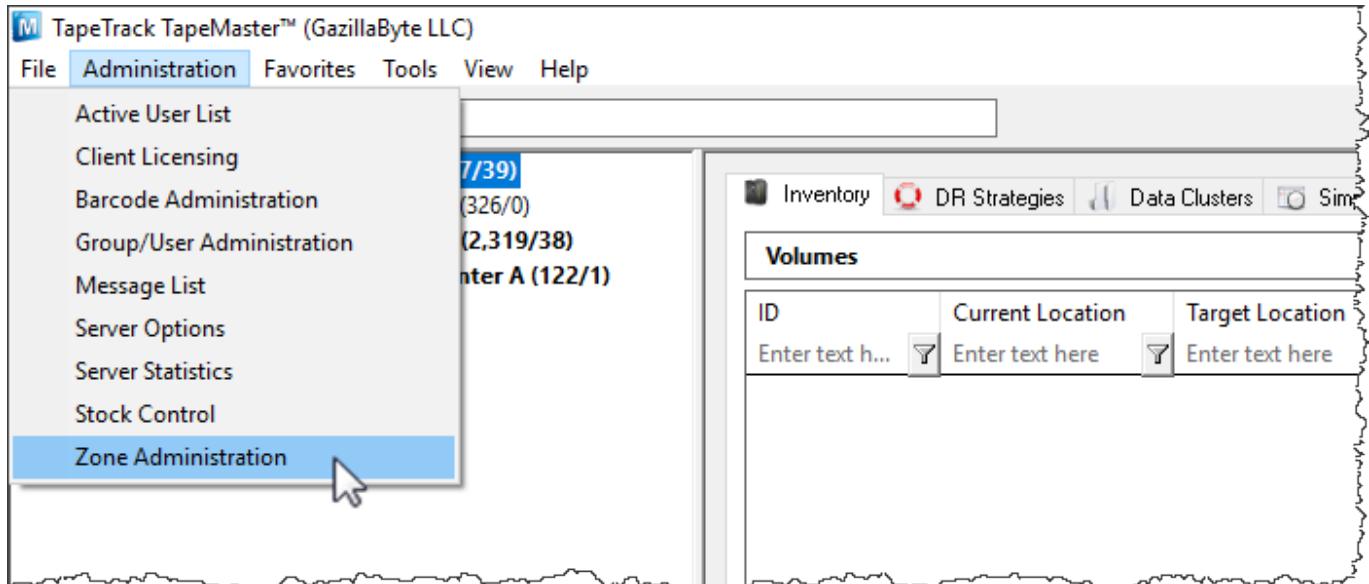


# Adding and Maintaining a Zone

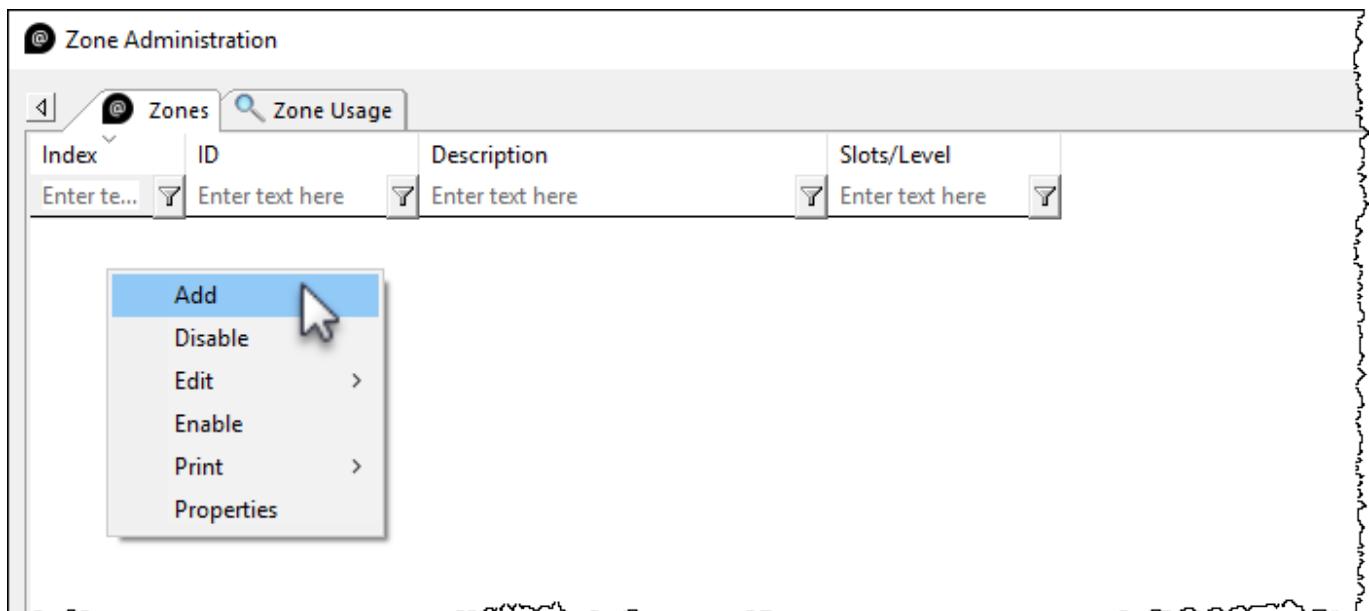
A **Zone** is a [TapeTrack Object](#) which represents a physical storage location. Once created a Zone is then mapped to one of more [Repositories](#) to facilitate one or more contiguous physical storage locations for a given virtual location.

## 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.

New Zone

Identity

Attributes

Index	0
<input checked="" type="checkbox"/> Active	
ID	GEMTRAC1
Description	GemTrac Rack 1
Slot Range	1 <input type="button" value="▼"/> to <input type="button" value="▼"/> 450 = <input type="button" value="▼"/> 450
Slots/Level	45 <input type="button" value="▼"/>
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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