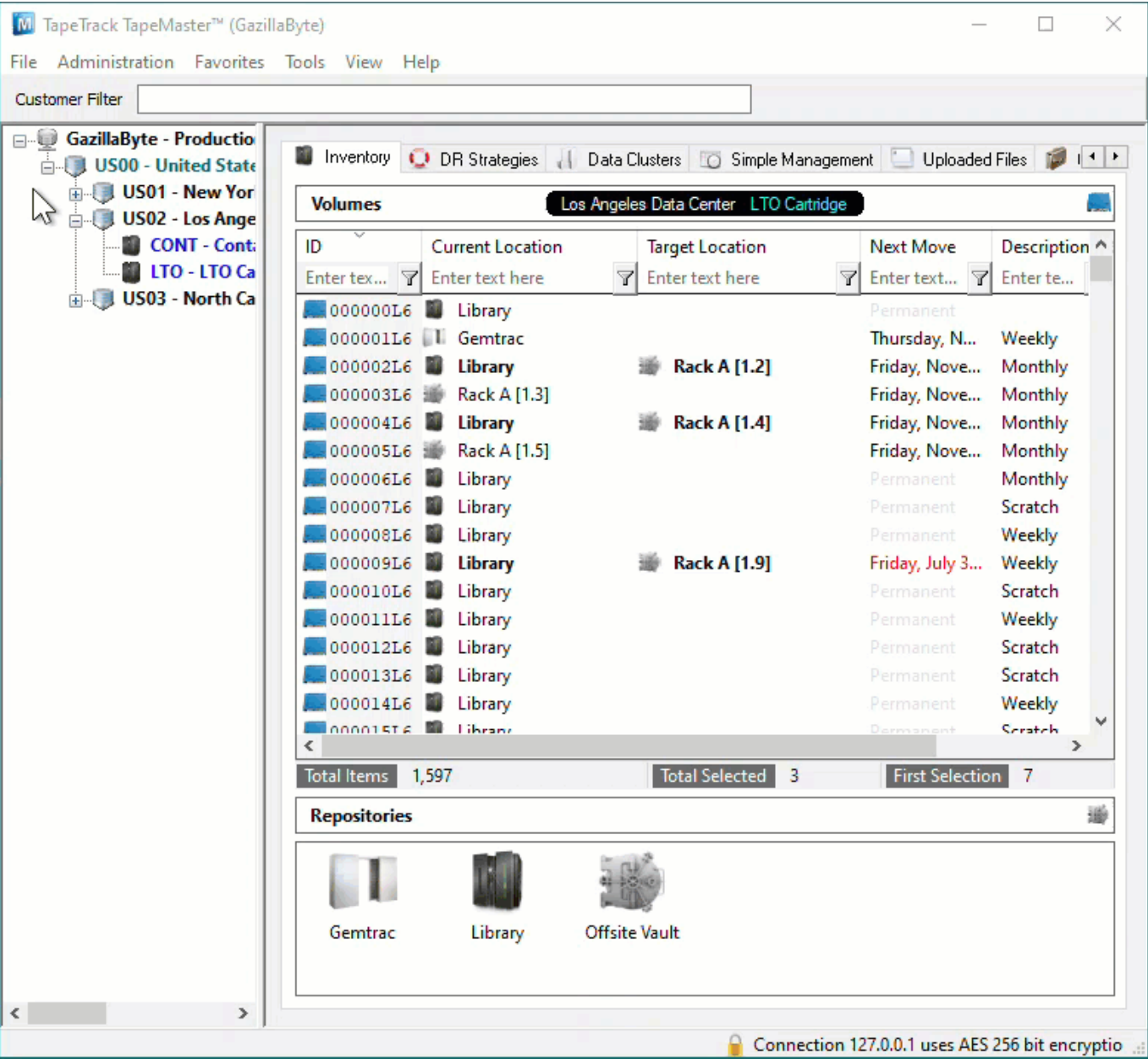


Scan To Slot Via Repository Usage Map

From the Inventory window of your required Customer and Media Type right click the Repository you want to Slot the Volumes in and select View Repository Usage Map.



From the Slot allocation window you can either manually select the Slots required or use the Assignment helper function

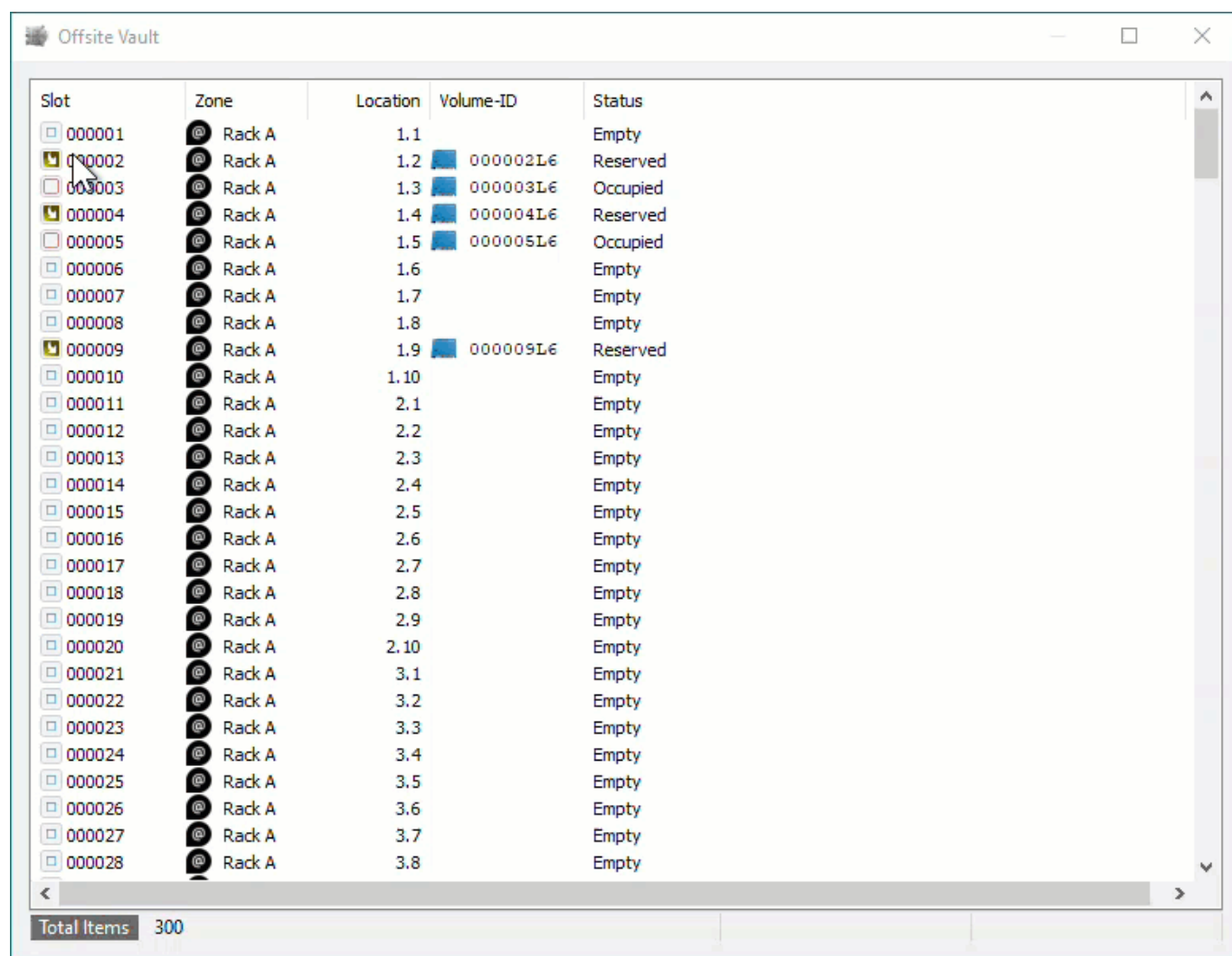
The Slot Allocation window displays Slot numbers, Zones, Slot Location, Volume-ID if Slot is allocated and Slot status - Empty, Reserved (Allocated, Volume in a move to Slot) and Occupied (Volume in Slot).

To manually select the required Slots, Shift+Click to select a range of Empty Slots or Ctrl+Click to select non adjacent multiple Empty Slots.

To use the Assignment Helper to allocate the vacant Slots for you, right click in the Slot window and select Assignment Helper.

In the field **Slots Required** set the number of Slots required to match the number of Volumes to be Slotted. Set the **Slotting Method** to suit the required outcome.

First Available will start with the first empty Slot available and then the next empty Slot until the required number are selected.



The screenshot shows a window titled "Offsite Vault" with a table of slots. The table has five columns: Slot, Zone, Location, Volume-ID, and Status. The slots are numbered from 000001 to 000028. The status of each slot is either "Empty", "Reserved", or "Occupied". The "Volume-ID" column shows the ID of the volume assigned to the slot, if any. The "Total Items" at the bottom is 300.

Slot	Zone	Location	Volume-ID	Status
000001	Rack A	1.1		Empty
000002	Rack A	1.2	000002L6	Reserved
000003	Rack A	1.3	000003L6	Occupied
000004	Rack A	1.4	000004L6	Reserved
000005	Rack A	1.5	000005L6	Occupied
000006	Rack A	1.6		Empty
000007	Rack A	1.7		Empty
000008	Rack A	1.8		Empty
000009	Rack A	1.9	000009L6	Reserved
000010	Rack A	1.10		Empty
000011	Rack A	2.1		Empty
000012	Rack A	2.2		Empty
000013	Rack A	2.3		Empty
000014	Rack A	2.4		Empty
000015	Rack A	2.5		Empty
000016	Rack A	2.6		Empty
000017	Rack A	2.7		Empty
000018	Rack A	2.8		Empty
000019	Rack A	2.9		Empty
000020	Rack A	2.10		Empty
000021	Rack A	3.1		Empty
000022	Rack A	3.2		Empty
000023	Rack A	3.3		Empty
000024	Rack A	3.4		Empty
000025	Rack A	3.5		Empty
000026	Rack A	3.6		Empty
000027	Rack A	3.7		Empty
000028	Rack A	3.8		Empty

Total Items 300

Intellislot will first attempt to find a range of Slots large enough to fit the Volumes in sequential Slots and, if a range can't be found, will then select other empty Slots to accommodate the required numbers.

Offsite Vault				
Slot	Zone	Location	Volume-ID	Status
☐ 000001	@ Rack A	1.1		Empty
☒ 000002	@ Rack A	1.2	000002L6	Reserved
☐ 000003	@ Rack A	1.3	000003L6	Occupied
☒ 000004	@ Rack A	1.4	000004L6	Reserved
☐ 000005	@ Rack A	1.5	000005L6	Occupied
☐ 000006	@ Rack A	1.6		Empty
☐ 000007	@ Rack A	1.7		Empty
☐ 000008	@ Rack A	1.8		Empty
☒ 000009	@ Rack A	1.9	000009L6	Reserved
☐ 000010	@ Rack A	1.10		Empty
☐ 000011	@ Rack A	2.1		Empty
☐ 000012	@ Rack A	2.2		Empty
☐ 000013	@ Rack A	2.3		Empty
☐ 000014	@ Rack A	2.4		Empty
☐ 000015	@ Rack A	2.5		Empty
☐ 000016	@ Rack A	2.6		Empty
☐ 000017	@ Rack A	2.7		Empty
☐ 000018	@ Rack A	2.8		Empty
☐ 000019	@ Rack A	2.9		Empty
☐ 000020	@ Rack A	2.10		Empty
☐ 000021	@ Rack A	3.1		Empty
☐ 000022	@ Rack A	3.2		Empty
☐ 000023	@ Rack A	3.3		Empty
☐ 000024	@ Rack A	3.4		Empty
☐ 000025	@ Rack A	3.5		Empty
☐ 000026	@ Rack A	3.6		Empty
☐ 000027	@ Rack A	3.7		Empty
☐ 000028	@ Rack A	3.8		Empty

Total Items 300

Once you have the Empty Slots selected, right click on the highlighted Slots and select Scan > Scan to Assign to open the Scan window.

Offsite Vault

Slot	Zone	Location	Volume-ID	Status
☐ 000001	@ Rack A	1.1		Empty
☒ 000002	@ Rack A	1.2	000002L6	Reserved
☐ 000003	@ Rack A	1.3	000003L6	Occupied
☒ 000004	@ Rack A	1.4	000004L6	Reserved
☐ 000005	@ Rack A	1.5	000005L6	Occupied
☐ 000006	@ Rack A	1.6		Empty
☐ 000007	@ Rack A	1.7		Empty
☐ 000008	@ Rack A	1.8		Empty
☒ 000009	@ Rack A	1.9	000009L6	Reserved
☐ 000010	@ Rack A	1.10		Empty
☐ 000011	@ Rack A	2.1		Empty
☐ 000012	@ Rack A	2.2		Empty
☐ 000013	@ Rack A	2.3		Empty
☐ 000014	@ Rack A	2.4		Empty
☐ 000015	@ Rack A	2.5		Empty
☐ 000016	@ Rack A	2.6		Empty
☐ 000017	@ Rack A	2.7		Empty
☐ 000018	@ Rack A	2.8		Empty
☐ 000019	@ Rack A	2.9		Empty
☐ 000020	@ Rack A	2.10		Empty
☐ 000021	@ Rack A	3.1		Empty
☐ 000022	@ Rack A	3.2		Empty
☐ 000023	@ Rack A	3.3		Empty
☐ 000024	@ Rack A	3.4		Empty
☐ 000025	@ Rack A	3.5		Empty
☐ 000026	@ Rack A	3.6		Empty
☐ 000027	@ Rack A	3.7		Empty
☐ 000028	@ Rack A	3.8		Empty

Total Items300

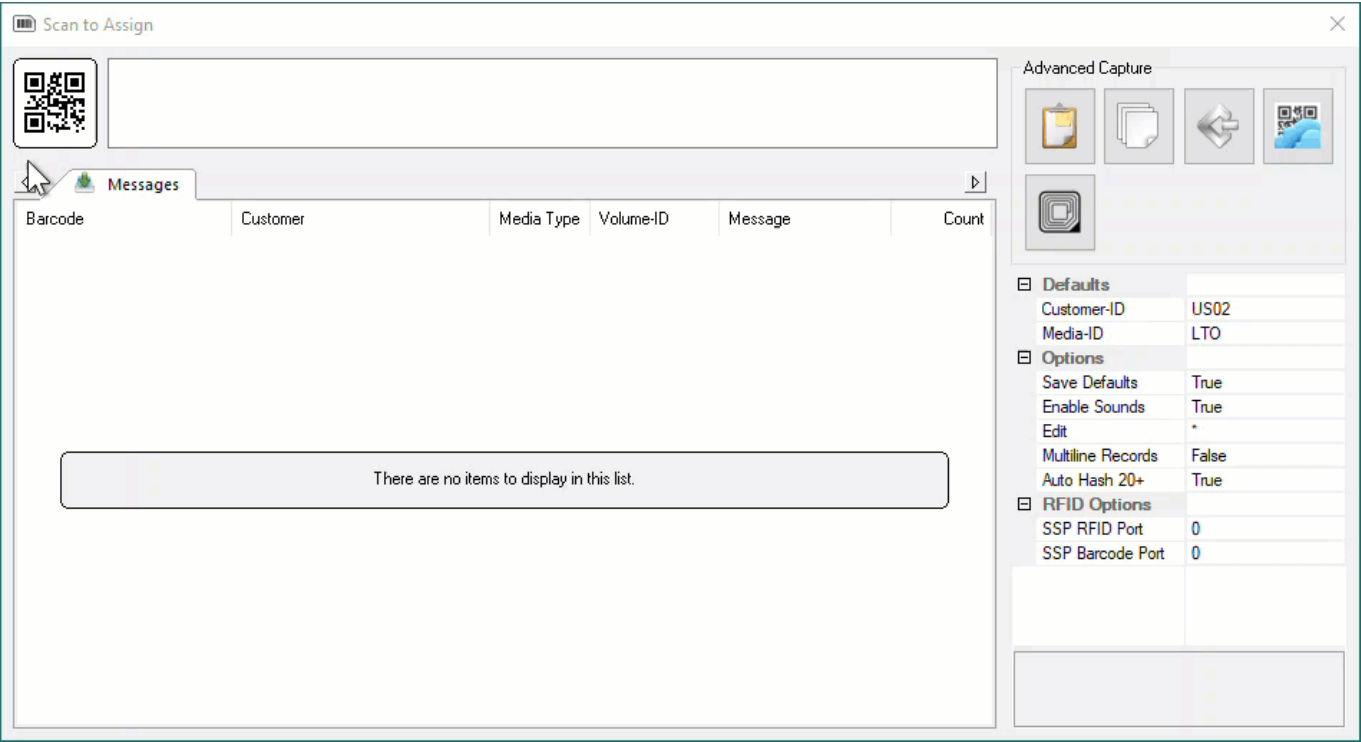
Total Selected12

First Selection10

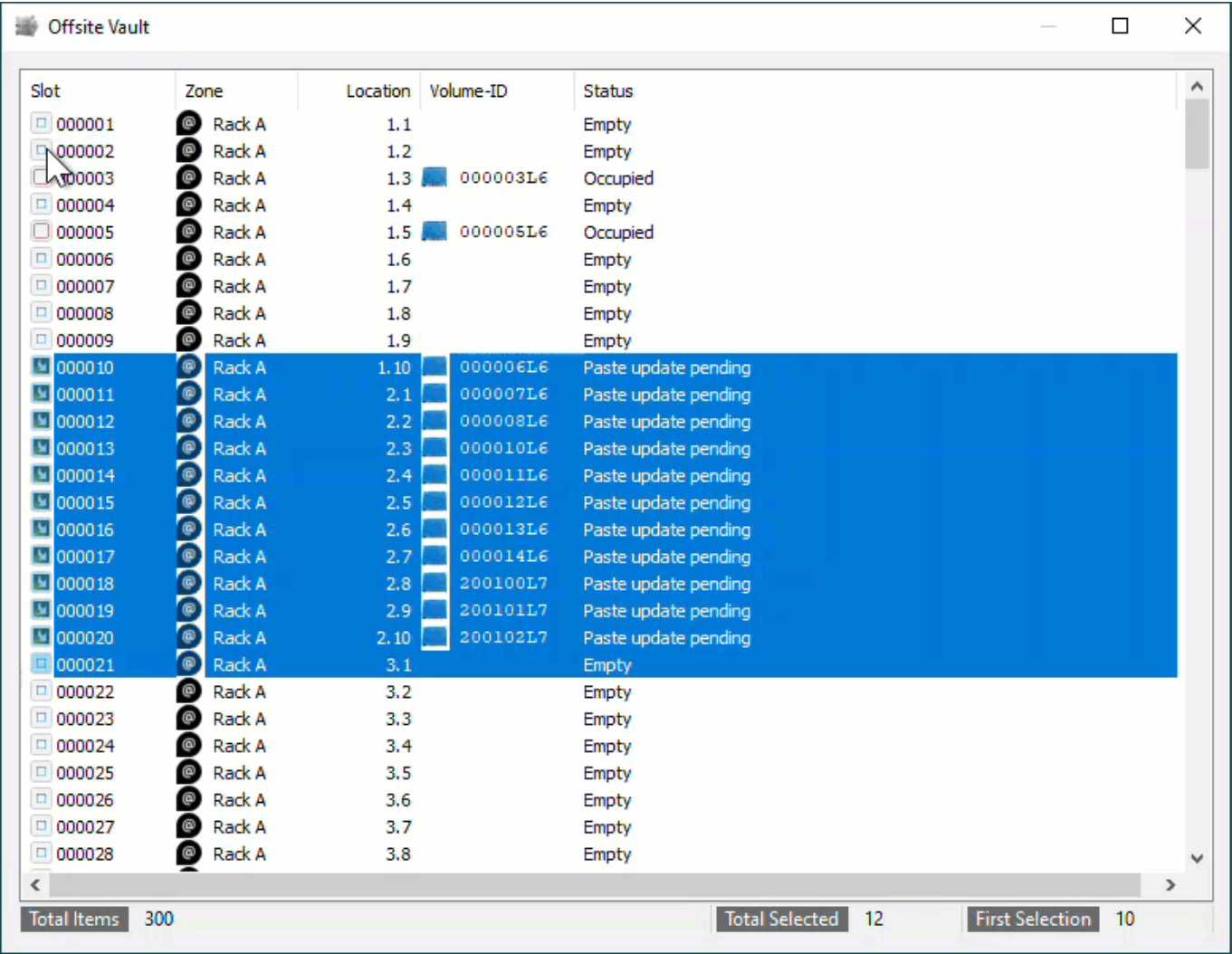
In the Scan window, scan the [Volumes](#), using your preferred [scanning method](#) (Keyboard, Scanner, Clipboard, Input File). In this example we will use Volume-ID's copied to Windows Clipboard. When finished scanning, click the X at the top right to close the Scan window.

If you selected the exact number of Slots required, or if you under selected, you will receive a popup stating No Remaining Slots to inform you have no more vacant Slots selected. If you need more Slots close the Scan window, select more Slots and then right click and select Scan > Scan to Assign to re-open the Scan window.

Scanned Volumes will show with a black font for current Inventory and greyed out font if they are new Volume-ID's (ie. don't currently exist in TapeTrack. New Volume-ID's will be added to your default Repository and placed into a move to the Repository, Zone and selected Slot. Volumes in another Repository will be placed in a move from their Current location to the Repository, Zone and selected Slot. Volumes in the selected Repository for Slotting will be left in the Current location but will be placed in a move to the Zone and selected Slot.



In the Slot Allocation window, right click on the highlighted Slots and select Apply Updates to confirm the new Slot allocations.



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Last update: **2025/01/21 22:07**

