Zone Administration

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

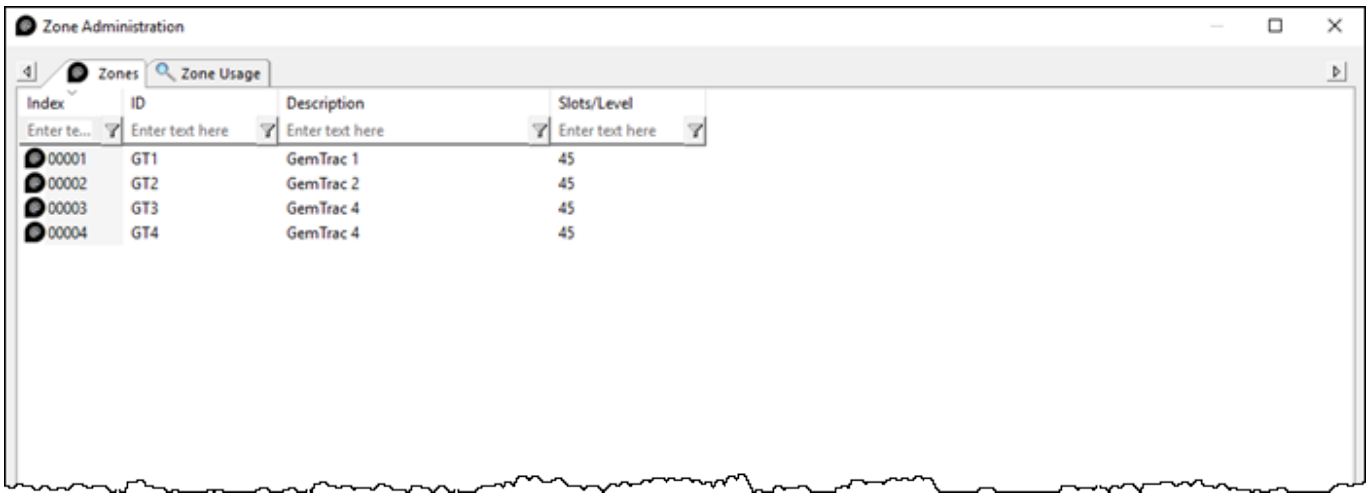
To access the Zone Administration window, from the Main Menu, select Administration → Zone Administration.



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.



Zone Tab Right-Click Options

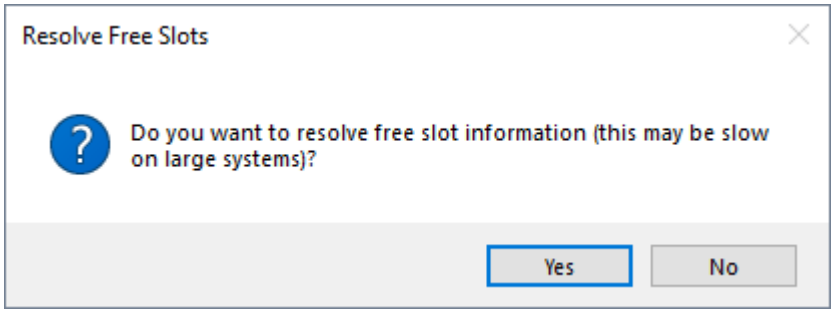
- Add: Adds a new Zone.
- Disable: Disables the use of the Zone.
- Edit
  - Paste (Using Selected Attributes)
- Enable: Enables the use of the Zone.
- Properties: Opens Edit Zone window to edit Zone Properties and view Zone Usage information.

Zone Usage Tab

The Zone Usage tab displays the current Zone Index, Zone-ID's, Descriptions, assigned Customer-IDs, Media-IDs and Repository-IDs, start, end and total Slot numbers, Notes, number of used Slots,

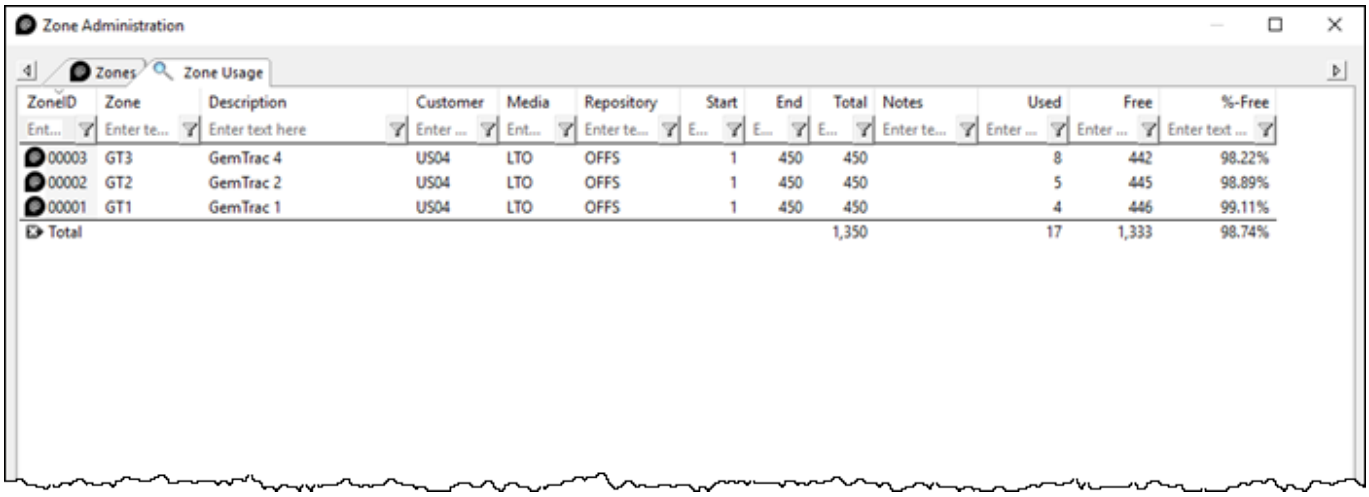
number of free Slots and percentage of free Slots.

To view the Zone usage data, select the Zone Usage tab.



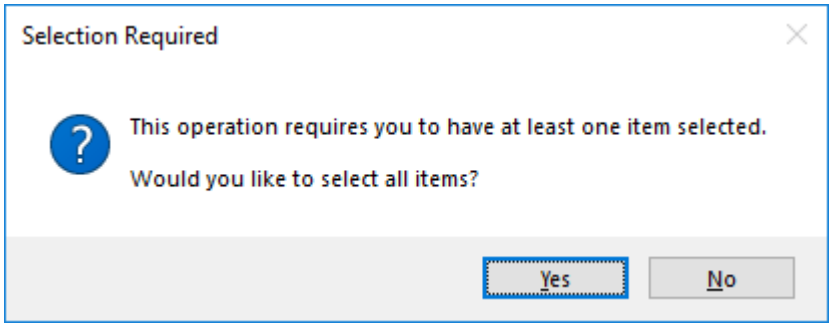
Data in the columns can be displayed in ascending or descending order by clicking the column headings.

Displayed data can be filtered by using the TapeTrack String Filters



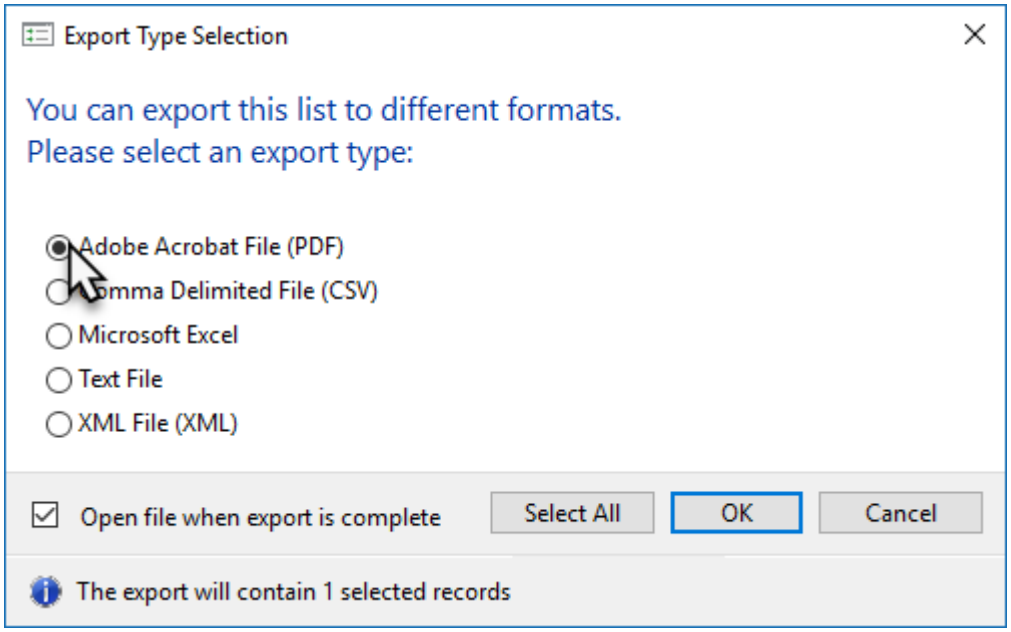
To export to a file, select the required **Zone ID's** from the Zone Usage tab and press `Ctrl`+E.

If no Zones are selected when `Ctrl`+E is pressed, a popup is presented. Click `Yes` to export all records or click `No` to exit export and select required records before pressing `Ctrl`+E to start export process.



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.

Click the X in the top right corner to exit.

Example

Data exported to text file

```
            System: TapeTrack
 Report Description: Export
    Production Time: Friday, June 15, 2018 - 11:16:02 (AUS Eastern Standard
Time)
       Report Width: 90 bytes

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
------ ---- ----------- -------- ----- ---------- ----- --- ----- ----- ----
----- ------
```

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https://docs.tapetrack.com/ - **TapeTrack Documentation**

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