

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

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

Customer:North Carolina Data Center

Address:

Notes:

Boxes:

Media:LTO - LTO Cartridge

Moving to:OFFS (Offsite Vault) from LIBR (Library)

Prepared by:

Server:GazillaByte LLC - Production

Ship Date:Friday, December 15, 2017

Preparation Time:Thursday, December 14, 2017 (11:08:42 AM)

1	2	3	4	5	6	7	8	9	10
000000	000026LS	000027LS	000028LS	000029LS					

Total Volumes processed=4, OK=4, NotOK=0

Total Volumes processed for Customer=4, OK=4, NotOK=0

Name

Signature

Date

Time

From:
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<https://docs.tapetrack.com/checkpoint/receipts?rev=1513217734>

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