



How to Guide: New member on the Loyalty program.

Aug 2020



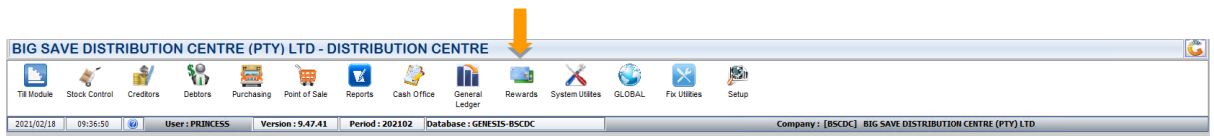
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How to register a New Member:

1. Log into Genesis menu.



2. Click on 'Rewards'.



3. Select 'Master Files' and from the dropdown list select 'VIP Members'.



Activate Windows
Go to System in Control Panel to activate Windows.

4. **‘Good Life Rewards: Member Detail Maintenance’:**

Once you have clicked on **‘Add’**, complete the following details of the customer: Members Name, Title, Gender, ID Number, Date of Birth, Address and Postal Code, Cell Phone / Telephone Number / Email and Good Life Rewards Card No. Then click on **‘Staff - Staff Members’**.

Status	Member No.	Members Name	Member Card No.	Cell No.	Date Joined	List Branch
Active	505231	ABITHA BOYA	10035651	0783372694	2020/01/27	BSCHK
Active	509422	ADELADE LELAKA	10044820	0726180487	2020/03/02	BSCHK
Active	402479	ANDRONICA MAHLANGU	10055020	0728811837	2020/03/02	BSCCTM
Active	711823	BATHABILE MABENA	10050094	0732285513	2020/04/02	BSCMP
Active	704842	BATSHEBA TLHOALE	10027987	0825495981	2020/02/04	BSCMP
Active	706868	BETTY ELIZABETH KOKA	10034479	0833807942	2019/12/27	BSCMP
Active	803883	BETTY MOLIFE	10038614	0793382696	2020/02/05	BSCVEV
Active	206719	BHEKI MAHLANGU	10032329	0793217863	2020/09/21	BSCWL
Active	706019	BOBO TLOU	10033635	0835857652	2019/12/18	BSCMP
Active	504171	BUSISIWE NTSHAGASE	10021960	0797910072	2019/12/24	BSCHK
Active	714750	DESMOND HARUPERI	10059023	0746520204	2020/09/18	BSCMP
Active	507893	DIKELEDI KUTU	10048821	0722645942	2020/02/01	BSCHK
Active	503789	DIMAKATSO MAAKE	10021629	0714480815	2019/12/19	BSCHK
Active	204915	DIMAKATSO MONARENG	10031876	0791910063	2020/03/18	BSCWL
Active	708478	DLADLA MAGGIE	10047736	0769259495	2020/01/20	BSCMP
Active	403089	DP NTHAMA	10054999	0731921906	2020/09/04	BSCCTM
Active	207558	ELLIAS MALLULEKE	10060746	0764177738	2021/02/03	BSCWL
Active	715741	EMILY MAKARINGE	10063947	0782890497	2020/11/19	BSCMP
Active	716653	EPHENIA MNISI	10065216	0660829969	2021/02/01	BSCMP
Active	503309	EPHENIA RAMADI	10021094	0761548399	2019/12/04	BSCHK
Active	712820	FRANCINA THELELE	10051718	0766313704	2020/05/15	BSCMP
Active	512660	GAROLD MATSEKE	10056943	0736262159	2020/08/03	BSCHK
Active	503605	GIFT RAMOTHIBI	10021351	0647468843	2019/12/12	BSCHK
Active	715625	GLORIA SEGOPOLLO	1006110	0829751385	2020/11/13	BSCMP
Active	514982	GOTTSEMANG MACHAKELA	10062271	0726511633	2020/10/31	BSCHK
Active	504519	GRACE KGAGA	10021849	0827559186	2019/12/31	BSCHK

5. Once you have added all the customer details, click on **‘Save’** then click on **‘YES’** when the pop-up appears.

Member No. 505231 Members Name ABITHA BOYA
 Title Ms. I.D. / Reg No. 9009080930086 Date of Birth 1990/09/08
 Gender F - Female Member Status A - Active Date Joined 2020/01/27

[Customer Address]
 1092 ONE AND TEN
 MAUBANE
 Postal Code 0412

[Contact Details]
 Cell Phone 0783372694
 Telephone
 E-Mail
 Area
 Suburb

[Member Categories]
 HAWK - Hawker
 RETAIL - Retail Customer
 SPAZA - Spaza
 STAFF - Staff members
 STOKVEL - Stokvel Group
 STOKVELR - Stokvel Retail Customer
 TAVERN - Tavern
 TRADE - Trader (Supermarkets/Whole)

Good Life Rewards Card No. 10035651
 Current Points Balance 375

Linked Debtor Account
 Selected Package
 Vendor Card No. Members Grading
 Listing Company Code BSCHK Listing Branch Code BSCHK

System Prompt: Add New Member? (Yes highlighted)

6. Select the Member and select F5 on the right side. Click on 'Replace VIP Card'.

Good Life Rewards : Member Detail Maintenance

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Gender F - Female Member Status A - Active Date Joined 2020/01/27

[Customer Address] [Contact Details] [Member Categories]

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Cell Phone 0783372694
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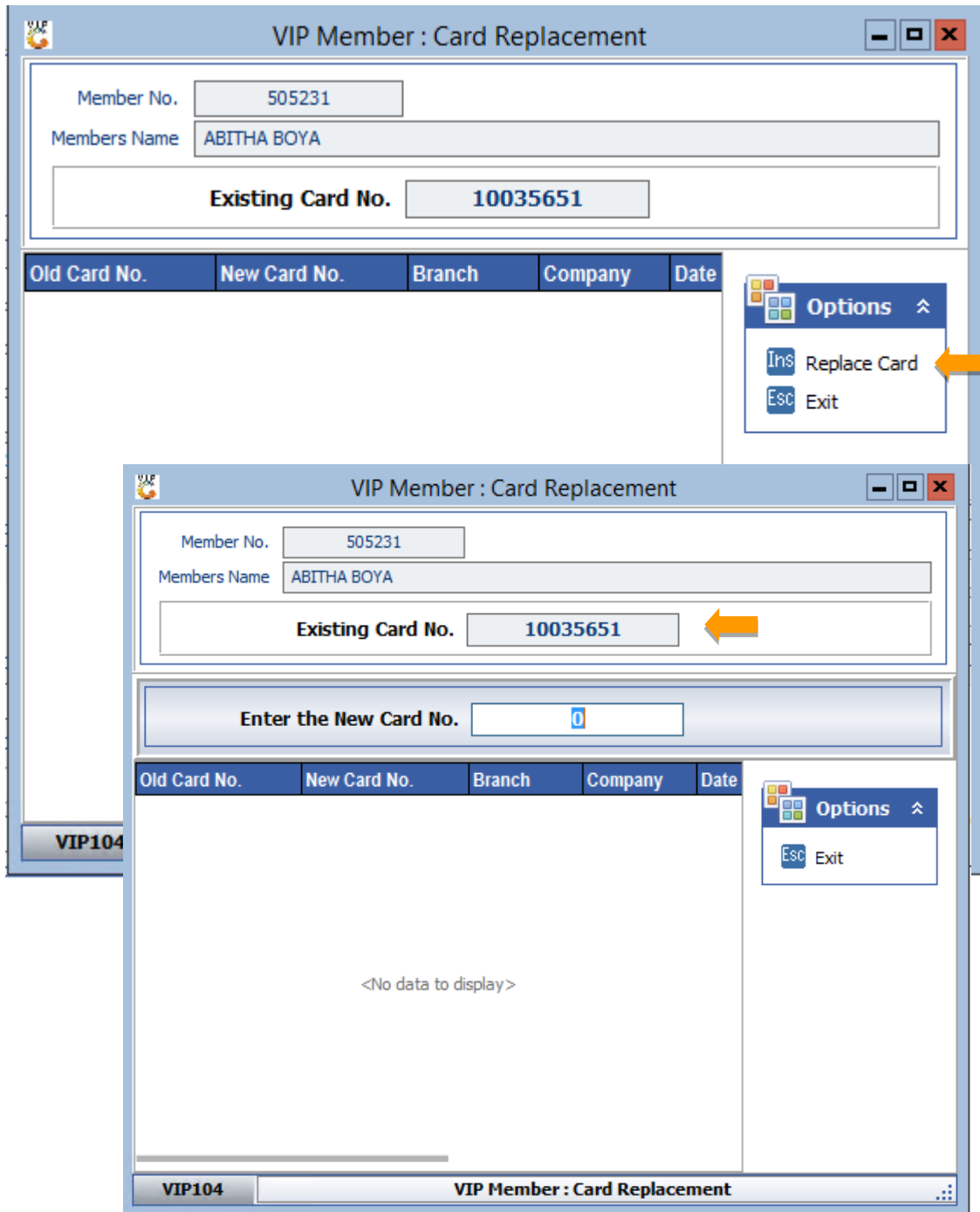
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Function Menu
Close
Points Statement
Transaction History
Replace VIP Card

VIP101 VIP Maintenance

7. A new screen will appear. Click on **'Replace Card'** and scan the new card number in.



That concludes the User Guide.