Transferring Cards and Card Reports

Change Owner (whole series)

Select one or more series, click **Actions → Change Owner**, choose the manager and click **Submit**. All cards of the series move to that manager.

- You can only give cards to yourself or your sub-managers.
- No money moves. Settle payment with the manager separately (for example with Deposit / Withdrawal).

Required permission: Cards - Change Owner

Change Owner (Range)

Gives **part** of a series to another manager, for example 100 cards of a 1,000-card series. Only unused cards are moved, into a new series owned by the new manager.

- **Count** mode: enter how many cards to move (the maximum available is shown).
- **Advanced** mode: enter From Id and To Id. From Id must be the first card of the series, and the range must stay within one series.

Required permission: Cards - Change Owner (Range)

Cards Transfer Log

Reports → Cards Transfer Log lists all card transfers: date, old owner, new owner, quantity, series, unit value, total value, range and who made the transfer. Filter by manager, old owner, new owner and more, and export to Excel.

Required permission: Report - Cards Transfers Log

Cards Usage

Reports → Cards Usage shows how many refill cards were used and their total value, with a chart by card value. Choose a manager (includes their sub-managers) or **User Control Panel** (cards redeemed by subscribers), set the dates, and click refresh.

Required permission: Report - Cards Usage

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