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# Function of Waiting List

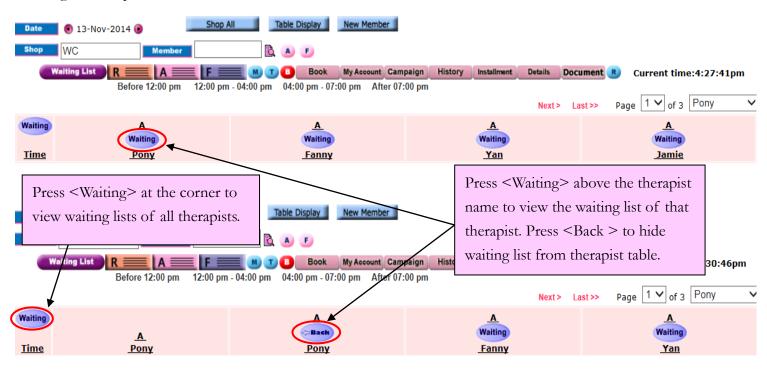
-Waiting list column will be displayed next to the normal booking column after pressing <Waiting>.

-To hide waiting list press <Back>.

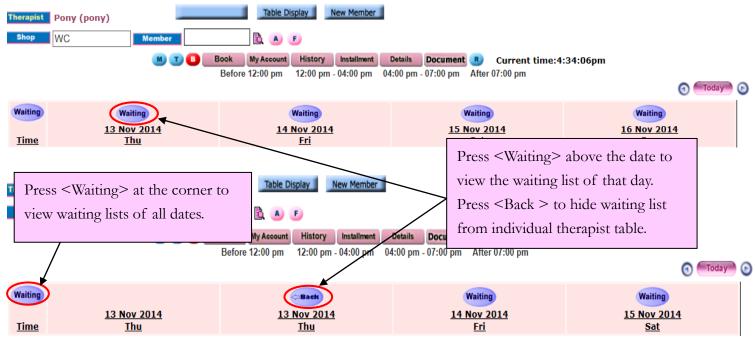
-Waiting list will be displayed in purple color.

# View waiting list

Booking > Therapist table



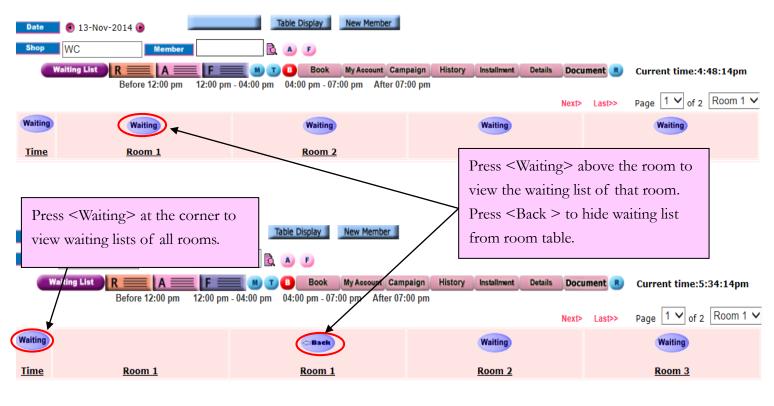
#### Booking > Individual therapist table





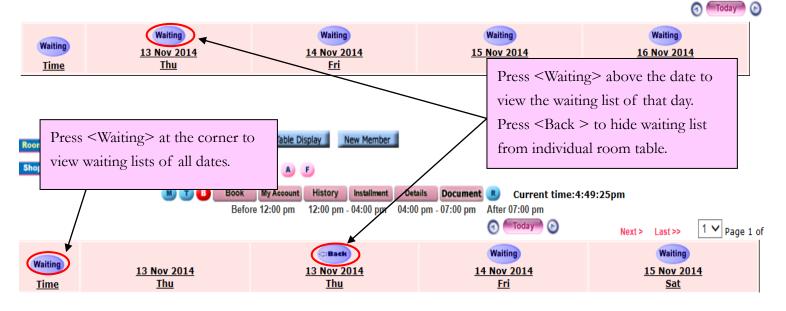
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# Booking > Room table

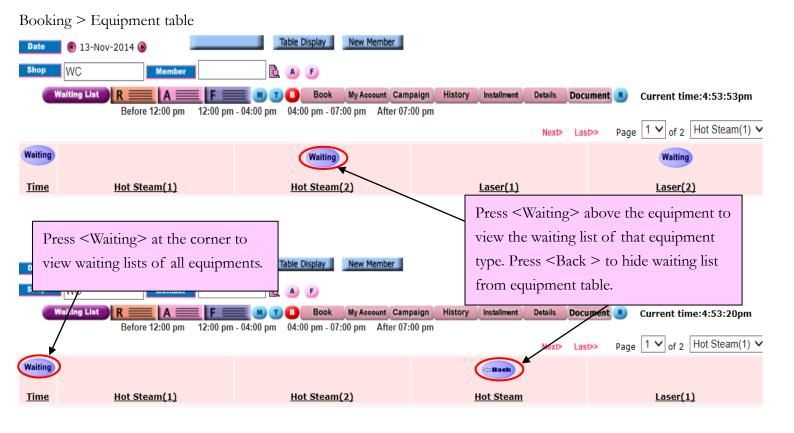


#### Booking > Individual room table

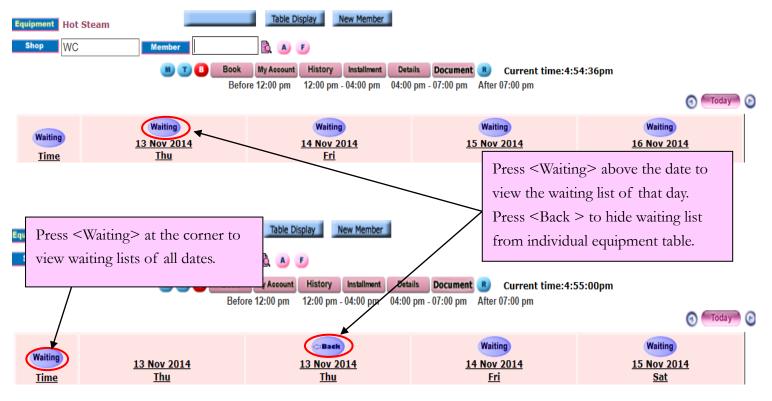








# Booking > Individual equipment table





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#### Two ways to add new booking on waiting list

## 1. Create booking on Waiting list column

## Booking > Therapist table

Date	💽 🕄 13-Nov-2014 👂 📃 Sho	All Table Display New Member			
Shop	WC Member WeM-	00002 🖹 📣 🕑 Sign tr 🛛 Sign inv			Ms Wong Man
	Waiting List	M T Book My Account Carr		ont Details Doct	ument 🗷 Current time:5:49:39pr
	Before 12:00 pm 12:00 p	m - 04:00 pm 04:00 pm - 07:00 pm After 07	:00 pm	Next > La	Ist >> Page 1 V of 3 Pony
Waiting		A	<u>A</u>		A
<u>Time</u>	<u>A</u> <u>Pony</u>	Pony	Waiting Fann	×	<u>Waiting</u> <u>Yan</u>
04:00 pm				Press the ti	me slot of start and
				end time at	nd select <submit> to</submit>
04:15 pm				confirm wa	aiting list booking.
04:30	WeM-00012 •Ms Ho Daisy	網頁訊息	x		
pm 04:45	•311 •04:30 pm-05:00 pm				
pm	•CNT	Ms Wong Man			
05:00 pm		booking Pony at 13 Nov 2014, 04:3	0 pm - 05:00 pm		
05:15 pm		***Waiting list***			
05:30			取消		
pm		VEAC			
05:45 pm					

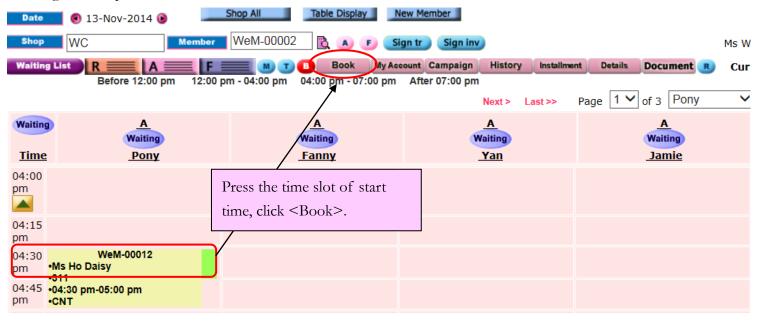
Waiting <u>Time</u>	<u>A</u> Pony	A Back Pony	A Waiting Fanny	A Waiting <u>Yan</u>
04:00 pm 04:15 pm			Booking on v displayed in p	vaiting list will be ourple.
04:30 pm	WeM-00012 •Ms Ho Daisy •311 •04:30 pm-05:00 pm •CNT	WeM-00002 NT •Ms Wong Man •313 •04:30 pm-05:00 pm •Unspecified treatment		



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#### 2. Create booking using <Book>

#### Booking > Therapist table



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New booking		Booked by: ()						D @
Shop WC	D	ate 13-Nov-2014(Thu)	Time 04:30 pr	m ✔ to 05:00 pm ✔	Interval	Day 🗸	Count	(Maximum 1
Selected therap	vist	Not specified Pony (pony) [N/A]	Selected room	m Not specified Room 1		Selected equip	oment Laser(2)	
Treatment		eatment N	Code:	or				
Remark: Pleas	se select	<ul> <li>✓</li> </ul>	press <submit< th=""><th>ry information and t to waiting list&gt;.</th><th></th><th>Submit to waiting</th><th>list Submit</th><th></th></submit<>	ry information and t to waiting list>.		Submit to waiting	list Submit	
Member : Ms. Deposit : \$80		lan (WeM-00002) Me	Booking is sho	own is purple line.		Account History In	stall Details Docum	ent Close
Booking ID	Shop	Date	Time	Treatme	ent	Therapist	Room	
Latest bookin	<u>ng :</u>					*		
315	WC	13-Nov-2014(Thu)	04:30 pm - 05:00 pm	WHITEN NT Whitening Ne	eck Treatm	ent Pony	Unspecified room	Remove 🗆

Waiting <u>Time</u>	<u>A</u> Pony	A Back Pony	A Waiting Fanny	A Waiting <u>Yan</u>	
04:00 pm					
04:15 pm				waiting list will be	
F	WeM-00012 •Ms Ho Daisy •311	WeM-00002 NT •Ms Wong Man	displayed in	purple.	
04:45 pm	•04:30 pm-05:00 pm •CNT	•315 •04:30 pm-05:00 pm •WHITEN NT			



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# Waiting list remarks

Waiting list remark is auto-generated and shown in blue fonts.

Waiting <u>Time</u>	<u>A</u> <u>Pony</u>	A Back Pony	A Waiting Fanny	A Waiting Yan
04:00 pm				
04:15 pm			NT: assigned therapist	not
04:45	WeM-00012 •Ms Ho Daisy •311 •04:30 pm-05:00 pm •CNT	WeM-00002 •Ms Wong Man •315 •04:30 pm-05:00 pm •WHITEN NT	available within booking	g sections.

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Waiting		Back	Waiting	Waiting
<u>Time</u>	<u>Room 1</u>	<u>Room 1</u>	Room 2	Room 3
04:30 pm				
04:45 pm			<b>NR</b> : assigned room no	
05:00 pm	WeM-00005 •Ms. Ng Jay •317	•Ms. Wong Man	within booking section	S.
	•05:00 pm-05:30 pm •EXP. FT	•316 •05:00 pm-05:30 pm •CNT		

Waiting			Back		
<u>Time</u>	Hot Steam(1)	Hot Steam(2)	Hot Steam		Laser(1)
09:00 am			ſ	NE	
09:15 am					igned equipment not e within booking sections.
09:30 am	WeM-00009 \$ •Ms. Lee Bobo	WeM-00010 \$ •Ms. Ng Pony	WeM-00014 •Ms. Li Tammy		
09:45 am	•319 •09:30 am-10:00 am	•318 •09:30 am-10:00 am •CNT	•320 •09:30 am-10:00 am •CNT		



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Waiting	<u>A</u> Pony	A Back Pony	A Waiting Fanny	A Waiting Yan	
p 04:30					
pm 04:45 pm			NTR: assigned therapi		
05:00	WeM-00012 •Ms Ho Daisy •321	WeM-00002 •Ms Wong Man	available within bookin	g sections.	
	•05:00 pm-05:30 pm •HERBAL M	•316 •05:00 pm-05:30 pm •CNT			

Waiting			Back	
<u>Time</u>	Hot Steam(1)	Hot Steam(2)	Hot Steam	Laser(1)
09:00 am			NTE: assigned	therapist and equipment
09:15 am			not available w	ithin booking sections.
09:30 am	WeM-00009 \$ •Ms. Lee Bobo	WeM-00010 \$ •Ms. Ng Pony	WeM-00014 •Ms. Li Tammy	
am	•319 •09:30 am-10:00 am •CNT	•318 •09:30 am-10:00 am •CNT	•320 •09:30 am-10:00 am •CNT	

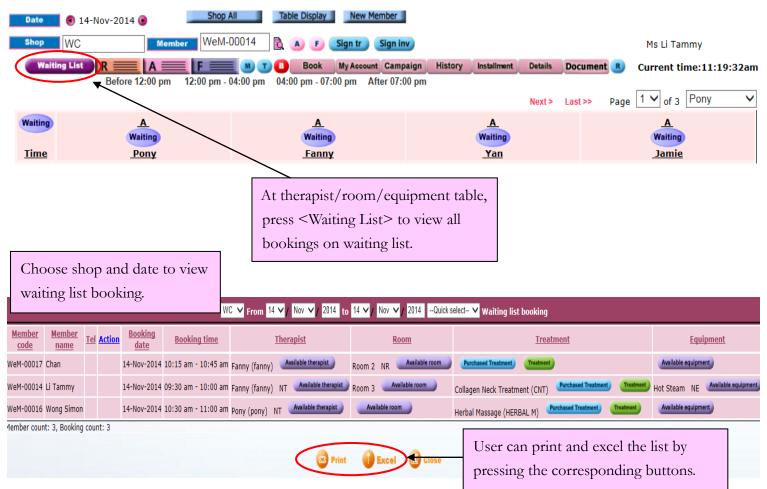
Waiting		Back	Waiting	Waiting	
<u>Time</u>	<u>Room 1</u>	<u>Room 1</u>	<u>Room 2</u>	Room 3	
09:00 am					
09:15 am			NRE: assigned room a	1 1	
09:30 am	WeM-00010 \$ •Ms. Ng Pony	WeM-00014 •Ms. Li Tammy	available within bookin	ng sections.	
09:45 am	•318 •09:30 am-10:00 am •WHITEN NT	•320 •09:30 am-10:00 am •CNT			

Waiting		Back	Waiting	Waiting
<u>Time</u>	Room 1	<u>Room 1</u>	<u>Room 2</u>	Room 3
09:00 am				
09:15 am			<b>NTRE</b> : assigned therap	
09:30 am	WeM-00010 \$ •Ms. Ng Pony	WeM-00014 NTRD •Ms. Li Tammy	not available within boo	king sections.
09:45 am	•318 •09:30 am-10:00 am •WHITEN NT	•320 •09:30 am-10:00 am •CNT		



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## Waiting list panel



				WC	✓ From 14 ✓ / Nov N	2014 to	14 ∨ / Nov ∨ / 2014Quick	select 🗸 Waiting list l	booking		
Member code	<u>Member</u> name	Te Action	<u>Booking</u> <u>date</u>	Booking time	<u>Therapist</u>		Room		<u>Treatment</u>		<u>Equipment</u>
WeM-00017	Chan		14-Nov-2014	10:15 am - 10:45 am	Fanny (fanny) Available th	herapist	Room 2 NR Available room	Purchased Treatment	Treatment		Available equipment
WeM-00014	Li Tammy		14-Nov-2014	09:30 am - 10:00 am	Fanny (fanny) NT 🏼 Avail	able therapist	Room 3 Available room	Collagen Neck Treatme	ent (CNT)	Treatment Treatment	Hot Steam NE Available equipme
WeM-00016	Wong Simon		4-Nov-2014	10:30 am - 11:00 am	ony (pony) NT Availab	le therapist	Available room	Herbal Massage (HERB	AL M) Purchased Trea	tment Treatment	Available equipment
equi	oment	to be is not	t availat	if therapist le. Replace king from	<sup>2</sup>	Dom - Internet	Excel 🗵 Close		· 1	Available 1	
						R	Room			^	
				Room 3	Room	4	Room 5	Roo	m 6		
					Apply to	All	👔 Submit 🛛 🗵 Close				



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WC V From 14 V / Nov V 2014 to 14 V / Nov V 2014 -Quick select- V Waiting list booking											
Member code	<u>Member</u> <u>name</u>	<u>Tel</u>	<u>Action</u>	<u>Booking</u> <u>date</u>	Booking time	<u>Therapist</u>	<u>Room</u>	<u>Treatment</u>	<u>Equipment</u>		
WeM-00017	Chan		Confir	1-Nov-2014	10:15 am - 10:45 am	Fanny (fanny) Available therapist	Room 4 Available room	Purchased Treatment	Available equipment		
WeM-00014	Li Tammy			14-Nov-2014	09:30 am - 10:00 am	Fanny (fanny) NT Available therapist	Room 3 Available room	Collagen Neck Treatment (CNT) Purchased Treatment	Hot Steam NE Available equipment		
WeM-00016	Wong Simon	1		14-Nov-2014	10:30 am - 11:00 am	Pony (pony) NT Available therapist	Available room	Herbal Massage (HERBAL M) Purchased Treatment	Available equipment		
fember count: 3, Booking count: 3 Now user can press <confirm> to move booking to normal time slot.</confirm>											
WC V From 14 V / Nov V / 2014 to 14 V / Nov V / 2014 -Quick select- V Waiting list booking											
<u>Member</u> <u>code</u>	<u>Membe</u> name	- 16	<u>el</u> <u>Action</u>	<u>Booking</u> <u>date</u>	<u>Booking time</u>	<u>Therapist</u>	<u>Room</u>	Treatment	<u>Equipment</u>		
WeM-00014	Li Tammy			14-Nov-2014	09:30 am - 10:00 am	Fanny (fanny) NT Available therapist	Room 3 Available room	Collagen Neck Treatment (CNT) Purchased Treatment	Hot Steam NE Available equipment		
WeM-00016	Wong Sim	ion		14-Nov-2014	10:30 am - 11:00 am	Pony (pony) NT Available therapist	Available room	Herbal Massage (HERBAL M) Purchased Treatment	Available equipment		
Member cou	Member count: 2, Booking count: 2										

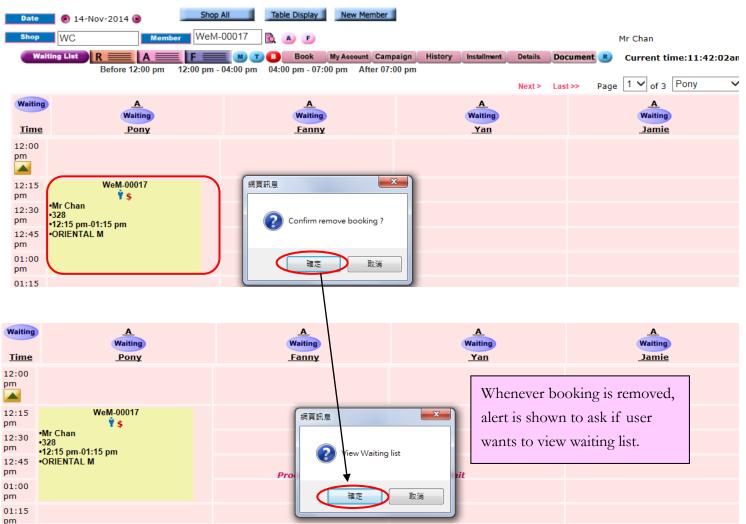
Print 🚺 Excel 🗵 Close

Date	🗧 🕙 14-Nov-2014 🕑 📃 Shop	All Table Display New Member	1									
Shop WC Member WeM-00014 🖹 🔺 🕫 Sign tr Sign inv Ms Li Tammy												
Waiting List R A F F B Book My Account Campaign History Installment Details Document B Current time:11:17:56am												
	Before 12:00 pm 12:00 pm -	04:00 pm 04:00 pm - 07:00 pm After 07:	00 pm Next > Las	t>> Page 1 V of 3 Pony V								
Waiting	A Waiting	A Waiting	<u>A</u> Waiting	Waiting								
<u>Time</u>	Pony	Fanny	Yan	Jamie								
am												
09:30 am		WeM-00010 \$ •Ms Ng Pony		WeM-00009 \$ •Ms Lee Bobo								
09:45 am		•318 •09:30 am-10:00 am •WHITEN NT	MeM-00019 •Ms Toby •324 Booking is di	•319 isplayed in booking								
10:00 am			•09:45 am-11:00 am	onfirmed booking.								
10:15 am		WeM-00017 •Mr Chan										
	WeM-00014 \$ •Ms Li Tammy •322	•325 •10:15 am-10:45 am •Unspecified treatment										
10:45	•222 •10:30 am-11:00 am •CNT											



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#### Replace canceled booking with Waiting list booking



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WC V From 14 V / Nov V / 2014 to 14 V / Nov V / 2014 -Quick select- V Waiting list booking																	
Member code	<u>Member</u> <u>Tel</u> <u>Action</u>			1	Booking Booking time		<u>Therapist</u>			Room		Treatment					
WeM-0001	5 Chan David	(	Confi		4-Nov-2014	12:15 p	m - 12:45 pm	n Pony (pony) Available therapist			Available room		Herbal Massage	(HERBAL M)	Purchased Treatment	Treatment	
WeM-0001	4 Li Tammy			14	4-Nov-2014	09:30 ai	m - 10:00 am	Fanny (fanny)	) NT	Available thera	apist R	Room 3 🛛 🗛	ilable room	Collagen Neck Tr	eatment (CN1	) Purchased Treatmen	Treatment
WeM-0001	6 Wong Simon			14	4-Nov-2014	10:30 ai	m - 11:00 am	Pony (pony)	NT	Available therapis	st	Available room		Herbal Massage	(HERBAL M)	Purchased Treatment	Treatment
Member co	unt: 3, Booking	count	:: 3					5	0	list book ss <con< td=""><td>0</td><td></td><td></td><td></td><td></td><td></td><td></td></con<>	0						
Waiting	Waitin				mov	oking to	o normal time slot.			A Vaiting Yan			A Waiting Jamie				
12:00 pm																	
12:30	•Mr Chan Da •327 •12:15 pm-1	ivid	M-0001:	5													
12:30			om			J											



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#### Waiting list reason

