Setup Procedures for WeM Beauty (Corp Edition)

WeM 美容管理系統™
Beauty Management System

Shop Setup

1. Edit shop details

Master > Shop > List > Select shop > Edit

Master > Shop > List > Select shop > Holiday

2. Add rooms at shop

Master > Shop > List > Select shop > Room

Staff Setup

3. Create group

Staff > Setup > User Access Group > New

**Concept of 4 level access rights

Staff > Setup > Sales Group > New

Staff > Setup > Therapist Group > New

Staff > Setup > Therapist Department > New

4. Create shift & leave / rest day type

Staff > Setup > Shift

Staff > Setup > Leave / Rest day type

5. Create staff

Staff > Staff > New

Staff > Staff > Select shop > Select Staff > Holiday

Billing Items

6. Add equipment

Master > Equipment > New

7. Master > ....   **Concept of Treatment Value

Product	Beauty Unit
Treatment	POS Item
Flexi Treatment	Promotion Suite
Deposit	

Member Setup

8. Member fields definition

Member > Member Record > Display

Member > Member Record > Config

9. Create member group

Member > Member Record > Details > Member group

10. Reference number

Master > Reference Number

11. Create new member

Member > Member Record > New

12. New member duplication check

Member > Setup

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Point of Sale Setup

13. Create payment method

    Master > General Setting > Payment

14. POS setup

    POS > Setup

Booking Setup

15. Booking table display

    Booking > Booking Tables > Display

16. Booking setup

    Booking > Setup

17. Therapist ranking at booking table

    Staff > Therapist

Inventory Setup

18. Add vendor

    Master > Vendor > New

    Master > Vendor > Select Vendor > Product

19. Create warehouse

    Inventory > Setup > Warehouse Master

20. Create Adjustment / Consumption nature

    Inventory > Setup > Adjustment nature/

    Consumption nature