

## Equipment Install Process for Terminal Servers

This document details the VISTA Install process specific to Terminal Servers.

The Install process starts with an initial request for hardware. The request then flows to the data center management team for an initial review of the request. Once validated, the request flows to a site specific Hardware Validation. The request flows based on the “preferred building” specified in the install request. Once validated, the request flows to Data Center Operations (DCOPS) and, if any switch connections have been defined, to the Site Delivery Team (SDT).

In the DCOPS workflow, one of the members of the group takes the request and assigns the physical location of the device in a cabinet or on the floor. They then assign the power and close this segment of the workflow.

In the SDT flow, the request is validated by Network Validators at that site. It may be rejected back to the SA if necessary for correction of network port information only. Once validated, the request flows to the SDTs and one of the members of the group will assign the switch port and hops for each of the connections.

Meanwhile, the team at each site that is responsible for receiving hardware enters in the device in the separate Receive workflow. If they know which Install request the received device matches, they can enter the name of the device when they do the receiving or by using the Update Receive workflow once the device has been received.

Once all sub-flows (DCOPS & SDTs) described above are complete, the request is ready for Rack & Stack by the SDTs. If the hardware receivers have not yet aligned the receive inventory with the install request, it may be done at this time.

Once the device is racked then the request returns to the individual who requested the install for final validation.

**Note: Since Network devices do not flow from Aperture to TAS, submit a Virtual Request to TAS to add this Terminal Server to device inventory in TAS.**

**Connections to a terminal server will only be allowed once the terminal server is in TAS.**

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## 1. Create Step

|                |                |
|----------------|----------------|
| VISTA Org Role | SA (Requestor) |
|----------------|----------------|

### A. Main Installation Request Form

1. First enter the information in the Workflows section.
  - a. Set all items to “No”
2. Next, enter the fields in the Preferred Location section. Select the data center for the installation from the drop down list, the floor, and the install date from the calendar.

Note: These are preferred locations only. The data center operations team will specify the specific location in the data center.

### Equipment Installation Request ?

#### Workflows

Network Integration: ☐    Storage (SAN/NAS): ☐  
 Big Iron:

\* Install For CitiCards:     \* Emergency Request:   
 \* 10 Day:

#### Preferred Location

\* Building:

\* Floor:

\* Proposed Installation Date:

#### Project Information

\* Project Name     \* Reason To Install   
 \* Obtained By     \* Obtained Detail(VR#)     \* PO Number     Project Comments

\* Contact Name

#### Devices

|        | Manufacturer                             | Model | Platform OS | Type | System Name |
|--------|------------------------------------------|-------|-------------|------|-------------|
| Add... | 1 Server per request    Total Devices: 0 |       |             |      |             |

#### Subforms

| Type                        | Changed | Status | Routed To | Tracking # |
|-----------------------------|---------|--------|-----------|------------|
| <a href="#">Space/Power</a> |         |        |           |            |
| <a href="#">Network</a>     |         |        |           |            |
| <a href="#">Storage</a>     |         |        |           |            |

#### Supporting Documentation

Attach Additional Documentation:

3. In the Project Information section, specific fields for the project are entered; Project Name, Reason for Install, Project Comments, Obtained by, Obtained by detail (VR#), PO Number, and Contact Name.
4. In the Supporting Documentation section, attach any additional documents necessary for the Install.

5. Any special comments should be noted in the Comment History section at the bottom (these will be time and date stamped with each entry).

This table shows all the fields on the main install form. The items marked with an “X” in the “Repository” column will get saved to the Aperture Repository database when the work process is completed

| Field Name                 | Required | Aperture Repository | Transfer to TAS | Notes                                                                                         |
|----------------------------|----------|---------------------|-----------------|-----------------------------------------------------------------------------------------------|
| Big Iron                   |          |                     |                 | Yes/No. Select “Yes” for an Install request specific to mainframe and storage devices         |
| Network                    |          |                     |                 | Automatically filled in to create workflow to SDT groups                                      |
| Storage                    |          |                     |                 | Automatically filled in to create workflow to storage groups                                  |
| 10Day                      | X        |                     |                 | Yes/No                                                                                        |
| Install for CitiCards      | X        |                     |                 | Yes/No which effects SAN workflow ONLY                                                        |
| Emergency                  | X        |                     |                 | Yes/No                                                                                        |
| Building                   | X        |                     | X               | data center pick list                                                                         |
| Floor                      | X        |                     | X               | pick list                                                                                     |
| Proposed Installation Date | X        |                     |                 | Date picker                                                                                   |
| Project Name               | X        | X                   |                 |                                                                                               |
| Reason for Install         | X        |                     |                 | Pick list                                                                                     |
| Project Comments           |          |                     |                 |                                                                                               |
| Obtained By                | X        | X                   | X               | Pick List from TAS                                                                            |
| Obtained By Detail         | X        | X                   | X               | Numbers only. Not required if Obtained By=‘Other’                                             |
| PO Number                  | X        |                     |                 | Validation 7 digits and must start with a “1” or “2” Not required if Obtained by=“Redeployed” |
| Contact Name               | X        | X                   |                 |                                                                                               |

Once the main install request screen is filled in,

6. Select the Add... button in the “Device” section to add a device to this request.

Note: Each Install request may contain up to only one Server or one Frame and/or as many additional Network, Storage, NASStorage, Mainframe, HMC, or Other devices as required.

## B. The Device Form

1. Specify the information in the Device Information section. Start by specifying the “System Type” as Network.
2. Next, specify the Manufacturer and Model of the device by clicking the Locate Device Type button and search for the required device from the library.

Once the device is selected, data in the Device Specification section will be populated automatically.

3. The Name field is validated to be unique for all System Types except Other. Blank spaces are not permitted. The name must be unique as compared to
  - a. all other devices listed in Aperture inventory,
  - b. all servers in the TAS inventory (update nightly from TAS to VISTA)
  - c. Other existing workflows within Aperture VISTA that are past Hardware Validation
4. The remaining fields in the Device Information section should be filled out as required. (see chart on page 5).

This is the Device screen for the Install Request where all device specific information is entered.

EMAC Install - Device - Internet Explorer 6

### Define a Device

Create Cancel

#### Device Information

Locate Device Type

\* System Type  \* Manufacturer  \* Model  \* System Name

\* Rack Type  \* Platform  \* OS  \* DMZ: ☐ Yes ☐ No

\* Storage Type  \* Backup Type  \* Redundant Type  \* Database  \* CEP: ☐ Yes ☐ No

\* Business Area  Subsystem Type  Inspection Cert. ☐

\* Machine Category  \* Machine Type  Cluster  \* TAS Device Type

\* TCRS Cap ID  \* TCRS Server Req ID  \* Monitoring Agent  \* Network Owner

#### Device Specifications

| Power Specifications |                      |                      | Environmental Specifications |                      |                      |                      |                      |                      |                      |                      |                      |                      |
|----------------------|----------------------|----------------------|------------------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| Volts                | KVA                  | Amps                 | Temperature                  |                      | Humidity             |                      | Heat Output          |                      | Dimensions           |                      |                      |                      |
|                      |                      |                      | Min °F                       | Max °F               | Min %                | Max %                | BTUs                 | Watts                | Height (in)          | Width (in)           | Depth (in)           | Weight (lb)          |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/>         | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |

#### Applications

| App ID | Application Name      | SOX |
|--------|-----------------------|-----|
| Add... | Total Applications: 0 |     |

#### Support Groups

| Group Type | Group Name              | Primary Contact | Secondary Contact |
|------------|-------------------------|-----------------|-------------------|
| Add...     | Total Support Groups: 0 |                 |                   |

#### Change Tools

| Change Tool ID | Change Tool           |
|----------------|-----------------------|
| Add...         | Total Change Tools: 0 |

#### Power Requirements

Special Power Needs

#### Network Connections

| Port Type | Topology                     | Speed | Duplex | IP Address | Device Name | Slot | Switch Port |
|-----------|------------------------------|-------|--------|------------|-------------|------|-------------|
| Add...    | Total Network Connections: 0 |       |        |            |             |      |             |

#### Storage Connections (SAN/NAS)

| Interface # | World Wide Port #            | Space | HBA | Device Name | Slot | Switch Port |
|-------------|------------------------------|-------|-----|-------------|------|-------------|
| Add...      | Total Storage Connections: 0 |       |     |             |      |             |

Note: If you do not add storage when you initiate your request, you will NOT be able to add storage until after the server install workflow is complete (Final Validation).

The fields on this table are collected for each device. Note that a field is set as required based on the selection of the field “System Type”. The required status is further explained on the next table.

| Field Name             | Transfer to TAS *                                                                             | Aperture Repository | Notes                                                                                      |
|------------------------|-----------------------------------------------------------------------------------------------|---------------------|--------------------------------------------------------------------------------------------|
| System Type            | X                                                                                             | X                   | Pick List from TAS (Server, Network, Frame, Storage, NASStorage, HMC, Mainframe, or Other) |
| Manufacturer           | X                                                                                             | X                   | Automatically filled in from Locate Device Type button                                     |
| Model                  | X                                                                                             | X                   | Automatically filled in from Locate Device Type button                                     |
| System Name            | X                                                                                             | X                   | Verified for unique entry against TAS & Aperture databases. No blank spaces allowed        |
| Rack Type              | X                                                                                             | X                   | Pick List from TAS                                                                         |
| Platform               | X                                                                                             |                     | Pick List from TAS                                                                         |
| OS                     | X                                                                                             | X                   | Pick List from TAS                                                                         |
| DMZ                    | X                                                                                             | X                   | Yes/No                                                                                     |
| CEP                    | X                                                                                             | X                   | Yes/No                                                                                     |
| Storage Type           | X                                                                                             | X                   | Pick List from TAS                                                                         |
| Backup Type            | X                                                                                             | X                   | Pick List from TAS                                                                         |
| Redundant Type         | X                                                                                             | X                   | Pick List from TAS                                                                         |
| Database               | X                                                                                             | X                   | Pick List from TAS                                                                         |
| Inspection certificate | X                                                                                             | X                   | Checkbox                                                                                   |
| Business Area          | X                                                                                             | X                   | Pick List from TAS                                                                         |
| Sub System             | X                                                                                             | X                   | Pick List from TAS                                                                         |
| Machine Category       | X                                                                                             | X                   | Pick List from TAS                                                                         |
| Machine Type           | X                                                                                             | X                   | Pick List from TAS                                                                         |
| Cluster                | X                                                                                             | X                   | Pick List displays only when System Type is “Server” and Machine Type is “ESX Server”      |
| TAS Device Type        | X                                                                                             | X                   | Pick List from TAS                                                                         |
| TCRS CAP ID            |                                                                                               | X                   | Data entry                                                                                 |
| TCRS Server Req ID     |                                                                                               | X                   | Data entry                                                                                 |
| Monitoring Agent       |                                                                                               | X                   | Pick List                                                                                  |
| Network Owner          |                                                                                               | X                   | Required for Network devices only.                                                         |
| <Device Specs>         | Automatically filled in from Locate Device Type button with information from Aperture library |                     |                                                                                            |

\* Note: as of the writing of this document, ‘Network’ devices do NOT transfer to TAS.

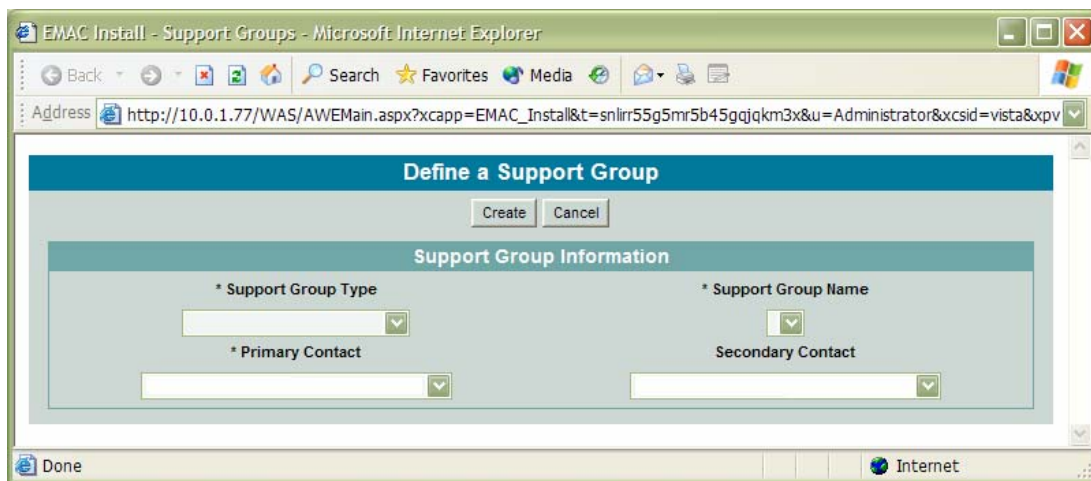
Fields on the device form are required based on the selection in the System Type pick list at the top left of the form. Use the table to determine whether individual fields are required based on the selection.

| System Types:                 |         |
|-------------------------------|---------|
| Field Name                    | Network |
| System Name                   | X       |
| Building                      | X       |
| Floor (assigned by DCOPs)     | X       |
| Room (assigned by DCOPs)      | X       |
| Rack Name (assigned by DCOPs) | X       |
| TAS Device Type               | X       |
| Storage Type                  | X       |
| Redundant Type                | X       |
| Machine Category              | X       |
| Obtained by                   | X       |
| CSR Number (VR #)             | X       |
| Inspection Certificate        |         |
| Manufacturer                  | X       |
| Model                         | X       |
| OS                            | X       |

| System Types:                            |         |
|------------------------------------------|---------|
| Field Name                               | Network |
| Serial Number (assigned by data center)  | X       |
| Business Area                            | X       |
| Machine Type                             | X       |
| Backup Type                              | X       |
| Rack Type                                |         |
| Receipt Date (assigned by data center)   |         |
| Barcode Number (assigned by data center) | X       |
| Cluster Name                             |         |
| Network Owner                            | X       |

### C. Support Group

- Using the Add... button in the “Support Group” section, the user will specify all the support groups associated with this server.



The following table describes the field collected on the Support Group form.

| Field Name                | Required | Transfer to TAS | Aperture Repository | Notes              |
|---------------------------|----------|-----------------|---------------------|--------------------|
| Support Group Type        | X        | X               | X                   | Pick List from TAS |
| Support Group             | X        | X               | X                   | Pick List from TAS |
| Primary Contact           | X*       | X               | X                   | Pick List from TAS |
| Secondary Contact         |          | X               | X                   | Pick List from TAS |
| Problem Management Method |          | X               | X                   | Pick List from TAS |
| Queue Name                |          | X               | X                   | Pick List from TAS |

\* Primary contact not required when Support Group Type= Application, Vendor, or Monitoring

### D. Power

The next section for “Power Requirements” is handled during a step later in the process. The requestor step can specify the Special Power Requirements. If there are any special needs for this device, that detail should be entered at this step.

- Enter any special power requirements.

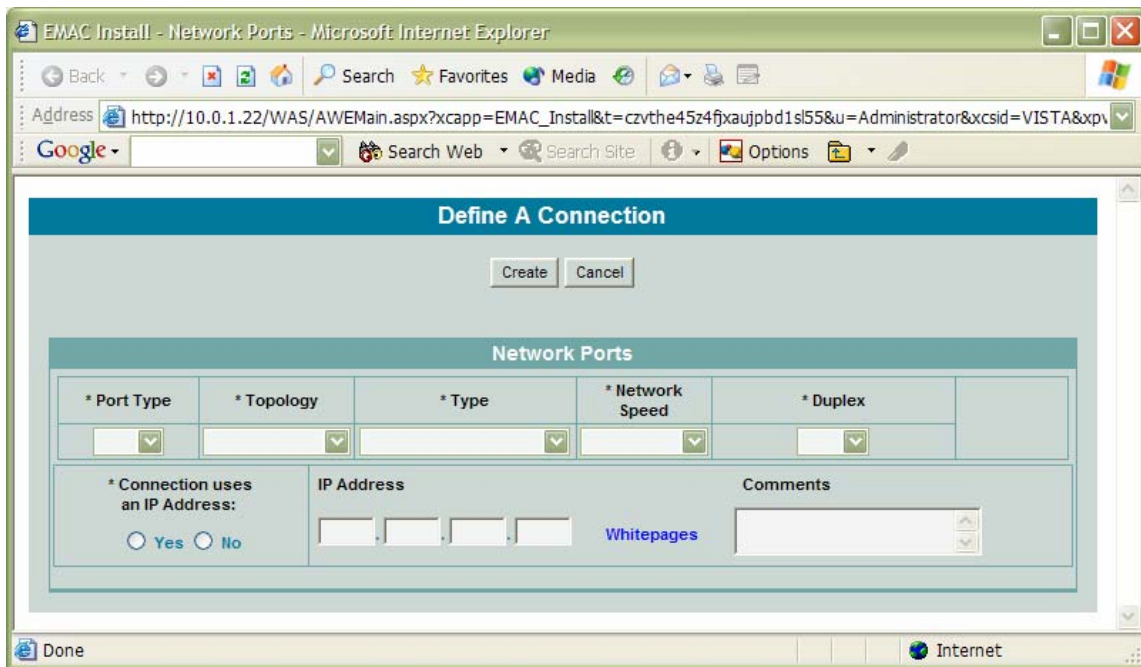
| Field Name          | Required | Aperture Repository | Notes |
|---------------------|----------|---------------------|-------|
| Special Power Needs |          | X                   |       |

## E. Network

The network connection section of the Device Install is to specify all the network connections on the device. To specify each individual connection, click the “Add...” button.

- Enter Network Port connection information in the Define A Connection window.

Clicking on the label “Whitepages” will open a new browser window with Whitepages for reference purposes in assigning the IP address.



- Repeat for each connection.

The following fields are collected on the Network form at this initial request stage.

| Field Name       | Required | Transfer to TAS | Aperture Repository | Notes                                                             |
|------------------|----------|-----------------|---------------------|-------------------------------------------------------------------|
| Port Type (name) | X        | X               | X                   | Pick list from TAS                                                |
| Topology         | X*       | X               | X                   | Pick list from TAS                                                |
| Type             | X*       | X               | X                   | Pick list from TAS                                                |
| Network Speed    | X*       | X               | X                   | Pick list from TAS                                                |
| Duplex           | X*       | X               | X                   | Pick list from TAS                                                |
| IP Address       | X*       | X               | X                   | Only required if yes is checked<br>Validated for each octet 0-255 |
| Comments         |          |                 |                     |                                                                   |

- Click “Submit Request” to initiate the workflow.

## 2. Data Center Review Step

|                |                    |
|----------------|--------------------|
| VISTA Org Role | Data Center Review |
|----------------|--------------------|

This step is for the data center management team to review the data entered by the SA. There is a “Take” step prior to the Review step for the individuals in this group to take ownership of the request before processing.

## 3. Hardware Validation Step

|                |                                   |
|----------------|-----------------------------------|
| VISTA Org Role | Hardware Validators for each site |
|----------------|-----------------------------------|

This step is for validating the hardware information. As with each of the three validation steps, there is no data entry. The Validator reviews the information. If there are changes to be made, the request is rejected back to the SA (Requestor). A window for comments will be presented and the contents of what is entered will appear in the comments section when the form is flowed back to the Requestor for re-submittal.

The Hardware Validators check for the following items:

- Assure that the device belong on the specified floor
- Assures that a valid PO number has been entered
- Assure that only one server is on the request
- Verifies that the Machine Category matches what is to be installed in that data center

Note: The Hardware Validators may update the information in the Workflows section of the main request form only

## Data Center Operations Sub-flow

### 4. Space Allocation Step

|                |                                      |
|----------------|--------------------------------------|
| VISTA Org Role | Data Center Operations for each site |
|----------------|--------------------------------------|

Following the Validation steps is the Space Provisioning step. The step requires the use of the Aperture Repository Manager (ARM) which is a part of the Aperture Repository Administrator software installed on selected user's workstations.

1. Open the request.
2. This request will go to a "Take" step first where everyone in the group will see the request. The first person to click "TAKE" will own the request and complete this step.
3. Select the EDIT button next to the device to be elevated.

Note the manufacturer and model of the device to be elevated.

4. Launch the ARM utility from the desktop (requires client software) and use the ARM utility to place the device in the rack (there are separate instructions on the use of ARM).
5. Returning to the VISTA portal, click either the Select Space in Rack or Select Space on Floor buttons to



assign the space.

The space information will filled in.

Other additional install information may be collected here as well. Indicate any Floor Tile information regarding cut tiles, perforated tiles, or extra support. Also specify new power that may be needed.

6. Return to the main install screen and repeat the above steps for any other devices on the request.
7. Once all devices have been provisioned, select the check box next to Space Provisioned to indicate that all devices on the request have been provisioned and submit the request.

The request will then flow to the Power & Network Allocation steps. These two steps occur simultaneously.

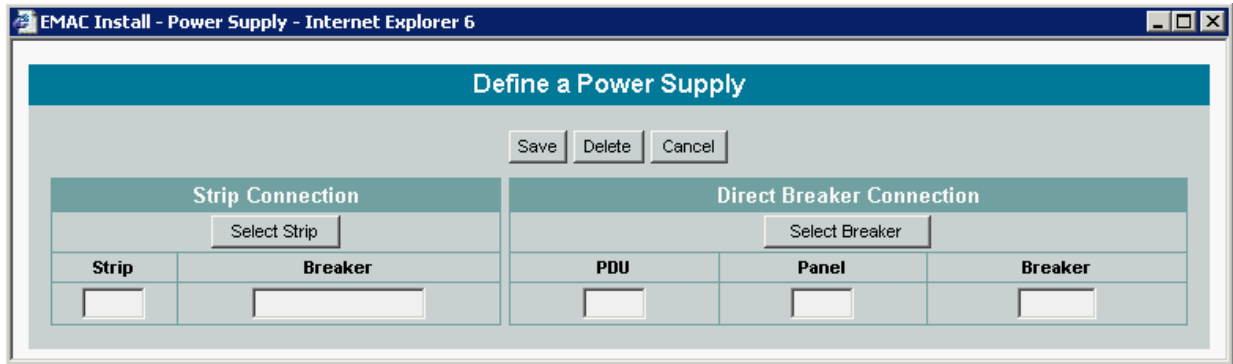
### 5. Power Provisioning Step

|                |                                      |
|----------------|--------------------------------------|
| VISTA Org Role | Data Center Operations for each site |
|----------------|--------------------------------------|

At the Power Allocation step, the power information is specified.

1. On the main Device form, the connector type, whether or not the device is dual powered, and the number of power supplies is specified.
2. Then click Add... to connect each power supply.

Use either the left side (Strip Connection) or the right side (Direct Breaker Connection) of the “Define a Power Supply” form.



For a power strip connection:

- a) Click the “Select Strip” button to identify the power strip.
- b) From the list of power supplies in the cabinet, select the appropriate power strip.
- c) Click “Use this Strip”
- d) Click the “Create” button at the top of the Define a Power Supply form.
- e) Repeat for each power supply.

For a direct breaker connection:

- a) Click “Select Breaker” button.
- b) Enter the PDU and/or panel and/or breaker number to identify the breaker.
- c) Select the breaker from the list presented and click “Use Selected Breaker”.
- d) Click Create
- e) Repeat for each power connection.

Return to the Main Device screen and repeat for all devices on the request.

Use the “Edit” button next to each connection to make any modifications or deletes.

Note: If the space provisioning was done incorrectly at the previous step in the workflow, it may also be done at this step. The “Select Space in Rack” and “Select Space on Floor” buttons are still active at this step in the process.

Once completed:

3. Click the check box next to Provisioning Complete?
4. Select the Provisioning Complete button at the top of the form.

## Network Sub-flow

### 6. Network Validation Step

|                |                                  |
|----------------|----------------------------------|
| VISTA Org Role | Network Validators for each site |
|----------------|----------------------------------|

This step is for validating the network information. As with each of the three validation steps, there is no data entry. The Validator reviews the information. If there are changes to be made, the request is rejected back to the SA (Requestor). A window for comments will be presented and the contents of what is entered will appear in the comments section when the form is flowed back to the Requestor for re-submittal.

The Network Validators check for the following items:

- Correct number of network connections (i.e. - both ports in a teamed connection)
- Correct types of connections
- Valid segment
- Valid IP address

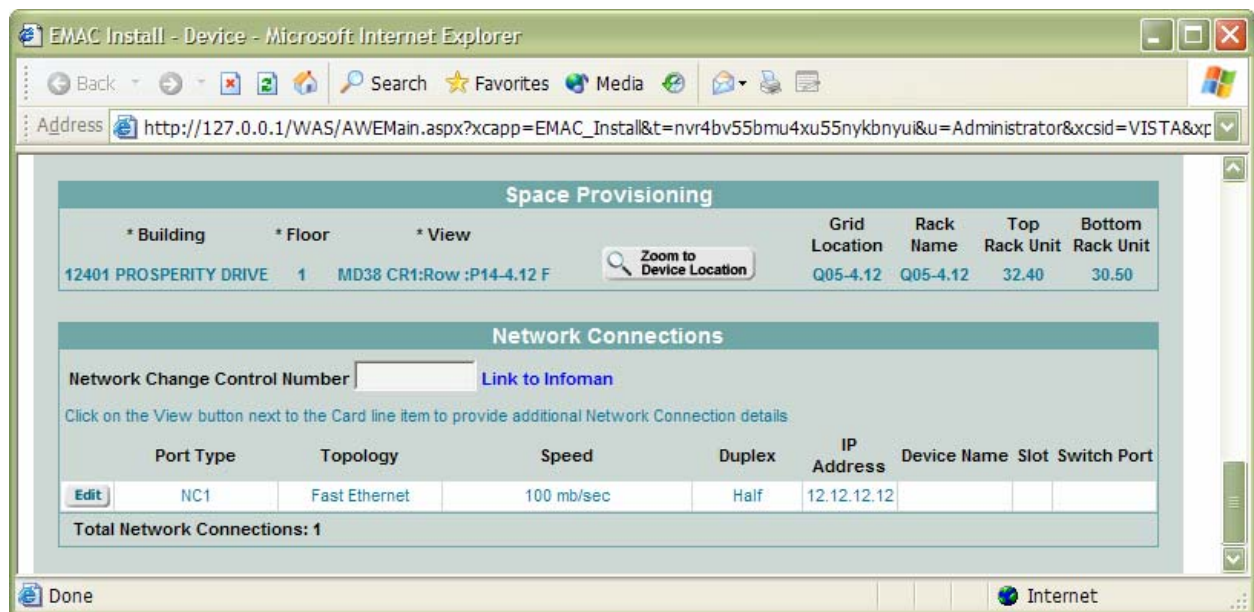
### 7. Network Provisioning Step

|                |                                   |
|----------------|-----------------------------------|
| VISTA Org Role | Site Delivery Teams for each site |
|----------------|-----------------------------------|

At the Network Provisioning step, the network connection information is entered. SDTs will enter the port connection at the switch for each defined connection.

1. Open the request and click Edit next to the device to establish the network connection.

The network information will be at the bottom of the form.



The screenshot shows a web browser window titled "EMAC Install - Device - Microsoft Internet Explorer". The address bar shows a URL starting with "http://127.0.0.1/WAS/AWEMain.aspx?xcapp=EMAC\_Install&t=nvr4bv55bmu4xu55nykbnuyi&u=Administrator&xcid=VISTA&xp". The main content area is divided into two sections: "Space Provisioning" and "Network Connections".

**Space Provisioning**

| * Building             | * Floor | * View                   | Grid Location | Rack Name | Top Rack Unit | Bottom Rack Unit |
|------------------------|---------|--------------------------|---------------|-----------|---------------|------------------|
| 12401 PROSPERITY DRIVE | 1       | MD38 CR1:Row :P14-4.12 F | Q05-4.12      | Q05-4.12  | 32.40         | 30.50            |

**Network Connections**

Network Change Control Number  [Link to Infoman](#)

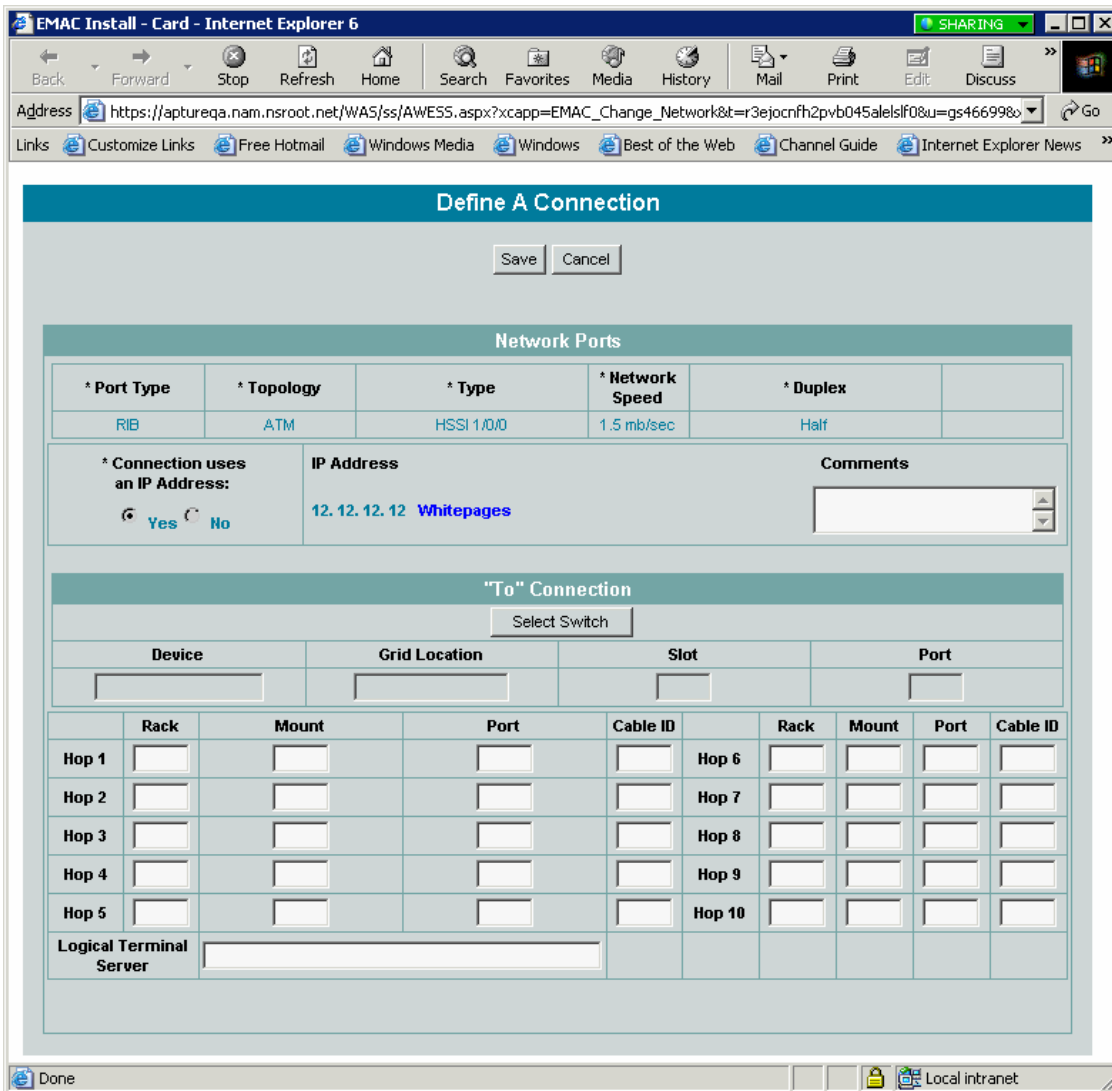
Click on the View button next to the Card line item to provide additional Network Connection details

| Port Type                | Topology      | Speed      | Duplex | IP Address  | Device Name | Slot | Switch Port |
|--------------------------|---------------|------------|--------|-------------|-------------|------|-------------|
| <a href="#">Edit</a> NC1 | Fast Ethernet | 100 mb/sec | Half   | 12.12.12.12 |             |      |             |

Total Network Connections: 1

2. Enter the Network Change Control Number and use the Link to Infoman as a reference if necessary.
3. Select the "Edit" button next to the first connection to be assigned.

4. Click the “Select Switch” button and search for the switch.
5. Then drill down to the slot and then the port to connect to.



**Define A Connection**

Save Cancel

**Network Ports**

| * Port Type | * Topology | * Type     | * Network Speed | * Duplex |
|-------------|------------|------------|-----------------|----------|
| RIB         | ATM        | HSSI 1/0/0 | 1.5 mb/sec      | Half     |

\* Connection uses an IP Address: ☒ Yes ☐ No

IP Address: 12.12.12.12 Whitepages

Comments:

**"To" Connection**

Select Switch

| Device               | Grid Location        | Slot                 | Port                 |
|----------------------|----------------------|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |

|                         | Rack                 | Mount                | Port                 | Cable ID             |        | Rack                 | Mount                | Port                 | Cable ID             |
|-------------------------|----------------------|----------------------|----------------------|----------------------|--------|----------------------|----------------------|----------------------|----------------------|
| Hop 1                   | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | Hop 6  | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Hop 2                   | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | Hop 7  | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Hop 3                   | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | Hop 8  | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Hop 4                   | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | Hop 9  | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Hop 5                   | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | Hop 10 | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Logical Terminal Server | <input type="text"/> |                      |                      |                      |        |                      |                      |                      |                      |

Done Local intranet

6. Click “Fill in Form” when the port is selected.
7. All intermediate hops are to be entered into the available spaces at the lower portion of the screen.
8. Repeat for each port on the device

Listed here is are all of the fields that are editable for the Network Provisioner

| Field Name       | Required | Transfer to TAS | Aperture Repository | Notes              |
|------------------|----------|-----------------|---------------------|--------------------|
| Port Type (name) | X        | X               | X                   | Pick list          |
| Topology         | X        | X               | X                   | Pick list from TAS |
| Type             | X        | X               | X                   | Pick list from TAS |
| Network Speed    | X        | X               | X                   | Pick list from TAS |
| Duplex           | X        | X               | X                   | Pick list from TAS |

| Field Name         | Required | Transfer to TAS | Aperture Repository | Notes                                                             |
|--------------------|----------|-----------------|---------------------|-------------------------------------------------------------------|
| IP Address         | X        | X               | X                   | Only required if yes is checked<br>Validated for each octet 0-255 |
| Comments           |          |                 |                     | Data entry                                                        |
| To Device          | X        |                 | X                   | Selected from "Select Switch" button                              |
| To Device Location | X        |                 | X                   | Selected from "Select Switch" button                              |
| To Device Slot     | X        |                 | X                   | Selected from "Select Switch" button                              |
| To Device Port     | X        |                 | X                   | Selected from "Select Switch" button                              |
| Hop 1-10 Rack      |          |                 | X                   | Data entry                                                        |
| Hop 1-10 Mount     |          |                 | X                   | Data entry                                                        |
| Hop 1-10 Port      |          |                 | X                   | Data entry                                                        |
| Hop 1-10 Cable ID  |          |                 | X                   | Data entry                                                        |
| Terminal Port      |          |                 | X                   | 4 digit number                                                    |

9. Returning to the Main form, click the check box next to Provisioning Complete?

10. Select the Network Provisioned button at the top of the form.

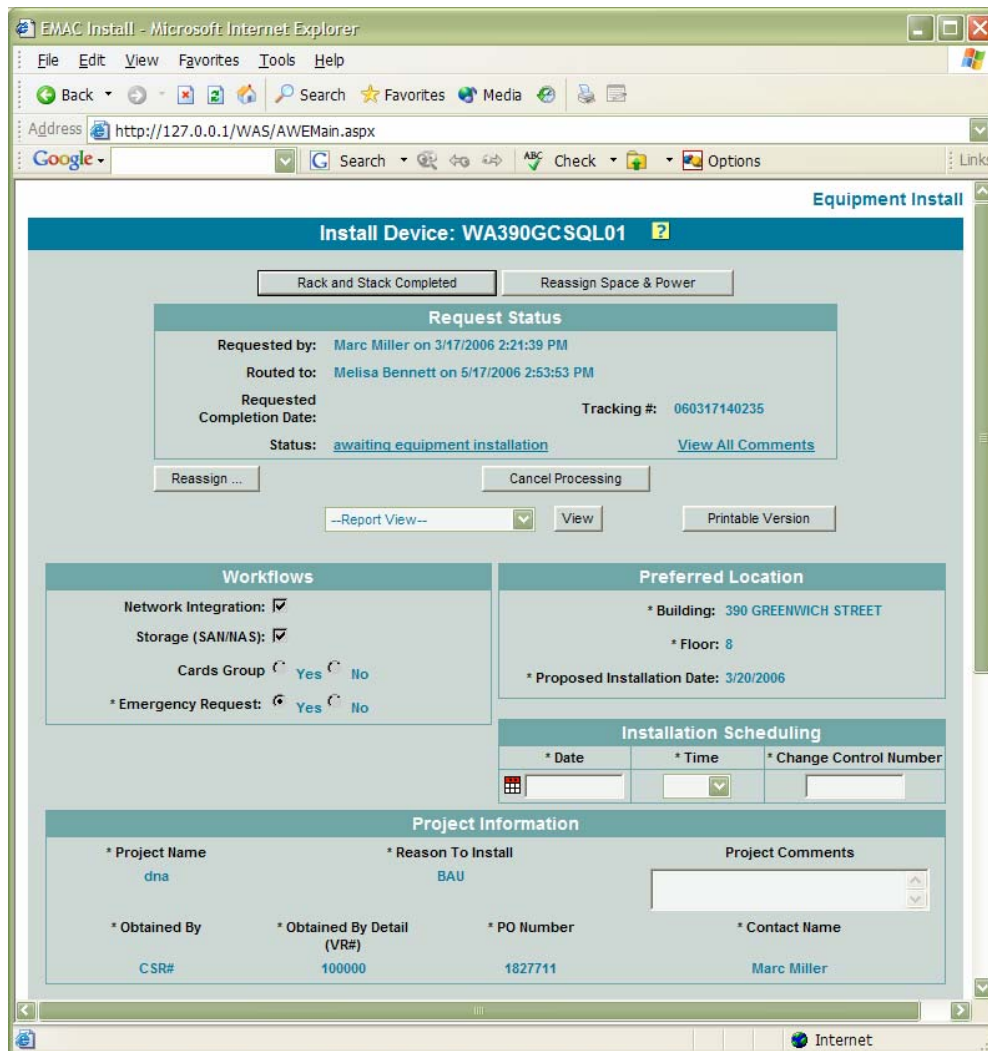
Once both network and power are completed, the request flows on to the Rack and Stack step.

## 9. Rack & Stack Step

|                |                                    |
|----------------|------------------------------------|
| VISTA Org Role | Site specific teams (SDT or DCOPS) |
|----------------|------------------------------------|

This request will go to a “Take” step first where everyone in the group will see the request. The first person to click “TAKE” will own the request and complete this step.

1. Click “Take” to begin processing the request. (Selecting Take will remove the request from other users in the same Org Role.



**Equipment Install**

**Install Device: WA390GCSQL01**

Rack and Stack Completed    Reassign Space & Power

**Request Status**

Requested by: Marc Miller on 3/17/2006 2:21:39 PM  
Routed to: Melisa Bennett on 5/17/2006 2:53:53 PM  
Requested Completion Date:    Tracking #: 060317140235  
Status: [awaiting equipment installation](#)    [View All Comments](#)

Reassign ...    Cancel Processing

--Report View--    View    Printable Version

**Workflows**

Network Integration: ☒  
Storage (SAN/NAS): ☒  
Cards Group: Yes ☐ No ☐  
\* Emergency Request: Yes ☐ No ☐

**Preferred Location**

\* Building: 390 GREENWICH STREET  
\* Floor: 8  
\* Proposed Installation Date: 3/20/2006

**Installation Scheduling**

| * Date               | * Time               | * Change Control Number |
|----------------------|----------------------|-------------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/>    |

**Project Information**

| * Project Name | * Reason To Install        | Project Comments     |                |
|----------------|----------------------------|----------------------|----------------|
| dna            | BAU                        | <input type="text"/> |                |
| * Obtained By  | * Obtained By Detail (VR#) | * PO Number          | * Contact Name |
| CSR#           | 100000                     | 1827711              | Marc Miller    |

2. On the Main Request Form, the person handling this step will fill in the three fields under the heading Installation Scheduling.

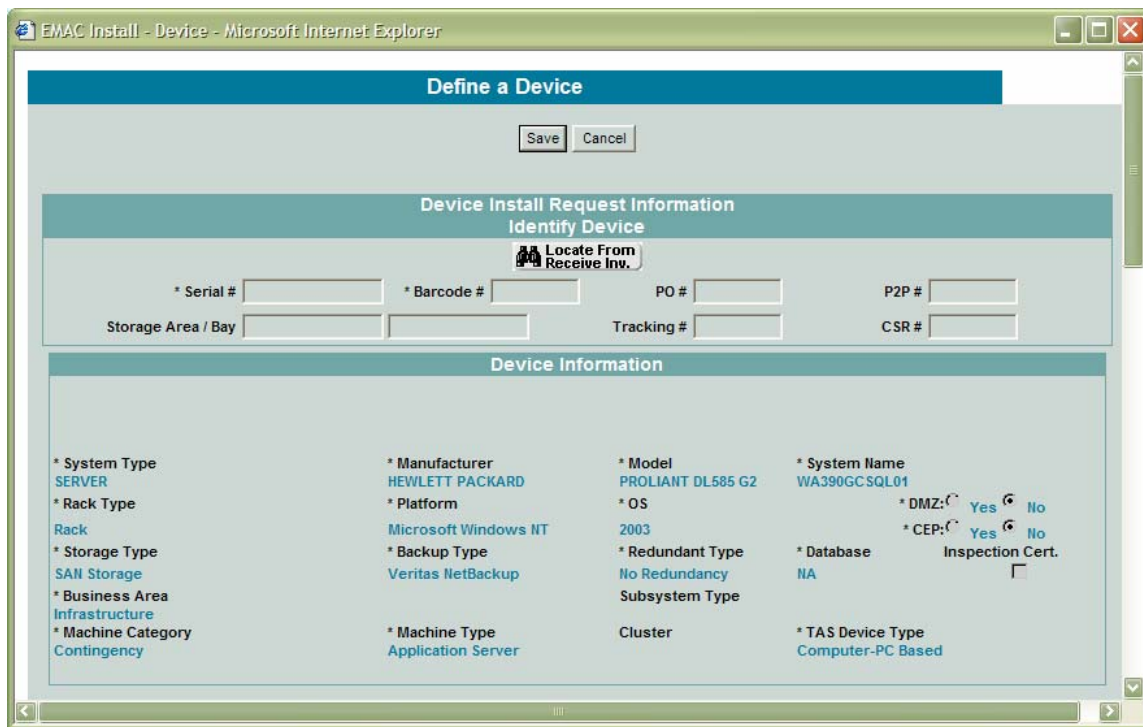
| Field Name            | Required | Transfer to TAS | Aperture Repository | Notes                               |
|-----------------------|----------|-----------------|---------------------|-------------------------------------|
| Install Date          | X        |                 | X                   |                                     |
| Install Time          | X        |                 |                     |                                     |
| Change Control Number | X        |                 |                     | Infoman # or other change control # |

Now the device needs to be matched to the Receive process.

If a received device has been matched to an Install request by matching on the device name in the Receive or Update Receive process, then these next steps can be omitted and the “Rack and Stack Completed” button can be clicked to close the request.

If the device is not yet matched (i.e.-all the information in the Identify Device section at the top of the form is blank) then the request has not been matched up to the Receipt Inventory and the following steps are required.

3. Click Edit next to the device to be received on the Main Install form



The screenshot shows a web browser window titled "EMAC Install - Device - Microsoft Internet Explorer". The main form is titled "Define a Device" and has "Save" and "Cancel" buttons at the top. Below this is the "Device Install Request Information" section, which includes a "Locate From Receive Inv." button. This section contains input fields for: \* Serial #, \* Barcode #, PO #, P2P #, Storage Area / Bay, Tracking #, and CSR #. Below this is the "Device Information" section, which contains a grid of fields: \* System Type (SERVER), \* Rack Type (Rack), \* Storage Type (SAN Storage), \* Business Area (Infrastructure), \* Machine Category (Contingency), \* Manufacturer (HEWLETT PACKARD), \* Platform (Microsoft Windows NT), \* Backup Type (Veritas NetBackup), \* Machine Type (Application Server), \* Model (PROLIANT DL585 G2), \* OS (2003), \* Redundant Type (No Redundancy), Subsystem Type, Cluster, \* System Name (WA390GC SQL01), \* DMZ (Yes/No), \* CEP (Yes/No), \* Database (NA), \* Inspection Cert. (checkbox), and \* TAS Device Type (Computer-PC Based).

4. Select the “Locate From Receive Inv” button to locate the specific device to be used for this installation.
  5. Using the search criteria, find the device to be received from the Receive Inventory.
  6. Select the device on the list presented and click “Receive Selected Device”
- This will populate the top section of the form with data from the Receiving Workflow.
7. Next, click “Save” at the top of the form.
  8. Repeat for each device on the request.
  9. Once the data is entered, click “Rack and Stack Completed” to flow the request.

If there is no storage on the workflow, the request will next flow to Final Validate. If there is storage on the request, it will next flow to either the SA for WWP entry or Storage Management.

### 13. Final Validation

|                |                |
|----------------|----------------|
| VISTA Org Role | SA (Requestor) |
|----------------|----------------|

At this last step, the request flows back to the Requestor for final validation.

1. Open the request.
2. Click “Validation Completed” at the top of the form to complete the request.

Once the request is processed at this step, all information is saved immediately to the Aperture Repository and is ready for viewing or update.

**Since Network devices do not currently flow from Aperture to TAS, submit a Virtual Request to TAS to add this Terminal Server to device inventory in TAS.**

**Connections to a terminal server from a server will only be allowed once the terminal server is in TAS.**