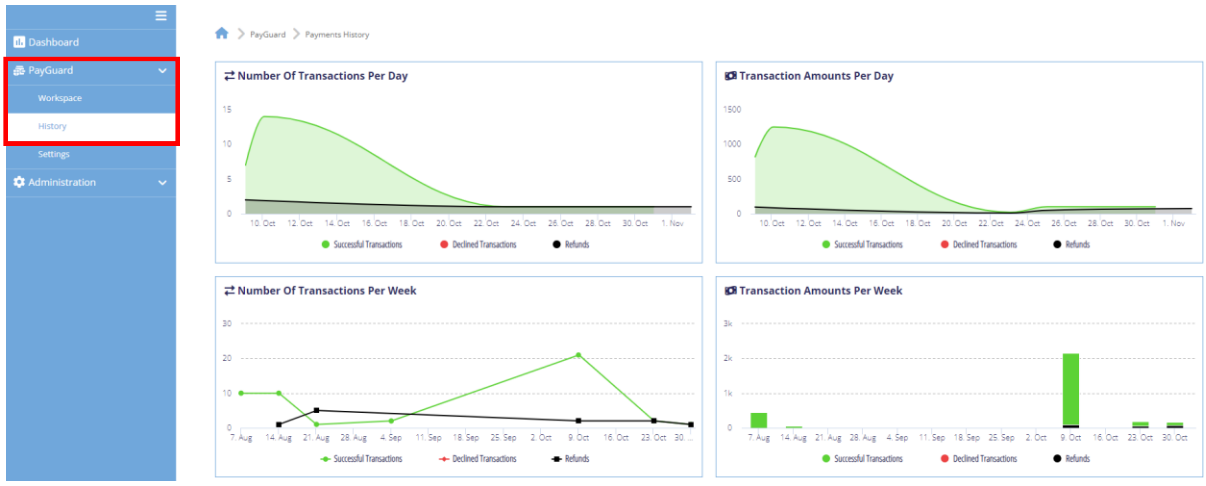
UNIVERSITY OF OXFORD

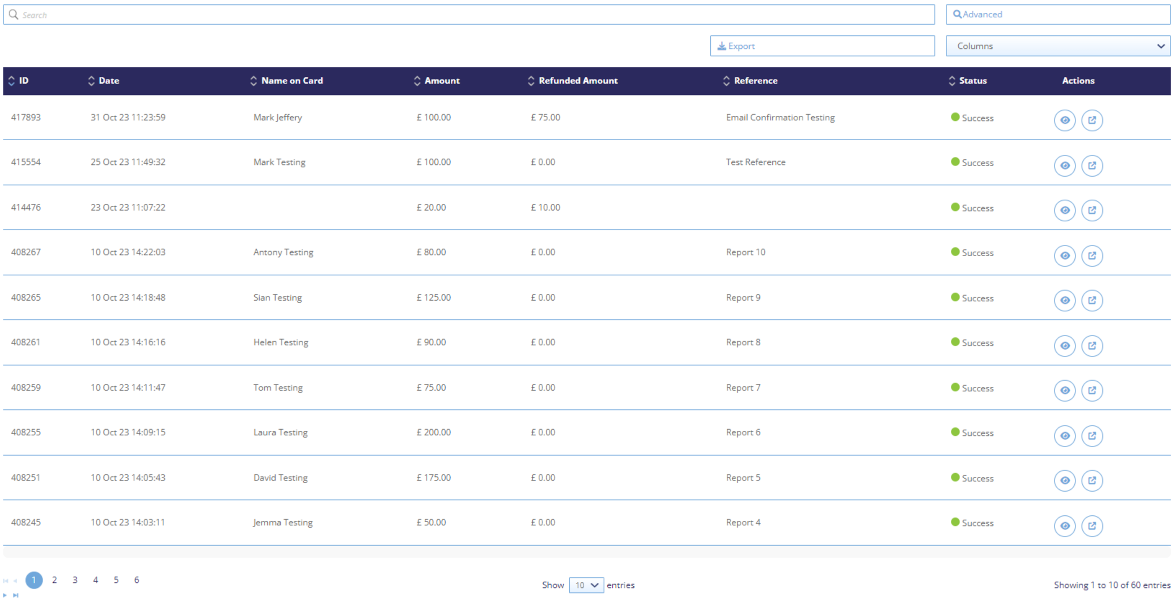
PayGuard Reporting

Reporting on your Team's Transactions

- PayGuard > History
- You will be presented with the 4 graphs below. Please note that these will only show data for the team that you are associated with. If you are associated with more than one team, then it will be a combination of all of those teams.
    - Number of Transactions Per Day
    - Transaction Amounts Per Day
    - Number of Transactions Per Week
    - Transaction Amounts Per Week



- Further down the page you will see a list of transactions associated with your team(s).



ID	Date	Name on Card	Amount	Refunded Amount	Reference	Status	Actions
417893	31 Oct 23 11:23:59	Mark Jeffery	£ 100.00	£ 75.00	Email Confirmation Testing	Success	
415554	25 Oct 23 11:49:32	Mark Testing	£ 100.00	£ 0.00	Test Reference	Success	
414476	23 Oct 23 11:07:22		£ 20.00	£ 10.00		Success	
408267	10 Oct 23 14:22:03	Antony Testing	£ 80.00	£ 0.00	Report 10	Success	
408265	10 Oct 23 14:18:48	Sian Testing	£ 125.00	£ 0.00	Report 9	Success	
408261	10 Oct 23 14:16:16	Helen Testing	£ 90.00	£ 0.00	Report 8	Success	
408259	10 Oct 23 14:11:47	Tom Testing	£ 75.00	£ 0.00	Report 7	Success	
408255	10 Oct 23 14:09:15	Laura Testing	£ 200.00	£ 0.00	Report 6	Success	
408251	10 Oct 23 14:05:43	David Testing	£ 175.00	£ 0.00	Report 5	Success	
408245	10 Oct 23 14:03:11	Jemma Testing	£ 50.00	£ 0.00	Report 4	Success	

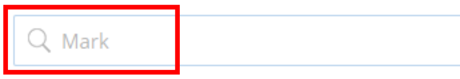
Search | Advanced | Export | Columns

1 2 3 4 5 6 — Show 10 entries — Showing 1 to 10 of 60 entries

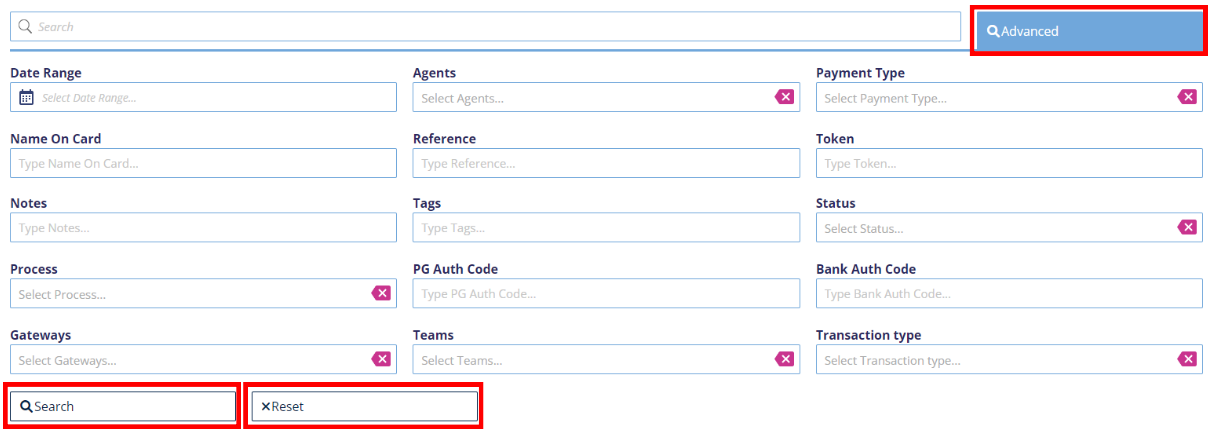
- You can view more details on each of the transactions by clicking on in the 'Actions' column.
- If you want to view the same details, but in another tab then you can click on in the 'Actions' column.

Searching your Team's Transactions

- You can search for an individual transaction by entering the name or partial name of the payer into the search field above the list of transactions.

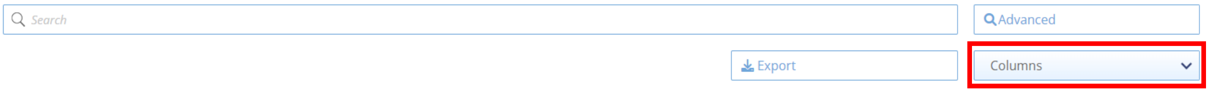


- If you wish to search on other criteria such as the date range or who took the payment, then you can do so by clicking on 'Advanced'.
- Once you have entered your search criteria, click on 'Search'.
- If you need to reset your search criteria, click on 'Reset'.

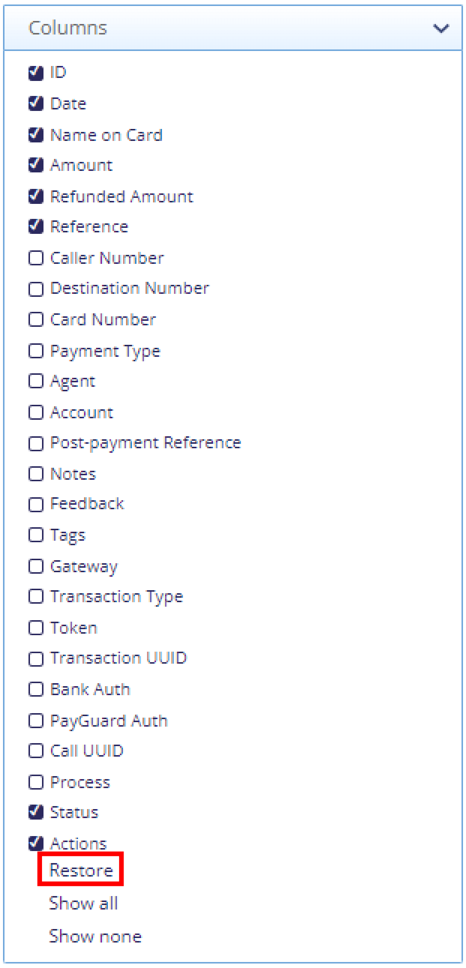


Adding Outputs to your Report

- If you want to show additional information or reduce the information that is shown on the report then you can do so by clicking on 'Columns'.



- You will then be able to choose from the list below.
- You can restore the outputs to the default values by clicking on 'Restore'.



Exporting your Report

- If you want to export the report in to Excel for any off-system processes, then you can do so by clicking on 'Export'.
- Any search criteria that you have applied or any changes that you have made to the columns will be retained in the export.