draw.io

draw.io's Admin Power Kit

The one toolkit for every team

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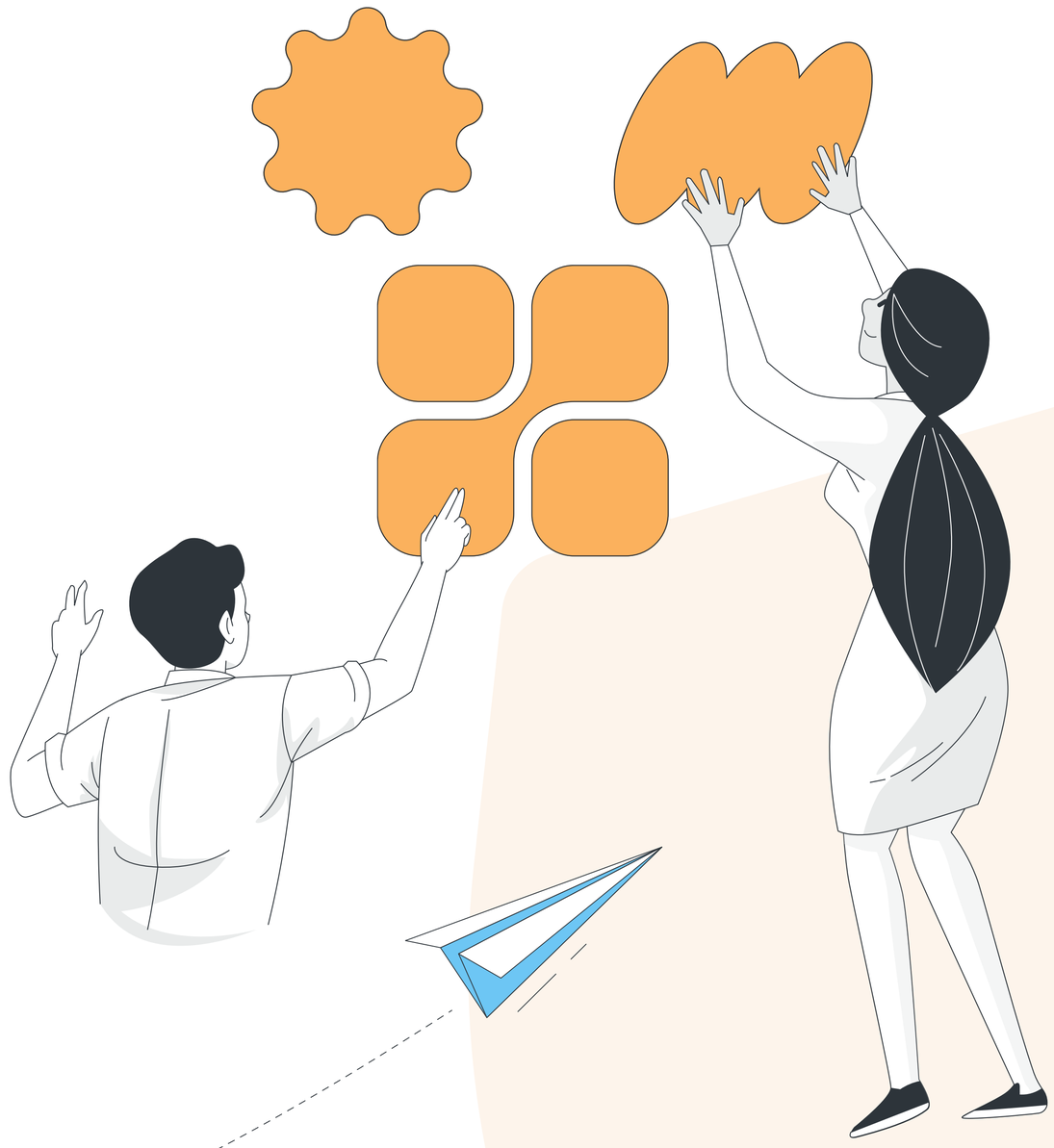
Our Admin Power Kit Campaign has one mission: to make the lives of Admins easier, providing everything you need to know to hit the ground running when it comes to installing, configuring, and customizing draw.io for your various teams with various needs.

We want to give Admins some love, because you do so much of the heavy lifting when it comes to choosing and setting up a visualization tool inside of Confluence and Jira, and we want to make sure you have everything you need to get started. ❤

In this topic spotlight, we discuss the process of choosing a new diagramming tool on behalf of your company, and provide a beginner's guide to setting up draw.io for the first time. Later topics in the campaign cover the vast visualization possibilities that come with JSON configuration in the app backend settings.

Let's dive in!



What makes a great diagramming tool?

In the first blogpost of the series, we began by looking at the criteria Admins need to weigh up in order to choose the best diagramming tool on behalf of their companies. For teams with different visualization use cases and requirements, this is no easy feat, and many visualization tools only cater to a very specific audience: either technical diagramming, or easy, intuitive whiteboarding (*luckily, draw.io offers both, as we'll discover in factor #5!*)

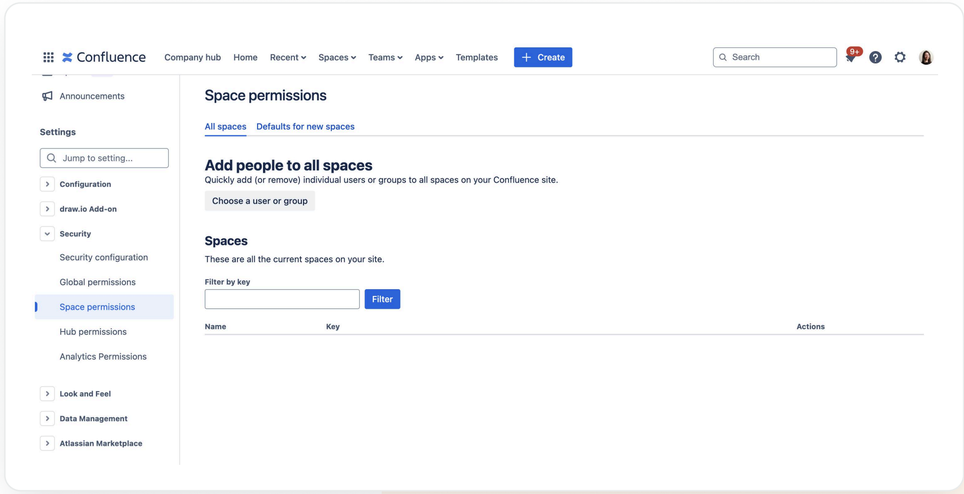
Here, we discuss five key factors that make a great diagramming tool stand out from the rest of the crowd. These include:

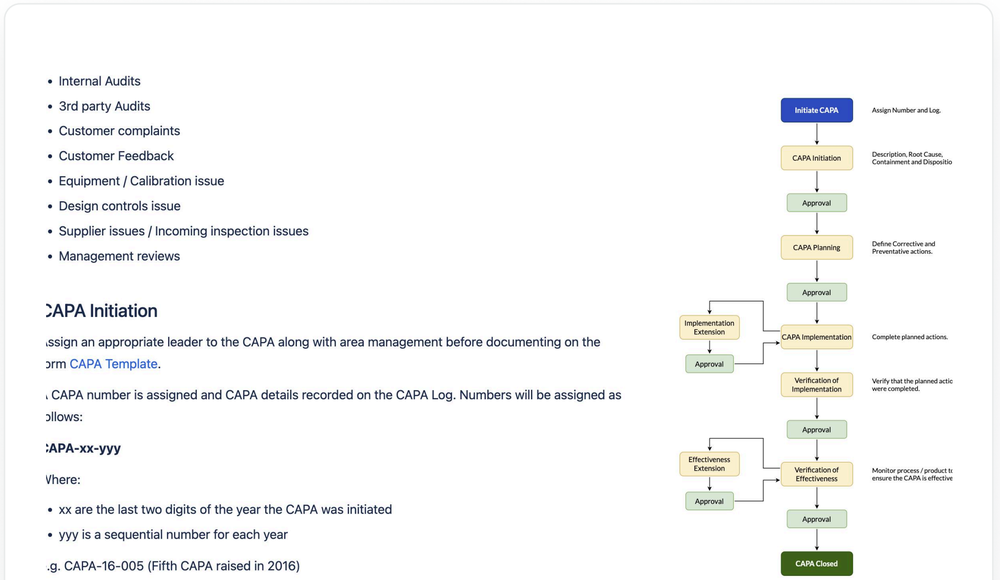
1. Seamlessly diagram in your single source of truth

If you're already using Confluence in your company for documentation and knowledge sharing, look no further! draw.io is a 100% native Confluence app, meaning your diagrams live in your single source of truth, embedded in the pages they relate to.

2. Prioritizing user security

Your diagrams are stored as page attachments in Confluence, nowhere else. For more information, see our blogpost, ***Your diagram data is private and secure with draw.io***





- Internal Audits
- 3rd party Audits
- Customer complaints
- Customer Feedback
- Equipment / Calibration issue
- Design controls issue
- Supplier issues / Incoming inspection issues
- Management reviews

CAPA Initiation

ssign an appropriate leader to the CAPA along with area management before documenting on the orm CAPA Template.

CAPA number is assigned and CAPA details recorded on the CAPA Log. Numbers will be assigned as ollows:

CAPA-xx-yyy

Where:

- xx are the last two digits of the year the CAPA was initiated
- yyy is a sequential number for each year

.g. CAPA-16-005 (Fifth CAPA raised in 2016)

What makes a great diagramming tool?

3. Customizable and intuitive

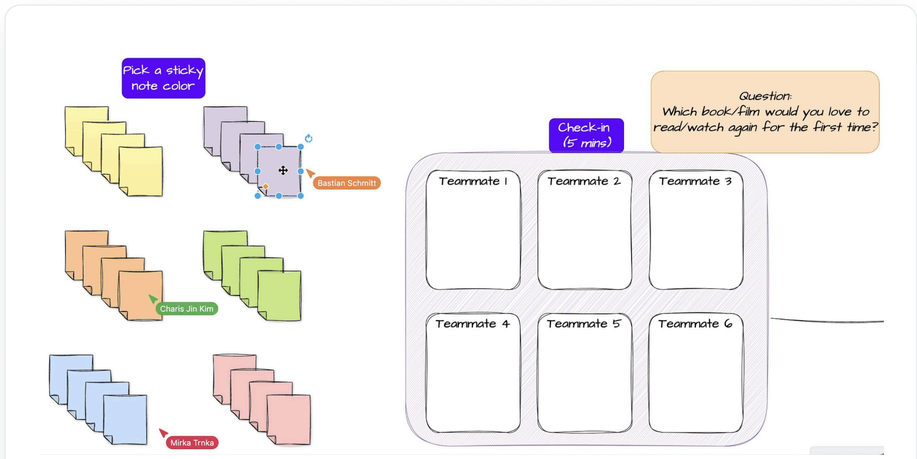
draw.io offers plenty of features to help users diagram creatively and efficiently. Along with our standard templates, and standard and custom shape libraries, there's plenty of features ready at your fingertips.

UML and UML 2.5, BPMN 2.0, and the latest AWS and Citrix icons are just some of the few shape libraries available.



4. In-team and cross-team collaboration

The need to collaborate with your teammates in your visualization tool is an absolute must. Confluence Cloud users are able to diagram in real time, with changes autosaved as multiple users work together on a diagram.





What makes a great diagramming tool?

5. All the features you need

Technical diagramming capabilities, or a streamlined whiteboard canvas? Fortunately, the draw.io app offers Confluence users both, with a board and diagram editor. It's the same draw.io app, but with two different interfaces, depending on how users prefer to visualize.

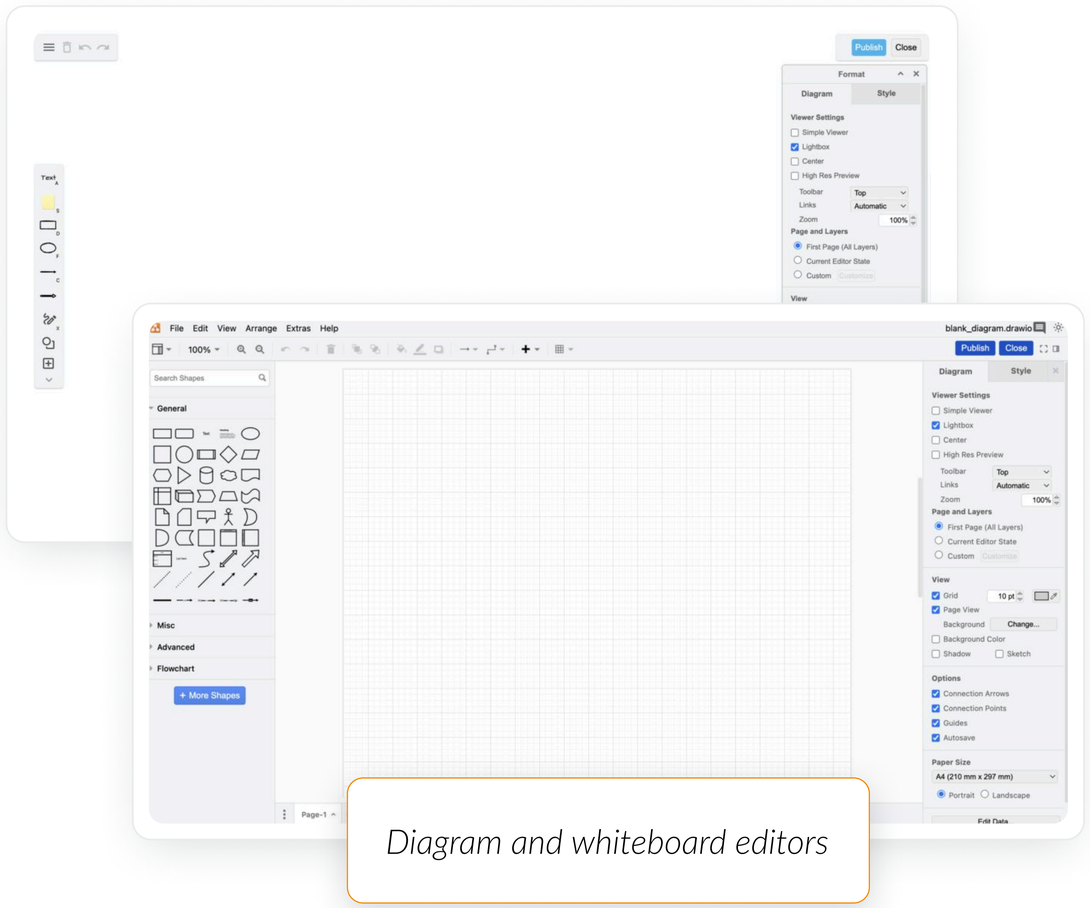


Diagram and whiteboard editors

To find out more, see:

- Blogpost: ***What makes a great diagramming tool?***
- YouTube video: ***Simplify your decision***

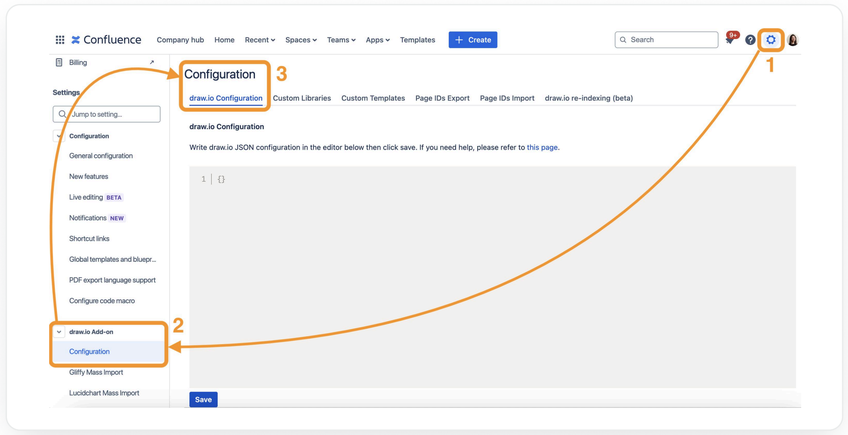


Set global default shapes and styles in draw.io

As an Admin, if you're getting the same questions time and time again from teams about your company logos, fonts, and colors, fear not! You can configure a number of settings in the draw.io Configuration settings in Confluence, by adding JSON code to set default shapes and styles in draw.io.

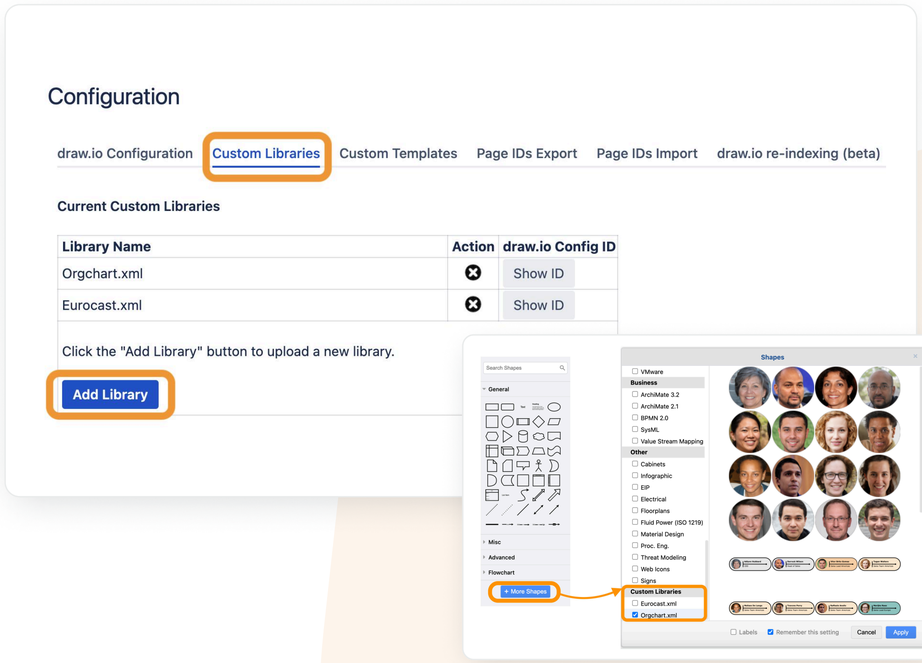
Once you've first set up the draw.io Configuration space, (*simply head to Confluence Settings > draw.io > Configuration >* ***Create Config Space***), you can:

- **Set custom default styles for shapes and connectors**
- **Set custom colors**
- **Use custom fonts**
- **Customize the draw.io interface** (set a custom menu color and default theme).



Custom libraries

To save teams time, you can create custom shape libraries, allowing you to add icons, logos, and employee headshots, all quickly accessible by multiple teams.

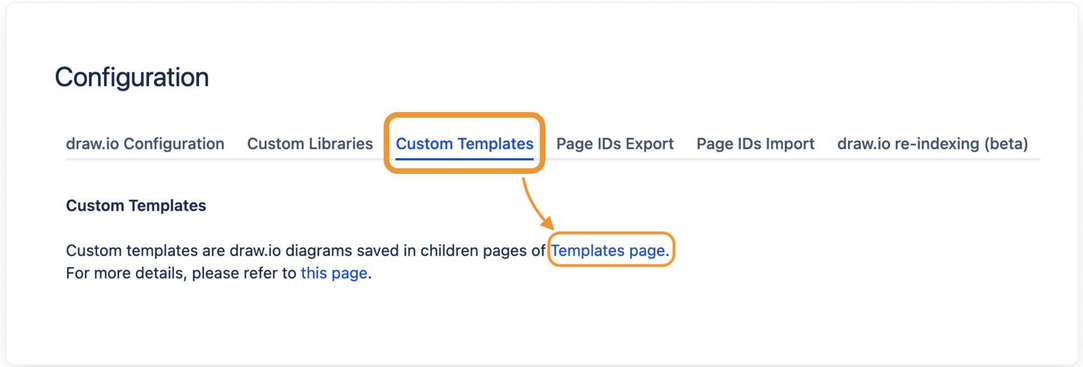


For step-by-step instructions, see our tutorial, ***Create your own custom library***

Set global default shapes and styles in draw.io

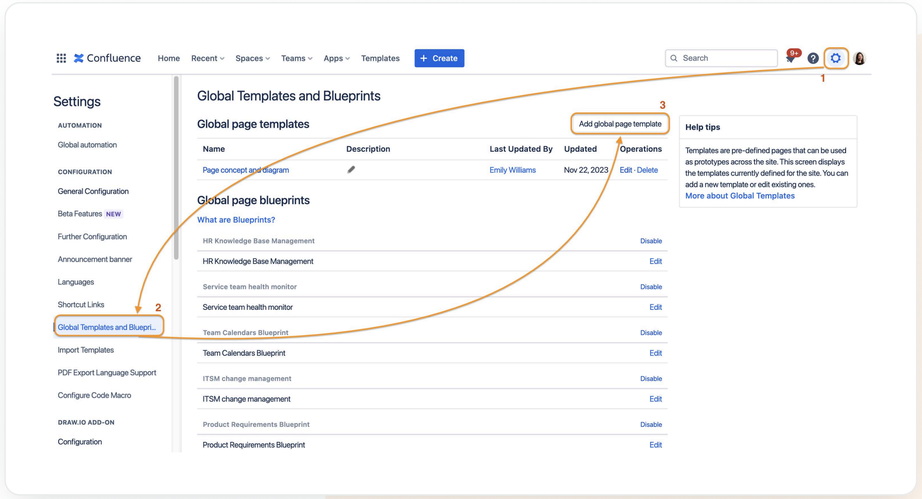
Custom templates

Like with custom libraries, you can create custom templates, providing standardized diagrams for your teams. They're great for regular Agile retros, onboarding flowcharts, and RACI and DACI charts, for example.



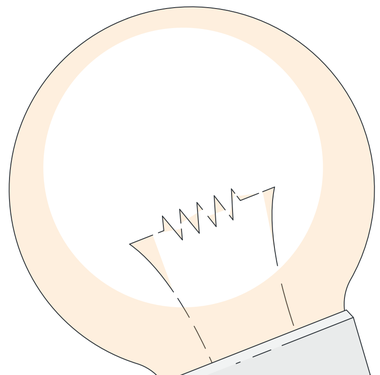
Pro tip: You can add these diagram templates to Confluence page templates, to create a standardized Confluence page containing a draw.io diagram. If someone creates a page from the Confluence page template and edits the diagram within, changes to the diagram will only apply to that version - the original diagram template remains unaffected.

For more information, see, ***Add draw.io diagrams into Confluence page templates***



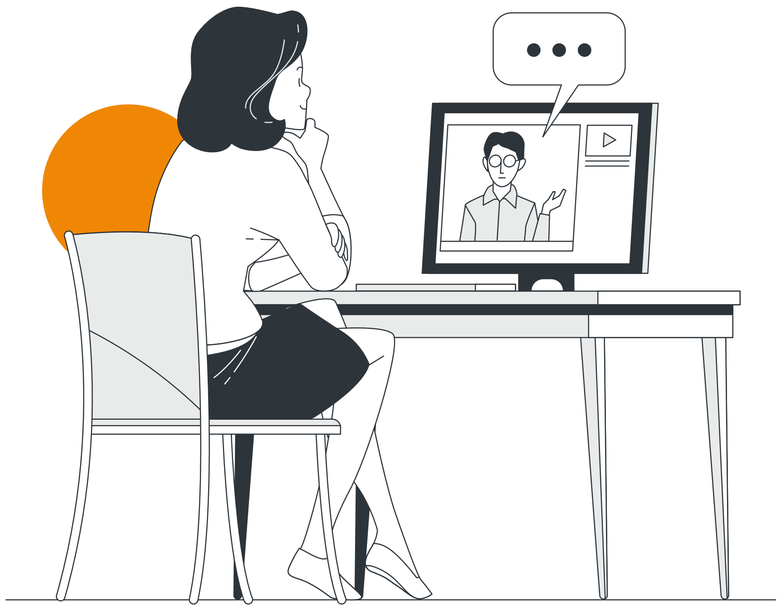
To find out more, see:

- Blogpost: ***Set global default shapes and styles in draw.io***
- YouTube video: ***How to customize the draw.io editor to match your team's needs***



Sneak peek: bonus content!

Want to find out more and set up your teams for success? Look no further! The following YouTube videos provide additional information to help Admins hit the ground running when it comes to configuring draw.io for your teams.



How to manage user access and permissions for draw.io

Managing user access and permissions isn't just about oversight; it's about empowering the right people with the right tools while maintaining a secure environment. Join us as we guide you through configuring user access in draw.io to align seamlessly with your organization's security requirements. 🔒✨

How to create and use custom templates in draw.io for Confluence

In this week's video, we'll show you how to create and set up custom templates in draw.io and embed them into your Confluence pages for maximum efficiency. Perfect for keeping your team both aligned and productive!

Make admin tasks easy!

Tailored to your teams' needs

From initial setup to advanced JSON configuration, this draw.io Admin Power Kit will equip you with the knowledge to set up and tailor draw.io to your team's unique needs.

If you're setting up draw.io for the first time for your teams, the information provided will help you install, configure, and customize draw.io step by step, to meet the various use cases of every colleague in each team. The full range of configuration and customization options available is just one of the reasons why draw.io is the one tool for every team!

If you are interested in seeing what draw.io can do for you and your teams, you can **start a free 30-day trial (for teams of any size), or try it for free for up to 10 users**.

To find out more about draw.io and stay up-to-date with the latest news, **access our linktr.ee** and give us a follow on social media.

