

## View Member

Member information can be viewed at Member > Member record > Search > Select member.

**Member basic search**

Join shop	<input type="text" value="All"/> <input type="text" value="CWB"/>
Member group	<input type="text" value="All"/> <input type="text" value="New Member"/> <input type="text" value="VIP Platinum"/> <input type="text" value="VIP Silver"/> <input type="text" value="VIP Golden"/> <input type="text" value="Delete"/>
Member code	<input type="text" value="CWB-00101"/>
Name	<input type="text"/>
Identity card	<input type="text"/>
Gender	<input type="text" value="All"/>
Birth month	<input type="text" value="All"/>
Age group	<input type="text" value="All"/>
Telephone	<input type="text"/> Have mobile telephone <input type="checkbox"/> No mobile telephone <input type="checkbox"/>
Address	<input type="text"/> valid address only <input type="checkbox"/>
Email	<input type="text"/> Have email <input type="checkbox"/> No email <input type="checkbox"/>
Member discount	<input type="text"/> %
Join date	-- / -- / To -- / -- / Quick select <input type="text"/>

1. Enter member search criterion and click <Submit>.

**Member search results**

Member code	Member name	Telephone	Email	Member group	Action
CWB-00101	Wong Mei Fan 黃美芬			New Member	<input type="button" value="Select All"/> <input type="button" value="Undo"/> <input type="checkbox"/> <input type="button" value="Remove"/>

2. Press the member column.

**View member**

Member group	New Member
Member code	CWB-00101
Name	Wong Mei Fan 黃美芬
Last name	Wong
First name	Mei Fan
English name	黃美芬
Chinese name	

3. View member information.

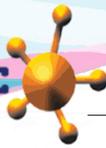
**Personal Information**

Identity card	
Gender	Female
Birth day	17-Dec-1982
Age group	29 to 38
Occupation	Management
Member cumulative spending	Unspecified
Educational Level	University Graduate

**Contact**

Home telephone	
Office telephone	
Mobile telephone	
Pager	
Fax	
Email	
Home address	
Office address	
Mailing address	Home
Country	Unspecified

The following features are available on the member information page.



Back | View | Edit | **Main photo** | Membership | My Account | Purchased item | Treatment history | Document | Installment | Comment | Group log | Delete

**Main photo - Upload personal photo of member to identify member.**

Upload photo (jpg/jpeg 8- and 24-bit color, gif or bmp)


Delete

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Submit Reset

**Membership - View member's purchased, used and outstanding membership record.**

Wong Mei Fan 黃美芬 (CWB-00101) Membership Record

Invoice date	Invoice no	Item no	Item name	Promotion code	Start date	End date	Purchased	Used	Outstanding
16-Aug-2016	PSI-00002 <a href="#">Print</a>	M01 <input type="checkbox"/> <a href="#">續期</a>	包全年脫毛會籍, Period (1年), 正常		16-Aug-2016	16-Aug-2017		0	0

**My Account - View member's purchased, used and outstanding treatment, unit and deposit record.**

Wong Mei Fan 黃美芬 (CWB-00101) member account

Invoice date	Invoice no	Item code	Item name	Promotion code	Purchased	Used	Expired	Outstanding	Expiry date
18-Aug-2016	PSI-00004(U) <a href="#">Print</a>	BU01	Basic Unit		30	0.00	0.00	30.00	18-Aug-2017
18-Aug-2016	PSI-00003(D) <a href="#">Print</a>	D01	\$10,000 Deposit		10	0	0	10	18-Aug-2017
3-Aug-2016	PSI-00001(T) <a href="#">Print</a>	T01	Moisturizer Treatment		10	0	1	0	16-Aug-2017

Select the item name to view the details and information of finished treatment.

My Account Details

Invoice date	2016年8月18日 12:31 pm	Invoice no	PSI-00003
Item	Deposit	Member code	CWB-00101
Purchased	\$ 10,000.00	Item code	\$10,000 Deposit
Expiry date	2017年8月18日	Promotion code	
Outstanding	\$ 8,200.00 <a href="#">更新</a>	Expired	\$ 0.00

Click <X> to revert the treatment.

Finished Treatment

Date	Time	Member code	Treatment code	Shop	Therapist	Invoice no	Paid	Receipt no	Purchased	Used	<a href="#">Print</a>
18-Aug-2016	01:00 pm-02:00 pm	CWB-00101	T01	CWB	May Chan	PSI-00003	Yes	BTR-00002	\$ 10,000.00	\$ 1,000.00	<a href="#">Print</a>
18-Aug-2016	02:00 pm-02:30 pm	CWB-00101	T02	CWB	May Chan	PSI-00003	Yes	BTR-00002	\$ 9,000.00	\$ 800.00	<a href="#">Print</a>

Click 'Print' to reprint the treatment receipt.

**Purchased item - A record of members purchasing products and POS items.**

Wong Mei Fan 黃美芬 (CWB-00101) purchased item (Product/ pos item)

Invoice date	Invoice no	Item code	Brand	Quantity	Amount	Average price	Sales
3-Aug-2016	PSI-00001 <a href="#">Print</a>	P01	Brand A	1	\$ 790.00	\$ 790.00	Doctor

**Treatment history - Treatment history taken by member and the most popular appointment time, item, thrapist, shop and room.**

Wong Mei Fan 黃美芬 (CWB-00101) treatment history

Date	Time	Category	Treatment name	Treatment code	Therapist	Shop	Room
18/08/2016	Thu 02:00 pm	Treatment Cat	Eye Treatment	T02	May Chan	CWB	Room 2
18/08/2016	Thu 01:00 pm	Treatment Cat	Moisturizer Treatment	T01	May Chan	CWB	Room 2
16/08/2016	Tue 04:30 pm	Treatment Cat	Moisturizer Treatment	T01	May Chan	CWB	Room 2
Favorite	Thu 02:00 pm, 01:00 pm, 04:00 pm	Treatment Cat	Moisturizer Treatment	T01	May Chan	CWB	Room 2
Count	2/3 1/3	3/3	2/3	2/3	3/3	3/3	3/3

**Document - View and upload the the document related to the member.**

Upload document (doc, xls, pdf, jpg, jpeg, gif, tif or png)

Please press [ browse ] select file  [瀏覽...](#) [Upload](#) [Clear selection](#)  
Please avoid upload file name include ', !, @, \$, #, %, ^, &, \*, +, space.

Current document

Upload date [Press date to view document]	File name [Press name to view document]	Action
31-Jan-2019 02:53 pm	Treatment Contract.docx <a href="#">Rename</a>	<a href="#">Delete</a>

**Installment - View member's installment and outstanding amount.**

Wong Mei Fan 黃美芬 (CWB-00101) installment list

Invoice no	Date	Invoice amount	Installment amount	Outstanding amount	Installment count	Next due date
PSI-00006	3-Aug-2016	\$ 9,790.00	\$ 6,790.00	\$ 6,790.00	1	31-Jan-2019
	Total amount	\$ 9,790.00	\$ 6,790.00	\$ 6,790.00		

**Comment - View and add member's comment.**

CWB-00101 comment

Date	Comment	Type	Created	Last updated	Action
16-Aug-2016	Sensitive skin	Booking Remark	HKB2B Support (beauty) 31-Jan-2019 12:43 pm	HKB2B Support (beauty) 31-Jan-2019 12:43 pm	<a href="#">Edit</a> <a href="#">Delete</a>

**Group log - View the record about member group changing, upgrade and downgrade.**

CWB-00101 change group log

Original group	Current group	Status	Date	Staff
	Regular	First registration	31-Jan-2019 12:00:00 am	beauty