New Member

New member can be added through

- Member > Member record > New

- Booking > Table > New Member

- Point of sales > Cashier > N

New member application has two pages that the first page is used to check whether the member is duplicated, and the second page is used to record the member information.

The first page of new member application displays the fields that require to check duplication.
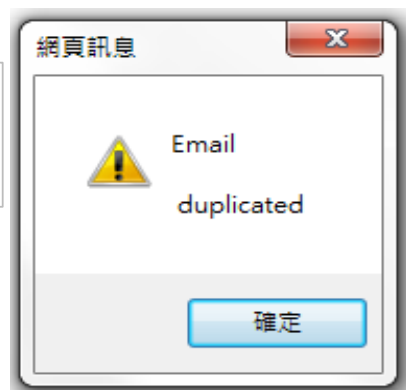
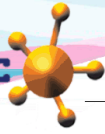| Page 1	New member	
Member group	VIP ⌄	
Member code		(Max 20 characters) ☑ (Auto Generate)
Full Name	-- ⌄ Wong Man Chun	
English Name	Wong Man Chun	
Chinese Name		
	Personal Info	
HK ID Card No		
	Contact	
Home telephone		
Office telephone		
Mobile telephone		
Email	wongmanchun@hkb2b.com.hk ✕	

Duplication check points include:
- **Member code**
- **HK ID Card No**
- **Telephone**
- **Email**

Set up duplication check point at Member > Setup > New member first page display field (Check the fields)

If the input data is depulicated, the system will pop up a prompt message and prohibit new members.

網頁訊息 ✕

⚠ Email

duplicated

確定

Page 2

New member	
Member group	VIP
Member code	Auto Generate
Full Name	Wong Man Chun
Last name	
First name	
English Name	Wong Man Chun
Chinese Name	

If there is no duplicated information, users can continue to enter other infomation.

Personal Info	
HK ID Card No	
Gender	Not Specified ▾
Date of Birth	Day ▾ / Month ▾ / _____ (Day / Month / Year)
Age Group	Please Select ▾
Occupation	Please Select ▾
Education Level:	Please Select ▾
Wedding Date 結婚日期	

Contact	
Home telephone	
Office telephone	
Mobile telephone	
Pager	
Fax	
Email	
Address (Home)	

After inputting all required information, click 'Submit' to complete new member application.

Submit   Reset   Cancel

When new member application is completed, the system will pop up a notification prompt showing the member code of the new member.

網頁訊息

⚠ WeM-00011 added

確定