

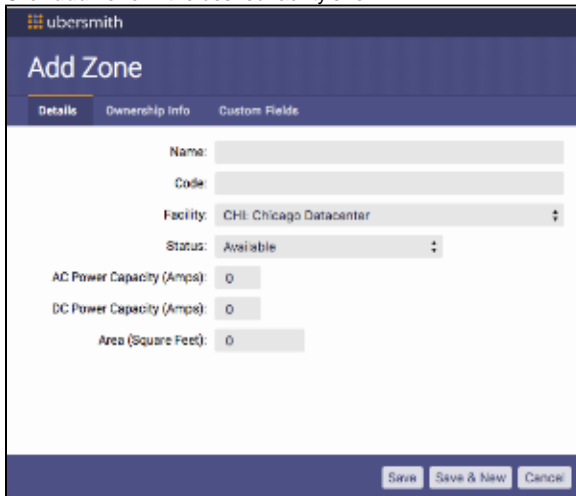
# Managing Facilities

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 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 *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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Home | Client Management | Settings | Reports | Alerts | Settings

### Device Locations

Define locations to identify your devices.

**All Facility**

Location	Ownership	Status	
ATL Atlanta Datacenter	None	Available (Partially Occupied)	08/01/2018 - 08/01/2018
P.A. DnA	None	Available (Partially Occupied)	08/01/2018 - 08/01/2018
DnA-Medical Center South	None	Internal Reserved	08/01/2018 - 08/01/2018
DnA-Wall Mounted Panel Space	None	Internal Reserved	08/01/2018 - 08/01/2018
P.A. DnB	None	Available	08/01/2018 - 08/01/2018
CHI Chicago Datacenter	None	Available (Partially Occupied)	08/01/2018 - 08/01/2018
Default Zone	None	Available (Partially Occupied)	08/01/2018 - 08/01/2018
Z1, Zone 1	None	Internal Reserved	08/01/2018 - 08/01/2018
JFK New York Datacenter	None	Available (Partially Occupied)	08/01/2018 - 08/01/2018
Z1, Zone 2a	None	Available (Partially Occupied)	08/01/2018 - 08/01/2018
Z1, Zone 2b	None	Available (Partially Occupied)	08/01/2018 - 08/01/2018
SJC San Jose Datacenter	None	Available (Partially Occupied)	08/01/2018 - 08/01/2018
Z1, Zone 3a	None	Available (Partially Occupied)	08/01/2018 - 08/01/2018

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

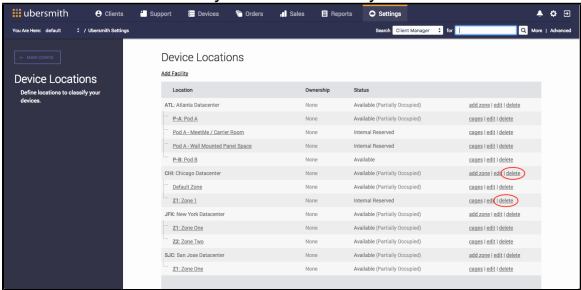
**Save** **Cancel**

- 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.



- A warning message appears.
3. Click **Yes**.

## Related Topics

[Adding Locations](#)

[Managing Zones](#)

[Adding Custom Location Fields](#)

[Managing Custom Location Fields](#)