

Pulling Receipts on PerfectMind/Xplor (Customer Side):

Step 1 – My Profile (Parent Transactions)

Step 2 – My Info

Step 3 – Invoices

The screenshot shows the 'Family Member Detail' page. At the top, there are navigation buttons: 'Facility Rentals', 'My Profile' (circled in red with '#1'), 'Programs', and 'Launch Website'. Below this, the 'My Profile' dropdown menu is open, showing 'My Info' (circled in red with '#2') and 'Memberships'. Below the dropdown, there are buttons: 'Edit', 'Clone', 'Manage Login', 'Add Family Member', 'Waiver', 'Invoices' (circled in red with '#3'), and 'Buy Membership'. The main content area shows a profile picture placeholder and a 'Credit \$0.00' balance. Below this is a section for 'General Information'.

Step 4 – Click Completed under “Invoice Status”

 Township of King
905-833-5321

The screenshot shows the 'Filters' sidebar. It includes a search bar, 'Start Date' and 'End Date' fields, and an 'Invoice Status' section. The 'Invoice Status' section has a search bar, a 'Sort selected' button, and a list of status options: 'Select all', 'Scheduled', 'Active', 'Terminated', and 'Completed'. The 'Completed' option is checked. Below the list is a 'Summarized' dropdown menu.

Step 5 – Click Program and then click Receipt.



Step 6 – Email Receipt (or Print if they are in person).

