




Rocket Civic Video **SMS Member Category** **Change Routine**

INSTALLATION INSTRUCTIONS

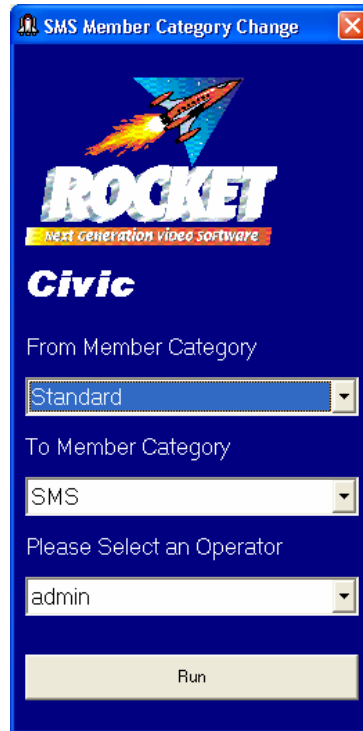
This routine allows you to move those members with a mobile phone number on file (ie, a number found with a prefix of 04 and length of 10 or 11 digits) into an SMS membership category. Those that do *not* have a mobile number will have an alert message added to their file (*GET MEMBER'S MOBILE NUMBER AT NEXT HIRE!*), so that the staff will be reminded at the time of a transaction to get a mobile number from the member.

When running the routine, you will be given a drop down list of your membership categories. You need to select which one you want to move the members from, and then select the category you want to move them to. Before running the routine ensure you have set up the SMS membership type giving it the name you like. To do this you go into ROCKET/ADMINISTRATION MENU/LIST MAINTENANCE. Select the OTHER tab and then open MEMBER TYPES.

INSTRUCTIONS FOR RUNNING THE CIVIC VIDEO SMS MEMBER CATEGORY CHANGE ROUTINE

- 1. Please run a backup before proceeding**
2. To install the program, save the file ROCKET CIVIC SMS INSTALL.ZIP from the Software for Download area on the Intranet into a folder on your hard disk. You will need to extract the single file from the zip file using Winzip (or another extraction program). Once saved to your hard disk, double click on it to install the routine. Select **NEXT** to go through each screen, then **FINISH** to exit.
3. An icon like this  will be created on your desktop called SMS MEMBER CATEGORY CHANGE.

4. Click on this icon to run the routine. You will be presented with the following screen:



SMS Member Category Change

ROCKET
next generation video software

Civic

From Member Category
Standard

To Member Category
SMS

Please Select an Operator
admin

Run

5. Choose the Member category you wish to move *from*. The routine will consider only members in this category with a mobile number.
6. Choose the Member category to move these members *to*.
7. Select your operator code. This code will be shown in the member alerts as the operator who added the alert message.
8. Select RUN to process the changes.
9. When the routine has finished you will be given a message "*Process Completed*" Select Ok and it will close the screen.
10. Check that your promotions are still relevant to the new SMS member category.

