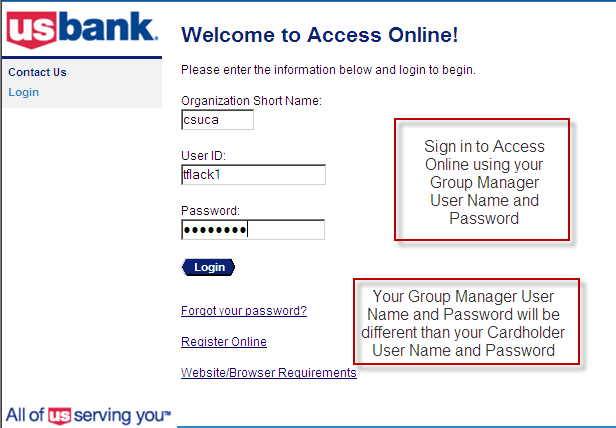
GROUP MANAGER TUTORIALS

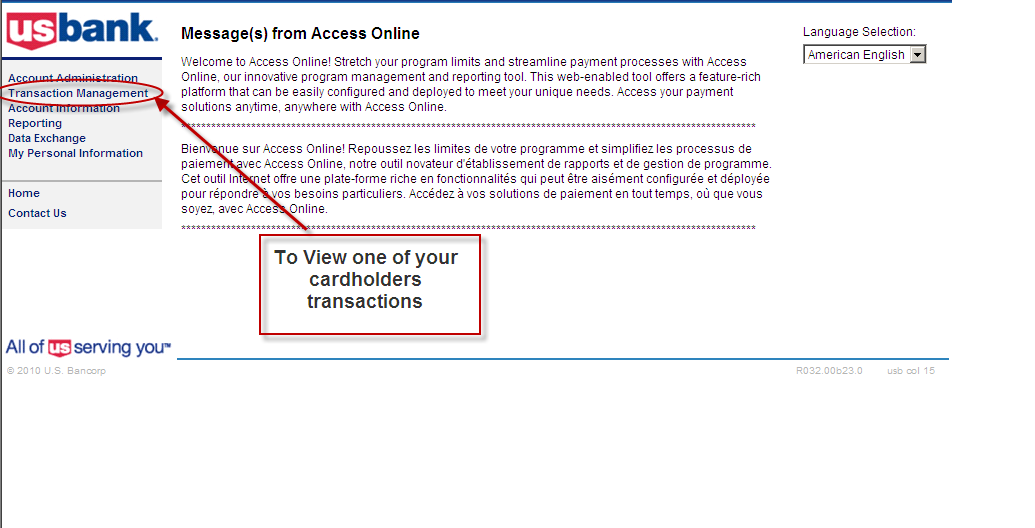
# As a group manager you will be able to:

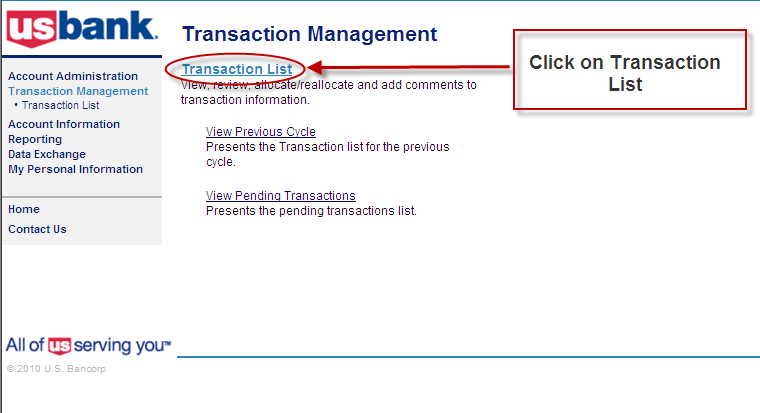
* View your cardholders transactions
* View declined transactions
* View your cardholder’s statements



View your cardholder’s transactions.

* Transaction Management
* Transaction List
* Enter Cardholder Name



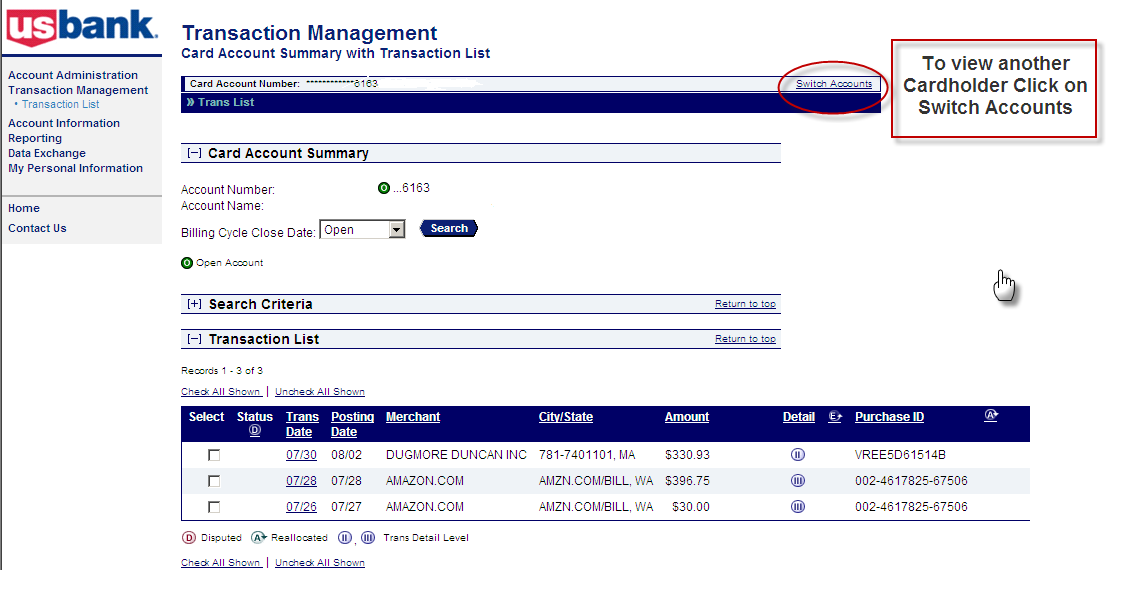


Enter the name of the cardholder you would like to view transactions
Click search

All current transactions will show on the screen that you have navigated to
If you would like to see further details about the transaction, click on the Trans Date

You will also be able select from the drop down box ALL transactions and CURRENT transactions

You will need to click on Switch Accounts to view other cardholder’s transactions within your group.



# View declined transactions

* Go to your home page
* Account Information
* Cardholder Account Profile
* Enter Cardholder Name
* Account Authorizations

