



## Reconfirm single booking

Time	Coey Wong	Fionna Ng	Natalie Leung	May Lau	Boey Wan	Michelle Lam
12:15 pm				B004	B005	
12:30 pm		B002		Ms Wendy So 90040000(M) Rm D (古法線面脫眉毛)	Ms Tam Lei Ming 90050000 50050000(M) Rm E (皇冠冷激光頭部護理) 極速光Dealight	
12:45 pm		Ms Winnie 90020000(M) Rm B (火焗風風重生面部護理)	B003			B006
01:00 pm			Mr Johnny Au 90030000(M) Rm C (Eyes活性更生護理)			Ms Toby Lau 90060000(M) Rm F (冷凍纖脂減肥療程)
01:15 pm				B004	B005	
01:30 pm				Ms Wendy So 90040000(M) Rm A (古法線面脫眉毛)	Ms Tam Lei Ming 90050000 50050000(M) Rm E (皇冠冷激光頭部護理) 極速光Dealight	
01:45 pm	B001					
02:00 pm	Ms Annie 王小敏 90010000(M) Rm A (肌膚再生面部護理)					
02:15 pm						
02:30 pm						
02:45 pm						

1. Select and click on a booking which needs to be reconfirmed

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

2. Press <Reconfirm>

Time	Coey Wong	Fionna Ng	Natalie Leung	May Lau	Boey Wan	Michelle Lam
12:15 pm				B004	B005	
12:30 pm		B002		Ms Wendy So 90040000(M) Rm D (古法線面脫眉毛)	Ms Tam Lei Ming 90050000 50050000(M) Rm E (皇冠冷激光頭部護理) 極速光Dealight	
12:45 pm		Ms Winnie 90020000(M) Rm B (火焗風風重生面部護理)	B003			B006
01:00 pm			Mr Johnny Au 90030000(M) Rm C (Eyes活性更生護理)			Ms Toby Lau 90060000(M) Rm F (冷凍纖脂減肥療程)
01:15 pm				B004	B005	
01:30 pm				Ms Wendy So 90040000(M) Rm A (古法線面脫眉毛)	Ms Tam Lei Ming 90050000 50050000(M) Rm E (皇冠冷激光頭部護理) 極速光Dealight	
01:45 pm	B001					
02:00 pm	Ms Annie 王小敏 90010000(M) Rm A (肌膚再生面部護理)					
02:15 pm						
02:30 pm						
02:45 pm						

3. Colour of the booking slot will be changed, which represents the booking is reconfirmed

Back | Modify | **Undo Reconfirm** | Arrive | Ready | Cancel | No Show | Finish | Booking reminder | Comment | Remark



## Reconfirm multiple bookings

Time	Coey Wong	Fionna Ng	Natalie Leung	May Lau	Boey Wan	Michelle Lam
12:15 pm				B004 •Ms Wendy So •90040000(M) •Rm D (古法線面脫面毛)	B005 •Ms Tam Lei Ming •90050000 50050000(M) •Rm E (皇冠冷激光頭部護理) •極速光Dealight	
12:30 pm		B002 •Ms Winnie •90020000(M) •Rm B (火裕鳳凰重生面部護理)	B003 •Mr Johnny Au •90030000(M) •Rm C (Eyes活性更生護理)			
12:45 pm					B005 •Ms Tam Lei Ming •90050000 50050000(M) •Rm E (皇冠冷激光頭部護理) •極速光Dealight	B006 •Ms Toby Lau •90060000(M) •Rm F (冷凍纖脂減肥療程)
01:00 pm						
01:15 pm		B002 •Ms Winnie •90020000(M) •Rm B (UltraSlim Cavitation Therapy)				
01:30 pm						
01:45 pm	B001 •Ms Annie 王小敏 •90010000(M) •Rm A (肌膚再生面部護理)					
02:00 pm						
02:15 pm						
02:30 pm						

1. Select and click on a booking which needs to be reconfirmed

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

2. Press <Reconfirm>  
All bookings of the same member on that day will be displayed

Reconfirm booking Booked by : Ivy Yu (beauty)						
Date :	30-May-2014 (Fri)					
Member :	Ms. Winnie (B002)					
Booking ID	Time	Treatment	Therapist	Shop	Room	
3711	12:30 pm - 01:30 pm	TF06 火裕鳳凰重生面部護理 - Dual Lift Chromo Therapy	Fionna Ng	CTL	Rm B	<input checked="" type="checkbox"/>
3728	01:30 pm - 02:30 pm	TB05 UltraSlim Cavitation Therapy -	Fionna Ng	CTL	Rm B	<input checked="" type="checkbox"/>

Deselect all

4. Press <Submit>



3. Select the bookings which should be reconfirmed.

Time	Coey Wong	Fionna Ng	Natalie Leung	May Lau	Boey Wan	Michelle Lam
12:15 pm				B004 •Ms Wendy So •90040000(M) •Rm D (古法線面脫面毛)	B005 •Ms Tam Lei Ming •90050000 50050000(M) •Rm E (皇冠冷激光頭部護理) •極速光Dealight	
12:30 pm		B002 •Ms Winnie •90020000(M) •Rm B (火裕鳳凰重生面部護理)	B003 •Mr Johnny Au •90030000(M) •Rm C (Eyes活性更生護理)			
12:45 pm					B005 •Ms Tam Lei Ming •90050000 50050000(M) •Rm E (皇冠冷激光頭部護理) •極速光Dealight	B006 •Ms Toby Lau •90060000(M) •Rm F (冷凍纖脂減肥療程)
01:00 pm						
01:15 pm		B002 •Ms Winnie •90020000(M) •Rm B (UltraSlim Cavitation Therapy)				
01:30 pm						
01:45 pm	B001 •Ms Annie 王小敏 •90010000(M) •Rm A (肌膚再生面部護理)					
02:00 pm						
02:15 pm						
02:30 pm						

5. Colour of selected bookings will be changed which represents all selected bookings are reconfirmed