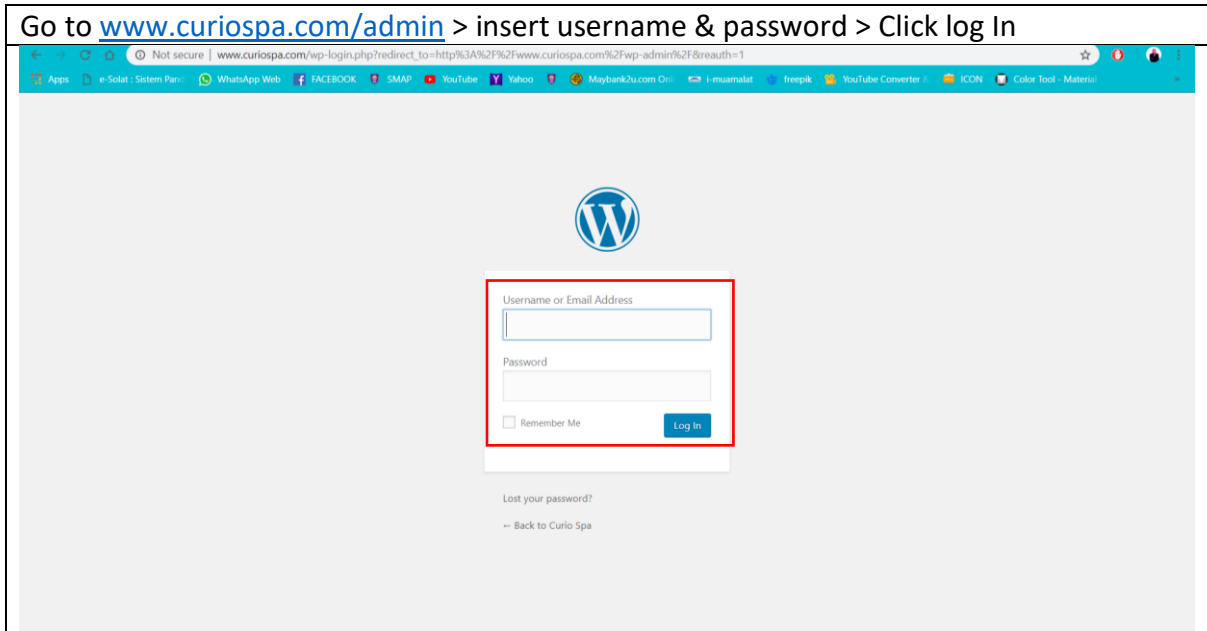
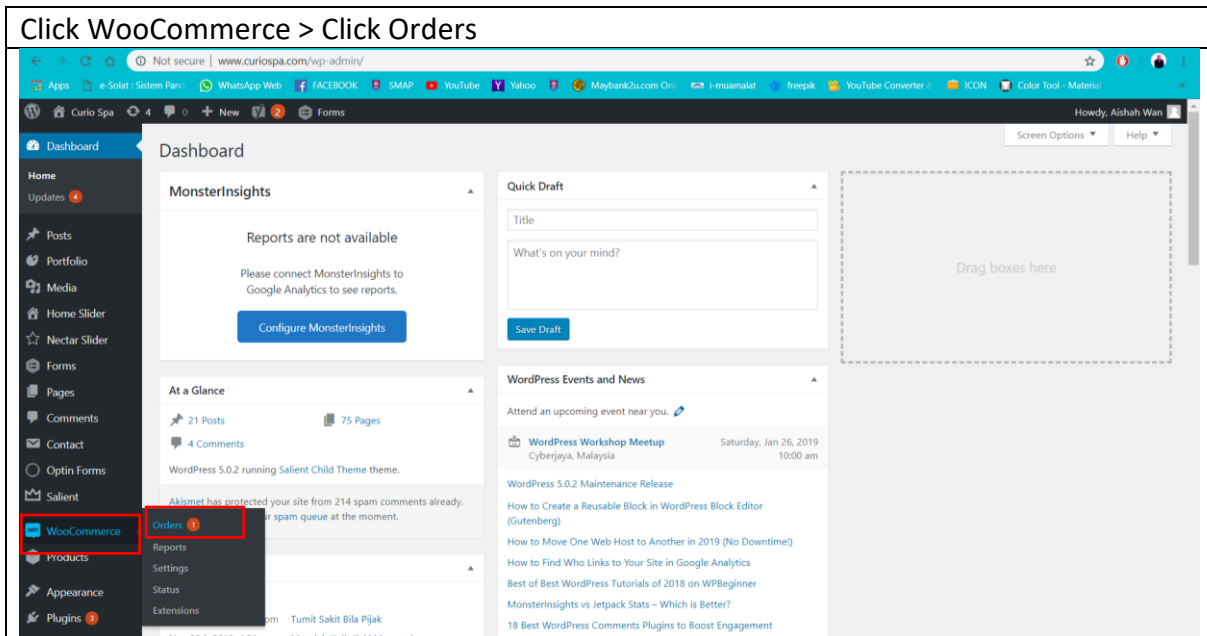


MANUAL HOW TO VIEW DETAILS OF CUSTOMER IN WOOCOMMERCE

Go to www.curiospa.com/admin > insert username & password > Click log In



Click WooCommerce > Click Orders



Click any customer to see customer's detail

To approve booking/order from customer:
Click customer status that still in "processing"

Order ID	Customer Name	Date	Status	Amount
#8564	Marsila Hassan	24 hours ago	Completed	RM45.00
#8583	Ruhana Asmuni	Dec 31, 2018	Completed	RM69.00
#8572	Fauziah Ahmad	Dec 31, 2018	Completed	RM69.00
#8571	Khairunisa saib	Dec 31, 2018	Completed	RM69.00
#8565	Nur Atila	Dec 31, 2018	Completed	RM59.00
#8563	AMAL HAYATI SOBRI	Dec 31, 2018	Processing	RM49.90
#8562	Nur Suraiya Abu Hassan Shaari	Dec 30, 2018	Cancelled	RM69.00
#8561	Nor Hidayah Usop	Dec 30, 2018	Cancelled	RM69.00
#8560	Ramlah Daling	Dec 29, 2018	Completed	RM69.00
#8559	Ain Fatimah	Dec 29, 2018	Completed	RM138.00
#8558	Nur diyana binti md khir	Dec 29, 2018	Completed	RM138.00
#8557	Muhamad Ali Nazmi Bin Ali	Dec 28, 2018	Completed	RM49.90
#8556	NUR SHAMSINA MAAROF	Dec 28, 2018	Completed	RM69.00

Make sure that payment status: "SUCCESSFUL" > then from "processing" change to "Completed"

Order #8589 details
Payment via (512pzr1). Paid on January 2, 2019 @ 12:03 pm. Customer IP: 42.191.218.17

General
Date created: 2019-01-02 @ 12:02
Status: **Completed**

Billing
Nurfaten Alia binti Ramli
No 120, Jalan PC 3/6, Taman Pinggiran Cyber
Cyberjaya
Selangor
63300
Email address: fatenramli93@gmail.com
Phone: +60132199876

Shipping
Nurfaten Alia binti Ramli
No 120, Jalan PC 3/6, Taman Pinggiran Cyber
Cyberjaya
Selangor
63300

Item	Cost	Qty	Total
Booking Cart (SKU: F01)	RM81.00	1	RM81.00
Free shipping			RM0.00

Order actions
Choose an action...
[Move to Trash](#) [Update](#)

Order notes
Order status changed from Processing to Completed.
added on January 2, 2019 at 12:08 pm [Delete note](#)
Order status changed from Pending payment to Processing.
added on January 2, 2019 at 12:03 pm [Delete note](#)
Payment Status: SUCCESSFUL
Order ID: 8589
Receipt URL: <https://www.billplz.com/bills/512pzr1>
Order ID: 8589
Collection ID: v6mt2tu
Type: callback
added on January 2, 2019 at 12:03 pm [Delete note](#)

Click "Update" > Finish

The screenshot shows the WordPress admin interface for editing an order. The main content area displays the following information:

- Order #8589 details**
Payment via (512pzr1). Paid on January 2, 2019 @ 12:03 pm. Customer IP: 42.191.218.17
- General**
Date created: 2019-01-02 @ 12:02
Status: Completed
- Billing**
Nurfaten Alia binti Ramli
No 120, Jalan PC 3/6, Taman Pinggiran Cyber
Cyberjaya
Selangor
63300
Email address: fatenramli93@gmail.com
Phone: +60132198876
- Shipping**
Nurfaten Alia binti Ramli
No 120, Jalan PC 3/6, Taman Pinggiran Cyber
Cyberjaya
Selangor
63300

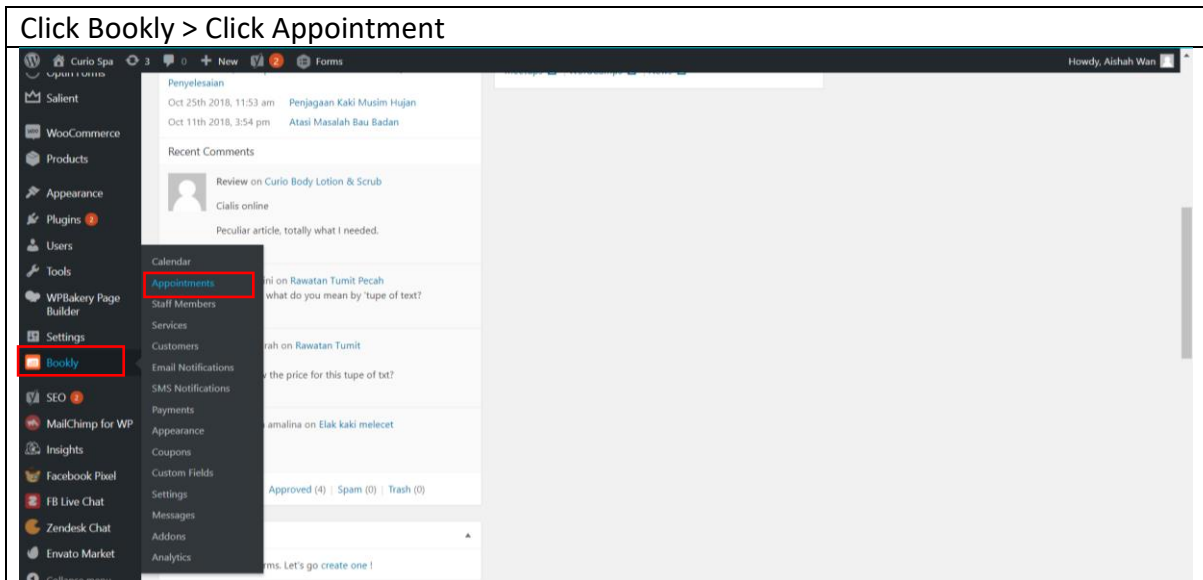
Below the order details is a table of items:

Item	Cost	Qty	Total
Booking Cart SKU: F01 Appointment Date: January 20, 2019 Time: 12:00 pm Service: New Year Promo: Full Manicure Pedicure RMB1 Outlet: Bangi Paragon Point Price: 81.00 RM	RM81.00	1	RM81.00

On the right side, the **Order actions** panel contains a dropdown menu with "Choose an action..." and two buttons: "Move to Trash" and "Update". The "Update" button is highlighted with a red box. Below this are **Order notes** and **Payment Status: SUCCESSFUL** information.

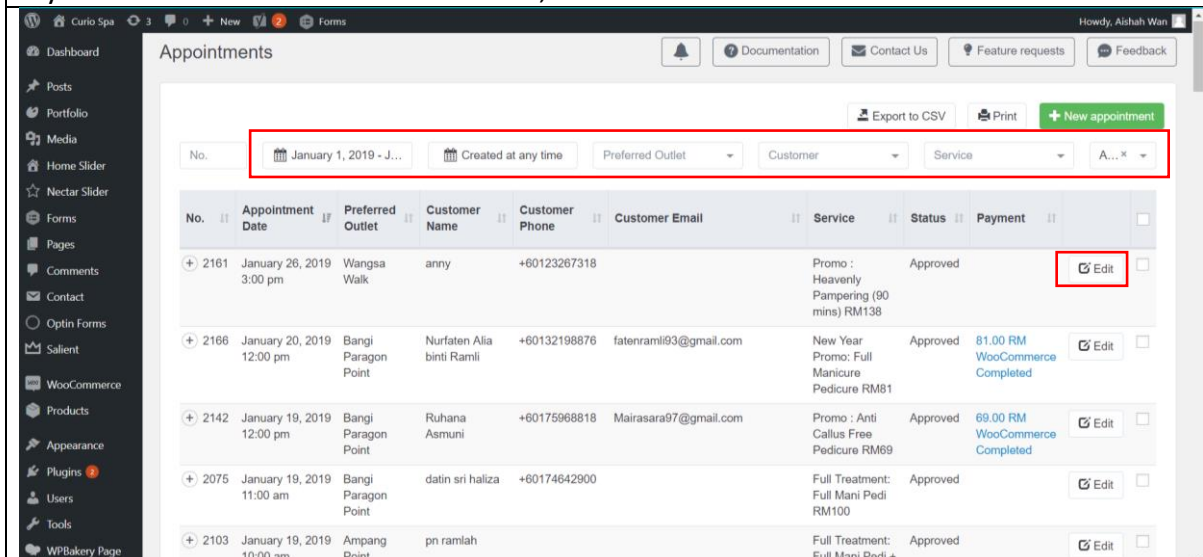
MANUAL HOW TO VIEW DETAILS OF CUSTOMER IN BOOKLY

Click Bookly > Click Appointment



Here you can sort the details by “date”, “preferred outlet”, “customer”, “service” and “status”

If you want to edit data of the customer, click “Edit”



After finish doing editing, click "Save"

The screenshot shows a WordPress admin dashboard with a sidebar on the left containing various menu items like Portfolio, Media, Home Slider, Nectar Slider, Forms, Pages, Comments, Contact, Optin Forms, Sallent, WooCommerce, Products, Appearance, Plugins, Users, Tools, WPBakery Page Builder, and Settings. The main content area displays a table of appointments. A modal form is open for editing an appointment. The form fields include:

- Provider:** Wangsa Walk
- Service:** Promo : Heavenly Pampering (90 mins) RM138 (1 h 30 min)
- Date:** January 26, 2019
- Period:** 3:00 pm to 4:30 pm
- Customers (1/3):** anny (+60123267318)
- Send notifications:** Don't send
- Internal note:** (empty text area)

At the bottom of the form, there are two buttons: a green "Save" button (highlighted with a red box) and a white "Cancel" button. The background shows a table of appointments with columns for No., Appointment Date, and Provider. The table contains several rows of appointment data.