

# 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

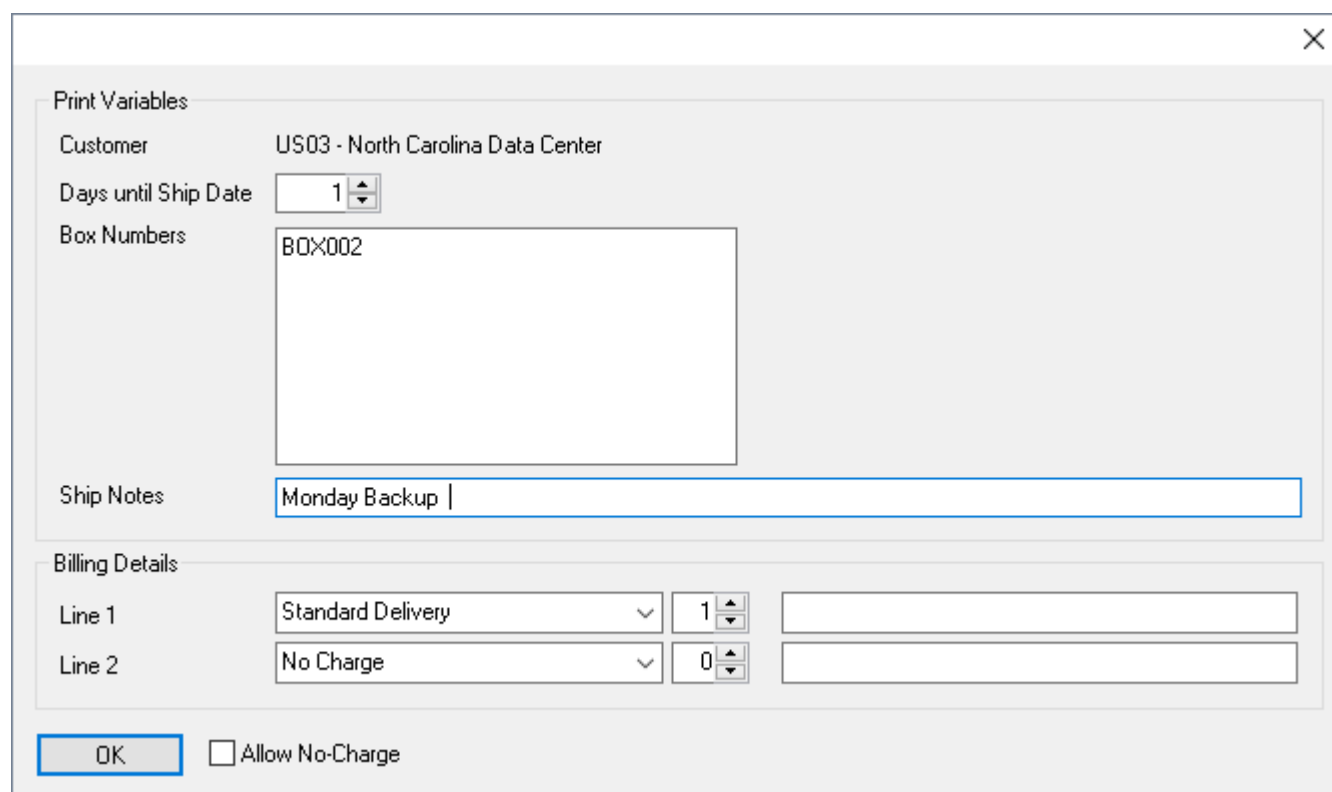
Selecting Process→Print Receipts from the main menu to initiate the printing process.

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:** 1 (with up/down arrows)
  - Box Numbers:** BOX002 (in a large text area)
  - Ship Notes:** Monday Backup | (in a text field)
- Billing Details** (Section Header)
  - Line 1:** Standard Delivery (dropdown), 1 (spinner), and an empty text field.
  - Line 2:** No Charge (dropdown), 0 (spinner), and an empty text field.
- Buttons:** OK (highlighted with a blue border) and ☐ Allow No-Charge.

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

Click OK to continue.

Example Receipt



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

# TapeTrack CheckPoint

Ship Receipt

[www.tapetrack.com](http://www.tapetrack.com)

<b>Customer ID:</b>	US03	<b>Prepared by:</b>	
<b>Customer:</b>	North Carolina Data Center	<b>Server:</b>	GazillaByte LLC - Production
<b>Address:</b>		<b>Ship Date:</b>	Friday, December 15, 2017
		<b>Preparation Time:</b>	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=1513217944>

Last update:

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