

Entering Records in the CMDB

PCMR (New Record):

1. On the menu in left frame locate **Tracking** and click on **PCMR (New Record)**.
2. Using the pull down menus, Select an **Originator (And Site)** and an **Originator Impact**.
3. Select an **Application** from the pull down menus along with a **Version, Type** and **Classification**.
4. Fill in the **Title** and **Description** fields.
5. Enter optional information into the **Source** and **Additional Information** fields.
6. Click on the **SUBMIT** button.

Definitions of Impact Codes for Problem Reports and Change Requests

The following paragraphs define the five (5) types of impact codes and to what situations they apply:

Impact Code 1- Prevents the accomplishment of an essential capability. Jeopardizes safety, security, or other requirement designated "critical". Impact Code 1 problem reports are considered classified.

Impact Code 2 - Adversely affects the accomplishment of an essential capability and no work around solution is known.

Impact Code 3 - Adversely affects the accomplishment of an essential capability but a work-around solution is known.

Impact Code 4 - Results in user/operator inconvenience or annoyance but does not

affect a required operational or mission-essential capability.

Impact Code 5 - Any other effect.

Special notes regarding Change Requests:

1. There is no Impact Code 1 for a Change Request.
2. The default Impact Code is 3.

The levels 2 - 5 relate to level of importance for implementation.

Document Review Report (New Record):

1. On the menu in the left frame locate **Tracking** and click on **Document Review Report (New Record)**.
2. Choose an **Originator (And Site)** and an **Originator Impact** from the pull down menus.
3. Choose an **Application, Acronym, Doc No.**, and a **Document Title** from the pull down menus.
4. Fill in the **Page Location** and the **Description** fields.
5. Enter optional information into the **Page No., Source**, and **Additional Information** fields.
6. Click on **SUBMIT** button.

Action Item (New Record):

1. On the menu in the left frame locate **Tracking** and click on **Action Item (New Record)**.
2. Select **Originator (And Site)** and **Assignee (And Site)** from the pull down menus.
3. Select a **Suspense Date** and an **Application** from the pull down menus.

4. Fill in the **Title** and **Description** fields.
5. Enter optional information into the **Source** and **Additional Information** fields.
6. Click on **SUBMIT** button.

Performing Queries/Viewing Information

1. Under the menu in the left frame locate the type of item wanted for the query.
2. A blank form will appear on right.
3. Type search criteria in any one or multiple fields to find an individual or multiple records.
4. Click on **Query** button located at the bottom of the form.
5. Results will appear in the top frame. Click on link to view information. To view more links, Use Back button in the browser to return to the results.

Adding a Note

1. Scroll to the bottom of the Action Item, Document Review Report, or PR/CR/MAP/Requirement record to which you would like to add a Note. Locate and click on the **Add Note** button.
2. A Note frame with blank fields will now appear at the bottom of the screen. Use pull down next to **Restricted** to select "Y" or "N".
3. Select the **Type** of Note using pull down.
4. Enter **Text**.
5. Click on **Submit Note** button at bottom of form.

Setting Up a Profile

1. Type in the appropriate URL:
Internet:
https://cmweb.deepthought.rl.af.mil/new_user/new_profile.master
Intelink: http://athens.rome.ic.gov/new_user/new_profile.master
2. **Select Place of Work (if it is found)** or **select Other** from the pull down menu and click on **Select** button.
3. Enter **First Name, Last Name, Commercial Phone,** and **Email.**
4. Select appropriate option for **POC INFO.**
5. Select appropriate **APPLICATIONS** in the **SUBSCRIBE** column that you want access to.
6. **Enter Your Access Justification.**
7. Click on **SUBMIT** button.

General Information

- CMDB is available on Internet, Intelink and SIPRnet.
- Requires Netscape 4.0 or Microsoft Explorer 4.0 or higher.
- Data is available to registered users upon approval by the program manager.

For More Information

Information Management Services (IMS)
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AFRL/IFEB/IMS
32 Brooks Road
Rome, NY 13441-4114

Phone: (315) 330-2723/4209
DSN: 587-2723/4209
Fax: (315) 330-1637

Email Addresses:

Internet: cubic_cm@rl.af.mil
Intelink: cubic.cm@mail.rome.ic.gov
SIPRnet: ims@rl.af.smil.mil

CMDB Web Page urls:

Internet: <http://www.if.afrl.af.mil/programs/cm/>
Intelink: <http://web1.rome.ic.gov/cm/>
SIPRnet: <http://www/ife.rl.af.smil.mil/cmdb>

CMDB login urls:

Internet:
https://cmweb.deepthought.rl.af.mil/cm/cmdb_cm.master
Intelink:
http://athens.rome.ic.gov/cm/cmdb_cm.master
SIPRnet:
http://corinth.rl.af.smil.mil/cm/cmdb_cm.master



Quick Reference Guide to the Configuration Management Database (CMDB)

V 2.2



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