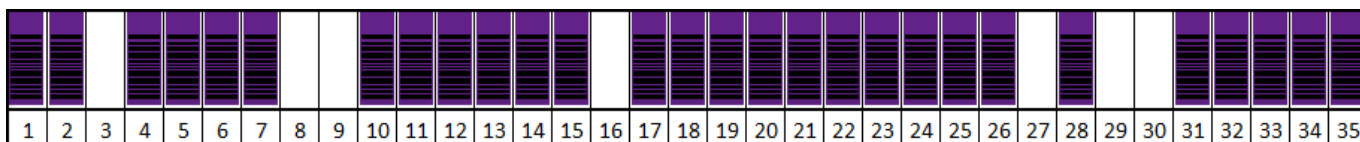


Preparing Racking For Slotting

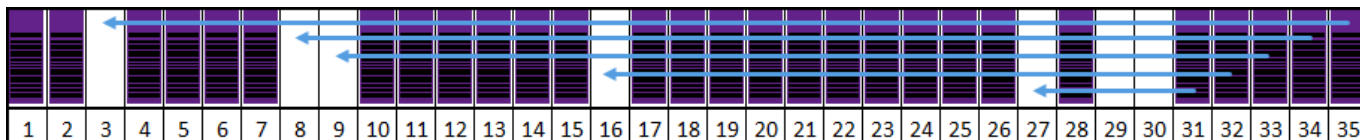
Image shows a visualization equivalent to placing all your racks slots in a row, reality is Slots would be divided into zones comprising of Gemtrac drawers or similar with shelves and slots.

Starting Point with Volumes placed in racking with voids present.

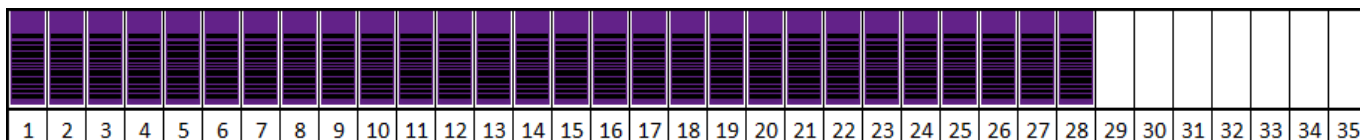


Method 1

The fastest method to compact the Volumes in the racking slots is to move Volumes from end of Slots to fill gaps.



After moving Volumes.

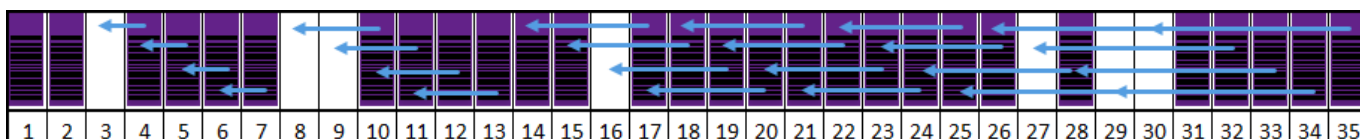


In this example the Volumes can be compacted within 5 moves, obviously the larger your racking and the more Volumes and gaps present the more moves will be required. It does, however, give you a comparison point for the method you choose to use.

Once the Volumes have been compacted, scan Volumes directly into TapeMaster or in to a file in order for entry into TapeMaster.

Method 2

If the order of the Volumes is important to maintain, move the Volumes one at a time to sequentially fill in the voids, using the original image as an example move Volume in Slot 4 to Slot 3, Volume in Slot 5 into Slot 4 and continue until all empty Slots have been filled. While this will keep the order the Volumes are in it will entail a lot more labour and time to complete.



After moving Volumes.

The screenshot shows an Excel spreadsheet with the following data:

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	Slot Number	Volume-ID											
2		1 000004L6											
3		2 000005L6											
4		4 000022L6											
5		5 000028L6											
6		6 000029L6											
7		7 000041L6											
8		10 000057L6											
9		11 000063L5											
10		12 000091L6											
11		13 000100L6											
12		14 000105L6											
13		15 000134L6											
14		17 000137L6											
15		18 000151L6											
16		19 000154L6											
17		20 000158L6											
18		21 000163L6											
19		22 000167L6											
20		23 000168L6											
21		24 000174L6											
22		25 000180L6											
23		26 000185L6											
24		28 000205L6											
25		31 000227L6											
26		32 000228L6											
27		33 000231L6											
28													
29													

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