SYSTEM USER GUIDE

How to create a member group

如何创建会员分组

Cara Membuat Kumpulan Ahli

7 STEPS

MEMBER › MEMBER GROUP › CUSTOM FILTER

7 个步骤 • 7 langkah mudah



Follow the numbered markers on each page.
请按照每页上的编号标记操作。 / Ikut penanda bernombor pada setiap halaman.

STEP
1

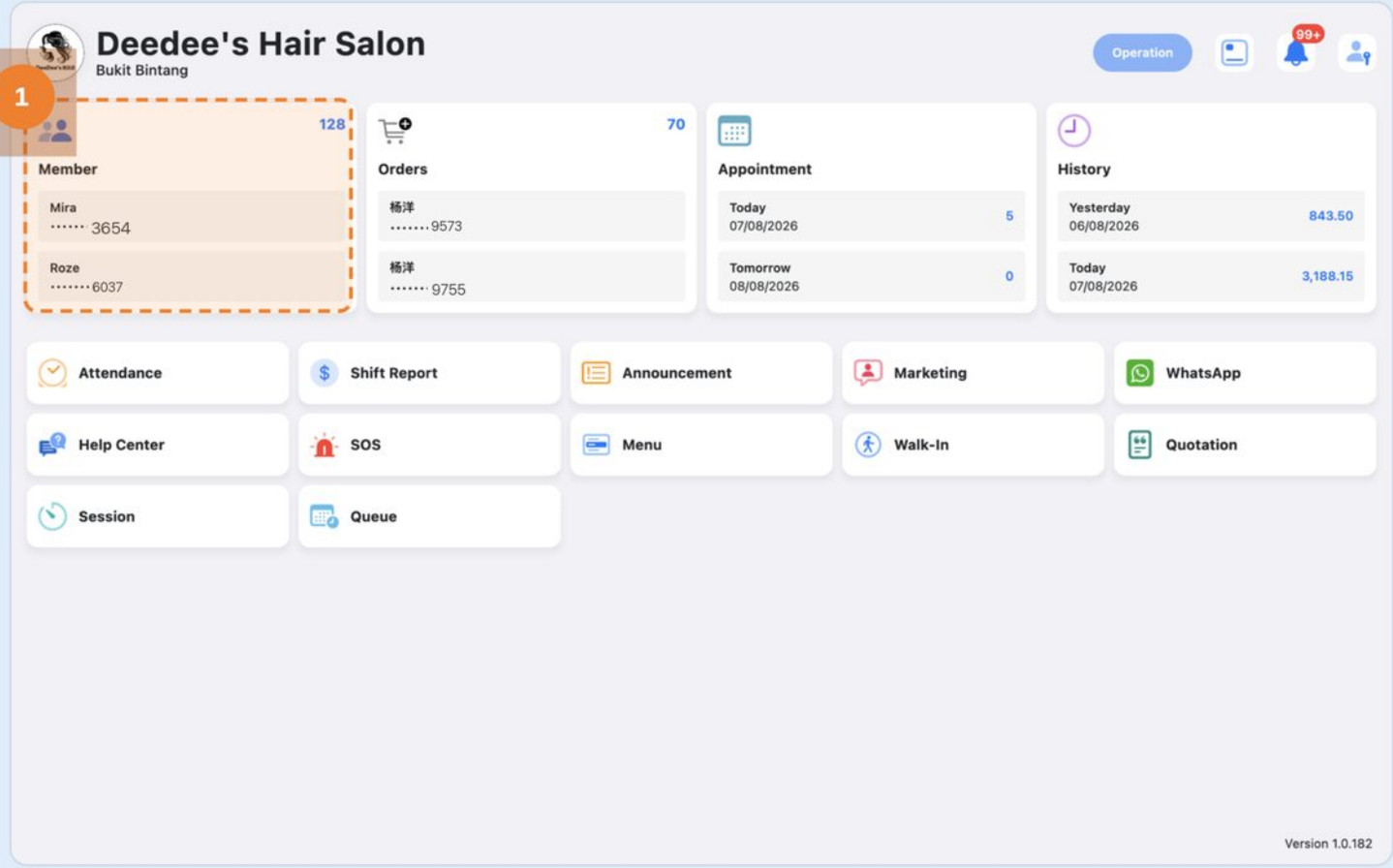
Open the Member page

打开会员页面

Buka halaman Ahli

1 Tap the Member card

点击「Member」卡片



i From the dashboard, tap the Member card to open the member list.

在主页点击「Member」卡片，进入会员列表。

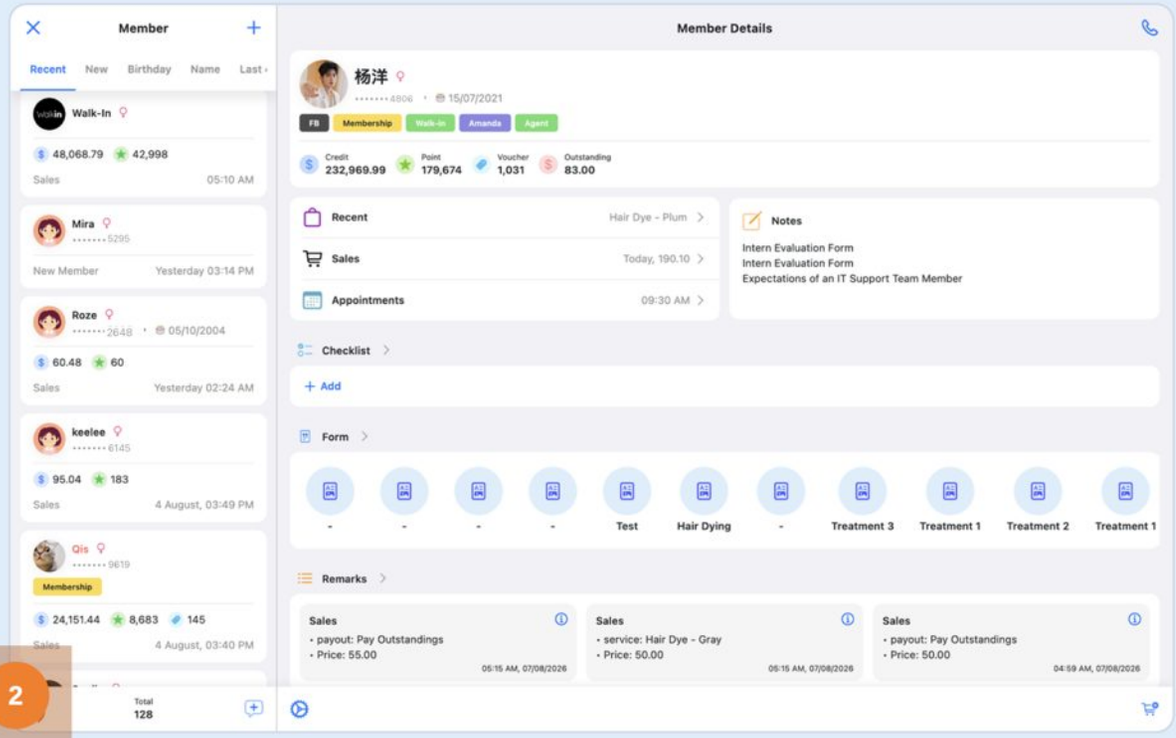
Di papan pemuka, ketik kad “Member” untuk buka senarai ahli.

STEP
2

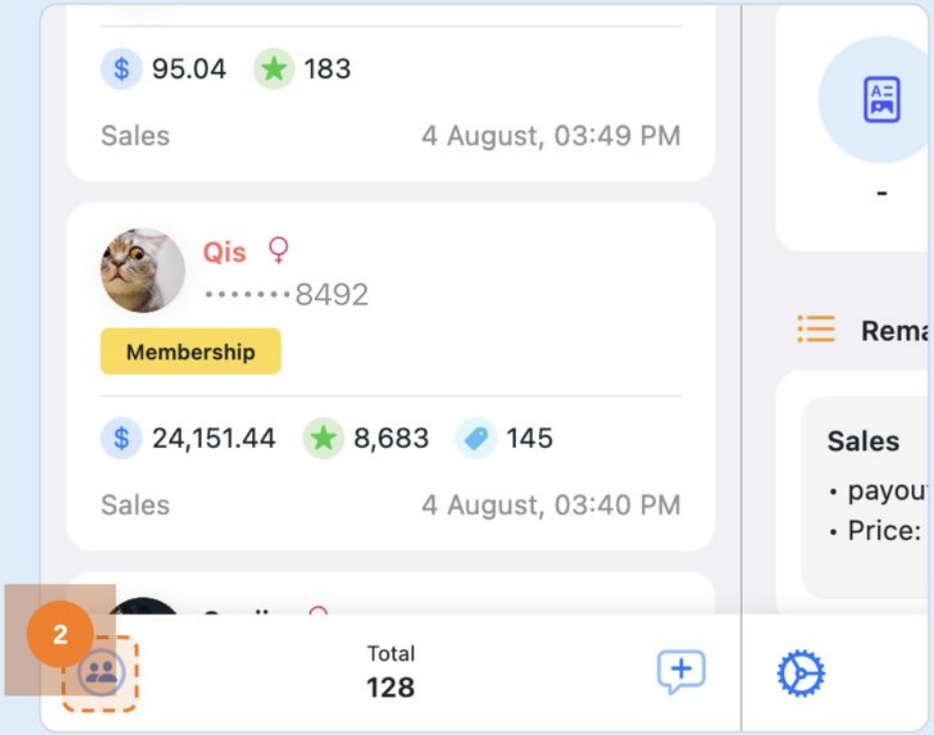
Open the Member Group panel

打开会员分组面板

Buka panel Kumpulan Ahli



FULL SCREEN



ZOOM IN

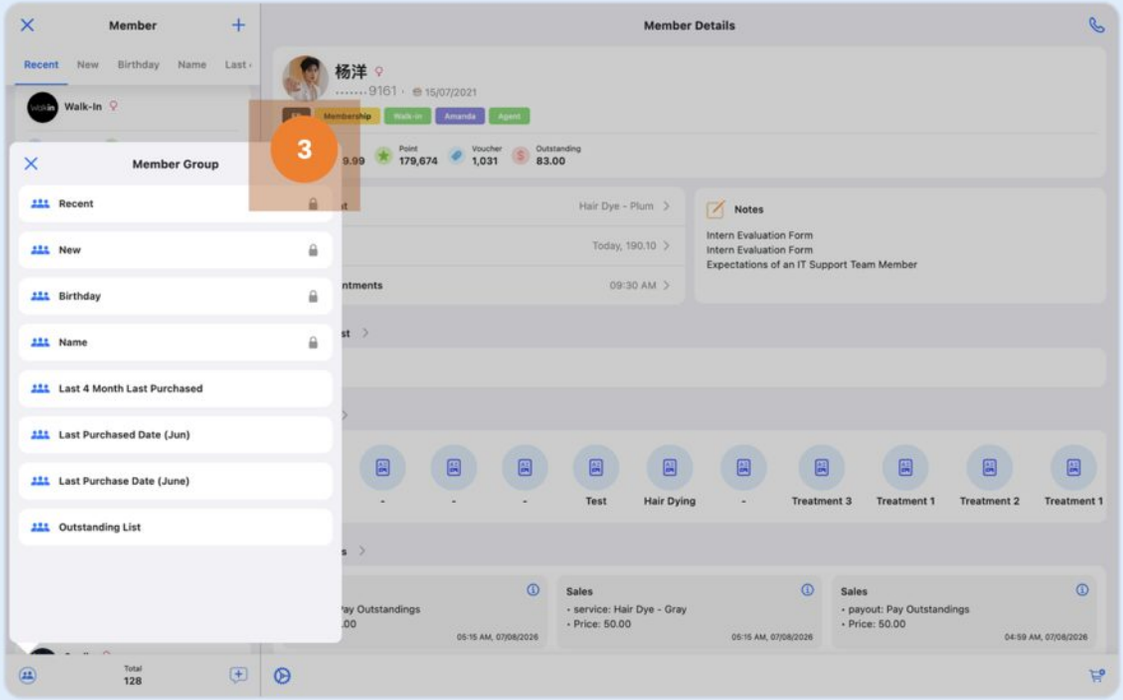
Tap the group icon at the bottom-left corner of the member list.	点击会员列表左下角的分组图标。	Ketik ikon kumpulan di sudut kiri bawah senarai ahli.

STEP
3

Tap + to create a new group

点击「+」新建分组

Ketik + untuk kumpulan baharu



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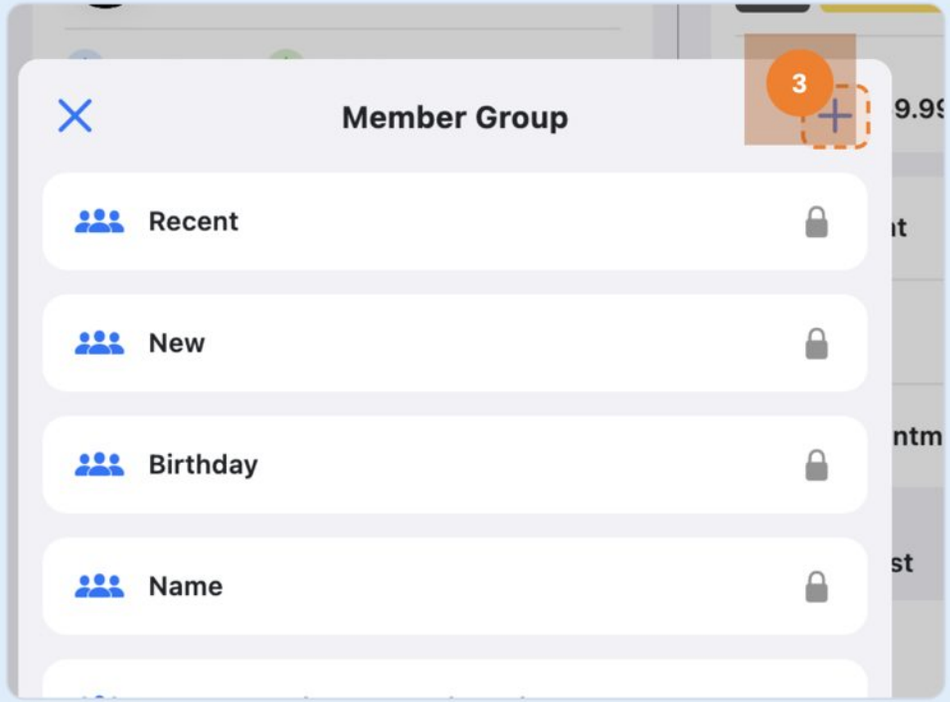


ZOOM IN

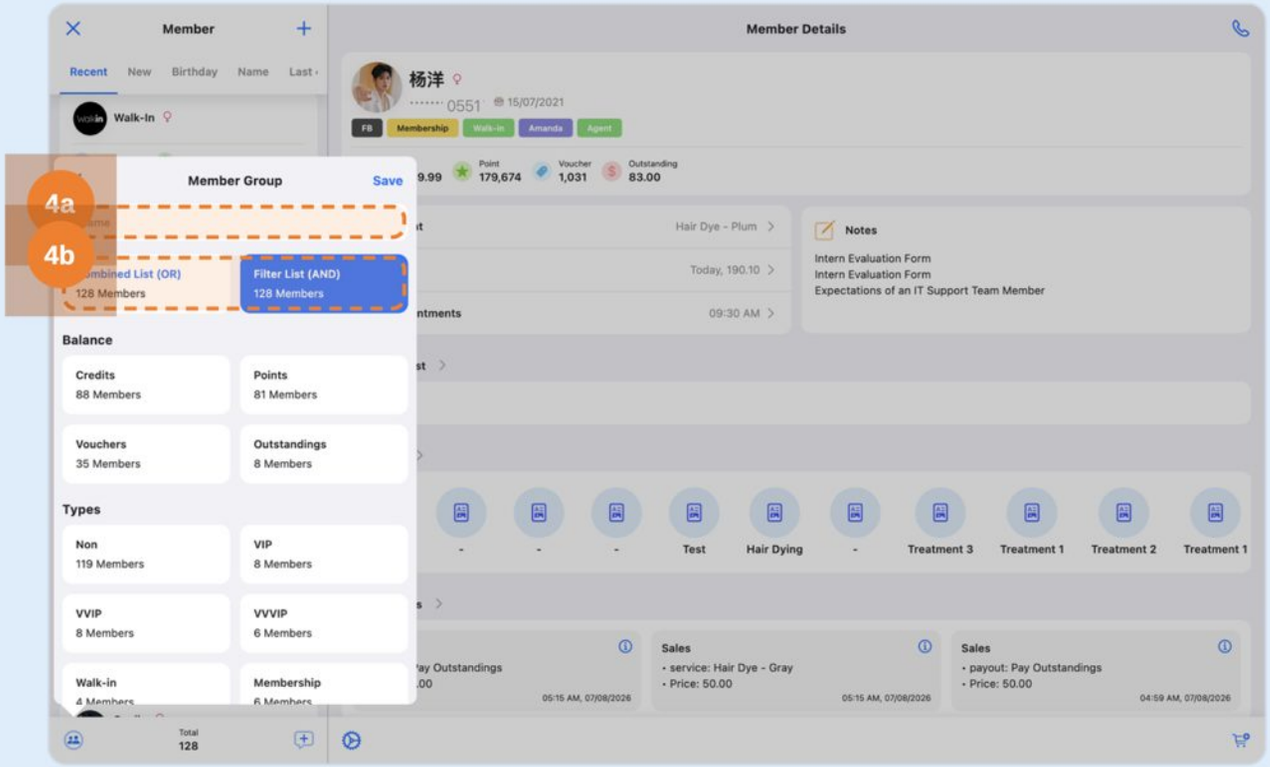
Member Group lists your existing groups. Tap + at the top right to add a new one.	「Member Group」会列出已有的分组，点击右上角的「+」新增分组。	Member Group menyenaraikan kumpulan sedia ada. Ketik + di atas kanan untuk tambah.

STEP
4

Name the group and pick the match mode

输入分组名称并选择匹配方式

Namakan kumpulan dan pilih mod



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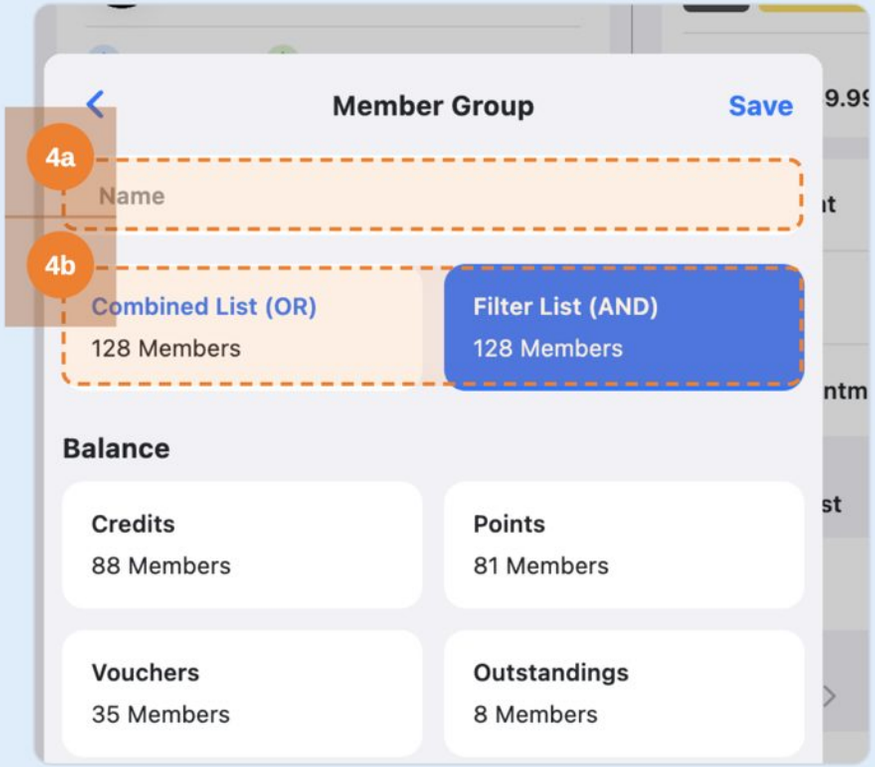


ZOOM IN

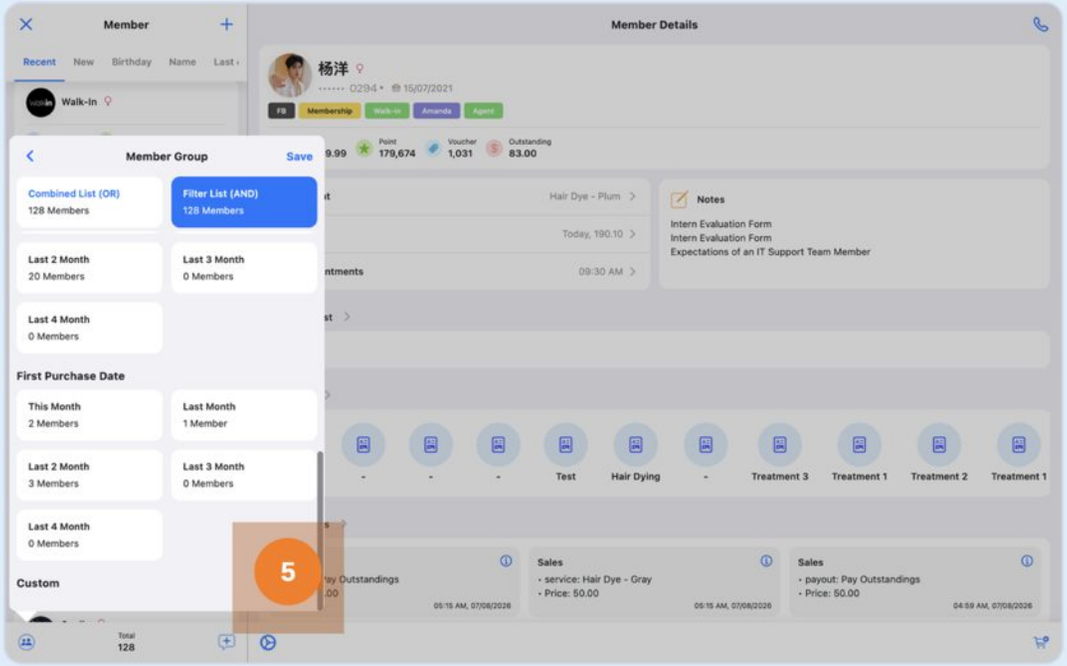
Key in the group name. Combined List (OR) matches any condition; Filter List (AND) matches all of them.	输入分组名称。「Combined List (OR)」符合任一条件即可，「Filter List (AND)」需符合全部条件。	Masukkan nama kumpulan. Combined List (OR) padan mana-mana syarat; Filter List (AND) padan semua.

STEP
5

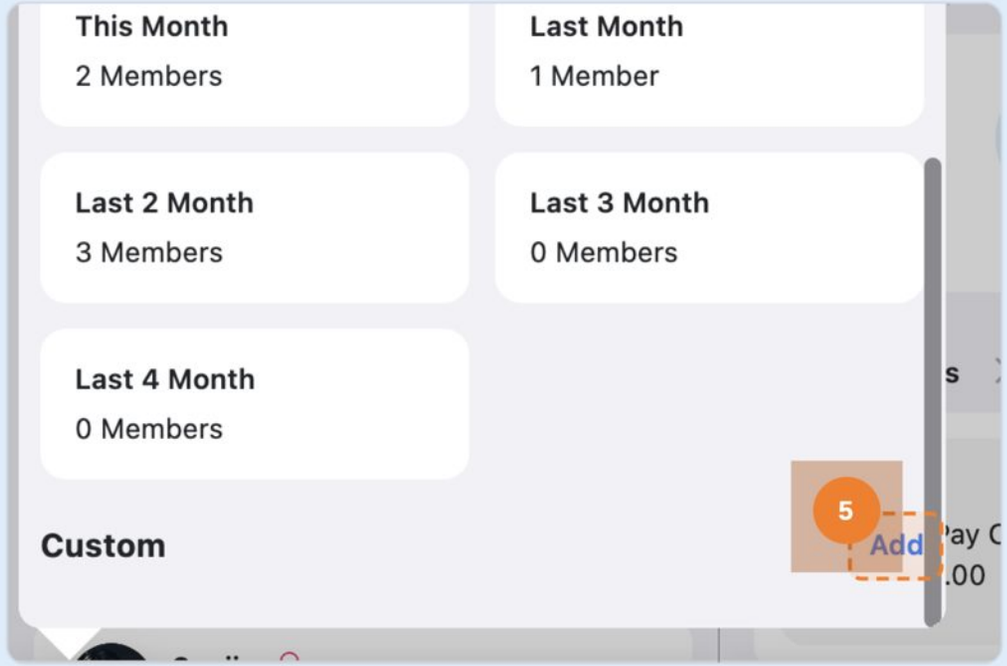
Scroll to Custom and tap Add

滑动到「Custom」并点击「Add」

Skrol ke Custom dan ketik Add



FULL SCREEN



ZOOM IN

Tap any ready-made filter tile to include it. For your own rule, scroll to Custom and tap Add.

点击任一现成筛选条件即可加入。如需自定义规则，滑动到「Custom」并点击「Add」。

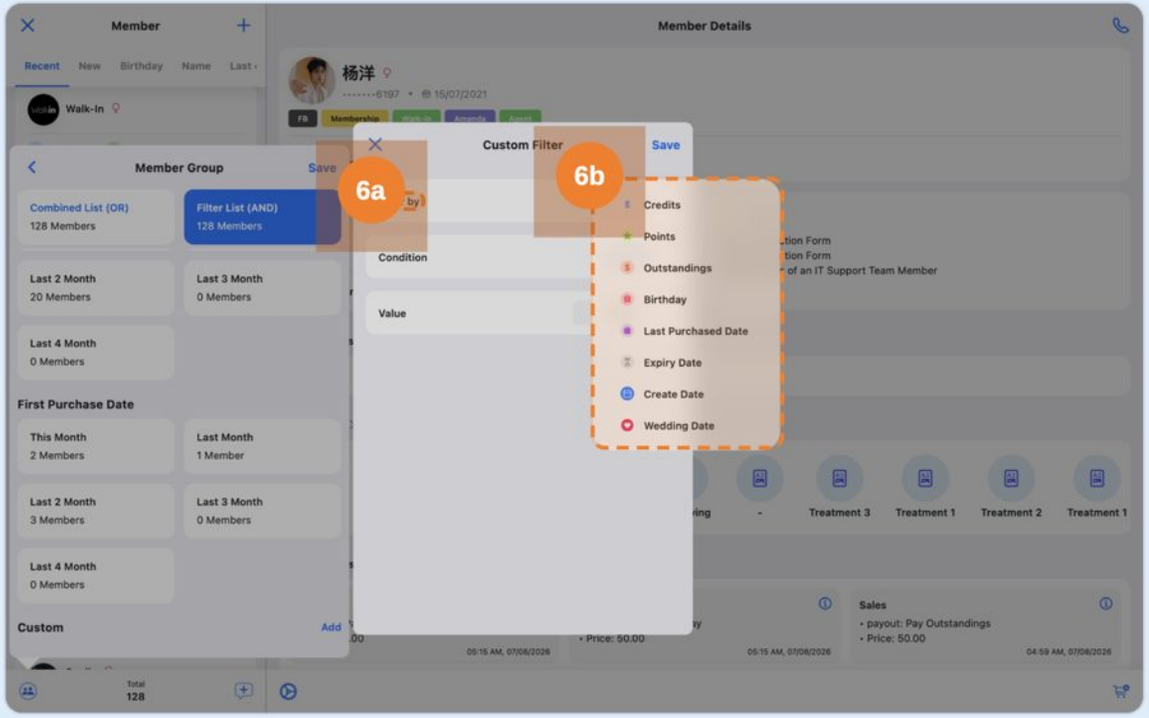
Ketik mana-mana penapis siap untuk masukkan. Untuk peraturan sendiri, skrol ke Custom dan ketik Add.

STEP 6

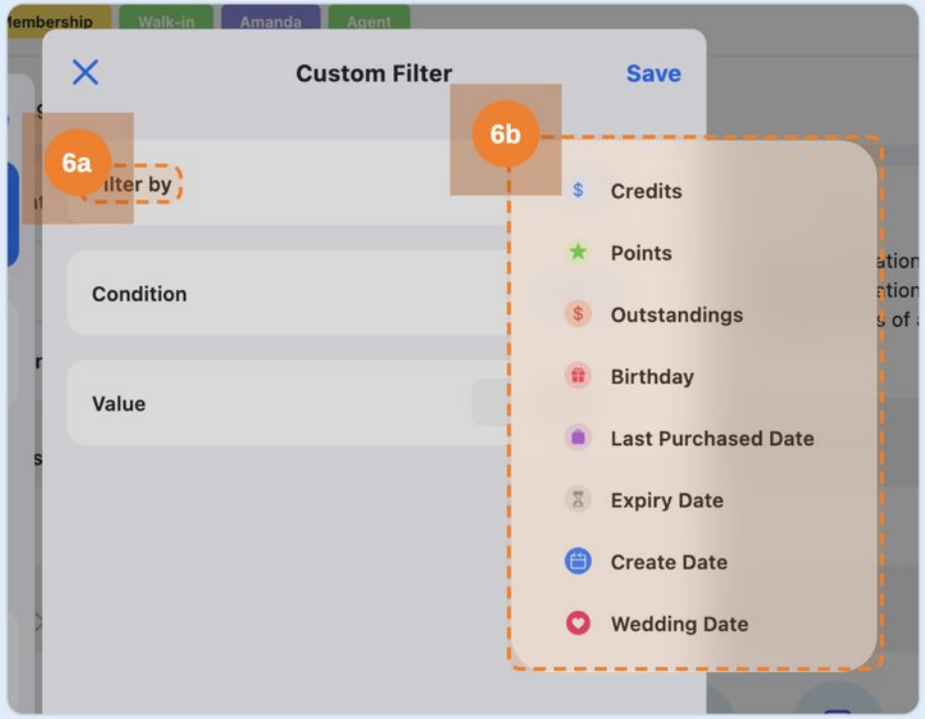
Choose what to filter by

选择筛选字段

Pilih medan penapis



FULL SCREEN



ZOOM IN

Tap Filter by, then pick a field — Credits, Points, Outstandings, Birthday, Last Purchased Date, Expiry Date, Create Date or Wedding Date.

点击「Filter by」，然后选择字段：Credits、Points、Outstandings、Birthday、Last Purchased Date、Expiry Date、Create Date 或 Wedding Date。

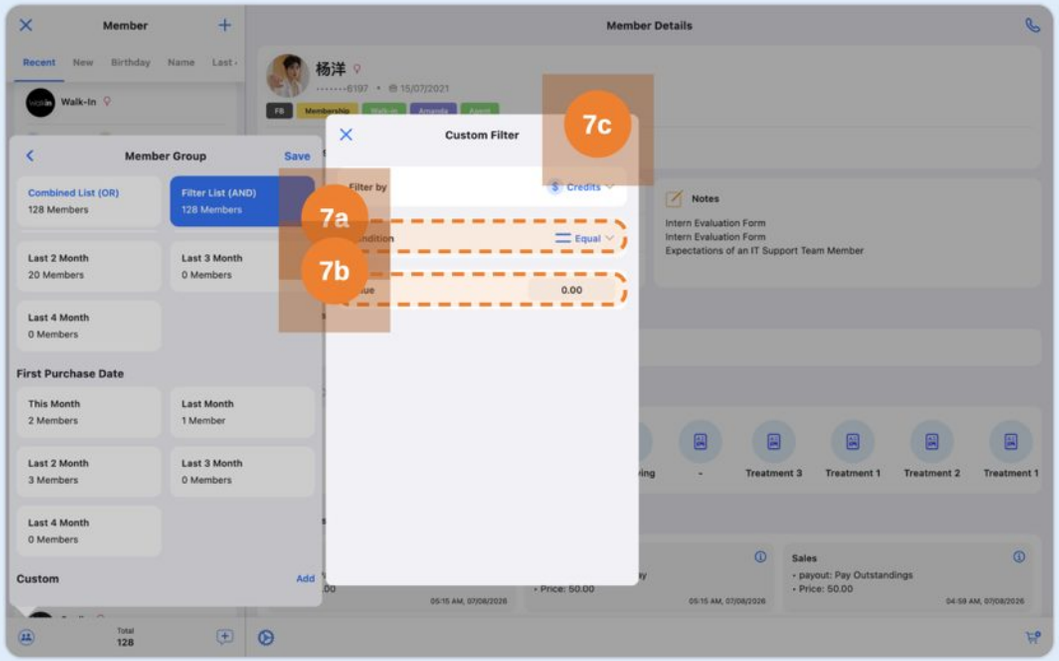
Ketik Filter by, kemudian pilih medan — Credits, Points, Outstandings, Birthday, Last Purchased Date, Expiry Date, Create Date atau Wedding Date.

STEP 7

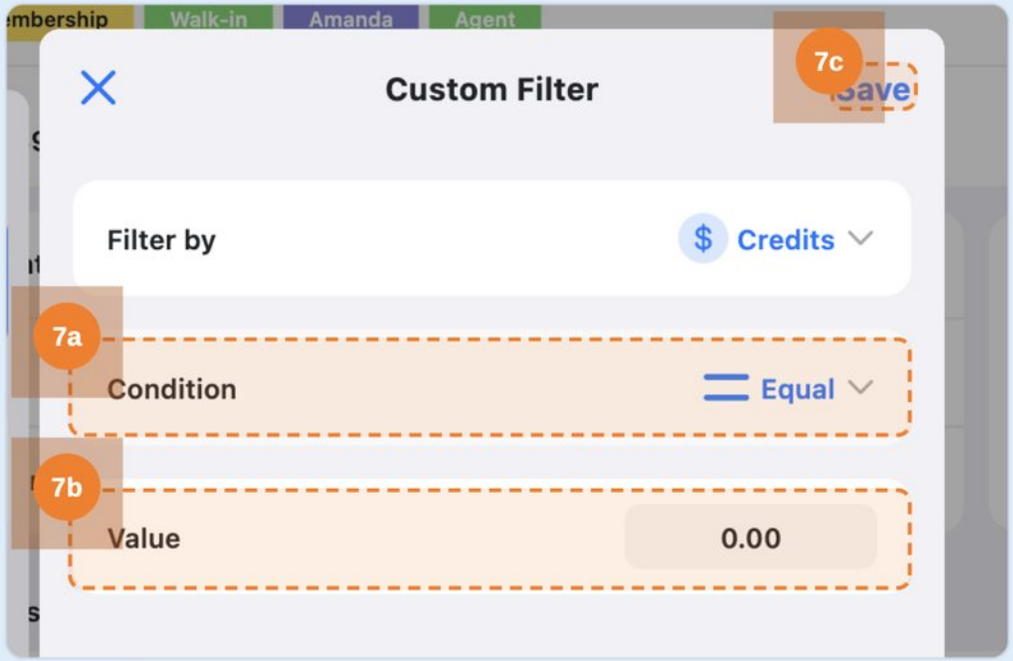
Set the condition and value, then Save

设置条件与数值，然后保存

Tetapkan syarat dan nilai, kemudian Save



FULL SCREEN



ZOOM IN

Pick the Condition (Equal, more than, less than…), key in the Value, then tap Save. Save the Member Group as well to finish.	选择条件（Equal、大于、小于等），输入数值，然后点击「Save」。最后再保存 Member Group 即完成。	Pilih Condition (Equal, lebih, kurang…), masukkan Value, kemudian ketik Save. Simpan Member Group untuk selesai.