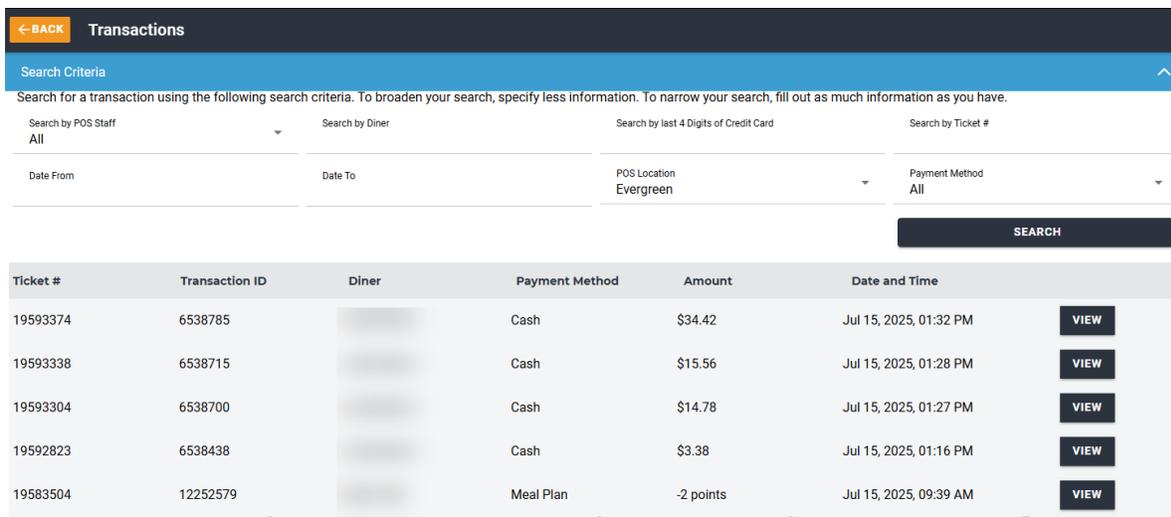
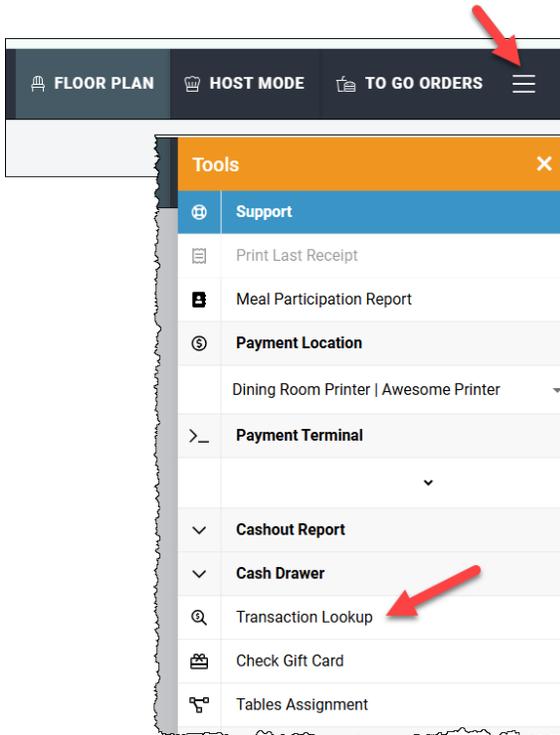


1. From the **Tools** menu at the top right of the screen, select **Transaction Lookup** (right). The Transactions screen appears (below).

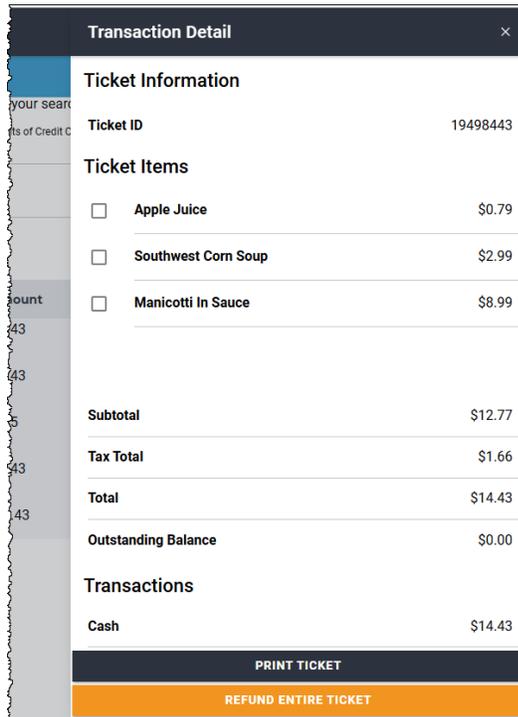


The screenshot shows the 'Transactions' screen with search criteria and a list of transactions. The search criteria include Search by POS Staff (All), Search by Diner, Search by last 4 Digits of Credit Card, Search by Ticket #, Date From, Date To, POS Location (Evergreen), and Payment Method (All). A 'SEARCH' button is visible. The table below lists transactions with columns for Ticket #, Transaction ID, Diner, Payment Method, Amount, and Date and Time. Each row has a 'VIEW' button.

Ticket #	Transaction ID	Diner	Payment Method	Amount	Date and Time	VIEW
19593374	6538785		Cash	\$34.42	Jul 15, 2025, 01:32 PM	VIEW
19593338	6538715		Cash	\$15.56	Jul 15, 2025, 01:28 PM	VIEW
19593304	6538700		Cash	\$14.78	Jul 15, 2025, 01:27 PM	VIEW
19592823	6538438		Cash	\$3.38	Jul 15, 2025, 01:16 PM	VIEW
19583504	12252579		Meal Plan	-2 points	Jul 15, 2025, 09:39 AM	VIEW

2. Search for the desired transaction(s) using the available filters:
3. Tap **Search** to refresh the screen with your search results.

- To open a transaction, tap its **View** button. A slide-out screen appears with the ticket details.



- You can reprint the ticket by tapping **Print Ticket**.
- You can refund the ticket by tapping **Refund Entire Ticket**.