

# 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

Print Variables

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 |  |

OK ☐ 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

Name

Signature

Date

Time

From:

<https://docs.tapetrack.com/> - TapeTrack Documentation

Permanent link:

<https://docs.tapetrack.com/checkpoint/receipts>

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