

space management ~ *in RecFind 6*

Space management deals with the different storage areas within a records centre.




Each storage space is identified with a space number, which uniquely identifies the space.











A storage space may contain one or many boxes.



Some organizations may call a whole room or a whole building a storage space, whereas others may require close control over storage and define storage spaces in detail down to the position.

A space is configured by first identifying the type of space, and then by assigning the type of box that is going to fill that space.

Based on this configuration RecFind 6 can calculate the capacity and update this accordingly each time a box is moved into that space.








*Security Code	 EVERYONE									
*Space ID	210-16-3-12-6									
Barcode	,000007									
*Entity	 Acme Anvil Corporation									
*Space Type	 POSITION - 2xA4 Boxes									
*Box Type	 A4 Box									
Space Contents	<div>2 related record(s)</div> <table> <thead> <tr> <th>Metadata Profile</th> <th>Summary</th> <th>Moved Date</th> </tr> </thead> <tbody> <tr> <td> B100011</td> <td>Movement to Space 210-16-3-12-6 at Acme Anvil Corporation on Aug 9 2013 ...</td> <td>09 Aug 2013 23:28:04</td> </tr> <tr> <td> B100009</td> <td>Movement to Space 210-16-3-12-6 at Acme Anvil Corporation on Aug 9 2013 ...</td> <td>09 Aug 2013 23:27:40</td> </tr> </tbody> </table>	Metadata Profile	Summary	Moved Date	 B100011	Movement to Space 210-16-3-12-6 at Acme Anvil Corporation on Aug 9 2013 ...	09 Aug 2013 23:28:04	 B100009	Movement to Space 210-16-3-12-6 at Acme Anvil Corporation on Aug 9 2013 ...	09 Aug 2013 23:27:40
Metadata Profile	Summary	Moved Date								
 B100011	Movement to Space 210-16-3-12-6 at Acme Anvil Corporation on Aug 9 2013 ...	09 Aug 2013 23:28:04								
 B100009	Movement to Space 210-16-3-12-6 at Acme Anvil Corporation on Aug 9 2013 ...	09 Aug 2013 23:27:40								
Capacity	2									
Free Capacity	0									
Room	210									
Aisle/Row	16									
Shelf	3									
Bay	12									
Position	6									
*Ignore Box Capacity	<input type="radio"/> Yes <input checked="" type="radio"/> No									
*Ignore Mismatch Box Type	<input type="radio"/> Yes <input checked="" type="radio"/> No									




	Space ID	Barcode	Space Type	Box Type	Capacity	Free Capacity	Room	Row	Shelf	Bay	Position
	103-1-2-3-4	,000001	POSITION - 2x4 Boxes	A4 Box	2	0	103	1	2	3	4
	210-16-3-12-6	,000007	POSITION - 2x4 Boxes	A4 Box	2	0	210	16	3	12	6

box type ~ configuration

Enter the dimensions of the box here.

 View Record - Box Type

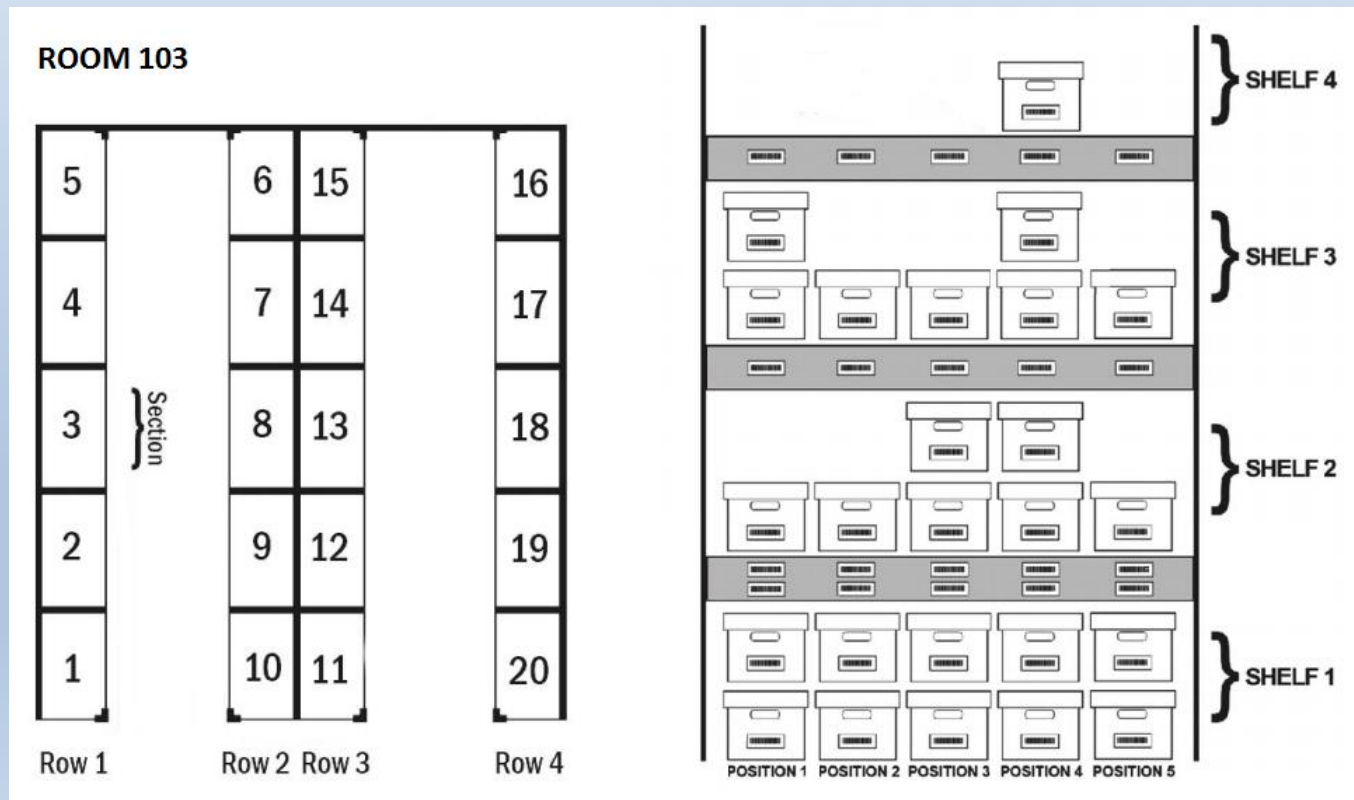



*Security Code	 <input type="text" value="EVERYONE"/>
*BoxType ID	A4 Box
Description	<div>  Also known as: <div> Recall 7030 Iron Mountain IS Wincanton WRM1 </div> </div>
Height	9.75
Width	11.00
Depth	15.00
Max Weight	5.00
Cost	5.0000
Per Period	 <input type="text" value="Week"/>

define the space

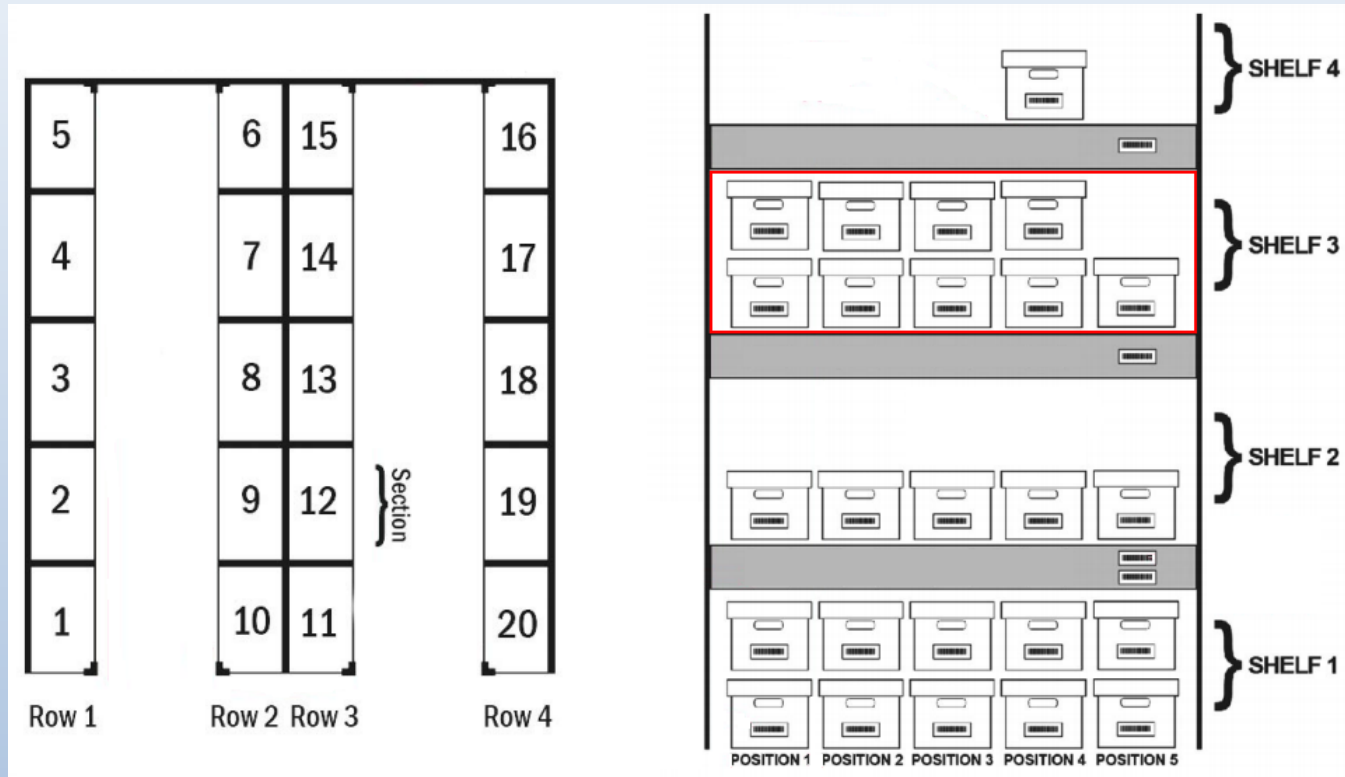
As mentioned, a space can be defined at whatever level you require. With the setup below you could define Room 103 as the space which could hold 700 boxes, or Row 1 could be a space that holds 175 boxes, or Section 3 could be the space which holds 35 boxes, or Shelf 2 holding 10 boxes or Position 1 that holds 2 boxes.

It is your choice how you define a space in RecFind 6.



example ~ shelf as a space

This space could be identified by it's location, Room 103, Row 3, Section 12, Shelf 3 and could be numbered as such 103-3-12-3 in RecFind 6



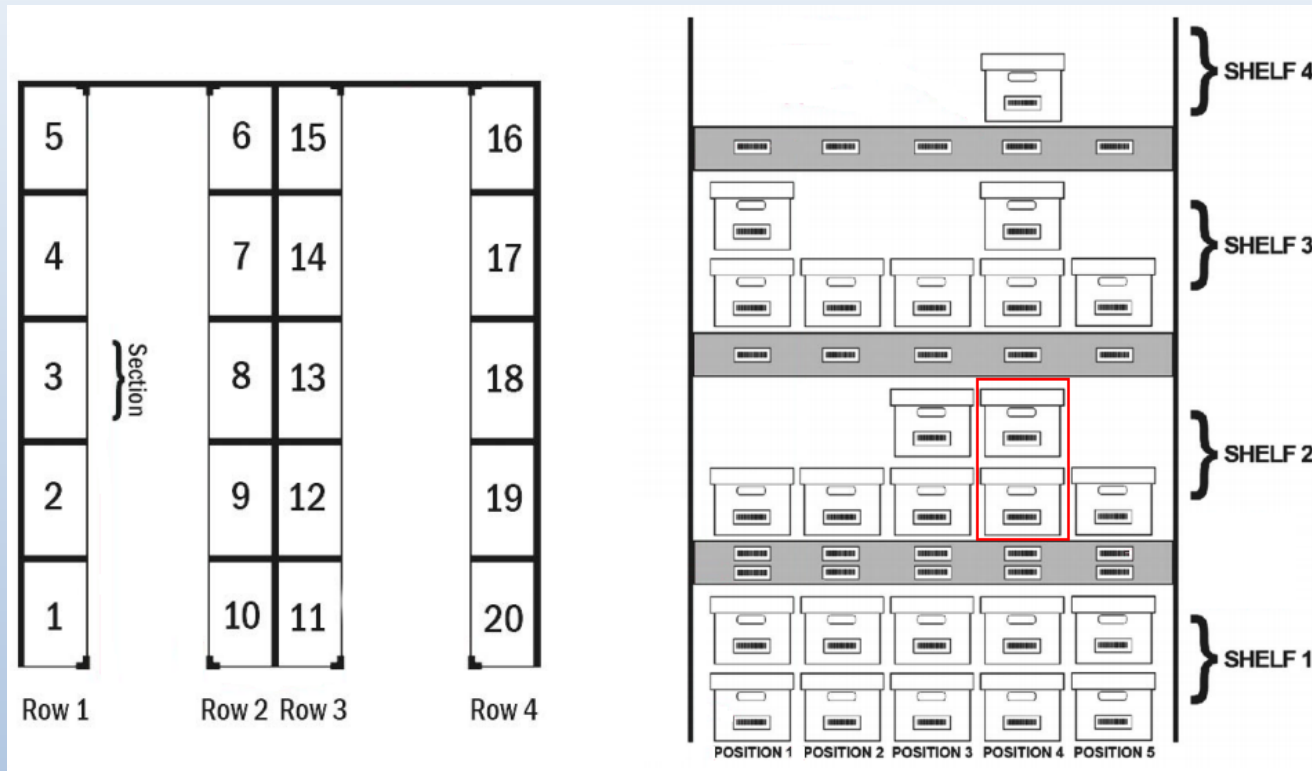
List - Space

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Space ID	Barcode	Space Type	Box Type	Capacity	Free Capacity	Room	Row	Bay	Shelf	Position
103-1-2-3-4	,000001	POSITION - 2xA4 Boxes	A4 Box	2	0	103	1	3	2	4
103-3-12-3	,000002	SHELF - 10xA4 Boxes	A4 Box	10	1	103	3	12	3	
210-12-2-4-4	,000015	POSITION - 1xA4 Box	A4 Box	1	0	210	12	4	2	4
210-16-3-12-6	,000007	POSITION - 2xA4 Boxes	A4 Box	2	0	210	16	12	3	6
210-6-2-5	,000006	SHELF - 10xLever Arch Boxes	Lever Arch	10	6	210	6	5	2	

example ~ position as a space

This space could be identified by it's location, Room 103, Row 1, Section 3, Shelf 2, Position 4
And could be numbered as such 103-1-3-2-4 in RecFind 6



List - Space

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Space ID	Barcode	Space Type	Box Type	Capacity	Free Capacity	Room	Row	Bay	Shelf	Position
103-1-3-2-4	,000001	POSITION - 2xA4 Boxes	A4 Box	2	0	103	1	3	2	4
103-3-12-3	,000002	SHELF - 10xA4 Boxes	A4 Box	10	10	103	3	12	3	
210-12-2-4-4	,000015	POSITION - 1xA4 Box	A4 Box	1	0	210	12	4	2	4
210-16-3-12-6	,000007	POSITION - 2xA4 Boxes	A4 Box	2	0	210	16	12	3	6
210-6-2-5	,000006	SHELF - 10xLever Arch Boxes	Lever Arch	10	6	210	6	5	2	

managing the space contents

Boxes can be moved in and out of spaces using the RecFind 6 movement module, and the capacity will be updated automatically. By bar-coding all your boxes and spaces you can also take advantage of the RecFind 6 barcode movement functionality & a portable barcode reader.

