



SSPP Data Center and IT Sustainability Self- Assessment Site

User Guide

2011

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Introduction

The Department of Energy's *SSPP Data Center and IT Sustainability Self-Assessment Site* is a key resource in addressing specific objectives set forth in the agency's Strategic Sustainability Performance Plan (SSPP). The SSPP is The Department of Energy's evolving blueprint for achieving the environmental, economic and energy goals called for in the Executive Order on Federal Leadership in Environmental, Energy and Economic Performance (Executive Order 13514) signed by President Obama on October 5, 2009. The site specifically addresses objectives under Goal 7 of the SSPP – Electronic Stewardship and Data Centers. Goal 7 objectives address energy management and optimization for information technology (IT) systems including equipment found in offices, laboratories, production environments and data centers.

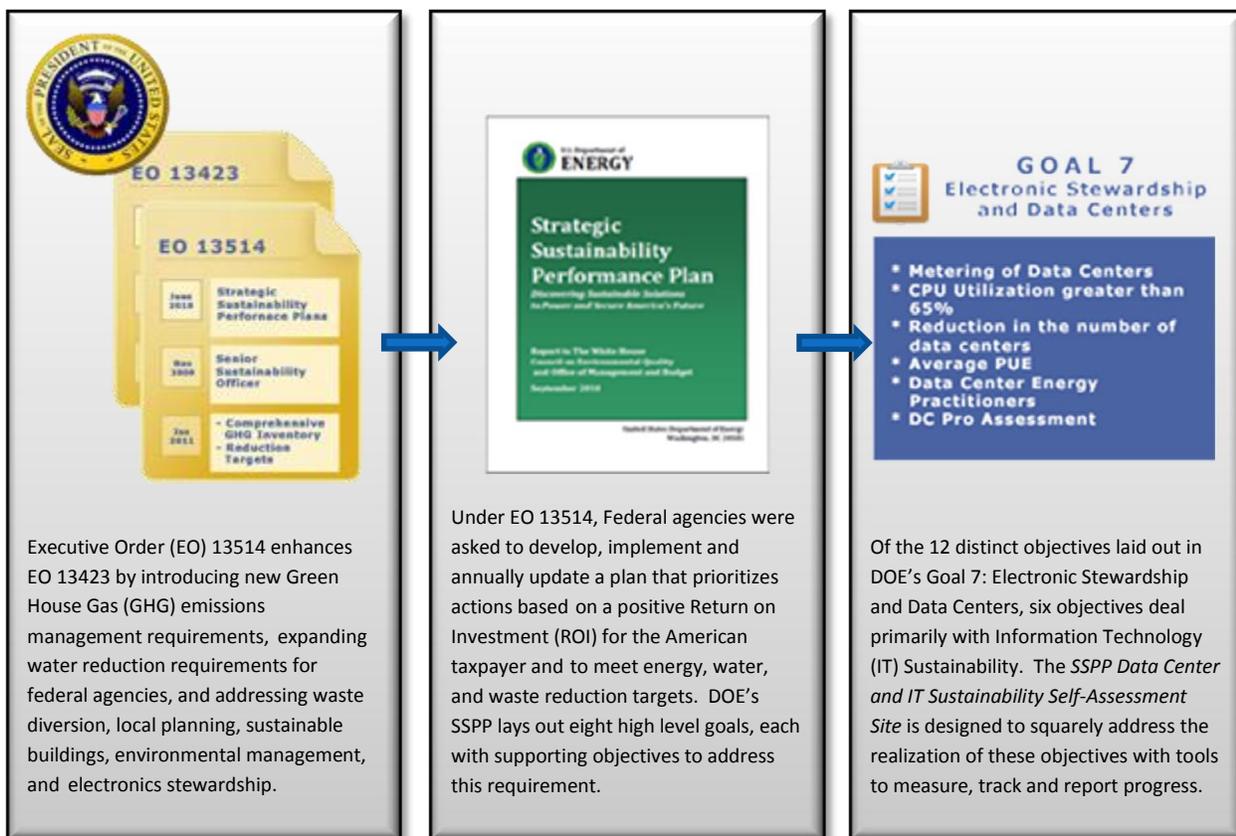


Figure 1: Department of Energy Policies

The site supports the Department of Energy (DOE) SSPP objectives by providing tools for full data center energy benchmarking, performance modeling, and industry best practice evaluations that can be quantified and used to select projects or initiatives based on their ROI in the areas of economic, environmental, and social benefits. Once projects are selected there are tools for reporting and tracking against Goal 7 objectives.

This web-based application identifies the most useful and pertinent data related to data center performance, organizes the data for visual presentation, and assesses it for effective decision-making. The *SSPP Data Center and IT Sustainability Self-Assessment Site* can help you keep track of your progress on certain goals and initiatives, enabling you to see how you can improve in various areas. This eliminates the time it may take to put together reports manually, so you can focus more on what direction your next step will be.

Signing Up

In order to gain access to the assessment and visualization tools available on the site, you will need to sign up. You can register by:

- Opening your internet browser and navigating to the *SSPP Data Center and IT Sustainability Self-Assessment Site*: <http://doegrit.lanl.gov/>
- Click the “Register” button on the landing page as shown in Figure 2.

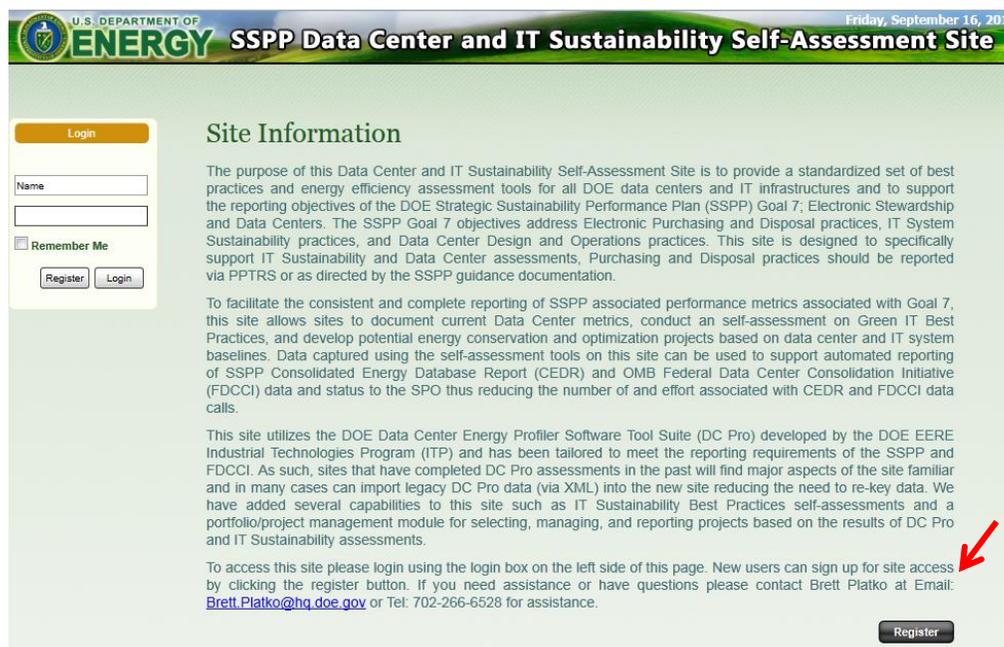


Figure 2: SSPP Data Center and IT Sustainability Self-Assessment Site Landing Page

- Fill out the New User Registration Form.
- A system administrator will confirm your user registration request and will send you a username and password to log into the system.

Logging In

Once you have completed the registration process and created a username and password, you will be able to log in to the site:

- Navigate to: <http://doegrit.lanl.gov/>
- Enter your username and password in the upper left hand corner of the page:



Figure 3: User Credentials

- After entering your credentials, click the “Login” button.
- You will be directed to the *SSPP Data Center and IT Sustainability Self-Assessment Site* homepage where you can find tools to evaluate your data center and its performance.

Home

On the Dashboard homepage, there is a plethora of useful links and drop-down menus. In the upper left-hand corner of the page, there is a box displaying the currently logged in user and a “My Account” button to update the user’s profile.

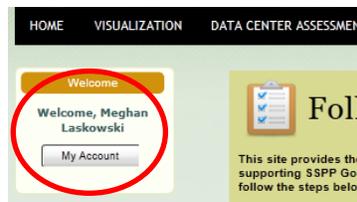


Figure 4: Current User Profile

NOTE: For security purposes, please remember to logout of the system by clicking the Log Out button at the upper right hand corner of the page.



The homepage contains various links to outside resources, divided into the following sections.

DOE Green IT News

This section contains links to recent articles related to Green IT within the Department of Energy. These links are updated regularly as new, relevant articles are published. Each link opens the full article from the source website in a new window.

General Green IT News

This section contains links to recent articles related to Green IT outside the Department of Energy. These links are updated regularly as new, relevant articles are published. Each link opens the full article from the source website in a new window.

DOE DC Snapshot

This section shows how many data centers within DOE have completed their Data Center Profiles and Assessments at a quick glance.

Resources

This section contains links to useful information including relevant websites and documents related to Data Center consolidation and energy management.

SSPP Data Center and IT Sustainability Self-Assessment Site

Upon logging into the system, the top of every page displays the navigation toolbar.



Figure 5: Navigation toolbar

The toolbar provides links to the assessment and visualization tools available to the currently authenticated user. Each menu item is described in detail below.

Visualization

This menu contains tools that enable you to view your data and track how your data center is performing with respect to specific goals and objectives. By navigating your mouse over “Visualization,” a menu will drop down with three visualization tools: **SSPP Goal 7, Data Centers,** and **Total Cost of Ownership.**

SSPP Goal 7

Under the “Visualization” drop-down menu, click on “SSPP Goal 7”. This tool enables you to view how an agency is addressing Goal 7 of the Department of Energy’s Strategic Sustainability Performance Plan (SSPP).

This goal addresses energy management and optimization for information technology (IT) systems including equipment found in offices, laboratories, production environments, and data centers.

Activities supporting this goal will reduce DOE’s GHG emissions, support environmental management goals, and achieve the sustainability objectives of the Federal Data Center Consolidation Initiative (FDCCI).

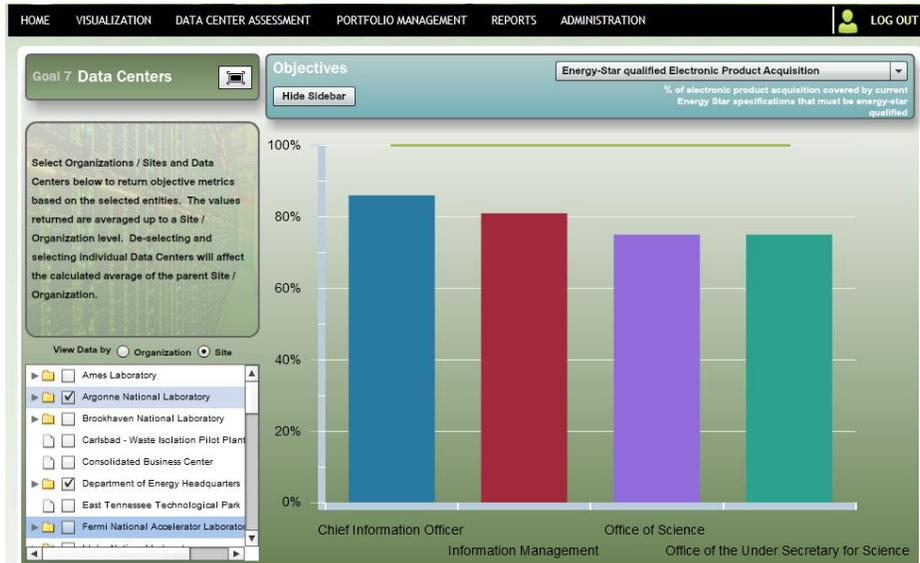


Figure 6: Visualization - SSPP Goal 7

The large graph displayed on the screen in Figure 6 above shows the data for the selected organizations for the selected Objective. Clicking the box next to a site or organization will check the box and update the graph with the selected organization’s data. This filter is shown in Figure 7 below.

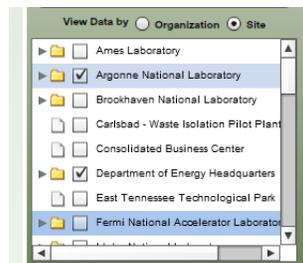


Figure 7: Organization filter

Located just above the graph, there is a box labeled “Objectives” that lists the objectives related to Goal 7 in a drop-down menu, as shown in Figure 8 below. By selecting a new objective, the data set displayed in the graph will change to represent the new objective.

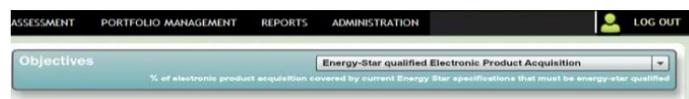


Figure 8: Objectives Drop-Down Menu

To expand the graph, you may click the Expand icon in Figure 9 to view this page in Full screen mode. Click the icon again to exit Full screen mode or, press the Esc key on your keyboard.

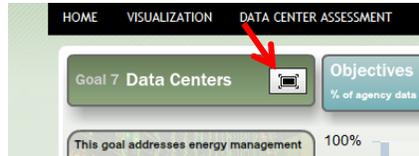


Figure 9: Full Screen selector

Data Centers

Under the “Visualization” tab of the navigation toolbar, the “Data Centers” item displays an interactive map view of all data centers.

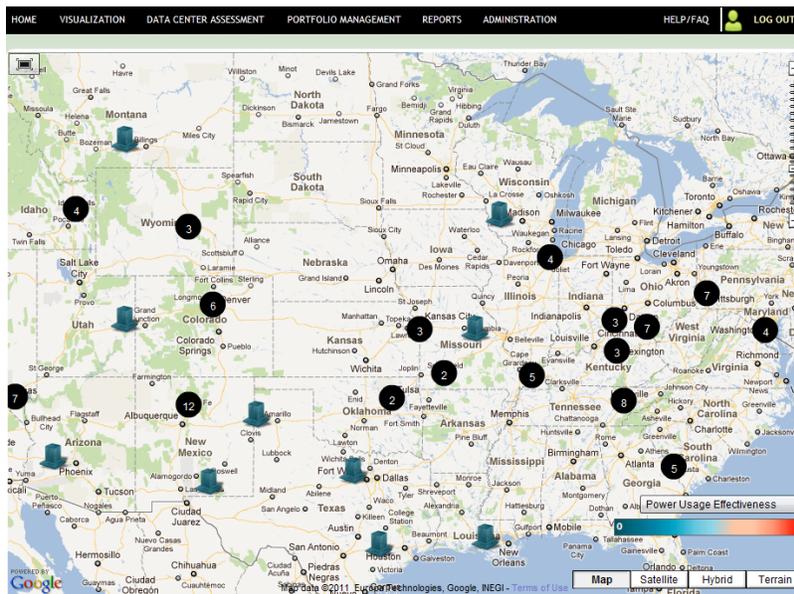


Figure 10: Visualization – Data Centers

By clicking and holding the left mouse button, you can drag the map in different directions to see other parts of the map.

The “zoom” tool located in the top right corner of the map can be used to zoom in and out. Either click and drag the slider bar up and down the zoom scale, or click the “+” symbol to zoom in, and the “-” symbol to zoom out.

Black circles with a number in the center indicate multiple data centers at a given location. To view the associated data centers, hover the mouse over the circle to display the names of the datacenters in the area, or zoom in to the area, and the individual data centers will be displayed.

A dropdown list and scale are displayed at the bottom right corner of the map as a key indicating the currently displayed metric and the corresponding color values used for the data center icons on the map. The color of each data center icon on the map corresponds to the data center's performance with respect to the selected metric. Users may select different metrics from the dropdown list to change the map.

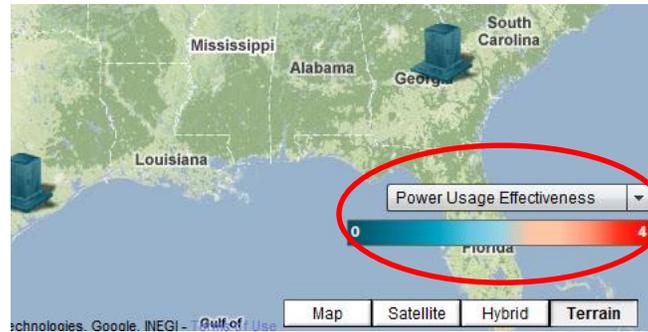


Figure 11: Visualization - Data Center Metrics

Hover the mouse over a data center icon to display the name and location of the data center.



Figure 12: Visualization – Data Center mouse over

Clicking on a data center icon displays specific details about a data center, including the Estimated PUE Rating, Gross Floor Area, and the number of racks and servers reported at the facility. Several shortcut links are provided to jump to other parts of the *SSPP Data Center and IT Sustainability Self-Assessment Site* for the currently selected datacenter.

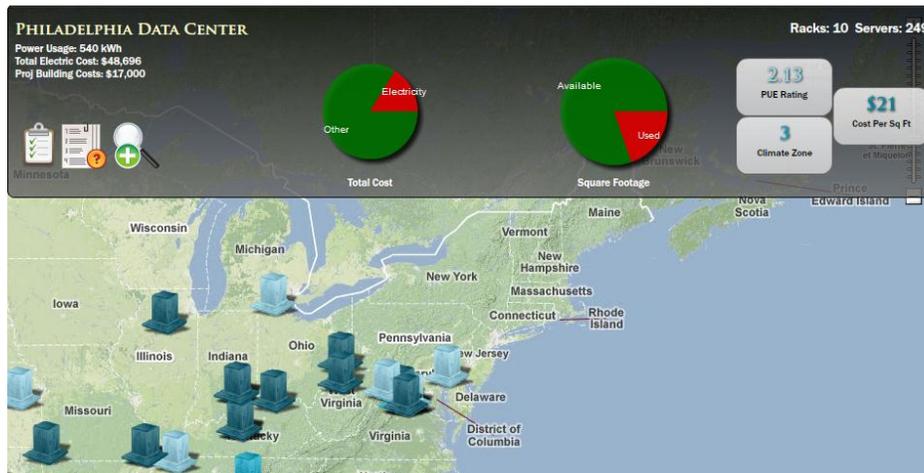


Figure 13: Visualization – Data Center Details via mouse click

To view Best Practices Assessments associated with the currently selected data center (data center assessments are covered in the [Data Center Assessment](#) section of this document); click the circled icon in Figure 14.

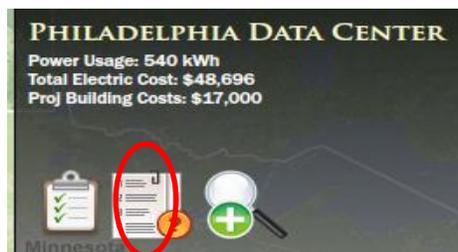


Figure 14: Visualization - Data Center Assessment links

The icon to the left of the “assessments” icon shows the data center profiles.

The icon to the right of the “assessments” icon (magnifying glass) shows the full details of the data center, as seen in Figure 15 below.

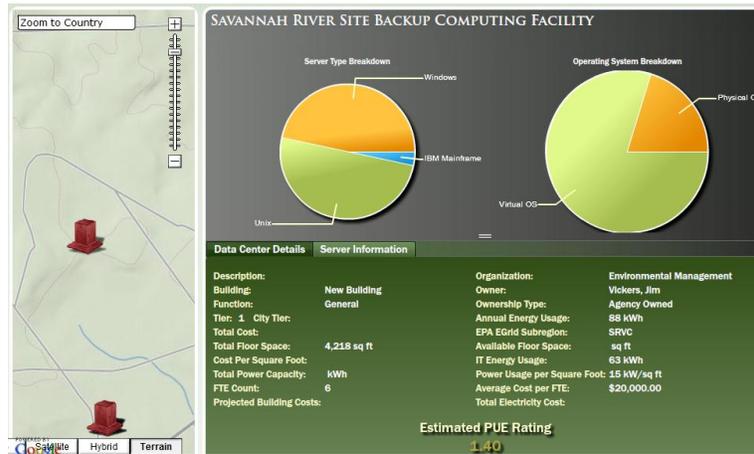


Figure 15: Visualization – Data Center full details

This screen is divided into several parts. The map on the left side of the screen is zoomed in to show the specific location of the data center. The top right of the screen displays two pie charts; the breakdown of the server types on the left, and the breakdown of the server roles on the right. Holding the mouse cursor over a section of the pie chart displays the specific percentages associated with the graph section.

The bottom right half of the page displays two tabs; the data center details, and the server information. The data center details display a high level view of the data center and the server information displays more detailed information about the servers.

To return to the full map view of all data centers, click “Zoom to Country” in the upper left corner of the page.

Total Cost of Ownership (TCO)

Under the “Visualization” tab of the navigation toolbar, the “Total Cost of Ownership” item displays a bar chart with the total cost of ownership by organization, as shown in Figure 16.

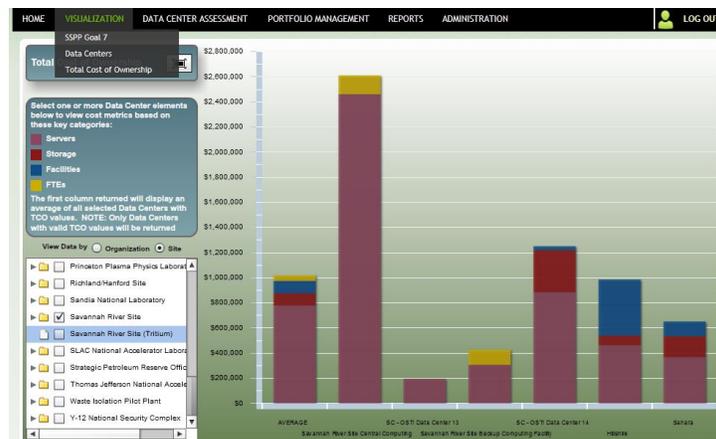


Figure 16: Visualization – Total Cost of Ownership

The bar graph displays the total cost of each data center, and the breakout of the different costs within each bar. On the left side, there is an “Average” bar which displays the average of all the selected organizations. Holding the mouse over a section of the bar graph displays the detailed values of the section.

To change the organizations shown on the graph, use the checkboxes on the bottom left side of the screen.

Data Center Assessment

The Data Center Assessment tool allows users to enter information about their data center to generate a performance assessment and list of improvements to be made to meet the SSPP Goal 7 Objectives.

To begin using this tool, you must select “Data Center Assessment” from the navigation toolbar. The main screen provides step-by-step instructions on how to use the tool, which are also outlined in this manual.

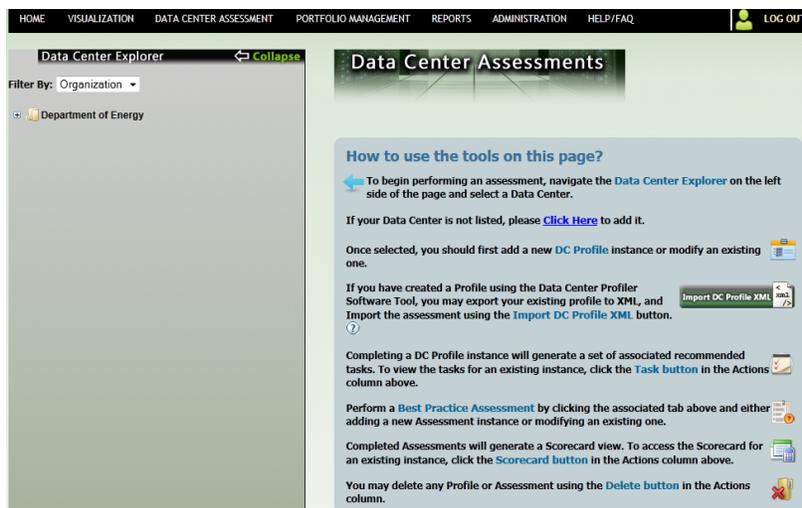


Figure 17: Data Center Assessments

On the left side of the screen, there is a collapsible section titled “Data Center Explorer” that lists all of the different organizations available to the current user. Navigating through the organization structure will reveal a list of all data centers as shown in Figure 18.



Figure 18: Data Center Explorer

Clicking the name of a data center will update the main right side pane of the screen with a tabbed table as shown in Figure 19 displaying the Data Center Profiles and Best Practices Assessments for the selected Data Center.

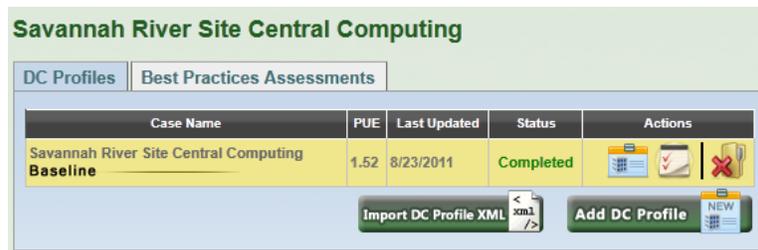


Figure 19: Data Center Assessments – Main panel

For each Data Center Profile, the name of the case, Power Usage Effectiveness (PUE), Last Updated date, and Status are provided. The actions available for each Data Center Profile are to open the profile, view the tasks, or delete the profile.

Users may also import a DC Profile from the DOE Energy Efficiency and Renewable Energy (EERE) DC Pro tool by clicking the “Import DC Profile XML” button. DC Pro assessments made with DC Pro 2.0 are supported but, users should confirm all data imported is properly displayed in the Data Center Profile after import.

Opening the profile allows a user to view, continue to enter more information, or edit the existing information. The right hand side of each Data Center Assessment, in Figure 20 below, shows the current PUE of the data center and annual data center site energy usage based on the current data entered. All questions highlighted with a light yellow background are required to calculate the PUE, and changing them may update the PUE. After all required questions are answered; the PUE displayed on the right is calculated based on generalizations of the configuration provided. When Sections 3 and 4 are completed, the PUE will be updated to use the actual energy usage information for the datacenter.

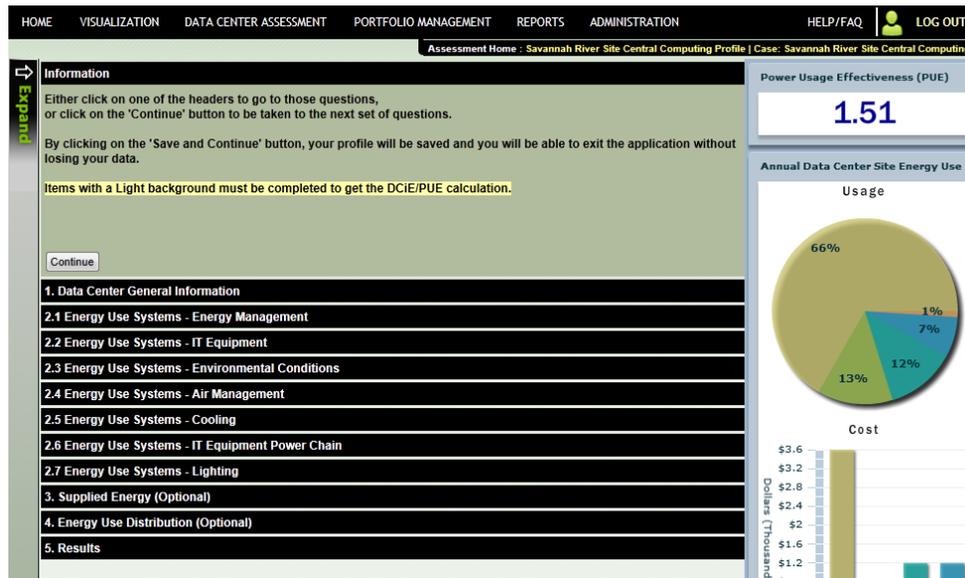


Figure 20: Data Center Assessment – Data Entry Screens

When entering data into a Data Center Profile, all required fields are indicated with a red asterisk. Clicking the “Save and Continue” button will save the current progress, and a popup will appear with any required fields that have not yet been provided. Once all information has been provided for a Data Center Profile, the user should check the “Generate New Project Tasks” checkbox and click the “Finish With the Profile” button at the bottom of the page to generate the tasks associated with the Data Center Profile.



Figure 21: Data Center Assessment – Finish and Create Tasks

The “Print Profile” button creates a printer-friendly formatted version of the current Profile.

The “Archive Profile” button archives the current Profile, locking it for user editing, making it only available as a read-only version.

Upon creation of a Data Center Profile, a list of recommended tasks is created to provide suggestions of efficiency measures for your data center. Clicking the Task button on the main Data Center Assessment page (the middle button shown in Figure 19) displays the Task list.

Completed	Section	Task	Description	Convert to Project
<input type="checkbox"/>	GLA.1	Consider upgrading all cooling supply fan, pump, and cooling tower fan motors to premium efficiency.	Premium efficiency motors are generally a few percent more efficient than their baseline counterparts. The efficiency gains are modest, but the incremental first cost tends to be low as well, especially when replacing existing motors that have reached the end of their service life. Specifying a premium efficiency motor is almost always cost effective for applications with long or continuous runtimes.	
<input type="checkbox"/>	EMA.1	Perform an energy audit	The first step towards more energy-efficient operation is to quantify how efficiently your facility is currently operating. An audit will reveal how the total energy use of the facility is distributed among the IT equipment and its support systems -- power distribution, cooling, humidity control, etc. Comparing your results against public benchmark data will indicate the where the best opportunities for cost-effective improvements are.	
<input type="checkbox"/>	EMA.2	Create an energy management plan	Maintaining long-term energy-efficient operation of your facility is best accomplished by creating and executing an Energy Management Plan. This plan will identify who the responsible parties are and what the energy management goals are. It will address how to collect measurements of system performance, how the data is managed and interpreted, and the process of identifying, funding, and implementing energy efficiency actions.	
<input type="checkbox"/>	EMA.3	Assign an energy manager	If your facility does not already have an Energy Manager, consider assigning one. Efforts to improve energy efficiency often falter when there is no clearly identified "champion" to lead and coordinate.	
<input type="checkbox"/>	EMA.4	Engage the upper management with a compelling life-cycle cost case	Some energy efficiency actions have little or no first cost to implement, but many others do. Even if a proposed action has a very rapid payback, management may choose not to fund it based on the cost of implementation. A clearly presented analysis of the return on investment of the proposed action will help management compare it to alternate investment opportunities.	
<input type="checkbox"/>	EMA.6	Conduct regular preventative maintenance	Data center support systems are more likely to operate efficiently when they are kept in tune. It is often the case that a support system is meeting its nominal requirements, there are no alarm conditions, but the system is using more energy than it was designed to. Preventive maintenance will bring these situations to light and correct them before a lot of energy waste occurs.	
<input type="checkbox"/>	EMA.10	Raise awareness and develop understanding among Data Center staff about the financial and environment impact of energy savings	Data center staff typically have a list of priorities. Maintaining continuous up-time is usually first, followed by providing capacity for future growth. Energy efficiency is usually third or fourth, at best. Implementing and preserving energy efficient operation is helped by coaching staff on how energy efficiency can increase data center capacity,	

Figure 22: Data Center Profile Generated Task List

The entire task list may be exported to Excel or Printed through the buttons in the top left.

Each task in the list has a “Convert to Project” button in the right column, allowing users to convert each recommended task into a project that can be tracked and managed with the **Portfolio Management** module of the *SSPP Data center and IT Sustainability Self-Assessment Site*. Upon clicking the “Convert to Project” button, a popup is to provide additional details about the Project.

Create New Project

Project Name: Perform an energy audit

Org Unit: Triton Federal Solutions Inc

Goal: GOAL 7: Electronic Stewardship and Data Centers

Description: This is a test

Task Section: EMA.1

Investment Cost: 375

Objective: Agency Data Center Reduction

Cost Savings (\$): 528.02

GHG Savings (tonne/year): 2.61

Social Cost of Carbon (\$): 55.83

Owners: Data Center User

Projected Start Date: November 3, 2011

Projected End Date: December 10, 2011

The DC Profile Sections 3 and 4 must be completed for the automatic population of the Investment Cost, Cost Savings, GHG Savings, and Social Cost of Carbon fields.

Save Close

Figure 23: Data Center Profile Tasks - Create New Project

After filling out the form, click “Save” at the bottom of the popup to create the project, or click “Close” at the bottom to cancel the creation of the project.

After a project has been created, the “Convert to Project” button will be greyed out. When a project has been completed, users may check the “Completed” checkbox to strikethrough the recommended task’s text.

Best Practices Assessment

The **Best Practices Assessment** provides additional questions about the data center configuration, and creates a Scorecard analysis of the data center’s performance based on the data entered and the objectives and goals of the Federal Data Center Consolidation Initiative.

To perform a Best Practices Assessment for the desired data center, click on the “Best Practices Assessments” tab on the Data Center Assessment main screen. As seen in Figure 24 below, there are three actions that can be taken on any Assessment. A user may open an assessment, view the Scorecard, or delete an assessment.



Figure 24: Best Practices Assessments

Opening an assessment allows a user to enter data, update existing information, or regenerate the scorecard, displayed in Figure 23 below. During the data entry process, clicking the “Save and Continue Later” button will save the current progress.

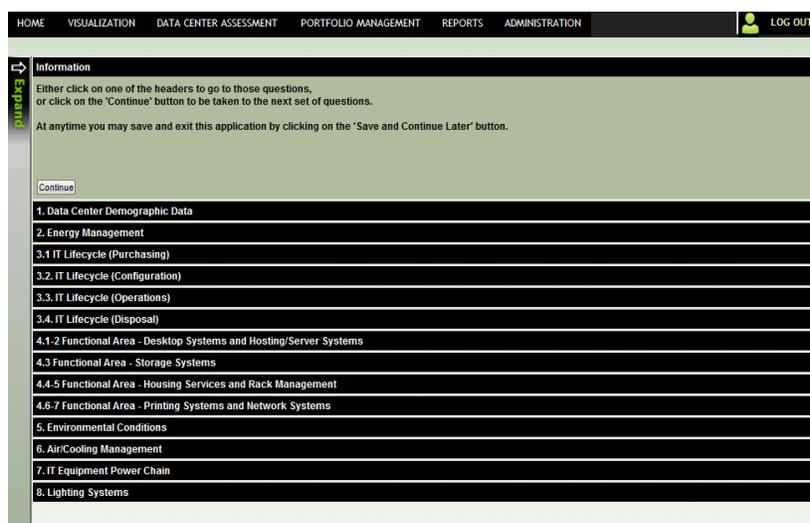


Figure 25: Best Practices Assessments – Data Entry Screen

Under each of the headers in the assessment, there is a set of questions related to the data center, its performance, and its operation. Each section may be expanded by clicking on the header or by clicking “Continue” in the previous section.

Figure 26: Best Practices Assessment – Sample data entry form

Required questions are marked with an asterisk. If an answer is not known, some questions provide an option to enter “Unknown”. The right half of the page shows guidance for fields and will indicate when “Unknown” is a valid entry.

To navigate through each section, you can click 1) “Continue”, 2) “Back” or 3) “Save and Continue Later”. If you click “Continue,” the current set of questions will close and the next set will open. If you click “Back,” the current set of questions will close and the previous set will open. If you click “Save and Continue Later,” the information you have entered is saved and the assessment is closed.

Figure 27: Best Practices Assessment – Navigation Buttons

At the end of the final question set clicking “Finish With Assessment” indicates you have completed the assessment.

Clicking the “Archive Assessment” at the bottom of the page locks the current assessment, making it only available as a read-only version.

Upon completing a Best Practices Assessment, a Scorecard will be automatically generated with the results of your Assessment.



Figure 28: Best Practices Assessment – Scorecard Icon

Clicking the circled icon in Figure 28 opens the Scorecard for a Best Practices Assessment.

1. Data Center Demographic Data		Score	Description
1.1	Organization:		Internal Revenue Service
1.2	Data Center Name:		Philadelphia Data Center
1.3	Data Center Location:		League Island Blvd Philadelphia PA 19153
1.4	Data Center Bldg No. & Room No.:		1
1.5	Data Center Point of Contact (POC):		Test User
1.6	Data Center POC Telephone No.:		1234567890
1.7	Data Center IT Equipment Space:		1234 Square feet of Data Center space that can house IT equipment.
1.8	Data Center Support Space:		234 Square feet of non-IT equipment space in Data Center.
1.9	Total Facility Space:		1500 Square feet of the entire Data Center building (including non-Data Center space if in a mixed used facility).
1.10	Primary Use of Data Center:		Other
1.11	Security Level:		Mixed
1.12	Type of Facility:		Stand-alone Data Center
1.13	Uptime Institute Ranking:		Unknown Tier ranking of the Data Center as defined by the Uptime Institute (http://uptimeinstitute.org).
1.14	Data Center Annual Energy Usage (kWhr):		150 Annual kWhr hours for the entire Data Center, including Data Center infrastructure (Cooling & Power). Enter "Unknown" if not known.
1.15	Data Center Peak Power Usage (kW):		200 Peak kWatts for the entire Data Center, including Data Center infrastructure (Cooling and Power). Enter "Unknown" if not known.
1.16	IT System Energy Usage (Average kWhr):		175 Average kWhr hours for the amount of electricity being directly used by the IT systems. This is typically the output of the UPS (unless there is non-IT systems supported by the UPS). Note: In some Data Centers, PDUs that contain transformers may be downstream of the UPS; if so, then the measurement should be captured on the output of the PDU(s).
1.17	Average Cost of Energy per kWhr (\$):		\$100 Average cost of a kWhr hour at the Data Center. Enter "Unknown" if not known.
1.18	Planned floor space expansion (+)/reduction (-) (%):		Unknown Percentage of Data Center floor space projected for expansion or reduction during the next 1-3 years. Enter "Unknown" if not known.
1.19	Planned IT Power Load Increase (+)/Decrease (-) (%):		Unknown Percentage of IT power load increase or decrease projected during the next 1-3 years. Enter "Unknown" if not known.

Figure 29: Best Practices Assessment - Scorecard

The “scorecard” lists all of the questions, shown in Figure 29 above, and provides red, green, or yellow indicators of the data center’s “score” on that particular portion of the assessment. A green “light” indicates the data center has met or exceeded the targeted goal for that question. A yellow “light” indicates more work needs to be done in that area. A red “light” indicates that the data center is not working towards meeting that goal and needs to address it in the future.

To print the Scorecard, click on the “Print Scorecard” link located just above the scorecard.



Figure 30: Scorecard print button

Portfolio Management

The Portfolio Manager allows users to see the status of projects created for suggested tasks from a Data Center Assessment.

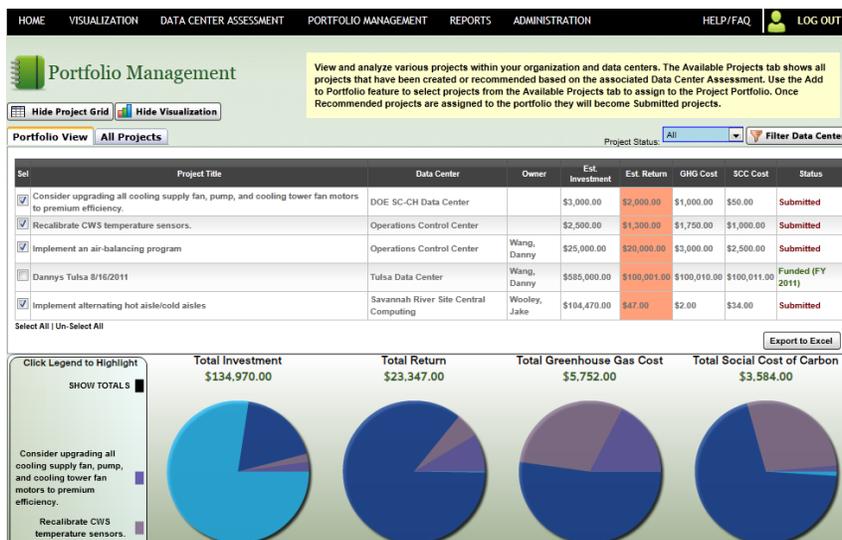


Figure 31: Portfolio Management

Within the Portfolio Manager there are two tabs, “Portfolio View” and “All Projects”. All of the projects that have been created or recommended based on the associated Data Center Assessment are shown in the “All Projects” view. To add an item to the “Portfolio View,” the “Add” checkbox needs to be selected on the “All Projects” tab, before clicking the “Add to Portfolio” button. After clicking “Add to Portfolio,” the project will be moved to the “Portfolio View”. Once a “Recommended” project has been added to the portfolio, the status is updated to “Submitted”.

There are several filters for the data being shown. By default, all types of projects are shown. To filter by Project Status, you can use the drop-down menu labeled “Project Status,” located on the upper right portion of the page, as shown in Figure 32.



Figure 32: Portfolio Management - Filters

You may also filter projects for specific data centers by clicking the “Filter Data Centers” button, located to the right of the “Project Status” drop-down menu, as shown in Figure 32. After clicking this button, you will be able to select which data center projects you wish to see.

To view detailed information about a project, click the name of the project in the grid. A popup will appear displaying the project’s details.

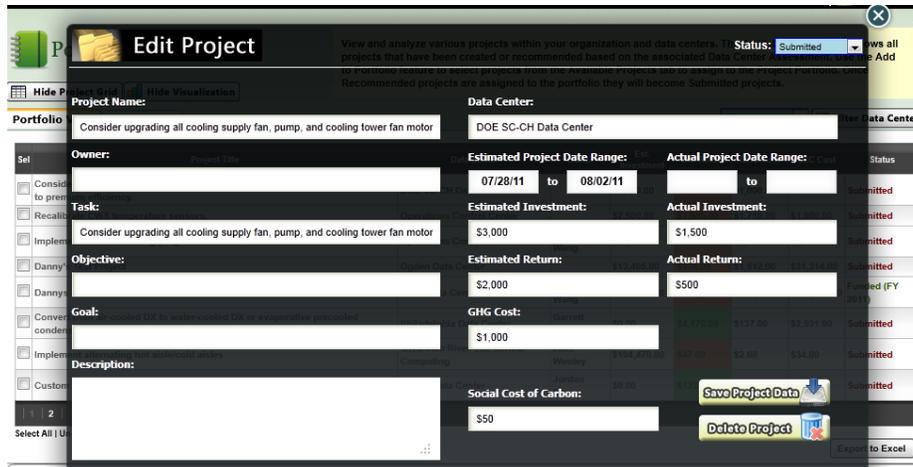


Figure 33: Portfolio Management – Project Details

At the bottom of the Portfolio Management page, there are several graphs, as shown in Figure 34 below. When reviewing the “Portfolio View” tab, checking the box next to a Project Name will add the information about that project to the visualization, allowing the custom comparison of projects. Holding the mouse over the sections of the pie chart will show the detailed values for each section of the chart. Clicking a name in the Legend will highlight the specific project’s data and update the totals under each section for the specific project.



Figure 34: Portfolio Management - Visualization

Reports

Given all the data that has been collected throughout the system, there are many different pieces of information to be displayed to users. Two custom reports have been created to assist with the analysis of the data in the system.

SSPP Roll-Up

The SSPP Roll-Up report was created as a way to display an organization’s performance in relation to the objectives for Goal #7 of the SSPP.

To run the report, select an organization from the dropdown list. Upon selection, the page will automatically refresh with the data for the selected organization. An example report is displayed in Figure 35 below.

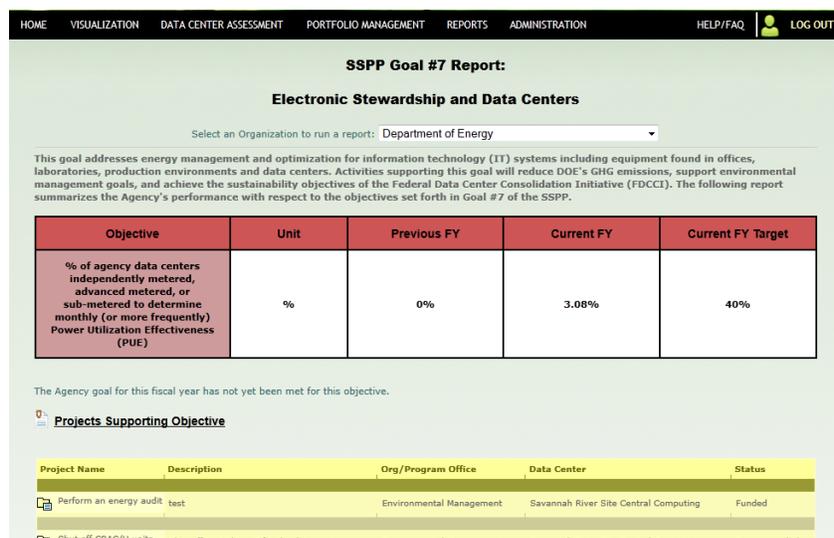


Figure 35: SSPP Goal #7 Report

For each objective in Goal #7 of the SSPP, a chart is provided with the Objective name and the organization’s performance for the previous and current fiscal year in comparison to the target values. Each project supporting the objective is listed in a grid below the objective values grid. Each Objective table is color coded to indicate the current year’s progress toward the target. Red tables indicate the target has not yet been met, and green tables indicate the target has been met.

Total Cost of Ownership (TCO) Reports

The Total Cost of Ownership Report provides a list of all Data Centers by Organization and their current ownership cost. The total ownership cost displayed is also divided into several categories: FTEs, Facility, Servers, and Storage costs.

Clicking the header of a column in the report sorts the grid by that column.

Clicking the “Print Report” button at the top of the page provides a Printer friendly formatted version of the report.

Clicking the “Export to Excel” button at the top of the page provides an Excel document of the data in the report.

Organization	Data Center	Total Cost of Ownership	FTEs	Facility	Servers	Storage
Internal Revenue Service	Philadelphia Data Center	\$388,416.00	\$400.00	\$78,000.00	\$189,216.00	\$120,800.00
Internal Revenue Service	San Diego Computer Operations	\$63,000.00	\$0.00	\$63,000.00	\$0.00	\$0.00
Internal Revenue Service	Ogden Data Center	\$1,036,694.00	\$12.00	\$2.00	\$946,080.00	\$90,600.00
Internal Revenue Service	Kentucky, NOC	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Internal Revenue Service	New Carrollton Data Center	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Internal Revenue Service	IRS Detroit Computing Center	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Internal Revenue Service	Martinsburg Enterprise Data Center	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
United States Mint	US Mint San Francisco Data Facility	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Financial Management Service	FMS Kansas City Data Facility	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Triton Federal Solutions Inc	Triton Data Center	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Environmental Management	Savannah River Site Central Computing	\$2,609,808.00	\$150,000.00	\$0.00	\$2,459,808.00	\$0.00
AEA	A New Data Center	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Fossil Energy	NETL - B94/105	\$2,333,664.00	\$0.00	\$0.00	\$2,333,664.00	\$0.00
Office of the Under Secretary for Science	SC - OSTI Data Center 13	\$194,194.00	\$0.00	\$1,958.00	\$189,216.00	\$3,020.00
Energy Information Administration	Forrestal 2	\$1,274,976.00	\$0.00	\$92,000.00	\$977,616.00	\$205,360.00

Figure 36: Total Cost of Ownership Report

Administration

This section of the site allows site administrators to add users, update Data Center structures, and maintain goals and objectives.



Figure 37: Navigation Toolbar

My Account

Under the “Administration” navigation, the “My Account” page allows users to update their profile information.

Figure 38: My Account

Click the “Edit” button to edit your user profile. Click “Submit” to save your changes or, “Cancel” to undo all changes. When editing your profile, if you leave the password fields blank, the current password will be retained.

General Administration

This portion of the site allows administrators to add, update, or delete any items related to the Data Center structure. Items that can be added, updated, or deleted are: buildings, data centers, goals, locations, objectives, organizations, racks, roles, servers, users, and user roles.

Figure 39: General Administration – Data Entry Screen

To begin, select an item to update from the tabs on the left.

Within each section, an administrator may load an existing item for editing, save the changes to a previously loaded item, clear the current form, or delete the selected item in the list.

Goals and Objectives

The “Goals and Objectives” page allows users to maintain the goals associated with an objective.

To update an objective, click the “Edit” button for the desired row, select the goal you wish to associate with each objective listed by using the drop-down menus in the “Goal” column, and edit the Objective text in the Objective column.

To undo the changes done to a row, click the “Cancel” button.

When all changes have been made, click the “Update” button to save the changes.

	Objective	Goal
Edit	Energy-Star qualified Electronic Product Acquisition	GOAL 7: Electronic Stewardship and Data Centers
Edit	EPEAT-registered Electronic Product Acquisition	GOAL 7: Electronic Stewardship and Data Centers
Edit	FEMP-designated Electronic Product Acquisition	GOAL 7: Electronic Stewardship and Data Centers
Edit	Power Managed PC, Laptops, and Monitors	GOAL 7: Electronic Stewardship and Data Centers
Edit	Duplexing Featured Electronic Printing Products	GOAL 7: Electronic Stewardship and Data Centers
Edit	Electronic Assets covered by Sound Disposition Practices	GOAL 7: Electronic Stewardship and Data Centers
Edit	PUE Metered Data Centers	GOAL 7: Electronic Stewardship and Data Centers
Update	Agency Data Center R	GOAL 7: Electronic Stewardship and Data Centers
Edit	Data Centers with CPU Utilization greater than 65%	GOAL 7: Electronic Stewardship and Data Centers
Edit	Maximum annual weighted average PUE	GOAL 7: Electronic Stewardship and Data Centers

Figure 40: Maintain Goals and Objectives – Data Entry Screen

Add New Users

System Administrators can add new users using the “Add New User” menu item.

Enter the information for the new user. To clear the form, click the “Cancel” button and all fields will be cleared. Upon completion of the form, click “Submit” to create the new user.

Note: Users must be checked as “Active” to be able to log into the system.

Figure 41: Add New User – Data Entry Screen

To delete a user, a System Administrator may go to the “General Administration” page under “Administration” and select the “User” item. Select the user to be removed from the list and click “Delete”.

FAQ/Help

For additional information about the site, please visit the FAQ/Help page via the link in the top right of the Navigation bar.