

Edit member

Information of a member can be edited at Member > Member record > Search > Select Member > Edit.

Member basic search	
Join shop	CTL
Member group	All VIP 試做
Member code	B001
Name	
Identity card	
Gender	All
Birth month	All
Age	to
Age group	All
Telephone	Have mobile telephone <input type="checkbox"/> No mobile telephone <input type="checkbox"/>
Address	
Email	Have email <input type="checkbox"/> No email <input type="checkbox"/>
Member discount	%
Join date	-- / -- / To -- / -- / Quick select
Consultant	All All All
Therapist	All All All

1. Enter member search criterion and press <Enter>.

Submit
Reset

Member search results				
Member code	Member name	Telephone	Email	Member group
B001	Annie 王小敏	22223333, 90010000		黃金VIP

2. Press the member column.

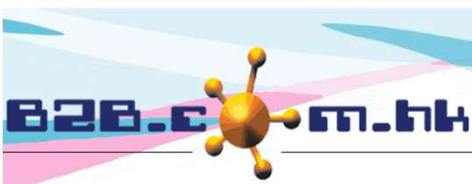
View member	
Member group	黃金VIP
Member code	B001
Name	Ms Annie 王小敏
Last name	
First name	
English name	Annie
Chinese name	王小敏

Personal Information	
Identity card	A000999
Gender	Female
Birth day	17-Dec-1982
Age	31y
Age group	29 to 38
Occupation	Management
Educational Level	University Graduate

Contact	
Home telephone	22223333
Office telephone	
Mobile telephone	90010000
Pager	
Fax	
Email	
Home address	九龍灣爵祿街33號協誠樓8樓B室

3. Press <Edit>.

- Member Group
- Member Code
- Full Name
- Last Name
- First Name
- English Name
- Chinese Name
- HK ID Card No
- Gender
- Birth day
- Age Group
- Occupation
- Educational Level
- Telephone (Home)
- Telephone (Office)
- Telephone (Mobile)



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Edit Member	
	黄金VIP ▾
	B001 × (Max 20 characters)
	Ms ▾ Annie 王小敏
	Annie
	王小敏

4. Edit member information and press <Submit> to save the record.

Personal Info	
	A000999
	Female ▾
	17 ▾ / Dec ▾ / 1982 (day / month / year)
	29To38 ▾
	Management ▾
el	University Graduate ▾

Contact	
ne)	22223333 <input type="checkbox"/> Invalid
ce)	<input type="checkbox"/> Invalid
ile)	90010000 <input type="checkbox"/> Invalid



<https://hkb2b.com.hk/download/beautysystem/editmember.pdf>

<https://youtu.be/77w-QPAYzww>