How to Use Transaction History

When to use: When you wish to review the buy, transfer and view details per product type.

Log into MAX

1) Navigate to https://www.tracommax.com/
2) Enter your **USERNAME** and **PASSWORD**
3) Click **LOGIN**

Access Client Snapshot

1) Click on the **CLIENTS** tab, and select **Manage Client**.
2) Locate and click the name of your organization or sub-client in the **CLIENT TREE.**
3) In the **PRODUCT POOLS** section, click **Add/Edit** to access the Manage Pools screen.
4) Locate the box with the Product you wish to view.
5) Click **Transaction History** in that box to access the Product Transaction History.

Look in the **PURCHASE HISTORY** section to view details on purchases for the selected product.

Look in the **TRANSFER IN HISTORY** section to view details on quantities that were transferred into that pool.

Look in the **TRANSFER OUT HISTORY** section to view details on quantities that were transferred out which decreased the selected pool.

For further questions, please email support@tracom.com.