## Billing item setup – Membership

Add new membership at Master > Membership > New

Membership　　　　List　New

### New membership

| | |
|---|---|
| Membership code | M001　(Maximum 20 characters , must input.  Please avoid input ', !, @, $, #, %, ^, &, *, space.) |
| Membership name | 全年激光脫毛療程　(Maximum 100 characters , must input.) |
| Description | (Maximum |
| Membership type | ⦿ Period membership　1　Year ⌄　(Must in |
| Division | Unspecified ⌄ |
| Price | List price　Item discount　Net price<br>$ 12000　　$ ⌄　$12,000 |
| Discount period | Start date Day ⌄ / Month ⌄ / 　Expiry date Day ⌄ / Month ⌄ / 　Quick select ⌄ |
| Time zone | All ⌄ |
| Status | ☐ Inactive<br>Active membership is sellable.  Inactive membership is not sellable. |

Input membership code, membership name, membership type and price.
Input other necessary fields if required, system has no input control on other fields.

Press <Submit> to add membership

Submit　Reset　Cancel
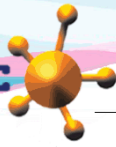
- Membership code: it repersent the membership and cannot be duplicated. It will be displayed on invoice.

- Membership name: brief description of the membership that will be displayed on invoice.

- Description: detailed description of the membership that will not be displayed on invoice.

- Division: only for classification and analysis puropse. Add new division at Master > Division > New.

- Membership type: period available for membership redemption. It can be set according to year, month and date.

- Pirce: includes list price, item discount, and net price. User may input any list price; an amount deduction or a percentage discount are accepted for item discount and the net price will be calculated automatically by system. The three values will be displayed on invoice that authorised user can make appropriate amendments.

- Discount period: period that item discount is effective and displayed on invoice. When invoice date is not included in discount period, item discount will not be displayed on invoice and net price will be equal to list price.

- Time zone: time zone available for membership redemption. System default time zone as All.

  Add new time zone at Master > Time zone > New

| Time zone | List | New | | | | |
|---|---|---|---|---|---|---|

**New time zone**

| Time zone code | Non peak | Input time zone code then press <Submit> | @, $, #, %, ^, &, *, space.) |
|---|---|---|---|

Submit  Reset  Cancel

**New time zone**

| Code | Non peak | | | | | | |
|---|---|---|---|---|---|---|---|
| Weekday | Sun | Mon | Tue | Wed | Thu | Fri | Sat |
| From | 11:00 ▾ | | | | | | |
| To | 17:00 ▾ | Select time zone then press <Submit> | | | | | |

Submit  Reset  Cancel

- Status: the membership is default as active. Active membership can be sellable and available for redemption. If membership is ticked as inactive, the membership will be not sellable but for redemption only.

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View membership at Master > Membership > List

Membership    [ List ]  [ New ]

Input keyword and press [Enter], filtered membership will be displayed according to keyword.

Code and name keyword [M001]    Input keyword and press [Enter] will filter following list    Membership count : 1

## Membership list

| Membership code | Membership name | Membership type | Price | Status | Last updated | Hide display | Action |
|---|---|---|---|---|---|---|---|
| M001 | 全年激光脫毛療程 | 1 Year | $ 12,000 | Active | 29-Nov-2016 14:54 S001(beauty) | ● | [ Edit ] [ Delete ] |

Press membership record to view membership details

Authorized user can edit and delete membership

## View membership

| Membership code | M001 |
|---|---|
| Membership name | 全年激光脫毛療程 |
| SKU | M1 |
| Description | |
| Membership type | Period membership 1Year |
| Division | Unspecified |
| Brand | Unspecified |
| Price | List price $ 12,000    Item discount Nil discount    Net price $ 12,000 |
| Discount period | Nil discount period |
| Time zone | All |
| Status | Active  Active membership is sellable.   Inactive membership is not sellable. |
| Last updated | 29-Nov-2016 14:54 S001 (beauty) |

View membership page can also edit and delete membership

Back | View | Edit | SKU | Shop | Commission | Benefit | Treatment | Delete                    Close
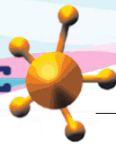
Press <Shop> to select which shop the membership can be sold at.

## Allow 全年激光脫毛療程 (M001) to be sold at following selected shop

| Shop | [ UnSelect All ] |
|---|---|
| HK | ☑ |
| MK | ☑ |

Tick the shop then press <Submit>

[ Submit ]  [ Reset ]  [ Cancel ]

Back | View | Edit | SKU | Shop | Commission | Benefit | Treatment | Delete

Press <Benefit> to set benefit condition of the membership

### Benefit for 全年激光脫毛療程 (M001)

| Membership ( enjoy service)  shop | beauty |
| --- | --- |
| | **UnSelect All** |
| | HK ☑ |
| | MK ☑ |
| Membership ( enjoy service)  start date | ⦿ Invoice date     ○ Invoice next month |
| | ○ Service start date     ○ Specified date  [1 ▾] / [Jan ▾] / [____] |
| At prepare invoice, allow change membership ( enjoy service)  start date | ☐ Allow |

🔽 **Submit**   🔄 **Reset**

Tick shop which can redeem membership, setup the start date of membership, and whether user is allowed to change the membership start date when issuing invoice.
Press <Submit> to update benefit.

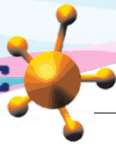Back | View | Edit | SKU | Shop | Commission | Benefit | Treatment | Delete

Press <Treatment> to include treatments that can be redeemed by membership.

### 全年激光脫毛療程 (M001)  can enjoy following selected treatment

| Treatment category | Treatment code | Treatment | Action |
| --- | --- | --- | --- |
| Eye Treatment | ET01 | Eye Treatment A | Delete |
| | Category             Treatment | | |
| | [Eye Treatment ▾]  [--- All treatment --- ▾]  🔁 | | |
| | ☐ All treatment | | |
| | ➕ **Add** | | |

🔽 **Submit**   🔄 **Reset**

System has no limit on treatment included.
User can select single treatment, treatment category, or all treatment.
Press <Add> to include treatment, then press <Submit>.

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Back | View | Edit | SKU | Shop | Commission | Benefit | Treatment | Delete

If there are more than one code for the membership, you can input them as SKU.

## Edit item master

| | |
|---|---|
| Item code | M001 |
| Item name | 全年激光脫毛療程 |
| Description | |
| Category | Nil |
| Type | Membership |
| SKU | M1 (Maxi... space.) |
| SKU | (Maximum 20 characters. Please avoid input ', !, @, $, #, %, ^, &, *, space.) |
| SKU | (Maximum... |
| SKU | (Maximum... |
| SKU | (Maximum... |
| SKU | (Maximum 20 characters. Please avoid input ', !, @, $, #, %, ^, &, *, space.) |
| SKU | (Maximum 20 characters. Please avoid input ', !, @, $, #, %, ^, &, *, space.) |
| SKU | (Maximum 20 characters. Please avoid input ', !, @, $, #, %, ^, &, *, space.) |
| SKU | (Maximum 20 characters. Please avoid input ', !, @, $, #, %, ^, &, *, space.) |
| SKU | (Maximum 20 characters. Please avoid input ', !, @, $, #, %, ^, &, *, space.) |

Input alternative code, then press <Submit>

SKU can be inputted at invoice and system will change it into membership code automatically. SKU cannot be duplicated with any item codes.

Submit    Reset    Cancel