

Counter Check In/ Out

Front desk user can handle different task related to member, like recoding member check in, enrolling group lesson, create new private lesson, class check-in, viewing enrolled classes and purchase record for member by using Counter check in/ out.

Check in / out > Counter check in/ out

System will select shop according to login user.

Allow input partial/ full name, phone number or member number to search


After entering member, system will display member's photo, name and member group.

User can help members to record check in and enroll group lesson and private class.

View / edit / create new member comment.

Member instalment record. Press <Pay School Fee> to pay the installment.


When member rent locker, enter locker number. Press <Submit> to save record.

Shop: Member:  New Member Enrolled Lesson Current time : 14-May-2020 8:32:09pm

Ivy / General member

M My Account Details Document Pay School Fee

Check In
Cancel
New private lesson
Enroll group lesson



Comment(s) of 00000			
Comment	Type	Updated by	Action
Interest on Boxing	Booking Remark	HKB2B Support (class) 27-Mar-2019	Delete

Ivy (00000) installment outstanding						
Invoice no	Date	Invoice amount	Installment amount	Unpaid amount	Expected payment count	Next due date
PSI-05283	27-Mar-2019	HKD 20,000.00	HKD 19,800.00	HKD 9,800.00	2	27-Apr-2019
Total amount		HKD 20,000.00	HKD 19,800.00	HKD 9,800.00		

Locker:

Loan out: No amenity

Submit Reset Cancel

Check In

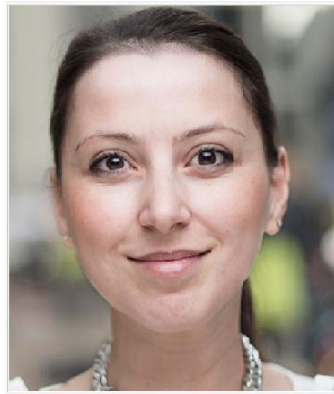
Press <Check in>, system will check whether member has the right to use club facilities according to member purchased membership.

Ivy / General member \$

My Account Details Document Pay School Fee

Check in time : 14-May-2020 07:49 pm

Deduct pos item : Club entrance (ENTRANCE)



Check Out

Undo (Check In)

Change Locker

Loan Out

New private lesson

Enroll group lesson

Check in successfully, will display member's arrival time and borrowed locker.

New private lesson

Press <New private lesson>, record private lesson time, reserved tutor and venue.

Create regular lesson

Please select lesson date and time

+1 +5 +10

(Create same time lesson on next week)

1. 14 May 2020 Thursday 20:15

2. 21 May 2020 Thursday 20:15

Press <+1> <+5> <+10> to add more lesson.

The created lesson will reserve next lesson on a week later according to the first lesson.

Press <Schedule> to select the date. System will reserve lesson on the selected date. Users can change the lesson date and time as needed.

Create irregular lesson

Please select lesson date and time

+1 +5 +10

(Create same time lesson on next week)

1. 18 May 2020 Monday 10:45

2. 19 May 2020 Tuesday 10:45

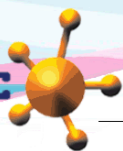
Select Close

May 2020

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

OK Close

Press <Select> to finish selecting the lesson date and time.



Select lesson date and time successfully

System will display member's purchased membership.

Membership list for Ivy (00000)

Invoice date	Contract number	Lesson value	Item code	Item name	Tutor	Promotion code	Analysis code
6-May-2020	WC3172	HKD 1,200.00	ALLPT	Personal Training, Normal	Kelvin Tam (00032)		

Start date	Expiry date	Purchased quantity	Paid quantity	Booked quantity	Used quantity	Return quantity	Available quantity	Deduct
6-May-2020	5-Nov-2020	10 Lesson (Flexi)	10	4	3	0	3	2

New private class

List out week and time for selected lesson.

Member	Ivy
Lesson time	Thursday 08:15 pm, Friday 08:15 pm
Commencement start date	14/5/2020
to	22/5/2020
Lesson code	PT
Lesson count	2
Classroom	<div>Wanchai </div> <div>CWB (CWB) </div> <div>[Add more classroom]</div>
Tutor	<div>All </div> <div>Sky So (00014) </div> <div>[Add more tutors]</div>
Duration	1 hour

System will default display member's tutor. Press <All> to select other tutors.

Press <Add more tutors> to select multiple tutors for lesson.

Press <Submit> to add a private lesson.



Enroll group lesson

Press <Enroll group lesson> to register existing group lesson.

List out today's group lesson by default.

User can change date or press <Schedule> to select date to display other lessons.

Lesson list at Wanchai

Lesson date: 6 May 2020 to 6 May 2020 Today 

Keyword: Input keyword and press [Enter] will filter following list

Enter the keywords of lesson or tutor to filter the lesson.

Press <Select> to enrol the group lesson for members.

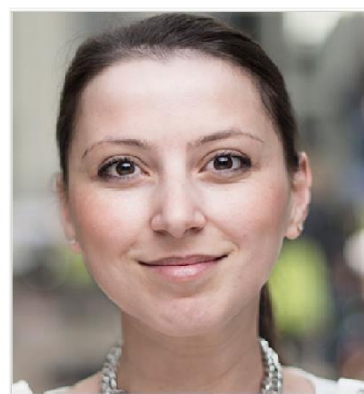
Lesson date	Lesson time	Class	Lesson	Tutor	Available quota	Membership admission
6-May-2020 (Wednesday)	08:00 pm - 09:00 pm	Wanchai_Aerial Yoga 星期三 08:00 2020年05月 (Wanchai_AYOGA_We20_0520)	Aerial Yoga (AYOGA)	Ali Chui (F00012)	6/6	Select
6-May-2020 (Wednesday)	06:00 pm - 07:00 pm	Wanchai_BJJ 星期三 06:00 2020年05月 (Wanchai_BJJ_We18_0520)	BJJ (BJJ)	Abe (Filipino Trainer) (00050)	0/14	Class full

When the lesson is full, members are not allowed to apply.

Member Check In/ Out for Today Lesson

Shop Wanchai Member 00000  New Member Enrolled Lesson Current time : 14-May-2020 8:32:09pm

Ivy / General member \$



Check In

Cancel

New private lesson

Enroll group lesson

After the member check in, system will display and complete lesson check in when there is already registered lesson for today.

Club	Time	Lesson	Tutor	Action
Wanchai	02:00 pm - 03:00 pm	Personal Training (PT)	Kelvin Tam (00032)	08:07 pm Print + check in

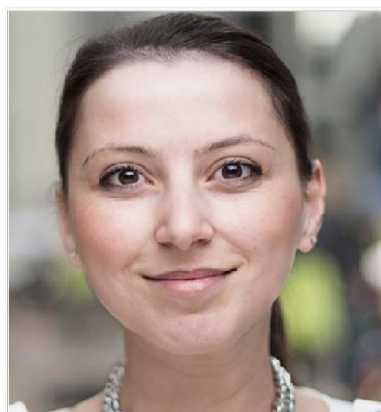
Members can sign on attendance records electronically through mobile system.

Member Purchased Record

Ivy / General member \$

[M](#)
[My Account](#)
[Details](#)
[Document](#)
[Pay School Fee](#)

After entering member, press <My Account> to view member's purchased membership and product.


[Check In](#)
[Cancel](#)
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Purchased Membership

Can create invoice quickly to renew or upgrade purchased membership.

Invoice date	Invoice no.	Contract no.	Item code	Item name	Tutor	Promotion code	Analysis code
5-May-2020	PSI-05290 Print	WC3171 Update	AMB-MTH <input type="checkbox"/> Renew Exchange	ALL CLUB MEMBERSHIP MONTHLY, Normal	Sky So (00014)		
6-May-2020	PSI-05291 Print	WC3172 Update	ALLPT <input type="checkbox"/> Renew Exchange	Personal Training, Normal	Kelvin Tam (00032)		

Lesson purchased quantity	Lesson paid quantity	Lesson booked quantity	Lesson used quantity	Lesson return quantity	Lesson available quantity	POS item purchased quantity	POS item paid quantity	POS item used quantity	POS item return quantity	POS item available quantity
Unlimited (Flexi lesson)	Unlimited	1	2	0	Unlimited Redeem	Unlimited (Flexi lesson)	Unlimited	2 +	0	Unlimited
10 Lesson (Flexi)	10	4	3	0	3 Redeem					

View usage details by press on lesson quantity.

Used lesson list for Ivy (00000), ALL CLUB MEMBERSHIP MONTHLY (AMB-MTH)									
Lesson code	Lesson name	Lesson date	Lesson time	Member code	Member name	Action			
						Select All	Sign	Check in	Cancel admission
PT	Personal Training	7-May-2020	10:15 am - 11:15 am	00000	Ivy	<input type="checkbox"/>	Undo	Cancel	
AYOGA	Aerial Yoga	12-May-2020	08:00 pm - 09:00 pm	00000	Ivy	<input type="checkbox"/>	Undo	Cancel	

Purchased product

Ivy (00000) purchased item (Product/ pos item)											
Invoice date	Invoice no.	Item code	Item name	Item type	Category	Brand	Quantity	Amount	Average price	Sales	Club
27-Mar-2019	PSI-05283 Print	C0009	VITA Pro-Flex Drink (40 sachets)	Product	CONSIGNMENT	NATUROTRADE LIMITED	1	\$ 20,000.00	\$ 20,000.00	class	Wanchai

View enrolled lesson of specified member

Shop: Wanchai Member: 00000 New Member Enrolled Lesson Current time: 14-May-2020 8:32:09pm

After entering the member, press <Enrolled Lesson> to view all the lessons that member has enrolled within the selected date.

Enrolled lesson list for Ivy (00000), Wanchai

Lesson clubWanchaiLesson date14May2020to14Jun2020Today

KeywordInput keyword and press [Enter] will filter following list

Lesson date	Lesson time	Class	Lesson	Tutor	Member	Action	
						Check in	Cancel admission
29-May-2020	01:45 pm - 02:45 pm	Wanchai_Personal Training 星期五 01:45 2020 年05月 (Wanchai_PT_Fr13_0520)	Personal Training	Kelvin Tam (00032)	Ivy (00000)	<input type="checkbox"/>	<div>Check InCancel</div>
20-May-2020	04:45 pm - 05:45 pm	Wanchai_Personal Training 星期三 04:45 2020 年05月 (Wanchai_PT_We16_0520_02)	Personal Training (PT)	Kelvin Tam (00032)	Ivy (00000)	<input type="checkbox"/>	<div>Check InCancel</div>
14-May-2020	02:00 pm - 03:00 pm	Wanchai_Personal Training 星期四 02:00 2020 年05月 (Wanchai_PT_Th14_0520)	Personal Training (PT)	Kelvin Tam (00032)	Ivy (00000)	<input type="checkbox"/>	<div>UndoCancel</div>

Can check in or cancel lesson for member.

View enrolled lesson of all member

Shop: Wanchai Member: New Member Enrolled Lesson Current time: 14-May-2020 8:32:09pm

Do not entering member, press <Enrolled Lesson> to view enrolled lessons for all members within the selected date.

Enrolled lesson list for Ivy (00000), Wanchai

Lesson clubWanchaiLesson date14May2020to14Jun2020Today

KeywordInput keyword and press [Enter] will filter following list

Lesson date	Lesson time	Class	Lesson	Tutor	Member	Action	
						Check in	Cancel admission
29-May-2020	01:45 pm - 02:45 pm	Wanchai_Personal Training 星期五 01:45 2020 年05月 (Wanchai_PT_Fr13_0520)	Personal Training (PT)	Kelvin Tam (00032)	Ivy (00000)	<input type="checkbox"/>	<div>Check In</div> <div>Cancel</div>
20-May-2020	04:45 pm - 05:45 pm	Wanchai_Personal Training 星期三 04:45 2020 年05月 (Wanchai_PT_We16_0520_02)	Personal Training (PT)	Kelvin Tam (00032)	Ivy (00000)	<input type="checkbox"/>	<div>Check In</div> <div>Cancel</div>
14-May-2020	02:00 pm - 03:00 pm	Wanchai_Personal Training 星期四 02:00 2020 年05月 (Wanchai_PT_Th14_0520)	Personal Training (PT)	Kelvin Tam (00032)	Ivy (00000)	<input type="checkbox"/>	<div>Undo</div> <div>Cancel</div>

Can check in or cancel lesson for member.