U.S. General Services Administration

GSA Transition Coordination Center

Transition Inventory User Guide for Agency Users

Version 9.0

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Document Change History

VERSION	ISSUE DATE	CHANGES
1.0	01/31/2016	INITIAL DOCUMENT
1.5	02/26/2016	UPDATED FIGURE 2.2.1 AND TABLE 5.1
1.6	05/26/2016	UPDATED TI MODULE DESCRIPTION
1.7	06/03/2016	UPDATED DATA DESCRIPTION SECTIONS
1.7.1	08/08/2016	UPDATED SECTION 2.2
2.0	10/03/2016	REMOVED TIMELINE AND UPDATED FOR GSA REALIGNMENT
3.0	11/23/2016	ADDED NEW TI USER FUNCTIONALITY
4.0	02/28/2017	INCORPORATED TRANSITION DIRECTOR EDITS AND UPDATED SCREENSHOTS
5.0	04/03/2018	UPDATED APPENDIX A FOR ADDITIONAL FIELDS
6.0	06/11/2018	UPDATED WITH METRICS; UPDATED SCREENSHOTS AND CORRESPONDING NARRATIVE; RESTRUCTURED DOCUMENT
7.0	08/27/2019	COMBINED TI USER GUIDE WITH TI DASHBOARD HELP GUIDE; CHANGED DOCUMENT NAME TO TRANSITION INVENTORY USER GUIDE FOR AGENCY USERS; ADDED SUB-SECTION FOR MULTI FACTOR AUTHENTICATION; UPDATED SCREEN SHOTS AND SUPPORTING TEXT
7.1	09/10/2019	ADMINISTRATIVE EDITS; UPDATED SECTION 7.4
8.0	06/17/2020	UPDATED ALL SECTIONS BASED ON NEW AND UPDATED FUNCITIONALITY IN E-MORRIS TI DASHBOARD FOR AGENCY USERS
9.0	7/10/2020	UPDATED TRANSITION PROGRESS SUMMARY AND TRANSITION PROGRESS DETAILS SECTIONS BASED ON UPDATES MADE TO EMORRIS TI DASHBOARD

Table of Contents

List of Figures

List of Tables

1 Introduction

The General Services Administration (GSA) Enterprise Infrastructure Solutions (EIS) contract was defined in the Network Services 2020 (NS2020) framework for agency migration to future telecommunications and information technologies. To support this effort, GSA created an inventory of services requiring transition from the expiring Networx, WITS 3, and GSA Regional local service (RLS) contracts. The transition inventory (TI) is accessible to authorized agency users via the GSA Enhanced Monthly On-Line Records and Reports of Information Technology Services (E-MORRIS) online management application. GSA will continue to validate and update TI on a weekly basis for new disconnects and a monthly basis as new records are identified and discrepancies are reconciled. Agencies should continue to monitor TI for accuracy as it will be the basis for tracking and reporting transition progress.

1.1 Purpose

GSA's Transition Coordination Center (TCC) developed this user guide to provide general understanding of the available navigation tools and reports within the TI module of E-MORRIS. This document will assist users with agency level permissions to monitor and track transition progress at various reporting levels.

1.2 Scope

The TI User Guide for Agency Users defines how to access and navigate the TI module within E-MORRIS. Key metrics, definitions, and Transition Inventory Report Fields are included as appendices. Additional information includes transition milestones as well as various inventory resource documents that are available on the GSA EIS Transition webpage.

1.3 Key Definitions

1.3.1 Transition

EIS is the follow-on contract vehicle for Networx, WITS 3, and GSA RLS contracts. Transition is defined as the movement of services from an expiring contract to an EIS contract.

1.3.2 Transition Inventory

Transition Inventory is a collection of Service Instance Record (SIR) level data to enable agencies to plan and prepare for the transitioning of telecommunications services from expiring Networx, WITS 3, and GSA RLS contracts. TI is updated weekly to reflect disconnected SIRs and monthly to reflect SIRs as they are added, changed, or disconnected from the expiring contracts. This data is available to agency customers through the E-MORRIS online application.

1.3.3 Service Instance Record

A Service Instance Record (SIR) represents a summarized roll-up of an active current base service and includes its associated supporting/feature CLINs (e.g. usage or feature CLINs). A SIR can also be described as a single record that represents each ordered service. SIR data provides GSA and agencies a consistent measure to track transition progress.

SIR data is not sufficient in detail to prepare transition orders. Agencies may need to obtain detailed inventory data from their current providers or other sources, such as All Agency Inventory (AAI), to support solicitations and/or transition orders.

1.3.4 Inventory Validation

Inventory Validation is defined as normalizing SIR inventory for consistency and comparing and reconciling against available data sources. This level of validation can provide support for agency transition planning and provides a mechanism for the agencies and GSA to track the progress of transition from Networx, WITS 3, and GSA RLS contracts.

1.3.5 Agency Confirmation

Agencies were required by GSA to review and confirm their validated TI no later than **October 31, 2016**. Agencies are expected to continue reviewing the inventory for any new SIRs, changed SIRs, or disconnected SIRs. Agency Confirmation means an agency has determined that the agency's TI accurately represents the SIRs that need to be transitioned from the expiring Networx, WITS 3, and GSA RLS contracts. The main objective of confirmation is to ensure that the SIRs contained in TI belong to the agency and are current. For each SIR, the agency should answer the following questions:

1. Does this service instance record belong to my agency / bureau?
2. Is this service instance record current and active?

Agencies were required to place a statement in their Agency Transition Plan (ATP) that they had confirmed their TI data.

The agency Transition Manager (TM) facilitates agency confirmation. Agency inventory confirmation is communicated as part of the agency's transition planning. Additional details regarding agency confirmation can be found in the in the Transition Inventory Frequently Asked Questions located on the EIS Transition webpage.

2 E-MORRIS Registration and Access

The E-MORRIS user registration process must be followed to gain access to the TI module within E-MORRIS. The URL of the E-MORRIS website is https://emorris.fasbilling.gsa.gov/.

From this page, the user will see the following options:

1. **Login Now**: Login to the E-MORRIS website, if an existing user
2. **Register Now**: Register for an account, if a new user
3. **Forgot Password**: Establishes a new password if an existing user has forgotten a password or has an expired password
4. Other Login Problems: **Request Assistance** will send a message requesting assistance if a user is experiencing other login problems that cannot be resolved by resetting the password

2.1 Login Now

To login to the E-MORRIS website for existing users, under Login Now, enter User Name (this will generally be an email address) and Password, and click the “Login” button as illustrated in Figure 1. The User Name is not case-sensitive; however, the Password is case-sensitive.

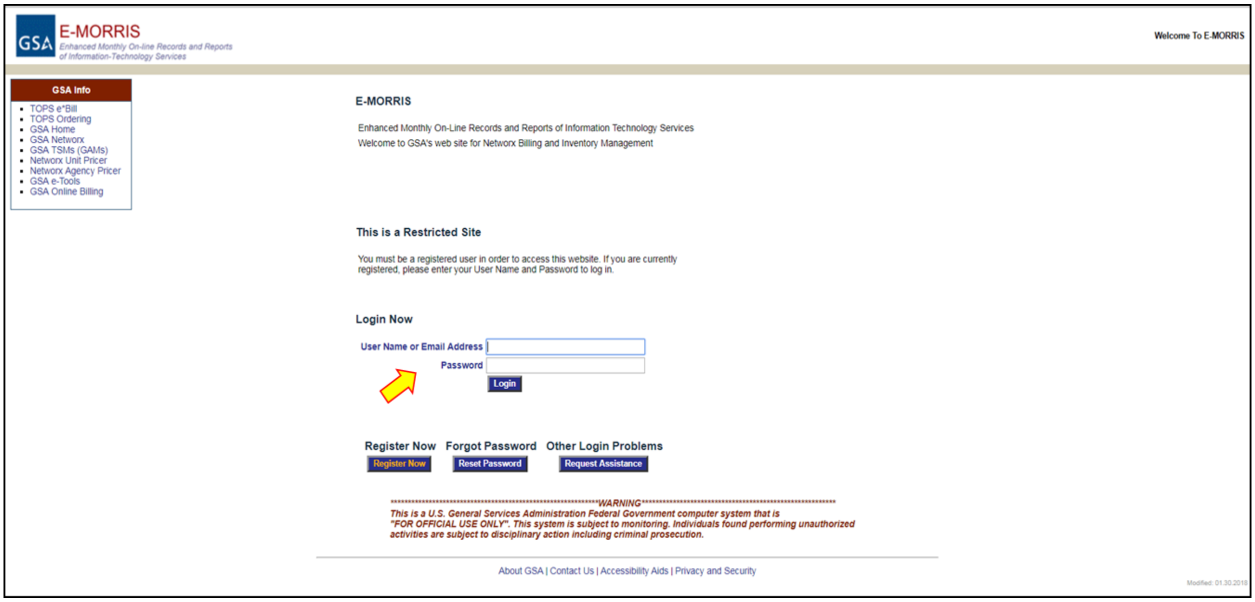


Figure 1. ***E-MORRIS Login***

2.1.1 Multi Factor Authentication

Once the user clicks the “Login” button, the system generates an email with a multi factor authentication token and takes the user to the “Multi Factor Authentication” page as illustrated in Figure 2. The user should retrieve the new multi factor authentication token from the email and populate it in the Token field (1), then click the “Login” button (2).

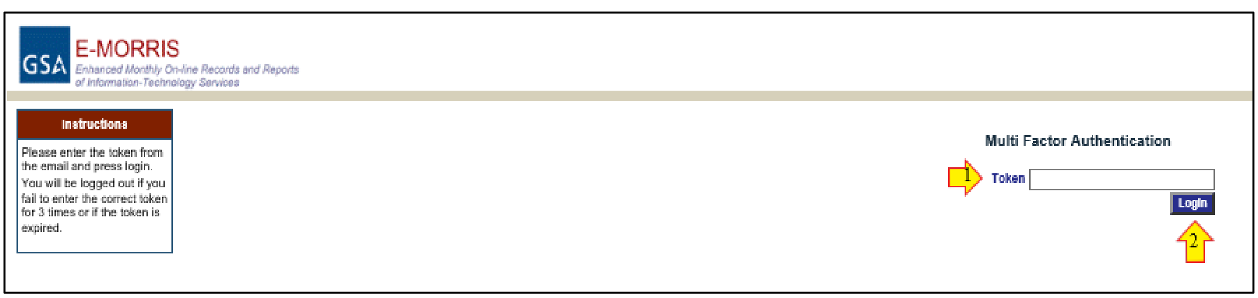


Figure 2. ***Multi Factor Authentication***

The user is then taken to the “Login Successful” page as illustrated in Figure 3.

Figure 3. ***Login Successful***

2.2 Register Now

To register for E-MORRIS access, click the “Register Now” button seen in Figure 4.

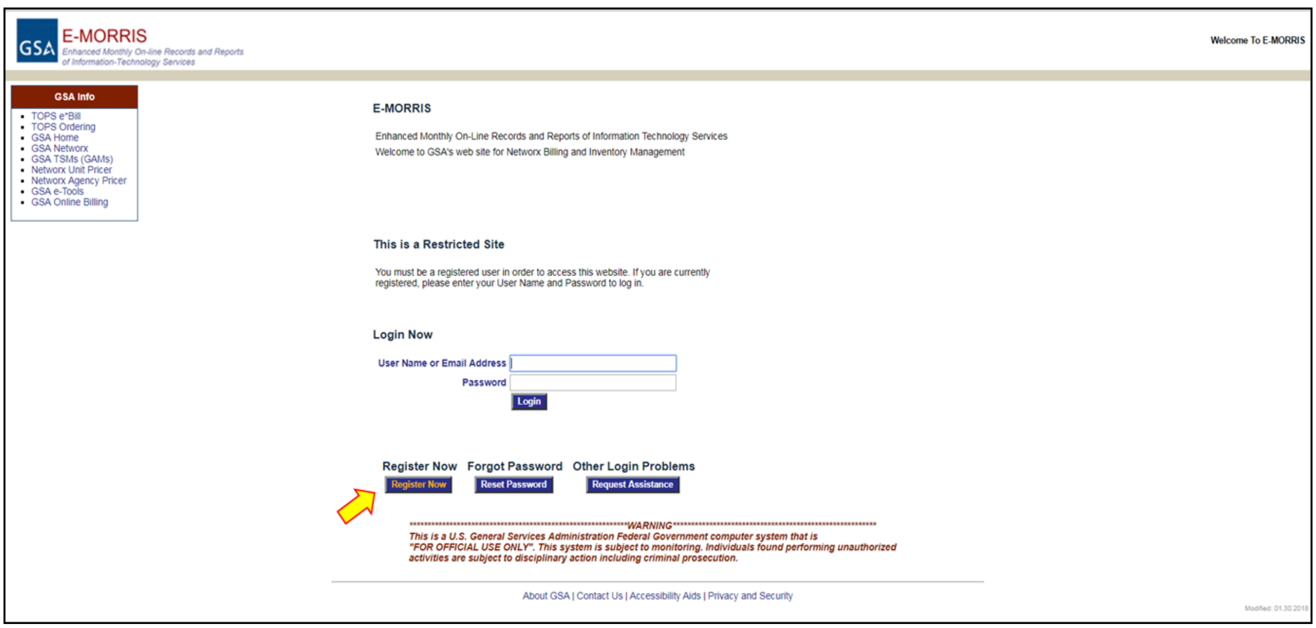


Figure 4. ***E-MORRIS Registration***

The “E-MORRIS Registration Request Information” (1) page will appear as shown in Figure 5. Information (2) located on the left-hand side of the page is provided for assistance with the form. The requestor should populate as many fields as possible. Required fields (3) include: Email Address, Last Name, Phone, Agency Hierarchy Code(s), and Module Access. A valid government email address and phone number must be provided.

For Module Access (4), the requestor should select “Networx Inventory” if Networx Inventory Module (NIM) access is needed and/or select “Agency Transition Inventory” for access to the TI module within E-MORRIS. The requestor should provide justification, and any other information that might clarify a request within the Comments field.

After completing the form, select the “Submit Request” (5) button. This forwards the user request information to the appropriate staff. The user will be contacted when the new account is available.

The user can cancel a request by clicking the “Cancel” (6) button. This will return the user to the previous page.

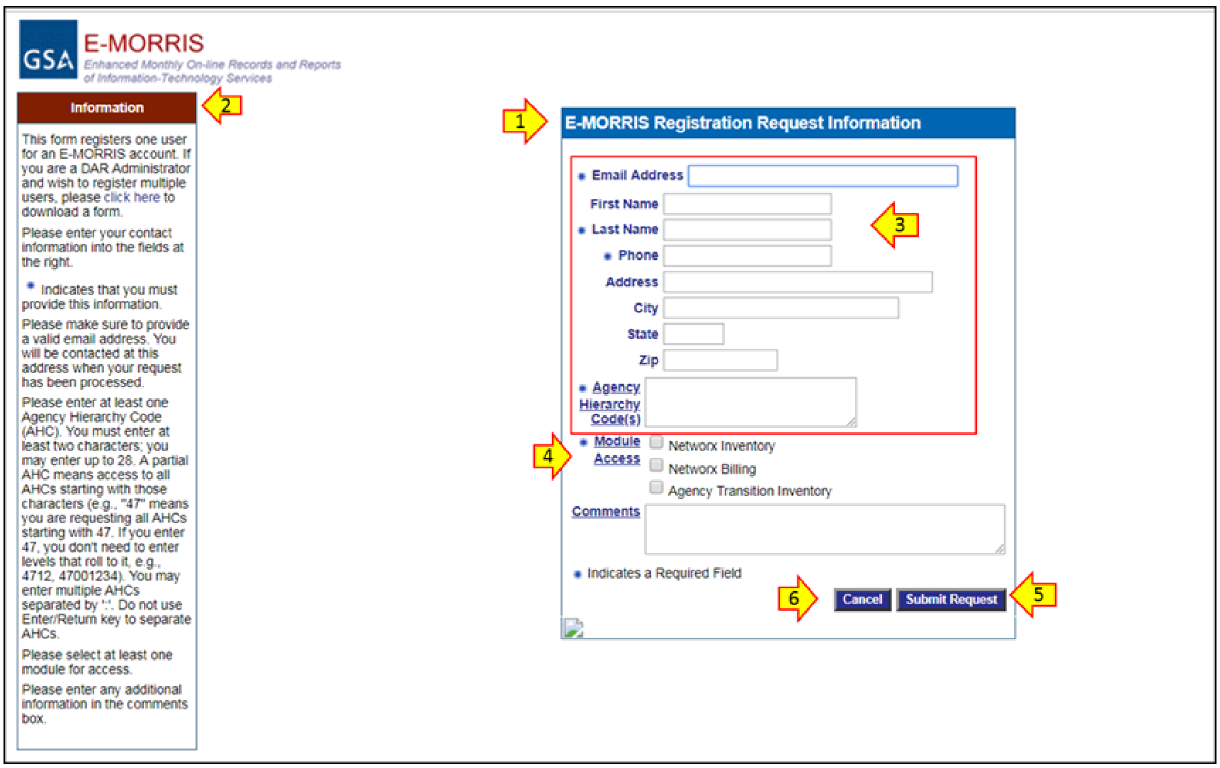


Figure **5.** ***E-MORRIS Registration Request***

2.3 *Forgot Password*

Passwords must be updated every 90 days. To reset a password, click the “Reset Password” button as shown in Figure 6. The user will be taken to a page with a field labeled “Reset My E-MORRIS Password.” The user should enter their government email address; this will generally be the same as the user’s E-MORRIS User Name. Complete the form then click the “Submit Request” button to process to change. To cancel the request and return to the previous page, click the “Cancel” button.

What the user can expect. The user will receive an email at the address that GSA has on file for the account with a temporary password. The user should log-in to the E-MORRIS “Home” page using the temporary password provided. E-MORRIS will prompt the user to create a new password and then to log back into the system.

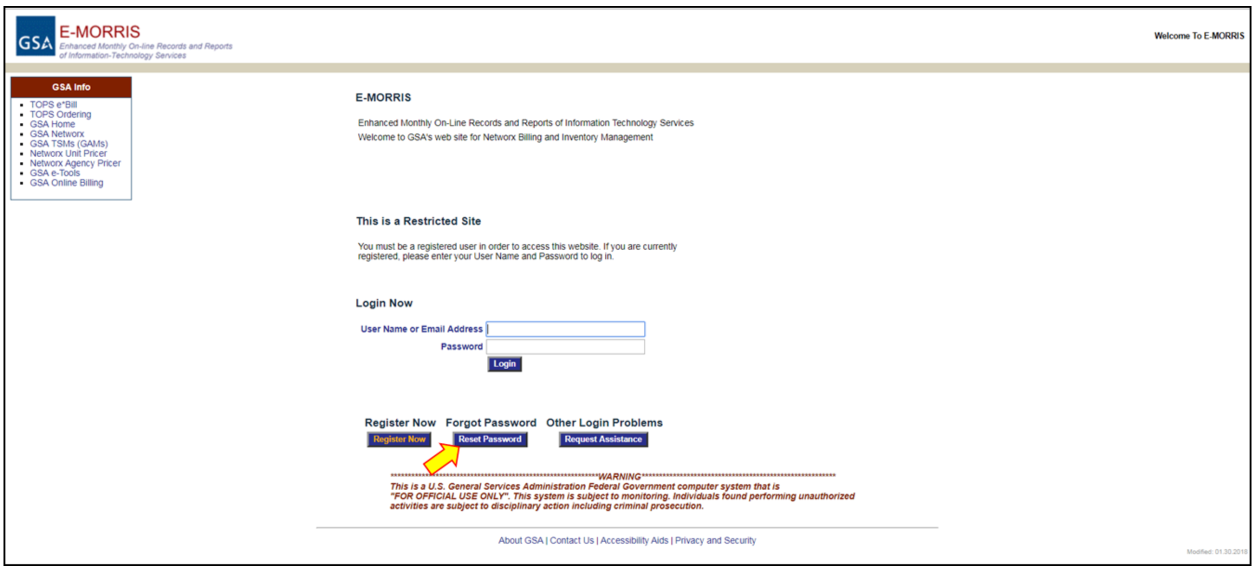


Figure **6.** ***E-MORRIS Forgot Password***

2.4 Other Login Problems

For issues that are not password related, the user should click the “Request Assistance” button as shown in Figure 7. When the “Request Assistance” page appears, the user should complete as many fields as possible, including the *required* fields of First Name, Last Name, and Phone. In most cases, GSA will contact the user at the email address on file, so it is important to provide a valid email address and phone number. Enter any information that might be needed to clarify the request in the Comments field.

After completing the form, click the “Submit Request” button. The user’s information will then be forwarded to the appropriate staff, and the user will be contacted about resolving the request. To cancel the request and return to the previous page, click the “Cancel” button.

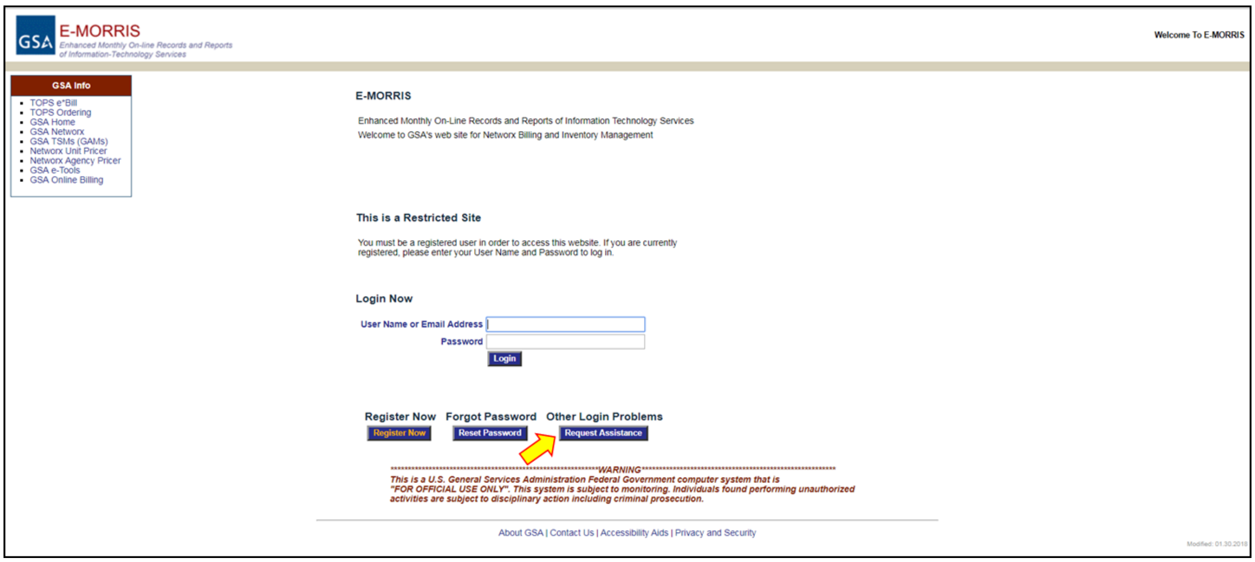


Figure 7. ***E-MORRIS Other Login Problems***

3 Activating the TI Module within E-MORRIS

To activate the TI module within E-MORRIS, users should select the box on the “E-MORRIS Registration Request Information” page indicating which of these three (3) modules are required: Networx Inventory Management (NIM), Networx Billing, and/or Agency Transition Inventory.

Steps vary based on current user access and preferences.

1. If the user requires NIM and Agency TI module access and is a current E-MORRIS registered user:
   a. *Active users:* no further action required
   b. *Non-active users:* user requests to have the account re-activated by clicking “Request Assistance,” filling out the Request Assistance form and including the following note in the comment section: “Reactive access.”
2. If the user needs to obtain NIM and TI access, and is not a current E-MORRIS registered user:
   a. Register for E-MORRIS per standard instructions on the E-MORRIS website

b. Check the “Agency Transition Inventory” access box

3. If the user is a current E-MORRIS registered user for NIM, but only needs TI access:
   a. Go to the “E-MORRIS Registration Request Information” page, check the “Agency Transition Inventory” access box, and place the following note in the comments section: “TI access only, remove NIM access.”

4. If the user needs to have TI access only, and the user is not a current E-MORRIS registered user:
   a. Go to “E-MORRIS Registration Request Information” page, check the “Agency Transition Inventory” access box, and place the following note in the comments section: “TI access only.”

4 Accessing TI SIR Data within E-MORRIS

Once logged in to E-MORRIS, the user should click the “Transition Inventory” button in the top, right corner of the page as shown in Figure 8 to access, review, or download agency TI SIR and Business Volume (BV) data. Agency data is available at the following tracking and reporting levels: Program, Contractor, Service Category, and Service Type based on agency user access credentials.

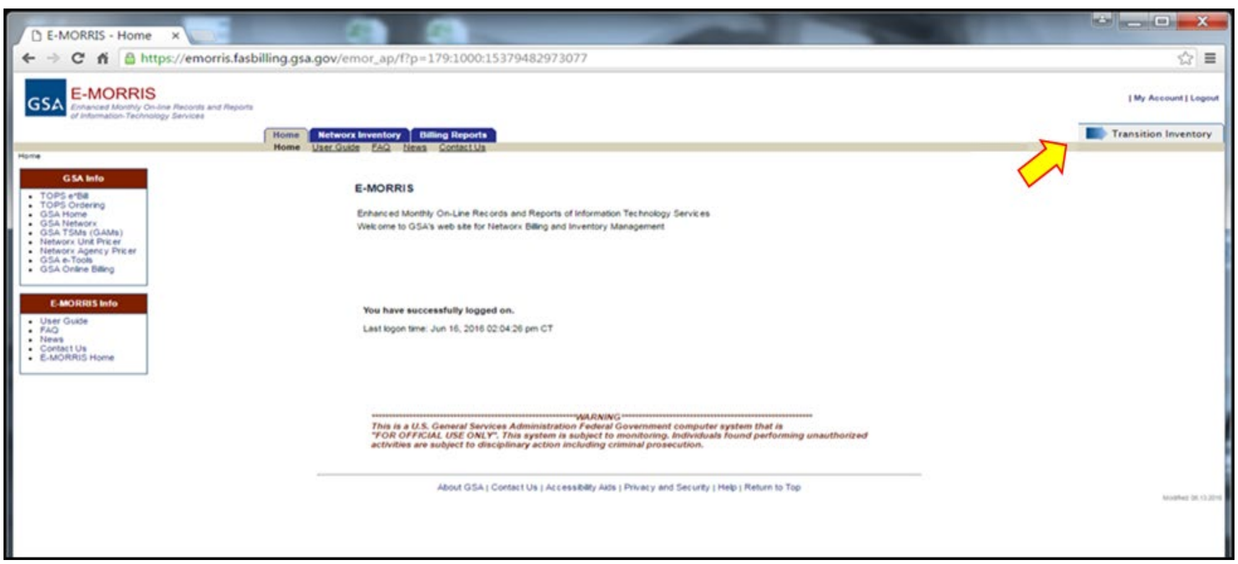


Figure 8. ***Transition Inventory Access***

4.1 Transition Progress Summary

As shown in Figure 9, by selecting "Transition Summary" (1) on the menu (2) the user is presented with the "Transition Progress Summary" page (3) of the TI Dashboard which presents agency transition progress information to users based on access credentials within E-MORRIS. The user can collapse or expand the menu (2) for full screen capability. The user can view main dashboard objects, such as Transition Progress (4), Milestones (5), Monthly SIR Disconnect Progress (6), Transition Completion Progress (7), Summary Report: Agency (User) (8), and Monthly Trending % Complete: Agency (User) (9).

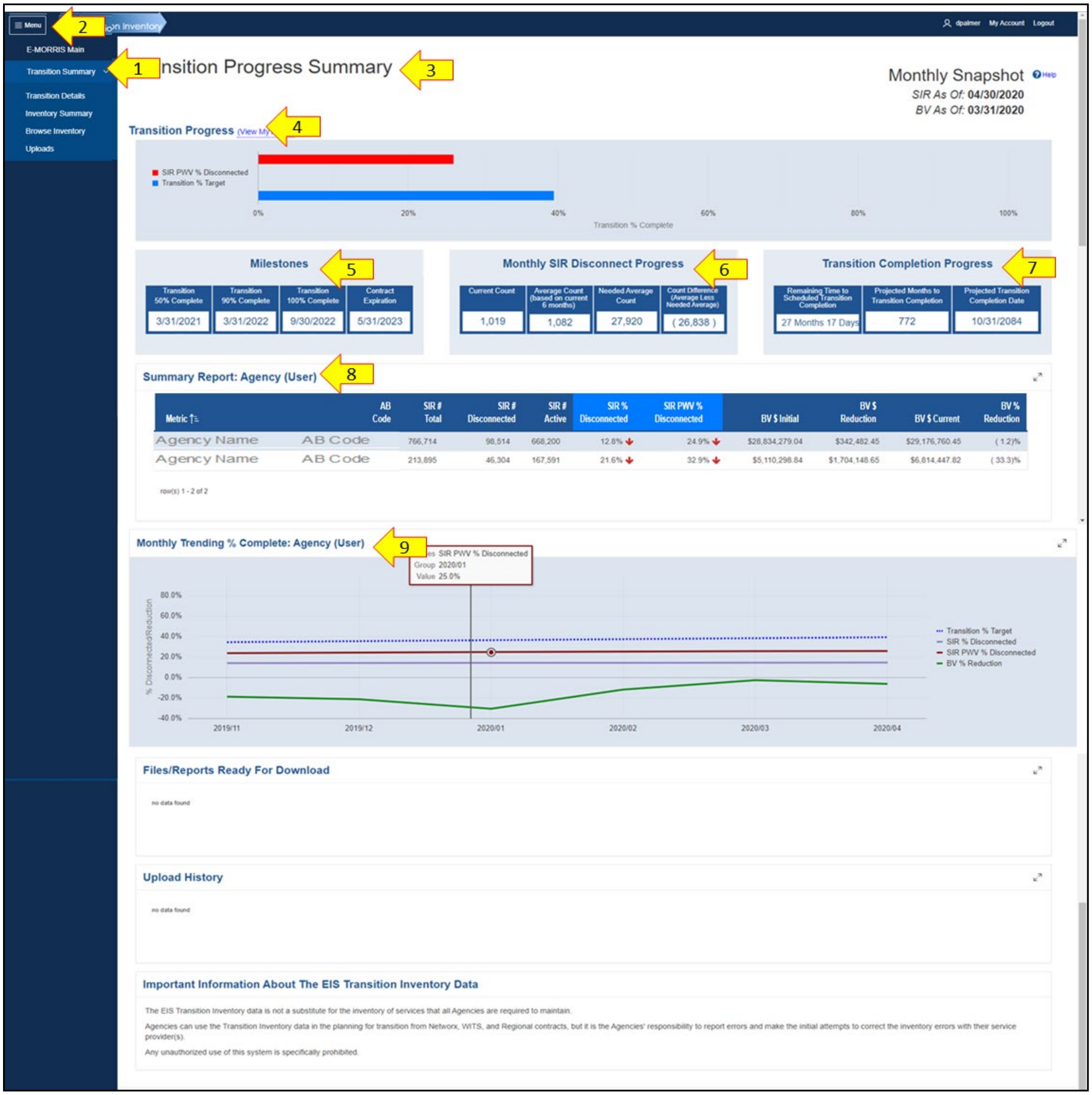


Figure 9. *Transition Progress Summary*

In the upper, right-hand corner as seen in Figure 9, the user can verify the dates of the latest upload files or retrieve a user guide for reference. The combination of "As Of" dates are herein referred to as the Monthly Snapshot of the current reporting period as highlighted in Figure 10.

- SIR As Of - the latest date through which SIR data is available.
- BV As Of - the latest date through which BV data is available.
- Help - provides a link to a user guide.

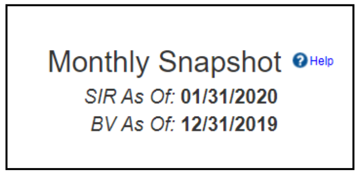


Figure 10. ***SIR As Of, BV As Of, and Help***

As shown in Figure 11, Transition Progress reflects the progress of SIR PWV % Disconnected as compared to the blue Transition % Target (1) through the current reporting period. A red SIR PWV% Disconnected bar (2) indicates progress below the EIS transition milestone target through the current reporting period for agency hierarchy codes (AHCs) (3) within the user's approved permissions; a green bar indicates SIR PWV % Disconnected is greater than or equal to the target (4). The SIR PWV % Disconnected bar corresponds to the Summary Report: Agency (User) SIR % Disconnected data column on the same page.

Notes: Transition % Complete (5) of 0% correlates to GSA's (re-)baseline date of November 1, 2016 which was selected by a collaboration team made up of agency, EIS contractor, and GSA representatives and briefed to the Infrastructure Advisory Group; it reflects the day immediately following the agency's inventory confirmation and Agency Transition Plan (ATP) deadline. Transition % Complete of 100% represents GSA's critical transition milestone for being 100% disconnected by September 30, 2022.

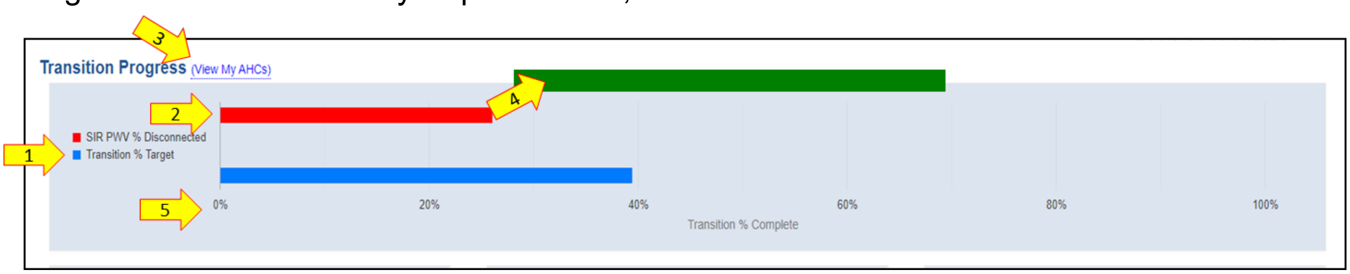


Figure 11. ***Transition Progress***

Figure 12 displays cards for Milestones (1), Monthly SIR Disconnect Progress (2), and Transition Completion Progress (3).

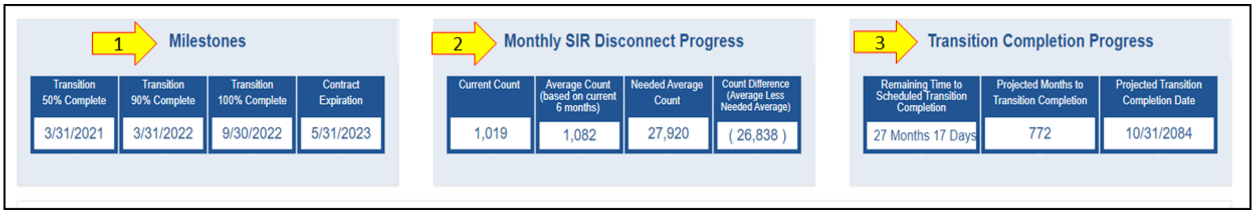


Figure 12. ***EIS Transition Milestones and Progress***

Figure 13 provides the measurement criteria and target dates based on GSA's critical milestones for the Milestones cards as shown in Figure 12.

Measurements and Target Dates of Milestone Cards		
Transition 50% Complete	**Transition 90% Complete**	**Transition 100% Complete**
50% of TI is disconnected as reported by Networx contractors, WITS 3 PMO, and TOPS based on SIR PWV disconnects	90% of TI is disconnected as reported by Networx contractors, WITS 3 PMO, and TOPS based on SIR PWV disconnects	100% of TI is disconnected as reported by Networx contractors, WITS 3 PMO, and TOPS based on SIR PWV disconnects
3/31/2021	**3/31/2022**	**9/30/2022**

Figure 13. ***Measurements and Target Dates of Milestones Cards***

Figure 14 provides calculations of the Monthly SIR Disconnect Progress cards as shown in Figure 12. The results of these calculations provide a snapshot of SIR disconnect progress in the current month, average SIR disconnects over the most current 6 month period, and average monthly count of disconnects needed to reach 100% complete by the milestone date. The count difference card will show a positive amount when the actual average count is greater than the needed average count. Conversely, the count difference card will show a negative amount when the actual average count is less than the needed average count.

Calculations of Monthly SIR Disconnect Progress Cards			
Current Count	**Average Count (based on current 6 months)**	**Needed Average Count**	**Count Difference (Average less Needed Average)**
Count of SIR # Disconnects completed in the current reporting month	Total count of the most current 6 months of SIR # Disconnects divided by 6	Current count of SIR # Active divided by the Remaining Time to Scheduled Transition Completion	The Average Count (based on current 6 months) minus the Needed Average Count

Figure 14. ***Calculations of Monthly SIR Disconnect Progress Cards***

Figure 15 provides calculations of the Transition Completion Progress cards as shown in Figure 12. The results of these calculations provide the remaining number of months and days until transition must be completed, the estimated number of months to completion, and projected completion date based on the most current six months of actual SIR disconnect progress.

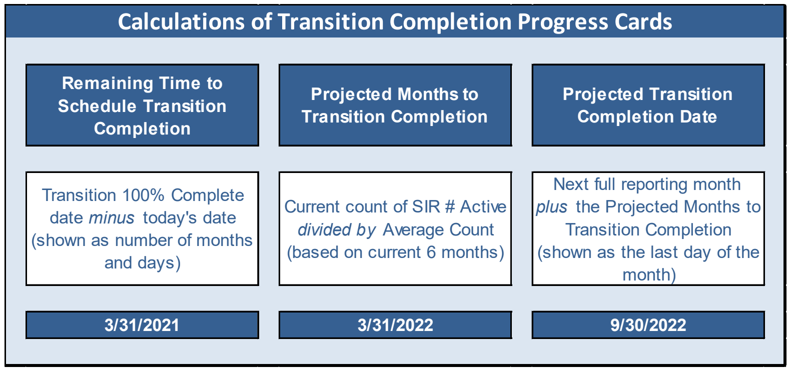
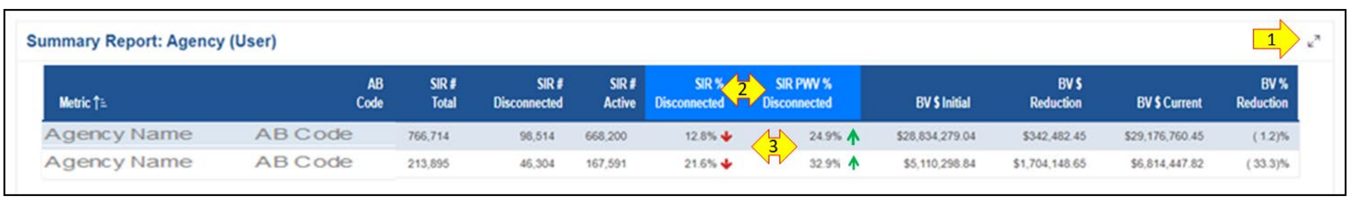


Figure 15. ***Calculations of Transition Completion Progress Cards***

Figure 16 illustrates a sample transition progress summary at the agency user level. The user may expand the view of the grid by clicking the ⤢ button (1). The data in SIR % Disconnected and SIR PWV % Disconnected columns (2) will be values ranging from 0% to 100%. These values will appear with a green up-arrow if the percentage is greater than the Transition % Target or a red down-arrow if the percentage is less than the Transition % Target (3).



Metric	AB Code	SIR # Total	SIR # Disconnected	SIR # Active	SIR % Disconnected	SIR PWV % Disconnected	BV $ Initial	BV $ Reduction	BV $ Current	BV % Reduction
Agency Name	AB Code	766,714	98,514	668,200	12.8%	24.9%	$28,834,279.04	$342,482.45	$29,176,760.45	(1.2)%
Agency Name	AB Code	213,895	46,304	167,591	21.6%	32.9%	$5,110,298.84	$1,704,148.65	$6,814,447.82	(33.3)%

Figure 16. ***Summary Report: Agency (User)***

The line graph in Figure 17 illustrates a six-month trend of SIR % Disconnected, SIR PWV % Disconnected, and BV % Reduction as compared to the Transition % Target based on the agency user's permissions. The goal for all measures is 100% complete. The user can hover over each node on the line graph to call-out (1) the percentage disconnected associated with the node. The user can also select a line to highlight or remove from the graph (2). The view of the grid is expandable by clicking the ⤢ button (3).

Figure 17. ***Monthly Trending % Complete: Agency User***

The bottom section of the "Transition Progress Summary" page contains the Files/Reports Ready for Download (1) as shown in Figure 18 and includes any files the TCC places in TI to process overnight for an agency. The user can double-click on the report name and download the file to a location at the agency. If the file has expired, the user should contact the TCC to reload the file. Files remain active for 30 days. If there are no files available for download, the Files/Reports Ready for Download section will show "No Data Found." Next, the Upload History (2) section provides the user with file history of previous downloads. In addition, Important Information About The EIS Transition Inventory Data (3) places some parameters around system use and the data being received through TI.

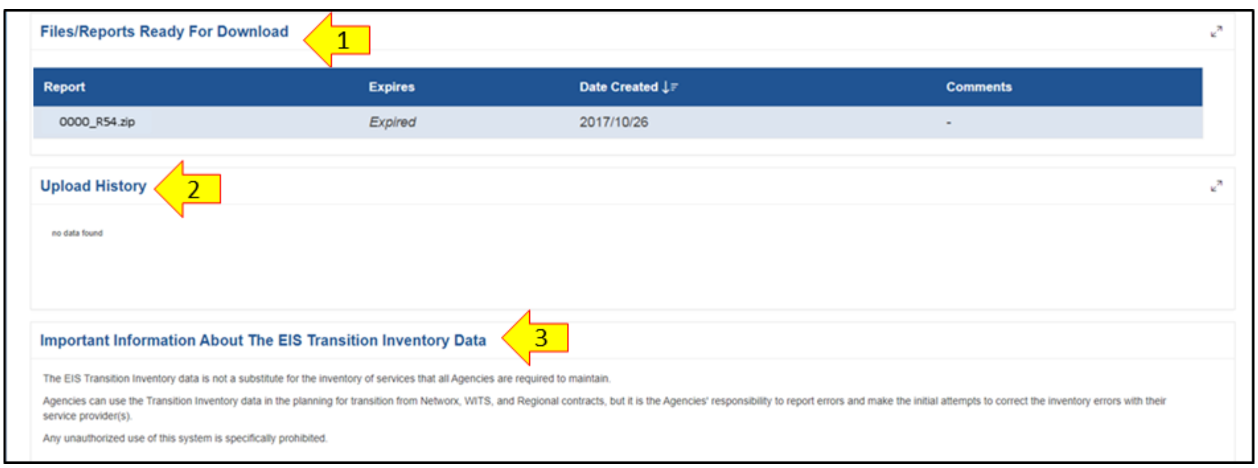


Figure 18. ***Files/Reports Ready for Download, Upload History & Important Information About The EIS Transition Inventory Data***

4.2 Transition Progress Details

As shown in Figure 19, by selecting “Transition Details” (1) from the menu the user is presented with the “Transition Progress Details” page which provides the user two tabs for viewing agency transition progress information: Summary Report: Categories (2) and Details Report: All (3). The Summary Report: Categories tab allows the user to review agency progress at various levels including by Program (4), Contractor (5), Service Category (6), and Service Type (7). Within each level, the user can also view the SIR PWV % Disconnected data in a graph format by clicking the “Chart” button (8). Finally, the user can Download (9) the data at any level.

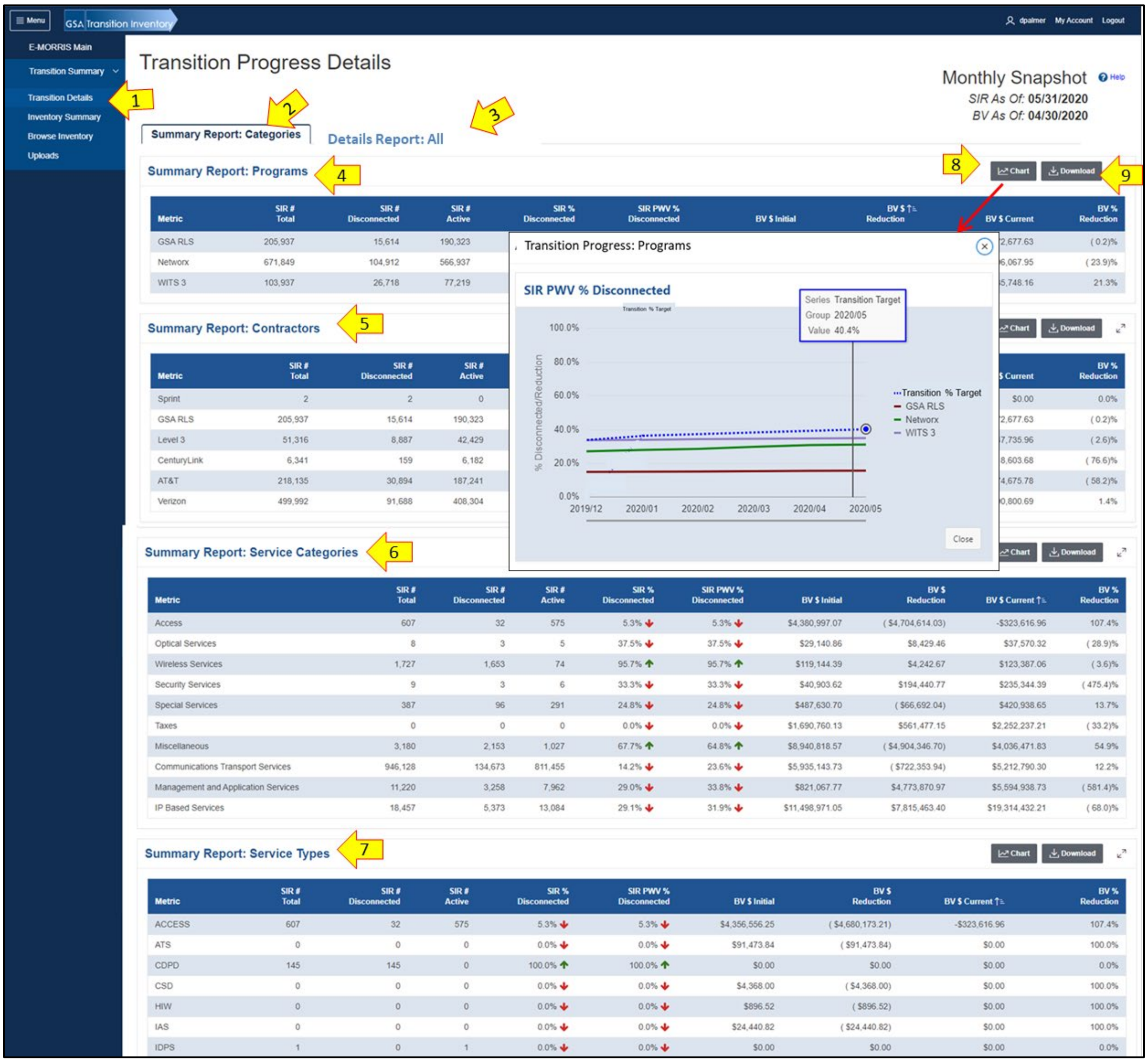


Figure 19. ***Transition Progress Details - Summary Report: Categories***

4.2.1 Transition Progress Details - Details Report: All

As shown in Figure 20, the Details Report: All tab shows a default data grid (1) listing all agencies and corresponding transition progress metrics. The user can search for specific data by typing in the search box (2) and customize the report data grid by selecting various filtering and sorting criteria from the “Actions” drop-down (3).

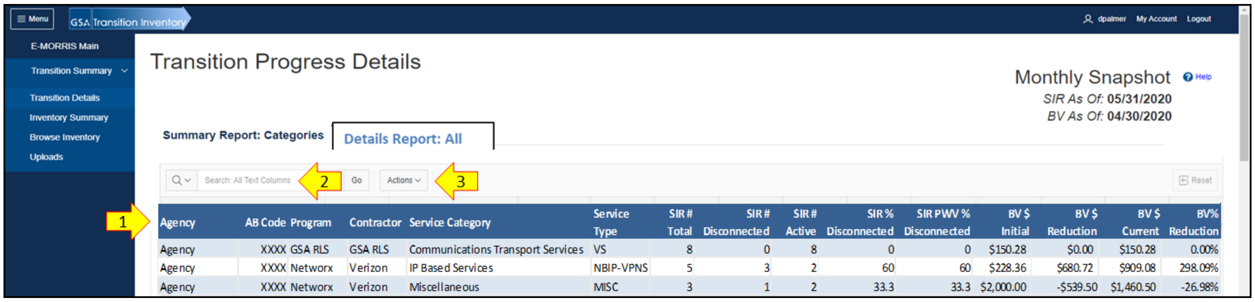


Figure 20. ***Transition Progress Details – Details Report: All***

Drop-downs are available for customizing the Detail Reports: All as shown in Figure 21.

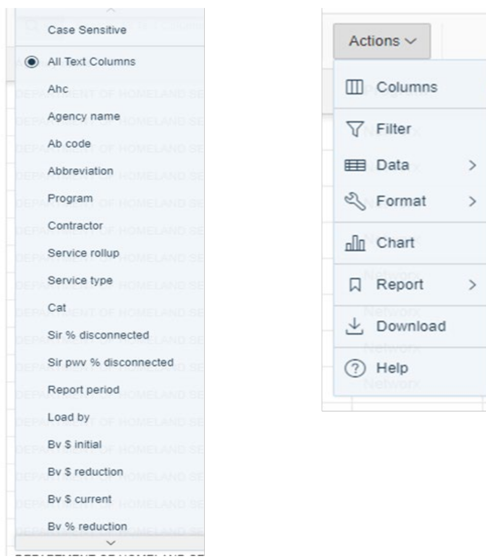
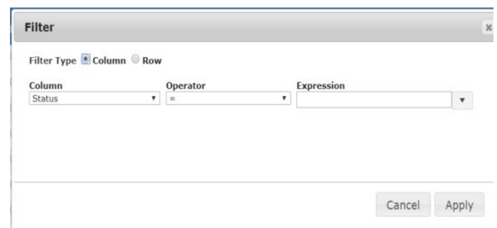
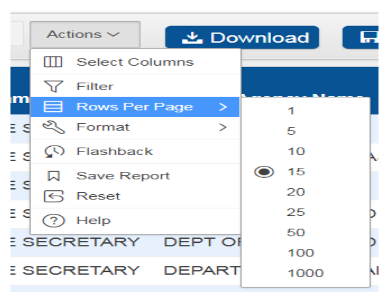
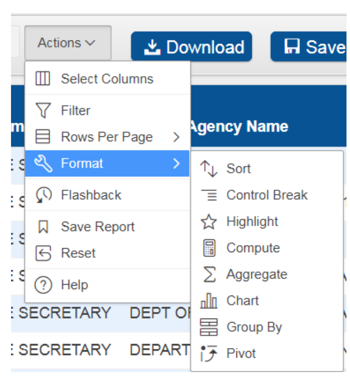


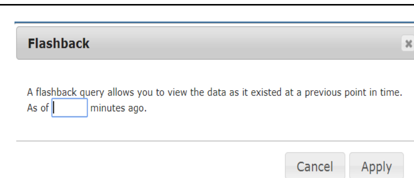
Figure 21. ***Details Report: All – Drop-Down Menus***

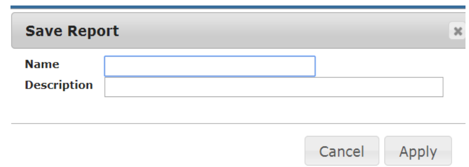
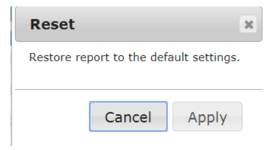
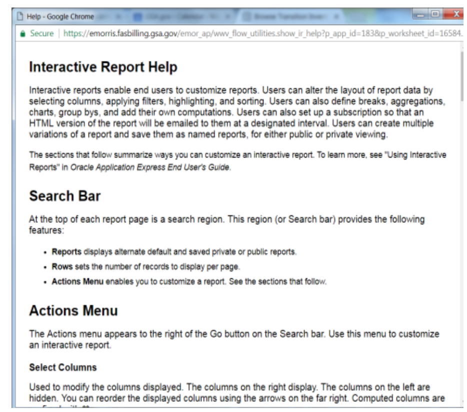
Table 1 provides a description of the Actions within the Details Report: All tab of the “Transition Progress Summary” page that are available to the user.

Table 1. *Details Report: All -Actions*

Action	Definition	Display
Select Columns	Enables user to modify the columns displayed. The columns on the right display in the report. The columns on the left do not display in the report. Use the >, >>, < and << keys to move the data columns to display/not display. Displayed columns may be reordered using the arrows on the far right. Computed columns are prefixed with **.	
Filter	Enables user to focus the report by adding or modifying the WHERE clause on the query. Filter available by columns or rows. To filter by column: select a column (it does not need to be one that displays), select a standard Oracle operator (=, !=, not in, between), and enter an expression to compare against. Expressions are case sensitive. Use % as a wild card (for example, STATE_NAME like A%). To filter by row: create complex WHERE clauses using column aliases and any Oracle functions or operators (for example, G = 'VA' or G = 'CT', where G is the alias for CUSTOMER_STATE).	
Rows Per Page	Enables user to set the number of records to display per page.	
Format	Enables user to customize the display of the report. Format contains the following submenu: **Sort** = Used to change the columns to sort on and determines whether to sort in ascending or descending order. User can also specify how to handle NULLs. The default setting always displays NULLs last or always displays them first. The resulting sorting displays to the right of column headings in the report. **Control Break =** Used to create a break group on one or several columns. This pulls the columns out of the interactive report and displays them as a master record.	

Action	Definition	Display
	Highlight = Enables user to define a filter. The rows that meet the filter criteria display as highlighted using the characteristics associated with the filter. • Name is used only for display. • Sequence identifies the sequence in which the rules are evaluated. • Enabled identifies if a rule is enabled or disabled. • Highlight Type identifies whether the row or cell should be highlighted. If Cell is selected, the column referenced in the Highlight Condition is highlighted. • Background Color is the new color for the background of the highlighted area. • Text Color is the new color for the text in the highlighted area. • Highlight Condition defines your filter condition. • **Compute** enables user to add computed columns to report. These can be mathematical computations (for example, NBR_HOURS/24) or standard Oracle functions applied to existing columns. Some display as examples and others (such as TO_DATE) can also be used). • Computation enables user to select a previously defined computation to edit. • Column Heading is the column heading for the new column. • Format Mask is an Oracle format mask to be applied against the column (for example, S9999). • Computation is the computation to be performed. Within the computation, columns are referenced using the aliases displayed. • Below computation, the columns in the query display with their associated alias. Clicking on the column name or alias includes them in the Computation. Next to Columns is a keypad. This keypad functions as a shortcut to commonly used keys. On the far right are Functions. • The following example computation demonstrates how to display total compensation: • CASE WHEN A = 'SALES' THEN B + C ELSE B END (where A is ORGANIZATION, B is SALARY and C is COMMISSION) • **Aggregate** = mathematical computation performed against a column. Aggregates display after each control break and at the end of the report within the column they are defined. • Aggregation enables user to select a	

Action	Definition	Display
	previously defined aggregation to edit. • Function is the function to be performed (for example, SUM, MIN). • Column is used to select the column to apply the mathematical function to. Only numeric columns display. • **Chart** = User can define one chart per saved report. Once defined, user can switch between the chart and report views using view icons on the Search bar. • Chart Type identifies the chart type to include. Select from horizontal bar, vertical bar, pie, or line. • Label enables user to select the column to be used as the label. • Axis Title for Label is the title that displays on the axis associated with the column selected for Label. This is not available for pie charts. • Value enables user to select the column to be used as the value. If the function is a COUNT, a Value does not need to be selected. • Axis Title for Value is the title that displays on the axis associated with the column selected for Value. This is not available for pie charts. • Function is an optional function to be performed on the column selected for Value. • Sort allows you to sort your result set. **Group By** = User can define one Group By view per saved report. Once defined, user can switch between the group by and report views using view icons on the Search bar. To create a Group By view, select: • the columns on which to group • the columns to aggregate along with the function to be performed (average, sum, count, etc.) **Pivot**= User can define one Pivot view per saved report. Once defined, user can switch between the pivot and report views using view icons on the Search bar. To create a Pivot view, select: • the columns on which to pivot • the columns to display as rows • the columns to aggregate along with the function to be performed (average, sum, count, etc.)	
Flash back	Enables user to view the data as it existed at a previous point in time. As of [ ] minutes ago.	

Action	Definition	Display
Save Report	Enables user the ability to save a report for later use. Requires a Name and optionally-Description.	
Reset	Enables user to restore report to the default settings.	
Help	Enables user to view the help screen in a different Internet Explorer session (or another Web Browser)	

4.3 *Inventory Summary*

As shown in Figure 22, the “Inventory Summary” page (1) within the Agency Inventory section is a dashboard where the user can view the latest counts of inventory adds and changes (based on the “As Of” date), total disconnects, and inventory exceptions associated with the TI SIR data. When the user selects a card, it will become dark blue (2), and details of the selected data will appear in the Inventory Summary Results section (3) at the bottom of the page.

Note: The “Inventory Summary” page reflects the SIRs that have been added, changed, disconnected, or marked as exceptions. It does NOT reflect the agency’s full data set which is available on the “Browse Inventory” page.

Inventory Changes (4) contain cards with the SIR counts that have been added and changed since a given refresh. The user may select from the “As Of” drop-down (5) to display data since the last refresh, or last refresh date plus the previous 30, 60 or 90 days. The date of the last refresh is the same as the Updated date in the upper, right corner.

Total Disconnects (6) contain a card with the cumulative SIR disconnects associated with the user’s permissions. Inventory Exceptions (7) contain cards with the cumulative statistics regarding inventory exceptions. The Sent to GSA card will only show counts of outstanding items awaiting a response from GSA.

If the user has reviewed the SIR, the “Mark as Reviewed” button may be checked (8) under Actions. If the user determines the SIRs appearing in TI are inaccurate, the adjacent “Flag

Exceptions” button should be selected in the same section. The user can also download the data using the “Download Search Results” button (9).

The bottom of the “Inventory Summary” page contains an explanation of the “As of” date in the Inventory Changes section (10). TI inventory is refreshed multiple times throughout a cycle and the “As of” date will indicate the most recent date that records were added or significantly changed. Weekly, monthly, and ad hoc record updates and refreshes are described below.

- **Weekly Refresh (disconnects)**
    - TI SIR disconnects are updated based on information extracted from disconnect order data received from contractors and TOPS; Disconnects are loaded Friday night and available in TI the following Monday
- **Monthly Refresh (adds/changes/disconnects)**
    - TI SIR counts are updated based on inventory snapshots from contractors and other sources to add new change or disconnect SIRs not previously captured in the weekly process; Refresh is generally run within the first week of a month
- **Ad hoc Refresh (as needed)**
    - TI SIR counts are updated with adds, changes, disconnects, and updates as needed

Additionally, Important Information about Transition Inventory Data (11) can be found on the Inventory Summary page.

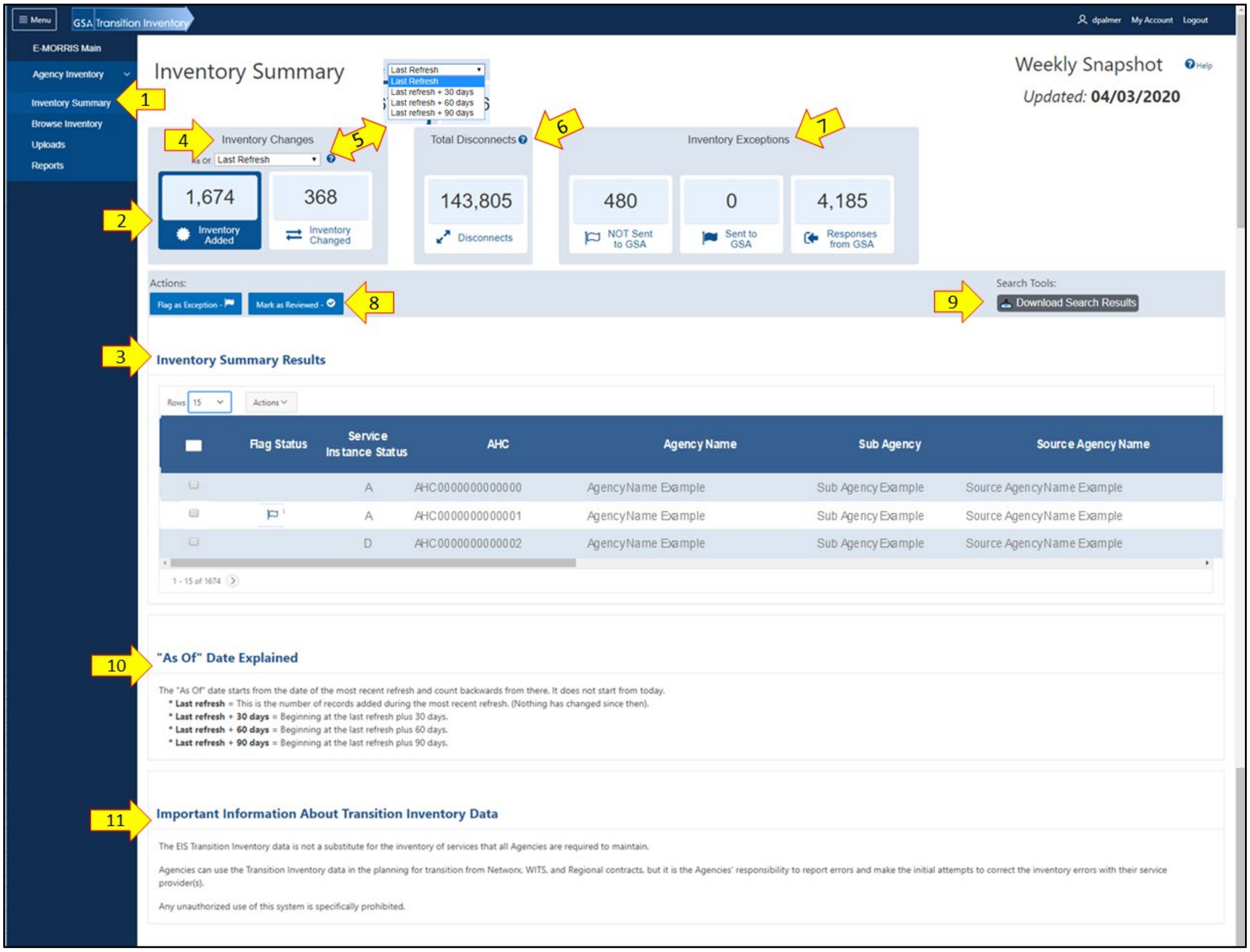


Figure 22. *Inventory Summary*

4.3.1 Inventory Summary Results - Actions and Search Tools

Once SIRs have been reviewed, users may check the box beside the applicable TI records (1), and then select "Mark as Reviewed" (2) as shown in Figure 23. A pop-up (3) will appear once the records have successfully been marked in the system. This functionality is strictly for the benefit of the user and does not impact any measurement or involve GSA in any way.

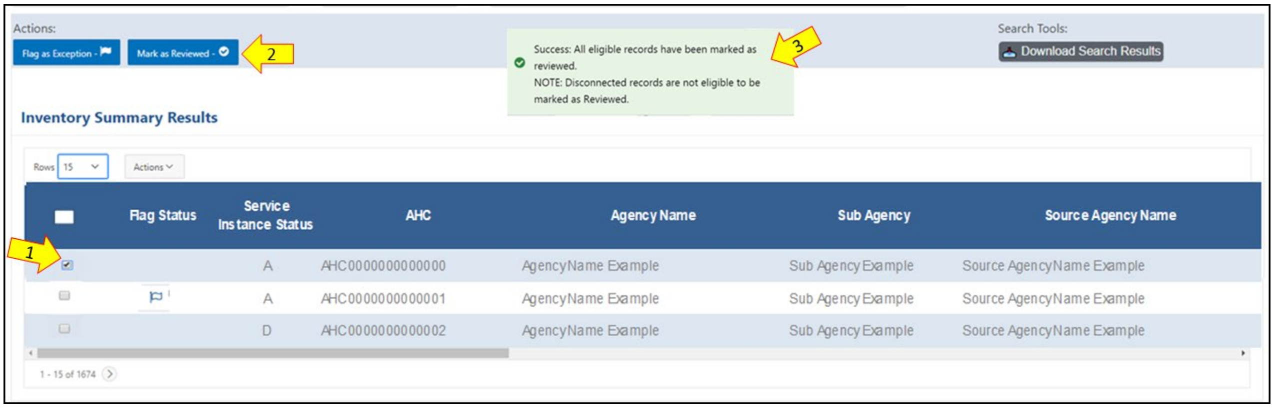


Figure 23. ***Inventory Summary Results – Mark as Reviewed***

Exceptions should be flagged when the user determines SIRs appearing in TI are inaccurate. As shown in Figure 24, users may mark or annotate SIRs by clicking the "Flag as Exception" button (1). In those cases, GSA's TCC should be made aware so that analysis and research can be conducted. The TCC then advises next steps once a determination is made on the exception.

Once the user marks the record as an exception, the Flag Service Instance(s) pop-up will appear (2). Within this pop-up, the user should select a reason for the flag from the drop-down menu. The user may select the "Send to GSA Now" button (3) to send a notification to GSA, or the "Save and Send Later" button (4) if research needs to be conducted before sending to GSA. Once a record is marked as an exception and sent to GSA, the record is locked until reviewed and resolved by GSA.

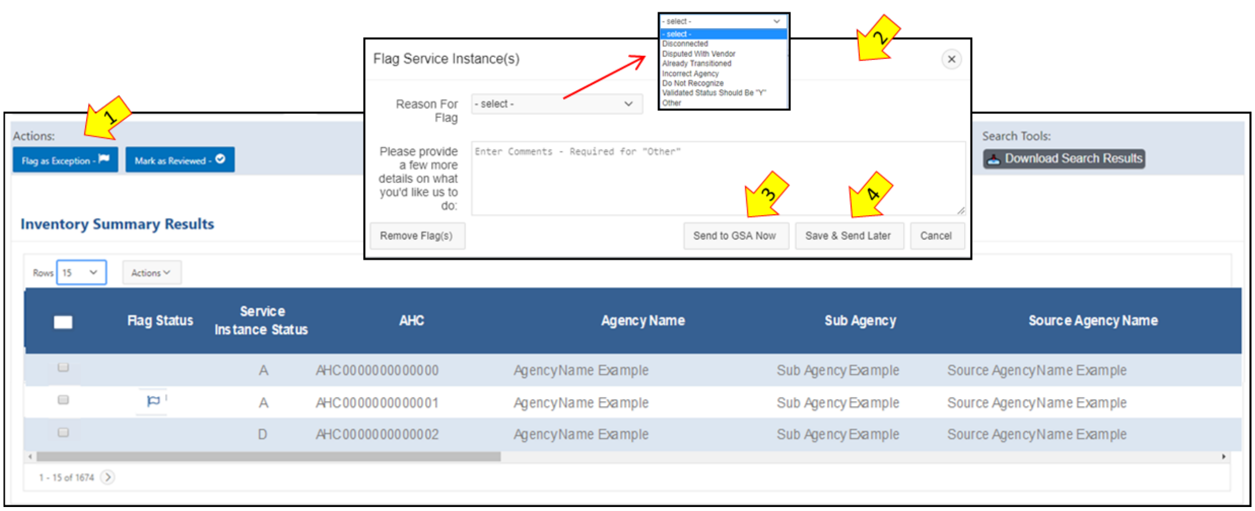


Figure 24. ***Inventory Summary Results – Flag as Exceptions***

Users can review and analyze SIRs offline by clicking the “Download Search Results” button (1) as shown in Figure 25. Selected data will be downloaded in comma separated value (CSV) format which can be opened in MS Excel.

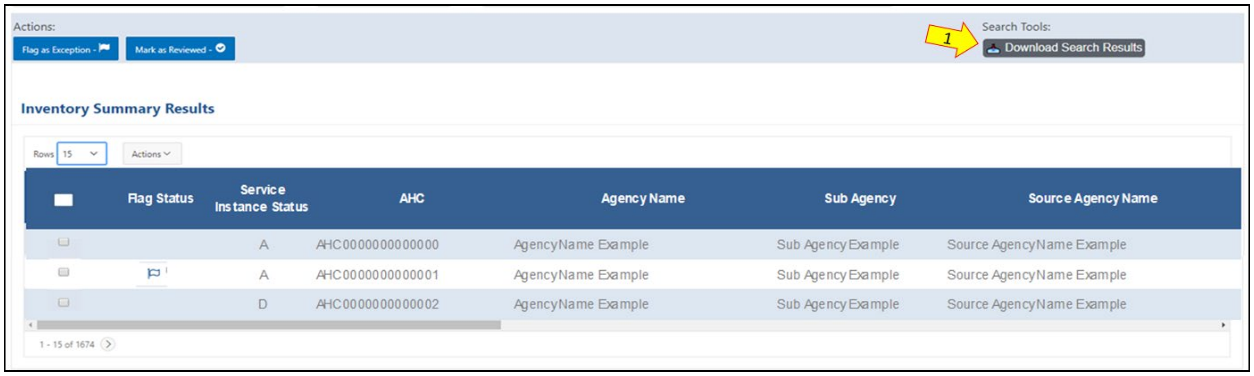


Figure 25. ***Inventory Summary Results – Search Tools***

Downloads will be provided in a .CSV format as shown in Figure 26.

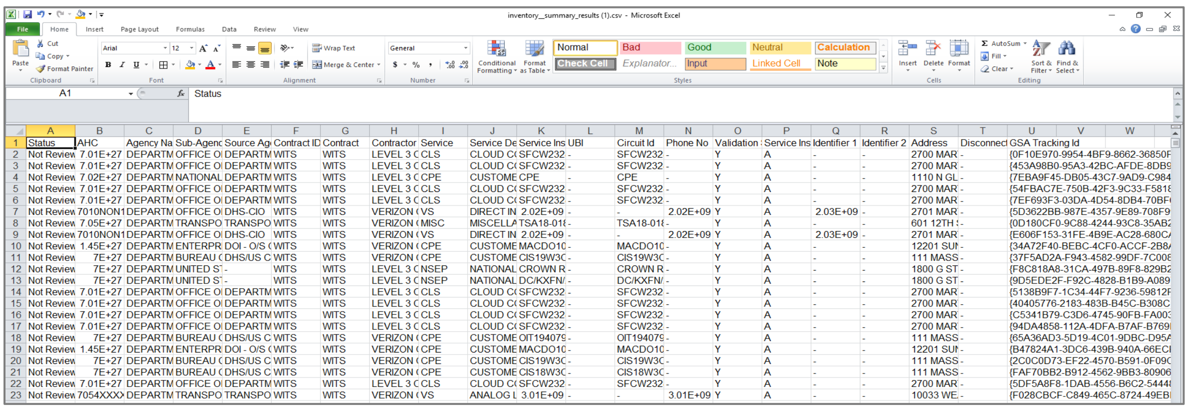


Figure 26. ***Inventory Summary – CSV File Download***

Once downloaded, users can format the data as necessary. An example is shown in Figure 27.

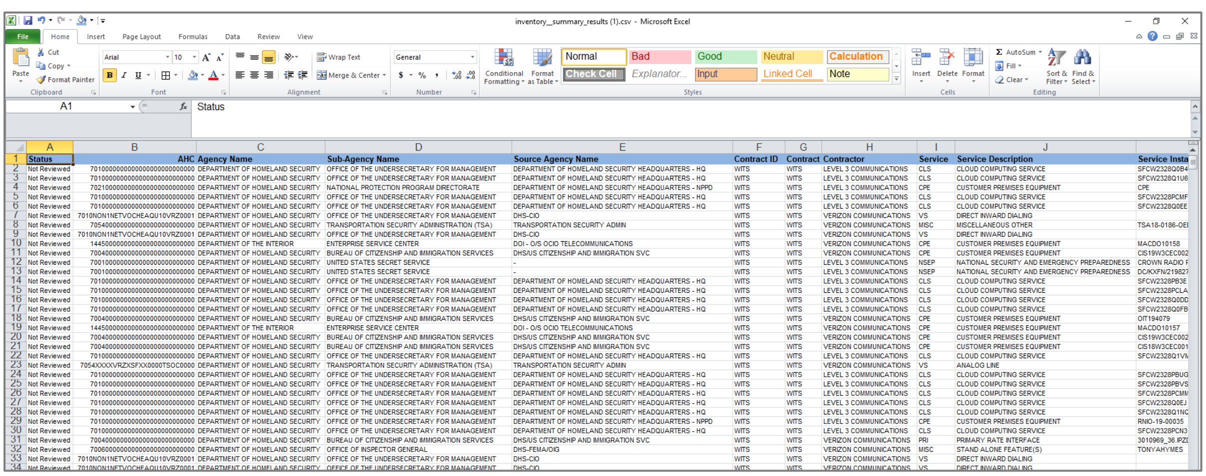


Figure 27. ***Inventory Summary – Formatted CSV Download***

4.3.2 Inventory Summary Results – Custom View

The default TI layout for Inventory Summary Results in Figure 28 displays the data columns (1) and up to 20,000 records, 15 rows per page. To create a custom view, the user can change the number of Rows (2) to be displayed and perform select Actions from the drop-down menu (3). If the user chooses the Select Columns action, a pop-up (4) will appear where the user can select which columns to display in the results. SIR access is based on the user's credentials.

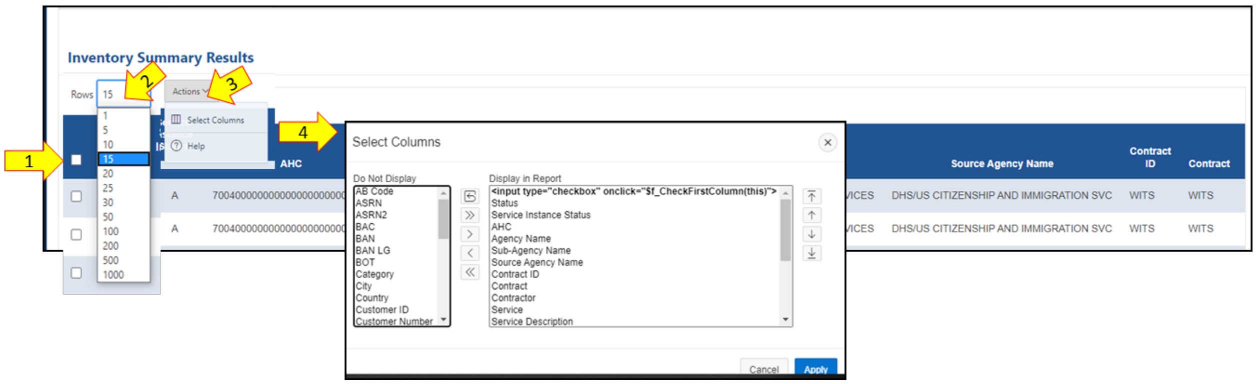


Figure 28. ***Inventory Summary Results – Custom View***

4.4 Browse Inventory

As shown in Figure 29 and Figure 30, the "Browse Inventory" page (1) within the Agency Inventory section allows the user to browse, view, search, filter, and download TI SIR data. The user can conduct a Quick Search (2) or an Advanced Search (3) to obtain filtered data based on the criteria entered into the available fields. Most fields contain drop-down capability (4) for filtering. Multiple criteria can be set for the same field (e.g. Contract=WITS 3 and Networx) (5). To view all records, simply click the "Search" button (6) without entering any filters. ***Data does NOT appear until a search is conducted.*** The user can also save a search (7), retrieve a saved search (8), or manage a saved search (9) under the Saved Searches section of the dashboard.

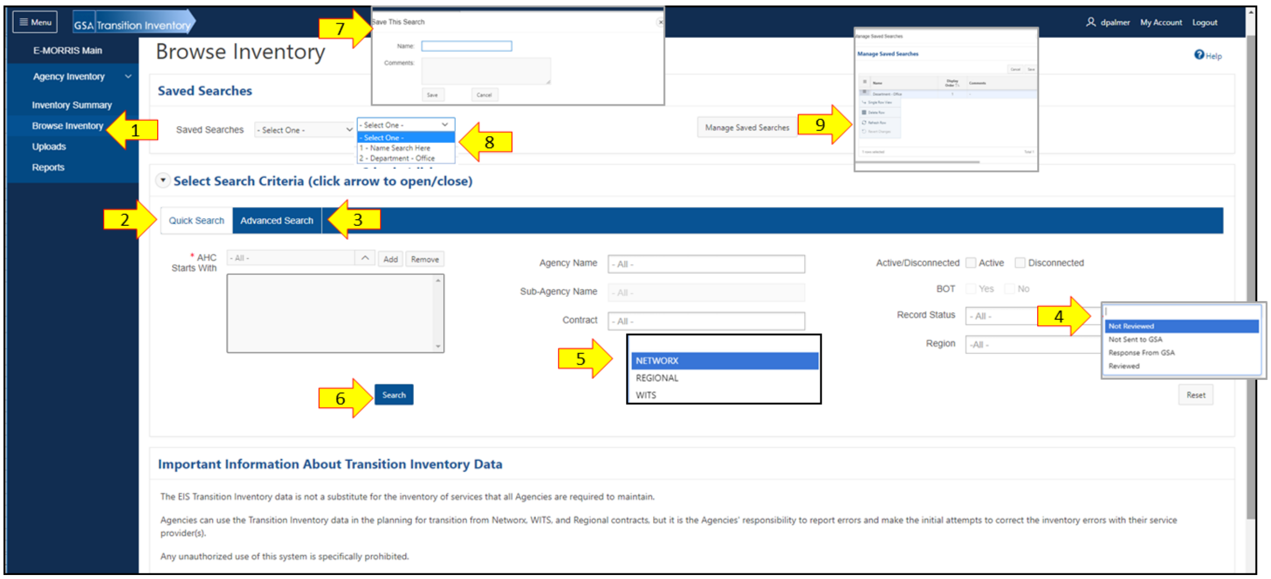


Figure 29. *Browse Inventory- Quick Search*

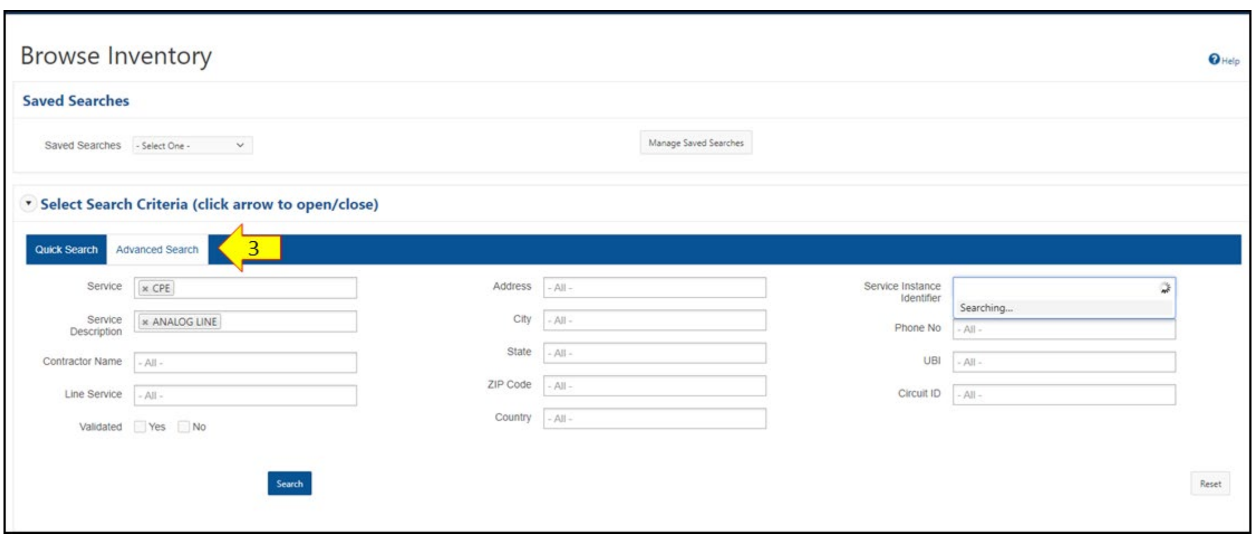


Figure 30. *Browse Inventory- Advanced Search*

4.4.1 Transition Inventory – Actions, Status Legend, and Search Tools

As shown in Figure 31, once a search is conducted and the results are displayed, a blue section with Actions (1), Status Legend (2) and Search Tools (3) will appear along with the Transition Inventory data (4) based on the search criteria.

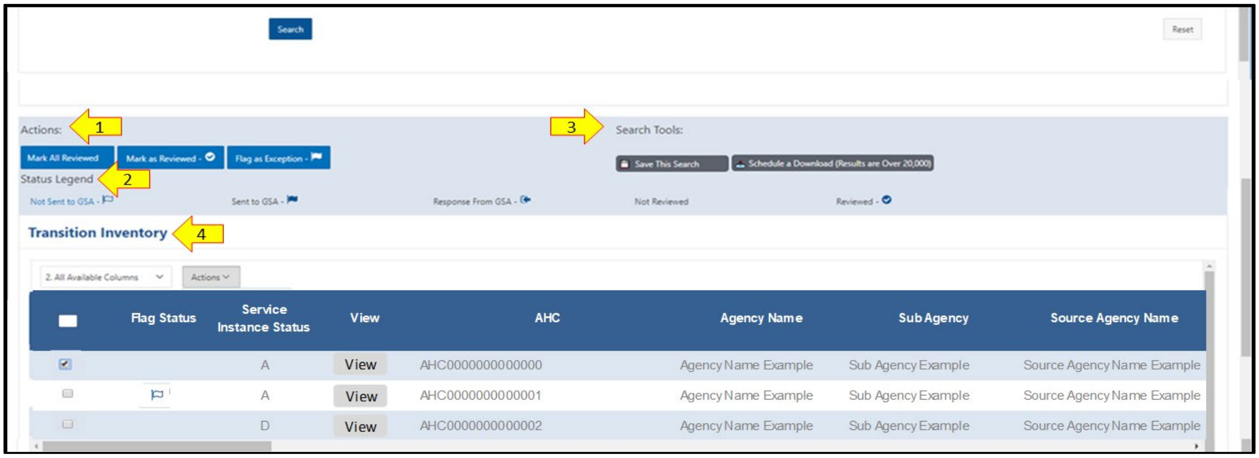


Figure 31. ***Transition Inventory – Actions, Status Legend, Search Tools***

As shown in Figure 32, by checking the box (1) beside a TI record, the user can complete Actions (2) such as Mark All Reviewed, Mark as Reviewed, or Flag as Exception for selected records. The user can determine the status of each TI record by using the Status Legend (3). By selecting "View" (4) by an individual record, a new window (5) will appear with additional detail about the record. Finally, the user can use the Search Tools to Save the Search or Download Search Results (6).

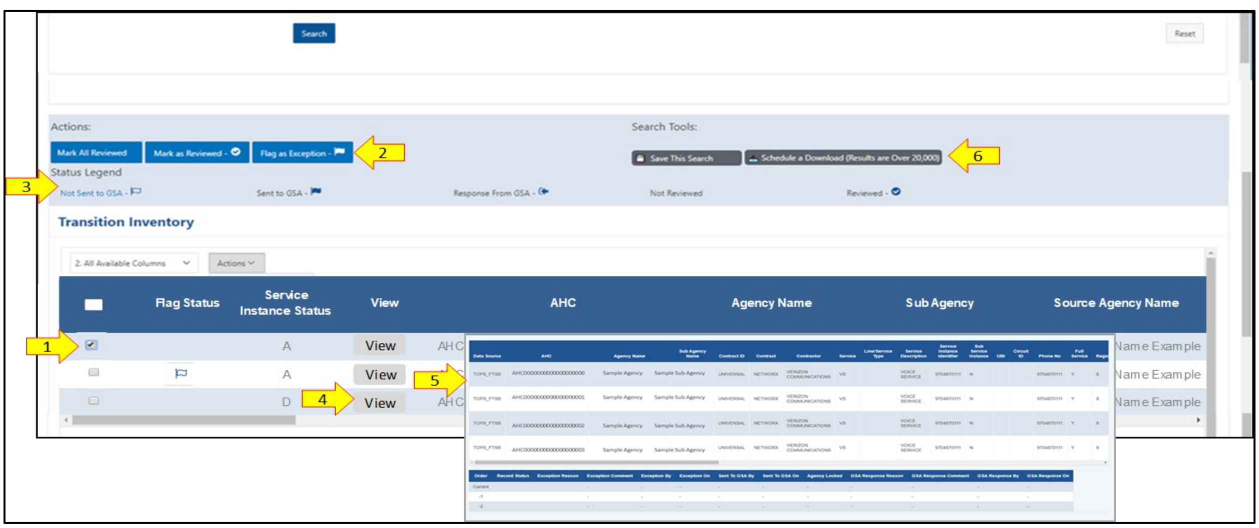


Figure 32. ***Browse Inventory – Actions, Status Legend, Search Tools***

4.4.1.1 Actions

As shown in Figure 33, the user may mark or annotate a group of SIRs by selecting “Mark All Reviewed” (1). A pop-up (2) will appear providing notifications and warnings regarding this action. The user may also mark individual SIRs by selecting “Mark as Reviewed” (3) to denote they have reviewed the SIRs. A pop-up (4) will appear once the records have successfully been marked in the system. This functionality is strictly for the benefit of the user and does not impact any measurement or involve GSA in any way.

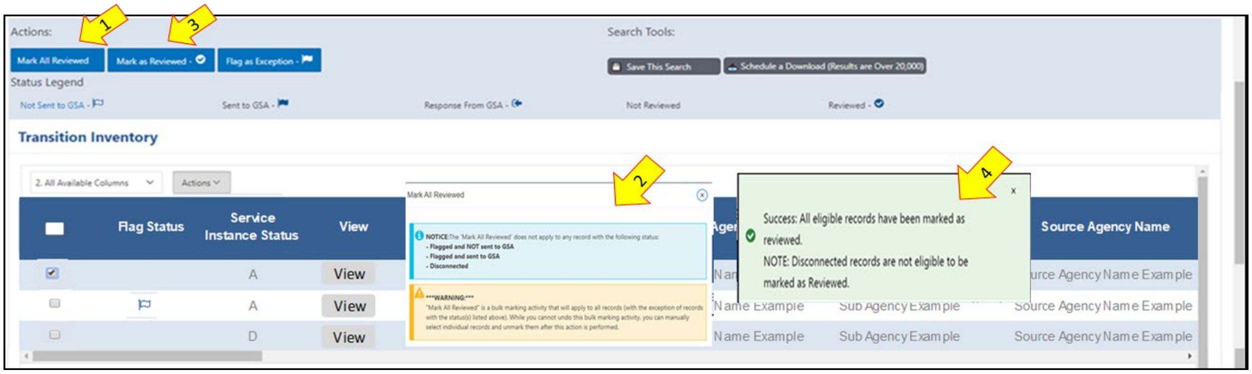


Figure 33. ***Browse Inventory – Mark All Reviewed and Mark as Reviewed***

As shown in Figure 34, users may mark or annotate individual SIRs or a group of SIRs that appear to be an issue/exception by selecting the “Flag as Exception” button (1). Exceptions should be flagged when the user determines the SIRs appearing in TI are inaccurate. In those cases, GSA’s TCC should be made aware so that analysis and research can be conducted. The TCC then advises next steps once a determination is made on the exception.

Once the user marks a SIR as an exception, the Flag Service Instances pop-up will appear (2). Within this pop-up, the user should select a reason for the flag from the drop-down menu. The user then either clicks the “Send to GSA Now” button (3) to send a notification to GSA, or the “Save & Send Later” button (4) if research needs to be conducted before sending to GSA. Once a record is marked as an exception and sent to GSA, it is locked until resolved by GSA.

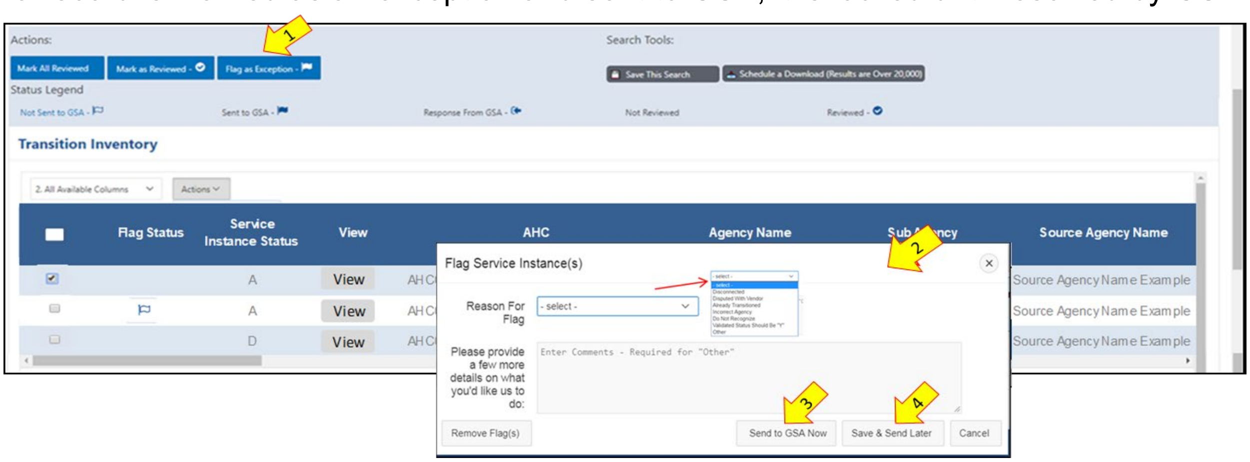


Figure 34. ***Browse Inventory – Flag as Exceptions***

4.4.1.2 Status Legend (Flags)

Table 2 provides the possible flag status that can be used to filter active SIRs by using the “Record Status” drop-down in the Search section. The “No.” column corresponds to the labels in Figure 35 below.

Notes: 1) If “Disconnect” is selected in the Search section, all disconnected SIRs will appear in the Transition Inventory table; and 2) the “Record Status” drop-down should NOT be used when Disconnect is selected as no records will be returned.

Table 2. *Flag Statuses Defined*

No.	Flag	Definition
1	Not Sent to GSA	An exception that has been set in TI, but not submitted to GSA for review
2	Sent to GSA	An exception that has been set in TI and submitted to GSA for review
3	Response From GSA	An exception that has been set in TI, submitted to GSA for review, and GSA has responded with a resolution
4	Not Reviewed	A SIR that has not been marked as reviewed, has not been marked as an exception, and is not a disconnect record
5	Reviewed	A SIR marked in TI by an agency

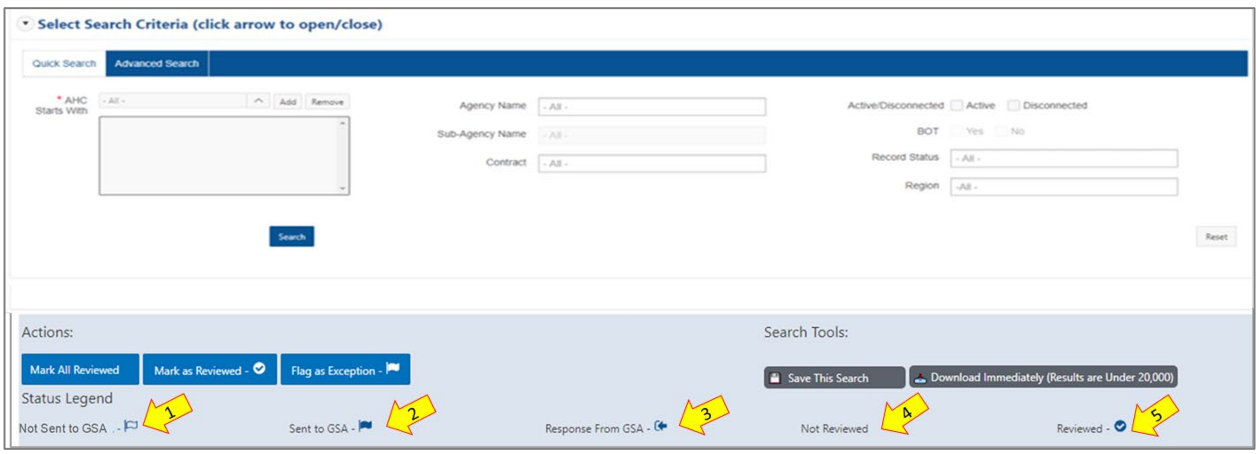


Figure 35. *Browse Inventory – Record Flags*

4.4.1.3 Search Tools

As shown in Figure 36, once the custom view is created using the search criteria, the user can click the “Save This Search” button (1) to retain the filtered data results for future use. A Save this Search pop-up (2) will appear. The user will name the search, make any comments regarding it, and then click “Save.” The user can review and analyze SIRs offline by selecting the “Download Search Results” button (3). A Schedule Download pop-up (4) will appear that allows the user to name the file and schedule the download. E-MORRIS will generate a CSV format file containing the records.

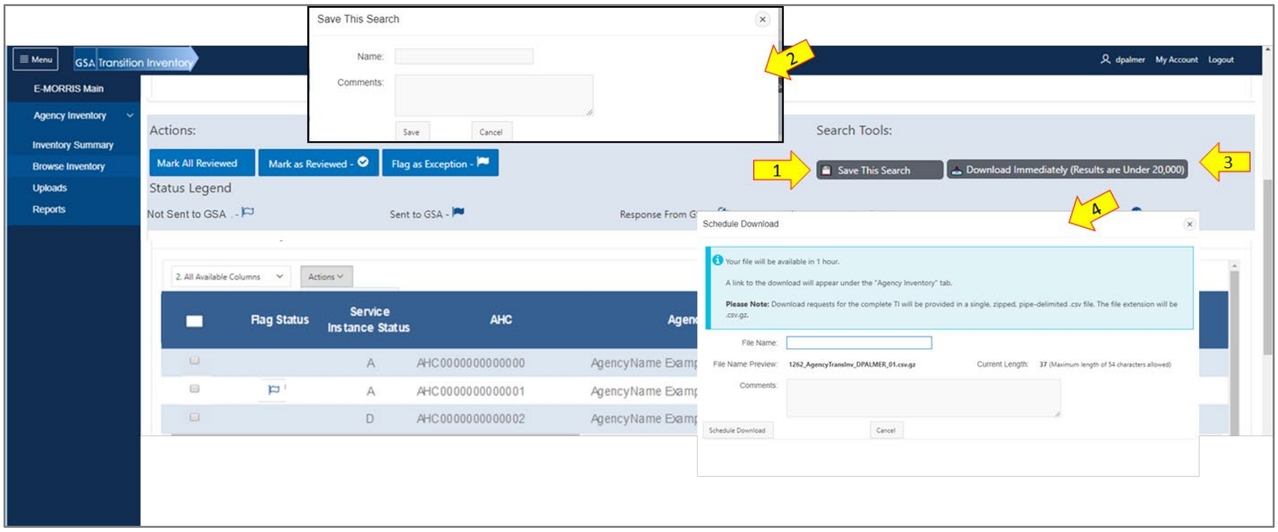


Figure 36. ***Browse Inventory – Save and Download Search Results***

4.4.2 Transition Inventory – Custom View

The default layout for Transition Inventory section of the "Browse Inventory" page (see Figure 37) displays the data columns (1) and up to 20,000 records, 15 rows per page. The user can display the Default Report or All Available Columns by selecting from the "Default Report" drop-down (2). Alternatively, the user can create a custom view by choosing the Select Columns option from the "Actions" drop-down (3). Once Select Columns is chosen, a pop-up (4) will appear, where the user can select and apply the columns to display in the results. Additionally, the user can format (sort) the report by selecting Format from the "Actions" drop-down. Once selected, a pop-up (5) will be displayed with the column headers available for sorting.

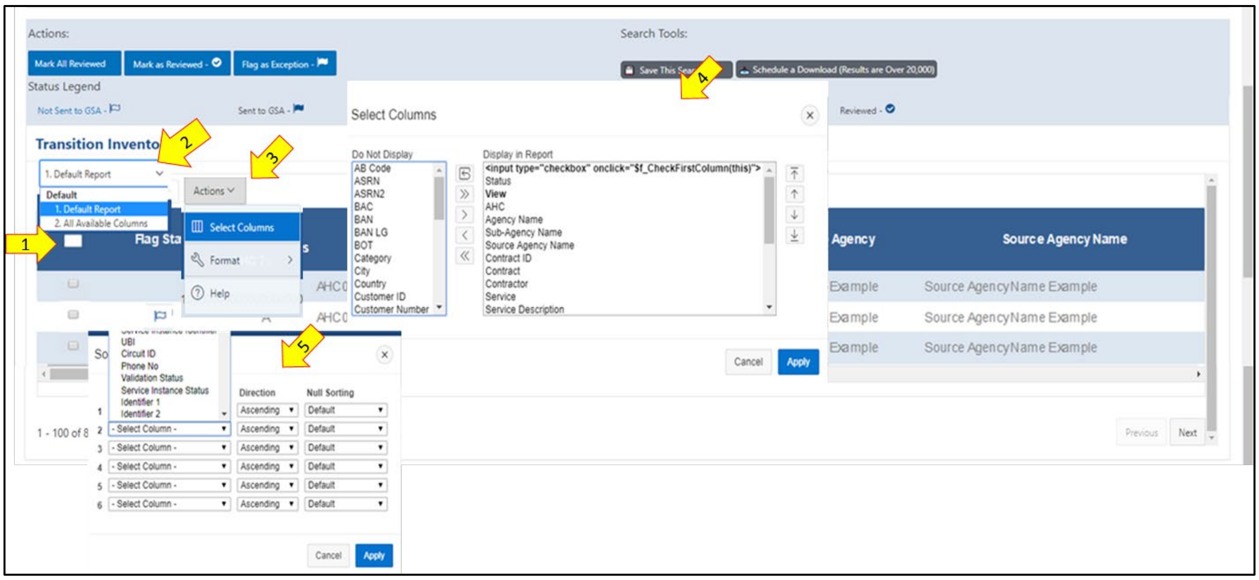


Figure 37. ***Browse Inventory – Custom View***

4.5 Uploads

Should a user identify SIRs that are exceptions within TI (example: do not belong to the agency) or SIRs that are missing from TI, the user should upload supporting data files and notify the TCC. TI records will be updated once records are reviewed and determined to be valid.

4.5.1 Exception File

As shown in Figure 38, if the user has downloaded SIRs, worked them outside of the graphical user interface (GUI), and determined they are exceptions, the user will upload the exceptions into the GUI as a batch file on the "Uploads" page within the Agency Inventory section.

Once the "Uploads" page (1) is accessed, the user should click on the "Exception File" (2) button and an Upload Exceptions File section will appear on the page. Complete the Select Your Agency (3) and Select File (4) sections; enter any pertinent Comments (5), and then click the "Upload File" button (6). Once a file is uploaded, a message is returned alerting the user to the status of the file. The user can click the "Download a Template" button (7) to assist with uploading exception data.

Note: There are certain fields GSA must receive in order to analyze and resolve any exceptions.

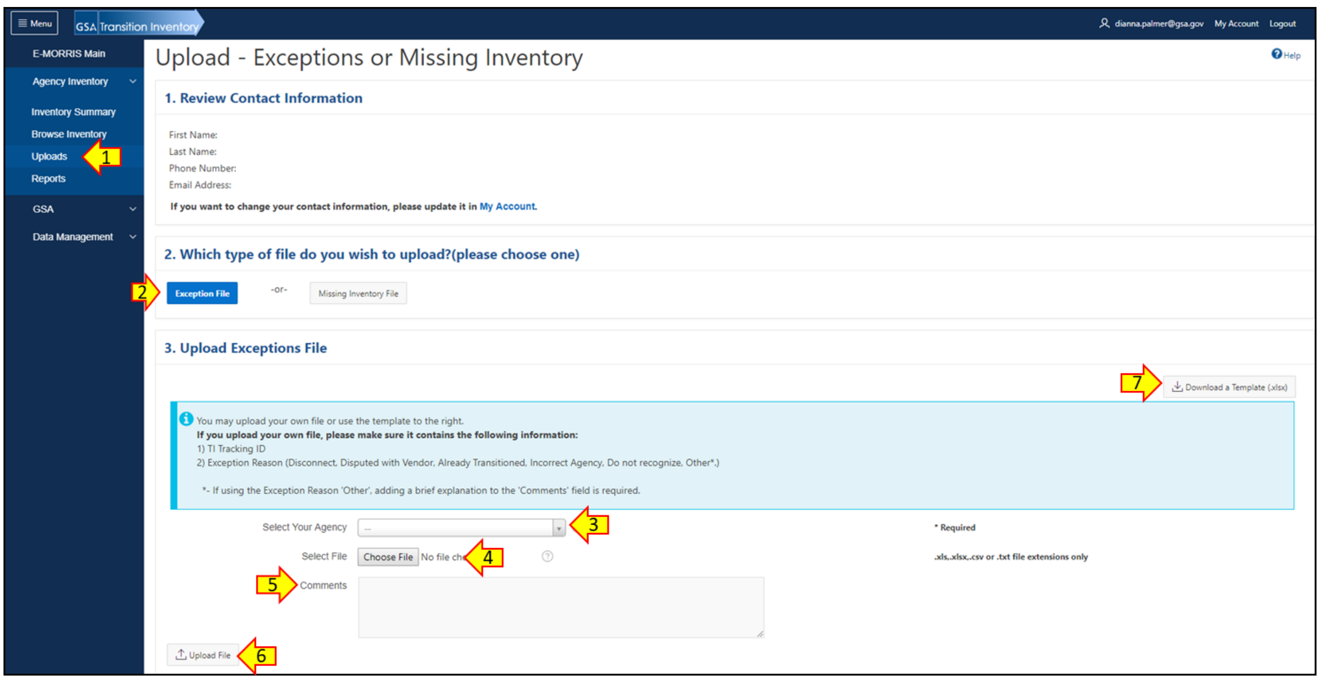


Figure 38. *Uploads – Exception File*

If the user is unable to flag records in the TI GUI directly or works records off-line (from a download file), the user may send exception records in a batch file to eistcc.inventory@gsa.gov, although this is the least preferred method.

4.5.2 Missing Inventory File

If the user determines inventory is missing from TI, GSA's TCC should be made aware, and the SIRs should be added to TI once determined to be valid.

Similar to the process for uploading exceptions, the user may submit missing records as illustrated in Figure 39 by selecting Uploads (1) and clicking on the “Missing Inventory File” button (2). Once pressed, the user will see the Upload Missing Inventory section appear on the page. The user must Select Your Agency (3), Select File (4), enter any pertinent Comments (5), and then click the “Upload File” button (6). Once a file is uploaded, a message is returned alerting the user to the status of the file. The user can click the “Download a Template” button (7) to assist with uploading the missing data for review.

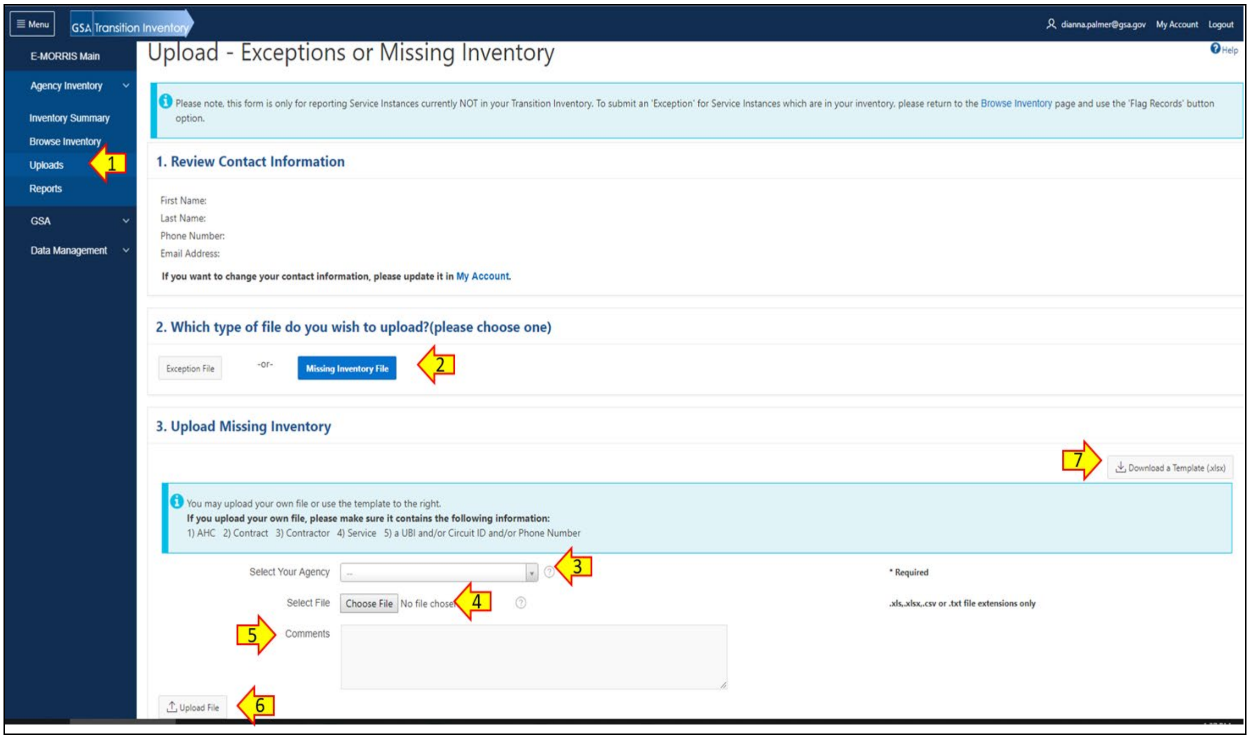


Figure 39. ***Uploads – Missing Inventory File***

5 TI Data Sources

GSA gathered Networx, WITS 3, and GSA RLS inventory data from multiple sources, identified in Table 3 below.

Table 3. *TI Data Sources*

Contract(s)	Data Source
Networx	NIM E-MORRIS Billing Records Contractor/service provider inventory data snapshots Telecommunications Ordering and Pricing System (TOPS)
WITS 3	Service@Once Prime Biller Extended Edition (PBEE) Level 3 Portal eBILL
Regional Local Services (GSA RLS)	TOPS Contractor/service provider invoices and billing data Customer Service Records (CSRs) Local Service Agreements

If a SIR was found in a source, it was added to the TI. Once a SIR was verified across more than one source, it was considered validated and marked in TI with a “Y.” If a SIR was NOT found across multiple sources, or if the GSA team questioned its validity, it was considered NOT validated and marked in TI with an “N.” Non-validated SIRs, exceptions, and anomalies continue to be investigated by GSA. As the correct disposition of these SIRs is determined, the SIRs will become validated and addressed in the source system if required. If an agency reviews a non-validated SIR determines it to be valid, the agency user should flag it as an exception and select “Y” from the Validated Status drop-down.

Contractors and service providers use varying terminology and definitions to describe available services. During inventory validation, GSA standardized and normalized this inventory data across the various contracts and service providers. Once normalized, business rules were defined to establish standard, consistent definitions of inventory at a service instance level.

5.1 Timing of Data Sources

GSA continues to maintain and update the TI using the most current and accurate data available. SIR disconnects are updated weekly in TI and the TI Dashboard. Newly installed SIRs are added, updates are made, changes are accounted for, and disconnects not captured during the weekly process are updated in TI and the TI Dashboard on a monthly basis. The timing and availability of source data varies by contract.

5.1.1 Networx

Each Networx service provider delivers a “snapshot” of inventory data to GSA monthly. GSA reviews and analyzes the snapshots with other available data sources and prepares resulting moves, adds, changes, and disconnects for upload to the TI Dashboard monthly. Additionally, Networx provides weekly disconnect order files to GSA, which are used to update the disconnect inventory counts weekly.

5.1.2 WITS 3

GSA's National Capital Region (NCR) team provides the WITS3 inventory data each month. GSA reviews and analyzes the WITS 3 with other available data sources and prepares resulting moves, adds, changes, and disconnects for upload to the TI Dashboard monthly. Additionally, WITS 3 provides weekly disconnect order files to GSA, which are used to update the disconnect inventory counts weekly.

5.1.3 Regional Local Services (GSA RLS)

GSA's TOPS provides inventory each week. GSA reviews and analyzes the local service data with other available data sources and prepares resulting moves, adds, changes, and disconnects for upload to the TI Dashboard monthly. Additionally, these files are used to update the disconnect inventory counts weekly.

6 Transition Inventory Data Element Properties

6.1 TI Report Fields and Descriptions

The TI data available to authorized agency users include the fields provided in Appendix C, Transition Inventory Report Fields. Values populated in these fields may be specific to the service provider data source. Other values are derived and populated for required agency service instance TI action. The following sections expand on the data elements of reporting.

6.1.1 Definition of Common Data Fields

SIRs that appear in the TI data element as "Validated" (Validated Transition Tracking Record) and marked "Y," indicate that GSA has determined a record exists in more than one inventory source. EIS Transition Progress Tracking Reports (TPTRs) or TPTR Dashboards are used to provide transition progress statistics and reporting for validated data. Any non-validated data is NOT included in the TPTR.

GSA is providing sub-service instance records, identified with a "Y" in TI. A sub-service instance record is a record that is transitioned with a primary service record and cannot be considered a stand-alone service. These non-primary transition service records cannot be transitioned to another contract without the primary source. An example of a sub-service instance record is Direct Inward Dial (DID) numbers. DID records may appear as stand-alone inventory but are part of a Primary Rate Interface (PRI) and will be transitioned with the PRI.

6.1.2 Networx Contract Services

Agencies can view records of Networx shared-tenant, outbound long distance service in the TI system under the Networx contract. The full service fields are marked "Y" for these records.

6.1.3 WITS 3 Contract Services

WITS 3 outbound voice services are for local service use only.

6.1.4 Regional Local Services (GSA RLS)

All regional service records are marked with “Y” in the TI Full Service field. Table 4 provides descriptions of service instances for some regional services inventory.

Table 4. ***Regional Service Instance Descriptions***

Acronym	Line/Service Instance Name	Description	Service or Sub-Service
Analog	Analog	A “rolled up” service identifier for all types of analog lines including Centrex, business lines, analog lines, centranet lines, and many others.	Primary
BRI	Basic Rate Interface	A BRI is an Integrated Services Digital Network (ISDN) intended for the home and small enterprise; it includes a number of B-channels and a D-channel. Each B-channel carries data, voice, and other services. The D-channel carries control and signaling information.	Primary
BRI SPID	Basic Rate Interface-Service Profile Identifier	A number assigned to a terminal on an ISDN B-channel.	Sub Service
DID	Direct Inward Dialing	Virtual numbers that allow you to route calls to your existing telephone lines. DIDs were developed in order to be able to assign certain employees a direct number, without requiring multiple physical phone lines.	Sub Service
DSL	Digital Subscriber Line	Technology for bringing high-bandwidth information to homes and small businesses over ordinary copper telephone lines.	Primary
Other	Data Circuit, Trunks, Circuits, etc.	A “catch all” category for miscellaneous types of telecom services procured through a regional office.	Primary
PBX	Private Branch Exchange Line	Virtual numbers used to route calls to existing telephone lines; located behind a GSA PBX.	Sub Service
PRI	Primary Rate Interface	A telecommunications interface standard used on ISDN for carrying multiple DS0 voice and data transmissions between the network and the user. The PRI consists of 23 B-channels and one 64 Kbps D-channel.	Primary
T-1	T-1	Copper Based digital transmission system and the first generation of T-carrier Digital Signal.	Primary
VOIP-A	Voice Over IP	A methodology and group of technologies for delivery of voice communications and multimedia sessions over Internet Protocol (IP) networks, such as the Internet.	Primary
VOIP-G	Voice Over IP	Denotes a VOIP (VOIP-A) line that is part of a GSA VOIP solution shared with other agencies.	Primary

DIDs, SPIDs, and/or PBX lines associated with a primary service instance (PRI/BRI, etc.) will be validated with the service instance (PRI/BRI Pipe, etc.) and transitioned with the primary service instance. Use Product Code and Product Description fields to review additional detail about the service record. *Note:* GSA-managed PBX DID lines are represented as PBX.

While an agency receives its service and billing from GSA for regional services, GSA procures the service from a local service provider. In most cases, GSA receives the service from a local service contract, whereby the government has negotiated a local contract for the federal government. In some cases, GSA procures tariff service from the local service provider. Agencies can determine the local provider by reviewing the Contractor Name and the Contract ID fields. This information may help determine if a service can be managed as an administrative, or paper-only, transition rather than a physical transition.

6.2 Regional Local Service Relationship to Networx Data

TI includes local service inventory procured through the GSA regions, and long distance service inventory procured through Networx. GSA-procured local service requiring long distance service requires the service number be sent to a Networx service provider selected through the agency fair opportunity (FO) process. As a result, **the service appears twice in TI** because it is under two (2) separate contracts. TI allows agencies to view the local and long distance service together. While the expectation is that an agency will transition the services together, an agency may need to transition the long distance service separately in some cases.

6.3 Multiple Records for a Specific Key Field ID

TI utilizes three (3) key fields for almost all service instances: Unique Billing Identifier (UBI) (for Networx only), Circuit ID, and Telephone Number; or a combination of these fields making the TI record unique. One or more of these fields will be populated for a service instance. In cases where the same field identifier is repeated across more than one record intentionally, the record will have another field populated to make the record unique. For example, the same telephone number may appear as two (2) records in TI due to the services being on different contracts.

Table 5 describes scenarios where field identifiers may be repeated across service instances.

Table 5. *Multiple Record Scenarios*

Scenario	Vendor	Key Field Repeated	Service	Service Line Type	Contracts	Business Rule
1	All	Phone Number	VS	DID, Analog, BRI SPID, BRI, VOIP	Regional/ WITS 3	Represents the local side of the phone number
1	All	Phone Number	VS	Null=Long Distance	Networx	Represents the long distance service on a different contract
2	Century Link	UBI	TF		Networx	Each out dial will appear as its own TF number in the phone number field
3	All	Phone Number	VS		WITS 3	Represents Local PSTN for a cloud service for overflow
3	All	Phone Number	VS		Networx	Represents the long distance service on a different contract
3	All	Circuit Id/Service Instance Id	CLS		WITS 3	Represents the actual voice cloud service
3	All	Circuit Id/Service Instance Id	CSDS		WITS 3	Represents a possible partial month (to be investigated further)
4	All	Phone Number	All	DID, Analog, BRI SPID, BRI, PRI, Other, DSL, VOIP, T-1	Regional	Represents the local side of the phone number
4	All	Phone Number	All	DID, Analog, BRI SPID, BRI, PRI, Other, DSL, VOIP, T-1	Regional	Represents the local side of the phone number as a different service
5	All	Phone Number	All	DID, Analog, BRI SPID, BRI, PRI, Other, DSL, VOIP, T-1	Regional	Represents a "dummy" phone number with a circuit Id
5	All	Phone Number	All	DID, Analog, BRI SPID, BRI, PRI, Other, DSL, VOIP, T-1	Regional	Represents a "dummy" phone number with a unique circuit Id
5	All	Phone Number	All	DID, Analog, BRI SPID, BRI, PRI, Other, DSL, VOIP, T-1	Regional	Represents a dummy phone number and crosses regions
6	All	Circuit	NB-IPVPN		Networx	A bundled circuit may have multiple records due to the Identifier 1 field being unique with different PIPs

Scenario	Vendor	Key Field Repeated	Service	Service Line Type	Contracts	Business Rule
7	All	Circuit	PLS		Networx	PLS circuit can be repeated because of originating and terminating ends (Identified in NSC field) or Multipoints
8	All	Circuits	FRS		Networx	Can be a duplicate record because of originating NIC (Identified in ORIG_NIC field) or NxDS1
9	All	Circuits	MFS		Networx	Can be a duplicate because of originating NIC (Identified in ORIG_NIC field) or NxDS1
10	All	Circuits	MNS		Networx	Can be a duplicate because of originating NIC (Identified in ORIG_NIC field) or NxDS1
11	All	Circuits	MWLANS		Networx	Can be a duplicate because of originating NIC (Identified in ORIG_NIC field) or NxDS1
12	Sprint	Telephone Number	ACS, CCS		Networx	Sprint breaks out ACS and CCS as their own services. Consequently, the same phone numbers with different services may be displayed.
13	All	UBI	CCS		Networx	The same UBI can have multiple calling cards, which are differentiated in the TN field.
14	Verizon	Telephone Number	CSDS		WITS 3	CSDS is set as a standalone service but may be set up with the VS record as a separate service instance.
14	Verizon	Telephone Number	VS	DID, Analog, BRI SPID, BRI	WITS 3	Represents the local side of the phone number
14	Verizon	Telephone Number	NSEP		WITS 3	Because NSEP can be a standalone service in WITS 3, we leave the NSEP service as its own service instance even if associated with a number that already has a service instance

7 Agency Communication with GSA Team

GSA offers multiple methods for agencies to discuss TI related questions. A contact list is provided in Table 6.

Table 6. ***Contact Information***

Area	Source	Email	Phone Number
TI module access in E-MORRIS	FAS Billing Systems Help Desk	fasbilling.help@gsa.gov	877-944-8677 (toll-free)
Transition Inventory Questions	National Customer Service Center (NCSC)	ITCSC@gsa.gov	855-482-4348 (ITaid4U)
Transition Inventory Data - Detailed	Transition Coordination Center (TCC)	eistcc.inventory@gsa.gov	
General	Agency Managers and Technology Service Managers	See Office of Telecommunications Services Customer Support listing	See Office of Telecommunications Services Customer Support listing

7.1 E-MORRIS Help Desk

The E-MORRIS Help Desk will work with agencies to address and resolve issues associated with access to E-MORRIS data, including access to the TI module.

7.2 National Customer Service Center

GSA's NCSC will work with agencies to address and resolve questions about the TI module within the E-MORRIS online application and the data it contains. Complex cases requiring subject matter expertise will be escalated and addressed according to established procedures.

7.3 Transition Coordination Center

An agency may request inventory assistance or ask inventory related questions directly to the TCC at eistcc.inventory@gsa.gov.

7.4 GSA Customer Support Representatives

GSA's Agency Managers (AMs) and Technology Service Managers (TSMs) are available to support agencies through the transition process. Locate customer support representatives by reviewing the contact information provided in Section 7.

Appendix A – Acronyms

Acronym	Definition
AAI	All Agency Inventory
AB Code	Agency Bureau Code
ACS	Audi Conferencing Service
AHC	Agency Hierarchy Code
AM	GSA Agency Manager
ASRN	Agency Service Request Number
BAC	Billing Account Code
BAN LG	Billing Account Number Location
BAN	Billing Account Number
BRI	Basic Rate Interface
BRI SPID	Basic Rate Interface-Service Profile Identifier
BV	Business Volume
CCS	Call Center Service
CLIN	Contract Line Item Number
CLS	Cloud Service
CSDS	Circuit Switched Data Service
CSR	Customer Service Record
CSV	Comma Separated Values
CT	Connecticut
DAR	Designated Agency Representative
DID	Direct Inward Dial
DSL	Digital Subscriber Line
EIS	Enterprise Infrastructure Solutions
E-MORRIS	Enhanced Monthly On-Line Records and Reports of Information Technology Services
FO	Fair Opportunity
FRS	Frame Relay Service

Acronym	Definition
GSA	General Services Administration
GUI	Graphical User Interface
GUID	Global Unique ID
ID	Identification
IP	Internet Protocol
ISDN	Integrated Services Digital Network
IT	Information Technology
ITC	Office of Information Technology Category
Kbps	Kilobits per second
MFS	Managed Firewall Service
MNS	Managed Network Service
MRC	Monthly Recurring Charge
MS	Microsoft
MWLANS	Multimode/Wireless LAN Service
NB-IPVPN	Network Based IP Virtual Private Network
NCR	National Capital Region
NIC	Networx Inventory Code
NIM	Networx Inventory Module
NRC	Non-Recurring Charge
NS2020	Network Services 2020
NSC	Network Site Code
NSEP	National Security and Emergency Preparedness
NxDS1	Quantity of Digital Signal 1 (T-1)
ORIG_NIC	Originating Networx Inventory Code
OTS	Office of Telecommunications Services
PBEE	Prime Biller Extended Edition

Acronym	Definition
PBX	Private Branch Exchange
PIP	Private Internet Protocol
PLS	Private Line Service
PRI	Primary Rate Interface
PSTN	Public Switched Telephone Network
PWV	Proportional Weighted Value
RLS	Regional Local Services
SIR	Service Instance Record
SOW	Statement of Work
T-1	T-1
TCC	Transition Coordination Center
TF	Toll Free
TI	Transition Inventory
TM	Transition Manager
TN	Telephone Number
TOPS	Telecommunications Ordering and Pricing System
TPTR	EIS Transition Progress Tracking Report
TSM	Technology Service Manager
UBI	Unique Billing Identifier
URL	Uniform Resource Locator
VA	Virginia
VOIP	Voice Over IP
VS	Voice Service
WITS 3	Washington Interagency Telecommunications System

Appendix B – Key Metrics and Definitions

Metric	Description
AB Code	Code associated with the agency to which the user has access credentials within E-MORRIS
Agency	The name of the agency or agencies to which the user has access credentials within E-MORRIS
Business Volume (BV)	The dollar amount billed by the contractors for services, including MRC, NRC, adjustments, taxes and GSA fees; may also include adjustments made by GSA; BV on expiring contracts must be reduced to $0
BV $ Current	BV as of the end of the current reporting period (BV As Of date)
BV $ Initial	BV as of November 2016 (immediately following agency confirmation)
BV $ Reduction	The difference between BV $ Initial and BV $ Current (BV $ Initial less BV $ Current)
BV % Reduction	The ratio of BV $ Reduction to BV $ Initial, where a negative result (in parentheses) indicates BV has increased (BV $ Reduction / BV $ Initial)
Service Instance Record (SIR)	A summarized roll-up of a current base service and the associated supporting/feature CLINs; SIRs provide a consistent measure to track services as they transition from Networx, WITS 3, and GSA RLS contracts
SIR # Active	The total number of active SIRs contained in the TI module of E-MORRIS (SIR # Total less SIR # Disconnected)
SIR # Disconnected	The total number of SIRs contained in the TI module of E-MORRIS that are marked as disconnected (SIR # Total less SIR # Active)
SIR # Total	The total number of SIRs contained in the TI module of E-MORRIS (SIR # Active plus SIR # Disconnected)
SIR % Disconnected	The percent change of SIR # Disconnected compared to SIR # Total (SIR # Disconnected / SIR # Total)
SIR Proportional Weighted Value (PWV)	A value assigned to a service based on the relative difficulty of transitioning that service; Using this weighting methodology, simple services such as calling cards reflect a low PWV, while more complex services such as NVPN hold a higher value
SIR PWV # Active	The count of all active SIRs with weighted values applied.
SIR PWV # Disconnected	The count change of SIR # Total compared to SIR # Active, with weighted values applied (SIR PWV # Total less SIR PWV # Active)
SIR PWV # Total	The count of all SIRs including active and disconnected with weighted values applied.
SIR PWV % Disconnected	The percent change of SIR # Disconnected compared to SIR # Total, with weighted values applied (SIR PWV # Disconnected / SIR PWV # Total)
	The green "up" arrow represents a percentage that is greater than (ahead of) the Transition Target %.
	The red "down" arrow represents a percentage that is less than (behind) the Transition Target %.

Appendix C – Transition Inventory Report Fields

Fld Ord	Field Name	Field Description	Networx	GSA RLS	WITS 3
1	Status	Action to be taken for each record (Change, Add)	Y	Y	Y
2	AHC	Agency Hierarchy Code	Y	Y	Y
3	Agency Name	Full Agency Name-Standardized	Y	Y	Y
4	Sub-Agency Name	Sub Agency Name-Standardized	Y	Y	Y
5	Source Agency Name	Provides the agency name as it appears in the source file used to populate TI	X	Y	X
6	Contract ID	Contract Identifier	Y	Y	Y
7	Contract	Contract	Y	Y	Y
8	Contractor	Contractor	Y	Y	Y
9	Service	Service Type Acronym	Y	Y	Y
10	Service Description	Description of the Service Type Acronym	Y	Y	Y
11	Service Instance Identifier	Service Instance Identifier (Could be a concatenation of values that are familiar to the customer)	Y	Y	Y
12	UBI	Unique Billing Identifier	X		
13	Circuit ID	Circuit Identifier	X	Y	X
14	Phone No	Telephone Number	X	Y	X
15	Validation Status	Validated Record	Y	Y	Y
16	Service Instance Status	Provides contractor status of service being active or disconnected	Y	Y	Y
17	Identifier 1	Open field used to populate miscellaneous identifiers from Contractor data	X	X	X
18	Identifier 2	2nd open field used to populate miscellaneous identifiers from Contractor data	X	X	X
19	Disconnect Date	Disconnect Date	X	X	X
20	Full Service	Flag, indicating Full-Service Y/N	Y	Y	Y
21	Region	GSA Region Code	X	Y	Y
22	Customer Number	Contractor Customer Account Number	X	Y	Y
23	AB Code	Agency Bureau Code	Y	Y	Y
24	Service Order	Service Order Number	X	X	X
25	DAR	Designated Agency Representative	X	Y	
26	ASRN	Agency Service Request Number	X		
27	ASRN2	Agency Service Request Number 2	X		
28	Order Type	Order Type (New, Transition, Change, Disconnect)	X		
29	Shared Tenant	Shared Tenant Order			
30	Install Date	Install Date (Contractor)	X	X	X
31	Orig NIC	Originating Networx Inventory Code	X		
32	Term NIC	Terminating Networx Inventory Code	X		

Fld Ord	Field Name	Field Description	Networx	GSA RLS	WITS 3
33	NSC	Network Site Code	X	X	X
34	Address	Street Address	X	X	X
35	City	City	X	X	X
36	State	State	X	X	X
37	ZIP	Zip	X	X	X
38	Country	Country	X	X	X
39	System ID	Telephone System ID	X	Y	Y
40	Customer ID	Customer Id	X	Y	Y
41	Work Site ID	TOPS Work Site Id	X	Y	Y
42	Line/Service Type	Line/Service Type	X	X	X
43	Product Code	Product Code		X	
44	Product Description	Product Description		X	
45	Subcategory Code	Subcategory ID		X	
46	BAC	Billing Account Code	X		Y
47	BAN LG	Billing Account Number Location	X		Y
48	BAN	Billing Account Number	X		X
49	Sub-Service	Denotes a record that is NOT a primary service	Y	Y	Y
50	Category	Category ID		X	
51	GSA Tracking ID	Specific tracking ID derived by GSA (System generated by GSA - Global Unique ID "GUID")	Y	Y	Y

Y=Populated
X=Populated if available
Null=Value not applicable or available for the field