

## 3.5 CHANGING THE MEMBERSHIP CARD NUMBER

If a member loses his/her membership card, a new membership card can be issued to the member. In such a case, the member details do not have to be entered again, you only have to change the membership card number.



Note:

*To change the membership card number the privilege LOAN\_RENAME – Changing membership card No is required.*

### **Procedure**

1. In the Member class, find and select the member by using one of the options (see chapter 3.6).
2. Use the **Change of membership card number** method from the shortcut menu for the selected member.

The **Membership card number** window will open. Use it to assign the new membership card number in the same way you defined the membership card number for the first time (see chapter 3.1.1).



Note:

*Once the new number is confirmed, the membership card number is changed. The action cannot be cancelled!*

3. To confirm the assigned number, click the **OK** button.  
The member editor will open displaying the new membership card number. If necessary, you can edit other member details as well.
4. To print out the new membership card label, click the **Label** button.
5. If you edited any other member details, leave the editor by clicking the **OK** button, otherwise click the **Cancel** button.

The old membership card number is automatically saved to **Invalid numbers**.



Note:

*You cannot assign an old number to a new member. If you try to use an invalid number for member identification, a warning message will appear.*