

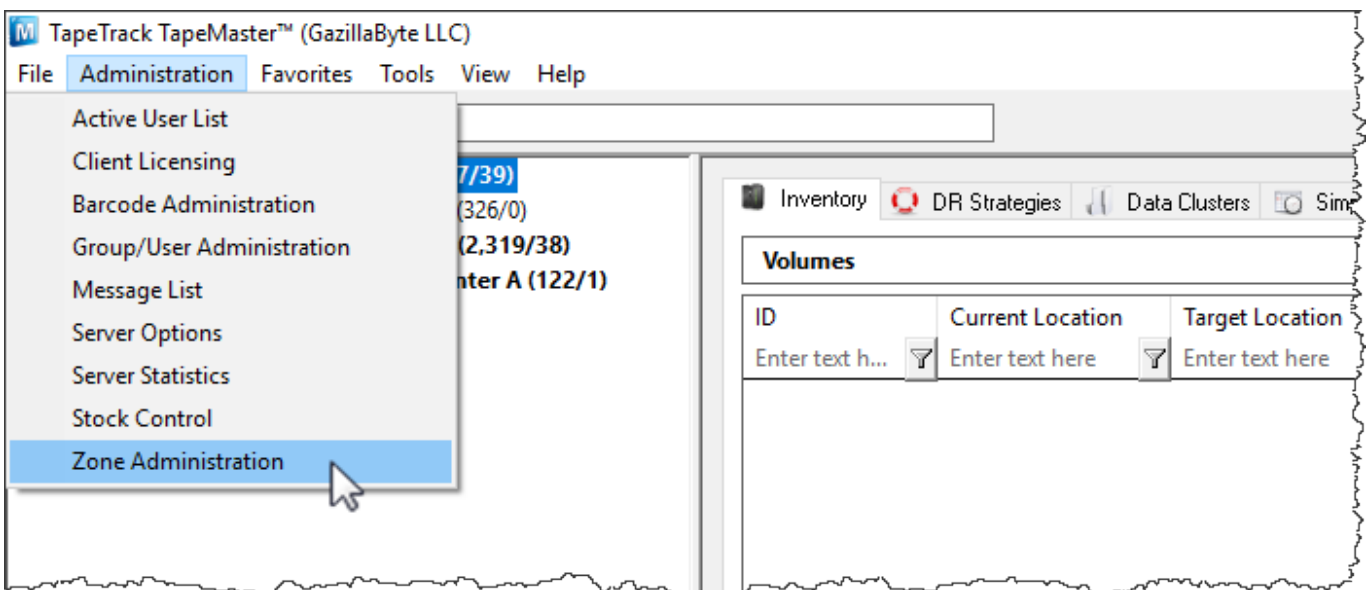
# Adding and Maintaining a Zone

## Overview

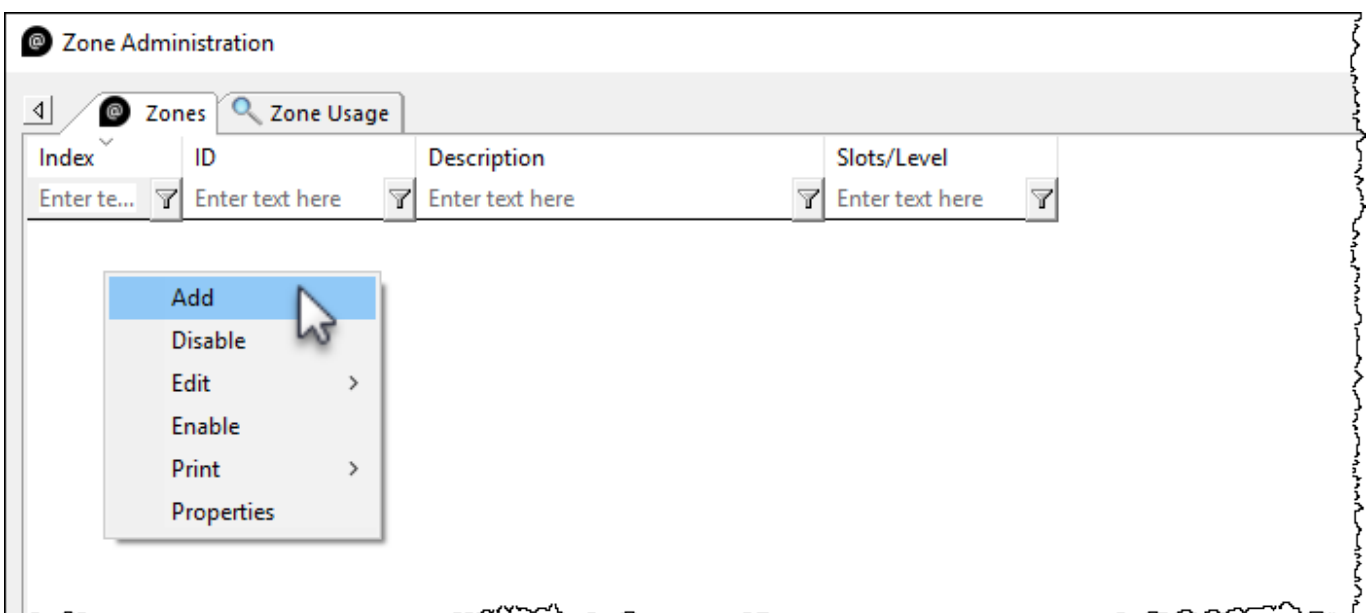
A **Zone** is a **TapeTrack Object** which represents a physical storage location. Once created a Zone is then mapped to one of more Repositories to facilitate one or more contiguous physical storage locations for a given virtual location.

## Adding a Zone

From the Main Menu, select Administration→Zone Administration.



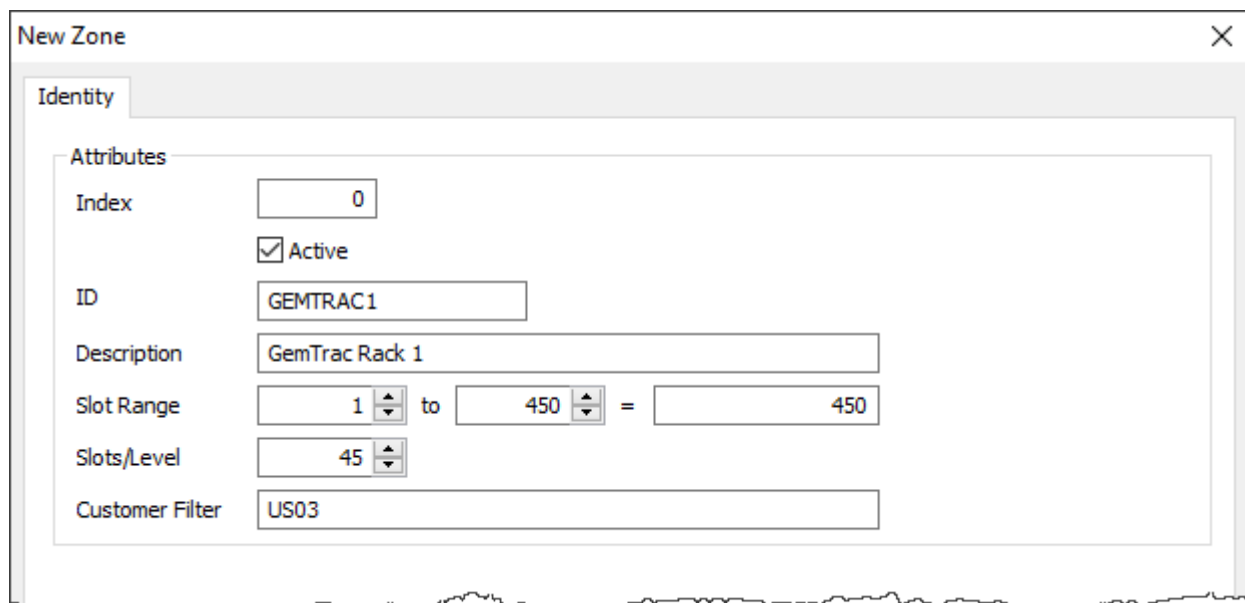
From the Zone Tab, click in the Zone List Window, and then Right click to select Add from the Context Menu.



## The Identity Tab

In the Identity tab the Zone properties are:

- **Zone ID** this represents a 1 to 10 character assignable ID for the Zone.
- **Zone description** this represents a long form description of the Zone.
- **Total number of slots** this represents the total number of slots that the Zone contains.
- **Number of slots per row (optional)** this represents the number of slots in each row of the Zone.
- **Customer filter (optional)** this defines which Customers will see the specific Zone when assigning Zones to a Repository.



The screenshot shows a 'New Zone' dialog box with an 'Identity' tab selected. The 'Attributes' section contains the following fields:

- Index:** A text input field containing the value '0'.
- Active:** A checked checkbox.
- ID:** A text input field containing 'GEMTRAC1'.
- Description:** A text input field containing 'GemTrac Rack 1'.
- Slot Range:** A range selector with '1' in the first dropdown, 'to', '450' in the second dropdown, an equals sign, and '450' in a final text field.
- Slots/Level:** A dropdown menu showing '45'.
- Customer Filter:** A text input field containing 'US03'.

## The Zone Usage Tab

### Saving the new properties

Click Save.

## Associated Instructions

Once created, Zones can be then be [mapped to one or more Repositories](#)

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