

R function @ WeM System

Main page > Booking > Select booking table you need > R



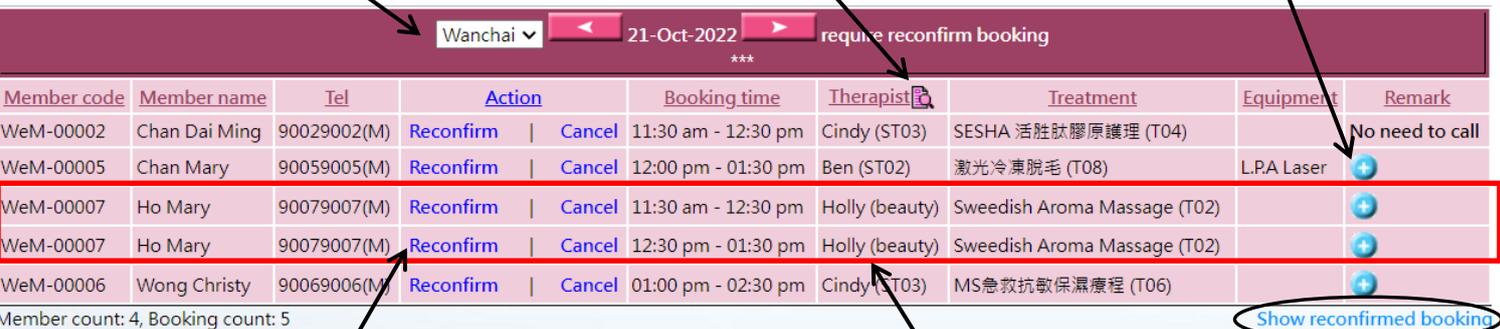
The screenshot shows the WeM System main page. At the top, there is a navigation bar with various icons for different functions. Below this is a date selector showing '21-Oct-2022, Friday' and buttons for 'Shop All', 'Table Display', and 'New Member'. A search bar contains 'Wanchai' and 'Member'. A menu bar at the bottom includes options like 'R', 'F', 'SMS', 'M', 'T', 'B', 'Book', 'My Account', 'Campaign', 'History', 'Installment', 'Details', 'Document', and 'Int.'. The 'R' function is highlighted with a red box. The current time is displayed as 10:47:53am.

Require reconfirm booking member list

Press <magnifier> the user can view the booking of the designated therapist on the day.

Users can view other shop or dates.

Press <+> to select the analysis code and enter a remark for the appointment.



The screenshot shows a table titled 'require reconfirm booking' for 'Wanchai' on '21-Oct-2022'. The table has columns for Member code, Member name, Tel, Action, Booking time, Therapist, Treatment, Equipment, and Remark. The row for 'Ho Mary' at 11:30 am is highlighted in red. A magnifying glass icon is visible next to the Therapist column. A '+' icon is visible in the Remark column. A 'Show reconfirmed booking' button is circled in blue.

Member code	Member name	Tel	Action	Booking time	Therapist	Treatment	Equipment	Remark
WeM-00002	Chan Dai Ming	90029002(M)	Reconfirm Cancel	11:30 am - 12:30 pm	Cindy (ST03)	SESHA 活胜肽胶原护理 (T04)		No need to call
WeM-00005	Chan Mary	90059005(M)	Reconfirm Cancel	12:00 pm - 01:30 pm	Ben (ST02)	激光冷冻脱毛 (T08)	L.P.A Laser	
WeM-00007	Ho Mary	90079007(M)	Reconfirm Cancel	11:30 am - 12:30 pm	Holly (beauty)	Sweedish Aroma Massage (T02)		
WeM-00007	Ho Mary	90079007(M)	Reconfirm Cancel	12:30 pm - 01:30 pm	Holly (beauty)	Sweedish Aroma Massage (T02)		
WeM-00006	Wong Christy	90069006(M)	Reconfirm Cancel	01:00 pm - 02:30 pm	Cindy (ST03)	MS急救抗敏保湿疗程 (T06)		

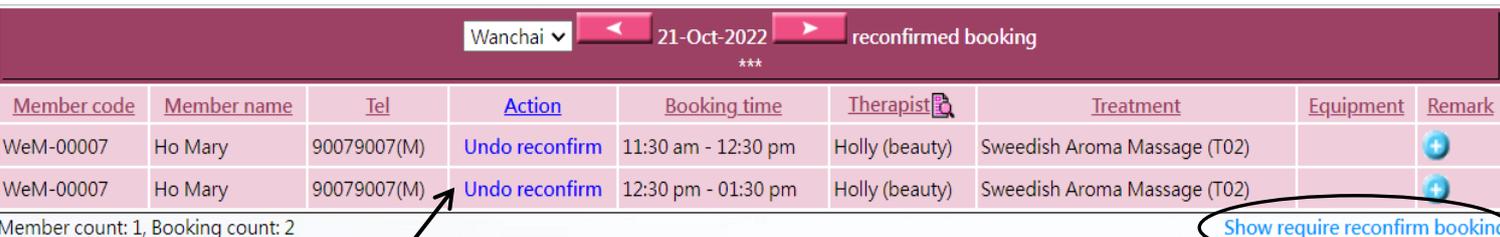
After <Reconfirm>, the record will be moved to reconfirmed booking member list.

Press <Cancel>, Cancelled booking will be released in the time table.

Switch to reconfirmed booking

If the member has more than one bookings on the same day, the other bookings will be changed together after the user confirms.

Reconfirmed booking member list



The screenshot shows a table titled 'reconfirmed booking' for 'Wanchai' on '21-Oct-2022'. The table has columns for Member code, Member name, Tel, Action, Booking time, Therapist, Treatment, Equipment, and Remark. The row for 'Ho Mary' at 11:30 am is highlighted. A 'Show require reconfirm booking' button is circled in blue.

Member code	Member name	Tel	Action	Booking time	Therapist	Treatment	Equipment	Remark
WeM-00007	Ho Mary	90079007(M)	Undo reconfirm	11:30 am - 12:30 pm	Holly (beauty)	Sweedish Aroma Massage (T02)		
WeM-00007	Ho Mary	90079007(M)	Undo reconfirm	12:30 pm - 01:30 pm	Holly (beauty)	Sweedish Aroma Massage (T02)		

After <Undo reconfirm>, the record will be moved to require reconfirm booking member list. The booking status changes to Confirmed.

Switch to require reconfirm booking member list.