

# 14. Membership Management (M.Type)

## 13.1. 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.

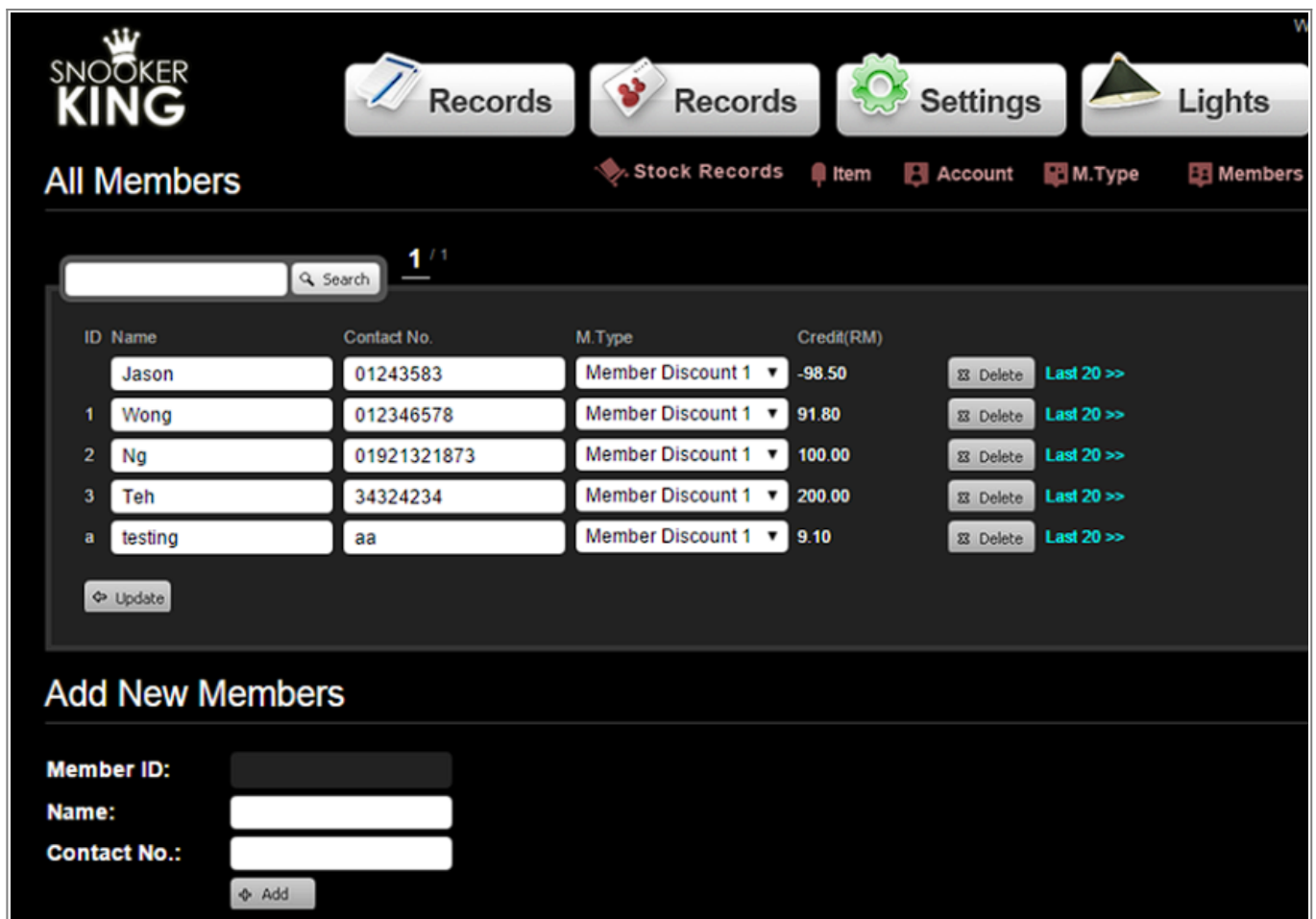
## 13.2. Add New Member Type for the member

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

## 13.3. 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:



### 13.4. 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:

The screenshot shows the 'All Members' interface. At the top, there are navigation tabs: Stock Records, Item, Account, M.Type, Members, General, and Rate. Below the tabs is a search bar with '1 / 1' results. A table lists members with columns for ID, Name, Contact No., M.Type, and Credit(RM). The table contains three rows: (123, steve, 123, Normal (0%), 94.00), (1234, May, 016-1234567, Normal (0%), 0.00), and (123456, evan, 123456, Normal (0%), 99335.00). Each row has 'Delete' and 'Last 20 >>' buttons. Below the table is an 'Update' button. Underneath is the 'Add New Members' section with input fields for Member ID, Name, and Contact No., and a 'Save' button. The 'Topup Credit to Membercard' section is circled in red and contains input fields for Member ID (with '1234' and 'May' selected), Amount (RM) (with '50' entered), and an 'Add' button.

Effect:

This screenshot shows the same 'All Members' interface as above, but with the 'Topup Credit to Membercard' form removed. In the table, the 'Credit(RM)' for member 'May' (ID 1234) is now 50.00, which is circled in red. The 'M.Type' dropdown for 'May' is also highlighted. The rest of the interface remains the same.

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Last update: 2025/03/03 07:30



