

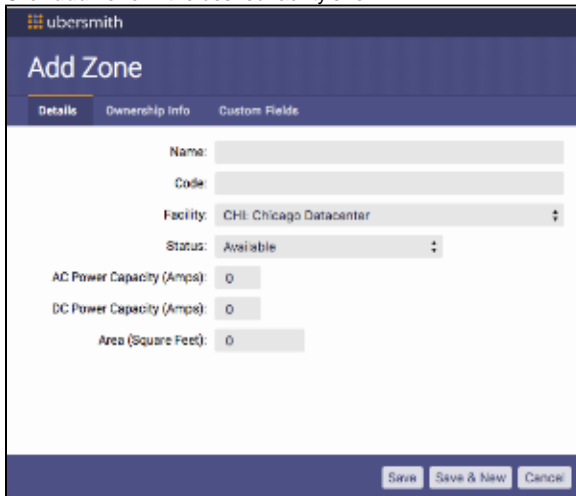
# Managing Facilities

Once you have created facilities, you can either edit or delete them. You can also add and delete zones and view existing cages inside the zones.

## Adding Zones

Zones are added to existing facilities from the Device Locations page.

1. [Access the Device Locations page.](#)
2. Click **add zone** in the desired facility's row.



The *Add Zone* 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 **Facility** field, select the facility the zone is located in.
4. 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.
5. In the **RoFR Expiration Date** field, enter the date that the client's right of first refusal expires.
6. In the **Assigned Date** field, enter the date the facility was assigned to the corresponding status.



### Note

- The RoFR Expiration Date and Assigned Date field only display if the customer right of first refusal or customer occupied status is selected.
- If the status for the facility is reserved or occupied, the zone status automatically inherits the same value.

7. In the **AC Power Capacity (Amps)** field, enter the AC power capacity of the facility.
8. In the **DC Power Capacity (Amps)** field, enter the DC power capacity of the facility.

### On this page:

On this page:

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9. In the **Area (Square Feet)** field, enter the facility's square feet area.

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## Add Zone

Details Ownership Info Custom Fields

Name: Zone 1

Code: Z1

Facility: CHI, Chicago Datacenter

Status: Internal Reserved (inherited from Facility Chicago Datacenter)

AC Power Capacity (Amps): 500

DC Power Capacity (Amps): 500

Area (Square Feet): 1000

Save Save & New Cancel

## 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.

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## Add Zone

Details **Ownership Info** Custom Fields

Select a client to associate this zone with

**Find a Client**

Search Client ID #

For 1045

Search

**Search Results**

No client selected

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

**Select Service**

260: Managed Server (mang)

Save Save & New Cancel

## Complete the Custom Fields tab

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**.

The screenshot shows the 'Add Zone' form with the 'Custom Fields' tab active. The 'Communication Pathway' is set to 'Inbound'. The 'Save' and 'Save & New' buttons are highlighted at the bottom.

## Viewing Cages

1. Access the [Device Locations](#) page.

The screenshot shows the 'Device Locations' page with a table of locations. The 'Default Zone' row is highlighted, and the date '09/01/16 11:00:00' is circled in red.

Location	Ownership	Status	
ATL Atlanta Datacenter	None	Available (Partially Occupied)	09/01/16 11:00:00
P.B. Pool A	None	Available (Partially Occupied)	09/01/16 11:00:00
Pool A - Mounted / Carrier Space	None	Internal Reserved	09/01/16 11:00:00
Pool A - Wall Mounted Panel Space	None	Internal Reserved	09/01/16 11:00:00
P.B. Pool B	None	Available	09/01/16 11:00:00
DH Chicago Datacenter	None	Available (Partially Occupied)	09/01/16 11:00:00
Default Zone	None	Available (Partially Occupied)	09/01/16 11:00:00
Z1 Zone 1	None	Internal Reserved	09/01/16 11:00:00
JFK New York Datacenter	None	Available (Partially Occupied)	09/01/16 11:00:00
Z1 Zone Data	None	Available (Partially Occupied)	09/01/16 11:00:00
Z2 Zone Two	None	Available (Partially Occupied)	09/01/16 11:00:00
SJC San Jose Datacenter	None	Available (Partially Occupied)	09/01/16 11:00:00
Z1 Zone Data	None	Available (Partially Occupied)	09/01/16 11:00:00

The *Device Zone* page appears displaying any existing cages with any corresponding rows and racks.

## Editing Facilities

1. Access the [Device Locations](#) page.
2. Click **edit** in the facility's row you need to edit.

The screenshot shows the 'Device Locations' page with a table of locations. The 'Default Zone' row is highlighted, and the 'edit' button in the date column is circled in red.

Location	Ownership	Status	
ATL Atlanta Datacenter	None	Available (Partially Occupied)	09/01/16 11:00:00
P.B. Pool A	None	Available (Partially Occupied)	09/01/16 11:00:00
Pool A - Mounted / Carrier Space	None	Internal Reserved	09/01/16 11:00:00
Pool A - Wall Mounted Panel Space	None	Internal Reserved	09/01/16 11:00:00
P.B. Pool B	None	Available	09/01/16 11:00:00
DH Chicago Datacenter	None	Available (Partially Occupied)	09/01/16 11:00:00
Default Zone	None	Available (Partially Occupied)	09/01/16 11:00:00
Z1 Zone 1	None	Internal Reserved	09/01/16 11:00:00
JFK New York Datacenter	None	Available (Partially Occupied)	09/01/16 11:00:00
Z1 Zone Data	None	Available (Partially Occupied)	09/01/16 11:00:00
Z2 Zone Two	None	Available (Partially Occupied)	09/01/16 11:00:00
SJC San Jose Datacenter	None	Available (Partially Occupied)	09/01/16 11:00:00
Z1 Zone Data	None	Available (Partially Occupied)	09/01/16 11:00:00

The *Edit Facility* page appears.

- From the *Edit Facility* page, make any necessary updates you need.

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## Edit Facility: Chicago Datacenter

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

Name: Chicago Datacenter

Code: CHI

Status: Available (Partially Occupied)

AC Power Capacity (Amps): 1000

DC Power Capacity (Amps): 1000

Area (Square Feet): 1500

**Save** **Cancel**

- Click **Save**.

## Editing Zones

- Access the *Device Locations* page.
- Click **edit** in the zone's row you need to edit.

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Device Locations

Define locations to identify your devices.

Location	Ownership	Status	
ATL Atlanta Datacenter	None	Available (Partially Occupied)	08/01/2018 - 08/01/2018
P.A. Pod A	None	Available (Partially Occupied)	08/01/18 - 08/01/18
Pod A, Middle / Center Space	None	Internal Reserved	08/01/18 - 08/01/18
Pod A, Wall Mounted Panel Space	None	Internal Reserved	08/01/18 - 08/01/18
P.A. Pod B	None	Available	08/01/18 - 08/01/18
CHI Chicago Datacenter	None	Available (Partially Occupied)	08/01/2018 - 08/01/2018
Default Zone	None	Available (Partially Occupied)	08/01/18 - 08/01/18
Z1, Zone 1	None	Internal Reserved	08/01/18 - 08/01/18
JFK New York Datacenter	None	Available (Partially Occupied)	08/01/2018 - 08/01/2018
Z1, Zone One	None	Available (Partially Occupied)	08/01/18 - 08/01/18
Z2, Zone Two	None	Available (Partially Occupied)	08/01/18 - 08/01/18
SJC San Jose Datacenter	None	Available (Partially Occupied)	08/01/2018 - 08/01/2018
Z1, Zone One	None	Available (Partially Occupied)	08/01/18 - 08/01/18

The *Edit Zone* page appears.

- From the *Edit Zone* page, make any necessary updates you need.

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## Edit Zone: Zone 1

**Details** | Ownership Info | Custom Fields

Name: Zone 1

Code: Z1

Facility: CHI, Chicago Datacenter

Status: Internal Reserved

Assigned Date: Oct/07/2018

AC Power Capacity (Amps): 500

DC Power Capacity (Amps): 500

Area (Square Feet): 1000

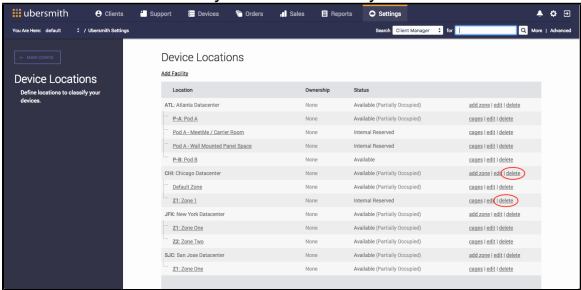
**Save** **Cancel**

- Click **Save**.

## Deleting Facilities and Zones

- Access the *Device Locations* page.

2. Click **delete** in the facility's or zone's row you need to delete.



3. Click **Yes**.

## Related Topics

[Adding Locations](#)

[Managing Zones](#)

[Adding Custom Location Fields](#)

[Managing Custom Location Fields](#)