Booking Table Control Settings

In Main page> Booking> Setup
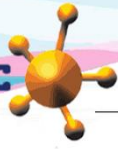
Booking table display method

The user can set the display mode of the booking table.

Booking setup

Booking table time	09:00 am to 11:00 pm
Display time zone	● 1 time zone ○ 4 time zone
Time format	○ 24 hours format ● AM/PM format

◄ 4-Jan-2023, Wednesday ►   Shop All   Table Display   New Member

Shop Wanchai   Member   A F

R   A   F   SMS   M T B   Book   My Account   Campaign   History   Installment   Details   Document   R Int.   Current time:11:52:47pm

| Time	A Cindy		d
09:00 am			
09:30 am			
10:00 am			
10:30 am			
11:00 am			
11:30 am			
12:00 pm			
12:30 pm			
01:00 pm			
01:30 pm			
02:00 pm			
02:30 pm			
03:00 pm			
03:30 pm			
04:00 pm			
04:30 pm			
05:00 pm			
05:30 pm			
06:00 pm			
06:30 pm			
07:00 pm			
07:30 pm			
08:00 pm			
08:30 pm			
09:00 pm			
10:00 pm			
10:30 pm			

The booking table will be displayed according to the settings:
- According to the set start time [9:00] and end time [11:00], the appointment time slot will be displayed.
- With [1 Time Zone], the panel displays all time slots at once.
- Display using [am/pm format]。
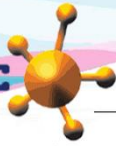
Select [4 Time Zones], the page will be displayed in 4 time zones.

Users can set the start and end time of the time zone.

Booking setup

Booking table time	09:00 am ˅ to 11:00 pm ˅
Display time zone	○ 1 time zone ◉ 4 time zone
Time zone 1	Start time to 01:00 pm ˅
Time zone 2	12:00 pm ˅ to 04:00 pm ˅
Time zone 3	03:00 pm ˅ to 07:00 pm ˅
Time zone 4	06:00 pm ˅ to End time
Time format	◉ 24 hours format ○ AM/PM format

◄ 4-Jan-2023, Wednesday ►   Shop All   Table Display   New Member

Shop   Wanchai   Member [   ] 🔍 Ⓐ Ⓕ

R ≡ A ≡ F ≡ SMS ≡ Ⓜ Ⓣ Ⓑ   Book   My Account   Campaign   History   Installment   Details

Before 13:00   12:00 - 16:00   15:00 - 19:00   After 18:00

Users view the time grid in that time zone by time zone.

Time	A Cindy	B1 Mandy	A Ben
09:00	▬▬▬▬	▬▬▬▬	▬▬▬▬
09:30	▬▬▬▬	▬▬▬▬	▬▬▬▬
10:00		▬▬▬▬	
10:30		▬▬▬▬	
11:00		▬▬▬▬	
11:30		▬▬▬▬	
12:00		▬▬▬▬	
12:30		▬▬▬▬	
▼			

Display using [24-hour format].

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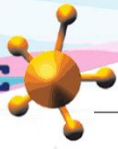
Booking table time for each slot

Therapist table and room table time for each slot	30	minutes (Not allow to increase)
Equipment table time for each slot	15	minutes (Not allow to increase)

The time slot of the therapist and room booking table, the system default time slot is 30 minutes. Users can reduce the minutes by themselves. If they need to increase the minutes, they can contact HKB2B.

Time	A Cindy	B1 Mandy	A Ben
09:00	▬▬▬▬	▬▬▬▬	▬▬▬▬
09:30	▬▬▬▬	▬▬▬▬	▬▬▬▬
10:00		▬▬▬▬	
10:30		▬▬▬▬	
11:00		▬▬▬▬	
11:30		▬▬▬▬	
12:00		▬▬▬▬	
12:30	▼	▬▬▬▬	

The time slot of the equipment booking table, the system default time slot is 15 minutes. Users can reduce the minutes by themselves. If they need to increase the minutes, they can contact HKB2B.
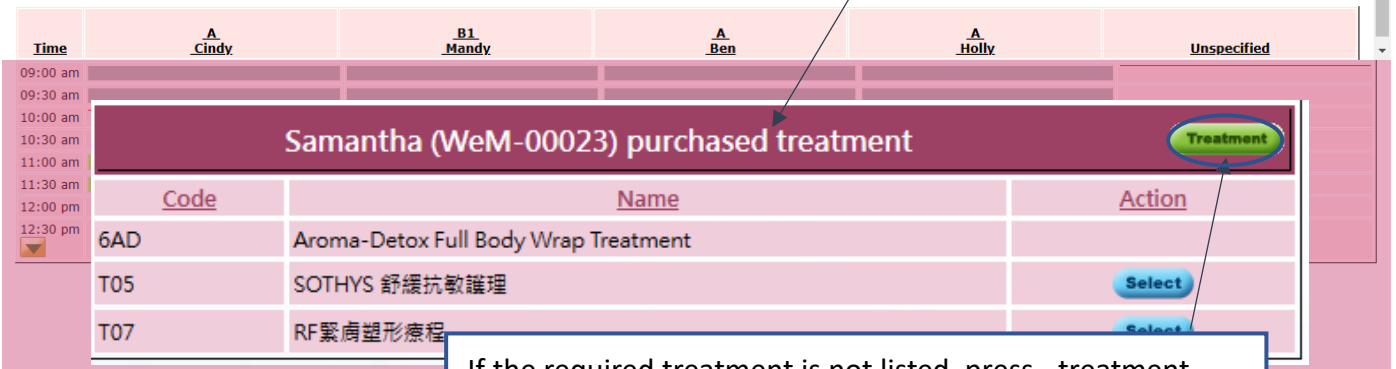
Time	FraxelTM(1)	FraxelTM(2)	FraxelTM(3)	FraxelTM(4)	FraxelTM(5)
09:00 am					
09:15 am					
09:30 am					
09:45 am					
10:00 am					
10:15 am					
10:30 am					
10:45 am					
11:00 am					

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New booking must have treatment

Therapist must be selected when user create booing for a member.
The system default does not need to select care.
Tick [Yes], and therapist must be selected for creating an booking.

New booking must have treatment   ☑ Yes

After the function is activated, when the user create booking to the booking table, the system will pop up a list of the treatment that the member has purchased to facilitate the selection of treatment.

4-Jan-2023, Wednesday
Shop   Wanchai

Time	A Cindy	B1 Mandy	A Ben	A Holly	Unspecified
09:00 am					
09:30 am					
10:00 am					
10:30 am					
11:00 am					
11:30 am					
12:00 pm					
12:30 pm					

Samantha (WeM-00023) purchased treatment   Treatment
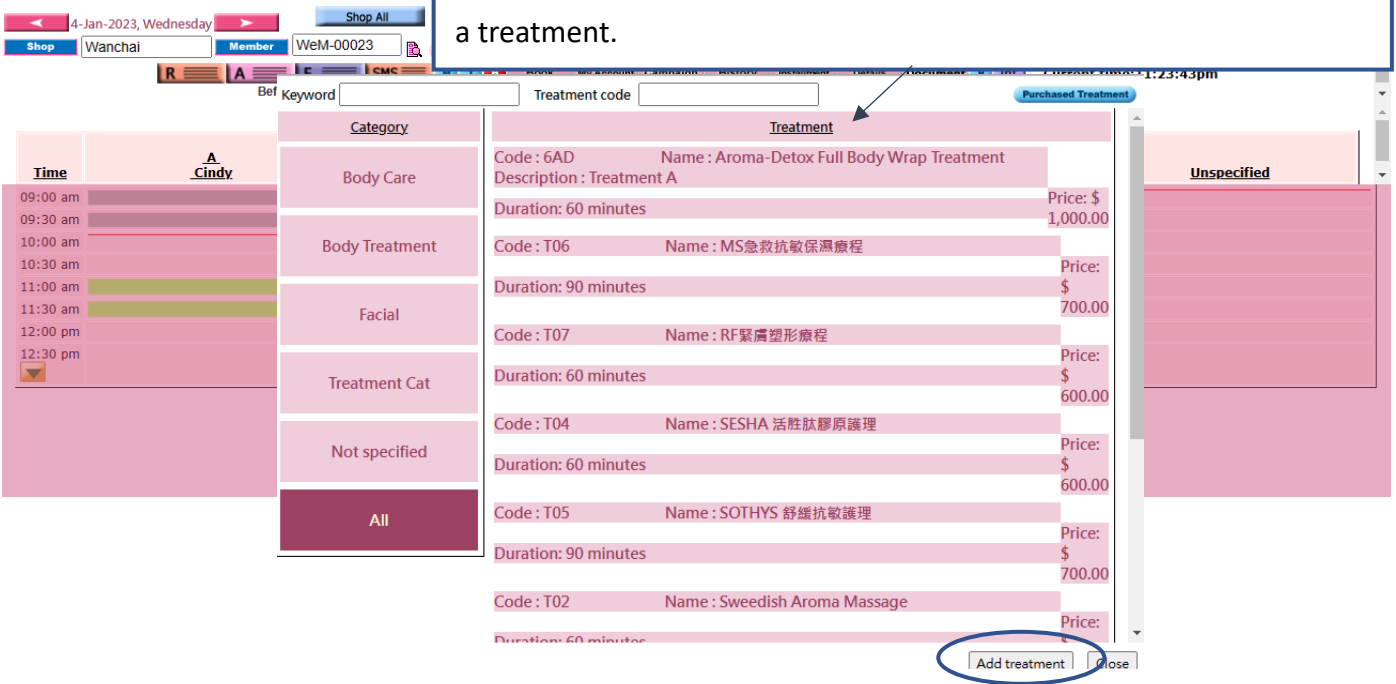
Code	Name	Action
6AD	Aroma-Detox Full Body Wrap Treatment	
T05	SOTHYS 舒緩抗敏護理	Select
T07	RF緊膚塑形療程	Select

If the required treatment is not listed, press - treatment-.

After pressing [Treatment], the page will go to the list of treatments, and you can choose more treatments.
After the user selects a care, click [Add Treatment] to successfully add a treatment.

4-Jan-2023, Wednesday   Shop All
Shop   Wanchai   Member   WeM-00023

Keyword [   ]   Treatment code [   ]   Purchased Treatment

Time	A Cindy		Unspecified
09:00 am			
09:30 am			
10:00 am			
10:30 am			
11:00 am			
11:30 am			
12:00 pm			
12:30 pm			

Category	Treatment
Body Care	Code : 6AD Name : Aroma-Detox Full Body Wrap Treatment Description : Treatment A Duration: 60 minutes Price: $1,000.00
Body Treatment	Code : T06 Name : MS急救抗敏保濕療程 Duration: 90 minutes Price: $700.00
Facial	Code : T07 Name : RF緊膚塑形療程 Duration: 60 minutes Price: $600.00
Treatment Cat	Code : T04 Name : SESHA 活胜肽膠原護理 Duration: 60 minutes Price: $600.00
Not specified	Code : T05 Name : SOTHYS 舒緩抗敏護理 Duration: 90 minutes Price: $700.00
All	Code : T02 Name : Sweedish Aroma Massage Duration: 60 minutes Price:

Add treatment   Close

Auto change member join shop

By default, the system will not automatically change the member shop. Check [Yes] to activate the function.

Auto change the member join shop to first treatment redeem shop   ☑ Yes

Membership information

Join date	8-Dec-2022
Join shop	TST
Member discount	0 %
Consultant	

There is a column in the member record for joining shop, which is used to identify which shop the member belongs to.

4-Jan-2023, Wednesday
Shop: Wanchai   Member: WeM-00023   Samantha / New / TST / Active member

Time	A Cindy	B1 Mandy	A Ben
09:00 am			
09:30 am			
10:00 am			
10:30 am	WeM-00023 •Unspecified room •T05 (SOTHYS 舒緩抗敏護理)		
11:00 am			
11:30 am			
12:00 pm			

When a new member joins a shop, the 'booking shop' where the member's first treatment is performed is different from the 'Joining shop'.

4-Jan-2023, Wednesday
Shop: Wanchai   Member: WeM-00023   Samantha / New / Wanchai / Active member

Time	A Cindy	B1 Mandy	A Ben	A Holly
09:00 am				
09:30 am				
10:00 am				
10:30 am	WeM-00023 •Unspecified room •T05 (SOTHYS 舒緩抗敏護理)			
11:00 am				
11:30 am				

After the member completes the deduction, the system will automatically change the member's 'joining shop' to the booking shop where the member completed the treatment for the first time.
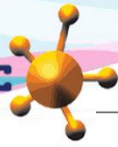
Only accept appointment after preparing roster

By default, the system does not need to pre-set therapist roster, only the booking table can accept booking.

Only accept appointment after preparing roster	☐ Yes

Users can use the roster to edit monthly updates for therapist. The function of roster is in staff - roster.

Staff roster

Month Jan ▾ / 2023 ▾	Shop Wanchai ▾ →	User type All ▾	User access group All ▾	Staff Please select ▾

Holly (beauty) roster

◄ November, 2022 ►

Arranged count / Statutory holiday count : 0 / 0 days
This year arranged count / This year statutory holiday count : 0 / 12 days

This month arranged working days and hours :
30 days / 270.00 hour

Arranged count / Public holiday count : 0 / 0 days
This year arranged count / This year public holiday count : 0 / 17 days

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
		1 Wanchai | A	2 Wanchai | A	3 Wanchai | A	4 Wanchai | A	5 Wanchai | A	Edit Pattern
6 Wanchai | A	7 Wanchai | A	8 Wanchai | A	9 Wanchai | A	10 Wanchai | A	11 Wanchai | A	12 Wanchai | A	Edit Pattern
13 Wanchai | A	14 Wanchai | A	15 Wanchai | A	16 Wanchai | A	17 Wanchai | A	18 Wanchai | A	19 Wanchai | A	Edit Pattern
20 Wanchai | A	21 Wanchai | A	22 Wanchai | A	23 Wanchai | A	24 Wanchai | A	25 Wanchai | A	26 Wanchai | A	Edit Pattern
27 Wanchai | A	28 Wanchai | A	29 Wanchai | A	30 Wanchai | A				Edit Pattern

Holly (beauty) roster not prepared, press ⚠ **Submit** to prepare roster

After the function is activated, if the user has not edited the therapist in the current month, the system will not allow the booking table to accept booking.
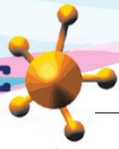
◄ 2022年12月9日, 星期五 ►	美容師(分店)	顯示設定	新增會員	
分店 Wanchai	會員			

R ▤ A ▤ F ▤ SMS ▤ M T B 預約 我的戶口 聯絡活動 記錄 分期付款 詳情 文件 R 綜合   現時時間:下午 10:34:01

沒有美容師

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Only accept bookings of member of the same shop

The system default allows members to make booking at each shop. Check [Yes] to activate the function.

Only accept bookings of member of the same shop (Join shop)　　☐ Yes

After the function is activated, the shop of the newly created booking on member must be the same as the join shop before the new booking can be made.

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Allow cancel + redeem and no show + redeem

This function is used for the member who made booking, but the member did not attend on the day of the booking.

Regardless of whether the member cancels or no show the booking, the user can deduct the relevant booking the member account.

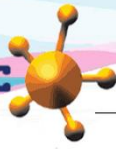Check [Yes] to activate the function.

Allow cancel + redeem and no show + redeem	☑ Yes
	☑ Not allow to new booking if selected treatment is not purchased and member have unpaid admin fee
Wages for cancel + redeem and no show + redeem booking	☐ No wages at therapist wages reports

Time	A Cindy	B1 Mandy	A Ben
09:00 am			
09:30 am			
10:00 am			
10:30 am	WeM-00023 •Unspecified room •T05 (SOTHYS 舒緩抗敏護理)		
11:00 am			
11:30 am			
12:00 pm			
12:30 pm			

Member did not attend the booking when the feature was activated.

Same Day Move | Date | Purchased Treatment | Treatment | Therapist | Room

Available therapist | Available room | Available equipment | Available time

Booking time	Treatment	Room	Create booking staff	Last updatedStaff
10:30 am - 11:30 am	T05, SOTHYS 舒緩抗敏護理	Unspecified	Holly(beauty)	Holly(beauty)

Back | Modify | Reconfirm | Arrive | Ready | Cancel | No Show | Cancel + Redeem | No Show + Redeem | Finish | Remove | Remark | Booking reminder | Comment

User press [Cancel + Redeem] / [No show + Redeem] deduct the treatment in the member account and release the time slot.

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When [Allow cancel+ redeem and no show + redeem] Function has been activated.

Users can set whether to control the treatment in the new booking.

Allow cancel + redeem and no show + redeem	☑ Yes
	☑ Not allow to new booking if selected treatment is not purchased and member have unpaid admin fee
Wages for cancel + redeem and no show + redeem booking	☐ No wages at therapist wages reports

Keyword [   ]   Treatment code [   ]

Category	Treatment	
Body Care	Code : T06 Name : MS急救抗敏保濕療程	
	Duration: 90 minutes	Price: $ 700.00
Body Treatment	Code : T04 Name : SESHA 活胜肽膠原護理	
	Duration: 60 minutes	Price: $ 600.00
Facial	Code : T05 Name : SOTHYS 舒緩抗敏護理	
	Duration: 90 minutes	Price: $ 700.00
Treatment Cat		Price: $ 600.00
All	Code : Not specified Name :	
	Duration: 30 minutes	Price: $ 0.00

If the member has not purchased the 'Treatment Selected on booking' or the member has an unpaid administrative fee, staff will not be allowed to select the treatment.

Previous administrative fees not paid   [Close]

When the [Allow Cancel + redeem and No show +redeem] function is activated.

The user can set whether the therapist who the member cancels/no show booking can get the wages. System presupposes that the therapist can get wages. If you select [Yes], the therapist will not get paid.

Allow cancel + redeem and no show + redeem	☑ Yes
	☑ Not allow to new booking if selected treatment is not purchased and member have unpaid admin fee
Wages for cancel + redeem and no show + redeem booking	☐ No wages at therapist wages reports

Item according to expiry date auto expire

The system defaults when the item in the member account expires.

Member purchased items according to expiry date auto expire
(because system will auto generate expired invoice)

Enable auto prepare expired invoice   Amendment log
[Press here change to disable auto prepare expired invoice]

Click here to change to disable auto prepare expired invoices.

Member account details

Member code	WeM-00023	Invoice no	PSI-00106
Invoice date	1-Dec-2022 02:02 am		
Total purchase	$ 700.00	Type	Treatment
Treatment value	$ 700.00	Purchased	1
Item name	SOTHYS 舒緩抗敏護理	Used	0
Expired	1	Expiry date	1-Dec-2022
Remaining	0 Refresh	Course code	T05
Promotion code			

If the current item has expired, the system will automatically generate an overdue invoice.
Overdue Item Quantity will be moved from 'Remaining' to 'Expired'.

Successfully changed to disable auto prepare expired invoices.

Member purchased items according to expiry date auto expire
(because system will auto generate expired invoice)

Disable auto prepare expired invoice   Amendment log
[Press here change to enable auto prepare expired invoice]

Press [Amendment log] to view the history of setting changes.

Setup amendment log

Setup	Location	Original	Updated	Amended by	Action time
Auto prepare expired invoice	Booking setup	Enabled	Disabled	Holly (beauty)	2-Jan-2023 04:51 am
Auto prepare expired invoice	Booking setup	Disabled	Enabled	Holly (beauty)	28-Dec-2022 04:30 am
Auto prepare expired invoice	Booking setup	Disabled	Enabled	Holly (beauty)	28-Dec-2022 04:30 am
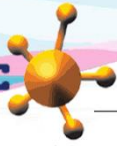
Allow usage unpaid items

System default allows, use unpaid items to complete care
Tick the [Allow] to not allow deduction for unpaid items.

Allow usage of unpaid items	☑ Allow

Qualified therapist

The system defaults to no limit, tick the [box] to activate the control.

Allow qualified therapist to accept treatment booking only	☐ Yes

Treatment details

Treatment code	6AD
Treatment name	Aroma-Detox Full Body Wrap Treatment
SKU	
Treatment category	Treatment Cat
Equipment	FraxelTM required 15 minutes and start at 16th minutes
Treatment duration	60 minutes
Treatment description	Treatment A
Division	Unspecified

Back | View | Edit | Volume discount | Bottom price | SKU | Delete | Qualified therapist

In the treatment profile, click [Qualified therapist].
The user can set a qualified theapist for the treatment.

Qualified therapist list

Therapist shop	Therapist code	Therapist name	Therapist include Select All	Hide display
Wanchai	beauty	Holly	☑	✖
Wanchai	ST01	Mandy	☑	✖
Wanchai	ST02	Ben	☑	✖
TST	Betty	Betty	☐	✖
TST	Molly	Molly	☐	✖
Wanchai	ST03		☐	✖

Tick out therapist who can complete treatments.
When the user selects an unqualified therapist in the booking table,
the system will prompt.

Daily maximum booking hours control

The system defaults to no limit. Tick the [box] to activate control.

Users can set the maximum booking time for user per day.

Daily maximum booking hours control
(When control is enabled , at Staff master > Booking authority setup)

☑ Control

In the staff master, set the maximum booking table of the user every day.

The system defaults to 0, that is, there is no limit. Enter the maximum booking hours.

Booking authority (Override booking setup authority)	
Override cancel booking rule	No ▾
Daily maximum booking hours	0 Hours (Blank or 0 = No control)
Allow to change deposit redeem value at finish redemption	☐ Allow

Submit   Reset   Cancel

Press [Submit] to save.