1. **Java - 01\_Start.jar**
   1. **Run Java Start.jar**
2. **Daily Cycle Version 02**
   1. **Manually Open Apps**
      1. **Outlook, Oracle, RSA, Project**
   2. **Run Java OpenApps.jar**
   3. **Double click from c:\projects\checklist**
   4. [**SPLUNK**](https://splunk.shc.ford.com/en-US/app/fedebom/fede_application_monitoring_business)
   5. [PAR](par.ford.com)
   6. Rally
   7. BMC
   8. DORF
   9. EPITEC
   10. FEDEBOM DASHBOARD
   11. Refresh server logs
   12. Copies files to Y:\ARCHIVES\FEDEBOM\_SERVER\_LOGS\
   13. MANUAL\_UPDATES
   14. D4S2
   15. **Extract Oracle Data then paste results into** [**spreadsheet**](file:///C:\PROJECTS\DATA\FEDEBOM\LEADERSHIP_DECK\ACTIVE_USER_METRICS\ACTIVE_USER_METRICS_DATA.xlsx)
       1. **Manually copy** [**FEDEBOM PROD Security Matrix**](file:///\\ecc9000201\proj\fedebom\Data\Security%20for%20BOMUser.json\PROD) **to** [**SOD**](file:///C:\PROJECTS\DATA\FEDEBOM\CREDENTIAL_MANAGEMENT\SEGREGATION_OF_DUTIES\SOURCE_OF_TRUTH_DATA)
       2. **Paste results into** [**spreadsheet**](file:///C:\PROJECTS\DATA\FEDEBOM\LEADERSHIP_DECK\ACTIVE_USER_METRICS\ACTIVE_USER_METRICS_DATA.xlsx)

SELECT distinct a.bomf03\_usr\_c

FROM bominfede.pbomf47\_accs\_reqt a, bominfede.pbomf48\_accs\_reqt\_aprvl t where

a.bomf47\_accs\_reqt\_k = t.bomf47\_accs\_reqt\_k

group by a.bomf03\_usr\_c, a.bomf47\_tc\_pgm\_c, a.bomf47\_tc\_job\_role\_c,

t.bomf48\_aprvr\_typ\_c, a.bomf47\_reqt\_stat\_c, t.bomf48\_aprvl\_stat\_c;

* + 1. **Right click on BomInFede then chose open SQL Worksheet**
    2. **Run query for Registered Users with Roles**

select distinct a.bomf03\_usr\_c, a.bomf47\_tc\_job\_role\_c

FROM bominfede.pbomf47\_accs\_reqt a, bominfede.pbomf48\_accs\_reqt\_aprvl t where

a.bomf47\_accs\_reqt\_k = t.bomf47\_accs\_reqt\_k

order by a.bomf03\_usr\_c, a.bomf47\_tc\_job\_role\_c;

* + 1. **Save to y drive**
    2. **Developing query for distinct upper**

SELECT UPPER(a.bomf03\_usr\_c) AS “CDSID”, UPPER(a.bomf47\_tc\_job\_role\_c) AS “ROLE”

FROM bominfede.pbomf47\_accs\_reqt a, bominfede.pbomf48\_accs\_reqt\_aprvl t where

a.bomf47\_accs\_reqt\_k = t.bomf47\_accs\_reqt\_k

order by a.bomf03\_usr\_c, a.bomf47\_tc\_job\_role\_c;

* + 1. **Right click on BomInFede then chose open SQL Worksheet**
    2. **Run large query saving To y drive**

SELECT distinct a.bomf47\_tc\_pgm\_c, a.bomf03\_usr\_c, a.bomf47\_tc\_job\_role\_c, a.bomf47\_reqt\_stat\_c,

t.bomf48\_aprvr\_typ\_c, t.bomf48\_aprvl\_stat\_c

FROM bominfede.pbomf47\_accs\_reqt a, bominfede.pbomf48\_accs\_reqt\_aprvl t where

a.bomf47\_accs\_reqt\_k = t.bomf47\_accs\_reqt\_k

group by a.bomf03\_usr\_c, a.bomf47\_tc\_pgm\_c, a.bomf47\_tc\_job\_role\_c,

t.bomf48\_aprvr\_typ\_c, a.bomf47\_reqt\_stat\_c, t.bomf48\_aprvl\_stat\_c;

* + 1. **Select all data allowing time**
    2. **Export the data allowing time**
  1. **Monitor BMC**
     1. **Notify appropriate team of new tickets**
  2. **Monitor the FEDEBOM Dashboard Exports**
     1. **Export All**
        1. **AVBOM To FEDEBOM Programs**
        2. **FEDEBOM To AVBOM SYNC Config**
        3. **Products**
        4. **Schedulers**
        5. **Server**
        6. **Infrastructure**
        7. **External Systems**
        8. **WERS Refresh Status**
        9. **Log Monitoring & Client EXE**
        10. **ASAP Enabled Status**
     2. **Run Java FBD\_RenameAndMoveLogs.jar**
        1. **Log Monitoring and Client EXE**
        2. **Drill into all dirs**
     3. **Run Java FBD\_BackupSharePointAndRunPowerShellps1s.jar**
        1. **Manually Archive the dir** [**Ready for SharePoint**](file:///C:\PROJECTS\DATA\FEDEBOM\CREDENTIAL_MANAGEMENT\CREDENTIAL_PASSWORD_MANAGEMENT\READY_FOR_SHARE_POINT)
        2. **Run Program**
        3. **Should see 32 credential items appear**
     4. **Run Java FBD\_ProcessExports.jar**
        1. [**Open**](file:///C:\PROJECTS\DATA\FEDEBOM\CREDENTIAL_MANAGEMENT\CREDENTIAL_PASSWORD_MANAGEMENT\READY_FOR_SHARE_POINT)
        2. **Should see external systems.txt**
        3. **Should also see all 0 length files removed**
     5. **Run Java FBD\_ArchiveExportFiles.jar**
  3. **Run the Credential Management Alerts**
     1. **Check for new Credentials**
        1. **Add to log**
        2. **Notify Ops Control as needed**
     2. **Check for old Credentials then remove from log**
  4. **Segregation of Duties (SOD)**
     1. **Manually rename the ScreenSecurityMatrix in the Download di**
     2. **If the latest Oracle Dump is completed, Java – run BuildTheSegregationOfDutiesReport.jar that will run**
        1. **SOD\_FEDEBOM\_SCREEN\_SECURITY\_MATIX**
        2. **Compare current to the last**
        3. **SOD\_CONFLICTS**
        4. **SOD\_CONFLICTS\_USERS\_WITH\_SETUP\_EDIT\_WITH\_PROD\_EDIT**
        5. **SOD\_CONFLICTS\_DEVELOPERS\_WITH\_PROD\_EDIT**
     3. **Monitor to see if conflicts change**
     4. **Manually open** [**FEDEBOM\_Seperation Of Duties**](file:///P:\Audit%20Regulatory\Security%20&%20Controls\Separation%20of%20Duties) **and proceed**
  5. **Update Business Deck every other Friday starting 8/30/2019**
     1. **SPLUNK**

1. **Export SPLUNK data**
2. **Searches**

index=fedebom sourcetype=GENERIC\_3008 host=ECCVAS3016 "SearchCMFwithCMFNO" OR "BOMSearchAndLoadworksapce" OR "BOMRelaunchSearchLoadWorkspace" OR "SearchCMF" BOMFBLAppGenericImpl |eval date=strftime(\_time, "%d-%m")| stats count as "Search Count" by date

1. **Save Data**
2. **Export to SPLUNK\_SEARCHES\_.CSV**
3. **Submit data**

index=fedebom sourcetype=GENERIC\_3008 host=ECCVAS3016 "SubmitBundle" OR"BOMSaveSubmitChanges" BOMFBLAppGenericImpl | eval date=strftime(\_time, "%d-%m")| stats count as "Submit count" by date

1. **Save data**
2. **Export to SPLUNK\_SUBMITS\_.CSV**
3. **Select FEDEBOM Application Monitoring**
4. **Switch to previous month 1st of each month**
5. **Save data**
6. **as SPLUNK\_PROGRAM\_USAGE\_PM.CSV**
7. **Select FEDEBOM Application Monitoring**
8. **Select FEDEBOM User and Usability Metrics**
9. **Record counts for each day**
10. **Open the Business Deck**
11. **Update the Trend charts**
12. **Add a new record with the appropriate date**
13. **Refresh the list**
14. **Change the x-axis data range from and to**
15. **Update the Password Renewal**
16. **Open the Access query DECK\_PASSWORD\_RENEWAL**
17. **Copy and paste results into Excel**
18. **Copy in chunks of 5 the Excel Data and paste in slides**
19. **Format the data to show middle and centered**
    1. **Monitor AccuRev**
    2. **Monitor the HelpInfo**
    3. **Maintain Time Tracking and Planning**
       1. **DORF**
       2. **Epitec**
       3. **Rally**
       4. **Schedules**
       5. **Plans**
20. **Daily Cycle Version 01**
21. **Business Deck Update via Java self-executing jar files in c:\projects\checklist**
    1. Manually Open
       1. RSA
          1. **RSA enter code**
       2. Oracle
       3. Outlook
    2. Java - 02\_OpenApps.jar
       1. [SPLUNK](https://splunk.shc.ford.com/en-US/app/fedebom/fede_application_monitoring_business)
       2. [PAR](https://fcis885.md4.ford.com/common/Login.asp?REFR=https%3A//fcis885.md4.ford.com/tpam/main.asp%3F)
       3. Rally
       4. BMC
       5. DORF
       6. EPITEC
       7. FEDEBOM DASHBOARD
       8. Refresh server logs
       9. Copies files to Y:\ARCHIVES\FEDEBOM\_SERVER\_LOGS\
       10. MANUAL\_UPDATES
       11. D4S2
    3. **Manually - open ORACLE**
       1. Open the RSA and enter the key
22. **Open PAR and request a password**
23. **Par.ford.com**
24. <https://fcis885.md4.ford.com/common/Login.asp?REFR=https%3A//fcis885.md4.ford.com/tpam/main.asp%3F>
25. **Login using CDSID and windows password**
26. **Login using CDSID and RSA password**
27. **Request a new password**
28. **Select the Accounts tab**
29. **Find the BOMINFEDE\_READn Accounts**
30. **If the Details field shows as available, check the box under selected and remember the n**
31. **Scroll down the Password Request Management then Select the BOMINFEDE\_READ2**
32. **Select the Details tab**
33. **Enter Metrics for the reason**
34. **Save Changes**
35. **Select the now active Password tab**
36. **Select the password and copy**
37. **Open the Oracle Developer**
38. **Open the Oracle application**
39. **Ensure the configuration is as follows**
40. BOMINFEDE\_READ2
41. hostname: [bomfdb.ford.com](http://bomfdb.ford.com)
42. Port:1521
43. SID:pdprod10
44. **Double click on BOMinFEDE family**
45. **Change the user to BOMINFEDE\_READ2**
46. **Paste in the password from the PAR application**
47. **Manually - Now run the SQL that returns just the count of unique users**

**SELECT distinct a.bomf03\_usr\_c**

**FROM bominfede.pbomf47\_accs\_reqt a, bominfede.pbomf48\_accs\_reqt\_aprvl t where**

**a.bomf47\_accs\_reqt\_k = t.bomf47\_accs\_reqt\_k**

**group by a.bomf03\_usr\_c, a.bomf47\_tc\_pgm\_c, a.bomf47\_tc\_job\_role\_c,**

**t.bomf48\_aprvr\_typ\_c, a.bomf47\_reqt\_stat\_c, t.bomf48\_aprvl\_stat\_c;**

1. **Manually - Paste results into** [**spreadsheet**](file:///C:\PROJECTS\DATA\FEDEBOM\LEADERSHIP_DECK\ACTIVE_USER_METRICS\ACTIVE_USER_METRICS_DATA.xlsx)
2. **Paste data into ACTIVE\_USER\_METRICS\_DATA.xlsx Worksheet UNIQUE\_CDSID**
3. **C:\PROJECTS\DATA\FEDEBOM\LEADERSHIP\_DECK\ACTIVE\_USER\_METRICS**
4. **Manually - Start the large Oracle query**

**SELECT distinct a.bomf47\_tc\_pgm\_c, a.bomf03\_usr\_c, a.bomf47\_tc\_job\_role\_c, a.bomf47\_reqt\_stat\_c,**

**t.bomf48\_aprvr\_typ\_c, t.bomf48\_aprvl\_stat\_c**

**FROM bominfede.pbomf47\_accs\_reqt a, bominfede.pbomf48\_accs\_reqt\_aprvl t where**

**a.bomf47\_accs\_reqt\_k = t.bomf47\_accs\_reqt\_k**

**group by a.bomf03\_usr\_c, a.bomf47\_tc\_pgm\_c, a.bomf47\_tc\_job\_role\_c,**

**t.bomf48\_aprvr\_typ\_c, a.bomf47\_reqt\_stat\_c, t.bomf48\_aprvl\_stat\_c;**

1. **Select a cell in the results then hit Control A**
2. **Manually - While Oracle is selecting all records and exporting**
3. **Manually - Switch to the FEDEBOM DASHBOARD then Export to the Downloads dir**
4. **AVBOM To FEDEBOM Programs**
5. **FEDEBOM To AVBOM SYNC Config**
6. **Products**
7. **Schedulers**
8. **Server**
9. **Infrastructure**
10. **External Systems**
11. **ASAP Enabled Status**
12. **WERS Refresh Status**
13. **11 - Java - FBD\_RenameAndMoveLogs.jar**
14. **Log Monitoring and Client EXE**
15. **Drill into subs and download**
16. **Manually – Archive the existing C:\PROJECTS\DATA\FEDEBOM\CREDENTIAL\_MANAGEMENT\CREDENTIAL\_PASSWORD\_MANAGEMENT\READY\_FOR\_SHARE\_POINT**
17. **Java – FBD\_BackupSharePointAndOpenPowerShellToRunManually**
18. **Step through Java code**
19. **Prompted and opens PowerShell**
20. **Java – FBD\_ProcessExports**
21. **Manually – Move FEDEBOM Dashboard Exports from Downloads to Y drive**
22. **Manually – Switch to SPLUNK**
23. **Export SPLUNK data**
24. **Searches**

**index=fedebom sourcetype=GENERIC\_3008 host=ECCVAS3016 "SearchCMFwithCMFNO" OR "BOMSearchAndLoadworksapce" OR "BOMRelaunchSearchLoadWorkspace" OR "SearchCMF" BOMFBLAppGenericImpl |eval date=strftime(\_time, "%d-%m")| stats count as "Search Count" by date**

1. **Save Data**
2. **Export to SPLUNK\_SEARCHES\_.CSV**
3. **Submit data**

**index=fedebom sourcetype=GENERIC\_3008 host=ECCVAS3016 "SubmitBundle" OR"BOMSaveSubmitChanges" BOMFBLAppGenericImpl | eval date=strftime(\_time, "%d-%m")| stats count as "Submit count" by date**

1. **Save data**
2. **Export to SPLUNK\_SUBMITS\_.CSV**
3. **Select FEDEBOM Application Monitoring**
4. **Switch to previous month 1st of each month**
5. **Save data**
6. **as SPLUNK\_PROGRAM\_USAGE\_PM.CSV**
7. **Select FEDEBOM Application Monitoring**
8. **Select FEDEBOM User and Usability Metrics**
9. **Record counts for each day**
10. **Manually – Populate ACTIVE\_USER\_METRICS\_DATA.XLSX**
11. **Open all SPLUNK exports then paste into ACTIVE\_USER\_METRICS\_DATA.XLSX**
12. **Enter the data into the spreadsheet to calc pri key**
13. **Select lines to use in average**
14. **Manually – Archive Data to** [**SharePoint**](file:///Z:\AVBOM2%20Version%20Controlled%20Library\Weekly%20Business%20Meeting\2019\Supporting%20Documents) **each Friday**
15. [**Open**](file:///Y:\ARCHIVES\LEADERSHIP_DECK\USER_METRICS) **ORACLE\_DUMP\_YYYYMMDD.CSV**
16. **Save as new xlsm file in SharePoint**
17. **Copy tabs from working file**
18. **Manually – Paste Previous Month SPLUNK data 1st of each month**
19. **ACTIVE\_USER\_METRICS\_DATA.XLSX**
20. **MANUAL\_UPDATES**
21. **Delete all from SharePoint Previous Month**
22. **Paste new data**
23. **Open Presentation**
24. **Refresh data**
25. **Place copy of data in** [**SharePoint**](https://it1.spt.ford.com/sites/PDAM/AVBOM2%20Version%20Controlled%20Library/Forms/AllItems.aspx?RootFolder=%2Fsites%2FPDAM%2FAVBOM2%20Version%20Controlled%20Library%2FWeekly%20Business%20Meeting%2F2019%2FSupporting%20Documents%2FProgram%20Usage%20Summary%20%2D%20Submits&FolderCTID=0x012000D15F616401E1D342AA6C3668C01855A6&View=%7B7DC9FEB3%2D7260%2D4296%2D85FF%2D3771298887F9%7D)
26. **Java - SplunkProcessDownloads.jar**
27. **Select yes to Backup and Rename SPLUNK files**

##### Downloads to y:\archives\leadership\_deck\user\_metrics

##### FEDEBOM Dashboard tcbomLogs goes to Y:\ARCHIVES\FEDEBOM\_DASHBOARD

##### Runs ACTIVE\_USER\_SCALER ALTERYX

##### Runs ACTIVE\_USER\_COUNTS ALTERYX

1. **Switch to Manual\_updates db then check scan date on linked table or open** [**RESULTS\_FOR\_SHARE\_POINT.XLSX**](file:///C:\PROJECTS\DATA\FEDEBOM\LEADERSHIP_DECK\ACTIVE_USER_METRICS\RESULTS_FOR_SHARE_POINT.xlsx)
2. **Java SplunkMoveFiles.jar**
3. **Moves SPLUNK files in download dir**
4. **Java - AfterOpeningAccuRev\_BeforeUpdate.jar**
5. **Login to AccuRev**
6. **Select yes to pull the AccuRev data**
7. **Refresh the AccuRev incoming files**
8. **Java - AfterUpdatingAccuRevIncomming.jar**
9. **Select yes to process the file changes**
10. **Java - ProcessServerLogData.jar**
11. **Select yes to process for each date since the last scan**
12. **Java - ProcessHelpInfoFile.jar**
13. **Save the helpInfo file**
14. **Select yes to process the helpInfo result**
15. **Java - CMT.jar**
16. **Open the CMT database and let the autoexex run then run the VBA to identify changes to the FEDEBOM DASHBOARD External Systems**
17. **Re-establish baselines run automatically now**
18. **deleting B1, copy B2 to B1, then delete B2**
19. **BAS\_UNTABULATE\_FEDEBOM\_DASHBOARD\_EXTERNAL\_SYSTEMS**
20. **Change path to the current day’s file**
21. **Run the code**
22. **Open VBA module <>**
23. **Run the code to compare the 2 baselines and identify**
24. **New user names**
25. **Changed details**
26. **Deleted user names**
27. **If changes exist, create a new work session with the team and send out the change via email**
28. **Manually – Review the db queries for New or Deleted Credentials**
29. **Validate**
30. **Ensure new credentials are added to sharepoint**
31. **Ensure removed credentials are removed from sharepoint**
32. **Manually – Check all draft emails**
33. **Run all test cases**

### Segregation of Duties

#### Run Alteryx flow FEDEBOM\_SCREEN\_SECURITY\_MATRIX

#### Manually check for conflicts

1. **Manage Time**
2. **Manually - DORF time sheet**
3. **Enter hours**
4. **Manually - Epitec time sheet**
5. **Enter hours**
6. **Manually – Update Rally**
7. **Find tasks and change status**
8. **Find stories and change status**
9. **34 - Java – EndButton.jar at the end of the day**

## Segregation of Duties

### Manually - Open Alteryx and run SOD\_FEDEBOM\_SCREEN\_SECURITY\_MATRIX.YXMD

### Manually – Rename ScreenSecurityMatrix in downloads adding the date then move to Y:\ARCHIVES\SOD

### Manually – Compare the last two files

### Credential Management

## The PowerShell commands to get the password lastset

### Get-ADUser ASRFBOMP –Properties \* | select passwordlastset | Format-List

### Or

### Get-ADUser ASRFBOMP –Server na1.for.com:3268 –Properties \* | select passwordlastset | Format-List