

Booking Control on Cancel Past Booking

Booking > Setup

Cancel past booking Control

Turn on "Cancel past booking" control by ticking the box.

Staff > Staff > Select staff > Edit

Allow Cancel Past Bookings Not allow

Assign "Allow Cancel Past Bookings" authority to individual staff.

Booking > Therapist table

Booking Page Menu English 繁體中文

Date: 19-Jul-2014 Shop All Table Display New Member
 Shop: WC Member: WeM-00019 Ms Toby
 Book My Account Campaign History Installment Details Document Current time: 5:21:46pm

Time	A Amy	A Fanny	A Beauty	A Yan	Unspecified
09:15 am	WeM-00019 •Nil country •Ms Toby •242 •09:15 am-10:30 am •NE FAC				
09:30 am					
09:45 am					
10:00 am					
10:15 am					
10:30					

Booking ID	Status	Arrived time	Date	Booking time	Treatment	Therapist	Room	Last updated Staff	Last updated time
242	Confirmed	21-Jul-2014 02:34 pm	19-Jul-2014	09:15 am - 10:30 am	NE FAC	Amy	Unspecified	Beauty(beauty)	21-Jul-2014, 05:21 pm

Back Modify Reconfirm Arrive Ready No Show Finish Remove Remark Booking reminder Comment Close

No "Cancel" in past bookings.



Booking > Search

Booking search

Search Config

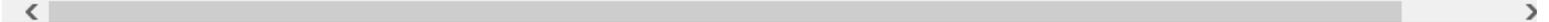
1 booking record

Booking search results

Booking ID	Date	Time	Member code	Treatment code	Treatment name	Status	Paid	Remark	Invoice no	Treatment receipt	Shop	Room
242	19-Jul-2014	09:15 am - 10:30 am	WeM-00019	NE FAC	Nutrient Enhancing Facial	Confirmed	N				WC	Not specified

Back Search Again Print Excel

Treatment count : 1
 Treatment receipt count : 0
 Member count : 1



Booking ID	Status	Arrived time	Booking time	Treatment	Therapist	Room	Last updated staff	Last updated time	Locker	Remarks
242	Confirmed	21-Jul-2014 02:34 pm	09:15 am - 10:30 am	NE FAC	Amy	Unspecified room	Beauty(beauty)	21-Jul-2014, 05:21 pm		

No "Cancel" in past bookings.

Modify | Reconfirm | Arrive | Finish | Remove | No Show