

Membership Batch Fulfillment

1. [Log In](#) to Sales.
2. Make sure that you are cashed in before starting the fulfillment process. See "[How to Cash In and Use AMS Sales to Create a Daily User Batch](#)" for further instructions.
3. Select **Support Functions** from the menu at the top of the screen. Hover the mouse over **Fulfillment** and select **Membership**. (Image 2)

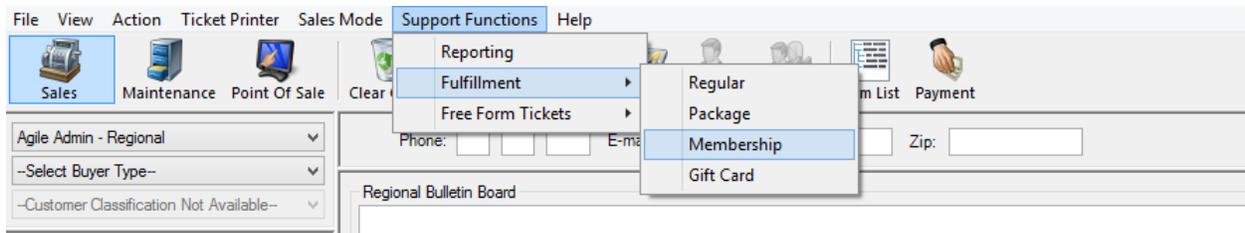


Image 2

4. Select the membership program that you want to print. (Image 3)

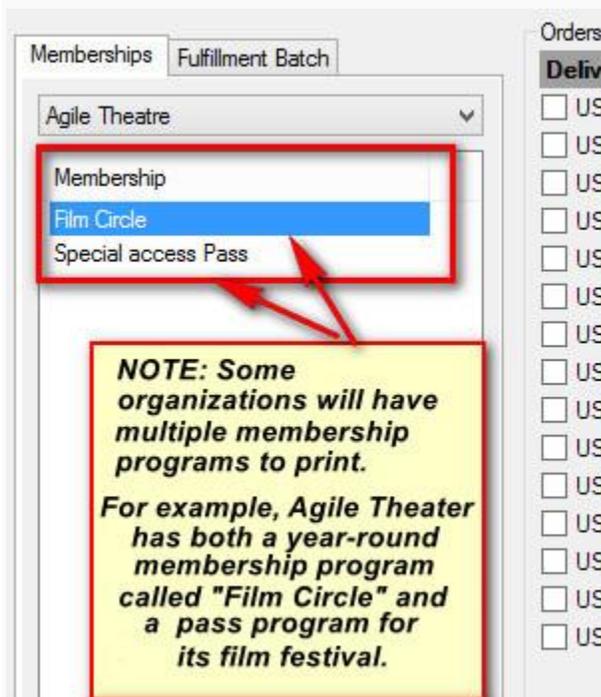


Image 3

5. Select all orders that need to be fulfilled. If you want to print the entire batch, click the **Green Check Mark** icon  at the bottom of the screen. Otherwise, check the box next to each order needing to be fulfilled. (Image 4)

Orders To Fulfill

Delivery	Order #	BuyerType	Customer #	Customer Name	Membership	Balance Due
<input checked="" type="checkbox"/> USPS First Class	5129	Web - Advanced	23679	Smith, Joe	Film Circle	\$0.00
<input checked="" type="checkbox"/> USPS First Class	5133	Web - Advanced	23679	Smith, Joe	Film Circle	\$0.00
<input checked="" type="checkbox"/> USPS First Class	5178	Web - Advanced	22241	Steward, Richard	Film Circle	\$0.00
<input checked="" type="checkbox"/> USPS First Class	5240	Web - Advanced	23679	Smith, Joe	Film Circle	\$0.00
<input checked="" type="checkbox"/> USPS First Class	5251	Web - Advanced	22241	Steward, Richard	Film Circle	\$0.00
<input checked="" type="checkbox"/> USPS First Class	5283	Web - Advanced	23679	Smith, Joe	Film Circle	\$0.00
<input checked="" type="checkbox"/> USPS First Class	5373	Web - Advanced	22241	Steward, Richard	Film Circle	\$0.00
<input checked="" type="checkbox"/> USPS First Class	5386	Web - Advanced	22241	Steward, Richard	Film Circle	\$0.00
<input checked="" type="checkbox"/> USPS First Class	5393	Web - Advanced	22241	Steward, Richard	Film Circle	\$0.00
<input checked="" type="checkbox"/> USPS First Class	5400	Web - Advanced	22241	Steward, Richard	Film Circle	\$0.00
<input checked="" type="checkbox"/> USPS First Class	5430	Web - Advanced	22241	Steward, Richard	Film Circle	\$0.00
<input checked="" type="checkbox"/> USPS First Class	5445	Web - Advanced	22241	Steward, Richard	Film Circle	\$0.00
<input checked="" type="checkbox"/> USPS First Class	5474	Web - Advanced	23200	burkett, Shane	Film Circle	\$0.00
<input checked="" type="checkbox"/> USPS First Class	5586	Web - Advanced	23679	Smith, Joe	Film Circle	\$0.00
<input checked="" type="checkbox"/> USPS First Class	5830	Web - Advanced	22241	Steward, Richard	Film Circle	\$0.00

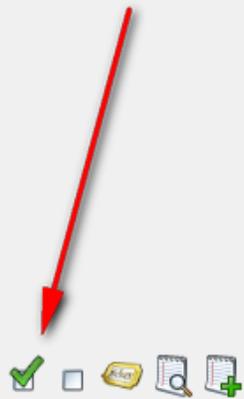


Image 4

6. Click the **Ticket** icon  at the bottom of the screen.

7. The **Fulfillment Options** window will open. Uncheck the **Print Payment Receipts** box. Select the **Print Membership** radial button. From the list of **Available Printers**, select a

printer and move it to the **Selected Printers** list. Click **OK** to start printing your membership cards/passes. (Image 5)

Selected Options

Header Format: No Header Print

Order Receipt: No Receipt Print

Print Payment Receipts:

Sort Orders By: Last Name

Batch Description: Fulfilling orders for Film Circle.

How to fulfill memberships: Save membership info to file
C:\Users\stewardhc\Documents\Mem Browse

Print memberships

Available Printers: [Empty]

Selected Printers: Printer (Tickets)

Fulfillment Summary

Form Types: Card
0 Headers
1 Tickets/Vouchers
0 Receipts
1 Total

OK Cancel

Image 5

8. Some organizations send new members **Welcome Letters** to thank them for their purchase, detail their benefits, and give them their membership card. To print the letters, switch to **Administration**. Click **File**, hover over **Switch**, and select **Administration**. (Image 6)

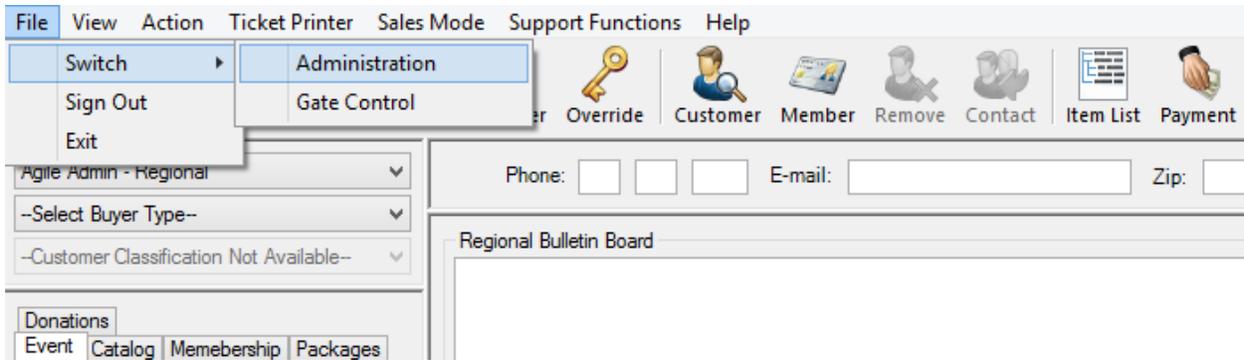


Image 6

9. Select the **Corporate Organization** icon . Click the **Customer** folder and select **Emails and Letters**. (Image 7)

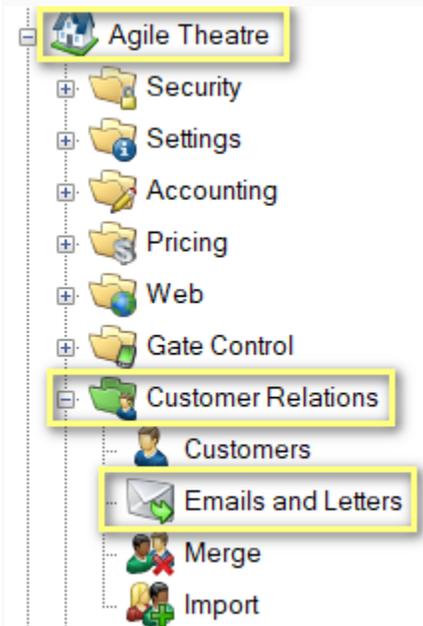


Image 7

10. In the **Emails and Letters** box, double-click the **Welcome Letter**. (Image 8)

12. In the **Set Parameters** pop-up window, select the batch that you printed in steps 2 through 6 and click **OK**. (Image 10)

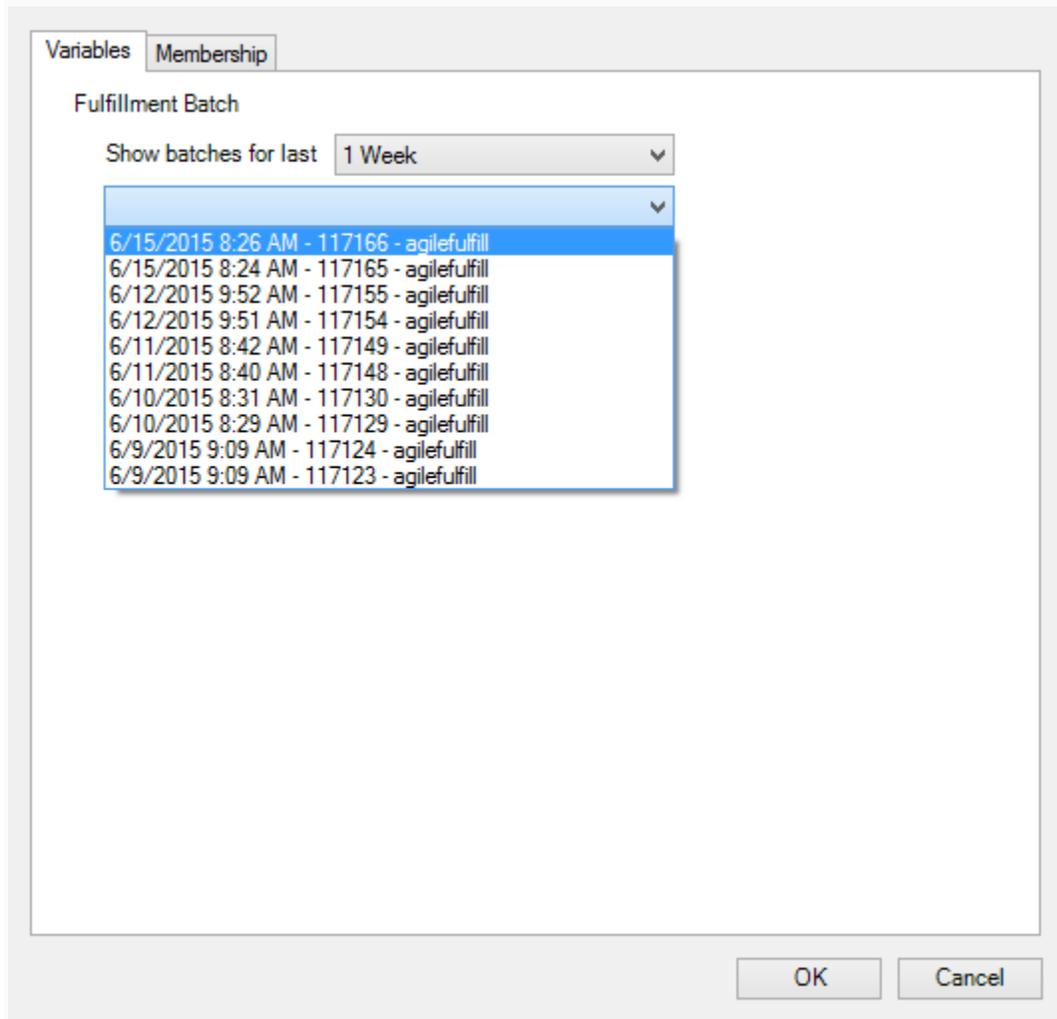


Image 10

13. Click the **Preview** tab. Then, select the **Show All** button. This will show all the welcome letters for this batch of fulfillment. Finally, click **Print**. (Image 11)

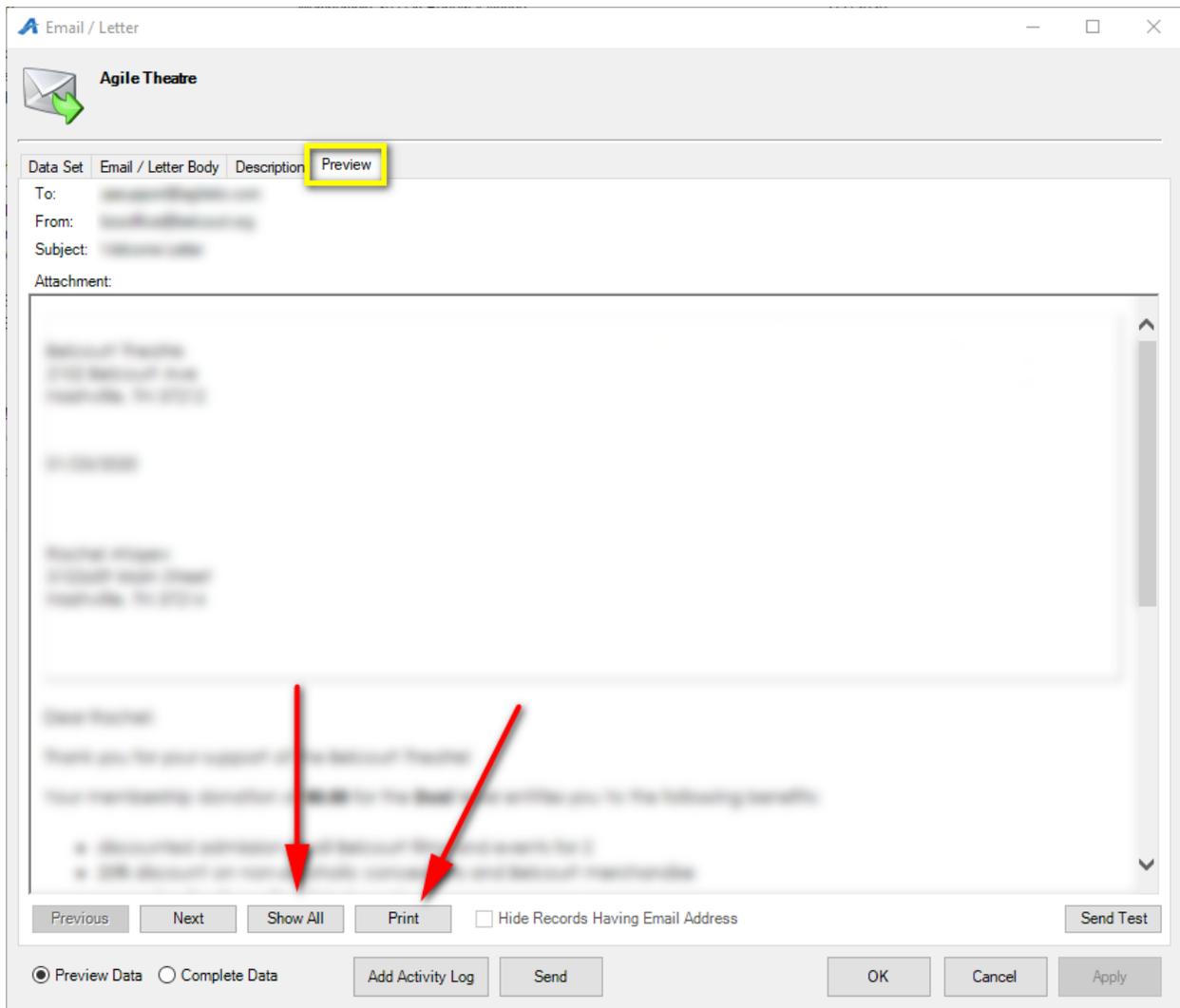


Image 11

14. A PDF of all the letters will open. Click the printer icon to print to your selected document printer.