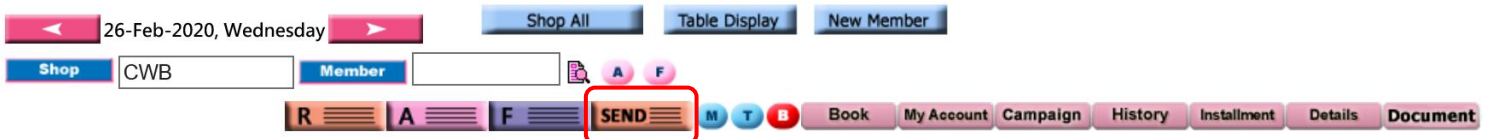


Booking send panel

If your b2b system has email and SMS functions included, you can use the booking send panel.

Users can send SMS or email to members who have confirmed, reconfirmed and finished their booking.

Go to Booking table > Send



Member code	Member name	Tel	SMS	SMS and reconfirm	Staff	Send date	Received date	Email address	Email	Reconfirm	Finish	reconfirm
WeM-00002	Man Kin San Ray	91999999(M)	<input type="checkbox"/> SMS	<input type="checkbox"/> SMS & Reconfirm				ray@123.com.hk	<input type="checkbox"/> Email	<input type="checkbox"/> Email & Reconfirm	<input type="checkbox"/> Email & Reconfirm	<input type="checkbox"/> Email & Reconfirm

Select members to send email or SMS according to the booking status.

The system will send the corresponding message content, according to the booking status.

The send panel will display members who have bookings and their booking details, in the user default shop.

If your b2b system has SMS function included, mobile number of the member will be displayed.

Users can send SMS and confirm bookings.

Member code	Member name	Tel	SMS	SMS and reconfirm	Staff	Send date	Received date
WeM-00002	Man Kin San Ray	91999999(M)	<input type="checkbox"/> SMS	<input type="checkbox"/> SMS & Reconfirm			

Email address	Email	Email and reconfirm	Staff	Send date	Booking time	Therapist	Treatment	Remark
ray@123.com.hk	<input type="checkbox"/> Email	<input type="checkbox"/> Email & Reconfirm			11:30 am - 12:30 pm	Lisa (S006)		

If your b2b system has email function included, email address of the member will be displayed.

Users can send SMS and confirm bookings.

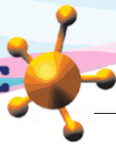
Member count: 2 Booking count: 2

Only display not send

SMS balance : 460

The SMS balance will be displayed.

Click <Only display not send > to filter members who have not been sent SMS or



Send SMS to members

Click <SMS> to send SMS to member.

Click <SMS & Reconfirm> to send SMS and change booking status to reconfirm.

Member code	Member name	Tel	SMS All	SMS and reconfirm All	Staff	Send date	Received date
WeM-00002	Man Kin San Ray Edit	91999999(M)	<input type="checkbox"/> SMS	<input type="checkbox"/> SMS & Reconfirm			

The system will send Chinese or English SMS, according to the language settings of the member.

SMS

SMS content : (English)

Dear @@@membername@@@, We would like to remind you that your booking has been arranged on @@@bookingdate@@@,@@@bookingtime@@@at @@@shopname@@@.

SMS balance : 460

System will send SMS according to the template. Users can edit the template accordingly.

Click <Submit> to send.

Click <Preview> to preview the SMS content.

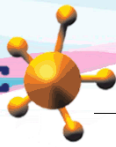
[Submit](#) [Close](#) [Preview](#)

Member	Mobile no	SMS
Man Kin San Ray	91999999	Dear Man Kin San Ray, We would like to remind you that your booking has been arranged on 26-Feb,11:30 amat CWB.

After successfully sending SMS

Member code	Member name	Tel	SMS All	SMS and reconfirm All	Staff	Send date	Received date
WeM-00002	Man Kin San Ray Edit	91999999(M)	<input type="checkbox"/> SMS	<input type="checkbox"/> SMS & Reconfirm	Ivy Lee (beauty)	26-Feb-2020 04:32 pm	26-Feb-2020 04:32 pm

The system will record sending staff, sending date and receiving date.



Sending email to members

Click <Email> to send email to member.

Click <Email & Reconfirm> to send email and change booking status to reconfirm.

Member code	Member name	Tel	SMS	SMS and reconfirm	Staff	Send date	Received date	Email address	Email	Email and reconfirm
WeM-00002	Man Kin San Ray Edit	91999999(M)	<input type="checkbox"/> SMS	<input type="checkbox"/> SMS & Reconfirm				ray@123.com.hk	<input type="checkbox"/> Email	<input type="checkbox"/> Email & Reconfirm
00107	Mary Ho Edit	90019001(M)	<input type="checkbox"/> SMS	<input type="checkbox"/> SMS & Reconfirm				mary123@123.com.hk	<input type="checkbox"/> Email	<input type="checkbox"/> Email & Reconfirm

Member count: 2, Booking count: 2
Only display not send
SMS balance : 460

The system will send Chinese or English email, according to the language settings of the member.

Email

Email content : (English)

Font Size **B** *I* U ABC x₂ x² | ≡ ≡ ≡ ≡ | T ↕

Dear,

We would like to confirm you booking @@@bookingdate@@@,@@@bookingtime@@@ at @@@shopaddress@@@.

Should you have any enquires, please contact us at @@@shoptel@@@.

HKB2B Limited

System will send email according to the template.
Users can edit the template accordingly.

Click <Submit> to send email.

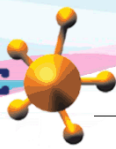
Submit

Close

After successfully sending email

26-Feb-2020		Booking		Confirm	Staff	Send date	Booking time
Email address	Email	Email and reconfirm					
ray@123.com.hk	<input type="checkbox"/> Email	<input type="checkbox"/> Email & Reconfirm		Ivy Lee (beauty)	5-Mar-2020 01:20 pm	11:30 am - 12:30 pm	

The system will record sending staff and sending date.



Other than sending to members one by one, the system can send messages to multiple members at once.

Click <All> to select all the members to send the message.

CWB 26-Feb-2020 Booking Confirm										
Member code	Member name	Tel	SMS	SMS and reconfirm	Staff	Send date	Received date	Email address	Email	Email and reconfirm
WeM-00002	Man Kin San Ray	91999999(M)	<input type="checkbox"/> SMS	<input type="checkbox"/> SMS & Reconfirm				ray@123.com.hk	<input type="checkbox"/> Email	<input type="checkbox"/> Email & Reconfirm
00107	Mary Ho	90019001(M)	<input type="checkbox"/> SMS	<input type="checkbox"/> SMS & Reconfirm				mary123@123.com.hk	<input type="checkbox"/> Email	<input type="checkbox"/> Email & Reconfirm

Check the box to select multiple members, then click the relevant functions to send the

Users with the user rights can click <Edit> to edit mobile number, email, member language and other information.

CWB 26-Feb-2020 Booking Confirm										
Member code	Member name	Tel	SMS	SMS and reconfirm	Staff	Send date	Received date	Email address	Email	Email and reconfirm
WeM-00002	Man Kin San Ray	91999999(M)	<input type="checkbox"/> SMS	<input type="checkbox"/> SMS & Reconfirm				ray@123.com.hk	<input type="checkbox"/> Email	<input type="checkbox"/> Email & Reconfirm
00107	Mary Ho	90019001(M)	<input type="checkbox"/> SMS	<input type="checkbox"/> SMS & Reconfirm				mary123@123.com.hk	<input type="checkbox"/> Email	<input type="checkbox"/> Email & Reconfirm

Personal Information

Identity card:

Gender: Male

Birth day: Day / Month / (Day / Month / Year)

Age group: Please select

Occupation: Please select

Member language - Display at SMS and email: English

SMS and member language

Contact method

Home telephone: Invalid

Office telephone: Invalid

Mobile telephone: 91999999 Invalid

Email: ray@123.com.hk

Mobile and email address for receiving SMS and email.

To set the SMS template,

Go to Member > SMS > template

SMS template list			
Name	Description	Prepare date	Prepared by
Confirm booking	At SEND panel, can press [SMS button] to send this SMS template to confirmed booking member's mobile telephone	26-Feb-2020 05:22 pm	Ivy Lee (beauty)
Reconfirm booking	template to reconfirmed booking	26-Feb-2020 05:25 pm	Ivy Lee (beauty)
Finish booking	template to finished booking member's mobile telephone	26-Feb-2020 05:26 pm	Ivy Lee (beauty)

Select the SMS template.

Edit SMS template

SMS template name : Confirm booking

Database :

- @@@membername@@@ = Member name
- @@@title@@@ = Title
- @@@lastname@@@ = Last name
- @@@firstname@@@ = First name
- @@@englishname@@@ = English name
- @@@chinesename@@@ = Chinese name
- @@@bookingid@@@ = Booking ID
- @@@bookingdate@@@ = Booking date
- @@@bookingtime@@@ = Booking time
- @@@treatmentname@@@ = Treatment name
- @@@shopname@@@ = Shop name
- @@@shopaddress@@@ = Shop address
- @@@therapist@@@ = Therapist
- @@@shoptel@@@ = Shop telephone no
- @@@bookingremark@@@ = Booking remark

Template content (English)
 Dear @@@membername@@@, We would like to remind you that your booking has been arranged on @@@bookingdate@@@, @@@@bookingtime@@@ at @@@shopname@@@.

Template content (中文)
 親愛的 @@@membername@@@, 我們已為你預留了服務於 @@@@bookingdate@@@, @@@@bookingtime@@@ 在 @@@shopname@@@。

Enter the SMS content. Variables can be included.
 For example, when member name has to be displayed, users can enter variables as appropriate. When the SMS is received, the system will display the member name in the appropriate location.

Click <Submit> to save the template.

To set the email template,

Go to Member > Email > template

Email template list				
Name	Subject	Description	Prepare date	Prepared by
Confirm booking	Confirm booking	At SEND panel, can press [Email button] to send this template to confirmed booking's member email	27-Feb-2020 12:18 pm	Ivy Lee (beauty)
Reconfirm booking	Reconfirm booking	At SEND panel, can press [Email button] to send this template to reconfirmed booking's member email	5-Feb-2020 04:49 pm	Administrator (admin)
Finish booking		can press [Email button] to send this finished booking's member email	5-Feb-2020 04:49 pm	Administrator (admin)

Select the email template.

Edit email template

Email template name : Confirm booking

English email subject : Confirm booking

Chinese email subject : 確定預約

Database :

- @@@membername@@@ = Member name
- @@@title@@@ = Title
- @@@lastname@@@ = Last name
- @@@firstname@@@ = First name
- @@@englishname@@@ = English name
- @@@chinesename@@@ = Chinese name
- @@@bookingid@@@ = Booking ID
- @@@bookingdate@@@ = Booking date
- @@@bookingtime@@@ = Booking time
- @@@treatmentname@@@ = Treatment name
- @@@shopname@@@ = Shop name
- @@@shopaddress@@@ = Shop address
- @@@shoptel@@@ = Shop telephone
- @@@therapist@@@ = Therapist
- @@@bookingremark@@@ = Booking remark


Template content (English)

Dear,

We would like to confirm you booking @@@bookingdate@@@, @@@bookingtime@@@ at @@@shopaddress@@@.

Should you have any enquires, please contact us at @@@shoptel@@@.

HKB2B Limited




Template content (Chinese)

親愛的顧客,

我們已於 @@@bookingdate@@@, @@@bookingtime@@@ 在 @@@shopaddress@@@ 為你預留服務。

如有任何更改或查詢, 請聯絡我們 @@@shoptel@@@。

HKB2B Limited



Email subject, only applicable to email.

Enter the email content. Variables can be included. For example, when member name has to be displayed, users can enter variables as appropriate. When the email is received, the system will display the member name in the appropriate location.

Submit Reset Cancel

Click <Submit> to save the template.