

ARCHER USER GUIDE

USER GUIDE

Security Services and Products

CSRM

VERSION CONTROL

Date	Version	Description	Contributors
Jun. 8, 2021	1.0	Original document	Archer Team
Mar. 6, 2025	2.0	<ul style="list-style-type: none">• Updated with AI Record registration process.• Updated processes and screenshots to match current Archer implementation.	Teresa Hussein
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PURPOSE

The purpose of this Archer user guide is to provide guidance and instructions on how to add, modify, retire, search, and report on applications and artificial intelligence records using Archer.

Definitions and processes found in this training guide are for purposes of use in Archer only and do not modify definitions or processes in any master services agreement (MSA).

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

DOCUMENT LOCATIONS

This user guide is available on [Virginia IT Agency \(VITA\) Connections](#) and the [VITA Customer Care Center \(VCCC\) Knowledgebase](#).

WHAT IS ARCHER?

Archer is the Commonwealth of Virginia (COV) governance, risk, and compliance (GRC) management tool. This tool gathers data from Ardoq and Keystone Edge configuration management database (CMDB).

Information currently maintained in Archer will be imported into Ardoq. Ardoq will be the system of record. The primary change is that data for applications, data stores, and some contacts that were previously sourced in Archer will now be sourced in Ardoq. An integration will move the source Ardoq data into Archer to prevent double entry. The integration will go into production for an agency after the Ardoq onboarding training is complete, and the agency and Virginia IT agency (VITA) agree that the agency data in Ardoq is complete and accurate. Once the integration is turned on, if the data field is sourced from Ardoq, and will be read-only in Archer.

WHO NEEDS TO USE ARCHER?

There are four groups of users that will use Archer:

1. **Agency IT resource (AITR):** The AITR will use the tool to:
 - Enter new applications.
 - Modify existing applications.
 - Retire existing applications.
 - Certify agency application information.
 - Search for specific information.
 - Create reports on information associated with the agency portfolio.
2. **Information security officer (ISO):** The ISO will use the tool to:
 - Update existing applications.
 - Add and update Business Processes.
 - Add and update datasets.

- Add and update devices.
 - Search for specific information
 - Create reports on information associated with the agency portfolio.
3. **Agency auditors** will have read-only access to apps, business procedures, data, devices, and reports.
 4. **Commonwealth security and risk Management (CSRM):** Will use the tool to gather information to provide ISO services.

ARCHER OVERVIEW

Currently, information is maintained (added, updated) in Archer. In the future, most information will be maintained in Ardoq.

DEFINITIONS

Application

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

Please enter in Archer all applications that:

1. Are owned or licensed by the agency
2. Are deployed on server type platforms (see exclusion below)
3. Are desktop applications that automate a substantial or mission critical part of an agency business process (core business or back-office)
4. Any hosted application that your agency uses. A hosted application could belong to another state agency, locality, federal government, organization or private company. For instance:
 - If your agency uses CARDINAL (an application owned by the Department of Accounts), you should include it in your application inventory (even though your agency is not the system owner or administrator of the application). Also include any other applications that your agency uses that are hosted at other agencies or organizations.
 - If your agency uses a cloud provider to provide a service, you should also include that as an application in your inventory.

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

Please do **not** include:

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

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

Device

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

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

Business processes

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

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

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

Dataset name

A data set can be associated to a supporting application within Archer. A data set describes and classifies the data within an application. A data set can also be referred to as a data asset or information. Within Archer, it is referred to as information.

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

ACCESSING ARCHER

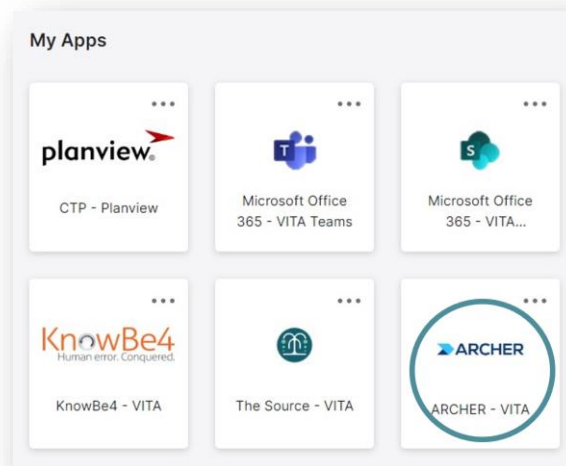
Request access

To request access to Archer, email commonwealthsecurity@vita.virginia.gov.

For access or processing issues in Archer, email commonwealthsecurity@vita.virginia.gov.

Log in to Archer

1. Log in to [Okta](#).
Requires network or virtual private network (VPN) connection.
2. On the My Apps page, locate the Archer tile.

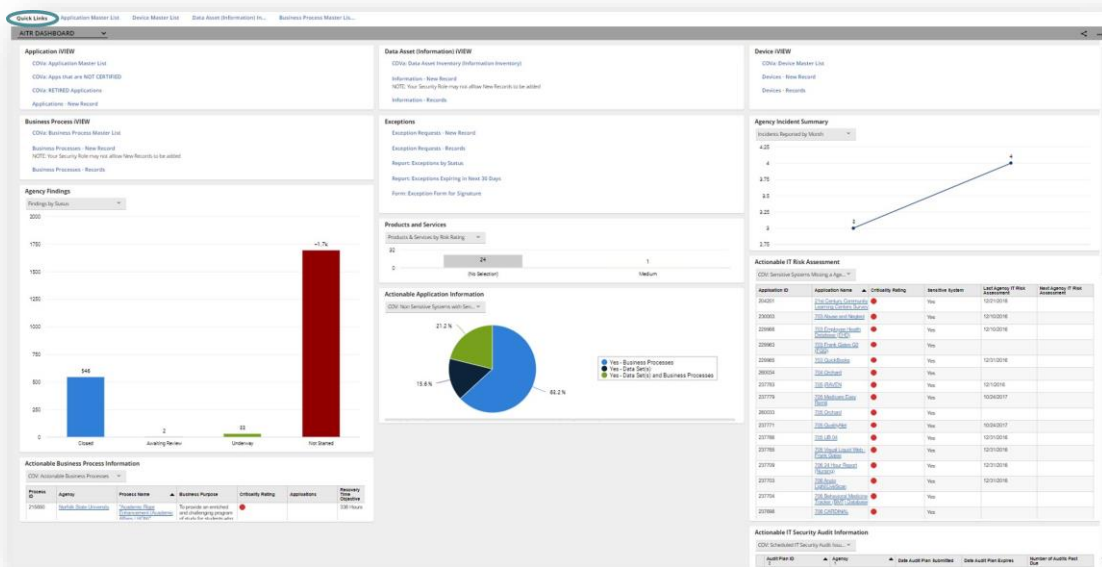


3. **Click** on the Archer tile.
Archer opens in a new browser window.

AITR dashboard

The AITR dashboard has been designed to include the functions and reports that an AITR or ISO will most frequently need to use. See the screenshot of an example AITR Dashboard below.

The Quick Links section (link on the upper left) in the workspace allows the user to quickly choose certain reports or functions without having to navigate through the dashboards or solution menus.



View the AITR dashboard

When a workspace is selected in Archer, you will see a menu type listing of the various dashboards, quick links, and solutions that are available.

The dashboard section in the workspace allows you to view the various dashboards that have been made available. You may find working with a dashboard easier than working through a menu.

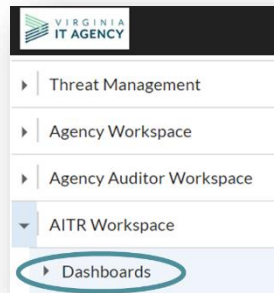
To view the AITR Dashboard:

1. Log in to Archer.
 - Log in to [Okta](#).
 - In Okta, locate the **Archer** tile.
 - Click on the Archer tile. Archer opens in a new browser window

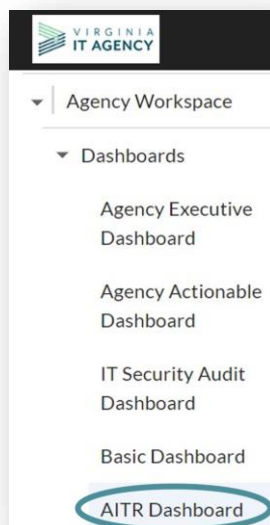
2. In the horizontal navigation on the left, click on the arrow next to **AITR Workspace** to expand it.



3. Click on **Dashboards**.



4. Click on **AITR Dashboard**.



Archer displays the AITR on the main screen (on the right).

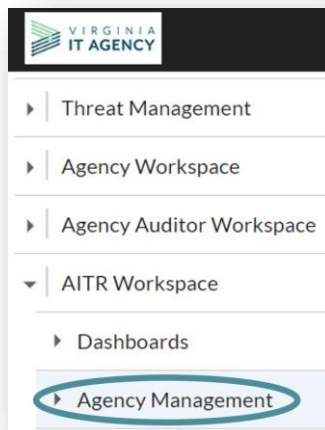
View list of Agency Applications

To access the Applications page, which lists the agency's applications:

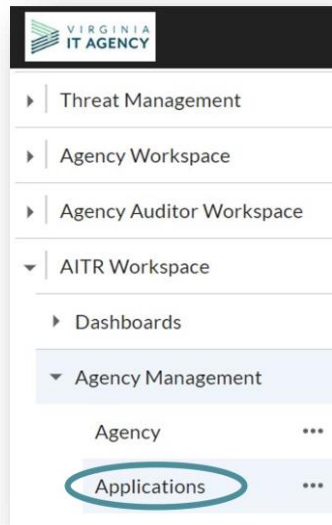
1. Log in to Archer.
 - Log in to [Okta](#).
 - In Okta, locate the Nucleus tile.
 - Click on the **Archer** tile. Archer opens in a new browser window.
2. In the horizontal navigation on the left, click the arrow next to AITR Workspace.



3. Click on **Agency Management**. The submenus will display.



4. Click on **Applications**.



Archer displays the applications on the main screen (on the right). By default, the application page loads with all applications displayed.

Browse applications

In this area you may select a specific application for viewing or editing. By default, the application page loads with your agency's applications displayed.

Application ID	Application Name	Agency	Criticality Rating	Sensitive System	Status
210488	CD-0655 Certified Fertilizer Application	Virginia Department of Agriculture and Consumer Services	Not Rated	No	In production - with little or no changes
204183	PS MVA License Suite (Retired)	Department of Criminal Justice Services	Not Rated	No	In production - with little or no changes
204201	21st Century Community Learning Centers Suite	Department of Education	●	Yes	In production - with little or no changes
237805	248-DCI - Primary Domain Controller	Southern Virginia Higher Education Center	●	No	In production - with major business/system changes
237804	248-DCI - Domain Controller	Southern Virginia Higher Education Center	●	No	In production - with major business/system changes
237994	3M Core Groupware Software Tool (COFS, no audit required)	Department of Medical Assistance Services	●	No	In production - with little or no changes
230003	703 Abuse and Neglect	Department of Behavioral Health and Development Services	●	Yes	In production - with little or no changes
239968	703 Employee Health Database (EHD)	Department of Behavioral Health and Development Services	●	Yes	In production - with little or no changes
229963	703 Frank Gates QR (FSG)	Department of Behavioral Health and Development Services	●	Yes	In production - with little or no changes
238027	703 Memorial Park Data Storage (MSPG)	Department of Behavioral Health and Development Services	●	No	In production - with frequent business changes
229965	703 QuisDosis	Department of Behavioral Health and Development Services	●	Yes	In production - with little or no changes
237991	704 Intranet	Department of Behavioral Health and Development Services	●	No	In production - with little or no changes
260034	704 Orchard	Department of Behavioral Health and Development Services	●	Yes	In production - with frequent business changes
237723	705 (BAYE)	Department of Behavioral Health and Development Services	●	Yes	In production - with little or no changes
237779	705 Medicare Early Remit	Department of Behavioral Health and Development Services	●	Yes	In production - with little or no changes
260033	705 Orchard	Department of Behavioral Health and Development Services	●	Yes	In production - with frequent business changes
237771	705 QuisDosis	Department of Behavioral Health and Development Services	●	Yes	In production - with little or no changes
237990	705 Resident Assessment Validation and Envy (BAYE)	Department of Behavioral Health and Development Services	●	No	In production - with frequent business changes
237766	705 LAB 01	Department of Behavioral Health and Development Services	●	Yes	In production - with little or no changes
237765	705 Visual Liquid Web - Frank Gates	Department of Behavioral Health and Development Services	●	Yes	In production - with little or no changes
237709	706 24 Hour Report (Nursing)	Department of Behavioral Health and Development Services	●	Yes	In production - with little or no changes
238002	706 AMMS	Department of Behavioral Health and Development Services	●	No	In production - with little or no changes

- By clicking on the MODIFY button in the menu on the left, you can select what you are able to REFINE BY (narrow the list down by using the REFINE BY menu on the left side of the page).
- By clicking on the RELATED REPORTS button, you will be able to select from a canned report list to view your agency's information.
- Use the page controls at the bottom of the grid to navigate through the pages presented.

Search Applications

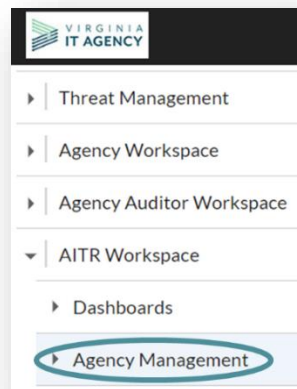
The Advanced Search area is used to locate agency-specific application information. To view Advanced Search:

1. Log in to Archer.
 - Log in to [Okta](#).
 - In Okta, locate the **Archer** tile.
 - Click on the Archer tile. Archer opens in a new browser window.

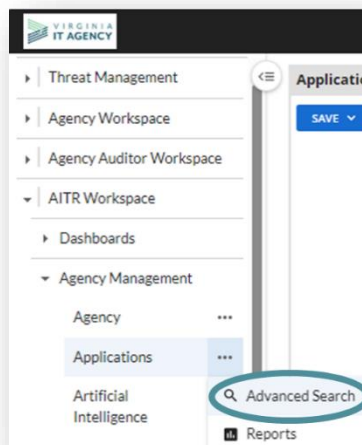
2. In the vertical navigation on the left, click the arrow next to AITR Workspace.



3. **Click** on Agency Management. The submenus will display.



4. Next to Applications, click on the ellipsis. Archer displays the submenu that includes Advanced Search. Click on **Advanced Search**.



- Each area of Fields to Display, Filters, Sorting, and Display Options allows customization of how the list of applications is displayed by Archer.

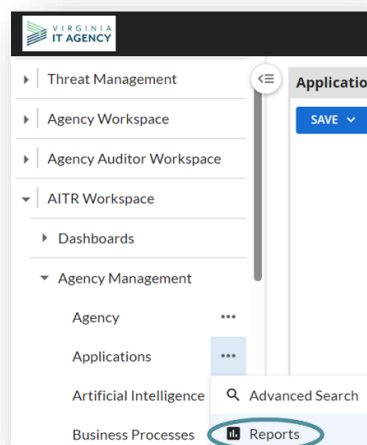
View application – Report listing page

The Reports list allows you to select a canned report, enter the required criteria if necessary, and execute the report.

A report can then be exported, printed, or emailed from Archer.

To view the Applications – Reports Listing page:

1. Log in to Archer.
 - Log in to [Okta](#).
 - In Okta, locate the **Archer** tile.
 - Click on the Archer tile. Archer opens in a new browser window.
2. In the horizontal navigation on the left, click the arrow next to AITR Workspace
3. Click on **Agency Management**.
4. On the Applications menu, click on the ellipsis
The submenu that includes Reports is displayed.
5. Click on **Reports**. Archer displays the Applications – Report Listing page.

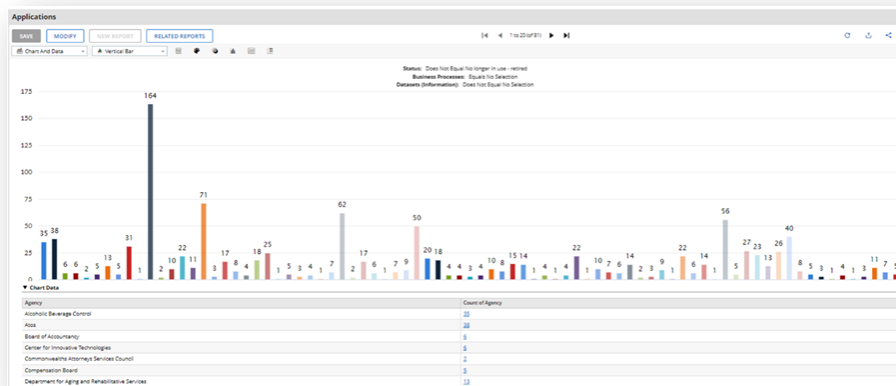


6. On the Applications – Report Listing page, click on the name of the report to view it.

Name	Type	Last Updated	Updated By	Created By
Agencies Missing Data Sets or Business Processes	Global	11/21/2024 3:56:29 PM	Palle, Aaradhana	Martens, Mark
Agencies with applications not associated with a data set	Global	11/21/2024 3:56:29 PM	Palle, Aaradhana	Martens, Mark
Andy's Report	Global	11/21/2024 3:56:29 PM	Palle, Aaradhana	Martens, Mark
App Search1	Global	11/21/2024 3:56:29 PM	Palle, Aaradhana	Administrator, System
Application - Populate URL to URL Text Field	Global	11/21/2024 3:56:29 PM	Palle, Aaradhana	Palle, Aaradhana
Application Dependencies (medium Detail)	Global	11/21/2024 3:56:29 PM	Palle, Aaradhana	Palle, Aaradhana
Applications by Agency	Global	11/21/2024 3:56:29 PM	Palle, Aaradhana	Administrator, System
Applications by Business Process	Global	11/21/2024 3:56:29 PM	Palle, Aaradhana	Administrator, System
Applications by Business Unit	Global	11/21/2024 3:56:29 PM	Palle, Aaradhana	Administrator, System
Applications by Compliance Rating	Global	11/21/2024 3:56:29 PM	Palle, Aaradhana	Administrator, System
Applications by Criticality Rating	Global	11/21/2024 3:56:29 PM	Palle, Aaradhana	Administrator, System
Applications by Devices	Global	11/21/2024 3:56:29 PM	Palle, Aaradhana	Administrator, System
Applications by License Model	Global	11/21/2024 3:56:29 PM	Palle, Aaradhana	Administrator, System
Applications by Platform	Global	11/21/2024 3:56:29 PM	Palle, Aaradhana	Administrator, System
Applications by Risk Rating	Global	11/21/2024 3:56:29 PM	Palle, Aaradhana	Administrator, System
Applications by Type	Global	11/21/2024 3:56:29 PM	Palle, Aaradhana	Administrator, System
Applications Flagged as Vital Business Functions	Global	11/21/2024 3:56:29 PM	Palle, Aaradhana	Smith, Jonathan
Applications for Marcie	Global	11/21/2024 3:56:29 PM	Palle, Aaradhana	Palle, Aaradhana
Applications mission Business Processes or Data Sets	Global	11/21/2024 3:56:29 PM	Palle, Aaradhana	Martens, Mark
APPLICATIONS TABLE FOR PLANVIEW INTEGRATION	Global	11/21/2024 3:56:29 PM	Palle, Aaradhana	Palle, Aaradhana

- To show column filters, click on the Show Filters link at the upper right.
- To sort, click on the column name to sort by that value.

Archer displays the report.



To refresh the reports list, removing all sorting and filtering, click on the left horizontal navigation menu item Reports again; Archer refreshes the Reports page.

MODIFY OR ADD AN APPLICATION

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

Through Archer Applications, you can:

- Track risk rating, business impact, customer impact, licensing details, and personnel for various applications.
- Identify how applications are being used, who manages them, and where they are located within the business.

Currently, through Archer applications, AITRs and ISOs can:

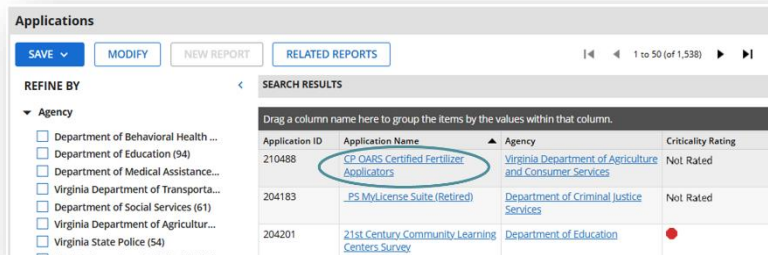
- Relate software applications to the business processes they support.
- Classify and prioritize applications based on their value and criticality to your business.

Note: In the future, these tasks will be completed in Ardoq.

MODIFY AN EXISTING APPLICATION

1. Log in to Archer.
 - Log in to [Okta](#).
 - In Okta, locate the **Archer** tile.
 - Click on the Archer tile. Archer opens in a new browser window.
2. View Applications (see [View List of Agency Application](#)).
 - In the horizontal navigation on the left, click the arrow next to **AITR Workspace**.
 - Click on **Agency Management**. The submenus will display.
 - Click on **Applications**.

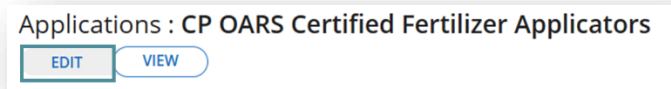
- In the displayed list of agency applications, click on the **Application Name**.



Archer displays the details.



- Click on the **EDIT** button at the top of the page.



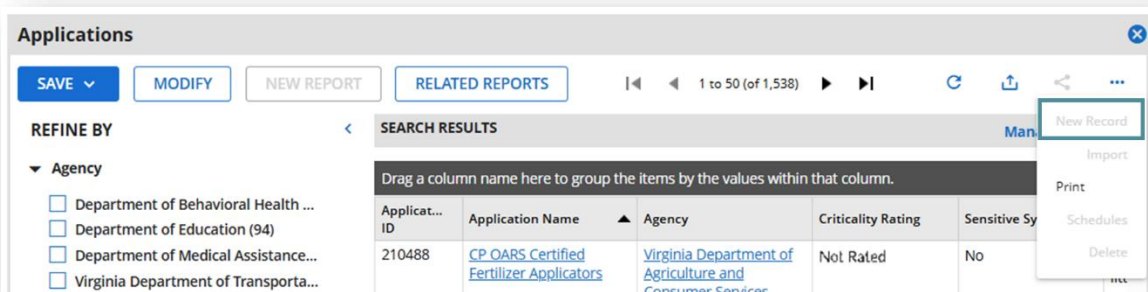
- Make the required edits.
- To cancel the unsaved changes, click the **VIEW** button at the top.
To save and continue editing, click on the **SAVE** button at the top.
To save and return to the Applications page, click on **SAVE AND CLOSE**.



ADD A NEW APPLICATION

- Log in to Archer.
 - Log in to [Okta](#).

- In Okta, locate the **Archer** tile.
 - Click on the Archer tile. Archer opens in a new browser window.
2. View Applications (see [View List of Agency Application](#)).
 - In the horizontal navigation on the left, click the arrow next to AITR Workspace.
 - Click on **Agency Management**. The submenus will display.
 - Click on **Applications**.
 3. On the Applications page, in the upper right, click on the ellipsis and select **New Record**. Archer displays a blank form.



Note: If the New Record options are not visible or are grayed out, the logged in user does not have permissions to add a new application.

4. Complete the required fields.
5. Click on the **Save** button at the top.

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

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

FIELD ENTRY AND DESCRIPTIONS

General information fields

Field name	Description
Agency number:	This field is assigned by Archer based on the Agency name that has been selected, and when the application is saved successfully. (NOTE: Assigned fields are fields that may be calculated and/or updated by Archer or completed by a VITA security analyst. You will not be able to directly update an assigned field).
*Agency:	Your agency name. Click on the . . . This will bring up the Record Lookup table. Select your agency and click OK . When editing an application, you will not be able to edit this field.
Application ID:	The Application ID is assigned when the application is saved successfully. This value uniquely identifies this record across all applications within the system.
*Application name:	The name of the application. Include only those applications owned, licensed, or directly managed by the agency.
Application type:	Identify the software type. Valid values: <ul style="list-style-type: none"> • No Selection • Enterprise software • Embedded software • Information worker software • Content access software • Enterprise infrastructure software • Product engineering software
Customer impacting information:	Enter any information relative to any impacts the customers may incur if the application was unavailable during a scan.
Customer impacting:	Assigned when it is determined if the IT Security Audit Scan activity will have an impact on the customer.
Customer of centralized audit services:	Assigned field: Yes , if your agency participates in the centralized audit services program. No , if your agency does not participate in the centralized audit services program.
Customer of centralized ISO Services:	Assigned field: Yes , if your agency participates in the centralized ISO services program. No , if your agency does not participate in the centralized ISO services program.
*Description:	Describe the purpose of the application and how it is used.

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

Device fields

Field name	Description
Devices:	To attach devices to this application, click on the Lookup tab and select all devices needed.

Application risk information fields

Field name	Description
Application information: risk	Assigned information for: <ul style="list-style-type: none"> • Application inherent risk • Application residual risk • Criticality rating • Sensitive as to confidentiality - Calculated based on associated data sets and or business processes. • Sensitive as to availability - Calculated based on associated data sets and or business processes. • Sensitive as to integrity - Calculated based on associated data sets and or business processes. • Last agency IT risk assessment • Next agency IT risk assessment • Last IT security audit • Next scheduled IT security audit

Business risk information fields

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

Business processes fields

Field name	Description
Business processes:	To attach business processes to this application, click on the Lookup tab and select all business processes needed.

Information – Data Set Names fields

Field name	Description
Information – Data set name:	To attach data sets to this application, click on the Lookup tab and select all data sets needed.

Application Information – CETR fields

Field name	Description
Additional comments:	Enter additional information if needed.
Allows anonymous access:	Select Yes if any user has access to this application without logging on with a username and password. Select No if a user name and password is required for access.
Annual cost to support:	Select the range that comes closest to reflecting the annual cost to support the application. In your estimate, include software, licenses, hardware, staff, contractors, etc. Ranges: <ul style="list-style-type: none"> • Less than \$10,000 • \$10,000 - \$100,000 • \$100,000 - \$1,000,000 • Over \$1,000,000
Application acronym:	The acronym (if any) used to refer to this application.
Application category:	The category of the application. These coincide with definitions in ProSight. Valid values: <ul style="list-style-type: none"> • Enterprise: a centrally administered application that acts as the authoritative source of data or processing for the Commonwealth. • Collaborative: a business application or service that provides organizations and/or political subdivisions the opportunity to work together, in a substantive, mutually beneficial relationship, with a common integrated solution. • Agency: an application that supports a unique agency requirement or mission.

Field name	Description
Application ID CETR:	This is the ID assigned by CETR if the application was originally entered through CETR.
Application identifier:	This is the identifier if the application was originally entered through CETR.
Can consume data as a service:	Can the application, without additional software, easily receive XML messages that follow the SOAP standard? Select Yes if it can and No if it cannot.
Can publish data as service:	Can this Application easily send (i.e., publish), without additional software, XML messages that follow the SOAP standard? Usually includes a machine readable description of the operations supported by the server written in the Web Services Description Language (WSDL). Select Yes if it can and No if it cannot.
Cannot certify due to:	If you are unable to certify your application it is either due to one of the missing associations listed in this field or due to a sensitivity conflict that must be resolved.
Certify data:	<p>Before your agency head (or designee) may certify your agency portfolio, all information regarding business processes, data sets, devices, and applications must be complete. Additionally, there can be no conflicts in sensitivity ratings between applications, data sets, and business processes. The agency's audit plan is used as the agency's sensitive system list, and if an application is not on the audit plan, it is not considered sensitive. If a value of Unable to certify is showing, that is due to a sensitivity conflict between audit plan, business process, and or data set. The conflict must be resolved before the data can be certified. See fields Sensitivity Conflict and Cannot be certified due to for details.</p> <p>Valid values:</p> <ul style="list-style-type: none"> • Yes • No • Unable to Certify
Client type:	<p>Select the value that best describes the desktop components of this application:</p> <ul style="list-style-type: none"> • No Selection • Desktop Only • Emulator • Not Applicable


Field name	Description
	<ul style="list-style-type: none"> • Thick/Fat Client • Thin Client – browser only • Thin Client – plug-in required
Cost of annual maintenance:	Estimated cost of maintaining this application: Break/fix; Enhancements: Upgrades; and production patches.
COT/GOTS/SaaS customization level:	<p>This field applies only when source is set to COTS, GOTS or SaaS. Select the level of customization that applies:</p> <ul style="list-style-type: none"> • No Selection • Configuration changes only • Very limited customization • More than a little customization • Some customization • None • Not Applicable
COT/GOTS/SaaS product name:	Enter the name of the third party product
COT/GOTS/SaaS/open source:	<p>Select the source of the application:</p> <ul style="list-style-type: none"> • No Selection • COTS: Commercial Off-the-Shelf product • Custom coded: developed from scratch, specifically for the agency • GOTS: Government Off-the-Shelf product licensed or procured from another government entity • SaaS: Software as a Service, typically hosted by a third party and accessed over the Web via a subscription license. • Open Source: developed as Open Source software • Other: anything not listed above • Not Applicable
Deployment type:	<p>Describe how the application is deployed. Valid values:</p> <ul style="list-style-type: none"> • No Selection • Clustered servers • IBM Mainframe • Distributed servers • Single desktops • Single server • Unisys Mainframe • Other

Field name	Description
External Users:	<p>Describes the classes of users outside of the agency that owns the application. Select all that apply from the list provided:</p> <ul style="list-style-type: none"> • No Selection • Clients – Specific members of the public • Constitutional Officers • COV Agency • General Public • Local Government • No External Users • Other
General public:	<p>Select Yes if the general public uses this application and select No if the general public has no access to the application.</p>
Hosted by (additional information):	<p>Enter additional information if needed.</p>
Hosted by:	<p>The platform that primarily hosts this application. Valid values:</p> <ul style="list-style-type: none"> • No Selection • 3rd Party • Agency in-scope • Agency not in-scope • eGOV <ul style="list-style-type: none"> ○ American Internet Services (AIS) ○ Cyberdata Technologies ○ SiteVision • Virginia Interactive • VITA
Interface:	<p>Is this application an interface (an application used only to share or exchange information)? Select Yes if it is and No if it is not.</p>
Lifecycle Stage:	<p>Select the appropriate value:</p> <ul style="list-style-type: none"> • No Selection • Contained: further major enhancements of the application are being discouraged or frozen and the agency is developing plans for its retirement or the application has been scheduled for retirement, consolidation or replacement within the next 2 years.

Field name	Description
	<ul style="list-style-type: none"> • Replace in two (2) to five (5) years: the application will probably be retired, replaced or consolidated within 2 to 5 years. • Strategic: the application is intended to be in use for 5 years or longer. • Not Applicable: The application is no longer in use
Max number of concurrent users:	<p>The maximum number of users that can be using the application. Select from the list provided:</p> <ul style="list-style-type: none"> • No Selection • 10 or less • 11 to 25 • 26 to 500 • 51 to 100 • 101 to 200 • 201 to 500 • 501 to 1,000 • 1,001 to 2,500 • 2,501 to 5,000 • More than 5,000 • Unknown
Parent application name:	<p>If this is a sub-system or a component, select the parent application or system. For example, if this is the AP or AR sub-system then the parent name might be accounting system. This drop-down will be empty if this is the first application added for your agency.</p>
*Primary business application domain:	<p>The primary business domain for this application. Valid values: Agency Core Business Activity</p> <ul style="list-style-type: none"> • Financial Management • Human Resource Management Information and Technology Management Planning and Budgeting • Supply Chain Management <p>Note: If your agency core business is one of the central functions (e.g., Financial Management or Planning and Budgeting), select the Business Domain of the central function. For example, for</p>

Field name	Description
	PMIS, the Business Domain is Human Resource Management; for CARS the Business Domain is Financial Management.
Sensitivity conflict:	Calculated – conflicts occur when an application is not listed as sensitive but is associated with business processes and or data sets that have been rated as sensitive.
Shares data:	Does this application share/exchange information or data (does it interface)? This can be between applications within an agency, between agencies, between an agency and an outside vendor, or between an agency and some other government entity. Data exchanged between process modules within an application should NOT be included and is not considered an interface. Select Yes if the application exchanges data and No if it does not.
Status reason:	Enter additional information to support the Status you selected, if needed.
*Status:	The current status of the application. Valid values: <input type="checkbox"/> In production - with little or no changes <ul style="list-style-type: none"> • In production - with frequent business changes • In production - with major business/system changes • No longer in use – Retired • Under development/procurement • DO NOT USE
Total number of named users:	The total number of users assigned a username and password. Select from the list provided: <ul style="list-style-type: none"> • No Selection • 10 or less • 11 to 100 • 101 to 500 • 501 to 1,000 • 1,001 to 2,500 • 2,501 to 5,000 • 5,001 to 7,500 • 7,501 to 10,000 • 10,001 to 25,000 • 25,001 to 50,000 • 50,001 to 100,000 • More than 100,000 • Unknown

Field name	Description
Used for reports:	Is the application used to create or view reports (even if it does more than that)? Select Yes if it is and No if it is not.
Used for transactional processing:	Does the application process transactions? Select Yes if it does and No if it does not.
Vendor name:	For all third party and hosted applications, list the vendor name.
Version:	Enter the version of the application.
*Web category:	Select the value that best describes the application: <ul style="list-style-type: none"> • No Selection • Public Web Site: Application is a web site used by the general public (e.g., DMV web site) • Public Web Application: Application is a web application (possibly accessed via your web site) used by the public (e.g., public-facing driver's license renewal application) • Neither: Application is neither a web site or a public web application
Web service:	Is this application a web service (and only a web service)? Select Yes if it is and No if it is not.
Year last major update/upgrade:	The year that the application was last <i>substantially</i> reengineered. For example, if a mainframe application originally written in 1980 was rewritten as a client/server app in 1999, enter 1999. If you're unsure, enter your best estimate.
*Year placed in service:	The year that the application was originally implemented/deployed. If you're unsure, enter your best estimate.

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

MODIFY OR ADD AN ARTIFICIAL INTELLIGENCE (AI) RECORD

[Executive Order 30](#) for AI was signed by Governor Glenn Youngkin on Jan. 18, 2024. In adherence to the order, any internal or external AI system which an agency or office seeks to develop, implement, employ or procure must be entered into a registry maintained by VITA and undergo VITA governance review.

Standard requirements for Commonwealth agencies and suppliers on the acceptable and ethical use of AI are defined here: [Artificial Intelligence | Virginia IT Agency](#).

To register AI tools in Archer and the Commonwealth Technology Portfolio (CTP) in Planview, follow the steps below.

AITRs and ISOs will use Archer to:

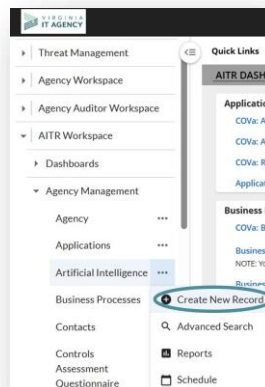
- Add or modify an AI record.
- Submit AI Record to Enterprise Architecture (EA) Team.

All submissions must be approved by the EA Team.

STEP 1: REGISTER THE AI IN ARCHER

1. Create AI registration

1. Log in to Archer.
 - Log in to [Okta](#).
 - In Okta, locate the **Archer** tile.
 - Click on the Archer tile. Archer opens in a new browser window.
2. In the left vertical navigation, click on **Agency Workspace**. The submenus display.
3. Click on **Agency Management**. The submenus display.
4. To the right of Artificial Intelligence, click on the ellipsis. In the options that display click on **Create New Record**.



Archer displays the Artificial Intelligence: Add New Record form.

5. Complete the GENERAL INFORMATION section

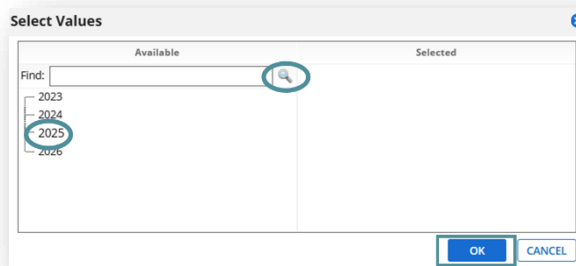
- Next to the **Year** field, click on the ellipsis button.



The screenshot shows a form titled "GENERAL INFORMATION". Below the title, there is a "Tracking ID:" label. Underneath, there is a "Year:" label followed by a text input field. To the right of the input field is a small blue square button with three white dots (an ellipsis). A blue box highlights the ellipsis button.

The Select Values pop-up displays.

- Search for or select the Year (the current year/ year of submission).
- Click on the **OK** button.



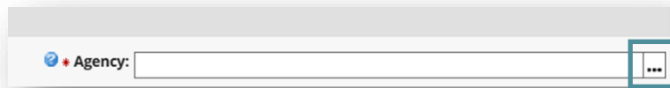
The screenshot shows a "Select Values" dialog box. It has a title bar with a close button. Inside, there are two columns: "Available" and "Selected". Under "Available", there is a "Find:" search box with a magnifying glass icon. Below the search box is a list of years: 2023, 2024, 2025, and 2026. The year 2025 is highlighted with a blue circle. At the bottom right, there are "OK" and "CANCEL" buttons.

The Select Values pop-up closes and the selected Year is displayed in the Year field.



The screenshot shows the same "GENERAL INFORMATION" form as before. The "Year:" input field now contains the text "2025". The ellipsis button is still present to the right of the field.

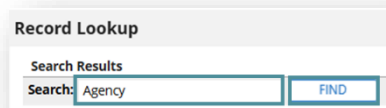
- Next to the **Agency** field, click on the ellipsis button.



A screenshot of a form field labeled "Agency:" with a search icon on the left and an ellipsis button on the right. The ellipsis button is highlighted with a blue box.

Archer displays the Record Lookup pop-up.

- Click into the **Search** field in the upper left corner and type the agency name or acronym (ex: VITA). Click on the **FIND** button or press Enter on the keyboard to execute the search.



A screenshot of a "Record Lookup" pop-up window. It has a "Search Results" section with a "Search:" label, a text input field containing "Agency", and a "FIND" button.



<input type="checkbox"/> Agency Name	▲ Agency Acronym	Agency Secretariat
<input checked="" type="checkbox"/> Board of Accountancy	BOA	Commerce and Trade

- The agency name is listed below. Select the checkbox next to the Agency Name.
- Click on the **OK** button at the bottom right of the pop-up.

The Record Lookup pop-up closes and the selected Agency is displayed in the Agency field.



A screenshot of two buttons: "OK" and "CANCEL". The "OK" button is highlighted with a blue box.

- With the Year and Agency values selected, click on the **SAVE** button at the top of the form. Archer assigns a Tracking ID to the form and displays the rest of the form.

Artificial Intelligence : AI-30

EDIT VIEW ACTIONS

INSTRUCTIONS

GENERAL INFORMATION

Tracking ID: AI-30

Application: ...

Year: 2025

Form Submission Date:

Form First Creation Date: 2/26/2025 11:20 AM

Enterprise Architect Notes, If Any:

Agency: Board of Accountancy

Agency Contact: ...

Overall Status: Draft

Form Expiration Date:

Form Last Updated: 2/26/2025 11:20 AM

ARTIFICIAL INTELLIGENCE FORM

Name: ...

Artificial Intelligence Type: ...

Purpose:

Sensitivity: ...

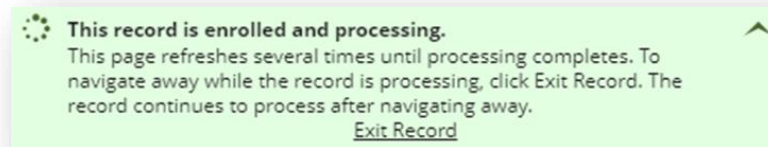
Public Safety: ...

Technology Used: ...

Technologies: ...

Model Input:

Note: Archer may display this message advising of repeated refreshes.



6. Complete the form.

Artificial Intelligence : AI-30

EDIT VIEW ACTIONS

INSTRUCTIONS

GENERAL INFORMATION

Tracking ID: AI-30

Application: [Text Field]

Year: 2025

Form Submission Date: [Text Field]

Form First Creation Date: 2/26/2025 11:20 AM

Enterprise Architect Notes, If Any:

Agency: Board of Accountancy

Agency Contact: [Text Field]

Overall Status: Draft

Form Expiration Date: [Text Field]

Form Last Updated: 2/26/2025 11:20 AM

ARTIFICIAL INTELLIGENCE FORM

Name: [Text Field] Artificial Intelligence Type: [Dropdown]

Purpose: [Text Field]

Sensitivity: [Dropdown]

Technology Used: [Text Field]

Public Safety: [Dropdown]

Technologies: [Text Field]

Model Input: [Text Field]

Model Output Data Type & Structure: [Text Field]

Model Algorithms: [Text Field]

Data Set Used: [Text Field]

Operation: [Text Field]

Model Architecture Attachments

Name	Size	Type	Upload Date
No Records Found			

Add New

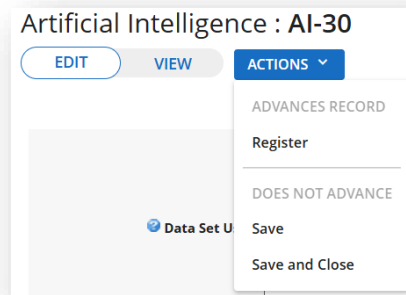
HISTORY LOG

- Required

To save: on the upper left of the form, click on the **ACTIONS** drop-down. Click on the desired option:

- **Save** to save changes and continue.

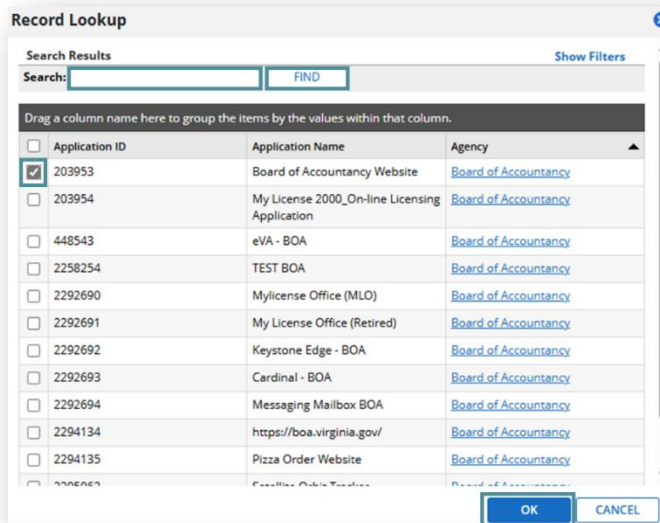
- **Save and Close** to save changes.



Use the Tab button on your keyboard to move to the next field.

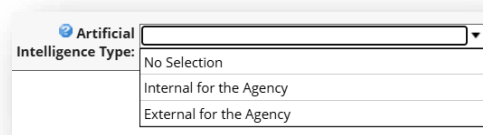
For assistance with completing the form, consult the field descriptions in this document or contact the agency enterprise architect.

- In the GENERAL INFORMATION section, click on the ellipsis to the right of the Application field. Archer displays the Record Lookup pop-up.
- Search for and select the checkbox next to the name of the Application that the AI technology will be implemented in or support.
If the application is not listed here: add the application as a new record in Applications under Agency Management.
- Click the OK button.



The Record Lookup pop-up closes and the selected Application displays in the Application field.

- In the ARTIFICIAL INTELLIGENCE FORM section, click into the **Name** field and type the name of the AI technology.
- Click on the **Artificial Intelligence Type** drop-down and select the correct value.



- Click into the **Purpose** field and type the purpose for which the AI technology will be used.

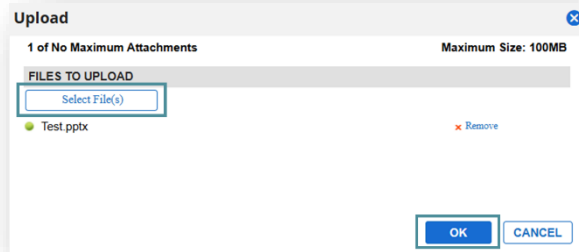
- Click the **Sensitivity** drop-down and select the option that best reflects how sensitive to Confidentiality, Integrity, or Availability the data which the AI technology uses.
- Click the **Public Safety** drop-down and select Yes if the AI technology will be leveraged

The image shows a screenshot of a web form. At the top, there is a dropdown menu labeled 'Sensitivity:'. Below it, there are two other dropdown menus: 'Technology Used:' and 'Model Input:'. The 'Sensitivity:' dropdown is currently open, showing a list of options: 'No Selection', 'High', 'Medium', 'Low', and 'Not Sensitive'. The 'Technology Used:' dropdown is currently set to 'No Selection'. The 'Model Input:' dropdown is currently set to 'Medium'.



for the purpose of public safety. Otherwise, select No.

- Click into the **Technology Used** field and type all the technologies used that apply to this Application.
- Click into the **Model Input** field and type a description of the structure of the data set on which the AI technology acts.
- Click into the **Model Output Data Type & Structure** field and type a description of the structure of the data set on which the AI technology produces.
- Click into the **Model Algorithm** field and type the name or a description of the algorithm used by the AI technology.
- Click into the **Data Set Used** field and type the name of the data set being used by the AI technology.
- Click into the **Operation** field and type a description of how the AI technology executes at runtime.
- **Model architecture**
 - Click on the **Add New** link. Archer displays the Upload pop-up.
 - Click on the Select File(s) button.
 - In the file upload dialog displayed, select the files that explain or clarify the AI technology and click Open.
 - Note: Maximum file size is 100 MB.
 - Repeat as needed.

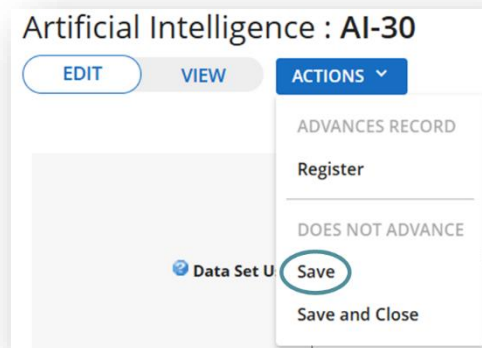
- When complete, click on the OK button.



The Upload pop-up closes and the names of the uploaded files are displayed in the Model Architecture Attachments table.

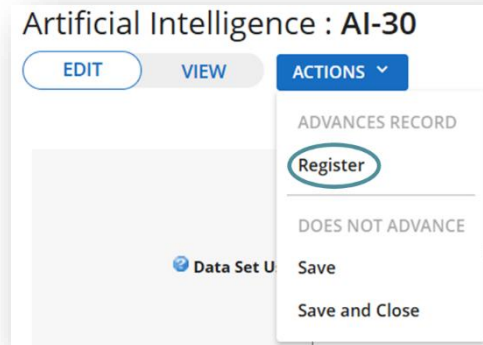
Model Architecture Attachments				Add New
Name	Size	Type	Upload Date	
 Test.pptx	32148	.pptx	1/22/2025 4:40:34 PM	

7. When the form is complete, click on the **ACTIONS** drop-down at the top and select **Save**.



8. Initiate the registration process.

- Click on the **ACTIONS** drop-down at the top of the form and select **Register**.



The form is then Submitted and Accepted by the enterprise architecture (EA) team. You will be notified by email from Archer of the decision.

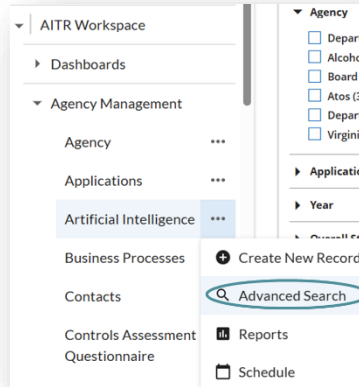
Provide clarification

If any changes are requested by EA, the overall status is changed to Clarification Requested.

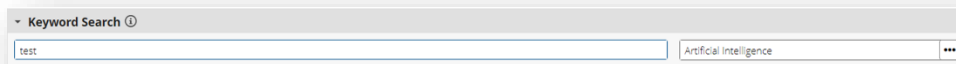
To provide clarification:

1. Log in to Archer.
 - Log in to [Okta](#).
 - In Okta, locate the Nucleus tile.
 - Click on the **Archer** tile. Archer opens in a new browser window.
2. In the left vertical navigation, click on **Agency Workspace**. The submenus will display.
3. Click on **Agency Management**. The submenus will display.

- To the right of Artificial Intelligence, click on the ellipsis. In the options list that displays, click on **Advanced Search**.



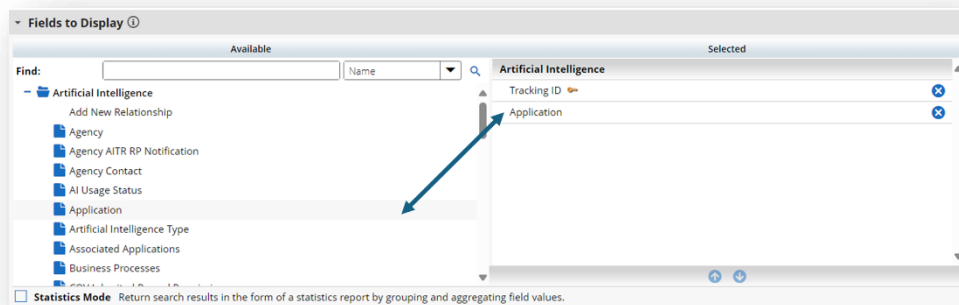
- Click into the Keyword Search field and enter (type) a value to search across metadata, for example, the name or part of the name of the AI registered



Not required:

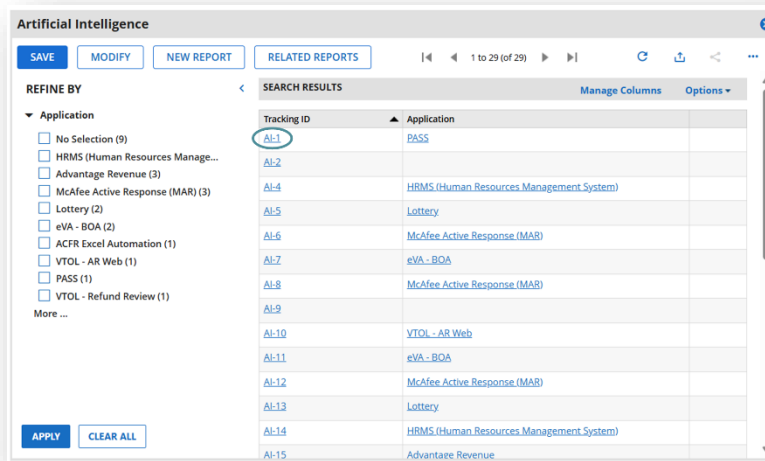
In the Fields to Display section, select (click once) any fields that will help you locate the specific AI Registration desired, example: Application

Archer will add the field to the Selected column and display those fields in the search results.



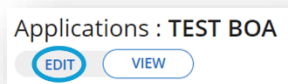
- Click on the **SEARCH** button on the bottom right to execute the search.

- Click on the **Tracking ID** of the AI registration to be edited.



Archer displays the AI Registration form in View mode.

- At the top left of the form, click on the **EDIT** button to begin editing. Archer enables editing.

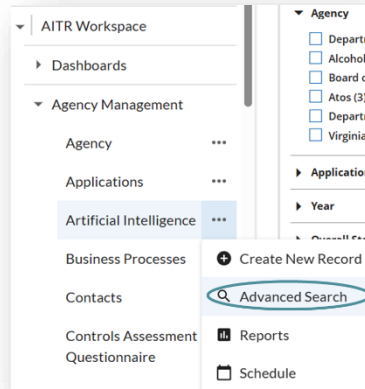


- Update the requested details listed in the Enterprise Architect Notes, If Any field.
- At the top, click on the **ACTIONS** drop-down and select the **Re-Register** option. The Overall status changes to Draft.
- If required, update the Year and then follow the Registration steps.

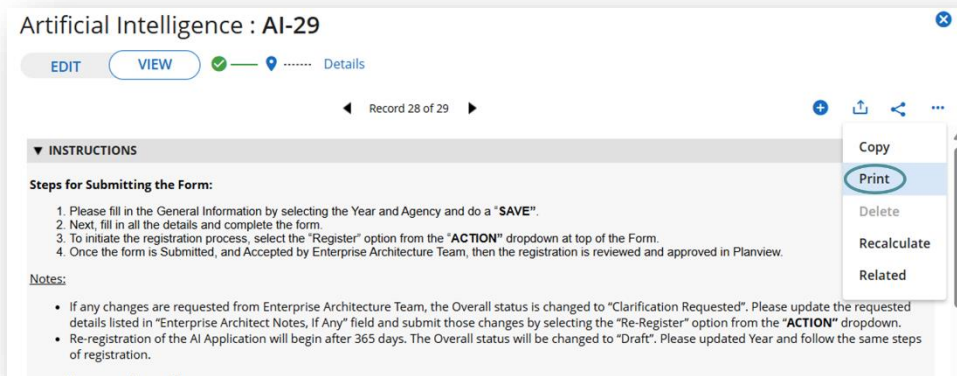
2. Download a PDF of the registration

- Log in to Archer.
 - Log in to [Okta](#).
 - In Okta, locate the **Archer** tile.
 - Click on the Archer tile. Archer opens in a new browser window.
- In the left vertical navigation, click on **Agency Workspace**.
- Click on **Agency Management**.

- Click on the ellipsis next to Agency Management and select **Advanced Search**.



- Type the name of the AI in the **Keyword Search** field and click on the SEARCH button at the bottom of the page to execute the search.
- In the search results, click on the **AI Tracking ID** to view the registration form.
- On the right of the AI registration form, click on the ellipsis and select **Print**.



The form opens in print layout in a new browser tab or window, depending on your browser settings.

8. In the upper right, click on the **Print** link.

The screenshot shows a web form titled "Artificial Intelligence: AI-29". In the top right corner, there is a "Print" button and a "Close" link. The form is divided into several sections:

- INSTRUCTIONS:** Contains steps for submitting the form and notes regarding updates and re-registration.
- Steps for Submitting the Form:** A numbered list of four steps.
- Notes:** A bulleted list of two notes.
- Steps for Enterprise Architecture:** A numbered list of four steps.
- General Information:** A table with two columns. The left column lists fields like Tracking ID, Application, Year, Form Submission Date, Form First Creation Date, Enterprise Architect Notes, and If Any. The right column lists Agency, Agency Contact, Overall Status, Form Expiration Date, and Form Last Updated.
- Artificial Intelligence Form:** A table with two columns. The left column lists fields like Name, Purpose, Sensitivity, Technology Used, Model Input, Model Output Data Type & Structure, Model Algorithm, Data Set Used, and Operation & Inhibit. The right column lists Artificial Intelligence Type, Public Safety, and Technologies.
- Model Architecture Attachments:** A table with columns for Name, Size, Type, Upload Date, and Downloads. It contains one entry: "Text.pptx" with a size of 32148, type of pptx, upload date of 1/22/2025 4:40 PM, and 0 downloads.
- History Log:** A section with a "View History Log" link.
- Footer:** "Copyright © 2010 EMC Corporation. All Rights Reserved"

A print preview screen will open.

9. Save the form on your device as a PDF.

3. Copy a link to the registration

1. Log in to Archer.

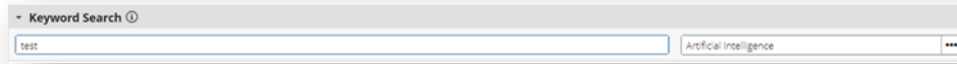
- Log in to [Okta](#).
- In Okta, locate the **Archer** tile.
- Click on the Archer tile. Archer opens in a new browser window.

2. In the left vertical navigation, click on **Agency Workspace**.

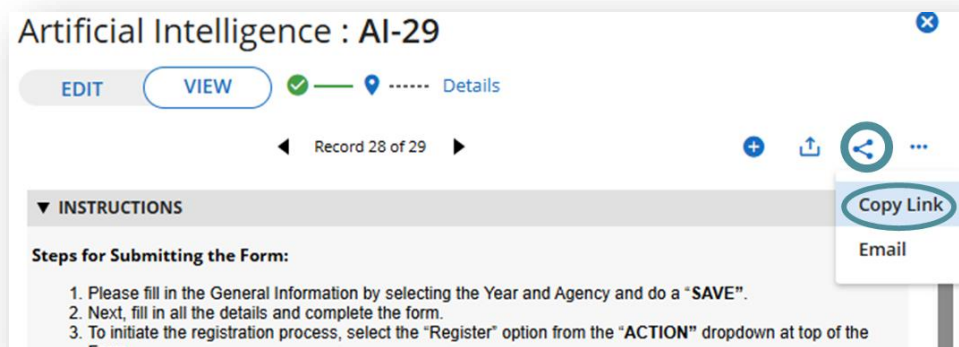
3. Click on **Agency Management**.

4. Click on the ellipsis next to Agency Management and select **Advanced Search**.

5. In the **Keyword Search** field, type the name of the AI.



6. Click on the **SEARCH** button on the bottom right.
7. Click on the **AI Tracking ID** to view the registration form.
8. On the AI registration form at the top right, click on the share icon and select **Copy Link**.



You'll paste the link into the Planview form, details below. You may want to paste and save the link in a Word doc or other text editor until you have the Planview form open.

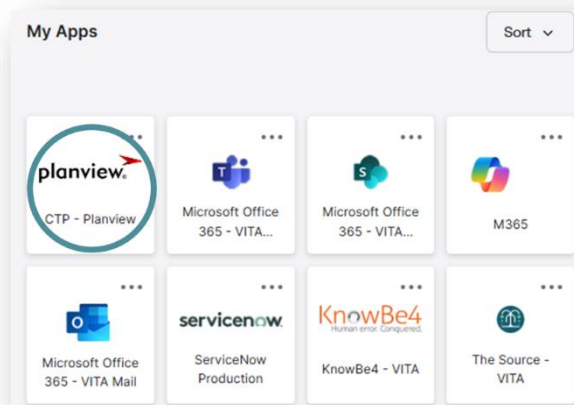
STEP 2: SUBMIT AI FOR OVERSIGHT AND REVIEW IN CTP PLANVIEW

The AITR submits the AI record for oversight and review in Commonwealth Technology Portfolio (CTP) Planview.

Before initiating this step:

1. Log in to Planview.
 - Log in to [Okta](#).
 - In Okta, locate the **Planview** tile.

- Click on the **Planview** tile.



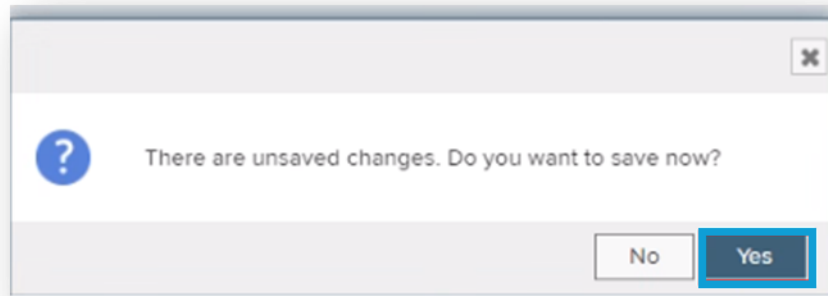
Planview opens in a new browser window.

2. Click on **Planview Portfolios**. Planview Portfolios opens.
3. In Planview Portfolios, at the top, click on the **New** drop-down and select Work.
Note: Work is a term used in Planview to denote a new entry.
Planview displays the New Work form.
4. Complete all required fields
 - Enter the AI Oversight request name under **Project Name**
 - In the **Investment Type** drop-down, you must select the AI Oversight option.
 - Enter today's date for both fields **Planned Initiation Start Date** and **Planned Completion Date** as they are not relevant for the AI Oversight request
 - Enter a **Description** of this request - this should be the same as the Purpose entered into Archer.
 - Complete the required fields and enter 0 (number zero) in the **Initial Cost** field.
5. Click on **Continue** to move to the next form.
Planview displays the AI Oversight Request form.
6. On the AI Oversight Request form:
 - Complete the required **AITR** and **Agency head** fields.
 - Enter the same **Proponent Secretary** and **Proponent Agency** from the General Information section.
 - The **Description** should be the same as provided before.
 - Enter whether this is new or existing AI software; If existing, enter the service date in the **Existing AI Software in Service Date** field.

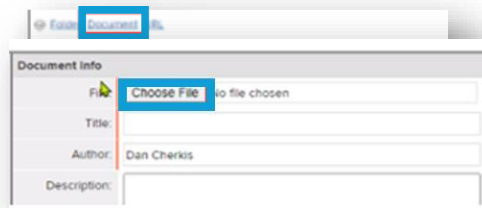
- Upload the PDF from Archer to the **AI PDF** field using the **Documentation** button and obtain the PDF link from the upload.



If this screen appears:

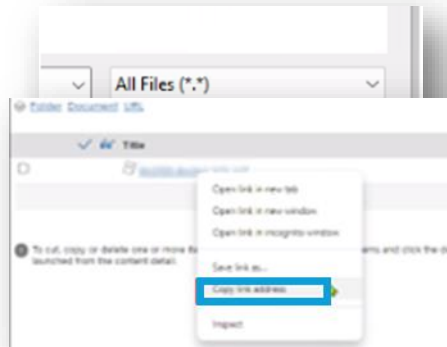


- Click on **Yes**.
- Click on the **Document** button.

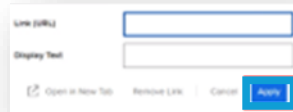


- Click on **Choose File**.

- Select the Archer PDF file and then click on **Open**.



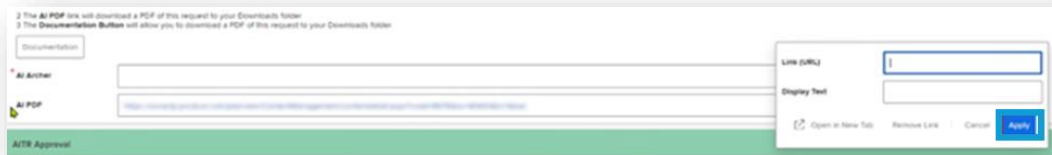
- Right-click on the link that appears on screen and choose the **Copy link address** option.
- Paste the link into the **Link (URL)** field by pasting and click on the **Apply** button.



7. Once these fields are entered, click on the **Save and Complete** button
Planview displays the AI Archer field.

8. Paste the Archer link.

- To retrieve the Archer link, follow the steps documented in the **Copy a link to the registration** section. Paste this link in the **Link (URL)** field and click **Apply**.



9. Upload the AITR approval email in the AITR Approval section.

10. Click on the **Save and Complete** button again.

Planview will send a notification to the agency head.

NEXT STEPS FOR COMPLETION OF THE AI OVERSIGHT REQUEST

- The request is then submitted to VITA for processing. VITA's oversight and governance will perform a review, and the proponent secretary will approve via email. The proponent secretary's approval status will be reflected in CTP Planview.
- The AITR will receive an email notification from CTP Planview indicating approval of the AI oversight request. If the link is clicked, you will be brought to the following page:

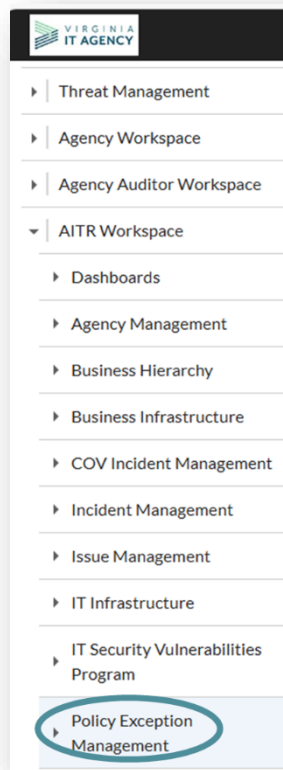
The screenshot displays a web interface for AI Oversight Agency Data. It features a green header bar with the title "Approval Notification". Below the header, a red note states: "Note: It is the AITR responsibility to notify the SEC and Agency Head of the AI Oversight Approval. This AI Oversight Request has been approved by the Secretary. It is not an approval to purchase. You must also get ECOS / COV Ramp approval and follow the normal Procurement Governance Process." The main content area includes fields for "Work Name" (AI (EHO)), "AI Request Number", and "AI SEC Approval Date" (5/3/2024). A dark teal bar separates this from the "AI Oversight Agency Data" section, which has a green header. Under "Agency Data", there are fields for "Proposed Secretary" (SEC Secretary of Administration), "Proposed Agency" (SEC Inspector General Office), and a "Documentation" button. Below this is the "AI PGP" field. The "Agency Approvals" section is partially visible, showing "AITR" and "Agency Head" fields.

CREATE AND MANAGE EXCEPTION REQUESTS

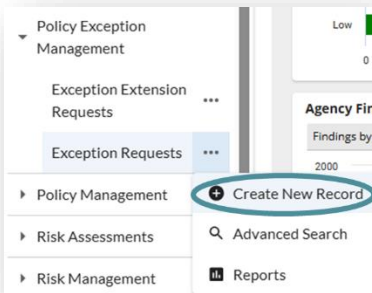
ADD EXCEPTION REQUEST

This section provides directions for how AITRs and ISOs can submit agency security and Enterprise Architecture (EA) exception requests in Archer.

1. Log in to Archer.
 - Log in to [Okta](#).
 - In Okta, locate the **Archer** tile.
 - Click on the Archer tile. Archer opens in a new browser window.
2. Click the down arrow next to AITR Workspace.
3. Click on **Policy Exception Management**.



4. Click the ellipsis next to Exception Requests and select **Create New Record**.



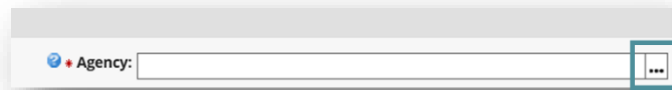
The Exception Requests: Add New Record page displays.

A screenshot of the 'Exception Requests: Add New Record' form. The form is titled 'Exception Requests: Add New Record' and has two tabs: 'Exception Declaration' and 'Extension Request'. The 'Extension Request' tab is active. The form is divided into sections: 'ABOUT' and 'GENERAL INFORMATION'. The 'GENERAL INFORMATION' section contains several fields: 'Exception ID', 'Exception Type' (a dropdown menu), 'Submission Status' (a dropdown menu with 'Draft' selected), 'Submit Date', 'Requested Expiration Date', 'Architect Type', 'Closure Status' (a dropdown menu with 'Open' selected), 'Exception Name', 'Agency' (a dropdown menu), 'Overall Status' (a dropdown menu with 'Draft' selected), 'Agency Contact' (a dropdown menu), 'Expiration Date', 'Days to Expiration', 'Initial Creation Date', and 'Number of Extensions'.

5. Populate the required fields.
 - Click the drop-down next to **Exception Type** and select the correct option.

A screenshot of the 'Exception Type' dropdown menu. The dropdown is open, showing a list of options: 'SEC 530', 'Enterprise Architecture', 'Internal', 'SEC 501', and 'SEC 525 (Hosted Environment/Cloud)'. The 'Exception Type' label is circled in blue, and a blue circle highlights the dropdown arrow.

- Next to the **Agency** field, click on the ellipsis button. Archer displays the Record Lookup pop-up.



- In the Record Lookup pop-up, click into the **Search** field in the upper left corner and type the agency name or acronym (ex: VITA). Click on the **FIND** button or press Enter



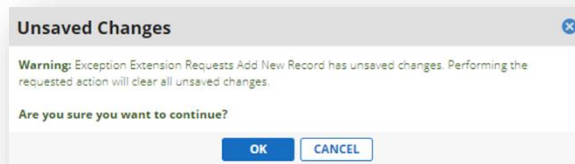
on the keyboard to execute the search.

- The agency name is listed below. Select the checkbox next to the Agency Name.
- Click on the **OK** button at the bottom right of the pop-up.
- The Record Lookup pop-up closes and the selected Agency is displayed in the Agency field.



- In the EXCEPTION DECLARATION section, click into the **Exception Description** field and type to describe the changes that have occurred

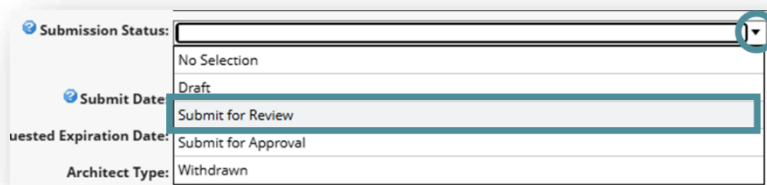
6. To cancel the unsaved changes, browse away from the form. The Unsaved Changes warning displays. Click on the **OK** button to delete the unsaved exception request or click on the **Cancel** button to resume editing.



To save, either:

- Click on the **SAVE** button at the top to save and continue editing.
- OR
- Click on the **SAVE AND CLOSE** button at the top to save and exit editing.

7. When the new record is completed and ready for architectural review, in the GENERAL INFORMATION section toward the top, click on the **Submission Status** drop-down and select **Submit for Review**.



- At the top left of the page, click on the **SAVE** button.

The request is submitted to the Enterprise Architecture (EA) Team for review and the overall status will update to In Architecture Review.

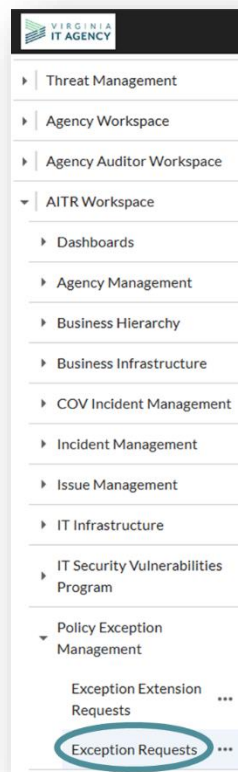
- During the Architectural review the Security Architecture team, the Operations team, AITRs and ISOs will discuss the exception and finalize the exception for Agency Head approval.
- Agency AITRS and ISOs can attach additional documentation if required to the Archer record under the Exception Request Attachments by clicking Add New (just make sure the submission status is set to DRAFT).
- Once Architectural Review is complete, the exception status will be changed to Ready for Agency Head Approval and the agency AITR or ISO will receive a notification email to obtain Agency Head approval.

Obtain Agency Head Approval Steps

The ISOs can print the Exception Request Template for Agency Head Signature from the EXPORT option within the exception record.

Print Exception Request

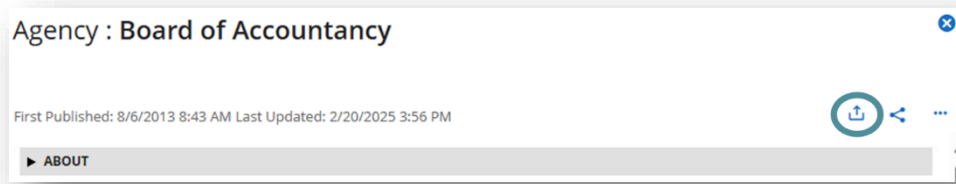
1. Log in to Archer.
 - Log in to [Okta](#).
 - In Okta, locate the **Archer** tile.
 - Click on the Archer tile. Archer opens in a new browser window.
2. Click the down arrow next to AITR Workspace.
3. Click on Policy Exception Management
4. Click on Exception Requests.



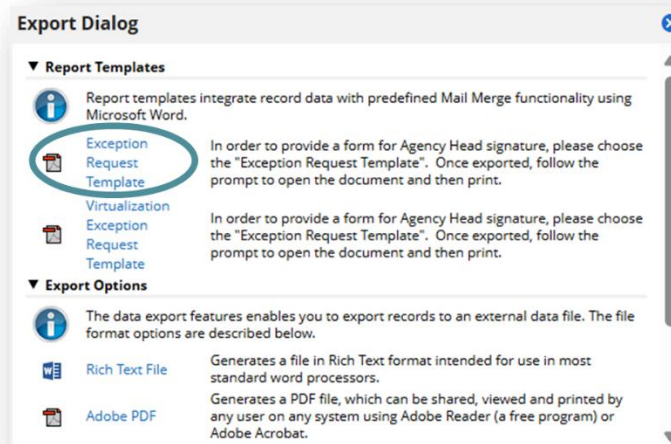
The list of exception requests that the logged in user has permission to view is displayed.

5. Locate your exception request in the list and click on the Exception ID value, ex: EXC-000.

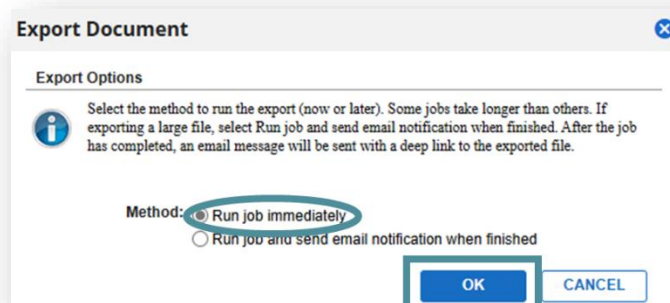
6. At the top right, click on the **Export** icon. The Export Options pop-up displays.



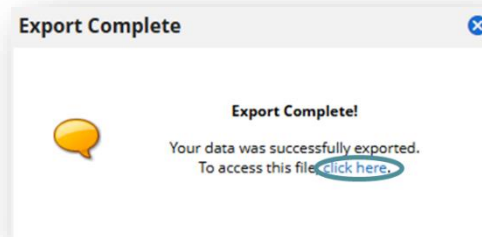
7. In the Export Dialog pop-up, click on the **Exception Request Template** from Report Templates. The Export Document pop-up displays.



8. In the Export Document pop-up, with the radio button on **Method: Run job immediately** (this is the default), click on the **OK** button. The Export Complete pop-up displays.

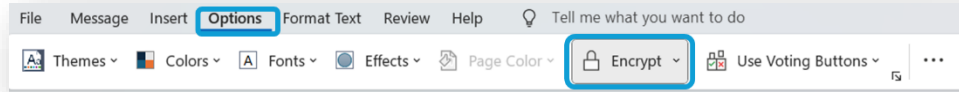


9. On the Export Complete pop-up, click on the **click here** link to download the file to your device.

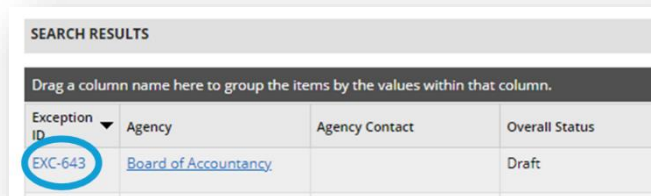


Request and Upload Approval

1. Email the agency head, attaching the PDF of the Archer exception request. In Outlook, remember to encrypt the email. All emails containing exception information must be encrypted.



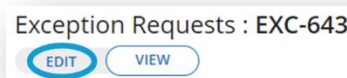
2. The Agency Head will reply via email, acknowledging and accepting all the risks.
3. Save/ print the approval email as a PDF.
4. Log in to Archer.
5. Locate the exception request in Archer
 - Click down arrow next to AITR Workspace.
 - Click on **Policy Exception Management**.
Archer displays the Exception Requests page.
 - Search for and find the specific Exception Request.
 - Click the Exception ID link (EXC-##) to view the exception.



SEARCH RESULTS			
Drag a column name here to group the items by the values within that column.			
Exception ID	Agency	Agency Contact	Overall Status
EXC-643	Board of Accountancy		Draft

Archer displays the Exception Request, defaulted to VIEW mode.

- At the top left, click on the **EDIT** button.



- In the GENERAL INFORMATION section, ensure the **Submission Status** is set to **DRAFT**.

▼ GENERAL INFORMATION

Exception ID: EXC-643

Exception Type: Internal

Submission Status: Draft

Updated by Hussein, Teresa on 1/9/2025 1:57:53 PM

- In the AGENCY HEAD APPROVAL section, in the upper right of, click on the **Add New** link to upload the Agency Head approval email PDF.

▼ AGENCY HEAD APPROVAL

Please do not attach an Agency Head approval until requested to by an Architect. Please select 'Add New' to attach the Agency Head approval.

Add New

Help

- Archer displays the Upload pop-up. Click on the **Select File(s)** button.

Upload

1 of No Maximum Attachments Maximum Size: 100MB

FILES TO UPLOAD

Select File(s)

Test.pptx Remove

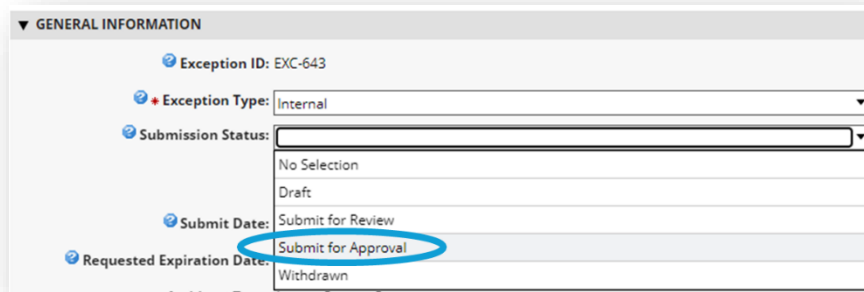
OK CANCEL

- In the file upload dialog displayed, select the files that explain or clarify the AI technology and click Open.
 - Note: Maximum file size is 100 MB.
 - Repeat as needed.
- When complete, click on the OK button.

The Upload pop-up closes and the names of the uploaded files are displayed in the Model Architecture Attachments table.

▼ Model Architecture Attachments				Add New
Name	Size	Type	Upload Date	
Test.pptx	32148	.pptx	1/22/2025 4:40:34 PM	

8. Click on the **Submission Status** drop-down and select the **Submit for Approval** option.



The screenshot shows the 'GENERAL INFORMATION' section of an Archer system interface. It includes fields for 'Exception ID: EXC-643', 'Exception Type: Internal', 'Submission Status' (with a dropdown menu open), 'Submit Date', and 'Requested Expiration Date'. The 'Submission Status' dropdown menu is open, showing options: 'No Selection', 'Draft', 'Submit for Review', 'Submit for Approval' (highlighted with a blue circle), and 'Withdrawn'.

9. Click on the **SAVE** button at the top.

CSRM Review and Decision

Archer notifies the Enterprise Architecture (EA) Team that the exception was submitted for approval. The EA team updates the CSRM Architect Review field to Architectural Review Complete and the exception is routed to the CSRM approvers for CSRM review.

Once CSRM approvers complete the review the CSRM Review Status field is updated to either Approved, Denied or Returned to Reviewer.

If the exception is marked as Returned to Reviewer the EA Team is notified to take the additional actions needed.

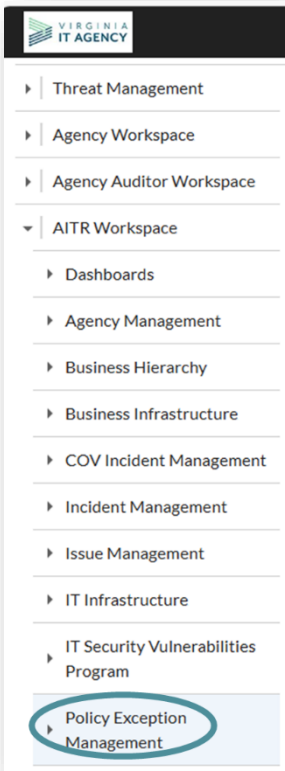
If the exception is either Approved or Denied the agency head and ISO will receive an email notification.

ADD EXCEPTION EXTENSION REQUEST

To extend the timeline for security exceptions, you must add an exception extension request.

1. Log in to Archer.
 - Log in to [Okta](#).
 - In Okta, locate the **Archer** tile.
 - Click on the **Archer** tile. Archer opens in a new browser window.
2. Click the down arrow next to **AITR Workspace**.

3. Click on **Policy Exception Management**.



4. Click on **Exception Requests**.



The Exception Requests page displays.

The screenshot shows the 'Exception Requests' interface. On the left, there is a 'REFINE BY' section with filters for 'Agency' and 'Agency Contact'. The main area displays a table of search results. The table has the following columns: Exception ID, Agency, Agency Contact, Overall Status, Exception Description, Exception Type, Submit Date, Days to Expiration, and Expiration Date. The first two rows show 'Draft' status requests for 'Virginia Retirement System' with ID 'EXC-657' and 'EXC-656'. The third row shows 'In ISO Review' status for 'Department of Labor and Industry' with ID 'EXC-655'. The fourth row shows 'In ISO Review' status for 'Alcoholic Beverage Control' with ID 'EXC-654'. The fifth row shows 'In CSRM/EA Review' status for 'Alcoholic Beverage Control' with ID 'EXC-653'. The sixth row shows 'Draft' status for 'Alcoholic Beverage Control' with ID 'EXC-652'. The seventh row shows 'In Architecture' status for 'Board of Accountancy' with ID 'EXC-651'.

5. Locate the existing exception request on the page.
6. Click on the **Exception ID** link of the exception to be extended.

SEARCH RESULTS

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

Exception ID	Agency	Agency Contact	Overall Status	Exception Description
EXC-657	Virginia Retirement System	Michael McDaniel	Draft	this is a test. I noticed the Associated Policies did not allow for an internal agency policy.
EXC-656	Virginia Retirement System	Michael McDaniel	Draft	this is a test. I noticed the Associated Policies did not allow for an internal agency policy.
EXC-655	Department of Labor and Industry	Christine Childress	In ISO Review	test
EXC-654	Alcoholic Beverage Control	Nathan Bunsalduie	In ISO Review	Test
EXC-653	Alcoholic Beverage Control	Nathan Bunsalduie	In CSRM/EA Review	Test
EXC-652	Alcoholic Beverage Control		Draft	ASDF
EXC-651	Board of Accountancy	George Washington	In Architecture	The Commonwealth of Virginia Department of

The Exception Requests page for that exception displays.

Exception Requests : EXC-657

EDIT VIEW

Initial Creation Date: 3/31/2026 8:39 AM Last Updated: 3/31/2026 8:39 AM Record 1 of 339

Exception Declaration Agency Review and Approvals Extension Request

▶ ABOUT

▼ GENERAL INFORMATION

Exception ID: EXC-657	Exception Name: exception test request
Exception Internal Type:	Agency: Virginia Retirement System
Submission Draft Status:	Overall Status: Draft

7. Click on the **Extension Request** tab.

The screenshot shows the 'Exception Requests : EXC-657' interface. At the top, there are 'EDIT' and 'VIEW' buttons. Below them, the initial creation date and last updated date are shown as '3/31/2026 8:39 AM'. A navigation bar contains three tabs: 'Exception Declaration', 'Agency Review and Approvals', and 'Extension Request', which is circled in red. Below the tabs, there is an 'ABOUT' section and a 'GENERAL INFORMATION' section. The 'GENERAL INFORMATION' section contains the following details:

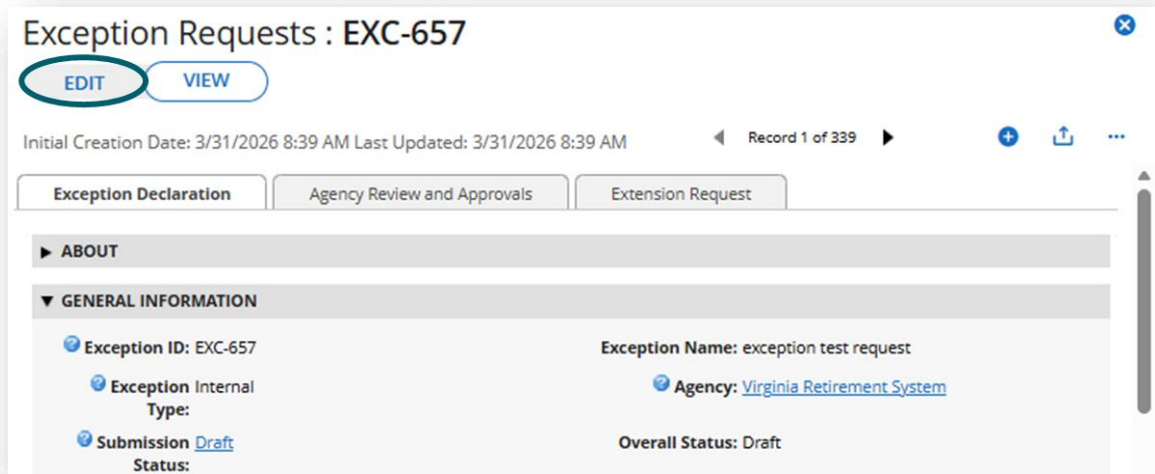
- Exception ID: EXC-657
- Exception Name: exception test request
- Exception Internal Type:
- Submission Draft Status:
- Agency: [Virginia Retirement System](#)
- Overall Status: Draft

The **Extension Request** tab for that exception displays.

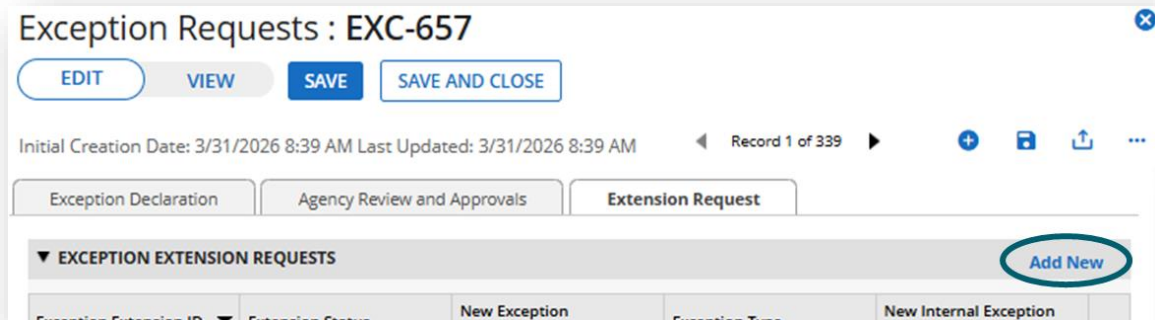
The screenshot shows the 'Exception Requests : EXC-657' interface with the 'Extension Request' tab selected. The navigation bar now shows 'Exception Declaration', 'Agency Review and Approvals', and 'Extension Request'. Below the tabs, there are two sections, both displaying 'No Records Found':

- EXCEPTION EXTENSION REQUESTS**: A table with columns: Exception Extension ID, Extension Status, New Exception Expiration Date, Exception Type, and New Internal Exception Expiration Date.
- EXCEPTION REQUEST EXTENSIONS (OLD)**: A table with columns: Description of Changes, Were there significant changes since the original request?, Request Date, Requested By, Extension Request Attachments, and Extension Status.

8. In the upper left, click on the **EDIT** button.



9. Click on the **Add New** link on the right, next to the EXCEPTION EXTENSION REQUESTS



header.

The **General Information** tab displays.

General Information

▼ GENERAL INFORMATION

Exception Extension ID: * Agency:

▼ Exception Lookup

Exception ID	Exception Type
EXC-657	Internal

Agency Submission Status:

Agency Submission Date:

Submitted By: Hussein, Teresa

Requested Extension Expiration Date:

Exception Type:

* Extension Justification and Changes:

▼ Extension Attachments Add New

Name	Size	Type	Upload Date
No Records Found			

▼ Agency Head Approval Add New

Name	Size	Type	Upload Date
No Records Found			

▼ HISTORY LOG

History Log: [View History Log](#)

* Required

10. Complete the required fields, specifically:

- Agency
- Requested Extension Expiration Date
- Extension justification and changes
- List specific evidence and justification requirements here, including:
 - Relevant project plan or project ID number
 - An explanation on why the estimated date in the original exception wasn't met
 - Why you believe the new date will be met

General Information

▼ GENERAL INFORMATION

Exception Extension ID: * Agency:

▼ Exception Lookup

Exception ID	Exception Type
EXC-657	Internal

Agency Submission Status:

Agency Submission Date:

Submitted By: Hussein, Teresa

Requested Extension Expiration Date:

Extension Status:

Extension Expiration Date:

Architect Type:

Exception Type:

* Extension Justification and Changes:

▼ Extension Attachments Add New

Name	Size	Type	Upload Date
No Records Found			

▼ Agency Head Approval Add New

Name	Size	Type	Upload Date
No Records Found			

▼ HISTORY LOG

History Log: [View History Log](#)

+ Required

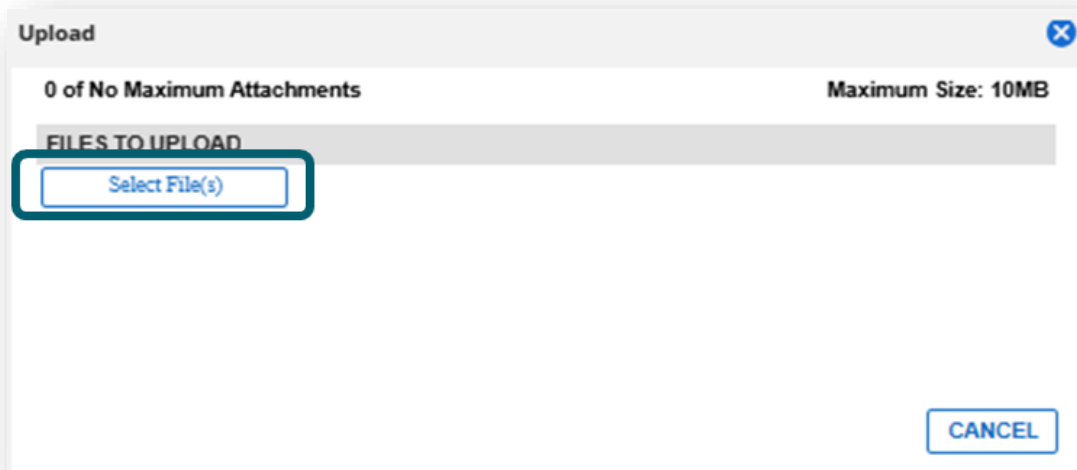
- In the Extension Attachments section, click on the **Add New** link on the right and upload supporting documentation for the exception extension.

▼ Extension Attachments Add New

Name	Size	Type	Upload Date
No Records Found			

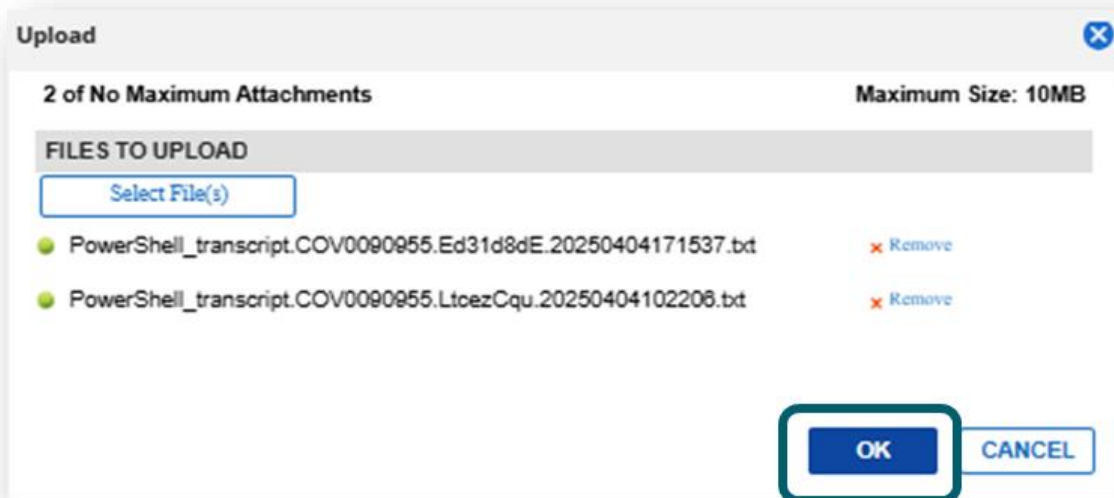
The Upload dialog box displays.

12. Click on the **Select File(s)** button and navigate to the files to be uploaded.

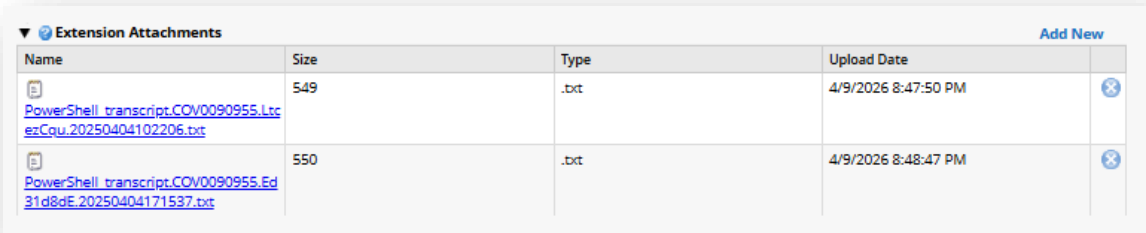


Select the relevant files and click on the **Open** button.

When all of the required files have been added, click on the **OK** button.

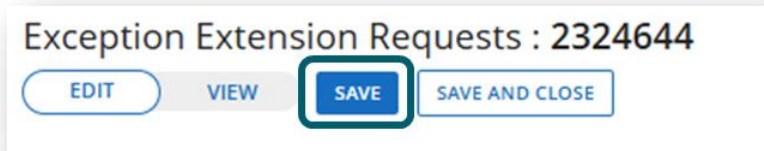


The uploaded evidence displays in the Extension Attachments section.



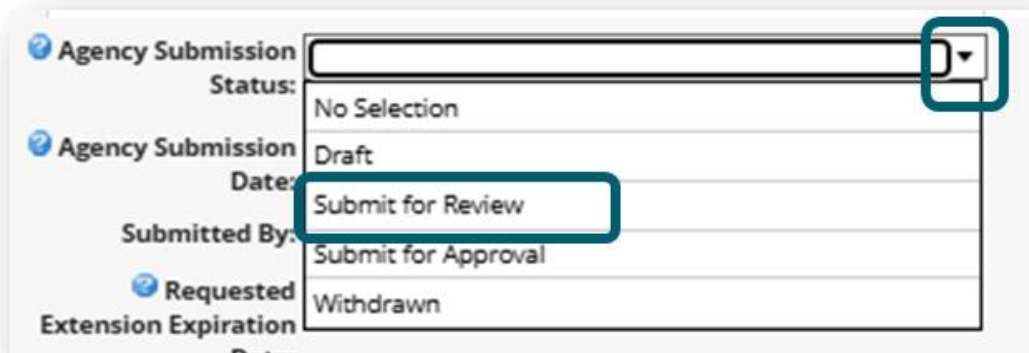
Name	Size	Type	Upload Date
PowerShell_transcript_COV0090955.Ltc ezCqu.20250404102206.txt	549	.txt	4/9/2026 8:47:50 PM
PowerShell_transcript_COV0090955.Ed 31d8dE.20250404171537.txt	550	.txt	4/9/2026 8:48:47 PM

13. Click on the **SAVE** button at the top left of the Exception Extension Requests page.

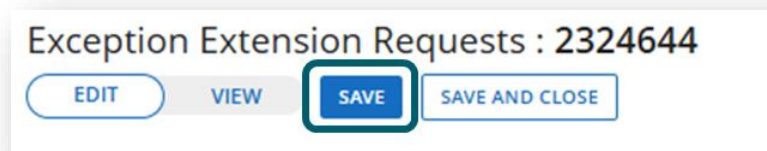


The page refreshes and displays the General Information tab.

14. Click on the **Agency Submission Status** drop-down and select the status **Submit for Review**.



15. Click on the **SAVE** button at the top left.



Clicking the SAVE button triggers Archer to send notifications. The Enterprise Architecture (EA) analyst assigned to the agency will review and process the exception request. If the analyst has no questions, they will update the **Agency Submission Status** to **Submit for Approval**.

On approval, the requester will receive an email notification from Archer.

APPENDIXES

APPENDIX 1: GLOSSARY

Definitions and processes found in this training guide are for purposes of use in Archer only and do not modify definitions or processes in any Master Services Agreement (MSA).

Term/ Abbreviation	Definition
Application	An automated solution designed to perform one or more business functions
Archer	Archer is the Commonwealth Of Virginia's Governance, Risk, and Compliance (GRC) management tool. It is gathers data from Ardoq and Keystone Edge (CMDB).
Ardoq	Ardoq (Architecture Documentation) is an application lifecycle management tool.
Artificial Intelligence (AI)	Simulation of human intelligence processes by machines that can adapt and learn using machine learning algorithms that analyze large volumes of training data to identify correlations, patterns, and recommendations based on future data inputs Archer Compliance AI provides oversight and connects regulatory changes to internal compliance policies
Business Process; Business Function	Structured, often chained, activities or tasks conducted by people or equipment to produce a specific service or product for a particular user or consumer
CTP Planview	Commonwealth Technology Portfolio in Planview
Dataset	Describes and classifies the data within an application Can also be referred to as a data set, data asset, or information; Within Archer, it is referred to as information
Device	The hardware that supports the application
Keystone Edge CMDB	Configuration Management Database
Proponent Secretary	Secretary of the agency that owns the AI Record

APPENDIX 2: REQUEST ADDITION OF A NEW SELECTION OPTION TO AN ARCHER FIELD

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

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

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

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

Email agency completed form to commonwealthsecurity@vita.virginia.gov.