **Administrator** module, click on **Business Publisher Server** in the **Navigation** bar and select the server on which the export is managed.
2. On the **Web exports** tab, select the export whose status you would like to change and click on the **Change status** button.

The status has been changed. Should you want to edit exports, you can lock activated exports at any time.

**Tip:** Web exports can also be activated or locked in the administration interface for Web exports, in the **Profiles** module.

## 2.2.7 How to update Web exports

Update your Web exports after you changed or created models in **Oracle BPA Suite**, for example.

### Prerequisite

- You can authenticate yourself as a Business Publisher administrator (Page 30).

### Procedure

1. Click on **Administration** in the **Modules** bar.
2. In the tree view, click on the Oracle Business Process Repository Server's Business Publisher Server on which you manage the Web export. You can also log in to the database and select **Web exports** from the database tree view.



3. Select the Web export to be updated and click on the **Update** button. The Web export is updated.
4. Click on **OK**.

The Web export has been updated. Models whose names were changed are displayed in the users' favorites lists with their new names. Models that were deleted are removed from the favorites lists.

## 2.2.8 How to edit Web exports

You can change descriptive texts, names and export options (appearance, etc.), for example. The export content is not affected. Users and languages are updated.

### Procedure

1. Click on the tab in the Web export you want to edit and select **Edit**.
2. Follow the instructions in the wizard.

**Tip:** Update (Page 12) your Web exports after you changed or created models in **Oracle BPA Suite**, for example.

## 2.2.9 How to delete Web exports

Deleted exports cannot be restored.

On the **Web exports** tab, click on the Web export you want to delete and select **Delete**.

The selected Web export is deleted from the Oracle Business Process Publisher Server.

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**Note:** Alternatively, if you want to lock exports for all users, select the required export with the **Activated** status on the **Web exports** tab and click on **Change status**. The export is then locked. You can edit locked exports and activate them again.

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## 2.3 Web export (administration)

This chapter describes the functions available to administrators in Web exports. Once you have opened a Web export, an online help is available.

### 2.3.1 How to manage Web exports

#### Prerequisite

- To enable users to open the Web export you must activate it in the **Administration** module on the **Web exports** tab.
- If you manage users with an LDAP system (Page 19), you need to assign LDAP user groups.

#### Procedure

1. Enter the URL (<Oracle Business Process Publisher Server root directory>/<context>) in the address bar of your browser. The URL can be obtained from your system administrator. After the standard installation of Oracle Business Process Publisher Server, the URL is **http://<server name>:8090/businesspublisher**, if you did not change the default settings during installation.

2. Log in as a system administrator (**User:** root; **Password:** root) or administrator.

The Web export administration opens.

1. If necessary, create new administrators, substitutes or users and assign access profiles to users, or change the status of exports (Page 14).

---

**Note:** Ensure that you change the system administrator's **root** password immediately to prevent unauthorized access to the database content. To do this, log in again with the **root** user and click on **Change password**.

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---

**WARNING:** If you use an LDAP system to control the login, make sure that only authorized users can log in.

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### 2.3.2 How to activate/lock Web exports (Oracle Business Process Publisher Administration)

A Web export, when created, is locked for users. Administrators can check and activate Web exports. A checked Web export must be activated for use so that users can open it in the browser. You can change the status either in Oracle Business Process Architect or in Oracle Business Process Publisher Administrator.

#### Prerequisite

A Web export was created on the Oracle Business Process Publisher Server.

#### Procedure

1. Enter the URL in the address field of your browser.
2. Log in as a system administrator or administrator (Page 11). The Web export administration opens.
3. Click on the **Profiles** module and enable/disable the check box in the **Activated** column.

The status has been changed.

**Tip:** Web exports can also be activated/locked (Page 12) in Oracle Business Process Architect.

### 2.3.3 How to change your password

#### Procedure

1. If you are already logged in, click on **Log out**.
2. Enter your user name in the Login dialog box.
3. Click on **Change password**. You cannot change the password if user management is being performed using an LDAP server.
4. Enter your old and new passwords in the appropriate fields and click on **OK**.
5. In future, log in with the new password.

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**Note:** If you have forgotten your password, ask the system administrator to reset (Page 16) it. You will receive an e-mail containing a new password. Log in with your user name and this password and change the password immediately.

You must complete mandatory fields marked with an asterisk (Picture).

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### 2.3.4 How to manage administrator roles

If you logged in as a system administrator you can manage administrator roles.

#### Procedure

1. Click on the **Administrator roles** module. The list contains all administrators that are subordinate to the system administrator.
2. Click on **Add** to create a new administrator role.
3. Click on a list entry to obtain detailed information. If you click on **Edit**, you can edit the fields, i.e. assign, change or delete owners and substitutes, for example.
4. Click on **Delete** to delete an administrator role.

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**Note:** You must complete mandatory fields marked with an asterisk (Picture).

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### 2.3.5 How to appoint owners and substitutes

As a system administrator and administrator you can assign or delete owners and substitutes.

#### Procedure

1. Click on the **Administrator roles** module.
2. Click on an entry in the list. The details will be displayed.
3. Click on **Edit**. You can now edit the fields.
4. Click on **Assign** in the **Owner** or **Substitute** lines and select the required user.
5. Click on **Save**.

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**Note:** If you delete or reset owners in the **My role** module no users are assigned. These administrator roles cannot be used again until the system administrator has assigned an owner.

You must complete mandatory fields marked with an asterisk (Picture).

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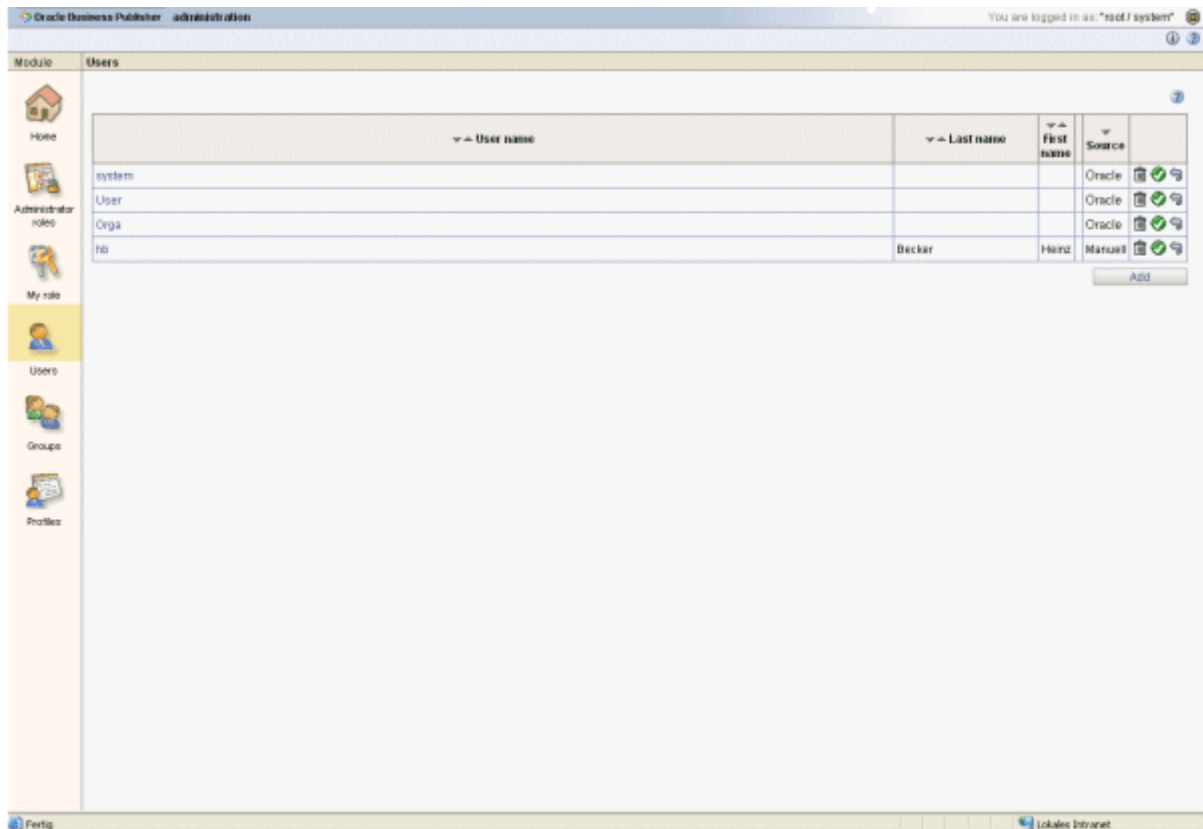
### 2.3.6 How to manage users

Manage the users in your area of responsibility.

Click on the **Users** module. The list displays all users that you manage. You can obtain further information by clicking on a user name.

If you manage users with an LDAP system (Page 19), you need to assign LDAP user groups.

## Procedure



### Adding users

1. Click on **Add**.
2. Enter the user data. You must complete mandatory fields marked with an asterisk (Picture).
3. Click on **Save**.

The user is displayed as manually created in the list. Users that include descriptive comments are identified by the Picture symbol.

### Editing users

1. Click on an entry in the list. Detailed information about the user is displayed.
2. Click on **Edit**.
3. Change the user data. You must complete mandatory fields marked with an asterisk (Picture).
4. Click on **Save**.

The user is displayed in the list.

### Activating/locking users PicturePicture

Click on the symbol in the corresponding row to lock or activate a user. Locked users cannot log in.

### Deleting users

Click on **Delete**.

The user is removed from the list. Locked users cannot log in.

### Resetting the password

If the user has forgotten his or her password, reset the password.

1. Click on **Reset password**. The new password is automatically sent by e-mail.
2. Ensure that this user changes his password again (Page 34) after logging in.

**Tip:** You assign users to specific user groups in the **Groups** module.  
(Page 18)

How to appoint substitutes (Page 16)

## 2.3.7 How to manage user groups

Manage the user groups in your area of responsibility. You can assign users to user groups. If you manage users with an LDAP system (Page 19), you need to assign LDAP user groups.

### Procedure

1. Click on the **Groups** module. The list displays all user groups that you manage. Different users are combined in user groups. In turn, these groups are assigned profiles which all users in a group can use when logging in.
2. In the row for the desired user group, click on the **Edit** button to change the user association of this group.


## 2.3.8 How to manage users with an LDAP system

If you manage users with an LDAP system, this system is also used exclusively for authentication (Page 34). The Oracle Business Process Publisher administrator must assign LDAP user groups to Oracle BPA Suite user groups.

### Prerequisite

Oracle Business Process Publisher Servers were configured for the LDAP login (Page 6).

### Procedure

1. Log into the Web export for which you want to manage the users as an administrator (Page 11).
2. Click on the **Groups** module.
3. Click in the row for the user group to which you want to assign LDAP users or user groups.
4. In the **Edit** column, click on **Assign** . The corresponding screen opens.
5. Assign the desired LDAP items that you will use to log in users in the future to the Oracle BPA Suite user group. Depending on the configuration settings, you can assign LDAP user groups or both LDAP users and LDAP user groups.
  1. Select the LDAP items you want to assign, e.g. **Unassigned LDAP user groups**. All LDAP user groups are displayed.

2. If the list is too extensive, filter the number of entries. To do this, make an entry in the **Filter** box, e.g. the initial letter **B** and click on **Refresh**. Only those user groups that begin with B will now be displayed.
3. Select the desired entries and click on the **Picture** button. The selected LDAP items will be assigned to the Oracle BPA Suite user group. To remove assigned LDAP items, select the entries to be deleted in the **Assigned LDAP users (user groups)** box and click on the **Picture** button.
6. Click on the **Save** button.

Users are authenticated using the LDAP system.

**Tip:** If users have been deleted from your LDAP system, click on the **Reorganize** button in the **User** module. This updates the user data in Oracle Business Process Publisher.

## 2.3.9 How to manage profiles

Users log in with the profile they have been assigned by their administrator.

Profiles combine access privileges, method filters and users. An access profile specifies the content a user can access in a Web export. The profile name is made up of the name of the Web export and the relevant method filter. For every user group and every method filter selected when creating the Web export, a profile is created. Access privileges determine whether a user sees specific Web export content. Manage the profiles in your area of responsibility.

Click on the **Profiles** module. The list displays all profiles that you manage.

You can activate or lock both profiles and Web exports. If you select **Anonymous** users can only log in anonymously. The profile is automatically locked.

## 2.4 Web export (users)

This chapter describes the functions available to users in Web exports. Once you have opened a Web export, an online help is available.

### 2.4.1 How to open Web exports

#### Prerequisite

The administrator has activated (Page 11) the Web export in the **Administration** module.

The Oracle Business Process Publisher Server on which the Web export is managed has been launched (Page 3).

#### Procedure

1. Enter the URL (<Oracle Business Process Publisher Server root directory>/<context>) in the address bar of your browser. The URL can be obtained from your system administrator. After the standard installation of Oracle Business Process Publisher Server, the URL is **http://<server name>:8090/businesspublisher**, if you did not change the default settings during installation.
2. Log in with your user name and password and click on **OK**.

If you have forgotten your password, ask the system administrator to reset (Page 16) it. You will receive an e-mail containing a new password. Log in with your user name and this password and change the password immediately.

1. Click on the access profile you want to use to log in.
2. Select a user interface language and click on **OK**.

The Web export opens. You will obtain further information in the online help for the export.

---

**Note:** If you log in with an LDAP system (Page 19), certain steps in the login procedure described are skipped.

---

## 2.4.2 How to use the default search

Find models and objects that contain the search term in their name.

### Procedure

1. Click on the **Home** or **Search** module and on **Standard**.
2. Enter a term in the text box and click on **Find**.

All models containing the term as a whole word or part of another word are displayed in the hit list. To open an entry, click on the corresponding link.

**Tip:** The \* wildcard stands for any number of characters. It is automatically added to the end of your search term. For example, if you are searching for all objects that start with the letter **E**, enter **E\***.

The wildcard ? stands for one single character. For example, if you are searching for all models that start with **Plan 2001/** and only differ in the last two characters for the month, enter **Plan 2001/??**. As a result, the models **Plan 2001/01**, **Plan 2001/02**, **Plan 2001/03**, **Plan 2001/10**, etc. will be returned.

## 2.4.3 How to use the extended search

Find models and objects that contain the search term in their name or attributes.

### Procedure

1. In the **Search** module, click on the **Extended** tab.
2. Enter a search term in the **Find what** box.

To search for multiple objects or models with names that are partly identical, enable the **Use pattern matching** check box. You can now use the wildcards \* and ?.

3. Choose the search options:

#### Models only

Restricts the search and only includes models in the search result. To include models and objects in the search, disable both check boxes.

#### Model type

Model type to be included in the search. Shows all model types that are included in the method filter for your profile. If you do not want to restrict the search to a particular

model type, select **All model types**. You can select model types if you restrict the search to models. If you are searching for models and objects, this box is disabled.

**Objects only**

Restricts the search and only includes objects in the search result. To include models and objects in the search, disable both check boxes.

**Object type**

Object type to be included in the search. Shows all object types that are included in the method filter for your profile. If you do not want to restrict the search to a particular object type, select **All object types**. You can select object types if you restrict the search to objects. If you are searching for models and objects, this box is disabled.

**In the name**

Determines the amount of text to be searched. Only the text in the **Name** attribute is searched.

**In the entire text**

Determines the amount of text to be searched. All maintained text attributes are searched.

**For attributes**

Extends the search to attributes of the type you select in the **Attribute type** box.

**Attribute type**

Attribute type to be included in the search. Shows all relevant attribute types that are included in the method filter for your profile.

**Language**

Database language to be searched. If you select **All languages**, you will find terms in English even if you are currently logged in with German as the language.

**Last change**

Enables you to specify a time span in which items have been changed.

**Within the last <time span>**

Enables you to define the time span as a number of days or months.

**Between <date> and <date>**

Enables you to define the time span using two dates. Click on a date and select the required day in the calendar.

**Match case**

Checks for matching case in text attributes.

**Use pattern matching**

Finds strings in text attributes that partly match. The wildcards \* and ? can be used.

The wildcard \* stands for any number of characters. For example, if you are searching for all objects that start with the letter E, enter E\*.

The wildcard ? stands for one single character. For example, if you are searching for all models whose name starts with **Plan 2001/** and only differ in the last two characters for the month, enter **Plan 2001/??**. As a result, the models **Plan 2001/01**, **Plan 2001/02**, **Plan 2001/03**, **Plan 2001/10**, etc. will be returned.

**Ignore separators**



Separators (-) are not taken into account in text attributes.

1. Click on **Find**.

The results are displayed in the hit list. To open an entry, click on the corresponding link.

Extended search

Find what:

☒ In the name
 Language:

☐ In the entire text

☒ Models

☒ Objects

☐ Last change:
 

☒ Within the last  Days
 


☐ between


☐ Match case

☒ Use pattern matching

☐ Ignore separators

Results

 [Oracle Business Process Analysis Suite \(structuring model\)](#)

 [Oracle Business Process Architect \(structuring model\)](#)

## 2.4.4 How to use the relationship search

Find objects that are linked to a source object by a defined connection type.

### Procedure

1. Click on the **Search** module and then on the **Relationship** tab.
2. In the **Find what** box, enter the name of the object for which you want to find related target objects.

To search for multiple objects with names that are partly identical, you can use the wildcards \* and ?. The \* wildcard stands for any number of characters. For example, if you are searching for all objects that start with the letter E, enter E\*. If you enter \*, all objects of the selected type are found.

3. If you wish, enter the type in the **Object type** box to restrict the search. Selecting **All object types** finds all objects that contain the search term.

Clicking on **Search** displays all objects that meet the search criteria.

4. Enable the **Only objects having relationship** to check box and, in the **Object** box, enter the name of the object with a relationship to the source object (**Find what**).

To search for multiple objects with names that are partly identical, you can use the wildcards \* and ?. The \* wildcard stands for any number of characters. For example, if you are searching for all objects that start with the letter E, enter E\*. If you enter \*, all objects of the selected type are found.

5. If you wish, enter the type in the **Object type** box to restrict the search. Selecting **All object types** finds all objects that contain the search term.
6. In the **Connection type** box, enter the type of connection that forms the relationship between the objects.
7. Click on **Find**.

The results are displayed in the hit list. The table contains all source and target objects that are related by the displayed connection type. To obtain information about the objects found, click on the corresponding link.

## 2.4.5 How to create views

On the **Views** tab in the **Search** module, you can use objects of the **Function** type to create a new model graphic. The generated model represents the semantic link between functions and organizational units.

### Procedure

1. Enter a search term for functions you want to find in the **Find what** box.  
To search for multiple objects or models with names that are partly identical, enable the **Use pattern matching** check box. You can now use the wildcards \* and ?.
2. In the **View** box, select the type of view you want to generate as a model. Moving the mouse pointer over the selected view displays the description.
3. Choose the search options:

#### In the name

Determines the amount of text to be searched. Only the text in the **Name** attribute is searched.

#### In the entire text

Determines the amount of text to be searched. All maintained text attributes are searched.

#### Language

Database language to be searched. If you select **All languages**, you will find terms in English even if you are currently logged in with German as the language.

#### Match case

Checks for matching case in text attributes.

#### Use pattern matching

Finds strings in text attributes that partly match. The wildcards \* and ? can be used.

The wildcard \* stands for any number of characters. For example, if you are searching for all objects that start with the letter E, enter E\*.

The wildcard ? stands for one single character. For example, if you are searching for all models whose name starts with **Plan 2001/** and only differ in the last two characters for the month, enter **Plan 2001/??**. As a result, the models **Plan 2001/01**, **Plan 2001/02**, **Plan 2001/03**, **Plan 2001/10**, etc. will be returned.

Ignore separators

Separators (-) are not taken into account in text attributes.

1. Click on **Next**.

**View search**

Find what:

View:

☒ In the name  
☐ In the entire text

Language:

☐ Match case  
☒ Use pattern matching  
☐ Ignore separators

All items containing the search term are listed in the **Found** box.

**Results**

Found:

- Customerinvoicemanagement [Function]
- Customermanagement [Function]
- Customerofferprocessing [Function]
- Customerofferprocessing [Function]
- Customerofferprocessing [Function]
- Customerorderprocessing(standard) [Function]
- Customerorderprocessing(standard) [Function]
- Customerorderprocessing [Function]

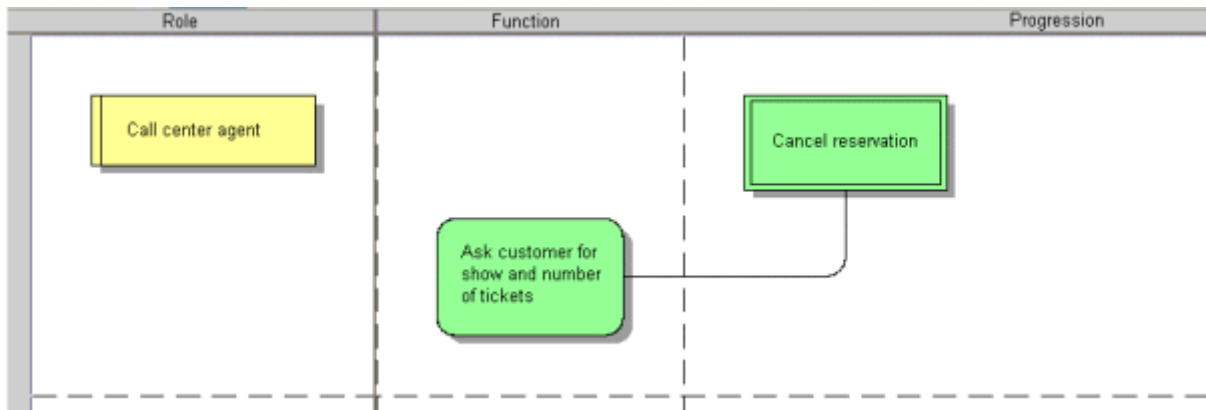
Selected:

- Customer service [Function]
- Customer service [Function]
- Customercontractmanagement [Function]
- Customerdeliveryplanprocessing [Function]
- Customerdeliveryplanprocessing [Function]
- Customerevaluation [Function]
- Customerinquiryprocessing [Function]
- Customerinquiryprocessing [Function]

View name:

2. Use the **Add** and **Remove** buttons to transfer those items you want to use to generate a model graphic to the **Selected** box.
3. If you wish, enter a descriptive name for the new model graphic in the **View name** box.

- Click on **Show** to open the view in the **Explorer** module. If you have selected a function that is not connected to any organizational units, no model can be generated.



**Tip:** To enable the generated view to be used repeatedly, click on Picture **Add to favorites**.

## 2.4.6 How to change your password

### Procedure

- If you are already logged in, click on **Log out**.
- Enter your user name in the Login dialog box.
- Click on **Change password**. You cannot change the password if user management is being performed using an LDAP server.
- Enter your old and new passwords in the appropriate fields and click on **OK**.
- In future, log in with the new password.

---

**Note:** If you have forgotten your password, ask the system administrator to reset (Page 16) it. You will receive an e-mail containing a new password. Log in with your user name and this password and change the password immediately.

You must complete mandatory fields marked with an asterisk (Picture).

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## Valuable information

Further information is provided in the chapter on **Valuable information**.

### 3.1 What is a Web export?

Oracle Business Process Publisher allows you to provide the entire content of a database dynamically as a portal. In each Web export user access is customized in the Administration section. In the **Administration** module, you can manage Web exports either at the database level or on each Oracle Business Process Publisher Server.

Portals are essential items for integrating business processes and company information systems. They function as a process interface for the company both outwards to customers, partners, and suppliers, and inwards to the company's own staff. Portals combine the business information provided by all services. These are displayed in an aggregated form. Information is protected from unauthorized access and is thus only accessible to specific users or user groups.

### 3.2 What are export views?

An export view is the view an administrator has of a Web export. An export view contains the database content with access privileges. This displays all content for which user groups have access privileges. The system administrator has an export view for each export. The system administrator is able to change access profiles. He can create users and assign them to groups and delegate management of the export view to an administrator.

### 3.3 How to create Web exports

Oracle Business Process Publisher is integrated in the **Administration** module of Oracle Business Process Architect. Business Publisher administrators (Page ii) use this product to create (Page Fehler! Textmarke nicht definiert.) Web exports of your **Oracle BPA Suite** databases once you have installed Oracle Business Process Publisher Server (Page Fehler! Textmarke nicht definiert.).

In order to create Web exports, the following requirements must be met.

Ensure that:

- at least one Oracle Business Process Publisher Server has been configured and launched.
- an Oracle Business Process Publisher Server has been added (Page Fehler! Textmarke nicht definiert.) to an Oracle Business Process Repository Server.

- at least one user group has been created in the **Oracle BPA Suite** database. This user group controls access to the Web export.
- all users who can open the Web export in their browser are assigned to this user group. An access profile is created for each user group and users can use this to log in.
- access privileges for the groups whose content is to be displayed in the Web export are assigned to this user group. The access privileges of individual users are **not** taken into account.
- method filters are assigned to this user group. An access profile is created for each method filter and users can use this to log in.
- the user who creates the Web export has the **Database export** function privilege and can authenticate him or herself as an administrator (Page ii).
- a profile is defined (Page Fehler! Textmarke nicht definiert.) on the **Web export profiles** options page (**View/Options**).

### 3.4 Who can create and update Web exports?

Any user who knows the Business Publisher administrator password can create (Page Fehler! Textmarke nicht definiert.) or update Web exports (Page Fehler! Textmarke nicht definiert.). After installation, the password is **BPADMIN**. You should change (Page Fehler! Textmarke nicht definiert.) the password immediately to prevent unauthorized actions.

Only administrators who identify themselves with this password can create or update Web exports. If you use these defaults on the **Login** options page, the password request is skipped.

If other users also use your computer, you should not enable the automatic login to prevent unauthorized access.

### 3.5 How to manage Web exports

After you have created Web exports in the **Administration** module of Oracle Business Process Architect, you must activate them for users either at database level or on each Oracle Business Process Publisher Server.

After you have entered the URL (<Business Publisher Server root directory>/<Context>) you log in as a system administrator (**User:** root; **Password:** root).

The export view (administrator view) of the Web export opens. An export view is the view an administrator has of a Web export. An export view contains the database content with access privileges. This displays all content for which user groups have access privileges. The system administrator has an export view for each export. The system administrator is able to change access profiles. He can create users and assign them to groups and delegate management of the export view to an administrator.

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**Note:** Ensure that you change the system administrator's **root** password immediately to prevent unauthorized access to the database content. To do this, log in again with the **root** user and click on **Change password**.

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**WARNING:** If you use an LDAP system to control the login, make sure that only authorized users can log in.

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**Tip:** Further information may be obtained in the Oracle Business Process Publisher Administration online help.

## 3.6 Which roles are defined?

In Web exports, there are various administrator roles as well as ordinary users. Administrator roles specify whether and to what extent a user can perform administrative tasks.

The following roles are defined:

### System administrator and administrator

The role of the system administrator (**user:** root; **password:** root) is based on the **system** user role familiar from other Oracle BPA Suite products. Similarly, the system administrator has extensive privileges.

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**Note:** Ensure that you change the system administrator's **root** password immediately to prevent unauthorized access to the database content. To do this, log in again with the **root** user and click on **Change password**.

---

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---

**WARNING:** If you use an LDAP system to control the login, make sure that only authorized users can log in.

---

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An administrator (system administrator or administrator) manages a certain quantity of users in Web exports.

The main task of an administrator is user management. This is done using access profiles. Based on export views (Page i), an administrator can activate access profiles, lock them, or activate them for anonymous access. The system administrator can edit all access profiles created in the system. Only the system administrator can create additional administrator roles and appoint owners. He is also able to appoint substitutes.

### Substitute

A substitute is a user who can take on an administrator role. To do this, this user must not be the owner of an administrator role. Users with this role must not be instructed by the owner that they represent to take over administration. They can take on the corresponding administrator role actively after they have been appointed.

### User

User who logs in to the Web export with his user profile. He only sees the content necessary for his work. Thus Web exports remain concise.

A user obtains the role of a user once he is assigned an access profile by an administrator.

Roles that specify the different privileges of a user for the published content are summarized in access profiles.

Administrative tasks are not linked to a person but to a role. A user can therefore hold several different administrator roles which simplifies administration considerably. This also guarantees a clear structure and distribution of areas of responsibility.

A user can therefore have and exercise several administrator roles the system administrator assigned to him. Persons can be replaced easily.

### 3.7 What is an Oracle Business Process Publisher Server?

Oracle Business Process Publisher Servers manage Web exports. Web exports are Web applications based on **J2EE**. They use Java Servlets and Java Server Pages (**JSP**) which, in addition to a Java environment (**JDK**), also require a Web application server (for example, **Apache Tomcat**) as the operating environment. The data is held in a relational database system and is exchanged with the program via a JDBC interface.

The **Derby** database system and **Apache Tomcat Web Application Server** are automatically installed when you select the standard installation for Oracle Business Process Publisher Server. With this database system, up to 10 users can access Web exports simultaneously. For a larger number of users, you require the **Oracle** database system. Depending on the Oracle Business Process Publisher Server license purchased, this system allows all users to work on the Web exports simultaneously. You can update the license key at any time.

An Oracle Business Process Publisher Server must be assigned (Page Fehler! Textmarke nicht definiert.) to an Oracle Business Process Repository Server in order to create (Page Fehler! Textmarke nicht definiert.) Web exports. Make sure that Oracle Business Process Publisher Server is not exited. If that happens, users will no longer be able to use Web exports.

### 3.8 When are OLE objects provided?

You can provide OLE objects in Web exports if they have been inserted in **Oracle BPA Suite** databases as linked icons. OLE objects that have not been inserted as a link cannot be started from Oracle Business Process Publisher exports.

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**Note:** If you are using the Microsoft Windows XP operating system, particular icons are not displayed.

You can get round this problem as follows:

Under Display in the Control Panel, set the color depth to 16 bit.

When inserting the OLE object, select a different icon. If an icon is displayed in the dialog box in the preview, then it is also visible in models.

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### 3.9 What are views?

Views enable you to flexibly represent the contents of **Oracle BPA Suite** databases. Models are generated based on any combination of data from **Oracle BPA Suite** models.



By default, Oracle Business Process Publisher provides the **Function overview** and **Function overview without events** views, which you can generate using the **View search**. The generated models display the responsible role and the progression for a set of functions found. The functions originate from models of the **EPC** or **FAD** type.

For every function, a row is created in the graphic, and this row is divided into three columns.

In the **Role** column, the participating roles are listed. Every role that was linked to a function with the **is technically responsible for** connection is shown in a line. If several responsible roles have been assigned to a function, they are ignored.

In the **Function** column, the functions are listed.

In the **Progression** column, the **Oracle BPA Suite** models' subgraphs that are accessible from the functions are shown. It displays the process following the relevant function in the **Oracle BPA Suite** model. The items are placed according to the modeled procedural logic: The function is located on the far left, the accessible items follow on the right.

You can filter the contents of the view models using the popup menu.

## 3.10 Web export (administration)

This chapter describes the functions available to administrators in Web exports. Once you have opened a Web export, an online help is available.

### 3.10.1 How to change your password

In the Login dialog box, enter your user name and password and click on **Change password**. You can now enter the new password.

### 3.10.2 What is the login procedure using LDAP systems?

If you have created (Page Fehler! Textmarke nicht definiert.) a Web export, Oracle BPA Suite users, Oracle BPA Suite user groups and profiles (Page Fehler! Textmarke nicht definiert.) have been created automatically. These users and user groups are not taken into account when using LDAP for authentication.

The administrator assigns LDAP user groups and/or LDAP users to the Oracle BPA Suite user groups exported from Oracle BPA Suite (Page Fehler! Textmarke nicht definiert.).

#### Authentication and authorization are performed at login

- The user is authenticated by the LDAP system if the user name and password have been found and are correct.
- The LDAP user groups that the user belongs to are determined.
- For each of these LDAP user groups and for the LDAP user itself, the system checks whether an Oracle BPA Suite user group is assigned. The result is a list of Oracle BPA Suite user groups that refer to LDAP user groups for this LDAP user.
- The profiles available for these groups can be selected in the login dialog box. The privileges that are assigned when selecting a profile are determined by the Oracle BPA Suite users who belong to that profile.

As a result, you can very quickly make additional profiles visible to a user in Oracle BPA Suite by assigning an LDAP user to an LDAP user group. Concrete example:

The **LDAP BP reader** user group has been created in the LDAP system. This is assigned to the **Oracle BPA Suite BP reader** Oracle BPA Suite user group. If you add the **New** user to the **LDAP BP reader** user group in the LDAP system, all profiles belonging to the **Oracle BPA Suite BP reader** Oracle BPA Suite user group are available to this user when logging into Oracle Business Process Publisher.

---

**WARNING:** If your LDAP server is set up so that it allows anonymous authentication (unauthenticated bind mechanism), it is sometimes possible for users to log in without a password.

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### 3.10.3 Modules

This chapter contains information about modules.

#### 3.10.3.1 Administrator roles module

The **Administrator roles** module is only available to the system administrator and his substitutes. In the **Administrator roles** module, you can manage administrators (Page Fehler! Textmarke nicht definiert.) who are subordinate to the system administrator.

#### 3.10.3.2 My role module

You manage your administrator role in the **My role** module. If you click on **Edit**, you can edit the fields, i.e. assign, change or delete owners and substitutes, for example.

#### 3.10.3.3 User module

In the **Users** module you manage the users (Page Fehler! Textmarke nicht definiert.) in your area of responsibility. The system administrator can manage all users.

#### 3.10.3.4 Groups module

In the **Groups** module you manage the user groups (Page Fehler! Textmarke nicht definiert.) in your area of responsibility. The system administrator can manage all groups.

Different users are combined in user groups. In turn, these groups are assigned profiles which all users in a group can use when logging in.

#### 3.10.3.5 Profiles module

In the **Profiles** module, you manage the access profiles (Page Fehler! Textmarke nicht definiert.) in your area of responsibility. The system administrator can manage all profiles.

Profiles combine access privileges, method filters and users. An access profile specifies the content a user can access in a Web export. The profile name is made up of the name of the Web export and the relevant method filter. For every user group and every method filter selected when creating the Web export, a profile is created. Access privileges determine whether a user sees specific Web export content.





### 3.11 Web export (users)

This chapter describes the functions available to users in Web exports. Once you have opened a Web export, an online help is available.

### 3.11.1 Structure of Oracle Business Process Publisher






The Oracle Business Process Publisher user interface is divided into the following modules:

**Table 3–1**

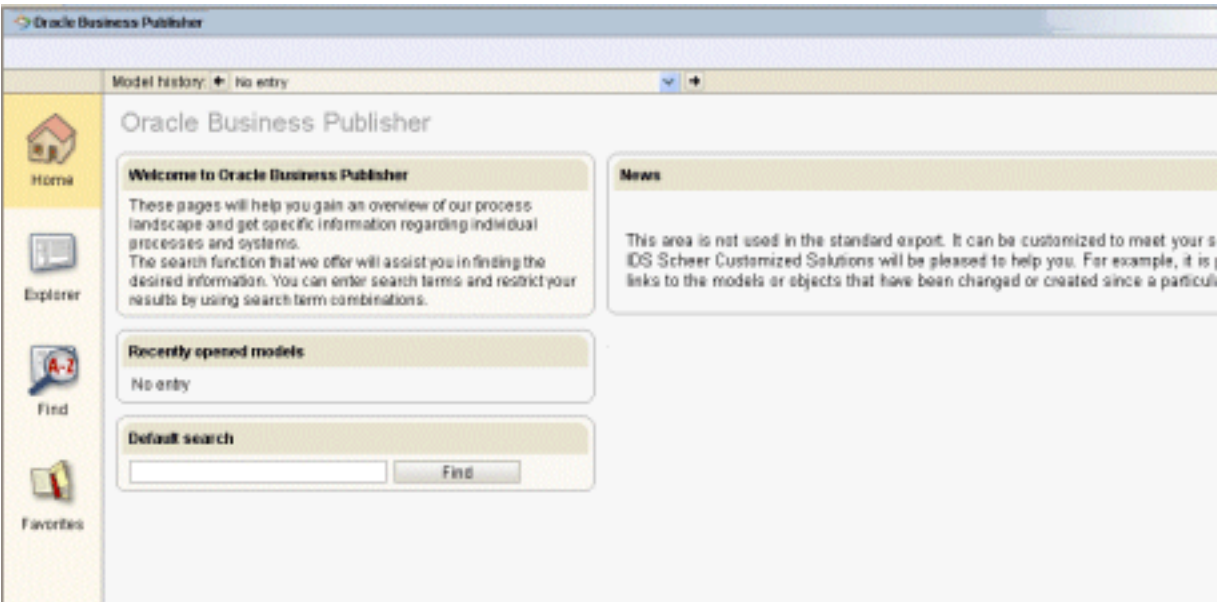
	<b>Home</b>
	Explorer
	Search
	Favorites

Besides the module-specific functions, the following functions are always available.

**Table 3–2**

<b>You are logged in as:&lt;user name&gt;Shows the user name you used when logging in.</b>	
	<b>Log out</b> Logs the displayed user out. The Login dialog box opens. You can now log in with a different user name or anonymously and change your password (Page Fehler! Textmarke nicht definiert.).
	<b>Languages</b> Changes the language in which the content is displayed. A different number of languages is provided to you depending on the export settings. Database content that is not maintained in the selected language can be displayed in an alternative language. The administrator makes these language settings when creating an export in Oracle BPA Suite.
	<b>Information</b> Displays program and version information.
	<b>Help</b> Opens this help.
	<b>Contact [Webmaster]</b> Sends a feedback mail to the webmaster. Use this function when technical problems arise. If you want to give feedback on open processes, click on the <b>Contact</b> button above the model.
	<b>Model history</b> Either select an entry from the model history list, or click on <b>Next</b> or <b>Back</b> to scroll through the model pages previously opened.

3.11.1.1 Home



The home page provides you with the following functions:

Recently opened models Contains links to recently opened model graphics.

Standard search Enables you to search for models and objects that contain the term you enter.

News This area is not used in the standard export. It can be customized to meet your specific requirements.

The following functions are provided in all modules:

Table 3–3






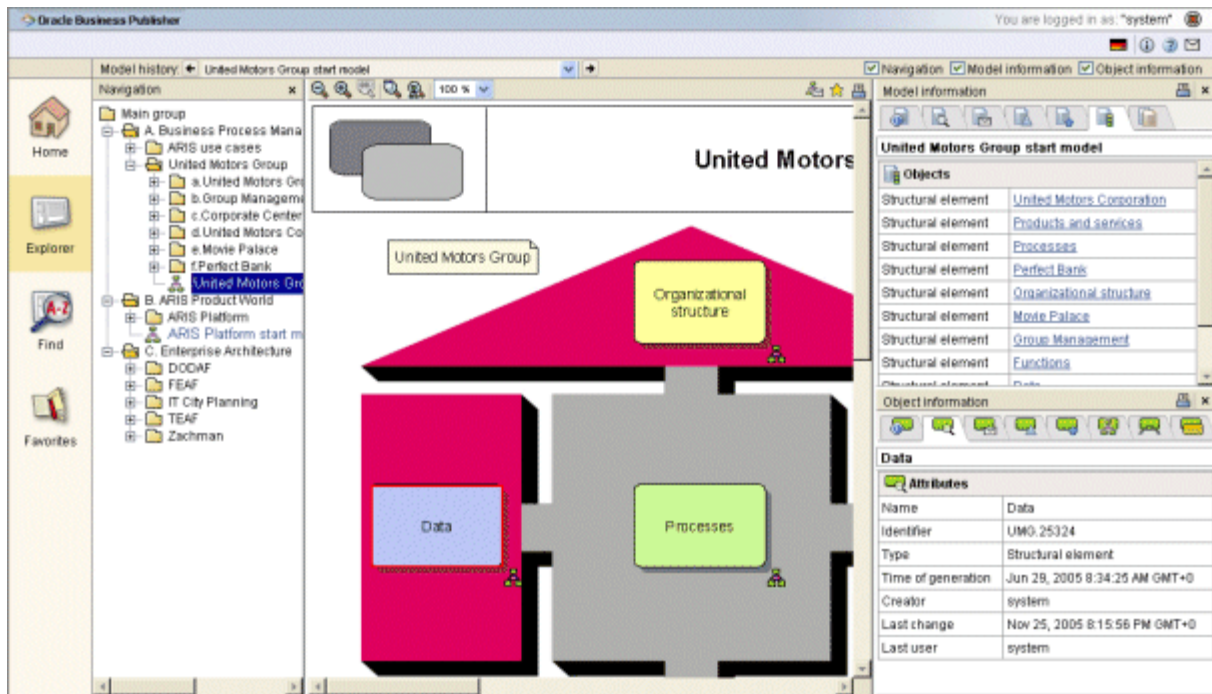
You are logged in as:<user name>Shows the user name you used when logging in.	
	<b>Log out</b> Logs the displayed user out. The Login dialog box opens. You can now log in with a different user name or anonymously and change your password (Page Fehler! Textmarke nicht definiert.).
	<b>Languages</b> Changes the language in which the content is displayed. A different number of languages is provided to you depending on the export settings. Database content that is not maintained in the selected language can be displayed in an alternative language. The administrator makes these language settings when creating an export in Oracle BPA Suite.
	<b>Information</b> Displays program and version information.
	<b>Help</b> Opens this help.
	<b>Contact [Webmaster]</b> Sends a feedback mail to the webmaster. Use this function when technical problems arise. If you want to give feedback on open processes, click on the <b>Contact</b> button above the model.

Table 3–3 (Cont.)

**You are logged in as:<user name>**Shows the user name you used when logging in.

**Model history**Either select an entry from the model history list, or click on **Next** or **Back** to scroll through the model pages previously opened.

### 3.11.1.2 Explorer



In the **Explorer** module, you can use the **Navigation** bar (tree view) or assignment relationships to navigate in the models displayed. Information on models and objects is also displayed.

The user interface is divided into four areas from left to right: Modules, Navigation, Model, and Model and object information. You can change the size of all areas (except Modules) by left-clicking on a separator bar and dragging the area to the desired size with the mouse button held down.

You can hide an area by clicking on the **Close** Picture button or by disabling the associated check box.

The following functions are always provided in Explorer:









**Navigation check box** Shows or hides the navigation tree (tree view) familiar from Oracle BPA Suite or the Windows Explorer. Folders with a + contain sub-folders. To expand the folder structure, click on a folder or sub-folder. To open the models, click on the model name. As you navigate further, the view is refreshed and the name of the model displayed is highlighted.

**Model information check box** Shows or hides the model information.

**Object information check box** Shows or hides the object information.

The following functions are available when you have opened a model:

Table 3–4

	<b>Zoom out (-)</b> Reduces the model size gradually. The administrator sets the scaling levels when creating the export in Oracle BPA Suite.
	<b>Zoom in (+)</b> Enlarges the model size gradually. The administrator sets the scaling levels when creating the export in Oracle BPA Suite.
	<b>Original size</b> Displays models at the original size at which the models were exported.
	<b>Model overview</b> The model overview enables you to conveniently navigate in large models. A general overview is displayed in a new browser window, with the visible area indicated by a black frame. If you move the frame in the overview window, the area displayed in the model will move simultaneously. The view is refreshed when you navigate.
	<b>Full screen</b> Opens the displayed model in a new browser window.
	<b>Size [%]</b> Displays the model at the selected percentage size.
	<b>Contact [process manager]</b> Feedback ensures that processes are continuously improved. An automatically addressed e-mail form opens. It includes the path and model name.
	<b>Add to favorites</b> When you have opened a model, you can set a bookmark and add the model to your personal favorites. To open your list of bookmarks, click on the <b>Favorites</b> module.
	<b>Print</b> Opens a new browser window, in which you can print the content after selecting the page size and the paper format. You can also define the number of printed pages in width and height to be used for printing a large model. The model is output in PDF format. You can output model and object information in various formats.

The following functions are provided in all modules.

Table 3–5






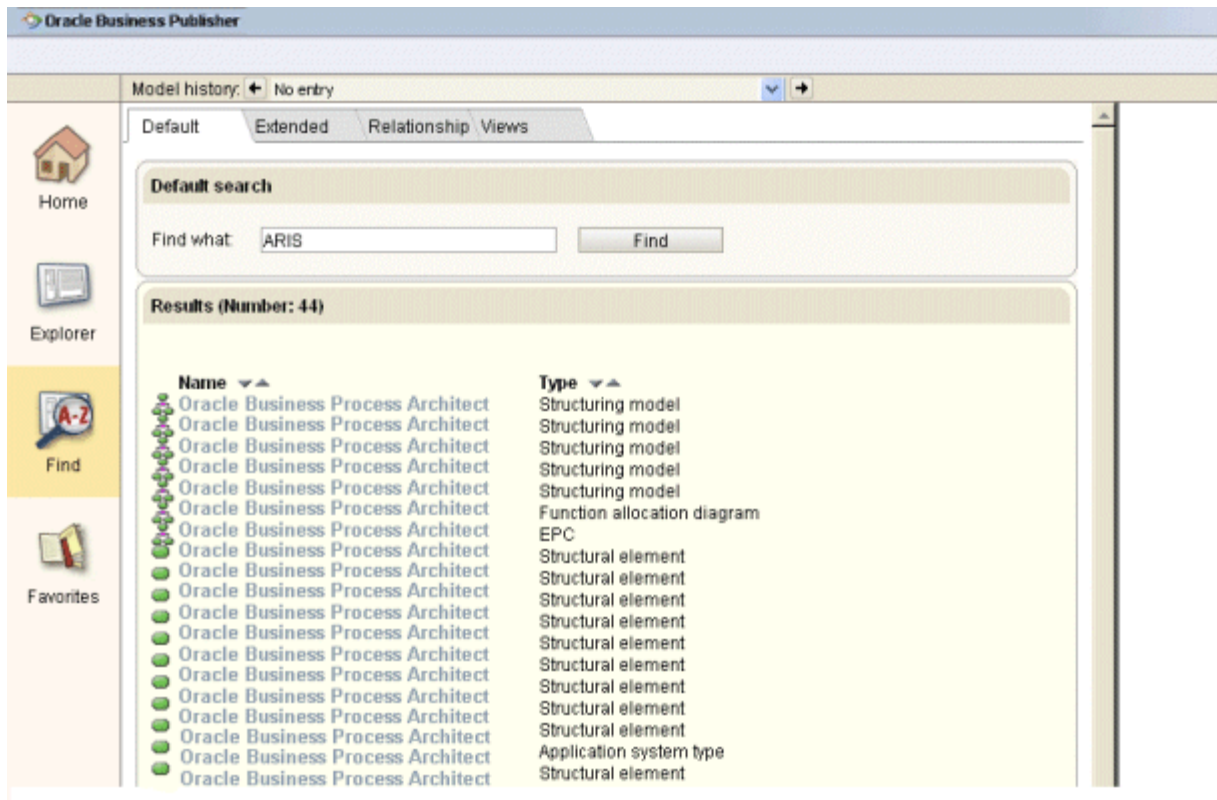
	<b>You are logged in as:&lt;user name&gt;</b> Shows the user name you used when logging in.
	<b>Log out</b> Logs the displayed user out. The Login dialog box opens. You can now log in with a different user name or anonymously and change your password (Page Fehler! Textmarke nicht definiert.).
	<b>Languages</b> Changes the language in which the content is displayed. A different number of languages is provided to you depending on the export settings. Database content that is not maintained in the selected language can be displayed in an alternative language. The administrator makes these language settings when creating an export in Oracle BPA Suite.
	<b>Information</b> Displays program and version information.
	<b>Help</b> Opens this help.
	<b>Contact [Webmaster]</b> Sends a feedback mail to the webmaster. Use this function when technical problems arise. If you want to give feedback on open processes, click on the <b>Contact</b> button above the model.

Table 3–5 (Cont.)

**You are logged in as:**<user name>Shows the user name you used when logging in.

**Model history**Either select an entry from the model history list, or click on **Next** or **Back** to scroll through the model pages previously opened.

### 3.11.1.3 Search



In the **Search** module, the following tabs are available:

**Standard tab** Enables you to search for models and objects that contain the term you enter.






**Extended tab** Provides additional search options such as using wildcards, restricting the search to models, objects or attributes and searching in the name.

**Relationship tab** Allows you to search for objects that are linked to one another by a particular connection type.

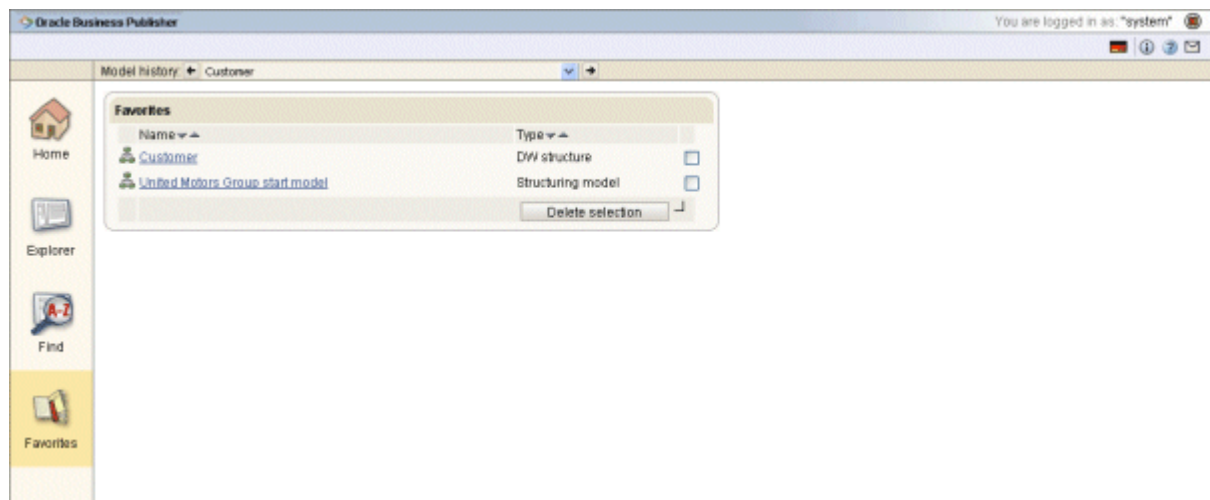
**Views tab** Generates new model graphics from existing objects based on your specifications.

The following functions are provided in all modules:

Table 3–6

You are logged in as:<user name>Shows the user name you used when logging in.	
	<b>Log out</b> Logs the displayed user out. The Login dialog box opens. You can now log in with a different user name or anonymously and change your password (Page Fehler! Textmarke nicht definiert.).
	<b>Languages</b> Changes the language in which the content is displayed. A different number of languages is provided to you depending on the export settings. Database content that is not maintained in the selected language can be displayed in an alternative language. The administrator makes these language settings when creating an export in Oracle BPA Suite.
	<b>Information</b> Displays program and version information.
	<b>Help</b> Opens this help.
	<b>Contact [Webmaster]</b> Sends a feedback mail to the webmaster. Use this function when technical problems arise. If you want to give feedback on open processes, click on the <b>Contact</b> button above the model.
	<b>Model history</b> Either select an entry from the model history list, or click on <b>Next</b> or <b>Back</b> to scroll through the model pages previously opened.

#### 3.11.1.4 Favorites








You can use the **Favorites** module to manage your bookmarks. You can open pages and delete favorites. To delete favorites, select the relevant check boxes and click on **Delete selection**.

You can set open models as favorites using the **Add to favorites** button.

The following functions are provided in all modules:



Table 3–7

You are logged in as:<user name>Shows the user name you used when logging in.	
	<b>Log out</b> Logs the displayed user out. The Login dialog box opens. You can now log in with a different user name or anonymously and change your password (Page Fehler! Textmarke nicht definiert.).
	<b>Languages</b> Changes the language in which the content is displayed. A different number of languages is provided to you depending on the export settings. Database content that is not maintained in the selected language can be displayed in an alternative language. The administrator makes these language settings when creating an export in Oracle BPA Suite.
	<b>Information</b> Displays program and version information.
	<b>Help</b> Opens this help.
	<b>Contact [Webmaster]</b> Sends a feedback mail to the webmaster. Use this function when technical problems arise. If you want to give feedback on open processes, click on the <b>Contact</b> button above the model.
	<b>Model history</b> Either select an entry from the model history list, or click on <b>Next</b> or <b>Back</b> to scroll through the model pages previously opened.

### 3.11.2 What mouse functions are available in models?

The following mouse button functions are available when you have opened a model. You administrator can adjust the pop-up menu. Hence, the number and content of the menu items may differ.

#### Click

##### On an object.

Updates the data on all tabs of the **Object information** area. If you have hidden the area, it is automatically shown.

##### On an assignment icon



Opens the assigned model located one level lower in the process hierarchy. The process that the object describes is represented in detail in it. If several models have been assigned, a window is opened in which you can select the model you want to open.

##### On a document



Opens the MS Office or MS Excel document with the description for this object.

### **Right-click (models)**

#### **Zoom out (-).**

Reduces the model size gradually. The administrator sets the scaling levels when creating the export in **Oracle BPA Suite**.

#### **Zoom in (+).**

Enlarges the model size gradually. The administrator sets the scaling levels when creating the export in **Oracle BPA Suite**.

#### **Original size (\*).**

Displays models at the original size at which the models were exported.

#### **Print.**

Opens a new browser window, in which you can print the content after selecting the page size and the paper format. You can also define the number of printed pages in width and height to be used for printing a large model. The model is output in PDF format. You can output model and object information in various formats.

#### **Properties (model background).**

Updates the data on all tabs of this **Model information** area. If you have hidden the area, it is automatically shown.

#### **Hide events and organizational units.**

Hides these objects. Extensive models thus become easier to read. If you then select **Default** from the pop-up menu, all objects contained in the method filter are shown.

#### **Hide organizational units.**

Hides these objects. Extensive models thus become easier to read. If you then select **Default** from the pop-up menu, all objects contained in the method filter are shown.

#### **Hide events.**

Hides these objects. Extensive models thus become easier to read. If you then select **Default** from the pop-up menu, all objects contained in the method filter are shown.

#### **Use HTML node.**

Displays objects in the user-defined layout. The objects' representation is defined by the administrator. If you then select **Default** from the pop-up menu, all objects are displayed as ARIS objects again.

#### **Default.**

Shows all objects that are contained in the method filter.

#### **Copy link.**

Displays the URL for this model. You can copy this model link to the clipboard (CTRL+C) and enter it in your browser. If your administrator has activated anonymous access, the model is opened. Otherwise you add your user name and password in the URL.

#### **Add link to browser favorites.**

Adds the link to your Internet browser favorites. If you want to add the model to your Business Publisher favorites, click on the **Add to favorites**



### Right-click (objects)

#### Properties.

Updates the data on all tabs of the **Object information** area. If you have hidden the area, it is automatically shown.

#### Copy link.

Displays the URL for this model. You can copy this model link to the clipboard (CTRL+C) and enter it in your browser. If your administrator has activated anonymous access, the model is opened. Otherwise you add your user name and password in the URL.

#### Add link to browser favorites.

Adds the link to your Internet browser favorites. If you want to add the model to your Business Publisher favorites, click on the **Add to favorites**



#### <Name of assigned models>.

Opens the assigned model located one level lower in the process hierarchy. The process that the object describes is represented in detail in it. If several models have been assigned, a window is opened in which you can select the model you want to open.

#### <Name of a link>.

Opens links. If several links are available, a window is opened in which you can select links.

### 3.11.3 How to change your password

In the Login dialog box, enter your user name and password and click on **Change password**. You can now enter the new password.

