

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

The screenshot shows a 'Print Variables' dialog box with the following fields and values:

- Customer:** US03 - North Carolina Data Center
- Days until Ship Date:** 1
- Box Numbers:** BOX002
- Ship Notes:** Monday Backup |
- Billing Details:**
 - Line 1: Standard Delivery (dropdown), 1 (spinner), [] (text box)
 - Line 2: No Charge (dropdown), 0 (spinner), [] (text box)
- Buttons:** OK, Allow No-Charge

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

Click OK to continue.



GAZILLABYTE
BECAUSE TODAY'S INFORMATION IS TOMORROW'S KNOWLEDGE. ■

TapeTrack CheckPoint

Ship Receipt

www.tapetrack.com

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

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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