









## Company Announcement

Users can post announcements according to shops and user access groups.

Related users can view company announcements after login at main menu.

Company announcements will be displayed in rolling form one by one.

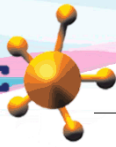
*HKB2B Limited*  
*beauty (beauty) in operations*

- Master* 
- Member* 
- Booking* 
- Point of sale* 
- Promotion* 
- Inventory* 
- Staff* 
- Report* 

- Apply own leave
- Approve leave
- Staff leave calendar
- Today birthday member
- 中文
- Change password
- Sign In
- [ Logout ]**

Company announcement

Date : 1-Jun-2016 - 30-Jun-2016 ; Prepared by : beauty (beauty)  
 June Staff Promotion:  
 Purchase Nutrient Mask \$168 at staff price \$38  
 (each staff can purchase 3 boxes at most)



### Setup Company Announcement

Setup company announcement at

Master > General settings > Company announcement setup > New

#### New company announcement

Announcement to	Shop				
	All	CTL	TST		
Announcement display date	Access group				
	All	Admin	Office	Receptionist	Shop Manager
	Staff				
Announcement content	June Staff Promotion: Purchase Nutrient Mast \$168 at staff price \$38 (each staff can purchase 3 boxes at most)				
Not display this announcement	<input type="checkbox"/>				

Submit
Reset
Cancel

Select shop and user access group for this announcement.

Input announcement display date and content.

Tick "Not display this announcement" to suspend displaying this notice.

### View / Edit Company Announcement

View or edit company announcement at

Master > General settings > Company announcement setup

#### Company announcement list

Announcement date	Announcement content	Prepared by	Display	Action
1-Jun-2016 to 30-Jun-2016	June Staff Promotion: Purchase Nutrient Mask \$168 at staff price \$38 (each staff can purchase 3 boxes at most)	beauty (beauty)	Display	<span style="border: 1px solid red; border-radius: 50%; padding: 2px 5px; color: red; font-weight: bold;">Delete</span>
1-Jun-2016 to 31-Jul-2016	Shop manager meeting on Mon, 9:00am - 11:00am	beauty (beauty)	Not display	<span style="border: 1px solid blue; border-radius: 50%; padding: 2px 5px; color: blue; font-weight: bold;">Delete</span>

Submit
Reset
Cancel

Press <Delete> button to delete the company announcement

Press <Edit> button to edit company announcement. Upon completion, press <Submit> to update company announcement.

#### Edit company announcement

Announcement to	Shop				
	All	Central	CWB	MK	TST
Announcement display date	User access group				
	All	Account Department	Admin	Logistic Department	Marketing Department
	Staff				
Announcement content	本月員工購物優惠：員工價 \$38 購買原價 \$168 保潔面膜一盒（每位員工最多購買3盒） Staff discounts - All staff can purchase face masks (Original price: \$168) with a discounted price of \$38. (Max 3 units only)				
Prepared by	Ivy Lee (beauty)				
Not display this announcement	<input type="checkbox"/>				

Submit
Reset
Cancel