



# Application Infrastructure Repository

## User Manual



## Document Revision

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## List of changes

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## 1 Introduction

### 1.1 What is AIR?

The ***Application Infrastructure Repository*** (short: AIR) is a web-based application provided by 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 Requirement

Only authorized users have access to the application. User access is granted on request. This requires a request to be sent by the supervisor or the user to following email address:  
[ITILcenter@bayer.com](mailto:ITILcenter@bayer.com)

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

- Firefox
- Internet Explorer

### 2.2 Login

To start the application use the below URL and enter your **Bayer LDAP** username and password.

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

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 applications can be created. The result of the standard search includes all types of records except applications. For other record types advanced search can be used.

- **AIR\_Application\_Manager**

Analogous to the role *AIR\_Application\_Layer* but with the addition it is possible to edit all records of the type application regardless of the ownership

- **AIR\_Infrastructure\_Manager**

Analogous to role *AIR\_Infrastructure\_Layer* but with addition it is possible to edit all records except those of type application regardless of the ownership.

- **AIR\_Administrator**

No restrictions regarding roles and rights.

- **AIR\_Business\_Essential-Editor**

This role allows the modification of attribute *Business Essential*. For more information see BEAM28290.

- **AIR\_Compliance\_Editor**

This role allows modification of compliance in AIR

- **AIR\_Asset\_Editor**

This role allows user to access and edit asset management in AIR and can edit limited number of asset. This role allows user to access and edit limited number of asset under Asset Management in AIR.

- **AIR\_Asset\_Manager**

This role allows the user to access and edit the asset management in AIR and can edit the entire asset in asset management. This role allows user to access and edit entire assets under Asset Management in AIR.

- **AIR\_Location\_Data\_Maintenance**

This role is used to edit location type Cls .e.g. Room, Terrain etc. in AIR.

- **AIR\_Special\_Attribute\_Editor**

This role is used to edit special attributes in AIR



- **AIR\_Bar\_Editor**

This role allows editing or creating relationship with business application of Application type CI. This role allows editing or creating relationship with business application of CI Type 'Application'.

- **AIR\_Developer**

This is a special role for software engineers that enable 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). As-signed 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). As-signed 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 CWID.



## 3 Graphical User Interface

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

**1 Head Menu**

**2 Navigation**

**3 Content**

**4 Help Menu**

**5 Login details**

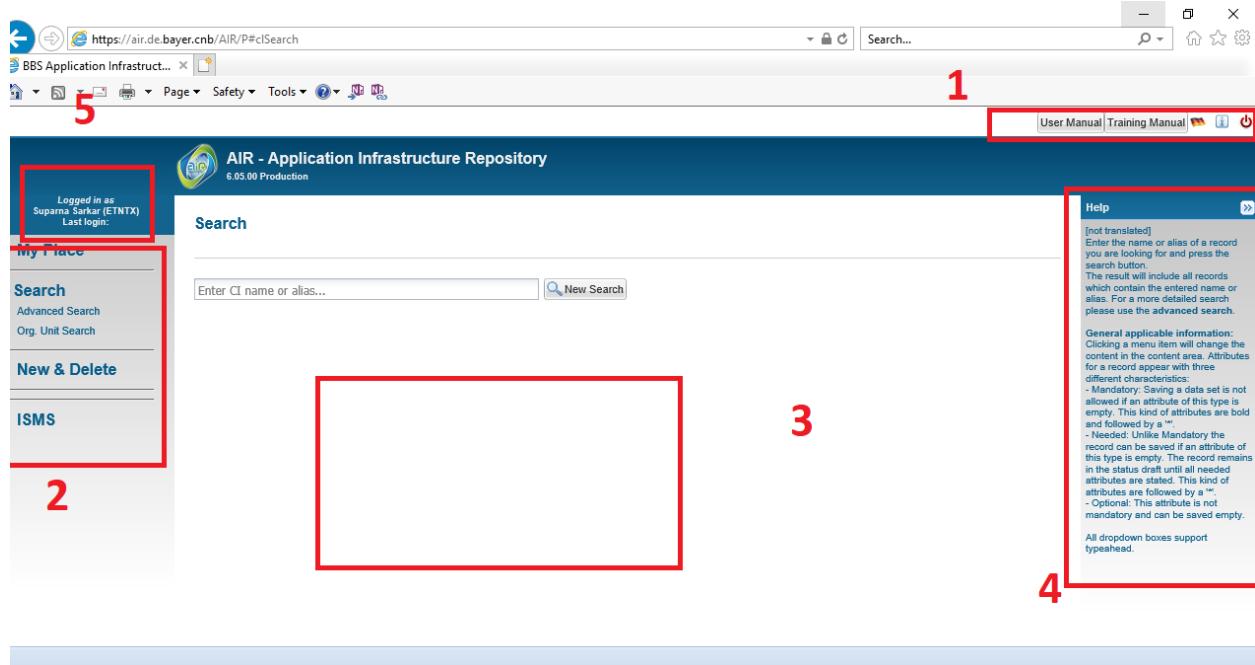


Figure 1 : Overview of the Graphical User Interface



### 3.1 Head Menu

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



Figure 2 : Head Menu

Icon allows switching languages between English and German. The flag indicates the next available language. If German language is chosen it displays the flag .

Per default the language is set to English. The default can be change within the ‘user options’ (Refer chapter 4.1)

Icon opens application’s version info in a new window. This is available only in English.

The User Manual and Training Manual buttons opens the application’s User manual in a new window and for Training Manual a PPT will get opened. The manuals are available only in English.

This button is for logout. Use this for security reasons to close application.

**Note: Inactive sessions will be terminated after 90 minutes.**



## 3.2 Navigation



The navigation pane lists all your responsibilities and activities which you can perform 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 button and can be displayed using button.



Per default the help pane is visible. The default can be change within the 'user options' (Reference Chapter 4.1)

## 3.5 Login Details

You can find login details at the top left hand side of the window, this section provides you the information about your last login 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.

The screenshot shows a configuration form with the following fields and their values:

- BAR Relevance \***: Radio button selected for "No".
- Bayer Application Registry ID \***: Text input field containing "AIR-Q".
- Alias \***: Text input field containing "AIR-Q".
- Version**: Text input field containing "01".
- IT Category**: Text input field containing "www Application".

A tooltip is displayed over the "Application Alias" field, providing the following information:

**Application Alias**  
A secondary name for an application by which it is also known.

Figure 4 : Tooltips

## 4 Configuration Management

### 4.1 Menu items

General 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 *typeahead1*.

## 4.2 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
- Deleted Data → Shows the deleted Cis in AIR



## My Place

User	Kamal Parab
CWID	EMDWH
Last login	2019-02-26 14:18
Role	AIR_Administrator AIR_Location_Data_Maintenance AIR_Compliance_Editor

### User Options

Language: German	<input type="checkbox"/>
Number Format DE	<input type="checkbox"/>
Currency	<input type="button" value="▼"/>
Help pane hidden	<input type="checkbox"/>
Skip wizard intro	<input type="checkbox"/>
Disable Tooltip	<input type="checkbox"/>
Show deleted data	<input type="checkbox"/>

Figure 5 : My Place



#### 4.2.1 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	Application Owner Delegate	Appl
Template_Middleware_Da...	Indu_Test_Final	Middleware	Database				Bom
Template_test_SAP_1601...	Template_test_SAP_1601...	Application Platform	SAP Basis				Para
Test_09MARCH 2018	Test_09MARCH 2018	Application	Unknown				Para
Test_30012018	Test_30012018	Application	SAP Application		Parab, Kamal (EMDWH)	Parab, Kamal (EMDWH)	Para
Test_LC_operative	Test_LC_operative	Application	Unknown		Parab, Kamal (EMDWH)	Tiwari, Arkja (EOPKL)	Dalv

Figure 6 : I'm Owner / Manager

Type ahead is a feature that enables users to continue typing regardless of program operation.

#### 4.2.2 I'm Steward / Delegate

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

##### I'm Steward/Delegate

Results							
Name	Alias	Type	IT Category/Technology	Location	Application Owner	Application Owner Delegate	Appl
Test 20160609	Test 20160609	Application	Unknown		Becker, Arno (IMABE)	BBS_DE_B_Transbase-B...	F
TEst_application3	TEst_application3	Application	Unknown		Jain, Shubham (EMRIA)	Parab, Kamal (EMDWH)	J
Test_30012018	Test_30012018	Application	SAP Application		Parab, Kamal (EMDWH)	Parab, Kamal (EMDWH)	F
Test_09MARCH 2018	Test_09MARCH 2018	Application	Unknown				F

Figure 7: I'm Steward / Delegate

## 4.3 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 the records can be sorted in ascending or descending according to the respective column. Click on the column header to choose the order direction.

Type	IT Category/Technology
Application	A  Sort Ascending
Application	Z  Sort Descending
Application	Columns
Application	

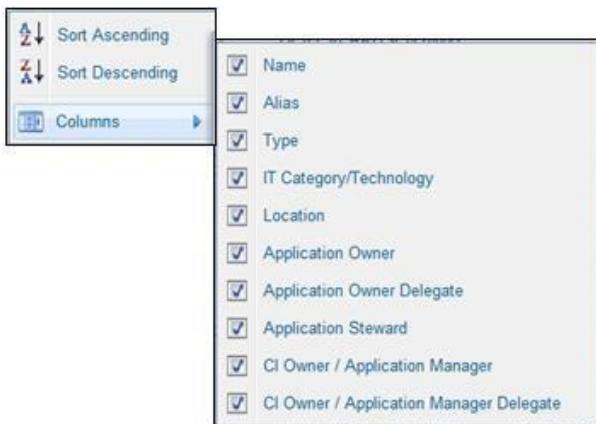
Select column heading and click on down arrow.

Select the appropriate order to sort records result.

Use Columns Option to Hide or Unhide columns from the result.

Figure 8 : Sorting Records

### 4.3.1 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.

Figure 9 : Hide or Unhide Column

#### 4.3.2 Records Navigation

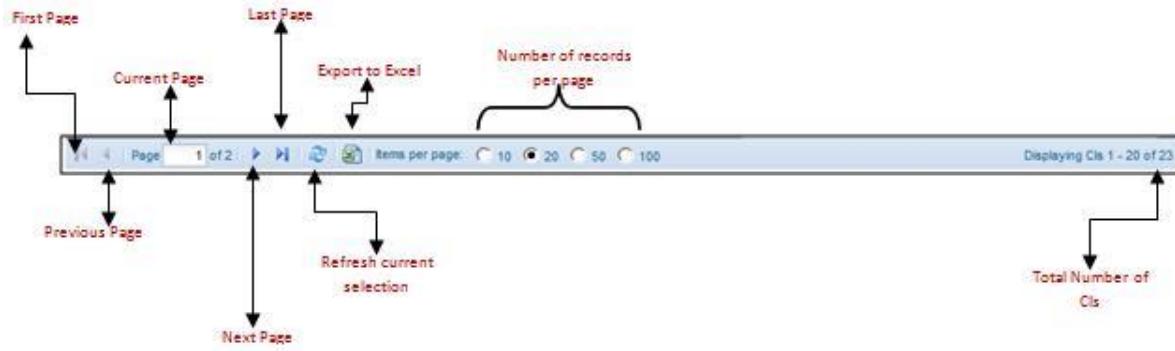


Figure 10 : Records Navigation

The number of 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.

#### 4.4 Search

The search interface is titled 'Search'. It includes a text input field containing 'AIRTEST' with a placeholder 'Enter CI name or alias name for search existing records.' To the right of the input field is a 'New Search' button featuring a magnifying glass icon.

Figure 11 : 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.



BBS Application Infrastructure... X

Logged in as System Starter (B.BR) Last login: 2011-02-18 12:13

AIR - Application Infrastructure Repository 6.05.00 Production

Search

Test New Search Update Search

Help

Search\_2 Search\_3

Name	Alias	Type	IT Category/Technology	Location	Application Owner	Application Owner Delegate	Application Steward	CI Owner / Application Ma...	CI Owner / Application Ma...
DE_MDG-CHANGE_AN...	DE_MDG-CHANGE_AN...	Application	Unknown	DELEVERKUSEN	DELEVERKUSEN, LERV_BI...			BBS_W_C_MG-ERP-CIBER	BBS_W_C_MG-ERP-CIBER
009	000_CRR (DC Test)	Room	Blätterholzkläume	DELEVERKUSEN	DEBRUNN/Vertrieb015...			CUSTOMER	CUSTOMER
114A	TESTRAUM	Room		DELEVERKUSEN001...				CUSTOMER	CUSTOMER
3.318	Testing	Room		DELEVERKUSEN (NWY...)				CUSTOMER	CUSTOMER
ADM_TEST	ADM_TEST	Application Platform	Application Environment	DELEVERKUSEN (NWY...)				SGPYK	IMWCH
4TIS_PIB_TEST	4TIS_PIB_TEST	Application Platform	Application Environment	DELEVERKUSEN (NWY...)				SGPYK	IMWCH
4TIS_TEST	4TIS_TEST	Application Platform	Application Environment	DELEVERKUSEN (NWY...)				SGPYK	IMWCH
936634012TEST	936634012TEST	Transient System Platform	MS Windows SVR 2012 R...	DE					
ABASE_DEV ABASE-UHT...	ABASE_DEV ABASE-UHT...	Application Platform	Virtuhost	DELEVERKUSEN (NWY...)				IMPRS	IMPRS
ABASE_DEV ABASE-UHT...	ABASE_DEV ABASE-UHT...	Application Platform	Virtuhost	DELEVERKUSEN (NWY...)				IMPRS	IMPRS
ABASE_FIM_TEST	ABASE_FIM_TEST	Application Platform	Application Environment	DELEVERKUSEN (NWY...)				SGPYK	IMWCH
ABASE_TEST	ABASE_TEST	Application Platform	Application Environment	DELEVERKUSEN (NWY...)				SGPYK	IMWCH
ABase_TEST Application...	ABase_TEST Application...	Application Platform	Application Server	DELEVERKUSEN (NWY...)				SGPYK	IMWCH
ABTEST@BYODF	ABTEST@BYODF	Middleware	Database	DELEVERKUSEN (NWY...)				SGPYK	IMWCH
ADOPPLAN NEO-TEST	ADOPPLAN NEO-TEST	Application Platform	Application Environment	DELEVERKUSEN (NWY...)				SGPYK	IMWCH
ADOPPLAN-TEST	ADOPPLAN-TEST	Application Platform	Application Environment	DELEVERKUSEN (NWY...)				SGPYK	IMWCH
ADMON05118/MAGIC...	ADMON05118/MAGIC...	Middleware	Database	DELEVERKUSEN (NWY...)				IMSMI	BBS_DE_B_MSSQL_Mg...
ADMON05118/MAGIC...	ADMON05118/MAGIC...	Middleware	Database	DELEVERKUSEN (NWY...)				IMSMI	BBS_DE_B_MSSQL_Mg...
ADEX_TEST	ADEX_TEST	Application Platform	Application Environment	DELEVERKUSEN (NWY...)				SGPYK	IMWCH
AENESIS TEST	AENESIS TEST	Application Platform	Application Environment	DELEVERKUSEN (NWY...)				IMPPA	IMPPA

Page 1 of 89 > Items per page: 10 20 50 100 500 1000 10000 Displaying Results 1 - 20 of 1178

Figure 12 : Search Page

At the bottom on the 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 changed in another sub-menu.



## AirTestEoaoc ( AirTestEoaoc ) Application

### Details

Alias	AirTestEoaoc
Category Business	
IT Category/Technology	Change Management System
Application Owner	Parab, Kamal (EMDWH)
Application Manager	Parab, Kamal (EMDWH)
SLA/OLA	BBS-AP_CN_BHC
Business Essential	Business Essential BCS+BMS
Insert source, user, date	AIR EOAOC 2015-07-16 16:57
Update source, user, date	AIR EMDWH 2019-02-28 07:38

Figure 13 : Detail Page for Records

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

Missed mandatory information: Delegate

Draft

New Search 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			

Update Search

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

Reset

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



#### 4.4.1 Advanced Search

*Advanced Search* can be used for a more detailed search. Unlike the standard search a name or alias must 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     Select/Deselect All  Multiple Selection

Mass Update Mode:

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		MLCJK
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     Items per page:  10  20  50  100  500  1000  10000 Displaying Cis 1 - 10 of 14

Figure 14 : Advanced Search

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

- Click to minimize the panel to make space for results.
- Click to maximize the panel.



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

- Contains     The list of search result will be displayed with all CIs which contain the search string anywhere in CIs name or alias.
- Begins with     The list of search result will be displayed with all CIs where the initial characters match with the search string in CIs name or alias.
- Exact     The list of search result will be displayed with all CIs where, CIs name or alias exactly match with the search string.

[Expand Advanced Search](#) [Start Mass Update](#) [Select/Deselect All](#)  [Multiple Selection](#)

Figure 15: Expand Advanced Search

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. One or multiple search criteria can be chosen at a time. Depending on CI Type Search criteria will also vary.

The screenshot shows the 'Advanced Search' interface with the following sections:

- Type:** Application (dropdown)
- IT Set:** (dropdown)
- Description:** (dropdown)
- BAR Relevance:** Yes, No, Undefined (radio buttons)
- Show deleted data:** (checkbox)
- Application Owner:**
  - Primary Person: (dropdown)
  - Delegate: (dropdown)
- Steward:** (dropdown)
- Application Manager:**
  - Primary Person: (dropdown)
  - Delegate: (dropdown)
- Categories and Status:**
  - General Usage: (dropdown)
  - IT Category / Technology: (dropdown)
  - Lifecycle Status: (dropdown)
  - Organisational Scope:
    - BHC
    - BCS
    - BMS
    - BSI
    - BTB
    - CUR
    - BAO
    - Bayer Group
- Other Search Attributes:**
  - ITSec Group: (dropdown)
  - Process: (dropdown)
  - Source: (dropdown)
  - Business Essential: (dropdown)
- 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 16 : Multiple Search criteria for Advanced Search



AIR - Application Infrastructure Repository

Logged in as: Reference Number (PTNTE) | Log Out

**Search**

Enter CI name or alias...   Contains  Begins with  Exact

**Advanced Search**

Type: Application

IT Set:

Description:

Show deleted data

**Application Owner**

Primary Person:

Delegate:

Sponsor:

**Application Manager**

Primary Person:

Delegate:

**Categories and Status**

General Usage:

IT Category / Technology:

Lifecycle Status:

Organisational Scope: CHI   
CB   
COV   
GG   
TR   
CJR   
PH   
SHD   
GCS   
SMS   
SBS   
STR   
SGD   
Bayer Group

**Other Search Attributes**

ITSM Group    
 Process    
 Source    
 Business Essential    
 GR1435:    
 GR1628(TCS:

Figure 17 : Use Advance Search

The results are displayed similarly to the standard search with all features. The *Advanced Search Options* are minimized (use to minimize manually) to make space for 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 with single CWID or last name. Results are displayed soon as the first two characters have been entered and the search icon is clicked. Clicking into a row will add the entry to the appropriate field.

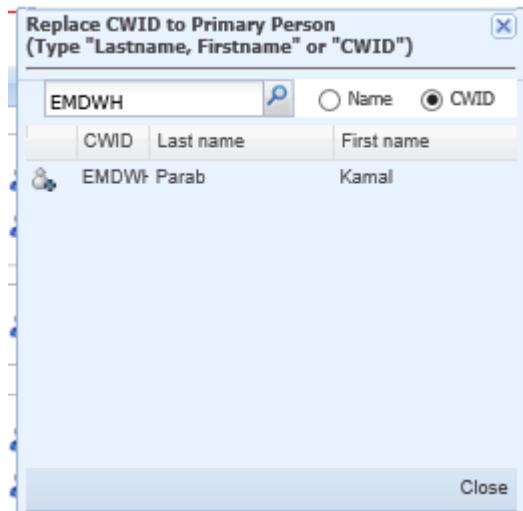


Figure 18 : Person-Picker

 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 (CWD)) 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 (CWD) results are displayed soon as the CWID is entered completely.

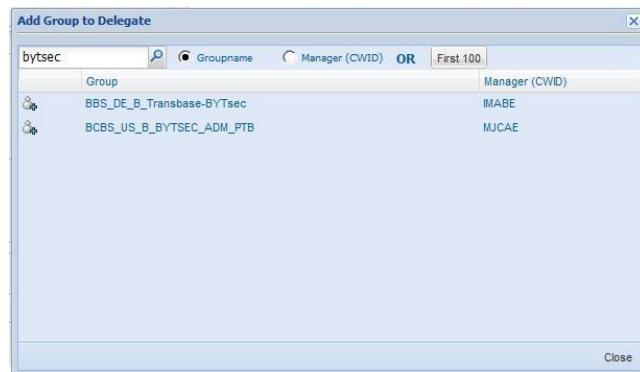


Figure 19 : Group-Picker



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

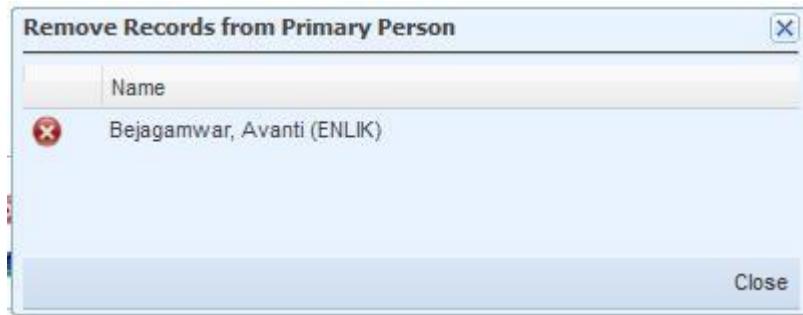


Figure 20 : Remove Records from Primary Person or Group

- 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.

#### 4.4.2 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 you can also 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 is activated but disabled.



Figure 21 : Mass Update



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.

The screenshot shows the 'Advanced Search' interface with the 'Multiple Selection' checkbox checked. In the 'Mass Update Mode' dropdown menu, 'Copy Attributes from a Template' is selected. The table below lists three items: AIR\_Test (Application, Web Application) and AirTestEoaoc (Application, Application with database). The 'Name' column has checkboxes for 'Name', 'AIR\_Test' (checked), and 'AirTestEoaoc' (checked).

Name	AIR_Test	Application	Web Application
AirTestEoaoc	AirTestEoaoc	Application	Application with database

Figure 22 : Mass Update Mode

First, the checkbox [multiple selections] 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.

**Select/Deselect All** 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).



Figure 23 : Mass Update Authorisation

#### 4.4.3 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 that 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 ad 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.



Selection of attribute for mass update

Protection	SLA:
Availability:	... all other SLA's
Explanation:	Application
Information Class:	Priority Level:
Info Class:	Basic
Integrity:	Severity Level:
Explanation:	Medium
Specifics	
DS Group:	Owner - Primary Person:
DS Type:	Parib, Kamal (EMDWH)
DS Name:	Owner - Delegated:
Duster Code:	BAG-CHA-CPA-CS-BSA
Duster Type:	ITSec Group:
Virtual Hardware Client:	Appliance_General_PL1
<input type="radio"/> Yes <input type="radio"/> No	Relevant Regulation:
<input type="radio"/> Yes <input type="radio"/> No	<input checked="" type="checkbox"/> GR1435 <input type="checkbox"/> GR1920
Virtual Software:	<input type="checkbox"/> GR2059 <input type="checkbox"/> GR2008
Lifecycle:	GdP:
General Usage:	
Primary Function:	

Save Cancel

Figure 24 : Master Data Update for Mass Upload

**[Cancel]** closes the form and discards 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.



#### 4.4.4 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.



Expand Advanced Search Start Mass Update Select/Deselect All  Multiple Selection

Mass Update Mode: **Copy Attributes from a Template**

Figure 25 : Mass Update with copy attribute from a template

Here, the status values of all or selected individual measures of an ITSec-groups 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.

### Select element as template

Search Cancel

Figure 26 : Select Template

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

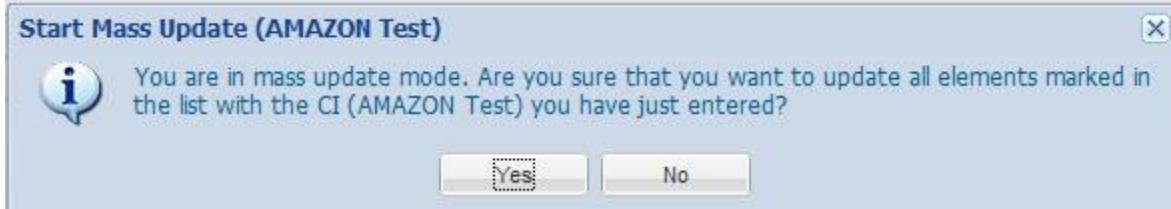
### Select element as template

Search Copy Attributes Cancel

Name	Alias	Type	Category	Location	App owner	App o
AIR_Test	AIR_Test	Application	Application with database		EOAAC	Pundir,
AirTestEoao	AirTestEoao	Application	Application with database		EOAAC	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 SAP!pd Test	BY7461 SAP!pd Test	Application	Citrix		IMSPX	

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

Figure 27 : Search Element for Template Mass Upload



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.

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 ad displays again the list view.



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 type="checkbox"/> ITsec Group	General ClientServer Application_Pl2

**HPSM Contacts**

all Contacts  
 only non-empty Contacts

**Cancel** **Next**

Figure 28 : Selection Screen

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.

**NOTE:** changes in the mass update can be traced in History, but it cannot be reversed.  
Available measures and their status are 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.

#### 4.4.5 Mass Update with Link Template

Third method “Link Template” can be used to assign a different CI from the same or 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.

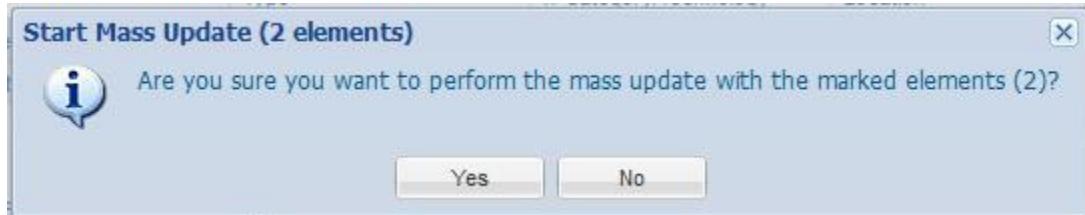
The screenshot shows a user interface for mass updates. At the top, there are several buttons: 'Expand Advanced Search', 'Reset', 'Start Mass Update', 'Select/Deselect All', and a checked checkbox for 'Multiple Selection'. Below these is a section titled 'Mass Update Mode:' with a dropdown menu. The dropdown menu is open, showing the option 'Link a Template' which is highlighted. There is also a small downward arrow icon next to the dropdown menu.

Figure 29 : Mass Update Mode\_Link a Template



**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.

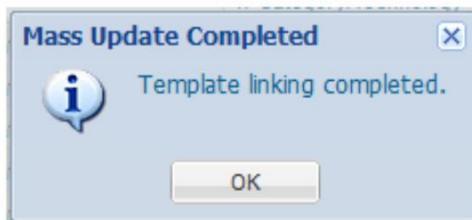
Select element as template

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 can be entered 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.



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 ad displays again the list view.



Mass Update completed.

#### 4.4.6 Org. Unit Search

The Org. Unit Search can be used to select the data related to the organizational unit. Use [more options] for more search criteria.

Search

Org. Unit Search

Object Type:

Org. Unit:

Incl. Sub Org. Units:  Yes  No

Search Org. Unit as:  Application Owner  Application Manager  Both

Figure 30: Org. Unit Search

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



## 5 Master Data Creation

### 5.1 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



Figure 31 : New & Delete Panel

#### New & Delete

##### Wizard

Use the wizard to create a new item

##### Copy From

Use this function to copy an existing item.

After the creation you can update the ci detail information.

##### 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.

Figure 32: New & Delete Menu



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 allows to create different types of CIs, different CI-Type require different information to be filled.



Figure 33 : CI-Types



### 5.1.1 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 *	Unknown
Name *	Test Application
Description *	Testing
Lifecycle Status *	planned :: planned
Organisational Scope *	CH CS COV BS TS CUR PH BHC BCS BMS BBS BTS BAG Bayer Group
Application Owner	
Primary Person *	Parab, Kamal (EMDWH)
Delegate *	Mahato, Suman (ETWPS)

Figure 34 : Application CI Creation



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 \* Test Application

Process

Application Manager Primary Person \* Parib, Kamal (EMDW/H)

HPSM contacts Support Group - IM Reacher \* BBS\_AP\_B\_SA/Basis-CG

Opening Business Group \* BBS-LA\_C-S\_Own BGp\_AU

Relevant Regulations \*  GR1435  GR1920 (ICS)  
 GR2059  GR2008

SLA/QLA \* BBS-AP-ITD-BDC\_BBF

Severity Level \* Low

Business Essential \*

Availability \* Low

Explanation \*

Information Class Internal

Using regions \* AsiaPacific  
Bayer Global  
EMEA  
Germany  
LatinAmerica  
NorthAmerica  
Test 21-8  
Test IT Set 303

Cancel Back Finish

Figure 35 : General information regarding usage and contracts, Contacts



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 a 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 report, in the support timings in case of emergency/ Important / Medium / Low Incidents,
Availability	Availability of the service
Explanation	Free text

*Table 1 : Application Field Names and Description*

### 5.1.2 Application Platform

CIs 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.



**Prerequisite for the Application Platform type CI user must have corresponding roles and rights have been granted by the application administrator.**

Wizard - Step 1: Mandatory

Type *	Application Platform
IT Category/Technology *	ADSM/TSM
Name *	AppPlat
Description *	Test
Lifecycle Status *	OPERATION :: operative

Cancel Next Finish

Figure 36 : Application Platform CI Creation

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)

### 5.1.3 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:	Apron
BAR Id:	1110552
Alias:	Apron
description:	Visualization of Building Controls
Lifecycle:	OPERATION :: operative
Externally Hosted:	<input type="checkbox"/>
Last Modification:	

Contacts	
Application Owner	
Primary Person	Herold, Karsten (SGMLK)
Delegate	
Steward	
Steward	Kohlmeier, Guenter (CCKOG)
HPSM contacts	

Figure 37 : Business Application

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, the BAR editor role in AIR is required.

#### 5.1.4 Common Service

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 Common Service type CI user must have corresponding roles and rights have been granted by the application administrator.**

Fill all the require fields.

The screenshot shows a software interface titled "Wizard - Step 1: Mandatory". It is a configuration form with several input fields:

- Type \***: A dropdown menu showing "Common Service".
- IT Category/Technology \***: A dropdown menu showing "Controller ADS".
- Name \***: A text input field containing "Common Test".
- Description \***: A text input field containing "Test".
- Lifecycle Status \***: A dropdown menu showing "BUILD :: build".

At the bottom of the dialog are three buttons: "Cancel", "Next", and "Finish".

Figure 38 : Common Service CI Creation

**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).



### 5.1.5 Hardware System

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

To create a Hardware system, select CI-Type to Hardware System below page will be shown up.

**Prerequisite for the Hardware System 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 must be filled to create a new Transient 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 checked="" type="radio"/> No
Virtual Hardware Host	<input type="radio"/> Yes <input checked="" type="radio"/> No
Virtual Software	Linux Cluster Service
Lifecycle Status *	OPERATION :: available active
General Usage *	Unknown
Primary Function	
License Scanning	OS not supported

Figure 39 : Hardware System CI Creation



Fill all required fields.

Hardware System

Contacts

CI Owner

Primary Person \* Walter, Frank (EXBFW)

Delegate \* BCBS\_US\_B\_LAN\_KCY\_CHANGE

HPSM contacts

Responsible at Customer Side

CI Owner (HPSM) \* BCBS\_US\_B\_LAN\_KCY\_CHANGE

System Responsible Swisher, Bob (MIIYG)

Support Group - IM Resolver \*

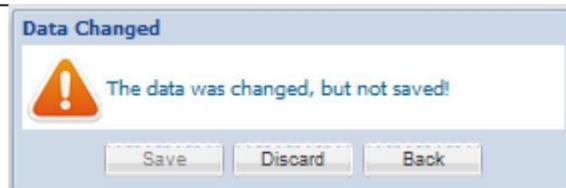
Change Team

Service Coordinator

Save Cancel

Figure 40 : Contact Update for Hardware System CI

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.



### 5.1.6 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.



Cl's 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 Middleware type CI user must have corresponding roles and rights have been granted by the application administrator.**

The screenshot shows a software interface titled 'Wizard - Step 1: Mandatory'. It is a configuration form for creating a new CI. The fields and their current values are:

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

At the bottom of the dialog are three buttons: 'Cancel', 'Next', and 'Finish'.

Figure 41 : Middleware CI Creation

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)

### 5.1.7 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 Transient System Platform 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 must 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 checked="" 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

Figure 42 : Transient System CI Creation

Fill all required fields.



**My Place**

**Search**  
Advanced Search  
Org. Unit Search

**New & Delete**

**View & Edit**  
CI Type Specifics  
↳ Contacts  
Agreements  
Protection  
Compliance  
Special Attributes  
Network  
Relationships

**History**

**ISMS**

**Transient System Platform**

**Contacts**

**CI Owner**

**Primary Person \*** Walter, Frank (EXBFW)

**Delegate \*** Schlaude, Stefan (IMSTS)

**HPSM contacts**

**Responsible at Customer Side**

**CI Owner (HPSM) \*** BBS\_DE\_B\_DC-Windows

**System Responsible** Weusthof, Thomas (MXSTOCK1)

**Support Group - IM Resolver \*** BBS\_DE\_A/B(CG-Control-Center)

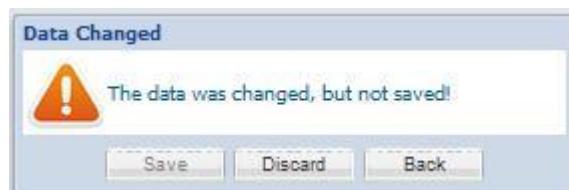
**Change Team** BBS\_DE\_B\_DC-Windows

**Service Coordinator**

**Save** **Cancel**

Figure 43 : Contact Update for CI Transient System

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.



### 5.1.8 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 Function 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 \*

Function\_Test

Figure 44 : Function CI Creation

Fill down all the required fields.

Logged in as  
Kamal Parab (EMDWH)  
Last login: 2019-02-28 14:15

My Place

Search  
Advanced Search  
Org. Unit Search

New & Delete

View & Edit  
CI Type Specifics  
» Contacts  
Agreements  
Protection  
Compliance  
Special Attributes  
Relationships

History

ISMS

Function\_test1

Function

Contacts

CI Owner

Primary Person \* Parab, Kamal (EMDWH)

Delegate \* AOB-CPL-CFOF-B5-IT

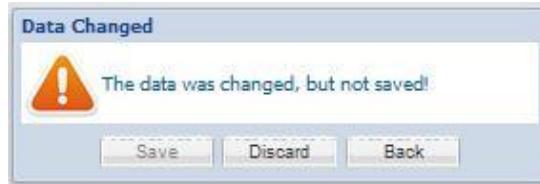
HPSM contacts

Save Cancel

Figure 45 : Contact Update for Function CI



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.



### 5.1.9 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.

The screenshot shows the 'BYZREH (BYZREH)' Transient System Platform interface. Under the 'Network' tab, there are two sections: 'DNS Details(QIP)' and 'Network(TCP/IP)'.  
**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

Figure 46 : DNS Details & Network Info for Server

### 5.1.10 Site

Site can be created. To create a site, select CI-Type to **Site** below page will be shown up.

**Pre-requisite for the Site 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

Figure 47 : Site CI Creation

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.

View & Edit

Contacts

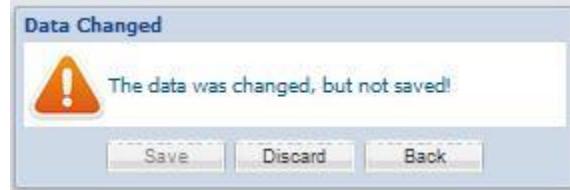
Responsible at Customer Side	
CI Owner (HPSM) *	BBS-AP_B_SAPBasis
System Responsible	
Support Group - IM Resolver *	BBS-AP_B_WCMS-CG
Change Team	
Service Coordinator	
Service Coordinator (Persons)	
Escalation List	

Save Cancel

Figure 48 : Contact Update for Site CI



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.



### 5.1.11 Terrain

Terrain can be created. To create a terrain, select CI-Type to **Terrain** below page will be shown up.

**Pre-requisite for the Terrain 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

Name *	Terrain_Test
Site *	LEVERKUSEN (NW)
Country *	Germany

Figure 49 : Terrain CI Creation

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

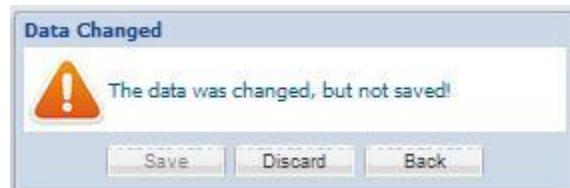
**Contacts**

Responsible at Customer Side	
CI Owner (HP SM) *	BBS-AP_B_CRM-CG
System Responsible	
Support Group - IM Resolver *	BAG_DE_eFILIA_UAT
Change Team	
Service Coordinator	
Service Coordinator (Persons)	
Escalation List	

**Save** **Cancel**

Figure 50 : Contact Update for Terrain CI

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.



### 5.1.12 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 *	Building_Test
Alias	Building_Test
Terrain *	Leverkusen
Site *	LEVERKUSEN (NW)
Country *	Germany
Street / No. *	Test 123
Postal Code / Location *	111 1111

Figure 51 : Building CI Creation

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"/> BBS-AP_B_CRM-CG
System Responsible	<input type="text"/>
Support Group - IM Resolver *	<input type="text"/> BBS-AP_B_DOTNET
Change Team	<input type="text"/>
Service Coordinator	<input type="text"/>

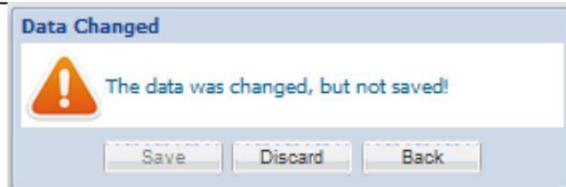
Save  Cancel

Figure 52 : Contact update for Building CI



S

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.



### 5.1.13 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 Area 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 *	Building_Test
Building *	015E-R401
Terrain *	Leverkusen
Site *	LEVERKUSEN (NW)
Country *	Germany

Figure 53 : Building Area CI Creation



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

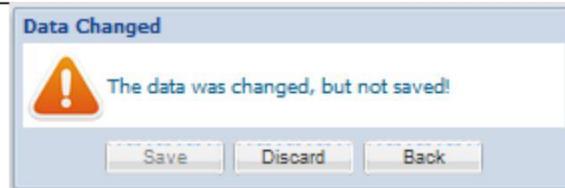
Table 2 : Building Fields and Description

The screenshot shows the 'Contacts' section of the eIR interface. On the left, there's a sidebar with 'Search' (Advanced Search, Org. Unit Search), 'New & Delete', 'View & Edit' (CI Type Specifics, Contacts, Agreements, Protection, Compliance, Special Attributes, Relationships), 'History', and 'ISMS'. The main area is titled 'Contacts' and contains fields for 'CI Owner' (Primary Person and Delegate) and 'HPSM contacts' (Responsible at Customer Side, CI Owner (HPSM), System Responsible, Support Group - IM Resolver, Change Team, Service Coordinator). The 'Support Group - IM Resolver' field is highlighted with a red border. At the bottom are 'Save' and 'Cancel' buttons.

Figure 54 : Contact Update for Building Area CI



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.



#### 5.1.14 Room

Room can be created. To create a Room, select CI-Type to Room below page will be shown up.

**Pre-requisite for the Room 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.

Name *	Room_Test
Alias	Room_Test
Floor *	2
Building Area *	unknown
Building *	051F-R801
Terrain *	Leverkusen
Site *	LEVERKUSEN (NW)
Country *	Germany

Figure 55 : Room CI Creation

Room Field Names and Description

Field Name	Description
Name	Free text field for the name of storing Room
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	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
Delegate	
CI Owner(HPSM)	
Support Group	

Table 3 : Room Field Names and Description

Search  
Advanced Search  
Org. Unit Search

New & Delete

View & Edit  
CI Type Specifics  
» Contacts  
Agreements  
Protection  
Compliance  
Special Attributes  
Relationships

History

ISMS

Contacts

CI Owner

Primary Person \* Walter, Frank (EXBFW)

Delegate \* BCBS\_US\_B\_LAN\_KCY\_CHANGE

HPSM contacts

Responsible at Customer Side

CI Owner (HPSM) \* BCBS\_US\_B\_LAN\_KCY\_CHANGE

System Responsible Swisher, Bob (MIIYG)

Support Group - IM Resolver \*

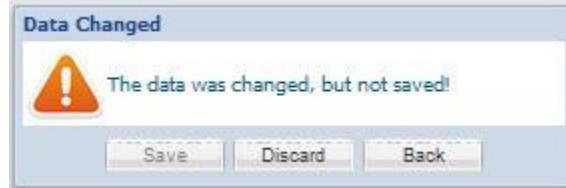
Change Team

Service Coordinator

Save Cancel

Figure 56 : Contact Update for Room CI

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.



### 5.1.15 Position

Position can be created. To create a Position, select CI-Type to position below page will be shown up.

**Pre-requisite for the Position 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 *	Pos_Test
Room *	unknown
Building Area *	unknown
Building *	013E-R401
Terrain *	Leverkusen
Site *	LEVERKUSEN (NW)
Country *	Germany

Figure 57 : Position CI Creation

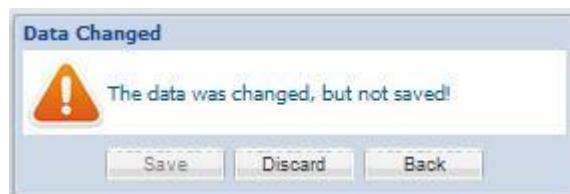


#### Position Field Names and Description:-

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 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	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.
Delegate	
CI Owner (HPSM)	
Support Group	

*Table 4 : Position Field Names and Description*

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.





### 5.1.16 Way

Way can be created. To create a way, select CI-Type to **way** below page will be shown up.

**Pre-requisite for the Way 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.

The screenshot shows a form titled 'Way'. A red box highlights the error message 'Missed mandatory information: Primary Person, Delegate'. Below it, the 'Specifics' section has a 'Name \*' field containing 'Way\_Test'.

Figure 58 : Way CI Creation

Fill down all the required fields.

The screenshot shows the 'Way' contact update screen. In the 'Contacts' section, 'Primary Person' is set to 'Parab, Kamal (EMDWH)' and 'Delegate' is set to 'BAG-CMA-CPA-CB-B5A'. Both entries have a small icon next to them.

Figure 59 : Contact Update for Way CI



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



## 5.2 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.

The screenshot shows the AIR interface with a sidebar on the left and a main content area. The sidebar includes:

- Logged in as: Kamal Parab (EMDWH)  
Last login: 2019-04-02 13:09
- My Place
- Search: Advanced Search, Org. Unit Search
- New & Delete: New by Wizard, **New by Copy** (highlighted in blue), Delete
- ISMS

The main content area has a title "New & Delete" and a sub-section "Select CI to copy" with a search bar and dropdown menu.

Figure 60: New By Copy



### Select CI to copy

unix

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_UncixCluster...	Template_DC_UncixCluster...	Transient System Platform		
Template_DC_UncixCluster...	Template_DC_UncixCluster...	Transient System Platform		
Template_DC_Uncix_PL1	Template_DC_Uncix_PL1	Transient System Platform		
Template_DC_Uncix_PL2	Template_DC_Uncix_PL2	Transient System Platform		

◀ | Page  | ▶ | Items per page:  10  20  50  100

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

### New & Delete

#### CI Details

Using as template

Name \*

Alias \*

Figure 62 : Update CI Name to create CI from Copy



## New & Delete

### CI Details

Using as template

Andean Unix Template COLQU

Name \*

Andean Unix Template EMDWH

Alias \*

ANDEAN

Back

Cancel

Copy

Figure 63 : Enter CI Name & Alias

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.

## 5.3 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	Applicat
<input type="checkbox"/>	AIR_Test	AIR_Test	Application	to be defined		EOAOC	0-BGP-I
<input type="checkbox"/>	AirTestEoao	AirTestEoao	Application	to be defined		EOAOC	0-BGP-I
<input type="checkbox"/>	BYTChanger Test	BYTChanger Test	Application	Change Management System		IMABE	BBS_D
<input type="checkbox"/>	EoaoTest2	EoaoTest2	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			

Figure 64 : Delete CI

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"/>	AirTestEoaoc	AirTestEoaoc	Application	to be defined	EOAOC	0-BGP	
<input type="checkbox"/>	BYTChanger Test	BYTChanger Test	Application	Change Management System	IMABE	BBS_C	

Figure 65 : Select CI to Delete

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.



## 5.4 View and Edit

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

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



Figure 66 : View & Edit Panel



## 5.4.1 Sub-Menu

### 5.4.1.1 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

Figure 67 : CI Specifics

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!



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

**5.4.1.3 Application Owner:** Rights and responsibilities (Refer chapter 2.3)

**5.4.1.4 Steward:** Rights and responsibilities (Refer chapter 2.3)

**5.4.1.5 CI Owner:** Rights and responsibilities (Refer chapter 2.3)

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

Figure 68 : Contacts



#### 5.4.1.7 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 69 : Agreements

#### 5.4.1.8 Protection

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

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

Figure 70 : Protection



#### 5.4.1.9 Compliance

Documentation of compliance relevant values.

Compliance

Compliance Management

Integrated  External

\* "Compliance Management" requires to be set to "Integrated" or "External". 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

View linkages

ITSec Group Web\_Application\_with Database Access\_PL3

Relevant Regulations

CP1435  ICS

CD3010  CD3011

GXP

Figure 71 : Compliance and Relevance

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 compliance management outside of AIR. Define whether the record is CP1435, ICS, CD3010 (ICS), CD3011 or GXP relevant or not and if a formal risk analysis is available. The *ITSet* 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 dis-able.



Compliance Details	
IT Set	Germany
Is Template	<input type="checkbox"/>
Link to Template	Template Web Application with Database Access PL3
ITSec Group	Web_Application_with Database Access_PL3
	<input type="button" value="View"/>

Figure 72: Compliance Details

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

#### 5.4.1.10 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.

## Compliance Details

### Controls

	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 73 : Compliance Control details

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

### S02.025 Documentation of the system configuration

Refers to regulations:

GRI435: 08.6.4, 10.1.1, 10.4.1, 10.4.3

ISO2700x: 12.0.5.01, 14.01.01, 14.02.01, 14.02.06, 14.02.08, 18.01.03

[IGR 1435, chapter 10.1.1 security requirements analysis and specification]  
All systems must be documented in detail, to provide functionality and transparency to developer, user as well as internal and external auditors. The documentation must provide information about the systems security architecture and which safeguards are realized. Beyond that, it must be declared how long documentation and software backups must be preserved.

The documentation should be arranged so that a competent third party can get a general idea in an appropriate period of time without help.

[Abstract BBS Global]:

For every IT-system the current system configuration has to be documented. For networks the current network topology has to be documented. The documentation must be kept up to date.

For WPCs the following is valid:

For the standardized WPC installation, the release of the used Image and all individual parameter as well as the version numbers of all additionally installed software must be documented.

Figure 74: 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.

Relevance ICS Security Management  
 Relevance ICS Access Management  
 Relevance ICS IT Management

Link - CI Type

Link - CI

**Statement**

Compliant	<input type="text" value="yes"/>
Justification	<input type="text"/>

Figure 75 : 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”.

**Statement**

Compliant	<input type="text" value="partly"/>
Justification	<input type="text"/>

**Gap**

Gap description	<input type="text"/>
<b>Gap elimination</b>	
Gap Responsible	<input type="text"/>
Plan of action	<input type="text"/>
Gap class	<input type="text"/> ⚠ The value in this field is invalid
Target date	<input type="text"/>

Figure 76 : 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.

The screenshot displays two side-by-side configurations of a 'Risk analysis and management' form. Both configurations include fields for 'Occurrence of damage per year' (text input), 'Maximum damage per event' (text input with a dropdown menu showing 'EUR'), 'Mitigation potential' (text input with a percentage sign), 'Risk mitigation' (text input), 'Signee' (dropdown menu showing 'Gerling, Klaus'), and 'Date of approval' (text input). The left configuration has the checkbox 'Risk analysis by free text' checked, while the right configuration has it unchecked. The right configuration also shows the 'Occurrence of damage per year' field as empty.

Figure 77 : 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”.

#### 5.4.1.11 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.



## 053790\_BBTS\_AC ( UNKNOWN-053790 )

Hardware System

Special Attributes			
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		
Legal Constraint	KRITIS		
Operation Restrictions	Bayer Operated		
Operation Restrictions	Production IT		

Figure 78: Special Attribute Grid

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.



#### 5.4.1.12 License & Costs

Documents annual costs for run and changes as well as general properties of a license as ex-tend or part of a contractual provisions.

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

License and Costs	
<b>License</b>	
License Model	<input type="text"/>
Accessing Users	<input type="text"/>
Accessing Users Measured	<input type="text"/>
Dedicated	<input type="text"/>
Load Class	<input type="text"/>
Service Model	<input type="text"/>
<b>Costs</b>	
Run p.a.	<input type="text"/>
Change p.a.	<input type="text"/>
Currency	<input type="text"/> Euro
Account: Run	<input type="text"/>
Account: Change	<input type="text"/>
<b>Using Regions *</b>	
<input type="checkbox"/> AsiaPacific	
<input type="checkbox"/> Bayer Global	
<input type="checkbox"/> EMEA	
<input type="checkbox"/> Germany	
<input type="checkbox"/> LatinAmerica	
<input type="checkbox"/> NorthAmerica	
<input type="checkbox"/> unknown	

Figure 79 : License & Costs



#### 5.4.1.13 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	X
BYTsec TransbaseQ	Middleware	AIR	X
BYZREH Web/Application Platfor...	Application Platform	DSS	X

DownStream			
CI Name	CI Type	Source	

Figure 80 : 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 81 : Structure Chart of Connections



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

**5.4.1.13.2 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.

#### 5.4.1.14 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].

Edit Relationships

Object Type	Middleware		
Name	a		
<input type="button" value="Search"/>			
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 82 : Add a New Connection

#### 5.4.1.15 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 83 : Remove a Connection



#### 5.4.1.16 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 84 : Documentation

#### 5.4.1.17 History

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

Date time (UTC)	Change Source	Change DBUser	Change User CWID	Attribute Name	Change CI	Old Value	New Value
Info Type: ANWENDUNG							
2012-10-04 14:44:37.7316	AIR	MXTBA	IMGLG	ORG_SCOPE	93283	BHC,BCS,BMS,BBS	BBS
2012-10-04 14:43:51.608465	AIR	MXTBA	IMGLG	ORG_SCOPE	93283	Bayer Group	BHC,BCS,BMS
2012-10-04 14:43:06.649869	AIR	MXTBA	IMGLG	RELEVANZ_ITSEC	93283	-1	0
2012-10-04 14:43:06.649869	AIR	MXTBA	IMGLG	RELEVANCE_2008	93283	(null)	0
2012-10-04 14:43:06.649869	AIR	MXTBA	IMGLG	ORG_SCOPE	93283	BBS,BCS,BMS,BHC,BTS,B...	Bayer Group
2012-10-04 14:43:06.649869	AIR	MXTBA	IMGLG	VERSION	93283	(null)	1.08.001
2012-10-04 14:43:06.649869	AIR	MXTBA	IMGLG	BAR_RELEVANCE_Y_N	93283	(null)	N
2012-10-04 14:43:06.649869	AIR	MXTBA	IMGLG	RELEVANCE_1775	93283	(null)	0
2012-09-17 10:53:08.854785	AIR	MXTBA	EZZSB	SUB_RESPONSIBLE	93283	(null)	BBS-IAO-CSA
2012-09-17 10:52:50.537504	AIR	MXTBA	EZZSB	ORG_SCOPE	93283	(null)	BBS,BCS,BMS
2012-09-17 10:52:50.537504	AIR	MXTBA	EZZSB	APPLICATION_STEWARD	93283	(null)	EZZSB
2012-08-27 13:59:50.296641	AIR	MXTBA	ERCVA	APPLICATION_OWNER_DE...	93283	ERCVA	BBS_DE_B_B
2012-08-27 13:59:50.296641	AIR	MXTBA	ERCVA	COMMENTS	93283	(null)	AIR-Q

Figure 85 : History



## 5.5 Functions

### 5.5.1 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.

The screenshot shows a modal dialog box titled "Replace CWID to Responsible at Customer Side". At the top, there is a search input field containing "imah" and a search icon. Below it are two radio buttons: "Name" (unchecked) and "CWD" (checked). A table below the search area displays two rows of results:

	CWD	Last name	First name
	IMAHJ	Henjes	Andreas
	IMAHU	Hauke	Andreas

At the bottom right of the dialog is a "Close" button.

Figure 86: Person-Picker

Within the *Group-Picker* you can search either (according to the selection: *Group name* or *Manager (CWD)*) 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 (CWD)* results are displayed soon as the CWID is entered completely.

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



Replace Group to Delegate		
Groupname	Manager (CWD)	
<input type="text" value="iao-sb"/>	<input type="radio"/>	<input checked="" type="radio"/>
<input type="button" value="Search"/>		
<input type="checkbox"/> Group	<input type="checkbox"/> Manager (CWD)	
BBS-IAO-SBO		
BBS-IAO-SBO-BS		
BBS-IAO-SBO-IPS		
BBS-IAO-SBO-PO		
BBS-IAO-SBO-SRQ		

Replace Group to Delegate		
Groupname	Manager (CWD)	
<input type="text" value="web"/>	<input type="radio"/>	<input checked="" type="radio"/>
<input type="button" value="Search"/>		
<input type="checkbox"/> Group	<input type="checkbox"/> Manager (CWD)	
BBS_DE_B_DC-ITSCM Support		WEB

Figure 87 : Person- and Group-Picker

## 6 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



## 6.1 Asset Management - Search

Asset Search is able to search all hardware and software type of asset which is 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

The screenshot shows a search interface with a search bar containing "Cisco Catalyst". Below the search bar are two radio buttons: "Hardware Component" (selected) and "Software Component". A search result table titled "Search\_4" displays five rows of data. The columns are: SAP Description, PSP-Element, Cost Center, Site, Serial Number, and Technical M. The data in the table is as follows:

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

Figure 88 : Search H/W & S/W Component

Hardware Component     Software Component

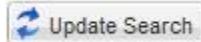
We can search Hardware/Software components by selecting the respective radio button



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

The screenshot shows the "Search\_1" and "Search\_2" tabs. Both tabs display the same data as the main table in Figure 88. The data is as follows:

SAP Description	PSP-Element	Cost Center	Site	Serial Number	Technical Master	Technical Number / As
CATALYST 2916M-XL ENT...	ExpiredPSP	out-of-scope	out-of-scope	FAA0243U0P3		
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.

### 6.1.1 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 filing all mandatory fields, the save button appears.

New Asset - Software Component

Ident number	Inventory Number
Product	
Manufacturer *:	Order Number:
Product Name *:	Inventory Number:
SAP Description:	PSP-Element
	PSP-Text:
	Cost center *:
	Requester *:
	Cost Center Manager *:
	Organizational Unit:
	Legal Entity:
	SAP Asset Class:
	Insert User:
	Insert Source:

Cancel  Reset all Entries | Compliance Statements 053790 BBTS AC.pdf - |

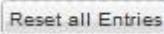
Figure 89 : S/W Component Creation



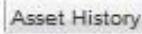
Changes in asset details can be saved by clicking save button



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
08-JUL-2012 10:15:12 U...	RFC	MXTBA	Becker, Arno	CI Sub-Responsible	6841	BBS-ITO-SER-IOP-ODCF	BBS-IAO-GIS-IOP-ODCF
05-MAY-2012 08:03:26 ...	RFC	MXTBA	Becker, Arno	SYNC_TIMESTAMP	6841	03.04.12 08:09:03,5799...	05.05.12 08:03:28,4219...
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	
31-JAN-2012 10:35:19 ...	RFC	EVBSI (RFC 7756)	Dumoulin, Rene	INVENTARNUMMER_O...	6841	NoInvClass	
31-JAN-2012 10:35:19 ...	RFC	EVBSI (RFC 7756)	Dumoulin, Rene	INVENTAR_NR	6841	NoInvClass	
31-JAN-2012 10:35:12 ...	RFC	EVBSI (RFC 7756)	Dumoulin, Rene	INNENAUFTRAG	6841		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 03:08:21 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	ezov/c	Ordner 35
16-JUN-2008 22:17:09 ...	SISAM	MXTBA	Becker, Arno	PRODUKTBEZ	6841	Autotester Client/Server ...	Autotester Client/Server ...

Figure 90: S/W Component History Details



### 6.1.2 Hardware Component – Asset with Inventory

Asset Management - Hardware Asset - Asset with Inventory

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

Cancel  Reset all Entries  Import  Export

Figure 91 : H/W Asset with Inventory Creation

Hardware component-Asset with Inventory manages the assets having inventory number. The fields having \* are the mandatory fields. By filing 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  Number of Assets

SAP Description:



When multiple Assets check box is selected than the text box ‘Number of Assets’ is enabled, and we can enter the no of Assets required and that number of records are 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).

### 6.1.3 Hardware Component – Asset without Inventory

Asset Management - Hardware Asset - Asset without Inventory

The screenshot shows the 'Asset Management - Hardware Asset - Asset without Inventory' interface. It consists of several input fields grouped into sections: 'Product' (Manufacturer, Sub Category, Type, Model, Multiple Assets checkbox, SAP Description), 'Technics' (Serial Number, Technical Number / Asset-ID, Technical Master, OS-Name, HW-System Name, Transient System, Platform, Lifecycle status, General Usage, IT-Security-Relevance, Comment), 'Business Information' (Order Number, Inventory Number, PNP-Element, PSN-Text, Cost Center, Requester, Cost Center Manager, Organizational Unit, Legal Entity, SAP Asset Class, Insert User, Insert Source), and 'Location' (Country, Site, Building, Room, Rack - Position). At the bottom are buttons for 'Cancel', 'Reset all Entries', 'Import', and 'Export'.

Figure 92 : H/W Asset without Inventory

Hardware component-Asset without Inventory manages all assets which do not have inventory number. The fields having \* are the mandatory fields. By filing 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 asset s. While coping any assets Inventory number, Ident number, Serial Number, Technical Number / Asset -ID: , Technical Master, System Platform Name (DC Name) are not copied.

#### 6.1.4 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, Asset-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			sdcddcdsxdz
FAA0404M1FM	ExpiredPSP		CATALYST 2924M-XL ENT...	out-of-scope			
<input checked="" type="checkbox"/> FAA0405F0JK	ExpiredPSP	unknown	Catalyst 2900 Series XL S...	DUBAI	CSC-FAA0405F0JK	CSC-FAA0405F0JK	dsafscdfsdafdf
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	5555
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			

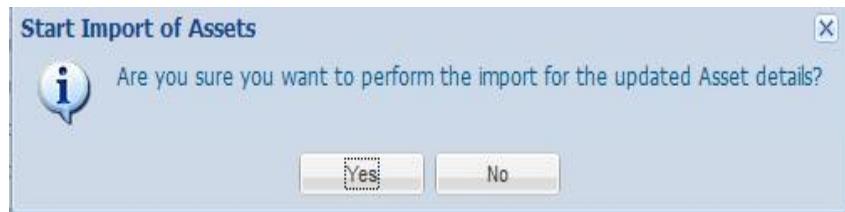
Save Columns Preference

Figure 93 : Export - Import Functionality

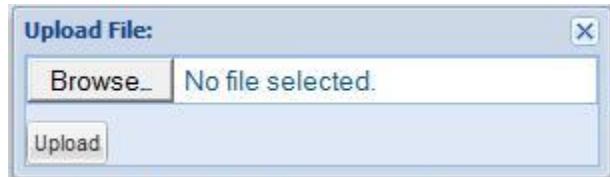


On clicking this, User can save the column preference as that of the search grid panel in the excel export file. User will be able to change the column view and move the columns as per the user's requirement and save the changes. Columns displayed are user profile specific.

**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,

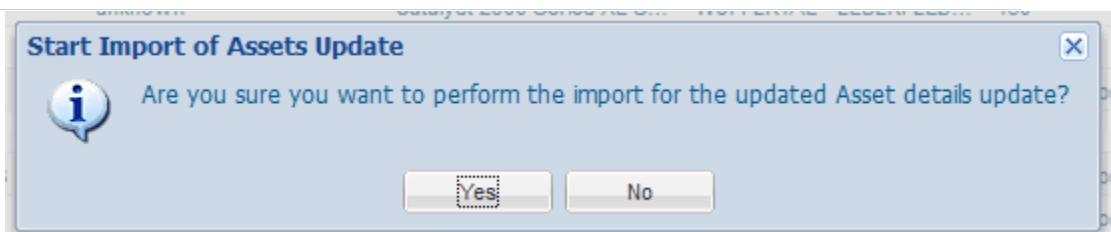


On clicking of yes button, a dialog box appears for uploading the file,



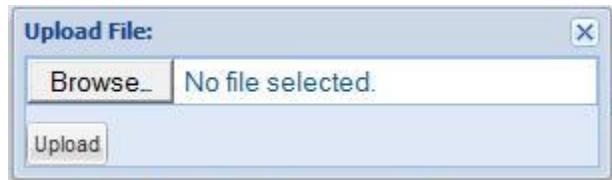
Here we have to browse to select the excel file to upload and after selecting this file click on upload to update the record.

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





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.

**Export**

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

**Delete**

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.

**DC Name**

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.



## 7 ISMS: Master Change\_IMSM integration in AIR

ISMS application is accessible from AIR though role and login needed to use it.

The ISMS application has been integrated with in AIR to ensure that it's managed by a uniform and rigid Information Security Modelling standard which results in a stable compliance management within BBS. After clicking on ISMS module from the left navigation panel of AIR, ISMS application will be opened through single sign on.



Figure 94: ISMS Login Panel

User who is having role for AIR and ISMS both would be able to see ISMS option in Left navigation panel of AIR. ISMS URL can be opened directly also by clicking on below mentioned URL, provided user would have required ISMS Role.

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

Also it can be opened using secondary or primary CWID and password after log out and user can re-login (For the users who is having any of the 3 ISMS role: Reader/Editor/Manager).



The image shows a login interface titled "ISMS Login". It has two input fields: one for "CWID" and one for "Intranet Password", both represented by empty text boxes. Below these fields is a blue "Login" button.

Figure 95 : ISMS Login

## 7.1 ISMS Search

After login the default search page which gets opened is of control (Group within ISMS which is subject to the same risk, the same target specifications and thus the same safeguards) type. Control can be searched using different search criteria like name of the control, status of the control etc. and search result will be shown in the grid structure.

User can choose the number of search result he wants to see in a particular page, default 10 records will be loaded if user clicks on search button. This functionality is same for all the other 7 types except the search criteria.



### 7.1.1 Control Search page :

Number	Name	Status	Level	Substantial Change
01.002	Regulations governing access to distributors	operative	8	No
01.003	Adapted segmentation of circuits	operative	8	No
01.004	Lightning protection devices	operative	8	No
01.005	Galvanic separation of external lines	operative	8	No
01.006	Fire protection specification and regulations	operative	8	No
01.007	Hand-held fire extinguishers	operative	8	No
01.008	Room allocation, with due regard to fire loads	operative	8	No
01.009	Fire sealing of cable routes	operative	8	No
01.011	Plans detailing the location of supply lines in buildings	operative	8	No
01.012	Avoidance of references to the location of building parts requiring protection	operative	8	No

Figure 96 : Control Search



### 7.1.2 Module Search page:

Number	Name	Status	Level
01.000	Management controls GF/GFL not related to any CI	operative	1
01.000a	Management-Controls GF/GL without direct CI-relation_consolidated	operative	1
01.001	Management controls GF/GFL for Terrain	operative	1
01.004	Management controls GF/GFL for Building	operative	1
01.010	Management controls GF/GFL for IT Infrastructure Area	operative	1
01.010a	ICS Module	operative	1
01.011a	ICS Module CHMG	operative	1
01.016	Management controls GF/GFL for Technical Area	operative	1
01.020	Management controls GF/GFL for Office Area	operative	1
01.024	Management controls GF/GFL for Conference Room	operative	1

Figure 97 : Module Search



### 7.1.3 ITSEC Group Search page:

<input type="checkbox"/>	Name	Status	CI TYPE
<input type="checkbox"/>	Active Directory Domain Controller_PL1_consolidated	operative	Common Service
<input type="checkbox"/>	Active Directory Domain Controller_PL2_consolidated	operative	Common Service
<input type="checkbox"/>	Active Directory Domain Controller_PL3_consolidated	operative	Common Service
<input type="checkbox"/>	Active Directory Federation Services_PL1_consolidated	operative	Application Platform
<input type="checkbox"/>	Active Directory Federation Services_PL3_consolidated	operative	Application Platform
<input type="checkbox"/>	Appliance_Application_Platform_General_PL1	operative	Application Platform
<input type="checkbox"/>	Appliance_Application_Platform_General_PL1	retired	Application Platform
<input type="checkbox"/>	Appliance_Application_Platform_General_PL1	retired	Application Platform
<input type="checkbox"/>	Appliance_Application_Platform_General_PL1	retired	Application Platform
<input type="checkbox"/>	Appliance_General_PL1	operative	System Platform

Figure 98 : ITSec Group Search



#### 7.1.4 ITSet Search Page:

The screenshot shows the ISMS (Information Security Management System) interface for managing IT Sets. The left sidebar contains navigation links for Types, Controls, Modules, IT Sec Groups, IT Sets (which is the active category), Frameworks, Master Data, Hierarchy, and Go-Live. The main content area is titled "IT Set" and displays a search form with fields for "Name" and "Status", and buttons for "Search" and "Add New IT Set". Below the search form is a table listing 11 IT Sets. The table has two columns: "Name" and "Status". The data is as follows:

Name	Status
AsiaPacific	operative
Bayer Global	operative
EMEA	operative
Germany	retired
Germany	operative
Germany	retired
Germany	retired
LatinAmerica	operative
NorthAmerica	retired
NorthAmerica	operative

At the bottom of the page, there are buttons for "View/Edit" and "Bulk Update", and a pagination control showing "1 of 2" pages.

Figure 99 : ITSet Search



### 7.1.5 Regulation Search Page:

Regulation

Name	Status
CD3010	operative
CD3011	operative
CP1435	operative
GR1435	operative
ICS	operative
ICS	planned
ISO2700x	operative
Old_JCS	retired
Old_JCS	operative

Records per Page: 10 | << | < | Page: 1 of 1 | > | >> | Displaying 1 to 9 of 9 records

[View/Edit](#) [Bulk Update](#)

Figure 100 : Regulation Search



### 7.1.6 Chapter Search Page:

The screenshot shows the Chapter search interface within the ISMS application. The left sidebar contains navigation links for Types, Controls, Modules, IT Sec Groups, IT Sets, Frameworks, Regulations, Chapters, FrameworkTree, Master Data, Hierarchy, and Go-Live. The main area has a blue header bar with the title 'Chapter'. Below the header are search filters for Name, Number, Status, Valid From, and Valid Until. A search button and an 'Add New Chapter' button are also present. The main content area is a table listing chapters, with columns for Name, Regulation, Number, and Status. The table includes 10 records from page 1 of 58, displaying entries from CHMG01 to CHMG07. At the bottom, there are buttons for View/Edit and Bulk Update, and a record count of 579.

Name	Regulation	Number	Status
CHMG01 - RFC completeness and authorization	OldICS	01.01	retired
Old_CHMG01 - RFC completeness and authorization	OldICS	01.01	operative
CHMG03 - Risk and Impact analysis	OldICS	01.03	retired
Old_CHMG03 - Risk and impact analysis	OldICS	01.03	operative
CHMG04 - Acceptance test	OldICS	01.04	retired
Old_CHMG04 - Acceptance test	OldICS	01.04	operative
CHMG06 - Documentation	OldICS	01.06	retired
Old_CHMG06 - Documentation	OldICS	01.06	operative
CHMG07 - Segregation of Duty	OldICS	01.07	retired
Old_CHMG07 - Segregation of Duty	OldICS	01.07	operative

Figure 101 : Chapter Search



### 7.1.7 CI Types Search Page:

The screenshot shows the 'CI Type' search interface within the ISMS application. The left sidebar contains navigation links for Types, Controls, Modules, IT Sec Groups, IT Sets, Frameworks, Regulations, Chapters, FrameworkTree, Master Data, CI Types, and Categories. The main area has a blue header 'CI Type' with search filters for 'Name' and 'Status', and buttons for 'Search' and 'Add New CI Type'. Below is a table listing 16 CI types, each with a checkbox, name, status, and sort order. At the bottom are pagination controls and a note about displaying 1 to 10 of 16 records.

<input type="checkbox"/> Name	Status	SORT
<input type="checkbox"/> Function	operative	20
<input type="checkbox"/> Application	operative	30
<input type="checkbox"/> Application Platform	operative	40
<input type="checkbox"/> Middleware	operative	50
<input type="checkbox"/> Common Service	operative	60
<input type="checkbox"/> Net Security Zone	operative	70
<input type="checkbox"/> System Platform	operative	80
<input type="checkbox"/> Position	operative	90
<input type="checkbox"/> Pathway Inside	operative	100
<input type="checkbox"/> Room	operative	110

Figure 102 : CI Type Search



### 7.1.8 Category Search Page:

The screenshot shows the 'Categories' search interface within the ISMS application. The left sidebar contains a navigation menu with items like Types, Controls, Modules, IT Sec Groups, IT Sets, Frameworks, Regulations, Chapters, FrameworkTree, Master Data, CI Types, Categories, and Hierarchy. The main area has a search form with fields for Name, Number, Valid From, Valid Until, and Status, along with 'Search' and 'Add New Category' buttons. Below the form is a table listing categories with columns for Name, Status, and Category Number. The table includes entries such as Infrastructure (retired, 1), Old\_Infrastructure (operative, 1), Organisation (retired, 2), Old\_Organisation (operative, 2), Personnel (retired, 3), Old\_Personnel (operative, 3), Hardware/Software (retired, 4), Old\_Hardware/Software (operative, 4), Old\_Communications (operative, 5), and Communications (retired, 5). At the bottom, there are buttons for View/Edit and Bulk Update, and a pagination section showing 10 records per page, 1 of 3 pages, and 22 total records.

Name	Status	Category Number
Infrastructure	retired	1
Old_Infrastructure	operative	1
Organisation	retired	2
Old_Organisation	operative	2
Personnel	retired	3
Old_Personnel	operative	3
Hardware/Software	retired	4
Old_Hardware/Software	operative	4
Old_Communications	operative	5
Communications	retired	5

Figure 103 : Category Search



## 7.2 ISMS Add New Component:

User can add a new component using Add New button for each component beside search button. After clicking on this button user had to fill up the form giving details about the new component like name, number etc.

Status of newly created component will be planned and start date would be current date. This create component form has some same and few different fields depending on type of the component.

User has to fill up the details and click on save button to save the newly created component. This process of creating new component is same for all the 8 components of ISMS.

The screenshot shows the 'ISMS' application interface. On the left is a dark sidebar with a tree view of 'Types' categories: Controls, Modules, IT Sec Groups, IT Sets, Frameworks, Master Data, Hierarchy, and Go-Live. The 'Controls' node is expanded, showing its sub-items. The main workspace is titled 'Create new Controls / Safeguards'. It contains several input fields: 'Category' (dropdown), 'Number' (text input), 'Management Level' (dropdown), 'Substantial Change' (checkbox), 'Name' (text input), 'References' (dropdown menu with 'Open, Safe' option), 'Valid From' (date input), 'Valid Until' (date input), 'Status' (dropdown set to 'planned'), and an 'HTML Text' rich text editor. Below the editor is a toolbar with icons for bold, italic, underline, superscript, and other text formats. At the bottom of the form are buttons for 'Save', 'Link Chapters', 'Link Modules', 'ChangeStatus', 'Back/Cancel', and 'ReloadChapterReferences'.

Figure 104 : ISMS Add New Component



## 7.3 ISMS Bulk Update

User can choose multiple or all component of a particular page (of search result grid) of same status (Planned or operative) and click on bulk update to update the status of all the selected components.

Changed status of bulk planned components will be operative and changed status of bulk operative component will be retired.

Bulk update for retired component is not allowed. Bulk update can be done for all the 8 components in the same way.

The screenshot shows a software application window titled 'ISMS' with a sidebar containing navigation links like 'Types', 'Controls', 'Modules', 'IT-Sets', 'Frameworks', 'Master Data', 'Hierarchy', and 'User'. The main content area is titled 'Controls / Selfguards' and displays a table of 12 rows. The columns are 'Number', 'Name', 'Status', 'Level', and 'Substantial Change'. Rows 1 through 4 have the 'Status' field set to 'operative'. Row 5 has 'Status' set to 'retired'. Rows 6 through 12 have the 'Status' field set to 'operative'. A modal dialog box titled 'Confirm' is overlaid on the table, asking 'Are you sure you want to change the status from operative to retired?'. The 'Yes' button is highlighted in blue, while 'No' is in white.

Number	Name	Status	Level	Substantial Change
01.002	Regulations governing	operative	0	No
01.003	Adapted segmentation	operative	0	No
01.004	Lightning protection &	operative	0	No
01.005	Galvanic separation o	operative	0	No
01.006	Fire protection sacrificia	operative	0	No
01.007	Hand-held fire extinguishers	operative	0	No
01.008	Room allocation, with due regard to fire loads	operative	0	No
01.009	Fire sealing of cable routes	operative	0	No
01.011	Plans detailing the location of supply lines in buildings	operative	0	No
01.012	Avoidance of references to the location of building parts requiring protection	operative	0	No

Figure 105 : ISMS Bulk Update



## 7.4 ISMS View Edit

User can view the details of a particular component or edit the details of a component after clicking on view/edit button beside bulk update button in the search page. User has to select the particular record he wants to view or edit and click on the View/Edit button.

The screenshot shows a web-based application interface for managing controls. On the left is a sidebar with a tree menu:

- Types
- Controls (selected)
- Modules
- IT Sec Groups
- IT Sets
- Frameworks
- Master Data
- Hierarchy
- Go-Live

The main area is titled "Controls / Safeguards". It contains a search form with fields for Name, Number, Management Level, Status, and dropdowns for Valid From and Valid Until. Below the search form is a table with columns for Number and Name. One row is highlighted in yellow, indicating it is selected. The table lists 12 items, each with a checkbox next to the number and a detailed description in the name column. At the bottom of the table are pagination controls and a message indicating 1 to 10 of 973 records.

Number	Name
<input checked="" type="checkbox"/> 01.002	Regulations governing access to distributions
<input type="checkbox"/> 01.003	Adapted segmentation of circuits
<input type="checkbox"/> 01.004	Lightning protection devices
<input type="checkbox"/> 01.005	Galvanic separation of external lines
<input type="checkbox"/> 01.006	Fire protection application and regulations
<input type="checkbox"/> 01.007	Hand-held fire extinguishers
<input type="checkbox"/> 01.008	Room allocation, with due regard to fire loads
<input type="checkbox"/> 01.009	Fire sealing of cable routes
<input type="checkbox"/> 01.011	Plans detailing the location of supply lines in buildings
<input type="checkbox"/> 01.012	Avoidance of references to the location of building parts requiring protection

Records per Page: 10 | << | < | Page: 1 | of 98 | > | >> | Displaying 1 to 10 of 973 records

View/Edit Bulk Update

Figure 106 : ISMS List of Controls

After clicking on the button User would be able to view the Record details and in case needed user can edit the field values and click on save button to edit the record.



This process is same for all the 8 components. User is able to update the component in German and English both languages.

ISMS

Number: 01.006

Valid Until: 01.01.2017

Status: operative

Management Level: 6

Substantial Change:

Name: Fire protection separation and regulations

References:

UK

Open Sans

GR1435: 1435.07.1.1  
ICS\_SECU05  
ISO27001: 27002.2013.11.01.01  
ISO27001: 27002.2013.11.01.01

[Abstract BBS Global]  
The fire protection measures identified and considered as required by the responsible people must be defined, documented and implemented.

You must check whether fire protection systems must be installed. Adjacent premises must also be considered. In particular fire protection regulations and standards must be observed.

- A person who will be responsible for compliance with the fire protection regulations should be nominated. This can be a fire protection officer or a person entrusted with this responsibility who has had appropriate training.
- When drawing up fire protection plans the local fire department should be consulted.
- Escape routes have to be well signed.
- The central fire alarm system, the fire alarm annunciation panel and the feeding points for water for fire fighting are marked so that they can be quickly located.
- A security instruction for the building must be available.

Save Link Chapters Link Modules ChangeStatus Back/Cancel ReloadChapterReferences

Figure 107 : ISMS View & Edit Control



## 7.5 ISMS Change Status

Status for all the 8 datatypes can be changed by clicking on Chang Status button from the Edit component page:

After clicking on the Change status button User has to confirm if he really wants to change the status of the component.

Status will be changed to current to one step ahead like from planned to operative, operative to retired and retired to planned. Any other way is not possible.

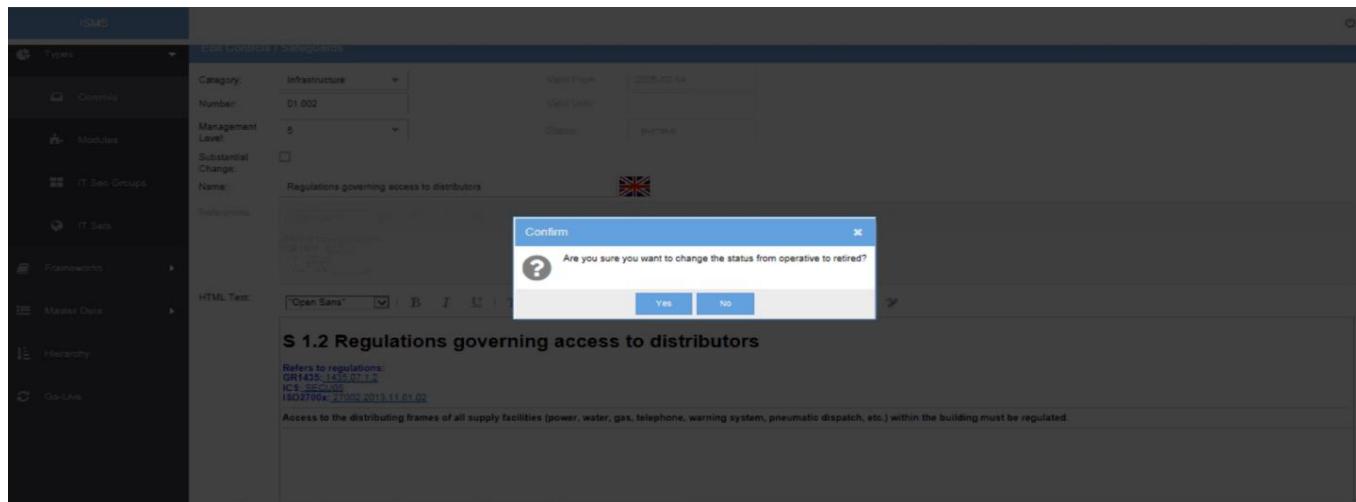


Figure 108: ISMS Change Status

## 7.6 ISMS Language toggle

All the 8 datatypes (Control, Module, IT Sec group, IT Set, Regulation, Chapter, CI Type, and Category) can be viewed and edited in German and English language (only the name and description of component) by toggling the flag, editing the field values and saving.

The screenshot shows a software interface for managing ISMS components. On the left is a sidebar with navigation links: Controls, Modules, IT Sec Groups, IT Sets, Frameworks, Master Data, Hierarchy, and Go-Live. The main area has tabs for 'ENGLISH' (selected) and 'GERMAN'. The 'ENGLISH' tab displays fields like 'Number' (01.006), 'Management Level' (6), 'Substantial Change' (unchecked), 'Name' (Fire protection specification and regulations), and 'Status' (operative). Below these are 'References' and 'HTML Text' sections. The 'References' section lists 'Regulations' (GR1458-14.05.07.1.1, IC5 SECLOS, ISO27001-27/02/2013.11.01.01, 27/02/2013.19.01.01) and 'Abstract BBS Global'. The 'HTML Text' section contains a rich text editor with a toolbar, a table of contents, and a detailed description of fire protection measures. At the bottom are buttons for 'Save', 'Link Chapters', 'Link Modules', 'Change Status', 'Back/Cancel', and 'Reload Chapter References'.

Figure 109 : ISMS Language Toggle

## 7.7 ISMS Component Linking

All the 4 datatypes (Control, Module, IT Sec group, IT Set) can be linked to other components by clicking on linking button from edit page and drag and drop of component from left to right panel and click on save. In the right panel User will be able to see all the linked component.

User can D Link the already linked components as well. In that case User has to drag and drop from right to left panel and click on save.

User can go back to the Edit component page by clicking on Back/Cancel button form this page.



ISMS

Link Control with Modules

Control Number:	01.006	Control Name:	Grundsatzspezifikation
Module Name:		Module Number:	
Management Level:		Valid From:	
Status:		Valid Until:	

Search

Filter Modules

Name	Number	Status
Management controls GF/GFL not related to any CI	01.000	operative
Management-Controls GF/GL without direct CI-relation...	01.000a	operative
Management controls GF/GFL for Terrain	01.001	operative
Management controls GF/GFL for Building	01.004	operative
Management controls GF/GFL for IT Infrastructure Area	01.010	operative
ICS Module	01.010a	operative
ICS Module CHMG	01.011a	operative
Management controls GF/GFL for Technical Area	01.016	operative

Selected Modules

Number	Name	Status
06.004	Controls per CI: Building_Basic safeguards	operative
06.033	Controls per CI: Data_Media_Archive_PL1	operative
06.038	Controls per CI: IT_Control_Center_Basic safeguards	operative
06.045	Controls per CI: IT_Infrastructure_Room_Basic safeguards	operative
06.710	Controls per CI: Server_Room_Basic safeguards	operative
06.720	Controls per CI: Technical_Infrastructure_Room_Basic safeguards	operative

Figure 110 : ISMS Component Linking

## 7.8 ISMS Main Component Hierarchy

All the 4 datatypes (Control, Module, IT Sec group, IT Set) can be linked to other components and the relationship of one component with another or many components (with Description of components) can be seen through hierarchy page.

Name
Germany
Active Directory Domain Controller_PL1_consolidated
01.820a Management Controls GF/GFL for Active Directory Domain Controller_consolidated
11.820 Management of Security Incidents
14.199 In case of outsourcing: risk analysis before outsourcing
14.213 Regulations for preservation of evidence in case of suspected illegal activity
14.233 Security of network services and network infrastructures across the group
15.130 Connection --> Contractual agreement in case of outsourcing
02.820a Management Controls AL3 for Active Directory Domain Controller_consolidated
03.820a Management Controls AL4 for Active Directory Domain Controller_consolidated
04.820a Management Controls GL for Active Directory Domain Controller_consolidated
05.820a Operation Controls for Active Directory Domain Controller_consolidated
06.820a Controls per CI: Active Directory Domain Controller_consolidated
06.821a Verbindungsmaßnahmen für Active Directory Domain Controller_PL1_consolidated
Active Directory Domain Controller_PL2_consolidated
Active Directory Domain Controller_PL3_consolidated
Active Directory Federation Services_PL1_consolidated
Active Directory Federation Services_PL3_consolidated
Anlianne General PL1

Figure 111 : ISMS Main Component Hierarchy

Description of each component can be seen by left clicking on particular record: This is only view only page, User can close the window using the cross button which is there in the right-hand side.



The screenshot shows a software interface for managing component hierarchies. On the left, there is a sidebar with various navigation options: Types, Controls, Modules, IT Sec Groups, IT Secs, Frameworks, Master Data, Hierarchy, and Ge-Lines. The 'Hierarchy' option is currently selected. The main area displays a tree view under the heading 'View Hierarchy' with the following structure:

- Name
- Germany
- NorthAmerica
- AsiaPacific
- EMEA
- LatinAmerica
- Bayer Global
- unKnown

A modal dialog box titled 'Description' is open over the hierarchy view. The dialog contains the following fields:

- Status: operative
- Name: Germany
- HTML Text:  B I U T T̄ X V I T̄-V̄
- Content area: IT-Verbund

At the bottom of the dialog, there is a blue button labeled 'Load German Version of Description'.

Figure 112 : Description for object in Component Hierarchy



## 7.9 ISMS Framework Hierarchy

All the 2 framework datatypes (Regulation and chapter) is related. One Regulation can have one\multiple Chapters and one Chapter can have one or multiple controls.

The screenshot shows a web-based application interface for managing ISMS framework components. The left sidebar contains a navigation menu with the following items: Types, Controls, Modules, IT Sec Groups, IT Sets, Frameworks, Regulations, Chapters, FrameworkTree, Master Data, CI Types, and Categories. The main content area is titled "View FrameWork Hierarchy" and displays a hierarchical tree structure under the heading "Name". The tree starts with "GR1435" and branches into several categories and sub-categories, such as "03.1.1 Security Policy / Information security policy", "03.1.2 Security Policy / Review and Evaluation", "04.1.1 Security Organization / Information security infrastructure according to KR 1435", and "04.1.2 Security Organization / Inform...". A tooltip indicates that users can "Left click on operative component to see description". The bottom status bar shows the date and time as "1/27/2019 4:31 PM".

Figure 113 : ISMS Framework Hierarchy

Also, user can check the description of Regulation, chapter and control by left clicking the particular component.



ISMS

Types

Controls

Modules

IT Sec Groups

IT Sets

Frameworks

Regulations

Chapters

### Description

Status:

Name:

HTML Text:  | **B** *I* U | T<sup>\*</sup> T<sup>\*\*</sup> | T̄  |   |

GR1435 in english

[Load German Version of Description](#)

*Figure 114 : Description of Regulation, chapter and control*



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