

# FasCard Admin Site - Loyalty Account Activity

## Overview

The Account Activity page is only accessible by users with **Admin** or **Loyalty Account** privileges. This page is used to view Loyalty Account activity and is intended to be used by store owners and management personnel.

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## Viewing Account Activity

Users can view account-specific activity history of each Loyalty Account user by navigating to the Accounts page under the Loyalty tab. Simply search or select the desired Loyalty Account and click the **View Activity** button in the Account Details section of the page. The activity listing is a detailed record of the selected Loyalty accounts system activity with transactions listed in date/time order. Recent transactions sort to the top of the list, with older transactions appearing below in chronological order. The default date range loads the current day and can be modified to filter results to include any existing records. The time zone defaults to the same time zone as the active user but can be modified using the Time Zone dropdown menu. Once the chosen date range is entered, click **Filter Activity** to generate the report.



Loyalty Account activity can be emailed once generated by entering an email address into the field adjacent to the **Email Activity** button. Click **Email Activity** to send the report to the entered email address.

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? Activity for .Daniel Huy
 Start Date: 
End Date: 
Time Zone: (UTC-06:00) Central Time

Time	Mach # / Type	Card	Description	Cash	Credit	Balance	Bonus	Remain Credit	Loyalty Points	Free Drys
<hr/>										
2/3/2014										
12:01:54 PM			Cleared expired free drys					\$0.00	167 (16)	0
<hr/>										
2/3/2014 Addison Office										
9:43:13 AM	21 Continental Plus CJB	xxx8815	Started Machine		(\$4.75)		(\$0.25)	\$0.00	29 167	2 16
9:38:04 AM	21 Continental Plus CJB	100006649	Started Machine				(\$3.00)	\$0.25	138	2 14
9:36:43 AM	21 Continental Plus CJB	100006649	Started Machine				(\$1.00)	\$3.25	138	12
9:33:36 AM	21 Continental Plus CJB	100006649	Started Machine				(\$4.00)	\$4.25	138	2 12
9:28:22 AM	21 Continental Plus CJB	100006649	Started Machine	(\$0.50)			(\$1.50)	\$8.25	3 138	2 10
9:24:47 AM	21 Continental Plus CJB	100006649	Started Machine				(\$3.50)	\$9.75	135	2 8
9:24:15 AM	21 Continental Plus CJB	100006649	Started Machine				(\$2.25)	\$13.25	135	2 6
9:23:33 AM	21 Continental Plus CJB	100006649	Started Machine				(\$2.50)	\$15.50	135	2 4
9:22:52 AM	21 Continental Plus CJB	100006649	Started Machine				(\$2.00)	\$18.00	135	2 2
<hr/>										
2/3/2014										
9:13:59 AM			Admin adjustment				\$20.00	\$20.00	135	0
<hr/>										

COLUMN	DESCRIPTION
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<b>Location</b>	This indicates the name of the location where transaction occurred and appears as a heading to the relevant block of transactions. Transactions occurring online or via mobile device are listed as 'Web'.
<b>Date</b>	This indicates the date of the transaction and appears as part of the header adjacent to Location.
<b>Time</b>	This indicates the time of the transaction.
<b>Machine #</b>	This indicates the address of the card reader on which the transaction occurred.
<b>Equip Type</b>	This indicates the name of the configured <a href="#">equipment type</a> where the transaction occurred.
<b>Card Number</b>	This indicates the FasCard number or last 4 digits of credit card with which the transaction was performed.
<b>Description</b>	<ul style="list-style-type: none"> <li>• If a new card is dispensed that is associated with this account, this will indicate the number of the newly dispensed card.</li> <li>• This indicates the type of transaction that occurred.</li> </ul>
<b>Cash</b>	This indicates the cash transaction amount in dollars, where customer money spent is contained within parentheses; i.e. (\$1.00) indicates a customer purchase of one dollar.
<b>Credit</b>	This indicates the credit transaction amount in dollars, where customer money spent is contained within parentheses; i.e. (\$1.00) indicates a customer purchase of one dollar.
<b>Balance</b>	This indicates the Loyalty Balance transaction amount in dollars, where customer money spent is contained within parentheses; i.e. (\$1.00) indicates a customer purchase of one dollar. An amount not contained within parentheses indicates balance was added to the Loyalty Account (typically through cash or credit purchase).
<b>Bonus</b>	This indicates the Loyalty Bonus transaction amount in dollars, where customer money spent is contained within parentheses; i.e. (\$1.00) indicates a customer purchase of one dollar. An amount not contained within parentheses indicates bonus funds were added to the Loyalty Account (typically through a reward program).
<b>Remain Credit</b>	This indicates the combined balance and bonus values remaining following the transaction.
<b>Loyalty Points</b>	This indicates the number of Loyalty Points remaining on the account following the transaction.
<b>Free Drys</b>	This indicates the number of Free Dry credits remaining on the account following the transaction.