

Member fields display setup

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

Member field display

Member field	Details	Booking / Invoice	Member record	Booking / Invoice	Report
Join shop	UnSelect All <input checked="" type="checkbox"/>	UnSelect All <input checked="" type="checkbox"/>	UnSelect All <input checked="" type="checkbox"/>	UnSelect All <input checked="" type="checkbox"/>	UnSelect All <input checked="" type="checkbox"/>

View member

Member group	Golden Level VIP
Member code	B001
Name	Ms Annie 王小敏
Last name	
English name	Annie
Chinese name	王小敏

Edit member

Member group	Regular
Member code	CWB-00101
Name	Ms Wong Mei Fan 黃美芳
Last name	Wong
English name	Mei Fan
Chinese name	黃美芳

View and edit member record on member page, Members > Member Record > Search > Select a member.

Member field display

Member field	Details	Booking / Invoice	Member record	Booking / Invoice	Report
Join shop	UnSelect All <input checked="" type="checkbox"/>	UnSelect All <input checked="" type="checkbox"/>	UnSelect All <input checked="" type="checkbox"/>	UnSelect All <input checked="" type="checkbox"/>	UnSelect All <input checked="" type="checkbox"/>

Booking > Table, after entering member code, click <Details> to view and edit member record.

Point of sales > Cahier, after entering member code, system will pop up <M> button. User can click to view and edit member record.

CASHIER System HKB2B training system

Date: 31-Jan-2019 Shop: Central Member: WEB-00004

Sales: Ivy (beauty) Member: WeM-00004

Buttons: R, A, F, SMS, M, T, B, Book, My Account, History, Installment, **Details**, R

Member field display

Member field Member record Booking / Invoice Member record Booking / Invoice Report

Join shop UnSelect All

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:

Member field display

Member field Member record Booking / Invoice Member record Booking / Invoice Report

Join shop UnSelect All

Booking > Tables > New Member.

Date: 31-Jan-2019 Shop All Table Display **New Member**

Shop: Central Member: WEB-00004 A F

R A F SMS M T B Book My Account History Installment Details R

Point of sale > Cashier, click <N> button to add member record.

CASHIER System **HKB2B training system** Invoice no / Ref Inv No

Date: 31-Jan-2019 Shop: Central

Sales: Ivy (beauty) Member: WeM-00004 Search **N** A H M P

Member field display

Member field Member record Booking / Invoice Member record Booking / Invoice Report

Join shop UnSelect All

Check the fields to be search criterion of member record report.
Member record report can be found at Member > Report.

Member record report

Select all

Join shop: All, Central, MK

Member group: All, Delete, New

Member code: to or

Name:

Last name:

English name:

Chinese name: