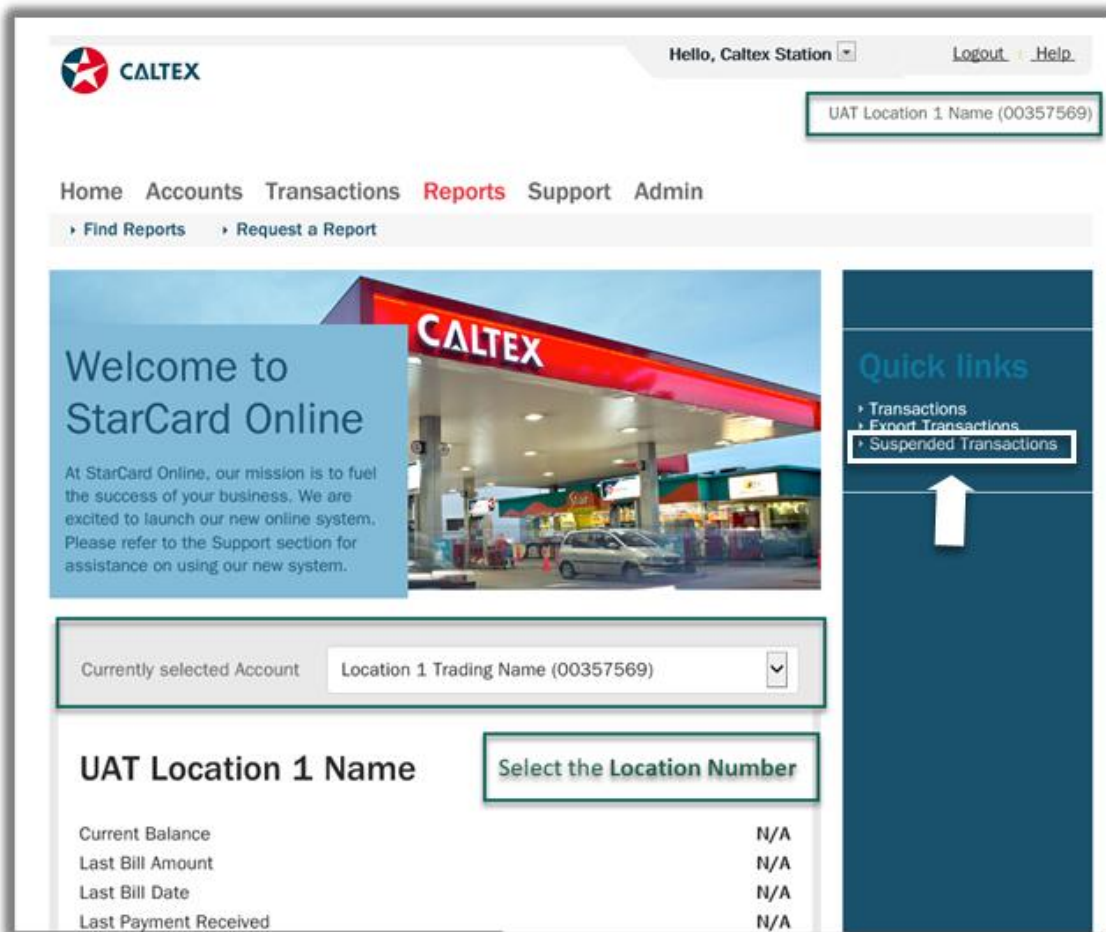


Starcard Online Quick Reference

Find Suspended Transactions

Find all the suspended transactions under a Location. The screen displays merchant/location accounts linked to your User ID.

Select the Location from Home screen



The screenshot shows the StarCard Online web application interface. At the top left is the CALTEX logo. The top right shows the user name 'Hello, Caltex Station' and links for 'Logout' and 'Help'. Below this is a search bar containing 'UAT Location 1 Name (00357569)'. A navigation menu includes 'Home', 'Accounts', 'Transactions', 'Reports', 'Support', and 'Admin'. Under 'Reports', there are sub-links for 'Find Reports' and 'Request a Report'. The main content area features a 'Welcome to StarCard Online' message with a Caltex gas station image and a mission statement. To the right is a 'Quick links' sidebar with three items: 'Transactions', 'Export Transactions', and 'Suspended Transactions'. The 'Suspended Transactions' link is highlighted with a white box and a white arrow pointing upwards. Below the welcome message is a 'Currently selected Account' dropdown menu showing 'Location 1 Trading Name (00357569)'. At the bottom, there is a section for 'UAT Location 1 Name' with a 'Select the Location Number' dropdown and a table of account details.

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

1. Select the Location from **Home Screen**
2. The screen should bring up the following **Quick links** at the ride side of the screen:
 - Transactions
 - Export Transactions
 - Suspended Transactions
3. Click the “**Suspended Transactions**” Quick Link to export the pending suspended transactions.

Another way to export Suspended Transactions is via **Reports > Request a Report