Registration/Ownership

There are different types of items registered and maintained in ROVR. The process of registration for each type of item is nearly identical, though in the cases of databases and tables the data captured is different. For purpose of documentation, "Host Programs" will be used as examples in the ROVR Job Aids.

Checking out a new name

In order to check out a new component from ROVR (a Host Program will be used for this example), first you must select the type of component you would like to Register from the left-hand navigation bar. In this case, select "Host Programs." (The menu in this screenshot is subject to change)

ROVR will direct you to the Search screen for the selected registration type. Click on the "New" button to begin registration of a new entry.
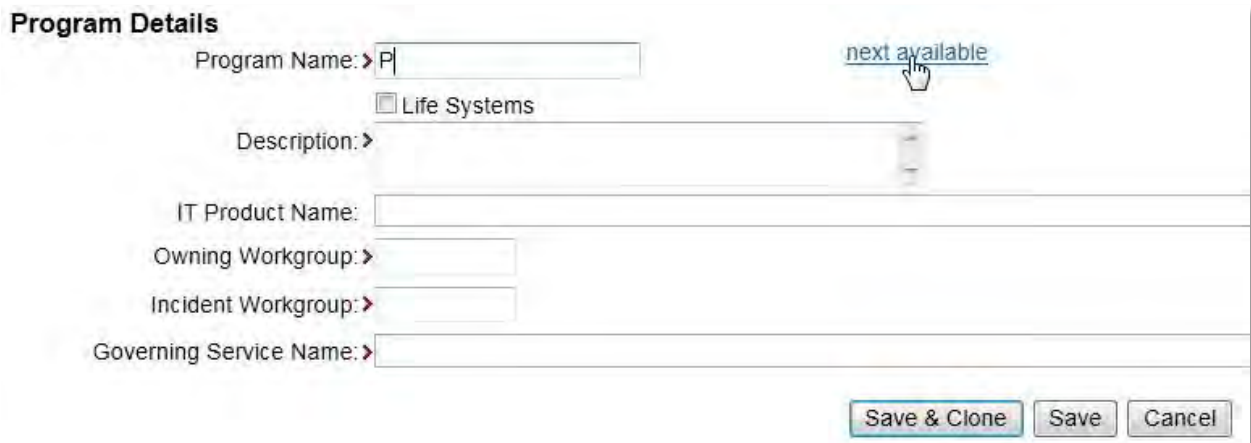
Next, you need to acquire a name for your registered item. For Programs, there are a few different types, and they each start with different characters. Fetchables begin with an "F", Stored Procedures with "SP", and Programs with a "P" (there are others as well.) On the ROVR registration screen, type the prefix you're looking for and click on "Next Available". You will be given the next available registration name in that series.

Note: If you are registering a **Table**, there is no "next available" function. Simply enter the name of the table you wish to register. If the name is already being used, you will be informed of such and will need to pick a different name.

Once your registration name has been presented, information must be provided for your registered item. All required fields are marked with a red arrow **>**. Any workgroups must exist within Service Manager and be active, or they cannot be used. To enter the IT Product Name or the Governin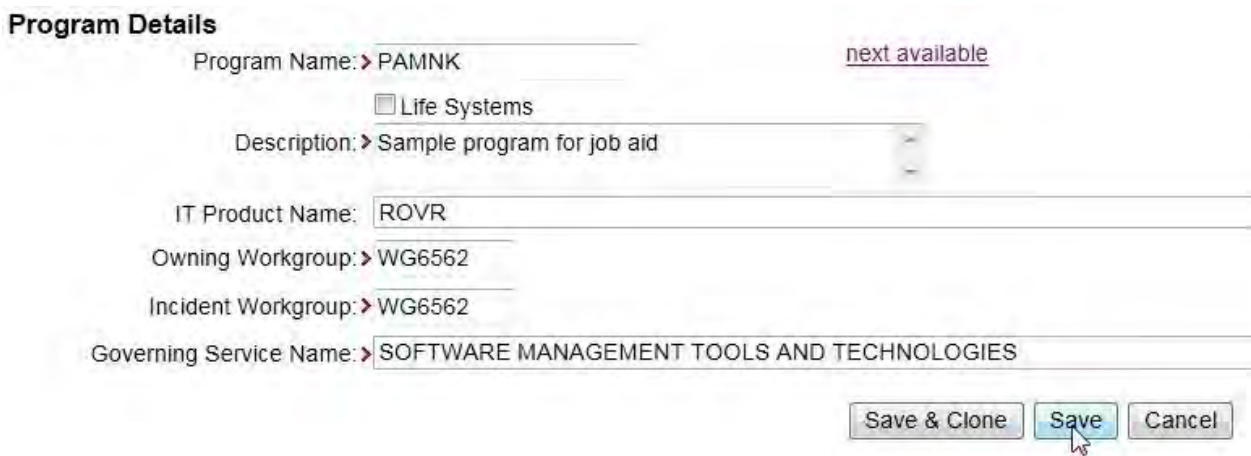g Service, you can either begin typing the desired name or select it from the drop-down box. When you have entered all of your information, click on "Save".

After saving your new registration, ROVR will begin the assignment approval process. If you look at the record in its current state, you will see that all workgroups and the Governing Service are in Pending Approval status.

Program Details

Program Name: ❯ PAMNK

☐ Life Systems

Description: ❯ SAMPLE PROGRAM FOR JOB AID

IT Product Name: ROVR ▾

Owning Workgroup: [   ]

Pending Acceptance by WG6562 by Workgroup

Incident Workgroup: [   ]

Pending Acceptance by WG6562 by Workgroup

Governing Service Name: [   ]

Pending acceptance by SOFTWARE MANAGEMENT TOOLS AND TECHNOLOGIES by Configuration Analyst

[Save & Clone] [Save] [Cancel]

Checking out Multiple Names (Save & Clone)

If you need to register multiple names in ROVR (e.g. I need three programs for a project) that will have the same ownership data, you can use the "Save & Clone" feature once you've entered the data for your first registered item.

1. Enter your registration data. Once you've used "Next Available" to acquire your registered name, **make sure to record the name!**
2. Rather than clicking Save, click on "Save & Clone"

3. ROVR will save your record and send the appropriate emails to begin the ownership acceptance process.
4. It will then reload the screen with the same information but without a name.
5. Use "Next Available" as you would otherwise. Enter your prefix and click on "Next Available" to get the next unregistered program.

6. Continue doing this for as many items as you need to register, taking note of each name that you've registered.

Register a new item by cloning an existing registration

Another way to register a new item in ROVR is by cloning one that already exists and has been registered.

1. Search for part of the name you wish to clone (all but one character is recommended), and click Search.

2. From the Search Results pane, select the item you wish to clone.

3. You will then be taken to a new registration screen with the data from that item. Acquire a new name, and save your record.

Requesting a Workgroup Reassignment

To request the reassignment of an item in ROVR from one workgroup to another, you must use the "Reassign Workgroups" function under "Reassignment" in the left-hand navigation bar.

1. To begin the reassignment process for a workgroup, select the "Reassign Workgroups" option under "Reassignment" in the left hand navigation bar.
2. Select the type of component you would like to assign. The screen will update to show you the types of workgroup assignments you can modify.
3. Select the type(s) you want to reassign.
4. Enter the currently assigned workgroup that you are wanting to change.
5. You can also enter a full or partial name to filter the search results.
6. Click on Search.

Reassign Components

Search Criteria

Registration Types:
Select All Deselect All

☐	Application/Process IDs
☐	Databases
☐	EARs
☐	Host Jobs
☑	Host Programs

* denotes Limited Run Items

Workgroup Types:
Select All Deselect All

☐	Host Program - Owning
☑	Host Program - Incident

Workgroup: ❯ WG2851   [Search]
Name Filter:
(Optional)

7. ROVR will update the screen to display the results of your search. Select each item that you are reassigning by checking the boxes in the Search Results pane.

8. Enter the name of the workgroup that you are requesting the items be reassigned to.
9. Click on Submit.
10. Emails will be sent to the requested workgroup indicating the reassignment request.

Requesting a Governing Service Reassignment

To request the reassignment of an item in ROVR from one Governing Service to another, you must use the "Reassign Governing Service" function under "Reassignment" in the left-hand navigation bar.

1. To begin the reassignment process for a Governing Service, select the "Reassign Governing Services" option under "Reassignment" in the left hand navigation bar.
2. Select the type of component you would like to assign.
3. Click on "Select", once the Governing Service popup appears select the currently assigned Governing Service that you want to change.
4. Optionally, you can reduce your search by entering a workgroup that is currently assigned to it (any of the workgroups on the item, e.g. Owning or Incident, etc.)
5. Click on Search.

Reassign Governing Services

Search Criteria

Registration Types:
Select All Deselect All

- ☐ Databases
- ☐ EARs
- ☐ Host Jobs
- ☑ Host Programs
- ☐ IT Products
- ☐ RPMs

Current Governing Service:
SOFTWARE MANAGEMENT TOOLS A   [Select]

Workgroup: WG2851   [Search]
(Optional)
Name Filter:
(Optional)

6. ROVR will update the screen to display the results of your search. Select each item that you are reassigning by checking the boxes in the Search Results pane.

7. Click on "Select", once the Governing Service popup appears select the desired Governing Service that you want to reassign these item(s) to.
8. Click on Submit.
9. Emails will be sent to the Configuration Analyst of the requested Governing Service indicating the reassignment request.

Accepting a Workgroup Reassignment

If you have been notified of a request for one of your workgroups to own something in ROVR, and you agree with the assignment to requested workgroup, you need to accept reassignment request. First, navigate to the "Pending Workgroup Reassignments" option under "Reassignment" in the left-hand navigation bar.

1. The screen will open and be loaded with the first workgroup you're associated with (as a member, manager, or administrator). If this is not the correct workgroup, select the one you want from the drop-down box.
2. If there are multiple items waiting for your acceptance or rejection in the selected workgroup, they will all be displayed on this screen. Select the item(s) you wish to accept by checking their boxes.
3. Select the sub-workgroup (the routing assignment list) you wish to assign to the selected item(s) from the dropdown box.

Workgroup Accept/Reject

Workgroups: ❯ WG6562 ▾

Requested Reassignments for WG6562
Select All Deselect All

	Name	Type	Version	Description	Current Workgroup	Workgroup Type
*☐	PAJBJ	EAR		Implementation testing-please ignore	New	Incident
*☐	PAJBJ	EAR		Implementation testing-please ignore	New	Owning
☑	PAMNK	Host Program		SAMPLE PROGRAM FOR JOB AID	New	Incident
☑	PAMNK	Host Program		SAMPLE PROGRAM FOR JOB AID	New	Owning

<mark>* Items cannot be approved until the Governing Service is approved by the Configuration Analyst(s)</mark>

Accept To Subworkgroup: ❯ DEFAULT ▾

[Accept Reassignment] [Reject Reassignment] [Cancel]

4. Click on "Accept Assignment".
5. An email will be sent to the requester indicating that their request has been accepted. An email will also be sent to the Configuration Analyst of each item for their final approval of the reassignment.

Rejecting a Workgroup Reassignment

If you have been notified of a request for one of your workgroups to own something in ROVR, and you disagree with the assignment to requested workgroup, you can reject the reassignment request. First, navigate to the "Pending Workgroup Reassignments" option under "Reassignment" in the left-hand navigation bar.

1. The screen will open and be loaded with the first workgroup you're associated with (as a member, manager, or administrator). If this is not the correct workgroup, select the one you want from the drop-down box.

2. If there are multiple items waiting for your acceptance or rejection in the selected workgroup, they will all be displayed on this screen. Select the item(s) you wish to reject by checking their boxes.

3. Click on "Reject Assignment".

Workgroup Accept/Reject

Workgroups: ❯ WG6562 ▾

Requested Reassignments for WG6562
Select All Deselect All

	Name	Type	Version	Description
*☐	PAJBJ	EAR		Implementation
*☐	PAJBJ	EAR		Implementation
☑	PAMNK	Host Program		SAMPLE PROG
☑	PAMNK	Host Program		SAMPLE PROG

<mark>* Items cannot be approved until the Governing Service is approved by the Cor</mark>

Accept To Subworkgroup: ❯ DEFAULT ▾

[Accept Reassignment] [Reject Reassignment] [Cancel]

4. A box will appear prompting you for the reason you have rejected the assignment. Be descriptive enough that the requester will understand your reasoning.

5. Click OK.

6. An email will be sent to the requester indicating that their request has been rejected.

Enter a Reason for Rejection

I believe the workgroup should be WG2851.

OK   Cancel
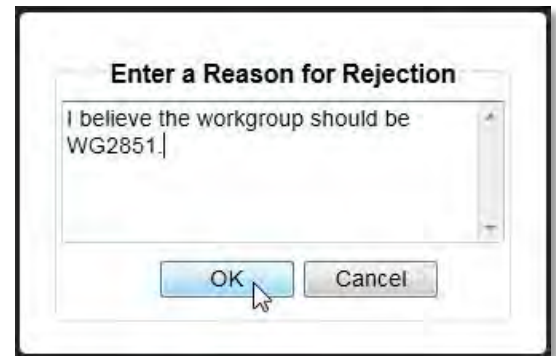
What to Do if Your Workgroup Reassignment Was Rejected

New Registered Item (no assigned workgroup)

If a newly registered item has had one or more of its workgroup assignments rejected, it still has no workgroup value so you cannot use the "Reassign Workgroups" function from the left-hand navigation bar. Why? The Reassign Workgroups function requires an existing workgroup for its Search functionality. To reassign in this scenario, you must Edit the registered item, re-enter a workgroup value and Save the record (which will restart the assignment process).

1. Select the registration type from the left-hand navigation bar.

2. Once the search screen has appeared, enter the name of the item that has been rejected, and click on Search.

Program Search

Search Criteria

Program Name: PAMNK
Owning Workgroup:
Owning Sub Workgroup:
Incident Workgroup:
Incident SubWorkgroup:
IT Product Name:
Governing Service Name:
Description:
Configuration Analyst Alias:
Workgroup Manager Alias:

% wild card character only valid for IT Product, Governing Service and Description.

New   Search

3. The record will now look something like this. Aside from receiving an email with the details of the rejection, the record will display the rejected status and the Signon ID of the rejecter.

Program Details

Program Name: ❯ PAMNK

☐ Life Systems

Description: ❯ SAMPLE PROGRAM FOR JOB AID

IT Product Name: ROVR ▾

Owning Workgroup: ❯

Reassignment to WG6562 rejected by GJ71

Incident Workgroup: ☐

Pending Acceptance by WG6562 by Workgroup

Governing Service Name: SOFTWARE MANAGEMENT TOOLS AND TECHNOLOGIES

Approved

[Save & Clone] [Save] [Cancel]

4. Enter the value of the workgroup you would like to assign this record to, and click on Save. *This will typically be a different workgroup than the one that rejected the assignment. If, however, you've contacted the workgroup (or the rejecting individual) and they have agreed to accept the assignment, you can enter the same value in as well.*

Existing Registered Item (has an assigned workgroup already)

Once a workgroup assigned to a registered item in ROVR has been approved, it cannot be edited from the registration Edit screen, it must be reassigned via the "Reassign Workgroups" function on the left-hand navigation bar. If you've received notification that a reassignment request has been rejected, your item will look like this. Note that although the assignment to WG2851 was attempted, since it was rejected this program still belongs to workgroup WG6562.

Program Details

Program Name: ❯ PAMNK

☐ Life Systems

Description: ❯ SAMPLE PROGRAM FOR JOB AID

IT Product Name: ROVR ▾

Owning Workgroup: WG6562   SubWorkgroup: ❯ DEFAULT ▾ [Routing]

Approved

Incident Workgroup: WG6562   SubWorkgroup: ❯ DEFAULT ▾ [Routing]

Pending Acceptance by WG2851 by Workgroup

Governing Service Name: SOFTWARE MANAGEMENT TOOLS AND TECHNOLOGIES

Approved

[Save & Clone] [Save] [Cancel]

To restart the Reassignment Request process, refer to the Job Aid for "Requesting a Workgroup Reassignment".

Routing

Lookup Contact

If you need to look up a contact's information, you can use the "Lookup Contact" function under "Routing" in the lefthand navigation bar.

You can search for an individual by:

1. Last Name
2. First Name
3. Alias
4. A combination of the fields

Once you've found the individual, their contact methods (from NCP, Notification Control Page) will be displayed as well as any routing assignment lists (sub-workgroups) that they are a member of. If your search returns multiple people, select the person you wish to view in the "Select a Contact" pane.

You can also perform the following functions from this screen:

- Click on one of the sub-workgroups in the "Assignments" pane and that assignment list will be displayed.
- Click on one of the "Contact Methods" and if there are any instructions for contacting that device they will be displayed in the "Instructions to Call Contact" pane.

Lookup Call List

To display a Call list, select "Lookup Call List" under "Routing" on the left-hand navigation bar.

1. Enter the workgroup number and click on "Search" or press Enter.
2. If there are any assignment lists (sub-workgroups) for this workgroup, the "DEFAULT" list will then appear.
3. To choose a different assignment list, choose one from the drop-down box titled "Sub-Workgroup". This screen is that same as you'd see if you were to click on any "Routing" button while viewing a registered item.

Edit Assignments

To modify an assignment list (sub-workgroup), click on "Edit Assignments" under "Routing" on the left-hand navigation bar.

1. Enter the desired workgroup and click Search or press Enter.
2. If there are already assignment lists for this workgroup, they will be loaded into the drop-down box called "SubWorkgroup", and the "DEFAULT" assignment list will be loaded on the screen. If there are no assignment lists for this workgroup yet, you will see the workgroup members but your only option is to use "New" to create an assignment list (ROVR will force you to create a "DEFAULT" list before you can create any others that you may need.

3. You can select a different sub-workgroup by choosing it from the "Sub-Workgroup" drop-down box (if there are more than one).
4. You can select a workgroup member from the left and click "Add" to add that person to the assignment list (on the right).
5. You can select a member of the assignment list on the right and click "Remove" to remove that person from the assignment list.
6. You can select a member of the assignment list on the right and use the "Move Up" and "Move Down" buttons to re-order the assignment list. The number represents the order in which these people should be called if there were an outage or another need to reach someone.
7. Click on "Apply Changes" to save your changes.
8. You cannot save an assignment list with less than 2 people assigned, as it is a requirement that no assignment list can contain less than 2 people.

Routing Automatic Rotation

Some teams rotate their assignment list sub-workgroups so that the primary person changes each week, month, etc. If you would like to set this up for a sub-workgroup, click on "Edit Assignments" under "Routing" on the left-hand navigation bar and:

1. Enter the desired workgroup and click Search or press Enter.
2. If there are already assignment lists for this workgroup, they will be loaded into the drop-down box called "SubWorkgroup", and the "DEFAULT" assignment list will be loaded on the screen. Select the desired sub-workgroup from the drop-down box.
3. Under the sub-workgroup name you will see the current rotation setting for the sub-workgroup, or "None" if it is turned off. Click the Edit link to display the rotation settings.

4. You can turn rotation on or off using the radio buttons marked as such.
5. Set the direction and interval in weeks for the rotation to take place.
   a. Rotate "Up" means that the members in the list move upward. The 2nd in the list becomes 1st, the 1st becomes last.
   b. Rotate "Down" means that the members in the list move downward. The 1st in the list becomes 2nd, the last in the list becomes 1st.
6. Choose any future date to begin, the rotation will occur on that same day of the week for every interval at 12:00am (beginning of the day you choose).
7. Click Apply Changes to save your rotation or Cancel to cancel changes made.

Lookup Routing Information for a ROVR Item (Host Program Job, EAR, etc.)

If you need to reach someone regarding a specific item, such as a host program, job, an EAR (Java application), etc. you need to find that item's registration, and then use the "Routing" buttons to identify the individuals responsible.

1. Select the type of item you need support for within the "Registration/Ownership" section of the left-hand navigation bar. We will use EAR for this example.
2. If you know the exact name (P-name in the case of EARs), you can enter that in the appropriate box. If you do not know the exact name, you can use the other search options to find the record as well.
3. If "ROVR" has an outage and someone needs to be reached, you could search this:

and if there is one match the ROVR record will be displayed, otherwise you will be given a choice in the "Search Results" pane. If you have multiple matches, select the one you want and click on "Edit".

4. You will now see the registration item.

5. To see the routing list for the Incident group, click on the "Routing" button next to Incident. In this example, the assignment list for WG6562-JAVA will be displayed.

6. If you see "0 Workgroup Device" as above, this assignment list uses a workgroup device for their primary contact. You can click on the device in the "Contact Method(s) box to see if there are any special instructions for this device prior to calling the number listed. Workgroup devices are used in cases like:

    a. The team has a hunt group where whomever is available picks up the phone.

    b. A cell phone that is passed around the team to whomever is primary at that time.

7. Contacts not marked with 0, but beginning with 1 and incrementing are to be contacted in that order.

8. Click on an individual in the "Workgroup Assignments" box to see their contact methods.

9. If any item in the "Contact Method(s)" box is marked "Preferred", it means that the individual has a schedule for this device, and at the current day/time they prefer you to call this number first.

10. An individual may have a "SF Desk Phone" as their only contact number. This may be a blackberry or other mobile device, but it also may be that the person hasn't registered any phone numbers. If that is the case, they should be contacted with a request to register their personal phone numbers in NCP (Notification Control Page).

Responsibilities of Configuration Analysts

Configuration Analysts have two main responsibilities in ROVR:

1. Accept or Reject the assignment of CI items that are registered in ROVR to their Governing Services.

2. Accept or Reject the workgroup assignments for anything assigned to their Governing Services in ROVR.

Pending Workgroup Reassignments

ROVR has a queue for each Configuration Analyst of all items that are pending their approval. To get to the queue for pending Workgroup reassignments, click on the "Pending Workgroup Reassignments" under the "Configuration Analyst" section of the left-hand navigation bar.

If you have any pending reassignments, the screen will show the first workgroup waiting for your approval. To process other workgroups, select them from the drop-down box called "Workgroups". The screen below shows items that have been requested to be assigned to workgroup "WG6276", and shows their current ownership data.

Workgroup Accept/Reject

Workgroups: > WG6248 ▾

Requested Reassignments for WG6248
Select All Deselect All

	Name	Type	Version	Description	Current Workgroup	Workgroup Type
☐	JPN35	Host Job		SECURITY EVENT VIEWER JOB	WG2705	Incident

Accept Reassignment | Reject Reassignment | Cancel

Approve Workgroup Reassignment Requests

Check the boxes next to the appropriate items and click on "Accept". Since the last step in the workgroup reassignment process is for the Configuration Analyst to approve of the reassignment, once you click on "Accept" the changes will be made to these items and they will now be owned (in whatever fashion the screen indicates, it could be the Owning workgroup, Incident, Data owner, etc.) by these workgroups.

Reject Workgroup Reassignment Requests

To reject the reassignment request, click on "Reject Reassignment".

1. A box will appear prompting you for the reason you have rejected the assignment. Be descriptive enough that the requester will understand your reasoning.
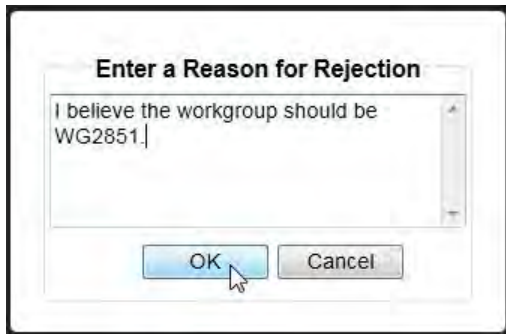
2. Click OK.
3. An email will be sent to the requester indicating that their request has been rejected.

Pending Governing Service Reassignments

To get to the queue for pending Governing Service reassignments, click on the "Pending Governing Service Reassignments" under the "Configuration Analyst" section of the left-hand navigation bar.

If you have any pending reassignments, the screen will show the first Governing Service waiting for your approval. To process other Governing Services, select them from the drop-down box called "Governing Service". The screen below shows items that have been requested to be assigned to Governing Service "SOFTWARE DEVELOPMENT & INTEGRATION TOOLS (SDIT)", and shows their currently assigned Governing Service.

Approve Governing Service Reassignment Requests

Check the boxes next to the appropriate items and click on "Accept". Once you click on "Accept" the changes will be made to these items and they will now be assigned to this Governing Service.

Reject Governing Service Reassignment Requests

To reject the reassignment request, click on "Reject Reassignment".

1. A box will appear prompting you for the reason you have rejected the assignment. Be descriptive enough that the requester will understand your reasoning.

Enter a Reason for Rejection

This should remain in the DHS service

OK   Cancel

2. Click OK.
3. An email will be sent to the requester indicating that their request has been rejected.

Assignment Approval Workflow

New Registration

A newly registered item in ROVR must have the Governing Service and all workgroups approved before it is owned.

Approval Workflow

The assignment approval process for a newly registered item is as follows, and in this order:

1. The Configuration Analyst must approve the assignment of the requested Governing Service. Since the Configuration Analyst is the final approving authority for workgroup assignments, the Configuration Analyst must be assigned before workgroup approval can proceed.
2. Each workgroup assignment must be approved by the requested workgroup. Any workgroup member, manager, or administrator of that workgroup can perform the assignment approval/rejection.
3. The Configuration Analyst must approve the workgroup assignments.
4. The registration and ownership is now complete.

Screen Shots

Before approval has begun:

Program Details

Program Name: > PAAKK

☐ Life Systems

Description: > SAMPLE PROGRAM FOR JOB-AID

Suite Name:

Owning Workgroup:

Pending Acceptance by WG6562 by Workgroup

Incident Workgroup:

Pending Acceptance by WG6562 by Workgroup

Governing Service Name:

Pending acceptance by SOFTWARE DEVELOPMENT & INTEGRATION TOOLS (SDIT) by Service Coordinator

[Save & Clone] [Save] [Cancel]

After Configuration Analyst approval of the Governing Service assignment:

Program Details

Program Name: > PAAKK

☐ Life Systems

Description: > SAMPLE PROGRAM FOR JOB-AID

Suite Name:

Owning Workgroup:

Pending Acceptance by WG6562 by Workgroup

Incident Workgroup:

Pending Acceptance by WG6562 by Workgroup

Governing Service Name: SOFTWARE DEVELOPMENT & INTEGRATION TOOLS (SDIT)

Approved

[Save & Clone] [Save] [Cancel]

After workgroup approvals:

Program Details

Program Name: > PAAKK

☐ Life Systems

Description: > SAMPLE PROGRAM FOR JOB-AID

Suite Name:

Owning Workgroup:

Pending Acceptance by WG6562 by Service Coordinator

Incident Workgroup:

Pending Acceptance by WG6562 by Service Coordinator

Governing Service Name: SOFTWARE DEVELOPMENT & INTEGRATION TOOLS (SDIT)

Approved

[Save & Clone] [Save] [Cancel]

After Configuration Analyst approval of workgroup assignments:

Program Details

Program Name: > PAAKK

☐ Life Systems

Description: > SAMPLE PROGRAM FOR JOB-AID

Suite Name:

Owning Workgroup: WG6562   SubWorkgroup: > HOST ▼ [Routing]
Approved

Incident Workgroup: WG6562   SubWorkgroup: > HOST ▼ [Routing]
Approved

Governing Service Name: SOFTWARE DEVELOPMENT & INTEGRATION TOOLS (SDIT)
Approved

[Save & Clone] [Save] [Cancel]

Existing Registration

In order to change the workgroup assignments or the Governing Service for an existing entry in ROVR (where the field you'd like to change already has an approved value), you must do so via the ROVR Reassignment request process.

Since a currently approved registration in ROVR already has a Configuration Analyst, the workflow is shorter for reassignment approval.

Approval Workflow

The assignment approval process for a newly registered item is as follows, and in this order:

1. Each workgroup assignment must be approved by the requested workgroup. Any workgroup member, manager, or administrator of that workgroup can perform the assignment approval/rejection.
2. The Configuration Analyst must approve the workgroup assignments.
3. The ownership data will be updated.

Screen Shots

Pending Workgroup Approval of Workgroup Reassignment

Once the reassignment process has begun, the record is now waiting for the reassignment approval by the requested workgroup. The workgroup is still assigned to the original value.

Pending Configuration Analyst Approval of Workgroup Reassignment

Once the requested workgroup has approved the workgroup reassignment, the Configuration Analyst must approve the reassignment as well.

Record is Updated in ROVR when Reassignment is Complete.

IT Product Registration

There are different types of items registered and maintained in ROVR. The process of registration for each type of item is nearly identical, though in the cases of databases and tables the data captured is different. This job aid will document the processes for IT Products.

IT Product Types

The types of IT Products available within ROVR are listed below.

*These types cannot be *created* in ROVR after 4/24/2018, they can only be edited. They will be replaced with either Application or Business Process and can only be *created* in SOLMA, but the workgroup and sub-workgroup data can be edited in ROVR. Once the item has been created in SOLMA, you will be able to see it in ROVR but it will have a Life Cycle Phase of "Draft" and will not be editable. After all of the questions have been answered by the product owner in Troux, the item will have a Life Cycle Phase of "Plan" and will be editable, at which point the workgroups can be entered.

- Application *
- Business Process *
- Sub-Application *
- Hardware
- IT Software *
- Logical Data Store
- IT Service *

Checking out a new name

In order to check out a new IT Product from ROVR, first you must select the type of component you would like to register from the left-hand navigation bar. In this case, select "IT Product". (The menu in this screenshot is subject to change)

Registration/Ownership
Database
Table
EAR
Host Program
Host Job
IT Product
Limited Run
Redhat Package Manager
(RPM)
Other Registration ▼

ROVR will direct you to the Search screen for the selected registration type. Click on the "New" button to begin registration of a new entry.

IT Product Search

Search Criteria

IT Product Type:	▼
Life Cycle Phase:	▼
Name:	
As Architected:	
Description:	
Owning Workgroup:	
SubWorkgroup:	▼
Incident Workgroup:	
SubWorkgroup:	▼
Workgroup Manager Alias:	
CI Name:	
Governing Service Name:	
Configuration Analyst Alias:	
Model Number:	
Device Type:	▼

% wild card character only valid for Governing Service and Description.

New   Search

You will now be presented with the IT Product registration screen. To register your product, first select the "IT Product Type" as the screen will refresh differently depending on your choice. Note, only Hardware and Logical Data Store IT Products can be created in ROVR as of 4/24/2018, all other types must be created in SOLMA. Second, choose the appropriate Life Cycle Phase. The screen will then refresh, all fields marked with a red arrow (**>**) are required fields.

IT Product Details

IT Product Type: **>**	[▼]
Life Cycle Phase: **>**	[Plan ▼]
Name: **>**	[ ]
Description: **>**	[ ]
CI Name: **>**	[ ]

Created By:	**Managed By:**	**Hosted By:**
⦿ State Farm	⦿ State Farm	⦿ State Farm
○ Vendor	○ Vendor	○ Vendor
○ Open Source		

Owning Workgroup:	[ ]
Incident Workgroup:	[ ]
Governing Service Name:	[▼]

[Save & Clone] [Save] [Cancel]

Checking out Multiple Names (Save & Clone)

If you need to register multiple names in ROVR (e.g. I need three products for a project) that will have the same ownership data, you can use the "Save & Clone" feature once you've entered the data for your first registered item.

1. Enter your registration data.

2. Rather than clicking Save, click on "Save & Clone"

3. ROVR will save your record.

4. The screen will then reload the screen with the same information but without a name.

5. Enter your new name and change whatever data is different for this product.

6. Continue doing this for as many items as you need to register, taking note of each name that you've registered.

Register a new item by cloning an existing registration

Another way to register a new item in ROVR is by cloning one that already exists and has been registered.

1. Search for part of the name you wish to clone and click Search.

2. From the Search Results pane, select the item you wish to clone and click the "Clone" button.

3. You will then be taken to a new registration screen with the data from that item. Enter/choose a new name, CI Name, change what else is necessary and save your record.

IT Product Details

IT Product Type: > HARDWARE ▼		Device Type: > Network - Storage ▼

Life Cycle Phase: > Operational ▼

Name: >

Description: > DISK-HDS-AMS2500-10766

CI Name: > 10766

Model Number: > AMS2500

Managed By:
◉ State Farm
◯ Vendor

Owning Workgroup: > WG1276

Incident Workgroup: WG1578

Governing Service Name: > ENTERPRISE STORAGE MAINFRAME SYSTEMS ▼

[Save & Clone] [Save] [Cancel]

Relating a Deployable to an IT Product in ROVR

The following types of ROVR registrations can be related to IT Products:

- Database
- EAR
- Host Programs
- Host JCL
- RPM

To relate one of these CI types to an IT Product, first you must have the authority to change that item. Choose the type of CI that you want to relate from the left-hand navigation bar, for example "EAR".

Search for the entry that you wish to change, for example "P2KDI" which is the ROVR EAR registration:

You will now be taken to the edit screen for that registered item.

To choose the IT Product Name, you can tab to that field and begin typing the name you want, or you can use the dropdown box to choose the appropriate product.

Once you've selected the IT Product Name, save the record.

IT Product Versions

All IT Products can have versions created aside from Hardware products. This section will explain the various functionalities for IT Product Versions in ROVR.

Create a new IT Product Version

When viewing an IT Product record, at the bottom of the screen (you'll have to scroll down) you will see the Version section. In this example, there aren't any existing versions, so you can click on "Add Version" to create one.

ROVR will open the Version registration screen. Complete at least all required fields (marked with a red > arrow) and click on Save to add the version. Note, the version number has four numeric parts, only the first three are required. The first two will be your Architecture Version, the second two are the major and minor versions of that Architecture version

Edit an IT Product Version

When viewing an IT Product record, at the bottom of the screen (you'll have to scroll down) you will see the Version section. In this example, there is one version, number 1.0.0. To edit a version, check the checkbox next to it in the list and click on "Edit Version".

ROVR will open the Edit Version screen. If you have not entered the workgroups yet, they will be enabled for entry, whether or not they are required during creation or edit depends on the Life Cycle Phase of the version.

APPLICATION : DEMO PRODUCT

Version: > 1   > 0   > 0

Life Cycle Phase: > Plan

Description of Change: > DEMONSTRATION OF PRODUCT VERSION

CI Name: DEMO-PRODUCT-1.0.0

Owning Workgroup:

Assignment Approval Not Started

Incident Workgroup:

Assignment Approval Not Started

Save   Cancel

ROVR Versioning and Related Deployables

This topic has its own documentation, which can be found on the ROVR Home Page in the ROVR Versioning & Related Deployables FAQs (PDF) document.