



### Function of Waiting List

- Waiting list column will be displayed next to the normal booking column after pressing <Waiting>.
- To hide waiting list press <Back>.
- Waiting list will be displayed in purple color.

### View waiting list

Booking > Therapist table

Booking > Individual therapist table



### Booking > Room table

Date: 13-Nov-2014

Shop: WC

Member: [ ]

Waiting List | R | A | F | M | T | B | Book | My Account | Campaign | History | Installment | Details | Document

Before 12:00 pm | 12:00 pm - 04:00 pm | 04:00 pm - 07:00 pm | After 07:00 pm

Current time: 4:48:14pm

Next> Last>> Page 1 of 2 Room 1

Waiting	Waiting	Waiting	Waiting	Waiting
Time	Room 1	Room 2		

Press <Waiting> at the corner to view waiting lists of all rooms.

Press <Waiting> above the room to view the waiting list of that room. Press <Back > to hide waiting list from room table.

Date: 13-Nov-2014

Shop: WC

Member: [ ]

Waiting List | R | A | F | M | T | B | Book | My Account | Campaign | History | Installment | Details | Document

Before 12:00 pm | 12:00 pm - 04:00 pm | 04:00 pm - 07:00 pm | After 07:00 pm

Current time: 5:34:14pm

Next> Last>> Page 1 of 2 Room 1

Waiting	Waiting	Waiting	Waiting
Time	Room 1	Room 1	Room 3

### Booking > Individual room table

Room: Room 1

Shop: WC

Member: [ ]

M | T | B | Book | My Account | History | Installment | Details | Document

Before 12:00 pm | 12:00 pm - 04:00 pm | 04:00 pm - 07:00 pm | After 07:00 pm

Current time: 4:49:04pm

Today

Waiting	Waiting	Waiting	Waiting
Time	13 Nov 2014 Thu	14 Nov 2014 Fri	15 Nov 2014

Press <Waiting> at the corner to view waiting lists of all dates.

Press <Waiting> above the date to view the waiting list of that day. Press <Back > to hide waiting list from individual room table.

Date: 13-Nov-2014

Shop: WC

Member: [ ]

M | T | B | Book | My Account | History | Installment | Details | Document

Before 12:00 pm | 12:00 pm - 04:00 pm | 04:00 pm - 07:00 pm | After 07:00 pm

Current time: 4:49:25pm

Today

Next> Last>> 1 Page 1 of

Waiting	Waiting	Waiting	Waiting
Time	13 Nov 2014 Thu	13 Nov 2014 Thu	14 Nov 2014 Fri

Booking > Equipment table

Date: 13-Nov-2014 Table Display New Member

Shop: WC Member

Waiting List R A F M T B Book My Account Campaign History Installment Details Document R Current time: 4:53:53pm

Before 12:00 pm 12:00 pm - 04:00 pm 04:00 pm - 07:00 pm After 07:00 pm

Next> Last>> Page 1 of 2 Hot Steam(1)

Waiting	Waiting	Waiting
Time	Hot Steam(1)	Hot Steam(2)
		Laser(1)
		Laser(2)

Press <Waiting> at the corner to view waiting lists of all equipments.

Press <Waiting> above the equipment to view the waiting list of that equipment type. Press <Back > to hide waiting list from equipment table.

Date: 13-Nov-2014 Table Display New Member

Shop: WC Member

Waiting List R A F M T B Book My Account Campaign History Installment Details Document R Current time: 4:53:20pm

Before 12:00 pm 12:00 pm - 04:00 pm 04:00 pm - 07:00 pm After 07:00 pm

Next> Last>> Page 1 of 2 Hot Steam(1)

Waiting	Waiting	Back
Time	Hot Steam(1)	Hot Steam
		Laser(1)

Booking > Individual equipment table

Equipment: Hot Steam Table Display New Member

Shop: WC Member

M T B Book My Account History Installment Details Document R Current time: 4:54:36pm

Before 12:00 pm 12:00 pm - 04:00 pm 04:00 pm - 07:00 pm After 07:00 pm

Today

Waiting	Waiting	Waiting	Waiting
Time	13 Nov 2014 Thu	14 Nov 2014 Fri	15 Nov 2014
			16 Nov 2014

Press <Waiting> at the corner to view waiting lists of all dates.

Press <Waiting> above the date to view the waiting list of that day. Press <Back > to hide waiting list from individual equipment table.

Equipment: Hot Steam Table Display New Member

Shop: WC Member

M T B Book My Account History Installment Details Document R Current time: 4:55:00pm

Before 12:00 pm 12:00 pm - 04:00 pm 04:00 pm - 07:00 pm After 07:00 pm

Today

Waiting	Waiting	Back	Waiting	Waiting
Time	13 Nov 2014 Thu	13 Nov 2014 Thu	14 Nov 2014 Fri	15 Nov 2014 Sat



## Two ways to add new booking on waiting list

### 1. Create booking on Waiting list column

Booking > Therapist table

Date: 13-Nov-2014 Shop All Table Display New Member

Shop: WC Member: WeM-00002 Sign tr Sign inv Ms Wong Man

Waiting List R A F M T B Book My Account Campaign History Installment Details Document R Current time: 5:49:39pm

Before 12:00 pm 12:00 pm - 04:00 pm 04:00 pm - 07:00 pm After 07:00 pm

Next > Last >> Page 1 of 3 Pony

Waiting	A Pony	A Back Pony	A Waiting Fanny	A Waiting Yan
Time				
04:00 pm				
04:15 pm				
04:30 pm	WeM-00012 •Ms Ho Daisy •311			
04:45 pm	•04:30 pm-05:00 pm •CNT			
05:00 pm				
05:15 pm				
05:30 pm				
05:45 pm				

Press the time slot of start and end time and select <Submit> to confirm waiting list booking.

Ms Wong Man booking Pony at 13 Nov 2014, 04:30 pm - 05:00 pm  
 \*\*\*Waiting list\*\*\*

Waiting	A Pony	A Back Pony	A Waiting Fanny	A Waiting Yan
Time				
04:00 pm				
04:15 pm				
04:30 pm	WeM-00012 •Ms Ho Daisy •311	WeM-00002 NT		
04:45 pm	•04:30 pm-05:00 pm •CNT	•Ms Wong Man •313 •04:30 pm-05:00 pm •Unspecified treatment		

Booking on waiting list will be displayed in purple.



## 2. Create booking using <Book>

### Booking > Therapist table

Date: 13-Nov-2014 Shop All Table Display New Member

Shop: WC Member: WeM-00002 Sign tr Sign inv Ms W

Waiting List R A F M T **Book** My Account Campaign History Installment Details Document R Cur

Before 12:00 pm 12:00 pm - 04:00 pm 04:00 pm - 07:00 pm After 07:00 pm

Next > Last >> Page 1 of 3 Pony

Time	Waiting	Waiting	Waiting	Waiting
04:00 pm		Pony	Fanny	Yan
04:15 pm				
04:30 pm		WeM-00012 •Ms Ho Daisy •\$11		
04:45 pm		•04:30 pm-05:00 pm •CNT		

Press the time slot of start time, click <Book>.

New booking Booked by: ()

Shop: WC Date: 13-Nov-2014(Thu) Time: 04:30 pm to 05:00 pm Interval: Day Count: (Maximum 1)

Selected therapist: Not specified Pony (pony) [N/A] Selected room: Not specified Room 1 Selected equipment: Laser(2)

Treatment: Keyword: Neck Treatment Code: WHITEN NT / Whitening Neck Treatment / 30 mins / \$380

Remark: Please select

Submit to waiting list Submit

Member: Ms. Wong Man (WeM-00002) Mem Deposit: \$80.00

Booking ID	Shop	Date	Time	Treatment	Therapist	Room
315	WC	13-Nov-2014(Thu)	04:30 pm - 05:00 pm	WHITEN NT Whitening Neck Treatment	Pony	Unspecified room

Close

Time	Waiting	Waiting	Waiting
04:00 pm		Back Pony	Fanny
04:15 pm			Yan
04:30 pm	WeM-00012 •Ms Ho Daisy •\$11	WeM-00002 NT •Ms Wong Man •\$11 •04:30 pm-05:00 pm •WHITEN NT	
04:45 pm	•04:30 pm-05:00 pm •CNT		

Booking on waiting list will be displayed in purple.



### Waiting list remarks

Waiting list remark is auto-generated and shown in blue fonts.

Waiting	A Pony	A Back Pony	A Waiting Fanny	A Waiting Yan
Time				
04:00 pm				
04:15 pm				
04:30 pm	WeM-00012 •Ms Ho Daisy •311	WeM-00002 <b>NT</b>		
04:45 pm	•04:30 pm-05:00 pm •CNT	•Ms Wong Man •315 •04:30 pm-05:00 pm •WHITEN NT		

NT: assigned therapist not available within booking sections.

Waiting	Room 1	Back Room 1	Waiting Room 2	Waiting Room 3
Time				
04:30 pm				
04:45 pm				
05:00 pm	WeM-00005 •Ms. Ng Jay •317	WeM-00002 <b>NR</b>		
05:15 pm	•05:00 pm-05:30 pm •EXP. FT	•Ms. Wong Man •316 •05:00 pm-05:30 pm •CNT		

NR: assigned room not available within booking sections.

Waiting	Hot Steam(1)	Hot Steam(2)	Back Hot Steam	Laser(1)
Time				
09:00 am				
09:15 am				
09:30 am	WeM-00009 \$	WeM-00010 \$	WeM-00014 <b>NE</b>	
09:45 am	•Ms. Lee Bobo •319 •09:30 am-10:00 am •CNT	•Ms. Ng Pony •318 •09:30 am-10:00 am •CNT	•Ms. Li Tammy •320 •09:30 am-10:00 am •CNT	

NE: assigned equipment not available within booking sections.



Waiting	A Pony	A Pony	A Fanny	A Yan
Time				
04:30 pm				
04:45 pm				
05:00 pm	WeM-00012 •Ms Ho Daisy •321	WeM-00002 <b>NTR</b>		
05:15 pm	•05:00 pm-05:30 pm •HERBAL M	•Ms Wong Man •316 •05:00 pm-05:30 pm •CNT		

NTR: assigned therapist and room not available within booking sections.

Waiting	Hot Steam(1)	Hot Steam(2)	Hot Steam	Laser(1)
Time				
09:00 am				
09:15 am				
09:30 am	WeM-00009 \$	WeM-00010 \$	WeM-00014 <b>NTE</b>	
09:45 am	•Ms. Lee Bobo •319 •09:30 am-10:00 am •CNT	•Ms. Ng Pony •318 •09:30 am-10:00 am •CNT	•Ms. Li Tammy •320 •09:30 am-10:00 am •CNT	

NTE: assigned therapist and equipment not available within booking sections.

Waiting	Room 1	Room 1	Room 2	Room 3
Time				
09:00 am				
09:15 am				
09:30 am	WeM-00010 \$	WeM-00014 <b>NRE</b>		
09:45 am	•Ms. Ng Pony •318 •09:30 am-10:00 am •WHITEN NT	•Ms. Li Tammy •320 •09:30 am-10:00 am •CNT		

NRE: assigned room and equipment not available within booking sections.

Waiting	Room 1	Room 1	Room 2	Room 3
Time				
09:00 am				
09:15 am				
09:30 am	WeM-00010 \$	WeM-00014 <b>NTRE</b>		
09:45 am	•Ms. Ng Pony •318 •09:30 am-10:00 am •WHITEN NT	•Ms. Li Tammy •320 •09:30 am-10:00 am •CNT		

NTRE: assigned therapist, room and equipment not available within booking sections.

### Waiting list panel

Date: 14-Nov-2014 | Shop All | Table Display | New Member

Shop: WC | Member: WeM-00014 | Sign tr | Sign inv | Ms Li Tammy

**Waiting List** | R | A | F | M | T | B | Book | My Account | Campaign | History | Installment | Details | Document | R

Before 12:00 pm | 12:00 pm - 04:00 pm | 04:00 pm - 07:00 pm | After 07:00 pm

Next > Last >> Page 1 of 3 Pony

Waiting Time	A Waiting Pony	A Waiting Fanny	A Waiting Yan	A Waiting Jamie
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At therapist/room/equipment table, press <Waiting List> to view all bookings on waiting list.

Choose shop and date to view waiting list booking.

WC | From 14 Nov 2014 to 14 Nov 2014 | --Quick select-- | Waiting list booking

Member code	Member name	Tel	Action	Booking date	Booking time	Therapist	Room	Treatment	Equipment
WeM-00017	Chan			14-Nov-2014	10:15 am - 10:45 am	Fanny (fanny) <a href="#">Available therapist</a>	Room 2 NR <a href="#">Available room</a>	<a href="#">Purchased Treatment</a> <a href="#">Treatment</a>	<a href="#">Available equipment</a>
WeM-00014	Li Tammy			14-Nov-2014	09:30 am - 10:00 am	Fanny (fanny) NT <a href="#">Available therapist</a>	Room 3 <a href="#">Available room</a>	<a href="#">Collagen Neck Treatment (CNT)</a> <a href="#">Purchased Treatment</a> <a href="#">Treatment</a>	<a href="#">Hot Steam</a> NE <a href="#">Available equipment</a>
WeM-00016	Wong Simon			14-Nov-2014	10:30 am - 11:00 am	Pony (pony) NT <a href="#">Available therapist</a>	<a href="#">Available room</a>	<a href="#">Herbal Massage (HERBAL M)</a> <a href="#">Purchased Treatment</a> <a href="#">Treatment</a>	<a href="#">Available equipment</a>

Member count: 3, Booking count: 3

User can print and excel the list by pressing the corresponding buttons.

WC | From 14 Nov 2014 to 14 Nov 2014 | --Quick select-- | Waiting list booking

Member code	Member name	Tel	Action	Booking date	Booking time	Therapist	Room	Treatment	Equipment
WeM-00017	Chan			14-Nov-2014	10:15 am - 10:45 am	Fanny (fanny) <a href="#">Available therapist</a>	Room 2 NR <a href="#">Available room</a>	<a href="#">Purchased Treatment</a> <a href="#">Treatment</a>	<a href="#">Available equipment</a>
WeM-00014	Li Tammy			14-Nov-2014	09:30 am - 10:00 am	Fanny (fanny) NT <a href="#">Available therapist</a>	Room 3 <a href="#">Available room</a>	<a href="#">Collagen Neck Treatment (CNT)</a> <a href="#">Purchased Treatment</a> <a href="#">Treatment</a>	<a href="#">Hot Steam</a> NE <a href="#">Available equipment</a>
WeM-00016	Wong Simon			14-Nov-2014	10:30 am - 11:00 am	Pony (pony) NT <a href="#">Available therapist</a>	<a href="#">Available room</a>	<a href="#">Herbal Massage (HERBAL M)</a> <a href="#">Purchased Treatment</a> <a href="#">Treatment</a>	<a href="#">Available equipment</a>

Member count: 3, Booking count: 3

No action to be chosen if therapist, room or equipment is not available. Replace the busy elements to remove booking from waiting list.

In this case, press <Available room> to select another room for the booking.

Room

Room 3	Room 4	Room 5	Room 6
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[Apply to All](#) [Submit](#) [Close](#)



WC From 14 Nov 2014 to 14 Nov 2014 --Quick select-- Waiting list booking

Member code	Member name	Tel	Action	Booking date	Booking time	Therapist	Room	Treatment	Equipment
WeM-00017	Chan		<input type="checkbox"/> Confirm	14-Nov-2014	10:15 am - 10:45 am	Fanny (fanny) Available therapist	Room 4 Available room	Purchased Treatment Treatment	Available equipment
WeM-00014	Li Tammy			14-Nov-2014	09:30 am - 10:00 am	Fanny (fanny) NT Available therapist	Room 3 Available room	Collagen Neck Treatment (CNT) Purchased Treatment Treatment	Hot Steam NE Available equipment
WeM-00016	Wong Simon			14-Nov-2014	10:30 am - 11:00 am	Pony (pony) NT Available therapist	Available room	Herbal Massage (HERBAL M) Purchased Treatment Treatment	Available equipment

Member count: 3, Booking count: 3

Now user can press <Confirm> to move booking to normal time slot.

WC From 14 Nov 2014 to 14 Nov 2014 --Quick select-- Waiting list booking

Member code	Member name	Tel	Action	Booking date	Booking time	Therapist	Room	Treatment	Equipment
WeM-00014	Li Tammy			14-Nov-2014	09:30 am - 10:00 am	Fanny (fanny) NT Available therapist	Room 3 Available room	Collagen Neck Treatment (CNT) Purchased Treatment Treatment	Hot Steam NE Available equipment
WeM-00016	Wong Simon			14-Nov-2014	10:30 am - 11:00 am	Pony (pony) NT Available therapist	Available room	Herbal Massage (HERBAL M) Purchased Treatment Treatment	Available equipment

Member count: 2, Booking count: 2



Date: 14-Nov-2014 Shop All Table Display New Member

Shop: WC Member: WeM-00014 Sign tr Sign inv Ms Li Tammy

Waiting List R A F M T B Book My Account Campaign History Installment Details Document R Current time: 11:17:56am

Before 12:00 pm 12:00 pm - 04:00 pm 04:00 pm - 07:00 pm After 07:00 pm

Waiting Time	A Waiting Pony	A Waiting Fanny	A Waiting Yan	A Waiting Jamie
am				
09:30 am		WeM-00010 •Ms Ng Pony •318		WeM-00009 •Ms Lee Bobo •319
09:45 am		•09:30 am-10:00 am •WHITEN NT	WeM-00019 •Ms Toby •324 •09:45 am-11:00 am •NE FAC	
10:00 am				
10:15 am		WeM-00017 •Mr Chan •325 •10:15 am-10:45 am •Unspecified treatment		
10:30 am	WeM-00014 •Ms Li Tammy •322 •10:30 am-11:00 am •CNT			
10:45 am				

Booking is displayed in booking table as confirmed booking.

### Replace canceled booking with Waiting list booking

14-Nov-2014

WC  WeM-00017   Mr Chan

Current time: 11:42:02am

Before 12:00 pm   12:00 pm - 04:00 pm   04:00 pm - 07:00 pm   After 07:00 pm

Next > Last >> Page 1 of 3 Pony

Waiting	A	A	A	A
Time	Waiting Pony	Waiting Fanny	Waiting Yan	Waiting Jamie
12:00 pm				
12:15 pm	WeM-00017 •Mr Chan •328 •12:15 pm-01:15 pm •ORIENTAL M			
12:30 pm				
12:45 pm				
01:00 pm				
01:15 pm				

網頁訊息  
 ? Confirm remove booking?

Waiting	A	A	A	A
Time	Waiting Pony	Waiting Fanny	Waiting Yan	Waiting Jamie
12:00 pm				
12:15 pm	WeM-00017 •Mr Chan •328 •12:15 pm-01:15 pm •ORIENTAL M			
12:30 pm				
12:45 pm				
01:00 pm				
01:15 pm				

網頁訊息  
 ? View Waiting list

Whenever booking is removed, alert is shown to ask if user wants to view waiting list.

Member code	Member name	Tel	Action	Booking date	Booking time	Therapist	Room	Treatment
WeM-00015	Chan David		<input type="checkbox"/> Confirm	14-Nov-2014	12:15 pm - 12:45 pm	Pony (pony)	Available therapist	Available room Herbal Massage (HERBAL M)
WeM-00014	Li Tammy			14-Nov-2014	09:30 am - 10:00 am	Fanny (fanny) NT	Available therapist Room 3 Available room	Collagen Neck Treatment (CNT)
WeM-00016	Wong Simon			14-Nov-2014	10:30 am - 11:00 am	Pony (pony) NT	Available therapist Available room	Herbal Massage (HERBAL M)

Member count: 3, Booking count: 3

Waiting	A	A	A	A
Time	Waiting Pony	Waiting Fanny	Waiting Yan	Waiting Jamie
12:00 pm				
12:15 pm	WeM-00015 •Mr Chan David •327 •12:15 pm-12:45 pm •HERBAL M			
12:30 pm				
01:00 pm				
01:15 pm				

User can see if any waiting list booking is free from removed booking. Press <Confirm> to move booking to normal time slot.



### Waiting list reason

Waiting	A Pony	A Back Pony	A Waiting Fanny	A Waiting Yan
12:00 pm				
12:15 pm	WeM-00015 •Mr Chan David •327 •12:15 pm-12:45 pm •HERBAL M	WeM-00017 R: Member is only available at that time., Call to confirm on that day NT		
12:30 pm		•Mr Chan •331 •12:15 pm-12:45 pm •Unspecified treatment		

- Purchased Treatment
- Treatment
- Therapist
- Room
- Available therapist
- Available room
- Available equipment
- Available time

At waiting list booking, user can select reason by pressing <Remark>.

Booking ID	Status	Arrived time	Date	Booking time	Treatment	Therapist	Room	Updated time
331			14-Nov-2014	12:15 pm - 12:45 pm	Unspecified treatment category	Pony	Unspecified Beauty (Beauty)	14-Nov-2014, 02:01 pm

Back | Modify | Remove | Booking reminder | Comment | Remark | Close

### Edit 331 booking remark

Member	Mr. Chan (WeM-00017)
Treatment	Unspecified treatment category
Time	12:15 pm - 12:45 pm
Therapist	Pony
Room	Unspecified room
Waiting list reason	Member is only available at that time. ▾
Analysis code	Please select ▾
Remarks	Call to confirm on that day (Maximum 100 characters)

- Submit
- Reset
- Cancel

### Waiting list reason setup at Booking > Setup

Waiting list reason

Setup

New waiting list reason

Reason: Today is fully booked

Submit | Reset | Close

Type new reason and press <Submit> to add.