



Application Infrastructure Repository Manual



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1 Introduction

1.1 What is AIR?

The **Application Infrastructure Repository** (short: AIR) is a web-based application provided by Bayer Business Services GmbH. It supports the documentation of IT relevant components like applications, server or server rooms and their interconnections as well as connections to business processes.

1.2 Conventions

In this document following notations are used:

- | | |
|---------------|----------------------------|
| [Label] | Button / Link to click |
| • Chapter x.y | Reference to other chapter |



2 Get Started

2.1 Requirements

Only authorized users have access to the application. User access is granted on request. This requires a request sent by the supervisor to following email address:

ITILcenter@bayer.com

The application requires on client side a web browser. Supported browsers are

- Firefox 4.x
- Firefox 5.x
- Internet Explorer 8
(visual bug: inactive elements are displayed in light grey)
- Internet Explorer 9

2.2 Login

To start the application use the following URL

<https://air.de.bayer.cnb>

or for the QA-system

<https://air-q.de.bayer.cnb>

and enter your **Bayer LDAP** username and password. The LDAP password can be changed or requested on <https://by-password.bayer-ag.com>.

2.3 Roles and Rights

The application differentiates between following **roles**

- **AIR Default**
All types of IT components can be created. The result of the standard search includes all types of IT components.
- **AIR Application Layer**
Only applications can be created. The result of the standard search includes only applications. For other record types the advanced search can be used.
- **AIR Application Manager**
Analogous to the role *AIR Application Layer* but with the addition that it is possible to edit all records of the type application regardless of the ownership.
- **AIR Infrastructure Layer**
All IT components except of applications can be created. The result of the standard search includes all types of records except applications. For other record types the advanced search can be used.



- **AIR Administrator**
No restrictions regarding roles and rights.
- **Business Essential Editor**
This role allows the modification of the attribute *Business Essential*. For more information see BEAM28290.
- **AIR Developer**
This is a special role for software engineers that enables diagnostic functions.

Permission for a particular existing record depends on the ownership of the record.

- **Application Owner Primary Person**
The assigned user (identified by the CWID) can view and edit all attributes with relevance level '*strategic*'.
- **Application Owner Delegate / Steward**
This is either a valid CIWD or group (groups can be created using prima4PWP). Assigned user(s) can view and edit all attribute with relevance level '*strategic*'. Groups are resolved into CWIDs.
- **CI Owner Primary Person**
The assigned user (identified by the CWID) can view and edit all attributes with relevance level '*organizational*'.
- **CI Owner Delegate**
This is either a valid CIWD or group (groups can be created using prima4PWP). Assigned user(s) can view and edit all attribute with relevance level '*organizational*'. Groups are resolved into CWIDs.
- **CI GPSC Owner**
This is a valid group (groups can be created using prima4PWP). Assigned user(s) can view and edit all attribute with relevance level '*organizational*'. Groups are resolved into CWIDs.



3 Graphical User Interface

The applications graphical user interface (short: GUI) is partitioned into four areas.








Figure 1: Overview of the Graphical User Interface

- | | |
|---------------|---------------|
| 1. Head menu | → chapter 3.1 |
| 2. Navigation | → chapter 3.2 |
| 3. Content | → chapter 3.3 |
| 4. Help pane | → chapter 3.4 |

3.1 Head Menu

The *Head Menu* provides three general application-specific functions:

-  Switch language between *english* and *german*. The flag indicates the next available language. If *german* is chosen the flag shows . Per default the language is set to english. The default can be changed within the 'user options' → chapter 4.1
-  Opens the application's versioninfo in a new window. This is available only in english.
-  Opens the application's manual in a new window. The manual is available only in english.
-  This button is for logout. Use this for security reasons to close application.
Notice: Inactive sessions will be terminated after 90 minutes.

3.2 Navigation

The Navigation shows appropriate matching menu items. The standard view provides

- My Place
- Search
- New & Delete

with *Search* as the default choice. By selecting an existing record a sub-menu for details is provided. The sub-menu items depend on user rights and the type of record selected.



3.3 Content

This is the main pane. Content is shown with reference to the selected (sub-) menu item. In respect to user rights information is viewable and/or editable.

Details are described within chapter 4.

3.4 Help Pane

The *Help Pane* provides useful information for a particular site. This pane can be hidden using the -button and displayed using the -button. Per default the help pane is visible. The default can be change within the 'user options' → chapter 4.1

3.5 Tooltips

Tooltips are available for active fields and show the semantics of an attribute. For displaying a tooltip move the mouse courser over the attribute label. After 2-3 seconds specific information is displayed.

A screenshot of a web form titled 'Specifics'. The form contains several fields: 'BAR Relevance' with radio buttons for 'Yes', 'No' (selected), and 'Undefined'; 'Bayer Application Registry ID' with an empty text box; 'Alias' with a text box containing 'AIR-Q'; 'Version' with a text box containing '01'; and 'IT Category' with a dropdown menu showing 'www Application'. A tooltip is displayed over the 'Application Alias' label, containing the text: 'Application Alias', 'A secondary name for an application by which it is also known.'



4 Menu items

Generally applicable information: Clicking a menu item will change the content in the *content* area. Attributes for a record appear with three different characteristics:

- *Mandatory*: Saving a data set is not allowed if an attribute of this type is empty. This kind of attributes are bold and followed by a '*'.¹
- *Required (Draft → Mandatory)*: Unlike Mandatory the record can be saved if an attribute of this type is empty. The record remains in the status *draft* until all required attributes are stated. This kind of attributes are followed by a '**'.¹
- *Optional*: This attribute is not mandatory and can be saved empty.

All dropdown boxes support *typeahead*¹.

4.1 My Place

Displays information about the logged-in user like username and associated roles. In section '*user options*' default values can be overwritten.

- Language: German → Changes the default value from english to german.
- Currency → Changes the currency default setting for new records
- Help pane hidden → Hides the help pane per default.
- Skip wizard intro → When creating a new record the information page is no longer displayed.
- Disable tooltip → Hides all tooltips per default.

Figure 2: My Place

4.1.1 I'm Owner / Manager

Displays all records where logged-in user is *CI Owner Primary Person/Group* or *Application Owner Primary Person/Group*. Groups are resolved into appropriate CWIDs.

¹ Typeahead is a feature that enables users to continue typing regardless of program operation.



4.1.2 I'm Steward / Delegate

Displays all records where logged-in user is *CI Owner Delegate Person/Group* or *Application Owner Delegate Person/Group*. Groups are resolved into appropriate CWIDs.

4.2 Search

Search

Figure 3: Search

This is start page. Here (see Figure 3) you can search for the name or alias of existing records. The result will display all records containing the entered name/alias. Depending on the associate roles (→ chapter 2.3) the record type (e.g. application, server, room, etc.) is considered for the result.

The results are displayed in a table and are ordered by name. Though the table allows to sort per column. Click on the column header to choose the order direction.

Name	Alias	Type	IT Category/Technology	Application Owner	Application Owner Delegate	Application Steward	CI Owner / Application Ma...	CI Owner / Application Ma...
AUTH-NONSAP_BCS	AUTH-NONSAP_BCS	Application	Sort Ascending		BCS_W_B_Services			BCS_W_B_Services
BAYERNET.COMPOLYME...	BAYERNET.COMPOLYME...	Application	Sort Descending		BCBS_US_B_BAYERNET...			BCBS_US_B_BAYERNET...
BERKELEY SAPPHIRE BUS...	BERKELEY SAPPHIRE BUS...	Application	Columns		BCBS_US_B_APPS_SAPH...			BCBS_US_B_APPS_SAPH...
BERKELEY SAPPHIRE LIMS	BERKELEY SAPPHIRE LIMS	Application			BCBS_US_B_APPS_SAPH...			BCBS_US_B_APPS_SAPH...
BQ SAP ISSUES TRACKING	BQ SAP ISSUES TRACKING	Application			BCBS_US_B_ODC_NOTES...			BCBS_US_B_ODC_NOTES...
BMS-SAP-CLEARING	BMS-SAP-CLEARING	Application			BMS_W_B_OTC-BMS-SAP			BMS_W_B_OTC-BMS-SAP
BY7423 Notlus_SAPrans	BY7423 Notlus_SAPrans	Application		PFHMM			IMAS	BBS-IAO-GS-HPS-VCT
BY7423 SAP NetWeaver P...	BY7423 SAP NetWeaver P...	Application		PFHMM			IMAS	BBS-IAO-GS-HPS-VCT
BY7423 SAP_BusinessEx...	BY7423 SAP_BusinessEx...	Application		PFPRJ			IMAS	BBS-IAO-GS-HPS-VCT
BY7423 SAPgui BCS	BY7423 SAPgui BCS	Application		PFPRJ			IMAS	BBS-IAO-GS-HPS-VCT
BY7424 Notlus_SAPrans	BY7424 Notlus_SAPrans	Application		PFHMM			IMAS	BBS-IAO-GS-HPS-VCT
BY7424 SAP NetWeaver P...	BY7424 SAP NetWeaver P...	Application		PFHMM			IMAS	BBS-IAO-GS-HPS-VCT
BY7424 SAP_BusinessEx...	BY7424 SAP_BusinessEx...	Application		PFPRJ			IMAS	BBS-IAO-GS-HPS-VCT
BY7424 SAPgui BCS	BY7424 SAPgui BCS	Application		PFPRJ			IMAS	BBS-IAO-GS-HPS-VCT
BY7425 Notlus_SAPrans	BY7425 Notlus_SAPrans	Application		PFHMM			IMAS	BBS-IAO-GS-HPS-VCT
BY7425 SAP NetWeaver P...	BY7425 SAP NetWeaver P...	Application		PFHMM			IMAS	BBS-IAO-GS-HPS-VCT
BY7425 SAP_BusinessEx...	BY7425 SAP_BusinessEx...	Application		PFPRJ			IMAS	BBS-IAO-GS-HPS-VCT
BY7425 SAPgui BCS	BY7425 SAPgui BCS	Application		PFPRJ			IMAS	BBS-IAO-GS-HPS-VCT
BY7426 Notlus_SAPrans	BY7426 Notlus_SAPrans	Application		PFHMM			IMAS	BBS-IAO-GS-HPS-VCT
BY7426 SAP NetWeaver P...	BY7426 SAP NetWeaver P...	Application		PFHMM			IMAS	BBS-IAO-GS-HPS-VCT

Figure 4: Search Results

At the bottom right the total number of displayed records is shown. You can change the number of displayed items per page. The page navigation is available at the bottom left.

4.2.1 Advanced Search

Advanced Search can be used for a more detailed search. Unlike the standard search a name or alias must not be entered. So, the owner (CWID) or description can be used as search criteria. It is possible to choose the "not" checkbox to negate the selection.



Figure 5: Advanced Search

The results are displayed similar to the standard search with all features. The *Advanced Search Options* are minimized (use to minimize manually) in order to make space for the results. Click on to maximize the panel.

4.2.2 Org. Unit Search

The *Org. Unit Search* can be used to select the data related to the organisational unit.

Use [more options] for more search criteria.

Search

Figure 6: Org. Unit Search

The search criteria can be configured to select one object type or to include the concerned sub organizational units.

4.3 Create New Record

Creating a new record is supported by a **wizard**. With [wizard] the first of two steps has to be accomplished. In accordance with the permissions given the *Type* must either be chosen or it is set. This step requires all mandatory attributes to be set.



With the Button “Next” the user changes to the second step, where the user can edit all required attributes.

The Button “Finish” saves the record, or shows an error message if not all mandatory fields are filled.

Wizard - Step 1: Mandatory

Type * Application

IT Category/Technology * unknown

Name *

BAR Relevance * ☒ Yes ☐ No ☐ Undefined

Description *

Lifecycle Status *

Organisational Scope * BHC, BCS, BMS, BBS, BTS, CUR, BAG, Bayer Group

Application Owner

Primary Person *

Delegate *

Steward * Hoffmann, Udo (EVAFL)

Cancel Next Finish

Figure 7: Create New Record - Step 1 Mandatory

Important: *Name* and *Alias* must be unique values through all existing records regardless of the type. The *Name* and *Alias* will be cross-checked!



In the next step all the required information can be filled in.

Using [back] will not delete given answers made in step 2 unless the *Type* is changed. Using [cancel] open the *Search* page after a security question.

Wizard - Step 2: Required

Alias *

Process *

Application Manager

Primary Person *

GPSC contacts

Support Group *

Owning Business Group *

Relevant Regulations *

☐ GR1435 ☐ GR1920 (ICS)
☐ GR1775 ☐ GR2008

SLA/OLA *

Severity Level *

Business Essential *

Availability *

Explanation *

Information Class *

Using regions *

- AsiaPacific
- Bayer Global
- EMEA
- Germany
- LatinAmerica
- NorthAmerica
- unknown

Figure 8: Create New Record - Step 2 Required

At this step, contacts must be specified. Use the person- and group-picker (→ chapter 0Figure 27) to add a person or group to an owner or delegate. It is not possible to add a person/group by entering the CWID/group name directly.

The new record can be saved using [Finish].

When record was successfully saved you can continue editing the record or add a new one.



4.4 View and Edit

The *View and Edit* menu includes several sub-menu items depending on the record type and user rights. When switching between the sub-menu items changes made are retained. When exiting the menu you will be prompted to save if something has changed.

The *Name* and *Type* is displayed within the header of the content pane. Below this content regarding the selected sub-menu is shown. The *Details* page itself shows all relevant information of a record at a glance. The save and cancel-buttons are displayed if values have been change in another sub-menu.

4.4.1 Sub-Menu

4.4.1.1 CI Type Specifics

Definition of general attributes specifying the record.

4.4.1.2 Contacts

For records of *Type* 'Application' the contact types are available and can be filled using the *Person-* and *Group-Picker* (→ 0) - for all other types the *Application Owner* is applicable:

- *Application Owner*: Rights and responsibilities → chapter 2.3
- *Steward*: Rights and responsibilities → chapter 2.3
- *CI Owner*: Rights and responsibilities → chapter 2.3
- *GPSC Contacts*: Different types of groups defined by GPSC and used for change or incident management as an example.

Contacts	
Application Owner	
Primary Person *	Gerling, Klaus (IMGLG)
Delegate *	BBS_DE_B_BYTsec-Transbase
Steward *	Haase, Ulf (EZZSB)
Application Manager	
Primary Person *	Gerling, Klaus (IMGLG)
Delegate	BBS-IAO-CSM-JPS
GPSC contacts	
Responsible at Customer Side	Dietrich, Michael (IMDMK)
CI Owner / Application Manager	BBS_DE_B_BYTsec
System Responsible	

Figure 9: Contacts

4.4.1.3 Agreements

All concluded agreements can be specified here. The *Service Contract* depends on the chosen SLA/OLA. In some cases no *Service Contract* has been defined for a particular SLA/OLA. All other attributes have no dependencies.

The Attribute *Business Essential* is only editable for users with role "Business Essential Editor". For detailed information (→chapter 2.3)



Agreements	
SLA/OLA *	BBS_DE_GDC_Business Basic
Service Contract	
Priority Level	
Severity Level *	
Business Essential	Not Business Essential

Figure 10: Agreements

4.4.1.4 Protection

The Documentation of protection relevant values can be edited on this page The Protection class is calculated by the Information class.

Protection	
Availability *	low
Explanation *	Test, QA and training system
Information Class *	restricted
Explanation	
Protection Class	protected

Figure 11: Protection

4.4.1.5 Compliance

Documentation of compliance relevant values.

Compliance	
Compliance Management <input checked="" type="radio"/> Integrated <input type="radio"/> External <input type="radio"/> Undefined <small>Choosing "Integrated" AIR covers all issues of compliance management, whereas "External" manages only the references to an compliance management outside of AIR.</small>	
Compliance Details IT Set: Germany Is Template: <input type="checkbox"/> Link to Template: Template Web Application with Database Access PL3 ITSec Group: Web_Application_with Database Access_PL3 View	
Relevant Regulations <input type="checkbox"/> GR1435 <input type="checkbox"/> GR1920 (ICS) <input type="checkbox"/> GR1775 <input type="checkbox"/> GR2008 GXP: GLP	

Figure 12: Compliance and Relevances

Define whether the compliance management for this record is “integrated”, so that AIR covers all issues of compliance management, whereas “External” manages only the references to an compliance management outside of AIR. Define whether the record is GR1435, GR1775, GR1920 (ICS), GR2008 or GxP relevant or not and if a formal risk analysis is available. The *IT Set* is calculated using the *CI Owner Primary Person's* country.




If *Use as BYTsec Template* is selected given compliance statements (→ Figure 13) can be linked to other records of the same type. If a record is used by another one, this attribute is disabled.

Figure 13: Compliance Controls

At the current version the group *Controls* can not be edited. With choosing the Button “View”, the controls.

4.4.1.6 Compliance Control Detail

The compliance details list shows all controls, ordered by status and ident. The icon  indicates that this control can be linked to a function. Choose the “Link – CI Type” and the “Link – CI”. The Statement changes to read only mode. The “Compliant” and the “Justification” show the Statement from the linked CI.

Ident	Control
Implemented: dispensable/entbehrlich	
02.064	Checking the log files
02.065	Checking the efficiency of user separation on an IT System
02.110	Data privacy guidelines for logging procedures
02.135	Save transfer of data to a database
06.038	Back-up copies of transferred data
14.196	Obligations when using digital signatures
14.224	Outsourced software development
Implemented: yes/ja	
02.005	Division of responsibilities and separation of functions
02.010	Audit of the hardware and software inventory
02.012	Services and counselling for IT users
02.030	User identification (CUID)
02.031	Documentation on authorised users and on rights profiles
02.034	Documentation of changes made to a CI
02.035	Obtaining information on security weaknesses of the system

Figure 14: Compliance Control detail

The information button  opens a new window and displays the documentation.

S 2.12 Services and counselling for IT users

Refers to regulations:
GR1435:
ICS:
ISO2700x:

[Abstract BBS Global]

A user-support has to be set up to support and counsel the users in case of IT-problems.

Use of IT systems requires comprehensive training/instruction of IT users. In addition to training enabling the IT users to handle the used information technology properly, IT users must be provided with information and advisory services regarding any problems encountered in current operations. Such problems may result from hardware defects or faulty software installation, but also from operating errors as regards the programs used.

In larger-size agencies/companies, it may therefore be a good policy to charge a central unit with attending to the needs of IT users and to inform all staff members of the designation of that unit. This requirement may be practicable, in particular, in cases where a large number of decentralised systems such as PCs is involved.

Additional controls:

- Who can be contacted by the IT users in case of any problems?

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Figure 15: Compliance Control information

To change the status control select the control in the left window and change the compliant to new status. For all answers (without “untreated”) a justification is needed.

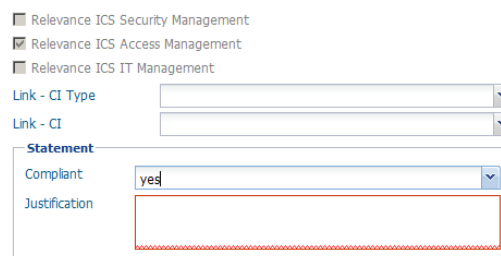


Figure 16: Compliance Control Statement

The answers “no” and “partly” demand more information about the GAP. The text description about the actual state of the gap must be entered in the field “Gap description”.

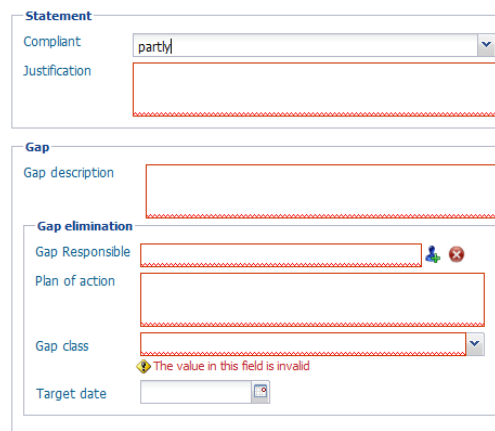


Figure 17: Compliance Control Statement GAP information

The gap must be assigned to a person, who is responsible to solve the gap. This person can be chosen with the person picker in the field “GAP Responsible”. The planned actions to solve the gap can be documented in the field “Plan of action”.



After selecting a gap class with values (“short-term”, “mid-term” or “long-term”) the “Target Date” will be calculated.


If the selected value for the gap class is “technically not solvable” or “economically not solvable” the details risk analysis and management information are required.

Figure 18: Compliance Control - GAP risk analysis

By selecting the checkbox “Risk analysis by free text” changes the data fields from calculated to text fields.

The selected person as “signee” is the only person who is able to set the “Date of approval”.

4.4.1.7 Documentation

All other attributes for documentation purpose are free-text. If a url is entered it can be validated by .

4.4.1.8 License & Costs

Document annual costs for run and changes as well as general properties of a license as extend or part of a contractual provisions.

Use *Using Regions* to specify the region(s) where the majority of belonging companies is using the application. Multiple selections can be done. Click one-time to select a second-time to unselect.



License and Costs

License

License Model
Accessing Users
Accessing Users Measured
Dedicated
Load Class
Service Model

Costs

Run p.a.
Change p.a.
Currency
Account: Run
Account: Change

Using Regions *

AsiaPacific
Bayer Global
EMEA
Germany
LatinAmerica
NorthAmerica
unknown

Figure 19: License & Costs

4.4.1.9 Relationships

This page shows all connections to directly attached business processes and other records.

Relationships				
UpStream				
CI Name	CI Type	Source		
BYZREH WebApplication Platfor...	Application Platform	DSS		✗
BYTec TransbaseQ	Middleware	AIR		✗
BYZREH WebApplication Platfor...	Application Platform	DSS		✗
DownStream				
CI Name	CI Type	Source		

Figure 20: Relationships

Structure chart (example – not implemented in this application yet):

The structure charts gives an overview how records a related to each other. In addition the definition of **upstream** and **downstream** should be visible.

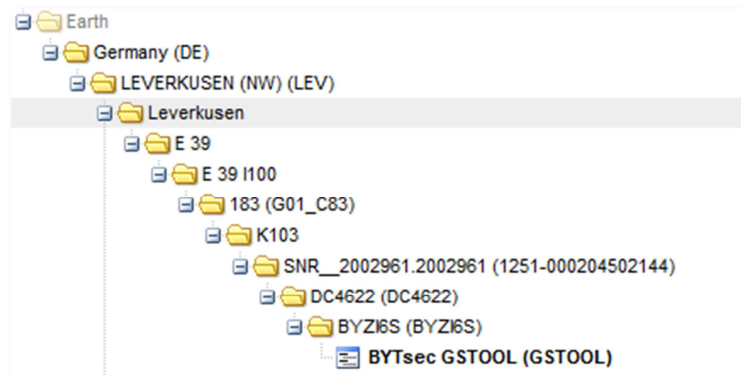


Figure 21: Structure Chart of Connections

- Upstream: At the upper top lies the location.
- Downstream: Going down from a location, a room is followed by a server and a server might be followed by an application. A business process should be the lower-most entry.



Add a new relationship

A new relationship can be added by [Edit Relationships...]. At first the object type has to be selected. Following, enter characters (minimum: 2 characters) the connection to be added contains and press the Search button. Click on a row to select the object and drop it to “UpStream” or “DownStream”. The changes are not stored until [Save].

Name	Alias	Type
Template_DBMS_OracleDB...	Template_DBMS_OracleDB...	Middleware
Template_DBMS_OraExad...	Template_DBMS_OraExad...	Middleware
template_test	template_test	Middleware
Template_SAPDB_PL3	Template_SAPDB_PL3	Middleware

Figure 22: Add a New Connection

Remove a relationship

Existing relationship(s) can be removed. Click to select entry to be removed. The changes are not stored until [Save]..

UpStream

CI Name	CI Type	Source	
BYZREH Web/Application Platfor...	Application Platform	DSS	
BYTsec TransbaseQ	Middleware	AIR	
BYZREH Web/Application Platfor...	Application Platform	DSS	

Figure 23: Remove a Connection

4.4.1.10 Documentation

All attributes for documentation purpose are free-text. If a url is entered it can be validated by

Documentation	
Documentation	<input type="text"/>
Root Directory	<input type="text"/>
Data Directory	<input type="text"/>
Provided Services	<input type="text"/>
Granted Machine Users	<input type="text"/>



Figure 24: Documentation

4.4.1.11 History

The history function displays the database history information about the selected ci.

History							
Date time (UTC)	Change Source	Change DBuser	Change User: CWID	Attribute Name	Change CI	Old Value	New Value
Info Type: ANWENDUNG							
2012-10-04 14:44:37.7316	AIR	MXTBA	IMGLG	ORG_SCOPE	93283	BHC,BCS,BMS,BBS	BBS
2012-10-04 14:43:51.608465	AIR	MXTBA	IMGLG	ORG_SCOPE	93283	Bayer Group	BHC,BCS,BM!
2012-10-04 14:43:08.649869	AIR	MXTBA	IMGLG	RELEVANZ_ITSEC	93283	-1	0
2012-10-04 14:43:08.649869	AIR	MXTBA	IMGLG	RELEVANCE_2008	93283	(null)	0
2012-10-04 14:43:08.649869	AIR	MXTBA	IMGLG	ORG_SCOPE	93283	BBS,BCS,BMS,BHC,BTS,B...	Bayer Group
2012-10-04 14:43:08.649869	AIR	MXTBA	IMGLG	VERSION	93283	(null)	1.08.001
2012-10-04 14:43:08.649869	AIR	MXTBA	IMGLG	BAR_RELEVANCE_Y_N	93283	(null)	N
2012-10-04 14:43:08.649869	AIR	MXTBA	IMGLG	RELEVANCE_1775	93283	(null)	0
2012-09-17 10:53:08.854785	AIR	MXTBA	EZZSB	SUB_RESPONSIBLE	93283	(null)	BBS-IAO-CSA
2012-09-17 10:52:50.537504	AIR	MXTBA	EZZSB	ORG_SCOPE	93283	(null)	BBS,BCS,BM!
2012-09-17 10:52:50.537504	AIR	MXTBA	EZZSB	APPLICATION_STEWARD	93283	(null)	EZZSB
2012-08-27 13:59:50.296641	AIR	MXTBA	ERCVA	APPLICATION_OWNER_DE...	93283	ERCVA	BBS_DE_B_B
2012-08-27 13:59:50.296641	AIR	MXTBA	ERCVA	COMMENTS	93283	(null)	AIR-Q



Figure 25: History

4.4.2 Functions

4.4.2.1 Delete a Record

The function “delete” lists all ci’s where the user has the right to delete them. After selecting one entry, the action must be confirmed with the button “Delete”. The entry will be marked for deletion with the delete source, user and date.



4.4.2.2 Person-/Group Picker

Within the *Person-Picker*  you can search either by CWID or last name. Results are displayed soon as the first two characters have been entered and the search icon  will be pressed.

Clicking into a row will add the entry to the appropriate field.


Replace CWID to Responsible at Customer Side

☐ Name
 ☒ CWID

	CWID	Last name	First name
	IMAHJ	Henjes	Andreas
	IMAHU	Hauke	Andreas

Close

Figure 26: Person-Picker

Within the *Group-Picker*  you can search either (according to the selection: *Groupname* or *Manager (CWID)*) by a group name or the manager of a group using the managers CWID.

For *group name* results containing the entered characters are displayed soon as the first three have been entered. For *manager (CWID)* results are displayed soon as the CWID is entered completely.



Clicking into a row will add the entry to the appropriate field.

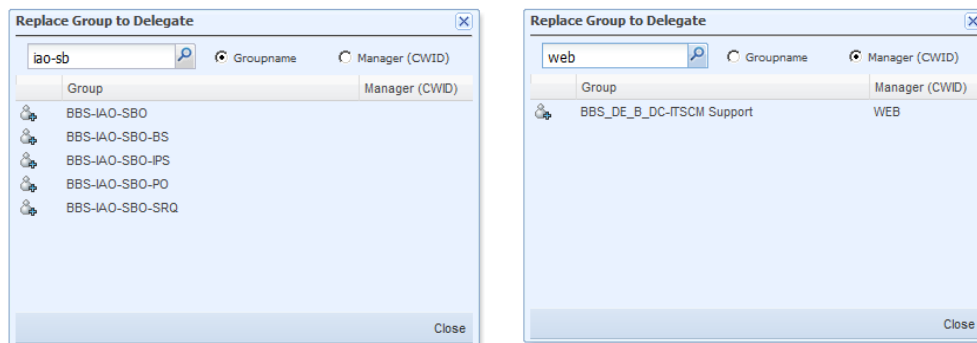


Figure 27: Person- and Group-Picker



5 Administration

This function is for the user without administrative privileges not available and therefore not relevant for this manual.

This functionality is described in a separate operation manual for AIR.



6 FAQs

Soon!