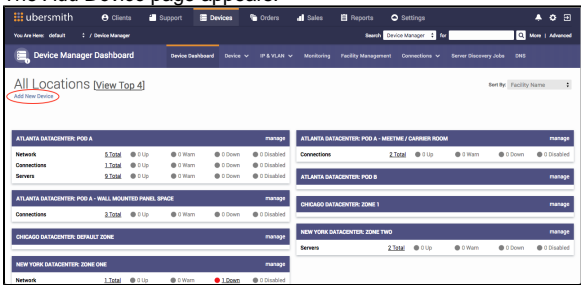


# Adding Devices

1. From the *All Locations* or *All Devices* page, click **Add New Device**. The *Add Device* page appears.



On this page:

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- Complete the **Device Info** tab
- Complete the **Client Details** tab
- Complete the **Physical Info** tab
- Complete the **Configurable Fields** tab
- Complete the **Comment** tab
- [Related Topics](#)

## Complete the Device Info tab

1. In the **Device Descriptions** field, enter the device's name.
2. In the **Parent Device** field, select the device's parent device.
3. In the **Type** field, select the device's type category.
4. In the **Facility** field, select the facility in which the device is located.
5. In the **Zone & Cage** field, select the zone and cage in which the device is located.
6. In the **Row & Rack** field, select the row and rack in which the device is located.
7. In the **Rack Position** field, click select to display the Rack Position popup, then select the device's location.
8. In the **Label** field, type the label for the device.
9. In the **Connection Node Type** field, select either No Node Type Specified, Server Nodes, Switch Nodes, or Unmonitored Nodes.
10. In the **Create interfaces automatically** field, either leave the field selected or remove the selection.

## Complete the Client Details tab

1. Click the *Client Details* tab.
2. In the **Search** field, select the type of information you want to find, such as a client ID number or client name or select **Do not Associate with a Client**.
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 **Client owns physical device** field, select Yes or No.

7. In the **Select Service** section, select the corresponding service.

The screenshot shows the 'Add Device' form in the ubersmith application. The 'Client Details' tab is selected and highlighted with a red circle. The form includes a 'Find a Client' section with a search bar for 'Client ID #' and a 'Search' button. Below this, the 'Search Results' section shows a list of clients, with client ID 1045 selected. The 'Ownership' section has a radio button for 'Client owns physical device?' set to 'No'. The 'Select Service' section has a dropdown menu for 'Search by Description or ID'. At the bottom, there are 'Save', 'Save & New', and 'Cancel' buttons.

## Complete the Physical Info tab

1. Click the *Physical Info* tab.
2. In the **Front Image** field, click **Choose File**, navigate to the location of your jpeg, png or svg+xml picture, select the image, then click **Open**.
3. In the **Back Image** field, click **Choose File**, navigate to the location of your jpeg, png or svg+xml picture, select the image, then click **Open**.

The screenshot shows the 'Add Device' form in the ubersmith application, with the 'Physical Info' tab selected and highlighted with a red circle. The 'Images' section contains two fields: 'Front Image' and 'Back Image'. Each field has a 'Choose File' button and a preview area. Below the preview areas, there are 'Save', 'Save & New', and 'Cancel' buttons.

## Complete the Configurable Fields tab

### Note

The fields that display in this tab were previously created in the Custom Device Fields settings.

1. Click the *Configurable Fields* tab.

2. For any relevant field, select or type the corresponding answer.

The screenshot shows the 'Add Device' form in the ubersmith interface. The 'Configurable Fields' tab is selected and highlighted with a red circle. The form is divided into several sections: 'Physical Description' with a 'Color' dropdown set to 'Red'; 'Colors' with an 'Outer Shell' dropdown also set to 'Red'; 'Switch Info' with three input fields for 'Switch Port eth0:', 'Switch Port eth1:', and 'Switch Port eth2:'; and 'Remote Reboot' with four input fields for 'Remote Reboot Unit:', 'Remote Reboot Port:', 'Secondary Reboot Unit:', and 'Secondary Reboot Port:'. At the bottom right, there are three buttons: 'Save', 'Save & New', and 'Cancel'.

## Complete the Comment tab

1. Click the *Comment* tab.
2. In the **Comment** field, type a comment about the device and attach any relevant files.
3. Click **Save** or **Save & New**.

The screenshot shows the 'Add Device' form in the ubersmith interface, now with the 'Comment' tab selected and highlighted with a red circle. The form shows the 'From' field as 'Ubersmith Demo Admin'. The 'Comment' field contains the text 'The R150t Agent is used for backup billing.' and is highlighted with a blue border. Below the comment field is an 'Attachments' section with a 'Choose File' button and the text 'No file chosen'. At the bottom right, the 'Save', 'Save & New', and 'Cancel' buttons are visible, with 'Save' and 'Save & New' highlighted by red circles.

## Related Topics

[Associating a Device with a Client and Service](#)

[Managing Devices from the Client Portal](#)