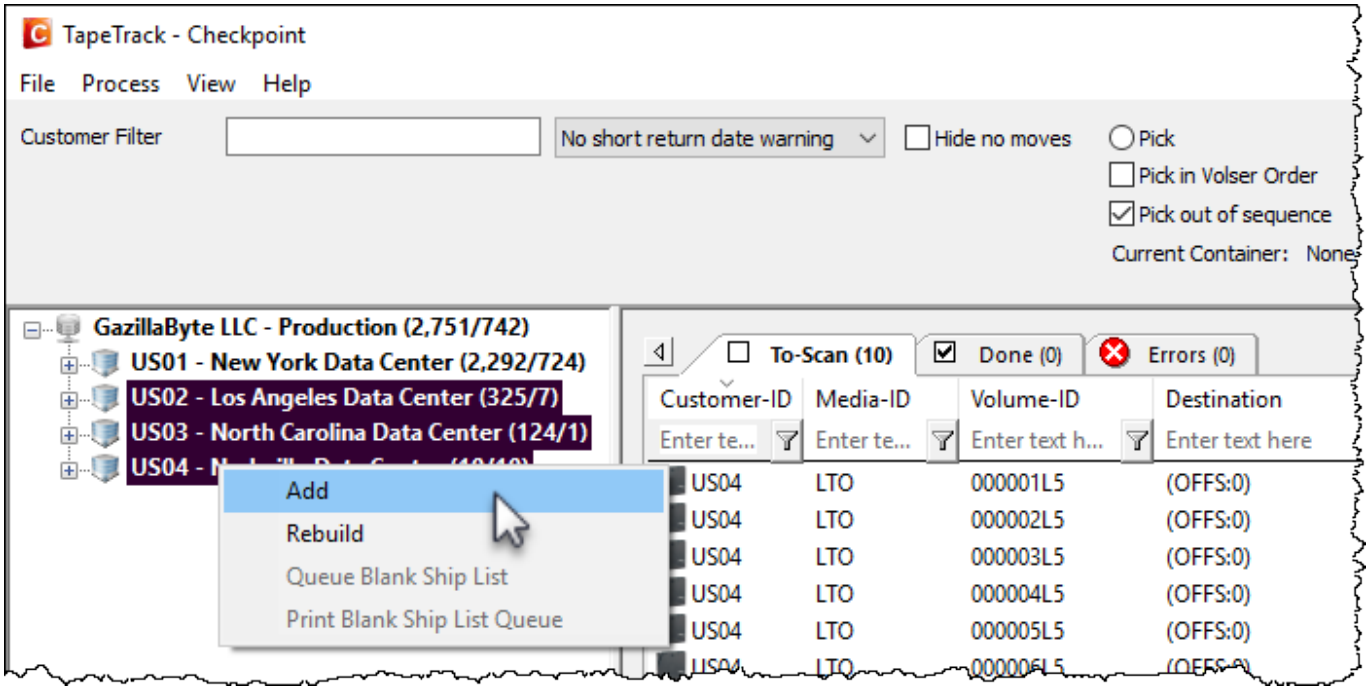
Scan To Slot

All Slotting operations require Checkpoint to be in `Query mode`.

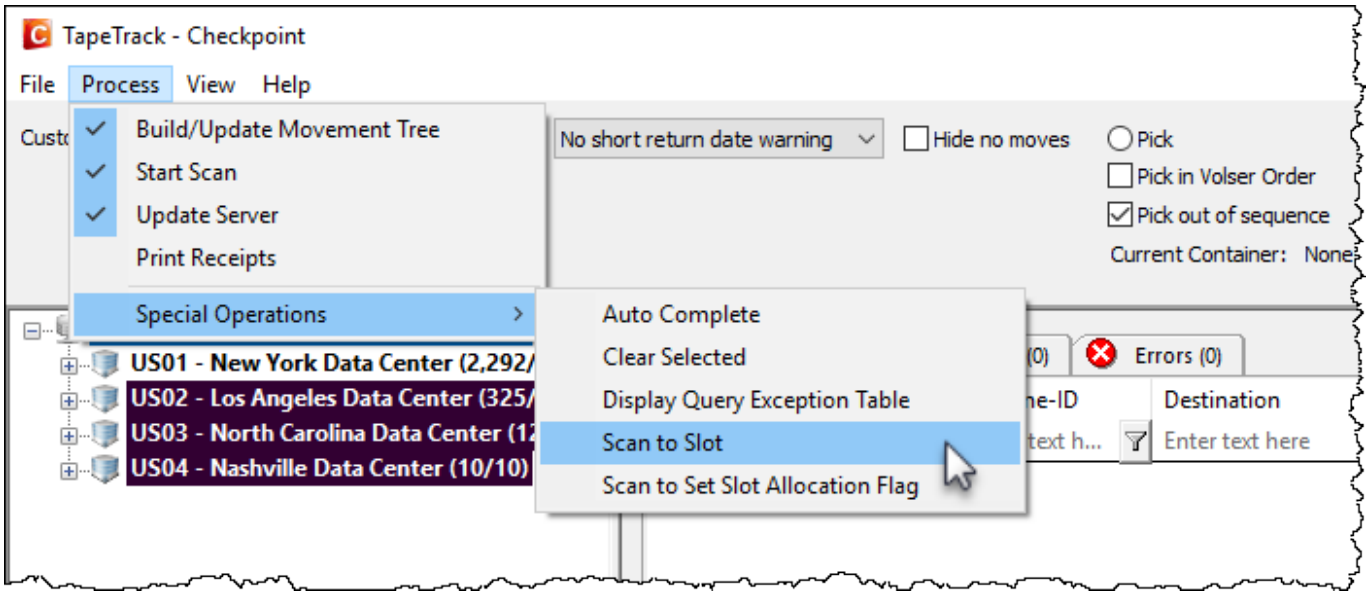
Scanning Volumes To Slots Using Zone, Slot and Volume Barcodes

This method relies on both the zones and Slots being barcoded (further information on printing barcodes can be found here). Slotting on the Repository also need to be disabled if you have the Slotting allocation script being run by the scheduler or volumes will be automatically allocated a Slot based on the Slotting mode of that Repository.

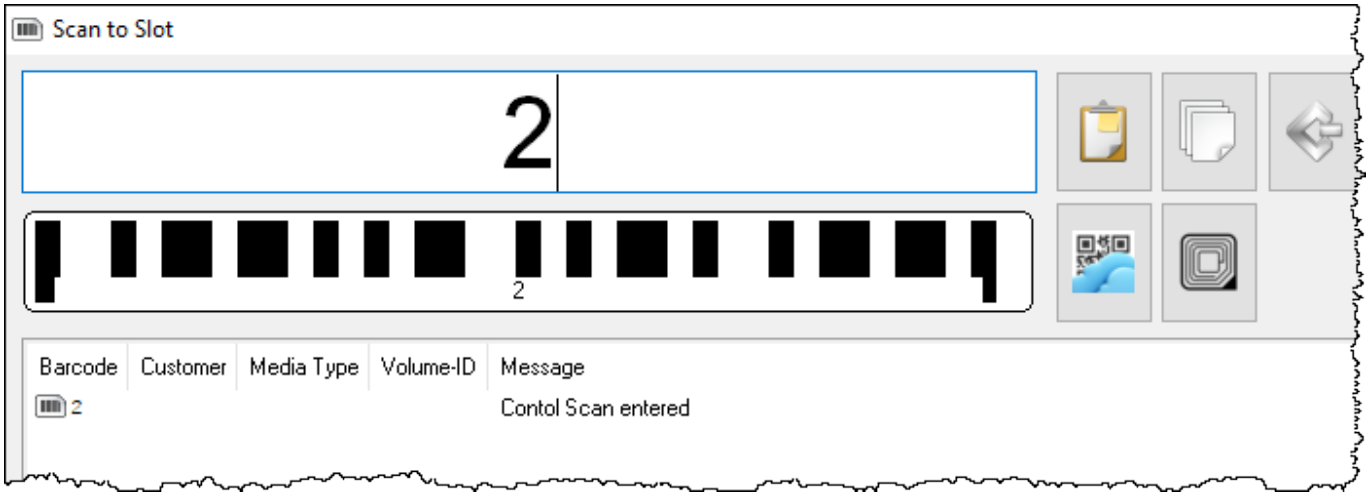
From the customer tree right-click the required customer/s and select Add to load volumes into the **To Scan** window.



Once all volumes required have been added to the **To Scan** window, select `Process→Special Operations→Scan To Slot` from the main menu to open the scan window.

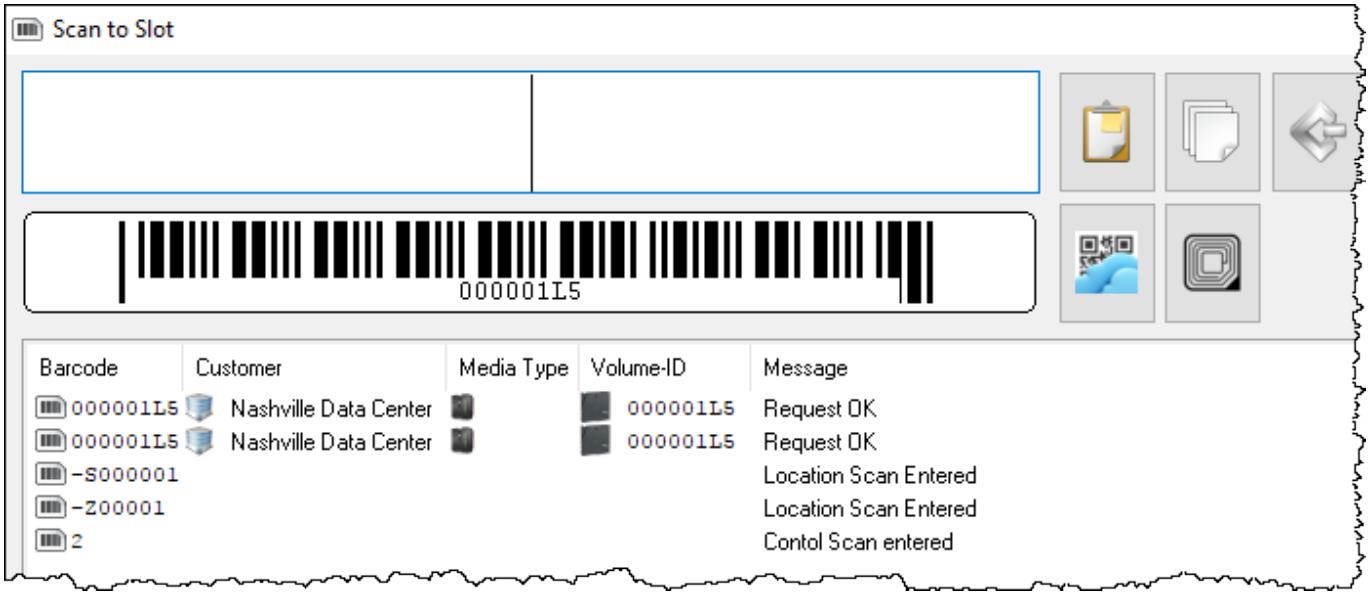


Enter the number 2 into the scan window to set scan mode to **Zone, Slot and volume**.



Scan **Zone** barcode, **Slot** barcode and then the **Volume** barcode.

Checkpoint will now ask you to confirm the Slot and volume by rescanning the volume barcode. If the same volume barcode is scanned the Volumes will be allocated to that Slot.



While still allocating Volumes in the selected zone, subsequent scans only require scanning the next Slot and Volume and then scanning the Volumes again to confirm the Slot allocation.

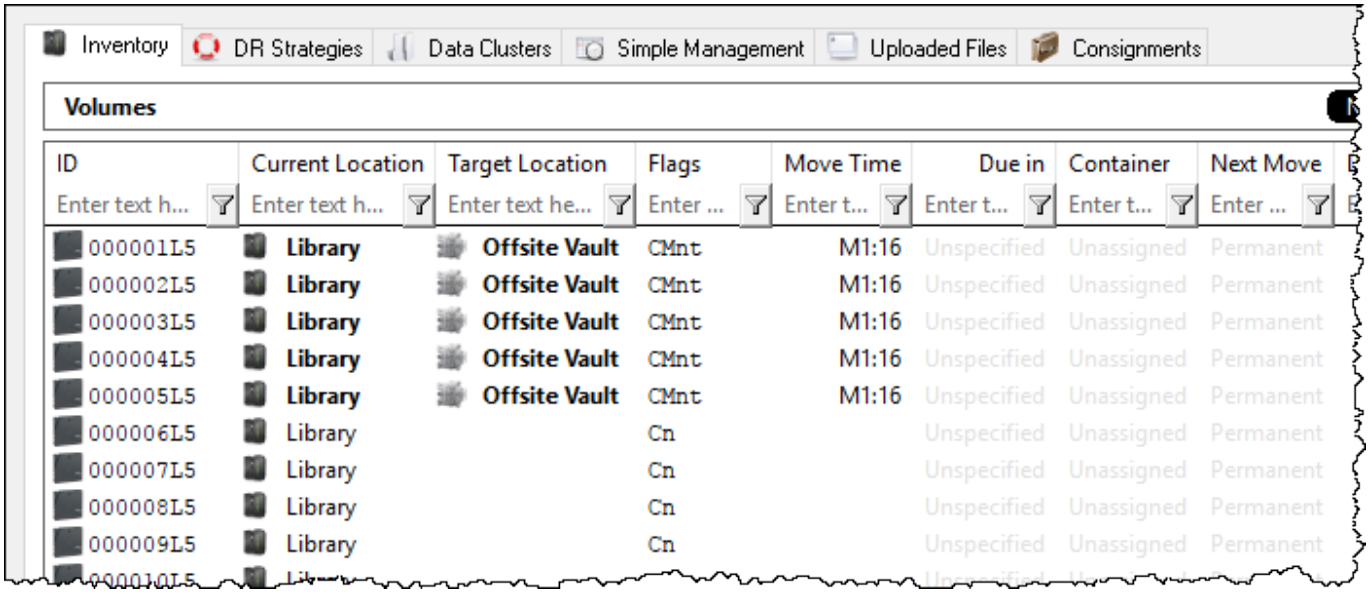
Scanning to Slot only allocates the Volumes to the selected Slots, Volumes will still need to be scanned into the Repository/Slots to confirm the Volumes to that location.

Scan to Set Slot Allocation Flag

Using this method enables you to control the Slot allocation order of Volumes, based on the order you scan them in.

This process requires the **Do not slot** option to be enabled for the Target Repository and the executable TMSS10SlotAllocation to be run either manually after scanning Volumes or scheduled on a regular basis so that it runs after scanning to set Slot allocation flag and before scanning in to the Slots to confirm.

As Volumes are placed in a move to the Repository, a **t** flag will be assigned. This **t** flag stops the slotting.bat script automatically assigning a Slot.



When the Volumes arrive at the Repository, after loading the required Media into the **To Scan** window, selecting `Process→Special Operations→Scan to Set Slot Allocation Flag` to open the **Scan** window.

Scan the Volumes in the order you want the Slots to be assigned and, when all Volumes have been scanned, close the **Scan** window. Select `Process→Update Server` to update the Slot allocation flags on the scanned Volumes.

Either wait the required time (depending on how often you have the Slotting.bat file scheduled to run) or run the script manually if required.

Update the Checkpoint tree by selecting `Process→Build/Update Movement Tree` from the main menu. Add required moving media back into the **To Scan** window, which will now display the allocated Slots for the Volumes.

Open the **Scan** window to scan-in the Volumes.

Ensure the default Customer-ID and Media-ID on the right of the **Scan** window are correct.

Enter in the required scan mode:

- Enter **0** for scanning Volumes barcode only.
- Enter **1** for scanning Zone and Volumes barcodes.
- Enter **2** for Zone, Slot and Volumes barcodes.

Scan in the Volumes as per normal operations to confirm Volumes into their assigned Slots.