
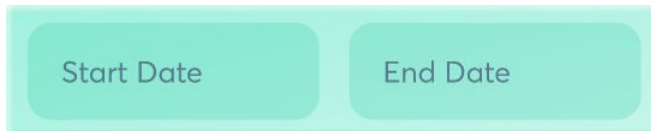


## How to search the transaction history

In order to search for specific transactions in the Merchant application, you will need to export the transaction history to a CSV file and then filter and search using Microsoft Word, Excel, or a different software. To download transactions to CSV:

1. Tap **History** at the bottom of the screen. and then tap the **Menu** icon  at the top left.
2. Next, tap **Reports**.
3. Specify a **Start Date** and **End Date** for the report.



The image shows a screenshot of a mobile application interface for generating a report. It features two light blue rounded rectangular input fields side-by-side. The left field is labeled "Start Date" and the right field is labeled "End Date".

4. Tap the **Select Transaction Type** field and select **All Transactions** from the drop-down list.
5. Tap **Generate Report**.



6. From the **Share** menu, select how you would like to receive the CSV file. It can be transferred to another device via any application installed on the device.
7. Your entire transaction history is displayed in chronological order and can be sorted using Microsoft, Excel, or a similar software.