smartzone™   **WORK INSTRUCTION**
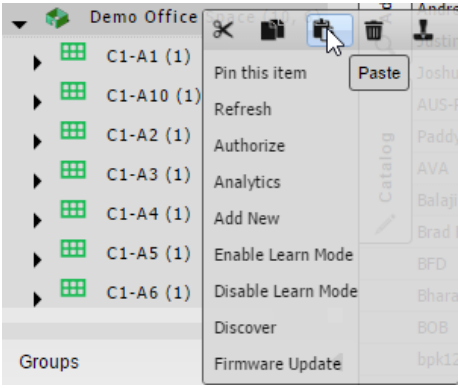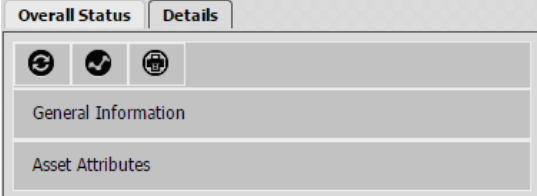
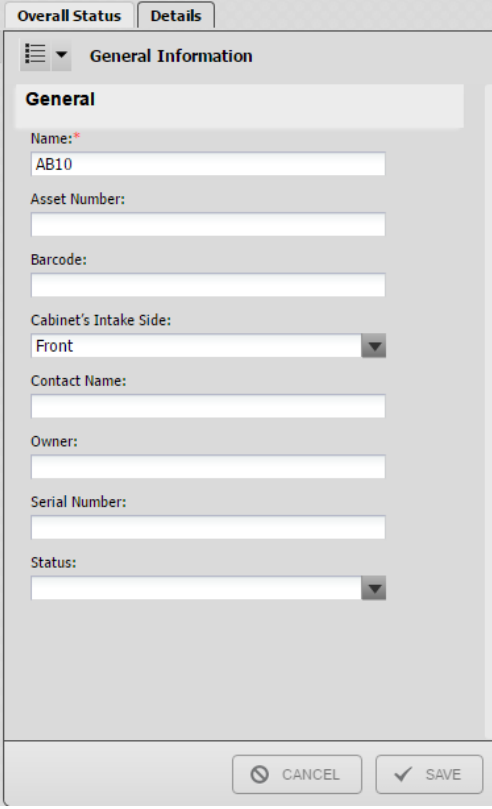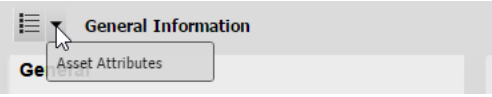| Add New Cabinet (Existing Type)	
Applies to:	SmartZone Users
Objective:	Add a new cabinet to the SmartZone Location Tree where the cabinet type already exists in the Location Tree
Documentation Reference:	SmartZone DCIM User Manual: • Location Tree – Add a Rack or Cabinet • Floor Plan – Using Floor Plan
Pre-Requisites:	A new cabinet that is not in the SmartZone database, but is a type of cabinet that currently exists in the Location Tree

Description
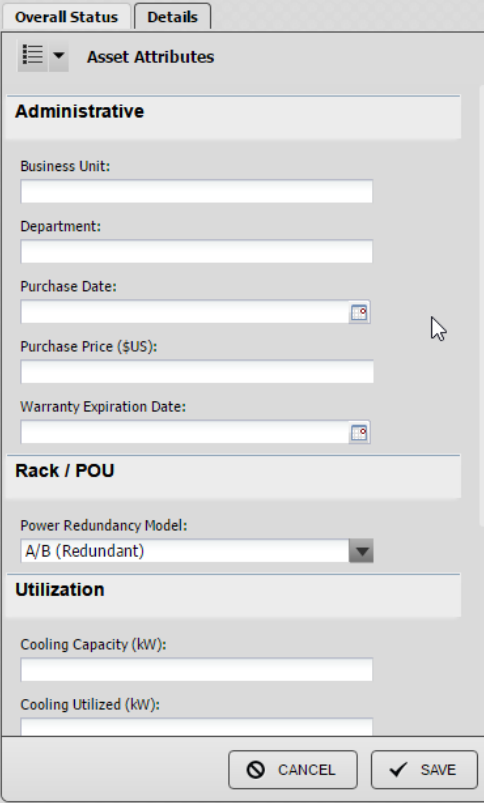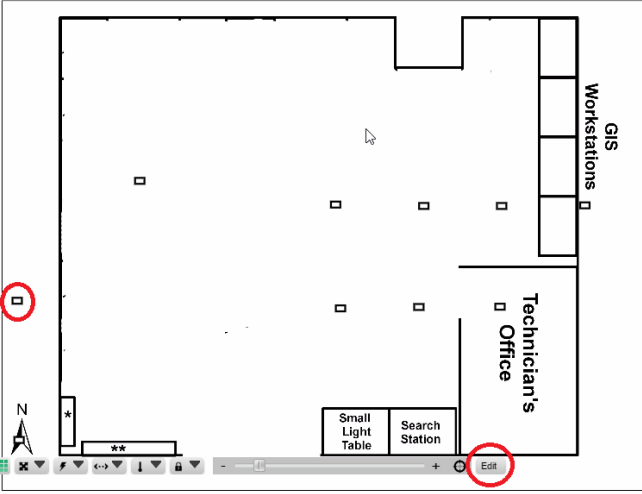
This procedure allows the SmartZone DCIM user to add a new cabinet to the location tree when the cabinet type already exists in the Location Tree.
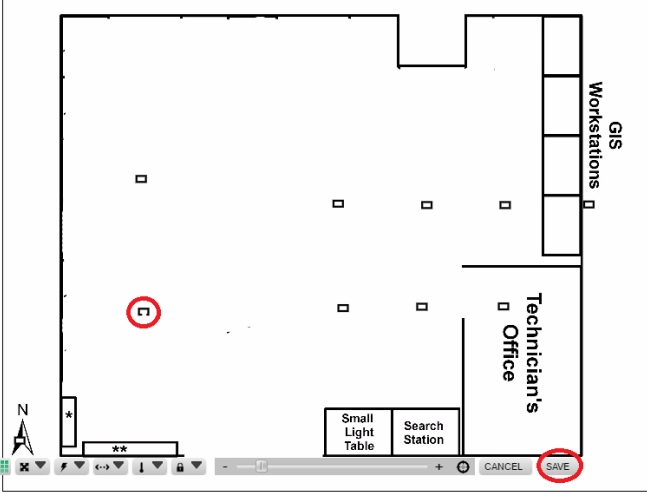
Performing the Procedure

Step	Instruction	Graphic	Result
1	Open the **Location Tree** and navigate to the cabinet type you want to copy. Right-click the cabinet icon and select the **Copy** button.		The copied cabinet is ready to be pasted into the desired room.

Step	Instruction	Graphic	Result
2	Navigate to the floor where you want to place the new cabinet. Right-click the room name and select the **Paste** button.		The new cabinet will display under the room you selected.
3	Select the newly added cabinet.		The front and back cabinet images and the information pane display.
4	Click the **Details** tab in the information pane.		The General Information and Asset Attributes tabs display.

Step	Instruction	Graphic	Result
5	Click **General Information** and edit the fields as needed.	Overall Status | Details General Information **General** Name:* AB10 Asset Number: Barcode: Cabinet's Intake Side: Front ▼ Contact Name: Owner: Serial Number: Status: ▼ ⊘ CANCEL ✓ SAVE	This allows you to edit/ enter the information for the new cabinet.
6	Click the down arrow and select **Asset Attributes**.	☰ ▼ General Information Ge Asset Attributes eral	The asset attributes for the cabinet you copied display.

Step	Instruction	Graphic	Result
7	Edit the Asset Attributes as needed and then click **Save**.		This allows you to edit/enter the asset attributes for the new cabinet.
8	Click on the room in the Location Tree to display the room's Floor Plan. Click **Edit** under the Floor Plan.		This allows you to add the new cabinet to the room's Floor Plan. The new cabinet displays outside the Floor Plan.

Step	Instruction	Graphic	Result
9	Select and drag the new cabinet to its proper position on the Floor Plan. Then click **Save**.		The cabinet displays in its proper place on the room's Floor Plan.
	End of Steps		

End State

The new cabinet, copied from an existing cabinet of the same type, is added to the Location Tree in the proper room and to the proper location in the selected room's Floor Plan.