

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, 1
 - Line 2: No Charge, 0

At the bottom of the dialog, 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



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
		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	

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