



Version 1

Admin Area – Moving Card Numbers Between Card Sets

THE LOYALTY BOX is a combination of world-class technology, backed by a professional support team ensuring that your program is a success.

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How to Move a Card From One Card Set to Another

1. Roll your mouse over “Programs”

Home	Clients	Programs	Groups	Value Types	Reports	Rules	Campaigns	Users	Roles	Admin
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2. Mouse over “Card Sets”

3. Click “View Card Sets”

Card Sets

Program:

[New Card Set](#)

CARD SET ID	SET NAME	TOTAL	ENROLLED	AVAILABLE	VOUCHERS			
1588	Sam's Card Set	23	4	19	0	View Cards	View/Edit	Delete
1589	Sam's Vouchers	5	0	5	5	View Cards	View/Edit	Delete
1610	Test Card Set	5	2	3	0	View Cards	View/Edit	Delete

4. Click “View Cards” next to the card set you want to move the card number from

5. Highlight and copy the card number you wish to move

Program Name	Card Set	Card #	FirstName	Last Name	Phone Number	Voucher		
Sam's Demo Loyalty Program	Sam's Card Set	972624002402564				<input type="checkbox"/>	View/Edit	Delete
Sam's Demo Loyalty Program	Sam's Card Set	935018427021092				<input type="checkbox"/>	View/Edit	Delete
Sam's Demo Loyalty Program	Sam's Card Set	899644535911486				<input type="checkbox"/>	View/Edit	Delete
Sam's Demo Loyalty Program	Sam's Card Set	878079578217060				<input type="checkbox"/>	View/Edit	Delete

6. Remove the card number you have just copied from this card set by clicking “Delete”

7. Repeat steps 1-3 to view the list of your existing card sets

8. Click “View Cards” next to the card set you want to move this card number to

Card Sets

Program:

[New Card Set](#)

CARD SET ID	SET NAME	TOTAL	ENROLLED	AVAILABLE	VOUCHERS			
1588	Sam's Card Set	23	4	19	0	View Cards	View/Edit	Delete
1589	Sam's Vouchers	5	0	5	5	View Cards	View/Edit	Delete
1610	Test Card Set	5	2	3	0	View Cards	View/Edit	Delete

9. “Click “New Card”

New Card

Import Cards

10. Paste the copied card number here

Cards

Card Number:

Save

Close

11. Click "Save"

12. You will now see that the card number has been moved to the new card set as shown below:

Cards

Card Number:

Program:

Card Set:

View Available Cards:

Search

Export Cards

Program Name	Card Set	Card #	F
Sam's Demo Loyalty Program	Sam's Vouchers	972624002402584	
Sam's Demo Loyalty Program	Sam's Vouchers	934498140685135	
Sam's Demo Loyalty Program	Sam's Vouchers	905819302391126	
Sam's Demo Loyalty Program	Sam's Vouchers	861518674194056	
Sam's Demo Loyalty Program	Sam's Vouchers	823913098812584	
Sam's Demo Loyalty Program	Sam's Vouchers	691994783517473	

Support

If you have any questions, please contact The Loyalty Box.

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