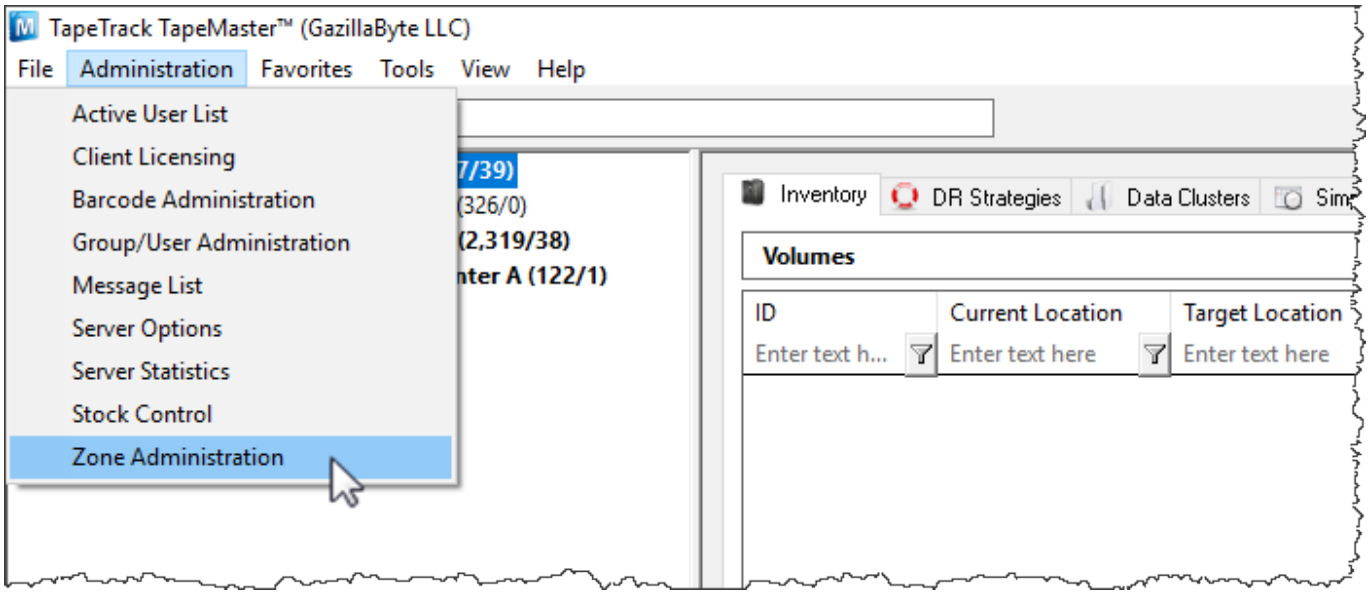
# Adding and Maintaining a Zone

A Zone is a TapeTrack Object which represents a physical storage location.

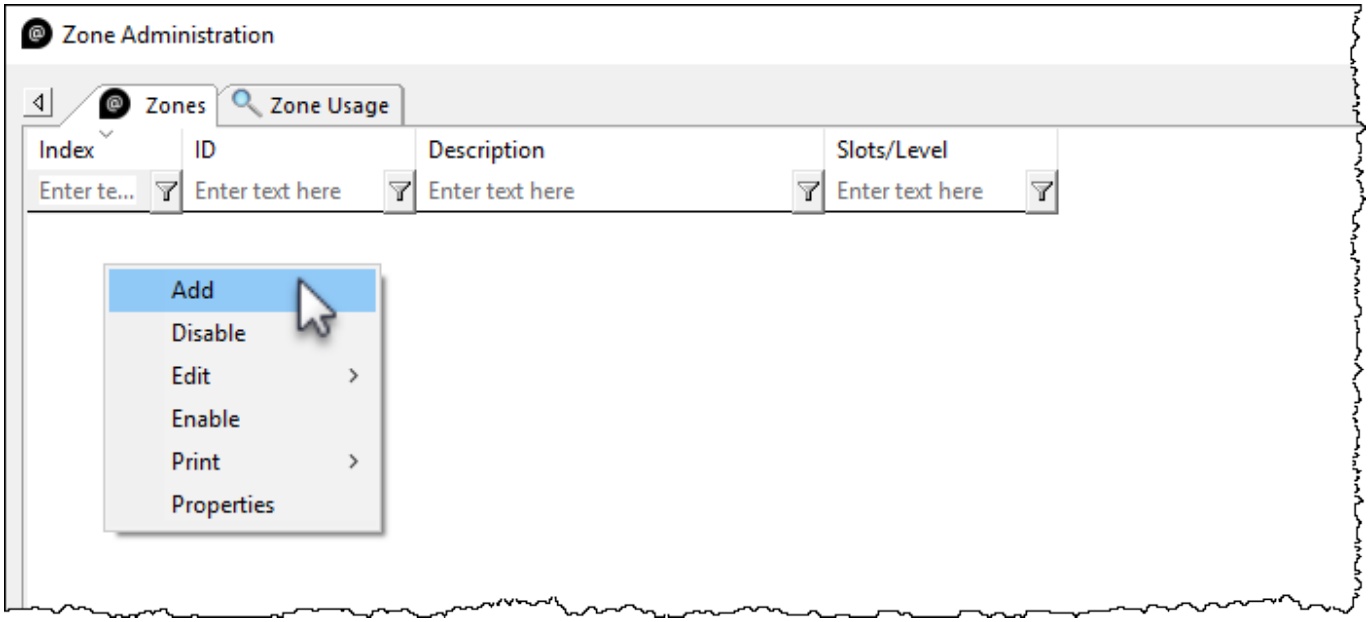
Once created a Zone is then mapped to a Repository to track where volumes are allocated to a storage rack and slot number.

## Adding a Zone

From the Main Menu, select `Administration→Zone Administration`.



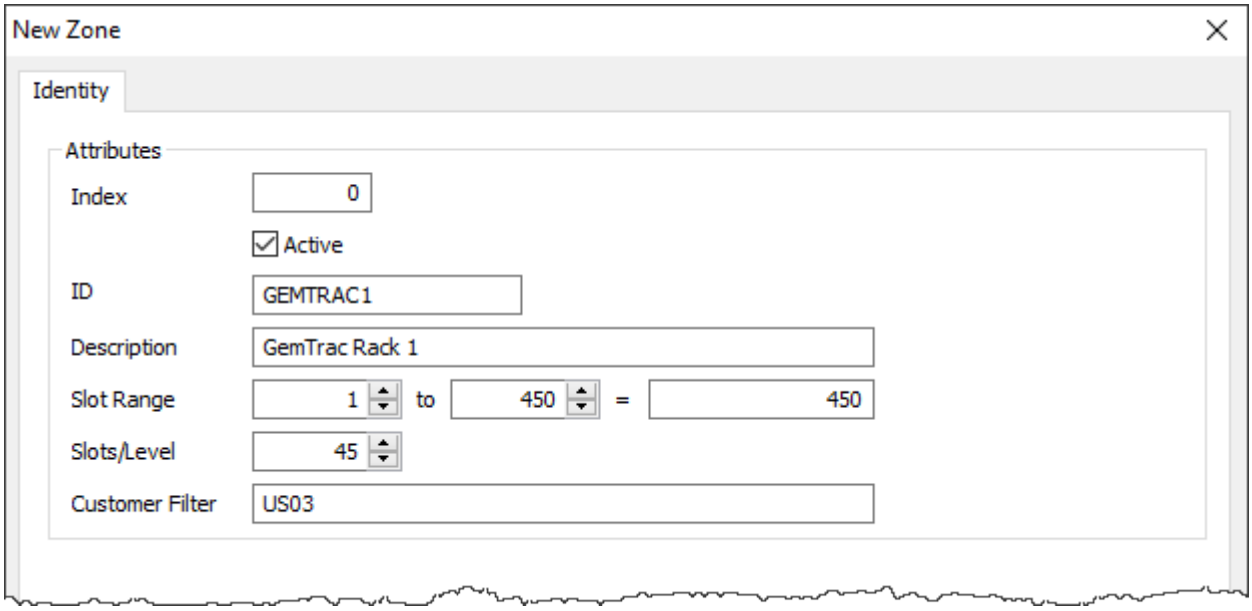

From the Zone Tab, click in the Zone List Window, and then Right click to select Add from the Context Menu.



### 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.



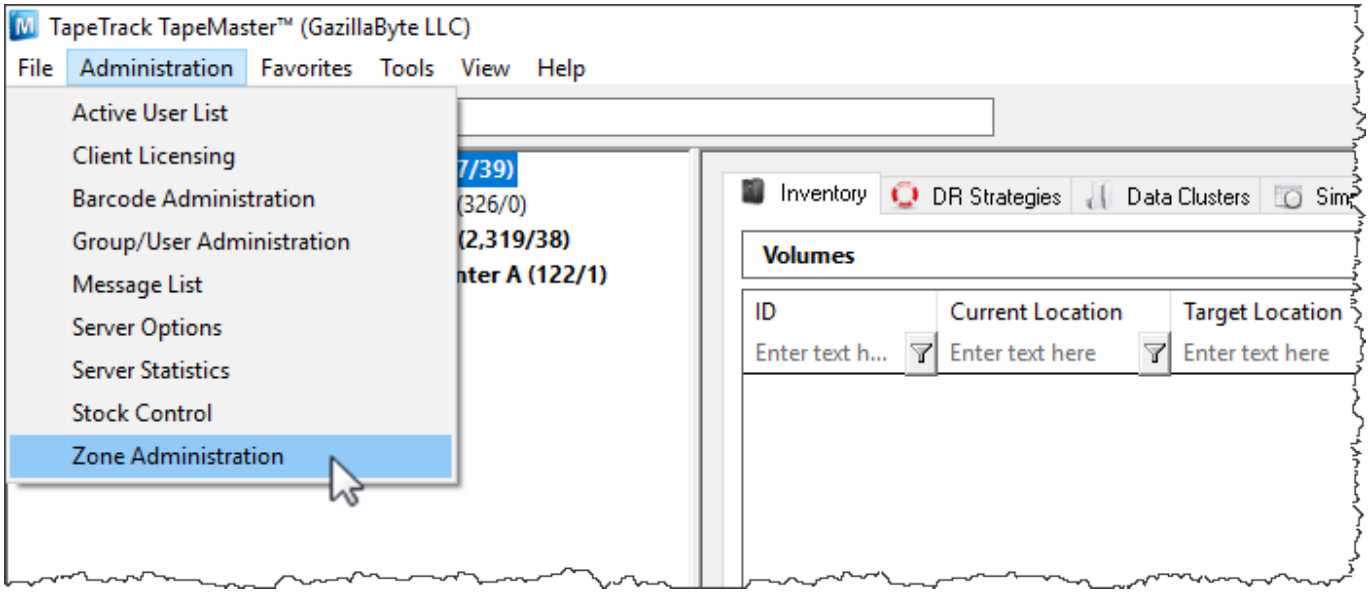

Once all values have been entered click Save.

### Associated Instructions

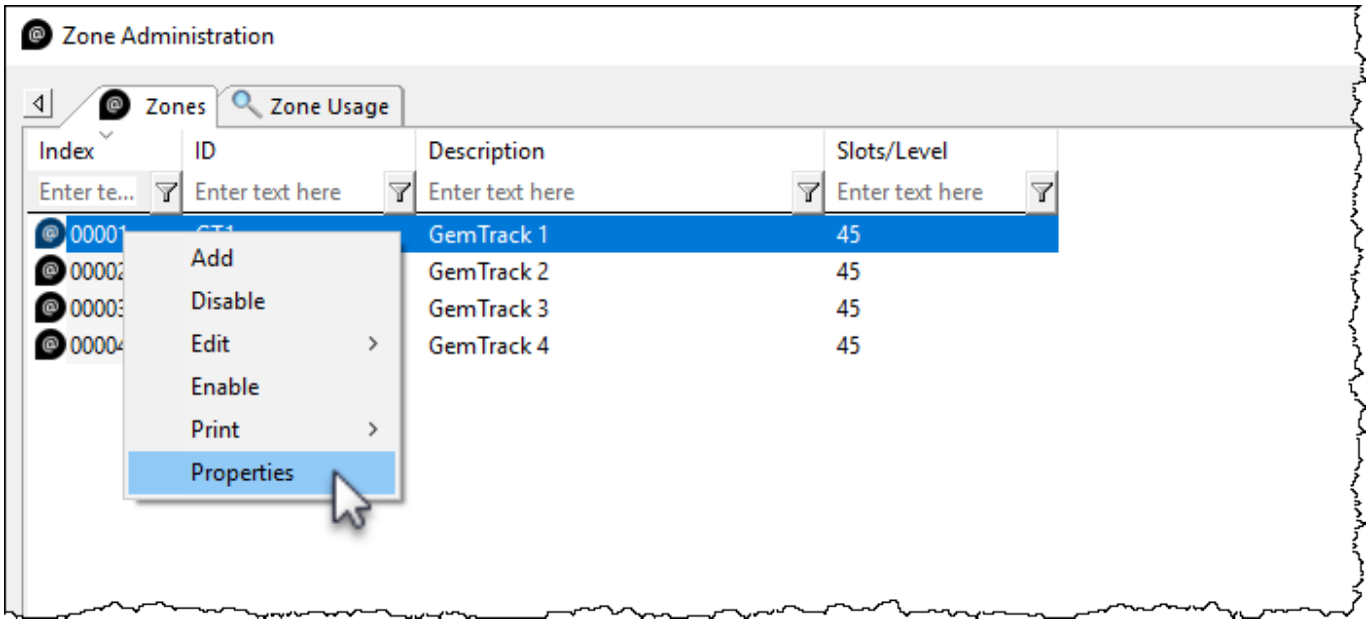
Once created, Zones can be then be mapped to one or more Repositories.

## Maintaining a Zone

From the Main Menu, select `Administration→Zone Administration`.




From the **Zone Administration** window right click the required zone and select `Properties` or double click the **zone index** number.

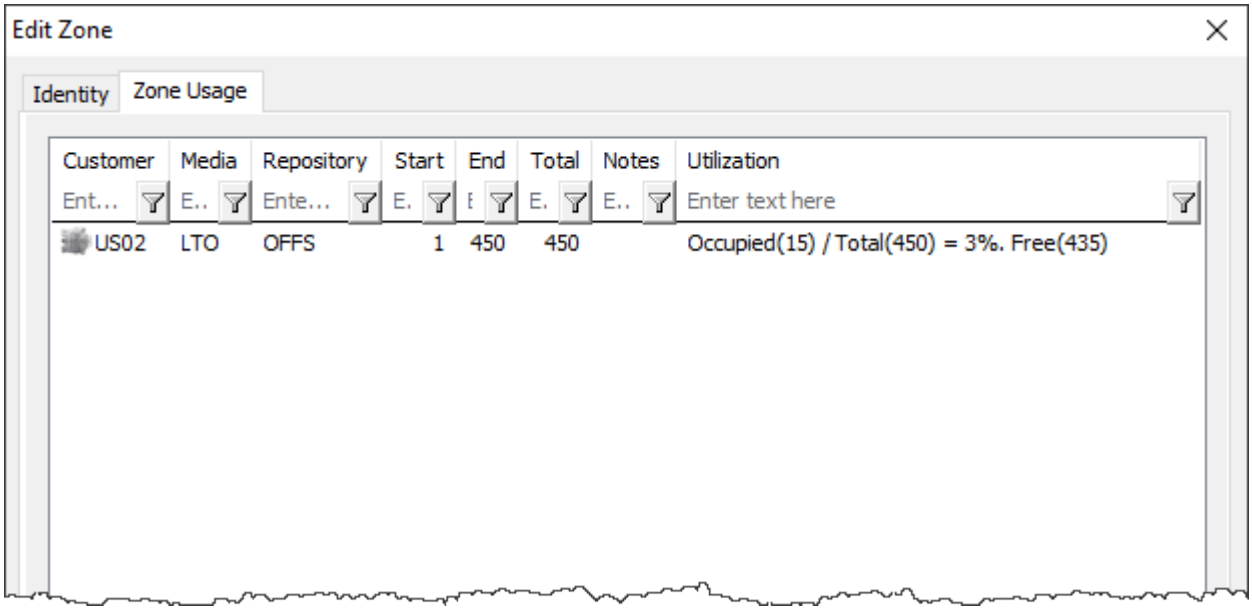



## Identity

## Zone Usage

The **Zone Usage** tab displays information about the current usage. This information includes:

- Customer number
- Media type
- Repository mapping
- Start and end slot numbers and total number of slots
- Current utilization of slots including
  - number of used slots
  - number of free slots
  - % of used slots




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Last update: **2025/01/21 22:07**