From the Intersect home page, hover over the “Card” tab, at the top of the page.
Select “Recent Activity”.

The “Recent Activity” search box will appear.

If you need to narrow the search, you are able to edit the search criteria using the “Category” drop-down button.

Select the appropriate category and enter the information you are searching for in the “Search Term” field.

Select “Search”.

The search results will appear with a listing of cards that are assigned to the user.

Select the appropriate card and the row will turn to blue.

Green boxes will appear, Select “Recent Authorizations”.

Will automatically display the last 10 Recent Authorizations.

Authorizations can be exported in more than one format.