

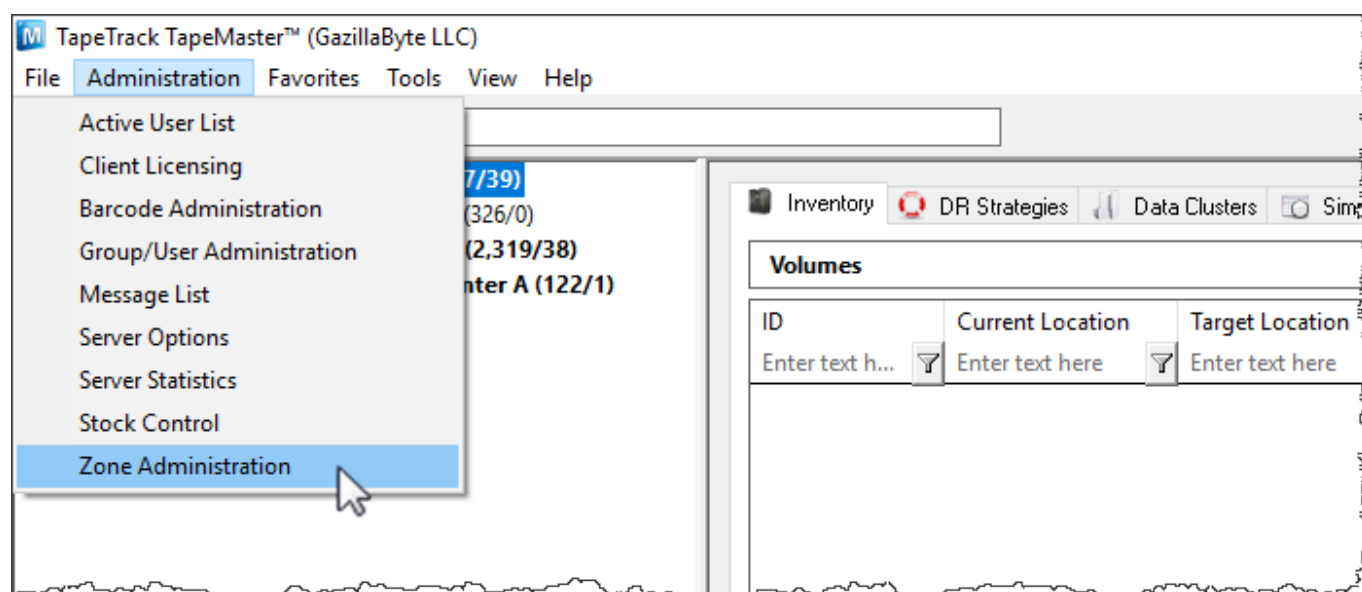
# Adding and Maintaining a Zone

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

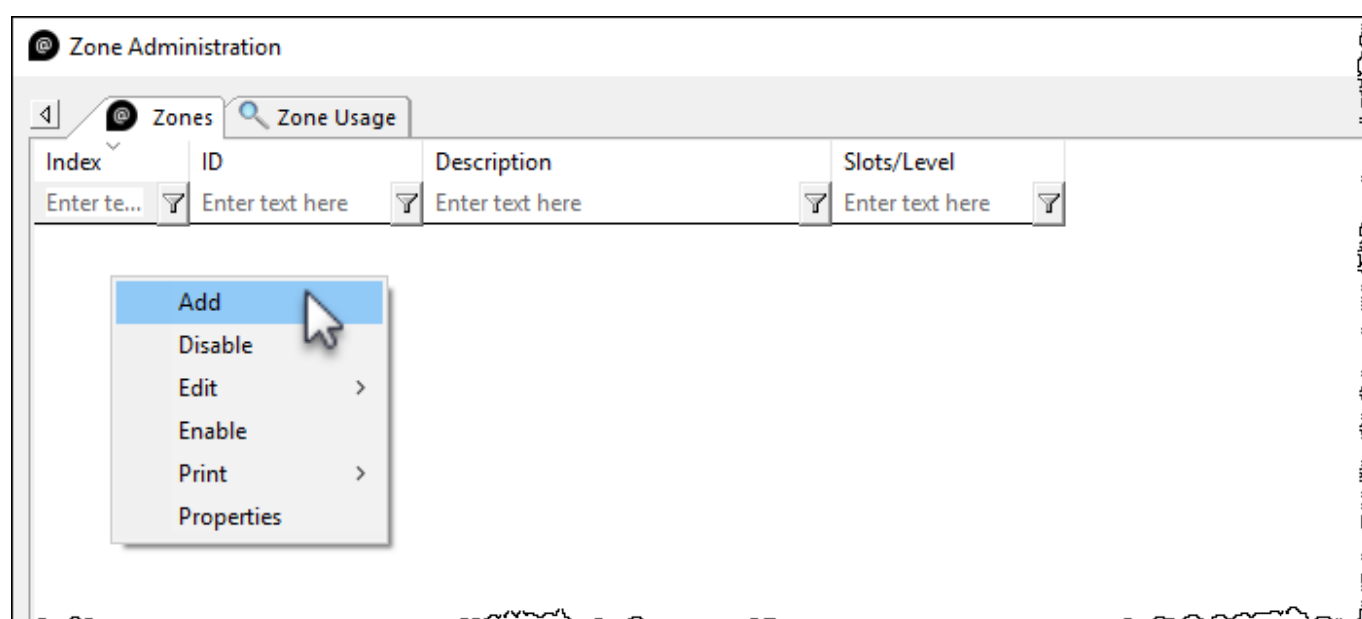
Once created a Zone is then mapped to a **Repository** to track where volumes are allocated to a storage rack and slot number.

## Adding a Zone

From the Main Menu, select Administration→Zone Administration.



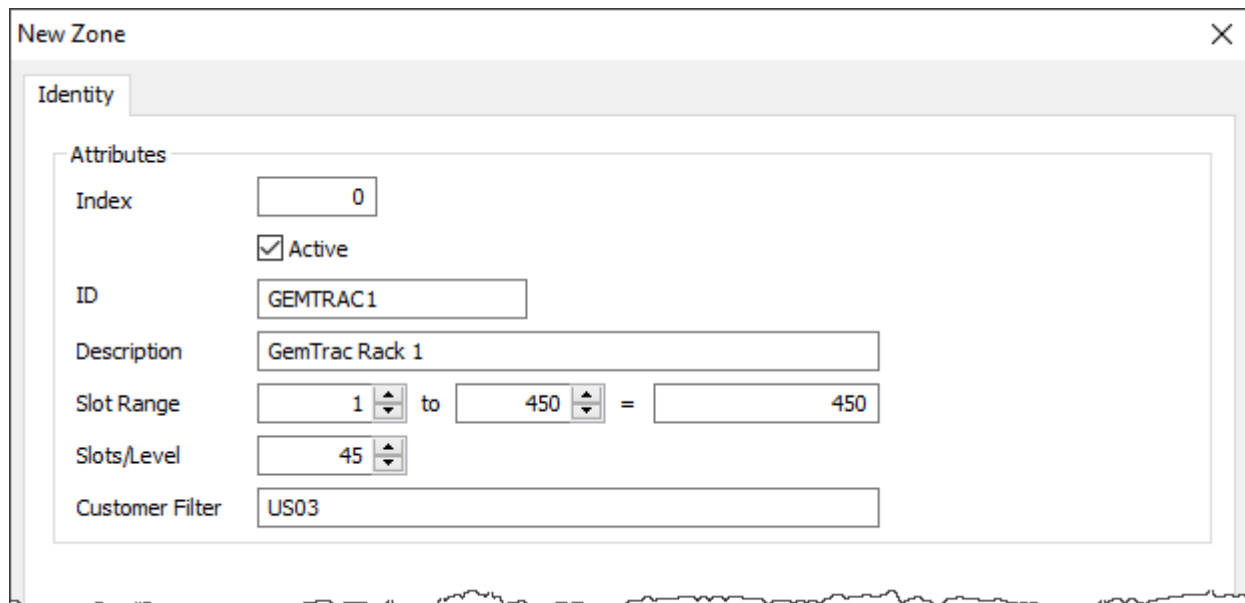
From the Zone Tab, click in the Zone List Window, and then Right click to select Add from the Context Menu.



## The Identity Tab

In the Identity tab the Zone properties are:

- **Zone ID** this represents a 1 to 10 character assignable ID for the Zone.
- **Zone description** this represents a long form description of the Zone.
- **Total number of slots** this represents the total number of slots that the Zone contains.
- **Number of slots per row (optional)** this represents the number of slots in each row of the Zone.
- **Customer filter (optional)** this defines which Customers will see the specific Zone when assigning Zones to a Repository.



The screenshot shows a 'New Zone' dialog box with a close button (X) in the top right corner. The 'Identity' tab is selected. Below the tab is a section titled 'Attributes' containing several form fields:

- Index:** A text box containing the value '0'.
- Active:** A checkbox that is checked, with the label 'Active'.
- ID:** A text box containing the value 'GEMTRAC1'.
- Description:** A text box containing the value 'GemTrac Rack 1'.
- Slot Range:** A range selector showing '1' to '450' with up/down arrows, followed by an equals sign and a text box containing '450'.
- Slots/Level:** A text box containing the value '45' with up/down arrows.
- Customer Filter:** A text box containing the value 'US03'.

## The Zone Usage Tab

### Saving the new properties

Click Save.

## Associated Instructions

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

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