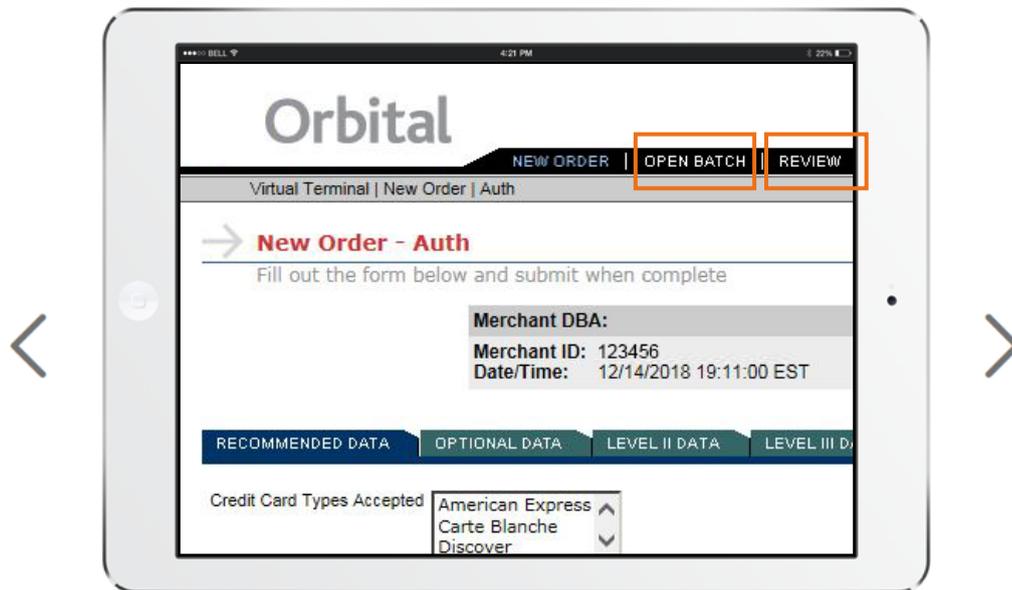


## Steps

- 1 | **Click Open Batch or Review/ Transaction Search**
- 2 | Select search criteria
- 3 | Select transaction
- 4 | Click the Response Data tab
- 5 | Print, text or email customer receipt



### Step 1

## Click Open Batch or Review/ Transaction Search

Search for the transaction to reprint. If the transaction has not settled, click the **Open Batch** tab located at the top of the page. If the transaction is from a previous batch, go to the **Review** menu and select the **Transaction Search** from the dropdown.

## Steps

- 1 | Click Open Batch or Review/ Transaction Search
- 2 | **Select search criteria**
- 3 | Select transaction
- 4 | Click the Response Data tab
- 5 | Print, text or email customer receipt

The screenshot displays the 'Review - Transaction Search' interface within the Orbital Virtual Terminal. The page includes a navigation bar with options like 'NEW ORDER', 'OPEN BATCH', 'REVIEW', 'REPORTING', 'ADMIN', and 'IMPORT FILE'. Below the navigation, there are fields for 'Merchant ID: 123456', 'Sales Demo ID', 'Terminal ID: 001', and 'Date/Time: 12/13/2018 14:45:13 EST'. A central section contains a list of search criteria options: Transaction Reference, Order #, Account #, and Last #. To the right, a form allows selection of 'Transaction Status' (set to 'Pending Transactions'), 'Account #', 'Order #', 'Order Description', 'Card Type', 'Amount Range' (with min/max fields), 'Approval Code', 'Transaction Reference', 'Profile ID', and 'User Login'. Below this, a 'Date Range (mm/dd/yyyy)' filter is set to 'From: 12/13/2018 To: 12/13/2018'. A 'Query Type' dropdown is set to 'Detailed Transactions'. At the bottom, a 'Search' button is highlighted with an orange box, and a 'Clear' button is also visible.

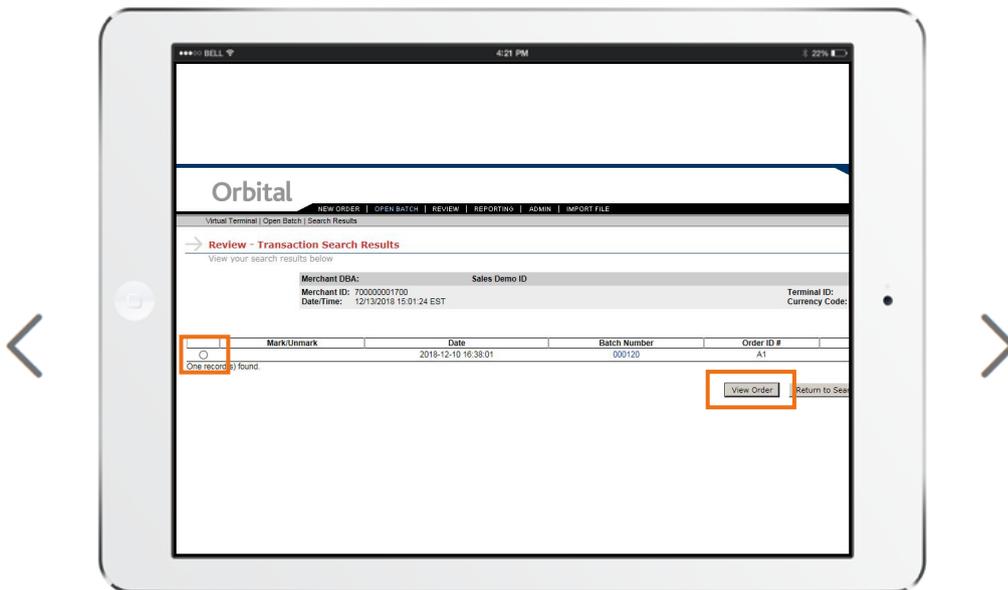
## Step 2

### Select search criteria

Enter or select the criteria for your transaction. You can also leave it blank to search all transactions using a date range at the bottom of the page. Click the **Search** button.

## Steps

- 1 | Click Open Batch or Review/Transaction Search
- 2 | Select search criteria
- 3 | **Select transaction**
- 4 | Click the Response Data tab
- 5 | Print, text or email customer receipt



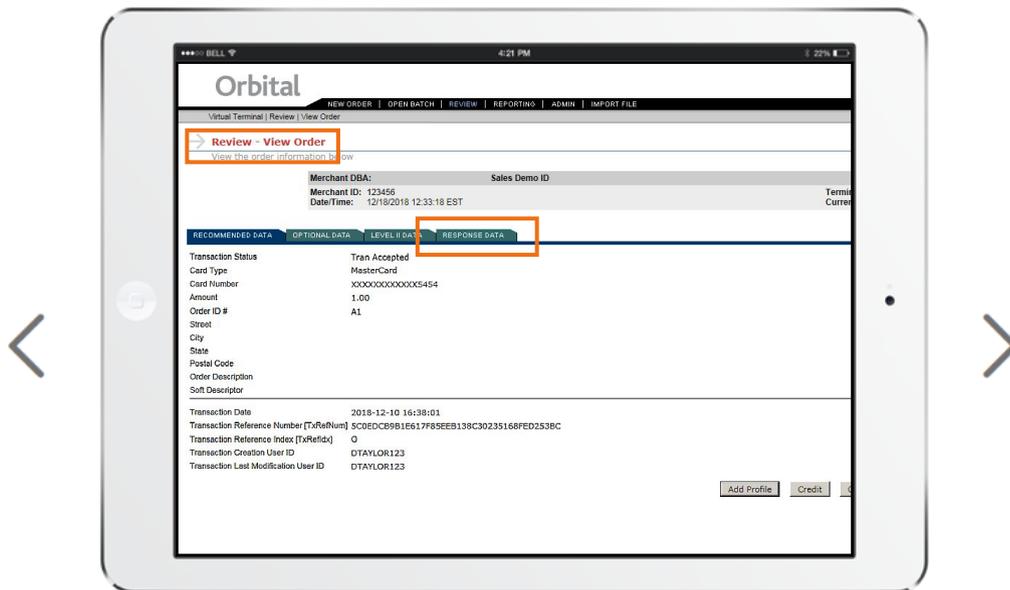
### Step 3

## Select transaction

Select the **Radio** button for your transaction and click the **View Order** button.

## Steps

- 1 | Click Open Batch or Review/ Transaction Search
- 2 | Select search criteria
- 3 | Select transaction
- 4 | **Click the Response Data tab**
- 5 | Print, text or email customer receipt



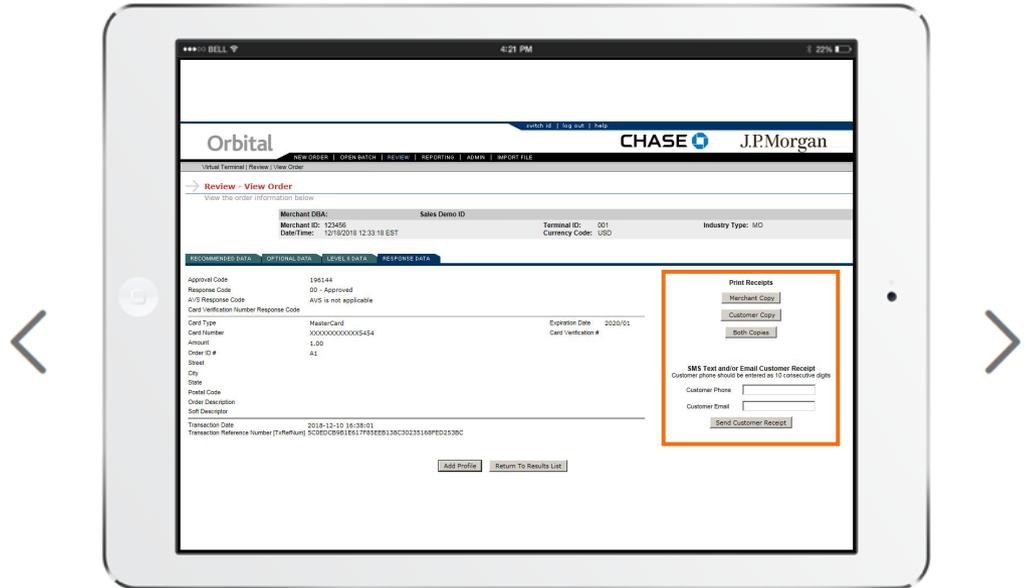
### Step 4

## Click the Response Data tab

On the **View Order** page, click the **Response Data** tab which is located near the top of the page.

## Steps

- 1 | Click Open Batch or Review/ Transaction Search
- 2 | Select search criteria
- 3 | Select transaction
- 4 | Click the Response Data tab
- 5 | **Print, text or email customer receipt**



### Step 5

## Print, text or email customer receipt

In the **Print Receipts** area on the right side of the page, you can select to print a receipt or enter an email address or SMS-capable phone number. After making your choice, click the **Send Customer Receipt** button.