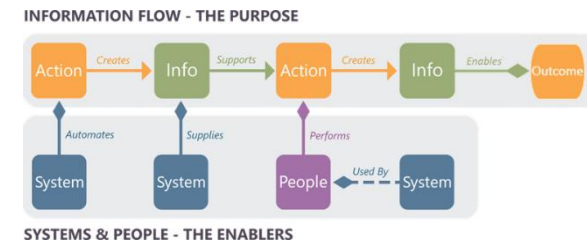# LINQ CAPABILITY LIST

Use this list to work through all the things that you can do in LINQ.

Node Connections

☐	Drag new nodes into the canvas from the palette
☐	Drag an edge from an Info or Action node and click into white space to create the next node in the sequence
☐	Drag an edge from one node to connect it to another node
☐	Drag an edge from an existing and connected node to a relevant node to copy the original
☐	Use Ctrl-C to copy a node or nodes, LINQset or LINQsets, or sketch
☐	Use Ctrl-V to paste the copied selection
☐	Use the mouse wheel to change the subtype of a newly added node created using drag-click
☐	Insert a new node pair (Info-Action) by double-clicking the edge between nodes
☐	Insert a new node pair (Info-Action) by dropping a new node dragged from the palette onto an edge
☐	Connect a new node to another node by dropping it onto a node in the canvas from the palette

INFORMATION FLOW - THE PURPOSE

SYSTEMS & PEOPLE - THE ENABLERS

YOUR NOTES

Node Descriptions

☐	Enter the description of a node when the node is in focus without using the 'Properties Panel'
☐	Select a node and enter the node description in the 'Description' field in the 'Properties Panel'
☐	Select a Value LINQset and enter the description in the 'Description' field in the 'Properties Panel'
☐	Double click an existing node description in the canvas and update the description
☐	Double click a default Value LINQset description in the canvas and update the description
☐	Double click a node description in the 'Find Panel' and update the description

YOUR NOTES

Navigation

- [ ] Resize the blue box in the navigation window using the mouse wheel to alter the zoom of the sketch in the canvas
- [ ] Click and drag the blue box in the navigation window to pan the sketch in the canvas
- [ ] Select a node in the canvas and change the navigation window to show adjacent, context, upstream or downstream nodes
- [ ] Navigate the sketch by selecting nodes in the navigation window when the view is set to adjacent or context
- [ ] Select an edge between 2 nodes to set the navigation view to 'Adjacent'
- [ ] Lock the navigation window view using the padlock
- [ ] Select nodes in the canvas using the select nodes button in the navigation window
- [ ] Reset the size of the navigation window using the minimise button in the toolbar
- [ ] Fit the navigation window to half of your screen view using the maximise button in the toolbar
- [ ] In the canvas, use the mouse wheel to zoom the sketch in and out
- [ ] Use the scroll bars in the canvas, to pan the sketch
- [ ] Hold 'Control' down on your keyboard and pan the sketch using the mouse
- [ ] Select the Pan button on the toolbar and drag the sketch to re-position it
- [ ] Use the Zoom in, Zoom out, 1:1, full screen and zoom to selected buttons on the toolbar to navigate the sketch
- [ ] Select a node in the Find panel to zoom to it in the sketch
- [ ] Select a node in the 'Warnings Panel' to zoom to it in the sketch
- [ ] Select a node in the 'Tag' list in the 'Visualisation Panel' to zoom to it in the sketch

YOUR NOTES

Properties

- [ ] Select a node and see the properties panel display the default properties for that node type
- [ ] In the Canvas, Hold 'Control' on the keyboard to select multiple nodes of the same type; see the properties panel display common properties
- [ ] Select a node in the 'Find Panel' and see the properties panel display the default properties for the node type
- [ ] In the 'Find Panel', hold 'Control' on the keyboard and select multiple nodes of the same type to see the properties panel display common properties
- [ ] With multiple nodes of the same type selected, update a property for all nodes by typing into the 'Properties Panel'
- [ ] Add a tag to a selected node by typing a tag description into the 'Tag' property in 'Properties Panel'
- [ ] Add a URL to a selected node by entering a URL into the 'URL' property in the 'Properties Panel'

YOUR NOTES

Custom Properties

☐ Open the 'Custom Properties' panel using the 'cog' above the 'Properties Panel'

☐ Create a new 'Custom Property' for nodes in your sketch by writing a property name, defining node types and adding it to the property list

☐ See how the 'Properties Panel' distinguishes between Organisation properties and sketch properties

☐ Delete and custom property, understanding the data impact this has to the sketch

YOUR NOTES

Find Nodes

- [ ] Open the 'Find Panel' from the left-hand toolbar
- [ ] Filter the node types that 'Find' will work against
- [ ] Type into the 'Search for…' panel to filter the list of nodes provided
- [ ] Select a node to navigate the sketch to that node
- [ ] Double click the node 'Description' text to edit it
- [ ] Explore the Properties discovered through the 'Find Panel' for example, custom properties, tags, purpose, etc.
- [ ] Reset the 'Find Panel' using the 'Reset' button at the top of the panel

YOUR NOTES

Visualisation

- [ ] Toggle the 'Value' visualisation to see the LINQ value number turn on and off in the canvas
- [ ] Toggle the 'Value-weighted' and 'Reuse-weighted Cost Allocation' buttons to see the cost of creating 'Information Outputs' display in the canvas
- [ ] Toggle the 'Action Cost' visualisation to see the cost of Actions display in the canvas
- [ ] Toggle the 'Action Duration' visualisation to see the time of a single action transaction display on the canvas
- [ ] Explore the display control between 'Value-weighted' and 'Reuse-weighted' visualisations and 'Action Cost' and 'Action Duration'
- [ ] Turn a 'Tag' into a 'Flag' by turning the flag on in the 'Visualisation Panel'
- [ ] Choose the colour of a 'Flag' by hovering your mouse over the colour swatch and choosing an appropriate colour
- [ ] See all nodes to which a 'Tag' applies by clicking the arrow next to the 'Tag' description
- [ ] Select a node in the 'Tag' list to navigate to that node in the canvas
- [ ] Change the 'Currency' symbol used for financial number in the application from the 'Formatting Currency Display' list in the 'Visualisation Panel'

YOUR NOTES

Panel Visibility

- [ ] Toggle 'Navigator' on & off from the left-hand toolbar
- [ ] Toggle 'Properties' on & off from the left-hand toolbar
- [ ] Toggle 'Find' on & off from the left-hand toolbar
- [ ] Toggle 'Visualisations' on & off from the left-hand toolbar
- [ ] Toggle 'Palette' on & off from the left-hand toolbar
- [ ] Toggle 'Org Palette' on & off from the left-hand toolbar
- [ ] Switch between 'Palette' & 'Org Palette' by clicking the panel names on the Palette panels
- [ ] Toggle 'Hints' on & off from the left-hand toolbar
- [ ] Toggle 'Warnings' on & off from the left-hand toolbar
- [ ] Switch between 'Hints' & 'Warnings' by clicking the panel names on the Hints/Warnings panels
- [ ] Toggle the 'Insights' panel by clicking the Insights bar on the right-hand side of the application to open and the cross in the top right hand corner to close
- [ ] Resize the 'Navigator' panel using the resize handles
- [ ] Resize the width of the 'Navigator' and 'Properties' panels using the resize handle

YOUR NOTES

Toolbar Tools

☐	Print - uses the browser print settings to print the current sketch
☐	Export to Excel - extracts the data within the sketch to an Excel Spreadsheet - either basic or full
☐	Export Image - exports the current sketch as a PNG or SVG
☐	Zoom In - zooms in on the current sketch
☐	1:1 - resets the sketch zoom to a level which means nodes are readable
☐	Zoom Out - zooms out on the current sketch
☐	Fit Content - fits the content of the current sketch into the canvas
☐	Zoom to Selection - zooms the sketch to the currently selected set of nodes
☐	Cut - cuts the current selection from the sketch
☐	Copy - copies the current selection
☐	Paste - pastes the cut or copied set into the sketch - or to a new sketch
☐	Delete - deletes the current selection from the sketch
☐	Undo - undoes the last operation
☐	Redo - redoes the last operation
☐	Pointer - enables to pointer tool which is used for sketch creation, selection and application navigation
☐	Pan - enables the pan tool used to navigate the canvas
☐	Apply Layout - forces the sketch to redraw automatically applying LINQs layout rules
☐	Pause Layout - prevents LINQ from automatically redrawing the sketch after an edit operation
☐	Expand All - expands all LINQsets
☐	Collapse All - collapses all LINQsets

YOUR NOTES

Explorer

- [ ] Use the Sketch filters to see specific categories of sketches, e.g. All Sketches, Shared Sketches, Organisation Sketches
- [ ] Search for sketches within the selected filter by typing content into the Search Sketches dialogue
- [ ] Perform an advanced search for a sketch by using a search filter within the search text, e.g. tag:Risk or Project:Q4
- [ ] Change the sort order for sketches using the drop-down options
- [ ] Expand all sketch content using the 'Expand All' option
- [ ] Collapse all sketch content using the 'Collapse All' option
- [ ] Create a new sketch using the 'New Sketch' option
- [ ] Expand the view of a Sketch in the sketch list using the '+' sign next to the Sketch name
- [ ] Expand the view of all Sketches within the selected filter using the 'Expand All' option
- [ ] Collapse the view of a Sketch in the sketch list using the '-' sign next to the Sketch name
- [ ] Collapse the view of all Sketches within the selected filter using the 'Collapse All' option

YOUR NOTES

Sketch Options in Explorer

- [ ] Whilst hovering your mouse over a sketch, use the 'Open Sketch' option to open the sketch in the Canvas
- [ ] Whilst hovering your mouse over a sketch, use the Edit Sketch Info' option to update the metadata for the sketch
- [ ] Whilst hovering your mouse over a sketch, use the 'Rename Sketch' option to rename the highlighted sketch
- [ ] Whilst hovering your mouse over a sketch, use the 'Save a Copy' option to create a copy of the highlighted sketch
- [ ] Whilst hovering your mouse over a sketch, use the 'Share' option to share the highlighted sketch with another LINQ user within your organisation
- [ ] Whilst hovering your mouse over a sketch, use the 'Remove' option to delete the highlighted sketch

YOUR NOTES

Dashboard Menu

☐	Open the 'Balanced Scorecard' dashboard from the 'Dashboard' drop-down menu
☐	Open the 'People' dashboard from the 'Dashboard' drop-down menu
☐	Open the 'Sketch Summary Insight' from the 'Dashboard' drop-down menu
☐	Open the 'System Summary Insight' from the 'Dashboard' drop-down menu
☐	Open the 'Impact Assessment Insight' from the 'Dashboard' drop-down menu
☐	Open the 'Cost Allocation Insight' from the 'Dashboard' drop-down menu

YOUR NOTES

Canvas Explorer Menu

- ☐ Use the 'Filename' dropdown to access your sketch list
- ☐ Hover the mouse pointer over an existing sketch and access the context menu to open the sketch, open a dashboard, share the sketch, or remove the sketch
- ☐ Search for an existing sketch using the search panel
- ☐ Re-order sketches - Most Recent, A-Z or Z-A using the order drop-down menu
- ☐ Filter the search results - Show All, My Sketches, Shared With Me, Published By Me - using the filter drop-down menu
- ☐ Create a new sketch using the 'New Sketch' button
- ☐ Save the current sketch as a new copy using the 'Save As' button
- ☐ Rename the current sketch using the 'Rename' button

YOUR NOTES

Share a Sketch

☐ Send a copy of a sketch inside your organisation, using the email address of another LINQ user

☐ Send a copy of a sketch outside your organisation, using the organisations LINQ URL and the email address of a LINQ user within that organisation

☐ Share your sketch with a LINQ user in your organisation, using the email address of the user and setting access permissions from the drop-down list

YOUR NOTES

Publish a Sketch

- [ ] Publish a link to a sketch using the 'Publish a Link' option
- [ ] In the 'Visibility' tab, select the sketch 'Properties' and 'Insights and Dashboards' you will to include with the published sketch
- [ ] In the 'Focus' tab, select a Start Screen from the drop-down list and provide a written introduction to your sketch for the recipient
- [ ] In the 'Publish' tab, input the email address for the person you wish to publish the sketch to
- [ ] In the 'Publish' tab, create a URL to access the Published sketch and share this with others via your own email platform or web page
- [ ] Use the 'Manage Published Links' dialogue to review information about how the current sketch has been published
- [ ] Use the 'Manage Published Links' dialogue to view the link created through the Publishing process
- [ ] Use the 'Manage Published Links' dialogue to delete the link to a Published sketch

YOUR NOTES

Administrative Functions

☐	From the top-level Cog button access 'Organisation Settings'
☐	Within 'Organisation Settings' edit the Contact and Organisation Details for your account
☐	Within 'Organisation Settings' use the 'Sketch Metadata' option to create custom properties for your sketch level metadata
☐	From the top-level Cog button access 'Organisation Palette'
☐	Within 'Organisation Palette' select any organisation node to view 'Node Properties' and 'Node Usage'
☐	Within 'Organisation Palette' click 'Edit' to make edits to the contents of the 'Organisation Palette'
☐	Within 'Organisation Palette' use 'Add Node' to create a new node
☐	Within 'Organisation Palette' use 'Palette Properties' to define custom properties for organisation nodes
☐	Within 'Organisation Palette' use 'Import Nodes' to import organisation nodes into the organisation palette from a structured CSV file
☐	Within 'Organisation Palette' use the 'Search' option to search for organisation nodes
☐	Within 'Organisation Palette' use the search filter to refine search results by information, action, system and people nodes
☐	Within 'Organisation Palette' use the 'Save' button to commit changes to the organisation palette
☐	From the top-level Cog button access 'User Management'
☐	Within 'User Management' use the 'Create User' button to create a new LINQ user account, setting the appropriate access level
☐	Within 'User Management' use the 'Import Users' button to import new users into your organisation from a structured CSV file
☐	Within 'User Management' use the 'Update All User Emails' button to update the email domain for your organisation and apply this change to all LINQ users
☐	Within 'User Management' use the 'Edit' button against a selected user to update their individual details
☐	Within 'User Management' use the 'Delete' button to delete a user account from your organisation

YOUR NOTES

Sketch Options

☐ Use the 'Info' button to access and edit the sketch metadata for the current sketch

☐ Use the 'Save' button to save the state of the current sketch

YOUR NOTES