
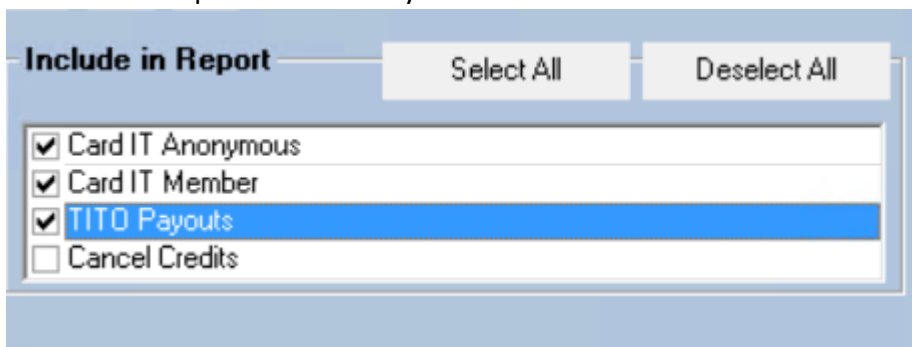


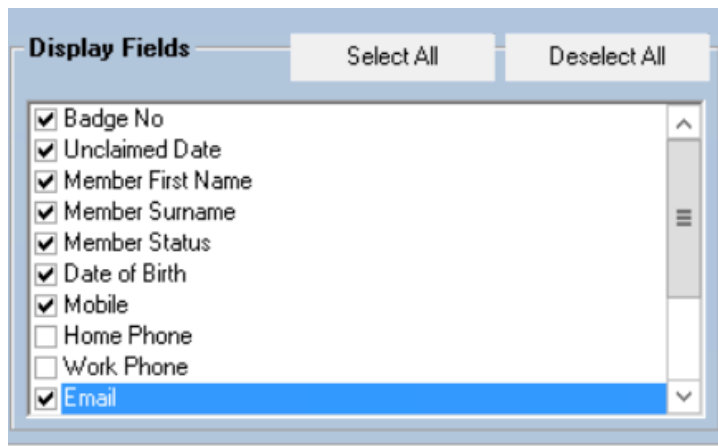
View Upcoming Unclaimed



This report allows a venue to view any upcoming unclaimed money before processing. It allows Card IT venues to contact members before the process, so they can come to the venue to withdraw their money from their account. It permits TITO venues to view tickets over 12 months old before processing.

- 1) Open **GAME** application
- 2) Click onto **Unclaimed TAB**
- 3) Select **View Upcoming Unclaimed** icon 
- 4) Enter in **Date From** and **Date To** > the date you will **next** be doing your unclaimed processing.
HINT: these dates can be both the same and will be a **future date**.
- 5) **Include in Report** > untick what is not relevant to your venue. e.g. Card IT or TITO.
HINT: you can run all reports individually.



- 6) **Display Fields** > depending on venue, tick what information you would like on the report.



- 7) **Preview** report (magnify glass) 
HINT: click onto the word **amount** on the amount column twice, this will put report into descending order from **largest** to **smallest amount**.
- 8) **Print** report if required 

Example of Report

Date	Type	Amount	Badge No	Unclaimed Date	Member First Name	Member Surname	Member Status	Date of Birth	Mobile
10/11/2019	Card IT Member	\$60.00	188	09/11/2020	Jane	Robins	Standard	12/11/1965	0414 229 7
14/11/2019	Card IT Member	\$0.25	10369	13/11/2020	John	Smith	Standard	3/01/1945	0414 229 7
15/11/2019	Card IT Member	\$0.10	10461	14/11/2020	ELIZABETH	MEGGER	Standard	15/03/1953	0414 229 7
15/11/2019	Card IT Member	\$0.05	557	14/11/2020	Jane	Robins	Standard	18/04/1992	0414 229 7
09/11/2019	Card IT Member	\$0.00	11450	08/11/2020	Jane	Robins	Standard	14/09/1946	0414 229 7