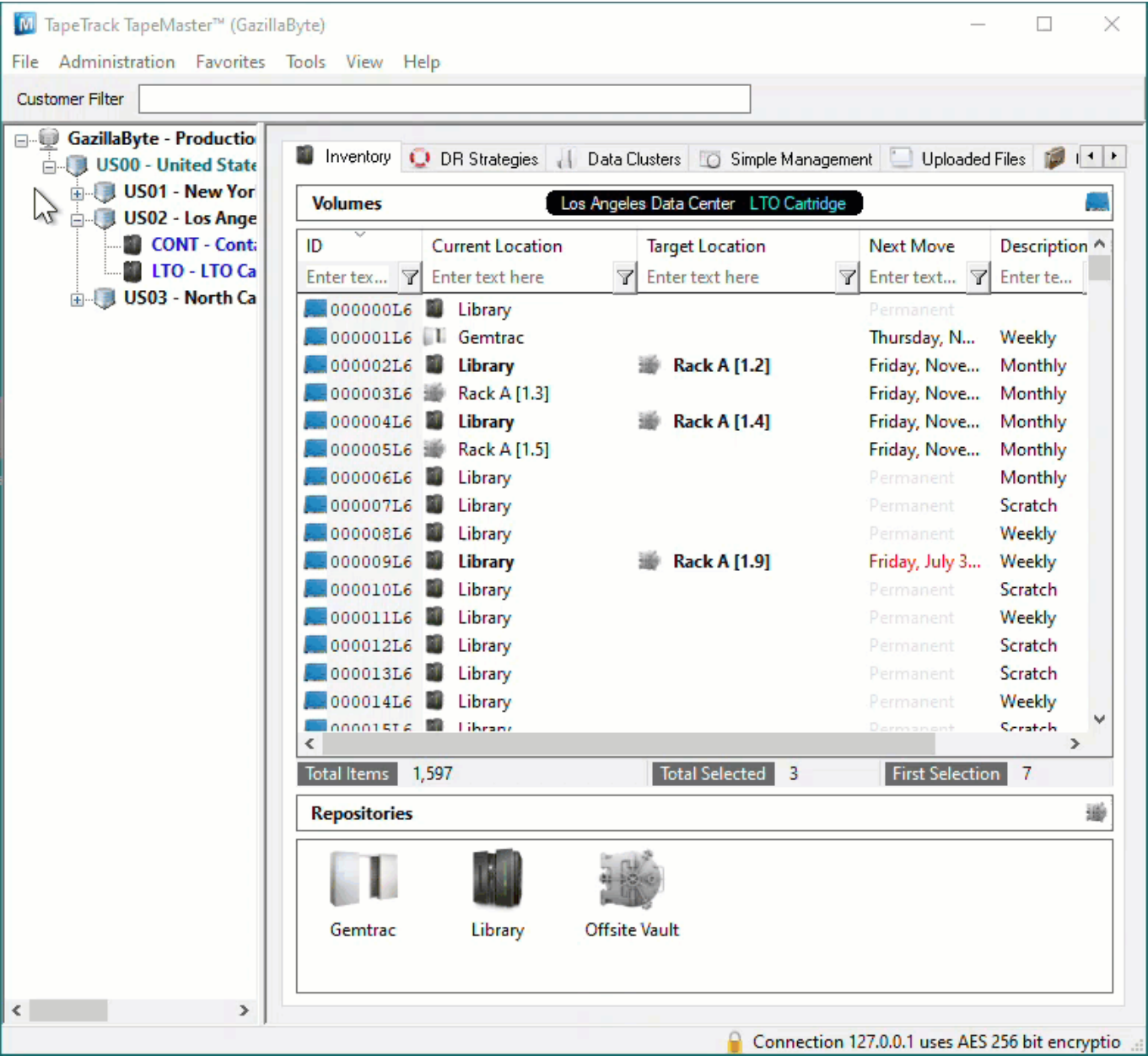


Scan To Slot Via Repository Usage Map

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.



Slot Selection

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](#)).

From the Slot Allocation window you can either manually select the [Slots](#) required or use the Assignment Helper function

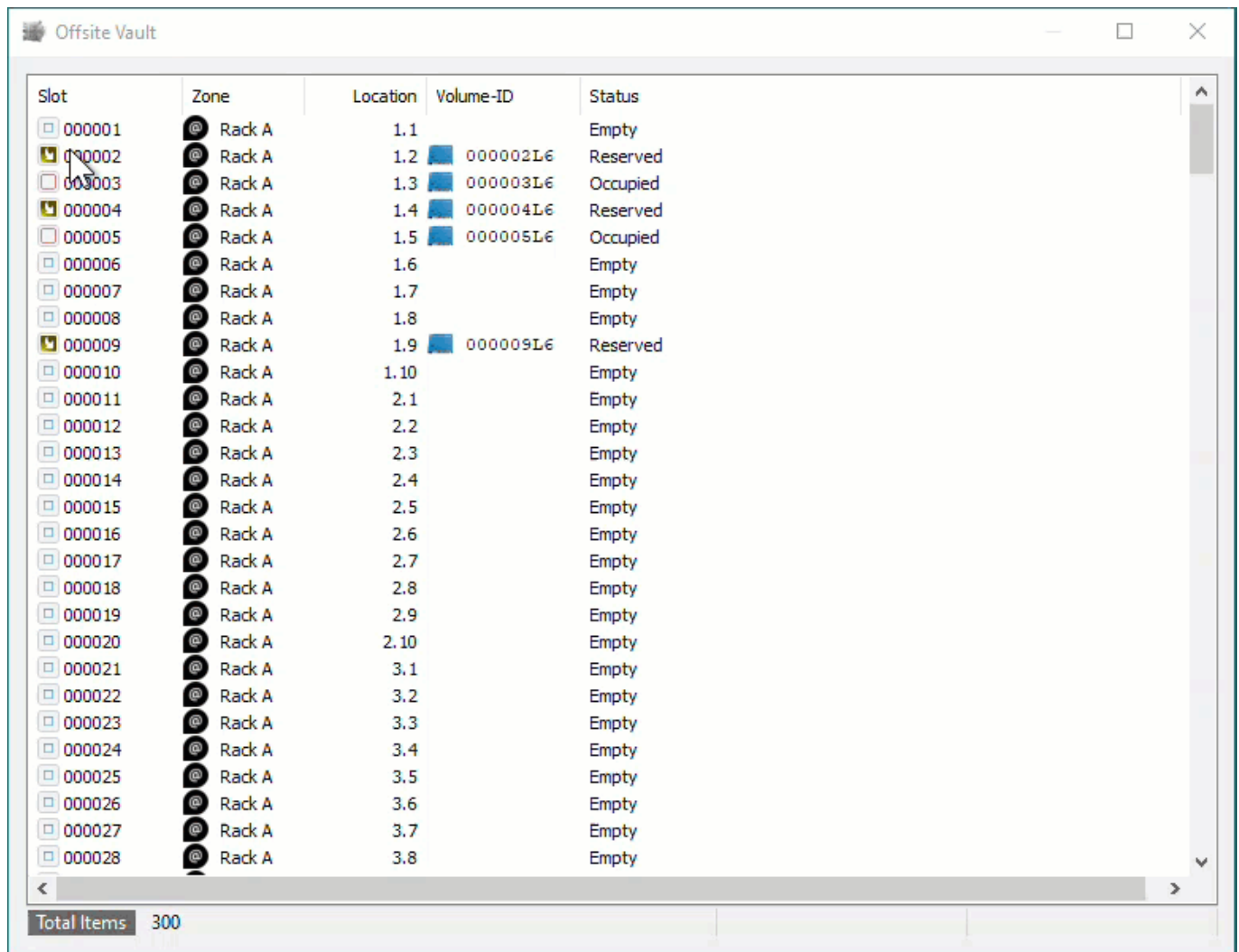
To manually select the required [Slots](#), Shift+Click to select a range of Empty [Slots](#) or Ctrl+Click to

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.



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 listed from 000001 to 000028. Slots 000002, 000003, 000004, 000005, and 000009 are marked as 'Reserved' or 'Occupied' with a blue icon. All other slots are marked as 'Empty' with an empty slot icon. The status bar at the bottom indicates 'Total Items 300'.

Slot	Zone	Location	Volume-ID	Status
000001	Rack A	1.1		Empty
000002	Rack A	1.2	000002I6	Reserved
000003	Rack A	1.3	000003I6	Occupied
000004	Rack A	1.4	000004I6	Reserved
000005	Rack A	1.5	000005I6	Occupied
000006	Rack A	1.6		Empty
000007	Rack A	1.7		Empty
000008	Rack A	1.8		Empty
000009	Rack A	1.9	000009I6	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

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.

Offsite Vault				
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.

Offsite Vault

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 Items300

Total Selected12

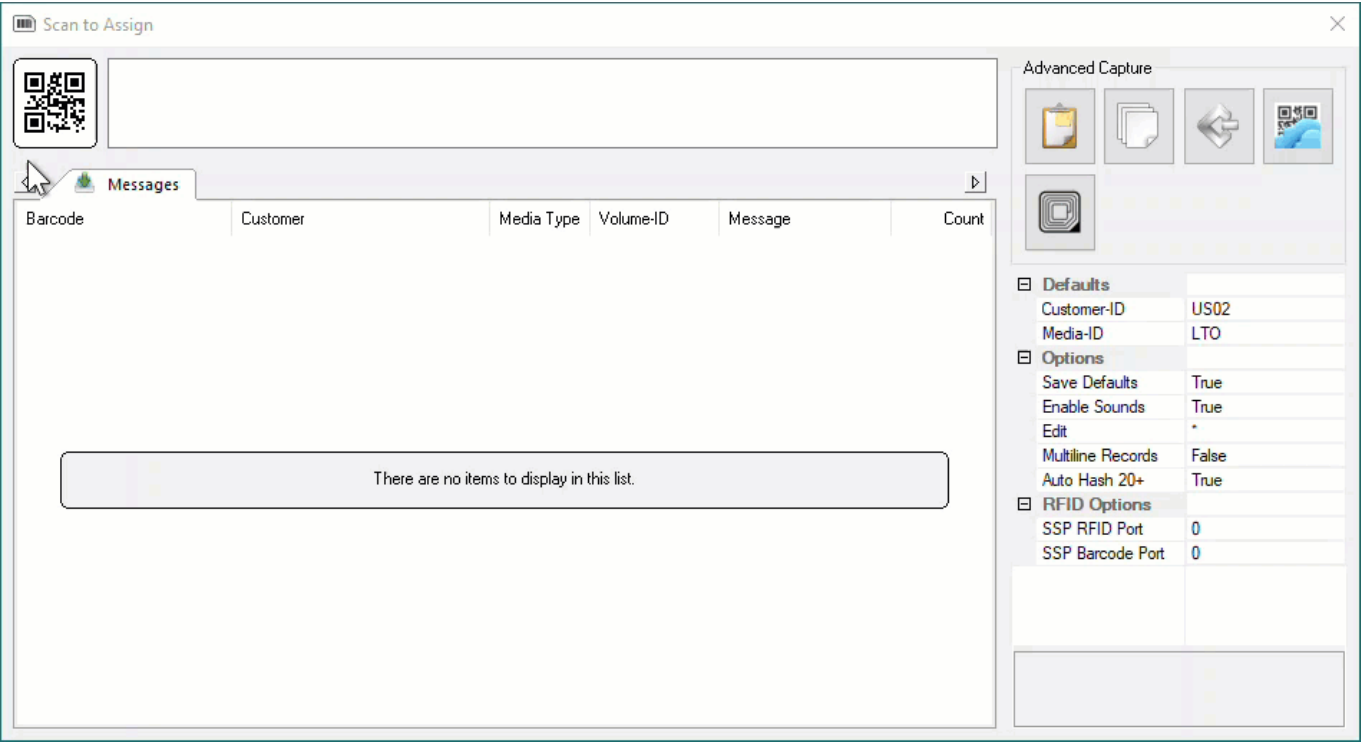
First Selection10

Scanning Volumes

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](#).



Confirm Slot Allocation

In the Slot Allocation window you will now see the **Volume-ID's** against the assigned **Slot** numbers with a status of **Paste Update Pending**. To commit the data, right click on the highlighted **Slots** and select **Apply Updates** to confirm the new **Slot** allocations. The status of the **Volumes** will now display **Reserved**.

Offsite Vault

Slot	Zone	Location	Volume-ID	Status
☐ 000001	@ Rack A	1.1		Empty
☐ 000002	@ Rack A	1.2		Empty
☒ 000003	@ Rack A	1.3	000003L6	Occupied
☐ 000004	@ Rack A	1.4		Empty
☐ 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		Empty
☒ 000010	@ Rack A	1.10	000006L6	Paste update pending
☒ 000011	@ Rack A	2.1	000007L6	Paste update pending
☒ 000012	@ Rack A	2.2	000008L6	Paste update pending
☒ 000013	@ Rack A	2.3	000010L6	Paste update pending
☒ 000014	@ Rack A	2.4	000011L6	Paste update pending
☒ 000015	@ Rack A	2.5	000012L6	Paste update pending
☒ 000016	@ Rack A	2.6	000013L6	Paste update pending
☒ 000017	@ Rack A	2.7	000014L6	Paste update pending
☒ 000018	@ Rack A	2.8	200100L7	Paste update pending
☒ 000019	@ Rack A	2.9	200101L7	Paste update pending
☒ 000020	@ Rack A	2.10	200102L7	Paste update pending
☐ 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 Items300

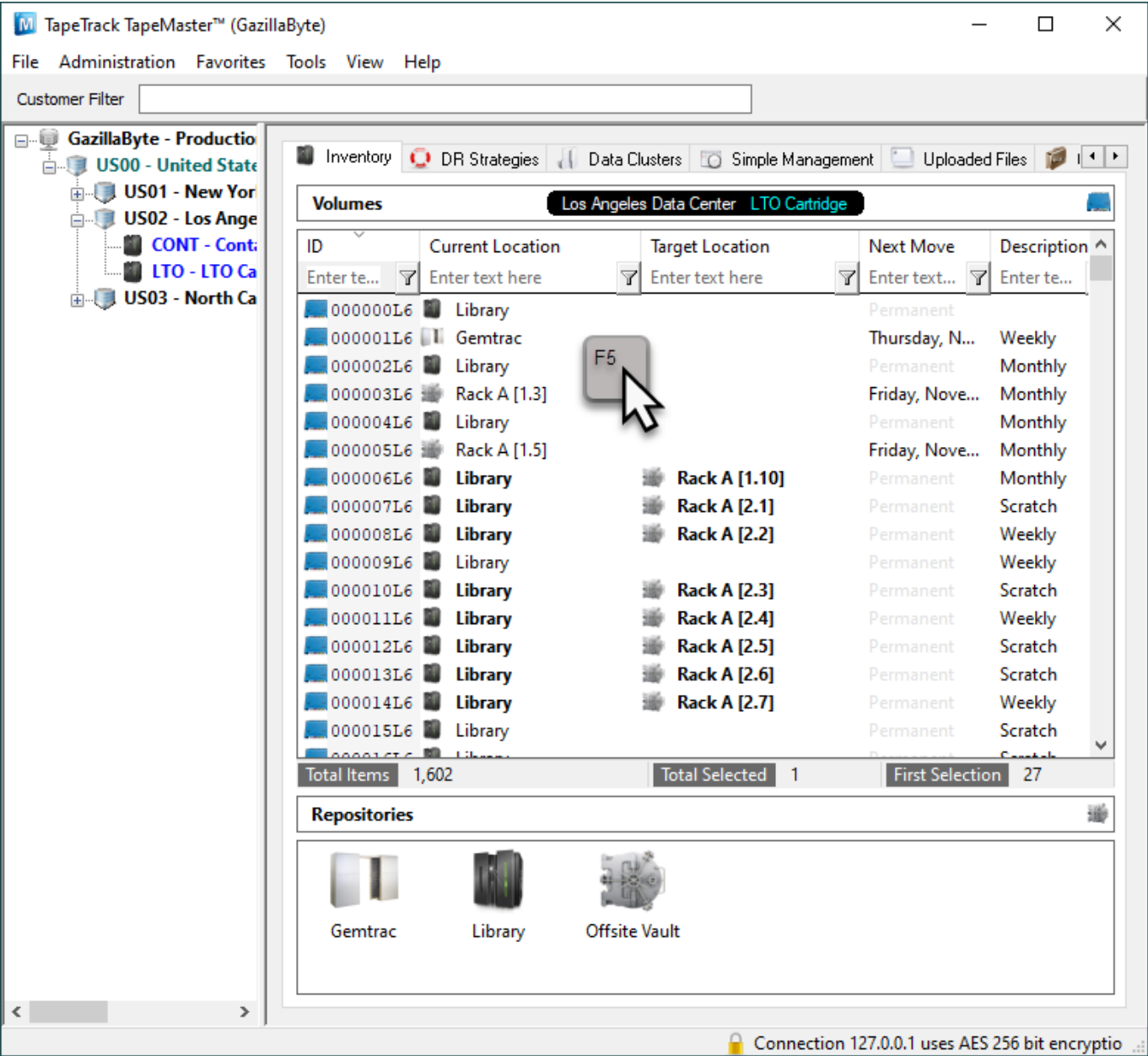
Total Selected12

First Selection10

Close the Slot Allocation window by clicking the X at the top right.

Refresh Display

Click in the Inventory window in TapeMaster and press F5 to update the display. The Scanned Volumes will now show in a move to the allocated Slots.



[technote](#), [slotting](#), [scan](#), [repository](#), [zone](#), [tapemaster](#)

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