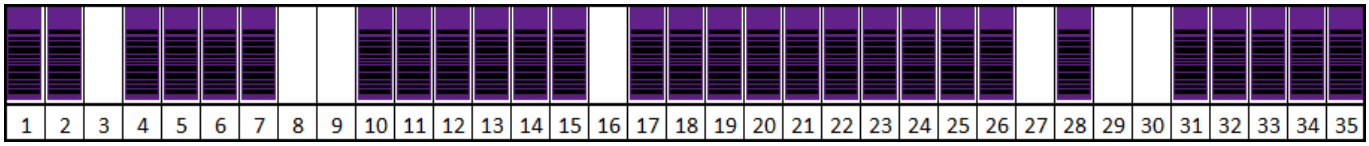
Preparing Racking For Slotting

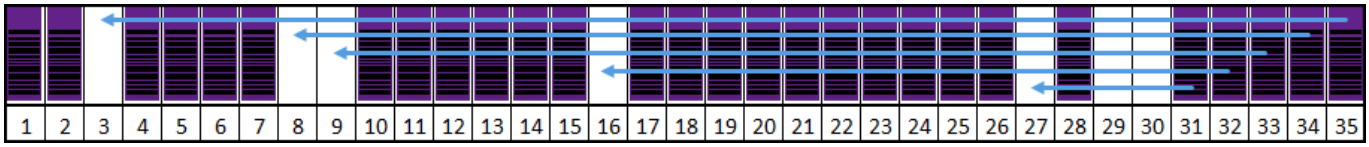
Image shows a visualization equivalent to placing all your racks slots in a row, reality is Slots would be divided into zones comprising of Gemtrac drawers or similar with shelves and slots.

Starting Point with Volumes placed in racking with voids present.

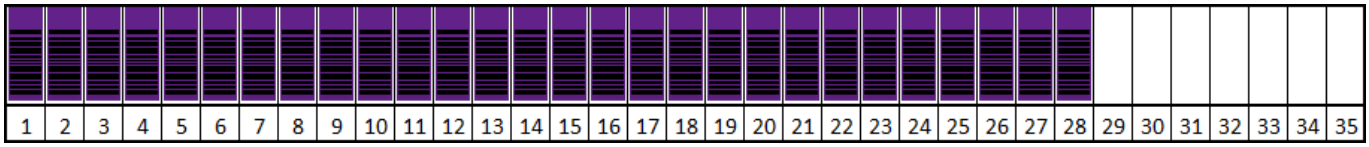


Method 1

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.

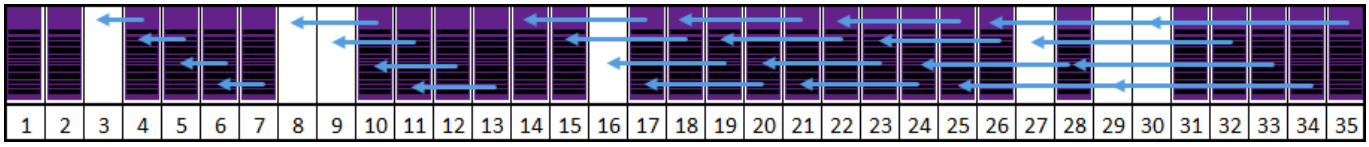


In this example the Volumes can be compacted within 5 moves, obviously the larger your racking and the more Volumes and gaps present the more moves will be required. It does, however, give you a comparison point for the method you choose to use.

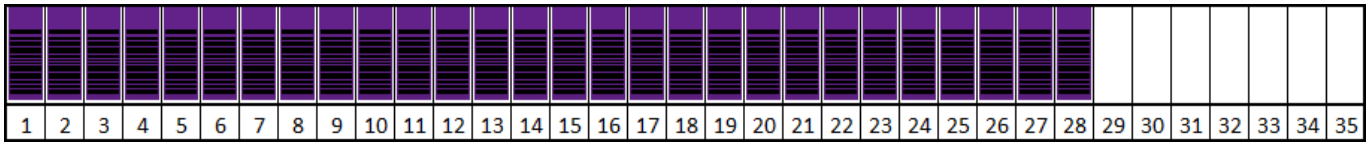
Once the Volumes have been compacted, scan Volumes directly into TapeMaster or in to a file in order for entry into TapeMaster.

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.



Once the Volumes have been compacted, scan Volumes directly into TapeMaster or in to a file in order for entry into TapeMaster.

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