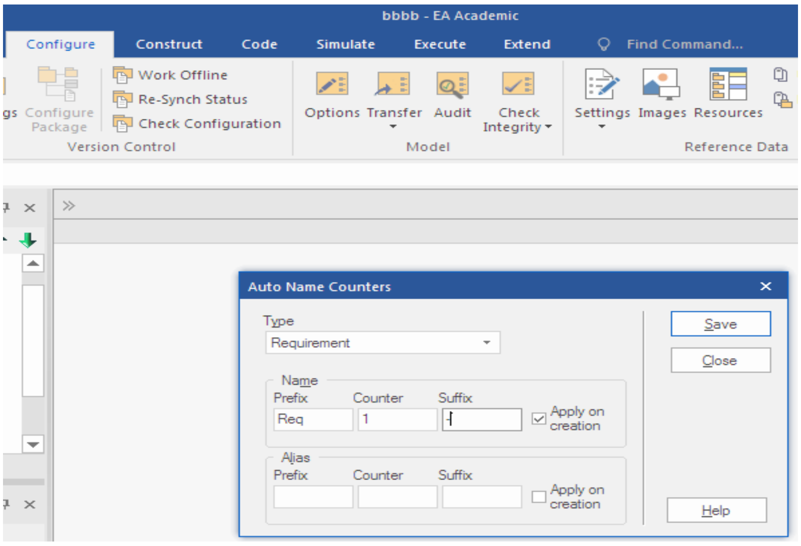
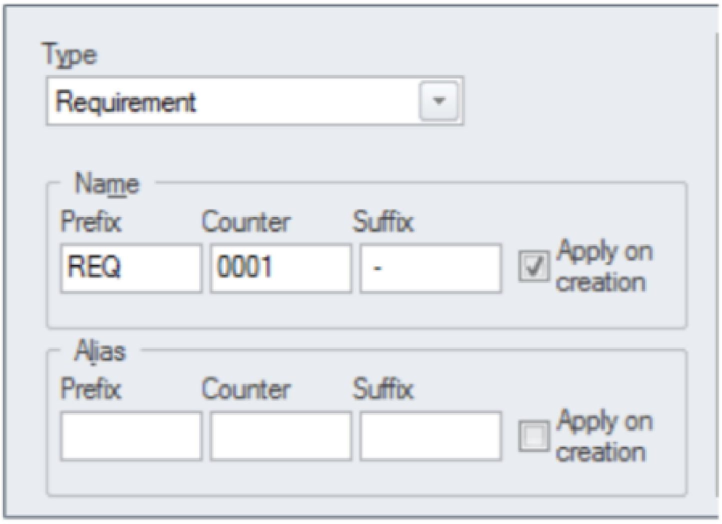
Auto Names and Counters

Getting to know Auto Names and Counters Introducing Auto Names and Counters To aid, regulate and enforce a naming standard, Enterprise Architect includes some capabilities to configure the default names assigned to new elements of a specific type. This is a useful feature when dealing with complex and large sets of requirements, but is also relevant when dealing with smaller data sets. Auto Names and Counters can be used to assign a sequential number to any element type including Requirements. It includes a prefix definition, a counter and a suffix definition allowing numbers such as: 'REQ007 - Manage Inventory' to be created.



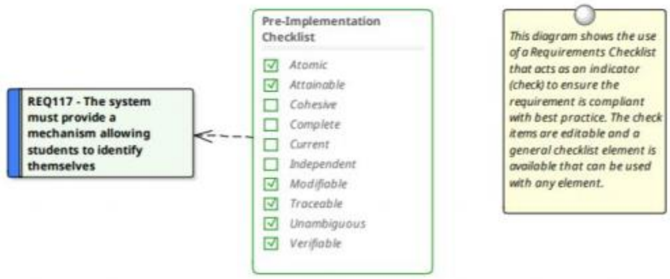
<u>Usage of Auto Names and Counters Analysts and others can use the sequential number for communicating unambiguously about the requirements without having to use the often long requirement name.</u> The 'Apply on Creation' option must be checked to start using the auto numbering feature, this can also be used to temporarily suspend auto naming for example if other types of requirements are being entered that don't need to have sequential numbers assigned. Options for Auto Names

and Counters There are options to define the prefix, counter and suffix for a requirement.



Requirements Checklist

Getting to know the Requirements Checklist Introducing the Requirements Checklist The Requirements Checklist is a convenient element that acts as a tally to indicate whether a Requirement complies with a set of predefined measures such as whether the Requirement is Atomic, Cohesive, Traceable and Verifiable. It can be assigned to any Requirement and the measures can be updated directly in the diagram. When working with requirements it is sometimes very useful to refer to a common set of 'best practices' and qualities that help define the nature of a well formed specification. The Requirement Checklist element is designed to meet this need.



Where to find the Requirements Checklist	Toolbox | More Tools... | Requirements | Extended Requirements Page | Requirements Checklist
Usage of the Requirements Checklist	Analysts and Requirements Managers can use the checklist to annotate whether one or more requirements meet a set of predefined checks.
Options for the Requirements Checklist	The list of measures is completely configurable and items can be added or removed from the list for each individual checklist by using the Checklist **Tagged Value** notes.

```
<Checklist>
        <Item Text="Atomic" Checked="True"/>
        <Item Text="Attainable" Checked="True"/>
        <Item Text="Cohesive" Checked="False"/>
        <Item Text="Complete" Checked="False"/>
        <Item Text="Current" Checked="True"/>
        <Item Text="Independent" Checked="False"/>
        <Item Text="Modifiable" Checked="True"/>
        <Item Text="Traceable" Checked="True"/>
        <Item Text="Unambiguous" Checked="True"/>
        <Item Text="Verifiable" Checked="True"/>
</Checklist>
```

The Audited Checklist

is an extension of the Checklist Artifact, having an associated 'Audit Records' page. It is a useful tool for Project Management, providing the facility to monitor accountability and track completion of tasks.

You can have a sequence of Checklists that must be completed in order - the first Checklist in the sequence must be complete before any checkboxes on the next Checklist are enabled for selection. This order of completion is established by creating Dependency connectors between the Checklist elements.

- The target Checklist element of the Dependency becomes a prerequisite, and the source Checklist becomes a dependent
- All items on the prerequisite Checklist must be selected before any items on the dependent Checklist can be selected
- A prerequisite Checklist cannot have items deselected whilst the dependent Checklist has items selected
- Clearing a prerequisite Checklist will also clear any dependent Checklists (as they cannot have selected items whilst the prerequisite Checklist is clear)
- Clearing a Checklist and its dependents will affect all Checklists in the hierarchy even if they are external to the current Package or diagram

Create a Checklist element

You create an empty Checklist element by dragging the 'Checklist' icon onto a diagram from the 'Artifacts' page of the **Diagram Toolbox**. The 'Artifacts' page is always present, at the bottom of every Toolbox.

Set up a Checklist

To populate a Checklist element with items, double-click on the Checklist element in the diagram. The 'Checklist items' dialog displays, with the cursor in the field at the top of the dialog ready to receive the first item name.

Simply type in the item name, then press the **Enter key** to display and move to the next item entry field.

To the left of each item is a checkbox. If you want the checkbox to default to selected when the element is used, click on the checkbox here.

At the bottom of the dialog is the 'Checked Item Style' field. Click on the drop-down arrow and select whether to apply no style to items with a selected checkbox ('<None>') or to display the selected items with a line through them ('Strikeout') or in pale gray ('Grayed').

When you have finished setting up the checkbox, click on the **Close button**.

Edit a Checklist

To change the text, selection status or sequence of items in a Checklist element, double-click on the element to display the 'Checklist Items' dialog and click on the item to change. To:

- Change the text of the item, simply click again and type over the current text (or right-click and select the 'Edit item' option)
- Delete the item, right-click on it and select the 'Delete item' option
- Toggle the status of the checkbox, click on the checkbox (or right-click and select the 'Toggle item check' option)
- Move the item to a different position in the sequence of items, right-click and select either the 'Move item up' or 'Move item down' option

- Change the selected item style for all items in the checklist, click on the 'Checked Item Style' drop-down arrow and select the appropriate option

Click on the **Close button** to save your changes and close the dialog

Make a Checklist available to users

To make a Checklist available to other users, create it on a diagram that the users can access directly. Alternatively, save the diagram as a Pattern that the users can draw on as the basis for creating their own Checklist diagrams.

Work with a Checklist

To record, on a Checklist element on a diagram, the completion of an action or the presence of an object, simply click on the appropriate checkbox to select it.

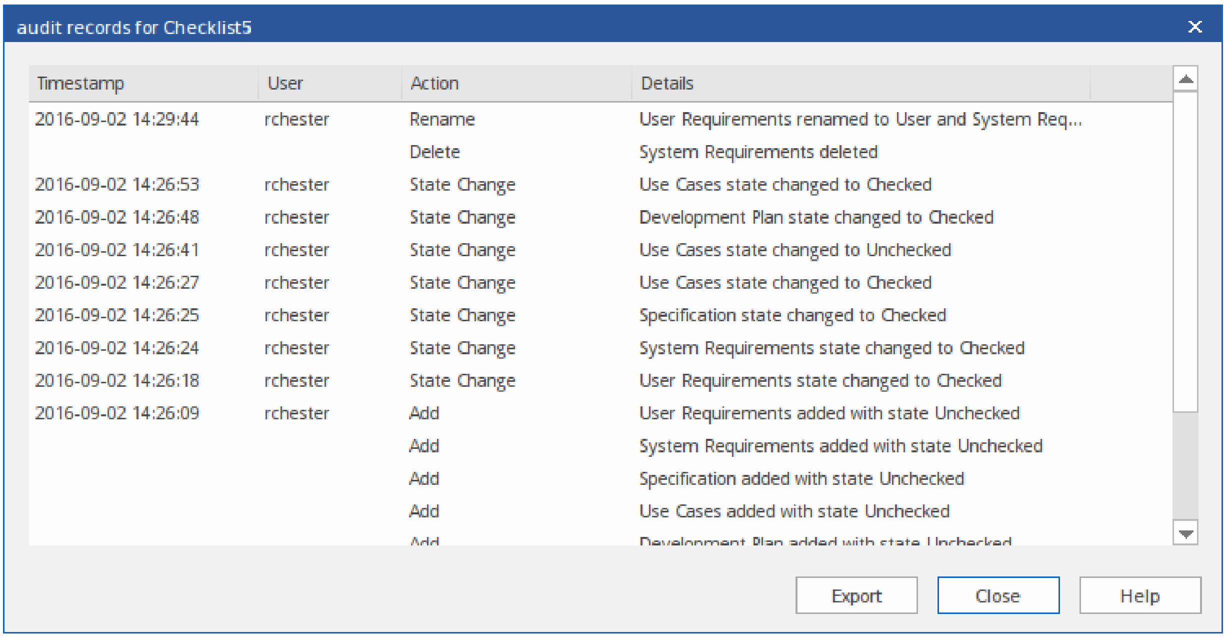
If you need to clear a checkbox, or several checkboxes, you can either:

- Click on each checkbox again, or
- Right-click on the Checklist element and select the 'Clear Checklist' option (all checkboxes in that element), or
- Select a number of Checklist elements, right-click on one of them and select the 'Clear Checklist' option (all checkboxes in all selected elements), or
- Right-click on the diagram background and select the 'Clear all Checklists' option (all checkboxes in all checklists on the diagram)

You can re-use the cleared Checklist for another step, stage or process.

The Audited Checklist

You can set up an Audited Checklist and other workers can make use of it, both in exactly the same way as for a Checklist. However, there is an additional context menu option - 'View audit log' - that displays an 'Audit records' page for the Audited Checklist. This 'Audit records' page is generated only for Audit Checklists, created using the 'Artifacts' toolbox page.


audit records for Checklist5

Timestamp	User	Action	Details
2016-09-02 14:29:44	rchester	Rename	User Requirements renamed to User and System Req...
		Delete	System Requirements deleted
2016-09-02 14:26:53	rchester	State Change	Use Cases state changed to Checked
2016-09-02 14:26:48	rchester	State Change	Development Plan state changed to Checked
2016-09-02 14:26:41	rchester	State Change	Use Cases state changed to Unchecked
2016-09-02 14:26:27	rchester	State Change	Use Cases state changed to Checked
2016-09-02 14:26:25	rchester	State Change	Specification state changed to Checked
2016-09-02 14:26:24	rchester	State Change	System Requirements state changed to Checked
2016-09-02 14:26:18	rchester	State Change	User Requirements state changed to Checked
2016-09-02 14:26:09	rchester	Add	User Requirements added with state Unchecked
		Add	System Requirements added with state Unchecked
		Add	Specification added with state Unchecked
		Add	Use Cases added with state Unchecked
		Add	Development Plan added with state Unchecked

Export Close Help

This page shows each change made to the checklist, the date and time of the change, who made the change, the type of change and what the change is. As shown, the changes include those made in creating or updating the checklist *and* the changes made by users selecting or clearing the checkboxes, including:

- Adding Checklist items (which also records the state they were set in)
- Deleting items
- Re-setting the state of each item
- Completing a Checklist

- De-selecting an item on a completed Checklist
- Making a Checklist a pre-requisite or dependent of another Checklist
- Renaming a pre-requisite or dependent Checklist
- Making a Checklist no longer the pre-requisite or dependent of another Checklist

Changes committed at the same time (such as when you click on an **OK button**) have one time stamp, as illustrated by the 'Add' changes in the audit log image.

If necessary, you can export the total contents of the 'Audit Records' page to a .csv file. To do this:

١. Click on the **Export button**; the 'Export List' dialog displays.
٢. Browse for and select the appropriate directory in which to store the file.
٣. Enter a filename for the file, and click on the **Save button**.

The file is saved and can then be opened in any external spreadsheet application, such as Excel.