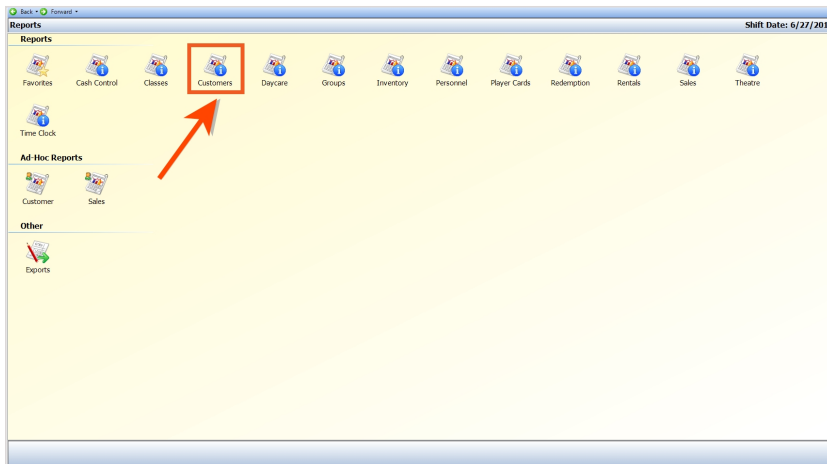


Web Transaction Email List Report

You can generate a report containing all of the email addresses associated with web transactions. The Web Transaction Email List report contains email addresses, receipt details, receipt numbers, receipt dates, receipt time, and the amount paid.

Steps

1. From Manager Console, click **Reports**.
2. Double-click **Customers**.



3. Scroll down to the **Other Reports** section.
4. Double-click **Web Transaction Email List**.



5. Enter the **Report Parameters**, then click **OK**.



Web Transaction Email List Report

Web Transaction Email List					
Your Site's Name					
From 8/1/2013 to 6/27/2017					
Email Address	Receipt Details	Receipt Number	Receipt Date	Receipt Time	Amount
email@email.com	View Details	001-150414-999-000065	4/14/2015	11:21 AM	\$9.99
email@email.com	View Details	001-150416-999-000070	4/16/2015	5:48 PM	\$26.00
email@email.com	View Details	001-140707-999-000474	7/7/2014	5:37 PM	\$1,270.00
email@email.com	View Details	001-140708-999-000488	7/9/2014	12:06 PM	\$254.00
email@email.com	View Details	001-140409-999-000433	4/9/2014	1:34 PM	\$10.60
email@email.com	View Details	001-141204-999-000833	12/9/2014	4:27 PM	\$21.00
email@email.com	View Details	001-150414-999-000052	4/14/2015	11:20 AM	\$9.99
email@email.com	View Details	001-141204-999-000820	12/9/2014	3:41 PM	\$21.00
email@email.com	View Details	001-130906-999-000021	9/6/2013	1:55 PM	\$14.00
email@email.com	View Details	001-130906-999-000047	9/6/2013	2:51 PM	\$151.78
email@email.com	View Details	001-130909-999-000066	9/9/2013	10:53 AM	\$12.00
email@email.com	View Details	001-130930-999-000121	9/30/2013	11:55 AM	\$151.78
email@email.com	View Details	001-131001-999-000134	10/1/2013	11:23 AM	\$151.78
email@email.com	View Details	001-131001-999-000147	10/1/2013	11:30 AM	\$9.00
email@email.com	View Details	001-131001-999-000150	10/1/2013	11:32 AM	\$24.00
email@email.com	View Details	001-131002-999-000177	10/2/2013	10:41 AM	\$24.00
email@email.com	View Details	001-131119-999-000190	11/19/2013	9:48 AM	\$151.78
email@email.com	View Details	001-131120-999-000220	11/20/2013	2:41 PM	\$151.78
email@email.com	View Details	001-140315-999-000231	3/15/2014	6:12 PM	\$21.20
email@email.com	View Details	001-140315-999-000244	3/15/2014	6:15 PM	\$21.20
email@email.com	View Details	001-140315-999-000257	3/15/2014	6:23 PM	\$42.40
email@email.com	View Details	001-140318-999-000276	3/18/2014	9:52 AM	\$151.78
email@email.com	View Details	001-140324-999-000301	3/24/2014	3:50 PM	\$10.70
email@email.com	View Details	001-141117-999-000722	11/17/2014	11:22 AM	\$85.69
email@email.com	View Details	001-141117-999-000735	11/17/2014	12:19 PM	\$19.12
email@email.com	View Details	001-130906-999-000034	9/6/2013	2:29 PM	\$146.56
email@email.com	View Details	001-130906-999-000050	9/6/2013	2:53 PM	\$137.84



