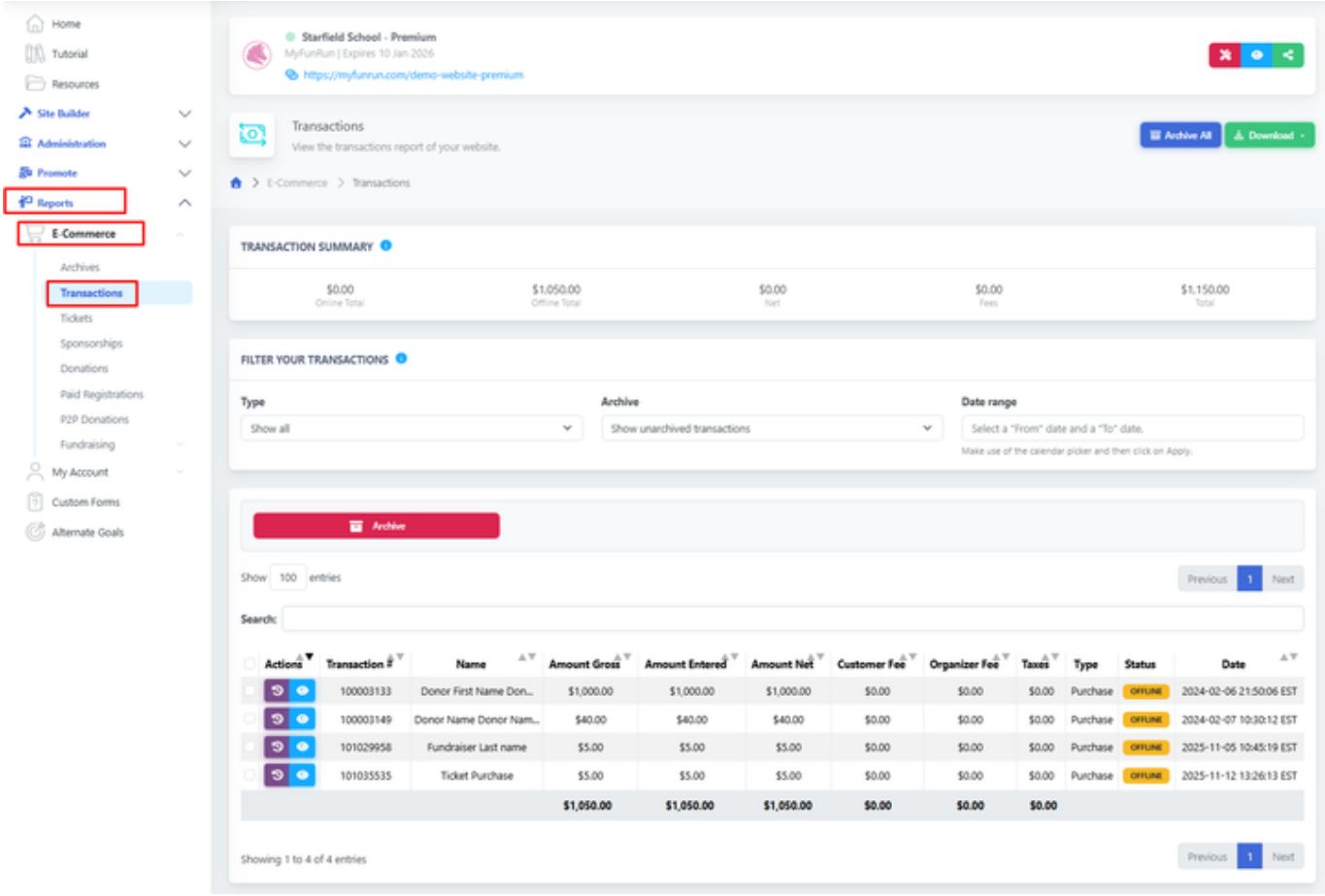
Transactions Report

Category: Transactions Report
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Reading Time: 1 min

The **Transactions Report** contains a record of every transaction that occurs on your website.

By default, this report includes all transactions (online and offline). You can filter the report to view only online transactions or only offline transactions by using the "Type" dropdown. The report can also be filtered by date range.

Visit **Reports → E-Commerce → Transactions**.



You can also click on any transaction to see more details. If someone made several purchases at once, you'll see all of them together. From here, you can also **archive** a transaction or **download a PDF** with its details.

To view the transaction history, click the purple **history** icon. To view transaction details, click the

blue **eye** icon.

You can **download** the transactions in **CSV**, **XLSX**, or **XLS** format, or Archive all of the transactions.

You can review transactions by date range, already archived, or separate them via online or offline options.