

Service Description

OpenText™ Service Management and Asset Management

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This Service Description document describes the components and services included in OpenText™ Service Management and Asset Management (“OTSM/OTAM”) and, unless otherwise agreed to in writing, is subject to the Micro Focus Customer Terms for Software-as-a-Service (“SaaS Terms”) found at www.opentext.com/about/legal/software-licensing. Capitalized terms used but not defined herein shall have the meanings set forth in the SaaS Terms.

Standard Service Features

High Level Summary

OpenText™ Service Management and Asset Management (OTSM/OTAM) is a native cloud application that delivers a machine learning based service management and asset management capability for customers with options for automated discovery of servers, software, and service models via Micro Focus Universal Discovery and CMDB (comprising of “Universal Discovery” and “UCMDB”) and automation with Micro Focus Operations Orchestration SaaS (“Operations Orchestration”). Micro Focus oversees the deployment, infrastructure, operation, availability, security and data protection and support of the service.

OTSM/OTAM comes in 3 different service options depending on Customer requirements:

- **Core Service Management Express (OTSM Express)**
Includes IT Service Management (ITSM) specific modules and capabilities.
- **Core Asset Management (OTAM)**
Includes IT Asset Management (ITAM) specific modules and capabilities.
- **Core Service Management Premium (OTSM Premium)**
Includes both ITSM and ITAM specific modules and capabilities included with OTSM Express and OTAM.

Unless specifically stated, the details provided within this Service Description apply to all 3 service options.

Customer may purchase one (1) of the above solutions per tenant but cannot mix the service options within the same tenant. OTSM Express and OTAM Customer can upgrade to OTSM Premium for an additional fee.

Micro Focus oversees the deployment, infrastructure, operation, availability, security and data protection and support of the service.

SaaS Delivery Components

Core Service Management Express (OTSM Express)

SaaS Delivery Components	Included
One (1) OTSM Express production tenant	✓
Operations Platform tenant with up to 100 GB of Operations Data Lake (ODL) storage	✓
Additional OTSM Express non-production tenant	O
Premium Discovery of a server OSI including dependencies	O
Asset Discovery of a server or workstation OSI	O
Import of IT and non-IT content into UCMDB without discovery	O
Additional Data Flow Probe Connection	O
Advanced Discovery of Networks for Universal Discovery	O
OSM Aviator	O
Operations Platform	O
✓ = Included	
O = Optional for an additional fee	

Core Asset Management (OTAM)

SaaS Delivery Components	Included
One (1) OTAM production tenant	✓
One (1) OTAM non-production tenant	✓
Operations Platform tenant with up to 300 GB of Operations Data Lake (ODL) storage	✓
Additional OTAM non-production tenant	O
Software Asset Management	O
Premium Discovery of a server OSI including dependencies	O
Asset Discovery of a server or workstation OSI	O
Import of IT and non-IT content into UCMDB without discovery	O
Additional Data Flow Probe Connection	O
Operations Orchestration Concurrent Workflow	O
OSM Aviator	O
Operations Platform	O
✓ = Included	
O = Optional for an additional fee	

Core Service Management Premium (OTSM Premium)

SaaS Delivery Components	Included
One (1) OTSM Premium production tenant	✓
One (1) OTSM Premium non-production tenant	✓
Operations Platform tenant with up to 300 GB of Operations Data Lake (ODL) storage	✓
Additional OTSM Premium non-production tenant	O
Software Asset Management	O
Premium Discovery of a server OSI including dependencies	O
Asset Discovery of a server or workstation OSI	O
Import of IT and non-IT content into UCMDB without discovery	O
Additional Data Flow Probe Connection	O
Operations Orchestration Concurrent Workflow	O
OSM Aviator	O
Operations Platform	O
✓ = Included	
O = Optional for an additional fee	

SaaS Operational Services

SaaS Operational Services	Included
Onboarding	✓
Customer Management (CM) Meetings	✓
Product Support	✓
Single sign-on support*	✓
Service Health portal	✓
Supplementary Operational Services	O
✓ = Included	
O = Optional for an additional fee	

*Restrictions apply. Only certain IDPs and integrations are supported.

Architecture Components

Micro Focus deploys OTSM/OTAM, Universal Discovery and CMDB, Operations Orchestration SaaS, Operations Platform, Operations Orchestration Workflow Designer and Observability and Service Management (OSM) Aviator using a shared infrastructure platform. The shared platform is monitored for 24x7 availability, and Micro Focus provides related 24x7 infrastructure support, including application version upgrades.

As part of the OTSM/OTAM tenant, a Universal Discovery and CMDB tenant, an Operations Platform tenant and an Operations Orchestration Workflow Designer tenant and OSM Aviator tenant is deployed and available for use as part of the Customer's subscription. Customer access to their OTSM Express, OTAM or OTSM Premium tenant is through the Internet over HTTPS.

OpenText Service Management (OTSM) Express

OTSM Express licenses are sold on a unit basis. OTSM Express license units can be allocated to either Concurrent User or Named User licenses for an OTSM Express tenant based on the following ratio:

License	Quantity of OTSM Express Units	Quantity of self-service portal users
1 Named User License	1 OTSM Express unit	1000 self-service portal users
1 Concurrent User License	2 OTSM Express units	2000 self-service portal users

On initial deployment, unless specified otherwise by Customer in advance, all OTSM Express units will be designated as Concurrent User licenses.

Customers can change the allocation of OTSM Express units to Concurrent User or Named User licenses at any time through SaaS support.

Each Named User License includes 1000 self-service portal users. Each Concurrent User License includes 2000 self-service portal users. Each Service Management Unit License includes 1000 self-service portal users.

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OpenText™ Core Service Management and Core Asset Management

OpenText Asset Management (OTAM)

OTAM licenses are sold on a unit basis. OTAM license units can be allocated to either Concurrent User or Named User licenses for an OTAM tenant based on the following ratio:

License	Quantity of OTAM Units	Quantity of self-service portal users
1 Named User License	1 OTAM unit	1000 self-service portal users
1 Concurrent User License	2 OTAM units	2000 self-service portal users

On initial deployment, unless specified otherwise by the Customer in advance, all OTAM units will be designated as Concurrent User licenses. Customers can change the allocation of OTAM units to Concurrent User or Named User licenses at any time through SaaS support.

OTAM includes one (1) non-production OTAM tenant which is deployed on the same shared platform infrastructure as the OTAM production tenant. The non-production tenant includes the same capabilities deployed as the production OTAM Tenant. Non-production tenant is provided only for internal use to allow customers to develop and test their environment.

The total number of non-production OTAM units (available to be designated as Concurrent User or Named User licenses) to be applied to the non-production OTAM tenant, cannot exceed the total OTAM units purchased per tenant.

OpenText Service Management Premium (OTSM Premium)

OTSM Premium licenses are sold on a unit basis. OTSM Premium license units can be allocated to either Concurrent User or Named User licenses for a OTSM Premium tenant based on the following ratio:

License	Quantity of OTSM Premium Units	Quantity of self-service portal users
1 Named User License	1 OTSM Premium unit	1000 self-service portal users
1 Concurrent User License	2 OTSM Premium units	2000 self-service portal users

On initial deployment, unless specified otherwise by the Customer in advance, all OTSM Premium units will be designated as Concurrent User licenses. Customers can change the allocation of OTSM Premium units to Concurrent User or Named User licenses at any time through SaaS support.

OTSM Premium includes one (1) non-production OTSM Premium tenant which is deployed on the same shared platform infrastructure as the OTSM Premium production tenant. The non-production tenant includes the same capabilities deployed as the production OTSM Premium Tenant. Non-production tenant is provided only for internal use to allow customers to develop and test their environment.

The total number of non-production OTSM Premium units (available to be designated as Concurrent User or Named User licenses) to be applied to the non-production OTSM Premium tenant, cannot exceed the total OTSM Premium units purchased per tenant.

Additional capabilities

Customer may purchase, for an additional fee, the following capabilities to integrate with OTAM and OTSM Premium:

- **Software Asset Management** – Includes the Software Asset Management (SAM) module of Core Asset Management to manage software licenses and ensure vendor compliance for deployed software and consumed SaaS. See additional information below.

Customer may purchase, for an additional fee, the following capabilities to integrate with their OTSM/OTAM Tenant:

- **Asset Discovery** – includes usage of the Universal Discovery module of the Universal Discovery and CMDB solution to discover operating system instances (OSI) of servers (physical, virtual, cloud, container) or workstations, in support of auto-populating OTSM/OTAM with details of the infrastructure environment Customer is supporting allows capturing configuration information about the servers or workstation themselves including the software installed on these servers or workstations and the environment in which the software is installed
- **Premium Discovery** – includes all features of Asset Discovery plus the capture configuration information about software running on servers and the dependencies that exist between servers and running software
- **Operations Orchestration concurrent workflow** – includes the usage of Operations Orchestration Central interface to run and monitor Customer's orchestration workflows for any automation use-case launched from OTSM Premium
- **Operations Platform** – provides a suite of shared services, including Operations Data Lake, Identity Management, License Management, Threshold and Baseline Service and Operations Cloud. For further details of Operations Platform, please refer to the Service Description for OpenText Operations Platform
- **Observability and Service Management Aviator** – includes the usage of additional Artificial Intelligence (AI) Service to extend the AI capabilities within Enterprise Service Management (OSM) products that are connected to the OSM Aviator service. Usage of OSM Aviator is subject to the Service Description for OpenText OSM Aviator available at: www.opentext.com/about/legal/software-licensing.
- **Additional Non-Production Tenant** – OTSM/OTAM customers can purchase additional non-production tenants of OTSM/OTAM. At the time of purchase Customer can choose whether this non-production OTSM/OTAM tenant is deployed to the same shared platform infrastructure as their production tenant or be deployed in another available SaaS farm location (for example in another region). The total number of non-production OTSM/OTAM units (available to be designated as Concurrent User or Named User licenses) cannot exceed the total OTSM/OTAM units purchased or a minimum of 5 OTSM/OTAM units, whichever is the greater per non-production tenant.

Micro Focus does not install, deploy, or manage on-premises components that may be required to use OTSM/OTAM Tenant. Customer is responsible for installing, configuring, deploying, updating, and paying any additional fees (if required) for any additional on-premises components for its applications.

Software Asset Management

Usage of deployed software and SaaS compliance management is accomplished through Software Asset Management (SAM) on OTSM Premium or OTAM. Native integration with Universal Discovery on SaaS will allow customers to manage compliance of vendors and products supported by SAM out of the box. Compliance management is available only for those vendors and products expressly supported by SAM. Additional configuration is required for other vendors and products. SAM provides deployed-software and SaaS compliance management for all users or devices available in OTSM Premium or OTAM and Universal CMDB and is licensed for the largest number (of users or devices).

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OpenText™ Core Service Management and Core Asset Management

Universal Discovery and CMDB

Usage of Universal Discovery and CMDB with OTSM/OTAM is accomplished through the communication of discovered data to the Universal Discovery and CMDB tenant that is part of Customer's OTSM/OTAM rendering automated discovery results immediately visible to OTSM/OTAM agents.

Customer who purchased the optional Asset Discovery or Premium Discovery capabilities for OTSM/OTAM, is responsible for installing, configuring, deploying, and updating of the Universal Discovery Infrastructure Data Flow Probes ("Data Flow Probes" or "DFP"), and updating the Universal Discovery Content Pack as required for successful discovery.

Usage of Universal Discovery and CMDB is governed under the Service Description for OpenText Core Universal Discovery and CMDB available here: www.opentext.com/about/legal/software-licensing.

Operations Orchestration SaaS

Usage of orchestration on OTSM/OTAM is accomplished through Operations Orchestration SaaS and Operations Orchestration Workflow Designer SaaS. OTSM/OTAM can be configured via the native integration to communicate with Operations Orchestration SaaS.

Customers who purchased the optional Operations Orchestration concurrent workflow capability for OTSM/OTAM, are responsible for installing, configuring, deploying, and updating any optional RAS (Remote Action Service).

As part of OTSM/OTAM, Customer gets two (2) Operations Orchestration Concurrent Workflows included and can purchase additional Operation Orchestration concurrent Workflows for an optional fee.

One (1) Concurrent Workflow includes up to five (5) parallel threads in the same workflow.

Operations Orchestration SaaS capabilities are different from the on-premises Operations Orchestration product and can be found in the online OTSM/OTAM documentation: [Administer Operations Orchestration](#).

Usage of Operations Orchestration SaaS and Operations Orchestration Workflow Designer SaaS is governed under the Service Description for OpenText Core Automation Center available here: www.opentext.com/about/legal/software-licensing.

OSM Aviator

Additional Artificial Intelligence (AI) Service extending the AI capabilities within Enterprise Service Management (OTSM/OTAM) products that are connected to OSM Aviator. Usage of OSM Aviator is governed under the Service Description for OpenText OSM Aviator available here:

www.opentext.com/about/legal/software-licensing.

European Union (EU) Managed Service

Customers who purchased the EU Managed Service will have their OTSM/OTAM Tenant deployed within a dedicated EU Managed infrastructure located within the EU, with an EU centric support and operations model. Customer data resides only in the EU Managed infrastructure. All other aspects of this Service Description are applicable to the EU Managed Service.

Open Source Software

Open Source Software are governed by the terms of their respective licenses. Information about Open Source Software and third party software distributed with the SaaS shall be provided upon request.

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Service Support

Customer may contact Micro Focus through submitting online support tickets. The Micro Focus Support Team will either provide support to Customer directly or coordinate delivery of this support.

Online support for OTSM/OTAM and only the on-premises components mentioned above is available from the support portal (PCS): <https://pcs.saas.microfocus.com>

As part of the onboarding process, it is Customers' responsibility to provide details of users that require access to the support portal (PCS). These initial users will have an account created and can manage access for themselves and others to the support portal for Customer's OTSM/OTAM tenant.

OTSM/OTAM includes extensive online contextual help to aid with configuration of OTSM/OTAM to align with your business requirements. Full documentation of the capabilities of the OTSM/OTAM solution which includes OTSM Express, OTAM and OTSM Premium, and the optional capabilities outlined in this service description is available at: [Home - Enterprise Service Management](#)

Micro Focus staffs and maintains a 24x7x365 Service Operations Center, which will be the single point of contact for all issues related to the support for SaaS. Customer will maintain a list of authorized users who may contact Micro Focus for support. Customer's authorized users may contact Micro Focus for support via the Web portal 24 hours a day, 7 days a week.

Activity	OTSM Express
	OTAM OTSM Premium
Customer Management	✓
Email and Online Notifications	✓
On-boarding	
Introduction meeting, handover of product and support materials, verification of online access, scope validation and service goals	✓
Version Updates	
Major version updates	✓ ¹
Service Reviews	
Meeting reviewing service quality, and to provide feedback on improvements required	Yearly
Assisting with the implementation / configuration and tailoring	Available at additional cost
Availability SLA	99.9%

¹ Notifications regarding release updates to OTSM/OTAM will include details of any associated release readiness webinar, and online documentation which will detail the updates and new features in the planned release.

Supplementary Operational Services

Supplementary Operational Services are available for purchase with your OTSM/OTAM SaaS subscription and include migrating from OTSM/OTAM hosted outside of OTSM/OTAM SaaS or restricting access to a defined IP allow list. Full details on the Supplementary Operational Services available can be found via our SaaS customer support.

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Service Monitoring

Micro Focus monitors SaaS availability 24x7. Micro Focus uses a centralized notification system to deliver proactive communications about service changes, outages, and scheduled maintenance on [OpenText Status Dashboard](#). You can subscribe to notifications via [OpenText Status](#) page. Details about the health of the service are available via [System Health](#) portal for your service which includes:

- Current availability of the OTSM/OTAM environment that their tenants are part of
- Outage reports for any incidents that have been identified by our support teams
- Historical SLO data

The Link to Service Health portal for your service will be provided as part of your onboarding to Micro Focus SaaS and are also available via the support portal: <https://pcs.saas.microfocus.com>

Capacity and Performance Management

The architecture allows for addition of capacity to applications, databases, and storage.

Operational Change Management

Micro Focus follows a set of standardized methodologies and procedures for efficient and prompt handling of changes to SaaS infrastructure and application, which enables beneficial changes to be made with minimal disruption to the service.

Data Backup and Retention

The data backup and retention described in this section are part of Micro Focus's overall business continuity management practices designed to attempt to recover availability to SaaS and SaaS Data for Customer following an outage or similar loss of service for SaaS.

SaaS Data

Customer is solely responsible for the data, text, audio, video, images, software, and other content input into a Micro Focus system or environment during Customer's (and its Affiliates' and/or Third Parties') access or use of Micro Focus SaaS ("SaaS Data"). The following types of SaaS Data reside in the SaaS environment:

- **Supporting Data:** This is data loaded by a customer to support the transactional records. Examples of this could include, but not limited to Organization Locations, personnel, departmental data, assets, and services delivered.
- **Transactional Data:** This is data that is related to the day-to-day delivery of service operations and support within the organization. Examples of this could include but are not limited to service and support requests, incidents, and change records. Note, transactional data is typically linked to one or more supporting data records.
- **Attachment Data:** This refers to any type of file that has been attached to either supporting data or transaction data. For example, this could be but not limited to an image file an employee uploads for his profile picture on his personal record, a log file attached to an incident to assist with resolution, or a pdf troubleshooting guide attached to a knowledge article.
- **Configuration Data:** This is any alterations made to the configuration of the OTSM/OTAM Tenant from an Out of the box (OOTB) OTSM/OTAM Tenant. Examples of this could include but not limited to adding a custom field on record entity, modifying the workflow, making a field mandatory. Full documentation of the configuration alterations that can be made are documented in the online contextual help available at: [Home - Enterprise Service Management](#)

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Micro Focus does not add any specific customer-related data into the OTSM/OTAM tenants provided to a customer as part of the OTSM/OTAM offering, and any data highlighted above is done so by the customer.

Backups

OTSM/OTAM is implemented over AWS technology service stack in a redundant mode over multiple Availability zones (AZs) with elastic load balancing allowing us to quickly recover service in case of a disaster. Availability zones (AZs) are distinct geographical locations that are engineered to be insulated from failures in other AZs.

Micro Focus performs a backup of SaaS Data every 6 hours with a 6-hour recovery point objective (RPO). Micro Focus retains each backup for the most recent seven (7) days. The backup data is replicated to a protected vault within the same AWS Region as the Customer's running service. The backup includes a snapshot of production database, including transactional database and analytics database, a copy of files stored on persistent volume and an export of all the Kubernetes objects.

Micro Focus's standard storage and backup measures are Micro Focus's only responsibility regarding the retention of this data. Customers using a dedicated SaaS farm environment may request via a service request for Micro Focus to attempt to restore the entire dedicated SaaS farm, including all production and non-production data from Micro Focus' most current backup. Micro Focus will be unable to restore any data not properly entered by Customer or lost or corrupted at the time of backup or if Customer's request comes after the 7 days data retention time of such backup.

Disaster Recovery for SaaS

Business Continuity Plan

Micro Focus continuously evaluates different risks that might affect the integrity and availability of SaaS. As part of this continuous evaluation, Micro Focus develops policies, standards and processes that are implemented to reduce the probability of a continuous service disruption. Micro Focus documents its processes in a business continuity plan ("BCP") which includes a disaster recovery plan ("DRP"). Micro Focus utilizes the BCP to provide core SaaS and infrastructure services with minimum disruption. The DRP includes a set of processes that implements and tests SaaS recovery capabilities to reduce the probability of a continuous service interruption in the event of a service disruption.

OTSM/OTAM is implemented using a cloud-based technology service stack in a redundant mode over multiple availability zones. The failure of one zone will not impact the service availability as the system will automatically failover from the other zones. In the event of a disaster impacting more than one zone at the same time, such as a complete cloud region, the DRP's target is to provide restoration of OTSM/OTAM within 24 hours (Recovery Time Objective, RTO) following Micro Focus's declaration of a disaster.

SaaS Security

Micro Focus maintains an information and physical security program designed to protect the confidentiality, availability, and integrity of SaaS Data.

Technical and Organizational Measures

Micro Focus regularly tests and monitors the effectiveness of its controls and procedures. No security measures are or can be completely effective against all security threats, present and future, known and unknown. The measures set forth in this section may be modified by Micro Focus but represent a minimum standard. Customer remains responsible for determining the sufficiency of these measures.

Physical Access Controls

Micro Focus maintains physical security standards designed to prohibit unauthorized physical access to the Micro Focus equipment and facilities used to provide SaaS and include Micro Focus data centers and data centers operated by third parties. This is accomplished through the following practices:

- Presence of on-site security personnel on a 24x7 basis
- Use of intrusion detection systems
- Use of video cameras on access points and along perimeter
- Micro Focus employees, subcontractors and authorized visitors are issued identification cards that must be worn while on premises
- Monitoring access to Micro Focus facilities, including restricted areas and equipment within facilities
- Maintaining an audit trail of access

Access Controls

Micro Focus maintains the following standards for access controls and administration designed to make SaaS Data accessible only by authorized Micro Focus personnel who have a legitimate business need for such access:

- Secure user identification and authentication protocols
- Authentication of Micro Focus personnel in compliance with Micro Focus standards and in accordance with ISO27001 requirements for segregation of duties
- SaaS Data is accessible only by authorized Micro Focus personnel who have a legitimate business need for such access, with user authentication, sign-on and access controls
- Employment termination or role change is conducted in a controlled and secured manner
- Administrator accounts should only be used for the purpose of performing administrative activities
- Each account with administrative privileges must be traceable to a uniquely identifiable individual
- All access to computers and servers must be authenticated and within the scope of an employee's job function
- Collection of information that can link users to actions in the SaaS environment
- Collection and maintenance of log audits for the application, OS, DB, network, and security devices according to the baseline requirements identified
- Restriction of access to log information based on user roles and the "need-to-know"
- Prohibition of shared accounts

Availability Controls

Micro Focus's business continuity management process includes a rehearsed method of restoring the ability to supply critical services upon a service disruption. Micro Focus's continuity plans cover operational shared infrastructure such as remote access, active directory, DNS services, and mail services. Monitoring systems are designed to generate automatic alerts that notify Micro Focus of events such as a server crash or disconnected network.

Controls regarding disruption prevention include:

- Uninterruptible power supplies (UPS) and backup power generators
- At least two independent power supplies in the building
- Robust external network connectivity infrastructure

Data Segregation

SaaS environments are segregated logically by access control mechanisms. Internet-facing devices are configured with a set of access control lists (ACLs), which are designed to prevent unauthorized access to internal networks. Micro Focus uses security solutions on the perimeter level such as: firewalls, IPS/IDS, proxies, and content-based inspection in order to detect hostile activity in addition to monitoring the environment's health and availability.

Data Encryption

Micro Focus uses industry standard techniques to encrypt SaaS Data in transit. All inbound and outbound traffic to the external network is encrypted.

Audit

Micro Focus appoints an independent third party to conduct an annual audit of the applicable policies used by Micro Focus to provide SaaS. A summary report or similar documentation will be provided to Customer upon request. Subject to Customer's execution of Micro Focus's standard confidentiality agreement, Micro Focus agrees to respond to a reasonable industry standard information security questionnaire concerning its information and physical security program specific to SaaS no more than once per year. Such information security questionnaire will be considered Micro Focus confidential information.

Security Policies

Micro Focus conducts annual reviews of its policies around the delivery of SAAS against ISO 27001, which includes controls derived from ISO 27034 – "Information Technology – Security Techniques – Application Security". Micro Focus regularly re-evaluates and updates its information and physical security program as the industry evolves, new technologies emerge, or new threats are identified.

Customer initiated security testing is not permitted, which includes application penetration testing, vulnerability scanning, application code testing or any other attempt to breach the security or authentication measures of the SaaS.

Security Incident Response

In the event Micro Focus confirms a security incident resulted in the loss, unauthorized disclosure, or alteration of SaaS Data ("Security Incident"), Micro Focus will notify Customer of the Security Incident and work to reasonably mitigate the impact of such Security Incident. Should Customer believe that there has been unauthorized use of Customer's account, credentials, or passwords, Customer must immediately notify Micro Focus Security Operations Center via SED@opentext.com.

Employees and Subcontractors

Micro Focus requires that all employees involved in the processing of SaaS Data are authorized personnel with a need to access the SaaS Data, are bound by appropriate confidentiality obligations and have undergone appropriate training in the protection of customer data. Micro Focus requires that any affiliate or third-party subcontractor involved in processing SaaS Data enters into a written agreement with Micro Focus, which includes confidentiality obligations substantially similar to those contained herein and appropriate to the nature of the processing involved.

Data Subject Requests

Micro Focus will refer to customer any queries from data subjects in connection with SaaS Data.

Scheduled Maintenance

To enable Customer to plan for scheduled maintenance by Micro Focus, Micro Focus reserves predefined timeframes to be used on an as-needed basis. Micro Focus reserves one (1) monthly four (4) hour window (Scheduled to occur on Sunday in the 00:00 to 23:00 Greenwich Mean Time, the exact 4-hour time block is dependent on the location of the OTSM/OTAM SaaS farm location). These windows will be used on an as-needed basis.

Planned windows will be scheduled at least two (2) weeks in advance when Customer action is required, or at least four (4) days in advance otherwise.

Scheduled Version Updates

“SaaS Upgrades” are defined as major version updates, minor version updates, and binary patches applied by Micro Focus to Customer’s SaaS in production. These may or may not include new features or enhancements. Micro Focus determines whether and when to develop, release and apply any SaaS Upgrade. Customer is entitled to SaaS Upgrades during the applicable SaaS Order Term unless the SaaS Upgrade introduces new functionality that Micro Focus offers on an optional basis for an additional fee. Micro Focus determines whether and when to apply a SaaS Upgrade to Customer’s SaaS. Unless Micro Focus anticipates a service interruption due to a SaaS Upgrade, Micro Focus may implement a SaaS Upgrade at any time without notice to Customer. Micro Focus aims to use the Scheduled Maintenance windows defined herein to apply SaaS Upgrades. Customer may be required to cooperate in achieving a SaaS Upgrade that Micro Focus determines in its discretion is critical for the availability, performance, or security of SaaS.

Universal Discovery Infrastructure Updates

Universal Discovery Infrastructure Data Flow Probe (“Data Flow Probe” or “DFP”) directly communicates to the Universal Discovery and CMDB tenant to which Customer is assigned. The DFP version must be compatible with the Universal Discovery and CMDB version, and Customer is responsible to update DFP within six (6) months from the Universal Discovery and CMDB update as part of the update of OTSM/OTAM version update. DFP updates may be done by Customer at any time and do not require advance notice with Micro Focus.

If Customer does not apply a DFP update within six (6) months of a Universal Discovery and CMDB version update, Customer’s Data flow Probes will no longer function and will only be available for automated updates to the latest DFP version to restore discovery functionality.

If Customer does not apply a DFP update within twelve (12) months of a Universal Discovery and CMDB version update, the DFP will lose its ability for automated updates, and Customer will be required to manually update each DFP under this condition to restore discovery functionality.

Universal Discovery Content Updates

As part of the scheduled version update process, Customer who purchased the optional Asset Discovery or Premium Discovery capabilities for OTSM Express, OTAM or OTSM Premium will have the option to update their Universal Discovery Content to the latest version once the OTSM Express, OTAM and OTSM Premium version update has been completed.

The latest Universal Discovery Content Pack will be available from within the CMS UI for each Customer to choose to deploy on their own schedule.

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Updates to Universal Discovery content is the responsibility of Customer. Current content versions are supported for three (3) major releases (including the current major release the Customer is using). Content version must be maintained by the Customer to ensure the version they are using is supported with the current version of Universal CMDB deployed on their tenant. Use of a content version that is outside of the support matrix for the current version of Universal CMDB will require the Customer to update content to a supported version before any discovery-related PCS ticket can be managed

Operations Orchestration RAS and Workflow Designer Updates

Operations Orchestration SaaS offers the option for Customer to connect RAS (Remote Action Servers) that can process work on Customer's environment to the Operations Orchestration SaaS tenant provided with OTSM Express, OTAM and OTSM Premium. It is the Customer responsibility to install and maintain any RAS in their own environment and to apply updates in a timely manner to keep the RAS version synchronized with the version of Operations Orchestration SaaS.

To create and update orchestration workflows, Operations Orchestration SaaS requires the use of the Operations Orchestration Workflow Designer component ("Workflow Designer"). It is the Customer responsibility to install and maintain the Workflow Designer in their own environment and to apply updates in a timely manner to keep the Workflow Designer version synchronized with the version of Operations Orchestration SaaS.

Operations Orchestration Content Updates

Updates to orchestration content is the responsibility of Customer. The latest Operations Orchestration Content Pack will be available on the Micro Focus ITOM Marketplace for each Customer to choose to deploy on their own schedule. Content versions are generally not tied to Operations Orchestration SaaS versions in that content updates can be deployed at Customer's discretion on whatever version of Operations Orchestration SaaS that is currently in use. Content updates are accumulative in nature, meaning deploying a content pack for a given release will include all improvements included in previous content releases.

Service Decommissioning

Upon expiration or termination of the SaaS Order Term, Micro Focus may disable all Customer access to SaaS, and Customer shall promptly return to Micro Focus (or at Micro Focus's request destroy) any Micro Focus materials.

Customers can export all data from their OTSM/OTAM SaaS environment using Odata (Operational Data) export functionality prior to the expiration or termination of their SaaS Order Term.

After such time, Micro Focus shall have no obligation to maintain or provide any such data, which will be deleted in the ordinary course.

Service Level Objectives

Micro Focus provides clear, detailed, and specific Service Level Objectives (SLOs) for SaaS. These SLOs are targets used by Micro Focus to deliver the service and are provided as guidelines. They in no way create a legal requirement or obligation for Micro Focus to meet these objectives.

Micro Focus will provide self-service access to Customer to the Service Level Objectives data online at <https://pcs.saas.microfocus.com>

Solution Provisioning Time SLO

Solution Provisioning is defined as the OTSM/OTAM solution being available for access over the internet. Micro Focus targets to make OTSM/OTAM available within two (2) business days of the customer's Order being booked within the Micro Focus order management system.

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Customer is responsible for installing, configuring, deploying, updating, and paying any additional fees (if required) for any additional on-premise components for its applications. Any on-premise components of the solution are not in scope of the Solution Provisioning Time SLO.

Additionally, the import of Customer data into the application is not in scope of the Solution Provisioning Time SLO.

SaaS Availability SLA

SaaS availability is the OTSM Express, OTAM and OTSM Premium production application being available for access and use by Customer over the Internet. Micro Focus will provide Customer access to the SaaS production application on a twenty-four hour, seven days a week (24x7) basis at a rate of 99.9 % (“Target Service Availability” or “TSA”).

Measurement Method

TSA shall be measured by Micro Focus using Micro Focus monitoring software running from a minimum of four global locations with staggered timing. On a quarterly basis, the TSA will be measured using the measurable hours in the quarter (total time minus Downtime Exclusions) as the denominator. The numerator is the denominator value minus the time of any outages in the quarter (duration of all outages combined) to give the percentage of available uptime (2,198 actual hours available / 2,200 possible available hours = 99.9 availability).

An “outage” is defined as two consecutive monitor failures within a five-minute period, lasting until the condition has cleared.

Downtime Exclusions

The TSA shall not apply to or include any time during which SaaS is unavailable in connection with any of the following (specifically, the number of hours of unavailability in the measured period per the Measurement Method section above due to the following shall not be included in either the numerator or the denominator for the measurement):

- Overall Internet congestion, slowdown, or unavailability
- Unavailability of generic Internet services (e.g., DNS servers) due to virus or hacker attacks
- Outages caused by disruptions attributable to force majeure events (i.e., unforeseeable events outside of Micro Focus’ reasonable control and unavoidable even by the exercise of reasonable care
- Outages not caused by Micro Focus or not within the control of Micro Focus (i.e., unavailability due to problems with the Internet), unless caused by Micro Focus’ service providers
- Unavailability due to Customer equipment or third-party computer hardware, software, or network infrastructure not within the sole control of Micro Focus
- Scheduled maintenance activities
- Scheduled SaaS Upgrades
- Customer exceeding the service restrictions, limitations or parameters listed in this Service Description and/or the Order
- Unavailability due to customizations made to the Micro Focus SaaS which are not validated, reviewed, and approved in writing by both parties
- System downtime requested by Customer
- Suspensions of the Micro Focus SaaS by Micro Focus as a result of Customer’s breach of the SaaS Terms

Reporting

Micro Focus will provide self-service access to Customer to the availability data online at <https://pcs.saas.microfocus.com>

Service Description

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In addition, Micro Focus will provide an Actual Service Availability Report (“ASA Report”) in accordance with this Service Level Commitments section to Customer upon request. If Customer does not agree with the ASA Report, written notice of non-agreement must be provided to Micro Focus within fifteen (15 days) of receipt of the ASA Report.

Remedies for Breach of Service Levels

- i. **Sole remedy.** Customer’s rights described in this section state Customer's sole and exclusive remedy for any failure by Micro Focus to meet the agreed service levels.
- ii. **Escalation.** Quarterly ASA below 98% shall be escalated by both parties to the Vice President (or equivalent).
- iii. **Credits.** Subject to the terms herein, Micro Focus will issue a credit reflecting the difference between the measured ASA for a quarter is less than the TSA. (“**Remedy Percent**”). For clarity, several example calculations using this formula are illustrated in the table below:

Target Service Availability (TSA)	Actual Service Availability	Result	Remedy Percent
99.9 %	99.9%		Not Applicable
99.9%	94.9%	5% missed	5%
99.9%	90.9%	9% missed	9%

Customer must request credits in writing to Micro Focus within ninety (90) days of receipt of the ASA Report resulting in such credit and identify the support requests relating to the period where the SaaS production application was not available for access and use by the Customer over the internet. Micro Focus shall apply the requested credits on a quarterly basis.

Online Support Availability SLO

Online Support Availability is defined as the SaaS support portal <https://pcs.saas.microfocus.com> being available for access and use by Customer over the Internet. Micro Focus targets to provide Customer access to the SaaS support portal on a twenty-four hour, seven days a week (24x7) basis at a rate of 99.9% (“Online Support Uptime”).

Measurement Method

Online Support Uptime shall be measured by Micro Focus using Micro Focus monitoring software running from a minimum of four global locations with staggered timing. On a quarterly basis, Online Support Uptime will be measured using the measurable hours in the quarter (total time minus planned downtime, including maintenance, upgrades, etc.) as the denominator. The numerator is the denominator value minus the time of any outages in the quarter (duration of all outages combined) to give the percentage of available uptime (2,198 actual hours available / 2,200 possible available hours = 99.9 availability).

An “outage” is defined as two consecutive monitor failures within a five-minute period, lasting until the condition has cleared.

Boundaries and Exclusions

Online Support Uptime shall not apply to or include any time during which the SaaS support portal is unavailable in connection with any of the following (specifically, the number of hours of unavailability in the measured period per the Measurement Method section above due to the following shall not be included in either the numerator or the denominator for the measurement):

- Overall Internet congestion, slowdown, or unavailability
- Unavailability of generic Internet services (e.g., DNS servers) due to virus or hacker attacks
- Force majeure events
- Actions or inactions of Customer (unless undertaken at the express direction of Micro Focus) or third parties beyond the control of Micro Focus
- Unavailability due to Customer equipment or third-party computer hardware, software, or network infrastructure not within the sole control of Micro Focus
- Scheduled Maintenance
- Scheduled SaaS Upgrades

Initial SaaS Response Time SLO

The Initial SaaS Response Time refers to the support described herein. It is defined as the acknowledgment of the receipt of Customer's request and the assignment of a case number for tracking purposes. Initial SaaS Response will come as an email to the requester and include the case number and links to track it using Micro Focus online customer portal. The Initial SaaS Response Time covers both service request and support requests. Micro Focus targets to provide the Initial SaaS Response no more than one hour after the successful submission of Customer's request.

SaaS Support SLOs

There are two types of SaaS Support SLOs: Service Request and Support Request SLOs.

- The Service Request SLO applies to the majority of routine system requests. This includes functional system requests (product add/move/change), informational, and administrative requests.
- The Support Request SLO applies to issues that are not part of the standard operation of the service, and which causes, or may cause, an interruption to or a reduction in the quality of that service

The Response and Resolution Targets are provided as guidelines and represent typical request processing by Micro Focus SaaS support teams. They in no way create a legal requirement or obligation for Micro Focus to respond in the stated time. The Response and Resolution Targets, including their scope and determining factors (such as impact and urgency), are further described at <https://pcs.saas.microfocus.com>.

Termination Data Retrieval Period SLO

The Termination Data Retrieval Period is defined as the length of time in which Customer can retrieve a copy of their SaaS Data from Micro Focus. Micro Focus targets to make available such data for download in the format generally provided by Micro Focus for 30 days following the termination of the SaaS Order Term.

Standard Service Requirements

Roles and Responsibilities

This section describes general Customer and Micro Focus responsibilities relative to SaaS. Micro Focus's ability to fulfill its responsibilities relative to SaaS is dependent upon Customer fulfilling the responsibilities described below and elsewhere herein:

Customer Roles and Responsibilities

Customer Role	Responsibilities
Business Owner	• Owns the business relationship between the customer and Micro Focus • Owns the business relationship with the range of departments and organizations using SaaS • Manages contract issues
Project Manager	• Coordinates customer resources as necessary • Serves as the point of contact between the customer and Micro Focus • Drives communication from the customer side • Serves as the point of escalation for issue resolution and service-related issues
Administrator	• Serves as the first point of contact for SaaS end users for problem isolation • Performs SaaS administration • Provides tier-1 support and works with Micro Focus to provide tier-2 support • Coordinates end-user testing as required Leads ongoing solution validation • Trains the end-user community • Coordinates infrastructure-related activities at the customer site • Owns any customization
Subject Matter Expert	• Leverages the product functionality designed by Customer's SaaS administrators. • Provides periodic feedback to the SaaS Administrator

Micro Focus Roles and Responsibilities

Micro Focus Role	Responsibilities
Customer Service Centre (CSC)	• Primary point of contact for service requests. The customer can contact the Service Operations Center for all services such as support and maintenance, or issues regarding availability of SaaS • Provides 24x7 application support
Operations Staff (Ops)	• Monitors the Micro Focus systems and SaaS for availability • Performs system-related tasks such as backups, archiving, and restoring instances according to Micro Focus's standard practices • Provides 24x7 SaaS infrastructure support

Assumptions and Dependencies

This Service Description is based upon the following assumptions and dependencies between the Customer and Micro Focus:

- Customer must have internet connectivity to access SaaS
- SaaS support will be delivered remotely in English only
- A SaaS Order Term is valid for a single application deployment, which cannot be changed during the SaaS Order Term
- The service commencement date is the date on which Customer's Order is booked within the Micro Focus order management system
- The import of Customer data into SaaS during the implementation requires that the information is made available to Micro Focus at the appropriate step of the solution implementation and in the Micro Focus designated format
- Customer must ensure that its administrators maintain accurate contact information with Micro Focus
- Customer has determined, selected, and will use options in the Customer environment that are appropriate to meet its requirements, including information security controls, connectivity options, and business continuity, backup, and archival options
- Customer will establish and follow secure practices for individual account-based access for accountability and traceability.

Furthermore, SaaS is provided based on the assumption that Customer will implement and maintain the following controls in its use of SaaS:

- Configuring Customer's browser and other clients to interact with SaaS
- Configuring Customer's network devices to access SaaS
- Appointing authorized users
- Configuring its SaaS account to require that end user passwords are sufficiently strong and properly managed
- Procedures for access approvals, modifications, and terminations

Service Description

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Good Faith Cooperation

Customer acknowledges that Micro Focus's ability to provide SaaS and related services depends upon Customer's timely performance of its obligations and cooperation, as well as the accuracy and completeness of any information and data provided to Micro Focus. Where this Service Description requires agreement, approval, acceptance, consent or similar action by either party, such action will not be unreasonably delayed or withheld. Customer agrees that to the extent its failure to meet its responsibilities results in a failure or delay by Micro Focus in performing its obligations under this Service Description, Micro Focus will not be liable for such failure or delay.