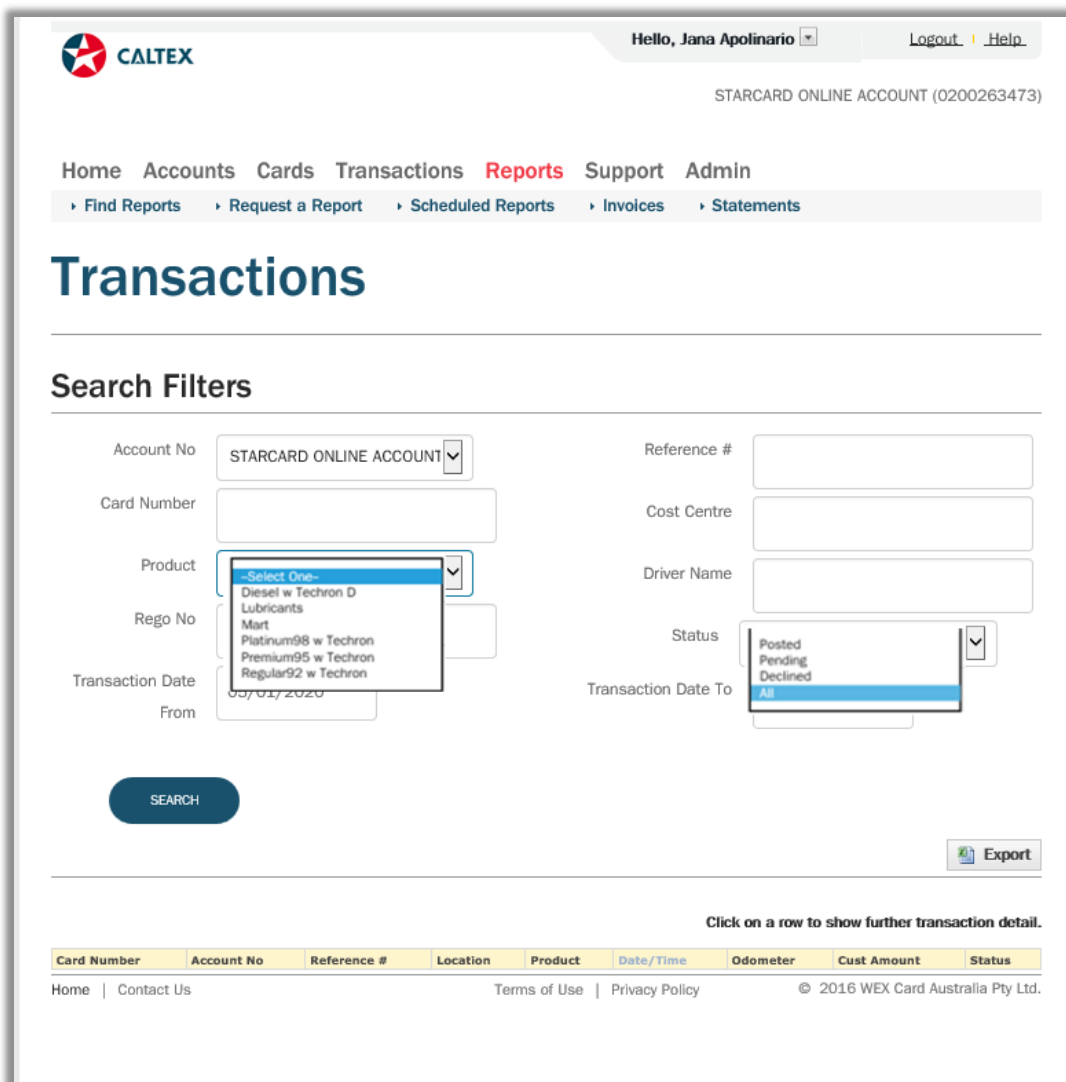


## Starcard Online Quick Reference

### Find Transactions

Find all the transactions under your account. The screen displays accounts linked to your User ID.



The screenshot shows the 'Transactions' section of the Starcard Online account. At the top, there is a navigation bar with the CALTEX logo, user name 'Hello, Jana Apolinario', and links for 'Logout' and 'Help'. Below this is the account identifier 'STARCARD ONLINE ACCOUNT (0200263473)'. A main navigation menu includes 'Home', 'Accounts', 'Cards', 'Transactions', 'Reports', 'Support', and 'Admin'. Under 'Reports', there are sub-links for 'Find Reports', 'Request a Report', 'Scheduled Reports', 'Invoices', and 'Statements'. The main heading is 'Transactions'. Below this is a 'Search Filters' section with various input fields: 'Account No' (set to 'STARCARD ONLINE ACCOUNT'), 'Card Number', 'Product' (with a dropdown menu showing options like 'Diesel w Techron D', 'Lubricants', 'Mart', 'Platinum98 w Techron', 'Premium95 w Techron', 'Regular92 w Techron'), 'Rego No', 'Transaction Date' (with a 'From' field set to '07/07/2020'), 'Reference #', 'Cost Centre', 'Driver Name', 'Status' (with a dropdown menu showing 'Posted', 'Pending', 'Declined', 'All'), and 'Transaction Date To'. A 'SEARCH' button is located below the filters. To the right of the search filters is an 'Export' button. Below the search filters, there is a note: 'Click on a row to show further transaction detail.' Below this note is a table header with columns: 'Card Number', 'Account No', 'Reference #', 'Location', 'Product', 'Date/Time', 'Odometer', 'Cust Amount', and 'Status'. At the bottom of the page, there are links for 'Home' and 'Contact Us', and footer text: 'Terms of Use | Privacy Policy' and '© 2016 WEX Card Australia Pty Ltd.'

1. Go to **Transactions Menu > Find Transactions Sub-menu > Transactions Section**
2. Set filters as needed
3. Click the **“Search”** button
4. List of **Transactions** for the account/s will populate at the bottom of the screen
5. **Click** the line item of the Transaction needed to be viewed