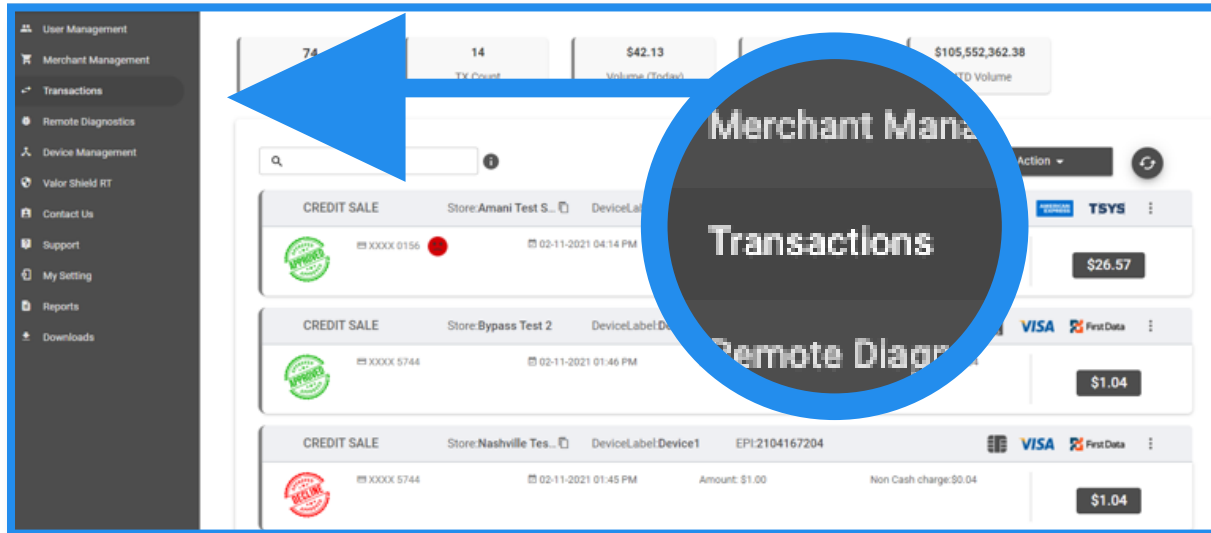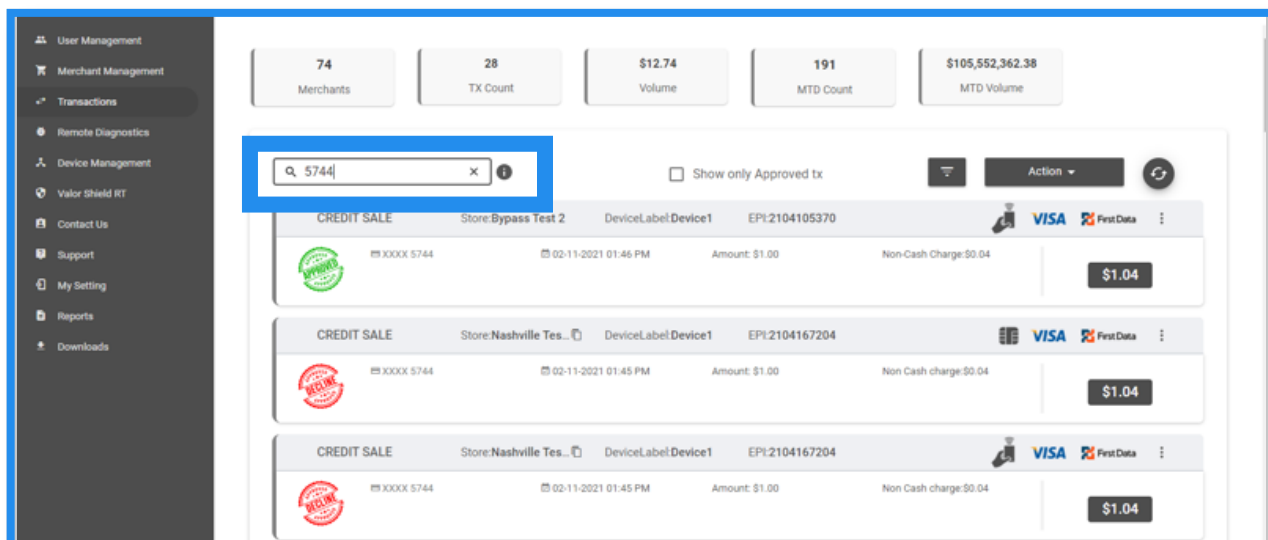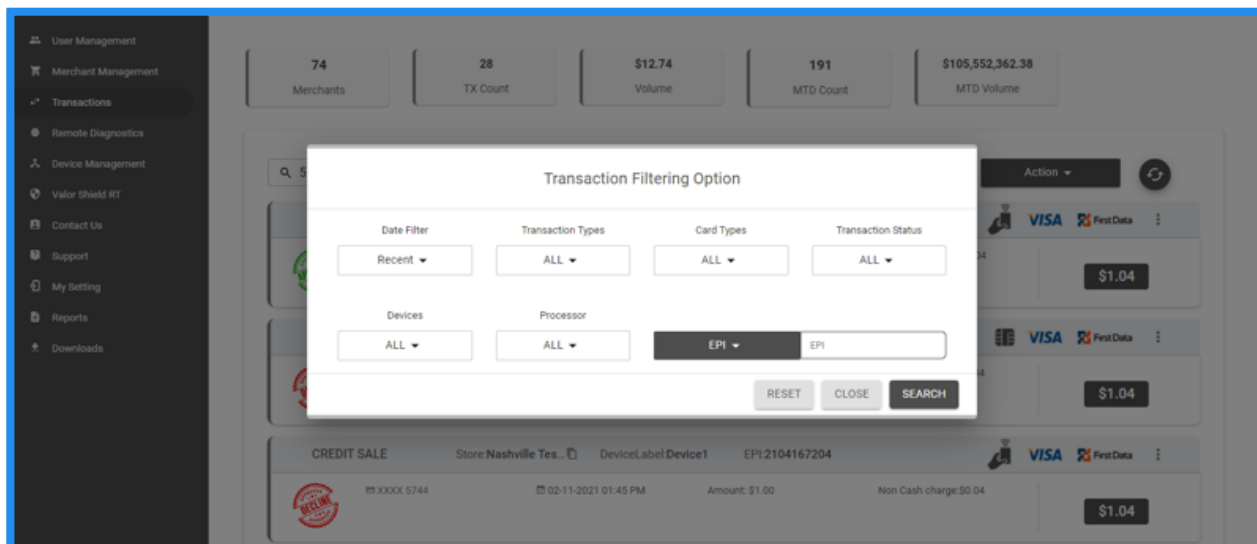# Navigating Transactions

Step 1

Select the Transactions tab from the sidebar. Here you can see all transactions from all merchants in your portal view in real time.
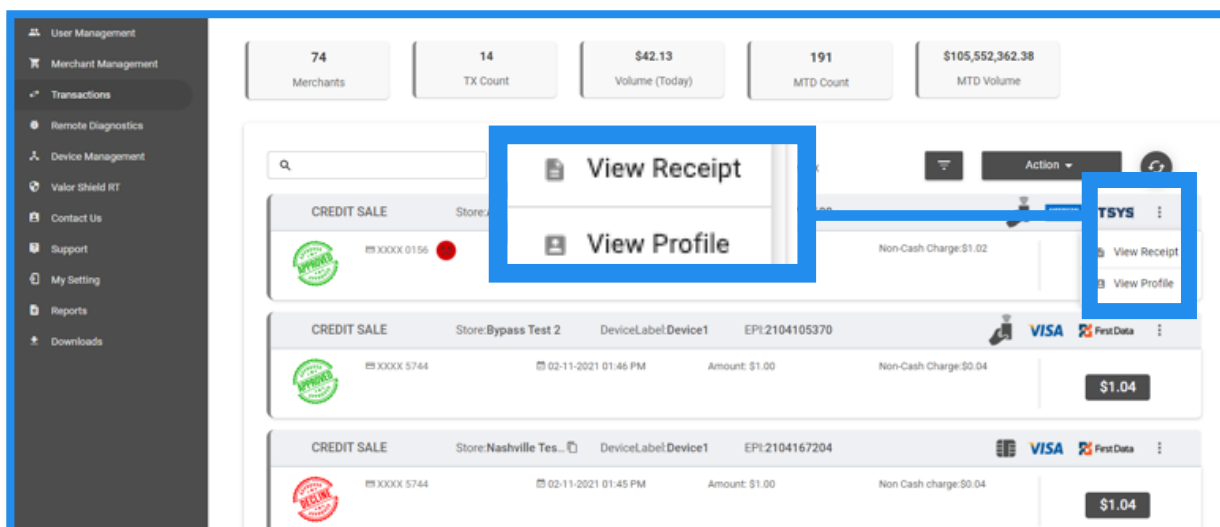
Step 2

You can search for transactions using, the PAN number *(last 4 digits of the credit card),* EPI, RRN, Subscription ID, or DBA.

Step 3

For more advanced searches, you can use the filter button. You can filter by date range, transaction type, card type, transaction status, devices, processor and EPI.

Step 4

Additionally, you can view a receipt and merchant profile. You can also export all data into a spreadsheet via the action button.