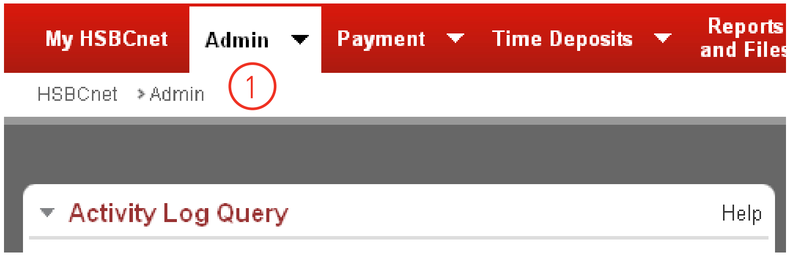
QUICK GUIDE

How do I review Smart Card related transactions?

If entitled, use the Activity Log Query tool in the Admin tab (default) to view transactions related to Smart Cards. To do so complete the following steps:

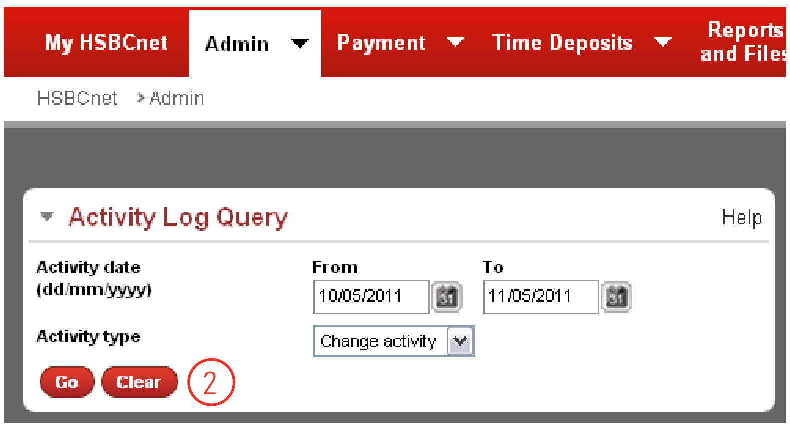
Step 1

Access the Activity Log Query tool under the Admin tab.



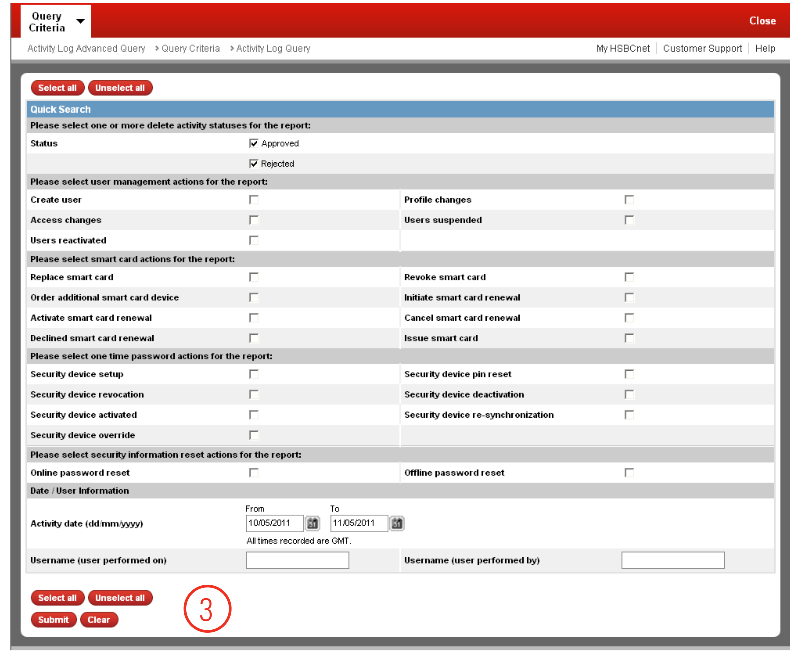
Step 2

In the Activity Log Query tool, enter the date range of the transactions to query on. Select **Change activity** from Activity type and click **Go**.



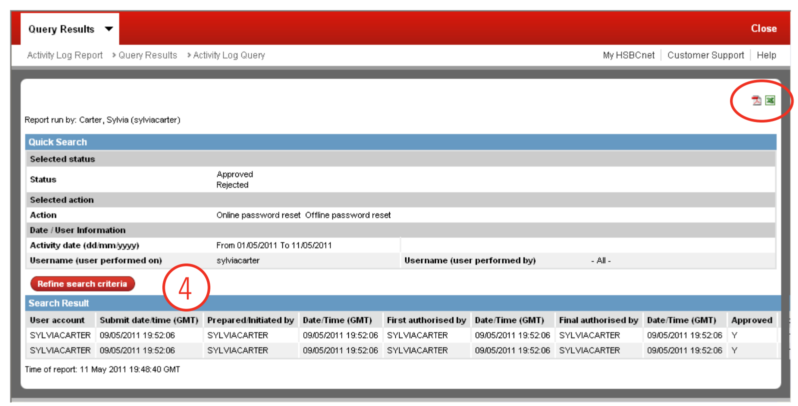
Step 3

The Activity Log Query Criteria page appears. Select the required options and click **Submit**.



Step 4

The Activity Log Query results page appears based on your selected criteria. To refine your search, click **Refine search criteria**. At any time use the icons on the page to print it in .XLS or .PDF formats.



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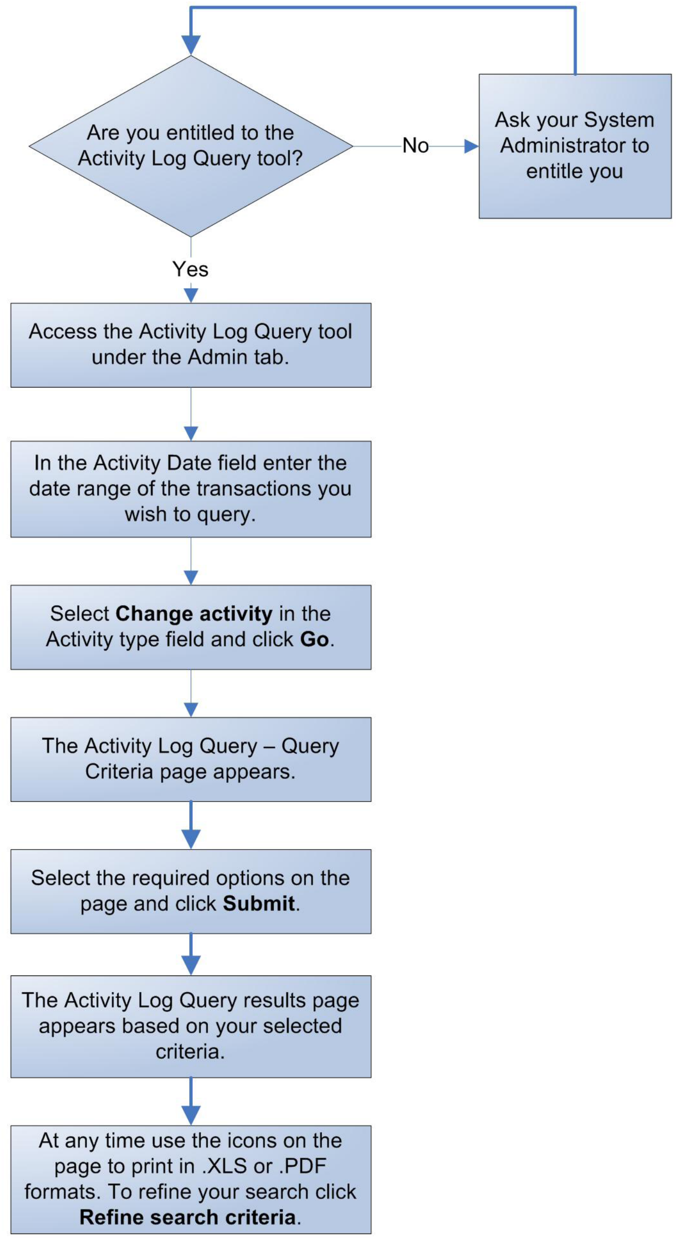
Workflow - Reviewing Smart Card Transactions



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