## **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

User Management Merchant Management	74 Merchants	28 TX Count	\$12.74 Volume	191 MTD Count	\$105,552,362 MTD Volume	.38		
Transactions Remote Diagnostics				(				
Device Management Valor Shield IIT	Q 5744	× 0	Show	only Approved tx	▼	Action -	,	0
Contact Us	CREDIT SALE	Store:Bypass Test 2	DeviceLabel:Device1	EPI:2104105370	آنه	VISA	🔀 First Data	:
Support My Setting	BXXXX 5744	間 02-11-2	021 01:46 PM Am	ount: \$1.00	Non-Cash Charge:\$0.04		\$1.04	
Reports	CREDIT SALE	Store:Nashville Tes	DeviceLabel:Device1	EPI:2104167204	()	VISA	🔀 First Data	:
	<b>⊜</b> xxxx 5744	B 02-11-2	021 01:45 PM Am	ount: \$1.00	Non Cash charge:\$0.04		\$1.04	
	CREDIT SALE	Store:Nashville Tes	DeviceLabel:Device1	EPI:2104167204	<b>J</b>	VISA	🔀 First Data	:
	■XXXX 5744	間 02-11-2	021 01:45 PM Am	ount: \$1.00	Non Cash charge:\$0.04		<b>\$1.04</b>	

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

### Step 3

Transactions	Merchants TX	Count Vol	ume	MTD Count	MTD Volume	
Remote Diagnostics						
Device Management	Q 5	Transaction Fill	laring Option		Action	
7 Valor Shield RT	(	Transaction File	tening option			
3 Contact Us	Date Filter	Transaction Types	Card Types	Transaction Status	VISA	🔀 Pest Data 🗄
Support	Recent -	ALL -	ALL 👻	ALL -	34	_
D My Setting	.A.					\$1.04
a Reports	Devices	Processor				
t Downloads	ALL 👻	ALL 👻	EPI 👻	EPI	VISA	RestData
	4		DEC		14	\$1.04
	4		HE0	ET CEUSE BEAM		01.04
	CREDIT SALE Stor	e Nashville Tes DeviceLat	bel Device1 EPI:2104	167204	VISA	St FratData :

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

Merchant Management	74	14 TX Count	\$42.13 Volume (Today)	191 \$105,552	362.38
Transactions	merchans			mito count	
Remote Diagnostics					
Device Management	9		View Receipt		Action -
Valor Shield RT			view Receipt		
Contact Us	CREDIT SALE	Store			TSYS :
Support	(Ca) ■ XXXX 0156		View Profile	Non-Cash Charge:\$1.02	B View Receipt
My Setting					g View Profile
Reports	(				2
Downloads	CREDIT SALE	Store:Bypass Test 2	DeviceLabel:Device1 EPI:2	104105370	VISA 🔀 First Data 🗄
	SXXX 5744	間 02-11-20	321 01:46 PM Amount: \$1.0	0 Non-Cash Charge:\$0.04	\$1.04
	CREDIT SALE	Store:Nashville Tes	DeviceLabel:Device1 EPI:2	104167204	VISA 🎖 First Data 🗄
	E XXXX 5744	間 02-11-20	121.01:45 PM Amount \$1.0	0 Non Cash charge:\$0.04	

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



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