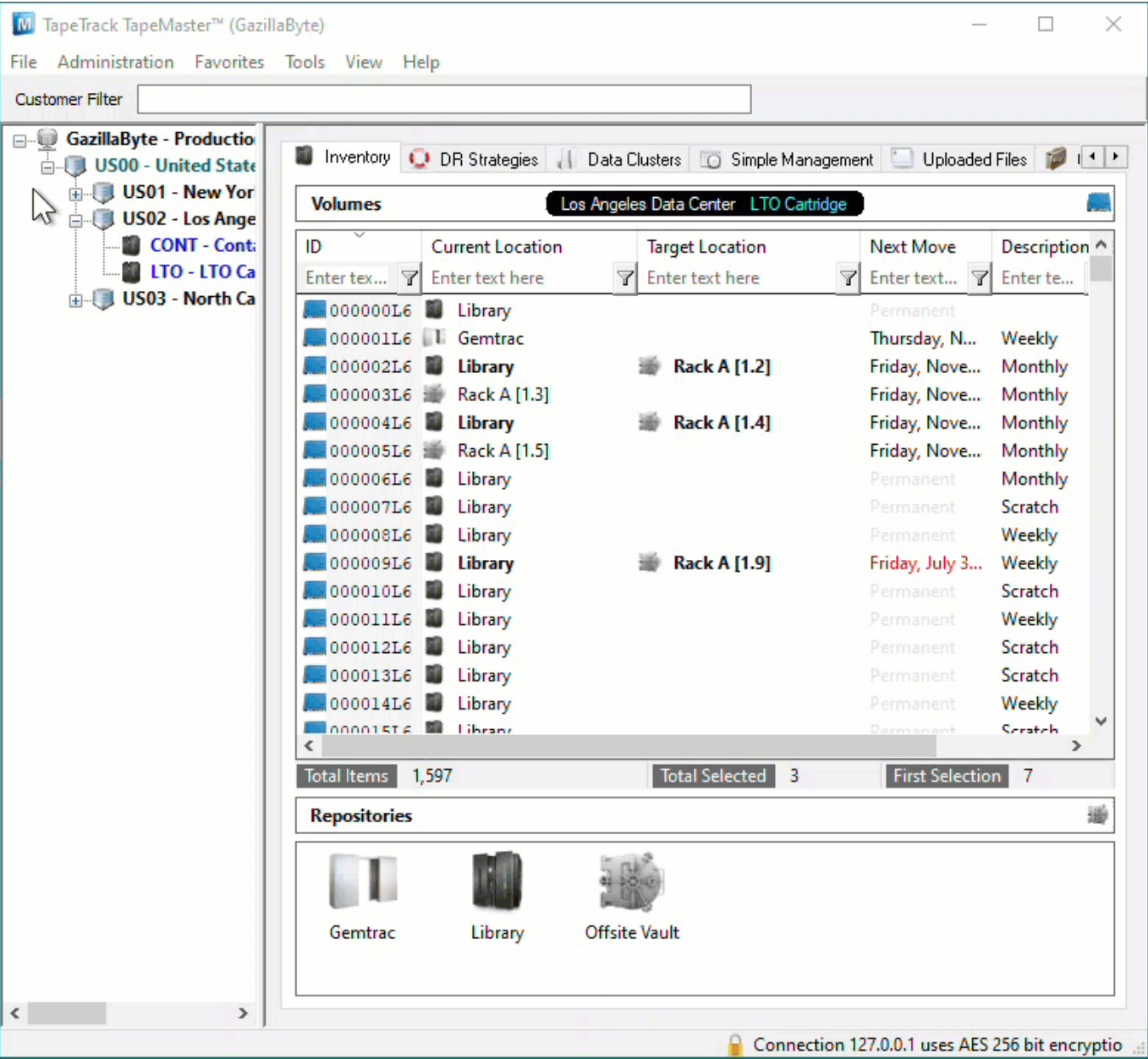


Scan To Slot Via Repository Usage Map

From the Inventory window of your required Customer and Media Type right click the Repository you want to Slot the Volumes in and select View Repository Usage Map.



From the Slot allocation window you can either manually select the Slots required or use the Assignment helper function

The Slot Allocation window displays Slot numbers, Zones, Slot Location, Volume-ID if Slot is allocated and Slot status - Empty, Reserved (Allocated, Volume in a move to Slot) and Occupied (Volume in Slot).

To manually select the required Slots, Shift+Click to select a range of Empty Slots or Ctrl+Click to select non adjacent multiple Empty Slots.

To use the Assignment Helper to allocate the vacant Slots for you, right click in the Slot window and select Assignment Helper.

In the field **Slots Required** set the number of Slots required to match the number of Volumes to be Slotted. Set the **Slotting Method** to suit the required outcome.

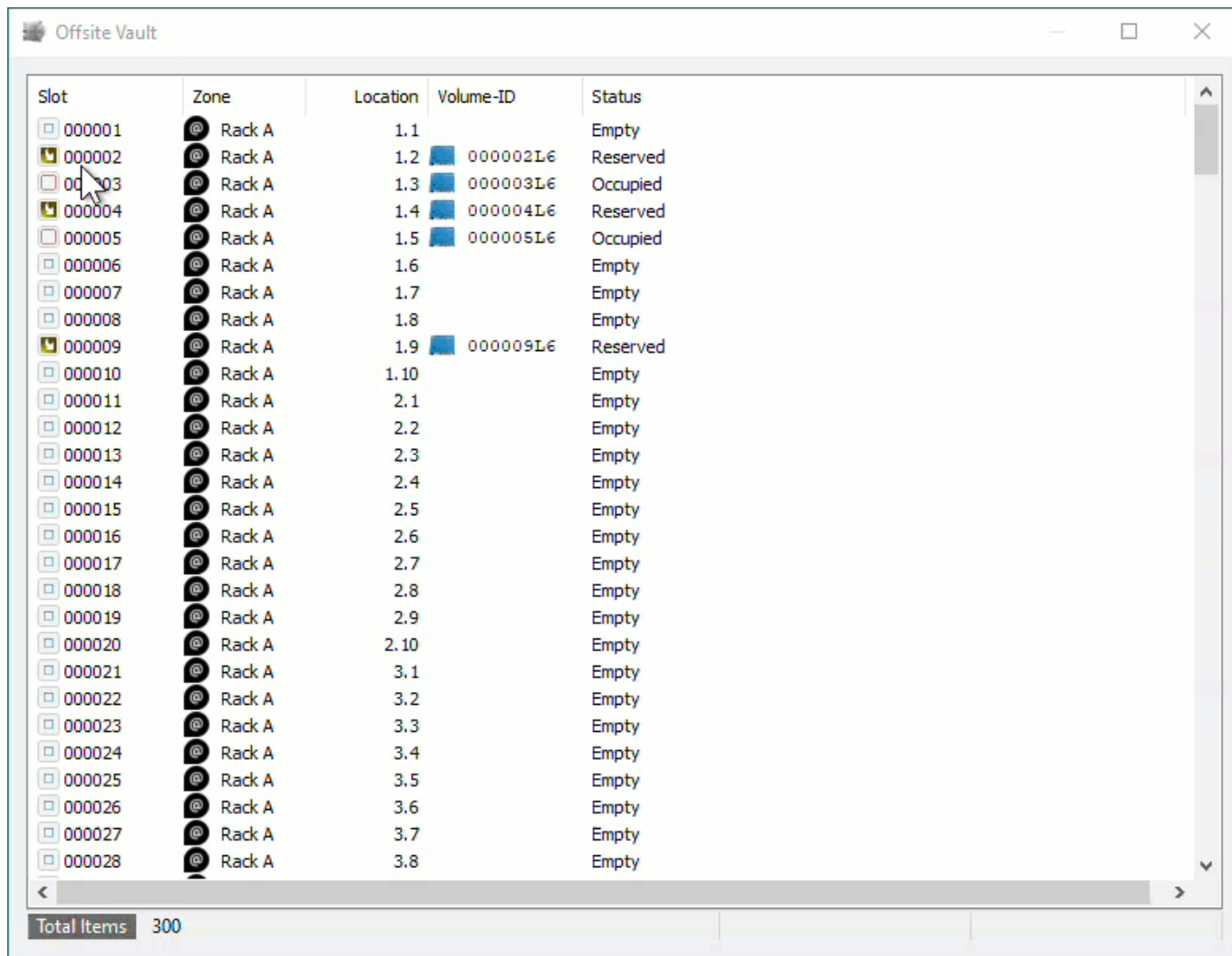
First Available will start with the first empty Slot available and then the next empty Slot until the required number are selected.

Offsite Vault

Slot	Zone	Location	Volume-ID	Status
<input type="checkbox"/> 000001	@ Rack A	1.1		Empty
<input checked="" type="checkbox"/> 000002	@ Rack A	1.2	000002L6	Reserved
<input type="checkbox"/> 000003	@ Rack A	1.3	000003L6	Occupied
<input checked="" type="checkbox"/> 000004	@ Rack A	1.4	000004L6	Reserved
<input type="checkbox"/> 000005	@ Rack A	1.5	000005L6	Occupied
<input type="checkbox"/> 000006	@ Rack A	1.6		Empty
<input type="checkbox"/> 000007	@ Rack A	1.7		Empty
<input type="checkbox"/> 000008	@ Rack A	1.8		Empty
<input checked="" type="checkbox"/> 000009	@ Rack A	1.9	000009L6	Reserved
<input type="checkbox"/> 000010	@ Rack A	1.10		Empty
<input type="checkbox"/> 000011	@ Rack A	2.1		Empty
<input type="checkbox"/> 000012	@ Rack A	2.2		Empty
<input type="checkbox"/> 000013	@ Rack A	2.3		Empty
<input type="checkbox"/> 000014	@ Rack A	2.4		Empty
<input type="checkbox"/> 000015	@ Rack A	2.5		Empty
<input type="checkbox"/> 000016	@ Rack A	2.6		Empty
<input type="checkbox"/> 000017	@ Rack A	2.7		Empty
<input type="checkbox"/> 000018	@ Rack A	2.8		Empty
<input type="checkbox"/> 000019	@ Rack A	2.9		Empty
<input type="checkbox"/> 000020	@ Rack A	2.10		Empty
<input type="checkbox"/> 000021	@ Rack A	3.1		Empty
<input type="checkbox"/> 000022	@ Rack A	3.2		Empty
<input type="checkbox"/> 000023	@ Rack A	3.3		Empty
<input type="checkbox"/> 000024	@ Rack A	3.4		Empty
<input type="checkbox"/> 000025	@ Rack A	3.5		Empty
<input type="checkbox"/> 000026	@ Rack A	3.6		Empty
<input type="checkbox"/> 000027	@ Rack A	3.7		Empty
<input type="checkbox"/> 000028	@ Rack A	3.8		Empty

Total Items 300

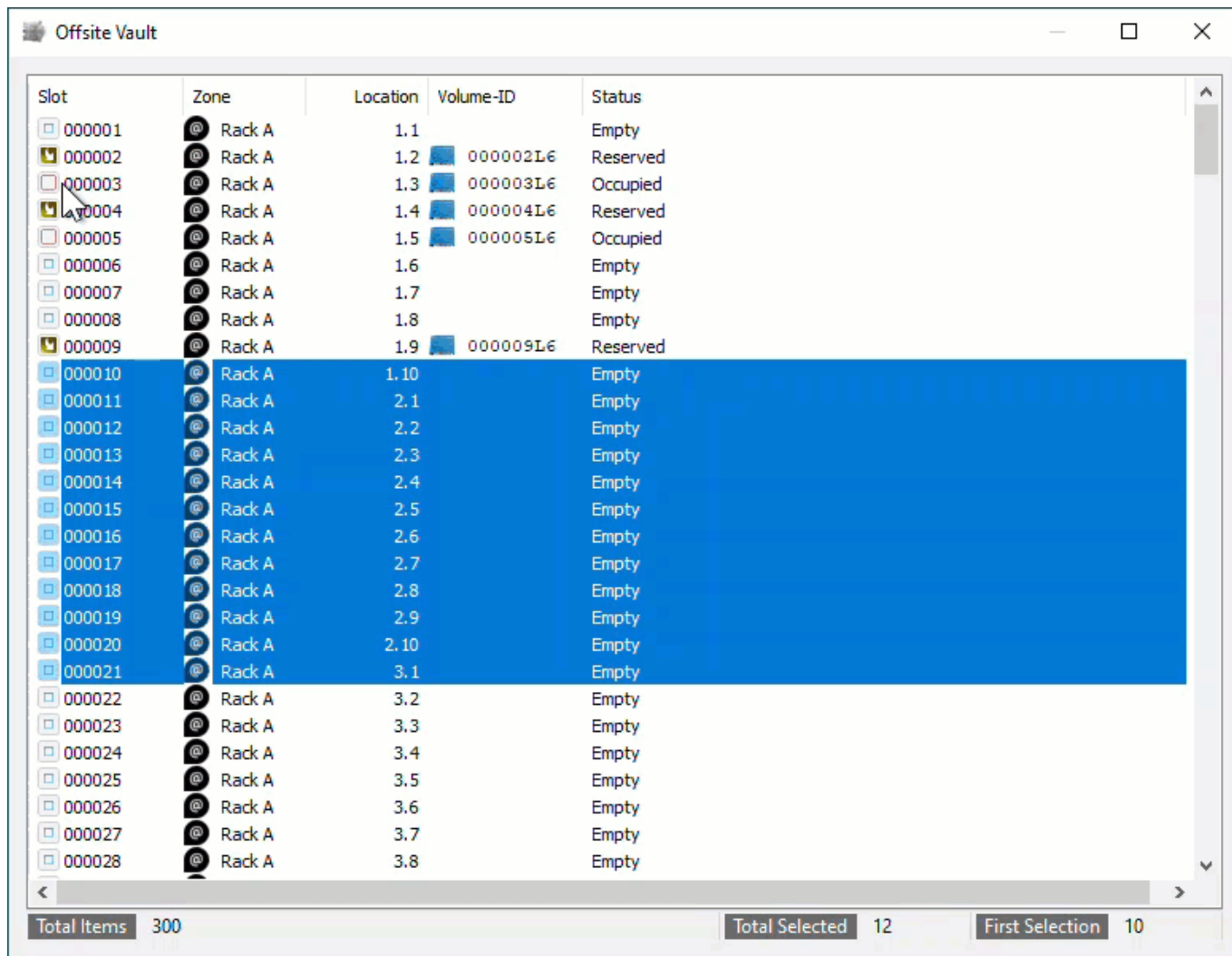
Intellislot will first attempt to find a range of Slots large enough to fit the Volumes in sequential Slots and, if a range can't be found, will then select other empty Slots to accommodate the required numbers.



Slot	Zone	Location	Volume-ID	Status
000001	Rack A	1.1		Empty
000002	Rack A	1.2	000002L6	Reserved
000003	Rack A	1.3	000003L6	Occupied
000004	Rack A	1.4	000004L6	Reserved
000005	Rack A	1.5	000005L6	Occupied
000006	Rack A	1.6		Empty
000007	Rack A	1.7		Empty
000008	Rack A	1.8		Empty
000009	Rack A	1.9	000009L6	Reserved
000010	Rack A	1.10		Empty
000011	Rack A	2.1		Empty
000012	Rack A	2.2		Empty
000013	Rack A	2.3		Empty
000014	Rack A	2.4		Empty
000015	Rack A	2.5		Empty
000016	Rack A	2.6		Empty
000017	Rack A	2.7		Empty
000018	Rack A	2.8		Empty
000019	Rack A	2.9		Empty
000020	Rack A	2.10		Empty
000021	Rack A	3.1		Empty
000022	Rack A	3.2		Empty
000023	Rack A	3.3		Empty
000024	Rack A	3.4		Empty
000025	Rack A	3.5		Empty
000026	Rack A	3.6		Empty
000027	Rack A	3.7		Empty
000028	Rack A	3.8		Empty

Total Items 300

Once you have the Empty Slots selected, right click on the highlighted Slots and select Scan > Scan to Assign to open the Scan window.

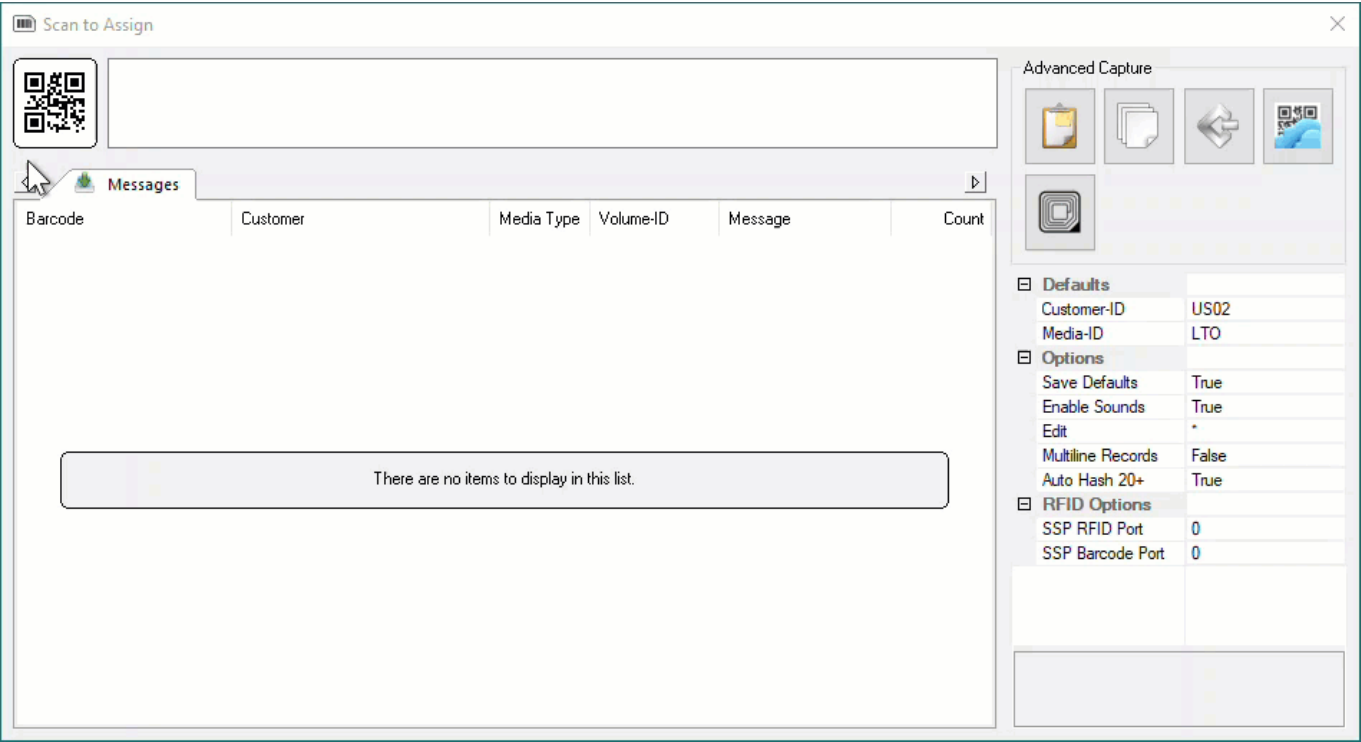


The screenshot shows a window titled "Offsite Vault" with a table of slots. The table has five columns: Slot, Zone, Location, Volume-ID, and Status. The slots are numbered from 000001 to 000028. The status of each slot is either "Empty", "Reserved", or "Occupied". The Volume-ID column shows the volume ID for reserved and occupied slots, and is empty for empty slots. The table is filtered to show only slots in "Rack A".

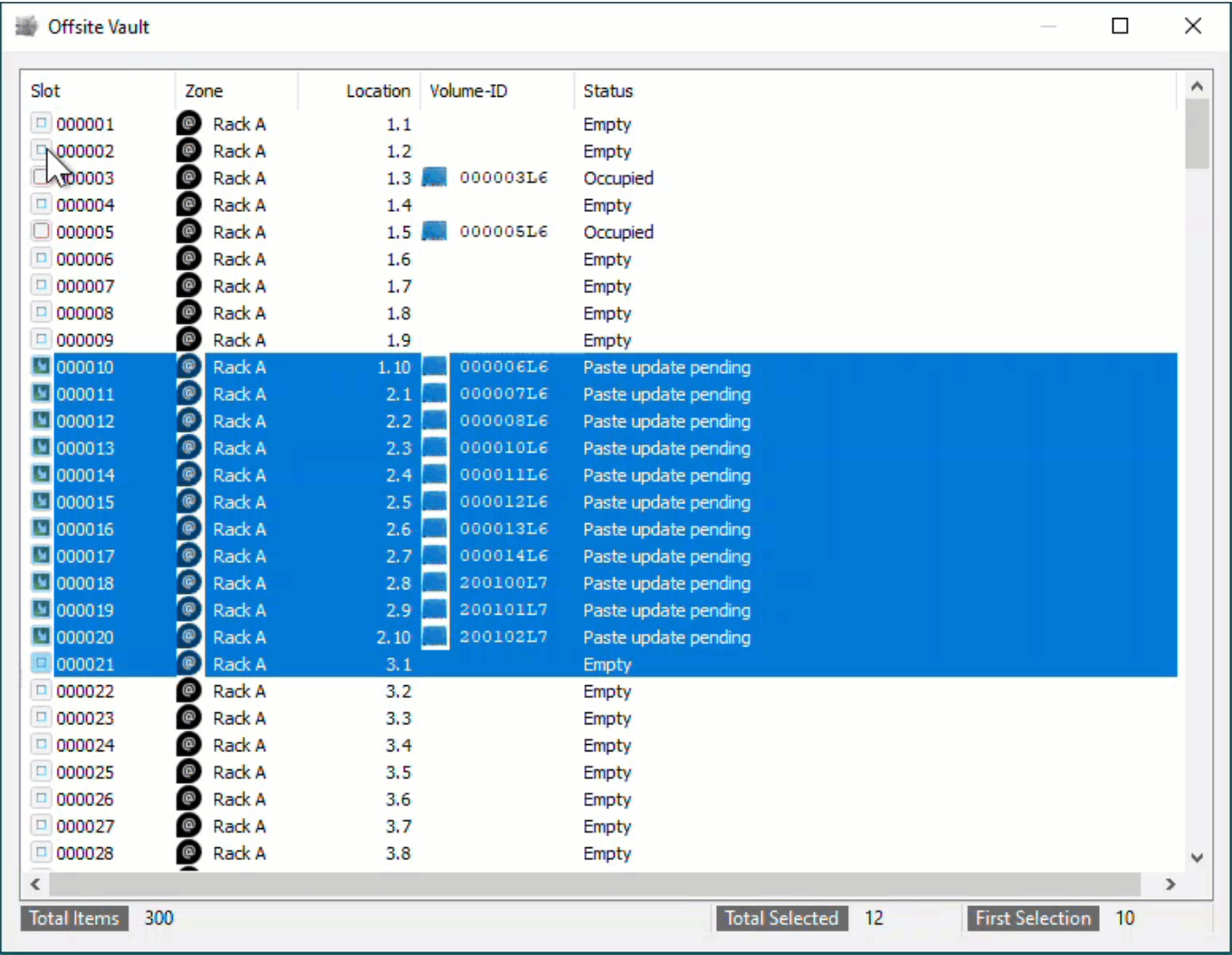
Slot	Zone	Location	Volume-ID	Status
000001	@ Rack A	1.1		Empty
000002	@ Rack A	1.2	000002L6	Reserved
000003	@ Rack A	1.3	000003L6	Occupied
000004	@ Rack A	1.4	000004L6	Reserved
000005	@ Rack A	1.5	000005L6	Occupied
000006	@ Rack A	1.6		Empty
000007	@ Rack A	1.7		Empty
000008	@ Rack A	1.8		Empty
000009	@ Rack A	1.9	000009L6	Reserved
000010	@ Rack A	1.10		Empty
000011	@ Rack A	2.1		Empty
000012	@ Rack A	2.2		Empty
000013	@ Rack A	2.3		Empty
000014	@ Rack A	2.4		Empty
000015	@ Rack A	2.5		Empty
000016	@ Rack A	2.6		Empty
000017	@ Rack A	2.7		Empty
000018	@ Rack A	2.8		Empty
000019	@ Rack A	2.9		Empty
000020	@ Rack A	2.10		Empty
000021	@ Rack A	3.1		Empty
000022	@ Rack A	3.2		Empty
000023	@ Rack A	3.3		Empty
000024	@ Rack A	3.4		Empty
000025	@ Rack A	3.5		Empty
000026	@ Rack A	3.6		Empty
000027	@ Rack A	3.7		Empty
000028	@ Rack A	3.8		Empty

At the bottom of the window, there are three status bars: "Total Items 300", "Total Selected 12", and "First Selection 10".

In the "Scan window, scan the **Volumes**, using your preferred **scanning method** (Keyboard, Scanner, Clipboard, Input File). In this example we will use Volume-ID's copied to Windows Clipboard. When finished scanning, click the X at the top right to close the Scan window. If you selected the exact number of Slots required, or if you under selected, you will receive a popup stating No Remaining Slots to inform you have no more vacant Slots selected. If you need more Slots close the Scan window, select more Slots and then right click and select Scan > Scan to Assign to re-open the Scan window. Scanned Volumes will show with a black font for current Inventory and greyed out font if they are new Volume-ID's (ie. don't currently exist in TapeTrack. New Volume-ID's will be added to your default Repository and placed into a move to the Repository, Zone and selected Slot. Volumes in another Repository will be placed in a move from their Current location to the Repository, Zone and selected Slot. Volumes in the selected Repository for Slotting will be left in the Current location but will be placed in a move to the Zone and selected Slot.



In the Slot Allocation window, right click on the highlighted Slots and select "Apply Updates" to confirm the new Slot allocations.



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