

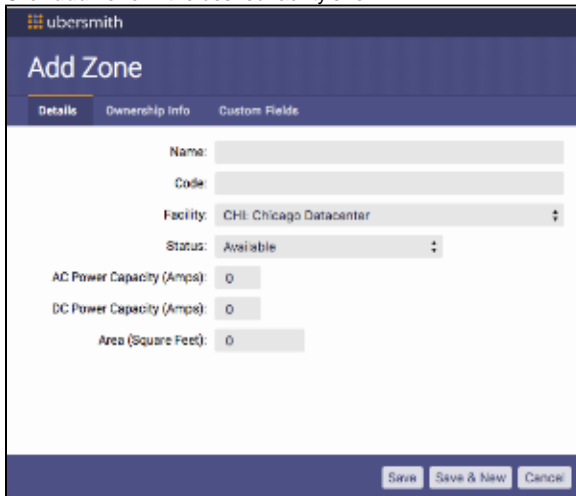
Managing Facilities

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.

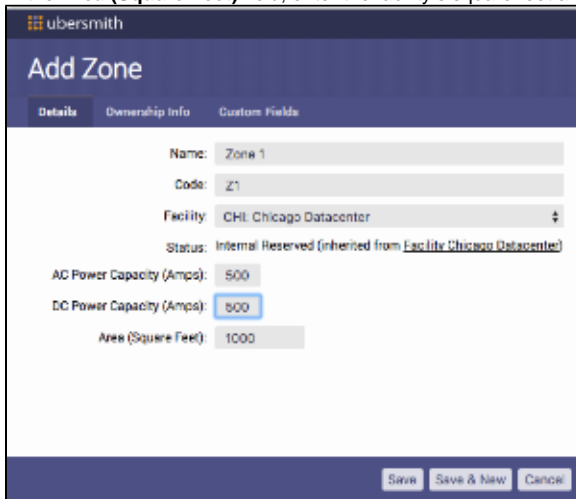
7. In the **AC Power Capacity (Amps)** field, enter the AC power capacity of the facility.
8. In the **DC Power Capacity (Amps)** field, enter the DC power capacity of the facility.

On this page:

On this page:

- [Adding Zones](#)
 - [Complete the Details tab](#)
 - [Complete the Ownership Info tab](#)
- [Viewing Cages](#)
- [Editing Facilities](#)
- [Editing Zones](#)
- [Deleting Facilities and Zones](#)
- [Related Topics](#)

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



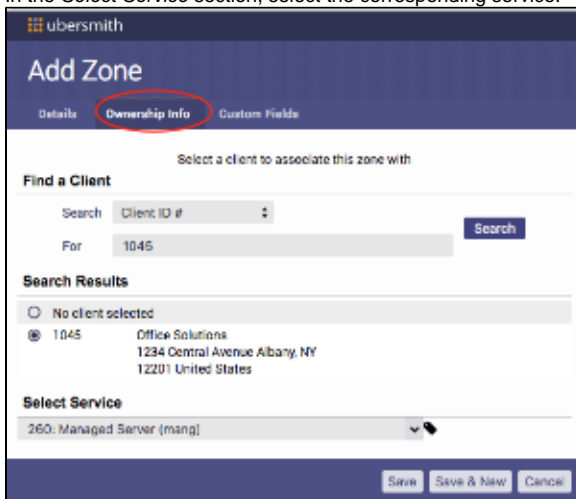
The screenshot shows the 'Add Zone' form in the Ubersmith application. The 'Details' tab is active. The form contains the following fields and values:

- 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

At the bottom of the form, there are three buttons: 'Save', 'Save & New', and '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.



The screenshot shows the 'Add Zone' form in the Ubersmith application, with the 'Ownership Info' tab selected. The form includes the following sections:

- Find a Client**: A search field with a dropdown menu set to 'Client ID #'. The 'For' field contains the value '1045'. A 'Search' button is located to the right of the 'For' field.
- Search Results**: A section showing the results of the search. It includes a radio button for 'No client selected' and a list of results. The first result is selected and shows the following information: 1045, Office Solutions, 1234 Central Avenue Albany, NY, 12201 United States.
- Select Service**: A dropdown menu showing the selected service: '260: Managed Server (mang)'.

At the bottom of the form, there are three buttons: 'Save', 'Save & New', and '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**.

ubersmith

Add Zone

Details Ownership Info **Custom Fields**

Comm Pathway

Communication Pathway* Inbound

Save Save & New Cancel

Viewing Cages

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

ubersmith

Device Locations

Define locations to classify your devices.

Location	Ownership	Status
ATL Atlanta Datacenter	None	Available (Partially Occupied)
P.B. Pod A	None	Available (Partially Occupied)
Pod A - Mounted / Carrier Space	None	Internal Reserved
Pod A - Wall Mounted Panel Space	None	Internal Reserved
P.B. Pod B	None	Available
DH Chicago Datacenter	None	Available (Partially Occupied)
Default Zone	None	Available (Partially Occupied)
EL Zone 1	None	Internal Reserved
JFK New York Datacenter	None	Available (Partially Occupied)
EL Zone Two	None	Available (Partially Occupied)
EL Zone Two	None	Available (Partially Occupied)
SJC San Jose Datacenter	None	Available (Partially Occupied)
EL Zone One	None	Available (Partially Occupied)

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.

ubersmith

Device Locations

Define locations to classify your devices.

Location	Ownership	Status
ATL Atlanta Datacenter	None	Available (Partially Occupied)
P.B. Pod A	None	Available (Partially Occupied)
Pod A - Mounted / Carrier Space	None	Internal Reserved
Pod A - Wall Mounted Panel Space	None	Internal Reserved
P.B. Pod B	None	Available
DH Chicago Datacenter	None	Available (Partially Occupied)
Default Zone	None	Available (Partially Occupied)
EL Zone 1	None	Internal Reserved
JFK New York Datacenter	None	Available (Partially Occupied)
EL Zone One	None	Available (Partially Occupied)
EL Zone Two	None	Available (Partially Occupied)
EL Zone Two	None	Available (Partially Occupied)
SJC San Jose Datacenter	None	Available (Partially Occupied)
EL Zone One	None	Available (Partially Occupied)

The *Edit Facility* page appears.

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

ubersmith

Edit Facility: Chicago Datacenter

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

Name:

Code:

Status: **Available** (Partially Occupied)

AC Power Capacity (Amps):

DC Power Capacity (Amps):

Area (Square Feet):

Save **Cancel**

- Click **Save**.

Editing Zones

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

ubersmith

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.Dat.A	None	Available (Partially Occupied)	08/01/18 - 08/01/18
Dat.A-Media/L-Garage-Space	None	Internal Reserved	08/01/18 - 08/01/18
Dat.A-Well Mounted Panel Space	None	Internal Reserved	08/01/18 - 08/01/18
P.A.Dat.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.Dat	None	Available (Partially Occupied)	08/01/18 - 08/01/18
Z2_Zone.Dat	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.Dat	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.

ubersmith

Edit Zone: Zone 1

Details | Ownership Info | Custom Fields

Name:

Code:

Facility:

Status:

Assigned Date:

AC Power Capacity (Amps):

DC Power Capacity (Amps):

Area (Square Feet):

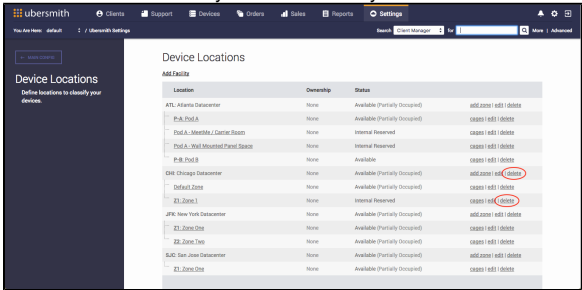
Save **Cancel**

- 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](#)