



# Member Record Amendment History

Users can view the member record amendment history to see how member records are added and amended. Users can also undo previous changes to member record.

At the main menu, go to Member > Member record amendment history

Member record amendment history search	
Last updated member date	3 / Feb / 2020 To 3 / Feb / 2020 Quick select
Updated staff	<div style="display: flex; gap: 10px;"> <div> <p>All</p> <p>Central</p> <p>CWB</p> <p>MK</p> <p>TST</p> </div> <div> <p>All</p> </div> </div>
Join shop	<div> <p>All</p> <p>Central</p> <p>CWB</p> <p>MK</p> <p>TST</p> </div>
Member group	<div> <p>All</p> <p>New Member</p> <p>VIP Silver</p> <p>VIP Gold</p> <p>VIP Platinum</p> <p>Group Buying</p> </div>
Member	<input type="text"/>
Action	<div style="border: 1px solid gray; padding: 5px;"> <ul style="list-style-type: none"> <li>Mobile edit update member</li> <li>Member record amendment form</li> <li>Delete member</li> <li>Mobile delete member</li> <li>Change password</li> <li>Change photo</li> <li>Mobile change photo</li> <li>Member application form change photo</li> <li>Change shop</li> <li>Change group</li> <li>Change consultant</li> <li>Change therapist</li> <li>Change heard about company channel</li> <li>Change educational level</li> <li>Change member cumulative spending</li> <li>Change occupation</li> <li>Downgrade / change group</li> <li>Invoice upgrade / change group</li> <li>Undo update</li> <li>Undo all update</li> </ul> </div>

Users can select more than one search criteria for each field.

Click <Submit> to view the search result.



Member record amendment history that meets the requirement will be shown.

Member record amendment time and staff

Member shop, member code and member name of the amendment history

Member record amendment location

Member record amendment history according to member field

Member record amendment history list					
Last updated time Last updated staff	Member shop Member code Member name	Member action	Amendment history		
30-Jan-2020 16:30 Ivy Lee (beauty)	CWB WeM-00001 Mary Ho	Edit update member <a href="#">Undo All</a>	Field	Original data	Updated data
			Home telephone <a href="#">Undo</a>	23333333	23334333
			Office address1 <a href="#">Undo</a>		Rm 1102, 11/F,
			Office address2 <a href="#">Undo</a>		Shanghai Industrial Investment Building,
			Office address3 <a href="#">Undo</a>		48-62 Hennessy Road, Wanchai, Hong Kong

Click <Undo All> to undo all the member record amendment.

Click <Undo> to undo the amendment of a particular field. After undo, the amendment history will be record and there are undo function for the member record.

Member record amendment history list					
Last updated time Last updated staff	Member shop Member code Member name	Member action	Amendment history		
30-Jan-2020 16:38 Ivy Lee (beauty)	CWB WeM-00001 Mary Ho	Undo update <a href="#">Undo All</a>	Field	Original data	Updated data
			Home telephone <a href="#">Undo</a>	23334333	23333333

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Authorized users can print and export member record amendment history to Excel.