

# ITA\_User Instruction manual

Construction file management function

—Version 1.6 —

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# Introduction

This document explains the function and the operation method of ITA construction file management function (referred to as construction file management hereafter) system.

# 1. Overview of construction file management function

## 1.1 What is construction file management

Construction file management is for managing the check-in/check-out of files such as document and contents, and version controlling by using version control tool Git.

## 1.2 System configuration

Construction file management is divided into construction file management function part and Git. Git can run on the same server with ITA or on a separate server.

## 1.3 The feature of construction file management function

The main function of construction file management are classified into the following categories.

- 1 Web
  - Web content. The construction file management function screen provided on the browser.
- BackYard Resident processes that runs on a server independent from the Web content.

# 2. Construction file management Menu configuration

This chapter explains the menu configuration of construction file management function. For the method to login the web console or the element / basic operation of menu screen, please refer to "User instruction manual - Basic console".

# 2.1 Menu/Screen list

The list of console menu used in construction file management is as below.

No	Menu group	Menu - Screen	Overview
1	File control	Interface information	Initial synchronization with Git
2	management	Directory master	Register the file storage directory
3	console	File Master	Register management target file
4		File list	The data of all managed file
			Download all management file at once
5		File link list(Ansible)	Link file to Ansible driver menu
6		File link list(Terraform)	Link file to Terraform driver menu
7	File control	Browse	Browse all check-in/check-out request data
8	check-in/check-out	Check-out request	Request for file check-out
9	console	Check out	Approve/Reject file check-out request
10		Check-in request	Request for file check-in
11		Check in	Approve/Reject file check-in request
12		Cancel	Request for cancellation

#### Table 2.1-1 Construction file management menu / screen list

# 2.2 Construction file management Status list

No	Status	Overview
1	Check out requested	The data registered for check out request.
		Update the status of data to approve/reject the check out request.
2	Check out requested	The data registered for check out request.
	(duplicate)	The request will become this status if the request target file has
		already been registered in status No3~5, 7~8.
		%The target file will be able to check out if it's status become
		"check in complete".
3	Checking out	The data whose check out request has been approved.
		Update the status of this data to request for check in.
4	Check in requested	The data registered for check in request.
		Update the status of the data to approve/reject the check in
		request.
5	Checking in	The data whose check in request has been approved.
		Update the status of this data to link with Git.
		XIn the case of auto check-in, update the "check-in requested"
		data to link with Git.
6	Check in complete	The data whose file update has been completed.
		Please make new check out request to update the file again.
7	Return(check-out request)	The data whose check out request is rejected.
		Please check the request content and register for request again.
8	Return(check-in request)	The data whose check in request is rejected.
		Please check the request content and register for request again.
9	Cancel	The data which is cancelled during process.
		Please refer to 4.2.6 for status that has been cancelled.

Table 2.2-1 File status list

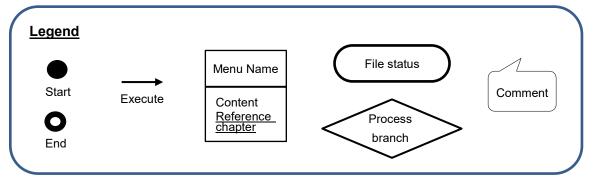
The file status used in construction file management is listed below.

# 3. Construction file management Operation procedure

Explain the operation procedure of construction file management function.

## 3.1 Workflow

The standard workflow of each console in construction file management is as below. The details of each operation is described in next section.



#### 3.1.1 Initial configuration Git association

When using construction file management function, it's required to associate version control tool Git with ITA as initial configuration.

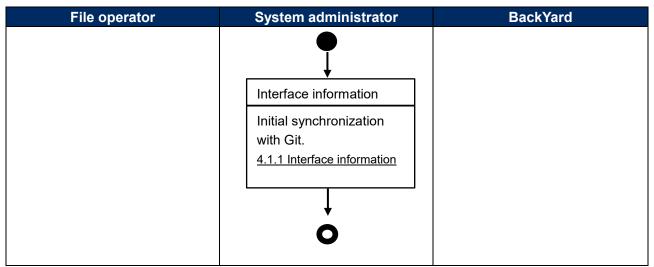


Figure 3.1-1 Workflow of Initial configuration Git association

#### 3.1.2 Register management target file

In order to manage target file safely, the system administrator registers storage directory and management target file, and if necessary, configure the association with Ansible, etc.

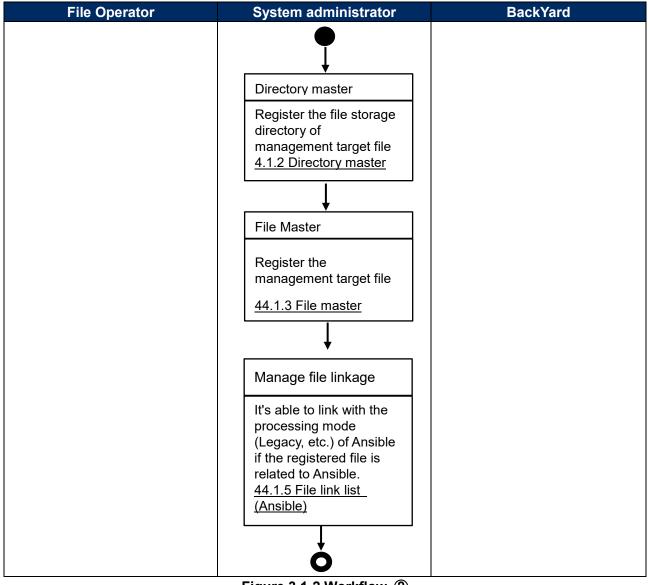
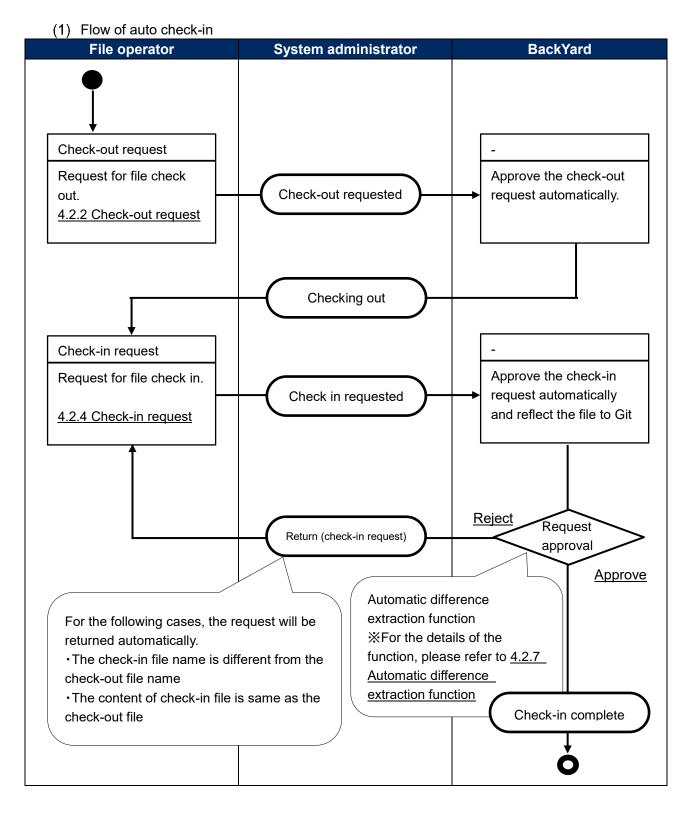


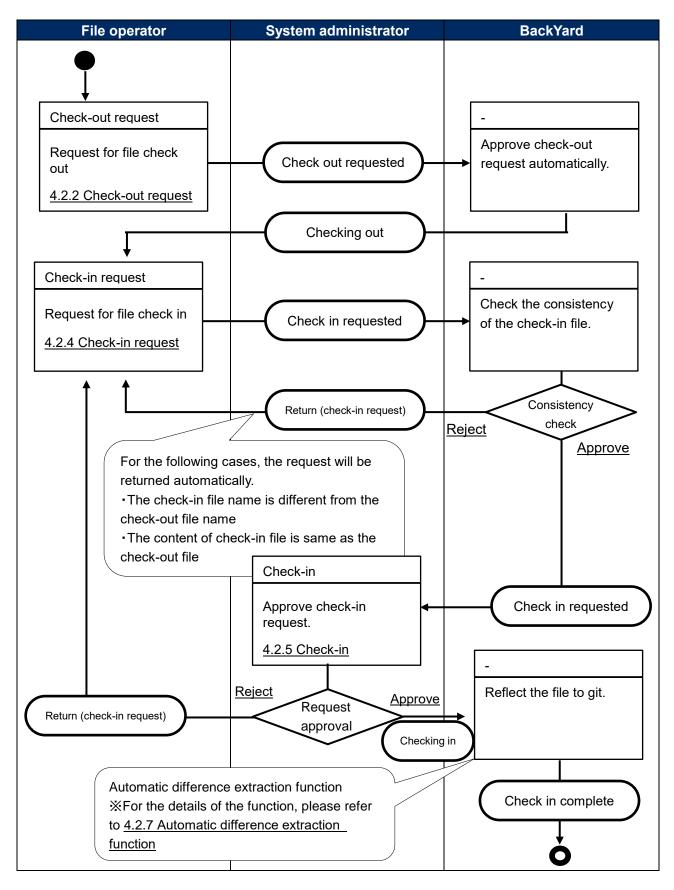
Figure 3.1-2 Workflow ②

#### 3.1.3 Check-in / Check-out files

The user check-in/ check-out the files that are registered by the system administrator. For file checkin/check-out, there are "Auto check-in" that doesn't need administrator's approval procedure and "Manual check-in" that requires approval procedure. It's possible to set "Auto check-in" and "Manual check-out" for each file accordingly.

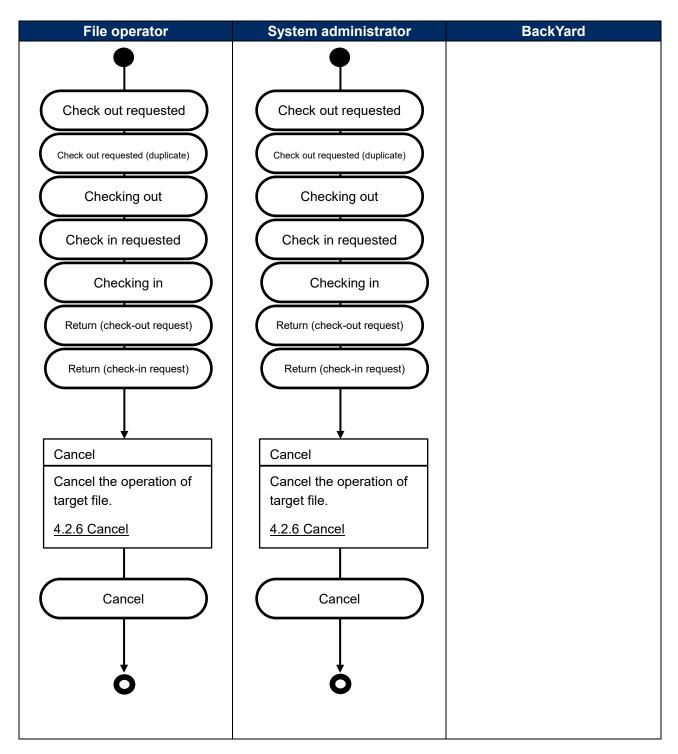


#### (2) The flow of manual check-in



#### 3.1.4 Cancellation workflow

Before check-in is done, it's possible to cancel the operation if the process status is in "Requested", "Checking out", "Checking in", etc. The cancelled target file will return to the status before "Check-out request"



#### Legend of register screen item list

The content of the register screen item list are described in the next section.

1	2	3	4	5
Item	Description	Input Required	Input type	Restrictions

#### 1 Item

•The name of item in the submenu

#### **2** Description

·The description of the item

#### **③ Input Required**

•O: Items that entering contents are required for them.

-- : Items that entering contents are optional for them.

#### **④** Input type

- •Manual: Items that require manual input.
- ·Auto: Items whose content are entered automatically.
- ·Checkbox: Check box format item.
- •Button: Radio button format item.
- •List: List box format item.

#### **5** Restriction

• The restrictions for the item(Limitation on number of characters, etc.)

# 4. Construction file management Function • operation method

This chapter explains each console function used in construction file management.

## 4.1. File control master

This section describes the operation in file control master console

#### 4.1.1. Interface information

(1) Initial synchronization of construction file management function and Git is performed in "interface information" submenu.

	tro File control management User name (System Administrator) Login ID [administrator] Change password Logout
≡ Menu	
Main menu	Description
Interface information	Display filter $\triangle$ Close
Directory master	Discard Item No. Remote repository URL Branc Last update date/time Last updated by
File master	Exclude discarded records V V Search from pulldown V Search from pulldown V Search from Pulldown
File list	
File link list (Ansible)	
File link list (DSC)	
File link list (OpenStack)	Filter         Clear filter           Image: Auto-filter         Image: Auto-filter
	List $ riangle Close$

Figure 4.1-1 submenu screen (Interface information)

(2) The item list of "interface information" screen is as below.
 Please register each information and perform initial synchronization with Git.

Please do not perform any other operations during the initial synchronization.

 $\%_1$  Please update the already registered empty data while initial registration.  $\%_2$  Please set "remote repository URL" and "Clone repository" to the value of the argument which

is passed to the clone command of Git as the following example command.

Item	Description	Input	Input	Restrictions
		Required	Туре	
Remote	Please enter a Git remote repository which allows	0	Manual	
repository	Push.			
	(Example)			
	ssh://root@192.168.1.1/dir1/dir2/main.git			
Clone repository	Please enter the path of local directory that the user	0	Manual	
	wants to create the clone repository.			
	If the entered directory does not exist, the directory			
	will be created.			
	%Since differential synchronization is not allowed,			
	the repository in use can't be specified. In the case			
	of specifying a exist directory, the directory is			
	required to be empty.			
Password	Please enter the password that is required when	0	Manual	
	prompted according to the protocol specified in the			
	"Remote repository URL".			
	If ssh password is needed on the remote repository			
	side, please enter the password.			
Initial	Press the button and start initial synchronization with	Optional	Manual	Required for the first
synchronization	Git.			time only
Remarks	Free description field	Optional	Manual	Maximum length
				4000bytes

 Table 4.1-1 Register screen item list (Interface information)

#### 4.1.2. Directory master

(1) Created the directory for construction file management in "Directory master".

Exast IT Automa	<b>File control mana</b>	gement		User name [System Administrator] Login ID [administrator] Change password Logout
≡ Menu				
Main menu	Description			⊽Open
Interface information	Display filter			∆Close
Directory master	Discard Dire	ectory ID Directory	Rights Last update dat	e/time Last updated by
File master	Exclude discarded records V		▼ Search from	Search from pulldown
File list				
File link list (Ansible)				
File link list (DSC)	<			>
File link list (OpenStack)	Filter	Clear filter		
	List/Update			⊽Open
	Register			⊽Open
	Download all and edit file uploads			⊽Open
Contact administrator				

Figure 4.1-2 Submenu screen (directory master)

(2) Click the "Register" - "Start Registration" button to register the operation information.

Register							∆Close
Directory ID	Parent directory*	Directory*	Rights*	Group*	User*	Purpo	ose
Auto-input	•						
<							>
< *is a required	d item.						
Bac	ck	Register					

Figure 4.1-3 Registration screen (directory master)

(3) The item list of "Directory master" screen is as below.

		Table 4.1-2 Item list of Registration screen (directory master)						
Item	Description	Input	Input	Restrictions				
		Required	Туре					
Parent	Registered directory will be displayed.	0	List					
directory	To use the registered directory as parent							
	directory, please select the target directory.							
Directory	Please enter desired directory name.	0	Manual					
	※1 Characters as <sup>[</sup> !"#\$%&'  `;:*<>?¥」,「.」,「」							
	can't be used in directory names							
	%2 "/" can't be used at the beginning or end.							
Rights	Please enter the permission of the creating	0	Manual					
	directory with three digits from 0 to 7							
Group	Enter the group of the creating directory in	0	Manual					
	half-width alphanumeric characters.							
	st If the entered group does not exist in the							
	server, it will be managed as the "root" group.							
User	Enter the owner of the creating directory in	0	Manual					
	half-width alphanumeric characters.							
	% If the entered owner does not exist in the							
	server, it will be managed as "root".							
Purpose	Please enter the column if there is description	Optional	Manual					
	of usage.							
Remarks	Free description field	Optional	Manual	Maximum length				
				4000 bytes				

#### Table 4.1-2 Item list of Registration screen (directory master)

- (4) The specifications of update/discard are as below.
  - ① In the case of update/discard, if there is any file under the directory in check-in/check-out request, the update/discard can't be performed (validation error).
  - ② If the initial synchronization with Git has already done, updating/discarding the data in directory master menu that is also on Git, the data on Git will also be updated/deleted. In the case of register/restore, no operation will be performed on Git.
  - ③ In the case of discard, the subdirectories in directory, the file in "File master", the file data in "Browse" and "File list" menu will all be discarded also.

#### 4.1.3 File master

(1) Register the manage target file in "File master".

Exast IT Automa	File control	management				e [System Administrator] Login ID [administrator] rord Logout
<b>∃ Menu</b> Main menu	Description					⊽Open
Interface information	Display filter					∆Close
Directory master	Discard	File ID	File	Way to check in	Rights	Group
File master	Exclude discarded records V	<ul> <li>✓ Search from pulldown</li> </ul>	▼ Search from pulldown	▼ Search from pulldown	▼ Search from pulldown	▼ Search from pulldow
File list						
File link list (Ansible)						
File link list (DSC)	<					>
File link list (OpenStack)	Filter	Clear filter				
	List/Update					⊽Open
Contact administrator						

Figure 4.1-4 Submenu screen (File master)

(2) Click the "Register" - "Start Registration" button to register the operation information.

Register					△Close
File ID Directory	File *	Way to check in *	Rights*	Group*	Us
*is a required item.					>
Back	Register				

#### Figure 4.1-5 Registration screen (File master)

(3) The item list of the file master screen is as below.

Table 4.1-3 Register screen item list (File master)						
Item	Description	Input required	Input type	Restrictions		
Directory	Please select the directory to manage.	0	List			
File	Please enter the file name to manage. ※1 Characters as 「!"#\$%&' `;:*<>?¥」、「.」、 「」 can't be used in directory names.	0	Manual			
Way to check in	<ul> <li>Please select according to the operation needs.</li> <li>Check in after administrator approval Process the check-in request manually.</li> <li>Auto-check in Process the check-in request automatically.</li> </ul>	0	List			
Rights	Please enter the permission of the managing file with three digits from 0 to 7.	0	Manual			
Group	Enter the group of the managing file in half- width alphanumeric characters. ※ If the entered group does not exist in the server, the item will be managed as in the "root" group.	0	Manual			
User	Enter the owner of the creating directory in half-width alphanumeric characters.	0	Manual			
Purpose	Please enter the column if there is description of usage.	Optional	Manual			
Remarks	Free comment section.	Optional	Manual	Maximum length 4000 bytes		

## Table 4 1-3 Register screen item list (File master)

- (4) The specification of update/discard is as below
  - (1) In the case of update/discard, if there is any file in check-in/check-out request, the update/discard can't be performed (validation error).
  - (2) If the initial synchronization with Git has done, updating/discarding the data on directory master that is also on Git, the data on Git will also be update/deleted. In the case of register/restore, no operation will be performed on Git.
  - (3) In the case of discard, the file data in "Browse" and "File list" menu will all be discarded also.

#### 4.1.4 File list

(1) The whole file managed in construction file management function is displayed in "file list". Also, the files displayed in filter results can all be downloaded at once.

	File control	management				User name [System Administrator] Login ID [administrator]		
IT Automa	ation				Change password	Logout		
∃ Menu								
Main menu	Description					⊽Open		
Interface information	Display filter					△Close		
Directory master	Discard	Request No.	Full path	File name	Date	Name		
File master	Exclude discarded records $\checkmark$	▼ Search from pulldown	▼ Search from pulldown	▼ Search from pulldown	~	▼ Search from		
File list								
File link list (Ansible)								
File link list (DSC)	<					>		
File link list (OpenStack)	Filter	Clear filter						
File link list (Openstack)	Auto-filter							
	List					⊽Open		
	Download all					⊽Open		
Contact administrator								

Figure 4.1-6 Registration screen (file list)

① On opening the menu, the "latest flag" will be checked automatically and all newest file will be displayed with filter

Please press the "Download all" button on the bottom of the screen to download all files. The file is downloaded in zip format.

 $\%_1$  The "newest" flag is attached to the newest file among the files that have completed check-in  $\%_2$  The name of the zip file is "material YYYYMMDDHHMMSS.zip"

∃ Menu	Filter	Clear filter			
Main menu	Auto-filter				
Interface information					
Directory master	List				∆Close
File master	Request No.   Full path   Full path   Full path   Full path   Full path   Full path  Fu		Revision ⇔ 94b3411c8ff7d9432af9ec382681a1d6f8f	Last update date/time⇔	Last updated by⊖ Initial synchronization procedure
File list			94b3411c8ff7d9432af9ec382681a1d6f8f		Initial synchronization procedure
File link list (Ansible)	Filter result count: 2				4
File link list (DSC)	Output Excel				
File link list (OpenStack)	Bulk download of files				
	Download all				⊽Open
Contact administrator					
		•			
Do you want to open or	save material_20200214083821.	<b>zip</b> (210 bytes) from <b>exastro</b>	-it-automation?	Open	Save ▼ Cancel ×



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	Excel出	ti da la companya da										
	資材一括ダウ:	20-15										
		— \										
	全件ダウンロート	r .										▽開く
管理者に連絡												
Do you want to op	en or save mate	erial_202002140	84046.zip (116	bytes) from	exastro-it-auto	mation?			Open	Save	▼ Canc	el ×
		-										

② Filter by any information and download only necessary files at once is possible.

Figure 4.1-8 "Bulk download" screen ② (File list)

③ If the same material is displayed multiple times in the result of the filtered display, only the latest data of the file is downloaded.

Interface information	Display filter						2	∆Close
Directory master	Full path	File name	Date	Name	Revision	Latest flag	Remarks	La:
File master	' Search from pulldown	{Blank} test1.tmp	~	▼ Search from pulldown	▼ Search from pulldown	<pre>{Blank}</pre>	▼ Search from pulldown	
File list		test2.tmp				•		_
File link list (Ansible)								
File link list (DSC)	Filter		Clear filter					
File link list (OpenStack)	Auto-filter							
	List						2	∆Close
	Request No.⇔ Full	. path⇔ File name	Date⇔ Name⇔	Re	vision⇔	Latest flag⇔	Remarks 🖨	
	-1 /test		2020/02/13 2020/02/14 System Adminis		af9ec382681a1d6f8f5b92		egister with initial syr	ichroni
	<		2020, 02, 11 3,550m (Mm2112)					>
	Filter result count: 2							
	Output Excel					/		
	Bulk download of	files						
Contact administrator								- 1
					•			
Do you want to open or	save material_20200	214090724.zip (2	53 bytes) from <b>exastro</b> -	it-automation?		Open 9	Save 🔻 Cance	el X

Figure 4.1-9 "Bulk download" screen ③ (File list)

#### 4.1.5 File link list (Ansible)

(1) Register the link between the file registered in construction file management and the file used in Ansible-driver console in "File link list (Ansible)" menu.

The link destination menus are as below.

- Ansible Common contents list
- Ansible Common template list
- Ansible-Legacy Playbook files
- Ansible-Pioneer Dialog files
- Ansible-LegacyRole Role package list

The registered file will automatically reflected each time when construction file management is updated.

To use this function, Ansible-driver is required to be installed in ITA.

For details of this function, please refer to chapter 5.

Exastro IT Automation	File control ma	anagement			Ch	User name [System Administrator] Login ID [administrator] ange password Logout
≡ Menu						
Main menu	Description					⊽Open
Interface information	Display filter					∆Close
Directory master	Discard	Item No.	File name in link destination	File na	Last update date/time	Last updated by
File master	Exclude discarded records 🗸	~			~	
File list		<ul> <li>Search from pulldown</li> </ul>	<ul> <li>Search from pulldown</li> </ul>	<ul> <li>Search from</li> </ul>		▼ Search from pulldown
File link list (Ansible)						-
File link list (Terraform)	4					•
	Filter	Clear filter				
	Auto-filter					
	List/Update					⊽Open
	Register					⊽Open
	Download all and edit file u	ıploads				⊽Open
	Trace history					⊽Open
Contact administrator						

Figure 4.1-10 Submenu screen (File link list (Ansible))

(2) Click the "Register" - "Start Registration" button to register the operation information.

Register									∆Close
Item No. File name in link destination*		File name*	Revision	Ansibl	eCommon	Ansible-Legacy	Ansible-Pioneer		Ansib
2008 100									
Auto-input		•	Select a file name	•	•	•	•	•	•
<									
≪*is a req	uired item.								
	Back Reg	ister							

Figure 4.1-11 Registration screen (File link list (Ansible))

(3) The item list of "File link list (Ansible)" screen is as below.

	Table 4.1-4 Register screen item list(File link list(Ansible))							
l	ltem	Description	Input Required	Input Type	Restriction			
File name i	in link	Enter the file name registered in the link	0	Manual				
destination		destination.						
		If the file name entered does not exist in						
		the link destination, it will be newly						
		registered.						
File name		Please select the target file to link with.	0	List				
Revision		Select the revision number you want to	Optional	List				
		specify. If no selection is made, the latest						
		revision is automatically specified.						
		st If a revision is specified, automatic						
		update will not be performed.						
Ansible	Template list	Select "•" when linking to the "Template	Ж₁	List	Ж₁			
Common		list" menu.			Please select only			
		※ Please Enter "TPF_" at the beginning			one link destination.			
		and enter alphanumeric characters in the			₩2			
		following in "File name in link destination"			Ansible-Pioneer			
		column when selecting this option."			Required when			
	File list	Select "•" when linking to the "File list"	₩1	List	linking to Ansible			
		menu.			Pioneer "Dialog file			
		※ Enter "CPF_" at the beginning and enter			materials" menu.			
		alphanumeric characters in the following in						
		"File name in link destination" column when						
		selecting this option.						
Ansible-	Playbook	Select "•" when linking to the "Playbook	₩1	List				
Legacy	files	file" menu.						
Ansible-	OS type	Please select the OS type of link	₩2	List				
Pionner		destination file when linking to the "Dialog						
		file materials" menu.						
	Dialog file	Select "●" when linking to the "Dialog file	₩1	List				
	materials	materials" menu.						
Ansible-	Ansible-	Select "•" when linking to the "Role	₩1	List				
Legacy	Role Role	package file" menu.						
Role	package file	℁If the linked file is not the specified zip						
		file, the registration data will be discarded						
		and an error message will be displayed in						
		the remarks column.						
Remarks		Free description field	Optional	Manual	Maximum length			
					4000 bytes			

### Table 4.1-4 Register screen item list(File link list(Ansible))

#### 4.1.6 File link list(Terraform)

(1) Register the link between the file registered in construction file management and the file used in Terraform-driver console in "File link list (Terraform)" menu.

The link destination menu is as below

- Terraform Module files
- · Terraform Policies list

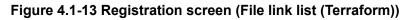
The registered file will automatically reflected when construction file management is updated. To use this function, Terraform-driver is required to be installed in ITA. For details of this function, please refer to chapter 5.

Exastre	File control ma	anagement			Ch	User name [System Administrator] Login ID [administrator] ange password Logout
⊒ Menu	Description					
Main menu	Description Display filter					⊘Open △Close
Interface information Directory master						
File master	Discard	Item No.	File name in link destination	File name	Last update date/time	Last updated by
File list		▼ Search from pulidown	▼ Search from pulldown	▼ Search from pulldown		▼ Search from pulldown
File link list (Ansible)						
File link list (Terraform)	4					•
	Filter	Clear filter				
	List/Update					⊽Open
	Register					⊽Open
	Download all and edit file u	uploads				⊽Open
	Trace history					⊽Open
Contact administrator						

Figure 4.1-12 Submenu screen (File link list (Terraform))

(2) Click the "Register" – "Start Registration" button to register the operation information.

Register							∆Close
Item No. File name in link de	stination* File name*	Revision	Terr Mocule file	aform Policy file	Access personance Access personance Access personance access and the Access personance Access personance Access	Last update date/time	Last updated by
Auto-input	×	Select a file name	•				Auto-input
**is a required item.							Table setting
Back	Register						



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(3) The item list of "File link list (Terraform)" screen is as below.

	Table	4.1-5 Register screen item list (File lir	· · ·		
l	tem	Description	Input	Input	Restriction
			required	type	
File name in link		Enter the file name registered in the link	0	Manual	
destination		destination.			
		If the file name entered does not exist in the			
		link destination, it will be newly registered.			
File name		Please select the target file to link with.	0	List	
Revision		Select the revision number you want to	Optional	List	
		specify. If no selection is made, the latest			
		revision is automatically specified.			
		℁If a revision is specified, automatic			
		updating will not be performed.			
Terraform	Module files	Select "•" when linking to the "Module files"	*	List	*
		menu.			Please select
	Policy files	Select "•" when linking to the "Policies list"	*	List	only one link
		menu.			destination.
Remarks		Free comment section	Optional	Manual	Maximum length
					4000 bytes

#### Table 4.1-5 Register screen item list (File link list (Terraform))

## 4.2 File control check-in/check-out console

This section describes the operations in file control check-in/check-out console

#### 4.2.1. Browse

(1) The reference of the check-in/check-out data of the whole file processed in construction file management file is displayed in "browse". Since this menu is for reference display, data update can't be performed in this menu.

	File control check-in/check-out	User name [System Administrator] Login ID [administrator] Change password Logout
∃ Menu	Description	
Main menu	Description	⊽Open
Browse	Display filter	∆Close
Check-out request	Discard Request No. Status Target	
Check out	Exclude discarded records V ~ .	Date Name
Check-in request	▼ Search from pulldown ▼ Search from pulldown	▼ Search from
Check in		
Cancel		
	Filter Clear filter	
	Auto-filter	
	List	⊽Open
Contact administrator	Download all	⊽Onen

Figure 4.21 submenu screen (browse)

(2) The management status is displayed in "list".
 Information such as file status, the user who checked-out the file and the scheduled check-in date of revision or checked-out file are displayed.
 Please refer to 2.2 "Construction file management status list" for details of status.

#### 4.2.2. Check-out request

Exast IT Automa	File control	check-in/chec	k-out		User i Change p	name [System Administrator] Login ID [administrator] assword Logout
∃ Menu						
Main menu	Description					⊽Open
Browse	Display filter					∆Close
Check-out request	Discard	Request No.	Status	Target File na	Last update date/time	Last updated by
Check out	Exclude discarded records V	~			~	
Check-in request		<ul> <li>Search from pulldown</li> </ul>	▼ Search from pulldown	▼ Search from		▼ Search from pulldown
Check in						
Cancel	<					>
	Filter	Clear filter				
	Auto-filter					
	List/Update					⊽Open
Contact administrator	Renister					⊽Onen

(1) The Check-out request is performed in "Check-out request" menu.

Figure 4.2-2 Submenu screen (Check-out request)

(2) Click the "Register" - "Start Registration" button to register the operation information.

Register					△Close
Request No.	Status*	Target File name*	Date	Check-out request Name	
Auto-input	Check out requested *			Automatically entered at the time of the check-out request	
<	red item.				
В	lack Register				

Figure 4.2-3 Registration screen (Check-out request)

If the update content has been confirmed, please also enter the "change summary" and "Scheduled date for check-in".

X The register status will become "Check out requested (duplicate)" if the request target file is already checked-out. The target file will check-out automatically after it is checked-in.

(3) The item list of Check-out request screen is as below

Item		Description	Input	Input	Restriction
			required	type	
Status		Select the processing status of the file.	0	List	
		Please select "Check out requested" when			
		registering.			
Target	File name	Please select the check-out request target file	0	List	
Check-	Date	Automatically entered when the "Register"	-	Auto	
out		button is pressed.			
request	Name	Automatically entered when the "Register"	_	Auto	
		button is pressed.			
	Change	Please the summary of change	Optional	Manual	
	summary				
	Scheduled	Please enter the scheduled check-in date	Optional	Manual	
	date for				
	check-in				
Remarks	;	Free description field	Optional	Manual	Maximum length
					4000 bytes

Table 4.2-1 Register screen item list (	Check-out request)
---	--------------------

## 4.2.3. Check-out

(1) The data in check-out request is displayed in "Check-out" menu.

	Trease File control check-in/check-out	User name [System Administrator] Login ID [administrator] Change password Logout
≡ Menu		
Main menu	Description	⊽Open
Browse	Display filter	∆Close
Check-out request	Discard Request No. Status	Last update date/time Last updated by
Check out	Exclude discarded records v	~
Check-in request	▼ Search from pulldown ▼ Search from pulldown ▼ Se	▼ Search from pulldown
Check in		
Cancel	4	
	Filter Clear filter	
	Auto-filter	
	List	⊽Open
	Download all and edit file uploads	⊽Open
	Trace history	⊽Open
Contact administrator		

#### Figure 4.2-4 submenu screen (check-out)

The data registered in the check-out request is automatically checked-out, so no operation is required in this menu.

※ It cost maximum 10 seconds for the status to become "Checking out".

#### 4.2.4 Check-in request

(1) The data in checking-out status will be displayed in "Check-in request" menu. The file operator please update the displayed data and request for check-in.

XIf the DIFF file is not registered, the DIFF file will be generated automatically.

For the automatic generation of DIFF file, please refer to <u>4.2.7Automatic difference extraction</u> <u>function</u>.

	😯 File cor	ntrol check-ir	n/check-out		User n	ame [System Administrator] Login ID [administrator]
IT Automat	tion				<mark>Change p</mark> i	assword Logout
≡ Menu						
Main menu	Description					⊽Open
Browse	Display filter					∆Close
Check-out request	Chec	ck-in information		Remarks	Last update date/time	Last updated by
Check out	Date	Name	Revision		~	
Check-in request		▼ Search from pulldown	▼ Search from pulldown	▼ Search from pulldown		▼ Search from pulidown
Check in						
Cancel	4				_	
	Filter	Clea	ar filter			Table setting
	Auto-filter					
	List					⊘Open
	Download all					⊽Open
	Trace history					⊽Open
Contact administrator						Þ

Figure 4.2-5 submenu screen (Check-in request)

#### (2) The item list of the Check-in request screen is as below

Table 4.2-2 Register screen item list	(Check-in request)
---------------------------------------	--------------------

Item		Description	Input	Input	Restriction
			required	type	
Status		Select the processing status of the file. Please	0	List	
		select "Check in requested" when registering.			
Target	File name	The file in "checking out" status will be	-	_	
		displayed.			
Check-in	Date	Automatically entered when the "Register"	_	Auto	
request		button is pressed.			
	Name	Automatically entered when the "Register"	-	Auto	
		button is pressed.			
	File	Please upload the file to be checked-in.	0	Manual	
	DIFF(txt)	Please upload if there is a DIFF file for the	Optional	Manual	
		target file.			
	Test item	Please upload if there is a test item file for the	Optional	Manual	
	list (xlsx)	target file.			
	Evidence	Please upload if there are other evidence files.	Optional	Manual	
	(zip)				
Remarks		Free description field.	Optional	Manual	Maximum size
					4000 bytes

#### 4.2.5 Check-in

- (1) The data in checking-in request will be displayed in "Check-in" menu
- Administrator please update the displayed data and approve / reject check-in of the request target file.

XIf "automatic check-in" is selected in the file master menu, operation are not required in this menu.

Exasti IT Automat	File control	check-in/check-	out			em Administrator] ID [administrator] Logout
∃ Menu						
Main menu	Description					⊽Open
Browse	Display filter					∆Close
Check-out request				Target		
	Discard					
Check out	Exclude discarded records 🔻	~			~	
Check-in request		<ul> <li>Search from pulldown</li> </ul>	<ul> <li>Search from pulldown</li> </ul>	▼ Search from pulldown		▼ Se
Check in						
Cancel	•					Þ
	Filter	Clear filter				
	Auto-filter					
	List					⊽Open
	Download all and edit file u	ıploads				⊽Open
	Trace history					⊽Open
Contact administrator						

Figure 4.2-6 submenu screen (check-in)

(2) The item list of check-in screen is as below.

Item		Description	Input	Input	Restriction
			required	type	
Status		Select the process status of file.	0	List	
		Select "Checking in" for approving the			
		request. Select "Return (check-in request)" for			
		rejecting the request.			
Target	File	The file in "check-in request" status will be	_	-	
		displayed			
Check-in	Date	Automatically entered when the "Register"	_	Auto	
information		button is pressed.			
	Name	Automatically entered when the "Register"	—	Auto	
		button is pressed.			
	Revision	Please enter the revision number in the case	0	Manual	
		of manual version control.			
		XEven if revision number is entered, it will be			
		overwritten and updated automatically when			
		linked with Git			
Remarks		Free description field	Optional	Manual	Maximum length
					4000 bytes

#### 4.2.6 Cancel

(1) The file data in the following status will be displayed in the "cancel" menu. In the case of canceling registered data, please update the target data and register for cancellation.

%The following 7 status can be cancelled

- Check out requested
- Check out requested (duplicate)
- Checking out
- Check in requested
- Checking in
- Return (check-out request)
- Return (check-in request)

Exasti	🖸 File control o	check-in/check-o	out		User name [Syste Login I	m Administrator] D [administrator]
IT Automat	tion				Change password	Logout
≡ Menu						
Main menu	Description					⊽Open
Browse	Display filter					∆Close
Check-out request	Discard	Request No.				
Check out				File name	Date	
	Exclude discarded records 🔻	~			~	
Check-in request		<ul> <li>Search from pulldown</li> </ul>	<ul> <li>Search from pulldown</li> </ul>	<ul> <li>Search from pulldown</li> </ul>		▼ Se
Check in						
Cancel	4					
	Filter	Clear filter				Table setting
	🗹 Auto-filter					
	List					⊽Open
	Download all and edit file u	ploads				⊽Open
	Trace history					⊽Open
Contact administrator						

Figure 4.2-7 submenu screen (cancel)

(2) The item list of cancel screen is as below.

Item		Description	Input	Input	Restriction
		required	type		
Status		Select the processing status of file. Please	0	List	
		select "cancel" when requesting.			
Target	File name	The target file is displayed.	_	Auto	
Remarks		Free description field.	Optional	Manual	Maximum length
					4000 bytes

#### Table 4.2-4 screen item list (cancel)

#### 4.2.7 Automatic difference extraction function

The following is the description of the DIFF file that is automatically generated during the check-in request.

■ DIFF file automatic generation

In the following cases, the DIFF file will be generated automatically

·DIFF file was not uploaded during the check-in request

•The target file type is "text" type.

XIt takes maximum 10 seconds for the DIFF file to be generated automatically.

XIf the character encoding of the file is other than UTF-8, the DIFF file may not be able to generate automatically.

■ How to read DIFF file (example)

ファイル(F) 編集(E) 装換(C) 装集(S) ツール(T) 設定(O) ウィンドウ(W) ヘルプ(H) 「 ② マ 日 日							
1 sample 2 sample 3				•	¥	sample↓ pleple↓ pleple <b>[EOF]</b>	
File before update			File	e after update			
			¥	:Cha	nged line		
			>	: Add	ed line		

Figure 4.2-8 DIFF file sample

# 5. Material Linkage function

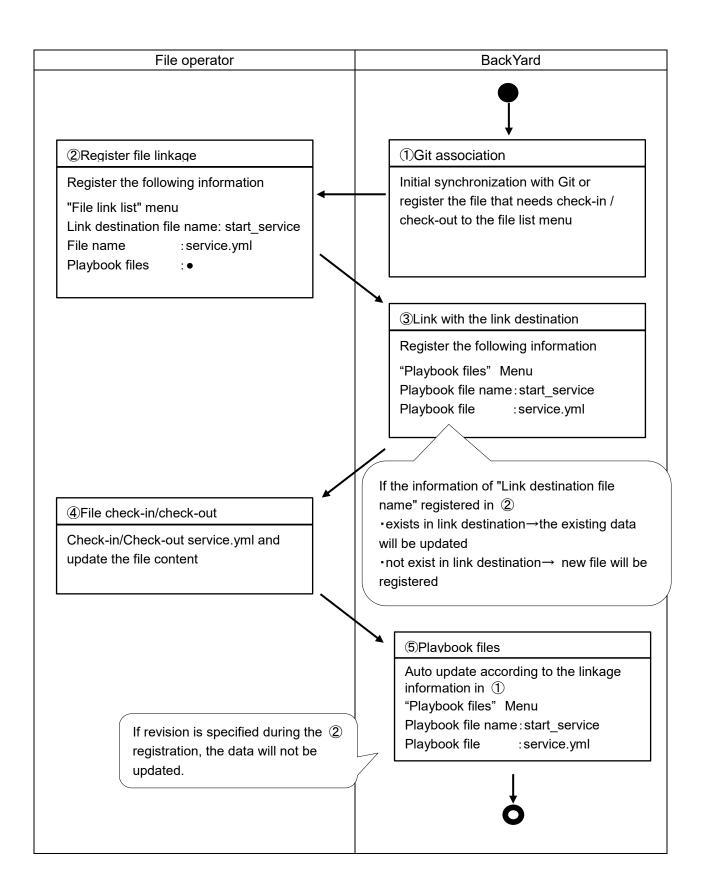
The following is the description of the Material Linkage function.

## 5.1 What is Material Linkage function

Material linkage function is a function that automatically links the file managed in construction file management function with file upload items in various menus of ITA.

## 5.2 Image of Material Linkage function

The following figure takes registering link to the Ansible driver - playbook list console as an example.



# 6. Application operation

The operation to utilizing this function is not only inputs by user usage from the browser screen of client PC but also operations according to system operation and maintenance. The available operation and maintenance are as follows.

- Maintenance
- Change log level

## 6.1 Maintenance

The required files for construction file management function process to start/stop/restart are as below

Description	Target file name		
Automatic check-in / check-out function.	ky_material_management.service		
Check-in / check-out file and associate with Git according to the data registered			
in file management function.			
Material linkage function (Ansible)	ky_material_linkage_ansible.service		
Automatically associate the file managed in file management menu with			
Ansible-driver menu			
Material linkage function (Terraform)	ky_material_linkage_terraform.service		
Automatically associate the file managed in file management menu with			
Terraform-driver menu			

The target file is stored in "/usr/lib/systemd/system" The method to start/stop/restart the process are as follows. Please execute the commands with root privilege.

① Start process

# systemctl start ky\_material\_management.service +

Stop process

# systemctl stop ky\_material\_management.service ←

③ Restart process

# systemctl restart ky\_material\_management.service ←

Please substitute the target file name to start / stop / restart the process.

## 6.2 Change log level

① Change to NORMAL level

Rewrite the 8<sup>th</sup> line of the following file from "DEBUG" to "NORMAL". Log level setting file: <u><insallation directory>/ita-root/confs/backyardconfs/ita\_env</u>

- ② Change to DEBUG level
- ③ Rewrite the 8<sup>th</sup> line of the following file from "NORMAL" to "DEBUG". Log level setting file: <installation directory>/ita-root/confs/backyardconfs/ita\_env

After rewriting the file, the change takes effect after restarting the process.

Please refer to "6.1 Maintenance" for restart. Log file output destination: <a href="mailto:similto:si