Labelling Storage

TapeTrack uses a Slotting system that can track which Slot a Volume is in for picking, track what Slot you are placing a Volume in while packing, or automatically assign Slots for your Volumes based on several different algorithms including first available and intellislot.

To aid locating the correct Slots racking is divided up into Zones, Shelves and Slots. Using this system, to locate a Volume the information in TapeTrack will tell you:

- which Zone it is in: A Zone could be a Gemtrac or ProMedia Drawer, a fire safe or other storage rack.
- which shelf it is on: A shelf could be a row in a GemTrac or ProMedia Draw, a shelf in the fire safe or other storage rack.
- which Slot it is in: A Slot could be a dedicated location on the shelf for one Volume.

Using a GemTrac rack as an example, TapeTrack would represent the Second GemTrac drawer (Zone-ID Red-2), 3rd shelf from the top 4th Slot across as **Red-2 3.4**. Labelling your racking using the correct method allows the operator to quickly locate the Volume knowing which drawer to open and which shelf and Slot it is on, as opposed having to mentally calculate (assuming for this example each GemTrac drawer Slots 360 Volumes) which drawer and shelf Slot 424 is in. The more storage racks you use the more difficult this calculation process gets, eg where is Slot 5314, TapeTrack representation (when configured correctly) would display which Zone, shelf and Slot the Volume is in.

Labelling GemTrac Racks

Labelling ProMedia Cabinets

technote, label, master, checkpoint, slot, rack

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