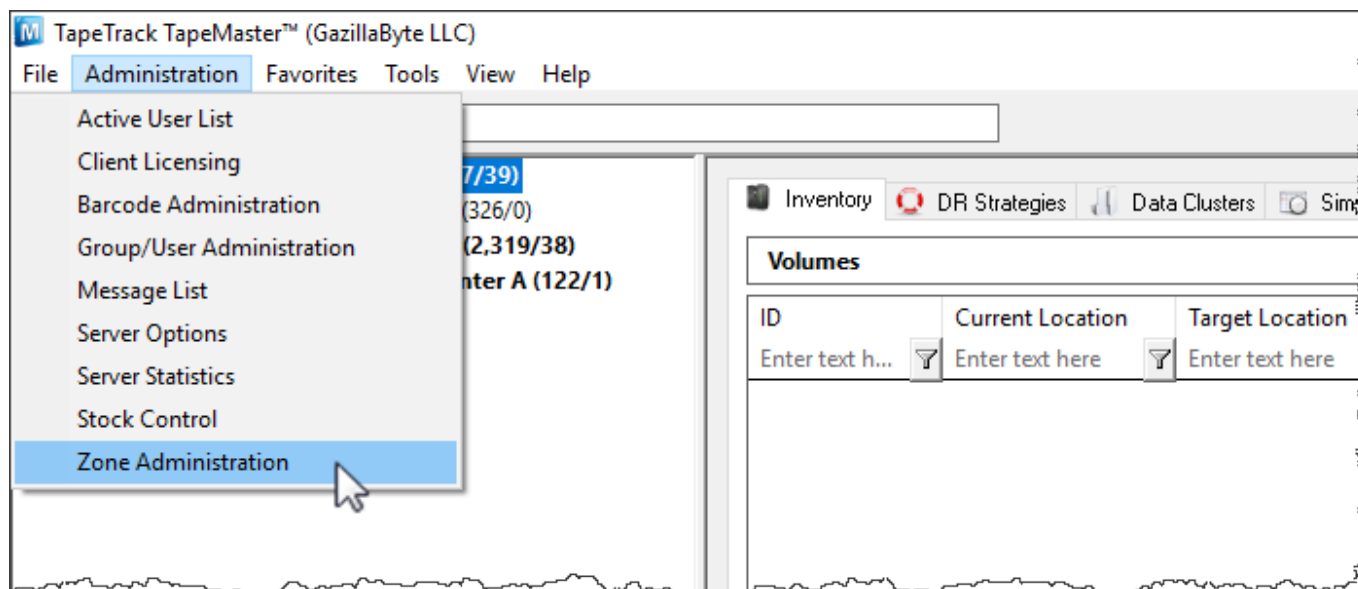


# Adding and Maintaining a Zone

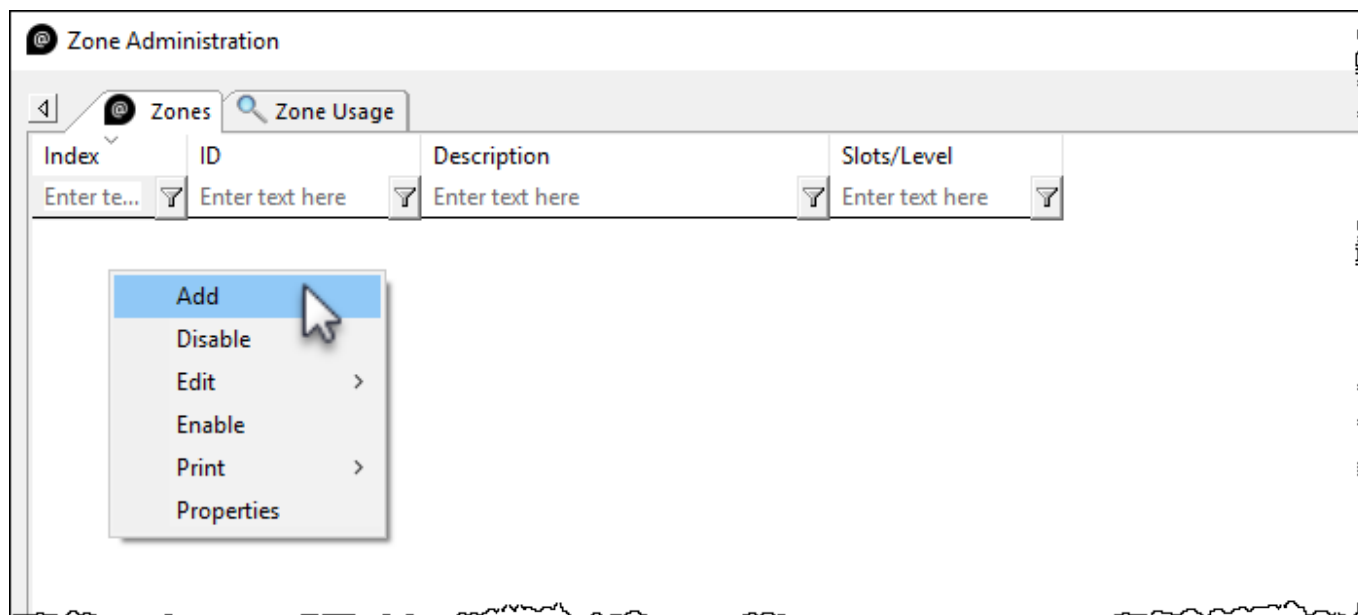
A **Zone** is a **TapeTrack Object** which represents a physical storage location. Once created a Zone is then mapped to one of more **Repositories** to facilitate one or more contiguous physical storage locations for a given virtual location.

## Adding a Zone

From the Main Menu, select Administration→Zone Administration.



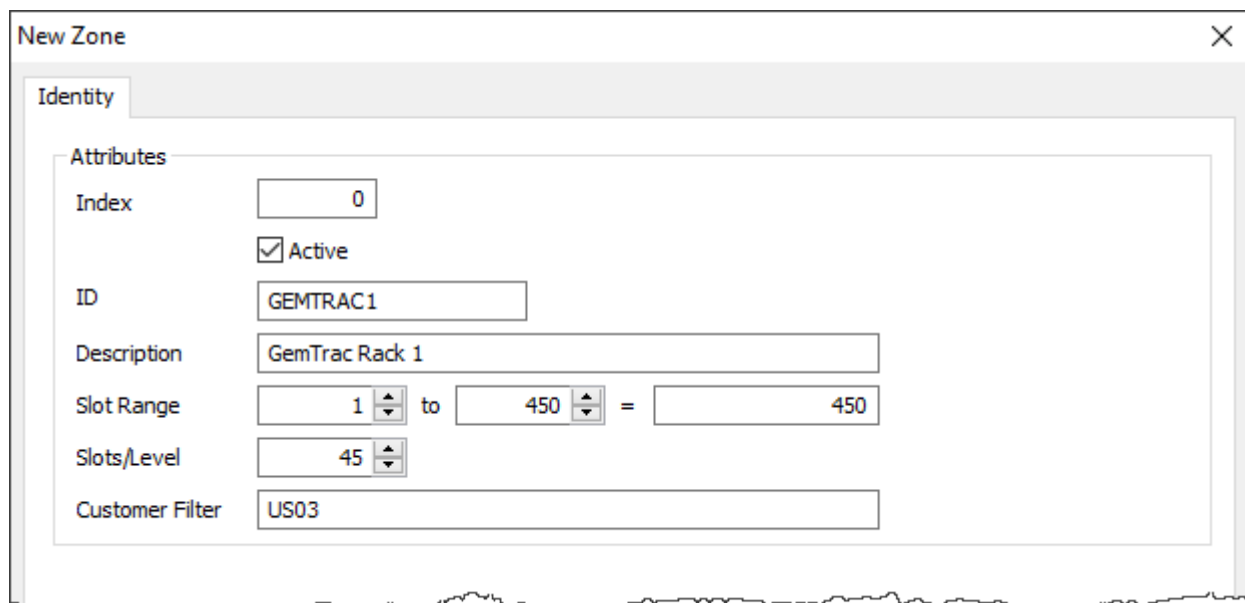
From the Zone Tab, click in the Zone List Window, and then Right click to select Add from the Context Menu.



## 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 form contains the following fields and values:

- Index: 0
- Active:
- ID: GEMTRAC1
- Description: GemTrac Rack 1
- Slot Range: 1 to 450 = 450
- Slots/Level: 45
- Customer Filter: 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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Permanent link: [https://rtfm.tapetrack.com/master/admin\\_zone?rev=1507045957](https://rtfm.tapetrack.com/master/admin_zone?rev=1507045957)

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