

**DEPARTMENT OF HEALTH & HUMAN SERVICES**

Centers for Medicare & Medicaid Services

7500 Security Boulevard

Baltimore, Maryland 21244-1850



---

***CENTERS FOR MEDICARE & MEDICAID SERVICES (CMS)***

***Office of Information Services (OIS)***

7500 Security Blvd

Baltimore, MD 21244-1850

***DOORS v 8.3 User Guide***

***22 September 2008***

## TABLE OF CONTENTS

<b>CHAPTER 1</b>	<b>BASICS</b>	<b>8</b>
STARTING DOORS		8
CHANGING THE DOORS EXPLORER'S DISPLAY		11
MAKING SELECTIONS IN THE DOORS EXPLORER		12
SELECTING MULTIPLE ITEMS		13
CHANGING THE APPEARANCE OF THE MODULE TOOLBAR		13
MODULE BUTTONS DEFINED:		14
UNDERSTANDING LOCATION		18
UNDERSTANDING FAVORITES		20
ORGANIZING YOUR FAVORITES LIST		21
HOW CHANGES TO THE DATABASE AFFECT FAVORITES		22
OPENING A MODULE		23
REQUESTING A MODULE LOCK		25
MAKING SELECTIONS IN A MODULE WINDOW		26
<i>Selecting multiple objects</i>		26
<i>Selecting everything</i>		27
USING DRAG-AND-DROP		27
<i>In the DOORS Explorer</i>		27
<i>In a module window</i>		28
CUTTING, COPYING AND PASTING		30
<i>In the DOORS Explorer</i>		31
<i>In a module window</i>		32
CLOSING A MODULE		33
STOPPING DOORS		34
<b>CHAPTER 2</b>	<b>MANAGING FOLDERS</b>	<b>34</b>
CREATING A FOLDER		35
CONTROLLING ACCESS TO A FOLDER		36
<i>Editing folder properties</i>		38
<i>Deleting, un-deleting and purging a folder</i>		38
<i>Managing locks</i>		39
<b>CHAPTER 3</b>	<b>MANAGING FORMAL MODULES</b>	<b>41</b>
CREATING A FORMAL MODULE		41
<i>Controlling access to a formal module</i>		43
<i>Paste special</i>		45
<i>Showing module properties</i>		48
<i>Showing module statistics</i>		50
<i>Deleting, un-deleting and purging a module</i>		51
<i>Managing open modules</i>		52
<b>CHAPTER 4</b>	<b>EDITING</b>	<b>54</b>
UNDERSTANDING EDIT MODES		55
CHANGING THE EDIT MODE		55

UNDERSTANDING EDITABLE SECTIONS .....	56
SETTING UP A MODULE FOR SHARING .....	57
WORKING IN SHAREABLE EDIT MODE .....	58
<i>Saving changes when editing in shareable mode</i> .....	59
<i>Colors of locked and unlocked sections</i> .....	60
REQUESTING A SECTION LOCK .....	60
IN-PLACE EDITING .....	60
<i>Selecting and editing</i> .....	61
<i>Formatting text</i> .....	62
EDITING USING THE OBJECT PROPERTIES SHEET .....	63
UNDOING EDITS .....	68
EXTENDED UNDO .....	68
SAVING YOUR CHANGES .....	70
CREATING OBJECTS .....	71
CONTROLLING ACCESS TO AN OBJECT .....	71
PROMOTING AND DEMOTING OBJECTS .....	73
SWAPPING OBJECT HEADING AND OBJECT TEXT ATTRIBUTES .....	74
SPLITTING OBJECT HEADING FROM OBJECT TEXT .....	74
DELETING, UN-DELETING AND PURGING OBJECTS .....	75
UNDERSTANDING THE SPELLING CHECKER .....	77
CHECKING SPELLING .....	77
INSERTING SYMBOLS .....	80
INSERTING URLS .....	80
<b>CHAPTER 5    EDITING USING FORMS .....</b>	<b>81</b>
OVERVIEW .....	82
CREATING A NEW FORM .....	82
EDITING FORMS .....	83
RUNNING FORMS .....	83
DELETING FORMS .....	84
<b>CHAPTER 6    USING VIEWS .....</b>	<b>85</b>
UNDERSTANDING VIEWS .....	86
SAVING YOUR CURRENT VIEW .....	87
UNDERSTANDING INHERITANCE IN VIEWS .....	89
VIEWS INHERITANCE AND ACCESS CONTROLS .....	90
SETTING DEFAULT VIEWS .....	91
EDITING A VIEW .....	92
CONTROLLING ACCESS TO A VIEW .....	94
DELETING A VIEW .....	96
<b>CHAPTER 7    FILTERING AND SEARCHING .....</b>	<b>97</b>
SEARCHING WITH THE DOORS EXPLORER .....	98
FINDING TEXT IN A MODULE .....	99
FINDING AND REPLACING TEXT .....	100
GOING TO A PARTICULAR OBJECT .....	102
UNDERSTANDING FILTERS .....	103
<i>Simple filters</i> .....	103

<i>Advanced filters</i> .....	103
USING A SIMPLE FILTER.....	104
<i>Statistics</i> .....	105
USING AN ADVANCED FILTER .....	106
TURNING FILTERING ON AND OFF .....	107
<b>CHAPTER 8    USING ATTRIBUTES .....</b>	<b>109</b>
UNDERSTANDING SYSTEM ATTRIBUTES.....	110
UNDERSTANDING ATTRIBUTE TYPES.....	112
SHOWING ATTRIBUTE TYPES.....	114
CREATING AN ATTRIBUTE TYPE .....	114
<i>Controlling access to an attribute type</i> .....	115
<i>Editing an attribute type</i> .....	117
<i>Deleting an attribute type</i> .....	118
<i>Showing attribute definitions</i> .....	119
<i>Creating an attribute definition</i> .....	119
<i>Creating a new DXL attribute</i> .....	121
<i>Controlling access to an attribute definition</i> .....	122
<i>Controlling access to an attribute value</i> .....	124
<i>Editing an attribute definition</i> .....	126
<i>Editing a DXL attribute definition</i> .....	128
SHARING ATTRIBUTE AND TYPE DEFINITIONS .....	130
<i>Deleting an attribute definition</i> .....	131
<i>Understanding DXL attributes and layout DXL columns</i> .....	132
<i>Copying attribute values</i> .....	133
<b>CHAPTER 9    VIEWING DATA IN A FORMAL MODULE.....</b>	<b>134</b>
NAVIGATING USING THE KEYBOARD .....	135
USING THE MODULE EXPLORER.....	135
UNDERSTANDING DISPLAY MODES .....	136
<i>Changing the display mode</i> .....	138
<i>Controlling table attribute display</i> .....	140
<i>Using outlining</i> .....	141
<i>Using compression</i> .....	142
<i>Working with columns</i> .....	143
<i>Showing column information</i> .....	144
<i>Adding a column</i> .....	144
<i>Editing column information</i> .....	146
<b>CHAPTER 10    WORKING WITH TABLES .....</b>	<b>148</b>
UNDERSTANDING TABLES.....	149
<i>Creating a table</i> .....	150
<i>Inserting a module as a table</i> .....	151
<i>Inserting rows</i> .....	152
<i>Inserting columns</i> .....	152
<i>Changing table properties</i> .....	153
<i>Deleting, un-deleting and purging tables</i> .....	157
<b>CHAPTER 11    WORKING WITH PICTURES AND OLE OBJECTS.....</b>	<b>160</b>
WORKING WITH PICTURES .....	161
<i>To insert a picture:</i> .....	161
<i>Understanding OLE objects</i> .....	162
<i>Activating and deactivating an OLE object</i> .....	163

<i>Inserting a new OLE object.....</i>	<i>164</i>
<i>Inserting an existing file as an OLE object.....</i>	<i>165</i>
<i>Resizing OLE objects.....</i>	<i>167</i>
<i>Cutting, copying and pasting OLE objects.....</i>	<i>168</i>
<i>Editing OLE object properties.....</i>	<i>168</i>
<i>Deleting OLE objects.....</i>	<i>170</i>
<i>OLE objects and history.....</i>	<i>170</i>
<i>Setting the OLE open limit.....</i>	<i>170</i>
<i>Registered and Unregistered OLE Objects.....</i>	<i>171</i>
<i>Actions affected by changes to the handling of OLE objects.....</i>	<i>172</i>
<b>CHAPTER 12 USING LINKS.....</b>	<b>179</b>
<b>UNDERSTANDING LINKS .....</b>	<b>180</b>
<i>Understanding external links.....</i>	<i>180</i>
<i>Using link arrows.....</i>	<i>181</i>
<i>Creating links.....</i>	<i>182</i>
<i>Creating external links.....</i>	<i>184</i>
<i>Clearing the link start.....</i>	<i>186</i>
<i>Understanding link modules and linksets.....</i>	<i>187</i>
<i>DOORS Links, the default link modules.....</i>	<i>187</i>
<i>Controlling access to a link module.....</i>	<i>188</i>
<i>Understanding how copy and move affect links.....</i>	<i>190</i>
<i>Editing links.....</i>	<i>193</i>
<i>Deleting links.....</i>	<i>196</i>
<i>Linking by attribute.....</i>	<i>200</i>
<i>Understanding link module defaults.....</i>	<i>202</i>
<i>Creating default linkset pairings.....</i>	<i>203</i>
<i>Control on links for process management.....</i>	<i>204</i>
<i>Creating a link module.....</i>	<i>206</i>
<i>Working with link modules.....</i>	<i>207</i>
<i>Creating a linkset.....</i>	<i>209</i>
<i>Deleting a linkset.....</i>	<i>210</i>
<b>CHAPTER 13 TRACEABILITY .....</b>	<b>212</b>
<b>UNDERSTANDING DOORS URLs.....</b>	<b>213</b>
<i>Following a DOORS URL.....</i>	<i>215</i>
<b>UNDERSTANDING LINK ANALYSIS.....</b>	<b>218</b>
<i>Running a link analysis.....</i>	<i>218</i>
<i>Understanding traceability columns.....</i>	<i>219</i>
<i>Adding a traceability column.....</i>	<i>221</i>
<i>Using the traceability explorer.....</i>	<i>225</i>
<b>CHAPTER 14 SUSPECT LINKS .....</b>	<b>228</b>
<i>Showing suspect links.....</i>	<i>230</i>
<i>Filtering on suspect links.....</i>	<i>230</i>
<i>Displaying suspect link indicators.....</i>	<i>230</i>
<i>Displaying the last change.....</i>	<i>231</i>
<i>Displaying all suspect link information.....</i>	<i>232</i>
<i>Clearing suspect links.....</i>	<i>234</i>
<b>CHAPTER 15 HISTORY .....</b>	<b>237</b>
<b>UNDERSTANDING CHANGE BARS .....</b>	<b>238</b>
<b>SHOWING MODULE HISTORY .....</b>	<b>239</b>
<b>UNDERSTANDING REDLINING .....</b>	<b>241</b>

<b>CHAPTER 16</b>	<b>BASELINES .....</b>	<b>243</b>
	UNDERSTANDING BASELINES .....	244
	USING BASELINES TO IMPROVE PERFORMANCE .....	244
	VIEWING A BASELINE .....	244
	CREATING A BASELINE .....	245
	COPYING A BASELINE .....	245
	BASELINE COMPARE .....	246
<b>CHAPTER 17</b>	<b>PRINTING &amp; REPORTS.....</b>	<b>248</b>
	USING PRINT PREVIEW .....	249
	PRINTING.....	250
	<i>Applying saved page setups</i> .....	250
	<i>Creating page setups</i> .....	250
	CREATING A REPORT .....	255
	PRINTING AND MANAGING REPORTS .....	256
<b>CHAPTER 18</b>	<b>IMPORTING.....</b>	<b>258</b>
	HOW TO CREATE A WORD DOCUMENT FOR EASY EXPORT TO DOORS .....	259
	<i>Introduction</i> .....	259
	<i>Writing Good Requirements</i> .....	259
	<i>Basic Use of Word</i> .....	259
	<i>Word to DOORS Mapping</i> .....	260
	<i>Styles and Structure</i> .....	260
	<i>Reviewing the Structure</i> .....	260
	<i>Paragraph Styles</i> .....	261
	<i>No Double Line Breaks</i> .....	262
	<i>One Requirement per Line</i> .....	263
	<i>Numbering and Bullets</i> .....	263
	<i>Front and Back Matter</i> .....	264
	<i>Indented Paragraphs</i> .....	264
	<i>Requirements Attributes</i> .....	264
	<i>Non-Text Content</i> .....	265
	<i>Captions</i> .....	265
	<i>Tables</i> .....	265
	<i>Whole Table</i> .....	265
	<i>Layout of Pictures and OLE Objects</i> .....	266
	<i>Pictures</i> .....	266
	<i>OLE Objects</i> .....	267
	EXPORTING FROM MICROSOFT WORD .....	268
	IMPORTING RTF FILES .....	270
	IMPORTING SPREADSHEET FILES .....	271
	<i>Importing a spreadsheet or database file</i> .....	273
	<i>Defining attribute lists for import</i> .....	274
	<i>Using attribute list elements for import</i> .....	275
	<i>Loading saved attribute lists for import</i> .....	275
	<i>Choosing attribute types</i> .....	275
	IMPORTING SPREADSHEETS .....	276
	<i>Existing information</i> .....	276
	<i>Import spreadsheet</i> .....	276
	<i>Outline Level dxl script</i> .....	276
	<i>Summary</i> .....	276
<b>CHAPTER 19</b>	<b>EXPORTING.....</b>	<b>278</b>

EXPORTING TO MICROSOFT WORD .....	279
EXPORTING TO MICROSOFT EXCEL .....	281
<i>To export to Excel: .....</i>	282
EXPORTING TO SPREADSHEET .....	282
<i>To export to a CSV or TSV file: .....</i>	283
<b>CHAPTER 20      USING SUPPORT TOOLS .....</b>	<b>285</b>
EDITING IMPORTED WORD STYLE INFORMATION .....	286
RESIZING OLE OBJECTS .....	287
CONVERTING LAYOUT DXL TO ATTRIBUTE DXL .....	287
<b>CHAPTER 21      KEYBOARD SHORTCUTS .....</b>	<b>288</b>
CTRL KEYS .....	289
RICH TEXT .....	292
FUNCTION KEYS .....	292
KEYPAD KEYS .....	293
NAVIGATION KEYS .....	294
<b>CHAPTER 22      CONTACTING CUSTOMER SUPPORT .....</b>	<b>296</b>
WHAT TO DO BEFORE YOU CONTACT CUSTOMER SUPPORT .....	297
HOW TO CONTACT CUSTOMER SUPPORT .....	297
SENDING AN AUTOMATED PROBLEM REPORT FORM .....	297
<i>Guidelines for writing a problem report .....</i>	298
<i>Automatic responses and recording defects .....</i>	298
<i>Automatically generated problem reports .....</i>	298

## Chapter 1 Basics

This chapter contains the following topics:

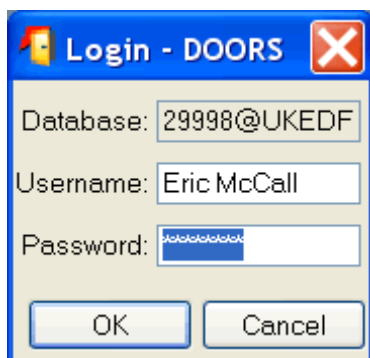
- Starting DOORS
- Changing the DOORS Explorer display
- Making selections in the DOORS Explorer
- Changing the appearance of the module toolbar
- Understanding location
- Understanding favorites
- Opening a module
- Requesting a module lock
- Making selections in a module window
- Using drag-and-drop
- Cutting, copying and pasting
- Closing a module
- Stopping DOORS

### Starting DOORS

#### To start DOORS:

1. On Windows computers, click Start > Programs > Telelogic > DOORS  
**8.3.**
2. When the DOORS **Login** screen is displayed, type in your DOORS username and password, and click **OK**.





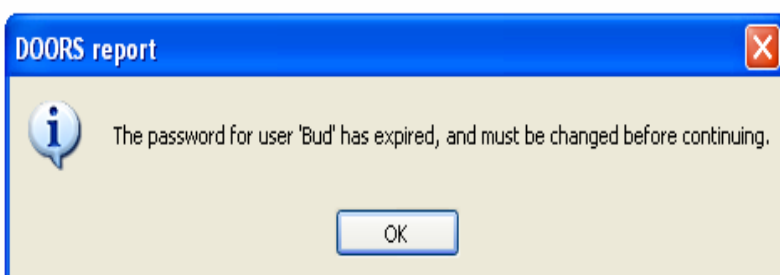
**Note** Your username and password are case sensitive.

If the username or password box is unavailable, you don't have to type your username or password.

3. The first time you log into DOORS you should not enter a Password just enter your Username and press OK.
4. If a message is displayed telling you that your password has expired, go to Step 4. This message is displayed if you have not run DOORS before.

If this message is not displayed, go to Step 5.

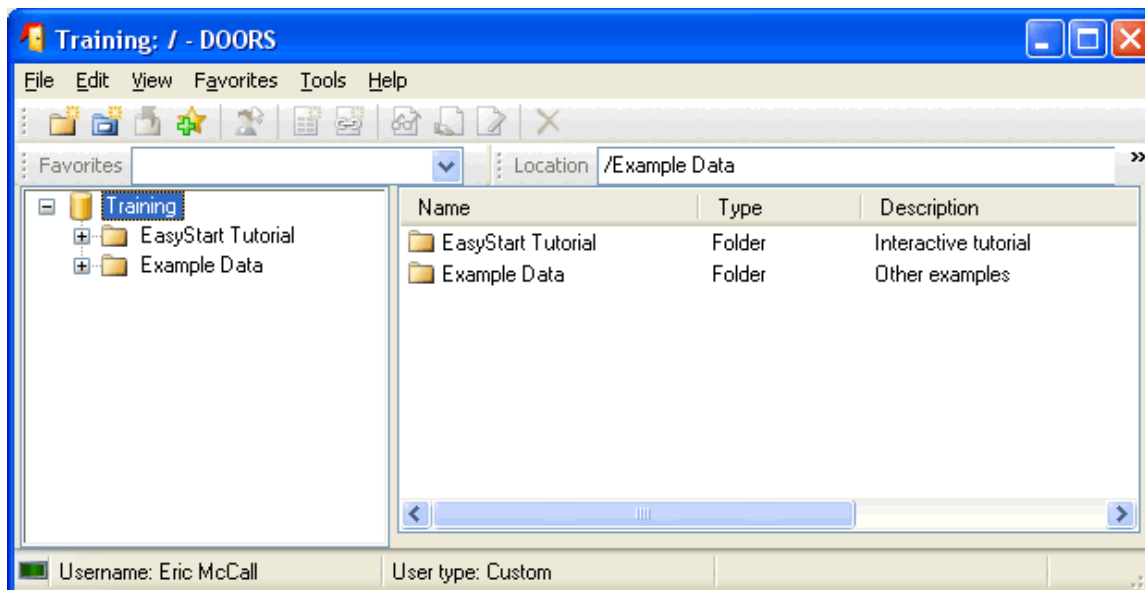
5. Change your password:



- a. Click **OK** to dismiss the message.



- b. In the **Old password** box, type your current password. If you have not logged in to DOORS before and do not have a password, leave the **Old password** box blank.
  - c. In the **New password** and **Confirm new password** boxes, type the new password you want to use.
  - d. Click **OK**.
  - e. Click **OK**.
6. The **DOORS Explorer** window is displayed.



Your username and user type are shown on the status bar at the bottom of the window.


**Note:** When your password expires, the next time you log in to DOORS, you'll be asked to change your password. If you want to change it before it expires,

in the DOORS Explorer, click **Tools > Options**. Then click the **Password** tab, and click **Change Password**.

### Changing the DOORS Explorer's display

Use the following options on the DOORS Explorer's view menu to change the way your screen looks and control what data is displayed.

View menu option	Description
Project View  Database View	Switches between Project view and Database view.  When you start DOORS, the top-level items that are displayed in the left pane of the DOORS Explorer depend on your view: <ul style="list-style-type: none"><li>• In Project view, a list of the projects you're allowed to access is displayed.</li><li>• In Database view, the root of the database tree 📁 is displayed. Below this, the parts of the database you're allowed to access are displayed.</li></ul>
Show Projects	Controls whether projects are displayed. Projects have icons like this: 📁
Show Folders	Controls whether folders are displayed. Folders have icons like this 📁.
Show Formal Modules	Controls whether formal modules are displayed. Formal modules have icons like this 📄.
Show Link Modules	Controls whether link modules are displayed. Link modules have icons like this 📄.
Show Descriptive Modules	Controls whether descriptive modules are displayed. Descriptive modules have icons like this 📄.



View menu option	Description
Show Deleted Items	Controls whether deleted projects, folders and modules are displayed. A deleted item has a red cross in the corner of its icon. For example, the icon for a deleted formal module looks like this  .
Sort by Name	Sorts the items in the right pane using the values in the <b>Name</b> column. It sorts folders and projects first, followed by a sorted list of modules.

View menu option	Description
Sort by Type	Sorts the items in the right pane using the values in the <b>Type</b> column.
Sort by Description	Sorts the items in the right pane using the values in the <b>Description</b> column.
Sort by Deleted	Sorts the items in the right pane using the values in the <b>Deleted</b> column.
Refresh	Refreshes the screen display.

## Making selections in the DOORS Explorer

The DOORS Explorer works like Windows Explorer:



- In the left pane, click an item to select and open it. Its contents are displayed in the right pane.

In Project view, the left pane contains one or more top-level projects . In Database view, the left pane contains a single top-level item (**Database** .

- The menu options apply to whatever is currently selected.

For example, if you select the folder **Myfolder** and then you right-click **Properties**, the properties sheet for **Myfolder** is displayed.

- Some project and folder options, such as Delete and Purge, are only available if you select the project or folder in the right pane. This is because the options are not available when the project or folder is open.

The project or folder you select in the left pane is open. It has an open project  or open folder icon .

- Modules are only shown in the right pane.

Double-click a module to select and open it. Each module you double-click is opened in a separate module window.

## Selecting multiple items

To select multiple items in the right pane of the DOORS Explorer, use **CTRL+ Click** (hold down the **CTRL** key, and then click each item you want to select).



















To quickly select a group of items that are next to each other, use **SHIFT+ Click**:




















1. Click the first item in the group.
2. Press and hold down **SHIFT**, and then click the last item in the group.
3. Release **SHIFT**.










## Changing the appearance of the module toolbar

To allow you to customize the appearance of the module toolbar, buttons are arranged in logical groups that you can choose to hide or display. For example, buttons that can control the alignment of text are grouped together on a separate **Alignment** toolbar, buttons for use when working with tables are on the **Table** toolbar, and so on.










### Module Buttons Defined:

Module Buttons	Function (Keyboard Shortcut)
	Save (Ctrl+ S)
	Print (Ctrl+ P)
	Module Properties
	Cut (Ctrl+ X)
	Copy (Ctrl+ C)
	Paste (Ctrl+ V)
	Check Spelling (Ctrl+ K)
	Discard Changes (Esc)
	Accept Changes (Ctrl+ M)
	Edit Object Heading (Ctrl+ H)
	Edit Object Text (Ctrl+ T)
	Swap Heading and Text
	Bold (Ctrl+ B)
	Italics (Ctrl+ I)
	Underline (Ctrl+ U)
	Bullets
	Increase Indent
	Decrease Indent

Module Buttons	Function (Keyboard Shortcut)
	Add Object as sibling (Ctrl+ N)
	Add Object as child (Ctrl+ L)
	Edit Object Properties (Ctrl+ E)
	Promote Object (Ctrl+ Alt+ Left)
	Demote Object (Ctrl+ Alt+ Right)
	Start Link (Ctrl+ I)
	Clear Link Start
	Make Link From Start (Shift+ Ctrl+ F)
	Make Link To Start (Shift+ Ctrl+ M)
	Create External Link
	View Selector
	Level Selector
	Insert New Column
	Edit Selected Column Properties
	Remove Selected Column
	Left Justified
	Right Justified
	Centered
	Auto Indent Main Column
	Module Explorer On/Off

Module Buttons	Function (Keyboard Shortcut)
	Graphics Mode On/Off
	Outlining Mode On/Off
	Filter On/Off
	Filter Properties
	Reapply Filter
	Sorting On/Off
	Find (Ctrl+ F)
	Find Previous (Shift+F3)
	Find Next (F3)
	Go To (Ctrl+ G)
	Create New Baseline
	View Baselines
	Copy Baseline
	Compare Baselines
	Edit Mode Read Only
	Edit Mode Shareable Edit
	Edit Mode Exclusive Edit
Database Buttons	Function (Keyboard Shortcut)
	Create New Folder
	Create New Project



Module Buttons	Function (Keyboard Shortcut)
	Navigate Up One Level
	Add to Favorites
	Manage Users and Groups
	Create New Formal Module (Ctrl+ M)
	Create New Link Module (Ctrl+ L)
	Open Module Read Only (Ctrl+ R)
	Open Module Shareable Edit (Ctrl+ S)
	Open Module Exclusive Edit (Ctrl+ E)
	Delete (Del)

You can change the appearance of the toolbar in two ways. You can either use the **Customize Toolbars** dialog box or right-click the module toolbar.

**To change the appearance of the toolbar using the Customize Toolbars dialog box:**

1. Either click **View > Customize Toolbars** or press **CTRL+ O**.  
The **Customize Toolbars** dialog box is displayed.
2. Select or clear the check box for each group.
3. If you want to display the default toolbars, select **Reset to Default**.

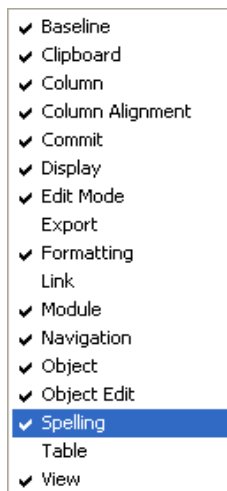
The toolbars that are displayed by default are:

- Column
- Display
- Link
- Module
- Object

- Object Edit
- View
- Click **Close**.

**To change the appearance of the toolbar by right-clicking the module toolbar:**

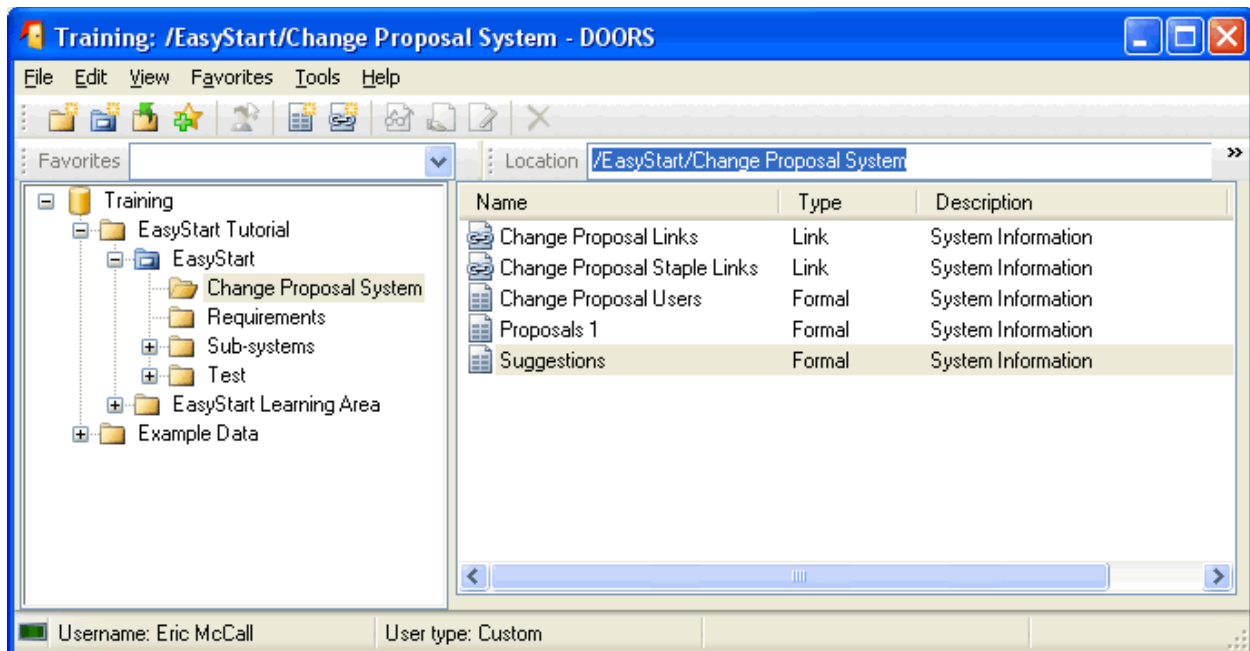
Right-click the module toolbar, and select or clear the check box for each group:



## Understanding location

The path to the project or folder that is currently open is displayed in the **Location** field of the DOORS explorer.

**Note** The path is from the nearest parent project, not from the database root



As you navigate around the database, the path to each project and folder that you

open is stored in the location field. If you want to return to a folder or project

you have opened previously, you can select it from the **Location** drop-down list.

The project or folder is opened in the left pane of the explorer, and its contents are displayed in the right pane.

**Note** The location field is cleared when you close your current DOORS session. If you want to be able to easily access a project, folder or module across sessions, you should add it to your favorites list.

If you know the path to the project, folder or module you want to open, type the path into the Location field and press **Enter**. Alternatively, you can paste the DOORS URL of an item into the Location field and press **Enter**. Projects and folders are opened in the left pane of the DOORS explorer, modules are opened in default edit mode.

## Understanding favorites


If you use certain projects, folders or modules regularly, you can add them to your Favorites list. Instead of navigating through the database hierarchy to access

your data, you can select the project, folder or module from your favorites list in the DOORS explorer.

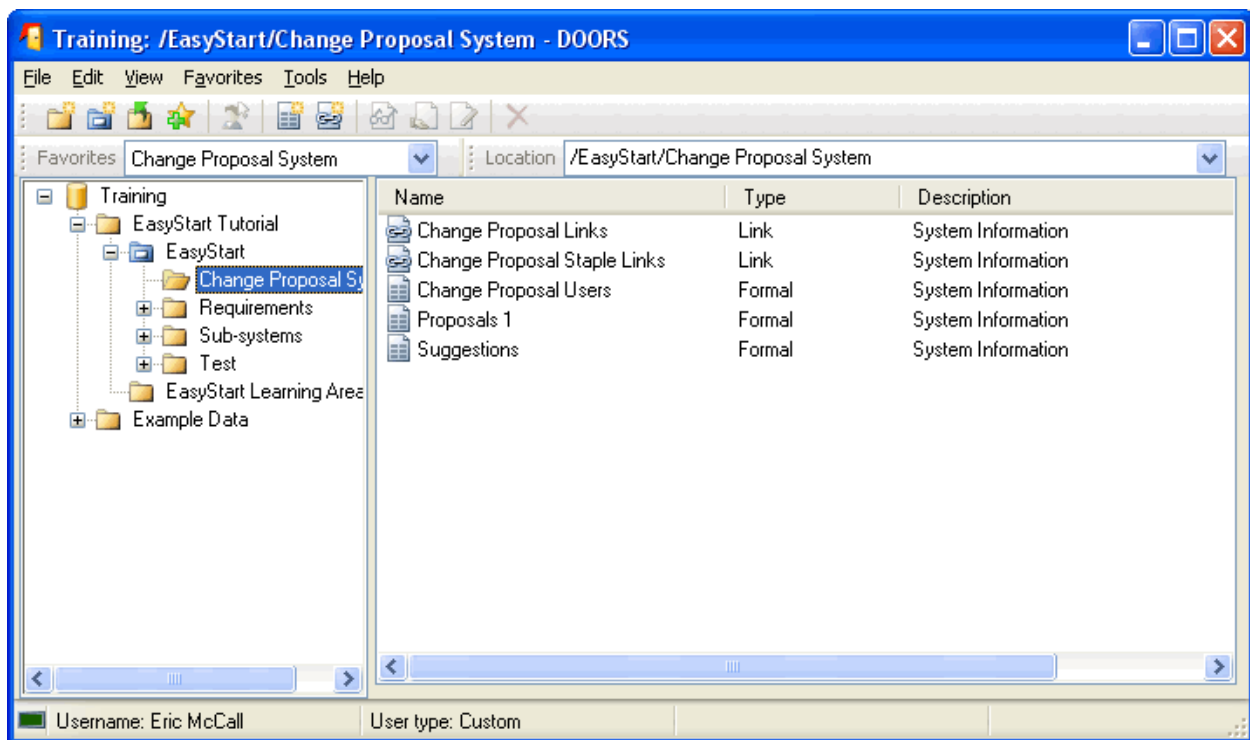
- If you select a project or folder from your favorites list, it is opened in the left pane of the DOORS explorer and its contents are displayed in the right pane.
- If you select a module from you favorites list, it is opened. The edit mode in which the module is opened depends on your access rights and your default edit mode.

**Note** Your location in the database does not change when you open a module from your favorites list. This means you can open a module in a different project or folder without having to navigate back through the database hierarchy to your original location.

### To add a project, folder or module to your favorites list:

1. In the DOORS Explorer, select the project, folder or module you want to add to Favorites.
2. Either:
  - Click **File > Favorites > Add to Favorites**.
  - Click **Add to Favorites**  on the **Project** toolbar.

The item is added to your favorites list.



## Organizing your favorites list

As your favorites list grows, you can maintain it using **Organize Favorites**.

Select **Favorites > Organize Favorites** to open the **Organize Favorites** dialog box.

The buttons on the **Organize Favorites** dialog box are described in the table below.

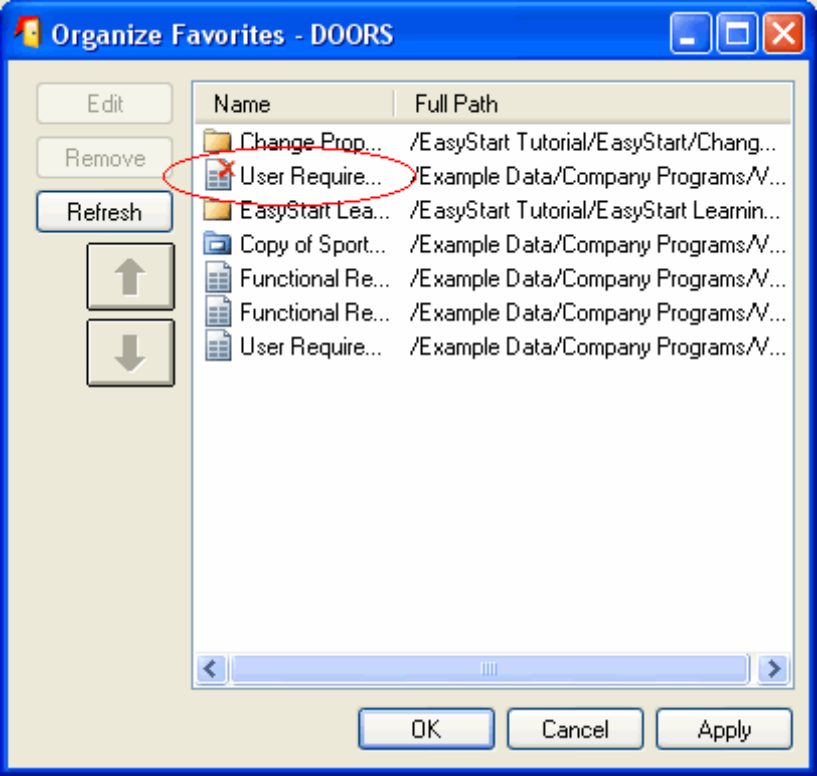
Button	Description
Edit	<p>Select an item and click <b>Edit</b> to change its label in your favorites list. For example, you may want to distinguish between two identically named modules, or between a folder and module of the same name.</p> <p><b>Note</b> You are not changing the actual name of the project, folder or module,</p>

Button	Description
	just the label that is displayed in your favorites list.
Remove	Select an item and click <b>Remove</b> to remove it from your favorites list.
Refresh	Click this button to redraw your favorites list.
Arrow buttons	Select an item and click the up or down arrow to move it. The order in which the items appear in the Organize Favorites dialog is the order in which they appear in the drop down list on the DOORS explorer.

### How changes to the database affect Favorites

The following table describes how changes to the database are reflected in your favorites list.

If	Then
A project, folder or module is moved	DOORS automatically updates the path in your favorites list.
A project, folder or module is renamed	The name of the item in your favorites list does not change. You can still access it by selecting its old name from your favorites list.

If	Then
A project, folder or module is deleted	<p>The item is not removed from the drop down list in the explorer, but if you select it, a message informs you that the item has been deleted. The item is marked as deleted in the Organize Favorites dialog box.</p> 
Your access to a project, folder or module is removed	The project, folder or module is removed from your favorites list.

## Opening a module

To open a module, do one of the following:

- Double-click it in the DOORS Explorer.

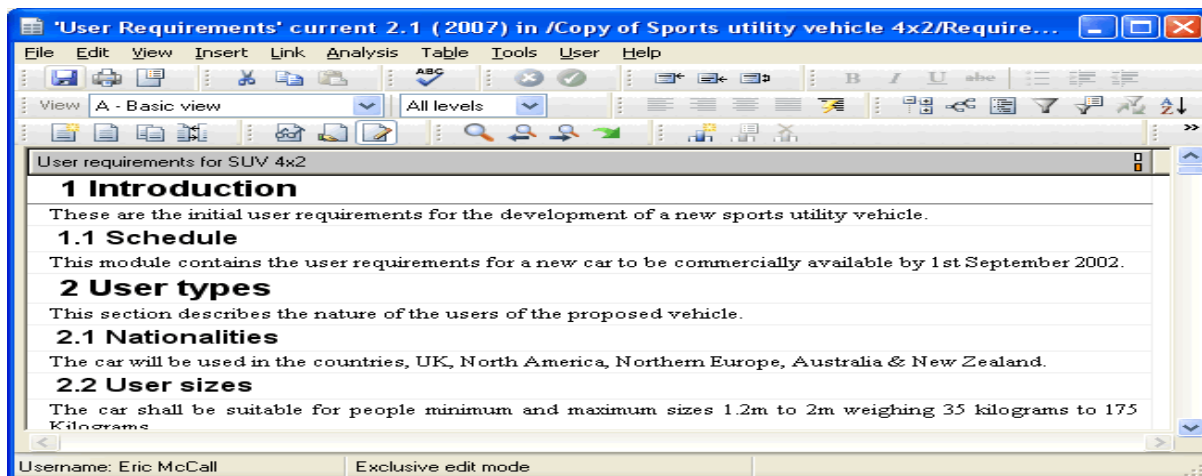
The module is opened in your default edit mode, which is normally exclusive edit mode. For more information, see “Understanding edit modes,” on page 44.

- Single-click the module in the DOORS Explorer to select it. Click File > Open, then either Read-only, Shareable Edit or Exclusive Edit depending on which edit mode you want.
- Single-click the module in the DOORS Explorer to select it. Right-click Open, then either Read-only, Shareable Edit or Exclusive Edit depending on which edit mode you want.
- Click the File menu in the DOORS explorer. If DOORS has been configured to display recently opened modules, and you have opened modules previously, a list of those modules is displayed in the File menu.  
Click on a module to open it in your default edit mode.

The title bar of the module window shows the module name followed by either Current or Baseline, the module version and the path to the module from the nearest project above it in the database tree. The path starts with a slash (/) followed by the name of the project.

This example shows the User Requirements module, which is in the Requirements folder of the Sports utility vehicle 4X2 project.





## Requesting a module lock

If you try to open a module that another user already has open, the Request Lock dialog box is displayed. The options on the dialog box are described in the following table. Select the options you want, then click OK.

Select...	To...
Open module	Enable the edit mode drop down list.  If another user has an exclusive edit lock on the module, the only option available is read-only. If one or more users have shareable edit locks on the module, you can select whether to open in shareable edit mode or read-only mode. When you click OK, the module is opened in the selected edit mode.
Send a message	Open a Lock Request Message dialog box when you click OK. You can type a message into the Lock Request Message dialog box, which will be displayed to the user or users who currently hold a lock. Those users can optionally reply to your message.
Alert me when lock is available	Receive a message alert when the lock on the module is released. You can open the module directly from the message alert.

**Note** Lock request messages are not delivered to DOORSnet users. However, if you select Alert me when lock is available, you will receive an alert when the DOORSnet user releases the lock.

### **Making selections in a module window**

In a module window, you click an object to make it the current object. The way in which the current object is differentiated from other objects depends on which display scheme you're using:

- In the Modern display scheme, the current object has a line above and below it.
- In the Classic display scheme, it is highlighted with a dark blue background.

To select an object, use SHIFT+ Click. The selected object's text turns a maroon color.

### **Selecting multiple objects**

CTRL+ Click does not work in module windows. You can't select objects that aren't next to each other.

To select a group of objects that are next to each other, use SHIFT+Click:

1. Click the first object in the group.
2. Press and hold down SHIFT, and then click the last object in the group.
3. Release SHIFT.

The objects that have been selected are displayed in a different color.

The object trees below the first and last objects that you select are automatically selected too. And if the first and last objects are at different levels in the database tree, additional objects are selected so that all selected objects have a common ancestor. This ensures that subsequent operations on the selected objects preserve the integrity of your data.

If you have a filter applied to the module, and you select multiple objects, the selection also includes objects that are hidden by the filter, but that exist between the first and last object in your selection.

### **Selecting everything**

To select all the objects in a module:

1. Press HOME to go to the start of the module.
2. Press and hold down SHIFT while using the scroll bar to go to the end of the module.
3. Click the last object in the module.

The text in all the objects is displayed in a different color.

### **Using drag-and-drop**

You can use drag-and-drop in the DOORS Explorer and in formal module windows.

For information on what happens to links when you use drag-and-drop, see “Understanding how copy and move affect links,” on page 219.

### **In the DOORS Explorer**

Use drag-and-drop to move or copy projects, folders and modules:

- To move an item, click it and then drag it to the target location.

You can't move a module if it's open. You can't move a folder or project if the folder or project, or anything in it, is open. For example, you can't move a folder if it contains a module that's open.

- To copy an item, hold down CTRL while you drag-and-drop the item.

You can't copy a module if it's open in exclusive edit mode. You can't copy a folder or project if the folder or project contains a module that's open in exclusive edit mode.

### **In a module window**

Use drag-and-drop to either:

- Move objects within a module.
- Copy objects within a module or between modules.
- Copy then link objects within a module or between modules.

You cannot use drag and drop to copy or move objects within a module if a sort is applied. If you are using drag and drop to copy objects between modules, the source module can have a sort applied but the target module must have sorting turned off.

You can copy or move tables within a module or between modules using drag-and-drop. The Below and Below with hierarchy options are unavailable for all operations. To copy or move a table using drag-and-drop, click on any cell in the table, and follow the instructions below.

Click the object you want to move or copy, then drag it to the target location. If you want to copy the current object after or below itself, drag it over the current object. When you release the mouse button, a pop-up menu is displayed that includes the following options:

<b>Pop-up menu option</b>	<b>Description</b>
Move > After	Moves the selected object and all the objects in the tree below it to the same level as, and immediately after, the target object.
Move > Below	<p>Moves the selected object and all the objects in the tree below it to one level below the target object.</p> <p>If the target object already has children, the copied object becomes its first child.</p>
Copy > After (with hierarchy)	Copies the selected object and all the objects in the tree below it to the same level as, and immediately after, the target object.
Copy > Below (with hierarchy)	<p>Copies the selected object and all the objects in the tree below it to one level below the target object.</p> <p>If the target object already has children, the copied object becomes its first child.</p>
Copy > After	Copies the selected object to the same level as, and immediately after, the target object.
Copy > Below	<p>Copies the selected object to one level below the target object.</p> <p>If the target object already has children, the copied object becomes its first child.</p>
Copy then link from Start > After (with hierarchy)	Same as the Copy after (with hierarchy) option, except it also creates a link from each source object to its copy.
Copy then link from Start > Below (with hierarchy)	Same as the Copy below (with hierarchy) option, except it also creates a link from each source object to its copy.

<b>Pop-up menu option</b>	<b>Description</b>
Copy then link from Start > After	Same as the Copy after option, except it also creates a link from the source object to its copy.
Copy then link from Start > Below	Same as the Copy below option, except it also creates a link from the source object to its copy.
Copy then link to Start > After (with hierarchy)	Same as the Copy after (with hierarchy) option, except it also creates a link to each source object from its copy.
Copy then link to Start > Below (with hierarchy)	Same as the Copy below (with hierarchy) option, except it also creates a link to each source object from its copy.
Copy then link to Start > After	Same as the Copy after option, except it also creates a link to the source object from its copy.
Copy then link to Start > Below	Same as the Copy below option, except it also creates a link to the source object from its copy.

To drag multiple objects, don't release the mouse button after making the multiple object selection. You lose your selection if you release the mouse button between selecting the objects and dragging them.

When you use drag-and-drop to copy objects between modules, only the Object Heading, Object Text and Object Short Text attributes are copied. If you want to copy other attributes between modules, use the object copier

When you use the Copy then link to Start and the Copy then link from Start options, the usual rules that control linking apply. You need to have the necessary access rights to make the links.

### **Cutting, copying and pasting**

You can cut, copy and paste in the DOORS Explorer and in formal module windows.

## In the DOORS Explorer

Use the Edit menu or keyboard shortcuts to cut, copy and paste projects, folders and modules.

Edit menu	Keyboard	Description
Cut	CTRL+ X	Cuts the currently selected items, and places them on the DOORS Explorer clipboard.
Copy	CTRL+ C	Copies the currently selected items to the DOORS Explorer clipboard.
Paste	CTRL V	Pastes the contents of the DOORS Explorer clipboard to the DOORS Explorer window.
Paste Special		Provides advanced options for pasting a module. This option is not available when a project or folder has been copied. For more information, see “Paste special,” on page 33.
Undo Cut Undo Copy	CTRL+ Z	Undoes the last cut or copy operation.
Clear		Clears the DOORS Explorer clipboard. You should clear the clipboard after you finish pasting to avoid leaving share locks on modules. Share locks are not normally problematic, but can prevent users from changing edit modes within the module.

You can't cut a module if it's open. You can't cut a folder or project if the folder or project, or anything in it, is open. For example, you can't cut a folder if it contains a module that's open.

You can't copy a module if it's open in exclusive edit mode. You can't copy a folder or project if the folder or project contains a module that's open in exclusive edit mode.

When you cut data to the DOORS Explorer clipboard, if you have not yet pasted it back and then do anything that could overwrite the data on the clipboard, such as copying other data to the clipboard, your original cut operation is automatically undone.

**Note** Copying a module does not copy the baselines associated with the module. Copying a project containing modules that have baselines does not retain those baselines.

### In a module window

In a module window, use the Edit menu or keyboard shortcuts to cut, copy and paste objects within a module.

**Note** If you want to copy objects between modules, use the object copier.

Edit menu	Keyboard	Description
Cut	CTRL+ X	Cuts the current object and all the objects in the tree below it. The objects are removed from the module and placed on the object clipboard for that module.
Copy	CTRL+ C	Copies objects to the module's object clipboard: <ul style="list-style-type: none"><li>To copy the current object only, either press <b>CTRL+C</b> or click <b>Copy &gt; Copy</b>.</li><li>To copy the current object and all the objects in the tree below it, click <b>Copy &gt; Copy with Hierarchy</b>.</li></ul>
Paste	CTRL+ V	Pastes the contents of the module's object clipboard: <ul style="list-style-type: none"><li>To paste to the same level as, and immediately after, the current object, either press <b>CTRL+ V</b> or click <b>Paste</b>, then <b>Paste</b>.</li></ul>



Edit menu	Keyboard	Description
		<ul style="list-style-type: none"> <li>To paste to one level below the current object, click <b>Paste &gt; Paste Below</b>.</li> </ul>
Clear		Clears the contents of the module's object clipboard.

Each module has its own object clipboard.

**Note** When you're editing the attributes of an object, you can also use the keyboard shortcuts to cut, copy and paste selected text in the object. This uses your computer's system clipboard. You can paste the contents of the system clipboard to other applications, such as Microsoft Word.




When you cut data to the object clipboard, if you have not yet pasted it back to the module and then do anything that could overwrite it, such as copying another object to the clipboard, a message is displayed warning that you haven't pasted the data currently on the clipboard. You are offered three choices:

- **Delete**  
This overwrites the data currently on the clipboard with the new data.
- **Restore**  
This pastes the data currently on the clipboard back to where it was cut from, then writes the new data to the clipboard.
- **Cancel**  
This cancels the operation, leaving the data currently on the clipboard unchanged.

## Closing a module

To close a module:

1. In the module window, click **File > Close**.
2. If you've made any changes that you haven't saved yet, a message is displayed asking if you want to save your changes.  
Click **Yes** to save your changes, or **No** to discard them.

**Note** Whenever you make any changes to a module, your changes are stored temporarily in your local computer's memory. They aren't saved in the database until you explicitly ask to save them. They are marked with a red change bar  or , to show that they haven't yet been saved in the database. As with all windows, you can also close a module by clicking The "X"  in the top right corner.

## Stopping DOORS

### To stop DOORS:

1. In the DOORS Explorer, click **File > Exit**.  
All the modules you opened are automatically closed.
2. If you edited a module and haven't saved your changes, a dialog box is displayed asking if you want to save your changes before the module is closed.  
Click **Yes** to save your changes, or **No** to discard them.

## Chapter 2 Managing Folders

This chapter contains the following topics:

- Creating a folder
- Controlling access to a folder
- Editing folder properties
- Deleting, un-deleting and purging a folder
- Managing locks

For information on how to convert a folder to a project, and vice versa, see the DOORS online help or Managing DOORS on the Telelogic Lifecycle Solutions DVD.

## Creating a folder

### To create a folder:

1. In the left pane of the DOORS Explorer, select the folder or project in which you want to create the new folder. This is the new folder's parent. You must have create access to the parent.
2. Click **File > New > Folder**.
3. In the Name box, type the name of the new folder.

The name is case-sensitive. For example, the names Myfolder and MyFOLDER are different.

The name must be unique within the parent project or folder. All the projects, folders and modules in the parent must have different names.

The name can contain the following characters:

- Alphanumeric characters (letters of the alphabet and numbers)
  - Space characters
  - Periods (.)
  - Underscores (\_)
  - Hyphens (-)
4. If you want to give the new folder a description, type it in the Description box.
  5. Click OK.

The folder is created. It inherits its access rights from its parent.

**Note** If you receive the error Cannot create this Folder: Lock

request timed out when you try to create the folder, wait a moment, then try again. This error is generated if another DOORS user is performing a paste operation when you click **OK** to create the folder.

### Controlling access to a folder

To change the access rights for a folder, you must have admin access to the folder.

To change the access rights for a folder:

1. Select the folder in the DOORS Explorer, then right-click Properties.
2. Click the Access tab.

The current access rights for the folder are displayed.

You need this access right	To...
Read (R)	See the folder. If you don't have read access, the folder is not displayed in your DOORS Explorer.
Create (C)	Create new modules, folders and projects in the folder. Paste existing modules, folders and projects into the folder.
Modify (M)	Change the name or description of the folder.
Delete (D)	Delete, undelete and purge the folder. Cut the folder to the DOORS Explorer clipboard.
Admin (A)	Change the access rights for the folder. Change the default linkset pairings for links from top-level modules within the folder.

3. Make the changes you want.

<b>Access tab</b>	<b>Description</b>
Inherit from parent	<p>Select this check box if you want the folder to inherit its access rights from the project or folder that it's in. If it's a top-level folder, it inherits its access rights from the database root.</p> <p>When this check box is selected, the list of access rights is unavailable, and shows what access rights the folder is inheriting.</p>
Add	<p>To add a new entry to the list of access rights:</p> <ol style="list-style-type: none"> <li>Click Add.</li> </ol> <p>The Add Access window is displayed:</p> <ol style="list-style-type: none"> <li>In the Name box, select the name of the user or group that you want to add an entry for.</li> <li>Select the access rights you want to give them, then click OK.</li> </ol>
Remove	<p>To remove an entry from the list of access rights, select the entry, and then click Remove.</p>
Edit	<p>To edit an entry in the list of access rights:</p> <ol style="list-style-type: none"> <li>Select the entry then click Edit. The Edit Access window is displayed.</li> <li>Select the access rights you want to give them, then click OK.</li> </ol>
Additional access	<p>Select the additional access rights that you want to propagate with create access.</p> <p>The additional rights are propagated to the items in the tree below the folder that inherit their access rights from it.</p> <p>For more information, see the section topic on propagating extra access rights in Getting Started with DOORS, which is available on the Telelogic Lifecycle Solutions DVD.</p>

4. Click OK.

## Editing folder properties

To edit the properties of a folder, you must have modify access to the folder.

To edit the properties of a folder:

1. Select the folder in the right pane of the DOORS Explorer, then right-click Properties.
2. Select the options you want.

General tab	Description
Name	The name of the folder. You can't change the name of a folder if any of the folders, projects or modules in the tree below it are open. If the folder contains a link module, and the link module is named in any formal module filter that has been saved as a view, no objects will be displayed in the view if the folder name is changed.
Description	Additional information about the folder.
Type	The type of item whose properties are being displayed. In this case the type is Folder and it can't be edited.
URL	The URL of the folder.
Copy URL	Copies the URL to the system clipboard. For more information about DOORS URLs see "Understanding DOORS URLs," on page 245.

For information about the options on the Access tab, see either:

- The help for the Access tab (click the Access tab, then click Help).
- "Controlling access to a folder,".



3. Click OK.

## Deleting, un-deleting and purging a folder

Deleting a folder doesn't destroy any of the data in the folder. It simply marks the folder as deleted, and stops users from being able to access its data. To destroy the data, you must purge the folder once you've deleted it.

Purging deleted folders removes them permanently from the database.


You can't delete a folder if the folder or anything in it is open.


In the DOORS Explorer, the folder or project selected in the left pane is open and has an open folder icon  or an open project icon . Its parent folder or project is also open, and so are all the folders and projects above it in the database tree, although they don't have open folder or open project icons.

When a module is open, all the folders and projects above it in the database tree are also open.

To delete, undelete or purge a folder, you must have delete access to the folder and to all the folders, projects and modules in it.


**To delete a folder:**

- In the right pane of the DOORS Explorer, select the folder you want to delete , then click File > Delete.

You can also click Delete  on the Project toolbar, right-click Delete or press DELETE.

**To undelete a deleted folder:**

1. In the DOORS Explorer, make sure that deleted items are being displayed. If necessary, click View > Show Deleted.

2. Select the folder you want to undelete , then either click File > Undelete or right-click Undelete.

**To purge a folder:**

1. In the DOORS Explorer, make sure that deleted items are being displayed. If necessary, click View > Show Deleted.

2. Select the folder you want to purge, then click File > Purge....

A message is displayed asking if you really want to purge the folder.

3. Click Yes.

The folder and all the data in it are permanently removed from the database.

## Managing locks

If your DOORS session ends abnormally, for example, if your computer crashes:

- Any modules that you were editing are locked.

No-one can edit these modules until they are unlocked. They can open them in read only mode, but not in shareable or exclusive edit mode.

- Projects and folders you had open are locked.

No-one can move, rename or delete these projects or folders until they are unlocked.

### **To unlock projects, folders and modules:**

1. In the DOORS Explorer, click Tools > Manage Locks.

A list of the items that are currently locked is displayed.

The list does not include the locks associated with your current DOORS session, because you must not delete these locks. If you deleted them you would corrupt your data.

If you're a Standard user, you only see the items that you locked in previous DOORS sessions. If you're a Database Manager or a Custom user with the power to manage the database, items locked by all database users are displayed.

If you have a chain of locks from the root of the database, you only see the lock at the end of the chain.

**Note** By default, the Current folder only check box is selected. This shows locks in the current folder that have been partially removed, and that are not displayed otherwise. If you want to see all the locks in the database, clear this check box.

2. Click Refresh to refresh the display.
3. Select the items you want to unlock, then click Unlock.

**Note** When you open a module, you lock all the folders and projects above the module in the database tree. But on this screen, you only see the lock for the module, not the associated locks in the tree above it. When you unlock the module, you also remove any associated locks that aren't needed by other data that is locked elsewhere in



the database tree.

A message is displayed asking if you really want to unlock the items.

4. Click Yes.
5. Click Close.

## **Chapter 3 Managing Formal Modules**

This chapter contains the following topics:

- Creating a formal module
- Controlling access to a formal module
- Paste special
- Showing module properties
- Showing module statistics
- Deleting, un-deleting and purging a module
- Managing open modules

### **Creating a formal module**

This topic describes how to create an empty new module. You can also create a module by either:

- Copying an existing module in the DOORS Explorer, for example, using copy and paste.
- Cloning an existing module. This lets you select which bits of the module you want to copy. For example, you can select which attributes you want to copy..
- Copying a baseline.

#### **To create an empty formal module:**

1. In the DOORS Explorer, select the folder or project in which you want to create the new module. This is the module's parent.  
You must have create access to the parent.
2. Click File > New > Formal Module.
3. Type the name of the new module in the Name box.

The name is case-sensitive. For example, the names Mymodule and MyMODULE are different.

The name must be unique within the parent project or folder. All the projects, folders and modules in the parent must have different names.

The name can contain the following characters:

- Alphanumeric characters (letters of the alphabet and numbers)
  - Space characters
  - Periods (.)
  - Underscores (\_)
  - Hyphens (-)
4. If you want to give the module a description, type it in the Description box.
  5. By default, the module's object identifiers start at 1 and have no prefix. If you want to override the default, use the Start at and Prefix boxes.
  6. If you want to use a template to populate the new module, select the Use a template check box, then use Browse to locate it.

DOORS provides a library of templates to help get you up and running quickly. For example, there are DoD-STD and MIL-STD templates.

Templates help you keep your modules consistent by encouraging people to use a standard structure and headings.

You can create your own templates and add them to the library, which is in the DOORS home directory, in \doors\_8.3\lib\dxl\standard. For more information, see the DXL Reference Manual, which can be accessed from DOORS by selecting Help > DXL Reference Manual.

**Note** You can also insert a template into an existing module.

7. Click OK.

The module is created. It inherits its access rights from its parent.

**Note** If you receive the error Cannot create this Module: Lock request timed out when you try to create the module, wait a moment, then try again. This error is generated if another

DOORS user is performing a paste operation when you click OK to create the module.

## Controlling access to a formal module

To change the access rights for a formal module, you must have admin access to the module.

### To change the access rights for a formal module:

1. You can change the access rights for a module from either the DOORS Explorer or the module window:
  - In the DOORS Explorer, select the module then right-click Properties.
  - In the module window, click File > Module Properties.
2. Click the Access tab.

The current access rights for the module are displayed.

**Note** You cannot open a module unless you have read access to the parent project or folder.

You need this access right	To
Read (R)	See the module. If you don't have read access, the module is not displayed in your DOORS Explorer. Set your own default view for the module (see "Setting default views," on page 90).
Create (C)	Create top-level objects in the module. Create attribute types and attribute definitions for the module.
Modify (M)	Change the module's name, description, attribute values, default view. Create baselines of the module.
Delete (D)	Delete, undelete and purge the module. Cut the module to the DOORS Explorer clipboard.
Admin (A)	Partition the module out. Change the access rights for the module.

If the module is partitioned in, the access rights associated with the partition are displayed. These describe the maximum access that any user has. They override the RCMD access rights displayed for users and groups.

For example, if a user's entry says full access (RCMDA), but the module is partitioned in read only, in practice the user only has read (R) access.

**3. Make the changes you want.**

<b>Access tab</b>	<b>Description</b>
Inherit from parent	Select this check box if you want the module to inherit its access rights from the project or folder that it's in. When this check box is selected, the list of access rights is unavailable, and shows what access rights the module is inheriting.
Add	To add a new entry to the list of access rights: a. Click Add. The Add Access window is displayed. b. In the Name box, select the name of the user or group that you want to add an entry for. c. Select the access rights you want to give them, then click OK.
Remove	To remove an entry from the list of access rights, select the entry, and then click Remove.
Edit	To edit an entry in the list of access rights: a. Select the entry then click Edit. The Edit Access window is displayed. b. Select the access rights you want to give them, then click OK.

Access tab	Description
Additional access	<p>Select the additional access rights that you want to propagate with create access. The additional rights are propagated to the objects in the module that inherit their access rights from the module.</p> <p><b>Note</b> Module attributes cannot inherit access rights, so additional access rights do not apply to module attributes and their values.</p> <p>For more information, see the section topic on propagating extra access rights in Getting Started with DOORS, which is available on the Telelogic Lifecycle Solutions DVD.</p>

4. Click OK.

### Paste special

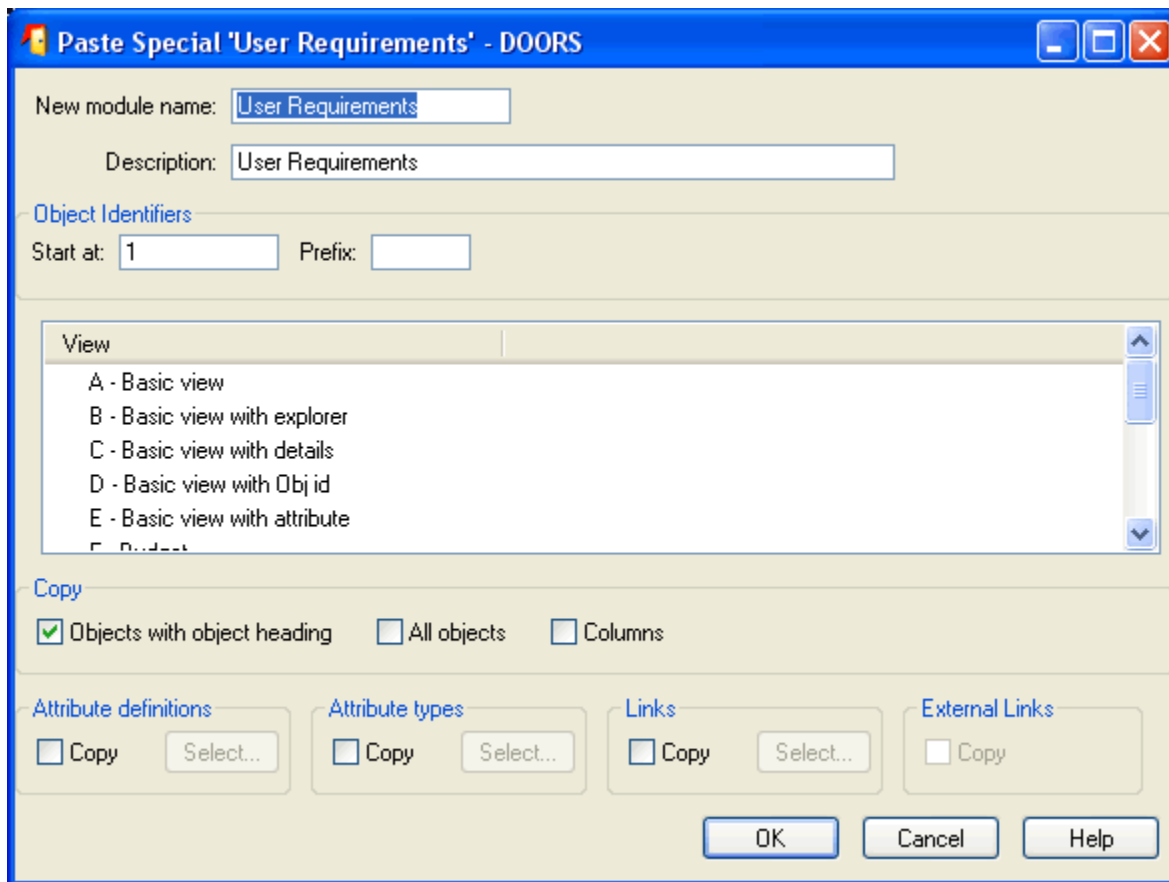
When you select Paste Special, you create a new module by copying the structure of an existing module. You can copy:

- Object Heading and Object Text
- The heading structure only, including the heading text
- The columns in a particular view
- Attribute types and definitions
- Baselines are not copied

#### To use Paste Special:

1. In the DOORS Explorer, select the module you want to copy.
2. Click Edit > Copy
3. Select the folder or project to which you want to copy the module and select Edit > Paste Special.

You must have create access to the folder or project.



4. In the New module name box, type the name you want to give the new module.

The name is case-sensitive. For example, the names Mymodule and MyMODULE are different.

The name must be unique within the parent project or folder. All the projects, folders and modules in the parent must have different names.

The name can contain the following characters:

- Alphanumeric characters (letters of the alphabet and numbers)
- Space characters
- Periods (.)
- Underscores (\_)
- Hyphens (-)

The name cannot be more than 460 characters in length.

5. If you want to give the new module a description, type it in the Description box.
6. By default, the new module's object identifiers start at 1 and have no prefix. If you want to override the default, use the Start at and Prefix boxes.
7. In the list of views, select the view you want to copy.

**Note** The standard view is always copied. If you select another view, you get the standard view as well as the view you select.

8. You can choose whether to copy Object Heading and Object Text, or just the Object Heading.
  - If you want to copy both Object Heading and Object Text select All objects.
  - If you only want to copy the Object Heading structure and text select Objects with object heading.
  - If you do not want to copy any objects, clear the Objects with object heading and All objects boxes.

9. By default, the main column is copied.

Select the Columns check box if you want to copy all the columns in the selected view.

10. By default, no attribute types or definitions are copied.

If you want to copy attribute types and definitions:

- a. Select the appropriate Copy check box.
- b. Click Select.

A list of all the non-system attribute definitions or types is displayed.

- c. Select the ones you want to copy, then click Close.

11. By default, the copied links in the new module use the same link modules as the links in the original module.

If you want to use a different link module:

- a. Select the Links Copy check box.
- b. Click Select.

- c. Clear the Through same link module check box.
  - d. Select the link module you want to use, then click Close.
12. By default, external links are not copied. If you want to copy external links select the External Links Copy check box. If the module does not contain any external links, the check box is not available.
13. Click OK.

## Showing module properties

To show the properties of a formal module:

Either:

- In the module window, click File > Module Properties.
- In the DOORS Explorer, select the module in the right pane, then right-click Properties.

The properties sheet for the module is displayed.

**User Requirements Properties - DOORS**

General | Access | History | Linksets | Statistics

Name: User Requirements

Description: User requirements for SUV 4x2

Type: Formal Module

URL: doors://UKEDFINDLAY:29998/?ver

Name	Value
Created By	Paul Raymond
Created On	11 February 2007
Font Table	{\fonttbl{\F0\froman\mchars...
Last Modified By	Eric McCall
Last Modified On	14 September 2007
Prefix	SQW
Title	Height (m)

Baseline Set Definition

Link History

☒ Generate history for the creation and deletion of links



<b>General tab</b>	<b>Description</b>
Name	The name of the module.
Description	Additional information about the module.
Type	The type of item whose properties are being displayed. This is Formaland can't be edited.
URL	The URL of the module.
Copy URL	Copies the URL to the system clipboard. For more information about DOORS URLs see "Understanding DOORS URLs," on page 245.
List of attributes	<p>This is a list of all the module's attributes. For each attribute, it shows the name of the attribute and its value.</p> <p>If you want to edit module attributes from the Properties window, open the module before you open the Module Properties dialog box.</p>
View/Edit	<p>To change the value of an attribute:</p> <ol style="list-style-type: none"> <li>Select the attribute in the list of attributes, and then click View/Edit.</li> <li>Enter the new attribute value.</li> <li>Click OK.</li> </ol>
List of Baseline Set Definitions	The baseline set definitions that include the module
View	Select a baseline set definition and click View to view the definition
Generate history for the creation and deletion of links	Select this option if you want to record the creation and deletion of links in the module history.

<b>For information on this tab</b>	<b>See</b>
Access	Either: <ul style="list-style-type: none"> <li>• The help for the Access tab (click the Access tab, then click Help).</li> <li>• “Controlling access to a formal module,” on page 30.</li> </ul>
History	Either: <ul style="list-style-type: none"> <li>• The help for the History tab (click the History tab, then click Help).</li> <li>• “Showing module history,” on page 249.</li> </ul>
Linksets	Either: <ul style="list-style-type: none"> <li>• The help for the Linksets tab (click the Linkset tab, then click Help).</li> <li>• “Using links,” on page 209.</li> </ul>
Statistics	“Showing module statistics, “ on page 38.

### **Showing module statistics**

The statistics for a formal module record the number of words and characters in the module. If you have a filter applied to the module, the statistics function only calculates results for the displayed objects.

To show the statistics for a module:

1. In the module window, click File > Module Properties.
2. Click the Statistics tab.
3. Click Refresh. DOORS fills in the values on the tab. For large modules, this can take some time.

<b>Statistics tab</b>	<b>Description</b>
Total Objects	Number of objects in the module
Words in Heading and text	Number of words in the Object Heading, Object Text and Object Short Text attributes.
Characters in heading and text	Number of characters in the Object Heading, Object Text and Object Short Text attributes
Words in other attributes	Number of words in other attributes of type text or string.
Characters in other attributes	Number of characters in other attributes of type text and string.
Total Words	Total number of words in attributes of type text and string, including the Object Heading, Object Text and Object Short Text.
Total characters	Total number of characters in attributes of the type text and string including the Object Heading, Object Text and Object Short Text.
Refresh	Refreshes the display. This may take a few minutes.

### **Deleting, un-deleting and purging a module**

Deleting a module doesn't destroy any of the module data. It simply marks the module as deleted, and stops users from being able to access it. To destroy the module, you must purge it once you've deleted it.


Purging deleted modules removes them permanently from the database.

You can't delete a module if any user is accessing the module.

To delete, undelete or purge a module, you must have delete access to the module.

#### **To delete a module:**

1. If you currently have the module open, close it (click File > Close).
2. In the DOORS Explorer, select the module you want to delete, then click File > Delete.

You can also click Delete  on the Project toolbar, right-click Delete or press DELETE.

**To undelete a module:**

1. In the DOORS Explorer, make sure that deleted items are being displayed.

If necessary, click View > Show Deleted.

2. Select the module you want to undelete, then either click File > Undelete or right-click Undelete.

**To purge a module:**

1. In the DOORS Explorer, make sure that deleted items are being displayed.

If necessary, click View > Show Deleted.

3. Select the module you want to purge then click File > Purge....

A message is displayed asking if you really want to purge the module.

4. Click Yes.

The module is permanently removed from the database.

## **Managing open modules**

Sometimes DOORS or DXL programs open modules in the background without displaying them on your screen. This topic describes how to close these modules or change their edit mode to read only.

**To close a module you can't see or set its edit mode to read only:**

1. In the DOORS Explorer, click Tools > Manage Open Modules.

A list of all the modules that you currently have open is displayed.

The modules that were opened but not displayed on your screen have No in the Displayed column.

2. To close a module, select the module, then click Close Modules.

If you have made changes that have not yet been saved, a message is displayed asking if you want to save the changes.

3. Click Yes to save your changes, or No to discard them.

4. To change the edit mode of a module to read only, select the module, then click Set Modules Read-Only.

If you have made changes that have not yet been saved, a message is displayed asking if you want to save the changes.

5. Click Yes to save your changes, or No to discard them.
6. To refresh the display, click Refresh.
7. When you have finished, click Close.

## Chapter 4      Editing

This chapter contains the following topics:

- Understanding edit modes
- Changing the edit mode
- Understanding editable sections
- Setting up a module for sharing
- Working in shareable edit mode
- Requesting a section lock
- In-place editing
- Editing using the object properties sheet
- Undoing edits
- Extended undo
- Saving your changes
- Creating objects
- Controlling access to an object
- Promoting and demoting objects
- Swapping Object Heading and Object Text attributes
- Splitting Object Heading from Object Text
- Deleting, un-deleting and purging objects
- Understanding the spelling checker
- Checking spelling
- Inserting symbols
- Inserting URLs
- Inserting templates
- Using the object splitter
- Using the object copier
- Merging object text

## Understanding edit modes

When you work with formal modules, you can use one of three edit modes.

Edit mode	Description
Read only	You can read (look at) the module, but you can't edit it.
Exclusive	You can edit the module, but other users can only read it.
Shareable	<p>While you're editing one section of the module, another user can edit another section.</p> <p>You have to lock the section of the module that you want to edit, to stop other users from editing it. While you have the section locked, other users can only read the data in it. When you've finished, you unlock the section to allow another user to edit it.</p> <p>For more information, see "Setting up a module for sharing," on page 47 and "Working in shareable edit mode," on page 48.</p> <p>Note In shareable edit mode, you can't create top-level objects in the module. And you can't create, delete or edit attribute definitions or attribute types. You can only do these tasks in exclusive edit mode.</p>

You must have modify access to a module to open it in either shareable or exclusive edit mode.

If you open a module by double-clicking it in the DOORS Explorer, it is opened in your default edit mode. By default this is exclusive edit mode.

When you open a module using the File menu in the DOORS Explorer, you can select the mode in which you want to open the module. For example, if you want to open it in exclusive edit mode, click File > Open > Exclusive Edit.

You can change the edit mode of a module once it's open.

## Changing the edit mode

The edit mode you are currently using is shown on the status bar at the bottom

of the module window.

You must have modify access to a module to open it in either shareable or exclusive edit mode.

**To change the edit mode of an open module:**

1. In the module window, click Edit > Edit Mode, then whichever edit mode you want (Read-only, Shareable Edit or Exclusive Edit).

If you are changing the edit mode to read only and you have made changes that you haven't saved, a message is displayed asking if you want to save your changes.

2. Click Yes to save your changes, or No to discard them.

3. If you have copied an object, and you change edit modes, a message is displayed stating that the clipboard will be cleared when the edit mode is changed. Click Confirm to change edit mode and clear the clipboard, or Cancel to stay in the same edit mode and keep the contents of the clipboard.

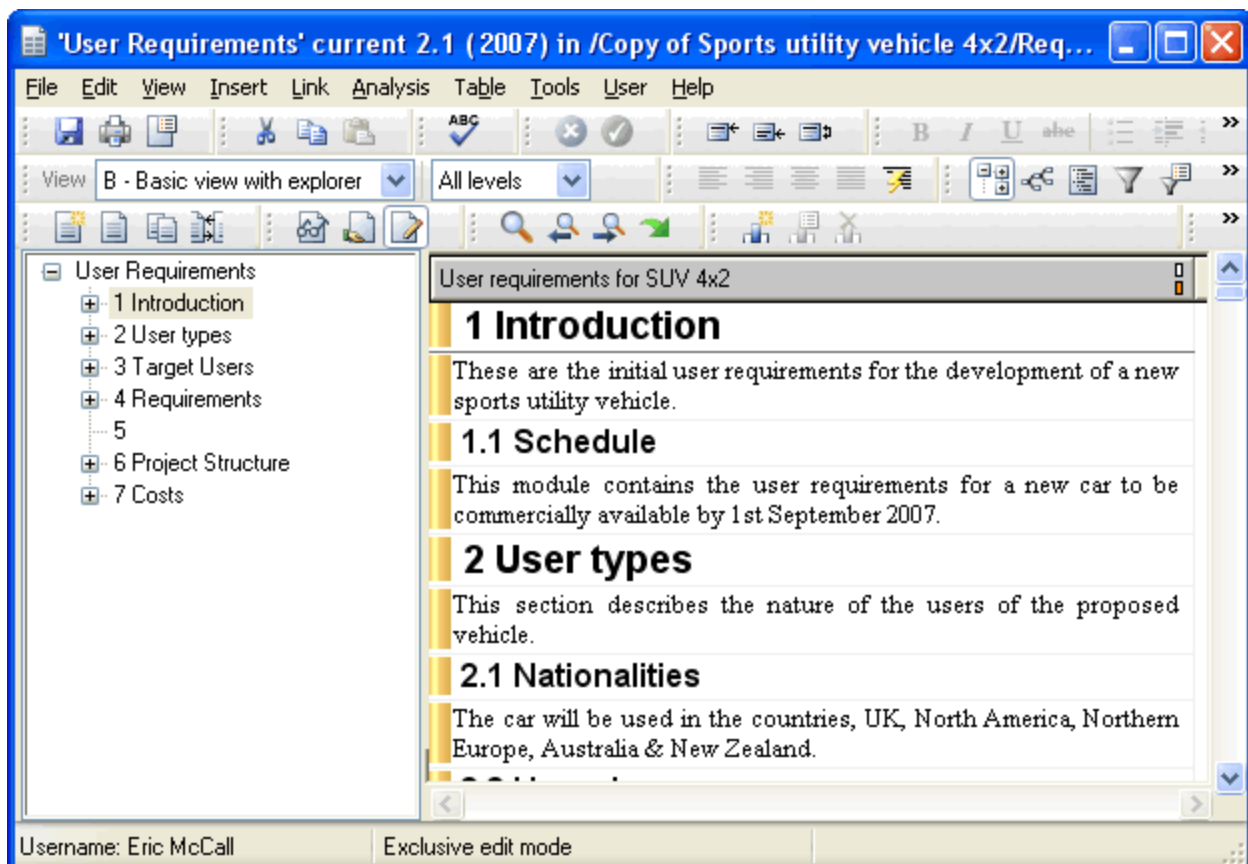
**Note** If you have opened a link module in read only mode, you cannot change the edit mode from within the module. To change from read only mode, you have to close the link module and reopen it in your chosen edit mode. This is only the case for link modules.

**Understanding editable sections**

If you want to work in shareable edit mode, you first need to set up the module for sharing. This involves dividing the module into editable sections. While one user is editing one section, another user can edit another section.

For example, you might want different users to be able to edit different top-level sections within a module.





In this example, if each top-level section of the module is an editable section, one user can edit the User types section, while another user edits the Project Structure section.

**Note** Try not to set up editable sections unless you need them.

Performance gets poorer as the number of editable sections increases, because each editable section is stored in a separate file in the database.

### Setting up a module for sharing

To set up a module for sharing, you create editable sections in the module

You can either:

- Divide a module into editable sections based on its current object section levels. For example, you can make an editable section for each level 1 section. Or you can make an editable section for each level 2 section.
- Create custom editable sections.

You must have modify access to the module, and admin access to the objects at the start of each new section.

**To divide a module into editable sections based on current section levels:**

1. Open the module in exclusive edit mode.  
For example, select the module in the DOORS Explorer, then click File > Open > Exclusive Edit.
2. Click Tools > Setup for Sharing.
3. Select the section level that you want to make editable sections for, then click OK.

**Note** If you subsequently add a new section at the specified level, you must manually create an editable section for it. Follow the steps below to create a custom editable section.  
For example, if you made editable sections at level 1 and you add a new level 1 section, you need to make a custom editable section for the new level 1 section.

**To create custom editable sections for a module:**

1. Open the module in exclusive edit mode.  
For example, select the module in the DOORS Explorer, then click File > Open > Exclusive Edit.
2. Select the object where you want a new editable section to start, then click Edit > Object > Properties or right-click Properties.  
The new editable section consists of this object and all objects in the tree below it that inherit their access rights from it.
3. Click the Access tab.
4. Clear the Inherit from parent check box.
5. Click OK.
6. Repeat Step 2 to Step 5 for each editable section.
7. Save the module to make the changes permanent (click File > Save).

**Working in shareable edit mode**

Once you've set up a module for sharing, you can work in shareable edit mode. You need to lock a section before you can edit the objects in it, create objects in

it, or delete objects from it.

**To lock a section:**

1. In the module window, select any object in the section you want to lock.
2. Click Edit > Section > Lock.

The section containing the current object is locked. If someone else has edited the data in the section since you opened the module, DOORS refreshes your screen to display the latest data before it locks the section.

If another user already has the section locked, a Request Lock dialog box is displayed. For more information, see.

No other users can edit the section until you unlock it.

**To unlock a section:**

1. Select any object in the section you want to unlock, then click Edit > Section > Unlock.

If you've made any changes that you haven't saved, a message is displayed asking if you want to save your changes.

2. Click Yes to save your changes, or No to discard them.

All sections are automatically unlocked when you close the module.

Saving changes when editing in shareable mode

When you are editing in shareable edit mode:

**Saving changes when editing in shareable mode**

When you are editing in shareable edit mode:

To...	Select...
Save sections without unlocking	File > Save, click Save CTRL+ S or press
Save changes and unlock all the sections you currently have locked	File > Save and Unlock All Sections

## Colors of locked and unlocked sections

The colors used for locked and unlocked sections depend on which display scheme you're using. For example:

- In the Modern scheme, the background color is pale gray for objects that are read only, dark gray for objects in sections you have not locked, and white for objects in sections you have locked.
- In the Classic scheme, the text is black for objects that are read only and blue for objects in sections you have locked. The background color is a pale blue for objects in sections, and doesn't change when you lock the sections.

## Requesting a section lock

If you try to lock a section that another user already has locked, the Request Lock dialog box is displayed. The options on the dialog box are described in the following table. Select the options you want, then click **OK**.

Select...	To...
Send a message	Open a Lock Request Message dialog box when you click OK. You can type a message into the Lock Request Message dialog box, which will be displayed to the user who currently holds the lock. The user can optionally reply to your message.
Alert me when lock is available	Receive a message alert when the lock is released. You can lock the section directly from the message alert.

**Note** Lock request messages are not delivered to DOORSnet users. However, if you select Alert me when lock is available, you will receive an alert when the DOORSnet user releases the lock.

## In-place editing

There are two ways to edit the values of object attributes:

- Editing objects in-place (described in this topic)  
Using the object properties sheet .

If you want to change the values of an attribute for lots of objects or for all the

objects in a module, it's quicker to use the object properties sheet.




To edit in-place, double-click the attribute you want to edit, then change its value.


Alternatively, just start typing and DOORS appends your text to the end of the text in the current object's main column.

To edit the value of an attribute, you must have modify access to both the object and the attribute value.

## Selecting and editing

The following table describes the features you can use when you edit in-place:

To	Do this
Select another object	Either: <ul style="list-style-type: none"><li>• Single-click the other object to make it the current object.</li><li>• Double-click the other object to make it the current object and edit it in-place.</li><li>• Press SHIFT+ RETURN to make the next object the current object and edit it in-place.</li><li>• Press the up or down arrow keys to make the previous or next object the current object and edit it in-place.</li></ul>
Select another attribute	Click or double-click the attribute. If you want to edit the next attribute, click Edit > In-Place > Edit Next Attribute, or press CTRL+ A.
Accept the edits you made to the current object	Either: <ul style="list-style-type: none"><li>• Click Accept changes  on the Commit toolbar.</li><li>• Press CTRL+ M (the letter M is for Make the change).</li><li>• Click Edit &gt; In-Place &gt; Accept Changes.</li><li>• Click on another object or another attribute.</li></ul>
Discard the edits you made to the current object	Either: <ul style="list-style-type: none"><li>• Click Discard changes  on the Commit toolbar.</li><li>• Press CTRL+ D.</li><li>• Click Edit &gt; In-Place &gt; Discard Changes.</li></ul>
Change the value of the current attribute to the default value for that attribute	Click Edit > In-Place > Reset to Default. If the attribute doesn't have a default value, this changes its value to no value.
Edit the Object Heading for the current object	Either: <ul style="list-style-type: none"><li>• Double-click the existing heading.</li><li>• Click Edit Object Heading  on the Object Edit toolbar.</li><li>• Press CTRL + H</li></ul>

To	Do this
	<ul style="list-style-type: none"> <li>Click Edit &gt; In- Place &gt; Edit Heading</li> </ul>
Edit the Object Text for the current object	Either: <ul style="list-style-type: none"> <li>Double-click the existing text.</li> <li>Click Edit Object Text  on the Object Edit toolbar.</li> <li>Click Edit &gt; In-Place&gt; Edit Text.</li> </ul>

If you don't discard the edits you make to the current object, your changes are stored temporarily in your local computer's memory. They are marked with a red change bar , to show that they haven't yet been saved in the database.

To save them in the database, save the module




### Formatting text

When you edit a text or string attribute, you can select some text then apply formatting to it.

To make the currently selected text	Do this
bold	Either: <ul style="list-style-type: none"> <li>Click Bold on the Formatting toolbar.</li> <li>Press CTRL+ B.</li> <li>Right-click Bold.</li> </ul>
italic	Either: <ul style="list-style-type: none"> <li>Click Italic on the Formatting toolbar.</li> <li>Press CTRL+ I.</li> <li>Right-click Italic.</li> </ul>
underlined	Either: <ul style="list-style-type: none"> <li>Click Underline on the Formatting toolbar.</li> <li>Press CTRL+ U.</li> <li>Right-click Underline.</li> </ul>
strikethrough	Either: <ul style="list-style-type: none"> <li>Click Strike through on the Formatting toolbar.</li> <li>Press CTRL+ SHIFT+ S.</li> <li>Right-click Strikethru.</li> </ul>
superscript	Right-click Superscript.

To make the currently selected text	Do this
subscript	Right-click Subscript.

Text can contain standard bullets and can be indented. Place the cursor in the text you want to apply the paragraph format to and do the following:

To	Do this
Copy	<p>Either:</p> <ul style="list-style-type: none"> <li>• Click Copy objects or selected text  on the Clipboard toolbar.</li> <li>• Press CTRL+C.</li> <li>• Right-click Copy.</li> <li>• Click Edit &gt; Copy.</li> </ul>
Cut	<p>Either:</p> <ul style="list-style-type: none"> <li>• Click Cut objects or selected text  on the Clipboard toolbar.</li> <li>• Press CTRL+X.</li> <li>• Right-click Cut.</li> <li>• Click Edit &gt; Cut.</li> </ul>
Paste	<p>Either:</p> <ul style="list-style-type: none"> <li>• Click Paste objects or text  on the Clipboard toolbar.</li> <li>• Press CTRL+V.</li> <li>• Right-click Paste.</li> <li>• Click Edit &gt; Paste.</li> </ul>

attributes. For example, you may want to copy some text from a Word document and paste it into a DOOR object.

**Note** If you copy an Omega symbol from a FrameMaker document and paste it into DOORS, it loses its font family, and is pasted as W.

### Editing using the object properties sheet

There are two ways to edit the values of object attributes:

- Editing objects in-place

- Using the object properties sheet (described in this topic)

The properties sheet for an object shows various information, including all its attributes and their values.

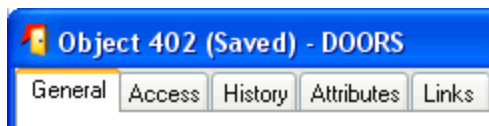
To edit the value of an attribute, you must have modify access to the module, the object and the attribute value.

**To edit an object using its properties sheet:**

1. In the module window, select the object you want to edit, then right-click Properties.

The properties sheet for the object is displayed.

The status of the object is displayed as part of the title of the properties sheet:



Possible values are:

- Saved
- Unsaved
- New
- Baselined
- Deleted

If you change the current object in the module window, the object properties sheet is updated to display the properties of the object you have selected.

2. Use the General tab to edit the attribute values.

The following table lists the attribute values you can edit.



General tab	Description
Heading	<p>The Object Heading attribute. This is displayed in the module's main column in Document mode. By default, heading text is displayed in bold. DOORS automatically generates and displays a heading number, which shows the object's position in the hierarchy. If you move the object or add new objects, the heading number is automatically updated.</p> <p><b>Note</b> You cannot insert new lines in the Object Heading attribute. However, text with new lines can be copied into the attribute, and the new lines are preserved. When you view Object Heading text that has new lines in the Object Properties window, only the first line of the text is displayed. If you edit this text in the Object Properties window, the text that is not displayed is removed from the attribute.</p>
Short Text	<p>The Object Short Text attribute. This is the default value displayed in the object box in Graphics mode.</p>
Object Text	<p>The Object Text attribute. This is displayed in the module's main column in Document mode.</p>

We recommend that each object is either a heading (its Object Text is blank) or normal text (its Object Heading is blank), but not both. This gives a cleaner and more manageable structure to your module. It also means that if you export from DOORS to other applications that don't have the concept of multi-attribute objects, you get what you expect.

For example, word processors don't let you combine heading and text in the same paragraph. If you don't combine heading and text in your DOORS objects, each object is exported as a separate paragraph, which is what you'd expect. If you combine heading and text in one object, when you export to a word processor, the object is exported as two paragraphs, one that contains the heading and another that contains the text.

**Note** The General tab of the object properties sheet also displays the URL of the object and a Copy URL button.

Clicking Copy URL copies the object's URL to the system clipboard.

- 3.** To edit other attribute values, click the Attributes tab.

A list of all the attributes that apply to objects is displayed, along with the values they have for this particular object.

Read-only is displayed to the left of attributes you can't edit.

- 4.** Select the attribute you want to view or edit, then click View/Edit.
- 5.** The screen that is displayed depends on the type of attribute that you're viewing.

At the top, the name and type of the attribute is displayed.

If you only have read access to the attribute, you cannot edit the value but you can select and copy it.

- 6.** Select the Inherit check box if you want the object to inherit the value of this attribute:
  - The object inherits the value from the nearest ancestor object that is not inheriting the value of this attribute.
  - If all its ancestors are inheriting the value of this attribute, you get the default value of the attribute.

If the attribute doesn't have a default value, you get no value.

- 7.** If you clear the Inherit check box:
  - a.** Enter the value you want the object to have. If you are editing a multi valued enumerated attribute and want to maintain the current settings for the affected objects, but select or clear certain values for all objects, go to Step 8.
  - b.** Use the Apply to radio buttons to specify which objects you want the new value to apply to:
    - Click Current object to apply the new value to the current object only.
    - Click Selected objects to apply the new value to all currently selected objects.

- Click Objects in current view to apply the new value to every object in the current view.
- 8.** You can edit the multi-valued enumerated attribute value of multiple objects without affecting the individual attribute values of those objects.

For example, you have a multi-valued enumerated attribute, with the values A, B and C. There are three objects in your current view, which have the following values set for this attribute:

- Object 1: A, B
- Object 2: A, C
- Object 3: B, C

You want to remove value A from all the objects, while retaining the other values that are set. To do this:

- a.** Select B and C in the list of values, and clear A.
- b.** Select Objects in current view.
- c.** Select the Remove unchecked values check box, and make sure the Add checked values check box is cleared.
- d.** Click OK.
- e.** The objects now have values as follows:
  - Object 1: B
  - Object 2: C
  - Object 3: B, C

A is removed from all the objects, but B and C are not added to the objects because the Add checked values check box was not selected.

In a similar way you can add values to selected objects, or objects in the current view by selecting the values you want to add, clearing the values you want to leave unchanged, and making sure that Add checked values is selected and Remove unchecked values is cleared.

The Add checked values and Remove unchecked values check boxes are unavailable if Current object is selected, or if the attribute you are editing is

not a multi-valued enumerated attribute.

9. Click OK.
10. Click Next or Previous to display the properties sheet for the next or previous object in the current view.
11. When you have finished, click OK.
12. Save the module to make the changes permanent (click File > Save).

### Undoing edits

To undo an edit, click Edit > Undo.

You can't use this feature while you're editing in-place. To stop editing in-place, click another object or attribute (don't double-click it or you remain editing in-place).

**Note** If you can't undo the last edit, the Undo option is unavailable.

### Extended undo

Any change made to a DOORS object that has been captured in the current history listing can be reversed (with the exception of Move operations and links). This gives you the power to undo all changes recorded in history, in any order.

#### To use the extended undo facility:

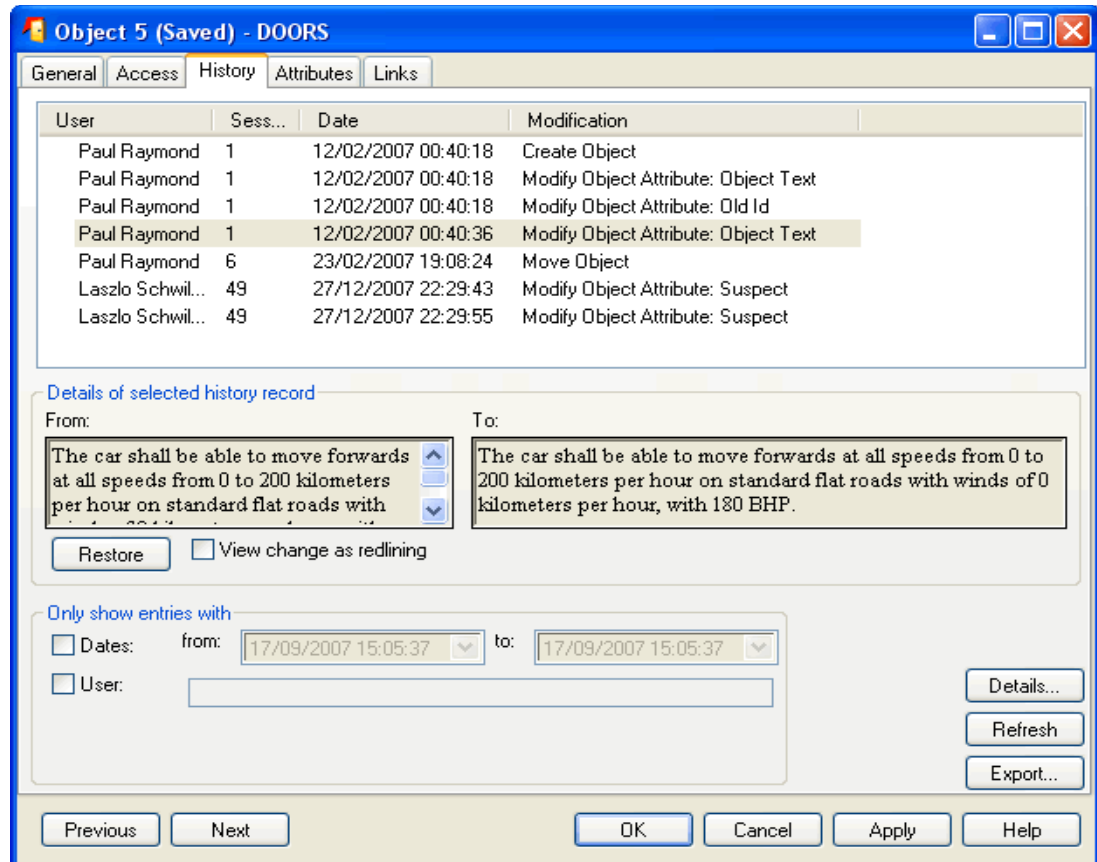
1. Click Edit > Object > Properties.

You can also select the object and right-click Properties or double-click the object's change bar.

The Object Properties window is displayed.

2. Select the History tab.

The Object History window is displayed.



3. Select the history record you want to restore. Select the View changes as redlining check box to see the changes as redlined text.
4. Click the Details button to display the information about the selected history item in a separate window.  
Select the View change as redlining check box to turn redlining on, or clear the check box to view the history record without redlining.
5. Click the OK to return to the Object Properties window.
6. Click Restore.

The object will now be restored to the previous state. Links are not affected when you restore a history record. All links are retained, including those that have been created between the date of the history record you are restoring and the present time.

If the change you want to restore is not the most recent change, a warning message may be displayed:



Click Continue to restore the change.


You can control whether the message is displayed by selecting or clearing the Warn when restoring a change other than the most recent from history check box on the Settings tab of the Options dialog box (Tools > Options...).

**Note** You cannot cancel a Restore operation because the restore takes effect immediately. You can undo by closing the dialog, rerunning the process, and selecting the most recent history record.

## Saving your changes

When you edit data in a module, your changes are stored temporarily in your local computer's memory. They aren't saved in the database until you explicitly save them.

To save your changes when you're editing a module, either:

- Click Save  on the Commit toolbar.
- Click File > Save.
- Press CTRL+ S.

When you close a module or exit DOORS, if you've made changes that you haven't saved, a message is displayed asking if you want to save the changes. Click Yes to save your changes, or No to discard them.



## Creating objects

To create an object, you need create access to its parent.

To create a top-level object:

- You need create and modify access to the module
- You must be in exclusive edit mode

The edit mode is shown on the status bar at the bottom of the module window. To change your edit mode, click Edit > Edit Mode > Exclusive Edit.

To create an object	Do this
At the same level as the current object	Either: <ul style="list-style-type: none"><li>• Click Insert &gt; Object.</li><li>• Press CTRL+ N.</li><li>• If you're editing the current object in-place, press CTRL+ RETURN.</li><li>• Click New object at this level  on the Object toolbar.</li></ul>
One level below the current object	Either: <ul style="list-style-type: none"><li>• Click Insert, then Object Below.</li><li>• Press CTRL+ L(the letter L is for one Level below).</li><li>• Click New object below  on the Object toolbar.</li></ul> If the current object already has children, the new object becomes the first child.

**Note** Remember to save the module after you've created new objects.

Each object you create has a unique Absolute Number. Once an absolute number has been assigned to an object, that number is not used again in the module, even if the module is closed without saving the new object.

## Controlling access to an object

To change the access rights for an object, you must have admin access to it.

### To change the access rights for an object:

- a. In the module window, select the object, then right-click Properties.
- a. Click the Access tab.

The current access rights for the object are displayed.

You need this access right	To
Read ( R )	See the object
Modify ( M )	Change the value of any attribute. Create and delete links from the object that is the source of the link.
Create ( C )	Create objects one level below the object. Move another object to one level below the object
Delete ( D )	Delete, undelete and purge the object Move the object
Admin (A)	Change the access rights for the object.

If the module is partitioned in, the access rights associated with the partition are displayed. These describe the maximum access that any user has. They override the RCMD access rights displayed for users and groups.

For example, if a user's entry says full access (RMCD A), but the module is partitioned in read only, in practice the user has only read (R) access to the object.

### 3. Make the changes you want.

Access tab	Description
Inherit from parent	Select this check box if you want the object to inherit its parent's access rights. If it's a top-level object, it inherits access rights from the module. <b>Note</b> If you clear this check box you create an editable section for the current object. For best performance, try to use the DOORS inheritance mechanism whenever possible, and avoid creating editable sections unless you need them. For more information, see "Understanding editable sections," on page 45.
Add	To add a new entry to the list of access rights: <ol style="list-style-type: none"> <li>Click Add The Add Access window is displayed.</li> <li>In the Name box, select the name of the user or group that you want to add an entry for.</li> <li>Select the access rights you want to give them, then click <b>OK</b>.</li> </ol>
Remove	To remove an entry from the list of access rights, select the entry, and then click Remove.
Edit	To edit an entry in the list of access rights: <ol style="list-style-type: none"> <li>Select the entry then click Edit. The Edit Access window is displayed</li> <li>Select the access rights you want to give them, then click <b>OK</b>.</li> </ol>
Additional	Select the additional access rights that you want to propagate with the



Access tab	Description
Access rights	create access. the additional rights are propagated to the child objects in the tree below this object that inherit their access rights from this object.

4. Click OK.
5. Save the module to make the changes permanent (click File > Save).

### Promoting and demoting objects

You can manipulate the object hierarchy by promoting and demoting objects.

- When you promote an object it becomes the next sibling of the object that was its parent.
- When you demote an object it becomes the last child of the object that was its preceding sibling.


An object can't be demoted to be the child of a deleted object, so the object must have an undeleted preceding sibling.

Children of objects that are being promoted or demoted move with their parent to the new location in the hierarchy.

Promotion and demotion of objects is restricted as follows to ensure that object ordering (with no sort applied) is not changed:


- You can't promote or demote deleted objects. However if you select an undeleted object and it has deleted children, the object can be promoted or demoted and its deleted children are promoted or demoted along with it.
- You cannot promote or demote objects when a sort or filter is applied to the module.

#### To promote an object:

1. Select the object or objects you want to promote.
2. Select Edit > Object > Promote, or click Promote  on the Object toolbar.

The object is promoted, and becomes the next sibling of its former parent.

**To demote an object:**

1. Select the object or objects you want to demote.  
The object must have an undeleted preceding sibling.
2. Select Edit > Object > Demote, or click Demote  on the Object toolbar.

The object is demoted and becomes the last child of the object that was its preceding sibling.


**Swapping Object Heading and Object Text attributes**

You can swap the Object Heading and Object Text attributes. When you swap the attributes the contents of the Heading attribute becomes Object Text and the contents of the Text attribute becomes Object Heading.

This operation can be used on objects that contain both Object Heading and Object Text, and on objects that contain one or other.

**Caution** When you swap Object Text with Object Heading, the text may be truncated, as the Object Heading attribute cannot hold as many characters as the Object Text attribute.

**To swap attributes:**

1. Select the object that contains the Object Heading and/or Object Text you want to swap. You must have read and modify access to the Object Heading and Object Text attributes in the module.
2. Select Edit > Object > Swap, or click Swap  on the Object Edit toolbar.

The contents of the Object Heading attribute becomes Object Text and the contents of the Object Text attribute becomes Object Heading.

**Splitting Object Heading from Object Text**

When you split an object, a new object is created to replace the selected object, and the text in the Object Heading is moved into the new object. The selected object retains the Object Text, and becomes the first child of the new object. If the selected object has any children, they become siblings of the selected

object, with the new object containing the Object Heading as their parent.

**Note** If you have a module open in shareable edit mode, you can't split the top object in a locked section. However, you can split child objects.

**To split Object Heading from Object Text:**

1. Select the object you want to split. You must have read and modify access to the Object Heading attribute and read access to the Object Text attribute.
2. Select Edit > Object > Split.

A new object is created to replace the selected object. The text in the Object Heading is moved into the new object.

**Deleting, un-deleting and purging objects**

Deleting an object doesn't destroy the object. It simply marks the object and all the objects in the tree below it as deleted, which stops users from being able to easily access them. To destroy the object, you must purge it once you've deleted it.

Purging deleted objects removes them permanently from the database.

If the object you want to delete has an in-link, this link must be deleted before the object can be deleted. If the object has descendants, any in-links to those objects must also be deleted before the parent object can be deleted. This prevents dangling links being left at the source object.

**To delete the link:**

- The link module and the module containing the source object must be open.
- You must have modify access to the source object and the link module.

When you delete an object that has an out-link, the link is not actually deleted until you purge the object and then save the module after purging the object.

To delete, undelete or purge an object, you must have delete access to the object and to all objects in the tree below it.

**Note** You can't delete or purge objects that have descendants if sorting is turned on. Leaf objects can be deleted when sorting is on.

**To delete an object:**

1. In the module window, select the object you want to delete, then click Edit > Object > Delete.

You can also right-click Delete or press DELETE.


2. Save the module to make the change permanent (click File > Save).

The object is deleted. Its object identifier is never reused by any future objects.

**To undelete an object:**

1. In the module window, make sure that deleted objects are being displayed.

If necessary, click View > Show > Deletions.

Deleted objects have **red text**, and their change bars are black .

2. Select the object you want to undelete, then click Edit > Object > Undelete. You can also right-click Undelete.


3. Save the module (click File > Save).

**To purge an object:**

1. In the module window, make sure that deleted objects are being displayed.

If necessary, click View > Show > Deletions.

2. Select the deleted object you want to purge, then click Edit > Object > Purge. You can also right-click Purge....

Deleted objects are colored **red**, and their change bars are black .

3. A message is displayed asking if you really want to purge the objects. Click Yes.

4. Save the module to make the change permanent (click File > Save).

The object and all objects in the tree below it are permanently removed from the database.

**To purge all deleted objects:**

1. In the module window, select Edit > Purge All.  
A confirmation message is displayed.
2. Click Yes to purge all the deleted objects in the module.  
Deleted objects are purged even if they are not being displayed.

**Understanding the spelling checker**

The spelling checker allows you to check the spelling of text and string attributes in any of the language dictionaries that are supported by DOORS. For information on supported languages, see .

Each attribute has a locale language, which is displayed beside the attribute name in the spelling checker. You can check more than one attribute at a time, but attributes that are checked together must have either the same locale or have no locale set.

The language that will be used for the spelling check is displayed in the Selected Language list box. By default, the attribute is checked in its locale language, as displayed in the attribute list. If the selected attribute does not have an associated language, or if the language is not supported, the language that is used by default depends a setting on the Spelling tab of the Options dialog box. For information about this setting, see.

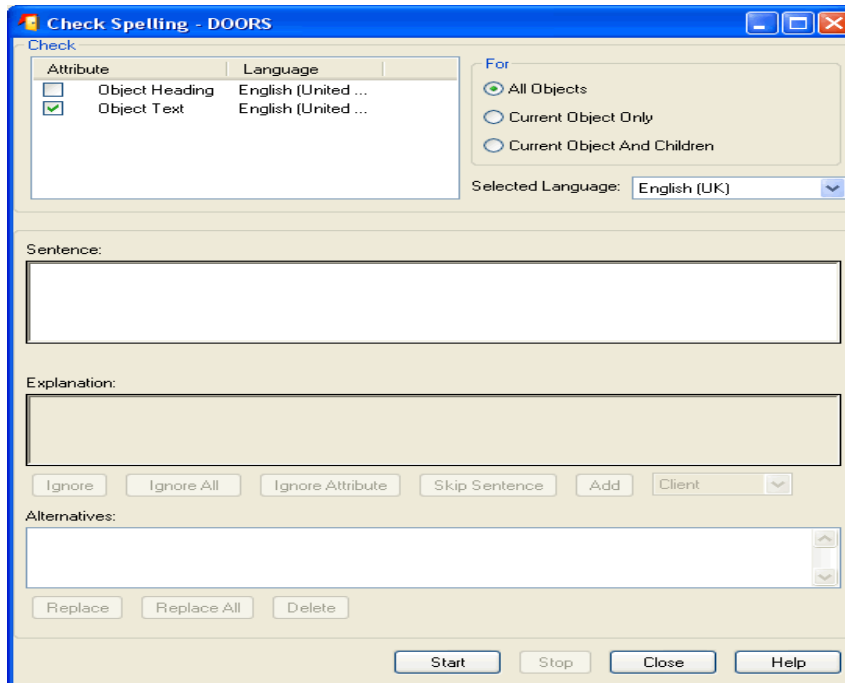
If you want to check the attribute in a different language, you can select the language you want to use from the Selected Languages list box.

**Checking spelling**

To check the spelling of the text in your module:

1. In the module window, click Tools > Spelling.

The Check Spelling dialog box is displayed.



2. The attributes that can be checked are listed in the Check box. The list only contains text and string attributes that are displayed in the current view. The locale of each attribute is displayed in the Language column.

By default, DOORS checks the spelling and grammar for the Object Text attribute. You can check additional attributes by selecting them from the list. You can only check attributes at the same time if they have the same locale or if they do not have a locale set. If you want to check the spelling in attributes that have different locales, you have to check them individually.

3. The language that will be used for the spelling check is displayed in the Selected Language list. If you want to check in a different language, select it from the list.

**Note** If you want to correct an error, you must have an edit lock on the object or attribute and have modify access to it.

4. By default, all the objects in the current view are checked. Select Current Object Only or Current Object And Children, if you want to limit the objects that are checked.

5. Click Start to start checking spelling and grammar.

When an error is detected:

- The sentence that contains the error is displayed in the Sentence box, with the error highlighted.
- A description of the error is given in the Explanation box.
- If there are any suggested corrections, these are listed in the Alternatives box.

Click	To
Ignore	Leave the highlighted error unchanged, and continue checking
Ignore ALL / Ignore Rule	Leave the highlighted error unchanged, and ignore any further occurrences of the highlighted word, or type of grammar error.
Ignore attribute	Leave the highlighted error unchanged, and ignore the attribute for the remainder of the spelling check.
Skip Sentence	Ignore any errors in the current sentence, and continue checking in the next sentence.
Add	Add the selected word to the client dictionary of the database dictionary. You must have modify access to the database dictionary to add words to it. If you select Client, the selected word is added to the client dictionary. This dictionary is not available to other DOORS clients. If you select Database, the selected word is added to the database dictionary. The dictionary is available to all of the DOORS clients that access the database.
Replace	Replace the highlighted word with the word you have selected in the Alternatives box. You can also edit the text in the Sentence box and apply rich text formatting to it, then click Replace to commit the change. The sentence is checked again if you edit text in the Sentence box.
Replace All	Replace every occurrence of the highlighted word in the object with the word you have selected in the Alternative box.
Stop	Stop the spelling check.
Close	Finish the spelling check.

If an error is found in an object or attribute to which you have read only access, you can choose to continue checking values to which you have read only access, or only check the values to which you have modify access. You cannot correct errors unless you have modify access to the object or attribute.

6. Save the module to make the changes permanent (click File > Save).

You can configure the spelling checker using the Options dialog box. For more information, see “Configuring the spelling checker,” on page 387.

For more information about locales, see Understanding locales and Unicode options in the Managing DOORS manual, which is available on the Telelogic Lifecycle Solutions DVD.

### Inserting symbols

When you edit an object in-place, you can insert symbols, such as square root symbols, and Greek characters.

You can only insert symbols into attributes of type text or string.

#### To insert a symbol:

1. In the module window, double-click the text you want to edit.
2. Position your cursor at the place where you want to insert the symbol.
3. Click Insert > Symbol.
4. In the Character set box, select the character set you want to use.
5. Click the symbol you want to insert.

The symbol is inserted at the position of your cursor.

6. Click Close.
7. Save the module to make the changes permanent (click File > Save).

Symbols are not displayed in the left pane of the Module Explorer. In the left pane, a text description of the symbol is displayed. For example, the text diamond is displayed instead of the diamond symbol.

**Note** The symbol is not displayed when it is inserted in text.

This symbol inserts a soft hyphen in a word, which tells the text reader that the word can break across a line at this point.

### Inserting URLs

The values of attributes of type text or string can include live URLs. The URLs



can have the following formats:

- `http://`
- `https://`
- `ftp://`
- `file://`

To insert a URL, simply type the URL. For example, type  
`http://www.telelogic.com/doors/`

The URL is automatically highlighted in blue.

The URL is live. If you double-click it, your browser opens the web page associated with URL.

A URL that is displayed in a traceability column is not live. To activate the URL, you must follow the link to the source or target object, and double-click on the URL there.

You can also insert URLs as external links.

**Note** Microsoft Project bookmarks are not supported in DOORS.

Note Your user options specify which browser is used when you double-click a URL in DOORS. To change the browser, in the DOORS Explorer, click Tools > Options, then use the Settings tab to specify the browser you want to use.

## Chapter 5                      Editing using forms

This chapter contains the following topics:

- Overview
- Creating a new form
- Editing forms
- Running forms
- Deleting forms

## Overview

You can create forms for viewing and editing data in modules. You select the attributes you want to display in the form and optionally create a view of those attributes in the module. Forms can be saved and accessed from the module at any time.

## Creating a new form

1. In the module window, select Tools > Forms > New Form.

The Form Generator dialog box is displayed. The following table describes the options that are available:

Option	Description
Form Name	The name you want to give the form.
Object Attributes	The attributes in the module that are available to display in the form.
Form Attributes	The attributes that will be displayed in the form.
Add	adds the attributes selected in the Object attributes list to the Form Attributes list.
Remove	Remove the attributes selected in the form attributes list.
Move Up	Moves the selected attribute up the Forms attribute list. The attributes are displayed on the form in the order they appear in the Form Attributes list.
Move down	Moves the selected attributes down the Forms attribute list. The attributes are displayed on the form in the order they appear in the Forms attributes list.
Use space to align elements	Use the slider to dictate the distance between the left hand edge of the form and the input boxes for the attributes you have selected. The form is not automatically formatted, so if you don't use the slider to space the elements, the input boxes will overlap their labels.
Read-only-form	Makes the form read-only. This does not change the access rights to the attributes that are displayed, it just prevents users from editing the attributes using the form.
Attributes in the current view only	Changes the Object attributes list to only display the attributes that are displayed in the current view. If you want to display system attributes on the form, add them as columns to the module view, then select this check box on the form.
Create View	Create a view in the module that displays in columns the attributes you have added to the form.
Preview	Previews the form.

2. Select the attributes you want to display on the form from the Object Attributes list and click Add.
3. Select the check box in the column of the Form attributes panel for any attributes that you want to display on the form, but that you don't want to be editable. This does not change the access rights to the attribute, it just makes it read only on the form.
4. If you want to preview the form before you create it, click Preview.
5. If you want to create a module view that displays the attributes you have added to the form:
  - a. Click Create View.  
The Save View dialog box is displayed.
  - b. Type a name for the view and click OK.  
If a view with that name already exists, you will be prompted to overwrite the view.
6. Click OK to create the form.

## **Editing forms**

You can edit forms that you have created previously.

### **To edit a form:**

1. In the module window, select Tools > Forms > Edit Forms.
2. Select the form you want to edit from the list and click OK.
3. You can change the attributes that you want to display on the form, and the options that apply to the form, but not the name of the form.
4. Click OK when you are finished.  
The form is updated.

## **Running forms**

When you have created a form, you can use it to view and edit the attributes that are included in the form. You can only edit attribute values if you have modify access to them and if they have not been set to display as read-only on the form.

### **To view and edit attributes using a form:**

1. In the module window, select Tools > Forms > Run Forms.

2. Select the form you want to view and click OK.  
The form opens. The attributes are those that were selected to be displayed on the form when it was created or last edited. The attribute values displayed are those of the currently selected object. Some or all attribute values may be read-only, depending on your access rights, and whether they were set to be read-only when the form was created or last edited.
3. Select Automatically write changes to module if you do not want to be prompted to save your changes each time you move to a different object.
4. Use the form to edit different objects in the module by clicking the Previous, Next and Go To buttons. If you have not selected to automatically write changes to the module, you will be prompted to save any changes you have made.
5. Click OK to save changes and close the form.

## **Deleting forms**

### **To delete a form:**

1. In the module window, select Tools > Forms > Delete Form.  
A list of the available forms is displayed.
2. Select the form you want to delete and click OK.  
The form is deleted.

## **Chapter 6                      Using views**

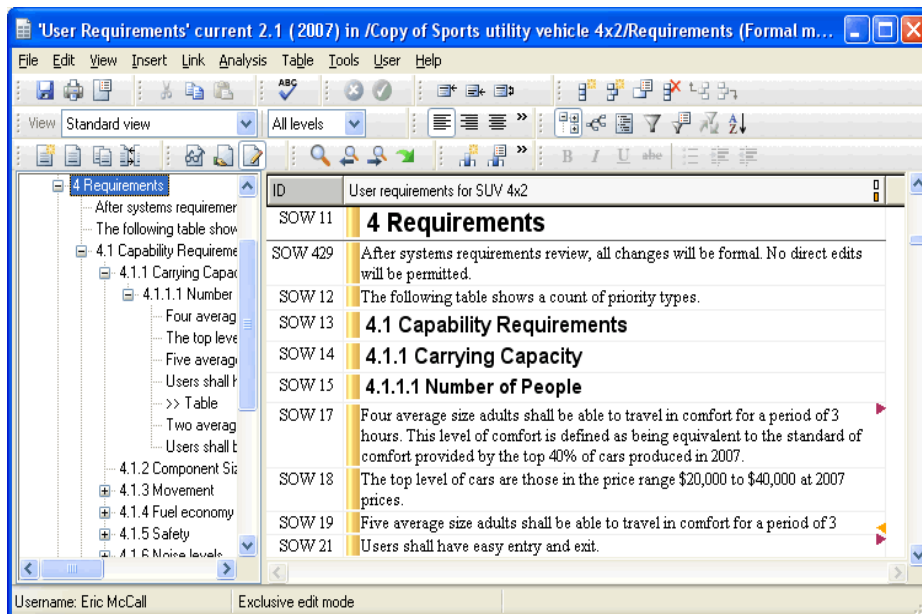
This chapter contains the following topics:

This chapter contains the following topics:

- Understanding views
- Saving your current view
- Understanding inheritance in views
- Setting default views
- Editing a view
- Controlling access to a view
- Deleting a view

## Understanding views

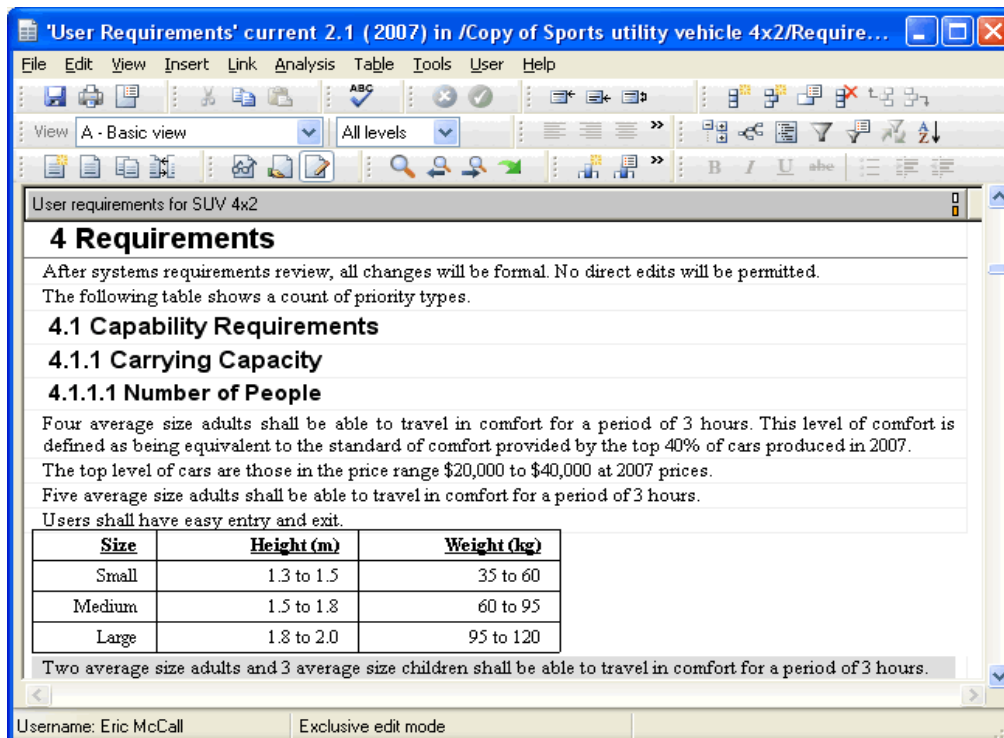
When you create a formal module, the default view of the module is the Standard view. This displays the module explorer, the ID column, and the main column.



You can edit the Standard view and save it with a different name, but you cannot save a view and name it Standard view.

When you work with modules, your current view is what's currently displayed on your screen. It's a combination of the columns that you can see, the sort or filter you are currently using, and so on.

You can save your current view, so you can use it again later, for example in your next DOORS session. This saves you having to set up all the display options again.



The names of all the views that have been created for a module are shown in the Views drop-down list on the View toolbar. The full name of the view that is currently selected is displayed when you roll over the list box.

To load a different view, select it from the drop-down list. Click away from the drop down list to cancel a selection.

To reload the current view, click View > Reload.

**Note** A warning is displayed if you make changes to the display that will be lost when you select a different view or close the module. You can stop this message being displayed by changing your user options.

## Saving your current view

**To save your current view:**

1. In the module window, click View > Save As.
2. In the Name box, type the name you want. If you want to overwrite an existing view, type the name of the view you want to overwrite.

**Note** View names are case sensitive, so if you want to overwrite an existing view, you must type the name exactly as it appears in the Views list.

**3. Select the display settings you want to save with the view.**

<b>Setting</b>	<b>Description</b>
Current object	Saves information about which object is the current object
Window size and position	Saves information about the current window size and position
Filtering	Saves the current filtering settings (whether filtering is turned on and what the current filter is)
Sorting	Saves the current sorting settings (whether sorting is turned on and what the current sort is)
Inherit undefined settings from	Select a view from which settings are inherited if they are not defined in the current view.

The saved settings are automatically applied whenever you load the view. If a check box is not selected, loading the view doesn't change the associated display setting.

For example:

- If the Filtering check box is not selected, loading the saved view does not change the current filtering settings.
- If the Filtering check box is selected, when you subsequently load the saved view, the filtering settings are changed to be the same as they are

now. If filtering is off now, then filtering is off when you load the saved view.

**4. Use the Default check boxes if you want the saved view to be a default view for the module:**

- Select For module if you want it to be the module default view. You must have modify access to the module to be able to select or clear this check box. This option is not available if Private is selected in the Access to this view pane.



- Select For current user if you want it to be your own user default view.
5. Use the Access to this view section to define the access rights for the view.

If you select	Then
Private	You will have full access to the view, and everyone else will have access None. You cannot make the view private if the For Module check box is selected in the Default pane of this dialog box.
Public	You will have full access to the view, and everyone else will have read access.
Custom	You will have full access to the new view. The custom access rights for all other users and groups that are defined in the view that is currently displayed in the module are inherited by the new view. If you are overwriting an existing view, the access rights for the existing view are overwritten with the access rights of the view that is currently displayed in the module. If the view that is displayed in the module when you save a new view is the Standard view, you cannot select Custom for the Access to this view. This is because the Standard view cannot have custom access rights, so there are no custom access rights for your new view to copy.

You can edit the access rights for a view using the Manage views dialog box. For example, you might have created a private view, but want to allow specific DOORS users access to it.

6. Use the Advanced tab if you don't want to save other display options with the view.
7. Click OK.

### Understanding inheritance in views

When you create a view you can make it inherit undefined settings from a different view in the module. Undefined settings mean any of the options that are not selected in the Remember settings for frames on the General and Advanced tabs when you save a view. This is useful if you want to save a new view of a module, but use a setting that has been saved with an existing view. For example if you already have a filter saved with View X and you want to use

that filter again in View Y, you can select View X in the Inherit undefined settings from list when you create View Y. As long as you make sure that Filtering is not selected in the Remember settings for pane of View Y, it will inherit the filter from View X.

**When you select View Y, View X is pre-loaded:**

- Settings that are selected in View X are applied to the view.
- When View Y is loaded, any settings that are selected in View Y overwrite settings in View X.
- Any settings that are not selected in View Y are inherited from View X. If a setting is not selected in either View Y or View X, the module default is used.

So, you could create a sort in the current view and inherit a filter from an existing view. As long as the Sorting check box is selected and the Filtering check box is cleared in the Remember settings for pane of the current view, both the sort and the filter will be applied when you select the view.

**Views inheritance and access controls**

When you set a view to inherit settings from another view, all the users that have read access to the current view must also have read access to the view from which it inherits settings. When you save a new view, only the existing views that allow the same users read access as the new view are displayed in the Inherit undefined settings from list.

A view that inherits access controls from the module cannot inherit settings from a view which does not, and to which any users may not have Read access. If you change the access rights on an existing view that is inheriting settings, so that you give read access to users who do not have read access to the view from which it inherits settings, then the inheritance is invalid. You are prompted to either confirm the change in access and remove the inheritance, or cancel the change in access.

If you remove read access from a view that has its settings inherited by other views, so that users who have read access to inheriting views do not have read

access to this view, then the inheritance is invalid. You are prompted to either confirm the change in access and remove the inheritance from views which are affected, or cancel the change in access.

## Setting default views

### **A module has two different types of default view:**

- User default view

Each user can set their own default view for the module. If you've defined a user default view for a module, that view is displayed when you open the module.

- Module default view

This is the view that a user sees when they open a module and they haven't defined a user default view for the module.

**Note** If you make the module default view read only, other users cannot change the settings within the view. However, a user with modify access to the module can overwrite the module default view with a different view.

### **To set the default views for a module:**

1. In the module window, click View > Manage Views.
2. On the left of the screen, select the view that you want to be the default.
3. On the General tab on the right:
  - a. Select the For module check box to make the view the module default.  
You must have modify access to the module to be able to select or clear this check box.
  - b. Select the For current user check box to make the view your personal user default.
4. Click OK.

## Editing a view

### To edit a view:

1. In the module window, click View > Manage Views.
2. On the left of the screen, select the view you want to edit.  
You must have modify access to the view.
3. On the General tab, you can edit the view name, the settings that are remembered with the view, and if the view is a default view.
4. To change the general properties of the view, use the General tab on the right of the screen.
5. Select the display settings you want to save with the view.

The following table describes the options on the General tab.

General Tab	Description
Name	The name of the view
Current object	Select this check box to save information about the current object.
Window size and position	Select this check box to save information about the current window size and position.
Filtering	Select this check box to save the current filtering settings (whether filtering is turned on and what the current filter is)
Sorting	Select this check box to save the current sorting settings ( whether sorting is turned on and what the current sort is )
Inherit undefined settings from	If the view does not currently inherit settings from another view, this option is unavailable. If the view does currently inherit settings, you can clear the inheritance, but you cannot change the view from which it is inheriting, When you clear the inheritance, the option becomes unavailable. If you want to change the view's inheritance, you must save the view again.
For module	Select this check box if you want this view to be the module default view. You must have modify access to the module to be able to select or clear this check box.
For current user	Select this check box if you want this view to be your user default view for the module.

The saved settings are automatically applied whenever you load the view. If a check box is not selected, loading the view doesn't change the associated display setting.

For example:

- If the Filtering check box is not selected, loading the saved view does

not change the current filtering settings.

- If the Filtering check box is selected, when you subsequently load the saved view, the filtering settings are changed to be the same as they are now. If filtering is off now, then filtering is off when you load the saved view. If filtering is on now, then filtering is on when you load the saved view.

6. To change the access rights for the view, click the Access tab.

For more information, see “Controlling access to a view,” on page 94.

7. To change the advanced properties of the view, click the Advanced tab.

Select the display settings you want to save with the view. The saved settings are automatically applied whenever you load the view.

Select	To
Outlining	Save the outlining setting ( shown on the View menu ) with the view.
Compression	Save compression settings with the view.
Graphics mode	Save the display mode setting ( shown on the view menu) with the view.
Graphics links	Save the Show Graphics Links settings (shown on the View menu) with the view.
Module Explorer	Save the Module Explorer setting ( shown on the View menu ) with the view.
Link arrows	Save the Show Link Arrows setting ( show on the View menu) with the view.
Deleted Objects	Save the Show Deletions setting ( shown on the View menu ) with the view.
Table cells	Save the Show Table Cells setting ( shown on the View menu ) with the view.
Filter table contents	Save the advanced filter option for hiding non-matching table cells with the view.
Default table cell attribute	Save the Table Attribute setting with the view.
Pictures	Save the Show Pictures setting ( shown on the View menu ) with the view.
Display level	Save the display level setting ( shown on the View menu) with the view
Columns	Save the information about columns with the view.
Graphics column	Save information about which column’s values are displayed in the object boxes in Graphics mode.
Graphics	Save information about which column’s values are displayed in the datatip in

Select	To
datatip	Graphics mode.
Indentation of main column	Save the auto-indentation setting for the main column.
Current selection	Save information about currently selected objects with the view.
Filtered objects' ancestors	Save the advanced filter option for showing ancestors with the view.
Filtered objects' descendants	Save the advanced filter option for showing the descendants with the view.
Set All	Select all the check boxes on the tab.
Clear All	Clear all the check boxes on the tab.

8. Click OK.

### Controlling access to a view

To change the access rights for a view, you must have admin access to it.

To change the access rights for a view:

1. Open the module that contains the view you want to change.
2. Click View > Manage Views.
3. Select the view, then click the Access tab. The current access rights for the view are displayed.

You need this access right	To
Read (R)	See the view. Make it your user default view.
Modify (M)	Change the view in any way.
Delete (D)	Delete the view.
Admin (A)	Change the access rights for the view.

---

If the module is partitioned in, the access rights associated with the partition are displayed. These describe the maximum access that any user has. They override the RCMD access rights displayed for users and groups.

For example, if a user's entry says full access (RMDA), but the view is partitioned in read only, in practice the user has only read (R) access.

**4. Make the changes you want.**

<b>Access tab</b>	<b>Description</b>
Inherit from parent	Select this check box if you want the view to inherit its access rights from the module. When this check box is selected, the list of access rights is unavailable, and shows what access rights the view is inheriting.
Add	To add a new entry to the list of access rights: a. Click Add. The Add Access window is displayed. b. In the Name box, select the name of the user or group that you want to add an entry for. c. Select the access rights you want to give them, then click OK.
Remove	To remove an entry from the list of access rights, select the entry, and then click Remove.
Edit	To edit an entry in the list of access rights: a. Select the entry then click Edit. The Edit Access window is displayed. b. Select the access rights you want to give them, then click OK.

If you change the access rights on a view that is inheriting settings, so that you give read access to users who do not have read access to the view from which it inherits settings, then the inheritance is invalid. You are prompted to either confirm the change in access and remove the inheritance, or cancel the change in access.

If you remove read access from a view that has its settings inherited by other views, so that users who have read access to inheriting views do not have read access to this view, then the inheritance is invalid. You are prompted to either

---

confirm the change in access and remove the inheritance from views which are affected, or cancel the change in access.

### **Deleting a view**

**Note** You can't undelete a view once you've deleted it.

#### **To delete a view:**

1. In the module window, click **View > Manage Views**.
2. On the left of the screen, select the view you want to delete, then click **Delete**.

You must have delete access to both the module and the view.

3. A message is displayed asking if you really want to delete the view. Click **Yes**.
4. Click **OK**.



## **Chapter 7                      Filtering and Searching**

This chapter contains the following topics:

- Searching with the DOORS Explorer
- Finding text in a module
- Finding and replacing text
- Going to a particular object
- Understanding filters
- Using a simple filter
- Using an advanced filter
- Turning filtering on and off

## Searching with the DOORS Explorer

### In the DOORS Explorer, you can:

- Search for projects, folders and modules that have a particular name
- Search for formal modules that contain specific text in their Object

### Heading or Object Text attribute

### To search with the DOORS Explorer:

1. In the DOORS Explorer, select the project, folder or module that you want to search.
2. Click Tools > Find.
3. If you want to search for projects, folders or modules with a particular name:
  - a. Type the name in the Named box.  
The name can include asterisk (\*) and question mark (?) wildcard characters.
  - b. Select Search description to search the project, folder and module descriptions.
  - c. Select the Match case check box if you want a case-sensitive search.
4. The Look in box shows the project or folder to be searched.  
By default, the search includes all the projects and folders under this project or folder. Clear the Include Subfolders check box if you only want to search the modules in this project or folder.

If you selected a module in Step 1, the Look in box contains the name of the folder or project that it's in.

5. If you want to search for modules that contain specific text in their Object Heading or Object Text attribute:
  - a. Type the text you want to search for in the Containing text box.
  - b. Select the Use Wildcards check box if the text you typed in the Containing text box includes asterisk (\*) or question mark (?) wildcard characters.

- c. Select the Match case check box if you want a case-sensitive search.
6. Click Find Now to start the search.  
A list of all the items that matched your search is displayed.  
Double-click an item to open it.

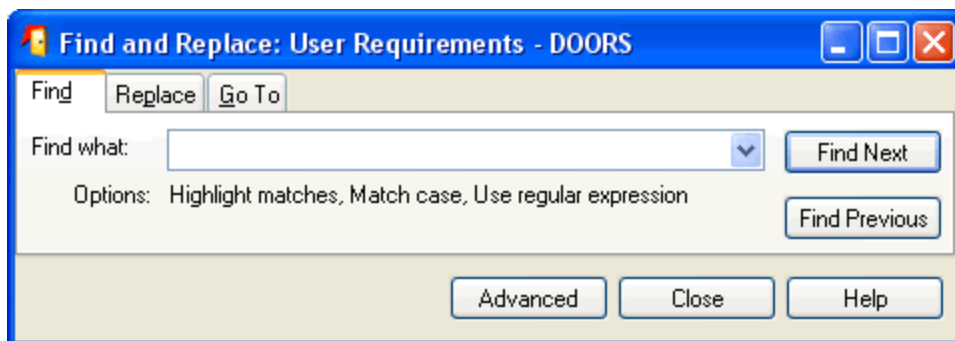
## Finding text in a module

This topic describes how to search a formal module for all the objects that contain specific text. For example, you can search for objects that contain the word accelerate.

### To search a module for objects that contain specific text:

1. Open the module you want to search.
2. In the module window, click Edit > Find.

The Find and Replace dialog box is displayed.



Any search options that have already been set are displayed. In this example, Highlight matches, Match case and User regular expression have already been set.

3. In the Find what box, type the text you want to search for.
4. If you to change the search options, select Advanced and select or clear the appropriate check boxes:
  - Select Highlight matches if you want matches to be highlighted in the module window. When a match is found:
  - If the match is in an attribute that is displayed in the current view, and that attribute can be edited in-place, the matching text is

highlighted. The object and attribute in which the match is found is also highlighted with a colored outline.

- If the match is in an attribute that is displayed in the current view, but cannot be edited in-place, for example an enumerated attribute, the object and attribute in which the match occurs is highlighted with a colored outline, but the matching text is not highlighted.
- If the match is in an attribute that is not displayed in the current view, you are prompted to add the attribute to the current view. If you add the attribute, the rules described above apply. If you do not add the attribute, this match and any other matches found in the attribute are highlighted with a colored line above and below the object containing the match.
- Select Match case if you want to perform a case-sensitive search.
- Select Use regular expression if you want to use a regular expression in the Find what box.

5. In the Find in box, select the attributes or Layout DXL you want to search.

By default, only Object Heading and Object Text are selected.

- Click All in View to select all the attributes displayed in your current view.
- Click Select All to select all the attributes in the list.
- Click Clear All to clear all the attributes in the list.

6. Click Find Next to find the next object that contains the specified text, or click Find Previous to search backwards.
7. When you have finished, click Close.

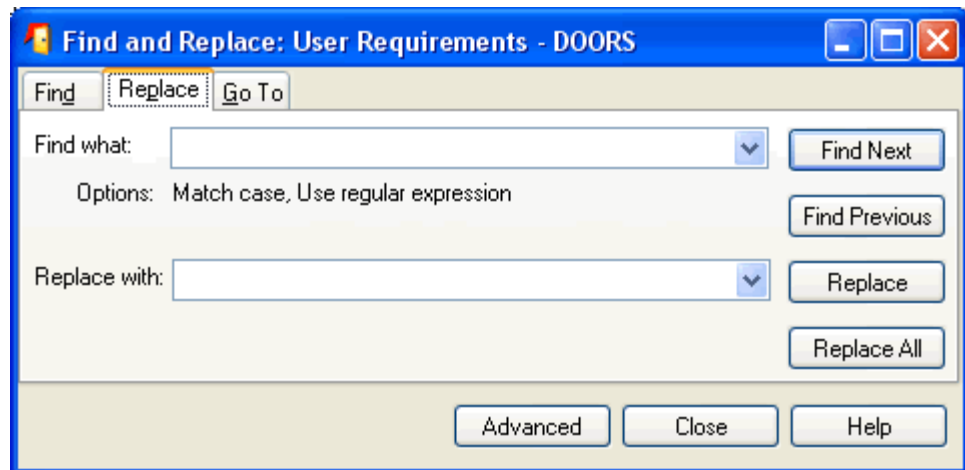
### **Finding and replacing text**

You can search for and replace text within a formal module. For example, you can search for the word petrol and replace it with gas.

To find and replace text within a formal module:

1. In the module window, click Edit > Replace.

The Find and Replace dialog box is displayed.



Any search options that have already been set are displayed. In this example,

Match case and User regular expression have already been set.

2. In the Find what box, type the text you want to search for, and in the Replace with box, type the text you want to replace it with.
3. If you to change the search options, select Advanced and select or clear the appropriate check boxes:
  - Select Match case if you want to perform a case-sensitive search.
  - Select Use regular expression if you want to use a regular expression in the Find what box.
4. In the Replace in box, select the attributes you want to search. By default, only Object Heading and Object Text are selected.
  - Click All in View to select all the attributes displayed in your current view.
  - Click All to select all the attributes in the list.

**Note** You can only use the Replace function if you have modify access to the attributes being searched.

5. Click Find Next to find the next object that contains the specified text, or click Find Previous to search backwards.

- Click Replace to replace every occurrence of the specified text in the current object
  - Click Replace All to replace every occurrence of the specified text throughout the module
6. When you have finished, click Close.

### **Going to a particular object**

When you have a module open, you can go directly to a particular object in the module if you know its absolute number or its section number.

**Note** You can only go to an object in the current view.

#### **To go directly to a particular object:**

1. In the module window, either:
  - Click Edit > Go To.
  - Press CTRL+G.
2. Type in the section number or absolute number of the object you want to go to, or select a number that you previously entered from the list.
  - If you enter a number containing a decimal point, for example 5.2 or 6., DOORS goes to the object with that section number.
  - If you enter a whole number, for example 5, DOORS goes to the object with that absolute number.
  - If you enter a valid module prefix followed by valid object number, DOORS goes to the object with that Object Identifier.
3. Click Go To.

If the object with the specified absolute number or section number is in your current view, it becomes the current object.

The last seven numbers that you have typed are stored in the list until you close the module. They can be accessed by clicking the down arrow.
4. Click Close.

## Understanding filters

Filters let you control what data is displayed on your screen. You can use them to filter out data you don't want to see.

For example, you can filter out all objects except those that contain the word steering. Or you can filter out all objects except those that have links.

There are two types of filter, simple and advanced.

## Simple filters

**With a simple filter, you can either:**

- Filter on the contents of every attribute of type text or string.
- Filter on the Object Heading number.
- Filter on the contents of any column, whether it is a traceability column or any other custom column created by DXL.
- Filter on the value of a single attribute of any type.
- Filter on the basis of whether the object has links.
- Filter on the basis of whether the object is either the current object or a leaf object.

An object is a leaf object if it doesn't have any children. In the left pane of the Module Explorer, leaf objects don't have a plus or minus sign because there is nothing to expand below them.

## Advanced filters


**With an advanced filter, you can:**

- Combine together simple filters to create a complex filter.  
For example, you can display objects that contain the word steering and that also have links.
- Specify filter options that control what is displayed.  
For example, you can control whether only the objects that match your filter are displayed, or whether their ancestors or descendants are displayed too.

**Note** Filtering only affects the right pane of the module. The left pane always shows all the data.

## Using a simple filter

### To use a simple filter:

1. In the module window, click Tools > Filter > Define..., or click Filter properties  on the Display toolbar.
2. Use the Attributes tab if you want to filter on an attribute.

**Note** If you are filtering on a date, you must use the legacy date format, which is dd month yyyy with the month name in english for date only. For date and time use mm/dd/yy and, optionally, hh:mm:ss.

Specify the attribute you want to use for your filter. For example, if you want to only display objects that contains the word steering:

- a. Select Any string or text attribute in the Attribute box.
  - b. Select contains in the Condition box.
  - c. Type steering in the Value box.
3. If the value in the Condition box is contains:
    - a. Select the Match case check box if you want to set up a case-sensitive filter.
    - b. Select the Regular Expression check box if you want to use a regular expression.
  4. If you want to filter objects on the basis of what links they have, click the Links tab, then define your link criteria.

For example, if you only want to display objects that have in-links, select have and in-links in the top two boxes. To show:

    - All the objects in the module that have inlinks select going through any link module.
    - Only in-links contained in a specific link module, select going through link module, then browse to the link module.
  5. If you want to filter objects on the basis of whether they are either the current object or leaf objects, click the **Objects** tab, then click the appropriate radio button.



An object is a **leaf** if it doesn't have any children. In the left pane of the Module Explorer, leaf objects don't have a plus or minus sign because there is nothing to expand below them.

6. Alternatively, if you want to filter the contents of columns, click the **Columns** tab.
  - a. Select the column you want to filter in the **Column** box.
  - b. Type what you want to filter for in the **Contains** box.
  - c. Select the **Match case** check box if you want to set up a case-sensitive filter.
  - d. Select the **Regular Expression** check box if you want to use a regular expression.
7. Click **Apply** or **OK**.

The module background color changes to show that a filter is being applied to the data. The color depends on the display scheme you are using. For example, in the Modern display scheme the background changes to gray, and in the Classic display scheme it changes to green.

If a simple filter is currently applied to the module, the filter settings are displayed in the filter dialog when it is opened.

**Note** Filtering only affects the right pane of the Module Explorer.

The left pane always shows all the data.

## Statistics

If you click **Apply** after defining your filter, the statistics box will display the following information:


<b>Total Objects</b>	<b>The total number of objects in the current module.</b>
Accepted	The number of objects that fulfill the filter criteria.
Rejected	The number of objects that do not fulfill the filter criteria.

## Using an advanced filter

For information on filters, see “Understanding filters,” on page 105.

For information on using simple filters, see “Using a simple filter,” on page 106.

### To use an advanced filter:

1. In the module window, either:
  - Click **Tools > Filter > Define....**
  - Click **Filter properties**  on the **Display** toolbar.
2. Click **Advanced**.
3. There are four tabs at the top of the screen: **Attributes**, **Links**, **Objects**, and **Columns**.
4. Use these tabs to define a simple filtering criteria, then click **Add** to add it to the list of rules.
5. Use the **And**, **Or** and **Not** buttons to define complex filtering criteria.

The following table describes the buttons on the **Advanced Filter** window.

Use	If you want to
And	Include all the objects that match two or more filtering criteria. For example, you want to include all objects that have a priority greater than <b>3 and</b> that contain the word <b>steering</b> . Select the rules you want to <b>and</b> together, then click <b>And</b> .
Or	Include all the objects that match one or more filtering criteria. For example, you want to include all objects that either have a priority greater than 3 <b>or</b> contain the word <b>steering</b> , or both. Select the rules you want to <b>or</b> together, then click <b>Or</b> .
Not	Include all the objects that don't match a particular filtering criteria. For example, you want to include all objects that don't contain the word <b>steering</b> . Select the rule, then click <b>Not</b> .

**And**, **Or**, and **Not** add a new rule to the list.

To delete one or more filter rules from the list, select the rule then click **Delete**. If you delete a filter rule that has been applied to the

module, the rule is displayed again the next time you open the **Advanced Filter** dialog box.

**6.** Select the rule you want to apply to your current view.

If you have created a complex and lengthy rule, it may be difficult to view the complete definition in the **Filter Definition** window. If you want to view the complete definition, select it in the filter definition pane and click the **Description** button. A dialog box containing the complete filter definition is displayed.

Use the following filter options to control what's displayed on your screen.

Select	To
Show ancestors	Display all the ancestors of the objects that match the filter, as well as the objects themselves. For each object that matches the filter, DOORS displays its parent, grandparent, and so on. This lets you see where the objects that match the filter fit in the object hierarchy.
Show descendents	Display all the descendents of the objects that match the filter criteria, as well as the objects themselves. For each object that matches the criteria, DOORS displays the tree of objects below it.
Display all table cells	To display all table cells and their contents regardless of whether they match the filter definition. If you wish to retain the structure of tables in the module when filtering, ensure this check box is selected.

**7.** When you have finished, click **Apply** or **OK**

The module background color changes to show that a filter is being applied to the data. The color depends on the display scheme you are using. For example, in the Modern display scheme the background changes to gray, and in the Classic display scheme it changes to green.

## Turning filtering on and off

To turn filtering on and off, either:

- Click **View > Show > Filter**
- Click **Turn filtering on or off**  on the **Display** toolbar.

Turning the filter off and on again shows the results of the last filter. It doesn't reapply the filter.

For example, you filter a module to show only the objects that have a high priority. Object 13 has a high priority, so it's displayed on your screen. You turn filtering off, then edit object 13 and change its priority to medium. When you turn the filter back on, you still see object 13 because it matched the filter when you first applied the filter. To filter the data using the current values, you must reapply the filter.

To reapply your filter, click **Tools > Filter > Reapply** or click **Reapply filter**  on the **Display** toolbar.

## **Chapter 8                      Using Attributes**

This chapter contains the following topics:

- Understanding system attributes
- Understanding attribute types
- Showing attribute types
- Creating an attribute type
- Controlling access to an attribute type
- Editing an attribute type
- Deleting an attribute type
- Showing attribute definitions
- Creating an attribute definition
- Controlling access to an attribute definition
- Controlling access to an attribute value
- Editing an attribute definition
- Sharing attribute and type definitions
- Deleting an attribute definition
- Copying attribute values

## Understanding system attributes

**System attributes** are attributes that are automatically created by DOORS. For example, when you create a new module, DOORS automatically creates a system attribute, called **Created On**, that contains the date when the module was created.

**Note** DOORS allows you to edit a new drop-down checklist by checking and clearing the values you want to store for the attribute.

The following table lists the system attributes for modules. You can't edit the ones that are read only:

System attributes for modules	Description	Read only
Created By	The username of the person who created the module.	Yes
Created On	The date when the module was created.	Yes
Description	Additional information about the module.	No
Last Modified By	The username of the person who last modified the module.	Yes
Last Modified On	The date when the module was last modified. This attribute value can be used together with the module history to provide information about changes to the module.	Yes
Mapping	The type of link mapping, for example one-to-one or many-to-many (link modules only).	Yes
Name	The name of the module.	No
Prefix	The prefix part of the module's object identifiers. An object identifier consists of an optional prefix, followed by an absolute number that is automatically generated by DOORS.	No

The following table lists the system attributes for objects. You can't edit the ones that are read only:

<b>System attributes for objects</b>	<b>Description</b>	<b>Read only</b>
Absolute Number	The unique number that was automatically generated by DOORS when you created the object.	Yes
Created By	The username of the person who created the object.	Yes
Created On	The date when the object was created.	Yes
Created Thru	Whether the object was created by copying, extraction, or manual input (formal modules only).	Yes
Last Modified By	The username of the person who last modified the object.	Yes
Last Modified On	The date when the object was last modified.	Yes
Object Heading	The object heading (formal modules only).	No
Object Short Text	The text that is used by default in Graphics mode in object boxes (formal modules only).	No
Object Text	The object text (formal and link modules only).	No

<b>System attributes for objects</b>	<b>Description</b>	<b>Read only</b>
OLE OLEIconic Picture PictureName PictureNum	Advanced system attributes that show status information (formal modules only). For example, <b>Picture</b> is a Boolean attribute that has the value <b>True</b> if the object contains a picture. These attributes are normally hidden. To display them: <b>a.</b> Click <b>Tools &gt; Options</b> . <b>b.</b> Click the <b>Settings</b> tab. <b>c.</b> Select the <b>Show advanced system attributes</b> check box. <b>d.</b> Click <b>OK</b> .	Yes
TableBottomBorder TableCellAlign TableCellWidth TableChangeBars TableLeftBorder TableLinkIndicators TableRightBorder TableShowAttrs TableShowBookform TableShowWide TableTopBorder TableType	Advanced system attributes that show status information (formal modules only). To display them: <b>a.</b> Click <b>Tools &gt; Options</b> . <b>b.</b> Click the <b>Settings</b> tab. <b>c.</b> Select the <b>Show advanced system attributes</b> check box. <b>d.</b> Click <b>OK</b> .	No

### Understanding attribute types

Each attribute has a type, which controls the type and range of values that you can store in it. For example, you can only store integer values in attributes of type **Integer**, and dates in attributes of type **Date**.

DOORS provides the base types shown in the following table:

<b>This base type</b>	<b>Can store this type of value</b>
Text	Text, which can include (newline characters). paragraphs
String	Text, which cannot include paragraphs (newline characters).



This base type	Can store this type of value
Integer	An integer (a whole number, such as 4 or 57). It can be positive or negative.
Real	A decimal value (for example, 5.619). It can be positive or negative.
Date	A date, for example, 15 May 2005. For more information, see the section on understanding how dates and times are recorded in <i>Managing DOORS</i> , which is part of the DOORS documentation set.
Enumeration	One of a predefined list of values. For example, you can define an attribute called <b>Priority</b> whose: <ul style="list-style-type: none"> <li>• Base type is <b>Enumeration</b>.</li> <li>• Values are <b>High</b>, <b>Medium</b>, and <b>Low</b>.</li> </ul>
Username	A DOORS username.

You can construct your own types from these base types.

For example, you create a type called **Percentage** that has a base type of **Integer** and that can have values in the range 0 to 100. You then create various attributes of type **Percentage**. You know that users can only assign integer values between 0 and 100 to those attributes. DOORS automatically rejects any other values as invalid.

You can also use types as a way of letting users know what units of measurement

an attribute's values should use. For example, you create a type called **Kg** that has a base type of **Integer**, and then create an attribute called **Weight** of type **Kg**. If an experienced DOORS user is looking at your **Weight** values, and isn't sure what units the weight is measured in, they can check the attribute type and see that the units are Kg.

The following table shows examples of attribute types you might want to create:

Example type	Description
Kg	A type of base type <b>Integer</b> , used for storing weights.
Dollar	A type of base type <b>Integer</b> , used for storing costs.

Example type	Description
Percentage	A type of base type <b>Integer</b> , with a minimum value of 0 and a maximum value of 100.
Deviation	A type of base type <b>Real</b> , with a minimum value of 0.5 and a maximum value of 1.5.
Priority	A type of base type <b>Enumeration</b> , with the values Mandatory, Desirable and Luxury.
Project Span	A type of base type <b>Date</b> , with a minimum value of 1 January 2005 and maximum value of 31 December 2005.

### Showing attribute types

#### To show attribute types:



1. In the module window, click **Edit > Types**.
2. A list of all the attribute types for the module is displayed.

### Creating an attribute type

To create an attribute type, you must have create and modify access to the module.

#### To create an attribute type:

1. Make sure you are in exclusive edit mode.  
The edit mode is shown on the status bar at the bottom of the module window. To change your edit mode, click **Edit > Edit Mode > Exclusive Edit**.
2. Click **Edit > Types**.
3. Either click **New** to create a new type from scratch, or select the type you want to copy, then click **Copy**.
4. Type the name of the new attribute type in the **Type name** box.
5. Select the base type in the **Base type** box.
6. If the base type allows a range of values to be defined, you can type minimum and maximum values in the **Minimum value** and **Maximum value** boxes.
7. If the base type is **Enumeration**, click the **Enumerations** tab, then define the values that attributes of this type can have.

Enumerations tab	Description
Value	Enter a value for the attribute in the <b>Value</b> box, then click <b>Add</b> .
Related number	If you want, you can enter a number that you want to assign to the value. This number is used when you sort or filter using an operator that uses a numeric value. For example, you can filter on values greater than 5. By default, the values are assigned numbers 0, 1, 2 and so on.
Default	Click this radio button if you want to use the default color for the attribute value.
Specified	Click this radio button if you don't want to use the default color for the value, then select the color you want from the drop-down list.
Add	Adds the value in the <b>Value</b> box (and optionally also the number in the <b>Related number</b> box) to the list of attribute values in the right box.
Replace	Replaces the selected entry in the list of attribute values in the right box, with the contents of the <b>Value</b> and <b>Related number</b> boxes on the left.
Delete	Deletes the selected entry from the list of attribute values in the right box.
 	Changes the order of the entries in the list of attribute values in the right box.

8. By default, the new attribute type inherits its access rights from the module. If you want to change its access rights use the **Access** tab.
9. Click **OK**.
10. Click **Close**.

### Controlling access to an attribute type

Use access rights to control who can edit an attribute type.

For example, the delivery dates for a project must fall within fixed dates. The

Project Manager creates an attribute type called **Delivery**, that can have a range of date values. She gives other users read-only access to the attribute type, so that they can't change the date ranges.

To change the access rights for an attribute type, you must have admin access to it.

**To change the access rights for an attribute type:**

1. Open the module that contains the attribute type you want to change.
2. Click **Edit > Types**.
3. Select the attribute type, then click **Edit**.
4. Click the **Access** tab.

The current access rights for the attribute type are displayed.

You need this access right	To
Read (R)	See the attribute type.
Modify (M)	Change the attribute type in any way.
Delete (D)	Delete the attribute type.
Admin (A)	Change the access rights for the attribute type.

If the module is partitioned in, the access rights associated with the partition are displayed. These describe the maximum access that any user has. They override the RMD access rights displayed for users and groups.

For example, if a user's entry says full access (RMDA), but the module is partitioned in read only, in practice the user has only read (R) access to the attribute type.

5. Make the changes you want.

Access tab	Description
Inherit from parent	Select this check box if you want the attribute type to inherit its access rights from the module. When this check box is selected, the list of access rights is unavailable, and shows what access rights the

Access tab	Description
	attribute type is inheriting.
Add	To add a new entry to the list of access rights: <b>a.</b> Click <b>Add</b> .  The <b>Add Access</b> window is displayed. <b>b.</b> In the <b>Name</b> box, select the name of the user or group that you want to add an entry for. <b>c.</b> Select the access rights you want to give them, then click <b>OK</b> .
Remove	To remove an entry from the list of access rights, select the entry, and then click <b>Remove</b> .
Edit	To edit an entry in the list of access rights: <b>a.</b> Select the entry then click <b>Edit</b> . The <b>Edit Access</b> window is displayed. <b>b.</b> Select the access rights you want to give them, then click <b>OK</b> .

6. Click **OK**.

7. Click **Close**.

Save the module to make the changes permanent (click **File > Save**).

### Editing an attribute type

To edit an attribute type, you must have modify access to both the attribute type and the module.

#### To edit an attribute type:

1. Make sure you are in exclusive edit mode.

The edit mode is shown on the status bar at the bottom of the module window. To change your edit mode, click **Edit > Edit Mode > Exclusive Edit**.

2. Click **Edit > Types**.

3. Select the type you want to edit, then click **Edit**. Base types are read only.

4. Make the changes you want. For information on the boxes and tabs on the screen, see “Creating an attribute type,” on page 118.

5. Click **OK**.

If you made the range of values more restrictive for an attribute type, any values in the module that are now out of range are unchanged until the object containing them is edited. At that point the user is forced to change the value so it falls within the new range

6. If you edited the values of an enumerated attribute type:
  - If you replaced a value, DOORS automatically updates the value of any attribute that had that enumerated value.
  - If you delete a value:
    - DOORS automatically updates the value of any attribute that had that value. The value is set to the attribute's default value.
    - If the attribute doesn't have a default value, the value is deleted and left empty.

**Note** If you delete an enumeration value that is still set as the attribute value of an object then the attribute value of the object will be lost.

7. Click **Close**.

### Deleting an attribute type

You cannot delete an attribute type that is being used in an attribute definition.

To delete an attribute type, you must have delete access to the attribute type and modify access to the module.

#### To delete an attribute type:

1. Make sure you are in exclusive edit mode.

The edit mode is shown on the status bar at the bottom of the module window. To change your edit mode, click **Edit > Edit Mode > Exclusive Edit**.
2. Click **Edit > Types**.
3. Select the type you want to delete, then click **Delete**.

A message is displayed asking if you really want to delete the attribute type.

4. Click **Yes**.
5. Click **Close**.

## Showing attribute definitions

### To show attribute definitions:

1. In the module window, click **Edit > Attributes**.
2. A list of attribute definitions is displayed:
  - The **Name** column shows the name of the attribute definition.
  - The **Type** column shows the attribute type.
  - The **Default value** column shows its default value.
  - The **Inherits value** column shows whether it inherits its value.
  - The **Exists for** column shows whether it's an object attribute a module attribute, or both.
  - If it's an enumerated attribute, the **Multi-valued** column tells you whether it can have multiple values.

## Creating an attribute definition

To create an attribute definition, you must have create and modify access to the module.

### To create an attribute definition:

1. Make sure you are in exclusive edit mode.

The edit mode is shown on the status bar at the bottom of the module window. To change your edit mode, click **Edit > Edit Mode > Exclusive Edit**.
2. Click **Edit > Attributes**.

On the **Attributes** tab, a list of attributes is displayed.
3. If you want the new attribute to have a type that doesn't already exist, click the **Types** tab and create the type

4. On the **Attributes** tab, either click **New** to create an attribute from scratch, or select the attribute you want to copy, then click **Copy**.
5. Type the name of the new attribute in the **Name** box, and select the other options on the **General** tab.

General tab	Description
Name	The name you want to give the new attribute. The name must be unique within the module.
Type	The type of the new attribute. The options in the dialog box change depending on what type you select.
Locale	This option is displayed when either <b>Text</b> or <b>String</b> attribute types are selected. Select a locale for the attribute. By default this is the current locale on the client machine.
DXL attribute	Select this check box if you want to use a DXL program to assign values to the attribute. Click <b>Browse</b> to select the DXL program you want to use, or <b>Wizard</b> to create a DXL attribute using the DXL Attribute Wizard.
Browse	If you selected the <b>DXL attribute</b> check box: <ul style="list-style-type: none"> <li>a. Click <b>Browse</b> to select the DXL program. A list of all predefined DXL programs that can be used to set attribute values is displayed.</li> <li>b. Select the program you want to use, then click <b>Apply</b>. Alternatively, if you want to define a new program, click <b>New</b>.</li> </ul>
Multi-valued	Select this check box if the attribute type has a base type of Enumeration, and you want to be able to store more than one value in the attribute.
Default value	If you want the new attribute to have a default value, select the <b>Default value</b> check box, then type the value in the box. If the new attribute has an attribute type of Date, you can type the default value, or select a date from the drop down calendar.
Include time of day	This option is available when date attribute types are selected. If you select this box, date and time values are displayed using the default short date format for your current locale, and a 24-hour clock. If you clear this box, date values are displayed using the default long date format for your current locale.



<b>General tab</b>	<b>Description</b>
Objects	Select this check box if you want the attribute to apply to the objects in the module.
Module	Select this check box if you want the attribute to apply to the module.
Inherit value	Select this check box if the attribute applies to objects, and if you want objects to be able to inherit the attribute value from their parent objects. Note that if the attribute applies to both the module and objects in it, top-level objects don't inherit the value from the module.
Affect change bars	Select this check box if you want DOORS to update an object's change bar when anyone edits the attribute values.
Affect change dates	Select this check box if you want DOORS to update an object's last modified date when anyone edits the attribute values.
Generate history	Select this check box if you want DOORS to update the database history when anyone edits the attribute values.
Add new attribute to current view	Select this check box if you want to add a column for the new attribute to your current view.

6. By default, the attribute inherits its access rights from the module.  
If you want to change its access rights use the **Access (Definition)** and **Access (Value)** tabs.
7. Click **OK**.
8. Click **Close**.

Save the module to make the change permanent (click **File > Save**).

### **Creating a new DXL attribute**

You can use the DXL Attribute Wizard to create a DXL attribute that contains the values of other attributes in the module. This is particularly useful for displaying the values of more than one attribute in table cells.

1. Click **Edit > Attributes**, and click **New**.
2. Type a name for the attribute in the **Name** box.
3. Select **Text** in the **Type** box.
4. Select **DXL attribute** and click **Wizard**.

The **DXL Attribute Wizard** opens.

5. Click **Next**.  
The **Attribute Selection** screen is displayed.
6. Select the attributes you want to include in the DXL attribute and click **Next**.  
The **Attribute Ordering** screen is displayed.
7. Move the attributes up or down the list by selecting the attribute name and clicking the up or down arrow. Click **Next**.  
The **Other Information** screen is displayed.
8. The following options are available:
  - One attribute per line
  - Show attribute names
  - Include OLE objects in text.Select or clear the options as required and click **Next**.  
The **Finish** screen is displayed
9. Click **Finish**.  
The new attribute is created. If you do not want the attribute displayed in a column in the module, clear the **Add new attribute to current view** check box on the **New attribute** dialog box.
10. Click **OK**.

### Controlling access to an attribute definition

Use access rights to control who can edit an attribute definition.

For example, you might want to lock **Generate history** on for an attribute definition. If users can edit the attribute definition, a dishonest user could conceal a change to an attribute value by temporarily turning **Generate history** off, changing the attribute value, and then turning **Generate history** on again. Although the modification of the attribute definition would be recorded in the module's history, you would miss the change to the attribute value. By setting strict access rights, this unlikely event becomes impossible. To change the access rights for an attribute definition, you must have admin access to it.

**To change the access rights for an attribute definition:**

1. Open the module that contains the attribute definition you want to change.
2. Click **Edit > Attributes**.
3. Select the attribute, then click **Edit**.
4. Click the **Access (Definition)** tab.

The current access rights for the attribute definition are displayed.

You need this access right	To
Read (R)	See the attribute definition
Modify (M)	Change the attribute definition in any way
Delete (D)	Delete the attribute definition
Admin (A)	Change the access rights for the attribute definition

If the module is partitioned in, the access rights associated with the partition are displayed. These describe the maximum access that any user has. They override the RMD access rights displayed for users and groups.

For example, if a user's entry says full access (RMDA), but the attribute is partitioned in read only, in practice the user has only read (R) access.

5. Make the changes you want.

Access tab	Description
Inherit from parent	Select this check box if you want the attribute definition to inherit its access rights from the module. When this check box is selected, the list of access rights is unavailable, and shows what access rights the attribute definition is inheriting.
Add	To add a new entry to the list of access rights: a. Click <b>Add</b> .

Access tab	Description
	The <b>Add Access</b> window is displayed. <b>b.</b> In the <b>Name</b> box, select the name of the user or group that you want to add an entry for. <b>c.</b> Select the access rights you want to give them, then click <b>OK</b> .
Remove	To remove an entry from the list of access rights, select the entry, and then click <b>Remove</b> .
Edit	To edit an entry in the list of access rights: <b>a.</b> Select the entry then click Edit. The <b>Edit Access</b> window is displayed. <b>b.</b> Select the access rights you want to give them, then click <b>OK</b> .

6. Click **OK**.
7. Click **Close**.
8. Save the module to make the changes permanent (click **File > Save**).

### Controlling access to an attribute value

Use access rights on an attribute's values to control who can edit the values. To edit the value of an attribute for a particular object, you need modify access to both the object and the attribute's values.

For example, you give everyone read-only access to the **Priority** attribute's values. This lets everyone see the priority of each object, but they can't change the priority even if they have modify access to the object. To change the access rights for an attribute value, you must have admin access to it.

#### To change the access rights for an attribute value:

1. Open the module that contains the attribute value you want to change.
2. Click **Edit > Attributes**.
3. Select the attribute, then click **Edit**.
4. Click the **Access (Value)** tab.

The current access rights for the attribute values are displayed.

<b>You need this access right</b>	<b>To</b>
Read (R)	See the attribute definition
Modify (M)	Change the attribute definition in any way
Delete (D)	Delete the attribute definition
Admin (A)	Change the access rights for the attribute definition

If the module is partitioned in, the access rights associated with the partition are displayed. These describe the maximum access that any user has. They override the RM access rights displayed for users and groups. For example, if a user's entry says full access (RMA), but the attribute is partitioned in read only, in practice the user has only read (R) access.

5. Make the changes you want.

<b>Access tab</b>	<b>Description</b>
Inherit from parent	Select this check box if you want the attribute definition to inherit its access rights from the module. When this check box is selected, the list of access rights is unavailable, and shows what access rights the attribute definition is inheriting.
Add	To add a new entry to the list of access rights: <b>a.</b> Click <b>Add</b> . The <b>Add Access</b> window is displayed. <b>b.</b> In the <b>Name</b> box, select the name of the user or group that you want to add an entry for. <b>c.</b> Select the access rights you want to give them, then click <b>OK</b> .
Remove	To remove an entry from the list of access rights, select the entry, and then click <b>Remove</b> .
Edit	To edit an entry in the list of access rights: <b>a.</b> Select the entry then click <b>Edit</b> . The <b>Edit Access</b> window is displayed. <b>b.</b> Select the access rights you want to give them, then click <b>OK</b> .

6. Click **OK**.
7. Save the module to make the changes permanent (click **File > Save**).

### Editing an attribute definition

To edit an attribute definition, you must have modify access to both the attribute definition and the module it's in.

#### To edit an attribute definition:

1. Make sure you are in exclusive edit mode.  
The edit mode is shown on the status bar at the bottom of the module window. To change your edit mode, click **Edit > Edit Mode > Exclusive Edit**.
2. Click **Edit > Attributes**.
3. Select the attribute you want to edit, then click **Edit**.
4. On the **General** tab, make the changes you want.

General tab	Description
Name	The name of the attribute definition.  <b>Note</b> When you change the name of an attribute definition, it is no longer recognized by any of the views it's in. Update each view to add a column for the attribute, then save the view.
Type	The type of the attribute. Once an attribute has been created, you cannot change its type, so this field is always unavailable.
Locale	This option is displayed when either <b>Text</b> or <b>String</b> attribute types are selected.  Select a locale for the attribute. By default this is the current locale on the client machine.
DXL attribute	Select this check box if you want to use a DXL program to assign values to a text attribute. Click <b>Browse</b> to select the DXL program you want to use, or <b>Wizard</b> to create a DXL attribute using the DXL Attribute Wizard.

General tab	Description
Browse	<p>If the <b>DXL attribute</b> check box is selected:</p> <p><b>a. Click Browse.</b> A list of all the predefined DXL programs that can be used to set attribute values is displayed.</p> <p><b>b. Select the program you want to use, then click OK.</b> Alternatively, if you want to define a new program, click <b>New</b>.</p>
Wizard	<p>If the DXL attribute check box is selected:</p> <p><b>a. Click Wizard.</b> <b>b. Step through the DXL Attribute Wizard, selecting the attributes that you want to display in the DXL attribute, the order in which you want them displayed, and how you want the information to be displayed.</b> <b>c. Click Finish</b> to create the DXL attribute.</p>
Multi-valued	Select this check box if the attribute type has a base type of Enumeration, and you want to be able to store more than one value in the attribute.
Default value	<p>If you want the attribute to have a default value, select the <b>Default value</b> check box, then type the value in the box.</p> <p>If the attribute has an attribute type of <b>Date</b>, you can type the default value, or select a date from the drop down calendar.</p> <p>When you change the default value of an attribute definition, the values of any attributes that have been assigned the previous default value are updated.</p>
Include time of day	<p>This option is available when date attribute types are selected.</p> <p>If you select this box, date and time values are displayed using the default short date format for your current locale, and a 24-hour clock.</p> <p>If you clear this box, date values are displayed using the default long date format for your current locale.</p>
Objects	Select this check box if you want the attribute to apply to the objects in the module.
Module	Select this check box if you want the attribute to apply to the module.

General tab	Description
Inherit value	Select this check box if the attribute applies to objects, and if you want the objects to be able to inherit the attribute value from their parent objects. <b>Note</b> that if the attribute applies to both the module and objects in it, top-level objects don't inherit the value from the module.
Affect change bars	Select this check box if you want DOORS to update an object's change bar when anyone edits the attribute values.
Affect change dates	Select this check box if you want DOORS to update an object's last modified date when anyone edits the attribute values.
Generate history	Select this check box if you want DOORS to update the database history when anyone edits the attribute values.

5. Use the **Access (Definition)** tab if you want to change who can see or modify the definition of the attribute. For more information, see "Controlling access to an attribute definition," on page 127.
6. Use the **Access (Values)** tab if you want to change who can read or modify the attribute's values.
7. Click **OK**.
8. Click **Close**.
9. Save the module to make the changes permanent (click **File > Save**).

### Editing a DXL attribute definition

If the DXL attribute you are editing was created using the DXL Attribute Wizard, edit it using the wizard. Edit any other DXL attributes by clicking the **Browse** button.

#### If the DXL attribute was created using the DXL Attribute Wizard:

1. Select the DXL attribute you want to edit.
2. Click **Wizard**.  
The **DXL Attribute Wizard** is displayed.
3. Click **Next**.



The **Attribute Selection** screen is displayed. The attributes that are currently included in the DXL attribute definition are selected.

**Note** If no attributes are selected on this screen, the DXL attribute was probably not created using the wizard. If you continue, any DXL that is currently associated with the attribute will be overwritten. If you do not want to overwrite the existing DXL, click **Cancel** and use the **Browse** button to edit the DXL attribute.

4. Select the attributes you want to add to the DXL attribute definition, and clear the attributes that you want to remove from the attribute definition.

5. Click **Next**.

The **Attribute Ordering** screen is displayed.

6. Move the attributes up or down the list by selecting the attribute name and clicking the up or down arrow.

7. Click **Next**.

The **Other Information** screen is displayed.

8. The following options are available:

- One attribute per line
- Show attribute names
- Include OLE objects in text

Select or clear the options as required and click **Next**.

The **Finish** screen is displayed.

9. Click **Finish**.

The DXL attribute definition is updated.

**If the DXL attribute definition was not created using the DXL Attribute Wizard:**

1. Select the DXL Attribute you want to edit.

2. Click **Browse**.

The **Browse DXL** dialog box is displayed.

3. Click **Current**.

The **Edit Attribute DXL** window opens, and the DXL associated with the attribute is displayed for editing and checking.

**Note** If the DXL was created by the DXL Attribute Wizard, this is indicated in the first line of the code. If you make manual changes to code that was generated by the wizard, and you subsequently edit the attribute using the wizard, the manual changes will not be recognized, and will be overwritten.

### Sharing attribute and type definitions

DOORS allows you import attribute types or attribute definitions into your current module from any module in the DOORS database that you have read access to.

#### To import attribute definitions into an open module:

1. Click **Edit > Attributes**.

The **Columns and Attributes** window is displayed.

2. Select the **Attributes** tab.

The attributes that are available in the module are listed.

3. Click **Import**.

The **Import Attribute** dialog box is displayed.

4. Click **Browse**.

A Mini-Explorer window opens.

5. Browse to the source module containing the attribute definitions you want to import, and then click **OK**.

The source module's attributes are listed in the **Import Attribute** dialog box.

6. Select the attribute definition or definitions that you want to import, then click **OK**.

The dialog box closes. The attribute definitions are added to your open module and the display returns to the **Columns and Attributes** window.

7. Click **Close**.

**To import type definitions into an open module:**

1. Click **Edit > Types**.

The **Columns and Attributes** window is displayed.

2. Select the **Types** tab.

The types that are available in the module are listed.

3. Click **Import**.

The **Import Type** dialog box is displayed.

4. Click **Browse**

A Mini-Explorer window opens.

5. Browse to the source module containing the type definitions you want to import, and then click **OK**.

The source module's types are listed in the **Import Types** dialog box.

6. Select the type definition(s) you want to import, then click **OK**.

The window closes. The type definitions are added to your open module and the display returns to the **Columns and Attributes** window.

7. Click **Close**.

**Deleting an attribute definition**

To delete an attribute definition, you must have delete access to the attribute definition, and modify access to the module.

**Note** You can't undelete an attribute definition once you've deleted it.

**To delete an attribute definition:**

1. Make sure you are in exclusive edit mode.

The edit mode is shown on the status bar at the bottom of the module window. To change your edit mode, click **Edit > Edit Mode > Exclusive Edit**.

2. Click **Edit > Attributes**.
3. Select the attribute you want to delete, then click **Delete**.
4. A message is displayed asking if you really want to delete the attribute. Click **Yes**.
5. Click **Close**.
6. Save the module to make the change permanent (click **File > Save**).

### **Understanding DXL attributes and layout DXL columns**

Both DXL attributes and layout DXL columns use DXL programs to calculate values displayed on your screen. For example, DOORS provides DXL programs that calculate the number of days since an object was last modified, and the number of in-links and out-links for an object.

The differences between DXL attributes and layout DXL columns are subtle. With a DXL attribute, the DXL program is associated with an attribute definition. You can use the attribute in multiple columns and in multiple views.

With a layout DXL column, the DXL program is associated with a single column, but not with any attribute. A layout DXL column is a column that doesn't contain an attribute. Instead, it uses the DXL program to calculate what to display on your screen.

**Note** Layout DXL does not process table objects.

The values of an object's DXL attributes are automatically calculated only when the object is first displayed on your screen. To make DOORS recalculate the values, click Tools, then Refresh DXL Attributes. This updates the values of all of the DXL attributes in the module by re-running the DXL programs associated with them.

The values displayed in a layout DXL column are automatically recalculated whenever DOORS refreshes your screen. If the DXL program associated with the column is compute intensive, the constant recalculation of the values can lead to poor performance. In this case you should consider using a DXL attribute instead of a layout DXL column.

You should also use attribute DXL, or convert your layout DXL column to attribute DXL, if a large amount of data is displayed in the column. This is because you cannot scroll layout DXL if the object contains more data than can be displayed on the screen, but you can scroll attribute DXL.

### **Copying attribute values**

**To copy values from one attribute to another, within the same module:**

1. In the module window, click **Tools > Functions > Copy Attributes**.
2. In the **Source attribute** box, select the attribute that contains the values you want to copy.
3. In the **Destination attribute** box, select the attribute whose values you want to overwrite.
4. Click **OK**.
5. Save the module to make the changes permanent (click **File > Save**).

## **Chapter 9                      Viewing Data In A Formal Module**

This chapter contains the following topics:

- Navigating using the keyboard
- Using the module explorer
- Understanding display modes
- Changing the display mode
- Controlling display levels
- Controlling table attribute display
- Using outlining
- Using compression
- Working with columns
- Showing column information
- Adding a column
- Editing column information
- Color-coding your data

## Navigating using the keyboard

The following table shows the keys you can use on your keyboard to navigate formal modules:

Press	To
HOME	Go to the first object in the module.
END	Go to the last object in the module.
PAGE UP	Scroll up one screen in Document mode. Rotate the tree clockwise through 90 degrees in Graphics mode.
PAGE DOWN	Scroll down one screen in Document mode. Rotate the objects clockwise in Graphics mode.
UP ARROW	Go to the next or previous object in Document mode.
DOWN ARROW	Move up or down the tree hierarchy in Graphics mode.
CTRL+ UP ARROW	Move from the current object to the sibling above or below it.
CTRL+ DOWN ARROW	Scroll, if the focus is on the left pane of the Module Explorer.
CTRL+ LEFT ARROW	Go to the current object's parent (left arrow) or first child (right arrow).
CTRL+ RIGHT ARROW	Scroll if the focus is on the left pane of the Module Explorer.
SHIFT+ RETURN	<p>Edit the current object in-place in Document mode. Go to the next object if you're already editing in-place.</p> <p><b>Note</b> It does nothing if you're in Graphics mode, or if the focus is on the left pane of the Module Explorer.</p>

## Using the module explorer

To turn on the module explorer, do one of the following:

- Click **View > Module Explorer**.
- Click **Module Explorer**  on the **Display** toolbar.

When you turn the Module Explorer on, two panes are displayed:

- The left pane has a Windows Explorer style display that lets you quickly navigate the object tree within the module.

- What's displayed in the right pane depends on whether you're in Document or Graphics mode and what display options, such as outlining, you're using.

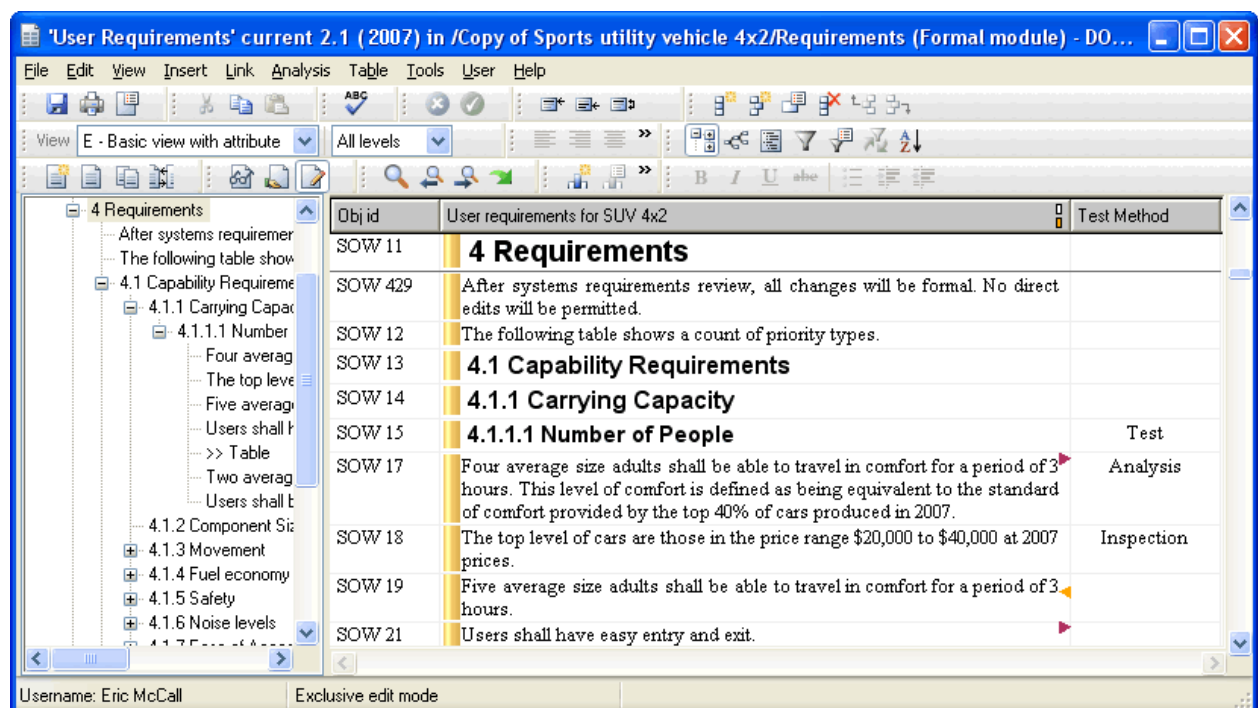
When you turn the Module Explorer off, the left pane disappears and the right pane fills your screen.

## Understanding display modes

You can use the following display modes:

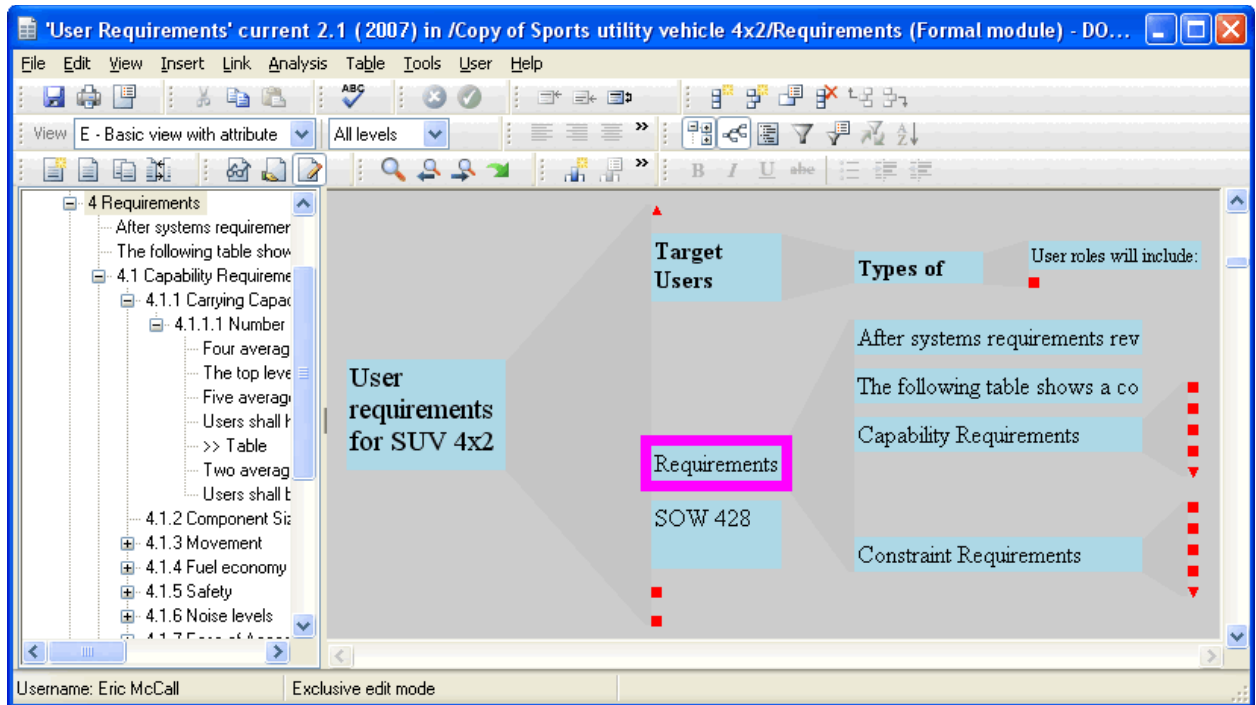
- Document mode
- Graphics mode

Document mode is the default. It displays the module data as a table, with rows and columns, as shown in this screenshot.



In Graphics mode each object is displayed as a box that contains one attribute, as shown in the following screenshot:





You can choose which attribute is displayed in the box (see “Changing the display mode,” on page 149). By default, it’s the **Object Short Text** attribute. If the object doesn’t have an **Object Short Text**, one of the following is used, in order of priority: **Object Heading**, then **Object Text**, then Object Identifier. The box at the left shows the title of the main column, **User requirements for SUV 4x2**.

#### In Graphics mode:

- The current object has a pink border, and is always visible on your screen.

As you navigate around the module, the display changes to keep the current object near the center of your screen. On a large screen, it magnifies the objects in the center and makes the objects at the edge smaller, as if you were looking through a fish-eye lens.

- If you roll your mouse over an object, a datatip is displayed.

By default, the datatip shows the **Object Heading** and **Object Text**

attributes. You can choose to display another attribute in the datatip.

- A red square or triangle is displayed if there are child objects that are hidden because they don't fit on your screen. Click the red square or triangle to display the hidden objects.

**Note** A red square means a single object tree is hidden. A red triangle means two or more object trees are hidden.

## Changing the display mode

**To turn Graphics mode on or off, either:**

- Click **View > Graphics Mode**.
- Click **Turn Graphics mode on or off** on the **Display** toolbar.

This switches between Graphics mode and Document mode. When Graphics mode is off, you get the default mode, which is Document mode.

### *Selecting the attributes shown in graphics mode*

**To change the attribute shown in the object boxes in Graphics mode:**

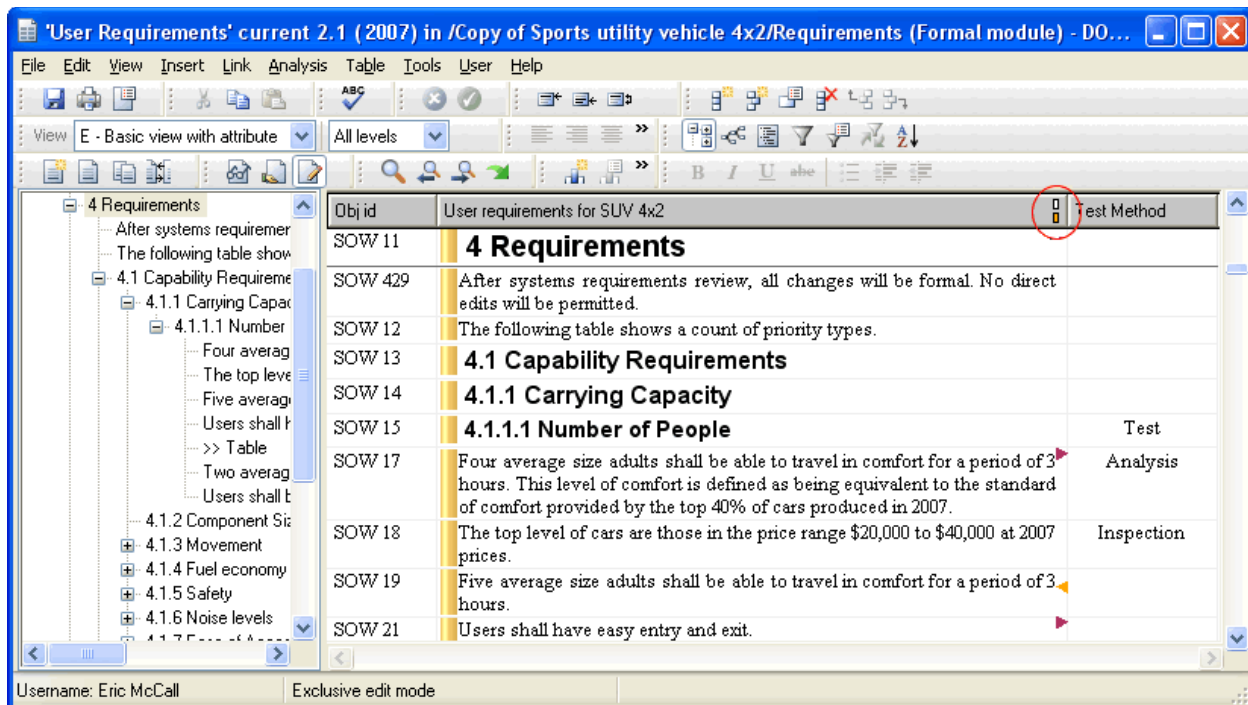
1. Turn Graphics mode off.
2. Select the title of the column that contains the data you want to display in the object boxes in Graphics mode, then right-click **Use in Graphics mode boxes**.

A white marker is displayed at the top right edge of the column's title bar, as shown in the next screenshot.

**To change the attribute shown in the datatips in Graphics mode:**

1. Turn Graphics mode off.
2. Select the title of the column that contains the data you want to use, then right-click **Use in Graphics mode datatips**.

An orange marker is displayed at the bottom right edge of the column's title bar, as shown in the following screenshot.



## Controlling display levels

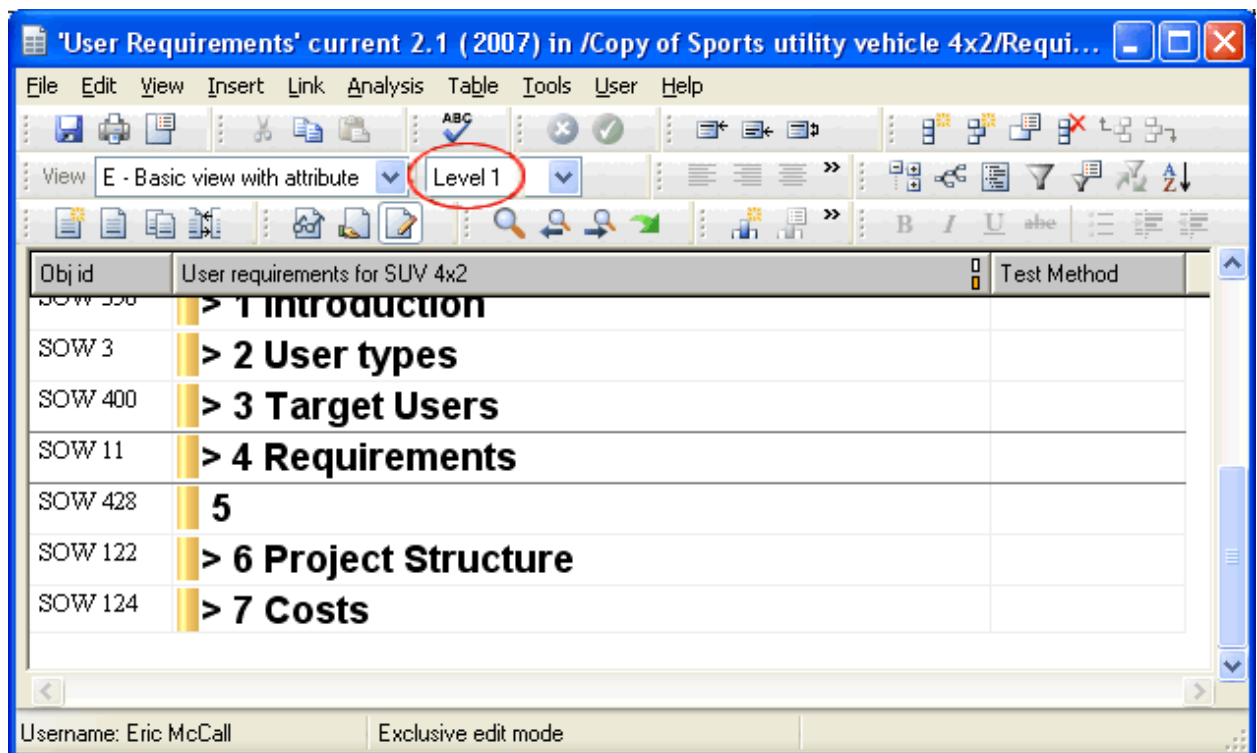
The object hierarchy in a module is often too complex to see at once.

You can specify how many levels of the hierarchy you want to see. For example, you may only want to see level 1 and level 2 objects.

**To change the display level either:**

- Click **View > Level**, then select the level you want.
- Select the display level from the **Display to level** drop-down list on the **View** toolbar.

Objects lower than the selected level are hidden. For example, if you select level 2, you only see level 1 and 2 objects.



Notice that an object is marked with a > symbol if it has children that are hidden because they're at a lower level than the selected display level.

**Note** The display level only affects the right pane of the Module Explorer. In the left pane, you can always see all the objects in the current view.

### Controlling table attribute display

By default, table cells display the main column attributes: **Object Heading** and **Object Text**. If you want to display a different attribute in table cells, either:

- Use the table properties to specify which attribute you want to display in that table's cells. This allows you to display a different attribute in each table in the module.
- Use the **Table Attributes** option under the **View** menu to set an attribute other than the main column attributes to be the default

displayed in tables in the module. You can choose to make this setting override table settings for individual tables in the module.

#### To change the default attribute displayed in table cells:

1. In the formal module, select **View > Table Attributes**.  
The **Table Attributes** dialog box is displayed.
2. Select **Enable default table attribute**, and select the attribute that you want to display from the list.
3. If you want this setting to override any attribute settings that have been made in the table properties of individual tables, select the **Default attribute overrides table settings** check box.
4. Click **OK**.

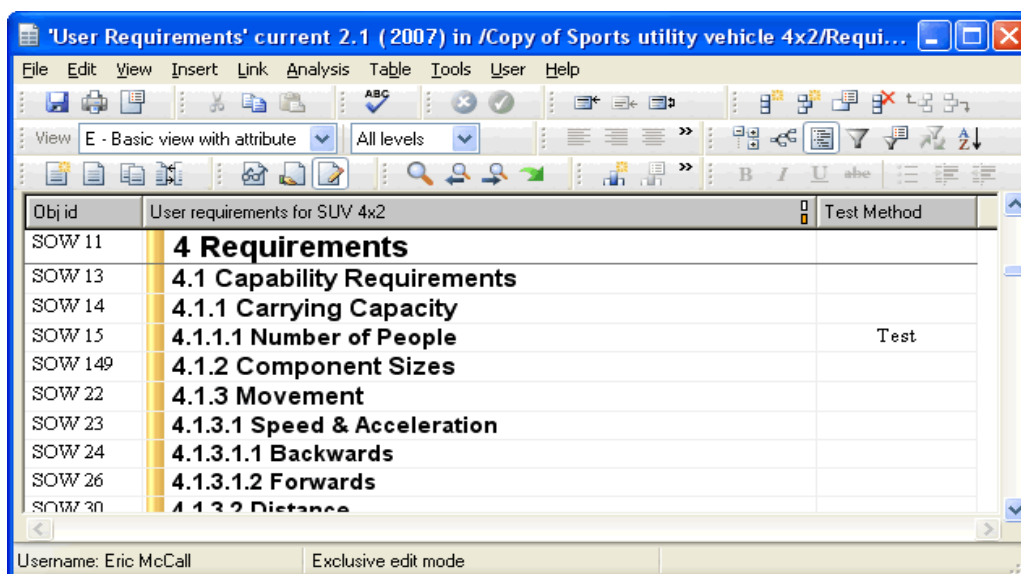
If you want this setting to persist through different sessions, you must save the view.

#### Using outlining

Outlining reduces the amount of information displayed on your screen.

When outlining is turned on:

- Only objects that have a heading are displayed.
- Only the **Object Heading** of those objects is displayed. Their **Object Text** attribute is hidden.



You can use outlining in Document or Graphics mode.

**Note** Outlining only affects the right pane of the Module Explorer.

In the left pane, you can always see all the objects in the current view.

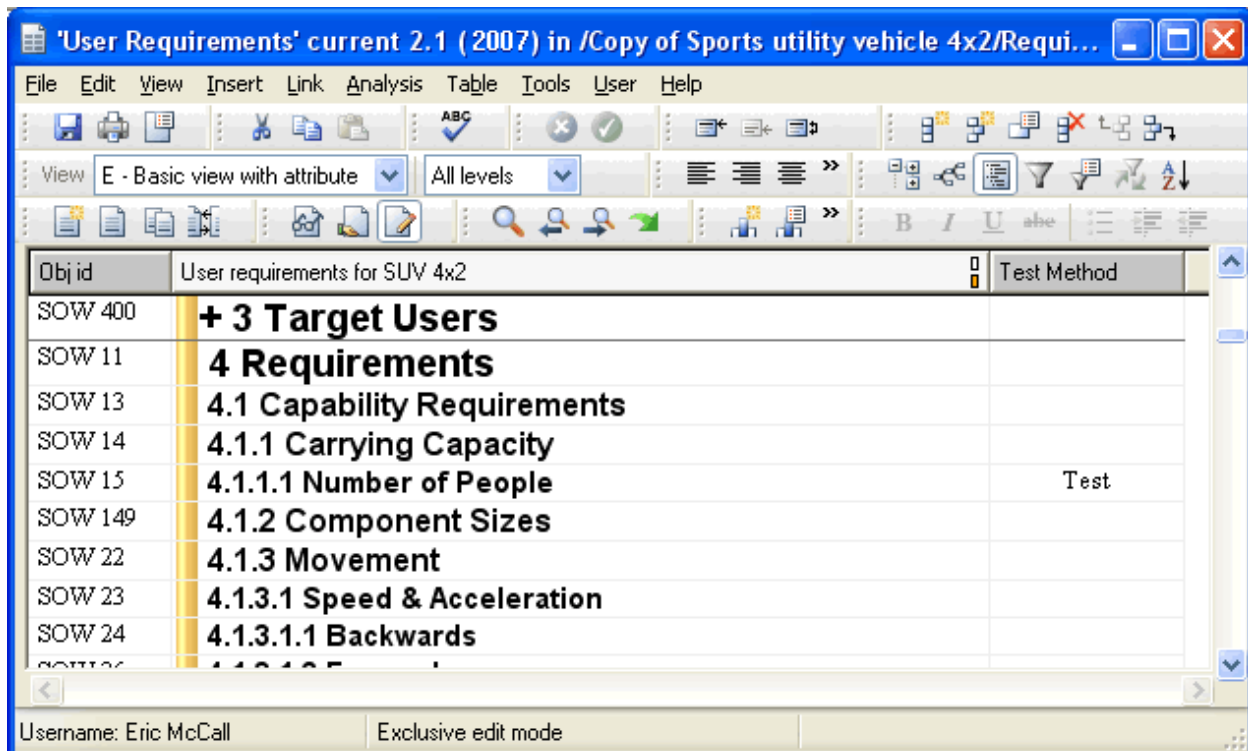
**To turn outlining on or off, do one of the following:**

- Click **View > Outline**
- Click **Turn outlining on or off**  on the **Display** toolbar

**Note** Tables are always hidden when outlining is turned on.

## Using compression

When outlining is turned on, you can **compress** or hide parts of the hierarchy.









For example, in this picture section 3 is compressed. It has a plus sign to show that its objects are hidden.

To turn compression on or off for the current object, click **View > Compress**.

## Working with columns

When you're in Document mode, module data is displayed in rows and columns.


To	Do this
Move a column	Drag the column's title to the new position.
Change the width of a column	Drag the column separator at the edge of the column's title bar.
Select a column	Click the column's title.
De-select a column	Click its title again.
Change the alignment of the contents of a column	<p>Select the column, then either:</p> <ul style="list-style-type: none"> <li>• Right-click <b>Left</b>, or click <b>Left align column</b>  on the <b>Alignment</b> toolbar.</li> <li>• Right-click <b>Right</b>, or click <b>Right align column</b>  on the <b>Alignment</b> toolbar.</li> <li>• Right-click <b>Center</b>, or click <b>Center column</b>  on the <b>Alignment</b> toolbar.</li> <li>• Right-click <b>Justify</b>, or click <b>Justify column</b>  on the <b>Alignment</b> toolbar.</li> </ul>
Auto-indent the main column	<p>Click <b>Auto-indent main column</b>  on the <b>Alignment</b> toolbar.</p> <p>The contents of the main column are indented according to the object's position in the hierarchy: the lower down the hierarchy the object is, the further it is indented. This allows users to see at a glance the structure of the module.</p>
Sort the module on the contents of a column	Right-click on the column heading and select <b>Sort &gt; Ascending</b> or <b>Sort &gt; Descending</b> . The module is sorted according to the contents of the module.
Remove a column	<p>Either:</p> <ul style="list-style-type: none"> <li>• Select the column's title, then right-click <b>Remove</b>.</li> <li>• Select the column, then click <b>Remove column</b> button  on the <b>Column</b> toolbar.</li> </ul>
Use a column in Graphics mode	<p>Select the column, then either:</p> <ul style="list-style-type: none"> <li>• Right-click <b>Use in Graphics mode object boxes</b>.</li> <li>• Right-click <b>Use in Graphics mode datatips</b>.</li> </ul>

## Showing column information

When you're in Document mode, you can control what columns are displayed on your screen, what's displayed in each column, what the column titles are, and so on.

### To show column information:

1. In the module window, click **Edit > Columns**.
2. On the **Columns** tab, a list is displayed of all the columns currently displayed on your screen:
  - The **Title** column shows the title of the column.
  - The **Attribute** column shows the name of the attribute. If the column doesn't contain an attribute, words in angle brackets are displayed. For example, if it contains layout DXL, **<Layout DXL>** is displayed.
  - The **Type** column shows the type of the attribute. It's empty if the column doesn't contain an attribute.
3. To remove a column, select it, then click **Remove**.

**Note** You can also remove a column, by selecting the column's title in the module window, then either right-clicking **Remove**, or clicking **Remove column**  on the **Column** toolbar.

## Adding a column

When you're in Document mode, you can control what columns are displayed on your screen.

**Note** The maximum number of columns you can display in a view is 32.

### To add a column:

1. In the module window, click **Insert > Column**.  
Alternatively, click **Insert column**  on the **Column** toolbar.



**Note** You can also click **Edit > Columns**, which displays the **Columns and Attributes** window, with the **Columns** tab selected. This shows a list of all the columns currently displayed on your screen, in the order in which they are displayed. Select the column that you want to insert the new column before, then click **New** or **Copy**. If you don't select a column, the new column is added to the bottom of the list and is displayed at the extreme right of the module window.

2. In the **New Column** window, use the **Contents** radio buttons to specify what you want to display in the column:
  - To display an attribute in the column, click **Attribute**, then select the attribute from the drop-down list.
  - To display the **Object Heading** and **Object Text** attributes in the column (like a main column), click **Object Heading and Object Text**.
  - To display layout DXL in the column:
    - i. Click **Layout DXL**.
    - ii. Click **Browse** to specify the DXL. A list of all the predefined DXL programs you can use is displayed.
    - iii. Select the program you want to use, then click **Apply**. Alternatively, if you want to define a new program, click **New** and define the program.
3. If you want to color-code the data that is displayed in the column, click **By attribute** in the **Text Color** box, then select the attribute from the drop-down list.
4. In the **Column Title** box, type the title you want the column to have. You can leave this box blank if you're displaying an attribute in the column. By default, the title of the column is the same as the name of the attribute.

5. If you do not want to add any more columns to the view, click **OK**. If you want to add more columns to the view, click **Apply**.

When you have finished adding columns, click **Close**.

If you want to permanently add the new column to your view, follow the instructions in “Saving your current view,” on page 87.

## Editing column information

See also “Working with columns,” on page 153.

### To edit column information:

1. In the module window, click **Edit > Columns**.
2. A list of all the columns currently displayed on your screen is displayed. Select the column you want to edit, then click **Edit**.

The following table describes the options on the **Edit Column** dialog box.

Option	Description
Title	The title of the column.
Attribute	Selected if the column contains an attribute. The drop-down list shows the name of the attribute.
Layout DXL	Selected if the column contains layout DXL. Click <b>Browse</b> to see the name of the DXL program.
Object Heading and Object Text	Selected if the column contains both the <b>Object Heading</b> and <b>Object Text</b> attributes, like a main column.
Default	Selected if the data displayed in the column isn't color-coded using the values of another attribute.
By attribute	Selected if the data displayed in the column is color-coded using the values of another attribute. The drop-down list shows the name of the other attribute. For more information, see the following section, “Color-coding your data”.
Column title	The column title that is displayed in the view. If you leave this blank, the attribute name is displayed as the column title.

## Color-coding your data

For enumerated attribute types you can define the color associated with each value that the attribute can have.

For example, you have an enumerated attribute type called **Yes or No**, and you define its values and their colors like this:

Value	Color
Yes	Green
No	Red

You create an attribute called **Approved** that has the type **Yes or No**. You can then edit the properties of any of the columns in the view so that the data in the column is color-coded according to the value of the **Approved** attribute. For example, right-click on the main column title bar and select **Properties**. In the **Color** pane, select **By attribute** and select **Approved** from the list.

The main column is color-coded using the **Approved** attribute. Items that are approved are green, and items that are not approved are red. In this case, you don't need to display the **Approved** attribute in its own column, because you can see at a glance which items are approved from their color in the main column.

## **Chapter 10            Working With Tables**

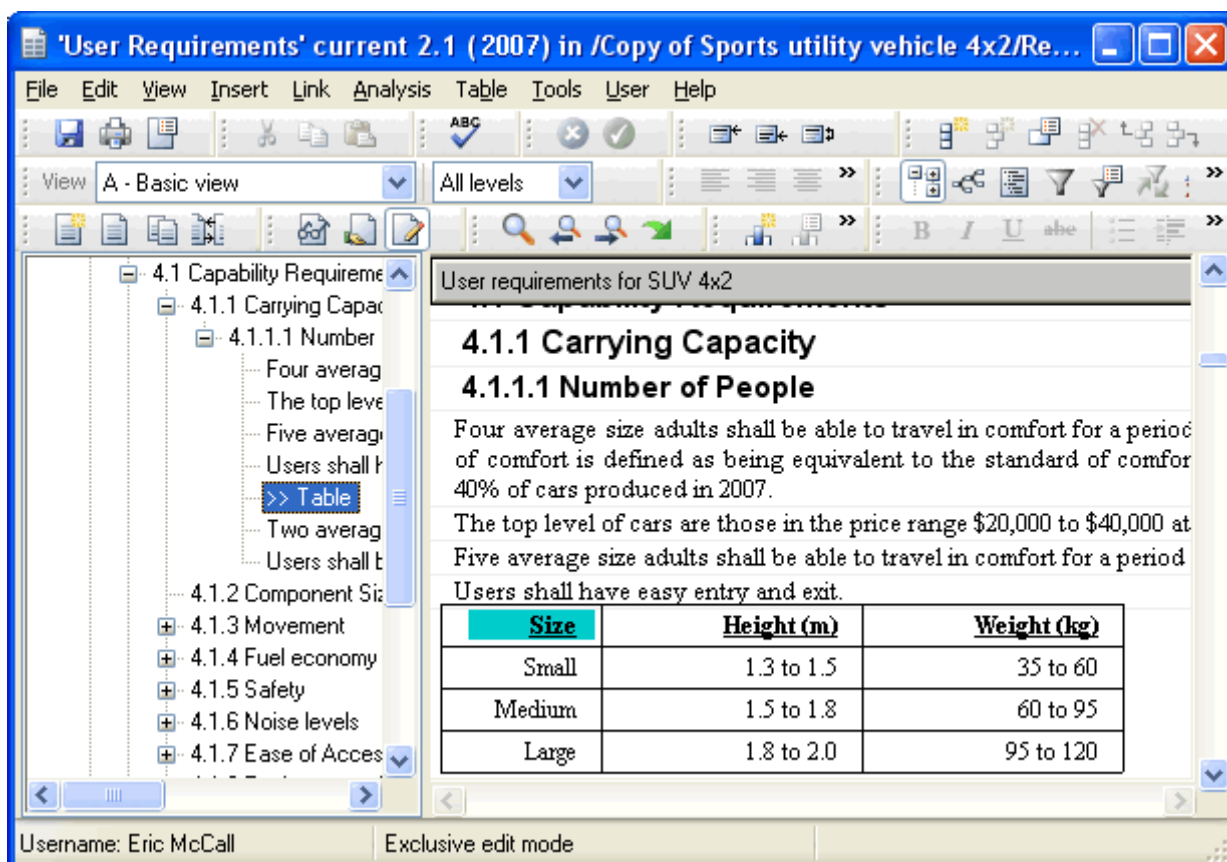
This chapter contains the following topics:

- Understanding tables
- Creating a table
- Inserting a module as a table
- Inserting rows
- Inserting columns
- Changing table properties
- Deleting, un-deleting and purging tables

## Understanding tables

When you insert a table in a module, DOORS creates an object for each cell in the table. It also creates a **table marker object**, which contains the table cell objects.

You can see the table marker object in the left pane of the Module Explorer, as shown in this picture. It has **>> Table** as its tex



In the right pane, the table marker object is hidden by default. Instead the table cells are displayed.

You can turn the display of table cells on and off in the right pane by clicking **View > Show > Table Cells**. When it's off, **>> Table** is displayed in the right pane as well as the left.

**Note** If you want to copy a table, turn the display of table cells off. When it's turned on, the Copy option is unavailable when you select a table.

By default, the whole table is displayed in the main column of the module. It's truncated if it is too wide to fit in the main column. Use the table properties sheet to override the default behavior and use the full screen width to display the table (see "Changing table properties," on page 181).

**Note** You can't create a table within an existing table cell.

You can use drag-and-drop to copy tables between modules. Select all the cells in the table (click the first cell, then **SHIFT+Click** the last cell) then drag them to the target module.

## Creating a table

This topic describes how to create an empty table. You can also create a table from another module (see "Inserting a module as a table," on page 179).

### To create a table:

1. In the module window, select the object where you want to create the table.

You can create a table at either the same level as the current object or one level below the current object. You must have create access to the current object to create a table one level below it. You must have create access to the parent of the current object to create a table at the same level as the current object.

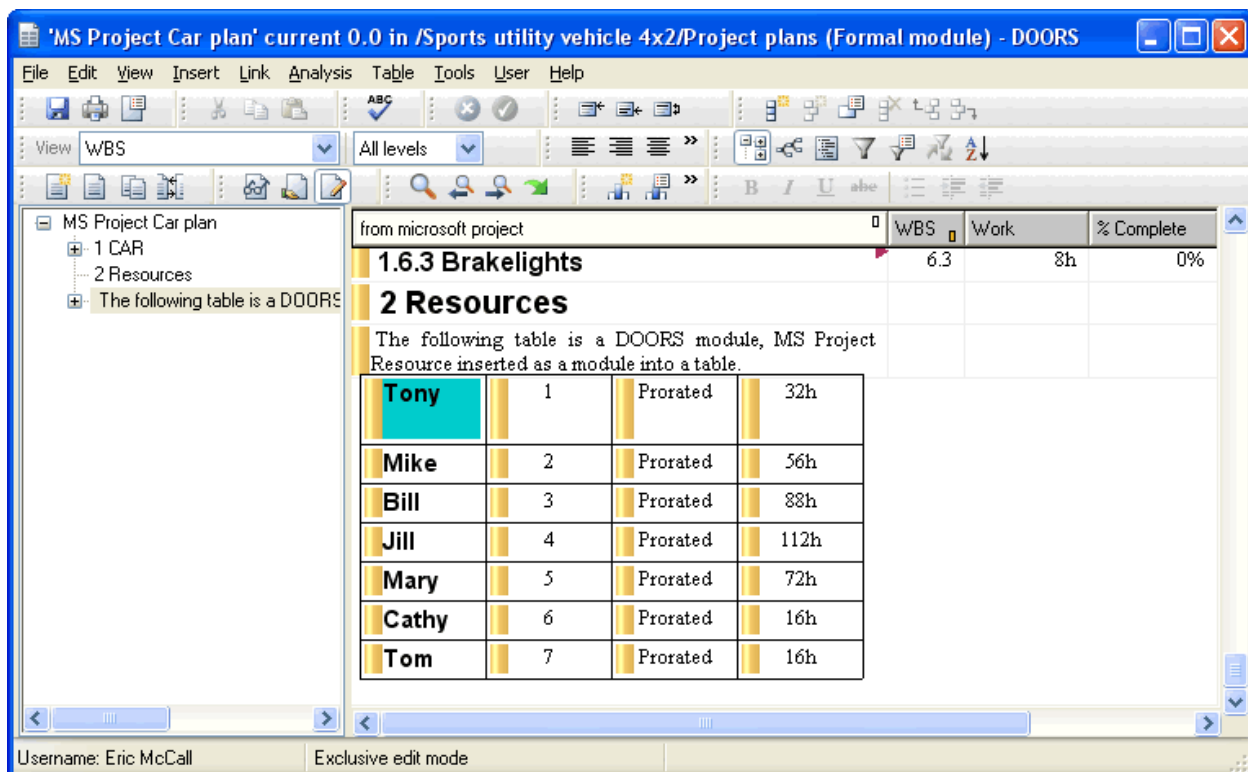
2. Click **Table > Insert** then either **After** or **Below**.
3. Optionally type the number of rows and columns you want in your table.
4. Optionally type the column width, in pixels.

Pixels are used to measure distances on computer screens. In the **Control Panel**, select **Display**, then the **Settings** tab to find out how big your screen is in pixels.

5. Click **OK**.
6. Save the module to make the changes permanent (click **File > Save**).

### Inserting a module as a table

This topic describes how to insert a whole module as a table in another module, as shown in the example. Both modules must be in the same folder, and the inserted module must not contain any tables



### To insert a module as a table in the current module:

1. Select the object that you want to insert the module after.
2. Click **Table > Insert > Module as Table**.

The **Insert Module as Table** dialog box is displayed.

3. In the **Source module** box, click **Browse** and select the module you want to insert.

**Note** The module you want to insert must not contain any tables.

4. In the **Views** box, select the view you want to insert.
5. Select the **Object Identifiers** check box if you want the inserted table to include a column that contains the object identifiers for the objects in the source module.
6. Select the **Borders** check box if you want the inserted table to have borders around its cells.
7. Click **OK**.

## Inserting rows

### To insert a new row in a table:

1. In the module window, select the row where you want to insert a new row.

**Note** You must have create access to the table marker object.

You can insert a row above or below the current row.

The inserted row has the same number of cells and the same settings as the current row. For example, it has the same width and alignment as the current row.

2. Click **Table > Insert > Row**, then either **Above** or **Below**.
3. Save the module to make the changes permanent (click **File > Save**).

## Inserting columns

### To insert a new column in a table:

1. In the module window, select the cell where you want to insert a new column.

**Note** You must have create access to the table marker object.



You can insert a column to the left of the current cell, or to the right of the current cell.

The inserted column has the same number of cells and the same settings as the current column. For example, it has the same width and alignment as the current column.

2. Click **Table > Insert > Column**, then either **To the Left** or **To the Right**.
3. Save the module to make the changes permanent (click **File**, then **Save**).

**Note** In a table with unequal row lengths, cells in the inserted column may not be horizontally aligned. Each cell in the new column is positioned relative to the start of the row that it's in. For example, if the current cell is the third cell in the row and you insert a column to the left of it, then a new cell is added to the left of the third cell in each row.

## Changing table properties

### To change the properties of a table:

1. Click in a table cell:
  - If you want to change the properties of the whole table, click any table cell.
  - If you want to change the properties of a particular row or column, click any cell in that row or column.
  - If you want to change the properties of a particular cell, click that cell.
2. Click **Table > Properties**.
3. To change the settings for every cell in the entire table, click the **Table** tab and select the settings you want.

Table tab	Description
Display in module main column only	Clear this check box to display the table across all the columns in the module, not just in its main column.
Preferred Width	<p>If you want to specify a cell width, select the <b>Preferred Width</b> check box, then enter the cell width in pixels, or use the slider bar to change the width of all the cells in the table graphically.</p> <p><b>Note</b> Pixels are used to measure distances on computer screens. In the <b>Control Panel</b>, select <b>Display</b>, then the <b>Settings</b> tab to find out how big your screen is in pixels.</p>
Alignment	Select the alignment of text within the cells.
Change bars	Show or hide change bars for the cells.
Link arrows	Show or hide link arrows in the cells.

4. To change the settings for every cell in the current row, click the **Row** tab and select the settings you want.

Row tab	Description
Preferred Width	<p>If you want to specify a cell width, select the <b>Preferred Width</b> check box, then enter the cell width in pixels, or use the slider bar to change the width of the cells in the selected row graphically.</p> <p><b>Note</b> Pixels are used to measure distances on computer screens. In the <b>Control Panel</b>, select <b>Display</b>, then the <b>Settings</b> tab to find out how big your screen is in pixels.</p>
Alignment	Select the alignment of text within the cells.
Change bars	Show or hide change bars for the cells.
Link arrows	Show or hide link arrows in the cells.

5. To change the settings for every cell in the current column, click the **Column** tab and select the settings you want.

Column tab	Description
Preferred Width	If you want to specify a cell width, select the <b>Preferred Width</b> check box, then enter the cell width in pixels, or use the slider bar to change the width of the cells in the selected row graphically. <b>Note</b> Pixels are used to measure distances on computer screens. In the <b>Control Panel</b> , select <b>Display</b> , then the <b>Settings</b> tab to find out how big your screen is in pixels.
Alignment	Select the alignment of text within the cells.
Change bars	Show or hide change bars for the cells.
Link arrows	Show or hide link arrows in the cells.

6. To change the settings for the current cell only, click the **Cell** tab and select the settings you want.

Cell tab	Description
Preferred Width	If you want to specify a cell width, select the <b>Preferred Width</b> check box, then enter the cell width in pixels, or use the slider bar to change the width of the selected cell graphically. Pixels are used to measure distances on computer screens. In the <b>Control Panel</b> , select <b>Display</b> , then the <b>Settings</b> tab to find out how big your screen is in pixels.
Alignment	Select the alignment of text within the cell.
Change bars	Show or hide change bars for the cell.
Link arrows	Show or hide link arrows in the cell.

7. To change the borders of the table, click the **Borders** tab and select the settings you want.
- 8.

<b>Borders tab</b>	<b>Description</b>
None	Click <b>None</b> if you don't want any borders.
Box	Click <b>Box</b> if you want a border around the outside edge only.
All	Click <b>All</b> if you want border around all edges, including internal cells.
Custom	Click <b>Custom</b> to set up custom borders, then in the <b>Preview</b> box, click the buttons to specify where you want borders.
Apply to	Specify whether you want your settings to apply to the whole table, the current row, the current column, or the current cell. By default, settings are applied to the current cell.

9. To change the attribute that is displayed in the table cell, click the **Attributes** tab and select the attribute you want to display from the list, or click **Object Heading and Object Text** to display those attributes. By default, **Object Heading** and **Object Text** are displayed in table cells.

**Note** If an attribute to display in table cells has been specified using the **View > Tables Attributes** option, that setting may have been set to override individual table settings.

If you want to display more than one attribute in table cells, you can use the DXL Attribute Wizard to create a DXL attribute that contains all the attributes you want to display. For more information about the DXL Attribute Wizard.

If you select a DXL attribute from the drop down list, the **Edit using Wizard...** button becomes available. If the DXL attribute was created using the DXL Attribute Wizard, you can view and edit it by clicking this button to open the wizard.

**Note** If the module is displayed in DOORSnet, the **Object**

**Heading** and **Object Text** attributes are displayed regardless of what is selected on this tab.

10. Click **OK**.

11. Save the module to make the changes permanent (click **File > Save**).

### **Deleting, un-deleting and purging tables**

You can delete an entire table, or just a row, column or cell within the table. Deleting a table cell doesn't destroy any of its data. It simply marks the cell as deleted, and stops users from being able to access it. To destroy the table cell, you must purge it once you've deleted it.

Purging deleted table cells removes them permanently from the database. When you delete a table cell that has an in-link, the source object is automatically modified to remove the link, so you must have modify access to the source object.

You can't delete the table cell if you don't have modify access to the source object. This ensures that you don't end up with a dangling link at the source object that goes nowhere. The link between the object and the table cell means there is some kind of dependency between them. You must resolve this dependency before you delete the table cell and lose the dependency.

To delete, undelete or purge a table cell, you must have delete access to the table marker object.

#### **To delete all or part of a table:**


1. Click the appropriate table cells:
  - If you want to delete the entire table, click any cell in the table.

- If you want to delete a particular row or column, click any cell in that row or column.
  - If you want to delete a particular cell, click that cell.
2. Click **Table > Delete**, then either **Table** or **Row** or **Column** or **Cell**.
  3. Save the module to make the change permanent (click **File > Save**).

**Note** Cells to the right of the deleted cells are shifted left.

#### **To undelete all or part of a table:**

1. In the module window, make sure that deleted items are being displayed. If necessary, click **View > Show > Deletions**.


Deleted cells have **red text**, and their change bars are black 

2. Select the table cells you want to undelete:
  - If you want to undelete the entire table, click any cell in the table.
  - If you want to undelete a particular row or column, click any cell in that row or column.
  - If you want to undelete a particular cell, click that cell.
3. Click **Table > Undelete**, then either **Table** or **Row** or **Column** or **Cell**.
4. Save the module to make the change permanent (click **File > Save**).

#### **To purge all or part of a table:**

1. In the module window, make sure that deleted items are being displayed.

If necessary, click **View > Show > Deletions**.

Deleted cells have **red text**, and their change bars are black .

2. Select the deleted table cells you want to purge:

- If you want to purge the entire table, click any cell in the table.
- If you want to purge a particular row or column, click any cell in that row or column.
- If you want to purge a particular cell, click that cell.

3. Click **Table > Purge**, then either **Table** or **Row** or **Column** or **Cell**.

A message is displayed asking you to confirm that you want to purge the cells

4. Click **Confirm**.

5. Save the module to make the change permanent (click **File > Save**).

The cells are permanently removed from the database.

## **Chapter 11            Working With Pictures and OLE Objects**

This chapter contains the following topics:

- Working with pictures
- Understanding OLE objects
- Activating and deactivating an OLE object
- Inserting a new OLE object
- Inserting an existing file as an OLE object
- Resizing OLE objects
- Cutting, copying and pasting OLE objects
- Editing OLE object properties
- Deleting OLE objects
- OLE objects and history
- Setting the OLE open limit
- Registered and Unregistered OLE Objects
- Actions affected by changes to the handling of OLE objects
- Actions unaffected by changes to the handling of OLE objects



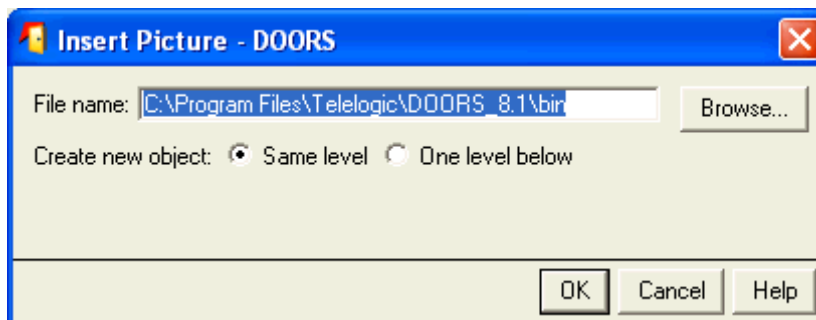
## Working with pictures

You can insert the following picture formats into DOORS objects:

- bmp
- wmf
- jpg, jpeg, jfif, jpe
- png
- gif
- tif, tiff
- dib, rle, bmz
- emz
- wmz

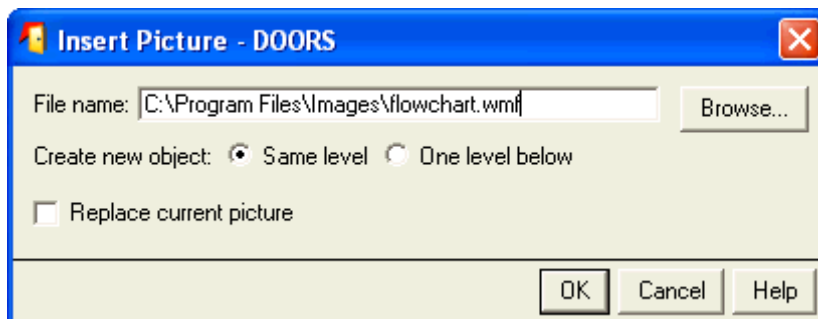
### To insert a picture:

1. In the module window, select the appropriate object.
2. Click Insert > Picture.



3. In the **File name** box, type the name of the file that contains the picture, or use **Browse** to locate it.
4. If you're creating a new object, specify where you want to create it:
  - Click **Same level** to create it at the same level as, and immediately after, the current object. You need create access to the current object's parent to do this.
  - Click **One level below** to create it one level below the current object. You need create access to the current object to do this.

If the current object already contains a picture, you will see a **Replace current picture** option on the **Insert Picture** dialog box.



5. If you want to replace your picture, select the **Replace current picture** option.
6. Click **OK**.

## Understanding OLE objects

You can insert OLE objects into any text attribute in DOORS. There is no limit to the number of OLE objects that can be inserted into a text attribute. Use OLE objects carefully, however. They can diminish the performance of your application.

If an attribute is displayed in a traceability column in another module, any OLE objects that have been inserted in the attribute are also displayed.

**Note** You cannot insert an OLE object into the **Object Heading** attribute.

You have several options when inserting an OLE object:

Option	Description
Insert as an icon	The icon that is associated with the program is inserted. For example, if you insert a Word document as an icon, a Word icon is inserted in the attribute. You double-click the icon to activate the OLE object.
Insert as a picture	The OLE object is displayed as it appeared when it was last saved. For example, if you insert an Excel chart as a picture, the chart is displayed in the attribute. You double-click the picture to activate the OLE object.

Option	Description
Create New	This inserts a blank OLE object of the type you select into the attribute. You can then double-click the OLE object to activate and edit it.
Create from File	This lets you browse to and insert a file that already exists on your system.
Link or Embed	If you create the OLE object from file you can either link it to the file on your system, or embed it. If you link an OLE object, the path to the file on your system is stored with the OLE object, so you have a hot-link between the file and the OLE object in DOORS. If someone subsequently updates the file, the change is reflected in DOORS. If you embed an OLE object, you copy the file to the DOORS attribute. If someone subsequently updates the original file, the change is not reflected in the copy of it in DOORS.

### Activating and deactivating an OLE object

When you activate an OLE object, the application with which it is associated is opened. You can either edit the OLE object in a new window, or in-place in the formal module.

#### To activate an OLE object:

1. Double-click the attribute in which the OLE object has been inserted to enter in-place edit mode.
2. Select the OLE object.

The **Edit** menu now contains an additional option for the OLE object that you have selected. For example, if you select a Microsoft Visio OLE object, the last item on the **Edit** menu is **VISIO object**.

3. Click the OLE object name on the **Edit** menu, then either:
  - Click **Edit** to edit the OLE object in the formal module window. The menus and toolbars of the application associated with the OLE object replace the DOORS menus and toolbars. To deactivate the OLE object, click on another DOORS object.

- Click **Open** to open the application associated with the OLE object in a new window, and edit the OLE object in that window. When you have finished editing, save and close the file. The OLE object in DOORS is updated with your changes.

**Note** Menu items may vary depending on the type of OLE object that is selected. For example, if you select a PowerPoint Presentation, the additional option **Show** is displayed. Select this option to show the presentation.

You can also double-click the OLE object in-place to activate it:

- If the OLE object is displayed as an icon, the application associated with the OLE object is opened in a new window. When you have finished editing, save and close the file. The OLE object in DOORS is updated with your changes.
- If the OLE object is not displayed as an icon, it becomes editable in the module window. The menus and toolbars of the application associated with the OLE object replace the DOORS menus and toolbars. To deactivate the OLE object, click on another DOORS object.

**Note** Double-clicking on a PowerPoint presentation OLE object runs the presentation slide show. If you want to edit a PowerPoint presentation OLE object, you must use the **Edit** menu to activate it.

### Inserting a new OLE object

If you want to insert an OLE object into an attribute, you must have modify access to the attribute.

#### To insert a new OLE object into a DOORS attribute:

1. In the module window, select the DOORS object into which you want to insert the OLE object.
2. Double-click the attribute into which you want the OLE object inserted, and position the cursor where you want the OLE object to appear.

3. Click **Insert > OLE Object**.
4. Select the type of OLE object you want to insert from the **Object Type** list. Information about the type that is currently selected is displayed in the **Result** pane.
5. Select the **Display as Icon** check box if you want the OLE object to be displayed as an icon in DOORS. The icon that is currently associated with the selected object type is displayed below the check box. If you want DOORS to use a different icon and title, click **Change Icon**, and specify a new icon and title.

If you want the OLE object to display as editable information, leave the **Display as Icon** check box clear.

6. Click OK.

DOORS creates an empty OLE object of the specified type, embeds it in the current object, and then runs the appropriate program to let you edit the OLE object. For example, if you are inserting an Adobe Photoshop image, it runs Adobe Photoshop.

### Inserting an existing file as an OLE object

You can use any of the following methods to insert an existing file into a DOORS attribute as an OLE object.

- Click **Insert > OLE object** on the formal module menu bar.
- Copy and paste, using the **Paste Special** option in DOORS.
- Drag and drop. You cannot link the OLE object if it is inserted using drag and drop.

#### To insert an existing OLE object using the **Insert > OLE object** menu option:

1. In the module window, select the DOORS object into which you want to insert the OLE object.
2. Double-click the attribute into which you want the OLE object inserted, and position the cursor where you want the OLE object to appear.
3. Click **Insert > OLE Object**, and select the **Create from File** radio button.
4. Enter the path to the file you want to insert, or click **Browse** to select it.

5. Select the **Link** check box to link the OLE object to the source file, or clear it to embed the OLE object in the DOORS module.
6. If you want the OLE object to be displayed as an icon in DOORS, select the **Display as Icon** check box. The icon that is currently associated with the selected object type is displayed below the check box. If you want DOORS to use a different icon and title, click **Change Icon**, and specify a new icon and title.

If you want the OLE object to display as editable information, leave the **Display as Icon** check box clear.

7. Click **OK**.

The file is inserted into the current object as an OLE object.

#### **To insert an existing OLE object using copy and paste:**

1. You can either:
  - In the Windows Explorer, select the file you want to insert and copy it
  - Open the file and select the contents that you want to insert and copy them
2. In the module window, select the DOORS object into which you want to insert the OLE object.
3. Double-click the attribute into which you want the OLE object inserted, and position the cursor where you want the OLE object to appear.
4. Select **Edit > Paste Special**.
5. Select **Paste** to embed the OLE object in the DOORS module, or **Paste Link** to link the OLE object to the source file. For information on linking and embedding files see “Understanding OLE objects,” on page 188.
6. If you want the OLE object to be displayed as an icon in DOORS, select the **Display as Icon** check box. The icon that is currently associated with the selected object type is displayed below the check box. If you want DOORS to use a different icon and title, click **Change Icon**, and specify a new icon and title.

If you want the OLE object to display as editable information, leave the **Display as Icon** check box clear.

7. Click **OK**.

The contents of the clipboard are pasted into the attribute as an OLE object.

**Note** Some OLE objects can be pasted but not activated. For example, if you copy a picture from a browser window and paste it into DOORS, it is displayed but it cannot be activated. These metafiles are static OLE objects.

#### **To insert an existing OLE object using drag and drop:**

1. In the module window, select the DOORS object into which you want to insert the OLE object.
2. Double-click the attribute into which you want the OLE object inserted, and position the cursor where you want the OLE object to appear.
3. Using the Windows explorer, navigate to the file you want to embed, select it, then drag it onto the target object in DOORS.

The file is embedded in the current object as an OLE object.

**Note** You cannot link the OLE object if it is inserted using drag and drop.

### **Resizing OLE objects**

If an inserted OLE object is too large to fit in the column in which it has been inserted, you can resize it to fit the column. You can resize all of the OLE objects in a module, or just the OLE objects in the current object.

To resize OLE objects to fit the column in which they are inserted, select **Tools > Support Tools**, then either **Set OLE Size For Current Object** or **Set OLE Size In All Objects** in the formal module window.

To reset OLE objects to their original size, select **Tools > Support Tools**, then either **Reset OLE Size In Current Object** or **Reset OLE Size In All Objects**.

## Cutting, copying and pasting OLE objects

You can cut and paste or copy and paste OLE objects.

**The following steps describe how to do this:**

1. In the module window, select the DOORS object containing the OLE object you want to cut or copy.
2. Double-click the attribute containing the OLE object to enter edit mode, and select the OLE object.
3. Select **Cut** or **Copy**.
4. Double-click the attribute you want to paste to and right-click **Paste** to insert the OLE object.

You can also use cut or copy if you want to paste OLE objects from DOORS to external applications.

**Note** You need to be in in-place edit mode to insert an OLE object. Consequently, you cannot cut and paste OLE objects between different attributes. You can, however, cut and paste within the same attribute.

## Editing OLE object properties

You can change the properties of an OLE object using the OLE Object Properties. The options that are available depend on whether the OLE object is embedded or linked.

**Editing the properties of an OLE object:**

1. In the module window, select the DOORS object containing the OLE object whose properties you want to edit, and double-click to enter in-place edit mode.
2. Select the OLE object, then click **Edit > OLE Object Properties**.
3. The **General** tab displays the file information for the OLE object. The **Convert** button is unavailable.
4. Use the **View** tab to change the appearance of the OLE object in the module.



Field	Description
Display as icon	If the OLE object is currently displayed in the module as editable information select this button to display it as an icon. You double-click the icon to edit the OLE object
Change icon	If the OLE object is displayed as an icon, click this button to change the icon or the icon's label.
Scale	This field is unavailable, if you want to resize an OLE object, select the OLE object and drag the sizing handles.
Relative to original size	This field is unavailable.

5. Use the **Link** tab to edit the link properties of the OLE object.

**Note** This tab is not present if the selected OLE object is embedded in the module.

The link tab displays:

- The path to the linked file on your system
- The date and time that the file was last updated

The following options are also available:

Use	To
Automatically or Manually	This functionality is not supported in DOORS. Linked OLE objects in DOORS are automatically updated regardless of the setting.
Change Source	Manually update the path to a file that has been moved. You can also use this button if you want to replace the existing OLE object. Click the button, navigate to the new file location, select the file and click OK. The path is updated.
Open Source	Open the source file.
Update Now	Redraw the OLE object

Use	To
Break Link	This functionality is not supported in DOORS. Clicking Break Link does not remove the link between the OLE object and the source object. If you want to remove the link from the OLE object, delete it and insert it again without linking.

## Deleting OLE objects

There are two ways to delete an OLE object. You can:

- Delete an OLE object as well as the DOORS object that contains it. Select the object, then either:
  - Press **DELETE**.
  - Click **File > Delete**.

You must have delete access to the object to do this.

- Delete an OLE object but not the DOORS object that contains it.
  - a. Select the object then double-click the attribute where the OLE object has been placed to enter edit mode.
  - b. Select the OLE object you want to delete. It will become highlighted.
  - c. Press **DELETE**.


You must have modify access to the object to do this.

## OLE objects and history

OLE objects can now be saved as part of a history record. This allows users to compare a current OLE object (or set of OLE objects) with that which preceded it.

Using this setting can have a major effect on performance and disk space requirements, so by default it is switched off.

**To enable it:**

1. Right-click on **Database**  , and select **Properties**.
2. In the **OLE in history** section, select the **Save OLE objects in attribute history** option.

Now when you view the history of a particular object, you can determine how an OLE object has changed over time.

## Setting the OLE open limit

When you open a module, the OLE objects in the module are pre-loaded from the database into memory. By default, up to five OLE objects can be pre-loaded into memory at any one time.

The demands of these OLE objects on memory can result in poor performance. To improve performance, you can reduce the number of OLE objects that are pre-loaded.

**To do this:**

- Edit the oleopenlimit entry in your registry.

The default value of oleopenlimit is 5. A value of 0 means there is no limit.

## Registered and Unregistered OLE Objects

There have been problems with data loss related to OLE objects in previous versions of DOORS.

The following sections describe how DOORS now behaves when it encounters OLE objects. The terminology used is explained in the table below.

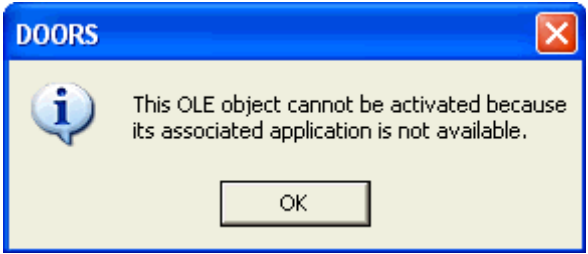
OLE Type	Definition
Registered OLE objects	If the application associated with an OLE object in DOORS is installed on the DOORS client, the OLE object is <b>registered</b> . It can be opened from DOORS and edited. For example, if a DOORS module you are working on contains a Word document, and you have Microsoft Word installed on your machine, that Word document is a registered OLE object.
Unregistered OLE objects	If the application associated with an OLE object in DOORS is not installed on the DOORS client, the OLE object is <b>unregistered</b> . It cannot be opened from DOORS and edited. For example, if a DOORS module you are working on contains a Word document and you do not have Microsoft Word installed on your machine, the Word document is an unregistered OLE object.

OLE Type	Definition
Static OLE objects	A <b>static</b> OLE object is a picture which cannot be edited regardless of what applications you have installed on your machine. For example, if you take a screenshot and paste it into a DOORS object, it is a static OLE object.

### Actions affected by changes to the handling of OLE objects

DOORS now displays warnings if objects containing unregistered OLE objects are accessed. The warnings and behavior for each action that is affected are listed below.

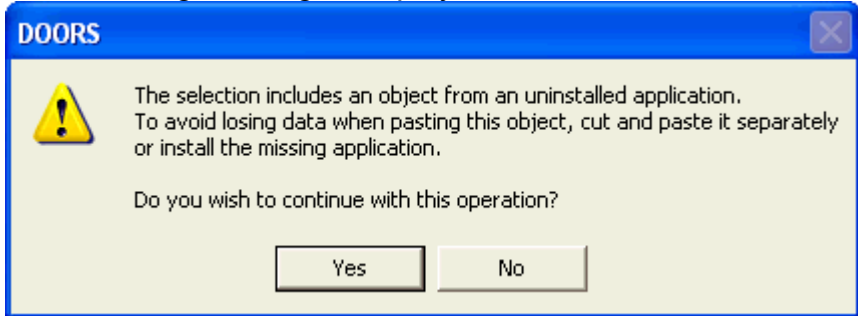
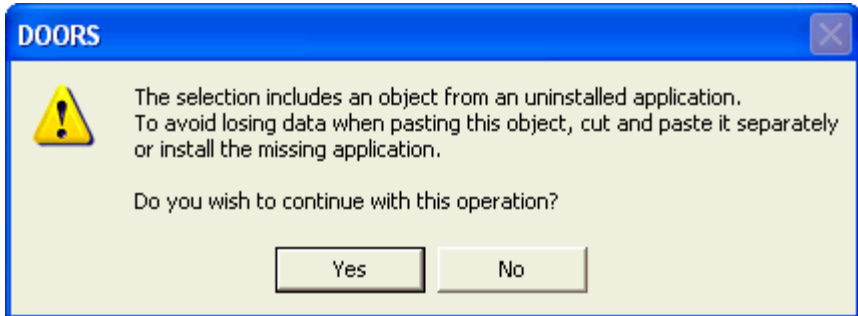
***Edit in-place or using the Object Properties sheet.***

Action	Result
Double-click on an unregistered OLE object	<p>The following message is displayed:</p>  <p>Attempting to activate an unregistered OLE object does not cause any data loss.</p>
Edit text surrounding an unregistered OLE object	If you edit text contained in the same attribute as an unregistered OLE object, the OLE object is unaffected. It remains unregistered on your machine, but can be accessed on machines that have the associated application installed.

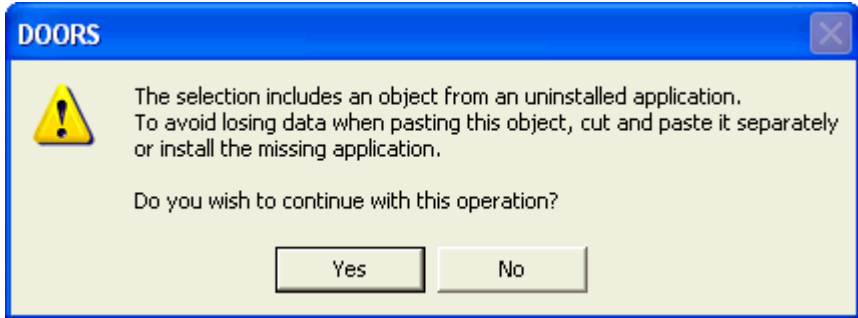
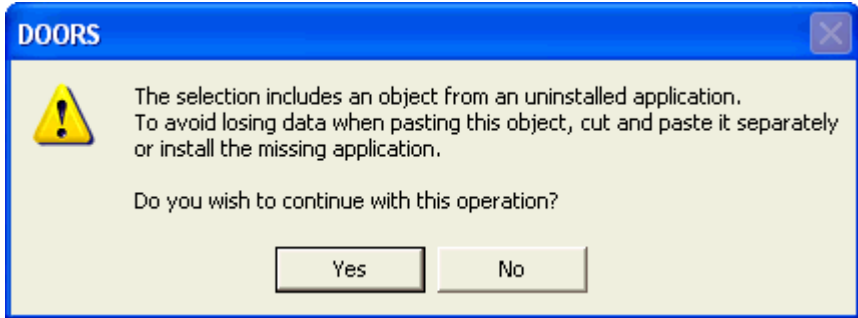
**Caution** If you edit an object that contains an unregistered OLE object using the change proposal system, and that change is approved and applied, the unregistered OLE object is

converted to a static OLE object and data contained in that OLE object is lost.

### Copy and paste in-place or using the object properties sheet

Action	Result
Cut an unregistered OLE object and some surrounding text	<p>The following warning is displayed.</p>  <p>If you click YES, the unregistered OLE object is converted to a static object when it is pasted, and information held in the OLE object is lost. If you click No, the cut operation is reversed and the data is not affected.</p>
Cut a selection of OLE objects. Where one or more of them are unregistered.	<p>The following warning is displayed:</p>  <p>If you click Yes any unregistered OLE objects are converted to static OLE objects when they are pasted, and information held in the OLE objects is lost. If you click NO, the cut operation is reversed and the data is not affected.</p>

## Cut and paste in-place or using the Object properties sheet

Action	Result
Cut an unregistered OLE object on it own	When you paste the OLE object, it remains unregistered and can be accessed on the machines that have the associated application installed.
Cut a selection of OLE objects. And some surrounding text.	<p>The following warning is displayed:</p>  <p>If you click Yes any unregistered OLE objects are converted to static OLE objects when they are pasted, and information held in the OLE objects is lost. If you click NO, the cut operation is reversed and the data is not affected.</p>
Cut s selection of OLE objects, when one or more of them are unregistered.	<p>The following warning is displayed:</p>  <p>If you click Yes, any unregistered OLE objects are converted to static OLE objects when they are pasted and information held in the OLE objects is lost. If you click No, the cut operation is reversed and the data is not affected,</p>

## Copy or cut a DOORS object containing an unregistered OLE object in an attributes

**Note** This is the case for all methods of copying and cutting objects within a module, i.e using keyboard shortcuts, drag and drop or the menu items.

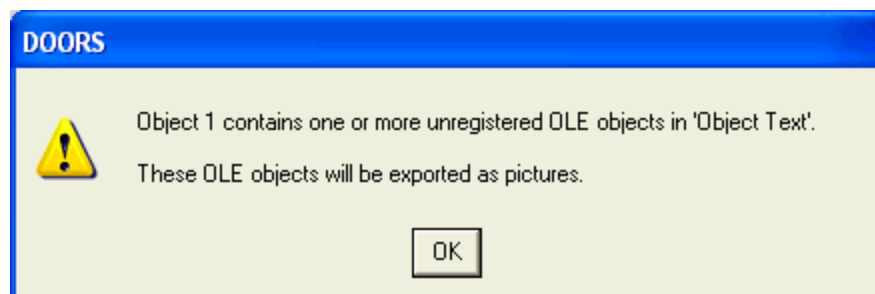
Action	Result
Copy or cut and paste an object containing an unregistered OLE object	The OLE in the original object, and in the copied or moved object remains unregistered and can be accessed on machines that have the associated application installed

### Copy objects using the Object Copier

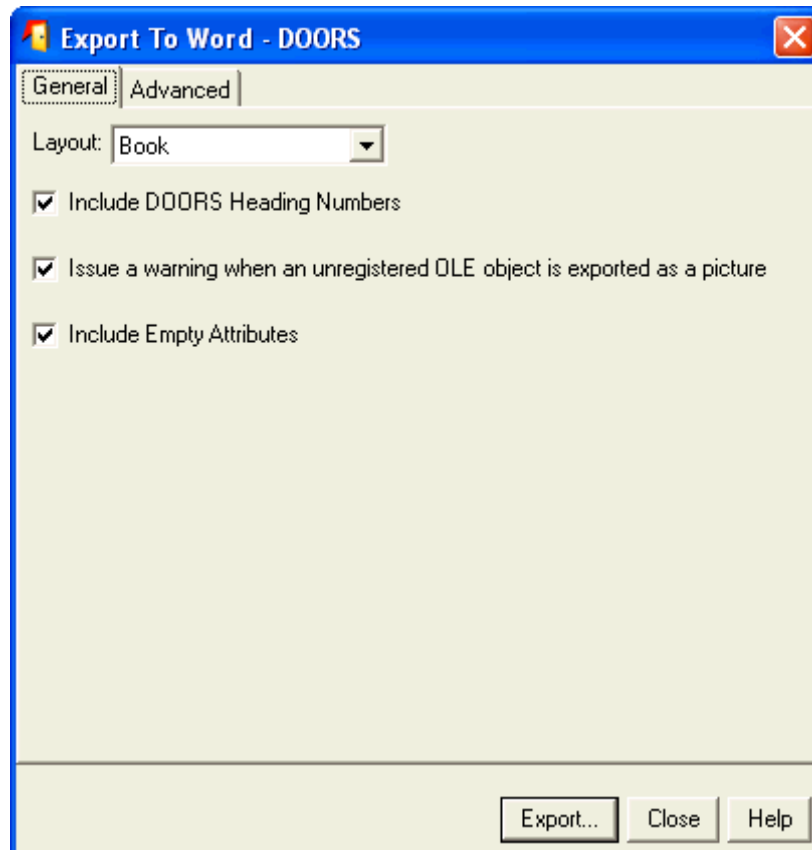
If you copy an object that contains one or more unregistered OLE objects to another module using the Object Copier (**Tools > Functions > Copy Objects**), the object and OLE objects are copied successfully and no data is lost.

### Export data from DOORS

If you export a module from DOORS to any other application, unregistered OLE objects are exported as pictures. The unregistered OLE objects in the DOORS module are unaffected by the export and no data is lost in DOORS. If DOORS encounters unregistered OLE objects during an export to another application, a message is displayed to inform the user that the exported OLE objects will be converted to pictures:



If the application to which you want to export the module supports OLE, a new check box is displayed on the **Export** dialog box. For example, the **Export to Word** dialog box now looks like this:



The **Issue a warning when an unregistered OLE Object is exported as a picture** check box is selected by default. Clear the check box if you do not want to receive warnings during export.

### ***Paste unregistered OLE objects into other applications***

If you cut or copy an unregistered OLE object to the clipboard, then paste it into another application, the OLE Object is pasted as a picture, and data contained in the OLE object is lost. If the OLE object is copied, the original remains unregistered and no data is lost in DOORS.

### **Actions unaffected by changes to the handling of OLE objects**

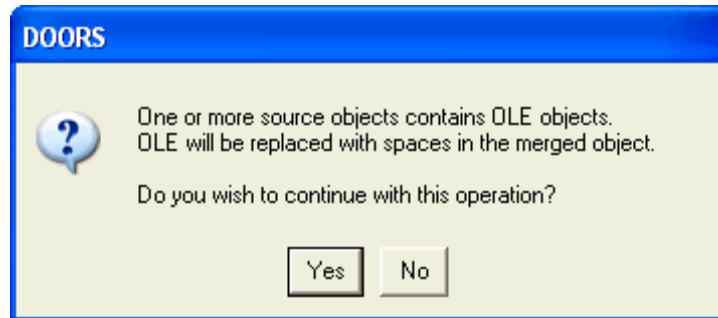
The following areas of functionality were unaffected in previous versions of DOORS by the data loss problem related to OLE objects. They remain unchanged.

### **Merge Objects**

When you merge objects in DOORS, OLE objects are not included in the resulting object. This is the case whether the OLE objects are registered,



unregistered or static. The following message is displayed when you merge objects containing OLE Objects:



When you merge objects, the OLE objects in the original objects are unaffected, and no data is lost.

### **Create a Baseline**

Baselining a module that contains unregistered OLE objects does not affect the OLE objects. They remain unregistered in both the baseline and the current version of the module. No data is lost.

### **Copy a baseline**

When you copy a baseline of a module that contains unregistered OLE objects, the new module contains the unregistered OLE objects, and no data is lost. The data can be accessed on machines that have the associated application installed.

### **Clone a module**

The clone module functionality is not designed to clone OLE objects, so any unregistered OLE objects in the original module are unaffected and no data is lost. This is the case in all previous versions of DOORS and there is no change in functionality in this patch.

### **Cut or Copy modules in the database explorer**

When you copy and paste a module that contains unregistered OLE objects in the DOORS database explorer, the OLE objects are copied successfully and no data is lost.

**Import data to DOORS**

You cannot import an unregistered OLE object to DOORS. This is the case in all previous versions of DOORS and there is no change in functionality in this patch.

**Archive and restore**

Unregistered OLE objects are unaffected by archive and restore operations, and no data is lost

**Partition/Rejoin**

Unregistered OLE objects are unaffected by partition/rejoin operations, and no data is lost

**Find and Replace**

Edits made to text contained in the same attribute as unregistered OLE objects during Find and Replace operations have no affect on unregistered OLE objects and no data is lost.

**Linking**

Creating, editing and navigating links does not affect unregistered OLE objects.

## **Chapter 12      Using Links**

This chapter contains the following topics:

- Understanding links
- Understanding external links
- Using link arrows
- Creating links
- Creating external links
- Clearing the link start
- Understanding link modules and linksets
- Controlling access to a link module
- Understanding how copy and move affect links
- Editing links
- Creating link attributes
- Deleting links
- Using the create links tool
- Linking by attribute
- Understanding link module defaults
- Creating default linkset pairings
- Control on links for process management
- Showing link module information
- Creating a link module
- Creating a linkset
- Deleting a linkset

## **Understanding links**

DOORS lets you **link** together related information. You can follow links by simply clicking them. For example, you can link a user requirement to the design features that fulfill that requirement. And you can link the design features to the tests that are carried out to verify the design features. Links give you traceability. You can check that what you're building satisfies your user requirements.

You can follow links in both directions. For example, if a test fails, you can find out which requirements are affected by tracing the links from the test back to the design features, and from the design features back to the requirements.

Links allow you to effectively manage change. You can quickly trace the impact of a change to a single piece of data on the rest of your system.

For example, the engineering department tells you they can't deliver the solar-powered battery you were expecting. You can trace the links from the battery object back to the requirements that depend on it, and forward to the other features of the car that depend on having a solar-powered battery. You can quickly see the full impact of not having a solar-powered battery. You can make an informed decision about whether to just use a conventional battery or whether to invest more money and resources to help deliver a solar-powered battery.

## **Understanding external links**

You use external links to create a link from a DOORS object to an entity or resource that is outside the current DOORS database. For example, you might create an external link to a website, or to a different DOORS database. External links can be marked as URLs. Where an external link is a URL, it is treated like a hyperlink and is opened by the default

browser. If an external link is not marked as a URL, nothing happens when the external link is selected.



**Note** If you are running DOORS through Citrix, the application Referenced by the external link must also be running through Citrix or the external link will not work.

An external link is a one way link to the resource it references. No corresponding link is created in the linked resource, although you can create a link in the resource back to the DOORS object by inserting the DOORS URL in the resource.

External links do not use link modules. All of the information about the link is stored with the external link. External links are not a property of the object to which they are attached. They behave as separate objects, and can have different attribute values than the objects to which they are attached.

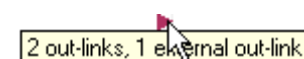
## Using link arrows

Linked objects have **link arrows** in the main column:

- **Out-links** have red link arrows 
- **In-links** have yellow link arrows 

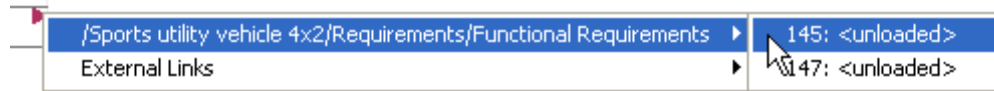
Some module baselines may display link arrows that look like this: . These arrows signify links to and from modules that are not in the same baseline set definition, called echoed links.

**Note** You can turn off link arrows. If you can't see any link arrows, select the module's view settings. Click **View > Show > Link Arrows**. Roll over the link arrow to see how many in-links, out-links and external links the object has. Only information about modules you have read access to is displayed.



Right-click the link arrow to see a pop-up menu that shows the names of the

modules that contain the objects at the other end of the links. If the object has external links, they are listed in alphabetical order in the **External Links** submenu



For example, in this picture, the current object has out-links to 2 objects in the Functional Requirements module. This module isn't open, so **n: <unloaded>** is displayed, where **n** is the object number. It also has one or more external links. If you roll over the **External Links** menu item, the description of each external link is displayed. External links are displayed in alphabetical order.

To follow a link, select it from the pop-up menu:

- If the link is to a DOORS object, the module that it's in is automatically opened if it's not already open and the linked object is selected.
- If the link is an external link and the external link is a URL, the linked resource is opened by your default browser. If the external link is not a URL it cannot be opened, and a message is displayed.

**Note** There is a limitation in the Microsoft rich edit control which results in double-byte characters not being automatically highlighted when they are part of a URL. This affects external links in DOORS, so that if an external link URL contains double-byte characters it cannot be followed from DOORS by clicking the external link. You can copy and paste the URL into a browser window and the item referred to by the link will open as expected.

## Creating links

This topic describes two ways to create a link:

- Using drag-and-drop
- By explicitly defining the link start

### *Using drag-and-drop*

You can use drag-and-drop to create links from multiple objects to a single object. You can't use it to create links to multiple objects.

**To create a link using drag-and-drop:**

1. If the objects you're creating links between are in different modules, open both modules and re-size their windows so that you can see both modules on your screen at the same time.
2. Select the objects that you want to link to or from and then, without releasing the mouse button, drag your cursor to the object you want to link. If you want to link from multiple objects, don't release the mouse button after making the multiple object selection. You lose your selection if you release the mouse button between selecting the objects and dragging the mouse.
3. Release the mouse button.

A pop-up menu is displayed.

- Click **Make Link from Start** to create links from the objects you selected
- Click **Link > Make Link to Start** to create links to the objects you Selected

While you are dragging the mouse, the objects you selected in step 2 are highlighted with a pink background, showing that they are the link start.

If you select **Cancel** on the pop-up menu, the source objects stay pink.

**Note** The quickest way to create a link between single objects, is to hold down both the **SHIFT** and **CTRL** keys when you release the mouse button over the target object in Step 3. This bypasses the pop-up menu and creates a link from the source object to the target object.

4. You may see a message saying that a default link module doesn't exist. Click **Yes** to create it.
5. You may see a message saying that a linkset doesn't exist. Click **Yes** to create it.

**Explicitly defining the link start**

### To create a link by explicitly defining the link start:

1. Select the object or objects that you want to link to or from.
2. Click **Link > Start Link**.

If you selected multiple objects in Step 1, a message is displayed asking if you want to link to or from all of the selected objects or the current object only. Select the appropriate option. The link start objects turn pink.

3. Select the object or objects that you want to link to or from.
  - Click **Link > Make Link from Start** to create links from the objects you selected in step 1. You can also use the keyboard shortcut **CTRL+SHIFT+F** to create the links.
  - Click **Link > Make Link to Start** to create links to the objects you selected in step 1. You can also use the keyboard shortcut **CTRL+SHIFT+M** to create the links.

If you selected multiple objects in Step 3, a message is displayed asking if you want to create links to all of the selected objects or to the current object only. Select the appropriate option.

4. You may see a message saying that a default link module doesn't exist. Click **Yes** to create it.
5. You may see a message saying that a linkset doesn't exist. Click **Yes** to create it.

### Creating external links

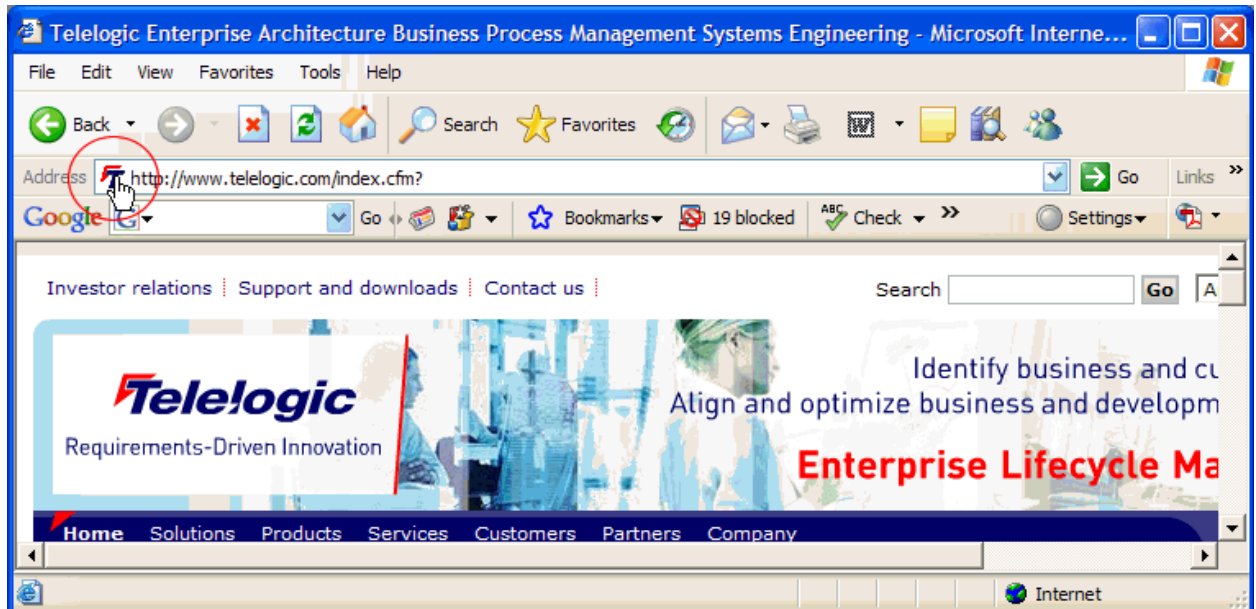
This section describes how to create external links that are URLs, for example links to web pages, or other DOORS databases. To create external links you must have create or modify access to the object.

There are two options for creating external links. You can use:

- The **New External Link** menu option to create external links to any URL.
- Drag-and-drop to create external links to formal module objects in other databases or to URLs that are displayed in Internet Explorer or Firefox browser windows. You cannot use drag-and-drop to create external links if you are in-place editing an object.



When you drag-and-drop a browser URL, you must drag the icon in the address bar, not the address itself, as shown in the following example:



**Note** External links can also be used to facilitate integration between DOORS and other applications. This use of external links is not discussed here, but information and examples are available in a white paper, which can be downloaded from our website at <https://support.telelogic.com/en/doors/info/docs/>.

**To create an external link using the menu option:**

1. Select the object that you want to contain the external link, and click **Link > New External Link**.
2. In the **New External Link** dialog box, type a **Name** and **Description** for the link. The Description will be displayed in the External Link sub-menu when you right-click on the link arrow.
3. Enter the URL for the link in the **Link Path** box.  
If you want to create an external link to an item in DOORS, right-click on the item you want to link to and click **Copy URL**. This copies the item's URL to the system clipboard. You can then paste the URL into the **Link Path** box on the **New External Link** dialog box.
4. Select **Open URL with default browser**.

5. Select whether you want the link to be displayed as an in-link or out-link in the module.

This does not affect the link behavior. In either case, when you select the link the resource referenced by it is opened by the default browser. No corresponding link is created in the resource.

6. Click **OK**.

You can create a corresponding link in the resource back to the DOORS object by copying the DOORS URL from the object properties sheet and pasting it into the resource. If the resource is a DOORS object, you can create a two-way link by creating an external link in that object.

**To create an external link using drag-and-drop:**

1. Drag-and-drop the DOORS formal module object, or the icon in the browser address bar to the object in which you want to create the external link.

2. Click **Confirm**.

The **Edit External Link** dialog box is displayed. The **Name**, **Description** and **Link Path** text boxes are populated with information about the object or URL. The external link is created as an out-link by default.

3. Edit the **Name**, **Description**, **Link Path** and **Direction** if necessary, then click **OK**.

The external link is created, and the external link description is displayed in the External Link sub-menu when you right-click on the link arrow in the object.

## **Clearing the link start**

The object or objects that are currently defined as your link start are highlighted with a pink background.

**To clear the link start, either:**

- Click **Link > Clear Start**.
- Define a new link start by selecting another object or objects.

You can do this in any formal module. You don't have to do it in the one that contains the current link start.

## Understanding link modules and linksets

**Link modules** store information about normal DOORS links.

Within each link module, the information is subdivided into **linksets**. Each linkset contains information about the links from one particular module to another.

For example, a link module has four linksets, which contain information about links for two modules, A and B:

This linkset	Contains information about links from
A => B	Module A to module B
B => A	Module B to module A
A => A	Module A to module A (links between objects within module A)
B => B	Module B to module B (links between objects within module B)

Notice that the direction of the links matters. Links from module A to B are not stored in the same linkset as links from module B to A.

**Note** External links are not stored in link modules.

## DOORS Links, the default link modules

By default, DOORS uses link modules called **DOORS Links**:

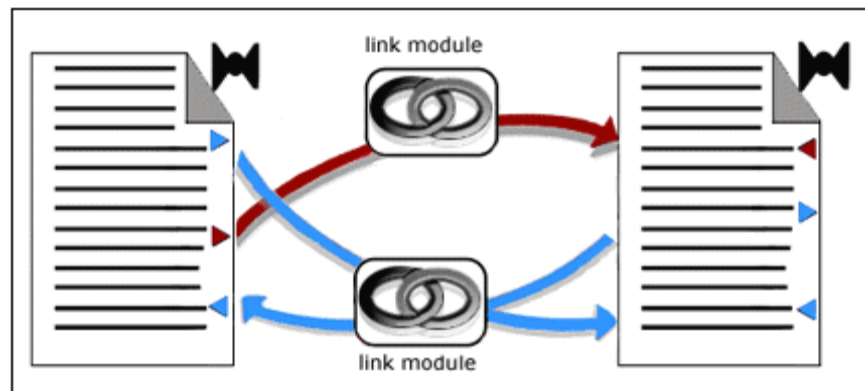
- The first time you create a link from a particular module, DOORS offers to create a link module called DOORS Links in the same folder as the module (if it doesn't already exist), and a linkset in DOORS Links.
- Next time you create a link from the module, DOORS uses the DOORS Links module in the local folder. It offers to create a linkset in DOORS Links if the linkset doesn't already exist.

## Why use other link modules?

The DOORS defaults are designed to meet the needs of most users. Most users won't even know what link modules and linksets they are using.

You should use other link modules if you want to use links to express different types of relationship, and you need to analyze your data according to the type of the link.

To do this, you create your own link modules, and use different link modules for different types of links. For example, you create a link module called Traceability Links for your traceability links, and a link module called Accounting Links for your accounting links.



You can then run traceability and other analyses on a particular type of link. You specify the link module you want to use for the analysis, so you only analyze links of the type that are stored in that link module.

**Note** If you want to create links in this way, you must use the **Links > Create Links** option from your module, and the module must not be set up to use mandatory linkset pairings.

## Controlling access to a link module

To change the access rights for a link module, you must have admin access to the module.

### To change the access rights for a link module:

1. You can change the access rights for a module from either the DOORS Explorer or the module window:
  - In the DOORS Explorer, select the module then right-click **Properties**
  - In the module window, click **File > Module Properties**

2. Click the **Access** tab.

The current access rights for the module are displayed.

You need this access right	To
Read ( R )	See the module. If you don't have read access, the module is not displayed in your DOORS Explorer.
Create ( C )	Create linksets in the module. Create attribute types and attribute definitions for the module
Modify ( M )	Change the module's name, description, or attribute values. Create a link in the link module
Delete ( D )	Delete, undelete and purge the module. Delete a linkset from the module. Cut the module to the DOORS Explorer clipboard.
Admin ( A )	Change the access rights for the module.

If the module is partitioned in, the access rights associated with the partition are displayed. These describe the maximum access that any user has. They override the RCMD access rights displayed for users and groups.

For example, if a user's entry says full access (RCMDA), but the module is partitioned in read only, in practice the user has only read (R) access.

3. Make the changes you want.

Access Tab	Description
Inherit from parent	Select this check box if you want the module to inherit its access rights from the project or folder that it's in. When this check box is selected, the list of access rights is grayed out, and shows what access rights the module is inheriting.
Add	To add a new entry to the list of access rights; <b>a.</b> Click <b>Add</b> . The <b>Add Access</b> dialog box is displayed. <b>b.</b> In the <b>Name</b> box, select the name of the user or group that you want to add an entry for. <b>c.</b> Select the access rights you want to give them, then click <b>OK</b> .
Remove	To remove an entry from the list of access rights, select the entry, and then click <b>Remove</b> .
Edit	To edit an entry in the list of access rights: <b>a.</b> Select the entry then click <b>Edit</b> . The <b>Edit Access</b> dialog box is displayed.

Access Tab	Description
	<b>b.</b> Select the access rights you want to give them, then click <b>OK</b> .

4. Click **OK**.

## Understanding how copy and move affect links

This topic looks at what happens when you copy or move objects that have links.

When you use cut and paste:

- The first time you paste, you simply move the thing you're pasting.
- if you paste it again, you copy it.

The following table describes the rules that apply when you copy or move objects by using either drag-and-drop or copy, cut and paste in the DOORS Explorer or module windows. External links are always copied because all of the information about them is contained in the object, and they do not use link modules.

If you	Then
Move an object, module, folder or project that contains links	All of the links are preserved.
Copy an object that has links	<p>Out-links are copied if you copy the object within the same module. Each copied out-link uses the same link module as the original out-link. The following rules apply to in-links:</p> <ul style="list-style-type: none"> <li>• If you're copying the object to another module, links are not copied.</li> <li>• If you're copying the object within the same module, an in-link is only copied if you have modify access to the (source) object at the other end of the link. If you have modify access, a message is displayed asking if you want to copy the in-link.</li> </ul> <p>If you don't have modify access, a message is displayed telling you that the in-link will not be copied and asking if you want to continue with the copy operation.</p> <p>If an object you copy has a link that uses a mandatory linkset pairing, which goes through a link module that has one-to-one mapping, the following message is displayed when you paste the object:</p> <div data-bbox="760 1226 1443 1541" data-label="Image"> </div> <ul style="list-style-type: none"> <li>• Click <b>Yes</b> to copy the object without the link</li> <li>• Click <b>No</b> to cancel the copy operation</li> </ul>

If you	Then
Copy a formal or descriptive module that contains links	<p>Out-links are always copied. An in-link is only copied if you also copy the module that contains the (source) object at the other end of the link. The link module used by the out-link in the copied module depends on two things:</p> <ul style="list-style-type: none"> <li>• Whether the out-link in the source module uses a link module that is also being copied.</li> <li>• If the link module is not being copied, whether the link module is local (a local link module has the same parent folder or project as the module itself).</li> </ul> <p>If the out-link uses a link module that is also being copied, then the out-link in the copied module uses the copied link module. If the out-link uses a local link module, L, that is not being copied, then the out-link in the copied module also uses a local link module. This link module is also called L, and is created if it doesn't already exist. If the out-link uses a non-local link module that is not being copied, then the out-link in the copied module uses the same link module as the out-link in the source module.</p>



If you	Then
Copy a folder or project that contains links	<p>Out-links are always copied. An in-link is only copied if you also copy the module that contains the (source) object at the other end of the link. The link module used by the out-link in the copied module depends on two things:</p> <ul style="list-style-type: none"> <li>• Whether the out-link in the source module uses a link module that is also being copied.</li> <li>• If the link module is not being copied, whether the link module is local (in this case, a local link module is one that has the same parent as the folder or project you're copying).</li> </ul> <p>If the out-link uses a link module that is also being copied, then the out-link in the copied module uses the copied link module. If the out-link uses a local link module, L, that is not being copied, then the out-link in the copied module also uses a local link module. This link module is also called L, and is created if it doesn't already exist. If the out-link uses a non-local link module that is not being copied, then the out-link in the copied module uses the same link module as the out-link in the source module.</p>

## Editing links

This topic describes how to use the object properties sheet to:

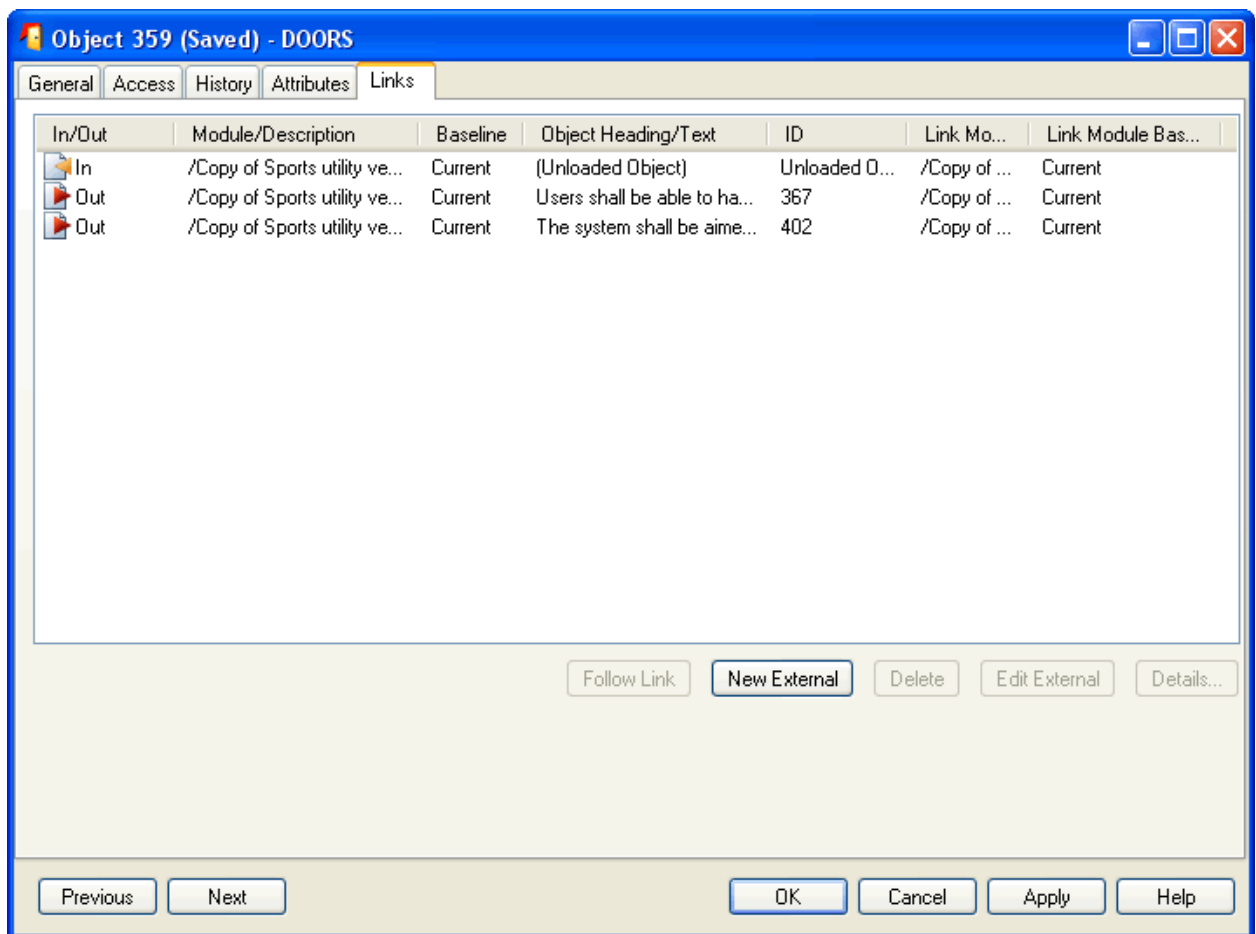
- Show information about links.
- Delete links.
- Edit link attributes values (out-links and external links only).

**Note** You can use link attributes to record information about your links. For example, you might create an attribute called Purpose which you use to record why the link was created.

### To edit links:

1. In the module window, select the object whose links you want to edit.
2. Click **Link > Edit Links**.

The object properties sheet is displayed, with the **Links** tab selected.



A list of all the links in and out of the object is displayed.

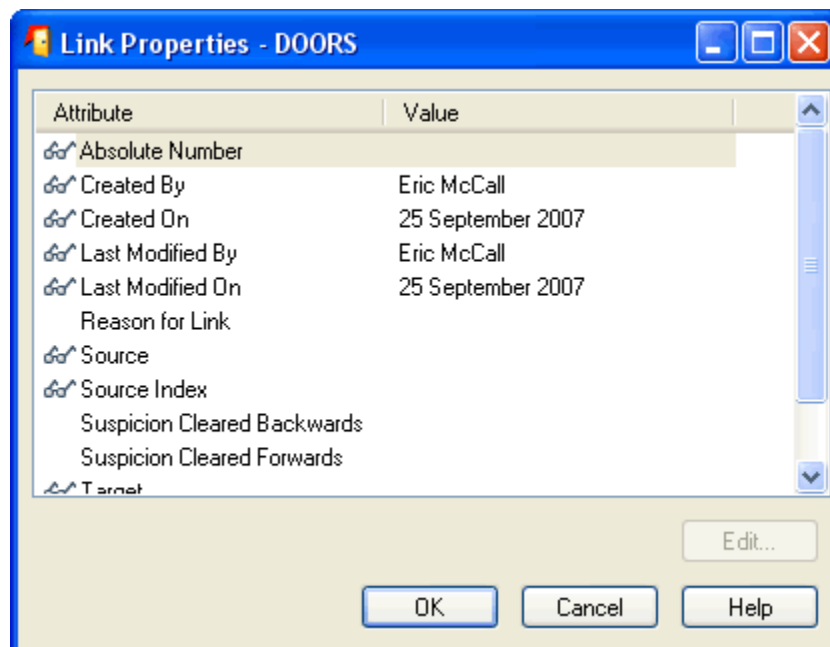
For each link:

- The **In/Out** column tells you the direction of the link, and whether it is a normal DOORS link or an external link.
- The **Module/Description** column tells you:
  - For normal DOORS links, the module that contains the object at the other end of the link. The path from the module's nearest ancestor project is displayed.
  - For external links, the external link description
- The **Baseline** column tells you what version of the source or target module the object is linked to. For external links this column is blank.
- The **Object Heading/Text** column displays:

- For normal DOORS links, the first part of the **Object Heading**, if the object at the other end of the link has **Object Heading**. If it does not have **Object Heading**, the first part of the **Object Text** is displayed.
  - For external links, the external link name.
  - The **ID** column shows the object identifier of the object at the other end of the link. For external links, this column is blank.
  - The **Link Module** column tells you the link module that contains the link. The path from the link module's nearest ancestor project is displayed. For external links, this column displays N/A.
  - The **Link Module Baseline** column tells you what version of the link module contains the link. For external links, this column displays N/A.
3. To follow a link, select it, then click **Follow Link**.
  4. To delete a link, select it, then click **Delete**.

**Note** You can't undelete a link once you've deleted it.

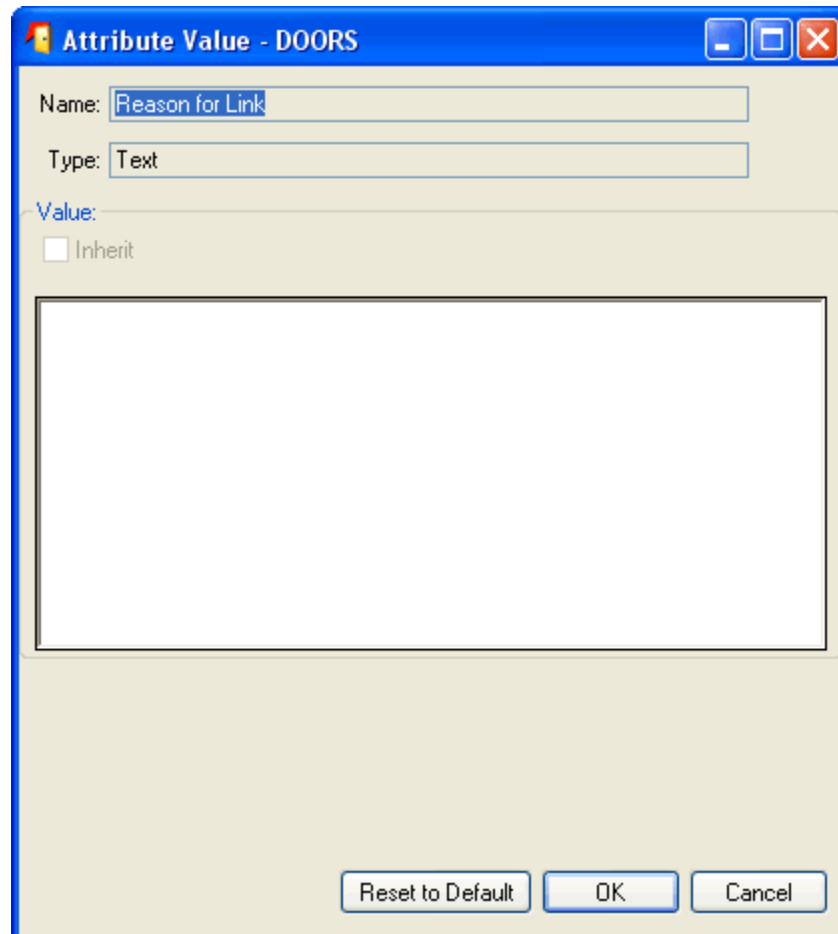
5. To see information about a link's attribute or edit that information:
  - a. Select the link, then click **Details**.



If it's an out-link or an external link, you can edit any attribute values that you have modify access to.

**Note** Links have default system attributes that you can't edit. Read-only is displayed at the left.

- b. Select the attribute, then click **Edit**. Edit the attribute value, then click **OK**.



- c. Click **OK**.
6. Click **OK**.
7. Click **OK**.

## Deleting links

This topic describes how to delete links in bulk:

- You can delete normal DOORS links from the current module to a

particular module.

- You can delete all the normal DOORS links in the current module.
- You can delete all the external links in the current module.

You can also delete links using the object properties sheet .

**Note** You can't undelete a link once you've deleted it.

To delete a normal DOORS link you must have:

- Modify access to the source object and the link module.
- Read access to the target object.

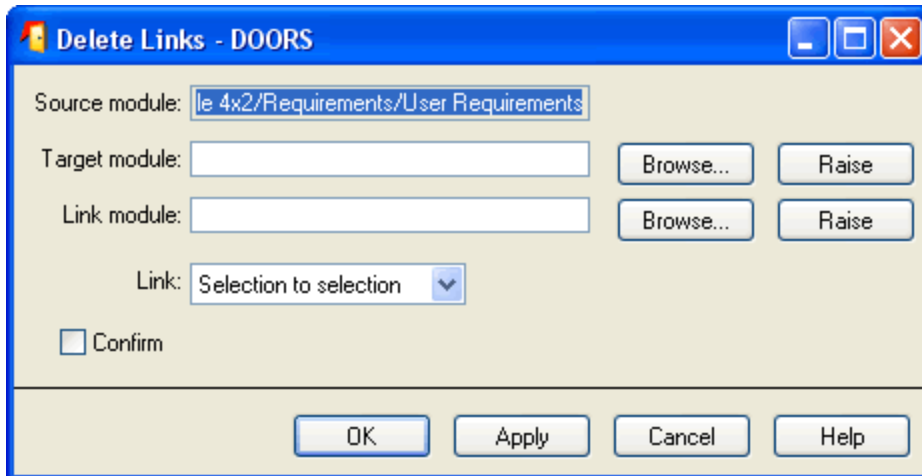
To delete an external link you must have create or modify access to the object containing the link.

**To delete normal DOORS links from the current module to a particular module:**

1. In the current module, select the objects you want to delete links from.

**Note** You can ignore this step if you want to delete links from every object in the current view.

2. Click **Link > Delete Links**.



3. Specify which objects you want to delete links to:
  - In the **Target module** box, type the name of the target module, or use **Browse** to locate it. You must specify the path to the module from its nearest ancestor project.

- Click **Raise** to open the target module if it's not already open, or to raise it to the front of your screen if it is already open.
  - If you want to delete links to a subset of the objects in the current view, select the objects in the target module window.
4. In the **Link module** box, type the name of the link module, or use **Browse** to locate it. You must specify the path to the module from its nearest ancestor project.

To delete links the link module must be open. Click **Raise** to open it. If the link module is already open, clicking **Raise** will bring it to the front of your screen.

5. Use the **Link** drop-down list to specify what links you want to delete:
- Select **Selection to selection** to delete links from all objects currently selected in the source module to all objects currently selected in the target module.
  - Select **Selection to display set** to delete links from all objects currently selected in the source module to all objects in the target module's current view.
  - Select **Display set to selection** to delete links from all objects in the source module's current view to all objects currently selected in the target module.
  - Select **Display set to display set** to delete links from all objects in the source module's current view to all objects in the target module's current view.
6. Select the **Confirm** check box if you want to get a confirmation message that tells you how many links are about to be deleted.
7. Click **OK**.

**To delete all the normal DOORS links in a module:**

1. In the module window, click **Link > Delete All Links**.
2. A message is displayed asking if you really want to delete all the in- and out-links. Click **Confirm** to delete all links.

**To delete all external links in a module:**

1. In the module window, click **Link > Delete All External Links**.
2. A message is displayed asking if you really want to delete all the external in-and out-links. Click **Confirm** to delete all external links.

### Using the create links tool

This topic describes how to create links in bulk, from the current module to another module. You cannot use this tool to create external links in bulk.

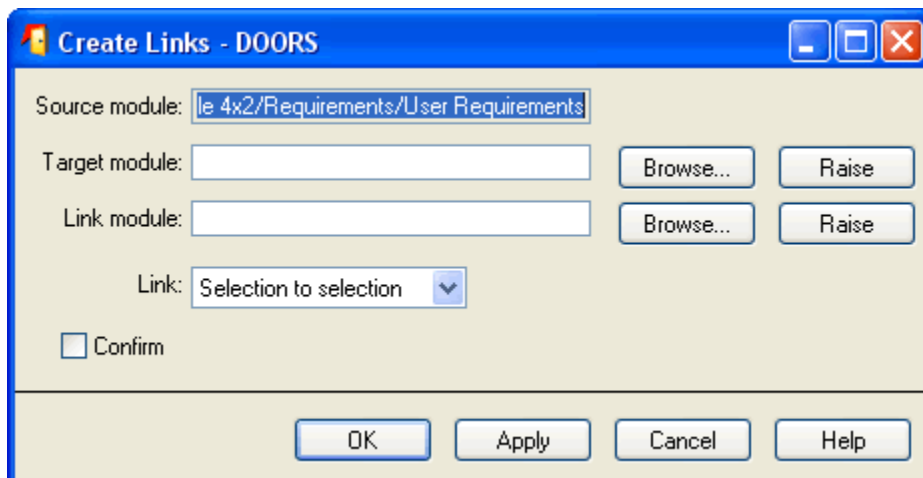
**Note** You can also create links using drag-and-drop and the Link menu options (see “Creating links,” on page 212).

### To create links from the current module to a particular module:

1. In the current module, select the objects you want to create links from.

**Note** You can ignore this step if you want to create links from every object in the current view.

2. Click **Link > Create Links**.



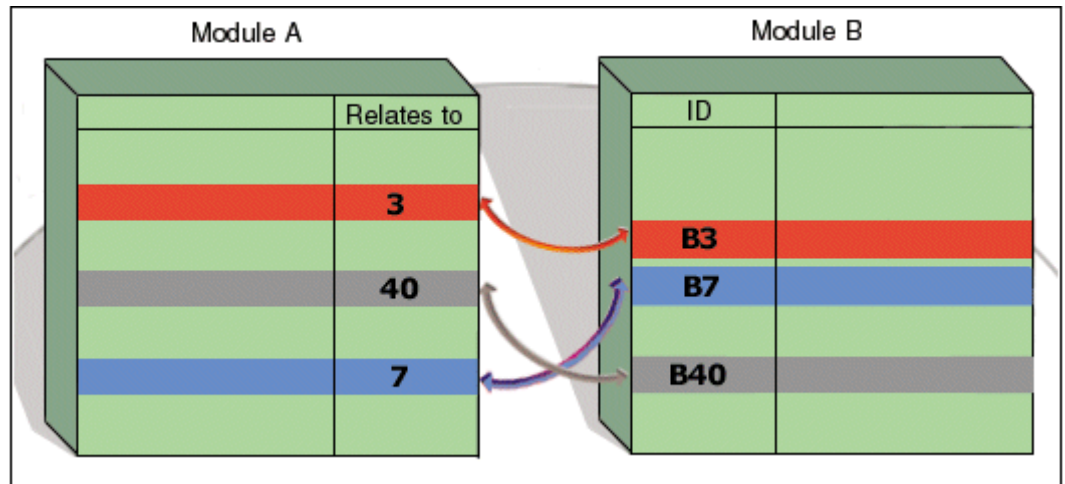
3. Specify which objects you want to create links to:
  - In the **Target module** box, enter the target module, or use **Browse** to locate it. You must specify the path to the module from its nearest ancestor project.
  - Click **Raise** to open the target module if it's not already open, or to bring it to the front of your screen if it is already open.
  - If you want to create links to a subset of the objects in the current view, select the objects in the target module window.

4. In the **Link module** box, enter the link module you want to use, or use **Browse** to locate it. You must specify the path to the module from its nearest ancestor project.  
  
If you want to look at the link module, click **Raise** to open it. If the link module is already open, clicking **Raise** will bring it to the front of your screen.
5. Use the **Link** drop-down list to specify what links you want to create:
  - Select **Selection to selection** to create links from all objects currently selected in the source module to all objects currently selected in the target module.
  - Select **Selection to display set** to create links from all objects currently selected in the source module to all objects in the target module's current view.
  - Select **Display set to selection** to create links from all objects in the source module's current view to all objects currently selected in the target module.
  - Select **Display set to display set** to create links from all objects in the source module's current view to all objects in the target module's current view.
6. Select the **Confirm** check box if you want to get a confirmation message that tells you how many links are about to be created.
7. Click **OK**.

### Linking by attribute

If you have a module that contains an attribute whose values are the absolute numbers of objects in another module, you can automatically create links between the two modules.





For example, in this diagram module A has an attribute **Relates to** that stores the absolute number of the related object in module B. You can automatically create links between the related objects, as shown in the diagram above.

**Note** In the source module, the attribute that you use for linking must be of type text. If it contains more than one absolute number, each number must be on a separate line.

#### To link by attribute:

1. In the source module window, click **Link**, then **Link by Attribute**.
2. In the **Target module** box, type the name of the target module, or use **Browse** to locate it. You must specify the path to the module from its nearest ancestor project.
3. In the **Link module** box, type the name of the link module you want to use for the links, or use **Browse** to locate it. You must specify the path to the module from its nearest ancestor project.
4. In **Existing attributes**, select the attribute in the source module that you want to use. This is the attribute whose values are the absolute numbers of objects in the target module.
5. In the **Link direction** box, select the direction of the links.  
You can create links from the source module to the target module, from the target module to the source module, or in both directions.
6. Click **OK**.

## Understanding link module defaults

For each pair of modules, you can define the default link modules that are used whenever anyone creates a link between the two modules.

If you have two modules, A and B, you can define two default link modules:

- The default link module that is used for links from A to B
- The default link module that is used for links from B to A

We call these **default linkset pairings**.

For example, links from requirements to use cases might be stored in the design link module, and links from requirements to test in the verification link module.

## Using default link modules

Your user **default link module** is used whenever you create a link and there isn't a default linkset pairing for the source-to-target module pair.

By default, your default link module is **DOORS Links**.

If you change your user default link module to say, **Mylinks**, then whenever you create links between modules that don't have a default linkset pairing, DOORS uses **Mylinks** in the source module's folder. If the folder doesn't already contain a link module called **Mylinks**, DOORS automatically creates it.

Alternatively, you can set your default link module to a particular link module in your DOORS database, by specifying the full path of the link module, starting with its nearest ancestor project. Whenever you create links between modules that don't have a default linkset pairing, DOORS uses this particular link module, regardless of which folder or project the source module is in.

## To change your default link module:

1. In the DOORS Explorer, click **Tools > Options**.
2. Click the **Settings** tab.

3. In the **Default link module** box, type the default link module you want to use.
4. Click **OK**.

### Creating default linkset pairings

A module's properties sheet shows the default linkset pairings for links from that module to other modules. To change the pairings you must have admin access to the folder or project that the module is in.

#### To create or change the default linkset pairings:

1. In the module window, click **File > Module Properties**.
2. Click the **Linksets** tab.

A list of all the default linkset pairings for links from the current module is displayed.
3. To remove a pairing, select it then click **Remove**.
4. To add a new pairing:
  - a. Click **Add**.
  - b. In the **Target module** box, type the name of the target for the pairing, or use **Browse** to locate it. You can enter a target module that does not exist in the database. The module is not created, but the pairing is valid when the module is created.
  - c. In the **Link module** box, type the name of the link module that you want to be the default for links from the current module to the specified target module, or use **Browse** to locate it. You can enter a module that does not exist in the database. The module is not created, but the linkset is valid when the module is created.
  - d. Click **OK**.

If the linkset pairing already exists in the module, an error message is displayed. Click **OK** to return to the Add Linkset Pairing dialog and amend your settings.
5. To edit a pairing:
  - a. Select the entry you want to edit, then click **Edit**.

b. Edit the entry in the **Target module** or **Link module** box.

- c. Click **OK**.
- 6. Click **OK**.

## Control on links for process management

An important aspect of requirements management is the organization of relationships between the data. DOORS lets you control the type and direction of all links, created by all users. This feature helps to enforce and support your project process.

With Linkset Control, you define which links between documents are allowed and prohibit any other combinations. Consequently, users and project managers can be assured that they create the correct types of link.

You can also control where link information is stored for each source and target combination by specifying a default link module for that particular module pairing.

For the greatest control, you can specify that use of this link module is mandatory, forcing all users to store link information there, regardless of whether they have defined their own default link module. If that degree of control is not needed, you can make the link module overridable, so users can store information about their links in their own default link modules.

You must have administrative access to the parent folder of the source module to configure linkset definitions and enable linkset control.

### To create linkset definitions:

1. Open your source module.
2. Click **File > Module Properties**.  
The **Module Properties** dialog box is displayed.
3. Click the **Linksets** tab.
4. Click **Add**.  
The **Linkset Pairing** dialog box is displayed.
5. In the **Target module** box, type the name of the target for the pairing, or use **Browse** to locate it.
6. In the **Link module** box, type the name of the link module that you want to use, or click **Browse** to locate it.

7. (Optional) Select the Link Module options you wish to use for this linkset:
  - If you select **Mandatory**, link information for this linkset can only be stored in the specified link module.
  - If you select **Overridable**, a user's personal default link module will be used to store information about their links.
8. Click **OK**.

**To enable linkset control on a module:**

1. Open your source module.
2. Click **File > Properties**.  
The **Module Properties** dialog box is displayed.
3. Click the **Linksets** tab.
4. Select the option **Only allow outgoing links as specified in the above list**.
5. Click **Apply**, then **OK**.  
By default, linkset control is turned off.  
Outgoing links use only those linkset pairings in the list—no others are allowed.

**Showing link module information**

**To show the properties of a link module:**

1. In the DOORS Explorer, make sure that link modules are being displayed.  
If necessary, click **View > Show Link Modules**.
2. Select the link module whose properties you want to show, then right-click **Properties**.
3. The properties sheet for the module is displayed.  
The following table describes the options on the **General** tab.

General tab	Description
Name	The name of the module.
Description	Additional information about the module.

General tab	Description
Type	The type of item whose properties are being displayed. This is Link Module, and can't be edited.
URL	The URL of the module.
List of attributes	This is a list of all the module's attributes. For each attribute, it shows the name of the attribute and its value.
View/Edit	To change the value of an attribute: <b>a.</b> Select the attribute in the list of attributes, and then click <b>Edit</b> . <b>b.</b> Enter the new attribute value. <b>c.</b> Click <b>OK</b> .

## Creating a link module

### To create a link module:

1. In the DOORS Explorer, select the folder or project you want to create the module in. This is the module's parent.  
You must have create access to the parent.
2. Click **File > New > Link Module**.
3. In the **Name** box, type the name of the new module.  
The name can contain the following characters:
  - Alphanumeric characters (letters of the alphabet and numbers)
  - Space characters
  - Periods (.)
  - Underscores (\_)
  - Hyphens (-)
4. If you want to give the module a description, type it in the **Description** box.
5. In the **Mapping** box, specify what kind of links you want to store in the link module. You cannot change the link mapping after the module has been created.

The following table describes each mapping.

Mapping	Description
Many-to-many	Each object can have any number of in-links and out-links.
Many-to-one	Each object can have any number of out-links, but only one in-link.
One-to-many	Each object can have only one out-link, but any number of in-links.
One-to-one	Each object can have only one out-link, and one in-link. So each object can be linked to only one other object.

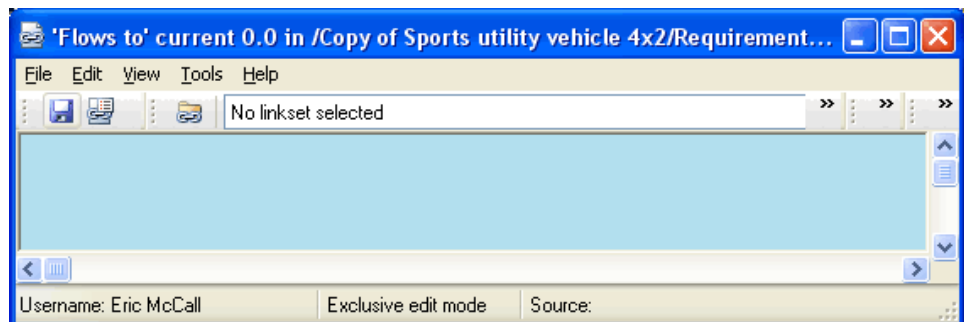
6. Click **OK**.

**Note** If you receive the error **Cannot create this Module: Lock request timed out** when you try to create the module, wait a moment, then try again. This error is generated if another DOORS user is performing a paste operation when you click **OK** to create the module.

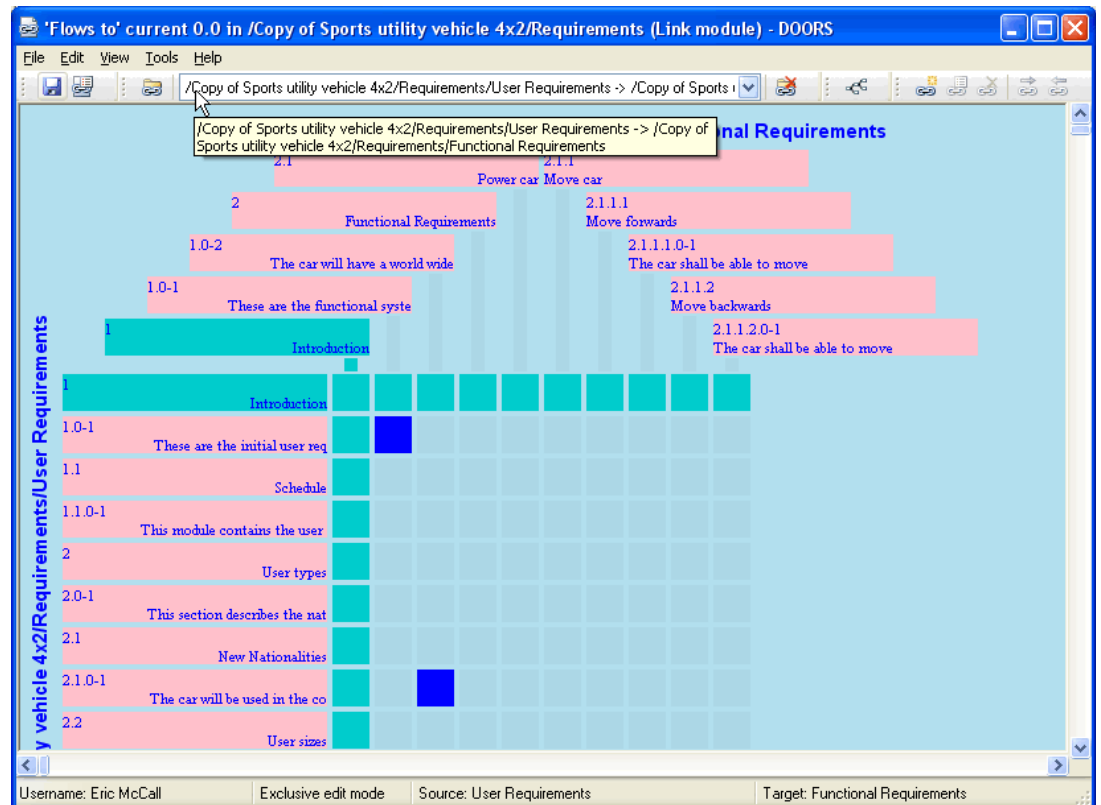
## Working with link modules

By default, link modules are hidden in the DOORS Explorer. To show link modules, click **View > Show Link Modules**.

To open a link module, double-click it in the DOORS Explorer. A screen similar to the following example is displayed:





Use the **Linkset** drop-down list on the link module's **Linkset** toolbar to select which linkset you want to display. The full name of the linkset that is currently selected is displayed when you roll over the list box.



By default, the linkset in Matrix mode is displayed. A matrix of all the objects in the source and target modules is displayed. The source objects are shown vertically on the left, and the target objects are shown horizontally along the top.

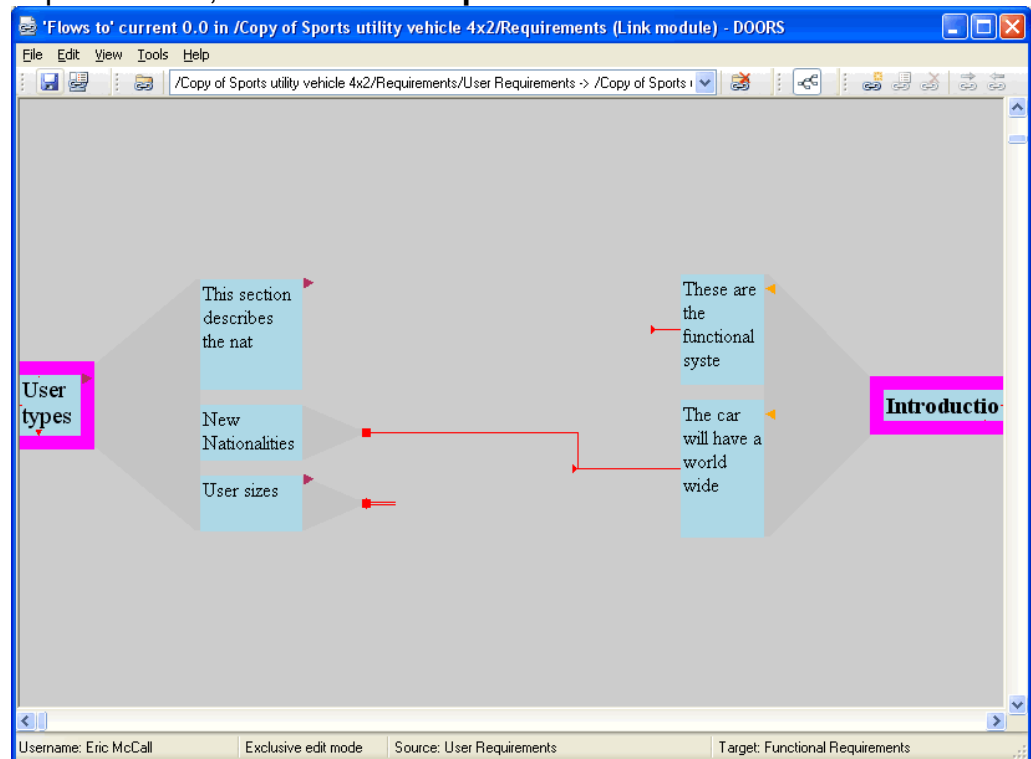
A highlighted square on the matrix means there's a link between the two objects that intersect at that position.

If you select a highlighted square, you can use **Go to link source**  and **Go to link target**  on the **Link** toolbar to open the source or target module and go to the source or target object.

**Note** When you select a linkset in the link module, the source module of the linkset is opened in exclusive edit mode, but is not displayed. If you then try to open that module in read-only mode from the DOORS explorer, it is displayed in exclusive edit mode. You can change to read-only mode by selecting **Edit > Edit Mode > Read-Only** in the formal module window.



To view linksets in Graphics mode, click **View > Graphics Mode**.



Just as with Graphics mode in formal modules, objects are shown as boxes. Links are shown as red arrows connecting the source and target objects, with the current link highlighted as a black arrow.

Use **Turn Graphics mode on or off** on the **Graphics** toolbar to switch between Graphics mode and Matrix mode.

### Creating a linkset

When you create a link, DOORS automatically creates a linkset between the source and target modules, if it does not already exist. You can, however, create a new linkset yourself.

#### To create a linkset:

1. In the DOORS Explorer, make sure that link modules are being displayed.  
If necessary, click **View > Show Link Modules**.
2. Select the link module you want to create the linkset in, then click **File > Open > Exclusive Edit**.

You must have create access to the link module.

3. In the link module window, click **File > New > Linkset**
4. In the **Source module** box, type the name of the source module, or use **Browse** to locate it.
5. In the **Target module** box, type the name of the target module, or use **Browse** to locate it.
6. Click **OK**.

A linkset is created, which you can use for storing links from the specified source module to the specified target module.

The linkset is opened in Matrix mode.

### **Deleting a linkset**

Deleting a linkset deletes all the links and link attributes it contains.

To delete a linkset you must have delete access to the link module, and for each link in the linkset, you need:

- Modify access to the source object
- Read access to the target object

**To delete a linkset:**

1. In the link module window, open the linkset you want to delete, using the **Show linkset** drop-down list on the **Linkset** toolbar.
2. Click **File > Delete > Linkset**.  
A message is displayed asking if you really want to delete the linkset.
3. Click **Yes**.

## **Chapter 13                      Traceability**

This chapter contains the following topics:

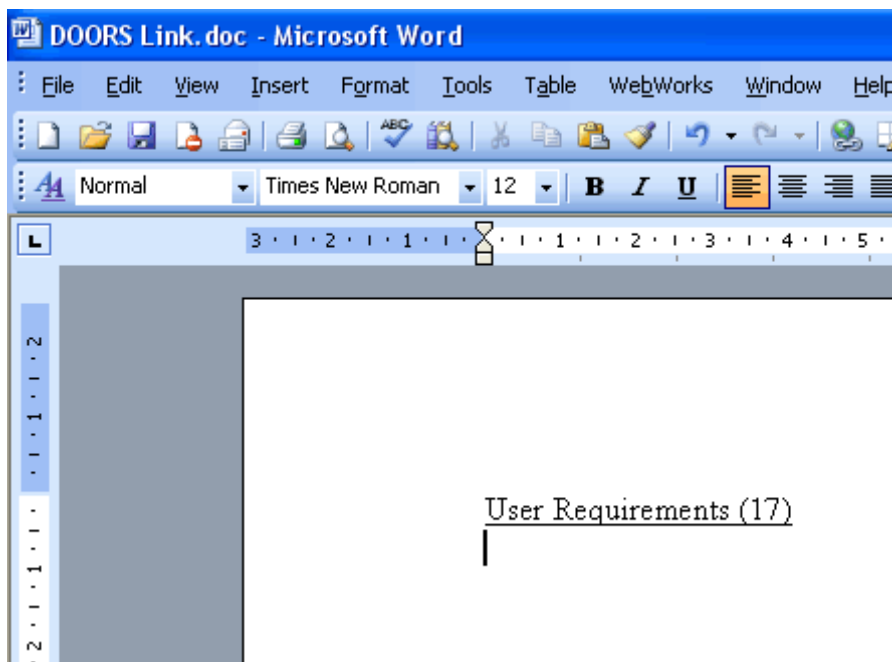
- Understanding DOORS URLs
- Understanding link analysis
- Running a link analysis
- Understanding traceability columns
- Adding a traceability column
- Using the traceability explorer

## Understanding DOORS URLs

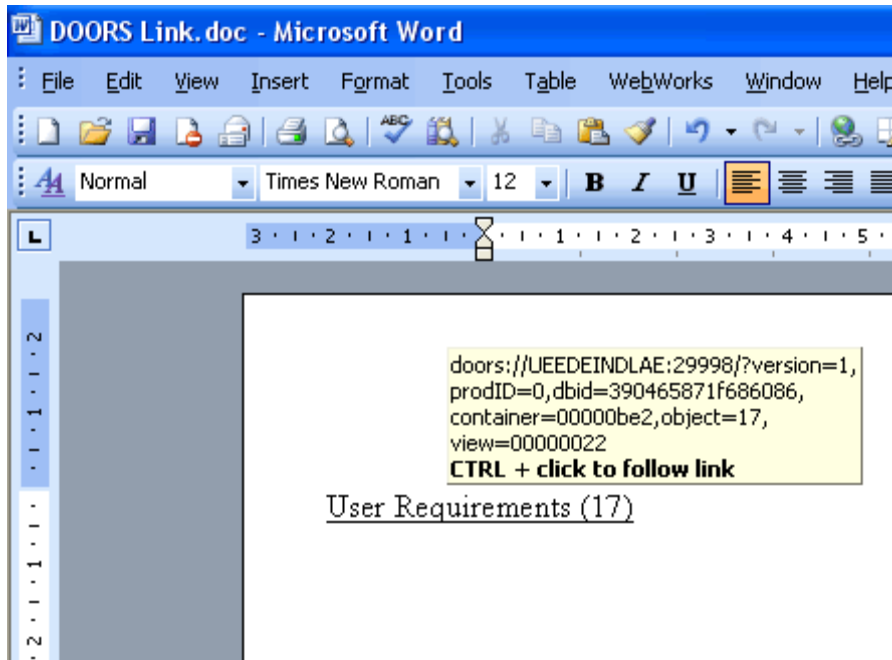
The DOORS database, and each project, folder, module, module baseline and object in the database has a unique identifier, which is expressed as a URL, beginning **doors:**. The URL of each item is stored in its properties sheet, and can be copied from there. You can also right-click on any item and select **Copy URL**.

For formal module objects only, you can use drag-and-drop to create external links to objects in other DOORS modules, or to copy the object URL to Microsoft Word. The object URL may also be copied to other applications using drag-and-drop, but the behavior is governed by the application to which you drag-and-drop, not by DOORS.

For example, you can use drag-and-drop to insert a hyperlink to a DOORS object into a Microsoft Word document, or any application that supports HTML, and the hyperlink would look like this:



When you select the hyperlink the full URL is displayed.



When you select the hyperlink the full URL is displayed.

If you use drag-and-drop to copy a hyperlink into an application that doesn't support HTML, for example Notepad or WordPad, the full URL is displayed.

When you copy the URL of a module, baseline or object and the current view is not the Standard view, view information is copied with the URL. When the URL is followed, the module, baseline or object is displayed with the view that was selected when the URL was copied.

**Note** View information is not copied with the module URL if the URL is copied from the DOORS explorer.

DOORS URLs can be inserted into a web page, stored as favorites or bookmarks in your browser, or simply pasted into other applications. You can also use DOORS URLs for linking objects in different DOORS databases, by inserting the DOORS URL as an external link.

When DOORS is installed, the DOORS protocol scheme is registered with the

operating system. This means that any URLs beginning **doors:** are recognized by the operating system and opened by the default browser. The browser looks for the DOORS database that is referenced by the URL, and either starts a new client session for that database, or if a suitable session is already running, it will use that.

### **Following a DOORS URL**

When you follow a DOORS URL, the URL handler identifies which DOORS database is referenced by the URL, and checks if a suitable session is running on the computer. A session running as one of the following is not a suitable session, and will not be used:

- A DOORSnet session.
- A DOORS interoperation server for DOORS XT
- DOORS running in batch mode.
- A pre-8.1 version of DOORS.
- A session that has not been authenticated. If a DOORS session has been initiated, but you have not logged on, the browser ignores that session and starts a new one.
- A session that is running against a database other than the one referenced by the URL.

If the URL handler finds a suitable session, the item referenced by the URL is opened and displayed. If you don't have access to the item that is referenced, an error message is displayed.

If the URL handler does not find a suitable session, it initiates a DOORS client. The DOORS splash screen is displayed, followed by the DOORS **Login** dialog box. Once you have entered your DOORS username and password, the item referenced by the URL is opened. The following table describes what happens for the different types of items

Item Referenced by URL	Description
Database	The database is opened and the database icon is selected
Project	The project is selected in the left pane of the <b>DOORS Explorer</b> window, and its contents are displayed in the right pane.
Folder	The folder is selected in the left pane of the <b>DOORS Explorer</b> window, and its contents are displayed in the right pane.
Module	The module is opened in the default edit mode. If view information has been copied with the module URL, and the user has read access to the view, that view is displayed. If view information has not been copied with the module URL, or the user does not have read access to the view specified by the URL, or the view specified by the URL has been deleted, the default view is displayed. If the module is already open and the URL specifies a view other than the current view, the behavior is dictated by the options that are set for the current user.
Module Baseline	The module baseline is opened. If view information has been copied with the baseline URL, and the user has read access to the view, that view is displayed. If view information has not been copied with the baseline URL, or the user does not have read access to the view specified by the URL, or the view specified by the URL has been deleted, the default view is displayed. If the baseline is already open and the URL specifies a view other than the current view, the behavior is dictated by the options that are set for the current user.
Object	<p>The module containing the object is opened in the default edit mode with the object selected.</p> <p>If view information has been copied with the object URL, and the user has read access to the view, that view is displayed.</p> <p>If view information has not been copied with the object URL, or the user does not have read access to the view specified by the URL, or the view specified by the URL has been deleted, the default view is displayed.</p> <p>If the module is already open and the URL specifies a view other than the current view, the behavior is dictated by the options that are set for the current user. For more information, see “Showing your user options,” on page 375.</p> <p>If the object is not visible in either the default view or the view specified by the URL, a message is displayed prompting the user to change to the Standard view.</p>



**Note** The DOORS splash screen, **Login** dialog box, database explorer and module windows display in the normal way.

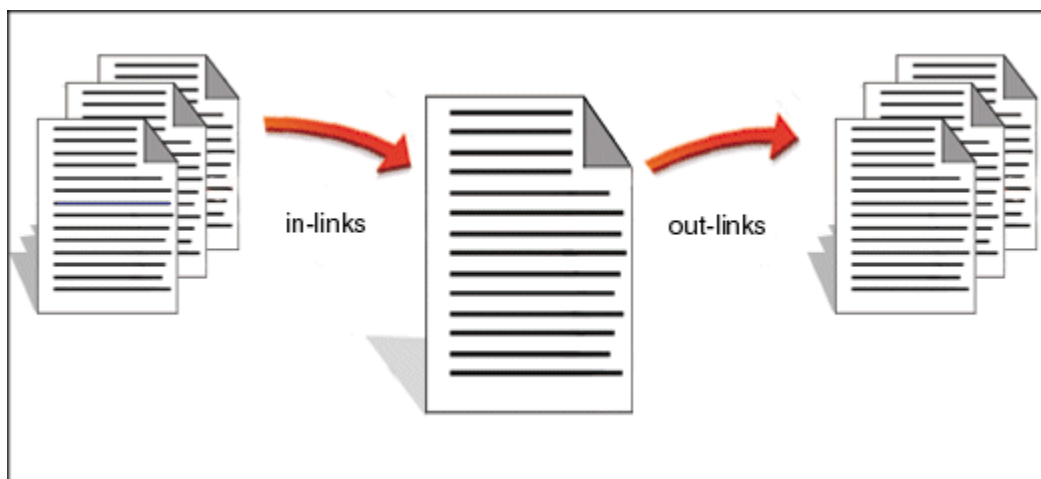
They are not displayed in the browser window.

By default, you have 60 seconds from the time the DOORS **Login** dialog box is displayed to enter your username and password. If you do not log on within this time limit, the URL expires. You can still log on after the time limit expires, but an error is displayed and the item referenced by the URL is not displayed.

## Understanding Link Analysis

Link analysis tells you about links to or from the current module. It is an analysis of normal DOORS links. External links are ignored during link analysis. You can choose whether to analyze in-links or out-links.

- If you analyze in-links, information about the objects in the chain of links coming into the current module is displayed. Changes to these objects affect the current module.
- If you analyze out-links, information about the objects in the chain of links going out from the current module is displayed. These are the objects that are affected if you make any changes to the current module.



You can specify how far you want to travel down the chain of linked objects. This is the **depth** of the analysis.

For example, if you run an analysis with a depth of 2, information about the objects that are linked to the objects in the current module is displayed, along with the objects that are linked to those objects.

## Running a link analysis

This topic describes how to run a link analysis for the current object that:

- Opens every module that contains a linked object
- Applies a filter so that only the linked objects are displayed

For more information, see “Understanding link analysis,” on page 254.

**To run the link analysis:**

1. Select the object whose links you want to analyze.
2. Click **Analysis > Links**.
3. Use the **Link direction** radio buttons to specify whether you want to analyze in- or out-links.
4. Use the **Select link module** radio buttons to specify whether you want to restrict the analysis to links that use a specific link module:
  - Click **All modules** if you don’t want to restrict the analysis.
  - If you want to restrict the analysis to links that use a particular link module, click **Specific**, then either type the name of the module (specify the path from its nearest ancestor project), or use **Browse** to locate it.
5. In the **Depth** box, type the depth of analysis you want to use.

The default of **1** limits the analysis to objects that are directly linked to the current object in either the current module or other modules.

Greater levels of depth look at links that are 2 or more link jumps on from the current object. Again, these can be links in either the current module or other modules.

If the depth is 0, the analysis only looks for links in the current module.
6. Click **OK** to run the analysis.

If a source or target object is in another module, and the module is not already open, it is opened in read only mode. The data in both modules is filtered to show only the linked objects.

**Note** If the source or target module is opened in read only mode, and you change to exclusive edit mode, the filter applied by the link analysis is removed, and the current module view is loaded.

## **Understanding traceability columns**

A **traceability column** contains information about objects that are linked to or from objects in the current module.

This picture shows two traceability columns. They contain information about linked objects in the System Requirements and Tests modules.

Obj id	User requirements for SUV 4x2	Links to System Requirements	Links to Tests
SOW 15	<b>4.1.1.1 Number of People</b>		
SOW 17	Four average size adults shall be able to travel in comfort for a period of 3 hours. This level of comfort is defined as being equivalent to the standard of comfort provided by the top 40% of cars produced in 2007.	FR-104 2.14.1.0-1 from Functional Requirements The car shall be able to carry 4 average size adults in average comfort for a period of 3 hours. Last modified 11 February 1997	Test Number 12 <b>Verify Number of People</b> Test Result : Untested  Test Number 18 <b>Market Research</b> Test Result : Passed
SOW 18	The top level of cars are those in the price range \$20,000 to \$40,000 at 2007 prices.		
SOW 19	Five average size adults shall be able to travel in comfort for a period of 3 hours.		
SOW 21	Users shall have easy entry and exit.	FR-114 2.14.5.0-1 from Functional Requirements The car shall be able to accommodate the steering system. Last modified 11 February 1997  FR-121 2.14.7.2.0-1 from Functional Requirements The car shall be able to accommodate the internal lighting system Last modified 11 February 1997	Test Number 6

Username: Eric McCall Exclusive edit mode

Traceability columns are layout DXL columns. The values displayed in them are calculated by a DXL program that runs an impact or traceability analysis and then displays information about the linked objects.

By default traceability columns display the following information about each linked object:

- The name of the module that the linked object is in
- The value of its **Object Heading** attribute
- Its object identifier

You can display other information if you want. You can display other attribute values for the linked object, and you can display information about the attributes of the link itself, such as when the link was created.

**Note** If you archive a project that contains modules with traceability columns, and restore it to another database, the

traceability columns will not display any information. To display the traceability information in the restored project, you must add the traceability column again. The same is also true for partitions, when they are imported to another database.

## Adding a traceability column

**To add a traceability column to your current view:**

**1. Click **Analysis > Wizard**.**

The wizard's **Welcome** screen is displayed.

**2. Define the type of links you want to analyze.**

- Click **In-links** or **Out-links** in the **Link direction** frame.
- Select the link types you want to analyze. These can be either DOORS links, External links or both.

**3. Click **Next**.**

If you have selected to include DOORS Links in the analysis, the Scope of analysis screen is displayed. If you are only analyzing external links, go to Step 7.

**4. Use the **Select formal module** radio buttons to select which formal modules you want to analyze:**

- Click **All open modules** to analyze linked objects in all formal modules that are currently open.
- Click **All modules** to analyze linked objects in all formal modules, regardless of whether they are open or not.
- To analyze linked objects in a specific formal module, click **Specific**, then either type the name of the module (specify the path from its nearest ancestor project), or use **Browse** to locate it.

**5. Use the **Select link module** radio buttons to specify whether you want to restrict the analysis to links that use a specific link module:**

- Click **All modules** if you don't want to restrict the analysis.

- To restrict the analysis, click **Specific**, then either type the name of the link module (specify the path from its nearest ancestor project), or use **Browse** to locate it.

6. Click **Next**.

7. The information that is displayed on this screen depends on whether you are analyzing DOORS links, external links or both. If you have included DOORS links in your analysis, the **Module and object attributes** list and the **DOORS link attributes** list are available. If you have included external links, the **External link attributes** list is available. If you are only analyzing external links, got to Step 9. By default, the traceability columns display the following information for each object that is the source or target of a DOORS link:

- The object heading.
- The object identifier.
- Module Name (including path for other folders).

This option only displays the path to the module if it is in a different folder to the current module.

If you want to display the path regardless of the module's location, clear **Module Name (including path for other folders)** and **Module Name (no path)** and select **Module Name (including path)**.

If you do not want to display the path to the module, clear **Module Name (including path for other folders)** and **Module Name (including path)** and select **Module Name (no path)**.

If you want to display other items, select them in the list of **Module and object attributes**. Click an item to select it. Click it again to de-select it.

If you selected all formal modules or all open formal modules in Step, , the list only shows system attributes.

8. By default, the traceability columns don't display any attribute values for the links themselves.

If you want to display link attribute values, select the attributes in the list of **Link attributes**. Click an item to select it. Click it again to de-select it.

9. By default the traceability column displays the description of any external links. If you want to include information from other attributes in the traceability column, select the attributes from the **External link attributes** list. Click an item to select it. Click it again to de-select it.

10. Click **Next**.

11. In the **Column width** box, specify how wide you want each traceability column to be, in pixels.

**Note** Pixels are used to measure distances on computer screens. In the **Control Panel**, select **Display**, then the **Settings** tab to find out how big your screen is in pixels.

12. Specify how the results of the analysis are to be displayed in the traceability columns:

- By default, every attribute is displayed on a new line.  
Clear the **One attribute per line** check box if you want the attributes displayed in a continuous paragraph without line breaks between them.
- By default, only attribute values are displayed in the columns, but not the names of the attributes.  
Select the **Show attribute names** check box if you want to see the names of the attributes as well as their values.
- By default, OLE objects are not displayed in the columns.  
Select **Include OLE objects in text** if you want to see OLE objects.
- If you want to truncate the value of each attribute that is displayed to a specified number of characters, select the **Trim each datum to** check box and type the number.
- If you want to truncate the entire string that is displayed to a specified number of characters, select the **Trim entire string to** check box and type the number.

**13.** Specify whether you want recursive analysis.

If you want analysis of more than one level, select the **Recursive analysis** check box.

**14.** In the **Depth of analysis** box, specify the depth of the analysis. If you are only analyzing external links, only analyzing to one level, or want to display traceability information only from specified modules this check box is unavailable.

**15.** Determine whether you only want to display information about links to and from specific modules.

Select or clear the **Display information only from selected modules** check box. If you are only analyzing external links, only analyzing to one level, or have specified a number of levels in the **Depth of analysis** box, this check box is unavailable.

If you select this check box, click **Next** to go to the next screen to specify the modules. For information on the next screen of the wizard, go to the next step.

If you do not select this check box, click **Finish** to add the traceability column to your current view. By default, the first column displays information about objects that are one link hop from the current object, the second column displays information about objects that are two link hops from the current object, and so on.

**16.** Specify the modules that you want to display link information about.

Select a module in **Module Name**. The link information from or to this module will be displayed in the first traceability column. Select another module. The link information from or to this module will be displayed in the second traceability column, and so on until you have selected all the modules you want. For example, you assign the first column to Module A, the second column to module B, and so on. Column 1 shows objects in Module A that are linked to the current module (the one you're analyzing). Column 2 shows objects in Module B that are linked to objects in Module A. Column 3 shows objects in Module C



that are linked to objects in Module B, and so on. For each object in the module you're analyzing, you can follow the chain of links through the various modules. You can see what objects in Module A it's linked to, and what objects in Module B those objects are linked to, and so on.

**To specify a chain of modules:**

- a. Select the module you want to display in column 1, then click **Next**.
- b. Select the module you want to display in column 2, then click **Next**.
- c. Repeat until you've finished building up the chain of modules.

**17.** Click **Finish** to add the traceability column to your current view.

**Using the traceability explorer**

Use the traceability explorer to see which objects in your current module have

links and to navigate to the linked objects.

**To use the traceability explorer:**

- 1.** In the module window, click **Analysis > Traceability Explorer**.

A flat list of all the objects in your current view is displayed.

If an object has a link, it has a plus sign (+) to the left. In this example, three objects have links.

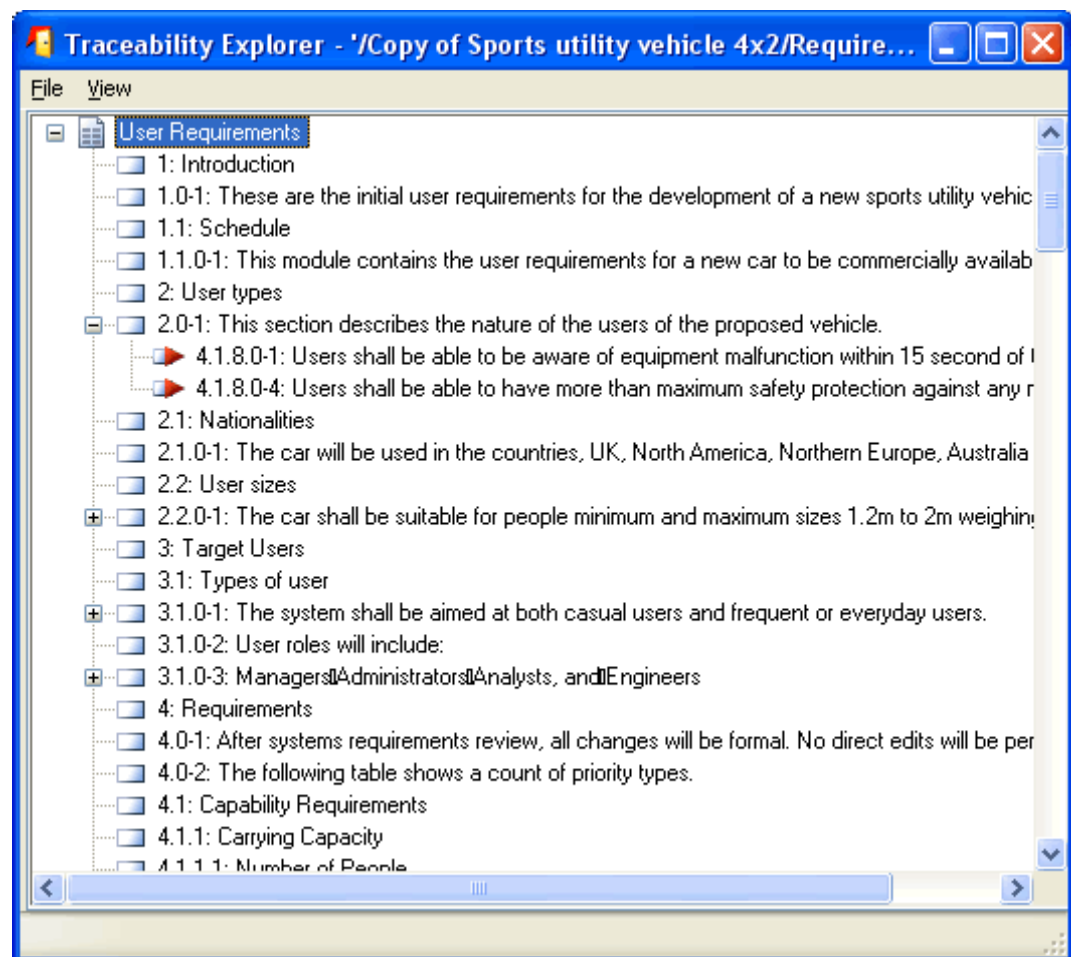
- 2.** By default, the Traceability Explorer shows objects that have in-links from modules that are open.

To change the default, use the options on the **View** menu.

<b>View menu option</b>	<b>Description</b>
In-links	Only shows in-links.
Out-links	Only shows out-links.

View menu option	Description
Open Modules	Only shows links from or to modules that are currently open.
All Modules	Shows links from or to modules that are closed as well as modules that are open.
Refresh	Refreshes your screen.

3. Click the plus sign (+) to show the linked objects.



In this example, the selected object has links to 2 objects.

- The arrow shows the direction of the links.
- The status bar at the bottom on the screen shows the name of the

module that the currently selected object is in.

4. To show the selected object, right-click **Show Object**.

If it's in a module that is not currently open, the module is opened read only

with its current object set to the selected object.

### ***Navigating***

**To navigate within the traceability explorer:**

- Use the **Page Up**, **Page Down** and arrow keys
- Use the scroll bars
- Use the **HOME** and **END** keys to move to the first or last object in the current view

## **Chapter 14                      Suspect Links**

This chapter contains the following topics:

- Understanding suspect links
- Showing suspect links
- Clearing suspect links

## Understanding suspect links

In a large database with multiple links, a change to one object may affect many other objects in the database. DOORS prevents such changes being overlooked by marking objects that are linked to objects that have changed as having a suspect link. Users can check modules for suspect links, identify the change that has caused the link to become suspect, and update the objects accordingly.

**Note** The object that is changed is not marked as having a suspect link, but any objects that are linked to that object are marked as having a suspect link.

For example, if a user requirement is linked to a system requirement a change to the user requirement may require a change to the linked system requirement. The system requirement is marked as having a suspect link, but the user requirement does not have a suspect link. When the system requirement has been checked and updated as required, the suspect link can be cleared from the system requirement.

If changes are made to both the source object and target object of a link, then the link will be marked as suspect at both ends. If you clear the suspect link at the source it also clears the suspect link at the target.

**Caution** Only those attributes that have been set to affect change dates cause a link to be marked as suspect when they are edited. The **Affect change dates** setting can be selected by editing the attribute definition.

**Note** In version 8 of DOORS, date values are stored on the server in UTC (Universal Coordinated Time), and are displayed on the client according to the client time zone. In pre-8.0 versions of DOORS, date attribute values did not include the

information to make time zone adjustments, so date attribute values in migrated data may not display as expected. For example, if clients in multiple time zones were working on data, suspect links may not operate as you would expect. For more information, see the section on understanding how dates and times are recorded in *Managing DOORS*, which is part of the DOORS documentation set.

## Showing suspect links

Objects with suspect links can be identified by:

- Filtering on suspect links
- Displaying suspect link indicators
- Displaying the last change
- Displaying all suspect link information

## Filtering on suspect links

You can apply a filter to your module so that only objects with suspect links are displayed. You can choose to filter on suspect in-links or suspect out-links, to all modules or to modules that are currently open.

To filter on suspect links, select **Analysis > Suspect Links > Filter**, then the type of links that you want to filter on. You can choose from:

- In-links (open modules only)
- In-links (all modules)
- Out-links (open modules only)
- Out-links (all modules)

If you select one of the **open modules only** options, ensure that the target modules you want the suspect link filter to apply to are open.

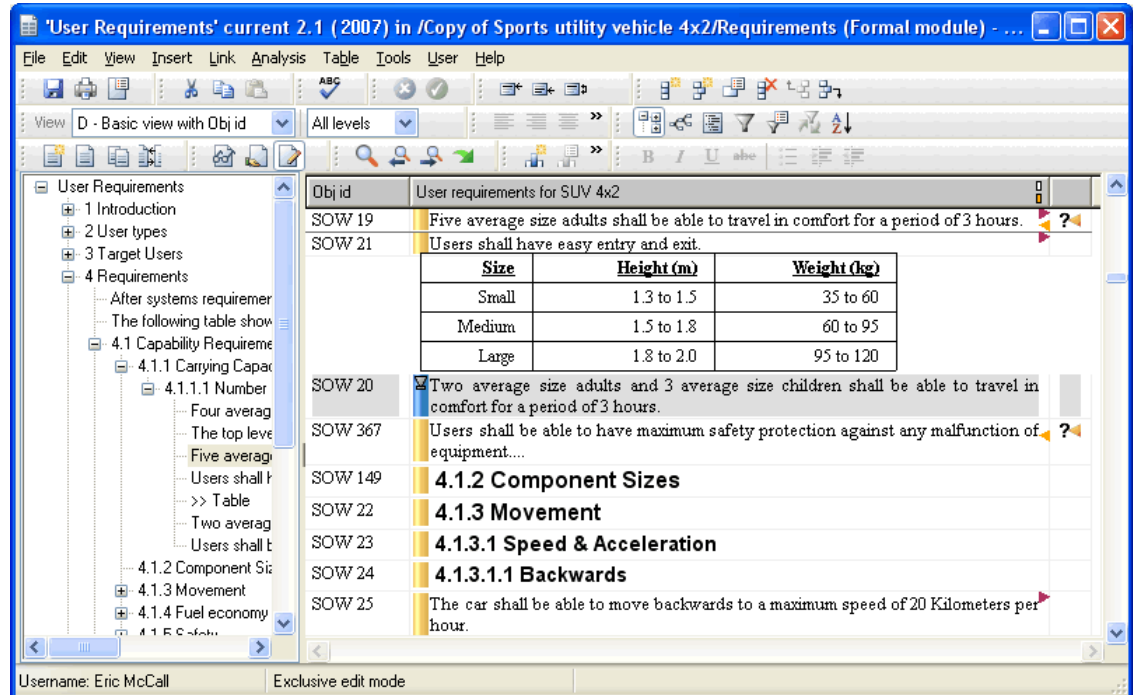
**Note** This filter cannot be saved in a view.

## Displaying suspect link indicators

You can insert a column to display link indicators, which flag objects that have suspect links.

A link arrow with a question mark is displayed beside objects with suspect links.

This ?◀ indicates an incoming suspect link and this ▶? indicates an outgoing suspect link. The link indicators column does not indicate the number of suspect links that an object has.



### To insert a column to display link indicators:

1. Select **Analysis > Suspect Links > Display Indicators**, then the type of links you want to flag. You can choose from:

- In-links (open modules only)
- In-links (all modules)
- Out-links (open modules only)
- Out-links (all modules)

**Note** If you select one of the **open modules only** options, ensure that the target modules you want to see suspect link indicators for are open.

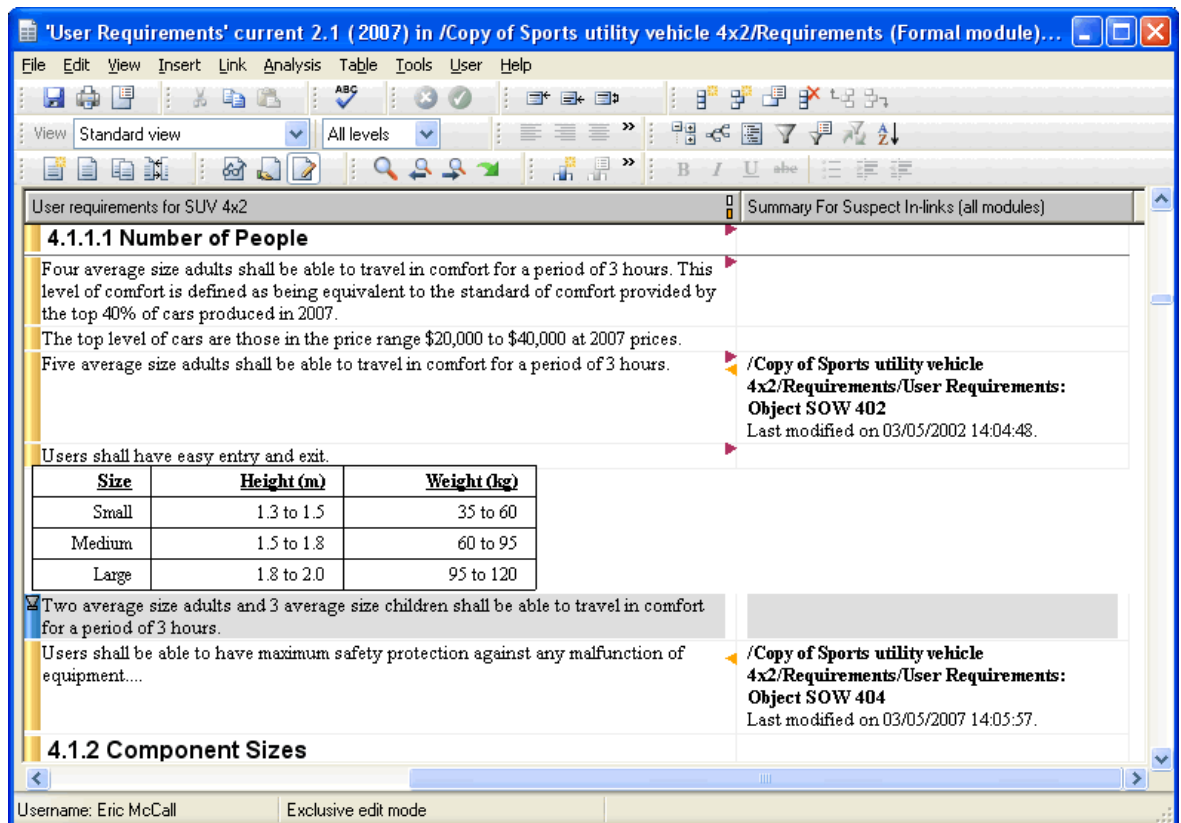
### Displaying the last change

You can insert a column that displays a summary of the last change that made a link suspect, for each object with in-links or out-links, to open modules or to all modules.

The following information is displayed in the column:

- The absolute path to the module containing the source or target of the suspect link

- The object ID of the object that is linked to
- The date and time that the object was last modified
- If suspicion has never been cleared, that is stated



**To insert a column displaying the last change that made the link suspect:**

1. Select **Analysis > Suspect Links > Display last change**, then the type of links for which you want to see suspect link information. You can choose from:

- In-links (open modules only)
- In-links (all modules)
- Out-links (open modules only)
- Out-links (all modules)

**Note** If you select one of the **open modules only** options, ensure that the target modules you want to see suspect link information for are open.

## Displaying all suspect link information

You can insert a column that displays all the suspect link information for each object with in-links or out-links, to open modules or to all modules.

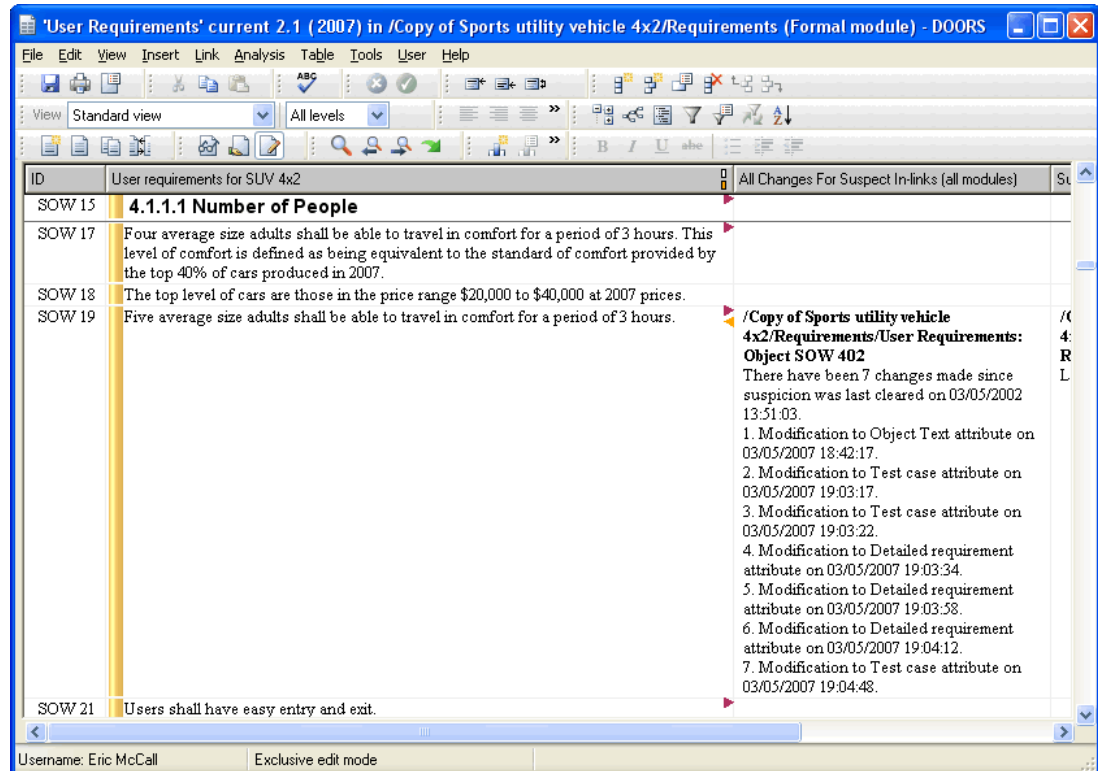
The following information is displayed in the column:

- The absolute path to the module containing the source or target of the suspect link

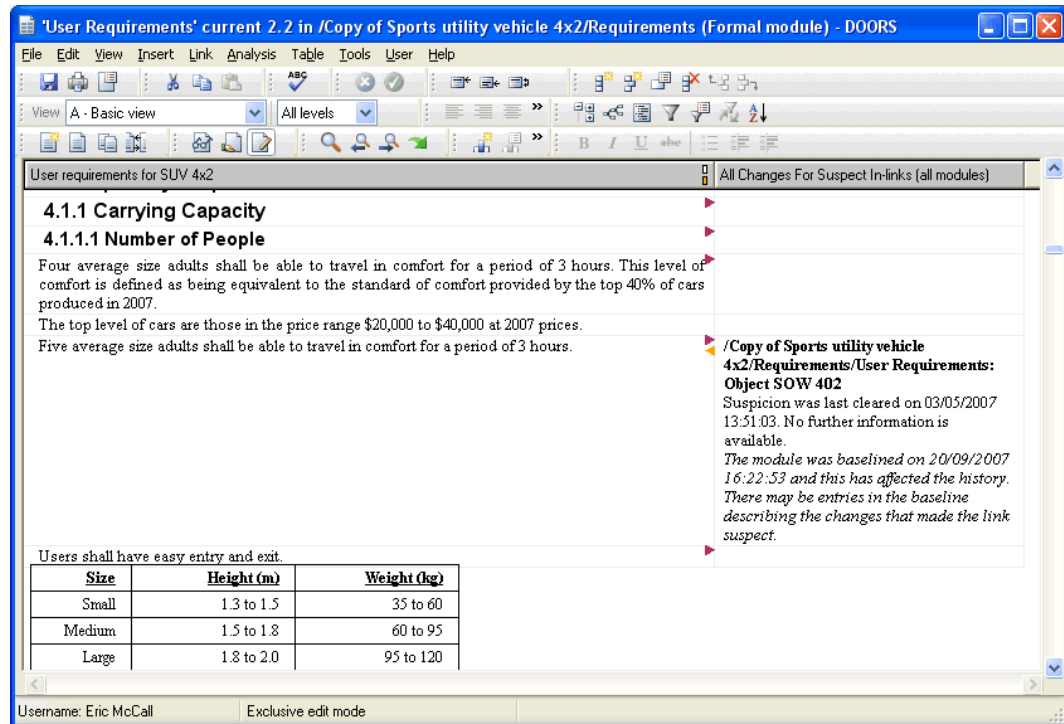


- The **Object ID** of the source or target object
- The number of changes that have been made to the object since suspicion was last cleared
- The name of the attribute that has been modified, and the time that the modification was made

There can be multiple suspect link entries for one object, as the following example shows:



If the source or target module has been baselined since the last time suspect links were cleared, there may have been changes to the source or target object that make the link suspect, but that cannot be displayed. This is because suspect link information is based on the object history of the source or target object. If the module has been baselined, the history is cleared from the current module version and stored in the baseline.



### To insert a column that will display all the suspect link information:

1. Select **Analysis > Suspect Links > Display all changes**, then the type of links for which you want to see suspect link information. You can choose from:

- In-links (open modules only)
- In-links (all modules)
- Out-links (open modules only)
- Out-links (all modules)

**Note** If you select one of the **open modules only** options, ensure that the target modules you want to see suspect link information for are open.

### Clearing suspect links

There are two ways to clear suspect links: **Clear** and **Clear All**.

- Use **Clear** to clear individual suspect in-links or out-links from a single object in a module
- Use **Clear All** to clear all suspect in-links or all suspect out-links or both from a module

**Caution** We recommend that you save all open modules before clearing suspect links.

When you clear suspect links, it is the suspicion on the link that is cleared. This means that if there have been changes to both the source and target objects of a link, and you clear the suspect link at the source object, the suspicion is also cleared at the target.

### Access rights required for clearing suspect links

If you want to clear suspect links, you must have the following access rights:

- The first time a suspect link is cleared, you must have **Create** access to the link module. This is because attributes are created in the link module to store suspect link information.
- Anyone who subsequently clears suspect links that go through that link module must have **Modify** access to the link module.
- You must have **Modify** access to both the source and target modules of the suspect link.

### ***Using the Clear function***

1. Select **Analysis > Suspect Links > Clear** in the module window. The **Clear Suspect Links** dialog box for the current object is displayed:  
**Important:** DOORS opens all modules in the database that contain objects that are linked to the current object. These modules will be opened without being displayed. If you do not have read access to either the module containing the linked object or the linked object itself, then DOORS will not calculate suspect links.  
The information is displayed over two tabs: one for incoming links and one for outgoing links.  
The information displayed includes the following:
  - The absolute path of the module containing the linked object
  - The source or target object's identifier
  - The date and time of the last modification to the source or target object
2. Click **Next** or **Previous** to display the suspect links of the next or previous object in the current view.
3. To see more information about a suspect link, select it and click **Details**.

The first change that caused the link to become suspect is displayed. Use the **Next** and **Previous** buttons to look through the changes that have been made to the linked object since suspicion was last cleared.

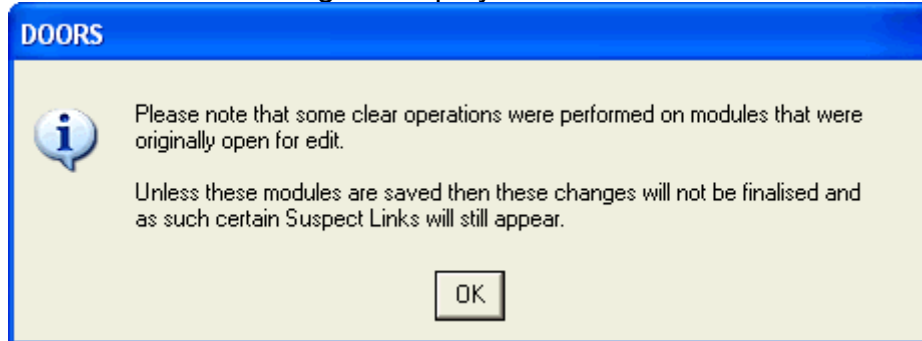
Select **View change as redlining** to see the changes that have caused the link to be flagged as suspect with redline markup.

If the source or target module has been baselined since the last time suspect links were cleared, there may have been changes to the source or target object that make the link suspect, but that cannot be displayed. This is because suspect link information is based on the object history of the source or target object. If the module has been baselined, the history is cleared from the current module version and stored in the baseline.

In this instance, DOORS states that the source or target module has been baselined, and that the baseline may contain details of changes that make the link suspect.

4. Click **OK** to return to the **Suspect Links** dialog box for the current object.

5. Selecting a single entry or multiple entries activates the **Clear** option.
6. Click **Clear** to clear the suspect links.  
DOORS performs an access control check to ensure that you have the necessary access to all formal and link modules required for update.  
If you do not have the necessary access, an error message is displayed, or the **Clear** button is unavailable.
7. Click **Close**.  
When you click Close, modules open for edit, which were opened for edit previously, are left unsaved.  
An information message is displayed.



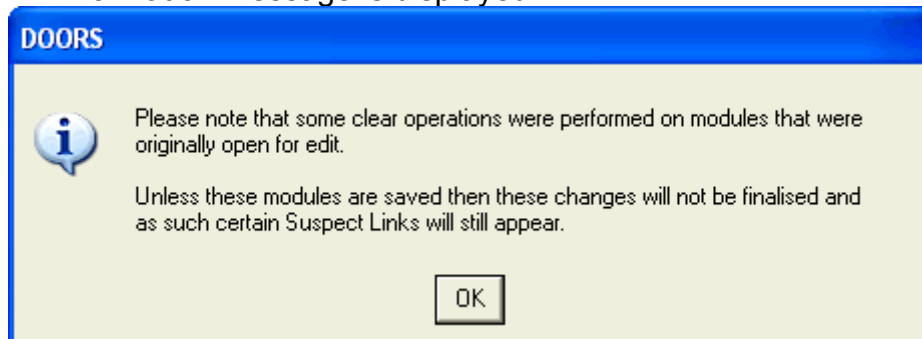
8. You must save any open modules.

#### ***Using the clear all function***

The **Clear All** suspect links option lets you clear all suspect incoming links, all suspect outgoing links, or both. If you have the module open in shareable edit mode, you can only clear suspect links in locked sections.

#### **To clear all suspect links:**

1. In the module window, click **Analysis > Suspect Links > Clear All**.  
The **Clear All Suspect Links** dialog box is displayed.
2. Select **Clear Suspect In-links**, **Clear Suspect Out-links**, or both.
3. Click **OK**.  
All suspect links will be cleared.  
An information message is displayed.



## **Chapter 15            History**







This chapter contains the following topics:

- Understanding change bars
- Showing module history
- Understanding redlining

## Understanding change bars

Change bars let you track the changes to objects.

The color of an object's change bar, a symbol and a tool-tip tell you the status of an object.

Change bar	Example tool-tip	Description
	<b>New Object</b>	You've created the object during the current session and have not yet saved the changes.
	<b>Unsaved changes</b>	You've edited the object during the current session and have not yet saved the changes.
	<b>Last modified by Bill Young on 05/13/08 16:16:48</b>	The object has been changed since the module was last baselined, and the changes have been saved.
	<b>Baselined</b>	The object has not been changed since the module was last baselined.
	<b>Deleted</b>	Either the object was deleted before the module was last baselined or history has not been loaded.
	<b>Deleted by Bill Young on 05/13/08 16:16:48</b>	The object was deleted after the module was last baselined and history has been loaded.

You can control whether the symbol is displayed in the change bar by selecting or clearing the **Show symbols in change bars** check box on the **Settings** tab of the **Options** dialog box (**Tools > Options...**).

**Note** The **New Object** symbol is always displayed, even if the **Show symbols in change bars** check box is cleared.

In the following example, the **Power car** heading has the red **Unsaved Changes** change bar at the left, showing that it has been edited during the current session, but the changes have not yet been saved.

System requirements for passenger car	
<b>1 Introduction</b>	
These are the functional system requirements for the development of a new passenger motor vehicle as derived from the user requirements.	▶
The car will have a world wide market.	▶
<b>2 Functional Requirements</b>	
<b>2.1 Power car</b>	
<b>2.1.1 Move car</b>	
<b>2.1.1.1 Move forwards</b>	
The car shall be able to move forwards at all speeds from 0 to 200 kilometers per hour on standard flat roads with winds of 0 kilometers per hour, with 200 BHP.	▶

All the other objects have yellow change bars, which means they have been edited since the module was last baselined.

Double-click an object's change bar to show the history of changes for the object.

**Note** You can control what edits are associated with change bars. If you don't want to know when users edit a particular attribute, you can change the attribute's definition to turn change bars off for that attribute.

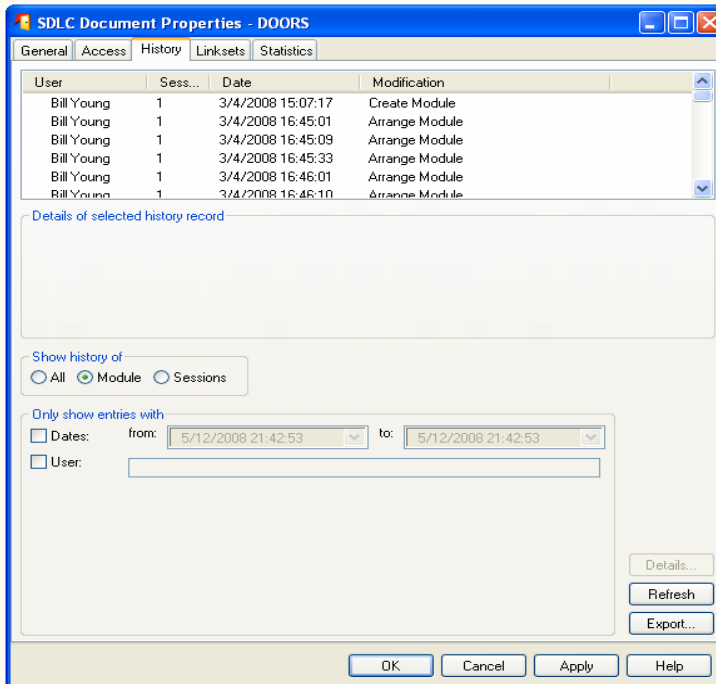
## Showing module history

You can control what changes to objects are recorded in the history. If you don't want to know when users edit a particular attribute, you can change the attribute's definition to turn history off for that object. You can choose whether to record the creation and deletion of links in the module history. By default, link history is generated. If you don't want to generate link history, clear **Create link history** on the **General** tab of module properties.

You can filter the history by username or date, and you can export the history to a text file, so you can print it or insert it in other files. For more information, see the section on understanding how dates and times are recorded in **Managing DOORS**, which is part of the DOORS documentation set.

**To show the history of a module:**

1. In the module window, click **File > Module Properties**.
2. Click the **History** tab



The following table describes the options on the **History** tab.

History tab	Description
View change as redlining	Select this check box to show the details of the change as redlined text. The example above shows the details of the history record with redlining turned on. Deletions are shown as red text with strikethrough, and insertions as blue text with underlining.
All	<p>This shows module and object history. The object history tells you about all the objects that have been created, deleted or edited since the module's most recent baseline.</p> <p>If <b>Create link history</b> is selected, information about links that have been created or deleted since the module's most recent baseline is displayed.</p> <p><b>Note</b> You can also see an object's history by double-clicking its change bar.</p>
Module	<p>This is the default. It shows the module history. Information about all the changes to module attributes is displayed, along with the attribute definitions and types that have been created, deleted or edited since the module's most recent baseline.</p>



History tab	Description
Sessions	<p>Select this box to show the module session history, then click <b>Refresh</b>. The following information about everyone who has opened the module since the module was created is displayed:</p> <ul style="list-style-type: none"> <li>• The person's DOORS username.</li> <li>• A unique session identifier.</li> <li>• When they opened the module.</li> <li>• If they created a baseline, the name of the baseline.</li> </ul>
Dates	<p>If you only want to see history information after a particular date or within a range of dates:</p> <ol style="list-style-type: none"> <li>Select the <b>Dates</b> check box.</li> <li>Type the appropriate dates in the <b>From</b> and <b>To</b> boxes, or select them from the drop down calendars.</li> <li>Click <b>Refresh</b>.</li> </ol>
User	<p>If you only want to see history information for a particular user:</p> <ol style="list-style-type: none"> <li>Select the <b>User</b> check box.</li> <li>Type the username.</li> <li>Click <b>Refresh</b>.</li> </ol>
Details	<p>Shows full information about the selected history item. The information is displayed in a separate window. Select the <b>View change as redlining</b> check box to display changes as redlined text. If the selected history item is a link creation or deletion, you must have read access to the associated link module and target module to view the history details.</p>
Refresh	<p>Updates the screen to show the history associated with whichever Show history boxes are selected.</p>
Export	<p>To save the history information in a file:</p> <ol style="list-style-type: none"> <li>Click <b>Export</b>.</li> <li>Enter or select the file you want to save the information in.</li> <li>Clear the <b>Include details</b> check box if you don't want full details of each history record.</li> <li>Click <b>OK</b>.</li> </ol> <p>The complete module and object history are exported, regardless of the display settings.</p>

## Understanding redlining

Some changes in DOORS can be viewed with redline markup. This makes it easy to see at a glance the changes that have been made to an attribute.

Redline markup is available in:

- Module and object history
- The spelling checker

- The change proposal system
- The Module Comparison Wizard
- Details of suspect links

The comparison that generates the redline markup in DOORS is made on a word by word basis between two static pieces of text using a **longest common subsequence** algorithm. DOORS does not save information about individual keystrokes, so the redline markup may not reflect the sequence of changes performed by the user.

As the comparison is word by word, the redline markup may differ from what you might expect. For example, if DOORS is comparing **ship wreck** to **shipwreck**, the redline markup will show **ship** as deleted, **wreck** as deleted and **shipwreck** as inserted.

DOORS uses word level analysis rather than character level analysis for performance reasons.

## **Chapter 16                      Baselines**

This chapter contains the following topics:

- Understanding baselines
- Viewing a baseline
- Creating a baseline
- Copying a baseline
- Baseline compare
- Deleting a baseline

## Understanding baselines

A baseline is a read-only version of a module. It captures a moment in time and preserves it until you delete the module.

When you create a baseline of a module, you create a copy of the module, which no-one can edit.

The baseline includes the history of the module:

- Information about all the attribute definitions and types that have been created, deleted or edited since the module's most recent baseline.
- Information about all the objects that have been created, deleted or edited since the module's most recent baseline.
- Information about every module session (every time the module has been opened) since it was first created.

You can view baselines. You can also create a new module by copying a baseline. The new module contains all the same data as the baseline, but doesn't have any of the history information.

## Using baselines to improve performance

DOORS stores the history information for each module in a separate file in the database. The history files can get very big, because they can contain a lot of information about the changes made to the modules.

When you edit a module, DOORS opens its history file. The bigger the history file, the longer it takes to open it.

To improve performance, regularly create baselines of your modules. Creating a baseline creates a new file that contains the baseline, together with all the history information, and erases the contents of the module's history file. You can still access the history information; it's just stored in a different file which is not opened when you edit the module.

## Viewing a baseline

**To view a baseline:**

1. In the module window, click **File > Baseline > View**.
2. Select the baseline you want to view, then click **Open**.

If the baseline is part of a baseline set, the baseline set to which it belongs is displayed in the **Baseline Set** box. To see more information about the baseline set, click **View**.

If the baseline has been deleted, the **Open** and **Signatures** buttons are unavailable. The username of the user who deleted the baseline, and the date the baseline was deleted are displayed alongside the baseline.

## Creating a baseline

To create a baseline, you must have modify access to the module. You can only create a baseline of a formal module.

### To create a baseline:

1. Make sure you are in exclusive edit mode.

The edit mode is shown on the status bar at the bottom of the module window. To change your edit mode, click **Edit > Edit Mode > Exclusive Edit**.

2. Click **File > Baseline > New**.
3. Check that **None** is selected in the **Baseline Set** list.
4. Use the **Version** radio buttons to select the version number of the new baseline.
5. If you want the new baseline to have a suffix as well as a version number, type it in the **Suffix** box.
6. If you want to give the baseline a description, type it in the **Description** box.
7. Click **OK**.

The module is automatically closed and then opened again.

## Copying a baseline

When you copy a baseline, you create a new module. You can either:

- Copy all the information in the baseline.  
The new module contains exactly the same data as the baseline, except that it has no history information and no links.
- Copy only the objects that have headings.

This lets you create a new module that has the same structure as the original module. The baseline is used as a template for the new module. The new module is created in the same folder or project as the original module. You must have create access to this folder or project.

### To copy a baseline:

1. In the module window, click **File > Baseline > Copy**.
2. Select the baseline you want to copy.  
**Note** You cannot copy baselines that have been deleted.
3. In the **Copy to new formal module** box, type the name you want to give the new module.

The name is case-sensitive. For example, the names Mymodule and MyMODULE are different.

The name must be unique within the parent project or folder. All the projects, folders and modules in the parent must have different names. The name can contain the following characters:

- Alphanumeric characters (letters of the alphabet and numbers)

- Space characters
  - Periods (.)
  - Underscores (\_)
  - Hyphens (-)
4. If you want to give the new module a description, type it in the **Description** box.
  5. By default, the new module's object identifiers start at 1 and have no prefix.  
If you want to override the default, use the **Start at** and **Prefix** boxes.
  6. Use the **Include** radio buttons to specify what you want to copy:
    - Click **All information** to copy everything.
    - Click **Headings only** to copy only objects that have headings and only the **Object Heading** text for those object.
  7. Click **OK**.

The new module is created. It inherits its access rights from its parent folder or project.

## Baseline compare

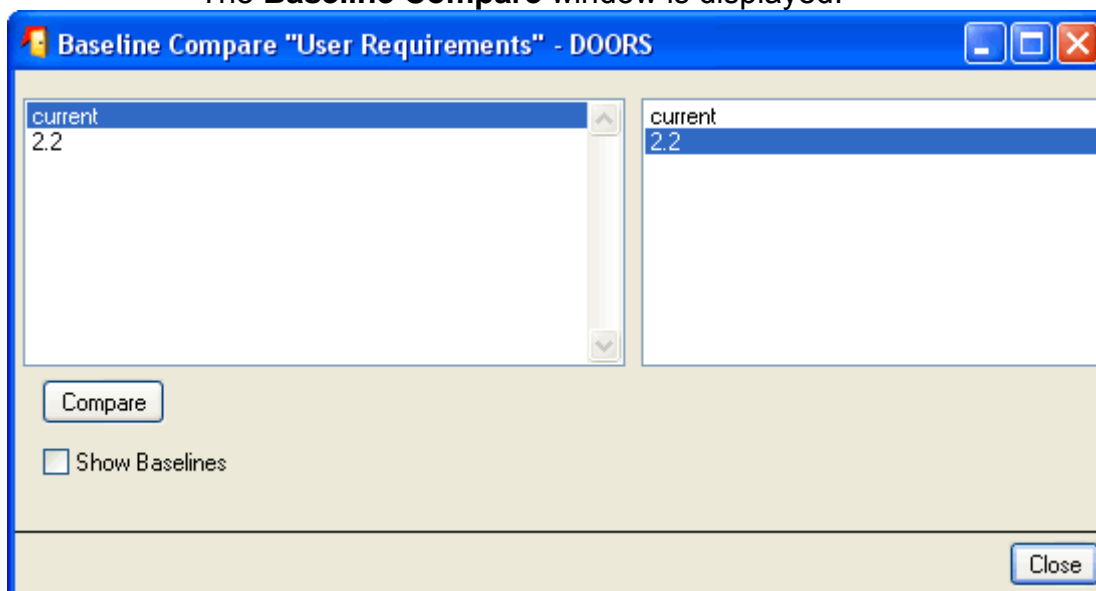
DOORS records changes to data and stores complete baselines without using third-party tools. DOORS offers an additional feature: baseline compare. This provides a list of the differences between any two baselines of the same module, recording:

- Any objects that have been modified
- Any objects that have been added or deleted

### To use Baseline compare:

1. Select **File > Baseline > Compare**.

The **Baseline Compare** window is displayed:



2. Select the baselines for comparison. The screenshot above shows that

baseline **2.2** is being compared with **current**.

**Note** DOORS treats the version in the left pane as the older of the two that are being compared. so when you perform a baseline compare, make sure you select the older baseline in the left pane. If you select a more recent version in the left pane, DOORS will report additions to the module as deletions and vice versa. For example, if you baseline a module, then add some text to an object, then do a baseline compare, selecting the current version in the left pane, DOORS reports the text you added as being deleted. This is because the version selected in the left pane (as far as DOORS is concerned, the earlier version), contains text that does not exist in the version selected in the right pane. DOORS therefore reports this text as being deleted.

3. Select the **Show Baselines** option if you want the baseline you selected to be opened. A filter is applied to both versions of the module so that only objects that have changed since the last baseline are displayed.
4. Click **Compare**.  
DOORS tells you to how many differences there are between the baselines.
5. Click **OK**.

The **Baseline Comparison Results** dialog box is displayed with the **Plain View** tab selected.

Select the **Redlining View** tab if you want to see the changes as redlined text. deletions are shown as red text with strikethrough, and insertions as blue text with underline.

If you selected the **Show Baseline** option in Step 2, the baseline is opened and objects that have changed are displayed.

## **Chapter 17                      Printing & Reports**

This chapter contains the following topics:

- Using print preview
- Printing
- Applying saved page setups
- Creating page setups
- Creating a report
- Printing and Managing reports



## Using print preview

Use print preview to see what you're about to print, before you actually print it. If you like what is displayed, you can print directly from the **Print Preview** window.

### To use print preview:

1. Open the module and set up the view you want to print.  
The main column is always printed, even if it is not displayed in the view. If the main column is not displayed in the view, no table of contents is created or printed.
2. Click **File > Print Preview**.
3. In the **Printer** box, select the printer you want to use.
4. Use the **Preview range** radio buttons to select the pages you want to preview:
  - Click **Selected objects** to preview the objects that are currently selected in the module. If an object in a table is selected, the whole table is previewed.
  - Click **All** if you want to preview all the data in the current view.
  - Click **Current** if you want to preview the page that contains the current object.  
If your current page setup includes a title and/or contents page, the title and/or contents pages are included with the current page.
  - Click **Range** if you want to preview a range of pages, and then type the start and end page numbers in the **from** and **to** boxes.  
If your current page setup includes a title and/or contents page, the title and/or contents pages are included with the page range you select here.
5. Click **Preview**.

The **Print preview** window is displayed.

It shows what the selected pages would look like if you printed them. It assumes that you'll use your current page setup.

You can scroll through the printed pages using PAGE UP, PAGE DOWN, and the ARROW keys.

If your current view is too wide to fit on the printed page:

- The data for each object spans two or more printed pages.
  - The page number of each printed page has a letter of the alphabet added to the end of it. For example, if page five spans three pages, they are numbered 5A, 5B, and 5C.
6. After the **Starting printed page** number, "of **n**" is displayed, where **n** is the total number of module pages you selected in Step 4. A module page means what you would get on a single printed page if the printed page was infinitely wide.
  7. To zoom in or out, use the **Scale** drop-down list. This only affects what is displayed in the **Print Preview** window. It doesn't affect the printed pages.

8. To display each module page on a separate row, select the **Use vertical page breaks** check box.

This makes each new module page start on a new row in the **Print Preview** window. Page 1A is displayed above page 2A, and so on. You can see at a glance how many printed pages you'll get for each module page.

9. To print the pages, click **Print**.  
The standard **Print** window is displayed, allowing you to specify which printer you want to use, what pages you want to print, and so on. Use the **Print** window's context sensitive help for more information.

## Printing

### To print a module:

- In the module window, click **File > Print**.

A standard **Print** window is displayed that lets you specify which printer you want to use, what pages you want to print, and so on.

**Note** You can also print from the **Print Preview** window and the **Report Manager**.

## Applying saved page setups

You can control the appearance of modules when they are printed by using page setups. DOORS provides one predefined page setup, the **Standard layout**, which is used by default when you print a module. If you or any other user has created and saved a page setup, it is available to all DOORS users from the **Page setup** dialog in any formal module.

### To apply a saved page setup to your module:

1. In the module window, click **File > Page Setup**.  
A list of page setups is displayed in the left pane of the **Page setup** dialog box.
2. Select the page setup you want to use.

You can view the settings associated with that setup by looking at the tabs on the right of the dialog box. If you want to print the module using these settings, click **OK**.

If none of the available page setups is suitable, you can base a new page setup on an existing one. Select the page setup that is most like the one you want to create, and edit it.

## Creating page setups

### To create or edit a page setup:

1. In a module window, click **File > Page Setup**.
2. On the left, a list is displayed of all the saved page setups for the database, and on the right, a series of tabs that can be used to define the layout of the module when it is printed. To see the settings associated with a saved page setup, select it in the left pane, and use the tabs to view the settings.

**Note** If you have not edited the settings on the page setup dialog, the module is printed using the **Standard layout**, which is provided with DOORS. If no one has created and saved a page setup, the only setup listed in the left pane is Standard layout.

3. Select the page setup that is most like the one you want to create. You can change it to suit your needs.
4. Use the **Format** tab to specify whether you want to print the module in **Table** format or **Book** format. The options that are available on this tab depends on which format you select.

Format Selected	Appearance When Printed	Options Available for This format
<b>Table</b>	Includes all the columns that are displayed in the current view, and looks the same as the module does on screen. The main column is always printed, even if it is not displayed in the view.	<p><b>Cells</b> You can select whether the table cells have borders, shading or are not marked.</p> <p><b>Column titles</b> You can select whether column titles display on every page or only on the first page.</p>
<b>Book</b>	Each object's <b>Object Heading</b> and/or <b>Object Text</b> is printed on a new line, followed by the attribute values held in any other displayed columns. For each displayed column, the column title is printed along with the value for that object.	You can choose whether to include or omit attributes with null values from your print out. If you include attributes with null values, each object that is printed will have a list of the displayed columns under it, even if the object has no values in any of those columns. If you omit attributes with null values, only columns that contain an attribute value for the object will be printed.

5. Use the **Layout** tab to specify the layout you want.

Select this Check Box	To
Include title page	Print a title (front) page. By default, the following information is printed on the title page: <ul style="list-style-type: none"> <li>• The path to the module from the parent project</li> <li>• The module name</li> <li>• The module version</li> <li>• The name of the user who prints it</li> <li>• The date the module is printed</li> </ul>
Include filter criteria on title page	Include on the title page details of the filter criteria that are applied to the module. If the module is not filtered then <b>No filter applied</b> is printed on the title page.
Include sort criteria on title page.	Include on the title page details of the sort criteria that are applied to the module. If the module is not sorted, then <b>No sort applied</b> is printed on the title page.
Include signature information	Insert after the title page a page containing all the signature information for the module. This check box only applies if the module is configured to use electronic signatures on baselines.
Include contents up to level	Include a contents page when the module is printed. The heading levels that are displayed in the contents page are defined using the drop-down list to the right of the box. For example, select <b>2</b> to print level 1 and 2 headings in the contents page. If the main column is not displayed in the view that you are printing, no table of contents is created or printed.
Insert page breaks up to level	Insert page breaks when the module is printed. Use the dropdown list to define what heading level will trigger a page break. For example, select <b>2</b> to start a new page for every level 1 heading and every level 2 heading.
Show change bars	Print change bars.

6. Use the **Paper Size** tab to define the paper size and page orientation. The dimensions are measured in either inches or millimeters, depending on your current user options settings. To change the settings, click **Tools > Options** in the DOORS Explorer, then edit the **Settings** tab.

Field	Description
Paper Size	Select the paper size you want to use. If you select Custom, type the page width and height in the Width and Height boxes.
Width	The width of the printed page. This field is greyed unless the paper size is Custom.
Height	The height of the printed page. This field is greyed unless the paper size is Custom.
Portrait	Select if you want the page orientation to be portrait.
Landscape	Select if you want the page orientation to be landscape.

7. Use the **Margins** tab to define the page margins. The values are measured in either inches or millimeters, depending on your current user options settings. To change the settings, in the DOORS Explorer, click **Tools > Options**, then edit the **Settings** tab.

Field	Description
Top	Enter the distance you want between the top of the page and the top of the first line on the page.
Bottom	Enter the distance you want between the bottom of the page and the bottom of the last line on the page.
Left	Enter the distance you want between the left edge of the page and the left margin
Right	Enter the distance you want between the right edge of the page and the right margin .

8. Use the **Headers** tab to define headers for the title page, the contents pages, and the body pages. The body pages are the pages that contain the module content.

You can either type the text that you want to be displayed in page headers directly into the appropriate box (**Left**, **Middle** or **Right**), or use rich text codes. Rich text codes automatically generate their associated value at print time. For example, use &N to include the page number:

Code	Generates
&N	Page Number. Title pages are not numbered. Contents pages use roman numerals.
&C	Total number of pages (for body pages only)
&M	Module Name

Code	Generates
&P	Project Name.
&I	Database Name
&L	Module location from the parent project.
&V	Module Version If it is a baseline, then Baseline is printed along with the version number. If it is the current version, then Version is printed along with the version number.
&U	Session username
&D	Session date
&T	Time of printing
&A	DOORS product name
&B	DOORS product version

You can combine text and codes. Enter **Page &N of &C** to print **Page 1 of 15**, for example.

You can apply rich text formatting to header text. Select the text or rich text codes, then right-click and select the rich text format you want to apply.

9. Use the **Footers** tab to define footers for the title page, the contents pages, and the body pages. The body pages are the pages that contain the module content.

You can either type the text that you want to be displayed in page footers directly into the appropriate box (**Left**, **Middle** or **Right**), or use rich text codes. Rich text codes automatically generate their associated value at print time. For example, use **&N** to include the page number:

Code	Generates
&N	Page Number. Title pages are not numbered. Contents pages use roman numerals.
&C	Total number of pages (for body pages only)
&M	Module Name
&P	Project Name.
&I	Database Name
&L	Module location from the parent project.

Code	Generates
&V	Module Version If it is a baseline, then Baseline is printed along with the version number. If it is the current version, then Version is printed along with the version number.
&U	Session username
&D	Session date
&T	Time of printing
&A	DOORS product name
&B	DOORS product version

You can combine text and codes. Enter **Page &N of &C** to print **Page 1 of 1**, for example.

Rich text formatting can be applied to footer text. Select the text or rich text codes, then right-click and select the rich text format you want to apply.

- 10.** If you want to use this page setup again, or if you want to make it available to other users, you can save it.

To save your page setup:

- a. Click the **Save as** button on the left side of the dialog box.
- b. Give your new page setup a name.
- c. Click **OK**.

The page setup is saved, and can be used by you or any other DOORS user on any module in the database.

- 11.** If you do not want to save the page setup, click **OK**. Your settings are applied to the module, and persist in the current DOORS session. They are not available to other modules, and are lost if you select a previously saved page setup.

## Creating a report

Reports are useful if you regularly print a module using the same view and page setup. When you create a report what you are actually doing is associating a selected view and page setup with the module for printing purposes. You can then print the module at any time from the DOORS explorer using these settings, without having to navigate to and open the module.

You use a wizard to create the report. You can select the view and page setup, give the report a name, and save it.

### To create a report:

1. Open the module you want to create the report for.
2. Click **Tools > Wizards > Report**.

The wizard **Welcome** screen is displayed.

3. Click **Next**.
4. Select the view you want to show in the report, then click **Next**.
5. Select the page setup you want to use in the report, then click **Next**.
6. In the **Name** box, type the name you want to give the report. This name is only used by the Report Manager to identify the report. It isn't shown in the report itself.

The report name mustn't exceed 80 characters.

7. If you want to give the report a description, type it in the **Description** box. Again, this description is only used by the Report Manager. It isn't shown in the report itself.
8. Click **Next**.
9. Click **Finish**
10. Click **OK**

## Printing and Managing reports

Once you have saved a report, it is accessed using the DOORS explorer, not the module. A report is not a copy of a module at a particular point in time which can be printed later. It is an association between a module, a page setup and a view. When you print or view a report the module is opened read only, with the view that you selected when creating the report displayed, and the page setup you selected applied.

### To print, view or delete a report:

1. In the DOORS Explorer, select the project that contains the module whose report you want to print, view or delete.
2. Click **Tools > Manage Reports**.

A list of all the modules that have reports associated with them is displayed. Indented below each module is a list of its reports.

3. Select the report, then either:
  1. Click **Print** to print it. This opens the module and loads the view associated with the report, then displays the standard **Print** window. Use the **Print** window to specify which printer you want to use, what pages you want to print, and so on.



2. Click **View** to open the module and load the view associated with it.
3. Click **Delete** to delete the report.
4. When you are finished, click **Close**.

## **Chapter 18                    Importing**

This chapter contains the following topics:

- How to Create a Word document for easy export to DOORS
- Exporting from Microsoft Word
- Importing RTF files
- Importing spreadsheet files

# **How to Create a Word document for easy export to DOORS**

## **Introduction**

In many cases, users have significant legacy information held in word processors or other formats. Many such formats can be exported from Word or imported into modules with great success. However, as in all such cases, a little thought and preparation can make the job significantly easier. This section presents some ideas on what you can do.

This section provides recommendations for writing requirements and tips to ease the export of them into DOORS. Proper structuring of requirements is the first step to writing useful requirements documents. DOORS is only a tool and therefore if you have not structured your requirements correctly then the data within DOORS will not be of much use. Once you have your requirements structured correctly, the next step is to get them into DOORS. Several tips are outlined that will make the exporting of your Word documents time efficient.

Many of the issues arise from the fact that Word uses an essentially unstructured format, with some structuring hints allowed. DOORS, on the other hand, is a strictly structured tool. Therefore, once you have information in DOORS, it is easy to manage and safe.

Taking note of the pointers in this document will considerably enhance your ability to use Word documents as source material.

## **Writing Good Requirements**

When writing requirements the author should follow the guidelines in Requirements Writer's Guide Version 3.1  
Amongst the most important rules to follow are:

- A requirement shall contain one requirement.
- A requirement shall not contain ambiguous phrases like "and/or, etc."
- A requirement shall be verifiable.

## **Basic Use of Word**

You can, as many people do, write requirements outside of the DOORS environment using Word. DOORS can import RTF files or the files can be exported from Word but you should follow a few rules to ensure the import or export of material is smooth and efficient.

While DOORS can handle most information exported from Word with ease, if you follow these simple tips your task will be much easier. In fact,

most of these are basic good sense for writing documents, regardless of the tool used. The first recommendations are:

1. LEARN Word.
2. UNDERSTAND the document structure, whether it is a document that you have received or one that you are producing
3. STRUCTURE the document appropriately

Detailed knowledge of Word is not necessary, but it is worth understanding its basic controls, particularly relating to styles and structure. For you or anybody else to be able to work with information in DOORS, it needs to be structured. This means that you must first understand the structure (explicit and implicit) of the document you are creating and second use appropriate tools and formatting in Word to manage that structure. Most of what follows is an expansion of these two tips.

## **Word to DOORS Mapping**

The Word to DOORS exporter takes each paragraph from the Word document in turn and exports it to DOORS. Empty paragraphs are ignored. The exporter decides whether to export the paragraph as Object Text or Object Heading based on whether the paragraph has an “Outline Level” associated with it.

## **Styles and Structure**

Many issues found on exporting documents from Word to DOORS arise because of poor use of Word’s style mechanisms. This section describes what you can do to avoid the most common problems.

## **Reviewing the Structure**

Section headings shall be formatted using Word’s heading feature to identify at what level the section is. DOORS actually uses Word’s “level” property to decide at which level to place a paragraph. Generally (and by default), this is associated only with Headings, with the level number matching the heading level.

The default template (“normal.dot”) in Word has Outline Levels on the styles “Heading 1”, “Heading 2”, etc., and no Outline Level on “Normal” or other “body” styles. Word allows you to set the “Outline level” explicitly on other styles or on individual paragraphs, but we strongly recommend that you should only use this for headings. Note that this setting is distinct from the “Outline Numbering” option on paragraphs and styles.

For example, Figure 1 shows an extract from a document exported to DOORS where the original used Heading 1 for "Introduction", "Writing Good Requirements" and "Using Word to Write Requirements Outside of DOORS" headings. This document also used Heading 2 for "Using Word to Write Requirements Outside of DOORS".

1.0 Introduction
2.0 Writing Good Requirements
3.0 Using Word to Write Requirements Outside of DOORS
3.1 Create with Style
3.1.1 Using Headings Style

**Figure 1: Sample DOORS Heading Structures**

DOORS automatically and dynamically assigns section numbers as you add more items or move items around. Do not be too concerned with what number the section is.

Before finally exporting from Word to DOORS, we recommend that you review the document's structure.

4. USE Word's Outline mode to check if you have gaps in levels, character formatting used instead of styles, etc.
5. USE Word's "Style area" (Tools | Options | View | Style area width), available in Normal and Outline modes to see what style is applied to each paragraph.

Heading 1	<b>Non-Text Content</b>
Body Text	Although most of the content in the Word DOORS is text, we also have to deal with
Heading 2	<b>Captions</b>
Body Text	Typographic convention is to place the caption for a graphic below the graphic. There are conventions. If you follow this rule, then be imported into separate DOORS objects. recommendation, but I believe it works fine

## Paragraph Styles



Figure 3: Style Selector Tool in Word

6. ALWAYS use Word paragraph styles rather than text formatting to change the appearance of a paragraph. There are two reasons for this. First, paragraph styles are (optionally) preserved in DOORS; character styles are not (though the formatting is to some extent). Second, as described above, the Word-to-DOORS exporter uses the “Outline Level” feature of Word paragraph styles to determine the hierarchical structure of the document in DOORS.

**Note:** that versions of Word before Word 97 only allowed one style per heading level. Old documents may still have this restriction, as may documents based on old templates. One implication of this is that you will often find styles that are similar to, for example, Level 1 but are actually Level 7. A typical case is where Appendix headings look like Level 1 Section headings. If you export this to DOORS, you will find a set of low-level headings at the very end of the document. This is simple to correct, but still confusing when you first encounter it.

7. NEVER skip heading levels in Word. The Word-to-DOORS exporter will create empty headings to fill in the gaps.
8. DO NOT proliferate styles in Word. They should be chosen for their logical meaning — the appearance should support the meaning.
9. DO NOT use heading styles to number text paragraphs (see below for more on numbering). The Word to DOORS exporter places Word headings in DOORS Object Heading attributes, whereas text paragraphs should be in Object Text attributes. If a paragraph with an Outline Level is very long (around 460 characters or more, depending on formatting), it will be exported truncated to the Object Heading and in full to the Object Text of the same object. This is because of the limitation on the length of String attributes. It is the only case where the Word to DOORS exporter places entries in both attributes.

## No Double Line Breaks

Line breaks are acceptable between lines and sections but avoid double line breaks. Addition line breaks can cause DOORS to insert blank objects and throw off the structure if they are styled as headings but are not. Figure 4 shows how DOORS will import a double line break with a heading style.

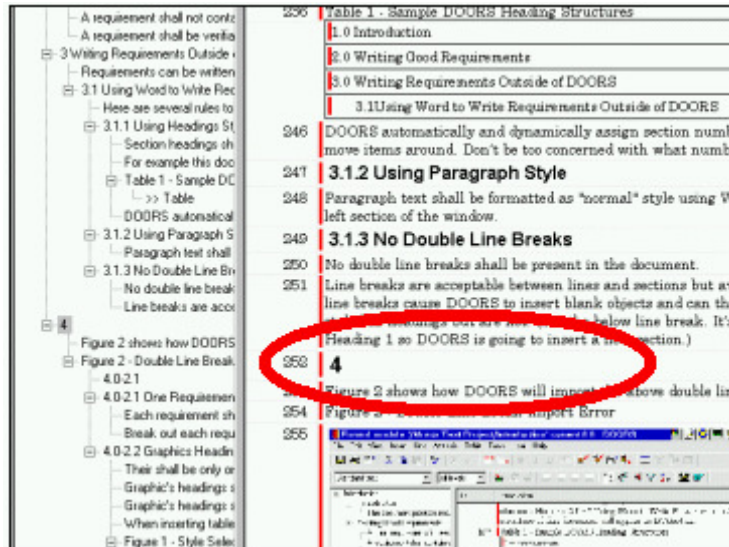


Figure 4: Double Line Break Import Error

## One Requirement per Line

Break out each requirement into a single line with a line break after it, like all the "shall" lines in this document. You can group "window dressing" text, such as this paragraph together. If a line has a "shall" in it then it is probably a requirement. It looks awkward in the Word document but it helps to make sure each requirement has its own object ID and can be tracked individually.

10. Each requirement shall be on an individual line with a line break after the sentence.

## Numbering and Bullets

Bullets generated as part of a style, when exported to DOORS, will be recreated in DOORS. Numbered lists, as part of a style, will be lost when exported to DOORS. They can be re-created on export from DOORS to Word using the paragraph style. Note that DOORS can only pick up a paragraph style if there is text in the paragraph. You probably know that blank paragraphs are not exported from Word, but did you realise that this also applies to empty paragraphs that display a number (or other information) as part of their style definition.

11. DO NOT use the approach of numbering in Word using a table with empty cells in the first column with a numbered style; this cannot be exported to DOORS.

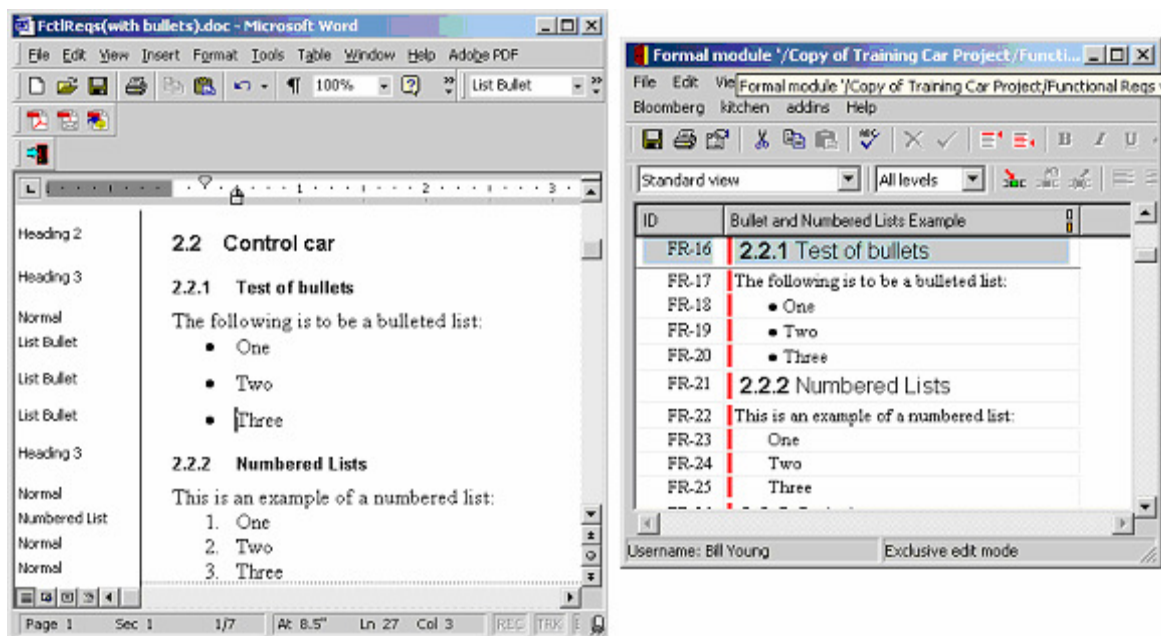


Figure 5: Example of Bulleted and Numbered Lists

## Front and Back Matter

Title Pages, Tables of Contents and Indexes, etc., are not usually captured in DOORS, being material that can be re-generated on export in to Word using tools like DocExpress. They can be removed before or after import into DOORS.

12. TO KEEP them in DOORS, place them under a Text object – that way they do not interfere with the numbering in the document. This does violate our normal guideline not to place objects as children of text objects, but with justification.

## Indented Paragraphs

Word allows you to indent paragraphs in several ways. You can use the ruler, Tab key or paragraph style.

13. DO NOT use the ruler to indent. Ruler indents are not transferred to DOORS. For preference, define a Word style. If it is important that the appearance of the indent is preserved in DOORS, use a Tab. But be aware that indenting using Tab only affects the first line of a paragraph.

## Requirements Attributes

Sometimes Word documents contain attributes in addition to just the paragraph text. For instance, paragraphs may each be marked as “Mandatory” or “Optional”.

14. ALWAYS label particular attributes in a consistent way. This will allow for easier processing in DOORS after import.



## Non-Text Content

Although most of the content in the Word documents people generally place in DOORS is text, we also have to deal with non-textual information.

## Captions

Typographic convention is to place the caption for a table above the table and that for a graphic below the graphic. There are rarely good reasons for violating this convention. If you follow this rule, then the caption and the table or graphic will be imported into separate DOORS objects.

## Tables

Manipulating tables in DOORS is extremely time intensive. When using tables make them as simple as possible. Do not use merged cells or leave extra columns or rows. You can simulate merged cells in DOORS but it is easier to create the affect once the table is in DOORS. In addition, do not orient a page in landscape because DOORS will import it as portrait and it will take a lot of work to get it back in useful form.

**15.** NEVER use white space to line up text in adjacent columns. Use table rows to line up associated information.

**16.** Tables shall be formatted in portrait orientation.

**17.** Tables shall not contain extra blank rows.

**18.** Tables shall not contain extra blank columns

Because of the different ways in which Word and DOORS manage tables, DOORS cannot reproduce exactly tables that have merged cells.

**19.** AVOID merged cells in Word tables; it is generally better to hide borders between cells than to merge. The effect in DOORS is that all the cells in the Word table will be created.

**20.** USE rectangular tables, that is, the same number of columns in each row. These are easiest for the Word to DOORS exporter to handle.

**21.** DETERMINE the nature of the tables in the Word document. There are 3 types, determined by the granularity of traceability required:

## Whole Table

You only ever need to trace to the whole table (because it either is or qualifies a single requirement.)

**22.** CONVERT these tables into embedded OLE objects BEFORE import to DOORS.

**Note:** that embedded OLE objects do not wrap across pages, so this is not appropriate for long tables.

### Row-by-row

You need to trace to rows in the table (because each row is a requirement with attributes.)

**23.** CONVERT these tables into one-object-per-row AFTER import

into DOORS.

### Cell-by-cell

You need to trace to every cell of the table (because every cell is a separate requirement), or you don't need to trace at all and the table is just used for layout

**24.** JUST import these as DOORS tables.

### Nested Tables

**25.** DO NOT use nested tables in Word. DOORS tables cannot be nested.

Generally, nested tables are used to fit in items that either need to have a particular layout or are effectively additional attributes. In the first case, you can generally embed the nested table as an OLE item. In the second, they are better represented as additional columns.

## Layout of Pictures and OLE Objects

In general, Pictures and OLE Objects export to DOORS better if they are set to be "In-line with text". This works whether they are in a separate paragraph (generally recommended) or part of a paragraph.

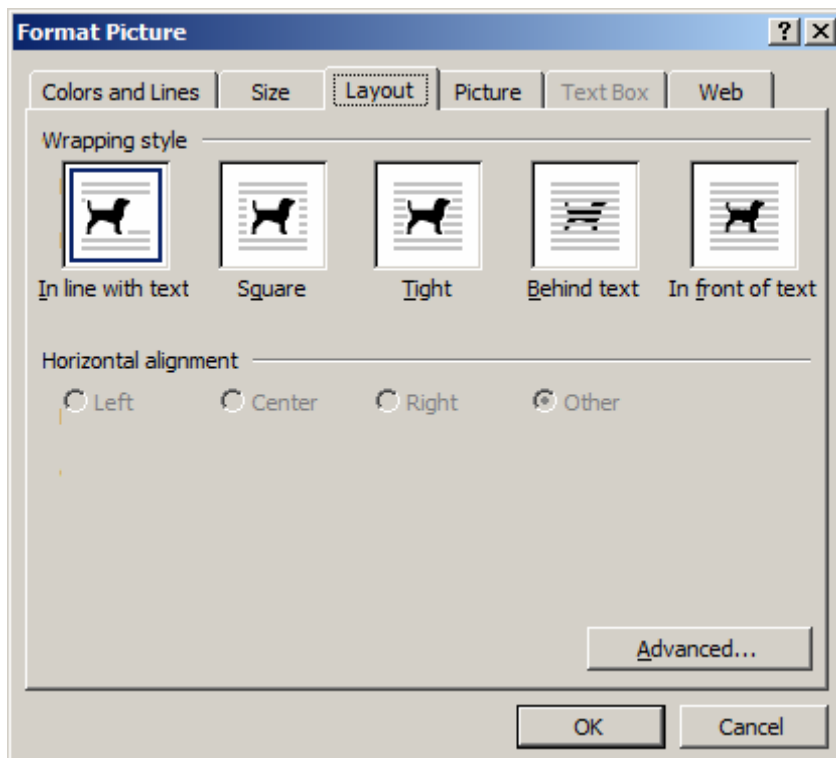


Figure 6: Layout option for Pictures

## Pictures

When inserting images do not use multiple images or added drawings on top of them. For example, figure 4 of this white paper is made up of a screen shot with a red circle, drawn on top of the image, around the area to

which we wanted to draw attention. Figure 7 shows how DOORS imported the layered images. The circle represents object 299 and the screen shot represents object 300, two separate objects.

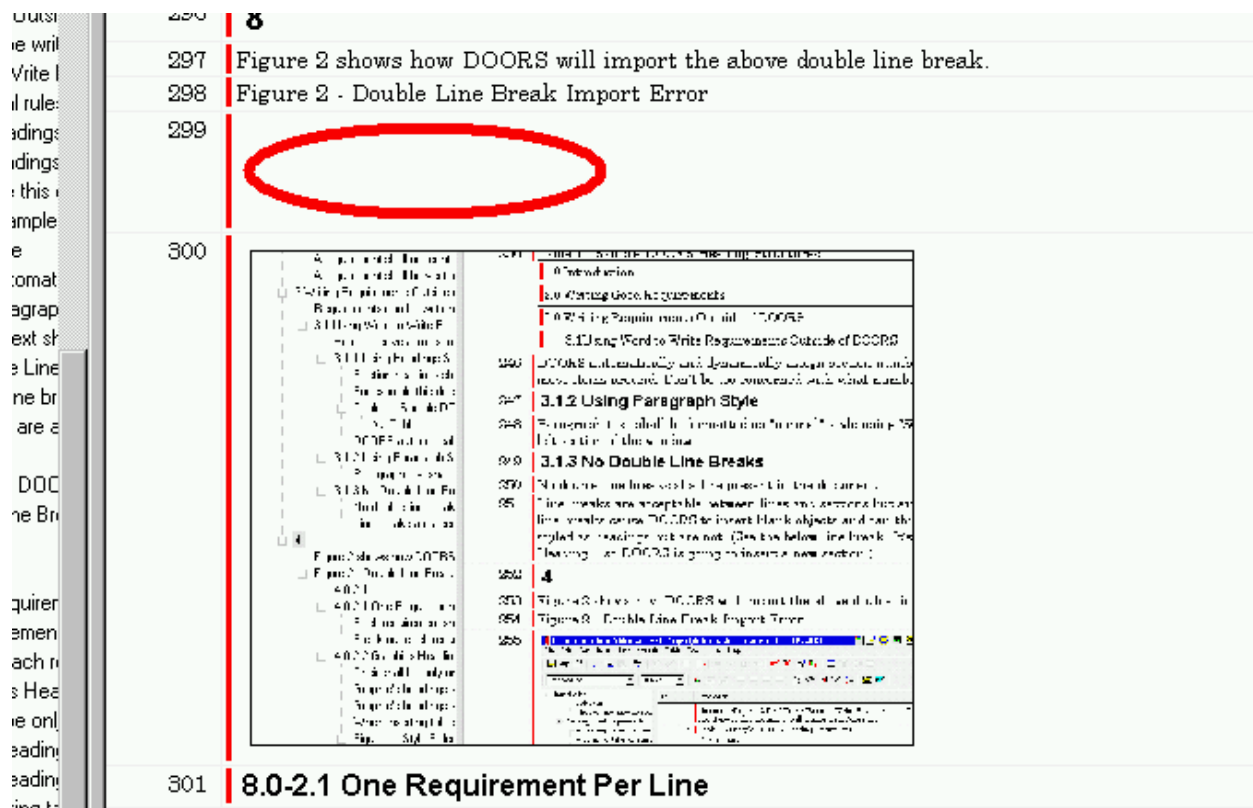


Figure 7: Importing layered graphics

- 26. Graphics shall be created from a single image.
- 27. Graphics shall not be layered.
- 28. ALWAYS anchor embedded pictures to the text. This is because the importer only imports things that are anchored. See also the note on OLE Objects.
- 29. ALWAYS embed pictures as complete objects, rather than draw shapes directly into the page. Group objects if necessary.

## OLE Objects

OLE Objects present special problems in Word. Not least because of Word's insistence on managing them as anchored to text. This means that (contrary to what you might expect) they tend to move around unpredictably, as there seems to be no way to set the position of the text anchor after the object has been inserted.

- 30. ALWAYS *Insert* OLE objects (linked or embedded) into a paragraph, preferably with a specific style. That way you can move the object around so that it goes where you put it, Word will only move it if it can't fit it onto the page, exactly like a paragraph containing a single (large!) character. This is, in any case, what you

must do for objects that you want to embed into text. If you embed pictures as OLE objects, you will get all these advantages and avoid most of the misery Word seems determined to inflict on us.

31. NEVER use *Paste Special*, as this will give you an object anchored to some point in the text that you cannot change. This means that, if you decide to make a table into an OLE object, you must first Cut it, then *Insert* ▢ *Object* ▢ *Microsoft Word Document*, *Paste* the table into the document, *Close* the (embedded) document. Actually, you can use *Paste Special*, but if you do you need to do *Format Object* ▢ *Layout* ▢ *In-line with Text*.

## Exporting from Microsoft Word

Note: exporting a large document can take a significant time. Part of this time is re-drawing the Module Explorer. TURN OFF the Module Explorer for export and the process will run faster. You can do this during the export itself or open the module before the export (creating it first if necessary!) then turn off the Module Explorer.

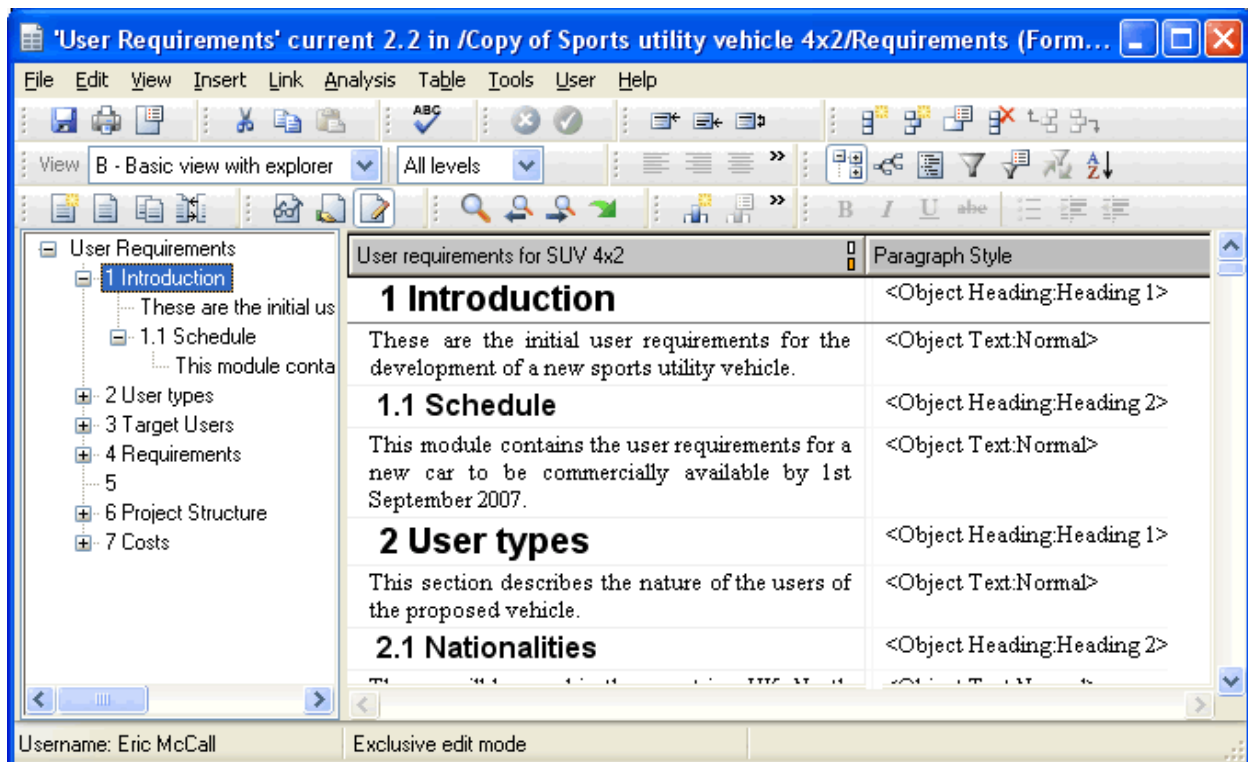
This topic describes how to export data from Microsoft Word into a module's main column. You export headings and text into the module's **Object Heading** and **Object Text** attributes.

You migrate documents from Microsoft Word into DOORS by exporting them from Microsoft Word.


You must open the target folder or project in the DOORS Explorer before Word can export data to it. You must also specify the module you want to import to, as described in the following sections. If the module does not exist, it is created during import. If the module exists, you are asked if you want to append the imported data to the module. If you do not want to append data, the import stops.

- Paragraphs in the Word document that have Outline levels 1 to 9 are imported as heading objects.
- You can choose to ignore section numbers in the Word headings.
- Auto-numbered section numbers are always ignored.
- Paragraphs formatted as Body text in Microsoft Word are stored in the **Object Text** attribute of objects. These are created one level below the appropriate heading object.
- OLE objects are imported and stored as OLE objects.
- Tables are imported as DOORS tables.
- Bulleted lists are imported as DOORS bulleted lists
- Indented paragraphs in Word have identical indenting applied in DOORS
- All other styles are imported as object text.  
Unicode and other international data is included in the import.

- If you import a document containing hidden text to DOORS, then export the module back to Word, the hidden text will be displayed in the resulting Word document.
- You cannot import a document that contains objects created using Microsoft Equation 3.0.  
You can capture the style formatting of paragraphs in your Word document for use in a later export to a new Word document.



### To export a document from Word into DOORS:

1. In the left pane of the DOORS Explorer, click the project or folder that you want to import the document into.  
You must have create access to this folder or project.
2. Start Word and open the document you want to send to DOORS.
3. Click the **Export to DOORS** button  on the Word toolbar, or click **Tools > Export to DOORS**.

**Note:** If you are running DOORS through Citrix, Word must also be running through Citrix or the import will not work.

4. In the **Module Name** box, enter the name of the module you want to export to.
5. In the **Module Description** box, enter a module description.
6. Optionally, in the **Module Prefix** box, enter the object identifier prefix.
7. In the **Absolute Numbers Start At** box, enter the object identifier starting number.

8. If you want to ignore section numbers in Word headings, select the **Remove header numbers** check box.  
The auto-numbering produced by DOORS may be different from the auto-numbering in the original document. If you have references to any of them, you should store the original numbers.
9. If you want to capture Word paragraph styles, select the **Capture Paragraph Styles** check box.
10. Click **Export**.  
The module is created and opened, and the document is imported to it.  
The **Progress** panel on the Export to DOORS dialog gives information on the export progress.

## Importing RTF files

The Import RTF tool reads an RTF (Rich Text Format) file and populates the current module with objects created from its contents. Unicode and other international data is included in the import.

The imported objects are placed after the current object.

Before you can import an RTF file, you need to map the styles used in the RTF file to appropriate DOORS features. The tool attempts to map the RTF heading styles to DOORS features for you.

You can save a style mapping for future use.

If the tool finds any text before the first heading in the RTF file, the first object created has an **Object Heading of Front Matter**, and the text is stored in the **Object Text** attribute of the child of the heading object.

If the tool finds a picture embedded in a paragraph, it creates three objects. The first stores the text that precedes the picture; the second stores the picture; the third stores the text that follows the picture. The system attribute **PictureNum**, held in the object, stores a number that uniquely identifies the picture.

RTF tables are imported as DOORS tables. Pictures contained in table cells are not imported.

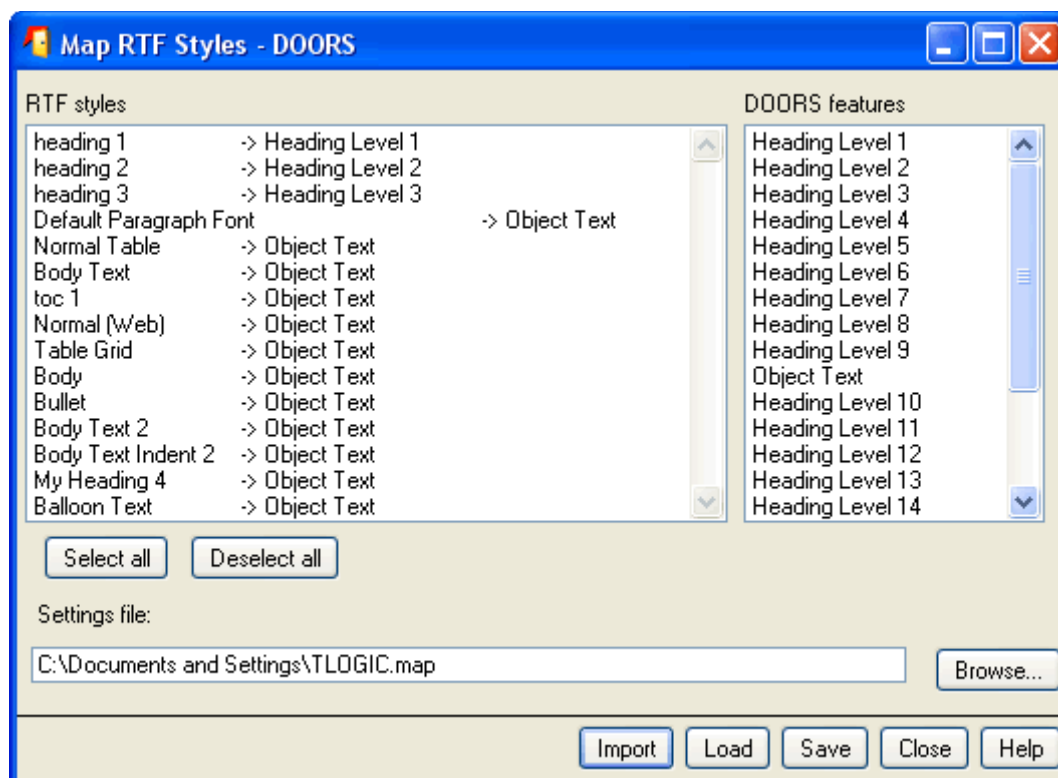
Importing a document in RTF format may use more resources than importing the same document as a Microsoft Word document.

When you import an RTF document, a number of module attributes are created.

These are used if the module is exported back to RTF, so that the resulting file has the same properties as the original.

### To import an RTF file:

1. Open the module that is to contain the imported file.
2. Select the object immediately before the required location for the imported file.
3. Click **File > Import > RTF**.
4. Type the name of the RTF file you want to import including the path, or click **Browse** to locate it.
5. Click **Import**.



You use the **Map RTF Styles** dialog box to tell DOORS how to handle each RTF style in the file. The importer maps the heading styles that it can, and maps all other styles to object text.

6. Click one or more RTF styles that you want to map to a specific DOORS feature.

Double-clicking a selected style deselects all other selected styles, and selects the style you clicked.

7. Click the DOORS feature you want to map the styles to.  
The mappings are defined.

8. Repeat Step 4 and Step 5 until all the styles are correctly mapped.

9. If you want to save the style mapping, enter the name of a settings file in the **Settings file** box, or use **Browse** to locate it, and click **Save**.

10. Select the styles that are in the document to be imported.

This is necessary for DOORS to treat the headings correctly. If you do not select the styles in the document, the first heading is made a Heading Level 1 during the import, regardless of its actual level.

11. Click **Import**.

The file is imported after the current object.

A progress bar shows how much has been done.

## Importing spreadsheet files

The import spreadsheet tool imports comma separated value (CSV) and tab separated value (TSV) files that have been created with packages such as Microsoft Excel or Microsoft Access.

In CSV and TSV files, the rows and columns of the spreadsheet (or database table) are stored as lines of text.

Normally, each line represents a spreadsheet or database row, and contains data from each spreadsheet or database column. Each data item in a line is separated by a comma, or a tab, depending on the type of the file. However, if the file contains new line characters as part of the data, the strings that contain the new line characters are enclosed in quotes.

The import spreadsheet tool creates one object for each line in the file, and derives object attribute values from the TSV or the CSV data.

You can assign attribute values in two ways:

- Using an attribute list  
If you use an attribute list, you create a list of existing attributes that correspond with the columns in the file you want to import. The attribute types must be appropriate for the data in each column, or importing fails. Where the importer encounters empty fields, it assigns default values.
- Using column labels  
If you use column labels, the contents of the fields in the first line (the column labels) determine which attribute is used for each column.

**Note:** The importer expects a label for the first column. If the spreadsheet does not have a label for the first column, you should add one; otherwise, the allocation of attributes does not work correctly.

If the attributes do not exist, the tool creates them. The attribute types are normally derived from the type of data found in the columns, but you can choose the type you want from a list of defined types.

If a spreadsheet has been imported, and you subsequently change it, you can update the imported data by re-importing the file using the **Update existing objects** option. This option also creates new objects if any have been added to the spreadsheet.

If you decide to modify a subset of your data after you have imported it, you should filter the data you want to change, export the filtered data using the export spreadsheet tool, modify the exported data and then re-import it with the same filter applied. By using the **Update Display set only** option you guarantee that the correct objects are updated.

Data items in a CSV or TSV file can have integer, real, date, or string values. Strings are typically contained within double quotes, and can contain commas, tabs, and line breaks. Double quotes can be imported if they are duplicated. For example, looking at the CSV file with a text editor, the following string:



"This string has a comma, which is not imported and a double quote "" too"

is imported as:

This string has a comma which is not imported and a double quote " too

## Importing a spreadsheet or database file

### To import a spreadsheet or database file:

1. Open the module that you want to import the spreadsheet into.
2. Select the object immediately before the required location for the imported text.  
The imported file is placed after the current object.
3. Click **File > Import > Spreadsheet**.
4. If you are importing a CSV file, select the **Comma** radio button. If you are importing a TSV file, select the **Tab** radio button.
5. In the **Input file** box, type the name of the file you want to import or click **Browse** to locate it.
6. The following table describes the other options on the **Import Spreadsheet** dialog box.

If you want to:	Then
Import the file using attributes from list	Select <b>From List</b> . The <b>Attributes to import</b> and <b>Existing attributes</b> sections become available. Define or load an attribute list.
Import the file using column labels	Select <b>By column labels</b> .
Import the file to an empty module or to append objects to a populated module	Select <b>Create new objects</b>
Update the attribute values of objects already in the module, and add objects that have been added to the CSV file	Select <b>Update existing objects</b> .
Update every object in the module	Select the <b>All objects</b> radio button. This option is only available if <b>Update existing objects</b> is selected.
Update objects in the current filter	Select the <b>Display set only</b> radio button. This option is only available if <b>Update existing objects</b> is selected.
Specify the encoding that you want to use to interpret the file.	Click the <b>Advanced</b> button. The dialog box expands to display an encoding list, which contains a list of

If you want to:	Then
	the code pages that are available on your machine, and a preview pane. Select the encoding that was used when the CSV file was created. You can check if this is the correct encoding by looking at the output in the preview pane. If the encoding is not correct, the preview pane may display symbols instead of text.

## 7. Click **Import**.

If you are importing by column labels, and one or more attributes need to be created, you must confirm the creation of each attribute.

- If you want to change the type of an attribute before the attribute is created, click **Choose different type**.
  - If you want to create an attribute without changing its type, click **Confirm**.
8. If you selected to create new objects, the file is imported. If you selected to update existing objects, the **Select Key** dialog box is displayed. You use this dialog box to specify which column contains data that can uniquely identify every object that is created (or updated).
  9. Select the column that uniquely identifies the objects, and click **Select**. Importing runs to completion. When it is complete, a message box tells you how many objects were created or updated.
  10. If you imported by column labels, and created new attributes, you must create new columns in the module to display those attributes. After creating the columns, save a new view.

## Defining attribute lists for import

### To define an attribute list:

1. On the **Import Spreadsheet** dialog box, select the **From list** radio button.

The **Attributes to import** and **Existing attributes** boxes become available.

2. From the **Existing attributes** list, select an attribute.
3. Click **Add**.  
The selected attribute is listed in the **Attributes to import** list.
4. Add, insert or delete attributes from the list until the attribute list matches the order of the columns in the file you want to import. If there are columns

in the file that you do not want to import to DOORS, add **ignore** to the attribute list for that column. For example if you have three columns in a spreadsheet, and you only want to import information from column one and column three you would add **attribute 1**, **ignore** and **attribute 2**.

5. Click **Save**.
  6. Type the name and path of a file to store the attribute list, or click **Browse** to locate it.
  7. Click **Save**.
- The attribute list is saved. It can be loaded and used later.

## Using attribute list elements for import

### To insert an attribute into an attribute list:

1. In the **Import Spreadsheet** dialog box, select the attribute you want to add to the list from the **Existing attributes** list.
2. From the **Attributes to import** list, select the attribute before which you want to insert the new attribute.
3. Click **Insert**.

### To delete an attribute from an attribute list:

1. From the **Attributes to import** list, select the attribute you want to delete.
2. Click **Delete**.

## Loading saved attribute lists for import

### To load an attribute list:

1. In the **Import Spreadsheet** dialog box, click **Load**.
  2. Type the name of the attribute list file you want to load including the path, or use **Browse** to locate it.
  3. Click **Load**.
- The attribute list is loaded, and the window is updated.

## Choosing attribute types

When you import a spreadsheet by column labels, attributes are created in which the spreadsheet data is stored. The attribute types are derived from the types of data found in each column.

You are asked to confirm the type or choose a different one.

### To choose a different attribute type:

1. Click **Choose different type**.
2. Select a new type for the attribute from the **Attribute types available** box.
3. Click **OK**.

## Imposing a Hierarchical Structure on Imported Spreadsheets

### Existing information

Suppose you want to bring existing information into DOORS. Among the several formats that you may import information into DOORS, the spreadsheet is quite a useful feature to maintain your data structure.

### Import spreadsheet

File > Import > Spreadsheet... will take you to the *Import Spreadsheet* dialog box. Select *Help* for more details. This tech tip will expand on that information.

Using import “By column labels” DOORS reads the column labels in the spreadsheet and if they do not already exist, create the attributes on import. So if you want a certain column to import into the “Object text” in DOORS, simply change the spreadsheet’s column label to “Object text” (or “Object heading” or any other existing attribute, regardless whether it is a DOORS system or user-defined attribute).

### Outline Level dxl script

Import spreadsheet is a great way to maintain data structure, but the information is brought in “flat” (everything is at level 1). Add a column to your spreadsheet with “Outline Level” as the column label. Make sure you assign a number (i.e., 1, 2, 3, 4, etc.) for each line that corresponds to the desired level in the hierarchy. Note: when you import/create attribute “Outline Level” ensure it is of type “Integer.” Here’s an example:

Unique key	Outline Level	Paragraph number	Object heading	Object text
1	1	1.0	Introduction	
2	2			The system shall do this.
3	2			The system shall do this, too.
4	1	2.0	Requirements	
5	2			More requirements
6	2	2.1	Sub heading	
7	3			A requirement shall be here.

Save the file below, “Outline Level.dxl” to “<DOORS HOME>\lib\dxl\addins\user” (for example, “C:\Program Files\Telelogic\DOORS 7\lib\dxl\addins\user”) and you will find “Outline Level” under the “User” menu of an open DOORS module. After importing the spreadsheet, select “Outline Level” and it creates the hierarchy according to the values you assigned.

### Summary

DOORS import spreadsheet is a great way to maintain data structure. Using this dxl script, you can now also automatically structure the document.



Outline Level.dxl

## **Chapter 19                      Exporting**

This chapter contains the following topics:

- Exporting to Microsoft Word
- Exporting to Microsoft Excel
- Exporting to spreadsheet

## Exporting to Microsoft Word


This topic describes how to export your current view to Microsoft Word.

- If your module contains Unicode or international data, this is included in the export and is encoded in rich text format.
- If your module contains hidden text that was previously imported from Word, the hidden text is displayed in the Word document when the module is exported.

### To export to Microsoft Word:

1. In the module window, click **File > Save**.  
This saves the module. It makes sure that the data you export includes any changes you made recently.

**Note:** When you export modules to Microsoft Word, DOORS uses the Windows clipboard. Make sure there is nothing on the clipboard that you do not want to lose before you export.

2. Click the **Export to Word** button , or click **File > Export > Microsoft Office > Word**.

**Note:** If you are running DOORS through Citrix, Word must also be running through Citrix or the export will not work.

This option is not available if you do not have Word installed on your machine.

3. Use the **General** tab to specify what data you want to export.

General tab	Description
Layout	Select either: <ul style="list-style-type: none"><li>• <b>Book</b> to use the book layout, which lists the data on separate lines. All the columns in the current view are exported.</li><li>• <b>Table</b> to use the table layout, which lays the data out as a table, just like in DOORS. All the columns in the current view are exported.</li></ul>
Include DOORS Heading Numbers	By default, the DOORS heading numbers are exported with the <b>Object Heading</b> text.  Clear this check box if you don't want to export DOORS heading numbers.

General tab	Description
Issue a warning when an unregistered OLE object is exported as a picture	Clear this check box if you do not want to be warned that the module you are exporting contains unregistered OLE objects. Unregistered OLE objects are exported as pictures and cannot be activated in Word.
Include empty attributes	Select this check box if you want to export attributes that do not contain any value to Word. By default DOORS does not export empty attributes to Word.

**4. Optionally, use the **Advanced** tab to specify advanced options**

Advanced tab	Description
Use Paragraph Style attribute	If you previously imported the data from check box if you want to use the Word information that was captured during This information is stored in the module's attribute. The styles named in the Paragraph Style to format the exported document.
Allow style mapping	Select this check box if you want to manually map DOORS heading and text levels to the Word paragraph styles in the exported document. For example, you can say that you want level 1 headings in DOORS to use the Heading 2 Word style.
Ignore DOORS table borders, put all borders on all cells	By default, the exported Word document uses the same table border settings as the DOORS module. Select this check box if you want to ignore the table border settings in the DOORS module, and put borders around all the table cells in the Word document.
Ignore DOORS column widths in table layout export, AutoFormat instead	By default, in Table layout the widths of the columns in the exported Word document match the widths in the DOORS module. Select this check box if you want to ignore the column width settings in the DOORS module, and let Word chose the column widths.
Use normal template	By default, the normal.dot Word template is attached to the exported document. If you want to use another template, clear this check box, then type the name of the template file in the Template name box, or use Browse to locate the file.



Advanced tab	Description
Use horizontal line separators in book layout exports	When using book format, this will insert line separators between objects in the Word document.
Save Word document after every	<p>The export of large modules to Word occasionally fails with the Word error: "the formatting in this document is too complex. Please full save the document now". If you get this error, select this check box, and specify the intervals at which you want to save the Word document in the <b>objects</b> box.</p> <p>When you export the module, after the first group of objects has been exported you are prompted for a name and location to which you want to save the document. Subsequent saves during the export automatically update that document.</p>

5. Click **Export....**

6. If you selected the **Allow style mapping** check box on the **Advanced** tab, the **Export to Word Style Mapping** screen is displayed.

The list on the left shows what mappings you'll get. For example, by default, level 1 headings in DOORS are mapped to the **Heading 1** style in Word, and DOORS bullets are mapped to standard Word bullets.

Advanced tab	Description
Change a style mapping	Select the appropriate item on the left. Then in the list on the right, select the Word style you want to use.
Save the style mapping information	In the <b>Settings file</b> box, type the name of the file that you want to save the information in, or click <b>Browse</b> to locate it, then click <b>Save</b> .
Load style mapping information from a file	In the <b>Settings file</b> box, type the name of the file that contains the style mapping information, or click <b>Browse</b> to locate it, then click <b>Load</b> .

7. When you have finished defining the mapping styles, click **Close**.

## Exporting to Microsoft Excel

You can export your current view to Microsoft Excel.

- Columns other than the main column are always exported.

- You can control whether you export the main column too, and if so, which of its attributes you export.
- The maximum number of columns you can export to Microsoft Excel is 25.

**Note:** When you export to Microsoft Excel, rich text formatting and special characters are not preserved. If you want to preserve rich text formatting, export to a Microsoft Word table, then copy and paste the Word table into Excel.

### To export to Excel:

1. In the module window, click **File > Save**.  
This saves the module. It makes sure that the data you export includes any changes you made recently.
2. Click **File > Export > Microsoft Office > Excel**.  
**Note:** If you are running DOORS through Citrix, Excel must also be running through Citrix or the export will not work.
3. Use the **Main column** drop-down list to specify whether you want to export the main column:
  - Select **Ignore** if you don't want to export the main column.
  - Select **Object Heading** to export the **Object Heading** attribute in the main column.
  - Select **Object Short Text** to export the **Object Short Text** attribute in the main column.
  - Select **Object Text** to export the **Object Text** attribute in the main column.
  - Select **Object Heading and Text** to export both the **Object Heading** and **Object Text** attributes in the main column.
4. Select the **Include column titles** check box if you want to export column titles.
5. Click **Export**.  
The data is exported to Excel. Excel opens and displays the exported data.

### Exporting to spreadsheet

You can export your current view, or selected attributes, to a CSV (comma separated value) or a TSV (tab separated value) file. The exported file can be imported by packages such as Microsoft Excel or Microsoft Access.

In CSV and TSV files, the rows and columns of the spreadsheet (or database table) are stored as lines of text.

The export spreadsheet tool creates one line in the file for each object being exported.

Normally, each line represents one spreadsheet or database row. Each data item in a line is separated by a comma, or a tab, depending on the type of the file. However, if the data being exported contains new lines, the strings that contain the new line characters are enclosed in quotes.

You can create a list of attributes to export or you can export the columns in the current view.

You can include the names of the attributes in the file or, if you export the display set, you can include the column titles.

**Note:** When you export to a spreadsheet, rich text formatting and special characters are not preserved. If you want to preserve rich text formatting, export to a Microsoft Word table, then copy and paste the Word table into the spreadsheet.

### To export to a CSV or TSV file:

1. In the module window, click **File > Save**.  
This saves the module. It makes sure that the data you export includes any changes you made recently.
2. Click **File > Export > Spreadsheet**.
3. If you want to export all the columns in your current view, go to Step 8.
4. If you want to specify which attributes are exported, click the **Attributes from list** radio button.
5. Select the attributes you want to export:
  - Select an attribute in the **Existing attributes** box
  - Click either **Add** or **Insert** to add the attribute to the **Attributes to export** box:
    - Use **Add** to add it before the selected entry in the **Attributes to export** box.
    - Use **Insert** to add it after.
6. Click **Delete** to delete an attribute from the **Attributes to export** box. Click **Save** to save the list of attributes to a file. Click **Load** to load a list of previously saved attributes from a file.
7. When the attribute list matches the order of the columns you want to export, go to Step 8.
8. Use the **Include** radio buttons to specify what objects you want to export:
  - Click **All objects** to export all the objects in the module
  - Click **Display set only** to export only the objects in the current view
9. If you want to include the column titles in the first line of the exported file, select the **Include attribute names/column titles in first row** check box.
10. Use the **Data separator** radio buttons to specify what type of file you want to export to:
  - Click **Comma** for a CSV file
  - Click **Tab** for a TSV file

11. Type the name of the file you want to export to, or use **Browse** to locate it.
12. If you want to specify an encoding for the exported file, click **Advanced**.  
An **Encoding** list box containing a list of the code pages that are available on your computer is displayed. Select the encoding you want to use.  
**Note:** Microsoft Excel 2000 does not support UTF-8 CSV files. If you are going to view the CSV file using Excel 2000, you need to export it with UTF-16 encoding.
13. Click **Export**.

## **Chapter 20                      Using Support Tools**

This chapter contains the following topic:

- Editing imported Word style information
- Resizing OLE objects
- Converting layout DXL to attribute DXL

## Editing imported Word style information

If you capture paragraph style information when you import data from Microsoft Word, the style information is stored in the **Paragraph Style** attribute. The **Paragraph Style** attribute contains one or more **<attribute: style>** pairs. Each **<attribute:style>** pair defines the style that is applied to an attribute's value when you export the data back to Word.

You can change the style information if, for example, you want to export the module to a Word file that uses a template with special styles.

You can edit the **Paragraph Style** attribute value in-place, but it is more efficient to use the **Edit Paragraph Style Attribute** tool.

The **Paragraph Style** attribute can store as many **<attribute: style>** pairs as you want.

The value of the **Paragraph Style** attribute is object specific, but it can contain style information for more than one attribute. This means that you could, for example, specify one style for the **Object Heading** attribute, and a different style for the **Object Text** attribute. If you then exported the object, Word would apply different styles to the data in each attribute.

The tool can manipulate the styles either for the current object or for every object in the current view.

Two settings have special significance:

- The Attributes setting
- The Properties setting

The Attributes setting lets you specify a default style which applies to every attribute which is not listed in the **Paragraph Style** attribute.

The Properties setting lets you specify styles for data in your view which are not attribute values, such as layout DXL and object identifiers.

You use the Attributes setting and the Properties setting in the same way as any other attributes. They have **<attribute:style>** pairs like any other values in the **Paragraph Style** attribute.

### To run the Edit Paragraph Style Attribute tool:

1. Open the module whose **Paragraph Style** attribute you want to edit.
2. Click **Tools > Support Tools > Edit Paragraph Style Attribute**.
3. In the **Attribute** box, select the attribute that you want to specify a style for.

4. In the **Paragraph style** box, type the name of the Word style that you want to use for the selected attribute.

**Note** To delete the paragraph style information for the selected attribute, clear (delete all the text in) the **Paragraph Style** box.

5. If you want to change the **Paragraph Style** attribute of the current object only, click **Apply to Current**.  
If you want to change the **Paragraph Style** attribute of all objects in the current view, click **Apply to All**.
6. Click **Close**.

## Resizing OLE objects

If an inserted OLE object is too large to fit in the column in which it has been inserted, you can resize it to fit the column. You can resize all of the OLE objects in a module, or just the OLE objects in the current object.

To resize OLE objects to fit the column in which they are inserted, select **Tools > Support Tools**, then either **Set OLE Size For Current Object** or **Set OLE Size In All Objects** in the format module window.

To reset OLE objects to their original size, select **Tools > Support Tools**, then either **Reset OLE Size In Current Object** or **Reset OLE Size In All Objects**.

## Converting layout DXL to attribute DXL

Values that are stored in layout DXL columns are recalculated every time DOORS refreshes the display. The constant recalculation of the values is memory intensive and can lead to poor performance. If you do not need your DXL program to update dynamically, you can convert the contents of your layout DXL column to attribute DXL.

### To convert a layout DXL column:

1. Open the module that contains the layout DXL you want to convert in exclusive edit mode. You must have create access to the module.
2. Select the view that includes the layout DXL column you want to convert.
3. Select **Tools > Support Tools > Convert Layout DXL to Attribute DXL**.

The **Convert Layout DXL** dialog box is displayed. It contains a list of the Layout DXL columns in the current view.

4. Select the column that you want to convert and click **Convert**.  
A message is displayed stating that the DXL has been successfully converted, and the new Attribute DXL column is added to the view.

## **Chapter 21                      Keyboard Shortcuts**

This chapter describes the keyboard shortcuts you can use instead of clicking menu options with your mouse:

- CTRL keys
- Rich text
- Function keys
- Keypad keys
- Navigation Keys



## CTRL keys

The following table lists the control key shortcuts:

Keys	Context	Description
CTRL+A	Formal module	Edits the attribute in the next column.
CTRL+C	DOORS Explorer	Copies the currently selected items to the DOORS Explorer clipboard.
	Formal module	Copies the currently selected objects to the module's object clipboard. If you're editing an object, it copies the currently selected text to the system clipboard.
CTRL+D	DOORS Explorer	Creates a new descriptive module.
	Formal module	Discards a data change during an edit (deletes the edits you made to the current object).
	Link module	Deletes a link.
CTRL+E	DOORS Explorer	Opens the selected module in Exclusive edit mode
	Formal module	Displays the object properties sheet, so you can edit objects.
	Link module	Displays the Edit Link Object sheet if a link is selected.
CTRL+F	DOORS Explorer	Creates a new formal module.
	Formal module	Finds text in the module.
CTRL+G	Formal module	Goes to a particular object in the module.
CTRL+H	Formal module	Edits the <b>Object Heading</b> attribute for the current object.
CTRL+I	DOORS Explorer	Moves focus between the toolbar, favorites, location, DOORS Explorer pane and Contents pane.

Keys	Context	Description
	Formal module	Starts a link.
CTRL+K	Formal module	Runs the spelling checker.
CTRL+L	DOORS Explorer	Creates a new link module.
	Formal module	Creates a new object one level below the current object.
	Link module	Creates a new linkset.
CTRL+M	Formal module	Makes a data change (accepts the edits you made to the current object; they are stored in memory).
CTRL+N	Formal module	Creates a new object at the same level as the current object.
	Link module	Creates a new link.
CTRL+O	DOORS Explorer	Opens the <b>Customize Toolbars</b> dialog box.
	Any module	Opens the <b>Customize Toolbars</b> dialog box.
CTRL+P	Formal module	Prints the module.
CTRL+R	DOORS Explorer	Opens the selected module Read only.
	Formal Module	Removes the contents of an attribute when it is open for in-place edit.
CTRL+S	DOORS Explorer	Opens the selected module in Shareable edit mode
	Any module	Saves the module.
CTRL+T	Formal module	Edits the <b>Object Text</b> attribute of the current object.
CTRL+V	DOORS Explorer	Pastes the contents of the DOORS Explorer clipboard to the DOORS Explorer.

Keys	Context	Description
	Formal module	If you're editing an object, it pastes the contents of the system clipboard. Otherwise it pastes the contents of the module's object clipboard. New objects are created at the same level as the current object.
CTRL+X	DOORS Explorer	Cuts the currently selected items, and places them on the DOORS Explorer clipboard.
	Formal module	Cuts the currently selected objects to the module's object clipboard. If you're editing an object, it copies the currently selected text to the system clipboard.
CTRL+Z	Any module	Undoes your last edit.
CTRL+RETURN	DOORS Explorer	Opens selected module in default edit mode.
	Formal module	Creates an object at the same level as the current object, when you're editing in-place.
CTRL+LEFT ARROW	Formal module	Goes to the current object's parent. If you're editing text, moves the insertion point one word to the left
CTRL+RIGHT ARROW	Formal module	Goes to the current object's first child. If you're editing text, moves the insertion point one word to the right
CTRL+HOME	Formal Module	When editing text, moves the insertion point to the start of the attribute
CTRL+END	Formal Module	When editing text, moves the insertion point to the end of the attribute.
CTRL+ Double-click on attribute	Formal Module	Goes to <b>Edit Value</b> editor of that attribute

Keys	Context	Description
RETURN	Formal Module	When editing attributes goes to same attribute for the next object (for enumerated lists only)
CTRL+Right SHIFT	Formal Module	When in-place editing, right aligns the attribute value for right-to-left reading order.
CTRL+Left SHIFT	Formal Module	When in-place editing, left aligns the attribute value for left-to-right reading order.
CTRL+SHIFT+F	Formal Module	When a link start is defined, creates a link from the start object
CTRL+SHIFT+M	Formal Module	When a link start is defined, creates a link to the start object.

## Rich text

The functions in the following table are only available when you are editing attributes of type text or string in a formal module:

Keys	Description
CTRL+B	Makes the currently selected text <b>bold</b> .
CTRL+I	Makes the currently selected text <i>italic</i> .
CTRL+U	Makes the currently selected text underlined.

## Function keys

The functions in the following table are available in formal modules and the DOORS Explorer:

Key	Description	With CTRL
F1	Displays help in the DOORS Explorer and in module windows, but not in dialog boxes.	
F2	DOORS Explorer - Displays the properties sheet of the item selected in the right pane.	

Key	Description	With CTRL
F2	In Module - Add the current object to a selection. For example, you can use F2 to select object 1 then use F2 to select object 5, and all the objects in between will be selected. You can then use F2 to select object 9 and all the objects between object 5 and object 9 will be added to the selection.	Clears the current selection.
SHIFT+F2	Clears the current selection.	
F3	In Module - Select	In Module - Deselect
F3	Finds the next object in the module when using the Find function.	
SHIFT+F3	Finds the previous object in the module when using the Find function.	
F4	Deletes the current object.	
F5	Refreshes the screen.	
SHIFT+F5	Refreshes the module	
F6	Compresses the current object if outlining is turned on.	Uncompresses the current object if outlining is turned on.
SHIFT+F10	In the DOORS Explorer and in module windows, displays the context menu (equivalent to right-clicking).	

## Keypad keys

The functions in the following table only work if you turn the NUM LOCK off by pressing **NUM LOCK**.

Keypad key	Description	With CTRL
HOME 7	Moves to the first object in a formal module.	When editing text, moves the insertion point to the start of the attribute

<b>Keypad key</b>	<b>Description</b>	<b>With CTRL</b>
END 1	Moves to the last object in a formal module.	When editing text, moves the insertion point to the end of the attribute

## Navigation Keys

The following table lists the navigation key shortcuts:

<b>Press</b>	<b>To</b>
INSERT	Create an object one level below the current object.
CTRL+INSERT	Create an object at the same level as the current object.
HOME	Go to the first object in the module.
END	Go to the last object in the module.
CTRL+HOME	If you are editing text, moves the insertion point to the start of the attribute.
CTRL+END	If you are editing text, moves the insertion point to the end of the attribute.
PAGE UP	If you're in Document mode, scroll up one screen. If you're in Graphics mode, rotate the tree clockwise through 90 degrees.
PAGE DOWN	If you're in Document mode, scroll down one screen. If you're in Graphics mode, rotates the objects clockwise.
UP ARROW	If you're in Document mode, go to the next or previous object.
DOWN ARROW CTRL+UP ARROW, CTRL+DOWN ARROW	If you're in Graphics mode, move up or down the tree hierarchy. Move from the current object to the sibling above or below it. If the focus is on the left pane of the module explorer, they scroll. If you are editing text, moves the insertion point to the start or end of the attribute.

Press	To
CTRL+SHIFT+UP ARROW, CTRL+SHIFT+DOWN ARROW	Scrolls smoothly through the module contents.
CTRL+LEFT ARROW, CTRL+RIGHT ARROW	Go to the current objects parent (left arrow) or first child (right arrow). If the focus is on the left pane of the module explorer, they scroll. If you are editing text, moves the insertion point to the start or end of the previous or next word.
SHIFT+RETURN	If you're in document mode, edit the current object in-place. If you're already editing the current object, goes to the next object. It does nothing if you are in Graphics mode, or if the focus is on the left pane of the Module Explorer.
MENU	In the DOORS Explorer and in module windows, displays the context menu (equivalent to right-clicking or SHIFT+F10).

## **Chapter 22                      Contacting Customer Support**

This chapter contains the following topics:

- What to do before you contact customer support
- How to contact customer support
- Sending an automated problem report form



## What to do before you contact customer support

If your site has a designated on-site support person, please contact that person before you contact our customer support team.

To help our customer support team solve your problem, please have the following information available:

- Your name, title, company name, e-mail address, fax number and telephone number.
- Your Telelogic support ID and Telelogic support password.
- The version and build number of DOORS that you're running.  
To get this information, run DOORS, and click **Help > About DOORS**.
- The operating system you're running DOORS on, for example, Windows XP
- What operating system your DOORS database is running on, if different.
- If you are reporting a new problem, please have a clear statement of the problem, including the exact text of any error messages produced by DOORS, your operating system, or any other tools that were running when the problem occurred.
- If you are calling about a problem you reported earlier, you need the original tracking number the customer support team assigned to your problem.

## How to contact customer support

Visit the support center on our web site at <http://support.telelogic.com>.

Alternatively, you can e-mail or telephone us. For up-to-date contact information, visit <http://support.telelogic.com/contact/support/>.

## Sending an automated problem report form

To send an automated problem report to customer support:

1. Select **Help > Generate Support Request**.  
The **Telelogic Support Information** dialog box is displayed with some of your product information automatically included.  
Review the information to make sure it's accurate.
2. From the **Impact** drop down list box, select the severity of the problem.
3. In the **Summary** box, summarize the problem.
4. In the **Problem** box, type a detailed description of the problem.
5. If available, attach a snapshot.  
Click either **DOORS Window Snapshot** or **Screen Snapshot**, whichever is applicable, and select the snapshot from your machine.
6. If possible, add files, and/or a video capture by using the buttons in the **Attachment Information** area.
7. Add any additional items or information to help the customer support resolve the problem.
8. You can either:

- Display the information you've entered in a new window so that you can copy it. For example, you may want to add this information to someone else's information.  
Click **Just Text (No Email)**.
- Open the email to edit it before sending it to customer support.  
Click **Preview and Send** to submit the report.

### **Guidelines for writing a problem report**

- Be as specific as possible when you summarize the problem in the **Summary** box and when you explain the situation and provide details in the **Problem** box. For example, "The system crashed when I tried to add an attribute" is more helpful than "It crashed."
- Indicate if there were any system changes, such as customizations or upgrades, before the problem occurred.
- If the problem is reproducible, list the specific steps to be followed in order to demonstrate the problem and also indicate the model you are using to perform the steps.
- In the problem description, include anything different or unusual that you observed before the problem happened.
- Make screen captures of anything that you feel will help and attach them to the problem report.
- Include any error messages and code samples you have related to the problem.
- If you have multiple unrelated questions or issues, please submit them separately.

### **Automatic responses and recording defects**

When you send the online form to customer support, the customer service system immediately searches the Knowledge Base based on the **Summary** and **Problem** descriptions you entered. If there is an exact match of your problem in the knowledge base, the system automatically sends an email to you with a pointer to the most likely solution.

The problem is also automatically recorded in the defect tracking system as assigned to a support representative. This representative works with you to be certain that your problem is solved. The defect tracking system also records new problems with their solutions in the Knowledge Base to provide rapid assistance for other customers.

### **Automatically generated problem reports**

If your DOORS system crashes, it displays a message asking if you want to send a problem report about the crash to DOORS Support.

If you decide to send this generated report, the system displays the same online form that is available from **Help > Generate Support Request**. In this case,

the form contains information about the crash condition, in addition to the information that is usually filled in describing your system. Add any more information that you can to help the customer support staff identify the problem before you click the **Preview and Send** button.