

香港灣仔軒尼詩道48-62號上海實業大廈11樓1102室

Rm 1102, Shanghai Industrial Investment Buliding, 48-62 Hennessy Road, Wan Chai, Hong Kong Tel: 2520 5128 Fax: 2520 6636 E-mail: wem@hkb2b.com.hk Website: http://hkb2b.com.hk

# Booking Control - Finish past booking

When staff are expected to only handle bookings of the current day, users can setup booking controls to prevent staff from finishing past bookings.

#### Users can change booking controls in Booking > Setup

Finish past booking

Control = except authorised users, all others cannot finish past booking

Users can set individual staff to bypass existing booking controls, to finish past bookings.

#### Go to Staff > Staff > Select Staff > Edit

Finish past booking Allow

### Finish a booking at Booking > Therapist table



If the staff is not set to override booking controls on finishing past bookings, a reminder will show up on the booking table

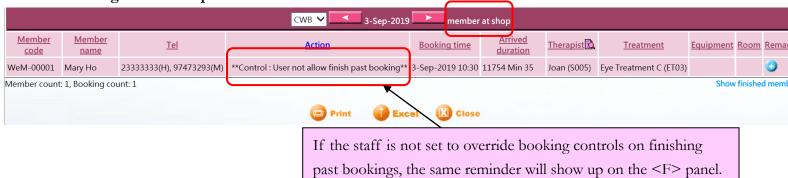


香港灣仔軒尼詩道48-62號上海實業大廈11樓1102室

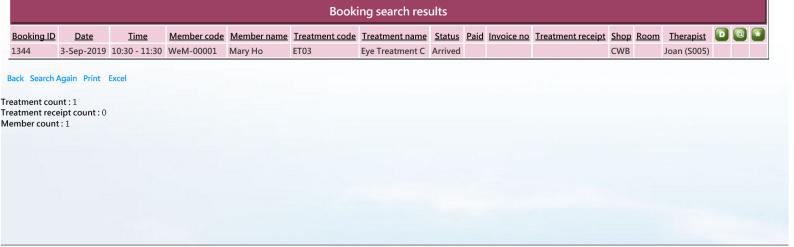
HKB2B Limited

Rm 1102, Shanghai Industrial Investment Buliding, 48-62 Hennessy Road, Wan Chai, Hong Kong Tel: 2520 5128 Fax: 2520 6636 E-mail: wem@hkb2b.com.hk Website: http://hkb2b.com.hk

Finish a booking at the <F> panel



## Finish a booking at Booking > Search



Booking ID Status Arrived time Booking date Booking time Treatment Therapist Room Create booking staff Create booking time Last updated staff Last updated time Ren

1344 Arrived 11-Sep-2019 3-Sep-2019 10:30 - 11:30 ET03 Eye Joan Unspecified Ivy Lee(beauty) 4-Sep-2019, 16:25 Ivy Lee(beauty) 11-Sep-2019,

14:24 Treatment room 14:24 C

 Member group
 Name
 Member code

 VIP Gold
 Mary Ho
 WeM-00001

Modify | Undo arrive | Ready | \*\*User not allow finish past booking\*\* | Remove | Remark |

If the staff is not set to override booking controls on finishing past bookings, the same reminder will show up on the booking search page.