smartzone™

WORK INSTRUCTION

Move Asset to New Location

Applies to:	SmartZone Users
Objective:	Move an asset from one location to another to reflect a move made in the physical data center
Documentation Reference:	SmartZone DCIM User Manual – Location Tree – Move a Location, Rack, Cabinet, or Device
Pre-Requisites:	SmartZone user must have Asset Tracker permissions

Description

This procedure allows SmartZone users with the proper permissions to move assets in the data center from one location to another.

Performing the Procedure

Step	Instruction	Graphic	Result
1	At the SmartZone Location Tree, navigate the asset you want to move, right-click on it, and select the **Cut** icon.		The asset is cut from its current location. In this example, a switch was cut.

2	Navigate to the cabinet where you want to move the asset, right-click it, and select the **Paste** icon.			The Reserve Device dialog box displays.
3	The default selections in the Reserve Device dialog box are Perform This Action Now, Move, and do not use task manager. Leave these defaults and click **Done**.			The moved switch displays in the new rack, along with information about the switch.
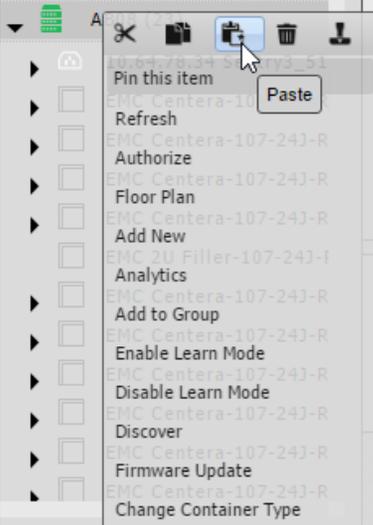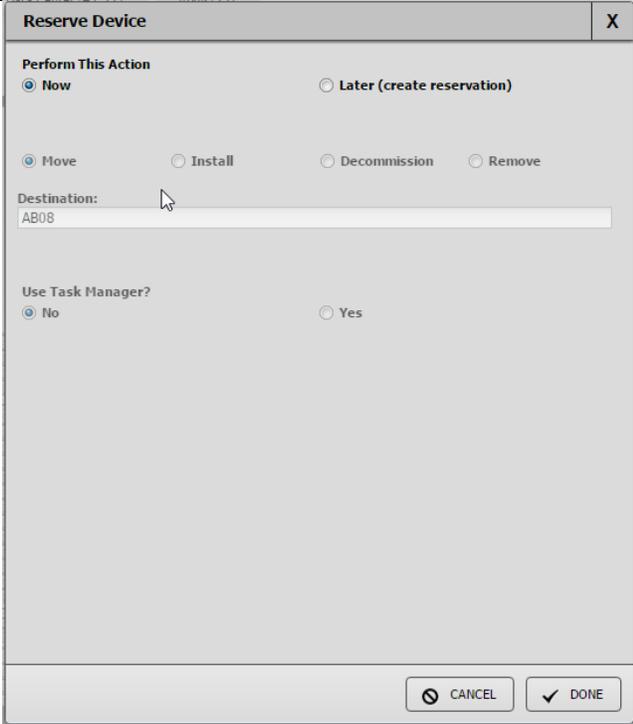
4	Click the **Details** tab on the right and scroll down to the **Rack Position** field.		You can now select the rack position for the moved switch.
5	Click the **Rack Position** drop-down menu and select the desired rack unit from the list of open units. Then click **Save**.		The asset displays on the cabinet image in the location you specified.
	End of Steps		
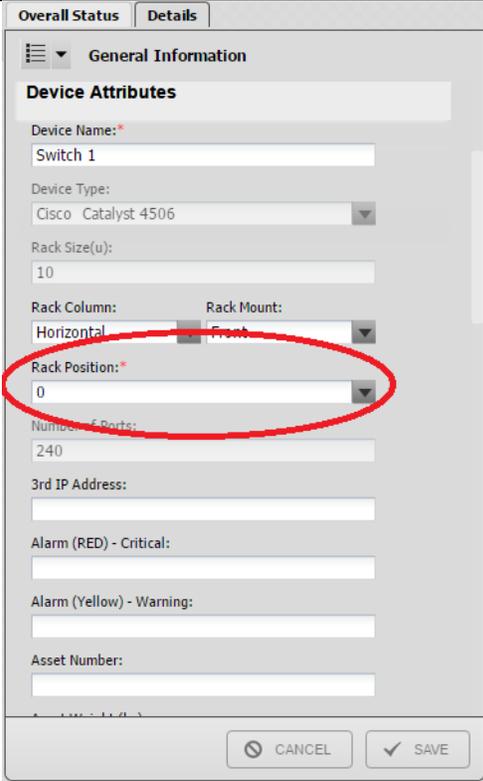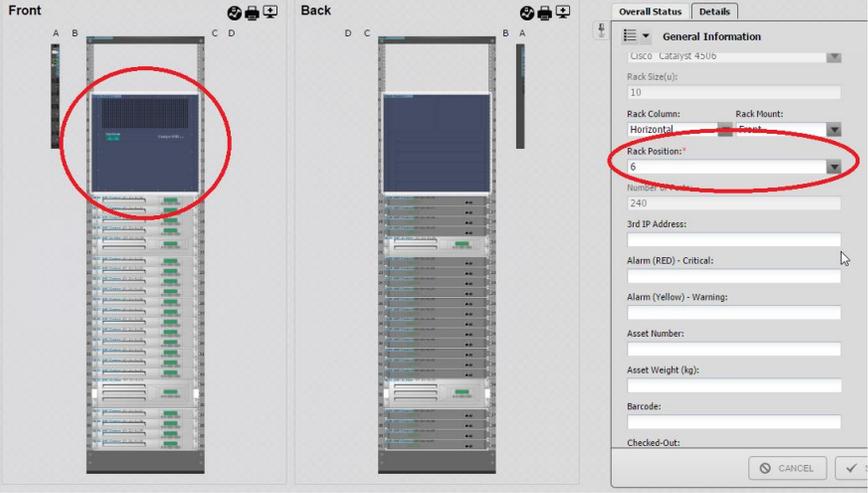
End State

The asset is successfully moved from one cabinet to another in SmartZone.

Note: If any connection is configured in the asset, you will need to reconfigure the connections. See WI – Reconfigure Connections for a Moved Asset for instructions.