Completing a Transaction

Once a buyer has paid for their item, the administrator can then post the item to the buyer, as well as complete the transaction. Completing the transaction allows administrators to track which items they still need to send and ensures that they are able to fulfil all won items easily.

Quick Steps: Go to **AUCTIONDESQ / TRANSACTIONS / PAID**

Payment Details:

1. Within the Management Console, select **AUCTIONDESQ** from the top menu, then **TRANSACTIONS** from the left menu.

2. Click on the **PAID** tab at the top of the page.

3. Find the transaction you wish to complete, and click **COMPLETE** next to the transaction.

4. Click **COMPLETE TRANSACTION** to finalise the completion and move the transaction into the **COMPLETED** tab.

Completing Transactions ensures that the Paid Transactions tab remains clear of all items that have been sent so that no item is fulfiled twice and so that administrators can track which items have been sent.

Next Steps: **Related Topics:**