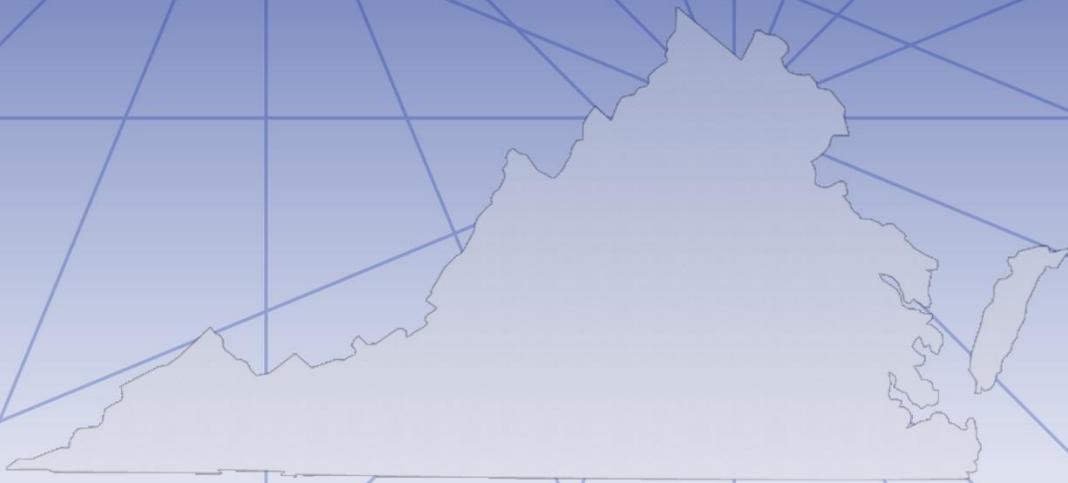


Virginia Information Technologies Agency



# Archer AITR User's Guide



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# 1. Introduction

Archer is the tool of record for maintaining an agency's information related to their applications and associated business processes, devices and data set names.

Within the AITR Application User's Manual, you will find the following:

1. Workflow on how to add, modify, retire, search and report on applications
2. Definitions on what is to be included in the Agency's portfolio
3. Drop down values on the application forms

## 2. Definitions

### 2.1. Application

In general, an Application is an automated solution designed to perform one or more business functions. It may be a single program designed for a single business function, or it may be a multi- module/program or multi-sub-system entity with modules/programs/components that support multiple business functions. An Application may be purchased (COTS, GOTs or Software-as-a-Service [SaaS]), custom-developed in-house, or reused from another entity.

Please enter in Archer all applications that:

1. Are owned or licensed by the agency
2. Are deployed on server type platforms (see exclusion below)
3. Are desktop applications that automate a substantial or mission critical part of an agency business process (core business or back-office)
4. Any hosted application that your agency uses. A hosted application could belong to another state agency, locality, federal government, organization or private company.

For instance:

- If your agency uses CARDINAL (an application owned by the Department of Accounts), you should include it in your application inventory (even though your agency is not the system owner or administrator of the application). Also include any other applications that your agency uses that are hosted at other agencies or organizations.
- If your agency uses a cloud provider to provide a service, you should also include that as an application in your inventory.

- If your agency out-sources a service, such as credit card processing, you must include that as an application in your inventory.
5. Please include your agency public website and, separately, any web applications that may be accessed via your public website.

Please do **not** include:

1. Small productivity tools such as spreadsheets and Access databases residing only on personal workstations. These should only be listed if they have risen to the status of being “Mission Critical” or are major contributors to automation or support of a business process.
2. Products like Microsoft SQL Server, Oracle or Windows XP. While these are technically applications, they are considered here to be “Software Tools” rather than Applications. This is because these types of applications do not perform direct, mission-oriented business functions, but play a system support role and often host, support, or otherwise facilitate end-user applications.

In general, if you question whether something should be included, make an entry in Archer and add an explanation in the Description field.

## 2.2. Device

Device is defined as the hardware that supports the application. Devices can be associated to the application it supports in Archer. Most server devices in Archer are already included in your agency's device inventory.

In general, if you question whether something should be included, make an entry in Archer and add an explanation in the **Description** field.

## 2.3. Business Processes

A **business process** or **business function** refers to a wide range of structured, often chained, activities or tasks conducted by people or equipment to produce a specific service or product for a particular user or consumer.

A defined business process can be associated to a supporting application within Archer.

In general, if you question whether something should be included, make an entry in Archer and add an explanation in the **Description** field.

## 2.4. Dataset Name

A data set can be associated to a supporting application within Archer. A data set describes and classifies the

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data within an application. A data set can also be referred to as a “data asset” or “information”. Within Archer, it is referred to as “information”.

In general, if you question whether something should be included, make an entry in Archer and add an explanation in the **Description** field.

## 3. Overview of Archer

**Disclaimer:** The information displayed in the screen shots within this document is only display data, and does not imply any accuracy.

### 3.1. AITR Role

The AITR will be able to enter **NEW** applications; **MODIFY** existing applications; **RETIRE** existing applications; and **CERTIFY** their agency's application information.

The AITR will also be able to conduct searches for specific information.

The AITR will be able to report on varying information associated with the agency's portfolio.

### 3.2. ISO Role

The ISO can update existing Applications by adding/updating Business Processes, Data Sets and Devices.

ISOs can also conduct searches and create reports.

### 3.3. Accessing Archer

Archer may be accessed by going to <https://itgrcs.vita.virginia.gov/apps/ArcherApp/Home.aspx#home>

If you cannot access the link, please email [commonwealthsecurity@vita.virginia.gov](mailto:commonwealthsecurity@vita.virginia.gov)

For access or processing issues in Archer, please email [commonwealthsecurity@vita.virginia.gov](mailto:commonwealthsecurity@vita.virginia.gov)

### 3.4. Archer AITR Dashboard

The “AITR dashboard” appears as below. The AITR dashboard has been designed to include the functions and reports that an AITR will most frequently need to use:

The dashboard is titled "AITR Dashboard" and includes a "Welcome" message and an "Options" menu. It is organized into several sections:

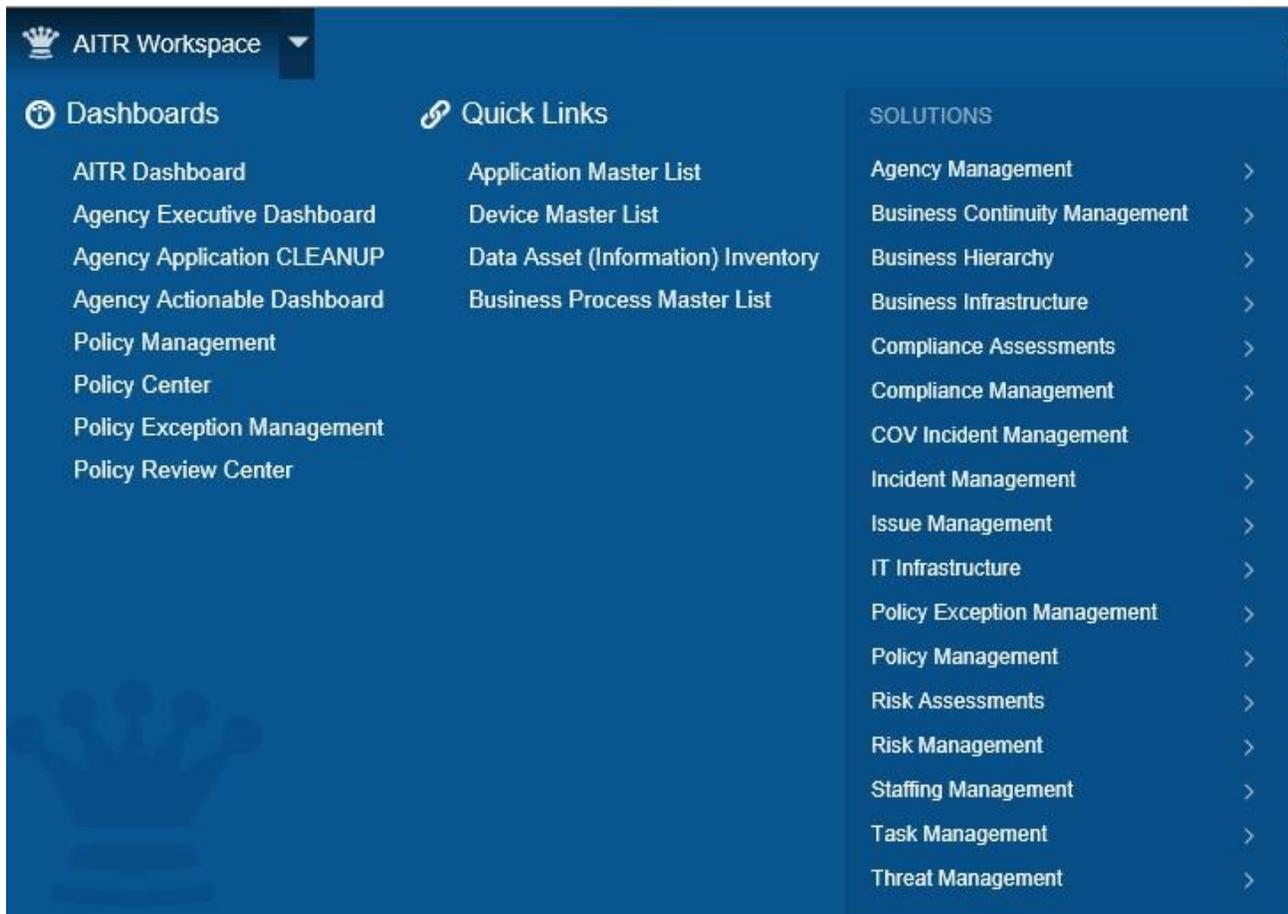
- AITR Application iVIEW:** Lists COVA: Application Master List, COVA: Apps that are NOT CERTIFIED, COVA: RETIRED Applications, Applications - New Record, and Applications - Records.
- AITR: Data Asset (Information) iVIEW:** Lists COVA: Data Asset Inventory (Information Inventory), Information - New Record, and Information - Records.
- AITR: Device iVIEW:** Lists COVA: Device Master List, Devices - New Record, and Devices - Records.
- AITR: Business Process iVIEW:** Lists COVA: Business Process Master List, Business Processes - New Record, and Business Processes - Records.
- NCSR Questionnaire:** A table showing questionnaire progress for Virginia Information Technologies Agency.
 

Agency Name	Questionnaire ID	Progress Status	Submission Status	Submit Date
Virginia Information Technologies Agency	256400	Submitted	Submitted	
- Agency Findings:** A bar chart titled "Findings by Status" showing counts for (No Selection), Closed, Underway, and Not Started. The "Not Started" category has 779 findings.
- Actionable Application Information:** A table with columns for Agency, Application Name, Application Inherent Risk, Sensitive System, Contain Sensitive Confide to, Data to, Data to, Last IT Audit, and Last Agency IT Risk Assessment.
- Actionable IT Security Audit Information:** Shows "COV: Scheduled IT Security Audit Issues" with "No Records Found".
- Actionable Finding Information:** Shows "COV: Overdue Findings" with a table listing finding details.
 

Finding ID	Agency	Affected Applications	Name	Status	Criticality
FND-124	Virginia Information Technologies Agency	VITA Architecture Review	Improve the VAR System	Underway	High
- Actionable Business Process Information:** Shows "COV: Actionable Business Processes" with "No Records Found".
- Actionable IT Risk Assessment:** Shows "COV: Sensitive Systems Missing a Agency IT Risk Assessment" with a table listing application details.
 

Application ID	Application Name	Criticality Rating	Sensitive System	Last Agency IT Risk Assessment	Next Agency IT Risk Assessment
- Agency Datapoints:** A table with columns for Agency Name, ISO Certifi Status, Audit Plan Status, Currer Year of Auc, Currer Year of Auc, 3 Year Risk Obligat, 3 Year Risk Assess Obligat, 3 Year IDS Assess Report, Vulner Scanni, and Zip Code.

### 3.4.1. Menu Navigation



- When a “Workspace” is selected in Archer, you will see a menu type listing of the various dashboards, quick links and solutions that are available.
- The “Dashboard” section in the Workspace allows you to view the various “dashboards” that have been made available. You may find working with a dashboard easier than working through a menu.
- The “Quick Links” section in the Workspace allows you to quickly choose certain reports or functions without having to navigate your way through the dashboards or solution menus.
- The “Solutions” section of the work space includes links to the various modules that have been made available to you. To access your agency’s application information, click on **Agency Management** under **Solutions**; click on **Applications** under the **Applications** menu.

**3.4.2. Browse:**

The screenshot displays the 'Applications' page in the AITR Archer system. The interface features a top navigation bar with 'Agency Workspace', search, and user icons. Below this is a header area with 'Applications', 'NEW RECORD', 'Browse', 'Search', and 'Reports' buttons. A table lists applications with columns for Application ID, Application Name, Criticality Rating, Sensitive System, and Status. A 'Filter By' sidebar on the left lists categories like AGENCY, BUSINESS PROCESSES, CRITICALITY RATING, SENSITIVE SYSTEM, and STATUS. The table shows 22 rows of application data. At the bottom, there is a pagination control showing 'Page 1 of 3' and 'Displaying 1 - 30 of 67'.

Application ID	Application Name	Criticality Rating	Sensitive System	Status
APPID-203917	Sales Custom	Medium	Yes	No longer in use - retired
APPID-203918	ArcGIS/Business Analyst	Not Rated	No	No longer in use - retired
APPID-203919	Exacta	Low	Yes	No longer in use - retired
APPID-203920	CAC MessageBoard	Not Rated	No	No longer in use - retired
APPID-203921	Case Management System	High	Yes	No longer in use - retired
APPID-203922	Computerized Organization Resources for Enforcement	Medium	Yes	No longer in use - retired
APPID-203923	Crystal Enterprise	Low	Yes	No longer in use - retired
APPID-203924	Data Warehouse	Medium	Yes	No longer in use - retired
APPID-203926	Performance	High	Yes	No longer in use - retired
APPID-203927	Fortify 360	Medium	No	No longer in use - retired
APPID-203928	Human Resources Management System	High	Yes	No longer in use - retired
APPID-203929	Mixed Beverage Annual Review	Medium	Yes	No longer in use - retired
APPID-203930	License Record Management Imaging (Invize)	Medium	No	No longer in use - retired
APPID-203931	Licensee Search Form	Not Rated	No	No longer in use - retired
APPID-203932	Malt Beverage	Medium	No	No longer in use - retired
APPID-203933	Management of Inventory and Product Sales	Low	Yes	No longer in use - retired
APPID-203934	Rational ClearQuest	Medium	No	No longer in use - retired
APPID-203935	Rational RequisitePro	Medium	No	No longer in use - retired
APPID-203936	Rational Rose	Not Rated	No	No longer in use - retired
APPID-203937	Rational TestManager	Medium	No	No longer in use - retired
APPID-203938	Sales Audit	Medium	Yes	No longer in use - retired

- In this area you may select a specific application for viewing or editing. By default, the Application page loads with all of your applications displayed.
- By clicking New Record, you will be able to open a page to enter a New Application.
- By clicking Search, you will be able to narrow your selection by entering additional information.

- By clicking on Reports, you will be able to select from a canned report list to view your agency's information.
- You can also narrow the list down by using the Filter menu on the left side of the page.
- Use the page controls at the bottom of the grid to navigate through the pages presented.

### 3.4.3. Search:

The Search area is used to locate agency specific application information.

The screenshot shows the 'Search Applications' interface. At the top, there is a search bar with a 'Search' button. Below it, the 'Keyword Search' section includes a text input field and a dropdown menu set to 'Applications'. The 'Fields to Display' section features a table with two columns: 'Available' and 'Selected'. The 'Available' column lists various application categories, and the 'Selected' column lists specific fields like 'Application Name', 'Application ID', 'Criticality Rating', etc. Below the table, there is a 'Statistics Mode' checkbox. At the bottom, there are three sections: 'Filters', 'Sorting', and 'Display Options', each with a brief description of its function.

**Search**

**Keyword Search** Enter the terms or phrases you want to search for.  
Enter Search Criteria Here Applications

**Fields to Display** Select fields to display on the search results page.

Available	Selected
Find: Name	Applications
- Applications	Application Name
Add New Relationship	Application ID
3 Year Audit Obligation - Helper	Criticality Rating
3 Year Audit Obligation - Previous Year - Helper	Description
3 Year Audit Obligation - TEST - Helper	Last Agency IT Risk Assessment
Active Usage Quantity	Last IT Security Audit
Agency	Sensitive System
Agency IT RA Current and Sensitive System - Helper	Status
Agency IT RA Current and Sensitive System - Previous Year - Helper	
Agency IT Risk Assessment Expired - Helper	

**Statistics Mode** Return search results in the form of a statistics report by grouping and aggregating field values.

**Filters** Select filtering options, including filter by value, cross reference, users/groups and date ranges.

**Sorting** Select fields from the list below to sort your data. You can choose to sort ascending or descending and also to group data if desired.

**Display Options** Configure display options, including sort order, results format, heading options, and results per page.

- Enter the **Search** criteria desired and click **Search**
- Each area of **Keyword Search**, **Fields to Display**, **Filters**, **Sorting** and **Display Options** allows you to customize the list of applications displayed.

**3.4.4. Reports:**

**Applications - Report Listing** ✕

 NEW ◀ 1 to 20 (of 103) ▶  EMAIL

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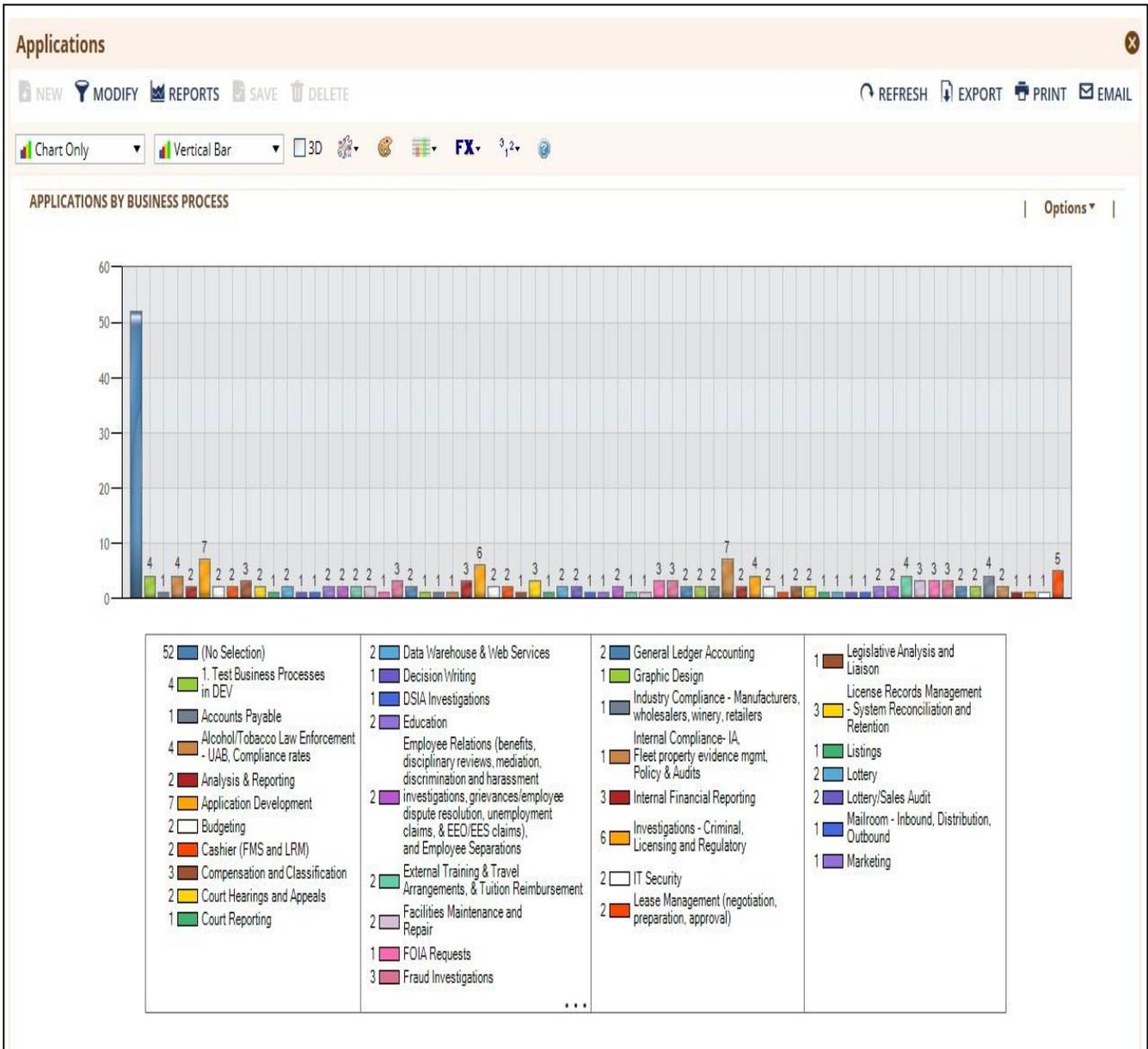
**REPORTS** Show Filters

Drag a column name here to group the items by the values within that column.

Name ▲	Type	Last Updated	Updated By	Created By
Agencies Missing Data Sets or Business Processes	Global	11/15/2016 4:17:16 PM	Martens, Mark	Martens, Mark
Agencies with applications not associated with a data set	Global	7/1/2016 9:26:36 AM	Martens, Mark	Martens, Mark
Andy's Report	Global	4/11/2016 11:25:39 AM	Martens, Mark	Martens, Mark
App Search1	Global	8/2/2013 11:09:34 AM	Administrator, System	Administrator, System
Applications by Agency	Global	6/2/2016 1:29:54 PM	Martens, Mark	Administrator, System
Applications by Business Process	Global	8/2/2013 11:09:34 AM	Administrator, System	Administrator, System
Applications by Business Unit	Global	8/2/2013 11:09:34 AM	Administrator, System	Administrator, System
Applications by Compliance Rating	Global	8/2/2013 11:09:34 AM	Administrator, System	Administrator, System
Applications by Criticality Rating	Global	8/30/2013 12:32:33 PM	Watson, Michael - DNU	Administrator, System
Applications by Devices	Global	8/2/2013 11:09:34 AM	Administrator, System	Administrator, System
Applications by License Model	Global	8/2/2013 11:09:34 AM	Administrator, System	Administrator, System
Applications by Platform	Global	8/2/2013 11:09:34 AM	Administrator, System	Administrator, System
Applications by Risk Rating	Global	8/2/2013 11:09:34 AM	Administrator, System	Administrator, System
Applications by Type	Global	8/2/2013 11:09:34 AM	Administrator, System	Administrator, System
Applications mission Business Processes or Data Sets	Global	10/31/2016 1:35:50 PM	Martens, Mark	Martens, Mark
Applications without Business Processes or Data Sets	Global	11/18/2016 11:15:00 AM	Martens, Mark	Martens, Mark
Applications Without Devices	Global	12/8/2016 2:14:57 PM	Watson, Michael	Watson, Michael
Apps in Agency Name Order	Global	8/22/2013 11:10:51 AM	Miller, Edward	Miller, Edward
Audit Services Agencies	Global	11/21/2016 12:18:09 PM	Martens, Mark	Martens, Mark
Availability Sensitive Apps to Devices	Global	10/1/2015 10:40:07 AM	Freda, William	Freda, William

Page 1 of 6 (103 records) 1 2 3 4 5 6 ▶ Go to Page 1

- This report list allows you to select a canned report, enter the required criteria if necessary, and execute the report.
- The reports can then be **Exported, Printed** or **Emailed**
- Below is a sample report:



## 4. Modify or Add an Application

The Applications application stores all business applications used by the organization to perform business operations. Examples of applications include payment intake systems and customer account information systems. This repository allows you to view how an application is being used, the people who are using it and the devices supporting it.

Through the Applications application, you can:

- Track risk rating, business impact, customer impact, licensing details, and personnel for various applications.
- Relate software applications to the business processes they support.
- Classify and prioritize applications based on their value and criticality to your business.
- Identify how applications are being used, who manages them, and where they are located within the business.

### 4.1. Modifying an Existing Application

From the **Application Browse** page, click on the **Application Name** to begin the modifications.

To modify the selected application, click on the **EDIT** button. This will display the application information.

The display will change to allow you to modify the information and **Save** the modifications.

**Full field explanations are in Section 4.3.**

### 4.2. Adding a New Application

Adding a new application will display a blank form, allowing you to enter the information.

The form has **Required (\*)** fields that must be completed before the application information can be saved.

As you are entering information, you may save your work at any time (provided you have entered or selected data for all **\*Required**) click on the **Save** button. This will allow you to save and continue editing or adding information.

**Note:** Archer does not assume your agency identity. If you are using the **Lookup** function, you must first select your agency.

**Full field explanations are in Section 4.3.**

### 4.3. Field Entry and Definitions

#### 4.3.1. General Information Field Definitions:

Field Name	Description
<b>Agency Number:</b>	This field is assigned by Archer based on the Agency name that has been selected, and when the application is saved successfully. ( <b>NOTE: "Assigned" fields are fields that may be calculated and/or updated by Archer or completed by a VITA security analyst. You will not be able to directly update an assigned field).</b>
<b>*Agency:</b>	Your agency name. Click on the . . . This will bring up the Record Lookup table. Select your agency and click <b>OK</b> . When editing an application, you will not be able to edit this field.
<b>Application ID:</b>	The Application ID is assigned when the application is saved successfully.
<b>*Application Name:</b>	The name of the application. Include only those applications owned, licensed, or directly managed by the agency.
<b>Application Type:</b>	Identify the software type. Valid values: <ul style="list-style-type: none"> <li>• No Selection</li> <li>• Enterprise Software</li> <li>• Embedded Software</li> <li>• Information Worker Software</li> <li>• Content Access Software</li> <li>• Enterprise Infrastructure Software</li> <li>• Product Engineering Software</li> </ul>
<b>Customer Impacting Information:</b>	Enter any information relative to any impacts the customers may incur if the application was unavailable during a scan.
<b>Customer Impacting:</b>	Assigned when it is determined if the IT Security Audit Scan activity will have an impact on the customer.
<b>Customer of Centralized Audit Services:</b>	Assigned field: <b>Yes</b> , if your agency participates in the Centralized Audit Services program. <b>No</b> , if your agency does not participate in the Centralized Audit Services program.
<b>Customer of Centralized ISO Services:</b>	Assigned field: <b>Yes</b> , if your agency participates in the Centralized ISO Services program. <b>No</b> , if your agency does not participate in the Centralized ISO Services program.
<b>*Description:</b>	Describe the purpose of the application and how it is used.
<b>IT Security Audits (IT Systems Scheduled to Audit):</b>	This is a list of systems that have been identified for audit.
<b>Last Updated:</b>	Assigned with the date the last time this application was saved.

Field Name	Description
<b>Scan Window:</b>	Enter the time that you would like the IT Security Audit Scan to occur. Take into consideration the impact of the application on the business; the most opportune time for the scan to occur without impacting the business and the users of the application. Valid values: <ul style="list-style-type: none"> <li>• No Selection</li> <li>• After Hours</li> <li>• Anytime</li> <li>• Business Hours (9-5)</li> <li>• Weekends Only</li> </ul>
<b>Scheduled Scan:</b>	This is the date when the next scan will occur.
<b>Sensitive System:</b>	Assigned field: <b>Yes</b> , if this application has been identified as being sensitive to confidentiality, integrity, and availability and has been placed on the agency's IT Security Audit Plan and submitted to <a href="mailto:commonwealthsecurity@vita.virginia.gov">commonwealthsecurity@vita.virginia.gov</a> with agency head acknowledgement. <b>No</b> , if this application does not deal with information sensitive to confidentiality, integrity, or availability.
<b>Service Model:</b>	Select the type of service model. Valid values: <ul style="list-style-type: none"> <li>• No Selection</li> <li>• IaaS – Infrastructure as a Service</li> <li>• PaaS – Platform as a Service</li> <li>• SaaS – Software as a Service</li> </ul>
<b>Vital Business Function:</b>	Calculated based on selected impact values within the business process.
<b>Web URL:</b>	Enter the *URL(s) for your web site or public web application. For scanning purposes, all publicly facing web applications must list all URLs associated with this application.

#### 4.3.2. Device Field Definitions:

Field Name	Description
<b>Devices:</b>	To attach Devices to this application, click on the Lookup tab and select all devices needed.

### 4.3.3. Application Risk Information Field Definitions:

Field Name	Description
<b>Application Risk Information:</b>	Assigned information for: <ul style="list-style-type: none"> <li>• Application Inherent Risk</li> <li>• Application Residual Risk</li> <li>• Criticality Rating</li> <li>• Sensitive as to Confidentiality - <b>Calculated</b> based on associated data sets and or business processes.</li> <li>• Sensitive as to Availability - <b>Calculated</b> based on associated data sets and or business processes.</li> <li>• Sensitive as to Integrity - <b>Calculated</b> based on associated data sets and or business processes.</li> <li>• Last Agency IT Risk Assessment</li> <li>• Next Agency IT Risk Assessment</li> <li>• Last IT Security Audit</li> <li>• Next Scheduled IT Security Audit</li> <li>• Default Records at risk - <b>Calculated</b> directly from either the number of records processed annually or the number of stored records</li> <li>• Records at Risk Override</li> <li>• Application Inherent Risk: <b>Calculated</b> by either the information on the data sets associated with this application or the Records at Risk Override field</li> <li>• Application Residual Risk</li> </ul>

### 4.3.4. Business Risk Information Field Definitions:

Field Name	Description
<b>Business Risk Information:</b>	Assigned information for: <ul style="list-style-type: none"> <li>• Highest Business Function Confidentiality Rating</li> <li>• Highest Business Function Availability Rating</li> <li>• Highest Business Function Integrity Rating</li> <li>• Lowest Business Process RTO</li> <li>• Count of Critical Business Functions</li> <li>• Lowest Business Process RPO</li> </ul>

**4.3.5. Business Processes Field Definitions:**

Field Name	Description
<b>Business Processes:</b>	To attach Business Processes to this application, click on the Lookup tab and select all Business Processes needed.

**4.3.6. Critical Network Locations:**

Field Name	Description
<b>Critical Network Locations:</b>	<p>AITRs will select which facilities are critical network locations in archer by going to their applications and selecting the associated facility under the mappings tab.</p> <p>The facility determines whether it is a critical network location, stored in simple YES/NO format. This calculation checks for any active applications that indicate that the facility is a Critical Network Location.</p>

**4.3.7. Information – Data Set Names Field Definitions:**

Field Name	Description
<b>Information – Data Set Name:</b>	To attach Data Sets to this application, click on the <b>Lookup</b> tab and select all Data Sets needed.

**4.3.8. Application Information – CETR Field Definitions:**

Field Name	Description
<b>Additional Comments:</b>	Enter additional information if needed.
<b>Allows Anonymous Access:</b>	Select Yes if any user has access to this application without logging on with a username and password. Select No if a user name and password is required for access

<b>Annual Cost to Support:</b>	Select the range that comes closest to reflecting the annual cost to support the application. In your estimate, include software, licenses, hardware, staff, contractors, etc. Ranges: <ul style="list-style-type: none"> <li>• Less than \$10,000</li> <li>• \$10,000 - \$100,000</li> <li>• \$100,000 - \$1,000,000</li> <li>• Over \$1,000,000</li> </ul>
<b>Application Acronym:</b>	The acronym (if any) used to refer to this application.
<b>Application Category:</b>	The category of the application. These coincide with definitions in ProSight. Valid values: <ul style="list-style-type: none"> <li>• <b>Enterprise:</b> a centrally administered application that acts as the authoritative source of data or processing for the Commonwealth.</li> <li>• <b>Collaborative:</b> a business application or service that provides organizations and/or political subdivisions the opportunity to work together, in a substantive, mutually beneficial relationship, with a common integrated solution.</li> <li>• <b>Agency:</b> an application that supports a unique agency requirement or mission.</li> </ul>
<b>Application ID CETR:</b>	This is the ID assigned by CETR if the application was originally entered through CETR.
<b>Application Identifier:</b>	This is the identifier if the application was originally entered through CETR.
<b>Can Consume Data as a Service:</b>	Can the Application, without additional software, easily receive XML messages that follow the SOAP standard? Select <b>Yes</b> if it can and <b>No</b> if it cannot.

Field Name	Description
<b>Can Publish Data as Service:</b>	Can this Application easily send (i.e., publish), without additional software, XML messages that follow the SOAP standard? Usually includes a machine readable description of the operations supported by the server written in the Web Services Description Language (WSDL). Select <b>Yes</b> if it can and <b>No</b> if it cannot.
<b>Cannot Certify due to:</b>	If you are unable to certify your application it is either due to one of the missing associations listed in this field or due to a sensitivity conflict that must be resolved.
<b>Certify Data:</b>	<p>Before your Agency Head (or Designee) may certify your agency portfolio, all information regarding business processes, data sets, devices, and applications must be complete. Additionally, there can be no conflicts in sensitivity ratings between applications, data sets, and business processes. The agency's audit plan is used as the agency's sensitive system list, and if an application is not on the audit plan, it is not considered sensitive. If a value of "Unable to certify" is showing, that is due to a sensitivity conflict between audit plan, business process, and or data set. The conflict must be resolved before the data can be certified. See fields "<b>Sensitivity Conflict</b>" and "<b>Cannot be certified due to</b>" for details.</p> <p>Valid values:</p> <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> <li>• Unable to Certify</li> </ul>
<b>Client Type:</b>	<p>Select the value that best describes the desktop components of this application:</p> <ul style="list-style-type: none"> <li>• No Selection</li> <li>• Desktop Only</li> <li>• Emulator</li> <li>• Not Applicable</li> <li>• Thick/Fat Client</li> <li>• Thin Client – browser only</li> <li>• Thin Client – plug-in required</li> </ul>
<b>Cost of Annual Maintenance:</b>	Estimated cost of maintaining this application: Break/fix; Enhancements; Upgrades; and Production patches.
<b>COT/GOTS/SaaS Customization Level:</b>	<p>This field applies only when Source is set to COTS, GOTS or SaaS. Select the level of customization that applies:</p> <ul style="list-style-type: none"> <li>• No Selection</li> <li>• Configuration changes only</li> <li>• Very limited customization</li> <li>• More than a little customization</li> <li>• Some customization</li> <li>• None</li> <li>• Not Applicable</li> </ul>

Field Name	Description
<b>COT/GOTS/SaaS Product Name:</b>	Enter the name of the 3rd party product
<b>COT/GOTS/SaaS/ Open Source:</b>	Select the source of the application: <ul style="list-style-type: none"> <li>• No Selection</li> <li>• COTS: Commercial Off-the-Shelf product</li> <li>• Custom coded: developed from scratch, specifically for the agency</li> <li>• GOTS: Government Off-the-Shelf product licensed or procured from another government entity</li> <li>• SaaS: Software as a Service, typically hosted by a third party and accessed over the Web via a subscription license.</li> <li>• Open Source: developed as Open Source software</li> <li>• Other: anything not listed above</li> <li>• Not Applicable</li> </ul>
<b>Deployment Type:</b>	Describe how the application is deployed. Valid values: <ul style="list-style-type: none"> <li>• No Selection</li> <li>• Clustered servers</li> <li>• IBM Mainframe</li> <li>• Distributed servers</li> <li>• Single desktops</li> <li>• Single server</li> <li>• Unisys Mainframe</li> <li>• Other</li> </ul>
<b>External Users:</b>	Describes the classes of users outside of the agency that owns the application. Select all that apply from the list provided: <ul style="list-style-type: none"> <li>• No Selection</li> <li>• Clients – Specific members of the public</li> <li>• Constitutional Officers</li> <li>• COV Agency</li> <li>• General Public</li> <li>• Local Government</li> <li>• No External Users</li> <li>• Other</li> </ul>
<b>General Public:</b>	Select Yes if the general public uses this application and select No if the general public has no access to the application.
<b>Hosted by (additional information):</b>	Enter additional information if needed.

Field Name	Description
<b>Hosted by:</b>	<p>The platform that primarily hosts this application. Valid values:</p> <ul style="list-style-type: none"> <li>• No Selection</li> <li>• 3rd Party</li> <li>• Agency in-scope</li> <li>• Agency not in-scope</li> <li>• eGOV <ul style="list-style-type: none"> <li>○ American Internet Services (AIS)</li> <li>○ Cyberdata Technologies</li> <li>○ SiteVision</li> </ul> </li> <li>• Virginia Interactive</li> <li>• VITA</li> </ul>
<b>Interface:</b>	<p>Is this application an interface (an application used only to share or exchange information)? Select Yes if it is and No if it is not.</p>
<b>Lifecycle Stage:</b>	<p>Select the appropriate value:</p> <ul style="list-style-type: none"> <li>• No Selection</li> <li>• Contained: further major enhancements of the application are being discouraged or frozen and the agency is developing plans for its retirement or the application has been scheduled for retirement, consolidation or replacement within the next 2 years.</li> <li>• Replace in 2 to 5 years: the application will probably be retired, replaced or consolidated within 2 to 5 years.</li> <li>• Strategic: the application is intended to be in use for 5 years or longer.</li> <li>• Not Applicable: The application is no longer in use</li> </ul>
<b>Max Number of Concurrent Users:</b>	<p>The maximum number of users that can be using the application. Select from the list provided:</p> <ul style="list-style-type: none"> <li>• No Selection</li> <li>• 10 or less</li> <li>• 11 to 25</li> <li>• 26 to 500</li> <li>• 51 to 100</li> <li>• 101 to 200</li> <li>• 201 to 500</li> <li>• 501 to 1,000</li> <li>• 1,001 to 2,500</li> <li>• 2,501 to 5,000</li> <li>• More than 5,000</li> <li>• Unknown</li> </ul>

Field Name	Description
<b>Parent Application Name:</b>	If this is a Sub-system or a Component, select the parent Application or System. For example, if this is the AP or AR sub-system then the parent name might be Accounting System. This dropdown will be empty if this is the first application added for your agency.
<b>*Primary Business Application Domain:</b>	<p>The <b>primary</b> business domain for this application. Valid values: Agency Core Business Activity</p> <ul style="list-style-type: none"> <li>• Financial Management</li> <li>• Human Resource Management Information and Technology Management Planning and Budgeting</li> <li>• Supply Chain Management</li> </ul> <p><b>Note:</b> If your agency core business is one of the central functions (e.g., Financial Management or Planning and Budgeting), select the <b>Business Domain</b> of the central function. For example, for PMIS, the <b>Business Domain</b> is Human Resource Management; for CARS the <b>Business Domain</b> is Financial Management.</p>
<b>Sensitivity Conflict:</b>	<b>Calculated</b> – conflicts occur when an application is not listed as sensitive but is associated with business processes and or data sets that have been rated as sensitive.
<b>Shares Data:</b>	Does this application share/exchange information or data (does it interface)? This can be between applications within an agency, between agencies, between an agency and an outside vendor, or between an agency and some other government entity. Data exchanged between process modules within an application should NOT be included and is not considered an interface. Select <b>Yes</b> if the application exchanges data and <b>No</b> if it does not.
<b>Status Reason:</b>	Enter additional information to support the Status you selected, if needed.
<b>*Status:</b>	<p>The current status of the application. Valid values:</p> <ul style="list-style-type: none"> <li>• In production - with little or no changes</li> <li>• In production - with frequent business changes</li> <li>• In production - with major business/system changes</li> <li>• No longer in use – Retired</li> <li>• Under development/procurement</li> <li>• DO NOT USE</li> </ul>

Field Name	Description
<b>Total Number of Named Users:</b>	<p>The total number of users assigned a username and password. Select from the list provided:</p> <ul style="list-style-type: none"> <li>• No Selection</li> <li>• 10 or less</li> <li>• 11 to 100</li> <li>• 101 to 500</li> <li>• 501 to 1,000</li> <li>• 1,001 to 2,500</li> <li>• 2,501 to 5,000</li> <li>• 5,001 to 7,500</li> <li>• 7,501 to 10,000</li> <li>• 10,001 to 25,000</li> <li>• 25,001 to 50,000</li> <li>• 50,001 to 100,000</li> <li>• More than 100,000</li> <li>• Unknown</li> </ul>
<b>Used for Reports:</b>	Is the application used to create or view reports (even if it does more than that)? Select <b>Yes</b> if it is and <b>No</b> if it is not.
<b>Used for Transactional Processing:</b>	Does the application process transactions? Select <b>Yes</b> if it does and <b>No</b> if it does not.
<b>Vendor Name:</b>	For all 3 <sup>rd</sup> party and hosted applications, list the Vendor Name.
<b>Version:</b>	Enter the version of the application.
<b>*Web Category:</b>	<p>Select the value that best describes the application:</p> <ul style="list-style-type: none"> <li>• No Selection</li> <li>• Public Web Site: Application is a web site used by the general public (e.g., DMV web site)</li> <li>• Public Web Application: Application is a web application (possibly accessed via your web site) used by the public (e.g., public-facing driver's license renewal application)</li> <li>• Neither: Application is neither a web site or a public web application</li> </ul>
<b>Web Service:</b>	Is this Application a web service (and only a web service)? Select <b>Yes</b> if it is and <b>No</b> if it is not.

Field Name	Description
<b>Year Last Major Update/Upgrade:</b>	The year that the application was last <i>substantially</i> reengineered. For example, if a mainframe application originally written in 1980 was rewritten as a client/server app in 1999, enter 1999. If you're unsure, enter your best estimate.
<b>*Year Placed in Service:</b>	The year that the application was originally implemented/deployed. If you're unsure, enter your best estimate.

Click on Save at any time during your entry. This allows you to stay on the page for additional input, or you can close the window. 

## Appendix C: Request Addition of a New Selection Option to an ARCHER field

Please complete section 1 and 2 and email to address at end of form. You will be notified when the new option is available in ARCHER or if another action was taken.

1. Requesting Agency Contact Information	
a. Requesting Agency:	
b. Request Date:	
c. Agency Contact Person:	
d. Contact Person's Phone #(s):	
e. Contact Person's E-Mail:	

2. ARCHER Field Information	
a. ARCHER component type:	Application, Data Asset, Business Process, etc..
b. Name of ARCHER field on the screen:	
c. New option (drop down or radio button):	
d. Describe why new option is needed	

3. Enterprise Architecture Analysis (to be completed by VITA)	
a. Analysis:	
b. Recommended Actions:	
c. Lead Enterprise Architect:	
d. Analysis Completion Date:	
e. Action Completed Date:	
f. Agency Notified Data:	

Email agency completed form to [commonwealthsecurity@vita.virginia.gov](mailto:commonwealthsecurity@vita.virginia.gov)

## **Appendix D: Software Tool categories, types and definitions**

Placeholder for CSRM Software Tool definitions