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.

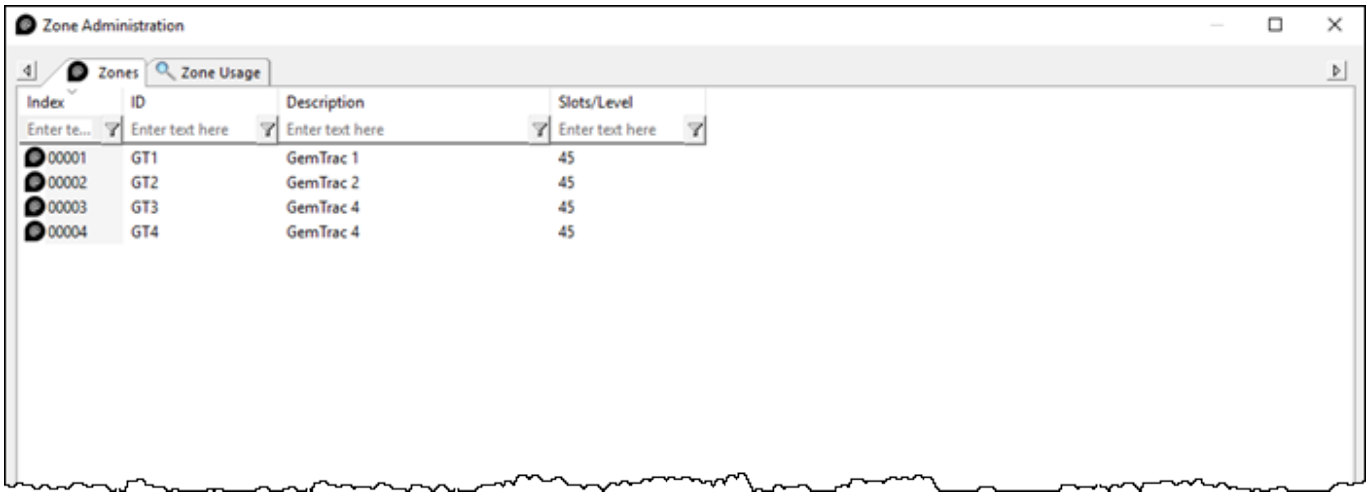
To access the Zone Administration window, from the main menu, select `Administration` → `Zone Administration`.



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.



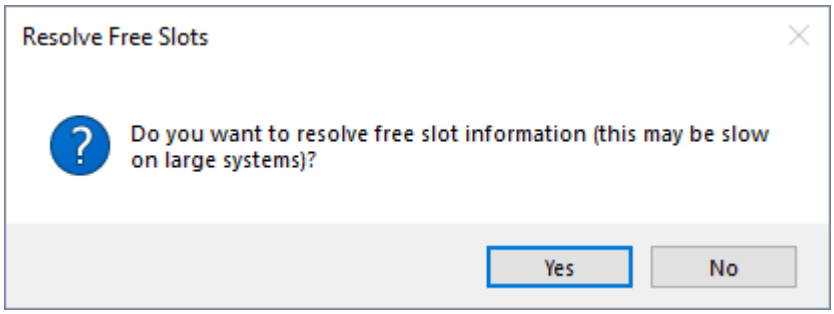
Zone Tab Right Click Options

- **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

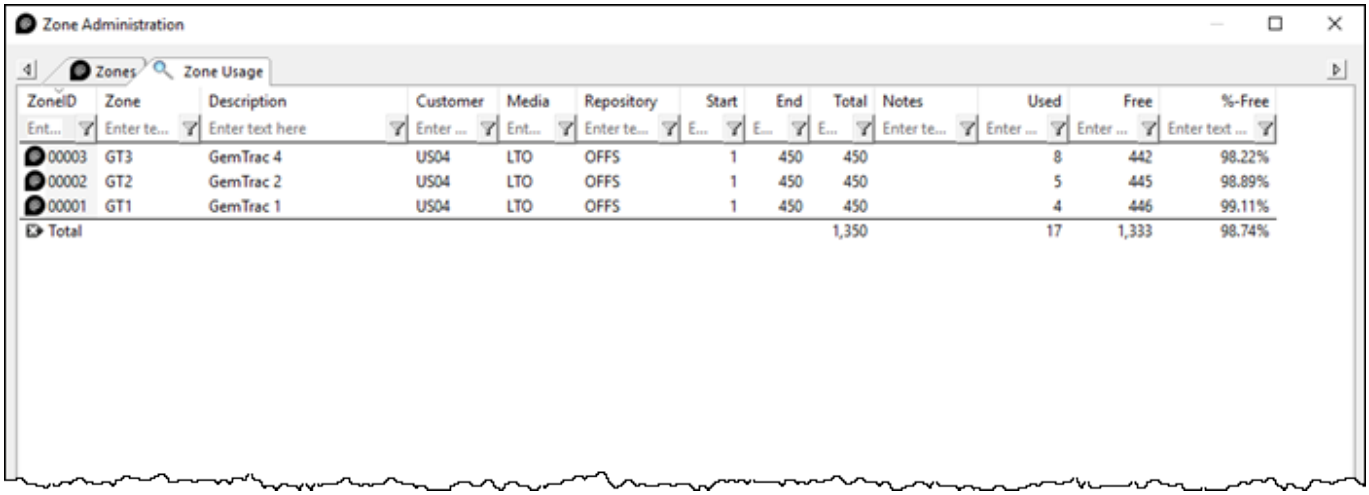
The Zone Usage tab displays the current zone index, zones ID's, Descriptions, assigned Customer and Media and Repository ID's, start and end and total slot numbers, notes, number of free slots and percentage of free slots.

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

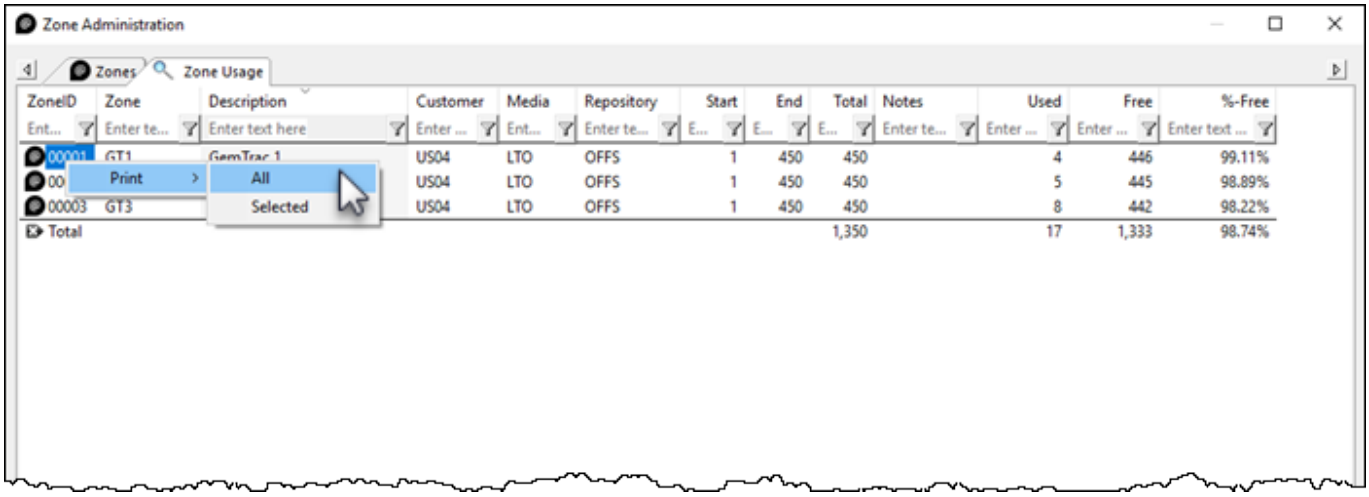


Data in the columns can be displayed in ascending or descending order by clicking the column headings.

Displayed data can be filtered by using the TapeTrack String Filters

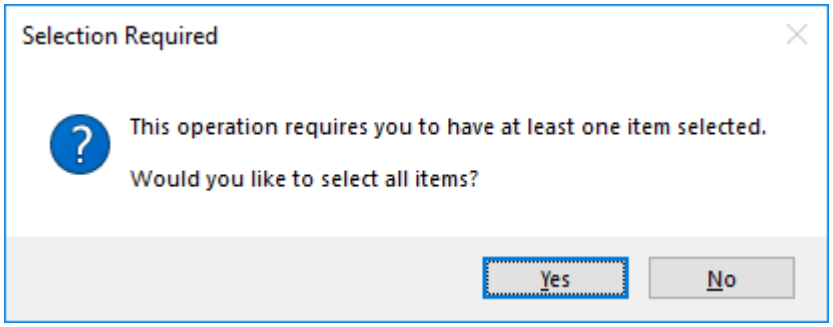


Selected zones can be printed by right clicking highlighted zones and selecting `Print` → `Selected`, or `Print` → `All` to print all zones.



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.

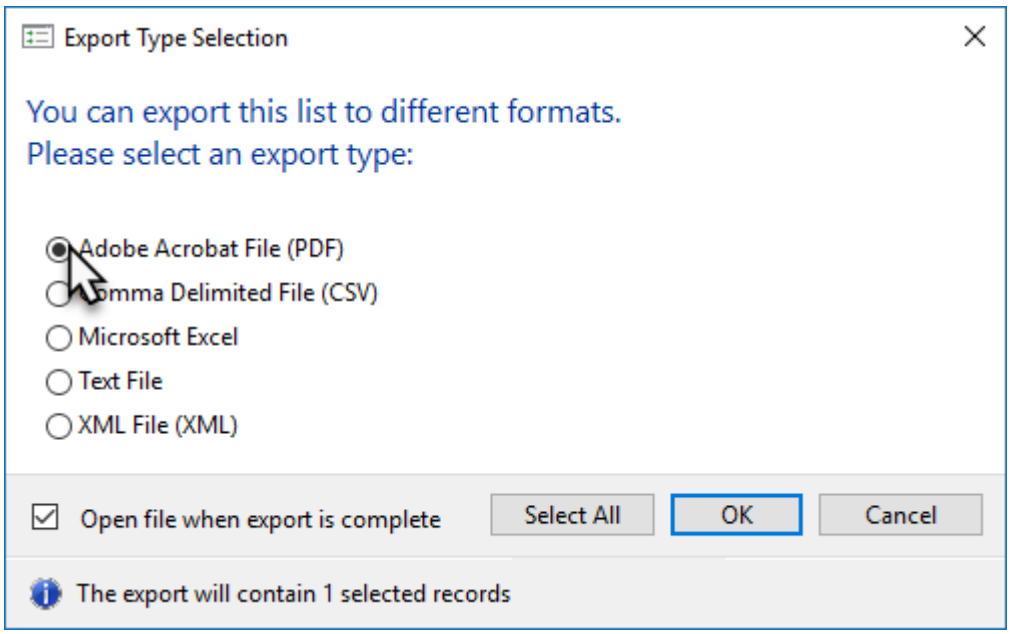


Select the output format from:

- 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.

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