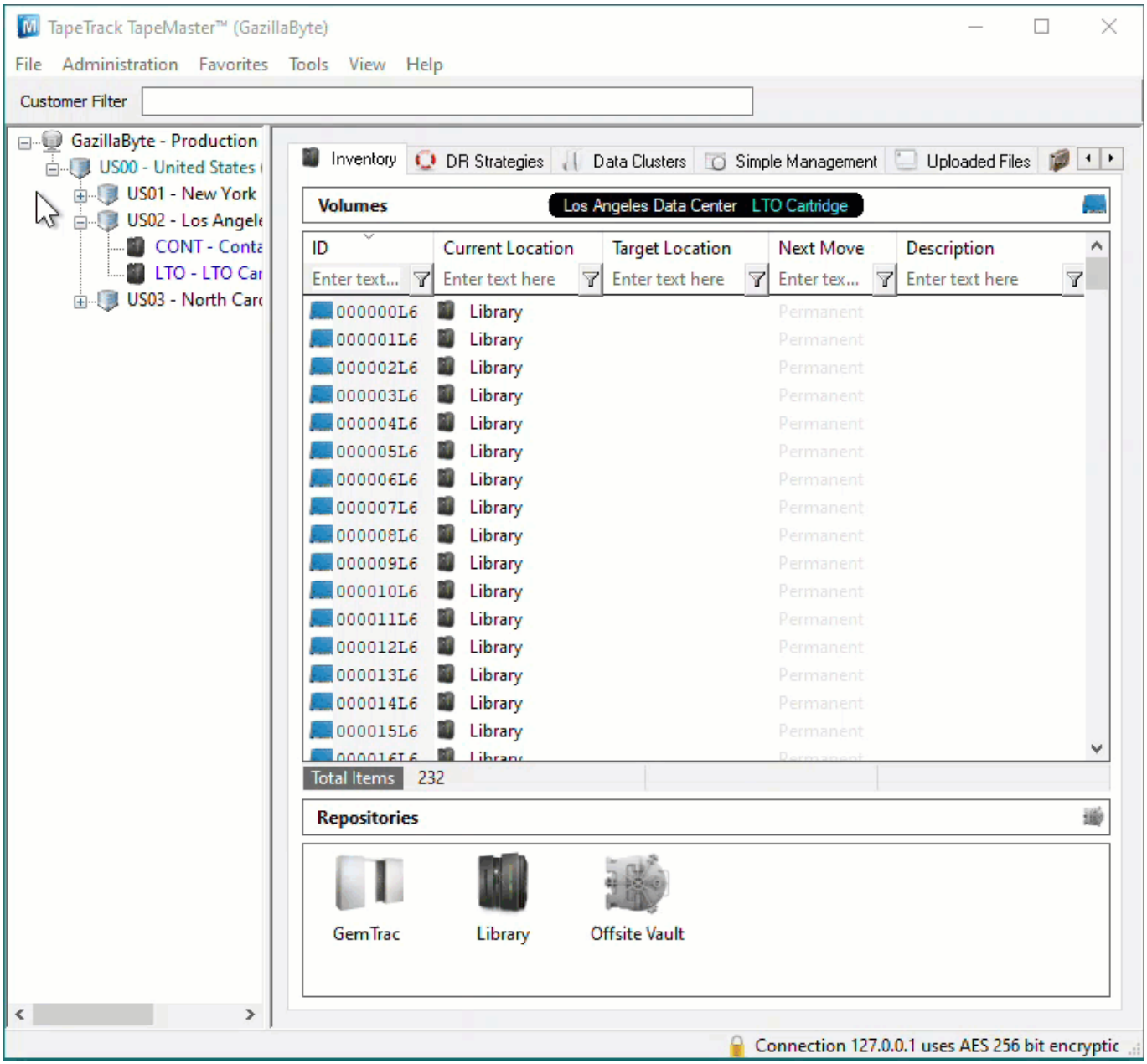
# Adding and Maintaining a Zone

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

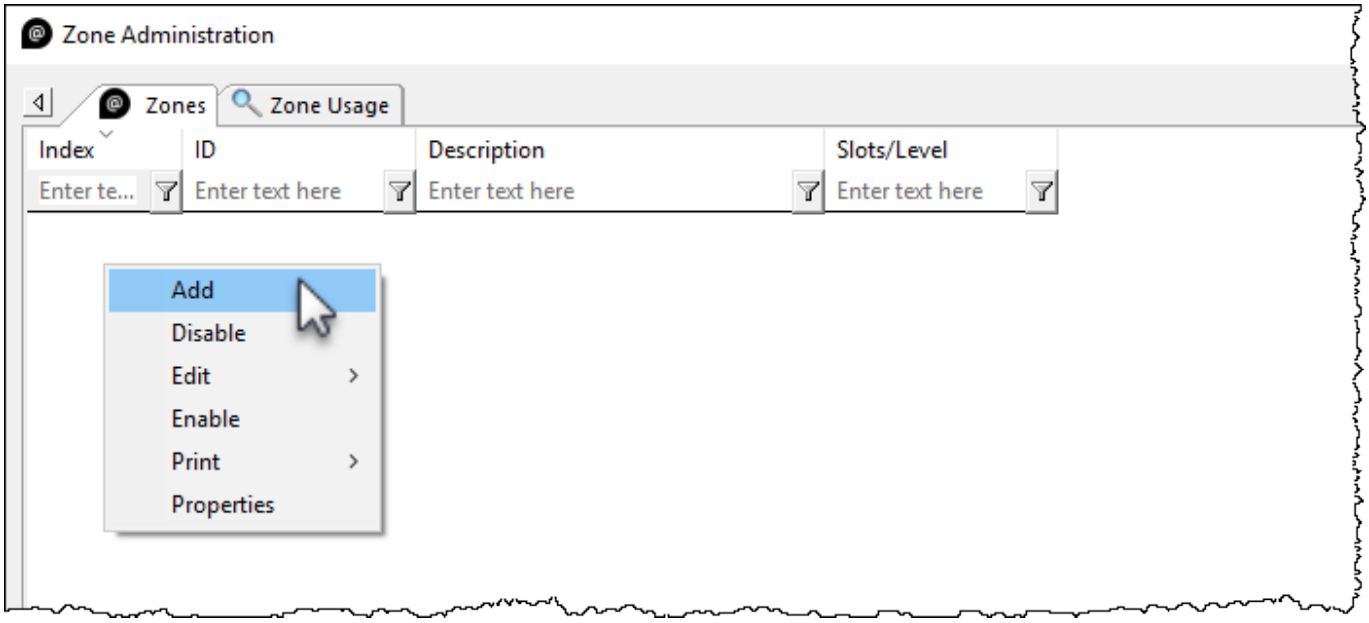
Once created a Zone is then mapped to a Repository to keep track of where Volumes are allocated to a storage rack, shelf and slot number.

## Adding a Zone

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



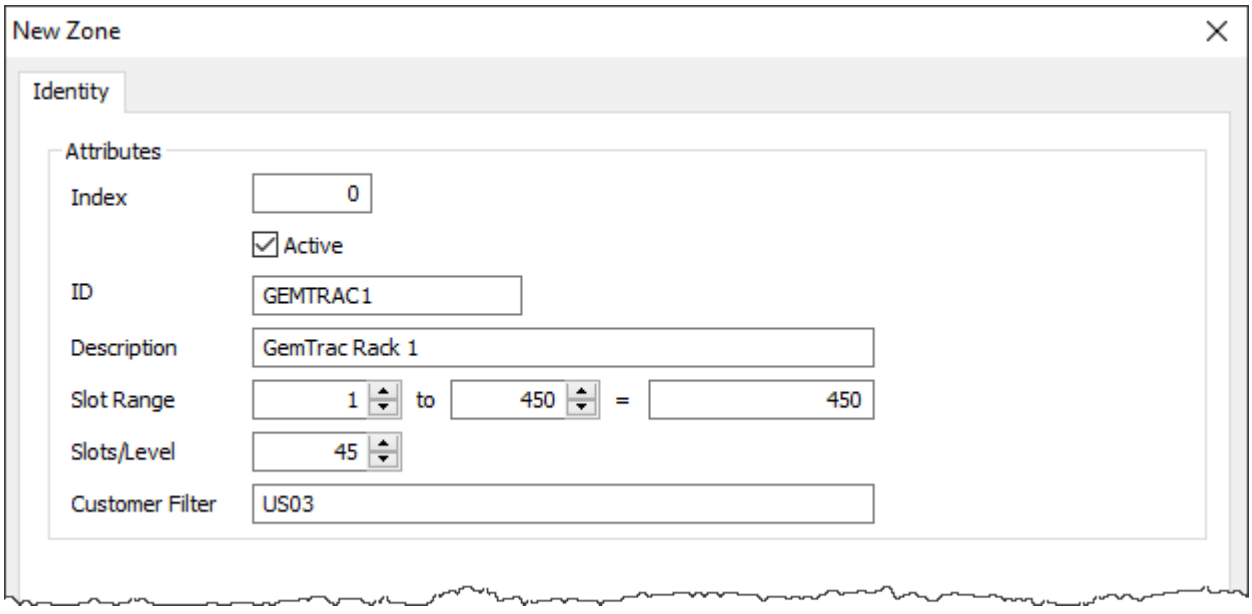

From the Zone Tab, click in the Zone List Window, and then right-click to select Add from the Context Menu.




### The Identity Tab

`Identity` tab the Zone properties:

- `Zone ID` Assignable ID for the Zone (1 to 10 alphanumeric characters).
- `Zone Description`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 Customer-ID's have access to the specific Zone when assigning Zones to a Repository.



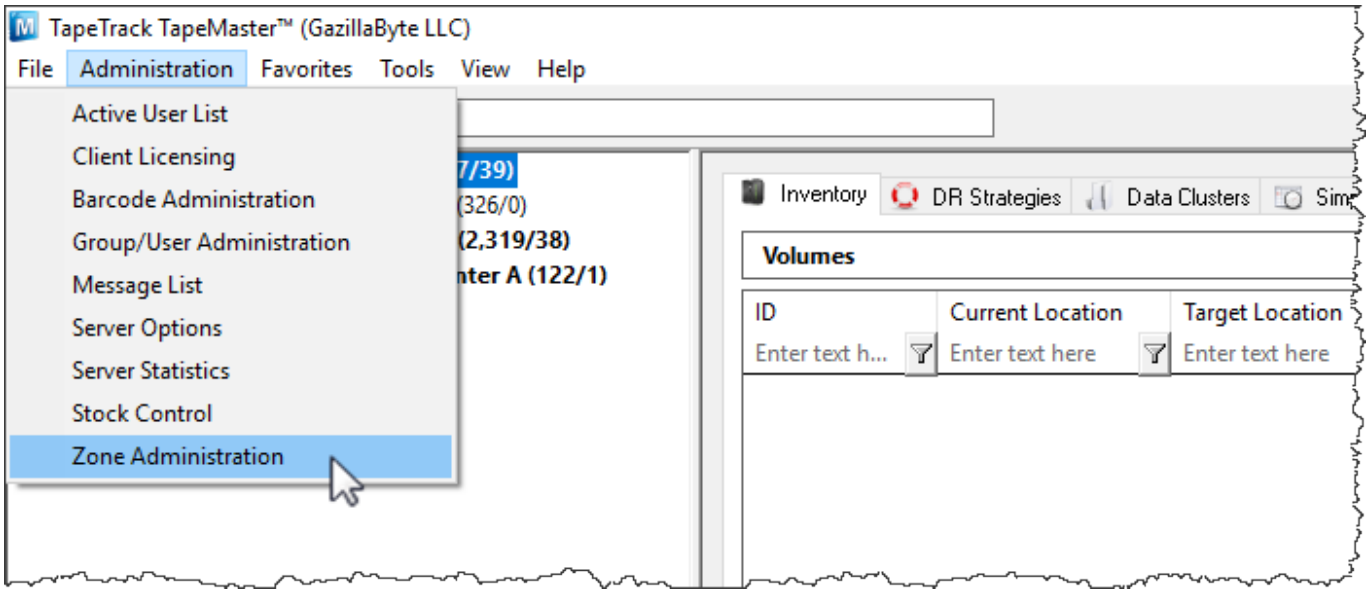

Once all values have been entered click Save.

## Associated Instructions

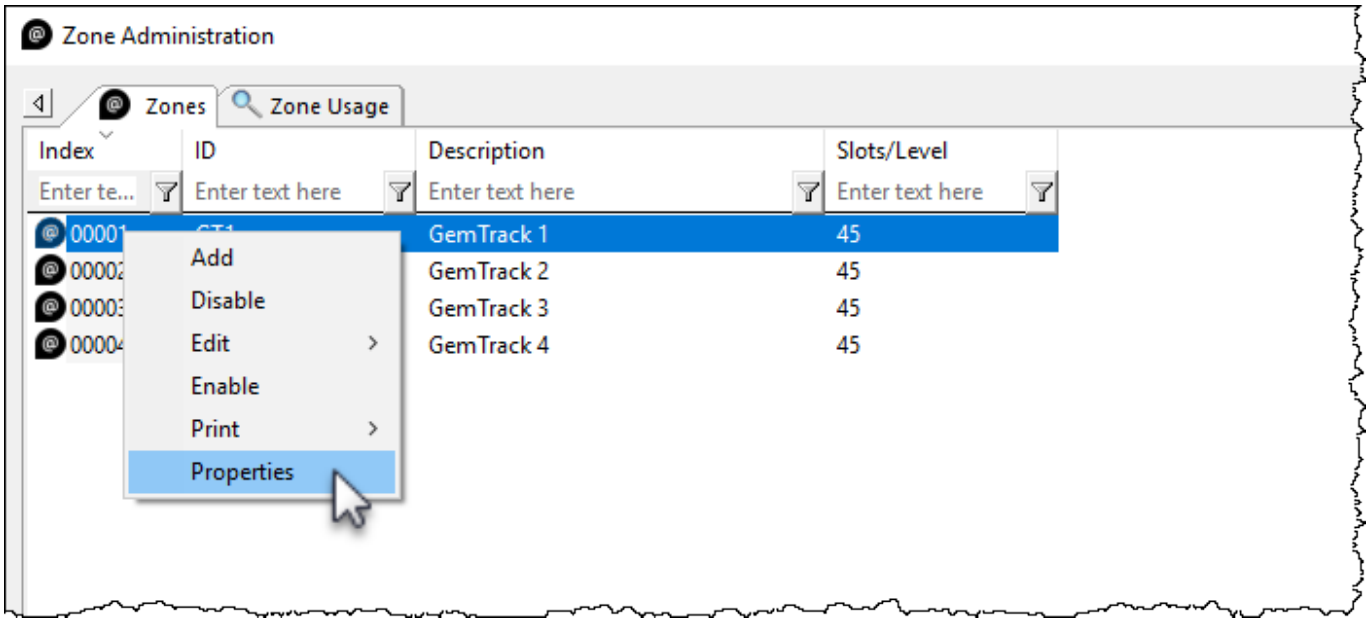
Once created, Zones can be then be mapped to one or more Repositories.

# 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`.



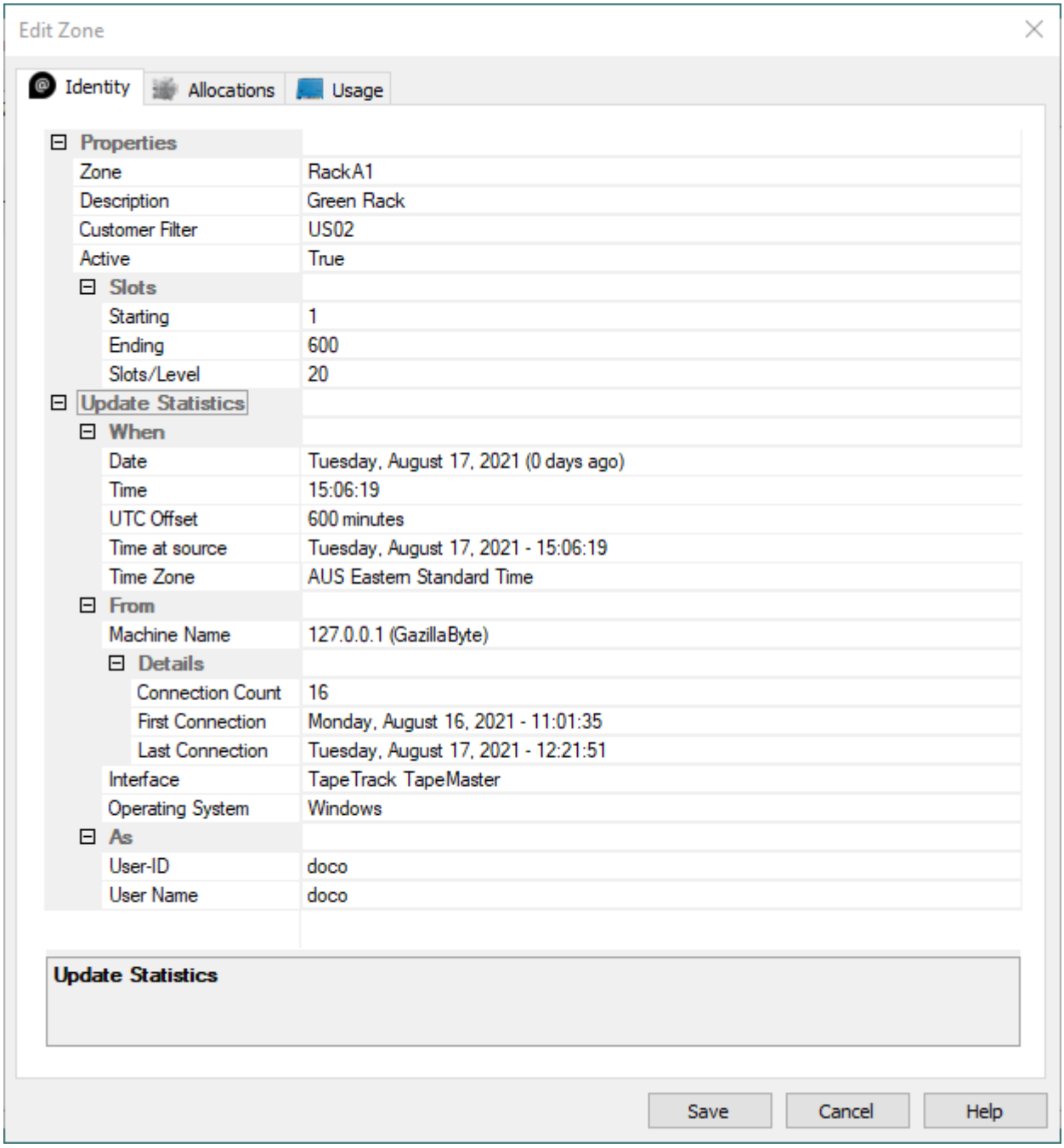

## Identity

The `Identity` tab in the `Edit Zone` window:

- The `Active` check box allows you to enable or disable the Zone.
- Allows you to edit all fields except the `Index Number`.
  - Editing the `ID` and `Description` fields will not affect the allocation or usage of the Zones, it will only update the displayed names within TapeMaster.
  - Editing the capacity of the Zone is not recommended without first understanding how

Zones and slot numbers are related. As Zones are mapped to a repository, the slot numbers are allocated sequentially. For example two cabinets with 100 volume capacity - the first cabinet will occupy slots 1 to 100, the second cabinet would occupy slots 101 to 200. If you increase the first cabinets capacity to 150, the second cabinet would now occupy slots 151 to 250. In this scenario a volume in slot 101 would be displayed as being in the second cabinet's first slot (it's physical location) but after the increase in capacity of the first cabinet it would be displayed in the first cabinet slot 101. This means any Volumes already slotted after slot 100 will now be shown in the wrong locations.
    - Editing the slots per level will affect the display in TapeMaster when viewing the slot allocation by **shelf:slot** and when using products like CheckPoint that direct the user to a slot via **zone:shelf:slot**.
    - Editing the **Customer** filter will expand, restrict or remove restrictions on which customers can view/use the Zone.
- Expanding the `Update Statistics` will display:
    - `When`
        - `Date`: Day, date and offset of Zone creation.
        - `Time`: Time of creation.
        - `UTC Offset`: UTC time offset of the connecting computer.
        - `Time At Source`: Local time at connecting computer.
        - `Time Zone`: Operating time zone of connecting computer.
    - `From`
        - `Machine Name`
            - `Connection Count`: Number of times computer has connected to server.
            - `First Connection`: First time computer connected to server.
            - `Last Connection`: Last time computer connected to server.
        - `Interface`: TapeTrack product used to connect to server.
        - `Operating System`: Current operating system of connecting computer.
    - `As`
        - `User-ID`: TapeTrack ID.
        - `User Name`: TapeTrack user name.

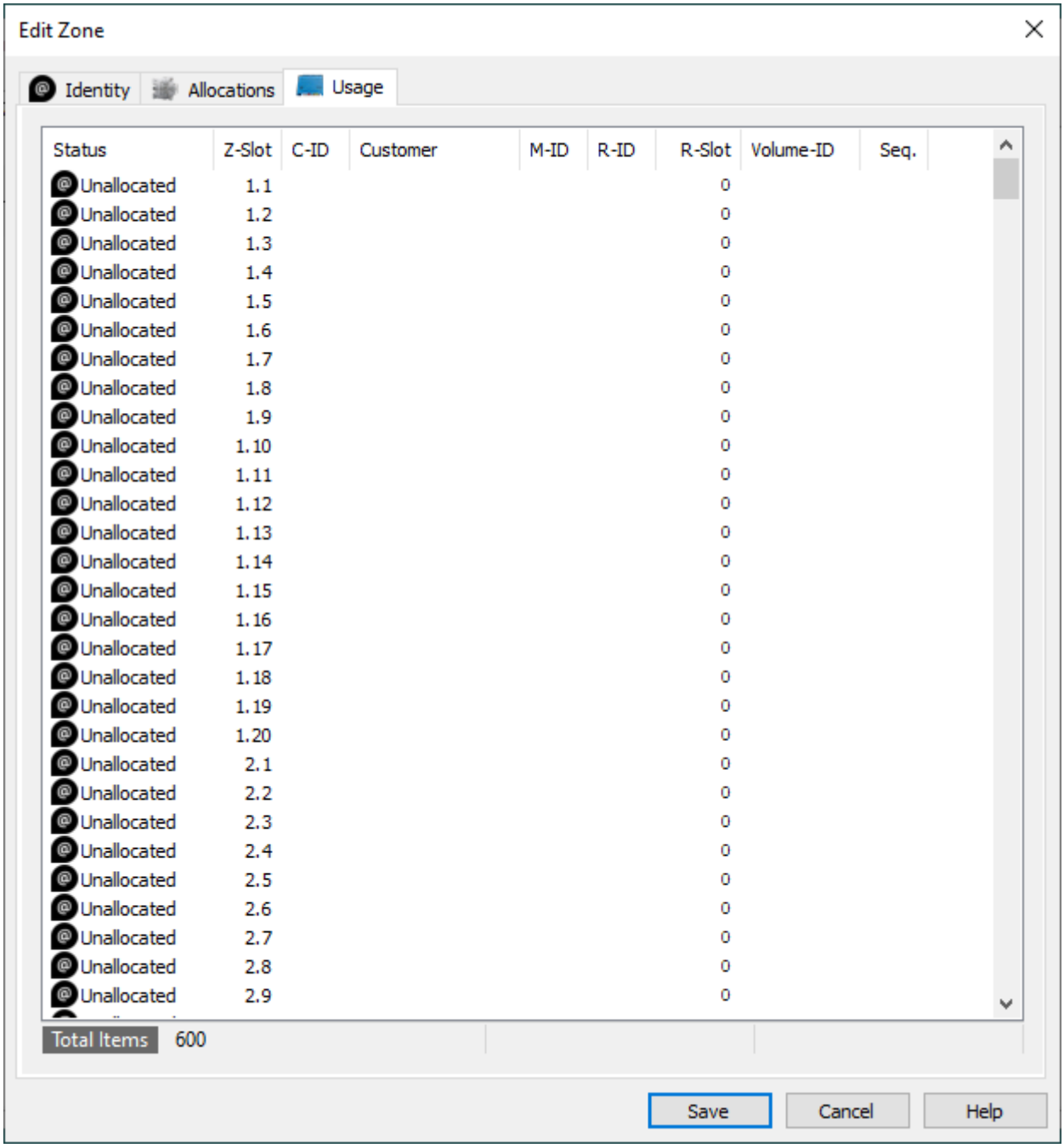
These fields are informational only and cannot be edited.




## Zone Usage

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

- Customer-ID
- Media-ID
- Repository-ID
- Start and end Slot Numbers and total Number of Slots
- Current utilization of Slots including
  - Number of used Slots
  - % of free Slots




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