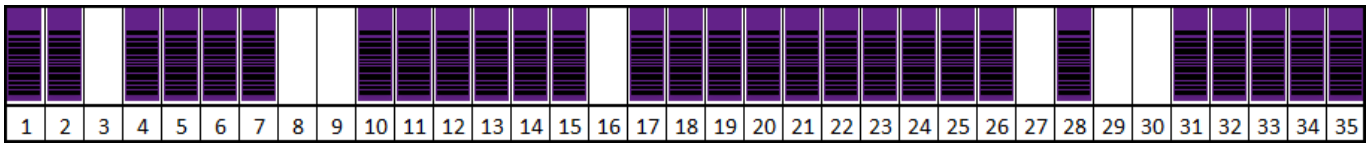
Preparing Racking For Slotting

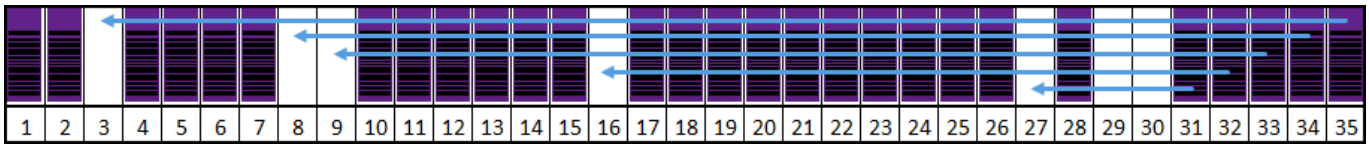
While your Volumes are stored in Gemtrac racks, or similar, to remove the differences in racking capacity and layout the following methods are displayed as if your entire racking was laid out in one linear line.

Starting Point with Volumes placed in racking with voids present.

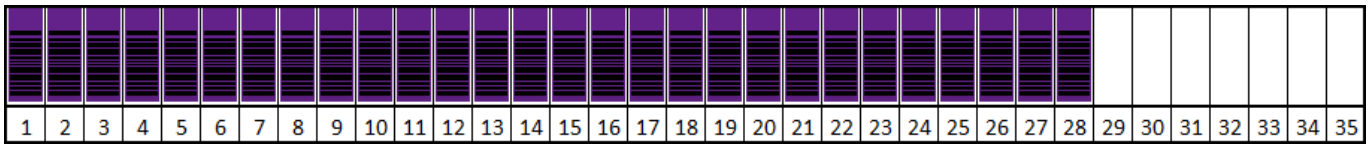


Method 1

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.

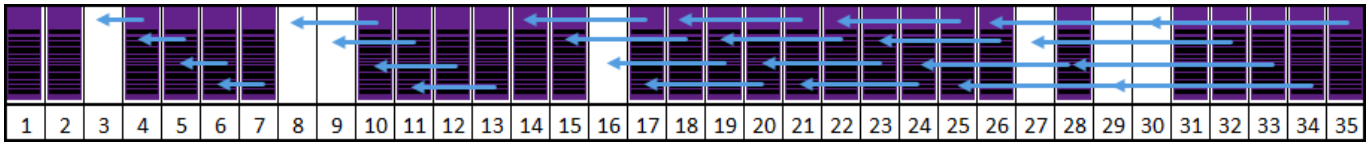


In this example the Volumes can be compacted within 5 moves, obviously the larger your racking and the more Volumes and gaps present the more moves will be required. It does, however, give you a comparison point for the method you choose to use.

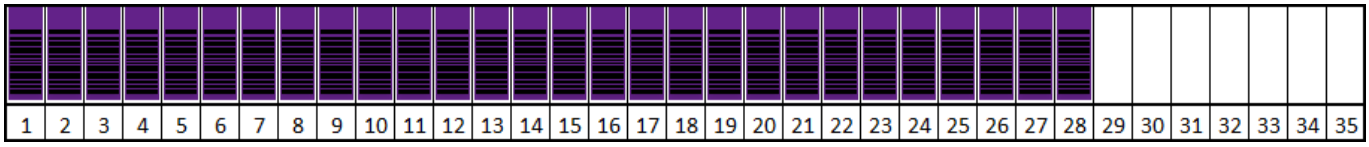
Once the Volumes have been compacted, scan Volumes directly into TapeMaster or in to a file in order for entry into TapeMaster.

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.



In this example the Volumes can be compacted within 25 moves, obviously the larger your racking and the more Volumes and gaps present the more moves will be required

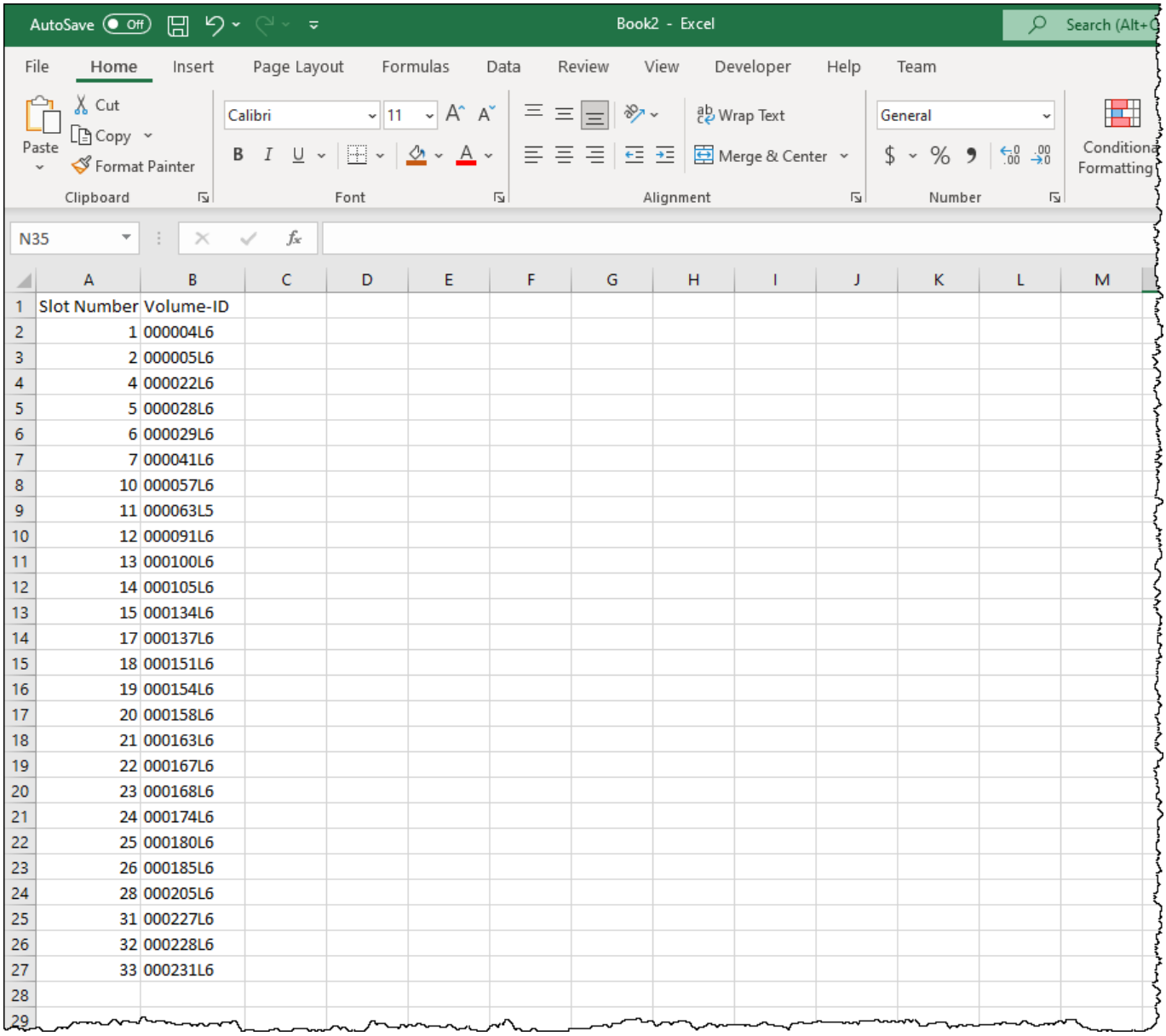
Once the Volumes have been compacted, scan Volumes directly into TapeMaster or in to a file in order for entry into TapeMaster.

Method 3

Volumes are left in their current Slots and each Volume-ID is recorded in a Excel spreadsheet, or similar, for importation into TapeMaster. To do this you need a thorough understanding of Virtual and Physical Slotting principles and put the required labour into recording each Volume-ID and its corresponding Slot number.

This method relies on you having a Zone layout that is configured in a correct manner so that each Zone, shelf and Slots are in a logical order that can be setup in TapeTrack and the data imported.

Sample excel file



	A	B	C	D	E	F	G	H	I	J	K	L	M
1	Slot Number	Volume-ID											
2	1	000004L6											
3	2	000005L6											
4	4	000022L6											
5	5	000028L6											
6	6	000029L6											
7	7	000041L6											
8	10	000057L6											
9	11	000063L5											
10	12	000091L6											
11	13	000100L6											
12	14	000105L6											
13	15	000134L6											
14	17	000137L6											
15	18	000151L6											
16	19	000154L6											
17	20	000158L6											
18	21	000163L6											
19	22	000167L6											
20	23	000168L6											
21	24	000174L6											
22	25	000180L6											
23	26	000185L6											
24	28	000205L6											
25	31	000227L6											
26	32	000228L6											
27	33	000231L6											
28													
29													

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