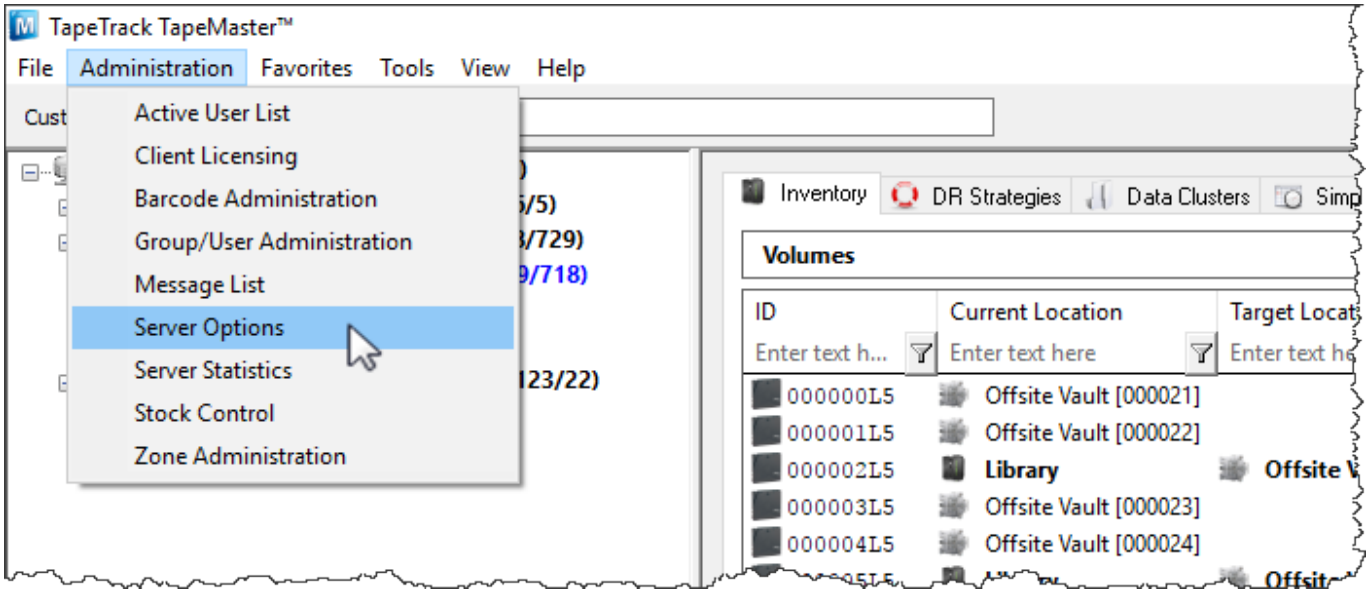
Server Options

The Server Options allow global settings for Customer, Data Clusters and Simple Management Rules in one location.

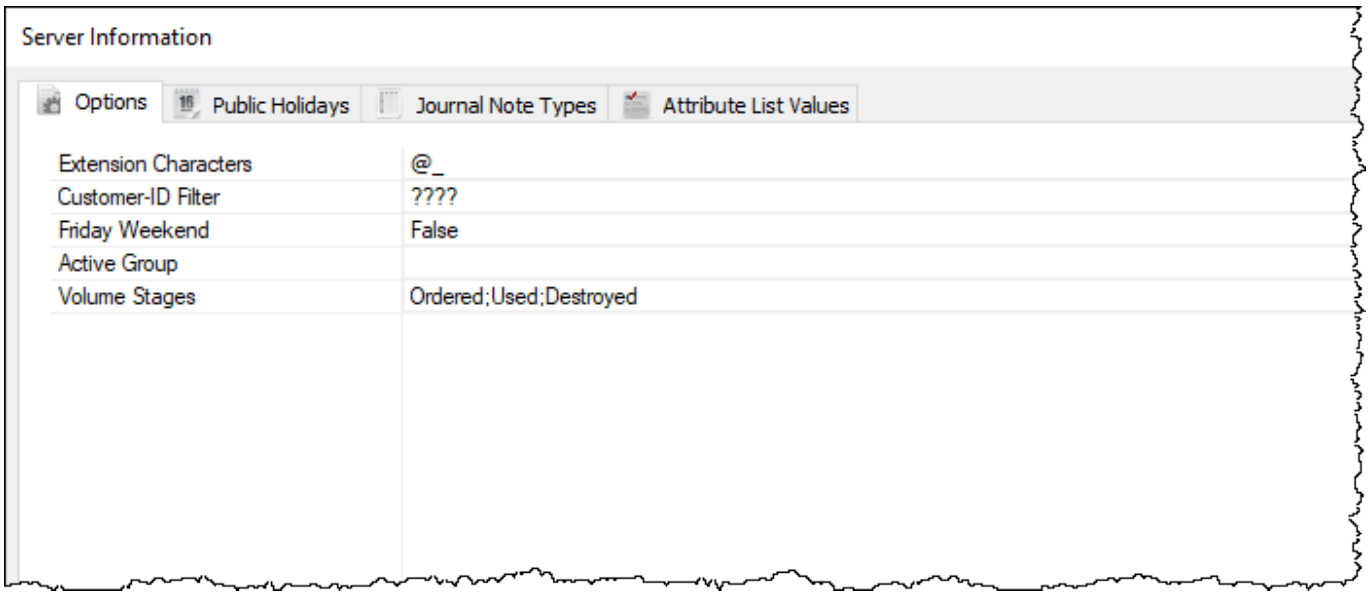
To open the Server Options, select `Administration` → `Server Options` from the main menu.



Options

Options tab allows entry for:

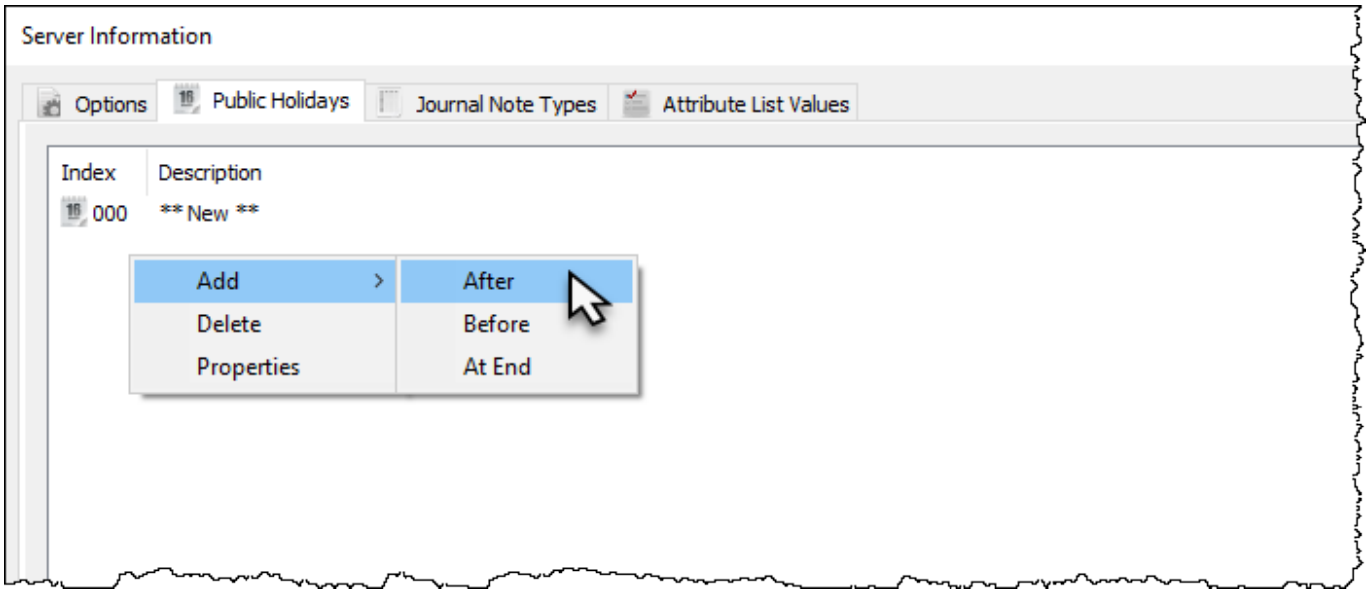
- **Extension Characters** or additional characters that can be used in identifiers such as Data Clusters
- **Customer-ID Filter**. Set acceptable Customer ID filters to enforce format rules. e.g. ???? will force all customer ID's to be four characters.
- **Friday Weekend**. Setting to true will start the weekend on Friday, false will start the weekend on Saturday.
- **Active Directory Group** that is checked to ensure user can logon. If left empty the group 'TapeTrack Users' will be checked if the user profile enables that option.
- **Volume Stages**. A list of volume stages, delimited by semicolons. e.g.Ordered;Used;Destroyed



Public Holidays

The Public Holidays tab provides an area to set holidays that should be avoided by Simple Management Rules.

To add a holiday right-click and select add and the position for the new entry (before, after or end). This will create a new holiday with a sequential Index number and a description of "**New**".

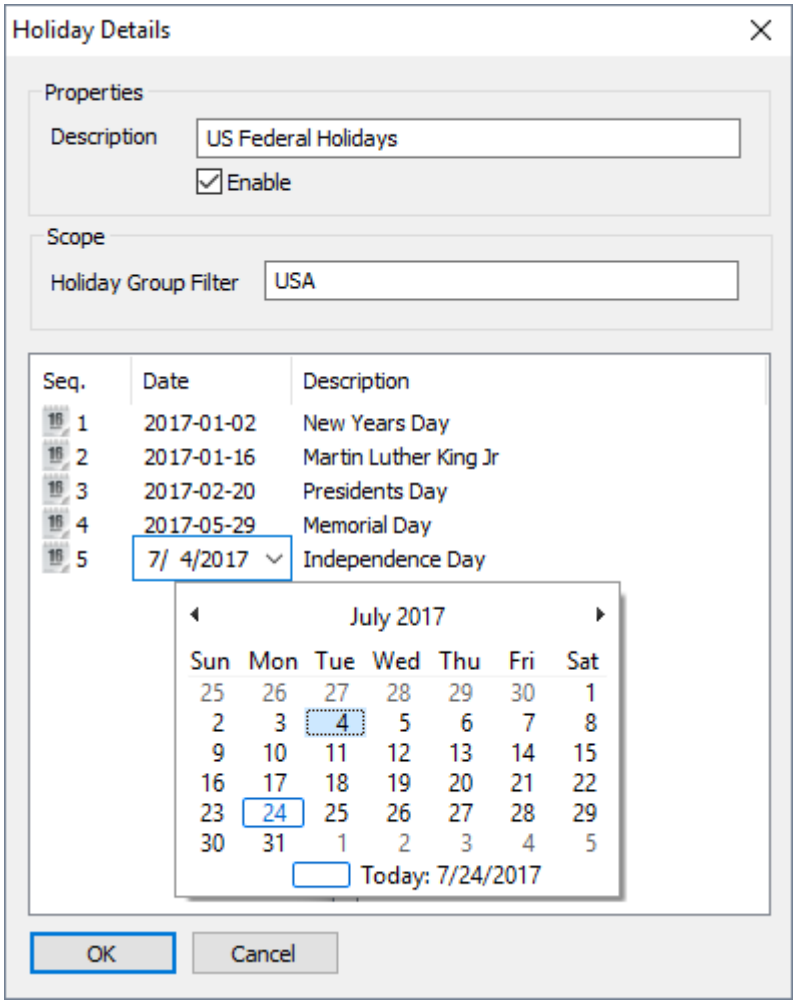


Double-click the Holiday Index Number or right-click the Holiday and select "Properties" to open the Holiday Details window.

Insert the holiday group description and filter. Check Enable to make the rule functional.

Right-click in the lower window and select add to insert a new holiday. Change the description from new and adjust the date. Press enter when information is correct.

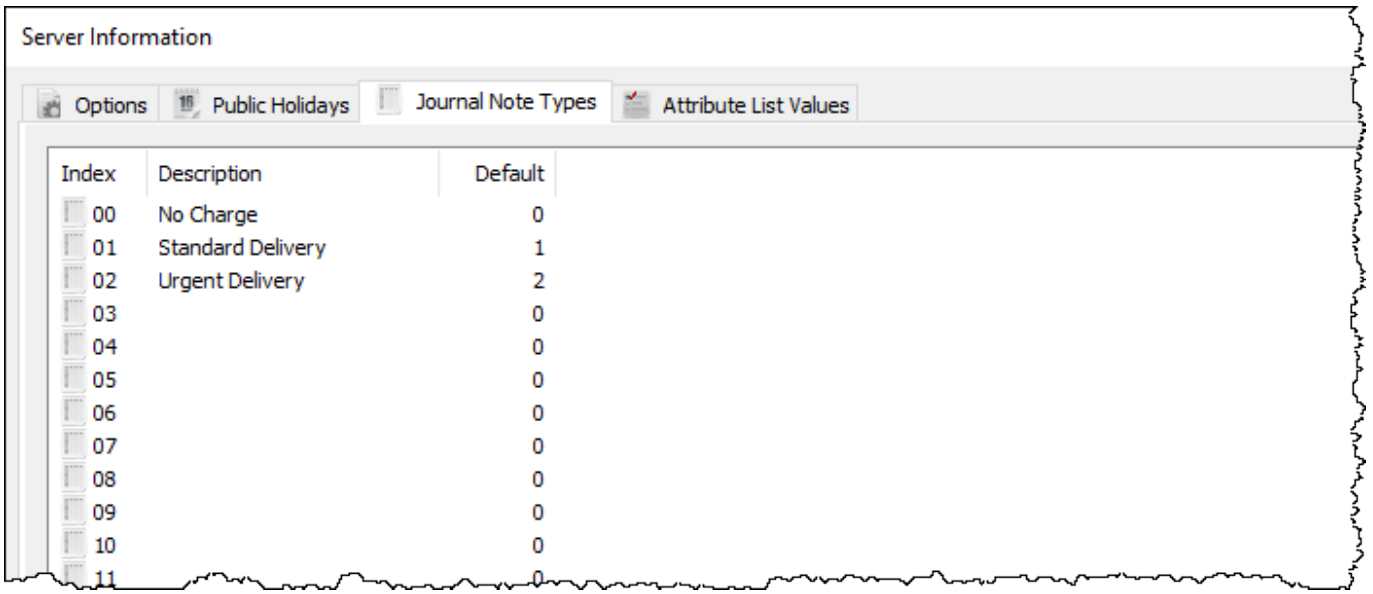
Repeat process until all dates needed have been entered and click OK and Save to commit data and exit back to TapeMaster.



Journal Note Types

Journal Note Types are used as part of billing in TapeTrack Checkpoint.

To set Journal Note Types, click in the description field next to an Index number.



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