

## Unlimited User Defined Member Fields

There is no limitation on the amount of member information and users can customize member fields according to their needs.

Customize member fields at Member > Member Record > Setting.

1. Enter the name or question for information and answer selection as needed.

2. Select question type.

3. Location that displays the field.

4. Whether it is must input field.

Add member field

Type  / Category  / Must input

Display at member search  / Display at booking table  / Sequence

5. Whether it is used at member search.

6. Whether it is displayed at booking table.

Member field (Maximum 200 characters)	Sequence	Answer selections (Maximum 200 characters) <i>**Reminder: Change answer selections sequence may affect existing member record</i>	Additional text box	Hidden
<input type="text"/>	1	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
	2	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
	3	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
	4	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
	5	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>

6. Press <Submit> to save the fields.

Available form of fields

1. Text box - for inputting text.

其他意見

Other opinion

2. Check box - for selecting one or more answers.

從何途徑認識HKB2B?

How do you know about HKB2B?

- 網頁 By surfing the Internet
- 雜誌 By reading magazines
- 電視廣告 By watching TV
- 其他 Others

Question can be answered by checking the test box to add additional information.

3. Radio box - for selecting one answer only.

美容中心專業服務?

What do you think about our service?

- 非常滿意  
Very satisfied
- 滿意  
Satisfied
- 尚可  
Fair
- 不滿意  
Not satisfied



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Location that displays the fields.

Add member field

Type  / Category  / Must input

Display at member search  / Display at  / Sequence  (Maximum 20 characters)

As there is no limitation on number of customized fields, it is necessary to set the order of displayed fields under the same system.

Saved fields can be edited or deleted.

Member field configuration							
Member field	Type	Category	Must input	Display at advanced search	Display at booking table	Sequence	
其他意見 Other opinion	Text box	Membership information	Must input	Display	Display	0	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
從何途徑認識 HKB2B? How do you know about HKB2B?	Check box (Multiple selection)	Membership information	User select	Display	Not display	1	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
美容中心專業服務? What do you think about our service?	Radio box (Single selection)	Membership information	User select	Display	Not display	2	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
美容中心環境? What do you think about the environment of our beauty centre?	Radio box (Single selection)	Membership information	User select	Display	Not display	3	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

After setting up the fields, users need to go to Member > Member record > Display to set the fields to Displayed.

Member field display					
Member field	Details		New member		
	Member record	Booking / Invoice	Member record	Booking / Invoice	Report
Membership	<input type="button" value="Select All"/>	<input type="button" value="Select All"/>	<input type="button" value="Select All"/>	<input type="button" value="Select All"/>	<input type="button" value="Select All"/>
其他意見 Other opinion <input type="button" value="Select All"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
從何途徑認識 HKB2B? How do you know about HKB2B? <input type="button" value="Select All"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
美容中心專業服務? What do you think about our service? <input type="button" value="Select All"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Find the field under the setting.  
 Check the box and the system will provide this field for user input.