



# **Application Infrastructure Repository**

## **Manual**



## Contents

Document History .....	5
<b>1 Introduction .....</b>	<b>7</b>
1.1 What is AIR? .....	7
1.2 Conventions .....	7
<b>2 Get Started .....</b>	<b>8</b>
2.1 Requirements .....	8
2.2 Login .....	8
2.3 Roles and Rights .....	8
• AIR_Default .....	8
• AIR_Application_Layer .....	8
• AIR_Infrastructure_Layer .....	8
• AIR_Application_Manager .....	8
• AIR_Infrastructure_Manager .....	9
• AIR_Administrator .....	9
• AIR_BusinessEssential-Editor .....	9
• AIR_Compliance_Editor .....	9
• AIR_Asset_Editor .....	9
• AIR_Asset_Manager .....	9
• AIR_Location_Data_Maintenance .....	9
• AIR_SPECIAL_ATTRIBUTE_EDITOR .....	9
• AIR_BAR_Editor .....	9
• AIR_Developer .....	9
• Application Owner Primary Person .....	9
• Application Owner Delegate / Steward .....	9
• CI Owner Primary Person .....	9
• CI Owner Delegate .....	9
• CI GPSC Owner .....	10
<b>3 Graphical User Interface .....</b>	<b>11</b>
3.1 Head Menu .....	11
3.2 Navigation .....	12
3.3 Content .....	12
3.4 Help Pane .....	13
3.5 Login Details .....	13
3.6 Tooltips .....	13
<b>4 Menu items .....</b>	<b>14</b>



<b>4.1 My Place.....</b>	<b>14</b>
4.1.1 I'm Owner / Manager.....	15
I'm Steward / Delegate .....	15
<b>4.2 General Applicable Information.....</b>	<b>16</b>
4.1.1 Hide or Unhide Columns .....	16
4.1.2 Records Navigation.....	17
<b>4.3 Search .....</b>	<b>18</b>
4.3.1 Advanced Search .....	19
4.3.1.1 Mass Update .....	- 31 -
4.3.2 Org. Unit Search.....	- 38 -
<b>4.4 Creating and Deleting a Record.....</b>	<b>- 38 -</b>
4.4.1 Application .....	40
4.4.2 Building .....	42
4.4.3 Terrain.....	44
4.4.4 Site.....	44
4.4.5 Function .....	45
4.4.6 Way .....	46
4.4.7 Application Platform.....	48
4.4.8 Middleware .....	49
4.4.9 Middleware .....	49
4.4.10 Transient System Platform.....	50
4.4.10.1 Netw orks .....	51
4.4.11 Hardware System.....	52
4.4.12 Position .....	53
4.4.13 Room.....	54
4.4.14 Building Area.....	56
4.4.15 Business Application.....	57
4.4.16 New from copy.....	58
4.4.17 Delete .....	59
<b>4.5 View and Edit.....</b>	<b>60</b>
4.5.11 Sub-Menu .....	61
4.5.11.1 CI Type Specifics.....	61
4.5.11.2 Contacts .....	61
4.5.11.3 Agreements .....	62
4.5.11.4 Protection.....	63
4.5.11.5 Compliance .....	64
4.5.11.6 Compliance Control Detail .....	65
4.5.11.7 Special Attributes .....	67
4.5.11.8 License & Costs .....	68
4.5.11.9 Relationships .....	69
Add a new relationship .....	70



Remove a relationship .....	70
4.5.11.10 Documentation .....	70
4.5.11.11 History .....	71
4.4.2 Functions .....	71
4.4.2.1 Person-/Group Picker .....	71
<b>5 Asset Management.....</b>	<b>- 52 -</b>
<b>5.1 Asset Management – Search.....</b>	<b>- 52 -</b>
5.1.1 Software Component .....	- 53 -
5.1.2 Hardware Component – Asset with Inventory .....	- 55 -
5.1.3 Hardware Component – Asset without Inventory .....	- 56 -
5.1.4 Export – Import functionality .....	- 57 -
<b>6 FAQs.....</b>	<b>60</b>



---

## Document History

Versio	Change	Author	Date
1.0	First version for the release v01.00.000	A. Hauke (IMAHU)	2011/12/22
	Attributes mandatory and required	U. Hoffmann(EVAFL)	2012/05/30
1.1	First version for the release v01.09.004	U. Hoffmann(EVAFL)	2013/01/07
1.2	First version for the release v01.10.004	U. Hoffmann(EVAFL)	2013/01/18
1.3	Changes for Roles (AIR Version 1.11)	K. Gerling (IMGLG)	2013/03/12
1.4	AIR release version v4.01.001	Avanti Bejagamwar(ENLIK)	2017/01/31



## List of Figures

Figure 1: Overview of the Graphical User Interface .....	9
Figure 2: My Place .....	11
Figure 3: Search .....	12
Figure 4: Search Results .....	12
Figure 5: Advanced Search .....	13
Figure 6: Org. Unit Search .....	13
Figure 7: Create New Record - Step 1 Mandatory .....	14
Figure 8: Create New Record - Step 2 Required .....	15
Figure 9: Contacts .....	16
Figure 10: Agreements .....	17
Figure 11: Protection .....	17
Figure 12: Compliance and Relevances .....	17
Figure 13: Compliance Controls .....	18
Figure 14: Compliance Control detail .....	18
Figure 15: Compliance Control information .....	19
Figure 16: Compliance Control Statement .....	19
Figure 17: Compliance Control Statement GAP information .....	19
Figure 18: Compliance Control - GAP risk analysis .....	20
Figure 19: License & Costs .....	21
Figure 20: Relationships .....	21
Figure 21: Structure Chart of Connections .....	22
Figure 22: Add a New Connection .....	23
Figure 23: Remove a Connection .....	23
Figure 24: Documentation .....	24
Figure 25: History .....	24
Figure 26: Person-Picker .....	24
Figure 27: Person- and Group-Picker .....	25



---

## 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](mailto: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 CIs.
- **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\_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\_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\_Manager***  
Analogous to the role *AIR Infrastructure Layer* but with the addition that it is possible to edit all records except those of the type application regardless of the ownership.
- ***AIR\_Administrator***  
No restrictions regarding roles and rights.
- ***AIR\_BusinessEssential-Editor***  
This role allows the modification of the attribute *Business Essential*. For more information see BEAM28290.
- ***AIR\_Compliance\_Editor***  
This role allows the modification of compliance in AIR
- ***AIR\_Asset\_Editor***  
This role allows the user to access and edit the asset management in AIR and can edit limited number of asset
- ***AIR\_Asset\_Manager***  
This role allows the user to access and edit the asset management in AIR and can edit all the asset in asset management
- ***AIR\_Location\_Data\_Maintenance***  
This role is used to edit the location type CIs in AIR. .eg Room, Terrain etc
- ***AIR\_SPECIAL\_ATTRIBUTE\_EDITOR***  
This role is used to edit special attribute in AIR
- ***AIR\_BAR\_Editor***  
This role allows to edit or create relationship with business application of Application type CI.
- ***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.

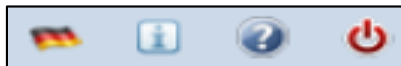




Figure 1: Overview of the Graphical User Interface


1	Head menu	chapter 3.1
2	Navigation	chapter 3.2
3	Content	chapter 3.3
4	Help panel	chapter 3.4
5	Login Details	chapter 3.5
6	Tooltips	chapter 3.6
.		

#### 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 change within the 'user options' chapter 4.1

 Opens the application's versioninfo in a new windows. This is available only in english.



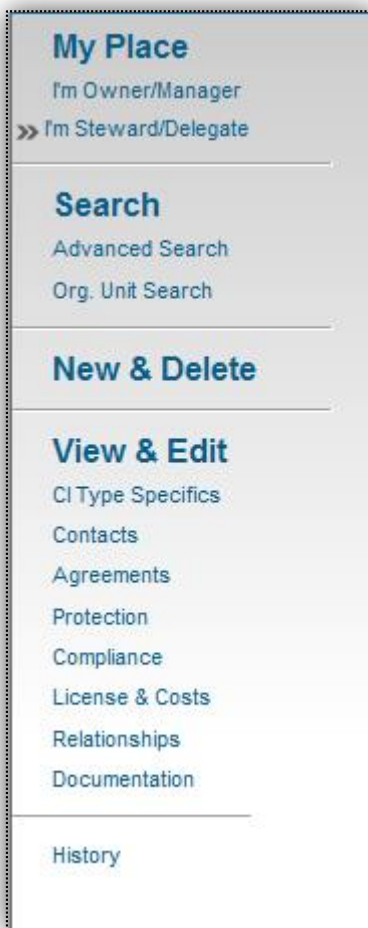
Opens the application's manual in a new window. The manual is available only in english.



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 Navigate pane appears listing all your responsibilities and activities which you can do with the current role. When we login to the application the navigation shows the appropriate menu items. The sub-menu items depend on user rights and the type of record selected. The standard view provides

- My Place
  - I'm Owner/Manager [Shows all records where you are the owner of]
  - I'm Steward/Delegate [Shows all records where you are defined as delegate.]
- Search
  - Advanced Search
  - Org. Unit Search
- New & Delete

View & Edit menu appears on selection of displayed records in contents pane. It includes several sub-menu items depending on the record type and user rights.

## 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 Login Details

You can find login details at the top left of the windows, this section provides you the information can find your last login information and the current user name.

### 3.6 Tooltips

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

A screenshot of the AIR application form. The form is titled 'Specifics' and contains several fields. The 'Application Alias' field is highlighted with a tooltip that reads: 'Application Alias. A secondary name for an application by which it is also known.' The tooltip is displayed over the field label. The form also includes a 'Bayer Application Registry ID' field, an 'Alas' field, a 'Version' field, and an 'IT Category' field. The 'Application Alias' field is currently empty, and the tooltip is visible over it.



## 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 '\*' (red star).
- **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 '\*' (orange star).
- **Optional:** This attribute is not mandatory and can be saved empty.

All dropdown boxes support *typeahead*<sup>1</sup>.

### 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.                                         |
| • Show deleted data | Shows the deleted Cis in AIR                                            |

My Place

User

Avanti Bejagamwar

CWID

ENLIK

Last login

2016-12-04 08:18

Role

AIR\_Application\_Manager  
AIR\_Asset\_Manager  
AIR\_Administrator

User Options

Language: German

☐

Number Format DE

☐

Currency

Help pane hidden

☐

Skip wizard intro

☐

Disable Tooltip

☐

Show deleted data

☐

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.

##### I'm Owner/Manager

Results						
Name	Alias	Type	IT Category/Technology	Location	Application Owner	Applic
AIR_Test	AIR_Test	Application	to be defined		Pundir, Harish (EOAOC)	Pundir,
AirTestEoaoc	AirTestEoaoc	Application	to be defined		Pundir, Harish (EOAOC)	Pundir,
EoaocTest1	EoaocTest1				Pundir, Harish (EOAOC)	Pundir,
EoaocTest2	EoaocTest2	Application	unknown			
test mass update harish	test mass update harish	Application	Sharepoint Application Site		Pundir, Harish (EOAOC)	AIR-Bf
Testthree	Testthree	Application	unknown			
Test_User	Test_User	Application	Web Application		Pundir, Harish (EOAOC)	
Test_User_Demo2	Demo2	Application	Web Application		Pundir, Harish (EOAOC)	

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

#### 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.

##### I'm Steward/Delegate

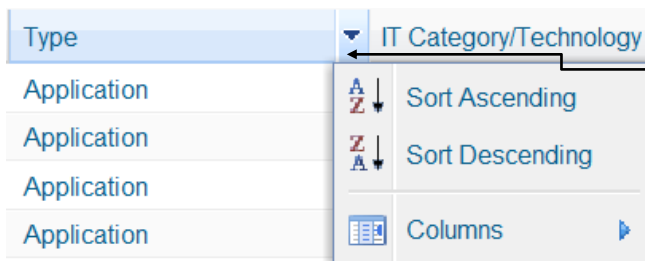
Results						
Name	Alias	Type	IT Category/Technology	Location	Application Owner	Applic
AIR_Test	AIR_Test	Application	to be defined		Pundir, Harish (EOAOC)	Pundir,
AirTestEoaoc	AirTestEoaoc	Application	to be defined		Pundir, Harish (EOAOC)	Pundir,
Application Infrastructure ...	AIR	Application	Web Application	DE/LEVERKUSEN (NW)	Becker, Arno (IMABE)	BBS_I
Application Infrastructure ...	AIR Q	Application	Web Application	DE/LEVERKUSEN (NW)	Becker, Arno (IMABE)	BBS_I
BDCInfo Prod	BY-BDCInfo	Application	Web Application	DE/LEVERKUSEN (NW)	Becker, Arno (IMABE)	BBS_I
BDCInfo QA	BY-BDCInfo-Q	Application	Web Application	DE/LEVERKUSEN (NW)	Becker, Arno (IMABE)	BBS_I
BYTChanger	BYTSec BYTChanger	Application	Change Management System	DE/LEVERKUSEN (NW)/Le...	Becker, Arno (IMABE)	BBS_I
BYTChanger QA	BYTSec BYTChanger QA	Application	Change Management System	DE/LEVERKUSEN (NW)/Le...	Becker, Arno (IMABE)	BBS_I
BYTChanger Test	BYTChanger Test	Application	Change Management System		Becker, Arno (IMABE)	BBS_I
BYTsec Landscape	BYTsec Landscape	Application	IT Security & Compliance M...	DE/LEVERKUSEN (NW)	Becker, Arno (IMABE)	BBS_I



## 4.2 General Applicable Information

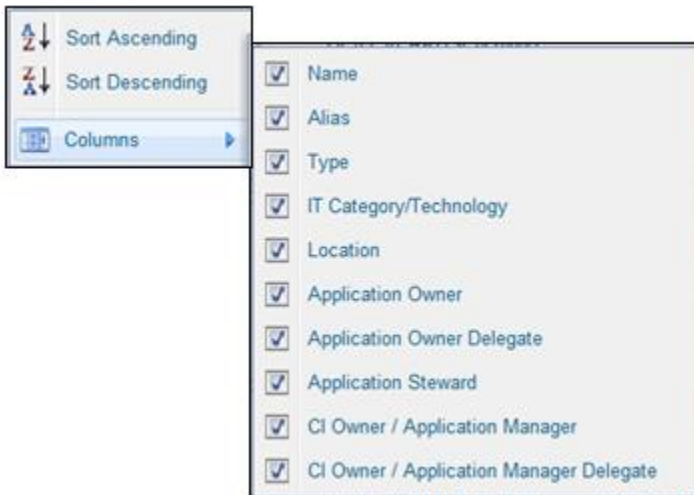
On bases of selection the results will display all records containing the entered name/alias, depending on the selection in navigation pane. Also the resulted records are depending on the associate roles.

The results are displayed in a table and ordered by name. By clicking on the column headers are the records can be sorted ascending or descending according to the respective column. Click on the column header to choose the order direction.



Select column heading and click on down arrow.  
Select the appropriate order to sort records result.  
Use Columns Option to Hide or Unhide columns from the result.

### 4.1.1 Hide or Unhide Columns

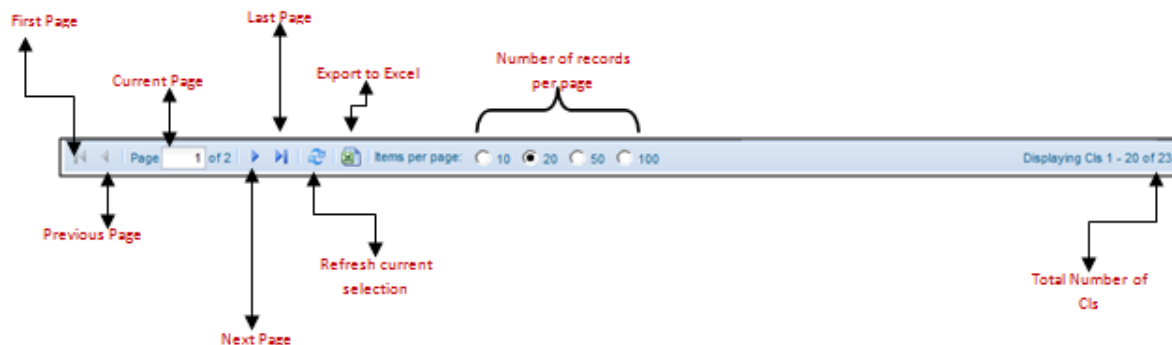


- Select column heading and click on down arrow.
- Select columns option from the pop down menus.
- Do uncheck option to hide or check to unhide the columns.





### 4.1.2 Records Navigation



The number of the list elements can be changed by a selection of option buttons on navigation pane. In case, the available numbers of elements do not fit into one page, the pages can be navigated forward and backward using the arrow keys. A direct selection of a particular page is done by selecting the page number by the selection box under the navigation-keys.



## 4.3 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.

### Search

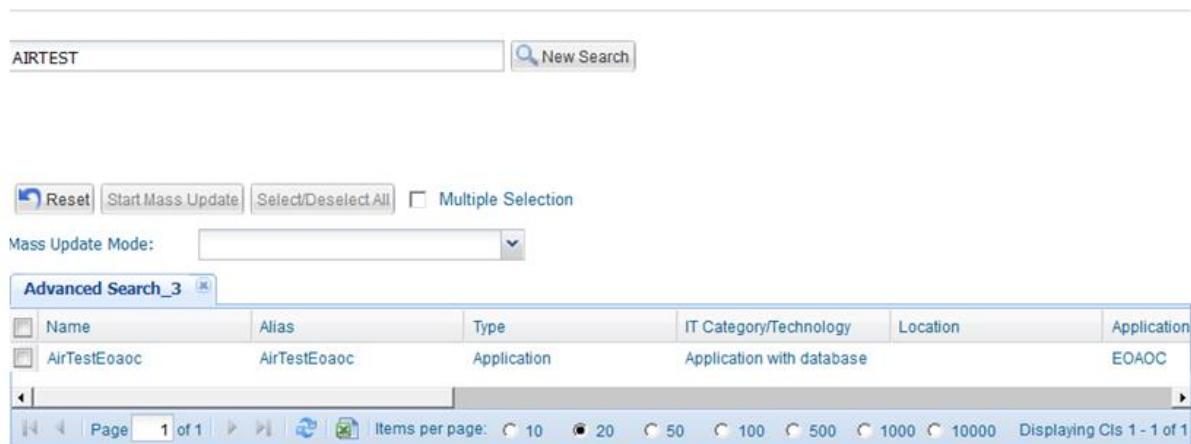


Figure 4: Search Results

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. If no records were found that matched your search criteria, the message “Nothing found or no filter set” appears.

To view in detail double click on displayed record, it will show you the Details Page 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



## AirTestEoaoc ( AirTestEoaoc ) Application

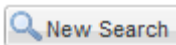
Draft

Details	
Alias	AirTestEoaoc
Category Business	
IT Category/Technology	Application with database
Application Owner	Pundir, Harish (EOAOC)
Application Manager	Pundir, Harish (EOAOC)
SLA/OLA	
Business Essential	Not Business Essential
Insert source, user, date	AIR EOAOC 2015-07-16 16:57
Update source, user, date	AIR EOAOC 2015-07-16 16:57

If selected CI missing any mandatory fields it will pop up an error message with field name.

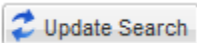
Missed mandatory information: Delegate

Draft



The Search offers a New Search option for users interested in searching multiple CI names and alias in same result window. It will add new result window with all records containing the name/alias in search pane.

Name	Alias	Type	IT Category/Technology	Location	Application Owner
Cono Sur Template Unix/Li...	Cono Sur Template Unix/Li...	Transient System Platform			



You can keep the list of current records by refreshing it by clicking on Update Search button.



Click on reset button the search text area will be reset to nothing.

### 4.3.1 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.



## Search

AIR

☒ Contains ☐ Begins with ☐ Exact

Advanced Search     ☐ Multiple Selection

Mass Update Mode:

Advanced Search\_1

Name	Alias	Type	IT Category/Technology	Location	Application
AIR_Test	AIR_Test	Application	Web Application		EOAOC
AirTestEoaoc	AirTestEoaoc	Application	Application with database		EOAOC
Application Infrastructure ...	AIR	Application	Web Application		IMABE
Application Infrastructure ...	AIR Q	Application	Web Application		IMABE
CAIR_BCS	CAIR_BCS	Application	to be defined		
MYSITE-emea-SHAIR	http://emea.mysite.cn/m...	Application	Sharepoint My Site		SHAIR
QLAIRA.COM	QLAIRA.COM	Application	unknown		MLC.JK
T BP AIR BOOKING DATA...	T BP AIR BOOKING DATA...	Application	unknown		
T CC SCIENTIFIC AFFAIR...	T CC SCIENTIFIC AFFAIR...	Application	unknown		
T CC SCIENTIFIC AFFAIR...	T CC SCIENTIFIC AFFAIR...	Application	unknown		

Page 1 of 2  Displaying Cls 1 - 10 of 14

The results are displayed similar to the standard search with all features.



Click to minimize the panel in order to make space for results.



Click to maximize the panel.

Advance search gives you more options to help you to find the desired Cls.

### ☒ Contains

The list of search result will be displayed with all Cls which contain the search string anywhere in Cls name or alias.

### ☐ Begins with

The list of search result will be displayed with all Cls where the initial characters match with the search string in Cls name or alias.

### ☐ Exact

The list of search result will be displayed with all Cls where, Cls name or alias exactly match with the search string.

☐ Multiple Selection

Click on Expand Advanced Search to use the multiple search fields on the advance search form to narrow and broaden your search. For example you can specify your search for application type, application owner, application manager, ITSec Group and many other details.



Advanced Search

Type  ☐  
IT Set  ☐  
Description  ☐  
BAR Relevance ☐ Yes ☐ No ☐ Undefined  
Show deleted data ☐

Application Owner

Primary Person  ☐  
Delegate  ☐

Steward  ☐

Application Manager

Primary Person  ☐  
Delegate  ☐

Categories and Status

General Usage   
IT Category / Technology   
Lifecycle Status   
Organisational Scope

Other Search Attributes

ITSec Group   
Process   
Source   
Business Essential

Search Tips

- You do not need to use all the search fields. Fill in only the fields that are needed for your search.
- To do a basic search using the Advanced Search form, fill in only the first field, labeled Search Terms.
- Try using respective checkbox to negate the specific fields to narrow or broaden your search.
- If your search results do not include enough CIs, consider clearing one or more search fields on the form and trying the search again.

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.



Click on person-picker to add the CI owner in the respective fields on advance search. It will show you the dialogue box where you can search a single 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.

Add CWID to Primary Person  
(Type "Lastname, Firstname" or "CWID")

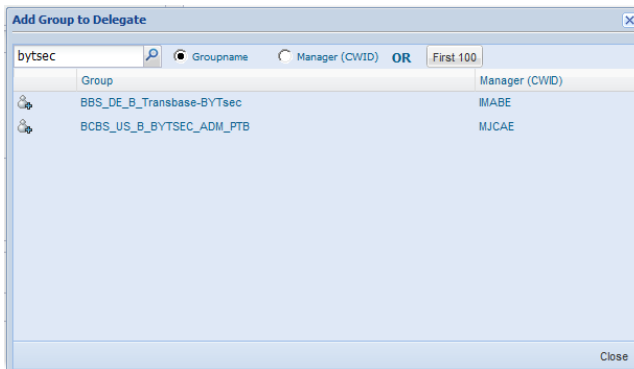
☐ Name ☒ CWID

CWID	Last name	First name
	EOAOC Pundir	Harish

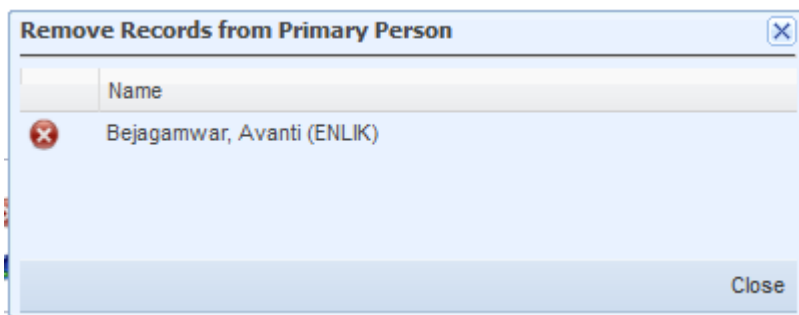
Close



Click on group-picker to add the Group in the appropriate fields on advance search. You can search either (according to the selection: Group name 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.



Click to remove the CI or Group from the respective fields on advance search



- Enter or select search terms in one or more fields and then click on New Search or Update Search.
- A list of search results will be displayed. The total number of CIs found is shown at the bottom right on navigation pane



#### 4.3.1.1 Mass Update

On Advance Search form you can find a very useful option to select the CIs, for which a mass update must be done. The mass update actualizes the same data of the same types of CIs in a process. Mass update can be done to update the attributes directly for multiple CIs, you can use an existing CI as template to copy its attributes in selected CIs, and also you can link an existing CI to the selected CI.

Initially mass update option is not visible, once the search list is available then mass update section activate but disabled.

As this process is not reversible (other than modifying each relevant CI), so to do the mass update secured preliminary steps are created.

**WARNING:** It is very important, that the selection of the individual elements is done very carefully to avoid overwriting of the element data, which should not have been included. Restoring the old data is only manually possible. For this the history-entries must be used as a help. The history notes the changes made and the previous values. However, there is no function for reversing the changes, overwriting or deletion

Advanced Search_6			
	Name		IT Category/Technology
<input checked="" type="checkbox"/>	AIR_Test	AIR_Test	Application
<input checked="" type="checkbox"/>	AirTestEoac	AirTestEoac	Application
			Web Application
			Application with database

First, the checkbox [multiple selection] must be activated. Only after this, a multiple selection in the list is possible (in the de-activated state, only one element can be selected). Then mass update mode needs to be select. There are three different modes which we can use to do mass update.

**Change Attributes** using this mode user can directly update the attributes against the multiple CIs selected in the list.

**Copy attributes from a template** using this mode user can copy all or selected attributes from a specify template against the multiple CIs selected in the list

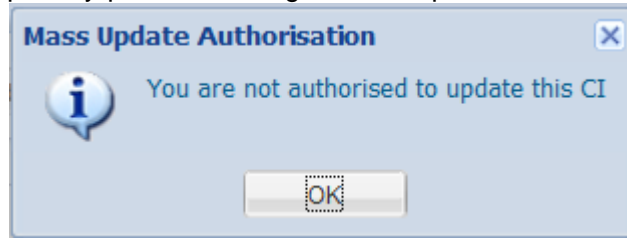
**Link a Template** using this mode user can directly link a template (CI) to the multiple CIs selected in the list.

Click on Select/Deselect All to select all available CIs in the list.

Pre-requisite for doing mass update the user must have the corresponding role issued by the administrator. If the user himself does not have the write-authorizations of a particular CI, he will

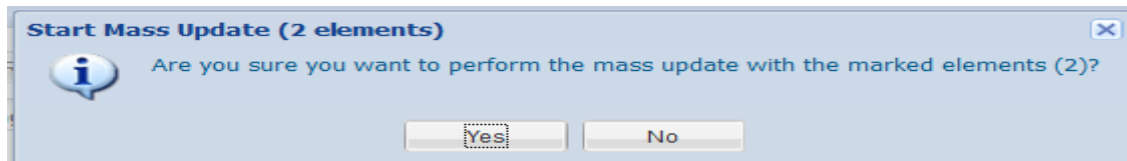


not be able to select the particular CI for mass update. Following error message will be shown. (User should be primary person or delegate of that particular CI for doing mass update.)



## 1. Mass Update with Change Attributes Mode

This is the first method, in which attributes entries given in a form, which can be assumed or overwritten within the scope of mass update. Select the CIs in the list, which must be observed during the mass update. With the Select/Deselect All option, all CIs of the current view can be selected. (Tipp: To quickly mark all elements of a CI-type, set the view to the maximum elements per page and activate checkbox and select all for each remaining view pages) When all the desired elements of the list are selected for the mass update, click on the button [Start Mass update], wherein the corresponding form is opened after a security query.



The message itself shows you the number of CIs has been selected for mass update. Click on Yes to confirm with [yes], if the mass update must be started actually on the displayed number of elements. A click on [No] stops the process and displays again the list view.

Once we confirm, a form with all available attributes will be shown, all input data of this form is named as "Master data". **This includes all entries or options in the field segment Protection, Agreements, Specifics and Contacts/compliance.**

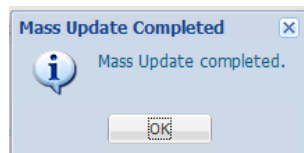
The master data, which can be added or selected in this form, is assumed for all elements, which have been provided in the list view with markings. Should content be deleted, leave the field empty and save the entry.





[Cancel] close the form and discard the changes which have been made against the selected CIs marked for mass update.

[Save] All the changes which have been made will be saved and confirmation message will be shown.



## 2. Mass Update with Copy Attributes from a Template

This is the second method in which entries from the master data as well as status values, comments, etc are assumed or overwritten from a template in the individual measures (controls). In order to activate the implementation status of the security measures (controls) for a big group of CIs, select "Copy Attributes from a Template" in Mass Update Mode field on Advance Search page, to carry it out efficiently.

Here, the status values of all or selected individual measures of an ITSec-group are transferred for all selected CIs. Here, an existing CI or a special template created for this process must be selected. This must have the same ITSec-group assigned to it as the selected CIs, because only the status changes of the same measures are transferred.

In the appeared search screen, enter the name of the CI in the field "Search element as template", from which values must be copied.



Select element as template

Test

Name	Alias	Type	Category	Location	App owner	App o
AIR_Test	AIR_Test	Application	Application with database		EOAOC	Pundir,
AirTestEoaoc	AirTestEoaoc	Application	Application with database		EOAOC	Pundir,
AMAZON Test	AMAZON Test	Application	to be defined			
ANDEAN TEST	ANDEAN TEST	Application	unknown			BBS-L
app test 1	app test 1	Application	Citrix		EQUUW	ADV
ARCHIVE FOR LAB TESTIN...	ARCHIVE FOR LAB TESTIN...	Application	unknown			BHC_L
BMT - BLENDING MOLDING...	BMT - Blending Molding Te...	Application	unknown			BMS_L
BY7428 BatchRegTest	BY7428 BatchRegTest	Application	Citrix		PFPRJ	
BY7432 BatchRegTest	BY7432 BatchRegTest	Application	Citrix		PFPRJ	
BY7461 SAPlpd Test	BY7461 SAPlpd Test	Application	Citrix		IMSPX	

Page 1 of 9 Items per page: 10 20 50 100 500 1000 10000 Displaying Cls 1 - 10 of 82

Here, only one part of the name is allowed to be entered, in order to select the required element from the entries found and click on “Copy Attributes” to start the mass update. Click on cancel to stop transaction.

**Start Mass Update (AMAZON Test)**

You are in mass update mode. Are you sure that you want to update all elements marked in the list with the CI (AMAZON Test) you have just entered?

The message itself shows you the number of CIs has been selected for mass update. Click on Yes to confirm with **[yes]**, if the mass update must be started actually on the displayed number of elements. A click on **[No]** stops the process and displays again the list view.

**Mass Update**

Transfer cancelled!

After clicking on **[Yes]**, confirms the selection and opens the selection screen. The field relevance shows all the input fields/selection fields of the current mass update-form in form of a list. The fields, in which changed have been made are activated and the new content appears for controlling.



**Definition of relevant fields for transfer of values**

Select fields to be updated. (To delete contents, select field without prior selection of new contents)

<input checked="" type="checkbox"/>	Field designation	New contents
<input checked="" type="checkbox"/>	Application Category 2	to be defined
<input checked="" type="checkbox"/>	Description	AMAZON Test for SST.
<input checked="" type="checkbox"/>	Life Cycle	OPERATION :: cold standby
<input checked="" type="checkbox"/>	General Usage	[Delete contents]
<input checked="" type="checkbox"/>	Priority Level	[Delete contents]
<input checked="" type="checkbox"/>	Severity Level	[Delete contents]
<input checked="" type="checkbox"/>	Business Essential	Business Essential BCS+BMS
<input checked="" type="checkbox"/>	CI Owner - Primary Person	[Delete contents]
<input checked="" type="checkbox"/>	CI Owner - Delegate	[Delete contents]
<input checked="" type="checkbox"/>	Business Category	[Delete contents]
<input checked="" type="checkbox"/>	GR1435	Yes
<input checked="" type="checkbox"/>	GR1920	No
<input checked="" type="checkbox"/>	GR2059	[Delete contents]
<input checked="" type="checkbox"/>	GR2008	[Delete contents]
<input checked="" type="checkbox"/>	GxP	[Delete contents]
<input checked="" type="checkbox"/>	ITSec Group	General Client/Server Application, DL 2

☐ **HPSM Contacts**

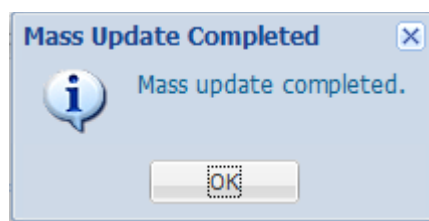
☒ all Contacts

☐ only non-empty Contacts

Cancel Next

Once again, it can be checked which fields should be included during the following mass update. Should the field content be deleted, activate the relevant checkbox. An option [delete content] appears in the right column.

To select all fields click on the checkbox on the top against "Field Designation". Once you are done with the selection of the relevant fields, click on [Next] to start the process after a security message. Click on [Cancel] to stop mass update without saving the data.



Mass Update completed.

**NOTICE:** changes in the mass update can be traced in History, but it cannot be reversed. Available measures and their status is deleted. All elements are assigned to the current IT-network.

#### Important Instructions:

- If ITSec-groups are selected, even if the GR1435-relevance is not marked as relevant, it would be selected.
- If a deletion of the ITSec-group is marked, all measures and status values of the measures for the relevant elements are deleted.
- For all the relevant elements the executed changes are historicized.



~~The update process will take time especially for big data volumes.~~

Once we click on ok after completion of mass update by copying a template, it asks us to update the compliance status for available controls.

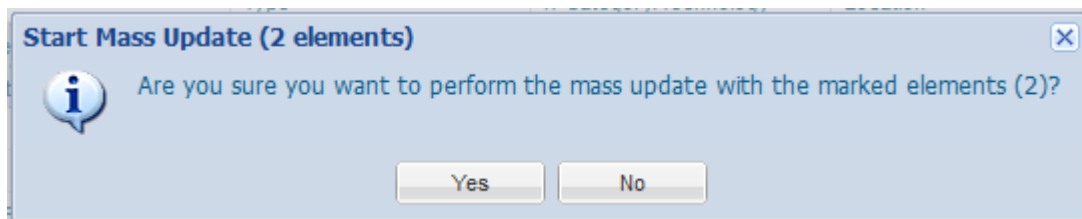
### 3 Mass Update with Link Template

Third method “Link Template” can be used to assign a different CI from the same or a similar ITSec-group as template for the selected CI. In this process, all selected or individual **measures are adopted with their editable contents**, along with other characteristics from the master data of the template-CI.

☒ Multiple Selection

Mass Update Mode:

**These CI are adopted only, if the template-status is not “untreated / unfinished”.**  
On starting the mass update, you will be asked whether you want to carry out mass update according to template. A click on **[Yes]** shows the following window:



In the appeared search screen, enter the name of the created template in the field “Search element as template”, from which values must be copied.

Select element as template

CA

Name	Alias	Type	Category	Location	App owner
Template_Application_Clus...	Template_Application_Clus...	Application	to be defined		
Template_Application_Clus...	Template_Application_Clus...	Application	to be defined		
Template_Application_Clus...	Template_Application_Clus...	Application	to be defined		
Template_BYTsec_Applica...	Template_BYTsec_Applica...	Application	IT Security & Compliance M...		IMABE
Template_Citrix_Applicatio...	Template_Citrix_Applicatio...	Application	Citrix		
Template_Citrix_Applicatio...	Template_Citrix_Applicatio...	Application	Citrix		
Template_Citrix_Applicatio...	Template_Citrix_Applicatio...	Application	Citrix		
Template_Citrix_Applicatio...	Template_Citrix_Applicatio...	Application	Citrix		
Template_General_Client S...	Template_General_Client S...	Application	to be defined		
Template_SMT_Application...	Template_SMT_Anwendun...	Application	Monitoring		
Template Web Application ...	Template Web Application ...	Application	Web Application		IMABE
Template Web Application ...	Template Web Application ...	Application	Web Application		IMABE

Here, only one part of the name is allowed to be entered, in order to select the required element from the entries found and click on “Link Template” to start the mass update. Click on cancel to stop transaction.



### Select element as template

CA

Name	Alias	Type	Category
Template_Application_Clus...	Template_Application_Clus...	Application	to be defined
Template_Application_Clus...	Template_Application_Clus...	Application	to be defined
Template_Application_Clus...	Template_Application_Clus...	Application	to be defined
Template_BYTsec_Applica...	Template_BYTsec_Applica...	Application	IT Security & Compliance I
Template Citrix Applicatio...	Template Citrix Applicatio...	Application	Citrix

Click on Yes to confirm with **[yes]**, if the mass update must be started actually on the displayed number of elements. A click on **[No]** stops the process and displays again the list view.

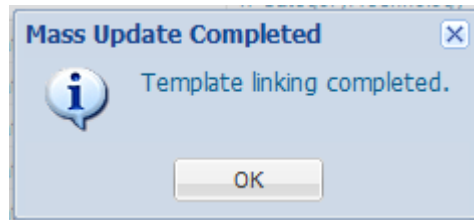
### Start Mass Update (Template\_BYTsec\_Application)



You are in mass update mode. Are you sure that you Link all elements marked in the list with the Template (Template\_BYTsec\_Application) ?

Yes

No



Mass Update completed.

### 4.3.2 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](#)

The form is titled "Org. Unit Search". It contains the following elements:

- Object Type:** A dropdown menu.
- Org. Unit:** A text input field with a small icon to its right.
- Incl. Sub Org. Units:** Radio buttons for "Yes" (selected) and "No".
- Search Org. Unit as:** Radio buttons for "Application Owner", "Application Manager", and "Both" (selected).
- New Search:** A button with a magnifying glass icon.

Figure 6: Org. Unit Search

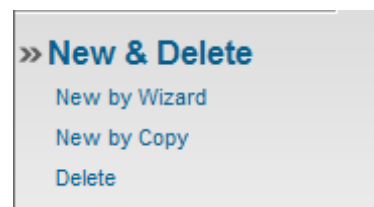
The search criteria can be configured to select one object type or to include the concerned sub organizational units.

## 4.4 Creating and Deleting a Record

This chapter will provide an overview of the New & Delete menu from AIR navigation pane. You will learn how to create new CIs manually using wizard, copying existing item and updating information, also you will learn how to delete existing items.

New & Delete .....

- New by Wizard
- New by Copy
- Delete





## New & Delete

### Wizard

Use the wizard to create a new item

Wizard

### Copy From

Use this function to copy an existing item.

After the creation you can update the ci detail information.

Copy From

### Delete

Use this function to delete an existing item where you are owner/delegate of.

The item is marked as deleted and can be reactivated.

Delete

For the CI-types application, application platform, middleware, common service, Transient system platform, Hardware System, Building, Building Area, Room, Ways, Function it is possible, to manually create a new element.

Creating a new record is supported by a wizard. Click on New by wizard to create a new item. Below screen will appear. The fields marked with red \* are mandatory fields. Based on Application Type selection required fields (\*) can be varied.

**For creating new CI, the pre-requisites are the rights for new-creation and that the role of the user or the type of CI must be specified. For newly created configuration items (CIs, the currently logged in user is entered in the role as effective read-write authorizer.**

For creating new CI first select desired CI-Type from Type field. It allow use to create different types of CIs, different CI-Type require different information to be filled.

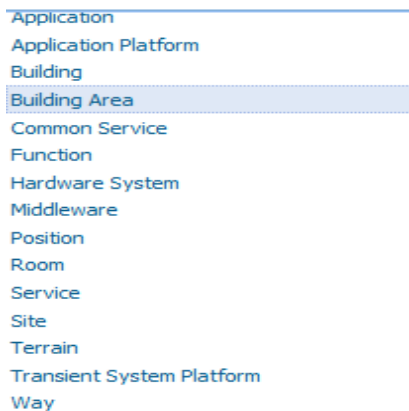


Fig: CI-Types



#### 4.4.1 Application

CIs of the application-type can be processed or created. An empty application-element created by clicking on **[Wizard]**.

Wizard - Step 1: Mandatory

Type \*

Application

IT Category/Technology \*

Web Application

Name \*

User Test

BAR Relevance \*

☒ Yes ☐ No

Description \*

Testing Purpose

Lifecycle Status \*

TEST :: test

Organisational Scope \*

BHC

BCS

BMS

BBS

BTS

CUR

BAG

Bayer Group

Application Owner

Primary Person \*

Pundir, Harish (EOAOC)

Delegate \*

BMSC-PRDC-MS-Testing

Steward \*

Pundir, Harish (EOAOC)

Cancel

Next

Finish

With **[Start]** the first of three steps has to be accomplished. In accordance with the permissions given the Type must either be chosen or it is set. The next step requires all mandatory attributes to be set.

**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 step 2 general information regarding usage and contracts must be specified. Regarding the chosen Type the attributes to be specified can be different. 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 \*

User Test

Process \*

1.02. Develop and monitor workforce plan

CI Owner

Primary Person \*

Pundir, Harish (EOAOC)

HPSM contacts

Support Group - IM Resolver \*

BBS\_AP\_B\_FA-Support-ERP

Owning Business Group \*

BHC\_US\_Animal-Health\_OBG

Relevant Regulations \*

☒ GR1435
☐ GR1920 (ICS)
☐ GR2059
☐ GR2008

SLA/OLA \*

BBS\_W\_YD-Appl-Support

Severity Level \*

Low

Business Essential

Availability \*

low

Explanation \*

Testing

Information Class \*

public

Using regions \*

AsiaPacific
Bayer Global
EMEA
Germany
LatinAmerica
NorthAmerica
unknown

Cancel

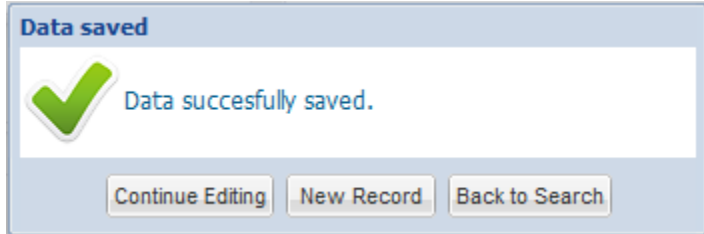
Back

Finish

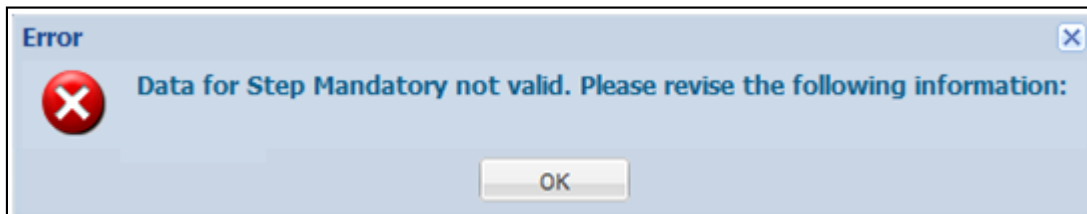
In step 3 contacts must be specified. Use the person- and group-picker to add a person or group to an owner or delegate. It is not possible to add a person/group by entering the CWID/group name directly.



If at least one Owner Primary Person is specified, the new record can be saved using [Finish]. When record was successfully saved you can continue editing the record or add a new one.



If all mandatory fields are not set then application through an error message to revise the set attributes and set them correctly.



Application Field Names and Description:-

Field Name	Description
Name of application	Free text field however it must be unique
Type	CI Type
IT Category/Technology	Classification of application in application, application platform, database or SAP-System.
LifeCycle	Lifecycle-Status defines the status of a CI in the state between planning and scrapping. Lifecycle status can be classified by the lifecycle status. Selection of different system status. Build, Cold Standby, available active, Operative, Created, Retired and test.
Application Owner	Contact person and representative, use person-picker and group picker to add the CWID and Group name where ever required.
Process	Click on process picker icon and find the desired process also you can click on show all to list down all available process.
HPSM Contacts	In context of enhancement of AIR contact information for a CI in HPSM can be entered after pressing the Group picker icon. You can search directly using the group name or manager. Also you can list down first 100 elements by clicking on [First 100] button. Only the current permissible groups and CWIDs are available for selection in HPSM.
SLA/OLA	An SLA is an integral part of an Contract between the IT-service provider and each service receiver, be it company-external or company-internal. Here, the service provision conditions are defined from the view of the service provider. Choose appropriate SLA/OLA type.
Severity Level	Time since the customer reports , in the support timings in case of emergency/ Important / Medium / Low Incidents,
Availability	Availability of the service
Explanation	Free text

#### 4.4.2 Building



Building can be created. To create a building select CI-Type to **Building** below page will be shown up. **Pre-requisite for the building type CI user must have corresponding roles and rights have been granted by the application administrator.**

Text in red shows the list of mandatory fields which have to be filled to create a new building.













Missed mandatory information: CI Owner (HPSM), Support Group - IM Resolver

Specifics	
Name *	<input type="text" value="Building_Test"/>
Alias	<input type="text" value="Building_Test"/>
Terrain *	<input type="text" value="Leverkusen"/>
Site *	<input type="text" value="LEVERKUSEN (NW)"/>
Country *	<input type="text" value="Germany"/>
Street / No. *	<input type="text" value="Test"/> <input type="text" value="123"/>
Postal Code / Location *	<input type="text" value="111"/> <input type="text" value="1111"/>

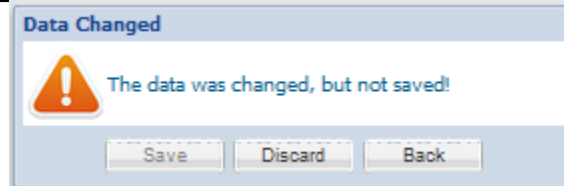
Fill all required fields.

Once the building page is activated, in navigation pane View & Edit get activate. The fields **CI Owner (HPSM)** and **Support Group – IM Resolver** can be found in Contacts under View & Edit menu. Find below screen for your reference.

Missed mandatory information: CI Owner (HPSM), Support Group - IM Resolver

View & Edit	
>> CI Type Specifics Contacts Agreements Protection Compliance Relationships	
HPSM contacts	
Responsible at Customer Side	<input type="text"/>  
CI Owner (HPSM) *	<input type="text" value="BBS-AP_B_CRM-CG"/>  
System Responsible	<input type="text"/>  
Support Group - IM Resolver *	<input type="text" value="BBS-AP_B_DOTNET"/>  
Change Team	<input type="text"/>  
Service Coordinator	<input type="text"/>  
<input type="button" value="Save"/> <input type="button" value="Cancel"/>	

Click on Save to confirm with **[yes]** to save the details and click on **[No]** stops the process, click on discard or Back to cancel the process.



#### 4.4.3 Terrain

Terrain can be created. To create a terrain select CI-Type to **Terrain** below page will be shown up. **Pre-requisite for the building type CI user must have corresponding roles and rights have been granted by the application administrator.**

Text in red shows the list of mandatory fields which have to be filled to create a new Terrain.

Terrain

**Missed mandatory information: CI Owner (HPSM), Support Group - IM Resolver**

##### Specifics

<b>Name *</b>	<input type="text" value="Terrain_Test"/>
<b>Site *</b>	<input type="text" value="LEVERKUSEN (NW)"/>
<b>Country *</b>	<input type="text" value="Germany"/>

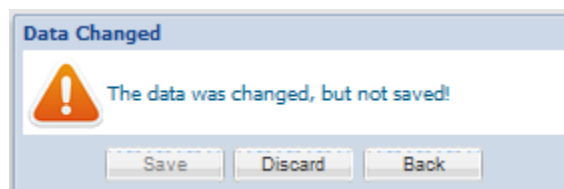
Fill all required fields.

Once the terrain page is activated, in navigation pane View & Edit get activate. The fields **CI Owner (HPSM)** and **Support Group – IM Resolver** can be found in Contacts under View & Edit menu. Find below screen for your reference.

**View & Edit**  
 CI Type Specifics  
 Contacts  
 Agreements  
 Protection  
 Compliance  
 Relationships

**Contacts**  
 Responsible at Customer Side  
 CI Owner (HPSM) \*  
 System Responsible  
 Support Group - IM Resolver \*  
 Change Team  
 Service Coordinator  
 Service Coordinator (Persons)  
 Escalation List

Click on Save to confirm with **[yes]** to save the details and click on **[No]** stops the process, click on discard or Back to cancel the process.



#### 4.4.4 Site



Site can be created. To create a site select CI-Type to **Site** below page will be shown up. **Pre-requisite for the building type CI user must have corresponding roles and rights have been granted by the application administrator.**

Text in red shows the list of mandatory fields which have to be filled to create a new Site.

[Site](#)

**Missed mandatory information: CI Owner (HPSM), Support Group - IM Resolver**

Specifics	
Name *	Site_Test
Code *	001
English *	Yes
Country *	Germany

Fill all required fields.

Once the Site page is activated, in navigation pane View & Edit get activate. The **fields CI Owner (HPSM)** and **Support Group – IM Resolver** can be found in Contacts under View & Edit menu. Find below screen for your reference.

Contacts	
Responsible at Customer Side	
CI Owner (HPSM) *	BBS-AP_B_SAPBasis
System Responsible	
Support Group - IM Resolver *	BBS-AP_B_WCMS-CG
Change Team	
Service Coordinator	
Service Coordinator (Persons)	
Escalation List	

Save Cancel

Click on Save to confirm with **[yes]** to save the details and click on **[No]** stops the process, click on discard or Back to cancel the process.

Data Changed	
The data was changed, but not saved!	
Save	Discard Back

#### 4.4.5 Function

For the management-involvement in BYTsec, the CI-object type **Function** was introduced. To these CIs, the checklists can be attached by selecting an ITSec-group. This includes the controls, which need not be answered specifically about the individual CIs, but rather generally e.g. by the responsible manager-function. Similarly, other functions, like QMB, security representative can be mapped here.

Function can be created. To create a function select CI-Type to Site below page will be shown up. **Pre-requisite for the building type CI user must have corresponding roles and rights have been granted by the application administrator.**



Text in red shows the list of mandatory fields which have to be filled to create a new function.

Function

---

Missed mandatory information: Primary Person, Delegate

Specifics

Name \*

Fill down all the required fields.

View & Edit

- CI Type Specifics
- Contacts
- Agreements
- Protection
- Compliance
- Relationships

Contacts

CI Owner

Primary Person \*

Delegate \*

HPSM contacts

Save Cancel

Click on Save to confirm with **[yes]** to save the details and click on **[No]** stops the process, click on discard or Back to cancel the process.

Data Changed

The data was changed, but not saved!

Save Discard Back

#### 4.4.6 Way

Way can be created. To create a way select CI-Type to **way** below page will be shown up. **Pre-requisite for the building type CI user must have corresponding roles and rights have been granted by the application administrator.**

Text in red shows the list of mandatory fields which have to be filled to create a new way.

Way

---

Missed mandatory information: Primary Person, Delegate

Specifics

Name \*

Fill down all the required fields.



Way

---

**View & Edit**

- >> CI Type Specifics
- Contacts
- Agreements
- Protection
- Compliance
- Relationships

Contacts


CI Owner



Primary Person \*

Delegate \*

Pundir, Harish (EOAOC)

0-BGP-CBS-PROC-P&F DXB






HPSM contacts

Save

Cancel

Click on Save to confirm with **[yes]** to save the details and click on **[No]** stops the process, click on discard or Back to cancel the process.

Data Changed

The data was changed, but not saved!

Save

Discard

Back



#### 4.4.7 Application Platform

CI's of the application-type can be processed or created. An empty application-element created by clicking on [Wizard]. **Application platform** can be created, changed or deleted. To create a way select CI-Type to way below page will be shown up. **Pre-requisite for the building type CI user must have corresponding roles and rights have been granted by the application administrator.**

A screenshot of the 'Wizard - Step 1: Mandatory' form. The form has a light blue header bar with the title 'Wizard - Step 1: Mandatory'. Below the header, there are five fields with red asterisks indicating they are mandatory: 'Type \*' with a dropdown menu showing 'Application Platform'; 'IT Category/Technology \*' with a dropdown menu showing 'ADSM/TSM'; 'Name \*' with a text input field containing 'AppPlat'; 'Description \*' with a text input field containing 'Test'; and 'Lifecycle Status \*' with a dropdown menu showing 'OPERATION :: operative'. At the bottom of the form, there are three buttons: 'Cancel', 'Next', and 'Finish'.

Fill all the require fields.

**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 step 2 general information regarding usage and contracts must be specified. Regarding the chosen Type the attributes to be specified can be different. 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. . (Refer to section 4.4.1)

Application Field Names and Description (Refer to section 4.4.1)





#### 4.4.8 Middleware

Middleware support the application platform and on which the functions of the logical network are created. Unlike Common services, the functions are addressed only from one or less-specific application platforms.

CIs of the application-type can be processed or created. An empty application-element created by clicking on **[Wizard]**. Middleware can be created, changed or deleted. To create a middleware select CI-Type to middleware below page will be shown up. **Pre-requisite for the building type CI user must have corresponding roles and rights have been granted by the application administrator.**

Wizard - Step 1: Mandatory

Type *	Middleware
IT Category/Technology *	Database
Name *	Midd_Test
Description *	Test
Lifecycle Status *	TEST :: test

Cancel Next Finish

Fill all the require fields.

**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 step 2 general information regarding usage and contracts must be specified. Regarding the chosen Type the attributes to be specified can be different. 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. (Refer to section 4.4.1)

Application Field Names and Description (Refer to section 4.4.1)

#### 4.4.9 Middleware

Common Service is like Middleware, though with a difference that the functions of almost all IT-systems are addressed in the network. CIs of the application-type “Common Service” can be processed or created. An empty application-element created by clicking on **[Wizard]**. Common Service can be created, changed or deleted. To create a Common Service select CI-Type to Common Service below page will be shown up. **Pre-requisite for the building type CI user must have corresponding roles and rights have been granted by the application administrator.** Fill all the require fields.



**Wizard - Step 1: Mandatory**

Type *	Common Service
IT Category/Technology *	Controller ADS
Name *	Common Test
Description *	Test
Lifecycle Status *	BUILD :: build

Cancel Next Finish

**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 step 2 general information regarding usage and contracts must be specified. Regarding the chosen Type the attributes to be specified can be different. 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. (Refer to section 4.4.1)

Application Field Names and Description (Refer to section 4.4.1).

#### 4.4.10 Transient System Platform

Transient system can be created. To create a **Transient system** select CI-Type to Transient system Platform below page will be shown up. **Pre-requisite for the building type CI user must have corresponding roles and rights have been granted by the application administrator.** Text in red shows the list of mandatory fields which have to be filled to create a new Transient system.

**Specifics**

Name *	Trans_Test
Alias	Trans_Test
OS	
Group	Firmware (administrated)
OS Type	Cisco Unified CM
OS Name *	Cisco Unified CM
Cluster Code	no Cluster
Cluster Type	
Virtual Hardware Client	<input checked="" type="radio"/> Yes <input type="radio"/> No
Virtual Hardware Host	<input type="radio"/> Yes <input type="radio"/> No
Virtual Software	Linux Cluster Service
Lifecycle Status *	OPERATION :: available active
General Usage *	Development
Primary Function	BDC_Basic
License Scanning	Embedded System, no scanner can be installed

Fill all required fields.



**View & Edit**

CI Type Specifics

- >> Contacts
- Agreements
- Protection
- Compliance
- Relationships

**Contacts**

**CI Owner**

Primary Person \*

Delegate \*

---

**HPSM contacts**

Responsible at Customer Side

CI Owner (HPSM) \*

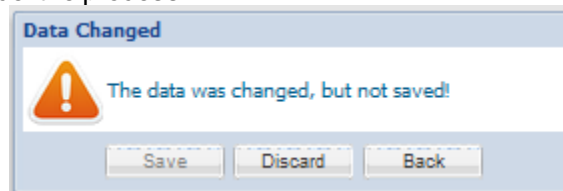
System Responsible

Support Group - IM Resolver \*

Change Team

Service Coordinator

Click on Save to confirm with **[yes]** to save the details and click on **[No]** stops the process, click on discard or Back to cancel the process.



#### 4.4.10.1 Networks

We can see the IP Address information for Transient System Platform. On clicking the Transient system platform on the search panel, Network tab is available on view and Edit panel. It shows the DNS Details and Network information for the server (Transient System Platform). This can be only viewed and one cannot edit this information.

**BYZREH ( BYZREH )**  
Transient System Platform

Network				
DNS Details(QIP)				
Host Name	AD Domain	IP	VLAN	
BYZREH0002	de.bayer.cnb	10.205.112.92	364	
byzreh0003	de.bayer.cnb	10.205.114.219	364	
BYZREH0001	de.bayer.cnb	10.205.160.95	374	
BYZREH	de.bayer.cnb	10.205.112.117	364	

Network(TCP/IP)						
Host Name	VLAN	IP	Netmask	Gateway	MAC-Address	Source
BYZREH	364	10.205.112.117	255.255.248.0	10.205.112.1	0050569d6148	HPED
BYZREH0002	364	10.205.112.92	255.255.248.0		0050569d6148	HPED
BYZREH0001	374	10.205.160.95	255.255.252.0		0050569d039b	HPED
byzreh0003	364	10.205.114.219	255.255.248.0		0050569d6148	HPED



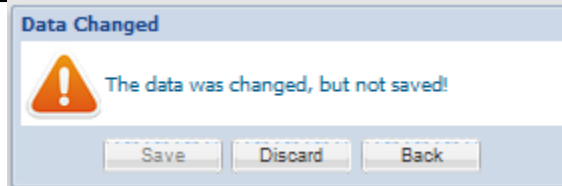
#### 4.4.11 Hardware System

Specifics	
Name *	Hard_Test
Alias	Hard_Test
OS	
Group	Firmware (not administrated) ▼
OS Type	SecurePlatform (non-transient) ▼
OS Name *	SecurePlatform R75 ▼
Cluster Code	no Cluster ▼
Cluster Type	
Virtual Hardware Client	<input type="radio"/> Yes <input type="radio"/> No
Virtual Hardware Host	<input type="radio"/> Yes <input type="radio"/> No
Virtual Software	Linux Cluster Service ▼
Lifecycle Status *	OPERATION :: available active ▼
General Usage *	Unknown ▼
Primary Function	
License Scanning	OS not supported

Fill all required fields.

Contacts	
<b>CI Owner</b> Primary Person * Pundir, Harish (EOAOC) Delegate * 0-BGP-CBS-BBS	
<b>HPSM contacts</b> Responsible at Customer Side CI Owner (HPSM) * BBS_AP_B_Backup-CG System Responsible Support Group - IM Resolver * BBS_AP_B_Backup-CG Change Team Service Coordinator	
<div>Save Cancel</div>	

Click on Save to confirm with **[yes]** to save the details and click on **[No]** stops the process, click on discard or Back to cancel the process.



#### 4.4.12 Position

Position can be created. To create a Position select CI-Type to position below page will be shown up. **Pre-requisite for the building type CI user must have corresponding roles and rights have been granted by the application administrator.**

Text in red shows the list of mandatory fields which have to be filled to create a new Position.

##### Position

**Missed mandatory information: Primary Person, Delegate, CI Owner (HPSM), Support Group - IM Resolver**

##### Specifics

Name *	<input type="text" value="Pos_Test"/>
Room *	<input type="text" value="unknown"/>
Building Area *	<input type="text" value="unknown"/>
Building *	<input type="text" value="013E-R401"/>
Terrain *	<input type="text" value="Leverkusen"/>
Site *	<input type="text" value="LEVERKUSEN (NW)"/>
Country *	<input type="text" value="Germany"/>

##### Application Field Names and Description

Field Name	Description
Name	Free text field for the name of storing position
Room	Selection of an identifiable room name (includes all site/building names assigned by the the dialogue new-creation of the storing position.
Building Area	Name of building area
Building	Name of the building
Site	Name of the site
Terrain	Name of the location
Primary Person Delegate CI Owner(HPSM) Support Group	In the field "CI-Owner (Person/group)", only those groups can be entered that are verified against a list of effective values. This is filled with all organization units of BBS GmbH and in future with other tool-related groups e.g. the change group or Team Solver Group in HPSM.



**View & Edit**

- CI Type Specifics
- » Contacts
- Agreements
- Protection
- Compliance
- Relationships

**Contacts**

**CI Owner**

Primary Person \*

Delegate \*

---

**HPSM contacts**

Responsible at Customer Side

CI Owner (HPSM) \*

System Responsible

Support Group - IM Resolver \*

Change Team

Service Coordinator

Click on Save to confirm with **[yes]** to save the details and click on **[No]** stops the process, click on discard or Back to cancel the process.

**Data Changed**

The data was changed, but not saved!

#### 4.4.13 Room

Room can be created. To create a Room select CI-Type to Room below page will be shown up.  
**Pre-requisite for the building type CI user must have corresponding roles and rights have been granted by the application administrator.**

Text in red shows the list of mandatory fields which have to be filled to create a new Room.

**Room**

---

Missed mandatory information: Primary Person, Delegate, CI Owner (HPSM), Support Group - IM Resolver

---

**Specifics**

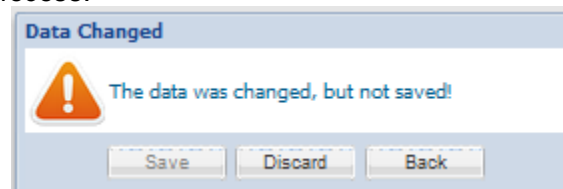
Name *	<input type="text" value="Room_Test"/>
Alias	<input type="text" value="Room_Test"/>
Floor *	<input type="text" value="2"/>
Building Area *	<input type="text" value="unknown"/>
Building *	<input type="text" value="051F-R801"/>
Terrain *	<input type="text" value="Leverkusen"/>
Site *	<input type="text" value="LEVERKUSEN (NW)"/>
Country *	<input type="text" value="Germany"/>



### Application Field Names and Description

Field Name	Description
Name	Free text field for the name of storing position
Floor	Free text field for floor number
Building Area	Name of building area
Building	Name of the building
Site	Name of the site
Terrain	Name of the location
Primary Person Delegate CI Owner(HPSM) Support Group	In the field "CI-Owner (Person/group)", only those groups can be entered that are verified against a list of effective values. This is filled with all organization units of BBS GmbH and in future with other tool-related groups e.g. the change group or Team Solver Group in HPSM.

Click on Save to confirm with **[yes]** to save the details and click on **[No]** stops the process, click on discard or Back to cancel the process.





#### 4.4.14 Building Area

Building Area can be created. To create a **Building Area** select CI-Type to Building Area below page will be shown up. **Pre-requisite for the building type CI user must have corresponding roles and rights have been granted by the application administrator.**

Text in red shows the list of mandatory fields which have to be filled to create a new Building Area.

##### Building Area

Missed mandatory information: Primary Person, CI Owner (HPSM), Support Group - IM Resolver

##### Specifics

Name *	<input type="text" value="Building_Test"/>
Building *	<input type="text" value="015E-R401"/>
Terrain *	<input type="text" value="Leverkusen"/>
Site *	<input type="text" value="LEVERKUSEN (NW)"/>
Country *	<input type="text" value="Germany"/>

Field Name	Description
Name	Free text field for the name of storing position
Building	Name of the building
Site	Name of the site
Terrain	Name of the location
Primary Person Delegate CI Owner(HPSM) Support Group	In the field "CI-Owner (Person/group)", only those groups can be entered that are verified against a list of effective values. This is filled with all organization units of BBS GmbH and in future with other tool-related groups e.g. the change group or Team Solver Group in HPSM.

**View & Edit**  
CI Type Specifics  
>> Contacts  
Agreements  
Protection  
Compliance  
Relationships

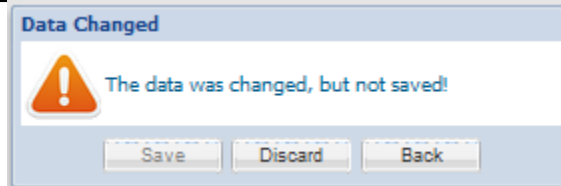
### Contacts

**CI Owner**  
Primary Person \*    
Delegate \*

**HPSM contacts**  
Responsible at Customer Side    
CI Owner (HPSM) \*    
System Responsible    
Support Group - IM Resolver \*    
Change Team    
Service Coordinator

Click on Save to confirm with **[yes]** to save the details and click on **[No]** stops the process, click on discard or Back to cancel the process.





#### 4.4.15 Business Application

Air is not able to create Business Application. But one can see already existing business Application CI in AIR. We can search particular Business Application in AIR and can view that record by clicking on that record.

Specifics	
Name:	<input type="text" value="Aprol"/>
BAR Id:	<input type="text" value="1110552"/>
Alias:	<input type="text" value="Aprol"/>
description:	<input type="text" value="Visualization of Building Controls"/>
Lifecycle:	<input type="text" value="OPERATION :: operative"/>
Externally Hosted:	<input type="checkbox"/>
Last Modification:	<input type="text"/>

Contacts	
<b>Application Owner</b>	
Primary Person	<input type="text" value="Herold, Karsten (SGMLK)"/>
Delegate	<input type="text"/>
<b>Steward</b>	
	<input type="text" value="Kohlmeier, Guenter (CCKOG)"/>
<b>HPSM contacts</b>	

These are the fields available for business application. But we can add relationship in business application. AIR can also create relationship with business application. For creating such relation one is required BAR editor role in AIR.



#### 4.4.16 New from copy

Enter the desired CI in text area and click on Search. If no records were found that matched your search criteria, the message **“Nothing found or no filter set”** appears. Using this function you can copy an existing CI and later you can update set its attributes.

Select CI to copy

Name	Alias	Type	IT Category/Technology	Application Owner
Andean Unix Template CO...	Andean Unix Template CO...	Transient System Platform		
BY-SQL2K12010\SQL2K1...	BY-SQL2K12010\SQL2K1...	Middleware		Database
Cono Sur Template Unix/Li...	Cono Sur Template Unix/Li...	Transient System Platform		
GENTRAN ON UNIX	GENTRAN ON UNIX	Application		unknown
MOXAZO - UNIX SCRIPTS...	MOXAZO - UNIX SCRIPTS...	Application		unknown
SAS-AOS@Unix Applicati...	SAS-AOS@Unix Applicati...	Application Platform		Application Server
Template_DC_UnixCluster...	Template_DC_UnixCluster...	Transient System Platform		
Template_DC_UnixCluster...	Template_DC_UnixCluster...	Transient System Platform		
Template_DC_Unix_PL1	Template_DC_Unix_PL1	Transient System Platform		
Template_DC_Unix_PL2	Template_DC_Unix_PL2	Transient System Platform		

Page 1 of 1
Items per page: 10 20 50 100

Select specific record and click on next to copy the particular template.

CI Details

Using as template

Andean Unix Template COLQU

Name \*

HARISH KUMAR PUNDIR

Alias \*

EOAOC

Enter CI name and alias to which the template would be assigned. Click on Copy to assign the same template to selected CI. Once the template is copied user can edit the attribute information and save it.



#### 4.4.17 Delete

Pre-requisites for deletion of CIs:

1. The user role must also be assigned to the rights for deletion
2. The CI-type must allow the deletion
3. Those CIs need not be handled, which are imported from a source-system.

##### New & Delete


Select CI to delete						
test						
Alias	Type	IT Category/Technology	Application Owner	Application Owner Delegate	Application Steward	Applica
<input type="checkbox"/> AIR_Test	AIR_Test	Application	to be defined		EOAOC	0-BGP-I
<input type="checkbox"/> AirTestEoac	AirTestEoac	Application	to be defined		EOAOC	0-BGP-I
<input type="checkbox"/> BYTChanger Test	BYTChanger Test	Application	Change Management System		IMABE	BBS_De
<input type="checkbox"/> EoacTest2	EoacTest2	Application	unknown			
<input type="checkbox"/> test mass update harish	test mass update harish	Application	Sharepoint Application Site		EOAOC	AIR-BRI
<input type="checkbox"/> Test SPL 9870 #10	Test SPL 9870 #10	Transient System Platform	without OS			

Initially **[Delete]** will not be activated, for deleting individual elements select the CI from the list and then click on click **[Delete]** on top left of the result pane.

##### New & Delete

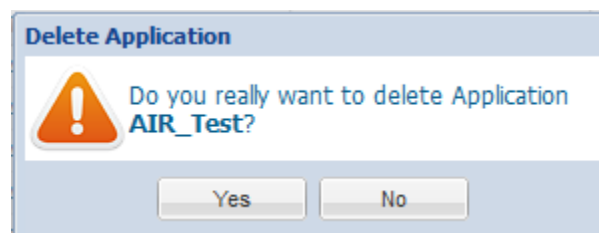
Select CI to delete

Delete



#	Alias ▲	Type	IT Category/Technology	Application Owner	Application Owner Delegate	Application Steward	Applic
<input type="checkbox"/>	AIR_Test	AIR_Test	Application	to be defined		EOAOC	0-BGP
<input type="checkbox"/>	AirTestEoac	AirTestEoac	Application	to be defined		EOAOC	0-BGP
<input type="checkbox"/>	BYTChanger Test	BYTChanger Test	Application	Change Management System		IMABE	BBS_C

Now, multiple selections within the list is not possible (only one element can be selected). When we click on **[Delete]**, a security message appears.



Click on Yes to confirm with **[yes]**. A click on **[No]** stops the process and displays again the list view.



## 4.5 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.





## 4.5.11 Sub-Menu

### 4.5.11.1 CI Type Specifics

Definition of general attributes specifying the record.

Specifics	
Name *	Application Infrastructure Repository
Alias *	AIR
BAR Relevance *	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Undefined
Bayer Application Registry ID	394793
Version	2.00
IT Category / Technology *	Web Application
Lifecycle Status *	OPERATION :: operative
General Usage	Production
Organisational Scope *	BBS BAG
Description *	Tool to manage all applications within BBS GmbH and Bayer AG and later in BBS global.

Business	
Category	1
Data Class	Data Classes will be defined later
Process *	ITIL@BBS.Configuration Management ITIL@BBS.Contact Management Manage IT Systems.Manage Information Security

At least a Name and a Lifecycle Status have to be defined. If no Alias is entered, the Name is used for Alias after saving. Depending on the chosen Category the Primary Function is displayed!

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

### 4.5.11.2 Contacts

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

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













Contacts	
<b>Application Owner</b>	
Primary Person *	Gerling, Klaus (JMGLG)  
Delegate *	BBS_DE_B_BYTsec-Transbase  
<b>Steward *</b>	
	Haase, Ulf (EZZSB)  
<b>Application Manager</b>	
Primary Person *	Gerling, Klaus (JMGLG)  
Delegate	BBS-IAO-CSM-IPS
<b>GPSC contacts</b>	
Responsible at Customer Side	Dietrich, Michael (JMDMK)  
CI Owner / Application Manager	BBS_DE_B_BYTsec
System Responsible	

Figure 9: Contacts

### 4.5.11.3 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

**4.5.11.4Protection**

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



#### 4.5.11.5 Compliance

Documentation of compliance relevant values.

Compliance

Compliance Management

☒ Integrated
 ☐ External
 ☐ Undefined

Choosing "Integrated" AIR covers all issues of compliance management, whereas "External" manages only the references to an compliance management outside of AIR.

Compliance Details

IT Set

Germany

Is Template

☐

Link to Template

Template Web Application with Database Access PL3

ITSec Group

Web\_Application\_with Database Access\_PL3

View

Relevant Regulations

☐ GR1435
 ☐ GR1920 (ICS)

☐ GR1775
 ☐ 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.

#### 4.5.11.6 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
<b>Implemented: dispensable/entbehrlich</b>	
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
<b>Implemented: yes/ja</b>	
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 (CWID)
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?

© Copyright by Bundesamt für Sicherheit in der Informationstechnik; Version: October 2003

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”.

#### 4.5.11.7 Special Attributes

Special Attributes is used to manage the attributes Protection, Essential, Trade, Privacy, Patent, Licensed dynamically. User can change the To be and As is value of attributes as per the requirement.

If there is change in any attributes As is value of any CI than it is reflected in its parent As is value. Special Attributes can be edited and saved only by the user having AIR\_SPECIAL\_ATTRIBUTE\_EDITOR role.

[ABASE-FFM-Test Application Instance \( ABASE-FFM-Test Application Instance \)](#)  
Application Platform

Special Attributes				Draft
Group	Attribute Name	Attribute To be value	Attribute As is value	
Information Classification	Protection			
Information Classification	Essential			
Legal Constraint	Trade			
Legal Constraint	Privacy			
Legal Constraint	Patent			
Legal Constraint	Licensed			

Save

Here the grid of Special Attribute contains four columns. The column Group shows the group in which the attribute is present, Attribute Name shows the name of that attribute. Another two columns are used to set the value of that attribute.



Save button is used to save the changes made in the attributes. It is shown only to the user having **AIR\_SPECIAL\_ATTRIBUTE\_EDITOR** role.

#### 4.5.11.8 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

Figure 19: License & Costs



#### 4.5.11.9 Relationships

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

Relationships			
UpStream			
CI Name	CI Type	Source	
BYZREH Web/Application Platfor...	Application Platform	DSS	✗
BYTsec TransbaseQ	Middleware	AIR	✗
BYZREH Web/Application 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 are related to each other. In addition the definition of **upstream** and **downstream** should be visible.



Figure 21: Structure Chart of Connections

**4.5.11.9.1** Upstream: At the upper top lies the location.

**4.5.11.9.2** 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

### 4.5.11.10 Documentation

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

Documentation	
Application	
Documentation	
Root Directory	
Data Directory	
Provided Services	
Granted Machine Users	



Figure 24: Documentation

#### 4.5.11.11 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		IMGLG	ORG_SCOPE	93283	BHC,BCS,BMS,BBS	BBS
2012-10-04 14:43:51.608465	AIR		IMGLG	ORG_SCOPE	93283	Bayer Group	BHC,BCS,BMS
2012-10-04 14:43:06.649069	AIR		IMGLG	RELEVANCE_ITSEC	93283	-1	0
2012-10-04 14:43:06.649069	AIR		IMGLG	RELEVANCE_2008	93283	(null)	0
2012-10-04 14:43:06.649069	AIR		IMGLG	ORG_SCOPE	93283	BBS,BCS,BMS,BHC,BTS,B...	Bayer Group
2012-10-04 14:43:06.649069	AIR		IMGLG	VERSION	93283	(null)	1.06.001
2012-10-04 14:43:06.649069	AIR		IMGLG	BAR_RELEVANCE_V_N	93283	(null)	N
2012-10-04 14:43:06.649069	AIR		IMGLG	RELEVANCE_1775	93283	(null)	0
2012-09-17 10:53:08.854785	AIR		EZZ5B	SUB_RESPONSIBLE	93283	(null)	BBS-IAO-CSM
2012-09-17 10:52:50.537504	AIR		EZZ5B	ORG_SCOPE	93283	(null)	BBS,BCS,BMS
2012-09-17 10:52:50.537504	AIR		EZZ5B	APPLICATION_STEWARD	93283	(null)	EZZ5B
2012-08-27 13:59:50.296641	AIR		ERCVA	APPLICATION_OWNER_DE...	93283	ERCVA	BBS_DE_B_B
2012-08-27 13:59:50.296641	AIR		ERCVA	COMMENTS	93283	(null)	AR-Q

Figure 25: History

## 4.4.2 Functions



### 4.4.2.1 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.

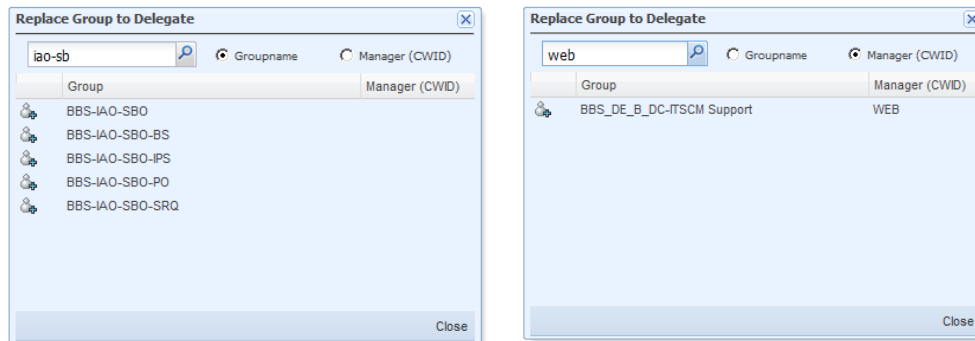


Figure 27: Person- and Group-Picker





## 5 Asset Management

AIR provided new functionality 'Asset management' in 3.0 release. In this section we will learn about searching and creation of an asset. Asset management is used for documentation and management of software and hardware network component.

**It is mainly divided into two types of components:-**

- Software Component.
- Hardware Component.

**Hardware Component is further divided into two types:-**

- Asset with inventory
- Asset without inventory

### 5.1 Asset Management – Search

Asset Search is able to search all hardware and software type of asset which are managed by AIR. Here you can search data according to assets fields and also DC Name. 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

#### Search

Cisco Catalyst

New Search

Update Search

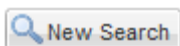
Hardware Component

Software Component

Search\_4

<input type="checkbox"/>	SAP Description	PSP-Element	Cost Center	Site	Serial Number	Technical M
<input type="checkbox"/>	Cisco Catalyst 2900 Seri...	ExpiredPSP	out-of-scope	unknown	FAA0243T0S1	CSC-FAA02
<input type="checkbox"/>	Cisco Catalyst 2900 Seri...	ExpiredPSP	unknown	LEVERKUSEN (NW)	FAA0243U0MG	CSC-FAA02
<input type="checkbox"/>	Cisco Catalyst 2900 Seri...	ExpiredPSP	unknown	LEVERKUSEN (NW)	FAA0247V0GX	CSC-FAA02
<input type="checkbox"/>	Cisco Catalyst 2900 Seri...	ExpiredPSP	unknown	LEVERKUSEN (NW)	CAM0629Z0F2	CSC-CAM01

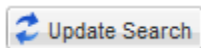
☒ Hardware Component ☐ Software Component We can search Hardware/Software components by selecting the respective radio button.



The Search offers a New Search option for users interested in searching multiple asset in same result window. It will add new result window with all records containing the name/alias in search pane.



Search_1	Search_2					
<input type="checkbox"/>	SAP Description	PSP-Element	Cost Center	Site	Serial Number	Technical Master
<input type="checkbox"/>	CATALYST 2916M-XL ENT...	ExpiredPSP	out-of-scope	out-of-scope	FAA0243U0P3	Technical Number / As
<input type="checkbox"/>	CATALYST 2916M-XL ENT...	ExpiredPSP	unknown	out-of-scope	FAA0247S07H	



You can keep the list of current records by refreshing it by clicking on Update Search button.

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.

If no records were found that matched your search criteria, the message **“Nothing found or no filter set”** appears.

To view in detail double click on displayed record, it will show you the Details Page shows all relevant information of a record at a glance.

### 5.1.1 Software Component

Software component asset is used to manage all the software components in AIR.

Software Components are Asset with Inventory. The fields having \* are the mandatory fields. By filling all mandatory fields the save button appears.

#### New Asset - Software Component

Ident number	<input type="text"/>	Inventory Number	<input type="text"/>
--------------	----------------------	------------------	----------------------

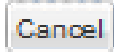
<b>Product</b> Manufacturer *: <input type="text"/> Product Name *: <input type="text"/> SAP Description: <input type="text"/>	<b>Business Information</b> Order Number: <input type="text"/> Inventory Number: <input type="text"/> PSP-Element: <input type="text"/> PSP-Text: <input type="text"/> Cost center *: <input type="text"/> Requester *: <input type="text"/> Cost Center Manager *: <input type="text"/> Organizational Unit: <input type="text"/> Legal Entity: <input type="text"/> SAP Asset Class: <input type="text"/> Insert User: <input type="text"/> Insert Source: <input type="text"/>
-----------------------------------------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

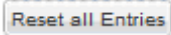
Cancel Reset all Entries



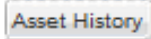
Changes in asset details can be saved by clicking Save button



By clicking on cancel button user can cancel editing of asset.



By clicking on this button user can reset all the data fields.



By clicking on Asset History button user can view the recent changes made in the asset.

Date Time	Change Source	Change User	Change user CWID	Attribute Name	Asset id	Old value	New value
Info Type: Softwarecomponents (SOFTWAREKOMPONENTE)							
04-JUN-2014 01:19:08 ...	BBSam	MXTBA	Becker, Arno	CI Owner	6841	IMULA	IMFMA
06-JUL-2012 10:16:12 U...	RFC	MXTBA	Becker, Arno	CI Sub-Responsible	6841	BBS-ITO-SER-IOP-ODCF	BBS-IAO-GIS-IOP-ODCF
05-MAY-2012 06:03:26 ...	RFC	MXTBA	Becker, Arno	SYNC_TIMESTAMP	6841	03.04.12 08:09:03.5799...	05.05.12 06:03:26,4219...
03-APR-2012 08:04:05 ...	RFC	EZLNG (RFC 8075)	Heiner, Thomas	CI Sub-Responsible	6841	BBS-ITO-BDC-FSC-FCT	BBS-ITO-SER-IOP-ODCF
31-JAN-2012 10:35:19 ...	RFC	EVBSI (RFC 7756)	Dumoulin, Rene	INVENTAR_NR	6841	NoInvClass	NoInvClass
31-JAN-2012 10:35:19 ...	RFC	EVBSI (RFC 7756)	Dumoulin, Rene	INVENTARNUMMER_O...	6841	NoInvClass	NoInvClass
31-JAN-2012 10:35:19 ...	RFC	EVBSI (RFC 7756)	Dumoulin, Rene	INVENTAR_NR	6841	NoInvClass	NoInvClass
31-JAN-2012 10:35:12 ...	RFC	EVBSI (RFC 7756)	Dumoulin, Rene	INNENAUFTRAG	6841	ExpiredPSP	ExpiredPSP
30-JAN-2012 09:11:01 U...	RFC	EZLNG (RFC 7182)	Heiner, Thomas	CI Sub-Responsible	6841	GDC-IAM	BBS-ITO-BDC-FSC-FCT
02-AUG-2011 21:13:35 ...	BBSam	MXTBA	Becker, Arno	CI Owner	6841	IMULA	IMULA
30-JUL-2011 03:06:21 U...	BBSam	MXTBA	Becker, Arno	CI Owner	6841	IMULA	IMULA
20-NOV-2009 05:02:29 ...	SISAM	MXTBA	Becker, Arno	CI Owner	6841	IMKAJ	IMULA
10-FEB-2009 01:01:52 ...	SISAM	MXTBA	Becker, Arno	BEMERKUNG	6841	ezovo	Ordner 35
16-JUN-2008 22:17:09 ...	SISAM	MXTBA	Becker, Arno	PRODUKTBEZ	6841	Autotester Client/Server ...	Autotester Client/Server ...



## Hardware Component – Asset with Inventory

Asset Management - Hardware Asset - Asset with Inventory

Ident number <input type="text"/>		Inventory Number <input type="text"/>	
<b>Product</b> Manufacturer *: <input type="text"/> Sub Category *: <input type="text"/> Type *: <input type="text"/> Model *: <input type="text"/> Multiple Assets <input type="checkbox"/> <input type="text" value="Number of Assets"/> SAP Description: <input type="text"/>		<b>Business Information</b> Order Number: <input type="text"/> Inventory Number: <input type="text"/> PSP-Element: <input type="text"/> <input type="checkbox"/> PSP-Test: <input type="text"/> Cost center *: <input type="text"/> Requester *: <input type="text" value="Bejagamwar, Avari (ENLIX)"/> Cost Center Manager *: <input type="text"/> Organizational Unit: <input type="text"/> Legal Entity: <input type="text"/> SAP Asset Class: <input type="text"/> Insert User: <input type="text" value="ENLIX"/> Insert Source: <input type="text" value="AIR"/>	
<b>Technics</b> Serial Number: <input type="text"/> Technical Number / Asset-ID: <input type="text"/> Technical Master: <input type="text"/> OS-Name: <input type="text"/> System platform name: <input type="text"/> <input type="button" value="DC Name"/> HW-transient systems: <input type="text"/> Lifecycle status: <input type="text"/> General Usage: <input type="text"/> IT-Security-Relevance: <input type="radio"/> Yes <input checked="" type="radio"/> No Comment: <input type="text"/>		<b>Location</b> Country *: <input type="text"/> Site *: <input type="text"/> Building *: <input type="text"/> Room *: <input type="text"/> Rack - Position *: <input type="text"/>	
<input type="button" value="Cancel"/> <input type="button" value="Reset all Entries"/> <input type="button" value="Import"/> <input type="button" value="Export"/>			

Hardware component-Asset with Inventory manages the assets having inventory number. The fields having \* are the mandatory fields. By filling all mandatory fields the save button appears. The Insert User and Insert source are provided by AIR. The Save, Cancel, Reset all Entries have same functionality as that of buttons in software component

Multiple Assets ☐

SAP Description:

When multiple Assets check box is selected then the text box of Number of Assets is enabled and we can enter the no of Assets required and that number of records is created at once rather than only 1 record. We can export those assets in excel file.

**DC Name**

User can automatically generate DC name only if the model name is **server**. Thus a Hardware system is created having relationship with that asset (Hardware component).



## Hardware Component – Asset without Inventory

### Asset Management - Hardware Asset - Asset without Inventory

Ident number	<input type="text"/>	Inventory Number	<input type="text"/>
--------------	----------------------	------------------	----------------------

<b>Product</b> Manufacturer *: <input type="text"/> Sub Category *: <input type="text"/> Type *: <input type="text"/> Model *: <input type="text"/> Multiple Assets <input type="checkbox"/> <input type="text"/> Number of Assets SAP Description: <input type="text"/>	<b>Business Information</b> Order Number: <input type="text"/> Inventory Number: <input type="text"/> PSP-Element <input type="text"/> <input type="checkbox"/> PSP-Text: <input type="text"/> Cost center #: <input type="text"/> Requester *: <input type="text"/> Cost Center Manager #: <input type="text"/> Organizational Unit: <input type="text"/> Legal Entity: <input type="text"/> SAP Asset Class: <input type="text"/> Insert User: <input type="text"/> BNLK Insert Source: <input type="text"/> AIR
<b>Technics</b> Serial Number: <input type="text"/> Technical Number / Asset-ID: <input type="text"/> Technical Master: <input type="text"/> OS-Name: <input type="text"/> System platform name: <input type="text"/> <input type="text"/> DC Name HW-transient systems: <input type="text"/> Lifecycle status: <input type="text"/> General Usage: <input type="text"/> IT-Security-Relevance: <input type="radio"/> Yes <input checked="" type="radio"/> No Comment: <input type="text"/>	<b>Location</b> Country #: <input type="text"/> Site #: <input type="text"/> Building #: <input type="text"/> Room #: <input type="text"/> Rack - Position *: <input type="text"/>

Hardware component-Asset without Inventory manages all the asset which do not have inventory number. The fields having \* are the mandatory fields. By filling all mandatory fields the save button appears.

The Save, Cancel, Reset all Entries have same functionality as that of buttons in software component



Copy button is made available for Hardware Component. We can make copy of the already available assets. Also we can make copy of already copied assets. While coping any assets Inventory number, Ident number, Serial Number, Technical Number / Asset-ID: , Technical Master, System Platform Name (DC Name) are not copied.



### Export – Import functionality

In Export functionality user can export multiple assets or a single asset in a excel file. And in Import functionality user can update assets from excel file to Asset Management. User can update the fields like Company code, Company Name, Manufacturer, Type , Model ,Serial Number, Technical Number, Country, Site, Building, Room, Rack position, Inventory Number, Order Number, PSP-Element, Cost center, User, Anzeige ID in Asset Management.

#### Search

Serial Number	PSP-Element	Cost Center	SAP Description	Site	Technical Master	Technical Number / Asset-ID	Inventory Number
FAA0243T0RM	ExpiredPSP	SG20600020	Best Power Powerware F...	out-of-scope			sdodsoddaxzdx
FAA0404M1FM	ExpiredPSP		CATALYST 2924M-XL ENT...	out-of-scope			
FAA0405F0JK	ExpiredPSP	unknown	Catalyst 2900 Series XL S...	DUBAI	CSC-FAA0405F0JK	CSC-FAA0405F0JK	dsafscadfadfd
FAA0405G0LP	ExpiredPSP	unknown	Catalyst 2900 Series XL S...	WUPPERTAL - ELBERFELD...	CSC-FAA0405G0LP	CSC-FAA0405G0LP	
FAA0405J0H1	ExpiredPSP	unknown	Catalyst 2900 Series XL S...	WUPPERTAL - ELBERFELD...	CSC-FAA0405J0H1	CSC-FAA0405J0H1	
FAA0405J0KR	ExpiredPSP	out-of-scope	Catalyst 2900 Series XL S...	LEVERKUSEN (NW)	CSC-FAA0405J0KR	CSC-FAA0405J0KR	
FAA0405J0LR	ExpiredPSP	out-of-scope	CATALYST 2924M-XL ENT...	out-of-scope			
FAA0405K0FQ	ExpiredPSP	unknown	Cisco Catalyst 2900 Serie...	WUPPERTAL - ELBERFELD...	CSC-FAA0405K0FQ	CSC-FAA0405K0FQ	
outof test	A00SG-901603-CI008	SG20600050	Best Power Powerware F...	out-of-scope	r332	ertt2442	
FAA0405K0LE	ExpiredPSP	out-of-scope	Cisco Catalyst 2900 Serie...	out-of-scope	CSC-FAA0405K0LE	CSC-FAA0405K0LE	
FAA0405K0L3	ExpiredPSP	out-of-scope	IBM Management Console ...	LEVERKUSEN (NW)	CSC-FAA0405K0L3	CSC-FAA0405K0L3	
FAA0408H0G2	ExpiredPSP	out-of-scope	Catalyst 2900 Series XL S...	out-of-scope	CSC-FAA0408H0G2	CSC-FAA0408H0G2	
FAA0409F0PZ	ExpiredPSP	out-of-scope	Catalyst 2900 Series XL S...	LEVERKUSEN (NW)	CSC-FAA0409F0PZ	CSC-FAA0409F0PZ	55555
FAA0409G12G	ExpiredPSP	out-of-scope	CATALYST 2924M-XL ENT...	out-of-scope	1223232323		
FAA0409J0KC	ExpiredPSP	out-of-scope	Catalyst 2900 Series XL S...	LEVERKUSEN (NW)	CSC-FAA0409J0KC	CSC-FAA0409J0KC	
FAA0409J0RL	ExpiredPSP	out-of-scope	Catalyst 2900 Series XL S...	out-of-scope	CSC-FAA0409J0RL	CSC-FAA0409J0RL	
alok111	ExpiredPSP	SG20600020	Catalyst 2900 Series XL S...	out-of-scope	CSC-FAA0410F0LC	CSC-FAA0410F0LC	29042016
FAA0410F0LD	ExpiredPSP	out-of-scope	Catalyst 2900 Series XL S...	out-of-scope	CSC-FAA0410F0LD	CSC-FAA0410F0LD	
FAA0343F0SD	ExpiredPSP	out-of-scope	CATALYST 2924M-XL ENT...	out-of-scope			
FAA0343F1A8	ExpiredPSP	out-of-scope	CATALYST 2924M-XL ENT...	out-of-scope			

#### Save Columns Preference

On clicking this, User can save the column preference as that of the search grid panel in the excel export file. User will be able to change the column view and move the columns as per the user's requirement and save the changes. Columns displayed are user profile specific.

#### Import

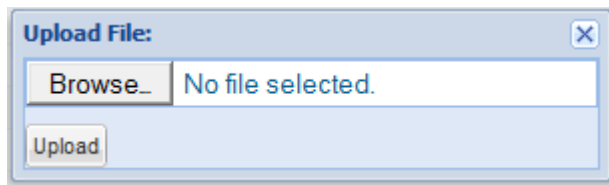
On clicking this button user can import the excel file of the assets directly into the grid and can save the assets. On clicking this we get the following dialog box,

**Start Import of Assets**

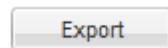
Are you sure you want to perform the import for the updated Asset details?

Yes No

On clicking of yes button, a dialog box appears for uploading the file,



Here we have to browse to select the excel file to upload and after selecting this file click on upload to update the record.

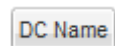


On clicking on Export button we can export the selected records in the excel file.



On clicking Delete button we can delete the selected record by clicking on checkbox. We can also delete multiple or single record at once.

We also can export and import individual assets. Since we have export/import functionality on individual page of assets.



Air supports Automatic generation of series of number called as DC Number series while importing multiple assets. DC Name is available for Hardware Component and server category assets. It is always unique. For example : If we insert 100 new CI's for a particular model; then the DC Name should be generated starting from the next free name.







---

## 6 FAQs

Soon!