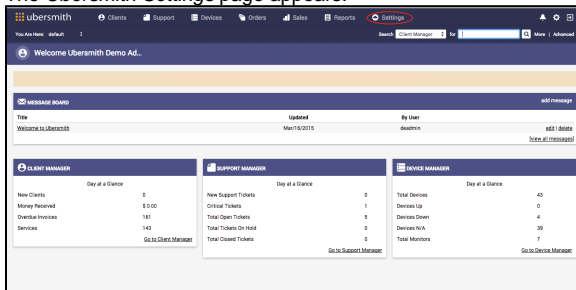


# Adding Locations

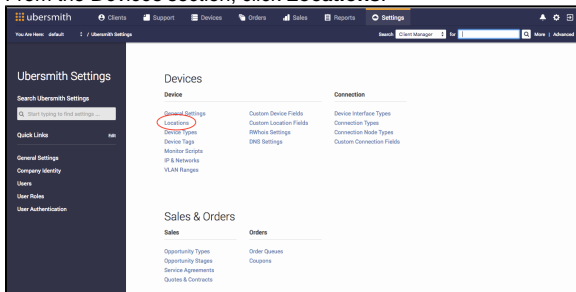
Locations allow you to define your facilities from the street level all the way down to an individual rack unit. Each facility can be further defined with zones, cages, rows and racks. Racks contain all of your devices.

## Accessing the Device Locations page

1. From the *Ubersmith Dashboard*, click **Settings**.  
The *Ubersmith Settings* page appears.



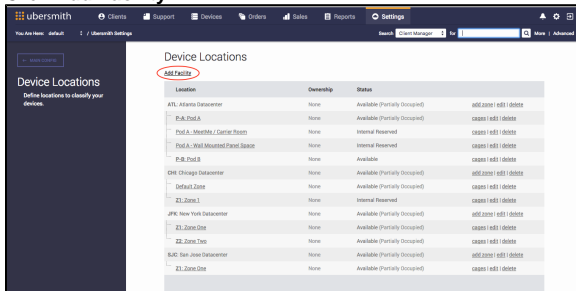
2. From the *Devices* section, click **Locations**.



The *Device Locations* page appears.

## Adding Facilities

- Click **Add Facility**.



The *Add Facility* page appears.

## Complete the Details tab

1. In the **Name** field, enter the name of the facility.
2. In the **Code** field, enter an alpha-numeric code to identify the facility.
3. In the **Status** field, select an option.
  - Select **Available** if the facility is available.
  - Select **Inactive** if the facility is inactive.
  - Select **Internal Reserved** if the facility is reserved for yourself.
  - Select **Internal Occupied** if the facility is occupied by you.
  - Select **Customer Right of First Refusal** if the facility must first be offered to the listed client before it can be made available to any other client.
  - Select **Customer Occupied** if the facility is already occupied by the listed customer.
4. In the **RoFR Expiration Date** field, enter the date that the client's right of first refusal expires.
5. In the **Assigned Date** field, enter the date the facility was assigned to the corresponding status.

On this page:

On this page:

- [Accessing the Device Locations page](#)
- [Adding Facilities](#)
  - [Complete the Details tab](#)
  - [Complete the Ownership Info tab](#)
  - [Complete the Provider Info tab](#)
  - [Complete the Address tab](#)
  - [Complete the Custom Fields tabs](#)
- [Related Topics](#)



#### Note

The RoFR Expiration Date and Assigned Date field only display if the customer right of first refusal or customer occupied status is selected.

6. In the **AC Power Capacity (Amps)** field, enter the AC power capacity of the facility.
7. In the **DC Power Capacity (Amps)** field, enter the DC power capacity of the facility.
8. In the **Area (Square Feet)** field, enter the facility's square feet area.

## Complete the Ownership Info tab

1. Click the *Ownership Info* tab.
2. In the **Search** field, select the type of information you want to find, such as a client ID number or client name.
3. In the **For** field, enter the criteria based on the input selected in the search field.
4. Click **Search**.
5. In the *Search Results* section, select the desired search result.
6. In the *Select Service* section, select the corresponding service.

## Complete the Provider Info tab

1. Click the *Provider Info* tab.
2. In the **Search** field, select the type of information you want to find, such as a client ID number or client name.
3. In the **For** field, enter the criteria based on the input selected in the search field.
4. Click **Search**.

5. In the *Search Results* section, select the desired search result.

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### Add Facility

Details Ownership Info **Provider Info** Address Custom Fields

Select a provider to associate this facility with

**Find a Provider**

Search Client ID #

For

**Search Results**

☐ No provider selected

☒ 1045 Office Solutions  
1234 Central Avenue Albany, NY 12201  
United States

## Complete the Address tab

1. Click the *Address* tab.
2. In the **Description** field, enter some information that describes your facility.
3. In the **Address** field, enter the street address of your facility.
4. In the **Address 2** field, enter the street address of your facility, if necessary.
5. In the **City** field, enter the city where your facility is located
6. In the **State** field, enter the state where your facility is located
7. In the **Zip** field, enter the zip code for your facility.
8. In the **Country** field, enter the country where your facility is located.
9. In the **Phone Number** field, enter the phone number of your facility.
10. In the **Access Notification** field, enter the name/email of the person to contact in order to gain access of the facility.

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### Add Facility

Details Ownership Info Provider Info **Address** Custom Fields

**Description** The Chicago data center is for storing, managing, and disseminating data and information for our clients who subscribe to the server management service.

**Address** 64340 Western Avenue

**Address 2**

**City** Chicago

**State** Alabama

**Zip** 60296

**Country** United States

**Phone Number** 3121234567

**Access Notification** cmonish@ubersmith.com

## Complete the Custom Fields tabs

1. Click the *Custom Fields* tab.
2. If you have any custom facility fields set up in your *Ubersmith* instance, they will display here. See Adding Custom Location Fields.
3. Click **Save** or **Save & New**.

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### Add Facility

Details Ownership Info Provider Info Address **Custom Fields**

**Un grouped**

**Power Capacity (90 kwatts)** 10000

## Related Topics

[Managing Facilities](#)

[Managing Zones](#)

[Adding Custom Location Fields](#)

[Managing Custom Location Fields](#)