

# Scan To Slot

All Slotting operations require Checkpoint to be in Query mode.



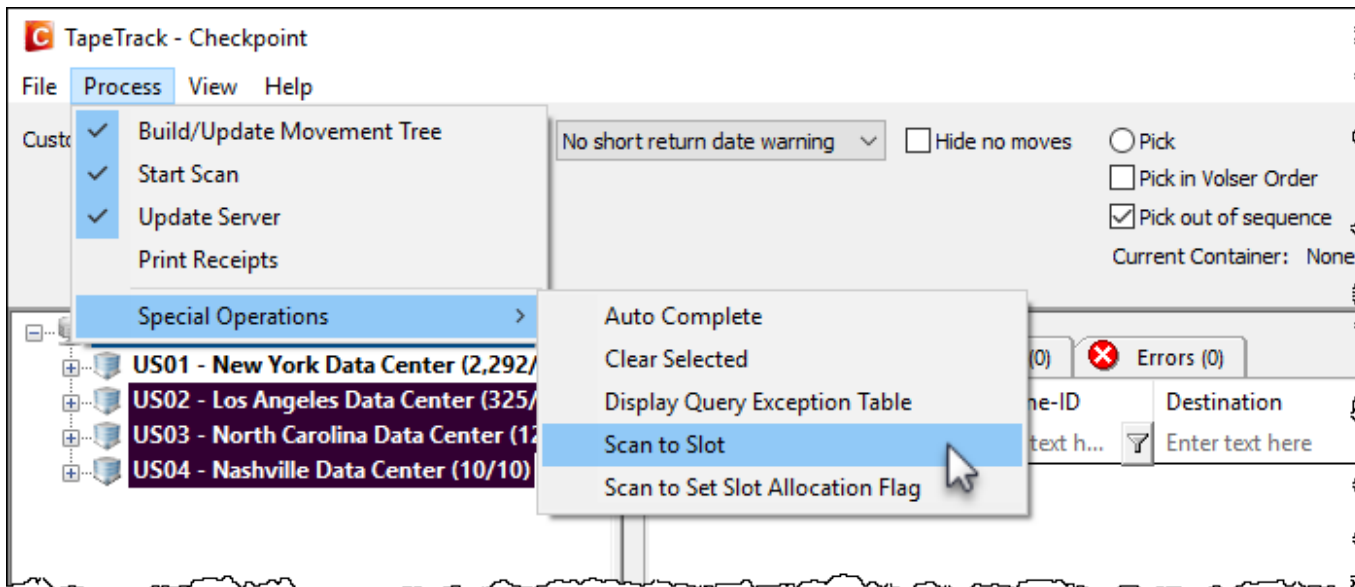
## Scanning Volumes To Slots Using Zone, Slot and Volume Barcodes

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](#).

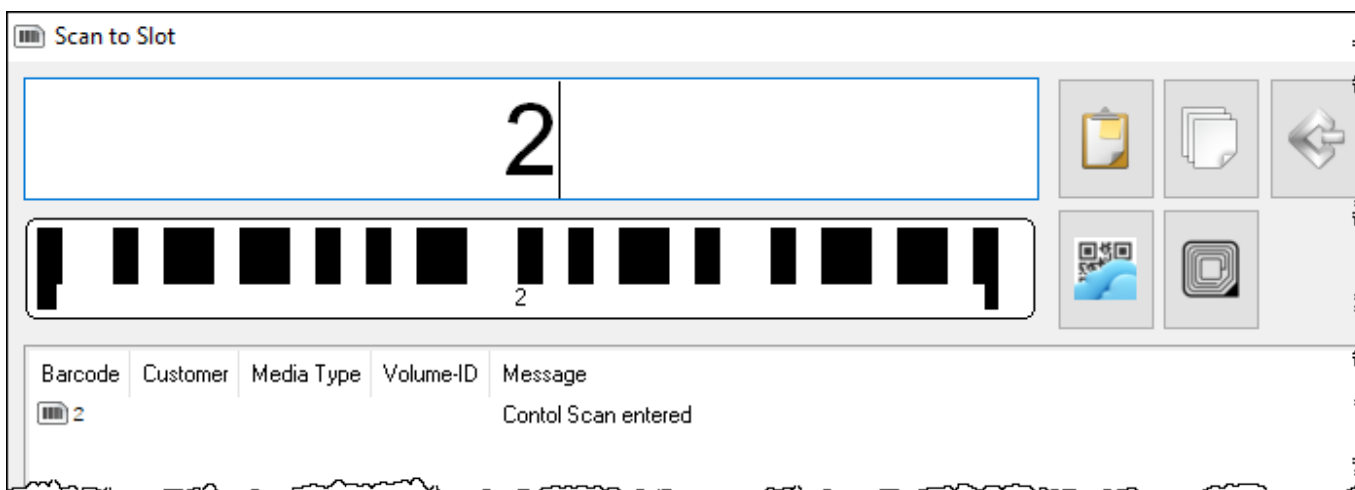
From the customer tree right-click the required customer/s and select Add to load volumes into the **To Scan** window.



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.

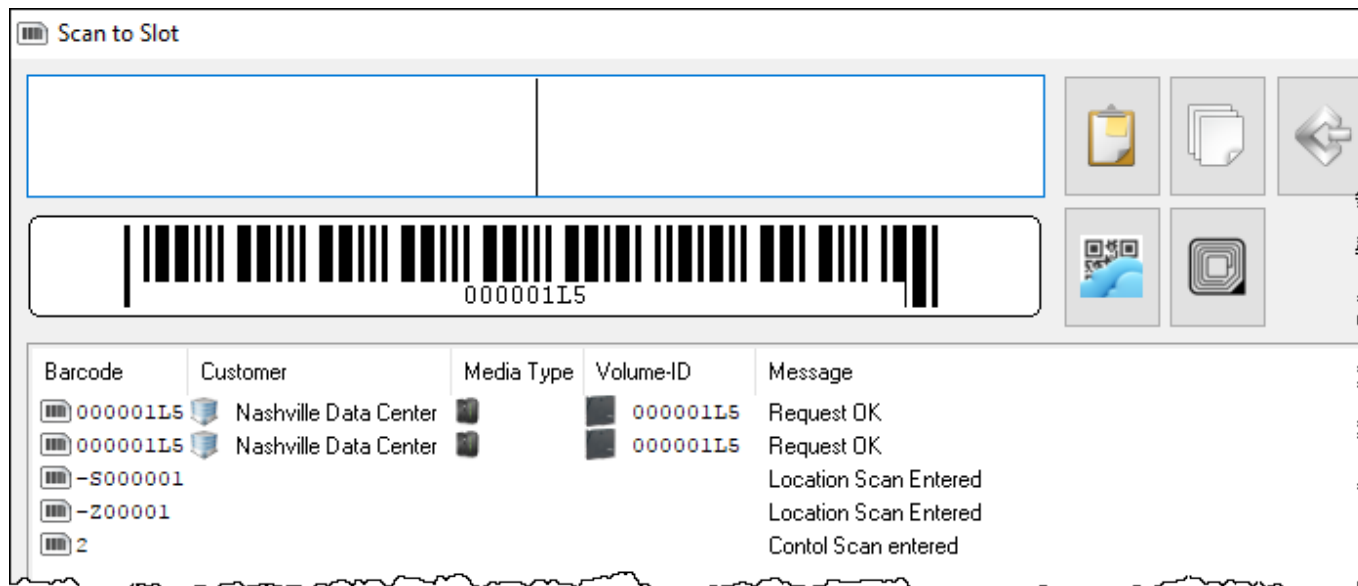


Enter the number 2 into the scan window to set scan mode to **Zone, Slot and volume**.




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.

ID	Current Location	Target Location	Flags	Move Time	Due in	Container	Next Move
000001L5	Library	Offsite Vault	CMnt	M1:16	Unspecified	Unassigned	Permanent
000002L5	Library	Offsite Vault	CMnt	M1:16	Unspecified	Unassigned	Permanent
000003L5	Library	Offsite Vault	CMnt	M1:16	Unspecified	Unassigned	Permanent
000004L5	Library	Offsite Vault	CMnt	M1:16	Unspecified	Unassigned	Permanent
000005L5	Library	Offsite Vault	CMnt	M1:16	Unspecified	Unassigned	Permanent
000006L5	Library		Cn		Unspecified	Unassigned	Permanent
000007L5	Library		Cn		Unspecified	Unassigned	Permanent
000008L5	Library		Cn		Unspecified	Unassigned	Permanent
000009L5	Library		Cn		Unspecified	Unassigned	Permanent
000010L5	Library		Cn		Unspecified	Unassigned	Permanent

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.

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