



How to Add New Appointment

如何添加新预约

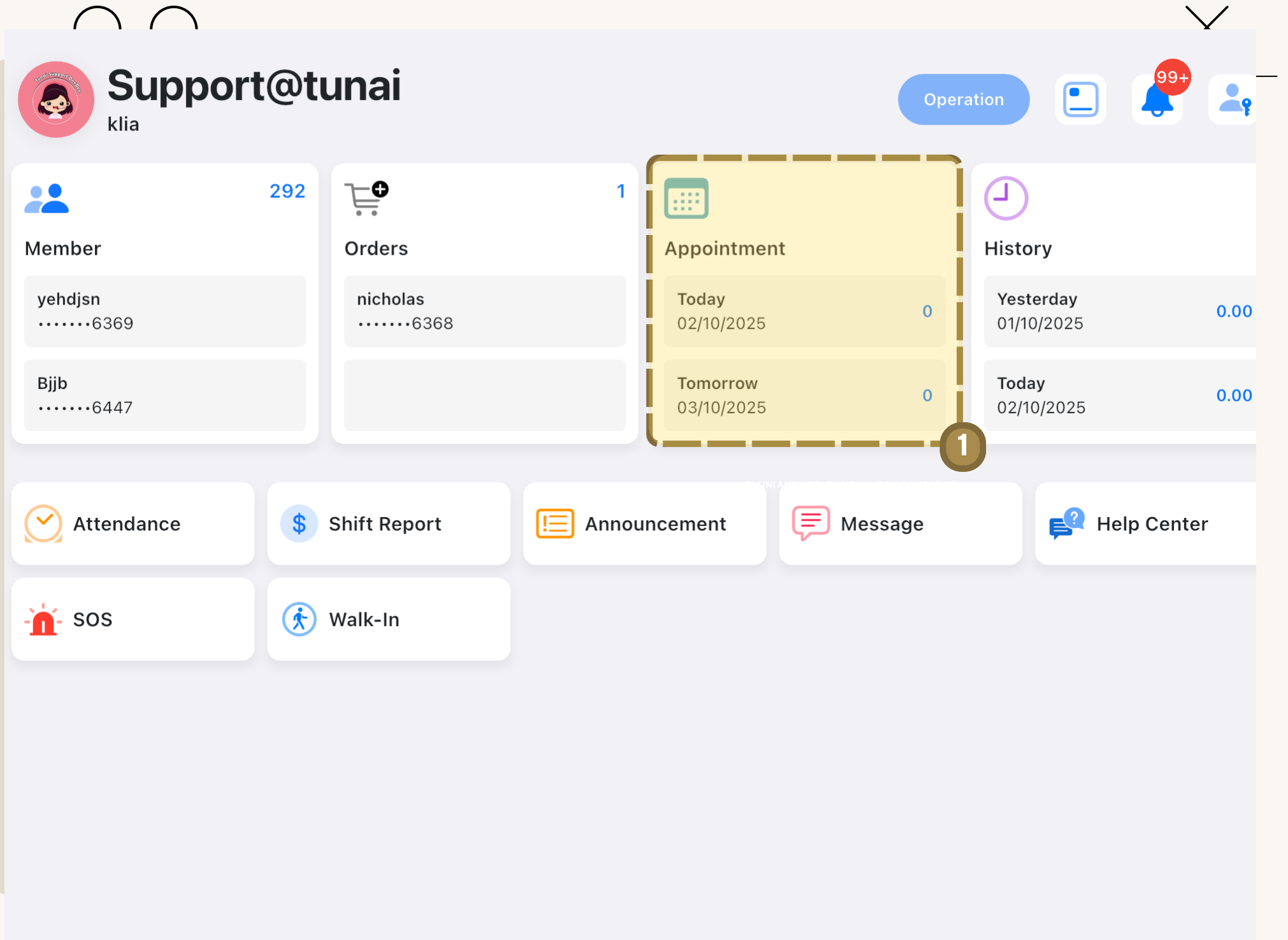
Cara tambah temujanji baharu

STEP 1

CLICK MEMBER PROFILE

点击会员页面

KLIK PROFIL AHLI



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STEP 2

ADD NEW MEMBER OR SEARCH MEMBER
添加新会员或搜索会员
TAMBAH AHLI BAHARU ATAU CARI AHLI



The screenshot shows a mobile app interface for booking appointments. At the top, there's a header with 'Mon 29 3 appts' and 'Tue 30 3 appts'. Below this is a grid of time slots from 8:00 am to 9:45 am. Two profile cards are visible: 'Tony 老师' and '杰妮'. A modal window is open in the center, titled 'Malaysia', with a 'CHANGE COUNTRY CODE' button. Below this is a 'Phone number' input field with a numeric keypad. To the right of the modal is a 'New Appointment' section with a date '02 October, 2025' and time '04:00 PM'. Below this are two buttons: 'ADD NEW MEMBER / 添加新会员 / TAMBAH AHLI BAHARU' and 'SEARCH MEMBER / 搜索会员 / CARI AHLI'. A 'Save' button is at the bottom of the modal. Instructional text boxes are overlaid on the interface:

- TO ADD A NEW MEMBER, JUST CLICK THE PHONE NUMBER TO INPUT.**
要添加新会员，只需点击电话号码即可输入。
UNTUK TAMBAH AHLI BAHARU, HANYA KLIK NOMBOR TELEFON UNTUK MASUKKAN.
- CHANGE COUNTRY CODE**
点击这里更换其他国家电话区号。
KLIK SINI UNTUK TUKAR KOD TELEFON NEGARA LAIN.
- IF EXISTING MEMBER JUST CLICK THE SEARCH BUTTON.**
如果是已有会员，只需点击搜索按钮。
JIKA AHLI SEDIA ADA, HANYA KLIK BUTANG CARI.

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STEP 3

KEY IN MEMBER INFO

输入会员资料

MASUKKAN MAKLUMAT AHLI



02/10/2025

2

Day

Hour

Staff

15

+

Mon 29

Tue 30

3 appts

3 appts

Tony 老师

杰妮

8:00 am

8:15 am

8:30 am

8:45 am

9:00 am

9:15 am

9:30 am

9:45 am

10:00 am

New Member

Contact60168330102

Name

Birthday

*非强制
*OPTIONAL

YOU MAY ALSO KEY IN MEMBER INFO.
您也可以输入会员资料。
ANDA JUGA BOLEH MASUKKAN MAKLUMAT AHLI.

Save

New Appointment

02 October, 2025
04:00 PM

(6016) 833-0102

Member Info (Optional)

*非强制
*OPTIONAL

Pax-1+

Add Service

Add Staff

Select Room

Block Time Slot

Confirm

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STEP 0 KEY IN APPT INFO

输入预约资料

MASUKKAN MAKLUMAT TEMUJANJI



02/10/2025

2

Day

Hour

Staff

Mon 29

3 appts

Tue 30

3 appts

Wed 1

0 appt

Thu 2

0 appt

Fri

0 appt

8:00 am

8:15 am

8:30 am

8:45 am

9:00 am

9:15 am

9:30 am

9:45 am

10:00 am

Tony 老师

杰妮

莱恩

Macyy

AUTO STAFF ALLOCATION

系统自动分配员工

PERUNTUKAN STAF AUTOMATIK

THIS MEANS THE STAFF CANNOT BE BOOKED

DURING THIS TIME SLOT.

选择服务后，系统会自动分配一位员工。如需更换，只需点击更换。

MAKSUDNYA STAF INI TIDAK BOLEH DITEMPAH PADA

MASA TERSEBUT.

WHATSAPP REMINDER

WHATSAPP 提醒

PERINGATAN WHATSAPP

New Appointment

Pax

- 1 +

Hair Dye - Gray

88.00

30 min

Tony 老师

Select Room

*非强制
*OPTIONAL

Block Time Slot

☒

No Reminder

Dark Red

*非强制
*OPTIONAL

Confirm

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