

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,

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# **Staff Master**

User can add staff records to b2b system, define their access rights and arrange their rosters depending on their job natures. Users can reset passwords and manage user accounts, including inactivating, deleting, or undoing such actions, or searching for or viewing records of particular staff.

## Add new staff

Go to Staff > Staff > New

to calculate salary.

New staff									
Staff o	ode *** must input		(Maximum 15 characters, please avoid input	t', !, @, \$, #, %, ^, &, *, space.) [If the staff is a user, staff login= staff code. ]					
Default shop *** must input Please select									
Staff name *** must input				(Maximum 100 characters)					
English	n full name			(Maximum 100 characters)					
Chines	e full name			(Maximum 100 characters)					
Gende		F V							
Identit		a: 1 (B)	(Maximum 50 chara	acters)					
Marita Join da	l Status	Single / Divorced							
	Staff code: If the employee identity incl	uding use	r, the staff code must be ι						
	shop, such as a logistics employee, you			the employee does not belong to any n.					
	Staff name: Must be input.								
	English full name, Chinese full name, Go	ender, Ide	ntity card, Marital Status,	Join date: Use for personal records.					
**Au	thorised payroll users : Amy (S007), Anna (S004), Anna Ts	ui (Anna), cob	ing (MK001), cobi_testing (MK002),	Gary (S002), Ivy Lee (beauty)					
	c salary v allow authorised payroll users to input)		\$						
MPF (Only	allow authorised payroll users to input)		✓ Yes						
Mea	l breaks		Minutes (Maximum 3 cha	aracters)					
Mea	l breaks with pay		✓ Yes						
Rest	days with pay		✓ Yes						
	Basic salary (Only allow authorised payroll users to input): Enter the employee's basic salary amount.								
	MPF (Only allow authorised payroll users to input): Tick the box to calculate MPF for employees.								
	Meal breaks (Require staff attendance function): Input meal time to facilitate the system to calculate attendance.								
	Meal breaks with pay (Require staff at	tendance <sup>1</sup>	function): Select whether	the meal breaks are paid to facilitate the					
	system to calculate salary.								

Rest days with pay (Require employee salary function): Select whether the rest days are paid to facilitate the system



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Bank 🗸
(Maximum 200 characters)
(Maximum 200 characters)
(Maximum 200 characters)
Day V
Day V
✓ Not required
✓ Not required
int no, Account name (Only allow authorised payroll users to input) k information to facilitate the arrangement of salary payments fo
oll users to input): Enter the probation period.
users to input): Enter the notice period to facilitate the system to
quires employee attendance system): If the employee does not need
ck the box. This employee will not be displayed in the related report.

Staff system identity	
User ***	▼ Yes [Users can login to the system.]
Sales ***	✓ Yes [Sales can receive commission. Sales code can be used as a criterion for sales analysis.]
Therapist ***	✓ Yes [Therapist can accept booking, finish treatment and receive wages. Therapist code can be used as a criterions for treatment done analysis. ]
Default system	English V

- Staff system identity: Identity includes user, sales and therapist. Employee can have three identities at the same time, or one or two. Tick the box to arrange the identity for the employee.
- Default system: Select the default language for employees to log in to the system as English or Traditional Chinese.

  After logging into the system, employees can switch languages at any time.



staffs" or "own" leave.

details of "All staffs" or "Own".

## HKB2B Limited

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	User				
User	access group	Account [	Department V		
Not a	illow to view and edit user access group	☐ Yes			
Shop	and warehouse access setup	✓ Allow	user setup shop and warehouse access		
Shop	access	Setup			
Ware	house access	Setup			
Passv	vord ***	(6-15 char	racters)		
Confi	irm password ***	( 6-15 char	racters)		
	User access group: System assign authority to users	accordin	ng selected user access group.		
	Shop and warehouse access setup: (Require shop	/warehc	ouse access right): Select the box to allo		
	assign branch and warehouse permissions to other u	ısers.			
Shop access/ Warehouse access (Require shop /warehouse access right): Click <setup> and select the box to assist shop/warehouse access right to this user. If system has one shop and warehouse only, you can skip the setting. system will assign the permissions of the default shop and warehouse to the user.  Password: The user can setup login password. Users provide "login" and "password" to employees, so the employees can log in to the system.</setup>					
Allo	w view other staff time attendance	ζ	Yes		
Allo	w setup staff attendance report cut off date		Yes		
Viev	v other staff roster right		View all		
Allo	w view other staff leave		Allow view own leave only 🗸		
Allo	w apply other staff leave		Allow apply own leave only 🗸		
Allo	w view all staff salary details		Not allow, can view own salary only 🗸		
The	following items can be set according to the user's aut	hority:			
Allow view other staff time attendance (Requires staff attendance function): If the employee has the permission to view the attendance report, the system control that he can view his own records only. Select "Yes", employees can view other employees' attendance records.					
Allow setup staff attendance report cut off date (Requires staff attendance function): If the employee has permission to view the attendance report and select "Yes", the employee can set up cutoff date for the report					
	View other staff roster right (Requires staff attenda staffs", "All shops" or "Only view own".	nce fund	ction): You can choose to allow employe		
	Allow view other staff leave (Requires staff holiday for "own" leaves.	unction)	: You can choose to allow employees to		

Allow apply other staff leave (Requires staff holiday function): You can choose to allow employees to apply for "all

Allow view all staff salary details (Requires payroll function): You can choose to allow employees to view the salary



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Point of sale authority (Override point of sale setup authority)							
Allow edit or void invoice (Before cash closing)	Yes, user can edit or void all invoice (Before cash closing)						
<u>Staff au</u>	thority						
Allow edit past shift	No Y [Only for Staff > Staff > Leave / Rest days]						

- Allow edit or void invoice (Before cash closing): Whether the user can edit or void the invoice after complete cash closing, select "Yes" if possible.
- Allow edit past shift: If the user can edit the past shift, select "Yes".

	Sales					
Sales group	Sales Notes : Sales at same group will receive same commission scheme					
View all sales invoice rights	✓ Can view all sales invoice					

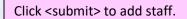
- Sales group: Select the sales group, the system will calculate the commission and sales analysis based on the group.
- View all sale invoice rights: If the employee identity includes "sales" and "user", tick the box to allow the employee to view all sales Invoices.

	Therapist	
Therapist group	Doctor 🗸	Notes : Therapist at same group will receive same wages scheme
Therapist department	✓ BODY ✓ Doctor	

- Therapist group: Select the right group for therapist, the system will calculate wages based on the group.
- Therapist department: According to the skills of the therapist, select department. Employee is allowed to have multiple departments at the same time.

Shift						
Weekday	<u>Shift</u>					
Sunday	A (10:00 am - 10:00 pm) 🗸					
Monday	A (10:00 am - 10:00 pm) 🗸					
Tuesday	A (10:00 am - 10:00 pm) 🗸					
Wednesday	A (10:00 am - 10:00 pm) 🗸					
Thursday	A (10:00 am - 10:00 pm) 🗸					
Friday	A (10:00 am - 10:00 pm) 🗸					
Saturday	A (10:00 am - 10:00 pm) 🗸					

Shift: Preset shift and holidays to employees. The system will have related reports to view the attendance records of employees. The shift of the therapist will be reflected in the therapist table.











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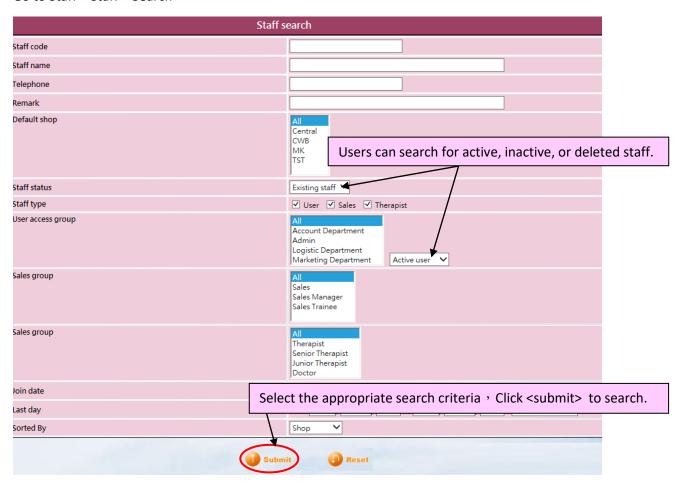
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## Staff search

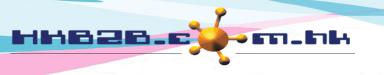
Go to Staff > Staff > Search



# **Edit Staff**

Go to Staff > Staff > Select Shop > Select Staff > Edit





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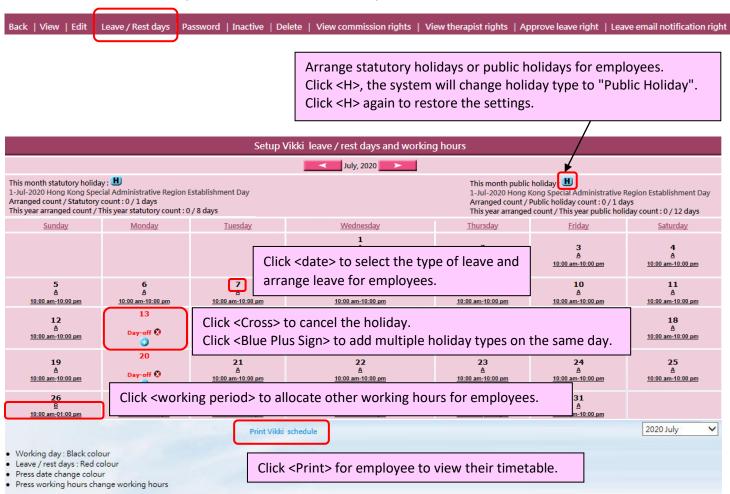
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## Arrange leave/ rest day and working hours for staff

The work schedule will be arranged according to the preset shift in the staff master.

Users can click the arrow or directly select the month to update working hours and leave.

Go to Staff > Staff > Select Shop > Select staff > Leave/ Rest days





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# Set Approve Leave Right and receive leave notification staff

Staff can apply leave through b2b system. After the application, system will send the leave application email to the applicant, approve staff and other related staff.

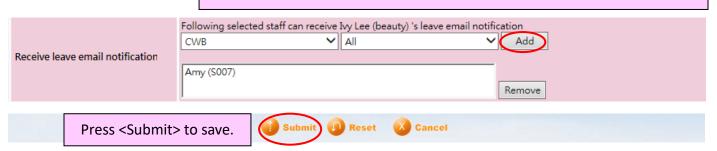
# **Setup Approve leave right**

Staff > Staff > Select shop > Select staff > Edit > Approve leave and receive leave email notification

		Select approvers who can approve this staff's leave, press <add>.</add>
Approve leave and receive leave email notification	Following selected sta CWB Joan (S005) Gary (S002)	aff can approve Ivy Lee (beauty) 's leave(Any one can complete approve ) and can receive Ivy Lee (beauty) 's leave email notification  Add  Remove

## Setup Approve leave right and receive leave email notification staff

Select staff that can receive this staff's leave email notification, press <Add>.





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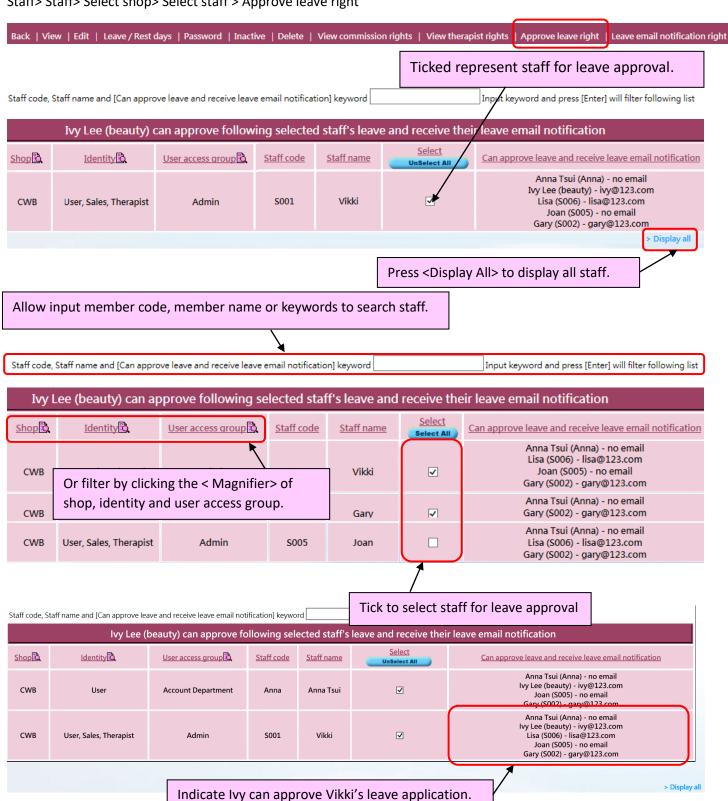
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# As approver, setup staff for approval

Staff> Staff> Select shop> Select staff > Approve leave right





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# **Setup Leave email notification right**

Staff> Staff> Select shop> Select Staff > leave email notification right

Back | View | Edit | Leave / Rest days | Password | Inactive | Delete | View commission rights | View therapist rights | Approve leave right | Leave email notification right

> Display all

Ticked staff represent when they apply for leave, this staff will receive email notification.

> The system will display other staff and emails that need to be notified when the employee Joan applies for a leave.

Staff code, Staff name and email notification to keyword Input keyword and press [Enter] will filter following list Ivy Lee (beauty) can receive following selected staff's leave email notification <u>Select</u> Shop <u>Identity</u> ess group Staff code Staff name Email notification to CWB User, Sales, Therapist S002 Gary **✓** lvv Lee (beautv) - ivv@123 Ivy Lee (beauty) - ivy@123.com Lisa (S006) - Iisa@123.com User, Sales, Therapist **✓** CWB Admin S005 Joan **✓** CWB Therapist 5009 Terry Ivy Lee (beauty) - ivy@123.com

Can press <Display all>, input keywords or filter and then select appropriate staff.

When staff apply leave Ivy will receive email notification.



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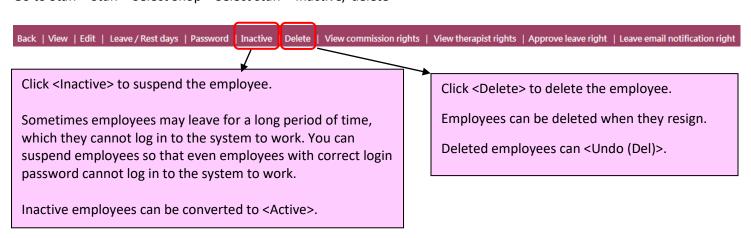
## Reset user login password

Go to Staff > Staff > Select Shop > Select staff > Password

Back   View   Edit   Leave / Rest days	Password	Inactive   D	elete	View commission rights	View	w therapist rights   Approve leave right   Leave email notification right	
				Change password			
Staff code				beauty			
Password				Directly enter the new password, or press  (6-15 characters)  Generate random password, or press  Generate random password>, the system			
Confirm password			[			will assign a new password.	
Click <submit> to save new p</submit>	passwor	d. (	1 Su	ubmit Reset	Cano	cel	

# Inactive/ Delete staff

Go to Staff > Staff > Select Shop > Select staff > Inactive/ delete



CWB staff list								
<u>Staff code</u>	<u>User</u>	<u>Sales</u>	Therapist	<u>Action</u>				
RayMan (Deleted)	RayMan (Deleted)	✓	✓	✓	Inactive	Undo (Del)		
S007 (Inactive)	Joe	✓	✓	✓	Active	Delete		

The system will keep records of Inactive/deleted employees.



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# Set up the sequence to be displayed at therapist table

Go to Staff > Therapist

Select shop, the system will display all therapists in the shop.

Therapist list									
Sequence to be displayed at therapist table	Therapist code	<u>Therapist name</u> to be displayed at therapist table	<u>Shop</u>						
1	S009	Terry	CWB						
2	beauty	Ivy Lee	CWB						
3	S001	Vikki	CWB						
4	S002	Gary	CWB						

The user enters the order of the therapist in the list, and presses <Enter>. The system will instantly update the sequence to be displayed at therapist table.

<u>Time</u>	A Terry	<u>A</u> <u>Ivy Lee</u>	<u>A</u> <u>Vikki</u>	<u>D</u> <u>Gary</u>
08:30 am				
08:45 am				
09:00 am				