

# 14. Membership Management (M.Type)

## 14.1. Add New Member Type

1. Key in the name of the membership in the checkbox.
2. Key in 0-100 number of Discount (%) in the check box.
3. Click **“Add”** button to update the Member Type.

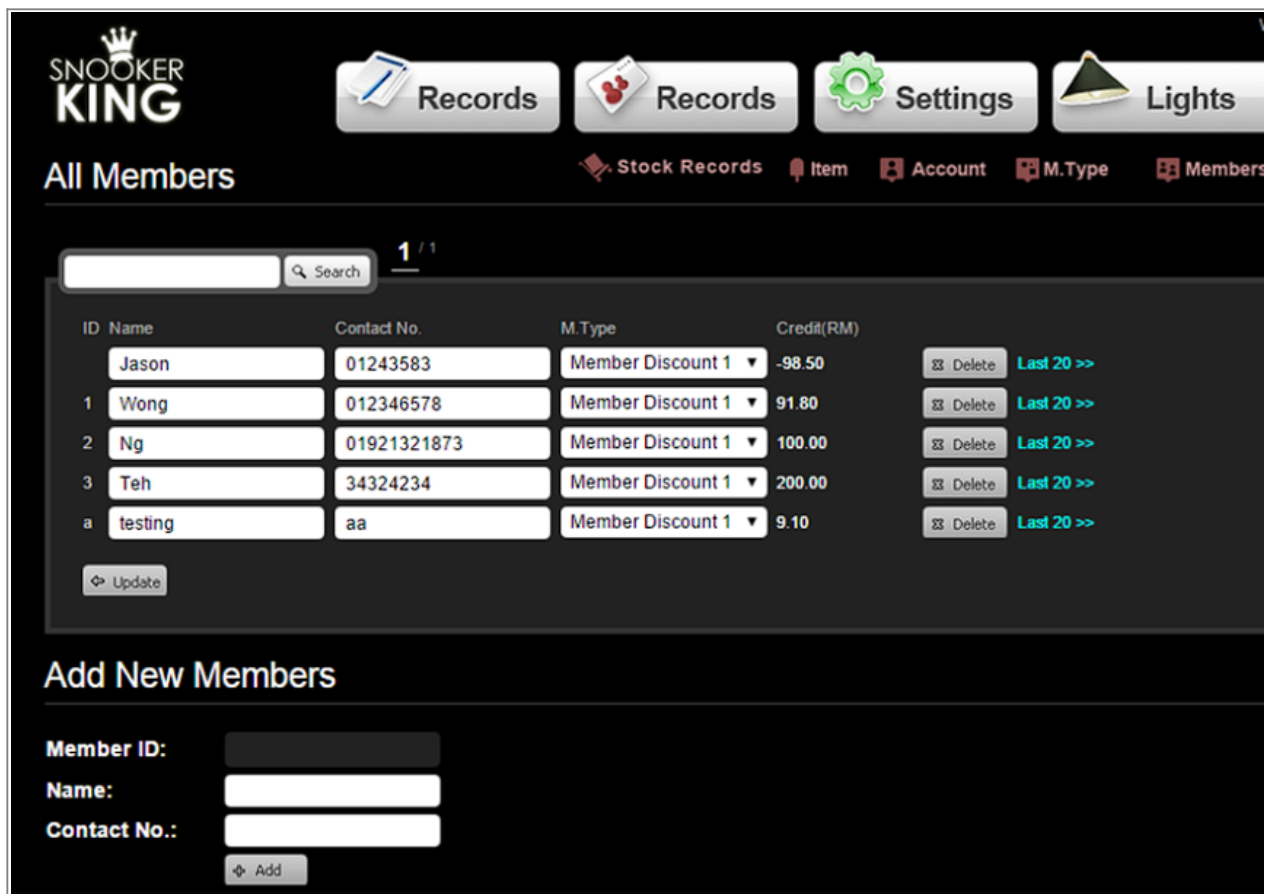
## 14.2. Add New Member Type for the member

1. Choose the membership for the member.
2. Please do not forget to click **“Update”** button.

## 14.3. Add new members

1. Please key in the number or scan membership card number via card reader into the “Member ID:” checkbox.
2. Please key in the name into the “Name:” checkbox.
3. Please key in the phone number into the “Contact No:” check box.
4. After member card is registered, it will automatically update at the top.

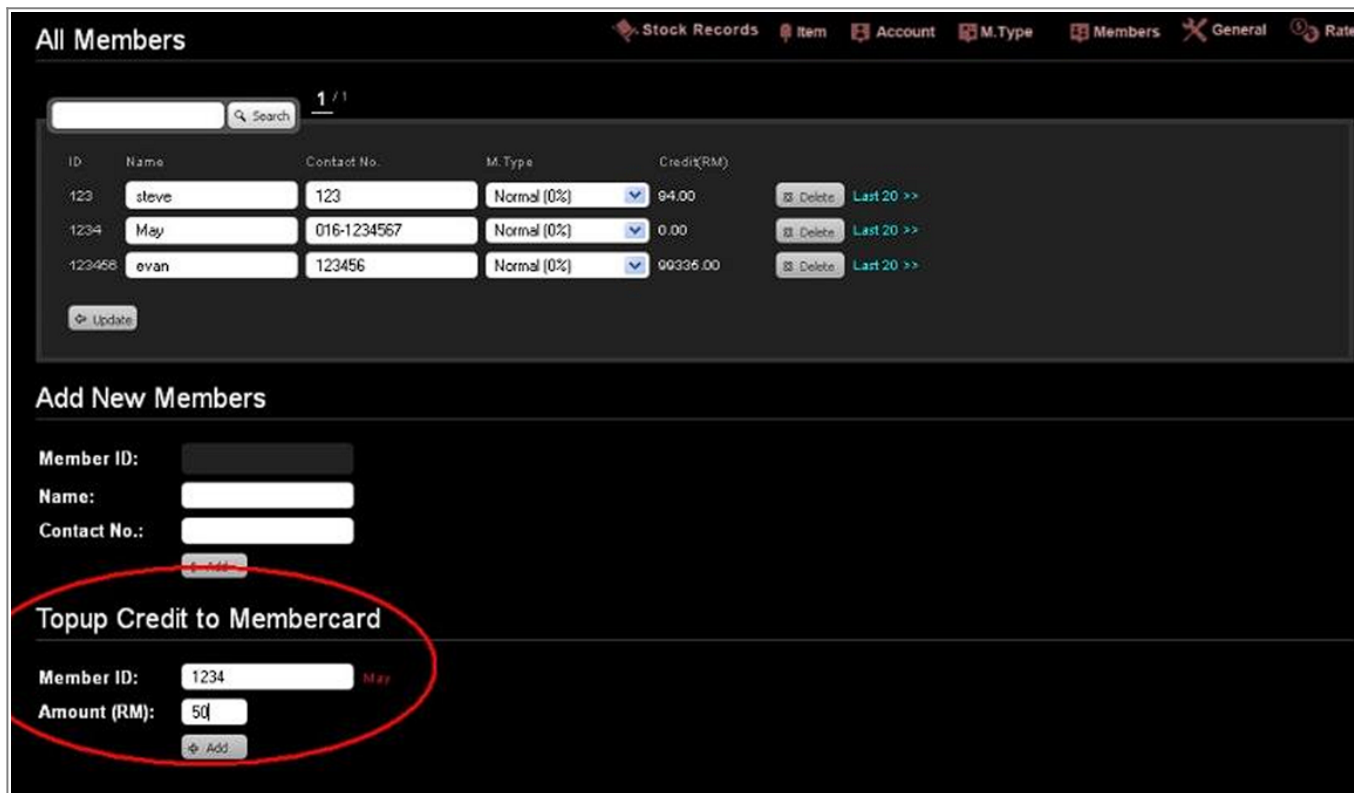
Sample:



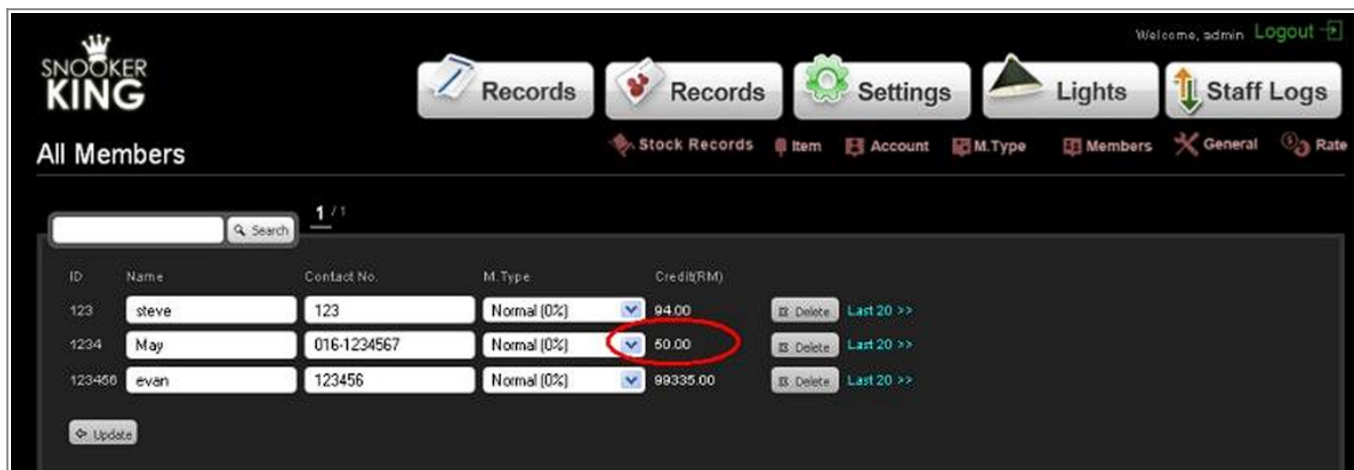
## 14.4. Top up member card

1. Please key in the Member ID and check, see whether it is available or not.
2. If yes it will show the name beside the checkbox.
3. Then key in the amount of top up.

Sample:



Effect:



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