



Designated therapist (D), booking with multiple therapists (T), user defined booking icon (@ * F ! # % ? -)

Settings of user defined booking icon (@ * F ! # % ? -) can be found at Booking > Setup > Booking field/icon setup

Users can input the meaning of the icons to suit the needs of the company.

Booking field/icon setup	
@	Special guest
*	Therapist's guest
F	Follow up action is needed
!	Iced water is needed
#	No show
%	Turn off the music
?	Lost contact
-	Turn down the a/c

'T' : booking with multiple therapists

'D' : Designated therapist

'*' : Therapist's guest

'!' : Iced water is needed

'%' : Turn off the music

'@' : Special Guest

'F' : Follow up action is needed

'#' : No show

'?' : Lost contact

'-' : Turn down the a/c

Time	Coey Wong	Fionna Ng	Natalie Leung	May Lau	Boey Wan	Michelle Lam	Maggie Wong
12:15 pm	B004 @ * T			B004 * T	B004 !		B007 -
12:30 pm	•Ms Wendy So •90040000(M) •Rm D (微針療法)	B002 D @ R: 1. 醫生打 2. 六點後唔好打電話		•Ms Wendy So •90040000(M) •Rm D (微針療法)	•Ms Tam Lei Ming •90050000 50050000(M) •Rm E (皇冠冷激光頭部護理) •極速光Dealight		•Ms Leung Sigi •90070000(M) •Rm C (肌膚再生面部護理)
12:45 pm							
01:00 pm		Ms Winnie •90020000(M) •Rm B (紅外線減肥溶脂)	B003 •Mr Johnny Au •90030000(M) •Rm A (Eyes活性更生護理)				
01:15 pm				B004 F	B005 #		
02:00 pm				•Ms Wendy So •90040000(M) •Rm D (古法線面脫面毛)	•Ms Tam Lei Ming •90050000 50050000(M) •Rm E (皇冠冷激光頭部護理) •極速光Dealight		
02:15 pm							
02:30 pm						B006 % ?	
						•Ms Toby Lau •90060000(M) •Rm A (淨化面部)	



Adding an icon to a booking / removing an icon from a booking

Time	Coey Wong	Fionna Ng	Natalie Leung	May Lau	Boey Wan	Michelle Lam	Maggie Wong
12:15 pm	B004 D * T			B004 D * T	B005 !		B007 -
12:30 pm	•Ms Wendy So •90040000(M) •Rm D (微針療法)	B002 D @ R: 1. 需醫生 打針 2. 六點後唔好打 電話 •Ms Winnie •90020000(M) •Rm B (紅外線減肥溶脂)	B003 Mr Johnny Au •90030000(M) •Rm A (Eyes活性更生護理)	•Ms Wendy So •90040000(M) •Rm D (微針療法)	•Ms Tam Lei Ming •90050000 50050000(M) •Rm E (皇冠冷激光頭部護理) •極速光Dealight	B006 % •Ms Toby Lau •90060000(M) •Rm F (冷凍纖脂減肥療程)	•Ms Leung Gigi •90070000(M) •Rm C (肌膚再生面部護理)
12:45 pm							
01:00 pm							
01:15 pm				B004 F	B005 #		
01:30 pm				•Ms Wendy So •90040000(M) •Rm D (古法線面脫面毛)	•Ms Tam Lei Ming •90050000 50050000(M) •Rm E (皇冠冷激光頭部護理) •極速光Dealight		
01:45 pm							
02:00 pm	1. Click on a booking in which an icon should be added / removed from.						
02:15 pm						B006 ? •Ms Toby Lau •90060000(M) •Rm A (淨化面部)	
02:30 pm							

同日移動預約

日期

已購買護理

護理

美容師

房間

可預約美容師

可預約房間

可預約儀器

2. Select and click on the appropriate icons to add/remove icons.

The icon 'T' - booking with multiple therapists

Time	Coey Wong	Fionna Ng	Natalie Leung	May Lau
12:15 pm	B004 D * T			B004 D * T
12:30 pm	•Ms Wendy So •90040000(M) •Rm D (微針療法)	B002 D @ R: 1. 需醫生 打針 2. 六點後唔好打 電話 •Ms Winnie •90020000(M) •Rm B (紅外線減肥溶脂)	B003 Mr Johnny Au •90030000(M) •Rm A (Eyes活性更生護理)	•Ms Wendy So •90040000(M) •Rm D (微針療法)
12:45 pm				
01:00 pm				
01:15 pm				
01:30 pm				B004 F
01:45 pm				•Ms Wendy So •90040000(M) •Rm D (古法線面脫面毛)
02:00 pm				
02:15 pm				
02:30 pm				

The icon 'T' will be shown when a booking is assigned to multiple therapists. It cannot be added / removed manually.