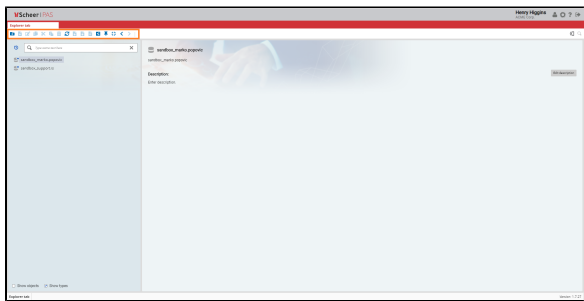# Toolbar

Toolbar Overview

The Toolbar is part of the Explorer Tab which contains many options related to folders, models or object definitions.

Relevant options will be enabled when a database, folder, model or an object definition is selected.

> ✅ To apply the appropriate option to **multiple items**, hold down the **Ctrl** key whi

	le you press each item until all are selected, and then click the icon that you want to apply.

Toolbar Functionalities

Icon	Pop-up Window	Description

CREATE NEW FOLDER

Enter folder name

Save Cancel

Use the **New Folder** icon to create a new folder in the database or in an already created folder.

By clicking on this icon, the pop-up window **Create New Folder** allows you to name your folder.

Click **Save** to create the folder or **Cancel** to abort.

CREATE NEW MODEL

Enter model name

Select model type:

VALUE CHAIN DIAGRAM

EVENT DRIVEN PROCESS CHAIN

ORGANIZATIONAL CHART

DATA MODEL

SYSTEM LANDSCAPE

BPMN COLLABORATION DIAGRAM

FREE MODEL

Save Cancel

Use the **New Model** icon to create a new model in the selected folder.

(i) You can only create a new model in a folder, not directly in a database.

By clicking on this button, a pop-up window will open:

Enter a name for your model and choose a model type. Click **Save** to create the model in the selected folder.

✏️	**EDIT FOLDER "BOJAN"** Enter folder name Save Cancel	The **Edit** icon allows you to edit the model or folder name. ℹ️ Note that this option is disabled if you select a database. A pop-up window will open: Enter the new name of the model or folder and confirm with **Save**.
📋		Use the **Copy** icon to copy your model or object to another location. ℹ️ Note that this option is disabled if you select a folder.
✂️		Use the **Cut item** icon to move your folder, model or object to another location.
		Use this icon to **paste** a copied or cut item to another location. ℹ️

Do you want to create definition copies or occurrence copies for the selected models?

○ Create definitions copies

○ Create occurrences copies

Done Cancel

Do you also want to move objects that appear in the selected models and that are in the same folder?

Yes No Cancel

ⓘ The options depend on the previous action (**copy** or **cut**).

Copy: You will be asked what type of copies you want to create. Choose one of the options and click **Done** to proceed or click **Cancel** to abort.

Cut: You will be asked if you want to move objects appearing in the selected models and that are in the same folder. You can choose between **Yes**, **No** or **Cancel.**

You can copy one or more objects inside the Structure Bar and then paste them on the Canvas of the selected model.

🗑	**Are you sure you want to delete folder "Test Folder"?** * All items inside this folder will also be deleted. Yes Cancel **Are you sure you want to delete model "Test Model"?** ☐ Delete all the objects definitions that appear only on selected models and are in the same folder Yes Cancel	Click on the **Delete** icon to erase a selected folder, model or object. If you use this icon, a confirmation dialog will open. ⚠ Note that all items within the selected folder will also be deleted. If you want to delete the folder including its content, click **Yes**. If you use this icon on **models**, you can choose to delete all the objects definitions that appear only on selected models and are in the same folder by checking this option within the confirmation dialog.
🔁	ⓘ **Explorer is refreshed**	Use the **Refresh explorer** icon to refresh your explorer. When you click the icon, a message appears on the top left corner of the screen showing the message **Explorer is refreshed.**

SELECT FORMAT FOR EXPORT OF:

Select Format ▼

Ok   Cancel

If you want to export data from a database, folder or model, use the **Export** option. Available export formats are **JSON** and **XML**.

> ✅ For more details see page Export and Import.

SELECT FORMAT FOR IMPORT OF:

Select Format ▼

Ok   Cancel

Use the **Import** option if you want to import data from a file to a folder or model. Available import formats are JSON, XML and ARIS.

> ✅ For more details see page Export and Import.

	SELECT REPORT Select Format ▼ Ok Cancel	You can generate reports from the Reports page in the **Administration** tab. Five **Standard Reports** are available: 1. **Process Handbook** 2. **Model Information** 3. **Job Description** 4. **IT System Description** 5. **RACI(.xlsx)** ✅ For more details visit page Standard Reports.
	ℹ️ **URL copied to clipboard**	The **Share** option allows you to copy a link of the chosen database, folder or model to a clipboard. When you click the icon, a message appears on the top left corner of the screen showing the message **URL copied to clipboard**.

📌	**External link published to cockpit** ⓘ	The **Publish to cockpit** option is available for databases, folders or models. Use it to pin the selected item to a cockpit**.** When you click on the button, a message appears on the top left corner of the screen showing the message **External link published to cockpit**.
⧉	SELECT OBJECTS FOR CONSOLIDATION 🖳 sandbox_jane123 📁 My Folder ↗ [No name] ⌃ AND Rule ⌃ AND Rule ⌃ AND Rule ⌃ AND Rule ⌃ AND Rule 🗗 Application System Type 🗗 Application System Type ❤ Business Rule ↗ C_01 👍 Capability ↗ Cluster ★ E_01 ★ E_02 ★ E_03 ★ E_04 ★ E_05 *Select at least 2 objects Next　Cancel SELECT OBJECTS FOR CONSOLIDATION Selected Objects 🖳 Application System Type 🖳 Application System Type *Select one master object Back　Consolidate　Cancel	The **Consolidate** icon gives you the option to merge two or more objects. Select a folder and click on the consolidate button in the toolbar. The pop-up window **Select Objects for Consolidation** will open. Double click on at least two objects and click **Next**. A new pop-up window will appear where you need to select **one master object**. When you are ready to merge, click **Consolidate** to merge all selected objects. If you want to discard your choice, click **Cancel**. To return to the previous pop-up window, click **Back**.

Apply template confirmation

Are you sure you want to apply template over a selected explorer item? This action cannot be reverted.

Yes   Cancel

The **Apply templates** icon gives you the option to apply templates on all of the models in specific folder at once.

First, select the folder you want to apply the templates to, and then choose Apply templates option from the Toolbar.

For more details visit pages Modeling Templates and Working with Templates on Canvas

The **Back /Forward** icons are used for navigating through paths you have recently visited.

The **Toggle role level visibility** icon gives you the option to show only the **models that are visible to your role** inside the Structure bar.

> ✓ For more details visit page [Role setting for models and objects](#).