

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

		TapeTrack CheckPoint											
GAZILLABYTE BECAUSE TODAY'S INFORMATION IS TOMORROW'S KNOWLEDGE. ■		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													
<table border="1"><thead><tr><th>Name</th></tr></thead><tbody><tr><td>Signature</td></tr><tr><td>Date</td></tr><tr><td>Time</td></tr></tbody></table>				Name	Signature	Date	Time						
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Permanent link:
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Last update: 2025/01/21 22:07

