## Expiring Bonus Points in Bulk

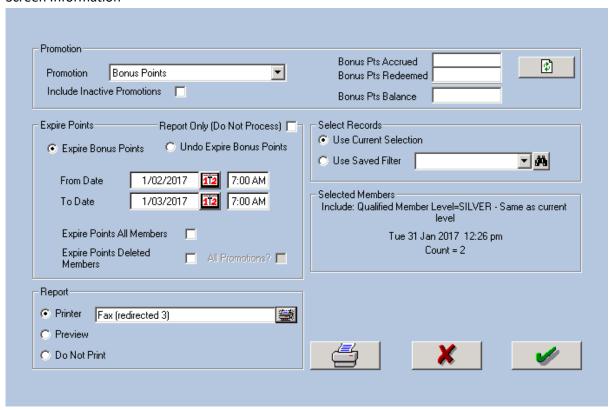


### **Expire Bonus Points**

Expire Bonus Points allows Bonus Points to be expired form the Bonus Points Account, a selected time frame, giving a choice of selected Members.

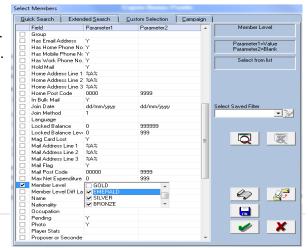
In **eMember**, from the **Utilities** menu select the **Expire Bonus Points** option. The Expire Bonus Points Screen will appear.

#### Screen Information



### Procedure

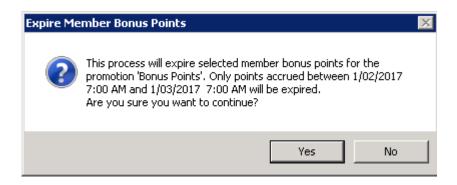
- 1. From the **Promotion** dropdown box select the **Bonus Points** option. The number of points accrued and redeemed will be displayed on the right hand side. To refresh
- 2. Click the Expire Bonus Points option.
- 3. Enter in the **From Date/Time** and **To Date/Time**.
- 4. From the **Select Records** option select the **Binoculars**.
- From the Custom Selection Tab select Member Level.
  Select the Member Levels that Bonus Points
  will be expired from. Select the Green Tick.
  Including the Non-Active Member Level.



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- 6. From the Report Panel select:
  - The **Printer** option to print a copy of the 'Bonus Points Expired Report' to the designated printer at the end of the point assignment process.
  - The Preview option to view a print preview version of the 'Bonus Points Expired Report' listing all members that were included in the selection process and the number of points expiring, or
  - The Do Not Print option not display or print the 'Bonus Points Expired Report' at the end of the process.
- 7. Select the **Green Tick** and the following window will be displayed.



8. Select the 'Yes' option and the 'All Done' window appears

