

Delete member

Information of a member can be deleted at Member > Member record > Search > Select Member > Delete.

Member basic search

Join shop	CTL
Member group	All VIP 試做
Member code	B001
Name	
Identity card	
Gender	All
Birth month	All
Age	to
Age group	All
Telephone	Have mobile telephone <input type="checkbox"/> No mobile telephone <input type="checkbox"/>
Address	
Email	Have email <input type="checkbox"/> No email <input type="checkbox"/>
Member discount	%
Join date	/ / To / / Quick select
Consultant	All All All
Therapist	All All All

1. Enter member search criterion and press <Enter>.

Member search results

Member code	Member name	Telephone	Email	Member group
B001	Annie 王小敏	22223333, 90010000		黃金VIP

2. Press the member column.

View member

Member group	黃金VIP
Member code	B001
Name	Ms Annie 王小敏
Last name	
First name	
English name	Annie
Chinese name	王小敏

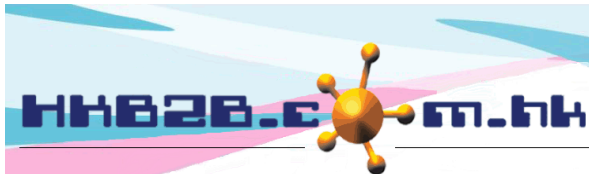
Personal Information

Identity card	A000999
Gender	Female
Birth day	17-Dec-1982
Age	31y
Age group	29 to 38
Occupation	Management
Educational Level	University Graduate

Contact

Home telephone	22223333
Office telephone	
Mobile telephone	90010000
Pager	
Fax	
Email	
Home address	九龍灣箭祿街33號協誠樓8樓B室

3. Press <Delete>.



Member record will not be removed completely. It will remain in the system database. The member will be moved to a 'Deleted' member group.

Member search results				
Member code	Member name	Telephone	Email	Member group
B001 (Deleted)	Annie 王小敏	22223333, 90010000		Delete

Undelete member

Member can undo delete at Member > Member record > Search > Select Member > Undelete.

Member search results				
Member code	Member name	Telephone	Email	Member group
B001 (Deleted)	Annie 王小敏	22223333, 90010000		Delete

1. Press the member column.

View member	
Member group	黃金VIP
Member code	B001
Name	Ms Annie 王小敏
Last name	
First name	
English name	Annie
Chinese name	王小敏

2. View member information.

Personal Information	
Identity card	A000999
Gender	Female
Birth day	17-Dec-1982
Age	31y
Age group	29 to 38
Occupation	Management
Educational Level	University Graduate

Contact	
Home telephone	22223333
Office telephone	
Mobile telephone	90010000
Pager	
Fax	
Email	
Home address	九龍灣蔣兆禧街33號協誠樓8樓B室

3. Press <Undelete>.