



Application Infrastructure Repository

Manual



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Document History

Version	Change	Author	Date
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	Attributes mandatory and required	U. Hoffmann(EVAFL)	2012/05/30



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1 Introduction

1.1 What is AIR?

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

1.2 Conventions

In this document following notations are used:

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



2 Get Started

2.1 Requirements

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

ITILcenter@bayer.com

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

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

2.2 Login

To start the application use the following URL

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

or for the QA-system

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

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

2.3 Roles and Rights

The application differentiates between following **roles**

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



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

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

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



3 Graphical User Interface

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



Figure 1: Overview of the Graphical User Interface

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

3.1 Head Menu

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

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

3.2 Navigation

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

- My Place
- Search
- New

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



3.3 Content

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

Details are described within chapter 4.

3.4 Help Pane

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

3.5 Tooltips

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

Specifics	
Name	Application Infrastructure Repository
Alias	A.I.R.
Version	
Category	Application Alias A secondary name for an application by which it is also known. IT Secu



4 Menu items

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

- *Mandatory*: Saving a data set is not allowed if an attribute of this type is empty. This kind of attributes are bold and followed by a “*”.
- *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 “*”.
- *Optional*: This attribute is not mandatory and can be saved empty.

All dropdown boxes support *typeahead*¹.

4.1 My Place

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

- Language: German → Changes the default value from english to german.
- Help pane hidden → Hides the help pane per default.
- Skip wizard intro → When creating a new record the information page is no longer displayed.

User options	
Language: German	<input type="checkbox"/>
Help pane hidden	<input checked="" type="checkbox"/>
Skip wizard intro	<input type="checkbox"/>

Figure 2: My Place

4.1.1 I'm Owner

Displays all records where logged-in user is *CI Owner Primary Person* or *Application Owner Primary Person*.

4.1.2 I'm 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.

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



4.2 Search

The search interface consists of a search bar labeled "Enter name or alias here..." and a blue search button with a magnifying glass icon. Below the search bar is a link to "Advanced Search".

Figure 3: Search

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

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

Results						
Name	Alias	Type	Category	Responsible	Sub responsible	
mysite_INSAP	http://emea.mysite.cnb/mysite/insap	Application	Sharepoint	BBS_DE_B_S+T-SharePoint	ZFTBN	
Fax SAP OMS Linux 1	Fax SAP OMS Linux 1	Application	Sharepoint	BBS_DE_B_S+T-SharePoint	IMPRD	
Fax SAP OMS Linux 2	Fax SAP OMS Linux 2	Application	Sharepoint	BBS_DE_B_S+T-SharePoint	IMPRD	
WSS_collaboration-bbs.bayer-ag.co...	http://collaboration-bbs.bayer-ag....	Application	Sharepoint	BBS_DE_B_S+T-SharePoint	PFSIO	
WSS_collaboration-bbs.bayer-ag.co...	http://collaboration-bbs.bayer-ag....	Application	Sharepoint	BBS_DE_B_S+T-SharePoint	AVSTP	
mysite_ANSAP	http://emea.mysite.cnb/mysite/an...	Application	Sharepoint	BBS_DE_B_S+T-SharePoint	EVAKK	
mysite_WDSAP	http://emea.mysite.cnb/mysite/wd...	Application	Sharepoint	BBS_DE_B_S+T-SharePoint	EQAAA	
SySCo P69 SAP System	SySCo P69 SAP System	Application	undefined	AVDAS	KRVO	
Bay4S P4S SAP System	Bay4S P4S SAP System	Application	undefined	AVDAS	BBS-F/	
WSS_collaboration-bbs.bayer-ag.co...	http://collaboration-bbs.bayer-ag....	Application	Sharepoint	BBS_DE_B_S+T-SharePoint	IMHGS	
BEK.SAP	BEK SAP R/3	Application Platform	SAP Basis	BBS_DE_B_DC-SAP-Basis	EXLFI	
BFP.SAP	BFP SAP R/3	Application Platform	SAP Basis	BBS_DE_B_DC-SAP-Basis	EZCLQ	
E57.SAP	E57 SAP R/3	Application Platform	SAP Basis	BBS_DE_B_DC-SAP-Basis	EZGTJ	
E63.SAP	E63 SAP R/3	Application Platform	SAP Basis	BBS_DE_B_DC-SAP-Basis	EZGTJ	
E66.SAP	E66 SAP R/3	Application Platform	SAP Basis	BBS_DE_B_DC-SAP-Basis	EZGTJ	
E67.SAP	E67 SAP R/3	Application Platform	SAP Basis	BBS_DE_B_DC-SAP-Basis	EZGTJ	
GHM.SAP	GHM SAP R/3	Application Platform	SAP Basis	BBS_DE_B_DC-SAP-Basis	IMSAA	
GJD.SAP	GJD SAP R/3	Application Platform	SAP Basis	BBS_DE_B_DC-SAP-Basis	IMSAA	
GJQ.SAP	GJQ SAP R/3	Application Platform	SAP Basis	BBS_DE_B_DC-SAP-Basis	IMSAA	

Figure 4: Search Results

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



4.2.1 Advanced Search

Advanced Search can be used for a more detailed search. Unlike the standard search a name or alias must not be entered. So, the owner (CWID) or description can be used as search criteria.

Advanced Search

Enter name or alias here...

[more options](#)

Advanced Search Options

CI Detail

CI owner:

CI Delegate:

Description:

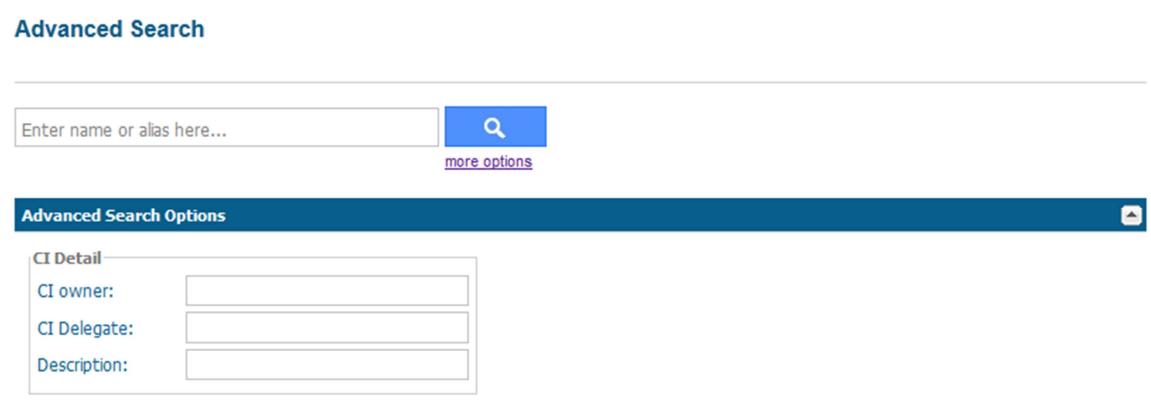


Figure 5: Advanced Search

Use [more options] for more search criteria.

Advanced Search Options

CI Detail

CI owner:

CI Delegate:

Description:

Advanced Search Plus

Operational Status:

Category:

Lifecycle status:

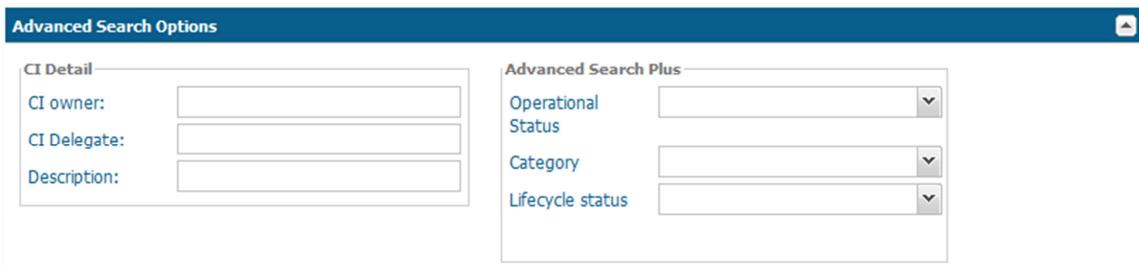


Figure 6: Advanced Search - more options

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

4.3 Create New Record

Creating a new record is supported by a **wizard**. The first page is for information purpose only and can be skipped next time by checking the 'Skip this page next time' box. Note: This can be change within *My Place User Options*.



Create New

Wizard

This wizard will guide you through the first steps creating a new record.

Step 1: Setup essential information like type and name
Step 2: Apply required details
Step 3: Apply contacts

Afterwards, additional information can be added to the new CI.
Notice: The maintenance of connections is strongly recommended.

Skip this page next time.

Start **Cancel**

Figure 7: Create New Record - Introduction

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.

Wizard - Step 1: Essentials

Type *

Name *

Alias

Description

Relevance ICS GR1435 GxP

Use as Template

Cancel **Next**

Figure 8: Create New Record - Step 1

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



In the next step 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: Details

Application Infrastructure Repository (AIR)

Application

Basics

Lifecycle Status *	OPERATION :: available active
Operational Status	OPERATION :: available active
Category	OPERATION :: cold standby
Primary Function	OPERATION :: operative

Agreements

SLA *	
Service Contract	
Severity Level *	
Business Essential	Not Business Essential

Back Cancel Next

Figure 9: Create New Record - Step 2

At the final step, contacts must be specified. Use the person- and group-picker (→ chapter 4.4.2.2 Figure 17) 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.

Wizard - Step 3: Contacts

Application Infrastructure Repository (AIR)

Application

Application Owner

Primary Person	<input type="text"/>	
Steward/Delegate	<input type="text"/>	

CI Owner

Primary Person	Andreas Hauke (IMAHU)	
Delegate Person/Group	<input type="text"/>	

Back Cancel Finish

Figure 10: Create New Record - Step 3

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.



4.4 Details

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

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

4.4.1 Sub-Menu

4.4.1.1 Specifics

Definition of general attributes specifying the record.

4.4.1.2 Contacts

For records of *Type ‘Application’* three contact types are available and can be filled using the *Person- and Group-Picker* (→ 4.4.2.2) - for all other types the *Application Owner* is applicable:

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

4.4.1.3 Agreements

All concluded agreements can be specified here. The *Service Contract* depends on the chosen SLA/OLA. In some cases there 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)

4.4.1.4 Protection

Is not well defined yet!

4.4.1.5 Compliance

Documentation of compliance relevant values.

The screenshot shows two sections of a form. The top section is titled 'Compliance' and contains fields for 'IT Set' (set to 'Germany') and 'Use As BVTsec-Template *' (checkbox is unchecked). The bottom section is titled 'Relevance' and contains checkboxes for 'ICS *', 'GR1435', 'GxP', and 'GLP' (the 'GLP' checkbox is open), along with a checkbox for 'Risk analysis available?'.

Figure 11: Compliance and Relevances

Define whether the record is ICS/GR1435/GxP relevant or not and if a formal risk analysis is available. The *IT Set* is calculated using the *CI Owner Primary Person's country*.



If *Use as BYTsec Template* is selected given compliance statements (→ Figure 12) can be linked to other records of the same type. If a record is used by another one, this attribute is disabled.

Controls	
ITSec Group:	Default_ITSec-Gruppe
Link:	

Figure 12: Compliance Controls

At the current version the group *Controls* is disabled.

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

4.4.1.6 License & Costs

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

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

4.4.1.7 Connections

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

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 13: Structure Chart of Connections

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



Add a new connection

A new connection can be added by [Add new connection...]. At first the connection type has to be selected – at the moment, only *Business Processes* are available. Following, enter characters (minimum: 2 characters) the connection to be added contains. Click on a row to add connection. The changes are not stored until [Save].

Name	Alias	Owner
Cu	Business Process	
Custom-made Applications Custom-made	IMAHU	
Custom-made Applications Develop & Deploy Custom-made	URSAA	
Executive Business Communications	URSAA	

Figure 14: Add a New Connection

Remove a Connection

Existing connection(s) can be removed by [Remove connection...]. Click to select entry to be removed and confirm. The changes are not stored until [Save]; entries selected for removal are highlighted.

Name	Alias
<input checked="" type="checkbox"/> Upstream connections to: Middleware	
_BYTsec TransbaseQ	BYTsec TransbaseQ
<input checked="" type="checkbox"/> Upstream connections to: Transient System Platform	
_BYZREH	BYZREH
<input checked="" type="checkbox"/> Downstream connections to: Process	
_Custom-made Applications Custom-m...	Custom-made Applications Custom-m...
_IT Infrastructure Delivery	IT Infrastructure Delivery

Figure 15: Remove a Connection

4.4.1.8 Documentation

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



4.4.1.9 History

Not implemented yet

4.4.2 Functions

4.4.2.1 Delete a Record

Not implemented yet

4.4.2.2 Person-/Group Picker

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

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

CWID	Last name	First name
IMAHJ	Henjes	Andreas
IMAHU	Hauke	Andreas
SIIAMA	IMAH	SARIMAH

Figure 16: Person-Picker

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

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

Group	Manager (CVID)
BBS-ITO-BDC-FSC-SCM	

Group	Manager (CVID)
BBS_DE_B_DC-ITSCM Support	WEB

Figure 17: Person- and Group-Picker



5 Administration

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

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



6 FAQs

Soon!