

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.

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

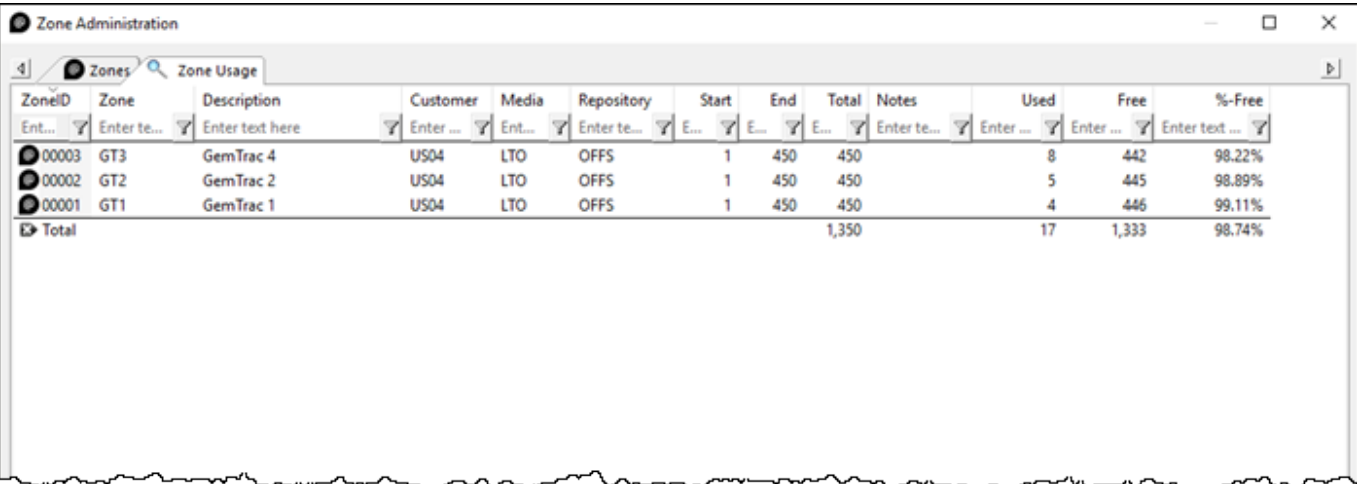
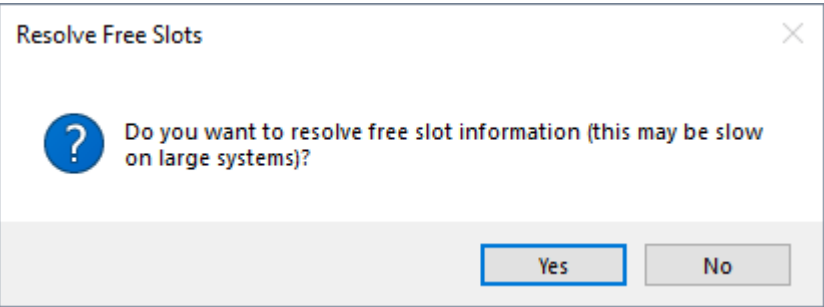
Zone Tab Right Click Options

- **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.

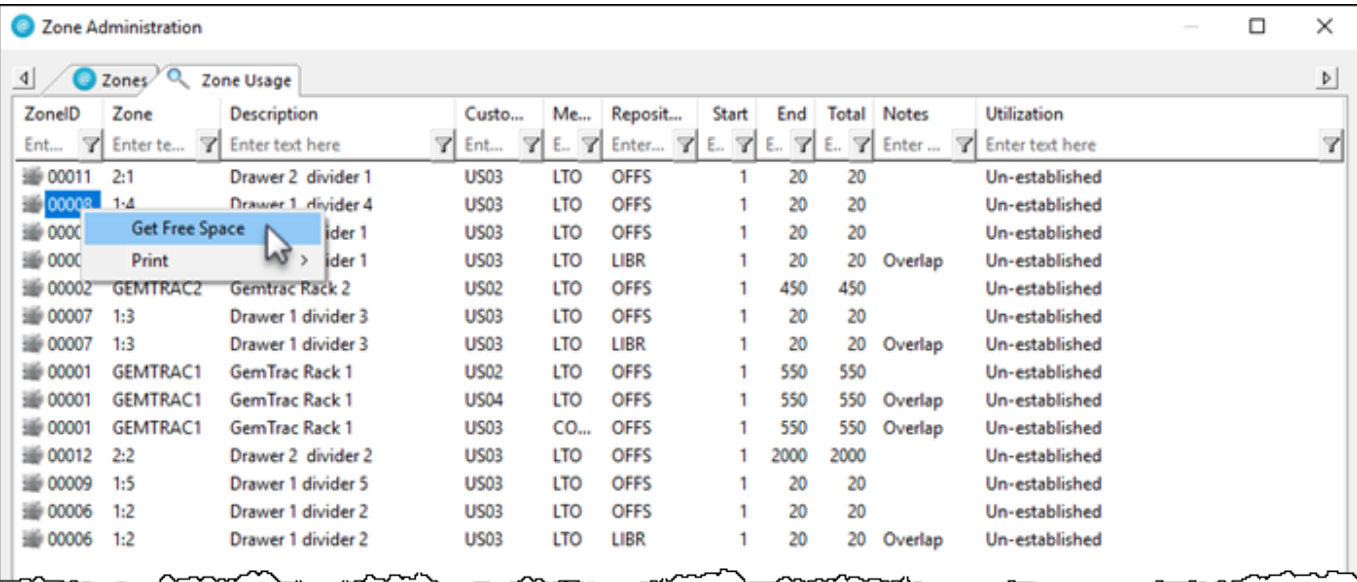
Zone Usage Tab

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.

A screenshot of the "Zone Administration" window with the "Zone Usage" tab selected. It shows a table with columns: ZoneID, Zone, Description, Customer, Media, Repository, Start, End, Total, Notes, Used, Free, and %-Free. The table contains three rows of data for zones GT3, GT2, and GT1, and a total row. The "Free" column shows values 442, 445, 446, and 1,333 respectively. The "%-Free" column shows percentages 98.22%, 98.89%, 99.11%, and 98.74%.

When first opened the utilization column will display **Un-established**, this is a feature to allow a quick load time of the rest of the zone data. If the utilization numbers are required, right click any zone and select Get free space.

A screenshot of the "Zone Administration" window with the "Zone Usage" tab selected. A right-click context menu is open over the "Utilization" column, showing options "Get Free Space" and "Print". The table shows columns: ZoneID, Zone, Description, Cust..., Me..., Reposit..., Start, End, Total, Notes, and Utilization. The "Utilization" column for all rows shows "Un-established".

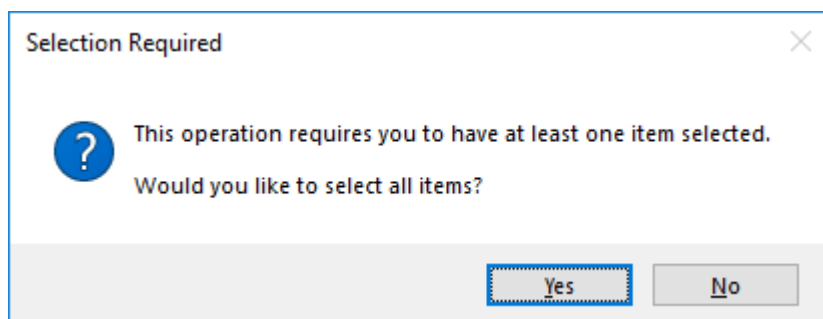
The utilization column will now display the number of slots occupied, total slots allocated, percentage of slots used and the number of slots free (or unoccupied).

ZoneID	Zone	Description	Custo...	Me...	Reposit...	Start	End	Total	Notes	Utilization
00011	2:1	Drawer 2 divider 1	US03	LTO	OFFS	1	20	20		Occupied(0) / Total(20) = 0%. Free(20)
00008	1:4	Drawer 1 divider 4	US03	LTO	OFFS	1	20	20		Occupied(0) / Total(20) = 0%. Free(20)
00005	1:1	Drawer 1 divider 1	US03	LTO	OFFS	1	20	20		Occupied(12) / Total(20) = 60%. Free(8)
00005	1:1	Drawer 1 divider 1	US03	LTO	LIBR	1	20	20	Overlap	Occupied(0) / Total(20) = 0%. Free(20)
00002	GEMTRAC2	Gemtrac Rack 2	US02	LTO	OFFS	1	450	450		Occupied(0) / Total(450) = 0%. Free(450)
00007	1:3	Drawer 1 divider 3	US03	LTO	OFFS	1	20	20		Occupied(0) / Total(20) = 0%. Free(20)
00007	1:3	Drawer 1 divider 3	US03	LTO	LIBR	1	20	20	Overlap	Occupied(0) / Total(20) = 0%. Free(20)
00001	GEMTRAC1	GemTrac Rack 1	US02	LTO	OFFS	1	550	550		Occupied(15) / Total(550) = 3%. Free(535)
00001	GEMTRAC1	GemTrac Rack 1	US04	LTO	OFFS	1	550	550	Overlap	Occupied(10) / Total(550) = 2%. Free(540)
00001	GEMTRAC1	GemTrac Rack 1	US03	CO...	OFFS	1	550	550	Overlap	Occupied(4) / Total(550) = 1%. Free(546)
00012	2:2	Drawer 2 divider 2	US03	LTO	OFFS	1	2000	2000		Occupied(0) / Total(2000) = 0%. Free(2000)
00009	1:5	Drawer 1 divider 5	US03	LTO	OFFS	1	20	20		Occupied(0) / Total(20) = 0%. Free(20)
00006	1:2	Drawer 1 divider 2	US03	LTO	OFFS	1	20	20		Occupied(0) / Total(20) = 0%. Free(20)
00006	1:2	Drawer 1 divider 2	US03	LTO	LIBR	1	20	20	Overlap	Occupied(0) / Total(20) = 0%. Free(20)

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%
00001	GT2	GemTrac 2	US04	LTO	OFFS	1	450	450		5	445	98.89%
00003	GT3	GemTrac 3	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.

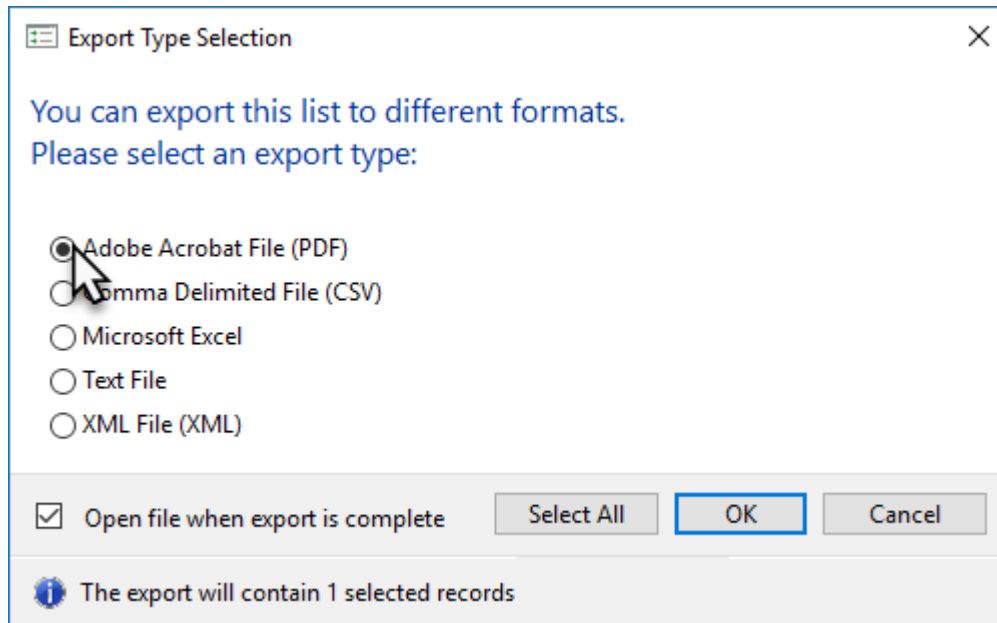
Then select the output format from:

- 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.



Click the X in the top right corner to exit.

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