

Print Receipts

Print receipts function allow you to print physical receipts on shipments. The receipts are designed to accompany the delivery to obtain a customer signature confirming delivery and keeping a record of chain-of-custody.

Printing Receipts

Selecting Process→Print Receipts from the main menu to initiate the printing process.

Choose your preferred printer to send the receipts to.

Printing Variables

Set the values in the **Print Variables** window:

- Days until delivery
- Box numbers
- Notes
- Billing

Print Variables

Customer US03 - North Carolina Data Center

Days until Ship Date 1

Box Numbers BOX002

Ship Notes Monday Backup |

Billing Details


| | | | |
|--------|-------------------|---|--|
| Line 1 | Standard Delivery | 1 | |
| Line 2 | No Charge | 0 | |

OK Allow No-Charge

If there is no charge for delivery, check the No charge checkbox.


Click OK to continue.

Example Receipt



TapeTrack CheckPoint

Ship Receipt



www.tapetrack.com

| | | | |
|--------------------------|----------------------------|---------------------|---|
| Customer ID: | US03 | Prepared by: | GazillaByte LLC - Production |
| Customer: | North Carolina Data Center | Server: | Friday, December 15, 2017 |
| Address: | | Ship Date: | Thursday, December 14, 2017 (11:08:42 AM) |
| Preparation Time: | | | |

Notes:

Boxes:

Media: LTO - LTO Cartridge

Moving to: OFFS (Offsite Vault) from LIBR (Library)

| | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
|--------|----------|----------|----------|----------|---|---|---|---|---|----|
| 000000 | 000026L5 | 000027L5 | 000028L5 | 000029L5 | | | | | | |

Total Volumes processed=4, OK=4, NotOK=0

Total Volumes processed for Customer=4, OK=4, NotOK=0

| | |
|-----------|--|
| Name | |
| Signature | |
| Date | |
| Time | |

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