

## **Server Order Database Instructions**

**Contact Wayne Shepherd at 202/452-0317 to help out with these instructions at any time.**

**For servers with information that has already been entered in the ‘Planned Servers’ portion of this database (in accordance with WO IM 2002-177) please follow steps 1 - 12.**

**To order new servers that do not have information entered in the ‘Planned Server’ portion of this db (in accordance with WO IM 2002-177) please go to step 10 and follow steps 13 - 17.**

1 - To get into the ‘Server Order’ database click on the **blue** button found in the email for this attachment.

2 - From the screen that appears click on the **blue** ‘Order New Servers’ button.

3 - In the tan area on the left side of your screen click on ‘By Site’. This will bring up a list of all the States and Centers that have entered ‘Planned Servers’ into the database.

4 - Click on the arrow that appears just to the left of your State or Center listed. This will bring up the entire list of ‘Planned Servers’ that your office entered for your State or Center.

5 - Double-click on the first (next) planned server you entered. A window will appear that states:

*‘You have selected a new server of type: XXXXX. Do you wish to keep this configuration?’*

Look at the server specifications in Attachment 1 to determine if what you choose earlier still meets with your server requirements. If the server that appears in the window meets your needs then click on the ‘Yes’ button, and go on to instruction #7. If the size of the server that appears in the window does not meet your needs then click on the ‘No’ button and go on to #6.

6 - A new window should be opened for you to select the size server you wish to order to meets the requirements for this server. First click on the server you want, and then click on ‘OK’.

7 - You should now be in the **green** ‘Request’ tab document that was entered a few weeks ago. Scroll to the top of that document if you are not already there. Click on the tan ‘Order’ button near the top of your screen and this should place you in the server order form.

8 - Fill out the order form the same way as you did for the PC's and Laptop's that you ordered earlier this year. For those servers that are identified with 'primary business functions' that are being paid for by the National ITCAF, a Fund Code of WO-999 will be automatically entered, and nothing more needs to be entered in that field. If the server you are ordering is for State or Center use then enter the Fund Code you plan on using to pay for this purchase. Select any options that you require to modify the system to your exact needs. Be sure to click on the 'Re-Calculate' button if you have chosen any options before you exit the order form.

9 - If you have not completed entering all the order information but you want to save what you have done, scroll to the top of the order form. In the white bar located in the upper left portion of your screen click on the Icon that reads: 'Save and Close'. You can come back and finish entering information at a later time (before c.o.b. August 16th).

10 - When you have finished entering all the information and selected all the options you need, scroll to the top of the order form. In the white bar located in the upper left portion of your screen click on the Icon that reads: 'Submit Server Order'.

11 - Unless this was the last server that was entered in the 'Planned Server' db, go to Step #5.

12 - If you have entered your last server then click on the text that reads: 'Exit' located in the tan area on the left portion of your screen. Now click on the **red** 'Exit' button. You should now be out of the 'Server Order' database.

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13 - To order new servers that do not have information entered in the 'Planned Server' portion of this db (in accordance with WO IM 2002-177) perform Steps 1 - 2.

14 - One of the icons located in the tan bar going across the top of the document reads: 'New Server Request'. Click on the New Server Request Icon and you should now have a blank 'Planned Server' document on your screen. Fill out all of the information requested on that screen and then go on to Step #7.

15 - If you need to reference any information on existing servers (ie: IP Address) from the 'As Is' database, click on the 'Manage Current Servers' button in Step #2. This will show you all the information currently collected on all of the servers in the Bureau and provide you with any backward references you may need to properly fill out the 'Planned Server' information being requested.

16 - After you have provided all of the Planned Server information, scroll to the top of the form and click on the tan "Order" button.

17 - Go to Step #8.