

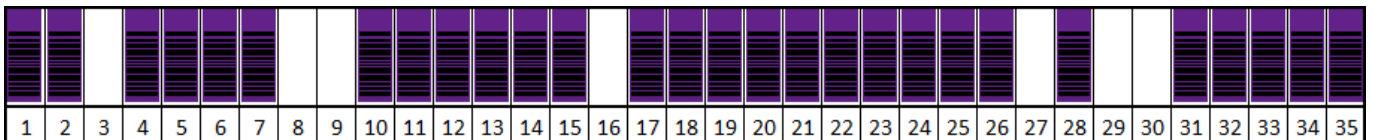
# Preparing Racking For Slotting

While your Volumes are stored in Gemtrac racks, or similar, to remove the differences in racking capacity and layout the following methods are displayed as if your entire racking was laid out in one linear line.

Standard racking layout, rack\_1 25 Slot, 5 Slots per shelf. Rack\_2 20 Slot, 5 Slots per shelf.

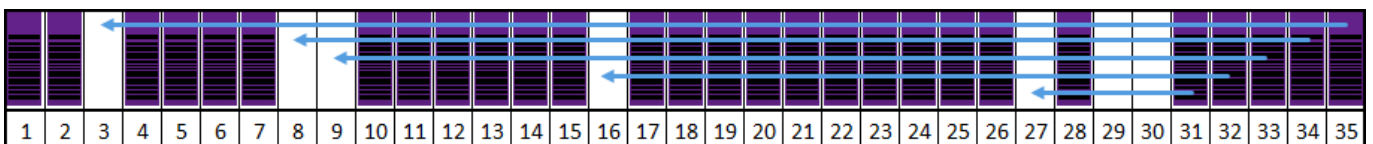


Rackin laid out in linear format for display.

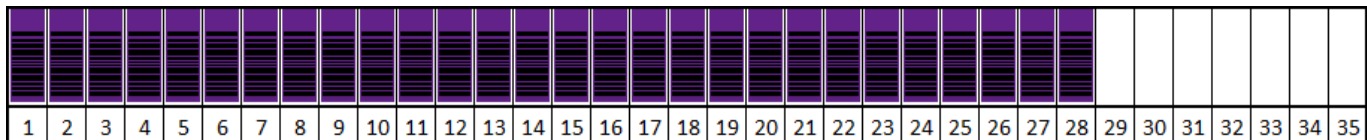


## Method 1

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.

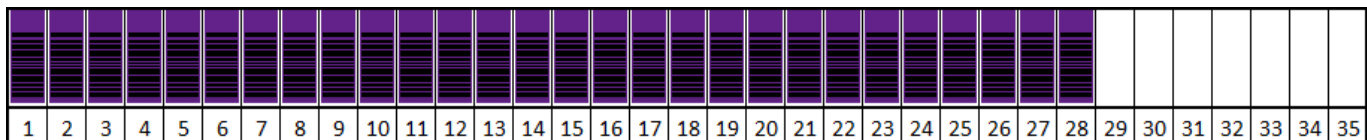
Once the Volumes have been compacted, scan Volumes directly into TapeMaster or in to a file in order for entry into TapeMaster.

## 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.



In this example the Volumes can be compacted within 25 moves, obviously the larger your racking and the more Volumes and gaps present the more moves will be required

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

## Method 3

Volumes are left in their current Slots and each Volume-ID is recorded in a Excel spreadsheet, or similar, for importation into TapeMaster. To do this you need a thorough understanding of Virtual and Physical Slotting principles and put the required labour into recording each Volume-ID and its corresponding Slot number.

This method relies on you having a Zone layout that is configured in a correct manner so that each Zone, shelf and Slots are in a logical order that can be setup in TapeTrack and the data imported.

Sample excel file

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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