

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

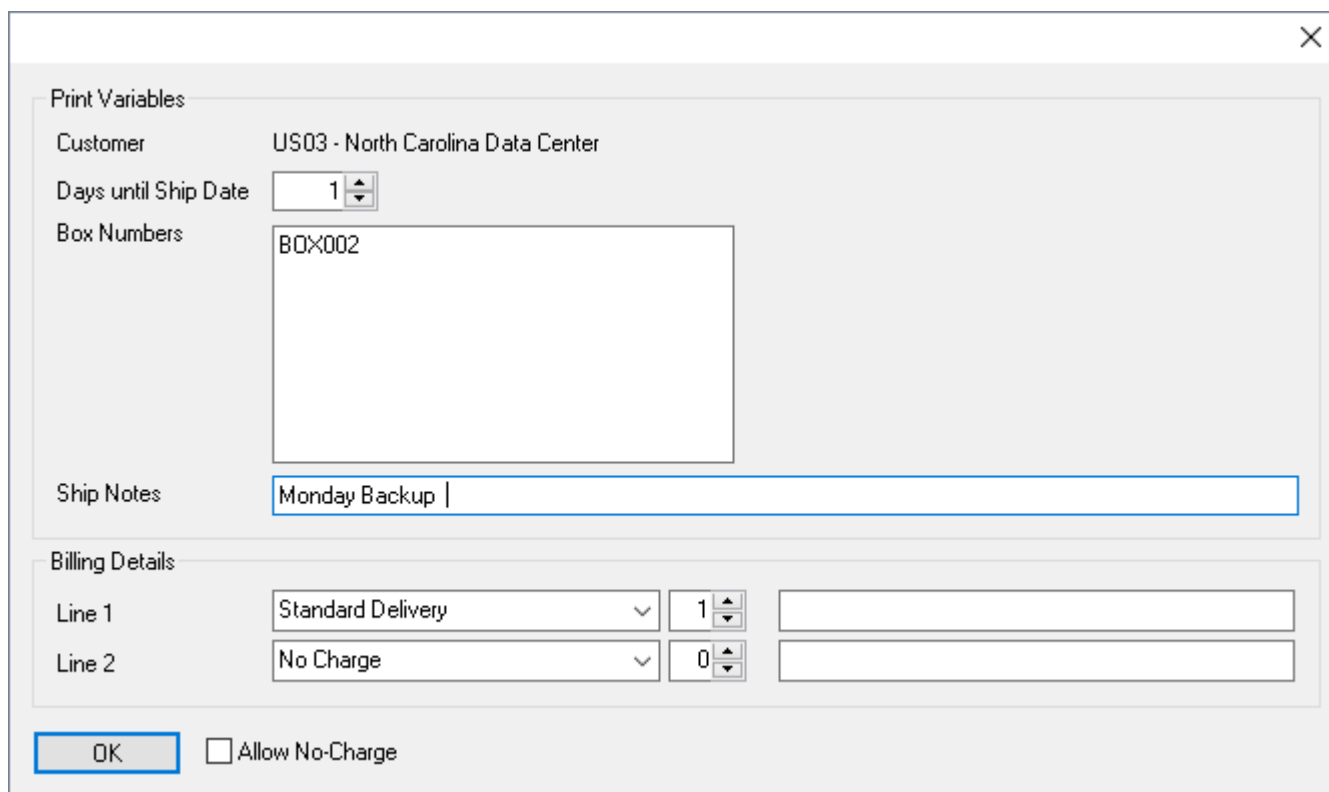
Selecting Process→Print Receipts from the main menu to initiate the printing process.

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 a close button (X) in the top right corner. The dialog is divided into several sections:


- Print Variables** (Section Header)
 - Customer**: US03 - North Carolina Data Center
 - Days until Ship Date**: A spinner box set to 1.
 - Box Numbers**: A text area containing 'BOX002'.
 - Ship Notes**: A text box containing 'Monday Backup |'.
- Billing Details** (Section Header)
 - Line 1**: A dropdown menu set to 'Standard Delivery', a spinner box set to 1, and an empty text box.
 - Line 2**: A dropdown menu set to 'No Charge', a spinner box set to 0, and an empty text box.

At the bottom, there is an 'OK' button and a checkbox labeled 'Allow No-Charge' which is currently unchecked.

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

Click OK to continue.

Example Receipt

 GAZILLABYTE <small>BECAUSE TODAY'S INFORMATION IS TOMORROW'S KNOWLEDGE. ■</small>		<h1>TapeTrack CheckPoint</h1> <div>Ship Receipt</div> <div>www.tapetrack.com</div>							
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					
<small>Total Volumes processed=4, OK=4, NotOK=0</small>									
Total Volumes processed for Customer=4, OK=4, NotOK=0									
<div>Name Signature Date Time</div>									

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Last update: 2025/01/21 22:07

