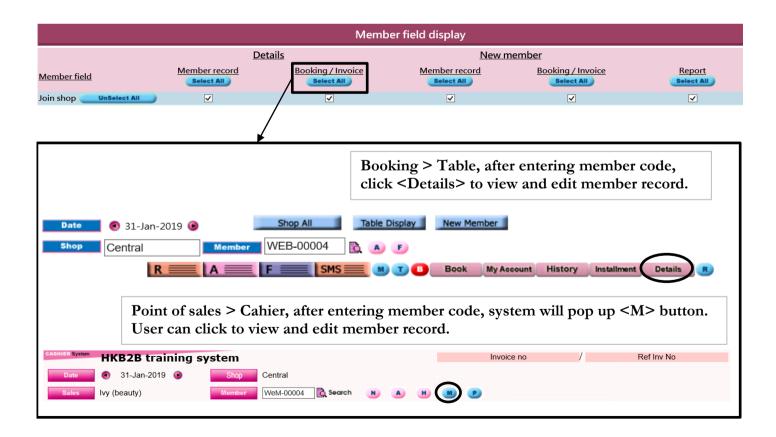


H K B 2 B L i m i t e d 香港灣仔軒尼斯道 48-62 號上海寶業大廈 11 樓 1102 室 Room 1102, Shanghai Industrial Investment Building, 48-62 Hennessy Road, Wan Chai, Hong Kong Tel: (852) 2520 5128 Fax: (852) 2520 6636

## Member fields display setup

Field display can be set up at Member > Member record > Display.

|   |                             |                       | Memb                              | er field display          |  |                      |
|---|-----------------------------|-----------------------|-----------------------------------|---------------------------|--|----------------------|
|   |                             | <u>Details</u>        |                                   | New                       |  |                      |
| Member field                                      | Member record<br>Select All |                       | ing / Invoice<br>elect All        | Member record             | Booking / Invoice                          | Report<br>Select All |
| loin shop UnSelect All                            |                             |                       | <b>√</b>                          |                           |  | <b>v</b>             |
|   |                             |                       |                                   |                           |  |                      |
|   |                             |                       |                                   | View member               |  |                      |
| Member group                                      |                             | Golden Level VIP      |                                   |                           |  |                      |
| Member code                                       |                             | B001                  |                                   |                           |  |                      |
|   |                             |                       |                                   |                           |  |                      |
| Name  |                             | Ms Annie 王小敏          |                                   |                           |  |                      |
| Name<br>Last name                                 |                             | Ms Annie 王小敏          | Viewand                           | ladit mambar ra           | and an mombar page                         |                      |
| Name<br>Last name<br>English name                 |                             | Ms Annie 王小敏<br>Annie |                                   |                           | cord on member pag                         |                      |
| Name<br>Last name                                 |                             | Ms Annie 王小敏          |                                   |                           | cord on member pag<br>ord > Search > Selec |                      |
| Name<br>Last name<br>English name                 |                             | Ms Annie 王小敏<br>Annie |                                   | s > Member Rec            | ord > Search > Selec                       |                      |
| Name<br>Last name<br>English name<br>Chinese name | Member group                | Ms Annie 王小敏<br>Annie |                                   | s > Member Rec            |  |                      |
| Name<br>Last name<br>English name<br>Chinese name | Member group<br>Member code | Ms Annie 王小敏<br>Annie | Members                           | s > Member Reco<br>Edit i | ord > Search > Selec                       | t a member.          |
| Name<br>Last name<br>English name<br>Chinese name |                             | Ms Annie 王小敏<br>Annie | Regular<br>CWB-00101              | s > Member Reco<br>Edit i | ord > Search > Selec                       | t a member.          |
| Name<br>Last name<br>English name<br>Chinese name | Member code                 | Ms Annie 王小敏<br>Annie | Regular<br>CWB-00101              | s > Member Reco<br>Edit r | ord > Search > Selec                       | t a member.          |
| Name<br>Last name<br>English name<br>Chinese name | Member code                 | Ms Annie 王小敏<br>Annie | Regular<br>CWB-00101<br>Ms V Wong | s > Member Reco<br>Edit r | ord > Search > Selec                       | t a member.          |





HKB2B Limited

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| Member field display   |                             |                   |                             |                   |                      |  |  |
|------------------------|-----------------------------|-------------------|-----------------------------|-------------------|----------------------|--|--|
|                        | De                          | <u>tails</u>      | <u>New m</u>                |                   |                      |  |  |
| <u>Member field</u>    | Member record<br>Select All | Booking / Invoice | Member record<br>Select All | Booking / Invoice | Report<br>Select All |  |  |
| Join shop UnSelect All | ✓                           | ✓                 |                             | ✓                 | <b>v</b>             |  |  |
|                        |                             |                   | ▶                           |                   |                      |  |  |

## Add member on member page, member > member record > New.

|              | New member   |
|--------------|--|
| Member group | New  |
| Member code  | (Auto generate) (Maximum 20 characters, please avoid input ', !, @, \$, #, %, ^, &, *, space.) |
| Name         |  |
| Last name    |  |
| English name |  |
| Chinese name |  |

