

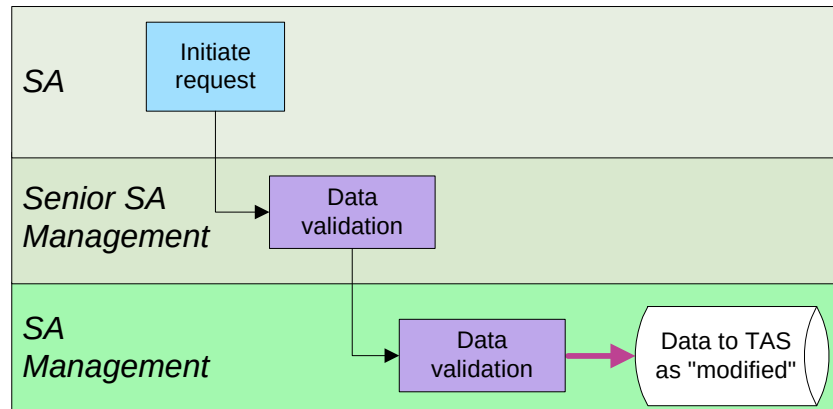
Application & Support Group Bulk Update Processes

The Application and Support Group Bulk Update form is used to make modifications to groups of physical and/or logical devices. The workflow, initiated by the SA, will flow to one level of management for the first validation and then to a second level of management for a final validation before updating the ApertureVISTA repository and TAS.

NOTES:

There are rules that have been established for how this workflow can be used and limits on what can and cannot be updated.

- Only devices that are completely through the Installation process and not used in any other workflows will be available for updated.
- No more than 75 devices can be changed on one request. Any changes above 75 entries will require additional requests. (i.e. if there are 100 devices to update, it will require one request of 75 and one of 25 or two requests of 50 each but all 100 devices will not be allowed to go on one request).
- When adding/removing Support Groups: each support group can only be associated to a server ONCE. Therefore, when trying to change primary and/or secondary contacts; in the same workflow request, select to remove the group and re-add it with the correct primary and secondary contacts.
- Each support group can only be added once. If a number of servers are selected and a support group is selected to add, only those servers that do not already have that support group will be updated.
- Each application can only be added once. If a number of servers are selected and an application is selected to add, only those servers that do not already have the application will be updated. If several applications are selected to add/remove, each application is processed separately so if a server has one of three applications being added, the one it already has will be skipped and the two new applications will be added.
- Only one application can be added per request.
- If an application in the master list is marked as not valid (not “P”, “D” or “L”), then the application is only available as a *remove*, it may not be added. For applications on the master list that have a CSI status of (“P”, “D” or “L”) each application will be listed twice; once as an *add* and a second time for *remove*.



First specify the systems to be modified

- Use one or more of the three buttons in the DEVICES section to locate multiple physical or logical systems to update. Use “Add by Device...” to select by device level fields like Name, Barcode or Serial Number. Use “Add by Application...” to find all devices that have a specific application. Use “add by Support Group...” to search for devices based on the support groups.
- Select multiple devices by using the locators multiple times.
- Identify the Applications to be either added and/or removed.

Only applications that have a CSI status of “P”, “D”, or “L” are available to add.

Each application can only be added to a device once.

No system will be left without applications. The last application will not be deleted unless a new one is being added.

4. Identify the Support Groups to be added and/or removed.
5. Identify the Change Tools to be added and/or removed.

The selection of a change tool becomes mandatory if any one of the applications being added is categorized as SOX critical.

6. Enter the Change Control Number (this field is required).

Application & Support Group Batch Change

Submit Request

Save for Later

Revert To Saved

Devices

	Device Name	Barcode	Serial Number
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Add by Device...

Add by Application...

Add by Support Group...

Total Devices: 0

It is the initiators responsibility to insure the appropriate business has approved this change control.

* Change Control Number

Applications

	Action	App ID	App Name	Sox Critical
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Add...

Total Applications: 0

Support Groups

	Action	Support Group Type	Support Group	Primary Contact	Secondary Contact
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Add...

Total Support Groups: 0

Change Tools

	Action	Change Tool ID	Change Tool
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Add...

Total Change Tools: 0

Comment History

Add a Comment

View All Comments

Submit Request

Save for Later

Revert To Saved

7. Once all the changes are identified, click “Submit Changes”

The request will flow through two levels of validation before it is closed out.

Once both validations are done, the data will then be updated immediately in the Aperture repository. TAS will be updated during the nightly data transfer.