

HKB2BLimited 香港灣仔軒尼斯道 48-62 號上海實業大廈 11 樓 1102 室 Room 1102, Shanghai Industrial Investment Building, 48-62 Hennessy Road, Wan Chai, Hong Kong Tel: (852) 2520 5128 Fax: (852) 2520 6636 Email: cs@hkb2b.com.hk Website: http://hkb2b.com.hk

## Sign treatment receipt

Members can sign treatment receipt in WeM Mobile System, they can date back sign treatment receipt. Signed treatment receipts will in online server. Signed treatment receipt can be viewed at b2b WeM Mobile System and b2b WeM Beauty Management System.

Go to WeM Mobile System > Sign treatment receipt

Sign treatment red	Cl	ick <sign> to let m</sign>	embers sign treatme	ent receipt.	]	
	/	CWB V S-Feb-	2020 💌 Not finish sign	treatment receip	ot	
Member code		Member name 🗳	-	Treatment date	Treatme	<u>nt receipt</u>
Print) 00107 🗙 Sign)	<b>Sign</b> Mary	Ho Sign Inv		3-Feb-2020	BTR-00158	
Treatment receipt count:	1		Show finished s	ign member		
HKB2B User experience s Member : Member code : Shop : Code	Mary Ho 00107 CWB Description	Signature	Reset Treatment Receipt Treatment receipt da Treatment receipt no Input by : Redeem Item	Cancel	12-Feb-2020 05:00 pm BTR-00158 vy Lee (beauty) Therapist	
1300	面部及頸部再生療程		PSI-00251HK (1300 T)		Vikki(S001)	
Member signature	_// ;	ART	Click <signature> The system will sa</signature>	> after meml ave the signe	bers have complete ed receipt in PDF f	d signature. ormat.

Click <X Sign> to indicate this treatment receipt does not need a signature. The signature function will be hidden.





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## WeM Mobile System > Search Invoice



In the invoice search list, click  $\leq$  Sign tr> to let members sign on the latest receipt. If the member does not have receipts that is not signed yet, this function will not be displayed.

				Invoice search list					
Invoice no	<u>Туре</u>	← <u>Date</u> →	Date	<u>Member</u> 🗟	Shop 🚨	Invoice amount	Paid amount	<u>Deposit</u>	OS amount
PSI-00277HK 🗙 Sign	Sales	3-Feb-2020	(Re-sign) Mary Ho (00107	Print PDF Sign tr	CWB	\$ 900	\$ 900	\$ 0	\$ 0
						\$ 900	\$ 900	\$ 0	<b>\$</b> 0



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Users can view, download or print signed receipts in the b2b system.

## Go to Booking > Search

Click <PDF> to view, download or print treatment receipt.

Booking search results												
<u>Booking ID</u>	<u>Date</u>	<u>Time</u>	<u>Member code</u>	<u>Member name</u>	Treatment code	Treatment name	<u>Status</u>	Invoice no	Treatn	nent receipt	Room	<u>Therapist</u>
1396	27-Jan-2020	04:15 pm - 05:15 pm	00107	Mary Ho	1300	面部及頸部再生療程	Finished	PSI-00250HK	BTR-00154	Print PDF	Room A	Vikki (S001)

## Go to Sales > Member Account > Input member > Item details

	Member account details														
Member code			WeM-00	WeM-00001			Invoice no			P	PSI-00153				
Invoice date			25-Oct-	25-Oct-2018 10:16 am											
Тс	otal purchase		\$ 10,000	\$ 10,000.00			Туре				Treatment				
Treatment value			\$ 1,000.	\$ 1,000.00			Purchased				10				
Item name			Eye Trea	Eye Treatment A			Used				2				
Expired			0	0			Expiry date				25-Oct-2021				
Remaining			8 Refres	8 Refresh			Course code				ET01				
Promotion code															
				Click <p< th=""><th colspan="7">PDF&gt; to view, download or print treatment receipt.</th></p<>					PDF> to view, download or print treatment receipt.						
					Treatme	ent done									
	Booking ID	Date	<u>Time</u>		Member code	Treatm	<u>nent code</u>	<u>Shop</u>	<u>Therapist</u>	Invoice n	o <u>Paid</u>	Receipt no			
1	1282	9-Jan-2019	11:00 am-12:00 pi	m	WeM-00001	ET01		CWB	Joan (S005)	PSI-00153	Yes	BTR-00084	PDF Print		