Oracle® Enterprise Repository

User Guide

10*g* Release 3 (10.3)

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Oracle Enterprise Repository User Guide, 10*g* Release 3 (10.3)

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Oracle Enterprise Repository

User Guide

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Overview

Governance must address the control and management of entire business processes, trace the relationship of services to other assets in the enterprise, and show how the collection of these elements in an SOA has a direct impact on the effectiveness of the business itself. The combination of Oracle Enterprise Repository and Service Registry, Oracle Web Service Manager, and Oracle Management Pack for SOA forms the technology foundation for SOA governance throughout the SOA lifecycle.

The Oracle Enterprise Repository provides the following value to customers:

- **Visibility into all SOA assets and their relationships**
  - Automatically collects and populates the Oracle Enterprise Repository and Registry with existing services and other assets through introspection and synchronization with developer tools
  - Provides a flexible and extensible model for categorizing SOA assets
  - Provides visibility of assets that currently exist, are planned, or are in development to reduce duplication of effort
  - Automatically discovers, maps, and manages new dependencies to support impact analysis

- **End-to-end governance throughout the lifecycle**
  - Automates repeatable processes for registration and life cycle management through out-of-the-box workflows based on best practices
  - Provides visibility into policies throughout the lifecycle to promote trust in service quality, performance, and security
  - Communicates architectural standards and tracks architectural compliance

- **Analytics**
  - Tracks and reports on reuse throughout the entire service lifecycle, including development reuse, runtime service reuse statistics and data on consumption and compliance through scorecards
  - Collects and communicates vital information on service performance, quality, and compliance with corporate standards
  - Supports critical decisions with feedback on SOA compliance, performance, and ROI

Getting Started

Logging into Oracle Enterprise Repository

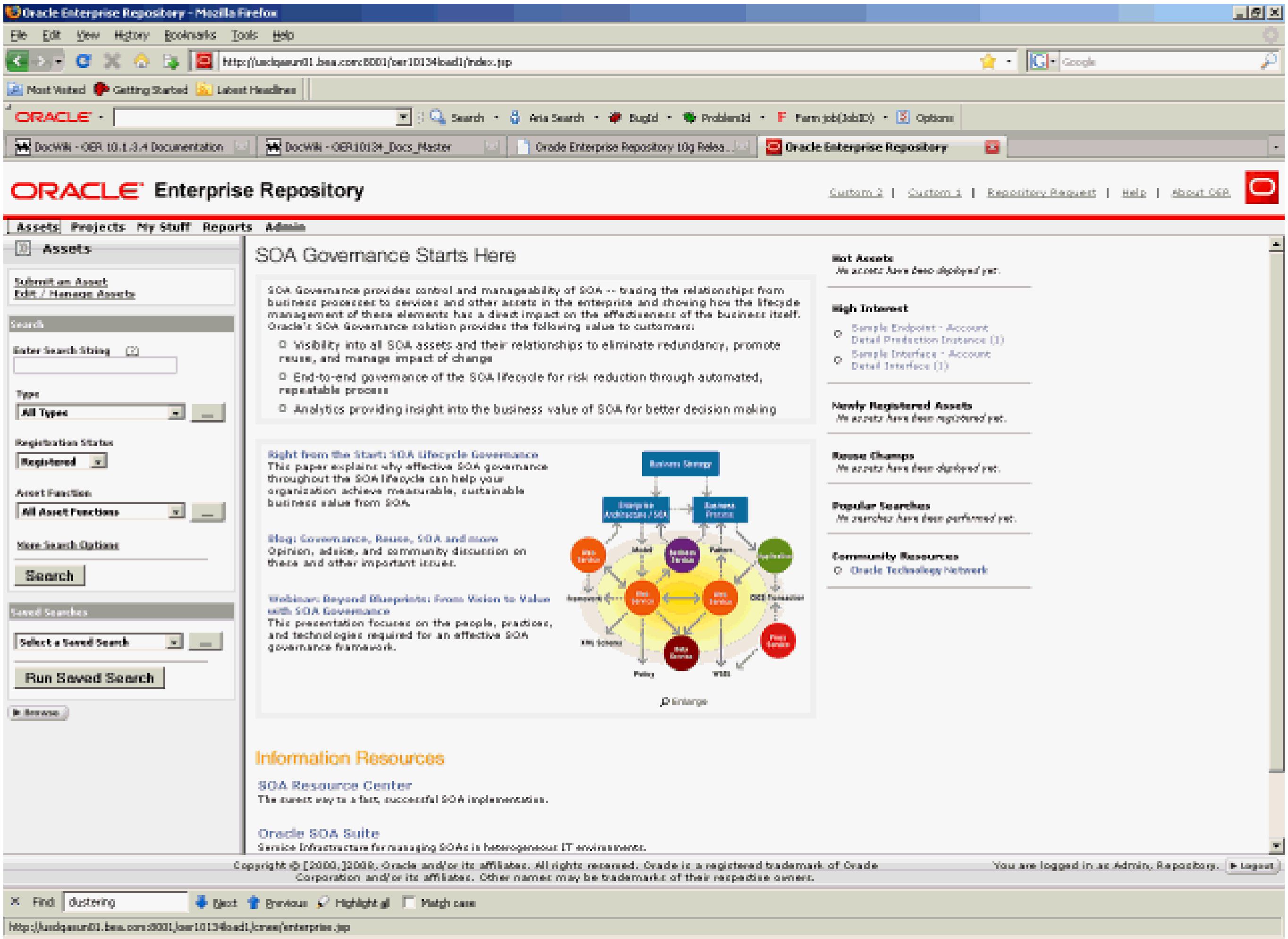
1. Using a browser, open Oracle Enterprise Repository.
2. On the login screen, enter the appropriate information in the **Username** and **Password** boxes.

   Note: If your organization requires a user name and password each time you log into Oracle Enterprise Repository, make sure that the **Enable Automatic Login** box is unchecked.
3. Click **Login**.

   The **Login Stats** dialog box displays a welcome message that includes the date and time of your login.
4. In the **Login Stats** dialog box, click **Close**.

The Default View

The Oracle Enterprise Repository home page is displayed upon logging in. This page can be customized by the system administrator to display resources, assets, and news relevant to your company.



Each page in Oracle Enterprise Repository is divided into a sidebar and a main pane. The main pane can be expanded by dragging the left border of the pane to the left.

The Oracle Enterprise Repository Menu Bar

The Oracle Enterprise Repository menu bar runs across the top of the console, and allows you to navigate to the various tools and features within Oracle Enterprise Repository.

The actual links that appear in the menu bar are determined by the permissions granted to your specific role. These links point to corresponding Oracle Enterprise Repository screens, each with specific features and functionality, including:

- **Assets**
  - Click to use, submit, edit, and manage assets, as determined by the access settings for your assigned role.
- **Projects**
  - Visible and accessible only to users in the appropriate role.
  - Click to create, manage, and search for projects, and to assign users to projects.
- **My Stuff**

- Click to view information about assets you have produced or consumed, assets that are assigned to you for review and approval, projects to which you are assigned, your saved searches, or assets to which you have subscribed.

- **Reports**
  - Click to view a number of standard reports based on asset usage, value, and compliance. You can create your own custom reports using the reposting tool of your choice. Custom reports may be added to the Reports page.

- **Admin**
  - Visible and accessible only to users in the appropriate role.
  - Enables system configuration after installation, and is used to create users, assign roles, configure access settings, configure system and email settings, and monitor system use.

- **Resources**
  - Optional and customizable
  - Enabled and disabled on **Admin** page
  - Configurable to direct users to additional information.

- **Marketplace**
  - Optional and customizable
  - Enabled and disabled on **Admin** page
  - Configurable to link to an internal or external site where assets can be acquired.

- **Repository Request**
  - Click to submit requests to the designated registrar, such as a request for an asset that is unavailable in the registry.

- **Help**
  - Provides general information on using Oracle Enterprise Repository.

The repository Home page can be customized to highlight your company's news and policies. This page includes embedded features that display information about new additions to the repository, the most frequently used assets, and a list of users who have achieved the highest levels of asset reuse. As an alternative, your company can substitute its own home page. In addition, you can create different Home pages that can be displayed based on the user's role. In this way, Business Analysts can see a different set of information than Architects or Development resources. Think of this page as a configurable portal that allows your organization to promote initiatives to all Oracle Enterprise Repository users.

Logging Out of Oracle Enterprise Repository

The login indicator, located in the bottom right corner of any Oracle Enterprise Repository page, indicates the user name under which you are currently logged in. A logout link is also provided.

To log out:

1. Click **Logout**.

   A confirmation message appears.

2. Exit the browser, or click **Log back in**.

User Roles

User Role Descriptions

Oracle Enterprise Repository users are defined by roles. Each role has certain permissions that enable users to fulfill specific tasks.

The default roles shipped with Oracle Enterprise Repository are described below. (The Admin page, visible only to users with the appropriate access settings, allows the names of these roles to be changed to suit organizational needs. The Admin page also provides the means to change Access Settings.)

- **User**
  - Anyone with a Oracle Enterprise Repository user name and password is considered to be a user. This role can be assigned as the default role for any new users at the time the user is created. All Oracle Enterprise Repository users can:
    - View news about the company's reuse initiatives
    - Locate, evaluate, and use and download assets
    - View projects
    - Generate reports
    - Submit assets to the registrar

- **Access Administrator**
  - The access administrator creates all Oracle Enterprise Repository users and assigns permissions to them. The access administrator must be familiar with the functions of the Admin page. Typically, access administrators can:
    - Create, view, and edit users and permissions
    - Generate reports

- **Advanced Submitter**
  - The advanced submitter role is typically assigned to *asset builders* and *harvesters*.
    - *Asset Builders* focus on building the asset content base. They respond

to organization-wide asset needs as well as individual project needs.
        - *Harvesters* study deployed projects for asset reuse potential and package and submit these assets to the repository.

    - Typically, advanced submitters can:
        - Locate, evaluate, and use and download assets
        - View projects that are associated with assets
        - Generate reports
        - Submit assets to the registrar
        - Edit asset metadata prior to asset registration

- **Registrar**
    - The registrar is the single point of acceptance or rejection for any asset. There may be more than one person functioning as a repository registrar, depending on the functions addressed. Typically, registrars can:
        - Locate, evaluate, and use/download assets
        - View projects that are associated with assets
        - Generate reports
        - Submit assets to the registrar
        - Edit asset metadata prior to asset registration
        - Accept assets for the registration process
        - Approve tabs
        - Register assets
        - Apply access settings

- **Registrar Administrator**
    - The registrar administrator is able to use the Type Manager to create and edit asset types, compliance templates, and policy types within the Oracle Enterprise Repository. Typically, registrar administrators can:
        - Locate, evaluate, and use/download assets
        - View projects that are associated with assets
        - Generate reports
        - Submit assets to the registrar
        - Edit asset metadata prior to asset registration
        - Accept assets for the registration process
        - Approve tabs
        - Register assets
        - Apply access settings
        - Edit artifact stores

- **Project Administrator**
    - Oracle Enterprise Repository tracks asset use at the project level in order to maintain a history for impact analysis and reporting purposes. Typically,

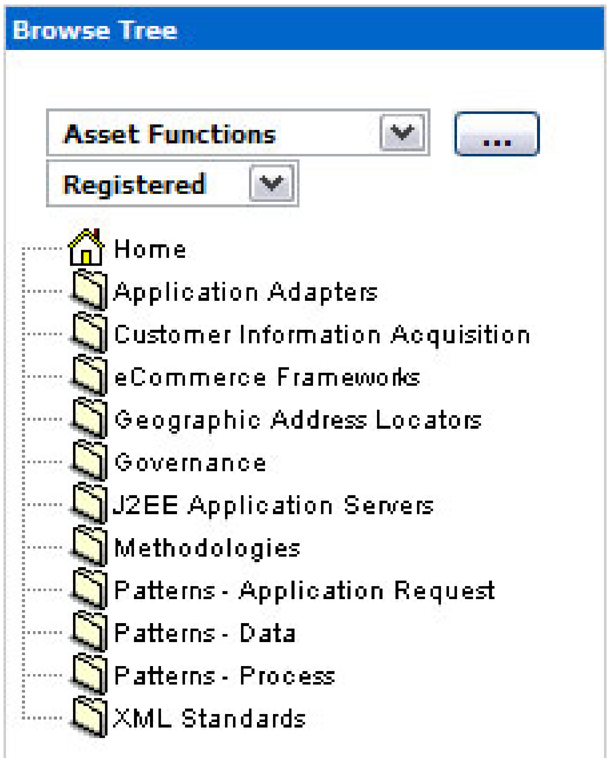
project administrators can:
    - Create, edit, and view projects
    - Generate reports

- **System Administrator**
  - The system administrator configures Oracle Enterprise Repository for use, including, possibly, installation as well as the post-installation configurations. The system administrator typically can:
    - Enable and edit system settings
    - Generate reports

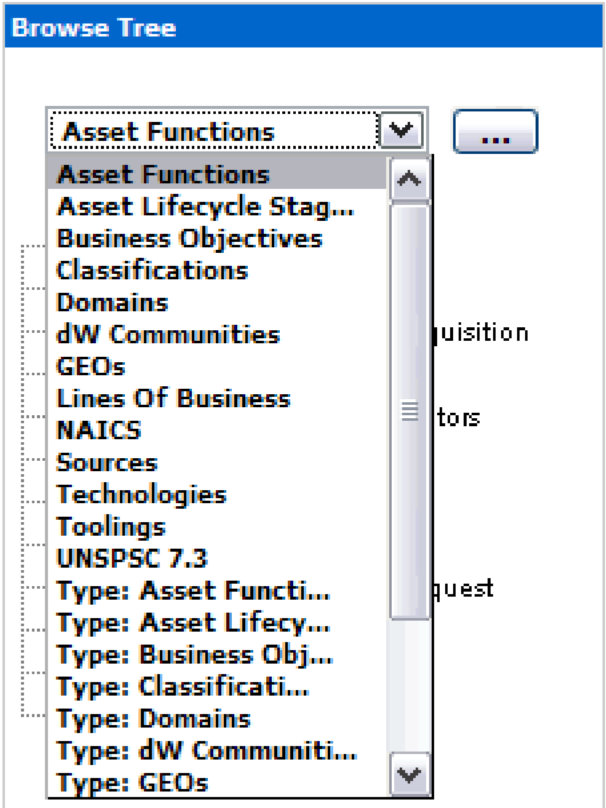
Navigating the Asset Tree

This procedure is performed on the Oracle Enterprise Repository Assets page.

1. Click **Browse** button in the **Assets** sidebar to open the **Browse Tree**.

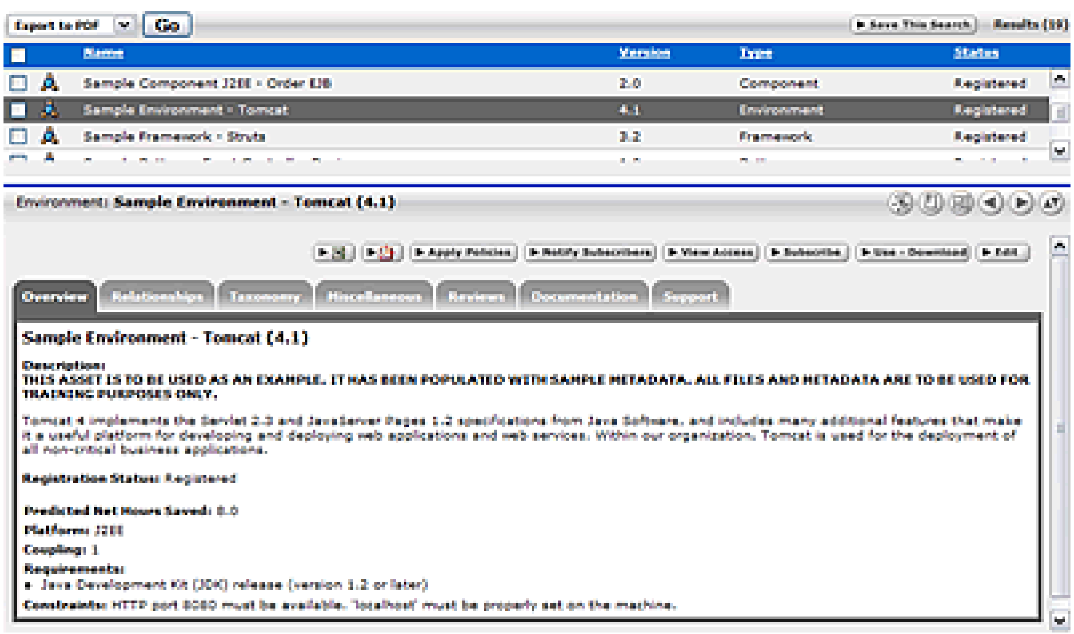


2. Use the drop-down to filter the results.



3. Click any folder in the tree to display its contents in the main pane.

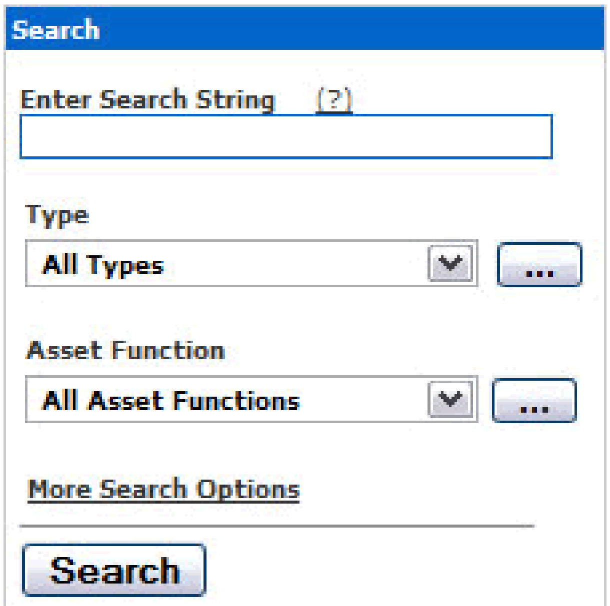
   The detail of the first item in the results list automatically opens in the lower frame, as shown here:



Performing Standard Searches

This procedure is performed in the Search box in the sidebar of the Assets page.

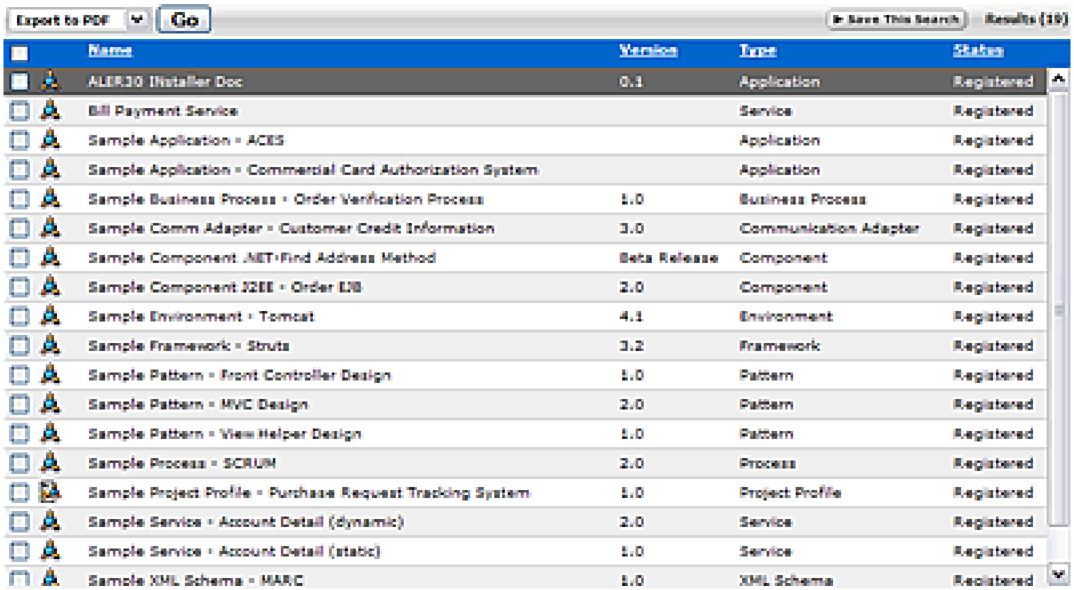
1. Enter a keyword in the **Enter Search String** text box.



2. Use the **Type** and **Asset Function** drop-downs to refine the search.

3. Click **Search**.

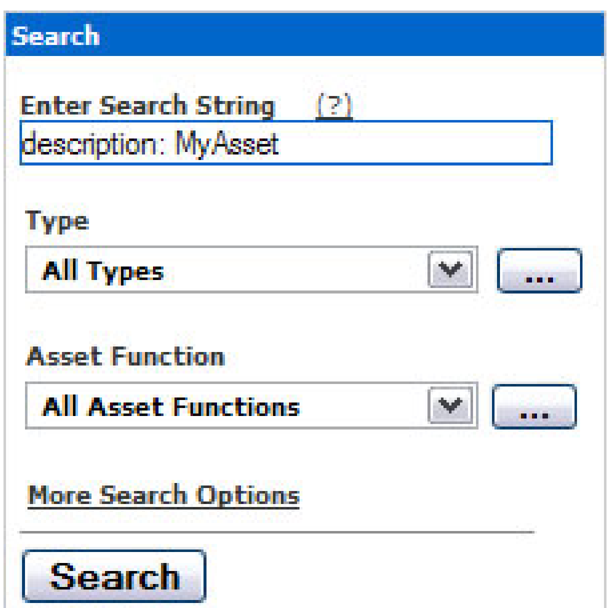
   Search results are listed in the main pane.



4. If necessary, **save the search**.

Searching For a Specific Field

This procedure is also performed in the Search box on the Assest page by entering the appropriate search terms in the text box.



- Use the following syntax to perform a search on *myAsset* in the **name** field only:

  name:myAsset .

- Use the following syntax to perform a search on *myAsset* in the **description** field only:

  description:myAsset or *desc:myAsset*

- The prefix *wsdl:* will limit the search to the WSDL binding, port type, or port name.
  - Example: *wsdl:myService*

Search results appear in the upper section of the main pane.

Using the More Search Options Feature

- Overview
- Performing a Search Using "More Search Options"
- Filtering More Search Options by Type and/or Registration Status
- Filtering More Search Options by Categorizations
- Filtering More Search Options by Additional Criteria
- Searching for Extended Metadata Fields

Overview

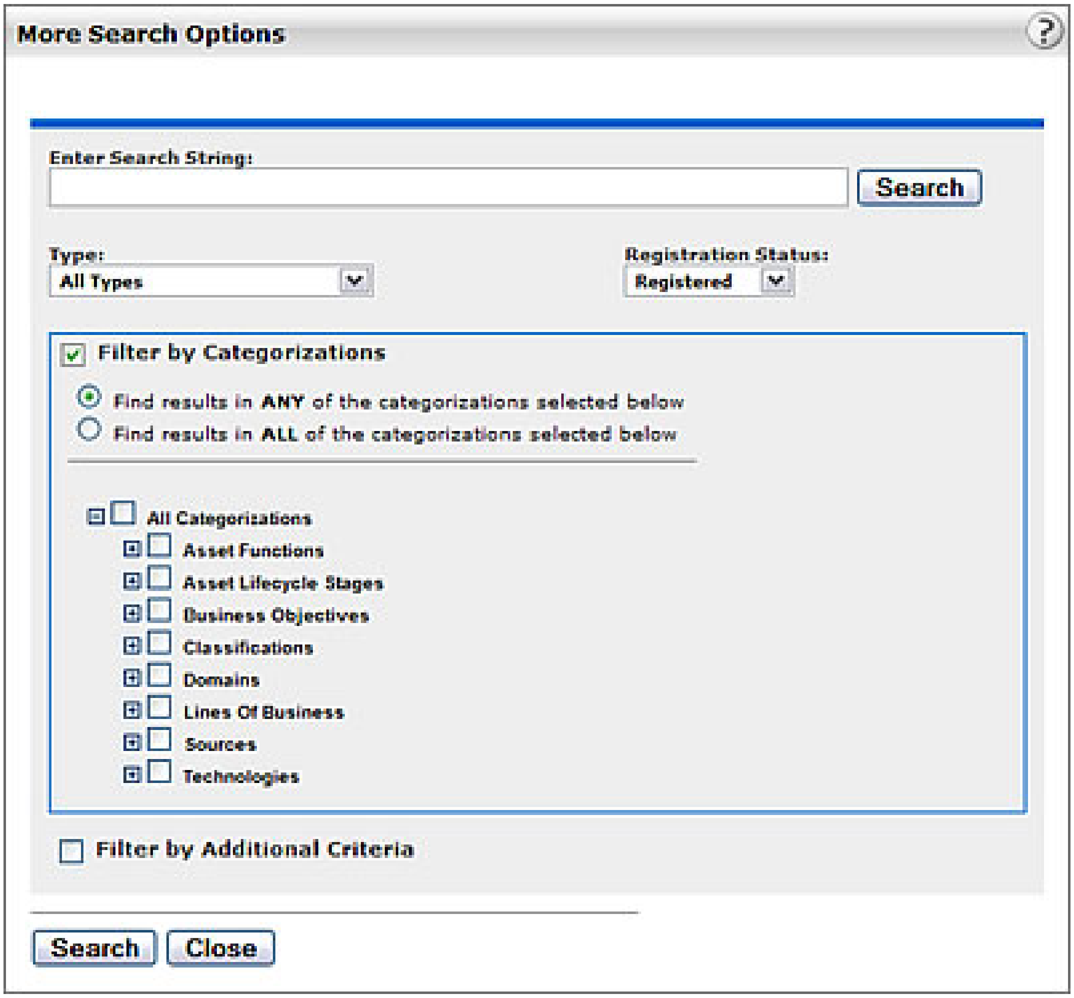
Using the More Search Options feature involves a cascading series of selections and features to create a refined set of search parameters. Selections made at each step in the process will determine the specific features and functions displayed in the More Search Options dialog box.

Performing a Search Using the More Search Options Feature

This procedure is performed in the Search box in the sidebar of the Assets page.

1. Click the **More Search Options** link.

   The More Search Options dialog box opens.

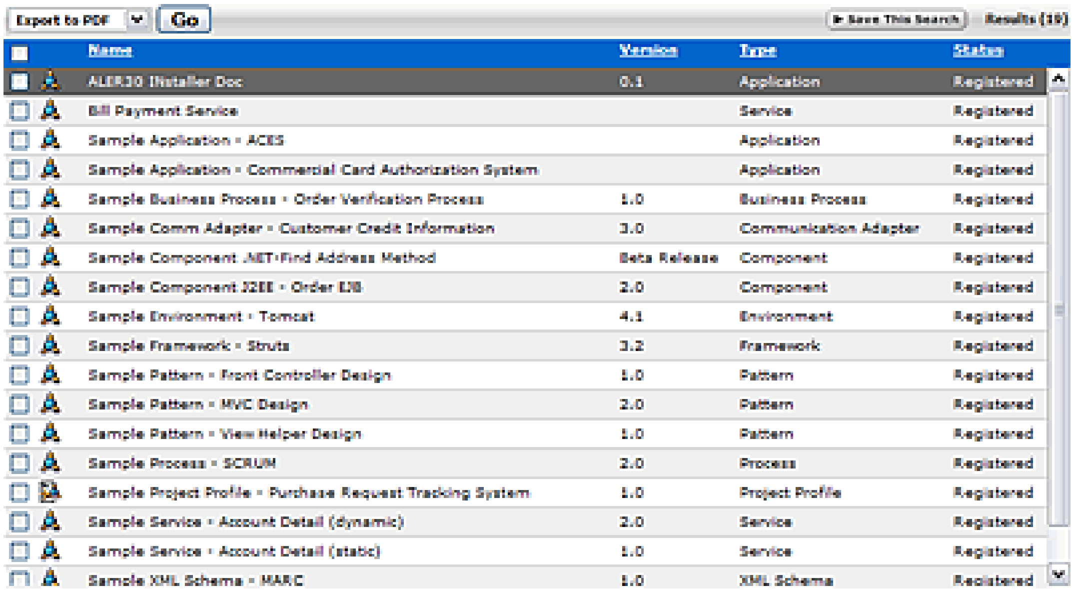


Note that the **Filter by Categorizations** option is selected by default, as is the **Find results in ANY of the categorizations selected below** option. (The actual list of categorizations is determined by the specific configuration of Oracle Enterprise Repository.)

2. Enter an appropriate search string in the **Enter Search String** text box.

3. Click **Search** to run the search without further refinement.

   Search results are listed in the upper frame of the main pane of the Assets page.



Name	Version	Type	Status
ALER30 Installer Doc	0.1	Application	Registered
Bill Payment Service		Service	Registered
Sample Application - ACES		Application	Registered
Sample Application - Commercial Card Authorization System		Application	Registered
Sample Business Process - Order Verification Process	1.0	Business Process	Registered
Sample Comm Adapter - Customer Credit Information	3.0	Communication Adapter	Registered
Sample Component .NET-Find Address Method	Beta Release	Component	Registered
Sample Component J2EE - Order EJB	2.0	Component	Registered
Sample Environment - Tomcat	4.1	Environment	Registered
Sample Framework - Struts	3.2	Framework	Registered
Sample Pattern - Front Controller Design	1.0	Pattern	Registered
Sample Pattern - MVC Design	2.0	Pattern	Registered
Sample Pattern - View Helper Design	1.0	Pattern	Registered
Sample Process - SCRUM	2.0	Process	Registered
Sample Project Profile - Purchase Request Tracking System	1.0	Project Profile	Registered
Sample Service - Account Detail (dynamic)	2.0	Service	Registered
Sample Service - Account Detail (static)	1.0	Service	Registered
Sample XML Schema - MARC	1.0	XML Schema	Registered

The More Search Options dialog box remains open to allow search refinement.

Filtering More Search Options by Type and/or Registration Status

This procedure is performed in the More Search Options dialog box.

Note: Registration Status is available as a search filtering option only if the Oracle Enterprise Repository **Assets in Progress** option is activated.

1. Select an appropriate type from the **Type** drop-down.
2. As necessary, select the appropriate registration status from the **Registration Status** drop-down.
3. Click **Search** to run the search without further filtering.

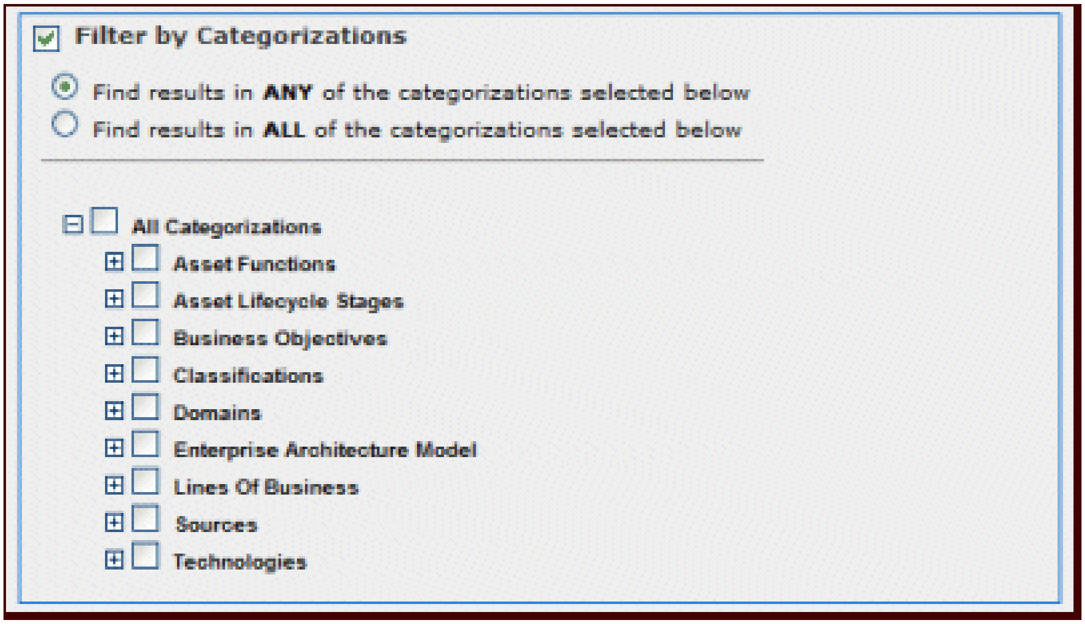
   Search results are listed in the upper frame of the main pane of the Assets page.

   The More Search Options dialog box remains open to allow search refinement.

Filtering More Search Options by Categorizations

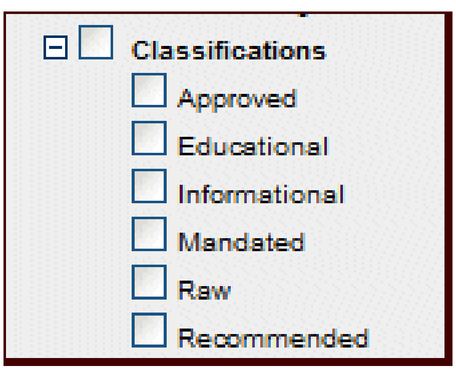
This procedure is performed in the More Search Options dialog box.

1. Select the appropriate option in the **Filter by Categorizations** section to locate the search string in **Any** or **All** of the selected **Categorizations**.



2. Select the appropriate checkbox to determine the categorizations to be searched.

3. Click the **+** icon next to any categorization to expand the sub-categorization tree to further refine the seach.



4. Click **Search** to run the search without further filtering.

   Search results are listed in the upper frame of the main pane of the Assets page.

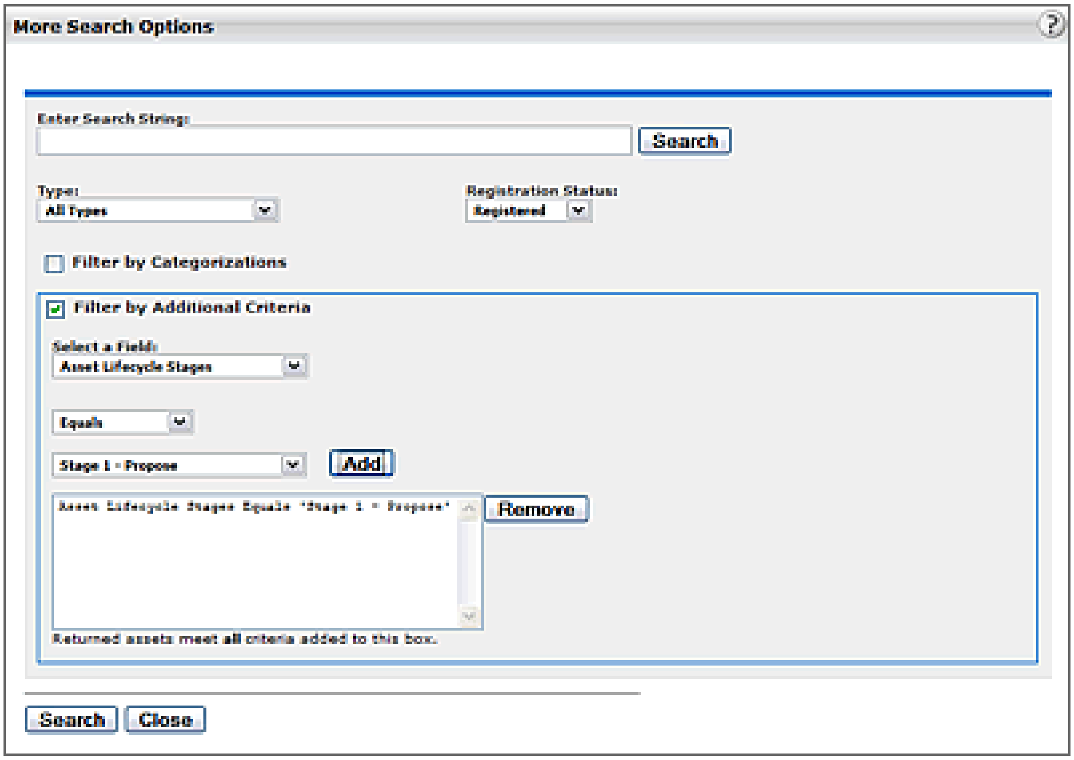
   The More Search Options dialog box remains open to allow search refinement.

Filtering More Search Options by Additional Criteria

This procedure is performed in the More Search Options dialog box.

1. Select the **Filter by Additional Criteria** checkbox.

   The **Filter by Additional Criteria** section opens.

   Note that the available options in the **Select a Field** drop-down are determined by the selections made in **Filtering More Search Options by Type and/or Registration Status**, above.

2. Select one of the options listed in the **Select a Field** drop-down. This action determines the visibility and contents of subsequent drop-down menus in the **Filter by Additional Criteria** section.

3. Select the appropriate additional parameter from the available drop-downs. This selection determines whether an additional drop-down menu or a text box appears to the left of the **Add** button.

4. As necessary, enter text in the text box, or select an item from the drop-down.

5. Click **Add**.

The search parameter appears in the large text box.

6. Add additional parameters as necessary.

7. To remove a parameter:

    - Select (single-click) the parameter.

    - Click **Remove**.

8. When the all search parameters have been added, click **Search**.

    Search results appear in the upper frame of the main pane of the Assets page. The More Search Options dialog box remains open in the background.

    - **Notes:**

        - Search criteria remain intact as long as the More Search Options dialog box remains open, even when navigating to other areas in Oracle Enterprise Repository.

        - Click the **More Search Options** link in the sidebar on the Assets page at any time to move the open More Search Options dialog box to the foreground, with no change to the criteria established in the current search session.

        - Click **Search** in the More Search Options dialog box at any time to refresh the search results and move the search results display to the foreground.

9. If necessary, **save the search**.

Searching for Extended Metadata Fields

Certain fields are available for searching on all asset types. These fields are identified by a unique field name, and can be included in criteria for searching for assets of any type. This procedure is performed in the More Search Options dialog box.

1. Select the **Filter by Additional Criteria** check box.

2. Select an extended metadata field name, such as `import.information` or `internal.import.summary` from the **Select a Field** drop-down.

   The optional **Enter an XPath** field is displayed.

3. An Auto Complete feature assists in the entry of XPaths that correspond to the selected extended metadata field.

   For example, an XPath of `/properties/source` searches for assets that were submitted to the Repository from Workspace Studio. And an XPath of `/properties/sync-date` searches for the date that submission from Workspace Studio occurred.

4. When the all search parameters have been added, click **Search**.

5. If necessary, **save the search**.

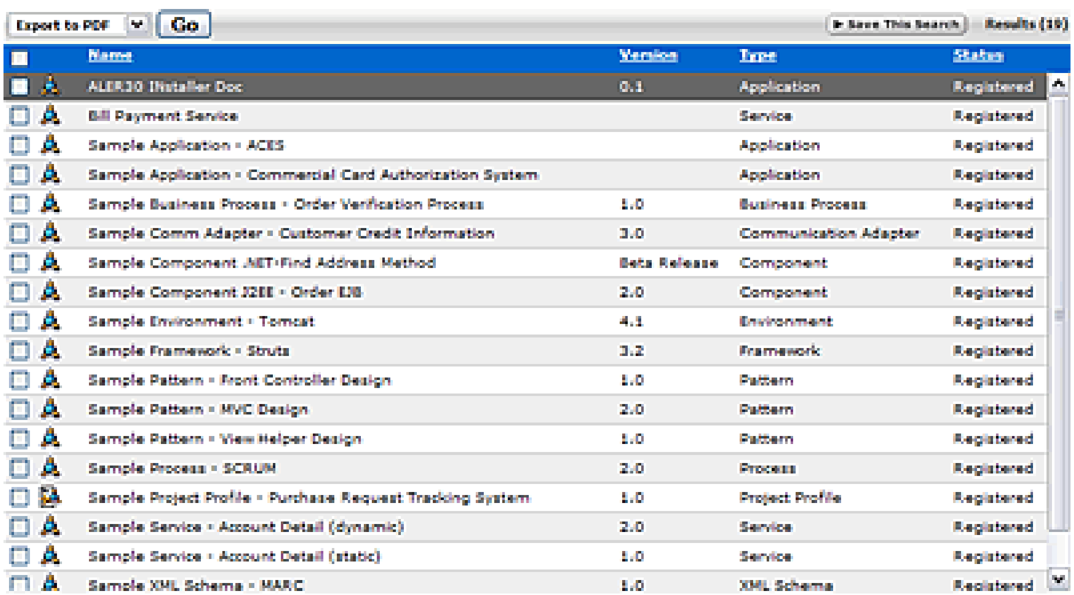
Saving Searches

This procedure is performed on the Assets page.

(The Saved Searches feature must be activated before searches can be saved. See the Oracle Enterprise Repository Administration Guide for more information.

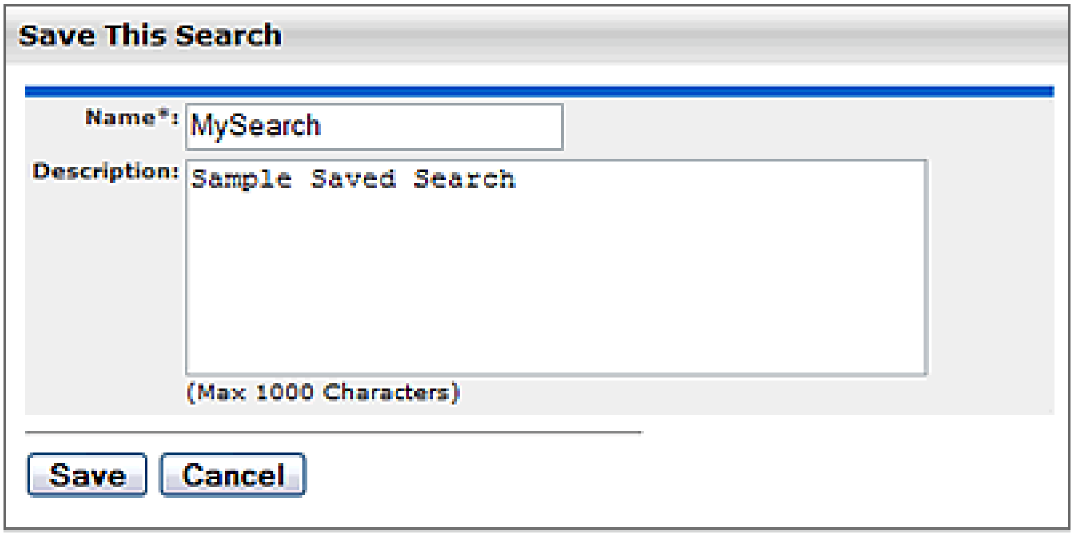
1. Perform a standard or More Search Options search.

   Search results appear in the upper frame of the main pane.

2. Click **Save This Search** (upper right, above the search results).

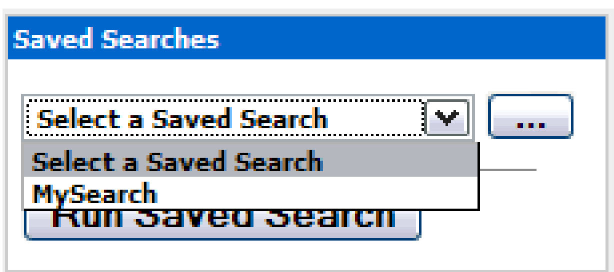
   The **Save This Search** window opens.



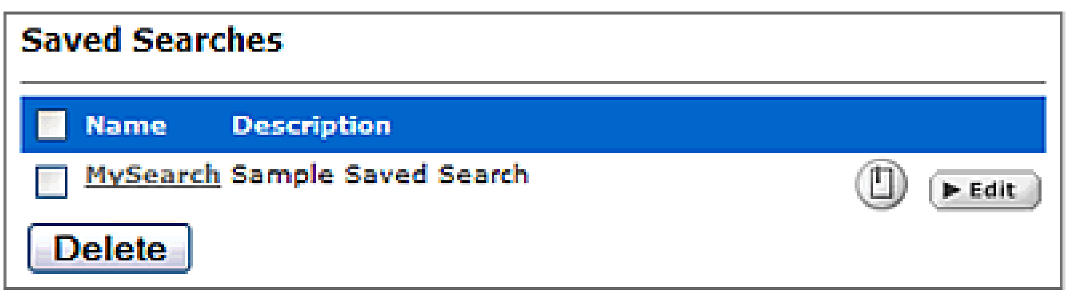
3. Enter the appropriate information in the **Name** and **Description** text boxes.

4. Click **Submit**.

   The saved search now appears in the **Saved Searches** drop-down.



   Saved searches are also listed in the Saved Searches section on the My Stuff page.



Executing a Saved Search

From the Assets page.

1. Select the search to be executed from the **Saved Searches** drop-down.

2. Click **Run Saved Search**.

   Search results are listed in the upper frame of the main pane.

Managing Saved Searches

These procedures are performed in the **Saved Searches** section on the My Stuff page.

Executing a Saved Search

1. Click the text link for the search to be executed.

   Search results appear in the upper frame of the main pane on the Assets page.

Editing a Saved Search

1. Click **Edit** next to the saved search.

   The **Save this Search** window opens.

2. Make changes as appropriate to the text in the **Name** and **Description** fields. (Search parameters cannot be edited.)

3. Click **Save**.

Deleting a Saved Search

1. Select the check box for the search to be deleted. (Select the **Name** check box to select ALL saved searches.)

2. Click **Delete**.

   The selected search is deleted.

Linking to a Saved Search

1. Right-click over the text link and copy the URL. The browser's pop-up menu opens.
2. Use the copied link information to create a direct link to the saved search. The correct syntax is: `http://servername/appname/index.jsp?savedsearchid=SEARCHID`, where `SEARCHID` is the ID number of the saved search.

Factors Affecting Search Results

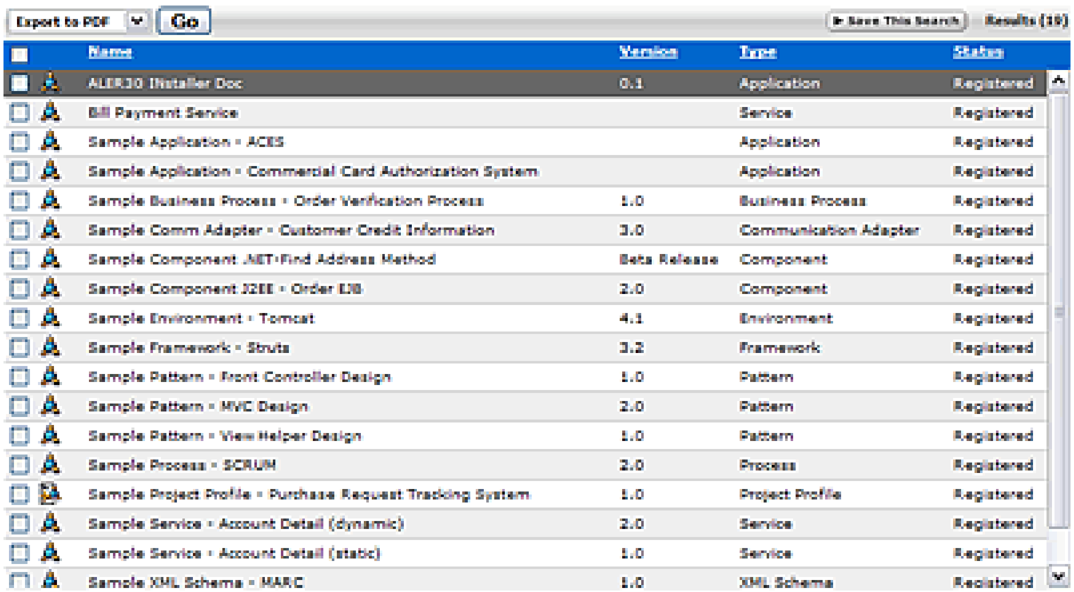
- Search results may change over time as assets are added to/removed from Oracle Enterprise Repository.
- Individual search results are subject to user permission settings.
- Activation of the Assets-in-Progress feature may affect the results of existing Saved Searches.

Printing Search Results

(This feature works only in the Internet Explorer browser.)

1. Perform a search.

   The search results list appears in the upper frame of the Assets page.



2. Click anywhere in the list to select the browser frame.

   - Option 1*

     1. Select **Print** on the Internet Explorer **File** menu.
     2. Click the **Options** tab in the **Print** pop-up.
     3. Select the **Only the selected frame** option.
     4. Click **Print**.

        The document is sent to the printer.

- Option 2*

1. Select **Print Preview** on the Internet Explorer **File** menu.

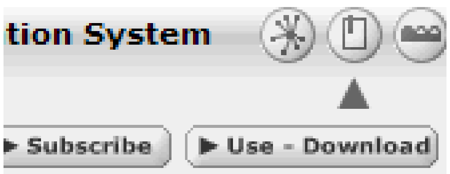
2. Select **Only the selected frame** in the drop-down.

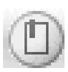
3. Click **Print**.

   The document is sent to the printer.

Using EasyLinks

The EasyLink icon is displayed on assets and saved searches. These icons are standard HTML image links that can copied to the clipboard and pasted into documents or e-mail messages as pointers to specific registry artifacts. EasyLinks can also be dragged and dropped onto the desktop.

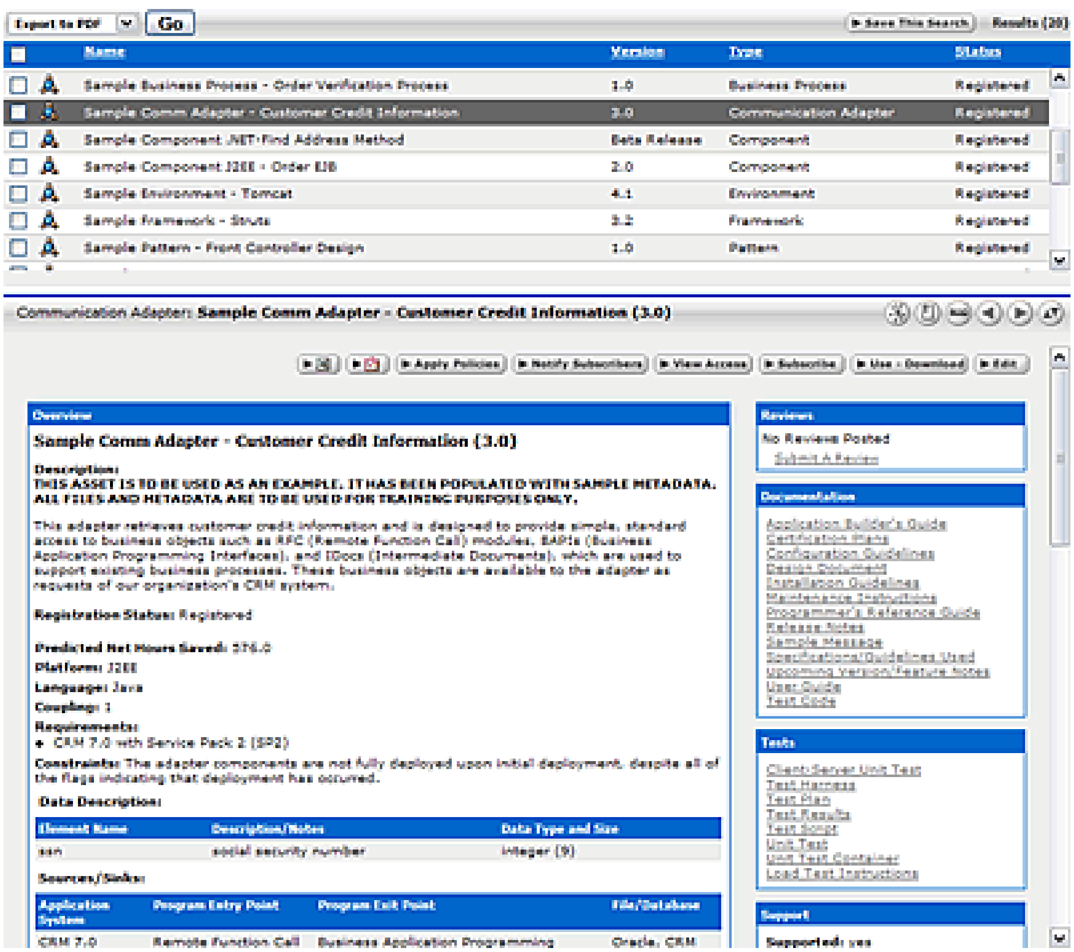


- Click  to display the asset detail.
- Drag  onto your desktop or into an e-mail or other document to set a link to an asset.

Evaluating Assets

The Asset Detail may be viewed in tabular or frame format. The Asset Detail page provides a wide variety of information on the use, functionality, and history of an asset. Typically, asset metadata is provided by the asset producer and is reviewed by the registrars before presentation via Oracle Enterprise Repository. The information that is captured and displayed may be customized by your organization through the Asset Editor and Type Manager.

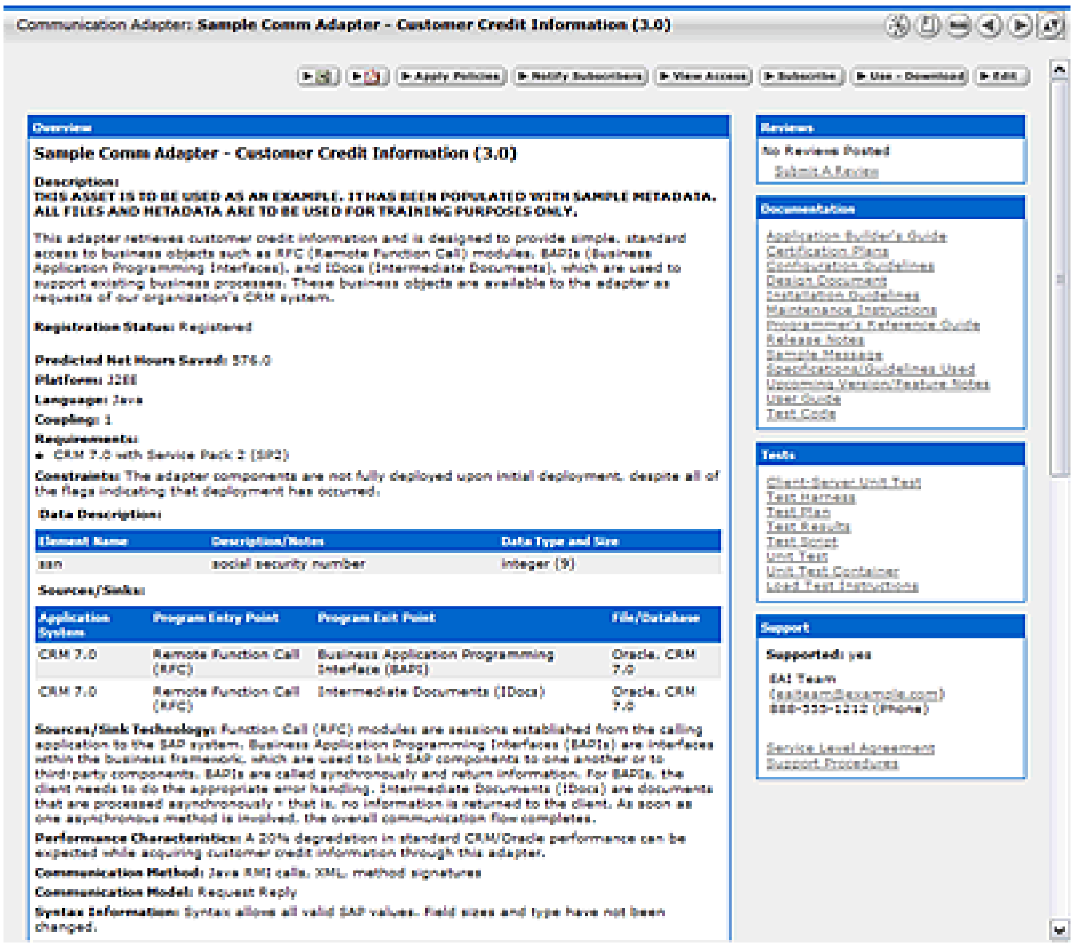
After performing an asset search, click any asset listed in the search results to open its Asset Detail in the bottom frame.



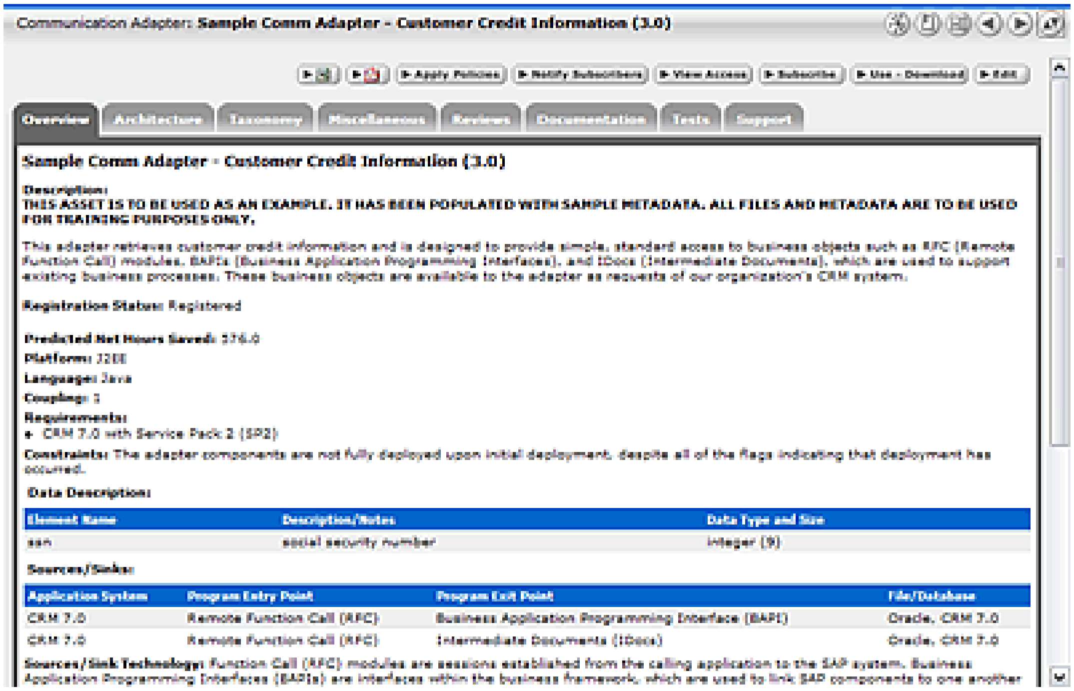
Search results on the Asset Search in the Web console are now limited by default, to improve initial search performance. The number of results is configurable on the dmin | System Properties screen: "cmee.search.assets.maxresults".
If a search exceeds the maximum number of results, the search results screen will show a result count like "Results (1000 of 2345)", and a link "Show All" that will bring back all of the results.

There are navigation icons in the title area of the asset detail. These icons offer a variety of viewing and navigation options to aid in the evaluation of assets.

- Click the **Hide/Display Search Results** icon  to expand the Asset Detail. (Click again to restore the search results list in the upper frame.)



. Click the View Details of This Item in Tabs icon  to toggle the Tabbed View .

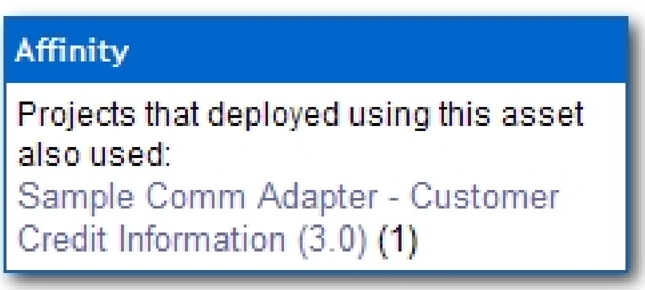


The Tabbed View places the information from each element in the default asset detail on its own tab. When viewing assets of the same type in Tabbed View mode, the selected tab appears for each asset selected from the search results, facilitating easy comparison of asset information. When viewing assets of different types, the selected tab appears only if the assets have the tab in common. Otherwise, the system defaults to the first tab listed in the asset detail.

- Click the **View Next/Previous Item in Search Results** icon  to navigate to the next or previous asset in the search results.

Asset Affinity

Within the context of Oracle Enterprise Repository, *Affinity* is the condition that occurs when two or more assets are deployed in the same project. The **Affinity** element appears in the asset detail for each asset that meets this condition, and lists other assets that have (deployed) projects in common.



Affinity provides valuable contextual information on asset use.

Using the Navigator

Prerequisite

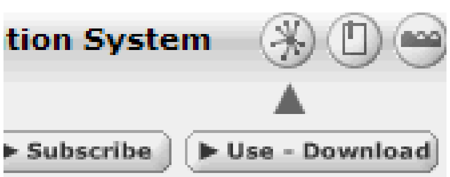
See **Functional Settings: Projects and Navigator** in the Oracle Enterprise Repository Administration Guide for information on activating the Oracle Enterprise Repository Navigator.

Overview

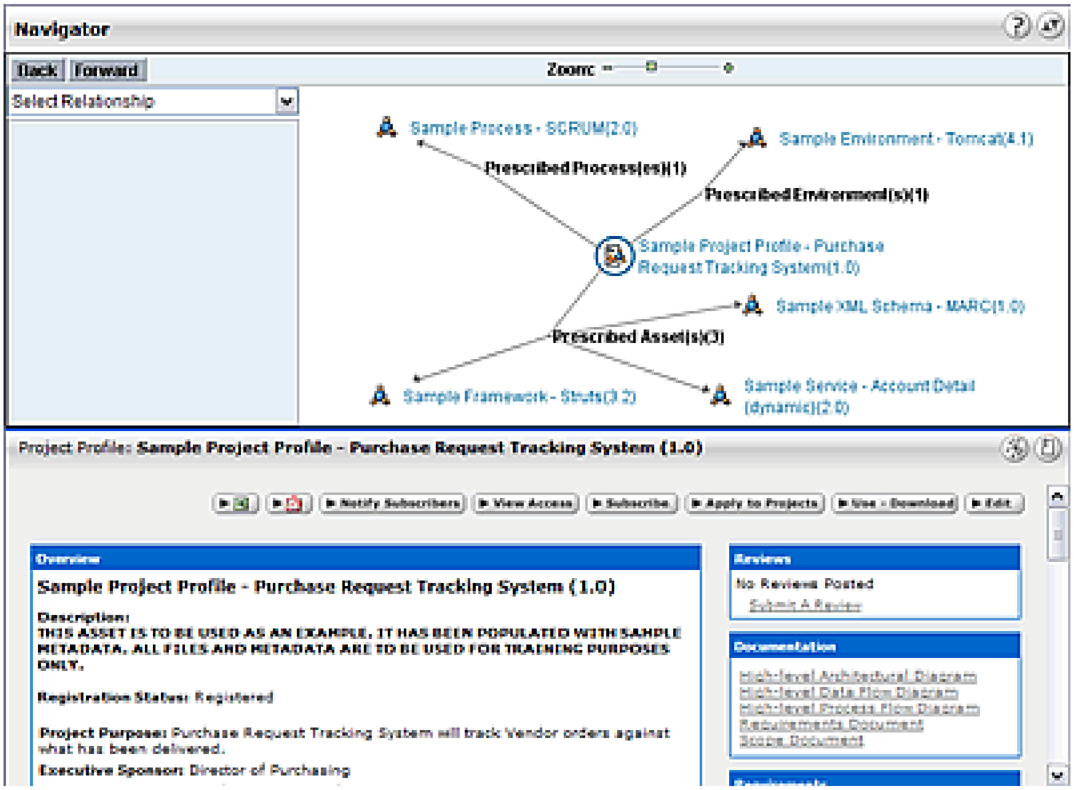
The Navigator provides a dynamic, three-dimensional graphical representation of the inter-relationships among assets and projects.

Using the Navigator

Click the **Launch the Navigator** icon in the detail display of any asset or project.



The Navigator window opens.



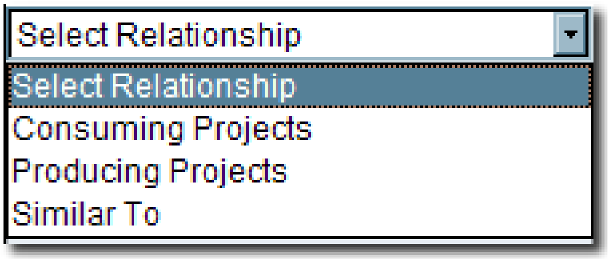
The Navigator View

The upper area of the Navigator presents a dynamic, graphical display of the selected asset and all related assets and projects. The selected asset appears in the center of the upper area of the Navigator display, as indicated by the asset icon within a blue circle. Any related assets and producing (the **Producing Projects** feature must be enabled) and/or consuming projects are displayed as nodes branching off the center. When a Project is centered, all parent and child projects are displayed, as are all assets produced or consumed by the project.

The lower frame of the Navigator presents the asset's detail, similar to the display on the Assets page.

Relationship View

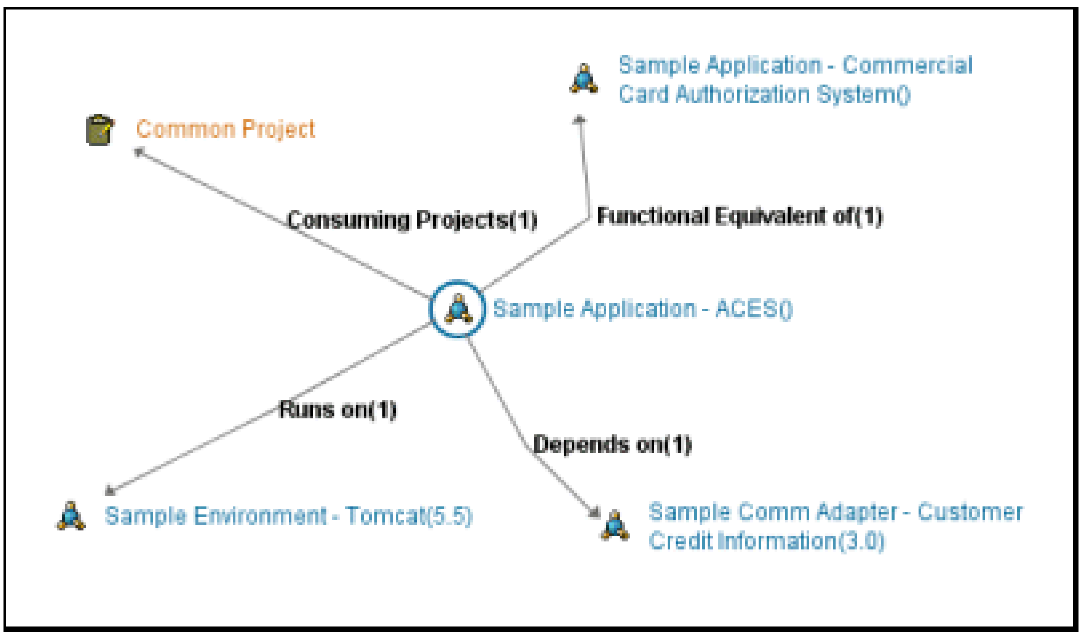
The Select Relationship menu displays a list of relationships relevant to the in-focus asset.



Click any relationship in the **Select Relationship** drop-down to view a list of assets or projects bearing the specified relationship to the focus asset. Click any item in that list to move that item to the center of the Navigator display.

Node Display Options

- Right-click any node in the display to open a menu of display options. The available options are determined by the type of node and its current display state.



  - **Enable Motion**
    - Allows items in the display to be dragged around the window to aid viewing.
  - **Center**
    - Shifts the focus to the selected item, and displays any available related assets or projects. (Does not change the detail display in the bottom pane.)
    - Action can also be toggled by *single-clicking* the node icon.
  - **Open in Detail**

  - Displays the item's detail in the bottom pane.
  - Action can also be toggled by *double-clicking* the node icon.

- Double-clicking any relationship node (**Depends on**, **Producing Projects**, and so on) expands or collapses the node.

Exporting Asset Details

The Asset Detail frame on the Assets page provides a wide variety of information on the use, functionality, and history of an asset. The asset details on an asset can be exported to any one of the following forms

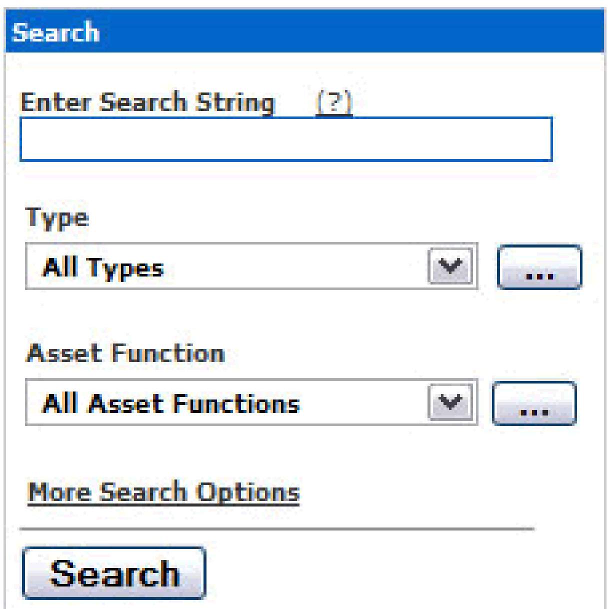
- PDF
- Microsoft Excel
- ZIP

Export Asset Detail to Excel

Export an Excel File from Search Results

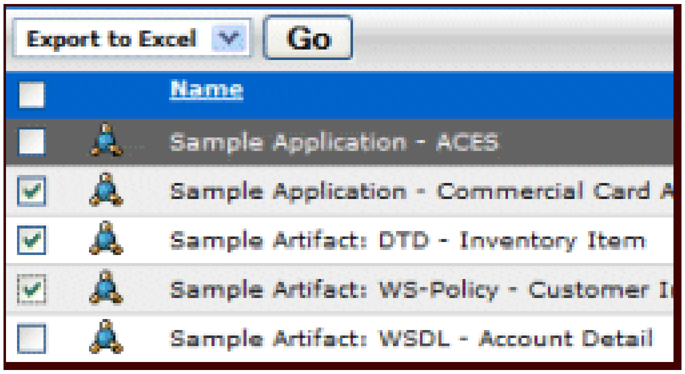
This procedure is performed on the Assets page.

1. Perform an asset search by entering keywords in the **Enter Search String** text box in the Search section.

   Use the **Type** and **Asset Function** drop-down menus as necessary to refine the search.

2. Select one or more assets from the search results by placing a check in the check box that appears to the left of assets listed in the **Search Results** pane.



3. Select **Export to Excel** in the drop-down at the top of the pane.

4. Click **Go**.

   Export progress is indicated in the progress window, with the following options:

   - Click **Terminate Job** to end the export.
   - Click **View Audit Log** to open a log of the export process.

5. When the export is complete, click **View Excel Spreadsheet** in the progress window.

   The spreadsheet opens in Microsoft® Excel®.

	A	B	C
1	Type Name: Component	Number of Assets: 2	Time of Export: Mon Jan 09 16:46:01 EST 2006
2		**Sample Component .NET-Find Address Method (Beta Release)**	**Sample Component J2EE - Order EJB (2.0)**
3	Overview		
4	Name	Sample Component .NET-Find Address Method (Beta Release)	Sample Component J2EE - Order EJB (2.0)
5	Description	THIS ASSET IS TO BE USED AS AN EXAMPLE. IT HAS BEEN POPULATED WITH SAMPLE METADATA. ALL FILES AND METADATA ARE TO BE USED FOR TRAINING PURPOSES ONLY. Using the Microsoft MapPoint web service, this component finds geographic locations in a specified data source based on an address. An array of possible results ordered by score, the top score, the number of results found, and the index into the array of results, is returned as a FindResults object. Maximum returned values is 250. Default number of returned results is 25.	THIS ASSET IS TO BE USED AS AN EXAMPLE. IT HAS BEEN POPULATED WITH SAMPLE METADATA. ALL FILES AND METADATA ARE TO BE USED FOR TRAINING PURPOSES ONLY. Order EJB provides the ability to view the details of a customer order. This Sample Application is for the Java 2 Platform, Enterprise Edition Order EJB Component.
6	Predicted Net Hours Saved	342	855
7	Platform	.NET	J2EE
8	Client Platforms	IE	Windows
9		Netscape	
10		Mozilla	
11	Language	C#	Java
12	Constraints	The FindAddress method is valid with only the MapPoint.EU and MapPoint.NA data sources. For a table of the available data sources and the functions that can be performed on the data source, see MapPoint .NET Data Sources and Capabilities.	Customer orders must have been approved befored viewed with this component. The order validation process requires manual intervention and lag time can be up to one hour.
13	Packaging Description	Modifiable source files have been compbined and are available in a single .zip file.	Class library is packaged as a .zip file
14			
15	Taxonomy		
16	Asset Type	Component	Component
17	Classification	Educational	Recommended
18	Asset Function	Customer Information Acquisition	Application Adapters
19		Geographic Address Locators	Customer Information Acquisition
20	Domains	Customer Service	Customer Service
21		Marketing	Finance/Accounting
22		Sales & Distribution	Sales & Distribution
23	Line Of Business	[Product Line 1]	[Product Line 1]
24		[Service Offering 2]	[Product Line 2]
25			[Service Offering 1]
26			[Service Offering 2]
27	Technology	.NET	J2EE
28	Keywords	gps	commerce
29		street address	inventory

Component / Pattern / Service / Application

Assets are listed horizontally; Asset Detail elements are indicated by the light-green background (**Overview** and **Taxonomy** in the example above).

When assets of multiple types are exported, each type is assigned to a different worksheet tab. Note the following:

- The specific configuration of each asset type template determines the asset detail elements that are exported to the spreadsheet.
- System limitations prevent the export of the Relationships, Keywords, Contacts, Reviews, and Usage elements, and of tables, images, or HTML formatting.
- Limitations in Excel restrict export to no more than 250 assets of the same type during the same export.

Export an Excel file from the Asset Detail

This procedure is performed on the Assets page.

1. Locate the appropriate asset.
2. Click the **Excel** icon in the asset detail.

   Export progress is indicated in the progress window.
3. When the export is complete, click **View Excel Spreadsheet** in the progress window to open the spreadsheet in Microsoft Excel.

   Note: The specific configuration of each asset type template determines the asset detail elements that are exported to the spreadsheet.

Exporting Asset Detail to PDF

This procedure is performed on the **Assets** page.

Important!

- Only assets of Types to which an XSLT printing template is associated are available for export to PDF.
- In the event that the asset selected for export is of a Type to which no printing template is associated, you are notified via a pop-up window that the export cannot proceed. If multiple assets are selected for export, the pop-up will list the Types that cannot be exported. You can then: (a) proceed with the export of any assets of Types with associated printing template, or (b) cancel the export.
- Please notify the Registrar of assets that cannot be exported to PDF.

Exporting from the Asset Detail Pane.

1. Use **Search** or other means to locate the appropriate asset.
2. Click the **PDF** icon in the asset detail.
3. If prompted to do so, select a printing template from the drop-down.

   If the **Adobe Acrobat** plug-in is installed, the browser will open the PDF. Otherwise, you are prompted to save or open the file.

Exporting from the Search Results List

1. Perform an asset search by entering keywords in the **Enter Search String** text box in the **Search** section.

   Use the **Type** and **Asset Function** drop-down menus as necessary to refine the search.

2. Select one or more assets from the search results by placing a check in the check box that appears to the left of assets listed in the **Search Results** pane.

3. Select **Export to PDF** from the drop-down above the list of assets.

4. Click **Go**.

5. If the Adobe Acrobat plug-in is installed, the browser will open the PDF. Otherwise, your are prompted to save or open the file.

Exporting Asset Detail to ZIP

Overview

When enabled, the Export to ZIP feature allows the export of asset information to a ZIP file, via a menu selection on the asset search results screen.

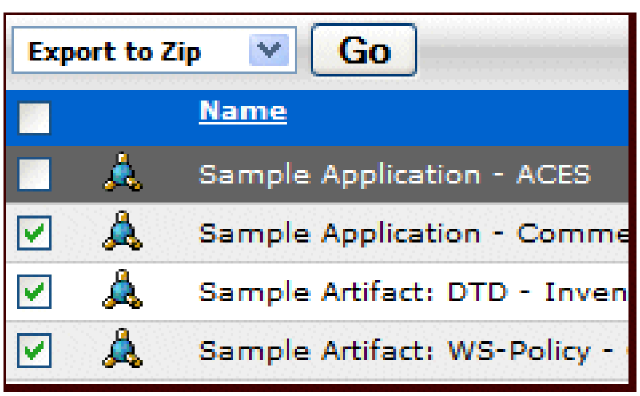
- The Export to ZIP feature is available only to users with Administrator permissions.
- **Import/Export** must be enabled. See the Oracle Enterprise Repository Import/Export Tool Guide.
- The exported file contains all asset metadata in XML format, including relationships.

Exporting Asset Information to a ZIP file

This procedure is performed in the Search Results frame on the Assets page.

1. Use **Search** or other means to locate the asset(s) to be exported to a ZIP file.

2. Use the check boxes in the search results list to select the assets to be exported to ZIP.



3. Select **Export to ZIP** from the drop-down.

4. Click **Go**.

   The **Export to ZIP** progress pop-up opens.

5. When the export is complete, click **Download** to download the exported zip file.

   The **File Download** pop-up opens.

6. Select **Open**, **Save**, or **Cancel**, as appropriate.

Overview

Using/Downloading an asset allows users to obtain the payload files associated with an asset. For Service assets, the WSDL file might be included as the asset payload. Using/ Downloading an asset also initiates asset usage tracking. You will be asked to select the project on which you will be using the asset, and the usage will be attributed to that project. Email notifications can be initiated after a configurable period of time that ask the user to indicate whether they are still evaluating the asset, have tentatively accepted it for use, or have rejected it (see **Using the Consumer Survey of an Asset's Value** for additional details).

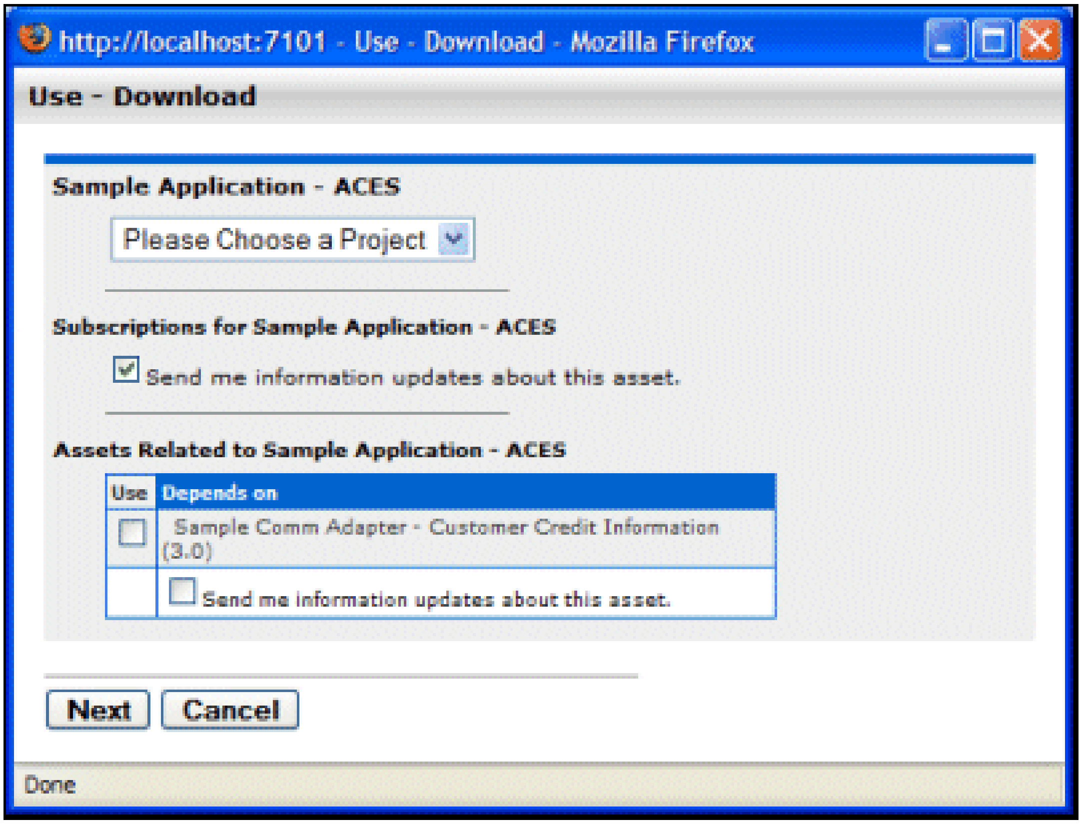
Using/Downloading an Asset

Follow these steps to download an asset and its associated files for evaluation.

1. Use Search or other means to locate the asset to be used.

2. Click **Use / Download** in the asset detail.

The Use - Download pop-up displays.



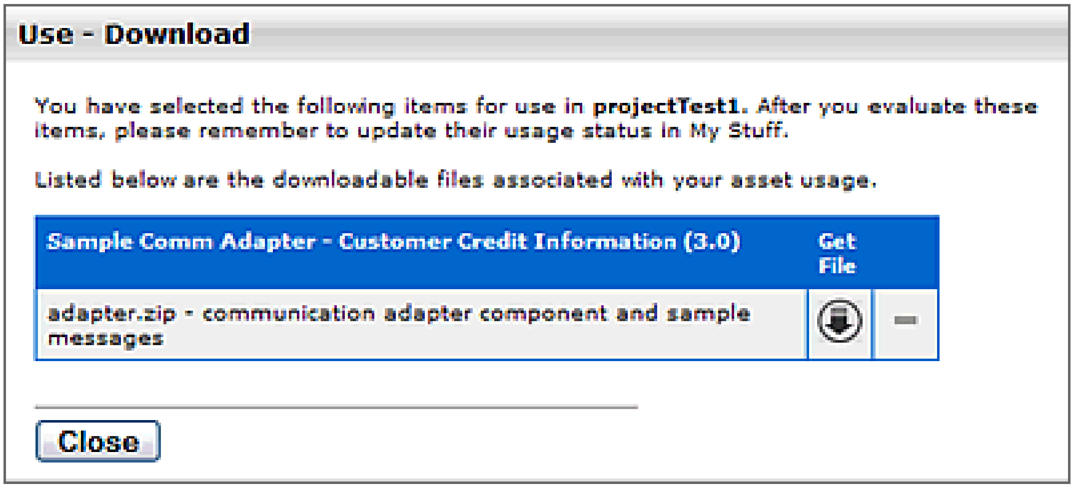
3. Use the **Please Choose a Project** drop-down to assign the asset to a project (mandatory).

4. Make the appropriate selection in the **Subscription** check box.

5. As necessary, select any available related assets for inclusion in the download and/or subscription.

6. Click **Next**.

   A new pop-up opens to display the downloadable files in the asset payload.



7. Click the **Get File** icon.

   The **File Download** pop-up opens.

8. Proceed with the download as necessary.
9. Repeat Steps 7 and 8 as necessary to download other files in the asset payload.
10. When finished, click **Close** to close the **Use - Download** pop-up.
11. After evaluating the asset, be sure to **update** the asset's status on the **My Stuff** page.

Subscribing to Asset Information

Users subscribed to an asset are automatically notified by email if a new version has been created or registered. Manual notification can also be used to communicate any metadata changes to the asset.

1. Use **Search** or other means to locate an asset.
2. Open the asset's detail display.
3. Click **Subscribe** in the asset detail.

   The **Subscribe** pop-up opens.
4. Click **Subscribe**.

   The asset subscription pop-up appears.
5. Click **Close**.

   The asset is added to the list of asset subscriptions on the **My Stuff** page.

Overview

Individuals who have used an asset may provide a written review and a rating for the asset. These reviews are useful to other users, as well as to those who manage the assets. It provides an opportunity for users to share their experiences with others in the community.

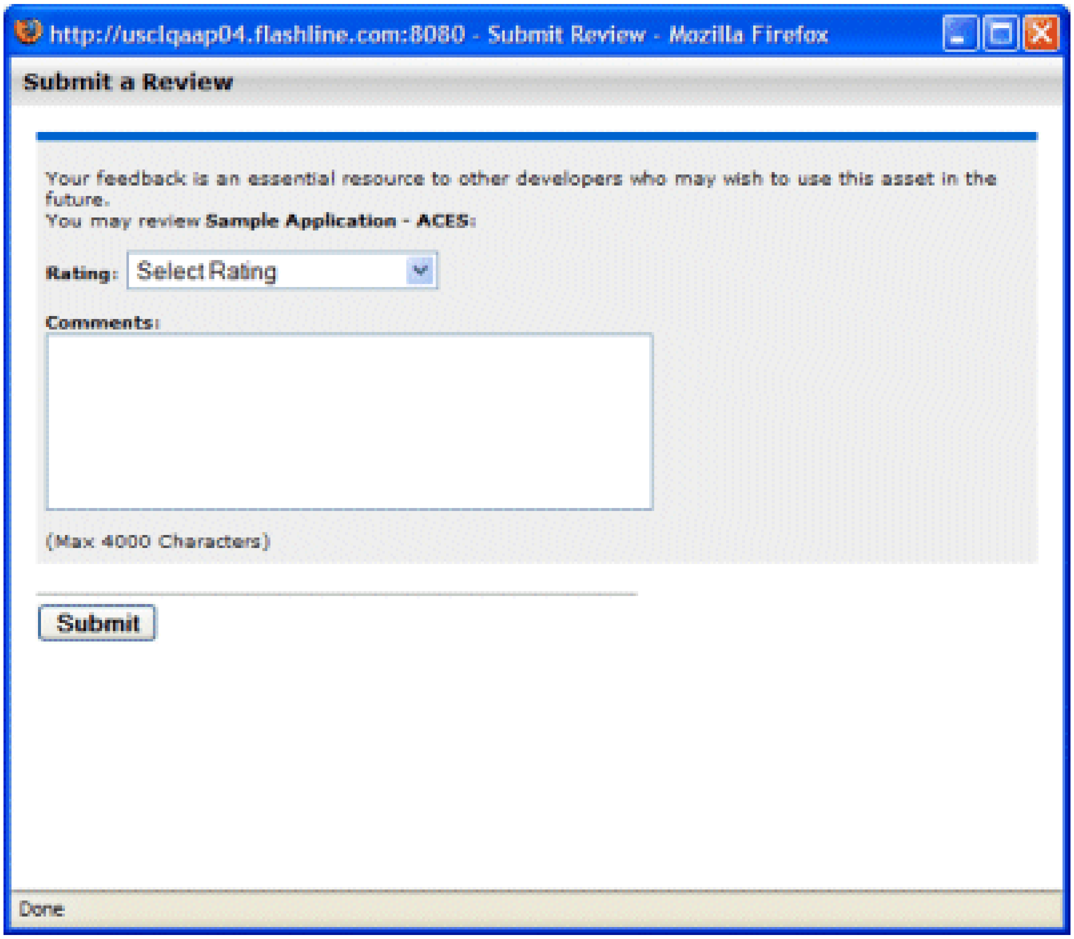
Reviewing Assets

Follow these steps to rate an asset and to submit a review.

1. Use Search or other means to locate the asset to be reviewed.

2. Click **Submit a Review** in the **Reviews** section of the asset detail.

   The **Submit Review** pop-up opens.



3. Select the appropriate rating from the **Rating** drop-down.

4. Enter the appropriate review information in the **Comments** text box.

5. Click **Submit**.

   A confirmation message appears.

6. Close the window, or click **click here** to display the review.

   The review is now listed on the Reviews tab in the asset detail.

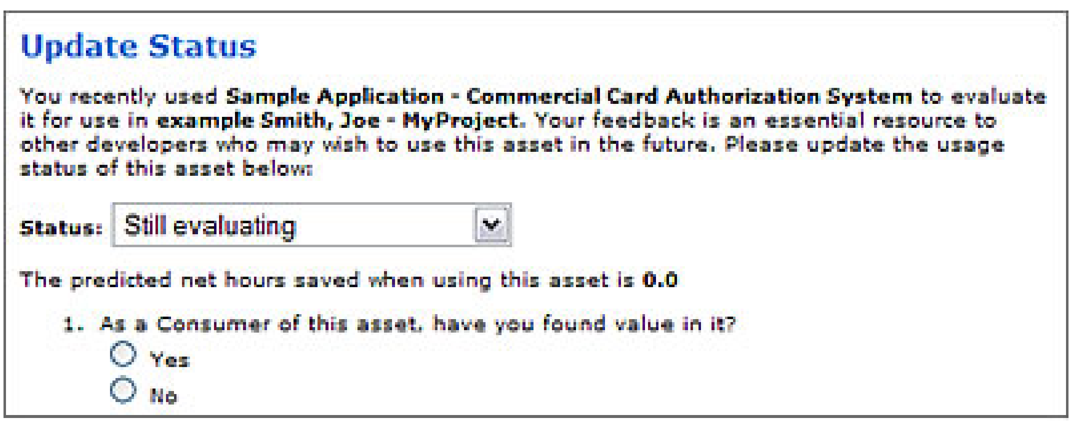
Using the Consumer Survey of an Asset's Value

The Consumer Survey of Asset's Value provides a general measure of an asset's value, usage context, and cost-to-use.

The Consumer Survey can be found within the **My Stuff** page by first clicking on any of the **In Process** assets under the **Asset Usage** section, and then clicking **Update status of this asset usage**.

It is essential that the consumer of an asset complete the survey in order to provide robust, accurate metrics regarding the value of an asset as used in a particular project. The results of the consumer surveys are integrated in the Oracle Enterprise Repository reports.

Survey Fields



Status Options

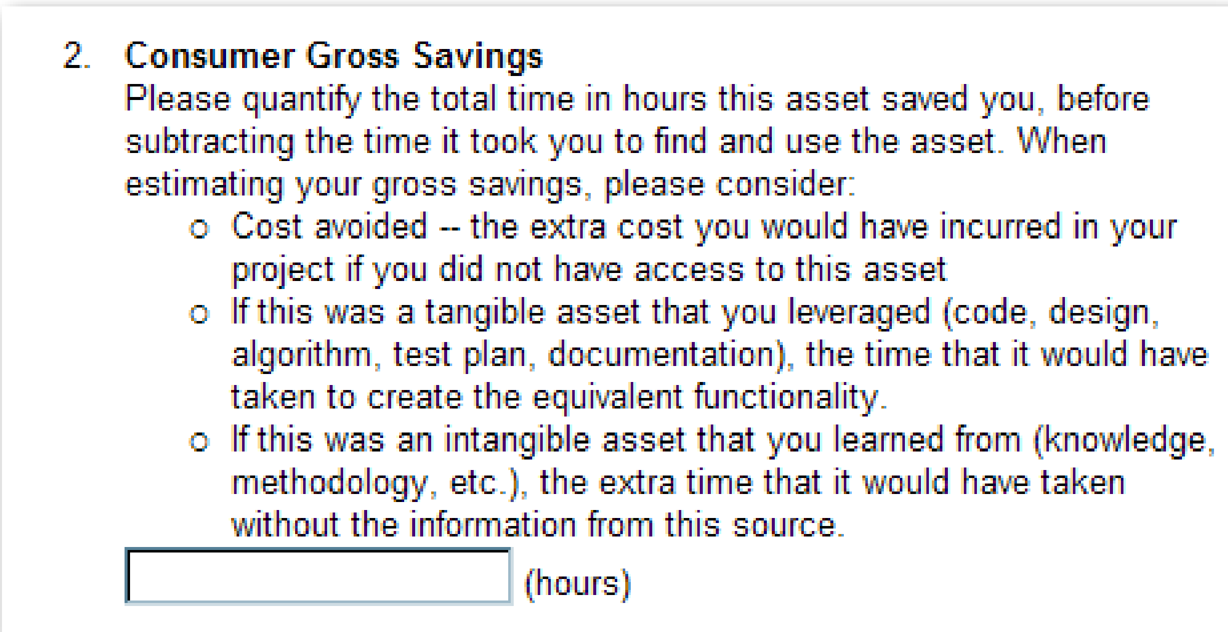
- *Still evaluating*
- *Tentatively accepted for use*
- *Reject this asset*

Note: The user will continue to receive the **Usage Query 2** Notification email until usage status is updated.

Survey Questions

1. **As a consumer of this asset, have you found value in it?** Yes or No respsonse.

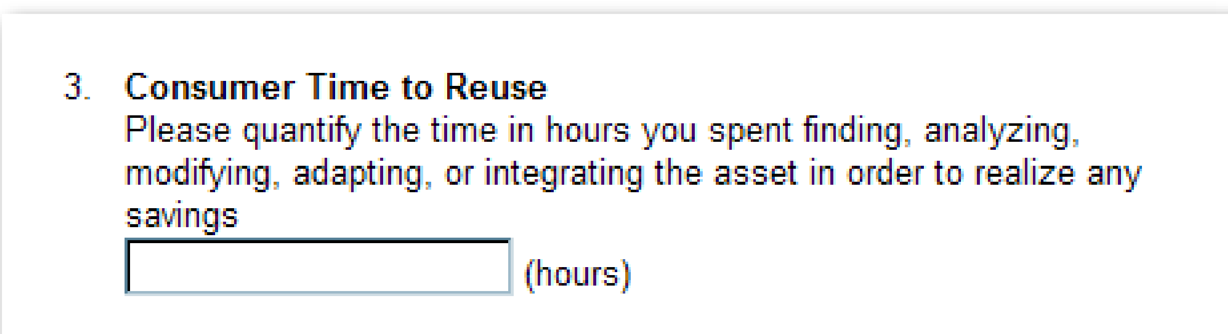
2. **Consumer Gross Savings** records the total time (hours) this asset saved the consumer.



2. **Consumer Gross Savings**
Please quantify the total time in hours this asset saved you, before subtracting the time it took you to find and use the asset. When estimating your gross savings, please consider:
   - Cost avoided -- the extra cost you would have incurred in your project if you did not have access to this asset
   - If this was a tangible asset that you leveraged (code, design, algorithm, test plan, documentation), the time that it would have taken to create the equivalent functionality.
   - If this was an intangible asset that you learned from (knowledge, methodology, etc.), the extra time that it would have taken without the information from this source.

(hours)

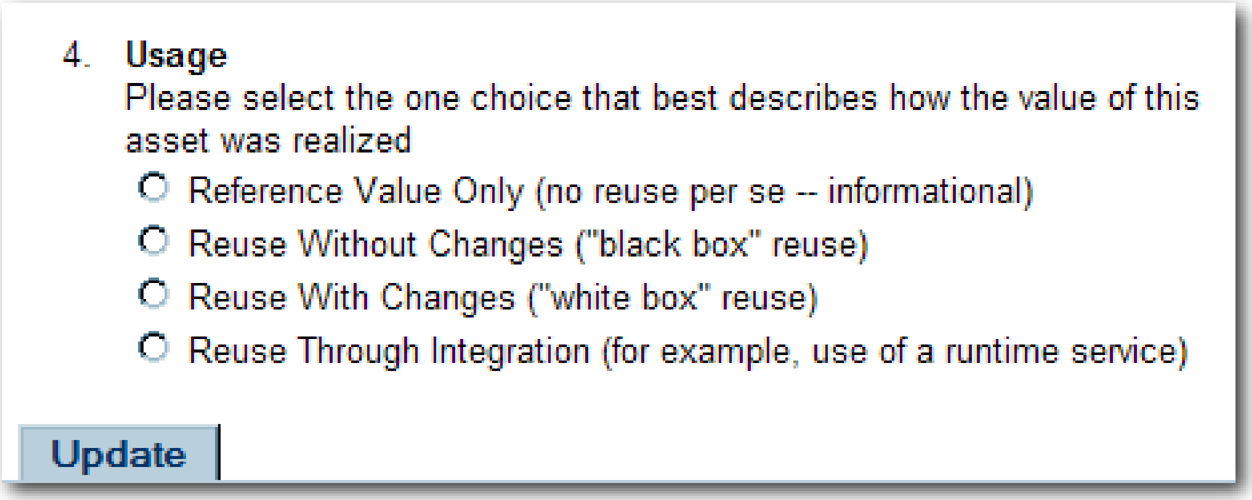
3. **Consumer Time to Reuse** records the total time (hours) it took for the consumer to use or integrate the asset in the project.



3. **Consumer Time to Reuse**
Please quantify the time in hours you spent finding, analyzing, modifying, adapting, or integrating the asset in order to realize any savings

(hours)

4. **Usage** records how the value of this asset was realized (reference, black box, white box, or reuse through integration).

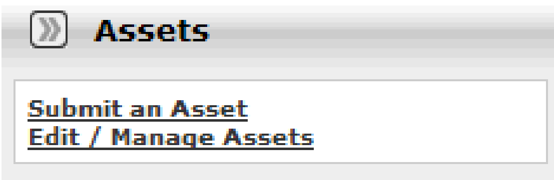


When the survey is complete, click **Update**.

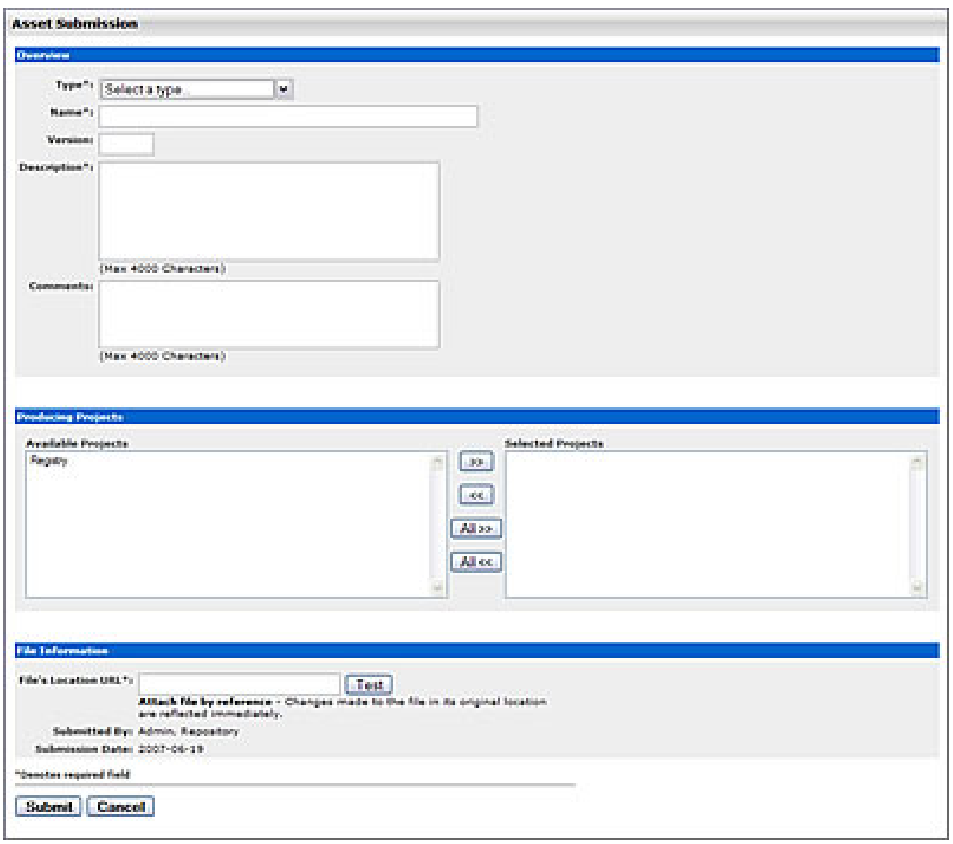
Performing a Standard Asset Submission

This procedure is performed on the Assets page.

1. Click **Submit an Asset** in the sidebar.

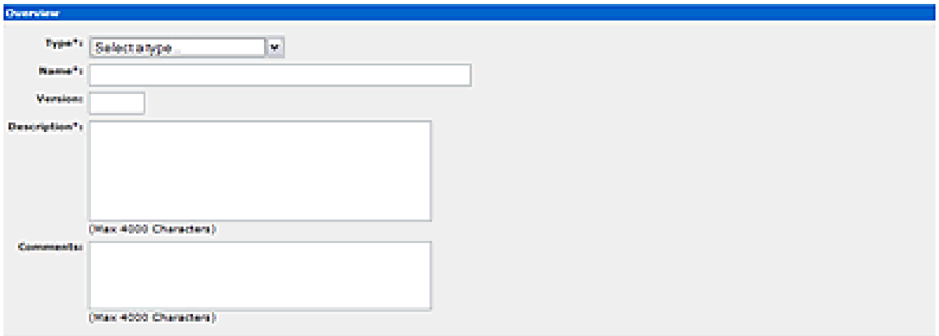


The **Asset Submission** pop-up opens.



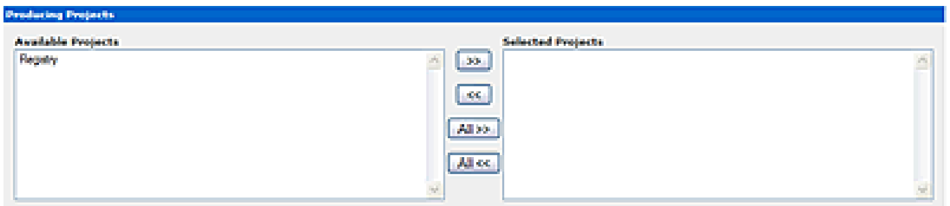
2. Select the appropriate **Type** template to apply to the asset from the drop-down in the Overview section.

3. Enter the appropriate information in the **Name**, **Version**, and **Description** text boxes in the Overview section. (Required)



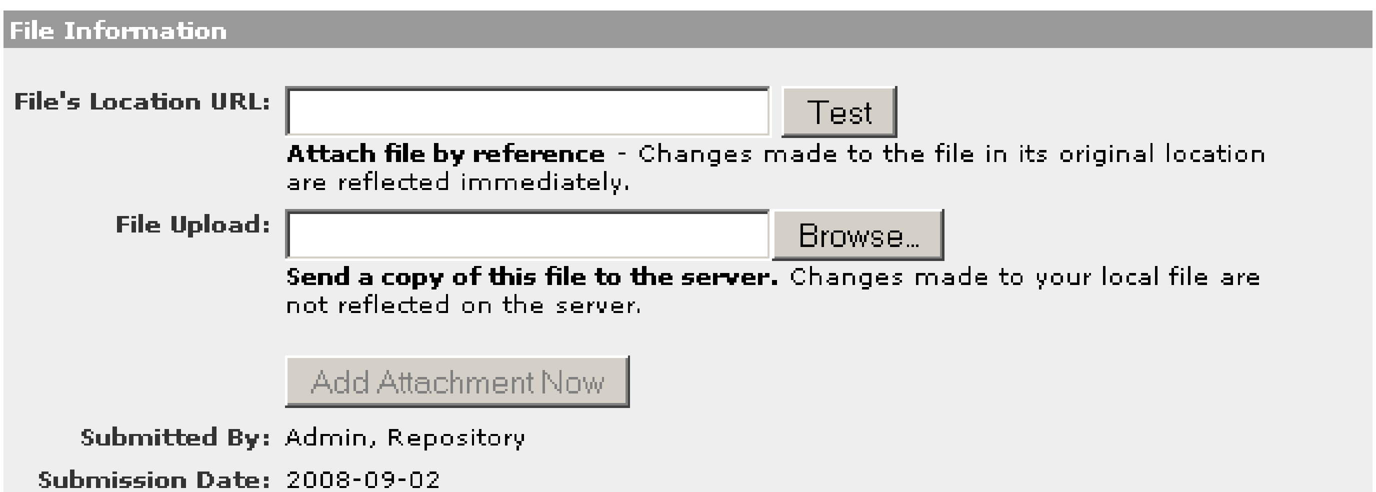
4. Enter the appropriate information in the **Comments** section. (Optional)

5. As necessary, designate the project that produced the asset by using the **>>** and **<<** icons to move the appropriate item from the Available Projects to the Selected Projects columns.



6. Enter the URL of the file containing the asset to be submitted in the **File's Location URL** text box in the File Information section.

7. Browse for the file to send it to the server.



Note: You can disable this requirement by entering `cmee.submission.file.required.enable` into the Admin System Settings Search box and set the value to **False** and click Save.

1. Click **Test** to validate that the file location URL is correct.

2. When finished, click **Submit**.

The **Asset Submission** confirmation pop-up appears, confirming that the asset has entered the asset registration queue.

3. Click **Close**.

Note: See the Oracle Enterprise Repository Registrar Guide for information on advanced asset submission and the use of the Asset Editor and the Type Manager.

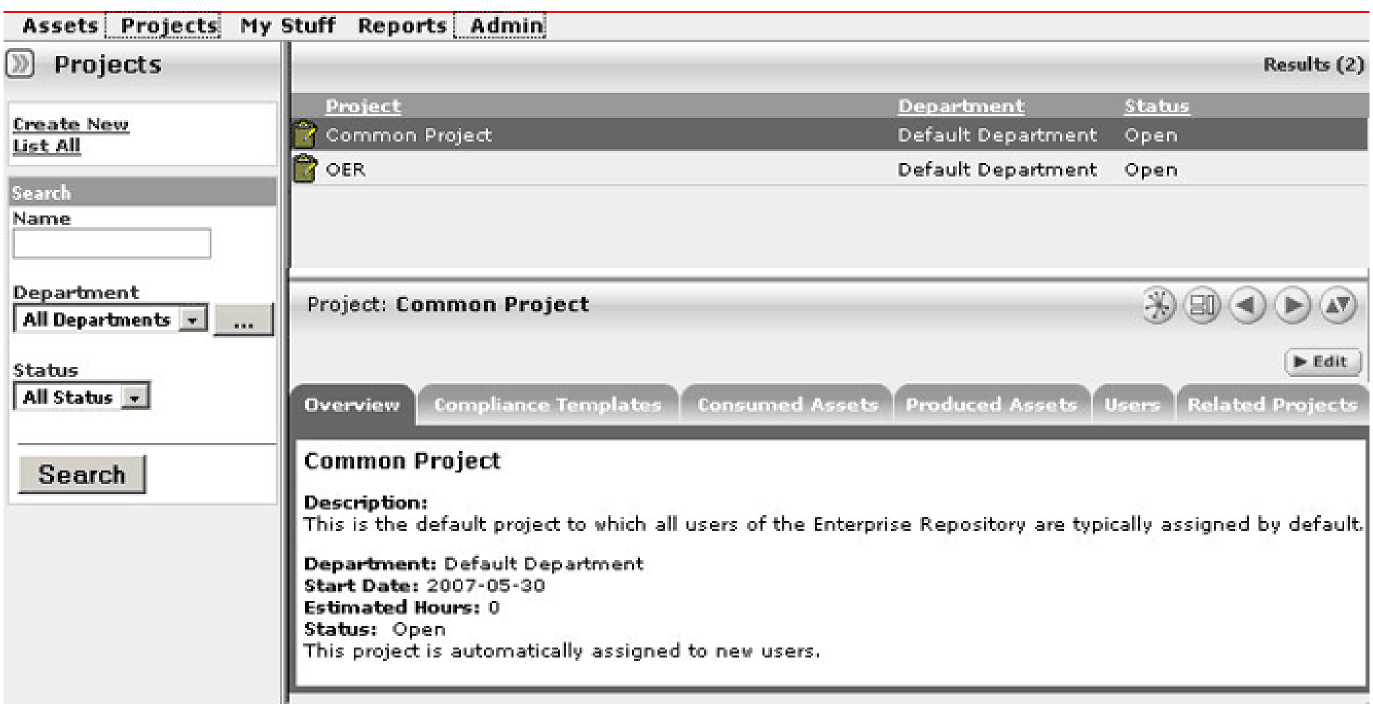
Projects

Overview

Projects are the primary means of gathering metrics in Oracle Enterprise Repository. Oracle Enterprise Repository tracks assets produced by projects, as well as assets consumed by projects. Oracle Enterprise Repository users are assigned to projects, and when a user submits a new asset, they are prompted for the producing project. Likewise, when a user wants to reuse an asset, they are prompted for the project on which the asset will be reused. This allows Oracle Enterprise Repository to generate reports on the reuse savings per project. It also allows Oracle Enterprise Repository to report on the savings generated by asset production teams. Projects are also hierarchical, which allows organizations to, for example, establish a program that may spawn many projects.

Projects are also a channel for governance practices. Oracle Enterprise Repository Compliance Templates (usually taking the form of Architecture Blueprints or Project Profiles) can be applied to projects (see Oracle Enterprise Repository Compliance Templates Guide for additional details).

The Oracle Enterprise Repository **Projects** page provides access to tools for creating and managing projects.



Viewing Project Details

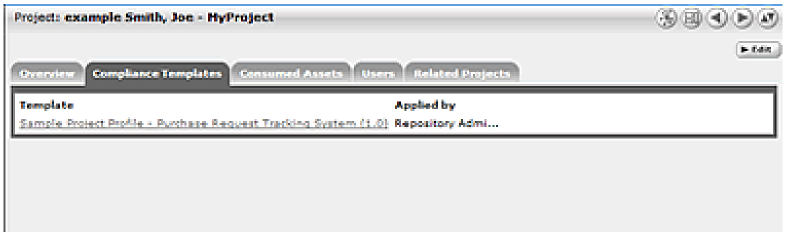
Project information may be displayed as a series of portlets or tabs:

Overview

Includes a project **Description**, and indicates the assigned **Department**, **Start Date**, **Estimated Hours**, and project **Status**.

Compliance Templates

Displays the **Compliance Template(s)** assigned to the project.

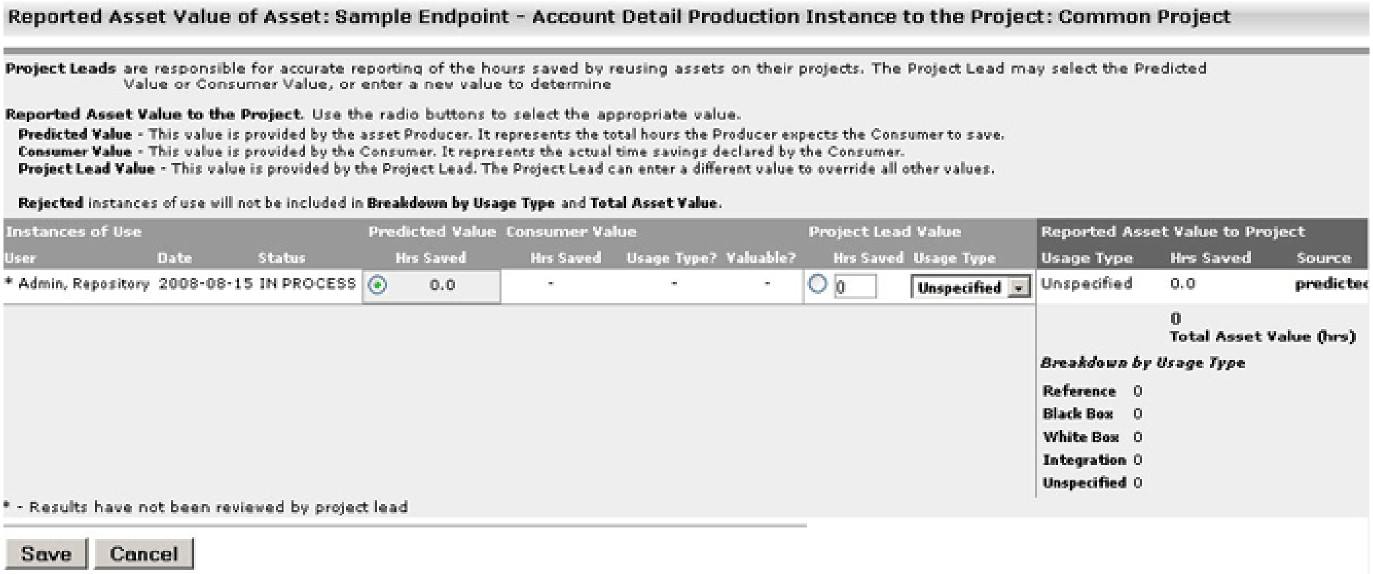


Consumed Assets

Lists any assets used in (or under consideration for use in) the project.

Click the **Zoom** icon next to any listed asset to display its **Reported Asset Value**.

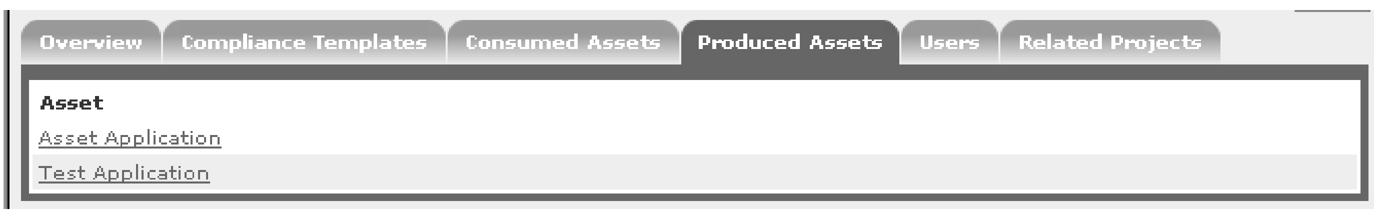
- Project members can view the **Asset Usage Detail**.
- Project leaders can view/edit the **Reported Asset Value**.



- **Reported Asset Value** represents the hours saved by reusing assets on their projects. This value is derived from either the Predicted Value, Consumer Value, or a completely new value determined by the project leader. Only the project leader can set this value.

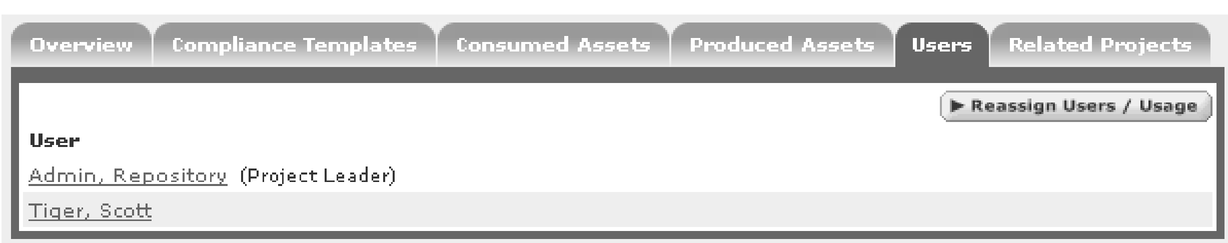
Produced Assets

Lists any assets produced by the project.



Users

Lists all users associated with the project, as well as each user's role on the project (leader/members).
Project leaders have the ability to assign a Reported Asset Value value to assets consumed by the project.



Related Projects

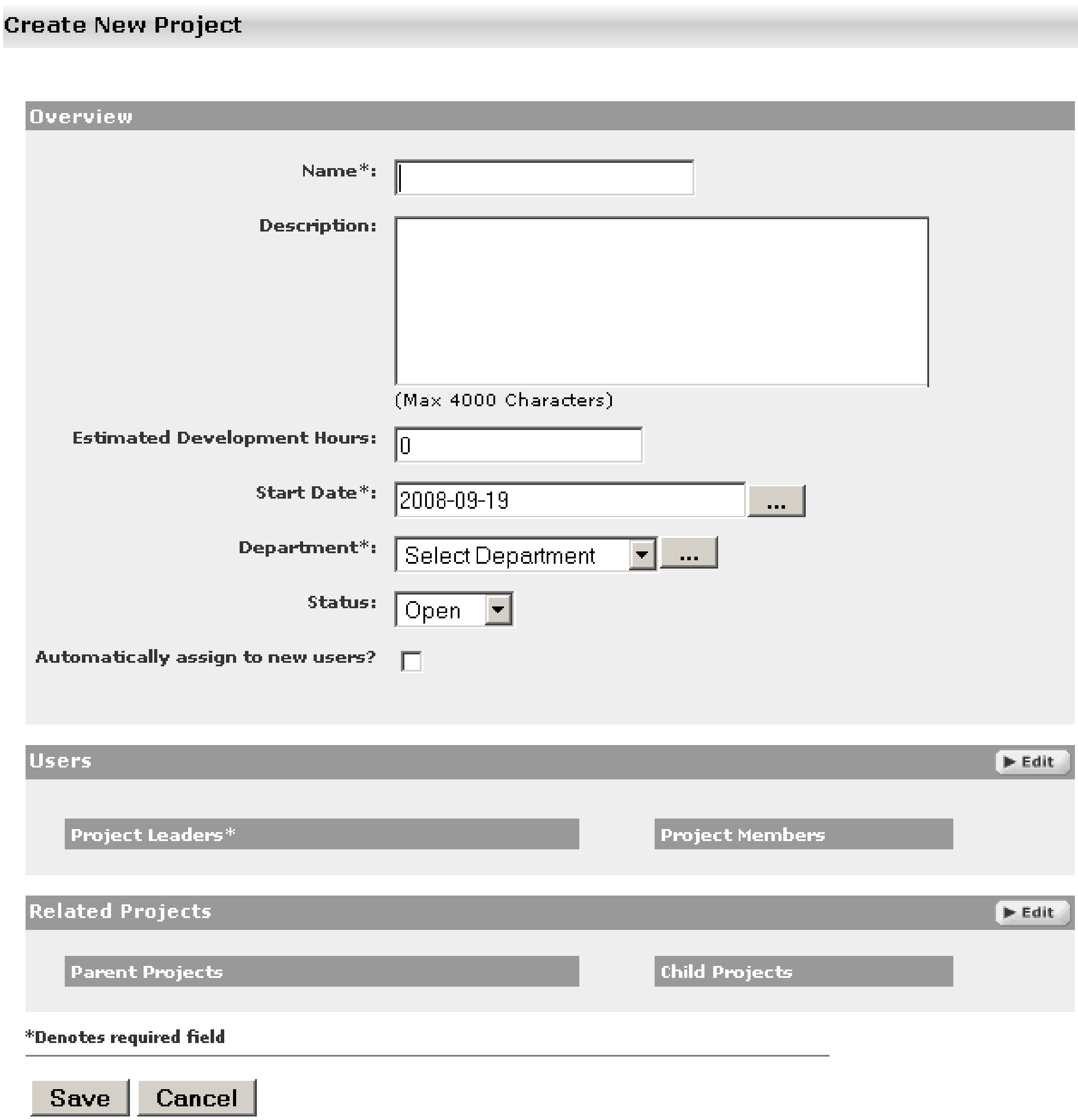
When enabled, lists any related projects, and defines the relationships in parent/child terms.

Creating a Project

This procedure is performed on the **Projects** page.

1. In the left panel, click **Create New**.

   The Create New Project pop-up opens.



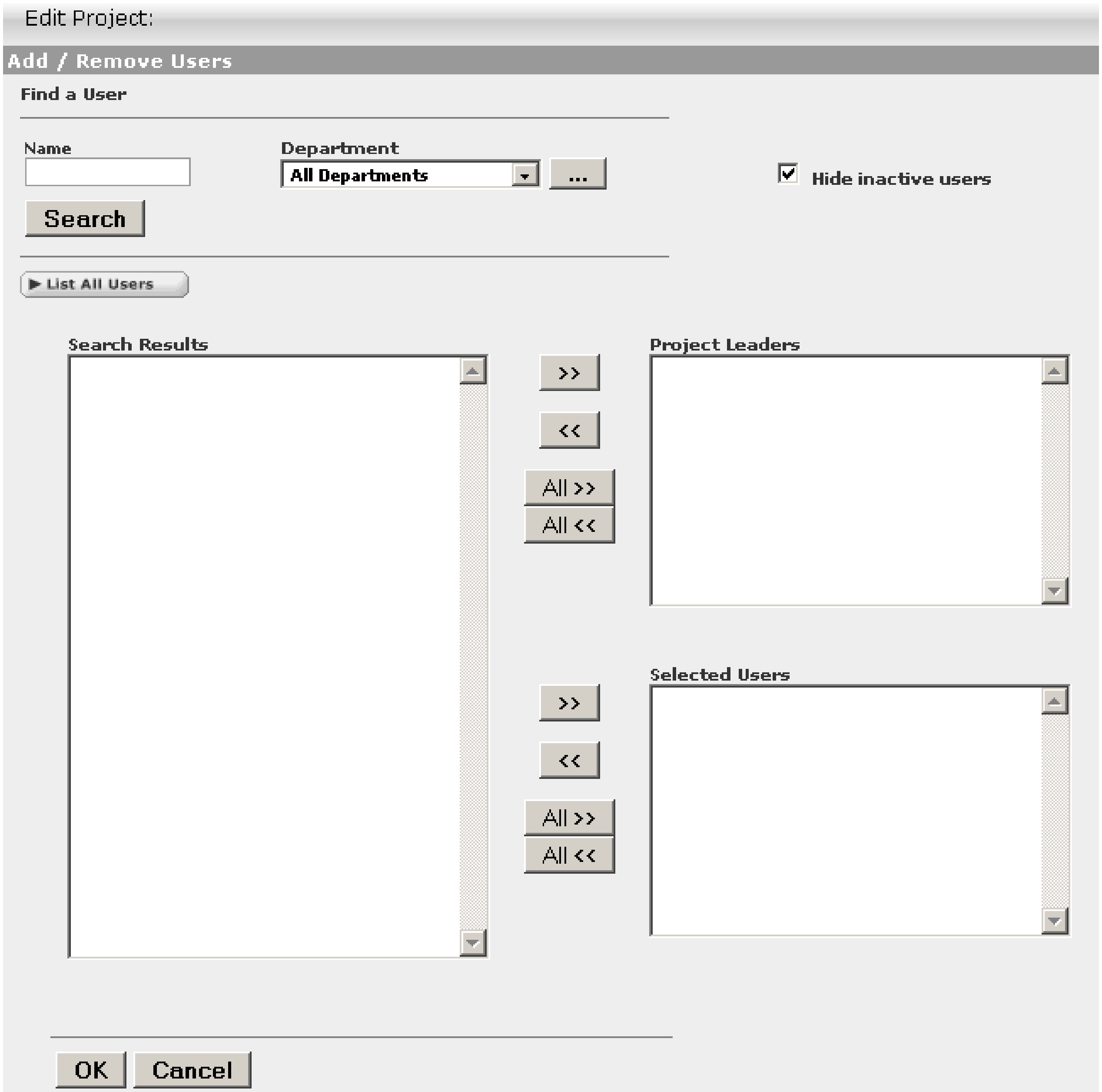
2. Enter the appropriate information in the **Name**, **Description**, and **Estimated Development Hours** text boxes.
3. Click the **...** button to open the calendar to select a **Start Date**.
4. Select a department from the **Department** drop-down.
5. Select the appropriate status in the **Status** drop-down. There are two options that you can select from - **Open**

and **Closed**. An **Open** status indicates that the project is still open for changes. A **Closed** status would mean that the project is closed and is not open for changes.

6. If necessary, select **Automatically Assign New Users**.

7. Click **Edit** in the Users section.

   The Add/Remove Users pop-up opens.



8. Use **Search** or **List All Users** to display a list of users in the Search Results section.
   - Use the **Department** drop-down to filter search results.

9. Use the **>>** and **<<** icons to move users between the Search Results, Project Leaders, and Selected Users sections.

10. Click **OK**.

    The assigned **Project Leaders** and **Project Members** appear in the Users section of the Create New Project pop-up.

11. Click **Save**

    The Create New Project pop-up closes, and the new project detail appears on the Projects page.

Editing a Project

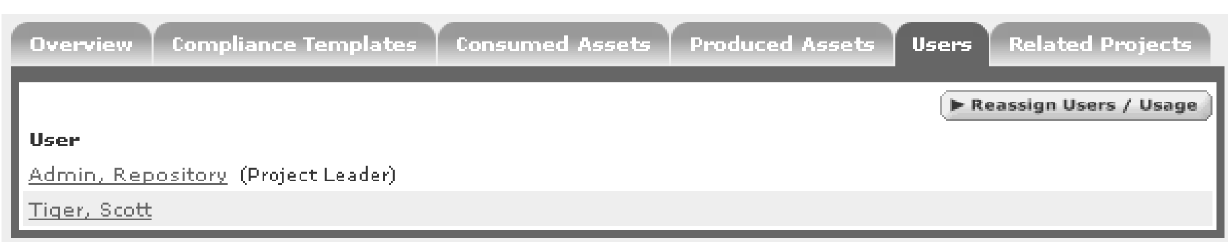
This procedure is performed on the **Projects** page.

1. Use **Search** or other means to locate the project to be edited.
2. Click **Edit** in the project detail.
3. Edit the project information as necessary. (See **Create a Project**.)

Reassigning Users / Usage

This procedure is performed on the **Projects** page.

1. Select the **Users** tab.

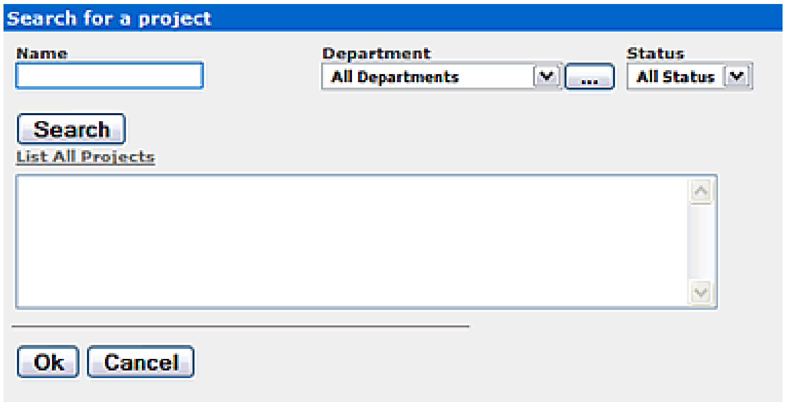


2. Click **Reassign Users/Usage**.

   The Reassign pop-up opens.

3. Use the radio buttons to select the appropriate action.
4. Click **Choose a New Project**.

The Search for a Project pop-up opens.



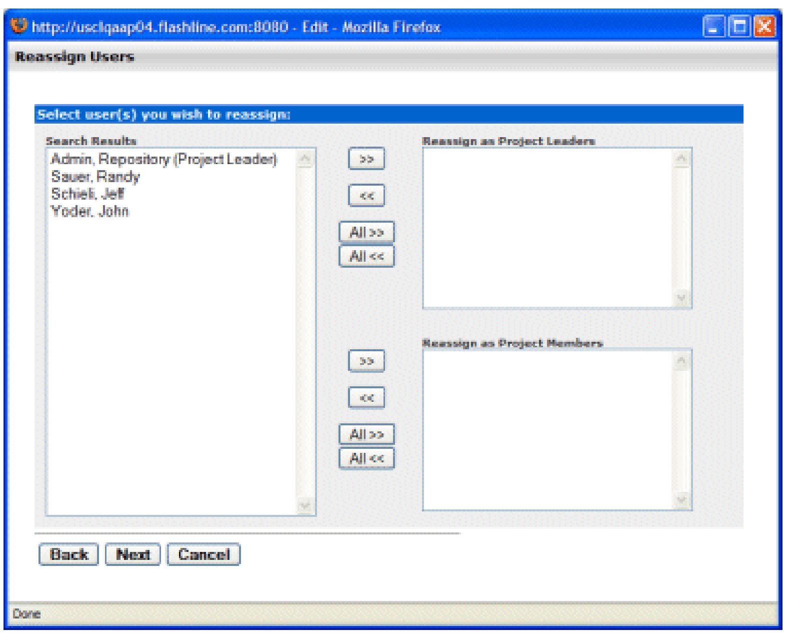
5. Use **Search** or **List All Projects** to display a list of projects.

6. Select the project to which the users and/or usages are to be reassigned.

7. Click **OK**.

8. Click **Next**.

   The **Select users you wish to reassign** pop-up opens.



9. Use the **>>** and **<<** icons to reassign users as Project Leaders and/or Project Members.

10. Click **Next**.

    A confirmation message appears.

11. Click **Done**.

Locating a Project

This procedure is performed on the **Projects** page.

1. Enter a keyword or search term in the **Name** text box.

2. Use the **Department** and **Status** drop-downs as necessary to filter the search.

3. If enabled, you can also filter by **Categorizations**.

4. Click **Search**.

   Search results are listed in the main pane.

Closing a Project

This procedure is performed on the Projects page.

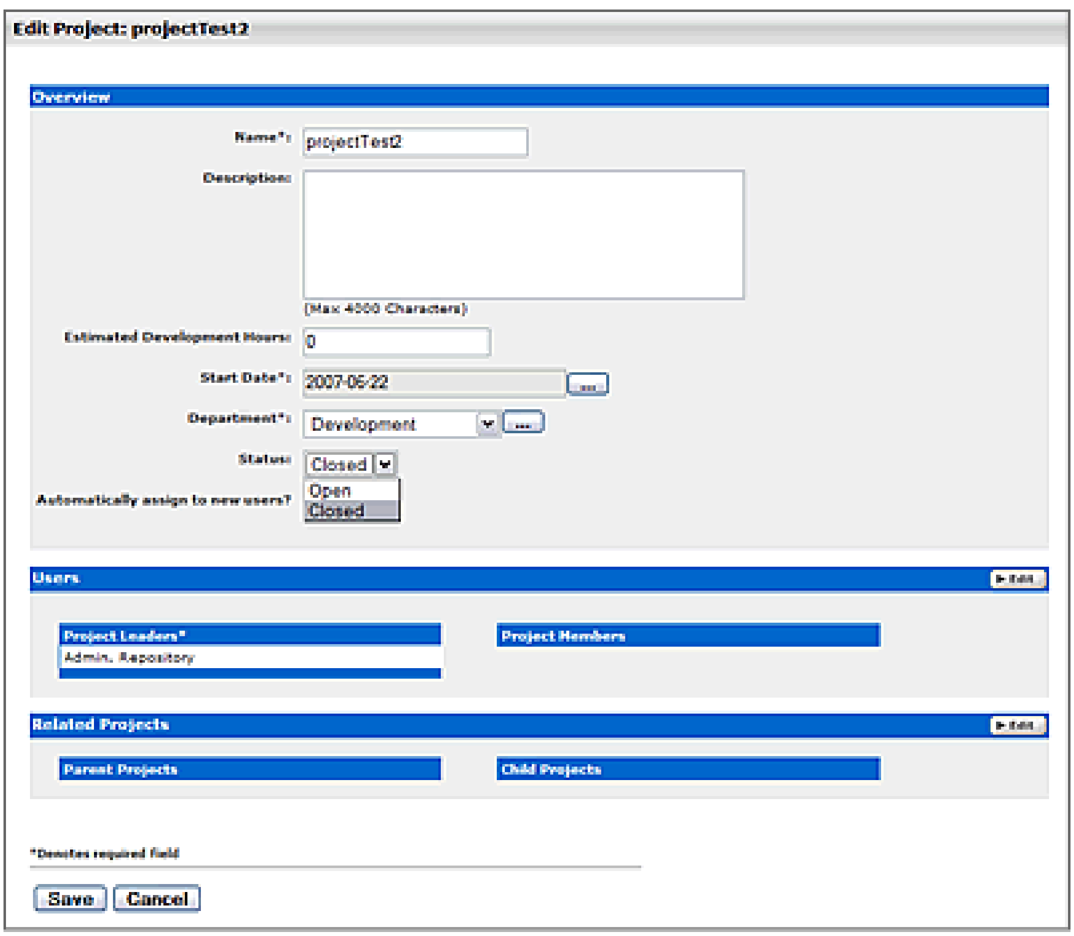
1. Select the project to be closed.

   The project detail is displayed in the bottom frame.

2. Click **Edit**.

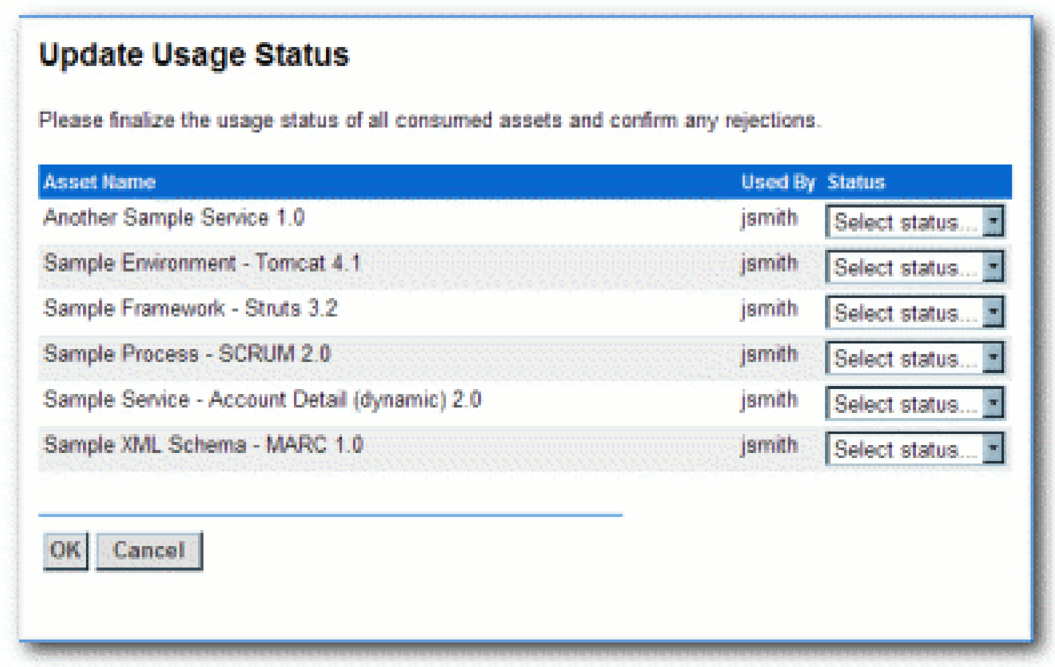
   The Edit Project pop-up opens.

3. Select **Closed** from the **Status** drop-down menu in the **Overview** section of the **Edit Project** pop-up.



4. Click **Save**.

   If the project has consumed assets, the Update Usage Status pop-up will appear. The consumed assets are listed in this pop-up, each with a Status drop-down.



5. Update the status of each consumed asset as necessary.

   Important! Depending on the specific role and permissions assigned to the project leader, certain assets consumed by the project will not appear in the list. If this is the case, an **ATTENTION** message will appear in the Update Usage Status pop-up. *Be advised:* Only the project members listed below the **ATTENTION** message can reject the asset. Otherwise, clicking **OK** in the Update Usage Status pop-up will set the status of any hidden assets to **Deployed**.

6. When the Update Usage Status pop-closes the view returns to the Edit Project pop-up.

7. Click **Save**.

   The project is closed.

Project Relationships

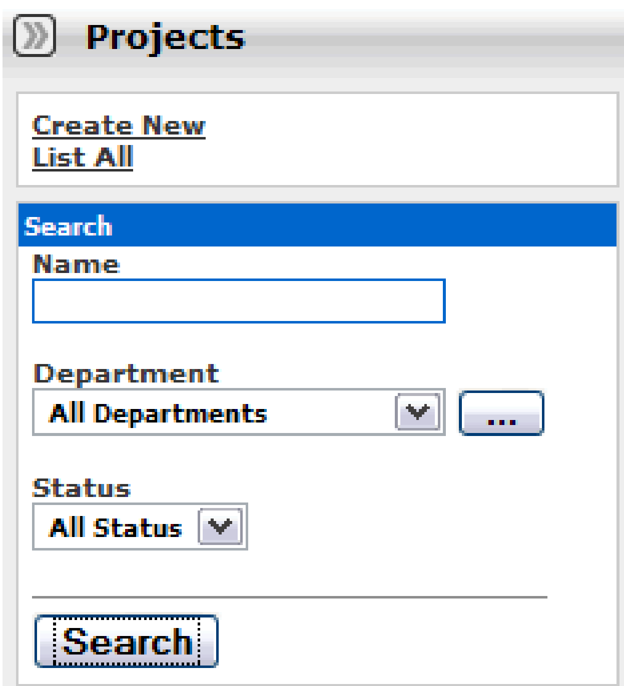
Overview

The Project Relationships feature enables you to map the relationships between projects on a parent/child basis.

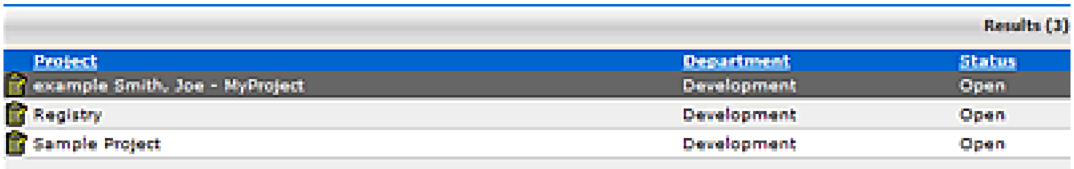
Adding a Relationship to a Project

This procedure is performed on the Projects page.

1. Click **List All** on the **Projects** page.

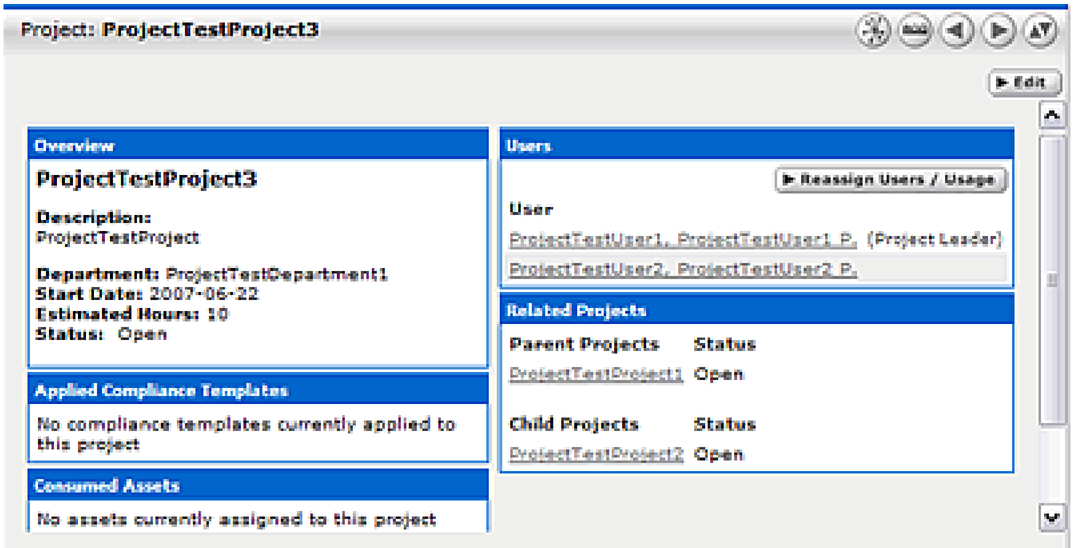


A list of projects appears in the top section of the main pane.



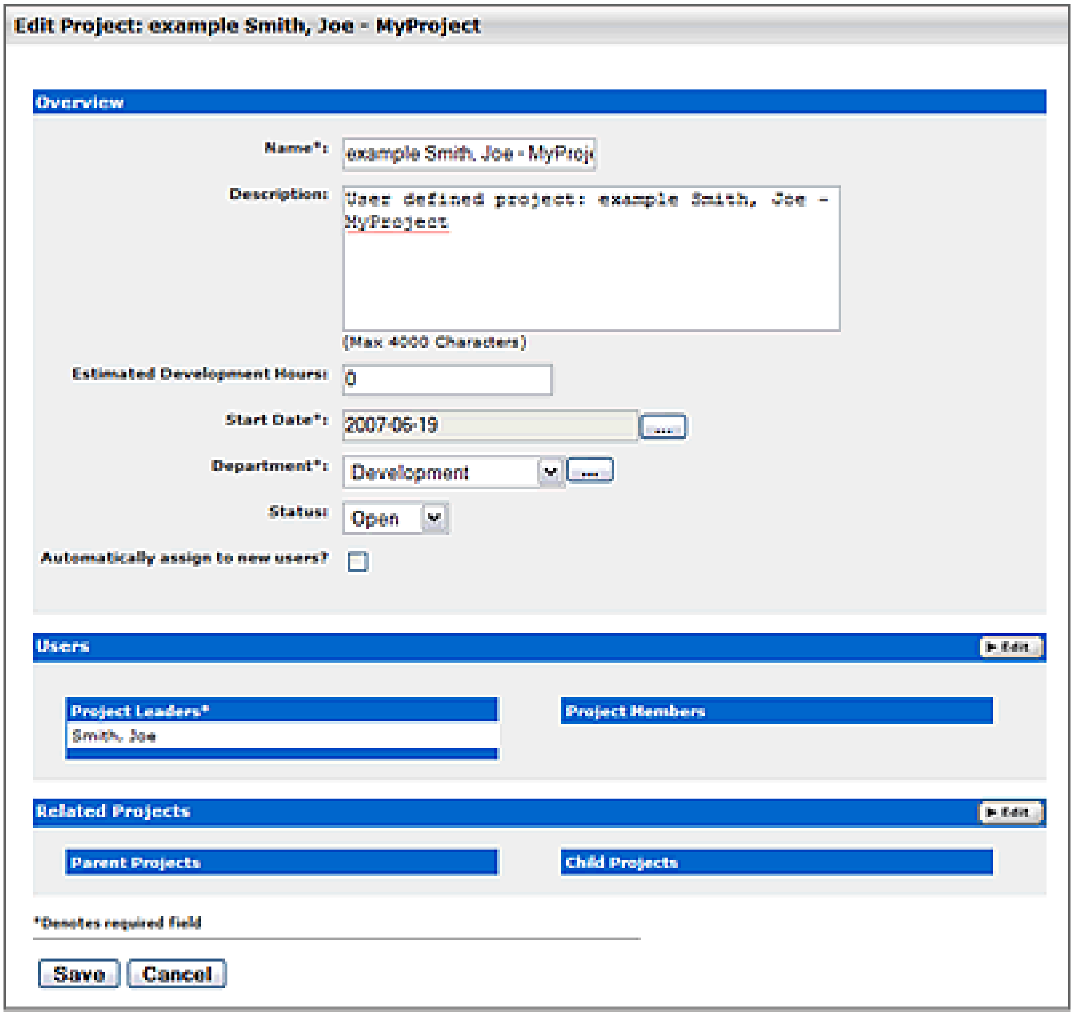
2. Select the project to be edited.

   The Project Detail opens in the bottom section of the main pane.



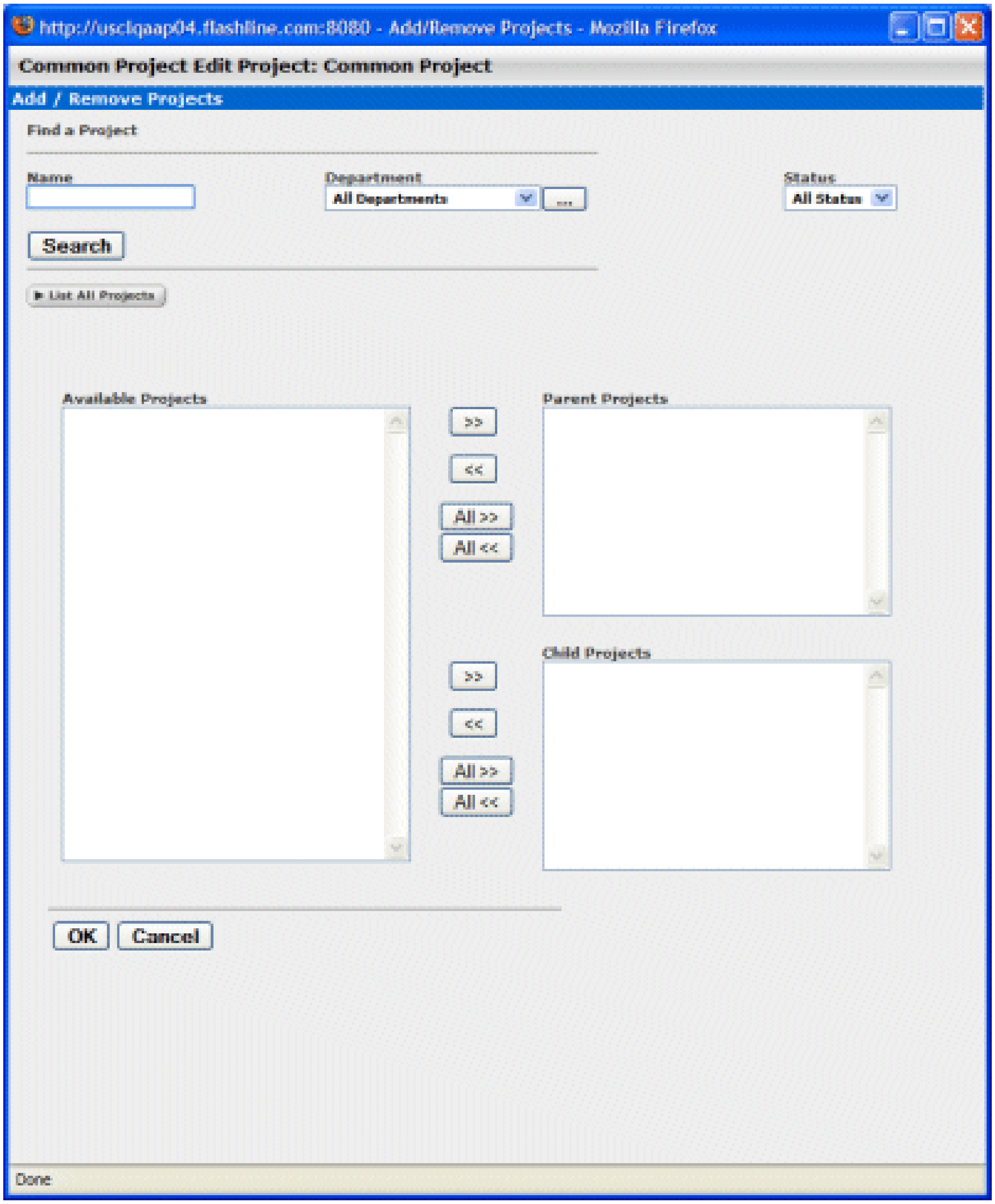
3. Click **Edit** in the Project Detail.

   The Edit Project pop-up opens.



4. Click **Edit** in the **Related Projects** section of the Edit Projects pop-up.

   The Add/Remove Projects pop-up opens.



5. Click **List All Projects**.

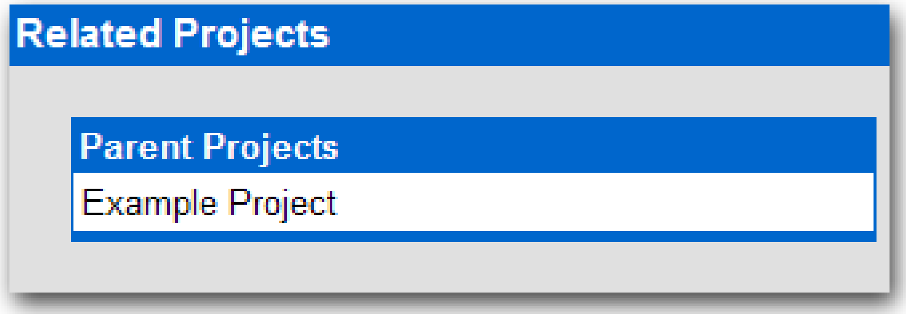
   A list appears in the Available Projects window.

6. Select the project to be added and use the **>>** icon to move it to either the Parent Projects or the Child Projects category window, as appropriate.

   The project appears in the selected window.

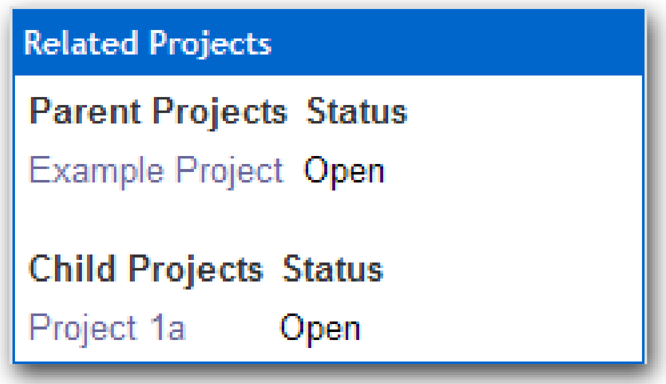
7. Click **OK** to close the Add/Remove Projects pop-up.

   The new project relationship appears in the appropriate list in the Related Projects section of the Edit Project pop-up.



8. Click **OK** to close the Edit Project pop-up.

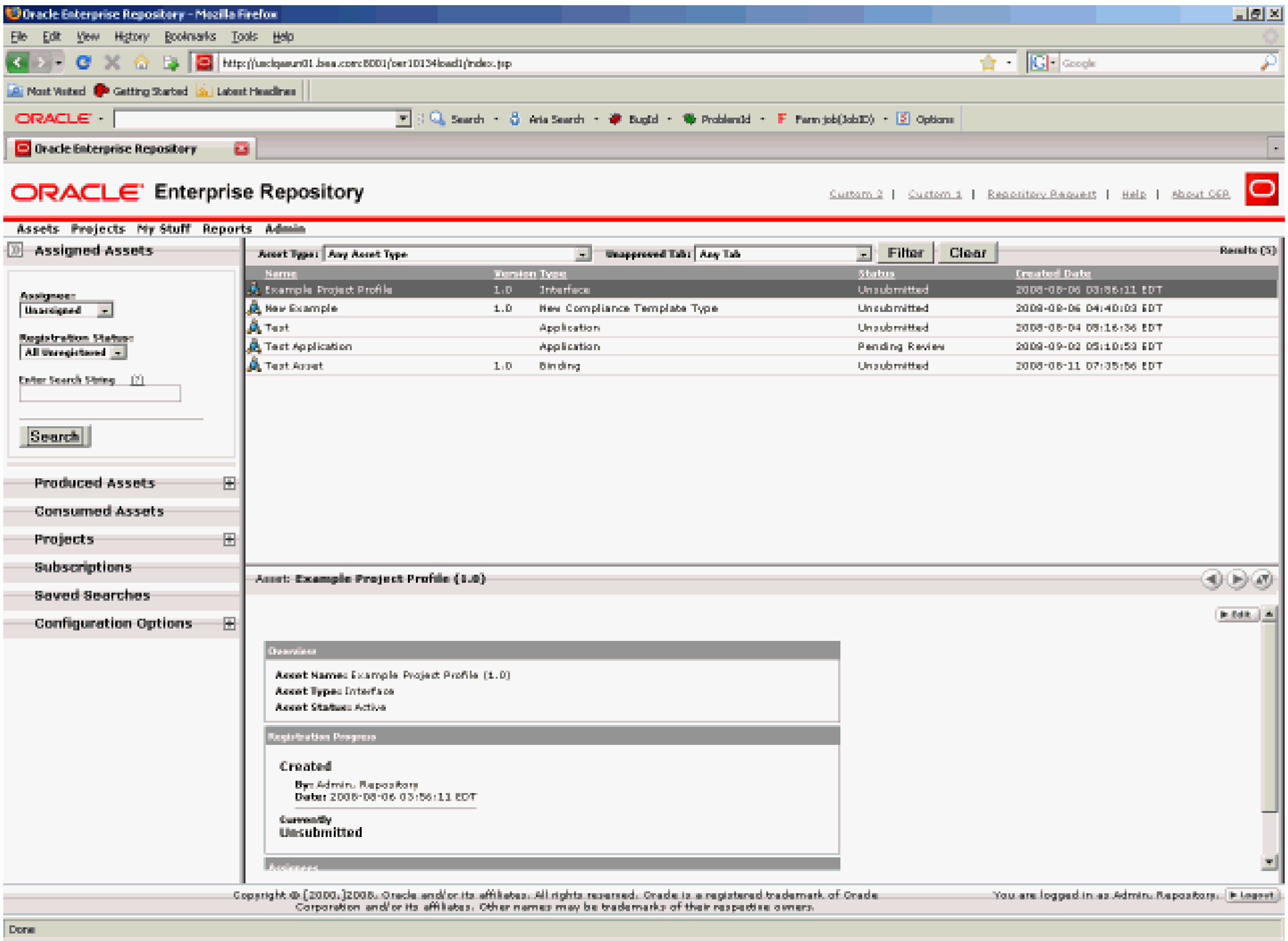
   The new project relationship appears in the Related Projects section of the Asset Detail.



   Project relationship are also displayed in the **Oracle Enterprise Repository Navigator**.

My Stuff

The My Stuff page provides each user with a personalized Oracle Enterprise Repository homepage.



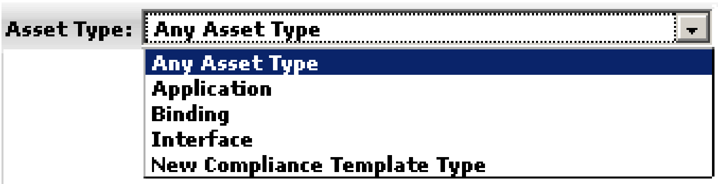
The My Stuff page is comprised of several elements, as described below.

Assigned Assets

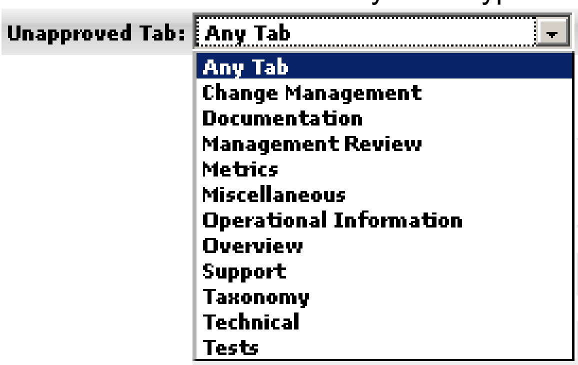
Lists all the assets assigned to a user for review and processing as part of the asset registration process. You can base your search for assets by selecting **Assignee** depending on the options below

- **Me -** Asset that I am assigned to
- **Unassigned -** Asset that nobody is assigned to
- **Any Assignee -** Asset that somebody is assigned to

Depending upon the asset type, you can filter the assets by tabs using the **Filter** option. You can choose from one of the asset type options available.



The various tabs available for every asset type are described in the image below



For example, select **Any Asset Type** in the **Asset Type** field and **Any Tab** in the **Unapproved Tab** field, and then click **Filter**. The list of all the relevant assets are listed. Below the list of assets, the Tab Approval status for the selected asset is listed. The Tab Approval Status can have either of the these status

- **Pending**
- **Approved**

Produced Assets

Lists assets that you submitted.

- Click any listed asset to:
    - View an asset overview (the asset detail).
    - Edit an asset.
    - If the asset submission was rejected, then you can also resubmit the asset by selecting the **Edit** button.

The left pane options available are:

- **Submit an Asset**: Allows you to submit an asset.
- **Edit / Manage Assets**: Allows you to edit or manage an asset that is already existing. When you click the **Edit / Manage Assets** option, the Asset Editor window opens, this allows you to perform the following actions
        - **Configure Acceptable Value Lists**
        - **Configure Artifact Stores**
        - **Configure Categorizations**
        - **Configure Relationships**

- Configure Rejection Reasons
- Configure Vendors

The **Search My Assets** pane allows you to list assets according to Registration status. (See the Oracle Enterprise Repository Registrar Guide.)

Consumed Assets

Lists In-Process assets with a survey status of **Still Evaluating** and the project to which the asset is associated.

- Click any listed asset to:
  - View an asset overview.
  - Submit a review for an asset.
  - Update the status of the survey.

Projects

Lists Closed and Open projects to which the user is assigned. The options available on the left pane are as follows

- **Create New**: Enables the user to create a new project. (See **Creating a New Project**.)
- **List All**: Lists all the projects that are currently available.

Click any listed project to view the following details:

- **Overview**: Describes the general overview of the project that covers **Description**, the **Department** it belongs to, other details such as **Start Date**, **Estimated Hours**, and **Status**.
- **Applied Compliance Templates**: Describes the compliance templates currently applied to the project.
- **Consumed Assets**: Describes the assets consumed or downloaded for this project.
- **Produced Assets**: Describes the assets produced for this project.
- **Users**: Describes the users assigned for this project. You can also reassign the users by clicking the **Reassign Users / Usage** option.
- **Related Projects**: Describes the projects that are currently related to this project.

Subscriptions

Lists all the asset subscriptions that the users would be notified of any updates. (See **Asset Subscriptions**.)

Unsubscribe an Asset

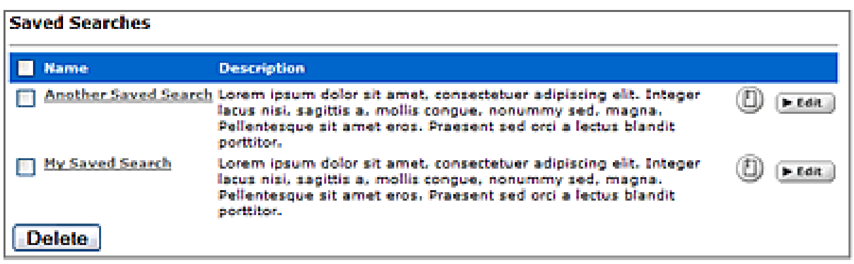
To unsubscribe to an asset, select the asset that you wish to unsubscribe and then click the **Unsubscribe** button. A confirmation dialog opens, click **OK**.

- Click any listed asset to view the asset details. The names and descriptions of the various tabs available are as follows:
  - **Apply Policies**: Enables you to apply or remove policies from this asset.
  - **Notify Subscribers**: Enables you to send an email notification to the subscribers of this asset.
  - **View Access**: Enables you to view the access settings for an asset.
  - **Subscribe**: Enables you to subscribe to this asset to be notified of any updates.
  - **Use - Download**: Enables you to use this asset and download any available files.
  - **Edit**: Enables you to edit the details of this asset.

Saved Searches

Lists all saved searches. (See **Saving Searches**.) This option allows you to search for a particular search and save it for future.

- Click any listed search to display the search results.



To delete a saved search, you need to select the saved search, and then click the **Delete** button.

Configuration Options

Email Notifications

Lists all members of the distribution list. (See **Email Distribution Lists**.)

- Click the **Update List** button to add or remove list members.
- Click the **Send Email to List** button to open an email that is addressed to the list members.

Change Password

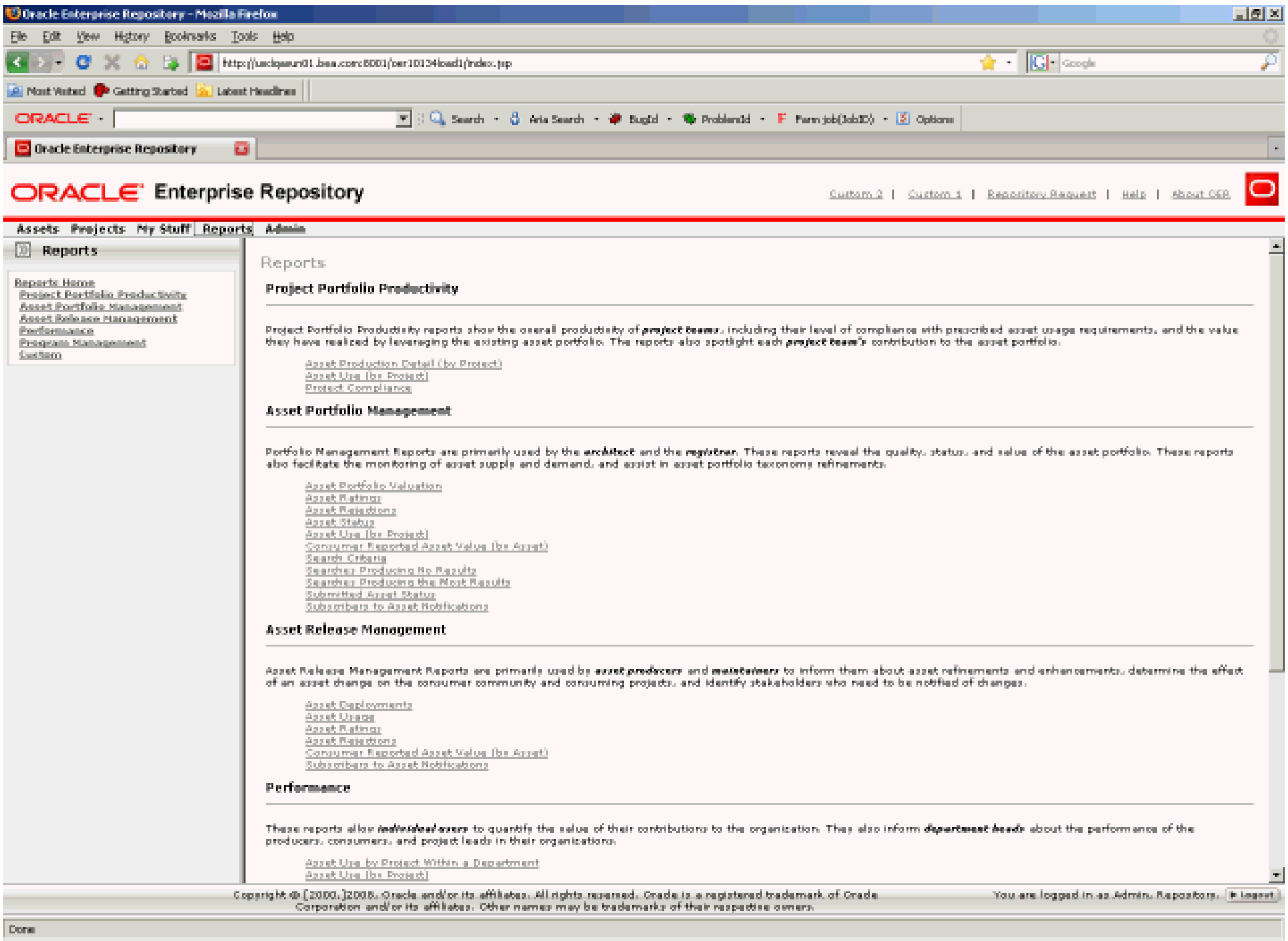
Allows you to change the password to Oracle Enterprise Repository. This has the following fields:

- Old Password
- New Password
- Verify Password

Enter the above credentials and click the **Change Password** button.

Reports

This section discusses the Oracle Enterprise Repository reports that are available on the Reports page.



Report Types

This section breaks down the Oracle Enterprise Repository report types.

Project Portfolio Productivity Reports

Project Portfolio Productivity reports show the overall productivity of project teams, including their level of compliance with prescribed asset usage requirements, and the value they have realized by leveraging the existing asset portfolio. The reports also spotlight each project team's contribution to the asset portfolio. Project portfolio productivity reports include:

- **Asset Production Detail by Project** (requires the asset production tracking feature to be enabled)
  - Shows the individual assets used in a project, as well as the hours saved by using the asset. Managers can use this report to reward groups or individuals for reusing assets; architects and registrars can use the report to spot emerging standards in a portfolio. Managers can also use this report to quantify the value produced for clients.

- **Asset Use (by Project)**
  - Shows individual assets used in a project, as well as the hours saved by using the asset. Managers can use this report to reward groups or individuals for reusing assets; architects and registrars can use the report to spot emerging standards in a portfolio. Managers can also use this report, with project leads, to quantify value produced for clients.

- **Project Compliance** (assumes use of Compliance Templates)
  - Shows the Compliance Templates applied to projects and whether the project is in compliance with the template.

Asset Portfolio Management Reports

Used primarily by architects and registrars, these reports show the quality, status, and value of the asset portfolio. These reports also monitor asset supply and demand, as well as assisting with asset portfolio taxonomy refinements. The reports included with this group of include:

- **Asset Portfolio Valuation**
  - Shows the number of assets used, how frequently each asset was used and the total savings in reuse time. Architects and registrars may use the report to find the most valuable and valued assets.

- **Asset Ratings**
  - Shows consumer ratings for assets. Architects and registrars may use the report to chart the perceived value of assets, while producers and maintainers can use the report as a feedback mechanism.

- **Asset Rejections**
  - Shows the reasons why an asset was rejected for use in a project. Architects and registrars may use this report to gauge the level of demand for specific assets, while producers and maintainers can use the report as a feedback mechanism.

- **Asset Status**
  - Shows the asset name, type and status (active, inactive, and so on). Registrars may use this report to determine the level of asset lifecycle maintenance required for the asset portfolio.

- **Asset Use (by Project)**
  - Shows individual assets used in a project, as well as the hours saved by using the asset. Managers can use this report to reward groups or individuals for reusing assets; architects and registrars can use the report to spot emerging standards in a portfolio. Managers can also use this report, with project leads, to quantify value produced for clients.

- **Consumer Reported Asset Value (by Asset)**
  - Shows the consumer reported savings associated with an asset, along with the predicted value of the assets. Managers may use this report to refine the numbers used to calculate predicted net hours. Architects and registrars may use this report to identify the most used and valuable assets in the registry. Producers and maintainers can use this report to determine actual asset value as realized by consumers, as well as identifying ongoing changes and enhancements to assets in the registry.

- **Search Criteria**
  - Shows the number of results of each search parameter. Architects and registrars may use this report to define taxonomies.

- **Searches Producing No Results**
  - Shows the search parameters in a search that produced no results. Ultimately, the report shows areas of unmet demand in the registry. Registrars and architects may use this report to refine taxonomies.

- **Searches Producing the Most Results**
  - Shows the search parameters in searches that returned the most results. This report may be used by architects and registrars to determine if users are finding required information in the registry. The report may also be used to refine taxonomies.

- **Submitted Asset Status**
  - Indicates asset status in the approval cycle. Registrars may use this report to determine scheduling for assets requiring work.

- **Subscribers to Asset Notifications**
  - Shows specific subscribers to asset information. This report may be used by architects and registrars to determine the level of demand on assets in the portfolio.

Asset Release Management Reports

Used primarily by asset producers and maintainers, these reports inform these users about asset refinements and enhancements, determine the effect of an asset change to the consumer community and consuming projects. In addition, these reports identify stakeholders who need to be notified about changes. Asset release management reports include:

- **Asset Deployments**
  - Shows the names of deployed assets and the projects with which they are associated. Used by producers, maintainers, and project leads to assess the effect of change to an asset.

- **Asset Usages**
  - Lists the assets selected for use in specific projects. Used by producers, maintainers, and project leads to assess the potential impact of changes to an asset

- **Asset Ratings**
  - Shows consumer ratings for assets. Architects and registrars may use the report to chart the perceived value of assets, while producers and maintainers can use the report as a feedback mechanism.

- **Asset Rejections**
  - Lists the reasons an asset was rejected for use in a project. Architects and registrars may use this report to gauge the level of demand for specific assets, while producers and maintainers can use the report as a feedback mechanism.

- **Consumer Reported Asset Value (by Asset)**
  - Indicates the consumer reported savings associated with an asset, along with the predicted value of the assets. Managers may use this report to refine the numbers used to calculate predicted net hours. Architects and registrars may use this report to identify the most used and valuable assets in the registry. Producers and maintainers my use this report to determine actual asset value as realized by consumers, as well as identifying ongoing changes and enhancements to assets in the registry.

- **Subscribers to Asset Notifications**
  - Shows specific subscribers to asset information. This report may be used by architects and registrars to determine the level of demand on assets in the portfolio.

Performance Reports

These reports allow individual users to quantify the value of their contributions to the organization. They also inform department heads about the performance of the producers, consumers, and project leads in their organizations. The performance reports presently included in Oracle Enterprise Repository include:

- **Asset Use by Project Within a Department**
  - Shows the amount of asset use in each project within a department. The report shows the consumer name, project, asset type, and other groups of information used to identify departments that reuse assets. This report may be used by management to reward asset reuse by groups and individuals.
- **Asset Use (by project)**
  - Shows the assets used in a project, as well as the hours saved by using the asset. Managers can use this report to reward groups or individuals for reusing assets; architects and registrars can use the report to spot emerging standards in a portfolio. Managers can also use this report, with project leads, to quantify value produced for clients.

Program Management Reports

Used primarily by various managers, these reports expose the value that the program brings to the organization (ROI) and indicates whether the program successfully meets goals, demonstrates program growth and progress and serves as the basis for incentives and governance. The program management reports include:

- **Active and Unapproved User Login**
  - Shows the names of active and unapproved users and the number of times that they logged in. The system administrator or security administrator may use this report to reallocate registry licenses.
- **Active and Unapproved Users with Zero Logins**
  - Shows the names of active and unapproved users who have never logged in. The system administrator or security administrator may use this report to reallocate registry licenses.
- **Asset Portfolio Valuation**
  - Shows the number of assets used, how frequently each asset was used and the total savings in reuse time. Architects and registrars may use the report to find the most valuable and valued assets.
- **Asset Use by Project Within a Department**
  - Shows the amount of asset use in each project within a department. The report shows the consumer name, project, asset type, and other groups of information used to identify departments that reuse assets. This report may be used by management to reward asset reuse by groups and individuals.
- **Consumer Reported Asset Value (by Asset)**
  - Shows the consumer-reported savings associated with an asset, along with the predicted value of the assets. Managers may use this report to refine the numbers used to calculate predicted net hours. Architects and registrars may use this report to identify the most used and valuable assets in the registry. Producers and maintainers my use this report to determine actual asset value as realized by

consumers, as well as identifying ongoing changes and enhancements to assets in the registry.

- **Password Event Log**
  - Shows the password changes made for users. The report may be used by security administrators or system administrators to identify security breaches.

- **Submission Status (by Producer)**
  - Shows the names of producers, the number of assets submitted and registered, number of use instances, and the estimated time saved by asset consumers.

- **Subscribers to Asset Notifications**
  - Shows specific subscribers to asset information. This report may be used by architects and registrars to determine the level of demand on assets in the portfolio.

Running a Report

This procedure is performed on the Reports page.

1. Select the report from the list in the sidebar.

   The report form opens in the main pane.

2. Select the appropriate **Date Range** in the drop-down.

3. If necessary, click the **...** button to launch the calendar to select **From** and **To** dates.

4. Select the **Sort Order**.

   Note: Sort order selections vary according to the type of report.)

5. Select the **Output Format**.

   Note: HTML formatting errors may occur when the amount of data in a report exceeds the capacity of the reporting engine to properly render the HTML.

6. Click **Run Report**.

   The report is generated.

E-mail Distribution Lists

Overview

Users can create e-mail distribution lists so that the list members are automatically copied on certain e-mail notifications that are generated as part of the asset registration process. Distribution lists can help automate the asset registration workflow because members of the distribution list are notified about asset registration events that the list owner is involved in as an asset reviewer or approver. For example, if a list owner is expecting to be absent, they can "delegate" asset review and approval responsibility by adding other authorized users to their e-mail distribution list.

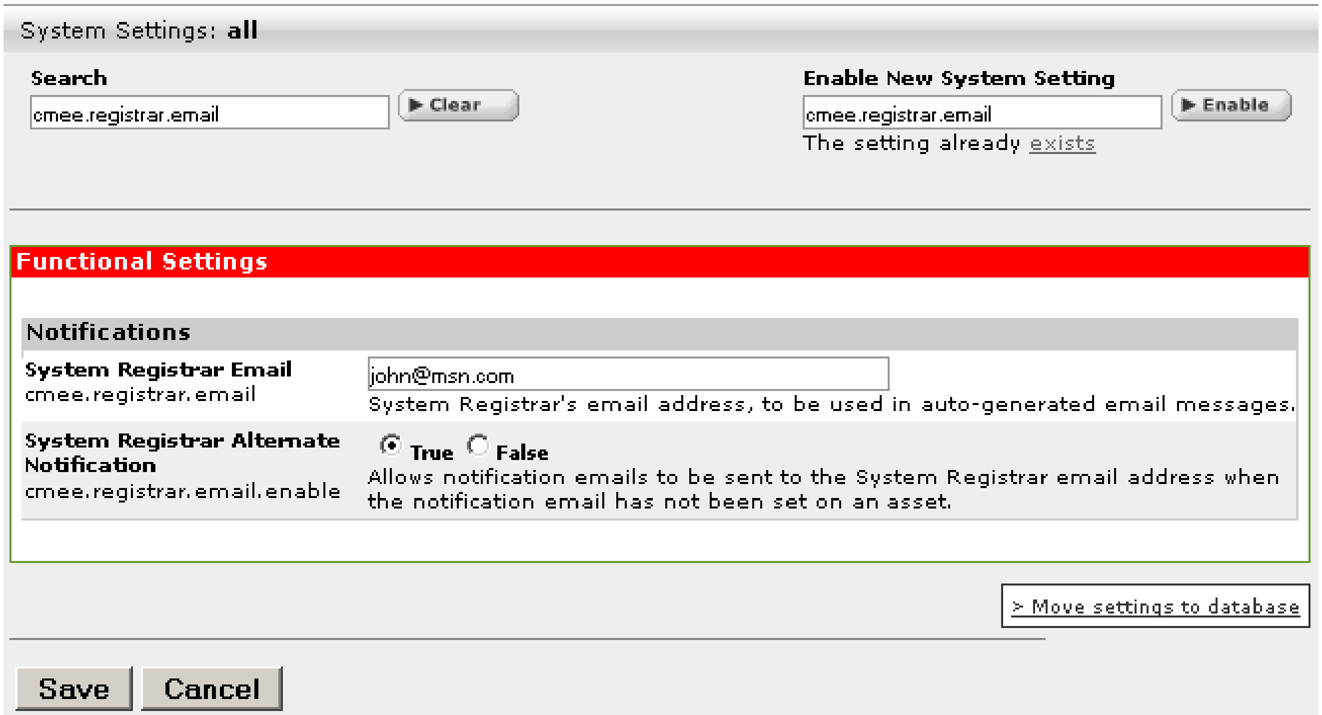
Distribution lists are created on a user's **MyStuff** -> **Configuration Options** -> **Manage Email Notifications** page. Existing Oracle Enterprise Repository users can be selected for a distribution list, as well as external e-mail addresses, but only if that option is permitted by the Oracle Enterprise Repository administrator.

When List Members Are Copied on E-mails

The members of a user's distribution list will be copied on an e-mail in the following circumstances:

- On the following notification e-mails:
  - Asset Accepted
  - Asset Assign
  - Asset Registered
  - Asset Submission/Rejection
  - Asset Unaccepted
  - Asset Unassigned
  - Asset Unregistered
  - Asset Unsubmitted

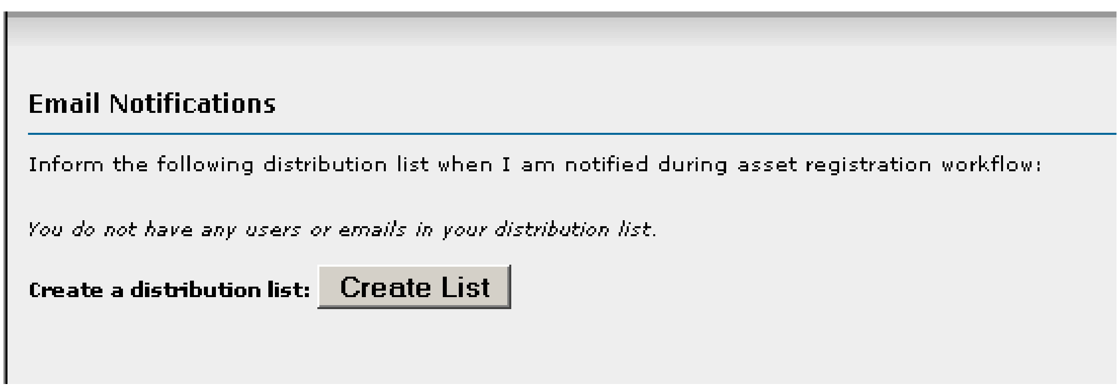
To receive e-mail notification when a new version of an asset is created, you need to enter the `cmee.registrar.email` system setting with the e-mail address. To update the `cmee.registrar.email` system setting with e-mail address, navigate to the **Admin** page -> **System Settings**. Enable the system setting, if you already haven't, by entering `cmee.registrar.email` in the **Enable New System Setting** field, and then click **Enable**. If the setting already exists, then enter `cmee.registrar.email` in the **Search** field. In the **Notifications** section, enter the email address in the **System Registrar Email** field. Click **Save** to save the settings.



- In the Asset Editor when the distribution list owner clicks:
  - Any e-mail envelope icon on the Administration tab, except the **Notify Subscribers** icon.
  - The **Approved By** e-mail envelope icon on any asset approval tab.

Managing E-mail Distribution Lists

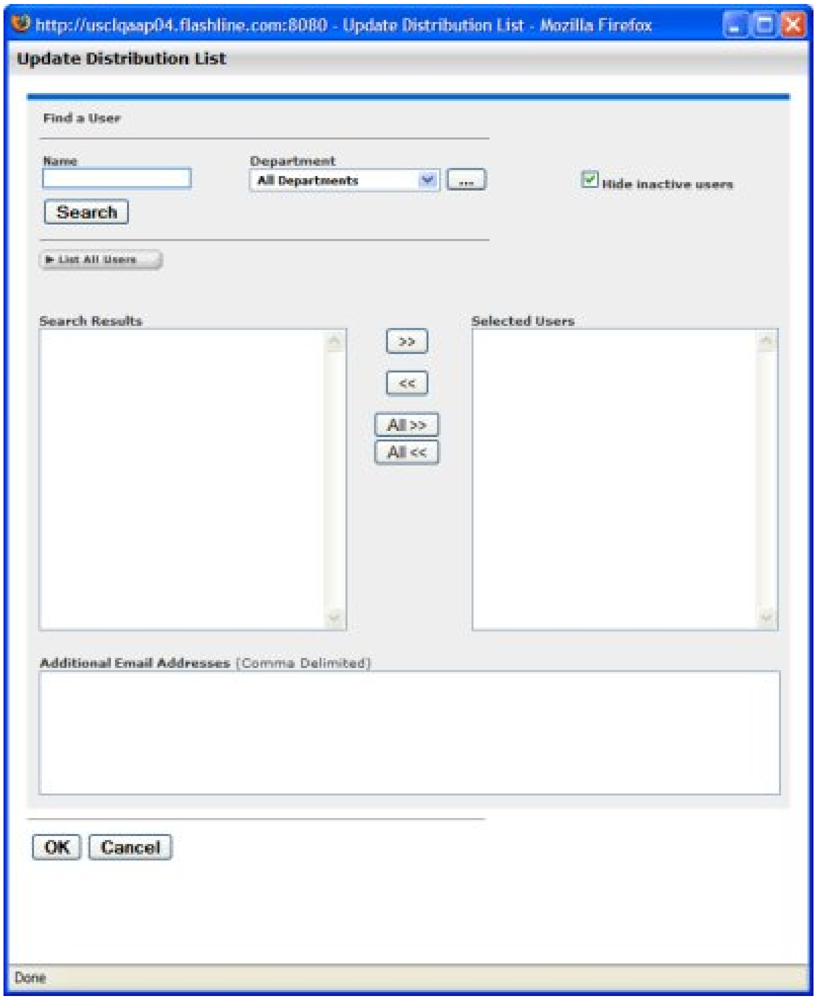
These procedures are performed in the Email Notifications section on the My Stuff page.



Creating a Distribution List

Follow these steps to create an e-mail distribution list.

1. Click **Create List** to open the Update Distribution List dialog box.



2. To find specific internal users:

    1. Enter appropriate text in the **Name** text box.

    2. Use the **Department** drop-down to narrow the search.

    3. Click **Search**.

    Search results appear in the list in the Search Results column.

    Note: To further filter the search results, select the **Hide Inactive Users** check box.

3. To list all internal users, click **List All Users**.

4. Add users to the distribution list by using the **>>** and **<<** icons to move users from the Search Results column to the Selected Users column. To add or remove all users from either column, use the **All >>** and **All <<** buttons.

    Note: Distribution list can contain a maximum of 20 members.

5. To add external users to the list, type the e-mail addresses in the **Additional Email Addresses** box, using commas as delimiters.

    For example: jack@msn.com,jill@yahoo.com,jake@comcast.net

6. Click **OK** to save the distribution list.

Updating a Distribution List

Follow these steps to update an e-mail distribution list.

1. Click **Update List** to open the Update Distribution List dialog box.
2. Add new members or remove members following the instructions in **Creating a Distribution List**.
3. Click **OK** to save the distribution list.