

# Scan To Slot Via Special Operations Slot Allocation

To use the Allocate to Slot via the Special Operations menu, the selected **Volumes** must be either moving to or confirmed in a **Repository** with allocated **Repository**.

While this process can be used any number of **Volumes**, you can only select a Slot for one **Volume** at a time so this process is best suited to one or low number of **Volumes**. To Slot multiple **Volumes** more efficiently see [Scan to assign using Repository Usage Map](#).

## Select Volumes To Slot

Select **Volumes** from the Inventory window by clicking on one **Volume** or using Shift+Click and Ctrl+Click to select a range of **Volumes**.

## Select Slots

Right click highlighted **Volumes** and select Special Operations > Slots > Allocate To Slot

The Slot Selection window will display the Current **Repository** the **Volume** is being Slotted in and the **Volume-ID** currently being allocated in the top header. The main window will display **Slot** numbers, **Zones**, **Slot** Location, **Volume-ID** if **Slot** is occupied.

To allocate the current **Volume** to a Slot, click on an empty or unallocated Slot and then click OK. If you have only one **Volume** to Slot, the window will close. If you have multiple **Volumes** to Slot the window will refresh to show the next **Volume-ID** in the top header, following the same process for each **Volume**, select a Slot and press OK.

## 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**.

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