

 **LEADING PRACTICE**
We set the Enterprise Standards!

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EnterprisePLUS (E+)

Best Practice & Tips & Tricks



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E+ Best Practices

LEADing Practice recommends the following list of E+ best practices and tips and tricks of how to best utilise the power of E+ for work around the many different architecture, modelling and engineering disciplines.

The E+ Modelling Tool Best Practices

- Save your model often. Use the CTRL+S function or the red "SAVE" button in the top right corner. Click the function only once, and wait for the model to be saved.
- Make backup copies of your models. Timestamps are automatically added to all models, so you can easily keep track of your latest (or earliest) version of any model.
- Try to refrain from making any single model too large. We recommend using a maximum of 50-80 objects on any single model.
- Keep in mind that 2 different (or similar) models can be connected to each other by using 1 or more of the exact same object. This helps you to relate one model to another, or more models.

Quick Access Functions in the E+ Modelling Tool

- **CTRL+A** = Selects all elements on the canvas.
- **CTRL+S** = Saves the current model using the same name. A good general workflow practice is to use this function often.
- **CTRL+Shift+L** = Shows the "Layers" window that you can use to place shapes, texts and object elements in different layers (on top or below each other). Makes it easier to control many elements across specific layers.
- **CTRL+Shift+G** = Show a Grid-based canvas background. Useful for structuring and aligning elements on your canvas.
- **CTRL+G** = Groups elements together. Simply pick the elements you want, and hit the CTRL+G shortcut to group the elements together. Makes it easy to drag multiple elements around on the canvas while keeping the group intact.
- **CTRL+L** = Locks/unlocks elements (shapes, texts, objects, etc.) on the canvas. This is very useful for locking elements so that you do not accidentally delete or move them around unintentionally.
- Make it a habit of turning on the "Grid" from the "View" menu. It enables a background grid where elements can "snap" to the lines. It makes it easy and convenient to keep your design elements aligned throughout the model canvas.
- Use the arrow keys to move elements by 1 point incrementally. Hold down SHIFT and use the arrow keys to move elements by 10 point incrementally. This makes it easier and more convenient to keep exact distances between design elements.
- Turn the "Page View" function off under the "View" menu. This makes the modelling canvas infinitely large and does not make you feel "constrained" to only work within a certain modelling area.

E+ Browser Support

- We recommend using either of the following browsers:
 - Google Chrome (highly recommended)
 - Mozilla Firefox (recommended)
 - Vivaldi
 - Apple Safari (Mac)
- Use a vanilla (sandbox) version of whichever browser you choose to use for E+.
- Do not install any 3rd party plugins or extensions, etc.
- Always keep your browser up-to-date!
- Microsoft Edge (Windows 10) is supported to some extent, but as it is now a discontinued product at Microsoft, we cannot attest to how well it performs with E+ since Microsoft Edge is no longer being actively developed.
- Please note that since Microsoft has begun phasing Internet Explorer, it is not supported by our E+ software system.
- Prior to logging in, clear your browsers cache.
- Do not log in and open multiple browser tabs with your user profile. While using E+, stay on a single active browser tab.
- Once you are finished working with E+, we recommend that you always log out and clear your browsers cache.

IT Infrastructure and E+

- If you are using E+ within the boundaries of an organisation (company location, educational school campus, etc.) and is therefore subjected to the organisation's IT infrastructure and cyber security regulations, you may need to contact the IT department to ensure that any potential internet connection regulations, firewall configurations, etc. does not interfere directly with your use of E+.
- Ensure that your locally installed firewall software and/or anti-virus program does not interfere with your usage of E+.
- Close and/or shut down background programs that takes up resources and that you do not need to use while using E+.

E+ Troubleshooting & Support

- Close any other software programs that uses bandwidth and CPU resources that you do not need to have open while using E+. This will increase E+ performance and make it even smoother to work with.
- If you encounter an error, please use the F12 key and choose the “Console” tab. Then capture screenshots of any errors you see and use the “Report a Bug” function to submit your error. The “Report a Bug” function is located in the bottom footer of the General User Interface of E+. We ask that our users try to explain – in as much detail as possible – what exactly the error was as well as the steps that were taking that produced the error.
- LEADing Practice strives to provide swift first level support for our users. As an alternative to the “Report a Bug” function, users may send their bug report directly to the Project Lead of the development of E+, Ulrik Foldager. His email address is ufo@leadingpractice.com. We ask that our users try to explain – in as much detail as possible – what exactly the error was as well as the steps that were taking that produced the error. Include screenshots if possible.
- If you load a model, and you experience that it takes an unusual amount of time, let the model load and let the system do the work for you. It can sometimes take a while to load models if the server is under pressure, and this is especially true if you are trying to load up a very big and complex model that has lots of content within it. In short, be patient.
- If you experience any issues with using E+, a good practice is to log out from all open browser tabs and then clear your browser entire cache. Now try to log back in and see if the issue is no longer there.
- If you experience any issues with using E+ and logging out and clearing your cache does not immediately fix the problem you are experiencing, we recommend that you try with another vanilla installation of a browser such as Mozilla Firefox as a possible alternative. If you are using Firefox, try using Google Chrome (newest version, and with no extensions/plugins added).
- Should you have any questions or be in need of any help using E+, you are always welcome to contact E+ responsible Ulrik Foldager at ufo@leadingpractice.com.

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