Getting Started Quick Reference Card

# Introduction

The Getting Started Quick Reference Card (QRC) provides information to get architects up and running using the EMAF Secondary Tools (MS Office-based) for creating artifacts.

## EMAF Access and Tools

### User Access

The OMA web site and EMAF repository are accessible to all employees, contractors and consultants.

* [goto/oma](http://goto/oma) – OMA web site
* [goto/emaf](http://goto/emaf) – ExxonMobil Architecture Framework (EMAF) SharePoint Repositories
* [goto/eatemplates](https://goto/eatemplates) – Repository for EA Artifact templates
* [goto/eapatterns](https://goto/eapatterns) – Repository for EA Patterns
* [goto/referenceframework](https://goto/referenceframework) – EMAF Reference Framework
* [goto/dbm](http://goto/dbm) – Digital Business Management (DBM) (aka Alfabet)
* [goto/dbmprocess](http://goto/dbmprocess) – Digital Business Management Process (aka ARIS)
* [goto/dbmaccess](http://goto/dbmaccess) – Request for DBM access and profiles

TIP: Save these sites as favorites in your browser.

### Tools

EMAF utilizes as a set of MS Office based tools: Visio Professional, Excel, PowerPoint and Word. Visio Professional and Excel are the primary tools and are required to take full advantage of all EMAF features.

Submit a help desk ticket to get Visio Professional installed:

* Open a new service Request: [Create a new service request](https://it.na.xom.com/#/itservices/home)
* Click on **SW for Users** card
* Complete all information in Step 1
* In Step 2, enter “Visio Professional” into **Search for Software+** and clock the **Search** button
* Select Visio Professional 2013, then click the **Confirm Software Selection** button
* In Step 3, enter “Required architecture tool” in Intended Use field
* Click the **Submit** button
* Once your manager approves the request, it will take a few hours for the Visio installation program to be downloaded. You can monitor the download via Software Center, and once the download is complete, start the installation
* Once Visio is installed, finish the Visio setup by completing the following QRCs:
  + [Configure Visio QRC](https://ishareteam2.na.xom.com/sites/at/ea/Shared%20Documents/EM%20Architecture%20Framework/Architecture%20Guidelines%20Techniques/Quick%20Reference%20Cards/Configure-Visio-QRC.docx?web=1)
  + [Configure Excel QRC](https://ishareteam2.na.xom.com/sites/at/ea/Shared%20Documents/EM%20Architecture%20Framework/Architecture%20Guidelines%20Techniques/Quick%20Reference%20Cards/Configure-Excel-QRC.docx?web=1)
  + [Configure PowerPoint QRC](https://ishareteam2.na.xom.com/sites/at/ea/Shared%20Documents/EM%20Architecture%20Framework/Architecture%20Guidelines%20Techniques/Quick%20Reference%20Cards/Configure-PowerPoint-QRC.docx?web=1)
  + [Configure Word QRC](https://ishareteam2.na.xom.com/sites/at/ea/Shared%20Documents/EM%20Architecture%20Framework/Architecture%20Guidelines%20Techniques/Quick%20Reference%20Cards/Configure-Word-QRC.docx?web=1)
  + [Adding New Visio Templates and Shapes](https://ishareteam2.na.xom.com/sites/at/ea/Shared%20Documents/EM%20Architecture%20Framework/Architecture%20Guidelines%20Techniques/Quick%20Reference%20Cards/Adding-New-Visio-Templates-and-Shapes-QRC.docx?web=1)
* Complete these QRCs to learn how to use important Visio features used by EMAF artifacts:
  + [Create Visio Artifact from Template QRC](https://ishareteam2.na.xom.com/sites/at/ea/Shared%20Documents/EM%20Architecture%20Framework/Architecture%20Guidelines%20Techniques/Quick%20Reference%20Cards/Create-Visio-Artifact-from-Template-QRC.docx?web=1)
  + [Advanced Visio Features QRC](https://ishareteam2.na.xom.com/sites/at/ea/Shared%20Documents/EM%20Architecture%20Framework/Architecture%20Guidelines%20Techniques/Quick%20Reference%20Cards/Advanced-Visio-Features-QRC.docx?web=1)
  + [Using Visio Shape Data QRC](https://ishareteam2.na.xom.com/sites/at/ea/Shared%20Documents/EM%20Architecture%20Framework/Architecture%20Guidelines%20Techniques/Quick%20Reference%20Cards/Using-Visio-Shape-Data-QRC.docx?web=1)
  + [How to Document As-Is Interim and to-Be Architectures using EMAF Artifacts and Visio QRC](https://ishareteam2.na.xom.com/sites/at/ea/Shared%20Documents/EM%20Architecture%20Framework/Architecture%20Guidelines%20Techniques/Quick%20Reference%20Cards/How%20to%20Document%20As-Is%20Interim%20and%20To-Be%20Architectures%20using%20EMAF%20Visio%20Artifacts%20(QRC).docx?web=1)

### Other Useful Information

* Other Tools
  + [EMAF Architecture Repository QRCs](https://wiki.na.xom.com/index.php/EMAF_Architecture_Repository_Guides)
  + [EMAF Reference Framework QRCs](https://wiki.na.xom.com/index.php/EMAF_Reference_Framework_Quick_Reference_Cards)
* To learn more
  + [What is the EM Architecture Framework (EMAF)?](https://ishareteam2.na.xom.com/sites/at/ea/Shared%20Documents/EM%20Architecture%20Framework/Repository/Articles/What%20is%20the%20EM%20Architecture%20Framework%20-%20EMAF.docx?web=1)
  + [What is EMAF Reference Framework?](https://wiki.na.xom.com/index.php/What_is_the_EMAF_Reference_Framework%3F)
  + SAFe &TOGAF working together: [Demonstration of SAFe-TOGAF Alignment](https://ishareteam2.na.xom.com/sites/at/ea/Shared%20Documents/EM%20Architecture%20Framework/Architecture%20Guidelines%20Techniques/SAFe-TOGAF%20Alignment/Demonstration%20of%20SAFe-TOGAF%20Alignment.pptx?web=1)
* Site Maps
  + [OMA Web Site Map QRC](https://ishareteam2.na.xom.com/sites/at/ea/Shared%20Documents/EM%20Architecture%20Framework/OMA%20Web%20Site%20Map%20QRC.pdf?web=1)
  + [EMAF SharePoint Repository Site Map QRC](https://ishareteam2.na.xom.com/sites/at/ea/Shared%20Documents/EM%20Architecture%20Framework/EMAF%20SharePoint%20Repository%20Sitemap%20QRC.pdf?web=1)