

# Refunds Listing

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1. Click on the **Events** module along the top menu
2. You are now within the **Event Listing** page. Click on the relevant Event form that you wish to view refunds for
3. Select the **Refunds** tab on the left - side menu
4. You will now see a listing of all Refunds that have been processed for that particular Event form. You can narrow down the search field to a particular time frame by clicking on the black filter icon next to the Search bar.

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