



Patching Process

Applies to:	PViQ patch cords
Objective:	Use best practices to complete patching requests.
Documentation Reference:	<ul style="list-style-type: none"> • PViQ Hardware Manual • SmartZone DCIM User Manual
Pre-Requisites:	<ul style="list-style-type: none"> • PViQ equipment • SmartZone software

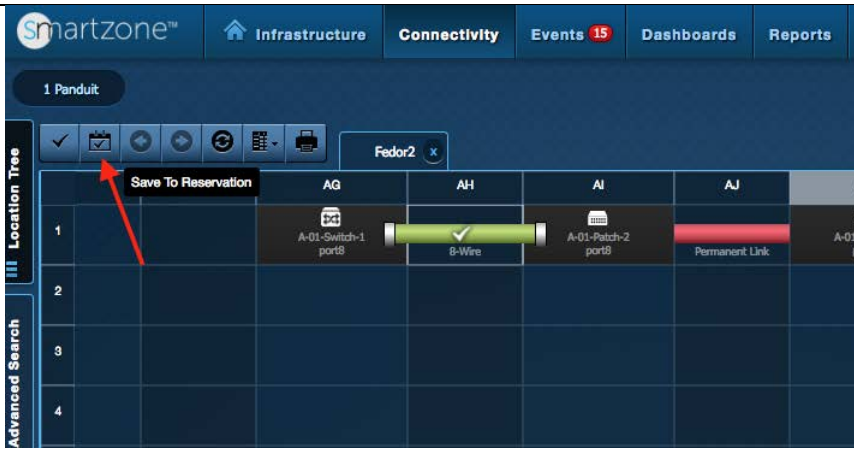
Description

This process shows best practice to complete patching requests. This example is based on single user but can be applied to multiple user using the SmartZone software simultaneously.

Performing the Procedure

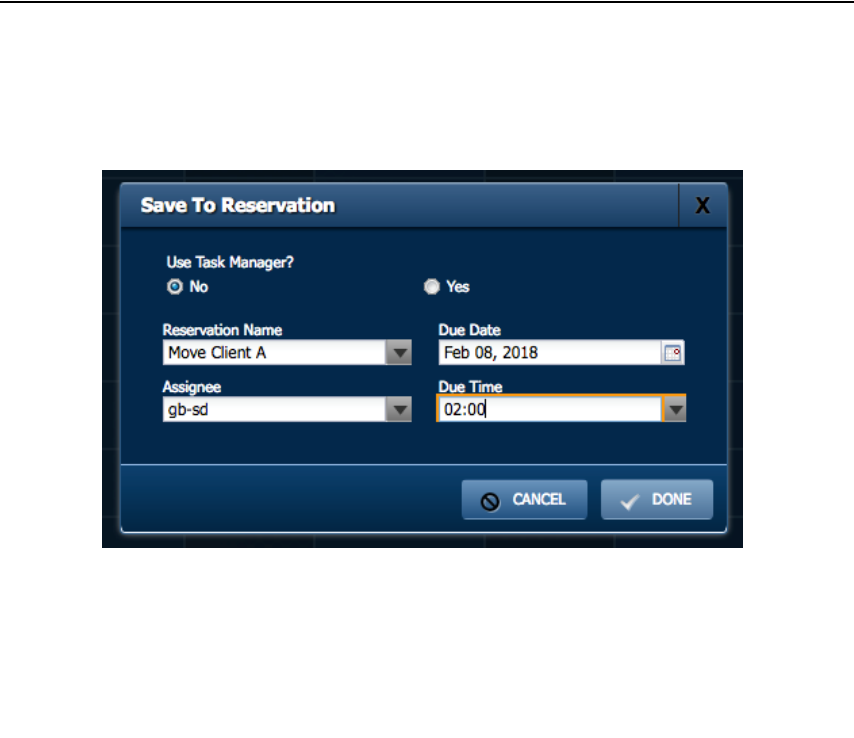
Step	Instruction	Graphic	Result
1	At the SmartZone Connectivity window for the selected devices/ports, select Connect or Disconnect for all the connections you want to complete, and save your changes.		The connections are saved in SmartZone.

2 Save the connections to Reservation.



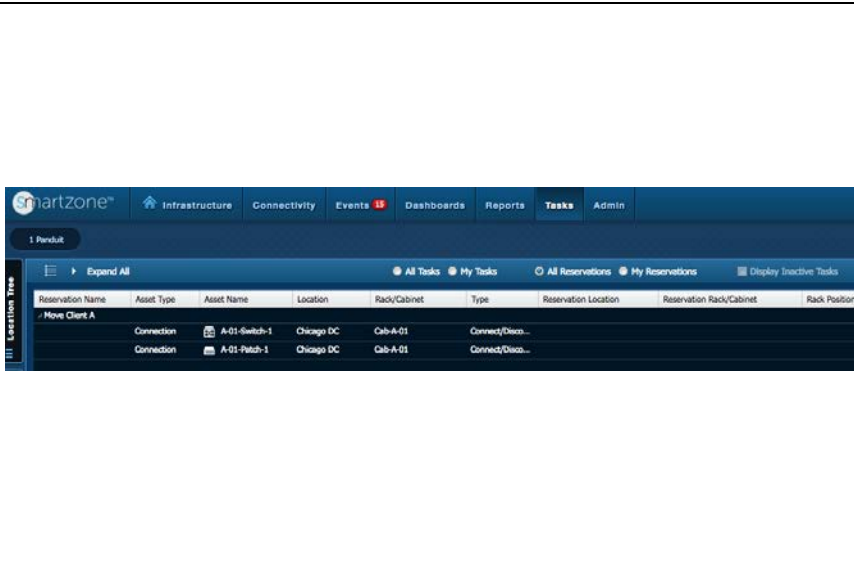
SmartZone creates tasks for the connections automatically.

3 Add the current selection to a reservation group, assign the reservation to the user who will fulfill the reservation, select the due date and time when these reservations need to be completed, and then click **Done**.

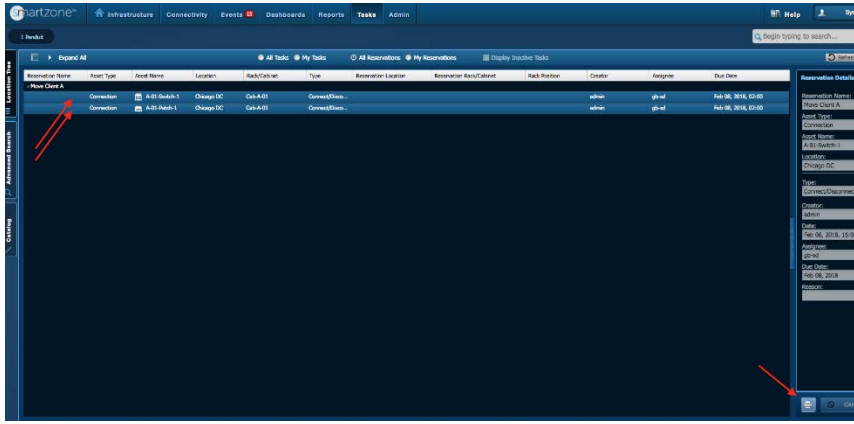
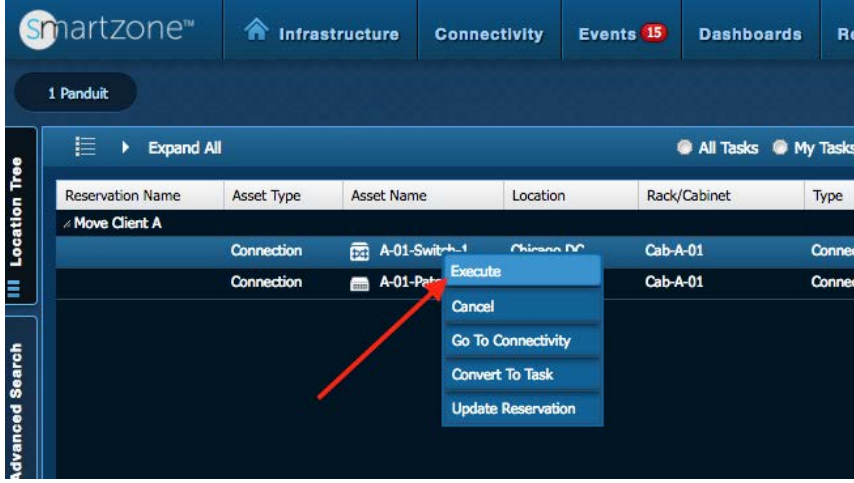


The connections are assigned to a reservation group. When reservations are saved successfully, a gear icon appears for selected connections.

4 To view all the reservations, go to the **Tasks** tab in the main bar and select **All Reservations** or **My Reservations**.
Note: It might be necessary to reload the page for all the



The new reservations display.

	reservations to appear in the window.		
6	To print the planned work, select all the relevant reservations (from the same group) and click the printer icon in the reservation details window.		A reservation document will be created and will be ready to print.
	When all the reservations are completed, update the reservations in SmartZone by right-clicking the tasks and executing them one by one.		After execution of selected reservations, connectivity will be updated.
End of Steps			

End State

All patching tasks have been executed and connectivity has been updated in SmartZone.