



Table of Contents

Access and Edit an Application List	1
Filter a List	5
Export a List to Excel.....	8
Dependency Details and Mapping Dependencies.....	9
Build a Report.....	12
Access and Edit a Computer list.....	13
Access and Edit a Server list.....	14



Configuration Management

Access and Edit Application List

Purpose statement

- Navigate and edit an application list

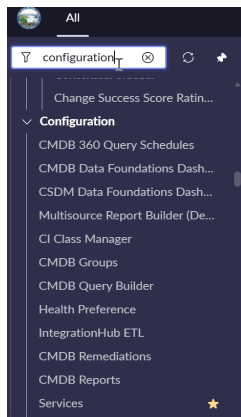
Roles involved

Data Entry User: Update department information and run department reports

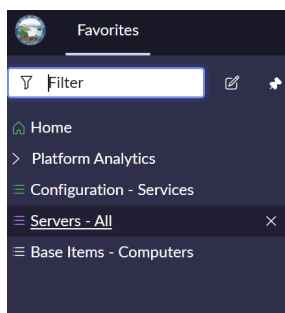
C-Suite User: Utilize report information to make business decisions

Steps

1. Start at the Service Operations Workspace. This is located under "Workspaces" If you are seeing a banner, click update to most recent view
2. On the upper left-hand corner of the screen, select the **All** menu.
3. In the **Filter** search field enter Configuration.
4. Select **Configuration > Services** to display a list of all applications. To Add to your Favorites, click on the Star next to the item.



- Go to the top of your page and click on Favorites. Select Configuration-Services.



- Click on Services. a List of applications will appear.

Favorites History Workspaces AlaskaTest- Services ★									
Services Service classifier Search									
	Name	Business criticality	Used for	Service classification	Managed by	Owned by	Approval group	Location	Operational status
All	All				(empty)	(empty)	(empty)	(empty)	
	ServiceNow Event Management	4 - not critical	Production	Application Service	(empty)	(empty)	(empty)	(empty)	Operational
	INS Document - Production	2 - somewhat critical	Production	Business Service	(empty)	(empty)	(empty)	(empty)	Operational
	INS Health Survey - Production	2 - somewhat critical	Production	Business Service	(empty)	(empty)	(empty)	(empty)	Operational
	SC Milestone JPH - Production	2 - somewhat critical	Production	Business Service	(empty)	(empty)	(empty)	(empty)	Operational
	SDS-Archives - Production	2 - somewhat critical	Production	Business Service	(empty)	(empty)	(empty)	(empty)	Operational
	Trust System II by								

- Click on the filter icon on the left hand side to filter your list to Discovery source is Transition Manager.



AlaskaTest- Services ★

Favorites History Workspaces

Services Service classification Search

Run Save... AND OR Add Sort

Discovery source is Transition Manager AND OR X

All

Name	Business criticality	Used for	Service classification ▲	Managed by
All				(empty)
ServiceNow Event Management	4 - not critical	Production	Application Service	(empty)

8.

9. A New Form should appear with the Name of the item, short description, and other required fields.

Service Data Bridge - Production

Open in CMDB Workspace Update Insert Delete

Name: Data Bridge - Production

Short Description: A tool to convert a csv, txt or xml format file to migrate data to SDWIS/State format

Environment: Production

App Type: Application

Business criticality: 2 - somewhat critical

Service Level: Business Hours

Vendor:

Version:

Main Application: Data Bridge

Vital System: Routine

App Dev Platform: Java

Department or Company: DEC

Division: EH

Owning Division:

DTO: Ryan Kendall

App Owner: Thomas Stock

SME1: Thomas Stock

SME2:

Location:

Operational status: Operational

Retiring: ☐

Retire Date:

OOS Reason:

Business unit:

10. Make changes to the record as necessary in this form and click update in the right hand corner of the form.

Service Data Bridge - Production

Open in CMDB Workspace Update Insert Delete

Name: Data Bridge - Production

Short Description: A tool to convert a csv, txt or xml format file to migrate data to SDWIS/State format

Environment: Production

App Type: Application

Business criticality: 2 - somewhat critical

Service Level: Business Hours

Vendor:

Version:

Main Application: Data Bridge

Vital System: Routine

App Dev Platform: Java

Department or Company: DEC

Division: EH

Owning Division:

DTO: Ryan Kendall

App Owner: Thomas Stock

SME1: Thomas Stock

SME2:

Location:

Operational status: Operational

Retiring: ☐

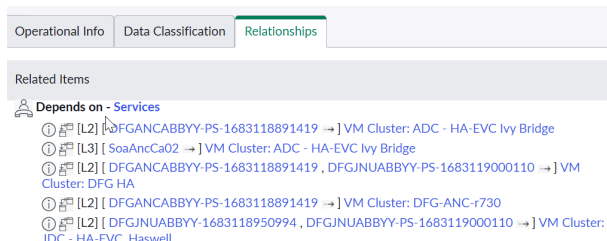
Retire Date:

OOS Reason:

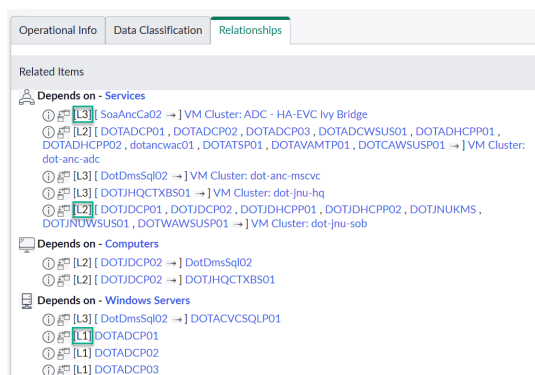
Business unit:



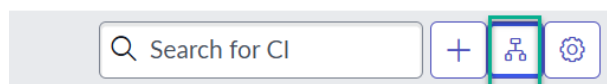
11. Scroll down the form to view the Operational info Tab, the Data Classification tab and the Relationships tab.

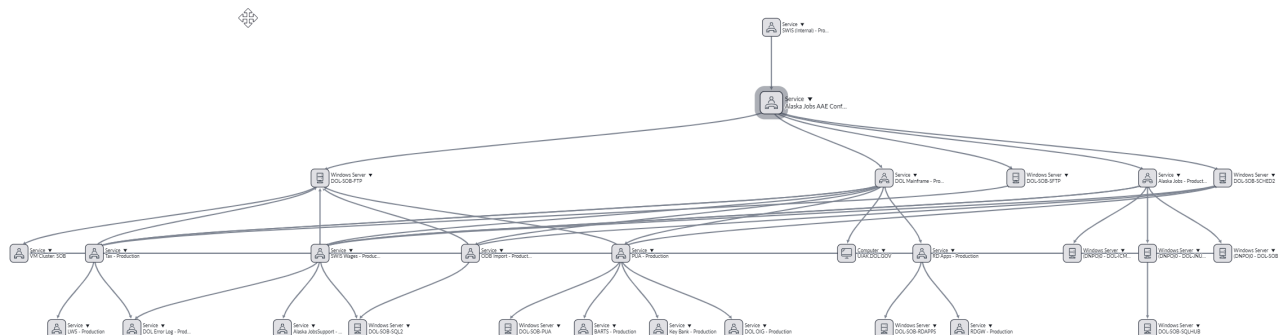


12. The Relationships Tab will show the Service Dependencies. Next to each of the dependencies should be L1, L2, or L3. This indicates the level of dependencies of that service.

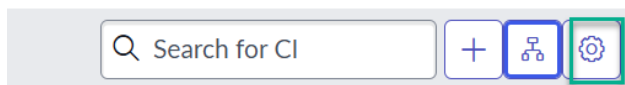


13. On the right side there is a hierarchy icon >click the icon to display relationships as a graph.

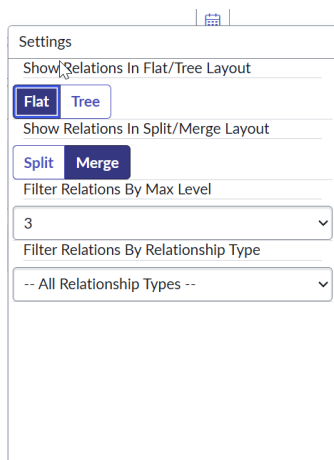




14. On the right side there is a gear icon> click icon to display the relationships you are most interested in.



15. A Window will appear that allows you to split or merge relations, Filter Relations by level (L1, L2, L3) and Filter relations by Type.



Configuration Management



Filter a List



Purpose statement

- Navigate how to filter a list

Roles involved

Data Entry User: Update department information and run department reports

C-Suite User: Utilize report information to make business decisions

Steps

1. Start at the Service Operations Workspace. This is located under “Workspaces” If you are seeing a banner, click update to most recent view
2. On the upper left-hand corner of the screen, select the **All** menu.
3. In the **Filter** search field enter Configuration.
4. Select **Configuration > Services>All** to display a list of all applications.
5. Click on the filter icon on the left hand side to filter your list to Discovery source is Transition Manager.

FavoritesHistoryWorkspaces

AlaskaTest- Services

Services

Service classification

Search

Run

Save...

AND

OR

Add Sort

Discovery source

is

Transition Manager

AND

OR

All

	Name	Business criticality	Used for	Service classification	Managed by
<input type="checkbox"/>	All				(empty)
<input type="checkbox"/>	ServiceNow Event Management	4 - not critical	Production	Application Service	(empty)
<input type="checkbox"/>	INS Document				

6.



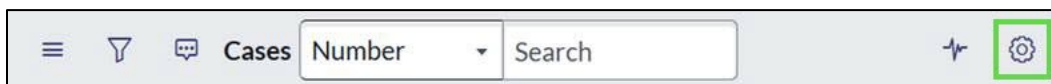
- At the right of the heading of the **Name** column, hovering over the **arrow** icon indicates that the list is sorted by this column.

Name ▲	Business criticality	Used for
1099 Generator - Development	2 - somewhat critical	Development
1099 Generator - Production	2 - somewhat critical	Production

- Select any Column heading to sort by that column
- At the right of the **Operational Status** column heading, select the **3 vertical dots** menu icon and then select **Group By Operational Status**. This will show you applications by operational status.

Name	Business criticality	Used for
Operational status: (empty) (1)		
Operational status: Operational (1371)		

- On the **Operational Status** column header, select the **column options menu icon** > **Ungroup** to ungroup the list.
- To edit the columns in the list, select the **personalize list** icon.



- To add a field from the **Available** list to the **Selected** list, select a field. EXAMPLE: App Owner



Personalize List Columns ×

Available

Selected

Aliases
App Dev Platform
App Owner
App Type
Asset
Asset tag
Assigned
Assigned to
Attestation Score
Attestation Status
Attested
Attested By
Attested Date
Attributes
BLS
Bundle

>
<

Name
Business criticality
Used for
Service classification
Managed by
Owned by
Approval group
Location
Operational status

^
v

☒ Wrap column text ☐ Compact rows ☐ Active row highlighting

☒ Modern cell coloring

☒ Enable list edit ☒ Double click to edit

Reset to column defaults

Cancel

OK

13. Use the **move up** button to move the added field before another field. EXAMPLE: *Additional Assignee List*.

Personalize List Columns ×

Available

Selected

Aliases
App Dev Platform
App Owner
App Type
Asset
Asset tag
Assigned
Assigned to
Attestation Score
Attestation Status
Attested
Attested By
Attested Date
Attributes
BLS
Bundle

>
<

Name
Business criticality
Used for
Service classification
Managed by
Owned by
Approval group
Location
Operational status

^
v

☒ Wrap column text ☐ Compact rows ☐ Active row highlighting

☒ Modern cell coloring

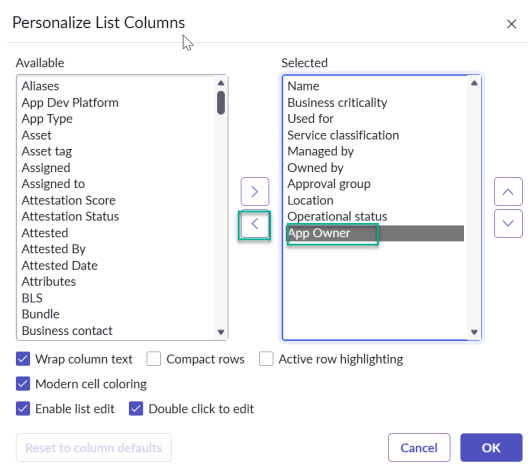
☒ Enable list edit ☒ Double click to edit

Reset to column defaults

Cancel

OK

14. To remove a column from the list, select a field, and then select the **remove** button. EXAMPLE: *App Owner*.



15. Select **OK**.

Configuration Management

Export a List to Excel

Purpose statement

- Export a List to Excel

Roles involved

Data Entry User: Update department information and run department reports

C-Suite User: Utilize report information to make business decisions



Steps

1. On the banner, select the **All** menu.
2. In the **Filter** search field enter Configuration.
3. Select **Configuration > Services>All** to display a list of all applications. Or go to Favorites and click **Configuration-Services**.
4. Right click on the name column and select Export to Excel.



Name	Business criticality	Used for	Service classification
Relias - NonProd	critical	NonProd	Business Service
Law Citrix	critical	Production	Business Service
Criminal History Record Audit - Pro	critical	Production	Business Service
Directory Submission Service - Pro	critical	Production	Business Service
PHO-Wait List - NonProd	critical	NonProd	Business Service
Pinpoint Labs Harvester - NonProd	critical	NonProd	Business Service
Proscript - NonProd	2 - somewhat critical	NonProd	Business Service
QS1 Pharmacy - NonProd	2 - somewhat critical	NonProd	Business Service
Random Moments Sampling - OCS - NonProd	2 - somewhat critical	NonProd	Business Service
eLogbook (Extranet App\Service) - Produc...	2 - somewhat critical	Production	Business Service
Oracle Infrastructure	2 - somewhat critical	Production	Business Service

Configuration Management

Dependency Details & Mapping Dependencies



Purpose statement

- Review and update Dependency details and Map dependencies

Roles involved

Data Entry User: Update department information and run department reports

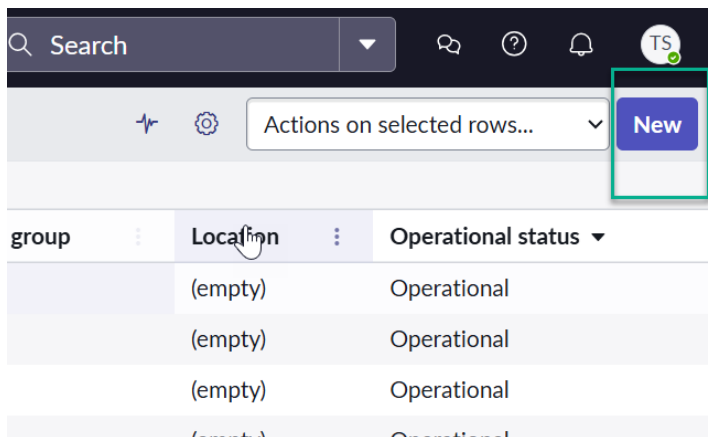
C-Suite User: Utilize report information to make business decisions

Steps

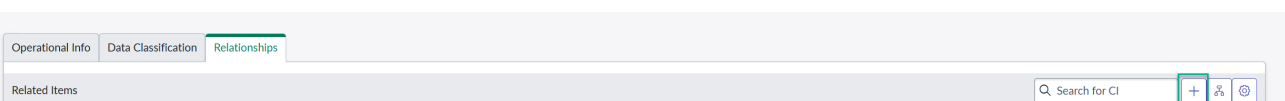
- On the banner, select the **All** menu.
- In the **Filter** search field enter Configuration.



3. Select **Configuration > Services>All** to display a list of all applications. Or go to Favorites and click **Configuration-Services**.
4. To Create a New record select New in the upper left hand corner.



5. This will pull up a new form to enter your information. Once all of your details are added click Submit. The new application will show up in your list.
6. To add a new relationship to an existing application, click on an application. In the Form click on the relationship tab. Click on the + button to add a new relationship



7. A new Form will appear that has suggested relationship types. You can create filters to search for the relationship and click Run filter.



AlaskaTest- Oracle Infrastructure | Service

Relationship Editor - Oracle Infrastructure(Service) Cancel Save Save and Exit

☒ Use suggested relationships

Suggested relationship types

- * Connects to (Parent)...
- * Consumed by (Child)...
- * Depends on (Parent)...
- * DR provided by (Parent)...
- * Provides DR for (Child)...
- * Receives data from (Parent)...

☐ Hide CI relationships
☐ Hide user relationships
☐ Hide group relationships

Filter

Class is a Network Gear AND OR X

Location is anything AND OR X

Operational status is anything AND OR X

Run filter

Configuration Items

Name	Manufacturer	Location	Description	Class	Updated	Maintenance schedule
No records to display						

Relationships

Type	Parent	Child
<input type="checkbox"/> Depends on/Used by	Oracle Infrastructure	DOTS080VM1
<input type="checkbox"/> Provides DR for	Oracle Infrastructure	DOTS080VM1

8. Click the back button to return to the previous form.

AlaskaTest- Oracle Infrastructure | Service

Relationship Editor - Oracle Infrastructure(Service) Cancel Save Save and Exit

☒ Use suggested relationships

Suggested relationship types

- * Connects to (Parent)...
- * Consumed by (Child)...
- * Depends on (Parent)...
- * DR provided by (Parent)...
- * Provides DR for (Child)...
- * Receives data from (Parent)...

☐ Hide CI relationships
☐ Hide user relationships
☐ Hide group relationships

Filter



Configuration Management

Build a Report

Purpose statement

- Build a report (Note: you must have permission to access the data you are reporting on.

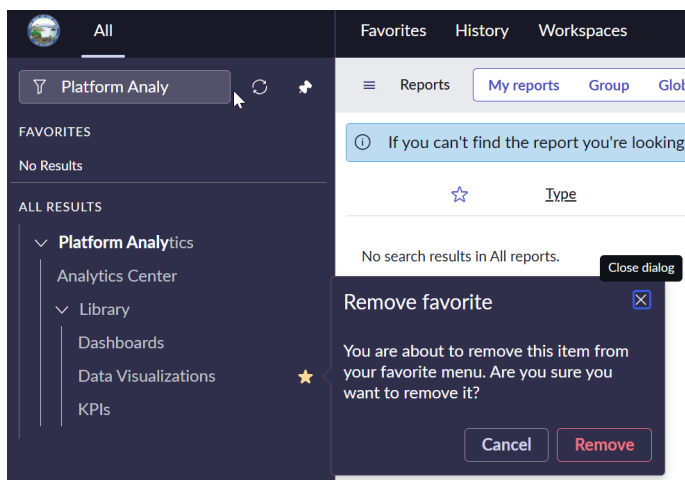
Roles involved

Data Entry User: Update department information and run department reports

C-Suite User: Utilize report information to make business decisions

Steps

1. On the banner, select the **All** menu.
2. In the **Filter** search field enter Platform Analytics.
3. To Add to your Favorites, click on the **Star** to the left of the item. Click **Done**
4. Select **All > Platform Analytics> Data Visualization**. Click the **Star** to add to your favorites list





- You will see a list of data visualizations on the right hand side of the screen. On the left hand side of the screen you can select reports that are owned by you or shared with you. You can also create a new report by clicking new in the upper left hand corner.

The screenshot shows the 'Platform Analytics' interface. On the left, there is a sidebar with a search bar and filter options: 'Bookmarked', 'Certified', 'Owned by me', 'Shared with me' (highlighted), and 'All'. The main area displays a table of 'Data Visualizations' with columns for Name, Type, Description, Created by, and Updated. A 'New' button is in the top right corner of the table area.

Name	Type	Description	Created by	Updated
% Escalations acknowledged (by groups)	Column		admin	2024-08-22 10:36:02
% Escalations not acknowledged (by groups)	Column		admin	2024-08-22 10:36:02
% Failed changes	Column	Percentage of the change requests that are not successfully completed	admin	2023-12-22 10:59:35
% high priority incidents	Column		admin	2023-12-21 15:28:57
% Incidents associated with problem	Column	Percentage of the incidents that are associated with problem.	admin	2023-12-22 05:51:52
% Successful change distributed by type	Column	Distribution of the change requests that are successfully closed by change type	admin	2023-12-13 15:26:49
% Successful change with issues (by model and type)	Column	Distribution of the change requests closed with issues distributed by change model and change type	admin	2024-05-23 13:50:03
% Successful change with issues distributed by type	Column	Distribution of the change requests that are successfully closed with some issues by change type	admin	2023-12-26 13:01:34
% Successful change without issues (by model and type)	Column	Distribution of the change requests that are successfully closed without issues by change model and change type	admin	2024-05-23 13:50:02

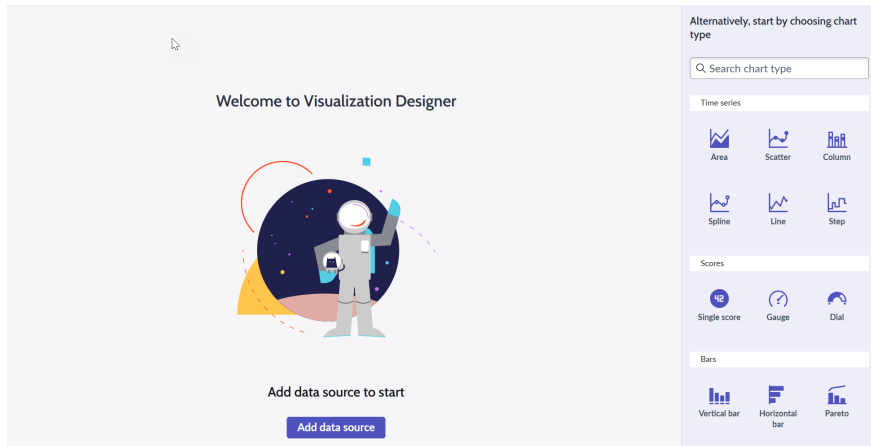
- Click on one of the reports. If there is data available, a graph representation will appear. You can modify your data sources, and grouping on the right side of the screen.



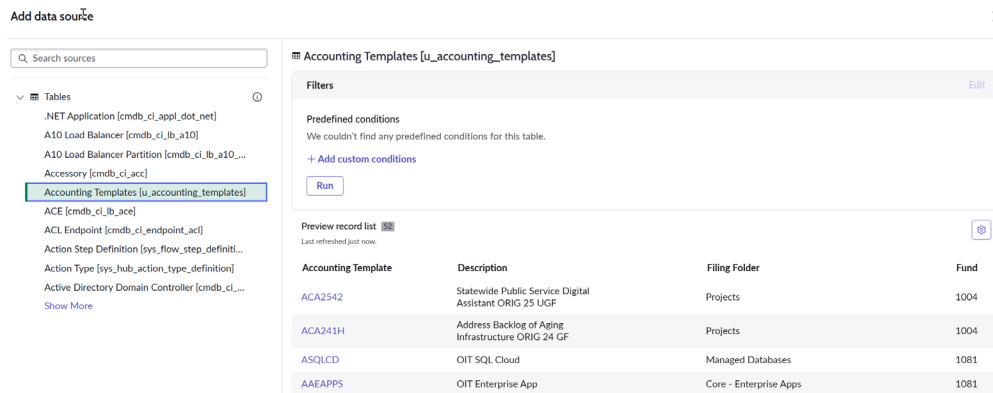
- Click the back arrow to return to your list. Click on the New button in the upper right hand corner. A new window will appear where you can choose your chart type and add your data source.



Create new visualization



8. Click Add data source and choose a table.



9. You can add custom conditions by clicking on the Add custom conditions. Build your filters and click Run.



Add data source

Tables

.NET Application [cmdb_ci_appl_dot_net]

A10 Load Balancer [cmdb_ci_lb_a10]

A10 Load Balancer Partition [cmdb_ci_lb_a10_...

Accessory [cmdb_ci_acc]

Accounting Templates [u_accounting_templates]

ACE [cmdb_ci_lb_ace]

ACL Endpoint [cmdb_ci_endpoint_acl]

Action Step Definition [sys_flow_step_definiti...

Action Type [sys_hub_action_type_definition]

Active Directory Domain Controller [cmdb_ci_...

Show More

Accounting Templates [u_accounting_templates]

Filters

Predefined conditions

We couldn't find any predefined conditions for this table.

Filter Overview

Editor

Build a filter by adding conditions that contain a field, operator, and value(s).

Created

before

2026-01-01 00:00:00

or

and

×

+ New condition set

Related List Condition

Run

10. A record list will appear. Select a record and select Add this source.

Build a filter by adding conditions that contain a field, operator, and value(s).

Created

before

2026-01-01 00:00:00

or

and

×

+ New condition set

Related List Condition

Run

Preview record list

Last refreshed just now.

Accounting Template	Description	Filing Folder	Fund
ACA2542	Statewide Public Service Digital Assistant ORIG 25 UGF	Projects	1004
ACA241H	Address Backlog of Aging Infrastructure ORIG 24 GF	Projects	1004
ASQLCD	OIT SQL Cloud	Managed Databases	1081
AAEAPPS	OIT Enterprise App	Core - Enterprise Apps	1081
AADABAS	OIT ADABAS	Mainframe	1081
AAORIND	OIT Oracle Indirect	Managed Databases	1081
AAADPII	OIT P3	Core - Admin and Governance	1081
AAZRRAN	OIT Azure Analytics	Server Hosting and Storage	1081
AANETWO	OIT Network	Core - Connectivity and Communica	1081

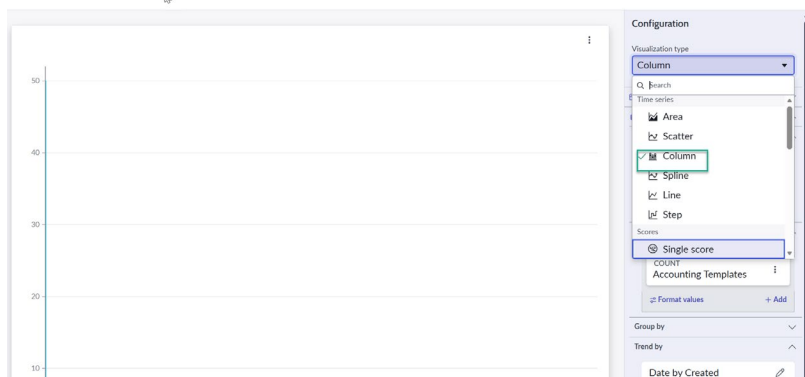
Cancel

Add this source

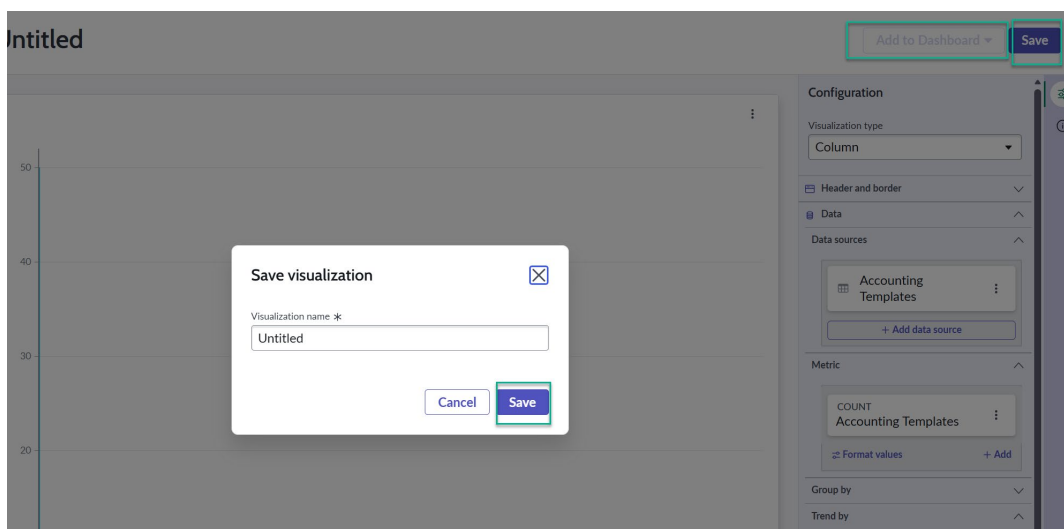
11. Choose the Visualization type that you would like to display your report



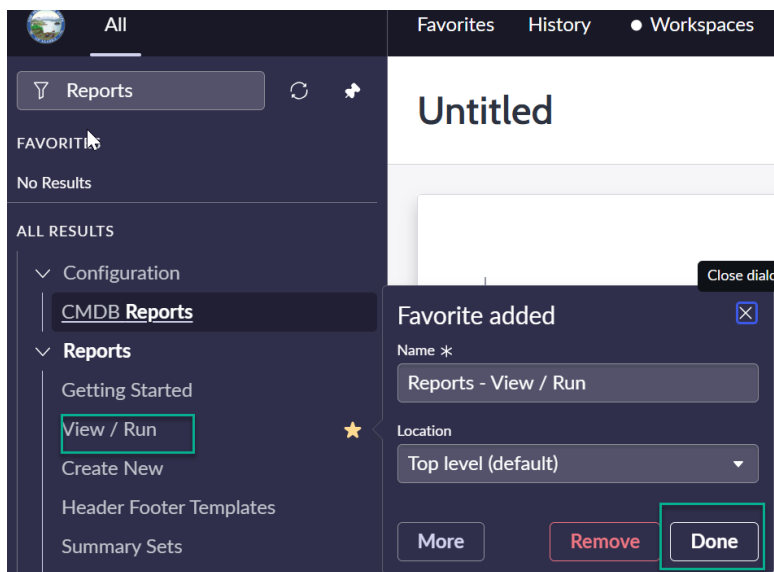
Untitled



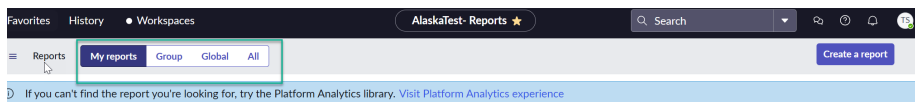
12. Click Save and name your report. You can save this report to your Dashboard if you find it useful.



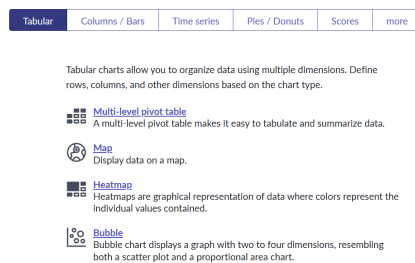
13. On the banner, select the **All** menu.
14. In the **Filter** search field enter **Reports>View/Run**.
15. To Add to your Favorites, click on the **Star** to the left of the item. Click **Done**



16. You can see reports that are created by the logged in user (My Reports), Reports that are shared with specific groups or users (Group), reports that are shared as Global (Global) and all reports that the logged in user can access (All).



Create your first report



17. Click on create a Report. You can Use the analytics feature to search for a Report, for example, Incidents grouped by priority. Click Ask. You can also perform this manually by giving your report a name, and choosing the source type and data source.



< Create a report

Data Type > Configure > Style

* Report name

* Source type

* Table

* Report Title :

Create your report with Analytics Q&A
Ask for information. You can give simple filtering conditions.
You get the answer with an appropriate visualization.

[How can I improve my results?](#)

18. The system will automatically prepopulate the Report Name, Source Type and Table for you. Click Run.



AlaskaTest

Search

Create a report

Save Run

Data Type Configure Style

Group by Source Room

Additional group by

Stack by -- None --

Display data table

Aggregation Count

Set Value Formatting

Max number of groups System Default

Show Other

Report Title : computers by source room

Type a question about your data

What do you want to see? Ask How can I improve my results? Was this helpful? Yes No

To modify the current report, use the left panel or Edit Condition.

Table: Computer [cmdb_ci_computer]

All

computers by source room

Source Room	Computer Count (approx.)
(empty)	22,622
Anchorage	2,000
ADC	1,000
JDC	1,000
Juneau Datacenter	500
Juneau	500
Ketchikan Datacenter	500
OT Remote	500
ATW	500
Fairbanks	500
DFC-JNU	500
DFC-MNC	500
Other	500

19. You can add additional filters by clicking the filter icon next to the graph.

Report Title : computers by source room

Type a question about your data

What do you want to see? Ask How can I improve my results? Was this helpful? Yes

To modify the current report, use the left panel or Edit Condition.

Table: Computer [cmdb_ci_computer]

All

computers by source room

(empty), (empty) = 22,622 (75.8%)

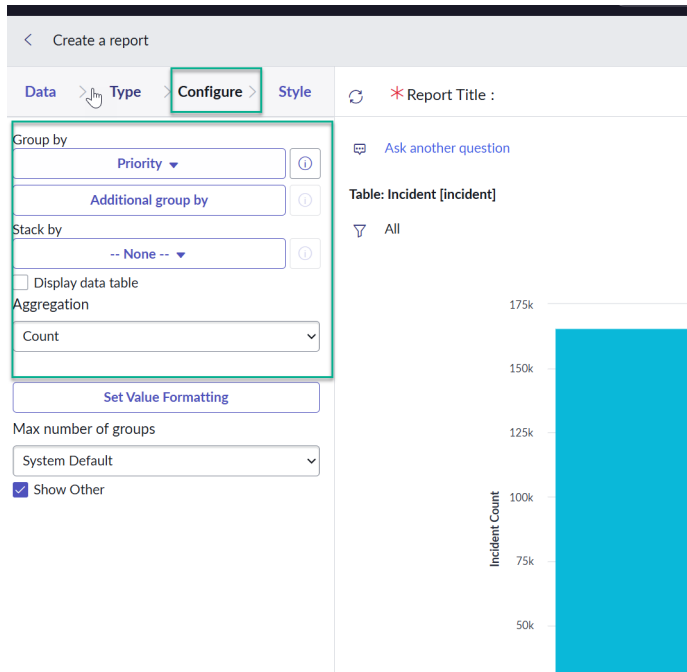


20. Add your additional filter criteria.

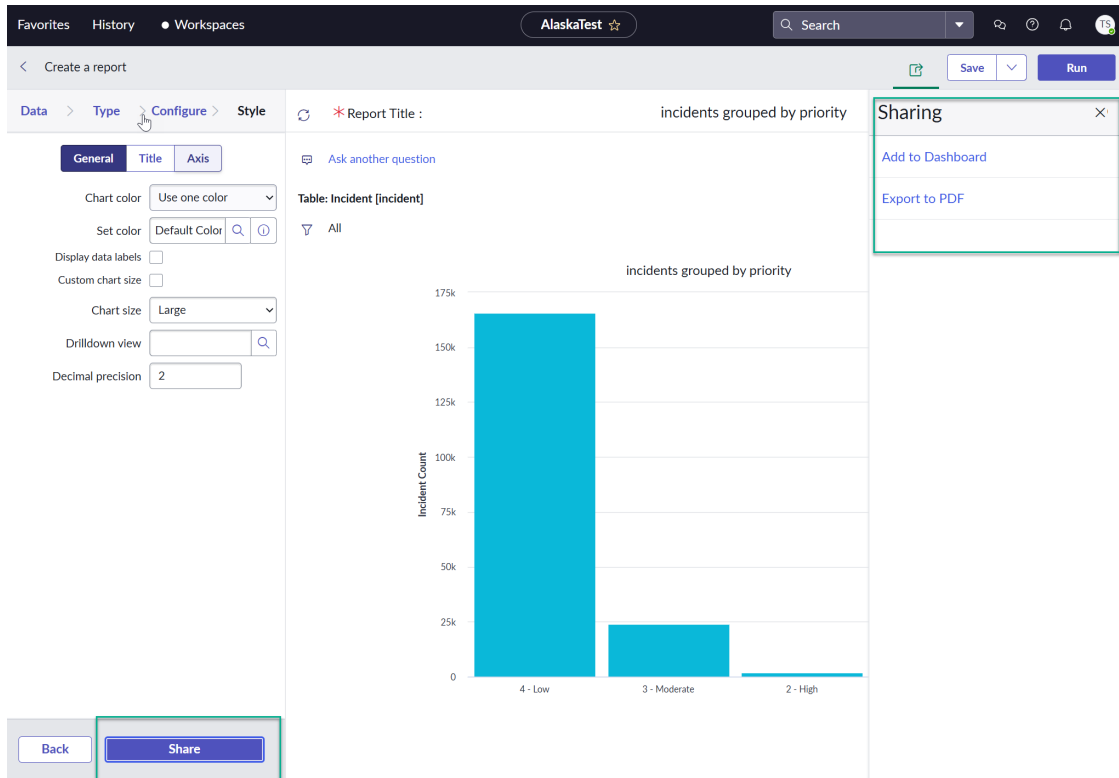
The screenshot shows the 'Create a report' interface in the AlaskaTest application. The left sidebar contains a navigation menu with options like 'Self-Service', 'OIT Portal', 'Business Applications', 'Dashboards', 'About', 'My Document Tasks', 'Knowledge', 'Visual Task Boards', 'Incidents', 'Watched Incidents', 'My Requests', 'Requested Items', 'Watched Requested Items', 'My Connected Apps', 'My Profile', 'My Tagged Documents', 'My Tags', 'My Knowledge Articles', 'Take Survey', 'My Assessments & Surveys', 'My Tests', 'My Assets', 'My Assets Analytics', and 'My Notification Preferences'. The main area is titled 'Create a report' and has tabs for 'Data', 'Type', 'Configure', and 'Style'. The 'Data' tab is active, showing a 'Report name' field with 'Computers by source room', a 'Source type' dropdown set to 'Table', and a 'Table' dropdown set to 'Computer [cmdb_ci_computer]'. A 'Description' field is empty. The 'Configure' tab is also visible, showing 'COMPUTER CONDITIONS' with two criteria: 'Discovery source is Transition Manager' and 'Department or Company is DOA'. The 'Run' button is highlighted. Below the configuration, a bar chart titled 'Computers by source room' shows the computer count for various source rooms. The Y-axis is 'Computer Count' (0 to 350) and the X-axis lists source rooms: JDC, ADC, (empty), Remote Sites, Juvenile, OIT Remote, FDC, ATW, and OIT Remote North.

Source Room	Computer Count
JDC	310
ADC	270
(empty)	30
Remote Sites	20
Juvenile	10
OIT Remote	5
FDC	5
ATW	5
OIT Remote North	5

21. Click on the Configure Tab to modify group by and stacked by columns to alter the way your data is displayed.



22. Once you are satisfied with your report, click Share at the bottom of the screen and select if you would like to share the report to your dashboard or Export to PDF.



Configuration Management

Access and Edit a Computer List



Purpose statement

- Navigate and edit a Server list

Roles involved

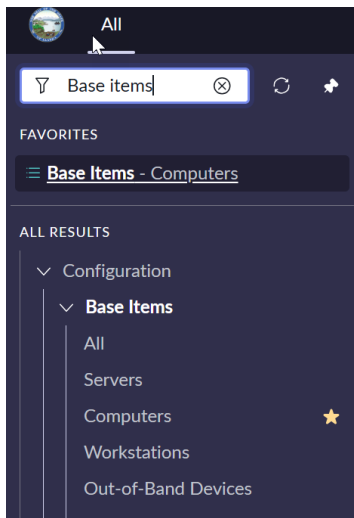
Data Entry User: Update department information and run department reports

C-Suite User: Utilize report information to make business decisions



Steps

1. On the upper left-hand corner of the screen, select the **All** menu.
2. In the **Filter** search field enter Base Items.
3. Select Configuration > Base Items>Computers to display a list of all computers. To Add to your Favorites, click on the Star next to the item



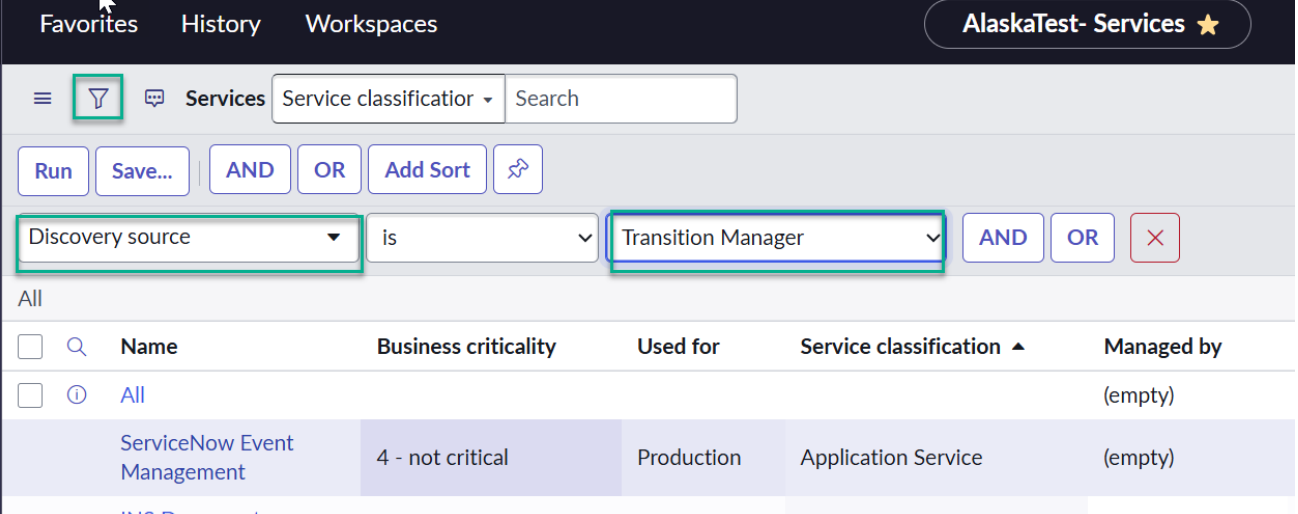
4. Click on the Computer List to bring up your list of computers.

5.

AlaskaTest- Computers										
Name	Asset	Asset tag	Assigned	Assigned to	Change Group	Attestation Score	Attestation Status	Attested	Attested By	
(DNPO) 0 - DOL-EXT-DC1 EOL 7-1-20	TM-07058 - VM	TM-07058	(empty)	(empty)	(empty)		Not Yet Reviewed	false	(empty)	
(DNPO) 0 - DOL-EXT-TSLIC	TM-07059 - VM	TM-07059	(empty)	(empty)	(empty)		Not Yet Reviewed	false	(empty)	
(DNPO) 0 - DOL-JNU-FAX1_2008	TM-07060 - VM	TM-07060	(empty)	(empty)	(empty)		Not Yet Reviewed	false	(empty)	

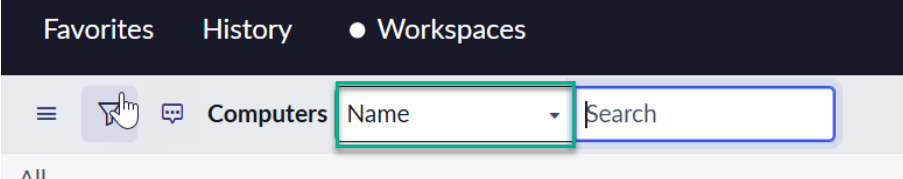
6. Click on the filter icon on the left hand side to filter your list to Discovery source is Transition Manager.



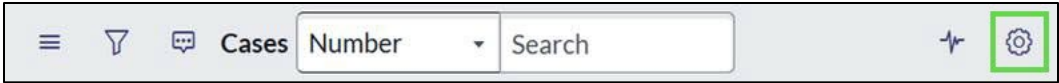
7. 

Name	Business criticality	Used for	Service classification	Managed by
All				(empty)
ServiceNow Event Management	4 - not critical	Production	Application Service	(empty)
INS Document				

8. At the right of the heading of the **Name** column, hovering over the **arrow** icon indicates that the list is sorted by this column.



9. Select any Column heading to sort by that column
10. At the right of the **Assigned to** column heading, select the **3 vertical dots** menu icon and then select **Group by Assigned to**. This will show you computers by who they are assigned to.
11. On the **Assigned to** column header, select the **column options menu icon > Ungroup** to ungroup the list.
12. To edit the columns in the list, select the **personalize list** icon.



13. To add a field from the **Available** list to the **Selected** list, select a field.



Personalize List Columns

Available

Allotted Electric Power

Allotted Electric Power unit

Approval group

Attested Date

Attributes

Bundle

Business Owner

CD

CD Speed

CI Owner

CPU core count

CPU core thread

CPU count

CPU manufacturer

CPU name

CPU speed (MHz)

>

<

Selected

Name

Asset

Asset tag

Assigned

Assigned to

Change Group

Attestation Score

Attestation Status

Attested

Attested By

^

v

☒ Wrap column text

☐ Compact rows

☐ Active row highlighting

☒ Modern cell coloring

☒ Enable list edit

☒ Double click to edit

Reset to column defaults

Cancel

OK

14. Use the **move up** button to move the added field before another field. EXAMPLE:

Personalize List Columns

Available

Allotted Electric Power

Allotted Electric Power unit

Approval group

Attested Date

Attributes

Bundle

Business Owner

CD

CD Speed

CI Owner

CPU core count

CPU core thread

CPU count

CPU manufacturer

CPU name

CPU speed (MHz)

>

<

Selected

Name

Asset

Asset tag

Assigned

Assigned to

Change Group

Attestation Score

Attestation Status

Attested

Attested By

^

v

☒ Wrap column text

☐ Compact rows

☐ Active row highlighting

☒ Modern cell coloring

☒ Enable list edit

☒ Double click to edit

Reset to column defaults

Cancel

OK

15. To remove a column from the list, select a field, and then select the **remove** button.

Personalize List Columns

Available

Allotted Electric Power

Allotted Electric Power unit

Approval group

Attested Date

Attributes

Bundle

Business Owner

CD

CD Speed

CI Owner

CPU core count

CPU core thread

CPU count

CPU manufacturer

CPU name

CPU speed (MHz)

>

<

Selected

Name

Asset

Asset tag

Assigned

Assigned to

Change Group

Attestation Score

Attestation Status

Attested

Attested By

^

v

☒ Wrap column text

☐ Compact rows

☐ Active row highlighting

☒ Modern cell coloring

☒ Enable list edit

☒ Double click to edit

Reset to column defaults

Cancel

OK

16. Select **OK**.



Configuration Management

Access and Edit a Server List

Purpose statement

- Navigate and edit a Server list

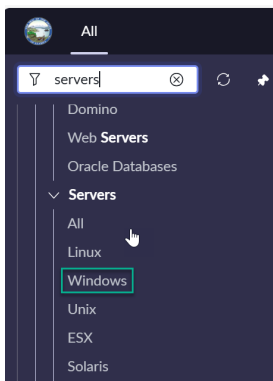
Roles involved

Data Entry User: Update department information and run department reports

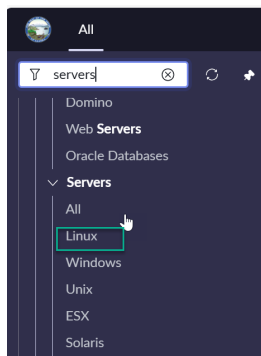
C-Suite User: Utilize report information to make business decisions

Steps

1. On the upper left-hand corner of the screen, select the All menu.
2. In the **Filter** search field enter Servers.
3. Select **Servers> Windows** to display a list of all of your windows servers. To Add to your Favorites, click on the Star next to the item.

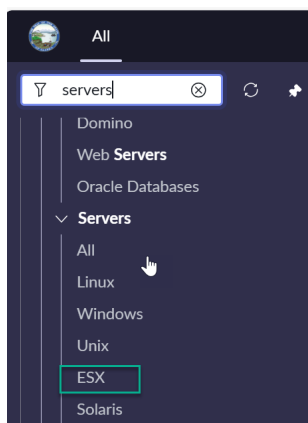


4. Select **Servers> Linux** to display a list of all of your windows servers. To Add to your Favorites, click on the Star next to the item



5. Click on the item to open your server list.

6. Select **Servers> ESX** to display a list of all of your windows servers. To Add to your Favorites, click on the Star next to the item

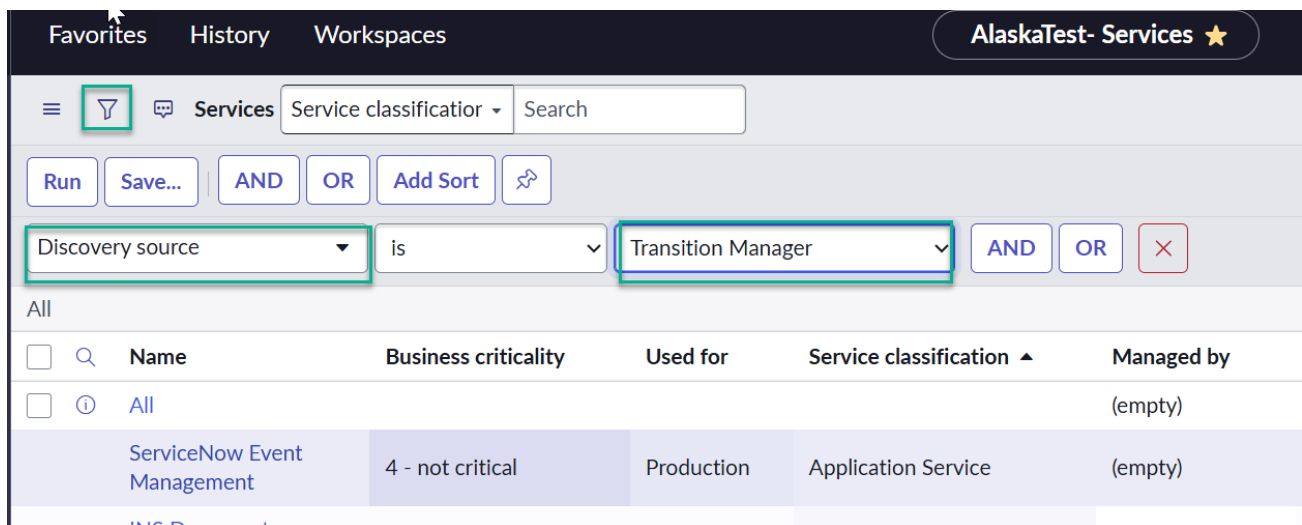


7. Click on the item to open your server list.

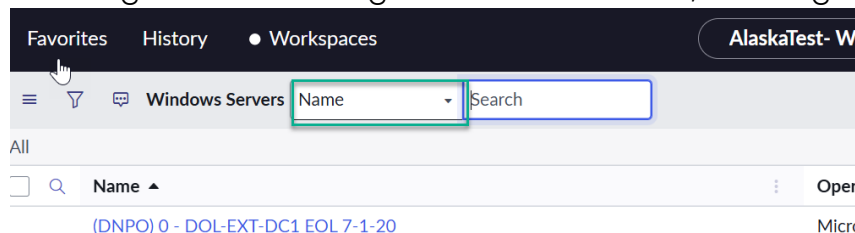
A screenshot of the application's main interface showing a table of Linux servers. The table has columns for Name, Operating System, OS Version, and Manufacturer. The first row is "(DNPO) DOL-SOB-AWARE - Archived 12-13-2023" with OS "Red Hat Enterprise Linux 6 (64-bit)" and Manufacturer "VMware, Inc.". The second row is "7-daytestvm-1" with OS "CentOS 8 (64-bit)" and Manufacturer "VMware, Inc.". The table is titled "Linux Servers" and has a search bar and a "New" button. The "All" tab is selected in the top left.

Linux Servers			
Name	Operating System	OS Version	Manufacturer
(DNPO) DOL-SOB-AWARE - Archived 12-13-2023	Red Hat Enterprise Linux 6 (64-bit)		VMware, Inc.
7-daytestvm-1	CentOS 8 (64-bit)		VMware, Inc.

8. Once you access your Server lists. Ensure you click on the filter icon on the left hand side to filter your list to Discovery source is Transition Manager. Click Run.

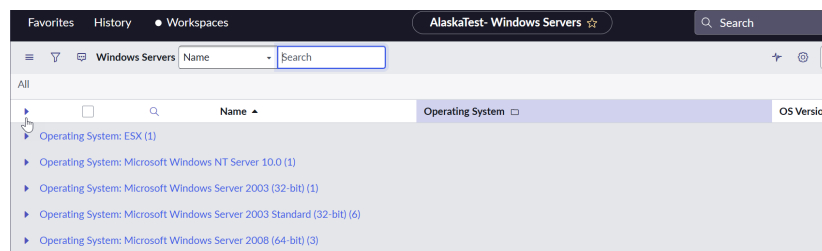


- At the right of the heading of the **Name** column, hovering over the **arrow** icon



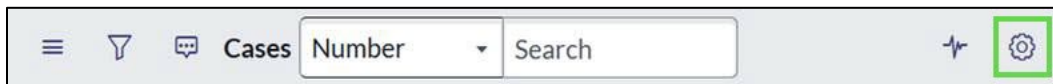
Micro indicates that the list is sorted by this column.

- Select any Column heading to sort by that column
- At the right of the **Operating System** column heading, select the **3 vertical dots** menu icon and then select **Group By Operating System**. This will show you servers by operating system.

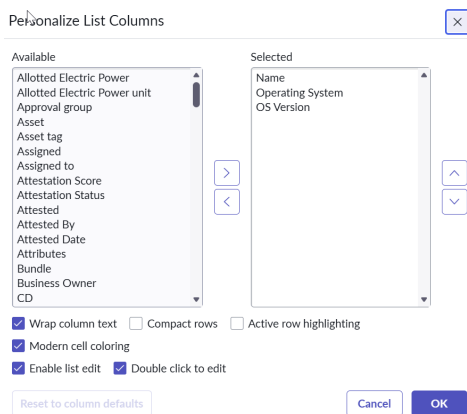




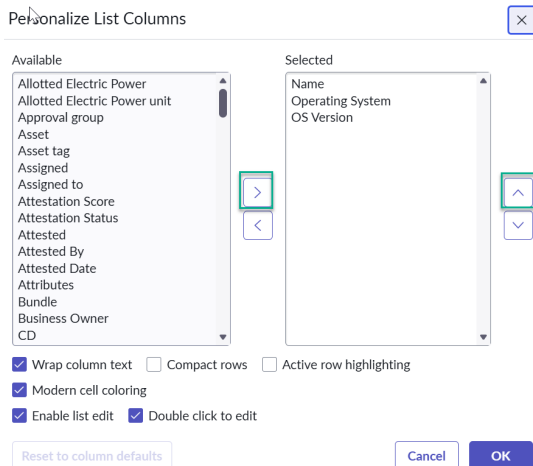
12. On the **Operating System** column header, select the **column options menu icon** > **Ungroup** to ungroup the list.
13. To edit the columns in the list, select the **personalize list** icon.



14. To add a field from the **Available** list to the **Selected** list, select a field.



15. Use the **move up** button to move the added field before another field. EXAMPLE:



16. To remove a column from the list, select a field, and then select the **remove** button.



Personalize List Columns

Available

Aliases

App Dev Platform

App Type

Asset

Asset tag

Assigned

Assigned to

Attestation Score

Attestation Status

Attested

Attested By

Attested Date

Attributes

BLS

Bundle

Business contact

Selected

Name

Business criticality

Used for

Service classification

Managed by

Owned by

Approval group

Location

Operational status

App Owner

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☒ Wrap column text

☐ Compact rows

☐ Active row highlighting

☒ Modern cell coloring

☒ Enable list edit

☒ Double click to edit

Reset to column defaults

Cancel

OK

17. Select **OK**.