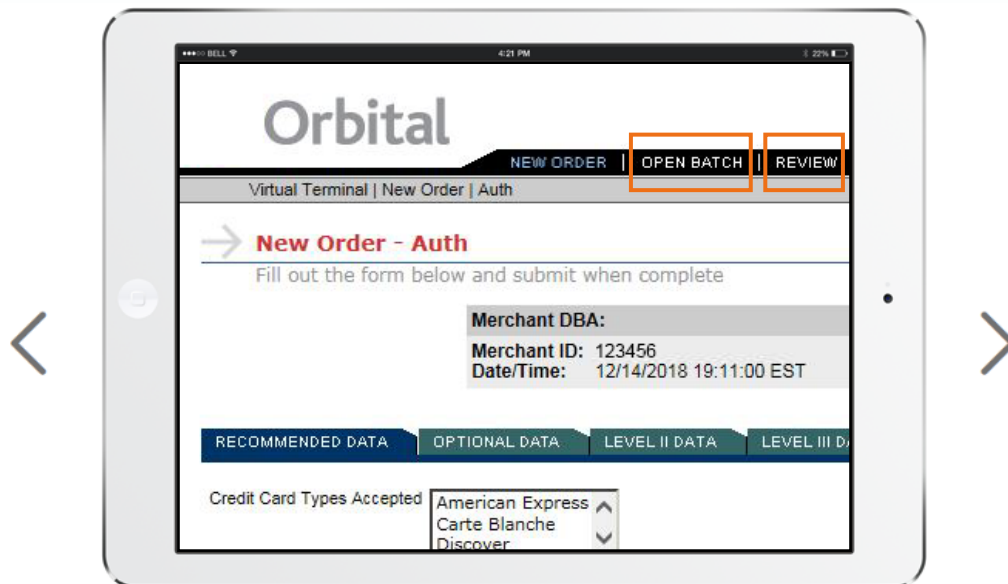


Steps

- 1 | **Click Open Batch or Review**
- 2 | Select search criteria
- 3 | Select Query Type from dropdown menu
- 4 | Click the Search button
- 5 | Click Reporting
- 6 | Click the Retrieve Report button



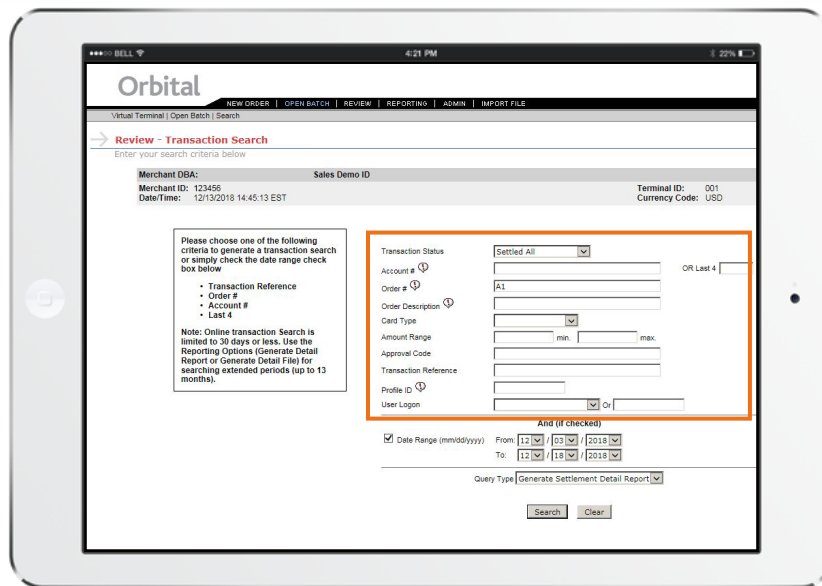
Step 1

Click Open Batch or Review

To view detail in an open batch, click the **Open Batch** tab at the top of the page. To view detail for a closed batch (already settled), click the **Review** tab.

Steps

- 1 | Click Open Batch or Review
- 2 | **Select search criteria**
- 3 | Select Query Type from dropdown menu
- 4 | Click the Search button
- 5 | Click Reporting
- 6 | Click the Retrieve Report button



Step 2

Select search criteria

Enter or select the criteria for your report. In the example, **A1** is entered for the **Order #** criteria.

Steps

- 1 | Click Open Batch or Review
- 2 | Select search criteria
- 3 | **Select Query Type from dropdown menu**
- 4 | Click the Search button
- 5 | Click Reporting
- 6 | Click the Retrieve Report button

The screenshot displays the Orbital Virtual Terminal interface for a Transaction Search. The page title is "Orbital" and the sub-header is "Review - Transaction Search". The interface includes a navigation bar with options like "NEW ORDER", "OPEN BATCH", "REVIEW", "REPORTING", "ADMIN", and "IMPORT FILE". Below the navigation bar, there are fields for "Merchant DBA:" (Sales Demo ID), "Merchant ID:" (123456), "Date/Time:" (12/19/2018 14:45:13 EST), "Terminal ID:" (001), and "Currency Code:" (USD). A search criteria box contains a note: "Please choose one of the following criteria to generate a transaction search or simply check the date range check box below" with options: Transaction Reference, Order #, Account #, and Last 4. A note below this box states: "Note: Online transaction Search is limited to 30 days or less. Use the Reporting Options (Generate Detail Report or Generate Detail File) for searching extended periods (up to 13 months)". The search criteria fields include: Transaction Status (Settled All), Account #, Order #, Order Description, Card Type, Amount Range (min. to max.), Approval Code, Transaction Reference, Profile ID, and User Logon. A "Date Range" section is checked, with "From" (12/03/2018) and "To" (12/18/2018) dates. At the bottom, the "Query Type" dropdown menu is highlighted with a red box and set to "Generate Settlement Detail Report". There are "Search" and "Clear" buttons at the bottom right.

Step 3

Select Query Type from dropdown menu

From the **Query Type** dropdown menu at the bottom of the page, select **Generate Detail File** to open an Excel spreadsheet or **Generate Detail Report** to open a PDF.

Steps

- 1 | Click Open Batch or Review
- 2 | Select search criteria
- 3 | Select Query Type from dropdown menu
- 4 | **Click the Search button**
- 5 | Click Reporting
- 6 | Click the Retrieve Report button

Report request was successful.
Please check "Reporting" for the current status of your report.

Transaction Status: Settled All

Account #

Order #: A1

Order Description

Card Type

Amount Range: min. max.

Approval Code

Transaction Reference

Profile ID

User Logon

OR Last 4

And (if checked)

Date Range (mm/dd/yyyy) From: 12 / 03 / 2018 To: 12 / 18 / 2018

Query Type: Generate Settlement Detail Report

Search Clear

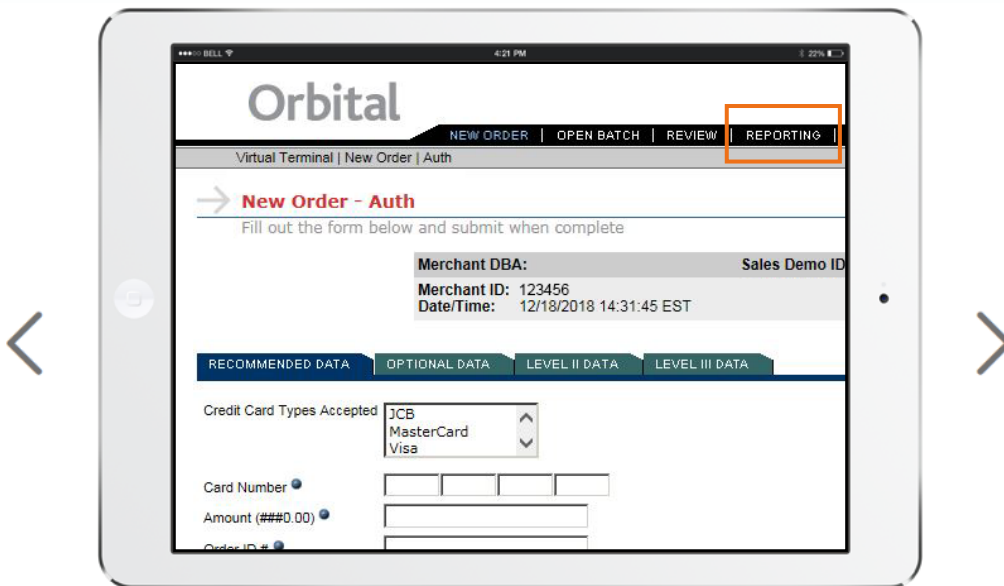
Step 4

Click the Search button

Click the **Search** button. *Report request was successful* will display on your page in green.

Steps

- 1 | Click Open Batch or Review
- 2 | Select search criteria
- 3 | Select Query Type from dropdown menu
- 4 | Click the Search button
- 5 | **Click Reporting**
- 6 | Click the Retrieve Report button



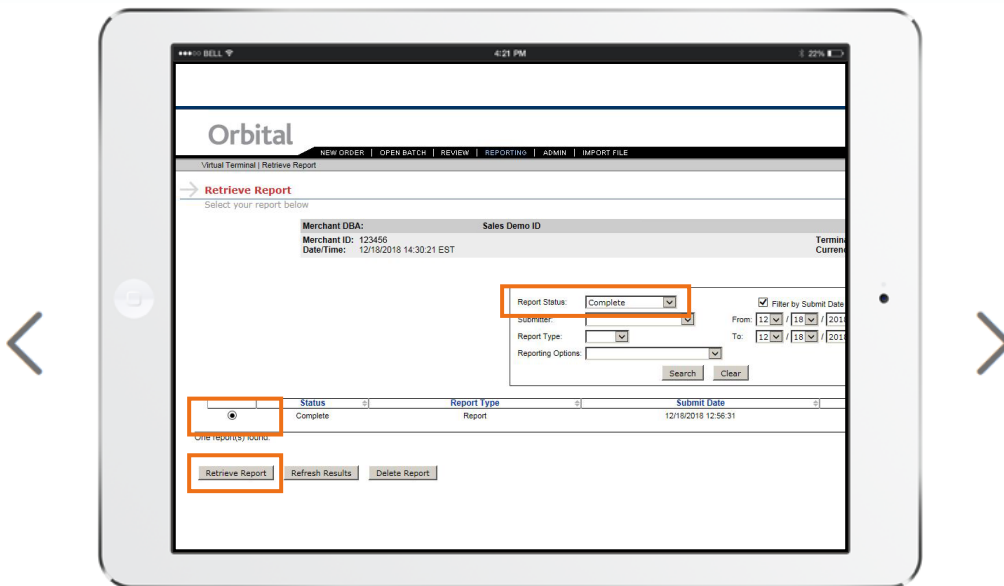
Step 5

Click Reporting

Click the **Reporting** tab at the top of the page to view reports that you have created.

Steps

- 1 | Click Open Batch or Review
- 2 | Select search criteria
- 3 | Select Query Type from dropdown menu
- 4 | Click the Search button
- 5 | Click Reporting
- 6 | **Click the Retrieve Report button**



Step 6

Click the Retrieve Report button

Once your report is listed in the **Status** column as **Complete**, select the report's **Radio** button and click the **Retrieve Report** button to be prompted to open or save the report. Pop-up windows will need to be enabled for this feature to work.