

For: State and County Offices

International Technology Services (ITS) Space Costs Survey

Approved by: Deputy Administrator, Management



1 Field Office Space Coordinator Survey

A Background

The OCIO Information Technology and Funding Committee asked that a space committee be established to examine different options for distributing ITS space costs.

The Space Committee, that was established from representatives from Service Center agency and OCIO, ITS employees have looked at different options for distributing ITS space costs and now needs to gather costs data to decide the pros and cons of each option.

B Purpose

This notice provides a survey that shall be completed by State and County Offices.

C Action

State and County Offices shall complete the SharePoint survey at <https://fsa.sc.egov.usda.gov/mgr/IPUSO/Lists/Test%20Survey/overview.aspx>, by **November 30, 2009**. The International Technology Services Space Survey Technical Guide (Exhibit 1) shall be used when completing the survey.

State and County Offices may review the ITS space standards at www.ocio.usda.gov/directives/doc/DR3901-001.pdf.

Note: When responding to the question, “Is there **only** an ADP room at the location?”, if there is any other space being used by ITS at the location, such as ITS storage or there are OCIO, ITS employees onsite, etc., users shall answer “**No**”.

D Contact

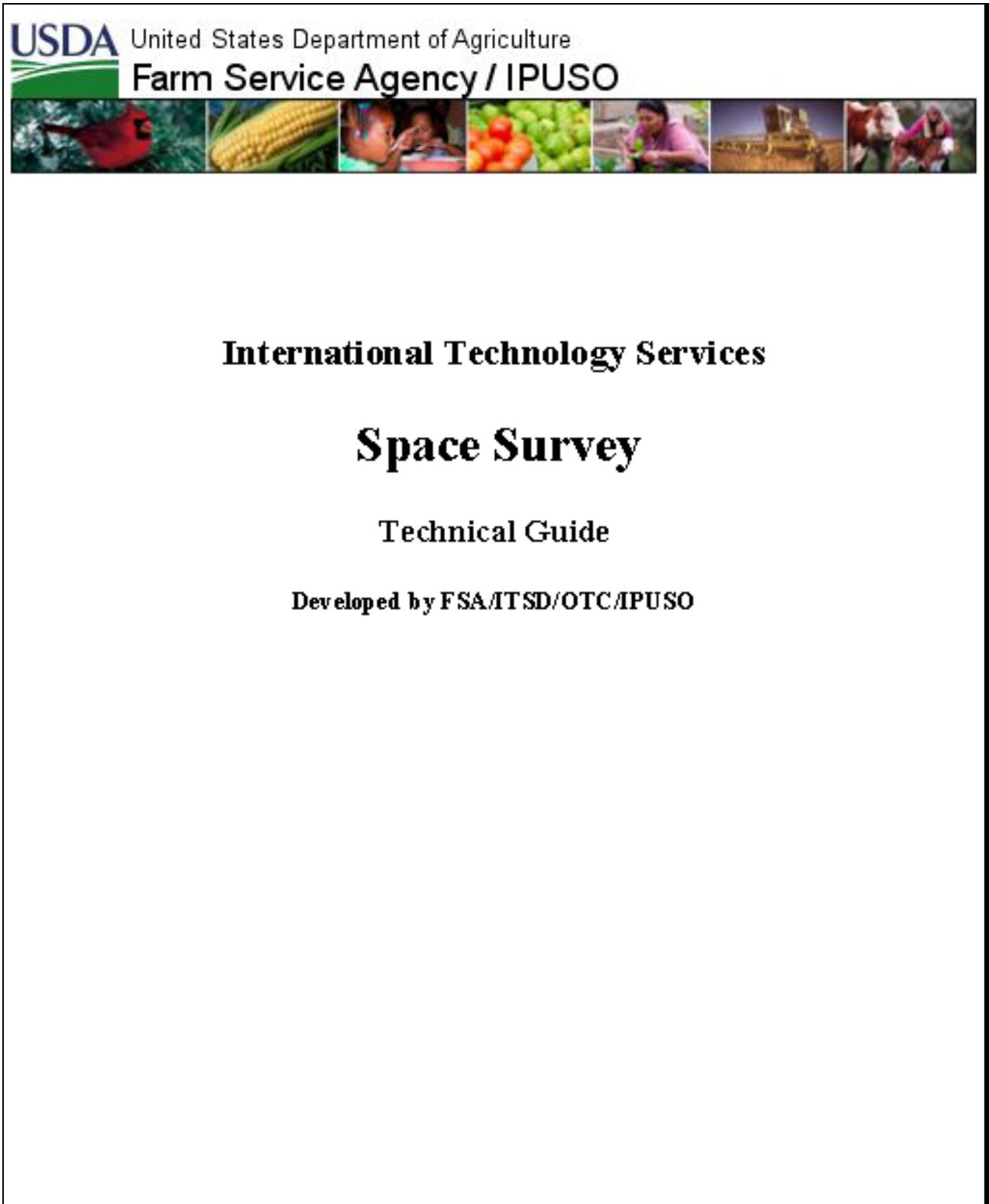
If there are questions about this notice, contact Kathy Fay by either of the following:

- e-mail to kathy.fay@wdc.usda.gov
- telephone at 301-504-2121.

Disposal Date	Distribution
February 1, 2010	State Offices; State Offices relay to County Offices

International Technology Services Space Survey Technical Guide

This guide shall be used by Field Office lead agency space coordinators to complete the survey referenced in subparagraph 1 C.



International Technology Services Space Survey Technical Guide (Continued)

USDA United States Department of Agriculture
Farm Service Agency / IPUSO



Table of Contents

Purpose 3

ITS Space Survey

Technical Summary 4

Access 5

Respond to survey 6-9

Help 9

Appendix A

How to Determine the Office Information Profile (OIP) Site ID 10

Appendix B

Microsoft Sharepoint Collaboration Software 13

International Technology Services Space Survey Technical Guide (Continued)

USDA United States Department of Agriculture
Farm Service Agency / IPUSO

**Purpose:**

This document is provided to assist you with the technical aspects of responding to the ITS Space Survey hosted on a Microsoft Sharepoint Collaboration website. You will need a fundamental understanding of internet browsers. This document is written for the USDA user community which has obtained the necessary experience or knowledge of internet browsers through training or experience with other web based applications such as the web based, AgLearn, human resource training application.

(intentionally left blank)

International Technology Services Space Survey Technical Guide (Continued)

USDA United States Department of Agriculture
Farm Service Agency / IPUSO



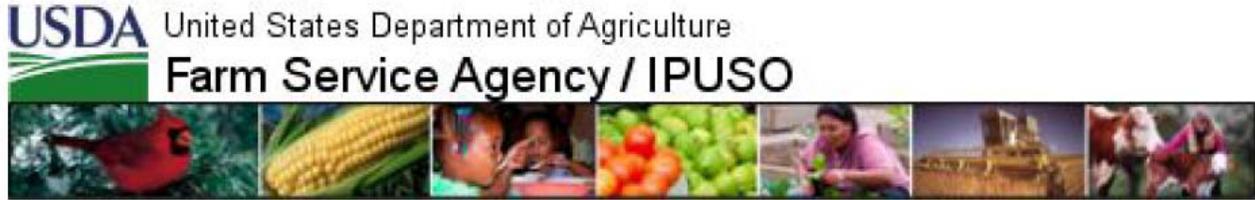
IT S Space Survey

Technical Summary

MS/Sharepoint allows a user to create web based surveys. This survey contains conditional branching which is determined by the replies provided to the questions displayed in the survey. You may not be aware of the branching, given the intuitive nature of the process.

(intentionally left blank)

International Technology Services Space Survey Technical Guide (Continued)



USDA United States Department of Agriculture
Farm Service Agency / IPUSO

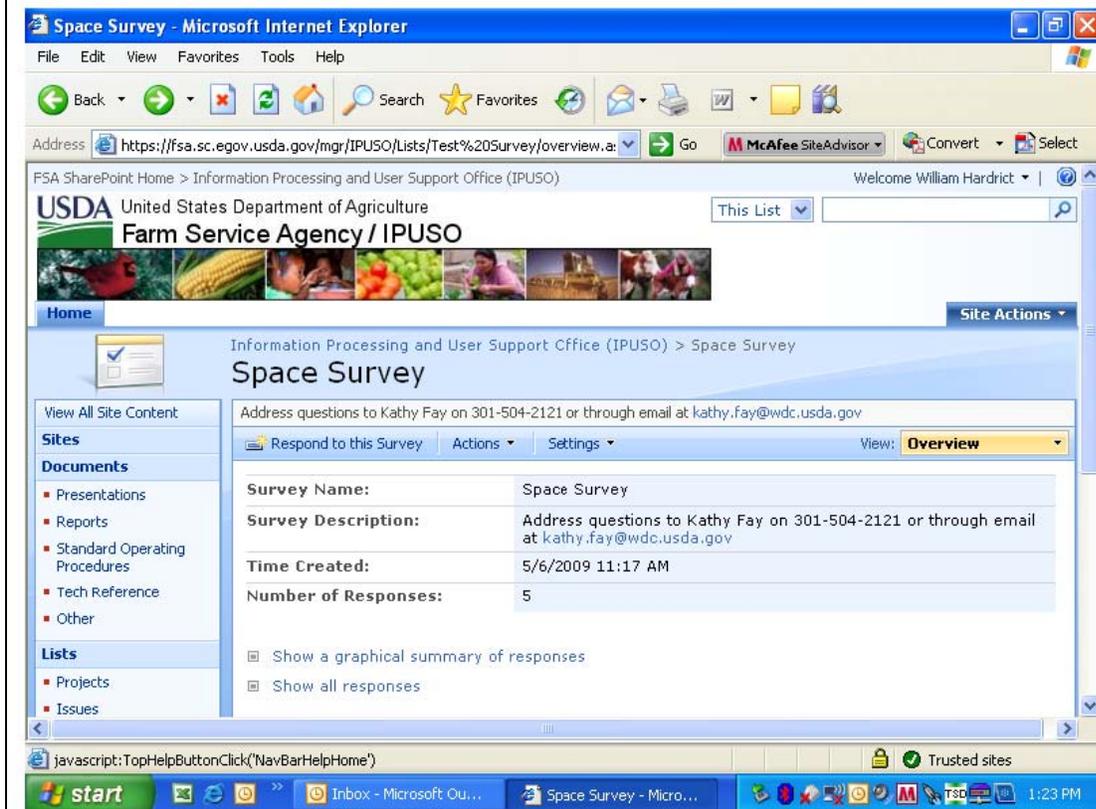
Access

The ITS Space Survey can be accessed by opening your browser and going to the following URL address:

<https://fsa.sc.egov.usda.gov/mgr/IPUSO/Lists/Test%20Survey/overview.aspx>

The following page will be displayed. Just below the title “Space Survey” you will see Kathy Fay’s telephone number and email address. Just below that you will see a row of buttons starting with “Respond to this survey”. In the event you can’t access this page or the page does not display what is seen in the following example. See the “Help” section at the end of this document for contact information. (You won’t see a “Settings” button on your page.)

You are now on the MS/Sharepoint site of the Farm Service Agency’s Information Processing and User Support Office.



International Technology Services Space Survey Technical Guide (Continued)

USDA United States Department of Agriculture
Farm Service Agency / IPUSO

**Respond To Survey****Survey Options**

From the webpage displayed above you are expected to interact through three options:

- Respond to Survey button

The following options will not display until you have completely responded to a survey.

- Show a graphical summary of responses (Displays bar graph of responses)
- Show all responses (Displays a list of responses from which you may view each but are allowed to only edit the response you created)

Responding to the survey

Responding to the survey completely, creates a response file on this site. A response file is not created until the user provides an answer to all of the questions presented. Changes to your survey responses may be accomplished by editing your response file. How this can be accomplished will be described in detail below.

(intentionally left blank)

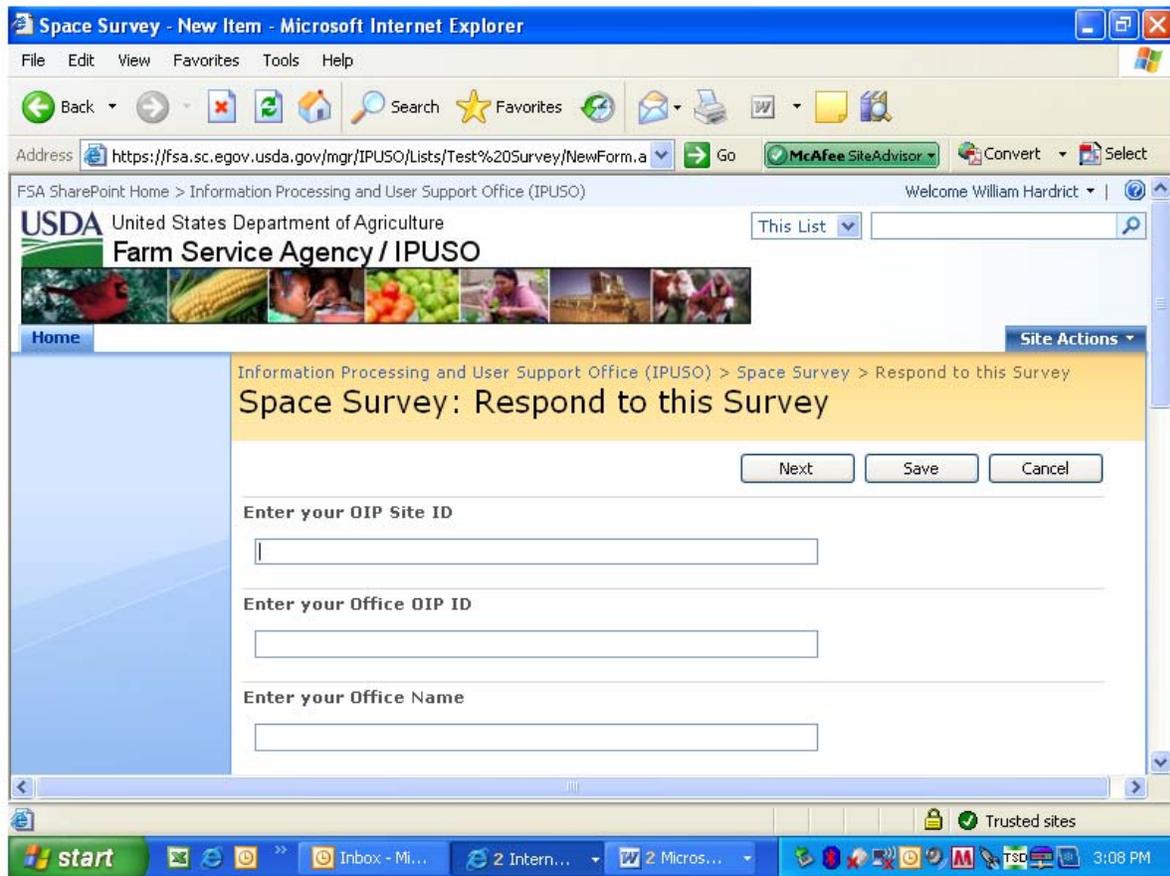
International Technology Services Space Survey Technical Guide (Continued)



Respond To Survey

Responding to the survey (continued)

To begin responding to this survey, left click on the “Respond to Survey” button. The following is an example of the page that will be displayed.



Clicking on the three MS/Sharepoint buttons displayed at the top right and bottom right of the webpage results in the following:

- Next - proceeds to the next page of survey questions
- Save - saves the responses provided into response file; returns to Space Survey title page
- Cancel - cancels all responses; returns to Space Survey title page; no response file created

International Technology Services Space Survey Technical Guide (Continued)



Respond To Survey (continued)

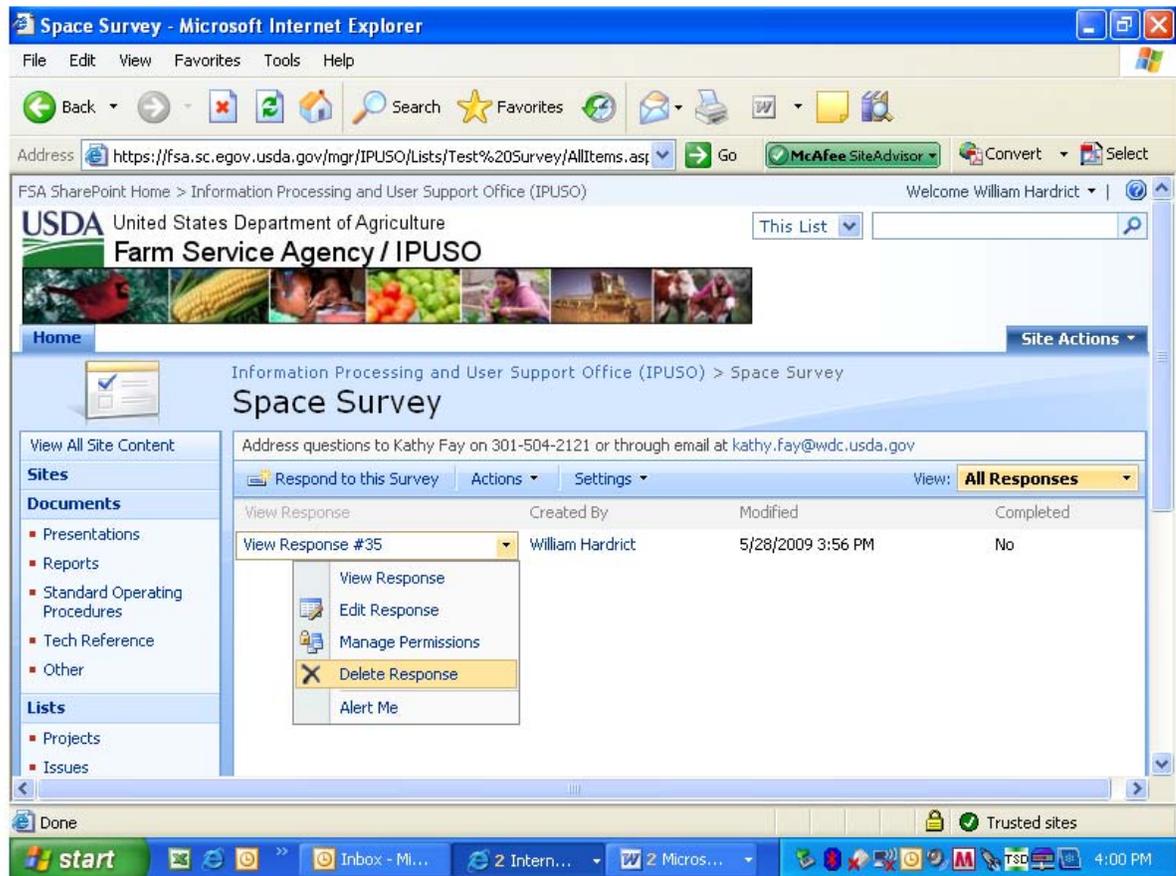
Editing/Deleting Responses

During initial survey response:

- All responses can be deleted by clicking on the cancel button during the survey
- Specific responses can be edited by using the browser’s back button

After completion of an initial survey response:

- All responses can be deleted by clicking on the “Show all Responses” button; selecting the response file created by you by left clicking on the drop down arrow at the end of the response name; select delete (see display page below)



- All responses can be edited by clicking on the “Show all Responses” button; selecting the response file created by you by left clicking on the drop down arrow at the end of the response name; select edit; returns you to the survey (see edit option in display page above)

International Technology Services Space Survey Technical Guide (Continued)

 United States Department of Agriculture
Farm Service Agency / IPUSO**Respond To Survey** (continued)**Miscellaneous Options**

Returning to the Space Survey title webpage; click on the “View” button on the same line, and far right of the “Respond to this survey” button; select overview, returns to Space Survey title webpage

Help

Please contact:

Survey Procedural/Administrative Support

- › Kathy Fay 301.504.212 / kathy.fay@wdc.usda.gov

Technical MS/Sharepoint Support

- › Bob Burney 816.926.6603 / robert.burney@kcc.usda.gov
- › Bill Hardrict 816.926.6010 / william.hardrict@kcc.usda.gov

International Technology Services Space Survey Technical Guide (Continued)

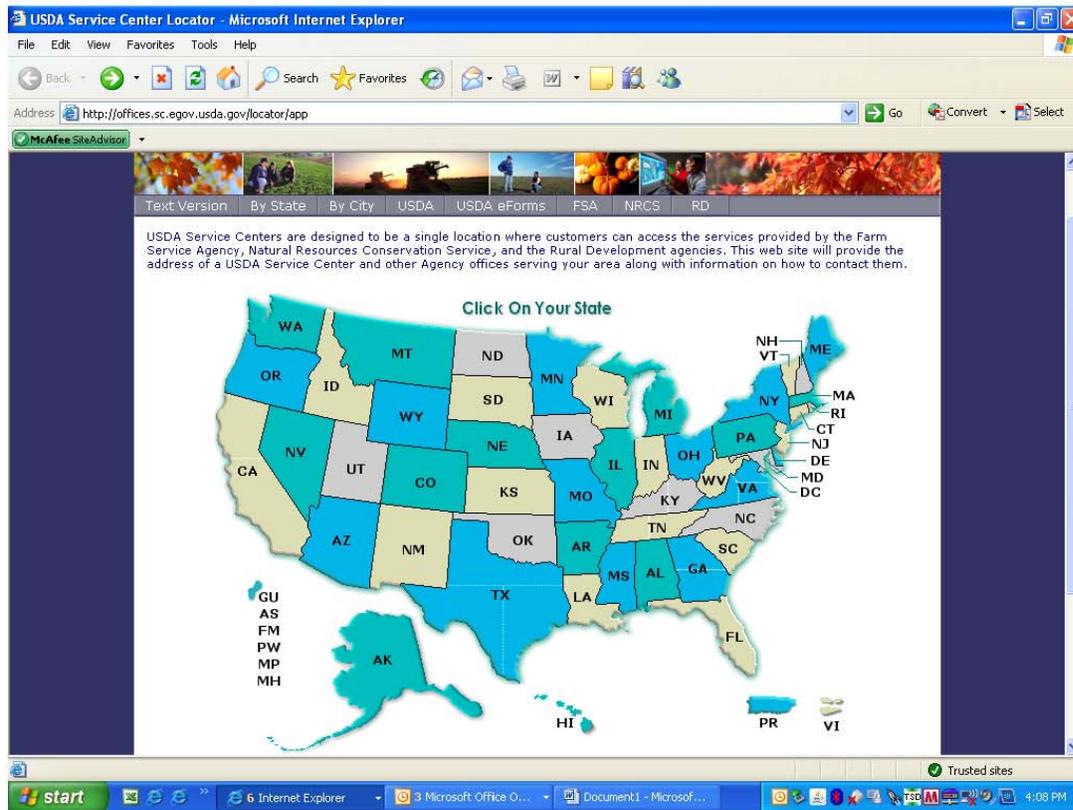
USDA United States Department of Agriculture
Farm Service Agency / IPUSO



Appendix A

OIP Site IDs can be obtained using the following procedure:

- 1) Go to the OIP Service Center Locator web site (<http://offices.sc.egov.usda.gov/locator/app>) to find your specific office.
- 2) Left click on the state (or protectorate) in which your office is located.



International Technology Services Space Survey Technical Guide (Continued)

USDA United States Department of Agriculture Farm Service Agency / IPUSO



3) Left click on your county.

International Technology Services Space Survey Technical Guide (Continued)

USDA United States Department of Agriculture
Farm Service Agency / IPUSO



The OIP Site ID is in the detailed office information.

4) Click the "Mailing Address" link to display detailed information.

The Site Id for your office is displayed on the right side of the detailed information for your office.

International Technology Services Space Survey Technical Guide (Continued)

USDA United States Department of Agriculture
Farm Service Agency / IPUSO

**Appendix B****Microsoft Sharepoint Collaboration Software**

Microsoft SharePoint is a collection of products and software elements that include, amongst a growing selection of components, Internet Explorer based collaboration functions, process management modules, search modules and a document-management platform. SharePoint can be used to host web sites that access shared workspaces, information stores and documents, as well as host defined applications such as wikis and blogs. All users can manipulate proprietary controls called "web parts" or interact with pieces of content such as lists, document libraries and surveys.