

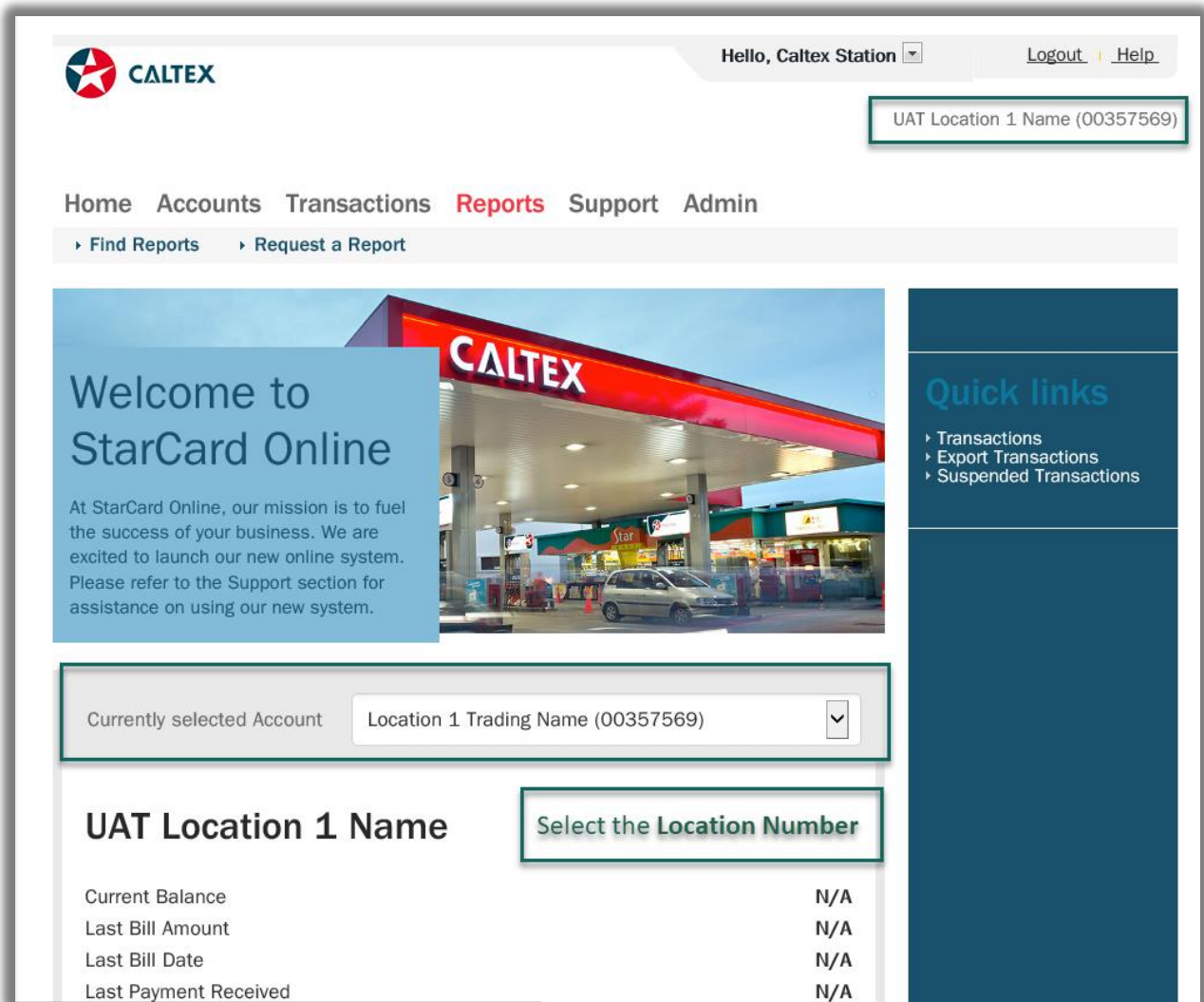
Starcard Online Quick Reference

Schedule a Location Report

Add a Scheduled Report to receive it via email. User can add and disable a report via Starcard Online.

Select the Location from Home screen

Reports > Scheduled Reports

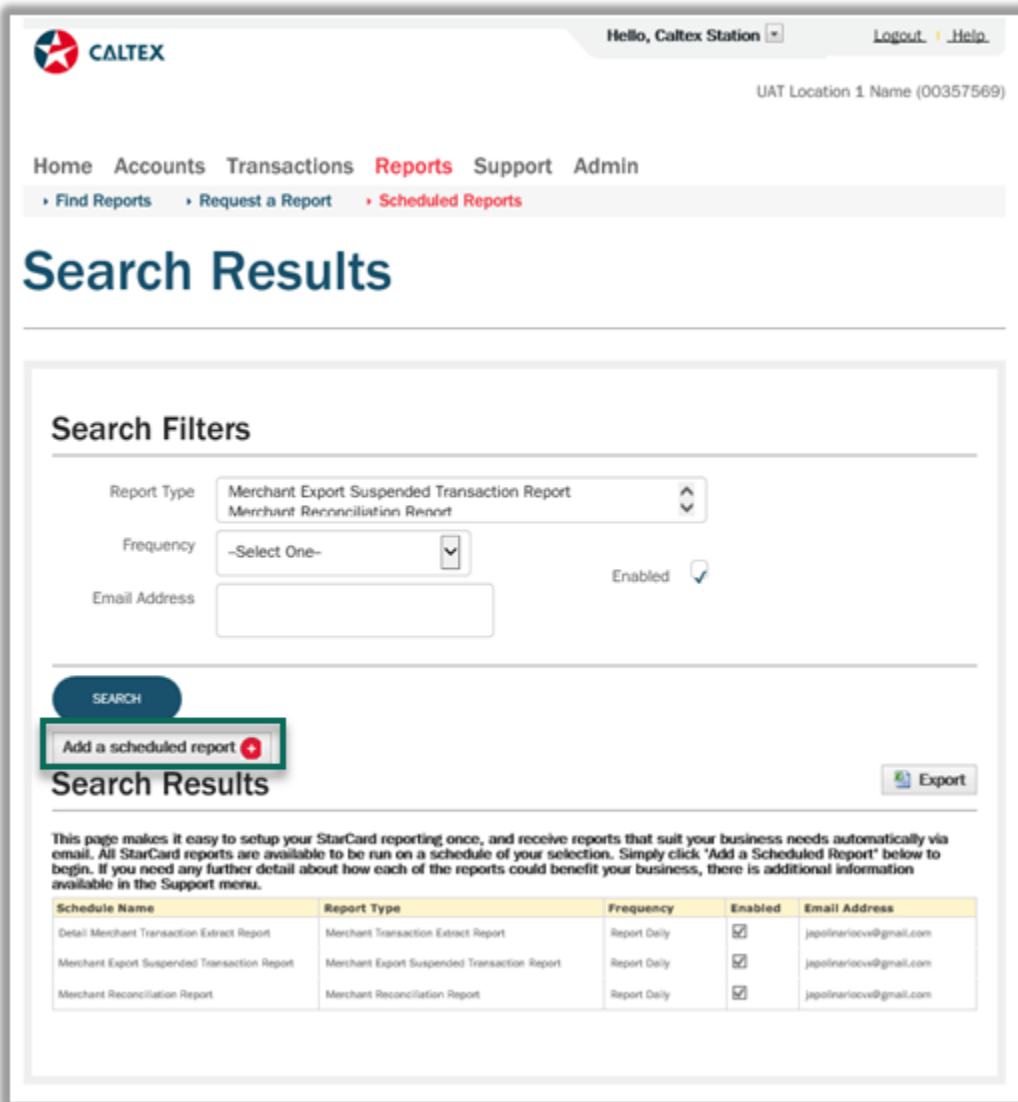


The screenshot displays the StarCard Online user interface. At the top left is the CALTEX logo. The top right shows the user's name "Hello, Caltex Station" and links for "Logout" and "Help". A search bar contains "UAT Location 1 Name (00357569)". The main navigation menu includes "Home", "Accounts", "Transactions", "Reports" (highlighted in red), "Support", and "Admin". Below the menu are links for "Find Reports" and "Request a Report". A large banner features a Caltex gas station image with the text "Welcome to StarCard Online" and a mission statement. To the right is a "Quick links" section with options for "Transactions", "Export Transactions", and "Suspended Transactions". Below the banner is a "Currently selected Account" section with a dropdown menu showing "Location 1 Trading Name (00357569)". A table displays account information for "UAT Location 1 Name", with a "Select the Location Number" button above it. The table lists "Current Balance", "Last Bill Amount", "Last Bill Date", and "Last Payment Received", all with "N/A" values.

Currently selected Account: Location 1 Trading Name (00357569)

UAT Location 1 Name	
Current Balance	N/A
Last Bill Amount	N/A
Last Bill Date	N/A
Last Payment Received	N/A

Starcard Online Quick Reference



The screenshot shows the Caltex StarCard Online interface. At the top, there is a header with the Caltex logo, user information 'Hello, Caltex Station', and links for 'Logout' and 'Help'. Below this is a navigation menu with 'Home', 'Accounts', 'Transactions', 'Reports' (highlighted), 'Support', and 'Admin'. Under 'Reports', there are sub-links for 'Find Reports', 'Request a Report', and 'Scheduled Reports'.

The main content area is titled 'Search Results'. It features a 'Search Filters' section with the following fields:

- Report Type:** A dropdown menu with 'Merchant Export Suspended Transaction Report' and 'Merchant Reconciliation Report' selected.
- Frequency:** A dropdown menu with '-Select One-' selected.
- Email Address:** An empty text input field.
- Enabled:** A checkbox that is checked.

Below the filters is a 'SEARCH' button and a button labeled 'Add a scheduled report' with a red plus icon. To the right is an 'Export' button.


Under the 'Search Results' heading, there is a paragraph of text: 'This page makes it easy to setup your StarCard reporting once, and receive reports that suit your business needs automatically via email. All StarCard reports are available to be run on a schedule of your selection. Simply click 'Add a Scheduled Report' below to begin. If you need any further detail about how each of the reports could benefit your business, there is additional information available in the Support menu.'

Below the text is a table with the following data:

Schedule Name	Report Type	Frequency	Enabled	Email Address
Detail Merchant Transaction Extract Report	Merchant Transaction Extract Report	Report Daily	<input checked="" type="checkbox"/>	japolinarlocvv@gmail.com
Merchant Export Suspended Transaction Report	Merchant Export Suspended Transaction Report	Report Daily	<input checked="" type="checkbox"/>	japolinarlocvv@gmail.com
Merchant Reconciliation Report	Merchant Reconciliation Report	Report Daily	<input checked="" type="checkbox"/>	japolinarlocvv@gmail.com

1. Go to **Reports Menu > Scheduled Report Sub-menu > Scheduled Reports Maintenance Section**
2. List of **Reports Types** under a Location should be available
3. Click **Add a Schedule Report** button
4. **Populate the Report Parameters: Select the Report Type, Enter email address, Location Number and Date Range (if applicable).** To select multiple Locations, press CTRL + Click
5. **Click Save** button

Starcard Online Quick Reference

 Hello, Caltex Station [Logout](#) [Help](#)
UAT Location 1 Name (00357569)
[Home](#) [Accounts](#) [Transactions](#) [Reports](#) [Support](#) [Admin](#)
[Back to Scheduled Reports List](#)

Scheduled Reports Maintenance

Please complete all fields below with an asterisk to finalize your scheduled StarCard report. StarCard gives you the option of receiving reports at the end of each day (great for Velocity Limits), or other frequencies such as Weekly (Sunday Night), Fortnightly (1-4th and EOM), and Monthly (EOM). StarCard also provides the option of selecting to receive the report via email attachment, or simply a notification to let you know the report is ready to view to save inbox space.

Report Type:

*Schedule Name:

Report Description: The purpose of this report is to display a list of all transactions for each settlement for a specific location.

Report Scheduling

*Enabled:

*Frequency:

Compress:

Attachment:

*Delivery Type:

*Email Address:

Report Dates

Created On:

Last Reported On:

Previous Reported On:

Report Parameters

Location:
[Restrict to Selected Items](#) [Name: 100X](#)

[Home](#) | [Contact Us](#) | [Terms of Use](#) | [Privacy Policy](#) | © 2016 WEX Card Australia Pty Ltd.

*Disabled Report means report will not display in Schedule Reports List. To completely remove the scheduled report, user needs to contact Customer Service.