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

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

Click OK to continue.
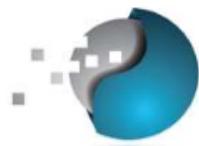
TapeTrack CheckPoint

Ship Receipt

www.tapetrack.com

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

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	

From:

https://rtfm.tapetrack.com/ - **TapeTrack Documentation**

Permanent link:
https://rtfm.tapetrack.com/checkpoint/receipts?rev=1513217734

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