


Contents

1.0	Version History.....	1
2.0	Scope.....	2
3.0	Setup.....	2
3.1	Security Groups.....	2
3.2	Training Videos.....	2
3.3	Documentation / Questions / FAQ.....	2
3.4	Escalation / Rejection.....	2
4.0	Preliminary Reservation.....	3
4.1	Begin.....	3
4.2	Pre-Rack Reservations.....	4
4.3	Discrete Server and Network Demands.....	5
5.0	Final Reservation.....	6
5.1	PreRack and Discrete.....	6

1.0 Version History

Date	Version	Change Description	Reference Sections	Authors
December 1, 2015	1.0	Initial release	All	
December 8, 2015	1.1	PPR doc to conform to DCO standards	All	Waylon Math

2.0 Scope

This process is primarily intended for data centers currently on-boarded to the Space and Power System. Data centers that are currently not on-boarded should maintain existing space and power documentation, however they will still need to use the Sketch system to update current rack reservations.

Document title / version:		Sketch Space and Power Approval Procedure / 1.1		
Approved On:	December 1, 2015	Approved By:	DSO Deployment Task Force - All <REDACTED>	
Approval good for 1 year from this date.		Classification	LBI	For information on version changes, see Version History.

3.0 Setup

3.1 Security groups

DC IT Operations Engineering teams should join the following security groups based on required access levels:

- 1.1.1 SketchDCTPM - Sketch DC TPM - Sketch space and power write access.
- 1.1.2 SPC_Data_SG - Tile converter access. Only required for on-boarding.

3.2 Training videos

[Sketch SharePoint training site](#)

3.3 Documentation / Questions / FAQ

1.1.3 If you have questions about using Sketch, click on the **About** tab and try searching for your question using the FAQ search and Documentation.



3.4 Escalation or Rejection

During Preliminary and Final Reservations, if the Auto Reservation service incorrectly assigns the Datacenter, Colocation space, or if you need to change tile reservations after reservations have been Hard Locked, you must escalate the demand or project to the MCIO Engineering group to correct the reservations by using the **Escalate** button.

Note The Escalate button will only be available after the Auto Reservation Service has created an initial reservation. The Button will be located under the project/demand view.

1.1.4 After clicking the **Escalate** button, the following dialog box will appear:

- 1.1.5 Enter the required Escalation information.
 - 1.1.5.1 Incorrect DC – Auto reservation service selected wrong Data Center for project deployment.
 - 1.1.5.2 Incorrect COLO/Room – Auto Reservation Service Selected wrong COLO/Room for project deployment.
 - 1.1.5.3 Incorrect Tiles – Finalized Reservation needs to be Changed
 - 1.1.5.4 Other – General issues.
- 1.1.6 Description – Provide a clear, concise description of issue.
- 1.1.7 Click **Create Ticket**.

4.0 Preliminary Reservation

Preliminary reservation notification email should be received 8 to 16 weeks prior to equipment docking.

Note For on-boarded data centers, the Auto Space and Power Reservation Service may pre-populate suggested tile locations based on MsPod and project information. These tile locations may be changed until the final reservation is completed.

4.1 Begin

- 1.1.8 Open the [Sketch site](#).
- 1.1.9 From the left menu enter Datacenter and Room (for example, F01C10) and click the **Load** button to load the DC Colocation map.

Note Data Centers that have not been on-boarded may not have a map representation, however reservations must still be entered via the Sketch site.

My Profile ✕

Metro/DC

Metro (optional)
Des Moines DSM

Datacenter
Des Moines 3

Room (optional)
F01C10

Rack ID (optional)
Rack ID

Load

1.1.10 Locate your demand from the Projects Menu located along the top.



Note The Projects tab will show the number of reservations waiting to be completed for the entered location in a red box located next to the Projects tab.

4.2 Pre-Rack Reservations

1.1.11 Open the Project tab and select only the **Preliminary** reservation type.

Demand: 129526

Status Res. Type

PreRack
 Discrete

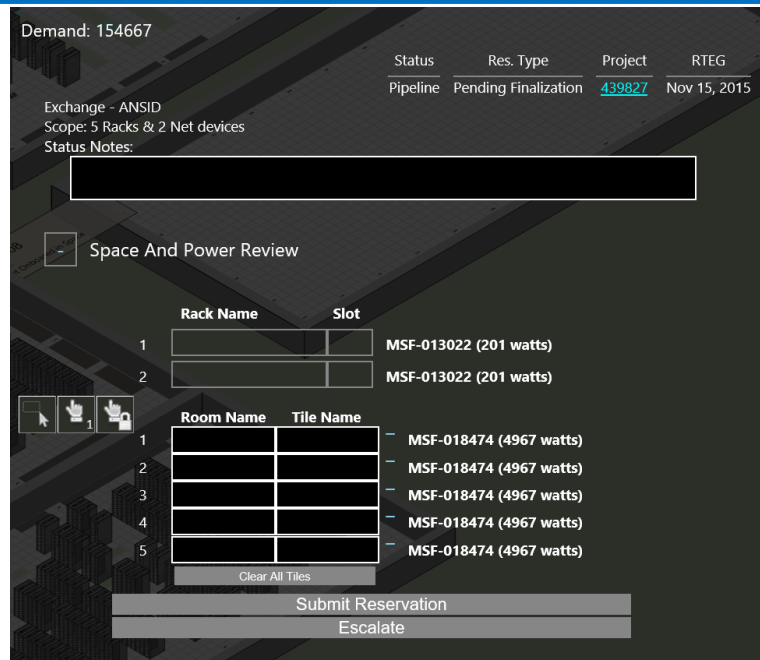
Final
 Approval (Pending)

Preliminary
 Waiting
 Rejected
 Approved

1.1.12 Locate the Demand ID from the email notification message. You may search for this by entering the ID into the search box or by locating the demand ID from the list.

Note You may further filter the list by hovering the cursor over the Preliminary Selector to filter by current Status. You may also filter by PreRack or Discrete type next to the search box.

1.1.13 Click + to open reservation information.



1.1.14 Review Auto Space and Power reservations in COLO and update as required.

Note Hovering the cursor over Rack Name will highlight the tile in blue on the COLO Map Area.

1.1.14.1 Enter the Room Name (for example, F01C10) and the Tile Name (for example, AD1023).

1.1.14.2 Alternatively, you may use the Rectangle Select tool, Single Tile select tool, or Multi-Select tool (shown below) to select tiles for racks to use.



1.1.14.3 Clicking the Clear All Tiles tool will remove all values in the Room Name and Tile Name fields, however this will not remove any current reservations that have been made.

1.1.14.4 For DCs that are not on-boarded to the Sketch system, Tile Name will not be available. Please enter a Room Name to complete the Reservation.

1.1.15 When Complete Select **Submit Reservation**.

4.3 Discrete server and network demands

1.1.16 New Racks

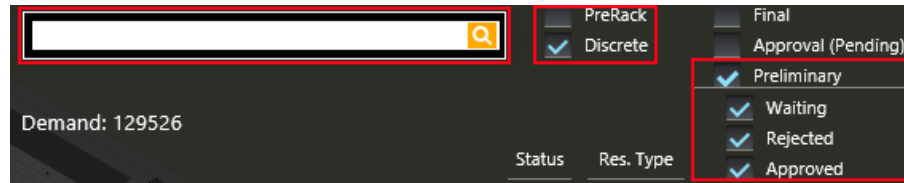
Sketch can only reserve space for racks currently deployed into MSAsset.

1.1.16.1 Check local inventory for open racks or acquire racks as needed.

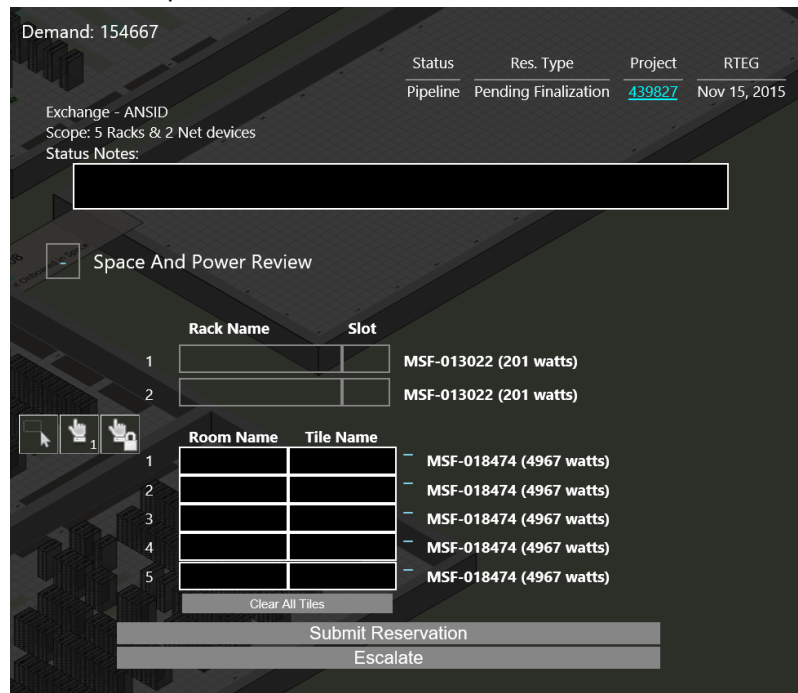
1.1.16.2 If no rack is currently available, click **Escalate** to create a Virtual Rack using the **Other** type.

1.1.16.3 Deploy the rack into position.

1.1.17 Open the Project tab and select only the **Discrete** reservations type.



1.1.18 Click + to open the reservation information.



1.1.19 Enter or select the rack from the Colo Map.

1.1.20 Enter or select the starting U Slot from the Rack Elevation table.

1.1.21 From the Slot Information breakout, set the following information:



1.1.21.1 Set **Role** to Reserved.

1.1.21.2 Set **Order Project** to the Demand ID or Project #.

1.1.21.3 Select the device SKU from the **SKU** Field.

1.1.21.4 Set the Device name in the **Text** Field.

1.1.21.5 Set the U Height Size in the **Size** Field.

1.1.21.6 Click the **Save** Button.

1.1.22 When complete with each discrete, click **Submit Reservation**.

5.0 Final Reservation

Final reservation Notifications must be sent 4 to 8 weeks prior to the equipment arrival date. After Finalize Reservation is completed, the Reservation is considered Hard Locked. Modification of reservations can only be completed by escalating the reservation.

5.1 PreRack and Discrete

1.1.23 Receive Notification Email about new Preliminary Reservation.

1.1.24 Open <http://sketch>

1.1.25 Click the **Project** tab and enter the DC and Room (for example, F01C09), then click **Load** to load the DC Colocation Tiles.

1.1.26 Click the **Project** tab and select only **Final** as the reservation type.

1.1.27 Locate the Demand ID from the notification email message. You may search for this by entering the ID into the search box or by locating the Demand ID from the list.

Note You may further filter the list by hovering your cursor over the Preliminary Selector to filter by current Status. You may also filter by PreRack or Discrete type next to the search box.

1.1.28 Select **+** to open reservation information.

1.1.29 Review the reservations for Space, Power and Cooling. Update the reservation information if required.

1.1.30 When complete, click **Finalize Reservation**.