

Aranda CMDB (Configuration Management Database) is a tool that allows you to carry out the comprehensive management of the company's configuration elements in a centralized repository, allowing you to know all the characteristics of the configuration elements in an easy and intuitive way. By previously performing the corresponding configuration in the CMDB section of the [Admin Console](#) may execute the following activities within Aranda CMDB:

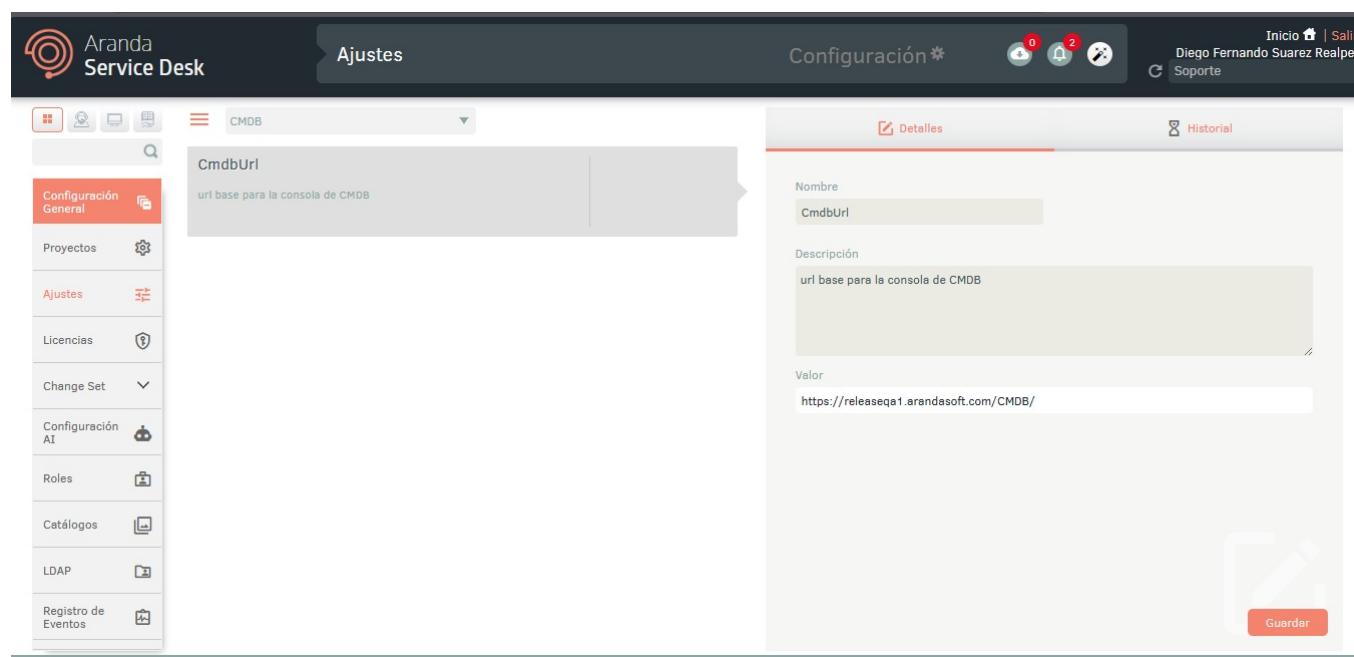
- Configuration Item (CI) Management
- Configuration Item (CI) maintenance management.
- Configuration Item (CI) Audit Management.

CMDB Console Login

Login to the console

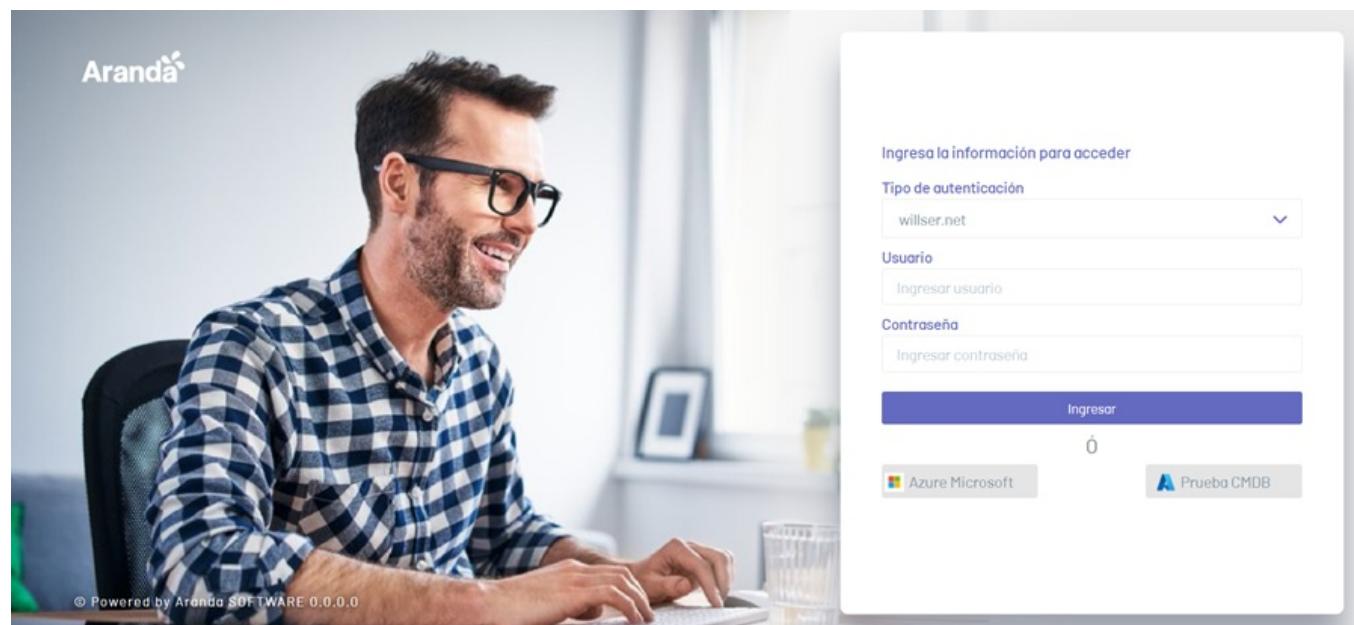
Preconditions

- The URL for consumption of CMDB services is automatically generated based on how the CMDB site loads, so it is not necessary specify it manually. However, if the CMDB site is on a different domain, you need to configure the CMDBUrl option, as shown in the following image:



Login

1. Enter the url of the Aranda CMDB web console: [http\(s\)://name_servidor:port/cmdb/](http://name_servidor:port/cmdb/)
2. To log in to the CMDB console, select an authentication type, enter your username and password, and click the Enter.



The required roles that must be associated with the user to log in to the CMDB console are as follows:

- Specialist role (Specialist role),
 - CI management role (CI Manager)
- and/or Maintenance Management Role (Maintenances Manager)
- and/or Audit Management Role (Audits Administrator).

► Note: The CMDB and Specialist sites share the same session. If a user is authenticated to one of the sites and authenticates to the other, the site where they were initially authenticated will be logged out.

CIs Management

IC Management

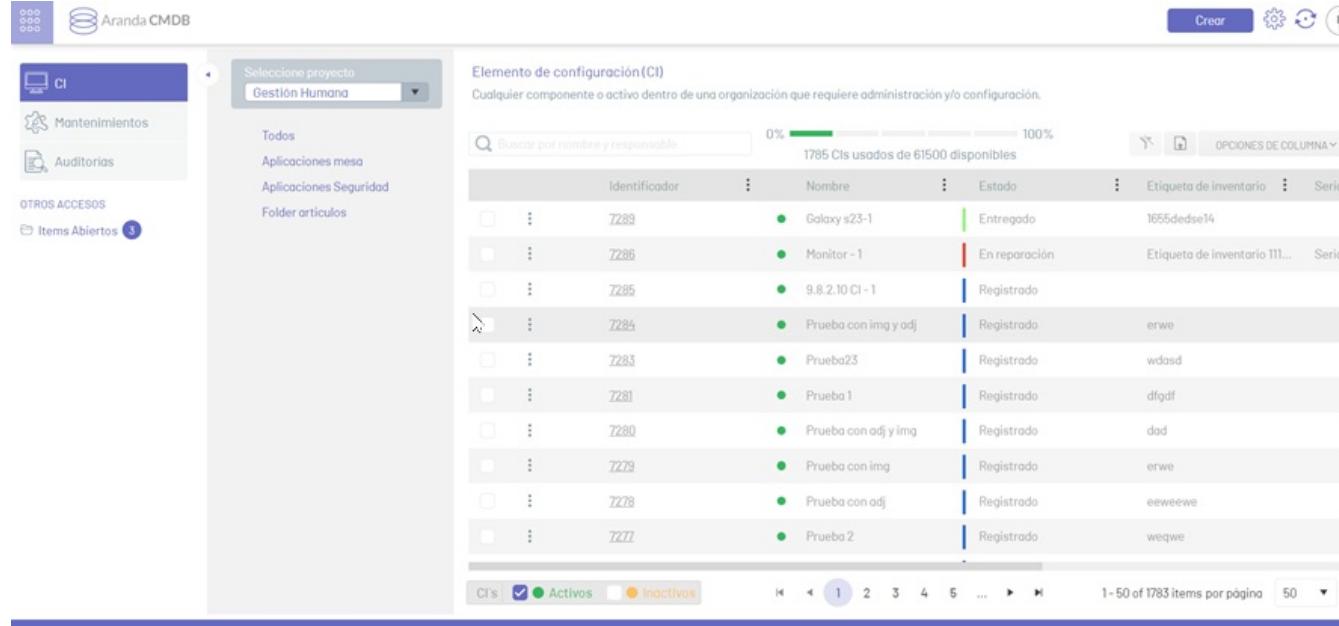
In the management of the company's configuration elements, the user will be able to manage and configure the CIs in a single repository, thus knowing all the characteristics of the component (location, manufacturer data, suppliers, contracts, invoices, relationships, components, responsible users, depreciation, etc.).

► ELEMENTO DE CONFIGURACIÓN (CI): >

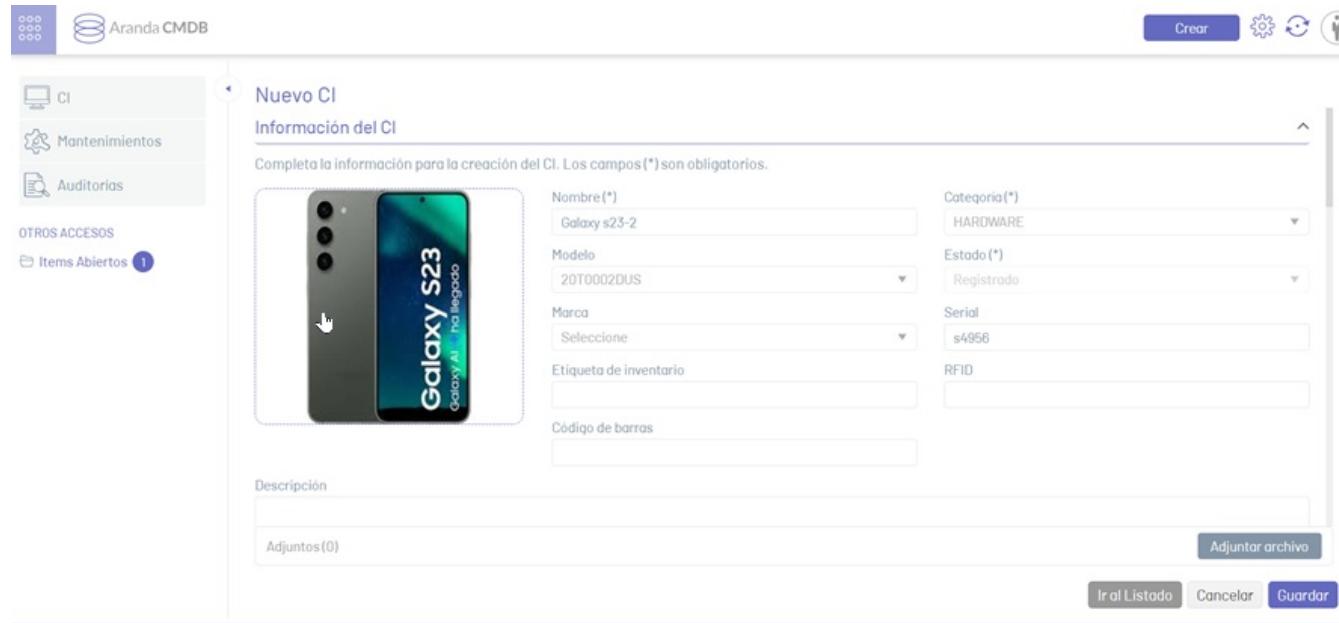
Creating CIs

CI Creation

1. To create assets or configuration items, log in to the CMDB console, select the Cis from the main menu and in the Header menu click the Create. In the information view, the New IQ.



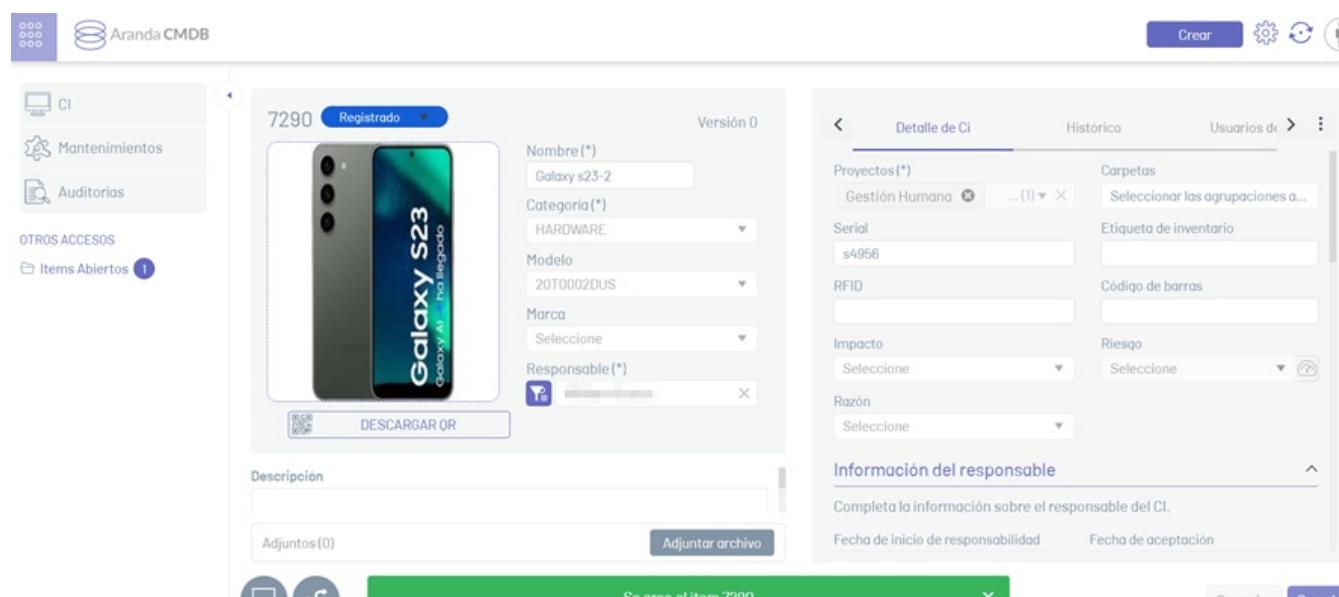
2. In the window New IQ You will be able to fill in the required information. Select a category, the projects to which the IC will be associated and enter the basic information requested. When finished, click on the Save to confirm the changes made.



▷ Note: When attaching files to the CI, you should note that the files allowed to be added are defined in a whitelist that is only modifiable from the site's webconfig file (cmdb). The use of the whitelist is due to ethical hacking guidelines that have been applied after vulnerability tests carried out on the application.

- Allowed file types: zip, rar, emz, 7z, docx, pdf, txt, inx, xlsx, doc, evt, log, xls, rdlx, svclog, pml, xlsm, aam, prc, rtf, pptx, dmp, repx, ppt, jpeg, jpg, png, gif, tif, vsd, vsdx, svg, dsf, bmp, jif, ico, emf, bmp, avi, webm, mp4, msg, eml, resx, cll, sql, rdl, config, amk, bak, css, csv, dll, mov, xml

3. By consulting the detail view of the new CI, you will be able to view and manage the information in the tabs that are enabled as Additional information, Historical, CI Users, Relations, Components, Approvals and Accounting Management. A QR code is also generated that stores the IC information. To view the code, click on the QR code icon.



4. In the CI detail view, select the Additional information, where you can manage additional CI fields.

The screenshot shows the 'Información adicional' tab selected in a CI detail view. It contains three dropdown fields: 'Empresa (*)' set to 'ELECTROCENTRO', 'Propiedad' set to 'ALQUILER', and 'Fecha Garantía' with a date input field showing 'DD/MM/AAAA' and a calendar icon.

5. In the CI detail view, select the Historical, where you can view all the events that occurred with the CI.

The screenshot shows the 'Histórico' tab selected in a CI detail view. It displays a list of activity logs:

- 28/5/2024 08:17 ARANDA SERVICES USER Escribió una nota nota de prueba
- 28/5/2024 08:17 ARANDA SERVICES USER Relacionado
- 28/5/2024 08:17 e1 Creó un ítem AuthorName, Categoría, Changes, Fecha d...

6. In the CI detail view, select the CI Users, where you can manage the users who use the CI (active directory users and pre-created users in the configuration). To add one or more users to the CI, select the project, in the search field select the users you want to associate, and click the Add.

The screenshot shows the 'Usuarios del CI' tab selected in a CI detail view. A modal dialog is open for selecting users:

- Projecto: Gestión Humana
- User list:
 - Alejandro Cañon Contreras
 - APPLICATION ADMINISTRATOR
 - c1
 - Diego Alejandro Pineda Silva
 - Diego Alejandro Torrez Diaz
 - e1
 - Gestión humana
- Action buttons: 'Adicionar' (Add) and 'Seleccionar todo' (Select all)

To detach users from the CI, select the users and click the Disassociate.

7. In the CI detail view, select the Relations, where you can manage CI relationships with other assets, knowledge base articles, cases, or events. To add a relationship, click the New Relationship.

In the window New Relationship, select the Relationship Type (Case, Assets, Item, Event), Project, and Relationship. To perform the query by clicking the To find. Select a record from the generated list of results and click the Relate.

Número de CI	Nombre	Categoría	Responsable	Estado	Fecha de registro	Serial
7289	Galaxy s23-1	Móviles	William Orozco	Entregado	28/5/2024, 8:02:33	
7284	Prueba con img y adj	Móviles	Víctor Alfonso García Guzmán	Registrado	27/5/2024, 11:48:49	
7283	Prueba23	Móviles	Víctor Alfonso García Guzmán	Registrado	27/5/2024, 11:32:31	
7281	Prueba 1	Móviles	admintegration	Registrado	27/5/2024, 11:24:46	
7280	Prueba con adj y img	Móviles	Cristhian Nicolás Píñon Correa	Registrado	27/5/2024, 10:58:37	
7279	Prueba con img	Móviles	Diego Pachón	Registrado	27/5/2024, 10:56:38	
7278	Prueba con adj	Móviles	admin4	Registrado	27/5/2024, 10:46:39	
7277	Prueba 2	Móviles	admin4	Registrado	27/5/2024, 10:45:34	

To perform the relationship query that the CI has, click on the filter icon and select the Type of record you want to search; Click the Apply to display the list of IC relationships.

Relaciones del CI

Nueva relación

Filtrar por

Tipo

- Casos
- Activos**
- Artículos
- Eventos

Tipo de activo

Relación

Aplicar

Información reciente

Actualizar

Desasociar

Cancelar **Guardar**

To detach relationships from the CI, select a record and click the Disassociate; You will be able to view the confirmation message to disassociate the item and click the Disassociate.

8. In the CI detail view, select the Components to include components that are part of the IC. To add a component to the CI click the New Component and enter the requested information such as Name, Type, and Description of the component, to add it by clicking the Save.

Componentes

Nuevo componente

Asocie componentes con el fin de obtener más información del CI para facilitar el proceso al momento de realizar una orden de mantenimiento.

Nuevo componente

Nombre **Tipo**

Componente1 Tipo 2

Componente1 Router

Cancelar **Guardar**

No hay información

Cancelar **Guardar**

To edit a component, click the Edit of the existing component; in the window Edit of the component, make the changes and click the Save. To delete a component, click the Eliminate of the respective component.

Componentes

Aprobaciones

Gestión Contable

Nuevo componente

Asocie componentes con el fin de obtener más información del CI para facilitar el proceso al momento de realizar una orden de mantenimiento.

Componentes Asociados

Componente1
Tipo 2
Componente1 Router

Cancelar **Guardar**

9. In the CI detail view, select the Approvals, where you can view the results of the approval processes for ICs. You can also vote on an approval process that is pending.

10. In the CI detail view, select the Accounting Management, where you can associate accounting supports with the IC, such as invoices, contracts, and other documents. [View Contracts](#), [View Invoices](#) and [See Other Documents](#). To add a click-to-button accounting support New relationship.

In the search window, select the Media Type and click the To find. Select the appropriate record and click on the Relate.

To filter accounting management documents, click the filter icon and select the Media Type.

Componentes Aprobaciones Gestión Contable

Soporte Contable
Relacione los soportes contables que quiere enlazar al Cl.

Nueva relación

Buscar...

Filtrar por

Tipo

- Todos
- Factura
- Contrato
- Otro Documento

Aplicar

Información reciente Actualizar

Desasociar

Fecha de... 29/6/2023, 0:00:00 Active

Cancelar Guardar

To delete an accounting support, select the post and click the Disassociate, a confirmation window will be displayed, to continue click Disassociate.

Componentes Aprobaciones Gestión Contable

Soporte Contable
Relacione los soportes contables que quiere enlazar al Cl.

Nueva relación

Buscar...

Tipo de ítem: Factura Relación: Todos

Debe actualizar para ver la información reciente Actualizar

Desasociar

1 Prueba factura Tipo: Contrato de Proveedores Valor: 5.000.000,00 €	Fecha de... 29/6/2023, 0:00:00 Active
---	---------------------------------------

Baselines

1. To create an IC Baseline, in the CI detail view, click the Baseline



at the bottom of the window. Enter the name of the Baseline and click the Add Baseline; this record is added to the IC history.

3903 Nuevo

Versión 0

Nombre (*)
Router 1

Categoría (*)
Access Point

Modelo
Cisco 2960

Línea Base

La línea base es el estado actual en el que se encuentra el CI, con el fin de poder restaurar una versión en caso que sea necesario.

Línea base prueba

Descripción
Router 1

Proyecto
Proyecto 1

Adjunto
adjunto

Agregar Línea Base

tar archivo

In the CI detail view, select the Historical, to consult the IC Baselines. Expand the baseline record and click the Expand.

Información adicional Histórico Usuarios del CI

Todos... 🔍

Actividad

27/7/2023 22:28 Sebas Línea base Línea base prueba ↗

27/7/2023 22:21 Sebas Relacionado

27/7/2023 18:55 Sebas Relacionado

27/7/2023 18:55 Sebas Remover relacionado

27/7/2023 18:53 Sebas Relacionado

27/7/2023 18:35 Sebas Relacionado

27/7/2023 18:35 Sebas Remover relacionado

Cancelar Guardar

In the window Baseline Detail you will be able to compare the baselines created against the current IC information.

Detalle Línea Base

Nombre CI Router 1

Estado Nuevo

Razón

Dirección

Impacto

Responsable Lucas Cornelio, José Antonio (ELCTO)

Fecha de inicio 23/8/2023, 11:17:22

Fecha de aceptación 23/8/2023, 11:16:10

Proveedor

Ciudad

País

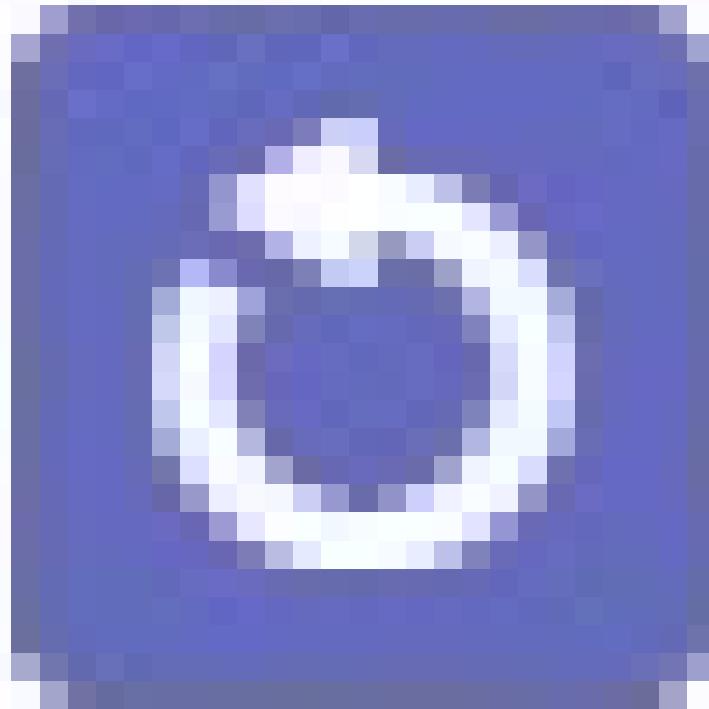
Sede

Componentes

23/8/2023, 11:17:22 ACTUAL +8 Nuevo Lucas Cornelio, José Antonio (ELCTO) Bambamarca

23/8/2023, 11:16:10 ANTIGUA +8 Nuevo Lucas Cornelio, José Antonio (ELCTO)

To restore a click-through baseline, click the Restore



Notes

1. To add a public note to a CI, in the CI detail view, click the Note



at the bottom of the window. Enter the description of the note and click the Add Note. once this is done, the note will be added to the IC history.

The screenshot shows a modal dialog titled 'Nota' (Note) overlaid on a CI detail view. The CI ID is 3903 and the status is 'Nuevo'. The main form fields are: Nombre (*) Router 1, Categoría (*) Access Point, and Modelo 108K-S37200. The 'Nota' section contains a rich text editor toolbar with bold, italic, underline, and alignment icons. The note content area contains the text 'Nota de CI prueba'. A blue 'Agregar Nota' (Add Note) button is at the bottom right of the note section.

In the CI detail view, select the Historical, to view the IC notes. Expand the baseline record and click the Expand.

The screenshot shows the 'Actividad' (Activity) section of the CMDB Web Console. It displays a list of events for a user named 'Sebas'. The events include:

- 27/7/2023 22:39: Sebas Escribió una nota pública Nota de CI prueba
- 27/7/2023 22:28: Sebas Línea base
- 27/7/2023 22:21: Sebas Relacionado
- 27/7/2023 16:55: Sebas Relacionado
- 27/7/2023 16:55: Sebas Remover relacionado
- 27/7/2023 16:53: Sebas Relacionado

At the bottom right of the activity list, there are 'Cancelar' (Cancel) and 'Guardar' (Save) buttons.

Podrá visualizar una ventana con la nota del CI definida.

Consulting and Editing CIs

Visualize CI from Preview

1. To query assets or configuration items, Enter the CMDB Web Console, select the option Cis from the main menu. In the information view you can view the list of CIS grouped by data such as identifier, name, status, label.
2. Select an IQ from a grouping criterion. The preview window with the detail and history of the CI is enabled. Select the See to view the IC information or select the Edit to modify the information of the CI.

The screenshot shows the 'Elemento de configuración (CI)' (Configuration Item Element) preview window. The main panel displays the following information for CI ID 6239:

- Identificador:** 6239
- Categoría:** HARDWARE
- Modelo:** moto g
- Marca:** Motorola
- Responsable:** William Orozco
- Descripción:** Descripción CI9828-1

On the left, a list of other CI items is shown, including IDs 6240, 6238, 6237, 6236, 6232, 6228, 6189, 5996, and 5995. At the bottom, there are 'Editor' and 'Ver' buttons.

Query and CI Filters

1. To view a CI, select a CI from the list available in the information view and click the record ID. The IC Edit window is enabled

▷ Note: To display the CIS by Specialist Group in the CMDB console, you must perform the [access to IC categories for specialist groups](#) in the ASMS Administration console.
2. Registered CI information can be filtered from the CMDB web console, in several ways:
 - By Project and Folder: In the left pane of the CIS information view, select a project and a grouping folder. In the information view you will be able to view the CIs related to the folder.
 - By IC Status: This option filters the CIs according to their status (Active or Inactive).
 - Seeker : This field allows you to filter the information of the CIs, doing a search by name or description of the item.

- Column filter : In the CIS information grouping criteria, select a column and in the window that is enabled enter the search parameters and click the Filter. .

ministración y/o configuración.

To remove the column filters applied to the CIs table, in the information view of the CMDB console, click the Clean.

Exporting ICs

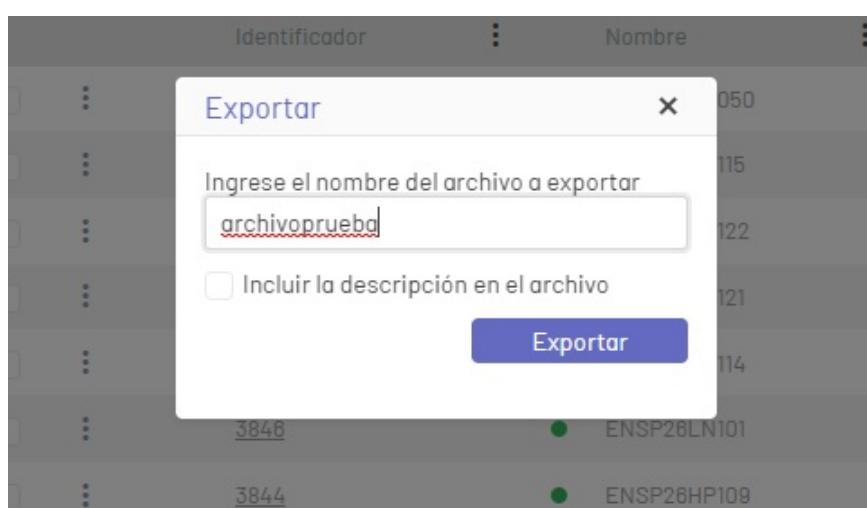
1. To export the information of the CIs, Log in to the CMDB web console, select the option Cis from the main menu. In the information view, click the Export; In the window that pops up, select the format in which you will export the data. The formats available for export (.xlsx, .pdf and .csv).

Elemento de configuración (CI)

Cualquier componente o activo dentro de una organización que requiere administración y/o configuración.

The screenshot shows a table of Configuration Items (CI's) with columns for Identificador, Nombre, and Estado. The 'Estado' column uses color-coded status indicators: green for 'Registrado', blue for 'Entregado', red for 'En reparación', and grey for 'Inactivo'. An 'Exportar' (Export) modal is overlaid on the table, containing three buttons: 'Excel', 'Pdf', and 'Csv'. At the top of the page, there is a search bar 'Buscar por nombre y responsable' and a progress bar indicating '0% - 100%' completion of 1786 CI's used out of 61500 available.

2. After selecting the format, enter the name of the file to be generated and click on the Export. This will generate and download the corresponding file.



CI Edition

1. To edit a CI, in the information view of the CMDB web console, select a record (identifier) from the existing CI list and in the CI Edit window modify the required information (fields).

This screenshot shows the 'Detalle de CI' (CI Detail) screen for record 7290. The left side displays a summary card with the device image, name ('Galaxy s23'), category ('HARDWARE'), model ('20T0002DUS'), and responsible person ('William Orozco'). The right side contains tabs for 'Detalle de CI', 'Histórico', 'Usuarios del CI', and 'Relacion'. The 'Detalle de CI' tab is active, showing fields for 'Proyectos (*)', 'Serial', 'Impacto', and 'Información del responsable'. Buttons for 'Cancelar' and 'Guardar' are at the bottom.

2. To change the status of a CI, select the appropriate status in the top left of the window.

This screenshot shows the same CI Edit window as above, but with the status dropdown for record 7290 open. The 'Entregado' option is selected, and the status indicator on the left card has changed to blue. The rest of the interface remains the same, with the 'Detalle de CI' tab active and the 'Guardar' button visible at the bottom.

3. When you finish editing the CI, click the Save to confirm the changes made or on the Cancel to dismiss the change and keep the last saved information of the IC.

▷ Note: The definition of states is done by means of the [CMDB States](#) in the ASMS Admin Console.

Multilanguage

To configure the multilanguage option in CMDB categories, you must consider the documentation for translations. [View Multilanguage](#)

Maintenance Management

Maintenance Management

In the Maintenance management, the user will be able to configure this measure for the configuration elements of their company.

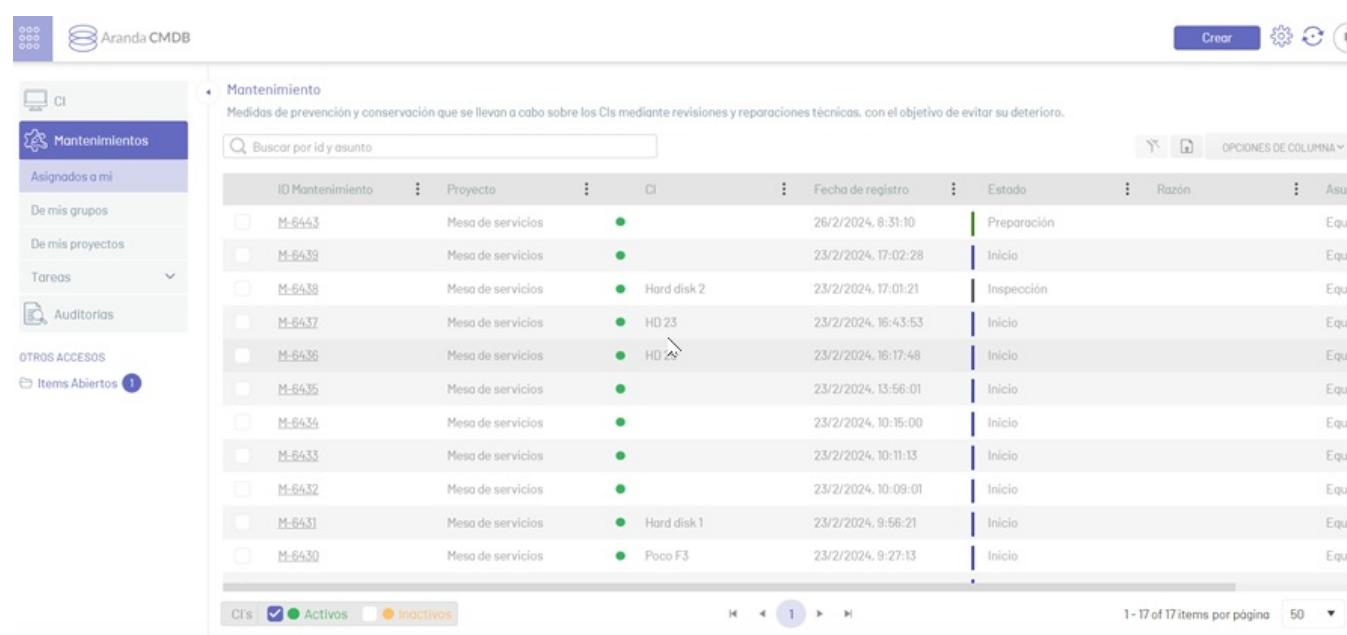
► MANTENIMIENTO: >

Maintenance Creation

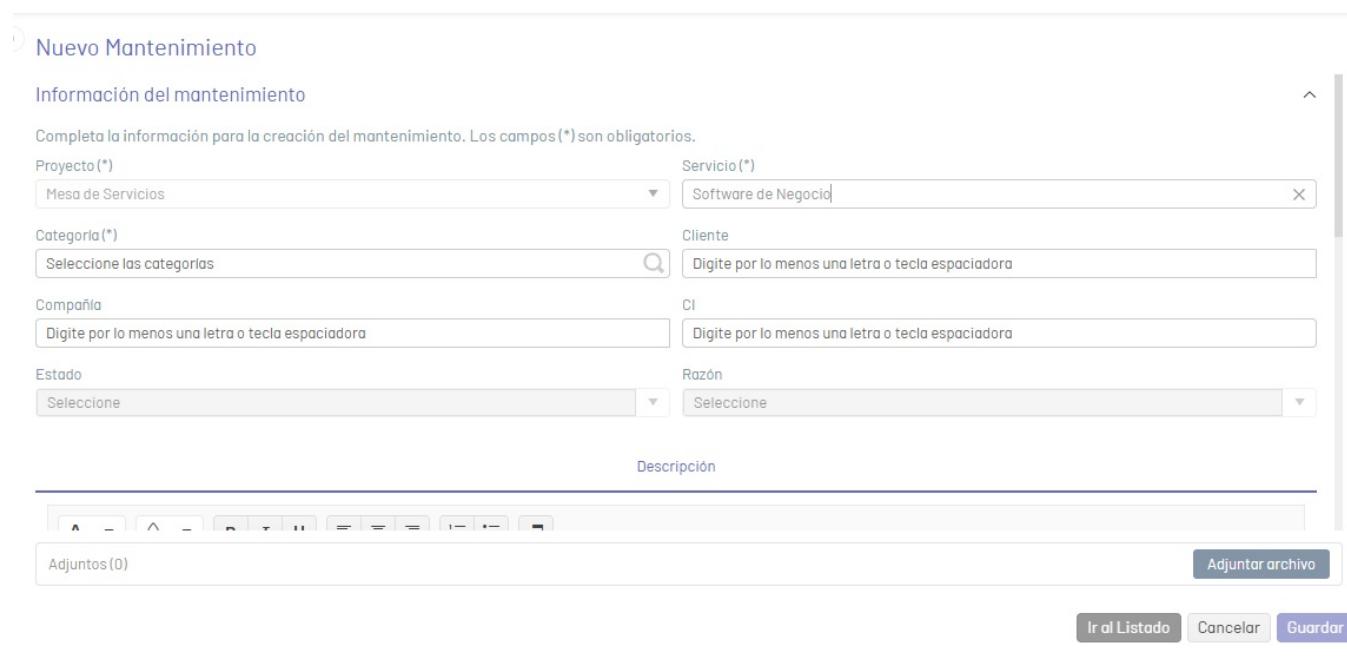
1. To create maintenance for a CI, log in to the CMDB console, select the Maintenance from the main menu, define a maintenance category, and in the header menu, click the Create. In the information view, the New Maintenance.

The categories for managing maintenance are:

Categories	Description
Assigned to me:	This option lists the maintenance for which the user in session is responsible.
From my groups:	This option lists the maintenances in which the user in session belongs to the maintenance-related group.
From my projects:	This option lists the maintenances of the projects in which the user in session is related.



2. In the window New New Maintenance You will be able to fill in the required information. Select a project, service, category and enter the basic information requested. When finished, click on the Save to confirm the changes made. When you select a category, a window will be displayed where you can attach the corresponding category.



▷ Note: When attaching files to Maintenance, you should note that the files allowed to be added are defined in a whitelist that is only modifiable from the site's

- Allowed file types: zip, rar, emz, 7z, docx, pdf, txt, inx, xlsx, doc, evt, log, xls, rdlx, svclog, pml, xlsm, aam, prc, rtf, pptx, dmp, repx, ppt, jpeg, jpg, png, gif, tif, vsd, vsdx, svg, dsf, bmp, jfif, ico, emf, bmp, avi, webm, mp4, msg, eml, resx, cll, sql, rdl, config, amk, bak, css, csv, dll, mov, xml

3. By consulting the detail view of the new Maintenance, you will be able to view and manage the information in the tabs that are enabled as Additional information, Historical, Tasks, Time and Costs, Relations, Approvals.

M-6443 Preparación Versión 3

Razón MOD
Selección Servicio MOD(*)
Equipos de Cómputo
Categoría MOD(*)
Falla Monitor

Adjuntos(0) Adjuntar archivo

Ubicación del equipo
Marca y modelo del equipo

Fecha y hora para el mantenimiento
d/m/a h:min:s
Historial de mantenimiento anterior
Selección Contacto de emergencia
3.133.554.556 Empresa / Área
Duración estimada Registro fotográfico
Hora del mantenimiento (*) 1:00

Cancelar Guardar

4. In the Maintenance detail view, select the Maintenance Details, where you can manage additional fields for maintenance.

Detalles del mantenimiento Histórico Tareas

Información Adicional

Campo 1 Lista
Selección

Cancelar Guardar

5. In the Maintenance detail view, select the Historical, where you can see all the events that occurred with Maintenance.

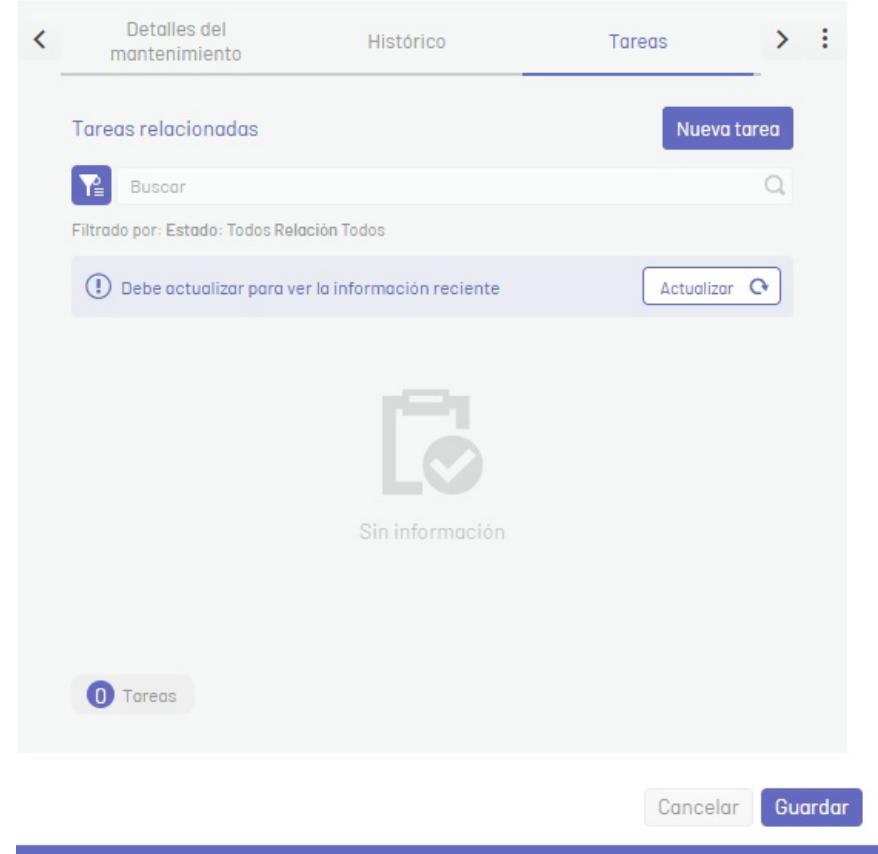
Detalles del mantenimiento Histórico Tareas

Todos... Actividad

8/8/2023 09:35 Sebas Creó un ítem CATEGORÍA, Cliente, Grupo Responsable, Tiene más...

Cancelar Guardar

6. In the Maintenance detail view, select the Tasks, where you can manage maintenance-related tasks.



By clicking the New Task, the corresponding window is enabled where you can fill in the required information.

Save a maintenance as a scheduled action template

8. To save the parameterization of a maintenance as a template for scheduled actions, in the Create Case form in the CMDB console, complete the following maintenance information (project, service, category, customer, Subject, and description); Select the option Save Template.

9. The template window is enabled where you can fill in the name of the template. When finished, click on the Save.

Consultation and Editing of Maintenance

Viewing Maintenance from Preview

1. To consult maintenance, Enter the CMDB web console, select the option Maintenance from the main menu. In the information view you will be able to view the list of Maintenance grouped by data such as identifier, project, ci, registration date, status and reason.

2. Select a Maintenance from a grouping criterion. The preview window with the detail and history of the Maintenance is enabled. Select the See to view Maintenance information or select the Edit to modify the Maintenance information.

Check Maintenance

1. To view a Maintenance, select a Maintenance from the list available in the information view and click the record ID. The Maintenance Edit window is enabled.

2. Recorded maintenance information can be filtered from the CMDB web console in several ways:

- Seeker : This field allows you to filter the information of the Maintenance, doing a search by ID or subject of the item.

- Column filter : In the Maintenance Information Grouping Criteria, select a column and in the window that is enabled enter the search parameters and click on the Filter. Note that you will be able to apply multiple filters at once for a more accurate search.

To remove column filters applied to the Maintenance table, in the information view of the CMDB console, click the Clean.

Export Maintenance

1. To export the information of the Maintenance, Enter the CMDB web console, select the option Maintenance from the main menu. In the information view, click the Export; In the window that pops up, select the format in which you will export the data. The formats available for export (.xlsx, .pdf and .csv).

2. After selecting the format, enter the name of the file to be generated and click on the Export. This will generate and download the corresponding file.

Edit Maintenance

1. To edit a maintenance, in the information view of the CMDB web console, select a record (identifier) from the existing Maintenance list and in the Maintenance Edit window modify the required information (fields).

The screenshot shows the 'MT-7107' maintenance record. In the top left, there's a dropdown menu with 'Inicio' selected. The main form fields include 'Razón MOD' (Registro de mantenimiento), 'Servicio MOD (*)' (Equipos de Cómputo), 'Categoría MOD (*)' (Falla Monitor), 'Asunto MOD 4/200' (test), 'Descripción MOD' (Falla monitor), 'Solución MOD' (Adjuntos(2)), and a rich text editor. On the right, there's a 'Detalles del mantenimiento' panel with fields for 'Ubicación del equipo', 'Marca y modelo del equipo (*)', 'Fecha y hora para el mantenimiento', 'Historial de mantenimiento anterior', 'Contacto de emergencia', 'Empresa / Área', 'Duración estimada', 'Registro fotográfico (*)', 'Hora del mantenimiento', and buttons for 'Cancelar' and 'Guardar'.

2. To change the status of a Maintenance, select the corresponding status in the upper left of the window.

This screenshot is identical to the previous one, except the dropdown menu in the top left now has 'Preparación' selected instead of 'Inicio'. The rest of the interface remains the same, showing the maintenance details and the 'Detalles del mantenimiento' panel.

▷ Note: The definition of states is done by means of the [CMDB States](#) in the ASMS Admin Console.

3. When you finish editing the Maintenance, click the Save to confirm the changes made or on the Cancel to dismiss the change and keep the last saved information from Maintenance.

Management Audits

Creation of Audits

1. To configure audits for each of the assets, configuration items, and packages, log in to the CMDB console, select the Audits from the main menu and in the Header menu click the Create. In the information view, the New Audit.

The screenshot shows the 'Auditorias' tab selected in the sidebar. The main area displays a table of audits with columns: Identificador, Auditoria, Proyecto, Responsable de Auditoria, Fecha de Inicio, and Fecha final. The table contains 9 items, with the first few rows visible. At the bottom, there are navigation buttons and a footer with the text 'Tiempo restante para el vencimiento'.

Identificador	Auditoria	Proyecto	Responsable de Auditoria	Fecha de Inicio	Fecha final
11	Auditoria prueba permisos	Mesa de Servicios	Sebas	27/7/2023, 0:00:00	28/7/2023, 0:00:00
9	auditoria 2	Mesa de Servicios	Sebas	25/7/2023, 0:00:00	28/7/2023, 0:00:00
7	Prueba auditorias notific...	Mesa de Servicios	Especialista 1	19/7/2023, 0:00:00	31/7/2023, 0:00:00
8	Auditoria 1	Mesa de Servicios	Medina Fernandez, Ivan (...)	3/7/2023, 0:00:00	5/7/2023, 0:00:00
10	Prueba pentesting	Mesa de Servicios	Sebas	1/7/2023, 0:00:00	2/12/2099, 0:00:00
1	Prueba Auditorias	Mesa de Servicios	Especialista 1	30/8/2023, 0:00:00	30/7/2023, 0:00:00
2	Prueba Auditorias 2	Mesa de Servicios	Especialista 1	30/8/2023, 0:00:00	4/7/2023, 0:00:00
4	Prueba Auditorias 3	Mesa de Servicios	Especialista 1	30/8/2023, 0:00:00	1/7/2023, 0:00:00
5	Prueba Auditorias 4	Mesa de Servicios	Especialista 1	30/8/2023, 0:00:00	1/7/2023, 0:00:00

2. In the window New Audit You will be able to fill in the required information. Select the project, the person in charge, and enter the basic information requested.

Nueva Auditoría

Información de la auditoría

Completa la información para la creación de la auditoría. Los campos (*) son obligatorios.

Nombre (*)	Proyecto (*)
Auditoría interna	Gestión Humana
Responsable (*)	Fecha de inicio (*)
APPLICATION ADMINISTRATOR	27/05/2024
Fecha final (*)	
05/2024	
Descripción	
<p>Programar una notificación</p> <p><input type="checkbox"/> Activar esta opción permite notificar al usuario del dispositivo los días en que se está terminando la auditoría.</p>	
<p>Agregar CI's</p> <p>Agregue los CI's que van a estar incluidos en esta auditoría.</p>	

3. In the Schedule a Notification Check the box Activate If you want to generate an alert warning of the completion of the audit, define the time in which the notification is activated and select the template for the email that will be sent.

Programar una notificación

Activar esta opción permite notificar al usuario del dispositivo los días en que se está terminando la auditoría.

Tiempo de la notificación	Plantilla de notificación
Defina en número de días en los que se va a enviar la notificación al usuario. (*)	Seleccione la plantilla que se va a enviar en la notificación (*)
2	Plantilla prueba
Días	

4. In the Adding CI's it will be able to make a query and select the CIS that will be related to the audit; After associating them, click on the Add.

Adicionar CI's

Agregue los CI's que van a estar incluidos en esta auditoría.

Prueba CI
 pruebal1
 ENOPITIORD05
 ELCADOPP12
 421A1DDR02
 421A1ADP05
 421A1ADR01
 421ASCDP01

Seleccionar todo

5. When you finish setting up the audit, click on the Save to confirm the changes made. 6. By consulting the detail view of the new Audit, you will be able to view and manage the information in the tabs that are enabled as Associated CI's and Historical.

7. In the Audit detail view, select the Associated CI's, where you can manage the CI's associated with the audit.

12

Nombre (*)
Auditoría Prueba

Proyecto (*)
Mesa de Servicios

Responsable (*)
APPLICATION ADMINISTRATOR

Fecha de inicio (*) 16/08/2023 **Fecha final (*)** 17/08/2023

Descripción de la auditoría
Auditoría Prueba

Programar una notificación

CI's asociados

Sin información

Historico

CI's asociados	Histórico
421A1ADR01	ASIGNADO
421A1GDR01	ASIGNADO
ELCADOPP12	RETIRADO

Seleccionar todos

8. In the Audit detail view, select the Historical, where you can view all the events that occurred with the audit.

The screenshot shows the 'Audit Edit' window. At the top, there are tabs for 'CI's asociados' and 'Histórico'. Below the tabs is a search bar with dropdowns for 'Todos...' and 'Filtrar'. The main area is titled 'Actividad' and lists five audit entries:

- 15/8/2023 14:00 Sebas Relacionado
- 15/8/2023 14:00 Sebas Creó un ítem

For the last entry, a detailed view is shown with columns: 'Campo modificado', 'Nuevo valor', and 'Valor anterior'. The details are:

Campo modificado	Nuevo valor	Valor anterior
Relation	421A1DD02	Ci

At the bottom of the list are buttons for 'Cancelar' and 'Guardar'.

Audit Consultation and Editing

Check Audits

1. To view an audit, select an audit from the list available in the information view and click the record ID. The Audit Edit window is enabled.

2. Logged audit information can be filtered from the CMDB web console in several ways:

- Seeker : This field allows you to filter the information from the audits, searching by name.

The screenshot shows a table titled 'Auditoría' with the following columns: Identificador, Auditoría, Proyecto, Responsable de Audi..., and Fecha de inicio. There are 7 items listed:

Identificador	Auditoría	Proyecto	Responsable de Audi...	Fecha de inicio
18	Prueba Auditorias 11	Mesa de Servicios	adminluis	30/8/2023, 0:00:00
7	Prueba auditorias notific...	Mesa de Servicios	e1	19/7/2023, 0:00:00
8	Auditoria 1	Mesa de Servicios	imedinaf	3/7/2023, 0:00:00
1	Prueba Auditorias	Mesa de Servicios	e1	30/6/2023, 0:00:00
2	Prueba Auditorias 2	Mesa de Servicios	e1	30/6/2023, 0:00:00
4	Prueba Auditorias 3	Mesa de Servicios	e1	30/6/2023, 0:00:00
5	Prueba Auditorias 4	Mesa de Servicios	e1	30/6/2023, 0:00:00

At the bottom, there are navigation buttons (1-7 of 7 items, Items por página 50) and a filter icon.

- Column filter : In the Audits information grouping criteria, select a column, and in the window that is enabled enter the search parameters and click the Filter. Note that you will be able to apply multiple filters at once for a more accurate search.

The screenshot shows a table with columns: Responsable de Audit..., Fecha de inicio, and Fecha final. A filter dialog is overlaid on the table, specifically for the 'Responsable de Audit...' column. The filter criteria are:

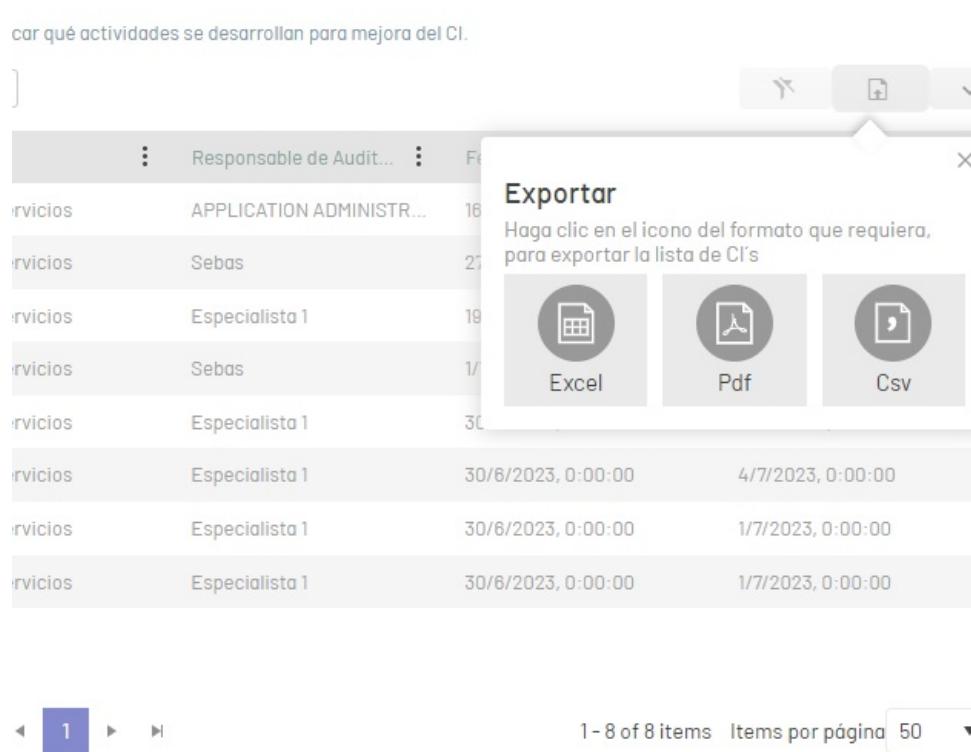
Filtro	
=	Sebas
Y	Especialista 1
=	Especialista 1

At the bottom of the filter dialog are 'Filtrar' and 'Limpiar' buttons.

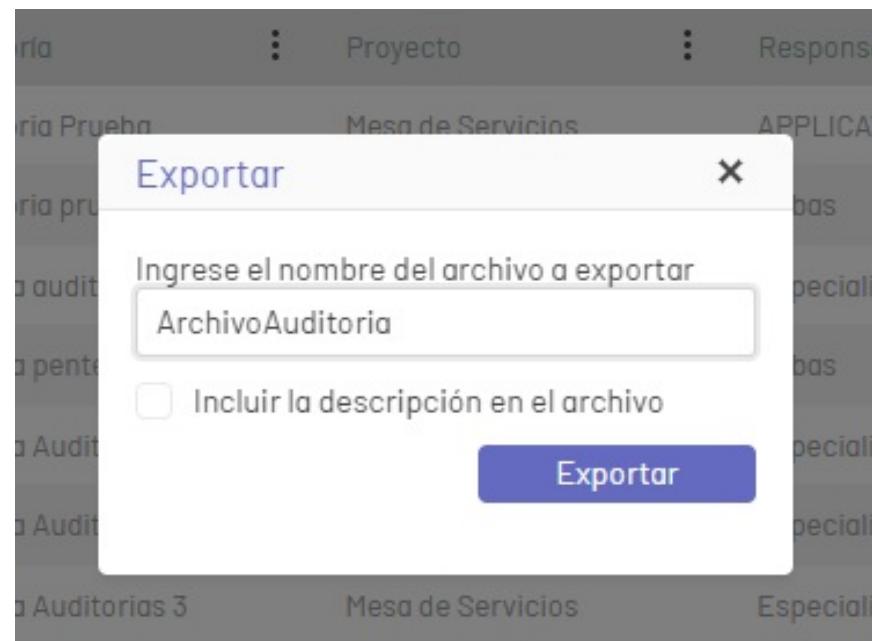
To remove the column filters applied to the Audits table, in the information view of the CMDB console, click the Clean.

Export Audits

1. To export the information from the audits, enter the CMDB web console, select the option Audits from the main menu. In the information view, click the Export; In the window that pops up, select the format in which you will export the data. The formats available for export (.xlsx, .pdf and .csv).



2. After selecting the format, enter the name of the file to be generated and click on the Export button. This will generate and download the corresponding file.



Edit Audits

1. To edit an audit, in the information view of the CMDB web console, select a record (identifier) from the existing Audit list and in the Audit Edit window modify the required information (fields).

2. When you finish editing the audit, click the Save to confirm the changes made or on the Cancel to dismiss the change and keep the last saved audit information.