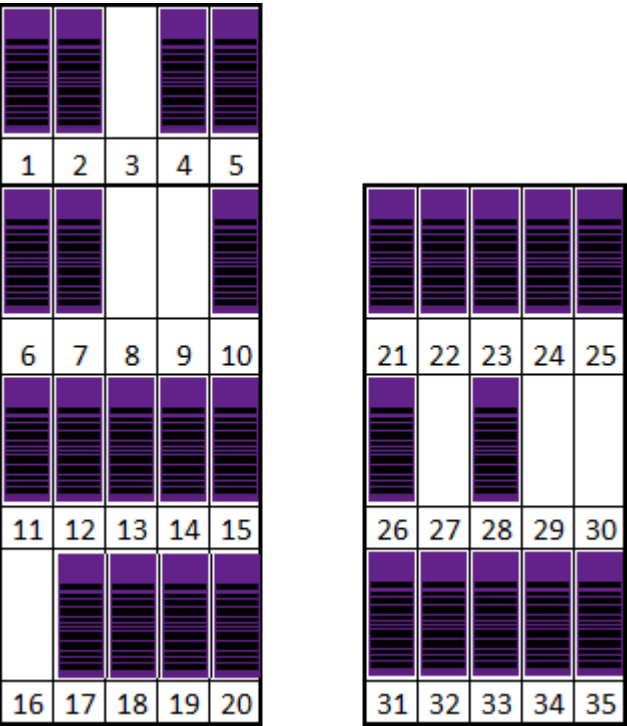


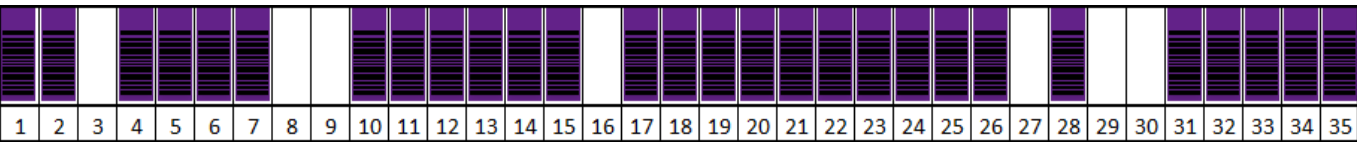
# Preparing Racking And Volumes For Slotting

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.

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

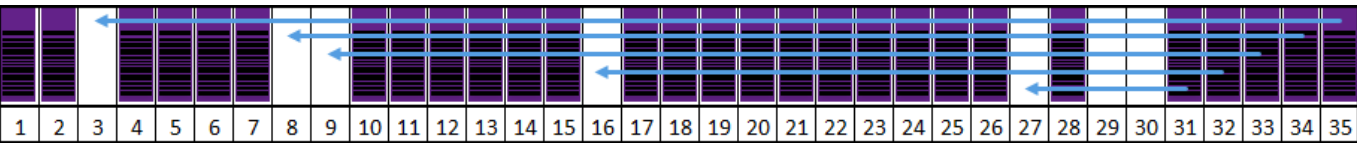


Racking laid out in linear format to eliminate specific racking layouts and display in a more generic format.



## Method 1 - Last Volumes To First Empty Slots

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]

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.

The Volumes are then scanned to file in order, starting at Slot 1 and repeating until the last one is scanned.

Compare the number of entries in the scanned file to ensure all Volumes were scanned, and scanned only once. Any errors in the scan file will create Slot assignment errors in TapeMaster. For example, when scanning the Volumes, if you skipped scanning the Volume in Slot 4, the Volume in Slot 5 will be assigned to Slot 4, Volume in Slot 6 will be assigned to Slot 5 and so on.

This file is then loaded into TapeMaster with the first entry being assigned to Slot one, the second entry to Slot 2 etc.

## 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.

[illegible]

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

The Volumes are then scanned to file in order, starting at Slot 1 and repeating until the last one is scanned.

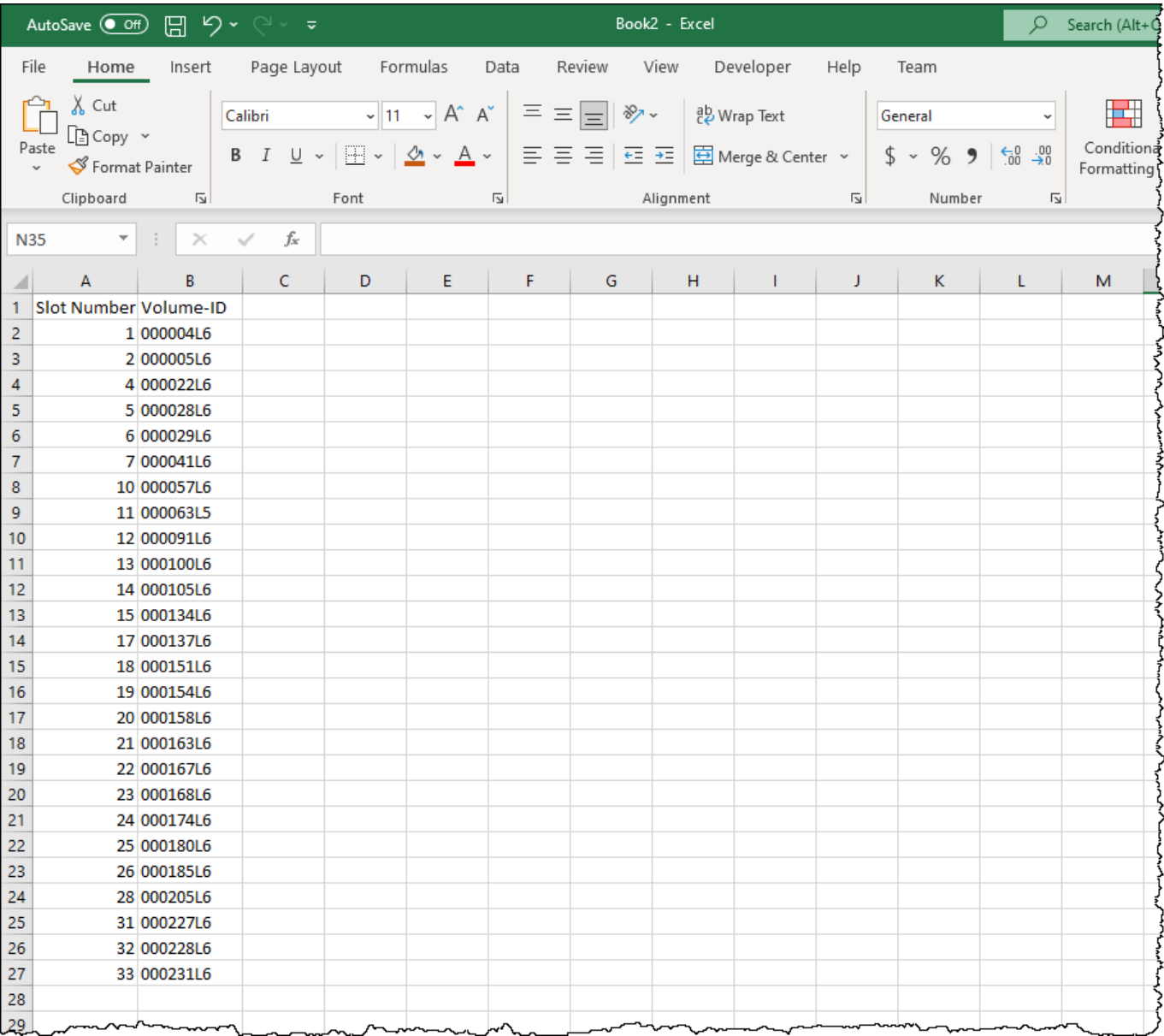
This file is then loaded into TapeMaster with the first entry being assigned to Slot one, the second entry to Slot 2 etc.

### 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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