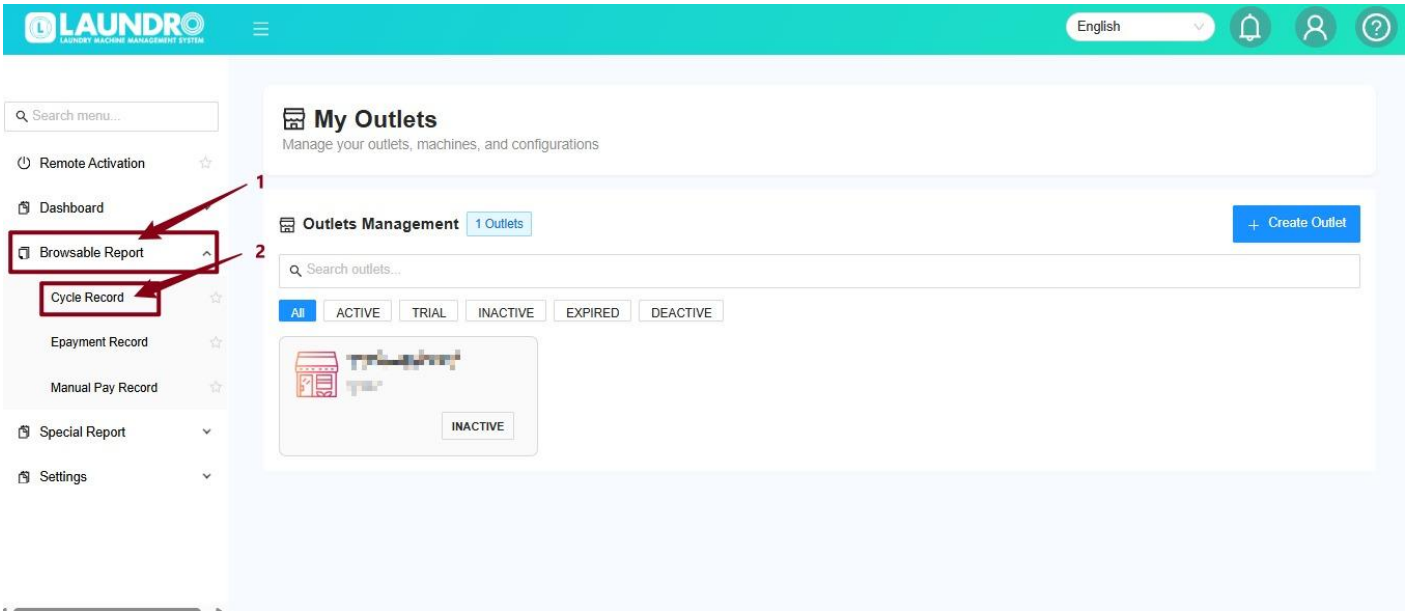
How To View Individual / All Machine Sales Transactions

1. Find and click **Browsable Report** in the sidebar menu, then click **Cycle Record**.



2.

1. **Date Range** – Select the date range you want to check.

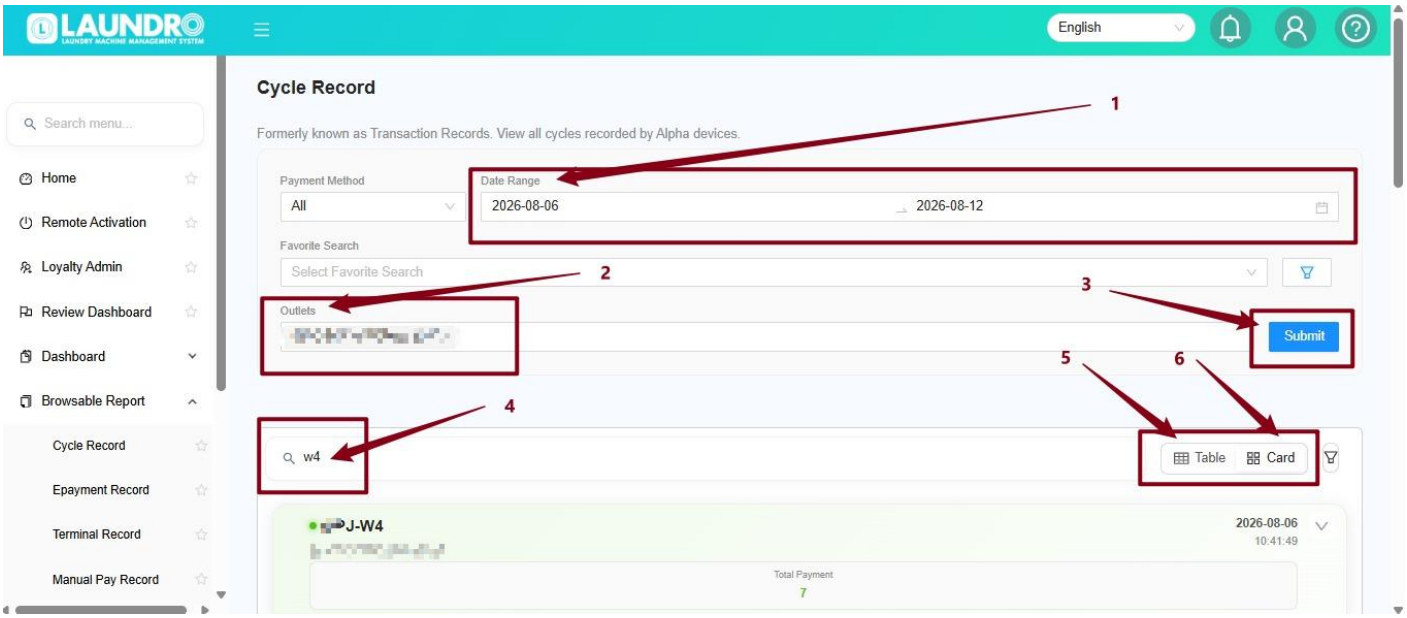
2. **Outlets** – Select the outlet you want to view.

3. **Submit** – Click Submit to generate the records.

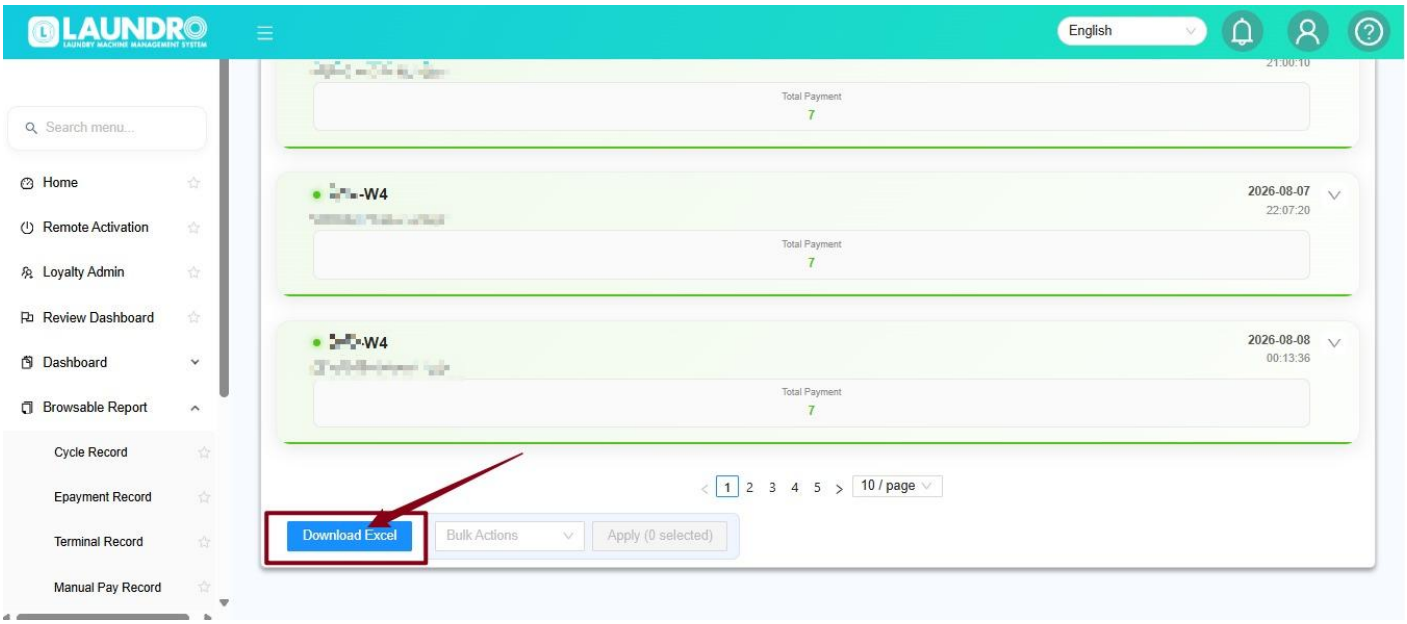
4. **Search** – Enter the washer or dryer number **(e.g. W4)** to find a specific machine.

5. **Table / Card** – Choose Table or Card view based on your preference.

6 **View Record** – The cycle record will show the machine's transaction details, including the payment amount and date/time.



3. You can also download the report in Excel format by clicking the **Download Excel** button at the bottom.



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