ROAMmerchant Login

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Exporting Client Profile Information

Posted: Nov 20, 2019

- 1. First, log in to ROAMsupport6 by following the steps outlined here.
- 2. On the sidebar, click on Client Profiles.





3. You will now be presented with the Client Profiles screen.

C ROAMsupport		ACME Industries	× •		acmeapd 💌	
	Clients	Client Profiles				
	Client Profiles	+ CREATE PROFILE				
	Merchants	search	Q	🕞 PRINT 🕑 EX	PORT PDF 🕑 EXPORT CSV	
()	Transactions	Profile ID	Profile Name	Status		
	No data for the current filters					
සි	Users	Displaying 0 - 0 of 0 Profiles matched. Show 25 <pre> Profiles per page</pre>				



4. This screen is used to show details about the profiles associated with the logged-in client. It's important to note that profiles will not show up in the list by default, they must be searched.

If you do not input a search query, a list of all associated client profiles will be returned.

6. As mentioned in the previous step, running an empty search query returns a comprehensive list of profiles associated with the client.

Client Profiles				
+ CREATE PROFILE				
	0			
search	Q		PRINT C EXPORT PDF	EXPORT CSV
Profile ID	Profile Name	Status		6
54873	Profile2	Active		
54872	Profile1	Active		
54871	Profile1	Active		
54870	Test1	Active		
39593	Test Acme Profile	Active		
39592	Test Acme Profile	Active		
39591	Test Acme Profile	Active		
39590	Test Acme Profile	Active		
39589	Test Acme Profile	Active		
39449	Acme Profile	Active		
5123	ACME Industries Initial Profile:PPSimulator	Active		
Displaying 1 - 11 of 11 Profiles matched. Show 25 V Profiles per page				

6. To print or export this information, click on the respective buttons in the upper right-hand corner.

Client Profiles						
+ CREATE PROFILE						
search	Q	PRINT C EXPORT PDF C EXPORT CSV				
Profile ID	Profile Name	Status				
54873	Profile2	Active				
54872	Profile1	Active				
54871	Profile1	Active				
54870	Test1	Active				
39593	Test Acme Profile	Active				
39592	Test Acme Profile	Active				
39591	Test Acme Profile	Active				
39590	Test Acme Profile	Active				
39589	Test Acme Profile	Active				
39449	Acme Profile	Active				
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