

# Zone Administration

Zone Administration gives you access to the zone administration window, from which you can add, remove or alter current zones as well as view slots currently in use through the zone usage tab.

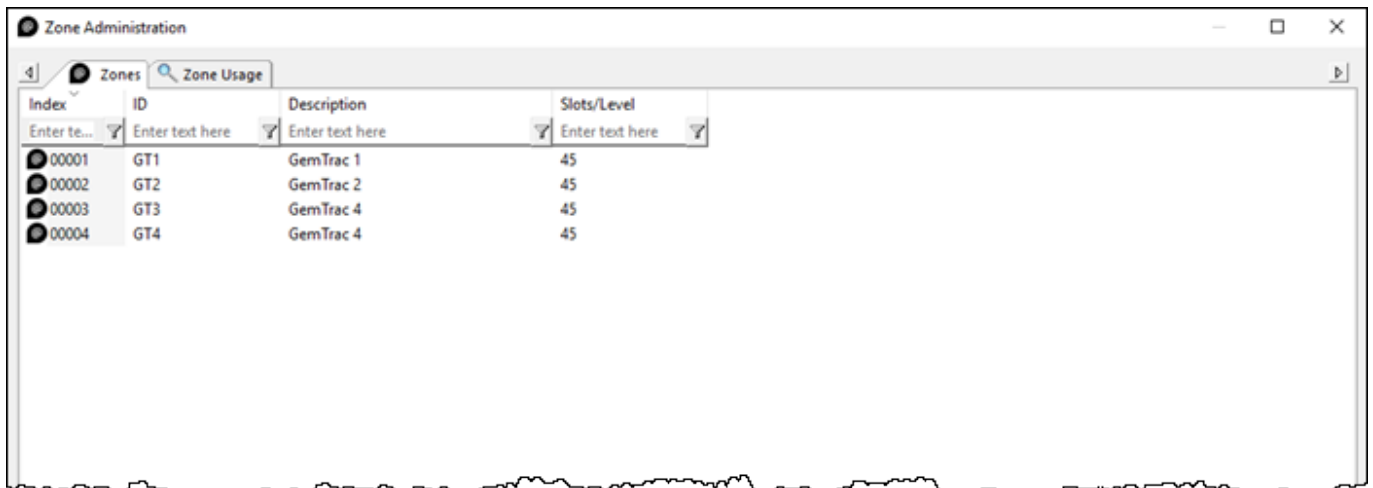
To access the Zone Administration window, from the main menu, select Administration → Zone Administration.



Only users with tapemaster rights have access to the Administrative menu.

## Zone Tab

The Zone tab displays current zones index, zone ID's, descriptions and number of slots per level.



The screenshot shows a window titled "Zone Administration" with two tabs: "Zones" and "Zone Usage". The "Zones" tab is active, displaying a table with the following data:

Index	ID	Description	Slots/Level
00001	GT1	GemTrac 1	45
00002	GT2	GemTrac 2	45
00003	GT3	GemTrac 4	45
00004	GT4	GemTrac 4	45

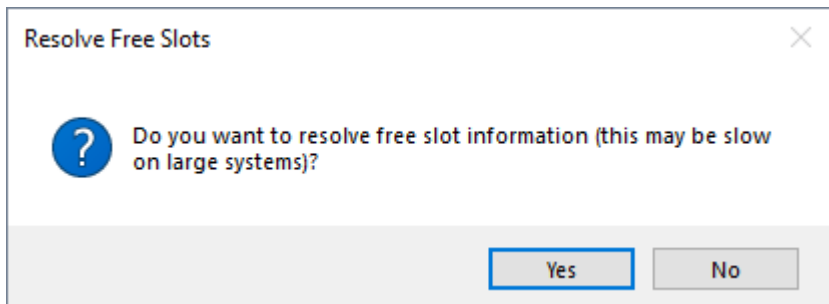
## Zone Tab Right Click Options

- **Add**: Adds a new zone.
- **Disable**: Disables the use of the zone.
- **Edit**
  - **Paste (Using Selected Attributes)**
- **Enable**: Enables the use of the zone.
- **Print**
  - **All**: Prints all zones and associated information.
  - **Labels**: Prints labels for use when scanning volumes into zones.
  - **Selected**: Prints selected zones and associated information.
- **Properties**: Opens **Edit Zone** window to edit zone properties and view zone usage information.

# Zone Usage Tab

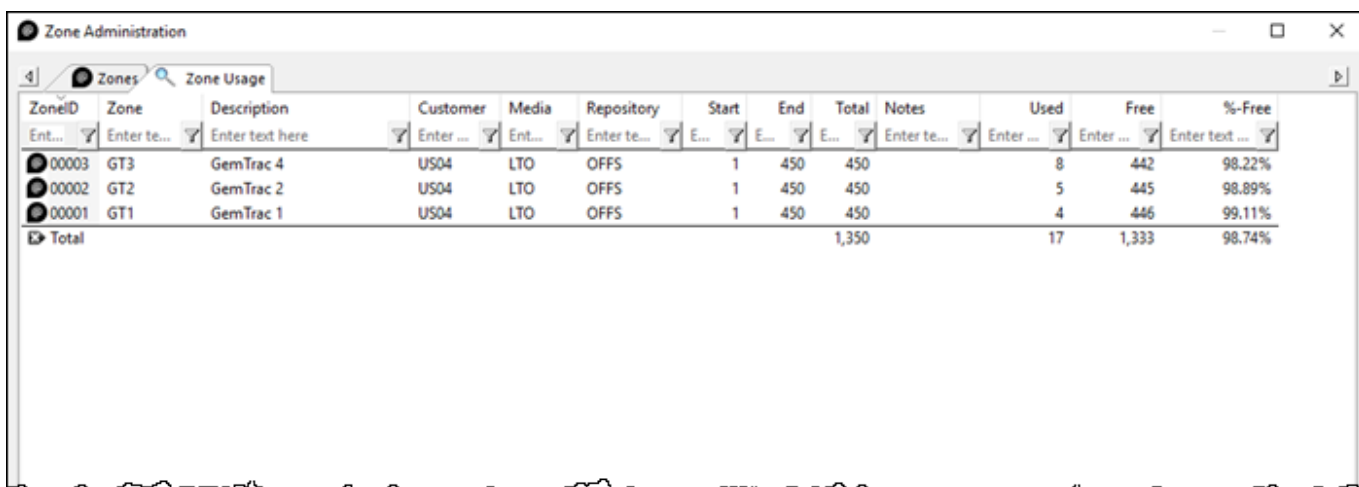
The Zone Usage tab displays the current zone index, zones ID's, Descriptions, assigned Customer and Media and Repository ID's, start and end and total slot numbers, notes, number of used slots, number of free slots and percentage of free slots.

To view the zone usage data, select the Zone Usage tab and click Yes to the **Resolve Free Slots** popup.



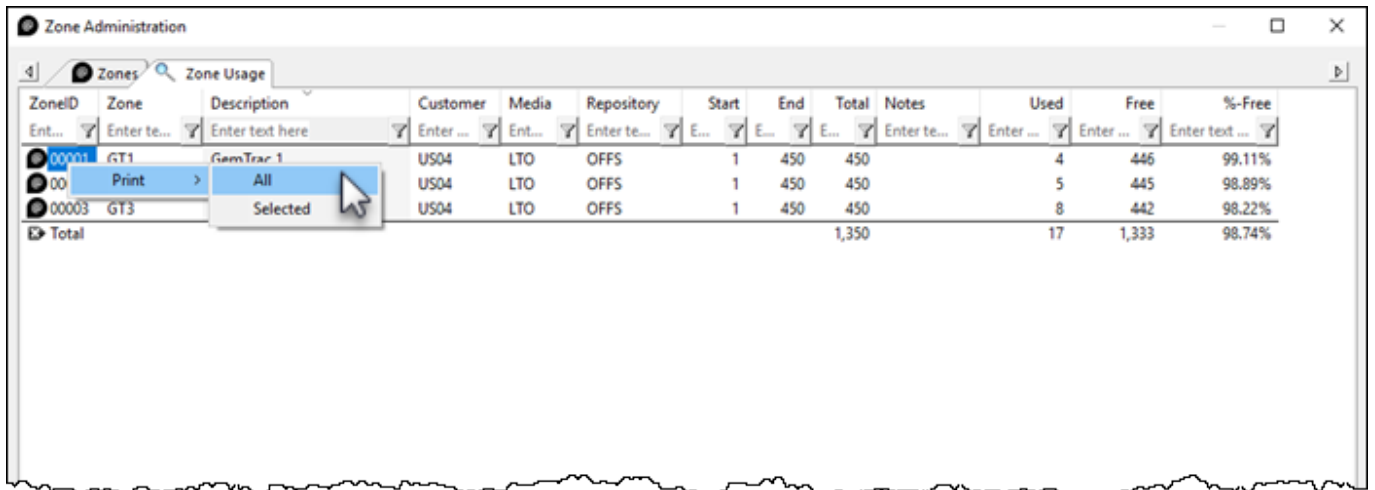
Data in the columns can be displayed in ascending or descending order by clicking the column headings.

Displayed data can be filtered by using the TapeTrack [String Filters](#)

A screenshot of the "Zone Administration" application window. The "Zone Usage" tab is active, showing a table with columns: ZoneID, Zone, Description, Customer, Media, Repository, Start, End, Total, Notes, Used, Free, and %-Free. The table contains three rows of zone data and a total row. The "Total" row is highlighted with a mouse cursor.

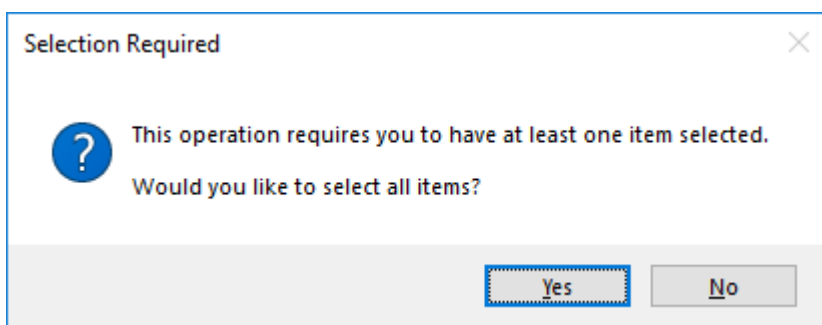
ZoneID	Zone	Description	Customer	Media	Repository	Start	End	Total	Notes	Used	Free	%-Free
00003	GT3	GemTrac 4	US04	LTO	OFFS	1	450	450		8	442	98.22%
00002	GT2	GemTrac 2	US04	LTO	OFFS	1	450	450		5	445	98.89%
00001	GT1	GemTrac 1	US04	LTO	OFFS	1	450	450		4	446	99.11%
Total								1,350		17	1,333	98.74%

Selected zones can be printed by right clicking highlighted zones and selecting Print → Selected, or Print → All to print all zones.



ZoneID	Zone	Description	Customer	Media	Repository	Start	End	Total	Notes	Used	Free	%-Free
00001	GT1	GemTrac 1	US04	LTO	OFFS	1	450	450		4	446	99.11%
00	Print		US04	LTO	OFFS	1	450	450		5	445	98.89%
00003	GT3		US04	LTO	OFFS	1	450	450		8	442	98.22%
Total								1,350		17	1,333	98.74%

To export to a file press **Ctrl → e**.



Select **Yes** on the Selection Required window.

Then select the output format from:

- Comma Delimited File (CSV)
- Microsoft Excel
- Text file
- XML File

By default the **Open file when export is complete** is checked, uncheck if you do not want the file to open on export.

Click **OK** to export or **Cancel** to abort the process.

Export Type Selection

You can export this list to different formats.  
Please select an export type:

- Adobe Acrobat File (PDF)
- Comma Delimited File (CSV)
- Microsoft Excel
- Text File
- XML File (XML)

Open file when export is complete

Select All OK Cancel

The export will contain 1 selected records

Click the X in the top right corner to exit.

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