

Korean / English

# Korean

## Easy Memo

계정에 메모를 남기는 기능입니다.

View>Client 에서 고객의 계정이 열린 화면에서 Personal Info 왼쪽에 **Memo** 를 누르면 Easy Memo 를 만들수 있는 창이 열립니다.

**Clients » 046264 (Active 1)** Client: [ ] Student: [ ]

Status: Active [ ] 1 [ ] New Client (last changed: 3/12 9:52am)

**School Info** Expand Info

School Code :	0557	School Name:	White Tiger TKD
Phone:	(215) 659-2300	Master Name:	Master Kim
Cell Phone:	(888) 227-3182	Billing Due Date	15&30th
Cancel Policy:		Change Due Policy:	

**Personal Info** Call Note

First Name:	Samantha	Phone Number:	(215) 659-2300
Middle Name:		Cell Phone Number:	(215) 659-2300
Last Name:	Walsh	Address:	165 Indian Ave

**History**

When	Whc
------	-----

+ **Create a memo** 를 누르면 창이 열립니다. Title 에 핵심이 되는 제목을 입력하고 Content 에 자세한 세부사항을 기록하고 열린 창 하단에 있는 **Create a Memo** 를 누르면 Easy Memo 가 형성됩니다.

**Clients » 046264 (Active 1)** Client: [ ] Student: [ ] Go

Status: Active [ ] 1 [ ] New Client (last changed: 3/12 9:52am)

**School Info** Expand Info

**Easy Memo** [ ] [ ] all Type=all [ ] from=all [ ] **+ Create a memo**

Date	Type	Title	From	Status
2021-03-11	to school	Master Email send to collections	Paul P	[ ]
2021-03-11	to school	collection-final notice before the Collection	Jessica K	[ ]
2021-03-11	to school	collection-final notice before the Collection	Jessica K	[ ]
2021-03-11	to school	collection-final notice before the Collection	Jessica K	[ ]

**GMS Administration** View Reports Administration Attendance

**Clients » 046263 (Submit 1)** Client: [ ] Student: [ ] Memo

Status: Submit [ ] (last changed: 3/12 11:35am)

**School Info**

**Personal Info**

**Easy Memo » Write**

Type: To School [ ] Client Code: 046263 [ ]

Title: Client requested change due date [ ]

Content: Client requested change due date the payment processing date 20th-25th [ ]

Related To:  Peter Y  Elizabeth C  Janet J  Jin K  Jessica K  Cecilia H  Lois L  Paul S  Sun K  Gloria J  James P  Daniel C L  Suzanne B  Charlie K  Alice H  Jiyeon P  EunJeong L  Jabez A  Taeung K  Christine S  Paul P  Esther K  Seok K  Jessica K  Peter Y  SeokWoo K or  All

Status:  Open  Closed  Info.

**Create a Memo**

# English

## Easy Memo

From the View>Client setting, on the screen displaying a client's account, click on the **Memo** located on the left of Personal Info to create an Easy Memo.

**Clients » 046264 (Active 1)** Client: [ ] Student: [ ]

Status: Active [ ] [ ] New Client (last changed: 3/12 9:52am)

**School Info** Expand Info

School Code :	0557	School Name:	White Tiger TKD
Phone:	(215) 659-2300	Master Name:	Master Kim
Cell Phone:	(888) 227-3182	Billing Due Date	15&30th
Cancel Policy:		Change Due Policy:	

**Personal Info** Call Note

First Name:	Samantha	Phone Number:	(215) 659-2300
Middle Name:		Cell Phone Number:	(215) 659-2300
Last Name:	Waleh	Address:	165 Indian Ave

**Memo** [ ]

Date [ ]

**History**

When	Whc
[ ]	[ ]

If you click on **+ Create a Memo**, the Easy Memo window will pop up. Enter the topic words on the "Title", record in detail in "Content", and then click on **Create a Memo** to generate a Easy Memo.

**Clients » 046264 (Active 1)** Client: [ ] Student: [ ] Go

Status: Active [ ] [ ] New Client (last changed: 3/12 9:52am)

**School Info** Expand Info

School Code : [ ]  
Phone: [ ]  
Cell Phone: [ ]  
Cancel Policy: [ ]

**Easy Memo** [ ] [ ] all Type=all [ ] from=all [ ] [ ] **+ Create a memo** [ ]

Date	Type	Title	From	Status
2021-03-11	to school	Master Email send to collections	Paul P	[ ]
2021-03-11	to school	collection-final notice before the Collection	Jessica K	[ ]
2021-03-11	to school	collection-final notice before the Collection	Jessica K	[ ]

**GMS Administration** View Reports Administration Attendance

**Clients » 046263 (Submit 1)** Client: [ ] Student: [ ]

Status: Submit [ ] (last changed: 3/12 11:35am)

**School Info**

School Code : [ ]  
Phone: [ ]  
Cell Phone: [ ]  
Cancel Policy: [ ]

**Personal Info**

First Name: [ ]  
Middle Name: [ ]  
Last Name: [ ]  
Email Address: [ ]  
SSN: [ ]

**Student Info**

Number of Students: 2 [ ]

**Easy Memo » Write**

Type: To School [ ] Client Code: 046263 [ ]

Title: Client requested change due date [ ]

Content: Client requested change due date the payment processing date 20th-25th [ ]

Related To:  Peter Y  Elizabeth C  Janet J  Jin K  Jessica K  Cecilia H  Lois L  Paul S  Sun K  Gloria J  James P  Daniel C L  Suzanne B  Charlie K  Alice H  Jiyeon P  Eunjeong L  Jabez A  Taeung K  Christine S  Paul P  Esther K  Seok K  Jessica K  Peter Y  SeokWoo K or  All

Status: **Open** [ ] Closed [ ] Info [ ]

**Create a Memo** [ ]