b2b System Notification

If there is email or SMS function in your b2b system, you can receive b2b system notifications by completing the following notification settings.

b2b system notifications include:

1. When users view, print or export member record report or reports made by member report writer, the system will send email / SMS notification automatically.

2. When users login system at non office hours, the system will send email / SMS notification automatically.

Activate automatic notification settings

Go to Master > General settings > System notification

Enter the staff code.

Enter the email or phone directly.

Member report system notification

When any user view, print or export member record report or member report writer's reports, will auto send information to the following

Setup template at : Member > Email > Template or Member > SMS > Template > Member report system notification

Action	Receive email staff	Receive email address	Receive SMS staff	Receive SMS telephone
Member record report - view	S001 Vikki (S001) - cs@hkb2b.com.hk		beauty Ivy Lee (beauty) - 90029002	90019001
Member record report - print				
Member record report - export				
Member record report's reports - export to file pool				
Member report writer's reports - view				
Member report writer's reports - print				
Member report writer's reports - export				
Member report writer's reports - export to file pool				

Click <Submit> to save the settings.

Submit   Reset   Cancel

Enter non office hours.

Enter staff code.

Enter email address and phone directly.

Non office hours login system notification

When any user at non office hours login system, will auto send information to the following

Setup template at : Member > Email > Template or Member > SMS > Template > Non office hours login system notification

	Receive email staff	Receive email address	Receive SMS staff	Receive SMS telephone
Email / SMS	S001 Vikki (S001) - cs@hkb2b.com.hk			
Setup non office hours	4 : 00 pm To 6 : 00 pm			

Click <Submit> to save the settings.

Submit   Reset   Cancel

Go to Staff > Staff > select staff > Edit

Edit staff

Staff code *** must input	S001	(Maximum 15 characters, please avoid input ', !, @, $, #, %, ^, &, *, space.) [If the staff is a user, staff login= staff code.]
Default shop *** must input	CWB	
Staff name *** must input	Vikki	(Maximum 100 characters)
English full name		(Maximum 100 characters)
Chinese full name		(Maximum 100 characters)
Gender	M	
Identity card	Z123456	
Marital Status	Single / Divorced	
Join date	17 / Sep / 2013	

To receive notifications, please enter the staff email and mobile.

Email	cs@hkb2b.com.hk	(Maximum 50 characters)
Home telephone	21324561	(Maximum 50 characters)
Office telephone	25205128	(Maximum 50 characters)
Mobile telephone	90019001	(Maximum 50 characters)

Enter email address and mobile.

Shift

Weekday	Shift
Sunday	A (10:00 - 22:00)
Monday	A (10:00 - 22:00)
Tuesday	A (10:00 - 22:00)
Wednesday	A (10:00 - 22:00)
Thursday	A (10:00 - 22:00)
Friday	A (10:00 - 22:00)
Saturday	A (10:00 - 22:00)

Submit   Reset   Cancel

Click <Submit> to save the settings.

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For email template settings, go to Member > Email > Template

b2b system will send notifications according to the template settings.

Both Chinese and English templates can be set.

Email template list

Name	Subject	Description	Prepare date	Prepared by
New cash closing		When cash closing is done, will auto send this template to designated email	15-Jan-2020 05:16 pm	Administrator (admin)
Edit cash closing		When cash closing amendment is done, will auto send this template to designated email	15-Jan-2020 05:16 pm	Administrator (admin)
Cash closing upload deposit slip	Cash closing upload deposit slip	When cash closing upload deposit slip is done, will auto send this template to designated email	5-Feb-2020 04:49 pm	Administrator (admin)
Member report system notification	Member report system notification	When any user view, print or export member record report or member report writer's reports, will auto send this template to designated email	7-Feb-2020 03:17 pm	Ivy Lee (beauty)
Non office hours login system notification	Non office hours login system notification	When any user at non office hours login system, will auto send this template to designated email	5-Feb-2020 04:49 pm	Administrator (admin)

Select the email template.

Edit email template

Enter subject (only available for email).

Email template name :	Member report system notification
English email subject :	Member report system notification
Chinese email subject :	會員報告系統通知

Database :

@@@companyname@@@ = name

@@@staffcode@@@ = Staff code

@@@staffname@@@ = Staff name

@@@url@@@ = Action like view, print, export or export to file pool

@@@generatedate@@@ = generate date

@@@generatetime@@@ = generate time

@@@reportname@@@ = Report name

Template content (English)

Font   Size   B I U ABC x₂ x²

Template content (中文)

Font   Size   B I U ABC x x²

Enter the template content. Variables can be included.

For example, when staff name is to be included in the template, users can input relate variables. When the notification is sent, the staff name will be displayed accordingly.

Click <Submit> to save the settings.

Submit   Reset   Cancel

For SMS template settings, 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	18-Jul-2017 03:43 pm	Judy (S008)
Reconfirm booking	At SEND panel, can press [SMS button] to send this SMS template to reconfirmed booking member's mobile telephone	18-Jul-2017 03:43 pm	Judy (S008)
Finish booking	At SEND panel, can press [SMS button] to send this SMS template to finished booking member's mobile telephone	18-Jul-2017 03:43 pm	Judy (S008)
Sales invoice	When new sales invoice is prepared, can press [SMS + OK button] to send this SMS template to member's mobile telephone		Judy (S008)
Settlement invoice	When new settlement invoice is prepared, can press [SMS + OK button] to send this SMS template to member's mobile telephone		Judy (S008)
Treatment receipt	When treatment is finished, can press [SMS + OK button] to send this SMS template to member's mobile telephone		Judy (S008)
Electronic member card	press [member card] to send this SMS template to member's mobile telephone	17-Jan-2020 04:49 pm	Administrator (admin)
Member report notification	When any user print or export all member's member record report, will auto send this SMS template to designated telephone	7-Feb-2020 05:29 pm	Administrator (admin)
Non office hours login notification	When any user at non office hours login system, will auto send this SMS template to designated telephone	7-Feb-2020 05:31 pm	Ivy Lee (beauty)

Select the SMS template.

Edit SMS template

SMS template name :   Member report notification

Database :

@@@companyname@@@ = name

@@@staffcode@@@ = Staff code

@@@staffname@@@ = Staff name

@@@url@@@ = Action like view, print, export or export to file pool

@@@generatedate@@@ = generate date

@@@generatetime@@@ = generate time

@@@reportname@@@ = Report name

Template content (English)

Template content (中文)

Enter the template content. Variables can be included.

For example, when staff name is to be included in the template, users can input relate variables. When the notification is sent, the staff name will be displayed accordingly.

Click <Submit> to save the settings.

Submit   Reset   Cancel