Scan To Slot

Scanning Volumes To Slots Using Zone, Slot and Volume Barcodes

This method relies on both the zones and slots being barcoded (further information on printing barcodes can be found here). Slotting on the repository also need to be disabled if you have the slotting allocation script being run by the scheduler or volumes will be automatically allocated a slot based on the slotting mode of that repository.

From the customer tree right click the required customer/s and select Add to load volumes into the **To Scan** window.

Once all volumes required have been added to the **To Scan** window, select `Process→Special Operations→Scan To Slot` from the main menu to open the scan window.

Enter the number 2 into the scan window to set scan mode to **Zone, slot and volume**.

Scan **Zone** barcode and **Slot** barcode and then the **Volume** barcode.

Checkpoint will now ask you to confirm the slot and volume by rescanning the volume barcode. If the same volume barcode is scanned the volume will be allocated to that slot.

While still allocating volumes in the selected zone, subsequent scans only require scanning the next slot and volume and then scanning the volume again to confirm the slot allocation.



Scanning to slot only allocates the volumes to the selected slots, volumes will still need to be scanned into the repository/slots to confim the volumes to that location.

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