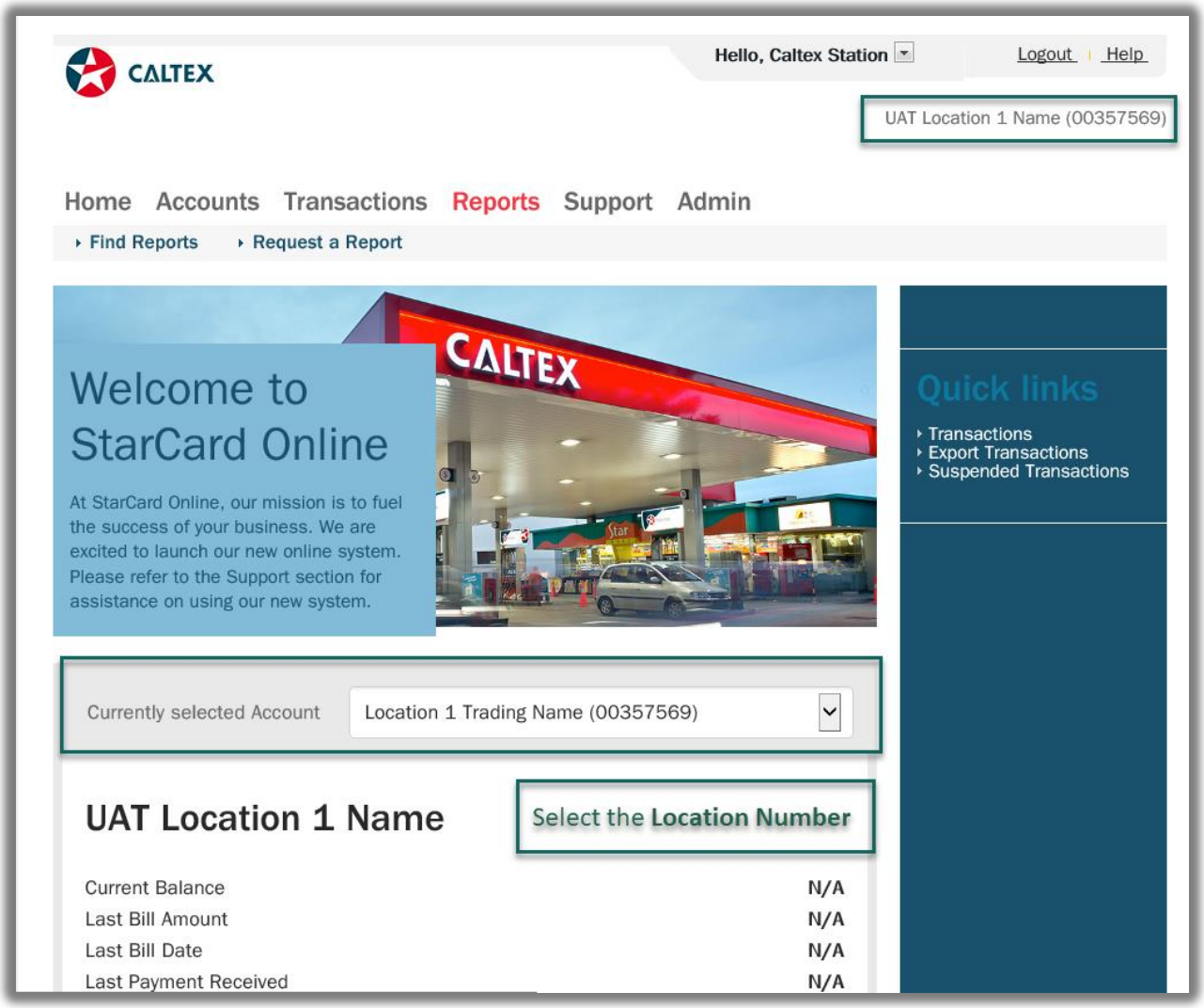
Starcard Online Quick Reference

View a Location Report

Download and send a report via email. The screen displays merchant/location accounts linked to your User ID.

Select the Location from Home screen

Reports > Request a Report



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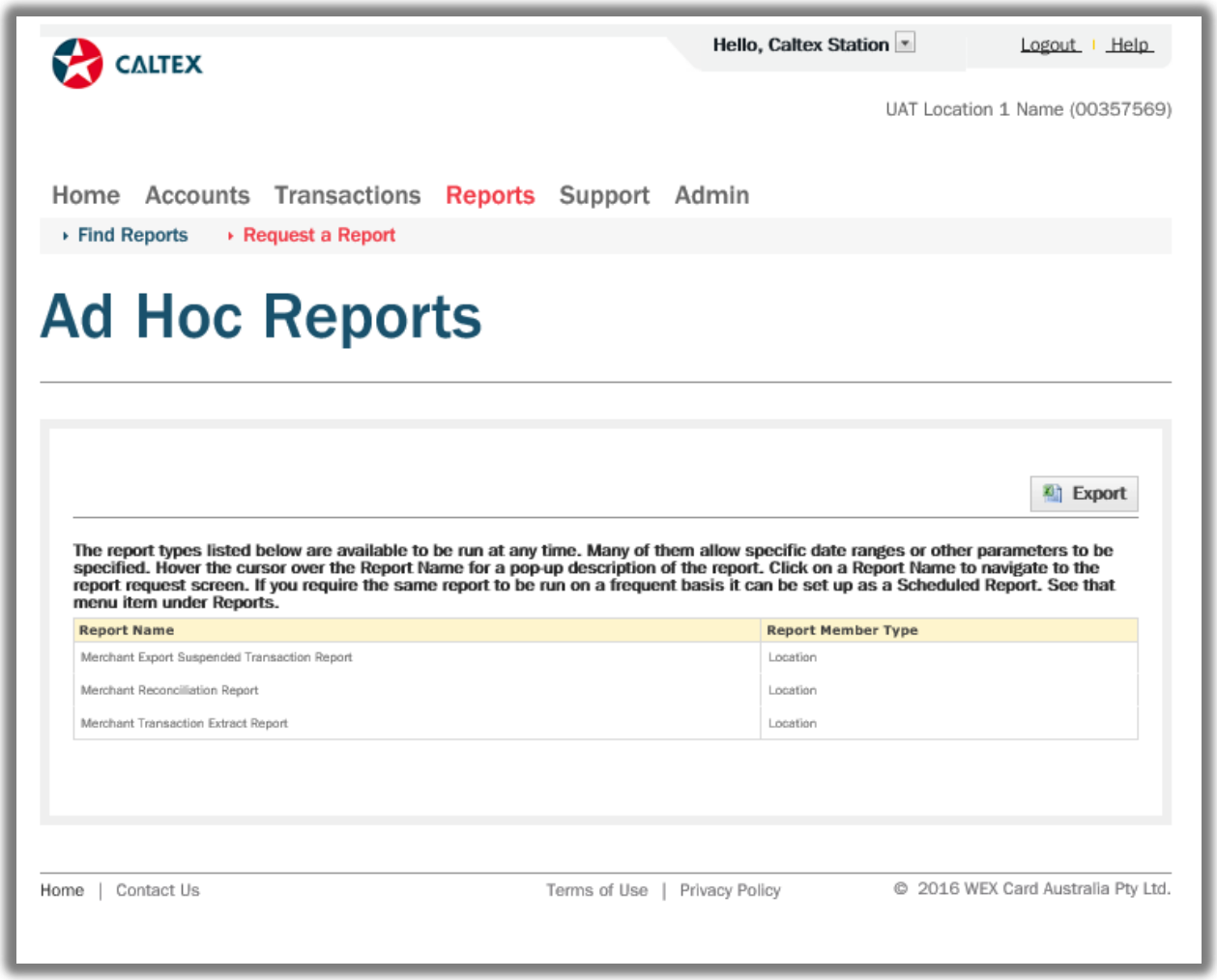
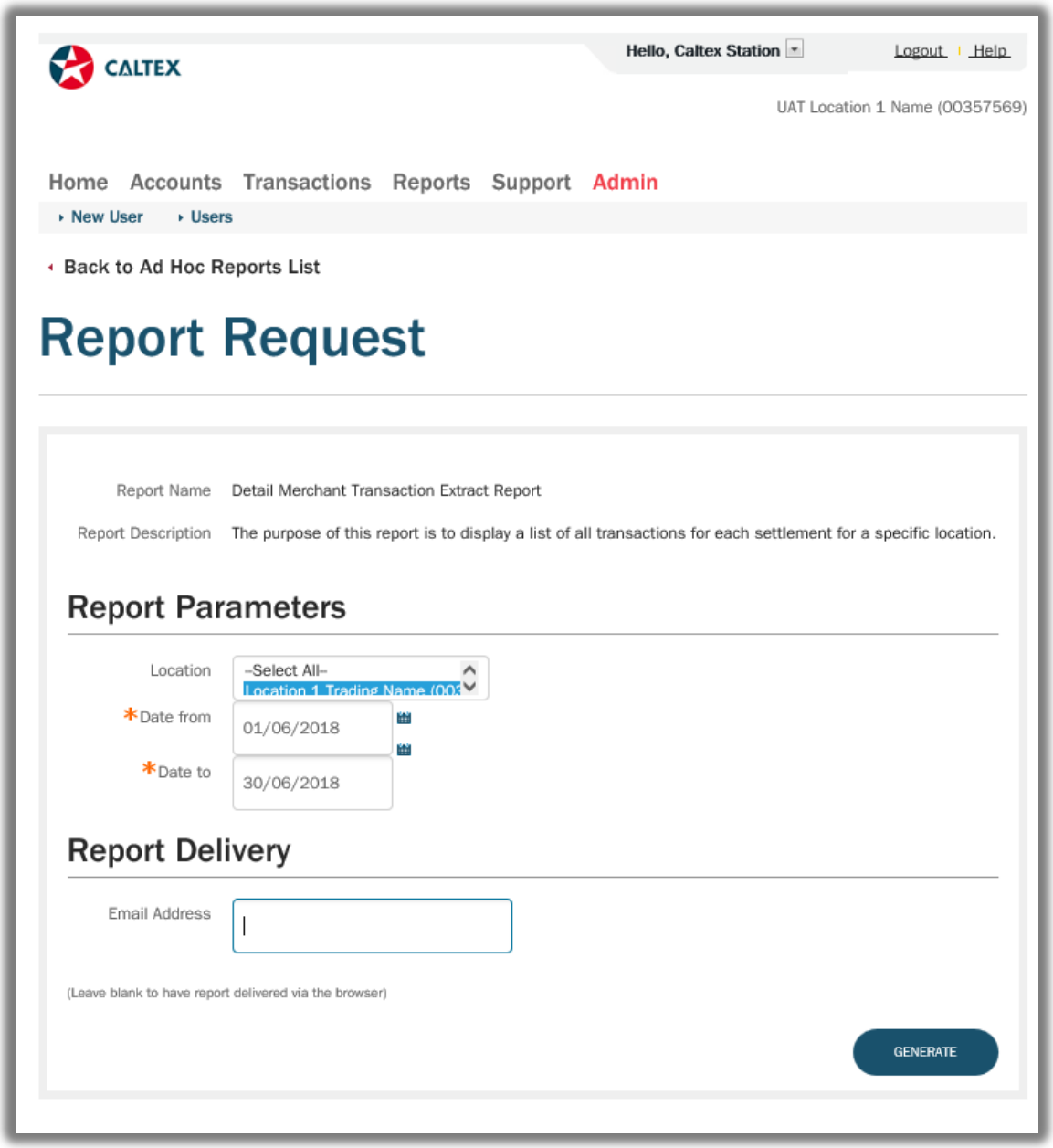


1. Go to **Reports Menu > Request a Report Sub-menu > Adhoc Reports Section**
2. List of **Reports** Types under a Location should be available
3. **Click** the Report Type
4. **Populate** the **Report Parameters: Select the Location Number and Date Range.** To select multiple Locations, press CTRL + Click
5. **Click Generate** button

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