

# 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.



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



## The Identity Tab

Identity tab the Zone properties:

- **Zone ID** Assignable ID for the Zone (1 to 10 alphanumeric characters).
- **Zone description** Long form description of the Zone (0 to 20 alphanumeric characters).
- **Total number of slots** Total number of slots that the Zone contains.
- **Number of slots per row (optional)** Number of slots in each row of the Zone.
- **Customer filter (optional)** Limits 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. The 'Attributes' section contains the following fields: 'Index' with a text input containing '0'; a checked 'Active' checkbox; 'ID' with a text input containing 'GEMTRAC1'; 'Description' with a text input containing 'GemTrac Rack 1'; 'Slot Range' with three spinners: the first set to '1', the second to '450', and an equals sign followed by a spinner set to '450'; 'Slots/Level' with a spinner set to '45'; and 'Customer Filter' with a text input containing 'US03'.

Once all values have been entered click Save.

## Associated Instructions

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

## Maintaining a Zone

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<https://rtfm.tapetrack.com/> - **TapeTrack Documentation**

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