Configuration Management Database (CMDB) Software User's Manual

Version 3.2

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1. SCOPE

1.1. INTRODUCTION

The CMDB Software User's Manual (SUM) provides users with a fundamental understanding of the CMDB and provides step-by-step instructions on executing CMDB functions. This document also emphasizes terminology (such as field definitions) and component functionality.

This document has been written for individuals with a working knowledge of Internet browsers.

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DSN: 587-2723/4209

Internet e-mail: cubic_cm@rl.af.mil

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1.2. CONTENTS

The following describes the contents and organization of this document:

Section 1 describes the scope of the document and conventions used throughout.

Section 2 lists documents that are referenced in the SUM.

Section 3 contains a CMDB overview and the system configuration.

Section 4 explains CMDB User Roles.

Section 5 contains information applying for a CMDB account and accessing the system.

Section 6 describes CMDB menu items and functionality.

Section 7 describes possible errors and provides information on problem recovery.

Section 8 lists definitions used in this SUM.

Section 9 lists acronyms used in this SUM.

1.3. DOCUMENT CONVENTIONS

Throughout the document the following items are denoted by:

Field Names	Boldface type
Data Entry (Prompt commands and Database buttons)	Boldface and Italic type
<u>**Screen and Menu Section Names**</u>	Boldface and Underlined type

2. REFERENCED DOCUMENTS

The following documents are referenced in the main body of the SUM. Each document is listed by the title, date of publication, and document number.

- Common User Baseline for the Intelligence Community (CUBIC) Configuration Management Plan, August 9, 2001, (CM-3.0-CMP-09AUG01).
- Configuration Management Data Base (CMDB) System Software Specification, February 4, 2002, (CMDB-3.0-SSS-04FEB02).

3. CMDB OVERVIEW

3.1. SYSTEM OVERVIEW

The CMDB automates Configuration Management (CM) processes originally implemented under the Common User Baseline for the Intelligence Community (CUBIC) program. These processes have evolved over twenty-plus years of use to promote communication between software program managers and users. This improves the decision-making process and enables efficient allocation of program resources. CUBIC methodology has been customized and tailored for use by several communities including: the Air Force (AF), the Defense Intelligence Agency (DIA) and the MASINT Requirements Office (MRO). In addition, the Unified and Specified Commands and software users at many locations throughout the Department of Defense (DOD) use CUBIC processes.

The CMDB provides "prototype to deployment" lifecycle support and insight for supported programs in order to control change and assist in the production of the highest quality software products possible. This is accomplished, in part, through status accounting for Action Items, Change Requests, Development Findings, Document Review Reports, Problem Reports, Requirements, Multiple Application Problems, Test Findings, and other key data. IMS recognizes the need to provide immediate access to this critical information for its users, which include:

- Program Managers (PMs) and Executive Agents
- Software Developers (DEVs)
- Testing Facilities (TESTFs)
- Site Users (USERS)

The CMDB is developed and maintained by the Air Force Research Laboratory (AFRL) Information Handling Branch (IFEB) under the direction of the AFC2ISRC/A2. The data base was developed in response to the need for a tool to support core CUBIC methods. The CMDB has been active since January 1999.

3.2. CONFIGURATION

The CMDB is a relational database with a web browser front-end. There are three environments; Internet containing Unclassified information, SIPRNET containing both Classified and Unclassified information, and Intelink (JWICS) containing both Classified and Unclassified information.

3.2.1. CLIENT HARDWARE REQUIREMENTS

The hardware requirements for accessing the CMDB are any PC, Mac, Sun Workstation or other system with the capability of running Microsoft Internet Explorer (IE) 5.0, or Netscape Navigator 4.0, and above.

3.2.2. CLIENT SOFTWARE REQUIREMENTS

To access the CMDB Microsoft Internet Explorer 5.0, and above, Netscape Navigator 4.0, and above, or any web browser capable of using frames can be used.

To use the Help functionality JavaScript must be enabled.

To retain data when using the browser's ***back*** feature in Netscape Navigator the memory cache must be set to a minimum of 5000K bytes.

4. CMDB USER ROLES

4.1. ROLES AND RESPONSIBILITIES

Access to various CMDB records is determined by the permissions granted to specific user roles. User roles are assigned by the Program Management Office (PMO) based on the user's justification and need to know.

The roles are Developer, Originator, Program Manager, and Site User.

The roles defined in the section will mention numerous Tracking records. A Tracking record could be any one of the following items:

AI **–** **A**ction **I**tem - is the management tool used to track required activities that are of interest at the program level.

DEVF **–** **Dev**elopment **F**inding - is a software discrepancy discovered by the PMO during ALPHA, IPAT, FAT, or BETA testing and evaluation.

DRR **–** **D**ocument **R**eview **R**eport - is used to coordinate and track changes against program documentation. DRRs identify technical, editorial, informational and requirement issues that are unclear or incorrect in any type of documentation produced for support programs.

PR/CR/MAP/REQ (PCMR) -

> **P**roblem **R**eport **–** describes a software deficiency whereby the software does not function as documented by program requirements. PRs are generated for released, operational software.
>
> **C**hange **R**equest **–** is a new requirement or enhancement to a program. CRs are generated for software that is released and operational.
>
> **M**ultiple **A**pplication **P**roblem **–** is a mechanism used to coordinate changes between programs when a PR or CR affects multiple programs.
>
> **Req**uirement - a program level specification for future development efforts.

TF **–** **T**est **F**inding - a software or document discrepancy associated with JITF activities in support of the DoDIIS test process.

WP **–** **W**ork**p**lan - a document that identifies the estimated level of effort required to implement a software fix or change request.

4.2. DEVELOPER

A role of Developer (DEV) is assigned to the person who is participating in the development of software for a program. Developers have the ability to submit and query AIs, CRs, DEVFs, Developer Statuses, DRRs, Notes, PRs, REQs, and WPs. Restricted CMDB records cannot be queried with the DEV role.

The role of Developer (DEV) is assigned to the person who is participating in the development/coding of a software program. Developers can submit (new) PR/CR/MAP/REQ and Workplan records, submit (new) Notes and Statuses, and view (query) Site information. The Developer can also view (query) Program and Library information. Access privileges and rights apply only to the program(s) for which the CMDB user has been approved.

A Developer who submitted PCMR or Workplan is considered the Originator of that item. The Developer who is the Originator of a record in the CMDB is also responsible for updating the record, and/or updating Originator statuses as necessary.

The development contractor has the responsibility to notify IMS of any changes or updates to user/site information based upon data provided by site representatives, help desk activities, or other methods. IMS user/site information should be reviewed prior to the distribution of any software release generating directly from the developer’s site and notifyIMS when software distributions are due for deployment.

It is the developer’s responsibility to review and respond to CM/PM PCMR updates/statuses (such as WP Requested) and to update Developer statuses to these items.

A Developer has the ability to update only those records of which they are the Originator, with the exception of a WP. Developers can update any workplans for the program(s) they are assigned to.

4.3. ORIGINATOR

The Originator, or creator, of a record within the CMDB is assigned an additional set of permissions. These permissions allow Originators to query and update records that they create. The Originator, regardless of their customary user role, can query restricted CMDB records they have created.

The person who submits a new Tracking record is referred to as its Originator. A special set of permissions exist when a user is also the Originator of a record. These permissions will allow the user to interact with (read or modify) any information that they originally created.

Only the Originator of a Tracking item may modify/update it (IMS and PM roles have this privilege as well, however, beyond these roles this privilege is only extended to the Originator). When submitting a new record for inclusion in the CMDB, the Originator should be sure to provide accurate and complete information. The Originator is also responsible for updating the record, and/or updating Originator statuses as necessary. When PRs/CRs are incorporated into a release, the fix should be verified by the site (Originator) or it should be noted if the PRs/CRs are still valid.

4.4. PROGRAM MANAGER

A Program Manager (PM) role is assigned to all individuals working within the program office. The PM has the ability to submit (new) and view (query) AI, PR/CR/MAP/REQ, DRR, DEVF, Notes, Program, Site and Library records. The PM can also view Workplan, POC, and Distribution records. Access privileges and rights apply only to the program(s) for which the CMDB user has been approved. The PM has the ability to modify all updateable fields of the above tracking items with the following exceptions: TFs and Workplans.

A PM who submits an AI, PCMR or DRR is considered the Originator of that record. The PM who is the Originator of a record in the CMDB is also responsible for updating the record, and/or updating Originator statuses as necessary.

The PMO is responsible for program aspects related to CMDB. All program AIs, DEVFs, PCMRs, DRRs, documents, POCs, SWRs, and Site information is logged and monitored using the CMDB. The PMO is responsible for reviewing all records for accuracy and completeness and for modifying them as needed. The PMO should appoint an individual within the PMO to act as the POC to receive CMDB Notification of MAPs and then notifyIMS of the designated POC in order to record it in the CMDB. The PMO provides Quality Assurance (QA), ensuring that software and documentation conform to established technical and functional requirements including all aspects of testing, development, and operational software.

4.5. SITE USER

The role of Site User (USERS) is assigned to the user of a program at a site. Site Users can submit new AI, DRR, and PR/CR/MAP/REQ records. The Site User can also view (query) unrestricted DEVF, Library, and TF records. Site User roles do not have view (query) access to restricted records however can view the records that tag them as the Originator. Access privileges and rights apply only to the program(s) for which the CMDB user has been approved.

A CMDB user who submits any of the above items is considered the Originator of the entry. A special set of privileges applies to a Site User who is also the Originator of record. The Site User has the ability to update only those records of which he/she is the Originator.

The Site User should ensure that their Point of Contact information in the CMDB is accurate and updated as needed. IMS should be notified if CMDB Site address information requires updating. **The Site User must also notify IMS if leaving the associated program or if changing roles within the program.** The Site User who is the Originator of a record in the CMDB is also responsible for updating the record, and/or updating Originator statuses as necessary.

4.6. TEST FACILITY

A role of Test Facility (TESTF) is assigned to users who perform formal testing of a program. TESTF has the ability to submit and query AIs, CRs, DRRs, Notes, PRs, and REQs. TESTF can submit, query, and update Test Findings. With the exception of TFs, restricted CMDB records cannot be queried with the TESTF role. TESTF has read privileges for other sections of the CMDB.

A tester is a user who performs testing of an program. A tester has the same privileges as a site User with the additional ability to view and submit Test Findings (TFs).

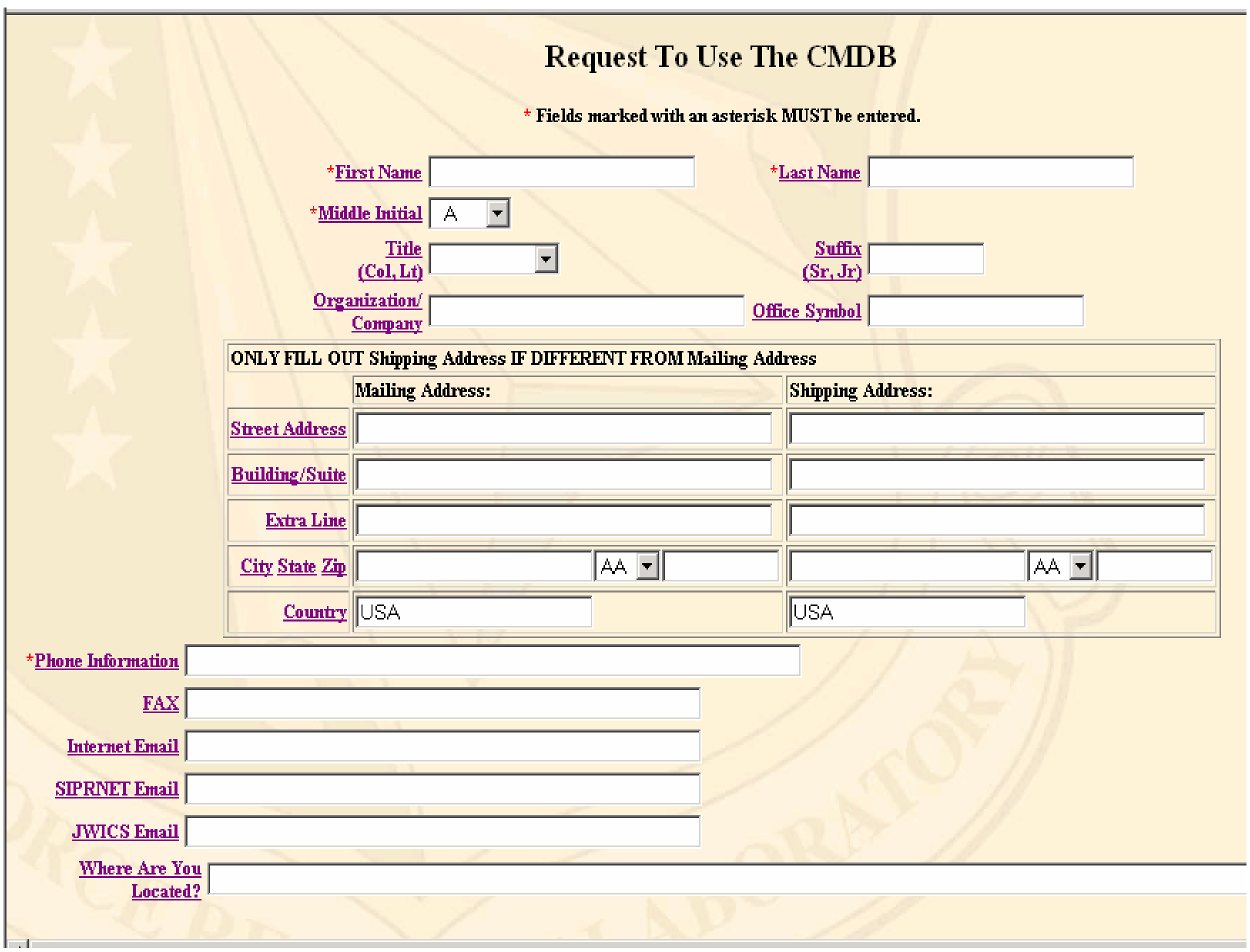
Testers are responsible for logging, tracking and monitoring TFs through their life cycle. TFs can be written for both IMS supported programs and programs that do not subscribe to IMS services.

Testers can support various PMOs in documentation review. Testers are also responsible for periodically reviewing documentation provided to the IMS library in support of testing and identifying obsolete documentation for destruction.

5. ACCOUNT APPLICATION AND SYSTEM ACCESS

5.1. APPLYING FOR A CMDB ACCOUNT

Applying for a CMDB account is done online by completing forms with point of contact information. Below are step-by-step directions to complete the process. Figure 5-1 displays the "Request to Use the CMDB" form used to accomplish this task.


Request To Use The CMDB

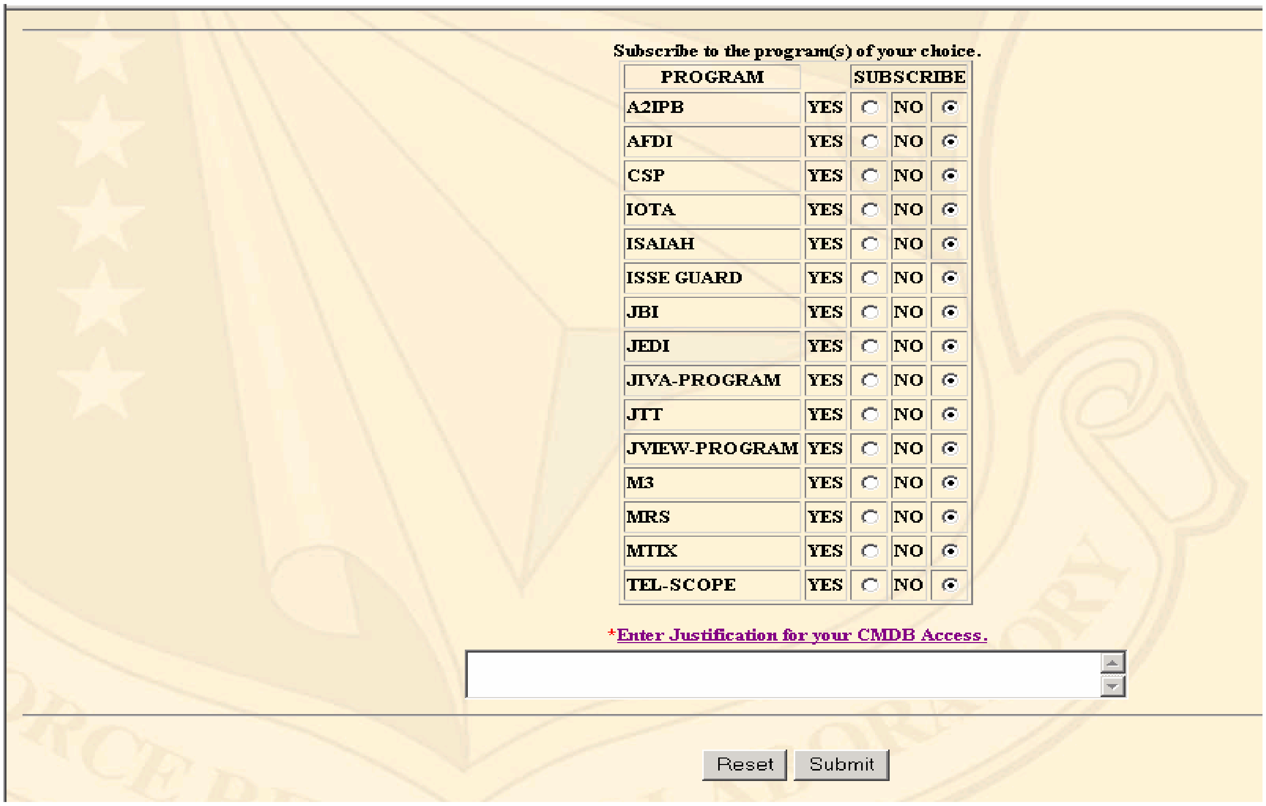
* Fields marked with an asterisk MUST be entered.

*First Name
*Last Name
*Middle Initial A
Title (Col, Lt)
Suffix (Sr, Jr)
Organization/ Company
Office Symbol

ONLY FILL OUT Shipping Address IF DIFFERENT FROM Mailing Address

	Mailing Address:	Shipping Address:
Street Address		
Building/Suite		
Extra Line		
City State Zip	AA	AA
Country	USA	USA

*Phone Information
FAX
Internet Email
SIPRNET Email
JWICS Email
Where Are You Located?



Subscribe to the program(s) of your choice.

PROGRAM	SUBSCRIBE			
A2IPB	YES	○	NO	●
AFDI	YES	○	NO	●
CSP	YES	○	NO	●
IOTA	YES	○	NO	●
ISAIAH	YES	○	NO	●
ISSE GUARD	YES	○	NO	●
JBI	YES	○	NO	●
JEDI	YES	○	NO	●
JIVA-PROGRAM	YES	○	NO	●
JTT	YES	○	NO	●
JVIEW-PROGRAM	YES	○	NO	●
M3	YES	○	NO	●
MRS	YES	○	NO	●
MTIX	YES	○	NO	●
TEL-SCOPE	YES	○	NO	●

*Enter Justification for your CMDB Access.

Reset Submit

Figure 5-1 Request to Use the CMDB Form

1. Using a browser type in the appropriate URL:

   Internet: https://cmweb.deepthought.rl.af.mil/pls/new_user/new_request.cmdb

   SIPRNET: http://corinth.rl.af.smil.mil/pls/new_user/new_request.cmdb

   Intelink: http://athens.rome.ic.gov/pls/new_user/new_request.cmdb

OR

1. Access the Information Management Homepage to enter and submit your personal profile information. The IMS Homepage is located at the following URL:

   Internet: http://www.rl.af.mil/programs/ims/

   SIPRNET: http://ife.rl.af.smil.mil/ims/

   Intelink: http://web1.rome.ic.gov/ims/

2. Select the CMDB button from the menu in the upper portion of this page. Select the "Request Access to the CMDB" link.

5.2. COMPLETING THE CMDB REQUEST FORM

All mandatory fields marked by the asterisk (*) must be completed. Enter data in fields of the POC form using the help feature (click on field title) to obtain additional information related to specific fields.

1. Complete the **First Name, Last Name, Middle Initial** fields with the appropriate information. (Mandatory Fields)
2. Complete the **Organization/Company** field with the organization or company name. For companies use a full name in lieu of acronyms. For government facilities use the applicable **Organization** name.
3. Complete the **Office Symbol** field with the applicable government organization **Branch/Division** name.
4. Complete the **Mailing Address** fields with applicable information. Only fill out **Shipping Address** information if it differs from the **Mailing Address** (i.e., post office box address for general mail and street address for package delivery).
5. Complete the **Phone Information** field with telephone numbers being sure to include area codes and DSN numbers (if available). (Mandatory Field)
6. Complete the **E-mail** fields with Internet, SIPRNET, and JWICS addresses (where applicable).
7. Complete the **Program Subscription** list by clicking the box adjacent to **Yes** for each program that access is desired. **No** is the default option. (Mandatory Field)
8. Complete the **Justification** text field by providing a specific reason why access to the program(s) is justified. If you are not active-duty military or a government civil service employee, include the name of your government point of contact or sponsor in this field. (Mandatory Field)
9. Select ***Submit*** found at the bottom of the record once the information is complete**.**

An error message displays if any mandatory fields are incomplete. The message provides instructions to complete the required data fields and re-submit the form. To recover from an error either refresh the screen or use the browser's ***back*** function to return to the previous screen and retain your data.

Upon successful submission, the Results Frame displays a message stating that IMS needs 48 hours to process the request.

When a user requests a Program Subscription, the IMS Representative and the PMO receive notification.. Once the PMO approval is granted, IMS creates a user account with a unique Login ID and Password. IMS then contacts the user with this information.

5.3. SYSTEM ACCESS

Upon verbal notification by IMS, the CMDB user has access to program data using a web browser at the Internet, SIPRNET, and/or Intelink domains using the URLs listed below:

Internet URL: https://cmweb.deepthought.rl.af.mil/pls/cm/cmdb_cm.master

SIPRNET URL: http://corinth.rl.af.smil.mil/pls/cm/cmdb_cm.master

Intelink URL: http://athens.rome.ic.gov/pls/cm/cmdb_cm.master

Access to the CMDB (Internet) is also available via the Information Management Homepage at the following URL: http://www.rl.af.mil/programs/ims/

1. Select the CMDB button from the menu along the upper portion of this page.
2. Select "Current Users – Log into the CMDB." This will send you directly to the CMDB and a login prompt will be displayed.

Type the **Login ID** and **Password** into the respective fields when prompted.

If logging in for the first time, follow the directions provided by an IMS administrator. After the initial login with the system-generated password, users are immediately prompted to establish a user-specific password. The requirements for this password are:

- Minimum of eight characters
- Start with a letter
- Use a combination of upper- and lower-case letters, numbers, and special characters. Do not use the special characters ! or @.

After submitting a valid **Login ID** and **Password** the CMDB Homepage is displayed. Use the **Main Menu** frame on the left side of the screen to navigate.

6. CMDB MENU OPTIONS

6.1. COMPONENTS

This section of the document will explain the CMDB functionality by moving through the Main Menu options which are: Tracking, Documents, Program/SWR/POC/Site, Library, Reports, Notification, and Maintenance. To access the help function for the various data fields used in the CMBD, click on the field name. A help box containing information about the selected field is displayed.

6.2. HOME PAGE

When initial login is accomplished, the CMDB Home Page is displayed. Two frames constitute the Home Page, Main Menu, which is displayed in a panel on the left side of the screen, and Messages/References, which is displayed in the larger, right side frame of the Home Page.

6.2.1. HOME PAGE QUICK LINK

A URL quick link will be displayed if you have logged on from a system generated e-mail notification. This quick link will display the CMDB record associated with the notification.

6.2.2. MAIN MENU

The Main Menu is the primary navigation tool for the database and contains all of the functional areas. This frame remains present on the screen at all times.

6.2.3. MESSAGES/REFERENCES

This section provides users with informational data including messages associated with CMDB and links providing basic instructions for performing common functions.

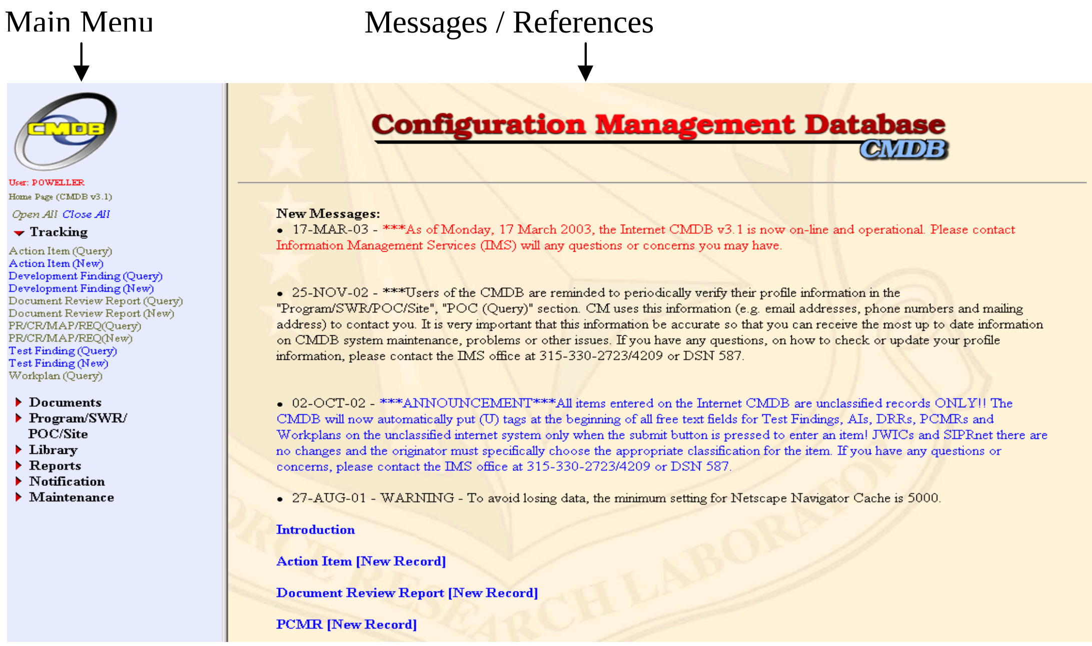


Figure 6-1 CMDB Home Page

6.3. TRACKING

Tracking supports all lifecycle activities for logging, tracking and monitoring various items including: Action Items (AIs), Change Requests (CRs), Development Findings (DEVF), Document Review Reports (DRRs), Multiple Application Problems (MAPs), Problem Reports (PRs), Requirements (REQ), Test Findings (TFs), and Workplans (WPs).

6.4. SUBMIT NEW RECORDS

Submitting New Records for any of the items found under Tracking is accomplished using New Record forms. These are designated by the word "New" found in parentheses at the end of the form name [i.e., Action Item (New), Library (New)]. To enter a new record for any of the

Tracking items, select the corresponding form with the words "New" in parenthesis. New Record forms use a combination of free-text and pull-down fields to enter information.

An asterisk (*) next to a field name indicates that the completion of that field is mandatory.

Classified records cannot be entered on Internet CMDB.

When submitting a New Record through CMDB on Intelink, the user must indicate the classification of the content being entered in each free-text field. These fields automatically populate with empty parentheses brackets, ( ), wherein the user must enter either an "S" (Secret) or a "U" (Unclassified) to denote the classification of the content in that particular field. All other (pull-down or auto-filled) fields are to be unclassified. When the ***Submit*** button is selected on the JWICS and SIPRNET, the user is prompted to validate that each of the pull-down and auto-filled fields contain unclassified data. Each New Record form also contains a mandatory **Classification** field that must be completed by selecting "S" or "U" from a pull-down list to indicate the record's *overall* classification.

The ***Submit*** button is selected to add a record to the database upon completion of mandatory and optional fields. The ***Reset*** button is selected to clear all the non-auto filled fields and allow the user to begin again. To clear ALL the fields simply re-select the New Record form at the Main Menu to display a fresh form.

Version 3.2 will provide CMDB administrators the ability to import data from other sources. Administrators will work with you if this is something that your program requires.

6.5. HELP FIELD

Each field title on the New Record and Query forms found under **Tracking** is a hotlink to help text. Underlined text is used to denote these hotlinks. Clicking directly on any field name prompts a pop-up screen containing a definition and brief description of that field. Assistance can also be found on the CMDB home page that is displayed upon logging into the system. The hotlinks found here offer instructions and definitions on several CMDB functions. You can return to the home page at any time by selecting Home Page found on the upper portion of the CMDB Main Menu. Your browser's JavaScript feature must be enabled to use Help links.

6.6. ACTION ITEM (AI)

An **AI** is the management tool used to track required activities that are of interest at the program level. A Site User or other individuals initiate an AI at a meeting by bringing it to the attention of the PMO. Usually, a member of the PMO enters AIs into the CMDB, but Site Users can also submit AIs directly into the CMDB. The AI is assigned to an individual known as the Assignee.

6.6.1. ACTION ITEM (NEW)/SUBMIT AIS

Submitting new AI records is accomplished through the **Action Item (New**) form.

Select **Action Item (New)** found under Tracking in the Main Menu. This brings up the AI form used for entering New AIs into the CMDB.

Originator and Site information is auto-filled in this record. If entering the AI for another individual, find the correct name and site of the Originator from the pull-down. If the name is not found, select “Not Found” from the pull-down. This prompts a pop-up window containing a POC form. Enter the **Originator’s First Name, Last Name, Program and Phone Information**

in the respective fields. These are mandatory fields. Select ***Submit*** when the POC form is complete.

If you wish to select an assignee, select **Assignee (And Site)**. If the name is not found, select “Not Found” from the pull-down and proceed as described above.

The **Created** date is auto-filled. (Format – DD-MMM-YY)

Enter the **Suspense** date. (Mandatory Field)

From the pull-down list, select the **Program** for which the AI is being generated. (Mandatory Field)

Select the **Classification** of the AI. On the Internet CMDB, this field automatically defaults to “U” (UNCLASSIFIED). On the JWICS and SIPRNET, this field will automatically populate with empty parentheses brackets, ( ), whereas the user must enter either an "S" (Secret) or a "U" (Unclassified) to denote the records *overall* classification.

Enter the **Title, Description, Source**, (Mandatory Fields) **Additional Information**, and **Disposition** (Optional Fields) data into the respective free-text fields.

An asterisk * by a field title indicates that the field is mandatory and must be completed in order to submit the AI. Any optional field may be completed at the user’s discretion.

Select the ***Submit*** button once the form is completed.

The ***Submit*** button enters the AI record into the CMDB for review by the PM and IMS. A valid submittal generates a message in the Results Frame that says, “Insert Successful” with a number to identify the AI and a date/time stamp. An error message is displayed if mandatory fields are missed. The error message contains information on data still required.

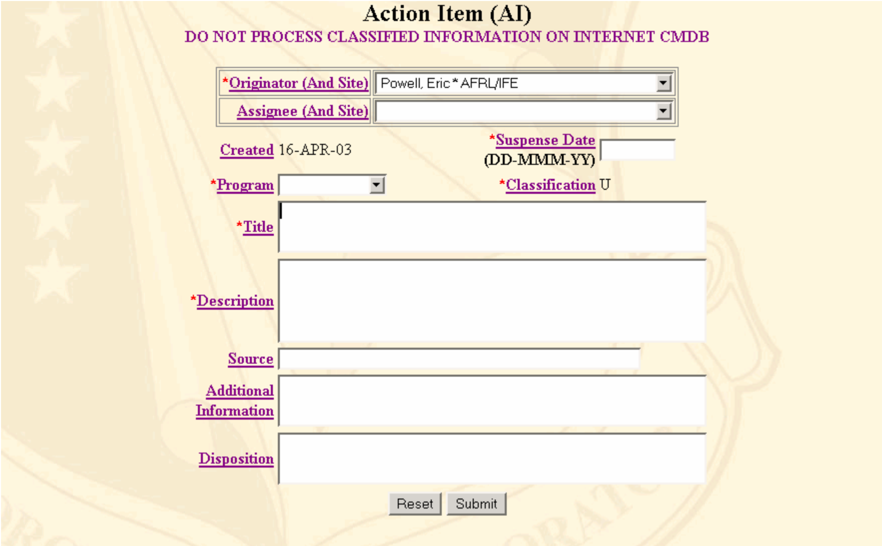


Figure 6-2 AI (New) Record

6.6.2. ACTION ITEM (QUERY)

Performing a query for an AI is accomplished through the **Action Item (Query)** form.

To query **Action Item** records, select **Action Item (Query)** found under **Tracking** in the Main Menu.

The **Action Item (Query)** form is displayed. Enter and/or select the criteria for the search using any of the free-text fields, list boxes, and pull-down lists. Multiple items may be selected from the following fields: **Program, Originator Status**, **Assignee Status**, and **CM/PM Status** by holding down the control button while selecting items within the drop down menu.

Select the ***Query*** button. The results of the query are listed in the Results Frame. Select the item of interest from the results list.

The CMDB performs a daily automatic check for Open AIs that have an overdue suspense date. If an overdue item is found, an email will be sent to the assignee, if a valid email address is present in the assignee's CMDB POC record. The CM/PM status is then automatically updated by the system to "Overdue Susp Dt". In addition, if a "Suspense Date" is updated the CM/PM status is automatically updated to "Rev Susp Dt".

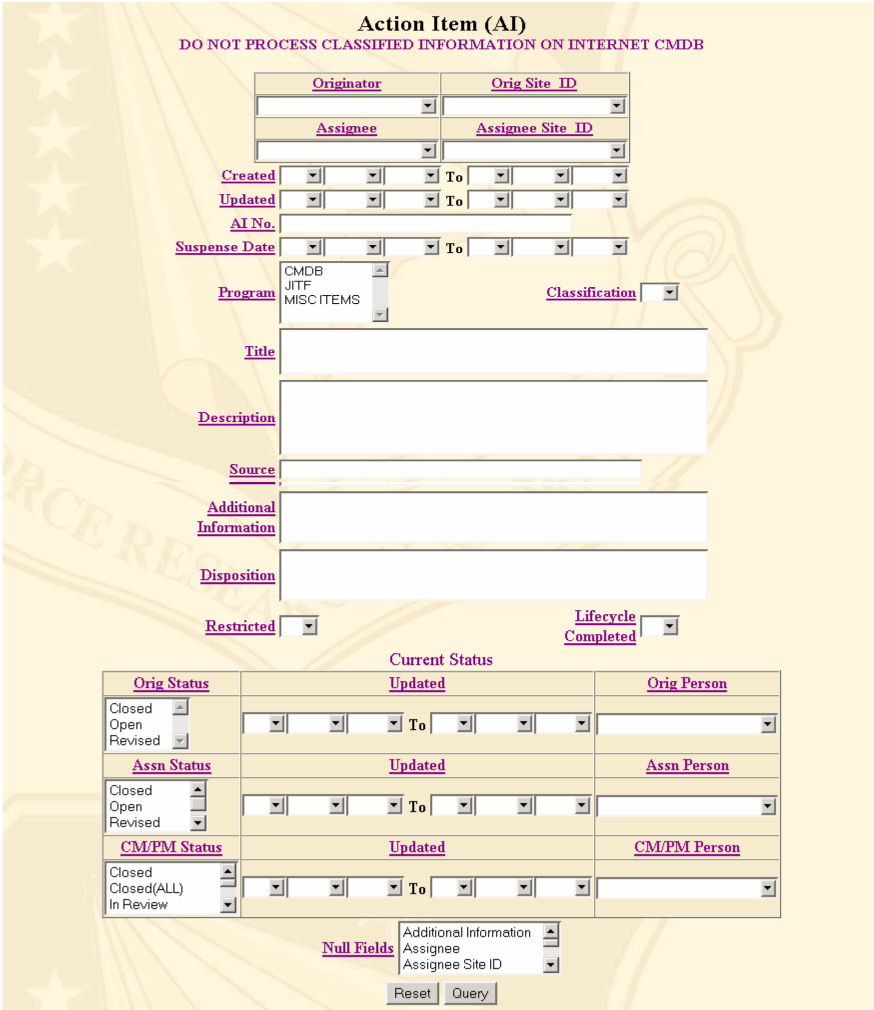
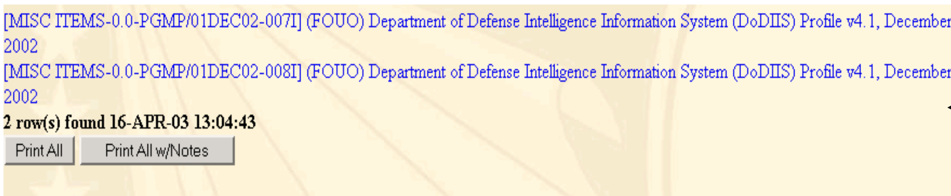


Figure 6-3 AI Query

6.7. RESULTS FRAME

The results of queries performed in the CMDB are displayed in the results frame. After performing a query, this frame is located in the upper, right side portion of the screen. It appears above the frame that is used to perform the query. The results are listed as hot links; simply select the link to display the record on the screen. However, if your query only returns one item, the item will automatically fill the screen as well as show the hot link in the top frame. The lower, right side frame refreshes with data for the selected item.



Results Frame

Figure 6-4 Results Frame

6.8. DEVELOPMENT FINDING (DEVF)

The **<u>Development Finding</u>** (DEVF) is used to record findings discovered during the development phase of software manufacture.

6.8.1. DEVELOPMENT FINDING (NEW)/SUBMIT DEVF

Select **<u>Development Finding (New)</u>** found under **<u>Tracking</u>** in the Main Menu**.** This brings up the DEVF form used for entering New DEVFs into the CMDB.

The **Created** date is auto-filled. (Format – DD-MMM-YY)

From the pull-down list, select the applicable **Program, Version,** and **Operating System** for which the DEVF is being generated.

Select the **Classification** of the DEVF. On the Internet CMDB, this field automatically defaults to “U” (UNCLASSIFIED). On the JWICS and SIPRNET, this field will automatically populate with empty parentheses brackets, ( ), whereas the user must enter either an "S" (Secret) or a "U" (Unclassified) to denote the records *overall* classification.

Enter the official **Title** of the Development Finding (a one sentence reference). Note: If you are on the JWICS or SIPRNET system, a S or U must be inserted between the ( ) for all free-text fields.

Select a **Type** from the pull-down list. A type indicates the test phase during which the finding was found (e.g. Alpha, Beta).

Select an **Impact** from the pull-down list.

- The Impact codes range from 1 to 5

  Code 1 Prevents the accomplishment of an essential capability. Jeopardizes safety, security, or any other requirement designated as "critical". It would prevent the accomplishment of an essential capability.

  Code 2-Adversely affects the accomplishment of an essential capability and no workaround is known.

  Code 3-Like a code 2, Code 3 also adversely affects the accomplishment of an essential capability, but a workaround exists.

Code 4-Results in user/operator inconvenience or annoyance but does not affect a required operational or mission essential capability. Something of a Code 4 will result in an inconvenience or an annoyance for development or maintenance personnel, but does not prevent the accomplishment of the responsibilities of those personnel.

Code 5-Any other effect.

Enter the name of the **Tracking Agency**, which is the agency interested in tracking the Development Finding in this free-text field.

Enter a **Tracking Number** for the finding in this free-text field.

Enter a **Functional Area**. The Functional Area indicates where the Development Finding can be grouped (e.g. print, database or imagery) in this free-text field.

Enter the **Requirement**, if applicable, to which the findings applies in this free-text field.

Provide a **Description** of the problem in this free-text field.

Provide any **Additional Information** about the DEVF in this free-text field.

If a non-mandatory field was input in CMDB without information it would be considered a null field). Selecting one or more of these **Null Fields** would return records in which these fields are blank.

An asterisk (*) by a field title indicates that the field is mandatory and must be completed in order to submit the DEVF. Any optional field may be completed at the user's discretion.

Select the ***Submit*** button once the form is completed.

The ***Submit*** button enters the DEVF record into the CMDB for review by the PM and IMS. A valid submittal generates a message in the Results Frame that says, "Insert Successful" with a number to identify the DEVF and a date/time stamp. An error message is displayed if mandatory fields are missed. The error message contains information on data still required.

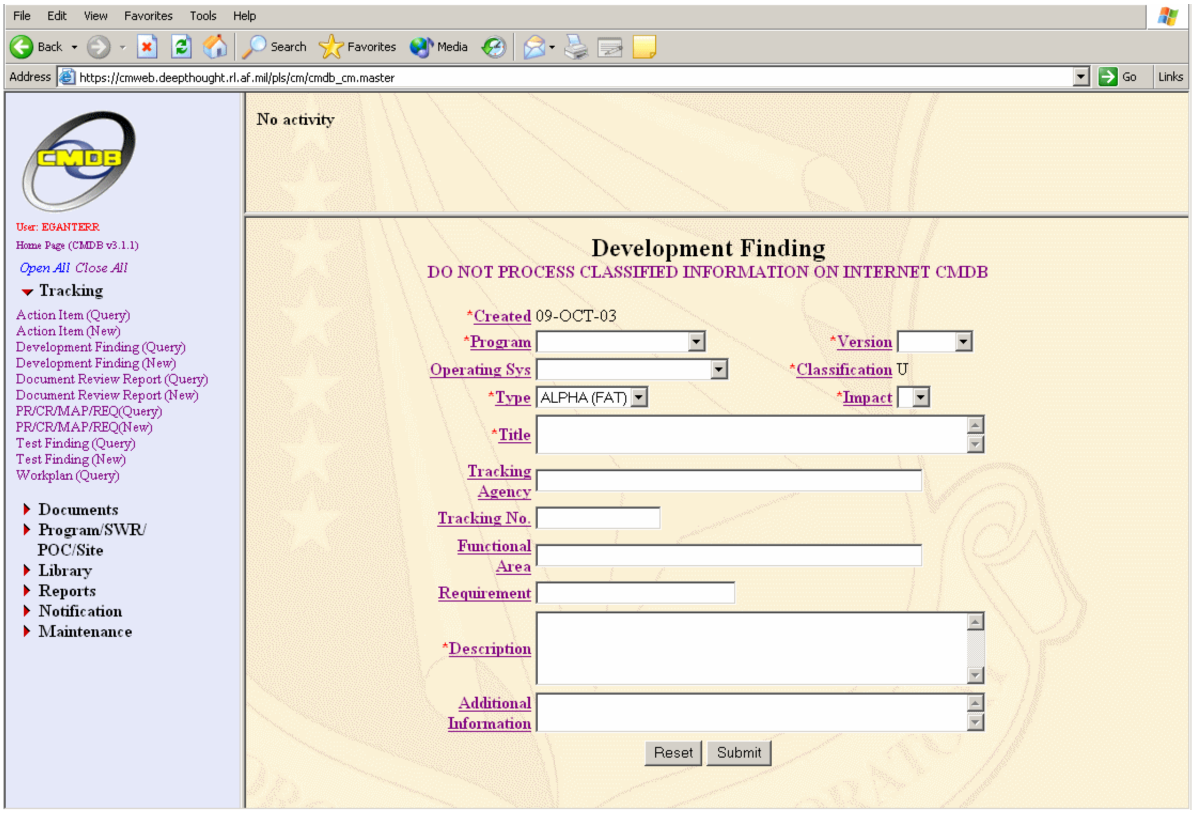


Figure 6-5 Development Finding (New) Record

6.8.2. DEVELOPMENT FINDING (QUERY)

Performing a query for a DRR is accomplished through the **Development Finding (Query)** form.

To query **DEVF** records, select **Development Finding (Query)** found under **Tracking** in the Main Menu frame.

The **DEVF (Query)** form is displayed. Enter and/or select the criteria for the search using any of the free-text fields, list boxes, and pull-down lists.

Select the ***Query*** button. The results of the query are listed in the Results Frame. Select the item of interest from the results list.

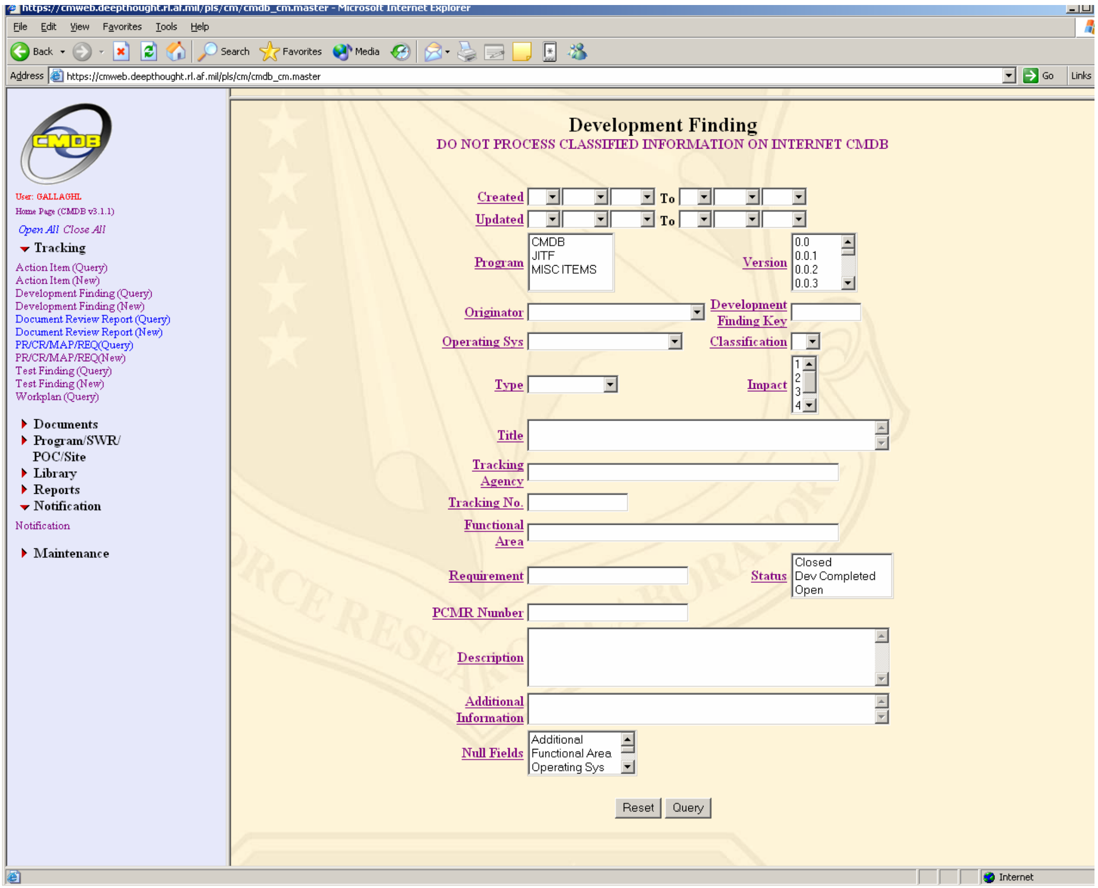


Figure 6-6 Development Finding (Query)

6.9. DOCUMENT REVIEW REPORT (DRR)

The **Document Review Report** (DRR) is used to coordinate and track changes to program documentation. DRRs identify technical, editorial, informational or requirement issues that are unclear or incorrect in documentation produced by supported programs.

6.9.1. DOCUMENT REVIEW REPORT (NEW)/SUBMIT DRRS

Select **Document Review Report (New)** found under **Tracking** in the Main Menu**.** This brings up the DRR form used for entering New DRRs into the CMDB.

Originator and **Site** information is auto-filled in this record. If entering the DRR for another individual, find the correct name and site of the Originator from the pull-down. If the name is not found, select Not Found from the pull-down. This prompts a pop-up window containing a POC form. Enter the Originator's **First Name**, **Last Name**, **Program and Phone Information** in the respective fields. These are mandatory fields. Select ***Submit*** when the POC form is complete.

Select the **Originator Impact** from the pull-down.

The **Created** date is auto-filled. (Format – DD-MMM-YY)

Select the applicable **Program , Version, Acronym, & Document Title** for which the DRR is being generated from the pull-down list. If the pull-down list does not contain the document, select "Not Found". A message is displayed instructing the user to contact IMS at (315) 330-2723/4209.   Documents must be catalogued in the CMDB Library before DRRs can be written. DRRs cannot be generated for documentation not under IMS control. Click **Ok** to close the message box.

Select the **Classification** of the DRR. On the Internet CMDB, this field automatically defaults to "U" (UNCLASSIFIED). On the JWICS and SIPRNET, this field will automatically populate with empty parentheses brackets, ( ), whereas the user must enter either an "S" (Secret) or a "U" (Unclassified) to denote the records *overall* classification.

Enter the Page Number, Page Location, Description, Source, Additional Information, and Disposition data into the respective free-text fields.

Select an **Originator Impact** from the pull-down list.

Impact codes to be used:

- 1=a major problem
- 2=a minor problem
- 3=an irritant

An asterisk (*) by a field title indicates that the field is mandatory and must be completed in order to submit the DRR. Any optional field may be completed at the user's discretion.

Select the ***Submit*** button once the form is completed.

The ***Submit*** button enters the DRR record into the CMDB for review by the PM and IMS. A valid submittal generates a message in the Results Frame that says, "Insert Successful" with a number to identify the DRR and a date/time stamp.   An error message is displayed if mandatory fields are missed. The error message contains information on data still required.

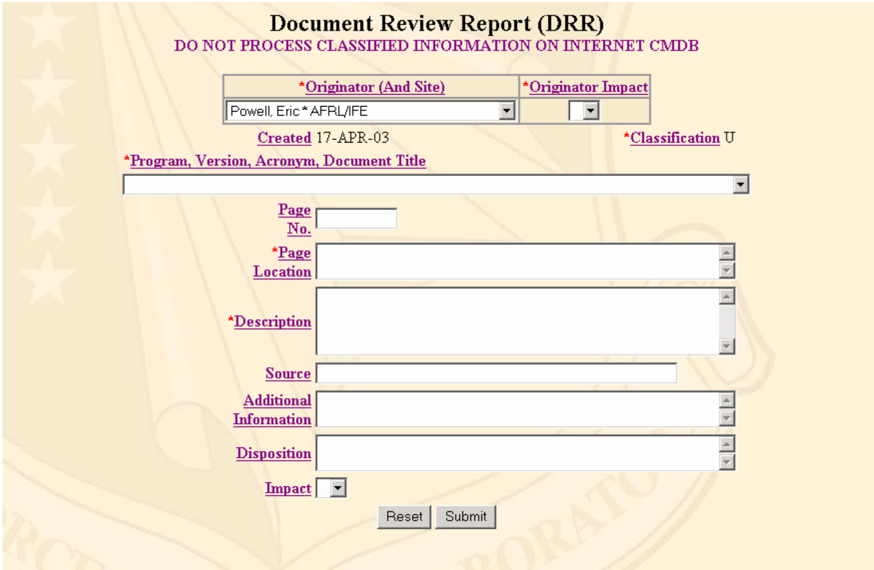


Figure 6-7 DRR (New) Record

6.9.2. DOCUMENT REVIEW REPORT (QUERY)

Performing a query for a DRR is accomplished through the **Document Review Report (Query)** form.

To query **DRR** records select **Document Review Report (Query)** found under **Tracking** in the Main Menu.

The **DRR (Query)** form is displayed. Enter and/or select the criteria for the search using any of the free-text fields, list boxes, and pull-down lists. Multiple items may be selected from the following fields: **Program**, **Version**, **Originator Status**, **Developer Status** and **CM/PM Status** by holding down the control button while selecting items within the drop down menu.

Select the ***Query*** button. The results of the query are listed in the Results Frame. Select the item of interest from the results list.

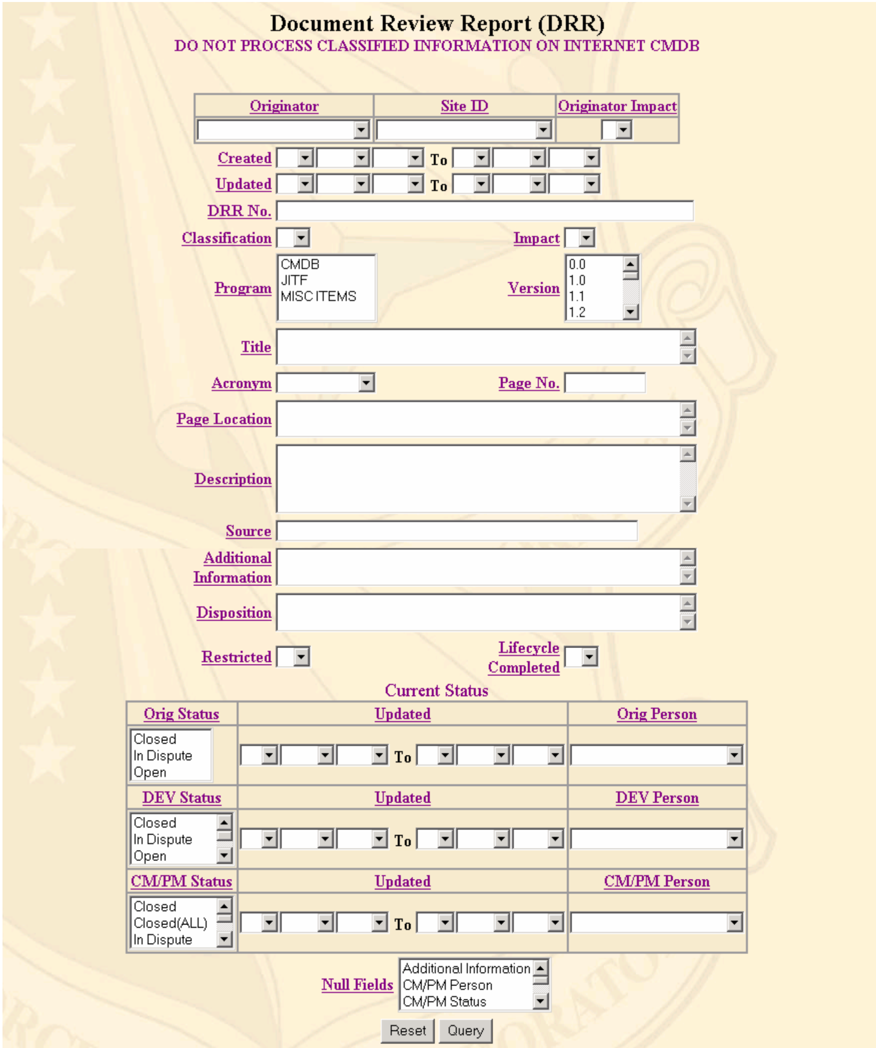


Figure 6-8 DRR (Query)

6.10. PROBLEM REPORT/CHANGE REQUEST/MULTIPLE APPLICATION PROBLEM/REQUIREMENT (PCMR)

The **PR/CR/MAP/REQ (or PCMR)** is the management tool used to track, evaluate, verify, and approve or disapprove problems with baseline programs.

6.10.1. PR/CR/MAP/REQ (NEW)/SUBMIT PCMRS

Submitting new PCMR records is accomplished through the **PR/CR/MAP/REQ (New)** Form.

Select **PR/CR/MAP/REQ (New)** found under **Tracking** in the Main Menu.

Originator And Site information is auto-filled in this record. If entering the PCMR for another individual, find the correct name and site of the Originator from the pull-down. If the name is not found, select Not Found from the pull-down. This prompts a pop-up window containing a

POC form. Enter the Originator's **First Name**, **Last Name**, **Phone Information** and **Program Name** in the respective fields. These are mandatory fields. Select ***Submit*** when the POC form is complete.

Select the **Originator Impact** from the pull-down list. The impact numbers range from 1 to 5, with 1 being the most severe. Impact code 1 is considered SECRET classification and must be submitted via the Intelink side of the CMDB.

The **Created** date is auto-filled. (Format – DD-MMM-YY)

Select the **Program** for which the PCMR is being written from the pull-down list.

Select the **Version** of the Program for which the PCMR was written from the pull-down list.

Select the **Operating System** from the pull-down list.

Select the **Type** of record from the pull-down list: P=Problem Report, C=Change Request, M=Multiple Application Problem, R=Requirement.

Select the **SW Engineer** from the pull-down list.

Select the **Classification** of the PCMR. On the Internet CMDB, this field will automatically default to "U" (unclassified). On the JWICS and SIPRNET, this field will automatically populate with empty parentheses brackets, ( ), whereas the user must enter either an "S" (Secret) or a "U" (Unclassified) to denote the records *overall* classification.

Enter the **Affected Organization** into the free-text fields.

Enter the **Functional Area, Title, Description, Source** and **Additional Information** data into the respective free-text fields.

Select an **Impact** from the pull-down list. An Impact Code 1 is considered classified. If an Impact Code 1 is selected on the unclassified CMDB, an error message is displayed.

Select a **Projected Version** from the pull-down list.

An asterisk * by a field title indicates that the field is mandatory and must be completed in order to submit the PCMR. Any optional field may be completed at the user's discretion.

Select the ***Submit*** button once the form is completed.

The ***Submit*** button enters the PCMR record into the CMDB for review by the PM and IMS. A valid submittal generates a message in the Results Frame that says, "Insert Successful" with a number to identify the PCMR and a date/time stamp. An error message is displayed if mandatory fields are missed. The error message contains information on data still required.

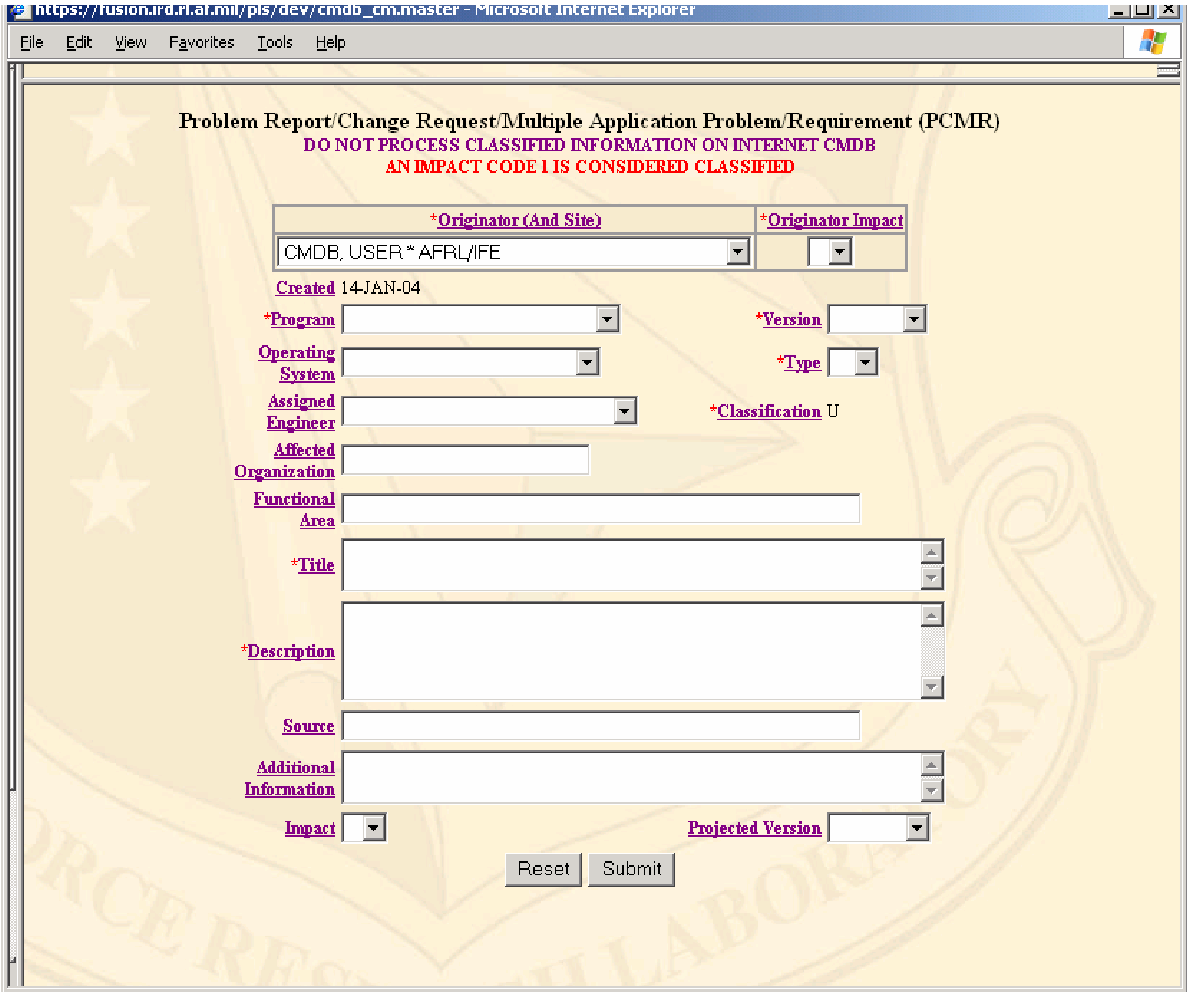


Figure 6-9 PCMR (New) record

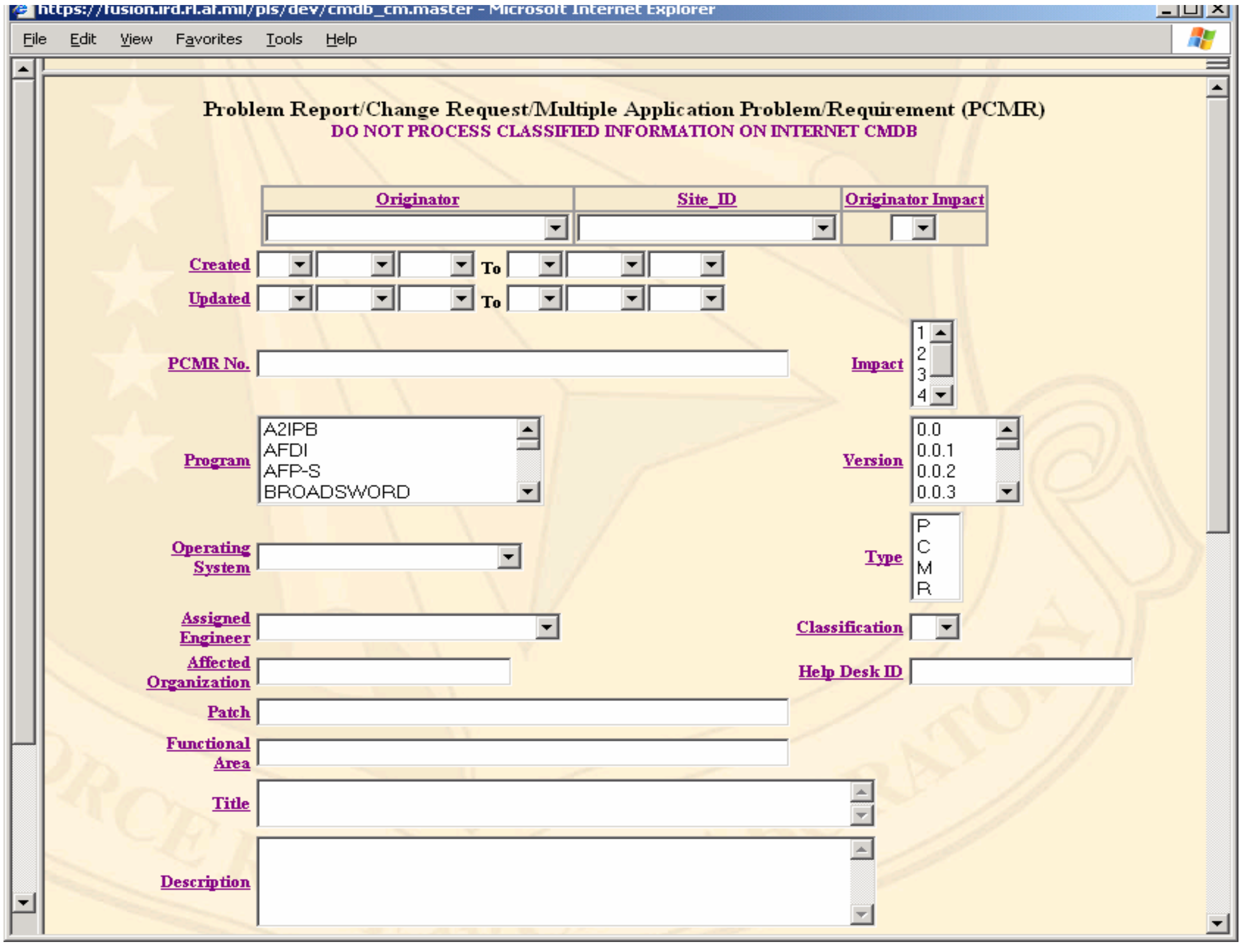
6.10.2. PR/CR/MAP/REQ (QUERY)

Performing a Query for PCMR records is accomplished through the **PR/CR/MAP/REQ (Query)** form.

To query PCMR records select **PR/CR/MAP/REQ (Query)** found under **Tracking** in the Main Menu.

The **PCMR (Query)** form is displayed. Enter and/or select the criteria for the search using any of the free-text fields, list boxes, and pull-down lists. Multiple items may be selected from the following fields: **Impact**, **Program**, **Version**, **Type**, **Originator Status**, **Developer Status** and **CM/PM Status** by holding down the control button while selecting items within the drop down menu.

Select the ***Query*** button. The results of the query are listed in the Results Frame. Select the item of interest from the results list.


https://fusion.ird.rl.af.mil/pls/dev/cmdb_cm.master - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Problem Report/Change Request/Multiple Application Problem/Requirement (PCMR)
DO NOT PROCESS CLASSIFIED INFORMATION ON INTERNET CMDB
Originator
Site_ID
Originator Impact
Created
To
Updated
To
PCMR No.
Impact
1
2
3
4
Program
A2IPB
AFDI
AFP-S
BROADSWORD
Version
0.0
0.0.1
0.0.2
0.0.3
Operating System
Type
P
C
M
R
Assigned Engineer
Classification
Affected Organization
Help Desk ID
Patch
Functional Area
Title
Description

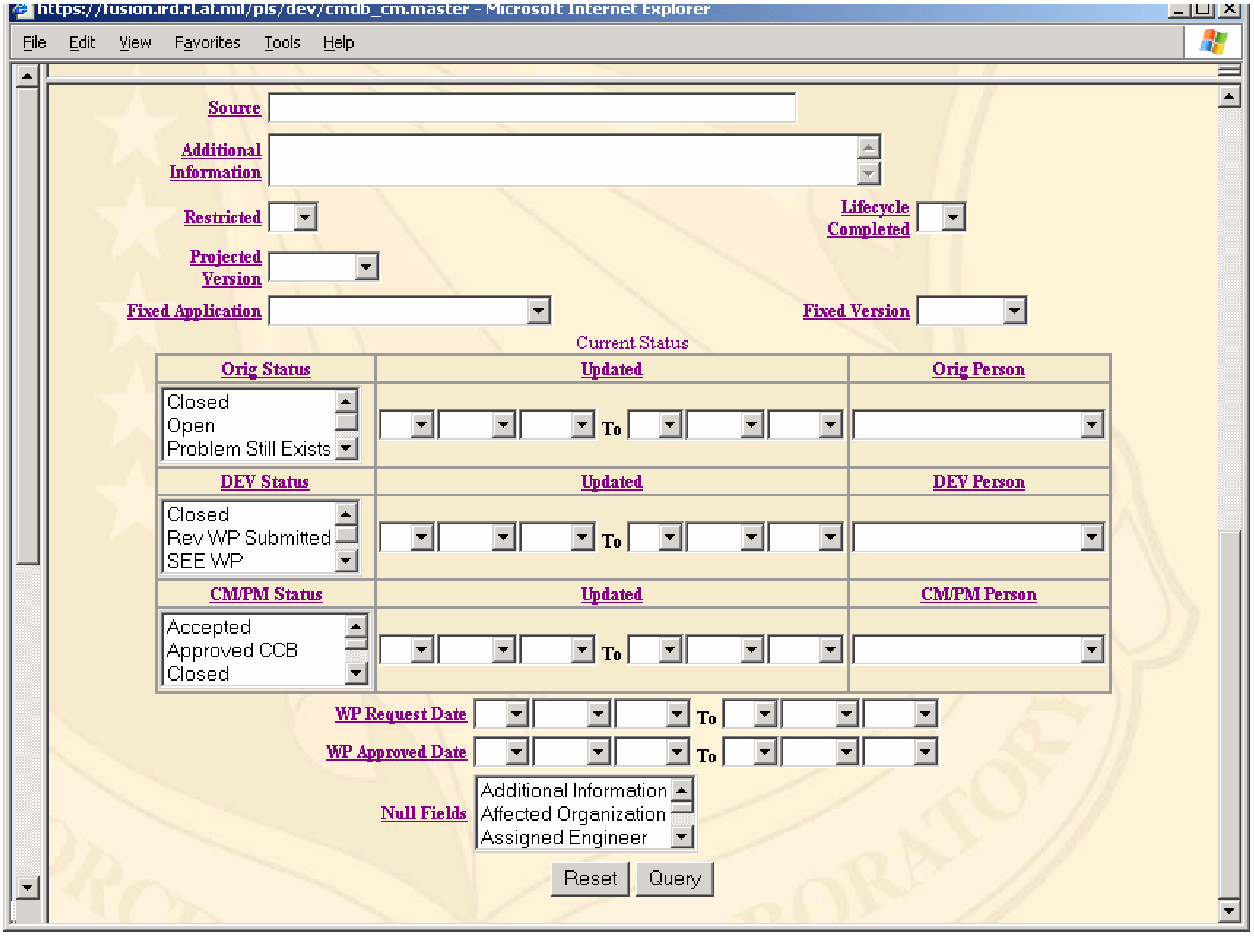


Figure 6-10 PCMR (Query)

6.11. TEST FINDING (TF)

Test Finding (TF) is the management tool used to review and modify all problems discovered as a result of formal testing such as the Joint Integration Test Facility (JITF), Security, and Joint Interoperability Test Center (JITC). TFs can be generated for both documentation and software discrepancies. The TFs are only viewable by the Test Organization and IMS until the Test Organization publishes a final test report and removes the access restriction on the records.

6.11.1. TEST FINDING (NEW)/SUBMIT TEST FINDINGS

Submitting new TFs into the CMDB is accomplished through the **Test Finding (New Record)** form.

Select **Test Finding (New Record)** found under **Tracking** in the Main Menu.

The **Created** date is auto-filled. (Format – DD-MMM-YY)

Select **Originator** from the pull-down list. Originator information is auto-filled in this field based on the user log-in.

Select the **Operating System** from the pull-down list. This is a multi-select field for a TESTF role and provides the capability to add up to three O/Ss upon the initial entry of a new test finding. Holding the CTRL button and clicking on the proper O/Ss will accomplish this.

Select the **Type** (Document or Software) of TF that you are entering from the pull-down list.

Select the **Program** for which the TF is being written from the pull-down list.

Select the **Classification** from the pull-down list. If on the Internet CMDB, this field automatically defaults to "U" for Unclassified. On the JWICS and SIPRNET, this field will automatically populate with empty parentheses brackets, ( ), whereas the user must enter either an "S" (Secret) or a "U" (Unclassified) to denote the records *overall* classification.

Select the **Impact** from the pull-down list to denote the severity of the TF.

Select the **Version** of the program for which the TF was written from the pull-down list.

Enter the **Title** into the free-text field.

Select the **Program, Version, Acronym,** and **Document Title** from the pull-down list.

Enter the **Description** into the free-text field.

If the TF is a document finding, enter the **Section** (exact location and paragraph) and **Page No.** into the respective fields.

Enter the **Requirements** that are applicable to this TF.

Enter the **Tracking No**. generated by the Test Facility's internal tracking process.

An asterisk (*) indicates mandatory fields within the New Record form. These fields must be completed to submit the TF. Any optional field may be completed at the user's discretion.

Once the form is completed, select the ***Submit*** button located at the bottom of the form.

A correct submittal results in a message in the upper portion of the form that says, "Insert Successful" with a number to identify the TF and a date/time stamp. However, if mandatory fields are missed, an error message is displayed. The error message contains information on data still required.

After a user has made the first test finding insert, the screen will refresh with the submitted information and display a new field labeled **Library Key Known For Next Insertion**. If a legitimate library key value is entered in this field and the form is re-submitted, a test finding insert screen will appear with the appropriate data pre-filled from the Library record.

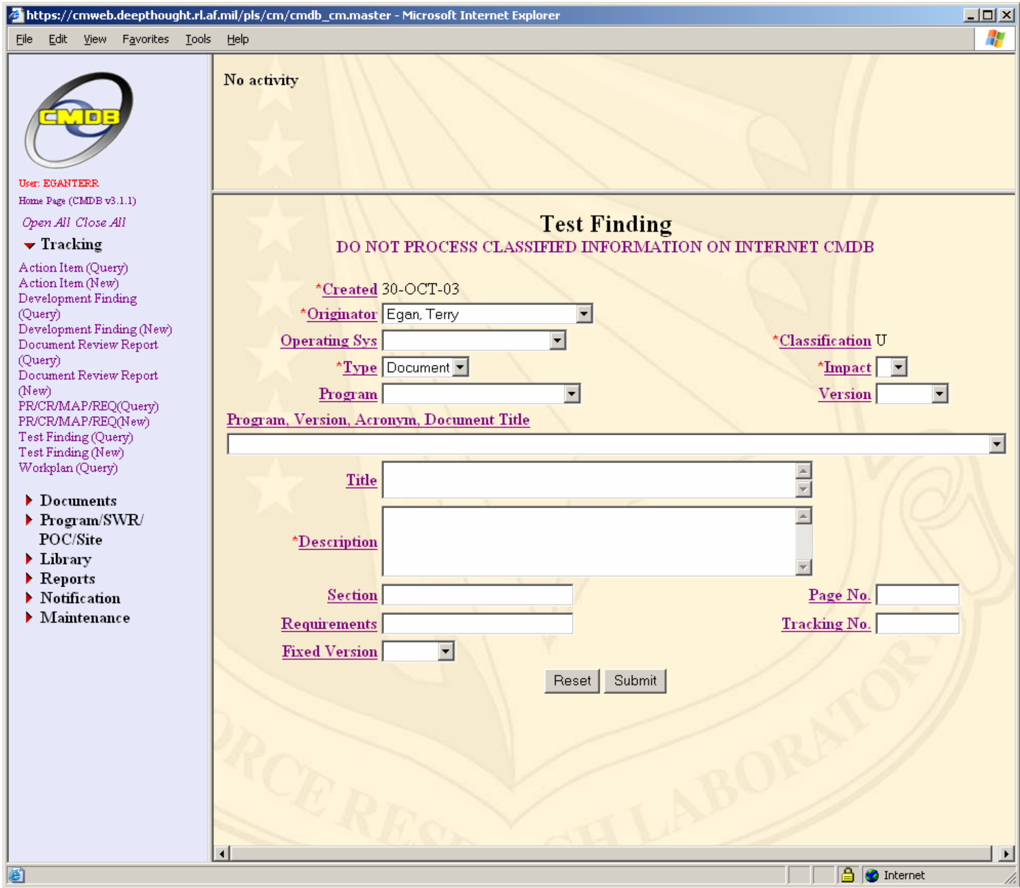


Figure 6-11 Test Finding (New) Record

6.11.2. TEST FINDINGS (QUERY)

Performing a query for a TF is accomplished through the **Test Finding (Query)** form.

To query Test Finding records, select **Test Finding (Query)** found under **Tracking** on the Main Menu.

The **Test Finding (Query)** screen will be displayed. Enter and/or select the criteria of the search using any of the free form fields, list boxes, and pull-down lists. Multiple items may be selected from the following fields: **Program**, **Version**, **Impact** and **Status** by holding down the control button while selecting items within the drop down menu.

Select ***Query***. The results of the query will be listed in the Results frame. Select the item of interest from the list of results.

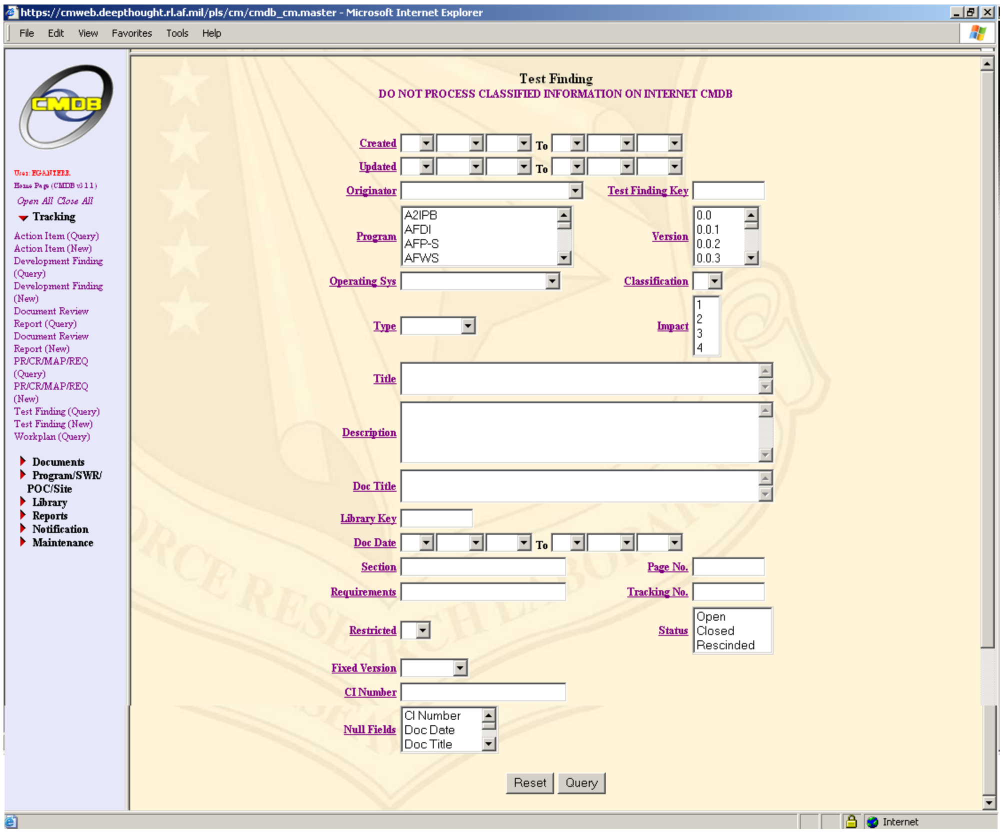


Figure 6-12 Test Finding (Query)

6.12. WORKPLAN (WP)

Workplan is used to track, evaluate, verify, and approve or disapprove the estimated level of effort required to implement a software fix or change. Please note: only a developer can enter a new workplan.

6.12.1. WORKPLAN (NEW)/SUBMIT WORKPLANS

A new **Workplan** can only be created by Developers if an existing PCMR has a WP requested in the CM/PM status window. This status will display a ***Create WP*** button as displayed in the figure below.

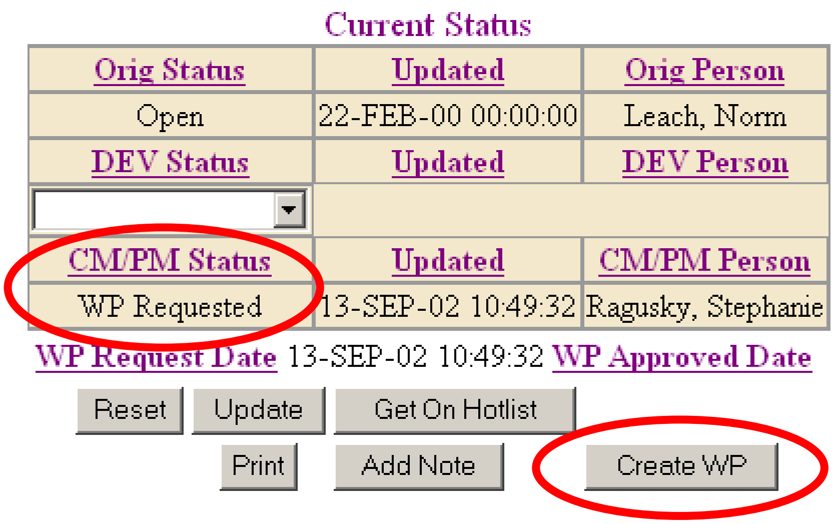
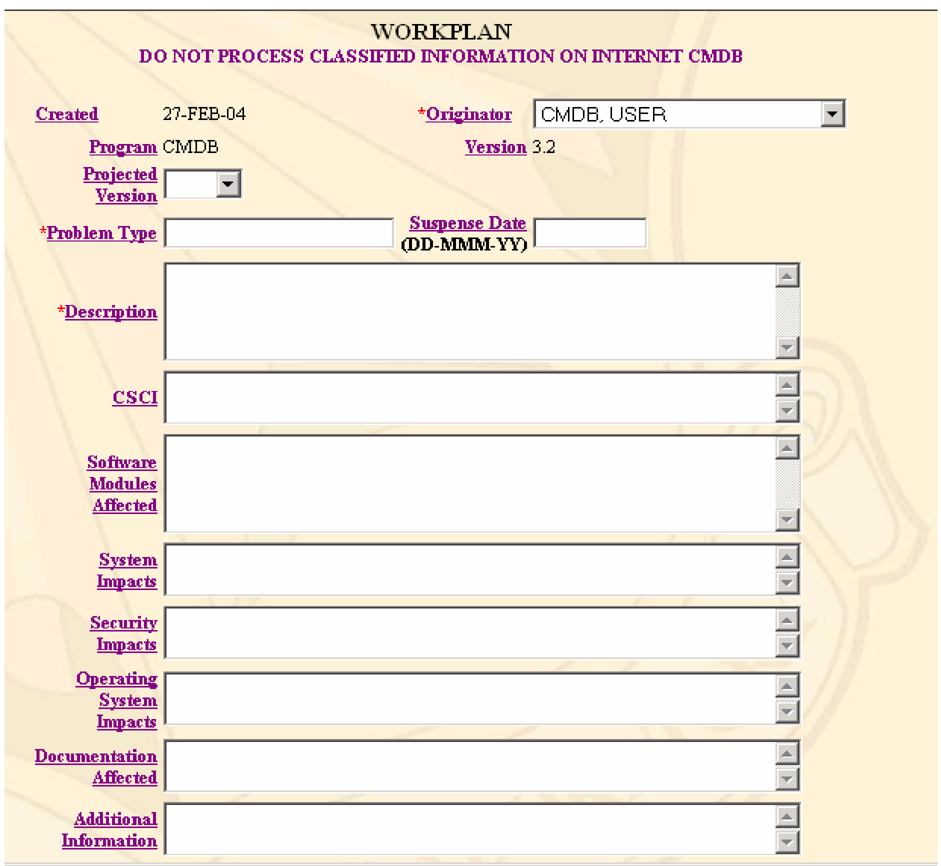


Figure 6-13 Workplan Requested status with corresponding button

The developer would click on the ***Create WP*** button to open the new **Workplan** window.



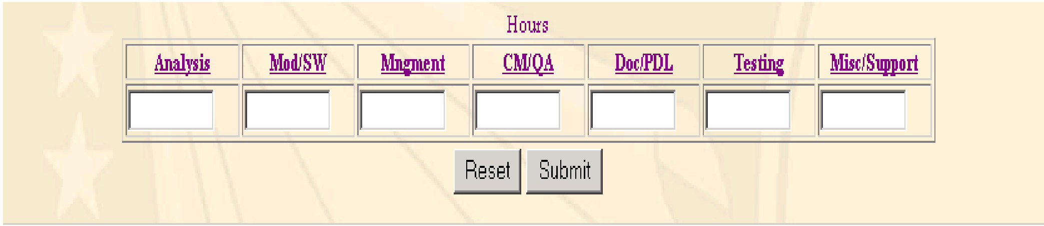


Figure 6-14 Workplan (New) Record

The **Workplan (New)** form is displayed. The developer enters the following information, where applicable:

1. **Projected Version** – contains the version that the fix is expected to be in.
2. **Problem type** – applied in the open text field (ex. Software, Coding error, Database Design, etc).
3. **Suspense date** – date the **Workplan** is due.
4. **Description** – description of the scope of work to be performed.
5. **CSCI** – (Computer Software Configuration Item) lists the Modules that will be affected by this **Workplan**.
6. **Software Modules Affected** – specific Modules that will be affected by this **Workplan**.
7. **Security Impacts** – any Security Impacts that would result by implementing this **Workplan**.
8. **Operating System Impacts** – any Operating Systems that would be impacted by implementing this **Workplan**.
9. **Documentation Impacts** – any Documents that would be impacted by implementing this **Workplan**.
10. **Additional Information** – Any additional pertinent information..

Below the **Workplan** description fields are the man-hour breakouts that reflect the amount of work involved with implementing this **Workplan**. These hours are recorded differently across different programs and do not require hours to be applied in non-applicable fields.

When the developer has completed all applicable information on the **Workplan**, the ***Submit*** Button would be clicked. This action would then automatically change the state of the DEV status to WP completed.

Note: A PCMR is allowed up to three workplans connected to it. Only the first (original) **Workplan** would be completed in the manner explained above. The other two workplans (if applicable) would be created from the original **Workplan** using the ***Create Additional WP*** button.

6.12.2. WORKPLAN (QUERY)

Performing a query for **Workplan** records is accomplished through the **Workplan (Query)** form.

To query **Workplan** records select **Workplan (Query)** found under **Tracking** in the Main Menu.

The **Workplan (Query)** form is displayed. Enter the criteria and/or select the criteria for the search using any of the free-text fields, list boxes, and pull-down lists. Multiple items may be selected from the following fields: **Program** and **Version** by holding down the control button while selecting items within the drop down menu**.**

Select the ***Query*** Button. The results of the query are listed in the Results Frame. Select the item of interest from the result list.Note: Workplans can also be accessed by performing a Query and selecting the related PCMR(using the **PR/CR/MAP/REQ(Query)** form) and then clicking on the **Related Workplan** link found at the top of the **PCMR** form. The user could then toggle between these two forms by clicking on the associated link.

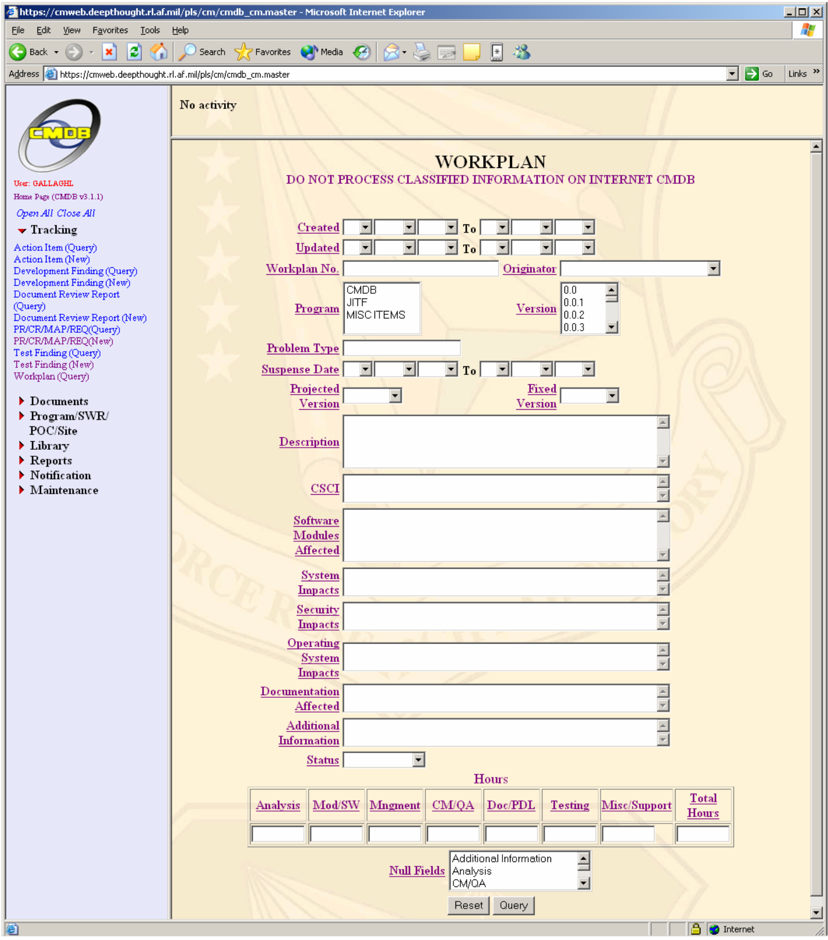


Figure 6-15 Workplan (Query)

6.13. PRINT RECORDS

If the browser's print function alone is used to print a **<u>Tracking</u>** record (All items listed under Tracking in the Main Menu), the record would be printed as it appears on the screen and may result in incomplete text fields. To ensure that scrollable text fields appear in their entirety it is best to use the CMDB ***Print*** function <u>before</u> using the browser to print a record.

A second print option is available for **<u>Tracking</u>** records. Select the *Print* button found at the bottom of the Record Frame to format it, then use the browser's print function. Multiple records are printed by first performing a query, then selecting the ***Print All*** button found in the Results Frame.

6.13.1. PRINT A TRACKING RECORD

The ***Print*** button is found toward the bottom of each **<u>Tracking</u>** record. Select ***Print*** to generate a one-page layout containing the complete text of that record.

Perform a query for and select the item of interest.

Scroll toward the bottom of the screen and select ***Print.*** The record formats to one page. If the record contains a large amount of text, the layout may exceed one page. *Or*, to include **Notes** in the formatted record, select ***Print w/Note(s).*** The ***Print w/Note(s)*** button generates a record formatted with the inclusion of all **Notes** that have been added to it. The ***Print w/Note(s)*** button is not displayed if there are no **Notes** associated with the record.

Use the browser's print function to print the record; selecting the ***Print*** button in the record does not prompt the system to print the record.

6.13.2. PRINT A RANGE OF TRACKING RECORDS

A range of records associated with the results of a query can be printed in a continuous format directly from the Results Frame.

Perform a query for the items of interest.

Scroll to the end of the list of results in the Results Frame.

Select ***Print All*** to format the list of records for printing, or select ***Print All w/Notes*** to include the notes that are associated with each record. The records are arranged in a continuous format with the end of each record denoted by a series of asterisks (*****) and the words "End of Record".

Use the browser's print utility to print the record; selecting the ***Print All*** or the ***Print All w/Notes*** button in the Results Frame does not prompt the system to print the record, it sets the pages into a printer-friendly format.

6.13.3. PRINT OTHER RECORDS

The CMDB *Print* function is not available for records outside of the Tracking area. To print records found outside of Tracking:

Perform a query for and select the item of interest.

Use the browser functionality to print the record.

Note: When printing a record, the browser prints only the frame that is currently active. Before using the browser to print a record ensure that the desired frame has been selected by left clicking in the frame. For example left click on the Results Frame to print query results, or left click on the Record Frame to print record data.

6.14. PROGRAM/SWR/POC/SITE SECTION

Program/SWR/POC/Site stores information related to programs, software releases, points of contact, and detailed site information. In addition it contains the CMDB change password function. There are five components: **Program, SWR, POC**, **Site, and Change Password.**

The **Program** component contains functional and technical descriptions of the software along with formal testing dates of the latest, operational (fielded) release.

The **SWR** component contains version specific data such as operating systems, dependencies, formal testing dates, release status, and distribution information with POC and shipping details.

The **POC** component contains items such as names, telephone numbers, mailing and Email addresses of program related contacts. This area also identifies each program that the POC has a relationship with and/or CMDB access to (where applicable). Each POCs may or may not be a CMDB user. For CMDB users, the DB User screen is used to select the Tracking items for which users wish to receive Notifications.

The **Site** component contains information about places where **Programs** and **POCs** are located. It also contains information about **Site** Hardware (HW) Configurable Items (CIs). **Programs, POCs,** and HW CIs **(Site Releases)** can be accessed from the **Site** component. Each **Site** is assigned a Site ID (a short-name CMDB identifier). A **Site** may also have a Digraph Code (a two-letter DoDIIS identifier).

The **Change Password** allows the CMDB user to change their password.

6.14.1. POC/UPDATE POC PROFILES

POC is used to manage CMDB User Profile information. Users can view and update their own profile information.

Updating a User Profile is accomplished through the **POC (Query)** form.

To update a User Profile:

Execute a **POC Query**.

Modify the fields as necessary.

Select ***Update.***

6.14.2. MACHINE ATTRIBUTES

Site is used to manage Hardware (HW) Configurable Items (CIs) such as Computers, Peripherals, and Machine Software configurations. Access permissions and privileges are defined by CMDB roles (refer to Section 4).

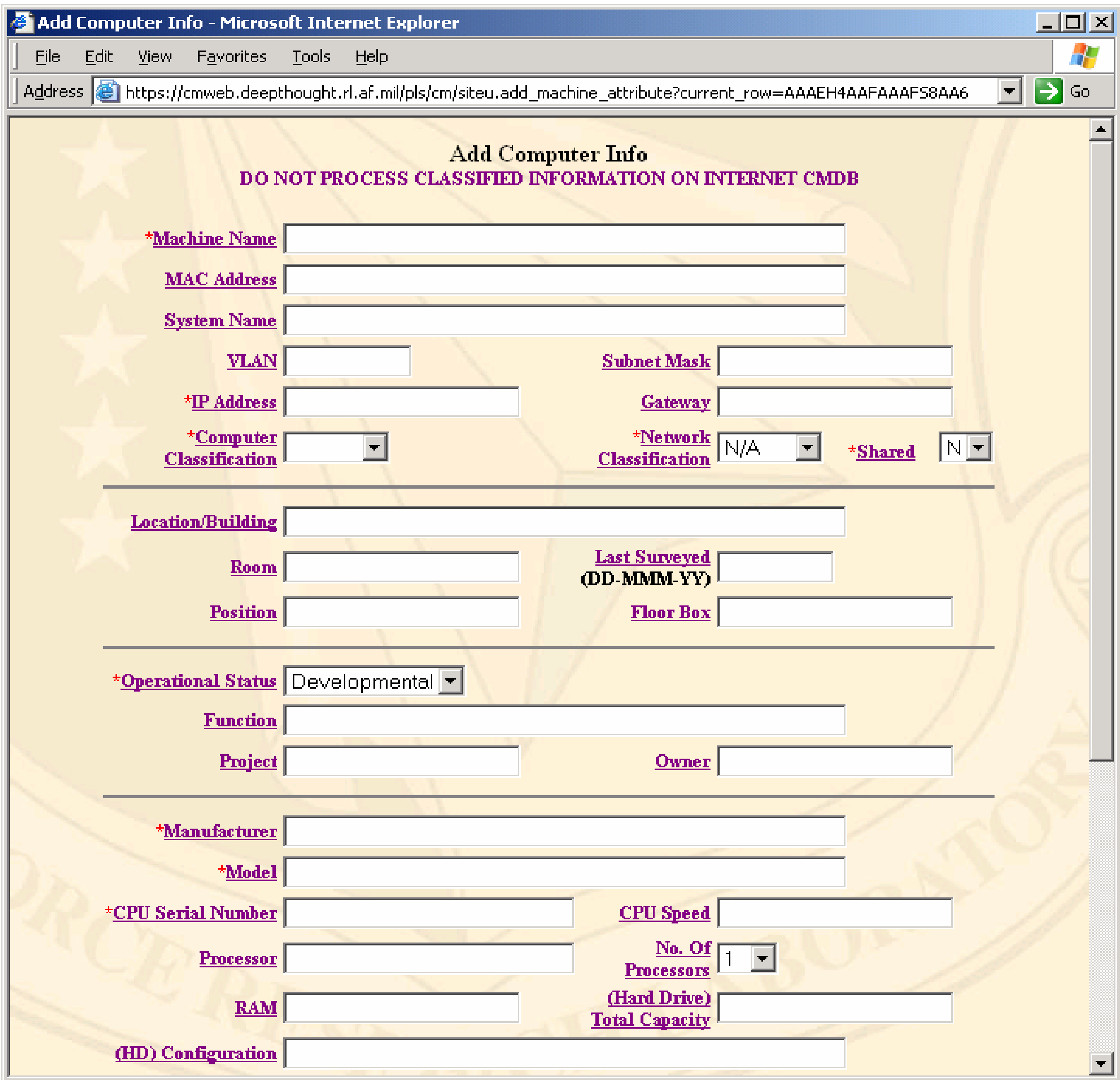
6.14.2.1 ADD COMPUTER INFO RECORD

Insert **Computer Info** records by accessing a **Site** and selecting the ***Add Computer Info*** button. **Peripheral** and **Machine Software** records are inserted within the **Computer Info** form (tagged to their host computer).

Select **Site (Query)** found under **Program/SWR/POC/Site** in the Main Menu. When the query form is displayed, enter and/or select the criteria for the Site search using any of the free-text fields and pull-down lists. Select the ***Query*** button.

The results of the query are listed in the Results Frame. The total number of results from a query is recorded at the bottom of the results list in this frame. Select the item of interest from the results list. Site data will be displayed in the Records Frame.

Scroll to the database buttons located mid-way through the Site Record Frame. Select the ***Add Computer Info*** button. A blank ***Add Computer Info*** form will be displayed.



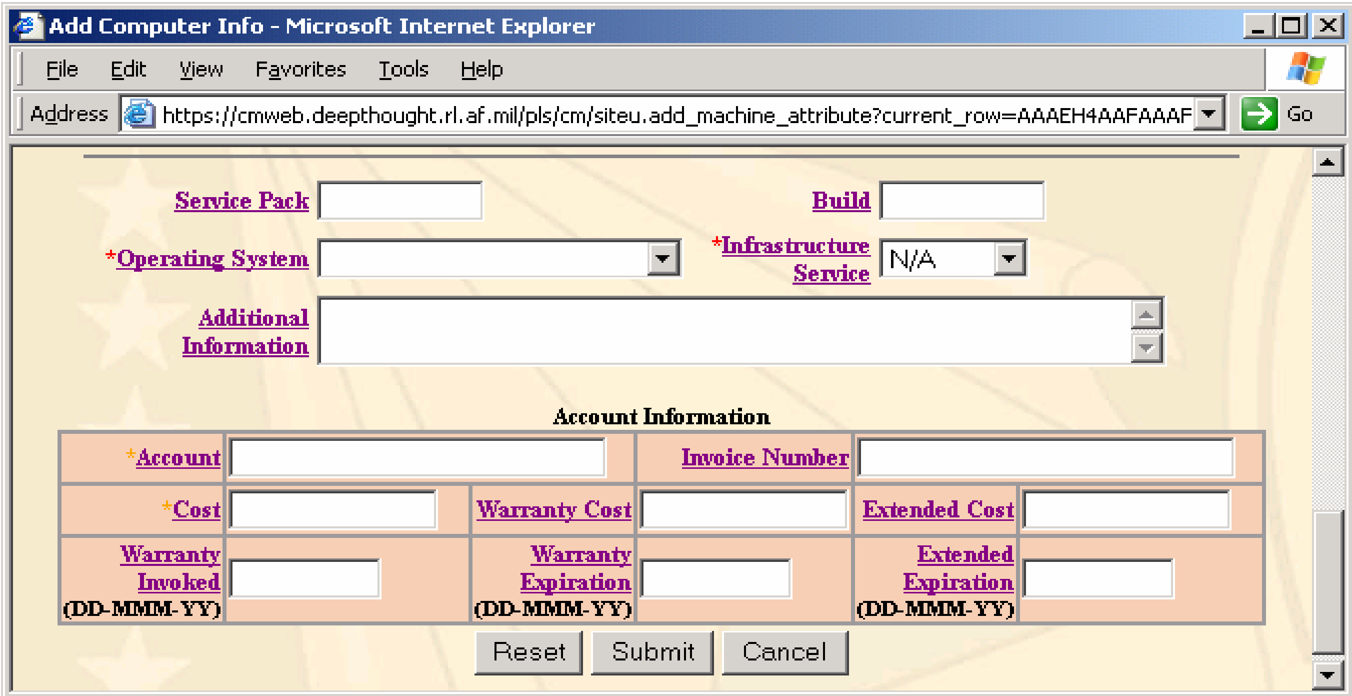


Figure 6-16 Add Computer Info (New) Record

Enter the **Machine Name** assigned to the computer. This is a free-text, alphanumeric field. Entry is required.

Enter the **MAC Address** assigned to the computer. This is a free-text, numeric field.

Enter the **System Name** associated with the computer. This is a free-text, alphanumeric field.

Enter the **VLAN** assigned to the computer. This is a free-text, numeric field.

Enter the **Subnet Mask** assigned to the computer. This is a free-text, numeric field.

Enter the **IP Address** assigned to the computer. This is a free-text, numeric field. Entry is required. Note that IP addresses are to be treated at the same classification level as the computer that they're assigned to. For example, a computer classified as Secret denotes an IP address classified as Secret. Do not enter IP addresses for classified computers in the Unclassified CMDB. Enter this information only on a domain equal to or higher than the classification of the IP address.

Enter the **Gateway** assigned to the computer. This is a free-text, numeric field.

Select the **Computer Classification** level for the computer. This is a pull-down field. Entry is required.

Select the **Network Classification** level for the computer. This is a pull-down field. Entry is required. Use N/A if the computer is not on a network.

Select the **Shared** drive status of the computer. This is a pull-down field. Entry is required.

Enter the **Location/Building** name or number that designates where the computer is located. This is a free-text, alphanumeric field.

Enter the **Room** name or number that designates where the computer is located within a building. This is a free-text, alphanumeric field.

Enter the **Position** name or number that designates where the computer is physically located within a room. This is a free-text, alphanumeric field.

Enter the **Floor Box** name or number that identifies the communications, network, and/or power lines that supply the computer. This is a free-text, alphanumeric field.

Enter the last known **Last Surveyed** date. This is for the last known ADPE survey performed. The field is an alphanumeric field with a DD-MMM-YYY format.

Select the **Operational Status** that best describes the use of the computer. This is a pull-down field. Entry is required.

Enter the **Function** of the computer (e.g. Workstation, Server, etc.). This is a free-text, alphanumeric field.

Enter the **Project** (if applicable) associated with the computer. Use this to identify Test and Evaluation events, Baselines, etc. This is a free-text, alphanumeric field.

Enter the **Owner** associated with the computer. Use this to identify contractor equipment within a facility, hand-receipt holders, etc. This is a free-text, alphanumeric field.

Enter the **Manufacturer** of the computer. This is a free-text, alphanumeric field. Entry is required.

Enter the **Model** name or number assigned to the computer by the manufacturer. This is a free-text, alphanumeric field. Entry is required.

Enter the **CPU Serial Number** assigned to the computer by the manufacturer. This is a free-text, alphanumeric field. Entry is required.

Enter the **CPU Speed** of the computer. This is a free-text, alphanumeric field.

Enter the **Processor** name and/or number. This is a free-text, alphanumeric field.

Select the **No. of Processors** contained within the computer. This is a pull-down field.

Enter the **RAM** rating of the computer. This is a free-text, alphanumeric field.

Enter the **(Hard Drive) Total Capacity** of the computer. This is a free-text, alphanumeric field.

Enter the **(HD) Configuration** of the computer. Use this field to identify partitions, Raid configuration, etc. This is a free-text, alphanumeric field.

Enter the **Service Pack** loaded for the Operating System of the computer. This is a free-text, alphanumeric field.

Enter the **Build** name or number loaded for the Operating System of the computer. This is a free-text, alphanumeric field.

Select the **Operating System** loaded for the computer. This is a pull-down field. Entry is required.

Select the GOTS **Infrastructure Service** loaded with the Operating System. This is a pull-down field. Entry is required. Use N/A if a GOTS **Infrastructure Service** has not been loaded.

Enter **Additional Information** relative to the record. This is a free-text, alphanumeric field.

Refer to Section 6.14.2.1.1 for instructions on entering data in the ***Account Information*** table.

Select the ***Submit*** button when data entry is complete. Select the ***Reset*** button to clear the form of all data that has been entered (reset to a blank form). Select the ***Cancel*** button to exit the form.

6.14.2.1.1 ACCOUNT INFORMATION TABLE

Account Information is a table that resides at the bottom of the ***Computer Info*** record. It is used to enter computer and peripheral purchase/acquisition data. There is no requirement to complete this table. If you enter data in one or more of the fields, you will then be required to enter data for the **Account** and **Cost** fields.

Enter **Account** name or number designating how the equipment is acquired or controlled. This can be used to identify government card purchases (e.g. IMPAC) or to identify ADPE accounts. This is a free-text, alphanumeric field. Entry is required if any field in the ***Account Information*** table is completed.

Enter **Cost** (or value) of the equipment. This is a free-text, alphanumeric field. Entry is required if any field in the ***Account Information*** table is completed.

Enter **Invoice Number** from the purchase slip. This is a free-text, alphanumeric field.

Enter **Warranty Cost** for the equipment. This is a free-text, alphanumeric field.

Enter **Extended Cost** for the equipment. This is a free-text, alphanumeric field.

Enter **Warranty Invoked** date. This is an alphanumeric field with a DD-MMM-YYY format.

Enter **Warranty Expiration** date. This is an alphanumeric field with a DD-MMM-YYY format.

Enter **Extended Expiration** date. This is an alphanumeric field with a DD-MMM-YYY format.

6.14.2.2 ADD PERIPHERAL INFO RECORD

When an ***Add Computer Info*** record has been submitted, an ***Add Peripheral Info*** form will be displayed. To insert peripheral information for the Computer, complete the fields as explained below and select the ***Submit*** button. To bypass the peripheral information form select ***Cancel***. Select the ***Reset*** button to clear the peripheral form of all data that has been entered (reset to a blank form).

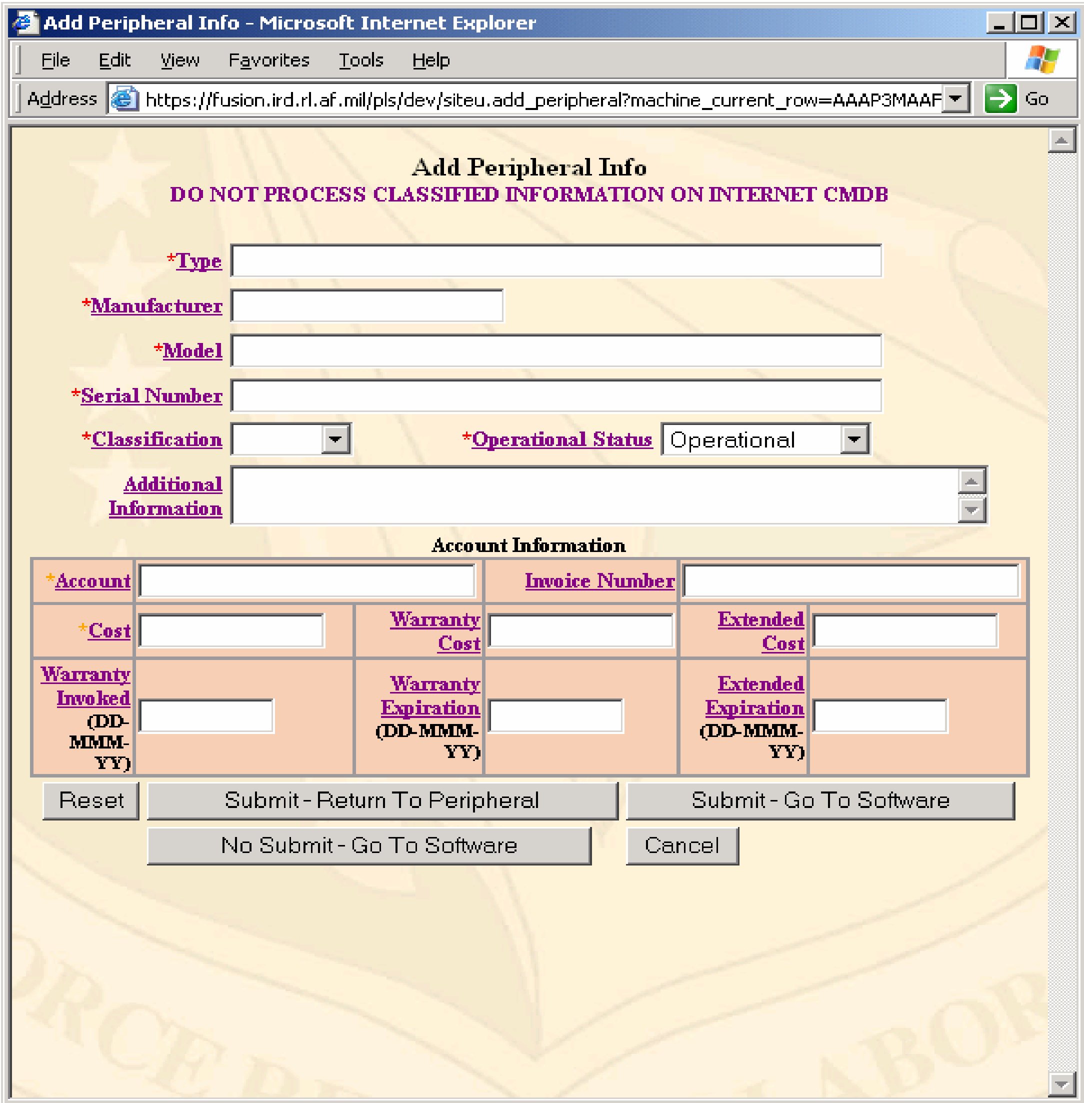


Figure 6-17 Add Peripheral Info (New) Record

Enter the **Type** of peripheral equipment (e.g. monitor, printer, etc.). This is an alphanumeric field. Entry is required if any field in the ***Add Peripheral Info*** form is completed.

Enter the **Manufacturer** of the peripheral equipment. This is an alphanumeric field. Entry is required if any field in the ***Add Peripheral Info*** form is completed.

Enter the **Model** name or number assigned to the peripheral equipment by the Manufacturer. This is an alphanumeric field. Entry is required if any field in the ***Add Peripheral Info*** form is completed.

Enter the **Serial Number** assigned to the peripheral equipment by the Manufacturer**.** This is an alphanumeric field. Entry is required if any field in the ***Add Peripheral Info*** form is completed.

Select the **Classification** level for the peripheral equipment. This is a pull-down field. Entry is required if any field in the ***Add Peripheral Info*** form is completed.

Select the **Operational Status** that best described the operational use of the peripheral equipment. This is a pull-down field. Entry is required if any field in the ***Add Peripheral Info*** form is completed.

Enter **Additional Information** relative to the record. This is a free-text, alphanumeric field.

Refer to Section 6.14.2.1.1 for instructions on entering data in the ***Account Information*** table.

6.14.2.3 ADD MACHINE SOFTWARE RECORD

To insert machine software information for the Computer complete the fields as explained below and select the ***Submit*** button. To bypass the machine software information form select ***Cancel*** to exit the form. Select the ***Reset*** button to clear the machine software form of all data that has been entered (reset to a blank form).

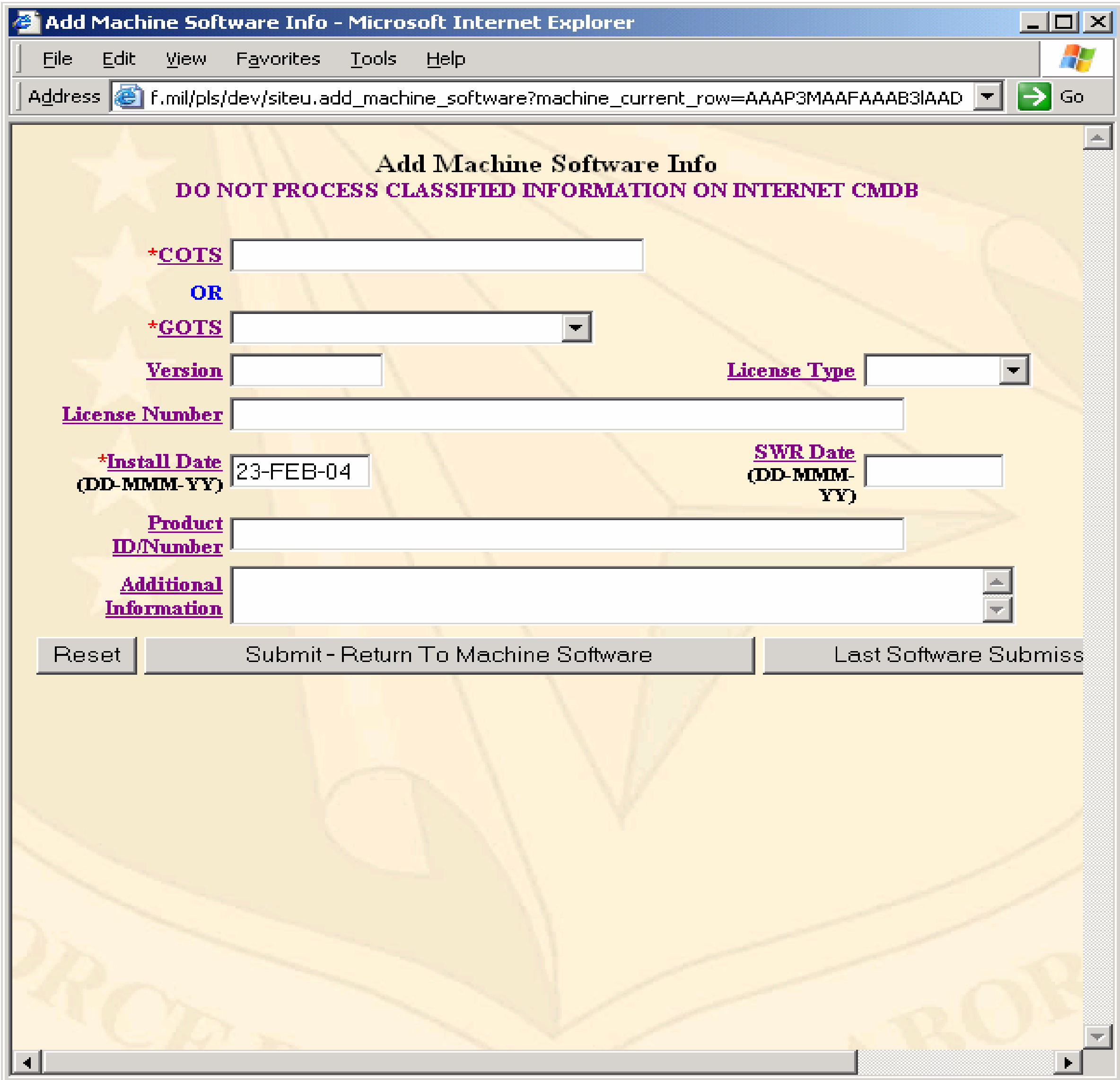


Figure 6-18 Add Machine Software Info (New) Record

On an ***Add Machine Software Info*** form data cannot be entered in the **COTS** and **GOTS** fields simultaneously. These differing types of software must be entered separately. Software records are submitted one at a time. Do one of the following,

Enter a **COTS** software title. This is a free-text, alphanumeric field. Entry is required if any field (other than the **GOTS** field) in the ***Add Machine Software Info*** form is completed.

Or,

Select the **GOTS** program title. This is a pull-down field. Use N/A if a GOTS program has not been loaded. Entry is required if any field (other than the **COTS** field) in the ***Add Machine Software Info*** form is completed.

Then,

Enter the **Version** number of the software. This is a free-text, alphanumeric field.

Select the **License Type** that best described the software use agreement. This is a pull-down field.

Enter the **License Number** provided by the software vendor in the use agreement. This is a free-text, alphanumeric field.

Enter the **Install Date** that the software was loaded on the computer. This is an alphanumeric field with a DD-MMM-YYY format. Entry is required if any field in the ***Add Machine Software Info*** form is completed.

Enter the **SWR Date** provided by the developer/vendor. Software Release dates are commonly provided with GOTS software and occasionally provided with COTS. This is an alphanumeric field with a DD-MMM-YYY format.

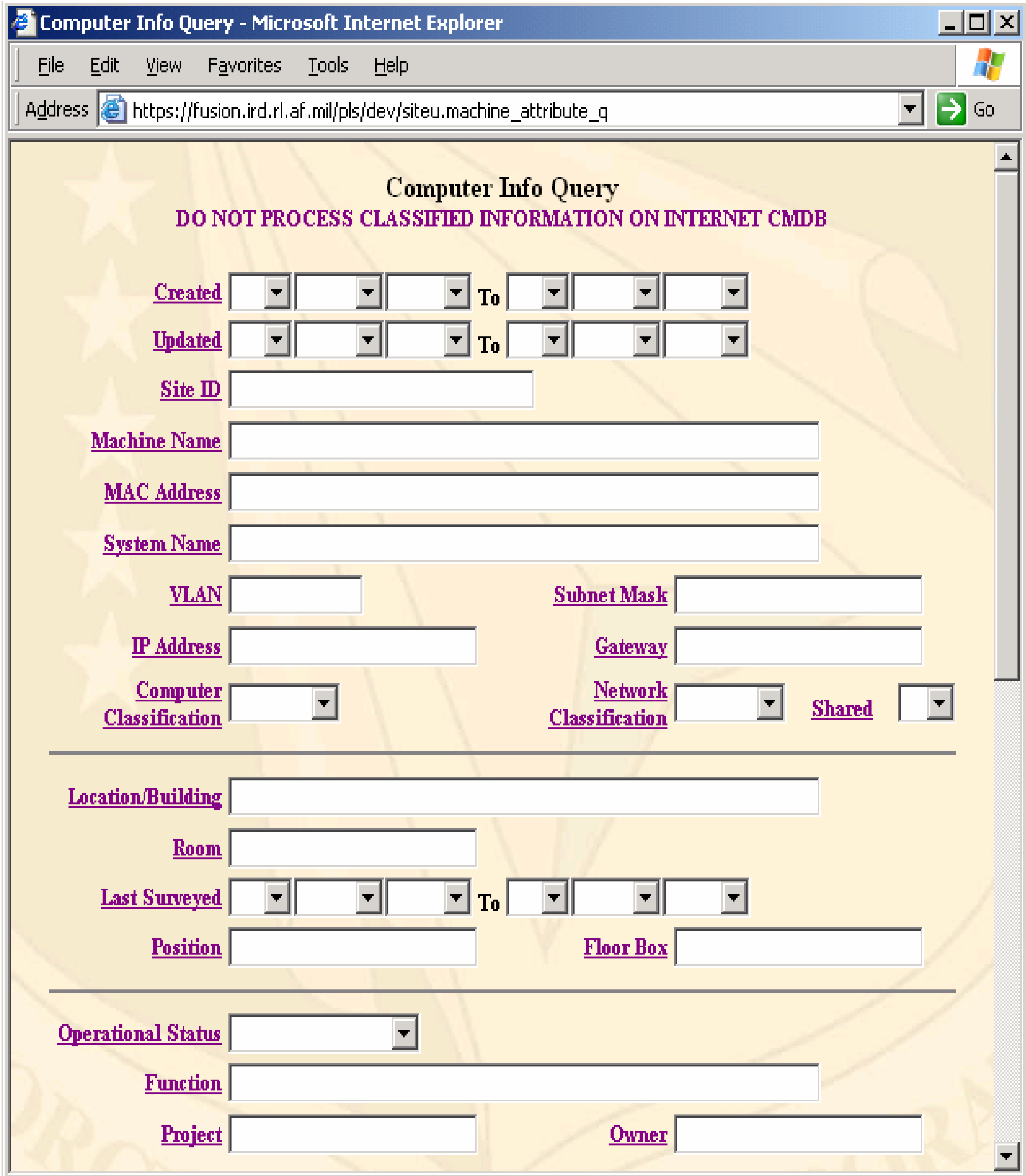
Enter the **Product ID/Number** provided by the developer/vendor. Control numbers (e.g. product ID, part number, etc.) are commonly provided with COTS software and occasionally provided with GOTS. This is a free-text, alphanumeric field.

Enter **Additional Information** relative to the record. This is a free-text, alphanumeric field.

6.14.2.4 COMPUTER INFO/PERIPHERAL/MACHINE SOFTWARE (QUERY)

Existing Computer Info records can be viewed or updated by accessing a **Site** from the Main Menu and selecting the Computer Info record by its Machine Name from the **Site Releases** section.

Another method of accessing Computer Info records is to select **Computer Info**, **Peripheral**, or **Machine Software** from the Main Menu. When the query form is displayed, enter and/or select the criteria for the search using any of the free-text fields and pull-down lists. Select the ***Query*** button.


Computer Info Query - Microsoft Internet Explorer
File
Edit
View
Favorites
Tools
Help
Address
https://fusion.ird.rl.af.mil/pls/dev/siteu.machine_attribute_q
Go
Computer Info Query
DO NOT PROCESS CLASSIFIED INFORMATION ON INTERNET CMDB
Created
To
Updated
To
Site ID
Machine Name
MAC Address
System Name
VLAN
Subnet Mask
IP Address
Gateway
Computer Classification
Network Classification
Shared
Location/Building
Room
Last Surveyed
To
Position
Floor Box
Operational Status
Function
Project
Owner

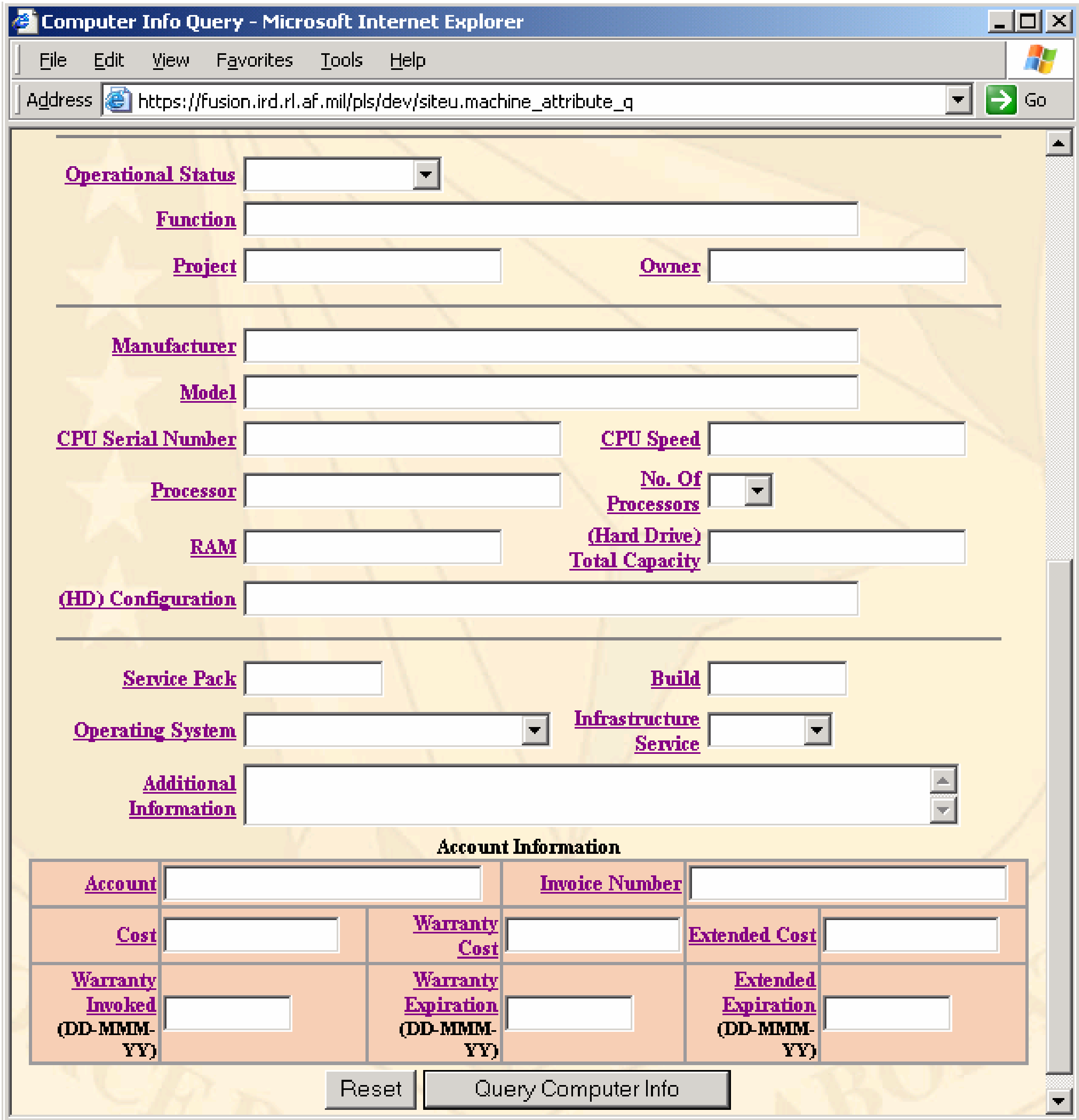


Figure 6-19 Computer Info (Query)

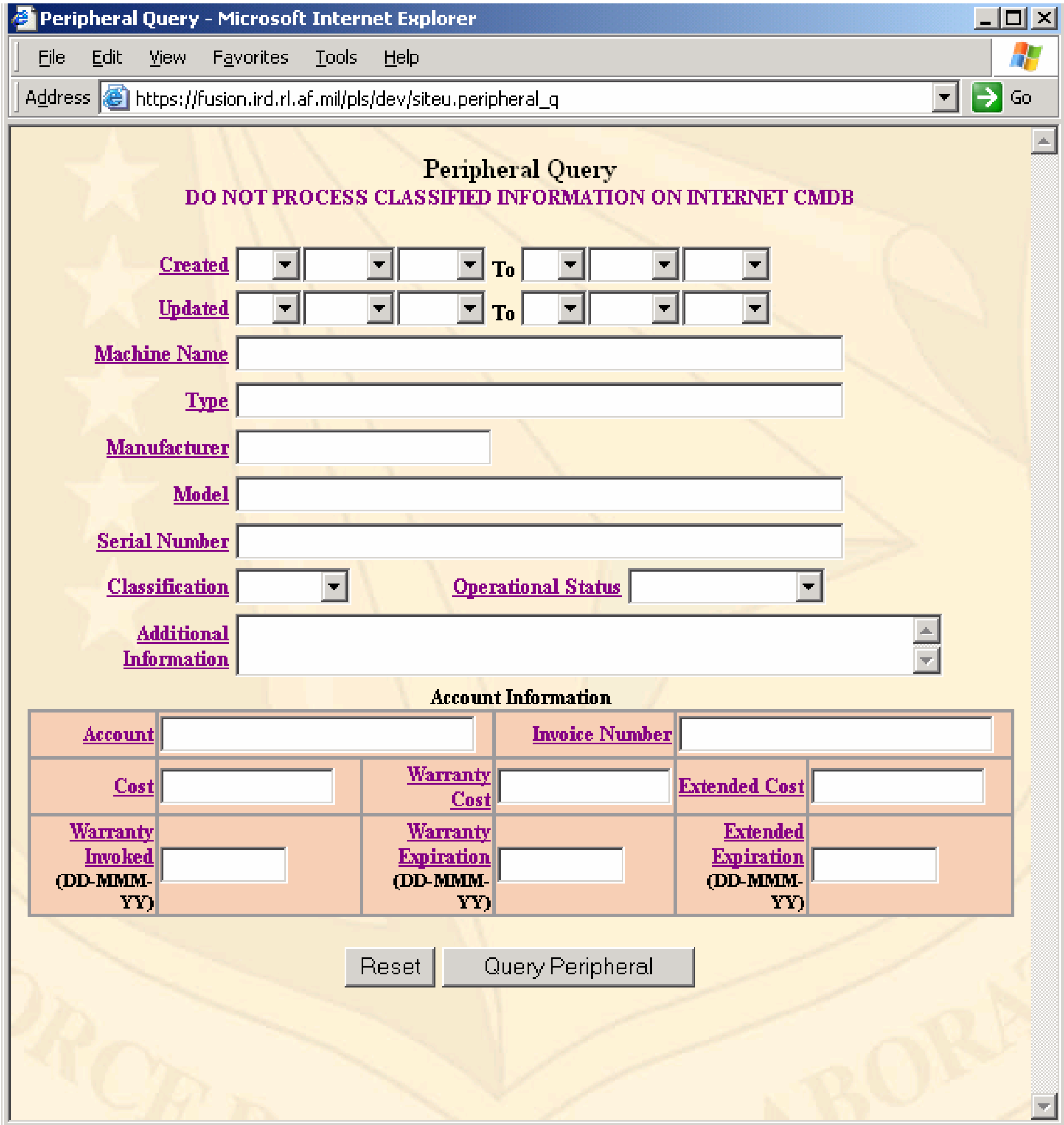


Figure 6-20 Peripheral (Query)

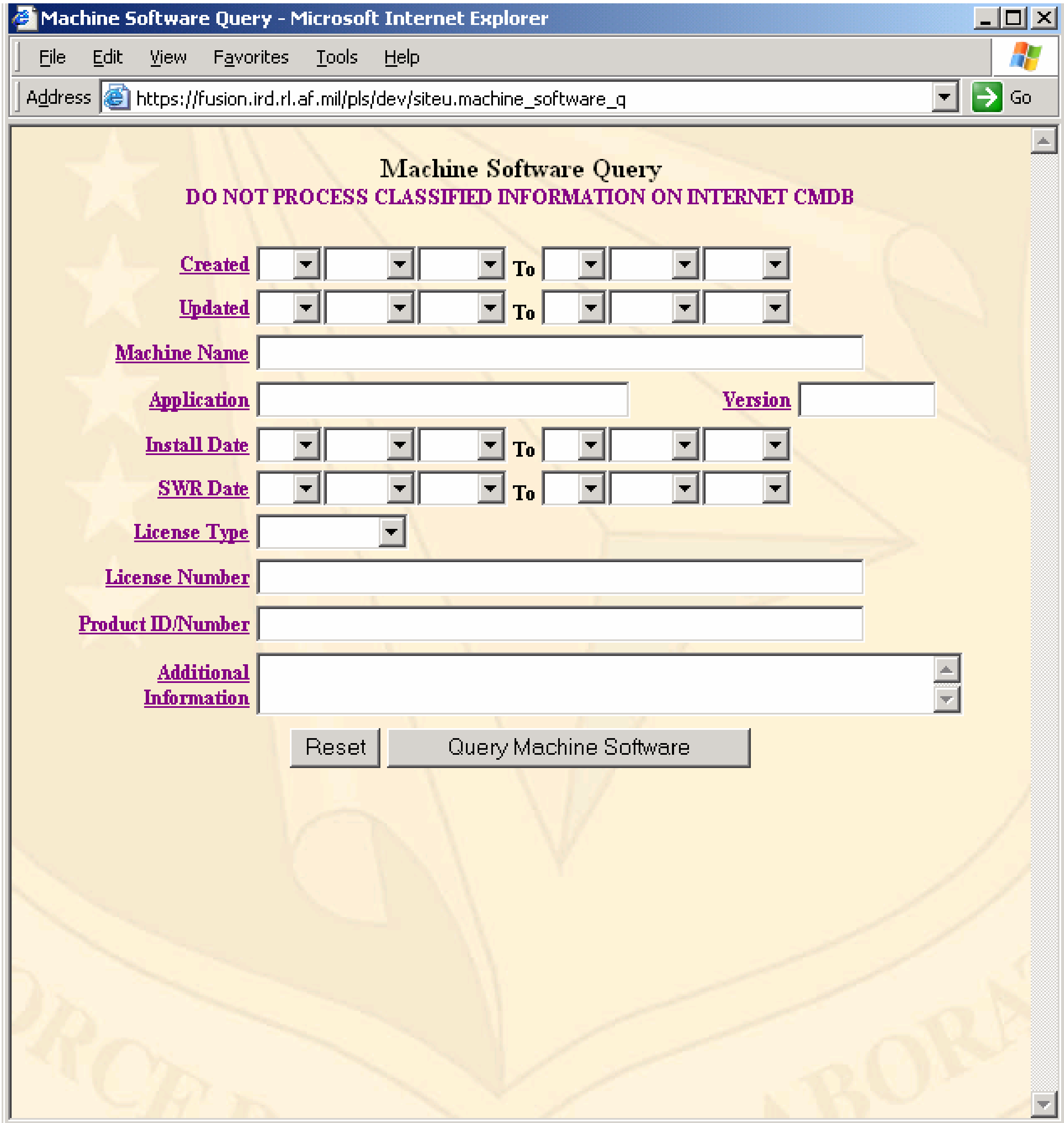


Figure 6-21 Machine Software (Query)

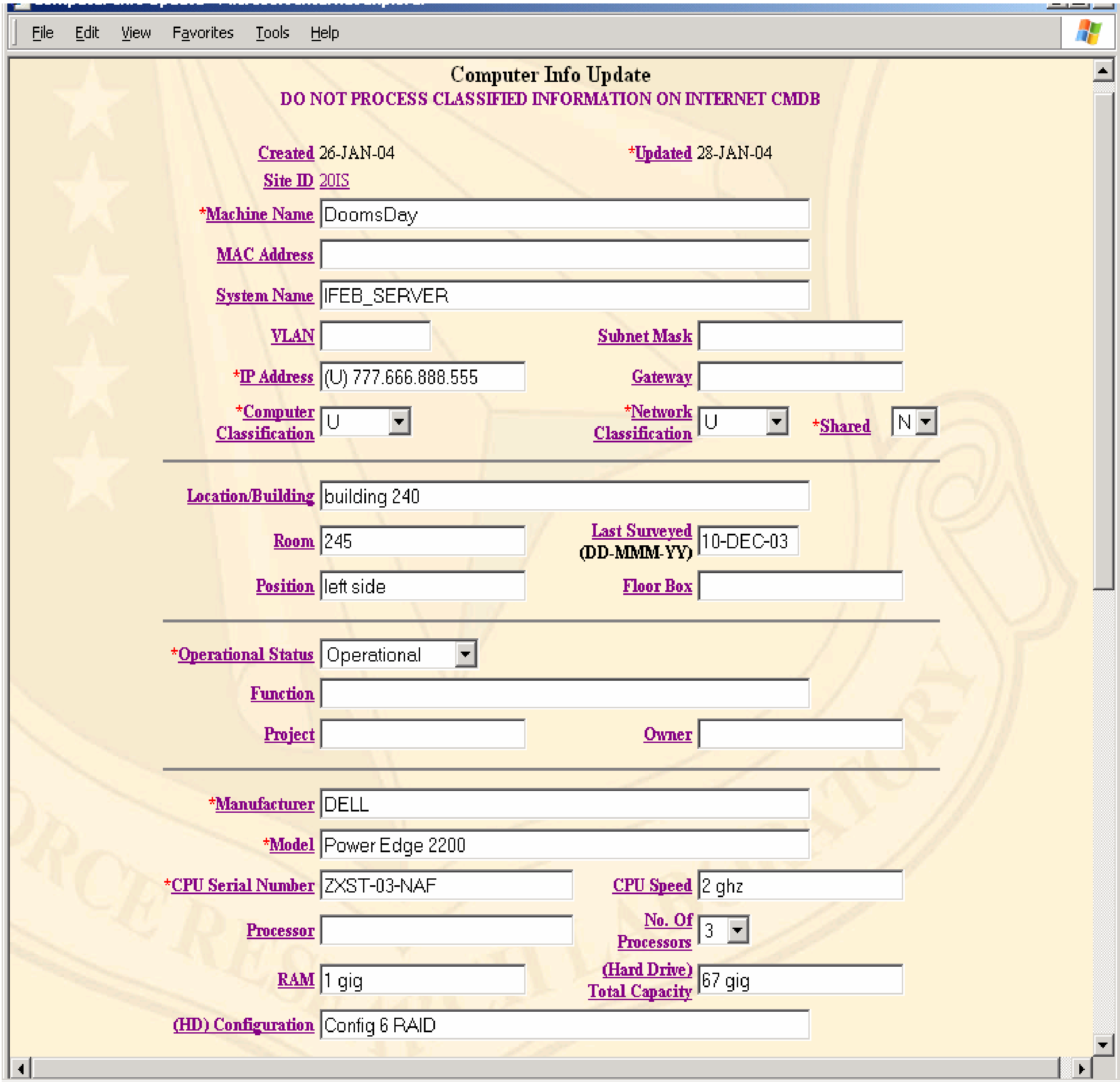
The results of the query are listed in the Results Frame. The total number of results from a query is recorded at the bottom of the results list in this frame. Select the item of interest from the results list.

Queries may be modified to re-query or be brought back to a blank query screen by using the browser's back button or by re-selecting **Computer Info**, **Peripheral**, or **Machine Software** from the Main Menu.

6.14.2.5 COMPUTER INFO/PERIPHERAL/MACHINE SOFTWARE (UPDATE)

To update a **Computer Info, Peripheral, or Machine Software** record, perform a query (refer to Section 6.14.2.4) to access the record. Make the necessary changes and select one of the ***Update*** buttons as described below. Where available, the ***Reset*** button clears the form of all new data that has been entered and the ***Cancel*** button exits the form.

To update a **Computer Info** record, select ***Update Only Computer Info*** if the change(s) relate only to the **Computer Info** fields. Select ***Update Only Account Info*** if the change(s) relate only to the **Account Info** fields. Select ***Update Computer Info/Account Info*** if the changes relate to both the **Computer Info** and **Account Info** fields.



File Edit View Favorites Tools Help

Computer Info Update

DO NOT PROCESS CLASSIFIED INFORMATION ON INTERNET CMDB

Created 26-JAN-04 *Updated 28-JAN-04

Site ID 20IS

*Machine Name DoomsDay

MAC Address

System Name IFEB_SERVER

VLAN | Subnet Mask

*IP Address (U) 777.666.888.555 | Gateway

*Computer Classification U | *Network Classification U | *Shared N

Location/Building building 240

Room 245 | Last Surveyed (DD-MMM-YY) 10-DEC-03

Position left side | Floor Box

*Operational Status Operational

Function

Project | Owner

*Manufacturer DELL

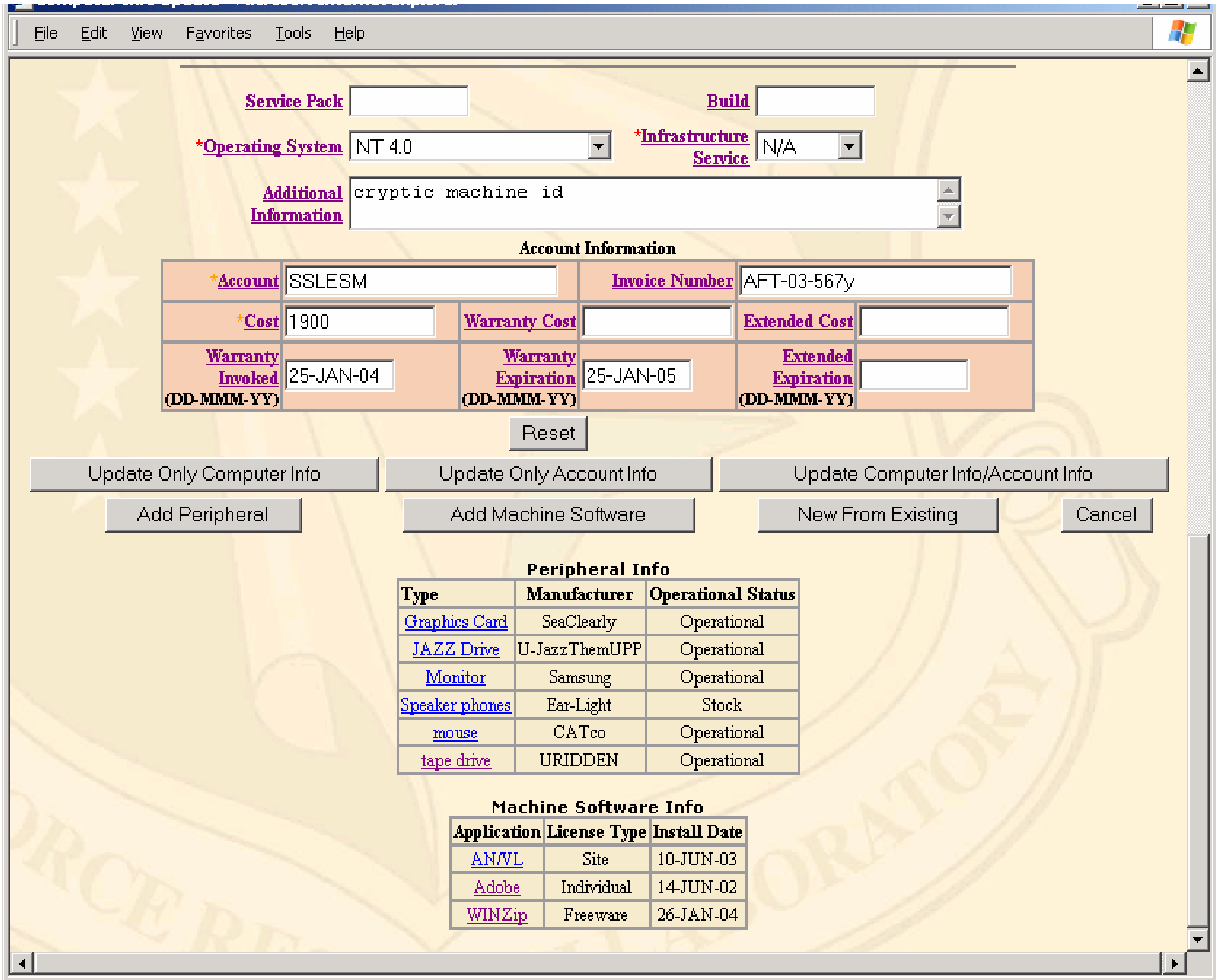
*Model Power Edge 2200

*CPU Serial Number ZXST-03-NAF | CPU Speed 2 ghz

Processor | No. Of Processors 3

RAM 1 gig | (Hard Drive) Total Capacity 67 gig

(HD) Configuration Config 6 RAID


File Edit View Favorites Tools Help

Service Pack | Build

*Operating System: NT 4.0 | *Infrastructure Service: N/A

Additional Information: cryptic machine id

Account Information

*Account	SSLESM			Invoice Number	AFT-03-567y
*Cost	1900	Warranty Cost		Extended Cost	
Warranty Invoked (DD-MMM-YY)	25-JAN-04	Warranty Expiration (DD-MMM-YY)	25-JAN-05	Extended Expiration (DD-MMM-YY)	

Reset

Update Only Computer Info | Update Only Account Info | Update Computer Info/Account Info

Add Peripheral | Add Machine Software | New From Existing | Cancel

Peripheral Info

Type	Manufacturer	Operational Status
Graphics Card	SeaClearly	Operational
JAZZ Drive	U-JazzThemUPP	Operational
Monitor	Samsung	Operational
Speaker phones	Ear-Light	Stock
mouse	CATco	Operational
tape drive	URIDDEN	Operational

Machine Software Info

Application	License Type	Install Date
AN/VL	Site	10-JUN-03
Adobe	Individual	14-JUN-02
WINZip	Freeware	26-JAN-04

Figure 6-22 Computer Info (Update)

To update a **Peripheral** record, select ***Update Just Peripheral*** if the change(s) relate only to the **Peripheral Info** fields. Select ***Insert Just Account Info*** if the change(s) relate only to the **Account Info** fields. Select ***Update Peripheral/Insert New Account Info*** if the changes relate to both the **Peripheral Info** and **Account Info** fields.

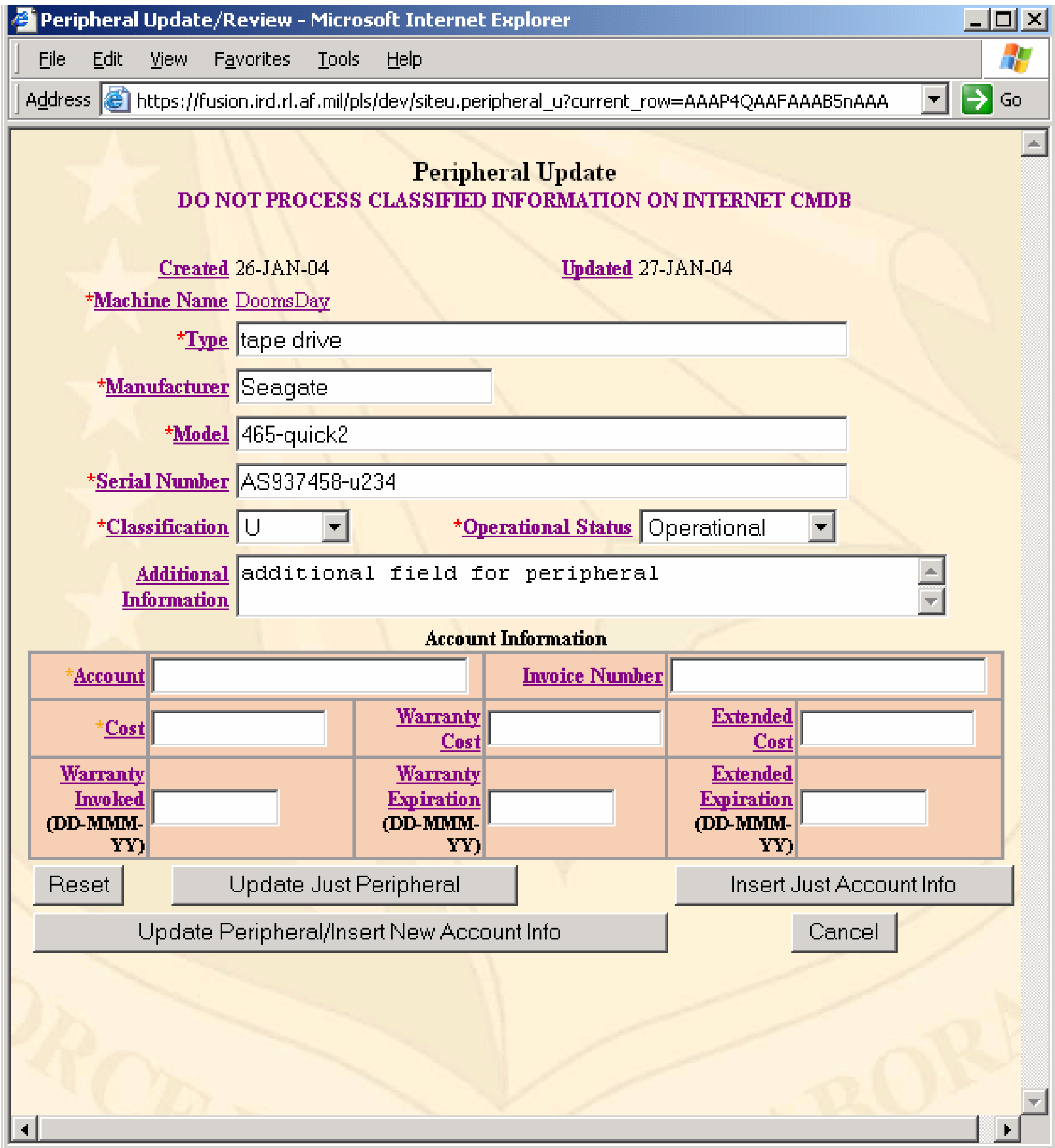


Figure 6-23 Peripheral (Update)

To update a **Machine Software** record, select ***Update Machine Software***.

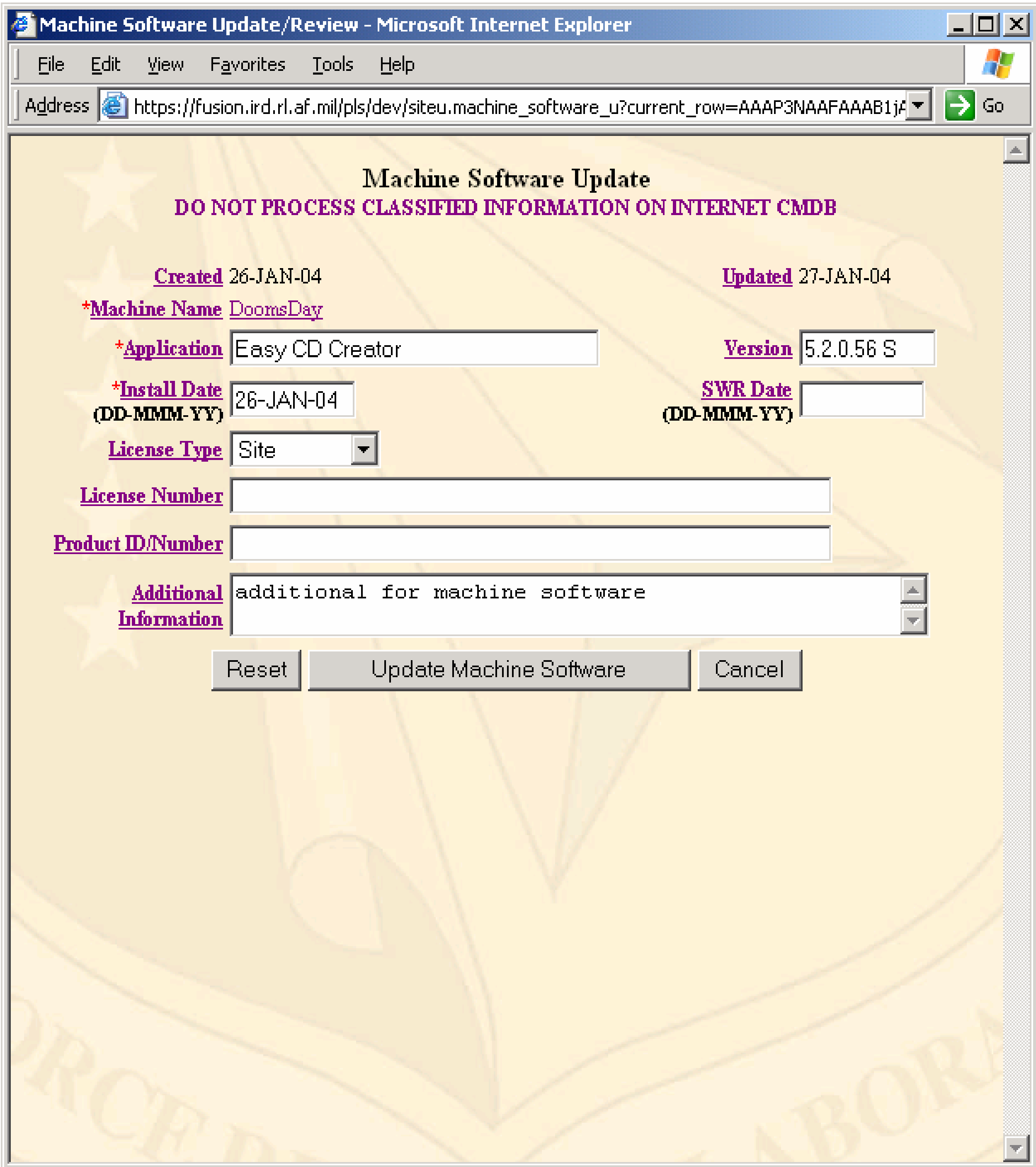


Figure 6-24 Machine Software (Update)

6.14.2.6 PERIPHERAL/MACHINE SOFTWARE (ADD TO EXISTING COMPUTER INFO RECORDS)

To insert a **Peripheral** or **Machine Software** record to an existing **Machine Attribute** record perform a **Computer Info** query (refer to Section 6.14.2.4) to access the record.

Scroll to the database buttons located at the end of the Computer Info Frame. Select the ***Add Peripheral*** or ***Add Machine Software*** button. The insert form will be displayed. Refer to Section 6.14.2.2 or 6.14.2.3 for instructions to insert new records.

6.14.3. CHANGE PASSWORD

Change Password modifies the CMDB user's password - used when logging into the CMDB.

To change a password, select **Change Password** found under **Programs/SWR/POC/Site** on the Main Menu.

The Login ID of the current CMDB user is displayed at the top of the screen. Below the Login ID, guidelines for creating a new password are listed. Enter a password that meets these guidelines in the **New Password** field.

Enter the New Password again in the **Confirm Password Field**.

Select ***Change*** to submit the new password. If the user wants to change the information contained within these text boxes, prior to selecting the ***Change*** button, they can select ***Clear*** to remove the data entered in both fields.

After a user has changed a password, they will be presented with the screen headed by "Password Successfully changed....". A URL with the text "Please review your POC information for correctness (Especially Address and Phone Details)" will be presented to the user. When a user clicks on the URL mentioned, the POC update/review screen, for the user, is displayed. If the user reviews the information and needs to update it, the user can will do so and submit the changes.

Select the browser's ***back*** button to return to the previous frame.

Figure 6-25 Password Change

6.15. LIBRARY

Library is the management tool used to catalogue program documentation and software maintained by Information Management Services. Advanced Document Revision Notices (ADRNs) are also maintained here. An ADRN is a change that has been made to a final document. The actual items in the library may be in the form of hardcopy or softcopy.

6.15.1. LIBRARY (NEW)/SUBMIT LIBRARY RECORD

Submitting new Library records is accomplished through the **Library (New)** form.

Select **Library (New)** found under **Library** in the Main Menu.

The **Created** date is auto-filled. (Format – DD-MMM-YY)

Select the **Program** that the library item relates to from the pull-down list.

Select the **Version** of the library item from the pull-down list.

Enter the **Security No.** assigned to controlled, classified items in the free-text field.

Select the **Classification** of the library item. On the Internet CMDB, this field automatically defaults to "U" (UNCLASSIFIED). On the JWICS and SIPRNET, this field will automatically populate with empty parentheses brackets, ( ), whereas the user must enter either an "S" (Secret) or a "U" (Unclassified) to denote the records *overall* classification.

Select the **Type** of library item from the pull-down list.

Enter the **Title** of the library item in the free-text field.

Select the **Library Status** from the pull-down list.

Select the **Restricted** status from the pull-down list.

Enter the **Doc/SW No.** assigned to the library item in the free-text field.

Enter the **Doc/SW Date** of the library item. The required format for this field is DD-MMM-YY (i.e., 18-MAR-03).

Enter the government **Contract No.** that the library item was created under in the free-text field.

Enter the **CDRL No.** (Contract Data Requirements List) for the library item created in the free-text field.

Enter **Additional Information** in the free-text field. This is intended to be used for any relevant, miscellaneous information.

Enter the **Online Location** of the library item in the free-text field. A URL address would be used if it is located at another site other than within the CMDB. A file name may also be placed in this field if the item is resident and available from within the CMDB. **On Line I**, select Y (Yes) or N (No) if the item is available on Internet, **On Line S** select Y or N if the item is available on SIPRnet, or **On Line J** select Y or N if the item is available on JWICs. The **Track** field indicates whether the item will be tracked in the CMDB using a Y (Yes) or N (No).

Complete the applicable tables: **Document** or **Software Information** and **Storage Information**.

Select the **Document Status** from the pull-down list.

Select the applicable Document **Acronym** from the pull-down list. Titles associated with **Acronyms** can be found under **Maintenance** in the **Main Menu.**

If applicable, enter the **Will Replace** number (CMDB library key) of the existing CMDB Library document that this new library record replaces.

Select the **Change Replaced Status To** from the pull-down list. This change status applies to the document referenced in the **Will Replace** field.

Enter the document **ADRN Info.** (Advanced Document Revision Notice) in the free-text field.

Enter the software **Patch No.** in the free-text field.

Select the **Media Type** of the source item from the pull-down list.

Enter the **Media Title** from the source item in the free-text field.

Enter the physical **Location** of the source item in the IMS library.

Select the **Submit** button once the form is completed.

The **Submit** button enters the Library record into the CMDB. A valid submittal generates a message in the Results Frame that says, “Insert Successful” with a number to identify the Library record and a date/time stamp.

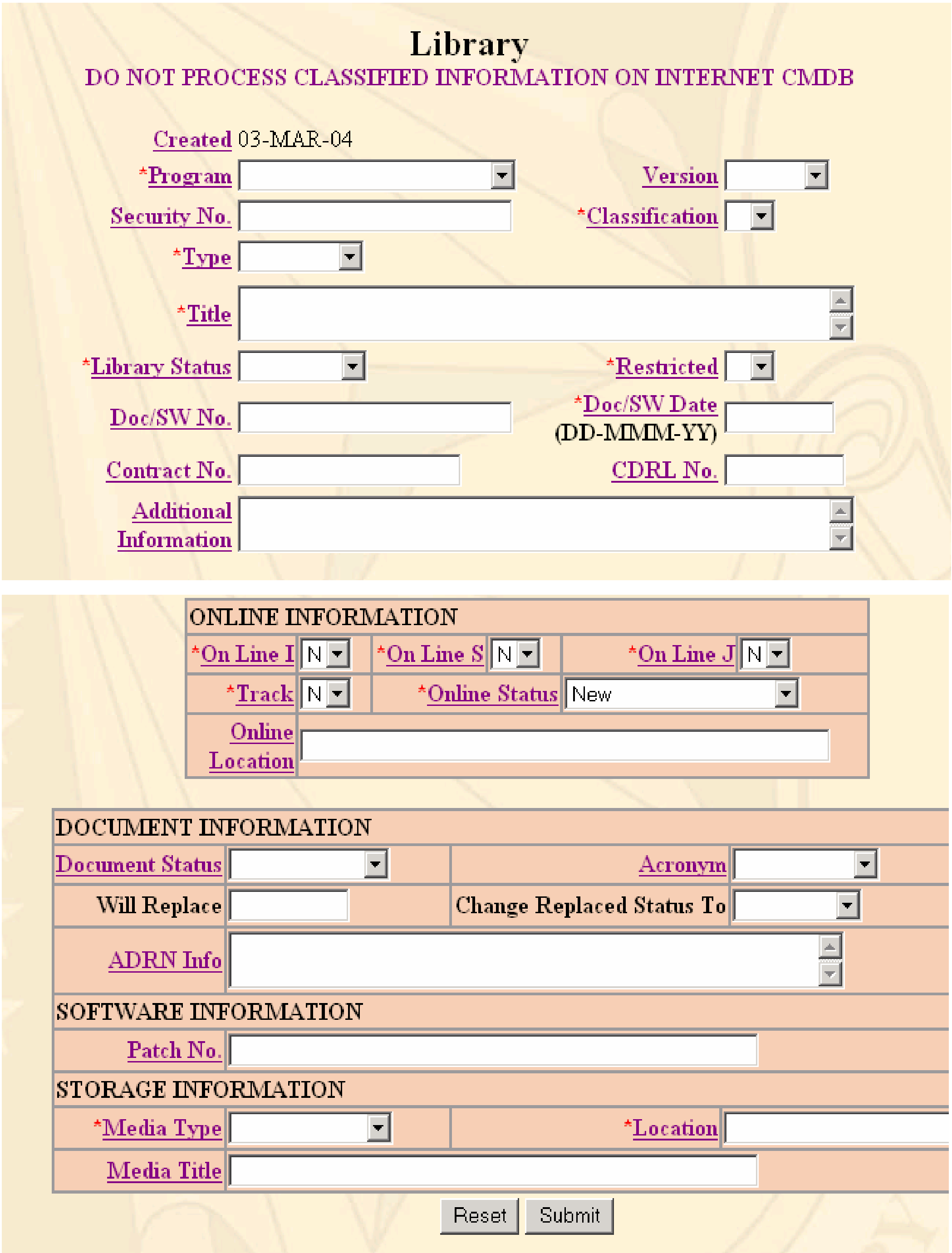


Figure 6-26 Library (New) Record

6.15.2. LIBRARY (QUERY)

Performing a query for a Library record is accomplished through the **Library (Query)** form

To query **Library** records select **Library (Query)** found under **Tracking** in the Main Menu frame.

The **Library** form is displayed. Enter and/or select the criteria for the search using any of the free-text fields and pull-down lists. Queries may be narrowed or broadened depending on the amount of information given.

Select the ***Query*** button. The results of the query are listed in the Results Frame. The total number of results from a query is recorded at the bottom of the results list in this frame.

Select the item of interest from the results list.

Queries may be modified and re-queried or brought back to a blank query screen by using the browser's ***back*** button or by selecting **Library (Query)** found under **Tracking** in the Main Menu frame.

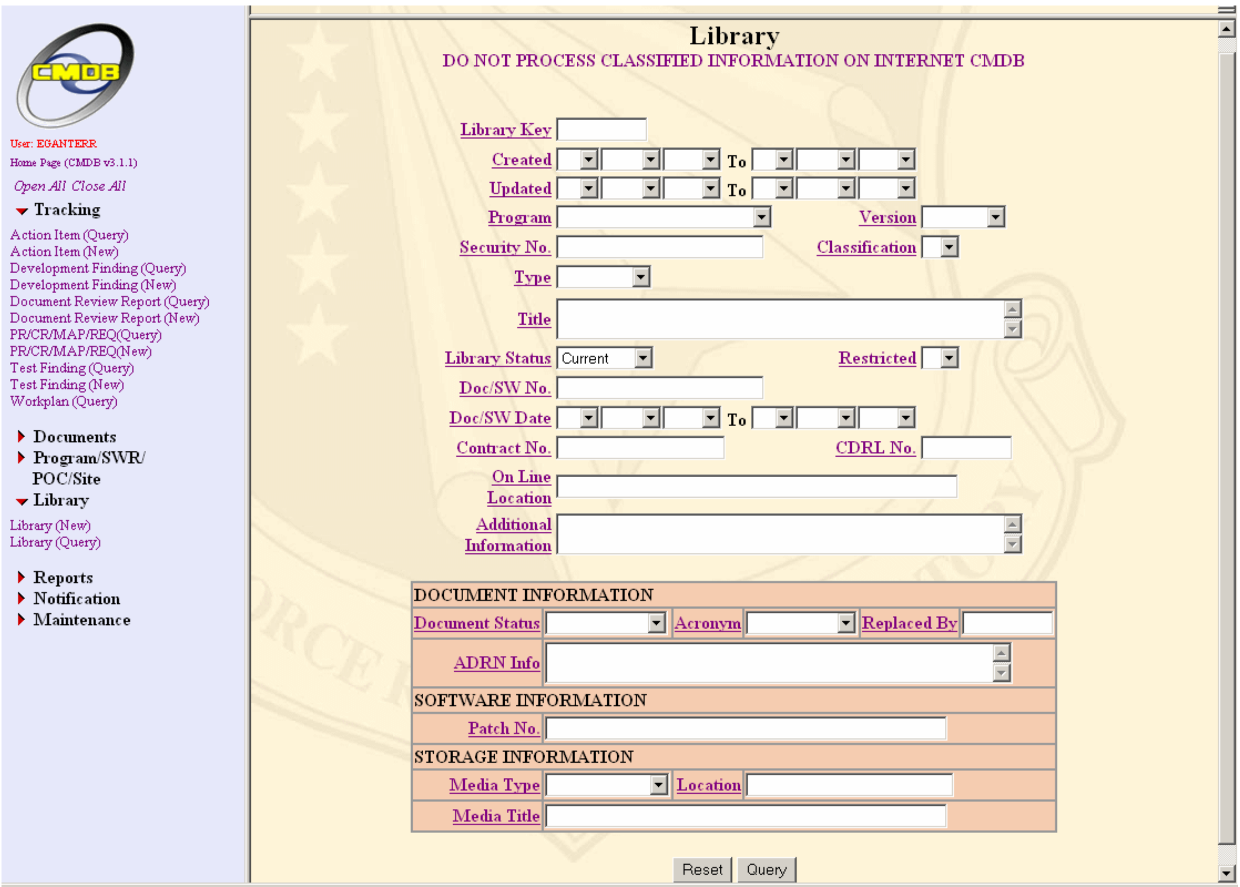


Figure 6-27 Library (Query)

The Library query function has a couple of features that are useful to sites and/or test facilities. It is easy to find the associated documents for a program and narrow down the query to look for any library items listed under a particular version. Once the query has been conducted using the appropriate values, if applicable, the following items are available:

<u>Create DRR</u> – The **Created** date, **Classification**, **Program**, **Version**, **Acronym**, and **Document Title** are already applied to the form – The user completes the remaining fields and submits the DRR by clicking on the Submit button.

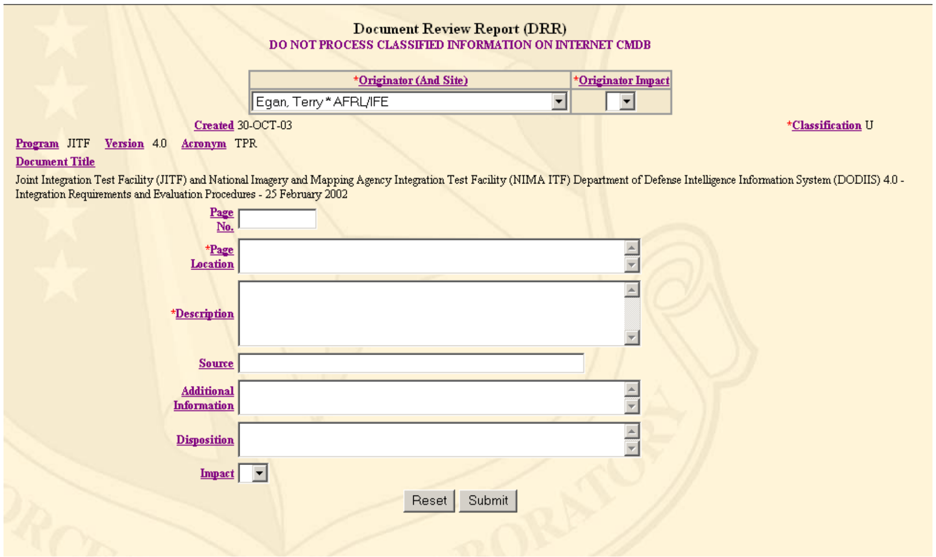


Figure 6-28 Create DRR (From Library Query)

<u>Create Test Finding</u> – The **Created** date, **Classification**, **Program**, **Version**, **Acronym**, and **Document Title** are already applied to the form – The user completes the remaining fields and submits the Test Finding by clicking on the Submit button.

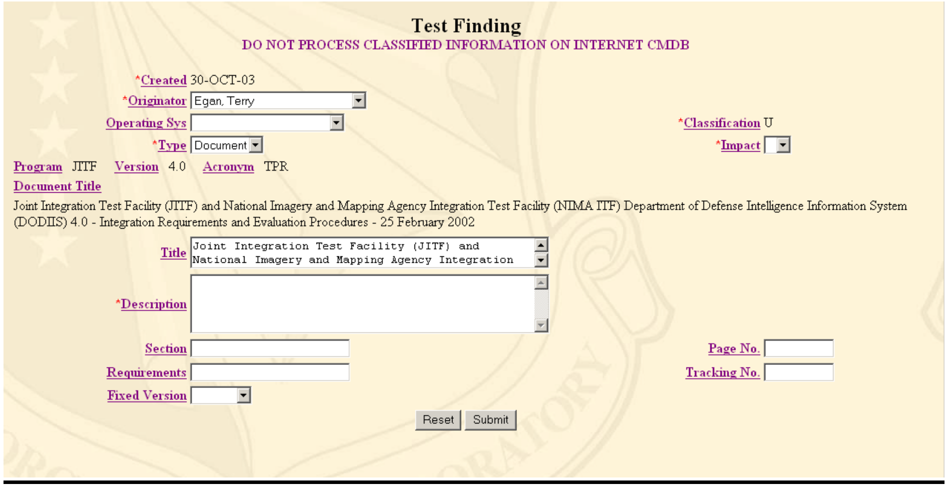


Figure 6-29 Create Test Finding (From Library Query)

<u>Associated DRRs</u> Links – If there are associated DRRs already written against the library item, links will be listed at the very bottom of the Library Query Result form. A user could review the Associated DRRs for content, add a disposition (if applicable for the users role), or review the state of the Associated DRR (Closed/In Dispute/In Review/New/Open/Rejected/Req Addl Info/Revised/Withdrawn).

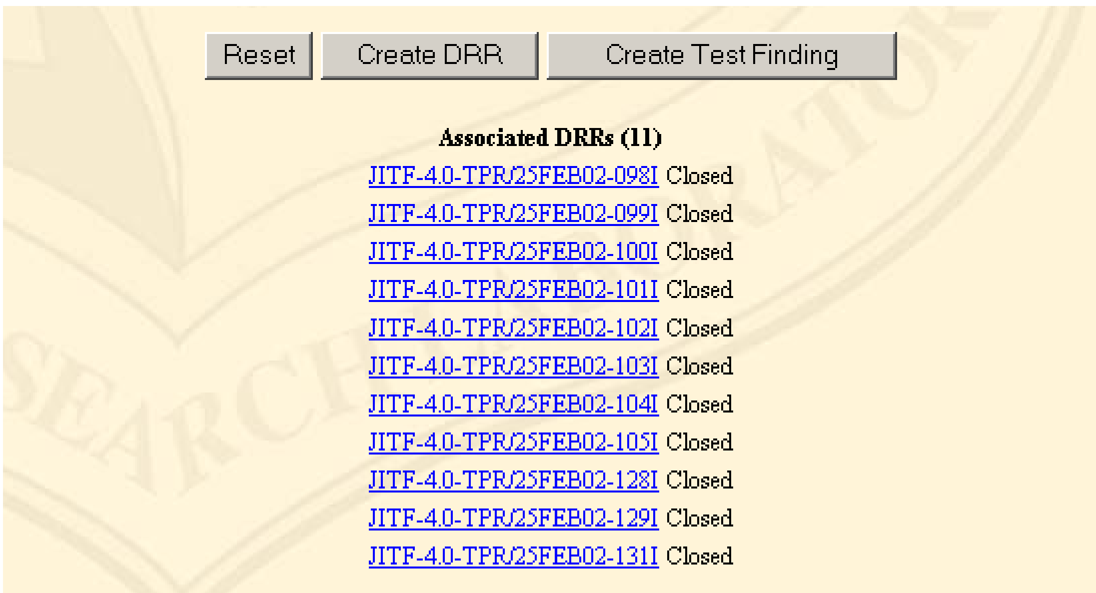


Figure 6-30 Associated DRRs (From Library Query)

6.15.3. DOCUMENT DOWNLOADING

This is a new capability available from within the Library section. Program documents are downloadable from individual Library records from within the CMDB. Users can only view the documents of his or her approved programs. If an item is allowed to be downloaded, “REVIEW DOCUMENT” will be displayed in the “ONLINE INFORMATION” section of a library queried item. Click the REVIEW DOCUMENT link and the document will be displayed in pdf or a message will be displayed asking the user to acknowledge that they are being tracked if they would like to view the document. Selecting “Acknowledge/Go To Review” will then display the document in pdf.

NOTE: Not all of the CMDB supported programs currently post documentation or allow downloading.

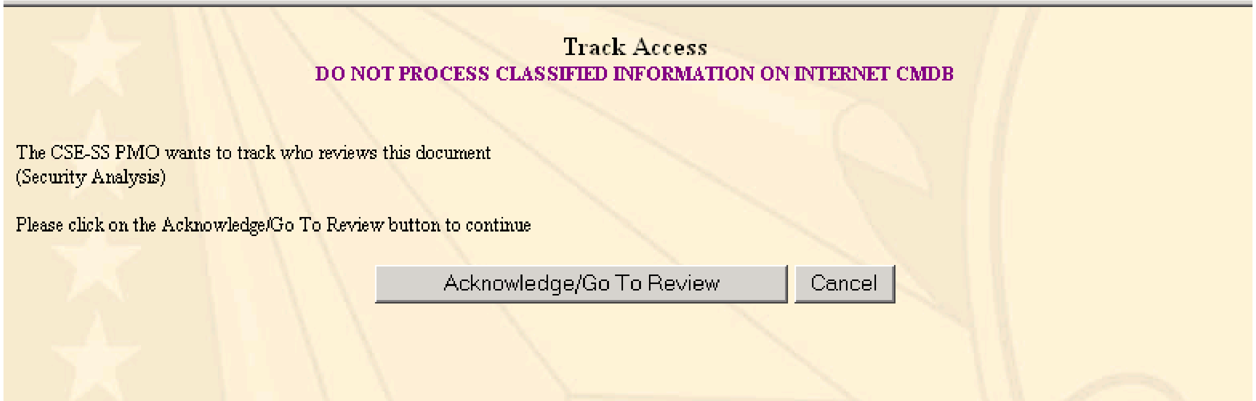


Figure 6-31 Review Document (From Library Query)

6.16. REPORTS

The Reports component allows users to extract, then print or save, information as a consolidated report. There are two types of reports, Standard and Ad Hoc. Standard Reports display pre-formatted information; these cannot be tailored by the user. To use this option select Reports from the Main Menu, then select Standard. The second type of report is called Ad Hoc. This option allows users to design a report based on chosen criteria and format. To use this option select Reports from the Main Menu, then select Ad Hoc.

6.16.1. STANDARD REPORTS

Standard reports, which are generated by the IMS Representatives at the request of a CMDB user, are created to meet reporting requirements in a specific format. A **Standard Report** is actually a report template which is created and stored; available to the user whenever it is needed. These reports allow the user to query the CMDB by selecting pre-formatted search fields which are displayed in a pull-down list. Once **Standard** is chosen from **Reports** in the Main Menu a list of report formats is displayed. Once the user selects their **Standard Report** , the input form is displayed. Pull-down lists are used to populate the search fields (i.e., Program, Version). Select ***To Report*** after query selections have been made.

A new standard report "PCMR Metric Report By Month" is available. This report provides a table report based on PCMR activity from the CM/PM status field (e.g. how many still open, how many new items, and how many were closed by month) for the previous six months.

6.16.2. AD HOC REPORTS

Ad Hoc reports allow the user to determine the report criteria. To create the report the user must define the tables, fields, and search criteria. A series of screens are displayed prompting the user to select which data to display, the order to display it in, and the search criteria.

Ad Hoc reports can be saved to view at a later date or to create the same report with different search values at a later time.

To create a new **Ad Hoc** Report:

Select **Ad Hoc** found under **Reports** on the Main Menu frame. The **Ad Hoc** Reports form is displayed.

Select the type of report from the pull-down that correlates to type of information required. The types of reports are as follows:

AI/Originator

Development Finding/Originator

DRR/Originator

DRR/Library/Library Note

POC/Site

PCMR/Originator

PCMR/Workplan

Test Finding Report

After the report type is selected, select ***Create New Report*** button. This will bring up the form called **Choose Columns To Be Displayed On Report**.

Choose the desired items that the report will display by clicking on the check boxes after the appropriate field names (e.g. **Created** would display the date that record was entered into the CMDB). These are the column headings that you will see on the completed report. No more than twenty fields may be selected. When all the desired columns have been selected, click ***Continue*** found at the top of this form.

Next, the **Column Display Sequence, Order By, and Alias** form will be displayed. This screen is to further define the layout format of the report. The names of the columns selected for display are found here with three blank columns along side of them.

The first blank column (from left to right) is used to number the Display Sequence. This is the order, from left to right, in which the columns on the report will be listed. To select the sequence that these columns will be displayed in, type a chronological number into the blank field along side each name.

The second blank column, the ***Order By*** column, is used to establish the order by which the information will be sorted in the report. The report can be sorted by a maximum of two fields. The number 1 should be selected next to the field name that the user would like the report to sort first, and 2 for the second field to be sorted. Only two fields are allowed for the sort. If left blank, the report will be sorted by the current order of the fields shown under the **Report Column(s)** column.

The third blank column on the **Column Display Sequence, Order By, and Alias** screen is the ***Alias(es)*** column. The alias(es) column will allow the user to type a different name/heading for each field or column within the report. If a new heading is not entered the field names will be displayed as shown under the **Report Column(s)** column.

Once all three columns are completed on the **Column Display Sequence, Order By, and Alias** screen, the ***Continue*** button should be selected to move to the next screen called **Enter Search Information**.

The **Enter Search Information** form is used to choose the information that will be displayed on the report.

A user can choose up to three search criteria using the pull downs from under each table heading. Only one item should be chosen per each row. The field names will be listed in alphabetical order from top to bottom.

For each criterion, an Operator (such as equals (=), less than (<), etc.) should be chosen using the pull down for that row.

Data values for the search should then be typed in the **Search Value** field for each field that was chosen. Dates should be entered using the DD-MON-YR format. Search values will be case insensitive.

AND/OR search clauses may be selected from the **AND/OR** pull-down lists located between the rows. The search will read from the top row to the bottom row, from left to right.

Note:

A report may use both the **AND** and the **OR** clause, however a search cannot be executed if the upper clause is an **OR** and the lower clause is an **AND**. All other combinations will be valid.

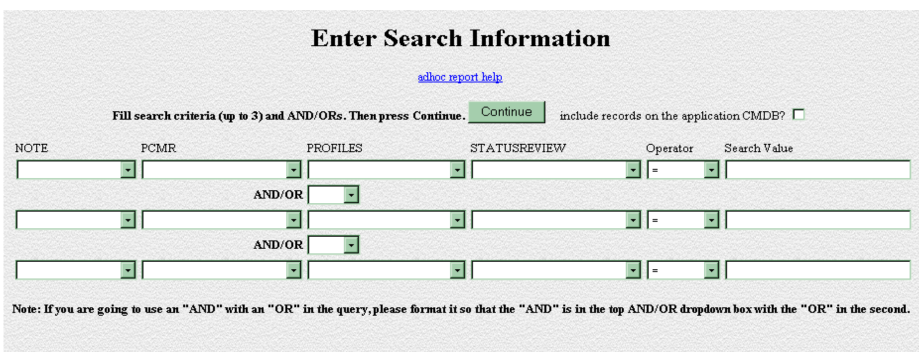


Figure 6-32 Enter Search Information Screen/Ad Hoc Report

If records for the program CMDB should be included in the search, the **Include CMDB Records?** check box should be selected.

When the search criteria have been completed, select ***Continue***.

The **Provide a Title For the Report** form will now be displayed. If desired, a title for the report can be typed into the blank field found here. Select ***Continue***. The Ad Hoc report will be displayed with the number of rows displayed at the bottom of the report.

To further the filter the data, select ***Filter Report (too many rows?)*** located at the bottom of the screen. The **Filter Results Further** screen will be displayed. Using the pull-down lists, select a field and an Operator from the respective fields that will be added to the current query. Enter a **Search Value** and select ***New Filtered Report.*** The report will be displayed in a table format with the number of rows displayed at the bottom of the report. The user may continue to filter the report in this fashion to derive the exact information that is required.

The user may then print the report using the browser's print utility, save the report for future use, or show the delimiters of the report to be able to copy and paste the report into another application.

6.16.3. SAVE REPORT

After creating an **Ad Hoc Report**, the user may save it for future use.

To Save an **Ad Hoc Report**:

Scroll to the bottom of the report, enter a name for the report in the blank field and select ***Save Report***.

The saved report will now be available for future use in Ad Hoc Reports.

The saved report is accessed from the initial prompt screen in **Ad Hoc Reports** by selecting it from the pull-down list under **Choose a Previously Saved Report**. Selecting ***Previous Report*** will produce the exact report that was saved. Selecting the ***Previous Report (With New Search Values)*** button will produce the layout of the saved report, but will allow the user to modify the search values.

To save report results in a different application, select ***Show Delimiters*** button should be selected and then the browser's ***Select All*** and ***Copy*** functionality can be used to save a copy into memory and paste the report results into a different application, such as Microsoft Word.

Fill in the **Enter Search Information** screen as shown below substituting the program of choice for CMDB if desired**.** If the search should include CMDB records, be sure to check the "**include records on the program CMDB?"** box.

6.17. NOTIFICATION

The Notification component allows users to receive automatic Notification of new records only via CMDB or e-mail. The user specifies the preferred method of notification in the POC User Preference screen.

Users have the ability to select specific items in the CMDB that are of particular interest to them and track them when new information is entered or existing information is modified. Users select how to receive these notifications – via CMDB (system) or Email.

6.17.1. SET NOTIFICATION PREFERENCES

To select the types of new records to receive **Notification** follow these directions:

Select **POC (Query)** - found under **Program/SWR/POC/Site** at the Main Menu. This displays the **POC** form.

Use the **POC** form to perform a query for your user name. Select it from the Results Frame.

Select ***CMDB User Preferences***, which is located half way down the POC record . The **DB User** form is displayed. Scroll to the bottom of the screen to a field labeled **Notification Preference**. Select System or Email from the pull-down list then select the button labeled ***Update.***

In order for notification to work properly, Program Notification MUST also be set up. Select the button labeled ***Modify Program Notifications***. The **Display Program Notifications** form is displayed. For each program individually select Y or N from the pull-down list to receive notification of AI, DRR, PCMR, TF, and/or WP records. Once selections are complete scroll to the bottom and select the button labeled ***Update Notifications***.

To automatically select Yes for all programs and all records, scroll to the bottom and select the button labeled ***Set All Yes***. To automatically select No for all programs and all records, scroll to the bottom and select the button labeled ***Set All No.***

Automatic **Notification** is provided when new records in the categories selected are entered into the CMDB.

6.17.2. VIEW NOTIFICATION VIA CMDB

To view Notification:

Select **Notification** from the **Main Menu** of the CMDB.

Select **Notification** from the sub-menu.

A *separate* window opens containing **Notifications**.

The **Notifications** box is automatically populated by CMDB. To view the data for **Notification** records select the title of the item of interest. This is displayed in blue and underlined to indicate that a link is present. The *main* CMBD browser window displays the record that has been selected. Click on the *main* browser window to bring it in front of the *separate* **Notifications** window. Toggle back and forth between the two screens as needed.

To sort the **Notifications** list select the applicable ***Sort*** button located below each column title. For example to sort items alphabetically by the program name select the ***Program Sort*** button. In Figure 4-8 the items are sorted alphabetically by Program.

If you requested to receive **Notifications** but the Notification box is empty when displayed, contact IMS.

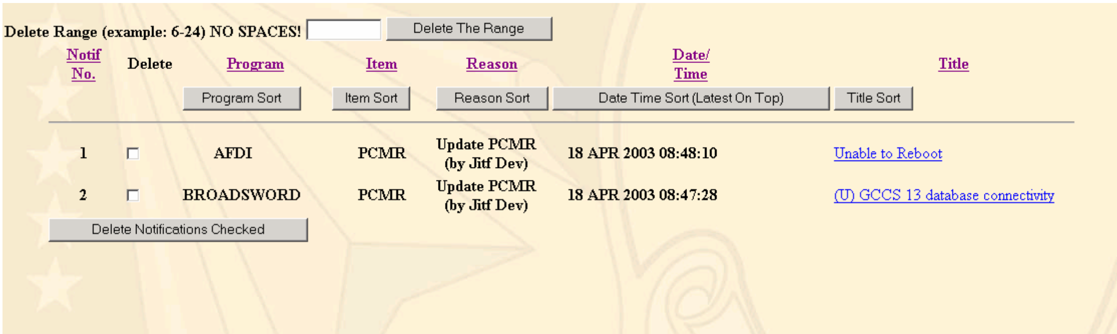


Figure 6-33 Notifications Display

6.17.3. VIEW NOTIFICATON VIA EMAIL

E-mail notifications will contain the following data:

- Title information and date/time stamp for an AI, PCMR, or Note
- Description information and date/time stamp for a DRR, TF, or WP
- URL quick link to the CMDB record
    - Click the CMDB URL provided in the e-mail
    - Log in to the CMDB (refer to section 5.3)
    - Click the quick link located on the Home Page to display the record associated with the e-mail notification

6.17.4. DELETE NOTIFICATIONS

Records are deleted from the list of **Notifications** in two ways.

To delete a range of **Notification** records:

Notifications are numbered (**Notif No**. column at the left side of the screen) from the top of the list to the bottom beginning with "1". Determine the range of numbers for deletion.

Type the range in the blank data field titled **Delete Range (example: 6-24) NO SPACES!** Use the format that is provided in the example noting that spaces cannot be used.

Select ***Delete The Range***. The range of records is deleted and the remaining items are renumbered.

To delete individual or non-contiguous **Notification** records:

Select the record(s) to be deleted by clicking on the box found adjacent to the notification number in the column titled **Delete**.

Scroll to the bottom of the list of **Notifications** and select ***Delete Notifications Checked***.

Each record that is checked is deleted, the screen is refreshed and the remaining items are renumbered.

6.18. HOTLIST

The Hotlist component allows users to receive automatic CMDB notifications of updated records, including notes added to these records. Records must be added to the CMDB User's Hotlist to receive Notification when they are updated and modified. The Hotlist contains specific records that users select to track throughout the development lifecycle. This Notification/Hotlist system allows users to view new records when they are first entered into the CMDB then select only those records of interest for lifecycle tracking, eliminating excessive Notification.

To indicate updated records for which you wish to receive Notification, follow the below instructions to subscribe to a **Hotlist**.

6.18.1. HOTLIST ITEMS INDIVIDUALLY

Query for a specific record.

Scroll to the bottom of the form for the queried record.

Select the button labeled ***Get on Hotlist***. This adds the record to the **Hotlist.** The Results Frame displays the message "You have been added to our hotlist. You will receive notifications about changes to this record" to indicate that the record is successfully added to the user's **Hotlist**. If the ***Get on Hotlist*** button is not present in a particular record, then the record is already part of the user's **Hotlist** and a button ***Get Off Hotlist*** is present.

6.18.2. HOTLIST ITEMS GLOBALLY

Query for a set of records.

The results frame will contain the records which meet the query parameters.

Scroll to the end of the list of records in the results box.

Click on the button labeled "Get on the Hotlist for all Records".

A new Hotlist entry will generate for each of the records contained in the results frame that does not have an existing Hotlist designator for the User (i.e., there are ten records in the results frame, but two are currently designated in the User's Hotlist. The system will only generate eight new Hotlist entries).

A message box will inform the User of the Hotlist results and require the User to acknowledge the number of records processed and the number of new Hotlists created.

6.18.3. VIEW HOTLIST

A User's **Hotlist** can be reviewed in a **Standard Report**.

To view a list of the items on a user's **Hotlist**:

Select **Reports** from the **Main Menu,** then select **Standard**.

A form is displayed listing the **Standard Reports**. In the category labeled **Hotlistings** is a report titled "Hotlist For (User's Login ID)". Select this link and a Hotlist Report displays all items on the User's Hotlist. The displayed columns are: Configurable Item Number (**Tracking**), AI or DRR or PCMR **(**Record Type).

Click on the Configurable Item Number (**Tracking**) of any item listed in the report to display that record. To return to the **Hotlistings** report, use the browser's *back* function.

6.18.4. UNSUBSCRIBE FROM HOTLIST

To remove an item from the Hotlist:

Display the record that you would like to remove:

Perform a query using the appropriate query form and select the record from the Results Frame, *or*

Access **Hotlistings** from **Reports**, and select the record of interest from the list.

Scroll to the end of the displayed record and select the ***Get off Hotlist*** button. The Results Frame displays the message "You have been taken off our hotlist" to indicate that the removal was successful.

7. ERROR RECOVERY AND PROBLEM REPORTING

7.1. DATA ENTRY ERROR RECOVERY

Data Entry Errors are displayed in the Results Frame located at the top of the screen. Errors contain informational messages that identify the type of problem.

To recover from an error either refresh the screen or use the browser's ***back*** functionality to return to the previous screen.

Re-selecting the desired form from the Main Menu also clears an error. However, this requires all necessary information to be re-entered .

If an error is received that states "Error…Missing Value,**"** then a mandatory data field has not been completed. The error message identifies the mandatory data fields affected. Refresh the screen or use the browser's ***back*** function to return to the form, complete the missing information, and re-submit the record.

8. DEFINITIONS

Action Item (AI) is the management tool used to track required activities that are of interest at the program level.

Advanced Document Revision Notice (ADRN) is a change that has been made to a final document.

Change Request (CR) is a new requirement or enhancement that is not part of the baseline software requirements.

Configuration Management (CM) is a process for developing and maintaining software by improving accountability, reproducibility, traceability, and coordination.

Configuration Management Database (CMDB) is an automated status accounting tool used to record and report information related to CM.

Development Finding (DEVF) is a software functional finding discovered by the PMO during ALPHA, IPAT, FAT, or BETA testing and evaluation.

Document Review Report (DRR) is used to coordinate and track changes against program documentation. DRRs identify technical, editorial, informational and requirement issues that are unclear or incorrect in any type of documentation produced for supported programs.

Multiple Application Problems (MAP) is a mechanism used to coordinate changes between programs when a PR or CR affects multiple programs.

Notification is a CMDB system or e-mail generated notice of new and/or updated records.

PCMR is a Problem Report, Change Request, Multiple Application Problem, or Requirement record.

Program Management Office (PMO) is the office responsible for the development of the software in terms of cost, schedule, technical performance, and supportability according to requirements. The PMO is responsible for directing the development contractor to ensure adequate testing of the program to minimize the number of errors experienced by users.

Problem Report (PR) describes a software deficiency whereby the software does not function as documented by program requirements.

Release is the documentation and software of a program associated with a specific version of the software.

Requirement (REQ) is a program level specification for future development efforts.

Test Finding (TF) is a documentation or software issue discovered by the JITF during formal BETA testing.

Tracking is the integral component of the CMDB that encompasses AIs, DEVFs, DRRs, CRs, PRs, MAPs, Requirements, TFs and Workplans. Tracking is the area of the CMDB where new data is both entered and queried.

Workplan is a document that identifies the estimated level of effort required to implement a software fix or change.

9. ACRONYMS

ADRN	Advanced Document Revision Notice
AFRL	Air Force Research Laboratory
AI	Action Item
CDRL	Contract Data Requirement List
CR	Change Request
CM	Configuration Management
CMDB	Configuration Management Data Base
CSCI	Computer Software Configuration Item
CUBIC	Common User Baseline for the Intelligence Community
DEVF	Development Finding
DIA	Defense Intelligence Agency
DRR	Document Review Report
HTML	HyperText Markup Language
IFEB	Information Handling Branch
IMS	Information Management Services
JITC	Joint Interoperability Test Center
JITF	Joint Integration Test Facility
JWICS	Joint Worldwide Intelligence Communication System
MAP	Multiple Application Problem
MRO	MASINT Requirements Office
PC	Personal Computer
PCMR	Problem Report/Change Request/Multiple Application Problem/Requirement
POC	Point of Contact
PM	Program Manager
PMO	Program Management Office

PR	Problem Report
QA	Quality Assurance
REQ	Requirement
SUM	Software User's Manual
SWR	Software Release
TF	Test Finding
URL	Universal Resource Locator
WP	Workplan