



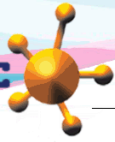
## Member Basic Search

Main Menu > Member > Member Record > Search

Member basic search	
Join shop	<div style="border: 1px solid black; padding: 2px;">                     All  <b>CWB</b>                      MK                 </div>
Member group	<div style="border: 1px solid black; padding: 2px;">                     All                      New Member                      VIP Silver                      VIP Gold                      VIP Platinum                      Group Buying                 </div> <p>***Select [ All ], deleted member will not be displayed at search results. please select [ deleted ] to search deleted members</p>
Member code	<input type="text"/>
Name	<input type="text"/>
Identity card	<input type="text"/>
Gender	All <input type="button" value="v"/>
Birth month	All <input type="button" value="v"/>
Age group	All <input type="button" value="v"/>
Telephone	<input type="text"/> Have mobile telephone <input type="checkbox"/> No mobile telephone <input type="checkbox"/>
Address	<input type="text"/> <input type="checkbox"/> valid address only
Email	<input type="text"/> Have email <input type="checkbox"/> No email <input type="checkbox"/>
Member discount	<input type="text"/> %
Join date	-- / --- / <input type="text"/> To -- / --- / <input type="text"/> <input type="button" value="Quick select"/>
Consultant	All <input type="button" value="v"/> All <input type="button" value="v"/> All <input type="button" value="v"/>
Therapist	All <input type="button" value="v"/> All <input type="button" value="v"/> All <input type="button" value="v"/>
Member in	<div style="border: 1px solid black; padding: 2px;">                     All members                      Member in contact campaign                      Member not in contact campaign                 </div>
Member not in	<div style="border: 1px solid black; padding: 2px;">                     All members                      Member not in contact campaign                      Member in contact campaign                 </div>
Campaign sales	<div style="border: 1px solid black; padding: 2px;">                     All                 </div>

Input the search criteria, then press <Submit>.



Members who meet the search criteria will be shown.

Member search results					
Member code	Member name	Telephone	Email	Member group	Action
WeM-00001	Mary Ho	23333333, 95124568		VIP Gold	<input type="checkbox"/> Remove <input type="checkbox"/> Remove
WeM-00002	Mr Man Kin San Ray	91999999		New Member	<input type="checkbox"/> Remove <input type="checkbox"/> Remove

1. Users can press <Remove> to dismiss members, who are not the target members, from the search results.

Back	Old SMS	New SMS	Change group	Change shop	Change consultant	Print label	Close
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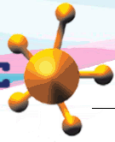
2. Users can then select wanted function and it will only apply to outstanding members.

**Old SMS:** If the system has SMS function, the content of sent SMS is shown here. Selecting an old SMS can help resend the SMS to member at search results.

**New SMS:** If the system has SMS function, users can create and send the SMS to member at search results.

**Change group, shop, consultant:** Select this function can change the member group, shop and consultant.

**Print label:** Print label with member's address to help users stick the labels on promotion information and send to member.



## View Member Information

Member search results					
Member code	Member name	Telephone	Email	Member group	Action
WeM-00001	Mary Ho	23333333, 95124568		VIP Gold	<input type="checkbox"/> <a href="#">Remove</a>
WeM-00002	Mr Man Kin San Ray	91999999		New Member	<input type="checkbox"/> <a href="#">Remove</a>

Press the Member Code or Member Name to view details of the member.

View member	
Member group	Group Buying
Member code	Groupon
Name	Groupon
Last name	Groupon
English name	
Chinese name	

Personal Information	
Identity card	
Gender	Unspecified
Birth day	
Age group	Unspecified
Occupation	Unspecified
Member cumulative spending	Unspecified
Educational Level	Unspecified

Back | View | Edit | My Account | Purchased item | Treatment history | Installment | Comment | Group log | Delete

**Edit:** Modify member details here.

**My Account:** View purchased, used and outstanding treatments, beauty unit and deposit records of member. Select item name in records to view the details and treatment done record.

**Purchased item:** View purchased products and POS items records of member.

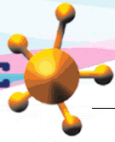
**Treatment history:** View member's finished treatments and the favourite time, item, therapist, shop and room.

**Installment:** View member's installment and outstanding amounts.

**Comment:** View and add member comment.

**Group log:** View member's change group, upgrade and downgrade records.

**Delete:** Delete member here. If it succeeds, member will change to deleted group but the information will keep in the system.



## Search Deleted Member

Deleted members will change to “Delete” group. To search the deleted members, users can select this group.

**Member basic search**

Join shop: All, Central, MK

Member group: Trial, Golden Level VIP, Group Buying, Regular, Bronze Level VIP, Delete

\*\*\*Select [ All ], deleted member will not be displayed at search results. please select [ deleted ] to search deleted members

Select “Delete” group to search the deleted members.

## Undo Delete Member

Select deleted member and press <Undelete>.

Press the Member Code or Member Name to view details of the member.

**Member search results**

Member code	Member name	Telephone	Email	Member group	Action
B001 (Deleted)	Ms Annie 王小敏	56319756		Delete	<input type="checkbox"/> <a href="#">Remove</a>

**View member**

Member group	Delete
Member code	123
Name	123
Last name	123
English name	
Chinese name	

**Personal Information**

Identity card	
Gender	Unspecified
Birth day	
Age group	Unspecified
Occupation	Unspecified
Member cumulative spending	Unspecified
Educational Level	Unspecified

Back | View | My Account | Purchased item | Treatment history | Installment | Comment | Group log | **Undelete** | Close

Press <Undelete> to undo delete member.