

How to bulk change person responsible attribute

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1 Introduction

1.1 Purpose

The purpose of this “How to” guide is to explain how to perform a bulk change of a text attribute, such as the “Person responsible” attribute.

1.2 Assumptions

This “How to” guide was built using ARIS SR23 and assumes user has administration rights.

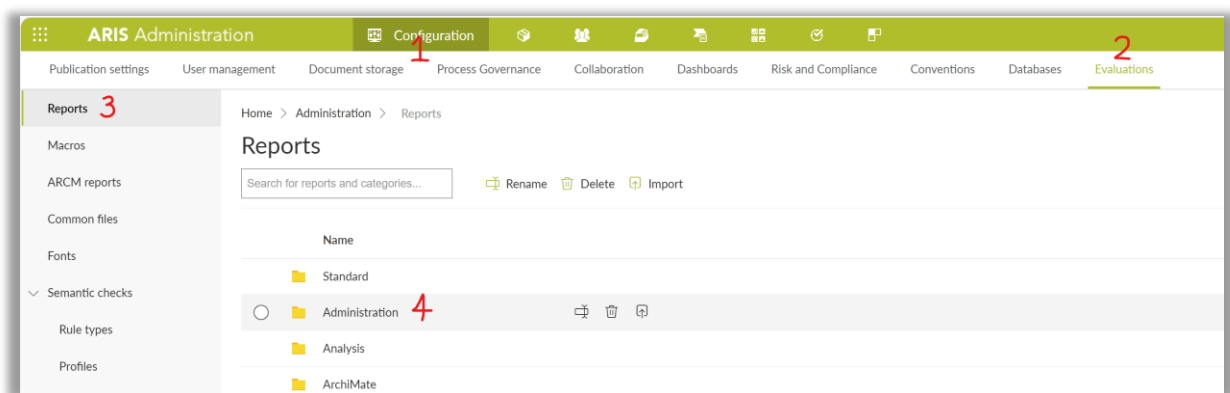
1.3 Background

If a new person takes over the responsibilities of an existing process owner, that it may become necessary to do a bulk change of the “Person responsible” attribute.

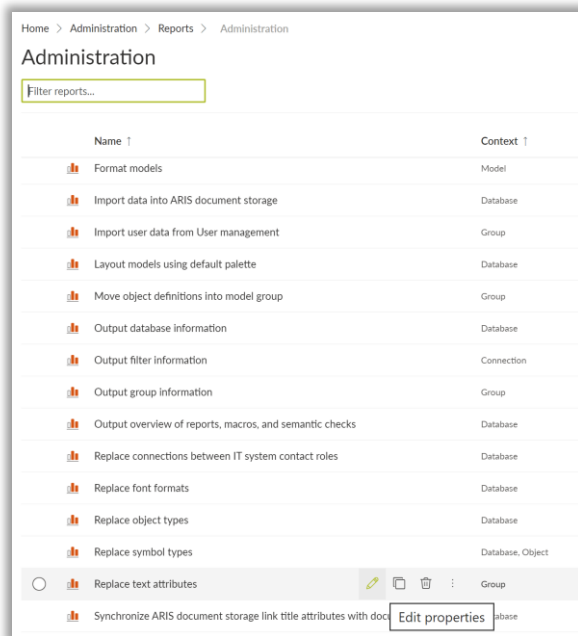
2 How To Step by Step Guidance

2.1 Enable “Replace text attributes” report

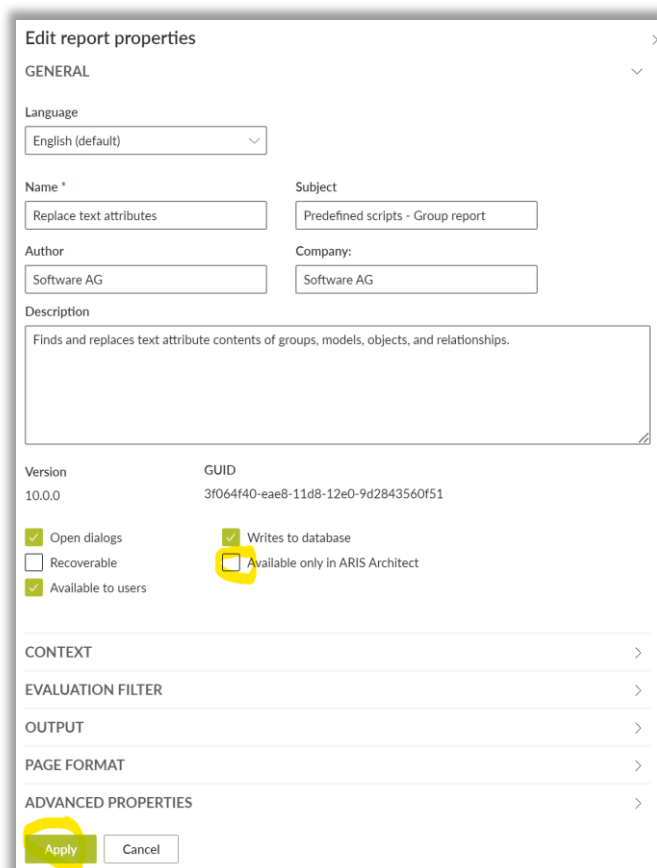
2.1.1 Navigate to the report category called “Administration”



2.1.2 Edit properties of the “Replace text attributes” report

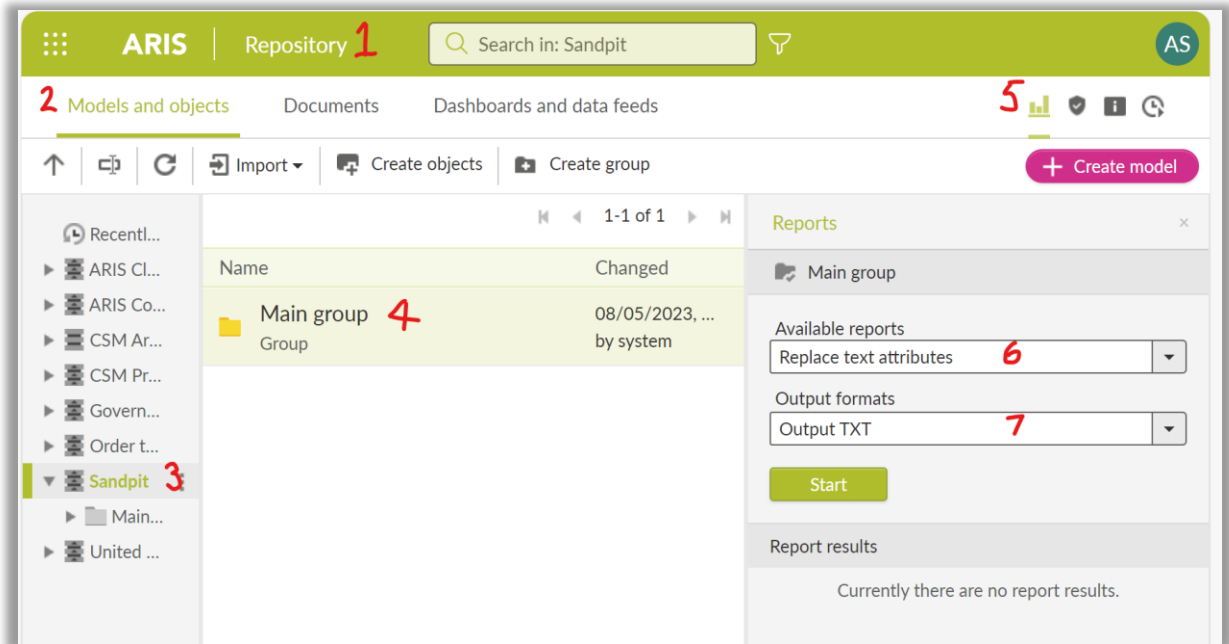


2.1.3 Uncheck “Available only in ARIS Architect” and “Apply” the change

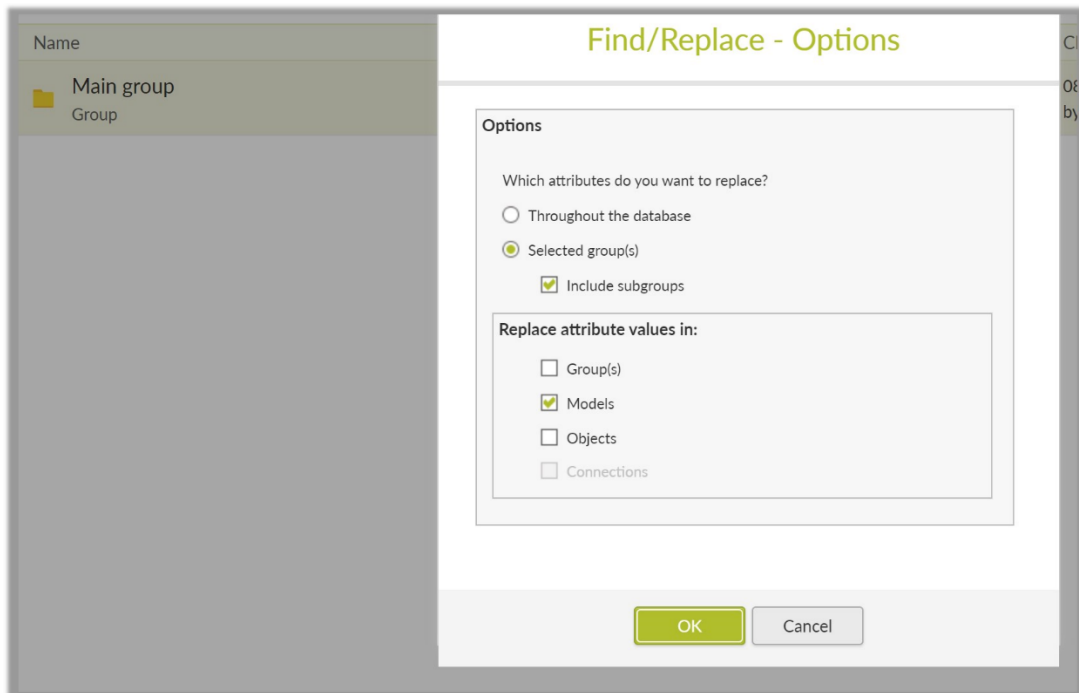


2.2 Run "Replace text attributes" report

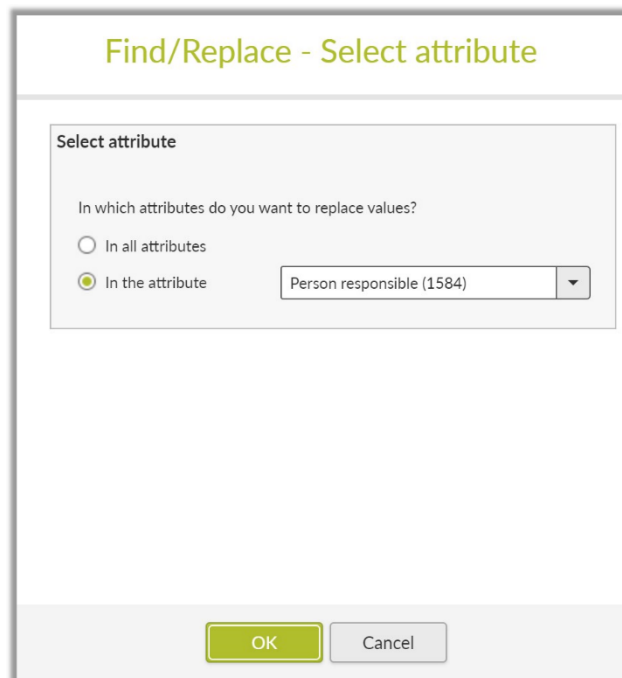
2.2.1 Select desired group on which to run the report



2.2.2 Choose to run on "Models" and "Include subgroups" as appropriate

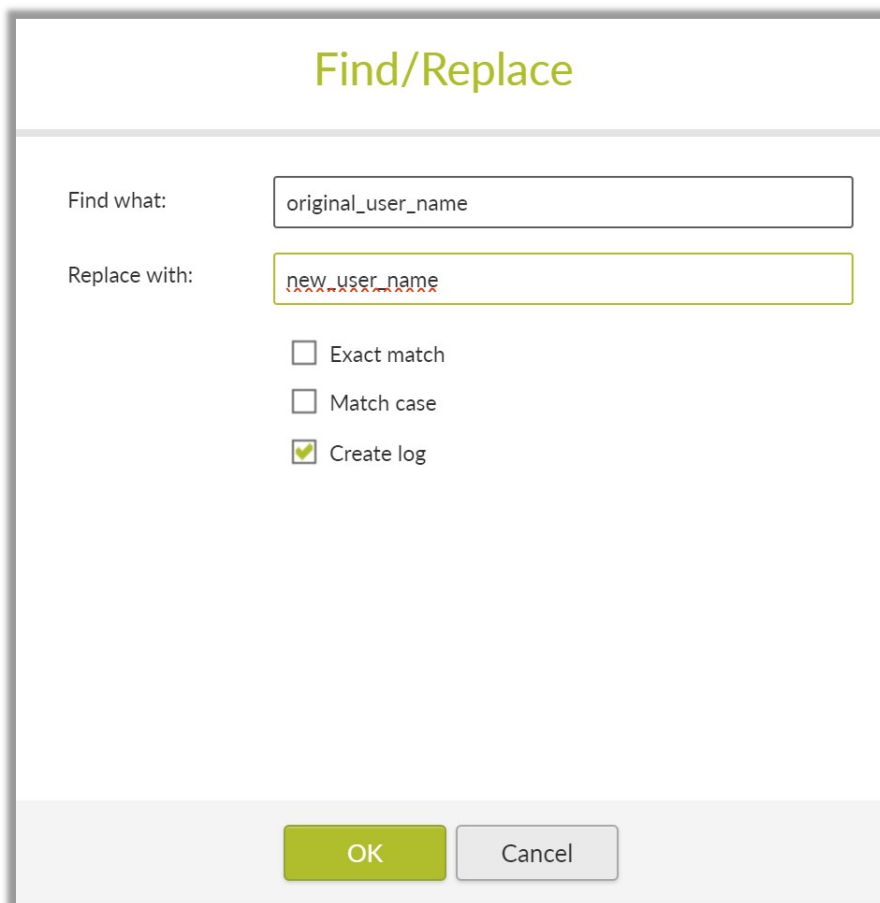


2.2.3 Select the appropriate text attribute



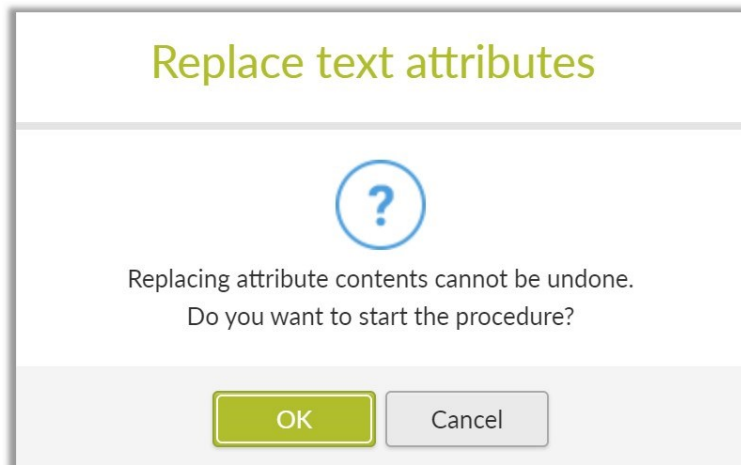
The dialog box is titled "Find/Replace - Select attribute". It contains a section titled "Select attribute" with the question "In which attributes do you want to replace values?". There are two radio buttons: "In all attributes" (unselected) and "In the attribute" (selected). To the right of the "In the attribute" option is a dropdown menu showing "Person responsible (1584)". At the bottom of the dialog are "OK" and "Cancel" buttons.

2.2.4 Enter existing/replacement user name and check "Create log"

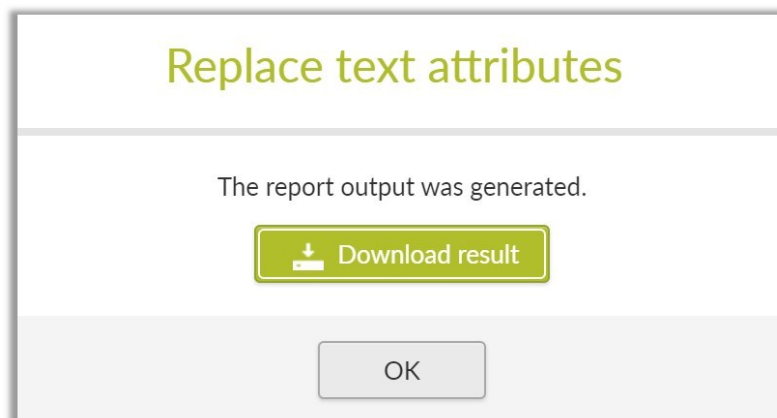


The dialog box is titled "Find/Replace". It has two input fields: "Find what:" containing "original_user_name" and "Replace with:" containing "new_user_name". Below these fields are three checkboxes: "Exact match" (unchecked), "Match case" (unchecked), and "Create log" (checked). At the bottom of the dialog are "OK" and "Cancel" buttons.

2.2.5 Confirm if okay to proceed



2.2.6 Download the report log



2.2.7 Review the list of models where the change was applied

```
11/2/23 11:56 AM
Server:myaris10
Database:Sandpit
User:andrew
```

```
Find what: original_user_name
Replace with: new_user_name
```

Models...

```
First model name(Path:Main group\Test) : Person responsible
Second model name(Path:Main group\Test) : Person responsible
```

2.3 Optionally disable “Replace text attributes” report

2.3.1 For security consider making the report unavailable to users

Edit report properties

GENERAL

Language
English (default)

Name *
Replace text attributes

Subject
Predefined scripts - Group report

Author
Software AG

Company:
Software AG

Description
Finds and replaces text attribute contents of groups, models, objects, and relationships.

Version
10.0.0

GUID
3f064f40-ae8-11d8-12e0-9d2843560f51

Open dialogs

Writes to database

Recoverable

Available only in ARIS Architect

Available to users

CONTEXT >

EVALUATION FILTER >

OUTPUT >

PAGE FORMAT >

ADVANCED PROPERTIES >

Apply Cancel

3 Legal Information

3.1 Document Accuracy

In relation to the accuracy of the information contained within this document please note that:

1. It may no longer be correct as ARIS features, functions and user interface are regularly enhanced and will change over time with ARIS Service Releases;
2. It is an unofficial "How to" guide provided to assist customers and it is not a part of the official ARIS product documentation, so there is no intent, or obligation, for this document to be updated and maintained;
3. It may contain screenshots, settings, features, or suggested actions or steps, that are out of date, incorrect, or no longer applicable to newer versions of ARIS;
4. It may contain errors or mistakes;
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3.2 Document Intent

"How to" guides are provided to ARIS customers, for information purposes, for use in order to assist customers in using ARIS, and it is up to the customer to decide on the most appropriate ARIS environment configuration to meet their needs.

3.3 Document Audience

This document is solely for the use of Software AG customers who are licensed to use ARIS.

3.4 Confidential Information

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3.5 Document History

Version	Date	Who	Description
1.0	2 Nov 2023	Andrew Sands	Initial release.

4 Additional Sources of Information

4.1 Empower Portal

The Empower Portal (<https://empower.softwareag.com>) is the hub for Software AG information and will provide you with access to:

Online Support Services	Knowledge Center
Product Information	Discussion Forum
Product Downloads	Feature Requests
Product Fixes	Partner Services

4.2 ARIS Community Portal

The ARIS Community Portal (<https://www.ariscommunity.com>) is a great place view, share, and discuss the latest ARIS news. Here are some useful links:

[How to use Satellite Modelling](#)

[Know-how for ARIS Enterprise](#)

[ARIS Short Training Videos](#)

[Useful ARIS links](#)

[Best Practices tin using ARIS](#)

[HELP! I am an ARIS Admin](#)

4.3 Software AG Knowledge Portal

Software AG Learning Portal (<https://learn.softwareag.com>) contains some free ARIS training such as:

ARIS Modeller Basic / Essentials

ARIS Administrator Basic / Essentials

4.4 Software AG YouTube Channels

For less structured information see <https://www.youtube.com/user/SOFTWAREAG>.

4.5 Customer Success Manager

Customer Success Managers are there to help you, to get the most value, out of your Software AG products and services.

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