

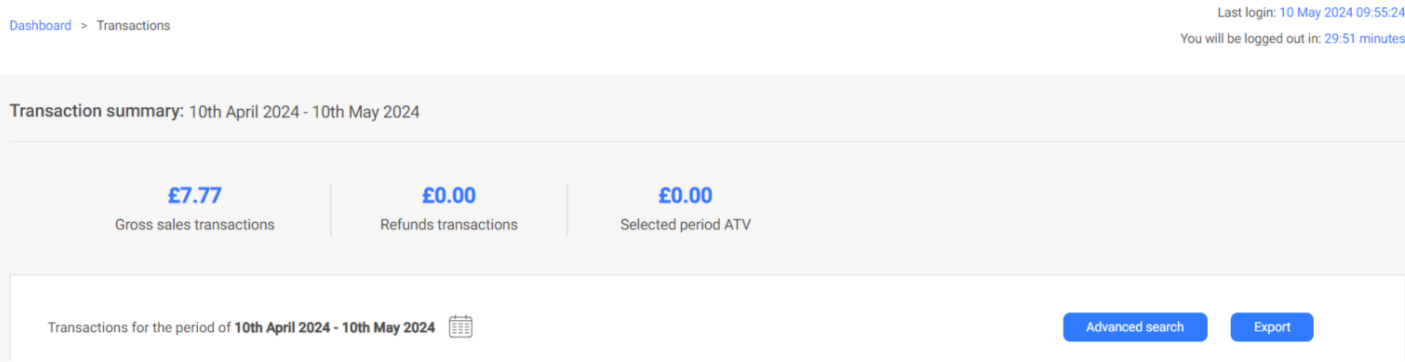
Filtering transaction data

If you want to view transactions within a certain date range or time period, you can do so using the filter options in Verofy® Cloud.

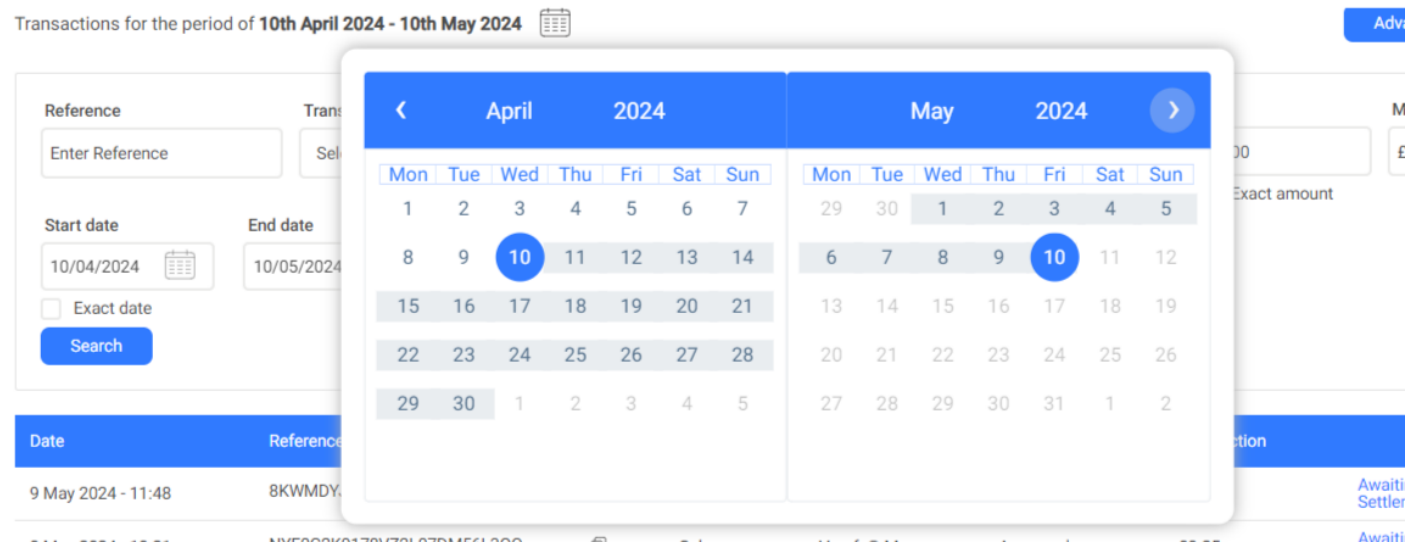
To begin, head to the **Transactions** tab.



As default, the date range filter will be preset to the current month (the example below shows what the preset date range filter would show as on 10th May 2024).



You can click the calendar icon from this page to filter to a different date range.



If you have lots of records, you can choose how many transactions to view per page (up to 100) and can select the page you need from the drop down. This bar is located at the bottom of the list of transactions.

Page 1 of 4 (86 total items)

Showing 25 items per page

Page 1Next >End >>

In this example, we change the date range from the preset (current month) to show from the 1st April until 30th April. When the range is selected, you'll see that the summary values at the top of the page will update based on the transactions taken within the filtered period.

Dashboard > Transactions

Last login: 10 May 2024 09:55:24
You will be logged out in: 29:39 minutes

Transaction summary: 1st April 2024 - 30th April 2024

£64.15
Gross sales transactions

£23.99
Refunds transactions

£1.00
Selected period ATV

Transactions for the period of 1st April 2024 - 30th April 2024

Advanced searchExport

If you need your filtering to be more specific, you can press the **Advanced search** button to open up more filter options. From here, you can filter by time, amount or transaction type. We'll show you two examples below - filtering by transaction type and filtering by time.

Dashboard > Transactions

Last login: 10 May 2024 09:55:24
You will be logged out in: 26:21 minutes

Transaction summary: 10th April 2024 - 10th May 2024

£7.77
Gross sales transactions

£0.00
Refunds transactions

£0.00
Selected period ATV

Transactions for the period of 10th April 2024 - 10th May 2024

Advanced searchExport

Reference

Enter Reference

Transaction type

Select

Transaction status

Select

Payment channel

Select

Min

£0.00

Max

£0.00

Exact amount

☐

Start date

10/04/2024

End date

10/05/2024

From time

--:--

To time

--:--

Clear

Search


Filtering by Transaction Type

You can easily filter by transaction type by selecting the type you wish to review from the drop down list.

Here, we filter to see all **Refund** transactions between 1st February and 10th May. Press search to find all records for the criteria. The summary figures at the top of the screen will update based on the filtered information.

Transaction summary: 1st February 2024 - 10th May 2024

£0.00 Gross sales transactions	£242.30 Refunds transactions	- £13.00 Selected period ATV
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Transactions for the period of **1st February 2024 - 10th May 2024**  [Advanced search](#) [Export](#)

Reference
Enter Reference

Transaction type
Refund


Transaction status
Select


Payment channel
Select


Min
£0.00


Max
£0.00

☐ Exact amount

Start date
01/02/2024 

End date
10/05/2024 

From time
--:-- 

To time
--:-- 

[Clear](#)

☐ Exact date


[Search](#)

Filtering by time

If you want to see how many transactions have been taken between a certain time period on a day, you can do this using the filters. In the example below, I wanted to look at the transactions taken between 6pm and 11pm on 9th May 2024. The summary figures at the top of the screen will update based on the filtered information.

Transaction summary: 9 May 2024

£617.99 Gross sales transactions	£0.00 Refunds transactions	£9.00 Selected period ATV
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Transactions for the period of **9 May 2024**  [Advanced search](#) [Export](#)

Reference
Enter Reference

Transaction type
Select


Transaction status
Select


Payment channel
Select


Min
£0.00

Max
£0.00

☐ Exact amount

Exact date
09/05/2024 

From time
18:00 

To time
23:00 

[Clear](#)

☒ Exact date

[Search](#)

If you need to export your filtered transactions, click [here](#) to see how you can do this.

Revision #4

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