Purpose

The purpose of this document is to be a guide for formatting, processing and editing connections between the patch panels and the new Cisco 9300 switches that were installed around campus during the latest switch refresh.

Background

The cut sheet documents the connections between switch ports and patch panels ports. These records are used by technicians to ensure connections are re-established for customers when a switch is replaced during the Cisco 9300 switch upgrade.
The cut sheets are also used after the switch install to provide the raw data needed to update system of record, mysoft.iastate.edu. This is accomplished using an Excel formula which processes the data and creates the "LenPortNbr." The LenPortNbr is a combination of switch port ID and wall jack ID.

Nomenclature Used

Jack is the wall jack to which an end device is connected.
Patch panel row is the row of the patch panel to which the wall jack connects.
Switch is the switch number.
Port is the port of the corresponding switch.
Notes are notes made at any point in the work flow process from creation of the cut sheet to installation of the switch to final upload and archiving of the cut sheet.
Closet is the FPM closet ID number.
LenPortNbr is the final product of the Excel formula which has concatenated the raw data into useful information.
-D - this LenPortNbr suffix is used for wall jack connections providing data connections
-VD - this LenPortNbr suffix is used for wall jack connections providing voice to data connections
-D-W - this LenPortNbr suffix is used for WAP connections

Tag

Use these tags during the process
Incomplete – is used for cut sheets awaiting processing and import. There are raw data cut sheets.
Ready to Import – is used for cut sheets that have been processed and awaiting import into mysoft.iastate.edu.
Imported – is used for cut sheets that have been imported into mysoft. Iastate.edu and need no further action.
E/S -
Needs Review - cutsheet data is processed but needs further review to ensure accuracy before import into mysoft.iastate.edu
Needs Physical Audit - cutsheet data is concerning and needs a technician to visit the closet in question and correct the cutsheet as needed

Process Overview

1. After a switch install, the cutsheet is saved to the “1 Cutover done” folder. The cut sheets in this folder are raw data that has not been processed for import.
2. The processed cut sheet is moved the “2 Ready to import” folder and awaits import into mysoft.iastate.edu.
3. After import, the cut sheet is moved to the “3 Imported to LEN master and LEN” folder.

How to Process the Cut Sheets for Upload

Step One

The initial step is to organize the cut sheet so it appears like the example below with column headers “Jack”, “Patch Panel Row”, “Switch”, “Port”, “Notes”, “Closet”, and “LenPortNbr”. You must organize the spreadsheet in this manner for the Excel formula to work properly.

Please note – The formula is written to be used in column G. Therefore, there must be columns A though F even if these columns do not contain data.

	A	B	C	D	E	F	G
1	JACK	PATCH PANEL ROW	SWITCH	PORT	NOTES	Closet	LenPortNbr
2	F081260UPSB4-D	NA	1	1		1A	F081A-M01P-00-01/F081260UPSB4-D
3	F081210AA-D	1	2	1		1A	F081A-M02P-00-01/F081210AA-D
4	F081215AB-D	1	1	2		1A	F081A-M01P-00-02/F081215AB-D
5	F081220AA-D	1	2	2		1A	F081A-M02P-00-02/F081220AA-D
6	F081220AB-D	1	1	3		1A	F081A-M01P-00-03/F081220AB-D
7	F081220AC-D	1	2	3		1A	F081A-M02P-00-03/F081220AC-D

Step Two

The cutsheets contain items such as UPSes, firewalls, and other ‘one off’ devices that need to be addresses individually. This information is sourced from mysoft.iastate.edu. If you do not have access to mysoft.iastate.edu, please tag the cutsheet with **Needs Review**.

Step Three

After the cutsheet data is processed, the cutsheet is tagged **Ready to Import** and moved from “1 Cutover done” to “2 Ready to import.”

Step Four

Need to work through the details of importing into mysoft.iastate.edu. Need to schedule another session for