

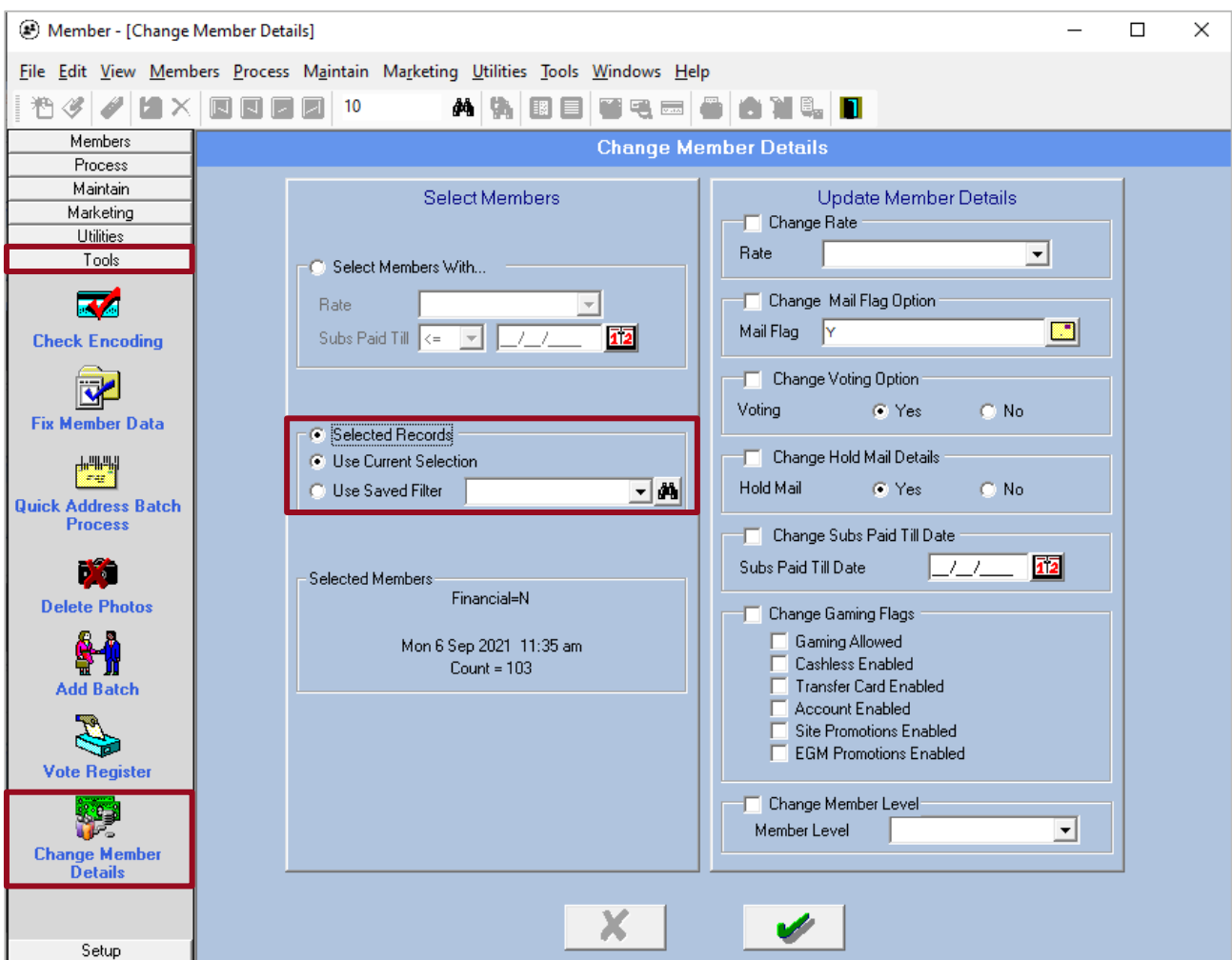
Cheat Sheet

Metropolis Member - Subs Paid Till Date Extension for Unfinancial Members




The **Change Member Details** functionality allows the user to bulk change certain fields within the membership records. Fields that are able to be changed are **Rate**, **Hold Mail Flag Option**, **Voting Option**, **Hold Mail Details**, **Subs Paid Till Date**, **Gaming Flags**, and **Member Levels**

Process

1. Open **Member**
2. Select **Tools**
3. Select Change Member Details
4. Activate **Selected Records** option
5. Click **binoculars** to generate member criteria




Generate member criteria

1. Select **Custom Selection**
2. Scroll down and Tick **Subs Paid Till**
3. Click in **Parameter1** field and select calendar icon  to navigate to **start date**
4. Click in **Parameter2** field and select calendar icon  to navigate to **end date**
For Example – anyone with a subs paid till date between 30/6/2020 and 30/6/2021
5. Select green tick  to generate data

Select Members

Quick Search | Extended Search | **Custom Selection** | Campaign



	Field	Parameter1	Parameter2
<input type="checkbox"/>	Player Stats		
<input type="checkbox"/>	Pref Pathway Language		
<input type="checkbox"/>	Proposer or Second		
<input type="checkbox"/>	Qualified Level		
<input type="checkbox"/>	Qualified Virtual Draw		
<input type="checkbox"/>	Rates	0,1,2,3,4,5,6	
<input type="checkbox"/>	Renew Method	1	
<input type="checkbox"/>	Renewal Date	dd/mm/yyyy	dd/mm/yyyy
<input type="checkbox"/>	Replaced Cards		
<input type="checkbox"/>	Resp Gaming Enable	Y	
<input type="checkbox"/>	Resp Gaming Status		
<input type="checkbox"/>	Saved Selection		
<input type="checkbox"/>	Self Excluded	Y	
<input type="checkbox"/>	Send Annual Report	1	
<input type="checkbox"/>	Send Renewal Notice	1	
<input type="checkbox"/>	Send News Letters	1	
<input type="checkbox"/>	Send Promotions By	1	
<input type="checkbox"/>	Site Promo Enabled	Y	
<input type="checkbox"/>	SMS OK?	Y	
<input type="checkbox"/>	Sub-Club Paid Till		dd/mm/yyyy
<input type="checkbox"/>	Sub-Clubs		
<input type="checkbox"/>	Sub-Clubs Paid Till	dd/mm/yyyy	dd/mm/yyyy
<input checked="" type="checkbox"/>	Subs Paid Till	30/06/2020	30/06/2021 
<input type="checkbox"/>	Suspended	Y	
<input type="checkbox"/>	Swiped at EGM	dd/mm/yyyy	dd/mm/yyyy
<input type="checkbox"/>	Swiped at Kiosk	dd/mm/yyyy	dd/mm/yyyy
<input type="checkbox"/>	Swiped at POS	dd/mm/yyyy	dd/mm/yyyy
<input type="checkbox"/>	Transfer Amount	0	999
<input type="checkbox"/>	Transfer Card Balance	0	999999
<input type="checkbox"/>	Transfer Card Enable	Y	
<input type="checkbox"/>	Transfer Limit	0	999
<input type="checkbox"/>	Voting Flag	Y	



Subs Paid Till Date Range (dd/mm/yyyy)


Parameter1=Earliest Date
Parameter2=Latest Date



e.g. 1/01/1995 to 31/01/1995



Select Saved Filter



6. The Change Member Details screen will return
7. The Selected Members panel will update with selection criteria – **CONFIRM DETAILS ARE CORRECT**
8. Tick **Change Subs Paid till Date**
9. Select calendar icon  to navigate to date to change selected member records to
10. Select green tick  to process change

