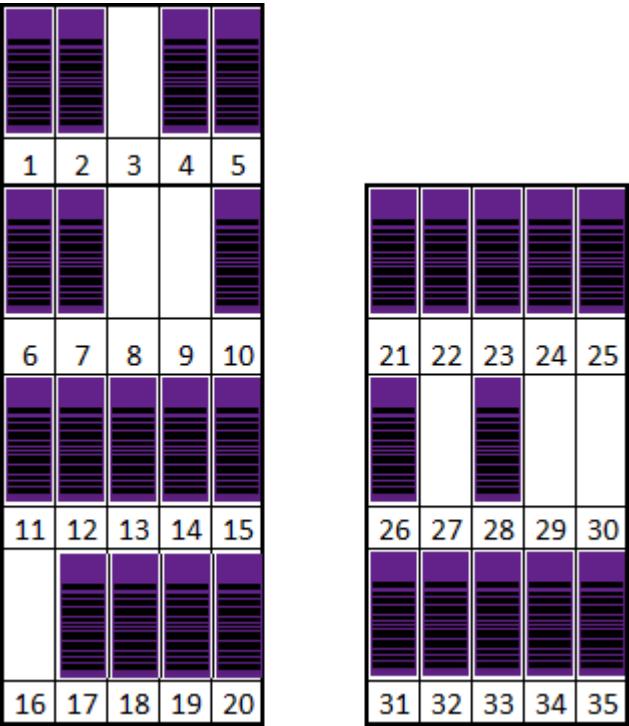


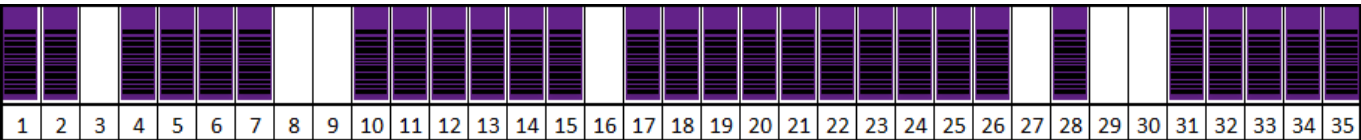
Preparing Racking For Slotting

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.

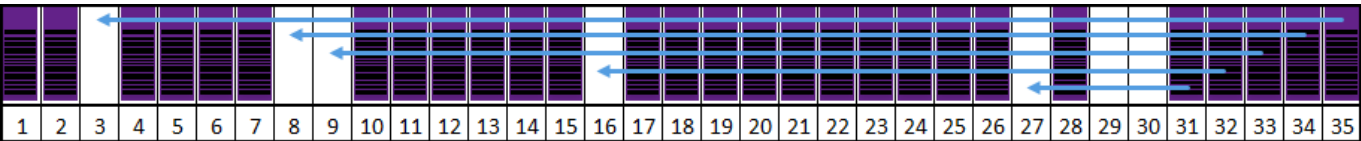


Rackin laid out in linear format for display.



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.

[illegible]

comparison point for the method you choose to use.

order for entry into TapeMaster.

Method 2

Volumes are in it will entail a lot more labour and time to complete.

After moving Volumes.

[illegible]

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

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

AutoSave Off

Book2 - Excel

Search (Alt+Q)

File	Home	Insert	Page Layout	Formulas	Data	Review	View	Developer	Help	Team
Paste	Cut	Calibri 11 A A								
	Copy	B I U		Merge & Center		General		Condition Formatting		
Format Painter		Font		Alignment		Number				

N35

	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											
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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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