

# Setup Procedures for WeM Beauty (SB/Pro Edition)

## 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 & holiday type

Staff > Setup > Shift  
Staff > Setup > Holiday 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



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