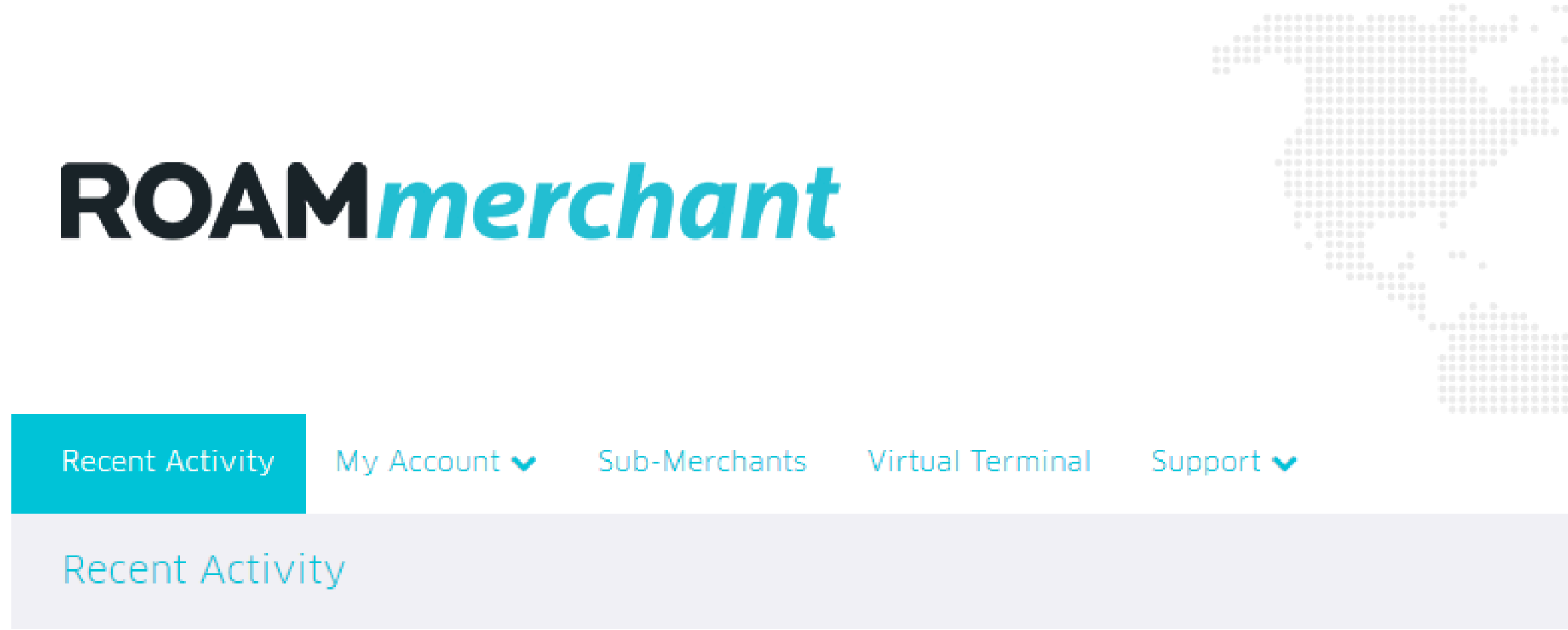









How do I access a transaction receipt using ROAMmerchant?

Posted: Oct 20, 2016


1. Open the Transaction History screen by clicking on the **Recent Activity** button on ROAMmerchant's App Dashboard.



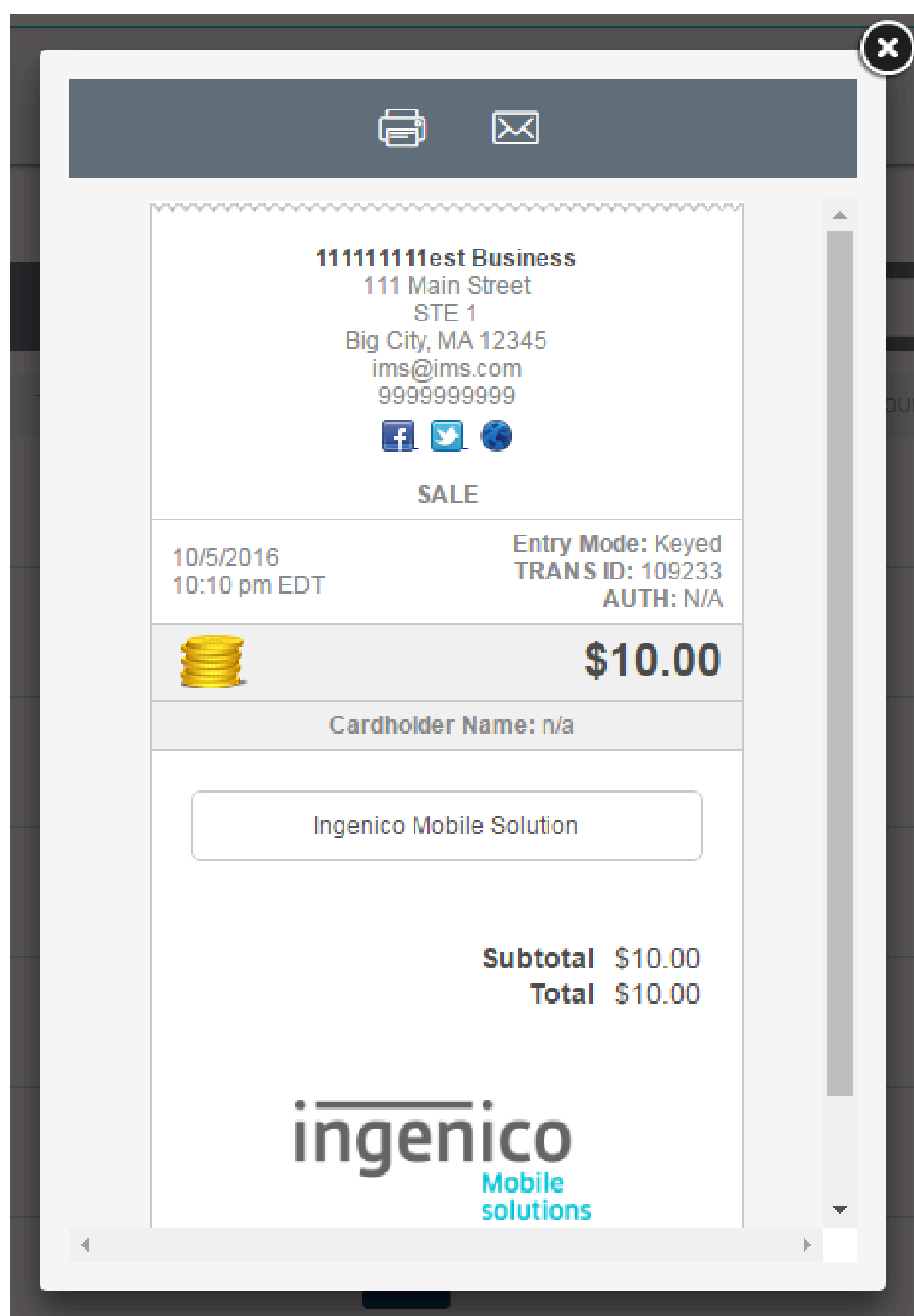
2. You will now be presented with the full transaction history associated with your account. Find the transaction associated with the receipt you would like to view.

Date	Transaction ID	Payment Type	Amount (\$)	Actions
10/06/2016 02:37:44 PM	109233		10.00	Receipt
10/06/2016 11:32:16 AM	109195		0.02	Receipt
10/06/2016 11:17:34 AM	109191		0.08	Receipt
10/06/2016 11:15:43 AM	109190		5.01	Receipt
10/05/2016 02:31:04 PM	109149		0.88	Receipt
10/05/2016 02:29:04 PM	109148		5.01	Receipt
10/05/2016 02:28:47 PM	109147		2.00	Receipt

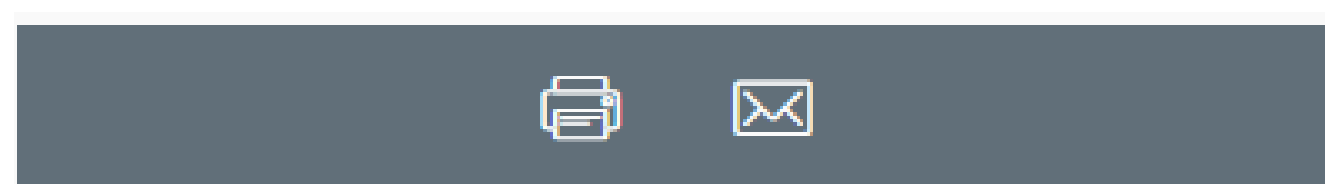
3. Once located, click on the **Receipt** button in the right hand column, under **Actions**.

Date	Transaction ID	Payment Type	Amount (\$)	Actions
10/06/2016 02:37:44 PM	109233		10.00	Receipt

4. The receipt window pops up:

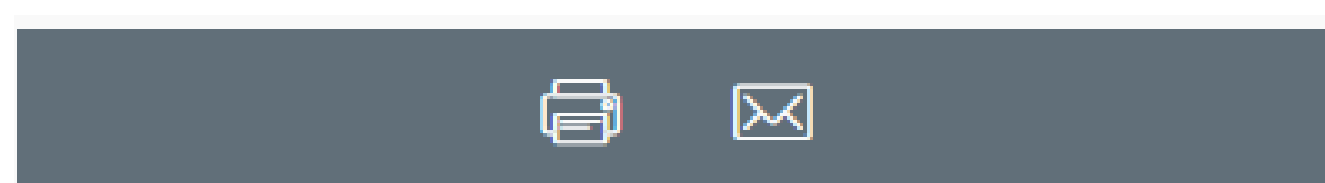


5. To resend the receipt:
 - Click on the E-mail icon, located on the top bar of the receipt



- Enter the e-mail address of the recipient to re-send
- Click send

6. To print the receipt:
 - Click the **Print**



- Print using your browser controls.