

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

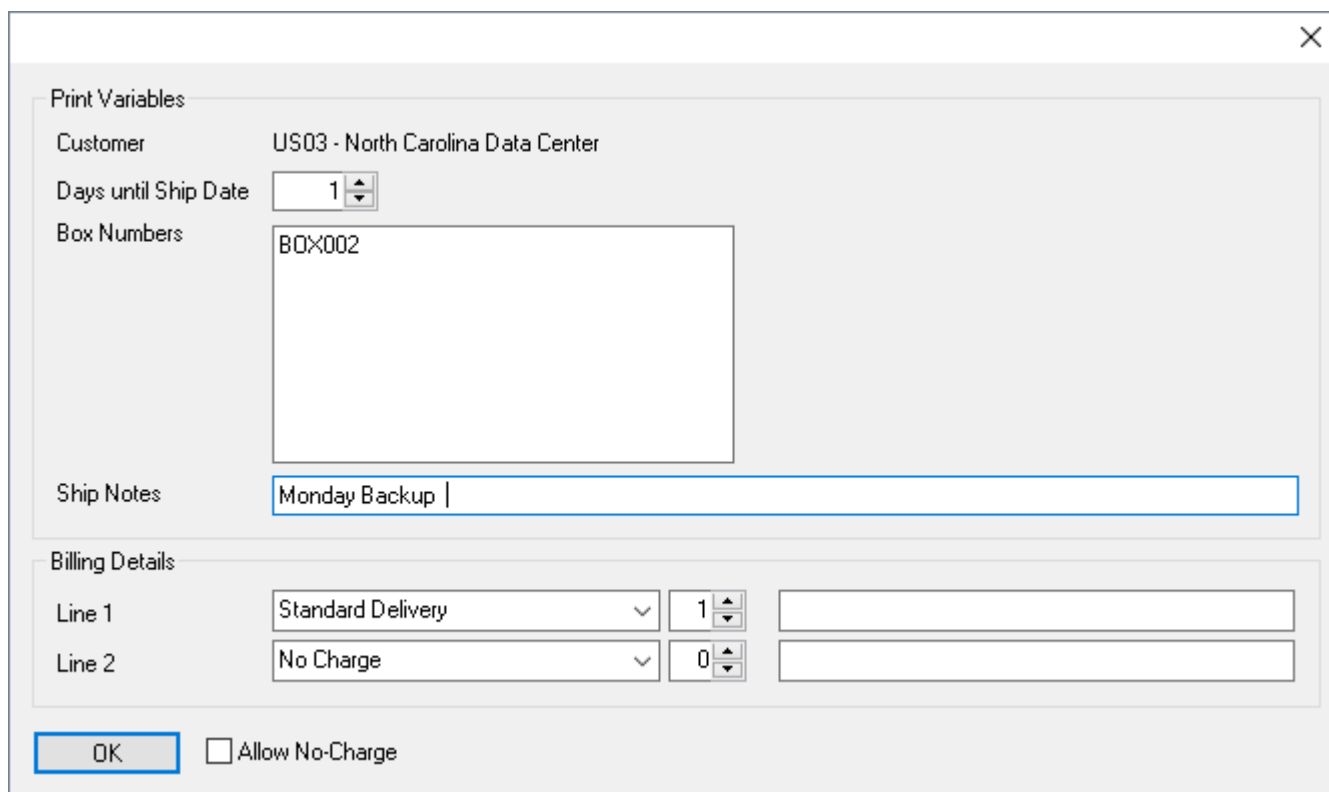
Selecting Process→Print Receipts from the main menu to initiate the printing process.

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.
- Buttons**: An 'OK' button and a checkbox labeled 'Allow No-Charge'.

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	000026L5	000027L5	000028L5	000029L5					

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

Name

Signature

Date

Time

From:
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<https://docs.tapetrack.com/checkpoint/receipts?rev=1513217870>

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