

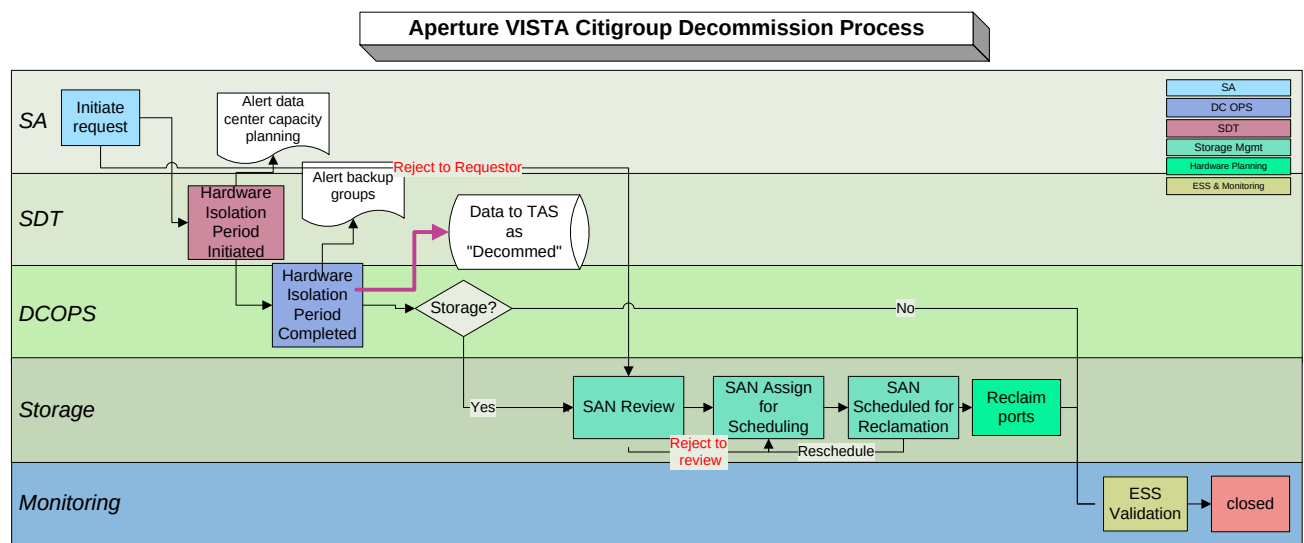
## Decommission Process

The Aperture VISTA Decommission process is used for all physical and logical devices and is applicable for Data Centers and Non Data Centers. It is designed to alert all the appropriate groups when a device is decommissioned.

The SA initiates the request and then forwards it for Scheduling & Hardware Isolation stages. It is during this step where the device is physically disconnected from the network for a period of three days to ensure that the correct device(s) is being decommissioned. If, after 3 day, no groups voice any issue with the device being off-line, then the request is flowed to the data center operations team where it is removed from the Aperture repository. When they close this step, TAS is notified of the decommissioned status of the device.

If any of the servers on the request have storage attachments or if the “Flow to Storage” option is checked, then request continues to flow through several storage steps.

The request then flows to the ESS monitoring group for ‘production’ and ‘COB’ devices before closing out.



## 1. Create Step

Handled by: SA

This is the main Decommission Request form as viewed by the requestor (SA).

Note that all the fields with red asterisk are required. The words in underlined red text will link to those external systems.

### Equipment Decommission Request ?

**If you chose "Yes" to "Flow To Storage", then please enter WWPN(s) in Comment History**

#### Decommission Information

|                            |                                                    |
|----------------------------|----------------------------------------------------|
| Flow To Storage            | <input type="radio"/> Yes <input type="radio"/> No |
| Proposed Decommission Date | <input type="text"/>                               |
| Reason for Decommission    | <input type="text"/>                               |
| Change Control Number      | <input type="text"/>                               |
| Decommission Power         | <input type="radio"/> Yes <input type="radio"/> No |
| Decommission Network       | <input type="radio"/> Yes <input type="radio"/> No |
| Decommission Storage       | <input type="radio"/> Yes <input type="radio"/> No |

#### Decommission Tasks

|                    |                                                     |                   |                                                                                |
|--------------------|-----------------------------------------------------|-------------------|--------------------------------------------------------------------------------|
| Approved           | <input type="radio"/> Done <input type="radio"/> NA | Remove CFGDB?     | <input type="radio"/> DONE <input type="radio"/> NA <a href="#">CONFIGDB</a>   |
| Return Storage?    | <input type="radio"/> Done <input type="radio"/> NA | RemoveWhitepages? | <input type="radio"/> DONE <input type="radio"/> NA <a href="#">Whitepages</a> |
| Remove Monitoring? | <input type="radio"/> Done <input type="radio"/> NA | Remove Scan List? | <input type="radio"/> DONE <input type="radio"/> NA                            |
| Remove Backup?     | <input type="radio"/> Done <input type="radio"/> NA | Remove WebAdmin?  | <input type="radio"/> DONE <input type="radio"/> NA                            |

**DISCLAIMER: All North America servers that utilize Netbackup will have their backups terminated during the Aperture decommission process. If this decommission is part of a migration, a new backup installation request is REQUIRED via the Bravura website** <http://bravura.nam.nsroot.net/new.html>

**Is this Decommission part of an Equipment Relocation request, where this device will be moved to a new data center?** ☐ Yes ☐ No

#### Project Information

|                      |                      |
|----------------------|----------------------|
| Project Name         | Project Comments     |
| <input type="text"/> | <input type="text"/> |

#### Supporting Documentation

Upload a file:

#### Devices

| Device Name                                            | Device Type | Building | Grid Location |
|--------------------------------------------------------|-------------|----------|---------------|
| <input type="button" value="Add..."/> Total Devices: 0 |             |          |               |

#### Subtasks

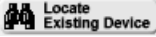
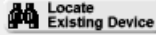
| Type    | Changed | Status | Routed to | Tracking # |
|---------|---------|--------|-----------|------------|
| Network |         |        |           |            |
| Power   |         |        |           |            |
| Storage |         |        |           |            |

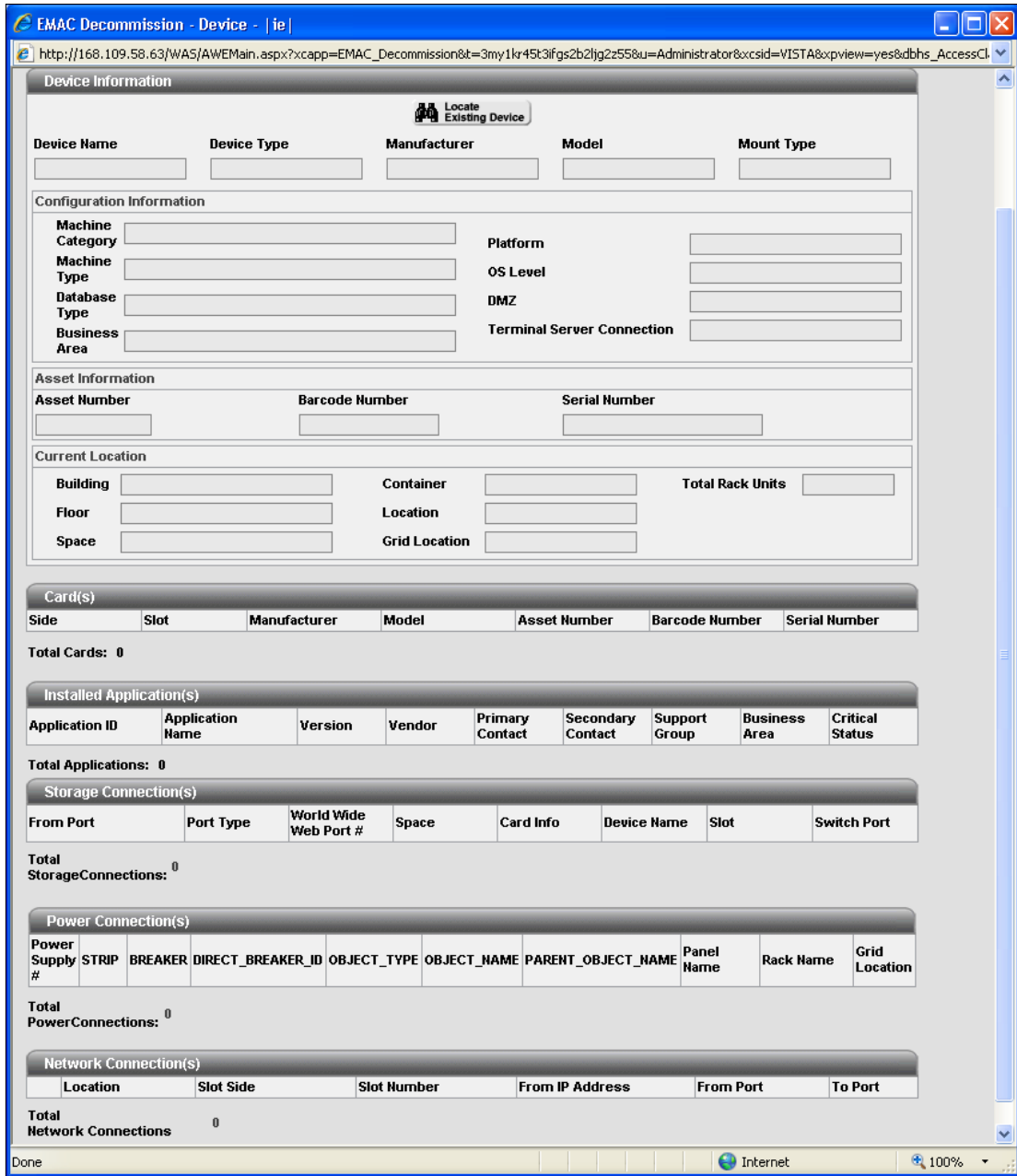
1. The SA (Requestor) enters the following fields on the main form of the request.

| Field Name                 | Required | Notes                                                                                                                                                                                                        |
|----------------------------|----------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Flow to Storage            | X        | Selecting "Yes" will flow to Storage groups even if device does not show storage connections in Aperture. Otherwise, all decommission requests flow to storage groups if the device has storage connections. |
| Proposed Decommission Date | X        | Calendar picker                                                                                                                                                                                              |
| Reason for Decommission    | X        | Pick list                                                                                                                                                                                                    |
| Change Control Number      | X        | Data Entry                                                                                                                                                                                                   |
| Approved                   | X        | Checkbox (Done or N/A)                                                                                                                                                                                       |
| Return Storage             | X        | Checkbox (Done or N/A)                                                                                                                                                                                       |
| Remove Monitoring          | X        | Checkbox (Done or N/A)                                                                                                                                                                                       |
| Remove Backup              | X        | Checkbox (Done or N/A)<br>Link to Netbackup website                                                                                                                                                          |
| Remove CFGDB               | X        | Checkbox (Done or N/A)<br>Link to CNFGDB website                                                                                                                                                             |
| Remove Whitepages          | X        | Checkbox (Done or N/A)<br>Link to Whitepages website                                                                                                                                                         |
| Remove Scan List           | X        | Checkbox (Done or N/A)                                                                                                                                                                                       |
| Part of a Relocation       | X        | Checkbox (Yes or No)                                                                                                                                                                                         |
| Project Name               |          | Data Entry                                                                                                                                                                                                   |
| Project Comments           |          | Enter WWPN if Flow to Storage is set to "Yes"                                                                                                                                                                |

Once the information about the decommission request is entered, the devices to be decommissioned are specified.

2. Select the  button in the Devices section to open up a new window in order to specify each device to be decommissioned.

- Use the  button on the top of the form to search for the device to be decommissioned. If the wrong device was selected, re-select the  button to search out a different device.



**Device Information**



| Device Name          | Device Type          | Manufacturer         | Model                | Mount Type           |
|----------------------|----------------------|----------------------|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |

**Configuration Information**

|                  |                      |                            |                      |
|------------------|----------------------|----------------------------|----------------------|
| Machine Category | <input type="text"/> | Platform                   | <input type="text"/> |
| Machine Type     | <input type="text"/> | OS Level                   | <input type="text"/> |
| Database Type    | <input type="text"/> | DMZ                        | <input type="text"/> |
| Business Area    | <input type="text"/> | Terminal Server Connection | <input type="text"/> |

**Asset Information**

| Asset Number         | Barcode Number       | Serial Number        |
|----------------------|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> |

**Current Location**

|          |                      |               |                      |                  |                      |
|----------|----------------------|---------------|----------------------|------------------|----------------------|
| Building | <input type="text"/> | Container     | <input type="text"/> | Total Rack Units | <input type="text"/> |
| Floor    | <input type="text"/> | Location      | <input type="text"/> |                  |                      |
| Space    | <input type="text"/> | Grid Location | <input type="text"/> |                  |                      |

**Card(s)**

| Side           | Slot | Manufacturer | Model | Asset Number | Barcode Number | Serial Number |
|----------------|------|--------------|-------|--------------|----------------|---------------|
| Total Cards: 0 |      |              |       |              |                |               |

**Installed Application(s)**

| Application ID        | Application Name | Version | Vendor | Primary Contact | Secondary Contact | Support Group | Business Area | Critical Status |
|-----------------------|------------------|---------|--------|-----------------|-------------------|---------------|---------------|-----------------|
| Total Applications: 0 |                  |         |        |                 |                   |               |               |                 |

**Storage Connection(s)**

| From Port                   | Port Type | World Wide Web Port # | Space | Card Info | Device Name | Slot | Switch Port |
|-----------------------------|-----------|-----------------------|-------|-----------|-------------|------|-------------|
| Total StorageConnections: 0 |           |                       |       |           |             |      |             |

**Power Connection(s)**

| Power Supply #            | STRIP | BREAKER | DIRECT_BREAKER_ID | OBJECT_TYPE | OBJECT_NAME | PARENT_OBJECT_NAME | Panel Name | Rack Name | Grid Location |
|---------------------------|-------|---------|-------------------|-------------|-------------|--------------------|------------|-----------|---------------|
| Total PowerConnections: 0 |       |         |                   |             |             |                    |            |           |               |

**Network Connection(s)**

| Location                     | Slot Side | Slot Number | From IP Address | From Port | To Port |
|------------------------------|-----------|-------------|-----------------|-----------|---------|
| Total Network Connections: 0 |           |             |                 |           |         |

Done  Internet 100%

- Once the form is populated with all the device data, click the  button at the top of the window and the device is added to the request.
- Repeat for each device to be decommissioned.

The following information about each device is displayed as it is located:

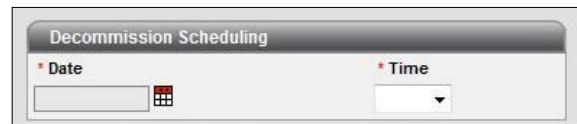
| Form           | Notes                                                                                                                                    |
|----------------|------------------------------------------------------------------------------------------------------------------------------------------|
| Device info    | Name, Type, Building, Grid Location, Asset #, Barcode, #, Serial #, Manufacturer, Model, Business Area, Machine Category, & Machine Type |
| Location       | Specific location data, most fields related to rack mounted devices                                                                      |
| Power          | All power connections to the device                                                                                                      |
| Network        | All network connections for the device will be displayed.                                                                                |
| Storage        | All storage connections for the device will be displayed.                                                                                |
| Applications   | All applications for the selected device will be displayed.                                                                              |
| Support Groups | All support groups for the selected device will be displayed.                                                                            |

## 2. Scheduling Step

Handled by **SDT**

The site team enters the date and time for the decommission to take place.

1. Enter date and time.



| Field Name | Required | Notes      |
|------------|----------|------------|
| Decom Date |          | Date entry |
| Decom Time | X        | Pick list  |

2. Click the “Isolation Period Initiated” button and the request is flowed.

## 3. Isolation Step

Handled by **SDT**

The site team completes the decommission after the three day isolation period when the device is disconnected from the network to assure that the right device is being decommissioned. After the allotted three day waiting period, the SDT will process the request.

1. Click the “Isolation Period Completed” button and the request is flowed.

Email notifications are sent at this step to the following:

- \*GT US Whitepages for all decommissions
- [silverspring2@imcnam.smb.com](mailto:silverspring2@imcnam.smb.com) for 12401 Prosperity Drive decommissions
- [gtnymrdcall@imcnam.smb.com](mailto:gtnymrdcall@imcnam.smb.com) for 111 Wall Street decommissions
- [wccmainframe@imcnam.smb.com](mailto:wccmainframe@imcnam.smb.com) for 300 Boulevard East decommissions

*The request will next flow to the storage steps if any of the devices on the request have storage connections defined in Aperture or if “Flow to Storage” was checked, otherwise, the request will next flow to the ESS group if applicable.*

## 4. SAN Step

### A. SAN Review

Handled by: **SAN**

This step is for ensuring that Storage Integration is aware of the decommission request and to review the request. The request is either processed as “Request Reviewed” or “Reject Request.”

The request can be rejected, in which case the form flows back to the SA for update and re-submit. Or it can be approved, when it flows to the next step for delegation.

## B. SAN Assign for Scheduling Step

Handled by: **SAN**

This step is for Storage Management managers to assign the work to be done and enter the Target Date. The request is delegated by one of the Management team from SAN. The request can be rejected, using 'Reject to review' button.

## C. SAN Scheduled for Reclamation Step

Handled by: **SAN**

This step is for Storage Management to execute the change. The request can be processed by 'Storage Reclaimed' to flow to the next step. Request can also be rescheduled by rejecting to previous step by 'Reschedule' button. The request can be rejected, in which case the form flows back to the SA for update and re-submit.

## 5. Reclaim Ports

Handled by: **Hardware Planning or SDT**

The appropriate team (which differs by site) clicks "Ports Reclaimed" to indicate that they have completed their work.

*The request next flows to the ESS step if any of the devices on the request are Servers and the Machine Type is "Production" or "COB," otherwise, the request will close.*

## 6. ESS Validation

Handled by: **ESS**

The ESS group indicates that the device is no longer showing as monitored.