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

Finish a booking at the <F> panel

Member code	Member name	Tel	Action	Booking time	Arrived duration	Therapist	Treatment	Equipment	Room	Rema...
WeM-00001	Mary Ho	23333333(H), 97473293(M)	**Control : User not allow finish past booking**	3-Sep-2019 10:30	11754 Min 35	Joan (S005)	Eye Treatment C (ET03)			

Member count: 1, Booking count: 1   Show finished memb...

Print   Excel   Close

If the staff is not set to override booking controls on finishing past bookings, the same reminder will show up on the <F> panel.

Finish a booking at Booking > Search

Booking search results

Booking ID	Date	Time	Member code	Member name	Treatment code	Treatment name	Status	Paid	Invoice no	Treatment receipt	Shop	Room	Therapist			
1344	3-Sep-2019	10:30 - 11:30	WeM-00001	Mary Ho	ET03	Eye Treatment C	Arrived				CWB		Joan (S005)			

Back   Search Again   Print   Excel

Treatment count : 1
Treatment receipt count : 0
Member count : 1

Booking ID	Status	Arrived time	Booking date	Booking time	Treatment	Therapist	Room	Create booking staff	Create booking time	Last updated staff	Last updated time	Rem...
1344	Arrived	11-Sep-2019 14:24	3-Sep-2019	10:30 - 11:30	ET03 Eye Treatment C	Joan	Unspecified room	Ivy Lee(beauty)	4-Sep-2019, 16:25	Ivy Lee(beauty)	11-Sep-2019, 14:24	

Member group	Name	Member code
VIP Gold	Mary Ho	WeM-00001

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

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.