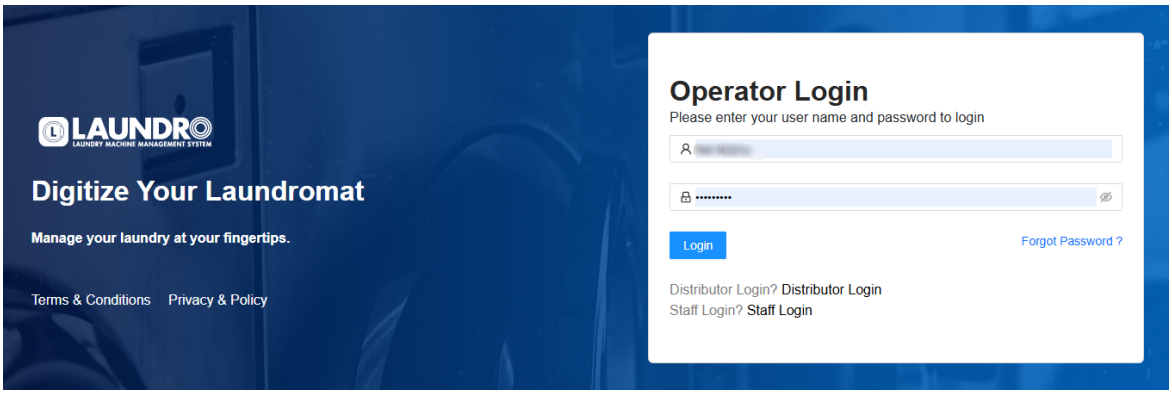
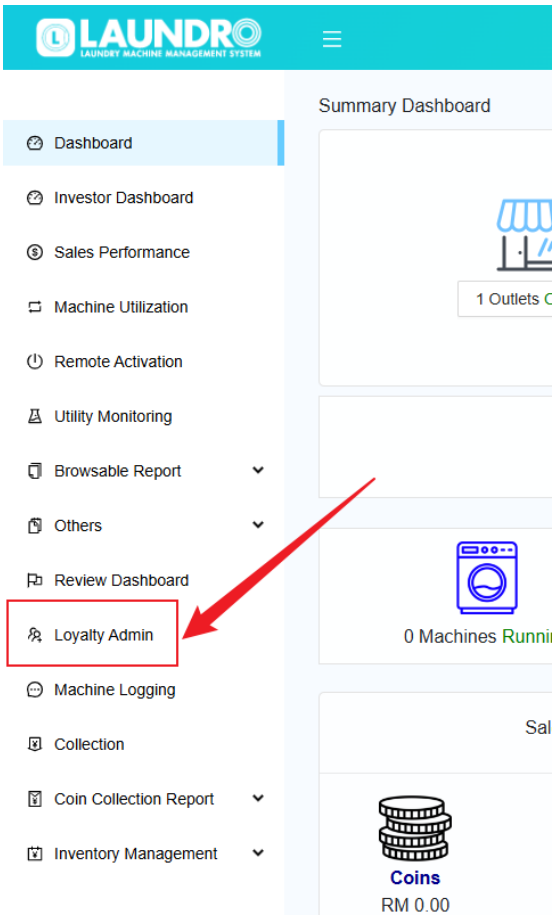
How to Cancel Voucher / Remove Credit or Stamp

A) How To Chancel Voucher

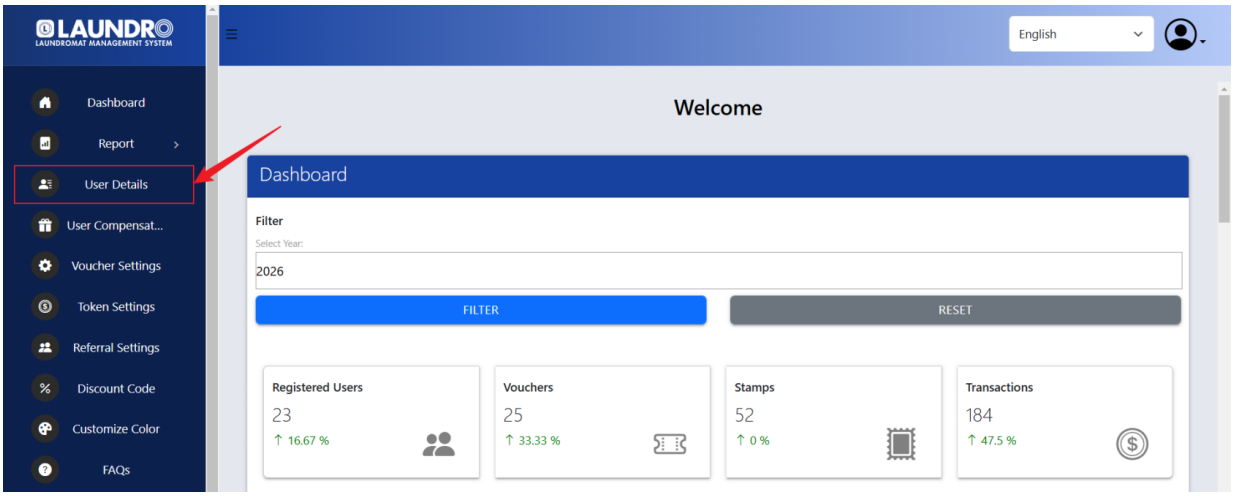
1) Log in to your Laundro Operator account.



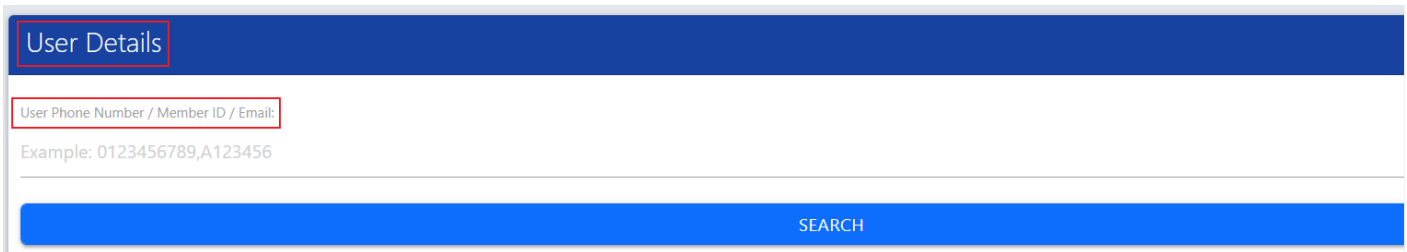
2) On the page, click on **"Loyalty Admin"** in the left-hand column.



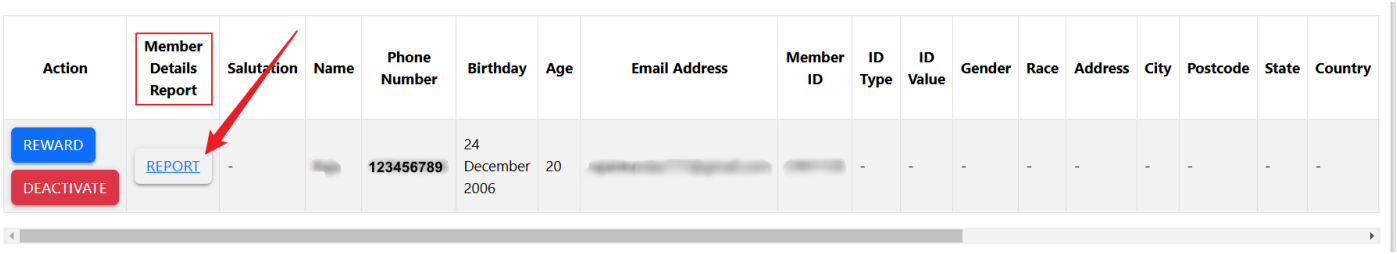
3) On the Loyalty Admin page, click on "User Details".



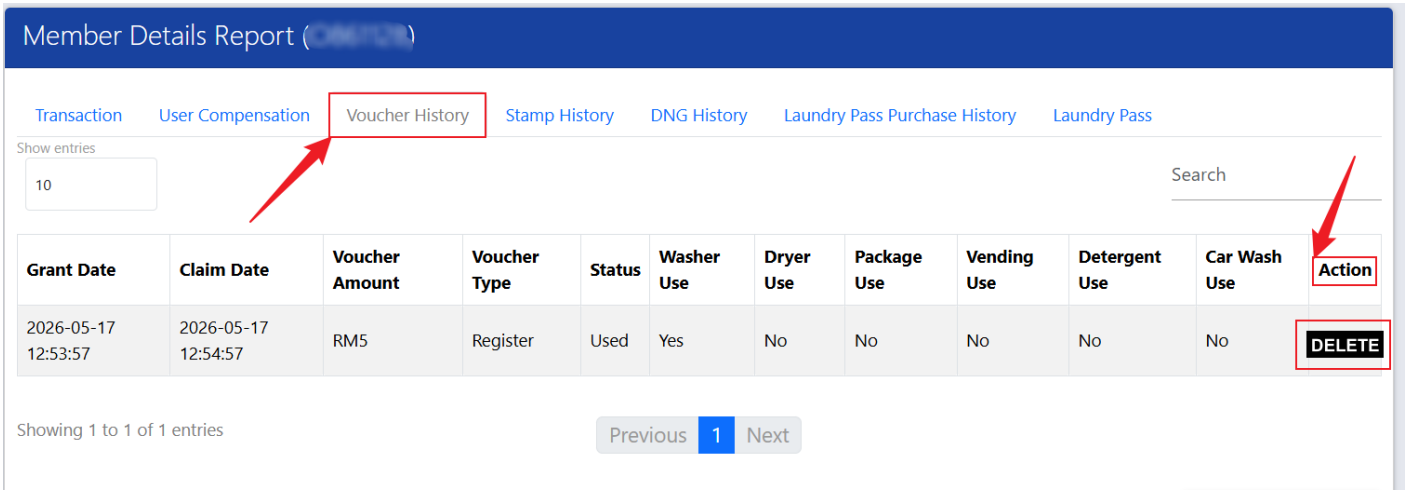
4) Under **"User Details"**, you can search for a user using their **Phone Number**, **Member ID**, or **Email Address.**



5) Under **"Member Details Report"**, click on **"REPORT"**.

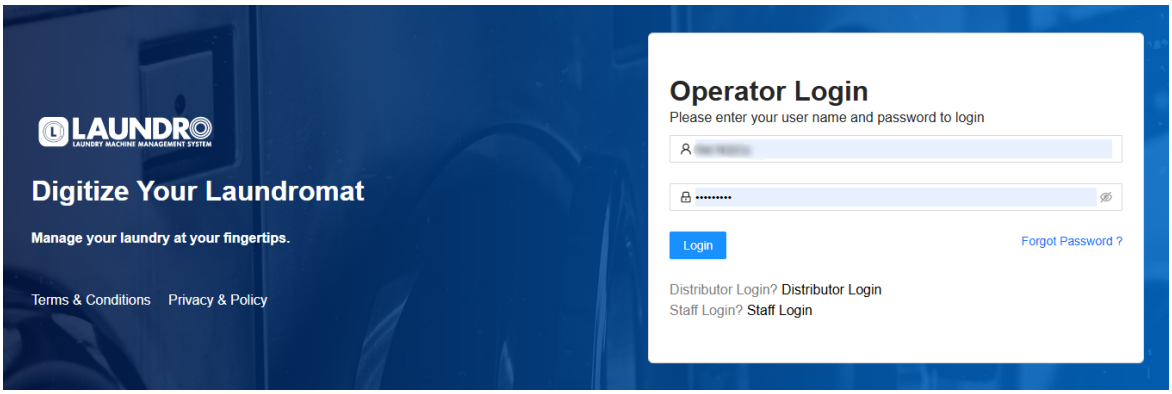


6) Click on **"Voucher History"**. Under the **"Action"** column, click the Delete icon to remove the voucher.

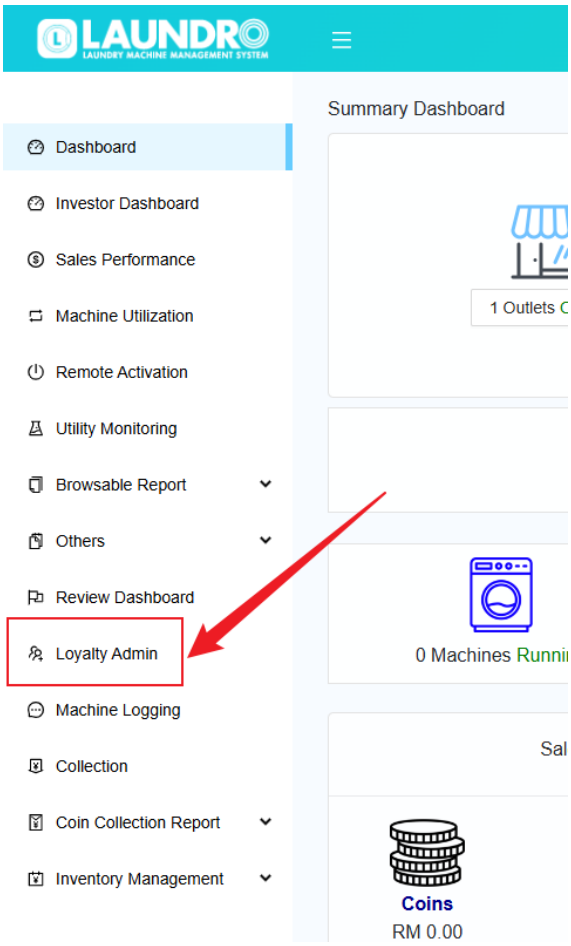


B) Remove Credit Or Stamp

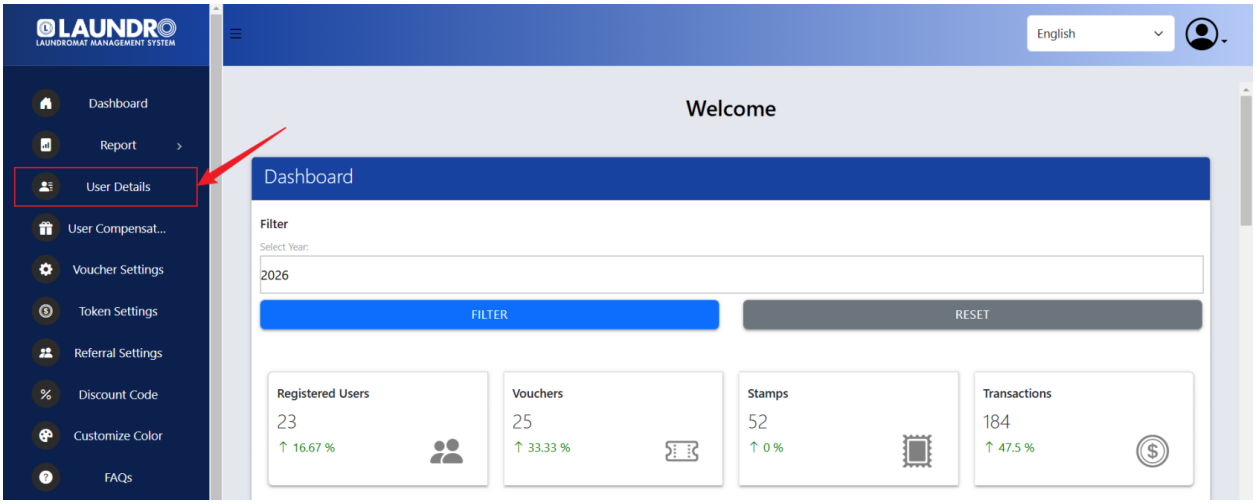
1) Log in to your Laundro Operator account.



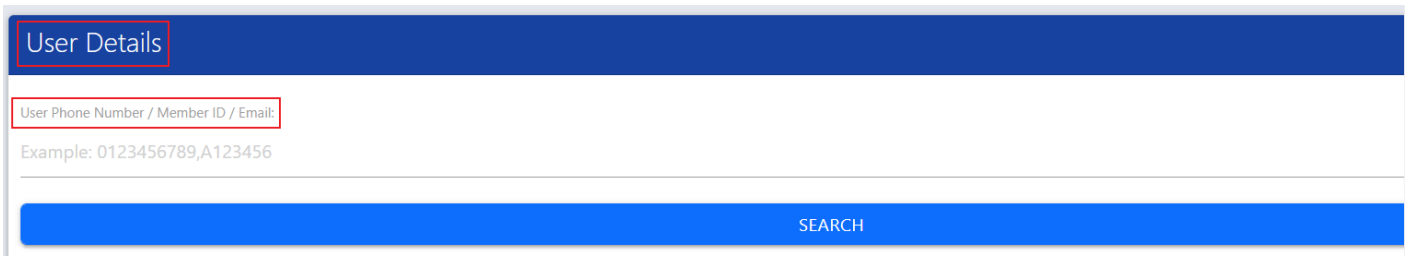
2) On the page, click on **"Loyalty Admin"** in the left-hand column.



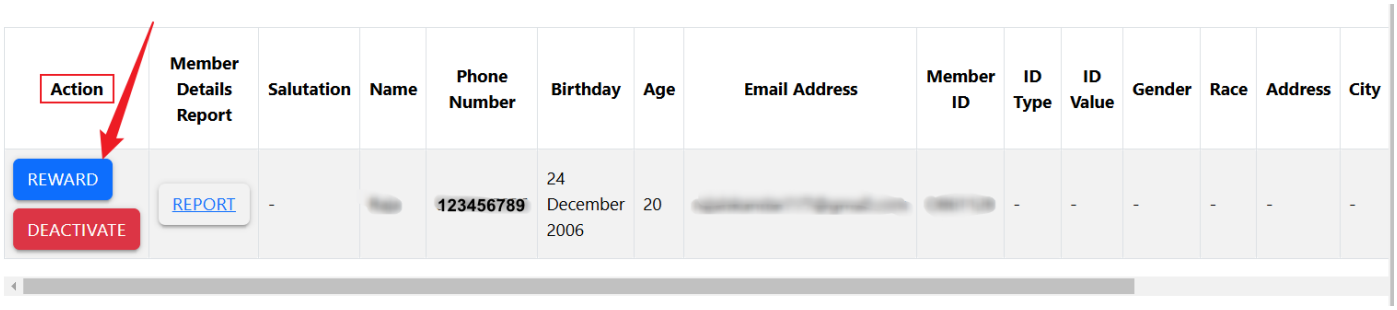
3) On the Loyalty Admin page, click on "User Details".



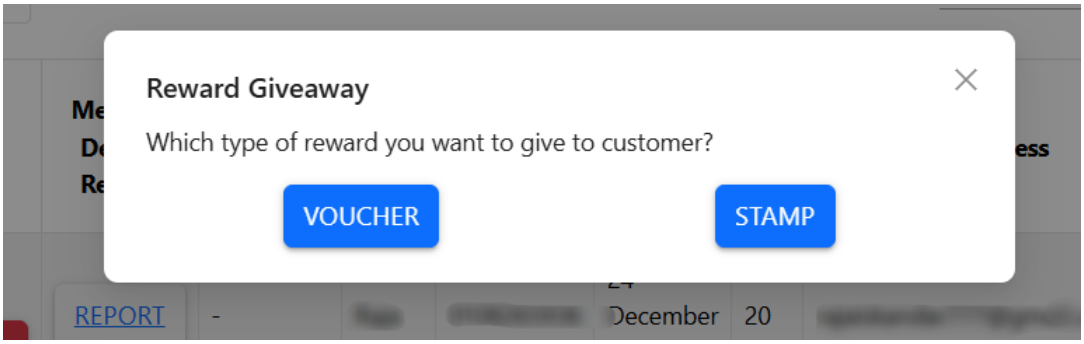
4) Under **"User Details"**, you can search for a user using their **Phone Number**, **Member ID**, or **Email Address.**



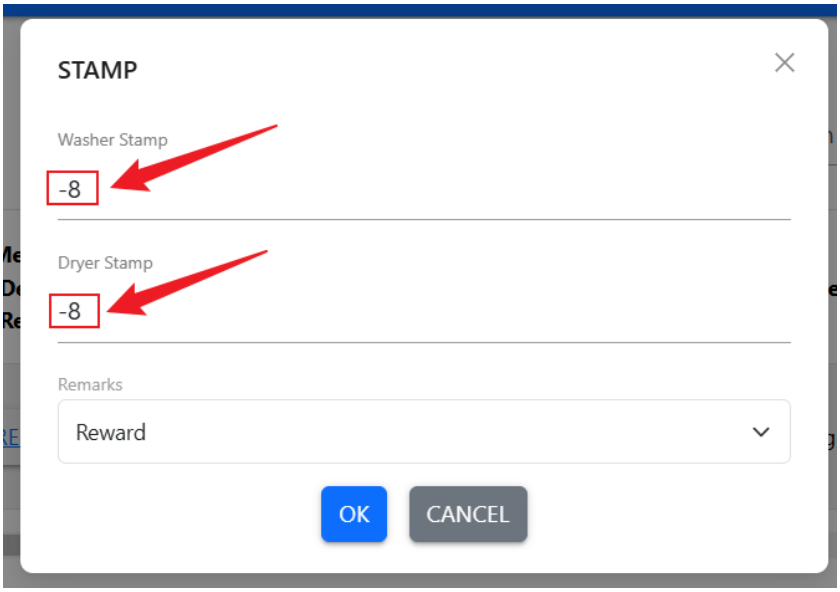
5) Under the "**Action**" column, click on "**REWARD**".



6) Click on prefer reward VOUCHER or STAMP.



7) To remove credit, enter a negative **(-)** sign before the amount shown, then click **"OK"**.



8) Once the process is completed, the credit will be removed.

Revision #3
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