# **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 a Repository to track where volumes are allocated to a storage rack and slot number.

## Adding a Zone

From the Main Menu, select Administration→Zone Administration.

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	Zone Administrat	tion	~	]		0					

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

Zone Administ	ration				
1 💿 Zones	🔍 Zone Usage				
Index ID		Description	Slot	s/Level	
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#### 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.

ew Zone		×
Identity		
Attributes		
Index	0	
	Active	
ID	GEMTRAC1	
Description	GemTrac Rack 1	
Slot Range	1 🔹 to 450 🛓 = 450	
Slots/Level	45 🛓	
Customer Filter	US03	
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.

