New/ Modify Booking

Main page > Booking > Select booking table you need

HKB2B Limited @ WeM
HKB2B Support (beauty) in operations

Master

Member

Booking

Point of sale

Promotion

Inventory

Staff

Commission

Report

Finance

Online system

Beauty vendor

Integrated table
Therapist table
Room table
Equipment table
Time out
Locker
Search
Survey
Booking history
Report
Setup

switch to Mobile system

Apply own leave
Approve leave
Staff leave calendar
Product consumption
Print 1T password
中文

Your password is expired, please change

Sign In

[Logout]

Company announcement

Nil announcement

New Booking

The cursor will automatically go to the member box, and the user can input all or part of the member code, phone no., ID card or name. The system will identify the member based on the data and display the member's personal details. 。

1 Select the booking date and shop

2 Input member

3 Select the start and finish time at the appropriate therapist

4 Confirm the booking information is correct, click <OK>

training1.wem.com.hk 說

Mr Chan Dai Ming
 booking b2b support at
2 Oct 2022, 11:00 am - 12:00 pm

確定   取消

5 Successfully created booking

HKB2B Limited

香港灣仔軒尼斯道 48-62 號上海實業大廈 11 樓 1102 室

Room 1102, Shanghai Industrial Investment Building, 48-62 Hennessy Road,
Wan Chai, Hong Kong

Tel: (852) 2520 5128   Fax: (852) 2520 6636

Email: cs@hkb2b.com.hk   Website: http://hkb2b.com.hk

Add same-day order booking

Time	A b2b support	Shift Mandy	A Ben	A HKB2B Support	Unspecified
09:00 am					
09:30 am					
10:00 am					
10:30 am					
11:00 am	WeM-00002 •Unspecified room •Unspecified treatment				
11:30 am					
12:00 pm					
12:30 pm					
01:00 pm					
01:30 pm					

1 Select booking

Same Day Move | Date | Purchased Treatment | Treatment | Therapist | Room
Available therapist | Available room | Available equipment | Available time

Booking ID	Date	Booking time	Treatment	Therapist	Room	Create booking staff	Last updatedStaff
126	2-Oct-2022	11:00 am - 12:00 pm	Unspecified treatment category	b2b support	Unspecified	HKB2B Support(beauty)	HKB2B Support(beauty)

Back | Modify | Reconfirm | Arrive | Ready | Cancel | No Show | Finish | Remove | Remark | Booking reminder | Comment

2 Press <Modify>

3 Click the booking's box

4 Press <R>

Member : Mr. Chan Dai Ming (WeM-00002)   Member group : New   [Account] [History] [Install] [Details] [Document] [Close]

Booking ID	Shop	Date	Time	Treatment	Therapist	Room		R
Confirmed booking :								
126	Wanchai	2-Oct-2022(Sun)	11:00 am - 12:00 pm	Unspecified treatment category	b2b support	Unspecified room	Remove	☑

5 Successfully added same-day order booking

Member : Mr. Chan Dai Ming (WeM-00002)   Member group : New   [Account] [History] [Install] [Details] [Document] [Close]

Booking ID	Shop	Date	Time	Treatment	Therapist	Room		R
Latest booking :								
127	Wanchai	2-Oct-2022(Sun)	12:00 pm - 01:00 pm	Unspecified treatment category	b2b support	Unspecified room	Remove	☐
Confirmed booking :								
126	Wanchai	2-Oct-2022(Sun)	11:00 am - 12:00 pm	Unspecified treatment category	b2b support	Unspecified room	Remove	☐

Copy booking to other date

Time	A b2b support	Shift Mandy	A Ben	A HKB2B Support	Unspecified
09:00 am					
09:30 am					
10:00 am					
10:30 am					
11:00 am	WeM-00002 •Unspecified room •Unspecified treatment				
11:30 am					
12:00 pm					
12:30 pm					
01:00 pm					
01:30 pm					

1 Select booking

Same Day Move — Date — Purchased Treatment — Treatment — Therapist — Room

Available therapist — Available room — Available equipment — Available time

D @ ★ F !

Booking ID	Date	Booking time	Treatment	Therapist	Room	Create booking staff	Last updatedStaff
126	2-Oct-2022	11:00 am - 12:00 pm	Unspecified treatment category	b2b support	Unspecified	HKB2B Support(beauty)	HKB2B Support(beauty)

Back | Modify | Reconfirm | Arrive | Ready | Cancel | No Show | Finish | Remove | Remark | Booking reminder | Comment

2 Press <Modify>

3 Click the booking's box

Member : Mr. Chan Dai Ming (WeM-00002) **Member group :** New   Account History Install Details Document Close

Booking ID	Shop	Date	Time	Treatment	Therapist	Room	R
Confirmed booking :							
126	Wanchai	2-Oct-2022(Sun)	11:00 am - 12:00 pm	Unspecified treatment category	b2b support	Unspecified room	Remove ☑

4 Press < Calendar >

◀		Oct				▶
◀		2022				▶
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Today   2022 October ▼

5 Select the date

6 Successfully copied the booking to the selected date

Member : Mr. Chan Dai Ming (WeM-00002) **Member group :** New   Account History Install Details Document Close

Booking ID	Shop	Date	Time	Treatment	Therapist	Room	R
Latest booking :							
128	Wanchai	9-Oct-2022(Sun)	11:00 am - 12:00 pm	Unspecified treatment category	b2b support	Unspecified room	Remove ☐
Confirmed booking :							
126	Wanchai	2-Oct-2022(Sun)	11:00 am - 12:00 pm	Unspecified treatment category	b2b support	Unspecified room	Remove ☐

Modify booking

Time	A b2b support	Shift Mandy	A Ben	A HKB2B Support	Unspecified
09:00 am					
09:30 am					
10:00 am					
10:30 am					
11:00 am	WeM-00002				
	•Unspecified room •Unspecified treatment				
11:30 am					
12:00 pm					
12:30 pm					
01:00 pm					
01:30 pm					

1 Select booking

2 Press <Function Key> to edit this booking information

| Same Day Move | Date | Purchased Treatment | Treatment | Therapist | Room |
| Available therapist | Available room | Available equipment | Available time |

D @ * F !

Booking ID	Date	Booking time	Treatment	Therapist	Room	Create booking staff	Last updatedStaff
126	2-Oct-2022	11:00 am - 12:00 pm	Unspecified treatment category	b2b support	Unspecifiec	HKB2B Support(beauty)	HKB2B Support(beauty)

Back Modify | Reconfirm | Arrive | Ready | Cancel | No Show | Finish | Remove | Remark | Booking reminder | Comment

2 or press <Modify> go to editing page

Booking that are being edited are grayed

Press<Close> to leave

Member : Mr. Chan Dai Ming (WeM-00002) Member group : New

Account History Install Details Document Close

Booking ID	Shop	Date	Time	Treatment	Therapist	Room	R
Latest booking :							
128	Wanchai	9-Oct-2022(Sun)	11:00 am - 12:00 pm	Unspecified treatment category	b2b support	Unspecified room	Remove ☐
Confirmed booking :							
126	Wanchai	2-Oct-2022(Sun)	11:00 am - 12:00 pm	Unspecified treatment category	b2b support	Unspecified room	Remove ☐

Press <Remove> delete booking

Modify booking   Prepared by: HKB2B Support (beauty)   Apply to All   D @ * F

Shop Wanchai   Date 2-Oct-2022(Sun)   Time 11:00 am to 12:00 pm   Interval Day   Count (Maximum 10)

Selected therapist
Not specified
b2b support (ST03)

Selected room
Not specified
Room 1

Selected equipment

Treatment   Keyword   Code: or
All treatment
Unspecified / 30 mins / $0

Remark: Please select ☐ Update Mr Chan Dai Ming (WeM-00002) same day all booking

Submit   Cancel

Modify all bookings information on the same day

Member : Mr. Chan Dai Ming (WeM-00002) **Member group :** New						Account	History	Install	Details	Document	Close
Booking ID	**Shop**	**Date**	**Time**	**Treatment**	**Therapist**	**Room**		R
Confirmed booking :								
126	Wanchai	2-Oct-2022(Sun)	11:00 am - 12:00 pm	Unspecified treatment category	b2b support	Unspecified room	Remove	☐
130	Wanchai	2-Oct-2022(Sun)	12:00 pm - 01:00 pm	Unspecified treatment category	b2b support	Unspecified room	Remove	☐

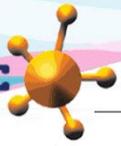1 Press <Apply to All>

Modify booking   **Prepared by:** HKB2B Support (beauty)   Apply to All   D @ * F

Shop Wanchai   **Date** 2-Oct-2022(Sun)   **Time** 11:00 am to 12:00 pm   **Interval** [ ] Day   **Count** [ ] (Maximum 10)

Selected therapist
Not specified
b2b support (ST03)

Selected room
Not specified
Room 1

Selected equipment

Treatment   Keyword [ ]   Code: [ ] or
All treatment
Unspecified / 30 mins / $0

Remark: Please select ☐ Update Mr Chan Dai Ming (WeM-00002) same day all booking   Submit   Cancel

Apply to all

2 Check and change the required

☐	**Date**	2 ▾	Oct ▾	2022
☐	**Start time**	09:00 am ▾		
☑	**Therapist**	Not specified / b2b support (ST03) / Ben (ST02) / HKB2B Support (beauty) ▾		
☐	**Room**	Not specified / Room 1 / Room 2 / Room 3		

3 Press <Submit>

Submit   Cancel

4 Successfully modified all bookings on the same day

Member : Mr. Chan Dai Ming (WeM-00002) **Member group :** New						Account		
Booking ID	**Shop**	**Date**	**Time**	**Treatment**	**Therapist**	**Room**		R
Confirmed booking :								
126	Wanchai	2-Oct-2022(Sun)	11:00 am - 12:00 pm	Unspecified treatment category	Ben	Unspecified room	Remove	☐
130	Wanchai	2-Oct-2022(Sun)	12:00 pm - 01:00 pm	Unspecified treatment category	Ben	Unspecified room	Remove	☐

Modify individual booking information

After the user chooses to modify the booking | Edit booking date and time

Modify booking	Prepared by: HKB2B Support (beauty)		Apply to All			D @ * F
Shop Wanchai	Date 2-Oct-2022(Sun)	Time 11:00 am to 12:00 pm	Interval	Day	Count	(Maximum 10)

Selected therapist
Not specified
b2b support (ST03)

Selected room
Not specified
Room 1

Selected equipment

Treatment
Keyword | Code: | or
All treatment
Unspecified / 30 mins / $0

Remark: Please select ☐ Update Mr Chan Dai Ming (WeM-00002) same day all booking

Submit   Cancel

System default only shows "Selected therapist", user can select others

Press [Selected therapist], view "Available therapist"

Available therapist
Not specified
b2b support (ST03)
Ben (ST02)
HKB2B Support (beauty)
Mandy (ST01)

Press again to view [All therapist]

All therapist
Not specified
b2b support (ST03)
Ben (ST02)
HKB2B Support (beauty)
Mandy (ST01)

Press ⇄ convert therapist code and name

All therapist
Not specified
b2b support (ST03)
Ben (ST02)
HKB2B Support (beauty)
Mandy (ST01)

Press 🕐 view the therapist schedule, you can use the same function to view the schedule of the room and equipment

Booking schedule date : ← 2 / Oct / 2022 to 2 / Oct / 2022 Quick select →

Ben (ST02) booking schedule

2-Oct-2022 (Sunday)

10:00 am - 11:00 am
11:00 am - 12:00 pm : WeM-00002, Chan Dai Ming, Unspecified treatment
12:00 pm - 01:00 pm : WeM-00002, Chan Dai Ming, Unspecified treatment
01:00 pm - 07:00 pm

Enter the keyword/ code of the treatment name and hit <ENTER> to select others

Modify booking   Prepared by: HKB2B Support (beauty)   Apply to All   D @ * F

Shop Wanchai   **Date** 2-Oct-2022(Sun) [田]   **Time** 11:00 am ∨ to 12:00 pm ∨   **Interval** [   ] Day ∨   **Count** [   ] (Maximum 10)

Selected therapist   Not specified / b2b support (ST03)   **Selected room**   Not specified / Room 1   **Selected equipment**

Treatment   Keyword [   ]   Code: [   ]   or
All treatment ∨
Unspecified / 30 mins / $0 ∨ ⇄

Remark: Please select ∨ ☐ Update Mr Chan Dai Ming (WeM-00002) same day all booking   Submit   Cancel

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or select "Purchased treatment"

Treatment   Keyword [   ]   Code: [   ]   or
Purchased treatment (Invoiced) ∨
6AD / Aroma-Detox Full Body Wrap Treatment / 60 mins / Available:1 / Quantity:1 / / $588 ∨ ⇄

The system displays the treatment code, name, required time, balance, purchase quantity and treatment value

You can also choose "treatment category "

Body Treatment ∨
T02 / Sweedish Aroma Massage / 60 mins / $580 ∨ ⇄

The system displays the treatment code, name, required time and treatment value

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Modify booking   Prepared by: HKB2B Support (beauty)   Apply to All   D @ * F

Shop Wanchai   **Date** 2-Oct-2022(Sun) [田]   **Time** 11:00 am ∨ to 12:00 pm ∨   **Interval** [   ] Day ∨   **Count** [   ] (Maximum 10)

Selected therapist   Not specified / b2b support (ST03)   **Selected room**   Not specified / Room 1   **Selected equipment**

Treatment   Keyword [   ]   Code: [   ]   or
All treatment ∨
Unspecified / 30 mins / $0 ∨ ⇄

Remark: Please select ∨ ☐ Update Mr Chan Dai Ming (WeM-00002) same day all booking   Submit   Cancel

Select analysis code and input booking remarks

Press <Submit> to save